SHERPA

Budget Formulation and Management (BFM)

End User Guide – Forms 14, 14A, 14AUX, 17

State of Alabama

Contents

BFM Overview and Basics

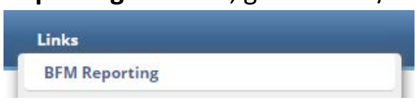
1. BFM Overview

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.

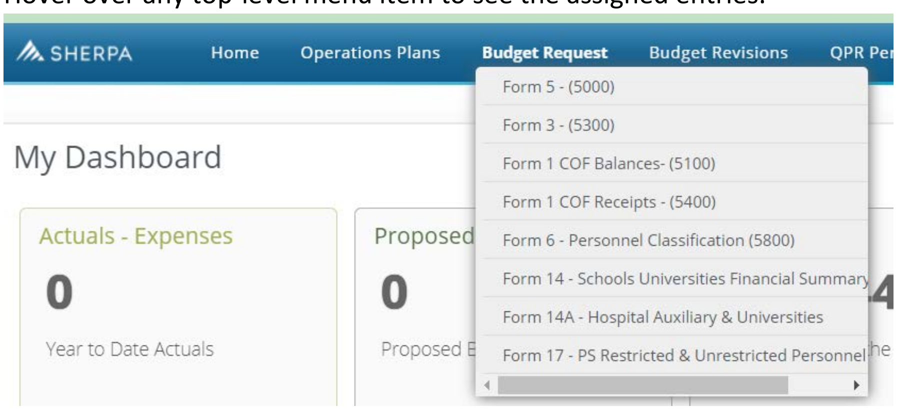
- **Report**: This is how data from multiple forms is consolidated. Reports are also used to view historical actuals and adopted budgets alongside the budget request data.
- **Stage:** Stages are how BFM creates workflow. End users will enter their budgets in the Budget forms. When a budget request is 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

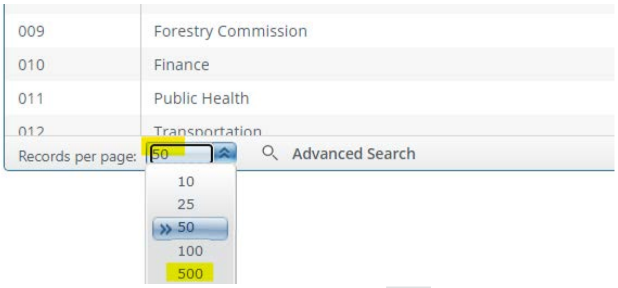
Hover over any top-level menu item to see the assigned entries.



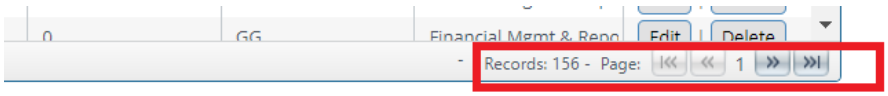
Place your cursor directly below and click to select any menu item.

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

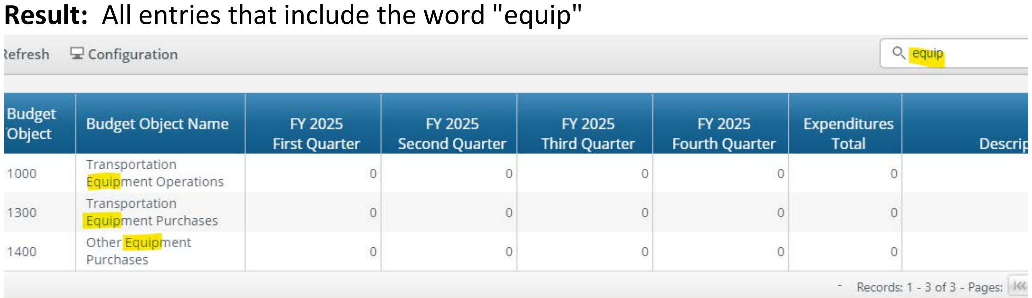
Instead of paging through records, often a quicker option to find a record is the **Quick Search** function. This function is an option for most of our menu screens. For example, within each budget form you have access to perform a Quick Search.

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"

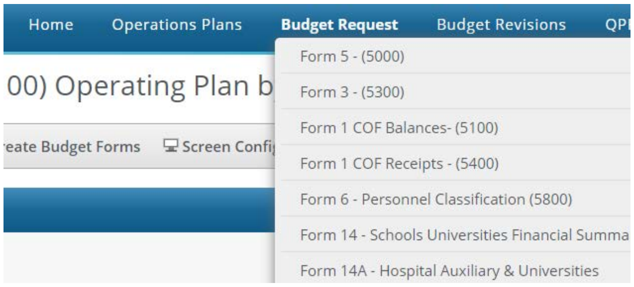


3. Entering Data in Budget Forms

3.1. Adding Budget Entries

3.1.1. Select the appropriate **Budget Form.** Form definitions are selected from the Operations

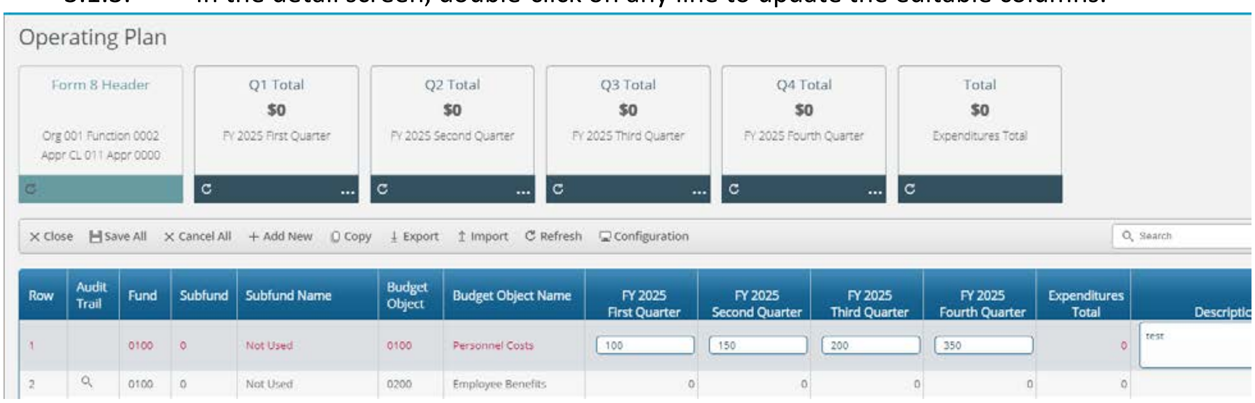
Plans, Budget Request, Budget Revisions, or QPR Performance menus.



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.

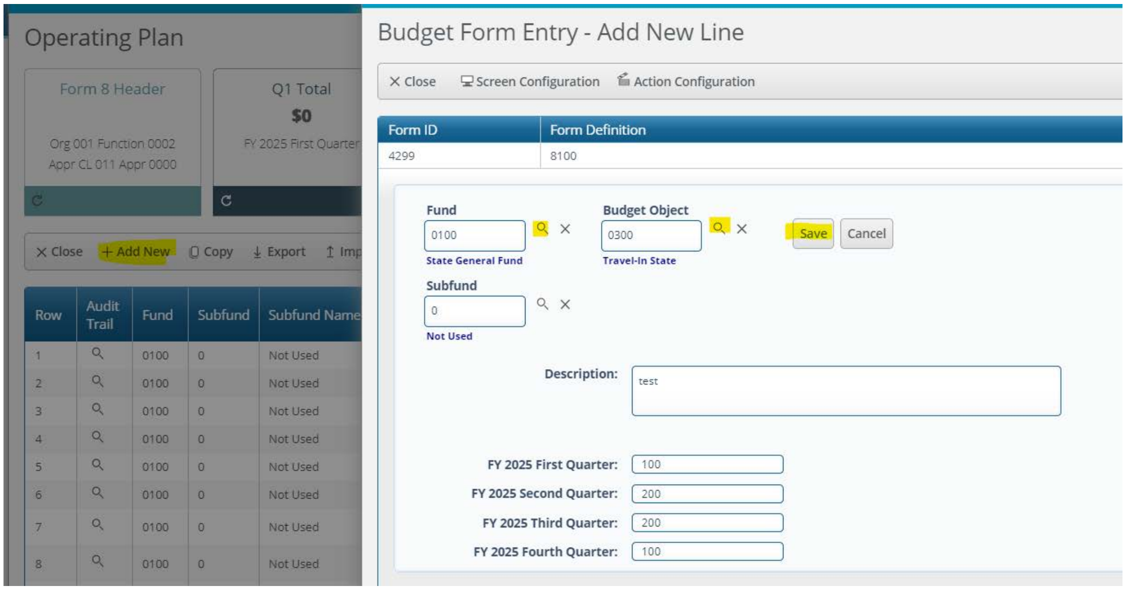


3.1.4. Click the ***Save All*** (at the bottom).

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.



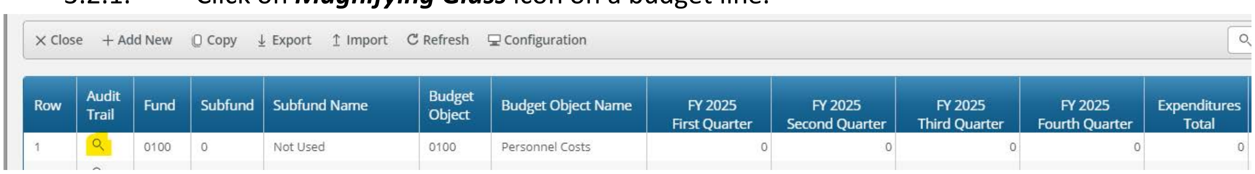
3.1.8. In this example, enter allotment amounts for each quarter, and a Description.

3.1.9. Click **Save.**

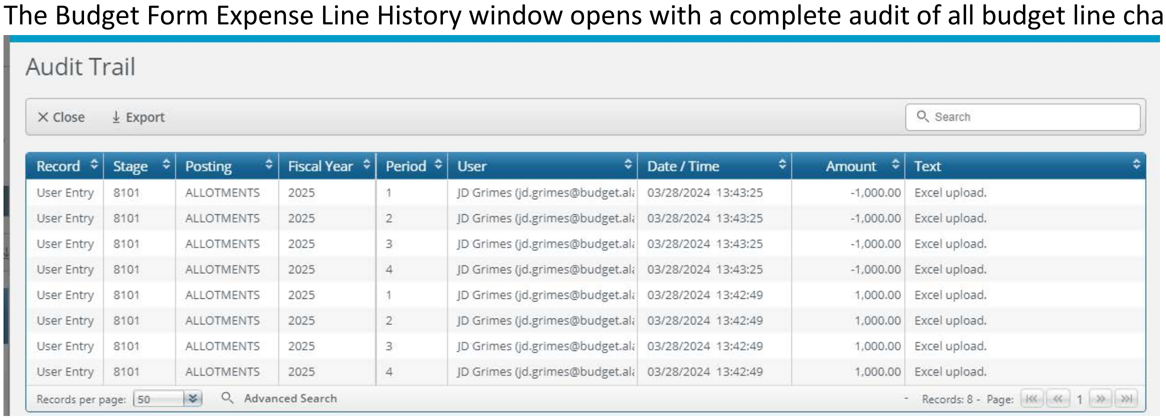
3.2. Audit Trail

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.



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

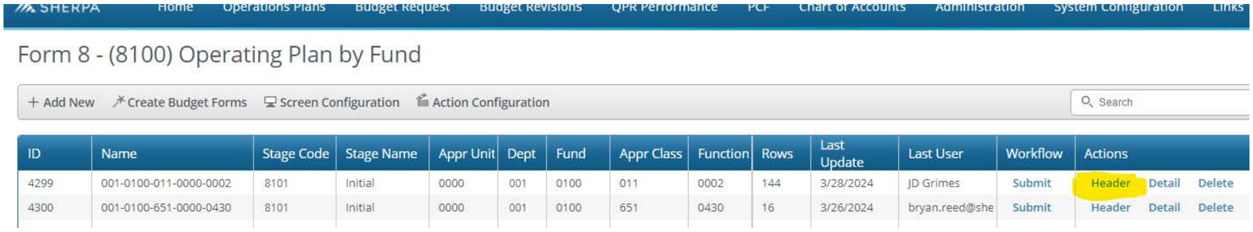


Record	Stage	Posting	Fiscal Year	Period	User	Date / Time	Amount	Text
User Entry	8101	ALLOTMENTS	2025	1	JD Grimes (jd.grimes@budget.al:	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	2	JD Grimes (jd.grimes@budget.al:	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101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

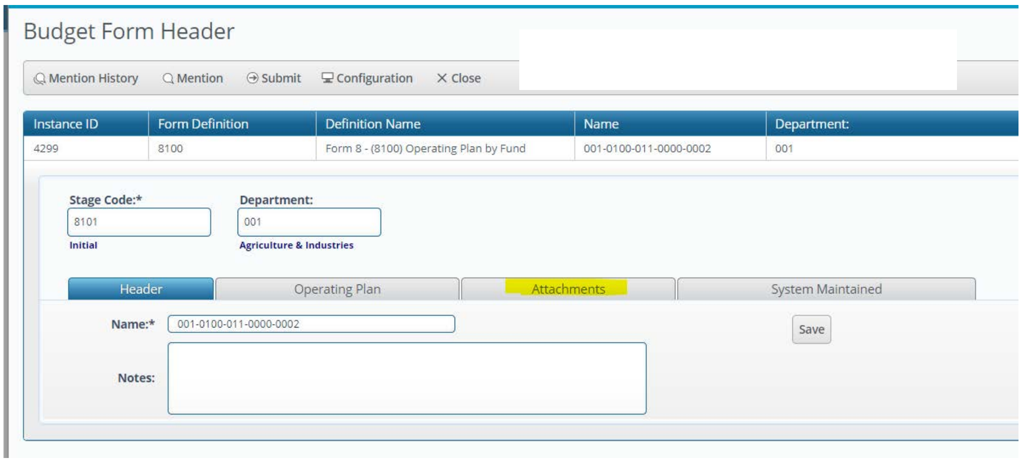
3.2.2. For the audit trail to be easy to follow, deleting rows is currently not allowed. Just type a 0 in any field you wish to 'delete' and delete any text and Save All.

