



Budget Formulation and Management (BFM)

End User Guide – Operating Plan Form 8



State of Alabama

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BFM Overview and Basics

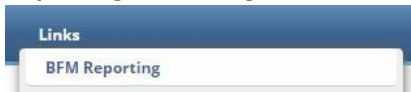
1. BFM Overview

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. There are two links, one for BFM and a second for BFM Reporting. Save your links as Favorites for easy access.
- **Reporting:** In BFM, go to Links / BFM Reporting to access reports.



- **ID/PW:** Your BFM system administrator will send your Userid 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

The first time you use BFM on a new computer, there may be requests from the browser to **trust the application, accept pop-ups, or other warnings**. Accept any of these requests, and, when possible, check the options to not remind you 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

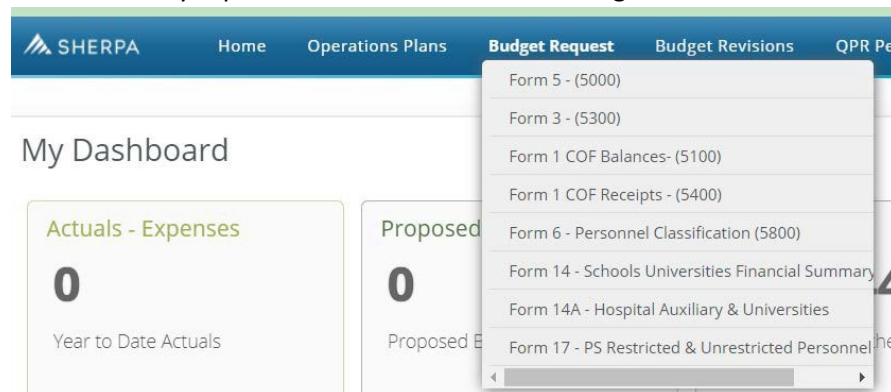
- **PCF:** Personnel Cost Forecasting. BFM creates a personnel forecast based on HR data and planning values loaded in the system.
- **Budget Form:** This is how you enter data into BFM. A Budget Form is a specific layout that has certain required fields, such as text, price, quantity, or other information.
- **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.

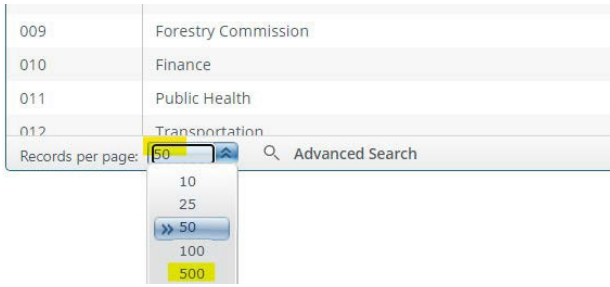


Place your cursor directly below and click to select any menu item.

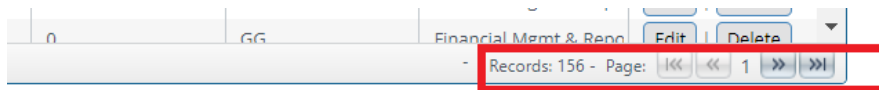
2.2. Paging through records

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.

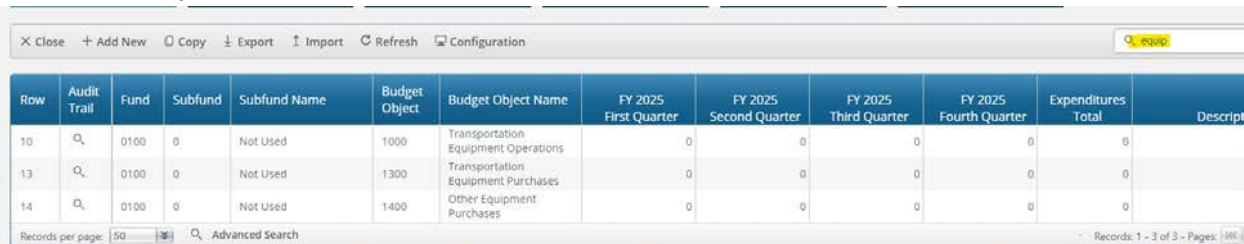


Click on the on the double arrow (next page) or double arrow with an end line (last page) in the lower right hand corner of the table to page through available records.



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"

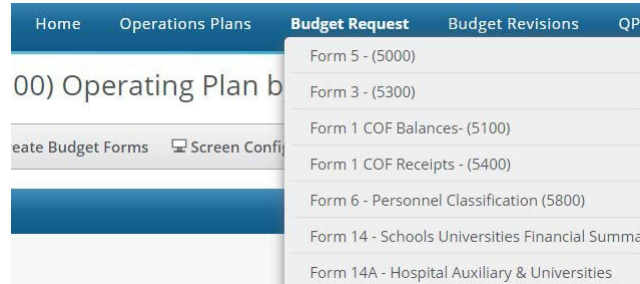
Result: All entries that include the word "equip"



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.

