# State of New Mexico User Training Guide

Budget Formulation and Management (BFM)



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### 1. What is BFM?

Budget Formulation and Management is the new 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. BFM Terminology

**Budget Form:** A budget form is how users enter budget data into BFM. A budget form may display both historical and current budget data as well as require the user to enter data and text.

**Form Instance:** A form instance is the generic term for a particular budget form that users access to enter budget information. 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.

**Stage:** Stages are used in BFM to create workflow associated with forms. End users will enter data into a budget form at a particular stage. Some departments may have additional internal review that requires an additional stage for review and approval before it is submitted to the Budget Office.

**Org/Organization**: Org/Organization is a generic term referring to the organizational dimension which may consists of Agency, Budget Unit, Funds Center, or Program.

**PCF:** Personnel Cost Forecasting is the BFM tool that calculates the base personnel budget based on HR data and planning values loaded in the system.

**Report**: Reports are used to compile data in BFM in order to present budget information for decisionmaking and analysis or to summarize data for various uses.

### 3. 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.

### 3.1. Budget Forms

Following are the budget forms that will be used for budget preparation. Additional forms may be added as needed.

Form Type	Form Name
<b>Program Narrative Form</b>	Program Narrative (2500)
Fund Balance Form	Fund Balance Projection S-10 (2900)
	Base Budget E-4 by DeptID (3300)
Appropriation Forms	Base Budget E-4 by PCode (4300)
Appropriation Forms	Contracts E-5 (3800)
	Expansion Request (3200)

Form Type	Form Name
	Revenue R1, R3, R4, R5 (3400)
	Transfers Form R2 (2800)
	Special, Supplemental & Deficiencies (3500)
Performance Measure	Performance Measures (4000)
Forms	Performance Measures Quarterly (4100)
	Performance Measures Change Request (4400)
<b>Position Related Forms</b>	Employee Allocation Updates (7100)
	Vacancy Rate Form (3900)

### 3.2. 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.

The chart below shows an example Stage workflow for a budget form.

Stage	Description
Stage 1	Initial Entry
Stage 2	Manager Review
Stage 3	Agency Management Changes
Stage 4	Submit to DFA

Users are assigned different roles to facilitate this workflow. For example, a "Requestor" will have EDIT access to ONLY stage 1 and can SUBMIT to stage 2, while the "Manager" will have access to EDIT stages 1 and 2 but can submit to stage 3. 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).

### 4. How to Access BFM

BFM is accessed via internet browser. Chrome is the preferred browser and provides the best user experience. Chrome was used to create the screenshots in this user guide. Current versions of other major internet browsers are also supported.

• **BFM Links:** Your BFM Link is below. Save your link as a Favorite for easy access.

https://nm.bfm.cloud/bfmnm/default.aspx

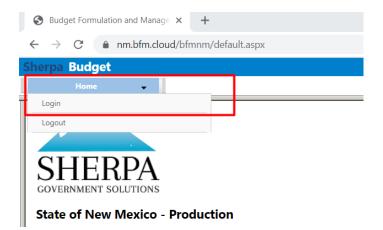
• **Reporting**: Once you are logged into BFM, navigate to the Links dropdown menu, and click BFM Reporting, to access reports.



- User Identification (ID) / Password: Your BFM Administrator will send your User ID and Password. If you need your password reset, please contact your BFM Administrator.
- **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.

### 5. Logging In

- 5.1.1. Navigate to the BFM website.
- 5.1.2. Expand the Home menu at the top left of the screen and click on *Login*.



5.1.3. Enter your Userid and Password, then click Login.

Sherpa Budg	et
Home	-
Userid: endu Password:	

The first time you log in you may be required to change your password if you receive this dialog box:

Message fro	m webpage	\$	
, Y	our Password is expired. xpiration Interval	It was either Reset or has	reached the
			ОК

#### 5.1.4. Click *Ok*.

5.1.5. Set your new password and click *Update*.

- Users often will set the password to match their computer login.
- Follow all State guidelines for proper password complexity.

Application User - Expired	Password - Please Reset	E
ENDUSER2		
Current Password:* New Password:* Confirm New Password:*	Confirm the current password (may provided by your admin) and estab password. 	

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

S Budget Formulation a	nd Manage 🗙 🕂					
$\leftrightarrow$ $\rightarrow$ C $$ nm	<b>bfm.cloud</b> /bfmnm/default.asp	ж				
Sherpa Budget				-		
Home 🚽	Budget Formulation		Links 👻			
STATE OF NEW MO	PA PTIONS exico - Production	S= Test		-		
Work Item	Name	Current Stage	Due	Status	Comments	Instance ID
		There are no	records available.			
Records per page: 100	*				- Records: 0 - 0 of 0	) - Pages: I 🗰 ແ 1 🔉 🔊

### 5.2. Changing Password

5.2.1. A user can change their password at any time. Expand the Home menu and click Update My Account to access the Update My Password screen.



5.2.2. Enter the current password, and the desired new password into the correct fields. Follow all State guidelines for password complexity. Click Update.

#### Update My Password

Current Password:*	
New Password:*	
Reenter New Password:*	

You will remain logged into your current session. Your new password will take effect the next time you logout of BFM.

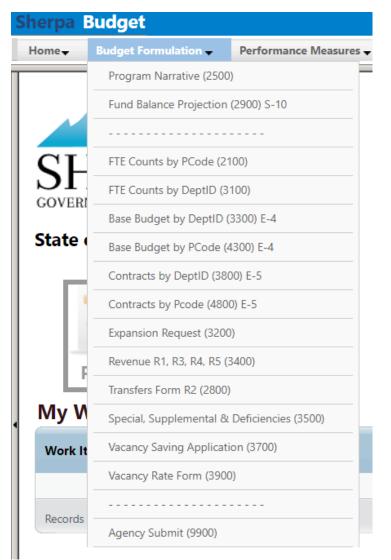
### 6. Basic Navigation

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.

### 6.1. Menu Navigation

6.1.1. Hover over any top-level menu item to see the menu options. For example, the Budget Formulation menu contains the Budget Forms available to the user.



6.1.2. Click any menu item to open.

### 6.2. Main Screen Description

All main screens (also called a "List Page") follow a similar format. The Screen or Form Title will appear on the top of the screen, followed by a search area, and finally a list of Records, with action options, below.

Home	Budget Formulation	•	PCF 🚽	Links	•		<b>A</b>		
Base B	udget - E4 (3300) 🛶	Page Title	2						
lick Search:	•								
nter search	h criteria here	Advanced Fi	ilters 🗕 Se	arch Functior	1				
cord Action									
	b.								
Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions	
Form		<b>Stage</b> 3301	PCode: P114-R				Submit	Actions Header	
Form ID	Description	-		Rows	Update	User			•
Form ID 4878	Description P114-R - Senate Chief Clerk	3301	P114-R	Rows 0	Update 7/7/2020	User u1	Submit	Header   Detail	Record Action Ar
Form ID 4878 4944	Description P114-R - Senate Chief Clerk P536-R - Museums and Historic Sites	3301 3301	P114-R P536-R	Rows 0 1544	Update 7/7/2020 2/4/2021	User u1 ralph.vincent	Submit Submit	Header   Detail Header   Detail	Record Action Ar
Form ID 4878 4944 4945	Description P114-R - Senate Chief Clerk P536-R - Museums and Historic Sites P537-R - Preservation	3301 3301 3301	P114-R P536-R P537-R	Rows 0 1544 0	Update 7/7/2020 2/4/2021 7/7/2020	User u1 ralph.vincent u1	Submit Submit Submit	Header   Detail Header   Detail Header   Detail	Record Action Ar

Records appear in a list in the Record Action area of the screen; each row in the table is an individual record. Record is a generic term that refers to a piece of data that will vary based on the screen content. On some screens, a record may be a distinct budget form instance; on other screens, a record may be a detailed budget entry or line item. In the example below, each record shown in the list is a Base Budget E4 form prepared for a separate P-Code.

In the bottom right corner of the Record Action list, the total number of records is displayed.

Enter search c	riteria here Sho	w Advanced F	ilters					
Add New								
Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4867	P001-R - Administration	3302	P001-R	8	1/29/2021	caitlyn.wan	Submit	Header   Detail   Delete
4868	P002-R - Public Health	3301	P002-R	1527	2/19/2021	chuck.hulem@s	Submit	Header   Detail   Delete
4869	P003-R - Epidemiology and Response	3301	P003-R	3	11/2/2020	ralph.vincent	Submit	Header   Detail   Delete
4870	P004-R - Laboratory Services	3301	P004-R	5	2/18/2021	ralph.vincent	Submit	Header   Detail   Delete
4871	P005-R - Program Area 5 - Behav. Hlth	3301	P005-R	6	1/4/2021	ralph.vincent	Submit	Header   Detail   Delete
4872	P006-R - Facilities Management	3301	P006-R	3	11/2/2020	ralph.vincent	Submit	Header   Detail   Delete
4873	P007-R - Developmental Disabilities Support	3301	P007-R	1349	2/8/2021	nicole.romero	Submit	Header   Detail   Delete
4874	P008-R - Health Certification Licensing and Oversight	3301	P008-R	0	7/7/2020	u1	Submit	Header   Detail   Delete
4875	P020-R - OWTD Operations Program	3301	P020-R	0	7/7/2020	u1	Submit	Header   Detail   Delete
4876	P100-R - Legislative Finance Committee	3302	P100-R	113	2/11/2021	david.abbey	Submit	Header   Detail   Delete
4877	P111-R - Legislative Council Service	3301	P111-R	0	2/6/2021	david.abbey	Submit	Header   Detail   Delete
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	7/7/2020	u1	Submit	Header   Detail   Delete
4879	P115-R - House Chief Clerk	3301	P115-R	0	7/7/2020	u1	Submit	Header

### 6.3. Page Through Records

records.

6.3.1. Click on the on the double arrow [IMI] (next page) to advance to the next page of records or double arrow with an end line 💹 (last page) to page through to the end of the available

Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	7/7/2020	u1	Submit	Header   Detail
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
4946	P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
4947	P540-R - Program Support	3301	P540-R	0	7/7/2020	u1	Submit	Header   Detail
5081	P761-R - Arts	3301	P761-R	0	7/7/2020	u1	Submit	Header   Detail
Records pe	er page: 50 😽						- Records: 6	- Page: 🙌 🙌 1 🛞 🙌

- 6.3.2. Records per page is displayed in the lower left-hand corner of the Record Action area. The default setting is 50 records. With this setting, up to 50 records will be displayed, depending on how many records are available.
- 6.3.3. To change the number of records displayed, click down arrows next to the *Records per Page* number and select the number of records to display.

nter search	h criteria here	Advanced Fi	lters					
ord Action	5:							
Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	7/7/2020	u1	Submit	Header   Detail
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
4946	P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
4947	P540-R - Program Support	3301	P540-R	0	7/7/2020	u1	Submit	Header   Detail
5081	P761-R - Arts	3301	P761-R	0	7/7/2020	u1	Submit	Header   Detail
Records p	er page: 50 😻						- Records: 6	- Page: 🙌 📢 1 🧰

### 6.4. Quick Search

Base Budget - E4 (3300)

The Quick Search function allows users to narrow the list of records that appear in the Records Action area, instead of paging through records. Quick Search will search for text or numbers that appear in the Records Action non-data columns. For the example below, a user could search by Form ID, any text or number from the Description, Stage, or PCode. A user could even search by the last updated or last user who updated the form. Quick Search supports partial numbers or text. Quick Search does not search amount fields (dollars) or content in the record header or detail.

#### Base Budget - E4 (3300)

Quick Search: Enter search	criteria here	Advanced Fi	ilters					
Record Actions								
Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	2/20/2021	enduser	Submit	Header   Detail
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
4946	P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
4947	P540-R - Program Support	3301	P540-R	0	7/7/2020	u1	Submit	Header   Detail
5081	P761-R - Arts	3301	P761-R	0	7/7/2020	u1	Submit	Header   Detail
Records pe	er page: 50 😵						- Records: 6	- Page: 🙌 🕂 1 📦 🗃

6.4.1. Type text or numbers 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: Search by text**

#### Search: "Serv"

**Result:** All records that include the text "serv" including Preservation and Library Services.

Base Bu	ıdget - E4 (3300)							
Quick Search:								
serv		Show Advanced Fil	ters					
Record Actions:								
Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
4946	P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
Records per	r page: 50 😵						- Records: 2 -	Page: 🙌 📢 1 📦 🚧

### Example 2: Search by number

Search: "536" Result: Record that contains 536.

ck Search:								
6	Show	Advanced Filte	ers					
ard Actions:								
ord Actions:								
ord Actions: Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions

### 6.5. Advanced Search Filters

Most BFM screens will have a *Show Advanced Filters* option. This allows searching on every column in the Records Action list, or table.

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#### 6.5.1. Click Show Advanced Filters.

Base Budget - E4 (3300)		
Quick Search: Enter search criteria here	Show Advanced Filters	

#### 6.5.2. A filter appears at the bottom of the table for every column.

Quick Search:

Show Quick Search

#### Record Actions:

Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	2/20/2021	enduser	Submit	Header   Detail
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
4946	P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
4947	P540-R - Program Support	3301	P540-R	0	7/7/2020	u1	Submit	Header   Detail
5081	P761-R - Arts	3301	P761-R	0	7/7/2020	u1	Submit	Header   Detail
No Fill 💙	No Filter 😽	No F 🐱	No Filter 😽	No 💙	No Filter 🐱	No Filter 😽		
Records per	page: 50 🛛 😻				- Apply Filt	er   Hide Filter	- Records: 6	- Page: 🙌 📢 1 📦 🙀

6.5.3. When searching text fields, the following options are available:



6.5.4. When searching check boxes, *equal to* is the only option. Equal to **1** means the box is checked and equal to **0** means the box is not checked.

1	No	Filte
1	>>	No Filter
	>>	Equal To

6.5.5. Click *Apply Filter* at the bottom when ready to search.

Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
P114-R - Senate Chief Clerk	3301	P114-R	0	2/20/2021	enduser	Submit	Header   Detail
P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
P540-R - Program Support	3301	P540-R	0	7/7/2020	u1	Submit	Header   Detail
P761-R - Arts	3301	P761-R	0	7/7/2020	u1	Submit	Header   Detail
Contains 😵	No F 💝	No Filter 😽	No 🛠	No Filter 🛛	No Filter 😵		
	P114-R - Senate Chief Clerk P536-R - Museums and Historic Sites P537-R - Preservation P539-R - Library Services P540-R - Program Support P761-R - Arts Contains	P114-R - Senate Chief Clerk       3301         P536-R - Museums and Historic Sites       3301         P537-R - Preservation       3301         P539-R - Library Services       3301         P540-R - Program Support       3301         P761-R - Arts       3301         Contains       No F	P114-R - Senate Chief Clerk       3301       P114-R         P536-R - Museums and Historic Sites       3301       P536-R         P537-R - Preservation       3301       P537-R         P539-R - Library Services       3301       P539-R         P540-R - Program Support       3301       P540-R         P761-R - Arts       3301       P761-R         Contains       No F¥       No Filter	P114-R - Senate Chief Clerk         3301         P114-R         0           P536-R - Museums and Historic Sites         3301         P536-R         1544           P537-R - Preservation         3301         P537-R         0           P539-R - Library Services         3301         P539-R         0           P540-R - Program Support         3301         P540-R         0           P761-R - Arts         3301         P761-R         No Filter         No Filter	P114-R - Senate Chief Clerk         3301         P114-R         0         2/20/2021           P536-R - Museums and Historic Sites         3301         P536-R         1544         2/4/2021           P537-R - Preservation         3301         P537-R         0         7/7/2020           P539-R - Library Services         3301         P539-R         0         7/7/2020           P540-R - Program Support         3301         P540-R         0         7/7/2020           P761-R - Arts         3301         P761-R         0         7/7/2020           Contains         No Filter         No Filter         No Filter         No Filter	P114-R - Senate Chief Clerk         3301         P114-R         0         2/20/2021         enduser           P536-R - Museums and Historic Sites         3301         P536-R         1544         2/4/2021         ralph.vincent           P537-R - Preservation         3301         P537-R         0         7/7/2020         u1           P539-R - Library Services         3301         P539-R         0         7/7/2020         u1           P540-R - Program Support         3301         P540-R         0         7/7/2020         u1           P761-R - Arts         3301         P761-R         0         7/7/2020         u1           Contains         No Filter         No Filter         No Filter         No Filter         No Filter         No Filter         No Filter	P114-R - Senate Chief Clerk         3301         P114-R         0         2/20/2021         enduser         Submit           P536-R - Museums and Historic Sites         3301         P536-R         1544         2/4/2021         ralph.vincent         Submit           P537-R - Preservation         3301         P537-R         0         7/7/2020         u1         Submit           P539-R - Library Services         3301         P539-R         0         7/7/2020         u1         Submit           P540-R - Program Support         3301         P540-R         0         7/7/2020         u1         Submit           P761-R - Arts         3301         P761-R         0         7/7/2020         u1         Submit           Contains         No Filter         No Filter         No Filter         No Filter         No Filter         No Filter

6.5.6. To remove the Advanced Filter and restore the Quick Search function, click *Show Quick Search* at the top of the screen.

### Base Budget - E4 (3300)

orm D	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
878	P114-R - Senate Chief Clerk	3301	P114-R	0	2/20/2021	enduser	Submit	Header   Detail
944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
946	P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
947	P540-R - Program Support	3301	P540-R	0	7/7/2020	u1	Submit	Header   Detail
081	P761-R - Arts	3301	P761-R	0	7/7/2020	u1	Submit	Header   Detail

### 7. Budget Forms Overview

All budget forms have the same basic components, which are outlined in the table below. Depending on the information that needs to be provided by the Agencies during the budget process, the structure of each form may be slightly different. Forms may not use all elements, and in some cases some elements may be labeled differently for specific forms, as noted in the table. Detailed descriptions and click-by-click instructions for each form element are provided in subsequent sections of this document.

Form Element	Purpose	Detailed Description
Form List	Shows all budget forms available based on security profile; allows users to create new budget forms where appropriate	Section 8.1 <u>Budget Form List Page</u>
Header Tab	Contains general information about the form instance such as organizational unit (i.e., Agency, PCode, and/or Department ID) and form name	Section 8.2 <u>Header Tab</u>
Detail Tab	Contains detailed budget request including fund, account, amount, and justification text; labeled as Expenditures, Request, Revenues, or Transfers, and Measure(s) on corresponding forms	Section 8.3 <u>Detail Tab</u>
Export / Import	BFM feature that allows for budget form export to an Excel spreadsheet; users can enter data into the spreadsheet then import it back into the system to populate the form	Section 8.4 <u>Excel Export/Import</u>

Form Element	Purpose	Detailed Description
Position Tab	Contains detailed position and employee data; allows system to project personnel costs; tab is only available to end users on the Expansion Request form	Section 10.3 <u>Position Tab</u>
Attachments Tab	Allows for files (PDF, Word, and Excel) to be uploaded as attachments on forms	Section Error! Reference source not found. <u>Attachments Tab</u>
Narrative Tab(s)	Contains text fields to enter detailed narrative descriptions, also called Explanation Tab	Section 10.8 Explanation Tab

### 8. Base Budget E-4

BFM has two options for Base Budget E-4 forms: Base Budget by DeptID form 3300 and Base Budget by PCode form 4300. Agencies will select one form, either by DeptID 3300 or by PCode 4300, for each PCode to complete and submit for appropriations request.

### Base Budget E-4 by Department ID, form 3300

The Base Budget by Department ID form will display data at the Department ID level, or level 4 in the hierarchy explained below. Data from SHARE that exists below level 4 will roll up to level 4 in the form.

Level	Name	Name / Format	Description
1	All	ALL	Highest level of hierarchy, contains all Agencies
2	Agency	5 digit code (50500)	
3	Roll Up	P+3 digit code-R (P536-R)	Roll up level for all data level 4 and below
	PCode	P+3 digit code (P536)	
4	Department	10 digit Department ID + 5 digit Agency ID (300000000-50500)	
5		10 digit Department ID + 5 digit Agency ID (301000000-50500)	Rolls up to Department, level 4

50500 - Cultural Affairs Department Level 2 P536-R - Museums and Historic Sites Level 3 P536 - Museums and Historic Sites Level 4
😑 📄 300000000-50500 - National Hispanic Cultural Cen Level 4
B 3001000000-50500 - NHCC Administration Level 5

### Base Budget E-4 by PCode, form 4300

The Base Budget by PCode will display data at the PCode Roll Up level 3.

### 8.1. Budget Form List Page

The follow sections provide detailed instructions for navigation and actions for the Base Budget form(s). The functions and features outlined in these sections will be available in other budget forms as well.

8.1.1. Select the appropriate Base Budget E-4 form (either Base Budget by Dept ID 3300 or Base Budget by PCode 4300) from the Budget Formulation menu. This user guide shows screenshots for the Base Budget by DeptID (3300) form, but the instructions apply to both forms.

Sherpa Budget			
Home 🚽	Budget Formulation	-	PCF
	Program Narrative (2500)		
	Fund Balance Projection (2900) S-10		
SHE	Base Budget by DeptID (3300) E-4		
GOVERNMENT S	Base Budget by PCode (4300) E-4		
GOVERIUMENT S	Contracts (3800) E5		
State of New	Expansion Request (3200)		

8.1.2. Select an available form from the main Budget form screen or "List Page." This page will return a form for each agency or program based on your security. If there are no agencies or programs assigned for your security role, this list will be blank. If you believe there is an error in the list of agencies or programs available in your list, then contact the BFM Administrator to update your security role.

ter searc	h criteria here Show	Advanced Fi	Iters					
ord Action	15:							
Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	2/20/2021	enduser	Submit	Header   Detail
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail
4946	P539-R - Library Services	3301	P539-R	0	7/7/2020	u1	Submit	Header   Detail
4947	P540-R - Program Support	3301	P540-R	0	7/7/2020	u1	Submit	Header   Detail
5081	P761-R - Arts	3301	P761-R	0	7/7/2020	u1	Submit	Header   Detail

#### Most budget forms contain two Action options

- Header will open a tab that contains general and narrative data
- Detail will open a tab that contains budget data

Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	2/20/2021	enduser	Submit	Header   Detail
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header   Detail
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	(Header)   (Detail)

8.1.3. To edit a form, users can click the *Header* or *Detail* buttons on the right side of the list.

### 8.2. Header Tab

The Header tab contains general data for the form instance. From the Header tab, you can navigate to other form tabs including Expenditure (or Detail) and Attachments.

33	300	Base Budget - E4 (3300)	P536-R - Museums and Historic Sit	
		5 ( )	P536-R - Museums and Historic Sit	P536-R
de:*	PCode:			
	P536-R			
/	Museums a	nd Historic Sites		
Header		Expenditures	Attachments	
Name:	P536-R - Museums and	d Historic Sites		
Notes:				
Notes:				

**Tip:** Depending on computer screen size and resolution, sometimes budget forms may not appear centered on your screen. If you need to reposition the budget form, move the cursor to the blue bar at the top of the screen. The cursor symbol will change to a cross; then click and drag the form to the desired position.

Budget For	m Header			
Comment History		Close		
Instance ID	Form Definition	Definition Name	Name	PCode
6727	3300	Base Budget by DeptID - E4 (3300)	P536-R - Museums and Historic Sit	P536-R

The Header tab data includes the PCode, Agency or Program Name, the Stage Code or workflow step, and a Notes field. To add Notes to the form, enter text into the field and click *Save*.

istance ID 944	Form Defi	nition	Definition Name Base Budget - E4 (3300)	Name P536-R - Museums and Historic Site	PCode P536-R
Stage Code: 3301 Initial Entry		PCode: P536-R Museums and	Historic Sites		
	Header		Expenditure	Attachments	
Na	me: (P536-R	- Museums and H	Historic Sites		
Na	me: P536-R	- Museums and H	distoric Sites		
Na	me: P536-R	- Museums and H	listoric Sites		
	ne: P536-R	- Museums and F	listoric Sites		

#### 8.2.1. Comments

Click *Comment History* in the upper left corner to view any existing comments for the record.

Budget Form	Header	
Comment History	Comment Submit	Close

The Budget Form Comments screen will display all comments for the record. These comments are view only and cannot be edited. Click *Close* to return to the Header tab.

Budget Form Comments Close							
Comment Type	٥	Comment Text	٢	Comment Date	٢	User	
1		test		2/21/2021 11:46:01 AM		enduser	
1		Example Comment		2/21/2021 11:43:03 AM		enduser	

To add a comment to the form, from the Budget Form Header tab, click **Comment**.

Budget Form	Header		
Comment History	Comment	Submit	Close

On the Budget Form Comments screen, select *General* the Comment Type\* drop down. Enter comment text into the field. Click *Add Comment* to save. These comments will appear in the Comment History. Comments cannot be edited or deleted by end users.

a Comment	
Comment Type:*	Add Comment Cancel
Comment:	

Click *Submit* will advance the form to the next step in the form workflow. This will be covered

### 8.3. Detail Tab

The Detail or Expenditures tab contains detailed budget request. Navigate to the Detail tab by clicking the Detail button on the budget form main screen.

Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4878	P114-R - Senate Chief Clerk	3301	P114-R	0	2/20/2021	enduser	Submit	Header   Detail
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header Detail
4945	P537-R - Preservation	3301	P537-R	0	7/7/2020	u1	Submit	Header   Detail

A user can also navigate to the budget data details by clicking the Expenditures tab from the Budget Form Header tab. 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.

Budget For Comment Histor		nit Close		
Instance ID	Form Definition	Definition Name	Name	PCode
4944	3300	Base Budget - E4 (3300)	P536-R - Museums and Historic Sit	P536-R
Stage Code: 3301 Initial Entry	P536-I			
	Header	Expenditures	Attachments	
Na	ame: P536-R - Museums	and Historic Sites		

The budget form will load and the budget lines will be displayed.

	Export	(Import) (Refr	esh															
ID	Form	PCode:			Form Nar	me Perso	nnel	Contractual	Other	Ot	her Uses	Total Request						
727	3300	P536-R - Museum	is and Histor	ric Sites	Base Budg	et by DeptiD (330	\$0	\$20,000		\$1,000	\$0	\$20,00	0					
rick Sea	rchi																	
inter s	earch criter	ia here																
tions:		_																
Add N	ew)(Cop	y)																
Row	Audit	Department	Frend	Cat		Account Name	2018-19	2019-20	2019-20 Revised	2019 - 20	PCF Proj Less Applied	2020-21 GF	2020-21 OSF	2020-21 ISF/IAT	2020-21 FF	2020-21 Total		
low	Trail	Department	Fund	Cat	Account	Account Name	Actuals	Adopted Budget	Budget	2019 - 20 Opbud*	Vac Savings	Request*	Request*	Request*	Request*	Request	Justification*	
5	۰.	P536	19300	C200	520000	Payroli	0	20,172,100	21,841,700	0	\$0	0	0	0	0	0		
6	<u>~</u>	P536	19300	C400	540000	Other Expenses	0	5,166,900	5,869,964	0	\$0	0	0	0	0	0		
7	~	P536	19400	C400	540000	Other Expenses	0	505,700	583,438	0	\$0	0	0	0	0	0		
8	<u></u>	P536	25600	C400	540000	Other Expenses	0	26,800	26,800	0	\$0	0	0	0	0	0		
9	2	P536	53000	C400	540000	Other Expenses	0	0	687,713	0	\$0	0	0	0	0	0		
0	∿_	P536	61200	C400	540000	Other Expenses	0	1,000	1,000	0	\$0	0	0	0	0	0		
1	о <b>.</b>	P536	89900	C400	540000	Other Expenses	0	43,700	123,700	0	\$0	0	0	0	0	0		
	∿.	300000000-50500	19301	C200	520100	Exempt Perm Positions P/T&	50,161	0	0	0	\$1,235,880	0	0	0	0	0		
	~	300000000-50500	19301	C200	520200	Term Positions	74,344	0	0	0	\$31,230	0	0	0	0	0		
þ	~	300000000-50500	19305	C200	520200	Term Positions	231,708	0	0	0	\$338,872	0	0	0	0	0		
	<u>_</u>	300000000-50500	19301	C200	520300	Classified Perm Positions F/T	1,130,055	0	0	0	\$150,632	0	0	0	0	0		
	<u>_</u>	300000000-50500	19301		520500	Temporary Positions F/T & P	2,268	0	0	0	\$0	0	0	0	0	0		
	~	300000000-50500	19305	C200	520500	Temporary Positions F/T & P	55,232	0	0	0	\$28,121	0	0	0	0	0		
	<u>~</u>	300000000-50500	19301	C200	520600	Paid Unused Sick Leave	3,379	0	0	0	\$0	0	0	0	0	0		
5	<u>_</u>	300000000-50500	19301	C200	520700	Overtime & Other Premium	11,509	0	0	0	\$0	0	0	0	0	0		

## The top table shows a read-only summary of the budget request by Category. The columns are described below.

Budg	Budget Form Lines										
Close	Close Export (Import) (Refresh)										
ID	Form	PCode:	Form Name	Personnel	Contractual	Other	Other Uses	Total Request			
6727	3300	P536-R - Museums and Historic Sites	Base Budget by DeptID (330	\$0	\$20,000	\$1,000	\$0	\$20,000			

Screen:	Base Budget by Dept ID E4 3300 Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID

Screen:	Base Budget by Dept ID E4 3300 Budget Form Lines
Field (Column Name)	Description
Form	Read Only. Form number
PCode	Read Only. PCode and Program Name
Form Name	Read Only. Form Name
Personnel	Read Only. Total for C200 Personal Service & Employee Benefits
Contractual	Read Only. Total for C300 Contractual Services (from Contracts E5 3800
	form)
Other	Read Only. Total for C400 Other
Other Uses	Read Only. Total for C500 Other Financing Uses
Total Request	Read Only. Total request amount

The second table contains the budget request data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the Base Budget E4 by Department ID Form 3300.

