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1. What is BFM?
Budget Formulation and Management is the software tool that will be used by the State to prepare budgets, track performance measures, and report on in-year budget-to-actuals. It includes a reporting solution that allows users access to any data that has been entered in BFM in any format.

2. Changes by Fiscal Year

2.1. 2022

- The Decision Package form will now include revenue naturals including series 4XXXXX and 5XXXXX so that agencies can create packages with revenue impact. The inclusion of revenue naturals on the Decision Package form will allow agencies to submit stand-alone revenue generating proposals as well as comprehensive proposals that include both revenue and expenditure components. This change will not only allow agencies to include revenue generating proposals in Decision Packages, but also allow for more efficient tracking of such proposals across agencies and throughout the budget development process. Refer to Appendix – List of Revenue Naturals and Revenue Categories.

- This year, while base budget changes can continue to be submitted through the BFM base budget form, as has been the case in previous years, agencies will also be able to submit base budget changes utilizing the Decision Package form in BFM. Alongside “Constrained” and “Unconstrained”, agencies will now be able to select “Base Budget Change” in the dropdown menu on BFM Decision Package form. The base budget change Decision Package is provided as a convenience to agencies that wish to group changes together or provide additional detail in the item description field about a given change. Agencies should group base budget changes by program and provide explanations for each shift within the BFM item description field. For more complicated base budget changes, which generally would include changes to a line sequence that are more than either $10,000 or 10% of the line sequence value, whichever is larger, agencies should include additional analysis and contextual information in BFM.

- This year, agencies will be asked to input their outyear forecast for constrained and unconstrained Decision Packages in the BFM budget form. If the outyear field is left blank, the Budget Office will assume that the proposal’s outyear impact will remain steady and will apply standard grow rates to estimate outyear costs. However, if proposals have unique outyear impacts (for example, if a proposal begins six months into a fiscal year, or there are expected changes in caseload across years, or a proposal is a one-time expense and does not have outyear costs) agencies should include their outyear estimates in the Decision Package form.

If you have questions about the changes occurring this year, please contact your assigned Budget Analyst.

2.2. 2021
The contract form will no longer be used. Instead, 63XXX natural accounts will be entered into the Base Budget Form and contract details will be entered in an excel template. A template will be provided to track contract detail such as contract and vendor information. If you have any additional questions about the proper way to complete the template, or the information required, please contact your assigned Budget Analyst. Send the completed template to your Budget Analyst who will ensure the data is uploaded into BFM. The data will be available using report 106 – Contract Summary.

All performance measures are not editable in the Performance Measures form (9260 or 9460).

2.3. 2020

BFM Personnel Cost Forecasting (PCF) projection will be utilized for both years starting with this budget cycle. The BFM software is loaded with positions and employees from HR along with any updates made by your agency during the clean-up period. The planning values will be updated to create the base personnel budget. This includes salaries, benefits, supplemental pays, and statutories. Agencies will have the opportunity to make updates during the budget preparation period.

2.4. 2019

- SWP / Planning Values concept is being replaced with a BFM Personnel Cost Forecasting (PCF) projection. The BFM software is loaded with positions and employees from HR along with planning values and creates the base personnel budget. This includes salaries, benefits, supplemental pays, and statutories. Agencies will have the opportunity to make updates to correct data errors (such as incorrect steps) and change allocations.
- The concept of Constrained versus Unconstrained budgets has changed.
  - For FY 2019, Agencies are asked to submit a Base Budget, which is the cost of maintaining current services after accounting for inflation and operational efficiencies.
  - In addition, Agencies will be given a budget Target and guidelines for any additional budgetary submissions. These targets are created in the same manner as in 2018 but will be met by Agencies submitting a series of Decision Packages that will be reviewed as part of the budget process. Decision Packages will feed reports that will replace 2018’s Budget Impact Statements.
- Decision Packages will be assigned to the Constrained or Unconstrained budget types.
- The Departmental Revenue Estimating (BR-7) process has also changed significantly. Instead of submitting a document with a series of amounts that have been entered elsewhere in the system, Agencies will enter estimates for new restricted revenues, grant awards and prior year balance adjustments and the BR-7 will be produced as a report. This should save agencies time in compiling information for this purpose.

- The concept of having two forms, one for the revised budget and one for the new year submission has been changed. Under Budget Formulation we now have one form for both fiscal years to accommodate the multiple requests we received for this change.
- Personnel Adjustment form will not be allowed by agencies this fiscal year. All PCF changes will need to be reflected in your turnover line.
3. BFM Terminology

**PCF:** Personnel Cost Forecasting. BFM creates the base personnel budget based on HR data and planning values loaded in the system. This replaces the Salary and Wage Projection (SWP).

**Budget Form:** This is how you enter data into BFM. A Budget Form is a specific layout that has certain required fields, such as text, price, quantity, 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 particular 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.

4. The Budget Equation – How to Build Your Budget

BFM is designed to allow different components of the budget to be added together to create a budget request. Budget forms are used to get data into BFM; REPORTS are used to view the data.

#### 4.1. Program versus Agency budget forms

Note that most budget forms have two options, one form where submissions are created at the Agency level and one form where submissions are created at the Program level. This is to allow agencies that have programs submitting budgets for agency review to have this capability while not forcing agencies that are more centralized to create one budget form per program. Users will only see one type of form, Program or Agency. Upon using the system if you determine that you need to switch from being an Agency-level form Agency to a Program-level form Agency, contact BFM Support as noted in "How to get help".

#### 4.2. Budget Forms

Following are the budget forms that will be used for 2023 budget preparation. Additional forms may be added as needed. Form numbers in () such as (9200) are for reference only.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Form Name</th>
<th>Description/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base Budget Form - Agency (9200)</td>
<td>Use the Base form to make any adjustments to your base budget that do not impact services. This form will</td>
</tr>
<tr>
<td>Menu</td>
<td>Form Name</td>
<td>Description/Purpose</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Budget Formulation</strong></td>
<td><strong>Base Budget Form – Program (9210)</strong></td>
<td>not include PCF (Salary and Benefit) Naturals. Contract naturals are now included as of 2020.</td>
</tr>
<tr>
<td></td>
<td><strong>Decision Package Agency (9230)</strong></td>
<td>Use the Decision Packages form to enter a group of specific line sequences and naturals that together comprise a specific change to your current services. In many cases these may be reductions to meet targets but increase packages for new or expanded services may be requested. This year, the Decision Package form may also be used to enter base budget changes.</td>
</tr>
<tr>
<td></td>
<td><strong>Decision Package Program (9430)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Budget Review</strong></td>
<td>This form displays all of the 2020 Decision Packages and allows ranking and, in later stages, OMB recommendations.</td>
</tr>
<tr>
<td></td>
<td><strong>Strategic Planning</strong></td>
<td>Use this form to request new performance measures, update existing performance measure descriptions, or update Agency/Program text that prints in Volumes 1-4 of the budget book.</td>
</tr>
<tr>
<td></td>
<td><strong>Performance Measures Agency (9260)</strong></td>
<td>Enter performance measures data in this form.</td>
</tr>
<tr>
<td></td>
<td><strong>Performance Measures - Program (9460)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Estimated Departmental Revenues – Agency (9410)</strong></td>
<td>Agencies responsible for collecting general revenue departmental receipts (e.g. license fees, fines and penalties, etc.) must use this form to provide updated estimates of these revenues for the 2020 budget year.</td>
</tr>
<tr>
<td></td>
<td><strong>Federal / Restricted Receipts - Agency BR-7 (9270)</strong></td>
<td>Use this form to make updates to prior year balance forward and new revenues / grant awards. This form is used for BOTH 2020 Revised and 2021 Budget since the BR-7 report shows the relationship of the two years.</td>
</tr>
<tr>
<td></td>
<td><strong>Federal / Restricted Receipts - Program BR-7 (9470)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Agency Submission Attachments (5400)</strong></td>
<td>This form is used to submit any supplemental documents to OMB. There is one form per agency.</td>
</tr>
<tr>
<td></td>
<td><strong>Agency Submit (9900)</strong></td>
<td>The form allows a user to submit a set of forms together.</td>
</tr>
<tr>
<td></td>
<td><strong>Attachments – All Forms View (5500)</strong></td>
<td>Allows Agencies the ability to manage all their document uploads in one place.</td>
</tr>
<tr>
<td><strong>Budget Management</strong></td>
<td><strong>2020 Revised Budget ARB</strong></td>
<td>Create Authorized Red Balance (ARB) entries; these will be approved and sent to the financial system apart from the rest of the budget process. Submit the ARB to your OMB Analyst, who will route through approvals and initiative the process to load the data to RIFANS.</td>
</tr>
</tbody>
</table>

