**FY 2023 - FY 2027**
**Capital Budget**
**Instructions**

**State of Rhode Island**

**Office of Management and Budget**
**Budget Office**
**May 2021**

## Table of Contents

# I.    Submission Requirements

The Office of Management and Budget uses BFM software in the preparation of the capital budget, including state fleet and information technology requests. Forms must be completed in the online BFM database for each capital project being considered by an agency, regardless of the source of funding. Each agency should be as detailed and specific as possible by including a full description of the project, the rationale for the project, its costs, future funding requirements, project schedules, and associated operating budget impacts. Information entered into these forms then populates the reports that make-up the agency's capital budget submission. Providing quality documentation of the project's need and cost allows for more meaningful consideration by the Office of Management and Budget, the Governor, and the Legislature.

An agency's capital and IT budget request must be submitted by **July 23, 2021**. Three (3) bound copies of your request should be submitted to the Budget Office, and one copy each directly to the House and Senate Fiscal Advisors. Electronic copies are welcome supplements to the required physical submission, and may be emailed to individual budget and fiscal analysts. The submission should include the following pieces in order:

1.  Transmittal Letter: A transmittal letter from the Director or Agency Head providing a brief overview of the capital budget submission and an indication of their priorities should be provided.

2.  Project Priority Order Report: Lists all of the agency's projects in priority ranking.

3.  Project Reports: The reports listed below are generated by BFM software and should be included for each capital project. See also Introduction to BFM Reporting. Please submit project reports in order of the priority ranking for each project.
    A.  **Summary Report**: Displays the project name, project ID, priority ranking, and total funding requested.
    B.  **Project Narrative & Justification Report**: Shows the project description, project justification, project status, and strategic criteria/ IT specific information.
    C.  **Agency Request vs. Plan Report**: Displays both the current financing plan for the project and the funding requested.
    D.  **Project Cost Report**: Displays the project costs for each project, with totals by funding source and fiscal year.

4.  Attachments:
    A.  **Subproject Detail**: Agency staff can access the subproject detail template at the following link: http://www.omb.ri.gov/budget/instructions/index.php#section3. This file is a necessary attachment for any capital projects with multiple activities or subprojects, whether submitted by a state agency or quasi-public agency. For example, an asset protection account may have subprojects for Roof Replacement, HVAC Upgrades or Exterior Envelope. The listing of subprojects must be ranked in priority order. This template must be submitted within your BFM budget submission as an attachment at the header level and also printed and included in the hard copy submission of your capital

budget request. As part of your agency's capital budget submission you may have several of these forms, one for each project that requires the detail.

B. **IT Capital Project Detail**: DoIT Agency IT Managers (AIMs) will prepare this form for all IT projects. Executive branch state agency staff will need to attach one of these to each IT capital project.

C. **DCAMM Real Estate & Project Request Form (PRF)**: Agency staff can access this form at the following link: http://dcamm.ri.gov/documents/dcamm-project-request-form-11132019.pdf. This file is a necessary attachment for any executive branch state agency capital project that involves vertical construction or proposes the acquisition or adaptation of commercial property. Agency staff should prepare and submit this form to DCAMM at DOA.RealEstate@doa.ri.gov before the end of the DCAMM consultation period on July 9, 2021.

D. **DCAMM Summary of Strategic Plan**: This accompanies item C for any executive branch state agency capital project that involves vertical construction or proposes the acquisition or adaptation of commercial property. Agency staff should prepare a one page document that summarizes the mission, goals, and five-year strategic plan, and submit to DCAMM at DOA.RealEstate@doa.ri.gov before the end of the DCAMM consultation period on July 9, 2021.

E. **DCAMM Letter of Support**: DCAMM staff will prepare this item for all relevant projects. Executive branch state agency staff will need to attach one of these to each state agency capital project that proposes the acquisition or adaptation of commercial property.

F. **Fleet Replacement Plan**: Agency staff can access the fleet replacement plan template at the following link:
http://www.omb.ri.gov/budget/instructions/index.php#section3. This file is a necessary attachment for any executive branch state agency requesting the replacement or addition of vehicles to the state fleet. Agency staff should simultaneously prepare and submit the Fleet Request Form (http://dcamm.ri.gov/units/fleet/) to DOA.StateFleet@doa.ri.gov.

G. **Other Materials As Appropriate**: Agency staff may attach any supplemental materials that may provide additional justification or detail as to the capital project being proposed. Examples may include facility condition assessments, feasibility studies, master plans, capital improvement program reports, photos, diagrams or other materials that help OMB analysts understand the project vision.

Items 2 and 3 A-D are generated by the BFM software when all fields have been properly completed. Please also refer to the BFM Capital Budget User Guide as needed.

## II.   Timeline

Agency capital budget submissions including fleet and IT inventory requests are due to the Budget Office by **July 23, 2021.** Copies of agency requests must also be sent by the submitting Agencies directly to the House and Senate Fiscal Staffs. Earlier submission is encouraged. This calendar is a guideline and is subject to change.

| **Target Date** | **Process** |
| --- | --- |
| **5/7/2021** | Distribute FY 2023 - FY 2027 capital budget submission instructions. |
| **5/10/2021** | Kick-off call with OMB and agency staff. |
| **5/10 - 7/9/2021** | Capital budget and information technology requests are developed by agencies. |
| **5/10 - 7/9/2021** | Agency consultation with the Division of Information Technology on IT projects. Agency consultation with DCAMM on construction, fleet and asset protection projects. |
| **5/31/2021 or earlier** | BFM capital database made available online to agency staff. |
| **5/31 – 6/11/2021** | BFM training sessions over MS Teams for agency staff and budget analysts, organized by functional area (ie, natural resources, education). |
| **6/28 – 8/20/2021** | Site visits to major capital projects by OMB, Legislative Fiscal and DCAMM staff. For agencies where physical visits are not safe or practical, OMB strongly recommends an MS Teams meeting with agency presentation. |
| **7/12 – 7/23/2021** | OMB office hours will be offered over MS Teams to provide support and technical assistance. |
| **7/23/2021** | Last day for agency submission of capital budget requests to the Budget Office and House and Senate Fiscal Staffs |
| **9/24/2021 or earlier** | BFM capital database will be updated to reflect enacted FY 2021 revised and FY 2022 budgets, preliminary FY 2021 expenditures,  and carryforward balances for RICAP funds. |

# III.    Capital Budgeting Overview

The purpose of this manual is to provide instructions, policies and procedures for state and quasi-public agencies submitting capital budget materials to the Office of Management & Budget, the Governor and the General Assembly for capital project funding.

**Every state agency requesting or planning to expend funds for asset protection or capital projects, (regardless of the source of funds) over the five-year planning period is required by law to submit a capital budget request or plan.** This includes projects funded solely with federal and/or restricted receipt funds. In addition, any agency with previously approved capital projects in the current Capital Improvement Program, must submit a capital budget outlining the status of these ongoing projects, even if they are not requesting additional funding for these projects or funding for new projects.

As agencies develop their FY 2023 - FY 2027 capital improvement program, please keep in mind that a significant portion of expected resources available for capital projects are already allocated to the completion of on-going projects or dedicated to projects included in the existing five-year capital improvement program. Resources available for new projects during the planning period will be limited.

All projects must be included in your capital improvement program request with adequate information to allow for meaningful consideration of the project by the Office of Management & Budget, the Governor, and the Legislature. Project requests must include a full description of project rationale, costs, future funding requirements, project schedule, associated operating budget impacts, and detailed explanation of how the capital request will assist the agency in meeting its strategic goals.

Once funding has been appropriated by the Legislature or earmarked for a particular project as part of the capital plan, funding must be used **for that project only**.

Agencies **do not** have discretion to shift funding between projects or funding sources (i.e., Rhode Island Capital Plan Fund and Bond Funds) without prior approval from the Office of Management and Budget and/or the Legislature.

Questions as to the eligibility of projects for inclusion in the CIP should be directed to the OMB Chief Capital Analyst, Libby Kimzey at Libby.Kimzey@budget.ri.gov or (401) 222-2113.

## *Goals*

The State of Rhode Island has established several capital budgeting goals to guide the development of Capital Improvement Programs. These goals are:

- Ensure that the state's annual capital budget and five-year capital improvement program is affordable and finances only necessary capital projects;
- Enable informed capital investment decisions according to a fair, open and objective process;
- Emphasize the requirement for long-term and strategic planning and encourage the use of master planning for state properties;
- Enhance the linkage between the capital and operating budgets;

- Institute the practice of budgeting that will result in planned biennial referenda consistent with the capital budgeting process;
- Increase accountability by publishing a document that will identify the individual projects to be funded during the capital-planning horizon;
- Limit debt use to long-term capital improvements and decrease reliance on debt in order to increase flexibility in difficult economic times;
- Generate a high return on investment (ROI);
- Execute projects in a timely manner; and,
- Enhance the ability of agencies to meet strategic objectives.

## Policy on Capital Expenditures

Capital projects should have a clearly defined scope of work that can be used to develop specifications that can be put out to bid. For small projects, the Division of Purchases' Master Price Agreements (MPAs) can be utilized in instances where the project does not exceed the work order limit outlined in the MPA. When the capital project exceeds the limit, the agency must prepare a requisition along with detailed specifications and forward to the Division of Purchases for bid.

## Re-Appropriation of FY 2021 Funds and FY 2022 Revised Capital Budget

Agency staff should include necessary re-appropriation requests of unexpended FY 2021 funding in the FY 2022 Revised Budget Request accompanied by narrative justification.

## New Construction Projects and Feasibility Studies

Requests for new construction projects, such as new buildings or major renovations to existing structures (i.e., change in use), should be included in the agency's capital budget request. If your agency plans to build a new facility of any type (office building, laboratory, dormitory, etc.), first-year funding for the project should include only a feasibility study. Agencies should not attempt to estimate the cost of new construction or major renovations. The Department of Administration's Division of Capital Asset Management and Maintenance (DCAMM) is prepared to assist Agencies in determining how much funding will be required for a feasibility study based on the project type.

## Consultation with Division of Capital Asset Management & Maintenance

DCAMM will assist agencies in reviewing their capital requests prior to submission. **For the FY 2023 – 2027 planning period, executive branch state agencies must consult with DCAMM prior to submission of any capital budget requests for projects involving vertical construction or commercial real estate.** Vertical construction includes building construction, renovation or demolition, but excludes road construction or open space acquisition. Commercial real estate projects include space planning, buildouts, renovations, and upgrades. Depending on the project, DCAMM can assist with project scoping, timelines, project management, or other guidance. Agencies are required to indicate whether or not a capital project has been reviewed by DCAMM. If a project is reviewed/approved by DCAMM, it will be assigned a DCAMM Project Manager. Agencies can schedule meetings with DCAMM by contacting Sandra Schenck, Chief Implementation Aide (Sandra.Schenck@doa.ri.gov, 401-222-1371).

## *Concepts and Definitions*

**ASSET PROTECTION** involves major renovations or improvements to existing facilities that will extend the useful life and/or add value to the asset by at least ten years; generally at a total cost in excess of $50,000. Individual projects with costs under $50,000 cannot be combined to be considered an asset protection project unless they are part a cohesive scope of work that can be put out to bid as a single project. Examples of asset protection projects include: renovation or replacement of heating, ventilation and air conditioning (HVAC) systems, upgrades to the building envelope, correction of fire code or accessibility issues, and other regulatory deficiencies. Asset protection funding requests are included in an agency's capital budget submission.

A **CAPITAL ASSET** is a tangible asset that is nonrecurring (i.e., acquired once), has a useful life of more than ten years and considered a significant purchase. It is intended to generate value over a long period of time, and may be land (including open space), structures, equipment (including motorized fleets) and intellectual property (including software). Capital assets may be purchased, constructed, manufactured or leased.

The **CAPITAL BUDGET** represents the first year of the five-year Capital Improvement Program, authorizes specific projects, and appropriates specific funding for those projects for that fiscal year where applicable.

The **CAPITAL IMPROVEMENT PROGRAM (CIP)** identifies specific capital projects and asset protection accounts to be funded during the planning period. It also indicates the fiscal year in which the project will be started or the property acquired, the amount expected to be expended on the project each fiscal year, and the proposed method of financing these expenditures. Projects and financing sources listed in the CIP for years other than the first year ("out years") are subject to change in future capital improvement programs. The primary CIP publication is the capital budget volume released annually as part of the Governor's Budget Recommendations, though appropriated amounts are only finalized in a budget enacted by the Legislature.

A **CAPITAL PROJECT** is the proposed acquisition or improvement of a capital asset. A capital project can be the construction of any new physical facility, structure, building, and public improvement or public purpose project, or addition or major renovation to an existing structure with a life expectancy of 10 years or longer, whose estimated cost including land, planning, design and construction, furnishings, and equipment exceeds $100,000. Capital projects include funding for feasibility studies that estimate preliminary planning costs for architectural and engineering studies to help ensure that projects are well thought out and have reasonable and accurate cost estimates. Capital projects include the expansion of motorized state fleets and the purchase of replacement vehicles. Capital project funding requests are included in an agency's capital budget submission.

The **EXECUTIVE BRANCH** state agencies are those enumerated in RI General Law § 42-6 as well as other state offices which operate state-owned capital assets. Some capital budgeting processes, such as coordination with DoIT and DCAMM, apply to these agencies and do not apply to institutions of higher education, quasi-public agencies, the Legislature and the Judiciary. However, all state agencies, including

higher education instiutions, quasi-public agencies, the Legislature and the Judiciary, participate in the capital budgeting process generally and contribute to the State CIP.

