

Budget Planning & Analysis System (BPAS)

User Training Exercises

screen shots are examples only. The years are only for example purposes and may not be accurate based on the current Budget Cycle. You also may not have security access to the appropriations included in this document. Choose an appropriation within your agency to follow along

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Exercise 1 – Log into BPAS

Open Internet Explorer and go to the Administrative Portal

Enter your User ID (employee number) and your password, and click Sign In.

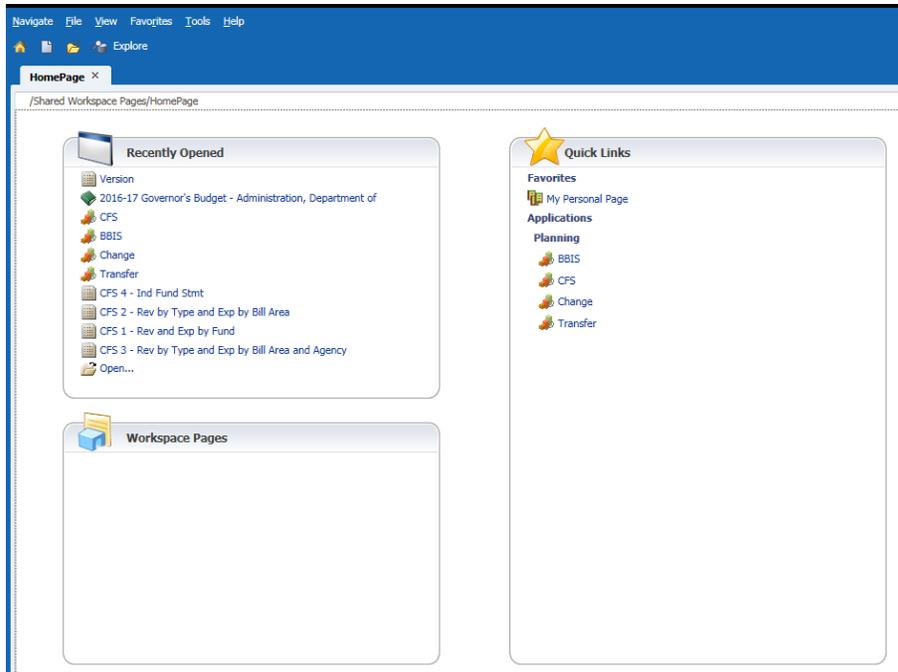


In the Enterprise Menu, click Budget Planning & Analysis Sys.



Two windows will open. The first says ORACLE Enterprise Financial Management System. The second is the Workspace log on page.

The BPAS Home Page is displayed.

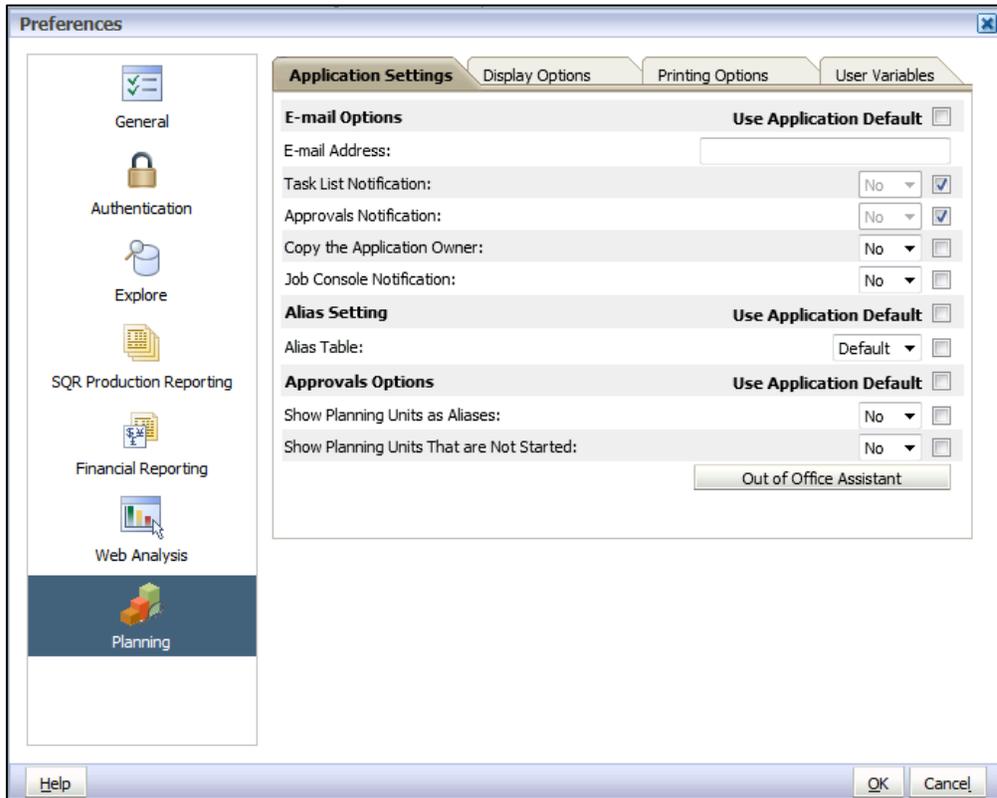


The Home Page will have quick links to your personal page, the applications, and will have a list of applications and reports you recently opened.

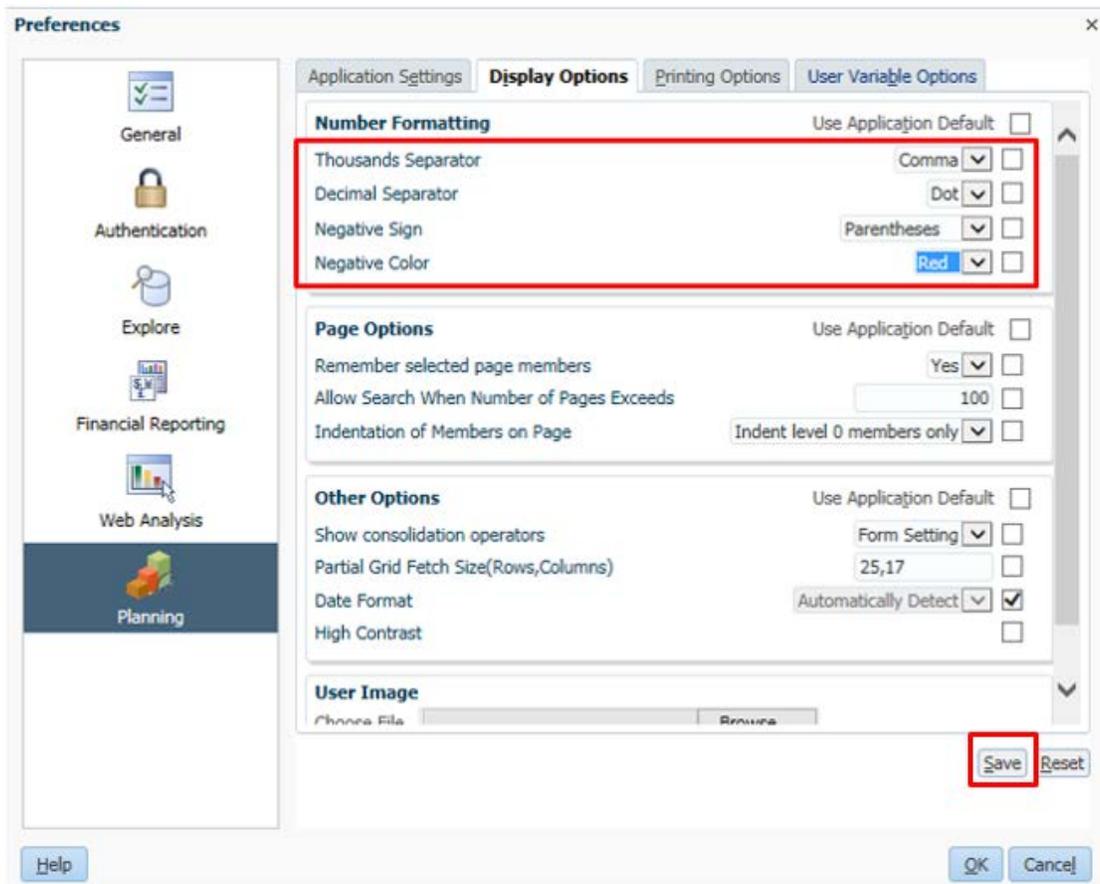
Exercise 2 – Setting Preferences

Display preferences can be set up in BPAS. You will only have to do this once, but you will need to do it for each of the three applications. **You will need to click on an application in order for the preferences to be updated.**

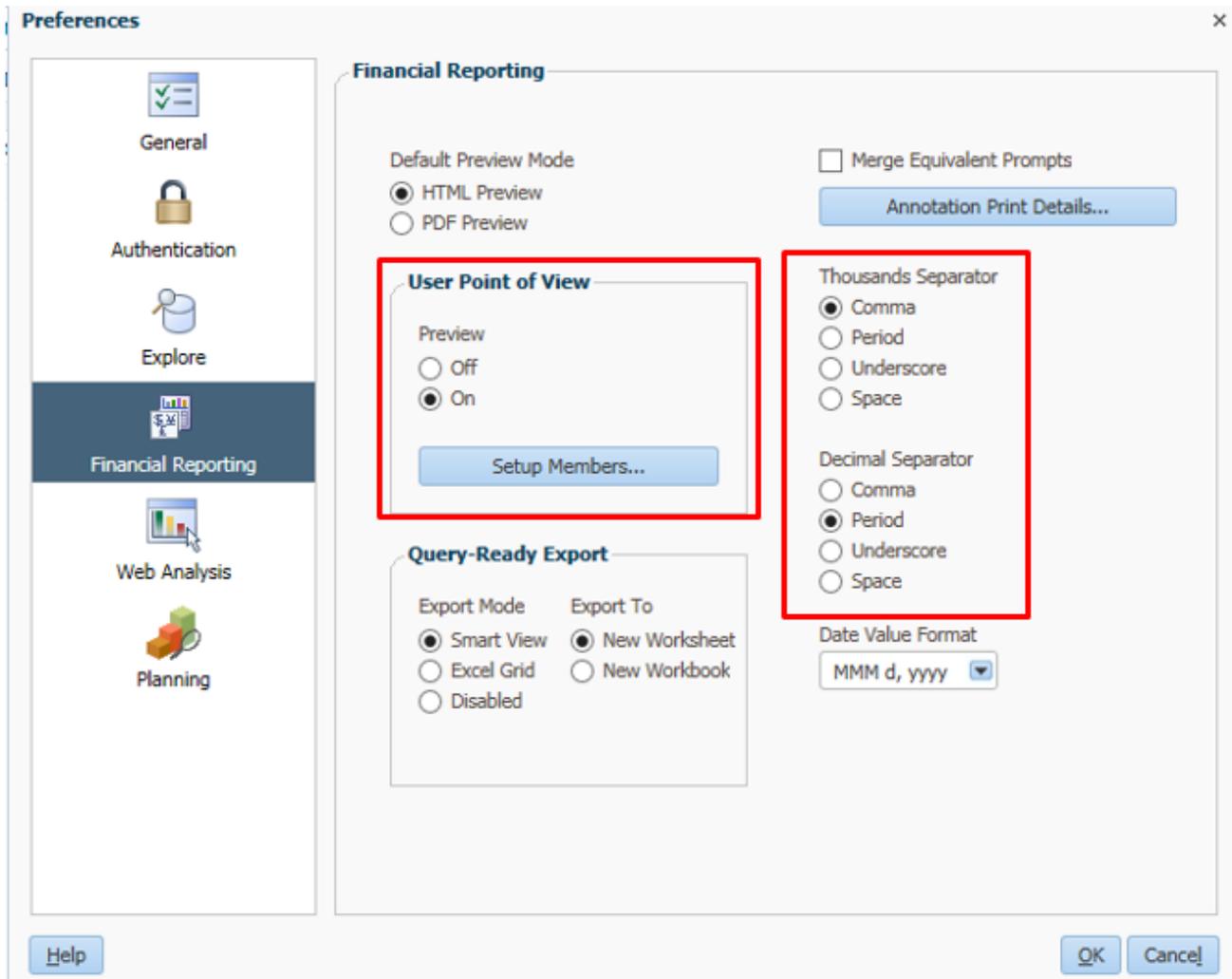
1. To set your preferences for BBIS, Click on BBIS on the Homepage. Once the Application opens, then Select File→Preferences. The Preferences dialog box opens. Click on the Planning Icon at the bottom of the menu.



2. Click the Display Options tab and proceed to set your preferences as identified below. Make sure to click save.
 - a. Set the Thousands Separator to Comma
 - b. The Decimal Separator should be set to Dot.
 - c. For negative numbers, select Parentheses for the Negative Sign and Red for the color.
 - d. Set the Page and Other options as desired.



3. Click on Financial Reporting on the left panel (do not click OK before navigating away from Display Options).
 - a. User Point of View – preview should be on
 - b. Set the Thousands Separator to Comma
 - c. The Decimal Separator should be set to Period.



4. Click OK.

When you are back at your desk repeat steps 1 & 2 for the transfer application (Transfer) and the change application (Change). Step 3 only needs to occur once.

Exercise 3 – Run Dimension Structure Reports

To understand where dimension members are located within a dimension hierarchy, you can run a dimension hierarchy report.

To run a dimension hierarchy report, click Explore in BPAS. The Report Menu should appear.



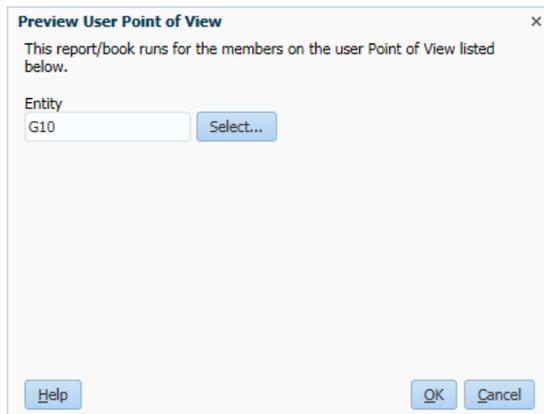
Name ▲
Consolidated Fund Statements
Detail Reports
Fiscal Page Reports
General Fund Statement
Sample Content
Shared Workspace Pages
Statewide Level
Users

Double click on the Detail Reports folder. Then again on the Dimension Hierarchy folder.

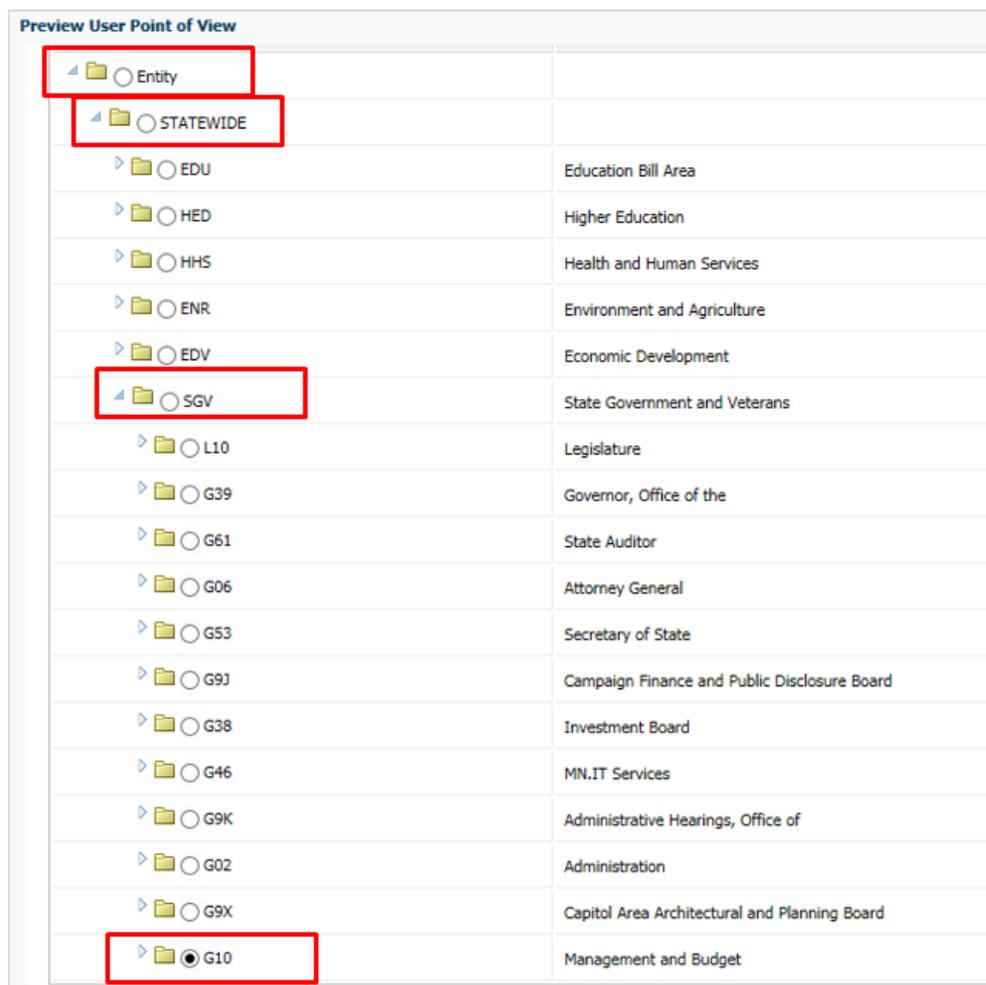
/Detail Reports/Dimension Hierarchy	
! *	Name ▲
	Account
	Account Selection
	Appropriation Type Codes
	Entity
	Entity Selection
	Fund
	Fund Selection
	Scenario
	Version

There is a report for each dimension (except for period). Double click on the Entity report. Select your agency. There are three ways you can select your Entity or Agency:

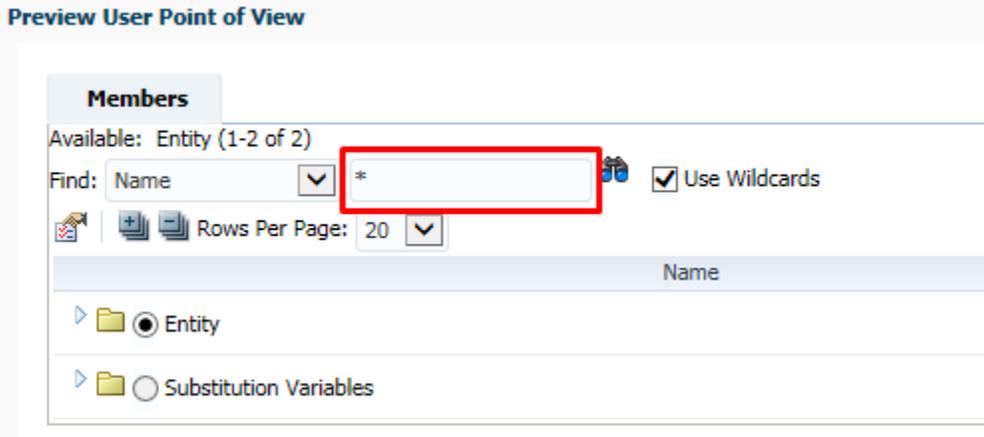
1. You can type your agency 3-digit ID into the selection box.