Form 8 - (8100) Operating Plan by Fund

ID	Name	Stage Code	Stage Name	Appr Unit	Dept	Fund	Appr Class	Function	Rows	Last Update	Last User	Workflow	Actions
4299	001-0100-011-0000-0002	8101	Initial	0000	001	0100	011	0002	144	3/28/2024	JD Grimes	Submit	Header Detail Delete
4300	001-0100-651-0000-0430	8101	Initial	0000	001	0100	651	0430	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete
4301	001-0100-651-0000-0433	8101	Initial	0000	001	0100	651	0433	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete

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

Operating Plan

Form 8 Header

Org 001 Function 0002
Appr CL 011 Appr 0000

Q1 Total FY 2025 First Quarter \$0	Q2 Total FY 2025 Second Quarter \$0	Q3 Total FY 2025 Third Quarter \$0	Q4 Total FY 2025 Fourth Quarter \$0	Total Expenditures Total \$0
--	---	--	---	------------------------------------

Close Save All Cancel All Add New Copy Export Import Refresh Configuration

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	Description
1		0100	0	Not Used	0100	Personnel Costs	100	150	200	350	0	test
2		0100	0	Not Used	0200	Employee Benefits	0	0	0	0	0	

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.ali)	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	2	JD Grimes (jd.grimes@budget.ali)	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	3	JD Grimes (jd.grimes@budget.ali)	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	4	JD Grimes (jd.grimes@budget.ali)	03/28/2024 13:43:25	-1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	1	JD Grimes (jd.grimes@budget.ali)	03/28/2024 13:42:49	1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	2	JD Grimes (jd.grimes@budget.ali)	03/28/2024 13:42:49	1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	3	JD Grimes (jd.grimes@budget.ali)	03/28/2024 13:42:49	1,000.00	Excel upload.
User Entry	8101	ALLOTMENTS	2025	4	JD Grimes (jd.grimes@budget.ali)	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.

ID	Name	Stage Code	Stage Name	Appr Unit	Dept	Fund	Appr Class	Function	Rows	Last Update	Last User	Workflow	Actions
4299	001-0100-011-0000-0002	8101	Initial	0000	001	0100	011	0002	144	3/28/2024	JD Grimes	Submit	Header Detail Delete
4300	001-0100-651-0000-0430	8101	Initial	0000	001	0100	651	0430	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete

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

Budget Form Header

Mention History Mention Submit Configuration Close

Instance ID	Form Definition	Definition Name	Name	Department:
4299	8100	Form 8 - (8100) Operating Plan by Fund	001-0100-011-0000-0002	001

Stage Code:* 8101 Department: 001
Initial Agriculture & Industries

Header Operating Plan Attachments System Maintained

Name:* 001-0100-011-0000-0002 Save

Notes:

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 Header

Mention History Mention Submit Configuration Close

Instance ID	Form Definition	Definition Name	Name	Department:
4299	8100	Form 8 - (8100) Operating Plan by Fund	001-0100-011-0000-0002	001

Stage Code:* 8101 Department: 001
Initial Agriculture & Industries

Header Operating Plan Attachments System Maintained

Name:* 001-0100-011-0000-0002 Save

Notes:

Budget Form - Document Attachments

Upload multiple files up to a maximum of 50 GB per file.

Add Files Close

File	Description
File attachments	

3.4. Budget Submission

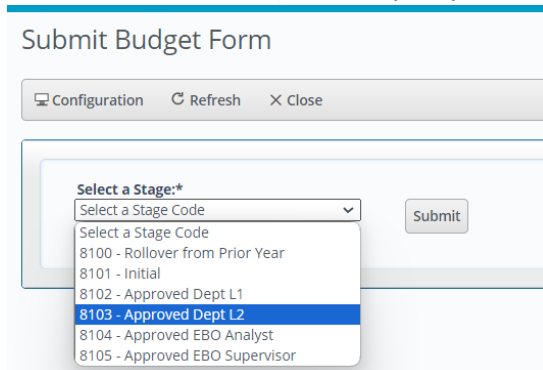
Once you have completed your budget entry, you can submit the budget form in workflow. From the List Page click on the Submit button for the budgets you have completed.

Form 8 - (8100) Operating Plan by Fund



ID	Name	Stage Code	Stage Name	Appr Unit	Dept	Fund	Appr Class	Function	Rows	Last Update	Last User	Workflow	Actions
4299	001-0100-011-0000-0002	8101	Initial	0000	001	0100	011	0002	148	4/3/2024	JD Grimes	Submit	Header Detail Delete
4300	001-0100-051-0000-0430	8101	Initial	0000	001	0100	651	0430	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete

3.4.1. A **Submit Budget Form** pop-up window opens. From this screen, select the stage to which you wish to submit (there may only be one) and click **Submit**.