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.

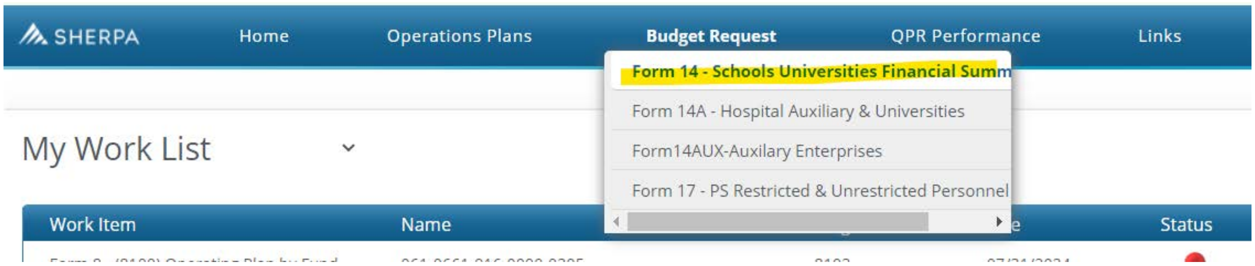
3.3.6. Click ***Open*** button.

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

4. Form 14 – Financial Summary

4.1. Form 14 Entry

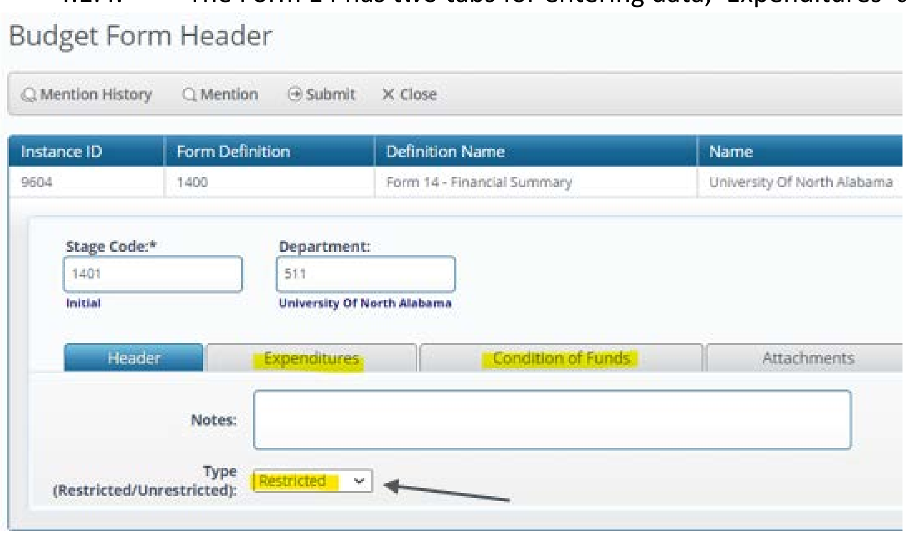
4.1.1. After logging into BFM, begin by hovering over 'Budget Request' on the header menu, and then select 'Form 14 - Schools Universities Financial Summary'.



4.1.2. On the 'List Page', you will see the Form 14s to which you have access based on your security. All Universities have both an 'UNRESTRICTED' and 'RESTRICTED' form.

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

4.1.4. The Form 14 has two tabs for entering data, 'Expenditures' and 'Condition of Funds'.

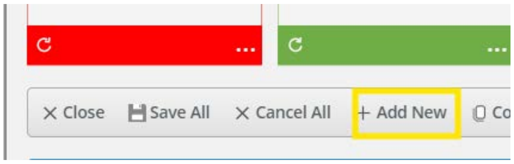


4.1.5. The Header tab indicates the 'Type': Restricted or Unrestricted. (**Note**: please do not update the Type in the form header. Each university already has both a Restricted and Unrestricted form created. If you are in the 'wrong' form, close out and open the other form.)

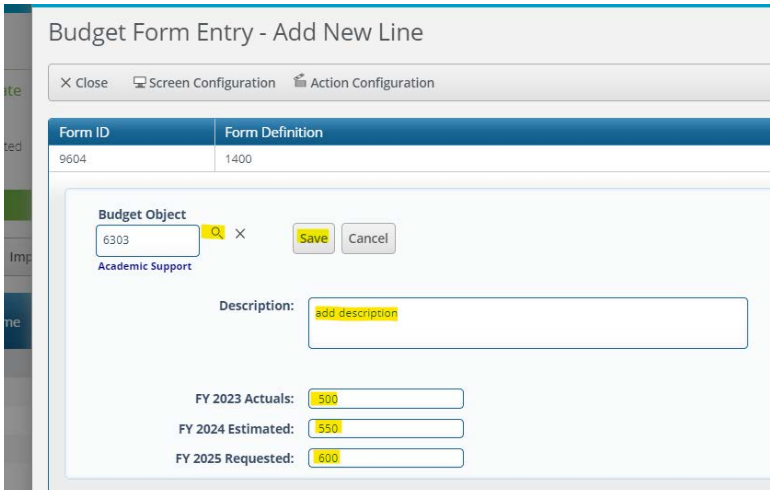
4.1.6. Next, click on the 'Expenditures' tab.

4.1.7. On the expenditures tab, prior year actuals, current year estimates, and future year requested are entered by budget object.

4.1.8. To add a new row, click 'Add New' in the header row below the tiles.



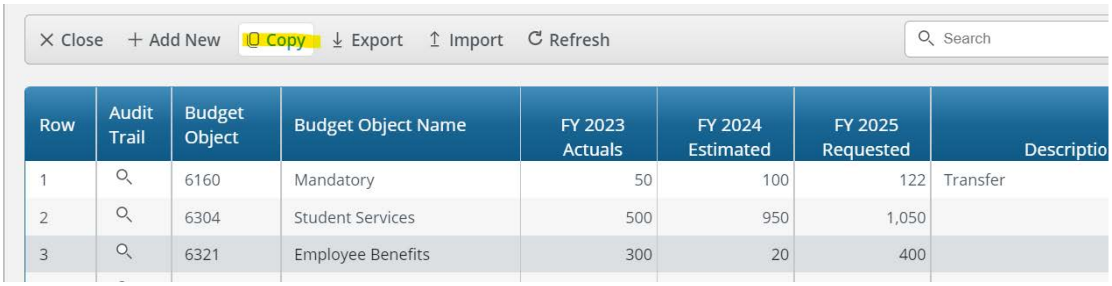
4.1.9. In the resulting window, type in or use the magnifying glass to select the appropriate Budget Object. Add a description (optional), and dollar amounts for Actuals, Estimated, and Requested, and then click the 'Save' button.



4.1.10. After new rows are added, to update or modify any line, double click in the corresponding row.

4.1.11. Unsaved lines will show in red. Click the Save All button to Save.

4.1.12. New lines can also be added using the Copy function. To copy an existing line, highlight the row to be copied and click on 'Copy' in the header.

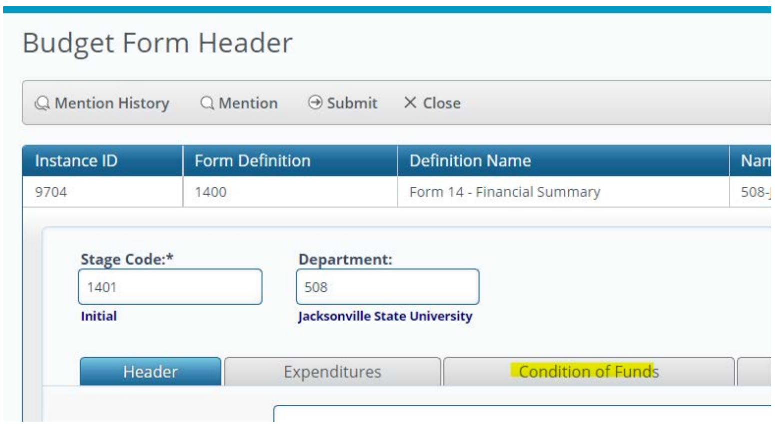


Row	Audit Trail	Budget Object	Budget Object Name	FY 2023 Actuals	FY 2024 Estimated	FY 2025 Requested	Descriptio
1		6160	Mandatory	50	100	122	Transfer
2		6304	Student Services	500	950	1,050	
3		6321	Employee Benefits	300	20	400	

4.1.13. In the resulting window, update the Budget Object, enter Actuals, Estimated and Requested dollar amounts, and click Save.

4.1.14. Once Expenditure entry is complete, click Save All and Close.

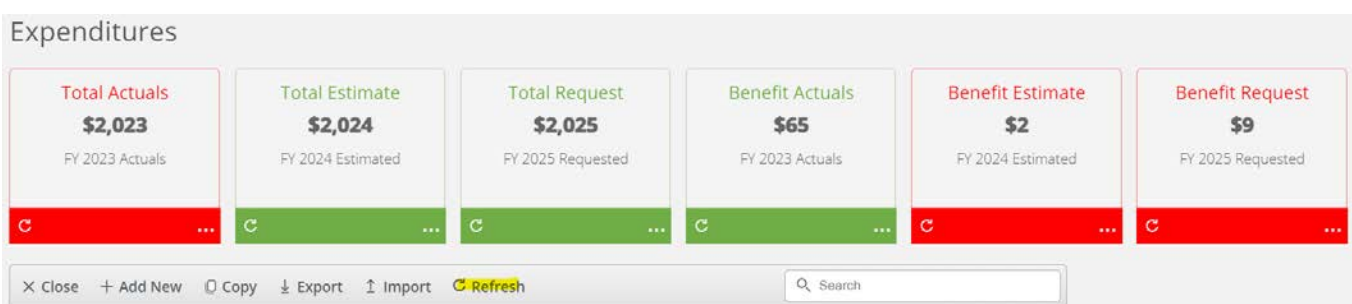
4.1.15. Back on the form header, click on the ‘Condition of Funds’ tab.



4.1.16. Repeat entry steps above to add/copy rows in the Condition of Funds tab.

4.2. Form 14 Widgets

The Form 14 utilizes Widgets to help users balance their budget request. Tiles can be refreshed individually by clicking on the refresh icon in the lower lefthand corner of each tile. Additionally, the tiles can be ‘flipped’ to show the reverse side by clicking on the three dots in the lower righthand corner. *All* tiles can be refreshed by clicking the ‘Refresh’ button in the header row (highlighted in screenshot).



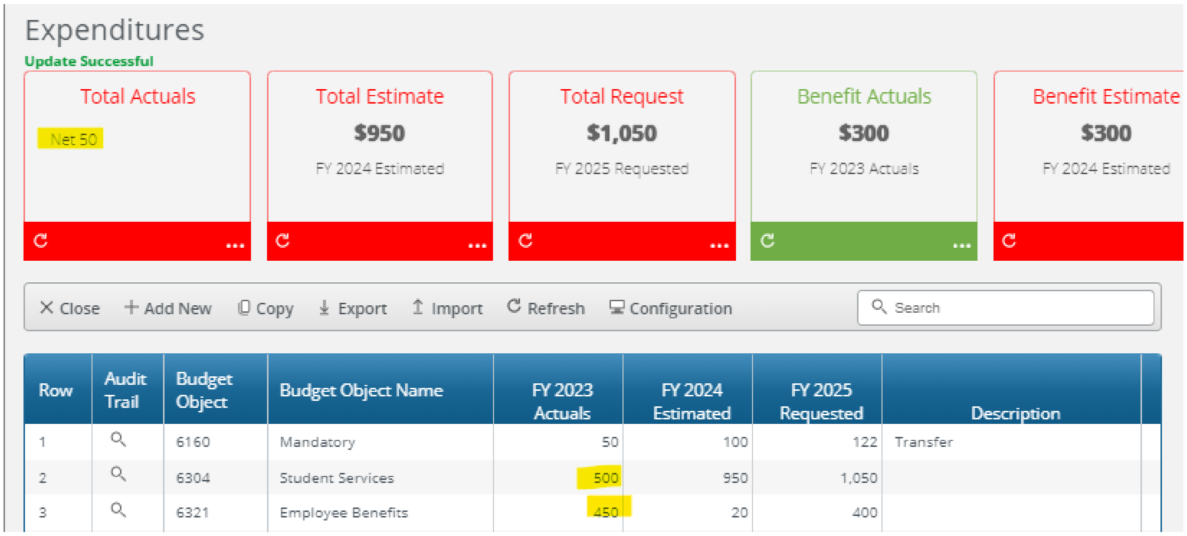
4.2.1. On the Form 14 **Expenditures tab**, there are six tiles (screenshot above).