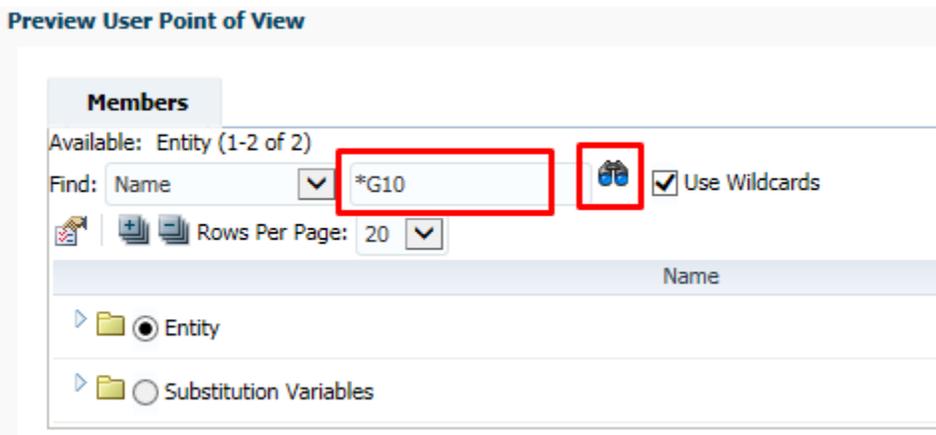
2. You can click on select to find an agency and click arrows to drill to display. For Entity, you should always use the Statewide Hierarchy since this level will go to Appropriations. For this example, we have clicked the arrow next to entity, then next to statewide, then next to SGV (State Government and Veterans Bill Area) to find Agency G10 (MMB)



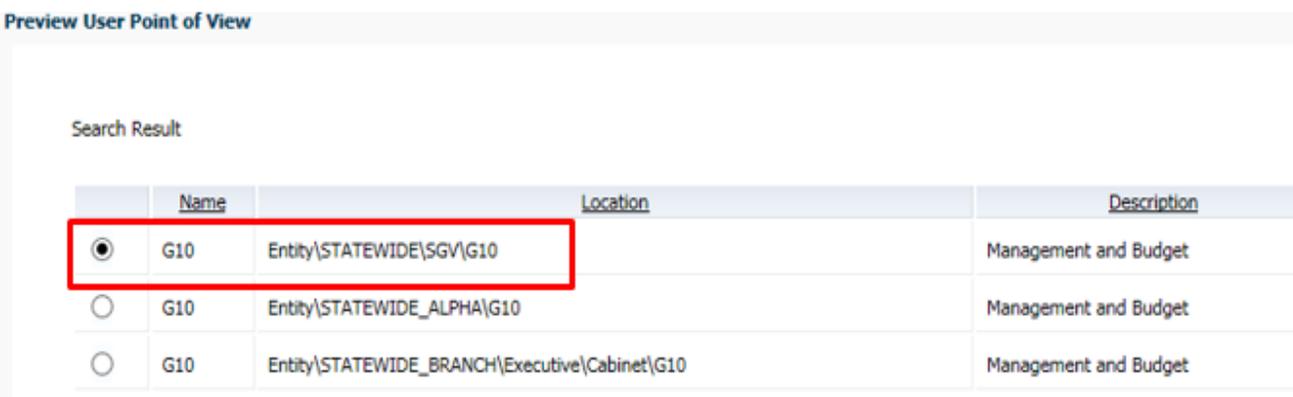
3. You can click on select and find or search for your agency by using the find feature



NOTE: Make sure to keep the * in the box when doing a search. It will allow a search for anything that has that particular item entered in any field. Then click the binoculars to search.



NOTE: Always select the results option that has STATEWIDE after entity. This will allow you to drill down to appropriation level



Click Ok once you have selected an agency.

The report will open with the programs listed for that particular agency selected.

BPAS Entity

Click on the arrows to view the Entity hierarchy:

- ▶ G1001 Program: Statewide Services
- ▶ G1002 Program: Statewide Insurance Programs

Drill down using the arrow to the left of a specific program to give you all the Budget Activities under that Program

BPAS Entity

Click on the arrows to view the Entity hierarchy:

- ▼ G1001 Program: Statewide Services
 - ▶ G100101 (B) Budget Activity: Accounting Services
 - ▶ G100102 (B) Budget Activity: Budget Services
 - ▶ G100103 (B) Budget Activity: Economic Analysis
 - ▶ G100104 (B) Budget Activity: Information Systems
 - ▶ G100105 (B) Budget Activity: Debt Management
 - ▶ G100106 (B) Budget Activity: Management Analysis & Devlpmnt
 - ▶ G100107 (B) Budget Activity: Enterprise Human Resources
 - ▶ G100108 (B) Budget Activity: Labor Relations
 - ▶ G100109 (B) Budget Activity: Agency Administration
 - ▶ G100110 (B) Budget Activity: Enterprise Learning and Development
- ▶ G1002 Program: Statewide Insurance Programs

To see the Appropriations listed under the Activity, just click on the arrow next to the activity you would wish to see more detail on.

BPAS Entity

Click on the arrows to view the Entity hierarchy:

- ▼ G1001 Program: Statewide Services
 - ▼ G100101 (B) Budget Activity: Accounting Services
 - G02N102 (A) G02N102-Non-dedicated - GDA
 - G100000 (A) G100000-Non Dedicated Receipts
 - G100001 (A) G100001-Accounting Services
 - G100025 (A) G100025-Non Dedicated Treas
 - G100090 (A) G100090-Maps Replacement Project Expd
 - G100091 (A) G100091-MRP Debt Service Account
 - ▶ G100102 (B) Budget Activity: Budget Services
 - ▶ G100103 (B) Budget Activity: Economic Analysis
 - ▶ G100104 (B) Budget Activity: Information Systems
 - ▶ G100105 (B) Budget Activity: Debt Management
 - ▶ G100106 (B) Budget Activity: Management Analysis & Devlpmnt
 - ▶ G100107 (B) Budget Activity: Enterprise Human Resources
 - ▶ G100108 (B) Budget Activity: Labor Relations
 - ▶ G100109 (B) Budget Activity: Agency Administration
 - ▶ G100110 (B) Budget Activity: Enterprise Learning and Development
- ▶ G1002 Program: Statewide Insurance Programs

If you want to see all levels of the hierarchy for an agency, rather than drilling down on each arrow, you can click expand all at the top of the report and it will open up all arrows in the report.

BPAS Entity

Click on the arrows to view the Entity hierarchy:

Expand All	
▶ G1001 Program: Statewide Services	
▶ G1002 Program: Statewide Insurance Programs	

BPAS Entity

Click on the arrows to view the Entity hierarchy:

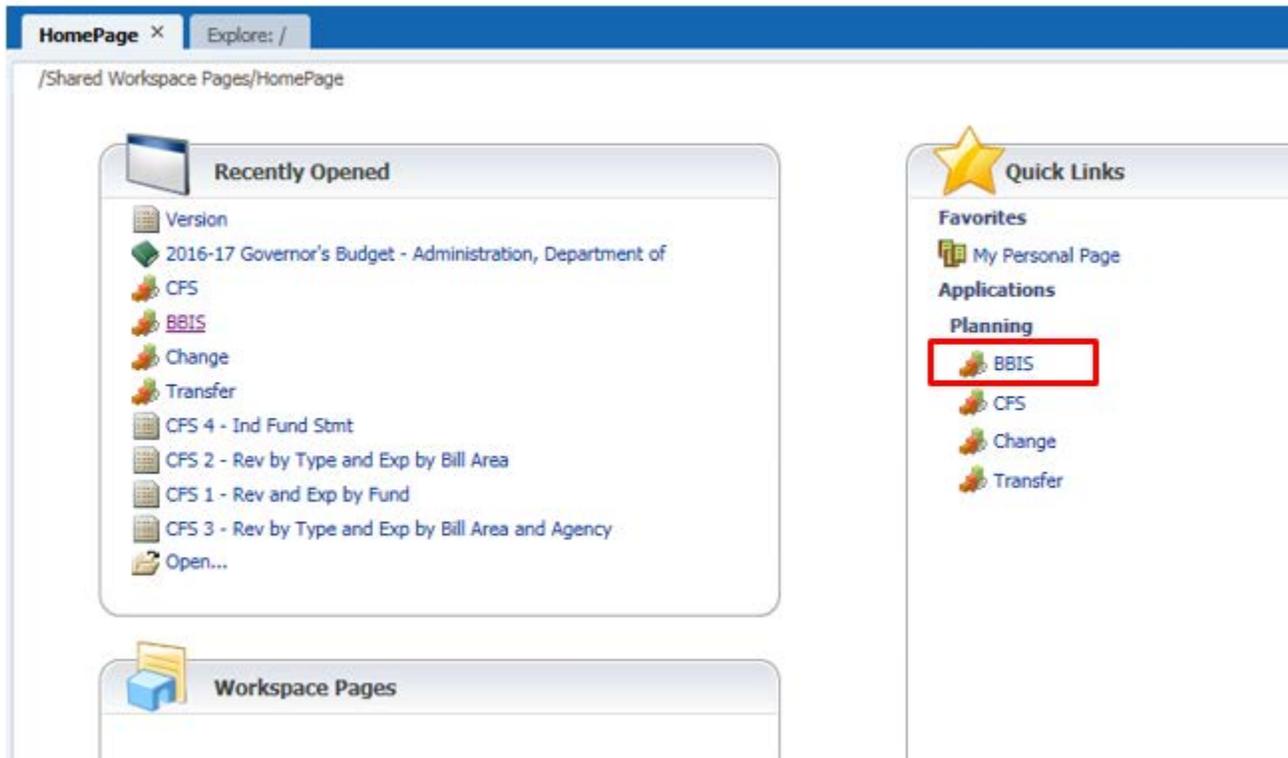
Collapse All	
▼ G1001 Program: Statewide Services	
▼ G100101 (B) Budget Activity: Accounting Services	
G02N102 (A) G02N102-Non-dedicated - GDA	
G100000 (A) G100000-Non Dedicated Receipts	
G100001 (A) G100001-Accounting Services	
G100025 (A) G100025-Non Dedicated Treas	
G100090 (A) G100090-Maps Replacement Project Expd	
G100091 (A) G100091-MRP Debt Service Account	
▼ G100102 (B) Budget Activity: Budget Services	
G100002 (A) G100002-Budget Services	
G100010 (A) G100010-Local Impact Notes	
G100024 (A) G100024-Statewide Budget System	
G100026 (A) G100026-Results Management Initiative	
G100030 (A) G100030-ARRA - Oversight & Reporting	
G100031 (A) G100031-ARRA - Monitor & Fin Control	
G100092 (A) G100092-Budget Info System	
G100105 (A) G100105-Return of Taxpayer Investment	
G100106 (A) G100106-McKnight Grant for Results Mgm	
▼ G100103 (B) Budget Activity: Economic Analysis	
G100003 (A) G100003-Economic Analysis	
G100028 (A) G100028 - Revenue Uncertainty Report	
▼ G100104 (B) Budget Activity: Information Systems	

Once expanded you can also Collapse all at the top of the report to go back to the original report.

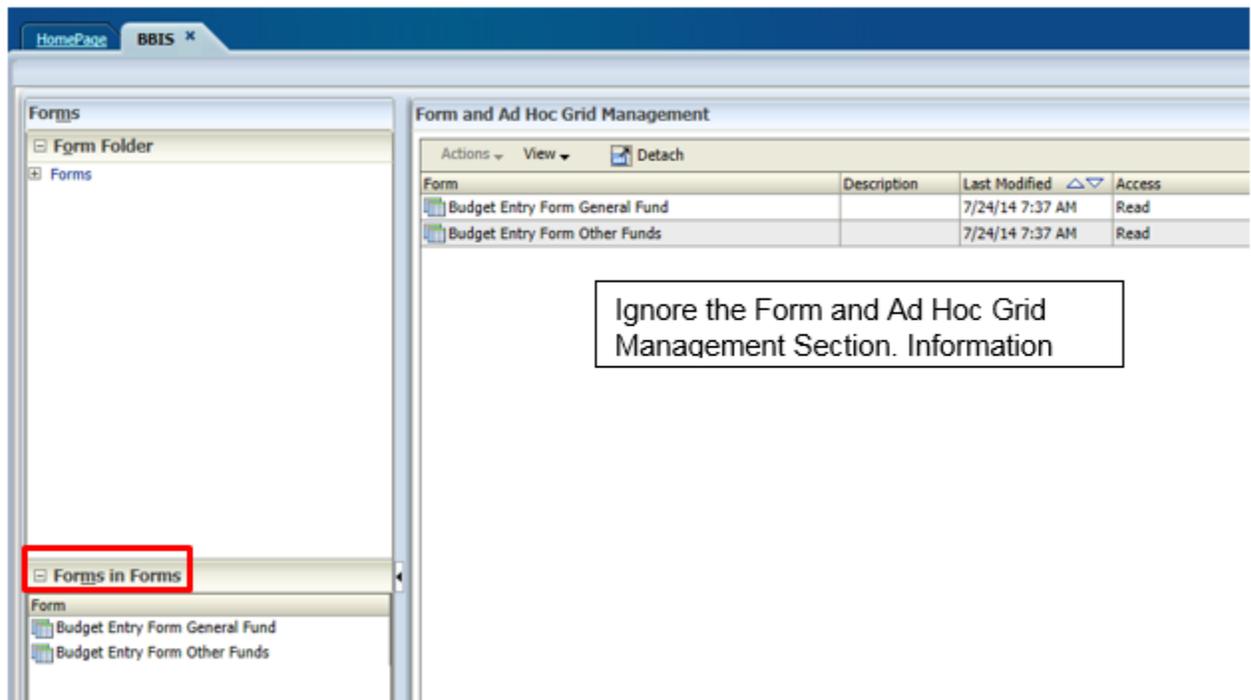
Close the reports by clicking on the x on the right side of the tab.

Exercise 4 – Open BBIS Forms

If you have multiple tabs open, select the tab called HomePage. Select BBIS from the planning application list.



The main window shows the forms that are in BBIS. Utilize the form names in the left window pane. The Form and Ad Hoc Grid Management information in the main panel is information only. You cannot select from this menu.



Click on the Budget Entry Form General Fund.

Budget Entry - General Fund

E370010-Education Agcy Operation

Appropriations - General Fund Adjust Base - General Fund Add Account - General Fund

Working

Account	Actual		Actual	Nov Base				
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Prior Year Balance Fwd In		292.729		999,999.0	35.0	15.0		25.0
RFWIN - Balance Forward In		293.159	213,131.0	202.848				
Balance Forward In		293.159	213,131.0	202.848				
Appropriation (Source)	1,892.517	1,892.517		1,892.517	1,892.517	1,893.0		
Appropriation	1,892.517	1,892.517		1,892.517	1,892.517	1,893.0		
Transfers In		9,564.5		18,000.0	18,000.0	18,000.0		
Transfers Out	12,255.25	16,805.564		500.0	500.0	500.0		
Net of Transfers	(12,255.25)	(7,241.064)		17,500.0	17,500.0	17,500.0		
RFWOUT - Balance Forward Out	292.729		999,999.0	35.0	15.0		25.0	
Balance Forward Out	292.729		999,999.0	35.0	15.0		25.0	
CNL - Cancellations		0.211						
Cancellations		0.211						
Available Resources	(10,655.462)	(5,055.599)	(786,868.0)	19,560.365	19,377.517	19,393.0	(25.0)	

All data is entered at the zero level. Data entry is performed at the appropriation level. Select an appropriation from the drop-down box. You can search by typing either the Appropriation Number or Name. Click the 'go' arrow to the right of the box.

Budget Entry - General Fund

E370010-Education Agcy Operation

Appropriations - General Fund Adjust Base - General Fund Add Account - General Fund

Working

Budget Entry - General Fund

G100002-Budget Services

Appropriations - General Fund Adjust Base - General Fund Add Account - General Fund

Working

G100002-Budget Services

Appropriations - General Fund Adjust Base - General Fund

Working

You will see all of the revenues and expenditures loaded from SWIFT for the appropriation. This is a test environment so data is old and has been manipulated.

