



AGA Information and BFM User Guide *For Higher Education Institutions*

If you have any issues or questions, please contact your DFA budget analyst.

Document developed by the New Mexico Department of Finance and Administration

Table of Contents

ACCOUNTABILITY IN GOVERNMENT ACT (AGA)	4
AGA PROCESS	4
ACCOUNTABILITY IN GOVERNANCE ACT DEADLINES	5
METHODOLOGY AND REPORTING INFORMATION	7
1. ENROLLMENT	7
2. CREDIT HOURS DELIVERED	10
3. TOTAL AWARDS	11
4. HIGH-DEMAND FIELDS (ONLY INSTITUTIONS THAT OFFER THESE PROGRAMS WILL BE REQUIRED TO REPORT)	13
5. AT-RISK AWARDS	16
6. TIME AND CREDITS TO GRADUATION	18
7. TRANSFER STUDENT SUCCESS	20
8. GRADUATION AND RETENTION RATES	20
9. TUITION AND FEES	23
10. EDUCATION AND RELATED EXPENDITURES	23
11. ADDITIONAL MEASURES (UNIQUE TO SOME CAMPUSES)	24
12. REPORTING MATRIX FOR FY24 AND FY25	28
BFM USER GUIDE FOR THE PERFORMANCE MEASURE MODULE	31
1. WHAT IS BFM?	31
2. BFM TERMINOLOGY	31
3. PERFORMANCE MEASURE FORMS	31
4. BUDGET FORM STAGES/WORKFLOW	32
5. HOW TO ACCESS BFM	32
6. LOGGING IN	32
7. CHANGING PASSWORD	34
8. BASIC NAVIGATION	34
9. MENU NAVIGATION	35
10. MAIN SCREEN DESCRIPTION	35
11. PAGE THROUGH RECORDS	36
12. QUICK SEARCH	37
13. ADVANCED SEARCH FILTERS	38
14. BUDGET FORMS OVERVIEW	40
15. PERFORMANCE MEASURE MODULE	40
16. PERFORMANCE MEASURES (4000 FORM)	41
17. PERFORMANCE MEASURES QUARTERLY (4100 FORM)	45
18. IF PERFORMANCE MEASURE CHANGE REQUEST (4400 FORM)	50
BFM REPORTING	55
19. HOW TO ACCESS BFM REPORTS	55
20. RUN REPORTS	55
21. QUARTERLY REPORT RUNNING	66
22. EXPORT A REPORT	68
23. PRINT A REPORT	71
FREQUENTLY ASKED QUESTIONS (FAQS)	73
1. HELP, I'M MISSING AN APPROVED QUARTERLY MEASURE FROM THE 4100 FORM?	73

2.	WHERE DO WE ENTER IN TARGETS?	73
3.	WHICH AGENCIES ARE QUARTERLY AND WHAT ARE THEIR ADDITIONAL REPORTING REQUIREMENTS?	73
4.	WHY CAN'T MY LEVEL 3 APPROVER SEE ANYTHING?	73
5.	LOG-IN ISSUES?	73
6.	DO YOU HAVE A BFM USER GUIDE?	73
7.	WHAT IS THE BFM WEBSITE?	73
INSTITUTIONAL REPORTING CALENDAR		74
BUSINESS UNITS FOR HIGHER EDUCATION INSTITUTIONS		75

Accountability in Government Act (AGA)

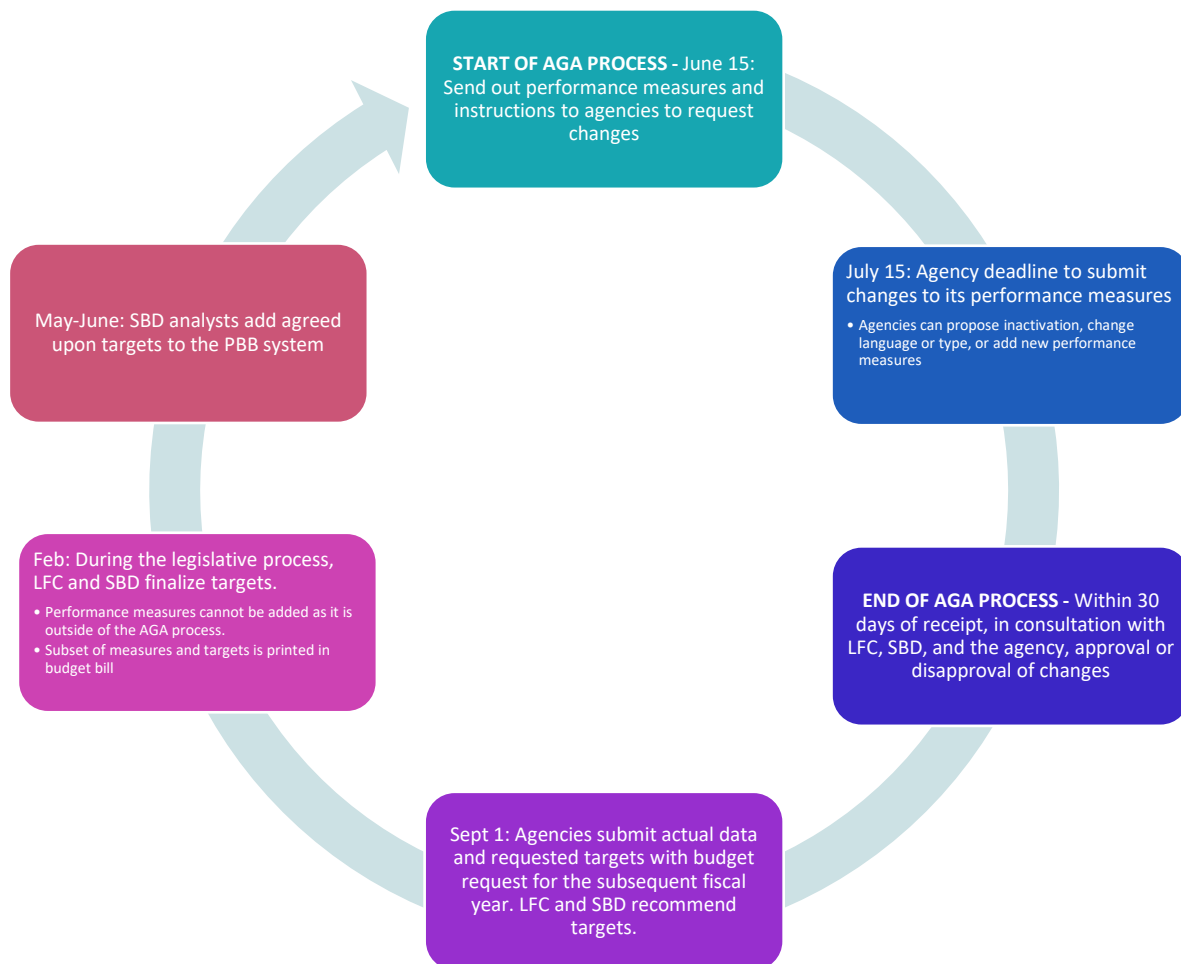
Section 6-3A-1 through 6-3A-9 NMSA 1978¹

The Accountability in Government Act (AGA) is to provide state government with the framework to allow for more cost-effective and responsive government services. This is accomplished by using the state budget process and defined performance measures (outputs and outcomes) to annually evaluate the performance of state government programs.

The AGA Act requires that each agency annually revisit, and adjust where appropriate, program structures and performance measures. It also requires quarterly performance reports for key agencies. During the AGA process, agencies should not submit targets or actuals for performance measures.

Performance measures are approved by the Department of Finance and Administration (DFA) and the Legislative Finance Committee (LFC) under the AGA Act. These measures previously submitted in an agency's PB-1 form will be submitted in the Budget Formulation and Management (BFM) System for the FY24 AGA process.

AGA Process



¹ <https://www.nmdfa.state.nm.us/wp-content/uploads/2020/12/AGA.pdf>

Accountability in Governance Act Deadlines

Due Dates

Starting	Ending
FY25 AGENCY REVIEW of Performance Measures Purpose changes to program structure and performance measures	June 15, 2023
FY25 AGA consultation with agency, DFA, and LFC on proposed changes	July 15, 2023
Quarterly Reporting	See Table to Right
FY25 TARGETS, FY23 ACTUALS, FY23 AGA REPORT, AND FY23 ANNUAL REPORT MEASURES DUE to SBD and LFC in BFM System	October 6, 2023
Consensus BETWEEN LFC and Exec for FY25 Targets	Legislative Session

Quarterly Report Type

Quarterly Report Type	Due Date
Q4 Report Due for FY23 Measures	July 31, 2023
Q1 Report due for FY24 Measures	October 31, 2022
Q2 Report Due for FY24 Measures	January 31, 2023
Q3 Report Due for FY24 Measures	April 28, 2023
Q4 Report Due for FY24 Measures	July 31, 2023

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
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23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30				24	25	26	27	28	29	30
30	31																																		31						
JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
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28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31		23	24	25	26	27	28	29	
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Methodology and Reporting

This section will provide the institutional researcher with methodology information and quarterly reporting deadlines. Quarterly reporting for FY24 and beyond.

Methodology and Reporting Information

This methodology and reporting information was developed in conjunction with the Higher Education Institutional Researchers, the Higher Education Department (HED), DFA and LFC.

1. Enrollment

The enrollment quarterly reporting matrix can be found on page 25 through page 27. FTE will be reported by HED in the quarterly reporting. No targets will be required for FTE.

1. Output – Number of students enrolled reported by headcount.

- a. Headcount Methodology: Unduplicated count of any student registered in any credit-bearing course section as of the end of course (included in the NMHED EOC file).
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Annual total in Q1.
- d. For Both (2-year and 4-year HEIs)

2. Output – Number of degree-seeking undergraduate students enrolled, reported by headcount.

- a. Headcount Methodology: Unduplicated count of any degree/certificate-seeking undergraduate (use STU_LEVEL and exclude 02, 16,17, 26) registered in any course section as of the end of course (included in the NMHED EOC file).
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer Headcount in Q2, Fall Headcount in Q3, and Spring Headcount in Q4.
- d. For Both (2-year and 4-year HEIs)

3. Output – Number of first-time degree/certificate-seeking freshmen enrolled, reported by headcount.

- a. Headcount Methodology: Unduplicated count of any students who enrolled as a first-time, full-time degree/certificate-seeking undergraduate registered in any course section as of the end of course (included in the NMHED EOC file). (ENRSTATUS = 3 and STU_LEVEL not in 02,16,17,26)
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer Headcount in Q2, Fall Headcount in Q3, Spring Headcount in Q4.
- d. For Both (2-year and 4-year HEIs)

4. Output – Number of first-time freshmen enrolled, who graduated from a New Mexico high school, reported by headcount.

- a. Headcount Methodology: Unduplicated count of any students who enrolled as a first-time, full-time degree/certificate-seeking undergraduate registered in any course section as of the end of course (included in the NMHED EOC file) who graduated from a high school in the state of New Mexico. (ENRSTATUS = 3, STU_LEVEL not in 02,16,17,26, HS_GED_LOC in 32*)
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer Headcount in Q2, Fall Headcount in Q3, Spring Headcount in Q4.
- d. For Both (2-year and 4-year HEIs)

5. Output – Number of transfers enrolled, reported by headcount.

- a. Methodology: Unduplicated count of any students who enrolled at an institution after transferring from another institution of higher education (HED enrollment status of 6 or 7). Include only those students who newly enrolled as a transfer student in that particular term.
- b. Targets: Provided in BFM system before October 6, 2023
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer Headcount in Q2, Fall Headcount in Q3, Spring Headcount in Q4.
- d. For Both (2-year and 4-year HEIs)

6. Output – Number of dual credit students enrolled, reported by headcount.

- a. Methodology: All students in EOC file coded as STU_LEVEL=02.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer Headcount in Q2, Fall Headcount in Q3, Spring Headcount in Q4
- d. For Both (2-year and 4-year HEIs)

7. Output – Number of at-risk students enrolled, reported by headcount.

- a. Headcount Methodology: Unduplicated count of All students in EOC file whose expected family contribution (EFC) as reported on the FAFSA anytime in the current or prior academic year defined in the funding formula.
- b. Targets: Provided in BFM system before October 6, 2023.

- c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual in Q1.
- d. For Both (2-year and 4-year HEIs)

8. Output – Number of graduate students enrolled, reported by headcount.

- a. Headcount Methodology: Unduplicated count of any students who are enrolled at an institution who are degree-seeking students in master's, PhD, professional doctorate, or other post-baccalaureate programs (HED student level = 20, 21, 30, 31, or 33).
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer Headcount in Q2, Fall Headcount in Q3, Spring Headcount in Q4
- d. For 4-year HEIs

9. FY24 Explanatory/FY25 Discontinued – Percent of undergraduate students, by headcount, who completed at least 15 credit hours.

- a. Methodology: The number of undergraduate degree-seeking students in a particular term who completed 15 or more credit hours (as reported in the NMHED EOC files) divided by the total number of degree-seeking undergraduates who remained enrolled through the entirety of the semester. (Excludes withdraws.) Be sure that both the numerator and denominator for the annual measure are unduplicated.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly in FY24. Fall Percentage in Q3, Spring and Annual Percentage in Q4. Institution will provide actuals in BFM. *Discontinued for FY25 in BFM, institution will still need to provide actuals for FY23.*
- d. For 4-year HEIs

10. Explanatory – Percent of undergraduate students enrolled in 12 or more credit hours, by headcount.

- a. Methodology: The number of undergraduate degree- and/or certificate- seeking students in a particular term who completed 12 or more credit hours (as reported in the NMHED EOC files) divided by the total number of degree-seeking (student level 11 and 12) undergraduates who remained enrolled through the entirety of the semester. (Excludes withdraws.) Be sure that both the numerator and denominator for the annual measure are unduplicated.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Fall Percentage in Q3, Spring and Annual Percentage in Q4
- d. For 2-year HEIs

2. Credit Hours Delivered

1. Output – Number of credit hours completed.

- a. Methodology: Sum of all credit hours as reported in the NMHED End of Course files for Summer, Fall, and Spring. Include only those credit hours for courses in which students earned a grade.
- b. Funding Formula
- c. Targets: Provided in BFM system before October 6, 2023
- d. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q4
- e. For Both (2-year and 4-year HEIs)

2. Output – Number of lower-level unrestricted, end-of-course student credit hours completed by undergraduate students.

- a. Methodology: Sum of all lower-level end of Course credit hours reported in the NMHED End of Course files. Use level column in the course file.
- b. Community College Methodology: Sum of all End of Course credit hours taken by degree/certificate-seeking undergraduate students. Do not include dual credit students or any restricted credit hours. Unrestricted credit hours can be calculated by taking the total course credit hours in this category, then subtracting the multiplied percent restricted * credit hours. (E.g., in a 3-credit course with 10 students that is 60% restricted: 30 total credit hours- (.60*30) = 12 unrestricted credit hours)
- c. Targets: Provided in BFM system before October 6, 2023.
- d. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer in Q2, Fall in Q3, and Spring and Annual in Q4.
- e. For Both (2-year and 4-year HEIs)

3. Output – Number of upper-level unrestricted, end-of-course student credit hours completed by undergraduate students.

- a. Methodology: Sum of all End of Course credit hours taught that are numbered 300-499 taken by degree-seeking undergraduate students. Do not include any restricted credit hours. Unrestricted credit hours can be calculated by taking the total course credit hours taught to degree-seeking undergraduate students, then subtracting the multiplied percent restricted * credit hours. (E.g., in a 3-credit course with 10 students that is 60% restricted: 30 total credit hours- (.60*30) = 12 unrestricted credit hours)
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer in Q2, Fall in Q3, and Spring and Annual in Q4

- d. For 4-year HEIs
- 4. Output – Number of unrestricted, end-of-course student credit hours completed by graduate students.**
 - a. Methodology: Sum of all End of Course credit hours taught that are numbered 500-999 taken by degree-seeking professional or graduate students. Do not include any restricted credit hours. Unrestricted credit hours can be calculated by taking the total EOC course credit hours taught to degree-seeking graduate/professional students, then subtracting the multiplied percent restricted * credit hours. (E.g., in a 3-credit course with 10 students that is 60% restricted: $30 \text{ total credit hours} - (.60 * 30) = 12 \text{ unrestricted credit hours}$)
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer in Q2, Fall in Q3, and Spring and Annual in Q4
 - d. For 4-year HEIs
- 5. Output – Number of unrestricted, end-of-course student credit hours completed by dual credit students.**
 - a. Methodology: Sum of all End of Course credit hours taught that are taught to dual-credit students (typically undergraduate level courses). Do not include any restricted credit hours. Unrestricted credit hours can be calculated by taking the total EOC course credit hours taught to dual credit students, then subtracting the multiplied percent restricted * credit hours. (E.g., in a 3-credit course with 10 students that is 60% restricted: $30 \text{ total credit hours} - (.60 * 30) = 12 \text{ unrestricted credit hours}$). Annual numbers calculated on the basis of a leading summer academic year.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: HED will provide quarterly and annual. Institution will provide target and actuals in BFM. Summer in Q2, Fall in Q3, and Spring and Annual in Q4
 - d. For Both (2-year and 4-year HEIs)

3. Total Awards

- 1. Output – Number of unduplicated awards conferred in the most recent academic year.**
 - a. Methodology: The sum of all students who earned an award during the preceding academic year (Summer, Fall, Spring). Students who earn multiple awards should only be counted once, even if the awards were conferred at different levels (e.g., master's and post-baccalaureate certificate). Align with formula funding methodology.
 - b. Funding Formula.
 - c. Targets: Provided in BFM system before October 6, 2023.