If you do not see a Stage Code, this means you do not have security to submit to that level. Note: you can submit to a prior stage if your security allows this action. Once submit is clicked, the budget request will no longer be visible in the list if the user does not have security rights to edit at the new stage. To edit the budget, the person in the next workflow would need to send the budget back to you. You can still see your budget by using reports.

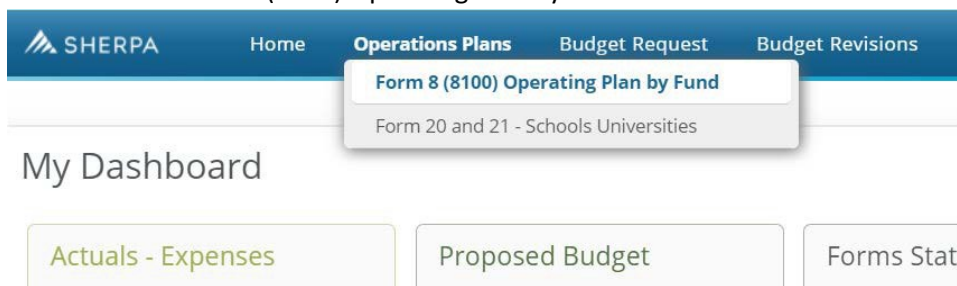
Budget Form Instructions

4. Operating Plan (Form 8) Instructions

Operations Plans ensure that the objectives of the Legislature’s appropriations are satisfied by preparing quarterly budgets. State agencies will complete Operations Plans (Form 8) using budget forms in Budget Formulation Management (BFM). Form 8s have expenditures for each quarter of the fiscal year, as well as funding sources for each entity.

4.1. Form 8 Entry

4.1.1. After logging into BFM, begin by hovering over ‘Operations Plans’ on the header menu, and then select ‘Form 8 (8100) Operating Plan by Fund’.



4.1.2. On the ‘List Page’, you will see the Form 8s to which you have access based on your security.

Form 8 - (8100) Operating Plan by Fund

ID	Name	Stage Code	Stage Name	Appr Unit	Dept	Fund	Appr Class	Function	Rows	Last Update	Last User	Workflow	Actions
4702	026-0100-942-0000-0724	8101	Initial	0000	026	0100	942	0724	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete
4703	026-0100-942-0000-0725	8101	Initial	0000	026	0100	942	0725	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete
4704	026-0200-942-0000-0724	8101	Initial	0000	026	0200	942	0724	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete
4705	026-0200-942-0000-0725	8101	Initial	0000	026	0200	942	0725	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete
4706	026-0336-942-0000-0724	8101	Initial	0000	026	0336	942	0724	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete
4707	026-0336-942-0000-0725	8101	Initial	0000	026	0336	942	0725	16	3/26/2024	bryan.reed@she	Submit	Header Detail Delete

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

4.1.4. The form is prepopulated with rows for each major object. To update the allotments for any budget line, double click in the corresponding row.

4.1.5. Enter the correct dollar amounts in the First through Fourth quarter columns and Description (optional). After you save, the Expenditures total will populate.

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	Description
5		0100	0	Not Used	0500	Repairs and Maintenance	100	100	200	300	0	
6		0100	0	Not Used	0600	Rentals and Leases	0	0	0	0	0	

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

4.1.7. The form is prepopulated with the major object codes, but source of funds rows need to be added. To add rows for source of funds, click ‘Add New’.

4.1.8. Use the Budget Object magnifying glass to select the 9999 Source of Funds budget object.

4.1.9. Use the Subfund magnifying glass to select the appropriate Subfund.

Note: A Subfund is required for rows using the Source of Funds Budget Object (9999). If a user tries to add a record with the Source of Funds Budget Object (9999) and Subfund = 0, the user will receive a validation failed error message (screenshot below). Click 'See Validation Errors' for additional detail. Similarly, users will receive a validation failed error message if they try and add a row with a Major Object code and a Subfund value (for Major Object budget objects, Subfund must be 0).

4.2. Form 8 Widgets

The Operations Plans forms utilize Widgets to help users balance their operating plans.

4.2.1. For each form, there are six tiles (screenshot below). The first tile displays form header values (like Org, Function, Appropriation Class, and Appropriation Unit). The next four tiles display total expenditures by quarter, and the last tile displays the total expenditures for the fiscal year.

Form 8 Header	Q1 Total	Q2 Total	Q3 Total	Q4 Total	Total
Org 001 Function 0430 Appr CL 651 Appr 0000	\$1,421,747 FY 2025 First Quarter	\$1,218,648 FY 2025 Second Quarter	\$1,144,990 FY 2025 Third Quarter	\$794,580 FY 2025 Fourth Quarter	\$4,579,958 Total

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

Additionally, the four middle tiles (totals by quarter) 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 for the quarter *are not* balanced. Dark green tiles indicate that expenditures and source of funds *are* balanced.

