Budget Planning and Analysis System (BPAS)
User Guide

December 2020
MMB Budget Planning and Operations
budget.finance.mmb@state.mn.us
System Introduction

The Budget Planning and Analysis System (BPAS) is a web-based system used to collect and present historical, current and projected budget data; collect and review proposed state agency operating budget changes; and produce the Governor’s Proposed Biennial Budget. It is also used to manage proposed supplemental budget changes in the off-year (even-numbered year).

Learning Objectives

The purpose of this user guide is to provide technical instructions for using the Budget Planning and Analysis System (BPAS). Learning objectives for this guide include:

- Biennial budget process and timeline
- Budget document contents
- BPAS data and structure
- Step-by-step instructions for completing tasks in the system
  - Entering and editing data for an appropriation
  - Adding new accounts to an appropriation
  - Reviewing a transfer in/out
  - Entering a transfer out
  - Entering and reviewing change items
  - Running standard and fiscal reports
  - Changing appropriation attributes
- Links to additional information and resources available to understand the state budget process

Budget Process and Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>What Activity Happens …</th>
<th>BPAS Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekend of August 21</td>
<td>FY 2020 close and FY 2021 budget data (as of FY 2020 close) are loaded from SWIFT (accounting system) to BPAS. FY 2021, current year, appropriation, revenue and expenditure budget data copied into FY 2022 – 2025. FY 2020 FTE is loaded from SEMA4 (payroll system) and copied to FY 2021 – 2025.</td>
<td>• Appropriation Entry/Edit</td>
</tr>
<tr>
<td>Date</td>
<td>What Activity Happens ...</td>
<td>BPAS Screens</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>August 25</td>
<td>BPAS and Departmental Earnings System open for agency users</td>
<td>• Appropriation Entry/Edit</td>
</tr>
<tr>
<td></td>
<td><strong>Agency actions:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review loaded data.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enter/edit dedicated and non-dedicated revenue forecasts for FY 2022-23 and FY 2024-25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enter appropriation base adjustments to establish/update direct and open appropriations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for FY 2022-23 and FY 2024-25 to current law.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Adjust expenditure budgets within available resources.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reconcile operating appropriations (FY 2020 – 2025) that have variances (differences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>between available resources and uses of funding should equal zero).</td>
<td></td>
</tr>
<tr>
<td>August 28</td>
<td>Agency budget (background) narratives due to MMB.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Agency actions:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Final budget narrative(s) uploaded into your agency Biennial Budget/2022-23 Biennial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget/Background Narratives folder on the MMB Budget Division Document Management SharePoint site</td>
<td></td>
</tr>
<tr>
<td>October 1</td>
<td>Budget narratives published to MMB website.</td>
<td></td>
</tr>
<tr>
<td>October 15</td>
<td>Agency base budgets due.</td>
<td>• Appropriation Entry/Edit</td>
</tr>
<tr>
<td></td>
<td><strong>Agency actions:</strong></td>
<td>• Standard Reports</td>
</tr>
<tr>
<td></td>
<td>• Finalize historical and current year data in BPAS.</td>
<td>• Fiscal Reports</td>
</tr>
<tr>
<td></td>
<td>• Finalize all dedicated and non-dedicated revenue estimates in BPAS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Finalize all base adjustments to provide current law information for the November forecast and base budget information provided to the legislature.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Complete all base level budget information in BPAS, including FTE data. Available resources equal uses of funding at the appropriation account level.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Run agency November forecast fiscal reports to validate data.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Certify base budget and non-dedicated revenues by uploading signed certification form and required reports to SharePoint site.</td>
<td></td>
</tr>
</tbody>
</table>
## Budget Planning and Analysis System (BPAS) User Guide

<table>
<thead>
<tr>
<th>Date</th>
<th>What Activity Happens …</th>
<th>BPAS Screens</th>
</tr>
</thead>
</table>
| October 15       | Agency change items due. |  - Change items entered in BPAS, includes summary level funding and relevant base information.  
  **Agency Actions:**  
  - Draft change item narratives uploaded to MMB Budget Division SharePoint site in your agency Biennial Budget/2022-23 Biennial Budget/CI Narratives folder ([https://mn365.sharepoint.com/sites/MMB-Budget/SitePages/Home.aspx](https://mn365.sharepoint.com/sites/MMB-Budget/SitePages/Home.aspx)). |
| November         | Agencies with forecast programs: Update budget estimates and base adjustments in BPAS prior to the November forecast release. |  - Change Item Entry  
  - Description  
  - Relevant Base  
  - Funding Summary  
  - Change Item Summary report  
  - Relevant Base Report  |
| November 30      |  - Agency base budget books submitted to the legislature. (Agencies with forecast programs are submitted after the November forecast is released)  
  - Agency Federal Funds Summary, Grants Funding Detail, and Internal Services Fund Statements and Narrative, if applicable are due to MMB.  
  - Departmental Earnings Report in the Departmental Earnings (DE) System, including review and update of fiscal information and narratives.|  
  - Departmental Earnings System  |
| December – January | Governor’s decision making |  |
| January          |  - Approved change items are distributed to appropriations and accounts in BPAS.  
  - Governor’s budget books finalized. |  - Change Item Detail report  
  - Fiscal Reports  |
| By January 26    |  - Governor’s proposed 2022-23 budget is released with agency budget books and other supporting documents.  
  - General Fund Balance  
  - Consolidated Fund Statement  
  - Departmental Earnings Report  
  - Professional Technical Contract Services Report |  |

### Budget Document Contents

There are many products produced as part of the biennial budget process. The final product submitted to the legislature is the Governor’s proposed agency budget book that contains:

1. Budget narratives/background materials – *initially published on October 1 and again with Base information on November 30 and with the Governor’s proposed budget by January 26*
2. Agency base fiscal reports (Expenditures Overview, Financing by Fund and Change Summary) with Budget Narratives/background materials—*published by November 30*
3. Agency fiscal reports with Governor’s Recommendations (Expenditures Overview, Financing by Fund and Change Summary) with Budget Narratives/background materials – published by January 26
4. Change item narrative summaries – published by January 26
5. Federal funds summary, grants funding detail, and internal service fund financial statements and narrative (if applicable for your agency) – published by January 26

**BPAS: Actual and Budget Data Sources**

BPAS has two data types: actual data and budget data. All data except FTE are displayed in thousands.

- Actual data is historical data, loaded from SWIFT after hard close of each fiscal year (budget period).
  - Actual years’ data is reported in dollars and cents and displayed in thousands of dollars.
- Budget data is current, budget and planning years’ data. It is derived from the current year budget data in SWIFT and copied into the budget and planning years (4 years). It is available for agencies to edit in order to reconcile appropriations and to establish the appropriation base.
  - Budget data is rounded to the nearest thousand dollar amount and displayed in thousands.
- The most recently closed fiscal year (budget period) may have federal and special revenue fund appropriations that are not balanced (sources do not equal uses). Access may be given to agencies to reconcile these appropriations.

<table>
<thead>
<tr>
<th>Fiscal Year or Budget Period</th>
<th>Actual FY 2018</th>
<th>Actual FY 2019</th>
<th>Actual FY 2020</th>
<th>Current FY 2021</th>
<th>Budget Years FY 2022-23</th>
<th>Planning Years FY 2024-25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Data Source</td>
<td>BPAS (originally from SWIFT hard close)</td>
<td>BPAS (originally from SWIFT hard close)</td>
<td>SWIFT hard close</td>
<td>SWIFT budget as of FY 2020 hard close</td>
<td>FY 2021 SWIFT budget data copied into FY 2022 - 2025</td>
<td></td>
</tr>
<tr>
<td>FTE Data Source</td>
<td>SEMA4 (payroll system) as of FY 2018 hard close</td>
<td>SEMA4 (payroll system) as of FY 2019 hard close</td>
<td>SEMA4 (payroll system) as of FY 2020 hard close</td>
<td></td>
<td>Actual FY 2020 FTE copied into FY 2021 - 2025</td>
<td></td>
</tr>
<tr>
<td>Data Entry Status in BPAS</td>
<td>Actual data cannot be changed</td>
<td>Actual data cannot be changed</td>
<td>Actual data can only be changed with special agency access</td>
<td></td>
<td>Open for edit</td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2021 (current year) amount copied forward?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available Resources:</strong></td>
<td></td>
</tr>
<tr>
<td>Balance Forward In (from prior year)</td>
<td>No</td>
</tr>
<tr>
<td>Revenue</td>
<td>Yes</td>
</tr>
<tr>
<td>Appropriation</td>
<td>Yes</td>
</tr>
<tr>
<td>Net Transfers</td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td>No</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>No</td>
</tr>
<tr>
<td>Net Loan</td>
<td></td>
</tr>
<tr>
<td>Loan Activity In (Receipts)</td>
<td>No</td>
</tr>
<tr>
<td>Loan Activity Out (Issuances)</td>
<td>No</td>
</tr>
<tr>
<td>Cancellations</td>
<td>No</td>
</tr>
<tr>
<td>Balance Forward Out (to next year)</td>
<td>No</td>
</tr>
<tr>
<td><strong>Uses of Funds:</strong></td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Full-Time Equivalent positions (FTE)</strong></td>
<td>Copied from FY 2020</td>
</tr>
</tbody>
</table>

For in-depth instructions and timeline on the biennial budget process go to the [MMB Biennial Budget Instructions website](https://www.mn.gov/mmb/budget/budget-instructions/bibudprep/)

### Understanding BPAS Data Structure and Fields

BPAS data fields can be classified into two sets:

1. **Budget Process data fields** define the timeline and distinct phases within the biennial budget process and are used for data security settings. Examples include Budget Year, Cycle, Scenario and Budget Period.