- d. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- e. For Both (2-year and 4-year HEIs)

2. Output – Number of unduplicated certificates under one year in length awarded.

- a. Methodology: Total unduplicated number of students conferred any certificate under one year in length.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- d. For two-year HEIs

3. Output – Number of unduplicated certificates one year in length or more awarded.

- a. Methodology: Total unduplicated number of students conferred any certificate one year in length or more.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- d. For two-year HEIs

4. Output – Number of unduplicated associate degrees awarded.

- a. Methodology: The sum of all students who earned at least one associate degree (HED degree level = 12) during the preceding academic year (Fall, Spring, Summer). Students with multiple associate degrees earned during the academic year should only count once. However, if a student earned an associate degree and another credential from another level, they may be also counted in the award totals for that level.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- d. For Both (2-year and 4-year HEIs)

5. Output – Number of unduplicated baccalaureate degrees awarded.

- a. Methodology: The sum of all students who earned at least one bachelor's degree (HED degree level = 20) during the preceding academic year (Fall, Spring, Summer). Students with multiple bachelor's degrees earned during the academic year should only count once. However, if a student earned a bachelor's degree and another credential from another level, they may be also counted in the award totals for that level.
- b. Targets: Provided in BFM system before October 6, 2023
- c. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- d. For 4-year HEIs

6. Output – Number of unduplicated master’s degrees awarded.

- a. Methodology: The sum of all students who earned at least one master's degree (HED degree level = 30) during the preceding academic year (Fall, Spring, Summer). Students with multiple master's degrees earned during the academic year should only count once. However, if a student earned a master's degree and another credential from another level, they may be also counted in the award totals for that level.
- b. Targets: Provided in BFM system before October 6, 2023
- c. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- d. For 4-year HEIs

7. Output – Number of unduplicated doctoral or professional degrees awarded.

- a. Methodology: The sum of all students who earned at least one doctoral/professional degree (HED degree level = 40 or 41) during the preceding academic year (Fall, Spring, Summer). Students with multiple doctoral/professional degrees earned during the academic year should only count once. However, if a student earned a doctoral/professional degree and another credential from another level (e.g., a master's-level credential), they may be also counted in the award totals for that level.
- b. Targets: Provided in BFM system before October 6, 2023
- c. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- d. For 4-year HEIs

8. Output – Number of unduplicated post-baccalaureate certificates awarded.

- a. Methodology: The sum of all students who earned at least one post-baccalaureate certificate (HED degree level = 31 or 32) during the preceding academic year (Fall, Spring, Summer). Students with multiple post-baccalaureate certificates earned during the academic year should only count once. However, if a student earned a post-baccalaureate certificate and another credential from another level (e.g., a master's-level credential), they may be also counted in the award totals for that level.
- b. Targets: Provided in BFM system before October 6, 2023
- c. Reporting: Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024)
- d. For 4-year HEIs

4. High-Demand Fields (Only institutions that offer these programs will be required to report)

1. Output - Number of awards conferred to students in high demand fields in the most recent academic year.

- a. Methodology: The unduplicated count of all awards that are in the following CIP categories: 13.04xx, 13.12xx, 44.07xx, 51.1503, 51.38xx
 - b. Targets: Provided in BFM system before October 6, 2023
 - c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
 - d. For Both (2-year and 4-year HEIs)
- 2. Output - Number of associate degrees with CIP codes 13.1209 and 13.1210 awarded for preschool educators.**
- a. Methodology: The unduplicated count of all awards that are in the following CIP categories: 13.04xx, 13.12xx, 44.07xx, 51.1503, 51.38xx
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
 - d. For Both (2-year and 4-year HEIs)
- 3. Output - Number of baccalaureate degrees with CIP code 44.07 for social workers.**
- a. Methodology: Unduplicated count of baccalaureate degrees conferred in the specific term or academic year with a CIP code beginning with 44.07
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
 - d. For 4-year HEIs
- 4. Output - Number of baccalaureate degrees with CIP code 13.12 for elementary and secondary school educators and certificates with CIP code 13.12 for completers of alternative teacher licensure programs.**
- a. Methodology: Unduplicated count of baccalaureate degrees and certificates conferred with a CIP code beginning with 13.12.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
 - d. For Both (2-year and 4-year HEIs)
- 5. Output - Number of associate degrees with CIP code 51.38 for nurses, conferred to those students concurrently receiving a bachelor's degree of science in nursing.**

- a. Methodology: Unduplicated count of associate degrees with a CIP code beginning with 51.38 awarded to students who are concurrently enrolled at another institution in pursuit of a baccalaureate of science in nursing.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
- d. For 2-year HEIs

6. Output - Number of associate degrees of nursing conferred.

- a. Methodology: Unduplicated count of associate degrees with a CIP code beginning with 51.38 awarded to students who are concurrently enrolled in nursing programs.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
- d. For 2-year HEIs

7. Output - Number of baccalaureate degrees with CIP code 51.38 for nurses.

- a. Methodology: Unduplicated count of baccalaureate degrees with a CIP code beginning with 51.38.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
- d. For 4-year HEIs

8. Output - Number of master's degrees with CIP code 51.38 for nurses.

- a. Methodology: Unduplicated count of master's degrees with a CIP code beginning with 51.38.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
- d. For 4-year HEIs

9. Output - Number of master's degrees with CIP code 44.07 and 51.1503 for social workers.

- a. Methodology: Unduplicated count of master's degrees with a CIP code beginning with 44.07 or a CIP code of 51.1503
- b. Targets: Provided in BFM system before October 6, 2023.

- c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
- d. For 4-year HEIs

10. Output - Number of master's degrees with CIP code 13.04 for education administrators.

- a. Methodology: Unduplicated count of master's degrees conferred with a CIP code beginning with 13.04. BFM User Guide for Performance Measures
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: HED will provide annual. Institution will provide target and actuals in BFM. Annual Total in Q1
- d. For 4-year HEIs

5. At-Risk Awards

1. Output – Number of unduplicated awards conferred to financially at-risk students in the most recent academic year.

- a. Methodology: Of the students conferred awards in the previous academic year (unduplicated, taking only the student's highest tier degree in instances of multiple degrees), the number of students whose expected family contribution (EFC) was less than or equal to current federal EFC guidelines in either of the previous two academic years (the year of graduation or the prior year) as reported on the FAFSA. *Align with funding formula calculations. At risk – in accordance with the funding formula.*
- b. Funding Formula
- c. Targets: Provided in BFM system before October 6, 2023.
- d. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q1 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
- e. For Both (2-year and 4-year HEIs)

2. Output – Number of unduplicated certificates under one year in length awarded to financially at-risk students.

- a. Methodology: Of the students who earned a less-than-one-year certificate in the specific term or previous academic year (unduplicated count), the number whose EFC was less than or equal to current federal EFC guidelines in either of the previous two academic years as reported on the FAFSA.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
- d. For 2-year HEIs

3. Output – Number of unduplicated certificates one year in length or more awarded to financially at-risk students.

- a. Methodology: Of the students who earned a one-year or more certificate in the specific term or previous academic year (unduplicated count), the number whose EFC was less than or equal to current federal EFC guidelines in either of the previous two academic years as reported on the FAFSA.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
- d. For 2-year HEIs

4. Output – Number of unduplicated associate degrees awarded to financially at-risk students.

- a. Methodology: Of the students who earned an associate degree in the specific term or previous academic year (unduplicated count), the number whose EFC was less than or equal to current federal EFC guidelines in either of the previous two academic years as reported on the FAFSA.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
- d. For Both (2-year and 4-year HEIs)

5. Output – Number of unduplicated baccalaureate degrees awarded to financially at-risk students.

- a. Methodology: Of the students who earned a baccalaureate degree in the specific term or previous academic year (unduplicated count), the number whose EFC was less than or equal to current federal EFC guidelines in either of the previous two academic years as reported on the FAFSA.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
- d. For 4-year HEIs

6. Output – Number of unduplicated master's degrees awarded to financially at-risk students.

- a. Methodology: Of the unduplicated count of students earning a master's degree in the specific term or previous academic year, the number whose EFC was less than or equal to current federal EFC guidelines in either of the previous two academic years as reported on the FAFSA.

- b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
 - d. For 4-year HEIs
- 7. Output – Number of unduplicated doctoral or professional degrees awarded to financially at-risk students.**
- a. Methodology: Of the unduplicated count of students who earned a doctoral or professional degree in the specific term or previous academic year, the number whose EFC was less than or equal to current federal EFC guidelines in either of the previous two academic years as reported on the FAFSA.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
 - d. For 4-year HEIs
- 8. Output – Number of unduplicated, post-baccalaureate certificates awarded to financially at-risk students.**
- a. Methodology: Of the unduplicated count of students who earned a post-baccalaureate certificate in the specific term or previous academic year, the number whose EFC was less than or equal to current federal EFC guidelines in either of the previous two academic years as reported on the FAFSA. (NOTE: If a student earned an award in another category, they should not be counted in this category.)
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual in Q4 (leading summer, Summer 2023, Fall 2023 and Spring 2024).
 - d. For 4-year HEIs

6. Time and Credits to Graduation

- 1. Output – Average number of years taken by degree-seeking first-time, full-time undergraduate students to complete a baccalaureate degree.**
- a. Methodology: Include only those first-time, full-time freshmen who started in a fall semester within the past 10 years and who graduated with a first baccalaureate degree in the most recent academic year. Calculate the number of years from initial matriculation to attainment of baccalaureate degree for each student, and then average them by dividing the sum by the number of students in the aforementioned category.
 - b. Targets: Provided in BFM system before October 6, 2023.

- c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual Average in Q4
 - d. For 4-year HEIs
- 2. **Output – Average number of credits taken by first-time, full-time degree-seeking undergraduate students to complete a baccalaureate degree.**
 - a. Methodology: Include only those first-time, full-time freshmen who started in a fall semester within the last 10 years and who graduated with a first baccalaureate degree in the most recent academic year. Tally the total number of all **completed** credits (including transfer credits) from date of initial matriculation until graduation and average them using the number of students who fit into the category.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual Average in Q4
 - d. For 4-year HEIs
- 3. **Output – Average number of years taken by degree-seeking first-time, full-time undergraduate students to complete an associate degree.**
 - a. Methodology:
 - i. Take everyone who received their first associate degree during the fiscal year (summer, fall, and spring).
 - ii. Look backwards to see when any of them were a first-time full-time associate degree-seeking student.
 - iii. Only go back 10 years.
 - iv. For time to degree, calculate the difference between the first day of the semester they became a first-time full-time associate degree-seeking student and the last day of the semester they were awarded the associate degree.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual Average in Q4
 - d. For 2-year HEIs
- 4. **Output – Average number of credits taken by degree-seeking undergraduate students to complete an associate degree.**
 - a. Methodology:
 - i. Take everyone who received their first associate degree during the fiscal year (summer, fall, and spring).

- ii. Look backwards to see when any of them were a first-time full-time associate degree-seeking student.
 - iii. Only go back 10 years.
 - iv. For credit hours, use all completed hours including transfer hours.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual Average in Q4
- d. For 2-year HEIs

7. Transfer Student Success

1. **Output – Number of bachelor’s degrees awarded to transfer students who have earned at least 30 credit hours at a New Mexico public two-year college (including branches).**
 - a. Methodology: Of the baccalaureate recipients from the specific term or academic year (for annual totals), the number who entered the institution as a transfer student with initial HED enrollment status of '6' and who earned 30 or more credit hours at a public two-year institution in New Mexico. Do not count hours transferred in from out-of-state, four-year, or private institutions.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide quarterly measure, target, and actuals in BFM. Summer in Q2, Fall in Q3, Spring and Annual in Q4
 - d. For 4-year HEIs
2. **Explanatory – Average number of credits transferred from New Mexico public two-year colleges by bachelor’s degree recipients.**
 - a. Methodology: For each baccalaureate recipient from the specific term or academic year (for annual totals), tally the number of credits transferred in from public two-year New Mexico institutions and then average across all bachelor's degree graduates from the term or academic year. Include all baccalaureate degree recipients, including those who entered as first-time, full-time freshmen.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide quarterly measure, target, and actuals in BFM. Summer in Q2, Fall in Q3, Spring and Annual in Q4
 - d. For 4-year HEIs

8. Graduation and Retention Rates

1. **Outcome – Percent of a cohort of first-time, full-time, degree- or certificate-seeking community college students who complete an academic program within one hundred percent of standard graduation time.**

- a. Methodology: Certificate Seeking - Anyone declared a major in a certificate program. Take all first-time full-time degree-seeking students and report anyone who completed an associate degree and/or a certificate within one hundred percent of time. Use final enrollment numbers to calculate cohorts.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual rate, target, and actuals in BFM. Annual Rate in Q3.
 - d. For 2-year HEIs
- 2. Outcome – Percent of a cohort of first-time, full-time, degree- or certificate-seeking community college students who complete an academic program within one hundred fifty percent of standard graduation time.**
- a. Methodology: Certificate Seeking - Anyone declared a major in a certificate program. Take all first-time full-time degree-seeking students and report anyone who completed an associate degree and/or a certificate within one hundred and fifty percent of time. Use final enrollment numbers to calculate cohorts.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - a. Reporting: Institution will provide annual rate, target, and actuals in BFM. Annual Rate in Q3.
 - c. For 2-year HEIs
- 3. Outcome – Percent of a cohort of first-time, part-time, degree- or certificate-seeking community college students who complete an academic program within three hundred percent of standard graduation time.**
- a. Methodology: Certificate Seeking - Anyone declared a major in a certificate program. Take all first-time part-time degree-seeking students and report anyone who completed an associate degree and/or a certificate within three hundred percent of time. Use final enrollment numbers to calculate cohorts.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual rate, target, and actuals in BFM. Annual Rate in Q3.
 - d. For 2-year HEIs
- 4. Outcome – Percent of a fall cohort of first-time, full-time students who have graduated, transferred, or who are still enrolled within one hundred fifty percent of standard graduation time.**
- a. Methodology: Fall Cohort IPEDs methodology. Sum up graduated, transferred and still enrolled students reported from most recent IPEDS Graduation Survey and divide by

adjusted cohort. Reflective of the contribution community colleges make towards student's educational attainment.