Budget Entry - General Fund

G100002-Budget Services

Appropriations - General Fund Adjust Base - General Fund **Add Account - General Fund**

Working

Account	Actual		Actual		New Base			
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Prior Year Balance Fwd In		472.194						
RFWIN - Balance Forward In		491.880						
Balance Forward In		491.880						
510773 - ST SALES TX CLRNG (AGENCY USE)	0.0							
Other Tax	0.0							
Other Taxes	0.0							
Taxes	0.0							
647230 - Notary Commissions	1,465.195	1,500.16		1,510.0	1,515.0	1,516.0		
647231 - Clearing Account	15.923	28.521		0.0	0.0	0.0		
647233 - UCC Searches	148.635	127.698		160.0	165.0	170.0		
647240 - Election Copy - Misc Fees	4.830	6.832		9.0	10.0	11.0		
647263 - Voter Reg Comp Info	20.136	15.398		25.0	30.0	35.0		
647266 - EFS Ulien Annual Lists	14.445	14.85		18.0	19.0	20.0		
Departmental Services	1,669.163	1,693.458		1,722.0	1,739.0	1,752.0		
647255 - Annual Registrations	1,746.405	2,842.255		2,840.0	2,845.0	2,850.0		
Departmental Sales	1,746.405	2,842.255		2,840.0	2,845.0	2,850.0		

If in the process of budgeting you need to plan for revenue or expenditures that were not budgeted in SWIFT, you can add additional accounts to the rows. To add a new account to the form and search for the account you want to add to the entry form. Click on the Add Account – General Fund tab.

Budget Entry - General Fund

Appropriations - General Fund

G100002-Budget Services

Appropriations - General Fund Balance Fwd In - General Fund Adjust Base - General Fund **Add Account - General Fund**

Loan Activity-In Working

FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21

Click on the drop down arrow underneath the appropriations tab. Add the revenue account 510011 – REF IND INCOME.

Budget Entry - General Fund

G100002-Budget Services

Appropriations - General Fund Adjust Base - General Fund **Add Account - General Fund**

Working

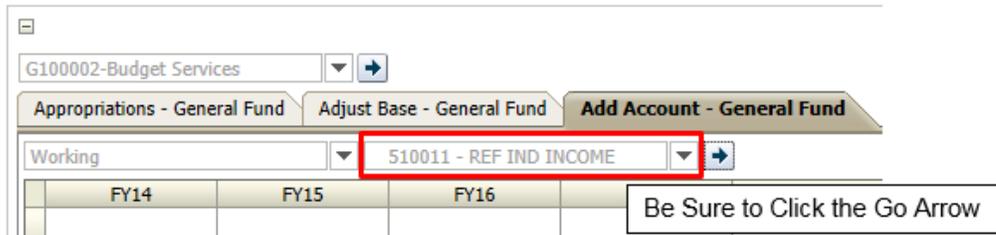
Budgeted Balance Forward In

FY14	FY15	FY19

Page Dimension

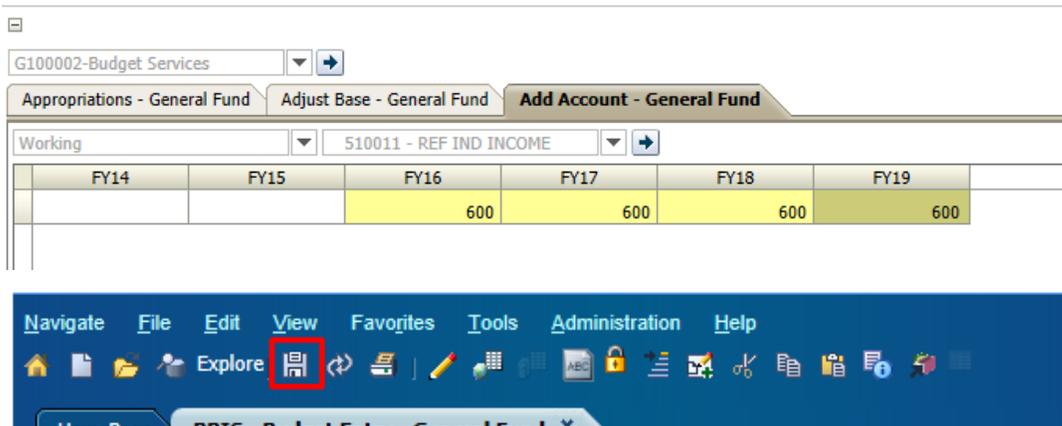
Member

- Budgeted Balance Forward In
- RFWIN - Balance Forward In
- 510001 - IND INC MISC, FINAL TAX
- 510002 - INDIV INC TAX W/H
- 510003 - IND INC TAX DEC
- 510004 - PARTNERSHIP TAXES
- 510005 - NON RES ENTERTAIN W/H
- 510006 - NON RES COMPOSITE INC
- 510007 - NON RES COMPOSITE WH
- 510008 - FIDUCIARIES FNL/MISC TAX
- 510009 - FIDUCIARIES ESTIMATED
- 510010 - PARTNERSHIP ESTIMATED TAX
- 510011 - REF IND INCOME**

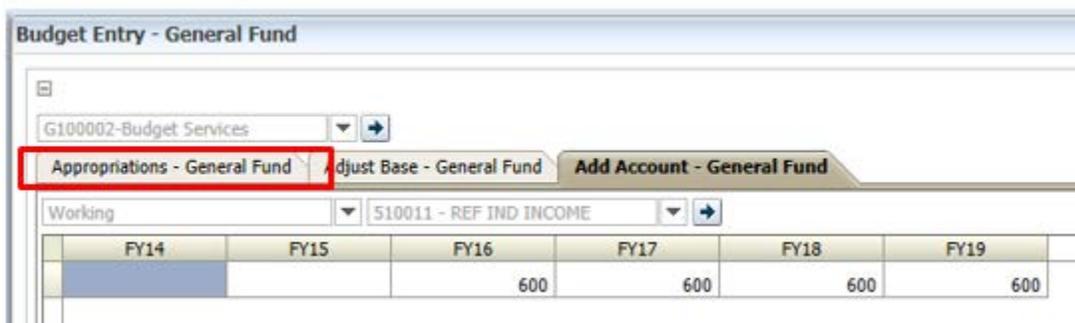


Enter the fiscal data associated with that account code that you want to added back to the main entry form and click Save.

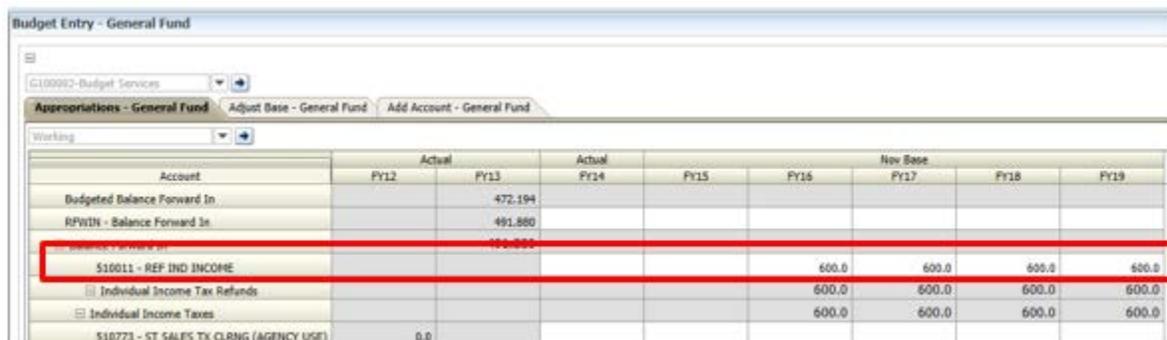
Data that has not been saved has a cell color of yellow



Click on the save button and the cells turn to a white background.



Go back to the Appropriation tab. You should see the account you added with the numbers entered. You can make adjustments on this page if needed.

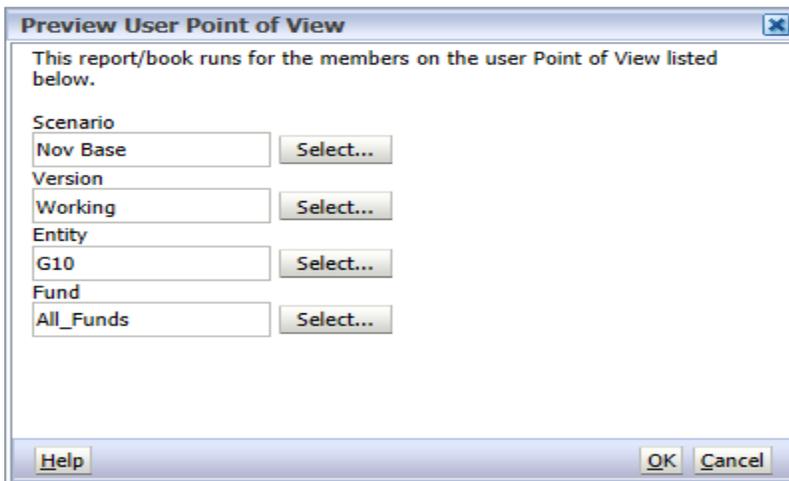
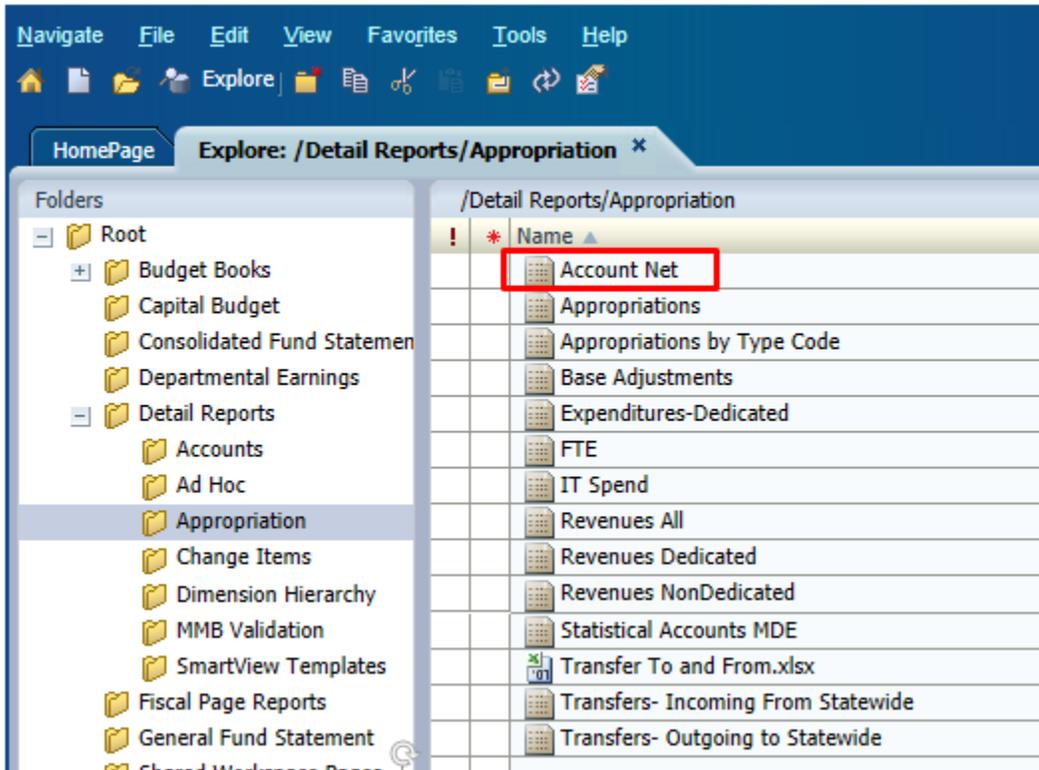


To exit BBIS, click on the x on the right side of the BBIS tab.

Exercise 5 – Reconcile FY15, FY16 & FY17

FY 2015 and FY 2016 hard close data will be loaded from SWIFT to BPAS. FY17 will be loaded from SWIFT only on Budgeted data. Agencies will review FY15, FY16 & FY17 and make modifications to BPAS data to account for SWIFT close errors and/or to eliminate variances within BPAS. Agencies will be contacted about FY15 and FY16 appropriation which have variances and need to be reconciled. Special BPAS access will be given to contacted agencies to modify FY15 or FY16 data.

Run the Account Net report. Detail Reports→Appropriation→Account Net. This report pulls back all direct and dedicated appropriations.



Identify appropriations that have a variance. Account Net is available resources minus uses. An appropriation with a dollar amount in the Account Net report is not balanced and needs to be reconciled.

BPAS Account Net

Entity: Management and Budget, Account: ACCOUNT NET, Fund: 1000 - General, TypeCodeAttribute: Dedicated

	Actual		Biennium				Nov Base	
	Working	Working	FY14-FY15		FY16-FY17		Working	
	FY13	FY14	FY15	FY16	FY17	Biennium	FY18	
G100090-Maps Replacement Project Expd	(230)			0				
Budget Activity: Accounting Services	(230)			0				
G100002-Budget Services	15,134		15,107	15,107	15,803	15,788	31,591	600
G100010-Local Impact Notes	15,134		15,107	15,107	15,203	15,188	30,391	
G100024-Statewide Budget System	15,134		15,107	15,107	15,203	15,188	30,391	
G100026-Results Management Initiative	(77)		(20,621)	(20,621)	(20,000)	(50,826)	(70,826)	(50,000)
G100092-Budget Info System	(230)			0				
Budget Activity: Budget Services	45,095		24,700	24,700	26,209	(4,662)	21,547	(49,400)

Open BBIS and select the correct budget entry form, 'General fund' or 'Other funds'. Select the correct appropriation and click Go.

	Actual FY12	Actual FY13	Actual FY14	FY15	FY16	Nov Base FY17
Budgeted Balance Forward In		472				
BPWIN - Balance Forward In		492				
510011 - REF IND INCOME					600	600
Individual Income Tax Refunds					600	600
Individual Income Taxes					600	600
510773 - ST SALES TX CLRNG (AGENCY USE)	0					
Other Tax	0					
Other Taxes	0					
Taxes	0				600	600
647230 - Notary Commissions	1,465	1,500		1,510	1,515	1,516
647231 - Clearing Account	16	29		0	0	0
647233 - UCC Searches	149	128		160	165	170
647240 - Election Copy - Misc Fees	5	7		9	10	11
647263 - Votor Reg Comp Info	20	15		25	30	35
647266 - EFS Lien Annual Lists	14	15		18	19	20
Departmental Services	1,669	1,693		1,722	1,739	1,752
647255 - Annual Registrations	1,746	2,842		2,840	2,845	2,850
Departmental Sales	1,746	2,842		2,840	2,845	2,850
647232 - UCC FILINGS	2,356	2,763		2,785	2,790	2,795
647235 - CERTIFICATION FEES	333	340		360	365	370
647239 - CANDIDATE FILINGS	44	0		6	60	7

Reconcile the appropriation to eliminate the variance, reconciled numbers should generally reflect FY 2015 or FY 2016 hard close. If an appropriation was unbalanced at fiscal close (for example, Federal Funds waiting for additional reimbursements), the close numbers can be altered to eliminate the account net. Changes should reflect the expenditure or revenue changes anticipated to occur post-close that will balance the appropriation in SWIFT.

All appropriations must balance, which means Available Resources equal Uses by appropriation (account net = 0) in order to report accurately on fiscal pages.

47100 - EQUIPMENT-NON CAPITAL	110	482
471-Non Capital-Assets	110	482
Other Financial Transactions	110	482
44135 - AID-GRANTS TO CITIES-TOWNS	0	15,134
441-Grants, Aids and Subsidies	0	15,134
Grants, Aids and Subsidies	0	15,134
47010 - BUILDING-IMPROVEMENT-CAPITAL	0	12
47060 - EQUIPMENT-CAPITAL		48
470-Capital Outlay-Real Property	0	59
Capital Outlay-Real Property	0	59
Non-Payroll Expense	1,478	17,692
Expenditures	5,002	21,449
Uses of Funds	5,002	21,449
ACCOUNT NET	12,976	0
FULL TIME EQUIVALENT POSITION COUNT	50.18	50.78

Re-run the account net report. The variance should be eliminated.