4.2.4. Clicking on the three dots on the lower righthand side of the red Q2 tile provides additional information on the Net value.



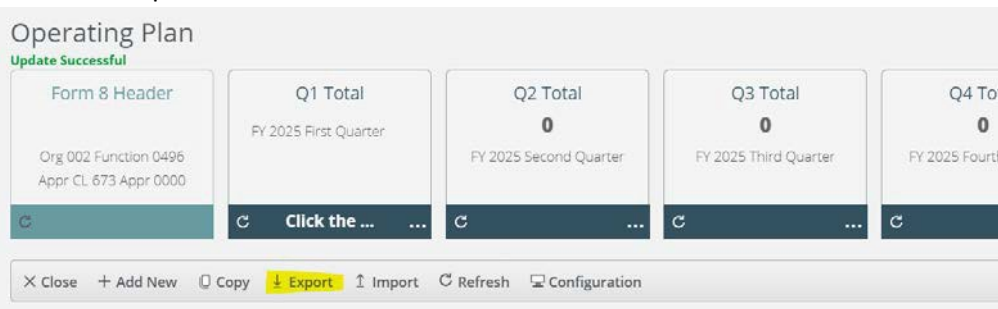
4.2.5. The Net value is equal to that quarter’s expenditures minus source of funds. For Q2 for this form, expenditures exceed funds by 7. To balance, the user needs to make an update to increase source of funds by 7 or decrease expenditures by 7.

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 dark 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 as what is in the Details grid.

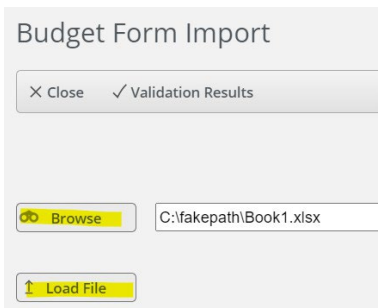


4.3.3. Once in the Excel file, make needed updates, including adding new rows.

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’.

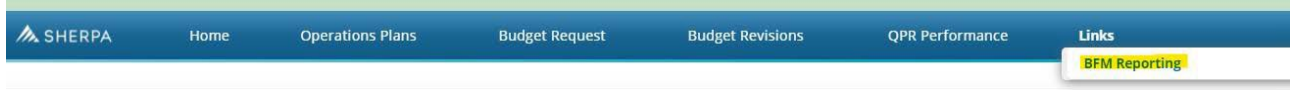


4.3.7. The system will compare records on the Excel file with what is already on the form, validate for errors and invalid codes, and load the new amounts/lines into the form.

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. Form 8 Report

4.4.1. To access the Form 8 report, from the BFM home page, navigate to Links > BFM Reporting.



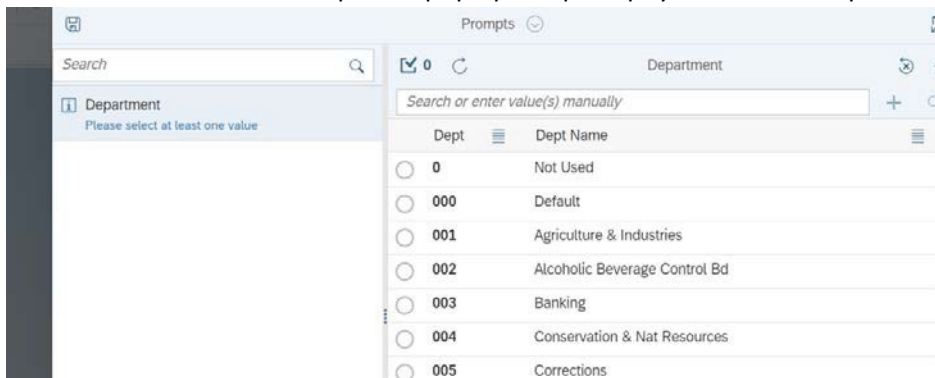
4.4.2. In the Reporting folder view, navigate to the '3 Department Reports' folder, then '3.2 Operating Plans'.



The screenshot shows the Reporting folder view with a list of folders. The '3 Department Reports' folder is highlighted in yellow.

Public Folders /	Title	Favorites	Type
<input type="checkbox"/> Personal Folders			
<input type="checkbox"/> My Subscribed Alerts			
> <input type="checkbox"/> Public Folders			
<input type="checkbox"/>	0 Administrative Reports		Folder
<input type="checkbox"/>	1 Admin		Folder
<input type="checkbox"/>	2 Budget Office		Folder
<input type="checkbox"/>	3 Department Reports		Folder
<input type="checkbox"/>	Auditing		Folder
<input type="checkbox"/>	Data Federation		Folder

4.4.3. Click on the **Form 8** report. A pop up will prompt you to select Department.




The screenshot shows a pop-up window titled 'Prompts' with a search bar and a list of departments. The 'Department' field is highlighted in blue.