- b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual rate, target, and actuals in BFM. Annual Rate in Q3.
 - d. For 2-year HEIs
- 5. Outcome – Percent of a cohort of first-time, full-time, degree-seeking freshmen who complete a baccalaureate program within one hundred percent of standard graduation time.**
- a. Methodology: The reported cohort will always be the fall first-time, full-time cohort from 5 years prior to the reporting year. For instance, the measure reported in Q3 in January 2021 will concern the 2016 first-time, full-time freshman cohort. To get the graduating rate, total the number of students from the cohort who earned a baccalaureate degree from your institution any time before August 31, 2020, and divide it by the total number of first-time, full-time freshmen in the beginning cohort. You may exclude students who were deceased prior to August 31, 2020, who did not earn a baccalaureate degree. Note: This measure describes the percentage of all cohort students who completed a baccalaureate degree in four years or less.
 - b. IPEDS
 - c. Targets: Provided in BFM system before October 6, 2023.
 - d. Reporting: Institution will provide annual rate, target, and actuals in BFM. Annual in Q3.
 - e. For 4-year HEIs
- 6. Outcome - Percent of a cohort of first-time, full-time, degree-seeking freshmen who complete a baccalaureate program within one hundred fifty percent of standard graduation time.**
- a. Methodology: The reported cohort will always be the fall first-time, full-time cohort from 7 years prior to the reporting year. For instance, the measure reported in Q3 in January 2021 will concern the 2014 first-time, full-time freshman cohort. To get the graduation rate, total the number of students from the cohort who earned a baccalaureate degree from your institution any time before August 31, 2020, and divide it by the total number of first-time, full-time freshmen in the beginning cohort. You may exclude students who were deceased prior to August 31, 2020, who did not earn a baccalaureate degree. Note: This measure describes the percentage of all cohort students who completed a baccalaureate degree in six years or less.
 - b. IPEDS
 - c. Targets: Provided in BFM system before October 6, 2023.
 - d. Reporting: Institution will provide annual rate, target, and actuals in BFM. Annual in Q3.

- e. For 4-year HEIs

7. Outcome – Percent of first-time, full-time freshmen retained to the third semester.

- a. Methodology: The first-time full-time degree and/or certificate seeking students who start in the fall and either return the following fall or graduate during their first academic year.
- b. IPEDS
- c. Targets: Provided in BFM system before October 6, 2023.
- d. Reporting: Institution will provide annual rate, target, and actuals in BFM. Annual in Q2. Fall to Fall Rate (Fall 2022 to Fall 2023).
- e. For 4-year HEIs

9. Tuition and Fees

1. Explanatory – Average institutional net price submitted to IPEDS in the student financial aid survey in February.

- a. Methodology: IPEDS Student Financial Aid survey, Section 1, Part F, "Net Price Calculation for Group 3"; Use the response to the survey submitted in February.
- b. IPEDS
- c. Targets: Provided in BFM system before October 6, 2023.
- d. Reporting: Institution will provide annual average, target, and actuals in BFM. Annual Averages from Previous Year in Q1.
- e. For Both (2-year and 4-year HEIs)

2. Explanatory – Amount of tuition and fees for the upcoming academic year for a full-time, resident, undergraduate student as a percent of the average tuition and fees for peer colleges in the Western Interstate Commission for Higher Education region.

- a. Methodology: WICHE region weighted average tuition and fees by sector without California (<https://www.wiche.edu/benchmarks/tuition-fees-median-income>). Percentage is found by dividing an institution's published tuition and fees from the most recent IPEDS Institutional Characteristics submission by the WICHE average.
- b. Targets: Provided in BFM system before October 6, 2023.
- c. Reporting: Institution will provide annual percentage, target, and actuals in BFM. Annual Percentages in Q4
- d. For Both (2-year and 4-year HEIs)

10. Education and Related Expenditures

1. FY24 Explanatory/FY25 Discontinued – Amount of education and related expenditures in the most recent fiscal year per full-time-equivalent student.

- a. Methodology: Education and related expenditures should be taken from the most recent IPEDS Finance survey, Part C-1: Expenses by Functional Classification (Lines 01-03, 05-07, 10). Include instruction+ public service + academic support + student services + institutional support + scholarships/fellowships.
 - b. IPEDS
 - c. Targets: Provided in BFM system before October 6, 2023.
 - d. Reporting: Institution will provide annual, target, and actuals in BFM. Annual in Q3.
Discontinued for FY25 in BFM, institution will still need to provide actuals for FY23.
 - e. For Both (2-year and 4-year HEIs)
- 2. FY24 Efficiency/ FY25 Discontinued – Amount of education and related expenditures in the most recent fiscal year per baccalaureate degree recipient.**
- a. Methodology: Education and related expenditures should be taken from the most recent IPEDS Finance survey, Part C-1: Expenses by Functional Classification (Lines 01-03, 05-07, 10). Include instruction+ public service + academic support + student services + institutional support + scholarships/fellowships. Use the same number reported for "Total number of unduplicated baccalaureate degrees awarded" for the denominator.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual, target, and actuals in BFM. Annual in Q3.
Discontinued for FY25 in BFM, institution will still need to provide actuals for FY23.
 - d. For 4-year HEIs
- 3. Explanatory – Amount of education and related expenditures in the most recent fiscal year per associate degree recipient.**
- a. Methodology: Education and related expenditures should be taken from the most recent IPEDS Finance survey, Part C-1: Expenses by Functional Classification (Lines 01-03, 05-07, 10). Include instruction+ public service + academic support + student services + institutional support + scholarships/fellowships. Use the same number reported for "Total number of unduplicated associate degrees awarded" for the denominator.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual, target, and actuals in BFM. Annual in Q3
 - d. For 2-year HEIs

11. Additional Measures (Unique to Some Campuses)

1. FY23 Output FY24 Explanatory – Six-year athlete graduation rate

- a. Methodology: Obtained from the Athletics Department; released each October for the most recently available 6-year cohort.

- b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual, target, and actuals in BFM. Annual in Q3
 - d. For 4-year HEIs
- 2. **FY24 Discontinued Moved to RPSP Process - Total public television local broadcast production hours.**
 - a. Methodology: Obtained from the broadcast station's general manager.
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual in BFM. Annual in Q3. *Discontinued for FY24 and FY25 in BFM, institution will still need to provide actuals for FY23.*
 - d. For 4-year HEIs
- 3. **FY23 Outcome - Amount of external dollars supporting all programs from federal or nongovernmental sources, for the most recent fiscal year, excluding state governmental funding sources, in millions.**
 - a. Methodology: The sum of the dollar amounts most recently reported to IPEDS under Part B-Revenues by Source-Operating Revenues-Lines 02 and 04b (Federal operating grants and contracts and Private operating grants and contracts).
 - b. IPEDS
 - c. Targets: Provided in BFM system before October 6, 2023.
 - d. Reporting: Institution will provide annual, target, and actuals in BFM. Annual in Q3
 - e. For Both (2-year and 4-year HEIs)
- 4. **FY24 Discontinued Moved to RPSP Process – Total dollars of grants and contracts leveraged by agricultural experiment station faculty and researchers, in millions.**
 - a. Methodology: Get this from FY Actuals Exhibit 16A Total Restricted under Unaudited Actuals
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide Annual in Q4. *Discontinued for FY24 and FY25 in BFM, institution will still need to provide actuals for FY23.*
 - d. For 4-year HEIs
- 5. **FY24 Discontinued Moved to RPSP Process – Number of clientele contacts with the public by the cooperative extension service.**
 - a. Methodology: Ask Bruce Hinrichs at Cooperative Extension Service
 - b. Targets: Provided in BFM system before October 6, 2023.

- c. Reporting: Institution will provide Annual in Q4. *Discontinued for FY24 and FY25 in BFM, institution will still need to provide actuals for FY23.*
 - d. For 4-year HEIs
- 6. **Output – Total number of inspections completed by the standards and consumer services division of the New Mexico department of agriculture.**
 - a. Methodology: Ask Tammy Bracamonte in Standards and Consumer Services at the NMDA
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide annual, actual and target in BFM. Annual in Q4
 - d. For 4-year HEIs
- 7. **FY24 Discontinued Moved to RPSP Process – Petroleum Research Recovery Center: Return on Investment (ROI) for state funding received.**
 - a. Methodology: Ask the R&ED Office Financial Administrator for these numbers
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide Annual in Q4. *Discontinued for FY24 and FY25 in BFM, institution will still need to provide actuals for FY23.*
 - d. For 4-year HEIs
- 8. **FY24 Discontinued Moved to RPSP Process – Bureau of Geology and Mineral Resources: Number of active research projects for the most recent fiscal year.**
 - a. Methodology: Ask the Director of the Bureau of Geology for this number
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide Annual in Q4. *Discontinued for FY24 and FY25 in BFM, institution will still need to provide actuals for FY23.*
 - d. For 4-year HEIs
- 9. **FY24 Discontinued Moved to RPSP Process – Geophysical research center: external research funding from non-state government sources.**
 - a. Methodology: Ask the R&ED Office Financial Administrator for these numbers (currently: Patricia Landavazo)
 - b. Targets: Provided in BFM system before October 6, 2023.
 - c. Reporting: Institution will provide Annual in Q4. *Discontinued for FY24 and FY25 in BFM, institution will still need to provide actuals for FY23.*
 - d. For 4-year HEIs

10. FY24 Discontinued Moved to RPSP Process – Small business development centers: cost per job created or saved.

- a. Targets: Provided in BFM system before October 6, 2023.
- b. Reporting: Institution will provide Annual in Q4. *Discontinued for FY24 and FY25 in BFM, institution will still need to provide actuals for FY23.*
- c. For 2-year HEIs

11. Output – Three-year athlete graduation rate

- a. Targets: Provided in BFM system before October 6, 2023.
- b. Reporting: Institution will provide Annual, actual and targets in BFM. Annual will be provided in Q4.
- c. For 2-year HEIs

12. Output - Number of invention disclosures and patents awarded, by fiscal year.

- a. Targets: Provided in BFM system before October 6, 2023.
- b. Reporting: Institution will provide Annual in Q4
- c. For UNM Main

13. Output - Number of research awards awarded by fiscal year.

- a. Targets: Provided in BFM system before October 6, 2023.
- b. Reporting: Institution will provide Annual in Q4
- c. For UNM Main

14. Explanatory - Number of students on research assistantships, unduplicated, by academic year

- a. Targets: Provided in BFM system before October 6, 2023.
- b. Reporting: Institution will provide Annual in Q4
- c. For UNM Main

12. Reporting Matrix for FY24 and FY25

These performance measures listed below will be reported quarterly by the Higher Education Department. All other measures not listed, will be reported by your higher education institution, and entered into the BFM system on a quarterly basis.

ENROLLMENT

Measure	FY24 Q1 October 31, 2023	FY24 Q2 January 31, 2024	FY24 Q3 April 30, 2024	FY24 Q4 July 31, 2024
Number of students enrolled reported by headcount		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers
Number of degree-seeking undergraduate students enrolled, reported by headcount		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers
Number of first-time degree/certificate-seeking freshmen enrolled, reported by headcount		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers
Number of first-time freshmen enrolled, who graduated from a New Mexico high school, reported by headcount		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers
Number of transfers enrolled, reported by headcount		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers
Number of dual credit students enrolled, reported by headcount		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers
Number of at-risk students enrolled, reported by headcount	Summer, Fall, and Spring for Previous Year			
Number of graduate students enrolled, reported by headcount		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers

CREDIT HOURS

Measure	FY24 Q1 October 31, 2023	FY24 Q2 January 31, 2024	FY24 Q3 April 30, 2024	FY24 Q4 July 31, 2024
Number of credit hours delivered (by institution)				Annual Numbers (leading summer; Summer 2023, Fall 2023, Spring 2024)
Number of end-of-course student credit hours completed by undergraduate students.		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers and Annual Numbers (leading summer; Summer 2023, Fall 2023, Spring 2024)
Number of unrestricted, end-of-course student credit hours completed by graduate students.		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers and Annual Numbers (leading summer; Summer 2023, Fall 2023, Spring 2024)
Number of unrestricted, end-of-course student credit hours completed by dual credit students.		Summer 2023 Numbers	Fall 2023 Numbers	Spring 2024 Numbers and Annual Numbers (leading summer; Summer 2023, Fall 2023, Spring 2024)

HIGH DEMAND FIELDS

Measure	FY24 Q1 October 31, 2023	FY24 Q2 January 31, 2024	FY24 Q3 April 30, 2024	FY24 Q4 July 31, 2024
Number of awards conferred to students in high-demand fields in the most recent academic year.	Annual Numbers			
Number of associate degrees with CIP codes 13.1209 and 13.1210 awarded for preschool educators.	Annual Numbers			
Number of baccalaureate degrees with CIP code 44.07 for social workers.	Annual Numbers			
Number of baccalaureate degrees with CIP code 13.12 for elementary and secondary school educators and certificates with CIP code 13.12 for completers of alternative teacher licensure programs.	Annual Numbers			
Number of associate degrees of nursing conferred	Annual Numbers			
Number of baccalaureate degrees with CIP code 51.38 for nurses.	Annual Numbers			
Number of master's degrees with CIP code 51.38 for nurses.	Annual Numbers			
Number of master's degrees with CIP code 44.07 and 51.1503 for social workers.	Annual Numbers			
Number of master's degrees with CIP code 13.04 for education administrators.	Annual Numbers			

BFM User Guide for the Performance Measure Module

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.

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

3. Performance Measure Forms

Form Type	Form Name
Performance Measure Forms	Performance Measures (Form 4000)
	Performance Measures Quarterly (Form 4100)
	Performance Measures Change Request (Form 4400)

Form 4000 will allow you to enter the targets and actuals for each active performance measure. Typically stage 1 is for data entry level. The stage/level 2 approver will then submit the targets and actuals to stage/level 3. Stage/Level 3 is for directors, and they will submit the information to stage/level 4. FYI, once you submit to a new stage, the lower level will not have access to the form.

Form 4100 will allow you to enter quarterly reporting information for each active performance measure for your institution. You will also be allowed to attach a formal report. When submitting quarterly reports, your agency should send an email notifying both you and LFC that they have submitted the information into the system.

Form 4400 will be utilized during the AGA process. You can keep the form in stage 1 so that the DFA analyst doesn't have to keep moving the form back to stage 1.

4. Budget Form Stages/Workflow

Budget forms advance through the budget process using a concept called Stages. Stages are unique to each 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 the performance measure form.

Stage	Description
Stage 1	Initial Entry (IR Person)
Stage 2	Manager Review (2 nd level approver)
Stage 3	Agency Management Changes (HED approval)
Stage 4	Submit to DFA

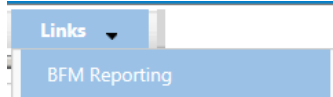
Users are assigned different roles to facilitate this workflow. For example, a “Requestor” will have EDIT access to ONLY stage 1 and can SUBMIT to stage 2, while the “Manager” will have access to EDIT stages 1 and 2 but can submit to stage 3. If security changes are required, contact the BFM Administrator.