4.2.2. The first three tiles total the Actuals, Estimated, and Requested amounts for the E&G function codes (Education and General Expenditures by Function – see table below).

4.2.3. Red tiles indicate that the totals by function (the number on the ‘front’ of the tile) is *not* balanced with the corresponding totals by object (Educational and General Expenditures by Object – see table below). Green tiles indicate that the function and object totals *are* balanced.

(Note: for reference, budget object groups are detailed in table below.)

4.2.4. Clicking on the three dots on the lower righthand side of the red tile shows the difference (Net Value) between the two totals.



4.2.5. In this example, the total actuals by function (500) exceeds the total actuals by budget object (450) by 50, so the reverse side of the first tile displays 'Net 50' (highlighted). To balance, the user needs to either add a new budget object row or increase an existing object row by 50.

4.2.6. Once the user has saved the change(s) to balance, remember to click the refresh icon in the lower lefthand side of the tile to see the color change from red to green.

4.2.7. The last three tiles total the Actuals, Estimated, and Requested amounts for fringe benefits objects (see table below).

4.2.8. Red tiles indicate that the total of the detail benefit objects (the number on the 'front' of the tile) is *not* balanced with the Employee Benefits Budget Object 6321. Green tiles indicate that the detail benefit objects total and the Employee Benefits 6321 object total *are* balanced.

4.2.9. Clicking on the three dots on the lower righthand side of the red tile shows the difference (Net Value) between the two totals.

4.2.10. In this example, the Estimated total of detail benefit objects (310) exceeds the Estimated total for 6321 – Employee Benefits by 10, so the reverse side of the Benefit Estimate tile displays ‘Net 10’. To balance, the user needs to either increase the Estimate for 6321 by 10, or decrease the benefit object detail lines by 10.

20-2 E&G Expenditures by FUNCTION	21-1 E&G Expenditures by OBJECT	21-B Employer Costs for Fringe Benefits (Benefit Detail)
6300 – Instruction 6301 – Research 6302 – Public Service 6303 – Academic Support 6304 – Student Services 6305 – Institutional Support 6306 – Operation and Maintenance of Physical Plant 6307 – Scholarships and Fellows	6320 – Salaries and Wages **6321 – Employee Benefits** 6322 – Supplies & Expenses 6323 – Equipment and Other Capital Assets 6324 – Recoveries from Sales or Services 6325 – Fuel and Metered Utilities 6326 – Scholarships and Fellows	6330 – FICA (Social Security and Medicare) 6331 – Retirement 6332 – Health Insurance 6333 – Unemployment Compensation 6334 – All Other

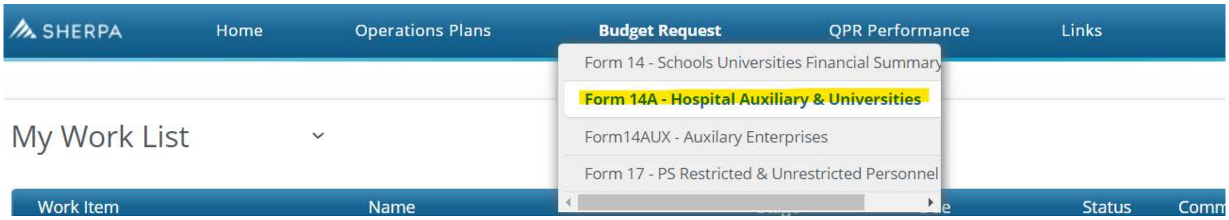
4.2.11. On the Form 14 **Condition of Funds tab**, there are three tiles (screenshot above).

4.2.12. The tiles total the Actuals, Estimate and Request amounts for the Condition of Funds rows. There are no reverse sides and no balancing (turquoise tiles = informational).

5. Form 14A

5.1. Form 14A Entry

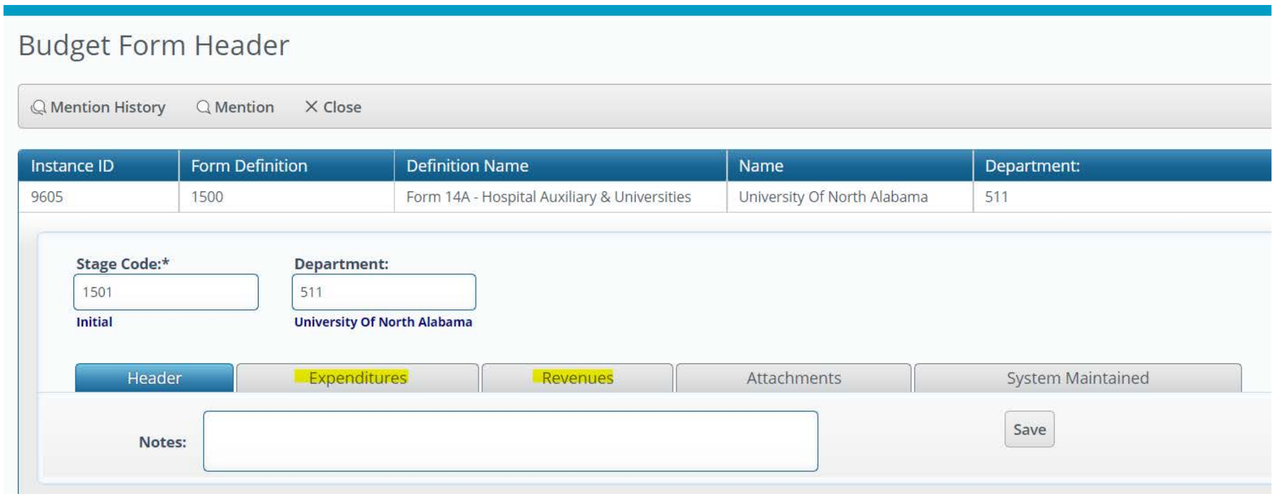
5.1.1. After logging into BFM, begin by hovering over ‘Budget Request’ on the header menu, and then select ‘Form 14A – Hospital Auxiliary & Universities’



5.1.2. On the 'List Page', you will see the Form 14As to which you have access based on your security.

5.1.3. Click on 'Header' on the row of the form you would like to edit.

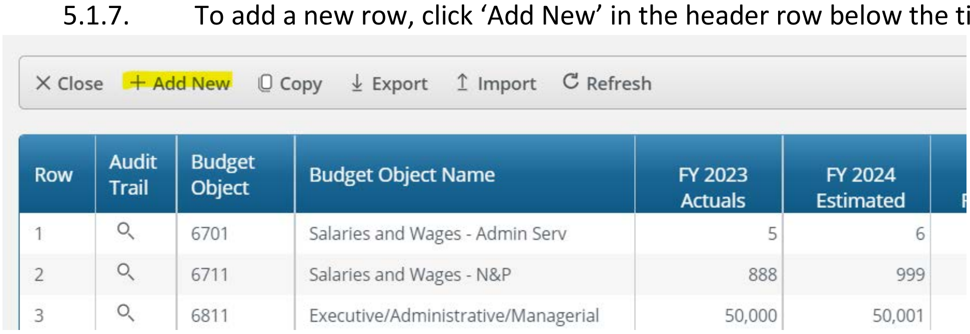
5.1.4. The Form 14A has two tabs for entering data, 'Expenditures' and 'Revenues'.



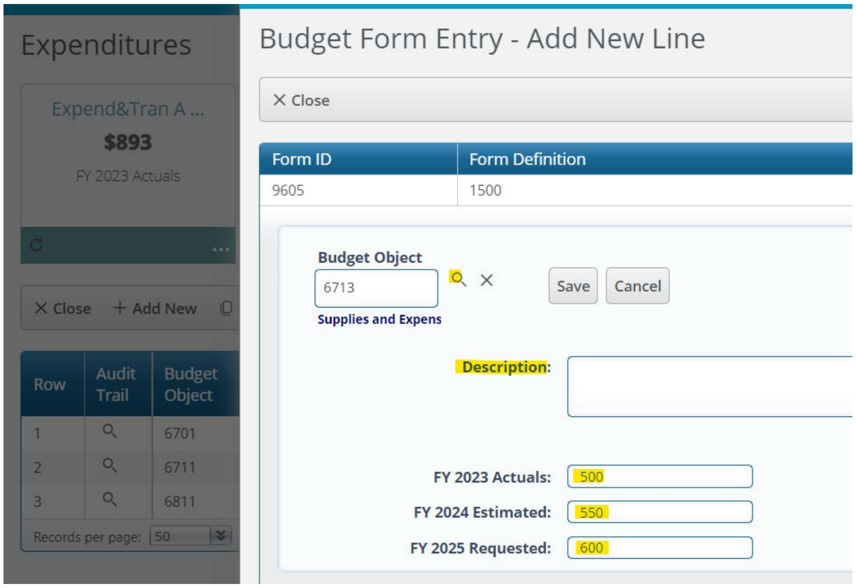
5.1.5. Click on the 'Expenditures' tab.

5.1.6. On the resulting expenditures screen, prior year actuals, current year estimates, and future year requests are entered by budget object.

5.1.7. To add a new row, click 'Add New' in the header row below the tiles.



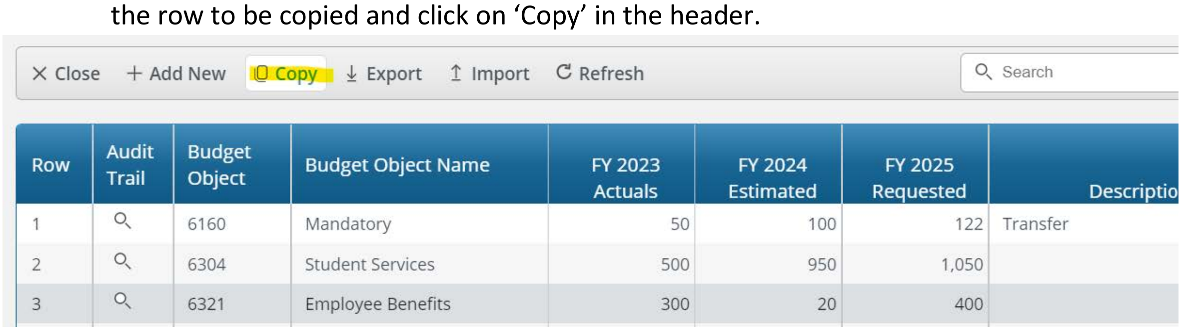
5.1.8. In the resulting window, type in or use the magnifying glass to select the appropriate Budget Object. Add a description (optional), and dollar amounts for Actuals, Estimated, and Requested, and then click the 'Save' button.



5.1.9. In the grid, to modify any existing line, double click in the corresponding row.

5.1.10. Unsaved lines will show in red. Click the 'Save All' button to Save.

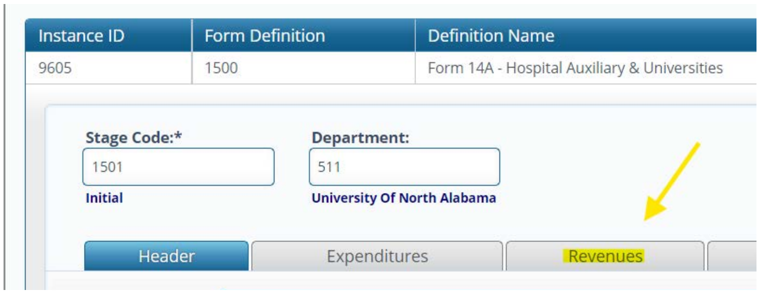
5.1.11. New lines can also be added using the Copy function. To copy an existing line, highlight the row to be copied and click on 'Copy' in the header.