**GENERAL MAINTENANCE** is the on-going upkeep of existing facilities, structures, and equipment. Maintenance may extend the useful life of a structure, but will not normally add any significant value. General maintenance typically has an annual cost of under $50,000. Failure to provide general maintenance (i.e., deferred maintenance) will typically result in deterioration to the point where capital expenditures are necessary to restore a facility to useable condition. General maintenance funding is not included in a capital budget request, but rather in an operating budget request.

# IV.    Notes on Funding Sources

## *American Rescue Plan and other Federal Stimulus*

The U.S. Congress, through the American Rescue Plan Act, has authorized new federal resources to support Rhode Island's recovery from the COVID-19 pandemic. As of May 2021 there is the possibility for additional federal support associated with the American Jobs Plan, pending congressional action. Agency staff are encouraged to submit proposals through the capital budget submission that use this funding to further the strategic plan even when the technical guidance associated with these sources has not yet been released. Funding source can be noted as "TBD" in the BFM software; see also Adding a New Project.

## *Rhode Island Capital Plan Fund*

A key component of the capital budget process is the Rhode Island Capital Plan (RICAP) Fund. As a result of a constitutional change in 1992, the state created a Budget Reserve and Cash Stabilization Fund. Each year three percent of general revenues are deposited into this "Rainy Day Fund" until the fund reaches five percent of total resources. Once this "5%" level is reached, any additional revenues are deposited into the RICAP Fund.

A major portion of RICAP resources have been dedicated in recent years to asset protection and other capital projects. Anticipated resources in future years have been committed as part of the multi-year CIP to various projects. However, these allocations are subject to revision in future capital improvement programs.

## *Non-RICAP Sources*

General revenue, federal, restricted, and funding from the Rhode Island Capital Plan Fund require appropriation by the General Assembly prior to agency expenditures. Funding from general obligation bonds and other debt issuances do not require appropriation by the General Assembly, but are included in capital budget requests and published as part of the Governor's Capital Improvement Program.

## *State Fleet Revolving Loan Fund*

One resource available to agencies with vehicle fleets is the State Fleet Revolving Loan Fund (SFRLF). The fund is administered by the Budget Office with support from the Controller's Office and DCAMM. Agencies may request use of the SFRLF in any year of the planning period to replace fleet vehicles or add to the fleet with appropriate justification. The purchase price of the vehicle is repaid over the three fiscal years following the year of purchase with a 1% financing charge added to the first year payment.

## *Information Technology Project Funding*

In FY 2018, DoIT made changes to the governance process of IT projects. The goal of the changes was to improve guidance and oversight throughout the lifecycle of a project from concept through execution. The initial step for IT projects is to come before the Project Review Board (PRB). The PRB convenes bi-weekly to review projects, provide standards, and guidance.

Agencies should work with their assigned Agency IT Manager (AIM) on project submission to the PRB and in the capital budget. Projects currently funded by Information Technology Investment Fund (ITIF) will be submitted centrally by DoIT. If you are proposing a new IT project, please note the funding source

as "to be determined", which will receive further analysis by OMB and DoIT. All IT projects should be tagged appropriately in BFM. See also Adding a New Project.

IT projects are currently funded in one of four ways:

- **Information Technology Investment Fund (ITIF):** A dedicated fund used nfor department-specific or interagency projects intended to achieve programmatic improvements. The ITIF is primarily supported through the sale of state property and has limited resources.
- **Certificates of Participation (COPs):** Projects supported by debt financing normally lead to increased revenues or operational savings. COPs are a form of State debt that requires legislative approval but not voter approval.
- **General Revenues:** Project development or maintenance may be funded through general revenues consistent with the operating budget.
- **Other:** Project development or maintenance may be funded through federal grants, restricted receipts and/or other sources.

# V.    BFM Capital Budget User Guide

## *What is BFM?*

Budget Formulation and Management is the software tool used by the State to prepare budgets, track performance measures, and report on budget-to-actuals. It includes a reporting module that allows users to access, summarize and analyze data that has been entered in BFM.

## BFM Terminology

**Budget Form:** This is how OMB and agency staff enter data into BFM. A Budget Form is a specific layout that may have required fields, such as description, amount, account, or other information.

**Report**: This is how data from multiple forms is consolidated. Reports are also used to view historical actuals and adopted budgets alongside the budget request data.

**Stage:** Stages are how BFM creates workflow. End users will enter their budgets in the Program Budgeting stage. The budget request will be submitted to the OMB Analyst Review stage. OHHS agencies have an additional OHHS review stage that other agencies will not see.

**Form Instance:** A form instance is the generic term for a budget form that you access to enter your budget. Each form instance has an ID, called a Form Instance ID, which is a unique numerical code that is assigned to each budget request. This ID is not generally referred to except for Decision Packages since agencies may submit multiple Decision Packages and each will have a unique Form Instance ID.

**Org**/**Organization**: A generic term referring to the organizational dimension which consists of Agency, Program, Subprogram, and Line Sequence as well as performance measures.

## Capital Budget Forms

Following are the budget forms that will be used for the 2023 capital budgeting process. Form numbers in () such as (9500) are for reference only.

| Menu | Form Name | Description/Purpose |
|---|---|---|
| Budget Formulation | Capital (9500) | Use this form to request updates to the enacted Capital Plan and to request new Projects. |

## Budget Form Stages/Workflow

Budget forms advance through the budget process using a concept called Stages. Stages are unique to each budget form and the first three characters of a stage are the form to which they are assigned.

For example, Capital Form 9500 has stages 9501, 9502, 9503, 9504, 9505, and 9506. For simplicity, those stages are often referred to generically by the last digit, such as 9501 as 'Stage 1'.

The stages used by the State of Rhode Island are:

| Stage | Description |
|---|---|
| 1 | Request Stage 1 (used for original project requests) |
| 2 | Agency Request Stage 2 (used for Agency workflow/approvals optionally) |
| 3 | OMB Analyst Review |
| 4 | OMB Review |
| 5 | Governor's Review |
| 6 | Legislature Submission |

Users are assigned different roles to facilitate this workflow. For example, one user will have EDIT access to ONLY stage 1 and can SUBMIT to stage 2, while their agency approver has access to EDIT stages 1 and 2 but can submit to stage 3, OMB. If security changes are required, contact the BFM Administrator, Lisa.Henriques@budget.ri.gov.

Once you 'Submit' your capital budget request you will not have access to it any longer, but the approver has the authority to 'Submit' the request backwards in the process, so contact the appropriate reviewer if you need to make changes post-submission (assuming the deadline has not passed). See also Submitting the Capital Budget.

## *How to Access BFM*

BFM is accessed via internet browser and can be accessed from any internet connection.

- **BFM URL**: Access BFM with the link below. Save your link as a Favorite for easy access.
  https://ri.bfm.cloud/bfmprod/default.aspx
- **Reporting**: In BFM, go to Links / BFM Reporting to access reports.
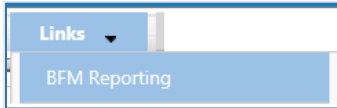


- **ID/PW**: Your BFM system administrator will provide your Userid and Password. Please email Lisa.Henriques@budget.ri.gov with any issues.

- **Timeout**: Web-based applications have a built-in timeout function. A timeout function is required so users do not leave idle windows open for excessive amounts of time, impacting overall performances.

The current timeout is set at 20 minutes. Be sure to save often as you work. If you are idle for more than 20 minutes, you will have to log back in and any work you did not save will be lost.

**Browsers and Internet Security**

BFM now supports multiple browsers including Edge, Chrome, Firefox and Internet Explorer (IE). Since BFM is a web-based application, please be aware of some browser-specific issues. In some cases, IE displays screens slightly differently from the screen shots in this document, but the functionality is the same. For example, older versions of IE will show buttons as rectangles instead of ovals.

In addition, the first time you use BFM on a new computer, there may be requests from the browser to **trust the application, accept pop-ups, or other warnings**. Accept any of these

requests and when possible, check the options to not remind you in the future / always trust / etc for this website.

## Logging In

2.1.1.  Click on the BFM link or select it from your Favorites.

2.1.2.  From the top-level menu bar at the top left of the screen, click on Main Menu, then login using your Userid and Password provided to you. If you do not have a Userid or are not sure, please reach out to Lisa Henriques, OMB Database Administrator at Lisa.Henriques@budget.ri.gov.

| Main Menu ▾ | Budget Formulation ▾ |
|---|---|
| Login | |
| Logout | |
| Update My Account | |
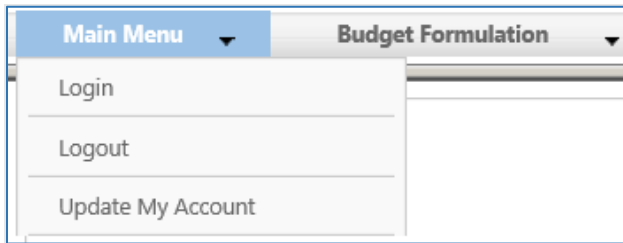
2.1.3.  Enter your Userid and Password, then click Submit.

| Userid: | first.last |
|---|---|
| Password: | •••••••• |

Login    Reset
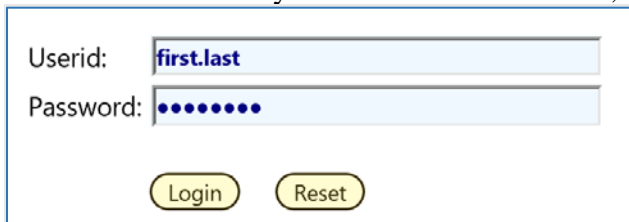
## Change Password

The first time you log in you may receive this dialog box:

Message from webpage

⚠ Your Password is expired. It was either Reset or has reached the Expiration Interval

OK
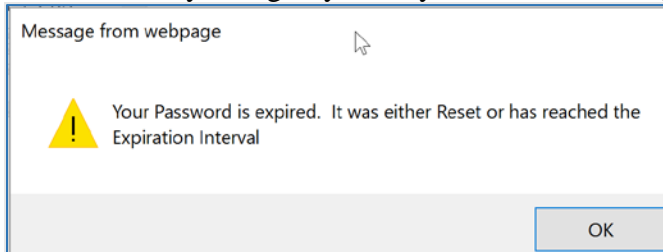
2.1.4.  Click Ok.

2.1.5. Set your new password and click Update. Users often will set the password to match their computer log-in. Follow all State guidelines for proper password complexity



If successful, you will see the top-level menu items to which you have access. If your password needs to be reset, please contact your BFM Administrator to reset. If you believe you need additional access, contact your BFM Administrator.
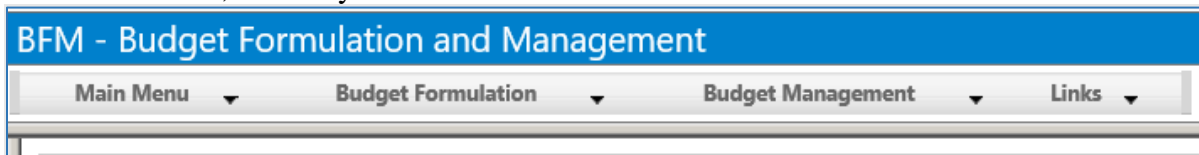


## *Basic Navigation*
Each user has different Security. The level of Security controls the menu items that appear in the application.

BFM relies mostly on the mouse for navigation. Currently, only a few keyboard shortcuts work. We encourage users to use mouse point-and-click.

### **How to Navigate:**
2.1.6. Hover over any top-level menu item to see the assigned entries.
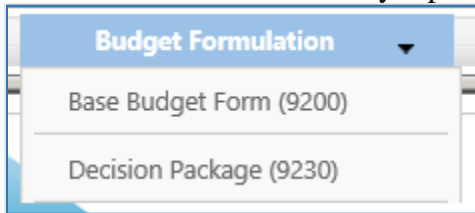


2.1.7. Place your cursor directly below and click to select any menu item.

### **Paging through Records**
The bottom panel determines how many records are visible per page and allows you to page through records. A record refers generically to a piece of data that may vary based on the screen you are on; in some screens it may be a distinct budget form instance, in other screens it may be a detailed budget entry.

2.1.8. Click on the Records Per Page, the default setting of 50 is highlighted. With this setting, 50 records are displayed.



2.1.9. To change the number of records displayed, click the ***Records Per Page*** dropdown and select the number of records to display.

2.1.10. Click on the on the double arrow [»] (next page) or double arrow with an end line [»|] (last page) to page through available records.



## Quick Search

Instead of paging through records, often a quicker option to find a record is the **Quick Search** function. This function is an option for most of our menu screens. For example, select any budget form to which you have access /Click ***Details*** / to perform a Quick Search.

2.1.11. Type any text in the ***Quick Search*** box. Once you stop typing for one second, you will see 'Loading…' in the table area below. The search will be applied to all non-data columns. All rows that contain the Quick Search text will be returned in the table. Do not press Enter or any other buttons to execute the search. Just wait.