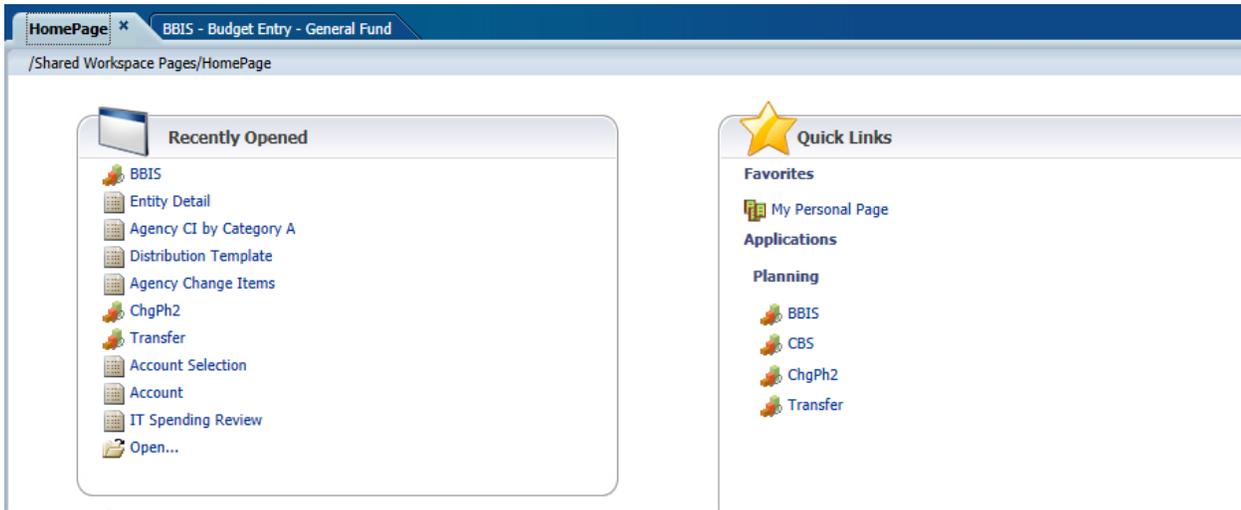
BPAS Account Net

Entity: Management and Budget , Account: ACCOUNT NET, Fund: 1000 - General, TypeCodeAttribute: Dedicated

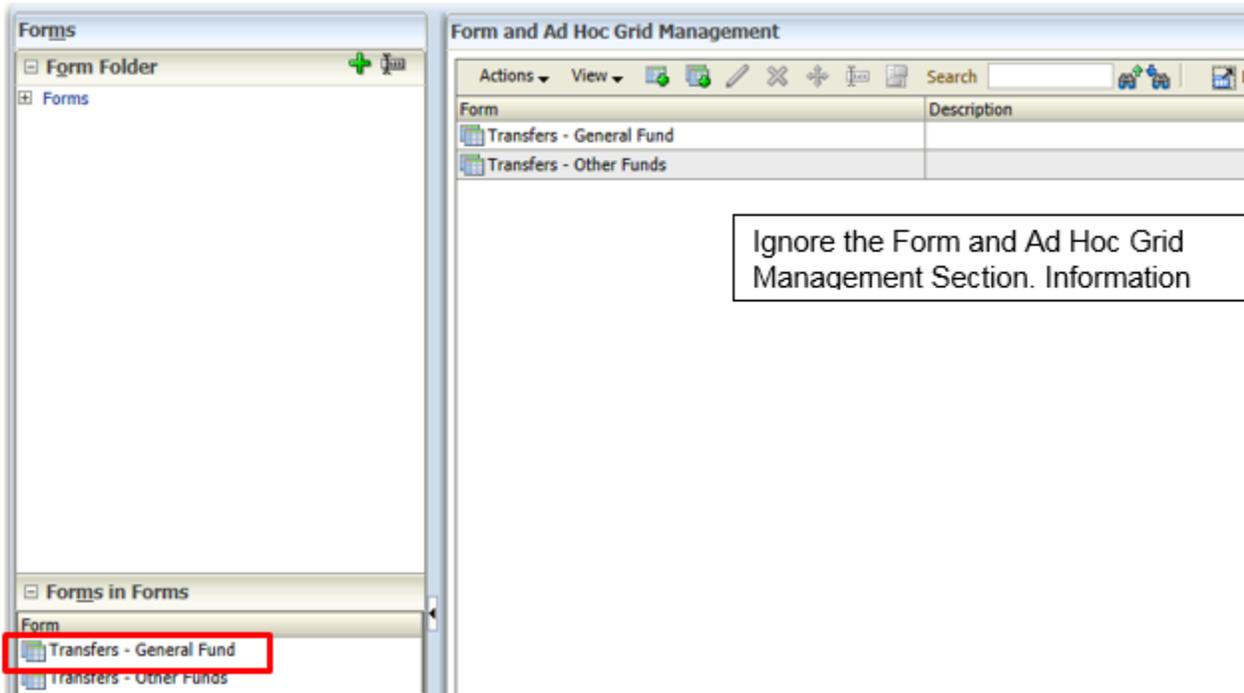
	Actual		Nov Base					
	Working	Working	Working					
	FY13	FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17	FY18
G100090-Maps Replacement Project Expd	(230)			0				
Budget Activity: Accounting Services	(230)			0				
G100002-Budget Services	0		15,107	15,107	15,803	15,788	31,591	600
G100010-Local Impact Notes	15,134		15,107	15,107	15,203	15,188	30,391	
G100024-Statewide Budget System	15,134		15,107	15,107	15,203	15,188	30,391	
G100026-Results Management Initiative	(77)		(20,621)	(20,621)	(20,000)	(50,826)	(70,826)	(50,000)
G100092-Budget Info System	(230)			0				
Budget Activity: Budget Services	29,961		24,700	24,700	26,209	(4,652)	21,547	(49,400)

Exercise 6 –Transfer Forms

Click on the Homepage Tab and select Transfer from the planning application list.



Select 'Transfers – General Fund' form from the left panel.



As in BBIS, appropriation is the level at which data is entered. Select an appropriation and fund to transfer money out of and an appropriation and fund to transfer the money to. Click the 'go' arrow.

It is important before you enter that you know the exact fund and appropriation you are transfer from and to.

Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services

Transfer - General Fund Legal Citation - General Fund

Amount	Actual		Actual	FY17	FY18	Nov Base		
	FY14	FY15	FY16			FY19	FY20	FY21

Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services

Transfer - General Fund Legal Citation - General Fund

Amount	Actual		Actual	FY17	FY18	Nov Base		
	FY14	FY15	FY16			FY19	FY20	FY21

Page Dimension

Member

- To_G100002-Budget Services
- To_G100010-Local Impact Notes
- To_G100024-Statewide Budget System
- To_G100026-Results Management Initiative
- To_G100030-ARRA - Oversight & Reporting
- To_G100031-ARRA - Monitor & Fin Control
- To_G100092-Budget Info System
- To_G100105-Return of Taxpayer Investment
- To_G100106-McKnight Grant for Results Mgm
- To_G100003-Economic Analysis
- To_G100028 - Revenue Uncertainty Report
- To_G100027 - SW Inf Tech Sys
- To_G100103-Statewide System Enhancement

Be sure to click the 'Go' arrow after you make your selections.

If transfers occurred between your selected **appropriations and funds in FY14 – FY17**, the transfer amount will show on the form. If no transfers have occurred between your selected appropriations and funds the form will be empty.

The form has no transfers, add \$150 in FY18

Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services

Transfer - General Fund Legal Citation - General Fund

Amount	Actual		Actual	FY17	FY18	Nov Base		
	FY14	FY15	FY16			FY19	FY20	FY21
					150			

Select the 'Legal Citation tab'. The cell is red because it is a required field that is missing data. Enter the legal authority for the transfer. Type in the legal citation for the budgeted transfer.

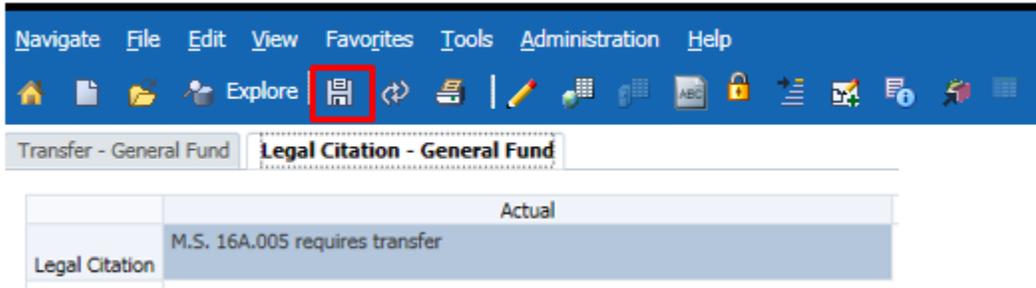
Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services

Transfer - General Fund **Legal Citation - General Fund**

Actual	
Legal Citation	M.S. 16A,005 requires transfer

Click save and both the Legal Citation and \$150 data are saved.



Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services

Transfer - General Fund Legal Citation - General Fund

	Actual		Actual	Nov Base				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Amount					150			

The transfer data entered in the Transfer application will be moved to BBIS at the top of every hour. This will be a total amount of Total Transfer In and Total Transfer for each appropriation. So if there are multiple Transfers In to an appropriation it will total them. Enter your transfer by 59 minutes after the hour and you should see the transfer data in BBIS reports by 10 after the hour.

In my example I would expect to see:

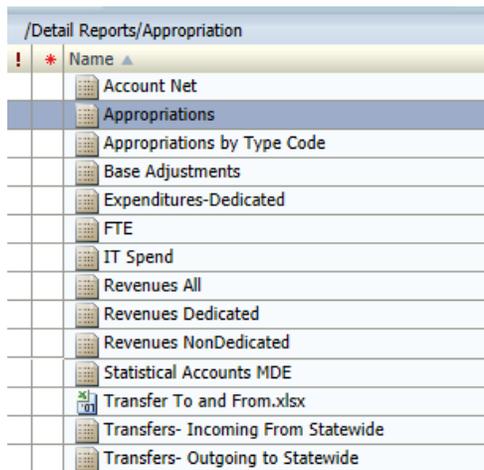
G9R0046 – 1000 Fund – a transfer out of \$150 in FY15

G100002 – 1000 Fund – a transfer in of \$150 in FY15

Exercise 7 – Base Adjustment FY18-21

The “base” for an agency’s budget in FY 2018-21 is FY 2017 appropriation amounts adjusted for a limited number of technical changes. These technical changes are called base adjustments.

Run an appropriations report. Detailed Reports→Appropriation→Appropriations



Enter your 3 digit agency code and the fund you want to include or use the Select buttons. The scenario should be Nov Base. Click OK.

Preview User Point of View X

This report/book runs for the members on the user Point of View listed below.

Fund
 Select...

Entity
 Select...

Scenario
 Select...

Help OK Cancel

Identify any appropriations that have a different current law base than FY17 pushed forward since agencies are not allowed to change the direct or open appropriation amounts, a base adjustment is used to change the appropriation amount to the current law base. Review the [Base Budget Instructions](#) before entering a base adjustment to identify which base adjustment type to use.

BPAS Appropriations

Entity: Management and Budget , Account: Appropriation, Fund: 1000 - General, TypeCodeAttribute: Dedicated

	Actual		Nov Base					
	Working		Working					
	FY13	FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17	FY18
G10002-Budget Services	5,825		6,631	6,631	6,631	6,631	13,262	
G10010-Local Impact Notes	5,825		6,631	6,631	6,631	6,631	13,262	
G10024-Statewide Budget System	5,825		6,631	6,631	6,631	6,631	13,262	
G10026-Results Management Initiative	689		(20)	(20)	1,000	(20)	980	
Budget Activity: Budget Services	18,164		19,873	19,873	20,893	19,873	40,766	
G10005-Management Analysis	1,915		1,634	1,634	112	1,828	1,940	
Budget Activity: Management Analysis & Development	1,915		1,634	1,634	112	1,828	1,940	
G10011-Combined Charities Admin	3,640		2,634	2,634	1,112	2,828	3,940	
G10016-Resumix	3,640		2,634	2,634	1,112	2,828	3,940	
G10018-Training-HRM & Workforce Plan	3,640		2,634	2,634	1,112	2,828	3,940	
G10070-Enterprise Talent Mgmt System	139		139	139	139	139	278	
G10086-Training	139		139	139	139	139	278	
Budget Activity: Human Resource Management	11,198		8,180	8,180	3,614	8,762	12,376	
G10020-SW-Misc Shutdown Expenses	139		139	139	139	139	278	
Budget Activity: Agency Administration	139		139	139	139	139	278	
Program: Statewide Services	31,416		29,826	29,826	24,758	30,602	55,360	
G10040-ACDHP Medical	3,956			0				
G10041-Insurance Administration	3,956			0				
G10045-Disability Insurance	0		0	0	0	0	0	
G10046-Health Partner - Dental	0		0	0	0	0	0	
G100097-Early Retiree Reins-SEGIP			10	10	10	10	20	
Budget Activity: State Employee Group Ins Prgm	7,912		10	10	10	10	20	
Program: Statewide Insurance Programs	7,912		10	10	10	10	20	
Management and Budget	39,328		29,836	29,836	24,768	30,612	55,380	
	39,328		29,836	29,836	24,768	30,612	55,380	

Open BBIS. Select the appropriate budget entry form, 'General fund' or 'Other funds'. Click on the base adjustment tab and select the appropriation and fund. Click Go.

G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | **Adjust Base - General Fund** | Add Account - General Fund

Working

	Nov Base	Nov Base			
	FY15	FY16	FY17	FY18	FY19
Appropriation (Source)	6,631	6,631	6,631		
Current Law Base Change					
Approved Transfer Between Appropriation					
Biennial Appropriations					
February Forecast Adjustments					
November Forecast Adjustment					
One Time Appropriation					
Forecast Open Appropriation Adjustment					
Appropriation Reduction					
Program or Agency Sunset					
Transfer Between Agencies					
<input type="checkbox"/> Appropriation	6,631	6,631	6,631		

Enter the adjustment in the appropriate base adjustment type and fiscal years and save.

G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | **Adjust Base - General Fund** | Add Account - General Fund

Working

Account	Nov Base	Nov Base			
	FY15	FY16	FY17	FY18	FY19
Appropriation (Source)	6,631	6,631	6,631		
Current Law Base Change					
Approved Transfer Between Appropriation					
Biennial Appropriations					
February Forecast Adjustments					
November Forecast Adjustment					
One Time Appropriation					
Forecast Open Appropriation Adjustment					
Appropriation Reduction					
Program or Agency Sunset		(6,631)	(6,631)		
Transfer Between Agencies					
<input type="checkbox"/> Appropriation	6,631	0	0		

Run a Base Adjustment report to review all base adjustments entered for your agency.

Detailed Reports → Appropriation → Base Adjustments by Appropriation

Name ▲
Account Net
Account Net (Suppress Zero)
Appropriations
Appropriations by Type Code
Base Adjustments by Appropriation
Base Adjustments Summary
Expenditures-Dedicated
FTE
FTE by Appropriation
Revenues All (Suppress Zero)
Transfers- Incoming From Statewide
Transfers- Outgoing to Statewide

Preview User Point of View [X]

This report/book runs for the members on the user Point of View listed below.

Fund
1000

Entity
G10

Scenario
Nov Base

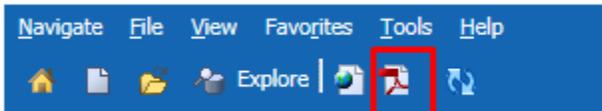
The report will return all direct and open appropriations for the agency and fund selected. The report includes the Direct or Open Appropriation (2017 amount) or Appropriation (Source) amount plus the entered base adjustment(s) by adjustment type to get to the new Appropriation total.

BPAS Base Adjustments

Entity: Management and Budget, Fund: 1000 - General

	Actual				Nov Base		
	Working			Biennium FY14-FY15	Working		
	FY13	FY14	FY15		FY16	FY17	Biennium FY16-FY17
G10002-Budget Services							
Appropriation (Source)	5,829		6,631	6,631	6,631	6,631	13,262
Appropriation Reduction	(4)			0			
Program or Agency Sunset				0	(6,631)	(6,631)	(13,262)
Total	5,825		6,631	6,631	0	0	0
G10010-Local Impact Notes							
Appropriation (Source)	5,829		6,631	6,631	6,631	6,631	13,262
Appropriation Reduction	(4)			0			
Total	5,825		6,631	6,631	6,631	6,631	13,262
G10024-Statewide Budget System							
Appropriation (Source)	5,829		6,631	6,631	6,631	6,631	13,262
Appropriation Reduction	(4)			0			
Total	5,825		6,631	6,631	6,631	6,631	13,262
G10026-Results Management Initiative							
Appropriation (Source)	689		(20)	(20)	1,000	(20)	980
Total	689		(20)	(20)	1,000	(20)	980
G10022-NDR Treasury Bank Interest							
Appropriation (Source)	1,020		1,020	1,020		1,020	1,020
Total	1,020		1,020	1,020	0	1,020	1,020
G10085-Management Analysis							

If you would like to see this report in PDF, just click the PDF button at the top of the screen and it will open the report in PDF that will allow for saving or printing.



/Detail Reports/Appropriation/Base Adjustments by Appropriation

Fund: 1000 Entity: G10 Scenario: Nov Base

BPAS Base Adjustments by Appropriation

Entity: Management and Budget, Fund: 1000 - General

	Nov Base						
	Working			Biennium FY18-FY19	Working		
	FY17	FY18	FY19		FY20	FY21	Biennium FY20-FY21
G10001-Accounting Services							
Appropriation (Source)	5,044	5,044	5,044	10,088	5,044	5,044	10,088
Total	5,044	5,044	5,044	10,088	5,044	5,044	10,088
G10091-MRP Debt Service Account							
Appropriation (Source)	8,968	8,968	8,968	17,935	8,968	8,968	17,935
Total	8,968	8,968	8,968	17,935	8,968	8,968	17,935
Budget Activity: Accounting Services							
Appropriation (Source)	14,012	14,012	14,012	28,023	14,012	14,012	28,023
Total	14,012	14,012	14,012	28,023	14,012	14,012	28,023

Exercise 8 – Updating Forecasted Dedicated and Non-Dedicated Revenues

Agencies must review and revise FY 2017-21 forecasted dedicated and non-dedicated revenues to reflect the best estimate of projected revenues likely to be received based on current law. For statutory and dedicated funds (including federal funds), resources are changed based on the forecast of the revenue based on current law. Base adjustments are not used to change resources in statutory appropriation accounts. Budgeted spending plans should be developed within the current law resource amounts. Forecast growth in dedicated receipts may support increased spending within agencies' current law base budget plans. Proposed fee or other revenue changes must be presented as change items for both dedicated and non-dedicated revenues.

We will start by running the Revenues All (Suppress Zero) in the Detail Reports→Appropriation folder. The Revenue All (Suppress Zero) report, includes both dedicated and non-dedicated revenue when first run, but later can be limited by Type Code Attribute.

Open the report Revenue All (Suppress Zero) under Explore→Detail Reports→Appropriation

You will be prompted to enter a fund, entity, and scenario. For scenario, select Nov Base. Go ahead and pick your agency ID for the entity and any fund code in the fund.

Preview User Point of View [X]

This report/book runs for the members on the user Point of View listed below.

Fund
2200 [Select...]

Entity
R29 [Select...]

Scenario
Nov|Base [X] [Select...]

[Help] [OK] [Cancel]

Click ok to run the report.