Row	Audit Trail	Department	Fund	Cat	Account	Account Name	2018-19 Actuals	2019-20 Adopted Budget	2019-20 Revised Budget	2019 - 20 Opbud*	PCF Proj Less Applied Vac Savings	2020-21 GF Request*	2020-21 OSF Request*	2020-21 ISF/IAT Request*	2020-21 FF Request*	2020-21 Total Request	Justification*	
835	<u></u>	P536	19300	C200	520000	Payroll	0	20,172,100	21,841,700	0	\$0	0	0	0	0	0		1 -
836	<u></u>	P536	19300	C400	540000	Other Expenses	0	5,166,900	5,869,964	0	\$0	0	0	0	0	0		Z .
837	٥.	P536	19400	C400	540000	Other Expenses	0	505,700	583,438	0	\$0	0	0	0	0	0		1
838	<u></u>	P536	25600	C400	540000	Other Expenses	0	26,800	26,800	0	\$0	0	0	0	0	0		1
839	<u></u>	P536	53000	C400	540000	Other Expenses	0	0	687,713	0	\$0	0	0	0	0	0		<b>Z</b>
840	<u></u>	P536	61200	C400	540000	Other Expenses	0	1,000	1,000	0	\$0	0	0	0	0	0		Ζ.
841	٥.	P536	89900	C400	540000	Other Expenses	0	43,700	123,700	0	\$0	0	0	0	0	0		Z .
1	<u></u>	300000000-50500	19301	C200	520100	Exempt Perm Positions P/T&	50,161	0	0	0	\$1,235,880	0	0	0	0	0		Z
2	<u></u>	300000000-50500	19301	C200	520200	Term Positions	74,344	0	0	0	\$31,230	0	0	0	0	0		Z
50	<u></u>	300000000-50500	19305	C200	520200	Term Positions	231,708	0	0	0	\$338,872	0	0	0	0	0		<b>Z</b>
3	<u></u>	300000000-50500	19301	C200	520300	Classified Perm Positions F/T	1,130,055	0	0	0	\$150,632	0	0	0	0	0		Z
4	<u></u>	300000000-50500	19301	C200	520500	Temporary Positions F/T & P	2,268	0	0	0	\$0	0	0	0	0	0		Z .
51	o	300000000-50500	19305	C200	520500	Temporary Positions F/T & P	55,232	0	0	0	\$28,121	0	0	0	0	0		Z .
5	٥.	300000000-50500	19301	C200	520600	Paid Unused Sick Leave	3,379	0	0	0	\$0	0	0	0	0	0		Z
6	o.,	300000000-50500	19301	C200	520700	Overtime & Other Premium	11,509	0	0	0	\$0	0	0	0	0	0		× .
Records	- Records 1 - 50 of 841 - Pagers 🕊 🕊 🦿 1 🕨 🦗										» (»)							

Screen:	Base Budget by Dept ID E4 3300 Budget Form Lines
Field (Column Name)	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.
Department	Read Only. Contains PCode Number.
Department Name	Read Only. This column is minimized, use double arrows to expand to see.
Fund	Read Only. Budget line for Fund
Fund Name	Read Only. This column is minimized, use double arrows to expand to see.
Cat	Read Only. Budget line for Category code
Account	Read Only. Budget line for Account
Account Name	Read Only. Budget line for Account Name
20XX-XX Actuals	Read Only. Budget line for previous year Actuals data from SHARE
20XX-XX Adopted	Read Only. Budget line for current year Adopted Budget data from SHARE
Budget	

Screen:	Base Budget by Dept ID E4 3300 Budget Form Lines
Field (Column Name)	Description
20XX-XX Revised	Read Only. Budget line for current year Revised Budget data from SHARE
Budget	
20XX-XX OpBud*	Data Entry Column. Enter current year Operating Budget at the Dept ID /
	PCode level
	Note: During the first year of using BFM, users must enter this amount. In
	future years, this will be pre-populated based on previous year's form data.
PCF Proj Less Vac	Read Only. Budget line for Personnel Cost Forecasting (PCF) amount less the
Savings	Vacancy Savings calculated in Form 3700
20XX-XX GF	Data Entry Column. Enter General Fund request
Request*	
20XX-XX OSF	Data Entry Column. Enter Other State Funds request
Request*	
20XX-XX ISF/IAT	Data Entry Column. Enter Internal Service Funds / Interagency Transfer
Request*	request
20XX-XX FF Request*	Data Entry Column. Enter Federal Funds request
20XX-XX Total	Read Only. Sum of data entry requests columns.
Request	
Justification*	Entry Column. Enter text justification
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

#### **Chart of Account Dimension Names**

To reduce clutter on the data entry screen, some columns will be minimized to hide Chart of Account dimension names. These columns can be expanded to reveal the Chart of Account dimension names if needed. In the screenshot below, the blank spaces in the budget grid can be pulled to the right to reveal the names of the dimensions.

Row	Audit Trail	Department	Gament Contract Cont	Cat	Account	Account
4	0	p114	61200	C200	520000	Payroll
3	<u></u>	p114	19300	C200	520000	Payroll
2	0	p114	00000	C200	520000	Payroll
1	<u></u>	p114	0	C200	520000	Payroll
5	0	P114	61200	C400	540000	Other Exp
6	<u></u>	P114	61200	C400	546610	DOIT Tele

The screenshot below shows the Department Name and Fund Name columns expanded.

Row	Audit Trail	Department	Department Name	Fund	Fund Name	Ca
1851		P536	Museums and Historic Sit	19300	Office Of Cultural Affairs	C2
1855	٥.	P536	Museums and Historic Sit	53000	DCA ENTERPRISE FUND	C4
1852	٥.	P536	Museums and Historic Sit	19300	Office Of Cultural Affairs	C4
1856	۵.	P536	Museums and Historic Sit	61200	Bartlett Trust Fund	C4
1854	0	P536	Museums and Historic Sit	25600	DCA Museum Collections Fund	C4
1853	0	P536	Museums and Historic Sit	19400	15% St Mus Adm Fees/Fac Rental	C4
1857	0.	P536	Museums and Historic Sit	89900	Farm&Ranch Registration Plate	C4

### 8.4. Excel Export/Import

BFM provides the ability for users to export and import budget forms via an Excel spreadsheet. This can streamline the budget data entry process, as formulas and other Excel tools can be leveraged to populate the budget form. In general, a user will export the budget form from BFM, make changes in Excel, and then import the spreadsheet back into BFM.

**Important Note:** The spreadsheet imported into BFM must follow the same format as the BFM export spreadsheet, that is the columns must match the same columns as on the BFM budget form. Below are 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.

The instructions below show a click-by-click guide for how to export, update, and import the spreadsheet.

8.4.1. Go to Budget Formulation / Select the budget form.

8.4.2. Select the form instance you wish to update.

8.4.3. Click *Detail* (or navigate from the Header)

lick Search:								
inter search	criteria here Show	Advanced Fi	Iters					
cord Actions	:							
Form	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
Form	•	<b>Stage</b> 3301	PCode: P536-R				Submit	Actions Header Detail

8.4.4. At the top of the page, click *Export*. If you do not see an Export button, that form may not allow for Imports.

_		get Forn							
	lose	Export	Import Refresh						
	D	Form	PCode:	Form Name	Personnel	Contractual	Other	Other Uses	Total Request
6	5465	3300	P536-R - Museums and Historic Sites	Base Budget - E4 (3300)	\$0	\$20,000	\$0	\$0	\$0

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**.

8.4.5. Click *Open*.

4	<u>_</u>	300100000-5050	0	19301	C200	520300	Classified P	erm Positio
36	<u></u>	300100000-5050	0	19305	C200	520500	Temporary	Positions F/
5	<u></u>	300100000-5050	0	19301	C200	520600	Paid Unuse	d Sick Leave
37	0.	300100000-5050		Open				Other Prer
Records	per page:	50 🛛 🕹		Always	s open	files of this	s type	
				Show	in folde	r		
				Cance	I			
🔊 Fo	ormExpo	rt_3300xlsx	~					1

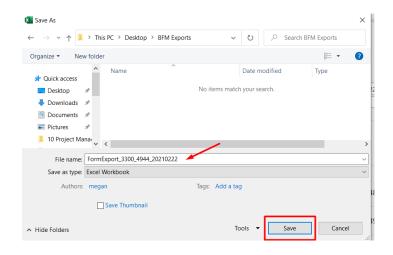
8.4.6. An Excel spreadsheet will open. There will be a yellow **'Protected View'** ribbon at the top of the spreadsheet. Click the **Enable Editing** button.

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.

<b>B</b> 9 '	9° D	≂ Form	Export_3300_	6465_20210308 (1) - Protected View •			₽ Search				🛕 mega	an.kregor@sherpagov.com	M 🗉 –	a x
File H	lome Inse	rt Draw Page Layout F	ormulas	Data Review View Help		_							음 Share 👳	
PROTE	CTED VIEW B	e careful—files from the Internet can co	ontain viruses	. Unless you need to edit, it's safer to stay	in Protecter	d View	Enable Editing							×
A1	* 1 🤇	< 🗸 🎜 Department				_								
4	А	в	с	D	E	F	G	н	1	1	к	L	M	
1 Departn	nent	Department Name	Fund	Fund Name	Cat	Account	Account Name	2018-19 Actuals	2019-20 Adopted Budget	2019-20 Revised Budget	2019 - 20 Opbud	2020-21 PCF Projection	2020-21 GF Request	* 2020-21
2 P536		Museums and Historic Sites	19300	Office Of Cultural Affairs	C200	520000	Payroll		20,172,100	21,841,700	C		0	0
3 P536		Museums and Historic Sites	19300	Office Of Cultural Affairs	C400	540000	Other Expenses		5,166,900	5,869,964	C	1	0	0
4 P536		Museums and Historic Sites	19400	15% St Mus Adm Fees/Fac Rental	C400	540000	Other Expenses		505,700	583,438	C	1	0	0
5 P536		Museums and Historic Sites	25600	DCA Museum Collections Fund	C400	540000	Other Expenses		26,800	26,800	C	1	0	0
6 P536		Museums and Historic Sites	53000	DCA ENTERPRISE FUND	C400	540000	Other Expenses		0 0	687,713	C	1	0	0
7 P536		Museums and Historic Sites	61200	Bartlett Trust Fund	C400	540000	Other Expenses		1,000	1,000	C		0	0
8 P536		Museums and Historic Sites	89900	Farm&Ranch Registration Plate	C400	540000	Other Expenses		43,700	123,700	C		0	0

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

- 8.4.7. 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.
- 8.4.8. Then click Save As.
- 8.4.9. 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. In the example below, a folder was created on the Desktop for BFM Exports.
- 8.4.10. 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.
- 8.4.11. Click in the 'Save as type:' menu and choose Excel Workbook (\*.xlsx)
- 8.4.12. Click Save



### 8.5. Update Spreadsheet with Budget Values

The spreadsheet is exported in plain text, with no formatting applied. The screenshot below shows the header row with text-wrapping so that all columns could fit in the screenshot for this document. When a user opens the spreadsheet, s/he can apply the same formatting for ease of use, if desired.

	A	B	С	D	E	F	G	H	1	J	К	L	M	N	0	P	Q	R
		Department					Account	2018-19	2019-20 Adopted	2019-20 Revised	2019 - 20	PCF Proj Less Applied Vac		2020-21 OSF	2020-21 ISF/IAT	2020-21 FF	2020-21 Total	
1 0	Department	Name	Fund	Fund Name	Cat	Account	Name	Actuals	Budget	Budget	Opbud*	Savings	Request*	Request*	Request*	Request*	Request	Justification*
2 P.	536	Museums and	19300	Office Of Cult	C200	520000	Payroll	0	20,172,100	21,841,700	0	0	0	0	0	0	0	
3 P.	536	Museums and	19300	Office Of Cult	C400	540000	Other Expense	0	5,166,900	5,869,964	0	0	0	0	0	0	0	
4 P.	536	Museums and	19400	15% St Mus Ad	C400	540000	Other Expense	0	505,700	583,438	0	0	0	0	0	0	0	
5 P.	536	Museums and	25600	DCA Museum	C400	540000	Other Expense	0	26,800	26,800	0	0	0	0	0	0	0	
6 P.	536	Museums and	53000	DCA ENTERPRI	C400	540000	Other Expense	0	0	687,713	0	0	0	0	0	0	0	
7 P.	536	Museums and	61200	Bartlett Trust	C400	540000	Other Expense	0	1,000	1,000	0	0	0	0	0	0	0	
8 P.	536	Museums and	89900	Farm&Ranch R	C400	540000	Other Expense	0	43,700	123,700	0	0	0	0	0	0	0	1
9 30	00000000-50	National Hisp	19301	Office Of Cult	C200	520100	Exempt Perm	50,161	0	0	0	1,235,880	0	0	0	0	0	
10 30	0000000-50	National Hisp	a 19301	Office Of Cult	C200	520200	Term Position	74,344	0	0	0	31,230	0	0	0	0	0	1

8.5.1. Get to know your spreadsheet.

- The spreadsheet above shows three rows of data. This is data that already exists on the form that was exported for this example. Depending on the state of your form, your spreadsheet may or may not have data.
- The columns of data consist of display columns and data entry columns, just like on the BFM form screen. Data entry columns are marked with an asterisk (\*) next to the column heading and are outlined in green in the screenshot above. Data entered in these columns will be uploaded to the system during import.
- Display columns, such as the Actuals (column H) and the Adopted, Revised, and OpBud (columns I-K), are populated by data from other sources. These columns cannot be updated, just as on the BFM form screen, and if data is entered it will be ignored when imported.
- Columns with codes can be updated through the import. In the screenshot above, code columns include Department (column A), Fund (column C), and Account (column F). Name columns, such as Department Name (column B), Fund Name (column D) and Account Name (column G) exist to help users but will NOT be considered on Import. If you change text in a name column on an existing row, the change will be ignored on import.
- If you add a new row you do NOT have to include names in the name columns. When the spreadsheet is imported, the system will auto-populate the name fields based on the codes entered in the spreadsheet.
- If you change the text in an existing code column in the spreadsheet, BFM will import the change as a new row. The existing row will remain on the form, and a new row will be added with the new code and corresponding data added in the spreadsheet.
- If you create a duplicate of an existing budget line, only the single existing row will update as the system will aggregate the information during the import process.
- The number of columns and the order of columns **cannot** change. The BFM importer 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).

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

- To **change** the request amounts in an existing row. Enter values into the data entry columns (M, N, O, P in the example). When the file is imported, BFM will load the new values.
- **To delete** data on the form, do not delete the row, instead *zero out the data* by entering a 0 in the cell. On import, the row will not be deleted, but the row will be zeroed out in the system.
- To **add justification text**, type in the columns that have text. If text exists on the export, type over the text in the cell. When the spreadsheet is imported, the previous text will be saved in the audit trail.

• To **add a new row**, insert a row in Excel. Populate the Chart of Accounts dimension codes, enter the requested amount in columns and text in Justification. Remember, you do not need to enter the Name columns (B, D, and G), as these will be auto populated by the system based on the codes entered.

1	A	В	С	D	E	F	G	н	1	J	К	L	М	N	0	Р	Q	R	
												PCF Proj Less							
	1	Department							2019-20 Adopted										
1 /	Department	Name	Fund	Fund Name	Cat	Account	Account Name	2018-19 Actuals	Budget	Budget	Opbud*	Savings	Request*	Request*	Request*	Request*	Request	Justification*	1
2	300000000-50500		19301		C400	542500					778		1000	1				Expect increase in fuel costs	
3			_		_	_													4
4																			
•	4																		

#### 8.5.3. Save your spreadsheet.

### 8.6. Import Spreadsheet

Before importing, remember the number of columns and the order of columns must be the same as the spreadsheet exported from BFM. If you have made any change to the layout of the exported spreadsheet, reformat the spreadsheet to match the original layout before attempting to import.

8.6.1. Navigate to the correct budget form that you wish to import. From the Detail (Expenditure) tab on the budget form screen, click *Import*.

Bud Close	get Fo	rm Lines	efresh											
ID	Form	PCode:			Form Nan	ne	Personnel		Contractual	Other	01	ther Uses	Total Request	
6727	3300	P536-R - Muse	ums and Historic	Sites	Base Budge	t by DeptID (330	\$0	)	\$20,000		\$0	\$0	\$20,0	00
Actions:	lew Co	ру												
Row	Audit Trail	Department	Fund	Cat	Account	Account Name	e 2018 Actu		2019-20 Adopted Budget	2019-20 Revised Budget	2019 - 20 Opbud*	PCF Proj Less Applied Vac Savings	2020-21 GF Request*	20 Re
835	۵ <b>ـ</b>	P536	19300	C200	520000	Payroll		0	20,172,100	21,841,700	0	\$0	0	
836	<u></u>	P536	19300	C400	540000	Other Expenses		0	5,166,900	5,869,964	0	\$0	0	
0.07	0	0000	40400	C 100	5 40000	ou			505 700	503.430		<i>t</i> 0		

8.6.2. Click *Browse* and find your file.

Budget Form Import
Close (Validation Results)
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.

😨 Open					×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ Th	is PC > Desktop > BFM Exports		ר אין	ch BFM Exports	;
Organize 👻 New folde	er		-		
A Quick access	Name	Date modified	Type Siz	ze	
	FormExport_3300_6727_20210311	3/11/2021 9:35 PM	Microsoft Excel W	67 KB	
🔜 Desktop 🖈	FormExport_3300_6465_20210308	3/8/2021 9:31 PM	Microsoft Excel W	52 KB	
🕂 Downloads 🖈	FormExport_3300_4944_20210222	2/23/2021 1:28 PM	Microsoft Excel W	142 KB	
🚆 Documents 📝	New	3/11/2021 9:35 PM	File folder		
📰 Pictures 🛛 🖈					
🛃 30 Designs and I					
📙 60 Training 🔍 🗸					
File n	ame: FormExport_3300_6727_20210311		✓ All Files		~
			Oper	, c	ancel

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

Budget Form Import
Close Validation Results
Browse
C:\fakepath\FormExport_3300_6727_20210311.xlsx
Load Selected File

- 8.6.4. If the font returns in black it was successful. If there are errors the screen will have text returned in a red font. Review 8.7 Import Notes and 8.8 Import Errors for assistance in resolving errors.
- 8.6.5. Click *Close* in the upper left if you are successful.

Budget For			ort								
Browse C:\fakepath\Form Load Selected File	Export	t_330	0_6727_	_20210	)311.xlsx		 	]			
Upload Completed: • 1 - Records • 0 - Severe E • 0 - Warning • 1 - Records	Read Errors Errors	ded								 	
	Fund				20 Opbud*	2020-21 GF					
300000000-50500	19301					1000		ease in fuel cost	ts		

Once you close the upload screen, you will see a *Loading...* message. The results will load shortly. The screenshot below shows the new row added to the spreadsheet in the example above. Note how the system auto-populated the Account Name field based on the Account code entered.

542500 Actions:	Add New) (Copy)																		
Row	Audit Trail	Department	Fund	Cat	Account	Account Name	/	2018-19 Actuals	2019-20 Adopted Budget	2019-20 Revised Budget	2019 - 20 Opbud*	PCF Proj Less Applied Vac Savings	2020-21 GF Request*	2020-21 OSF Request*	2020-21 ISF/IAT Request*	2020-21 FF Request*	2020-21 Total Request	Justification*	
17	۰ <b>.</b>	300000000-50500	19301	C400	542500	Transp - Fuel & Oil		778	0	0	800	\$0	1,000	0	0	0	1,000	Expect increase in fuel costs	× .
99	~	400000000-50500	19301	C400	542500	Transp - Fuel & Oil		7,379	0	0	0	\$0	0	0	0	0	0		Z .
183	o.,	420000000-50500	19301	C400	542500	Transp - Fuel & Oil		972	0	0	0	\$0	0	0	0	0	0		1
291	<u></u>	430000000-50500	19305	C400	542500	Transp - Fuel & Oil		1,204	0	0	0	\$0	0	0	0	0	0		1

### 8.7. Import Notes

#### Leading Zeros

For some Line Sequence codes, leading zeros can be dropped by Excel. If your Line Sequence is 0002, the spreadsheet will show just 2 in many cases. This is ok. The import will add leading zeros back to the value so you can make your entries using just the 2 value.

#### **Incomplete Files**

You can load just one row or a series of rows and it will not harm existing rows. For example, you uploaded a 400 row spreadsheet three days ago, but someone may have made changes in BFM. You can Export/ Import or simply create an import file with the 3 rows that changed and import the smaller spreadsheet. It will apply the deltas to those new rows and leave all other rows remain untouched.

### 8.8. Import Errors

The below spreadsheet has invalid Department, Fund, and Account codes.

	А	В	С	D	E	F	G	Н
1	Department	Department M	Fund	Fund Name	Cat	Account	Account Name	2018
2	536		19300			520000		
3	p536	-	123456			520000		
4	p536		19300			5200		
5	P536	Museums and	19300	Office Of Cultural A	C200	520000	Payroll	
6	P536	Museums and	53000	DCA ENTERPRISE F	C400	540000	Other Expenses	
7	P536	Museums and	19300	Office Of Cultural A	C400	540000	Other Expenses	
8	P536	Museums and	61200	Bartlett Trust Fund	C400	540000	Other Expenses	
9	P536	Museums and	25600	DCA Museum Colle	C400	540000	Other Expenses	
10	D526	Museums and	10/00	15% St Mue Adm Fe	C400	540000	Other Evnenses	

When you attempt to import a file that has any invalid codes or data, you will see an **Upload Failed** in red font with associated notes.

Budget Form Import	
Close Validation Results	
Browse	
C:\fakepath\errors-worksheet.xlsx	
Load Selected File	
Upload Failed:	
Troubleshooting Suggestion:	
Validation Issued Warnings or Errors - review the Validation Log	
Upload Status:	
<ul> <li>1860 - Records Read</li> <li>4 - Severe Errors</li> <li>0 - Warning Errors</li> <li>0 - Records Uploaded</li> </ul>	
NOTE:	
1860 records were imported from the Excel file selected but NO RECORDS WERE UPLOADED. Validation encounted severe errors with one or elements.	more data

8.8.1. Click on Validation Results button in the upper left.

Budget Form Import	
Close Validation Results	
Browse	
C:\fakepath\errors-worksheet.xlsx	
Load Selected File	
Upload Failed:	
Troubleshooting Suggestion:	

8.8.2. Review the upload validation message details. Note that you may have multiple errors on one row since it failed multiple validations. In this example, Row 1 had an invalid PCode (Organization) value; Row 2 had an invalid Fund code; and Row 3 had an invalid Account.

Export Close											
Upload Row Column Name Column Value Severity Error											
1	Organization	536	Severe	The Organization entered is not valid for your security profile.							
2	Fund	123456	Severe	The Fund must exist on the Fund table and be Active and Postable.							
3	Account	5200	Severe	The Account must exist on the Account table and be Active and Postable.							
3	Account	5200	Severe	The Account code is not valid due to the filter for this budget form.							

8.8.3. Return to the spreadsheet and make your corrections.

### Invalid chart of accounts entries

**Resolution**: correct the entries or contact your BFM Administrator to have the chart of accounts added to BFM.

#### Blank rows at the end of the spreadsheet

Highlight the rows and choose Clear All. Clear all is in the Home ribbon in the upper right-hand corner, under the Clear option.

ľ	3 5 ° C · D ·	<del>,</del>	errors-worksheet	•		,	ch						🛕 m	negan.kregor@sherpagov.com 🛛 🛛 🕅	困
F	e <mark>Home</mark> Insert	Draw Page Layou	it Formulas D	ata Revi	ew View	Help									ය Sha
Pa	L Cut ↓ Cut ↓ Copy ~ ↓ Copy ~ ↓ Copy ~	Calibri         ✓         11           B         I         U         ✓         Ⅲ         ✓		= = *		Vrap Text ∕lerge & Center ∽	General \$~% <b>9</b>	v 00. 0→ 0. 00.	Cond	litional Format atting ~ Table `		Insert Delete F	ormat	∑ AutoSum × Ary ↓ Fill × Sort & Find & Clear × Filter × Select ×	Analyze Data
-	Clipboard 5	Font	rs.		Alignment	F2	Number	Гъ		Styles		Cells		Clear All	nalysis
3	p536	123456			520000									% Clear Formats	5
4	p536	19300			5200										51
5	P536	Museums and 19300	Office Of Cultural A	C200	520000	Payroll			0	20,172,100	21,841,700	C	1	<u>C</u> lear Contents	
6	P536	Museums and 53000	DCA ENTERPRISE F	C400	540000	Other Expenses			0	0	687,713	0		Clear Comments and Notes	
7	P536	Museums and 19300	Office Of Cultural A	C400	540000	Other Expenses			0	5,166,900	5,869,964	20,000	1		
8	P536	Museums and 61200	Bartlett Trust Fund	C400	540000	Other Expenses			0	1,000	1,000	C	1	Clear Hyper <u>l</u> inks	21
9	P536	Museums and 25600	DCA Museum Colle	C400	540000	Other Expenses			0	26,800	26,800	0	1	Remove Hyperlinks	
10	P536	Museums and 19400	15% St Mus Adm Fe	C400	540000	Other Expenses			0	505,700	583,438	0	1	-SX Memove Hyperinis	
11	P536	Museums and 89900	Farm&Ranch Regis	C400	540000	Other Expenses			0	43.700	123.700	(		0	

Values in a column not part of the upload, such as in column W

Highlight the cells and choose Clear All.

8.8.4. Re-import corrected file.

### 8.9. In-Line Editing – Existing Budget Entries

Budget request can be entered directly onto the screen, without using the Export/Import function described above.

- 8.9.1. Select a row to edit by either double clicking the row or clicking the Pencil icon on the right-hand side of the row.
- 8.9.2. Enter budget values or justification text into the text boxes that appear in the data entry columns,

,	2020-21 GF Request*	2020-21 OSF Request*	2020-21 ISF/IAT Request*	2020-21 FF Request*	2020-21 Total Request	Justification*	
	0	0	0	1,000	1,000		Z
	0	0	0	0	0		<ul> <li>Z</li> </ul>
	0	0	0	10,000	10,000	matching Fed funds	2
	200	200	200	200	0	funding request example	
	0	0	0	0	0		/

denoted with an asterisk (\*). Click the blue X in the last column to cancel data entry.

8.9.3. Click *Save All* in the bottom right-hand corner.

Note: Once data has been entered into the row, the entered text will be red until the data is saved.

**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**.

		Justification*	2020-21 Total Request	2020-21 FF Request*	2020-21 ISF/IAT Request*	2020-21 OSF Request*	2020-21 GF Request*	2020-21 PCF Projection	9 - 2) tail Iget
4	1		1,000	1,000	0	0	0	0	0
	/		0	0	0	0	0	0	0
	/	matching Fed funds	10,000	10,000	0	0	0	0	000
	×	funding request example	0	200	200	200	200	0	0
	/		0	0	0	0	0	0	0
	Z		0	0	0	0	0	0	0
	Z		0	0	0	0	0	0	0
	Z	test of import	1,000	0	1,000	0	0	0	0
	×		280,800	80,800	0	0	200,000	280,807	0
	Z		93,600	0	31,200	31,200	31,200	31,230	0
	×		671,100	0	223,700	223,700	223,700	223,659	0
	Z		0	0	0	0	0	0	0
	/		84,300	0	28,100	28,100	28,100	28,121	0
	1		0	0	0	0	0	0	0
	1		0	0	0	0	0	0	0

Once the data is saved, the Total Request column will be calculated by adding all request columns. **Note:** BFM will automatically perform natural rounding for all entered values to the nearest 100.

21 tion	2020-21 GF Request*	2020-21 OSF Request*	2020-21 ISF/IAT Request*	2020-21 FF Request*	2020-21 Total Request	Justification*	
0	0	0	0	1,000	1,000		× .
0	0	0	0	0	0		<u> </u>
0	0	0	0	10,000	10,000	matching Fed funds	× .
0	200	200	200	200	800	funding request example	<u> </u>
0	0	0	0	0	0		1

### 8.10. Audit Trail

Audit Trail stores the amount and text changes with the corresponding user and date timestamp. 8.10.1. Click on *Magnifying Glass* icon on a budget line.

Budg	Budget Form Lines													
Close	Export	Import Refr	esh											
ID	Form	PCode:			Form Nam	1e	Personnel	Con						
4878	3300	P114-R - Senate	Chief Clerk		Base Budge	t - E4 (3300)	\$8,000							
Actions:	Add New Copy													
4	0	p114	61200	C200	520000	Payroll		0						
3	<u></u>	p114	19300	C200	520000	Payroll		0						
2	0	p114	00000	C200	520000	Payroll		0						
1		p114	0	C200	520000	Payroll		0						
5	0	P114	61200	C400	546610	DOIT Telecommunicat	ions	0						
Records	per page:	50 😺												

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

ecord Actions	Export							
Record Type	Stage Code	Posting Code	Fiscal Year	Period 🔮	Last User 😔	Updated	Amount 🔂	Amount Justification / Comments
User Entry	3301	ISFIAT	2021	0	End User Testi	2/24/2021 10:55:21 AM	2,000.00	
User Entry	3301	OSF	2021	0	End User Testi	2/24/2021 10:48:25 AM	20,000.00	Form uploaded value by user resulting in th newly added value
· · ·	3301	clnt_txt3	2021	0	End User Testi	2/24/2021 10:55:21 AM	0.00	More needed
User Entry	5501							

#### 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 SHARE. 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.

Budget Form Expense	Budget Form/Magnifying Glass
Line History	
Field	Description
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/	For Posting Codes = clnt_txt3, this displays line text. For all other entries, this
Comments	displays the audit text.