2. **Budget Structure data fields** define budget or accounting data attributes and how budget data is organized within an agency’s programmatic structure. Examples include Appropriation, Program, Activity, and Account.

Being familiar with the two sets of data and knowing how they work together is key to understanding BPAS screens and reports. For example, data security access in BPAS is controlled by Scenario, Budget Period, and user role. A user role can have write access to only one Scenario at a time. The Scenario value that a user selects from drop-down lists on data entry screens controls the budget phase the data will be entered and saved for. System reports also use both budget process and structure data fields as parameters to select which data is reported and from what point in the budget process.

The following section describes each of the principal data fields that belong to each BPAS data set.

### BPAS Budget Process Data Fields and Definitions

#### Budget Year

The budget year defines the biennial budget that is being prepared. It designates the first year of the biennial budget to be produced; e.g., 2020 is the budget year value for the 2022-2023 biennial budget.
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Budget year governs screen display and data collections. It is displayed on screens and as a report parameter, but users do not have the option to select a different value. See the table below.

**Cycle**

Cycle denotes the particular year—first or second—within the two-year biennial budget process. Cycle controls the budget periods (fiscal years) available for entering data:

- **Biennial Cycle** – Year one, begins July 1 of odd-numbered calendar years
  - Three years of actual data
  - Five years of estimated data (current FY, and two future biennia)
- **Supplemental Cycle** – Year two, begins July 1 of even-numbered years.
  - Four years of actual data
  - Four years of estimated data

**Budget Period (FY)**

Budget period also known as a fiscal year, represents one operating fiscal year. Beginning on July 1 and ending on June 30 of the following year, a fiscal year is designated by the year in which it ends.

<table>
<thead>
<tr>
<th>BUDGET YEAR</th>
<th>CYCLE</th>
<th>BUDGET PERIOD (FY)</th>
<th>DATA TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Biennial</td>
<td>2018</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2020</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2021</td>
<td>Current</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2022</td>
<td>Estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2023</td>
<td>Estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2024</td>
<td>Estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2025</td>
<td>Estimated</td>
</tr>
<tr>
<td>2020</td>
<td>Supplemental</td>
<td>2018</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2020</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2021</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2022</td>
<td>Estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2023</td>
<td>Estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2024</td>
<td>Estimated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2025</td>
<td>Estimated</td>
</tr>
</tbody>
</table>

**Scenario**

Scenarios designate phases within each budget cycle. There are separate sets of scenarios for Base and Change data. Scenarios that combine Change and Forecast Base data are found exclusively in Scenario drop-downs on Reports Module screens and are used only for reporting.
### Budget Structure Data Fields and Definitions

#### Appropriation

Appropriations are the basic unit of budgetary control in BPAS and in the accounting system, SWIFT. Each appropriation is tied to a Fund, Agency, Program and Activity.

**Fund → Agency → Program → Activity → Appropriation**

BPAS has an appropriation directory available within the system for users to view the attributes for each agency appropriation, i.e., fund, agency, program, activity and type.

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>AGENCY CODE</th>
<th>PROGRAM CODE</th>
<th>ACTIVITY CODE</th>
<th>APPR ID</th>
<th>APPROPRIATION NAME</th>
<th>APPR TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100101</td>
<td>G100001</td>
<td>Accounting Services</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100102</td>
<td>G100002</td>
<td>Budget Services</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100103</td>
<td>G100003</td>
<td>Economic Analysis</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100109</td>
<td>G100004</td>
<td>MN.IT Services@MMB</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100105</td>
<td>G100005</td>
<td>Debt Management</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100111</td>
<td>G100006</td>
<td>Management Analysis</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100107</td>
<td>G100007</td>
<td>Enterprise Human Resources</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100108</td>
<td>G100008</td>
<td>Labor Relations</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100109</td>
<td>G100009</td>
<td>Management Services</td>
<td>05</td>
</tr>
<tr>
<td>1000</td>
<td>G10</td>
<td>G1001</td>
<td>G100102</td>
<td>G100010</td>
<td>Local Impact Notes</td>
<td>01</td>
</tr>
</tbody>
</table>

**Appropriation Type**

The same Type Codes used in SWIFT are also included for appropriation data in BPAS. BPAS organizes Type Codes into five groups for budgetary reporting. These Type Groups describe the nature of the legislative appropriation. For example, the Direct type group (type codes 01, 03, 05, 08) includes appropriations which amounts are set in law. Other Groups are: Open, Dedicated, Continuing and Non-Dedicated.
<table>
<thead>
<tr>
<th>APPROPRIATION TYPE CODE</th>
<th>APPROPRIATION TYPE NAME</th>
<th>APPROPRIATION TYPE GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Regular Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>02</td>
<td>Continuing Direct</td>
<td>Continuing (Capital)</td>
</tr>
<tr>
<td>03</td>
<td>Special Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>04</td>
<td>Special Dedicated</td>
<td>Dedicated (statutory)</td>
</tr>
<tr>
<td>05</td>
<td>Biennial Direct</td>
<td>Direct</td>
</tr>
<tr>
<td>06</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>07</td>
<td>MnSCU Alternate Close</td>
<td>Dedicated (statutory)</td>
</tr>
<tr>
<td>08</td>
<td>Education Alternate Close</td>
<td>Direct</td>
</tr>
<tr>
<td>99</td>
<td>Non Dedicated</td>
<td>Non Dedicated (NDR)</td>
</tr>
<tr>
<td>77 (BPAS only)</td>
<td>Excluded</td>
<td>Exclude (not included on reports)</td>
</tr>
</tbody>
</table>

**Account**

Data is entered and stored in BPAS by appropriation and account. Each account aggregates to successively higher levels in the BPAS account hierarchy. The hierarchy levels, from lowest to highest are: Account, Account Class, Account Category, Account Group and Account Type.

The table below illustrates the levels of the account hierarchy that are used in BPAS screens and reports. BPAS has an account directory available within the application for users to view the hierarchical structure for each account.
Account Net

Account Net is the term and calculation used in the BPAS that identifies the difference between Available Resources (Sources) and Use of Funds (Uses) in an appropriation. An operating appropriation’s account net must be zero to be reconciled in BPAS unless it is a non-dedicated or continuing (capital) appropriation type. See the table above for the account net calculation.

Change Item Cost (Savings)

The Change Item Cost (Savings) calculation is used at the Change Item Funding Summary level to show the impact of an agency’s proposed change item on the state budget. The calculation is Use of Funds (Uses) less Available Resources (Sources). The calculation is displayed on the Change Funding Summary Screen.

System Security and User Roles

Users requesting access to BPAS must submit a completed authorization form signed by their agency budget coordinator or CFO to budget.finance.mmb@state.mn.us. A copy of the Budget Systems User Authorization Form is located on the MMB Budget Planning and Analysis System website.
BPAS security is controlled by user ID/password, user role, and agency code. The user role controls access to various menu options, screens, and functions in the system. User role also controls what data is available to a user and whether they have edit capability.

<table>
<thead>
<tr>
<th>ROLE NAME</th>
<th>ROLE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative User</td>
<td>Legislative fiscal staff have read-only access to all agencies on reports and select screens. The system and data access is given after base budget information is released in November and February and Governor's Recommendations are published.</td>
</tr>
<tr>
<td>Agency</td>
<td>Agency budget staff have access to screens and reports to reconcile budget data, enter budget requests and run reports. Access is given to specific agency or agencies after a budget systems user authorization form is received from the agency budget coordinator or CFO.</td>
</tr>
<tr>
<td>Agency Bypass</td>
<td>Assigned to specific agency budget staff when they require write access while the agency role security is set to read-only or no access. This special access is given after Executive Budget Officer (EBO) approval.</td>
</tr>
<tr>
<td>EBO</td>
<td>MMB Executive Budget Officers have access to all agencies and screens to review budgets, enter analyses of agency requests and governor’s recommendations, and run reports.</td>
</tr>
<tr>
<td>MMB Admin</td>
<td>MMB Budget Operations staff have access all agencies, data, reports and maintenance screens.</td>
</tr>
<tr>
<td>Admin Svcs</td>
<td>MMB administrative services staff have access to the budget book and reporting screens.</td>
</tr>
</tbody>
</table>

**Assistance**

MMB staff is available to assist agencies in resolving budget policy, procedure or system issues. For assistance with technical issues contact the SWIFT helpdesk at 651-201-8100 option 2 or email SWIFTHelpDesk.MMB@state.mn.us. For questions on BPAS functionality, budget process or timeline, contact Budget Planning and Operations by emailing: budget.finance.mmb@state.mn.us.