**<u>Example 1: Searching by text</u>**
Search:  "Health"
**Result:**  All entries that include the word "Health"



**<u>Example 2: Searching by a number</u>**
**Search:**  "2200112"
**Result:**  All entries that contain 2200112.



## *Editing Existing Capital Projects*
**<u>Navigating to Existing Budget Lines</u>**

2.1.12. Select the Capital – 9500 Budget Form.

Form definitions are selected from the Budget Formulation menu.
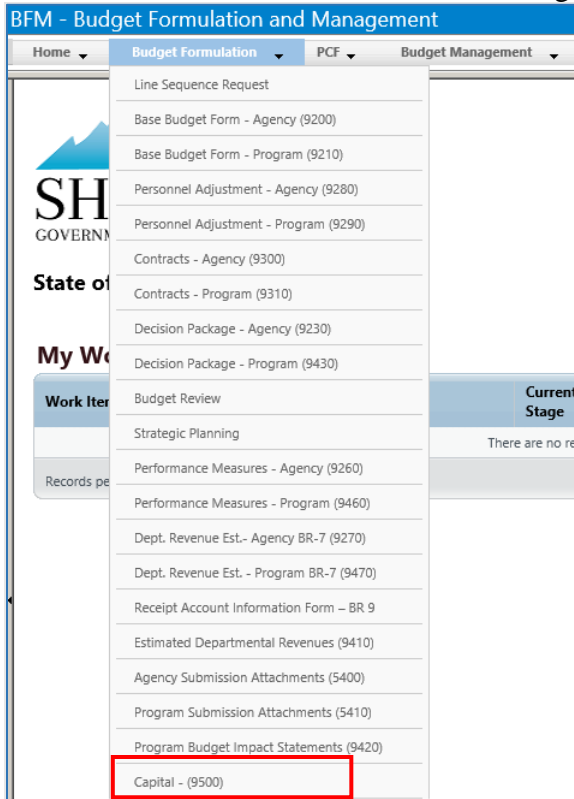


After selecting a budget form, the "List Page" appears, which will return a form for each Project and Agency based on your security. If there are no agencies or projects listed for your security role this will be blank.
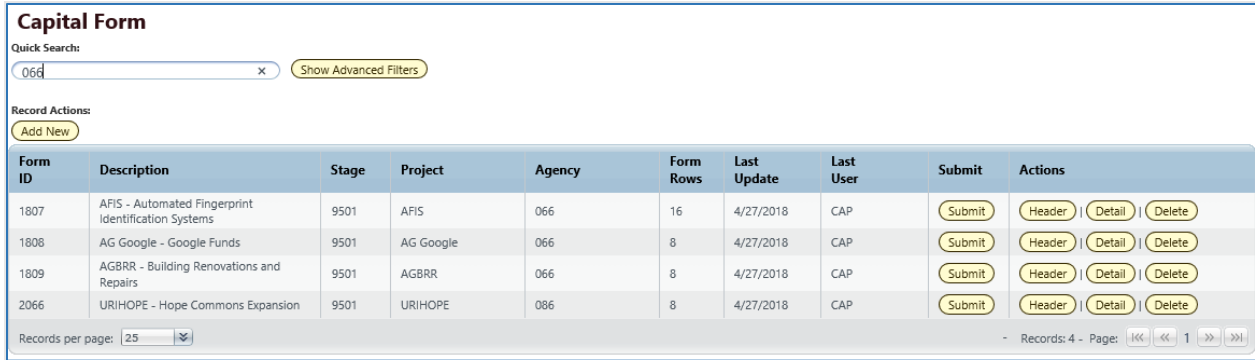


All budget forms navigate in the same manner. There is a **Header** page that provides the options for a status of the project as well as the following tabs: Budget Data, Strategic Criteria, Project Information and Attachments. There is also a **Detail** page where budget amounts are entered. This is the same as the budget tab on the Header page.

> 2.1.13. Click the ***Detail*** button to open the budget form.  Note: The system executes a query once you click the tab which may take a few seconds for the screen to open. There is no hourglass.

The budget form will query the data for the header elements and all budget lines will be displayed.
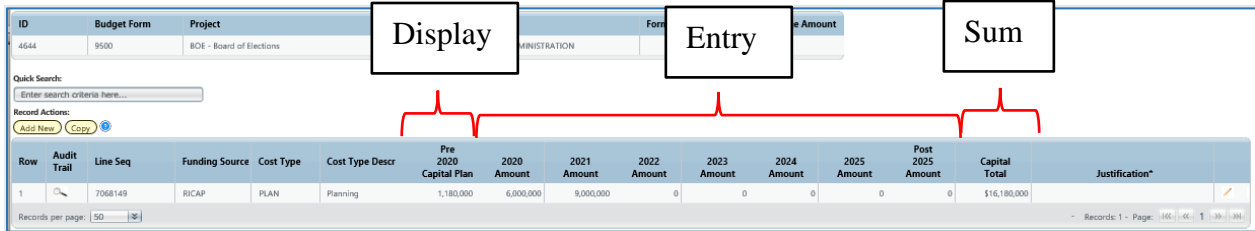


## Budget Form Reference

| Screen: | Budget Form Details – General |
|---|---|
| Field | Description |
| Row | Read Only.  Number indicating row count. |
| Audit Trail | Magnifying Glass button.  Opens a window to display the audit trail records for the selected row. |
| Line Seq | Editable.  Budget line Sequence can be changed to Line Sequence within Agency. For projects that do not have a RIFAN lines sequence use the available TBD account for your agency |
| Funding Source | Read Only.  Source of funds for the projects (i.e. RICAP or GO Bonds) |
| Display Columns | Read Only. Displays the Pre-2020 spent amount for the project. |
| Entry Columns | Columns used to enter data in the corresponding fiscal years and the post- 2025 field.  These columns are preloaded with the governor recommended capital plan amounts as a starting point. |
| Summary Columns | Read Only.  This is a display column that adds the values in other display columns with Entry columns to display the total request. |
| Justification | Text justification. Editable field for providing information on a line item. |
| Pencil | Button. When clicked, the Line Detail screen will display to allow budget request entries.  Double-clicking a row performs the same action. |

## Editing Existing Budget Lines

2.1.14. Double-click the line or click the pencil. The fields that can be updated become editable.
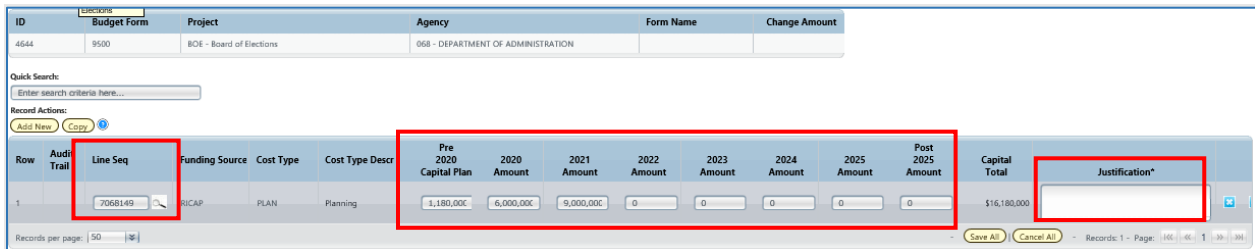
**2.1.15.** Enter amounts or change the text in any of the editable columns. In the same example, to edit the change amount, click in the box and enter the desired amount, for example "5000" in the 2020 Amount column. You can also enter a justification for the change, then click the Save All.



Now the Capital Total will reflect the updated request amount, in this example "5000".

**2.1.16.** If Line Sequence needs to be modified, select the magnifying glass next to field.

The Organization Search will open.



**2.1.17.** Select the desired Line Sequence. If the line sequence does not exist, select TBD. The code will be updated.

2.1.18. Click Save All button.

2.1.19. Repeat for each line to be updated.

2.1.20. Click **Save All** button. You can save one row or multiple rows at a time, but save often to prevent any potential network or other issues that could result in data loss.

**Important:** The entries on the visible screen must be saved before moving on to another page.

If the **Save All button is** not clicked before the **advance the page** ⟩⟩ is clicked, the changes on this page will **NOT be saved**.

## Audit Trail
Audit Trail stores the amount and text changes with the corresponding user and date timestamp.

2.1.21. Click on *Magnifying Glass* icon on a budget line.



The Budget Form Expense Line History window opens with complete audit of all budget line changes.



Below is a table with Audit Fields and Descriptions:

| Budget Form Expense Line History | Budget Form/Magnifying Glass |
|---|---|
| Field | Description |
| Record Type | The source of the data. |

| Budget Form Expense Line History | Budget Form/Magnifying Glass |
|---|---|
| Field | Description |
| Stage Code | *The stage to where the amount by which you changed the data is posted.* |
| Posting Code | *The posting code used in BFM. Most entries save to BUDGET; clnt_txt2, clnt_txt3 are the text entries.* |
| Fiscal Year | *The fiscal year impacted.* |
| Period | *The fiscal period, it will generally be 0 to indicate we are not budgeting by month.* |
| Last User | *The user who saved the change.* |
| Updated | *The time and data stamp of the change.* |
| Amount | *The amount by which you changed the data. The sum of these amounts should reflect what is seen on the Details page.* |
| Amount Justification/ Comments | *For Posting Codes = clnt_txt3, this displays line text. For all other entries, this displays the audit text.* |

2.1.22. Click **Close** button to return to list of budget lines.

## Adding a New Budget Line

The form will display all the accounts that were used in the prior year CIP. In some cases, you will need to add a new account for a capital budget request.

2.1.23. From the Form Details page, click **Add New**.

2.1.24. Click the magnifying glass to search for the codes to be added.



2.1.25. Click on the ***Select*** next to desired code. If there is not line sequence yet, select the TBD code.  Note that you can also type in the code or name in the Quick Search, wait for one second, and then select from the filtered list.



2.1.26. Repeat search and select for other required codes: Funding Type and Type of expenditures).

2.1.27. Enter an amount in any data column, such as 2021 Amount and 2022 Amount as shown below. Note: you will need to scroll to view all year amount fields.

2.1.28. Enter desired Justification.

2.1.29. Click Save.



## Closing Budget Instances

2.1.30. Click the *Close* button on each screen until you have returned to the list page.

## Deleting Budget Lines

For the audit trail to be easy to follow, deleting rows is **not allowed**. Just type a 0 in any field you wish to 'delete' and delete any text and Save All.

2.1.31. Double-click row.

2.1.32. Enter 0 to zero out the amount field.

2.1.33. Click *Save All*.

**Add/Update Project Status**

2.1.34. Click *Header* to add or update Project Justification and Status.



This brings up the form in the 'Header' view.



2.1.35. Enter the Project *Status* – explain the current status of the project; not just "in progress".

2.1.36. Enter Project *Rank* to assist OMB with determining priority.

2.1.37. Click *Save* button.

## *Updating Project Narratives*

2.1.38. Click **Header** if you need to add/update general Project information.



This brings up the form in the 'Header' view.



2.1.39. Click the **Project Information** tab.

**Budget Header – Project Information tab**

The Project information tab contains the general Project Information that typically does not change from year to year (for existing projects). The screen has address and contact information, flags to identify DoIT- and DCAMM-affiliated projects and groupings for identifying Project Category and the managing Agency.

## Reference: Project Attributes and Descriptions

| Attributed Tab | Project Information Screen |
|---|---|
| Field | Description |
| Project Description | Enter project description. |
| Project Justification | Enter project justification. |
| Contact Information (Name, Phone, Address, E-mail) | Enter the address of the particular project and contact information for the best person to contact with questions about this project. |
| Active Flag | Flag to identify active projects that you intend to publish in reports. Since agency staff and analysts do not have the ability to delete projects, de-selecting this checkbox is the appropriate way to remove a project from your submission. .. |
| IT Project Flag | Select if project is an IT project. |
| DCAMM Affiliated Flag | Select if project is affiliated with DCAMM. |
| Building Census | Indicate the number of full-time equivalents employed at the time of submission, contractors located within the building, and the number of customers served each year from your location. |

2.1.40. Enter Project information in corresponding fields.

2.1.41. If the project is an information technology project select IT Project Flag.

2.1.42. If the project is vertical construction select DCAMM-Affiliated Flag.

2.1.43. Complete Building Census field with the number of full-time and part-time workers in the building as well as contractors and customers served each year from the location.

2.1.44. Click Groupings Tab



## Project Attributes and Descriptions Reference

| Groupings Tab | Project Information Screen |
|---|---|
| Field | Description |
| Agency | Use search to select the Agency to which the project is assigned. |
| Project Category | Use Search to select Project Category. |
| Managing Agency | Use search to select the Agency that is managing the project. |

2.1.45. Use magnifying glass to select valid groupings
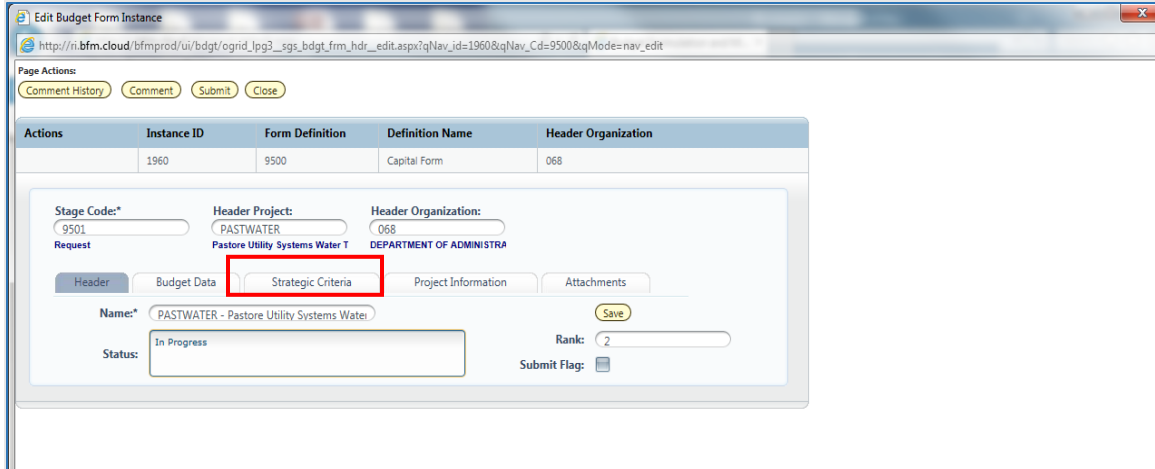
2.1.46. Click *Save* button.

