

# Budget Formulation and Management

## Agency User Guide

For Fiscal Year 2023 Budget Preparation



State of Rhode Island

July 20, 2021 [Version 3.0]

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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 statutes. 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 statutes. 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.

Menu	Form Name	Description/Purpose
	Base Budget Form - Agency (9200)	Use the Base form to make any adjustments to your base budget that <b>do not impact services</b> . This form will

Menu	Form Name	Description/Purpose
Budget Formulation	Base Budget Form – Program (9210)	not include PCF (Salary and Benefit) Naturals. Contract naturals are now included as of 2020.
	Decision Package Agency (9230)	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.
	Decision Package Program (9430)	
	Budget Review	This form displays all of the 2020 Decision Packages and allows ranking and, in later stages, OMB recommendations.
	Strategic Planning	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.
	Performance Measures Agency (9260)	Enter performance measures data in this form.
	Performance Measures - Program (9460)	
	Estimated Departmental Revenues – Agency (9410)	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.
	Federal / Restricted Receipts - Agency BR-7 (9270)	Use this form to make updates to prior year balance forward and new revenues / grant awards. This form is used for <b>BOTH</b> 2020 Revised and 2021 Budget since the BR-7 report shows the relationship of the two years.
	Federal / Restricted Receipts - Program BR-7 (9470)	
	Agency Submission Attachments (5400)	This form is used to submit any supplemental documents to OMB. There is one form per agency.
	Agency Submit (9900)	Attachments – All Forms View (5500)
		Allows Agencies the ability to manage all their document uploads in one place.
Budget Management	2020 Revised Budget ARB	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.

### 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:

Stage	Description
1	Agency Stage 1 (often used for program submissions)
2	Agency Stage 2
8	Agency Stage 3 – used for special additional reviews for certain agencies
3	OMB Analyst
4	OMB Manager / Governor's Recommended

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>
- **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

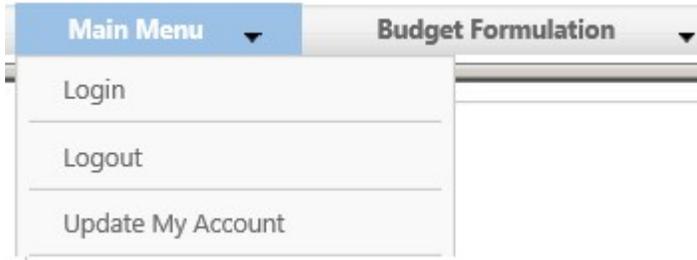
BFM now supports multiple browsers including Edge, Chrome, Firefox and Internet Explorer (IE). Since BFM is a web-based application, please be aware of some browser-specific issues. In some cases, IE displays screens slightly differently from the screen shots in this document, but the functionality is 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*.



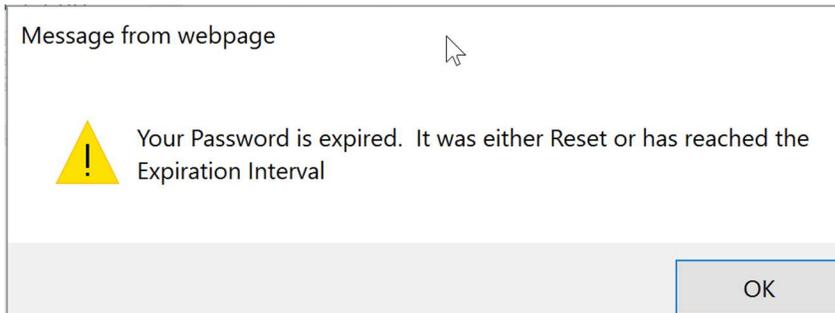
7.1.3. Enter your Userid and Password, then click **Submit**.

Userid:

Password:

### **Change Password**

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



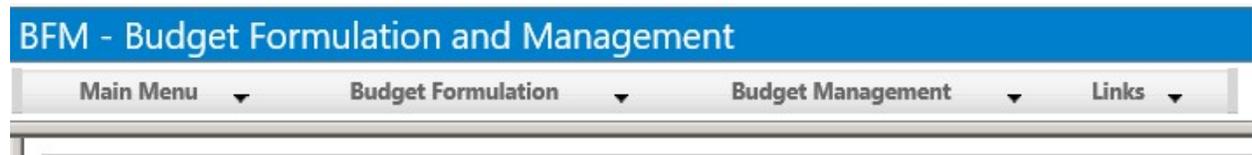
7.1.4. Click **Ok**.

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](mailto: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.

### Budget Form Entry - Lines

ID	Budget Form	Agency	Expense	Revenue
1190	9200	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search:

Enter search criteria here...

Record Actions:

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		1000101	Director of Adm	Central Manage	631200	Management Consultants	250,000	0	250,000	0	250,000	
2		1000101	Director of Adm	Central Manage	641400	Maintenance/Repairs: Office Equip	600	0	600	0	600	
3		1000101	Director of Adm	Central Manage	643030	Food	500	0	500	0	500	
4		1000101	Director of Adm	Central Manage	643110	Office Supplies & Equip	7,500	0	7,500	0	7,500	
5		1000101	Director of Adm	Central Manage	643120	Comp Supplies/Software & Equip	4,500	0	4,500	0	4,500	
6		1000101	Director of Adm	Central Manage	643200	Dues and Fees	5,000	0	5,000	0	5,000	
7		1000101	Director of Adm	Central Manage	643300	Subscriptions	500	0	500	0	500	
8		1000101	Director of Adm	Central Manage	643410	Postage and Postal Svcs	3,000	0	3,000	0	3,000	
9		1000101	Director of Adm	Central Manage	643520	Records Center: Overhead	2,000	0	2,000	0	2,000	
10		1000101	Director of Adm	Central Manage	643611	Print Advertising	1,000	0	1,000	0	1,000	
11		1000101	Director of Adm	Central Manage	643620	Printing - Outside Vendors	300	0	300	0	300	
12		1000101	Director of Adm	Central Manage	643700	Miscellaneous Expenses	1,500	0	1,500	0	1,500	

Records per page: 50 | Records: 1913 - Page: 1

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.

2500	9092	SFSB - Suburban Field Services Branch	2501	SFSB	0	12/24/2015	aubiadas	Header   Detail
Records per page: 25								Records: 16 - Page: 1

### 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.

Quick Search:

Record Actions:

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name
1		1000101	Director of Administration	Central Management	631200	Management Consultants
2		1000101	Director of Administration	Central Management	641400	Maintenance/Repairs: Office Eq
3		1000101	Director of Administration	Central Management	643030	Food
4		1000101	Director of Administration	Central Management	643110	Office Supplies & Equip
5		1000101	Director of Administration	Central Management	643120	Comp Supplies/Software & Equ

8.3.1. 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"

BFM - Budget Formulation and Management

Main Menu Budget Formulation Budget Management Links

**Base Form - Program**

Quick Search:  Show Advanced Filters

Record Actions:

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

Records per page: 25 - Records: 3 - Page: 1

**Example 2: Searching by a number**

Search: "2200112"

Result: All entries that contain 2200112.

https://r1.bfm.cloud/bfmprod/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_fm\_in\_exp1\_6200.aspx?qNav\_id=1221&qNav\_cd=9210&qMode=nav\_pop&scrw=1280&scrh=720

**Budget Form Entry - Lines**

Close Export to Excel Import from Excel

ID	Budget Form	Program	Expense	Revenue
1221	9210	06075 - Environmental Health	\$124,468	

Quick Search:

Record Actions: Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Curr Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		2200112	Occupational Hr	Environmental	643410	Postage and Postal Svcs	1,500	0	1,500	10	1,510	pencil edit, existing line
2		2200112	Occupational Hr	Environmental	648112	Telecomm: Overhead	3,700	0	3,700	500	4,200	Added through upload
3		2200112	Occupational Hr	Environmental	648200	Cellular and Mobile	1,900	0	1,900	400	2,300	Upload change from \$5. Edited at stage 7212. Edited at 7213

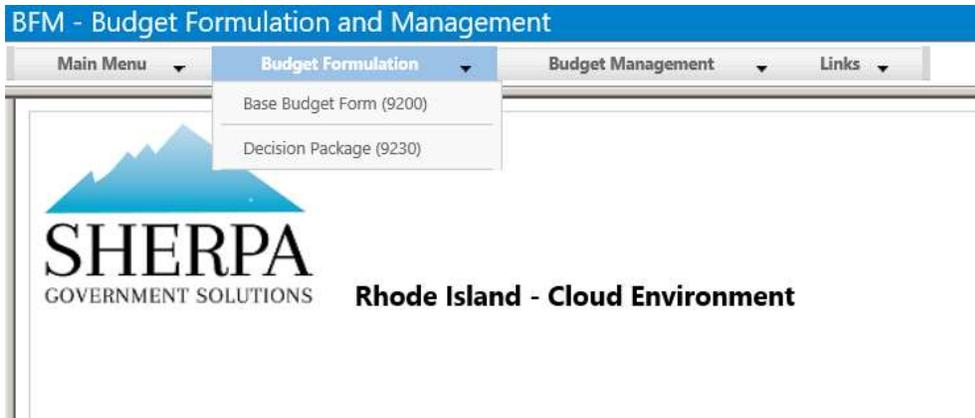
Records per page: 50 - Records: 3 - Page: 1

**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.

#### Base Form - Agency

Quick Search:  [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
1190	068 - DEPARTMENT OF ADMINISTRATION	9201	068	0	5/30/2017	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>

Records per page: 25 | Records: 1 - Page: 1 | [<<](#) [>>](#) [1](#) [>>>](#)

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

Close Export Import Refresh

ID	Budget Form	Agency	Form Name	Expense	Revenue
2635	9200	013 - OFFICE OF LIEUTENANT GOVERNOR		\$0	

Row	Audit Trail	Line Seq	LS Name	Source - Program	Natural	Natural Name	2019 Enacted Budget	2019 Base Budget Changes*	2019 Revised Budget	2020 Base Budget	2020 Base Statewide Adjust.	2020 Current Svcs Base	2020 Base Budget Changes*	2020 Total Base Request
1		1850101	Office of Lieuter	01 - Lt. Governor's Off	641400	Maintenance/Repairs: Office Equi	756	0	756	756	0	756	0	756
2		1850101	Office of Lieuter	01 - Lt. Governor's Off	643030	Food	500	0	500	500	0	500	0	500
3		1850101	Office of Lieuter	01 - Lt. Governor's Off	643110	Office Supplies & Equip	3,189	0	3,189	3,189	0	3,189	0	3,189
4		1850101	Office of Lieuter	01 - Lt. Governor's Off	643120	Comp Supplies/Software & Equip	1,942	0	1,942	1,942	0	1,942	0	1,942
5		1850101	Office of Lieuter	01 - Lt. Governor's Off	643200	Dues and Fees	274	0	274	274	0	274	0	274
6		1850101	Office of Lieuter	01 - Lt. Governor's Off	643410	Postage and Postal Svcs	1,643	0	1,643	1,643	0	1,643	0	1,643
7		1850101	Office of Lieuter	01 - Lt. Governor's Off	643620	Printing - Outside Vendors	1,244	0	1,244	1,244	0	1,244	0	1,244
8		1850101	Office of Lieuter	01 - Lt. Governor's Off	643621	Printing - by State Agencies	234	0	234	234	0	234	0	234
9		1850101	Office of Lieuter	01 - Lt. Governor's Off	643700	Miscellaneous Expenses	6,589	0	6,589	6,589	0	6,589	0	6,589
10		1850101	Office of Lieuter	01 - Lt. Governor's Off	643740	Loan Repayment Fleet Revolving	9,535	0	9,535	9,535	0	9,535	0	9,535
11		1850101	Office of Lieuter	01 - Lt. Governor's Off	643810	Insurance: Property/Casualty	66	0	66	66	0	66	0	66
12		1850101	Office of Lieuter	01 - Lt. Governor's Off	645200	Rental/Lease: Equipment	2,486	0	2,486	2,486	0	2,486	0	2,486
13		1850101	Office of Lieuter	01 - Lt. Governor's Off	646200	Mileage Allowance	83	0	83	83	0	83	0	83
14		1850101	Office of Lieuter	01 - Lt. Governor's Off	646310	Out-of-State: Transportation	974	0	974	974	0	974	0	974

Display Entry Sum

Records per page: 50

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

## 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.

9.2.3.9.2.3.Click Detail (or navigate from the Header)

### Base Form - Agency

Quick Search:

Enter search criteria here... [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
1190	068 - DEPARTMENT OF ADMINISTRATION	9201	068	35	7/7/2017	u1	<a href="#">Submit</a>	<a href="#">Header</a> <a href="#">Detail</a>

Records per page: 25 [▼](#) - Records: 1 - Page: [⏪](#) [⏩](#) 1 [⏪](#) [⏩](#)

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.

## Budget Form Entry - Lines

Close **Export** Import Refresh

ID	Budget Form	Agency	Form Name	Expense	Revenue
2635	9200	013 - OFFICE OF LIEUTENANT GOVERNOR		\$0	

Quick Search:

Enter search criteria here...