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

# 8.11. Add New Budget Entry

8.11.1. From the Form Details (Expenditure) tab, click *Add New.* 

ID	Form	PCode:			Form Nam	e	Perso	nnel	Contr
4878	3300	P114-R - Senate	e Chief Clerk		Base Budge	t - E4 (3300)		\$8,000	
Actions:	earch criter	_							
Add N									2
Row	Audit Trail	Department	Fund	Cat	Account	Account Nan	ne	2018-19 Actuals	A
Row	Audit		<b>Fund</b> 61200	Cat C200	<b>Account</b> 520000	Account Nan	10		A
	Audit Trail	Department					1e		2 A I 0
<b>Row</b>	Audit Trail	Department	61200	C200	520000	Payroll	10		A
<b>Row</b> 4 3	Audit Trail	<b>Department</b> p114 p114	61200 19300	C200	520000 520000	Payroll Payroll	10		A

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

Budget Form Page Actions: Close	Entry - Add Ne	ew Line				
Form ID	Form Definition					
4878	3300					
Department	Justification:	ି 🛛	Account	् 🖪	Save Cancel	
2	020-21 GF Request*: (	0	Audit Text:			
20	20-21 OSF Request*:	0	Audit Text:			
2020-	21 ISF/IAT Request*: (	0	Audit Text:			
2	020-21 FF Request*: (	0	Audit Text:			]

8.11.3. Click *Select* on any of the codes in the list. Note, you can also type in the code or name in the Quick Search, wait for one second, and then select from the filtered list.

Lookup Quick Search:		Cancel
Select	Code	Name
Select	010000000-11400	Senate
Select	020000000-11400	Operations
Select	P114	Senate Chief Clerk
		Records: 1 - 3 of 3 - Pages: 🙌 📢 1 🕨 💓

- 8.11.4. Repeat for all Chart of Account dimensions in the budget form.
- 8.11.5. Enter an amount in the request field(s). **Note:** BFM will automatically perform natural rounding for all entered values to the nearest 100.
- 8.11.6. Click Save.

Pag	dget Form Entry - Add   e Actions: ose	New Line		
	Form ID Form Definit	tion		
	4878 3300			
	Department P114 Senate Chief Clerk		Account 540000	Save Cancel
	Justification:	example request		
	2020-21 GF Request*:	10000	Audit Text:	
	2020-21 OSF Request*:	0	Audit Text:	
	2020-21 ISF/IAT Request*:	0	Audit Text:	
	2020-21 FF Request*:	0	Audit Text:	

The new row will appear on your budget form.

Row	Audit Trail	Department	Fund	Cat	Account	Account Name	2018-19 Actuals	2019-20 Adopted Budget	2019-20 Revised Budget	2019 - 20 Detail Budget	2020-21 PCF Projection	2020-21 GF Request*	2020-21 OSF Request*	2020-21 ISF/IAT Request*	2020-21 FF Request*	2020-21 Total Request	Justification*
4	۰.	p114	61200	C200	520000	Payroll	0	0	0	0	0	0	0	0	0	0	mk test
3	0	p114	19300	C200	520000	Payroll	0	0	0	0	0	0	0	0	0	0	mk test
2	۰.	p114	00000	C200	520000	Payroll	0	0	0	0	0	0	0	0	4,000	4,000	mk test 2
1	0	p114	0	C200	520000	Payroll	0	0	0	0	0	0	0	4,000	0	4,000	mk test 2
5	٥.	P114	61200	C400	540000	Other Expenses	0	0	0	0	0	10,000	0	0	0	10,000	example request
6	0.	P114	61200	C400	546610	DOIT Telecommunications	0	0	0	0	0	0	20.000	2.000	0	22.000	More needed

8.11.7. To closing a Budget Form instance, click *Close* to return to the "List Page", the main screen for the budget form.

Close	Export	Import	Refresh							
ID	Form PCode: Form Name									
4878	3300	P114-R - Se	nate Chief Cle	erk	Base Bu	idget - E4 (3300)				
Enter s Actions: Add N	earch criter	_								
Actions:		_	Fund	Cat	Account	Account Name				
Actions: Add N	lew Cop	y)	<b>Fund</b> 61200	Cat C200	Account 520000	Account Name	20 Ac			
Actions: Add N Row	lew Cop Audit Trail	Department								
Actions: Add N Row	lew Cop Audit Trail	Department p114	61200	C200	520000	Payroll				

# 8.12. Delete Existing Budget Entry

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

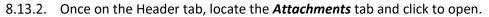
- 8.12.1. Double Click Row
- 8.12.2. Enter 0 to zero out the amount field.
- 8.12.3. Click *Save All*.
- 8.12.4. Alternatively, if a whole form needs to be zeroed out, Import/Export functionality can be used. A form can be exported, all rows set to 0, and then imported.

# 8.13. Attachments Tab

Attachments can be added to Budget Forms.

8.13.1. From the main budget form screen, or "List Page," click *Header*.

Home		•	PCF 🗸	Links	•			•
ck Search:		Advanced Fi	lters)					
	)							
	s: Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
Form ID		Stage 3301	PCode: P114-R				Submit	Actions Header
Form ID 4878	Description	-		Rows	Update	User		
Form ID 4878 4944 4945	Description P114-R - Senate Chief Clerk	3301	P114-R	Rows 19	Update 2/24/2021	User enduser	Submit	Header   Detail



nstance ID	Form Defir	ition	Definition Name	Name	PCode
378	3300		Base Budget - E4 (3300)	P114-R - Senate Chief Clerk	P114-R
Stage Code	:*	PCode:			
3301 Initial Entry		P114-R Senate Chie	f Clerk		
initial Entry		Senate enie			
	Header		Expenditures	Attachments	
N	ame: P114-R	- Senate Chief C	Clerk		
N					
N	otes:				
N	otes:				

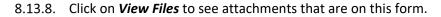
#### Budget Header – Attachments tab

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 your BFM Administrator to request additional file types to be added.

Instance ID For	rm Definition	Definition Name	Name	Agency	Decision Unit
2498 310	00 .	4.3 / 12.0 Supplements & Line Items (3100)	CSC Carryover Request	140	12.0x
Stage Code:*	Agency:	Decision Unit:			
Stage 1	State Controller	Line Item Request Narrative	Attachments		

- 8.13.3. Click the *Attachments* tab.
- 8.13.4. Click the *Upload File(s)* button
- 8.13.5. Click **Browse For Files** 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.
- 8.13.6. Select the file to attach. Currently Word, Excel, and PDF are supported file types.
- 8.13.7. Click Upload button. You will get a confirmation when your file uploads.

Budget Form Doo	cument Attachments	
Close	Browse for files, Select files up to 50mb in size, and click Upload	
Upload File(s)	[ No Files Selected ]	Browse For Files
View File(s)	Upload	



Budget Form Docu	Budget Form Document Attachments										
Close	ID	¢	File Name	٥	Description	٥	Modify Data				
Upload File(s)	70		Example-attachment-word.docx ver: (20210224T18565	1)	location://fileimptemp/Example-attachment- word.docx		Delete				
View File(s)											

#### 8.14. Submit Budget Form

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.

Home	<ul> <li>Budget Formulation</li> </ul>	•	PCF 🚽	Links	•			
uick Search:		Advanced Fil	Itars					
ecord Action	s:							
Form ID	s: Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
Form							Submit	Actions
Form ID	Description	Stage	PCode:	Rows	Update	User		

- 8.14.1. Select your budget form definition.
- 8.14.2. For the instance you wish to submit, click the *Submit* button on the main budget form screen or "List Page".
- 8.14.3. On the Submit Budget Form screen, Select a Stage from the dropdown menu. Based on individual security settings, this dropdown will display which stages you have access to submit to. If you do not see a Stage Code, this means you do not have security to submit. Note: depending on your security permissions, you may be able to submit a form to a prior stage, that is send it back to the previous stage.

esh Close	
Select a Stage:*	Submit
Generate Email:	<ul> <li>Emails all users having access to the submitted stage and org</li> </ul>
	(Add Workgroups) Clear
Workgroups:	
Emails:	

- 8.14.4. **Generate Email (Checkbox)** If this is checked upon submit, a notification will be generated to the individual(s) who have stage and organization access at the submitted stage.
- 8.14.5. Workgroups This can be used to select individual users to be notified that a budget form was submitted to the selected stage. This option ignores stage and organization security. Click Add Workgroups and use the list to select the users who should receive an email notification. Click Add Emails for Selected Groups. The Workgroup and Emails will appear in the corresponding fields on the Submit Budget Form screen.

	ct Workgro wn Ctrl while selec	-	o Email elect multiple items for	addition.				
Quick Sea	mails For Selected rch: earch criteria here	d Group	s Close					
	Code	٢	Name	l	Description	٢	Users	Ð
	alison.nichols		Alison Nichols				1	
	andrew.miner		Andrew Miner				1	

#### 8.14.6. Click Submit.

Once submitted, the budget request will no longer be visible on the Budget Forms List Page if the user does not have security rights to edit at the new stage. If the form needs to be edited, contact the BFM Administrator to request the form be reverted to the appropriate stage.

#### 8.15. Reports

Data from the Base Budget E-4 3300 form can be viewed in the S-8 Financial Summary and S-9 Account Code Summary. See Section 21 <u>BFM Reporting</u> for instructions on how to access reports.

# 9. Contracts E-5

The Contracts E-5 form will be used to submit appropriation requests for contractual services and provide a detailed listing of contractual agreements by contract purpose.

Similar to the Base Budget E-4 forms, BFM has two Contracts E-5 forms available: Contracts by DeptID form 3800 and Contracts by PCode form 4800. Agencies will select one form, either by DeptID 3800 or by PCode 4800, for each PCode to complete and submit for appropriations request.

The following instructions show screenshots for the Contracts by Dept ID 3800 form, but these instructions apply to both Contracts forms.

#### 9.1. Create New Contracts Form

9.1.1. Navigate to the Contracts form by hovering over the *Budget Formulation* menu and select the appropriate **Contracts E-5** form from the dropdown menu.

Sherpa	Budget
Home↓	Budget Formulation - Performance Measures -
	Program Narrative (2500)
	Fund Balance Projection (2900) S-10
SF	FTE Counts by PCode (2100)
GOVERI	FTE Counts by DeptID (3100)
00VER	Base Budget by DeptID (3300) E-4
State	Base Budget by PCode (4300) E-4
	Contracts by DeptID (3800) E-5
	Contracts by Pcode (4800) E-5
	Expansion Request (3200)
	Revenue R1, R3, R4, R5 (3400)

9.1.2. Click *Add New* to begin a new form. Alternatively, click *Detail* for an existing form to edit and proceed to step 9.1.5.

ontra	ct - E5 (3800)							
ick Search:								
nter search	criteria here	Advanced Fi	ilters					
itter search	Citteria Here	, and the second						
cord Actions								
cord Actions	6							
ord Actions	ן							
				Form	Last	Last		
dd New	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
dd New		Stage 3801	<b>PCode:</b> P536-R				Submit	Actions

9.1.3. Select *Stage Code 3801 – Initial Entry* from the dropdown. Enter the *PCode* and *Name* of the Contract form. Click *Save*.

Create a new B	udget Form - 3800
Stage:* Pcode:	3801 - Initial Entry       P536-R       Museums and Historic Sites
Name:*	Contracts Form Save Cancel

#### 9.1.4. The budget form header will load. Click Contracts to load the Details screen.

	Form Denn	ition	Definition Name	Name	PCode
166	3800		Contract - E5 (3800)	Contracts Form	P536-R
Stage Code:		PCode:			
3801		P536-R			
Initial Entry		Museums and H	listoric Sites		
	Header		Contracts	Attachments	
Na	me: Contract	s Form			
No					
No	tes:				
No					

#### 9.1.5. The budget form will load.

lose	Export	Import Refre	esh															
D	Form	PCode:		,	form Name		Total Request											
175	3800	P536-R - Museum	s and Histo	ric Sites 0	Contract - E5 (3800)		so											
ick Sear																		
	arch criter	ia here																
ions:																		
dd N	ew) Coj	py)																
low	Audit	Department	Fund	A	Account Name		Contract	2018-19 Account	2019-20 Account	2018-19 Contract	2019-20 Contract	2020-21 GF	2020-21 OSF	2020-21 ISF/IAT	2020-21 FF	2020-21 Total		
ow	Trail	Department	Fund	Account	Account Name		Purpose	Actuals	Budget	Actuals*	Budget*	Request*	Request*	Request*	Request*	Request	Justification*	
	°.	P536	89900	530000	Contracts	1000		0	\$6,200	0	0	0	0	0	0	0		
	<u></u>	P536	19300	530000	Contracts	1000		0	\$1,074,400	0	0	0	0	0	0	0		
	°.	3001000000-50500	19301	535300	Other Services	1000		25,835	\$0	0	0	0	0	0	0	0		
	o.,	300100000-50500	19305	535300	Other Services	1000		40,947	\$0	0	0	0	0	0	0	0		
	°.	3001015000-50500	19301	535300	Other Services	1000		727	\$0	0	0	0	0	0	0	0		
	<u></u>	300400000-50500	19305	535200	Professional Service	1000		12,000	\$0	0	0	0	0	0	0	0		
	0	300400000-50500	19305	535300	Other Services	1000		2,000	\$0	0	0	0	0	0	0	0		
	o.,	3005000000-50500	19305	535200	Professional Service	1000		18,000	\$0	0	0	0	0	0	0	0		
	0	300500000-50500	19305	535300	Other Services	1000		78,000	\$0	0	0	0	0	0	0	0		
	o.,	400100000-50500	19301	535300	Other Services	1000		7,323	so	0	0	0	0	0	0	0		
	<u></u>	4005000000-50500	19305	535300	Other Services	1000		115,571	\$0	0	0	0	0	0	0	0		
	<u></u>	4005000000-50500	19301	535300	Other Services	1000		19,830	\$0	0	0	0	0	0	0	0		
	<u></u>	400800000-50500	19301	535300	Other Services	1000		51,500	\$0	0	0	0	0	0	0	0		
	<u></u>	4201000000-50500	19301	535300	Other Services	1000		5,292	\$0	0	0	0	0	0	0	0		
	0.	4201000000-50500	19305	535300	Other Services	1000		2.065	\$0	0	0	0	0	0	0	0		

The top table shows a read-only summary of form. The columns are described below.

Bud	Budget Form Lines									
Close	Export	Import Refresh								
ID	Form	PCode:	Form Name	Total Request						

Screen:	Contract E-5 3800 Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
PCode	Read Only. PCode and Program Name
Form Name	Read Only. Form Name
Total Request	Read Only. Total request amount for form

The second table contains the budget request data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the Contracts E-5 form.

ow	Audit Trail	Department	Fund	Account	Account Name		Contract Purpose	2018-19 Account Actuals	2019-20 Account Budget	2018-19 Contract Actuals*	2019-20 Contract Budget*	2020-21 GF Request*	2020-21 OSF Request*	2020-21 ISF/IAT Request*	2020-21 FF Request*	2020-21 Total Request	Justification*	
	۰.	P536	89900	530000	Contracts	1000		0	\$6,200	0	0	0	0	0	0	0		
	0	P536	19300	530000	Contracts	1000		0	\$1,074,400	0	0	0	0	0	0	0		
	0	3001000000-50500	19301	535300	Other Services	1000		25,835	\$0	0	0	0	0	0	0	0		
	o.,	3001000000-50500	19305	535300	Other Services	1000		40,947	\$0	0	0	0	0	0	0	0		
	0	3001015000-50500	19301	535300	Other Services	1000		727	\$0	0	0	0	0	0	0	0		
	0	300400000-50500	19305	535200	Professional Service	1000		12,000	\$0	0	0	0	0	0	0	0		
	0	300400000-50500	19305	535300	Other Services	1000		2,000	\$0	0	0	0	0	0	0	0		
	0	300500000-50500	19305	535200	Professional Service	1000		18,000	\$0	0	0	0	0	0	0	0		
	0	300500000-50500	19305	535300	Other Services	1000		78,000	\$0	0	0	0	0	0	0	0		
	o.,	400100000-50500	19301	535300	Other Services	1000		7,323	\$0	0	0	0	0	0	0	0		
	0	4005000000-50500	19305	535300	Other Services	1000		115,571	\$0	0	0	0	0	0	0	0		
	<u></u>	400500000-50500	19301	535300	Other Services	1000		19,830	\$0	0	0	0	0	0	0	0		
	0	400800000-50500	19301	535300	Other Services	1000		51,500	\$0	0	0	0	0	0	0	0		
	<u></u>	420100000-50500	19301	535300	Other Services	1000		5,292	\$0	0	0	0	0	0	0	0		
	0	420100000-50500	19305	535300	Other Services	1000		2,065	\$0	0	0	0	0	0	0	0		

Screen:	Contract E-5 3800 Budget Form Lines
Field (Column Name)	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.
Department	Read Only. Contains PCode Number.
Department Name	Read Only. This column is minimized, use double arrows to expand.
Fund	Read Only. Budget line for Fund
Fund Name	Read Only. This column is minimized, use double arrows to expand.
Account	Read Only. Budget line for Account
Account Name	Read Only. Budget line for Account Name
#	Read Only. Line item number for each new contract added.
Contract Purpose*	Data Entry Column. Enter description of contract purpose
20XX-XX Account	Read Only. Budget line for previous year Account Actuals data from SHARE
Actuals	
20XX-XX Account	Read Only. Budget line for current year Account Budget data from SHARE
Budget	
20XX-XX Contract	Data Entry Column. Enter previous year Contract Actuals data by contract
Actuals *	
20XX-XX Contract	Data Entry Column. Enter current year Contract Budget by contract
Budget*	

Screen:	Contract E-5 3800 Budget Form Lines
Field (Column Name)	Description
20XX-XX GF	Data Entry Column. Enter General Fund request by contract
Request*	
20XX-XX OSF	Data Entry Column. Enter Other State Funds request by contract
Request*	
20XX-XX ISF/IAT	Data Entry Column. Enter Internal Service Funds / Interagency Transfer
Request*	request by contract
20XX-XX FF Request*	Data Entry Column. Enter Federal Funds request by contract
20XX-XX Total	Read Only. Sum of data entry requests columns
Request	
Justification*	Entry Column. Enter text justification
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

9.1.6. Enter data into the budget form following the instructions from Section 8.4 <u>Excel Export/Import</u> or Section 8.11 <u>Add New Budget Entry</u>.

To complete this budget form, enter a new line for each contract by clicking *Add New*. This can also be accomplished through the Excel Export/Import spreadsheet.

- Enter the Department, Fund, and Account Numbers
- Enter a new line number in Contract #, for example 1001, 1002, 1003, etc.
- Enter the Justification
- Enter a description of the Contract Purpose
- Enter the previous fiscal year's Contract Actuals amount by contract
- Enter the current Contract Budget amount by contract
- Enter the Budget request by funding source for each contract

Budget Form Entry - Add N	lew Line	
Close		
Form ID Form Definiti	ion .	
6175 3800		
Department P536 Sale 1930	1 Cancel	
Contract #		
Justification:	Justification text.	
Contract Purpose:	Description of the contract purpose here.	
2018-19 Contract Actuals*:	Toxt:	- 1
2019-20 Contract Budget*:	20000 Audit Text	
2020-21 GF Request*:	20000 Audit Text	

9.1.7. Click *Save*. The new line item will appear in the list.

Row	Audit Trail	Department	Fund	Account	Account Name		Contract Purpose	2018-19 Account Actuals	2019-20 Account Budget	2018-19 Contract Actuals*	2019-20 Contract Budget*	2020-21 GF Request*	2020-21 OSF Request*	2020-21 ISF/IAT Request*	2020-21 FF Request*	2020-21 Total Request	Justification*	
50	~	P536	89900	530000	Contracts	1000		0	\$6,200	0	0	0	0	0	0	0		1
49	0.	P536	19300	530000	Contracts	1000		0	\$1,074,400	0	0	0	0	0	0	0		× .
51	~	P536	19301	535300	Other Services	1001	Description of the contract purpose here.	0	\$0	19,900	20,000	20,000	0	0	0	20,000	ustification text.	1
	~	300100000-30300	19301	999900	Other Services	1000		25,035		0	0	•	0	•	•	•		_

9.1.8. Once all contracts have been added to the form, submit Budget form following instructions from 8.14 <u>Submit Budget Form</u>.

#### 9.2. Reports

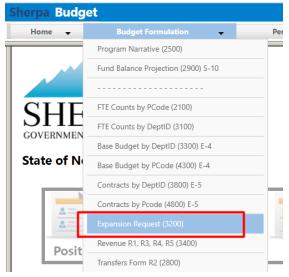
9.2.1. Data from the Contracts E5 3800 form can be viewed in the S-8 Financial Summary and S-9 Account Code Summary. See Section 21 <u>BFM Reporting</u> for instructions on how to access reports.

# 10. Expansion Request

Expansion requests are designed to expand the scope or scale of an agency's service delivery system. These requests are for recurring expenditures. If you are requesting new FTE for your agency, you will utilize the Expansion Request form.

# 10.1. Create New Expansion Request

10.1.1. Navigate to the Expansion Request form by hovering over the **Budget Formulation** menu and selecting **Expansion Request (3200)** from the dropdown menu.



10.1.2. Click *Add New* to begin a new Expansion Request or select the form instance to edit and click **Header** to open the budget form.

ick Search:								
nter search	criteria here	Show Advanced Fil	ters					
ord Actions								
cord Actions	1							
dd New	]							
	Description	Stage	PCode-R	Form Rows	Last Update	Last User	Submit	Actions
dd New		Stage 3201	PCode-R P536-R				Submit	Actions Header   Detail   Delete

10.1.3. On the Create a new Budget Form 3200 screen, select **Stage Code 3201 – Initial Entry** from the dropdown. Enter the **PCode** and **Name** of the Expansion Request. Click **Save**.

Create a new B	Budget Form - 3200
Stage:* PCode:	3201 - Initial Entry     ✓       P537-R     Q       Preservation
Name:*	Example Expansion Request           Save         Cancel

# 10.2. Header Tab

10.2.1. The new Expansion Request form will open to the **Header tab**. Complete the Header fields including a Description and Rank. Check boxes next to Analyst Recommended, Include in Gov Budget, and LFC Approved, if necessary. Click *Save*.

mment History	Comment					
nstance ID	Form Definition		Definition Name		Name	PCode
192	3200		Expansion Request (3200)		Example Expansion Request	P537-R
Stage Code:*	Р	Code				
3201		P537-R				
		1 557 10				
Initial Entry	P	Preservation				
Initial Entry Header Expansion Name:	Request			lyst's Comments	Attachments Save	
Header	Request Example Expa	Preservation Position Tab		lyst's Comments <b>Rank:</b>		
Header Expansion Name:	Request Example Expa Enter descripti	Preservation Position Tab			(Save)	
Header	Request Example Expa Enter descripti	Preservation Position Tab		Rank: Analyst	Save	

Notice the additional tabs on the Expansion Request form including Request which

#### 10.3. Position Tab

The Position Tab appears on the Expansion Request budget form and can be used for different purposes. On this tab, new positions can be requested, existing positions can be reclassed, and Group/Temp positions can be requested.

#### 10.3.1. Navigate from the Header tab; locate the *Position Tab* and click to open.

Budget Forn		Close		
Instance ID	Form Definition	Definition Name	Name	PCode
6191	3200	Expansion Request (3200)	Example Expansion Request	P536-R
Stage Code:* 3201 Initial Entry Header	PCode P536-R Museums a Request Positio	nd Historic Sites	comments Attachments	

# 10.4. Position Tab Overview

Close New Enter search crite		ployee Cha	nges Calc	ulate Status (	Refresh	Configu	ration				
Position Code	Home Orgn	Job Class	Employee Code	Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
Position Code NEWP-364710	Home Orgn 010000000-46!			Name Form Position	Count	FTE 1.00	Approval True	Salary \$46,405.00	Benefits \$17,731.00	<b>Total</b> \$64,136.00	
	-	AOC1075JB			<b>Count</b> 1 1						Edit Unapprove Results

**Calculate** + If no changes or additional allocations are needed, click the calculate button to calculate the salary and benefit amounts. The totals will feed over to the Details (Request) tab. *Note: Calculating can take 45 seconds or longer. If you select "Calculate" again, the system restarts the calculation from the beginning, so only select "Calculate" once.* 

Data Fields/columns on the Position Tab Summary Overview Screen:

- 1. Position Code A unique number generated by the system for each position request.
- 2. Home Orgn The Home Organization or Department of the requested position.
- 3. Job Class The job class and title selected in the initial request set-up.
- 4. **Employee Code** Employee is the system generated number for the position request. Z in the number signifies a vacant position.
- 5. Name Name of the Position, if it is a new position, Form Position will appear.
- 6. **Count –** Number of positions requested for this FTE.

- 7. **FTE** Full Time Equivalent refers to the specific job class or position that is being requested, 1.0 is full-time, .5 is part-time.
- 8. **Approval** True will appear in this field if the position has been approved and the salary, benefits and totals columns will reflect what has been requested. Once unapproved the field will reflect False and the salary, benefits and totals will appear as zero.
- 9. **Salary** The salary requested for the position.
- 10. **Benefits** These are the calculated benefits for the position requested.
- 11. **Total** Total cost of the position(s) requested.

#### **Record Action Buttons (light yellow buttons)**

- 1. **Close** Will close the screen and go back to a screen where all the tabs will appear to make the next selection.
- 2. **New Position** This will start the process of requesting a new position and all the appropriate codes.
- Calculate When initially entering a position or changing some data in an existing position request, calculate will update the numbers in the request. This may take a few seconds to provide the update. Pressing the "Calculate" button will calculate the salary and benefit amounts and push them over to the detail tab.

# *Note: Calculating can take 45 seconds or longer. If you select "Calculate" again, the system restarts the calculation from the beginning, so only select "Calculate" once.*

- 4. **Status** Shows the history of the Projection calculation, including the status, date, and runtime of each time the Calculate button is clicked by any user.
- 5. **Refresh** As with other screens, this will refresh any data changes to the position request.
- 6. **Edit** This provides a method to update the position request. More information below.
- 7. Unapprove This provides the option to unapprove a position request. When the "Unapprove" button is visible on the position line item, this indicates the position <u>has been approved</u> and the salary and benefit amounts will show on this screen. Selecting this button will unapprove the position and a box will come up to ensure the action to un-approve the position is desired. Once selected, the button will change to Approve and the salary and benefits will go to zero.
- Approve When the approved button is visible, there will be no costs for the position populated. This indicates the position request has <u>NOT been approved</u>. Costs will only show if the position has been approved.

**Note:** A position can be approved or unapproved at any time. If not approved, the dollars <u>will not</u> <u>transfer over</u> to the Detail Tab.

9. **Results** – Opens the Projected Employee Results screen, which provides the complete breakdown of benefit costs and salary for the line item position request. The Results screen shown below will only display for "approved" positions.

**Note:** The Total reflected on the Projected Employee Results screen, highlighted with a red box below, will feed to the PCF Total in the Detail (Request) Tab. To review the detail of the position request, return to the Position Tab for a breakdown.

ecord Actions:	Export			
Fiscal Year	Benefit Code		enefit Iame	Amount
2021	MI	N	fedicare	\$673.00
2021	NMB-ADMINA	A	dministrative Fee Empl +A	\$12.00
2021	NMB-BASICP	B	asic Life/AD&D 75K Empl	\$82.00
2021	NMB-DELTA1	D	elta Dental After Tax Empl	\$280.00
2021	NMB-LOVEA1	В	CBS After-Tax (HMO) Empl	\$4,649.00
2021	NMB-VISNA1	Ej	yeMed After Tax Empl	\$52.00
2021	OASDI	S	ocial Security	\$2,877.00
2021	RETHC	PI	ERA Retiree Health Care	\$928.00
2021	SPLAN3	St	tate Plan 3	\$8,000.00
2021	XTRA1	E	xempt Perm Positions P/T	\$178.00
2021	Total Benefits			\$17,731.00
2021	Total Salary			\$46,405.00
2021	Total			\$64,136.00

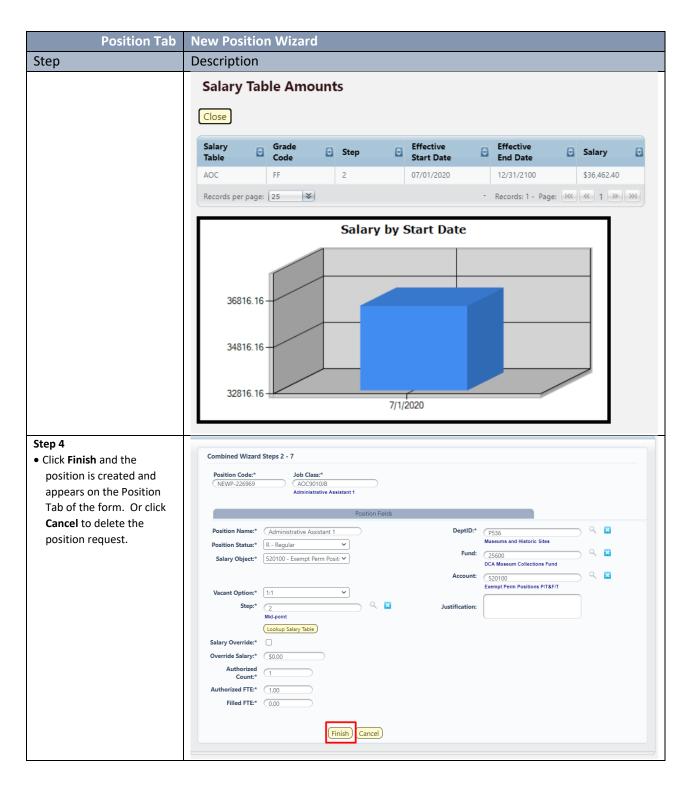
# 10.5. New Position Wizard

On the Position Tab click *New Positions* to open the New Position Wizard.



