



New Mexico
Department of Finance
and Administration

Budget Boot Camp Module 3: The SHARE System and BFM for Budget Analysts

Dr. Andrew Miner, DPA
Director, State Budget Division
andrew.miner@dfa.nm.gov
(505) 819-1772

Module Overview

1. Creating budget journals in SHARE – Types, components and process
 - Demonstration in SHARE
2. Other processes in SHARE: Routing and posting journals, department level budgets, chartfield requests
3. Useful budget/financial reports generated from SHARE
 - Background and demonstration
 - 50% rule verification
4. Introduction to BFM (Budget Formulation and Management System)



Creating Budget Journals in SHARE

- Navigator > Commitment Control > Budget Journals > Enter Budget Journal > Add a New Value
 - Clicking Add when NEXT is in the Journal ID box will auto-generate a number for the journal ID once you save the journal
 - You may instead enter a custom ID if your agency has specific naming conventions
 - Generally, all journals establishing a budget will need an appropriation journal and a revenue journal
- TRANSFER: Navigator > Commitment Control > Budget Journals > Enter Budget Transfer > Add a New Value
 - Generally used to transfer budget authority in the same ledger group, such as from the 300 to the 400 category in a category transfer BAR
- Adjust date as needed for when journal needs to be effective (such as 6/30/24 for a corrective adjustment to prior FY)

Budget Header Page

Unit 34100

Journal ID NEXT

Date 08/24/2020

*Ledger Group 

Fiscal Year

Period

Control ChartField

*Currency 

Budget Header Status None

Rate Type 

*Budget Entry Type 

Exchange Rate 

Cur Effdt 

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type



Budget Type

*Entry Type 

Attachments (0)

Long Description



254 characters remaining

+

•

○

The Budget Header Fields

- **Ledger Group**
 - APROP_P: P-code level expenditure budget, entered at category level (200, 300, etc)
 - DEPT: Sub P-code level expenditure budget (category level). Note that revenue budgets are not entered at this level.
 - DETAIL: 6-digit line-item expenditure level – not budgeted
 - REVENUE: P-code level revenue budget
- **Budget Entry Type**
 - Original: used when establishing a budget for the first time (new appropriations)
 - Adjustment: used when adjusting an already established budget. Includes federal BARs for new grants (adjusting established federal budget)
- **Long Description:** Describe purpose of journal, including reference numbers or statutory citations if applicable
- **Alternate Description:** Generally not used, optional

+

•

○

The Budget Header Fields

- **Current Effective Date (Curr Effdt)**
 - Generally, match the date you established when you added the journal
- **Entry type**
 - Very important as this determines how journal is routed
 - AGY: Agency level adjustments such as department-level BARs. Do not go to DFA for approval.
 - BAR: Budget Adjustment Request (any type) to DFA
 - BRF: Budget Reallocation Form (adjustment to nonrecurring appropriation or Court) to DFA
 - CBAR, CBRF, CBUD: Capital outlay requests to DFA Capital Outlay Bureau
 - OPBUD-3: Establishes recurring (Section 4) budget. Generated from external budget system and imported into SHARE. OPBUD-3 journals are almost never created directly in SHARE.
 - OPBUD-4: Establishes nonrecurring budget such as for Section 5, 6, and 7 appropriations

Budget Lines Page

Budget Header | Budget Lines | Budget Errors

Unit 34100 Journal ID NEXT Date 08/03/2020 Budget Header Status None
Approval Header Status Not Submitted

*Process Submit For Approval

▼ Lines Personalize | Find | View All | | First 1 of 1 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Approval Line Status	Ledger	Account	Fund▲	Dept▲	Class	Bud Ref	Set Options	Currency
<input type="checkbox"/>	1	Not Submitted	APRP_P_BUD	<input type="text"/>	<input type="button" value="Set Options"/>	<input type="text" value="USD"/>				

Lines to add Journal Line Copy Down

From Line To

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

+

•

○

The Budget Lines Fields

- **Account**

- Enter expenditure category if in APROP_P or DEPT ledgers or revenue line if in REVENUE ledger
- CAREFUL!! SHARE **does not** stop you from entering the wrong account type in the ledger you are in (possible to enter revenue codes in an APROP_P journal)