Record Actions:

Add New Copy **Zero Out** Screen Configuration Validation Configuration

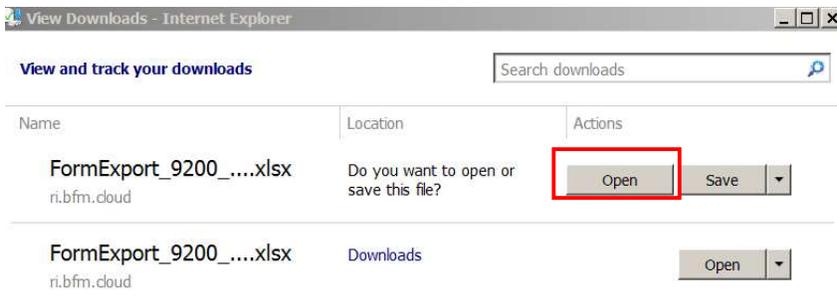
Row	Audit Trail	Line Seq	LS Name	Source - Program	Natural	Natural Name	2019 Enacted Budget	2019 Base Budget Changes*	2019 Revised Budget	2020 Base Budget	2020 Base Statewide Adjust.	2020 Current Svcs Base	2020 Base Budget Changes*	2020 Total Base Request
1		1850101	Office of Lieuter	01 - Lt. Governor's Off	641400	Maintenance/Repairs: Office Equi	756	0	756	756	0	756	0	756
2		1850101	Office of Lieuter	01 - Lt. Governor's Off	643030	Food	500	0	500	500	0	500	0	500
3		1850101	Office of Lieuter	01 - Lt. Governor's Off	643110	Office Supplies & Equip	3,189	0	3,189	3,189	0	3,189	0	3,189
4		1850101	Office of Lieuter	01 - Lt. Governor's Off	643120	Comp Supplies/Software & Equip	1,942	0	1,942	1,942	0	1,942	0	1,942
5		1850101	Office of Lieuter	01 - Lt. Governor's Off	643200	Dues and Fees	274	0	274	274	0	274	0	274
6		1850101	Office of Lieuter	01 - Lt. Governor's Off	643410	Postage and Postal Svcs	1,643	0	1,643	1,643	0	1,643	0	1,643
7		1850101	Office of Lieuter	01 - Lt. Governor's Off	643620	Printing - Outside Vendors	1,244	0	1,244	1,244	0	1,244	0	1,244
8		1850101	Office of Lieuter	01 - Lt. Governor's Off	643621	Printing - by State Agencies	234	0	234	234	0	234	0	234
9		1850101	Office of Lieuter	01 - Lt. Governor's Off	643700	Miscellaneous Expenses	6,589	0	6,589	6,589	0	6,589	0	6,589
10		1850101	Office of Lieuter	01 - Lt. Governor's Off	643740	Loan Repayment Fleet Revolving	9,535	0	9,535	9,535	0	9,535	0	9,535
11		1850101	Office of Lieuter	01 - Lt. Governor's Off	643810	Insurance: Property/Casualty	66	0	66	66	0	66	0	66
12		1850101	Office of Lieuter	01 - Lt. Governor's Off	645200	Rental/Lease: Equipment	2,486	0	2,486	2,486	0	2,486	0	2,486
13		1850101	Office of Lieuter	01 - Lt. Governor's Off	646200	Mileage Allowance	83	0	83	83	0	83	0	83
14		1850101	Office of Lieuter	01 - Lt. Governor's Off	646310	Out-of-State: Transportation	974	0	974	974	0	974	0	974

Records per page: 50

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**.

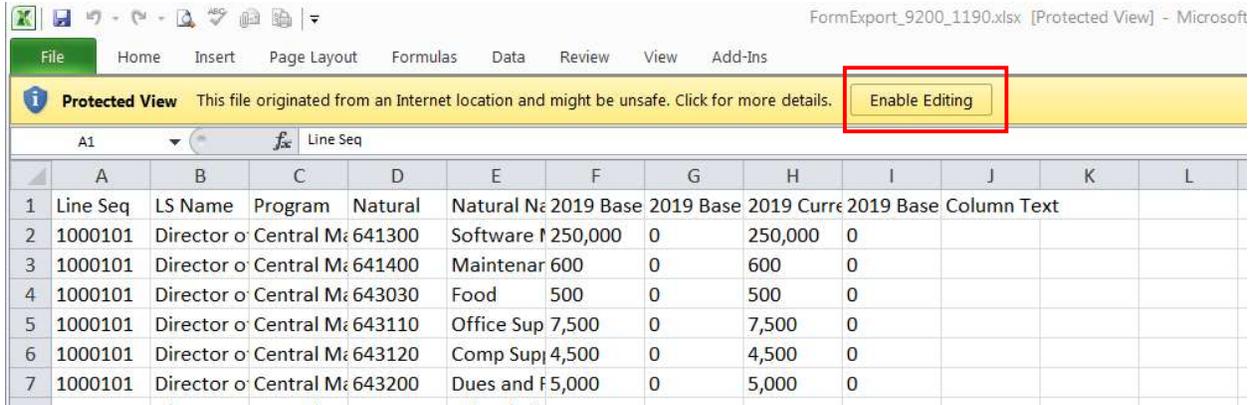
Note, that if you **Save** or **Save As**, open the file and just follow the **Open** instructions below. **Save As** is found by clicking on the arrow to the right of **Save** and choose **Save as**.

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



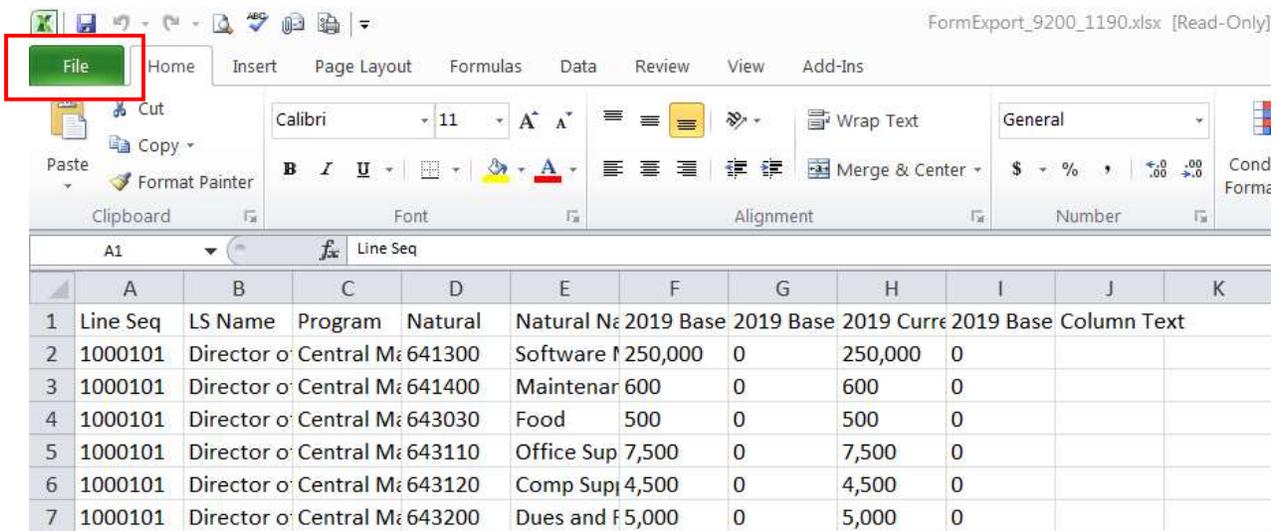
9.2.6. An Excel spreadsheet will open. There will be a yellow '**Protected View**' ribbon at the top of the spreadsheet. Click the **Enable Editing** button.

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.

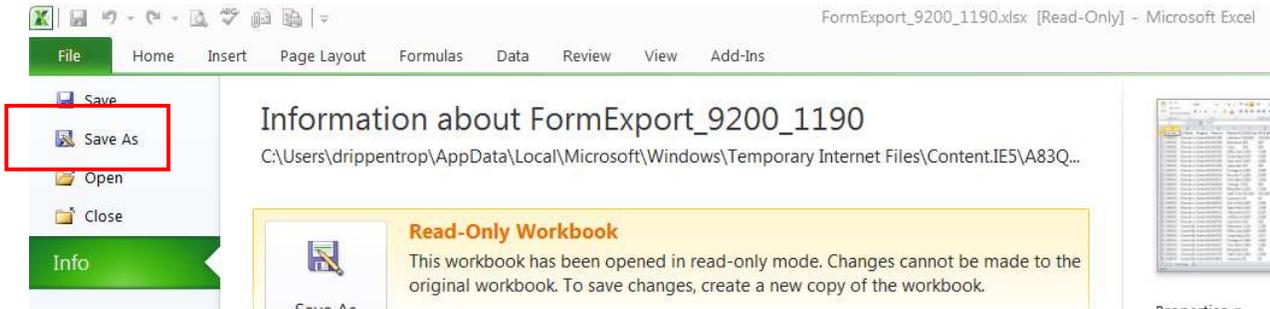


You will not be able to make changes in the spreadsheet unless you enable the spreadsheet to accept edits.

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**

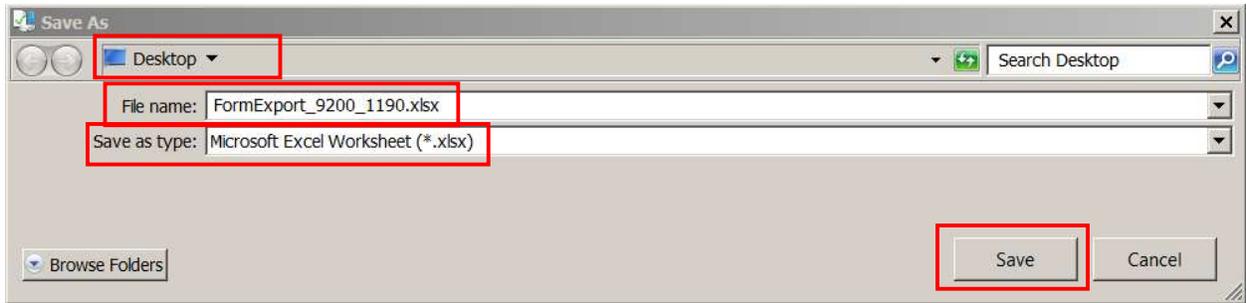


9.2.9. **Choose a location to save the Excel worksheet** where you can easily find it later. Keep the location simple since you will have to be able to find it again when you import. We often use the Desktop for expedience.

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

	A	B	C	D	E	F	G	H	I	J	K
	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes*	2019 Total Base Request	Justification
1	1000101	Director of Administration	Central Management	641300	Software Maintenance Agreements	250,000	0	250,000	0	250,000	
3	1000101	Director of Administration	Central Management	641400	Maintenance/Repairs: Office Equip	600	0	600	0	600.00	
4	1000101	Director of Administration	Central Management	643030	Food	500	0	500	0	500.00	
5	1000101	Director of Administration	Central Management	643110	Office Supplies & Equip	7,500	0	7,500	0	7,500.00	

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.

	A	B	C	D	E	F	G	H	I	J
1	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes	Column Text
2	1000101	Director o	Central Ma	641300	Software	250,000	0	250,000	1000	new software
3	1000101	Director o	Central Ma	641400	Maintenan	600	0	600	0	
4	1000101	Director o	Central Ma	643030	Food	500	0	500	0	expense increase
5	1000101	Director o	central Ma	614001	Overtime				5000	planned overtime
6	1000101	Director o	Central Ma	643110	Office Sup	7,500	0	7,500	0	
7	1000101	Director o	Central Ma	643120	Comp Sup	4,500	0	4,500	0	
8	1000101	Director o	Central Ma	643200	Dues and F	5,000	0	5,000	0	

9.3.3. Save your spreadsheet.

### 9.3.4.From BFM, Click **Import**.

#### Budget Form Entry - Lines

Close Export **Import** Refresh

ID	Budget Form	Agency	Form Name	Expense	Revenue
2635	9200	013 - OFFICE OF LIEUTENANT GOVERNOR		\$0	

Quick Search:

Enter search criteria here...