2.1.47. Click Close button.

## Add/Update Strategic Criteria

2.1.48. Click *Header* if you need to add/update Strategic Criteria.



This brings up the form in the 'Header' view.

2.1.49. Click the *Strategic Criteria* tab.

**Strategic Criteria tab in Budget Header**
The Strategic Criteria tab contains additional information to support the project.  The screen has Project Safety/Code narrative, Mission, Asset Management narrative, User Financing/Operating narrative, Energy Impact, and Historic Preservation narrative.
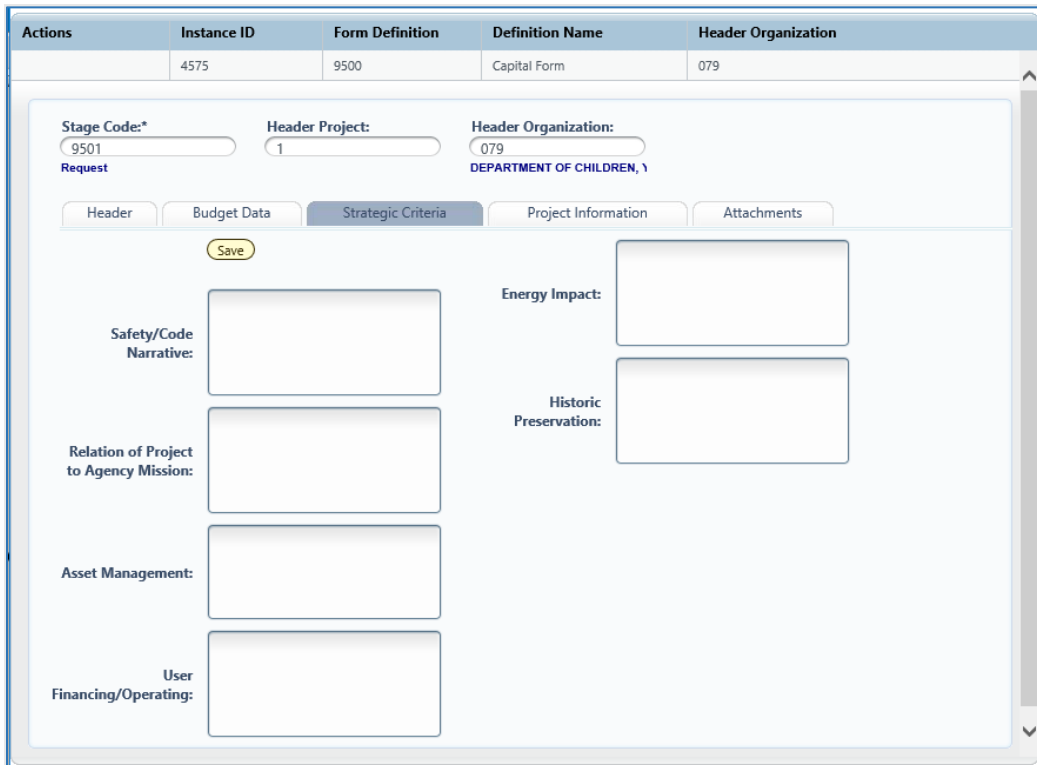


Below is a table with Project Strategic Criteria fields and Descriptions:

| Attributed Tab | Strategic Criteria Screen |
|---|---|
| Field | Description |
| Safety Code narrative | Enter safety/code narrative. Departments should note whether projects address minor or major safety issues and/or code violations. Projects that address existing or avoid potential safety issues or code violations will be rated higher priority. This section should explain the nature of the safety issue and the potential danger if left uncorrected. For code violations, please note any specific violations (e.g., fire and building codes, ADA, environmental laws, etc.) |
| Agency Mission | Explain how the project enables your agency to fulfill its mission. |
| Asset Management | Describe your agency's current asset management practice and processes. Explain how this project is evaluated or rated based on your asset management approach, as well as any new processes that may be appropriate. |
| User Financing | Enter financing narrative. For example, how will this project increase or reduce operational costs? What is the timeline for those savings or new costs to be incorporated into the agency operating budget? What sources are available to finance those recurring costs? |
| Energy Impact | Enter energy impact narrative. For example, how will this project increase or reduce energy use? What is the timeline for those savings or new uses to take effect? |
| Historic Preservation | Enter historic preservation narrative. For example, what are some historic preservation considerations specific to this project and how will you coordinate with the appropriate stakeholders throughout the project duration? |

2.1.50. Enter necessary Strategic Criteria in corresponding fields.

2.1.51. Click Save button.

## *Adding Attachment(s)*

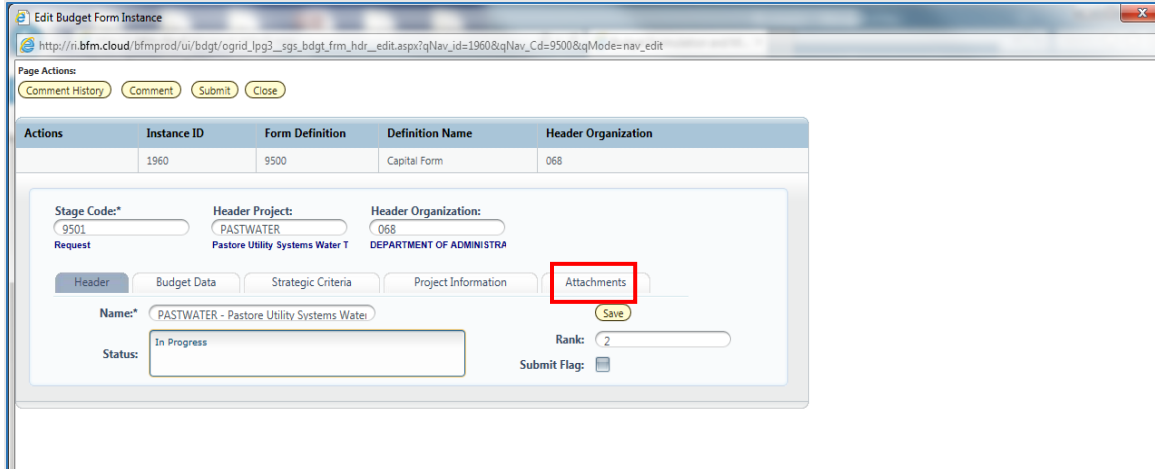2.1.52. Click **Header** if you need to add an attachment.



This brings up the form in the 'Header' view.

## **Budget Header – Attachments tab**

The Attachments tab contains the documents attached to the form. There are pre-defined file types that are acceptable for uploads. If a file you want to upload is not a valid file type, contact Sherpa to have that type added to the list of acceptable file types.

2.1.53. Click the *Attachments* tab.

2.1.54. Click the *Upload File(s)* button

2.1.55. Click *Browse* to open Folder Structure. If you get an Active X warning, please contact your system administrator. You will not be able to upload a file until a change is made to your Internet Explorer.

2.1.56. Select the File. Currently Word, Excel, and PDF are supported file types.
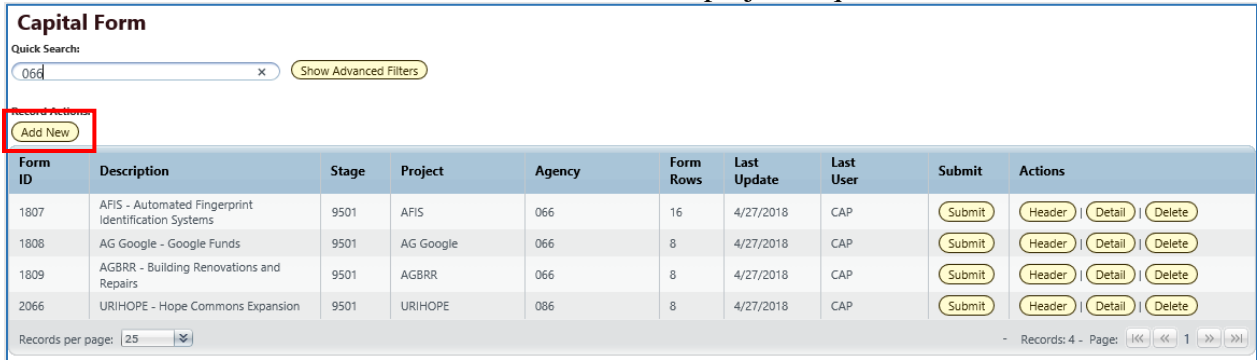
2.1.57. Click *Upload* button.
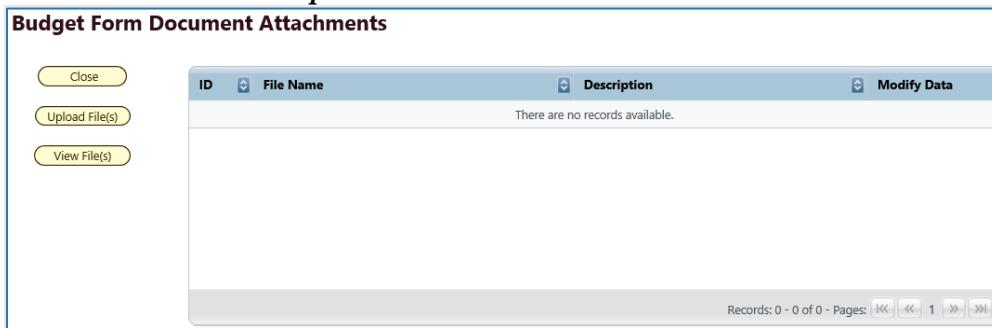


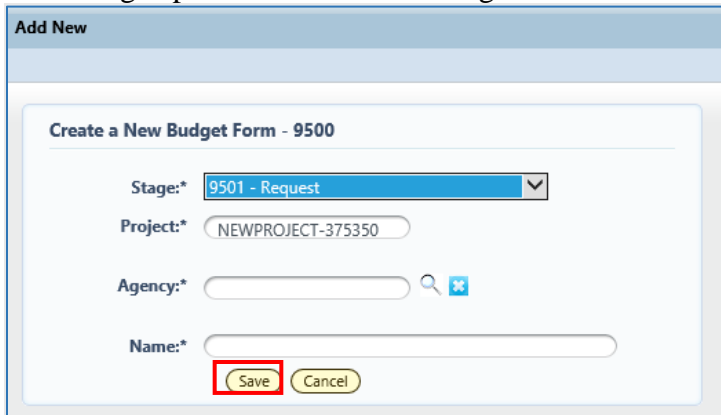2.1.58. Click on *View Files* to see attachments that are on this form.

## *Adding a New Project*

2.1.59. Select the Capital – 9500 Budget Form.

After selecting a budget form, the "List Page" appears, which will return a form for each Project and Agency based on your security.

2.1.60. Select Add New button to create a new project request.



This brings up the Create a New Budget Form screen.



2.1.61. Select the Stage to enter the new project request. Security controls which stage you can enter a request.
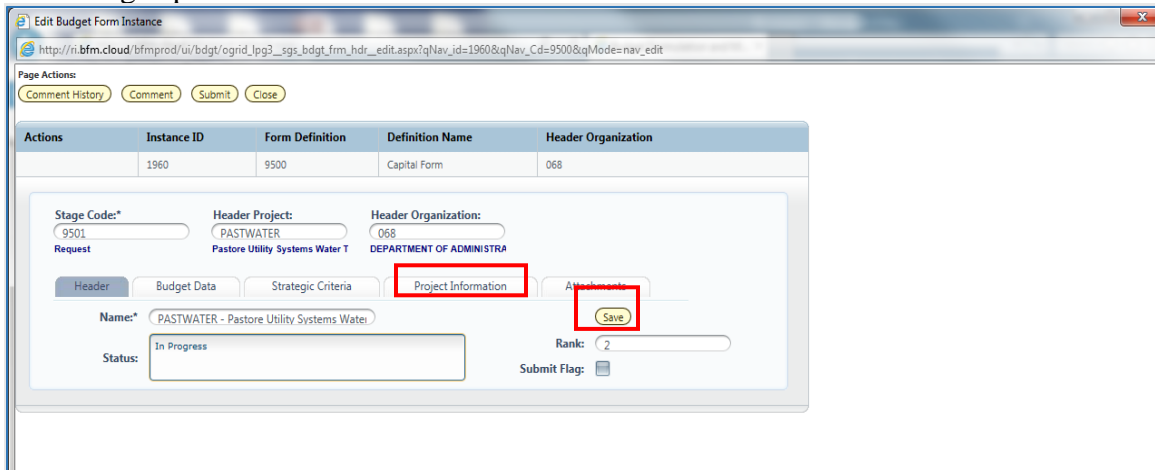
2.1.62. Project number will prepopulate, if you have a predefined number enter Project.

2.1.63. Use magnifying glass and to select the proper Agency number.

2.1.64. Enter Name of the project.

2.1.65. Click Save button.

This brings up the form in the 'Header' view.

**Enter the Project** *Status.*

2.1.66. Enter Project **Rank** to assist OMB with determining priority.

2.1.67. Click **Save** button.

2.1.68. Click the **Project Information** tab.

**Budget Header – Project Information tab**

The Project Information tab contains the general Project Information that, including a description of the project and a justification of why it is needed. The screen has address and contact information, flags for IT and DCAMM affiliated projects and groupings for identifying Project Category and managing Agency.



