



New Mexico  
Department of Finance  
and Administration

# Budget Boot Camp Module 4: The SHARE System and BFM for Budget Analysts

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# 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 <input type="text"/>	Fiscal Year	Period
Control ChartField	*Currency <input type="text" value="USD"/>	
Budget Header Status None	Rate Type <input type="text"/>	
*Budget Entry Type <input type="text" value="Transfer Adjustment"/>	Exchange Rate <input type="text" value="1.00000000"/>	
<b>Parent Budget Options</b>		
<input type="checkbox"/> Generate Parent Budget(s)		
<input type="checkbox"/> Use Default Entry Event		
Parent Budget Entry Type <input type="text"/>		
Budget Type		
*Entry Type <input type="text"/>		
Attachments (0)		
Long Description <div><div></div></div>		
254 characters remaining		

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# 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

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# 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 

Post Journal

☐ Submit For Approval 

Process

▼ 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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Set Options</div>	<div>USD</div>

Lines to add 

1

+

-

 Journal Line Copy Down 

From Line  To 

Generate Budget Period Lines

Totals

Total Lines 1

Total Debits 0.00

Total Credits 0.00

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# 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



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# 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 (ZJ5101, class J5101)
- E2025: executive orders for calendar year 2025

- **Budref**

- All recurring Section 4 budgets have the same budref in a fiscal year, starts with 1 and ends with the FY (126)
- Nonrecurring appropriations have 3-5 digit budrefs, such as 92524, with component parts:
  - 9: denotes nonrecurring appropriation
  - 25: 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 926 is only valid in the denoted FY
- Budrefs for nonrecurring appropriations are provided on the Table of Budget Codes

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# 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**

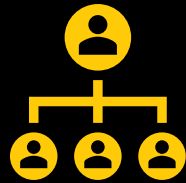
- Click Save below to save journal and give it a number if you didn't give it a custom one
- In drop down menu above lines, click Submit Journal and Process (Submit for Approval checkbox should auto-populate)

# 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 	
<b>Parent Budget Options</b>	Cur Effdt 07/01/2020	
<input type="checkbox"/> Generate Parent Budget(s)	Budget Type Expense	
<input type="checkbox"/> Use Default Entry Event	*Entry Type AGY 	
Parent Budget Entry Type		

Unit 51600

Journal ID 0002855080

Date 07/01/2020




☐ Errors Only



Budget Header Status Posted

Approval Header Status Approved

\*Process Copy Journal

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	<span>Set Options</span>	USD	1,000.00
Not Required	DEPT_BUD	544400	19800	2100000000	E0000	121	<span>Set Options</span>	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  
☐ 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	%	%			Update/Add
Dept	ZE5047	ZE5047			Update/Add
Fund	%	%			Update/Add

**Budget Status**

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




# 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



1-1 of 1

	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

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View Process Request For

User ID  Type  Date Range  From  To

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

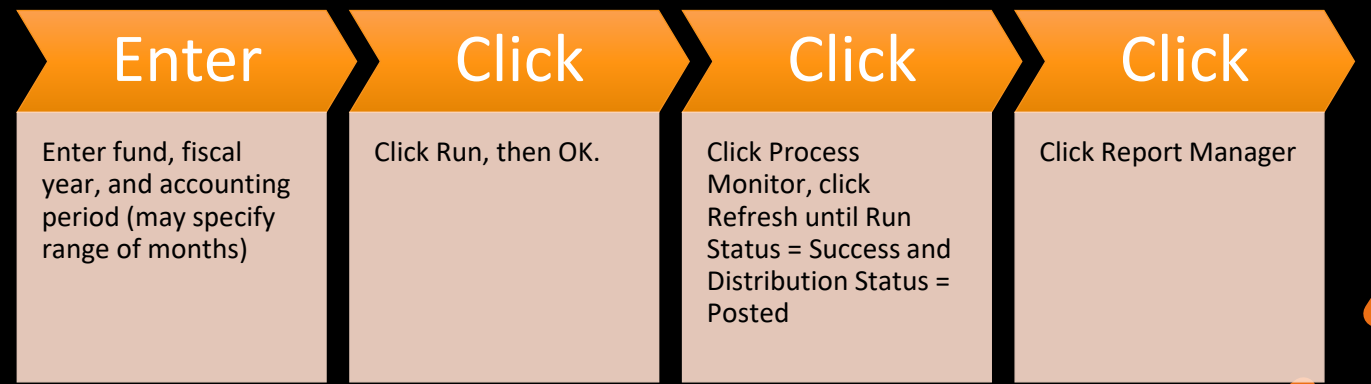
Run Status  Distribution Status  ☒ Save On Refresh

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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	<a href="#">Details</a>