Once you Submit your performance measures you will not have access any longer, but the approver has the authority to Submit the request backwards in the process, so contact the appropriate reviewer if you need to make changes post-submission (assuming the deadline has not passed).

5. How to Access BFM

BFM is accessed via internet browser. 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.

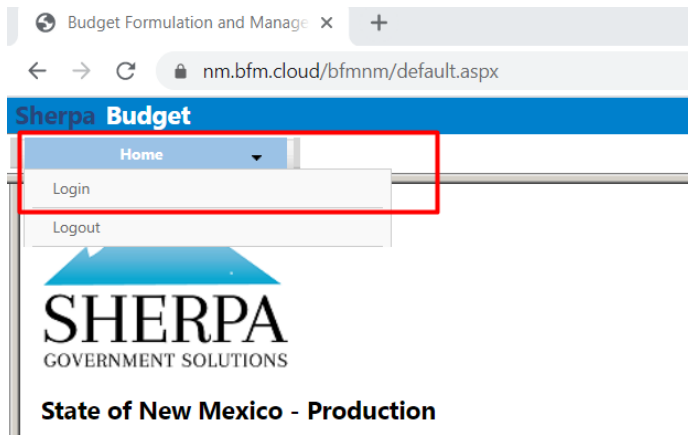


- **User Identification (ID) / Password:** Your BFM Administrator will send your User ID and Password. If you need your password reset, please contact Nicole or Ralph. If your agency requests a password reset, they will need to submit a help desk ticket to fcdsu.help@state.nm.us.
- **Timeout:** Web-based applications have a built-in timeout function. A timeout function is required so users do not leave idle windows open for excessive amounts of time, impacting overall performances. The current timeout is set at **20 minutes**. Be sure to save often as you work. If you are idle for more than 20 minutes, you will have to log back in and any work you did not save will be lost.

6. Logging In

Navigate to the BFM website.

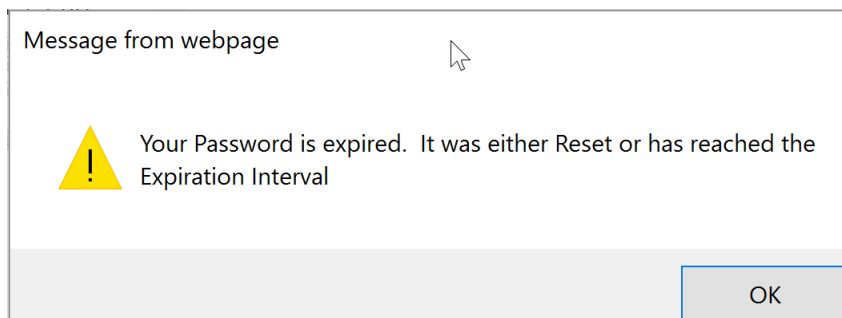
Expand the Home menu at the top left of the screen and click on **Login**.



Enter your User-ID and Password, then click **Login**.

A screenshot of the login page on the 'Sherpa Budget' website. The page has a blue header with 'Sherpa Budget' and a navigation bar with 'Home'. Below the header, there are two input fields: 'Userid:' with the value 'enduser' and 'Password:' with masked characters '.....'. Below these fields are two buttons: 'Login' and 'Reset'.

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



Click **Ok**.

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

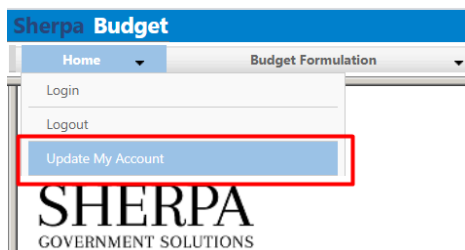
- Users often will set the password to match their computer login.

- Follow all State guidelines for proper password complexity.

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 fill out the security access form on the DFA website. Visit, <https://www.nmdfa.state.nm.us/budget-division/bfm-system/> and follow the instructions on the document, titled, “Security Access Form – BFM”.

7. Changing Password

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.



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

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

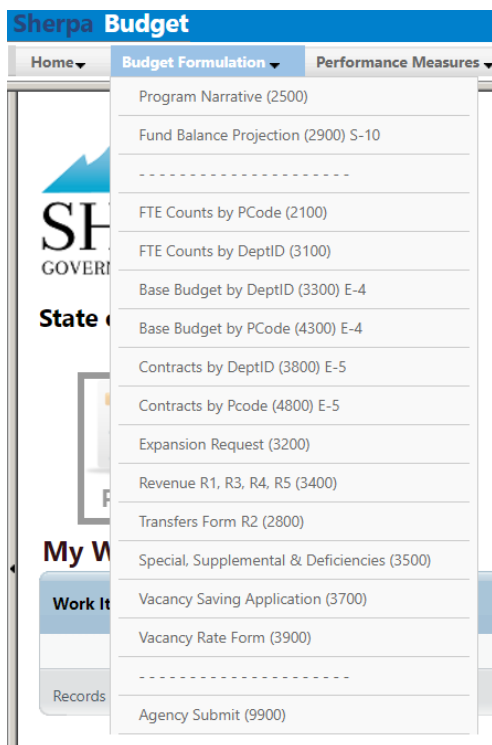
8. Basic Navigation

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

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

9. Menu Navigation

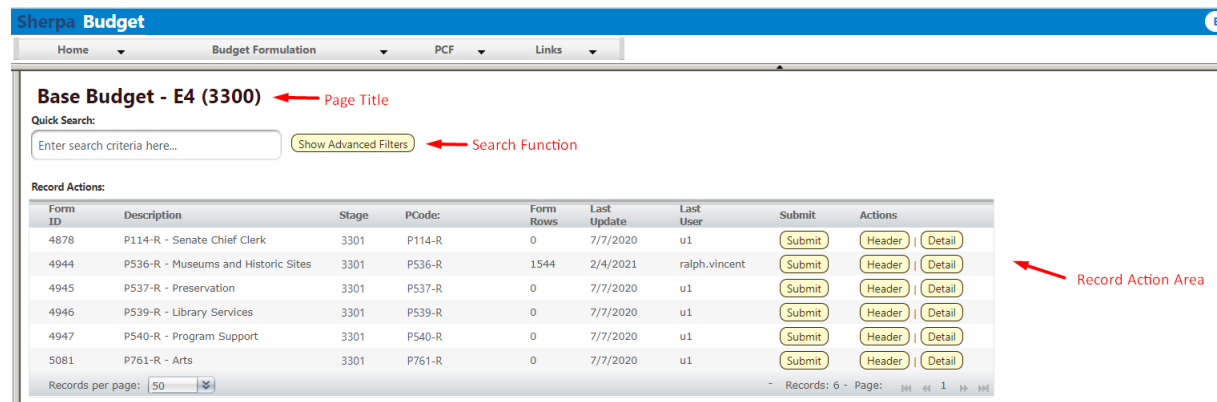
Hover over any top-level menu item to see the menu options. For example, the Budget Formulation menu contains the Budget Forms available to the user.



Click any menu item to open.

10. 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.



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.

Base Budget - E4 (3300)

Quick Search:

Enter search criteria here...

Show Advanced Filters

Record Actions:



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@se	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 - OWTB 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 Detail Delete

Records per page: 50

Records: 249 - Page: 1

11. Page Through Records

Click on the on the double arrow  (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 records.

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	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 per page: 50

Records: 6 - Page: 1

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.

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.

Base Budget - E4 (3300)

Quick Search:

Show Advanced Filters

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	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 per page: 50								Records: 6 - Page: 1

12. Quick Search

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:

Show Advanced Filters

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 per page: 50								Records: 6 - Page: 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 Budget - E4 (3300)

Quick Search: [Show Advanced Filters](#)

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 page: [▼](#) - Records: 2 - Page: [1](#)

Example 2: Search by number

Search: "536"

Result: Record that contains 536.

Base Budget - E4 (3300)

Quick Search: [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	PCode:	Form Rows	Last Update	Last User	Submit	Actions
4944	P536-R - Museums and Historic Sites	3301	P536-R	1544	2/4/2021	ralph.vincent	Submit	Header Detail

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

13. 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.

Click *Show Advanced Filters*.

Base Budget - E4 (3300)

Quick Search: [Show Advanced Filters](#)

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

Base Budget - E4 (3300)

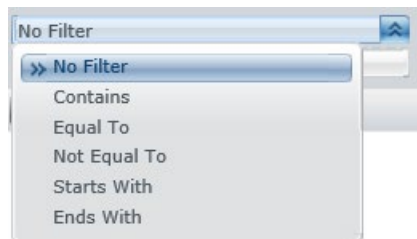
Quick Search:

Show Quick Search

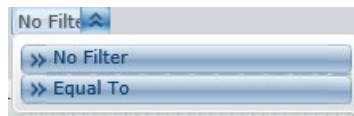
Record Actions:

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
<div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> </div>								
<div> <div>Records per page: 50</div> <div>Apply Filter</div> <div>Hide Filter</div> <div>Records: 6 - Page: 1</div> </div>								

When searching text fields, the following options are available:



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.



Click Apply Filter at the bottom when ready to 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
<div> <div>No Filter</div> <div>Contains</div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> <div>No Filter</div> </div>								
<div> <div>Records per page: 50</div> <div>Apply Filter</div> <div>Hide Filter</div> <div>Records: 6 - Page: 1</div> </div>								

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)

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 Filter

Contains

No Filter

No Filter

No Filter

No Filter

No Filter

Records per page: 50

Apply Filter

Hide Filter

Records: 6 - Page: 1

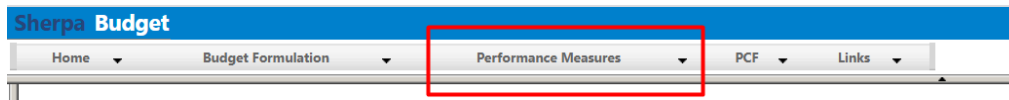
14. Budget Forms Overview

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
Form List	Shows all budget forms available based on security profile; allows users to create new budget forms where appropriate
Header Tab	Contains general information about the form instance such as organizational unit (i.e., Agency, PCode, and/or Department ID) and form name
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
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
Attachments Tab	Allows for files (PDF, Word, and Excel) to be uploaded as attachments on forms
Narrative Tab(s)	Contains text fields to enter detailed narrative descriptions, also called Explanation Tab

15. Performance Measure Module

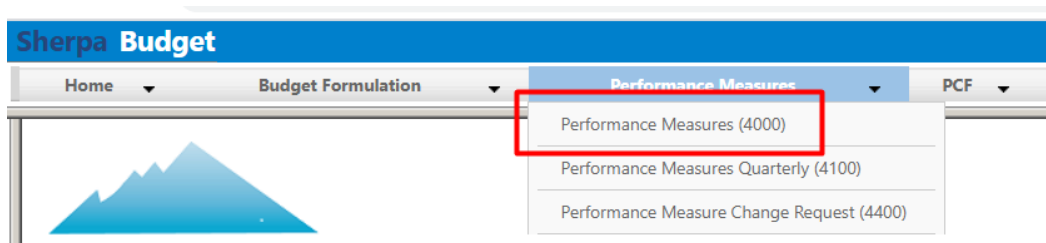
Forms for Performance Measures tracking are located in the Performance Measures top level navigation menu.



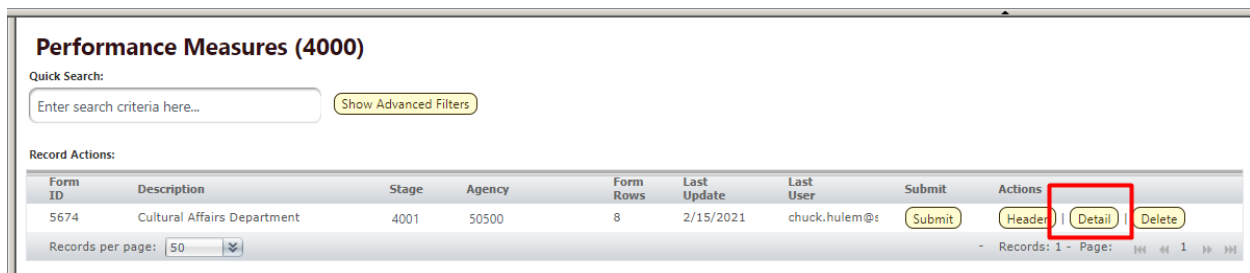
16. Performance Measures (4000 Form)

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

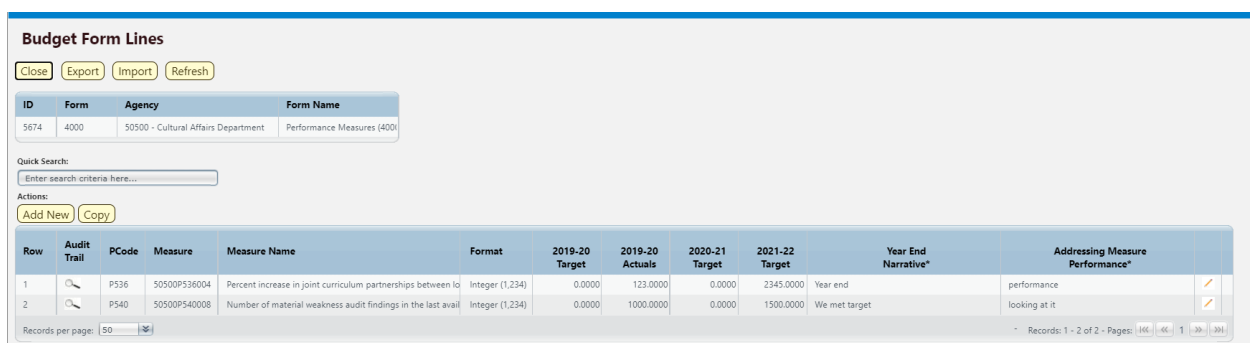
Navigate to the form by hovering over the **Performance Measures** menu and clicking **Performance Measures (4000)**.



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.






The Performance Measures Detail form will load.



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.

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		P536	50500P536004	Percent increase in joint curriculum partnerships between id	Percent (12%)	0.0000	75.0000	0.0000	100.0000	Target not met because abc	Performance being addressed by xyz	
2		P536	50500P536005	Number of students taught through programming develop	Integer (1,234)	0.0000	1.0000	0.0000	5.0000			

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 Performance*	Data Entry Column. Enter how measured performance is being addressed
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.

Click **Add New**. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section **Error! Reference source not found.** Excel Export/Import and Section **Error! Reference source not found.** Add New Budget Entry.

