SHERPA

Budget Formulation and Management (BFM)

End User Guide – Form 5

State of Alabama

Contents

BFM Overview and Basics

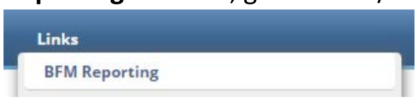
1. BFM Overview

The Budget Formulation and Management (BFM) system is the software tool used by departments to prepare and monitor budgets. BFM is also used to calculate and forecast salary and benefit costs. It includes a reporting solution that allows users access to budget data that exists in BFM.

1.1. How to Access BFM

BFM is accessed via the web browser.

- **BFM Links:** Your BFM system administrator will provide the required links to connect to BFM.
- **Reporting:** In BFM, go to Links / BFM Reporting to access reports.



- **ID/PW: Your** BFM system administrator will send your User ID and Password.
- **Timeout**: Web-based applications have a timeout built in. This is required so users do not leave idle windows open for excessive amounts of time, impacting overall performance. The current timeout is set at 20 minutes. Be sure to save often as you work. If you are idle for more than 20 minutes, you will have to log back in and any work you did not save will be lost.

1.2. Supported Browsers

The following browsers are supported for BFM version 5.0 or greater:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

When you first use BFM on a new computer, the browser may ask you to trust the application, accept pop-ups, or ignore warnings. Accept any of these requests, and, when possible, check the options not to be reminded in the future, always trust, etc.

1.3. Logging In

1.3.1. Click on the BFM link or select it from your Favorites.

1.3.2. From the top-level menu bar at the top left of the screen, click on ***Home***, then ***Login***.

If successful, you will see the top-level menu items to which you have access. If you believe you need additional access, contact your BFM Administrator.

1.4. BFM Terminology

- **PCF:** Personnel Cost Forecasting. BFM creates a personnel forecast based on HR data and planning values loaded in the system.

- **Budget Form:** This is how you enter data into BFM. A Budget Form is a specific layout that has certain required fields, such as text, price, quantity, or other information.

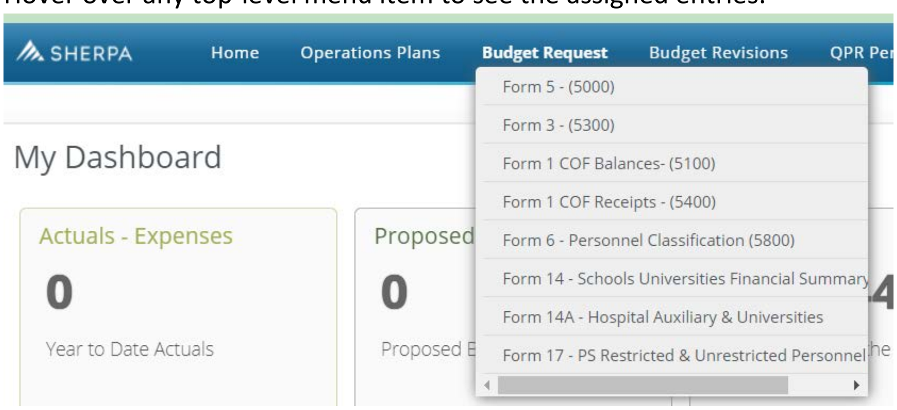
- **Report**: This is how data from multiple forms is consolidated. Reports are also used to view historical actuals and adopted budgets alongside the budget request data.
- **Stage:** Stages are how BFM creates workflow. End users will enter their budgets in the Budget forms. When a budget request is at a stage that you do not have access to, you can no longer make changes to it. You can still view the budget through reports.
- **Form Instance:** A form instance is the generic term for a particular budget form that you access to enter your budget. Each form instance has an ID, called a Form Instance ID, which is a unique numerical code assigned to each budget request.
- **Org/Organization**: A generic term referring to the organizational dimension (Department).

2. Basic Navigation

Each user has different Security. The level of Security controls the menu items that appear in the application.   BFM relies mostly on the mouse for navigation. Some users prefer navigation using keyboard shortcuts, tabs/enter, and other shortcuts. Currently, only a few of the typical keyboard shortcuts work. We encourage users to use mouse point-and-click for most of the navigation.

2.1. How to Navigate

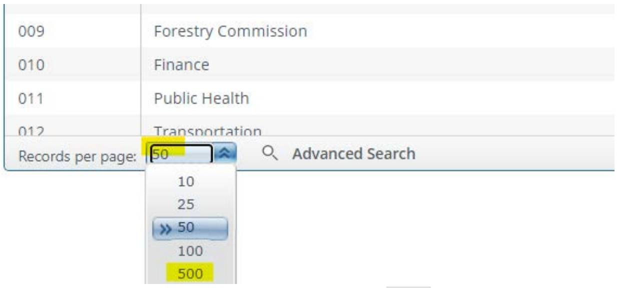
Hover over any top-level menu item to see the assigned entries.



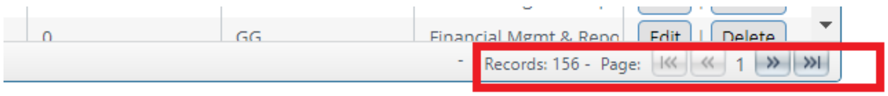
Place your cursor directly below and click to select any menu item.

2.2. Paging through records

The bottom panel determines how many records are visible per page and allows you to page through records. A record refers generically to a piece of data that may vary based on the screen you are on; in some screens it may be a distinct budget form instance, in other screens it may be a detailed budget entry. Click on the Records Per Page, the default setting of 50 is highlighted. With this setting, 50 records are displayed. To change the number of records displayed, click the ***Records Per Page*** dropdown and select the number of records to display.



Click on the on the double arrow (next page) or double arrow with an end line (last page) in the lower right hand corner of the table to page through available records.



2.3. Quick Search

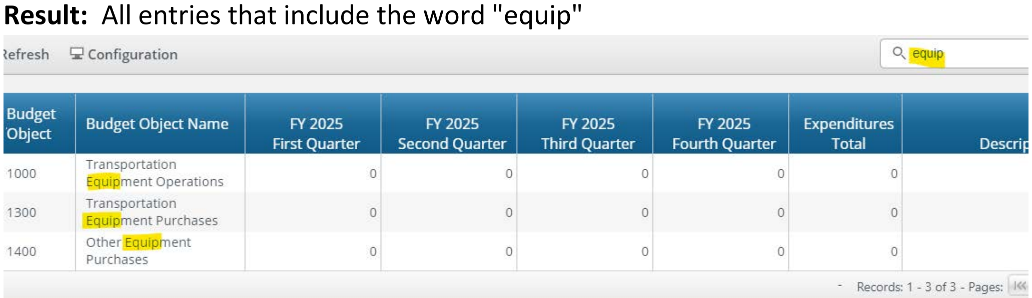
Instead of paging through records, often a quicker option to find a record is the **Quick Search** function. This function is an option for most of our menu screens. For example, within each budget form you have access to perform a Quick Search.

Type any text in the ***Quick Search*** box. Once you stop typing for one second, you will see 'Loading…' in the table area below. The search will be applied to all non-data columns. All rows that contain the Quick Search text will be returned in the table. Do not press Enter or any other buttons to execute the search, just wait.

Example: Searching by text

Search: "equip"

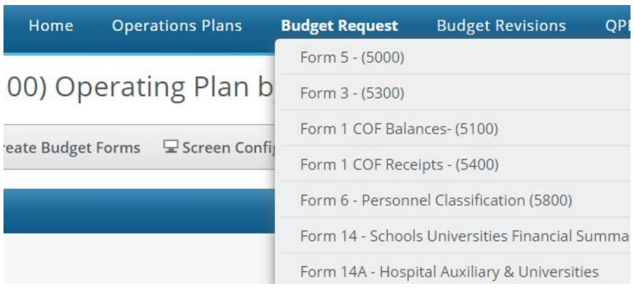
Result: All entries that include the word "equip"



3. Entering Data in Budget Forms

3.1. Adding Budget Entries

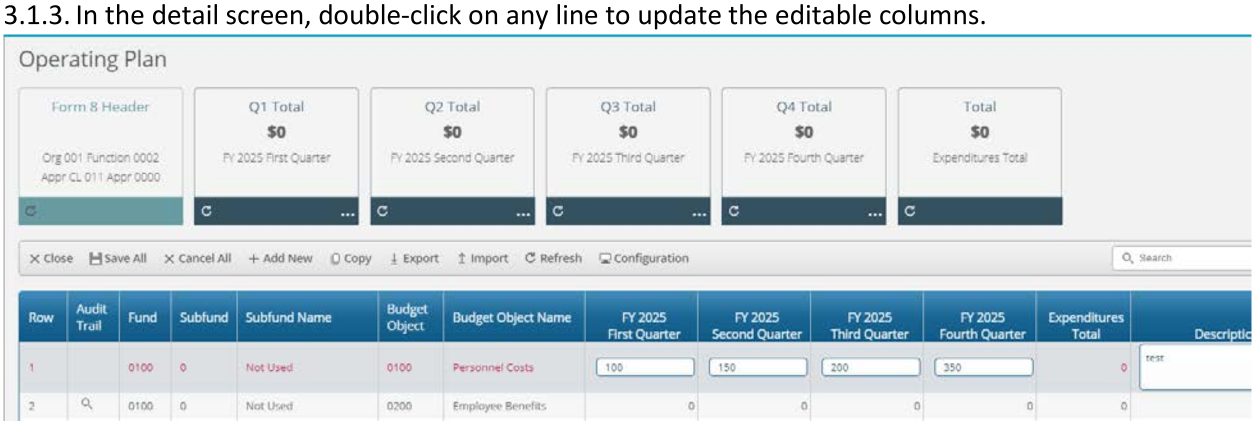
3.1.1. Select the appropriate **Budget Form.** Form definitions are selected from the Operations Plans, Budget Request, Budget Revisions, or QPR Performance menus.



After selecting a budget form, the List Page appears, which will return forms based on your security. All the budget forms navigate in the same manner. There is a **Header** page that provides the options for a long text description or attachments. There is a **Detail** page where budgets amounts are entered. You will mostly use the **Detail** page for forms.

3.1.2. Click the ***Detail*** button to open the budget form entry details. Note: The system executes a query once you click the tab which may take a few seconds for the screen to open.

3.1.3. In the detail screen, double-click on any line to update the editable columns.



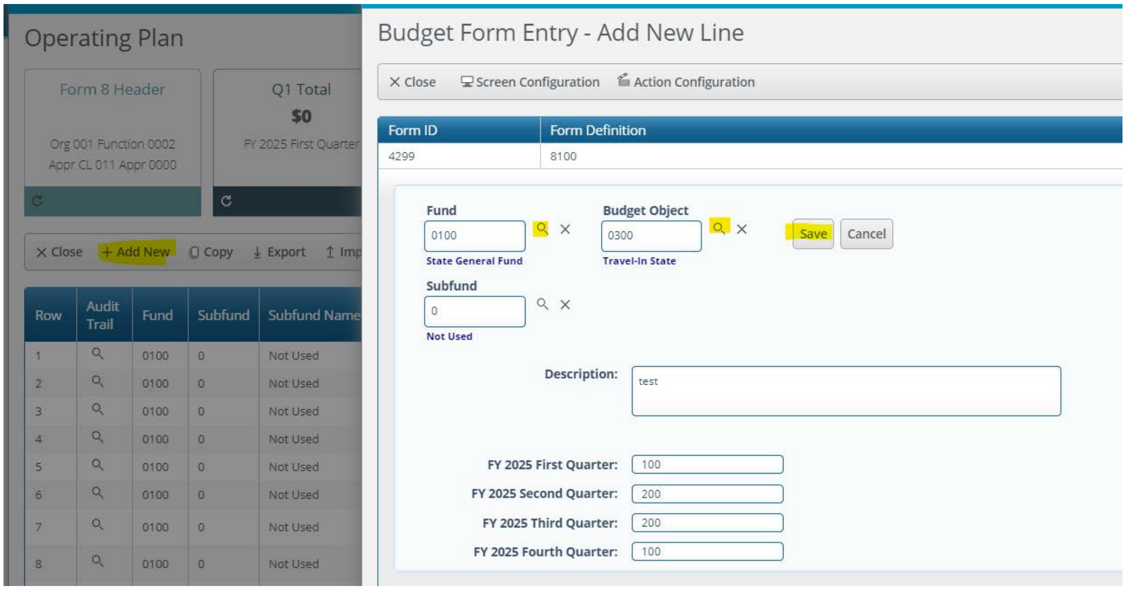
3.1.4. Click the ***Save All*** (at the bottom).

3.1.5. If additional Line Items for a particular year are needed, Click ***Add New*** button to add a new line.

3.1.6. Use the Search icon (magnifying glass) to select the appropriate chart of account values (like Fund and Budget Object).

3.1.7. Click on the code and then ***Select*** button. Note that you can also type in the code or name in the

Quick Search, wait for one second, and then select from the filtered list.



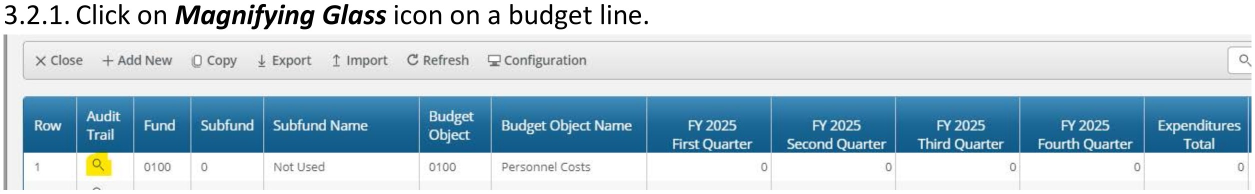
3.1.8. In this example, enter allotment amounts for each quarter, and a Description.

3.1.9. Click **Save.**

3.2. Audit Trail

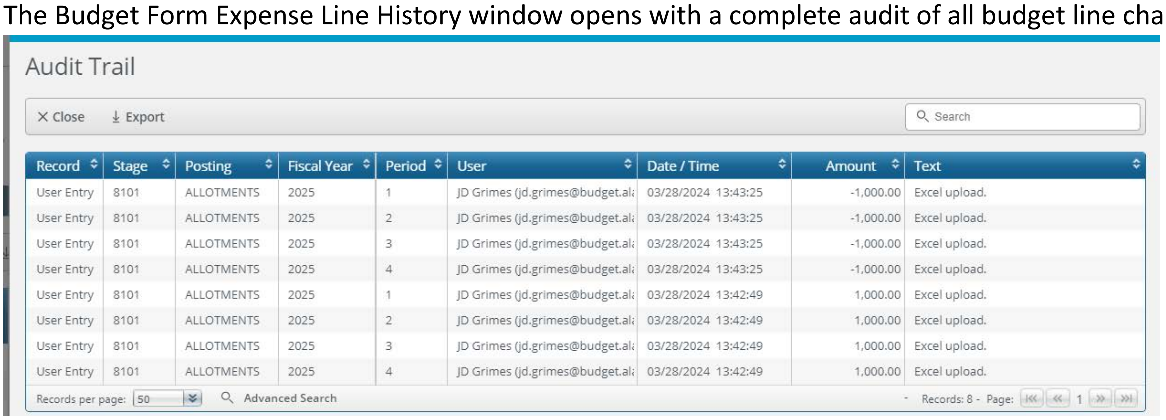
Audit Trail stores the amount and text changes with the corresponding user and date timestamp.

3.2.1. Click on ***Magnifying Glass*** icon on a budget line.



Row	Audit Trail	Fund	Subfund	Subfund Name	Budget Object	Budget Object Name	FY 2025 First Quarter	FY 2025 Second Quarter	FY 2025 Third Quarter	FY 2025 Fourth Quarter	Expenditures Total
1		0100	0	Not Used	0100	Personnel Costs	0	0	0	0	0

The Budget Form Expense Line History window opens with a complete audit of all budget line changes.