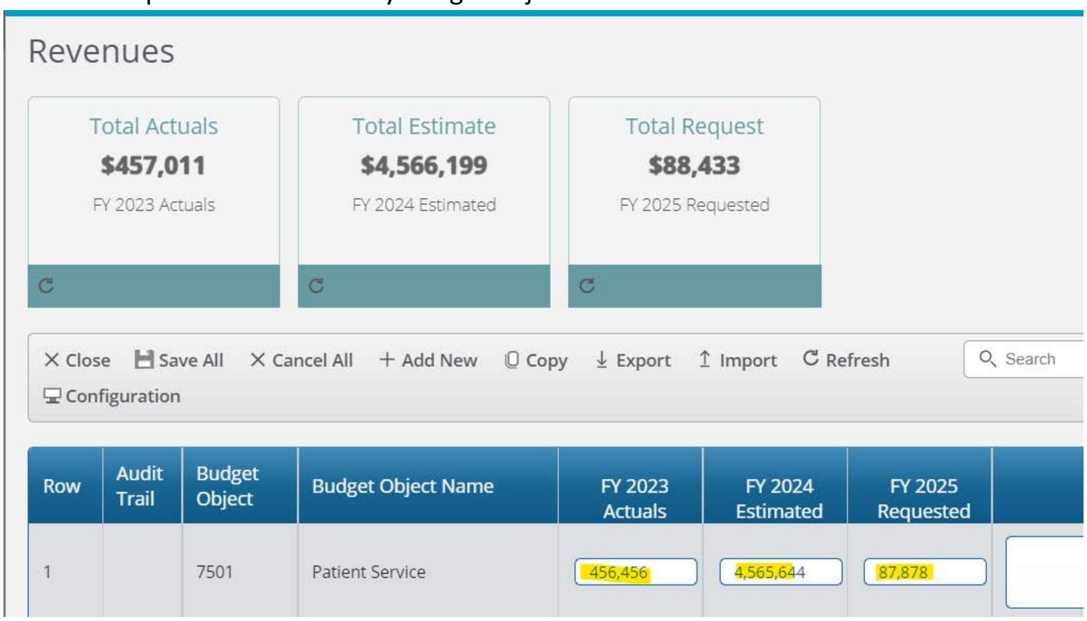
5.1.12. In the resulting window, update the Budget Object, and enter Actuals, Estimated and Requested dollar amounts, and click Save.

5.1.13. Once Expenditure entry is complete, click Save All and Close.

5.1.14. Back on the form header, click on the 'Revenues' tab.



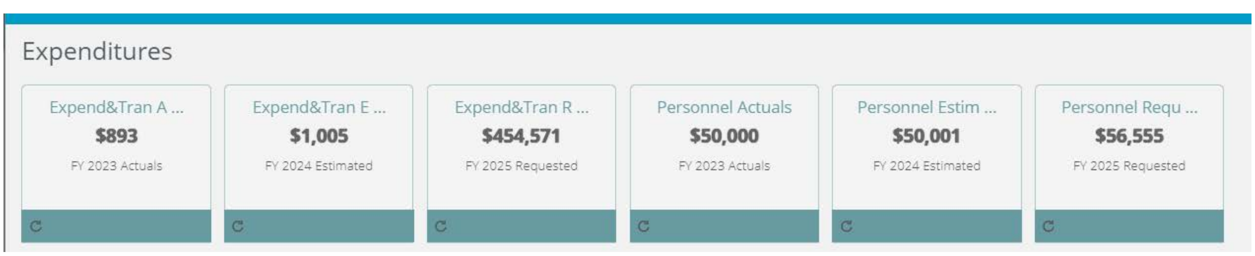
5.1.15. On the Revenues tab, prior year actuals, current year estimates, and future year requests are entered by budget object.



5.1.16. Repeat entry steps above to add/copy rows in the Revenues tab.

5.2. Form 14A Widgets

The Form 14A utilizes Widgets to help users manage their budget requests. Tiles can be refreshed individually by clicking on the refresh icon in the lower lefthand corner of each tile. *All* tiles can be refreshed by clicking the ‘Refresh’ button in the header row (highlighted in screenshot).



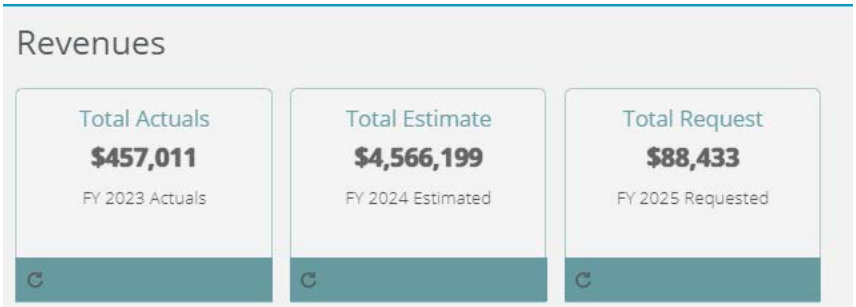
5.2.1. On the Form 14 **Expenditures tab**, there are six tiles (screenshot above).

5.2.2. The first three tiles total the Actuals, Estimated, and Requested amounts for expenditure and transfer (67XX) objects.

5.2.3. The last three tiles total the Actuals, Estimated, and Requested amounts for personnel (68XX) objects.

5.2.4. There are no reverse sides to the tiles and no balancing (turquoise tiles = informational).

5.2.5. On the **Revenues tab**, there are three tiles (screenshot below).

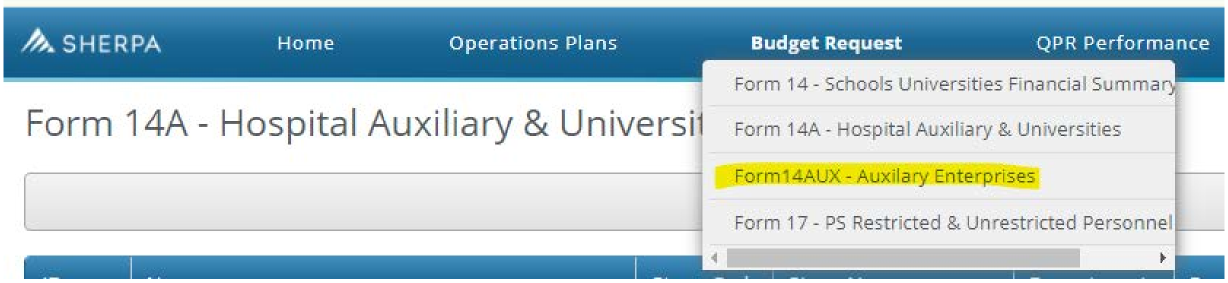


5.2.6. The tiles total the Actuals, Estimate and Request amounts for the Revenue rows. There are no reverse sides and no balancing (turquoise tiles = informational).

6. Form 14AUX – Auxiliary Enterprises

6.1. Form 14AUX Entry

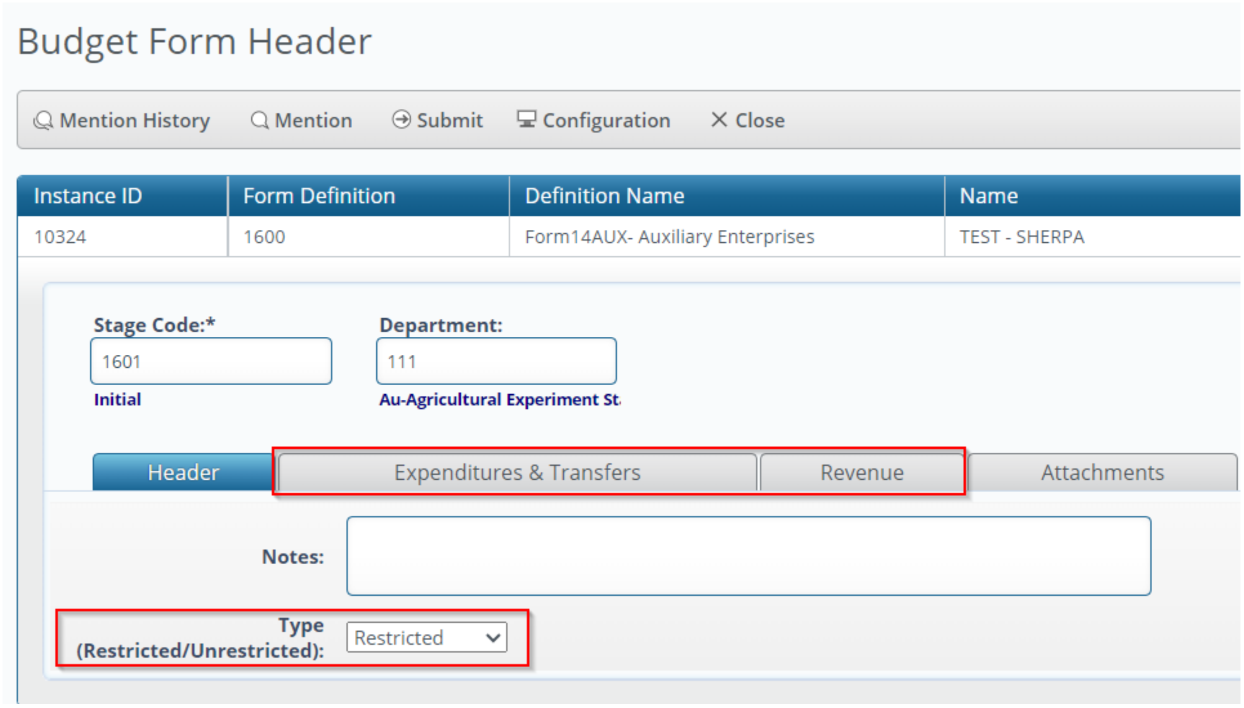
6.1.1. After logging into BFM, begin by hovering over ‘Budget Request’ on the header menu, and then select ‘Form 14AUX - Schools Universities Financial Summary’



6.1.2. On the ‘List Page’, you will see the Form 14AUXs to which you have access based on your security. All Universities have both an ‘UNRESTRICTED’ and ‘RESTRICTED’ form.

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

6.1.4. The Form 14AUX has two tabs for entering data, ‘Expenditures & Transfers’ and ‘Revenue’.

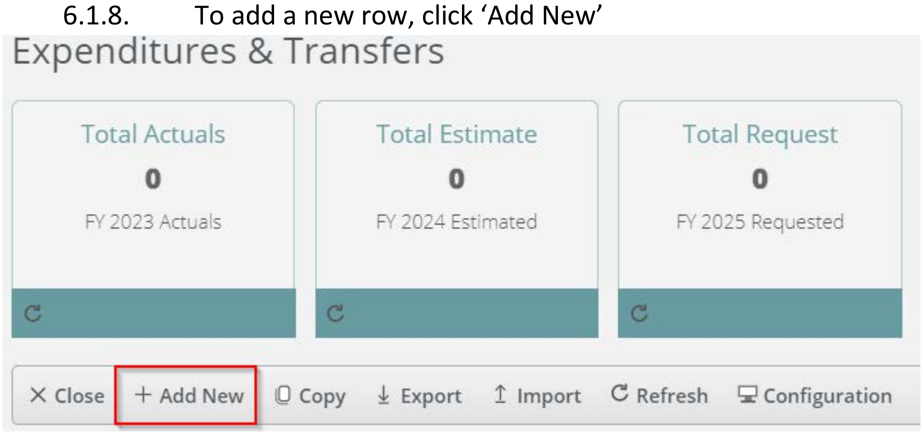


6.1.5. The Header tab also indicates the 'Type': Restricted or Unrestricted. (**Note**: please do not update the Type in the header. Each university already has both a Restricted and Unrestricted form created. If you are in the 'wrong' form, close out and open the other form.)

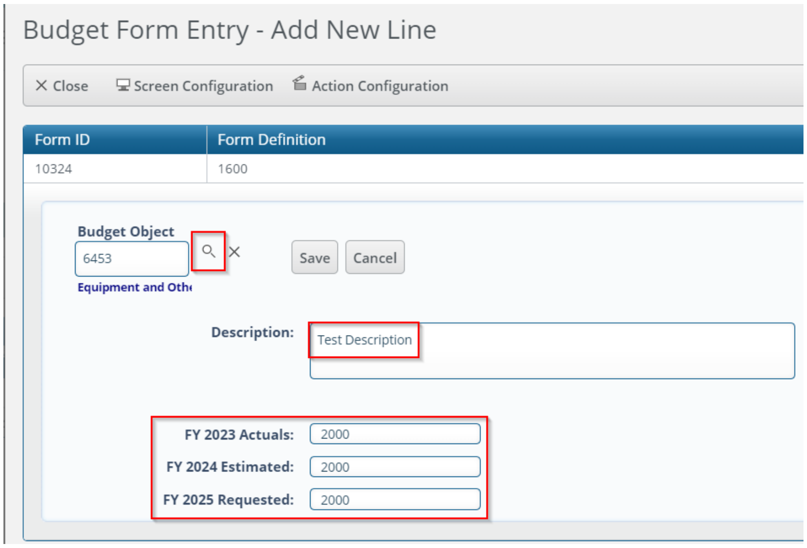
6.1.6. Next, click on the 'Expenditures and Transfers' tab.

6.1.7. On the 'Expenditures and Transfers' tab, prior year actuals, current year estimates, and future year requested will be entered by budget object.