**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.

Position Tab	New Position Wizard
Step	Description
<ul><li>Step 1</li><li>Select the Job Class</li><li>Click Advance to Finish</li></ul>	Position Wizard - Add a New Position
	Step 1 of 7 Job Class:* AOC9010JB Administrative Assistant 1 Advance to Finish Cancel
<ul> <li>Step 2</li> <li>Ensure all fields designated with an asterisk (*) are completed.</li> </ul>	
<ul> <li>If Salary Override is checked, then the amount in the Override Salary field will be used in the PCF calculations.</li> </ul>	Combined Wizard Steps 2 - 7 Position Code:* Job Class:* Administrative Assistant 1 Position Fields Position Fields
<ul> <li>If requesting multiple positions for the same job class, change the Authorized Count to a different integer value,</li> </ul>	Position Name:*     Administrative Assistant 1     DeptID.**     P536     Image: Constraints       Position Status:*     R - Regular     Image: Constraints     Museums and Historic Sites       Salary Object:*     520100 - Exempt Perm Position     Fund:     25600     Image: Constraints       Vacant Option:*     1:1     Image: Constraints     Exempt Perm Positions     Image: Constraints
<ul> <li>such as 5</li> <li>Enter desired Authorized</li> <li>FTE to the position being request. An FTE from 0 to 1 can be entered.</li> <li>Filled FTE for a new</li> </ul>	Step:* 2 9 2 Justification: Mid-point Lockup Salary Table Salary Override: 9 Override Salary:* \$0.00 Authorized FTE* 1.00 Filled FTE* 0.00
<ul> <li>position will be 0</li> <li>Note – The Lookup Salary</li> </ul>	(Finish) (Cancel)
<b>Table</b> button displays thesalary amount of the chosenStep.	Lookup Salary Table



# 10.6. Employee Changes

The Position Tab may also contain an Employee Changes Button. This button is used to add and make changes to existing employee. Potential changes may include but are not limited to funding allocations, salary and benefit modifications, FTP adjustments, position reclasses.

Page Actions: Close New Position	Employee Changes
Enter search criteria here	

Position Tab	Emplo	yee Change	S									
Step	Descri	ption										
<ul> <li>Step 1</li> <li>Select an Employee from the list. The list of</li> </ul>	Close Quick Searc	ee Maintenance										
employees is filtered	Position	Position Name	Job Class	Employee	Name	u	Jnion	Home Orgn	Employee FTE	Employee Count	Status	Actions
based on the Agency on	00004415	A/O II	CLSSX5000			C	:N	40010000	1.000000	1	Original	Select 🔺
the form header.	00004436	EXEC SEC& ADM ASST-A	CLSSR6011			0	c	44010050	1.000000	1	Original	Select
	00004437	BUS OPS SPEC-A	CLSSC1195			N	IN	40020000	1.000000	1	Original	Select
	00004439	CONSTRUCTION - PROJEC	CLSSX3011			N	IN	40030000	1.000000	1	Original	Select
	00004440	PUB RELATION SPEC-A	CLSSJ3031			C	Y	40020000	1.000000	1	Original	Select
	00004442	MUSEUM TECH & CONSV-	CLSSI4013			C	Y	44030050	1.000000	1	Original	Select
	00004446	A/O II	CLSSX5000			C		43010000	1.000000	1	Original	Select
	00004448	ART DIRECTOR-B	CLSSJ1011				IN	40010000	1.000000	1	Original	(Select)
	00004449	CUST SRV REP-A	CLSSR4051			C		42010000	1.000000	1	Original	Select
	00004450	CUST SRV REP-B ACCTNT & AUDITOR-O	CLSSR4051 CLSSC2011			0		43060000 42010000	1.000000	1	Original	Select Select
	00004453	OFFICE CLRK	CLSSC2011 CLSSR9061				IN IN	42010000	1.000000	1	Original Original	(Select)
	00004457	CUST SRV REP-B	CLSSR4051			C		44020100	1.000000	1	Original	Select
	00004458	SECURITY GUARD-O	CLSSM903			C		46050000	1.000000	1	Original	(Select)
	00004459	CUSTOMER SERVICE REP 5	CLSSR4051				IN	44020100	1.000000	1	Original	(Select)
	Records per pa	age: 50 😵								Pecords: 371 -	Page: Kt	« 1 » »
<ul> <li>Step 2</li> <li>After an employee is selected, a new popup appears which contains the Employees data</li> <li>On the Employee Tab, the Job Class, Default Home Org, Employee Status, Position, Bargaining Unit, and Active and Vacant checkboxes can be modified.</li> </ul>	Form ID 6191 Job Organi En		00-50500		other	MI: Barga	iining l	Unit:* ctive:	(Add to 00004415 A/O II (CN)	5 Form)		
<ul> <li>On the Salary Tab, Employee FTE, Salary Percentage, Benefit Percentage and Employee Count can be modified.</li> </ul>												

Position Tab	Employee Changes
Step	Description
<ul> <li>If the Salary Override box is checked, then the Override Salary amount will be used in the PCF Calculations. If not, then the salary amount on the salary table will be used.</li> <li>After completing the changes click Add to Form</li> </ul>	Employee       Salary       Other         Salary Table:       CLSS       Salary Override:         Grade:       85       Override Salary:       \$893,589,06         Grade:       85       Override Salary:       \$893,589,06         Grade:       85       CLSS       CLSS         Step:       (2)       Md-point       CLSS         Lookup Salary Table       Salary       000,00000         Step Increase       (05/19/2005)       Benefit         Date:*       (05/19/2005)       Benefit         Employee Code:*       Last Name:       First Name:       MI:
	Form ID:     6191       Employee     Salary   Other
Step 3 • Click Close on the Employee Maintenance Screen and you will be redirected to the Position Tab	<b>Employee Maintenance</b> Close Quick Search: Enter search criteria here
<ul> <li>Step 4</li> <li>The Position Tab will refresh will contain two positions. The negative position is a reversing entry to back out the existing position. The positive or form position contains the new position along with any adjustments made on the Salary and Employee tab.</li> </ul>	Position Code         Home Orgn         Job Class         Employee Code         Name         Count         FTE         Approval         Salary         Benefits         Total         Actions           0000415         400100000-50         CLSSS0000         1         1.00         True         50.00         \$0.00         \$0.00         (Unapprove)         (Benefits)           0000415         3001010000-50         CLSSS50000         1         1.00         True         \$0.00         \$0.00         \$0.00         (Eds)         Unapprove)         (Benufits)           0000415         3001010000-50         CLSSS50000         1         1.00         True         \$0.00         \$0.00         \$0.00         (Eds)         Unapprove)         (Benufits)
<ul> <li>Step 5</li> <li>In order to view the results, click the Calculate button. The results may take up a minute to be displayed and the Refresh button can be used to check if the results are ready.</li> <li>Only click the Calculate button once. Clicking Calculate multiple times may delay the process and the results.</li> </ul>	Page Actions:         Close       New Position         Employee Changes       Calculate         Status       Refresh

Position Tab	Emplo	oyee	Changes				
Step	Descr	iptior	ı				
Step 6	Count	FTP	Approval	Salary	Benefits	Total	Actions
<ul> <li>When the projection is</li> </ul>	-1	-1.00	True	(\$72,425.60)	(\$40,504.33)	(\$112,929.93)	Unapprove Results
completed, the results will	1	1.00	True	\$57,940.48	\$32,403.47	\$90,343.95	(Edit) Unapprove) (Results)
be displayed in the Position							
Tab grid.							
<ul> <li>Unapprove – There is no</li> </ul>							
Delete button, so this is used							
to cancel a change made to a							
position							
• Results – This button will							
display a breakdown of the							
PCF results by Salary							
amount, benefit type, and							
benefit amount.							
• Edit – This button directs							
the user to the Salary and							
Employee tabs where							
additional changes can be							
made.							

# 10.7. Detail or Request Tab

The Detail Tab, also labeled Request, shows the detailed costs of the Expansion Request.

lose	Export	(Import) (Refre												
ID	Form	PCode-R	R Form Name GF Sources OSF Sources		F Sources	ISF/IAT Sources	FF Sou	rces T	otal Expenses	Total Revenue	e Net			
5653	3200	P681-R - State Rac	ing Commission	Expansion Reque	est (3200)	\$477,500	\$0	\$229.00	0	\$20.400	\$363.500	\$363.4	400 \$100	
	lew) Co	py   Screen Configu	uration   Ac	tion Configuration	Validati	on Configuration								
low	Audit Trail	Department	Fund	Account Type		on Configuration	2020-2021 PCF Projection	2020-21 GF Sources*	2020-21 OSF Sources*	2020-21 ISF/IAT Sources*	2020-21 FF Sources"	2020-21 Total Request	Comments / Notes*	
Row	Audit						PCF	GF	OSF	ISF/IAT	FF	Total	Comments / Notes*	/
1	Audit Trail	Department	Fund	Account Type	Account	Account Name	PCF	GF Sources*	OSF	ISF/IAT Sources*	FF Sources*	Total Request	Comments / Notes*	1.1
1 2	Audit Trail	Department 010000000-46900	Fund 19200	Account Type Other Revenues	Account 425902 433902	Account Name Other Services	PCF Projection	GF Sources* 171,200	OSF	ISF/IAT Sources*	FF Sources*	Total Request 171,200	Comments / Notes*	
<b>Row</b> 1 2 3 4	Audit Trail	Department 010000000-46900 010000000-46900	Fund 19200 19200	Account Type Other Revenues Other Revenues	Account 425902 433902 520100	Account Name Other Services Other	PCF Projection 0	GF Sources* 171,200 0	OSF	ISF/IAT Sources* 0 192,200	FF Sources* 0 0	Total Request 171,200 192,200	Comments / Notes*	Z
1 2 3 4	Audit Trail	Department 010000000-46900 010000000-46900 010000000-46900	Fund 19200 19200 19200	Account Type Other Revenues Other Revenues Personal Services &	Account 425902 433902 520100 521100	Account Name Other Services Other Exempt Perm Positions P/T&F/	PCF Projection 0 98,731	GF Sources* 171,200 0 191,900	OSF	ISF/IAT Sources* 0 192,200 0	FF Sources* 0 0	Total Request 171,200 192,200 191,900	Comments / Notes*	1
1 2	Audit Trail	Department 010000000-46900 010000000-46900 010000000-46900 010000000-46900	Fund 19200 19200 19200 19200	Account Type Other Revenues Other Revenues Personal Services & Personal Services &	Account 425902 433902 520100 521100 521200	Account Name Other Services Other Exempt Perm Positions P/T&E/ Group Insurance Premium	PCF Projection 0 98,731 10,148	GF Sources* 171,200 0 191,900 0	OSF	ISF/IAT Sources* 0 192,200 0 0	FF Sources* 0 0 20,400 0	Total Request 171,200 192,200 191,900 20,400	Comments / Notes*	1

The top table shows a read-only summary of the Expansion Request. The columns are described below.

Screen:	Expansion Request 3200 Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
PCode	Read Only. PCode and Program Name
Form Name	Read Only. Form Name

Screen:	Expansion Request 3200 Budget Form Lines
Field (Column Name)	Description
GF Sources	Read Only. Total Request of General Fund
OSF Sources	Read Only. Total Request of Other State Funds
ISF/IAT Sources	Read Only. Total Request of Internal Services Fund or Inter Agency Transfers
FF Sources	Read Only. Total Request of Federal Funding
Total Expenses	Read Only. Total Expenses entered in request form
Total Revenue	Read Only. Total Revenues entered in request form
Net	Read Only. Difference between Total Expenses and Total Revenue columns.
	Must equal zero.

The second table contains the Expansion Request budget data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the Expansion Request 3200 Form.

Row	Audit Trail	Department	Fund	Account Type	Account	Account Name	2020-2021 PCF Projection	2020-21 GF Sources*	2020-21 OSF Sources*	2020-21 ISF/IAT Sources*	2020-21 FF Sources*	2020-21 Total Request	Comments / Notes*	
1	<u>_</u>	010000000-46900	19200	Other Revenues	425902	Other Services	0	171,200	0	0	0	171,200		2
2	<u></u>	010000000-46900	19200	Other Revenues	433902	Other	0	0	0	192,200	0	192,200		<u>×</u>
3	<u>_</u>	010000000-46900	19200	Personal Services &	520100	Exempt Perm Positions I	98,731	191,900	0	0	0	191,900		<u>×</u>
4	~	010000000-46900	19200	Personal Services &	521100	Group Insurance Premiu	10,148	0	0	0	20,400	20,400		/
5	0	010000000-46900	19200	Personal Services & Personal Services &	521200 521300	Retirement Contribution	18,923 7.524	0	0	36,800	0	36,800		2
7	2	010000000-46900	19200	Other	540000	Other Expenses	0	100,000	0	0	0	10,000		Z
Sci	reen	:		Expansion	on Re	equest 320	0 Budg	et Forn	n Lines					
Fie	eld (C	Column Na	me)	Descript	ion									
Ro	w			Read Or	nly. N	Number in	dicating	row co	ount.					
Au	dit T	rail		Magnify	ing G	ilass butto	n. Ope	ns a wi	ndow t	to displa	ay the a	udit tra	ail records	
				for the s	elect	ted row.								
De	part	ment		Read Or	nly. C	Contains P	Code Nu	ımber.						
De	part	ment Nam	ne	Read Or	nly. 7	This colum	n is min	imized,	use da	ouble ai	rrows to	expan	d to see.	
Fu	nd			Read Or	nly. E	Budget line	e for Fur	nd						
Fu	nd N	ame		Read Or	nly. 7	This colum	n is min	imized,	use da	ouble ar	rows to	expan	d to see.	-
Ca	t			Read Or	nly. E	Budget line	e for Cat	egory	code					-
Ac	coun	it		Read Or	nly. E	Budget line	e for Acc	ount						
Ac	coun	it Name		Read Or	nly. E	Budget line	e for Acc	ount N	lame					
20	XX-X	X PCF		Read Or	nly. E	Budget line	e for req	uests i	made o	n Posit	ion Tab			
Pro	oject	ion												
20	XX-X	X GF Sour	ces*	Data En	try Co	olumn. En	ter Gen	eral Fu	ind req	uest				
20	XX-X	X OSF		Data En	try Co	olumn. En	ter Oth	er Stat	e Fund	s reque	st			
So	urce	s*												
20	XX-X	X ISF/IAT		Data En	try Co	olumn. En	ter Inte	rnal Se	ervice F	unds / I	Interage	ency Tr	ansfer	
So	urce	s*		request										
20	XX-X	X FF Sour	ces*	Data En	try Co	olumn. En	ter Fed	eral Fu	nds red	quest				

Screen:	Expansion Request 3200 Budget Form Lines
Field (Column Name)	Description
20XX-XX Total	Read Only. Sum of data entry requests columns.
Request	
Comments/Notes*	Entry Column. Enter text justification
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

10.7.1. Enter data into the Expansion Request form following the instructions from Section 8.4 <u>Excel</u> <u>Export/Import</u> or Section 8.11 <u>Add New Budget Entry</u>.

**Note**: PCF Projections will be calculated to the dollar, but the system will apply natural rounding to the nearest hundred dollars for budget requests.

Department	Fund	Account Type	Account	Account Name	2020-2021 PCF Projection	2020-21 GF Sources*	2020-21 OSF Sources*	2020-21 ISF/IAT Sources*	2020-21 FF Sources*	2020-21 Total Request	Comm
010000000-46900	19200	Other Revenues	425902	Other Services	0	171,200	0	0	0	171,200	
010000000-46900	19200	Other Revenues	433902	Other	0	0	0	192,200	0	192,200	1
010000000-46900	19200	Personal Services &	520100	Exempt Perm Positions I	98,731	191,900	0	0	0	191,900	×
010000000-46900	19200	Personal Services &	521100	Group Insurance Premiu	10,148	0	0	0	20,400	20,400	
010000000-46900	19200	Personal Services &	521200	Retirement Contributior	18,923	0	0	36,800	0	36,800	
010000000-46900	19200	Personal Services &	521300	FICA	7,524	14,400	0	0	0	14,400	
010000000-46900	19200	Other	540000	Other Expenses	0	100,000	0	0	0	100,000	

Request must include expenses and revenues which must balance. The top table will show the **Total Expenses** and **Total Revenues** as the form is updated. The **Net** column will display the difference between the Total Expenses and Total Revenues and should equal zero.

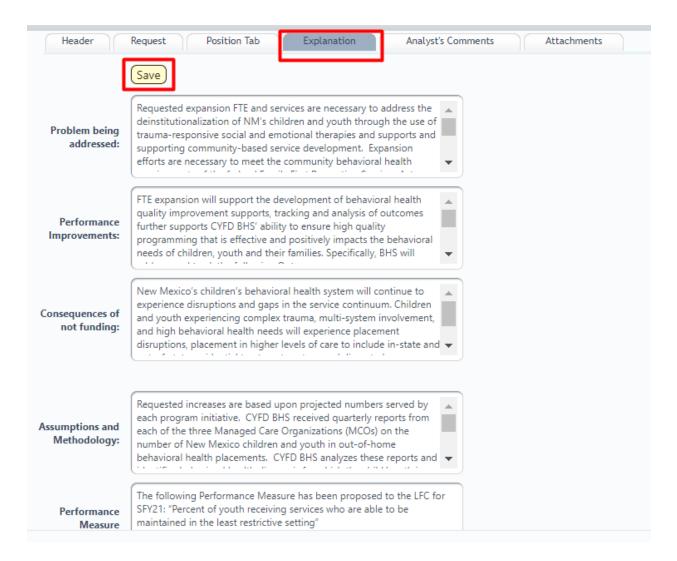
Bud	get Fo	rm Lines											
Close	Export	Import Refre	sh										
ID	Form	PCode-R		Form Name		GF Sources	OSF Sources	ISF/IAT Sources	FF So	urces	fotal Expenses	Total Revenue	Net
5653	3200	P681-R - State Rac	ing Commission	Expansion Reque	st (3200)	\$477,600	\$0	\$229,0	00	\$20,400	\$363,500	\$363.5	00 \$0
Actions:	rch: earch criter		uration Acti	ion Configuration	Validati	on Configuration							
Row	Audit Trail	Department	Fund	Account Type	Account	Account Name	2020-2021 PCF Projection	2020-21 GF Sources*	2020-21 OSF Sources*	2020-21 ISF/IAT Sources*	2020-21 FF Sources*	2020-21 Total Request	Comments / Notes*
1	0.	010000000-46900	19200	Other Revenues	425902	Other Services	0	171,300	0	(	0 0	171,300	
2	~	010000000-46900	19200	Other Revenues	433902	Other	0	0	0	192,200	0 0	192,200	
3	0	010000000-46900	19200	Personal Services &	520100	Exempt Perm Positions P/T&	F/ 98,731	191,900	0	(	0 0	191,900	
4	<u></u>	010000000-46900	19200	Personal Services &	521100	Group Insurance Premium	10,148	0	0	(	20,400	20,400	
5	0.	010000000-46900	19200	Personal Services &	521200	Retirement Contributions	18,923	0	0	36,800	0 0	36,800	
6	<u></u>	010000000-46900	19200	Personal Services &	521300	FICA	7,524	14,400	0	(	0 0	14,400	
7	<u></u>	010000000-46900	19200	Other	540000	Other Expenses	0	100,000	0	(	0 0	100,000	

# 10.8. Explanation Tab

The Explanation Tab consists of fields to provide detailed narrative on the budget form.

10.8.1. Navigate to the Header tab, then locate and click Explanation to open.

10.8.2. Enter justification text in the appropriate fields. Click **Save** to update the form.



# 10.9. Analyst Comments Tab

The form includes an Analyst Comments Tab for Budget Analysts to make remarks on the Expansion Request.

10.9.1. Navigate to the **Header** tab, then locate and click **Analyst Comments** to open.

10.9.2. Enter text into the field, as needed, and click **Save** to update the form.

Header	Request Position Tab Explanation Analyst's Comments Attachments
	description 7
Analyst Comments:	
	Save

# 10.10. Attachments Tab

BFM End User Training Guide

Attachments can be added to the form following the instructions outlined in Section 8.13 <u>Attachments</u> <u>Tab</u>.

#### 10.11. Submit Expansion Request

Once the Expansion Request form is complete. Submit the form following the instructions in Section 8.14 <u>Submit Budget Form</u>.

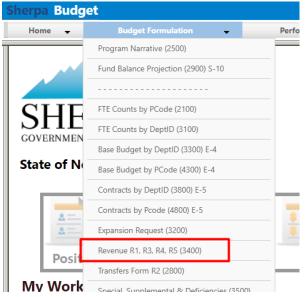
#### 10.12.Report

10.12.1. Data from the Expansion Request 3200 form can be viewed in the Expansion Request EB-1, EB-2, EB-3 Reports. See Section 21 <u>BFM Reporting</u> for instructions on how to access reports.

# 11. Revenue R-1, R-3, R-4, R-5

The legacy Revenue forms R-1, R-3, R-4, and R-5 are combined into a single Revenue Form 3400 in BFM.

# 11.1.1. Navigate to the Revenue form by hovering over the **Budget Formulation** menu and clicking **Revenue R1, R3, R4, R5 (3400)**.



- 11.1.2. Select an available form from the main Revenue form screen or "List Page." This page will return a form for each agency or program based on your security. If there are no agencies or programs assigned for your security role, this list will be blank. If you believe there is an error in the list of agencies or programs available in your list, then contact the BFM Administrator to update your security role.
- 11.1.3. To edit the form, click **Detail**. The Header tab contains some general information about the form, but data will be entered on the Detail screen.

#### Revenue R1, R3, R4, R5 (3400) Quick Search: Show Advanced Filters Enter search criteria here... Record Actions: Last User Form ID Form Rows Last Submit Actions Description Stage Agency Update 5253 11400 - Senate Chief Clerk 3401 11400 0 9/21/2020 u1 Submit (Header) (Detail) 5335 50500 - Cultural Affairs Department 50500 51 2/15/2021 3401 chuck.hulem@s Submit Header | Detail Records per page: 50 🛛 🕹 Records: 2 -Page: 🙌 🐖 1 🙌 🚧

#### The Revenue form will load.

lose	Export	Import (	Refresh								
D	Form	Agency		Form Nam	e	Total Revenue					
5335	3400	50500 - Cu	ltural Affairs Dep	partment Revenue R1,	R3, R4, R5 (34	401 \$41,156,300					
uick Sea Enter s ctions: Add N	earch crite										
Row	Audit Trail	PCode	Fund	Revenue Type	Account	Account Name	2018-19 Actuals	2019-20 Adopted Budget	2020-21 Base Budget Requests*	Justification*	
20	∞.	P536	19300	General Fund Transfers	499105	General Fd. Appropriation	20,572,200	\$21,858,700	21,858,700	flat budget	1
10	o.,	P537	19300	General Fund Transfers	499105	General Fd. Appropriation	1,402,600	\$707,300	707,400		1
50	<u></u>	P761	19300	General Fund Transfers	499105	General Fd. Appropriation	1,321,900	\$1,332,300	1,332,300	flat budget	1
55	0.	P540	19300	General Fund Transfers	499105	General Fd. Appropriation	3,370,500	\$4,122,000	4,000,000	need to reduce program support budget	Z
50	0.	P539	19300	General Fund Transfers	499105	General Fd. Appropriation	3,073,200	\$3,642,600	3,700,000	increase for more library grants	1
17	0	P536	19300	Federal Revenues	451904	Federal Direct - Capital	82,571	\$0	0		1
39		P537	19300	Federal Revenues	451904	Federal Direct - Capital	122,922	\$0	0		1
44	0.	P539	19300	Other Revenues	422902	Other Fees	100	\$0	0		1
33	۵ <b>ـ</b>	P537	19300	Other Revenues	422902	Other Fees	190,127	\$341,900	341,900		1
42	0	P537	53000	Other Revenues	422902	Other Fees	208,613	\$0	0		1
2	0	P536	19300	Other Revenues	422902	Other Fees	49,856	\$64,000	64,000	test	2
45	<u></u>	P539	19300	Other Revenues	424302	Printing & Reproduction	736	\$0	0		1
3	<u></u>	P536	19300	Other Revenues	424302	Printing & Reproduction	31,833	\$28,800	28,800	2nd test	1
4	0	P536	19300	Other Revenues	424502	Use Of Property	0	\$0	0		1
34	0	P537	19300	Other Revenues	424902	Other Intra State Services	17,068	\$11,500	11,500		1

The top table shows a read-only summary of the budget revenue request. The columns are described below.

Budg	get Forn	n Lines									
Close	Close Export Import Refresh										
ID	Form	Agency	Form Name	Total Revenue							
5335											

Screen:	Revenue R1, R3, R4, R5 3400 Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
Agency	Read Only. Agency Code and Name
Form Name	Read Only. Form Name
Total Revenue	Read Only. Total revenue entered into form

The second table contains the budget revenue data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the Revenue R1, R3, R4, R5 3400 Form.

Row	Audit Trail	PCode	Fund	Revenue Type	Account	Account Name	2018-19 Actuals	2019-20 Adopted Budget	2020-21 Base Budget Requests*	Justification*		
20	~	P536	19300	General Fund Transfers	499105	General Fd. Appropriation	20,572,200	\$21,858,700	21,858,700	flat budget	2	
40	<u></u>	P537	19300	General Fund Transfers	499105	General Fd. Appropriation	1,402,600	\$707,300	707,400		2	
60	0.	P761	19300	General Fund Transfers	499105	General Fd. Appropriation	1,321,900	\$1,332,300	1,332,300	flat budget	1	
55	∞.	P540	19300	General Fund Transfers	499105	General Fd. Appropriation	3,370,500	\$4,122,000	4,000,000	need to reduce program support budget	Z	
50	0	P539	19300	General Fund Transfers	499105	General Fd. Appropriation	3,073,200	\$3,642,600	3,700,000	increase for more library grants	1	ľ
	0	0000		E 1 10			00.574	<b>60</b>			1	

Screen:	Revenue R1, R3, R4, R5 3400 Budget Form Lines
Field (Column Name)	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.
PCode	Read Only. Contains PCode Number.
PCode Name	Read Only. This column is minimized, use double arrows to expand to see.
Fund	Read Only. Budget line for Fund
Fund Name	Read Only. This column is minimized, use double arrows to expand to see.
Revenue Type	Read Only. Budget line for Revenue Type, will populate based on Account
Account	Read Only. Budget line for Account
Account Name	Read Only. Budget line for Account Name
20XX-XX Actuals	Read Only. Budget line for previous year Actuals data from SHARE
20XX-XX Adopted	Read Only. Budget line for current year Adopted Budget data from SHARE
Budget	
20XX-XX Base Budget	Data Entry Column. Enter base budget revenue request
Requests *	
Justification*	Entry Column. Enter text justification
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

11.1.4. Edit an existing budget line or click *Add New*. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 Excel Export/Import

and Section 8.11 Add New Budget Entry.