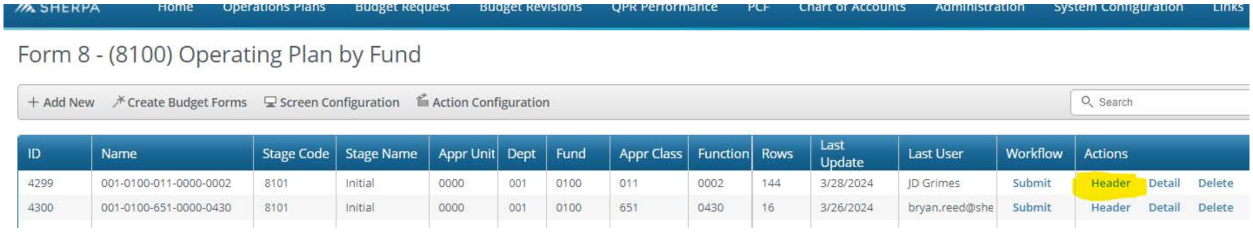


Record	Stage	Posting	Fiscal Year	Period	User	Date / Time	Amount	Text
User Entry	8101	ALLOTMENTS	2025	1	JD Grimes (jd.grimes@budget.al	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	2	JD Grimes (jd.grimes@budget.al	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	3	JD Grimes (jd.grimes@budget.al	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	4	JD Grimes (jd.grimes@budget.al	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	1	JD Grimes (jd.grimes@budget.al	03/28/2024 13:42:49	1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	2	JD Grimes (jd.grimes@budget.al	03/28/2024 13:42:49	1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	3	JD Grimes (jd.grimes@budget.al	03/28/2024 13:42:49	1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	4	JD Grimes (jd.grimes@budget.al	03/28/2024 13:42:49	1,000.00	Excel upload.

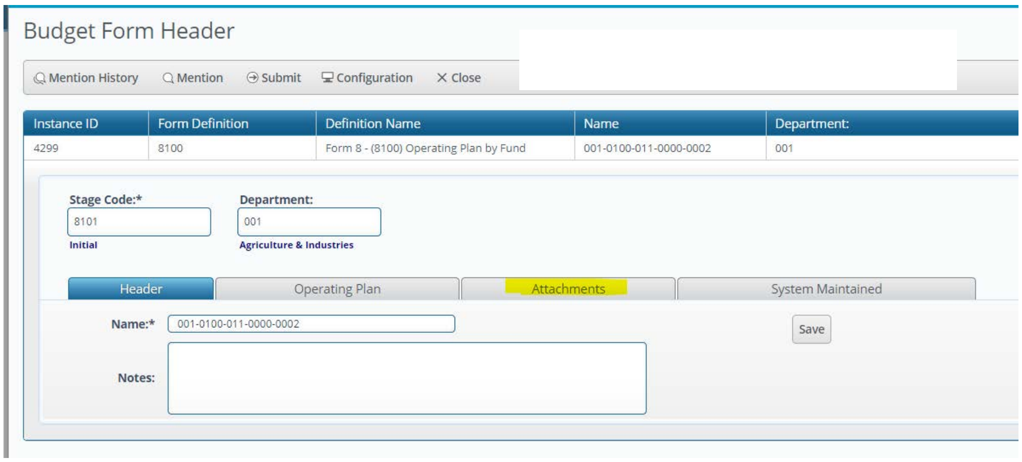
3.2.2. For the audit trail to be easy to follow, deleting rows is currently not allowed. Just type a 0 in any field you wish to 'delete' and delete any text and Save All.

3.3. Add an Attachment

3.3.1. Click ***Header*** on the appropriate Budget Form ID on the Budget Form List Page to add an attachment.



This brings up the form in the 'Header' view.



Budget Header – Attachments tab

The Attachments tab contains the documents attached to the form. There are pre-defined file types that are acceptable for uploads (PDF, Word, Excel, etc.). If a file you want to upload is not a valid file type, contact Sherpa to have that type added to the list of acceptable file types.

3.3.2. Click the ***Attachments*** tab.

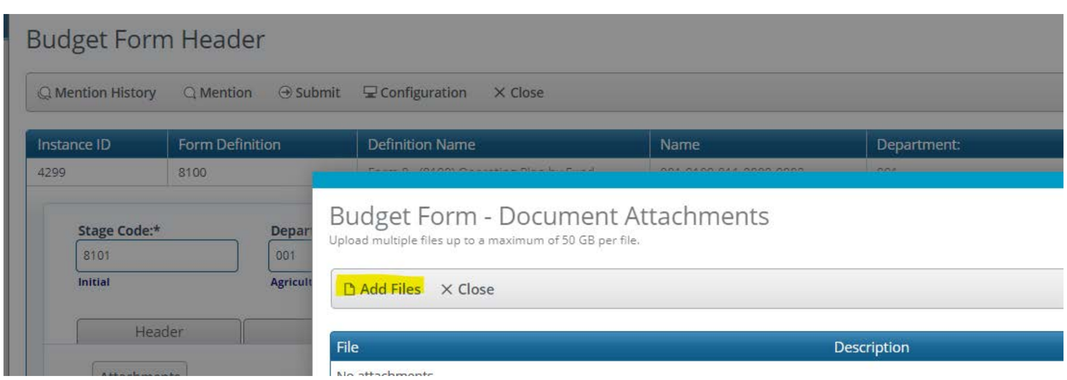
3.3.3. Click the ***Attachments*** button

3.3.4. Click ***Add Files*** to open Folder Structure.

3.3.5. Select the File. Currently Word, Excel, and PDF are supported file types.

3.3.6. Click ***Open*** button.

3.3.7. Click on a file in the list to download attachments that are on this form.

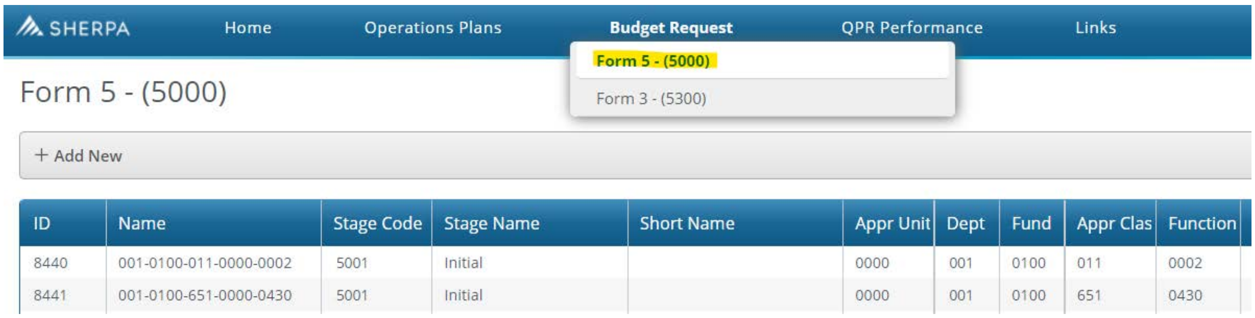


Budget Form Instructions

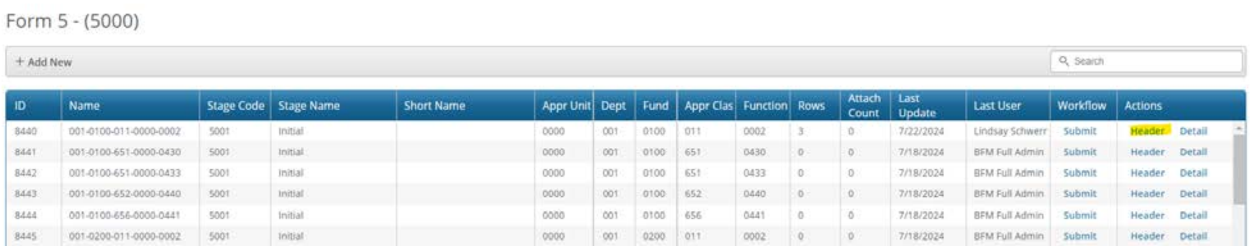
4. Form 5 Budget Request

4.1. Form 5 Entry

4.1.1. After logging into BFM, begin by hovering over ‘Budget Request’ on the header menu, and then select ‘Form 5 - (5000)’.

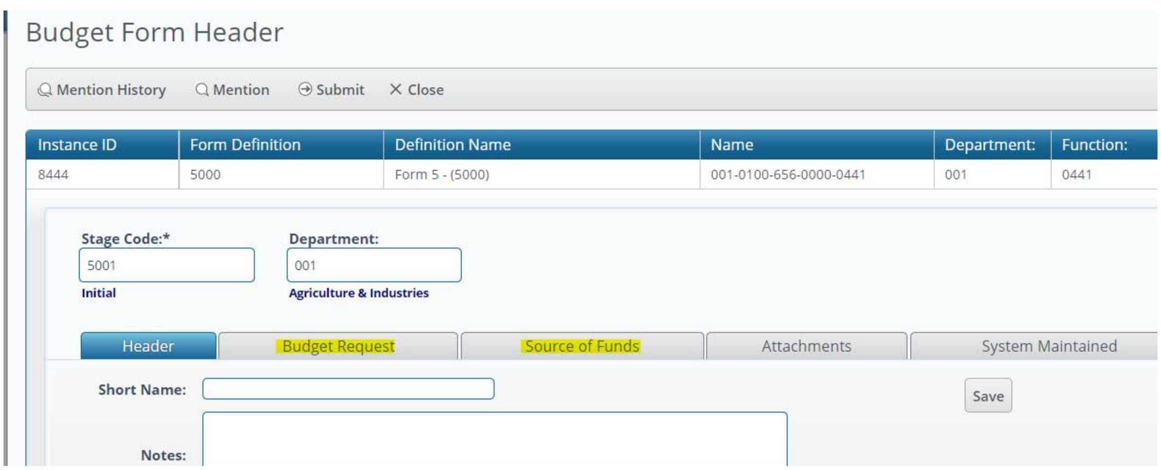


4.1.2. On the ‘List Page’, you will see the Form 5s to which you have access based on your security.



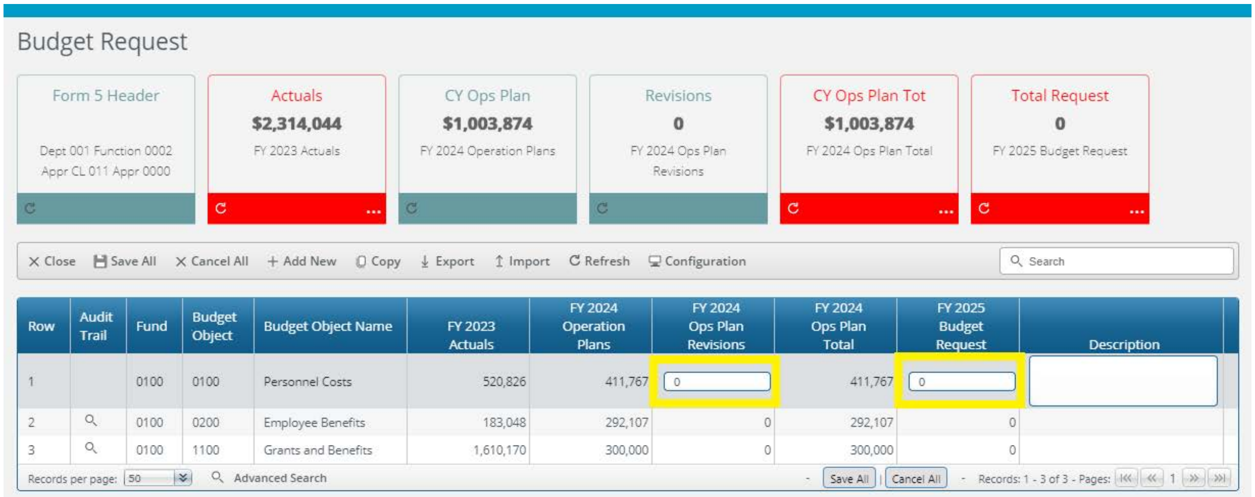
4.1.3. Click on ‘Header’ on the row of the form you would like to edit.

4.1.4. The Form 5 has two tabs for entering data, ‘Budget Request’ (major objects) and ‘Source of Funds’.



4.1.5. Click on the ‘Budget Request’ tab.

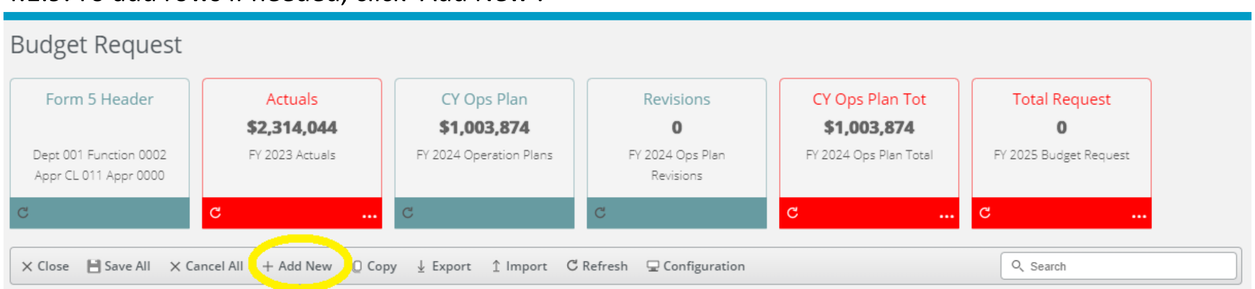
4.1.6. The Budget Request detail tab is prepopulated with prior year Actuals and Current Year Operations Plan data. To update any budget line, double click in the corresponding row. The editable fields are the current year Ops Plans Revisions and the future year Budget Request.



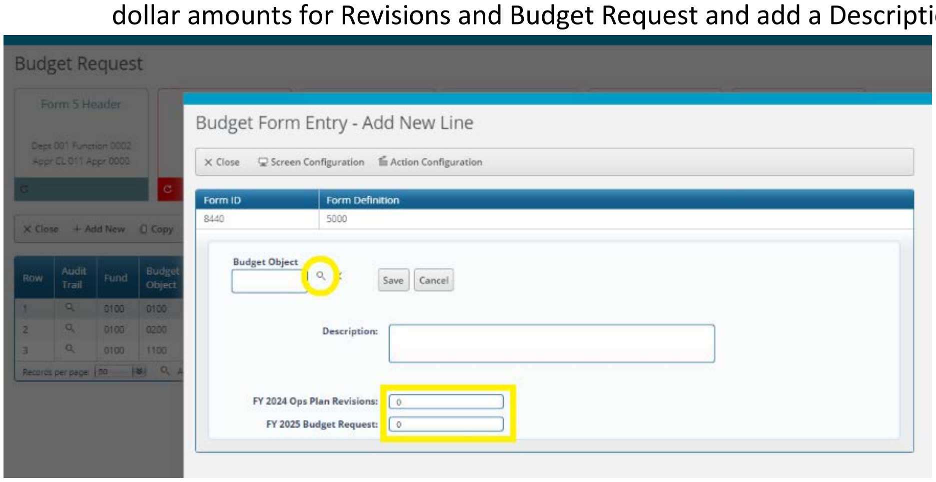
4.1.7. Enter the dollar amounts for Revisions and Budget Request and add a Description (optional). After you save, the Ops Plan Total column will populate (current year Operations Plans + current year Ops Plans Revisions).