Record Actions:

Add New Copy Zero Out Screen Configuration Validation Configuration

Row	Audit Trail	Line Seq	LS Name	Source - Program	Natural	Natural Name	2019 Enacted Budget	2019 Base Budget Changes*	2019 Revised Budget	2020 Base Budget	2020 Base Statewide Adjust.	2020 Current Svcs Base	2020 Base Budget Changes*	2020 Total Base Request
1		1850101	Office of Lieuter	01 - Lt. Governor's Off	641400	Maintenance/Repairs: Office Equi	756	0	756	756	0	756	0	756
2		1850101	Office of Lieuter	01 - Lt. Governor's Off	643030	Food	500	0	500	500	0	500	0	500
3		1850101	Office of Lieuter	01 - Lt. Governor's Off	643110	Office Supplies & Equip	3,189	0	3,189	3,189	0	3,189	0	3,189
4		1850101	Office of Lieuter	01 - Lt. Governor's Off	643120	Comp Supplies/Software & Equip	1,942	0	1,942	1,942	0	1,942	0	1,942
5		1850101	Office of Lieuter	01 - Lt. Governor's Off	643200	Dues and Fees	274	0	274	274	0	274	0	274
6		1850101	Office of Lieuter	01 - Lt. Governor's Off	643410	Postage and Postal Svcs	1,643	0	1,643	1,643	0	1,643	0	1,643
7		1850101	Office of Lieuter	01 - Lt. Governor's Off	643620	Printing - Outside Vendors	1,244	0	1,244	1,244	0	1,244	0	1,244
8		1850101	Office of Lieuter	01 - Lt. Governor's Off	643621	Printing - by State Agencies	234	0	234	234	0	234	0	234
9		1850101	Office of Lieuter	01 - Lt. Governor's Off	643700	Miscellaneous Expenses	6,589	0	6,589	6,589	0	6,589	0	6,589
10		1850101	Office of Lieuter	01 - Lt. Governor's Off	643740	Loan Repayment Fleet Revolving	9,535	0	9,535	9,535	0	9,535	0	9,535
11		1850101	Office of Lieuter	01 - Lt. Governor's Off	643810	Insurance: Property/Casualty	66	0	66	66	0	66	0	66
12		1850101	Office of Lieuter	01 - Lt. Governor's Off	645200	Rental/Lease: Equipment	2,486	0	2,486	2,486	0	2,486	0	2,486
13		1850101	Office of Lieuter	01 - Lt. Governor's Off	646200	Mileage Allowance	83	0	83	83	0	83	0	83
14		1850101	Office of Lieuter	01 - Lt. Governor's Off	646310	Out-of-State: Transportation	974	0	974	974	0	974	0	974

Records per page: 50

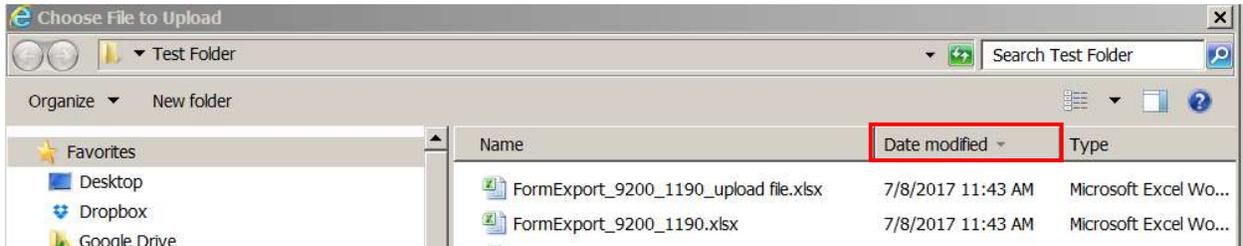
### 9.3.5.Click **Browse** and find your file.

**Browse**

\_\_\_\_\_

**Load Selected File**

**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.



### 9.3.6.Click **Load Selected File**. If you see "fakepath" in the file name, this is just a browser

**Browse**

C:\fakepath\FormExport\_9200\_1

**Load Selected File**

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.

**Budget Form Entry - Lines**

Close Export to Excel Import from Excel

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Agency	Expense	Revenue
1190	9200	068 - DEPARTMENT OF ADMINISTRATION	\$6,000	

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		1000101	Director of Adm	Central Manage	614001	Overtime	0	0	0	5,000	5,000	planned overtime
2		1000101	Director of Adm	Central Manage	641300	Software Maintenance Agreemen	250,000	0	250,000	1,000	251,000	new software
3		1000101	Director of Adm	Central Manage	641400	Maintenance/Repairs: Office Equip	600	0	600	0	600	
4		1000101	Director of Adm	Central Manage	643030	Food	500	0	500	0	500	expense increase
5		1000101	Director of Adm	Central Manage	643110	Office Supplies & Equip	7,500	0	7,500	0	7,500	
6		1000101	Director of Adm	Central Manage	643120	Comp Supplies/Software & Equip	4,500	0	4,500	0	4,500	
7		1000101	Director of Adm	Central Manage	643200	Dues and Fees	5,000	0	5,000	0	5,000	

## 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.

### Budget Form Entry - Lines

Close Export to Excel Import from Excel

ID	Budget Form	Program	Expense	Revenue
1213	9210	01075 - Central Management	\$180,491	

Quick Search:

Enter search criteria here...

Record Actions:

Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Curr Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		2145148	PPHF Preventior	Central Manage	614100	Overtime (1.5)	0	0	0	0	0	
2		2145148	PPHF Preventior	Central Manage	641400	Maintenance/Repairs: Office Equip	500	0	500	-200	300	

9.4.2. 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**.

[https://n.bfm.cloud/bfmprod/uf/bdgt/ogrid\\_lpg3\\_sgs\\_bdgt\\_frm\\_ln\\_exp1\\_6200.aspx?qNav\\_id=1213&qNav\\_cd=9210&qMode=nav\\_pop&scrw=1280&scrh=720](https://n.bfm.cloud/bfmprod/uf/bdgt/ogrid_lpg3_sgs_bdgt_frm_ln_exp1_6200.aspx?qNav_id=1213&qNav_cd=9210&qMode=nav_pop&scrw=1280&scrh=720)

### Budget Form Entry - Lines

Close Export to Excel Import from Excel

ID	Budget Form	Program	Expense	Revenue
1213	9210	01075 - Central Management	\$180,491	

Quick Search:

641400

Record Actions:

Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Curr Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
2		2145148	PPHF Preventior	Central Manage	641400	Maintenance/Repairs: Office Equip	500	0	500	-400	100	Less maintenance and repairs required.
18		2150101	Indirect Cost Re	Central Manage	641400	Maintenance/Repairs: Office Equip	87,173	0	87,173	0	87,173	

Records per page: 50 Save All Cancel All Records: 2 - Page: 1

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

[https://n.bfm.cloud/bfmprod/uf/bdgt/ogrid\\_lpg3\\_sgs\\_bdgt\\_frm\\_ln\\_exp1\\_6200.aspx?qNav\\_id=1213&qNav\\_cd=9210&qMode=nav\\_pop&scrw=1280&scrh=720](https://n.bfm.cloud/bfmprod/uf/bdgt/ogrid_lpg3_sgs_bdgt_frm_ln_exp1_6200.aspx?qNav_id=1213&qNav_cd=9210&qMode=nav_pop&scrw=1280&scrh=720)

### Budget Form Entry - Lines

Close Export to Excel Import from Excel

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Program	Expense	Revenue
1213	9210	01075 - Central Management	\$180,491	

Quick Search:

641400

Record Actions:

Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Curr Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
2		2145148	PPHF Preventior	Central Manage	641400	Maintenance/Repairs: Office Equip	500	0	500	-400	100	Less maintenance and repairs required.

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.

### Budget Form Entry - Lines

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Agency	Expense	Revenue
1190	9200	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search:

Enter search criteria here...

Record Actions:

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		1000101	Director of Adm	Central Manage	631200	Management Consultants	250,000	0	250,000	5,000	255,000	
2		1000101	Director of Adm	Central Manage	641400	Maintenance/Repairs: Office Equi	600	0	600	-75	525	New equipment reduce maintenance costs.

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

### Audit Trail

Quick Search:

Enter search criteria here...

Record Actions:

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	9201	BUDGET	2019	0	ENDUSER2	5/31/2017 11:37:44 PM	-75	
User Entry	9201	clnt_txt3	2019	0	ENDUSER2	5/31/2017 11:37:44 PM	0	New equipment reduce maintenance costs.

Records per page: 25

Records: 2 - Page: 1

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.
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.
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 is posted. 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.

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

Close Export Import Refresh

ID	Budget Form	Agency	Form Name	Expense	Revenue
2635	9200	013 - OFFICE OF LIEUTENANT GOVERNOR		\$0	

Quick Search:

Enter search criteria here...

Record Actions:

Add New Copy Zero Out Screen Configuration Validation Configuration

Row	Audit Trail	Line Seq	LS Name	Source - Program	Natural	Natural Name	2019 Enacted Budget	2019 Base Budget Changes*	2019 Revised Budget	2020 Base Budget	2020 Base Statewide Adjust.	2020 Current Svcs Base	2020 Base Budget Changes*	2020 Total Base Request
1		1850101	Office of Lieuter	01 - Lt. Governor's Off	641400	Maintenance/Repairs: Office Equi	756	0	756	756	0	756	0	756
2		1850101	Office of Lieuter	01 - Lt. Governor's Off	643030	Food	500	0	500	500	0	500	0	500
3		1850101	Office of Lieuter	01 - Lt. Governor's Off	643110	Office Supplies & Equip	3,189	0	3,189	3,189	0	3,189	0	3,189
4		1850101	Office of Lieuter	01 - Lt. Governor's Off	643120	Comp Supplies/Software & Equip	1,942	0	1,942	1,942	0	1,942	0	1,942
5		1850101	Office of Lieuter	01 - Lt. Governor's Off	643200	Dues and Fees	274	0	274	274	0	274	0	274
6		1850101	Office of Lieuter	01 - Lt. Governor's Off	643410	Postage and Postal Svcs	1,643	0	1,643	1,643	0	1,643	0	1,643
7		1850101	Office of Lieuter	01 - Lt. Governor's Off	643620	Printing - Outside Vendors	1,244	0	1,244	1,244	0	1,244	0	1,244
8		1850101	Office of Lieuter	01 - Lt. Governor's Off	643621	Printing - by State Agencies	234	0	234	234	0	234	0	234
9		1850101	Office of Lieuter	01 - Lt. Governor's Off	643700	Miscellaneous Expenses	6,589	0	6,589	6,589	0	6,589	0	6,589
10		1850101	Office of Lieuter	01 - Lt. Governor's Off	643740	Loan Repayment Fleet Revolving	9,535	0	9,535	9,535	0	9,535	0	9,535
11		1850101	Office of Lieuter	01 - Lt. Governor's Off	643810	Insurance: Property/Casualty	66	0	66	66	0	66	0	66
12		1850101	Office of Lieuter	01 - Lt. Governor's Off	645200	Rental/Lease: Equipment	2,486	0	2,486	2,486	0	2,486	0	2,486
13		1850101	Office of Lieuter	01 - Lt. Governor's Off	646200	Mileage Allowance	83	0	83	83	0	83	0	83
14		1850101	Office of Lieuter	01 - Lt. Governor's Off	646310	Out-of-State: Transportation	974	0	974	974	0	974	0	974

Records per page: 50

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

Actions	Form ID	Form Definition
	1190	9200

**Add Data**

Line Sequence:\*  Natural:\*  Save Cancel

2019 Base Budget Changes:  Audit Text:

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.

### Base Form - Agency

Quick Search:

Enter search criteria here... [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
1190	068 - DEPARTMENT OF ADMINISTRATION	9201	068	4	5/31/2017	ENDUSER2	<a href="#">Submit</a>	<a href="#">Header</a> <a href="#">Detail</a>

Records per page: 25 [Records: 1](#) - Page: 1

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

Page Actions:

[Comment History](#) [Comment](#) [Submit](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	1190	9200	Base Form - Agency	068

#### Budget Form Header Dimensions

Stage Code:\*  Header Organization:   
Program Budgeting DEPARTMENT OF ADMINISTRATION

[Header Detail](#) [Budget](#) [Attachments](#)

Description:

### 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.

Page Actions:

[Comment History](#) [Comment](#) [Submit](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	1190	9200	Base Form - Agency	068

#### Budget Form Header Dimensions

Stage Code:\*  Header Organization:   
Program Budgeting DEPARTMENT OF ADMINISTRATION

[Header Detail](#) [Budget](#) [Attachments](#)

[Attachments](#)

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

Quick Search:

Enter search criteria here... [Show Advanced Filters](#)

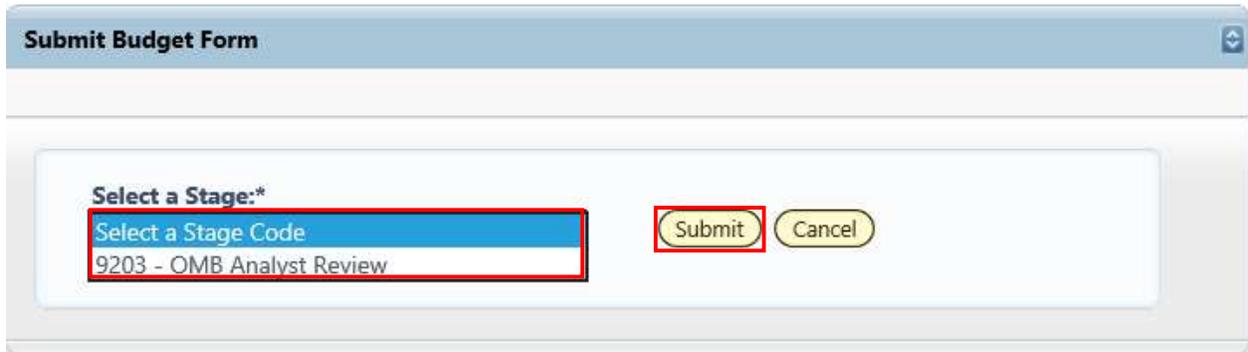
Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Submit	Actions
11634	5805 - IT Administration	2201	5805	36	11/30/2016	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
11670	5820 - Application Systems Development	2201	5820	39	11/30/2016	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
11651	5830 - Computer Operations	2201	5830	60	11/30/2016	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
11652	5835 - Technical Projects	2201	5835	48	11/30/2016	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>

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.