The body of the email message should include at a minimum, the words “BPAS” and a description of the issue or question, and a print screen, if possible. It is helpful if you include additional details, such as the screen you’re working on, agency, appropriation ID, and account.

For assistance or questions about budget policy, please contact your agency’s assigned Executive Budget Officer (EBO).

**Budget Glossary**

The Budget Glossary is resource for system users and should be used to understand or answer budget process and terminology questions. The Budget Glossary can be found on the MMB statewide budget system BPAS website.
Login and General Navigation

This section of the user guide covers logging in to the Budget Planning and Analysis System (BPAS) and general navigation of the system.

Log In and Log Out

Log into the Budget Planning and Analysis System through the State of Minnesota Administrative Portal using your state ID (employee number) and password. Open an internet browser session. BPAS is compatible with supported in Google Chrome and Internet Explorer (IE), and Mozilla Firefox web browsers. If using Internet Explorer, users must use Version 11 (IE-11). Note: the screen prints in this manual are from Internet Explorer.

1. Navigate to the State Administrative Portal: https://mn.gov/adminportal

2. Enter your state ID (employee number) and password. Select Sign In.
   - If you do not have an employee number you will be provided an ID by MMB Budget Planning and Operations after submitting the Budget Systems Authorization form.
3. On the home page, select the Budget Applications tile.

Home Page
4. On the Budget Application page, select Budget Planning & Analysis Sys tile. (Your menu may show more or fewer items than in the picture below, depending on your user profile.)

**Budget Applications Page**

To log out of the system, click the Log out icon located on the top right of the screen:

Upon clicking Log out, you will be prompted to confirm your log out: “Are you sure you want to logout from the application?” Click OK to log out or Cancel to remain logged in.

**Announcements**

Upon logging in, you will view the BPAS home page. System announcements from MMB Budget Planning and Operations are posted on this page. The Announcement page will include reminders about budget item deadlines, system maintenance down time, or possibly system issues.
Welcome to the Budget Planning and Analysis System (BPAS).

Testing Announcement for Training Videos

Important systems announcements can be read here. Additional BPAS Training Resources including live WebEx sessions will be available soon. Watch the budget system newsletter for specific dates and ELM registration instructions.

Have system questions? Email budget.finance.mmb@state.mn.us.

Last updated 6/23/2020 11:45:28 AM

Questions about BPAS can be directed to budget.finance.mmb@state.mn.us.
General Navigation

The menu in the left-hand side of the screen lists all of the system functions available for your user role. The system is navigated by selecting the desired budget function from the Main Menu in the left-hand navigation. System functions are grouped categorically in modules and include: Home, Appropriation, Reports, Directories, and Help.

The system will display breadcrumbs near the top of the screen to provide a visual display of the system function and screen users are currently working within. The screenshot below shows an example of breadcrumbs for the Appropriation Module, within the Entry, Edit Screen:
Above the Home screen announcement, is a panel that displays the login User and Role:

Select User Profile from the Home module on the Main Menu to display the User Profile screen that lists your BPAS user role(s) and assigned agency(s). The role of Agency allows users to view, edit data, enter data and run reports for the agencies listed under the User Profile.
Collapse/Expand Feature

When clicking through the left-hand navigation menu in BPAS, you will notice that the dialogue boxes in each module have an icon in the top left corner:

Clicking the collapse/expand icon will toggle between collapsing and expanding the respective dialogue box. The system defaults to having all dialogue boxes expanded. When a dialogue box is expanded, the arrow in the expand/collapse icon will be pointing downward:

When a dialogue box is closed, the expand/collapse icon will be pointing to the right:

Below is an example of the expanded User Profile. Note the direction of the arrow is pointing downward and indicates the dialogue box is expanded.
Below is an example of the collapsed User Profile. Note the direction of the arrow is pointing to the right.

Tooltips

BPAS has a feature called tooltips. Tooltips provide additional data or information for users when a mouse is hovered over a budget entry, icon, or button. BPAS has a variety of buttons including: Search, Reset, Save, Cancel, Run Report, and Log Out. These buttons will display a tooltip describing the button’s function when a mouse is hovered over them.

Another tool tip in BPAS can be found in the budgeting data. The budget data is displayed in thousands and rounded to the nearest thousand. To get a more precise view of a budget data point in an Actual fiscal year, hover your mouse over the top of the data point. A tool tip will display next to the budget data point with precision down to the penny for actual year data.
The Change Item Module data also has tooltips. For example, the change item category names may not be fully viewable in the change item dialogue box. To view the categories full text, hover over the drop-down box as shown below:

**Shortcuts Keys (All Browsers)**

**Zoom In**
To take a closer look at an item on the page, press Ctrl and +

**Zoom Out**
To take a larger view of the entire page, press Ctrl and –
Print Webpage
To print the current webpage you are viewing, press Ctrl and p

Undo
To undo the latest change in a textbox, press Ctrl and z

Select All Text
To select everything in a textbox, press Ctrl and a

Help
BPAS has a Help Module. The Help Module contains links to the following resources:

- **Budget Glossary** – the glossary contains definitions of commonly used budgeting terminology
- **User Guide** – the user guide provides system users with instructions on how to use the systems. It is available to download and print from within the BPAS system.
- **Directories (Appropriation, Fund, Account)** – BPAS has directories available within the system for users to view the attributes for each appropriation, fund and account.
- **User Training Videos** – this menu item links to the BPAS webpage where you can view a selection of instructional video guides on the budgeting process and BPAS functions.
Appropriation Module

The Appropriation module has one screen called the Entry, Edit screen. It includes a search panel and three tabs: Appropriation – Budgeting, Account – Add and Appropriation – Transfer. The module contains actual data (loaded from SWIFT after hard close of each fiscal year or budget period) and budget data for the current, budget and planning years. The budget data is derived from the current year budget data in the accounting system (SWIFT) and copied into the budget and planning years (4 years).

Using the Entry, Edit screen agencies can perform the following functions:

- Enter and edit data for an appropriation
- Add new accounts to an appropriation
- Enter a base adjustment for an appropriation
- Review a transfer in/out
- Enter a transfer out

Access the Entry, Edit Screen

From the Main Menu in the left-hand navigation, select Entry, Edit:

The Entry, Edit Screen search panel is displayed with two options: General Search and Advanced Search
**General Search**

This option generates an auto-populated list of all matching Appropriation IDs when you type in a three-digit Agency ID, or any three characters of an appropriation ID or description.

General Search, example 1:

![General Search Example 1](image)

General Search, example 2:

![General Search Example 2](image)

**Advanced Search**

Click Reset in the Search panel, then select an Agency from the drop-down

![Advanced Search Example](image)
The Approp field becomes a drop-down list of Appropriation values for the selected Agency.

Select a **Fund**, **Program** and **Activity** to further limit the contents of the Approp drop-down list.

**Submit Appropriation Selection**

Select a **Scenario** and then click **Search**. The **Appropriation-Budgeting** panel will open below the Search panel. A **Box** at the top of the screen displays the selected appropriation attributes. Note the **Padlock Icon** emphasized below. When the padlock icon is open, you have write access to that Scenario’s Current and/or Estimated years’ data.

In the Search panel, select a different **Scenario** (February or May) and, keeping the same appropriation, **Search** again. The screen refreshes, displaying the new **Scenario**. Note the **Padlock Icon** is now closed, indicating read-only access.
Reset Appropriation Search Selection

Always clear the Approp: textbox before selecting or searching for a different appropriation. To clear, click the Reset button.

IMPORTANT: Users need to be sure to click the Search button to move from one appropriation to the next and check the top panel of the Appropriation – Budgeting tab to ensure that the desired appropriation is currently displayed.

Enter and Edit Appropriation Budget Data

The Appropriation - Budgeting tab displays Actual, Current (Biennial Cycle), and Estimated budget data. Amounts are summarized at the Group and Type levels, except FTE, which are displayed at the account level. All data is entered at the Account level, the lowest level. Actual years’ data is entered and reported in dollars and cents and displayed in thousands. Current and estimated year’s data is loaded/entered and reported rounded to the nearest thousand. FTE data is loaded rounded to the nearest hundredth.
Open the Account Hierarchy

To edit/enter data in any Group other than FTE, users must open the Group Account Hierarchy. Users can open the entire hierarchy, for all Groups at once by clicking on the **Plus (+)** in the upper left-hand corner of the table.

Click on the **Minus (–)** in the upper left-hand corner to restore the table’s default display.
### Collapse or Expand Group Level Trees

In a similar way, each Group can be opened or closed one-at-a-time. Click on the **Plus (+)** next to any Group to open/expand it.

![Appropriation Budgeting](image)

Click on the **Minus (−)** to restore the default display or collapse it.

![Appropriation Budgeting](image)

### Edit or Enter Data in Account Cells

Account cells that can be edited are outlined. Your user role controls what data is available to enter or edit. System security features allow MMB to grant agency users write access to modify actual years’ data or estimated years’ data by scenario.