4.1.8. You can edit more than one line at a time, unsaved lines will show in red. Click the Save All.

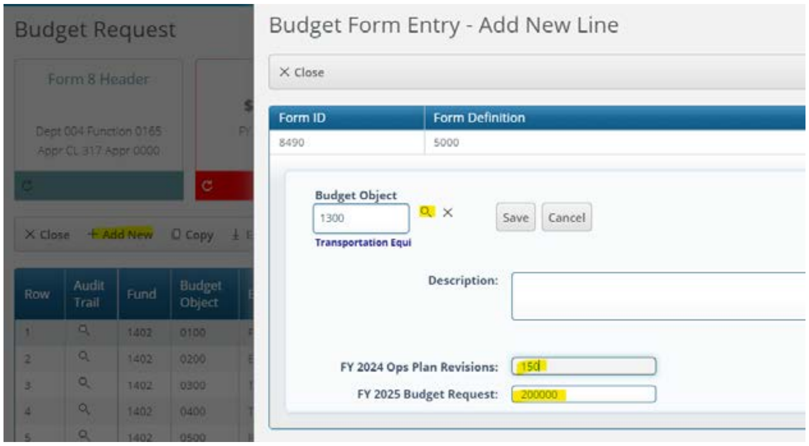
4.1.9. To add rows if needed, click ‘Add New’.



4.1.10. Use the Budget Object magnifying glass to select the appropriate budget object. Enter the dollar amounts for Revisions and Budget Request and add a Description (optional).



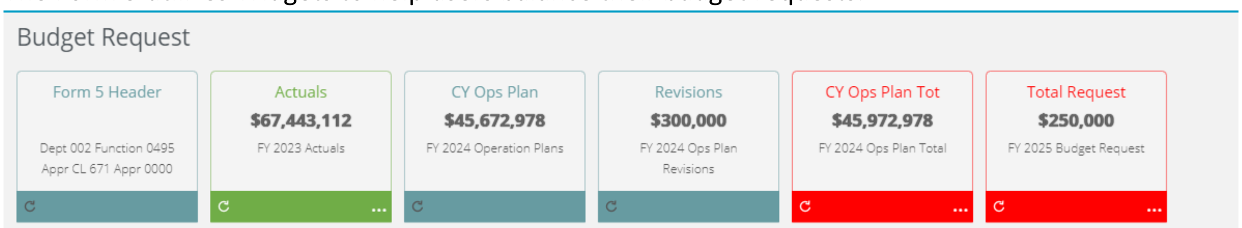
4.1.11. Note: for the new row to save, data needs to be entered in at least of one those fields – description, Revision or Request.



4.1.12. Repeat for the ‘Source of Funds’ tab.

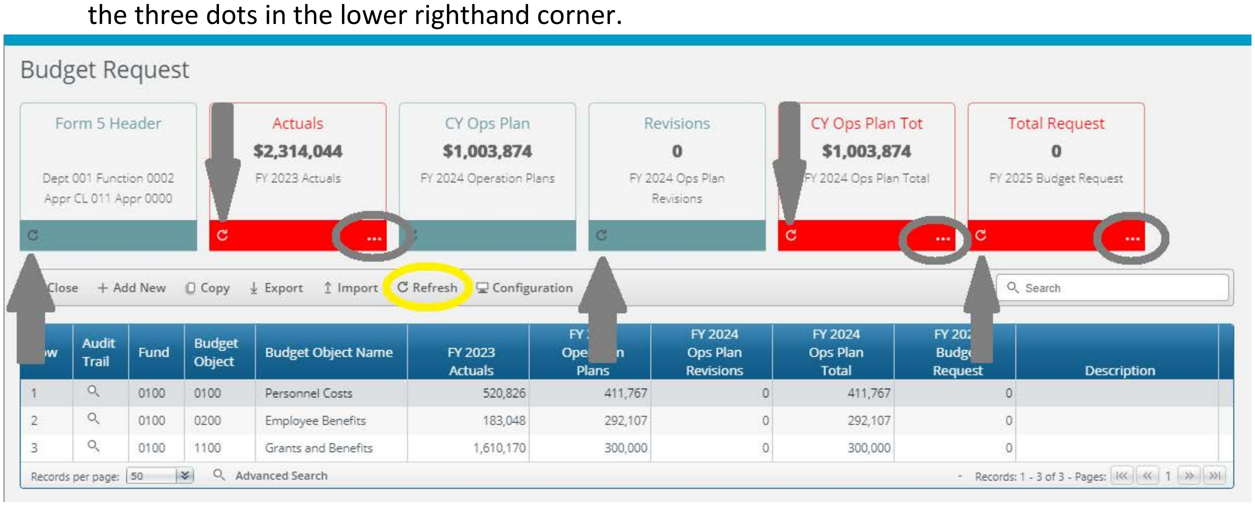
4.2. Form 5 Widgets

The Form 5 utilizes Widgets to help users balance their budget requests.



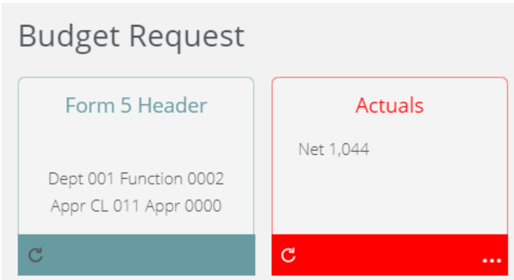
4.2.1. For each form, there are six tiles (screenshot above). The first tile displays form header values (Department, Function, Appropriation Class, and Appropriation Unit). The second tile displays Actual expenditures (entered in Actuals column), the third displays current year Ops Plan expenditures totals, and the fourth displays expenditure revisions totals (entered in Revisions column). The fifth displays current year Ops Plan totals (includes revisions), and the last tile displays the budget request expenditure totals.

4.2.2. Tiles can be refreshed by clicking on the refresh icon in the lower lefthand corner of each tile. Additionally, the second, fifth, and six tiles can be ‘flipped’ to show the reverse side by clicking on the three dots in the lower righthand corner.



4.2.3. Red tiles indicate that the expenditures and source of funds *are not* balanced. Green tiles indicate that expenditures and source of funds *are* balanced. Teal tiles have no calculations/balancing and simply display totals.

4.2.4. Clicking on the three dots on the lower righthand side of the red Actuals tile provides additional information on the Net value.

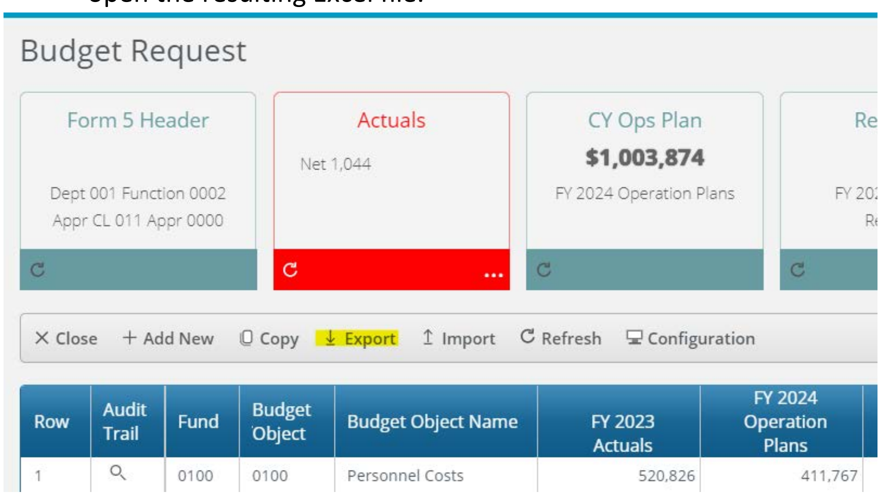


4.2.5. The Net value is equal to the expenditures minus source of funds. For this form, expenditures exceed funds by 1,004. To balance, the user needs to make an update to increase source of funds by 1,004 or decrease expenditures by 1,004.

4.2.6. Once the user has saved the change(s) to balance the expenditures and source of funds, they will need to click the refresh icon in the lower lefthand side of the tile to see the color change from red to green.

4.3. Updating form data using Export/Import Excel functionality

4.3.1. To update form data using Excel, click on the Export button in the budget form header row, and open the resulting Excel file.

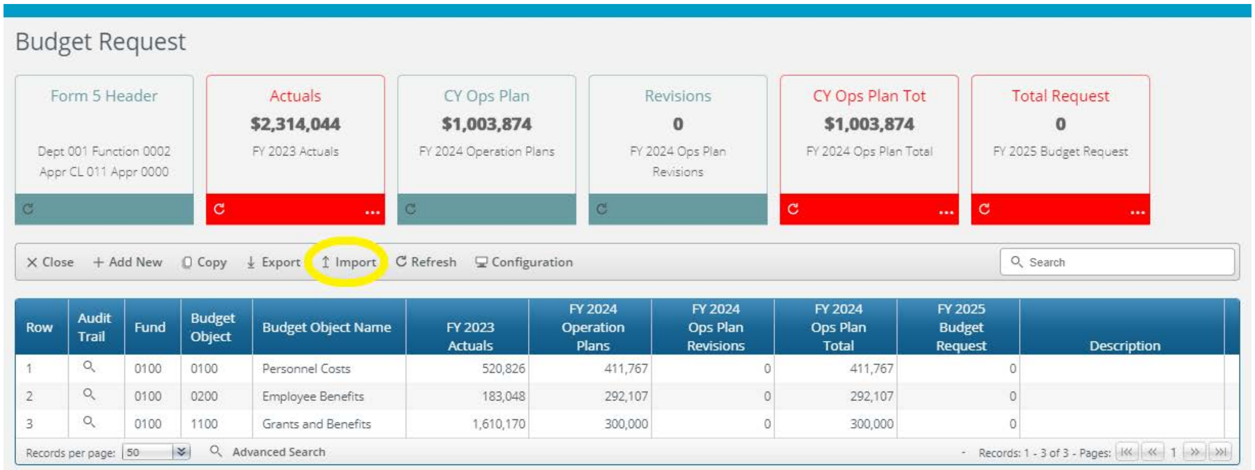


4.3.2. The Export will download an Excel file with the same information that is in the Details grid.

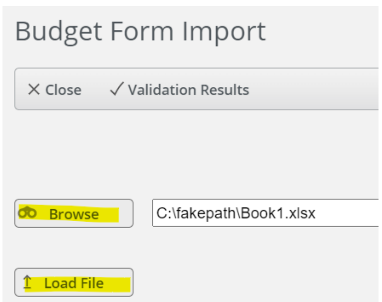
4.3.3. Once in the Excel file, make needed updates, including adding new rows.

4.3.4. Once complete, Save the Excel file as a new file.

4.3.5. To load the changes into Excel, click on the Import button.



4.3.6. Click the 'Browse' button to find and select the updated file, then click 'Load File'.



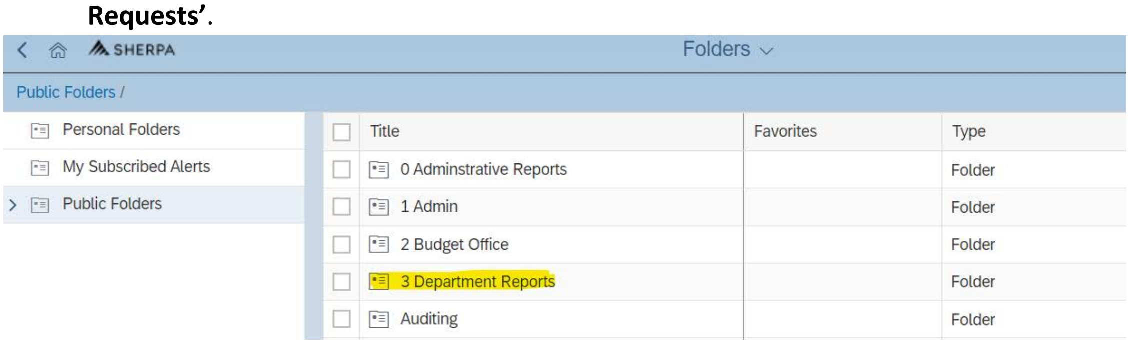
4.3.7. The system will compare records on the Excel file with what is already on the form, validate for errors and invalid codes, and load the new amounts/lines into the form.

Note: If the screen loads with red, that means there were errors on the import and no lines were loaded. Click on the Validation Results button to see the errors and corresponding row number. Correct the errors on the Excel and reimport file.

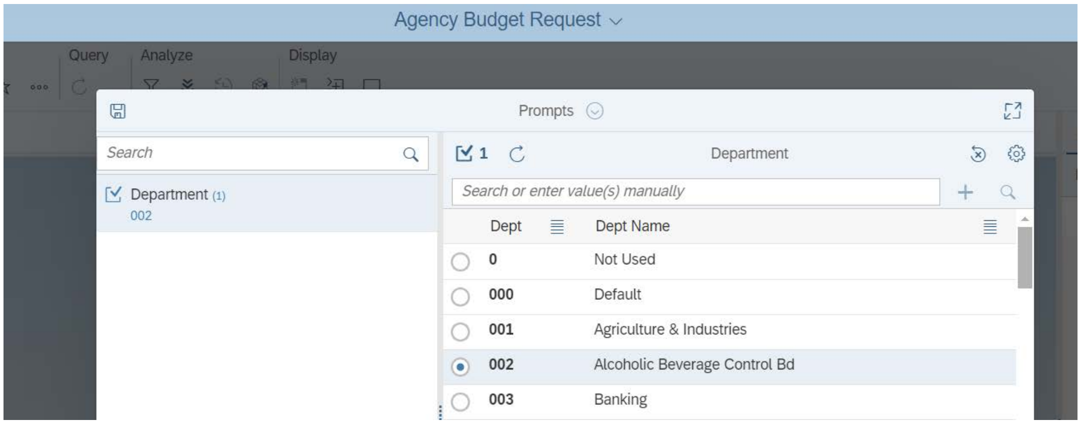
4.4. Budget Request Report

4.4.1. To access the Budget Request report, from the BFM home page, navigate to Links > BFM Reporting.

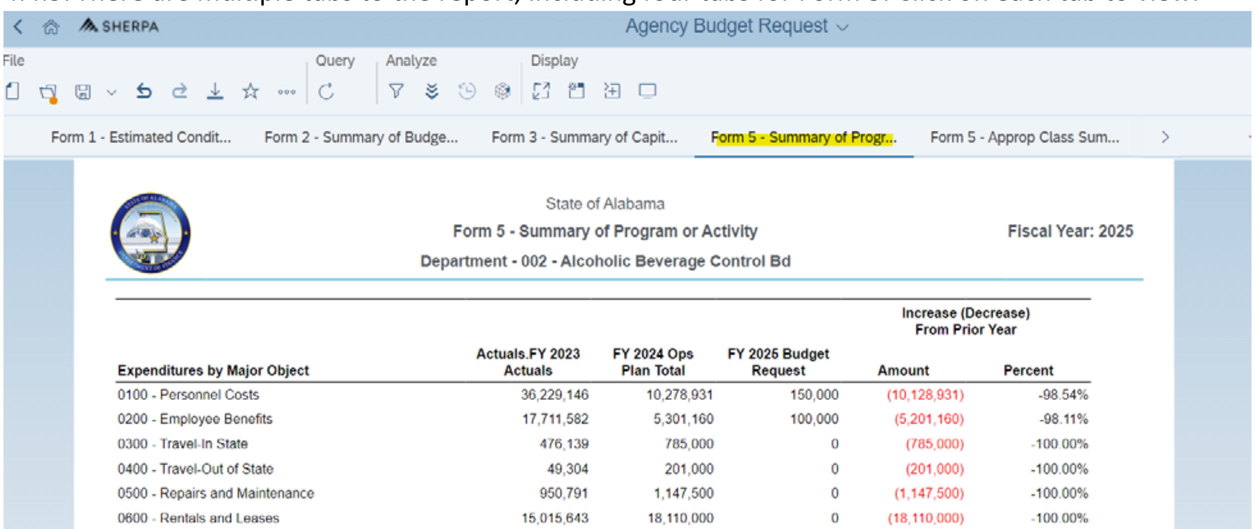
4.4.2. In the Reporting folder view, navigate to the '**3 Department Reports**' folder, then '**3.1 Budget Requests'**.