# Trial Balance Report



**View Reports For**

Folder  Instance  to

Name  Created On   Last  1 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

A	B	C	D	E	F
1	Agency - 41900 - Economic Development Dept.				
2	NMS Trial Balance Fund/Account as of 08/31/2020				
3	Fiscal Year: 2021 - Accounting Period 1 - 2				
4					Report ID: NMS Trial
5					Balance Fund/Account
6					Page No:1 of 1
7					Run Date: 08/25/2020
8					Run Time: 1:54:18 PM
9	Fund-02300 - Development Fund				
10	Account #	Description	Beginning Balance	Period Activity	Ending Balance
11	101800	Agency Interest in SGFIP	\$2,774,913.56	(\$154,815.86)	\$2,620,097.70
12	103001	Cash Auth Bank Accts - Res LT	\$180,000.00	\$0.00	\$180,000.00
13	115900	Long Term Investments	\$1,531,719.33	\$311.25	\$1,532,030.58
14	133900	Loans Receivable	\$25,000.00	\$0.00	\$25,000.00
15	134900	Accrued Interest Receivable	\$0.00	\$0.00	\$0.00
16	139900	Other Receivables	\$28,518.14	(\$28,518.14)	\$0.00
17	141900	Due From Other Funds	\$0.00	\$0.00	\$0.00
18	201900	Vouchers Payable	(\$333,334.00)	\$333,334.00	\$0.00
19	292900	Other Liabilities	\$150,000.00	(\$150,000.00)	\$0.00
20	325900	Restricted FB - Gov	(\$4,326,261.36)	\$0.00	(\$4,326,261.36)
21	328900	Unassigned FB - Gov	(\$30,555.67)	\$0.00	(\$30,555.67)
22	441201	Interest On Investments	\$0.00	(\$311.25)	(\$311.25)
23	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 ▼

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**Report Request Parameters**

\*Unit: 52100 🔍 Energy, Minerals & Resources

\*Ledger Group: APROP\_P 🔍 Approp Parent Budget Group

[Refresh](#)

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**ChartField Selection**      [Personalize](#) | [Find](#) | [Print](#) | [Excel](#)      First 1-15 of 15

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

# Single Year CAFR Budget Status Report

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

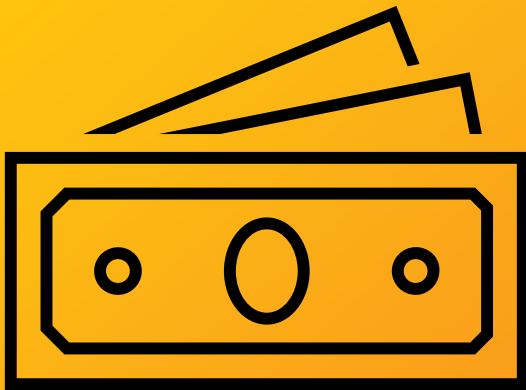
Report ID: GLS8020		PEOPLESORT GL		BUDGET STATUS REPORT		Page No. 1			
Bus. Unit: 52100--Energy, Minerals & Resources						Run Date 08/26/2020			
Ledger Grp: APROP_P -- Approp Parent Budget Group						Run Time 08:44:27			
Currency : USD									
Chartfields Criteria									
Bud Ref: 119		Account: All values		Dept: P745					
<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