2.1.69. Enter Project information is corresponding fields.

2.1.70. If the project is IT related select IT Project Flag.

2.1.71. If the project is DCAMM affiliated select DCAMM Affiliated Flag.

2.1.72. Click Groupings Tab

2.1.73.  Use magnifying glass to select Agency/Managing Agency groupings.
2.1.74.  Use magnifying glass to select Project Category grouping.
2.1.75.  Click *Save* button.
2.1.76.  Click Cancel button.
2.1.77.  Click the *Strategic Criteria* tab.

**Budget Header – Strategic Criteria tab**

The Strategic Criteria tab contains additional information to support the project.  The screen has Project Safety/Code narrative, Mission, Asset Management narrative, User Financing/Operating narrative, Energy Impact, and Historic Preservation narrative.



2.1.78.  Enter necessary Strategic Criteria in corresponding fields. See also Strategic Criteria tab in Budget Header.
2.1.79.  Click Save button.

2.1.80. Click the Budget Data tab to enter project budget.

2.1.81. Click **Add New.** Create new Budget Line screen opens.

2.1.82. Click the magnifying glass to search for the codes to be added.

2.1.83. Click on the *Select* next to desired code.   Note that you can also type in the code or name in the Quick Search, wait for one second, and then select from the filtered list.

| Quick Search:<br>Enter search criteria here... | | |
|---|---|---|
| **Select** | **Code** | **Name** |
| Select | 3275101 | Rails to Trails |
| Select | 3275998 | Rails to Trails - Military Staff |
| Select | 3278101 | RICAP - Command Readiness Center HVAC |
| Select | 3279101 | RICAP - Command Readiness Center - Roof |
| Select | 3280101 | RICAP - Bristol Armory Rehabilitation |
| Select | 3280998 | RICAP - Bristol Armory Rehabilitation |
| Select | 3285101 | RICAP - Benefit Street Armory Rehabilitation |
| Select | 3285998 | RICAP - Benefit Street Arsenal Rehabilitation |
| Select | 3290101 | RICAP - Schofield Armory Rehabilitation |
| Select | 3290998 | RICAP - Schofield Armory Rehabilitation |
| Select | 3300101 | RICAP - U.S. Property and Finance office HVAC |
| Select | 3300998 | RICAP - U.S. Property and Finance Office |

Records: 1 - 97 of 97 - Pages: |<< << 1 >> >>|

Note: A TBD line sequence has been created for each agency and should be used if Line Sequence has not been determined or does not exist. OMB will be able to create and/or change the Line Sequence if the project is approved.

2.1.84. Repeat search and select for other required codes: Funding Type and type of

| Actions | Form ID | Form Definition |
|---|---|---|
| | 4644 | 9500 |

Line Sequence:*    Cost Type:*    Funding Source:
1145111         CONS          RICAP          Save  Cancel
RICAP Cannon Build   Construction   RI Capital Plan Fund

Justification:    More funding needed due to .....

Pre 2020 Capital Plan:  0          Audit Text:

2020 Amount:  0          Audit Text:

2021 Amount:  40000          Audit Text:

2022 Amount:  50000  ×          Audit Text:

2023 Amount:  0          Audit Text:

2024 Amount:  0          Audit Text:

expenditure.

2.1.85. Enter an amount in any data column, such as 2021 Amount and 2022 Amount as shown. Note: you will need to scroll to view all year amount fields.

2.1.86. Enter desired Justification.

2.1.87. Click *Save* button.

Close  Refresh

| ID | Budget Form | Project | Agency | Form Name | Change Amount |
|---|---|---|---|---|---|
| 4644 | 9500 | BOE – Board of Elections | 068 – DEPARTMENT OF ADMINISTRATION | | ($5,995,000) |

Quick Search:
Enter search criteria here...

Record Actions:
Add New  Copy

| Row | Audit Trail | Line Seq | Funding Source | Cost Type | Cost Type Descr | Pre 2020 Capital Plan | 2020 Amount | 2021 Amount | 2022 Amount | 2023 Amount | 2024 Amount | 2025 Amount | Post 2025 Amount | Capital Total | Justification* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | 7068149 | RICAP | PLAN | Planning | 1,180,000 | 5,000 | 9,000,000 | 0 | 0 | 0 | 0 | 0 | $10,185,000 | Addition to Plan | ✎ |

Records per page: 50          Records: 1 – Page: 1

## New Budget Line is added to form.

2.1.88. Double Click line or select pencil to edit line.

2.1.89. To add another budget line, Click Add New and repeat steps 26-32.

## Closing Budget Instances

2.1.90. Click the *Close* button on each screen until you have returned to the list page.

## *Introduction to BFM Reporting*

**How to Access BFM Reports**
- **Access through BFM Links:** Log in to BFM and click on the Links dropdown / BFM Reporting

**Multiple Sessions**
Use **CTRL+N** to open two sessions of Internet Explorer. This will allow you to have reports open in one tab and the BFM application open in another window. You can enter data in BFM and refresh reports. This is especially useful if you have two monitors.

**Logging In**
Single-sign on is used to log onto BI Launch Pad and access the reporting module, there is no second log in.

## *Generating Reports*
### **Basic Navigation**
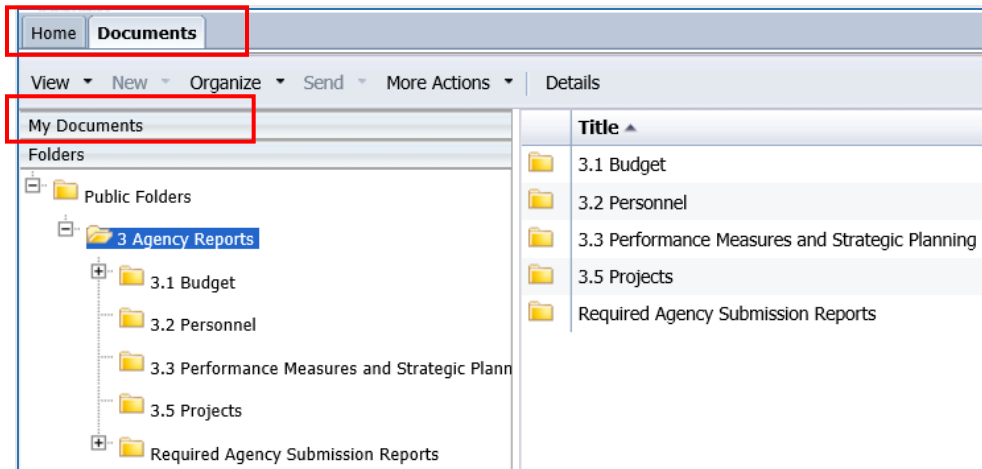
2.1.91. There are two tabs in the upper left, Home and Documents. Click on *Documents* to see the report folders.

2.1.92. There are sliders on the left-hand panel that are a bit tricky to use. The first is My Documents, where any personal documents may be saved, but this is not heavily used.

2.1.93. Folders is where all standard reports are housed. The active slider is above the white space; in this screen shot Folders is Active. If My Documents is Active, Folders is all the way at the bottom of the screen. When you click on Folders it will slide to the top and open the Folders section.

2.1.94. Click on the plus to the left of any folder to expand the folder structure.
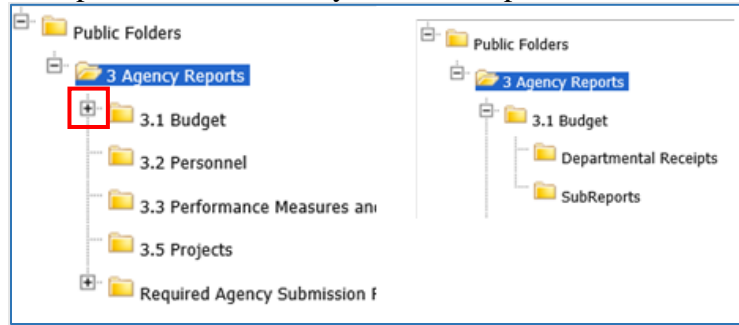


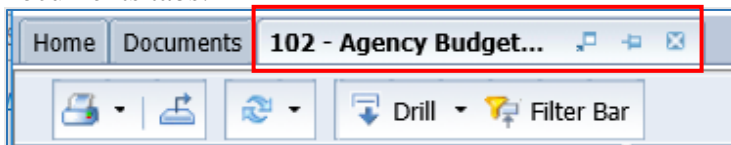2.1.95. Click on any folder see the reports available.
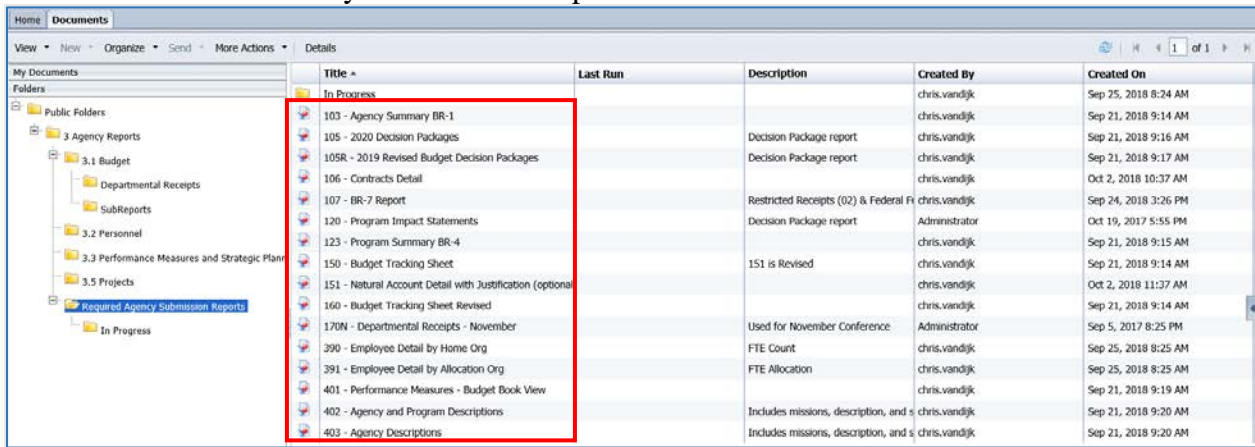


## Opening a Report

2.1.96. Navigate through the folders to the report to be run.

2.1.97. ***Double click*** on the report to be opened

When the report is open, the report header will display as a tab along with the Home and Documents tabs:



More than one report can be open in the same session. Each report will appear as an additional tab to the right of existing tabs. To open additional reports, click the Documents tab to return to the available reports.

Most reports will be set to 'auto refresh', meaning the report will refresh the data after you open it. All end user reports have prompts (see Report Prompts below) that must be completed.

## Report Prompts

The prompt screen will display with default values selected when a report is opened or when a report is refreshed. In the Prompts Summary area there may be multiple prompts that appear.

- You must click on each Prompt you wish to fill out (or is required) and follow the procedures below to complete them.
- The active Prompt is highlighted in Blue; there are four distinct prompts in the screen print.
- Optional prompts have a green circle with a checkmark when the prompt is empty.
- Required prompts have a red circle with a "x" when the prompt is empty.
- Depending on the report that is opened, all prompts (listed below) may not be available. Each report may have different prompts.
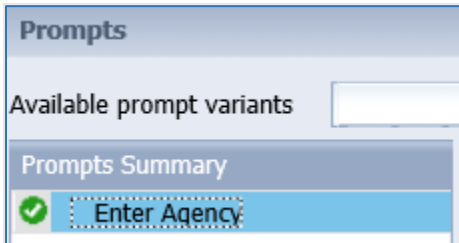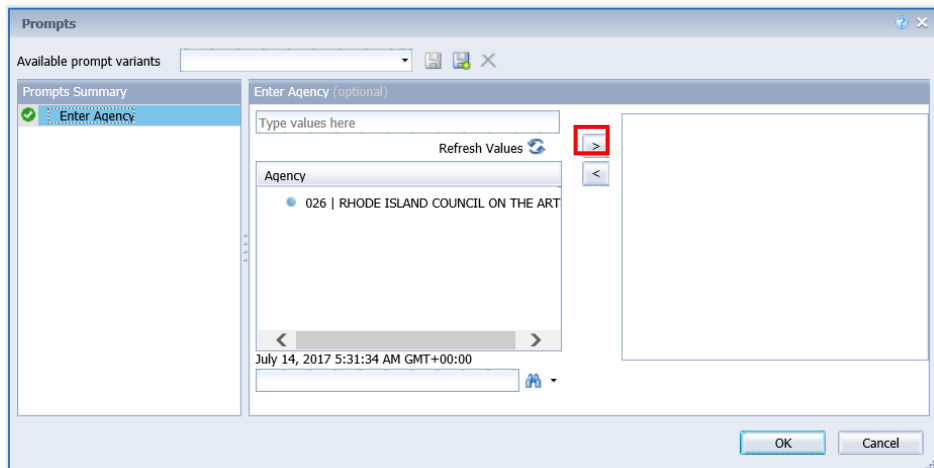