4.4.3. Click on the **Agency Budget Request** report. A pop up will prompt you to select Department.



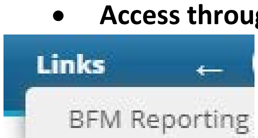
4.4.4. Scroll to select the appropriate Department (you can also use the Search bar) and then click 'Run'.
4.4.5. There are multiple tabs to the report, including four tabs for Form 5. Click on each tab to view.



5. BFM Reporting

5.1. How to Access BFM Reports

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



Multiple Sessions

Use **CTRL+N** to open two sessions of your choice of browser. This will allow you to have reports open in one tab and the BFM application open in another window. You can enter data in BFM and refresh reports. This is especially useful if you have two monitors.

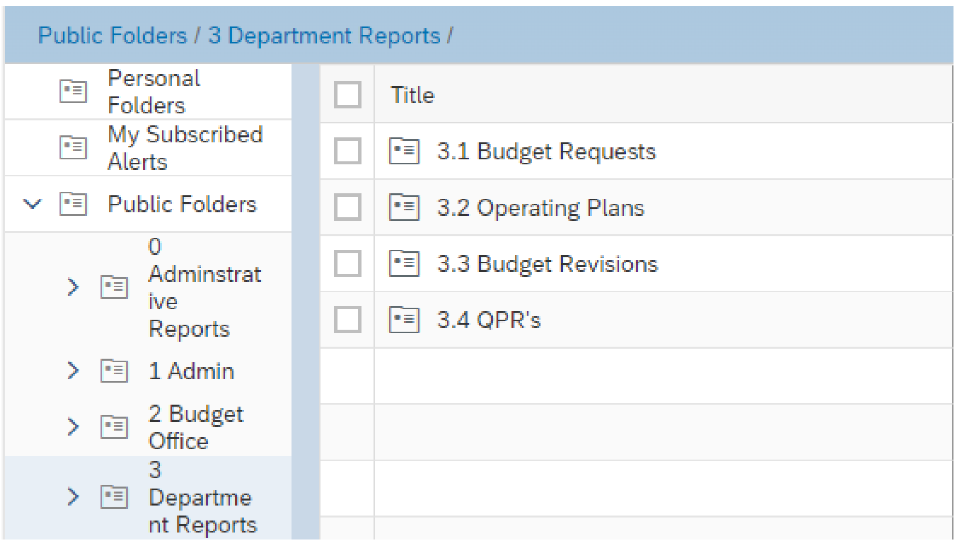
Logging In

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

Running Reports

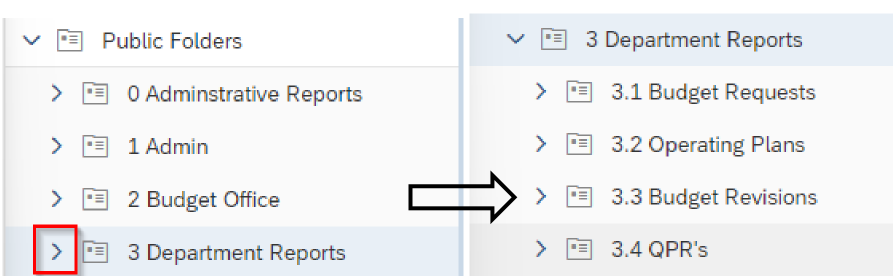
5.1.1. There are two tabs in the upper left, **Home** and **Documents**. Click on ***Documents*** to see the report folders.

Basic Navigation

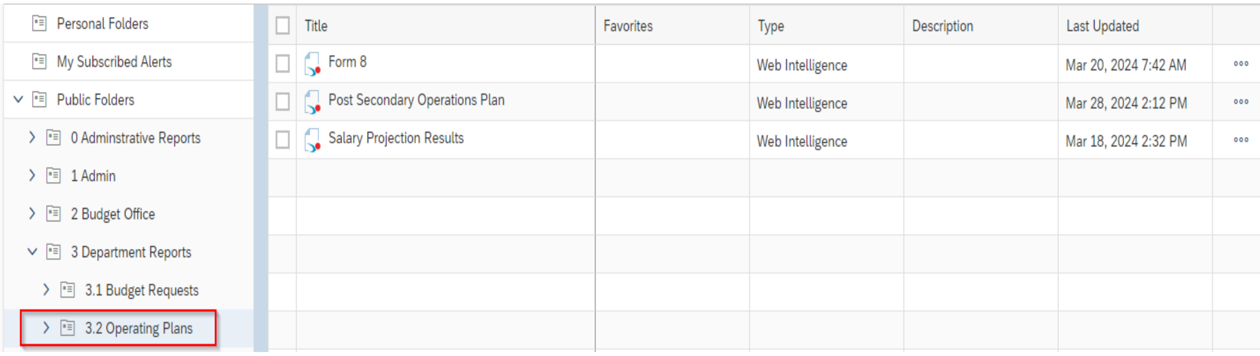


5.1.2. **Department Reports** is where all standard reports are housed. The active slider is above the white space; in this screen shot Folders is Active. If My Documents is Active, Folders is all the way at the bottom of the screen. When you click on **Department Reports** it will slide to the top and open the **Department Reports** section.

5.1.3. Click on the arrow to the left of any folder to expand the folder structure.



5.1.4. Click on any folder to see the reports available.

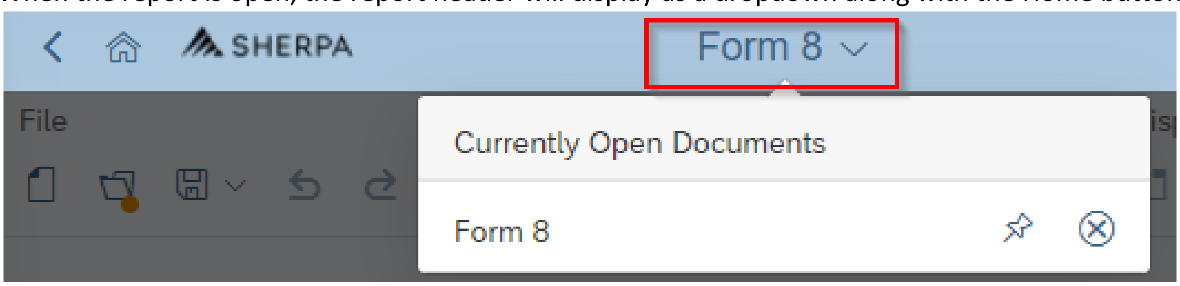


5.2. Opening a Report

5.2.1. Navigate through the folders to the report to be run.

5.2.2. ***Double click*** on the report to be opened

When the report is open, the report header will display as a dropdown along with the Home button.



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

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

Report Prompts

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

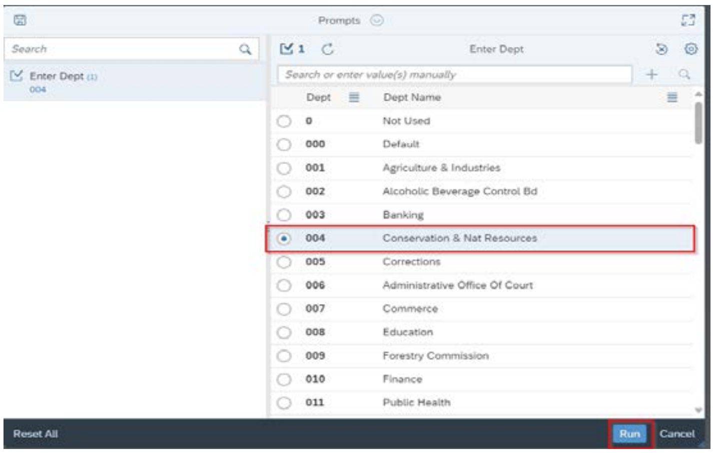
- You must click on each Prompt you wish to fill out (or is required) and follow the procedures below.
- The active Prompt is highlighted in Blue; there are four distinct prompts in the screen print.
- Optional prompts have a green circle with a checkmark when the prompt is empty.
- Required prompts have a red circle with an “x” when the prompt is empty.
- Depending on the report that is opened, all prompts (listed below) may not be available. Each report may have different prompts.

5.2.3. To change the default prompt value there are three options:

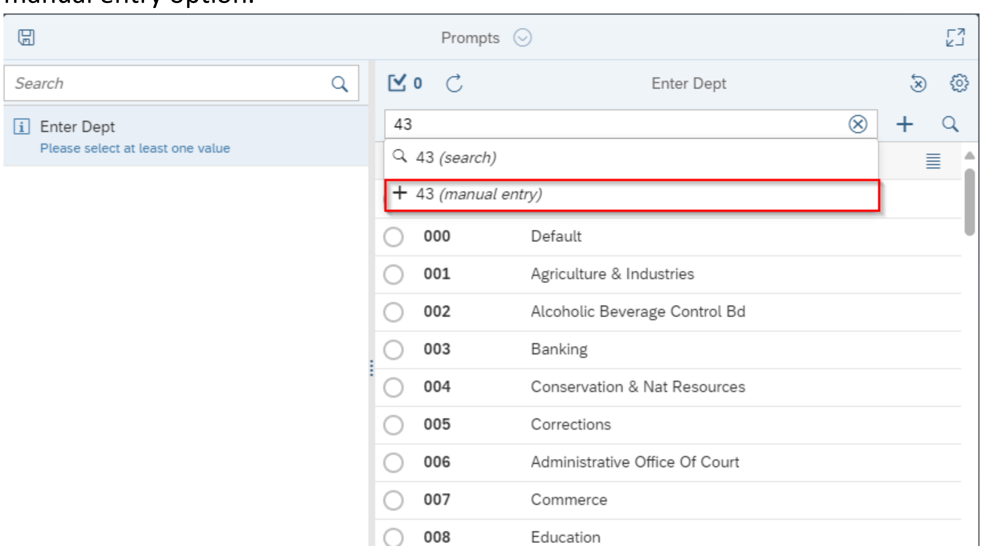
- Selecting a value from a list
- Entering a value
- Searching for a value

5.2.4. To select a **value from a list**, OPEN THE desired report. All valid prompt values will be shown in the box below. SELECT THE VALUE YOU WERE LOOKING FOR AND CLICK THE 'RUN' Button. For a LIST type prompt, you can repeat this and select multiple codes. You can also hold CTRL and Click to select multiples at one time.

Click on desired value and click 'Run' button:



To **enter a value**, type the value into the "SEARCH OR ENTER VALUE(s) manually" BOX, then click on manual entry option.

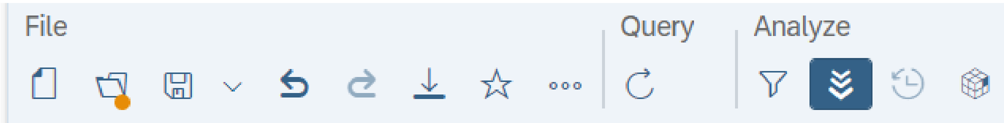


After clicking on an item, the default prompt value (if there is one) is replaced.

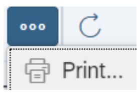
5.2.5. In many cases the values will automatically populate when opening the report. To search for a value, type a value in the search bar.

5.2.6. Once all Prompt values have been selected, Click the "Run" button. The report will run. If "Run" is not highlighted (appears light gray), this means a required prompt has not been compelted.

Report Icons

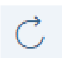


Toolbar Actions

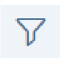


Print current report (tab) or all reports (all tabs).

 Export current report (tab) or all reports (all tabs) into a PDF or Excel.

 Refresh data by rerunning using the prompt window.

 Enables the navigation capability in the report.

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

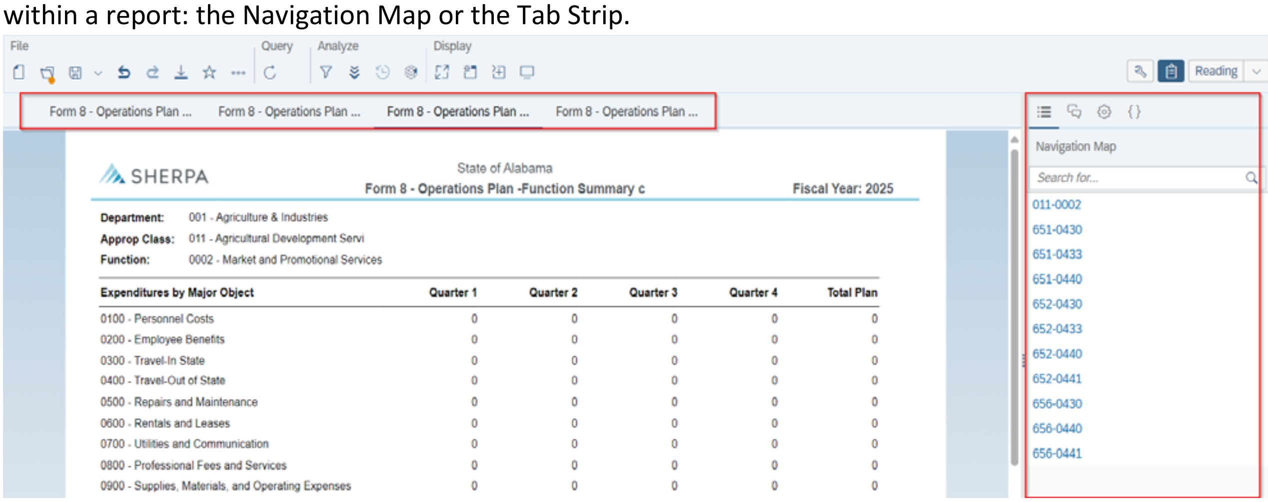
Side Panel Actions

 Displays the Navigation Map which includes all report tabs and any sections added to report navigation.

 Displays the User Prompt Input options.

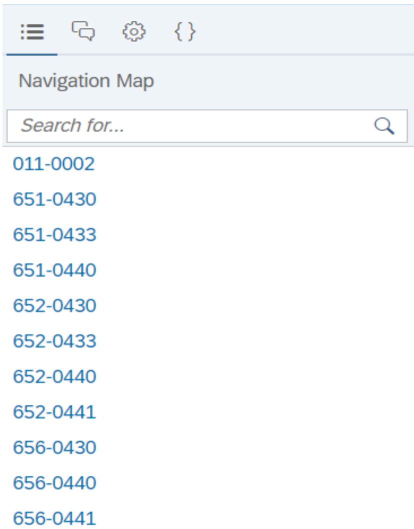
Report Navigation – Document Tabs

Different views of the same data can be captured in report tabs. First, click on the "Navigation Map" button on the far-left side. The Navigation Map will appear. There are two ways to move between tabs within a report: the Navigation Map or the Tab Strip.



Navigation Map

5.2.7. To display the tab, click on the tab in the Navigation Map. THE TAB CURRENTLY DISPLAYS OPTIONS WITHIN the report.

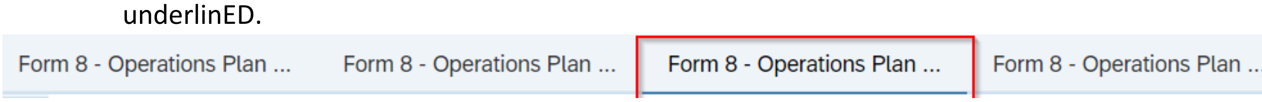


5.2.8. If a tab has a plus sign, report sections have been added to the navigation map.

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

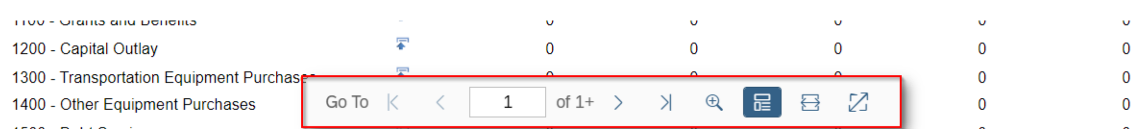
Tab Strip

5.2.10. To display the tab, click on the tab in the Tab Strip. THE TAB DISPLAYED IS CURRENTLY underlinED.



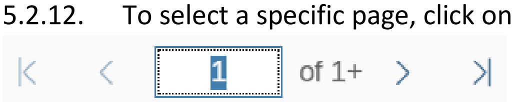
Paging

To move between pages of a report, click the arrows or enter a page number.