- **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.
 - You may select the current measure number from the list, or you can enter “new” and select the measure as you scroll to the bottom of the pop-out window.
 - **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

Budget Form Entry - Add New Line

Page Actions:

Close

Form ID	Form Definition
5674	4000

Agency

Cultural Affairs Department

Measure:

Number of new arts v

Year End Narrative

Addressing Measure Performance

2019-20 Actuals:
Audit Text:

2021-22 Target:
Audit Text:

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

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name
5674	4000	50500 - Cultural Affairs Department	Performance Measures (400)

Quick Search:

Actions:
Add New Copy

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		P536	50500P536004	Percent increase in joint curriculum partnerships between lo	Integer (1,234)	0.0000	38.0000	0.0000	30.0000	xyz	abc	
2		P537	50500P537002	Percent of grant funds from recurring appropriations distrib	Integer (1,234)	0.0000	15.0000	0.0000	15.0000			
3		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	
4		P761	50500P761006	Number of new arts ventures, businesses or projects jump-s	Integer (1,234)	0.0000	100.0000	0.0000	50.0000	Target not met because abc	Performance being addressed by xyz	

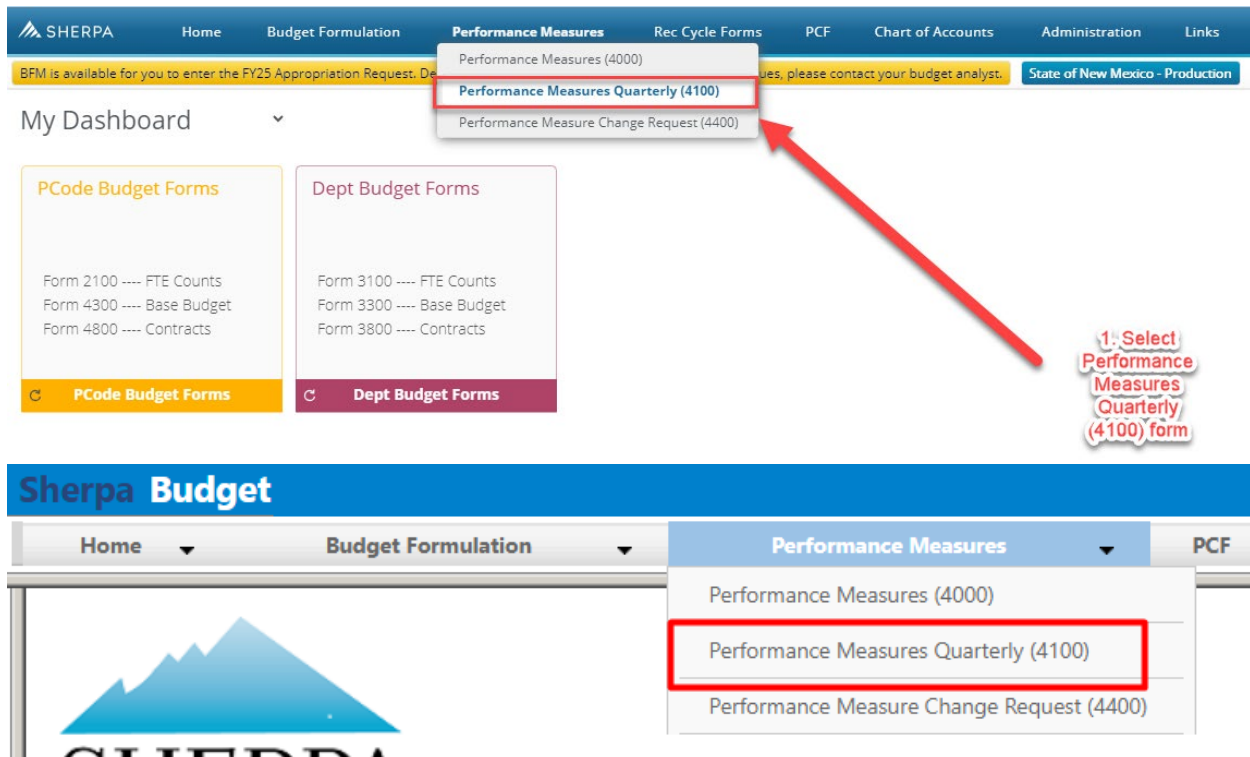
Records per page: 50

Records: 1 - 4 of 4 - Pages: 1 2 3 4

Once all Performance Measures are added to the form, submit the form following instructions from **Error! Reference source not found.** Submit Budget Form.

17. Performance Measures Quarterly (4100 Form)

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



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.

Performance Measures Quarterly (4100)

Select "detail" to pull up the entire form for your university.

ID	Description	Stage	Business Unit	Rows	Last Update	Last User	Work	Actions
43459	95200 - University of New Mexico	4101	95200	0	7/12/2023	Alejandra.Villalo	Submit	Detail
43701	95200 - University of New Mexico	4101	95200	0	7/17/2023	valida.dushdure	Submit	Detail
43702	95200 - University of New Mexico	4101	95200	0	7/17/2023	valida.dushdure	Submit	Detail
43724	95200 - University of New Mexico	4101	95200	0	7/17/2023	valida.dushdure	Submit	Detail
43786	95200 - University of New Mexico	4101	95200	0	7/21/2023	John.Bollweg	Submit	Detail
43788	95200 - University of New Mexico	4101	95200	0	7/21/2023	valida.dushdure	Submit	Detail
43789	95200 - University of New Mexico	4101	95200	0	7/21/2023	valida.dushdure	Submit	Detail
43790	95200 - University of New Mexico	4102	95200	21	7/21/2023	valida.dushdure	Submit	Detail
43798	95200 - University of New Mexico	4101	95200	16	7/25/2023	Alejandra.Villalo	Submit	Detail
43799	95200 - University of New Mexico	4101	95200	20	7/25/2023	NICOLE.MACIAS	Submit	Detail
43801	95200 - University of New Mexico	4101	95200	0	7/25/2023	Alejandra.Villalo	Submit	Detail
43802	95200 - University of New Mexico	4101	95200	0	7/25/2023	Alejandra.Villalo	Submit	Detail
43804	95200 - University of New Mexico	4101	95200	0	7/25/2023	Alejandra.Villalo	Submit	Detail
43775	95200 - University of New Mexico	4101	95200	0	7/20/2023	John.Bollweg	Submit	Detail

Records per page: 50 Advanced Search Records: 53 - Page: 1

The Performance Measures Detail form will load. To enter quarterly results, select either export to excel document or enter data directly into the form.

Budget Form Lines

X Close

Export

Import

Refresh

Select this to export the form below in an excel format.

ID	Form	Business Unit	Form Name	999999.1 = "NEW"	999999.2 = "N/A"	999999.3 = "TBD"	4="Discontinued"
43459	4100	95200 - University of New Mexico	Performance Measures Quarterly (4100)	\$0	\$0	\$0	\$0

+ Add NewCopy

Row	Audit Trail	PCode	Measure	Measure Name	Type	Format	2022-23 Quarter 4 Results*	2023-24 Target	2023-24 Quarter 1 Results*	2023-24 Quarter 2 Results*	2023-24 Quarter 3 Results*	A
1	Q	9521	952009521001	Number of students enrolled, by headcount	Output	Integer (1,234)	0.00	25000.0000	0.00	0.00	0.00	
2	Q	9521	952009521002	Number of degree-seeking undergraduate students enrolled, by headcount	Output	Integer (1,234)	0.00	17500.0000	0.00	0.00	0.00	
3	Q	9521	952009521003	Number of first-time degree-seeking freshmen enrolled, by headcount	Output	Integer (1,234)	0.00	3300.0000	0.00	0.00	0.00	
4	Q	9521	952009521004	Number of first-time freshmen enrolled who graduated from a New Mexico high school, by headcount	Output	Integer (1,234)	0.00	2400.0000	0.00	0.00	0.00	
5	Q	9521	952009521005	Number of transfers enrolled, by headcount	Output	Integer (1,234)	0.00	1900.0000	0.00	0.00	0.00	
6	Q	9521	952009521006	Number of dual credit students enrolled, by headcount	Output	Integer (1,234)	0.00	330.0000	0.00	0.00	0.00	
7	Q	9521	952009521007	Number of at-risk students enrolled by headcount	Output	Integer (1,234)	0.00	8000.0000	0.00	0.00	0.00	
8	Q	9521	952009521008	Number of graduate students enrolled, by headcount	Output	Integer (1,234)	0.00	6200.0000	0.00	0.00	0.00	
9	Q	9521	952009521009	Percent of undergraduate students, enrolled in at least fifteen credit hours, by headcount	Explinator	Percent 2 dec (12.12%)	0.00	65.0000	0.00	0.00	0.00	
10	Q	9521	952009521010	Number of credit hours completed	Output	Integer (1,234)	0.00	550000.0000	0.00	0.00	0.00	
11	Q	9521	952009521011	Number of lower-level unrestricted, end-of-course student credit hours completed by undergraduate students	Output	Integer (1,234)	0.00	210000.0000	0.00	0.00	0.00	
12	Q	9521	952009521012	Number of upper-level unrestricted, end-of-course student credit hours completed by undergraduate students	Output	Integer (1,234)	0.00	185000.0000	0.00	0.00	0.00	
13	Q	9521	952009521013	Number of graduate-level unrestricted, end-of-course student credit hours completed by graduate students	Output	Integer (1,234)	0.00	185000.0000	0.00	0.00	0.00	

Records per page: 50Records: 1

To modify the data within the form, click on the pencil for the line you wish to modify.

To modify the line, select the pencil

Measure Name	999999.1 = "NEW"	999999.2 = "N/A"	999999.3 = "TBD"	.4="Discontinued"
Performance Measures Quarterly (4100)	\$0	\$0	\$0	\$0

Search

	Type	Format	2022-23 Quarter 4 Results*	2023-24 Target	2023-24 Quarter 1 Results*	2023-24 Quarter 2 Results*	2023-24 Quarter 3 Results*	How Addressing Measure Performance*
Students enrolled, by headcount	Output	Integer (1,234)	0.00	25000.0000	0.00	0.00	0.00	
First-time degree-seeking undergraduate students enrolled, by headcount	Output	Integer (1,234)	0.00	17500.0000	0.00	0.00	0.00	
First-time degree-seeking freshmen enrolled, by headcount	Output	Integer (1,234)	0.00	3300.0000	0.00	0.00	0.00	
First-time freshmen enrolled who graduated from a New School, by headcount	Output	Integer (1,234)	0.00	2400.0000	0.00	0.00	0.00	
Transfer students enrolled, by headcount	Output	Integer (1,234)	0.00	1900.0000	0.00	0.00	0.00	
First-time credit students enrolled, by headcount	Output	Integer (1,234)	0.00	330.0000	0.00	0.00	0.00	

You can only edit the data that has * at the top of the column.

	Type	Format	2022-23 Quarter 4 Results*	2023-24 Target	2023-24 Quarter 1 Results*	2023-24 Quarter 2 Results*	2023-24 Quarter 3 Results*	How Addressing Measure Performance*
	Output	Integer (1,234)	0.00	25000.0000	0.00	0.00	0.00	
Students enrolled, by headcount	Output	Integer (1,234)	0.00	17500.0000	0.00	0.00	0.00	
First-time degree-seeking undergraduate students enrolled, by headcount	Output	Integer (1,234)	0.00	3300.0000	0.00	0.00	0.00	
First-time degree-seeking freshmen enrolled, by headcount	Output	Integer (1,234)	0.00	2400.0000	0.00	0.00	0.00	
First-time freshmen enrolled who graduated from a New School, by headcount	Output	Integer (1,234)	0.00	1900.0000	0.00	0.00	0.00	

You can also filter the performance measures by entering the business unit and PCODE or keyword.

Format	2022-23 Quarter 4 Results*	2023-24 Target	2023-24 Quarter 1 Results*	2023-24 Quarter 2 Results*	2023-24 Quarter 3 Results*	How Addressing Measure Performance*
Integer (1,234)	0.00	25000.0000	0.00	0.00	0.00	
Integer (1,234)	0.00	17500.0000	0.00	0.00	0.00	
Integer (1,234)	0.00	3300.0000	0.00	0.00	0.00	
Integer (1,234)	0.00	2400.0000	0.00	0.00	0.00	

Budget Form Lines

When you are done entering the data, Save the form and close the form.

X Close

ID	Form	Business Unit	Form Name	999999.1 = "NEW"	999999.2 = "N/A"	99
43459	4100	95200 - University of New Mexico	Performance Measures Quarterly (4100)	\$0	\$0	

+ Add New Copy

Row	Audit Trail	PCode	Measure	Measure Name	Type	Format	2021 Quarterly Res
1	Q	9521	952009521001	Number of students enrolled, by headcount	Output	Integer (1,234)	
2	Q	9521	952009521002	Number of degree-seeking undergraduate students enrolled, by headcount	Output	Integer (1,234)	
3	Q	9521	952009521003	Number of first-time degree-seeking freshmen enrolled, by headcount	Output	Integer (1,234)	
4	Q	9521	952009521004	Number of first-time freshmen enrolled who graduated from a New Mexico high school, by headcount	Output	Integer (1,234)	
5	Q	9521	952009521005	Number of transfers enrolled, by headcount	Output	Integer (1,234)	
6	Q	9521	952009521006	Number of dual credit students enrolled, by headcount	Output	Integer (1,234)	
7	Q	9521	952009521007	Number of at-risk students enrolled by headcount	Output	Integer (1,234)	
8	Q	9521	952009521008	Number of graduate students enrolled, by headcount	Output	Integer (1,234)	
9	Q	9521	952009521009	Percent of undergraduate students, enrolled in at least fifteen credit hours, by headcount	Explanator	Percent 2 dec. (12.12%)	
10	Q	9521	952009521010	Number of credit hours completed	Output	Integer (1,234)	
11	Q	9521	952009521011	Number of lower-level unrestricted, end-of-course student credit hours completed by undergraduate students	Output	Integer (1,234)	
12	Q	9521	952009521012	Number of upper-level unrestricted, end-of-course student credit hours completed by undergraduate students	Output	Integer (1,234)	
13	Q	9521	952009521013	Number of graduate-level unrestricted, end-of-course student credit	Output	Integer (1,234)	

Records per page: 50

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.

If you are missing a quarterly measure, reach out to the DFA Analyst for assistance to get the measure added.

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
20XX-XX Quarter 1 Results*	Data Entry Column. Enter Performance Measure Results from Q1
20XX-XX Quarter 2 Results*	Data Entry Column. Enter Performance Measure Results from Q2
20XX-XX Quarter 3 Results*	Data Entry Column. Enter Performance Measure Results from Q3
20XX-XX Quarter 4 Results*	Data Entry Column. Enter Performance Measure Results from Q4
Addressing Measure Performance*	Data Entry Column. Enter how measured performance is being addressed
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.

Click **Add New**. This can also be accomplished through the Excel Export/Import spreadsheet. Detailed instructions are found in Section **Error! Reference source not found.** Excel Export/Import and Section **Error! Reference source not found.** Add New Budget Entry.

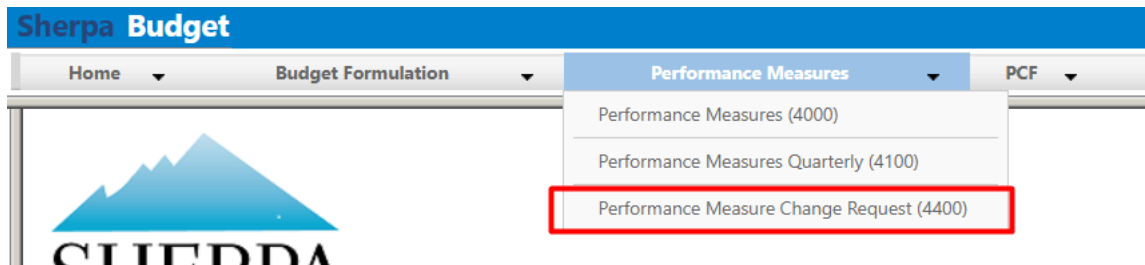
- **Agency** will be populated based on Performance Measure form selected.
- Select Performance **Measure** Number; click the Magnifying Glass to select from a list filtered to available Measures based on Agency.
 - **Note:** Once Measure is selected, blue text beneath field will display the type of 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**.

18. Performance Measure Change Request (4400 Form)

Changes to existing Performance Measures can be requested through the BFM Performance Measure Change Request Form 4400.