- **Fund**

- Enter fund number for journals
- Use magnifying glass icon to look up if necessary

- **Department**

- Use P-code for adjustments to program level recurring budgets
- Use Z-code for adjustments to nonrecurring budget / special appropriations
- Use A-code for capital budget adjustments
- Use 10 digit code for adjustments to department-level budgets in a DEPT ledger group journal with AGY entry type ONLY

+

•

○

The Budget Lines Fields

- **Class**

- All recurring Section 4 budgets have the same class in a fiscal year, such as H0000
- Each nonrecurring appropriation has a unique class code that closely matches its Zcode (ZH5101, class H5101)
- E2024: executive orders for calendar year 2024

- **Budref**

- All recurring Section 4 budgets have the same budref in a fiscal year, starts with 1 and ends with the FY (125)
- Nonrecurring appropriations have 3-5 digit budrefs, such as 92324, with component parts:
 - 9: denotes nonrecurring appropriation
 - 23: FY in which the appropriation began
 - 24: Authorized length of appropriation. Note this does not mean 24 full months but rather the remainder of the current FY and all of the next FY. 36 = rest of current FY + two more FYs, etc.
- A three digit budref such as 925 is only valid in the denoted FY
- Budrefs for nonrecurring appropriations are provided on the Table of Budget Codes

+

•

○

The Budget Lines Fields

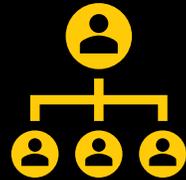
- **Amount**
 - Enter amounts in whole numbers, not rounded
 - Enter reductions as negative numbers
 - Positive numbers will show as credits below, negative as debits
 - Be sure that debits and credits equal on transfer journals
- **Click the + under the lines to create a new line** and copy the info down, adjust as needed
- **Saving and Submitting**
 - Click Save below to save journal and give it a number if you didn't give it a custom one
 - In drop down menu above lines, click Submit Journal and Process (Submit for Approval checkbox should auto-populate)

Routing and Posting Journals



Level 1: Journal Creator

When the journal creator submits a journal, it should be routed to the next level of approver at the agency



Level 2: Agency Approval

AGY entry type: Authority to approve in queue and post journal (click on Post Journal and Process in lines tab)

Other entry types: Authority to approve in queue which submits to DFA



Level 3: DFA Approval

Authority to approve in queue and post journal

Agencies should never attempt to post own journals that are not AGY entry types

Journal Errors



Invalid Values

Generally, the only errors SHARE will identify when you are creating a journal is if you try to enter an invalid value in a certain field

- If you are certain the value is correct (such as a certain class code), contact your SBD analyst – may need to be activated



Budget Error

SHARE **does not** check journals against available budget until posting is attempted – please ensure accuracy of journal and prevent activities from hitting budget until posted



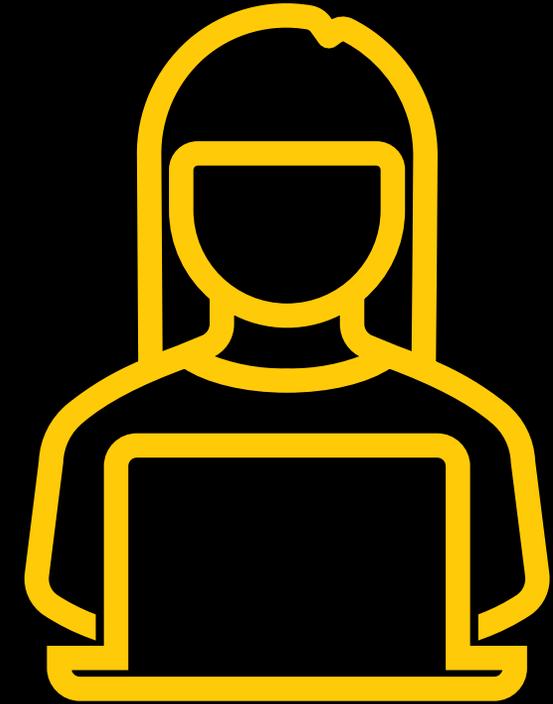
Common Errors

Most common journal errors encountered by SBD when posting:

- Details found by clicking on Error next to Budget Header Status
- Child Exceed Parent: DEPT level budget was not reduced before attempting to reduce APROP_P budget
- Exceeds Budget Tolerance: Not enough available budget to reduce by journal amount
- Value not at CF Level: Some sort of incorrect entry in account, department, class field that SHARE didn't pick up on initially (for example, revenue accounts entered in APROP_P journal)

Establishing Department Level Budgets

- Lower-level budgets using 10-digit department codes that roll up to P-code budget, used by larger agencies to subdivide their budgets. No revenue budget.
 - Not controlled by SBD except to check that a department level budget is reduced before an APROP_P level category transfer BAR
- Agencies may create journals in SHARE to set up these budgets and post with 7/1 effective date after SBD has posted APROP_P level budget journals for new FY
- Ledger group DEPT, Entry Type AGY.
- Account should be expenditure categories
- Same class and budref as current FY recurring budget



Department Level Budget Journal Example

Unit 51600 Journal ID 0002855080 Date 07/01/2020

Ledger Group DEPT Fiscal Year 2021 Period 1

Control ChartField Bud Ref Currency USD

Budget Header Status Posted Rate Type CRRNT

Budget Entry Type Original Exchange Rate 1.00000000 

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Cur Effdt 07/01/2020

Budget Type Expense

*Entry Type AGY 

Unit 51600 Journal ID 0002855080 Date 07/01/2020 Errors Only Budget Header Status **Posted**

Approval Header Status Approved

*Process 

Lines Personalize | Find | View 100 |  |  First  1-50

Chartfields and Amounts Base Currency Details 

Approval Line Status	Ledger	Account	Fund▲	Dept▲	Class	Bud Ref	Set Options	Currency	Amount
Not Required	DEPT_BUD	544100	19800	2100000000	E0000	121	<input type="button" value="Set Options"/>	USD	1,000.00
Not Required	DEPT_BUD	544400	19800	2100000000	E0000	121	<input type="button" value="Set Options"/>	USD	500.00



Department of Finance and Administration
Financial Control Division
Fund Maintenance Form



Agency Information

Requesting Agency:

Agency Code:

Name of Agency Contact:

Phone: ()

Agency Contact Email:

Fund Information

Add Fund*:

Change Fund Name:

Inactivate Fund:

Fund Number to change
or inactivate

Chartfield Requests, Department and Fund Maintenance Forms

- Used to establish new fund, inactivate fund, create new department code, change accounting structure, etc.
- Reviewed and approved by both FCD and SBD
- Find in SHARE: Setup Financial Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Request
- Complete and attach appropriate Fund or Department Maintenance Form, ensure info on the form matches info entered in SHARE. Forms on FCD website.
- For more assistance contact your SBD analyst, FCD or the SHARE Help Desk

Budget Overview Report

- Navigator > Commitment Control > Review Budget Activities > Budget Overview
- Shows budget, expense, encumbrances for a P-code or other budget for certain number of FYs in selected ledger group

Inquiry OVERVIEW Description

Amount Criteria Search Clear Reset

Budget Type

*Business Unit 41900 Ledger Group/Set Ledger Group Ledger Group APROP_P
 View Stat Code Budgets Approp Parent Budget Group
 Display Chart

Time Span

*Type of Calendar Summary Accounting Period

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APROP_P	SM	2020	1	2021	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	ZE5047	ZE5047	i		Update/Add
Fund	%	%	i		Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Budget Overview Report