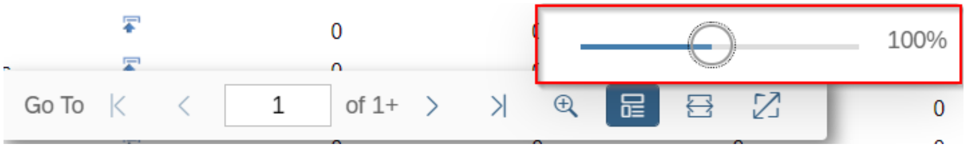
5.2.11. To advance pages, click the ***inner arrows*** to move one page at a time and the ***outer arrows***  to move to either the first or last page.

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



Zoom

5.2.13. To change the viewable portion of a report, change the zoom percentage on the bottom tool bar. THE SLIder WORKS IN INCREMENTS OF 10.

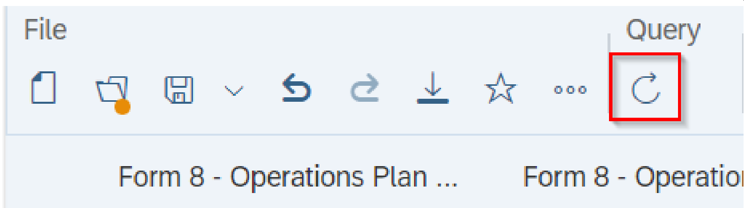


Refreshing a Report While Open

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

Refresh with Prompts

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

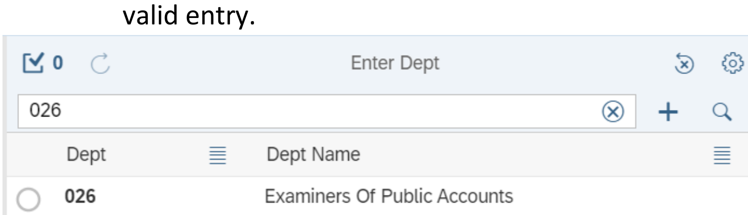


5.2.15. The prompt screen reappears. Complete the report prompts as directed above.

Refresh From User Prompt Input

In the upper left, the Navigation Map/Document Summary drop down contains an option for User Prompt Input. Selecting this allows you to change values by simply typing in new values and clicking Run. There is a slight time savings to using this method if constantly refreshing the report.

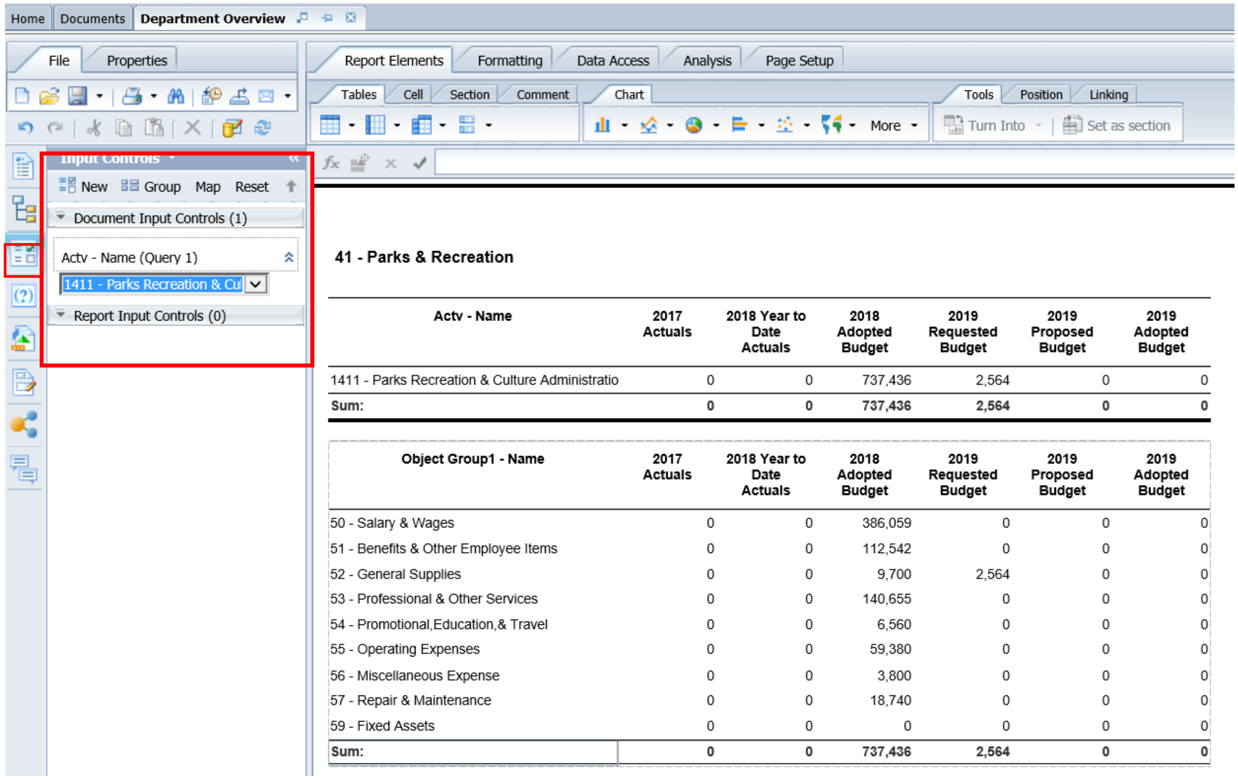
5.2.16. TYPE IN THE ORGANIZATION OR OTHER VALUES IN THE PROMPT AREAS. You must type in a valid entry.



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

Limiting Data Using Input Controls

Input Controls limit data displayed in the report after refreshing.



Actv - Name	2017 Actuals	2018 Year to Date Actuals	2018 Adopted Budget	2019 Requested Budget	2019 Proposed Budget	2019 Adopted Budget
1411 - Parks Recreation & Culture Administratio	0	0	737,436	2,564	0	0
Sum:	0	0	737,436	2,564	0	0

Object Group1 - Name	2017 Actuals	2018 Year to Date Actuals	2018 Adopted Budget	2019 Requested Budget	2019 Proposed Budget	2019 Adopted Budget
50 - Salary & Wages	0	0	386,059	0	0	0
51 - Benefits & Other Employee Items	0	0	112,542	0	0	0
52 - General Supplies	0	0	9,700	2,564	0	0
53 - Professional & Other Services	0	0	140,655	0	0	0
54 - Promotional,Education,& Travel	0	0	6,560	0	0	0
55 - Operating Expenses	0	0	59,380	0	0	0
56 - Miscellaneous Expense	0	0	3,800	0	0	0
57 - Repair & Maintenance	0	0	18,740	0	0	0
59 - Fixed Assets	0	0	0	0	0	0
Sum:	0	0	737,436	2,564	0	0

5.2.18. Click on the **Input Control** icon to display the input control options.

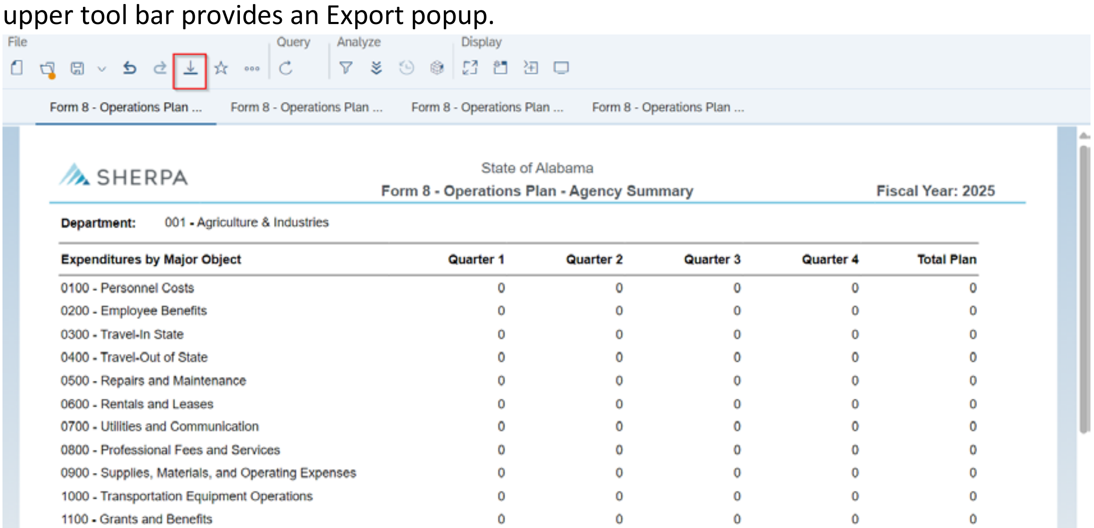
5.2.19. Select one or many values from the input control. Hold down Ctrl to select multiple values.

5.2.20. Click **OK**

5.2.21. Select "All values" and click **OK** to return to the complete data set.

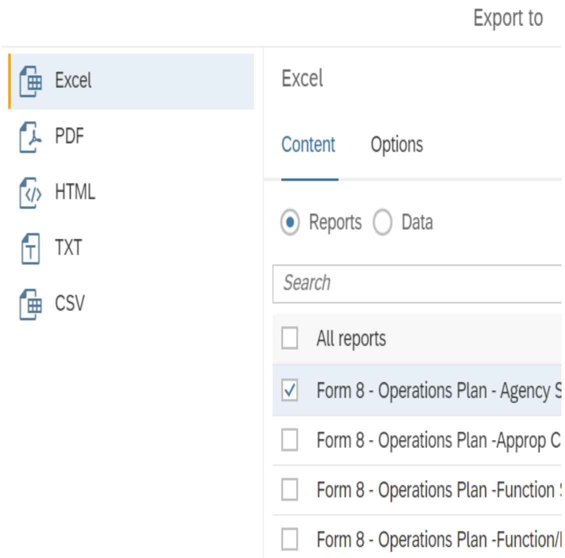
Exporting a report

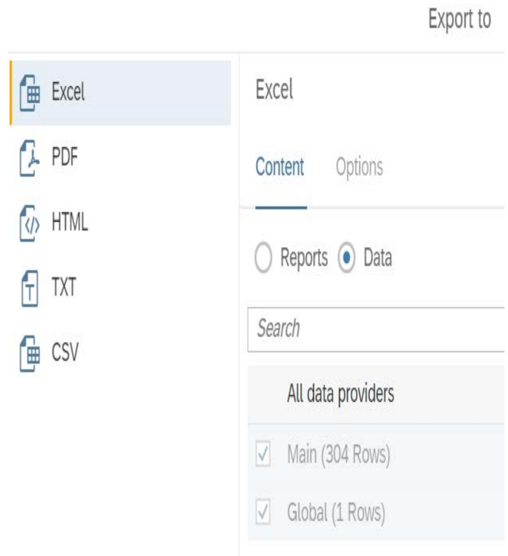
Options to export include all report tabs or data as PDF, Excel, CSV, or Text. The Export icon on the upper tool bar provides an Export popup.



Expenditures by Major Object	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Plan
0100 - Personnel Costs	0	0	0	0	0
0200 - Employee Benefits	0	0	0	0	0
0300 - Travel-In State	0	0	0	0	0
0400 - Travel-Out of State	0	0	0	0	0
0500 - Repairs and Maintenance	0	0	0	0	0
0600 - Rentals and Leases	0	0	0	0	0
0700 - Utilities and Communication	0	0	0	0	0
0800 - Professional Fees and Services	0	0	0	0	0
0900 - Supplies, Materials, and Operating Expenses	0	0	0	0	0
1000 - Transportation Equipment Operations	0	0	0	0	0
1100 - Grants and Benefits	0	0	0	0	0

5.2.22. Select **Report** or **Data**. Report allows a selection of one, multiple, or all report tabs. Data allows a selection of queries defined for the report.

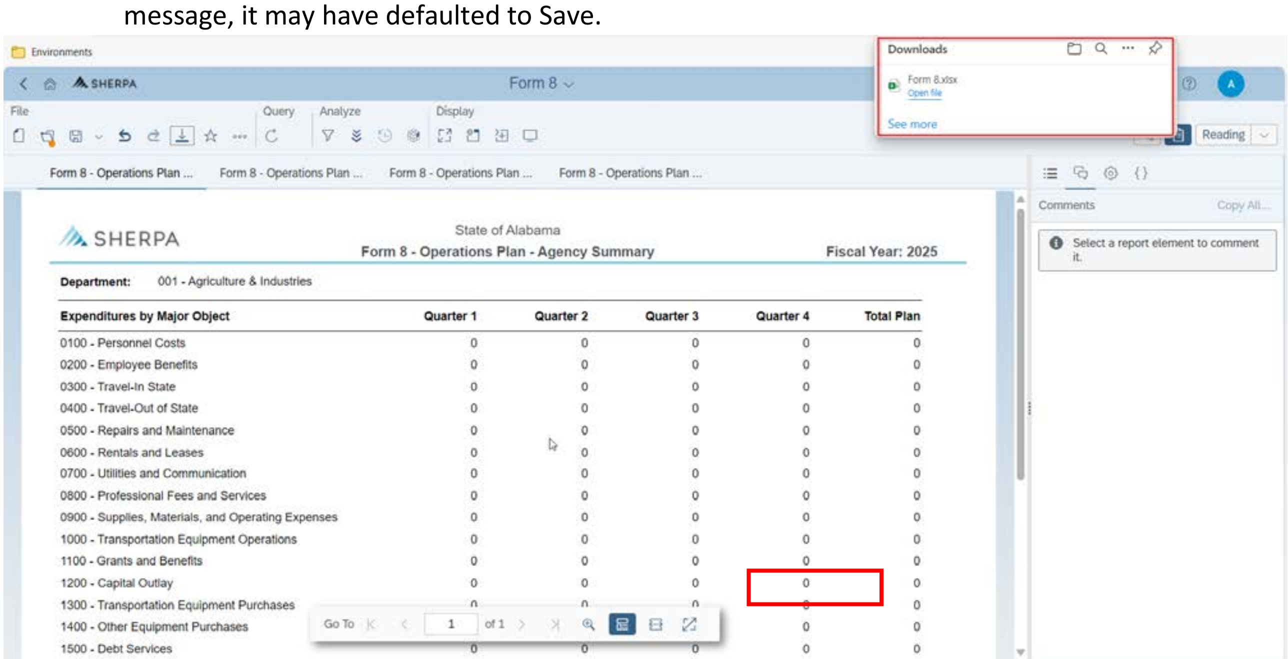




5.2.23. Select **File Type**. Each file type has additional export options.

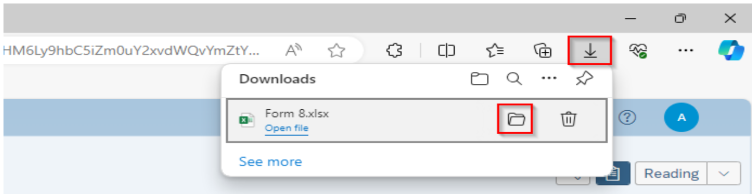
5.2.24. Click ***OK***.

5.2.25. Depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click ***Open File*** or ***See more***. If you do not get a message, it may have defaulted to Save.