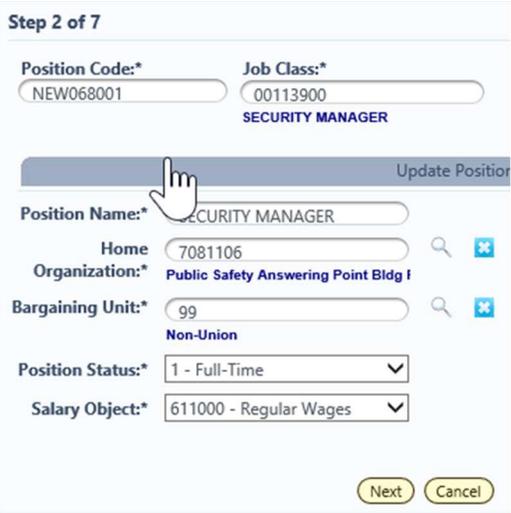
The screenshot shows a pop-up window titled "Submit Budget Form". Inside the window, there is a section with the label "Select a Stage:\*". Below this label is a dropdown menu that is currently open, displaying two options: "Select a Stage Code" and "9203 - OMB Analyst Review". To the right of the dropdown menu are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red box, and the "9203 - OMB Analyst Review" option in the dropdown is also highlighted with a red box.

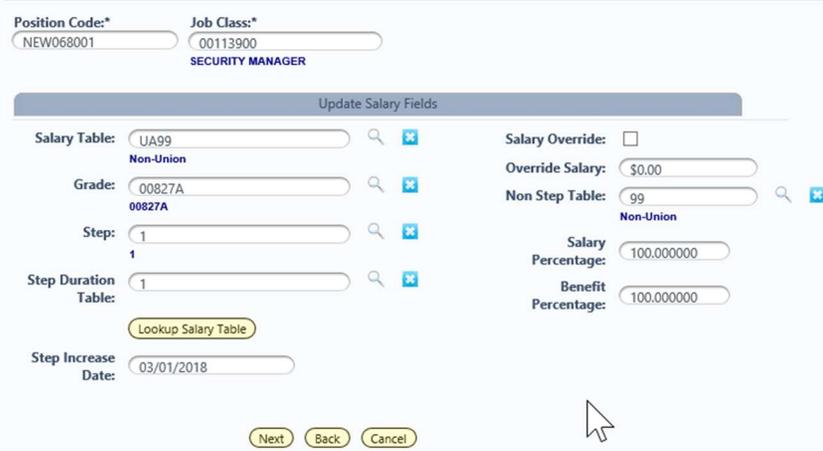
Once submit is clicked, the budget request will no longer be visible in the list if the user does not have security rights to edit at the new stage. In order to edit the instance a request that the form be sent back to the user must be made to the system administrator.

## 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.

Form:	New Position Wizard	
Step	Description	
<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>• Select the job class</li> <li>• 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)</li> </ul>		
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li>• Enter the Home Organization to which they will be assigned</li> <li>• Select a Position Status</li> </ul>		

Form:	New Position Wizard																										
Step	Description																										
<p><b>Step 3</b></p> <ul style="list-style-type: none"> <li>No changes may be required on this Step.</li> <li>Review: default Step</li> <li>Click <b>Lookup Salary Table</b> 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.</li> <li>Click Salary Override and enter an Override Salary to not use a salary table lookup.</li> </ul>	<p><b>Step 3 of 7</b></p> 																										
<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li>No changes may be required on this Step.</li> <li>Change the Funding Start Date if you have specific information on when the position will begin.</li> <li>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.</li> </ul>	<p><b>Step 4 of 7</b></p> 																										
<p><b>Step 5</b></p> <ul style="list-style-type: none"> <li>No changes may be required on this Step.</li> <li>Click Edit to change allocation line.</li> <li>Click Add Allocation to add a new allocation line. Note: Allocation lines must total %100.</li> </ul>	<p>Steps 4 and 5 of 7: Assign Funding Dates and Allocations</p> <table border="1" data-bbox="521 1304 1459 1465"> <thead> <tr> <th>Actions</th> <th>Funding Start Date</th> <th>Funding End Date</th> <th>Comments</th> <th>Allocation Profi</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td>[Edit] [Delete]</td> <td>09/01/2018</td> <td>12/31/2050</td> <td></td> <td>NONE</td> <td>True</td> </tr> </tbody> </table> <table border="1" data-bbox="521 1388 1279 1465"> <thead> <tr> <th>Organizatio</th> <th>Fund Code</th> <th>Account</th> <th>Home</th> <th>Active</th> <th>Allocation</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>3050105</td> <td>0</td> <td>611000</td> <td>True</td> <td>True</td> <td>100.0000 %</td> <td>[Edit] [Delete]</td> </tr> </tbody> </table> <p>Buttons: Next, Cancel</p>	Actions	Funding Start Date	Funding End Date	Comments	Allocation Profi	Active	[Edit] [Delete]	09/01/2018	12/31/2050		NONE	True	Organizatio	Fund Code	Account	Home	Active	Allocation	Actions	3050105	0	611000	True	True	100.0000 %	[Edit] [Delete]
Actions	Funding Start Date	Funding End Date	Comments	Allocation Profi	Active																						
[Edit] [Delete]	09/01/2018	12/31/2050		NONE	True																						
Organizatio	Fund Code	Account	Home	Active	Allocation	Actions																					
3050105	0	611000	True	True	100.0000 %	[Edit] [Delete]																					
<p><b>Step 6</b></p> <ul style="list-style-type: none"> <li>No changes may be required on this Step.</li> <li>A set of default benefits are assigned</li> <li>Click <b>Add Benefit Category</b> to add additional benefits or other pays as needed, such as uniform allowances</li> </ul>	<table border="1" data-bbox="521 1556 1336 1654"> <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] [Delete]</td> <td>STAT</td> <td>Statutory - OASDI and Medicare</td> <td>Defaulted from Job Class</td> <td>True</td> </tr> <tr> <td>[Edit] [Delete]</td> <td>NHREG</td> <td>New Hire/Vacant Regular</td> <td>Defaulted from Job Class</td> <td>True</td> </tr> </tbody> </table> <p>Buttons: Add Benefit Category, Next, Cancel</p>	Actions	Benefit Category	Category Name	Comments	Active	[Edit] [Delete]	STAT	Statutory - OASDI and Medicare	Defaulted from Job Class	True	[Edit] [Delete]	NHREG	New Hire/Vacant Regular	Defaulted from Job Class	True											
Actions	Benefit Category	Category Name	Comments	Active																							
[Edit] [Delete]	STAT	Statutory - OASDI and Medicare	Defaulted from Job Class	True																							
[Edit] [Delete]	NHREG	New Hire/Vacant Regular	Defaulted from Job Class	True																							

Form:	New Position Wizard
Step	Description
<b>Step 7</b> <ul style="list-style-type: none"> <li>Enter a <b>Justification</b> for the position. This is a required field.</li> <li>If requesting multiple positions for the same job class, change the <b>Authorized Count</b> to a different integer value, such as 5</li> <li>Enter desired Authorized FTE to the position being request. An FTE from 0 to 1 can be entered.</li> <li>Select <b>Vacant Option 1-1</b> to create one record per Authorized Count</li> <li>Click <b>Finish</b> and the position is created</li> </ul>	

## 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.

FormExport\_9200.xlsx - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes*	2019 Total Base Request	Justification*
1	1825101	General Ass	General Ass	614001	Overtime	0	0	0	1	0	Test 1
2	1825101	General Ass	General Ass	640100	Building Maintenance	60,000	80	60,080	-60,000	80	Budget reduction
3	1825101	General Ass	General Ass	641100	Maintenance/Repair	7,500	90	7,590	152	7,742	New Text

## 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.



BR-3B.xlsx

## 13. Decision Package – 2022 Revised / 2023 Budget Request (9230, 9430)

- 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.

[Add New](#) [Export to Excel](#)

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
1211	DOA New Initiative	9231	068	1	5/31/2017	ENDUSER2	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>

Records per page: 25 | Records: 1 - Page: 1

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.

**Budget Form Lines**

Close Export Import Refresh

ID	Form	Agency	Form Name	Expense	Revenue
10126	9230	011 - General Assembly	Decision Package - Agency		

Quick Search: Enter search criteria here...

Actions: Add New Copy Zero Out Screen Configuration Action Configuration Validation Configuration

Row	Audit Trail	Line Seq	LS Name	Source - Program	Revenue Category	Natural	Natural Name	2022 Budget Request*	2023 Budget Request*	2024 Budget Request*	2025 Budget Request*	2026 Budget Request*	2027 Budget Request*	Justification*
There are no records available.														

Records per page: 50 | 100 | 200

Records: 0 - 0 of 0 - Pages: 166 | 66 | 1 | 100 | 200

## 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.

Line Seq	Revenue Category	Natural	2022 Budget Request*	203 Budget Request*	2024 Budget Request*	2025 Budget Request*	2026 Budget Request*	2027 Budget Request*	Justification*

## 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.

A screenshot of a software interface showing a tabbed menu at the top with five tabs: "Header", "Budget", "Position Tab", "Revenue Tab", and "Attachments". The "Revenue Tab" is selected and highlighted with a red border. Below the tabs is a large text input area labeled "Revenue Notes:" with a red border. A "Save" button is located below the input area.

## 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.

14.1.1. Start with Report 107 – BR-7. Run the report and use the Input Controls to navigate to the Line Sequence you wish to view.

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

	2020 Revised Budget	2021 Agency Request
Balance from Prior Year	676,935 <sup>1</sup>	623,517
Plus: Balance Adjustments	100,000 <sup>2</sup>	NA <sup>6</sup>
Plus: New Receipts/Grant Award	2,100,000 <sup>3</sup>	2,200,000 <sup>7</sup>
Minus: Indirect Cost Recovery	250,000 <sup>4</sup>	250,000 <sup>8</sup>
<b>Equal: Total Available</b>	<b>2,626,935</b>	<b>2,573,517</b>
Minus: Expenditures	2,003,418 <sup>5</sup>	1,609,126 <sup>9</sup>
<b>Equal: Balance Forward (to new year)</b>	<b>623,517</b>	<b>964,391</b>

Report:	107 BR-7
Annotation	Description
1	Uploaded from external source
2	BFM BR-7 budget forms 9270,9470 – <b>BPYA</b> Natural (a 'fake' Natural account to store this data)
3	BFM BR-7 budget forms 9270,9470 – <b>NRGA</b> 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 – <b>NRGA</b> 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

<sup>5</sup> Example of Budget Form for Indirect Cost Recovery

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes	2019 Total Base Request
247		2272101	Child Support E	Child Support E	649500	Indirect Cost Recovery	100,000	0	100,000	0	100,000
279		2275101	Family and Adult	Individual and F	649500	Indirect Cost Recovery	250,000	0	250,000	0	250,000

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

Quick Search:

Record Actions: Add New Zero Out Screen Configuration Validation Configuration

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

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.

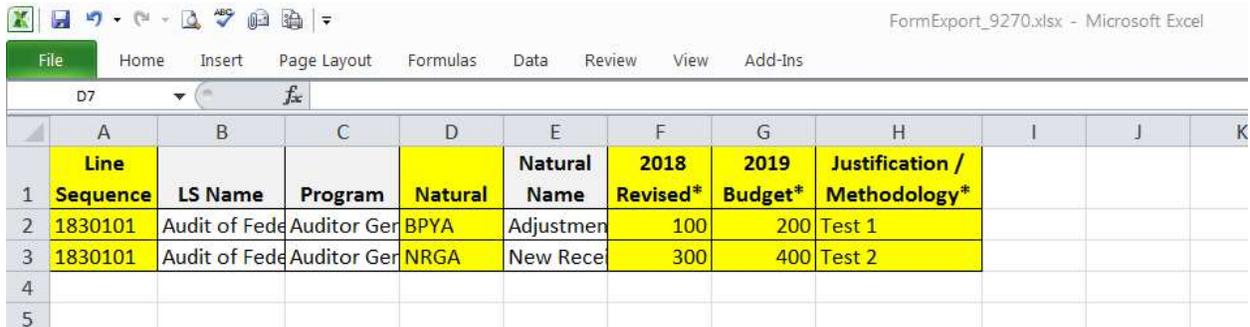
14.1.4. Go to the 9200 or 9210 Base budget forms to update your Indirect Cost Recovery values.

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.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Line Sequence	LS Name	Program	Natural	Natural Name	2018 Revised*	2019 Budget*	Justification / Methodology*			
2	1830101	Audit of Fede	Auditor Ger	BPYA	Adjustmen	100	200	Test 1			
3	1830101	Audit of Fede	Auditor Ger	NRGA	New Rece	300	400	Test 2			
4											
5											

## 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:

- The Strategic Initiative and Strategic Issues tabs are not used at this time.
- 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.
- A rich text option may be offered in the future to allow for formatting in the printed document.