- **Ledger Group:** Can look at expenditure or revenue budget, select Detail if you want to see expenditures at 6-digit line-item level
- **Type of Calendar:** generally, use Summary Accounting Period
- **Calendar ID:** SM. Note if pulling up by FY, enter 1 in both period fields
- **Chartfield Criteria**
 - Leave % in any fields that you want to return all possible values (no filter)
 - Enter same value in From and To fields if you only want results for that value
 - Account: enter range of accounts you want depending on report's ledger group
 - Dept: could be P-code, Z-code, 10-digit code, etc.
- Click on Search button near top of report to run

Budget Overview Report

Budget	10,000,000.00	Net Transfers	0.00
Expense	10,000,000.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	0.00		
Associate Revenue	0.00		
Available Budget	0.00		

Budget Overview Results



	Trans Type	Ledger Group	Account	Fund	Dept	Class	Bud Ref	Fiscal Year	Period	Budget	Expense
1	<input type="text" value="Trans Type"/>	APROP_P	400	75200	ZG6006	G6006	922	2022	1	10,000,000.00	10,000,000.00

- Can download results into Excel using Grid Action Menu button at left above results lines, so you can manipulate data, create pivot tables, etc.

Useful for tracking revenue and expenditure history of funds, getting fund balance of special revenue funds for BARs and budgeting purposes

Navigator > General Ledger > General Reports > NMS Trial Balance Fund/Account

NMS Trial Balance Fund/Account

Run Control ID TRIAL_BALANCE Report Manager Process Monitor Run

*Business Unit

*Fund Enter % for ALL fundcode

*Fiscal Year

*Accounting Period From *Accounting Period To Include Adjustment Period (998)

Save Return to Search Notify Add Update/Display

Trial Balance Report

Process List | Server List

View Process Request For

User ID Type Date Range From To

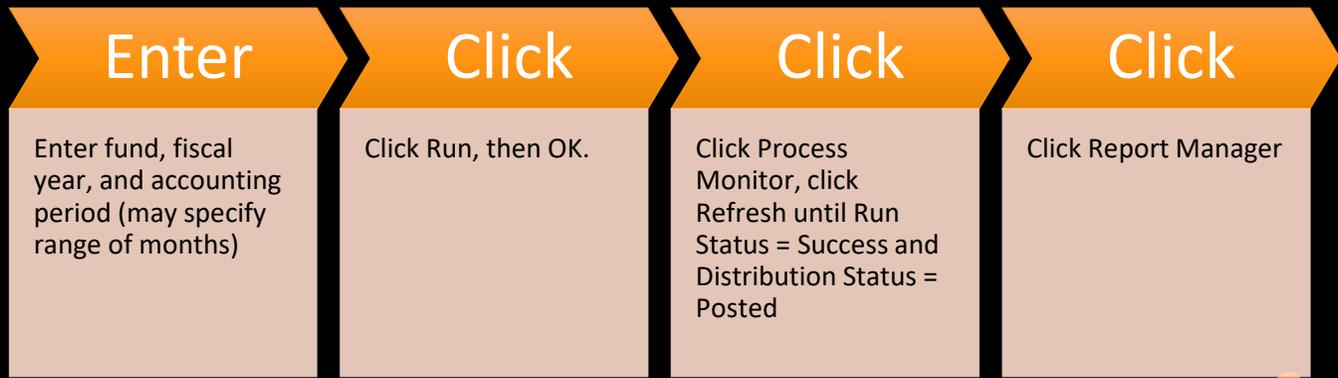
Server Name Instance From Instance To [Report Manager](#)

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | | First 1-10 of 10 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11920812		BI Publisher	NMS_TRLBL_AE	ANDREW.MINER	08/25/2020 1:53:42PM MDT	Success	Posted	Details

Trial Balance Report



View Reports For

Folder Instance to

Name Created On Last Days

Reports [Personalize](#) | [Find](#) | [View All](#) | | First 1-10 of 10 Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	NMS_TRLBL_AE - NMS Trial Balance Fund-Account.xlsx	NMS_TRLBL_AE - NMS TRIAL BALANCE FUND-ACCOUNT.XLSX	General	08/25/20 1:54PM	11632893	11920812

Trial Balance Report

Click

Click on report in Excel format on left.