Saving as Excel notes:

- The file may saved to your Downloads folder. It is not always obvious that it was saved. There is a small down arrow in the upper right of Internet Explorer that indicates it has been saved. You can click on the folder icon to be taken to see which folder the file was downloaded to.

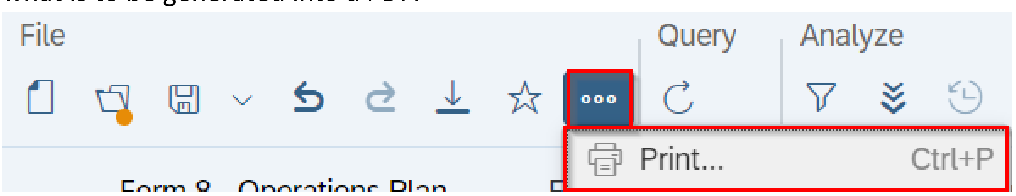


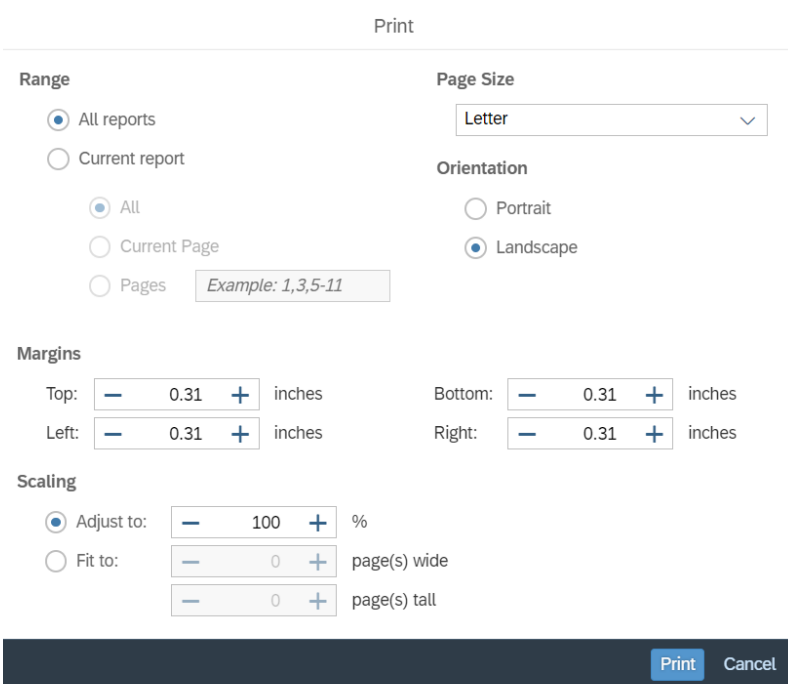
Saving as PDF Notes

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

Printing a Report

Clicking directly on the Print icon will download a PDF of the entire document (all tabs) that can be printed. Clicking on the arrow on the print button and selecting Print will provide additional options for what is to be generated into a PDF.





SHERPA

Budget Formulation and Management (BFM)

End User Guide – Form 3 Capital Expenditures

State of Alabama

Contents

1. BFM Overview and Basics

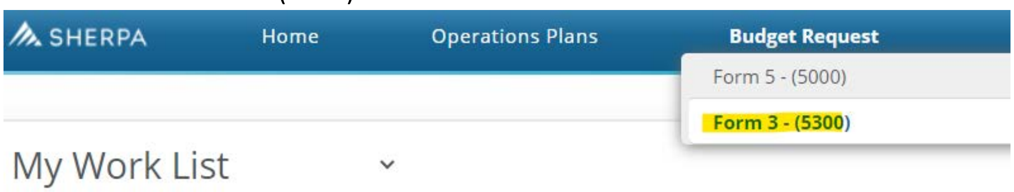
Budget Form Instructions

1. Form 3 Capital Expenditures

Departments use the Capital Expenditures Form 3 to itemize capital expenditures. Total budget request amounts are populated for each capital budget object (1200, 1300, and 1400). Users then add the capital expenditure detail and descriptions to the form. Additional lines can be added (copied) as needed to provide the appropriate amount of detail.

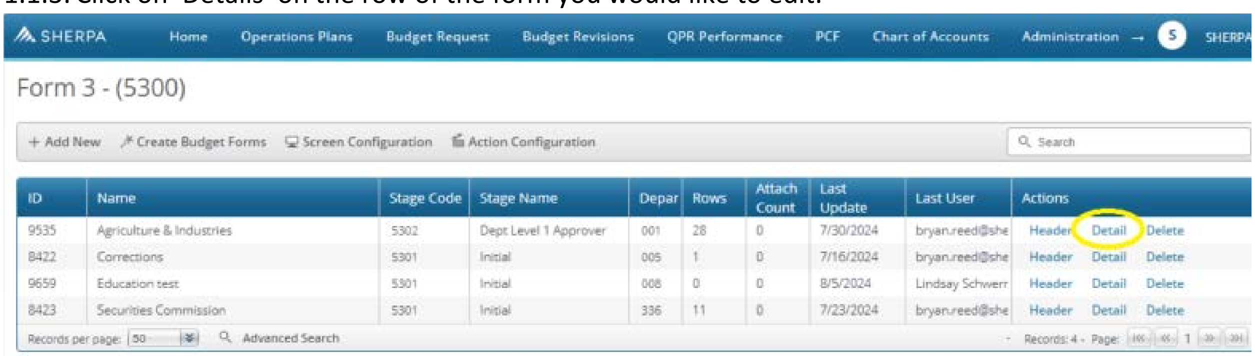
1.1. Form 3 Entry

1.1.1. After logging into BFM, begin by hovering over 'Budget Request' on the header menu, and then select 'Form 3 - (5300)'.

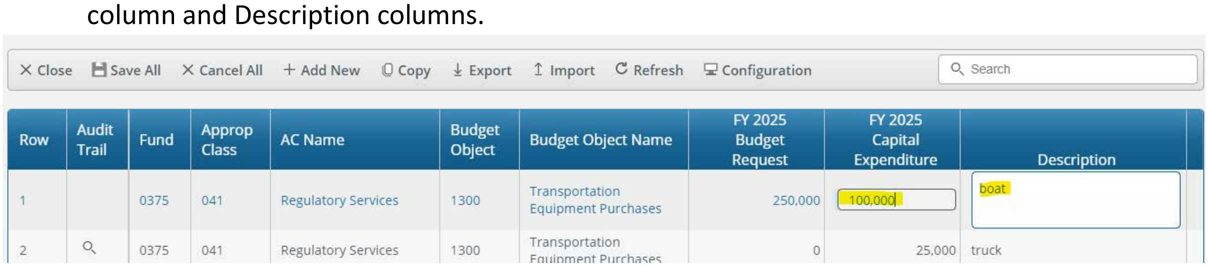


1.1.2. On the 'List Page', you will see the Form 3s to which you have access based on your security.

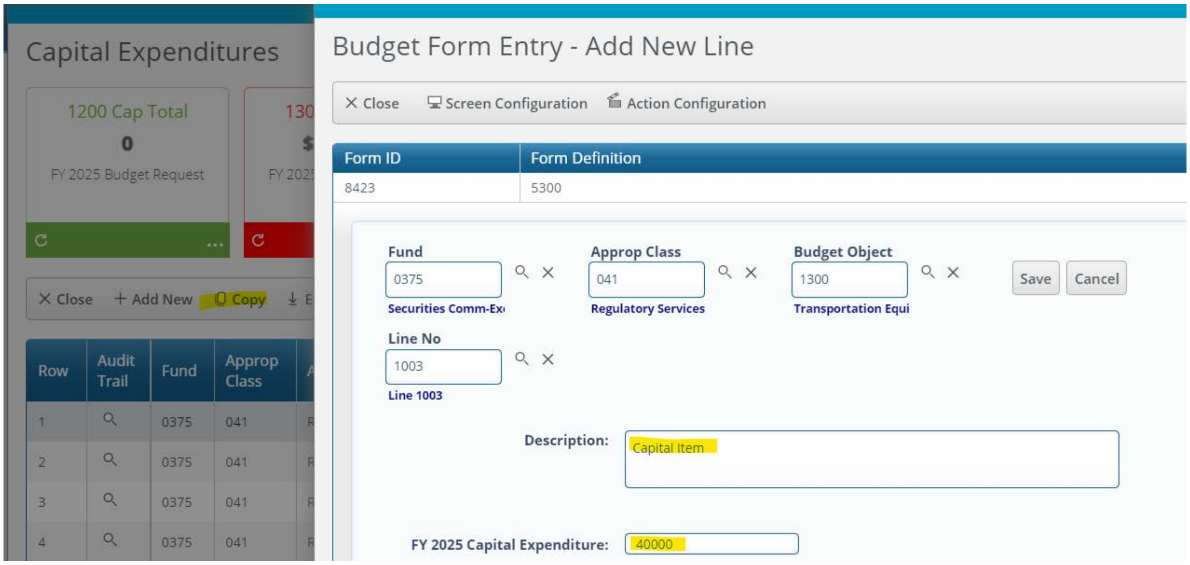
1.1.3. Click on 'Details' on the row of the form you would like to edit.



1.1.4. The Capital Expenditures detail tab is prepopulated with Budget Request data. To update any budget line, double click in the corresponding row. The editable fields are the Capital Expenditure column and Description columns.



1.1.5. To add additional rows, highlight the row to be copied and click ‘Copy’ in the header bar. Enter the dollar amount for the Capital Expenditure column and Description.

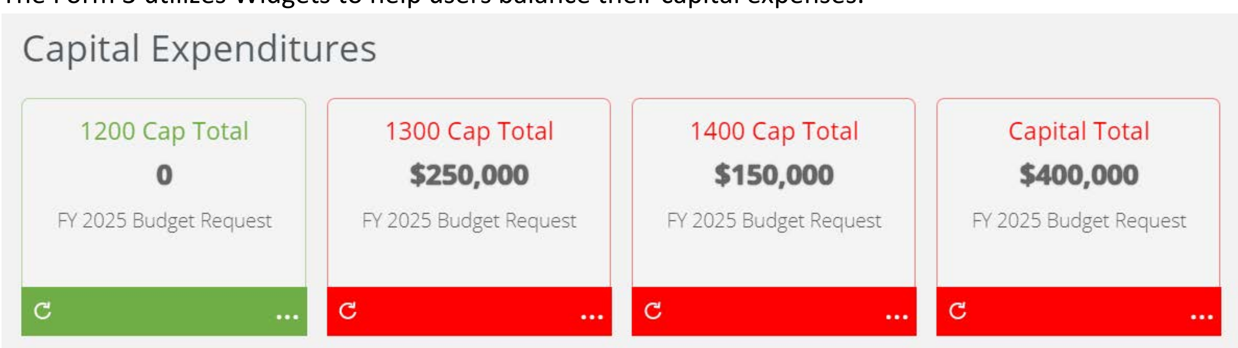


1.1.6. In the resulting window, enter a Description and dollar amount, and click ‘Save’. (Note: a new Line No is automatically generated. This field is hidden in the grid view but allows for multiple lines with the same budget object and funding information.)

1.1.7. You can edit more than one line at a time, unsaved lines will show in red. Click the Save All button to Save.

1.2. Form 3 Widgets

The Form 3 utilizes Widgets to help users balance their capital expenses.



1.2.1. Each form has four tiles (screenshot above). The first three tiles display the total budget request for each capital budget object: 1200, 1300, and 1400.

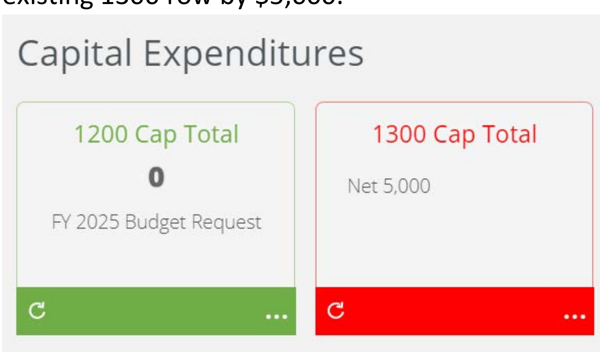
1.2.2. Tiles can be refreshed by clicking on the refresh icon in the lower lefthand corner of each tile.

1.2.3. Additionally, the first three tiles can be ‘flipped’ to show the reverse side by clicking on the three dots in the lower righthand corner.

1.2.4. Red tiles indicate that the budget request column and capital expenditure column *are not* balanced. Green tiles indicate that the two columns *are* balanced.

1.2.5. Clicking on the three dots on the lower righthand side of the red tile provides additional information on the Net value.

1.2.6. The Net value is equal to the budget request total minus the capital expenditures total. For this form, the total budget request for 1300 ($250,000) exceeds the capital expenditures total ($245,000) by $5,000. To balance, the user needs to either add a new 1300 row or increase an existing 1300 row by $5,000.



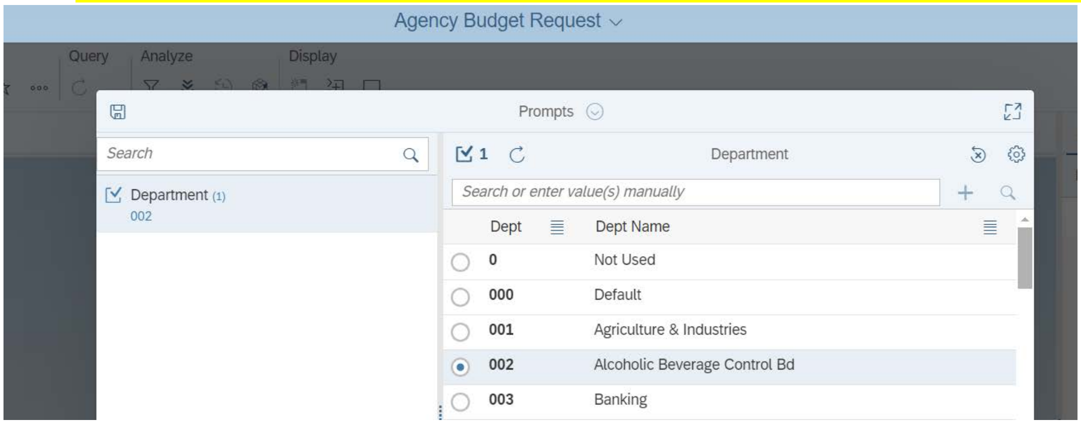
1.2.7. Once the user has saved the change(s) to balance the expenditures and source of funds, they will need to click the refresh icon in the lower lefthand side of the tile to see the color change from red to green.