4.3. **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, Base Form 9200 has stages 9201, 9202, 9203, 9204 and 9208. For simplicity, those stages are often referred to generically by the last digit, such as 9201 as 'Stage 1'.
The stages used for Rhode Island are:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agency Stage 1 (often used for program submissions)</td>
</tr>
<tr>
<td>2</td>
<td>Agency Stage 2</td>
</tr>
<tr>
<td>3</td>
<td>OMB Analyst</td>
</tr>
<tr>
<td>4</td>
<td>OMB Manager / Governor’s Recommended</td>
</tr>
<tr>
<td>5</td>
<td>Agency Stage 3 – used for special additional reviews for certain agencies</td>
</tr>
</tbody>
</table>

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.

Once you Submit your budget you will not have access 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).

5. How to Access BFM
BFM is accessed via internet browser and can be accessed from any internet connection.

- **BFM Links:** Your BFM Link is below. Save your link as a Favorite for easy access.  
  [https://ri.bfm.cloud/bfmprod/default.aspx](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 send your Userid and Password.

- **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.

6. 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.

7. Logging In

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

7.1.2. 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 in a previous email**.

7.1.3. Enter your Userid and Password, then click **Submit**.

![Main Menu](image)

**Change Password**

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

![Change Password](image)

7.1.4. Click **Ok**.

7.1.5. 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
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.

8. 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. Some users prefer navigation using keyboard shortcuts, tabs/enter, and other shortcuts. At this time, only a few of the typical keyboard shortcuts work. We encourage users to use mouse point-and-click for the majority of the navigation.

8.1. How to Navigate:

8.1.1. Hover over any top-level menu item to see the assigned entries.

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

8.2. 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.

8.2.1. Click on the Records Per Page, the default setting of 50 is highlighted. With this setting, 50 records are displayed.
To change the number of records displayed, click the Records Per Page dropdown and select the number of records to display.

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

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

8.2.3. Click on the on the double arrow (next page) or double arrow with an end line (last page) to page through available records.

8.3. 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.

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.

**Example 1: Searching by text**

Search: "Health"

Result: All entries that include the word "Health"

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Description</th>
<th>Stage</th>
<th>Program</th>
<th>Form Rows</th>
<th>Last Update</th>
<th>Last User</th>
<th>Submit</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1218</td>
<td>04075 - Health Services Regulation</td>
<td>9211</td>
<td>04075</td>
<td>0</td>
<td>5/31/2017</td>
<td>u1</td>
<td>Submit</td>
<td>Header</td>
</tr>
<tr>
<td>1221</td>
<td>06075 - Environmental Health</td>
<td>9211</td>
<td>06075</td>
<td>35</td>
<td>6/26/2017</td>
<td>OMB</td>
<td>Submit</td>
<td>Header</td>
</tr>
<tr>
<td>1227</td>
<td>10075 - Community and Family Health and Equity</td>
<td>9211</td>
<td>10075</td>
<td>0</td>
<td>5/31/2017</td>
<td>u1</td>
<td>Submit</td>
<td>Header</td>
</tr>
</tbody>
</table>

**Example 2: Searching by a number**

Search: "2200112"

Result: All entries that contain 2200112.

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Program</th>
<th>Expense</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1221</td>
<td>9210</td>
<td>06075 - Environmental Health</td>
<td>$124,463</td>
<td></td>
</tr>
</tbody>
</table>

9. Enter the Budget

9.1. Adding Budget Entries

9.1.1. Select the Base **Budget Form (9200 or 9210)**.

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 agency or program based on your security. If there are no agencies or programs listed for your security role this will be blank.

All of the budget forms navigate in the same manner. There is a **Header** page that provides the options for a long text description or attachments. There is a **Detail** page where budgets amounts are entered. You will mostly use the **Detail** page for forms other than Decision Packages.

9.1.2.Click the **Detail** button to open the budget form entry details. 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 Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Agency</th>
<th>Form Name</th>
<th>Expense</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2050</td>
<td>9200</td>
<td>013 - OFFICE OF LIEUTENANT GOVERNOR</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

#### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Trail</td>
<td>Magnifying Glass button. Opens a window to display the audit trail records</td>
</tr>
<tr>
<td></td>
<td>for the selected row.</td>
</tr>
<tr>
<td>Line Seq</td>
<td>Read Only. Budget line Line Sequence.</td>
</tr>
<tr>
<td>LS Name</td>
<td>Read Only. Budget line Program for the Line Sequence.</td>
</tr>
<tr>
<td>Program</td>
<td>Read Only. Budget line Natural Name.</td>
</tr>
<tr>
<td>Natural</td>
<td>Read Only. Budget line Natural Name.</td>
</tr>
<tr>
<td>Natural Name</td>
<td>Read Only. Budget line Natural Name.</td>
</tr>
<tr>
<td>Display Columns</td>
<td>Read Only. Displays data such as Enacted budget, Revised Budget, base</td>
</tr>
<tr>
<td></td>
<td>amounts. This will be different for each form.</td>
</tr>
<tr>
<td>Entry Columns</td>
<td>Column used to enter data, such as Base Budget Changes in the example above.</td>
</tr>
<tr>
<td></td>
<td>The name of these columns often has an * at the end to indicate it is</td>
</tr>
<tr>
<td></td>
<td>editable.</td>
</tr>
<tr>
<td>Summary Columns</td>
<td>Read Only. This is a display column that adds the values in other display</td>
</tr>
<tr>
<td></td>
<td>columns with Entry columns. In the example above, this is adding Current</td>
</tr>
<tr>
<td></td>
<td>Services Base with Budget Changes to create the Total Base Request.</td>
</tr>
<tr>
<td>Justification</td>
<td>Text justification.</td>
</tr>
<tr>
<td>Pencil</td>
<td>Button. When clicked, the Line Detail screen will display to allow budget</td>
</tr>
<tr>
<td></td>
<td>request entries. Double-clicking a row performs the same action.</td>
</tr>
</tbody>
</table>

### Screen: Budget Form Details - General

#### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row</td>
<td>Read Only. Number indicating row count.</td>
</tr>
</tbody>
</table>

#### Data Entry – Export/Import From Excel

9.2. Data Entry – Export/Import From Excel
The most efficient way to work with BFM is to first Export the existing budget form, make your changes in Excel, and re-import. Most users are very efficient with the Excel tools and can quickly add formulas to make the data entry process rapid.