Trial Balance Report – Result in Excel

Agency - 41900 - Economic Development Dept.					
NMS Trial Balance Fund/Account as of 08/31/2020					
Fiscal Year: 2021 - Accounting Period 1 - 2					
				Report ID: NMS Trial Balance Fund/Account	
				Page No:1 of 1	
				Run Date: 08/25/2020	
				Run Time: 1:54:18 PM	
Fund-02300 - Development Fund					
Account #	Description	Beginning Balance	Period Activity	Ending Balance	
101800	Agency Interest in SGFIP	\$2,774,913.56	(\$154,815.86)	\$2,620,097.70	
103001	Cash Auth Bank Accts - Res LT	\$180,000.00	\$0.00	\$180,000.00	
115900	Long Term Investments	\$1,531,719.33	\$311.25	\$1,532,030.58	
133900	Loans Receivable	\$25,000.00	\$0.00	\$25,000.00	
134900	Accrued Interest Receivable	\$0.00	\$0.00	\$0.00	
139900	Other Receivables	\$28,518.14	(\$28,518.14)	\$0.00	
141900	Due From Other Funds	\$0.00	\$0.00	\$0.00	
201900	Vouchers Payable	(\$333,334.00)	\$333,334.00	\$0.00	
292900	Other Liabilities	\$150,000.00	(\$150,000.00)	\$0.00	
325900	Restricted FB - Gov	(\$4,326,261.36)	\$0.00	(\$4,326,261.36)	
328900	Unassigned FB - Gov	(\$30,555.67)	\$0.00	(\$30,555.67)	
441201	Interest On Investments	\$0.00	(\$311.25)	(\$311.25)	
Total by 02300 :		\$0.00	\$0.00	\$0.00	

Single Year CAFR Budget Status Report

- Navigator > Commitment Control > Budget Reports > Print Budget Status Report
- Select chartfields to include in report, sequence to be ordered in, and range of values for each
- Follow same Run > Process Monitor > Report Manager sequence as for Trial Balance Report

Commitment Control Budget Status Report

Run Control ID NMS_Single Report Manager Process Monitor Run

Language English

Report Request Parameters

*Unit 52100 Energy, Minerals & Resources

*Ledger Group APROP_P Approp Parent Budget Group

Refresh

ChartField Selection Personalize | Find | 1-15 of 15

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Bud Ref	<input checked="" type="checkbox"/>	<input type="checkbox"/>	119	119
2	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P745	P745
	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>		

Single Year CAFR Budget Status Report

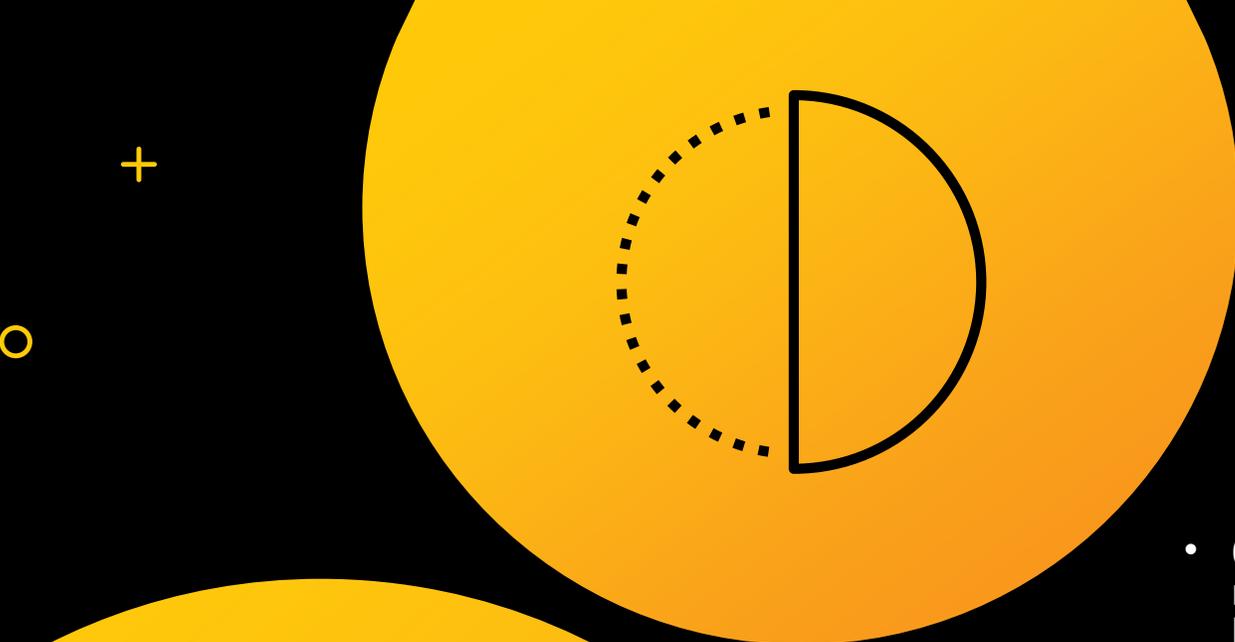
- Output will be PDF
- Results tie more closely to General Ledger than Budget Overview