![Appropriation Budgeting](image)

### Save or Cancel Changes

The Save and Cancel buttons are located at the bottom of the screen. Both buttons are disabled until at least one cell’s value is changed.
An unsaved data icon displays next to the panel title at the top of the table whenever data on the page has been changed but not yet saved.

The Save and Cancel buttons are enabled when at least one cell’s value is changed.

Aggregation totals and the Account Net calculation are updated immediately when changes are saved. The Account Net displays the difference between the total available resources and total uses (Sources – Uses).

**Add/Modify Appropriation Attributes**

Requests to add a new appropriation to BPAS or modify the attributes of an existing appropriation must go through the Appropriation Maintenance Application (AMA), which is a separate system. Using AMA, agencies can submit two types of requests: SWIFT appropriation requests or BPAS-only appropriation requests.

- Approved SWIFT appropriation requests will be uploaded to SWIFT (accounting system) and BPAS.
- Approved BPAS-only requests will be uploaded only to BPAS.

Both request types must go through an approval process before the systems are updated. Guidelines and detailed instructions for AMA can be found on the MMB website: [https://mn.gov/mmb/budget/statewide-budget-systems/ama](https://mn.gov/mmb/budget/statewide-budget-systems/ama).

**Add an Account**

To add an Account that is not already displayed in the Appropriation - Budgeting tab for the selected appropriation, select the **Account – Add** tab.
There are two ways to select a new Account to add:

1. Users can search by typing the first three characters of the Account code or part of the Account name into the Account field to generate an auto-populated list of matching account codes/names.

Highlight any one selection in the list, then click Search.

The Account Add panel displays below, with a checkbox next to the Account CD:
Click the checkbox and then the Add button.

2. Users can generate a list of Account codes by Selecting a Category from the Account Category drop-down and clicking Search:

Select one or more Accounts from the list and then click the Add button. For Categories having a large number of accounts —Departmental Earnings, for example—use the scroll bar in the right-hand side of the screen to view the list top-to-bottom.

When a user clicks Add, a “Success” message confirms the Account(s) have been added to the Appropriation -Budgeting tab:
Once added to the Appropriation - Budgeting tab, an Account code cannot be selected to add again. Click either **Reset** button to clear and select a different Account or Account Category.

Click the Appropriation –Budgeting tab, the added account will display with a 0 (zero) in the first estimated year.

### Add a Base Adjustment Account

The starting point for constructing the “base” level of a direct or open appropriation is the second year (current year) appropriation loaded from SWIFT and copied into the budget and planning years (4 years). BPAS displays the appropriation account “APP - Appropriation (Source)” as read only. In order to change the Appropriation total, a base adjustment must be added.

Review the [Base Budget Instructions](#) before entering a base adjustment to identify which base adjustment account to use. Your agency’s Executive Budget Officer (EBO) will review and approve all base adjustments.

To enter a base adjustment account, select **Account – Add** tab on the Entry, Edit screen, select “Base Adjustment” from the account category drop-down, and click **search**.
Select a base adjustment account and **Click Add**. The added account displays on the appropriation – budgeting tab.

Enter the base adjustment amount for each fiscal year that need to be modified, and click **Save**. Adjustments are saved and the account group “Appropriation (APPTOT)” is updated. **Note:** A base adjustment reducing the base is entered with a negative (-) value.
Delete an Account

To delete an account from the panel, users must delete the contents of every year’s cell—Actual, Current and/or Estimated—and Save the changes. Users with the Agency role will not be able to delete accounts containing Actual year data.

Add and Review Transfers In/Out

Return to the Appropriation - Budgeting tab and open the Net Transfers Group to display total Transfers In and Transfers Out. Click on either row’s label, Transfers In or Transfers Out; each is a hyperlink to the Transfers Screen, which can also be opened by clicking on the Transfers tab at the top of the screen.

The Appropriation – Budgeting Transfer screen displays the three panels:

1. Transfer In panel is the top panel and is read-only because transfers are always entered from the source appropriation, i.e., the appropriation transferring the funds out. Transfers in are displayed by the “From” appropriation.

2. Transfer Out panel is the middle panel and displays the appropriation and amounts to which funds were transferred. The current and estimated fiscal years’ amounts may be edited. To add a new appropriation to transfer to, use the Transfer Out - Add Approp panel.
3. **Transfer Out – Add Approp** panel is the bottom panel and is used to add new appropriations to transfer funds to.

### Edit Transfer Out

To Enter/Edit transfer out amounts in the cells; use the tab key or mouse to move to the next cell. The Cancel and Save buttons will be activated when data has been changed or added. After changes are saved, the Transfers Out and Transfers In amounts of the appropriations on both sides of the transfer are updated.

### Add a New Appropriation to Transfer Out To

In the **Transfer Out – Add Approp** panel, enter the first three characters of an Appropriation’s ID or Name in the Approp field to generate an auto-populated list of values.

Select the appropriation from the list and then click the **Add** button. The Appropriation will be added and saved to the **Transfers Out** list with a 0 (zero) in the first estimated year, sorted in ascending order by Appropriation ID.
Enter amounts in the cells; use the tab key or mouse to move to the next cell. The Cancel and Save buttons will be activated when data has been changed or added.

You will not be able to add an Appropriation already listed in the Transfers Out table.

As soon as the changes are saved, both Transfers Out and Transfers In amounts of the appropriations on both sides of the transaction are updated.
**Change Module**

The Change module consists of five screens used to collect data for an agency budget change request, change item review, and the governor’s decision-making process. The **Main Menu** in the left-hand navigation lists all the screens available for your user role.

Users can click back and forth between these screens when viewing or editing data. Data is entered and saved on a screen-by-screen basis; if you have unsaved data, you will be prompted to save or cancel before leaving the screen. The system does not require data to be entered in any particular order.

**Note:** The Funding Detail screen is only available for user roles that have access to the Gov Rec Change and Gov Rec Revised Change scenarios. This screen is used to distribute or enter change item funding data to the appropriation and account level. It is the final step in the budget process and is used after the Governor’s decisions are made. The responsibility for distributing change items will vary by agency and budget process.

**Change Item Entry Screen**

To enter a new change item, select **Change Item Entry** from the **Main Menu** in the left-hand navigation.

The system generates a **Change Item Search** panel with two drop-downs, Agency and Scenario.
Step 1: Add a Change Item

Click on the Agency drop-down and select an agency.

Select the default Scenario, Agency Change.

The Change Item Add panel will open below the Change Item Search and Change Items panels.

To add a Change Item, enter a name for the change item in the field. The change item name is limited to 100 characters.

Click add. The system opens the Change Items panel above the Change Item Add panel, the change item is added to the entry list, and a "Success" message displays above the grid.
The Change Items Panel displays a list of entered change items. The list is sorted by default in ascending order by Rank. The table below describes options for sorting and viewing the change item list.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sort</strong></td>
<td>Click on a column heading to sort the list by that field in ascending order. Click it again to sort the records in descending order.</td>
</tr>
<tr>
<td><strong>Scroll Bar</strong></td>
<td>Use the Scroll Bar at the bottom of the page to move left to right to view all the fields. When the change item list numbers is ten or more, use the Scroll Bar in the right margin to move up and down the list.</td>
</tr>
</tbody>
</table>

Enter the remaining fields for the change item. Below is a brief description of each field on the Change Item Entry screen. Please read the **Governor’s Budget Request Instructions** on the MMB website [https://mn.gov/mmb/budget/budget-instructions/bibudprep/](https://mn.gov/mmb/budget/budget-instructions/bibudprep/) for specific instructions on the required change item information for the current budget process.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| **CI ID** | • Change Item ID is system-assigned, beginning with the agency code followed by a number, IDs are numbered sequentially and can’t be changed.  
• CI IDs are unique across all scenarios: there can be only one change item E37-7, and it is the same in Agency Change, Governor’s Decision and Governor’s Recommendation scenarios.  
• Change Items can be deleted for a scenario; the CI ID will not be re-used unless it is the highest/last number in the sequence.  
• CI ID is a hyperlink to the description screen, which can also be opened by clicking on Description from the Main Menu in the left-hand navigation. |
| **CI Name** | CI name is created/entered by the agency and can be changed while the user has write access to the current Scenario. |
| **Rank** | • Rank indicates the change item’s priority and is selected from a drop-down.  
• Rank numbers are unique and can be assigned to only one CI ID.  
• To remove a change item’s rank, assign it a different number from the drop-down or zero.  
• To remove the rank from all change items, select the Clear Rank button in the lower right-hand corner of the screen. Assign new ranks and then Save. |
| **IT?** | IT indicates if the change item has an Information Technology impact. Select the Yes radio button for the IT indicator, if a change item has an information technology impact. |
| **Fee Change?** | Fee Change indicates if the change item impacts fees. Select the Yes radio button for the Fee Change indicator, if a change item has a fee impact. |
| **Status** | Status is used during the Governor’s decision process. |
| **Cat A-E** | Categories A through E are drop-downs. Selections are enabled/disabled based on current budget process requirements. |

**Step 2: Edit a Change Item**

Fields that can be edited are outlined; read-only fields are grayed out. Fields available for edit depend on the user role security access for the selected scenario.
Save/Cancel.