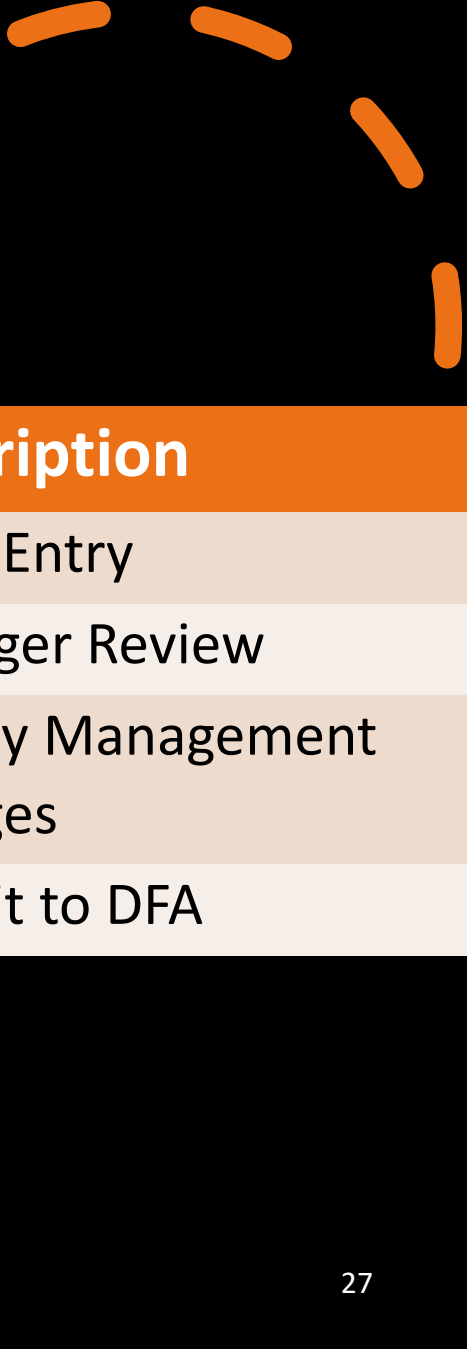
## Definitions

- 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

<b>Stage Code:*</b> 4401 Initial Entry	<b>PCode:</b> P786 Statewide Law Enforcement Si	<b>Measure</b> 79000P786002 Percent of non-state police cai
----------------------------------------------	-------------------------------------------------------	-------------------------------------------------------------------

Header	Narrative Changes	Attachments
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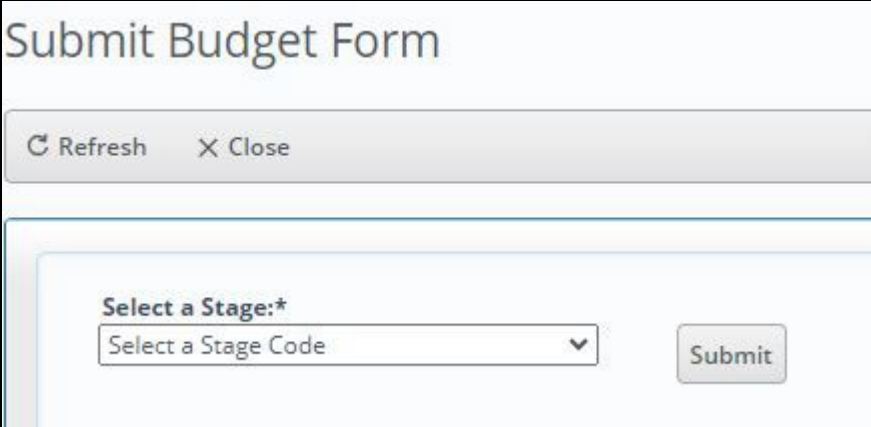
<b>Current Measure Name:</b>	Percent of non-state police cadets who graduated the l	Save
<b>Existing Measure (Changes not saved):</b>	Percent of non-state police cadets who graduated the law enforcement academy through certification by waiver	
<b>Proposed Measure:*</b>	Percentage of police graduates from the New Mexico Law Enforcement Academy via certification by waiver of previous training	

<b>Consensus Reached:</b>	<input type="checkbox"/>
<b>Current HB2 Flag:</b>	<input type="checkbox"/>
<b>Proposed HB2 Flag:</b>	<input type="checkbox"/>
<b>Current Qtr Flag:</b>	<input type="checkbox"/>
<b>Proposed Qtr Flag:</b>	<input type="checkbox"/>