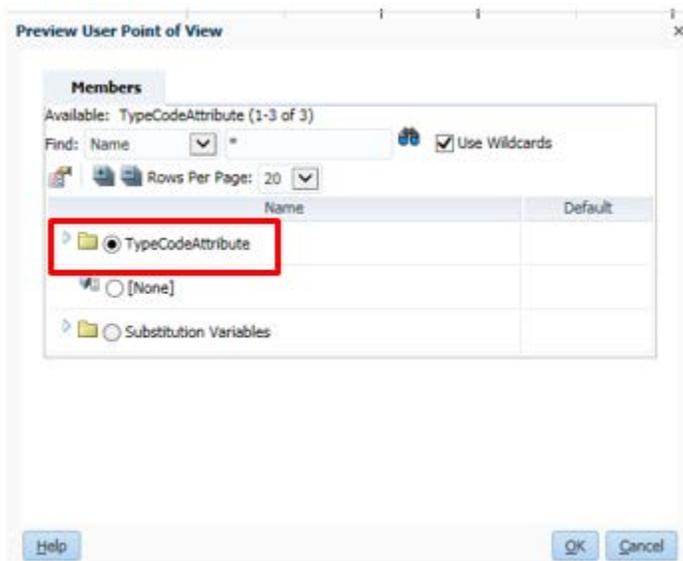
Once you have run the report, you have the ability to modify the report to run a specific appropriation type code (dedicated or non-dedicated). Click on the Type Code Attribute hyperlink at the top of the report.

BPAS Revenues All (Suppress Zero)

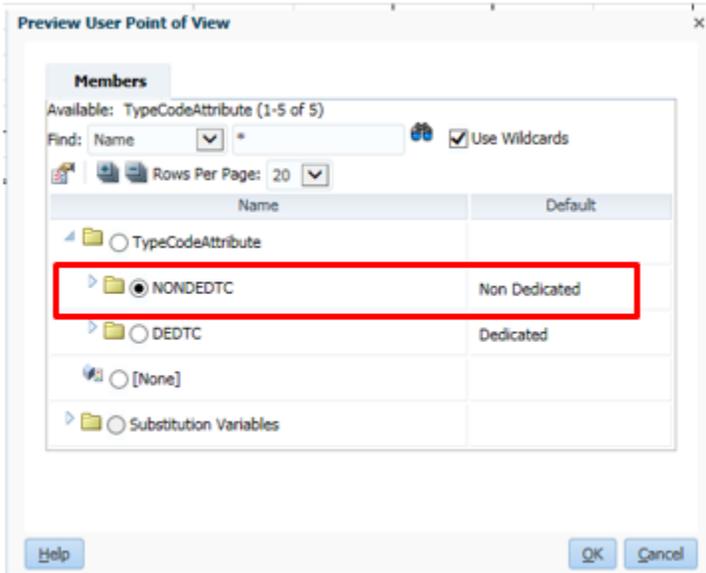
Entity:Natural Resources , Account:Revenues, Fund: 2200 - Game And Fish (Operations) Type Code: TypeCodeAttribute

	Actual		Actual		Actual		N	
	Working		Working		Working			
	FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17		FY18
R291A02-LAM Non Dedicated Receipts G&F	346	662	1,008	471	276	747	276	276
Budget Activity: Lands & Minerals	346	662	1,008	471	276	747	276	276
Program: Land And Minerals Resource Mgt	346	662	1,008	471	276	747	276	276
R292206-EWR Lic Surchg Inv Species	1,111	1,090	2,201	1,076	1,099	2,175	1,099	1,099
R292A35-EWR Non Dedicated Receipts G&F	40	34	74	52	25	77	25	25
Budget Activity: Ecological And Water Resources	1,151	1,125	2,276	1,128	1,124	2,252	1,124	1,124
Program: Ecological And Water Resources	1,151	1,125	2,276	1,128	1,124	2,252	1,124	1,124
R296222-FAW Public Grazing Program				1	1	3	1	1
R296225-FAW Lic Surcharge Walk-in Prog	102	99	202	106	101	207	101	101
R296226-FAW Lic Surcharge Venison Prog	93	28	121	46	46	92	46	46
R296A02-FAW Non Dedicated Rcpts G&F	80,334	79,752	160,086	82,354	82,571	164,925	82,571	82,571
Budget Activity: Fish And Wildlife Management	80,529	79,879	160,409	82,507	82,719	165,227	82,719	82,719
R296237-FAW Electronic Licns G&F ITC	3,404	3,263	6,668	3,236	3,303	6,539	3,303	3,303
R296A57-FAW Non Dedicated Rcpts G&F	(15)	(18)	(33)	(18)	0	(18)	0	0
Budget Activity: Licensing	3,390	3,245	6,634	3,217	3,303	6,520	3,303	3,303
Program: Fish And Wildlife Management	83,919	83,124	167,043	85,725	86,022	171,747	86,022	86,022
R297201-ENF Firearm Safety Training	174	159	333	160	160	320	160	160
R297204-ENF Adult Hunter Education	9	10	19	5	10	15	10	10
R297A06-ENF Non Dedicated Rcpts G&F	440	377	817	342	440	782	440	440

Now you can select the appropriation type code attribute you would like to review data for. Expand the arrow next to Type Code Attribute



Click on the bubble next to non-dedicated and click ok at the bottom of the pop-up box.



The report will now show you all non-dedicated appropriations that contain revenue.

BPAS Revenues All (Suppress Zero)

Entity: Natural Resources , Account: Revenues, Fund: 2200 - Game And Fish (Operations) Type Code: Non Dedicated

Account: REV Period: Jul TypeCodeAttribute: NONDEDTC						
	Actual Working	Actual Working	Biennium FY14-FY15	Actual Working		Biennium FY16-FY17
	FY14	FY15		FY16	FY17	
R291A02-LAM Non Dedicated Receipts G&F	346	662	1,008	471	276	747
Budget Activity: Lands & Minerals	346	662	1,008	471	276	747
Program: Land And Minerals Resource Mgt	346	662	1,008	471	276	747
R292A35-EWR Non Dedicated Receipts G&F	40	34	74	52	25	77
Budget Activity: Ecological And Water Resources	40	34	74	52	25	77
Program: Ecological And Water Resources	40	34	74	52	25	77
R296A02-FAW Non Dedicated Rcpts G&F	80,334	79,752	160,086	82,354	82,571	164,925
Budget Activity: Fish And Wildlife Management	80,334	79,752	160,086	82,354	82,571	164,925
R296A57-FAW Non Dedicated Rcpts G&F	(15)	(18)	(33)	(18)	0	(18)
Budget Activity: Licensing	(15)	(18)	(33)	(18)	0	(18)
Program: Fish And Wildlife Management	80,319	79,733	160,052	82,336	82,571	164,907
R297A06-ENF Non Dedicated Rcpts G&F	440	377	817	342	440	782
Budget Activity: Enforcement Nr Laws & Rules	440	377	817	342	440	782

To see the detail of the revenue associated with the appropriations listed, you can also run the Revenue Detail (Suppress Zero) report located under Detailed Reports→Account Folder. Select the Fund and Appropriation you would like to review.

Preview User Point of View ×

This report/book runs for the members on the user Point of View listed below.

Fund
2200 Select...

Entity
R291A02 (A) Select...

Scenario
Nov Base Select...

Help
OK
Cancel

The Revenue Detail report will allow a user to click on the arrows next to the type of revenue to drill down to the revenue account code.

BPAS Revenue Detail (Suppress Zero)

Entity: R291A02-LAM Non Dedicated Receipts G&F, Fund: 2200 - Game And Fish (Operations)

	Actual		Biennium FY14-FY15	Actual		Biennium FY16-FY17	Nov Base		
	Working	Working		Working	Working		Working		
	FY14	FY15		FY16	FY17		FY17	FY18	FY19
Non Dedicated									
▶ Departmental Earnings	346	662	1,008	471		276	747	276	553
▶ All Other				0		0	0	0	0
Revenues	346	662	1,008	471		276	747	276	553
Dedicated									
Revenues									

Other reports which are helpful for dedicated receipts are the Available Resources by Appropriation or Available Resources by Funds reports. Both of these reports are located in the Detail Reports→Accounts folder. The Fund report will show your total dedicated revenues for a fund. If you need more detail to see which appropriations you would like to update, the Appropriation report will show you the dedicated revenues by appropriation. Detail Reports→Accounts→Available Resources by Fund or Detail Reports→Accounts→Available Resources by Appropriation.

Available Resources by Fund

Select your agency for the entity and Nov Base for the Scenario. Click ok.

Preview User Point of View ×

This report/book runs for the members on the user Point of View listed below.

Entity
R29 Select...

Scenario
Nov Base Select...

Help
OK
Cancel

		Actual Working		Actual Working		Actual Working		Nov Base Working				
		FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17	FY18	FY19	Biennium FY18-FY19	FY20	
1000 - General	Balance Forward In	2,715	5,211	7,925	2,139	430	2,569					
	Revenues	510	157	667	41	22	63	22	44	22		
	Appropriation	116,197	130,989	247,186	137,632	134,929	272,562	134,929	134,929	269,859	134,929	
	Transfers In	710	157	867								
	Transfers Out	32,007	33,507	65,515								
	Balance Forward Out	4,483	2,146	6,629	430		430					
	Cancellations	14	1,097	1,112	1,600		1,600					
	Available Resources	83,627	99,763	183,389	138,383	135,381	273,764	134,951	134,951	269,903	134,951	
	Expenditures	83,627	99,763	183,389	98,956	101,416	200,372	101,416	101,416	202,831	101,416	
	Uses of Funds	83,627	99,763	183,389	98,956	101,416	200,372	101,416	101,416	202,831	101,416	
	ACCOUNT NET	0	0	0	39,427	33,965	73,392	33,536	33,536	67,072	33,536	
1300 - Minnesota Resources	Balance Forward In	24	24	47								
	Appropriation	0	0	0	0	0	0	0	0	0	0	
	Balance Forward Out	24		24								
	Cancellations		24	24								
	Available Resources	0	0	0	0	0	0	0	0	0	0	
	Expenditures	0	0	0	0	0	0	0	0	0	0	
	Uses of Funds	0	0	0	0	0	0	0	0	0	0	
	ACCOUNT NET	0	0	0	0	0	0	0	0	0	0	

The Fund report will show all funds for the agency. The Revenue row is the dedicated revenue for each fund. If a fund level needs to be updated, you can run the Appropriation report to see all of the appropriations within that fund.

Available Resources by Appropriation

Select a fund. Select your agency for the entity and select Nov Base for the scenario

Preview User Point of View ✕

This report/book runs for the members on the user Point of View listed below.

Fund

Entity

Scenario

BPAS Available Resources by Appropriation
 Entity: Natural Resources, Fund: 2200 - Game And Fish (Operations), Type Code: Dedicated

		Actual Working		Biennium FY14-FY15	Actual Working		Nov Base Working			
		FY14	FY15		FY16	FY17	Biennium FY16-FY17	FY18	FY19	Biennium FY18-FY19
		R291002-LAM Management G&F	▶ Appropriation		1,107	1,107	2,214			
	▶ Transfers Out	1,107	1,107	2,214						
	▶ Available Resources	0	0	0						
	▶ ACCOUNT NET	0	0	0						
R291009-LAM Land Record System G&F	▶ Balance Forward In		6	6						
	▶ Appropriation	344	344	688	344	344	688	344	344	
	▶ Available Resources	344	350	694	344	344	688	344	344	
	▶ Expenditures	344	350	694	344	344	688	344	344	
	▶ Uses of Funds	344	350	694	344	344	688	344	344	
	▶ ACCOUNT NET	0	0	0	0	0	0	0	0	
R291017-LAM Land Record System L11 G&F	▶ Balance Forward In	291	0	291						
	▶ Appropriation	0	0	0						
	▶ Available Resources	291	0	291						
	▶ Expenditures	291	0	291						
	▶ Uses of Funds	291	0	291						
	▶ ACCOUNT NET	0	0	0						

You may also run the Revenue Detail report to drill down to specific revenue accounts within a Detail Reports→Accounts

Preview User Point of View ×

This report/book runs for the members on the user Point of View listed below.

Fund

Entity

Scenario

BPAS Revenue Detail (Suppress Zero)

Entity: Natural Resources, Fund: 2200 - Game And Fish (Operations)

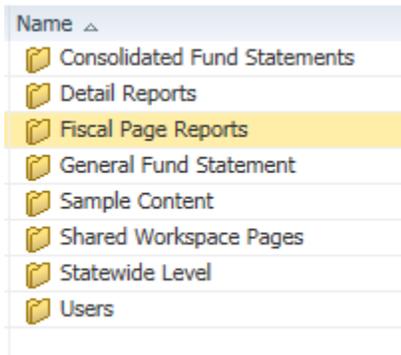
	Actual Working		Biennium FY14-FY15	Actual Working		Nov Base Working				
	FY14	FY15		FY16	FY17	Biennium FY16-FY17	FY18	FY19	Biennium FY18-FY19	
	Non Dedicated									
▶ Departmental Earnings	80,974	80,645	161,619	82,928		83,155	166,083	83,155	83,155	166,310
▶ Investment Income	151	161	312	185		150	335	150	150	300
▶ All Other	27	17	45	107		24	132	24	24	49
Revenues	81,152	80,823	161,975	83,219		83,329	166,549	83,329	83,329	166,659
Dedicated										
▼ Departmental Earnings	4,892	4,648	9,539	4,625		4,717	9,342	4,717	4,717	9,435
▶ Departmental Services	183	169	352	166		171	337	171	171	343
▼ Licenses & Fees	4,709	4,479	9,188	4,459		4,546	9,005	4,546	4,546	9,092
636075 - LICENSE ISSUING FEE	3,402	3,261	6,663	3,232		3,300	6,532	3,300	3,300	6,600
636127 - HUNTING SURCHARGE	195	128	323	152		147	299	147	147	294
636128 - FISHING SURCHARGE	1,111	1,090	2,201	1,076		1,099	2,175	1,099	1,099	2,198
▶ Investment Income	2	2	4	4		3	7	3	3	6
Revenues	4,894	4,650	9,544	4,629		4,720	9,349	4,720	4,720	9,441

Return to BBIS to update the revenues by appropriation. Repeat this process for both Dedicated and Non-Dedicated Appropriations.

Exercise 9 – Final Base Budget Step Review Fiscal Pages

The final step in preparing your base budget is to review the fiscal pages that will be included in the Governor’s budget.

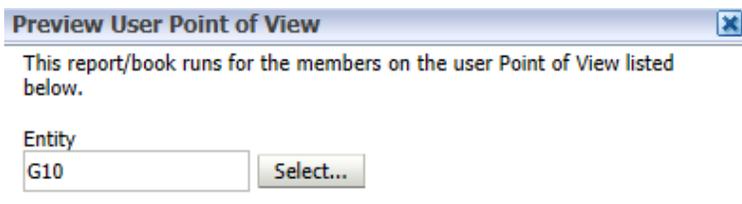
Explore to Reports. Select Fiscal Page Reports folder.



There are 2 fiscal pages that will be used in the Governor’s Budget book; Expenditures Overview and Financing by Fund. These reports have been created at the Agency, Program, and Budget Activity (BACT) level. Additionally, there is a Change Summary reports, in a separate folder, created at all 3 levels. This report is for review only and will not be included in the Budget Book.



Select the Agency Financing fiscal page. This should be run at the 3 digit agency code.



The report will return as an HTML report and you will see only one fund at a time.

Management and Budget Agency Financing by Fund

(Dollars in Thousands)

Page: 1000 - General

	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	0	5,442	0	0	0	104
Direct Appropriation	37,750	29,578	0	29,458	29,461	29,459
Net Transfers	(10,333)	(11,965)	0	(8,780)	(8,783)	(8,781)
Cancellations	2,009	736	0	0	0	0
Expenditures	20,063	22,214	0	20,873	20,573	20,780
Balance Forward Out	5,345	400	0	0	104	0
Biennial Change in Expenditures				(21,404)		20,481
Biennial % Change in Expenditures				(51)		98
FTEs	168.2	155.6		155.8	150.7	150.7

Click on the PDF icon at the top of the window to switch the report to PDF view. (You can toggle back and forth between HTML and PDF by clicking on the icons). Now the report will show all funds on one page.



Management and Budget

Agency Financing by Fund

(Dollars in Thousands)

1000 - General

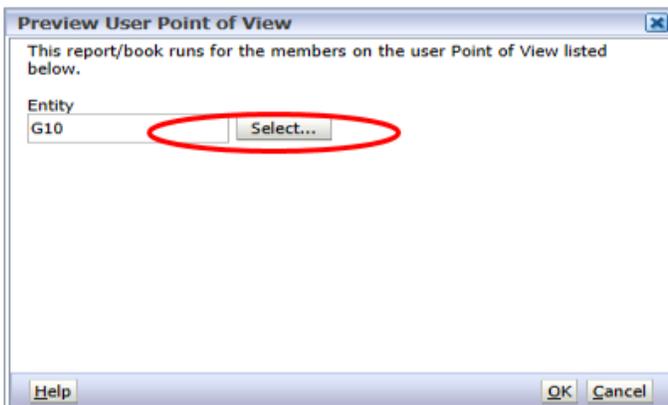
	Actual		Actual FY 16	Estimate FY17	Forecast Base	
	FY14	FY 15			FY18	FY19
Balance Forward In	0	5,442	0	0	0	104
Direct Appropriation	37,750	29,578	0	29,458	29,461	29,459
Net Transfers	(10,333)	(11,985)	0	(8,780)	(8,783)	(8,781)
Cancellations	2,009	736	0	0	0	0
Expenditures	20,063	22,214	0	20,873	20,573	20,780
Balance Forward Out	5,345	400	0	0	104	0
<i>Biennial Change in Expenditures</i>				(21,404)		20,481
<i>Biennial % Change in Expenditures</i>				(51)		98
FTEs	168.2	155.6		155.8	150.7	150.7

2000 - Restrict Misc Special Revenue

	Actual		Actual FY 16	Estimate FY17	Forecast Base	
	FY14	FY 15			FY18	FY19
Balance Forward In	5	7	0	0	0	0
Receipts	64	61	0	67	68	69
Expenditures	62	62	0	67	68	69
Balance Forward Out	7	6	0	0	0	0
<i>Biennial Change in Expenditures</i>				(57)		70
<i>Biennial % Change in Expenditures</i>				(46)		104
FTEs	0.0	0.0		0.0	0.0	0.0

Review the report to make sure the totals are accurate and how your information should be displayed.