Following are generic instructions on how to complete and Export/Import. A user will export, make changes, then import. The instructions in this section show click-by-click to ensure any issues or questions a user has can be answered in the user guide.

Note that specific export definitions are shown in the subsequent sections where each form's process is displayed. For example, Decision Packages will not export display columns since they are zero-based forms. Base forms have a series of display columns to help users build their budget.

Any spreadsheet can be uploaded to BFM using the Import function; however, the spreadsheet format is very specific. Your spreadsheet columns must match the columns on the BFM budget form. Below is the most reliable methodologies for creating an Import File:

- Click Export in the budget form, then make your entries directly into the pre-formatted spreadsheet and Import.
- Click Export in the budget form. Make entries in other spreadsheets. Copy the values into the Export template once you are ready to Import.
- Click Export in the budget form. Use formulas to link those cells to the more elaborate source spreadsheets and upload the properly formatted file when ready.
- Run report 060 – Line Sequence – Natural Combinations to get a list of valid Natural codes, Line Sequences, and a list of what combinations have been used in the past. This may be of use when building Decision Package forms that are zero-based. Make your entries and ensure they columns match the appropriate form you are importing.

9.2.1.Go to Budget Formulation / Select the budget form.
9.2.2.Select the instance you wish to update. In the example below, there is only one instance.
9.2.3.Click Detail (or navigate from the Header)

9.2.4.At the top of the page, click Export. If you do not see an Export button, that form may not allow for Imports.
At this step, users may have different interactions depending on their settings for downloads. You may be prompted to **Open** or **Save** your file, or a default action has been selected in the past. The following example will follow choosing **Open**.

Note, that if you **Save or Save As**, open the file and just follow the **Open** instructions below. **Save As** is found by clicking on the arrow to the right of **Save** and choose **Save as**.

### 9.2.5. Click **Open**.

![Image](image-url)

9.2.6. An Excel spreadsheet will open. There will be a yellow ‘**Protected View**’ ribbon at the top of the spreadsheet. Click the **Enable Editing** button.

Note: you can eliminate this **Enable Editing** button from coming back by going to Excel: File/Options/Trust Center/Trust Center Settings/Protected View/uncheck everything.
You will not be able to make changes in the spreadsheet unless you enable the spreadsheet to accept edits.

9.2.7. Next, it is best to Save As the spreadsheet. The original spreadsheet is saved as read only since it comes from the internet. Click File on the ribbon.
9.2.8. Then click **Save As**

9.2.9. **Choose a location to save the Excel worksheet** where you can easily find it later. Keep the location simple since you will have to be able to find it again when you import. We often use the Desktop for expedience.

9.2.10. Click in the ‘**File name:**’ text box and name the Excel worksheet. Note that depending on your version of Excel this window may appear differently.

9.2.11. Click in the ‘**Save as type:**’ menu and choose Excel Workbook (*.xlsx)

9.2.12. Click **Save**

9.3. **Updating your Spreadsheet for Import**
9.3.1. Get to know your spreadsheet.

- The fields that import are the ‘codes’ – such as Line Sequence 1000101, Natural 641300. The names in the example columns B, C, and E exist to help users but will NOT be considered on Import. That means if you add a new row you do NOT have to include names on those rows. If you change a name, nothing will be impacted.

- The columns of data consist of display columns, for informational purposes, and editable columns. Only Editable columns will import. To help users spot editable columns, an * is added as a suffix to the column labels. If you change a display column, there will be no impact (it is ignored on import).

- The number of columns and the order of columns cannot change. The import expects the exact file format that was exported. Do not add additional columns to the right or insert/delete columns (or if you do – put it back in this format prior to trying to import).

9.3.2. Make changes in your spreadsheet. Below are example changes:

- **Change** the 2020 Base Budget Changes (row 2) in the example from 0 to 1000. Type ‘new software’ in the Column Text Field. When you import the file, BFM will load the new record. 2020 Base Budget Changes will update from 0 to 1000, the new 2020 Total Base Request will read 251,000 and the Justification text will be updated.

- To **delete** data, do not delete the row, but rather you must zero out the data by entering a 0.

- To **add text**, type in the columns that have text. If text exists, just type over the text in the cell. Prior text is also saved in the audit trail. In row 4, type in new text for example ‘expense increase’.

- To add a **new row**, insert a row. They do not have to be in order. In our example, we will insert a new row after the existing row 4 to add an additional expense item. In this example, Overtime was added as an expense item. Remember, you must have security to the Line Sequence you enter and the Natural must be a valid code for the record to upload.

9.3.3. **Save** your spreadsheet.
9.3.4. From BFM, Click **Import**.

Budget Form Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Agency</th>
<th>Form Name</th>
<th>Expense</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>002</td>
<td>013 - OFFICE OF LIEUTENANT GOVERNOR</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Hint**: click on Date Modified heading and the file you just saved will go to the top. If a file is open, it will have a second entry with a "~" prefix; do not select that file. You do NOT have to close the file to upload it.

9.3.5. Click **Browse** and find your file.

9.3.6. Click **Load Selected File**. If you see "fakepath" in the file name, this is just a browser security feature.
9.3.7. If the font returns in black it was successful. If there are errors the screen will have text returned in a red font. In the complete user guide, tips are included in how to resolve the import issues. Click Close in the upper left if you are successful.

Once you close the upload screen, you will see a Loading... message. The results will load shortly. Note that the new line may or may not be on the visible screen, since the form is sorting by Line Seq / Natural.

9.4. On-line Editing - Existing Budget Entries

9.4.1. Double-click the line or click the pencil. The fields that can be updated become editable. In the example below, the 2020 Base Budget Change is -200 and the 2019 Total Base Request is 300.
Enter the new amount 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 new amount, for example -400. You can also enter a justification for the change, then click the **Save All**.

Now the 2019 Total Base Request will reflect the updated request amount, in this example 100. See below.

**9.4.3** Repeat for each line to be updated.

**9.4.4** 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.

9.5. Audit Trail

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

9.5.1. 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.

<table>
<thead>
<tr>
<th>Budget Form Expense Line History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audit Trail</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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:

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

9.6. Adding a New Budget Entry
The form will display all of the accounts that were used in the prior year actuals or current year adopted budgets. In some cases you will need to add a new account for the budget request.