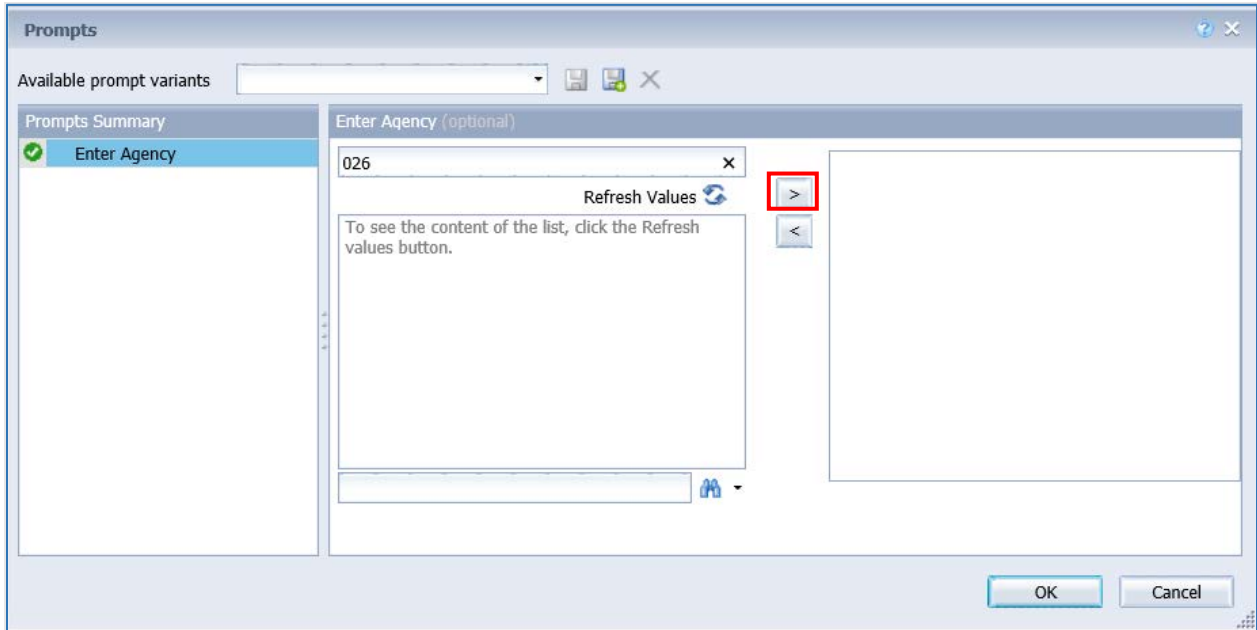2.1.98. To change the default prompt value there are three options:
- Selecting a value from a list
- Entering a value
- Searching for a value

2.1.99. To select a value from a list, click the **Refresh Values** ⟳ button. All the valid prompt values will display in the box below. Highlight the value you wish to select and **Double click** or click the right arrow. For a LIST type prompt you can repeat this and select multiple codes. You can also CTRL+Click to select multiples at one time.
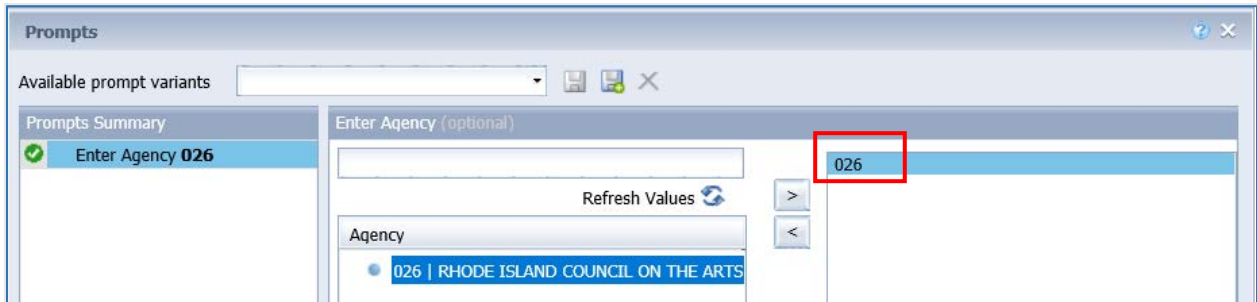
After double click:



To **enter a value**, type the value into the "Type values here" box, then click the **right arrow** ▷ .

After clicking the ***right arrow***, the default prompt value (if there is one) is replaced:

2.1.100.    In many cases the lists are long. To search for a value, type the value in the field to the left of the **binoculars** 🔍 , then click the **binoculars**. Partial values can be entered and all values that contain that partial value will be searched. Then **double click** the value to be used for the prompt.
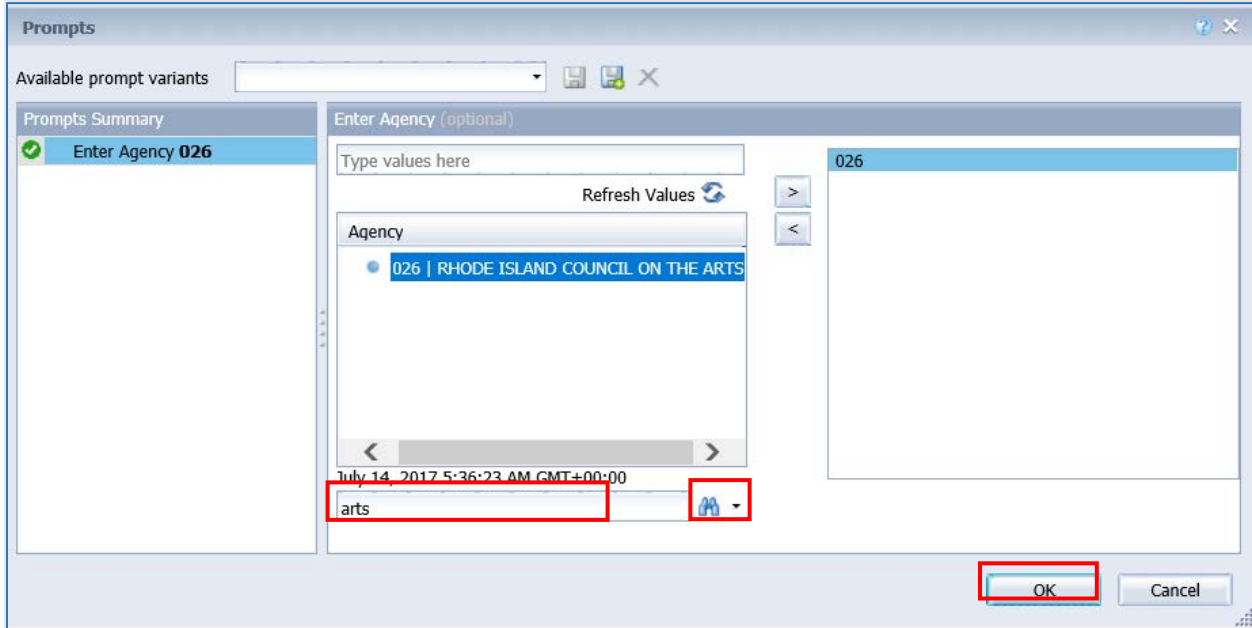


2.1.101.    Once all prompt values have been selected, click the **OK** button.  The report will run. If OK is NOT highlighted (it appears light gray), this means a required prompt has not been completed.

**Report Icons**
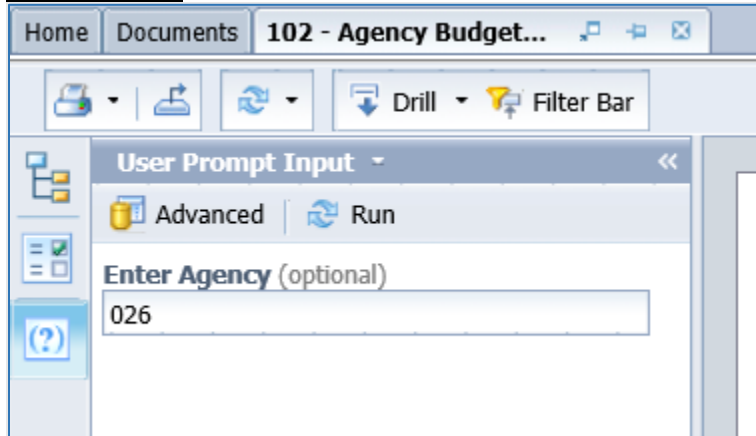


**Toolbar Actions**

 Print current report (tab) or all reports (all tabs).

 Export current report (tab) or all reports (all tabs) into a PDF or Excel.

 Refresh data by rerunning using the prompt window.

 Enables the drill capability in the report.

 Displays the filter bar at the top of the report. Objects can be added to the filter bar to restrict what is displayed in the report.

**Side Panel Actions**

 Displays the Navigation Map which includes all report tabs and any sections added to report navigation.

 Displays the Input Control options. Input controls are used to determine what data is displayed in the report.

 Displays the User Prompt Input options.

**Report Navigation – Document Tabs**
Different views of the same data can be captured in report tabs. First, click on the "Navigation Map" button on the far-left side. The Navigation Map will appear. There are two ways to move between tabs within a report: The Navigation Map or the Tab Strip.
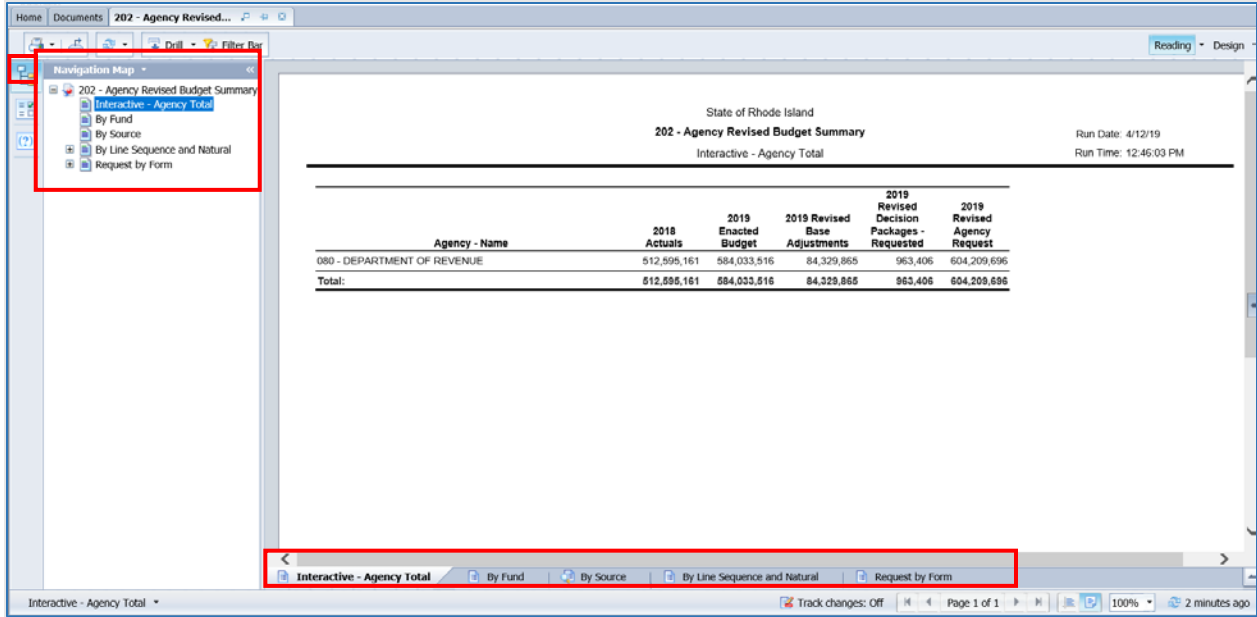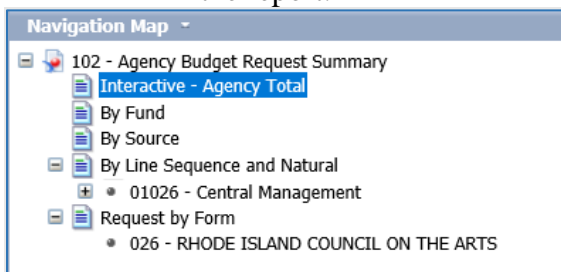
2.1.102.    To display the tab, click on the tab in the Navigation Map.  The tab currently displayed is highlighted.
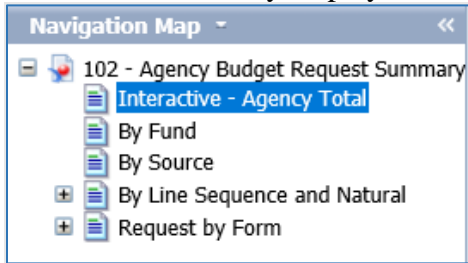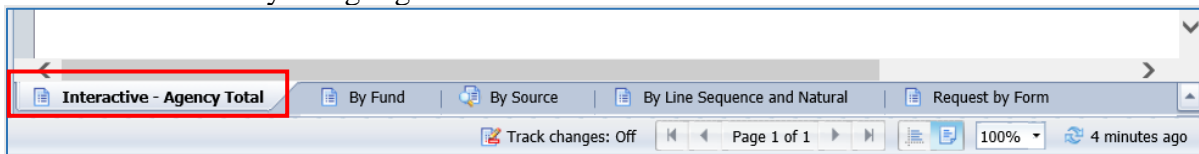


2.1.103.    If a tab has a plus sign, report sections have been added to the navigation map.

2.1.104.    Clicking on the sub-tab navigation item will display that specific section in the report.



2.1.105.    To display the tab, click on the tab in the Tab Strip. The tab displayed currently is highlighted.

## Paging

To move between pages of a report, click the arrows or enter a page number.

| | | | | | | |
|---|---|---|---|---|---|---|
| 40 - Operating supplies and Expenses | 38,412 | 87,170 | 87,170 | 87,170 | 0 | 87,170 |
| 50 - Assistance And Grants | 469,142 | 480,000 | 480,000 | 480,000 | 0 | 480,000 |
| **Total: 2885102 - Partnership Agreement** | **721,823** | **781,454** | **781,454** | **773,774** | **0** | **773,774** |

Interactive - Agency Total    By Fund    By Source    **By Line Sequence and Natural**    Request by Form

Track changes: Off    Page 1 of 1+    100%    4 minutes ago

2.1.106.    To advance pages, click the ***inner arrows*** ▶ to move one page at a time and the ***outer arrows*** ⏭ to move to either the first or last page.
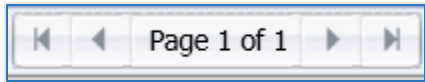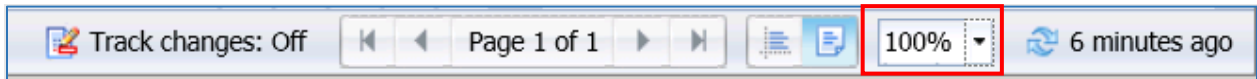
Page 1 of 1

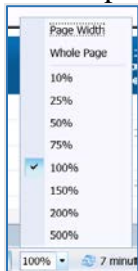2.1.107.    To select a specific page, click on the ***Page 1 of 1*** to enter a page number and then click ***Enter***.