Dept	Dept Name
<input type="radio"/> 0	Not Used
<input type="radio"/> 000	Default
<input type="radio"/> 001	Agriculture & Industries
<input type="radio"/> 002	Alcoholic Beverage Control Bd
<input type="radio"/> 003	Banking
<input type="radio"/> 004	Conservation & Nat Resources
<input type="radio"/> 005	Corrections

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 four tabs to the report (first tab highlighted below) that summarize data at different roll up levels. Click on each tab to view.

Form 8 - Operations Plan ... Form 8 - Operations Plan ... Form 8 - Operations Plan ... Form 8 - Operations Plan ...


 State of Alabama
Form 8 - Operations Plan - Agency Summary
Fiscal Year: 2025

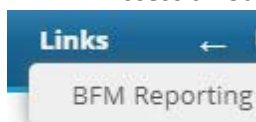
Department: 001 - Agriculture & Industries

Expenditures by Major Object	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Plan
0100 - Personnel Costs	7,547,018	6,432,827	6,432,827	5,360,687	25,773,359
0200 - Employee Benefits	3,161,754	2,693,203	2,693,203	2,244,333	10,792,493
0300 - Travel-In State	456,750	391,500	326,250	130,500	1,305,000
0400 - Travel-Out of State	129,500	111,000	92,500	37,000	370,000
0500 - Repairs and Maintenance	348,250	298,500	248,750	99,500	995,000
0600 - Rentals and Leases	689,850	591,300	492,750	197,100	1,971,000
0700 - Utilities and Communication	1,062,750	139,500	116,250	46,500	1,365,000
0800 - Professional Fees and Services	1,157,450	992,100	826,750	330,700	3,307,000
0900 - Supplies, Materials, and Operating Expenses	3,917,834	786,715	655,596	262,238	5,622,383
1000 - Transportation Equipment Operations	442,050	378,900	315,750	126,300	1,263,000

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.

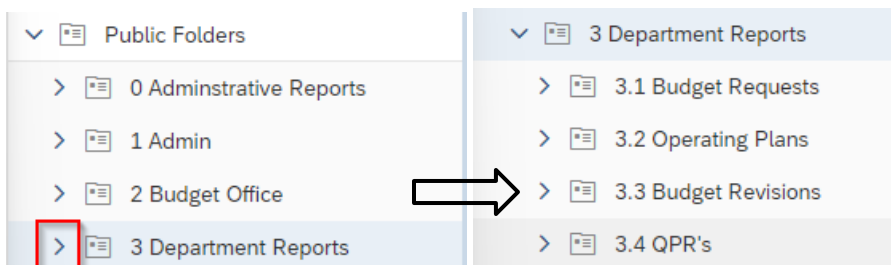
Basic Navigation

Public Folders / 3 Department Reports /		
<input type="checkbox"/> Personal Folders	<input type="checkbox"/>	Title
<input type="checkbox"/> My Subscribed Alerts	<input type="checkbox"/>	<input type="checkbox"/> 3.1 Budget Requests
<input checked="" type="checkbox"/> Public Folders	<input type="checkbox"/>	<input type="checkbox"/> 3.2 Operating Plans
0	<input type="checkbox"/>	<input type="checkbox"/> 3.3 Budget Revisions
> <input type="checkbox"/> Administrative Reports	<input type="checkbox"/>	<input type="checkbox"/> 3.4 QPR's
> <input type="checkbox"/> 1 Admin		
> <input type="checkbox"/> 2 Budget Office		
> <input type="checkbox"/> 3 Department Reports		

5.1.2. 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**.

5.1.3. **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.

5.1.4. CLICK ON THE ARROW TO THE LEFT OF ANY FOLDER TO EXPAND THE FOLDER STRUCTURE.



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

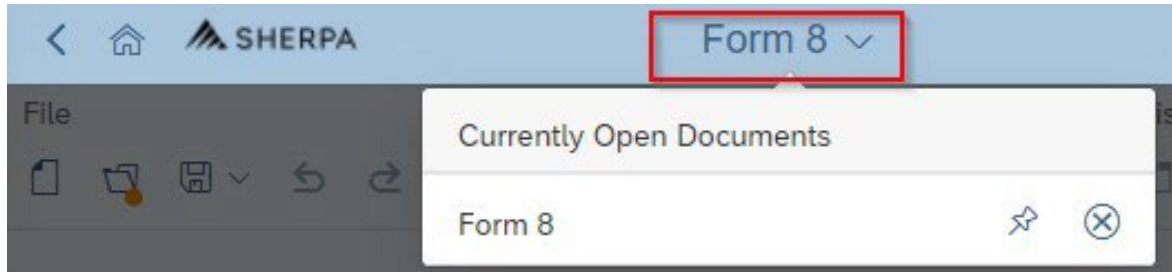
Personal Folders	Title	Favorites	Type	Description	Last Updated	
My Subscribed Alerts	Form 8		Web Intelligence		Mar 20, 2024 7:42 AM	...
Public Folders	Post Secondary Operations Plan		Web Intelligence		Mar 28, 2024 2:12 PM	...
0 Administrative Reports	Salary Projection Results		Web Intelligence		Mar 18, 2024 2:32 PM	...
1 Admin						
2 Budget Office						
3 Department Reports						
3.1 Budget Requests						
3.2 Operating Plans						