# Submitting Budget Forms

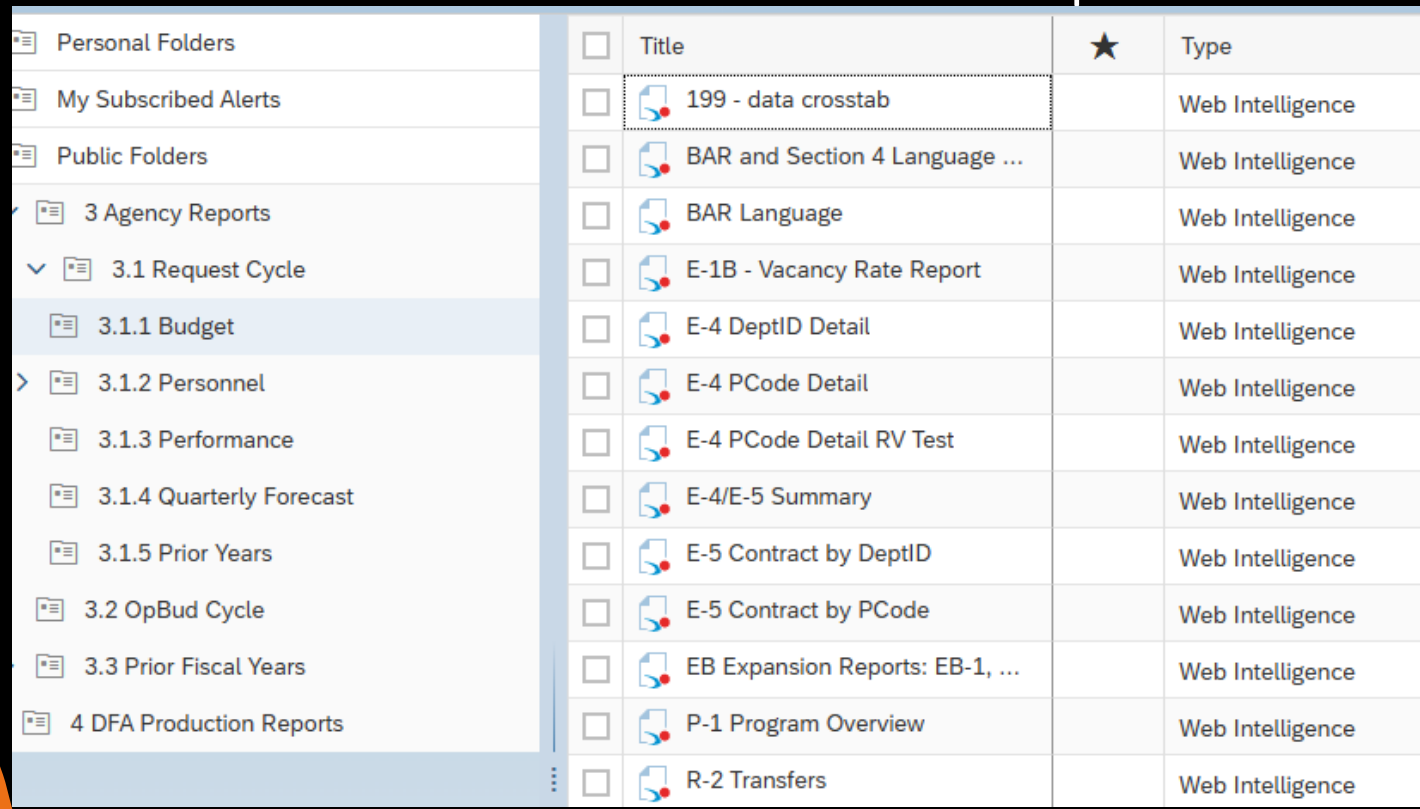
- Go to budget form you want to submit, and click on Submit button on main page (next to Header and Detail buttons)
- Select Stage to submit to in dropdown menu on Submit Budget Form screen (will display which stages you have access to submit to). Reviewers can submit back to prior stage.
- Once submitted 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



The screenshot shows a 'Submit Budget Form' dialog box. At the top, there is a title bar with 'Submit Budget Form'. Below the title bar, there are two buttons: 'Refresh' (with a circular arrow icon) and 'Close' (with an 'X' icon). The main content area contains a label 'Select a Stage:\*' followed by a dropdown menu. The dropdown menu has the text 'Select a Stage Code' and a downward arrow. To the right of the dropdown menu is a 'Submit' button.

# 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



The screenshot displays the BFM Reports interface. On the left is a sidebar with a tree view of folders: 'Personal Folders', 'My Subscribed Alerts', 'Public Folders', '3 Agency Reports', '3.1 Request Cycle' (expanded), '3.1.1 Budget', '3.1.2 Personnel' (selected), '3.1.3 Performance', '3.1.4 Quarterly Forecast', '3.1.5 Prior Years', '3.2 OpBud Cycle', '3.3 Prior Fiscal Years', and '4 DFA Production Reports'. The main area shows a table of reports, each with a checkbox, a document icon, a title, a star icon, and a type.

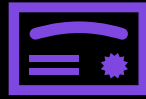
<input type="checkbox"/>	Title	★	Type
<input type="checkbox"/>	199 - data crosstab		Web Intelligence
<input type="checkbox"/>	BAR and Section 4 Language ...		Web Intelligence
<input type="checkbox"/>	BAR Language		Web Intelligence
<input type="checkbox"/>	E-1B - Vacancy Rate Report		Web Intelligence
<input type="checkbox"/>	E-4 DeptID Detail		Web Intelligence
<input type="checkbox"/>	E-4 PCode Detail		Web Intelligence
<input type="checkbox"/>	E-4 PCode Detail RV Test		Web Intelligence
<input type="checkbox"/>	E-4/E-5 Summary		Web Intelligence
<input type="checkbox"/>	E-5 Contract by DeptID		Web Intelligence
<input type="checkbox"/>	E-5 Contract by PCode		Web Intelligence
<input type="checkbox"/>	EB Expansion Reports: EB-1, ...		Web Intelligence
<input type="checkbox"/>	P-1 Program Overview		Web Intelligence
<input type="checkbox"/>	R-2 Transfers		Web Intelligence

# Final Exam Instructions



## Final Exam

Microsoft Form link will be emailed to all course participants



## Course Certificate

To receive a course completion certificate, complete by 5:00 PM on Friday, August 8.



## Exam Contents

15 multiple choice questions, 5 questions each from Modules 1, 3 and 4. Get 10 of 15 correct to pass

5 ungraded questions related to course feedback




## Feedback

If you don't want a certificate, you can complete just the feedback section or email me any comments directly.

Your feedback is very important and will help shape this course in future years.





Module 4  
Complete