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



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.

Performance Measure Change Request (4400)

Quick Search: [Show Advanced Filters](#)

Record Actions: [Add 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	S0500P536008	0	3/3/2021	mkregor	Submit	Header Detail Delete
6205	Amount of earned revenue from admissions, rentals and other activity	4401	P536	S0500P536008	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	S0500P536001	0	2/18/2021	chuck.hulem@	Submit	Header Detail Delete
6183	Request for New Performance	4401	P536	NEW	0	2/17/2021	chuck.hulem@	Submit	Header Detail Delete
5669	Measure 1 change	4401	P536		0	2/10/2021	u1	Submit	Header Detail Delete
6174	Name changes as the proposed measure text changes	4401	P536	NEW	0	2/14/2021	chuck.hulem@	Submit	Header Detail Delete

Records per page: [Show Advanced Filters](#) Records: 6 - Page: 1

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.

To change an existing performance measure, enter the Agency code (Business Unit), the PCODE, this should save you time when searching for the specific measure. Example: 34100P541)

Create a new Budget Form - 4400

Close

Stage*: 4401 - Initial Entry

PCode: P536
Museums and Historic Sites

Measure*: 50500P536008
Amount of earned revenue from

Save Cancel

To request a new measure, select the PCODE for the new measure, then within Measure, select the search glass. Enter NEW in the quick search. Then scroll to the bottom of the search screen and select NEW.

Lookup

Quick Search: new Cancel

Select	Code	Name
Select	968009681004	Number of first-time freshmen enrolled who graduated from
Select	970009701004	Number of first-time freshmen enrolled who graduated from
Select	972009721004	Number of first-time freshmen enrolled who graduated from
Select	974009741004	Number of first-time freshmen enrolled who graduated from
Select	976009761004	Number of first-time freshmen enrolled who graduated from
Select	977009771004	Number of first-time freshmen enrolled who graduated from
Select	979009791001	Number of New Mexico teachers who complete a personnel
Select	980009791007	Percent of Individuals with Disabilities Education Act part c e
Select	993009931017	Percent of recent New Mexico high school graduates who ta
Select	993009931030	Percent of New Mexico high school graduates who enroll in .
Select	993009931092	Percent of recent New Mexico high school graduates who gr
Select	NEW	Request for New Performance Measure

Records: 1 - 149 of 149 - Pages: <<< << 1 >> >>>

Click **Save**.

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. Also include requests for quarterly reporting changes or methodology changes here.
- **SBD's Analyst Comments** – text field for Analyst's comments. HEIs will not enter information in this area.
- **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 (This is also the quarterly measure flag)
- **FY Last Reviewed/Updated** – select the year.
- **Inactive Year** – select Keep Active, or select a date to set this measure as inactive (select appropriate year)
- **Measure Type** – select appropriate type, i.e., output, outcome, efficiency, explanatory.
- **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 History](#)
[Comment](#)
[Submit](#)
[Configuration](#)
[Close](#)

Instance ID	Form Definition	Definition Name	Name	PCode:	Measure
6205	4400	Performance Measure Change Request (4400)	Amount of earned revenue from ad	P536	50500P536008

Stage Code:*

4401

Initial Entry

PCode:

P536

Museums and Historic Sites

Measure

50500P536008

Amount of earned revenue from

Header

Narrative Changes

Attachments

Existing Measure (Changes not saved):

Amount of earned revenue from admissions, rentals and other activity

Proposed Measure:

Explanation of Change:

SBD Analyst's Comments:

Save

Consensus Reached:

Current HB2 Flag:

Proposed HB2 Flag:

Current Key Flag:

Proposed Key Flag:

FY Last Reviewed/Updated:

Inactive in Year: Keep Active

Measure Type: Outcome

Measure Format: Money (\$1.23)

Good Direction: Result OVER T.

Sort Order: 08

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

Budget Form Header

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

Performance Measure Change Request (4400) was successfully updated.

Instance ID	Form Definition	Definition Name	Name	PCode:
6205	4400	Performance 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

Header

Narrative Changes

Attachments

Existing Measure

Amount of earned revenue from admissions, rentals and other activity

Save

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

Budget Form Header

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

Performance Measure Change Request (4400) was successfully updated.

Instance ID	Form Definition	Definition Name	Name	PCode:	Measure
Initial Entry	Museums and Historic Sites	Amount of earned revenue from			

Header

Narrative Changes

Attachments

Save

Current Methodology:

1. Data sources are collected by electronic ticketing systems where such systems exist; reported to divisions by ticketing vendors where agreements are in place for ticketing through vendors; and recorded manually and maintained in electronic databases in

Proposed Methodology:

Current Validity:

1. Data sources are valid as the electronic ticketing system count is based on electronic records for each ticket sold; the data reported from ticketing vendors is based on specific counts of tickets sold and associated revenues; and other reporting mech

Proposed Validity:

Current Reliability:

Data sources are reliable as they are produced and monitored in electronic systems or by specific individuals designated by Division Directors, and such data correlates with admissions revenue data also monitored and reported along with attendance data.

Proposed Reliability:

Current Strategic Goal:

Protect, preserve, interpret and manage New Mexico's cultural patrimony and programs for current and future generations

Proposed Strategic Goal:

Current Importance of

- Maximize impact of programs and services
- Maintain and increase attendance levels to ticketed programs

Proposed Importance of Measure:

Click **Close**.

Budget Form Header

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

Performance Measure Change Request (4400) was successfully updated.

Instance ID	Form Definition	Definition Name	Name	PCode:
6205	4400	Performance 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

Header

Narrative Changes

Attachments

Save

1. Data sources are collected by electronic ticketing systems

The new Change Request appears in the list.

Sherpa Budget

Home Budget Formulation PCF Budget Execution Chart of Accounts Administration System Configuration Links

Performance Measure Change Request (4400)

Quick Search:
 [Show Advanced Filters](#)

Record Actions:
[Add New](#) [Create Budget Forms](#) [Screen Configuration](#) [Action Configuration](#)

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	3/2/2021	mkregor	Submit	Header
6205	Amount of earned revenue from admissions, rentals and other activity	4401	P536	50500P536008	0	3/3/2021	mkregor	Submit	Header
5675	Attendance to museum and historic site exhibitions, performances, films	4401	P536	50500P536001	0	2/18/2021	chuck.hulem@t	Submit	Header

Click Header if additional edits are required.

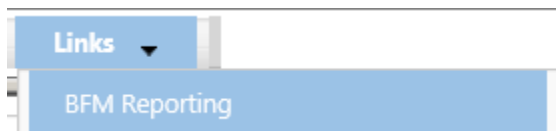
Once the Change Request is finished, submit the form to stage 4404 via the Submit button.

Final Step: In BFM Reporting, navigate to Agency Reports > Request Cycle > Performance > PB-1. Run the report, review for accuracy, and email the finalized version to your SBD and LFC analysts by July 15, 2022.

BFM Reporting

19. How to Access BFM Reports

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



Multiple Sessions

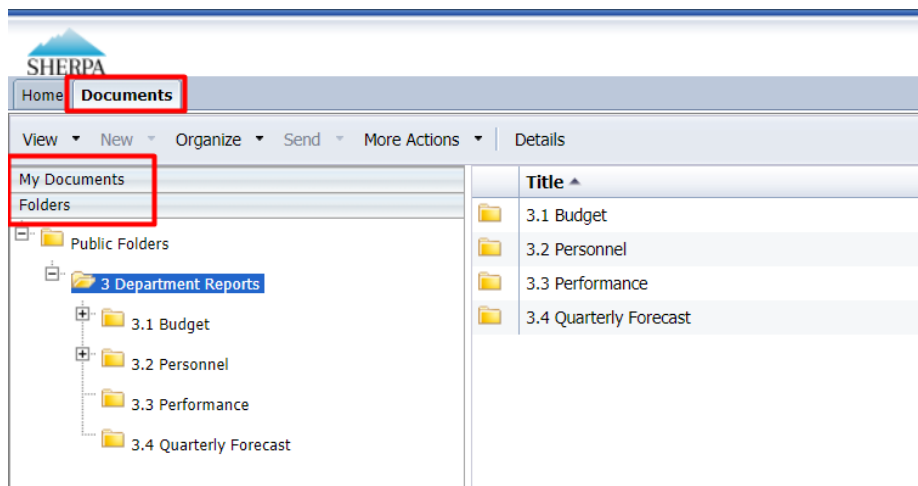
BFM Reporting will open in a new tab. Drag the new tab to create a new instance of your browser. This will allow you to have reports open in one tab and the BFM application open in another window. You can enter data in BFM and refresh reports. This is especially useful if you have two monitors.

Logging In

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

20. Run Reports

Basic Navigation

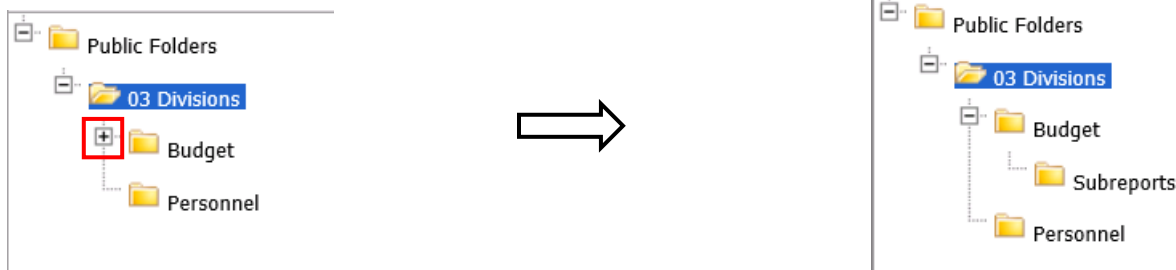


There are two tabs in the upper left, **Home** and **Documents**. Click on **Documents** to see the report folders.

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.

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.

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



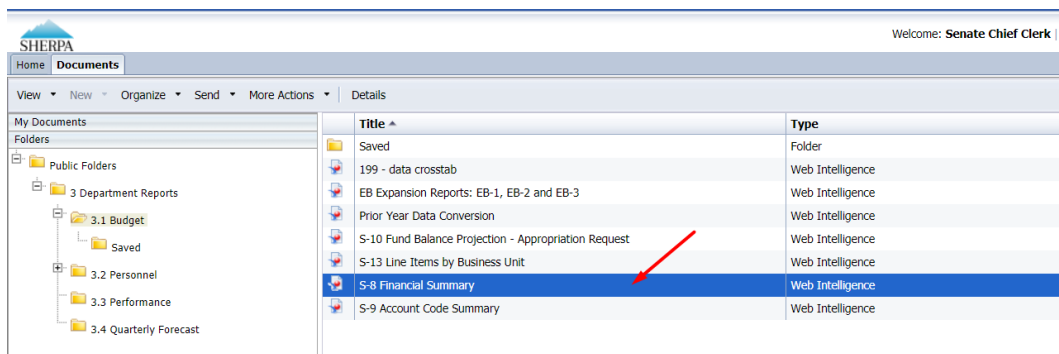
Click on any folder see the reports available.



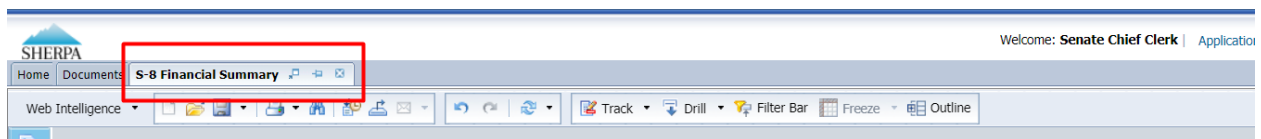
Open a Report

Navigate through the folders to the report to be run.

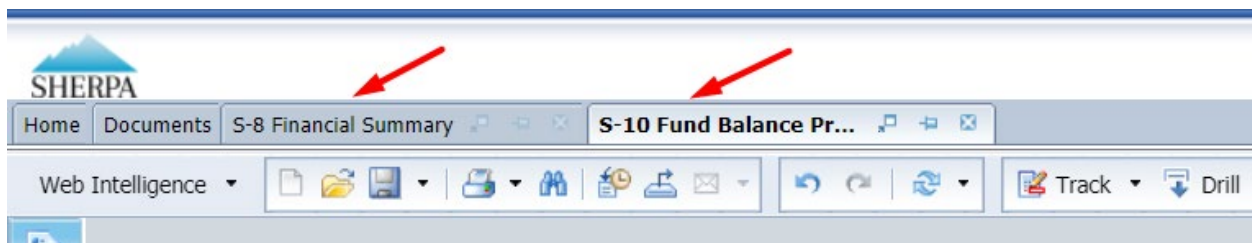
Double click on the report to be opened.



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



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



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

Report Prompts


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

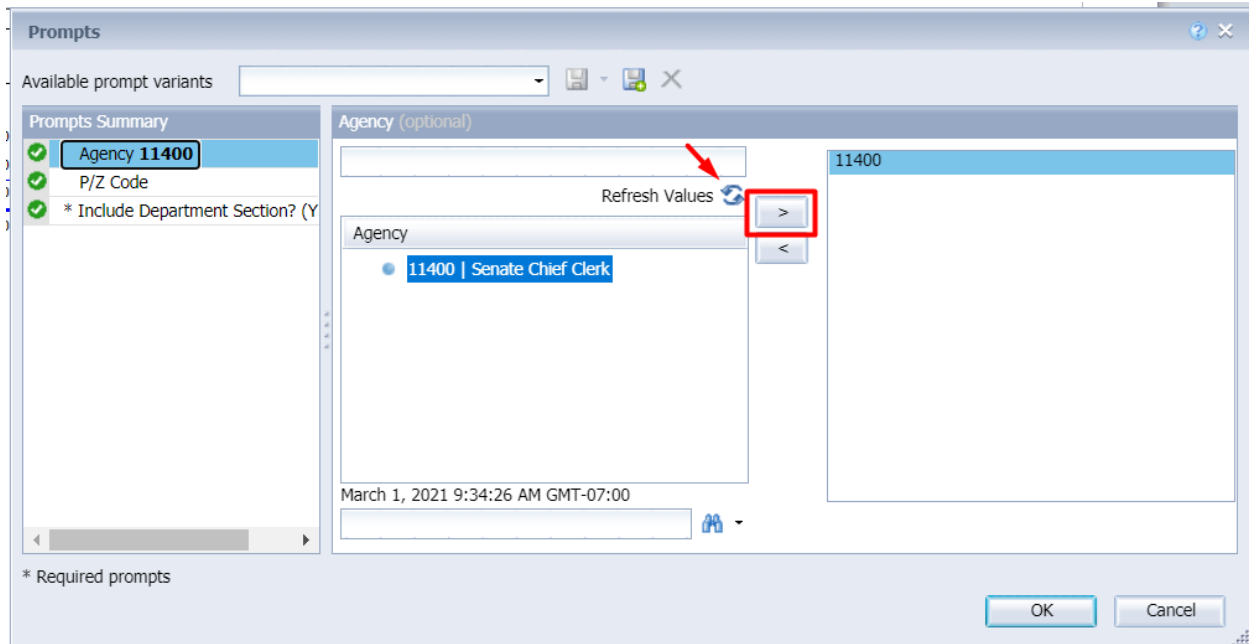
The screenshot shows a 'Prompts' dialog box. On the left, a 'Prompts Summary' list contains three items: 'Agency' (highlighted in blue with a green checkmark), 'P/Z Code' (with a green checkmark), and '* Include Department Section? (Y' (with a red 'x'). The 'Agency (optional)' section on the right has a text input field with the placeholder 'Type values here', a 'Refresh Values' button, and a large empty list box. At the bottom, there are 'OK' and 'Cancel' buttons.