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.

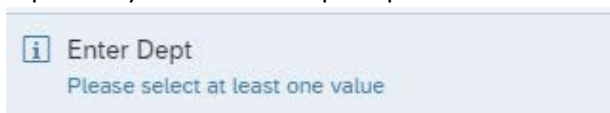


Most reports will be set to 'auto refresh', meaning the report will refresh the data after you open it. All end user reports have prompts (see Report Prompts below) that must be completed.

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.

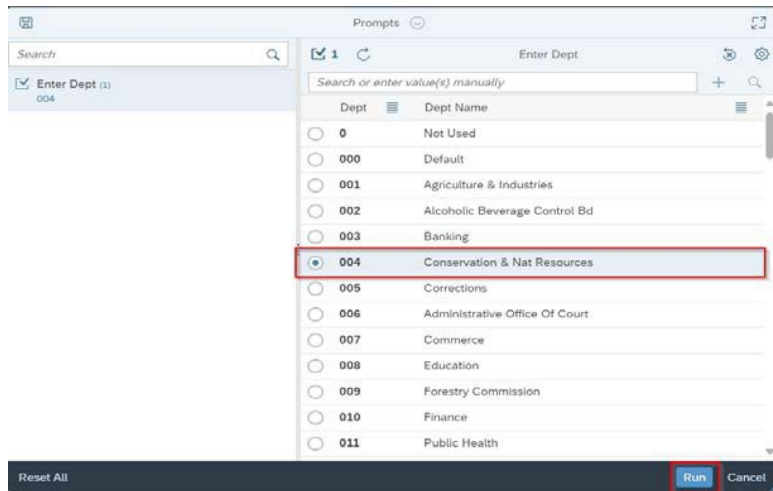


5.2.3. To change the default prompt value there are three options:

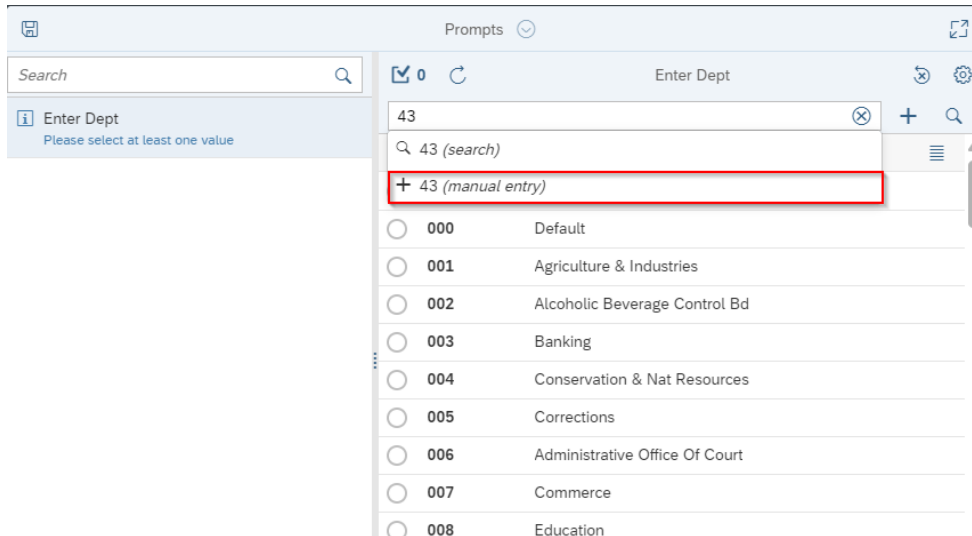
- Selecting a value from a list
- Entering a value
- Searching for a value

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 CTRL Click to select multiples at one time.

Click on desired value and click 'Run' button:



1.1.1. 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 (IT APPEARS LIGHT GRAY), THIS MEANS A REQUIRED PROMPT HAS NOT BEEN COMPLETED.

Report Icons



Toolbar Actions

- Print... 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.