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

Budget Form Entry - Lines

<table>
<thead>
<tr>
<th>ID</th>
<th>Budget Form</th>
<th>Agency</th>
<th>Form Name</th>
<th>Expense</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2035</td>
<td>9200</td>
<td>013 - OFFICE OF LIEUTENANT GOVERNOR</td>
<td></td>
<td></td>
<td>900</td>
</tr>
</tbody>
</table>

Quick Search

#### Budget Actions:

- [ ] Add New
- [ ] Add ID
- [ ] Save
- [ ] Delete
- [ ] Format
- [ ] Print
- [ ] Email
- [ ] Share
- [ ] Validate
- [ ] Change Configuration

#### Form Details

<table>
<thead>
<tr>
<th>Row</th>
<th>Line Seq</th>
<th>LS Name</th>
<th>Source - Program</th>
<th>Natural</th>
<th>Natural Name</th>
<th>2019</th>
<th>2019 Base Budget</th>
<th>2019 Base Budget Changes*</th>
<th>2019 Revised Budget</th>
<th>2020</th>
<th>2020 Base Budget</th>
<th>2020 Base Budget Changes*</th>
<th>2020 Base Budget</th>
<th>2020 Base Budget Changes*</th>
<th>2020 Total Base Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Maintenance/Repair Office Equip</td>
<td>756</td>
<td>0</td>
<td>756</td>
<td>756</td>
<td>0</td>
<td>756</td>
<td>0</td>
<td>756</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Food</td>
<td>500</td>
<td>0</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>500</td>
<td>0</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Office Supplies &amp; Equip</td>
<td>3,189</td>
<td>0</td>
<td>3,189</td>
<td>3,189</td>
<td>0</td>
<td>3,189</td>
<td>0</td>
<td>3,189</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Comp Supplies/Software &amp; Equip</td>
<td>1,942</td>
<td>0</td>
<td>1,942</td>
<td>1,942</td>
<td>0</td>
<td>1,942</td>
<td>0</td>
<td>1,942</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Class and Fees</td>
<td>274</td>
<td>0</td>
<td>274</td>
<td>274</td>
<td>0</td>
<td>274</td>
<td>0</td>
<td>274</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Postage and Postal Ser</td>
<td>1,643</td>
<td>0</td>
<td>1,643</td>
<td>1,643</td>
<td>0</td>
<td>1,643</td>
<td>0</td>
<td>1,643</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Printing - Outside Vendors</td>
<td>1,244</td>
<td>0</td>
<td>1,244</td>
<td>1,244</td>
<td>0</td>
<td>1,244</td>
<td>0</td>
<td>1,244</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Printing - by State Agencies</td>
<td>234</td>
<td>0</td>
<td>234</td>
<td>234</td>
<td>0</td>
<td>234</td>
<td>0</td>
<td>234</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Miscellaneous Expenses</td>
<td>6,589</td>
<td>0</td>
<td>6,589</td>
<td>6,589</td>
<td>0</td>
<td>6,589</td>
<td>0</td>
<td>6,589</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Legal Representation &amp; Related</td>
<td>9,331</td>
<td>0</td>
<td>9,331</td>
<td>9,331</td>
<td>0</td>
<td>9,331</td>
<td>0</td>
<td>9,331</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Insurance/Property/Casualty</td>
<td>65</td>
<td>0</td>
<td>65</td>
<td>65</td>
<td>0</td>
<td>65</td>
<td>0</td>
<td>65</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Rental/Lease Equipment</td>
<td>2,486</td>
<td>0</td>
<td>2,486</td>
<td>2,486</td>
<td>0</td>
<td>2,486</td>
<td>0</td>
<td>2,486</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>13</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Mileage Allowance</td>
<td>83</td>
<td>0</td>
<td>83</td>
<td>83</td>
<td>0</td>
<td>83</td>
<td>0</td>
<td>83</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>14</td>
<td>Office of Lieutenant Governor</td>
<td>01 - LL Governor's Off</td>
<td>Out of State Transportation</td>
<td>974</td>
<td>0</td>
<td>974</td>
<td>974</td>
<td>0</td>
<td>974</td>
<td>0</td>
<td>974</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Records per page: **30** 

9.6.2. Click the magnifying glass to search for the codes to be added.
9.6.3. Click on the code and then **Select**. 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.

9.6.4. Enter an amount in any data column, such as 2020 Base Budget Changes shown below.  
9.6.5. Click Save.

**Closing Budget Instances**

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

9.7. **Deleting Budget Entries**

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

9.7.1. Double Click Row
9.7.2. Enter 0 to zero out the amount field
9.7.3. Click **Save All**.
9.8. Add an Attachment

9.8.1. 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.

9.8.2. Click the **Attachments** tab.
9.8.3. Click the **Upload File(s)** button

9.8.4. 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.

9.8.5. Select the File. Currently Word, Excel, and PDF are supported file types.

9.8.6. Click **Upload** button.

**Budget Form Document Attachments**

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

**9.9. Budget Submit**

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.

**Budget Request 2018**

9.9.1. Select your budget form definition.

9.9.2. For the instance you wish to submit, click the **Submit** button.
9.9.3 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. In order to edit the instance a request that the form be sent back to the user must be made to the system administrator.
10. New Position Wizard

The New Position Wizard is present in several places in BFM, Decision Packages position tab and Employee Maintenance. It works the same way in all cases.

Follow each step to completion. If you click Cancel or Back in many cases the position will be cleared out and you will have to start over. This prevents partially-created positions from being put into the PCF projection.

<table>
<thead>
<tr>
<th>Form: New Position Wizard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step</strong></td>
</tr>
</tbody>
</table>
| **Step 1** | - Select the job class  
- Enter a position code – The code must be unique and you should follow the following pattern - Agency Number + Job Class + Sequential Number (e.g. 068001139001) |
| ![Step 1 Image] | |
| **Step 2** | - Enter the Home Organization to which they will be assigned  
- Select a Position Status |
| ![Step 2 Image] | |
### New Position Wizard

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 3</strong></td>
<td></td>
</tr>
</tbody>
</table>
- No changes may be required on this Step.  
- Review: default Step  
- Click **Lookup Salary Table** to make sure the Salary Table / Step / Grade is valid. If the report is blank there is an invalid combination and must be corrected or a Salary Override should be entered.  
- Click Salary Override and enter an Override Salary to not use a salary table lookup. |

**Step 3 of 7**

- Position Code*: NEW000001  
- Job Class*: SECURITY MANAGER

#### Update Salary Table

- Salary Table: UA99  
- Grade: 0962/7A  
- Steps: 1  
- Step Duration Table:  
- Step Increase Date: 03/01/2018

**Step 4**

- No changes may be required on this Step.  
- Change the Funding Start Date if you have specific information on when the position will begin.  
- Assign an Allocation profile if those have been set up for your Agency. Note: If NONE is entered the Home Organization will be created as the allocation line. |

**Step 4 of 7**

- **Funding Start Date**: 9/1/2017  
- **Funding End Date**: 12/31/2050  
- **Allocation Profile**: NONE

#### Steps 4 and 5 of 7: Assign Funding Dates and Allocations

<table>
<thead>
<tr>
<th>Actions</th>
<th>Funding Start Date</th>
<th>Funding End Date</th>
<th>Comments</th>
<th>Allocation Profile</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td></td>
<td></td>
<td></td>
<td>NONE</td>
<td>True</td>
</tr>
</tbody>
</table>

**Organizational Fund Code**  
- Account: 511000  
- Home: True  
- Active: True  
- Allocation: 100.000%  
- Actions: Edit, Delete

**Next, Cancel**

**Step 5**

- No changes may be required on this Step.  
- Click Edit to change allocation line.  
- Click Add Allocation to add a new allocation line. Note: Allocation lines must total %100. |

**Step 5 of 7**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Benefit Category</th>
<th>Category Name</th>
<th>Comments</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>CTAT</td>
<td>Statutory - OASDI and Medicare</td>
<td>Defaulted from Job Class</td>
<td>True</td>
</tr>
<tr>
<td>Edit</td>
<td>NHRC</td>
<td>New Hire/Vacant Regular</td>
<td>Defaulted from Job Class</td>
<td>True</td>
</tr>
</tbody>
</table>

**Add Benefit Category, Next, Cancel**

**Step 6**

- No changes may be required on this Step.  
- A set of default benefits are assigned  
- Click **Add Benefit Category** to add additional benefits or other pays as needed, such as uniform allowances. |
Form: New Position Wizard

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| Step 7 | - Enter a Justification for the position. This is a required field.  
- If requesting multiple positions for the same job class, change the Authorized Count to a different integer value, such as 5.  
- Enter desired Authorized FTE to the position being request. An FTE from 0 to 1 can be entered.  
- Select Vacant Option 1-1 to create one record per Authorized Count.  
- Click Finish and the position is created. |

Specific Budget Form Instructions

The general instructions in sections 8, 9 and 10 are supplemented by the following instructions for each form.