Report ID: GLS8020
Bus. Unit: 52100--Energy, Minerals & Resources
Ledger Grp: APROP_P -- Approp Parent Budget Group
Currency : USD
Chartfields Criteria
Bud Ref: 119

Account: All values
Dept: P745

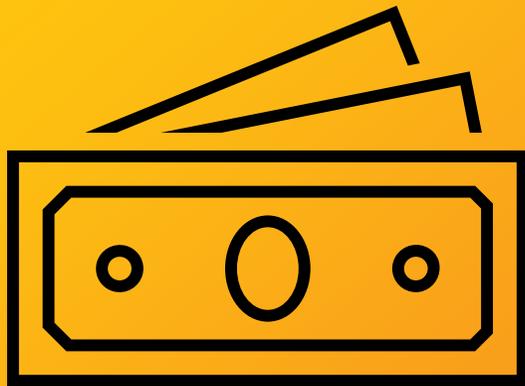
Page No. 1
Run Date 08/26/2020
Run Time 08:44:27

<u>Bud Ref</u>	<u>Account</u>	<u>Dept</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>Planned</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
119	200	P745	4,398,300.00	0.00	0.00	0.00	0.00	3,828,445.21	569,854.79
119	300	P745	131,400.00	0.00	0.00	0.26	0.19	131,397.36	2.19
119	400	P745	325,900.00	0.00	0.00	0.00	2,290.18	313,633.97	9,975.85
Grand Total :			4,855,600.00	0.00	0.00	0.26	2,290.37	4,273,476.54	579,832.83



50% Rule Verification

- 6-3-6 NMSA 1978: State agency expenditures for the first 6 months of every odd-numbered fiscal year are limited to one half of the approved budget for that year
 - Ensure that at least half of an agency's budget is available to new agency heads or elected officials taking office after an election
- Does not apply to legislative committees, legislative council, State Fair
- Applies to agency as a whole, not individual programs
- Can request exemptions for certain portions of budget – must be approved by DFA Secretary
- Around December 1 of each odd-numbered FY agencies must submit verification that they are in compliance with the 50% rule
 - Instructions and forms distributed by SBD in advance
 - Use SHARE reports to verify actual expenditure data and rule compliance



Intro to BFM

Access via web browser, Chrome preferred:
<https://nm.bfm.cloud/bfmnm/default.aspx>

- User ID is (generally) SHARE ID, password will initially be set to “password” and you will be prompted to change it on first login

Definitions

- Stage: Steps in workflow. Users have different access (edit, review, submit, etc.) at different stages depending on their role.
- Budget Form: How users enter budget data in BFM. Can display historical and current data and allow users to enter numbers and text.
- Report: Compile data from BFM to present budget information for decision-making and analysis
- PCF: Personnel Cost Forecasting, tool that creates personnel base budget based on HR data and planning values loaded into system, such as planning insurance rates

Refer to BFM tab of SBD website for comprehensive BFM training materials and videos. Individual forms are detailed during request / operating budget training.