The screenshot shows the SHERPA report interface for the State of Alabama, Fiscal Year 2025. The report title is "Form 8 - Operations Plan -Function Summary c". The report details include:

- Department: 001 - Agriculture & Industries
- Approp Class: 011 - Agricultural Development Servi
- Function: 0002 - Market and Promotional Services

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

The right sidebar shows the Navigation Map with a search bar and a list of report tabs:

- 011-0002
- 651-0430
- 651-0433
- 651-0440
- 652-0430
- 652-0433
- 652-0440
- 652-0441
- 656-0430
- 656-0440
- 656-0441

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.

The close-up shows the Navigation Map sidebar with a search bar and a list of report tabs:

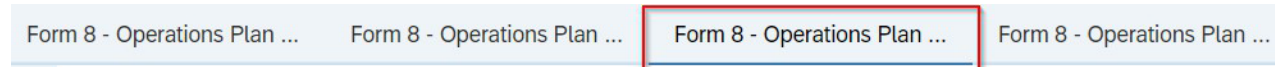
- 011-0002
- 651-0430
- 651-0433
- 651-0440
- 652-0430
- 652-0433
- 652-0440
- 652-0441
- 656-0430
- 656-0440
- 656-0441

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.

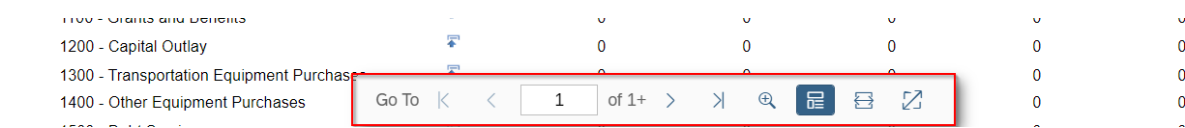
Tab Strip

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.

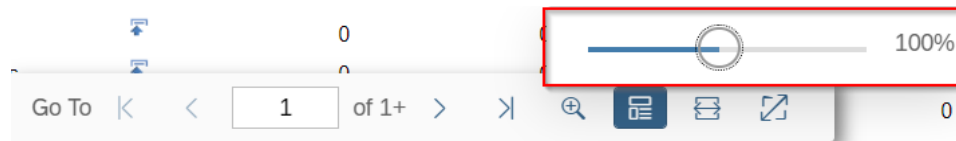


5.2.12. To select a specific page, click on Page **1 of 1** to enter a page number and then click **Enter**.



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.

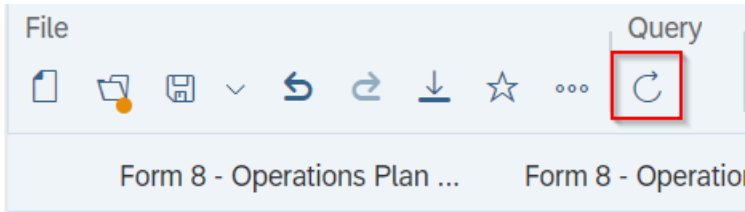


Refreshing a Report While Open

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.

The screenshot shows a software interface with a ribbon menu (File, Properties, Report Elements, Formatting, Data Access, Analysis, Page Setup) and a toolbar. On the left, the 'Input Controls' dialog box is open, showing 'Document Input Controls (1)' with a dropdown menu set to '1411 - Parks Recreation & Cu'. The main report area displays data for '41 - Parks & Recreation'.

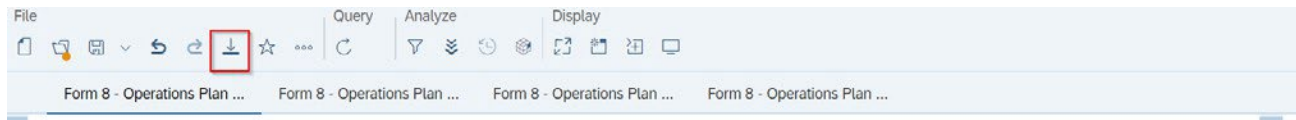
Actv - Name	2017 Actuals	2018 Year to Date Actuals	2018 Adopted Budget	2019 Requested Budget	2019 Proposed Budget	2019 Adopted Budget
1411 - Parks Recreation & Culture Administratio	0	0	737,436	2,564	0	0
Sum:	0	0	737,436	2,564	0	0