- Enter the *PCode*; click the Magnifying Glass to select from a filtered list of PCodes based on your security
- Enter the *Fund* code; click the Magnifying Glass to see a list of all funds
- Enter the *Account* number; click the Magnifying Glass to select from a list filtered to Revenue and Equity accounts. The Revenue Type column will be automatically populated in the form based on the selected Account
- Enter the Justification
- Enter the **Base Budget Request**

orm ID	Form Definit	ion			
335	3400				
PCode P537 Preservation	۹ 🖬	Fund	Account 422902 Other Fees	् 🖬	Save
rieservation	Justification:	example new revenue			
2020-21 Bas	e Budget Requests*:	(15000)	Audit		

#### Click *Save*. The new revenue request will appear in the form.

виа	get Fo	rm Lines										
Close	Export	: Import	Refresh									
ID	Form	Agency		Form Nam	e	Total Revenue						
5335	3400	50500 - Cul	Itural Affairs De	partment Revenue R1	R3, R4, R5 (3	401 \$41,171,300						
uick Se												
Enter :	search criter	ria here										
Add N	lew Co	ру										
Row	Audit Trail	PCode	Fund	Revenue Type	Account	Account Name	2018-19	2019-20 Adopted	2020-21 Base Budget			
	man									Justification*		
20		P536	19300	General Fund Transfers	499105	General Fd. Appropriation	Actuals 20,572,200	Budget \$21,858,700	21,858,700	Justification*	1	
		P536 P540	19300 19300		499105 499105	General Fd. Appropriation General Fd. Appropriation	Actuals	Budget	Requests*		/ /	
56	<u>~</u>			General Fund Transfers			Actuals 20,572,200	Budget \$21,858,700	Requests* 21,858,700	flat budget need to reduce program	× × ×	
56 51	۵. ۲	P540	19300	General Fund Transfers General Fund Transfers	499105	General Fd. Appropriation	Actuals 20,572,200 3,370,500	Budget \$21,858,700 \$4,122,000	Requests* 21,858,700 4,000,000	flat budget need to reduce program support budget	/ / /	
20 56 51 41 61	° °	P540 P539	19300 19300	General Fund Transfers General Fund Transfers General Fund Transfers	499105 499105	General Fd. Appropriation General Fd. Appropriation	Actuals 20,572,200 3,370,500 3,073,200	Budget \$21,858,700 \$4,122,000 \$3,642,600	Requests* 21,858,700 4,000,000 3,700,000	flat budget need to reduce program support budget	× × × × ×	
56 51 41 61	2 2 2	P540 P539 P537	19300 19300 19300	General Fund Transfers General Fund Transfers General Fund Transfers General Fund Transfers	499105 499105 499105	General Fd. Appropriation General Fd. Appropriation General Fd. Appropriation	Actuals 20,572,200 3,370,500 3,073,200 1,402,600	Budget \$21,858,700 \$4,122,000 \$3,642,600 \$707,300	Requests* 21,858,700 4,000,000 3,700,000 707,400	flat budget need to reduce program support budget increase for more library grants		
56 51 41	2222	P540 P539 P537 P761	19300 19300 19300 19300	General Fund Transfers General Fund Transfers General Fund Transfers General Fund Transfers General Fund Transfers	499105 499105 499105 499105	General Fd. Appropriation General Fd. Appropriation General Fd. Appropriation General Fd. Appropriation	Actuals 20,572,200 3,370,500 3,073,200 1,402,600 1,321,900	Budget \$21,858,700 \$4,122,000 \$3,642,600 \$707,300 \$1,332,300	Requests* 21,858,700 4,000,000 3,700,000 707,400 1,332,300	flat budget need to reduce program support budget increase for more library grants		
56 51 41 61 17	88888	P540 P539 P537 P761 P536	19300 19300 19300 19300 19300 19300	General Fund Transfers General Fund Transfers General Fund Transfers General Fund Transfers General Fund Transfers Federal Revenues	499105 499105 499105 499105 451904	General Fd. Appropriation General Fd. Appropriation General Fd. Appropriation General Fd. Appropriation Federal Direct - Capital	Actuals 20,572,200 3,370,500 3,073,200 1,402,600 1,321,900 82,571	Budget \$21,858,700 \$4,122,000 \$3,642,600 \$707,300 \$1,332,300 \$0	Requests*           21,858,700           4,000,000           3,700,000           707,400           1,332,300           0	flat budget need to reduce program support budget increase for more library grants		
56 51 41 61 17 40	22222	P540 P539 P537 P761 P536 P537	19300 19300 19300 19300 19300 19300	General Fund Transfers General Fund Transfers General Fund Transfers General Fund Transfers General Fund Transfers Federal Revenues Federal Revenues	499105 499105 499105 499105 451904	General Fd. Appropriation General Fd. Appropriation General Fd. Appropriation General Fd. Appropriation Federal Direct - Capital Federal Direct - Capital	Actuals 20,572,200 3,370,500 3,073,200 1,402,600 1,321,900 82,571 122,922	Budget \$21,858,700 \$4,122,000 \$3,642,600 \$707,300 \$1,332,300 \$0 \$0 \$0	Requests* 21,858,700 4,000,000 3,700,000 707,400 1,332,300 0 0	flat budget need to reduce program support budget increase for more library grants		

11.1.5. Once all revenue requests have been added to the form, submit the Revenue form following instructions from 8.14 <u>Submit Budget Form</u>.

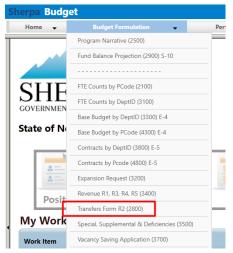
#### 11.2. Report

11.2.1. Data from the Revenue R-1, R-3, R-4, R-5 2800 form can be viewed in the S-8 Financial Summary and S-9 Account Code Summary. See Section 21 <u>BFM Reporting</u> for instructions on how to access reports.

# 12. Transfers R-2

Non-General Fund transfers are entered into the Transfers Form R-2, numbered 3400 in BFM>

12.1.1. Navigate to the Revenue form by hovering over the **Budget Formulation** menu and clicking **Transfers Form R2 (3400)**.



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# 12.2. Add New Transfers Form

12.2.1. Click Add New on the Transfers main screen, or "List Page".

and the second second		_	Quick Search:											
Enter search criteria here (Show Advanced Filters)														
ner searen entena here	Concervitavancea mile													

12.2.2. Select **Stage** 2801 – Initial Entry. Enter **Agency** code or use the Magnifying Glass to select from a filtered list based on user security. Enter **Name** for the proposed Transfer.

12.2.3. Click Save	
--------------------	--

Create a new E	Budget Form - 2800
Stage:* Agency: Name:*	2801 - Initial Entry 50500 Cultural Affairs Department Example Transfers Form
	Save Cancel

12.2.4. The Transfers form Header tab will open. Click the **Transfers** tab to navigate to the Details or data entry tab.

Budget For		Submit	Close		
Instance ID	Form Definit	tion	Definition Name	Name	Agency:
6193	2800		Transfers - R2 (2800)	Example Transfers Form	50500
Stage Code: 2801 Initial Entry	*	Agency: 50500 Cultural Affairs	Department		
Na	Header	Transfers Form	Transfers	Attachments	
No	otes:				

12.2.5. The Transfers form will load. The form will be blank for a new form.

E	Budg	get For	m Lines											
C	lose	Export	Import R	efresh										
	2	Form Agency Form Name Total Actual Total Actual Total Actual Total Actual												
6	193	2800	50500 - Cultur	ral Affairs Department	Transfers - R2 (280	0)								
Ac	ions:	en: earch criteria ew) Cop	_											
R	ow	Audit Trail	Providing Dept	Providing Fund	Providing Account	Providing Account Na	Receiving Dept	Receiving Fund	Receiving Acco	Receiving Account Na	2018-19 Actual Transfers*	2019-20 Adopted Budget Transfer*	2020-21 Proposed Budget Transfer*	Justification*
								There are no re	cords available.					
R	ecords	per page:	50 🛛 🐱										- Records:	0 - 0 of 0 - Pages: 🔣 ≪ 1 🔉 💥

The top table shows a read-only summary of the proposed Transfers. The screenshot below shows an example form that is populated. The columns are described below.

ID	Form	Agency	Form Name	Total Actual	Total Adopted	Total Proposed
5381	2800	21600 - Supreme Court	Transfers - R2 (2800)	\$500,000	\$600,000	\$1,700,000

Screen:	Transfers R-2 2800 Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
Agency	Read Only. Agency Code and Name
Form Name	Read Only. Form Name
Total Actual	Read Only. Total Actual Transfers for previous fiscal year entered on form
Total Adopted	Read Only. Total Adopted Budget Transfers for current fiscal year entered on
	form
Total Proposed	Read Only. Total Proposed Transfers entered on form

The second table contains the proposed transfer budget data. Again, the example screenshot below shows a form populated with data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the Transfers R-2 form.

Row	Audit Trail	Providing Dept	Providing Fund	Providing Account	Providing Account Name	Receiving Dept	Receiving Func	Receiving Account	Receiving Account N	2018-19 Actual Transfers*	2019-20 Adopted Budge Transfer*	2020-21 Proposed Budget Transfe	Justification*	
1	<u></u>	P216	04800	535310	Other Services - Higher Ed	P259	04800	425910	Other Services - CU	\$0	\$0	\$1,000,000		1
2	<u></u>	P216	04800	547450	Grants to Other Agencies	P259	04800	425910	Other Services - CU	\$500,000	\$600,000	\$700,000	grant for courts	Z
Records	per page:	50 👟										- Records: 1 - 2	of 2 - Pages: 🔣 ≪ 1 🚿	»

Screen:	Transfers R-2 2800 Budget Form Lines
Field (Column Name)	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.
Providing Dept	Read Only. PCode Number of the Department providing the transfer
Providing Fund	Read Only. Fund providing the transfer
Providing Account	Read Only. Account providing the transfer
Providing Account	Read Only. Name of account providing the transfer
Name	
Receiving Dept	Read Only. PCode Number of the Department receiving the transfer
Receiving Fund	Read Only. Fund receiving the transfer
Receiving Account	Read Only. Account receiving the transfer
Receiving Account	Read Only. Name of account receiving the transfer
Name	
20XX-XX Actual	Data Entry Column. Enter previous fiscal year's Actual Transfers amount.
Transfers*	
20XX-XX Adopted	Data Entry Column. Enter current fiscal year's Adopted Budget Transfer
Budget Transfer*	amounts
20XX-XX Proposed	Data Entry Column. Enter Proposed Budget Transfers amounts
Budget Transfers*	
Justification*	Entry Column. Enter text justification
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

- 12.2.6. Click **Add New**. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u> and Section 8.11 <u>Add New</u> <u>Budget Entry</u>.
  - Enter the **Providing PCode**; click the Magnifying Glass to select from a filtered list of PCodes based on the Agency selected during form creation
  - Enter the Providing Fund code; click the Magnifying Glass to see a list of all funds

- Enter the **Providing Account**; click the Magnifying Glass to select from a list filtered to available Accounts for transfers
- Enter the Receiving PCode; click the Magnifying Glass to select from list of PCodes
- Enter the Receiving Fund code; click the Magnifying Glass to see a list of all funds
- Enter the **Receiving Account**; click the Magnifying Glass to select from a list filtered to available Accounts for transfers
- Enter the Justification
- Enter the Base Budget Request
- Enter previous fiscal year's Actual Transfers
- Enter current fiscal year's Adopted Budgeted Transfers
- Enter Proposed Budget Transfers

Budget Form Page Actions:	ntry - Add New Line
Form ID	Form Definition
6193	2800
Providing PCo P536 Museums and H	Contribution Fun Other Services -
Receiving PCo P001 Administration	e Receiving Fund Receiving Account 00304 99905 State Contribution Fun Other Financing
	Justification: Example text here
2018-1	Actual Transfers*: 15000 Audit Text:
2019-	0 Adopted Budget Transfer*: 14900 Audit Text:
2020-2	Proposed Budget Transfer*: 15000

Click *Save*. The new revenue request will appear in the form.

	jet Foi	r <b>m Lines</b>	fresh											
ID	Form	Agency		Form Name	Total Actu	al Total Ad	iopted Tota	l Proposed						
6193	2800	50500 - Cultur	al Affairs Department	Transfers - R2 (280	00) S	15,000	\$14,900	\$15,000						
Actions:	arch criteri	_												
Row	Audit Trail	Providing Dept	Providing Fund	Providing Account	Providing Account Na	Receiving Dept	Receiving Fund	Receiving Acco	Receiving Account Na	2018-19 Actual Transfers*	2019-20 Adopted Budget Transfer*	2020-21 Proposed Budget Transfer*	Justification*	
	<u>о</u>	P536	00300	535309	Other Services - Interage	P001	00304	499905	Other Financing Sources	\$15,000	\$14,900	\$15,000	Example text here	1
Records p	per page:	50 🛛 💙										- Records	s: 1 - 1 of 1 - Pages: 🕷 ≪	1 >>>

12.2.7. Once all transfers have been added to the form, submit the Transfers form following instructions from 8.14 <u>Submit Budget Form</u>.

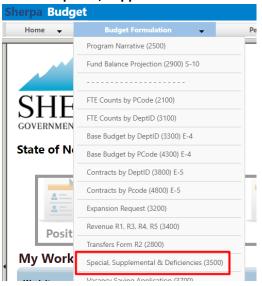
#### 12.3. Reports

12.3.1. Data from the Transfers R-2 Form 2800 form can be viewed in the S-8 Financial Summary and S-9 Account Code Summary. See Section 21 <u>BFM Reporting</u> for instructions on how to access reports.

# 13. Special, Supplemental & Deficiencies

Special nonrecurring, deficiency and supplemental appropriation requests are captured in the Special, Supplemental & Deficiencies form 3500. Requests in this form is intended for nonrecurring appropriations to meet specific identified needs. **Prepare a separate form for each request**.

13.1.1. Navigate to the Specials form by hovering over the **Budget Formulation** menu and clicking **Special, Supplemental & Deficiencies (3500).** 



#### 13.2. Add New

13.2.1. Click *Add New* on the form main screen or "List Page." Note: prepare a separate form for each request.

Quick Search:								
Enter search	criteria here	Show Advanced Fil	ters					
Record Actions								
	1							
Add New								
Add New		Stage	Agency	Form	Last	Last	Submit	Actions
Add New	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
Add New		<b>Stage</b> 3501	Agency 11400				Submit	Actions

13.2.2. Select Stage 3501 – Initial Entry. Enter Agency code or use the Magnifying Glass to select from

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a filtered list based on user security. Enter *Name* for the request.

13.2.3. Click *Save*.

Create a new B	udget Form - 3500
Stage:* Agency:	3501 - Initial Entry       50500       Cultural Affairs Department
Name:*	Supplemental Request           Save         Cancel

# 13.3. Header Tab

13.3.1. The form Header tab will open. Complete the fields and click *Save* before navigating to another tab.

Form Definition	Definition Name	Name	
3500	Special, Supplemental & Deficiencies Request (3500)	Supplemental Request	Agency 50500
<b>P-Code</b> 50500			
Cultural Affairs	Department		
Request	Explanation	Attachments	
Supplemental Request		Save	
	recurr	d to ring	
	Related to cap	ital 👝	
	propo	sed 📃	
	Agency Cont	act:	
	Contact Pho	ine:	
	50500 Cultural Affairs Request	50500         Cultural Affairs Department         Request         Supplemental Request         Request         Request         Request         Request         Request         Request         Related         request         Related to cap         request         Related to cap         request         Agency Conta	50500       Cultural Affairs Department       Request     Explanation       Attachments       Supplemental Request       Request Type       Rank:       0       Related to

# 13.4. Request (Details) Tab

13.4.1. From the Header tab, click the *Request* tab.

Stage Code:*	P-Code			
3501	50500			
Initial Entry	Cultural Affairs Department			
Header	Request	Explanation	Attachments	
	Request	Explanation	Attachments Save	

13.4.2. The budget data entry form will load. When a new form is created, it will be blank as shown below.

Budget Form Lines Close Export Import Refresh								
ID	Form	Agency		Form Name	Tota	I FTE	Total Expenses	Total Revenue
6202	3500	50500 - Cultural Affa	irs Department	special, Supplemental & De	et	0.00	\$0	\$0
Actions:	earch criteria	_						
Row	Audit Trail	PCode	Account	Account Name	FTE Request*	Reques	st* Con	ments / Notes
				There are no recor	ds available.			
Records	per page: 5	0 👟					- Records 0 - 0	of 0 - Pages: 🔣 ≪

The top table shows a read-only summary of the form. The screenshot below shows an example form that is populated. The columns are described below.

ID	Form	Agency	Form Name	Total FTE	Total Expenses	Total Revenue
5637	3500	11400 - Senate Chief Clerk	Special, Supplemental & Det	13.00	\$45,000	\$0

Screen:	Special, Supplemental & Deficiencies (3500) Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
Agency	Read Only. Agency Code and Name
Form Name	Read Only. Form Name
Total FTE	Read Only. Total Full Time Equivalent requested in form
Total Expenses	Read Only. Total Expenses requested in form
Total Revenue	Read Only. Total Revenue entered in form

The second table contains the Special, Supplemental & Deficiencies request data. Again, the example screenshot below shows a form populated with data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the form.

Row	Audit Trail	PCode	Account	Account Name	FTE Request*	Request*	Comments / Notes	
1	0.	P114	200	Personal Services & Employee	0.00	\$30,000	import	1
2	~	P114	400	Other	0.00	\$15,000		1
3	<u></u>	P114	FTE-PM	Permanent	2.00	\$0	import	1
4	<u></u>	P114	FTE-TM	Term	0.00	\$0	import	1
5	0.	P114	FTE-TP	Temporary	11.00	\$0	import	1

Screen:	Special, Supplemental & Deficiencies (3500) Budget Form Lines
Field (Column Name)	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.
PCode	Read Only. Contains PCode Number.
PCode Name	Read Only. This column is minimized, use double arrows to expand.
Account	Read Only. Budget line for Account
Account Name	Read Only. Budget line for Account Name
FTE Request*	Data Entry Column. Enter number of Full Time Equivalent requested
Request*	Data Entry Column. Enter Requested amount
Comments / Notes *	Data Entry Column. Enter Comments or Notes related to budget line
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

- 13.4.3. Click Add New. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u> and Section 8.11 <u>Add New</u> <u>Budget Entry</u>.
  - Enter the **PCode**; click the Magnifying Glass to select from a filtered list of PCodes based on the Agency selected during form creation
  - Enter the Comments / Notes, if needed
  - Enter amount in FTE Request
  - Enter **Request** amount

ose	Form Definit	tion		
5194	3500			
PCode: P539 Library Service	Comments / Notes	unt: Ral Fund Transfe	Save Cancel	
	FTE Request:	2.5	Audit Text:	

Click *Save*. The new request will appear in the form.

Budg	get Foi	r <b>m Lines</b>	resh					
ID	Form	Agency		Form Name	Total	FTE	Total Expenses	Total Revenue
6194	3500	50500 - Cultural	Affairs Departme	nt Special, Supplemental &	Det	0.00	\$0	\$75,000
Actions: Add Ne	ew Cop	y)						
Row	Audit Trail	PCode	Account	Account Name	FTE Request	Request	Com	ments / Notes
1	<u></u>	P539	111	General Fund Transfers	2.50	\$75,0	00	
1		P539			Request			

# 13.5. Explanation Tab

Detailed explanations for the request are entered on the Explanation tab.

- 13.5.1. Navigate to the Header tab, click *Explanation* to open.
- 13.5.2. Complete required fields. Click *Save* to update form.

udget Form	Comment		Close		
Instance ID	Form Defir	nition	Definition Name	Name	Agency
5194	3500		Special, Supplemental & Deficiencies Request (3500)	Supplemental Request	50500
Stage Code:*		P-Code			
3501		50500			
Initial Entry		Cultural Affairs D	Department		
Head		Request	Explanation	Attachments	
Explain how will be spen					
Brief descriptic of proble agency addressin	m is				
How will agen					

## 13.6. Attachments Tab

13.6.1. Attachments can be added to the form following the instructions outlined in Section 8.13 Attachments Tab.

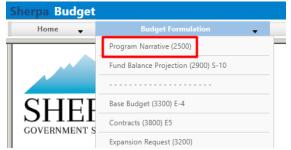
### 13.7. Submit

13.7.1. Once all transfers have been added to the form, submit the Transfers form following instructions from 8.14 <u>Submit Budget Form</u>.

# 14. Program Narrative

Detailed descriptions of Programs are updated from the Program Narrative (2500) form. Existing narrative text from previous budget cycles will appear in the form. Users can edit text when needed following these instructions.

14.1.1. Select the Program Narrative (2500) form from the Budget Formulation menu.

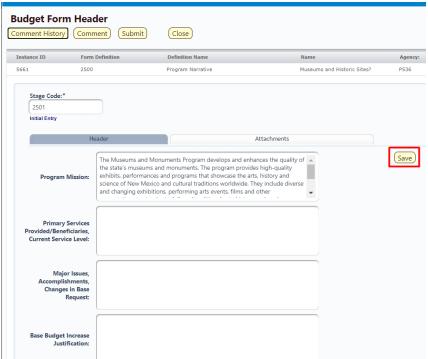


14.1.2. Select an available form from the main Budget form screen or "List Page" and click *Header*. This page will return a form for each agency or program based on your security. If there are no agencies or programs assigned for your security role, this list will be blank. If you believe there is an error in the list of agencies or programs available in your list, then contact the BFM Administrator to update your security role.

#### **Program Narrative**

Quick Search: Enter search Record Actions	n criteria here	Show Advanced Filt	ters					
Form	Description	Stage	Agency:	Form Rows	Last Update	Last User	Submit	Actions
5661	Museums and Historic Sites?	2501	P536	0	2/12/2021	chuck.hulem@s	Submit	Header
Records pe	er page: 50 😵					- Records	s:1 - Page:	HI HI 1 H HI

The *Header* tab will load. Review or Enter text into the fields. Click *Save* to update the Program narrative.



- 14.1.3. Attachments can be added to the form following the instructions outlined in Section 8.13 Attachments Tab.
- 14.1.4. Once Program Narrative is updated, submit the form following instructions from 8.14 <u>Submit</u> <u>Budget Form</u>.

# 15. Fund Balance Projection

The Fund Balance Projection form To reflect the adjusted fund balance amount available at the end of prior fiscal year, as well as projected fund balances at the end of the current fiscal year, and the appropriation request for next fiscal year.

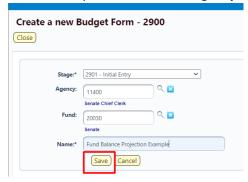
15.1.1. Select the **Fund Balance Projection (2900) S-10** form from the Budget Formulation menu.

Sherpa Budget			
Home 🚽	Budget Formulation	-	
	Program Narrative (2500)		-
	Fund Balance Projection (2900) S-10		

15.1.2. Click *Add New*. Alternatively, click *Header* for an existing form and skip to Section 15.2.1 to continue to the Header tab.

								<b>A</b>	
S-10 Fu	und Balance Projec	tion							
Quick Search:									
Enter search Record Actions	n criteria here	Show Advanced Fil	ters						
Add New					F	1 1	1 t		
Form ID	Description	Stage	Agency	Fund	Form Rows	Last Update	Last User	Submit	Actions
5673	Office of Cultural Affairs	2901	50500	19300	0	2/12/2021	enduser	Submit	Header   Detail   Delete
Records pe	er page: 50 😽								- Records: 1 - Page: 🙌 🐳 💓

15.1.3. On the Create a new Budget Form 3200 screen, select *Stage Code 2901 – Initial Entry* from the dropdown. Enter the *Agency* and *Fund* and *Name* of the Fund Balance Projection. Click *Save*.



## 15.2. Header Tab

15.2.1. Enter the *Legal Authority* on and click *Save* to update the form.

Instance ID	Form Defin	ition	Definition Name	Name
5195	2900		S-10 Fund Balance Projection	Fund Balance Projection Examp
2901 Initial Entry		11400 Senate Chief Clerk	20030 Senate	

# 15.3. Detail Tab

15.3.1. Locate **Detail** and click to open the tab.

Name: Fund Balance Projection Example Save	Head	er	Detail	n	Attachments	
	Name: (	Fund Balance Proje	ction Example		Save	

The Fund Balance Projection form will load.

Budg	get Fo	rm Lines					
Close	Export	Import I	Refresh				
ID	Form	Agency		Fund		Form Name	
6195	2900	11400 - Sena	te Chief Clerk	20030 - Senate		S-10 Fund Balance Projection	
Enter so Actions: Add N	earch criter						
Row	Audit Trail	Account	Account Nam	e	2020-21 Fund Balance Projection*	Justification*	
			There	are no records availabl	e.		
Records	per page:	50 😵			- Record	ls: 0 - 0 of 0 - Pages: 🔣 🕊	1 >>

The top table shows a read-only summary of the form. The columns are described in the table below.

ID	Form	Agency	Fund	Form Name
6195	2900	11400 - Senate Chief Clerk	20030 - Senate	S-10 Fund Balance Projection

Screen:	Fund Balance Projection S-10 (2900) Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
Agency	Read Only. Agency Code and Name
Fund	Read Only. Fund Code and Name
Form Name	Read Only. Name of Form

The second table contains the Special, Supplemental & Deficiencies request data. Again, the example screenshot below shows a form populated with data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the form.

Row	Audit Trail	Account	Account Name	2020-21 Fund Balance Projection*	Justification*	
1	0	S10_7_BY_REV	Budgeted Revenues	25,000		2
Records	per page:	50 😵		- Records: 1	1 - 1 of 1 - Pages: 🔍 🔍 1	» »

Screen:	Fund Balance Projection S-10 (2900) Budget Form Lines
Field (Column Name)	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.
Account	Read Only. Contains PCode Number.
Account Name	Read Only. Budget line for Account Name
20XX-XX Fund	Data Entry Column. Enter Fund Balance Projection for the end of the current
Balance Projection*	fiscal year
Justification *	Data Entry Column. Enter Justification text
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

- 15.3.2. Click *Add New*. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u> and Section 8.11 <u>Add New</u> <u>Budget Entry</u>.
  - The Agency and Fund will be pre-populated with the Agency and Fund selected at form creation.
  - Enter the *Account* code; click the Magnifying Glass to select from a list filtered to S-10 Report Account Codes
  - Enter the *Justification*
  - Enter the *Fund Balance Projection* for the end of the current fiscal year

Form ID	Form Definit	ion		
6195	2900			
Agency 11400 Senate Chief Clei	۹ 🖬	Fund 20030 Q	Account S10_7_BY_REV Budgeted Revenues	Save Cancel
Senate Chief Clei	Justification:	Senate	Budgeted Revenues	

15.3.3. Click *Save*. The Fund Balance Projection form will load with new data.

Budg Close	get Fo	rm Lines	resh			
ID	Form	Agency		Fund		Form Name
6195	2900	11400 - Senate	Chief Clerk	20030 - Senate		S-10 Fund Balance Projection
Actions:	ew) Cor	<mark>y</mark>				
Row	Audit Trail	Account	Account Nan	10	2020-21 Fund Balance Projection*	Justification*
1	<u>_</u>	S10_7_BY_REV	Budgeted Reve	nues	25,000	
Records	per page: (	50 😵			- Record	is: 1 - 1 of 1 - Pages: 🔍 «

15.3.4. Once Fund Balance Projection is updated, submit the form following instructions from 8.14 <u>Submit Budget Form</u>.

### 15.4. Report

15.4.1. Data from the Fund Balance Projection form can be viewed in the S-10 Fund Balance Projection Report. See Section 21 <u>BFM Reporting</u> for instructions on how to access reports.

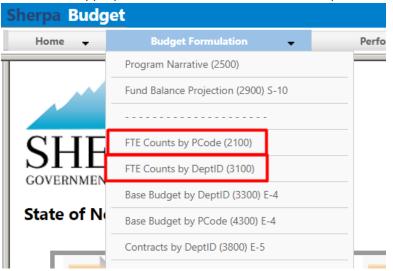
# 16. FTE Counts

The FTE Counts form displays the Full Time Equivalents calculated by the BFM Personnel Cost Forecasting (PCF) tool, including filled and vacant positions. The FTE Counts form provides Agencies the ability to request the number of FTEs to include in the budget. *Please note: Position requests will be submitted via the expansion request module.*  Similar to the Base Budget E-4 and Contracts E-5 forms, the FTE Counts has two forms available: FTE Counts by DeptID form 2100 and FTE Counts by PCode form 3100. Agencies will select one form, either by DeptID 2100 or by PCode 3100, for each PCode to complete and submit for appropriations request.

The following instructions show screenshots for the FTE Count by Dept ID 2100 form, but these instructions apply to both FTE Counts forms.

### 16.1. Create New Form

16.1.1. Navigate to the FTE Counts form by hovering over the **Budget Formulation** menu and select the appropriate **FTE Counts** form from the dropdown menu.



16.1.2. Click *Add New* to begin a new form. Alternatively, click *Detail* for an existing form to edit and proceed to step 16.1.5.

Contrad	ct - E5 (3800)							
ick Search:		Advanced Fi	ilters					
Add New	1							
	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
Add New		<b>Stage</b> 3801	PCode: P536-R				Submit Submit	Actions (Header)   Detaii)   Delete)

16.1.3. Select Stage Code 3101 – Initial Entry from the dropdown. Enter the PCode and Name of the form. Click Save.

	Budget Form - 3100	
Stage:* Pcode:	3101 - Initial Entry ✓ P539-R	
Name:*	Library Services       P539-R Library Services       Save       Cancel	

16.1.4. The budget form header will load. Click **FTE Counts** to load the Details screen.

Budget For Comment Histor		Submit	Configuration Close		
Instance ID	Form Defini	tion	Definition Name	Name	PCoo
7784	3100		FTE Counts by DeptID	P539-R Library Services	P539
Stage Code 3101 Initial Entry		PCode: P539-R Library Service	15		
	Header		FTE Counts	Attachments	
N	ame: P539-R L	brary Services	)		

16.1.5. The budget form will load.

Budget Form Lines	ab )				
D Form PCode:	<u>sir</u> )	Form Name	Total PCF FTE	Total Opbud FTE	
1784 3100 P539-R - Library Se	ervices	FTE Counts by DeptID	45.00	0.0	0.00
Enter search criteria here					
Add New)(Copy)(Zero Out)(Scr	een conligura	ation ) ( Action Configuratior	)(Validation Conf	iguration)	
Row Audit Department		count Account Name	) (Validation Conf 2020-2021 PCF Projection	2019-20 20	20-21 FTE quest* Justi
Audit Department		count Account Name	2020-2021 PCF	2019-20 20	FTE
Row Audit Trail Department	Fund Ac	count Account Name	2020-2021 PCF Projection	2019-20 20 Opbud Re	FTE quest* Justi

The top table shows a read-only summary of the form. The columns are described below.

Budget Form Lines									
Close Export Import Refresh									
ID	Form	PCode:	Form Name	Total PCF FTE	Total Opbud FTE	Total FTE Request			
<b>ID</b> 7784	<b>Form</b> 3100	PCode: P539-R - Library Services	Form Name FTE Counts by DeptID	Total PCF FTE 45.00	Total Opbud FTE	Total FTE Request			

Screen:	FTE Counts by DeptID 3100 Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
PCode	Read Only. PCode and Program Name
Form Name	Read Only. Form Name
Total PCF FTE	Read Only. Total FTEs calculated in PCF Projection
Total OpBud FTE	Read Only. Total FTEs included in current year OpBud
Total FTE Request	Read Only. Total FTE requested on form

The second table contains the FTE Counts request data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data.