Run the BACT Financing by Fund report. This report should be run at a BACT level. Search for your agency. Click on the + sign next to the 3 digit code to see the programs. Click on the + sign next to the programs to see the BACT level. Run the report for each BACT.



Preview User Point of View

Members

Available: Entity (1-2 of 2, 6 Total)

Find: Name Use Wildcards

Rows Per Page: 500

Name

- Entity
- Substitution Variables

Name

- Entity
- STATEWIDE
- STATEWIDE_ALPHA
- STATEWIDE_BRANCH
- Deleted Entity Members
- Substitution Variables

<input type="checkbox"/> G10	Management and Budget
<input type="checkbox"/> G1001	Program: Statewide Services
<input checked="" type="checkbox"/> G100101 (B)	Budget Activity: Accounting Services
<input type="checkbox"/> G100102 (B)	Budget Activity: Budget Services
<input type="checkbox"/> G100103 (B)	Budget Activity: Economic Analysis
<input type="checkbox"/> G100105 (B)	Budget Activity: Treasury
<input type="checkbox"/> G100106 (B)	Budget Activity: Management Analysis & Devlpmnt
<input type="checkbox"/> G100107 (B)	Budget Activity: Human Resource Management
<input type="checkbox"/> G100108 (B)	Budget Activity: Labor Relations
<input type="checkbox"/> G100109 (B)	Budget Activity: Agency Administration
<input type="checkbox"/> G1002	Program: Statewide Insurance Programs
<input type="checkbox"/> G100201 (B)	Budget Activity: State Employee Group Ins Pgrm
<input type="checkbox"/> G100202 (B)	Budget Activity: Public Emopoyees Insurance Pgrm

Preview User Point of View

This report/book runs for the members on the user Point of View listed below.

Entity

Click ok.

Budget Activity: Accounting Services

Budget Activity Financing by Fund

(Dollars in Thousands)

1000 - General

	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	0	12	0	0	0	31
Direct Appropriation	12,915	12,915	0	12,912	12,915	12,913
Net Transfers	(6,652)	(7,711)		(8,022)	(8,025)	(8,023)
Cancellations	1,996	348	0	0	0	0
Expenditures	4,255	4,869	0	4,920	4,859	4,921
Balance Forward Out	12	0	0	0	31	0
<i>Biennial Change in Expenditures</i>				(4,204)		4,860
<i>Biennial % Change in Expenditures</i>				(46)		99
FTEs	46.7	50.0	0	47.0	43.0	43.0

Review the report to make sure the totals are accurate and is displayed correctly on the report.

The last report you will want to review is the Expenditure Overview report at the agency level and then either the program or budget activity level.

Agency Expenditure Overview Report

Management and Budget

Agency Financing by Fund

(Dollars in Thousands)

1000 - General

	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	0	5,442	0	0	0	104
Direct Appropriation	37,750	29,578	0	29,458	29,481	29,459
Net Transfers	(10,333)	(11,985)	0	(8,780)	(8,783)	(8,781)
Cancellations	2,009	738	0	0	0	0
Expenditures	20,063	22,214	0	20,873	20,573	20,780
Balance Forward Out	5,345	400	0	0	104	0
<i>Biennial Change in Expenditures</i>				(21,404)		20,481
<i>Biennial % Change in Expenditures</i>				(51)		98
FTEs	188.2	155.8		155.8	150.7	150.7

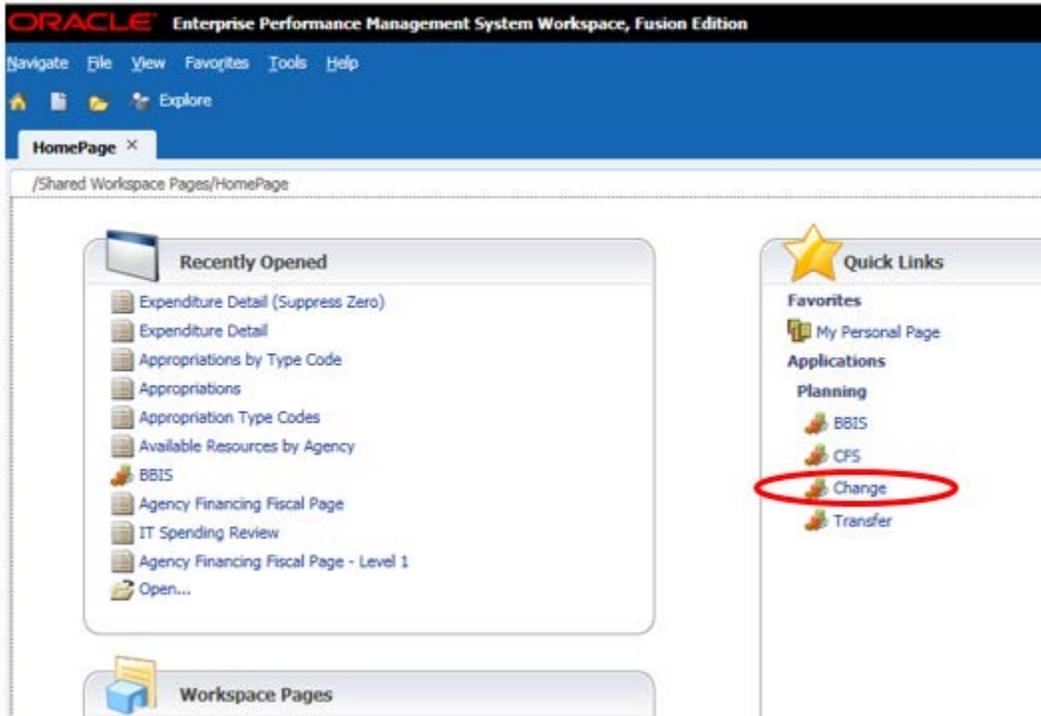
2000 - Restrict Misc Special Revenue

	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	5	7	0	0	0	0
Receipts	64	61	0	67	68	69
Expenditures	62	62	0	67	68	69
Balance Forward Out	7	6	0	0	0	0
<i>Biennial Change in Expenditures</i>				(57)		70
<i>Biennial % Change in Expenditures</i>				(46)		104
FTEs	0.0	0.0		0.0	0.0	0.0

Exercise 10 – Change Application

The Change application allows agencies to enter detailed information about specific change items.

On the Home Page, click on Change



Adding a new change item

Click on Form A.0 Change Item List. Your agency should appear in the top of the form. If it doesn't or you are authorized for multiple agencies, then select an agency from the dropdown list and click the arrow.

Form and Ad Hoc Grid Management

Form	Description
A.0 Change Item List	
B.0 Change Item Detail	
C.0 Change Item Review	
D.0 Change Item Distribution List	
E.0 Change Item Distribution - Original	

Forms in Forms

- A.0 Change Item List
- B.0 Change Item Detail
- C.0 Change Item Review
- D.0 Change Item Distribution List
- E.0 Change Item Distribution - Original

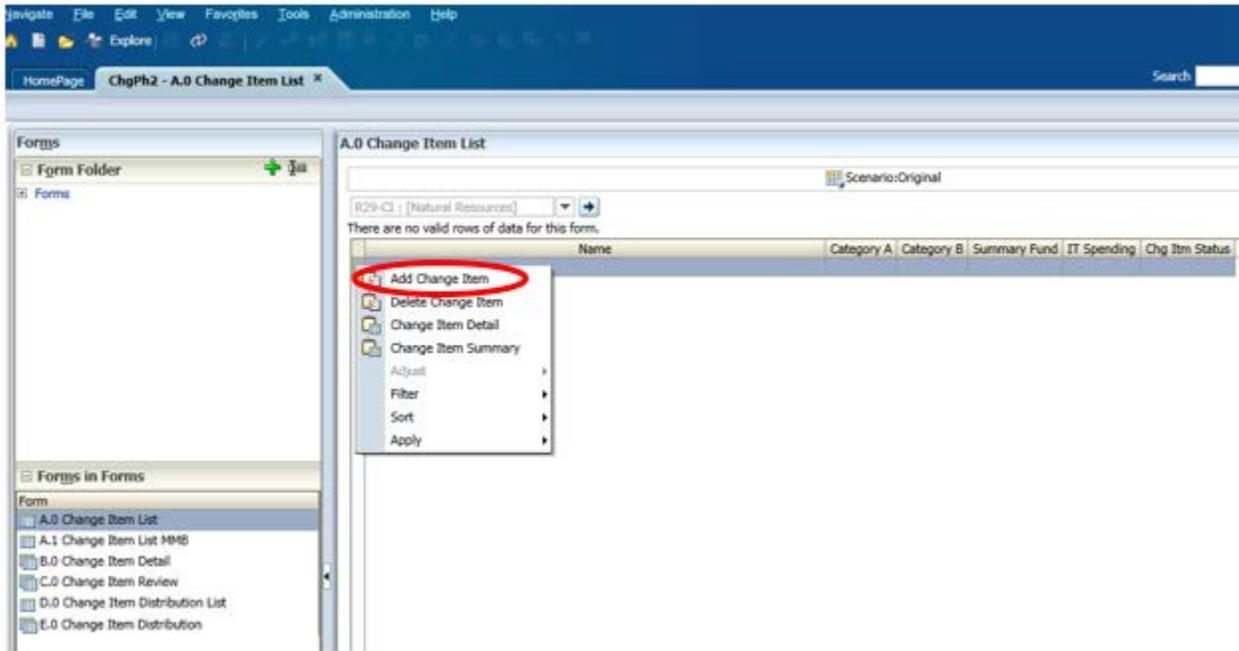
A.0 Change Item List

Scenario:Original

R29-CI : [Natural Resources]

Name	Category A
Test	Category A - To Be Determin...

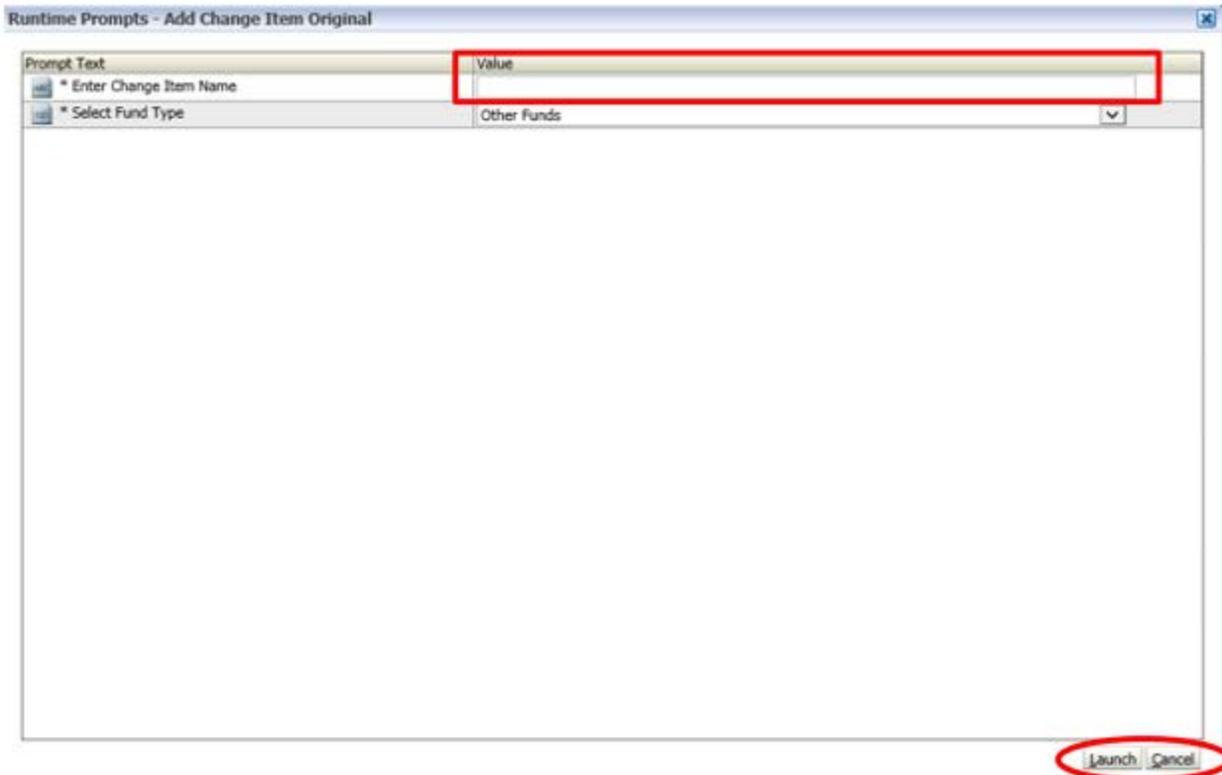
Right-click somewhere on the form and select “Add Change Item”.



This will open up a new window to allow a new change item to be entered.

1. Enter a name for this change item.
2. Select a fund type from either General, Other, Federal or Multiple Funds.
 - a. **General Fund:** Fund 1000
 - b. **Other Fund:** Any fund other than Fund 1000, 3000, or 3001
 - c. **Federal Fund:** Fund 3000 or 3001
 - d. **Multiple Funds:** If your change item had more than one fund

Once you've entered the change item name and selected the fund type, click “Launch” at the bottom right of the screen. *Note: If you do not select a fund type from the drop-down, it will default to General Fund*



You will see the change item added to the list.

A.0 Change Item List

Scenario: Original

R29-CI : [Natural Resources]

	Name	Category A	Category B	Summary Fund	IT Spending	Chg Itm Status
CI-1	Test	Catg A TBD	Catg B TBD	General Fund		Pending

Add Category A for the change item by clicking on the arrow on the right side of the box for Category A. This will provide a dropdown list with categories identified during the Budget Process. One category will need to be selected for each change item.

A.0 Change Item List

Scenario: Original

R29-CI : [Natural Resources]

	Name	Category A	Category B	Summary Fund	IT Spending	Chg Itm Status
CI-1	Test	Catg A TBD	Catg B TBD	General Fund		Pending

A.0 Change Item List

Scenario:Original

R29-CI : [Natural Resources]

	Name	Category A	Category B	Summary Fund	IT Spending	Chg Itm Status
CI-1	Test	TBD	Catg B TBD	General Fund		Pending

A.0 Change Item List

Scenario:Original

R29-CI : [Natural Resources]

	Name	Category A	Category B	Summary Fund	IT Spending	Chg Itm Status
CI-1	Test			Multiple Funds		Pending

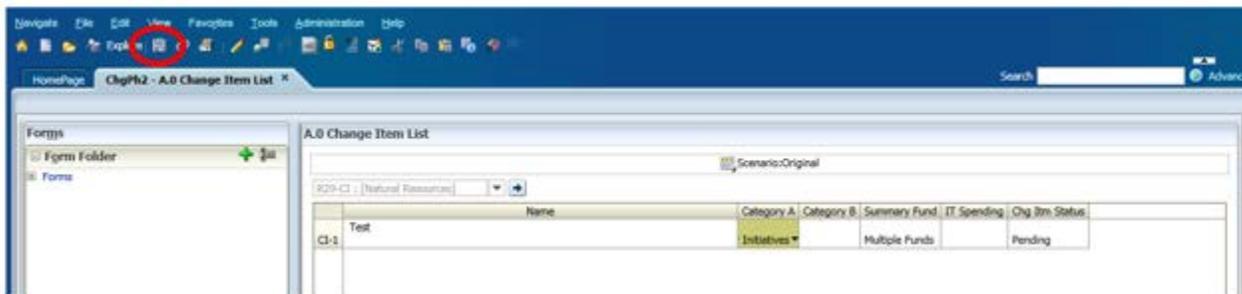
Entries

Search

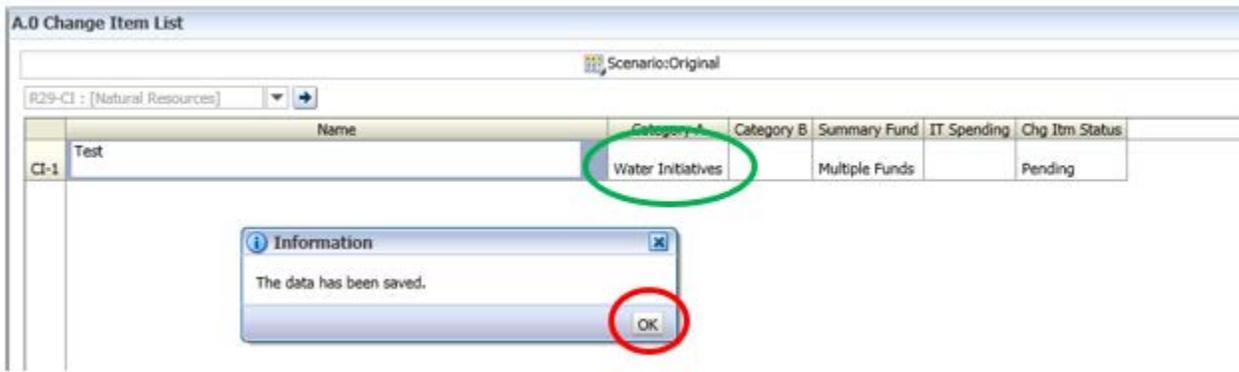
- Category-A
- Early Education/Children Initiatives
- Economy that works for everyone/Equity & Opportunity Ini...
- Water Initiatives
- Transportation Initiatives
- Bonding
- Better Government
- Critical Needs
- Other Proposals

NOTE: The list of categories will change during each biennial budget process to reflect the Governor's agenda items and to allow categorizing of change items.

Click Save and OK



The screenshot shows the software interface with a toolbar at the top. The 'Save' icon, represented by a floppy disk, is circled in red. Below the toolbar, the 'A.0 Change Item List' window is visible, showing the same table as in the previous images, but with 'Initiatives' selected in the 'Category A' column for the 'CI-1' row.