6.1.8. To add a new row, click 'Add New'



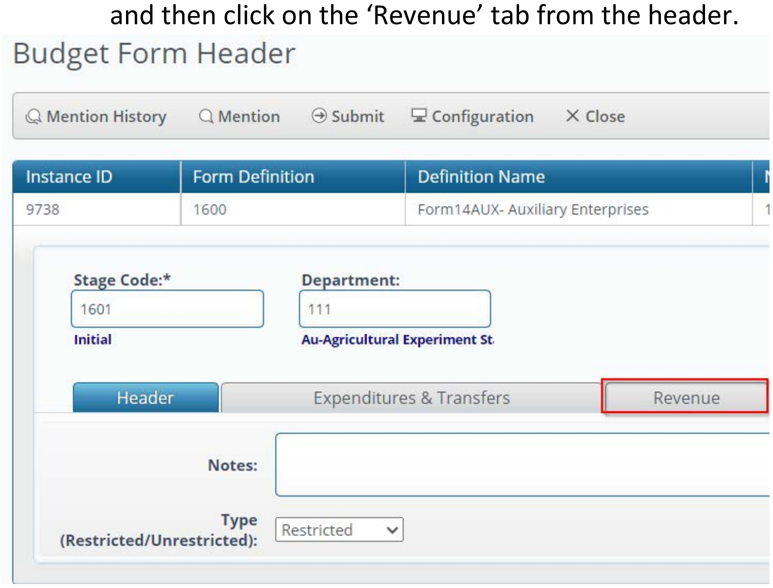
6.1.9. In the resulting window, type in or use the magnifying glass to select the appropriate budget object. Add a description (optional), and dollar amounts for Actuals, Estimated, and Requested, and then click the 'Save' button.



6.1.10. To update or modify an existing line, double click in the corresponding row, and update or add dollar amounts for Actuals, Estimated, and Requested.

6.1.11. Unsaved lines will show in red. Click the Save All button to Save.

6.1.12. After the Expenditure & Transfers rows are added, Close out of the Expenditures tab, and then click on the 'Revenue' tab from the header.



6.1.13. In the resulting window, type in or use the magnifying glass to select the appropriate budget object. Add a description (optional), and dollar amounts for Actuals, Estimated, and Requested, and then click the ‘Save’ button.

6.1.14. Once new rows are added, to update or modify any budget line, double click in the corresponding row, and update or add dollar amounts for Actuals, Estimated, and Requested.

6.2. Form 14AUX Widgets

The Form 14AUX utilizes Widgets to help users balance their expenses.

6.2.1. For each form on the Expenditures & Transfers Tab, there are three tiles (screenshot above). The first three tiles display the total for each of the three editable columns in the tab (FY Actuals, FY Estimated, FY Requested).

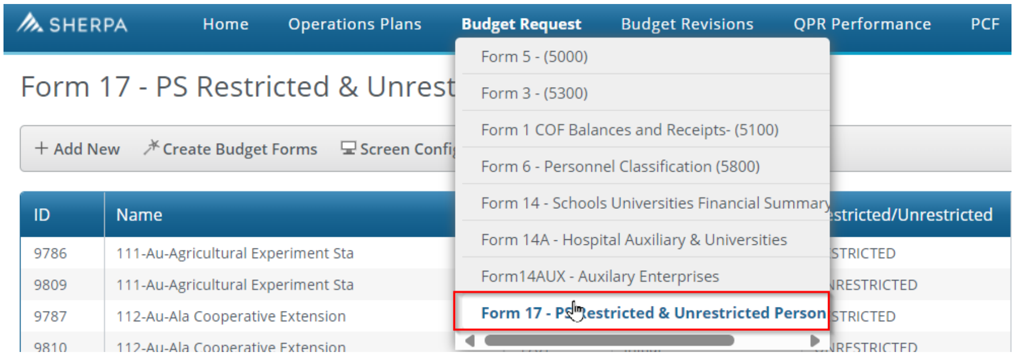
6.2.2. For each form on the Revenue Tab, there are three tiles (screenshot above). The first three tiles display the total for each of the three editable columns in the tab (FY Actuals, FY Estimated, FY Requested).

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

7. Form 17 - PS Restricted & Unrestricted Personnel Bud Req

7.1. Form 17 Entry

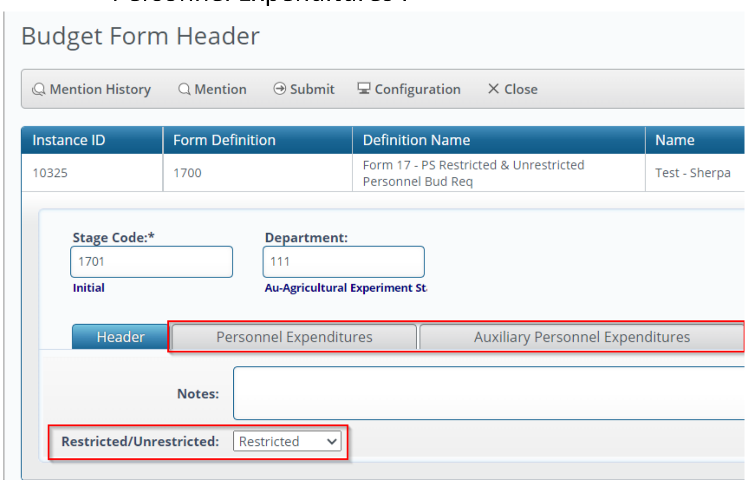
7.1.1. After logging into BFM (Budget Formulation and Management), begin by hovering over ‘Budget Request’ on the header menu, and then select ‘Form 17 - Schools Universities Financial Summary’.



7.1.2. On the 'List Page' you will see the Form 17s to which you have access based on your security. All Departments have both an 'UNRESTRICTED' and 'RESTRICTED' form.

7.1.3. Click on 'Header' on the row of the form you would like to edit.

7.1.4. The Form 17 has two tabs for entering data, 'Personnel Expenditures' and 'Auxiliary Personnel Expenditures'.



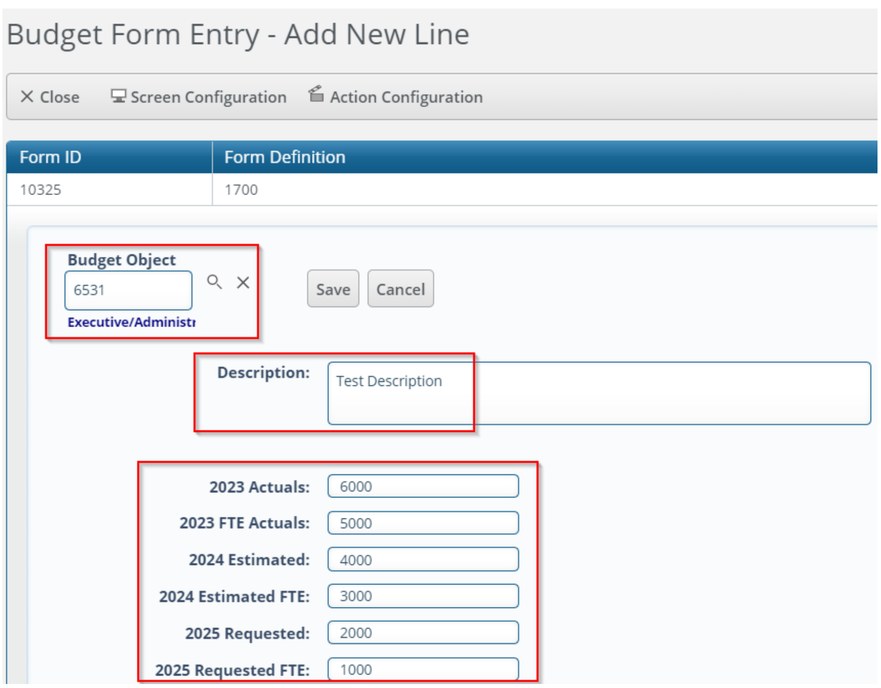
7.1.5. The Header tab also indicates the 'Type': Restricted or Unrestricted. (**Note**: please do not update the Type in the header. Each university already has both a Restricted and Unrestricted form created. If you are in the 'wrong' form, close out and open the other form.)

7.1.6. Next, click on the 'Personnel Expenditures' tab.

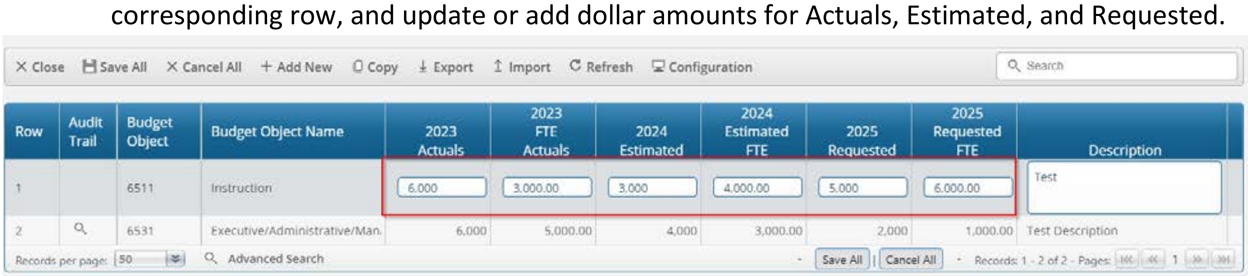
7.1.7. On the 'Personnel Expenditures' tab, prior year actuals, prior year FTE actuals, current year estimates, current year FTE estimates, future year requested, and future year requested FTE will be entered by budget object.

7.1.8. To add a new row, click 'Add New'.

7.1.9. In the resulting window, type in or use the magnifying glass to select the appropriate budget object. Add a description (optional), and dollar amounts for Actuals, Estimated, and Requested, and then click the ‘Save’ button. Please note that in this form there are Budget Objects that begin with 651x and others that start with 653x. The amounts in each column need to net between these two types across all columns of codes before the form can be submitted. For example, if I have an entry under Budget Object 6511 for $10,000 in prior year actuals and another entry under Budget Object 6531 for $10,000 in prior year actuals then the form will properly net. This can be monitored using the widgets which are detailed in a later section of this document.

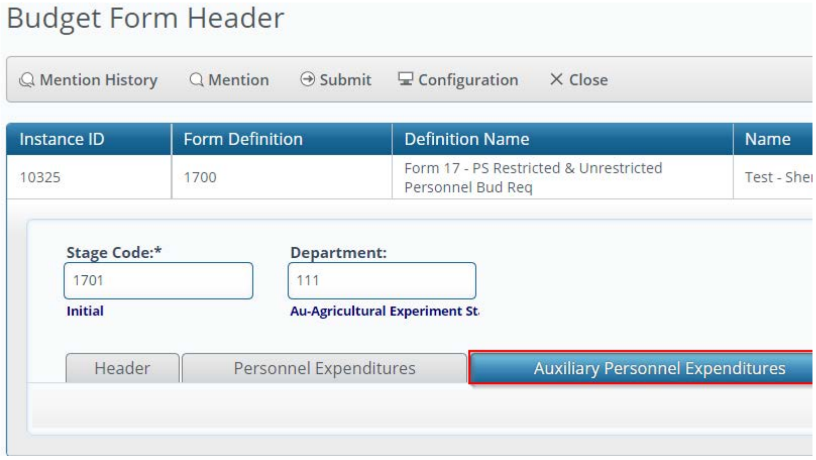


7.1.10. Once new rows are added, to update or modify any budget line, double click in the corresponding row, and update or add dollar amounts for Actuals, Estimated, and Requested.



7.1.11. Unsaved lines will show in red. Click the Save All button to Save.

7.1.12. After the Personnel Expenditures rows are added Close out of the Personnel Expenditures tab, and then click on the 'Auxiliary Personnel Expenditures' tab from the header.



7.1.1. In the resulting window, type in or use the magnifying glass to select the appropriate budget object. Add a description (optional), and dollar amounts for prior year actuals, prior year FTE actuals, current year estimates, current year FTE estimates, future year requested, and future year requested FTE will be entered by budget object.

7.1.2. Once new rows are added, to update or modify any budget line, double click in the corresponding row, and update or add dollar amounts for prior year actuals, prior year FTE actuals, current year estimates, current year FTE estimates, future year requested, and future year requested FTE will be entered by budget object.

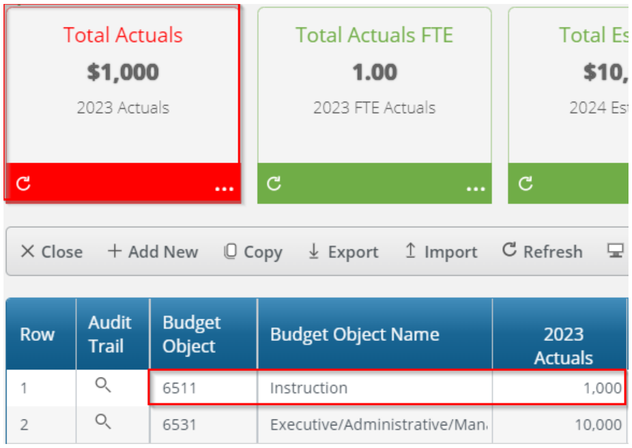
7.2. Form 17 Widgets

Form 17 utilizes Widgets to help users balance their expenses.