Row	Audit Trail	Department	Fund	Account	Account Name	2020-2021 PCF Projection	2019-20 Opbud	2020-21 FTE Request*	Justification*	
1	0	600000000-50500	19301	810	Permanent	32.00	0.00	0.00		2
2	<u></u>	600000000-50500	19302	810	Permanent	3.00	0.00	0.00		2
3	٥.	600000000-50500	19302	820	Term	10.00	0.00	0.00		Z
Records	per page:	50 😵						- Records:	1 - 3 of 3 - Pages: 🗰 帐 1	» [»

Screen:	FTE Counts by DeptID 3100 Budget Form Lines
Field (Column Name)	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.
Department	Read Only. Contains 10 digit DeptID Number + Agency Code.
Department Name	Read Only. This column is minimized, use double arrows to expand.
Fund	Read Only. Budget line for Fund
Fund Name	Read Only. This column is minimized, use double arrows to expand.
Account	Read Only. Budget line for Account
Account Name	Read Only. Budget line for Account Name
20XX-20XX PCF	Read Only. FTE Count calculated by PCF Projection
Projection	
20XX-20XX OpBud*	Data Entry Column. Enter current year OpBud FTE Count.
	Note: During the first year of using BFM, users must enter this amount. In
	future years, this will be pre-populated based on previous year's form data.
20XX-XX FTE	Data Entry Column. Enter requested FTE Count for budget.
Request*	
Justification*	Entry Column. Enter text justification
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

16.1.6. Enter data into the budget form following the instructions from Section 8.4 <u>Excel Export/Import</u> or Section 8.11 <u>Add New Budget Entry</u>.

To complete this budget form, enter a new line for each contract by clicking **Add New**. This can also be accomplished through the Excel Export/Import spreadsheet.

- Enter the Department, Fund, and Account Numbers
- Enter the Justification
- Enter the current **OpBud** FTE Count (in the first year of using the system, in subsequent years this will be auto-populated based on previous year's form data)
- Enter the **FTE Request** (You will enter the OPBUD FTE count here, your request to increase FTE should be entered in the expansion form).

Page Actions:	Entry - Add N			
Form ID	Form Definiti	on		
7784	3100			
Department 600000000 State Library D	-50500 🔍 😫	Fund 19300 Office Of Cultural Aff	Account 810 Permanent	Save Cancel
	2019-20 Opbud :	31	Audit Text:	
2	020-21 FTE Request*:	32	Audit Text:	

16.1.7. Click *Save*. The new line item will appear in the list. The Total OpBud FTE and Total FTE Request amounts will be updated in the top table on the form screen.

ose	Export	Import Refre	esh							
D	Form	PCode:		F	orm Name	Total PCF FTE	Total Opbu	d FTE Total FT	E Request	
7784	3100	P539-R - Library S	Services	FT	E Counts by DeptID	45.00		31.00	32.00	
Enter s	earch crite		reen Cont	figuration	Action Configuratio		iguration	2020.21		
Enter s ctions: Add N	earch crite		reen Cont	figuration) Account		n) (Validation Cont 2020-2021 PCF Projection	iguration) 2019-20 Opbud	2020-21 FTE Request*	Justification*	
Enter s ctions: Add N	earch crite	py) Zero Out) Sc				2020-2021 PCF	2019-20	FTE	Justification*	/
Quick Sea Enter s actions: Add N Row 1	earch crite lew) Co Audit Trail	py)(Zero Out)(Sc Department	Fund	Account	Account Name	2020-2021 PCF Projection	2019-20 Opbud	FTE Request*	Justification*	/
Enter s actions: Add N Row	eearch crite	py)(Zero Out)(Sc Department 600000000-50500	<b>Fund</b>	Account 810	Account Name Permanent	2020-2021 PCF Projection 0.00	2019-20 Opbud 31.00	FTE Request* 32.00	Justification*	/ /

16.1.8. Once all FTE Counts have been added to the form, submit Budget form following instructions from 8.14 <u>Submit Budget Form</u>.

# 16.2. Report

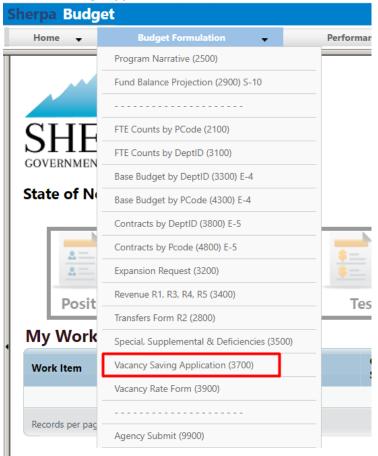
16.2.1. Data from the FTE Counts forms can be viewed as reports. The FTE Count Requests By DeptID and FTE Count Requests by PCode reports can be accessed in 3.2 Personnel folder.

See Section 21 <u>BFM Reporting</u> for detailed instructions on how to access reports.

# 17. Vacancy Savings Application

The Vacancy Savings Application (3700) form allows users to enter a vacancy savings percentage to adjust PCF Projection calculated by BFM.

17.1.1. Navigate to the form by hovering over the **Budget Formulation** menu and clicking **Vacancy Savings Application (3700).** 



17.1.2. Click *Add New*. Alternatively, click *Detail* for an existing form and skip to Section 17.1.5 to continue to the Header tab.

Sherpa Bu	ıdget							
Home	Budget Formulation	•	Performance Measur	res 🔻	PCF 👻	Links 🚽		
Quick Search:	y Rate Application	Show Advanced Fi	ters				-	
Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
6190	Supreme Count	3701	21600	132	3/10/2021	chuck.hulem@s	Submit	Header   Detail   Delete
Records pe	er page: 50 😻							- Records: 1 - Page: 🙌 📢 1 🧰 🗰

17.1.3. For **Stage**, select 3701 – Initial Entry from the dropdown menu. Enter the appropriate **Agency** code or use the Magnifying Glass to select from a filtered list. Enter a **Name** for the form. Click **Save** to create the form.

Create a new E	Budget Form - 3700
Stage:* Agency:	3701 - Initial Entry
Name:*	Cultural Affairs Department Vacancy Savings

17.1.4. The Header tab will open. Click the **Request** tab to navigate to the **Details** screen.

		Definition Name	Name	Agency
83 3	700	Vacancy Rate Application	Cultural Affairs Department Vacanc	50500
Stage Code:* 3701 Initial Entry	P-Code 50500 Cultural Aff	airs Department		

17.1.5. The Vacancy Savings Application form will load.

7783       3700       50500 - Cultural Affairs Department       Vacancy Rate Application       \$34,962,021       \$0       \$34,962,021         Quick Search:         Enter search criteria here	-	et Form	Import Refres	h					
Quick Search:       Enter search criteria here       Actions:       Add New       Copy       Zero Out       Calc Vac Saving       Vacancy       Savings       Row       Audit       PCode       Savings       Rate   Comments / Notes	F	Form	Agency		Form Name	Total S&EB	Vacancy Savings	Net S&EB	
Enter search criteria here       Actions:     Copy     Zero Out     Calc Vac Saving       Row     Audit Trail     PCode     Vacancy Savings Rate     Comments / Notes	3	3700	50500 - Cultural Affa	airs Department	Vacancy Rate Application	\$34,962,021	\$0	\$34,962,021	
Row Trail PCode Savings Comments / Notes	Actions:     Add New Copy Zero Out     Calc Vac Saving								
There are no records available.		PC	Code	Savings	Comments / No	tes			
	There are no records available.								
Records per page: 50 😵 - Records: 0 - 0 of 0 - Pages: 🔣 🕊 1 💓 洲	rds pei	er page: 50	*		- Records: 0 - 0 of 0 - Pages:	I >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			

The top table shows a read-only summary of the form. The columns are described in the table below.

ID	Form	Agency	Form Name	Total S&EB	Vacancy Savings	Net S&EB
7783	3700	50500 - Cultural Affairs Department	Vacancy Rate Application	\$34,962,021	\$0	\$34,962,021

Screen:	Vacancy Rate Application 3700 Budget Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
Agency	Read Only. Agency Code and Name
Form Name	Read Only. Name of Form
Total S&EB	Total S&EB calculated in the PCF projection
Vacancy Savings	Calculated based on Vacancy Savings Rate entered on form
Net S&EB	Total S&EB less Vacancy Savings

The second table contains the Special, Supplemental & Deficiencies request data. Again, the example screenshot below shows a form populated with data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the form.

Actions:	ew) Cor	y Zero Out	Calc Vac Sav	ing
Row	Audit Trail	PCode	Vacancy Savings Rate	Comments / Notes
1	0	P216	10.00	this is a test
Records	per page:	50 🛛 🕹		- Records: 1 - 1 of 1 - Pages: 🤐 « 1 » »

Screen:	Vacancy Rate Application 3700 Budget Form Lines
Field (Column Name)	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.
PCode	Read Only. PCode
PCode Name	Read Only. This column is minimized, use double arrows to expand to see.
Vacancy Savings	Data Entry Column. Enter the Vacancy Savings percentage.
Rate*	
Comments / Notes*	Data Entry Column. Enter Comments.
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.
17.1.6. Click Add New.	

## **Budget Form Lines**

Close	Export	Import Refres	sh				
ID	Form	Agency		Form Name	Total S&EB	Vacancy Savings	Net S&EB
7783	3700	50500 - Cultural Aff	fairs Department	Vacancy Rate Application	\$34,962,021	\$0	\$34,962,021
Enter s Actions Add N	earch criteria	/ Zero Out	Calc Vac Sav	ing			
Row	Audit Trail	PCode	Vacancy Savings Rate	Comments / No	ites		
		т					

#### 17.1.7. Complete the Budget Form.

Note: this can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u> and Section 8.11 <u>Add New Budget Entry</u>.

- Enter the **PCode**; click the Magnifying Glass to select from a filtered list of PCodes based on the Agency selected during form creation
- Enter the **Comments / Notes**, if needed
- Enter percentage amount in Vacancy Savings Rate

Click Save.

e Actions:	i Entry - Add New Li	ine		
ose Form ID	Form Definition			 
7783	3700			
PCode: P536 Museums and	Histori Comments / Notes			
	Vacancy Savings Rate: 7.5		Audit Text:	

17.1.8. The line item will appear on the form. Click Calc Vac Savings.

Budget Form Lines									
Close	Export	Import Refre	esh						
ID	Form	Agency		Form Name	Total S&EB	Vacancy Savings	Net S&EB		
7783	3700	50500 - Cultural A	Affairs Department	Vacancy Rate Application	\$34,962,021	\$0	\$34,962,021		
Add N	lew Co	py Zero Out	Calc Vac Sav	ing		1			
Row	Audit Trail	PCode	Vacancy Savings Rate	Comments / No	otes				
1		P536	7.50	-	× 1				
Records	; per page:	50 😵		- Records: 1 - 1 of 1 - Pages	:				

### 17.1.9. Click Run.

Confirm to Run Calc Vac Saving
Run the Calc Vac Saving Process
Run Cancel

17.1.10. When the calculation is completed, the **Vacancy Savings** amount will appear in the table at the top of the screen, and the **Net S&EB** will be calculated.

Bud Close	get Foi	r <b>m Lines</b> ) (Import) (Refree	sh				/		
ID	Form	Agency		Form Name	Total S&EB	Vacancy Savings	Net S&EB		
7783	3700	50500 - Cultural Afi	fairs Department	Vacancy Rate Application	\$34,962,021	(\$1,756,078)	\$33,205,943		
Actions: (Add New) (Copy) (Zero Out) (Calc Vac Saving)									
Audin			(	ing					
Row	Audit Trail	PCode	Vacancy Savings Rate	Comments / Note	25				
	Audit		Vacancy Savings		25				

# 18. Vacancy Rate Form

The Vacancy Rate Form (3900) provides a way to enter monthly vacancy rate.

18.1.1. Navigate to the form by hovering over the **Budget Formulation** menu and clicking **Vacancy Rate Form (3900).** 



18.1.2. Select an available form from the main Vacancy Rate form screen or "List Page." This page will return a form for each agency based on your security. If there are no agencies assigned for your security role, this list will be blank. If you believe there is an error in the list available to you, then contact the BFM Administrator to update your security role.

18.1.3.	To edit, click Detail.	
---------	------------------------	--

uick Search:								
Enter search	h criteria here	how Advanced Fi	Iters					
ecord Action	5:							
Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
		2001	11400	0	2/14/2021	enduser	Submit	Header Detail Delete
6178	Senate Chief Clerk	3901						
6178 6177	Senate Chief Clerk Cultural Affairs Department	3901	50500	0	2/14/2021	enduser	Submit	Header Detail Delete

#### The Vacancy form will load.

		m Line																
ID	Form	Agency		Form	n Name													
6178	3900	11400 -	Senate Chief Clerk	Vaca	ncy Rate Form (3900)													
Actions:	ch: arch criter ew Co	_																
Row	Audit Trail	PCode	Account	2020 Starting FTE*	2020 September FTE Vacancy*	2020 October FTE Vacancy*	2020 November FTE Vacancy*	2020 December FTE Vacancy*	2021 January FTE Vacancy*	2021 Febuary FTE Vacancy*	2021 March FTE Vacancy*	2021 April FTE Vacancy*	2021 May FTE Vacancy*	2021 June FTE Vacancy*	2021 July FTE Vacancy*	2021 August FTE Vacancy*	Justification*	
									There are no	o records available.								
Records	per page:	50 😻														- Records: 0	0 - 0 of 0 - Pages: 🔣 🐝	1 🔉

Screen:	Vacancy Rate Form 3900 Budget Form Lines				
Field (Column Name)	Description				
ID Read Only. Form Instance ID					
Form	Read Only. Form number				
Agency	Read Only. Agency Code and Name				
Form Name Read Only. Form Name					

The top table shows a read-only summary of the form.

The second table contains the form data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data.

Screen:	Vacancy Rate Form 3900 Budget Form Lines						
Field (Column Name)	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.							
PCode	Read Only. Contains PCode Number.						
PCode Name	Read Only. This column is minimized, use double arrows to expand to see.						
Account	Read Only. Budget line for Account						
20XX Starting FTE*	Data Entry Column. Authorized FTE count for beginning of year.						
20XX September –	Data Entry Columns. Enter FTE Vacancy count for each month.						
August FTE Vacancy*							
Justification*	Entry Column. Enter text justification						
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget						
	request entries. Double-clicking a row performs the same action.						

- 18.1.4. Edit an existing budget line or click **Add New**. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u> and Section 8.11 <u>Add New Budget Entry</u>.
  - Enter the **PCode**; click the Magnifying Glass to select from a filtered list of PCodes based on Agency form selected
  - Enter the *Account* ; click the Magnifying Glass to select **Authorized FTE** or **Vacancy FTE**
  - Enter the *Justification*

Budget Form	ı Entry - Add New	Line	
Form ID	Form Definition		
6177	3900		
PCode: P536 Museums and	Account: AUTHFTE Histori Authorized F	Save Cancel	
	2020 Starting FTE*: 37	Audit Text:	

#### 18.1.5. Click *Save*. The new vacancy rate form will appear in the list.

Bud Close		rm Lines	Refresh															
ID	Form	Agency		Form Na	ame													
6177	3900	50500 - Cul	ural Affairs Department	Vacancy P	Rate Form (3900)													
Actions:	lew Cop	_																
Row	Audit Trail	PCode	Account St		2020 September TE Vacancy*	2020 October FTE Vacancy*	2020 November FTE Vacancy*	2020 December FTE Vacancy*	2021 January FTE Vacancy*	2021 Febuary FTE Vacancy*	2021 March FTE Vacancy*	2021 April FTE Vacancy*	2021 May FTE Vacancy*	2021 June FTE Vacancy*	2021 July FTE Vacancy*	2021 August FTE Vacancy*	Justification*	
1	<u>~</u>	P536	AUTHFTE	375.00	0.00	0.00	0.00						0.00					Z
-		50 😽															1 - 1 of 1 - Pages: 🔣 🐇	

18.1.6. Double-click the line or click the Pencil Icon to edit the monthly vacancy rate. Click **Save All**.

r*	2021 May FTE Vacancy*	2021 June FTE Vacancy*	2021 July FTE Vacancy*	2021 August FTE Vacancy*	Justification*
C	0.00	3	0.00	0.00	
		. (	ave All	All - Records	: 1 - 1 of 1 - Pages: 🔣 ≪ 1 🚿 渊

18.1.7. Once the monthly Vacancy Rate is updated, submit the form following instructions from 8.14 <u>Submit Budget Form</u>.

# 19. Performance Measures

Forms for Performance Measures tracking are located in the Performance Measures top level navigation menu.

Sherpa Budget						
Home 🗸	Budget Formulation 🚽	Performance Measures 🚽	PCF	•	Links	-
1						•

## 19.1. Performance Measures

Performance Measures are captured in BFM in the Performance Measures 4000 form.

19.1.1. Navigate to the form by hovering over the **Performance Measures** menu and clicking **Performance Measures (4000)**.

Sherpa Budget		
Home 🚽 Budget Formulation 👻	Performance Measures	PCF 🚽
	Performance Measures (4000)	
	Performance Measures Quarterly (4100)	
	Performance Measure Change Request (4400)	

19.1.2. Select an available form from the main Performance Measures form screen or "List Page" and click *Detail*. This page will return a form for each Agency based on your security. If there are no agencies or programs assigned for your security role, this list will be blank. If you believe there is an error in the list of agencies or programs available in your list, then contact the BFM Administrator to update your security role.

Inter search criteria here Show Advanced Filters	
ecord Actions:	
Form Last Last Submit	Actions
ID Description Stage Agency Rows Update User Submit	Actions
5674 Cultural Affairs Department 4001 50500 8 2/15/2021 chuck.hulem@s Submit	Header

19.1.3. The Performance Measures Detail form will load.

Budg Close	get Fo		$\neg$									
ID	Form	Age	ncy	Form Name								
5674	4000	5050	0 - Cultural Affairs	Department Performance Measures (400)								
Actions:	ew) Cop	<mark>yy</mark>										
Row	Audit Trail	PCode	Measure	Measure Name	Format	2019-20 Target	2019-20 Actuals	2020-21 Target	2021-22 Target	Year End Narrative*	Addressing Measure Performance*	
1	<u></u>	P536	50500P536004	Percent increase in joint curriculum partnership	s between lo Integer (1,234)	0.0000	123.0000	0.0000	2345.0000	Year end	performance	Z
2	<u></u>	P540	50500P540008	Number of material weakness audit findings in	the last avail Integer (1,234)	0.0000	1000.0000	0.0000	1500.0000	We met target	looking at it	Z .
Records	per page:	50	8								- Records: 1 - 2 of 2 - Pages:	« 1 » »

The top table shows a read-only summary of the form.

Screen:	Performance Measures 4000 Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
Agency	Read Only. Agency Code and Name
Form Name	Read Only. Form Name

The second table contains the performance measures data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the Performance Measures 4000 form.

Re	ow	Audit Trail	PCode	Measure	Measure Name	Format	2019-20 Target	2019-20 Actuals*	2020-21 Target	2021-22 Target*	Year End Narrative*	Addressing Measure Performance*	
1		0	P536	50500P536004	Percent increase in joint curriculum partnerships between lo	Percent (12%)	0.0000	75.0000	0.0000	100.0000	Target not met because abc	Performance being addressed by xyz	1
2		0	P536	50500P536005	Number of students taught through programming develope	Integer (1,234)	0.0000	1.0000	0.0000	5.0000			Z
		-											

Screen:	Performance Measures 4000 Form Lines
Field (Column Name)	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.
PCode	Read Only. PCode Number
Measure	Read Only. Measure Number
Measure Name	Read Only. Measure Name / Description
Format	Read Only. The format for the Performance Measure Value, this will be
	based on the measure selected
20XX-XX Target	Read Only. Previous fiscal year's Target Performance Measure Value
20XX-XX Actuals*	Data Entry Column. Enter previous fiscal year's Actuals Performance
	Measure Value
20XX-XX Target	Read Only. Current fiscal year's Target Performance Measure Value
20XX-XX Target*	Data Entry Column. Enter the proposed Target Performance Measure Value
Year End Narrative*	Data Entry Column. Enter Year End Narrative text
Addressing Measure	Data Entry Column. Enter how measured performance is being addressed
Performance*	
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

- 19.1.4. Click Add New. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u> and Section 8.11 <u>Add New</u> <u>Budget Entry</u>.
  - **Agency** will be populated based on Performance Measure form selected.

- Select Performance **Measure** Number; click the Magnifying Glass to select from a list filtered to available Measures based on Agency
  - Note: Once Measure is selected, blue text beneath field will display the type of the Performance Measure Value. In the example below, the type is *number*. The format (displayed on the Measures/Detail screen) for this measure type is *integer*.
- Enter the Year End Narrative, describe if the performance measure was met or not
- Enter the Addressing Measure Performance, describe how performance is being address
- Enter previous fiscal year's Actual Performance Measure Value
  - **Note**: if entering data on an existing Performance Measure, then values will combine with existing values (not overwrite) on form when updated
- Enter current fiscal year's Target Performance Measure Value
  - **Note**: if entering data on an existing Performance Measure, then values will combine with existing values (not overwrite) on form when updated

orm ID	Form Definition	n		
674	4000			
Agency 50500 Cultural Affairs D	epartment	Measure: 50500P761006 R	Save	D
	Year End Narrative	Target not met because abo	:	
Addressing Me	asure Performance	Performance being address	ed by XXZ	
	2019-20 Actuals:	100.00	Audit Text:	
	2021-22 Target:	50.00	Audit	

Click *Save*. The new Measure will appear in the form.

Budg	jet Fo	$\sim$	$\neg$									
ID	Form	Age	ncy	Form Name								
5674	4000	5050	0 - Cultural Affairs I	Department Performance Measures (400)								
Add No	ew Cop Audit Trail	_	Measure	Measure Name	Format	2019-20 Target	2019-20 Actuals	2020-21 Target	2021-22 Target	Year End Narrative*	Addressing Measure Performance*	
1	<u></u>	P536	50500P536004	Percent increase in joint curriculum partnerships between	n lo Integer (1,234)	0.0000	38.0000	0.0000	30.0000	xyz	abc	1
2	<u></u>	P537	50500P537002	Percent of grant funds from recurring appropriations dist	rib Integer (1,234)	0.0000	15.0000	0.0000	15.0000			1
3	0	P540	50500P540008	Number of material weakness audit findings in the last a	vail Integer (1,234)	0.0000	1000.0000	0.0000	1500.0000	We met target	looking at it	1
4	<u></u>	P761	50500P761006	Number of new arts ventures, businesses or projects jum	p-s Integer (1,234)	0.0000	100.0000	0.0000	50.0000	Target not met because abc	Performance being addressed by xyz	1
lecords	per page: (	50 3	*								- Records: 1 - 4 of 4 - Pages: 💷 ≪	1 >>>

19.1.5. Once all Performance Measures are added to the form, submit the form following instructions from 8.14 <u>Submit Budget Form</u>.

### 19.2. Performance Measures Quarterly

19.2.1. Navigate to the form by hovering over the **Budget Formulation** menu and clicking **Performance Measures Quarterly (4100)**.

Sherpa Budg	jet			
Home 🚽	Budget Formulation	•	Performance Measures	PCF
			Performance Measures (4000)	
			Performance Measures Quarterly (4100)	
			Performance Measure Change Request (4400)	

19.2.2. Select an available form from the main Performance Measures form screen or "List Page" and click *Detail*. This page will return a form for each Agency based on your security. If there are no agencies or programs assigned for your security role, this list will be blank. If you believe there is an error in the list of agencies or programs available in your list, then contact the BFM Administrator to update your security role.

Perfor	mance Measures Qua	rterly (41	00)					
<u> </u>	h criteria here	Show Advanced Fi	Iters					
Record Action								
Add New	)			F	Last	Last		
Form ID	Description	Stage	Agency	Form Rows	Update	Last User	Submit	Actions
5670	Cultural Affairs Department	4101	50500	12	3/3/2021	enduser	Submit	Header   Detail   Delete
	er page: 50 😵							- Records: 1 - Page: 🙌 📢 1 📦 🕅

#### 19.2.3. The Performance Measures Detail form will load.

Budg	get Fo	rm Lir											
Close	Export	) (Impo	rt) (Refresh)										
ID	Form	Age	ncy	F	Form Name								
5670	4100	5050	0 - Cultural Affairs	Department F	Performance Measures Quar								
Enter se	earch criteri	ia here		)									
ctions:	ew Cop			)									
tions:			Measure	Measure Nam	e	Format	2020-21 Target	2020-21 Quarter 1 Results*	2020-21 Quarter 2 Results*	2020-21 Quarter 3 Results*	2020-21 Quarter 4 Results*	Addressing Measure Performance*	
tions: Add N	ew) Cop Audit	y	Measure 50500P536001		e useum and historic site exhibitions, performances, films and oth			Quarter 1	Quarter 2	Quarter 3	Quarter 4	Performance*	/

The top table shows a read-only summary of the form.

Screen:	Performance Measures Quarterly 4100 Form Lines
Field (Column Name)	Description
ID	Read Only. Form Instance ID
Form	Read Only. Form number
Agency	Read Only. Agency Code and Name
Form Name	Read Only. Form Name

The second table contains the quarterly performance measures data. Some columns contain read-only data; this data is either system data, imported from another source such as the financial system, or are calculated based on other values in the form. Columns with an asterisk (\*) are data entry columns, where users enter the budget request data. The table below describes the columns for the Performance Measures Quarterly form.

Row	Audit Trail	PCode	Measure	Measure Name	Format	2020-21 Target	2020-21 Quarter 1 Results*	2020-21 Quarter 2 Results*	2020-21 Quarter 3 Results*	2020-21 Quarter 4 Results*	Addressing Measure Performance*	
1	<u></u>	P536	50500P536001	Attendance to museum and historic site exhibitions, performances, films and oth	Integer (1,234)	0.0000	100.00	200.00	300.00	400.00	Increasing	<b>Z</b>
2	<u></u>	P536	50500P536006	Number of people served through programs and services offered by museums a	Integer (1,234)	0.0000	100.00	200.00	0.00	0.00		<b>Z</b>
Records	per page:	50	\$								- Records: 1 - 2 of 2 - Pages: 🗰 🕷 1	» [»]

Screen:	Performance Measures Quarterly 4100 Form Lines
Field (Column Name)	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.
PCode	Read Only. PCode Number
Measure	Read Only. Measure Number
Measure Name	Read Only. Measure Name / Description
Format	Read Only. The format for the Performance Measure Value, this will be
	based on the measure selected
20XX-XX Target	Read Only. Previous fiscal year's Target Performance Measure Value

Screen:	Performance Measures Quarterly 4100 Form Lines
Field (Column Name)	Description
20XX-XX Quarter 1	Data Entry Column. Enter Performance Measure Results from Q1
Results*	
20XX-XX Quarter 2	Data Entry Column. Enter Performance Measure Results from Q2
Results*	
20XX-XX Quarter 3	Data Entry Column. Enter Performance Measure Results from Q3
Results*	
20XX-XX Quarter 4	Data Entry Column. Enter Performance Measure Results from Q4
Results*	
Addressing Measure	Data Entry Column. Enter how measured performance is being addressed
Performance*	
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget
	request entries. Double-clicking a row performs the same action.

- 19.2.4. Click Add New. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u> and Section 8.11 Add New <u>Budget Entry</u>.
  - **Agency** will be populated based on Performance Measure form selected.
  - Select Performance **Measure** Number; click the Magnifying Glass to select from a list filtered to available Measures based on Agency.
    - Note: Once Measure is selected, blue text beneath field will display the type of the Performance Measure Value. In the example below, the type is *number*. The format (displayed on the Measures/Detail screen) for this measure type is *integer*.
  - Enter the **Addressing Measure Performance**, describe how performance is being address.
  - Enter the appropriate **Quarter Results.**

e Actions:	- Add N	lew Line		
Form ID	Form Definitio	on		
5670	4100			
Agency: 50500 Cultural Affairs Departmen	Q ⊠	Measure: 50500P536006 Number of people se	Save	
Addressing Measure Pe	erformance	Increasing		
2020-21 Quarter	1 Results*:	5	Audit Text:	
2020-21 Quarter	2 Results*:	10	Audit Text:	
2020-21 Quarter	3 Results*:	15	Audit Text:	
2020-21 Quarter	4 Results*:	25	Audit Text:	

Click *Save*. The Measure will appear in the form.

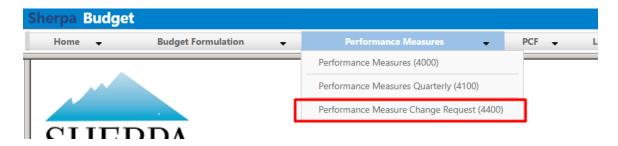
Row	Audit Trail	PCode	Measure	Measure Name	Format	2020-21 Target	2020-21 Quarter 1 Results*	2020-21 Quarter 2 Results*	2020-21 Quarter 3 Results*	2020-21 Quarter 4 Results*	Addressing Perform		
1	<u></u>	P536	50500P536001	Attendance to museum and historic site exhibitions, performances, films and oth	Integer (1,234)	0.0000	105.00	210.00	315.00	425.00	Increasing xyz		Z
2	<u></u>	P536	50500P536006	Number of people served through programs and services offered by museums a	Integer (1,234)	0.0000	100.00	200.00	0.00	0.00			Z
Records	per page:	50	٤								- Records: 1 - 2 of 2	Pages: 🔍 帐 1	»   »I

19.2.5. Once all Performance Measures are added to the form, submit the form following instructions from 8.14 <u>Submit Budget Form</u>.