Org:\*  Short Name:\*

Parent Code:

Mission Strategic Initiative Strategic Issues

**Agency Mission:** To manage the State's financial, human, and other resources in support of other state agencies carrying out their responsibilities to provide the citizens of the State of Rhode Island with the most responsive and cost effective services possible. To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates. To ensure that programs of the Department are efficiently organized and implemented.

**Agency Dscr:** The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The department also provides policy direction for executive leadership in a variety of financial and administrative matters. It is responsible for the statewide implementation of policy decisions and delivery of services administered and supported by the state. The Department, headed by the Director of Administration, includes the programmatic functions of Central Management, Legal Services, Accounts and Control, Management and Budget

**Statutory Hstry:** The Department of Administration was created in 1951 to consolidate central finance, purchasing and management functions of state government. R.I.G.L. 42-11 establishes and provides for the organization and functions of the Department of Administration.

Screen:	Strategic Planning – Agency Level
Field	Description
Agency Mission	
Agency Description	A general description of the agency, its organization, programs and overall objectives should be provided. This section should provide the reader with an understanding of the agency's operations, why the agency exists, what services it provides, etc.
Agency Statutory History	

## 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.

Measure	Measure Name	Program	2016 Performance Actuals	2017 Performance Actuals*	2018 Performance Target	2018 Performance Actuals*	2019 Performance Target*	Justification*
PM6828	Veteran Homelessness	Planning	0.00	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>	<input type="text" value="1.00"/>	Test 2
PM6829	Long-Term Homelessness	Planning	0.00	0.00	0.00	0.00	0.00	
PM6830	Minorities in the Executive Branch of tr	Central Manage	17.90	0.00	22.20	2.00	3.00	
PM6831	Major Processes Subject to a Lean Revi	Central Manage	3.00	0.00	2.00	4.00	5.00	test
PM6832	Major Processes that are Online or Pap	Central Manage	38.00	0.00	75.00	0.00	0.00	
PM6833	State Government Energy Consumptio	Central Manage	98,492,048.00	0.00	88,345,739.00	0.00	0.00	
PM99	Timeliness of Non-Competitive Grant /	No Program	0.00	0.00	0.00	0.00	0.00	
PM9992	Exchange-Eligible Uninsured Rhode Isl	Rhode Island He	0.00	0.00	0.00	0.00	0.00	
PM9993	Federal Affordability Tax Credits	Rhode Island He	0.00	0.00	0.00	0.00	0.00	

50   - Records: 9 - Page: 1

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

Quick Search:

Actions:

Strategic Planning	Short Name
021	FIRE SAFETY CODE BOARD OF APPEAL & REVIEW
PM104	Fire Safety Inspections

Records per page:

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.

The screenshot shows two side-by-side views of the Performance Measure form. The left view is the 'Attributes' tab, which includes a 'Name' field with 'Fire Safety Inspections', a 'Description' field with a detailed paragraph about fire safety inspections in Rhode Island, and a 'Type (PM)' dropdown set to 'PM'. The right view is the 'Groupings' tab, which includes fields for 'Unit of Measure' (None), 'Frequency' (Monthly), 'In Budget' (FALSE), 'Reporting Period' (STATE), and 'Doc?' (False). Both views have an 'Active' checkbox.

### 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.

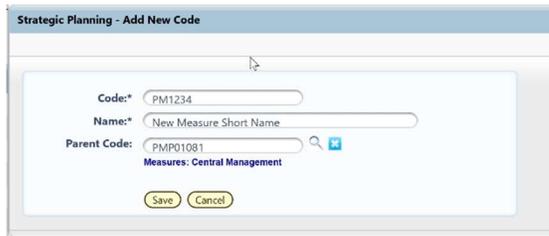
## 15.4. Adding a New Performance Measure

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:	<i>Performance Measures – Add a New Code</i>
Field	Description
Code	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.
Name	This is a short description for reference purposes.
Parent Code	The program to which this measure is assigned. The Parent Code begins with PMP (Performance Measure Program) then the program number.

#### 15.4.4. Fill out the Attributes and Groupings tabs

Screen:	<i>Performance Measures – Add a New Code</i>
Field	Description
<b>Attributes Tab</b>	
Name	The name that displays in the budget book.
Description	The longer description that appears in the budget book
Type	Leave this as PM
Active	Leave this as Active = Checked.
<b>Groupings Tab</b>	
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 <b>True</b> to have it print in the budget book, <b>False</b> 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

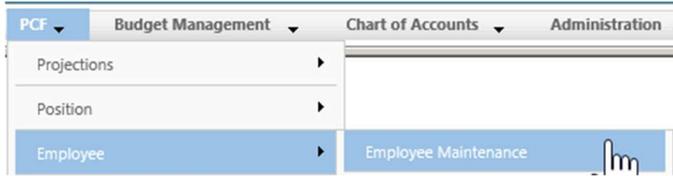
### 16.1. Employee Maintenance

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.

## Employee Maintenance

Filter Criteria - Record Status:

Filter Criteria - Search Limiter:

Search Limiter Text:

Record Actions:

	Position	Employee	Last Name	First Name	Home Orgn	Job Class	BU	Fndg Lines	Alloc Lines	Active	Actions
<input type="checkbox"/>	NEW068001	Z1116	Vacant	Vacant	7081106	00113900	99	1	1	True	<input type="button" value="Edit"/>

Records per page:

- Records: 1 - Page:   1

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

## Employee Tab

**Update an Employee Record**

Employee Code:\* Z1116    Last Name: Vacant    First Name: Vacant    MI: Vacar    Save

Employee    Salary    Projection    Validation    System

Position:\* NEW068001    SECURITY MANAGER    Active:     Inactivate

Job Class:\* 00113900    SECURITY MANAGER    Assigned:

Home Organization:\* 7081106    Public Safety Answering Point Bldg Renov    Vacant:

Bargaining Unit:\* 99    Non-Union    Justification: 

Needed for new building.

Employee Status:\* 1 - Permanent Full-Time

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

**Salary Tab.**

**Update an Employee Record**

Employee Code:\* Z1116    Last Name: Vacant    First Name: Vacant    MI: Vacar    Save

Employee    **Salary**    Projection    Validation    System

Salary Table: UA99    Non-Union    Salary Override:

Grade: 00827A    00827A    Override Salary: \$0.00

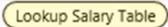
Step: 1    1    Non Step Table: 99    Non-Union

Lookup Salary Table    Salary Percentage: 100.000000

Step Duration Table: 1    One Step    Benefit Percentage: 100.000000

Step Increase Date: 03/01/2018    Employee Count: 1    Employee FTE: 1.000000

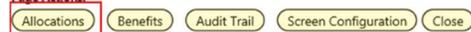
Screen:	<i>Employee Maintenance – Employee Tab</i>
Field	Description
Salary Table	For employees on a salary table /step / grade this drives salary costs.

Screen:	<i>Employee Maintenance – Employee Tab</i>
Field	Description
Grade	For employees on a salary table /step / grade this drives salary costs. Must be valid for the Salary table selected.
Step	For employees on a salary table /step / grade this drives salary costs. Must be valid for the Salary table and Grade selected.
	Click this button to ensure the salary table /step / grade are valid. A blank report indicates there will be no salary calculated.
Step Duration Table	Generally this will not be updated; this drives when the next step will be realized.
Step Increase Date	The anniversary date of the next step increase, works in conjunction with the Step Duration table.
Salary Override	Check this if the employee is not assigned to a salary table/grade / step
Override Salary	If Salary Override is checked, this is the salary that will calculate.
Non-step table	Drives when Salary Override employees will receive changes in salary.
Salary Percentage	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.
Benefit Percentage	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.
Employee Count	1
Employee FTE	Generally 1; an FTE can be between 0 and 1.

### Employee Allocations

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

Page Actions:



Actions	Position	Employee Code	Last Name	First Name	Home Orgn	Job Class
	NEW068001	Z1116	Vacant	Vacant	7081106	00113900

**Update an Employee Record**

Employee Code:\*  Last Name:  First Name:  MI:

Employee | Salary | Projection | Validation | System

Position:\*  SECURITY MANAGER Active:

Job Class:\*  SECURITY MANAGER Assigned:

Home Organization:\*  Public Safety Answering Point Bldg Renov Vacant:

Bargaining Unit:\*  Non-Union Justification:

Employee Status:\*

The **Manage Funding Dates and Allocation** window opens.

Funding Dates Actions: Add New Funding Date Duplicate Funding Date Close

Page Actions:

Allocation Record Actions: Add New Allocation Duplicate Allocation

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
<div style="display: flex; gap: 5px;"> <span>Edit</span> <span>Delete</span> </div>	09/01/2017	12/31/2050		NONE	<input checked="" type="checkbox"/>	100.0000 %

Organization	Account	Home	Active	Allocation	Actions
7081106	611000	False	True	100.0000 %	<div style="display: flex; gap: 5px;"> <span>Edit</span> <span>Delete</span> </div>

16.1.4. Click **Edit** on Funding Date line.

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

**Update Funding Dates Record**

Funding Start Date:\*

Funding End Date:\*

Allocation Profile:\*  🔍 +

Comments:

Active:

Save
Cancel

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.

Funding Dates Actions: Add New Funding Date Duplicate Funding Date Close

Page Actions:

Allocation Record Actions: Add New Allocation Duplicate Allocation

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
<div style="display: flex; gap: 5px;"> <span>Edit</span> <span>Delete</span> </div>	09/01/2017	12/31/2050		NONE	<input checked="" type="checkbox"/>	100.0000 %

Organization	Account	Home	Active	Allocation	Actions
7081106	611000	False	True	100.0000 %	<div style="display: flex; gap: 5px;"> <span>Edit</span> <span>Delete</span> </div>

The **Edit Allocation** window will open.

**Edit Allocation For Funding Date Range / Employee Record**

Funding Date Range:\* 9/1/2017 - 12/31/2050

Organization Code:\* 7081106  
Public Safety Answering Point Bldg Renov

Account:\* 611000  
Regular Wages

Allocation:\* 100.000000  
Calculate Remaining Allocation

Home:

Active:

Comments: Default allocation for none

Save Close

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

Funding Dates Actions: Add New Funding Date Duplicate Funding Date Close

Page Actions: Close

Allocation Record Actions: Add New Allocation Duplicate Allocation

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	09/01/2017	12/31/2050		NONE	<input checked="" type="checkbox"/>	100.0000 %
<b>Organization</b> <b>Account</b> <b>Home</b> <b>Active</b> <b>Allocation</b> <b>Actions</b>						
7081106 611000 False True 100.0000 %						<input type="button" value="Edit"/> <input type="button" value="Delete"/>

16.1.12. Click Edit on new Allocation Line.

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

16.1.14. Enter **Allocation** percent.

16.1.15. Click **Save**.

## Employee Benefits

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

Page Actions:



Actions	Position	Employee Code	Last Name	First Name	Home Orgn	Job Class
	NEW068001	Z1116	Vacant	Vacant	7081106	00113900

**Update an Employee Record**

Employee Code:\*  Last Name:  First Name:  MI:

Employee | Salary | Projection | Validation | System

The **Manage Benefits** window opens.

Benefit Category Record Actions: Page Actions:



Actions	Benefit Category	Category Name	Comments	Active
<input type="button" value="Edit"/>   <input type="button" value="Delete"/>	STAT	Statutory - OASDI and Medicare		<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>   <input type="button" value="Delete"/>	NHREG	New Hire/Vacant Regular		<input checked="" type="checkbox"/>

- 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.

Employee | Salary | **Projection** | Validation | System

Projection Date:

Projection ID:

Extract Date:

Longevity Date:

Projection Valid:

Projection Results shows the details of the last projection.

### Projected Employee Results

Record Actions: Close Export to Excel

Fiscal Year	Benefit Code	Benefit Name	Amount
2018	401AH	401A State Rate - 1.00%	\$475.01
2018	ASSESS1	Assess Benefit - Full	\$2,256.29
2018	DENV	Dental Vacant	\$560.83
2018	MEDV	Health Vacant	\$15,888.33
2018	MI	Medicare	\$688.76
2018	OASDI	Social Security	\$2,945.06
2018	RET	Retirement - State Employees	\$11,875.22
2018	VISV	Vision Vacant	\$105.00
2018	Total Benefits		\$34,794.51
2018	Total Salary		\$47,500.89
2018	Total		\$82,295.40

Records per page: 100 Records: 11 - Page: 1

## 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.

**Allocation Profile Header - Add a new Code**

Code:\* 0681234

Name:\* New Profile

Save Cancel

### Attributes

16.2.4. This can be left blank, or enter Description, Comment as needed.

Code:\* 0681234 Name:\* New Profile Save Close

Attributes Allocation Profile Detail System Maintained

Short Name:  Active:

Description:

Comments:

Security Code:

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.

[Close](#)

Allocation Profile Header	Name	Allocation Percentage
0681234	New Profile	

[Add New](#) [Remove All Records](#)

Fund Code	Organization Code	Account	Home Flag	Allocation Percentage	Actions
There are no records available.					

Records per page: 100 - Records: 0 - Page: 1

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%.