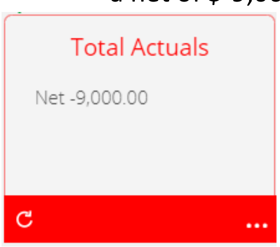
7.2.1. For each form on the Expenditures & Transfers Tab, there are six tiles (screenshot above). The tiles display the total for each of the six editable columns in the tab (prior year actuals, prior year FTE actuals, current year estimates, current year FTE estimates, future year requested, and future year requested FTE will be entered by budget object. It is important to note that these widgets will only display the totals for Budget Objects that start with 651x.

7.2.2. These widgets have 2 colors, red and green. If the widget is green, it indicates that the total amount in the respect column is properly netting to 0 between the 651x and 653x Budget Objects.

7.2.3. Here you can see that I have $1,000 entered under a 651x Budget Object, and it is properly showing $1,000 in the widget. The widget is red because we have another entry in the form under a 653x Budget Code for $10,000. This means they have a net of $-9,000.



7.2.4. To see the net of a column, the user may click on the three dots (…) on the bottom right side of the widget. This will flip the widget to show more information, in this case it shows the net amount between 651x and 653x Budget Objects. As seen in the previous example we have a net of $-9,000 for the 2023 Actuals column.



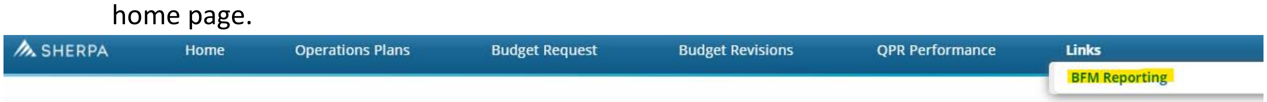
7.2.5. The Auxiliary Personnel Expenditures Tab of this form includes six more widgets.

7.2.6. These widgets are not calculating a net, instead just a total for each editable column in the detail. Therefore, they are a blue color indicating there is no logic aside from totaling.

7.2.7. All tiles can be refreshed by clicking on the refresh icon in the lower lefthand corner of each tile.

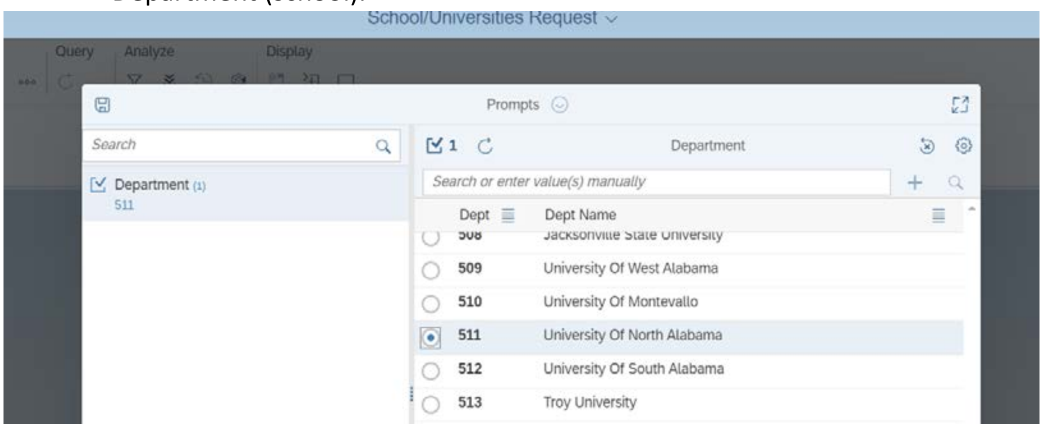
8. Budget Request Report

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



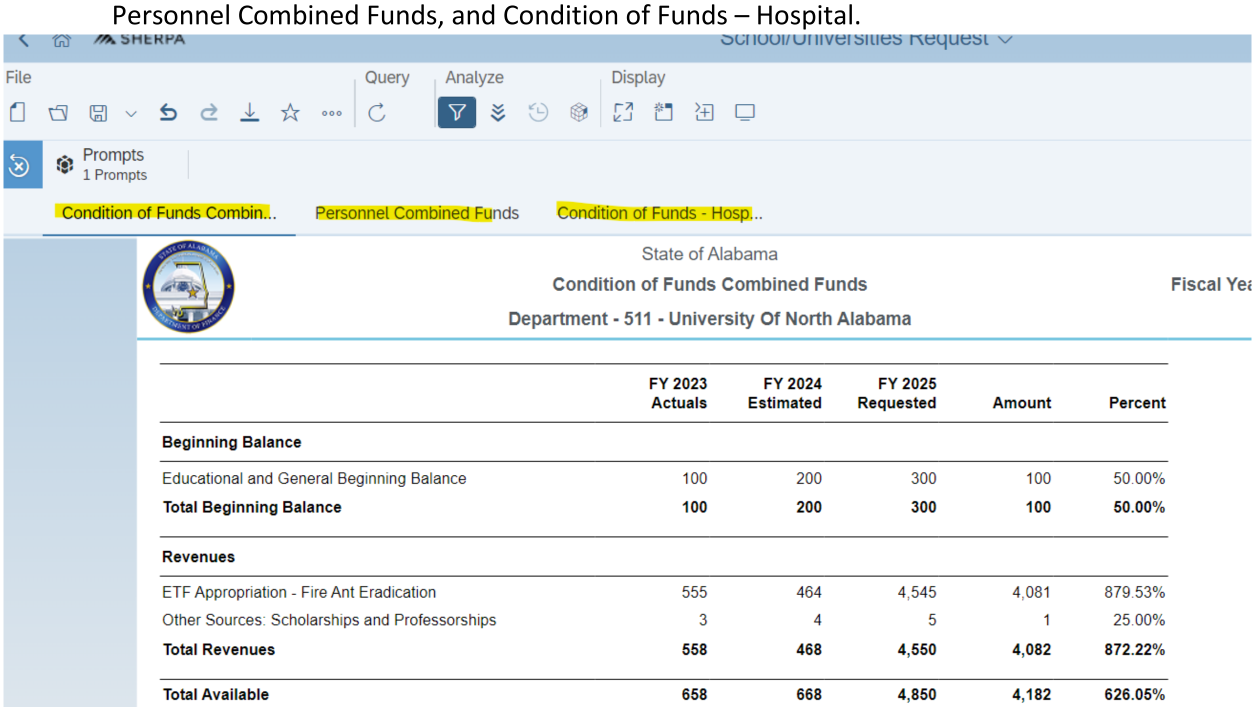
8.1.2. In the Reporting folder view, navigate to the ‘**3 Department Reports**’ folder, then ‘**3.5 Schools/Universities**.

8.1.3. Click on the **School/Universities Request** report. A pop up will prompt you to select the Department (school).



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

8.1.5. There are multiple tabs to the report (highlighted): Condition of Funds Combined Funds, Personnel Combined Funds, and Condition of Funds – Hospital.



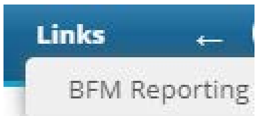
	FY 2023 Actuals	FY 2024 Estimated	FY 2025 Requested	Amount	Percent
Beginning Balance					
Educational and General Beginning Balance	100	200	300	100	50.00%
Total Beginning Balance	**100**	**200**	**300**	**100**	**50.00%**
Revenues					
ETF Appropriation - Fire Ant Eradication	555	464	4,545	4,081	879.53%
Other Sources: Scholarships and Professorships	3	4	5	1	25.00%
Total Revenues	**558**	**468**	**4,550**	**4,082**	**872.22%**
Total Available	**658**	**668**	**4,850**	**4,182**	**626.05%**

8.1.6. Click on each tab to access the appropriate report section.

9. BFM Reporting

9.1. 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.

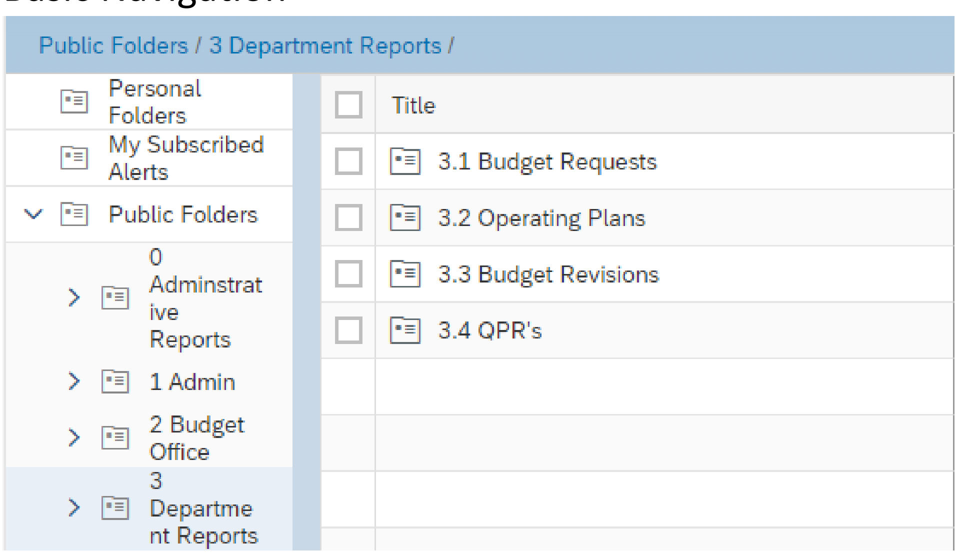
Logging In

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

Running Reports

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

Basic Navigation

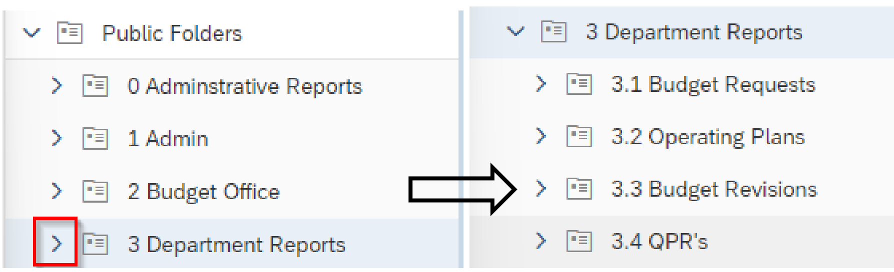


9.1.2. There are sliders on the left-hand panel default to **My Documents**, where any personal documents. Most of the time you will be running existing reports which are found under **Folders.**

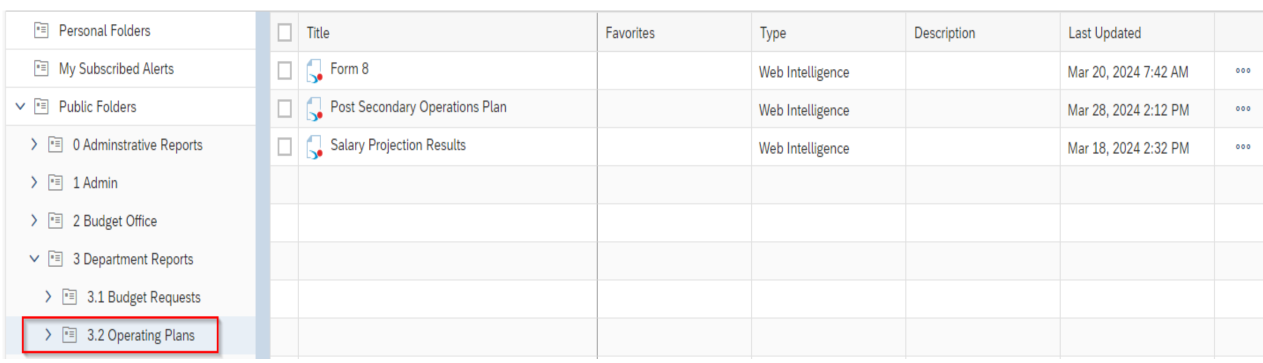
9.1.3. **Folders** is where all standard reports are housed. The active slider is above the white space;

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 **Folders** it will slide to the top and open the **Folders** section.

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



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

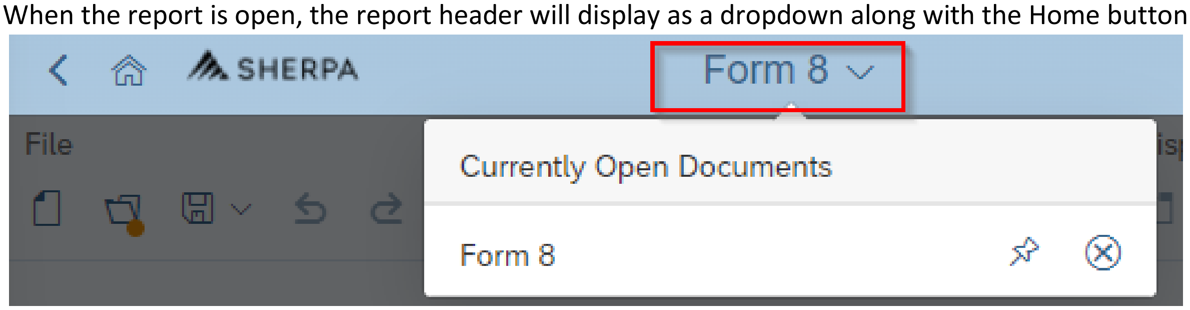


9.2. Opening a Report

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

9.2.2. ***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.