1.3. Budget Request Report

1.3.1. To access the Budget Request report, from the BFM home page, navigate to Links > BFM Reporting.

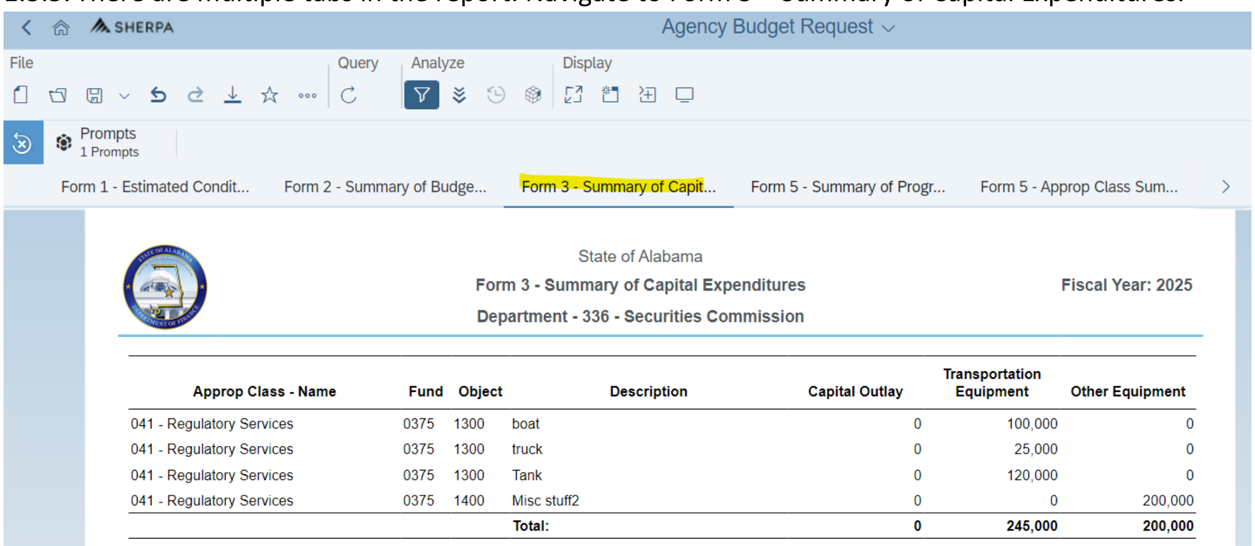
1.3.2. In the Reporting folder view, navigate to the '**3 Department Reports**' folder, then '**3.1 Budget Requests'**.

1.3.3. Click on the **Agency Budget Request** report. A pop up will prompt you to select Department.



1.3.4. Scroll to select the appropriate Department (you can also use the Search bar) and then click 'Run'.

1.3.5. There are multiple tabs in the report. Navigate to Form 3 – Summary of Capital Expenditures.



Budget Formulation and Management (BFM)

End User Guide – Form 1 COF Balances and Receipts

State of Alabama

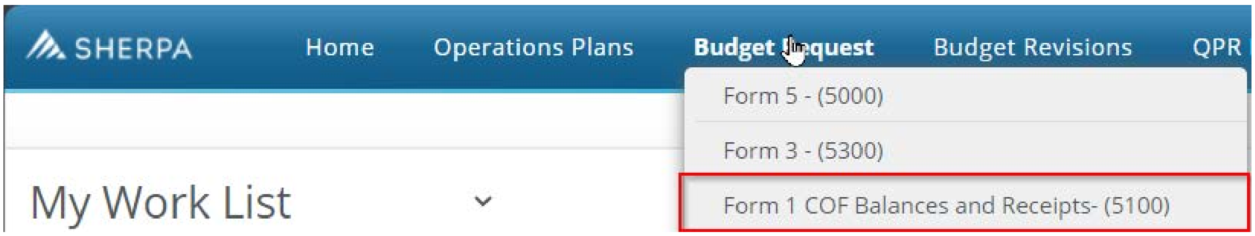
Contents

1. Form 1 COF Balances and Receipts

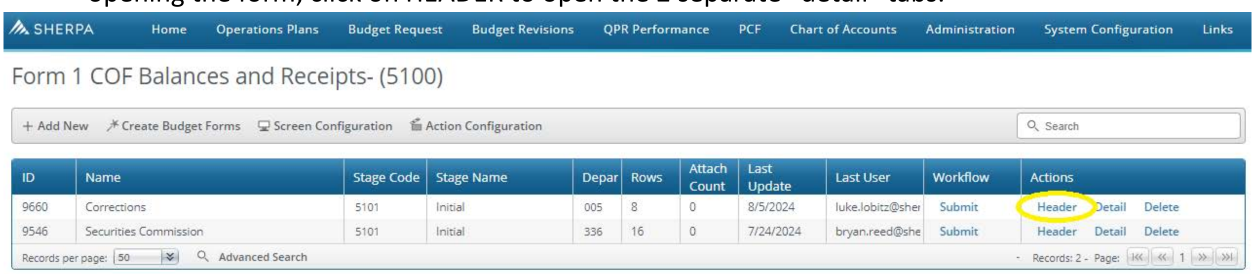
Departments will use the Form 1 to account for COF Balances, Adjustments, Ending Balances, and COF Receipts.

1.1. Form 1 Entry

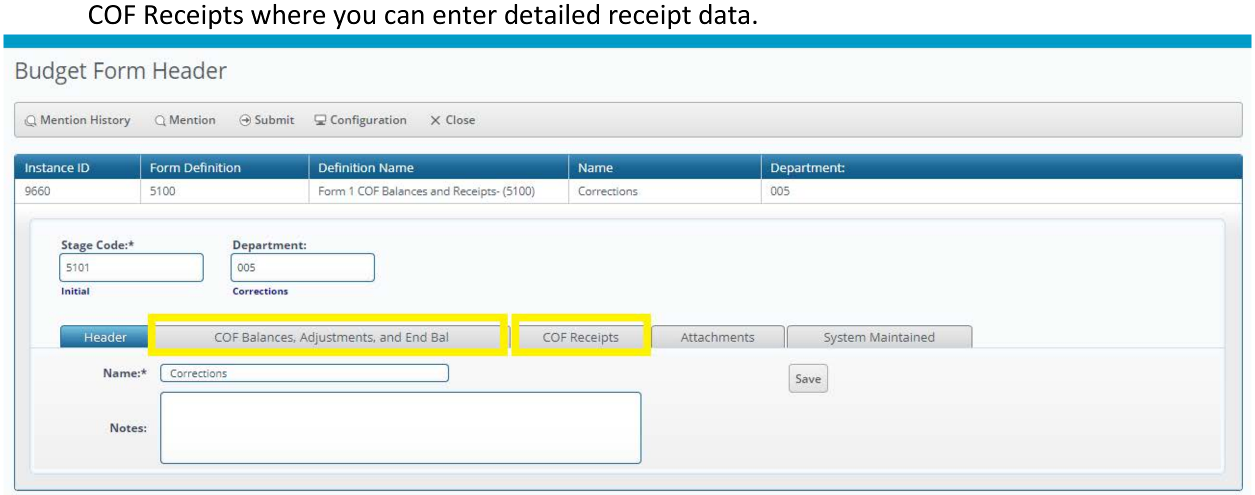
1.1.1. After logging into BFM, begin by hovering over ‘Budget Request’ on the header menu, and then select ‘Form 1 – COF Balances and Receipts (5100)’.



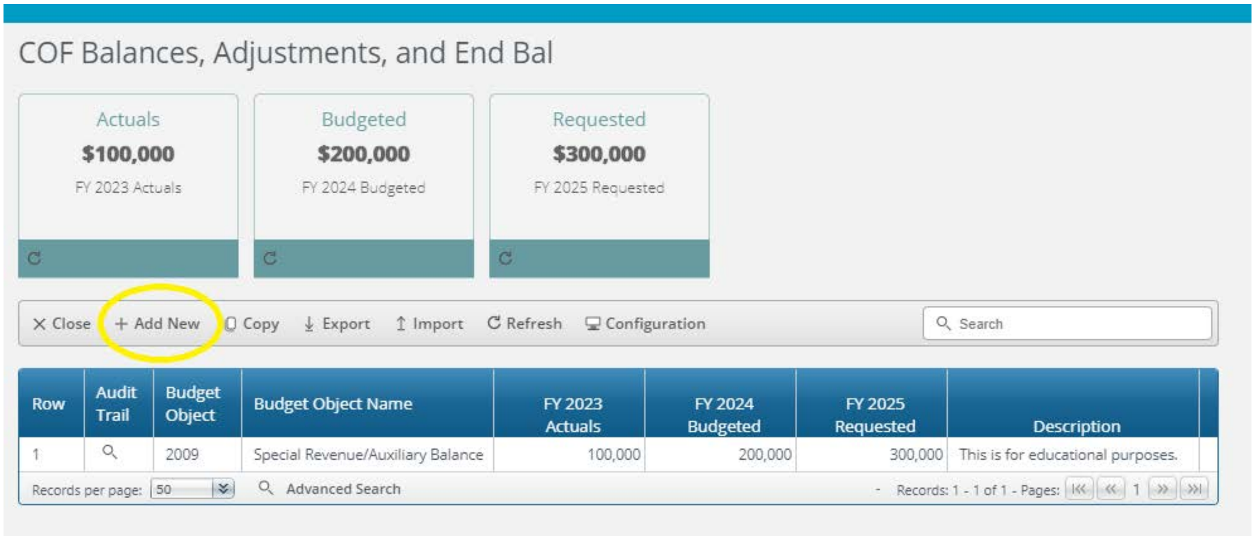
1.1.2. On the ‘List Page’, you will see Form 1s, which you can access based on your security. After opening the form, click on HEADER to open the 2 separate “detail” tabs.



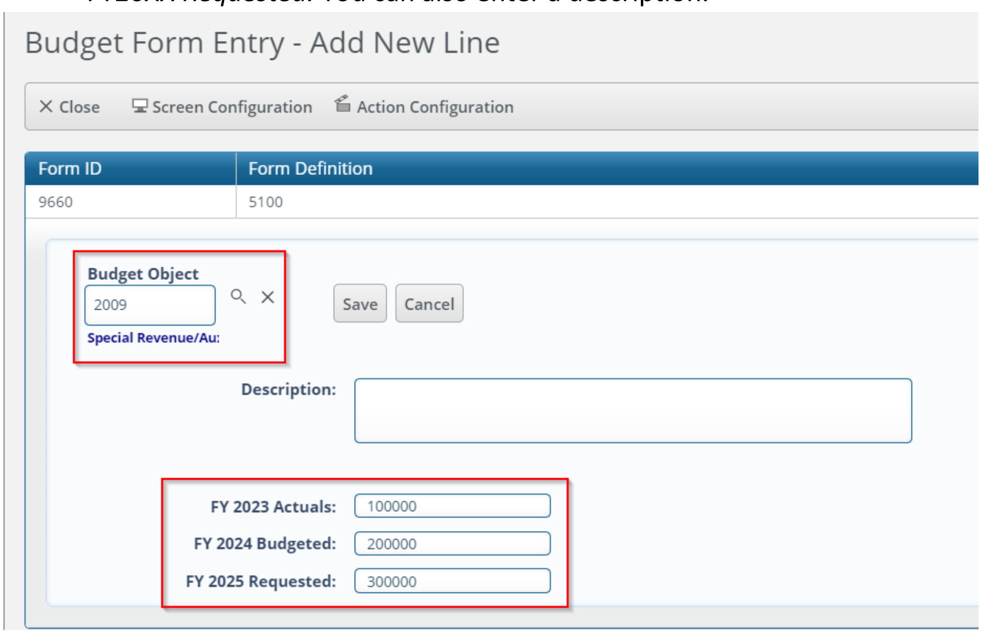
1.1.3. It is important to note that this form has 2 separate “Detail” tabs. The first is COF Balances, Adjustments, End Bal where you will enter balance and adjustment entries, and the second is COF Receipts where you can enter detailed receipt data.



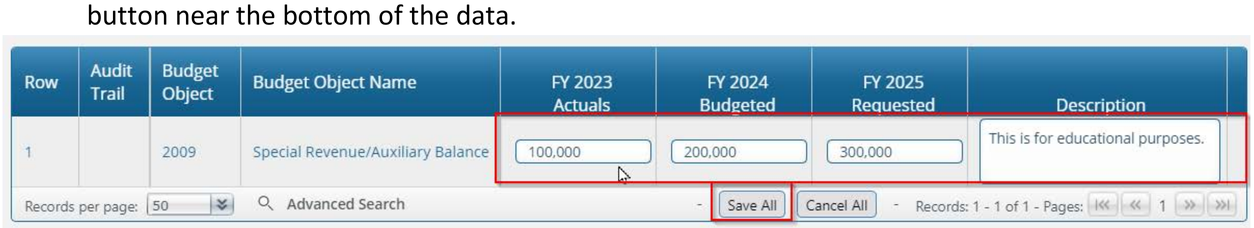
1.1.4. The COF Balances, Adjustments, End Bal detail tab will be blank. Click the “Add New” button to enter data into the form.



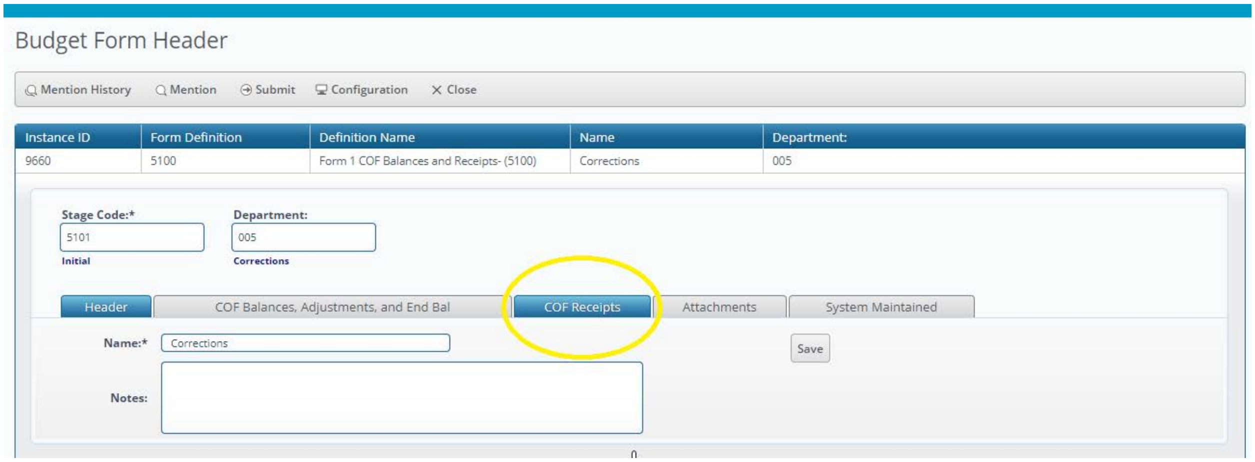
1.1.5. You must select a Budget Object to create a new line. Utilize the magnifying glass icon to lookup all Budget Objects that are applicable. The editable fields are *FY20XX Actuals, FY20XX Budgeted, FY20XX Requested.* You can also enter a description.



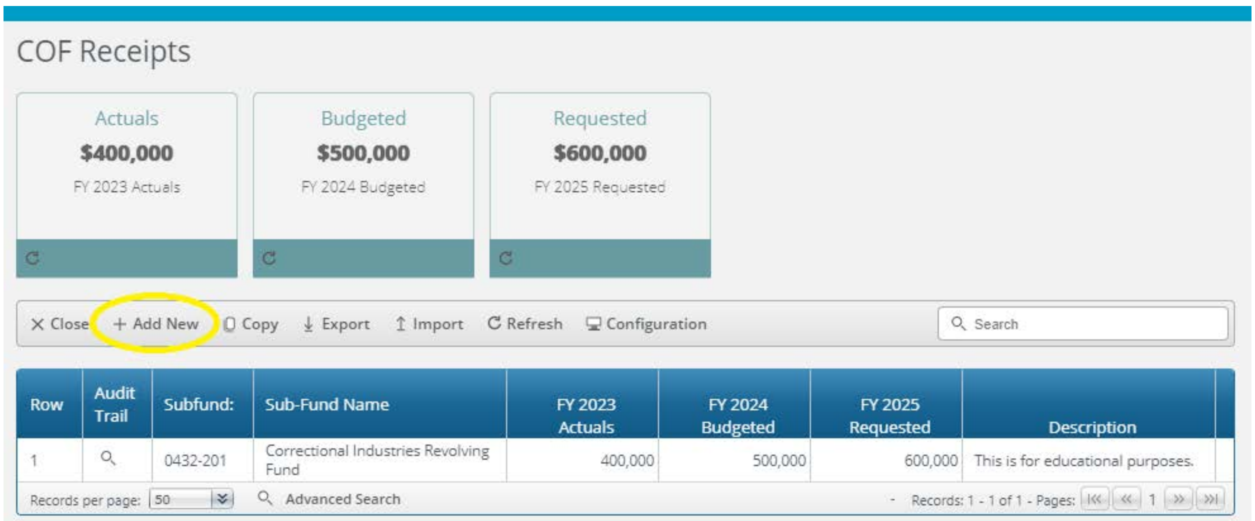
1.1.6. After lines of data have been entered, they may quickly be edited by double clicking on any editable field. This will open all editable field for entry. To save a change click the “Save All” button near the bottom of the data.