- 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.

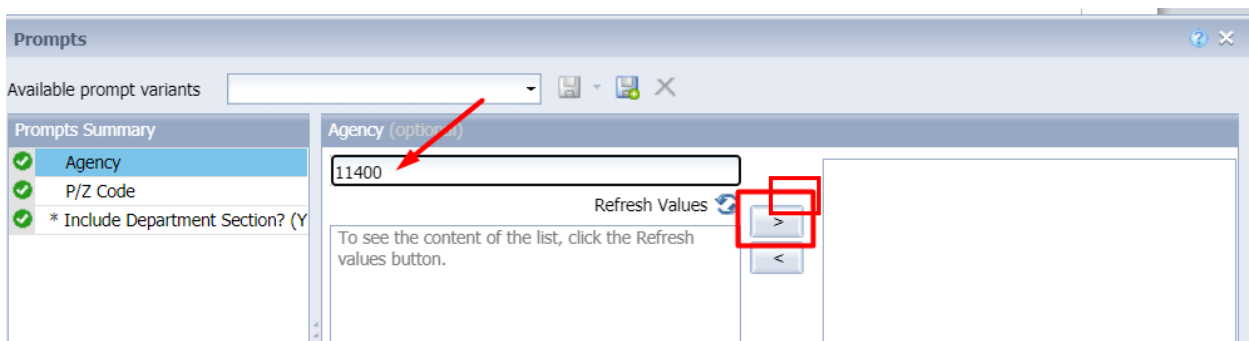
To change the default prompt value there are three options:

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

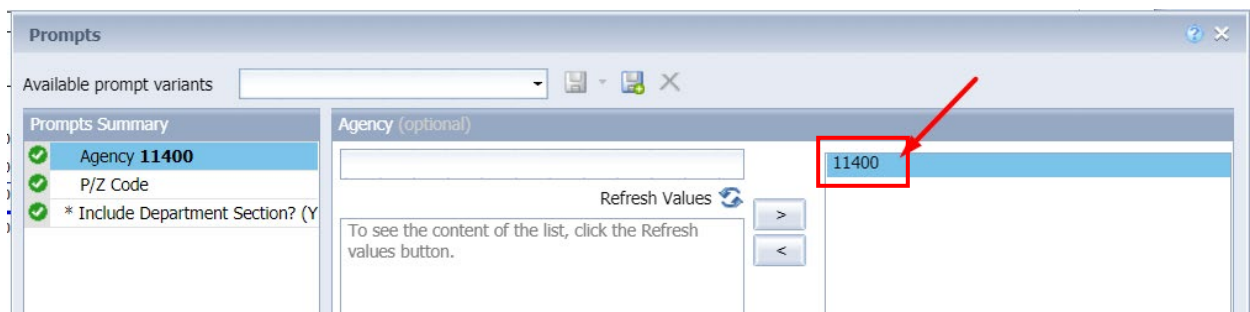
To select a **value from a list**, click the **Refresh Values**  button. All of the valid prompt values will display in the box below. Highlight the value you wish to select and **Double click** or click the right arrow. For a LIST type prompt, you can repeat this and select multiple codes. You can also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




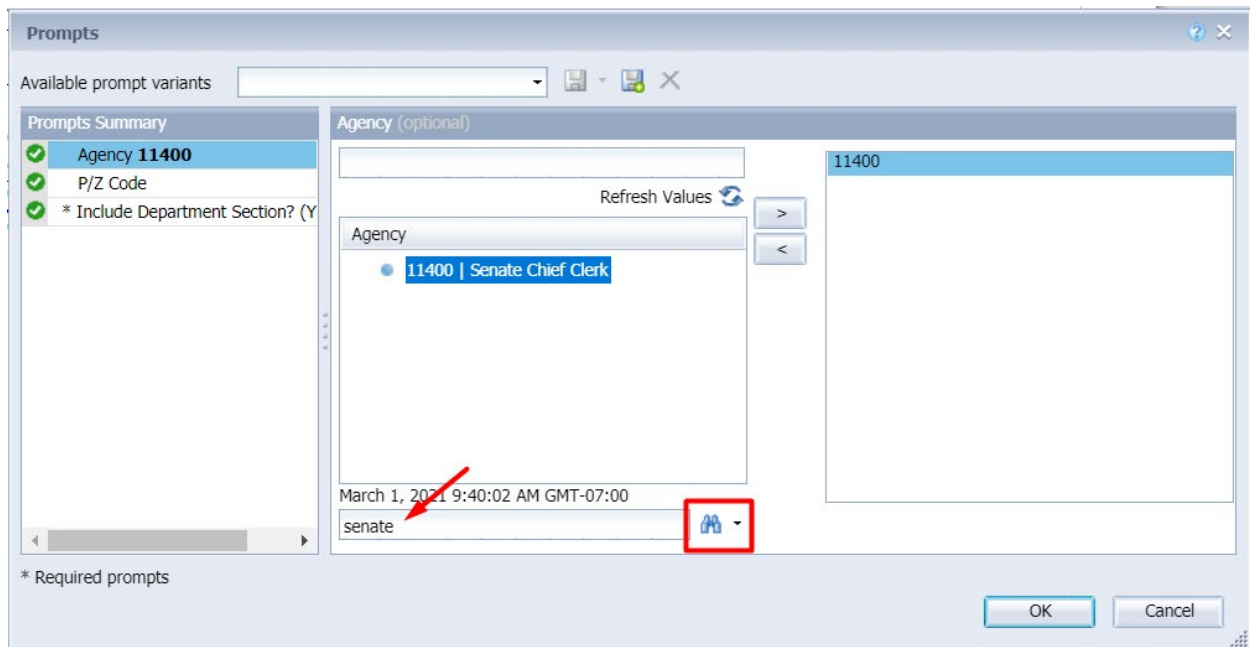
To **enter a value**, type the value into the "Type values here" box, then click the **right arrow** . This adds the selection to the report without using the Refresh Values list shown above.



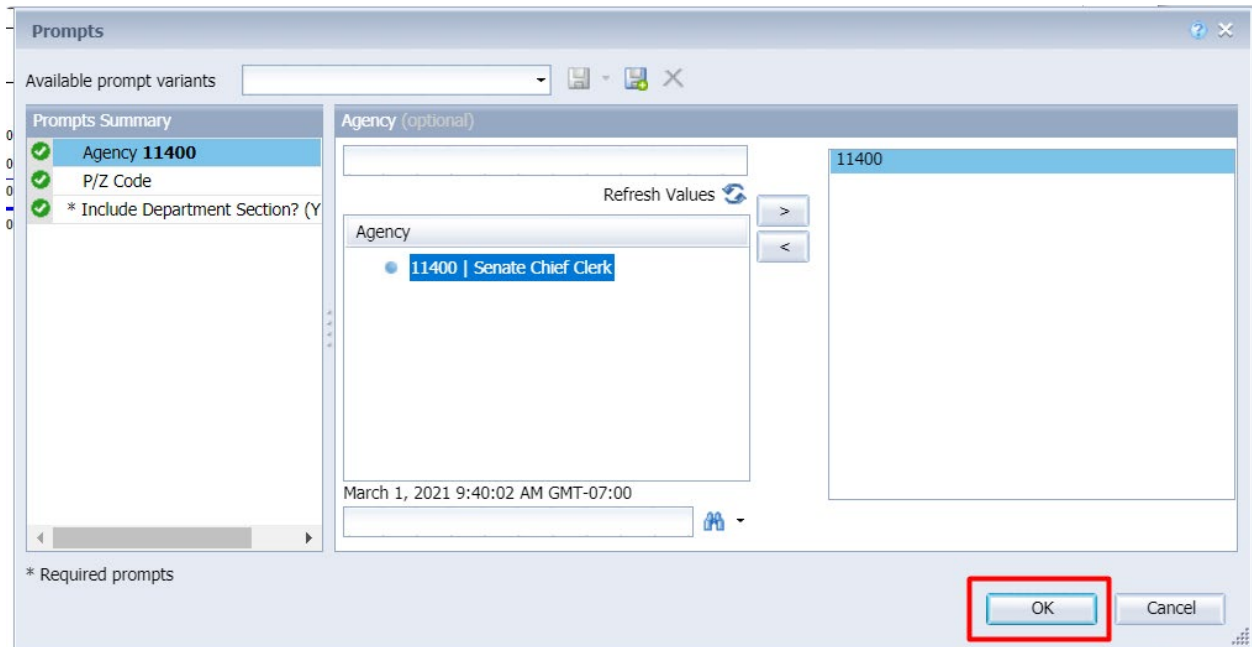
After clicking the **right arrow**, the default prompt value (if there is one) is replaced:



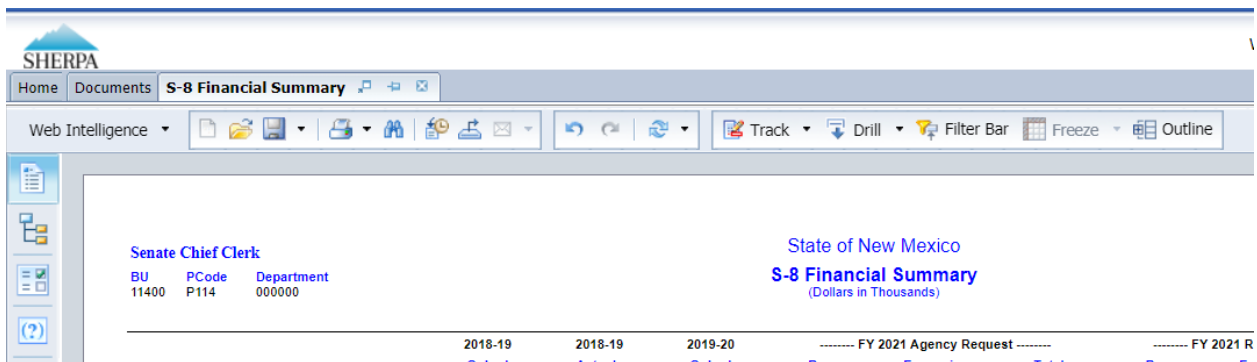
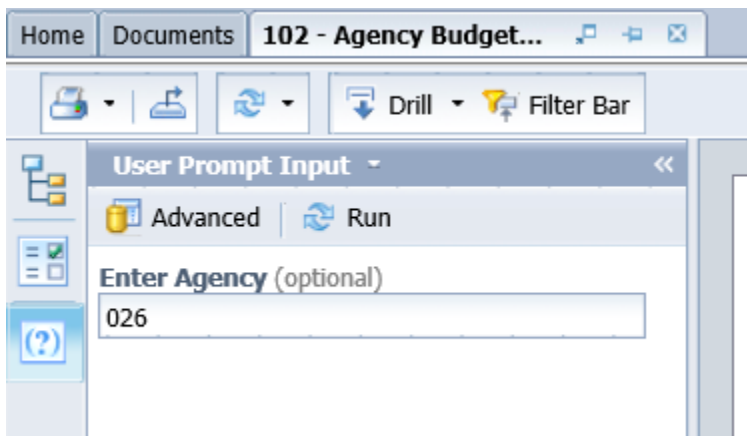
In many cases the lists are long. To search for a value, type the value in the field to the left of the **binoculars** , then click the **binoculars**. Partial values can be entered and all values that contain that partial value will be searched. Then **double click** the value to be used for the prompt.



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



Report Icons



Toolbar Actions



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.



Enables the drill capability in the report.



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



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.

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.

Navigation Map

- S-9 Account Code Summary
 - Main
 - P114
 - Z-CO
 - Revenues
 - Expenses
 - P114
 - Z-CO

Senate Chief Clerk
 BU PCode Department
 11400 P114 000000
 (Dollars in Thousands)

	2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	2020-21 PCF Proj	FY 2021 Agency Request			FY 2021 Recommendation			FY 2021 Opbud
					Base	Expansion	Total	Base	Expansion	Total	
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 DOTT 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
 BU PCode Department
 11400 Z-CO 000000
 (Dollars in Thousands)

	2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	2020-21 PCF Proj	FY 2021 Agency Request			FY 2021 Recommendation			FY 2021 Opbud
					Base	Expansion	Total	Base	Expansion	Total	
499105 General Fd. Appropriation	1,141.0	1,491.0	1,162.0	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	1,162.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
499905 Other Financing Sources	17.3	17.3	32.0	0.0	0.0	0.0	0.0	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	0.0	0.0	0.0	0.0
TOTAL REVENUE	1,158.3	1,508.3	1,214.0	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
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
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

Tab Strip

Main Revenues Expenses

Navigation Map

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

Navigation Map

- S-9 Account Code Summary
 - Main
 - P114
 - Z-CO
 - Revenues
 - Expenses

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

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

Tab Strip

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

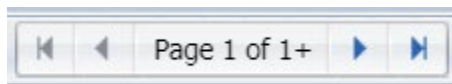
		2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	2020-21 PCF Proj	----- FY 2021 Age Base Expar
499105	General Fd. Appropriation	1,141.0	1,491.0	1,182.0	0	0.0
111	General Fund Transfers	1,141.0	1,491.0	1,182.0	0	0.0
499905	Other Financing Sources	17.3	17.3	32.0	0	0.0
130	Other Revenues	17.3	17.3	32.0	0	0.0
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	Other Financing Sources	17.3	17.3	32.0	0.0	0.0	0.0	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	0.0	0.0	0.0
TOTAL REVENUE		1,158.3	1,508.3	1,214.0	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
520100	Exempt Perm Positions P/T&T	0.0	0.0	0.0	935.0	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
521200	Retirement Contributions	0.0	0.0	0.0	179.2	0.0	0.0	0.0	0.0	0.0	0.0

To advance pages, click the **inner arrows** to move one page at a time and the **outer arrows** to move to either the first or last page.

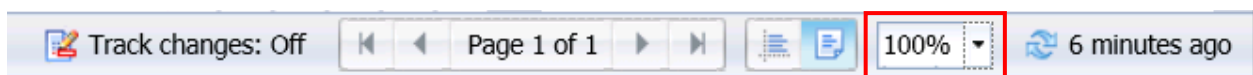


To select a specific page, click on the **Page 1 of 1** to enter a page number and then click **Enter**.

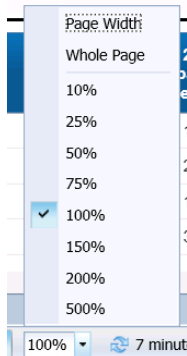


Zoom

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



Zoom options include:

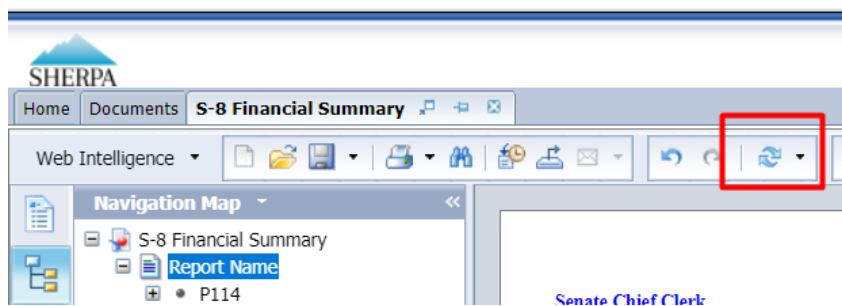


Refresh a Report While Open

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

Refresh with Prompts

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

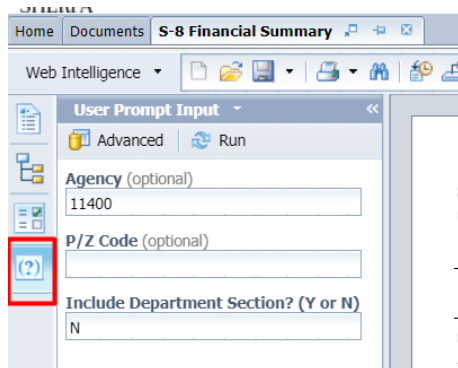


The prompt screen reappears. Complete the report prompts as described in Section 0 [Report Prompts](#).