1
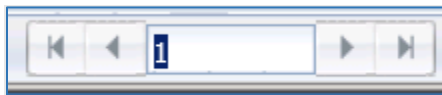
## Zoom

2.1.108.    To change the viewable portion of a report, change the zoom percentage on the bottom tool bar.

Track changes: Off    Page 1 of 1    100%    6 minutes ago

Zoom options include:

Page Width
Whole Page
10%
25%
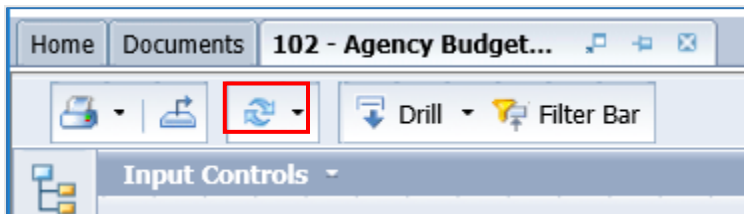50%
75%
✓ 100%
150%
200%
500%
100% | 7 minut

## Refreshing a Report While Open

Once a report is opened, the values in the report can be updated by refreshing the report.

## Using Prompts to Refresh a Report

2.1.109.    Click the Refresh button in the tool bar under the report name:

Home | Documents | **102 - Agency Budget...**

Drill ▾   Filter Bar

Input Controls ▾

2.1.110.    The prompt screen reappears.  Complete the report prompts as directed above.

**Refresh Using User Prompt Input**
In the upper left, the Navigation Map/Document Summary drop down contains an option for User Prompt Input. Selecting this allows you to change values by simply typing in new values and clicking Run. There is a slight time savings to using this method if constantly refreshing the report.
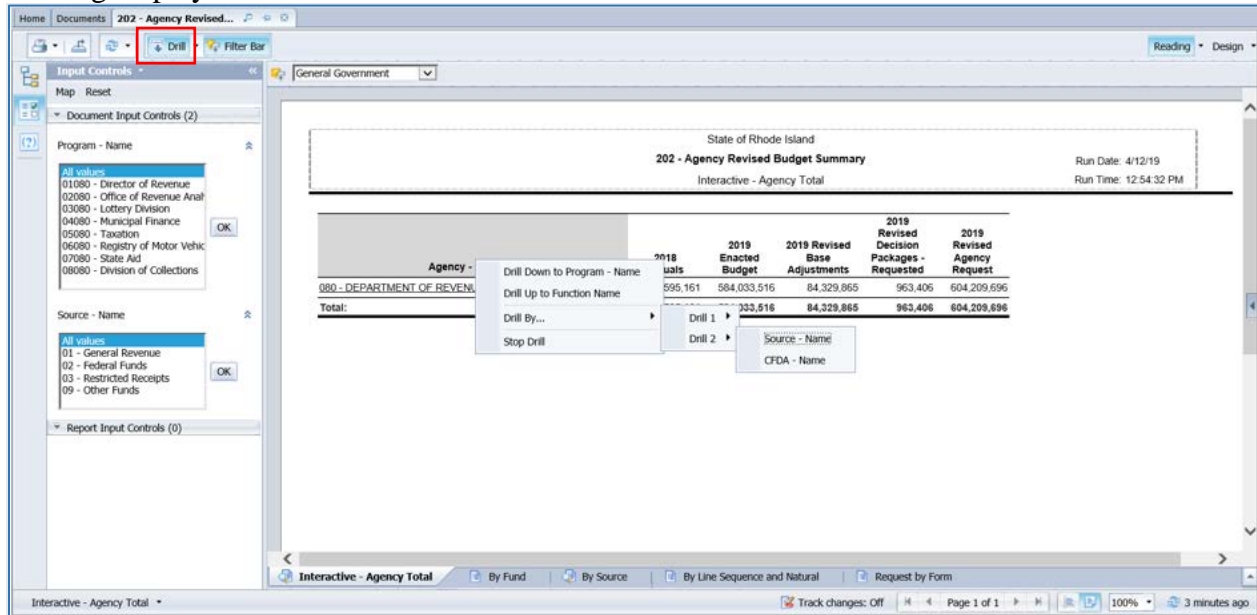
2.1.111.    Select User Prompt Input
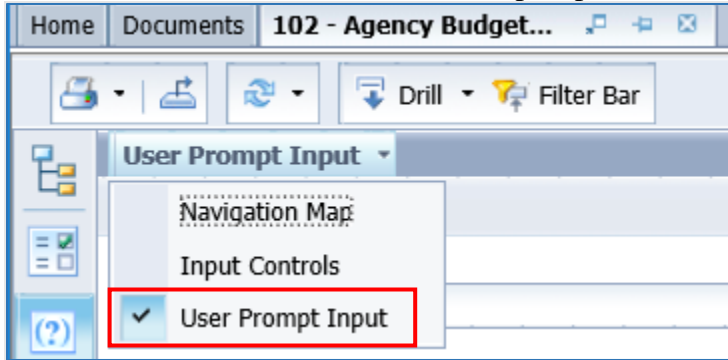


2.1.112.    Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.
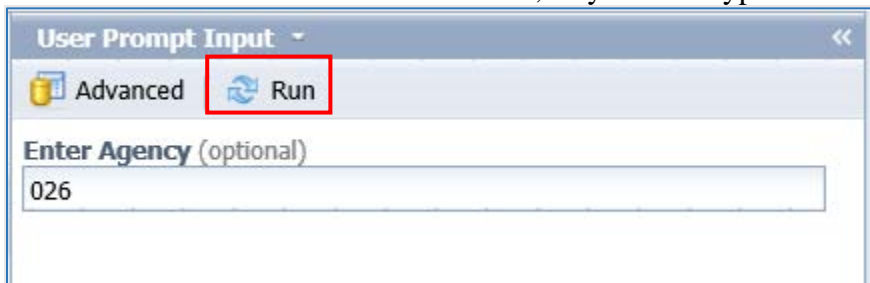


2.1.113.    Click **Run**. The report will be refreshed with the data for the values you entered.

**Drilling through the Report**
Drilling displays the data at different levels of summarization.



2.1.114.      Click on the Drill icon to enable the drill functionality.
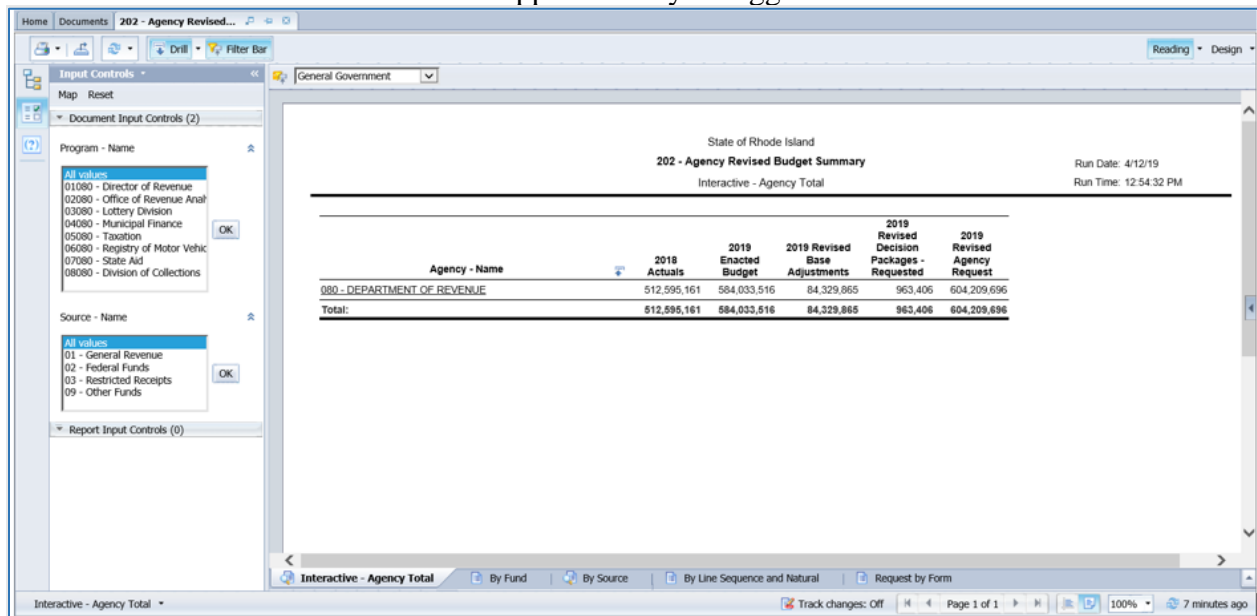*Option 1:*
2.1.115.      Left-click on any field that is underlined. It will automatically drill down
              to the next pre-defined level.
*Option 2:*
2.1.116.      Right-click on the row you want to drill on and choose Drill By.
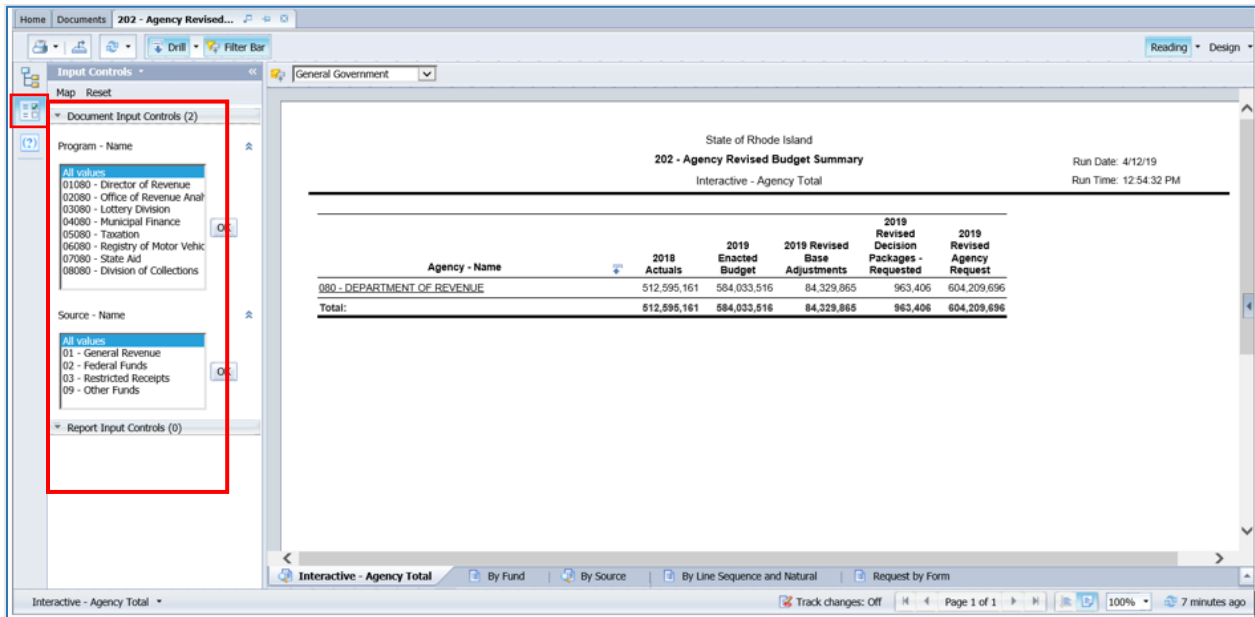2.1.117.      Select the drill dimension, the report will show the data at that level.
2.1.118.      A filter bar will appear to let you toggle between values.