The *Save* and *Cancel* buttons are located at the bottom of the screen. Both buttons are disabled until at least one cell’s value is changed.

1. When you click Cancel, a "**Confirm Cancel**" pop-up displays.

   ![Confirm Cancel](image)

   Click “**Yes**” to discard changes. Click “**No**” to close the pop up and return to the entry screen. The *Save* and *Cancel* buttons remain activated.

2. When you click *Save*, the Save and Cancel buttons are disabled, and a "**Saved Successfully**" message displays above the grid.

   ![Save Successfully](image)

Delete a Change Item

To delete a change item, click on the **Delete** icon in the far right column.

System will generate a **Confirmation message**.
Click “Yes” and the change item will be deleted from the selected scenario. **Note: Deleting a change items will also delete the associated Description, Funding Summary, Relevant base and Funding detail data from the selected scenario.**

![Confirm Delete](image1.png)

Click No to cancel the deletion.

**Clear Rank, All Change Items**

To clear the rank selection for all change items, select the Clear Rank button. **Note: the clear rank button will delete all "Rank" values of an agency’s Change Items for the current scenario.**

![Clear Rank](image2.png)

System will generate a **Confirmation message.** “Are you sure you want to clear change item rank?” Click OK to clear rank or Cancel to keep current rank values.

![Message from webpage](image3.png)

If you click OK on the confirmation message, the rank selection for all change item for the selected scenario will be set to 0 (zero) and the Save and Cancel buttons are enabled.
Assign new ranks and then **Save**. Click **Cancel** to cancel and retain the original rank values.

**Description Screen**

To enter a description for the change item, select the CI ID hyperlink from the Change Entry screen.

Another way to navigate to the Description screen is to select **Description** from the **Main Menu** in the left-hand navigation.

When the **Description** screen opens, **Agency** and **Scenario** values previously selected on the **Change Item Entry** screen are displayed in the Change Item Search panel's drop-down.

To enter a **Description**, you must first select a **Change Item** from the drop-down. The number in parenthesis in the Change Item drop-down indicates the number of change items entered for the selected agency and scenario.
If you selected a change item hyperlink on the Change Item Entry screen to navigate to the Description screen, the selected change item will already be displayed in the drop-down when the screen loads. The Description, Notes, and the Attachment panels will be displayed; the latter two panels will be closed.

A box above the Description displays the selected change item name and ID.

CI ID: G10 - 2  
CI Name: G10-2 - Agency Training Test
Step 1: Enter a Description

The Description panel contains a text box for entering the specific detailed description for the proposed change item. This is a required field. To enter text, you can:

a. Enter directly in the text box; or
b. Copy and paste text from Microsoft Word or Notepad

![Description panel](image)

Click Save in the bottom right corner to save. Click Cancel on the bottom left corner to clear all changes.

Step 2: Enter Notes

The Notes textbox is used to record additional information about the change item. If information is required in the Notes text box for change items, specific instructions will be provided in the Governor’s Budget Request Instructions on the MMB website ([https://mn.gov/mmb/budget/budget-instructions/bibudprep/](https://mn.gov/mmb/budget/budget-instructions/bibudprep/)).

Click on the Arrow in the panel header to open the textbox.

![Notes panel](image)

When entering text into in the Description screen’s text boxes, note the following:

- Each text box has a 2,000 character limit. The count of remaining characters available displays in the bottom right corner. The number turns red when the remaining character count falls below 100.
- Use the “Clean formatting” button to remove formatting added using the rich text editor toolbar.
• The textbox also allows users to add formatting using the toolbar options.

• **Do not copy and paste from an Acrobat PDF, email text, or any document other than a Word, Excel or Notepad.** When pasted into the description textboxes, this content can cause system issues, as well as formatting issues.

• **Do not copy and paste pictures or charts into the description text boxes.** This content can cause system issues as well as formatting issues on reports.

### Step 3: Add Attachments

Open the **Attachments** panel by clicking on the **Arrow** in the panel header. The panel opens displaying a grid of attachments. **Attachment Description** text field displays below grid. **Browse** button is enabled; **Upload** button is disabled. If additional information is required to be attached for a change item, specific instructions will be provided in the biennial budget instructions on the MMB website ([https://mn.gov/mmb/budget/budget-instructions/bibudprep/](https://mn.gov/mmb/budget/budget-instructions/bibudprep/)).

1. Click **Browse** and navigate to the directory and file that you want to attach.
2. Select the file and click **Open**; the name of the Upload file will display directly above the **Description** text field, and the **Upload** button is enabled.

3. Enter a **Description** of the file in the text field:

   **Description:** 2018 Change Item Exercise Entry.doc

4. Click **Upload**. A pop up message “**Uploaded successfully**” will display.
After the file is uploaded, it will be listed with its description in the **Attachments** panel, and the panel’s header will indicate the number of files attached in parenthesis.

Use the **Icons** on the right side of the file to **Edit** the file description, **View** the file or **Delete** it.

Agencies may upload Word, PDF, or Excel documents. There is no limit on the number of file attachments.

**Funding Summary Screen**

Agencies are required to enter the change item summary revenue, expenditure and FTE amounts by fund in the Funding Summary screen. Select **Funding Summary** from the **Main Menu** in the left-hand navigation.

The **Funding Summary** screen displays a **Change Item Search** panel.
Step 1: Add a Fund

Select a fund from the Fund (Available) drop-down. The Add Fund button is enabled. Click Add Fund.

The Funding Summary panel opens; a Box above the panel displays the selected Change Item ID, Name, and added Fund.
Step 2: Enter Change Item Data for the Fund and Save.

To open the panel’s data entry view, click on the **Plus (+)** to the left of the **Name (CD)** column header. The table’s rows will expand to the account level. Note the accounts available to edit; the funding summary screen uses summary level change accounts, which are distinct from the accounts used to enter base budget or detailed change item data.

Enter amounts rounded to the nearest thousand dollars; FTE can be entered to the nearest hundredth. The **Save** and **Cancel** buttons located at the bottom of the screen are disabled until at least one cell value has been changed. When the entries are saved:

1. The **Delete Fund** button displays and is activated; the **Save** and **Cancel** buttons are disabled. The number of **Funds (Available)** will decrease by one, and the count of **Funds (Entered)** will increase by one.

2. Aggregation totals and the Change Item Cost (Savings) are updated immediately. Note the calculation for the change item cost (savings) is Use of Funds – Available Resources. A positive amount indicates a cost and a negative amount indicates savings. Note: this differs from the
Account Net calculation on the Appropriation Entry, Edit screen and the Change Funding Detail screen, which is “Available Resources – Use of Funds”.

Users can add other funds as needed by selecting a new fund from the Fund (Available) drop-down and clicking Add Fund. Enter data for the selected fund and click Save.

**Step 3: Preview**

Click Preview to open a read-only all-funds view of the change item data by fund.

To open a detail view of the entries for any one Fund on the Funding Summary Preview panel, click on the Plus (+) to the left of the fund.

Click Close in the bottom right corner of the screen to close the Preview.

**Step 4: Edit Data in an Entered Fund or Delete a Fund**

To edit previously-entered Funding Summary data, select a fund from the Fund (Entered) drop-down and click Search.
The **Funding Summary** panel displays. Edit the data and click **Save**.

To **Delete a Fund**
Select a fund from the **Fund (Entered)** drop-down. Click **Search**.

The **Funding Summary** panel displays. Click on the **Delete Fund** button in the bottom left corner of the panel.
A Confirm Delete pop up displays. To confirm delete, click “Yes”. To cancel the deletion, click “No”.

Relevant Base Screen

BPAS has a separate screen for entering relevant base funding and descriptive information. Select Relevant Base from the Main Menu in the left-hand navigation.

The Relevant Base screen displays a Change Item Search panel. Select an Agency, Scenario, and Change Item from the search panel.
The Relevant Base Description textbox displays below the search panel. Selecting a fund is not required to enter a relevant base description. Each Change Item has only one relevant base description, but can have revenue and expenditure data for one or more funds.

**Step 1: Enter a Relevant Base Description**

Enter a description in the text box. Follow the same guidelines as the Change Items Description screen.
Click Save.

**Step 2: Add Relevant Base Fund(s) and Enter Data**

Select a fund from the **Fund (Available)** drop-down and Click **Add Fund**.

The **Relevant Base Funding** panel displays for the selected fund, which is identified in the label **Box** directly above the table.

Enter the **Relevant Base Revenues, Expenditures, and FTE** for the selected fund. The **Save** and **Cancel** buttons are located at the bottom of the screen. Both buttons are disabled until at least one cell value has been changed. Click **Save**.
When the entries are saved, the **Delete Fund** button displays and is activated; the **Save** and **Cancel** buttons are disabled. The number of **Funds (Available)** will decrease by one, and the count of **Funds (Entered)** will increase by one.