## 19.3. Performance Measure Change Request

Changes to existing Performance Measures can be requested through the BFM Performance Measure Change Request Form 4400 during the Accountability in Government Act starting July 15 and ending 30 days after.

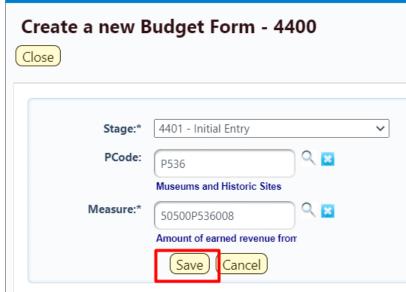
19.3.1. Navigate to the form by hovering over the **Budget Formulation** menu and clicking **Performance Measures Quarterly (4400)**.



19.3.2. Select an available Change Request from the main form screen or "List Page" and click *Header*; or click *Add New* to create a new change request.

ck Search:									
nter search o	criteria here Show	Advanced Fi	ilters						
ord Actions:									
dd New									
Form ID	Description	Stage	Agency	Measure	Form Rows	Last Update	Last User	Submit	Actions
6204	Amount of earned revenue from admissions, rentals and other activity	4401	P536	50500P536008	0	3/3/2021	mkregor	Submit	Header   Detail   Delete
6205	Amount of earned revenue from admissions, rentals and other activity	4401	P536	50500P536008	0	3/3/2021	mkregor	Submit	Header   Detail   Delete
5675	Attendance to museum and historic site exhibitions, performances, films and other presenting programs	4401	P536	50500P536001	0	2/18/2021	chuck.hulem@s	Submit	Header   Detail   Delete
6183	Request for New Performance	4401	P536	NEW	0	2/17/2021	chuck.hulem@s	Submit	Header   Detail   Delete
5669	Measure 1 change	4401	P536		0	2/10/2021	u1	Submit	Header   Detail   Delete
	Name changes as the proposed		P536	NEW	0	2/14/2021	chuck.hulem@s	Submit	Header

- 19.3.3. Select *Stage* 4401 Initial Entry. Enter *Agency* code or use the Magnifying Glass to select from a filtered list based on user security. Enter *Name* for the proposed Transfer.
- 19.3.4. Click Save.



19.3.5. On the *Header* tab, update the form fields.

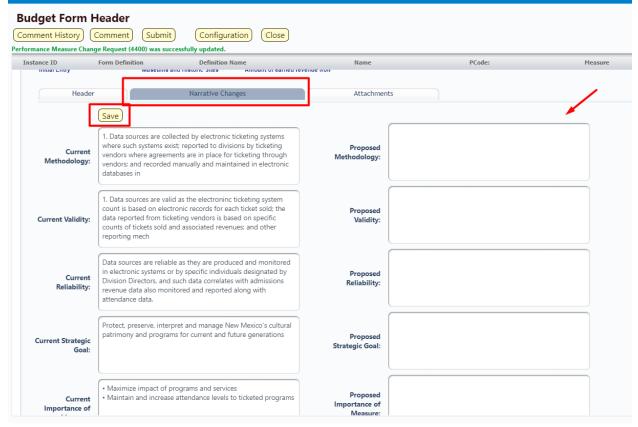
- **Existing Measure (Changes Not Saved)** will be populated based on the existing Performance Measure text. Any changes to this text will be ignored when saved.
- Proposed Measure enter the new proposed Measure text.
- **Explanation of Change** enter text to explain the requested change.
- SBD's Analyst Comments text field for Analyst's comments.
- Consensus Reached check if applies to measure
- Current HB2 Flag check if applies to measure
- **Proposed HB2 Flag** check if applies to measure
- Proposed Key Flag check if proposed key measure
- FY Last Reviewed/Updated select the year
- Inactive Year select Keep Active, or select a date to set this measure as inactive
- Measure Type –
- **Measure Format** select appropriate format, i.e., integer, money, percent, etc.
- Direction Good set the desirable outcome of the target performance measure value
  - Result Over Target = Target Met
  - Result Under Target = Target Met
- Sort Order select the sort order

Budget Form	Header Comment	Submit	Configurati	on Close			
Instance ID	Form Definit	tion	Definition Nar	ne	Name	PCode:	Measure
6205	4400		Performance N	leasure Change Request (4400)	Amount of earned reve	nue from ad P536	50500P536008
Stage Code:*		PCode:		Measure			
4401		P536		50500P536008			
Initial Entry		Museums and Hist	toric Sites	Amount of earned revenue from			
Heade	er	1	larrative Chang	es	Attachments		
Existing Measure (Changes not saved):		f earned revenue fri	om admissions,	rentals and other activity	Consensus Reached: Current HB2 Flag:	Save	
Proposed Measure:					Proposed HB2 Flag: Current Key Flag: Proposed Key Flag: FY Last		
Explanation of Change:					Reviewed/Updated: Inactive in Year: Measure Type:	Keep Active	
					Measure Format: Good Direction:	Money (\$1,234 V Result OVER Ti V	
SBD Analyst's Comments:					Sort Order:	08 ~	

19.3.6. Click *Save*. The Measure will save. Navigate to the Narrative Changes tab.

Budget Form	Header				
Comment History	Comment Submit	Configuration Close			
Performance Measure Ch	ange Request (4400) was succes	sfully updated.			
Instance ID	Form Definition	Definition Name	Name	PCode:	
6205	4400	Performance Measure Change Rec	uest (4400) Amount of earned	d revenue from ad P536	
Stage Code:* 4401	PCode: P536	Measure 50500P536008			
Initial Entry Head	Museums and	Historic Sites Amount of earned Narrative Changes	Attachments		
Existing Measur		e from admissions, rentals and other a	ctivity	Save	

#### 19.3.7. Enter Proposed Text into the fields on the Narrative Changes tab. Click Save.



19.3.8. Click Close.

Comment History	n Header Comment hange Request (4	Submit Configur	Close		
Instance ID	Form Definiti	ion Definition	Name	Name	PCode:
6205	4400	Performan	ce Measure Change Request (4400)	Amount of earned revenue from ad	P536
Stage Code:* 4401 Initial Entry		PCode: P536 Museums and Historic Sites	Measure 50500P536008 Amount of earned revenue from		
Hea	Save	Narrative Ch		Attachments	

	ance Measure Change	Reque	st (4400)						
	ance measure change	que							
		•							
ick Search:									
nter search ci	riteria here Show	Advanced F	ilters						
ord Actions:									
dd New	Create Budget Forms Screen Co	nfiguratio	n Action Co	nfiguration					
Form	Description	Stage	Agency	Measure	Form Rows	Last Update	Last User	Submit	Actions
6204	Amount of earned revenue from	4404	0536	E0E00DE26008		2/2/2021	mkrogor	(a. j	
	admissions, rentals and other activity	1101	1550					Gubinit	Hedder
6205	Amount of earned revenue from admissions, rentals and other activity	4401	P536	50500P536008	0	3/3/2021	mkregor	Submit	Header

- 19.3.10. Click Header if additional edits are required.
- 19.3.11. Once the Change Request is finished, submit the form following instructions from 8.14 <u>Submit</u> <u>Budget Form</u>.

# 20. Personnel Cost Forecasting (PCF)

PCF is the BFM tool that calculates base salary and benefit information based on employee data loaded into the system. The PCF main navigation menu provides access to forms that allow for updates to personnel data in BFM. Note: BFM data is not used to update data in the human resources system. This is for budgeting purposes only.

Sherpa Bu	dget					
Home 🗸		Budget Formulation	•	Performance Measures 🗸 🗸	PCF 🚽	Links 🚽
						-

### 20.1. Employee Allocation Updates

The Employee Allocation Updates 7100 form allows agencies to change employee allocations.

20.1.1. Navigate to the form by hovering over the PCF menu and clicking Employee Allocation Updates

(7100).

Sherpa Budget							
Home 🗸	Budget Formulation	•	Performance Measures	-	PCF 🚽	Links 👻	
					Employee H	ome DeptID Updates (8100	)
					Employee Al	llocation Updates (7100)	
					Invalid Empl	oyee Home DeptID	
CUEL							

20.1.2. Click the **Detail** button for an available form on the main Employee Allocation form screen or "List Page." This page will return a form for each agency or program based on your security. If there are no agencies or programs assigned for your security role, this list will be blank. If you believe there is an error in the list available to you, then contact the BFM Administrator to update your security role.

nter searc	h criteria here Show Advanced Fi	Iters					
cord Action	s: Description	Stage	Form	Last	Last	Submit	Actions
ID 5927	11400: P114-R - Senate Chief Clerk	7101	Rows 0	Update 2/13/2021	User u1	(Submit)	(Header)   (Detail)   (Delete)
6059	50500: P536-R - Museums and Historic Sites	7101	0	3/3/2021	enduser	Submit	(Header) (Detail) (Delete)
6060	50500: P537-R - Preservation	7101	0	2/13/2021	u1	Submit	Header   Detail   Delete
6061	50500: P539-R - Library Services	7101	0	2/13/2021	u1	Submit	Header   Detail   Delete
6062	50500: P540-R - Program Support	7101	0	2/13/2021	u1	Submit	Header   Detail   Delete
6063	50500: P761-R - Arts	7101	0	2/13/2021	u1	Submit	Header

20.1.3. The Employee Allocation Updates form will load.

ID	Form Header Organization Form Name												
6059	7100	P536	-R - Museums ar	nd Historic Sites	Employee Allocation I	New							
Quick Sea													
	earch criter	ria here											
Actions:													
		Audit											
ID	Row	Trail	Position	Job Class	Employee No	Home DeptID-BU	Fund	DeptID-BU	Account	Fndg Start	Fndg End	Allocation Amount	
631955	1	0.	00004762	CLSSI4012A		4502005000-50500	19301	4502005000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.35	2
632018	2	~	10110112	CLSSX30000		470200000-50500	19301	470200000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
632013	3	<u></u>	00073374	CLSSF3091A		470100000-50500	19301	470100000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
632000	4	<u></u>	00004508	CLSSI4012A		460400000-50500	19301	460400000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
632181	5	0	00025546	CLSSX20000		400500000-50500	19305	400500000-50500	520200	Jul 1 2019 1	Dec 31 2050	1.00	1
631829	6	○~	00070509	CLSSC1199O		300400000-50500	19301	300400000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
632001	7	~	00004503	CLSSI4012A		460400000-50500	19301	460400000-50500	520100	Jul 1 2019 1	Dec 31 2050	0.50	1
631825	8	~	00058049	CLSSI4021B		300300000-50500	19301	300300000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
631849	9	~	00004574	CLSSJ1027S		400300000-50500	19301	400300000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	1
631962	10	<u></u>	00030851	CLSSX30000		4502012000-50500	19301	4502012000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
631990	11	~	00023032	CLSSX40000		460100000-50500	19301	460100000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	1
631830	12	٥.	00048085	CLSSX30000		300400000-50500	19301	300400000-50500	520100	Jul 1 2019 1	Dec 31 2050	0.75	2
631859	13	0	00004570	CLSSI4013A		400400000-50500	19301	400400000-50500	520100	Jul 1 2019 1	Dec 31 2050	0.50	1
631949	14	0	00004559	CLSSV4199A		4403025000-50500	19301	4403025000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
632105	15	0	00004884	CLSSI4013O		800600000-50500	19301	800600000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	1

The second table contains the employee allocation data described in the table below.

Screen:	Employee Allocation Update 3900 Form Lines						
Field (Column Name)	Description						
ID	Read Only. Record ID.						
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.						
Position	Read Only. Position Number						
Job Class	Read Only. Job Class Code						
Class Name	Read Only. This column is minimized, use double arrows to expand to see.						
Employee No	Read Only. Employee Number (redacted in screenshot)						
Employee Full Name	Read Only. This column is minimized, use double arrows to expand to see.						
Home DeptID-BU	Read Only. Home Organization code for Employee						
Fund	Read Only. Fund Code						
Fund Name	Read Only. This column is minimized, use double arrows to expand to see.						
DeptID-BU	Read Only. Department code for Employee						
DeptID Name	Read Only. This column is minimized, use double arrows to expand to see.						
Account	Read Only. Account number of employee.						
Fndg Start	Read Only. Funding Start Date.						
Fndg End	Read Only. Funding End Date.						
Allocation Amount*	Data Entry Column. Enter updated allocation amount.						
Pencil (edit) Icon	Edit icon. When clicked, the Line Detail screen will display to allow budget						
	request entries. Double-clicking a row performs the same action.						

20.1.4. Locate the record to be updated and double-click to edit. Use the Quick Search feature to narrow the record list.

This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section 8.4 <u>Excel Export/Import</u>

631990	11	∞.	00023032	CLSSX40000		460100000-50500	19301	460100000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	2
631830	12		00048085	CLSSX30000		300400000-50500	19301	300400000-50500	520100	Jul 1 2019 1	Dec 31 2050	.75	2
631859	13		00004570	CLSSI4013A	)	400400000-50500	19301	400400000-50500	520100	Jul 1 2019 1	Dec 31 2050	.s	8
631949	14	0	00004559	CLSSV4199A		4403025000-50500	19301	4403025000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	Ζ.
632105	15	0	00004884	CLSSI4013O		800600000-50500	19301	800600000-50500	520100	Jul 1 2019 1	Dec 31 2050	1.00	Ζ.
Records p	ecords per page: 50 🕏 - Save All) Cancel All) - Records: 1 - 50 of 372 - Pages: 🔣 ≪ 1 🔊 🔊												

20.1.5. Click Save All to update edited records. An edited record will appear in red text until it is saved. Important: Save All before paging through records. Data entered will be lost if you page through the records list before saving edits.

**Important:** Each Employee Allocations must equal 100% (1.0) for the form to be submitted to the next stage.

20.1.6. When Allocation updates are complete, click *Close*. Then *Submit* using the instructions from 8.14 <u>Submit Budget Form</u>.

**Note:** Each Employee Allocations must equal 100% (1.0) for the form to be submitted to the next stage. If an employee allocation is greater than or less than 100% (1.0), then an error message will appear when attempting to submit the form, as shown below. If the error message appears, return to the form and correct the allocation amounts before attempting to submit the form again.

Submit Budget I	Form
Configuration (Refres	h) Close
Not all allocations total to	100%. Please review and update to get all allocations equal to 100% and then try again.
Select a Stage:* 7102 - Manager Revi	ew V (Submit)
	Add Workgroups (Clear)
Workgroups:	
Emails:	

## 20.1. Invalid Employee Home Dept ID

The **Invalid Employee Home Dept ID** screen shows a listing of employee records that do not have a valid home organization assigned in the system. The list will only show employee records that are assigned to a user's Business Unit (BU), based on system security. If an employee record has an invalid home organization in the system, then that record will not be included in any Personnel Cost Forecasting (PCF) calculations or on any other PCF screens.

The list on this screen can be exported to Excel for further analysis by the Department. Corrections to the employee record home organization should be made on the **Employee Home DeptID Updates (8100)** form.

20.1.1. Navigate to the screen by hovering over the **PCF** menu and clicking **Invalid Employee Home DeptID.** 

rpa Budget				
Home 🚽	Budget Formulation 🛛 👻	Performance Measures 🗸	PCF 🚽	Links 👻
			Employee H	ome DeptID Updates (8100)
			Employee A	llocation Updates (7100)
			Invalid Empl	oyee Home DeptID

### 20.1.2. Click Export to XLSX.

### Invalid Employee Home DeptID

Export to XLSX (no Headers) Screen Configuration											
Position No	Class Code 🕃	Class Name	Ð	Employee ID	Employee Name	۵	Home DeptID - BU 🕃	BU	¢		
00000258	AOC9102JB	Judicial Specialist 2		Z00000258	VACANT		3010300000-23100	23100			
00027434	AOC9102JB	Judicial Specialist 2		Z00027434	VACANT		301030000-23100	23100			
00054430	AOC9102JB	Judicial Specialist 2		Z00054430	VACANT		3010300000-23100	23100			
00000259	AOC9104JB	Judicial Specialist Leadworker		Z00000259	VACANT		301030000-23100	23100			
00000156	AOC9104JB	Judicial Specialist Leadworker		Z00000156	VACANT		3070100000-23300	23300			
00000170	AOC9102JB	Judicial Specialist 2		Z00000170	VACANT		3030200000-23500	23500			
00037225	AOC9102JB	Judicial Specialist 2		Z00037225	VACANT		3060100000-23500	23500			
00000189	AOC9841JB	Magistrate Judge		Z00000189	VACANT		3060100000-23500	23500			
00043332	AOC9102JB	Judicial Specialist 2		Z00043332	VACANT		4040200000-23500	23500			
00028023	AOC9102JB	Judicial Specialist 2		Z00028023	VACANT		3160100000-24100	24100			
00054427	AOC9102JB	Judicial Specialist 2		Z00054427	VACANT		3160100000-24100	24100			
00000246	AOC9205JB	Judicial Specialist Supervisor		Z00000246	VACANT		3160400000-24100	24100			
0000136	AOC9102JB	Judicial Specialist 2		Z00000136	VACANT		333030000-24100	24100			
00054815	AOC9009JB	Court Manager 1		Z00054815	VACANT		3150100000-24200	24200			

20.1.3. Proceed to Employee Home DeptID Updates (8100) form to correct invalid home orgs in the system.

## 20.2. Employee Home DeptID Updates

The Employee Home DeptID Updates (8100) form allows users to correct employee records in the system that have an invalid Home Dept ID assigned in BFM. If an employee record has an invalid home organization in the system, then that record will not be included in any Personnel Cost Forecasting (PCF) calculations or on any other PCF screens.

20.2.1. Navigate to the screen by hovering over the **PCF** menu and clicking **Employee Home DeptID Updates (8100).** 

Sherpa Budge	t						
Home 🚽	Budget Formulation	•	Performance Measures	•	PCF	Links 🚽	
					Employee Hor	me DeptID Updates	(8100)
					Employee Allo	ocation Updates (710	)))
					Invalid Employ	yee Home DeptID	
CHEI							

20.2.2. Select an available form from the main form screen or "List Page" and click *Header*. This page will only return forms for Business Units that have an employee record with an invalid ID assigned. If there are no forms, then the Business Units assigned to your user account do not contain any employee records that have invalid Home DeptIDs assigned.

						•		_
Emplo	yee Home DeptID Update							
uick Search:								
Enter searc	h criteria here Show Advanced F	liters						
ecord Action	is:							
Add New	Create Budget Forms Screen Configuratio	on) (Action Co	onfiguration	ר)				
Form ID	Description	Stage	Form Rows	Last Update	Last User	Submit	Actions	
7015	21600: Supreme Court	8101	0	3/30/2021	u1	Submit	Header   Detail   Delete	
7016	23100: First Judicial District Court	8101	0	3/30/2021	u1	Submit	Header   Detail   Delete	
7017	23300: Third Judicial District Court	8101	0	3/30/2021	u1	Submit	Header   Detail   Delete	
7018	23500: Fifth Judicial District Court	8101	0	3/30/2021	u1	Submit	Header   Detail   Delete	
7019	24100: Eleventh Judicial District Court	8101	0	3/30/2021	u1	Submit	Header   Detail   Delete	1
7020	24200: Twelfth Judicial District Court	8101	0	3/30/2021	u1	Submit	Header   Detail   Delete	
7021	24300: Thirteenth Judicial District Court	8101	0	3/30/2021	u1	Submit	(Header)   (Detail)   (Delete)	
7022	28000: Law Offices of the Public Defender	8101	0	3/30/2021	u1	(Submit)	(Header)   (Detail)   (Delete)	

20.2.3. Click the Invalid Home Orgs tab.

Budget Form	Comment Subm	it Configuration Close	
Instance ID	Form Definition	Definition Name	Name
7020	8100	Employee Home DeptID Update	24200: Twelfth Judicial District Cou
Stage Code:* 8101 Initial Entry Header	PCode: 24200 Twelfth Jr Invalid Hom	udicial District Court ne Orgs Employees Updated	Attachments
Name:	24200: Twelfth Judici	al District Court	Save

20.2.4. The listing of employee records with invalid home organizations will appear. Click **Export**. For step-by-step Export instructions, see Section 8.4 <u>Excel Export/Import</u>.

Budget Form Lines Close Export Import Refresh										
ID Form Header Organization Form Name										
7020	8100	24200 - Tv	velfth Judicial District	Court Employee	Home DeptID Up(					
Actions:	en Config	guration Ac	tion Configuratio	n Validation C	Configuration					
Row	Audit Trail	Position	Job Class	Class Name	Employee No	BU	Home Org			
1		00054815	AOC9009JB	Court Manager 1	Z00054815	24200	3150100000-24200			
Records per page: 50 😴 - Records: 1 - 1 of 1 - Pages: 🔍 🔍 1 🐝 💥										

20.2.5. Locate the downloaded file in your browser's bottom toobar. Right-click the arrow and select **Open**.

	Г	Open		
		Always ope	n files of this type	
		Show in fol	der	
		Cancel		
🔊 Form	Export_8100xlsx	~		_

### 20.2.6. Click Enable Editing and Save the file.

8	9 ~ C	✓ C → D → FormExport_8100_7017_20210407 (1) - Protected View →													m			
File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Help					-				
<b>(i) (</b>	ROTECTED	VIEW Be ca	reful—files	from the Interne	t can contain v	riruses. Unle	ess you nee	d to edit,	it's safer t	o stay in Protecte	d View.	Enabl	e Editing					
A1	Ŧ	: ×	$\checkmark f_x$	Position														
	А	в		С		D		Е		F		G	Н	1	J	к	L	
1 Po	sition	Job Class	Class Na	me	En	nployee N	o Emplo	yee Full f	Name	Home Org		BU						

20.2.7. Update the Home Org(s) listed in **Column F** and **Save** the spreadsheet.

G	E ちょ (	⊻ ~ <b>[</b> ^ ≂	8100	)form2 🝷		₽ Search					
Fi	ile Hom	e Insert	Draw Page Layout Formu	las Data R	Review View Help	)					
D1	D12 • : $\times \checkmark f_x$										
	А	В	С	D	E	F	G				
1	Position	Job Class	Class Name	Employee No	Employee Full Name	Home Org	BU				
2	00000156	AOC9104JB	Judicial Specialist Leadworker	Z00000156	VACANT	170000000-23300	23300				
3											
4											

20.2.8. Return to BFM Form 8100 and click Import.

Budget Form Lines Close Export Import Refresh											
ID	Form	Header O	rganization		Form Nar	ne					
7020	8100	24200 - Tw	elfth Judicial Dist	rict Court	Employee H	lome DeptID Up(					
Enter search criteria here Actions: Screen Configuration Action Configuration Validation Configuration											
Row	Audit Trail	Position	Job Class	Class N	lame	Employee No	BU	Home Org			
1	<b>~</b>	00054815	AOC9009JB	Court M	lanager 1	Z00054815	24200	315010000-24200			
Records per page: 50 😵											

20.2.9. Click **Browse** and select the correct file. Click **Load Selected File**. For detailed import instructions see Section 8.6 <u>Import Spreadsheet</u>.

Browse C:\fakepath\FormExport\_8100\_7020\_20210407-forupload.xlsx

20.2.10. The system will validate the Home DeptID when the Excel spreadsheet is uploaded. If the

DeptIDs area valid, then the upload will complete. Click **Close**.

If any DeptIDs are invalid, the rows with invalid DeptIDs will not load. Review the spreadsheet and correct the DeptIDs, before trying to upload the spreadsheet again.

Budget Form I				
Browse C:\fakepath\FormExpor	t_8100_7020_202	10407-forupload.xls	x	
Load Selected File				
Upload Completed: • 1 - Records Read • 0 - Severe Errors • 0 - Warning Errors • 1 - Records Uploa	ded			
3240				
Position Job Class Class 00054815 AOC9009JB Co		oyee No Employee Fu 54815 VACANT	III Name Home Org 1260100000-2420	BU 00 24200

20.2.11. Employee Records that have been updated with valid DeptIDs will no longer appear in the list. Click **Close** to return to the form Header screen.

ID       Form       Header Organization       Form Name         7020       8100       24200 - Twelfth Judicial District Court       Employee Home DeptID Up         Quick Search:       Enter search criteria here         Enter search criteria here       Actions:         Screen Configuration       Action Configuration       Validation Configuration         Row       Audit Trail       Position       Job Class       Class Name       Employee No       BU       Home Org         There are no records available.	Budget Form Lines								
7020       8100       24200 - Twelfth Judicial District Court       Employee Home DeptID Upr         Cuick Search:         Enter search criteria here         Actions:         Screen Configuration       Action Configuration       Validation Configuration         Row       Audit Trail       Position       Job Class       Class Name       Employee No       BU       Home Org         There are no records available.	Close Export Import Refresh								
Quick Search:         Enter search criteria here         Actions:         Screen Configuration       Action Configuration         Row       Audit Trail       Position       Job Class         Class Name       Employee No       BU         Home Org       There are no records available.	ID Form Header Organization Form Name								
Actions:       Screen Configuration       Action Configuration       Validation Configuration         Row       Audit Trail       Position       Job Class       Class Name       Employee No       BU       Home Org         There are no records available.       There are no records available.       Image: Class Name       Employee No       BU       Home Org	020	8100	24200 - Tw	elfth Judicial Distri	ct Court Employ	ee Home DeptID Up			
Row         Trail         Position         Job Class         Class Name         Employee No         BO         Home Org           There are no records available.         There are no records available.         Image: Class Name         Image: Class Nam	Actions:								
	low		Position	Job Class	Class Name	Employee No	80	Home Org	
					There are no record	s available.			
Records per page: 50 😵 - Records: 0 - 0 of 0 - Pages: 🕊 🕊 1 ≫	ecords p	oer page: 5	0 😽			- Records	0 - 0 of 0 -	Pages: 🔍 帐 1 ≫	×

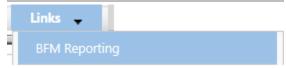
20.2.12. On the Header tab, click the Employees Updated tab to see the list of employee records updated during the upload.

omment History	(Comment)	Submit Configura	tion Close		
Instance ID	Form Definitio	n Definition N	ame	Name	PCode
7020	8100	Employee H	ome DeptID Update	24200: Twelfth Judicial District Co	24200
Stage Code: 8101		PCode: 24200			
Initial Entry		Twelfth Judicial District Court		_	
			Employees Updated	Attachments	

# 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

BFM Reporting will open in a new tab. Drag the new tab to create a new instance of your browser. 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

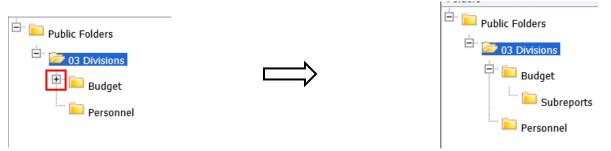
Single-sign on is used to log onto BI Launch Pad, there is no second login.

# 22. Run Reports

## 22.1. Basic Navigation

SHERPA Home Documents						
View   New   Organize   Send   More Actions	•	Details				
My Documents		Title 🔺				
Folders		3.1 Budget				
Public Folders		3.2 Personnel				
🖻 📂 3 Department Reports		3.3 Performance				
💼 🔚 3.1 Budget		3.4 Quarterly Forecast				
🗐 🛄 3.2 Personnel						
🐃 阿 3.3 Performance						
🛄 🖬 3.4 Quarterly Forecast						

- 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 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.

BFM End User Training Guide

SHERPA         Welcome: Senate Chief Clerk   App           Home         Documents						
View   New   Organize   Send   More Actions	•	Details				
My Documents		Title 🔺	Туре	Las		
Folders		Saved	Folder			
Public Folders	-	199 - data crosstab	Web Intelligence	ie in the second se		
🖻 📄 3 Department Reports	-	EB Expansion Reports: EB-1, EB-2 and EB-3	Web Intelligence	ie in the second se		
📮 📨 3.1 Budget	-	Prior Year Data Conversion	Web Intelligence	e		
🛄 🛅 Saved	-	S-10 Fund Balance Projection - Appropriation Request	Web Intelligence	e		
	-	S-13 Line Items by Business Unit	Web Intelligence	ie in the second se		
3.2 Personnel	-	S-8 Financial Summary	Web Intelligence	e .		
3.3 Performance	-	S-9 Account Code Summary	Web Intelligence	ie in the second s		
🛄 🛄 3.4 Quarterly Forecast						

# 22.2. Open 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.

SHERPA							
Home Documents							
View   New   Organize  Send  More Actions  Details							
My Documents		Title 🔺	Туре				
Folders		Saved	Folder				
Public Folders	-	199 - data crosstab	Web Intelligence				
🖃 📔 3 Department Reports	-	EB Expansion Reports: EB-1, EB-2 and EB-3	Web Intelligence				
🖹 🥟 3.1 Budget	<b>P</b>	Prior Year Data Conversion	Web Intelligence				
🖵 🛅 Saved	-	S-10 Fund Balance Projection - Appropriation Request	Web Intelligence				
3.2 Personnel	<b>P</b>	S-13 Line Items by Business Unit	Web Intelligence				
	-	S-8 Financial Summary	Web Intelligence				
🔤 3.3 Performance	-	S-9 Account Code Summary	Web Intelligence				
🔤 3.4 Quarterly Forecast							

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

SHERPA			Welcome: Senate Chief Clerk   Application
Home Documents	S-8 Financial Summary 🔎 😐 🛽		
Web Intelligence	• 🖸 🏹 🔚 • 📇 • 🕷 🚏	🚢 🖂 🕤 🧭 🍽 🏽 🎘 🐨 🔀 Track 🔹 🤿 Drill 🔹 🌠 Filter Bar 🏢 Freeze 🔹 🖷 Outline	
Pb.			