11. 2022 Base Budget (9200, 9210)
The Base form should reflect the cost of current services based on projected 2022 costs. This form excludes Natural Accounts for most salary and benefit adjustments, which are entered on other forms.

11.1. Import-Export Notes
The editable columns are highlighted in yellow. The columns with an * in the column heading correspond to the editable fields on the 9200 or 9210 form detail screens.
12. **Contracts**

The base budget form will be used to create contract budget requests. As noted above, the base budget form will display all the accounts that were used in the prior year actuals or current year adopted budgets. In some cases, you will need to add a new account for the budget request.

12.1. **Reports**

12.1.1. Run report **106 – Contract Summary** to see the contract natural entries.

12.1.2. Upload the Contract Details template to the base budget form.

---


- New features of the Decision Package:
  - ✓ This year, agencies will be asked to input their outyear forecast for constrained and unconstrained Decision Packages in the BFM budget form. If the outyear field is left blank, the Budget Office will assume that the proposal’s outyear impact will remain steady and will apply standard growth rates to estimate outyear costs. However, if proposals have unique outyear impacts (for example, if a proposal begins six months into a fiscal year, or there are expected changes in caseload across years, or a proposal is a one-time expense and does not have outyear costs) agencies should include their outyear estimates in the Decision Package form.
  
  - ✓ In addition, this year the Decision Package form in BFM will, for the first time, include revenue natural account codes, which will allow agencies to create Decision Packages with revenue impact in BFM. The inclusion of revenue natural account codes on the BFM Decision Package form will allow agencies to submit stand-alone revenue generating proposals as well as comprehensive proposals that include both revenue and expenditure components. This change will also allow for a more efficient tracking of such proposals across agencies and throughout the budget development process. If you have questions about utilizing revenue natural account codes on the Decision Package form, please contact your assigned Budget Analyst.
  
  - ✓ Also, this year, while base budget changes can continue to be submitted through the BFM base budget form, as has been the case in previous years, agencies will also be able to submit base budget changes utilizing the Decision Package form in BFM. Alongside “Constrained” and “Unconstrained,” agencies will now be able to select “Base Budget” in the dropdown menu on BFM Decision Package form.
  
  - ✓ The base budget change Decision Package is provided as a convenience to agencies that wish to group changes together or provide additional detail in the item description field about a given change. Agencies should group base budget changes by program and provide explanations for each shift within the BFM item description field. For more complicated base
budget changes, which generally would include changes to a line sequence that are less than either $10,000 or 10% of the line sequence value, whichever is larger, agencies should include additional analysis and contextual information in BFM. Note that small shifts may not require detailed narratives but would still benefit from explanation to Budget Office analysts.

- Base Budget changes in the Decision Package are reflected in both constrained and unconstrained Decision Packages in the Agency Request.

Note that:
- Decision Packages are zero-based requests that group together related line items that impact services.
- The Decision Packages will be evaluated in their entirety (approved/rejected) or may have line item adjustments in future phases.
- Budget impact statements are produced as reports based on the data entered in this form.
- New positions or adjustments to positions can also be made in this form.
- Assign a Type that indicates if it is part of the Constrained, Unconstrained or Base Budget request.

13.1.1. Go to Budget Formulation / Decision Package - Agency (9230) or 9430 for Program forms.

Unlike base forms, there are no Form Instances created as a starting point for Decision Packages since they are zero-based. Once you create a new Decision Package it will appear on the screen shown below.

13.1.2. Click Add New to create a new request.

13.1.3. Select the Stage, Agency and enter the Name. The name is a short-text description of the request; long text descriptions are available in the Narrative tab. Click Save.

13.2. Header Detail tab
13.2.1. Type: assign a type of Constrained, Unconstrained or Base Budget. If multiple Constrained scenarios are required, additional options may be available.
13.2.2. Rank: assign an approximate numerical rank for how the request should be considered.
13.2.3. Save before leaving the tab

13.3. Budget Tab
Complete the budget tab; this works in the same manner as other forms except it is zero-based so you must Add New for each new Line Sequence/Natural combination and/or use the Export/Import option.

13.4. Import-Export Notes
This form will not have any details to download as they are zero-based requests. Export to Excel to use the spreadsheet as a template for your detailed upload. The Line Sequence, Natural and Revenue Category columns will need to be filled in with valid codes.

The editable columns are highlighted in yellow. The columns with an * in the column heading correspond to the editable fields on the 9230 or 9430 form detail screens.

13.5. Position Tab
13.5.1. If there are position adds/deletes click on the Position Tab.

13.5.2. Click **Employee Changes** to make updates to an existing employee that should be associated with this Decision Package. For example, a 50% employee may be moving to full time or you are not filling a vacancy to meet Target, so you inactivate an Employee record. Go to the Employee Maintenance section of this document for specific instructions.

13.5.3. Click **New Position** to add or delete a generic position. This takes you to the New Position Wizard, which is accessible both in the Decision Package form and the Personnel Adjustment forms. The New Position Wizard is described in section 10.

13.6. **Revenue Tab**
Enter your notes related to revenue. This can be copied from another source with copy/paste. Click **Save** when done.

13.7. **Reports**
13.7.1. Run report **105 – 2023 Decision Packages** to see the entire package together.
13.7.2. Report 102 - Agency Revised Budget Summary displays revised budget data. This report is used to verify total budget amounts entered in the various budget forms that comprise the budget request.

14. **Federal/Restricted Account Balances (9270, 9470)**
The BFM Federal/Restricted Account Balances BR-7 form will produce the required balance forwards in a report.

Note: supplemental instructions will follow for certain exempt accounts.