**Other funds can be added as needed.** Select a new fund from the **Fund (Available)** drop-down and click **Add Fund**. Enter data for the selected fund and click **Save**.

**Step 3: Preview**

Click **Preview** to open a read-only all-funds view of the change item’s relevant bases funding data by fund.

Click **Close** on the bottom right to close the Preview panel.
Step 4: Edit Data in an Entered Fund or Delete a Fund

To Edit Relevant Base Funding data, select a fund from the Fund (Entered) drop-down. Click Search.

The Relevant Base Funding panel displays. Edit Data. Click Save.

To Delete a Fund
Select a fund from the Fund (Entered) drop-down. Click Search.

The Relevant Base Funding panel displays. Click on the Delete Fund button in the bottom left corner of the panel.
A Confirm Delete pop up displays. To delete the fund’s entries, click “Yes”. To cancel the deletion, click “No”.

**EBO Analysis [Access to this Screen is Granted to Users with the EBO User Role]**

To enter an EBO Analysis 1 or Analysis 2 for a change item, select EBO Analysis from the Main Menu in the left-hand navigation. EBOs should verify the scenario the required Analysis should be entered into.

When the EBO Analysis screen opens, the EBO may need to select the Agency, Scenario and Change Item from the drop downs. If navigating from the Change Item Entry screen or other Change screens, values previously selected on those screens may already be selected in the Change Item Search panel's drop-downs.
After the **Agency**, **Scenario** and **Change Item** are selected, the **Analysis 1** and **Analysis 2** panels will display. A box above the **Analysis 1** field displays the selected change item name and ID.

![Diagram of Analysis 1 and Analysis 2 panels]

**Step 1: Enter an Analysis 1 and/or Analysis 2 as required.**

The **Analysis 1** and **Analysis 2** panels contain a text box for entering the specific analyses for the proposed change item. To enter text, you can:

a. Enter directly in the text box; or  
b. Copy and paste text from Microsoft Word or Notepad

![Example text in Analysis 1 panel]

Click **Save** in the bottom right corner to save the entered text. Click **Cancel** on the bottom left corner to clear all changes.

When entering text into in the Analysis 1 or Analysis 2 text boxes, note the following:
• Each text box has a 2,000 character limit. The count of remaining characters available displays in the bottom right corner. The number turns red when the remaining character count falls below 100.
• Use the “Clean formatting” button to remove formatting added using the rich text editor toolbar.
• The textbox also allows users to add formatting using the toolbar options

Do not copy and paste from an Acrobat PDF, email text, or any document other than a Word, Excel or Notepad. When pasted into the description textboxes, this content can cause system issues, as well as formatting issues.
• Do not copy and paste pictures or charts into the description text boxes. This content can cause system issues as well as formatting issues on reports.

**Funding Detail Screen [Access to this Screen is Controlled by User Role Security]**

Change items are originally entered at the Funding Summary level. Change data is not entered at the appropriation and account level until the Governor recommends the change item for inclusion in the budget. Change funding detail data is combined with the appropriate Base data in agency fiscal reports.

From the Main Menu in the left-hand navigation, select Funding Detail.

The Funding Detail screen displays a search panel split into two sections:

1. The top section is used to select Change Items and the Fund Code(s) that have data for the selected change item previously entered on the Change Item Funding Summary screen.
2. The lower section is used to select Appropriation(s) where the Detail Funding will be entered by account(s).
Step 1: Select the Change Item

To enter the detail funding for a change item, select an Agency and Scenario. This will populate the change item drop-down with approved change item(s). The Scenario selection will be Governor’s Rec or Governor’s Rec Revised.

From the Change Item drop-down, select a Change Item.

This will populate the Fund Code drop-down list with all funds that have data entered on the Funding Summary screen. If Funding Summary data has not been entered for the Change Item selected, the Fund Code drop-down list will display no values.

After the Agency, Scenario, and Change Item are selected the Run Report button will be activated:
Step 2: Run Summary Report

Before adding an appropriation to enter funding detail data, users should run the **Summary** report to view the data that needs to be entered by fund for the selected change item. To run the **Summary** report:

1. Select an **Agency**, **Scenario**, and **Change Item** from the drop down. The **Run Report** button is enabled.

2. Select the **Summary** report by clicking on the radio button next to it.

3. Click on the **Run Report** button to generate a pdf report, which can be printed or saved to a local directory.

Step 3: Add an Appropriation

To add an Appropriation, the Agency, Scenario, Change Item, and Fund Code must be selected first. After selecting all four items from the drop-downs, the **Appropriations (Available)** drop drown will populate all appropriations belonging to the **Fund Code** selected. Select an **Appropriation** from the **Appropriations (Available)** drop-down. The **Submit** button is enabled.
Click Submit. The funding detail panel opens. A Box at the top of the screen displays the selected appropriation attributes.

The left side of the Funding Detail panel displays columns with the appropriation’s Forecast Base budget data; immediately to the right are columns for entering Governor’s Recommendation change amounts. Amounts are arranged and summarized at the Group and Type levels. FTE data is displayed at the Account level, the lowest level, where data is entered/edited. The base columns are read only.

To hide or show the Base columns Click on located at the top right corner of the panel.
Step 4: Enter Detail Change Data for the Appropriation.

To open the panel’s data entry view, click on the Plus (+) to the left of the Name (CD) column header. The rows will open to the account level. Enter the dollar amounts in thousands for each account and year; FTE can be entered in amounts to one-hundredth. The Save and Cancel buttons located at the bottom of the screen are disabled until at least one cell value has been entered or changed.

After the entries are saved, the Save and Cancel buttons are disabled. The number of Appropriations Available will decrease by one, and the count of Appropriations Entered will increase by one.

Add other Appropriations as needed by selecting a new Appropriation from the Appropriations (Available) drop-down and clicking Submit. Enter data for the selected Appropriation and click Save.

Step 5: Add an Account

To add an Account that is not already displayed in the table, select the Account – Add tab at the top of the screen.
Search for an account by typing it into the **Account** field to generate an auto-populated list of account codes/names, or by selecting a Category from the **Account Category** drop-down to narrow the list. Click **Add**.

Once added, an Account code cannot be selected to add again. Click either **Reset** button to clear and select a different Account or Account Category.

### Appropriation

Change items supported by direct appropriations must include an appropriation amount as a source of funding. The account code is **“APP - Appropriation (Source)”** (show below)

<table>
<thead>
<tr>
<th>Appropriation (APP/LOAD)</th>
<th>361</th>
<th>361</th>
<th>361</th>
<th>361</th>
<th>361</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP - Appropriation (Source)</td>
<td>361</td>
<td>361</td>
<td>361</td>
<td>361</td>
<td>361</td>
</tr>
<tr>
<td>Appropriation (Source) (APP/LOAD)</td>
<td>361</td>
<td>361</td>
<td>361</td>
<td>361</td>
<td>361</td>
</tr>
</tbody>
</table>

### IT Spending

Change items with information technology (IT) impact should include IT spending in account codes **“41196 – Centralized IT Services”** or **“41197 – Agency Specific MNIT Services”** (shown below).

<table>
<thead>
<tr>
<th>IT Spending</th>
<th>50</th>
<th>50</th>
<th>50</th>
<th>50</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>41196 - Centralized IT Services</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Operating Expenses (OPER)</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

### Full Time Equivalent (FTE)

Change items with an FTE impact should also have that information distributed to the account **“FTE – Full Time Equivalent Positions”** (shown below).

<table>
<thead>
<tr>
<th>FTE - Full Time Equivalent Positions</th>
<th>5.50</th>
<th>3.50</th>
<th>3.50</th>
<th>3.50</th>
<th>3.50</th>
</tr>
</thead>
</table>

### Balance Forward

Change items with a Balance Forward Out should also have a change distribution to the account **“RFWOUT – Balance Forward Out”**. Click **Save**; the system will immediately populate a dynamically-calculated field labeled **“BFWD_DYN – Budgeted Balance Forward In”** in the following fiscal year, equal to the RFWOUT – Balance Forward Out change entry.

### Delete an Account

To delete an account from the panel, users must delete the contents of every year’s cell—Actual, Current and/or Estimated—and **Save** the changes. Users with the Agency role will not be able to delete accounts containing Actual year data.

### Step 6: Enter Change Item Transfers

Return to the Funding Detail panel on the **Appropriation - Budgeting** tab and open the **Net Transfers Group** to display total **Transfers In** and **Transfers Out**. Click on either row’s label, Transfers In or Transfers Out; each is a hyperlink to the change Transfers Screen, which can also be opened by clicking on the **Transfers tab** at the top of the screen.
The Appropriation - Transfer tab opens. A Box at the top of the screen displays the selected change item and appropriation attributes.

The Appropriation - Transfer tab on the Funding Detail screen displays three panels; Transfer In, Transfers Out, and Transfer Out – Add Approp.

The left side of the Transfer In and Transfers Out panel displays columns with the appropriation’s forecast base budget transfer data; immediately to the right are columns displaying Governor’s recommendation change amounts.