**Limiting Data Using Input Controls**
Input Controls limit data displayed in the report after refreshing.

2.1.119.      Click on the Input Control icon to display the input control options.

2.1.120.      Select one or many values from the input control. Hold down Ctrl to select multiple values.

2.1.121.      Click OK

2.1.122.      Select "All values" and click OK to return to the complete data set.

**<u>Project Report: Capital Plan Status</u>**

Below is a description of each status and corresponding example:

**Plan:** FY 2022 Governor's Recommended Budget

**Approved Plan:** FY 2022 Enacted Budget

**Request:** FY 2023 Agency Request

**Analyst:** FY 2023 Budget Analyst Recommended

**Committee:** FY 2023 OMB Recommended Budget

VA ASSETP - Veterans' Home Asset Protection

**Status: Plan**

| Funding Source | Project Cat Name | Line Sequence | Pre2021 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Post 2026 | Total Capital |
|---|---|---|---|---|---|---|---|---|---|---|---|
| RI Capital Plan Fund | Asset Protection | 7069103 | 100,000 | 100,000 | 100,000 | 100,000 | 350,000 | 350,000 | 0 | 0 | 1,100,000 |
| Total | | | 100,000 | 100,000 | 100,000 | 100,000 | 350,000 | 350,000 | 0 | 0 | 1,100,000 |

**Status: Approved Plan**

| Funding Source | Project Cat Name | Line Sequence | Pre2021 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Post 2026 | Total Capital |
|---|---|---|---|---|---|---|---|---|---|---|---|
| RI Capital Plan Fund | Asset Protection | 7069103 | 18,608 | 0 | 350,000 | 400,000 | 500,000 | 500,000 | 0 | 0 | 1,768,608 |
| Total | | | 18,608 | 0 | 350,000 | 400,000 | 500,000 | 500,000 | 0 | 0 | 1,768,608 |

**Status: Request**

| Funding Source | Project Cat Name | Line Sequence | Pre2021 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Post 2026 | Total Capital |
|---|---|---|---|---|---|---|---|---|---|---|---|
| RI Capital Plan Fund | Asset Protection | 7069103 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 0 | 700,000 |
| Total | | | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 0 | 700,000 |

**Status: Analyst**

| Funding Source | Project Cat Name | Line Sequence | Pre2021 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Post 2026 | Total Capital |
|---|---|---|---|---|---|---|---|---|---|---|---|
| RI Capital Plan Fund | Asset Protection | 7069103 | 18,608 | 0 | 350,000 | 400,000 | 500,000 | 500,000 | 500,000 | 0 | 2,268,608 |
| Total | | | 18,608 | 0 | 350,000 | 400,000 | 500,000 | 500,000 | 500,000 | 0 | 2,268,608 |

## *Exporting Reports*

Options to export include all report tabs or data as PDF, Excel, CSV, or Text. The Export icon on the upper tool bar provides an Export popup.

| Home | Documents | 102 - Agency Budget... |
|---|---|---|

Advanced    Run

**Enter Agency** (optional)

State of Rhode Island

**102 - Agency Budget Request Summary**

By Line Sequence and Natural

Run Date: 4/12/19

Run Time: 1:07:55 PM

**080 - DEPARTMENT OF REVENUE**

Program: 01080 - Director of Revenue

Subprogram: 0101080 - Director of Revenue

| Category - Name | 2018 Actuals | 2019 Enacted Budget | 2019 Revised Agency Request | 2020 Agency Base Budget | 2020 Decision Packages - Requested | 2020 Agency Request |
|---|---|---|---|---|---|---|
| 4000101 - Director of Revenue | | | | | | |

2.1.123.     Select Report or Data.  Report allows a selection of one, multiple, or all report tabs. Data allows a selection of queries defined for the report.
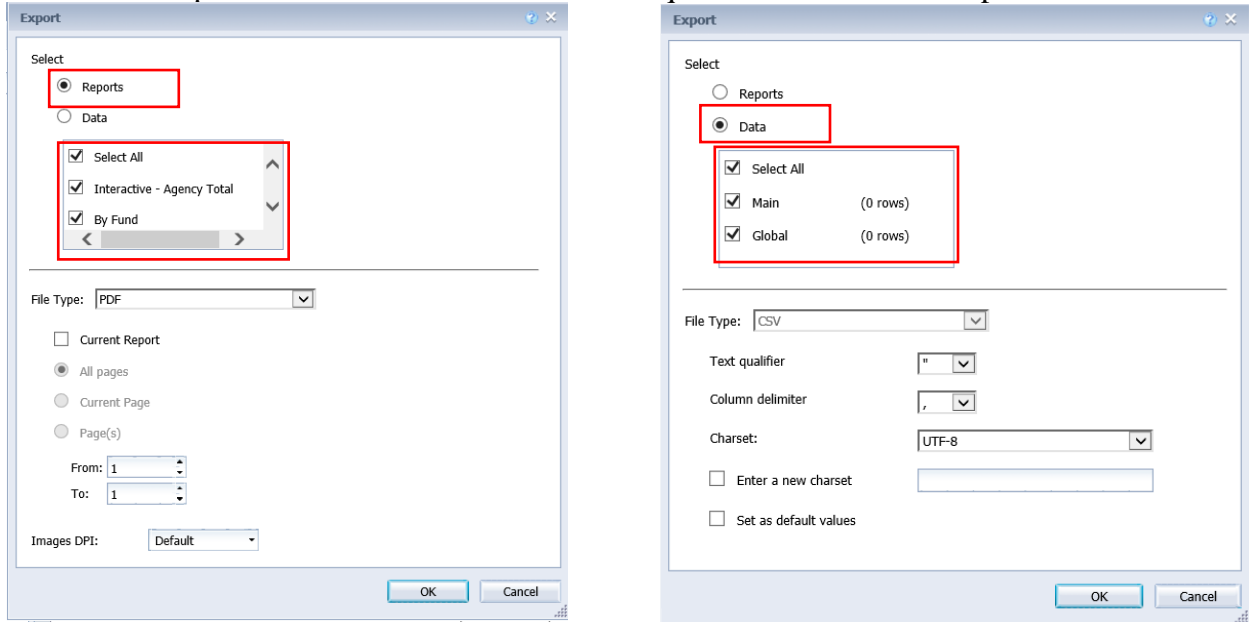


2.1.124.     Select File Type.  Each file type has additional export options.

2.1.125.     Click *OK*.

2.1.126.     Depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click *Open* or *Save*. If you do not get a message it may have defaulted to Save.
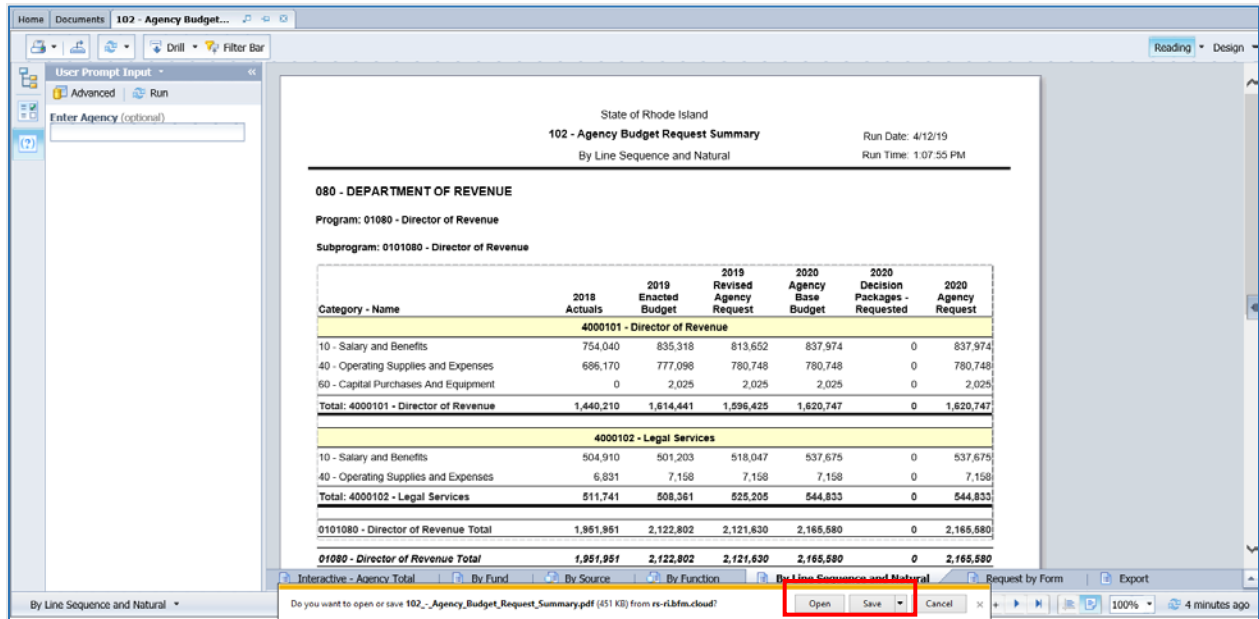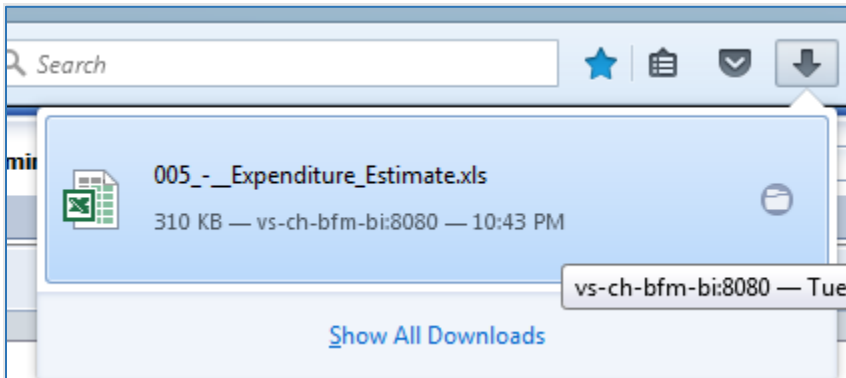
**Notes on Saving as Excel file:**
- If you click Save, it may save it in your Downloads folder. It is not always obvious that it saved. There is a small down arrow in the upper right of Internet Explorer that indicates it has saved.
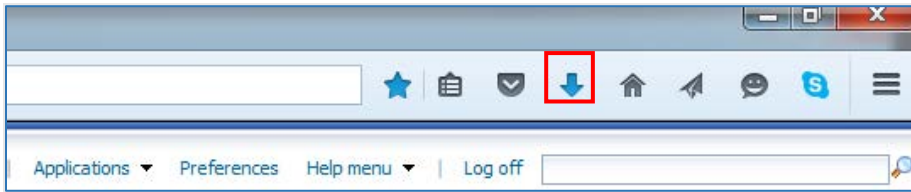


2.1.127.       Click the Blue Arrow.  Then click on the File.



- If the Blue Arrow is not an option (if you use another browser) go do Downloads and find you file. Note that Downloads is by default a shortcut in Windows Explorer Favorites section.
- When you open the file and you saved the Document, there may be multiple worksheets created.
- The Excel files will not include the report headers.

**Notes on Saving as PDF**

The PDF will include the report header and provide navigation through the tabs on the left-hand side.



## *Printing Reports*

Clicking directly on the Print icon will download a PDF of the entire document (all tabs) that can be printed. Clicking on the arrow on the print button and selecting Print will provide additional options for what is to be generated into a PDF.
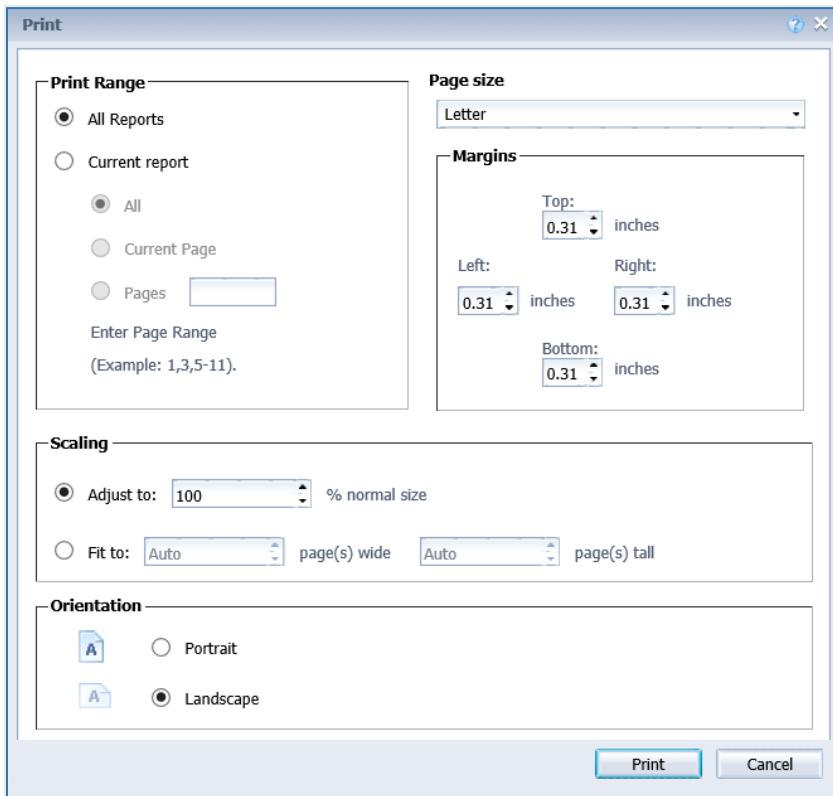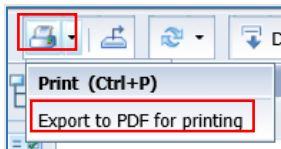




## *Submitting the Capital Budget*

Submission allows users to move a form instance to a different stage. A user can have access to submit a form instance to a stage even without the security rights to edit the form at the submission stage.



2.1.1. Select your budget form definition.

2.1.2. For the instance you wish to submit, click the *Submit* button.

2.1.3. A Submit Budget Form pop-up window opens. From this screen, select the stage to which you wish to submit (there may only be one) and click *Submit*. If you do not see a Stage Code, this means you do not have security to submit. Note: you can submit to a prior stage if your security allows this action.



Once submit is clicked, the budget request will no longer be visible in the list if the user does not have security rights to edit at the new stage. To edit the instance, a request that the form be sent back to the user must be made to the system administrator.