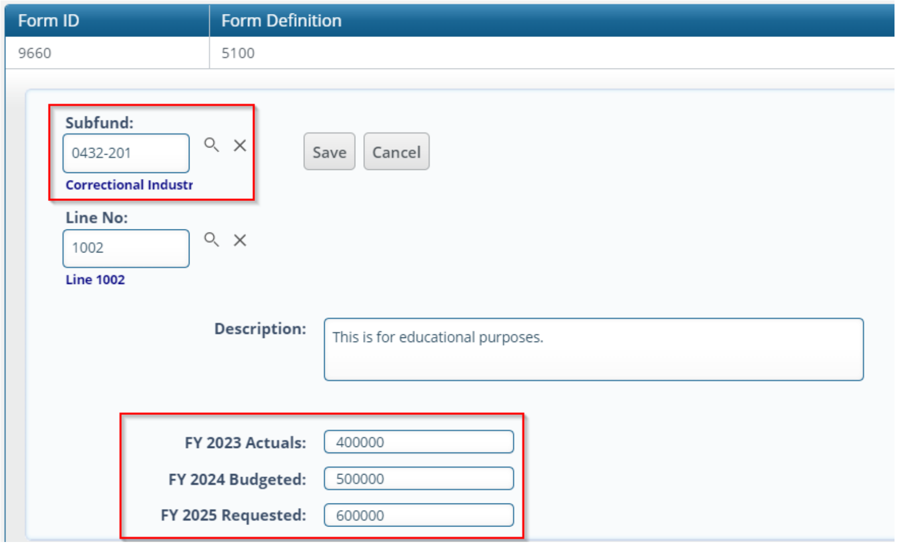
1.1.7. Go back to the Budget form Header to select the COF Receipts tab.



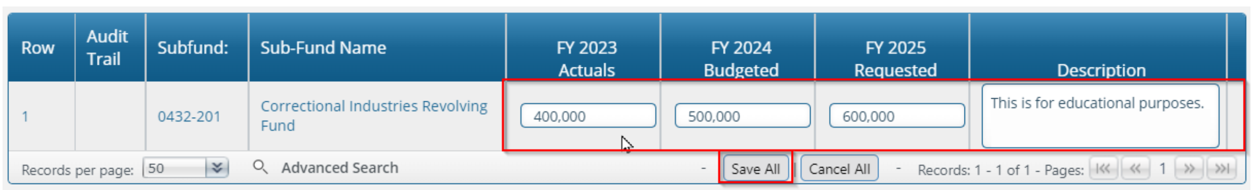
Click the "Add New" button to enter data into the form. To create a new line, you must select a Sub-Fund. A new Line No will be automatically populated to allow you to enter multiple rows of detail for the same Sub-Fund, if needed.



The "Line No." will be automatically populated for you. Utilize the magnifying glass icon to lookup all Subfunds that are applicable. The editable fields are *FY20XX Actuals, FY20XX Budgeted, FY20XX Requested.* You can also enter a description.



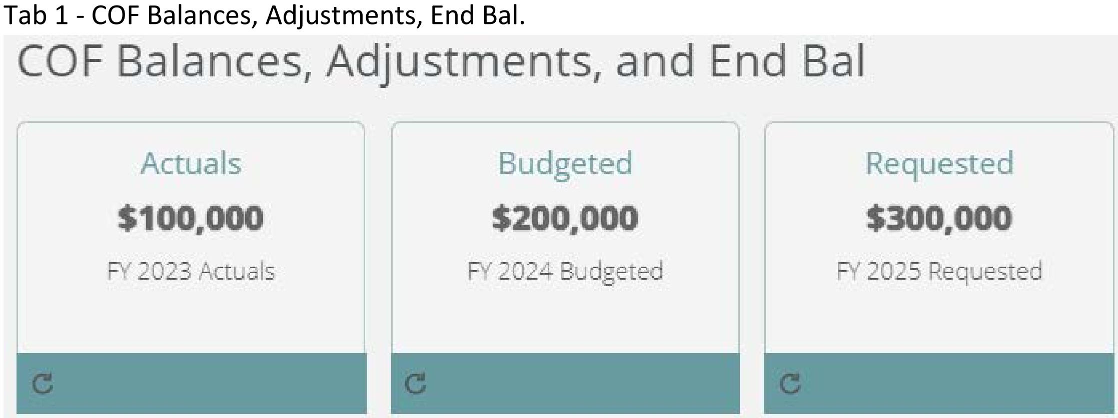
1.1.8. After lines of data have been entered, they may quickly be edited by double clicking on any editable field. This will open all editable fields for entry. To save a change click the "Save All" button near the bottom of the data.



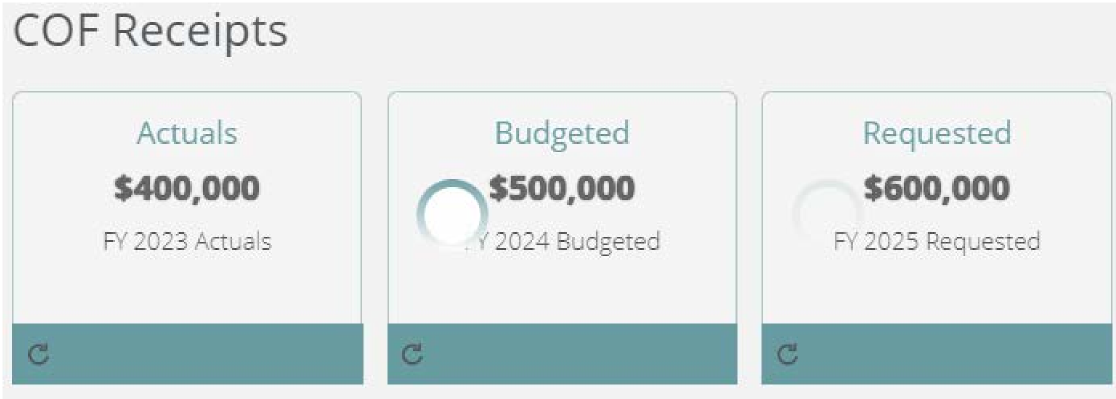
1.2. Form 1 Widgets

The Form 1 utilizes Widgets on both tabs to help users balance their budget requests.

Tab 1 - COF Balances, Adjustments, End Bal.



Tab 2 - COF Receipts.



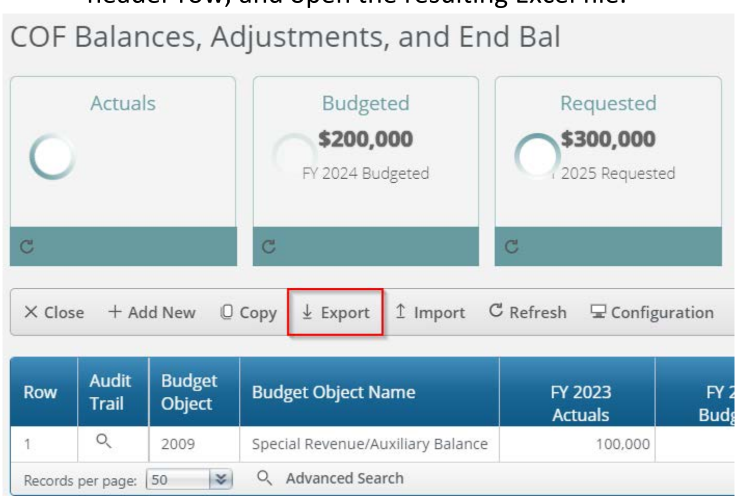
1.2.1. For each form, there are six tiles total (screenshot above). The first set of tiles displays the totals of the editable columns for the first tab – Balances, Adjustments, and End Balances [*FY20XX Actuals, FY20XX Budgeted, FY20XX Requested]*. The second set of tiles displays the totals of the editable columns for the second tab COF Receipts [*FY20XX Actuals, FY20XX Budgeted, FY20XX Requested]*.

1.2.2. Tiles can be refreshed by clicking on the refresh icon in the lower lefthand corner of each tile.

1.2.3. Once the user has saved the change(s) to any editable field, they will need to click the refresh icon in the lower lefthand side of the tile to see the total update.

1.3. Updating form data using Export/Import Excel functionality

1.3.1. To update form data on either tab using Excel, click on the Export button in the budget form header row, and open the resulting Excel file.

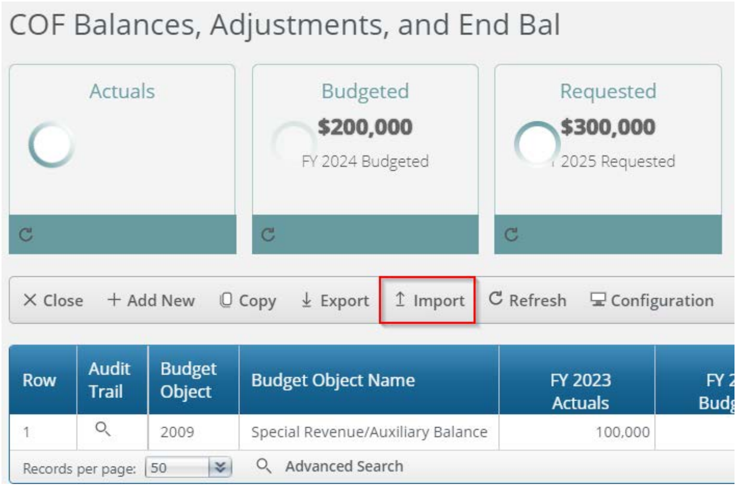


1.3.2. The Export will download an Excel file with the same information that is in the Details grid.

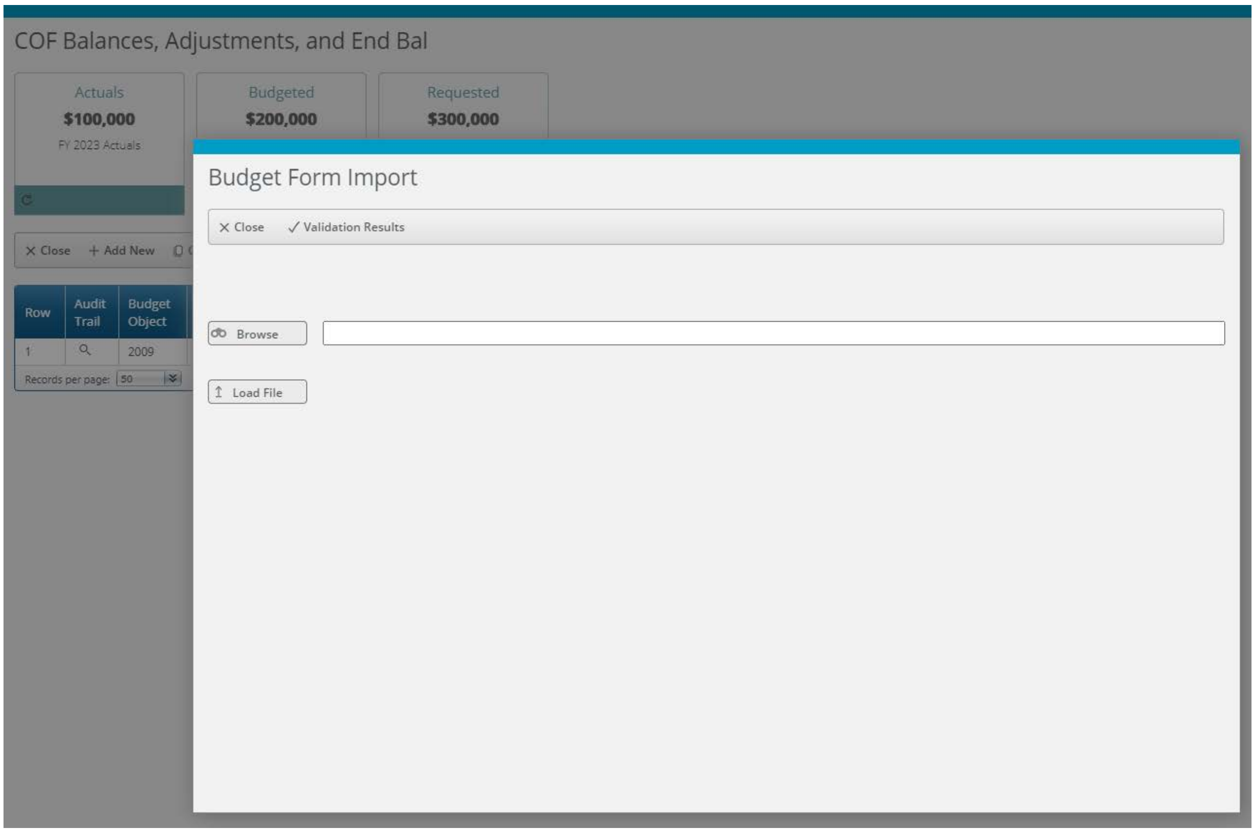
1.3.3. Once in the Excel file, make needed updates, including adding new rows.

1.3.4. Once complete, Save the Excel file as a new file.

1.3.5. To load the changes into Excel, click on the Import button.



1.3.6. Click the ‘Browse’ button to find and select the updated file, then click ‘Load File’.



1.3.7. The system will compare records on the Excel file with what is already on the form, validate for errors and invalid codes, and load the new amounts/lines into the form.

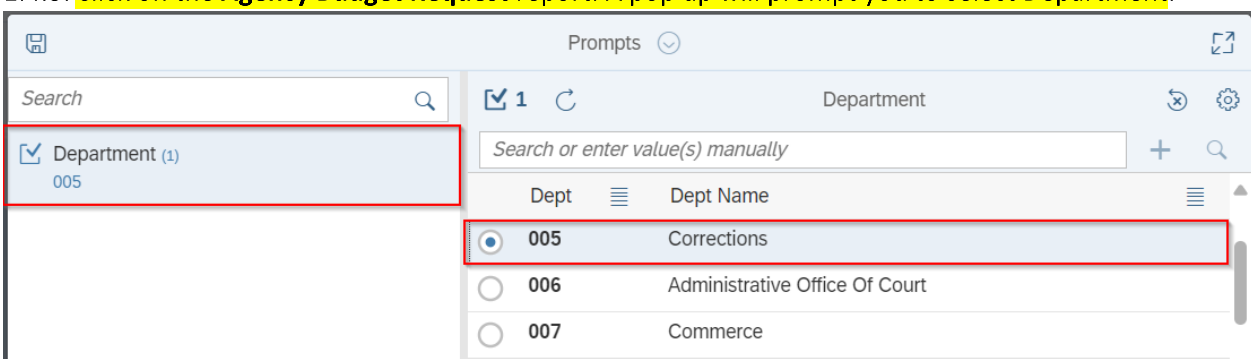
Note: If the screen loads with red, that means there were errors on the import and no lines were loaded. Click on the Validation Results button to see the errors and corresponding row number. Correct the errors on the Excel and reimport file.

1.4. Budget Request Report

1.4.1. To access the Budget Request report, from the BFM home page, navigate to Links > BFM Reporting.

1.4.2. In the Reporting folder view, navigate to the '**3 Department Reports**' folder, then '**3.1 Budget Requests'**.

1.4.3. Click on the **Agency Budget Request** report. A pop up will prompt you to select Department.



1.4.4. Scroll to select the appropriate Department (you can also use the Search bar) and then click 'Run'.

1.4.5. There are multiple tabs to the report, including four tabs for Form 5. Click on each tab to view.