Transfer In panel is the top panel and is read-only because transfers are always entered from the source appropriation, i.e., the appropriation transferring the funds out. Transfers in are displayed by the “From” appropriation.
Transfer Out panel is the middle panel and displays the appropriation and amounts to which funds were transferred. To Edit/Add transfer out data, use the Transfer Out - Add Approp panel.

![Transfer Out panel](image)

**Edit/Add Forecast Base Transfer Out**

In the Transfer Out – Add Approp panel, enter the first three characters of an Appropriation’s ID or Name in the Approp field to generate an auto-populated list of values. Select the appropriation from the list and then click the Select button.

Note: If you have a change item with transfers that impact multiple agencies, please discuss with your EBO.

![Transfer Out - Add Approp panel](image)

A drop-down with a list of valid change item IDs will display. Note: In order to populate the list of change item IDs in the CI ID drop-down, the agency the funds are being transferred to must have a change item entered in the system with funding summary data matching the fund associated with the appropriation selected.

Select a Change Item ID from the drop-down and click Add.
If the selected appropriation has forecast base data, then the selected change item ID will be populated in the CI ID (To) column, and the Governor’s recommendation change columns will be open for edit with a 0 (zero) in the first estimated year.

Otherwise, The Appropriation will be added and saved on a new line to the Transfers Out list with a 0 (zero) in the first estimated year, sorted in ascending order by Appropriation ID.

To Enter/Edit transfer out amounts in the cells; use the tab key or mouse to move to the next cell. The Cancel and Save buttons will be activated when data has been changed or added.
After changes are saved, the Transfers Out and Transfers In amounts of the appropriations on both sides of the transfer are updated. **Note: Adjustment reducing the base transfer out amount is entered with a negative (-) value.**

**Step 7: Review Funding Detail**

The final step to completing the Funding Detail entry is to review and verify all data is balanced. This consists of two parts:

*Part One: Review Change Item Funding Detail*

For each change item, the amounts entered on the Funding Summary and Funding Detail screens must match. To confirm that the funding summary is distributed in full, run the Comparison report. This report compares and calculates the difference by fiscal year between the change item’s summary and detailed/distributed funding data at the account group level.

To run the **Comparison** report, select the radio button next to Comparison, and click **Run Report**.
Part Two: Review and Reconcile All Entered Appropriations

Review/Reconcile Change Detail Entries at the Appropriation Level for each appropriation that has detailed change entries to confirm that the Account Net (Available Resources - Use of Funds) equals Zero. The exception is non-dedicated or continuing (capital) appropriations which may have a non-zero account net.

To check the change item’s Account Net, users can also run a Change Detail report, which details entries by Fund, Appropriation and Account for the selected change item. To run this report, go to the Search panel at the top of the Change Detail Screen, select the radio button next to Detail, and click Run Report.

The system generates a pdf report, which can be printed or saved to a local directory.
Delete an Appropriation Distribution

Use the following steps to delete the distribution data for an appropriation. Using the Funding Detail – Change Item Search panel:

2. Select an Appropriation from the Appropriations (Entered) drop-down and click Submit.

The Funding detail panel opens below. Click the Delete Distr button at the bottom of the screen.

A Confirm Delete pop up displays. To delete the distribution entries, click “Yes”. To cancel the deletion, click “No”.

![Image of Budget Planning and Analysis System (BPAS) User Guide](image_url)
Confirm Delete

⚠️ Do you want to delete distribution entries for this change item from **G100002 - Budget Services**?

Deleted records cannot be recovered.

Yes  No
Reports Module

The Reports Module allows users to run reports to assist in the preparation and review of an agency base budget and budget change requests, or run the reports that will be included in the published base and governor’s biennial budget documents submitted to the legislature. The Reports Module has two screens: select Standard to run PDF reports with an Excel/CSV file download option for review and analysis of an agency’s BPAS data; select Fiscal to run formatted PDF reports that are included in the agency biennial budget document. The Main Menu in the left-hand navigation lists the Reports Module screens available for your user role.

After selecting a report screen, the available reports for each screen will display in a panel.
**Report Parameters**

The system allows users to interact with reports by using filters to set parameters for controlling the final report output. These filters are grouped in two sections as described below:

**Step 1: Select a Report**

Select the report you wish to run by clicking the radio button next to it, the first part of the parameter selection box displays on the right-hand side.

The Year (budget year), Cycle, Scenario, and Agency are included on all of the reports. The budget year and cycle are fixed; other report parameters such as scenario and agency are either dependent on a point in time within the budget cycle and/or linked to each user’s system security settings.

**Step 2: Select a Scenario and Agency**

Select a **Scenario and Agency** from the Agency drop-down list. The second section of the filter parameters will display below. Based on the report a user selects, the parameters available will vary. An agency must be selected in order to select other report parameters and to run the report.
At this point users are able to:

a) Run a report for their agency without filtering the data
b) Use one or all of the parameters available to filter the data
c) Select multiple options within each parameter
d) Run the report
   a. **Standard reports** can be run in three output formats: Excel, CSV and PDF
   b. **Fiscal reports** can only be run as PDF documents.

**Selecting Additional Parameters**

The parameter in the second section can be used to refine reports to show only results that meet specific criteria. To select a parameter:

1. Click on the radio button next to “Select”.

2. A box with the available parameter selections displays. Click the checkbox to select the parameter.
Select any of the other parameters in the panel.

Resetting Parameter Selections

To ensure accuracy of the report, be sure to click Reset before beginning a new report.

Reset Button

The reset button on the bottom left corner of the parameter box will reset all filters parameter back to their default values.

Other Reset Options

1. **All radio button**
   
   Switching back to the All radio button after making filter selections for a parameter only resets that parameter’s filter selection.

2. **Agency Drop-down List**
   
   Unselecting the Agency drop-down or switching to another Agency will reset all parameter selections.

3. **Switching Reports**
   
   As you move from one report to another, all parameter selections should reset automatically.

Standard Reports

Standard reports are a set of 18 reports designed to assist agencies in reviewing their budget structure, reconciling appropriations, setting base budgets, and reviewing entered change items. Below is a brief description of each report:
Report Descriptions

1. **Agency Program Budget Structure**
   
   Report includes active appropriations for the selected agency and includes the Program, Budget Activity, Fund and Approp Type Group. Grouped by Agency, Program and Budget Activity.

2. **Account Net**

   Report includes dedicated appropriations where the sources and uses (account net) are not equal to zero on any one of the years. Grouped by Agency, Fund and Approp Type Group. Non-dedicated and continuing appropriation types are excluded.

3. **Accounts by Appropriation**

   Report includes account level data and account net (sources less uses) for appropriations. Grouped by Agency and Appropriation.

4. **Base Adjustments by Appropriation**

   Report includes account level base appropriation (source) and base adjustment data for direct and open appropriations. Grouped by Agency, Approp Type Group, Fund, Program, Budget Activity, and Appropriation.

5. **Entity Detail**

   Report includes account level data for appropriations. Grouped by Agency, Program, and Budget Activity.

6. **FTE by Appropriation**


7. **Revenue Detail - Dedicated and Non-Dedicated, by Account**

   Report includes account level data for dedicated and non-dedicated appropriations. Grouped by Agency, Dedicated/Non-Dedicated, Account Category, and Account Class.

8. **Revenue by Appropriation, Budget Activity and Program**


9. **Expenditures by Appropriation and Account**

   Report includes account level expenditures for dedicated appropriations. Grouped by Agency, Fund, Program, Budget Activity, and Account Category.

10. **Expenditures by Appropriation**

    Report includes expenditures by appropriation. Grouped by Agency and Fund. Excludes continuing (02), non-dedicated (99) and excluded (77) appropriation types.
11. **Sources, Uses, Account Net by Appropriation**
   Report includes source, uses, and account net data at account group level by appropriation. Grouped by Agency, Fund, and Appropriation. Excludes continuing (02), non-dedicated (99) and excluded (77) appropriation types.

12. **Sources, Uses, Account Net by Fund**
   Report includes source, uses, and account net data at account group level by fund. Grouped by Agency and Fund. Excludes continuing (02), non-dedicated (99) and excluded (77) appropriation types.

13. **Transfers In**
   Report includes incoming transfer data from all agencies at the appropriation level for the selected (“To”) agency along with “From” Fund and Appropriation. Grouped by the “To” Agency, Fund, Program, and Budget Activity. Report parameter selections are for “To” Agency.

14. **Transfers Out**
   Report includes outgoing transfer data to all agencies at the Approp level for selected (“From”) agency along with “To” Fund and Appropriation. Grouped by the “From” Agency, Fund, Program, and Budget Activity. Report parameter selections are for “From” Agency.

15. **Change Item Summary**
   Report includes Change Item Summary level data; entered on the Funding Summary screen.

16. **Change Item Relevant Base**
   Report includes Change Item Relevant Base data, entered on the Relevant Base screen.

17. **Change Item Detail**
   Report includes Funding Detail data that were distributed to an appropriation(s) and expenditure/revenue account(s). Grouped by Agency, and Change Item.