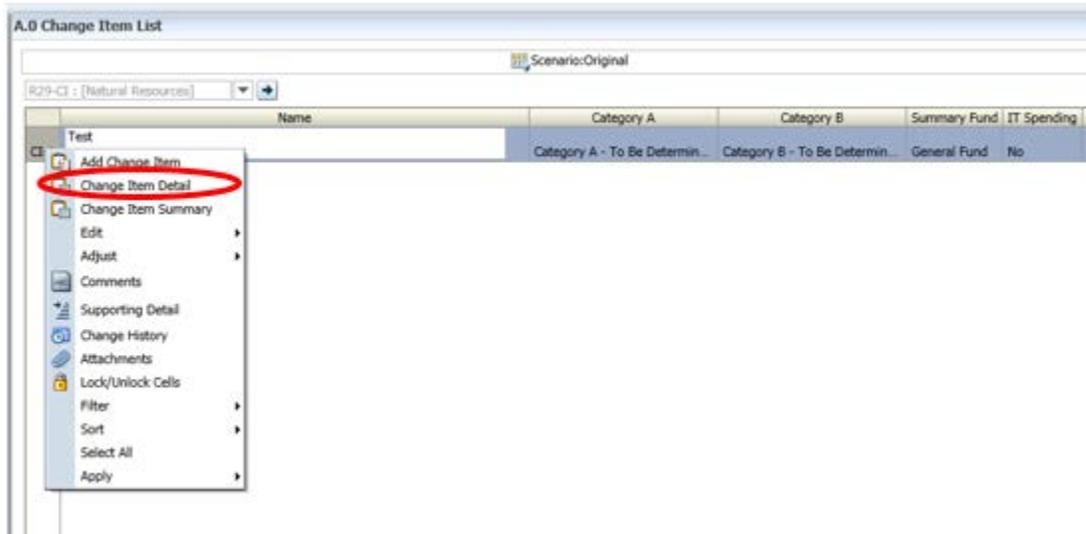


Entering Detail of Change Item

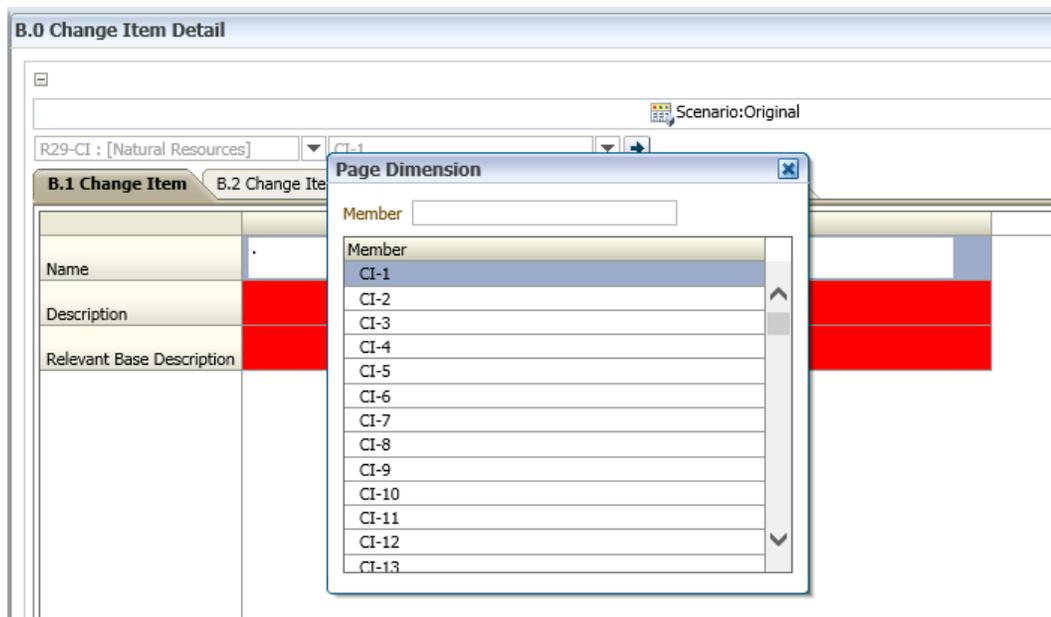
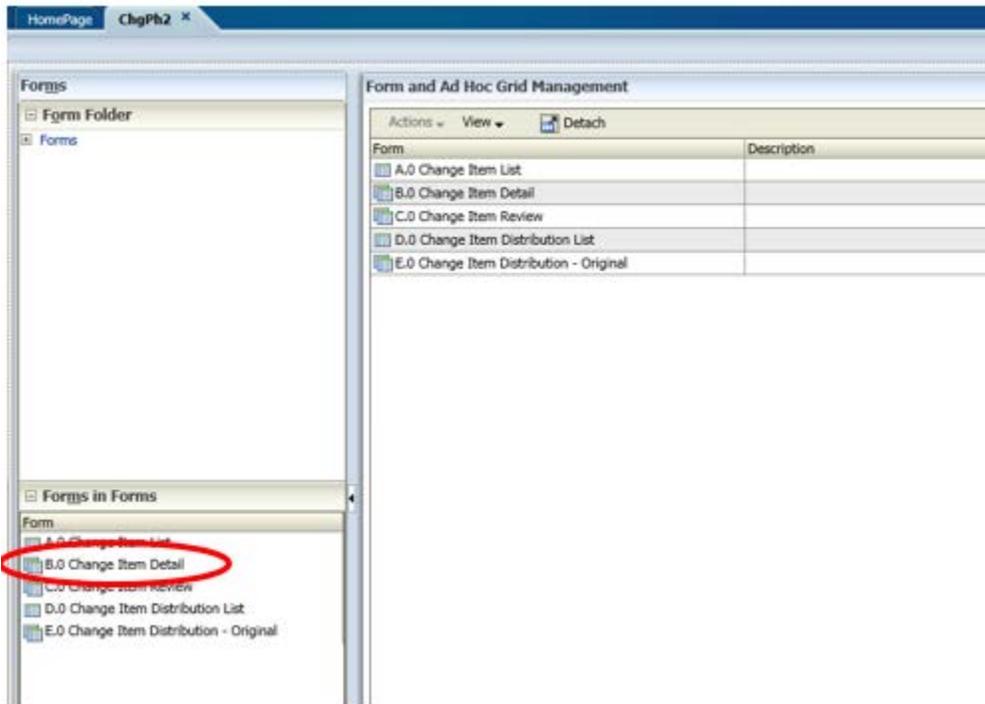
To enter change item detail, go to form “B.0 Change Item Detail”. There are two ways to get to the detail form:

- From form “A.0 Change Item List”, right-click on the change item you want to add detail to and select “Change Item Detail –or-
- From the left-hand menu, click form “B.0 Change Item Detail”. Once the form is open, using the dropdowns at the top of the screen, select the change item number. Your agency will default.

Getting to Change Item Detail – from form A.0 Change Item List:



Getting to Change Item Detail – from left-hand menu:



The change item detail form has three tabs that must be completed:

1. **Tab B.1 Change Item:** Enter or modify the name of the change item and its description. Also enter a description for the Relevant Base for this particular change item. Click the “Save” icon at the top of the screen after filling in this information.

B.0 Change Item Detail

Scenario:Original

R29-CI : [Natural Resources] CI-1

B.1 Change Item B.2 Change Item High Level Funding B.3 Relevant Base High Level Funding

FY18

Name	Test
Description	
Relevant Base Description	

Navigate File Edit View Favorites Tools Administration Help

Explore

HomePage Change - B.0 Change Item Detail

Forms

Form Folder

Forms

B.0 Change Item Detail

Scenario:Original

R29-CI : [Natural Resources] CI-1

B.1 Change Item **B.2 Change Item High Level Funding** B.3 Relevant Base High Level Funding

1000 - General

2. **Tab B.2 Change Item High Level Funding:** Enter the dollar amounts by fiscal year, fund, and revenue and expense category for the particular change item. Also add any transfer, FTE, and IT spending associated with the change item. Click the “Save” icon at the top of the screen after entering each fund's fiscal information.

B.0 Change Item Detail

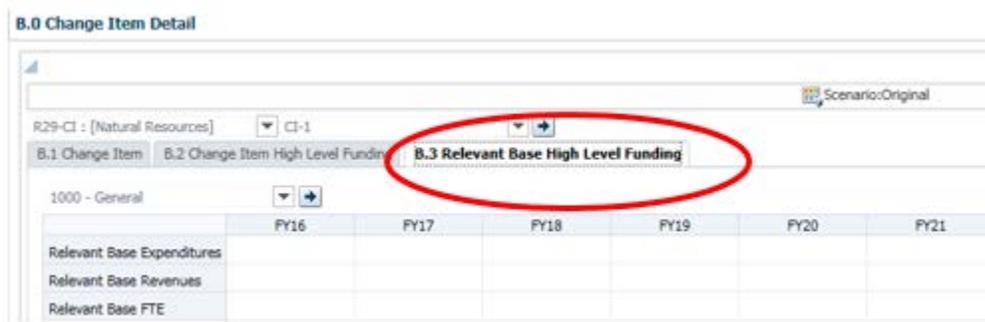
R29-CI : [Natural Resources] CI-1 Scenario:Original

B.1 Change Item **B.2 Change Item High Level Funding** B.3 Relevant Base High Level Funding

1000 - General

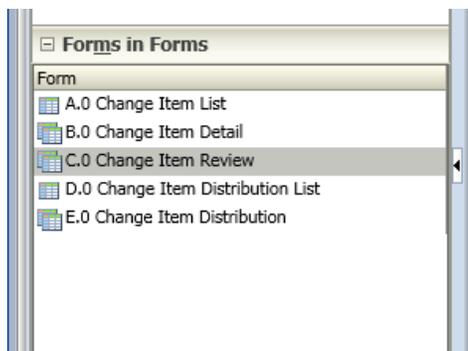
	FY18	FY19	FY20	FY21
Departmental_Earnings				
All Taxes				
Federal_Grants				
Investment_Income				
Other_Sources				
Total Revenue				
Balance_Forward_In				
Transfer In				
Transfer Out				
Loan Activity - In				
Loan Activity - Out				
Balance_Forward_Out				
All_Cancellations				
Available - Resources				
Grants to Local Govt				
Grants to Higher Ed				
Grants to Non-Gov				
Grants to State Agencies				
Payments to individuals				
Other Non-Payroll				
Payroll - Regular				
Expenditure				
Net Total				
Full Time Equivalent Position Count				
Full Time Equivalent Position Maintain				
Information Technology Spending				

3. **Tab B.3 Relevant Base High Level Funding:** Enter the dollar amounts by fiscal year, fund, and revenue and expense category related to relevant base for the particular change item. Also add any FTEs related to the Relevant Base



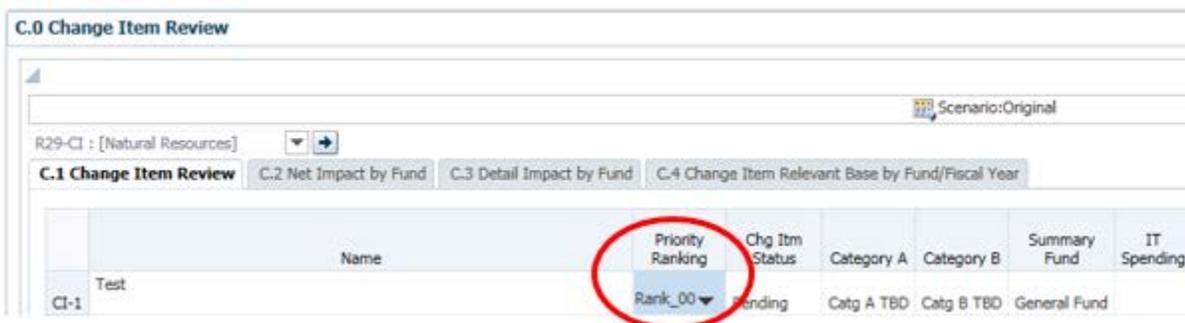
Reviewing Change Items

You can review your change Items that have been entered from “C.0 Change Item Review” Form. Click the C.0 Form of the left side of the screen.



There are 4 tabs that will allow you to review the data you have entered in either Form A.0 or B.0.

- **C.1 Change Item Review** – This will allow you to see each change Item by change item number and name.
 - This screen is where you can add the Priority Ranking, which is a selection from a drop down box. To change the priority, click on the arrow in the Priority Ranking box and select the Rank you would like the change item to be numbered.



- **C.2 Net Impact by Fund** - This will allow you to see the net change based on revenue and expenditures by change item number, name and fund.

C.0 Change Item Review

Scenario:Original

R29-CI : [Natural Resources]

C.1 Change Item Review | **C.2 Net Impact by Fund** | C.3 Detail Impact by Fund | C.4 Change Item Relevant Base by Fund/Fiscal Year

		CI Name	High Level Accounts FY18	High Level Accounts FY19	High Level Accounts FY20	High Level Accounts FY21
CI-1	1000 - General	Test	100	100	100	100

- C.3 Detail Impact by Fund** – This will allow you to see all revenue, expenditures, and available resources by change item number, name and fund.

C.0 Change Item Review

Scenario:Original

R29-CI : [Natural Resources]

C.1 Change Item Review | C.2 Net Impact by Fund | **C.3 Detail Impact by Fund** | C.4 Change Item Relevant Base by Fund/Fiscal Year

			FY18	FY19	FY20	FY21
CI-1	1000 - General	CI Name	Test			
		Expenses	100	100	100	100

- C.4 Change Item Relevant Base by Fund/Fiscal Year** – This will allow you to see all Relevant Base Total revenue and expenditures by change item number, name and fund.

C.0 Change Item Review

Scenario:Original

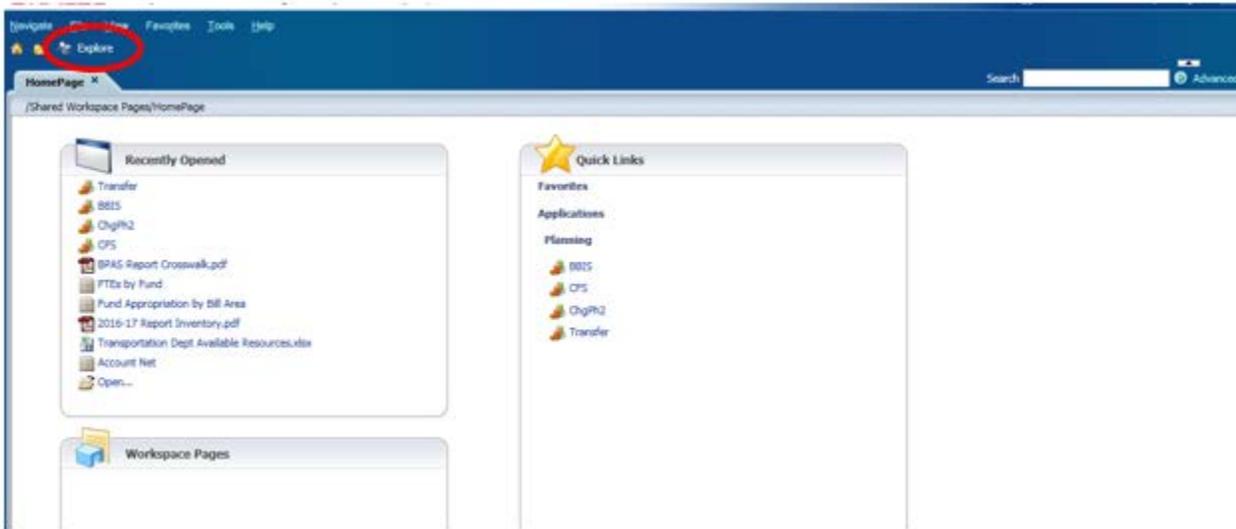
R29-CI : [Natural Resources]

C.1 Change Item Review | C.2 Net Impact by Fund | C.3 Detail Impact by Fund | **C.4 Change Item Relevant Base by Fund/Fiscal Year**

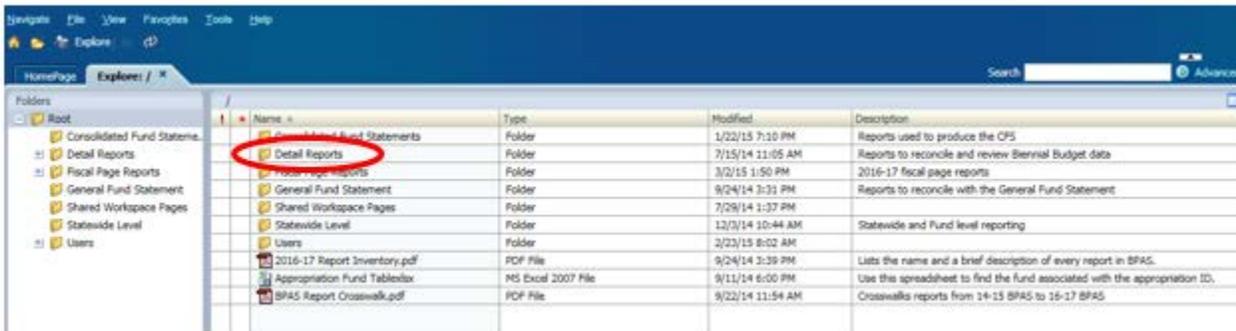
			FY16	FY17	FY18	FY19	FY20	FY21
CI-1	1000	CI Name			Test			

Change Item Reporting

Click on Explore to review available reports



Click on Detailed Reports Folder

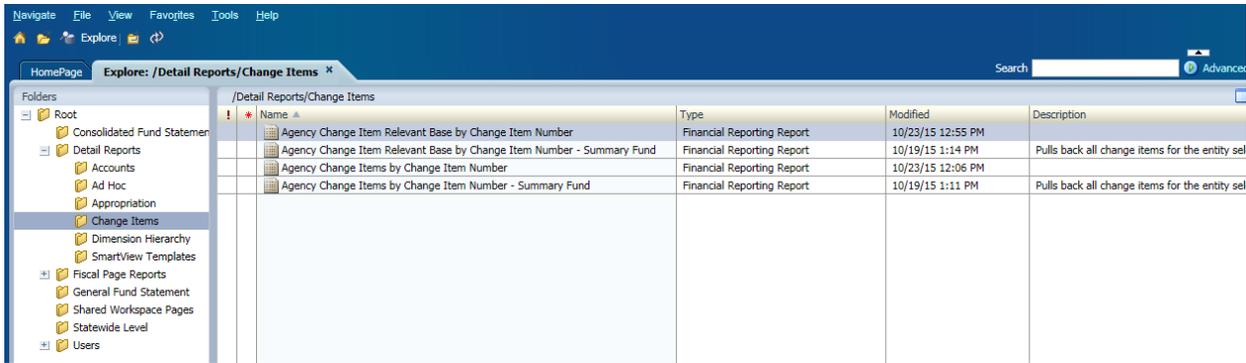


Click on Change Items Folder



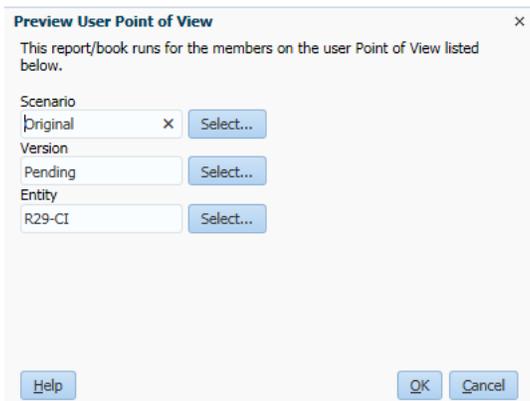
There are two reports that agencies may want to use to review their change items:

- **Agency Change Item Relevant Base by Change Item Number**-This report will provide a list of all relevant base information that has been provided base on the change items entered
- **Agency Change Items by Change Item Number Report**-This report will provide a list of all change items that have been entered for an agency. This includes the description, amounts, funds and Category A.