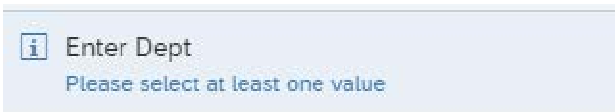
More than one report can be opened during the same session. Each report will appear as an additional tab to the right of existing tabs. To open additional reports, click the Documents tab to return to the available reports.

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.

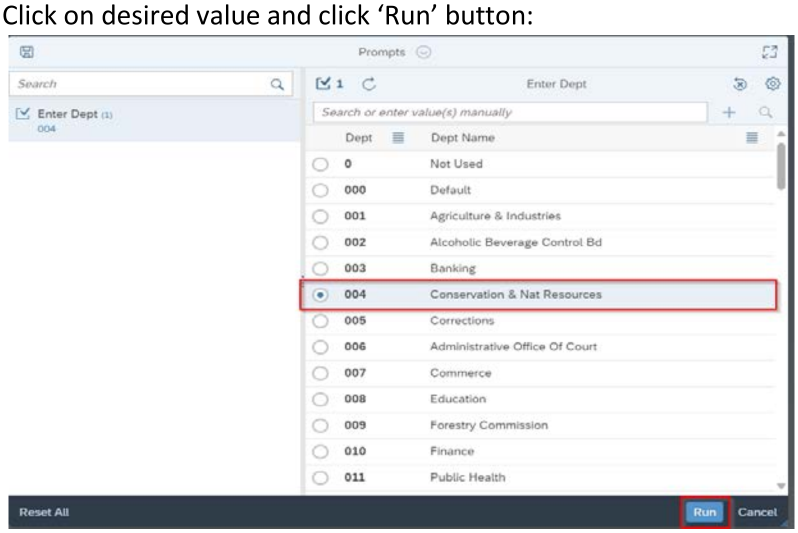


9.2.3. To change the default prompt value there are three options:

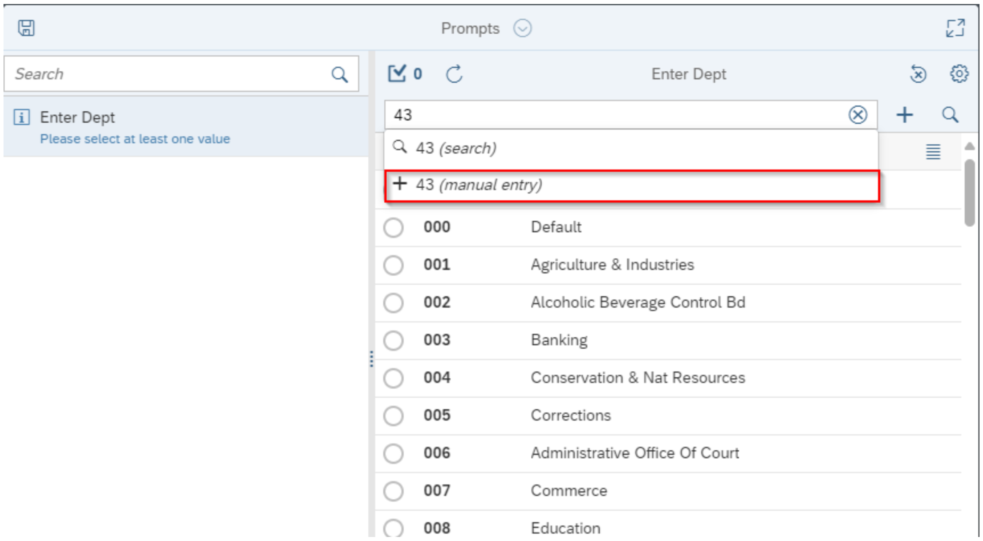
- Selecting a value from a list
- Entering a value
- Searching for a value

9.2.4. 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 CTRL 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.

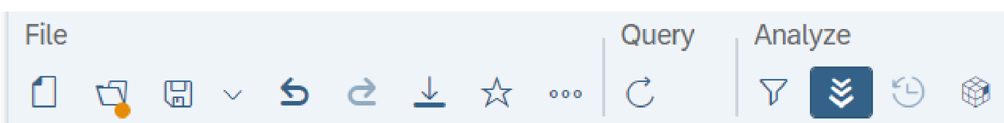


After clicking on an item, the default prompt value (if there is one) is replaced.

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

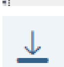
9.2.6. ONCE ALL PROMPT VALUES HAVE BEEN SELECTED, CLICK THE Run BUTTON. The report will run. IF Run IS NOT HIGHLIGHTED (IT APPEARS LIGHT GRAY), THIS MEANS A REQUIRED PROMPT HAS NOT BEEN COMPLETED.

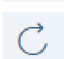
Report Icons



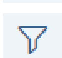
Toolbar Actions

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

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

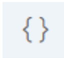
 Refresh data by rerunning using the prompt window.

 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.

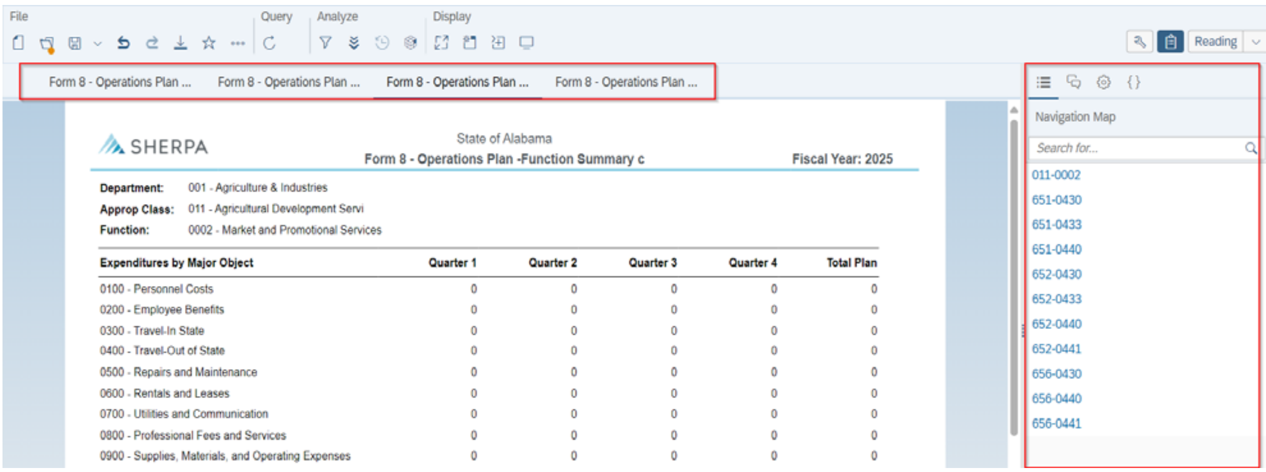
Side Panel Actions


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


Displays the User Prompt Input options.

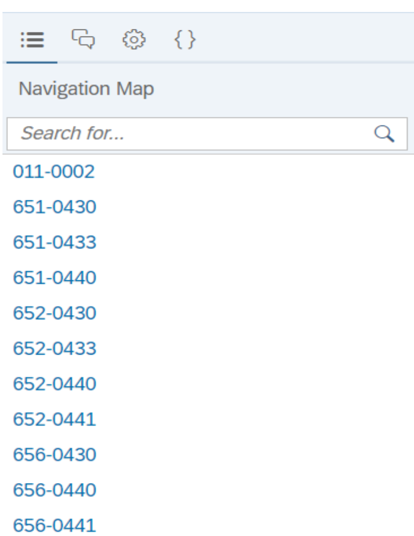
Report Navigation – Document Tabs

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

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

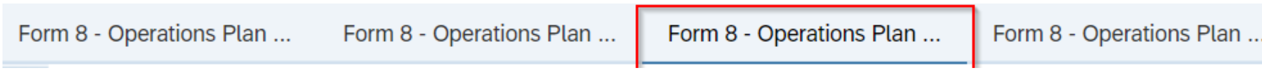


9.2.8. If a tab has a plus sign, report sections have been added to the navigation map.

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

Tab Strip

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



Paging

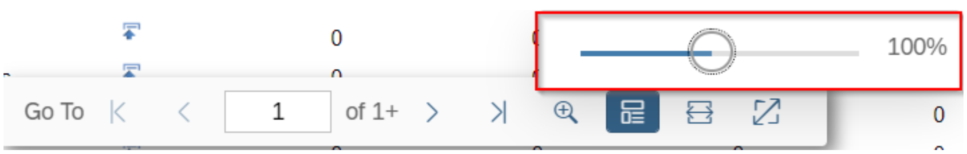
To move between pages of a report, click the arrows or enter a page number.

9.2.11. 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.

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

Zoom

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

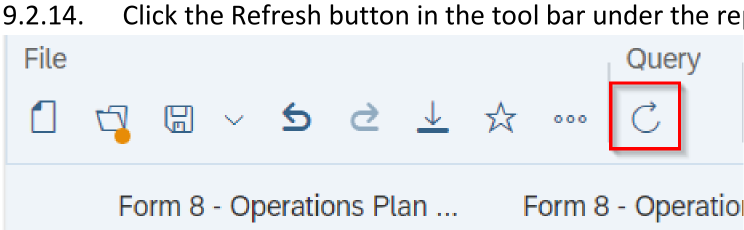


Refreshing a Report While Open

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

Refresh with Prompts

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

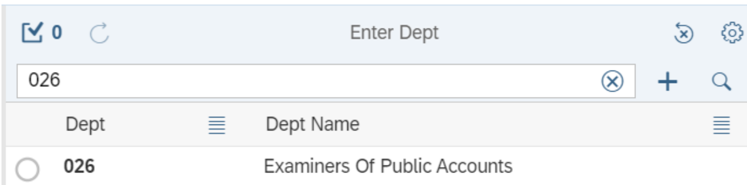


9.2.15. The prompt screen reappears. Complete the report prompts as directed above.

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.

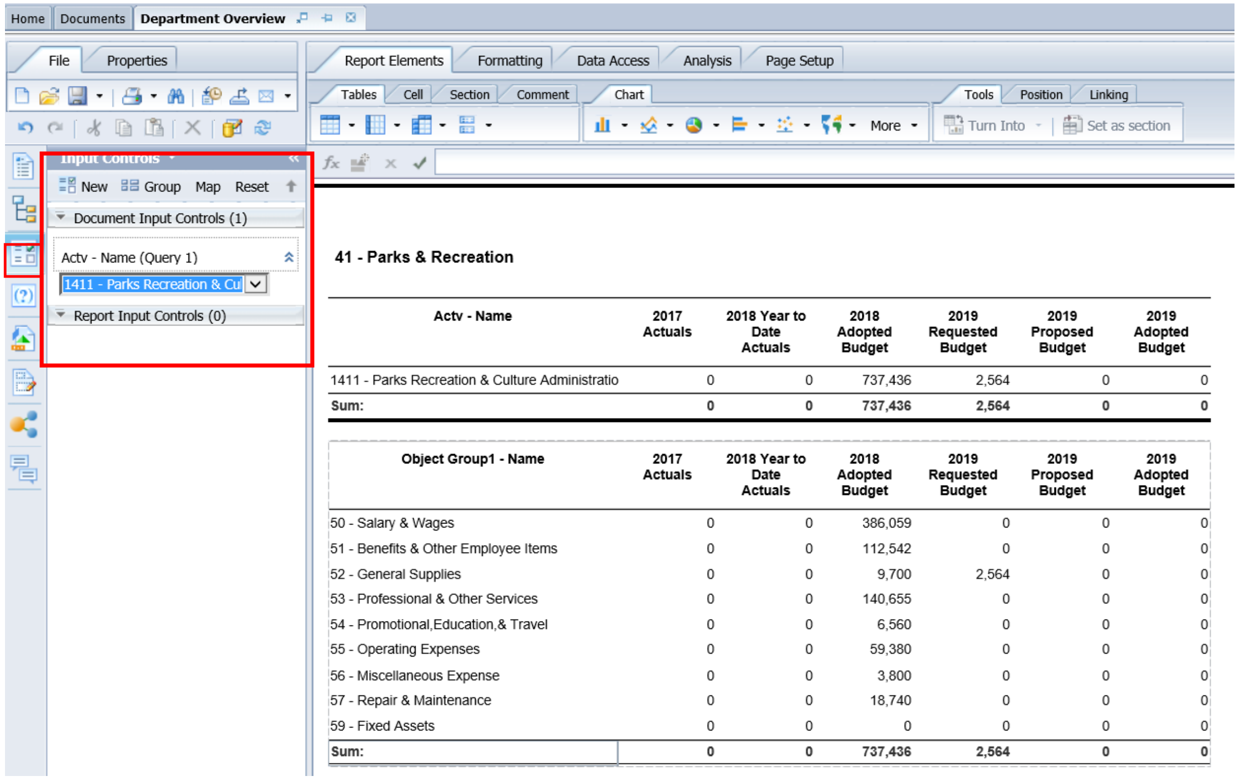
9.2.16. TYPE IN THE ORGANIZATION OR OTHER VALUES IN THE PROMPT AREAS. You must type in a valid entry.