18. **Change Item Summary to Detail Comparison**
   Report includes change item funding summary data, and funding detailed\distributed data at the account group level. Grouped by Agency and Change Item. Report also includes calculations of the difference between Summary and Detail amounts by FY (Summary –Detail). **Direct appropriation amounts are excluded from the detail/distributed data; Account code: APP - Appropriation (Source).**

**Run a Report**

Standard reports have three output options:

- **Excel (default)** creates an Excel file of the report data and selected parameters;
- **CSV (comma separated values)** creates an export file of the report data and selected parameters in comma separate value (CSV) format;
- **PDF** creates a fully-formatted report.

Select the output format and click **Run Report** button to run your report.
If the system cannot find any data that matches the parameters you have selected, it will generate a pop-up message: “No record(s) found”. The message will be displayed above the run report button.

Excel and CSV

The Excel and CSV report format options give users the flexibility to create custom reports and data analyses. **Important Note**: these export files do not include the multiplier fields that the system applies at the account category level for calculations on screens and in reports. For example, the Account Net and Net Transfers calculations multipliers are not included in the Excel and CSV exports.

The Excel or CSV file name will contain the name of the report, and the date and time when the report is run. The file is saved to your computer’s local Downloads folder.

The Excel file option generates one file with two tabs:

1. The first tab (e.g. Entity Detail) contains the report data;

2. The second tab (filter selections) displays the parameter selections. If a parameter is not selected, the filter value displays the default value, “ALL”.

---

**BPAS User Guide (Released December 2020)**
1. PDF report header contains the report name (first page only), and Budget Year, Cycle and Scenario. The Budget Year, Cycle and Scenario will be repeated on every page of the report.

2. PDF report footers contain the report name (left), page number (center), and date and time (right).

3. PDF report row labels contain the concatenated code and name for the data.
   a. All group by rows are bold font
   b. Bottom level data for the report is regular font

4. Parameter selections will display on the last page of the report.
Fiscal Reports

The final step in preparing your agency base budget and Governor’s proposed budget (if user security role permits) is to review the fiscal reports that will be included in the published budget documents. There are three different fiscal reports. Users will recognize the Expenditure Overview and Financing by Fund reports as current BPAS reports included in agency biennial budget documents. The Change Summary is a new report that will be published with the base and governor’s budget recommendations at the agency level.

Each fiscal report can be run at the agency, program, or activity level. Users can also run the program and activity level reports agency-wide or use a filter to select one or more particular programs or activities. All agency budget books will include agency-level reports. An agency’s budget structure will determine whether its budget book includes lower level fiscal reports.

Report Descriptions

Each fiscal report is described in brief below.

Expenditures Overview

The Expenditures Overview fiscal report displays actual and budgeted expenditures for the prior, current, and the forecast base, and governor’s recommendations for the upcoming biennium. The report contains four sections:

1. Expenditures by Fund
2. Expenditures by Program (agency-level report) or Activity (program-level report). This section is not included in the activity-level report.
3. Expenditures by Category
4. Full-Time Equivalents (FTE)

The Expenditures by Fund section calculates the biennial change and percentage change in total expenditures, comparing the current to the prior biennium, and the forecast base for the current
biennium. When run for the governor’s budget, the biennial change and percentage change in total expenditures comparing the governor’s recommendation to the forecast base are added.

*Financing by Fund*

The Financing by Fund fiscal report summarizes actual and budgeted resources, expenditures, and FTE by fund for the prior, current, and the forecast base, and governor’s recommendations for the upcoming biennium. The report compares the forecast base to the current biennium, calculating the biennial change and percentage change in total expenditures. When run for the governor’s budget, the report includes the governor’s recommendations for the next biennium and calculates the biennial change and percentage change in expenditures compared to the forecast base.

*Change Summary*

The Change Summary fiscal report summarizes budget data for the current fiscal year and the next biennium. When run for the governor’s budget, each agency’s report will also list the governor’s recommended change items for the next biennium. The report has two sections:

1. The first section summarizes total appropriations by appropriation type group and fund, itemizing base adjustments and change items for direct and open type appropriations, and planned spending with each change item for dedicated type appropriations by fund.
2. The second section is a Revenue Change Summary that contains forecast revenues for dedicated and non-dedicated types and itemizes recommended revenue change items by fund.

*Running the Report*

Agency Fiscal reports can only be run as PDF documents.

1. After selecting the appropriate filter parameters, select the Run Report button to generate the PDF document.

2. If the system cannot find any data that matches the parameters you have selected, it will generate a pop-up message: no record(s) found.

*Printing Fiscal Reports*

When printing a fiscal report, which is a pdf document, make sure under the Page Sizing & Handling options the “Shrink oversized pages” radio button is selected so the fiscal report is formatted correctly for 8 ½ x 11 paper.
Appendix

The table below contains a list of data columns available for each Excel output report.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>AGENCY</th>
<th>PROGRAM</th>
<th>ACTIVITY/APP/R</th>
<th>FUND</th>
<th>APPR_TYPE_GROUP</th>
<th>BUDGET_PER</th>
<th>AMOUNT</th>
<th>BUDGET_YR</th>
<th>CYCLE</th>
<th>SCENARIO_ID</th>
<th>YR_NM</th>
<th>ACCT</th>
<th>ACCT_TYPE</th>
<th>ACCT_GROUP</th>
<th>ACCT_CAT</th>
<th>ACCT_CLASS</th>
<th>DEDICATED(Y/N)</th>
<th>TRANSFER_FUND</th>
<th>TRANSFER_AGENCY</th>
<th>TRANSFER_APPR</th>
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</thead>
<tbody>
<tr>
<td>1. Agency Budget Structure</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>2. Account Net</td>
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<tr>
<td>3. Accounts by Appropriation</td>
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<td>X</td>
<td>X</td>
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<td>4. Base Adjustments by Appropriation</td>
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<td>5. Entity Detail</td>
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<tr>
<td>7. Revenue Detail - Dedicated and Non-Dedicated, by Account</td>
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<td>9. Expenditures by Fund, Program, Activity, Appropriation</td>
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<tr>
<td>10. Expenditures by Fund and Appropriation</td>
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<td>11. Sources, Uses, Account Net by Appropriation</td>
<td>X</td>
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<td>X</td>
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</tr>
<tr>
<td>12. Sources, Uses, Account Net by Fund</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>13. Transfers In</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>14. Transfers Out</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>

The tables below contain a list of data columns available for each Excel output Change Item report.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>AGENCY</th>
<th>CI_ID</th>
<th>CAT A</th>
<th>RANK</th>
<th>FEE</th>
<th>IT</th>
<th>FUND</th>
<th>APPR_ID</th>
<th>ACCT</th>
<th>BUD_PER</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
<th>CI_REL_BASE_DESC</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Change Item Summary</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>16. Change Item Relevant Base</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>17. Change Item Detail</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Name</th>
<th>AGENCY</th>
<th>CI_ID</th>
<th>FUND_NM</th>
<th>ACCT_GROUP</th>
<th>SUMMARY_FY1, FY2,..,FY5</th>
<th>DETAILS_FY1, FY2,..,FY5</th>
<th>DIFF_FY1, FY2,..,FY5</th>
<th>STATUS</th>
<th>FEE</th>
<th>IT</th>
<th>CAT A</th>
<th>CAT E</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Change Item Summary to Detail Comparison</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>
Creating a Pivot Table Using Standard Report Data

BPAS allows users the option to export the budget data to an excel spreadsheet. This gives agencies the flexibility to create custom reports and data analyses. PivotTables can help make agency reports more flexible by summarizing data and allowing users to manipulate BPAS data in different ways.

**Important Note:** These export files do not include the multiplier fields that the system applies at the account category level for calculations on screens and in PDF reports; for example, the Account Net and Net Transfers calculations.

After downloading the data from BPAS, follow the steps below to create a Pivot table using Microsoft Excel.

The example below illustrates total ACCT_CAT amount for each year, grouped by budget program.

1. **Select** the table or cells (including column headers) containing the appropriate data.

   ![Table Example]

2. From the **Insert tab**, click the **PivotTable** command.

   ![Insert Tab]

3. The **Create PivotTable** dialog box will appear. Choose your settings, then click **OK**. The example below uses **All Columns (A-Q)** as the source data and places the PivotTable on a **new worksheet**.

   ![Create PivotTable Dialog]

   ![New Worksheet]
4. A blank **PivotTable** and **Field List** will appear on a new worksheet.

5. Users can choose which data fields to add to the report. Each field is simply a **column header** from the source data. In the **PivotTable Field List**, check the box for each field to be added to the report.

6. The selected fields will be added to one of the four areas below the Field List. In this example, the **PROGRAM** and **ACCT_CAT** field has been added to the **Rows** area, and **BUDGET_PER** (FY) has been added to the **Column** area, and the **Amount** has been added to the **values** area. Alternatively, users can click, hold, and drag a field to the desired area.

Users can select multiple selections for each area, and mix and match as needed.

7. The PivotTable will calculate and summarize the selected fields. In this example, the PivotTable shows the **Amount** for each **Account Category**, grouped by **Budget Program**.
In-depth instructions and videos tutorials can be found on the [Microsoft website](https://microsoft.com).