14.1.2. Below is an example of the report along with annotations for the source of the data.
069 - DEPARTMENT OF HUMAN SERVICES

2275101 - Family and Adult Services

<table>
<thead>
<tr>
<th></th>
<th>2020 Revised Budget</th>
<th>2021 Agency Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance from Prior Year</td>
<td>676,935</td>
<td>623,517</td>
</tr>
<tr>
<td>Plus: Balance Adjustments</td>
<td>100,000</td>
<td>NA</td>
</tr>
<tr>
<td>Plus: New Receipts/Grant Award</td>
<td>2,100,000</td>
<td>2,200,000</td>
</tr>
<tr>
<td>Minus: Indirect Cost Recovery</td>
<td>250,000</td>
<td>250,000</td>
</tr>
<tr>
<td><strong>Equal: Total Available</strong></td>
<td><strong>2,626,935</strong></td>
<td><strong>2,573,517</strong></td>
</tr>
<tr>
<td>Minus: Expenditures</td>
<td>2,003,418</td>
<td>1,609,126</td>
</tr>
<tr>
<td><strong>Equal: Balance Forward (to new year)</strong></td>
<td><strong>623,517</strong></td>
<td><strong>964,391</strong></td>
</tr>
</tbody>
</table>

Report: 107 BR-7

Annotation | Description
-----------|-------------
1 | Uploaded from external source
2 | BFM BR-7 budget forms 9270,9470 – BPYA Natural (a 'fake' Natural account to store this data)
3 | BFM BR-7 budget forms 9270,9470 – NRGA Natural (a 'fake' Natural account to store this data)
4 | BFM Revised Budget forms 9220, 9250, Natural 649500
5 | BFM – all budgeted expenditures other than Indirect Cost Recovery
6 | Do not enter values for the budget year balance from prior year adjustments.
7 | BFM BR-7 budget form – NRGA Natural (a ‘fake’ Natural account to store this data)
8 | BFM Base Budget forms 9200, 9210, Natural 649500
9 | BFM – all budgeted expenditures other than Indirect Cost Recovery

5 Example of Budget Form for Indirect Cost Recovery

<table>
<thead>
<tr>
<th>Row</th>
<th>Audit Trail</th>
<th>Line Seq</th>
<th>LS Name</th>
<th>Program</th>
<th>Natural</th>
<th>Natural Name</th>
<th>2019 Base Budget</th>
<th>2019 Base Statewide Adjust</th>
<th>2019 Current Srvcs Base</th>
<th>2019 Base Budget Changes</th>
<th>2019 Total Base Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>247</td>
<td>2272101</td>
<td></td>
<td>Child Support 6</td>
<td>Individual and F</td>
<td>649500</td>
<td>Indirect Cost Recovery</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>279</td>
<td>2275101</td>
<td></td>
<td>Family and Adult 1</td>
<td>Individual and F</td>
<td>649500</td>
<td>Indirect Cost Recovery</td>
<td>250,000</td>
<td>0</td>
<td>250,000</td>
<td>0</td>
<td>250,000</td>
</tr>
</tbody>
</table>

2.3.7 Example of Budget Form for Balance adjustments and new grant award

<table>
<thead>
<tr>
<th>Row</th>
<th>Audit Trail</th>
<th>Line Seq</th>
<th>LS Name</th>
<th>Program</th>
<th>Natural</th>
<th>Natural Name</th>
<th>2018 Revised</th>
<th>2019 Budget</th>
<th>Justification / Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>2275101</td>
<td></td>
<td>Family and Adult 1</td>
<td>Individual and F</td>
<td>BPYA</td>
<td>Adjustments to Prior Year Balance</td>
<td>100,000</td>
<td>0</td>
<td>Deep thought and analysis.</td>
</tr>
<tr>
<td>22</td>
<td>2275101</td>
<td></td>
<td>Family and Adult 1</td>
<td>Individual and F</td>
<td>NRGA</td>
<td>New Receipts or Grant Award</td>
<td>2,100,000</td>
<td>2,200,000</td>
<td>Deep thought and analysis.</td>
</tr>
</tbody>
</table>

14.1.3. Go to the 9270 or 9470 BR-7 budget forms and enter any new receipts, grant awards, or adjustments to prior year balances. Notes:
- Do not enter data for adjustments to prior year balances in the Budget year
- There is only one form for both Revised and Budget years. This differs from other forms.

14.1.4. Go to the 9200 or 9210 Base budget forms to update your Indirect Cost Recovery values.
14.1.5. Refresh the 107 report as needed to see the updated values
14.1.6. Submit your forms when completed with our entries.

14.2. Import-Export Notes
The editable columns are highlighted in yellow. The columns with an * in the column heading correspond to the editable fields on the 9270 or 9470 form detail screens.

14.3. Reports
14.3.1. 107 - BR-7 Report

15. Strategic Planning – Updating Measures and Agency Text
This form has two purposes, to create new performance measures, update existing measure descriptions, and update Agency Text for the budget book Volumes 1-4. Reports for this section are found in folder 3.3 Performance Measures.

15.1. Update Agency Descriptive Information

15.1.1. Go to Budget Formulation / Strategic Planning
15.1.2. Locate the agency you wish to update and Edit.
15.1.3. Paste in the values for Mission, Agency Description, and Statutory history from the budget document or other source. Notes:
   o The Strategic Initiative and Strategic Issues tabs are not used at this time.
   o In some cases, special formatting may exist in the current descriptions. The text boxes provided are unformatted text so items such as bullets or CTRL+Return paragraphs should be checked when you save to ensure the text looks correct.
   o A rich text option may be offered in the future to allow for formatting in the printed document.
15.2. Entering Performance Data (9260, 9460)

15.2.1. Go to Budget Formulation / Performance Measures form.

15.2.2. Click **Detail**

15.2.3. Enter your performance data for 2018 Actuals, 2019 Actuals, and 2020 target per your budget instructions.

Note: export/import are not currently allowed for this form.

15.2.4. Run Report: **401 - Performance Measures - Budget Book View** to see the results.
15.3. Editing an Existing Performance Measure

15.3.1. Go to Budget Formulation / Strategic Planning

15.3.2. In Quick Search, type in PM to find measures or additional descriptive information to find the measure you are looking for. An example searching for Fire Safety is below.

![Strategic Planning](image)

15.3.3. Click Edit on the row you wish to edit.
15.3.4. There are two tabs on this form, Attributes and Groupings. Click on the tab to edit that data.

![Attributes](image) ![Groupings](image)

Notes:
- Check Active if you need to update measure results or targets. Un-Check Active if you are no longer using this measure
- In some cases, special formatting may exist in the current descriptions. The text boxes provided are unformatted text so items such as bullets or CTRL+Return paragraphs should be checked when you save to ensure the text looks correct.

15.3.5. Save when changes are completed.

15.4. Adding a New Performance Measure

Adding a new measure requires two steps. One, create the measure. Two, contact your BFM administrator to add the measure to the Organization hierarchy. The Organization hierarchy is used to control security and allows measures to be reported on alongside budget and actual data and is only accessible by administrators.

15.4.1. Go to Budget Formulation / Strategic Planning
15.4.2. Click Add New
15.4.3. Fill out the screen and click Save
Screen:  **Performance Measures – Add a New Code**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Enter a code beginning with PM and having a numeric code to follow. Use the report 051 – Performance Measures to view all existing codes to find available entries.</td>
</tr>
<tr>
<td>Name</td>
<td>This is a short description for reference purposes.</td>
</tr>
<tr>
<td>Parent Code</td>
<td>The program to which this measure is assigned. The Parent Code begins with PMP (Performance Measure Program) then the program number.</td>
</tr>
</tbody>
</table>

15.4.4. Fill out the Attributes and Groupings tabs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attributes Tab</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>The name that displays in the budget book.</td>
</tr>
<tr>
<td>Description</td>
<td>The longer description that appears in the budget book</td>
</tr>
<tr>
<td>Type</td>
<td>Leave this as PM</td>
</tr>
<tr>
<td>Active</td>
<td>Leave this as Active = Checked.</td>
</tr>
</tbody>
</table>

| **Groupings Tab** |                                                                                                                                         |
| Unit of Measure | Select a unit of measure from the available drop-down.                                                                                     |
| Frequency       | Select a Frequency from the available drop-down.                                                                                           |
| In Budget Doc?  | Select **True** to have it print in the budget book, **False** to have it not print.                                                      |
| Reporting Period| Select a Reporting Period from the available drop-down.                                                                                   |

15.4.5. **Save**

15.4.6. Email your BFM Administrator to add this measure to the Org Hierarchy. The only information they should need is the Performance Measure code.