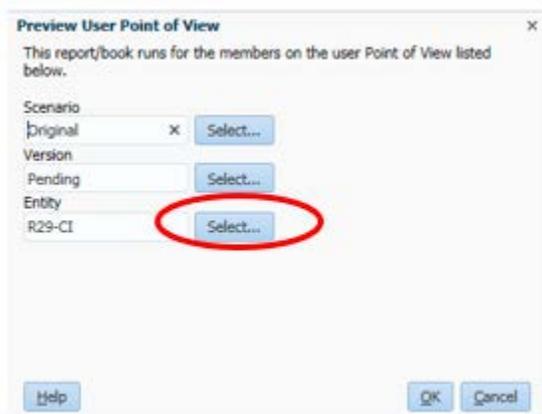


Set the Preview User Point of View for either of these reports as follows:

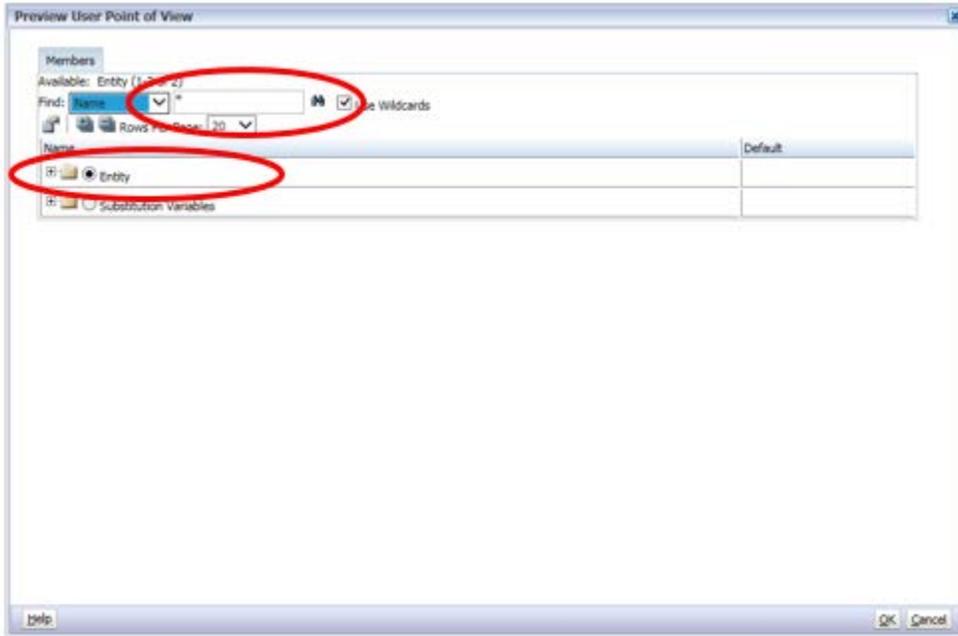
1. Scenario should be Original
2. Version should be Pending
3. Entity should be your “[Agency number] – CI”



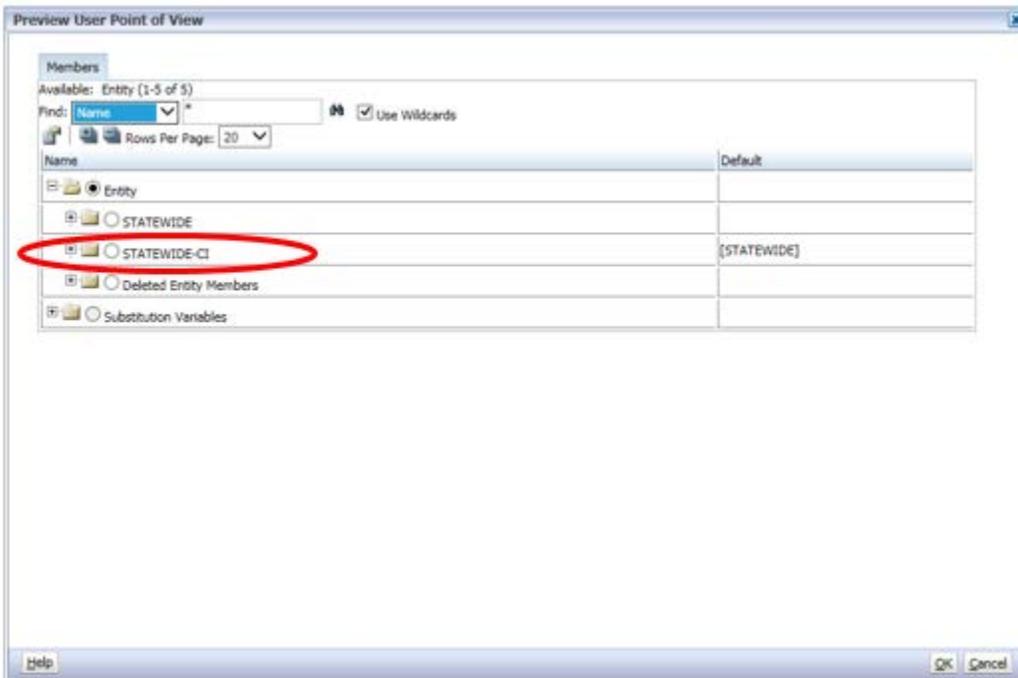
To change the criteria, click the select button next to the criteria you would like to change.



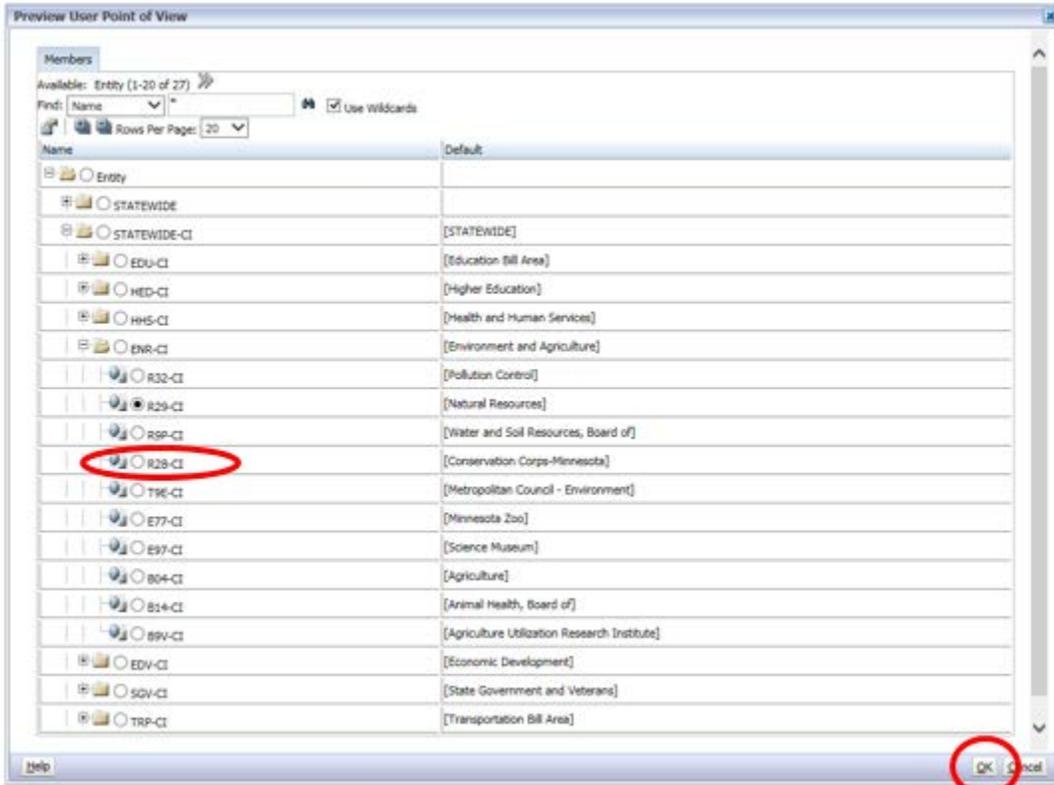
Expand the plus signs to see all the available selections or you can type in the find field and click the binoculars to find something specific



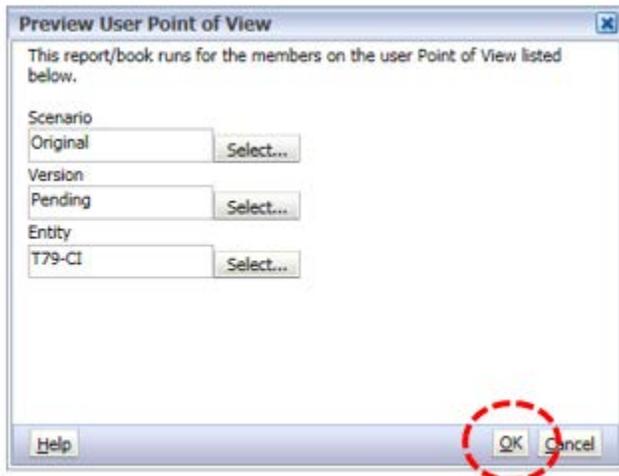
Find the criteria you would like to include in your report. For Entity, make sure you are selecting the Entity within Statewide-CI when looking for change items.



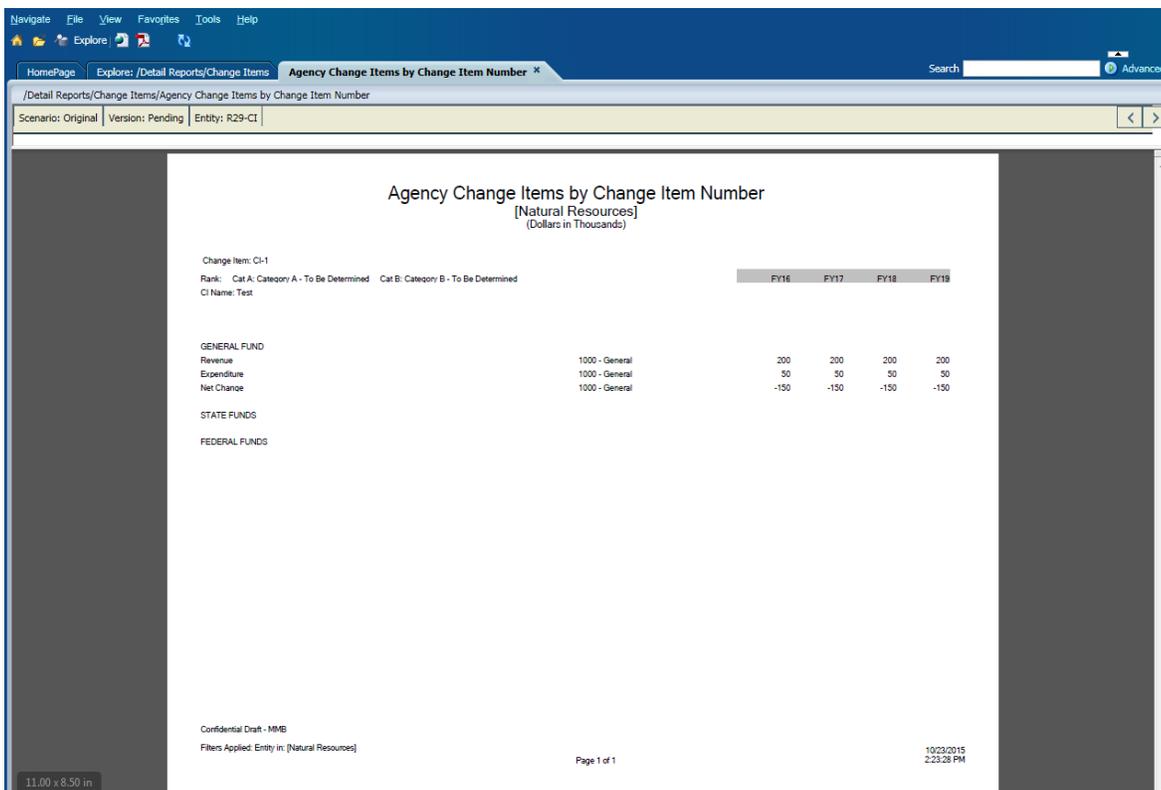
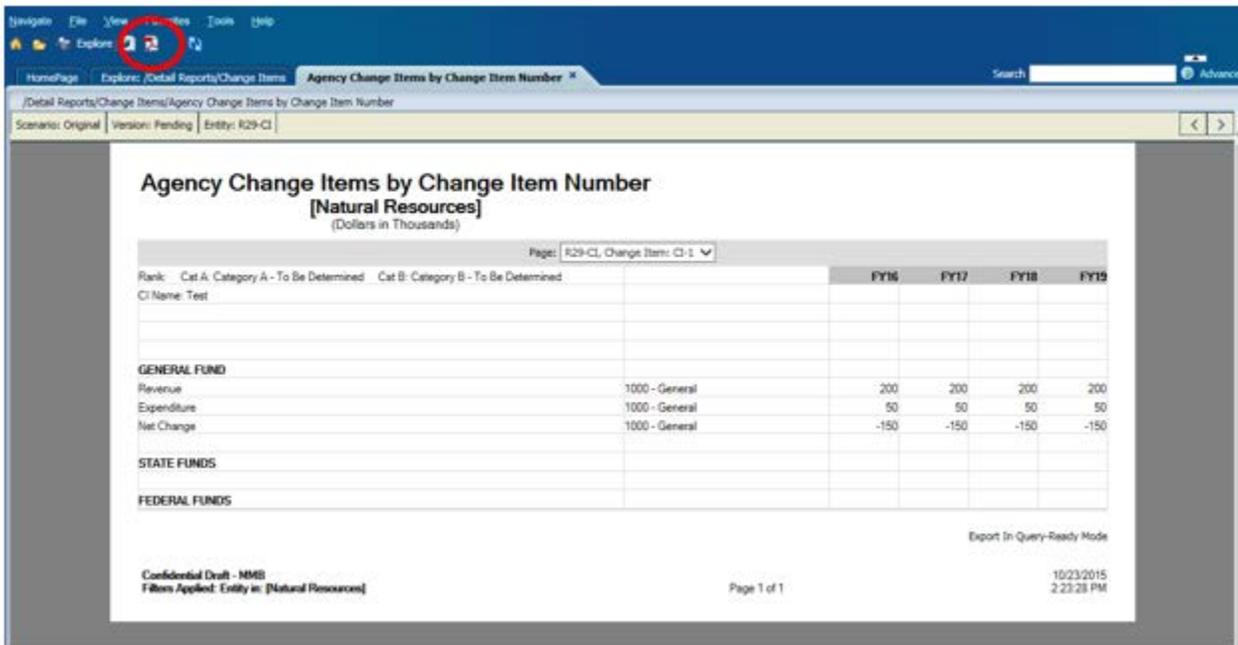
Click ok



Once all Criteria has been entered, click ok.



Once the report has run, click on the PDF button to display the report.



Scroll over the top of the report to be able to Print or Save the report as a PDF.

The screenshot displays a web browser window with the following elements:

- Browser Address Bar:** Shows the path `/Detail Reports/Change Items/Agency Change Items by Change Item Number`.
- Page Header:** Includes 'Scenario: Original', 'Version: Pending', and 'Entity: K29-CI'.
- Main Content Area:**
 - Title:** 'Agency Change Items by Change Item Number' with a subtitle '(Dollars in thousands)'.
 - Change Item:** 'CI 1'.
 - Row:** 'Cat A: Category A - To Be Determined' and 'Cat B: Category B - To Be Determined'.
 - CI Name:** 'Test'.
 - Table:** A table with columns for 'GENERAL FUND', 'STATE FUNDS', and 'FEDERAL FUNDS'. The 'GENERAL FUND' section includes rows for 'Revenue', 'Expenditure', and 'Net Change'. The 'STATE FUNDS' and 'FEDERAL FUNDS' sections are currently empty.
- Footer:** Contains 'Confidential Draft - 1996', 'Filter Applied: Entity in (Natural Resources)', 'Page 1 of 1', and a timestamp '10/23/2015 2:23:28 PM'.

A red circle highlights a toolbar located below the title, which contains icons for print, refresh, and other actions.