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.

SHE	RPA			
Home	Documents	S-8 Financial Summary 🔎 😐 🗵	S-10 Fund Balance Pr 🔎 😐 🛽	
Web	Intelligence	• 🗋 🧀 🛄 • 🛛 📇 • 🏦	🍄 🖆 🖂 🔹 🔊 🔍 🚔 🔹	🛿 Track 🔹 🐺 Drill
P.				

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.

Prompts	Ý ×
Available prompt variants	- 🖫 - 🔡 ×
Prompts Summary Agency P/Z Code X Include Department Section? (Y	Agency (optional)  Type values here  Refresh Values  To see the content of the list, click the Refresh values button.
* Required prompts	OK Cancel

- You must click on each Prompt you wish to fill out (or is required) and follow the procedures below to complete them.
- The active Prompt (Agency) is highlighted in Blue; there are three prompts in the screenshot above (Agency, P/Z Code, \*Include Department Section? Y/N)
- 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.

-	Prompts	2 × (2
-	Available prompt variants 🗾 🚽 🔛 🗙	
) ) ) )	Prompts Summary <ul> <li>Agency (optional)</li> </ul> Agency (optional) <ul> <li>P/Z Code</li> <li></li></ul>	
	ОК	Cancel

22.3.3. To **enter a value**, type the value into the "Type values here" box, then click the **right arrow** . This adds the selection to the report without using the Refresh Values list shown above.

Prompts		() ×
Available prompt variants	- 🖫 - 🔛 ×	
Prompts Summary	Agency (opticy 1)	
<ul> <li>Agency</li> <li>P/Z Code</li> <li>* Include Department Section? (Y</li> </ul>	Refresh Values To see the content of the list, click the Refresh values button.	

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

Prompts		(?) ×
Available prompt variants	- 🔛 - 🔛 ×	
Prompts Summary	Agency (optional)	
Agency 11400	11400	
P/Z Code	Refresh Values 🐼	
<ul> <li>* Include Department Section? (Y</li> </ul>	To see the content of the list, click the Refresh	
	values button.	

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**  $^{in}$ , 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.

Prompts		<b>3</b> ×
Available prompt variants	- 🔛 - 🔛 🗙	
Prompts Summary	Agency (optional)	
<ul> <li>Agency 11400</li> <li>P/Z Code</li> <li>* Include Department Section? (Y</li> <li>* Include Department Section?</li> </ul>	Agency   Il400 Senate Chief Clerk     March 1, 2021 9:40:02 AM GMT-07:00	
	OK Canc	el

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.

-	Prompts		() ×
-	Available prompt variants	- 🖫 - 🔡 X	
0	Prompts Summary	Agency (optional)	
	<ul> <li>Agency 11400</li> <li>P/Z Code</li> <li>* Include Department Section? (Y</li> </ul>	Agency  Agency  Ilitation  March 1, 2021 9:40:02 AM GMT-07:00  Ilitation  March 1, 2021 9:40:02 AM GMT-07:00	
	* Required prompts	ОК Сал	cel

## 22.4. Report Icons

Home Documents 102 - Agency Budget	<b>,□ += 13</b>
🍜 • 🖆 🌊 • 🔽 Drill • 🍄 Fil	ilter Bar
User Prompt Input •	* ·
🔚 🗊 Advanced   😂 Run	
Advanced Run      Enter Agency (optional)	
(?) 026	
SHERPA	
Home Documents S-8 Financial Summary 🖉 🏼 😫	
Web Intelligence 🔹 📄 🧭 🔛 🔹 🖉 🔹	🔊 🍽 🗟 🔹 🔀 🔹 🕼 Drill 🔹 🏹 Filter Bar 📰 Freeze 🔹 🟥 Outline
E	State of New Mexico
Senate Chief Clerk BU PCode Department 11400 P114 000000	State of New Mexico S-8 Financial Summary (Dollars in Thousands)
2018-19 Opbud	2018-19 2019-20 FY 2021 Agency Request FY 2021 R Astucla Onbuit Page Europaine Total Page Ev

### **Toolbar Actions**

Save current report, click down arrow for Save As option.

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.

Trill • Enables the drill capability in the report.

<sup>R</sup> Filter Bar 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.

6

Folder opens a new report in place of the existing 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.

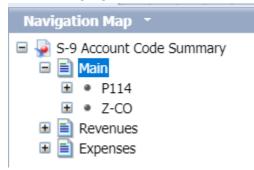
## 22.5. Report Navigation – Document Tabs

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.

b Intelligence 🔹	🗅 🧀 🔛 • 🖓 • M	🍄 🚢 🖂	- 🔊 (?   💐 🔹 🔀 Track	🔹 🧟 Drill	🔹 🍞 Filter	Bar 🔝 Free	ze 🔻 🖲 Ou	tline							
Navigation N	4ap - «	_													
■ ■ Main ■ ● P ■ ● Z ■ ■ Reve ■ ● Z	114 -CO nues -CO	BU	Chief Clerk PCode Department P114 000000					Of New Mexic	o						
	114			2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	2020-21 PCF Proj		Agency Request xpansion	Total		Recommendation - xpansion 1	Total	FY 2021 Opbud	
± • Z	-co	520000	Payroll	0.0	0.0	0.0	0.0	8.0	0.0	8.0	0.0	0.0	0.0	0.0	
		200	Personal Services & Employee Benefits	0.0	0.0	0.0	0.0	8.0	0.0	8.0	0.0	0.0	0.0	0.0	
		540000	Other Expenses	0.0	0.0	0.0	0.0	10.0	0.0	10.0	0.0	0.0	0.0	0.0	
		546610	DOIT Telecommunications	0.0	0.0	0.0	0.0	22.0	0.0	22.0	0.0	0.0	0.0	0.0	
		400	Other	0.0	0.0	0.0	0.0	32.0	0.0	32.0	0.0	0.0	0.0	0.0	
			Chief Clerk - Z-Codes	0.0	0.0	0.0	o State	40.0 of New Mexic	0.0	40.0	0.0	0.0	0.0	0.0	
		Senate BU		2018-19	2018-19	2019-20	State	Of New Mexic	0			U.U Recommendation		0.0 FY 2021	
		Senate BU	Chief Clerk - Z-Codes PCode Department				State (Dolla	of New Mexic ars in Thousands) FY 2021	O Agency Request		FY 2021 F	Recommendation			
		Senate BU 11400	Chief Clerk - Z-Codes PCode Department 2CO Department General Fd. Appropriation	2018-19 Opbud 1,141.0	2018-19 Actuals 1,491.0	2019-20 Opbud 1,182.0	State ( (Dolla 2020-21 PCF Proj 0.0	of New Mexic ars in Thousands) FY 2021	O Agency Request	Total 0.0	FY 2021 F	Recommendation		FY 2021 Opbud 0.0	
		Senate BU 11400	Chief Clerk - Z-Codes PCode Department Z-CO 000000	2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	State ( (Dolla 2020-21 PCF Proj	of New Mexic ars in Thousands) FY 2021. Base E	O Agency Request xpansion	Total	FY 2021 F Base E	Recommendation	Total	FY 2021 Opbud	
		Senate BU 11400 499105 111 499905	Chief Clerk - Z Codes PCode Department 2CO Doctors Doctors Connecal File A Appropriation General File Transfers Other Financing Sources	2018-19 Opbud 1,141.0 1,141.0 17.3	2018-19 Actuals 1,491.0 1,491.0 17.3	2019-20 Opbud 1,182.0 1,182.0 32.0	State ( (Dollar 2020-21 PCF Proj 0.0 0.0 0.0	of New Mexic ars in Thousands) FY 2021 / Base E 0.0 0.0 0.0 0.0	Agency Request xpansion 0.0 0.0 0.0	Total 0.0 0.0 0.0	FY 2021 F Base E 0.0 0.0 0.0	Recommendation xpansion 7 0.0 0.0 0.0	Total 0.0 0.0 0.0	FY 2021 Opbud 0.0 0.0 0.0	
		Senate BU 11400 499105 111 499905 130	Chief Clerk - Z-Codes PCoa Doputment Code Code Doputment General Fd Appropriation General Fd App	2018-19 Opbud 1,141.0 1,141.0 17.3 17.3	2018-19 Actuals 1,491.0 1,491.0 17.3 17.3	2019-20 Opbud 1,182.0 1,182.0 32.0 32.0	State ( (Dollar 2020-21 PCF Proj 0.0 0.0 0.0 0.0	of New Mexic FY 2021 / Base E 0.0 0.0 0.0 0.0 0.0	O Agency Request xpansion 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0	FY 2021 R Base E 0.0 0.0 0.0 0.0	Recommendation xpansion 7 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0	FY 2021 Opbud 0.0 0.0 0.0 0.0	
		Senate BU 11400 499105 111 499905 130 TOTAL	Chief Clerk: - Z-Codes PCode Department 2-CO D00000 General Fit Appropriation General Fund Transfers Other Revenues REVENUE	2018-19 Opbud 1,141.0 1,141.0 17.3 17.3 1,158.3	2018-19 Actuals 1,491.0 1,491.0 17.3 17.3 1,508.3	2019-20 Opbud 1,182.0 1,182.0 32.0 32.0 1,214.0	State ( (Dollar PCF Proj 0.0 0.0 0.0 0.0 0.0 0.0 0.0	of New Mexic ars in Thousands) FY 2021 / Base E 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Agency Request xpansion 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 R Base E 0.0 0.0 0.0 0.0 0.0 0.0	Recommendation xpansion 1 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 Opbud 0.0 0.0 0.0 0.0 0.0	
		Senate BU 11400 499105 111 499905 130 TOTAL 520000	Chief Clerk - Z-Codes PCode Department ZCO Department Department Department Department General Fund Transfers Other Financing Socces Other Revenues REVENUE Payol	2018-19 Opbud 1,141.0 1,141.0 1,141.0 17.3 1,158.3 964.7	2018-19 Actuals 1.491.0 1.491.0 1.7.3 17.3 1.508.3 0.0	2019-20 Opbud 1,182.0 1,182.0 32.0 32.0 1,214.0 1,019.2	State ( (Dollar 2020-21 PCF Proj 0.0 0.0 0.0 0.0 0.0 0.0	of New Mexic ars in Thousands) 	0 Agency Request xpansion 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 F Base E 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Recommendation xpansion 7 0.0 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 Opbud 0.0 0.0 0.0 0.0 0.0 0.0 0.0	
		Senate BU 11400 499105 111 499905 130 TOTAL 520000 520100	Chief Clerk - Z-Codes PCode Department Coderent Fd Appropriation General Fd Appropriation General Fund Transfers Other Fritancing Sources Other Revenue Payrol Exerct New Positions Pr/ds/r1	2018-19 Opbud 1,141.0 1,141.0 17.3 17.3 1,158.3 964.7 0.0	2018-19 Actuals 1,491.0 1,491.0 17.3 17.3 1,508.3 0,0 0,0	2019-20 Opbud 1,162.0 1,162.0 32.0 322.0 1,214.0 1,019.2 0.0	State ( (Dollar PCF Proj 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	of New Mexic ars in Thousands) 	O Agency Request xpansion 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 F Base E 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Recommendation xpansion 1 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 Opbud 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	
		Senate BU 11400 499105 111 499905 130 TOTAL 520000 522100	Chief Clerk - Z Codes PCod Department 2CO Department 2CO Department Control Co	2018-19 Opbud 1.141.0 1,141.0 1,141.0 1,158.3 984.7 0.0 0.0	2018-19 Actuals 1,491.0 14,41.0 17.3 1,508.3 0.0 0.0 0.0	2019-20 Opbud 1,102.0 32.0 32.0 1,214.0 1,019.2 0,0 0.0	State ( (Colis PCF Pro) 0.0 0.0 0.0 0 0 0 0 0 0 0 0 0 0 0 0 0	of New Mexic ars in Thousands) Base 201 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	O Agency Request pansion 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		Recommendation         1           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	FY 2021 Opbud 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	
		Senate BU 11400 499105 130 TOTAL 50000 521100 521200	Chief Clerk - Z-Codes PEGG Department Code Dep	2018-19 Opbud 1,141.0 1,141.0 17.3 17.3 1,168.3 964.7 0.0 0.0	2018-19 Actuals 1,491.0 1,491.0 17.3 17.3 1,508.3 0,0 0,0	2019-20 Opbud 1,162.0 1,162.0 32.0 322.0 1,214.0 1,019.2 0.0	State ( (Dollar PCF Proj 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	of New Mexic ars in Thousands) 	0 Agency Request xpansion 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 F Base E 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Recommendation xpansion 1 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	FY 2021 Opbud 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	
		Senate BU 11400 499105 111 499905 130 TOTAL 520000 522100	Chief Clerk - Z Codes PCod Department 2CO Department 2CO Department Control Co	2018-19 Opbud 1,141.0 1,141.0 17.3 17.3 1,168.3 964.7 0.0 0.0	2018-19 Actuals 1,491.0 1,494.0 17.3 1,508.3 0,0 0,0	2019-20 Opbud 1,102.0 32.0 32.0 1,214.0 1,019.2 0,0 0.0	State ( (Colis PCF Pro) 0.0 0.0 0.0 0 0 0 0 0 0 0 0 0 0 0 0 0	of New Mexic ars in Thousands) Base 201 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	O Agency Request pansion 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		Recommendation         1           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0           0.0         0.0	Total 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	FY 2021 Opbud 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	

### **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.

	2018-19	2018-19	2019-20	2020-21	FY 2021 Age
	Opbud	Actuals	Opbud	PCF Proj	Base Expa
499105 General Fd. Appropriation	1,141.0	1,491.0	1,182.0	0	0.0
111 General Fund Transfers	1,141.0	1,491.0	1,182.0	0	0.0
499905 Other Financing Sources	17.3	17.3	32.0	0	0.0
130 Other Revenues	17.3	17.3	32.0	0	0.0
TOTAL REVENUE	1,158.3	1,508.3	1,214.0	0	0.0

### Paging

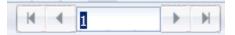
To move between pages of a report, click the arrows or enter a page number.

499905         Utter Financing Sources         17.3           130         Other Revenues         17.3           TOTAL REVENUE         1.158.3	17.3 32 17.3 32 1.508.3 1.214	0 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
			0.0	0.0	0.0	0.0	0.0	0.0	0.0	
TOTAL REVENUE 1158.3	1 508 2 1 314					2.04			0.0	
TOTAL REFERE	1,000.0	0 0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
520000 Payroll 964.7	0.0 1,019	2 0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4
520100 Exempt Perm Positions P/T&F/T 0.0	0.0 0	0 935.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
521100 Group Insurance Premium 0.0	0.0 0	0 77.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	<b>—</b>
521200 Retirement Contributions 0.0	0.0 0	0 179.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Main Revenues Expenses										
					6	Track changes	Off	Page 1 c	f 1+ 🕨 🕅	🗄 🖪 🔁 100% 💌 😂 2 minutes

To advance pages, click the *inner arrows* to move one page at a time and the *outer arrows* 22.5.5. H

	H to move to ei	ther	the fi	rst or last page.	
•	Page 1 of 1+	•	H		

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:

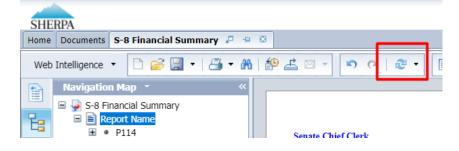
	Page Width Whole Page 2
	10%
	25%
_	50%
_	75%
~	100%
_	150%
	200%
	500%
1009	6 🔹 😂 7 minut

## 22.6. Refresh 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:

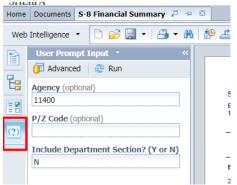


22.6.2. The prompt screen reappears. Complete the report prompts as described in Section 22.3 <u>Report Prompts</u>.

### **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.





22.6.4. 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.

Home	Documents S-8 Financial Summary 🗜				
Web	Intelligence 🔻 🗋 🥟 🔡 🔹 🖾 🔹 🕯	8 1 ⊉ ∠ ⊠ - ⊠ 5 @ 1 & •			
	User Prompt Input - «				
	🗊 Advanced 🟾 🕄 Run				
E	Agency (optional)	Senate Chief Clerk			
2	11400	BU PCode Department			
	P/Z Code (optional)	11400 P114 000000			
(?)					
	Include Department Section? (Y or N)				
	N	EXPENSE			

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

## 22.7. Drill Through on Personnel Report

Drilling displays the data at different levels of summarization. Drill Through is available on a Personnel Cost Forecasting (PCF) report.

aa <b>7</b> 4		
22.7.1.	From the Documents Folder,	, navigate to the <b>3.2 Personnel</b> folder. Double click to open.

SHERPA			Welcome: Senate Chief Clerk
Home Documents View • New • Organize • Send • More Actions	•	Details	
My Documents		Title 🔺	Туре
Folders		3.1 Budget	Folder
Public Folders		3.2 Personnel	Folder
🖻 📨 🖅 3 Department Reports		3.3 Performance	Folder
🛨 🔚 3.1 Budget		3.4 Quarterly Forecast	Folder
💼 💴 3.2 Personnel			
🗉 💼 3.3 Performance			
🛄 3.4 Quarterly Forecast			
. ,			

### 22.7.2. Locate the **302 – PCF Detail Agency/Individual** report. Double click to open.

SHERPA     Welcome: Sen       Home     Documents       View • New • Organize • Send • More Actions • Details						
My Documents		Title *		Туре		
Folders		Sub Reports		Folder		
🖻 🧰 Public Folders	-	302 - PCF Detail Agency/Individual		Web Intelligence		
🗐 📄 3 Department Reports						
💼 💼 3.1 Budget						
🛨 🗁 3.2 Personnel						
🗄 💼 3.3 Barformanco						

- 22.7.3. Complete the Prompt using the instructions in 22.3 <u>Report Prompts</u>, or leave blank and click **OK**.
- 22.7.4. The report will load. Click on the **Drill** icon to enable the drill functionality. The drill up icon appears in the report column header where drilling is available.

If the arrow points up, the report will allow drilling up to a higher level; if the arrow points down, the report will drill to a lower level of data. In this example, the data drills up to a higher level.

SHER	PA		Welcome: Sena	te Chief Clerk	Applications -	
Home [	Documents 302 - PCF Detail Agen 🔎 🌵 🔯					
Web In	ntelligence 🔹 🗋 😰 🔚 🔹 📇 🏰 🏥 🖾 😴 👘 🎯 🕼 🤃 🐨 🕼 🕼 🖓 👘 👘 👘 👘	Outline				
1	🖓 Click icon to add simple report filters					
8						5
- 2	State of New Mexico					
(?)	302 - PCF Detail Agency/Individual			Run Date: 3/3/	21	
	PCode by Employee			Run Time: 9:11	:48 AM	
	Employee 🔻 PCN Job Class - Name 🔻 FTE Hourly Salary Group Ins Retire	FICA/MI	Retiree Health	Total		
	Z-CODES-11400 - Senate Chief Clerk - Z-Codes					

### Option 1:

22.7.5. Left-click on any column header/field that has a drill icon. It will automatically drill to the next pre-defined level.

SHE	RPA					
Home	Documents	302 - PCF Detail Ag	jen ,	□ +¤ Ø	302D - PCF D	etail 🔎 🕺 🛛 302
Web	Intelligence	• 📄 🧀 🗒 •	- 📇 -	m 🔒	4 🖂 -	<u>ଜ</u> ଜା କ୍ଷ
	<b>%</b> -		~			
E2						
		× 1				
(?)						
				Drill Up to	Division - Nan	ne
		Employee		PCN	Job Cla	ass - Name
		Z-CODES-11400 -	Senate	Chief Clerk	- Z-Codes	

### Option 2:

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

**Note:** The 302 Report shows employee listed by name, but in the screenshot below the employee names are redacted.

SHE	RPA									
Home	Documents	302 - PCF Detail Ag	gen 🕫 ቱ 🛽	302D - PCF Detail 🖉	302D -	PCF Detail	🔎 🕺 🛛 302D	) - PCF Detail	🔎 🕺 🛛 302D ·	- PCF
Web	Intelligence	• 📄 🧀 🗒 •	🚑 🕶 🦓   🖄	۹ 🛋 🖂 🔹	୯ 🖓 🔹	诸 Trac	ck 🔹 🔽 Dril	I 🔹 🍞 Filter	Bar Free	ze 🔹
	<b>%</b> -		~							
뭠										
						S	state of New I	Vexico		
(?)						302 - PC	F Detail Age	ncy/Individu	al	
						F	Code by Em	ployee		
		<u>Employee</u>	PCN	Job Class - Na	ame 두	FTE	Hourly	Salary	Group Ins	Re
		Z-CODES-11400 - 5	Senate Chief Cler	rk - Z-Codes						
	±	Employee Name	Drill Dowr Drill Up to	n to t Division - Name	Svc Rep	1.00	18.180	37,959	55	
	±		Drill By	•	Class 🕨	Div	ision - Name	75,288	9,593	
	±		Stop Drill		Απαιγοι ς	1.00	45.258	94,499	4,334	
	+			LGISF002 - Constituent Ren II	Services	1.00	20.460	42.720	16.863	

22.7.7. Select the drill dimension, the report will show the data at that level. The report at the new level will load.

SHE	RPA											Welcome:	Senate Chief	Clerk
Home	Documents 302 - PCF Detail Agen 🔎	= 🖾 🛛 3	02D - PCF De	etail 🔎 🗵	302D	- PCF Detail		302D - PCF Detail	.= 🛛 🛛 3020	D - PCF	Detail 🔎 🗵	302D - PCF I	Detail 🔎 🗵	
Web	Intelligence 🔹 📄 🧀 🔛 📲 🔹 🖁	) 🗐 a	<u> </u>	<b>n</b> (2	₽.	🔀 Trac	k 🕶 🖪	🖡 Drill 🝷 🏹 Filter	Bar Ere	eeze 🔻	E Outline	]		
	Navigation Map 👻	<b>%</b> -			✓ B	urgess, Jacqu	ueline T	~						
=	🖃 擾 302 - PCF Detail Agency/Individual													
	<ul> <li>PCode by Employee</li> <li>Benefit Details</li> <li>Export</li> </ul>													
- 2	Export									S	state of New	Mexico		
(2)									30	2 - PC	F Detail Age	ncy/Individu	al	
<u>(a)</u>										F	Code by Em	ployee		
			Di	ivision - N	lame	PCN		Job Class - Name	F	TE	Hourly	Salary	Group Ins	Retire
			z-co	DES-11400	0 - Sena	te Chief Cler	rk - Z-C	odes						
							GISE0	04 - Constituent Svc	Rep					
			<u>±</u> -							1.00	18.180	37,959	55	6,5
			Total							1.00		37,959	55	6,5
			Gran	d Total						1.00		37,959	55	6,8
			Account			Account	Name		FTE	То	tal			
			520100	Exempt Pe	erm Posi	tions P/T&F/	т		1.00		37.959			
			Grand Tota						1.00		37,959			

### Linked Report

The 302 PCF Detail Report is also a linked report, meaning a separate report related to the same dataset can be opened by clicking a hyperlink available in the report.

22.7.8. Click the plus-sign hyperlink next to the employee name to open the PCF Detail for the

employee.

SHE	RPA							
Home	Documents	302 - PCF Detail Age	n 🕫 🕫 🛛	302D - PCF Detail 🤎 🕺	302D	- PCF Detail	🧢 🗵 🛛 3020	) - PCF De
Web	Intelligence	• 📄 🧀 🔛 •	📇 - AL   É	P 📇 🖂 - 🔄 🗳	2.	🔀 Tra	ck 🔹 す Dril	• 🌾
1						\$	State of New I	Mexico
						302 - PC	F Detail Age	ncy/Indi <sup>,</sup>
						F	PCode by Em	ployee
(?)		Employee	PCN	Job Class - Name	$\square$	FTE	Hourly	Salary
		Z-CODES-11400 - Se	enate Chief Cle	rk - Z-Codes				
	±			LGISE004 - Constituent Svc	Rep	1.00	18.180	37
22.7.9.	The deta	ail report opens in a	a new tab.					

SHE	RPA						Welcome: Sen	ate Chief Cle
	Documents 302 - PCF Detail Agency/	302D - PCF Deta	i ,= 🛛					
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8	302D - PCF Detail     Salary Employee Detail					302D - PCF Detail		
E	PCode by Employee					Salary Employee Deta	i	
	_	-			Position Cod	e: 10106953		
(?)		Z0000-11400 - Sena	ate Interim		Class: LGISE	004 - Constituent Svc Rep I		
		HOURLY	18,180			Benefit Name		
		SALARY BASE	37.814		NMA-BASLF	Basic Life & ADD Empl	55	
		XTRA1	145		RETHC	PERA Retiree Health Care	756	
		Salary Sum:	37,959		SPLAN3	State Plan 3	6,519	
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		MI	548					
		OASDI	2,344					
		Sum:	2,892					
		Grand Tota	ıl: 48,181		5	5		

## 22.8. Limit Data Using Input Controls

Input Controls limit data displayed in the report after refreshing. Input Controls are available on the S-8 Financial Summary report.

22.8.1.	Click on the Input Control icon to display the input control options.	
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Input Controls ~ 《 Map Reset										
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		EXPENDITURES		0.0	0.0	0.0	0	40.0	0.0	40.0
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- 22.8.2. Select one or many values from the input control panel on the left-hand side of the screen. Hold down the Ctrl key to select multiple values with your cursor.
- 22.8.3. Click **OK.**

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

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## 22.9. Export 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.

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	report. To define a new one, switch to Design mode.		Senate BU 11400	Chief Clerk PCode Department P114 000000	2018-19 Opbud	2018-19 Actuals	2019-20 Opbud		of New Mexic ars in Thousands) FY 2021 Base F
			520000	Payroll	0.0	0.0	0.0	0.0	8.0
			200	Personal Services & Employee Benefits	0.0	0.0	0.0	0.0	8.0
			540000	Other Expenses	0.0	0.0	0.0	0.0	10.0
			546610	DOIT Telecommunications	0.0	0.0	0.0	0.0	22.0
			400	Other	0.0	0.0	0.0	0.0	32.0

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.

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	Select  Reports  Data  Select All  Revenues  Revenues  Lungage	Select Reports Select All Main (24 rows) Global (1 rows)	·
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- 22.9.2. Select **File Type**. Each file type has additional export options.
- 22.9.3. Click **OK**.
- 22.9.4. Once the report downloads, click prompt to open.

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		546610 DOIT Telecommunications	0.0	0.0	0.0	0.0	22.0	0.0	22.0	0.0	0.0	0.0	0.0			
		400 Other	0.0	0.0	0.0	0.0	32.0	0.0	32.0	0.0	0.0	0.0	0.0			
		TOTAL EXPENSE	0.0	0.0	0.0	0	40.0	0.0	40.0	0.0	0.0	0.0	0.0			
		Senate Chief Clerk - Z-Codes				State	of New Me	exico								
		BU PCode Department 11400 Z-CO 000000				(Dol	lars in Thousan	ds)								
			2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	2020-21 PCF Proj	FY 2 Base	021 Agency Reque Expansion	est Total	FY 20 Base	21 Recommendati Expansion	ion Total	FY 2021 Opbud			
		499105 General Fd. Appropriation	1,141.0	1,491.0	1,182.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			
		111 General Fund Transfers	1,141.0	1,491.0	1,182.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		4	Þ
		499905 Other Financing Sources	17.3	17.3	32.0	0.0	0.0		0.0			0.0			-	
		130 Other Revenues	17.3	17.3	32.0	0.0	0.0		0.0			0.0				
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### Saving as Excel

Double click the file in the bottom bar of the Browser window to Open. Click *Enable Editing*, then save the report as desired.

• The Excel files will not include the report headers.

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## Saving as PDF

Click the arrow next to the downloaded file in the browser window.



Click **Open** to open in a new browser window.

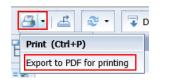
Click *Open with System Browser* to open in your computer's default PDF viewer. Depending on your computer settings, this may be Adobe Reader or another PDF viewer.

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

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▶ P114		2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	2020-21 PCF Proj		Agency Reques	t Total	FY 203 Base	21 Recommenda Expansion	ation Total	FY 2021 Opbud			
Z-CO	520000 Payroll 200 Personal Services & Employee Benefit	0.0	0.0	0.0	0.0	8.0	0.0	8.0 8.0	0.0	0.0	0.0	0.0			
Revenues	540000 Other Expenses	0.0	0.0			10.0	0.0	10.0	0.0	0.0	0.0				
Firmana	546610 DOIT Telecommunications 400 Other	0.0	0.0	0.0		22.0 32.0	0.0	22.0 32.0	0.0	0.0	0.0	0.0			
Expenses	TOTAL EXPENSE	0.0	0.0	0.0		40.0	0.0	40.0	0.0	0.0	0.0	0.0			
	Senate Chief Clerk - Z-Codes BU PCode Department				State	of New Mex	со								

## 22.10. Print 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.



int	¢.
-Print Range	Page size
<ul> <li>All Reports</li> </ul>	Letter
O Current report	- Margins
All	Top: 0.31 inches
Current Page	Left: Right:
Pages	0.31 inches 0.31 inches
Enter Page Range	Bottom:
(Example: 1,3,5-11).	0.31 🗘 inches
Adjust to: 100 % norr	
Fit to: Auto      page(s) with	de Auto 📮 page(s) tall
-Orientation	
A O Portrait	
A O Landscape	
	Print Cancel