BFM Staging Workflow

- New budget forms are created at Stage 1, Initial Entry, and sent up the process.
- Once a user submits a budget form, they will not have access any longer, but the reviewer/manager has the authority to submit the request backwards in the process for edits/revisions.
- **Note:** If you are the ONLY BFM user at a small agency and therefore need levels 1-3 access, please email your SBD analyst.



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

Navigation in BFM

- Every page has a Title at the top, followed by a search area, and then a list of records with action options
- Quick Search: Narrow record list by searching for text or numbers in any non-date columns (such as Description or Pcode)
- Elements of a Budget Form
 - Header Tab – General info such as organizational unit (Pcode, Dept ID) and form name
 - Detail Tab – Detailed info depending on form such as fund, account, amount, justification, etc.
 - Attachments Tab – Allows for attachments of PDF, Word, Excel files
 - Narrative/Explanation Tab – Contains text fields for detailed narrative descriptions

Performance Measure Change Request (4400)

+ Add New

ID	Name (First 120 Characters)	Stage	PCode	Measure	Rows	Last Update	Last User	Workflow	Actions
43396	9581 - Main Campus	4401	9581	958009581001	0	7/6/2023	adele.springer	Submit	Header
43416	9791 - Main Campus	4401	9791	979009791001	0	7/10/2023	Patricia.Beecher	Submit	Header
43402	P216 - Supreme Court	4401	P216	21600P216002	0	7/10/2023	AOCVMM	Submit	Header
43403	Number of driving-while-intoxicated saturation patrols conducted	4401	P504	79000P504006	0	7/10/2023	LOUISE.RIEBE	Submit	Header
43404	Number of motor carrier safety trainings completed	4401	P504	79000P504025	0	7/10/2023	LOUISE.RIEBE	Submit	Header
43419	Percent of audit findings resolved from prior year	4401	P530	77000P530003	0	7/11/2023	ANISA.GRIEGO-C	Submit	Header

Data Entry in BFM

- Columns with an asterisk (*) are data entry columns
- Enter in whole numbers without formatting
- Enter data, click Save All at bottom, then Refresh at top to refresh totals
- Justification/other narrative fields: 8,000-character limit
- Cannot delete a row on a form, must zero it out (for audit purposes)

Instance ID	Form Definition	Definition Name	Name	PCode:
43406	4400	Performance Measure Change Request (4400)	Percent of non-state police cadets	P786

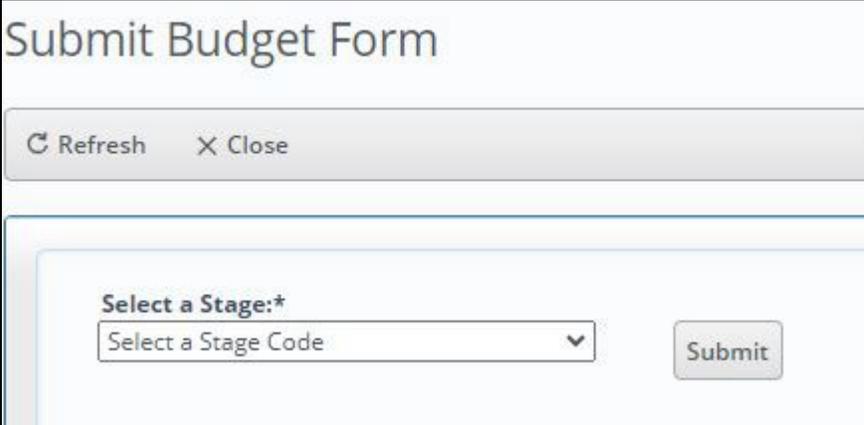
Stage Code:* 4401 Initial Entry	PCode: P786 Statewide Law Enforcement Si	Measure 79000P786002 Percent of non-state police ca
--	---	--

Header	Narrative Changes	Attachments
---------------	-------------------	-------------