16. **Personnel Changes – Employee Maintenance**

16.1. **Employee Maintenance**

Employee maintenance is used for making updates to your existing set of employees. Generally, these would be:

- Incorrect steps from the HR data
- Home organization (where an employee is assigned)
- Changes in allocations
- Add missing benefits or supplemental pays
- Updates to Job Class (be careful to ensure step/grade/salary table are correct)

16.1.1. Go to PCF/Employee/Employee Maintenance

16.1.2. Use the search limiters at the top of the page to find the employee.
- **Record Status**: Not commonly used but may be of useful using 'Updated Today' or you can view what the other filters do for your employee set.
- **Filter Criteria**: Choose an option, such as Employee Last Name or shown below, Position Code. Then, put in the value in the 'Search Limiter Text' in the column on the right.
- Click **Apply Criteria** to search.

16.1.3. To change employee information, click **Edit**. There are three tabs that are generally of interest.

*Employee Tab*
**Screen: Employee Maintenance – Employee Tab**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Cannot be changed.</td>
</tr>
<tr>
<td>Job Class</td>
<td>The current employee job class.</td>
</tr>
<tr>
<td>Home Organization</td>
<td>Line sequence to which an employee is assigned.</td>
</tr>
<tr>
<td>Employee Status</td>
<td>Status indicates the type of position (Full-Time or Part-Time/Temp/Seasonal)</td>
</tr>
<tr>
<td>Active</td>
<td>Click Inactive to make the employee inactive; inactive employees will not</td>
</tr>
<tr>
<td></td>
<td>project budget costs.</td>
</tr>
<tr>
<td>Vacant</td>
<td>Indicates a vacant versus filled position.</td>
</tr>
<tr>
<td>Justification</td>
<td>If changing an employee record enter a reason for the change.</td>
</tr>
</tbody>
</table>

**Salary Tab.**

**Screen: Employee Maintenance – Employee Tab**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Table</td>
<td>For employees on a salary table /step / grade this drives salary costs.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Grade</td>
<td>For employees on a salary table /step / grade this drives salary costs. Must be valid for the Salary table selected.</td>
</tr>
<tr>
<td>Step</td>
<td>For employees on a salary table /step / grade this drives salary costs. Must be valid for the Salary table and Grade selected.</td>
</tr>
<tr>
<td></td>
<td>Click this button to ensure the salary table /step / grade are valid. A blank report indicates there will be no salary calculated.</td>
</tr>
<tr>
<td>Step Duration Table</td>
<td>Generally this will not be updated; this drives when the next step will be realized.</td>
</tr>
<tr>
<td>Step Increase Date</td>
<td>The anniversary date of the next step increase, works in conjunction with the Step Duration table.</td>
</tr>
<tr>
<td>Salary Override</td>
<td>Check this if the employee is not assigned to a salary table/grade / step</td>
</tr>
<tr>
<td>Override Salary</td>
<td>If Salary Override is checked, this is the salary that will calculate.</td>
</tr>
<tr>
<td>Non-step table</td>
<td>Drives when Salary Override employees will receive changes in salary.</td>
</tr>
<tr>
<td>Salary Percentage</td>
<td>Generally 100%. Assign a factor if a salary should be a percentage of full time. For example, a 60% value will multiply the full salary calculation by .6; used for part time people in full time positions.</td>
</tr>
<tr>
<td>Benefit Percentage</td>
<td>Generally 100%. Assign a factor if a fixed benefit should be a percentage of full cost. For example, a 0% value will multiply the fixed benefit calculation by 0 in the case of an employee not receiving benefits. 50% may indicate an employee who only receives half benefits.</td>
</tr>
<tr>
<td>Employee Count</td>
<td>1</td>
</tr>
<tr>
<td>Employee FTE</td>
<td>Generally 1; an FTE can be between 0 and 1.</td>
</tr>
</tbody>
</table>

**Employee Allocations**

To Change an employee’s allocation, click the Allocations button at the top of the page.

The Manage Funding Dates and Allocation window opens.
16.1.4. Click **Edit** on Funding Date line.

The **Update Funding Date** window will open.

![Update Funding Date window](image)

Here you can adjust the Funding Start/End Date of the employee record. This date controls the dates the employee will be projected. The Funding Start Date was loaded as the Hire Date for all employees and is defaulted to 9/1/2018 for all new vacant position requests.

16.1.5. Adjust **Funding Start** and **End Dates** as needed.

16.1.6. Search for **Allocation Profile** to select an allocation profile that has been established for your agency. If NONE is entered the employee’s allocation will default to the Home Organization.

16.1.7. Click **Save**

**To Edit the Allocation lines**

16.1.8. Click **Edit** on Allocation line.
The **Edit Allocation** window will open.

**Organize Search**

16.1.9. Use the **Organization Search** to select a new Line Sequence.

*Note: Account (Natural) can be changed to Part-Time/Temp/Seasonal if needed.*

16.1.10. Change **Allocation** percent if needed. *Note: The allocation percent for the employee should equal 100%.*

16.1.11. Click **Save**.

If an additional Allocation Line is needed, click the **Add New Allocation Line** or **Duplicate Allocation** buttons to add a new allocation line.

*Note: Allocations: Salary Amount x Allocation Percentage*

- Ideally allocation percentage should equal 100% for each funding date
- An allocation percentage under 100% will cause salary to be distributed less than calculated salary amount
- An allocation percentage over 100% will cause salary to be distributed greater than calculated salary amount


16.1.13. Use search buttons to select desired Organization and Account codes.


16.1.15. Click **Save**.
**Employee Benefits**

To Add/Change an employee’s benefits click the Benefits button at the top of the page.

The **Manage Benefits** window opens.

16.1.16. Click **Add New** to add a new benefit.
16.1.17. Use Search window to select desired Benefit.
16.1.18. Click **Save**.

Note: The Medical, Dental, and Vision and Retirement plans were loaded from HR. Additional supplemental benefits were also loaded from HR. The planning values were used to load vacant positions.

- **Benefit Percentage**: Fixed Benefit Amount x Benefit Percentage
  - Employee Benefit Categories
    - Employee must be assigned at least 1 benefit category

**Projection Tab**

Click the **Projection Results** button to see the results of the last projection. If the Projection Date/ID are not showing valid information the employee has not yet been projected and there will be no results / it will not yet show in your budget.
Projection Results shows the details of the last projection.

### Projected Employee Results

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Benefit Code</th>
<th>Benefit Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>002</td>
<td>401A State Rate - 1.0%</td>
<td>$475.01</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Access Benefit - Full</td>
<td>$2,256.29</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Dental Vacant</td>
<td>$980.83</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Health Vacant</td>
<td>$15,880.33</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Medicare</td>
<td>$800.76</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Social Security</td>
<td>$2,945.06</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Retirement - State Employees</td>
<td>$11,875.02</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Vision Vacant</td>
<td>$105.00</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Total Benefits</td>
<td>$34,794.51</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Total Salary</td>
<td>$47,300.00</td>
</tr>
<tr>
<td>2016</td>
<td>002</td>
<td>Total</td>
<td>$82,390.40</td>
</tr>
</tbody>
</table>

**16.2. Allocation Profiles**

Allocation profiles are only in use by certain Agencies (currently 028, 076, 069). For those not using them, ignore this section.