9.2.17. 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.



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

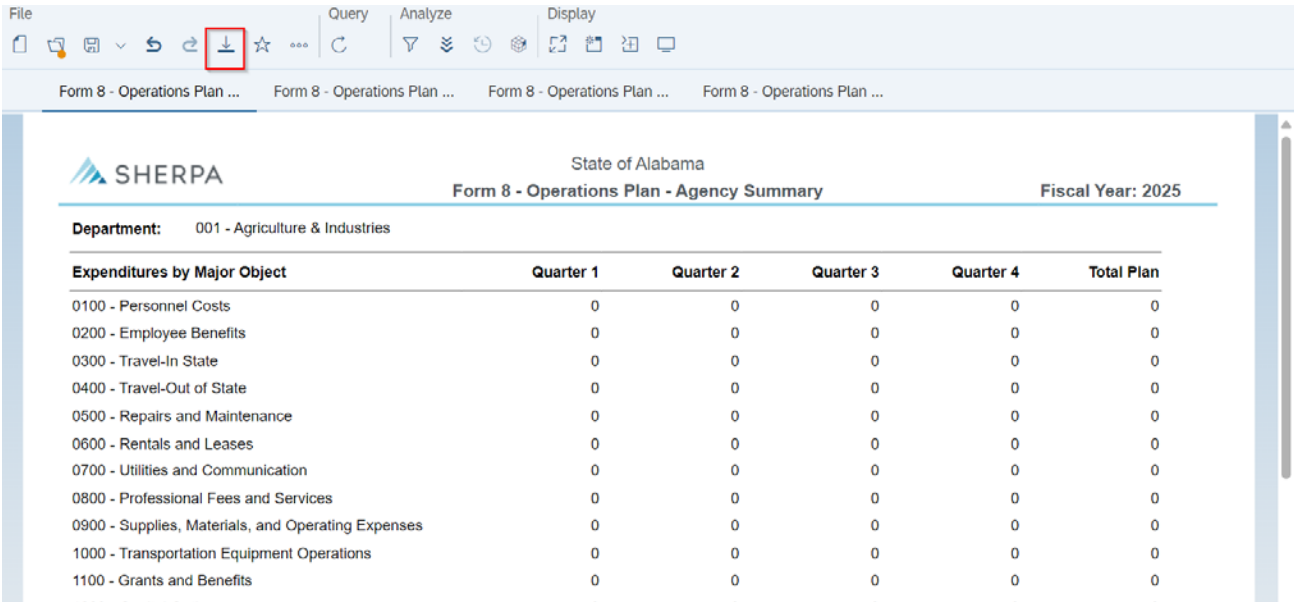
9.2.19. Select one or many values from the input control. Hold down Ctrl to select multiple values.

9.2.20. Click **OK**

9.2.21. Select “All values” and click **OK** to return to the complete data set.

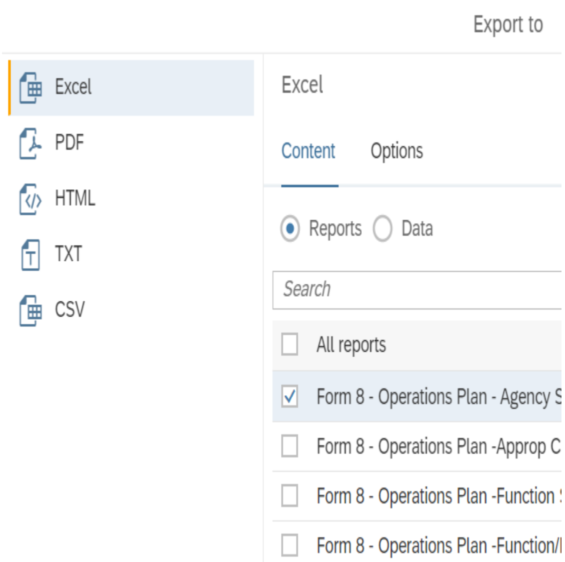
Exporting a report

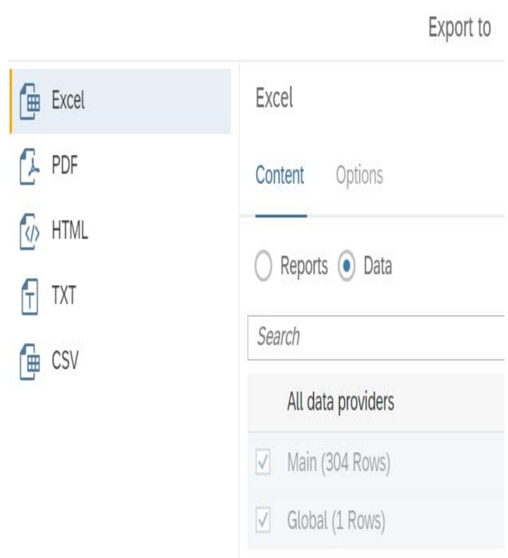
Options to export include all report tabs or data as PDF, Excel, CSV, or Text. The Export icon on the upper tool bar provides an Export popup.



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

9.2.22. 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.

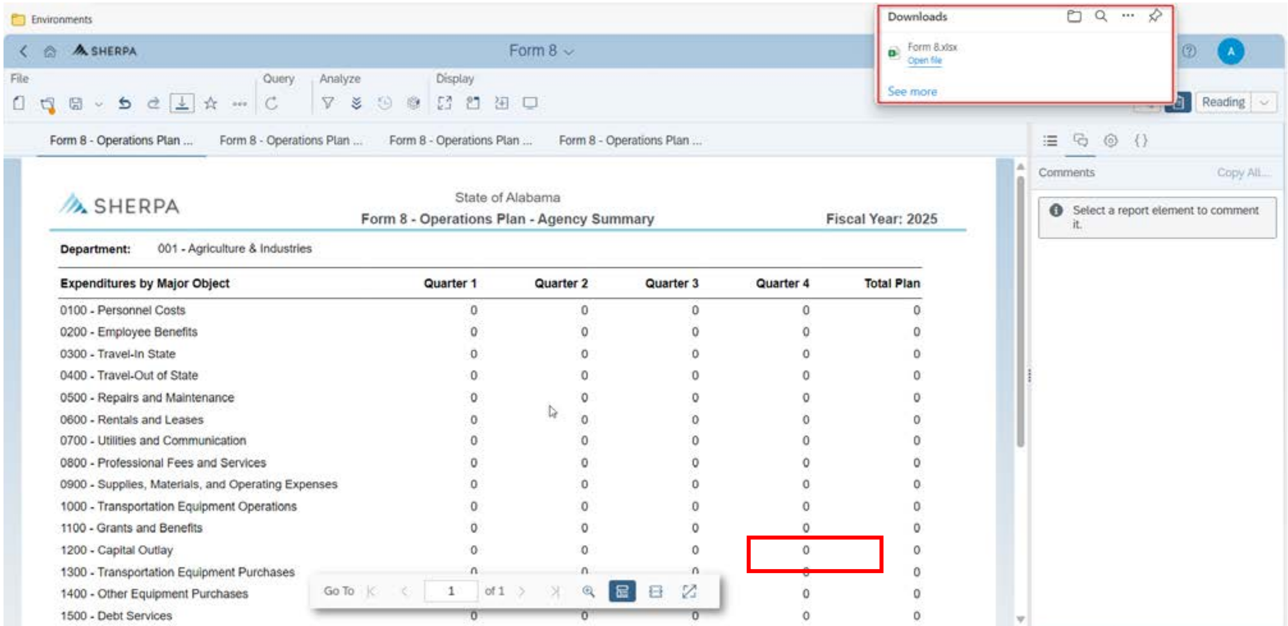




9.2.23. Select **File Type**. Each file type has additional export options.

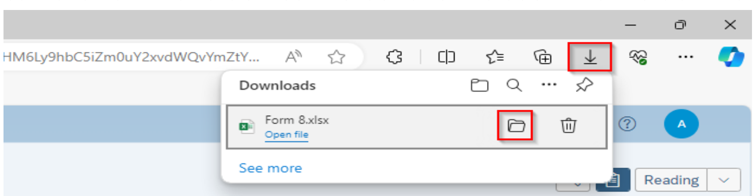
9.2.24. Click ***OK***.

9.2.25. 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.

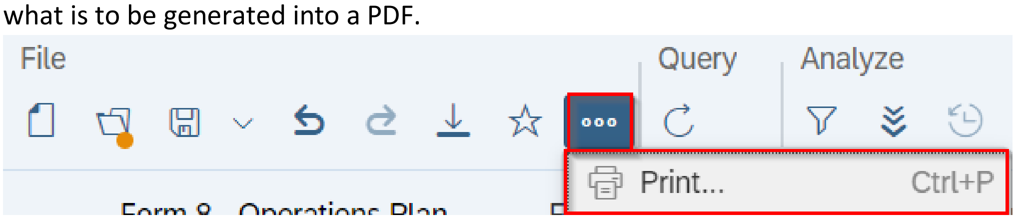


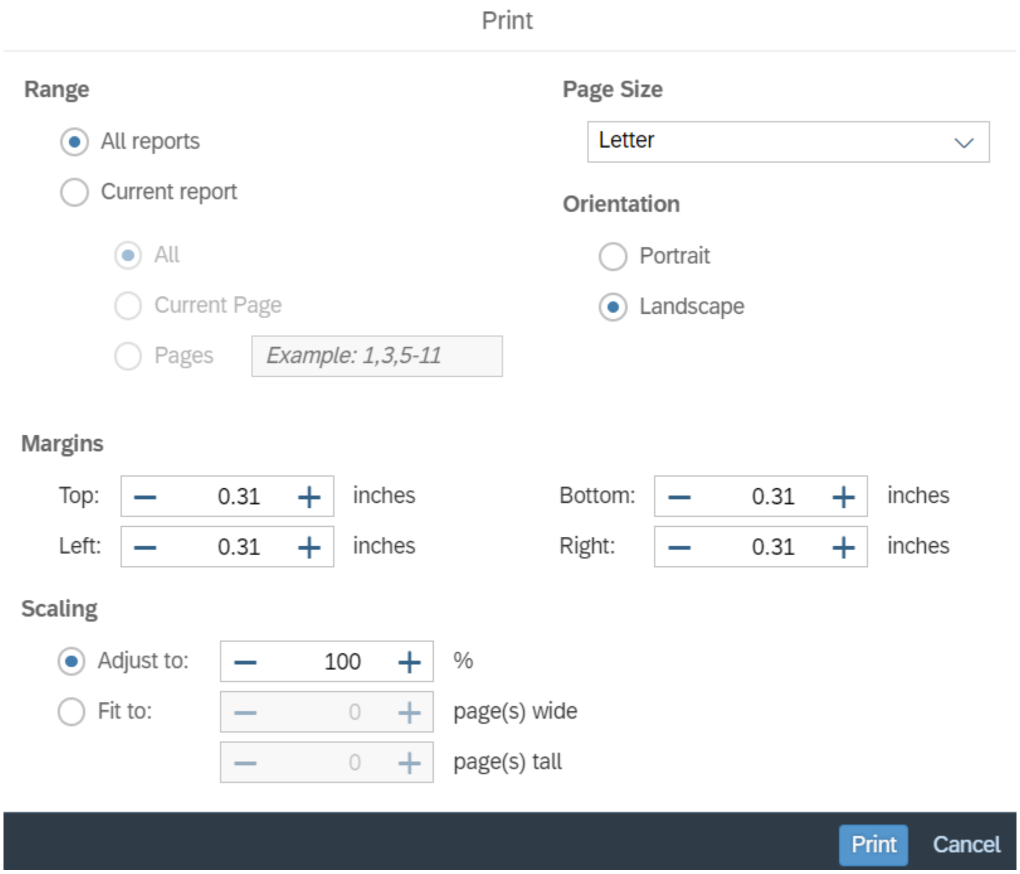
Saving as PDF Notes

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.





Print
Range
All reports
Current report
All
Current Page
Pages
Example: 1,3,5-11
Page Size
Letter
Orientation
Portrait
Landscape
Margins
Top: 0.31 inches
Bottom: 0.31 inches
Left: 0.31 inches
Right: 0.31 inches
Scaling
Adjust to: 100 %
Fit to: 0 page(s) wide
0 page(s) tall
Print
Cancel