Current Measure Name:	Percent of non-state police cadets who graduated the l	<input type="button" value="Save"/>
Existing Measure (Changes not saved):	Percent of non-state police cadets who graduated the law enforcement academy through certification by waiver	Consensus Reached: <input type="checkbox"/>
Proposed Measure:*	Percentage of police graduates from the New Mexico Law Enforcement Academy via certification by waiver of previous training	Current HB2 Flag: <input type="checkbox"/>
		Proposed HB2 Flag: <input type="checkbox"/>
		Current Qtr Flag: <input type="checkbox"/>
		Proposed Qtr Flag: <input type="checkbox"/>

Submitting Budget Forms

- Go to budget form you want to submit, and click on Submit button on main page (next to Header and Detail buttons)
- Select Stage to submit to in dropdown menu on Submit Budget Form screen (will display which stages you have access to submit to). Reviewers can submit back to prior stage.
- Once submitted the form will no longer appear on the user's budget forms list page if they do not have edit access at the new stage



Submit Budget Form

Refresh Close

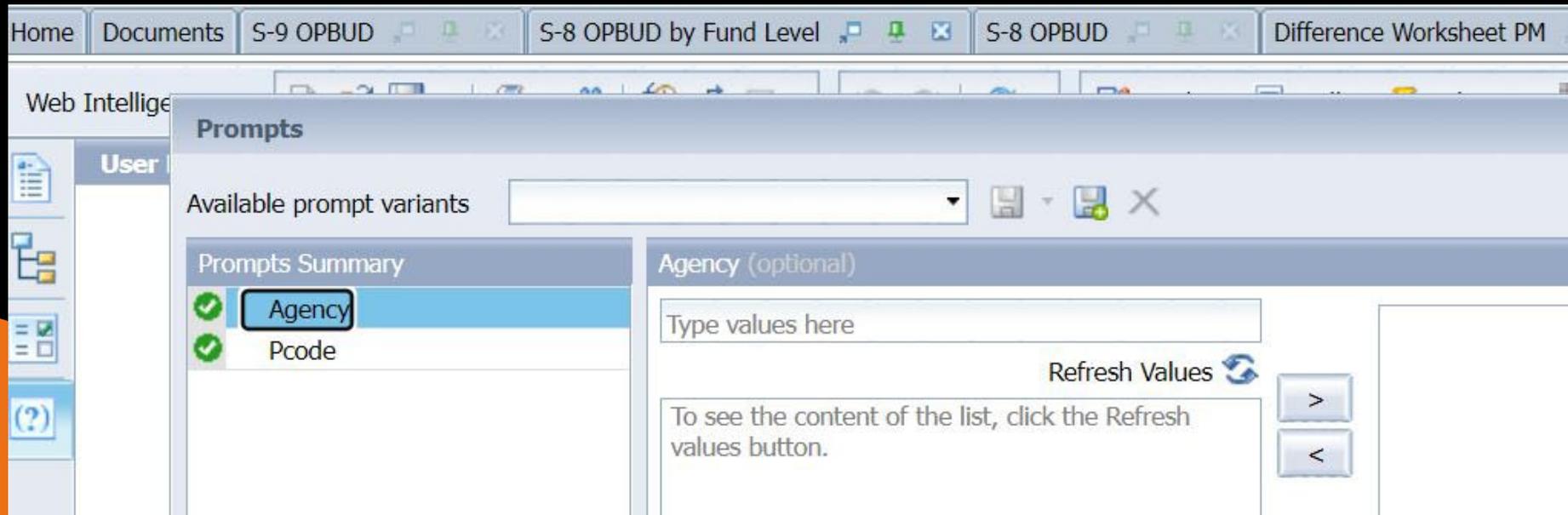
Select a Stage:*

Select a Stage Code

Submit

Intro to BFM Reports

- Accessed under Links menu at top right of BFM
- Dragging Reporting tab to create new instance of browser will enable you to have BFM and Reporting open concurrently and refresh reports
- Complete each prompt as necessary before running report (Agency, P/Zcode, Include Department section)
- Reports will round and display numbers in the thousands
- Note that revenue lines will now be listed on detailed S-9 report





Module 3
Complete