16.2.1. Go to PCF/Employee/Employee Allocation Profiles

16.2.2. Click **Add New** to add a new Allocation Profile

16.2.3. Enter in a code and a name. Codes will begin with your Agency code. Follow the pattern established in existing records.

**Attributes**

16.2.4. This can be left blank, or enter Description, Comment as needed.
16.2.5. Click Manage Allocation Profile Tab/ Manage Allocation Profile Detail button.

16.2.6. Click **Add New** button.

**Allocation Profile Detail**

Use this screen to assign one or more Rate Records to this Allocation Profile Header.

<table>
<thead>
<tr>
<th>Allocation Profile Header</th>
<th>Name</th>
<th>Allocation Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>061234</td>
<td>New Profile</td>
<td></td>
</tr>
</tbody>
</table>

16.2.7. Use **Organization Search** to select desired Line Sequence Code.
16.2.8. Use **Account Search** to select Salary Natural (611000).
16.2.9. Enter **Allocation** percent.
16.2.10. Click **Save**.

Click **Add New** to add additional allocation Lines. Note: Allocation lines should total 100%. 

![Example Image](https://example.com/image1.png)
16.3. Turnover Expectancy

BFM will calculate a vacancy credit to represent the turnover expectancy. There is a 0 FTE employee record created to represent this turnover expectancy for each line sequence which has personnel data. The employee records begin with VC and end with the line sequence code.

16.3.1. Go to Employee Maintenance, search for Employee Last Name: Turnover or Employee Code: enter the line sequence.

Search for Turnover

Employee Maintenance

<table>
<thead>
<tr>
<th>Position</th>
<th>Employee</th>
<th>Last Name</th>
<th>First Name</th>
<th>Home Orgn</th>
<th>Job Class</th>
<th>BU</th>
<th>Fndg Lines</th>
<th>Alloc Lines</th>
<th>Active</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC1000101</td>
<td>VC1000101</td>
<td>Turnover Expectancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>True</td>
<td></td>
</tr>
<tr>
<td>VC1000102</td>
<td>VC1000102</td>
<td>Turnover Expectancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>True</td>
<td></td>
</tr>
</tbody>
</table>

Search for Line Sequence – you may have more rows return than just the turnover record

Employee Maintenance

<table>
<thead>
<tr>
<th>Position</th>
<th>Employee</th>
<th>Last Name</th>
<th>First Name</th>
<th>Home Orgn</th>
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<th>BU</th>
<th>Fndg Lines</th>
<th>Alloc Lines</th>
<th>Active</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001010100130</td>
<td>100010100130</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>True</td>
<td></td>
</tr>
<tr>
<td>1001010100131</td>
<td>100010100131</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>True</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>True</td>
<td></td>
</tr>
</tbody>
</table>

16.3.2. Edit the record

16.3.3. Go to the Salary tab and enter the turnover amount in the Override Salary field. The amount should be positive since the COUNT is -1, it will result in a negative calculation for salaries and benefits.

16.3.4. Variable benefits are automatically applied (Medicare, Social Security, 401AH, ASSESS Benefit – Full, Retirement – State Employees)

16.3.5. Fixed Benefits can be applied by changing the Benefit Percentage. Fixed benefits include Dental, Health, and Vision. Type in the percent of fixed benefits to apply. 0 will apply no fixed benefits. 100 will apply 100% of the fixed benefit amount. 300% will apply 3 times the fixed benefit amount.
16.3.6. Click Save when done. The next time a projection runs these changes will be added to the budget.

17. Agency Submission Attachments (5400)
This form only has an attachments tab. Attach any required documents such as the Letter of Transmittal.

18. Agency Submit (9900)
The form allows a user to submit a set of forms at once and for clients to define special functionality as needed to execute along with the submit.

18.1. How to Submit
18.1.1. Go to your Agency Submit form and click **Header**.

18.1.2. Review the budget entries, click **Submit Entire Budget**
18.1.3. Click **Submit**. Note, if you wish to use system workflow, click the Email Recommended Users box; this will email users that have access to the stage to which you submitted your budget. Workgroups will most likely not be used for Agency Submit forms.

19. **Attachments – All Forms View (5500)**

The form allows a user to see all documents attached for their agency. The form refreshes automatically.
20. **Authorized Red Balances (9240)**
This form is used to create Authorized Red Balance (ARB) entries. These will be approved using the same workflow as other budget entries but will be reviewed, and if approved, sent to the financial system apart from the rest of the budget process.

Since this is a zero-based form, click Add New to create an ARB.

Submit the ARB to your OMB Analyst, who will route through approvals and initiate the process to load the data to RIFANS.

20.1. **Reports**

501 - ARB Details

21. **BFM Reporting**

21.1. **How to Access BFM Reports**

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

21.2. **Multiple Sessions**

Use **CTRL+N** to open up 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.

21.3. **Logging In**

Single-sign on is used to log onto BI Launch Pad, there is no second log in.

22. **Running Reports**

22.1. **Basic Navigation**
22.1.1. There are two tabs in the upper left, **Home** and **Documents**. Click on **Documents** to see the report folders.

22.1.2. 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.

22.1.3. **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 up the **Folders** section.

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

22.1.5. Click on any folder see the reports available.
22.2. Opening a Report

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

22.2.2. **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.

22.3. 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 have to 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.

To change the default prompt value there are three options:

- Selecting a value from a list
- Entering a value
- Searching for a value

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

22.3.2. To select a value from a list, click the Refresh Values button. All of 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:

22.3.3. 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:
22.3.4. 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.

22.3.5. 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.

22.4. 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.

Drill:

- 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.

### 22.5. Report Navigation – Document Tabs

Different views of the same data can be captured in report tabs. First, click on the “Navigation Map” button on 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.

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**Navigation Map**

22.5.1. To display the tab, click on the tab in the Navigation Map. The tab currently displayed is
If a tab has a plus sign, report sections have been added to the navigation map.

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

Tab Strip
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.

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.

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

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

Zoom options include:

22.6. Refreshing a Report While Open

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

Refresh with Prompts

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

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

Refresh From 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.

22.6.3. Select User Prompt Input
22.6.4. 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.

22.6.5. Click Run. The report will be refreshed with the data for the values you entered.
22.7. Drilling through the Report
Drilling displays the data at different levels of summarization.

Option 1:
Left-click on any field that is underlined. It will automatically drill down to the next pre-defined level.

Option 2:
Right-click on the row you want to drill on and choose Drill By.
Select the drill dimension, the report will show the data at that level.
A filter bar will appear to let you toggle between values.
22.8. Limiting Data Using Input Controls

Input Controls limit data displayed in the report after refreshing.

22.8.1. Click on the Input Control icon to display the input control options.
22.8.2. Select one or many values from the input control. Hold down Ctrl to select multiple values.
22.8.3. Click OK
22.8.4. Select “All values” and click OK to return to the complete data set.

22.9. Exporting a report

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.

22.9.1. 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.
22.9.2. Select **File Type**. Each file type has additional export options.

22.9.3. Click **OK**.

22.9.4. 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**.
Saving as Excel notes:

- 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.

- 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 your 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.
**Saving as PDF Notes**

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

**22.10. Printing a Report**

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.