## 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**

Filter Criteria - Record Status: All Employees

Filter Criteria - Search Limiter: Last Name Search Limiter Text: Turnover

Record Actions: Add New Employee New Position Wizard Duplicate Employee Screen Configuration Export to XLSX Import from Excel

	Position	Employee	Last Name	First Name	Home Orgn	Job Class	BU	Fndg Lines	Alloc Lines	Active	Actions
+	VC1000101	VC1000101	Turnover Expectancy		1000101	99999999	99	1	1	True	<input type="button" value="Edit"/>
+	VC1000102	VC1000102	Turnover Expectancy		1000102	99999999	99	1	1	True	<input type="button" value="Edit"/>

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

**Employee Maintenance**

Filter Criteria - Record Status: All Employees

Filter Criteria - Search Limiter: Employee Code Search Limiter Text: 1000101

Record Actions: Add New Employee New Position Wizard Duplicate Employee Screen Configuration Export to XLSX Import from Excel

	Position	Employee	Last Name	First Name	Home Orgn	Job Class	BU	Fndg Lines	Alloc Lines	Active	Actions
+	100010100130	100010100130			1000101	00764900	99	1	1	True	<input type="button" value="Edit"/>
+	100010100131	100010100131			1000101	02590600	99	1	1	True	<input type="button" value="Edit"/>
+	VC1000101	VC1000101	Turnover Expectancy		1000101	99999999	99	1	1	True	<input type="button" value="Edit"/>

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.

Employee Code:\* VC1000101 Last Name: Turnover Expectanc First Name: MI: Save

Employee Salary Projection Validation System

Salary Table: UN Unclassified Salary Override:  Override Salary: \$0.00

Grade: 00000A 00000A Non Step Table: 99 Non-Union

Step: 1 1 Salary Percentage: 100.000000

Lookup Salary Table Benefit Percentage: 100.000000

Step Duration Table: One Step Employee Count: -1

Step Increase Date: 09/01/2020 Employee FTE: 0.000000

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**.

**Agency Submit**

Quick Search: 325 Show Advanced Filters

Record Actions: Add New Create Budget Forms Screen Configuration Action Configuration

Form ID	Description	Stage	Organization:	Scenario 5	Form Rows	Last Update	Last User	Actions
9816	Department of Human Services Submission	9913	325	Yes	0	7/17/2020	enduser	Header

Records per page: 50 - Records: 1 - Page: 1

18.1.2. Review the budget entries, click **Submit Entire Budget**

Record Actions: **Submit Entire Budget** **Screen Configuration** **Close**

Header ID	Org	Form	Name	Stage	Status	Rank	Type	Analyst	Gov Rec / OMB Mgr	Expense	Revenue	Net	FTE Net
355	325	1780	B00002 - Clinical Diagnostics Lab	1783	In Progress	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$4,825,000	\$0	\$4,825,000	0.00
356	325	1780	B00003 - Infectious Disease Isolation Room	1783	In Progress	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$845,000	\$0	\$845,000	0.00
9847	325	1720	Technology support shift to ITD	1723	In Progress	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	(\$279,902)	\$0	(\$279,902)	-2.00
8516	325	1720	Reduce Legal Services	1723	In Progress	0	WO	<input type="checkbox"/>	<input type="checkbox"/>	(\$2,060,311)	\$0	(\$2,060,311)	-2.00
9848	325	1720	Reduce HR Services	1723	In Progress	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	(\$436,818)	\$0	(\$436,818)	-2.00
354	325	1780	B00001 - S.C. Behavioral Health Hospital	1783	In Progress	5	MAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$8,480,900	\$0	\$8,480,900	0.00
9849	325	1720	Shift Service Delivery for DD to contractors	1723	In Progress	0		<input type="checkbox"/>	<input type="checkbox"/>	(\$391,988)	(\$62,400)	(\$329,588)	-2.00
6995	325	1790	Department of Human Services	1793	In Progress			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,950,000	\$4,971,144	(\$2,021,144)	0.00
8515	325	1720	Reduce 24 Hour Coverage at Grand Forks	1723	In Progress	0	CTZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(\$729,856)	\$6,200	(\$736,056)	-6.00
353	325	1780	B00000 - Hospital	1783	In Progress	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$6,052,000	\$0	\$6,052,000	0.00

Records per page: 50      Records: 16 - Page: 1

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.

**Submit Budget Form**

**Configuration** **Refresh** **Close**

Select a Stage:\*  
9913 - OMB Analyst Review **Submit**

Email Recommended Users:  Emails all users having access to the submitted stage and org

**Add Workgroups** **Clear**

Workgroups:

Emails:

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

The form allows a user to see all documents attached for their agency. The form refreshes automatically.

**Budget Formulation**

- Base Budget Form - Agency (9200)
- Decision Package - Agency (9230)
- Budget Review
- Strategic Planning
- Performance Measures - Agency (9260)
- Fed. and Restricted Rec. Rev - Agency BR-7 (9270)
- Estimated Departmental Revenues (9410)
- Departmental Receipts Narrative Info Form – BR 9
- Agency Submission Attachments (5400)
- Capital (9500)
- Agency Submit (9900)
- Attachments - All Forms View (5500)**

**Budget Form Header**

**Comment History** **Comment** **Submit** **Configuration** **Close**

Instance ID	Form Definition	Definition Name	Header Organization
10174	5500	Attachments - All Forms View	074

Stage Code:\* 5501      Header Organization: 074  
Agency Stage 1      Department of Environmental M

**Attachments**

**Save**

## 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.

### Revised Budget ARB

Quick Search:  [Show Advanced Filters](#)

Record Actions:  
[Add New](#)

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
There are no records available.								

Records per page:  Records: 0 - Page: [1](#)

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

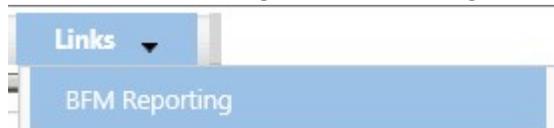
## 20.1. Reports

### 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

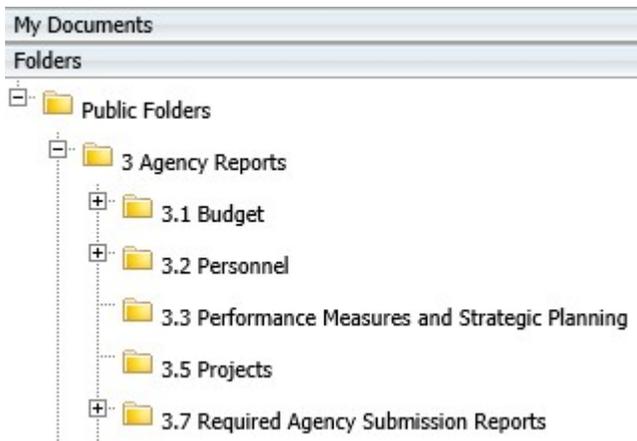
Use **CTRL+N** to open up two sessions of Internet Explorer. This will allow you to have reports open in one tab and the BFM application open in another window. You can enter data in BFM and refresh reports. This is especially useful if you have two monitors.

### 21.3. Logging In

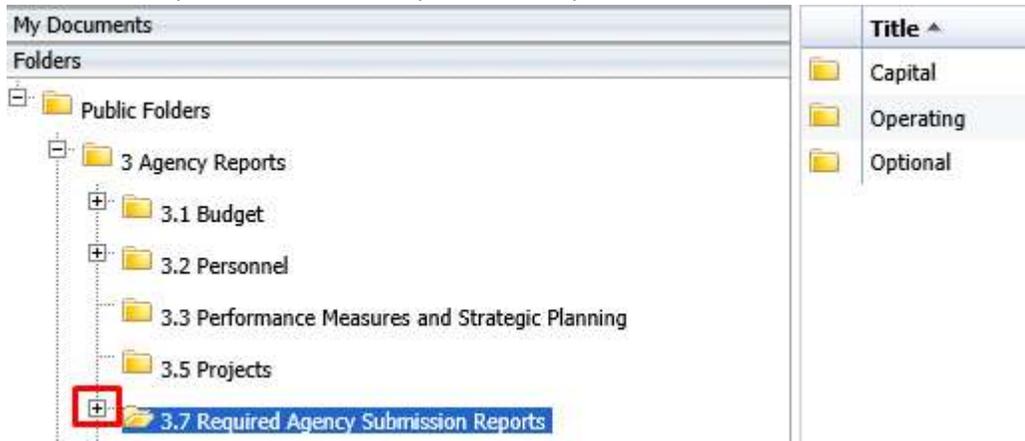
Single-sign on is used to log onto BI Launch Pad, there is no second log in.

## 22. Running Reports

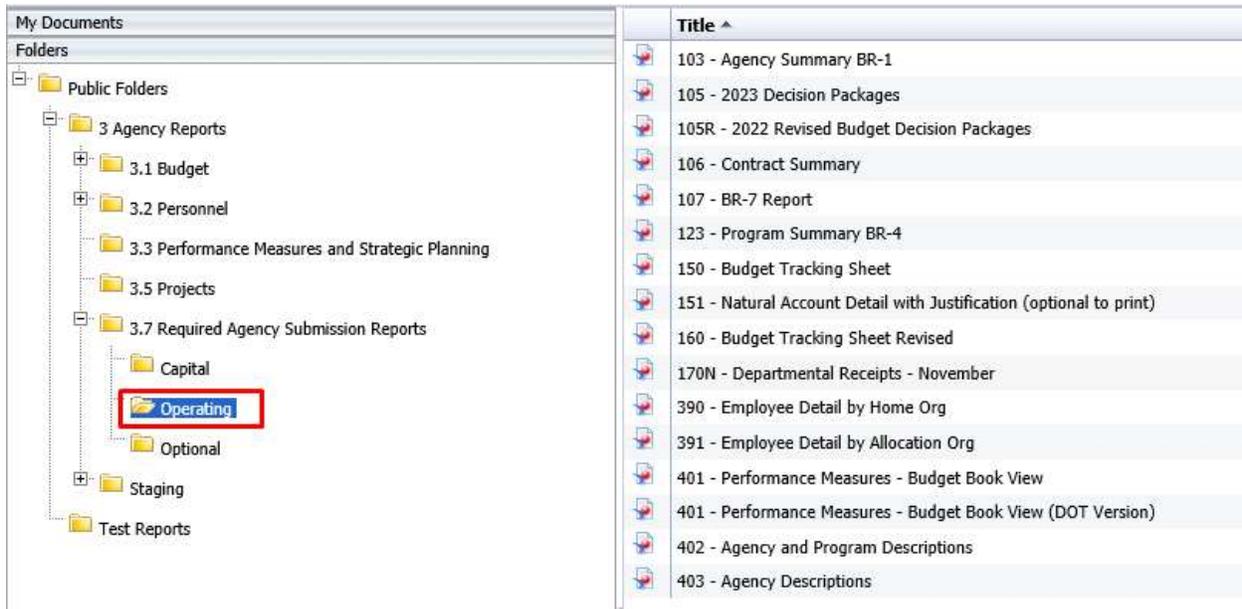
### 22.1. Basic Navigation



- 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.

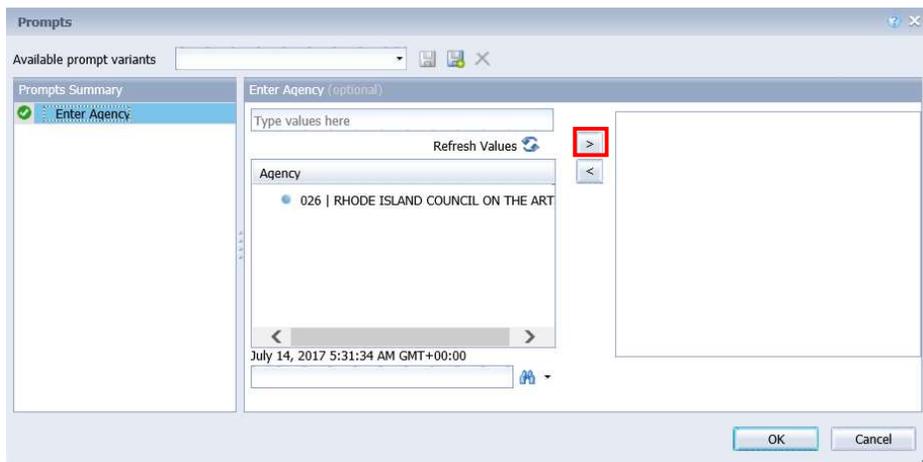


22.3.1. To change the default prompt value there are three options:

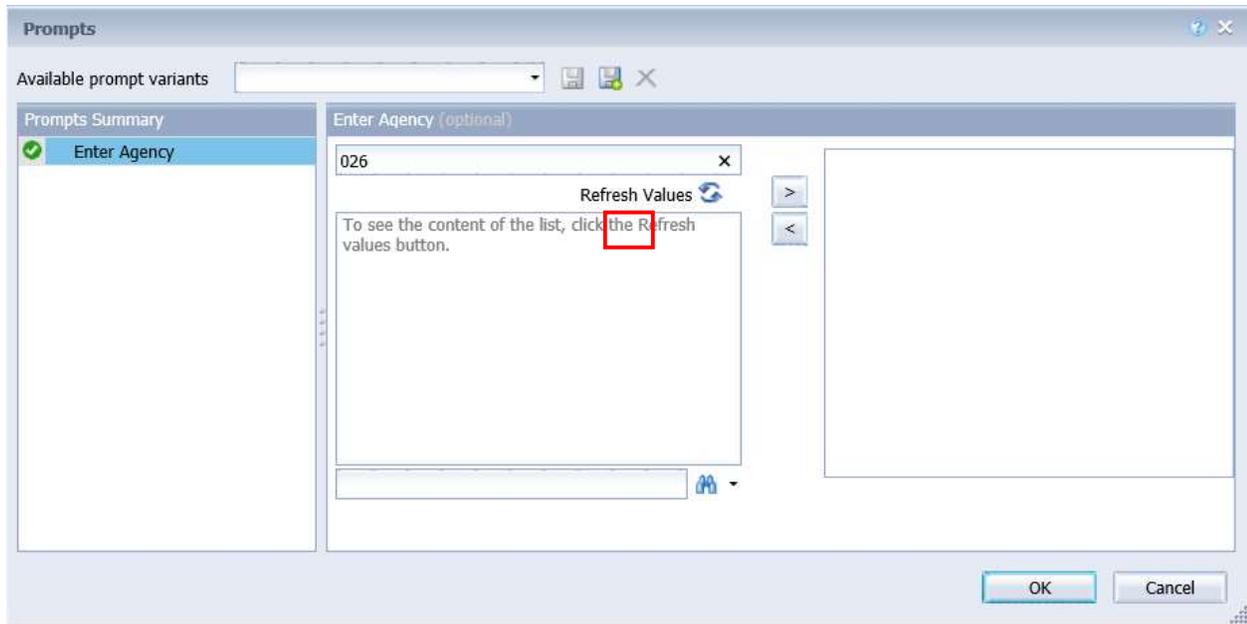
- Selecting a value from a list
- Entering a value
- Searching for a value