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.

Select User Prompt Input



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.

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

21. Quarterly Report Running

To run the report to make sure the data was entered, Click on BFM Reporting

1. Select

2. Then select

3. Then select

PM Table 2 Final | OPBUD-3 (FY24) | Approved Active Measures | PM Quarterly Table

Track | Drill | Filter Bar | Freeze | Outline

Enter the business unit here.
Example: 95200

Quarterly Table

Quarterly Performance Measure Report

Purpose:

Performance Measures:

	2022-23 Budget	2022-23 Q1	2022-23 Q2	2022-23 Q3	2022-23 Q4
--	-------------------	---------------	---------------	---------------	---------------

Prompts

Available prompt variants

Prompts Summary

- ✓ Agency
- ✓ PCode

Agency (optional)

Type values here Refresh Values

To see the content of the list, click the Refresh values button.

95200

Refresh Values

>

Enter Business Unit then select >

OK Cancel

Prompts

Available prompt variants

Prompts Summary

- ✓ Agency 95200
- ✓ PCode

Agency (optional)

95200

Refresh Values

To see the content of the list, click the Refresh values button.

Make sure the business unit carried over.

Select OK to generate the report

OK Cancel

Once the report is generated this is the format that will follow.

Quarterly Table		University of New Mexico		95200		
Quarterly Performance Measure Report						
9521	Main Campus					
Purpose:	The purpose of the instruction and general program is to provide education services designed to meet the intellectual, educational and quality of life goals associated with the ability to enter the workforce, compete and advance in the new economy and contribute to social advancement through informed citizenship.					
Performance Measures:		2023-24 Budget	2023-24 Q1	2023-24 Q2	2023-24 Q3	2023-24 Q4
Output	Average number of credits taken by degree-seeking undergraduate students to complete a baccalaureate degree	145	0	0	0	0
Output	Average number of years taken by degree-seeking first-time, full-time undergraduate students to complete a baccalaureate degree	4.50	0	0	0	0
Output	Number of associate's degrees with classification and instructional program codes 13.1209 and 13.1210 awarded for preschool educators	N/A	0	0	0	0
Output	Number of at-risk students enrolled by headcount	8,000	0	0	0	0
Output	Number of awards conferred to students in high-demand fields in the most recent academic year	600	0	0	0	0
Output	Number of baccalaureate degrees with classification and instructional program code 13.12 for elementary and secondary school educators and certificates with classification and instructional program code 13.12 for completers of alternative	110	0	0	0	0

22. 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.

SHERPA

Home Documents S-9 Account Code Su...

Web Intelligence

Input Controls

Map Reset

There are no input controls defined on this report. To define a new one, switch to Design mode.

Click icon to add simple report filters

Senate Chief Clerk

State of New Mexico

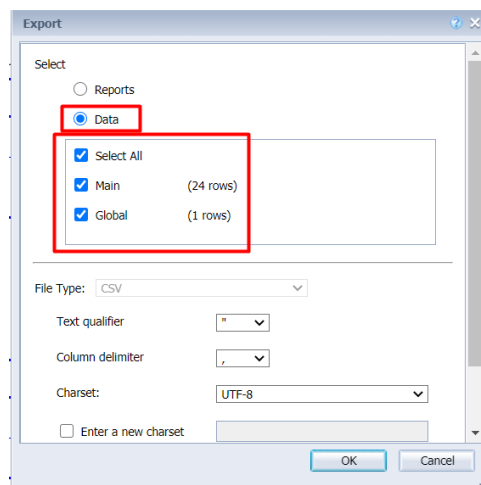
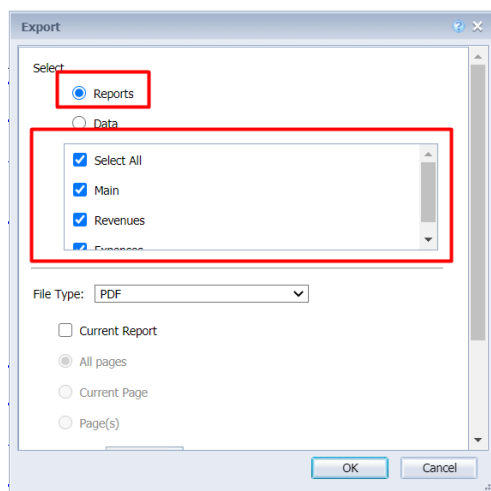
BU PCode Department

11400 P114 000000

(Dollars in Thousands)

	2018-19 Opbud	2018-19 Actuals	2019-20 Opbud	2020-21 PCF Proj	----- FY 2021 A Base Ex
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

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.



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

Click **OK**.

Once the report downloads, click prompt to open.

SHERPA

Welcome: **Senate Chief Clerk** | Applications | Preferences | Help menu | Log off

Home Documents **S-9 Account Code Su...**

Web Intelligence | Map | Reset | Click icon to add simple report filters

Input Controls

There are no input controls defined on this report. To define a new one, switch to Design mode.

State of New Mexico

Senate Chief Clerk

BU PCode Department
11400 P114 000000

(Dollars in Thousands)

	2018-19 Optbud	2018-19 Actuals	2019-20 Optbud	2020-21 PCF Proj	FY 2021 Agency Request			FY 2021 Recommendation			FY 2021 Optbud
					Base	Expansion	Total	Base	Expansion	Total	
520000 Payroll	0.0	0.0	0.0	0.0	0.0	0.0	0.0	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
TOTAL EXPENSE	0.0	0.0	0.0	0	40.0	0.0	40.0	0.0	0.0	0.0	0.0

State of New Mexico

Senate Chief Clerk - Z-Codes

BU PCode Department
11400 Z-CO 000000

(Dollars in Thousands)

	2018-19 Optbud	2018-19 Actuals	2019-20 Optbud	2020-21 PCF Proj	FY 2021 Agency Request			FY 2021 Recommendation			FY 2021 Optbud
					Base	Expansion	Total	Base	Expansion	Total	
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
499905 Other Financing Sources	17.3	17.3	32.0	0.0	0.0	0.0	0.0	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	0.0	0.0	0.0	0.0
TOTAL REVENUE	1,155.3	1,595.3	1,214.0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Main | S-9_Account_Code_...pdf | Show all

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.

S-9_Account_Code_Summary - Protected View | Search

File Home Insert Draw Page Layout Formulas Data Review View Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

A1 Senate Chief Clerk

State of New Mexico

Senate Chief Clerk

BU PCode Department
11400 P114 000000

(Dollars in Thousands)

	2018-19 Optbud	2018-19 Actuals	2019-20 Optbud	2020-21 PCF Proj	FY 2021 Agency Request			FY 2021 Recommendation			FY 2021 Optbud
					Base	Expansion	Total	Base	Expansion	Total	
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 Bar	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
TOTAL EXPENSE	0.0	0.0	0.0	0	40.0	0.0	40.0	0.0	0.0	0.0	0.0

State of New Mexico

Senate Chief Clerk - Z-Codes

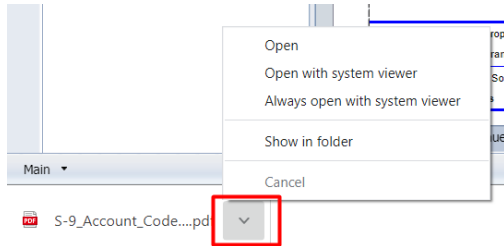
BU PCode Department
11400 Z-CO 000000

(Dollars in Thousands)

	2018-19 Optbud	2018-19 Actuals	2019-20 Optbud	2020-21 PCF Proj	FY 2021 Agency Request			FY 2021 Recommendation			FY 2021 Optbud
					Base	Expansion	Total	Base	Expansion	Total	
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
499905 Other Financing Sources	17.3	17.3	32.0	0.0	0.0	0.0	0.0	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	0.0	0.0	0.0	0.0
TOTAL REVENUE	1,155.3	1,595.3	1,214.0	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
520100 Exempt Perm Positions PIT&FIT	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
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
521300 FICA	0.0	0.0	0.0	71.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
200 Personal Services & Employee Bar	964.7	0.0	1,019.2	1,263.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
530000 Contracts	149.4	0.0	150.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
300 Contractual Services	149.4	0.0	150.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Saving as PDF

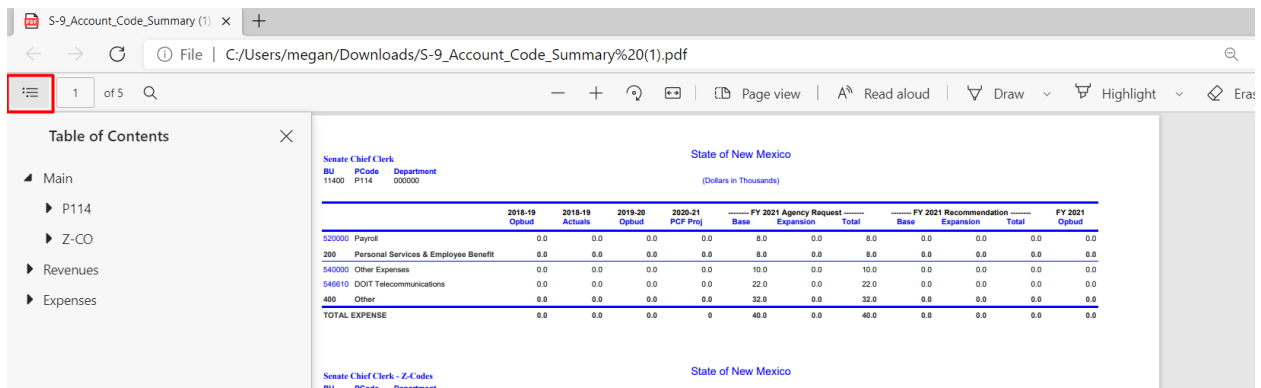
Click the arrow next to the downloaded file in the browser window.



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

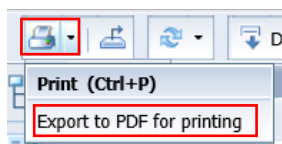
Click **Open with System Browser** to open in your computer's default PDF viewer. Depending on your computer settings, this may be Adobe Reader or another PDF viewer.

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



23. 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.



Print

Print Range

☒ All Reports

☐ Current report

☒ All

☐ Current Page

☐ Pages

Enter Page Range
(Example: 1,3,5-11).

Page size

Letter

Margins

Top: inches

Left: inches Right: inches

Bottom: inches

Scaling

☒ Adjust to: % normal size

☐ Fit to: page(s) wide page(s) tall

Orientation

☐ Portrait

☒ Landscape

Print **Cancel**

Frequently Asked Questions (FAQs)

1. Help, I'm missing an approved quarterly measure from the 4100 form?

Please work with Nicole to get this added for your agency. It requires the administrator to go into the backend to make sure the quarterly measure box is checked.

Note: In preparation of sending a request, you will need to send Nicole Macias your agency business unit, the measure number and what needs to be changed.

2. Where do we enter in targets?

What time of year is it?

If it is June – August 15th (AGA Process) – you will not enter targets. You will enter the targets in BFM and attach a copy of your submission report by October 6, 2023, to DFA and LFC.

3. Which agencies are quarterly and what are their additional reporting requirements?

Agencies that are quarterly are shown on the AGA memo on the last page. Agencies will need to submit a quarterly report to both LFC and DFA. See the calendar on page 4 for key dates.

4. Why can't my level 3 approver see anything?

The reason why is because the form isn't available for them. Also, when you send a form from Level 1 to Level 2, the level 1 will not be able to view the form anymore. If you as a level 1 sends the form forward to the next stage, you will be able to run a report to view changes.

5. Log-in issues?

If your agency is having login issues, please complete the access form and send to your DFA budget analyst. The Security Access form is found at <https://www.nmdfa.state.nm.us/wp-content/uploads/2021/07/BFM-Security-Access-Form.pdf>.

6. Do you have a BFM User Guide?

Yes, the user guide can be found at <https://www.nmdfa.state.nm.us/budget-division/bfm-system/>.

7. What is the BFM website?

<https://nm.bfm.cloud/bfmnm/>

Institutional Reporting Calendar

From the Higher Education Department (HED), if you have a question about this, please contact the Academic Affairs and Policy Director at HED.

Institutional Reporting Calendar

SUBMISSION DEADLINE (D) and FREEZE (F) DATES♦

File or Report Name	Summer	Fall	Spring	Annual
Student-Course File (T) Ex: F190111t.asc	D 09-30-YY F 10-30-YY	D 01-31-YY F 03-02-YY	D 06-15-YY F 07-15-YY	
Course File (C) Ex: F190111c.asc	D 09-30-YY F 10-30-YY	D 01-31-YY F 03-02-YY	D 06-15-YY F 07-15-YY	
Student File (S) Ex: F190111s.asc	D 09-30-YY F 10-30-YY	D 01-31-YY F 03-02-YY	D 06-15-YY F 07-15-YY	
Financial Aid (A)** Ex: A200111a.asc				D 09-15-YY F 09-15-YY
Student – Financial Aid (N) ** Ex: A200111n.asc				D 09-15-YY F 09-15-YY
Degree File (D) (Fall-Spring) Ex: A190111d.asc Degree File (D) (Summer)				D 08-15-YY F 08-31-YY D 11-15-YY F 11-31-YY
Financial Aid Drawdown (F) Excel File – multiple tabs	D 07-15-YY F 08-14-YY	D 11-01-YY F 12-01-YY	D 03-01-YY F 03-31-YY	
Fall 3 rd Friday Files* Student (S)		D 10-15-YY F 11-15-YY		

Business Units for Higher Education Institutions

Business Unit	Program Code	Department	Program Name
95200	9521	University of New Mexico	UNM Main Campus
95200	9522	University of New Mexico	UNM Gallup Branch
95200	9523	University of New Mexico	UNM Los Alamos Branch
95200	9524	University of New Mexico	UNM Valencia Branch
95200	9525	University of New Mexico	UNM Taos Branch
95200	9527	University of New Mexico	UNM Health Sciences Center
95400	9541	New Mexico State University	NMSU Main Campus
95400	9542	New Mexico State University	NMSU Alamogordo Branch
95400	9543	New Mexico State University	NMSU Carlsbad Branch
95400	9544	New Mexico State University	NMSU Dona Ana Branch
95400	9545	New Mexico State University	NMSU Grants Branch
95600	9561	New Mexico Highlands University	
95800	9581	Western New Mexico University	
96000	9601	Eastern New Mexico University	ENMU Main Campus
96000	9602	Eastern New Mexico University	ENMU Roswell Branch
96000	9603	Eastern New Mexico University	ENMU Ruidoso
96200	9621	New Mexico Institute of Mining and Technology	
96400	9641	Northern New Mexico College	
96600	9661	Santa Fe Community College	
96800	9681	Central New Mexico Community College	
97000	9701	Luna Community College	
97200	9721	Mesalands Community College	
97400	9741	New Mexico Junior College	
97500	9751	Southeast New Mexico College	
97600	9761	San Juan College	
97700	9771	Clovis Community College	