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

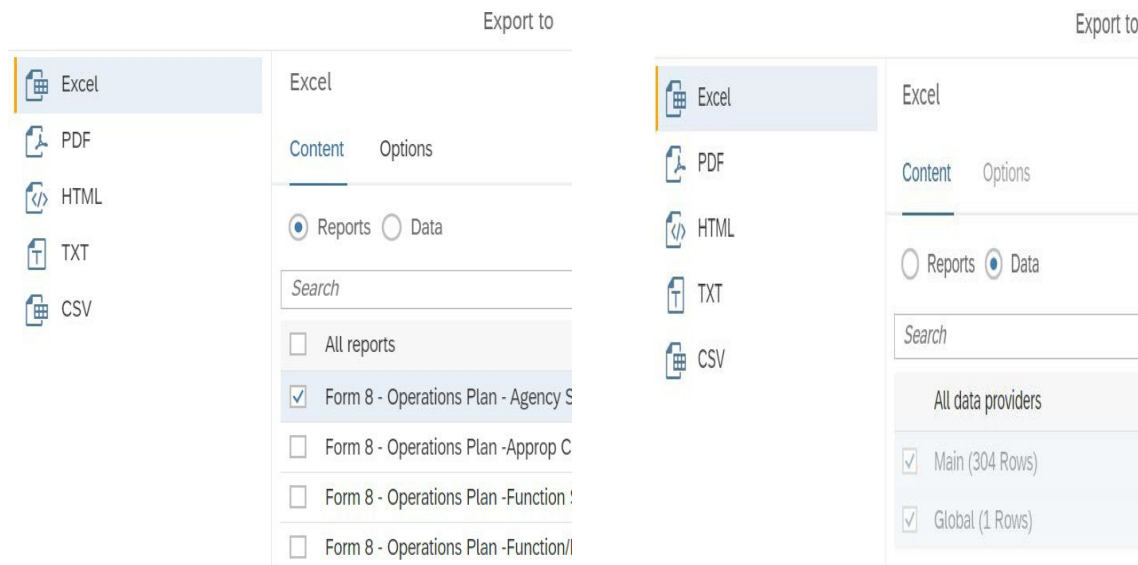
Options to export include all report tabs or data as PDF, Excel, CSV, or Text. The Export icon on the upper tool bar provides an Export popup.



The screenshot shows the SHERPA application interface. The top toolbar contains several icons, with the 'Export' icon (a downward arrow) highlighted with a red box. Below the toolbar, the application displays a report titled 'State of Alabama Form 8 - Operations Plan - Agency Summary' for the 'Fiscal Year: 2025'. The report is for the 'Department: 001 - Agriculture & Industries'. The main content is a table of expenditures by major object, with columns for Quarter 1, Quarter 2, Quarter 3, Quarter 4, and Total Plan. All values in the table are 0.

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
1200 - Capital Outlay	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.



The image shows two side-by-side screenshots of the 'Export to' dialog box. Both screenshots show the same file type options: Excel, PDF, HTML, TXT, and CSV. The left screenshot shows the 'Reports' radio button selected, and the right screenshot shows the 'Data' radio button selected. Below the radio buttons, there is a search field and a list of report tabs. In the left screenshot, the 'Form 8 - Operations Plan - Agency S' tab is selected. In the right screenshot, the 'Main (304 Rows)' and 'Global (1 Rows)' data providers are selected.

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

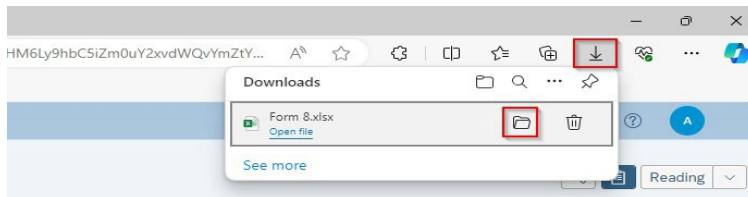
5.2.24. Click **OK**.

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.

The screenshot shows the SHERPA web application interface. The main content area displays a report titled "State of Alabama Form 8 - Operations Plan - Agency Summary" for the "Fiscal Year: 2025". The report is for "Department: 001 - Agriculture & Industries". It features a table with the following columns: "Expenditures by Major Object", "Quarter 1", "Quarter 2", "Quarter 3", "Quarter 4", and "Total Plan". The table lists various expenditure categories, with "1200 - Capital Outlay" highlighted by a red box. A "Downloads" notification box is visible in the upper right corner, and a "Print" button is highlighted in the bottom toolbar.

Saving as Excel notes:

- The file may be 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.

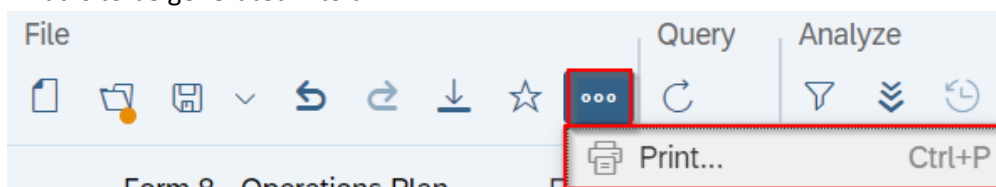


Saving as PDF Notes

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

Page Size

Letter

Orientation

- Portrait
 Landscape

Margins

Top: inches

Bottom: inches

Left: inches

Right: inches

Scaling

Adjust to: %

Fit to: page(s) wide

page(s) tall

Print

Cancel