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:



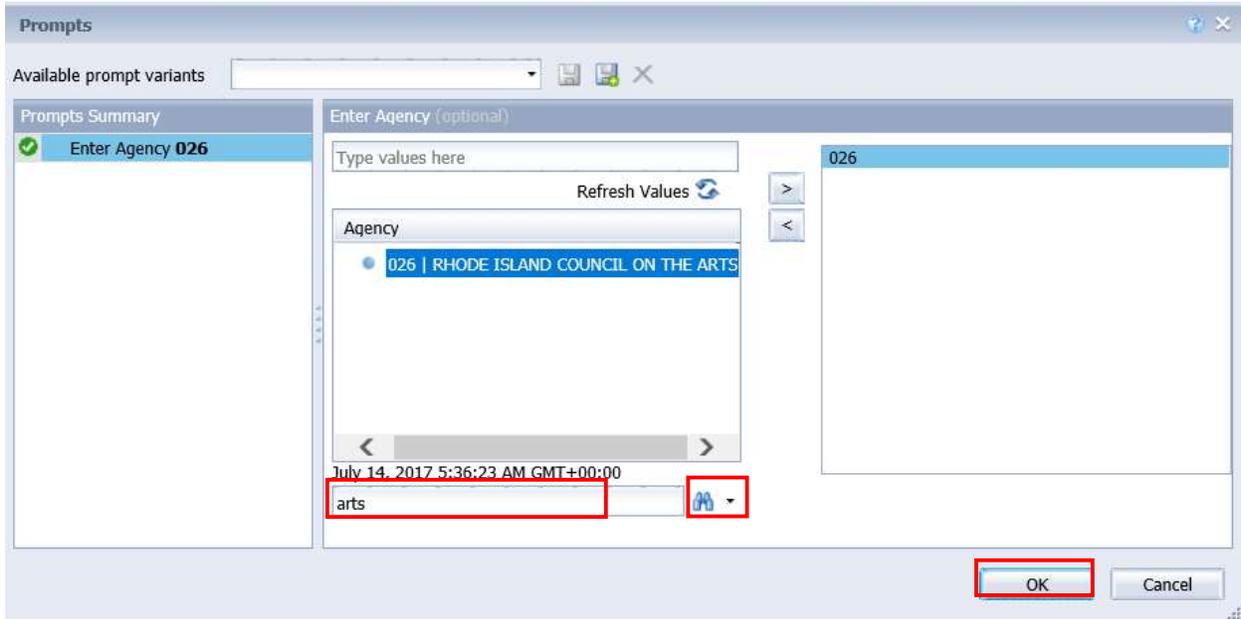
22.3.3. To **enter a value**, type the value into the "Type values here" box, then click the **right arrow**  .



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

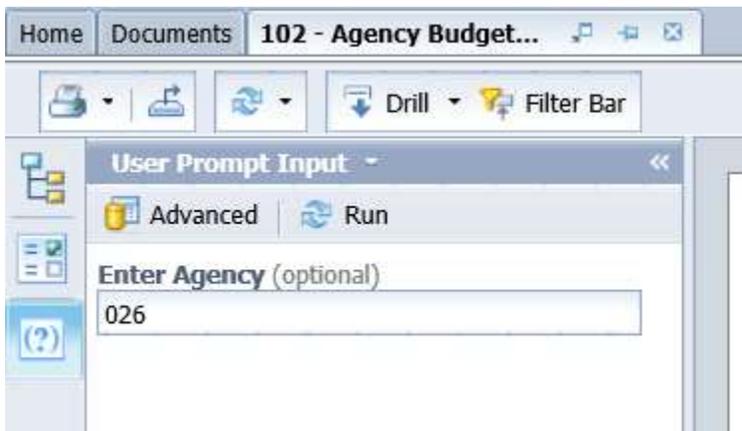


22.3.4. In many cases the lists are long. To search for a value, type the value in the field to the left of the **binoculars** , then click the **binoculars**. Partial values can be entered and all values that contain that partial value will be searched. Then **double click** the value to be used for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



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.

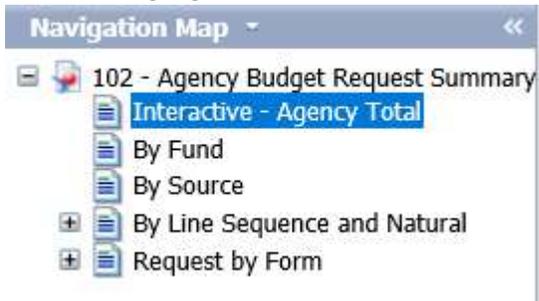
The screenshot shows a report viewer interface. On the left, a 'Navigation Map' panel is open, listing several report tabs: '102 - Agency Budget Request Summary', 'Interactive - Agency Total', 'By Fund', 'By Source', 'By Line Sequence and Natural', and 'Request by Form'. The 'Interactive - Agency Total' tab is selected. At the bottom, a 'Tab Strip' also shows these tabs, with 'Interactive - Agency Total' being the active tab. The main report area displays a table titled '102 - Agency Budget Request Summary' for the State of Rhode Island, showing data for 2017 Actuals, 2018 Enacted Budget, 2018 Revised Budget, 2019 Base Budget, 2019 Decision Packages - Requested, and 2019 Agency Request. The table includes a row for '026 - RHODE ISLAND COUNCIL ON THE ARTS' and a 'Total' row.

Agency - Name	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Base Budget	2019 Decision Packages - Requested	2019 Agency Request
026 - RHODE ISLAND COUNCIL ON THE ARTS	3,085,647	3,072,310	3,072,310	3,077,415	0	3,077,415
<b>Total:</b>	<b>3,085,647</b>	<b>3,072,310</b>	<b>3,072,310</b>	<b>3,077,415</b>	<b>0</b>	<b>3,077,415</b>

### Navigation Map

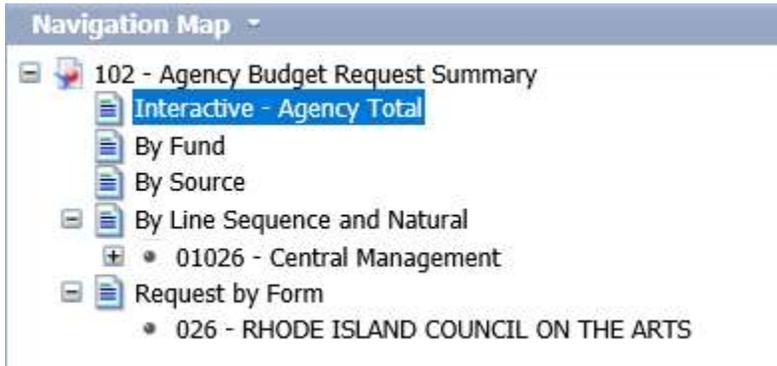
22.5.1. To display the tab, click on the tab in the Navigation Map. The tab currently displayed is

highlighted.



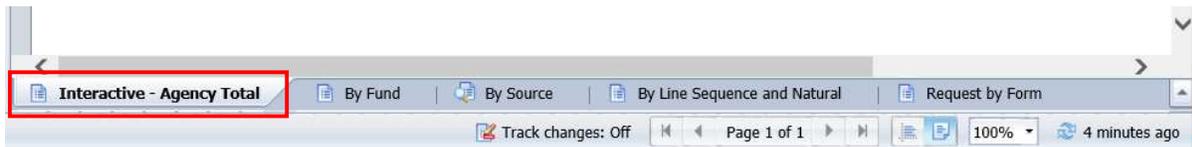
22.5.2. If a tab has a plus sign, report sections have been added to the navigation map.

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



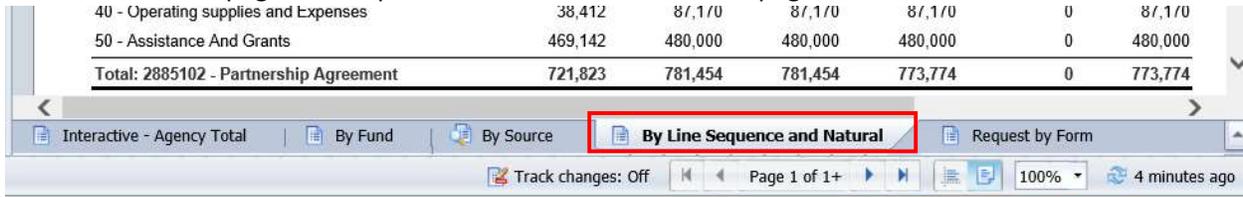
### Tab Strip

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

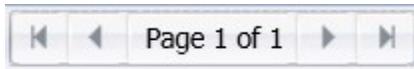


### Paging

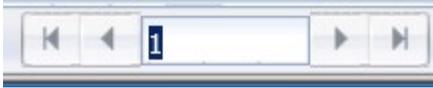
To move between pages of a report, click the arrows or enter a page number.



22.5.5. 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.

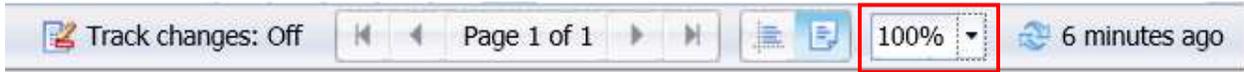


22.5.6. To select a specific page, click on the **Page 1 of 1** to enter a page number and then click **Enter**.

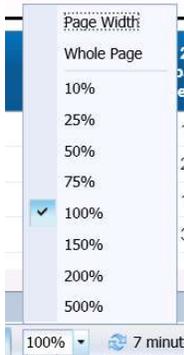


## Zoom

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



Zoom options include:

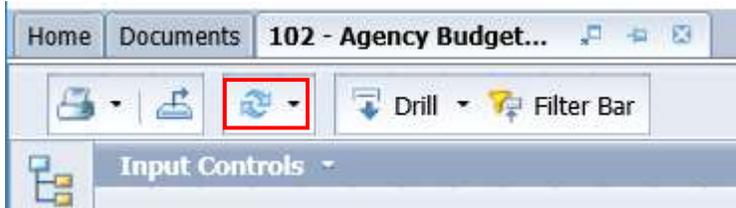


## 22.6. Refreshing a Report While Open

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:

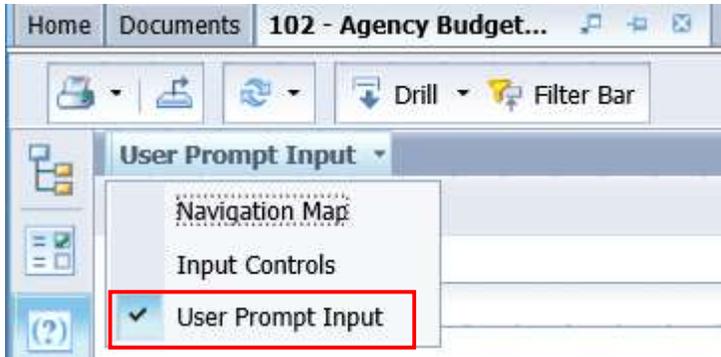


22.6.2. The prompt screen reappears. Complete the report prompts as directed above.

### 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



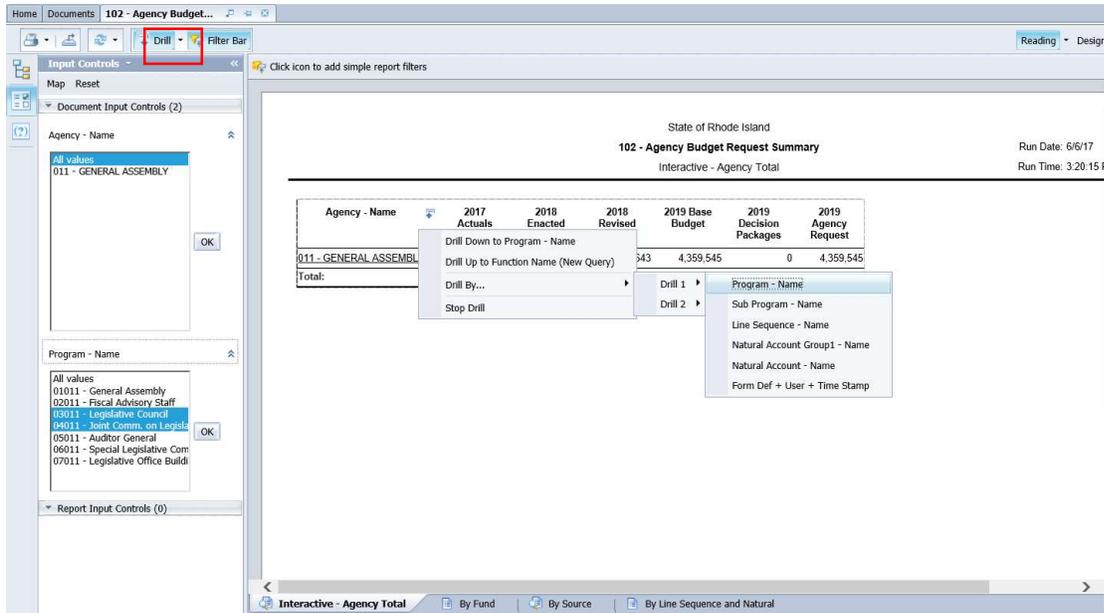
22.6.4. Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.



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.



22.7.1. Click on the **Drill** icon to enable the drill functionality.

### Option 1:

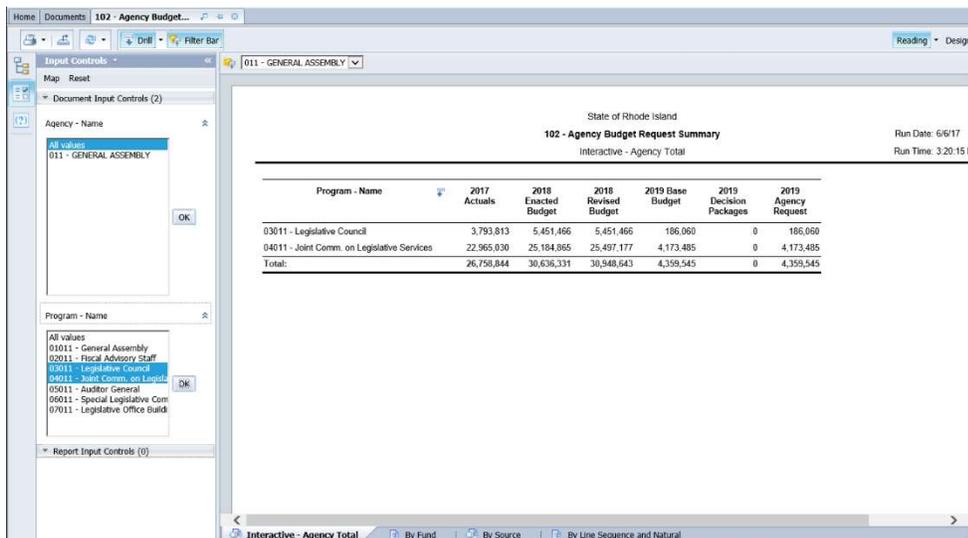
22.7.2. Left-click on any field that is underlined. It will automatically drill down to the next pre-defined level.

### Option 2:

22.7.3. Right-click on the row you want to drill on and choose **Drill By**.

22.7.4. Select the drill dimension, the report will show the data at that level.

22.7.5. 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.

Program - Name	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Base Budget	2019 Decision Packages	2019 Agency Request
03011 - Legislative Council	3,793,813	5,451,466	5,451,466	186,060	0	186,060
04011 - Joint Comm. on Legislative Services	22,965,030	25,184,865	25,497,177	4,173,485	0	4,173,485
<b>Total:</b>	<b>26,758,844</b>	<b>30,636,331</b>	<b>30,948,643</b>	<b>4,359,545</b>	<b>0</b>	<b>4,359,545</b>

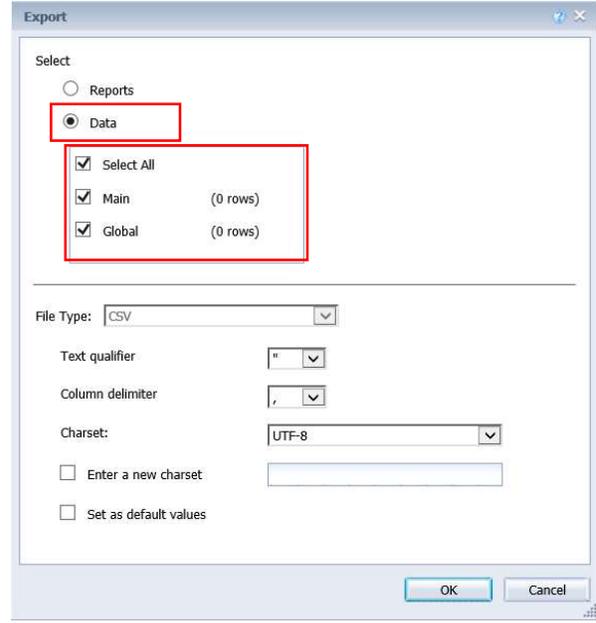
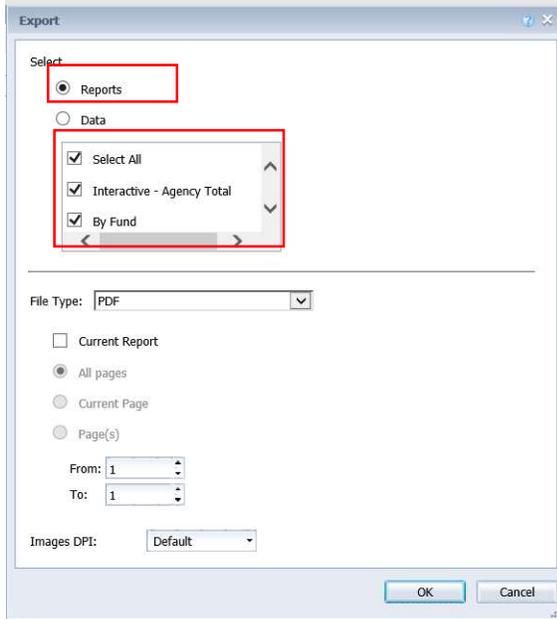
- 22.8.1. Click on the **Input Control** icon to display the input control options.
- 22.8.2. Select one or many values from the input control. Hold down Ctrl to select multiple values.
- 22.8.3. Click **OK**
- 22.8.4. Select “All values” and click **OK** to return to the complete data set.

## 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.

Natural Group - Name	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Base Budget	2019 Decision Packages - Requested	2019 Agency Request
2875101 - R.I. State Council on the Arts						

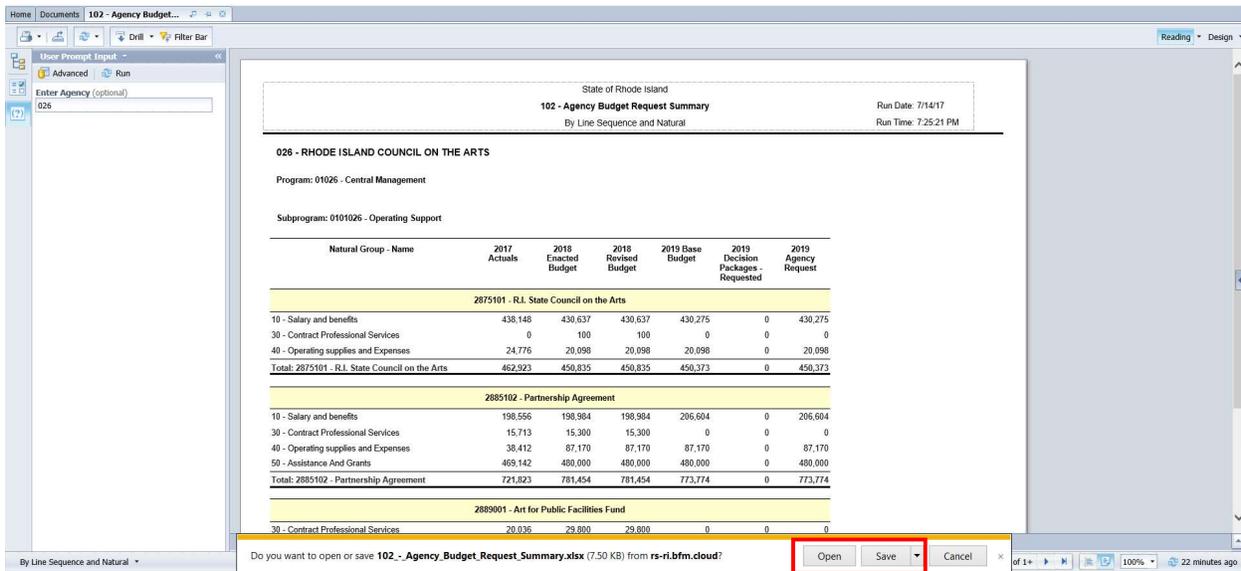
- 22.9.1. Select **Report** or **Data**. Report allows a selection of one, multiple, or all report tabs. Data allows a selection of queries defined for the report.



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.

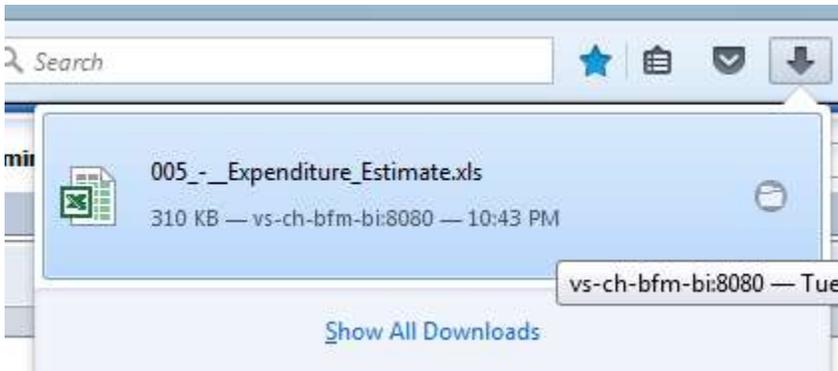


**Saving as Excel notes:**

- 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.



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



- If the Blue Arrow is not an option (if you use another browser) go to 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.

102\_-\_Agency\_Budget\_Request\_Summary.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles

	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Base Budget	2019 Decision Packages - Requested	2019 Agency Request
<b>026 - RHODE ISLAND COUNCIL ON THE ARTS</b>						
Program: 01026 - Central Management						
Subprogram: 0101026 - Operating Support						
<b>Natural Group - Name</b>						
<b>2875101 - R.I. State Council on the Arts</b>						
10 - Salary and benefits	438,148	430,637	430,637	430,275	0	430,275
30 - Contract Professional Services	0	100	100	0	0	0
40 - Operating supplies and Expenses	24,776	20,098	20,098	20,098	0	20,098
<b>Total: 2875101 - R.I. State Council on the Arts</b>	<b>462,923</b>	<b>450,835</b>	<b>450,835</b>	<b>450,373</b>	<b>0</b>	<b>450,373</b>
<b>2885102 - Partnership Agreement</b>						
10 - Salary and benefits	198,556	198,984	198,984	206,604	0	206,604
30 - Contract Professional Services	15,713	15,300	15,300	0	0	0
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
<b>Total: 2885102 - Partnership Agreement</b>	<b>721,823</b>	<b>781,454</b>	<b>781,454</b>	<b>773,774</b>	<b>0</b>	<b>773,774</b>
<b>2889001 - Art for Public Facilities Fund</b>						
30 - Contract Professional Services	20,036	29,800	29,800	0	0	0
40 - Operating supplies and Expenses	1,011	10,000	10,000	10,000	0	10,000

## Saving as PDF Notes

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

The screenshot shows a report viewer interface. On the left is a navigation pane with a search box and tabs for HEADINGS, PAGES, and RESULTS. The PAGES tab is active, showing two pages: "026 - RHODE ISLAND COUNCIL ON THE ARTS". The main area displays a report titled "State of Rhode Island" with a sub-header "102--Agency Budget-Request-Summary". The report includes a table titled "Interactive - Agency Total" with the following data:

Agency-Name	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Base Budget	2019 Decision Packages Requested	2019 Agency Request
026 - RHODE ISLAND COUNCIL ON THE ARTS	3,085,647	3,072,310	3,072,310	3,077,415	0	3,077,415
Total	3,085,647	3,072,310	3,072,310	3,077,415	0	3,077,415

## 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.

