

**CITY OF**

**FRESNO**

**BUDGET  
PROCEDURES  
MANUAL  
(BPM)  
FY 2017**

# BUDGET PROCEDURES MANUAL (BPM)

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## Introduction

The Budget Procedures Manual provides information for the preparation and administration of the Annual Budget. The book is divided into several sections:

- *Introduction.* This section contains general information on Budget Analyst and Officers, budget deadlines, Internal Service cut off dates for year end close and account definitions.
- *General Budget System Preparation.* This includes how to access the budget preparation system, known as Budget Formulation and Management (BFM) and how to navigate within the system as well as the appropriate forms for the Mid-year review, the Base Budget Submissions, and Capital budgeting.
- *Reports.* This section gives a description and instructions for finding and using the reports within BFM. . Also included is a tutorial on creating and using Budget Reports in the BI Launch Pad.
- *Employee Services and Position Management.* This provides a definition of different types of positions and the concept of Full Time Equivalents. Instructions on the preparation of the employee services budget and how to navigate within the PCF and reports accessible in the Personnel Cost Forecasting (PCF) Module.
- *Supplemental Forms.* This section gives samples of each of the budget forms, plus instructions for their completion and routing.
- *Administrative Order (AO) Policies.* This includes the AO's which pertain to various financial and budgetary policies.
- *Master Fee Schedule (MFS).* This includes instructions on completing the various forms for the annual update of the Master Fee Schedule

All sections listed above have been edited and updated. Please take note of the cut off dates for accounting and other internal processes occurring towards the end of the fiscal year. This advance information should assist you in planning your year-end close-out activities, however, these dates are subject to change. Please make note of any communication regarding changes in deadlines.

You are encouraged to carefully review this document in order to become familiar with the scope of the information provided. Also please refer to the Manual as you are preparing your budget; it may answer your questions and save valuable time.

This manual is also available online, in the Staff Area page of the City's website.

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### Department Budget Officers/BMSD Analyst

Department Name	Department Budget Officer	Phone	BMSD Analyst	Phone
City Council	Scott Motsenbocker	x7053	Scott Motsenbocker	x7053
Office of the Mayor and City Manager	Sharon McDowell	x7057	Sharon McDowell	x7057
Airports (FYI)	Lino Del Signore	x4541	Alma Torres	x7074
City Attorney's Office	Noemi Schwartz	x7545	Alma Torres	x7074
City Clerk's Office	Yvonne Spence	x7665	Alma Torres	x7074
Finance	Kim Jackson	x7033	Henry Fierro	x7056
Fire	Mike Getty	x4004	Pedro Rivera	x7021
General City Purpose	Jane Sumpter	x7070	Jane Sumpter	x7070
Information Services	Ken Ishimoto	x7113	Pedro Rivera	x7021
PARCS	Karen Norris	x2912	Henry Fierro	x7056
Personnel	Toni Carmona	x6982	Alma Torres	x7074
DARM	Craig Agabashian	x8005	Pedro Rivera	x7021
Police	Rene Watahira	x2051	Henry Fierro	x7056
Public Utilities - Administration	Cynthia Williams	X1803	Sharon McDowell	x7057
Public Utilities - Solid Waste	Cynthia Williams	x1803	Sharon McDowell	x7057
Public Utilities - Water	Henry McLaughlin	x5399	Sharon McDowell	x7057
Public Utilities - Wastewater	Carla Watkins	x5120	Sharon McDowell	x7057
Public Works	Fabiola Lopez	x8699	Scott Motsenbocker	x7053
Retirement	Kathleen Riley	x7096	Sharon McDowell	x7057
Transit (FAX)	Kathleen Healy	x1441	Alma Torres	x7074

### Other Activities in BMSD

BFM System Coordinator	Henry Fierro	x7056
Employee Services (PCF) Coordinator	Scott Motsenbocker	x7053
Major Capital	Scott Motsenbocker	x7053
General Fund Revenue	Jane Sumpter	x7070
Internal Service Funds	Alma Torres	x7074
Cost Allocation Plan/ICRP	Pedro Rivera	x7021
Master Fee Schedule	Sharon McDowell	x7057
Internal Audit	TBD	x

## BUDGET PROCEDURES MANUAL (BPM)

### FY 2017 Budget Calendar

DATE		PROJECT DESCRIPTION
<b>January</b>	<b>4</b>	Template for Mid Year Fiscal Review out to Departments
	<b>5-8</b>	BFM Training
	<b>12</b>	Close of December books
	<b>12</b>	BFM opens for mid-year estimates
	<b>15</b>	ISF Templates Due from Departments
	<b>20,22,27</b>	BFM Workshops
	<b>29</b>	Mid Year Fiscal Review (MYFR) due from Departments
<b>February</b>	<b>16</b>	Budget open to field
	<b>TBD</b>	Budget Kick-off Meeting
<b>March</b>	<b>11</b>	Department Operating & Capital Priority Budgets Due
	<b>21</b>	Budget Review Meetings with the City Manager begin
	<b>31</b>	Cost Allocation Plan (CAP) due to the Federal Government
<b>April</b>	<b>15</b>	Narrative updates due from Departments
	<b>TBD</b>	Final Decisions
<b>May</b>	<b>23 (tentative)</b>	Budget Roll Out
<b>June</b>	<b>7,8,14,15</b>	Public budget hearings held
	<b>23</b>	Council adopts budget to send to Mayor
<b>June</b>	<b>30</b>	Budget must be adopted by this date Mayor can sign or veto; w/veto, Council can override or accept Mayor can ask for reconsideration on items removed by Council
<b>July</b>		Load Budget, PM's, Projects into PS and validate
<b>August</b>		Master Fee Schedule (MFS) template out to Departments
<b>September</b>		MFS due from Departments <b>Adopted Budget Document</b>

## BUDGET PROCEDURES MANUAL (BPM)

### FY 2017 Annual Action Plan Calendar

This time line is subject to change	PROJECT DESCRIPTION
<b>December 7, 2015</b>	<b>Public Notice</b> Publish Notice for Community Needs Hearing and Notice of Funds Available
<b>January 13, 2016</b>	<b>HCDC Public Hearing (Council Chambers)</b> Public Hearing on community development needs
<b>January 14, 2016</b>	<b>Internal Review</b> Internal review by City staff of public input
<b>January 15, 2016</b>	<b>Letters of Interest on NOFA</b> Mailers to previous applicants and other interested parties informing them of the initiation of the FY 2017 CDBG application process
<b>January 18, 2016</b>	<b>Release of NOFA for FY 2017 CDBG Funding</b> Applications available January 18, 2015 through February 18, 2015
<b>January 21, 2016</b>	<b>Technical Assistance Workshop</b> Workshop to assist applicants with preparing the CDBG grant application
<b>February 10, 2016</b>	<b>HCDC Meeting</b> Review the NOFA application scoring process
<b>February 19, 2016</b>	<b>NOFA applications due</b>
<b>February 24, 2016</b>	<b>HCDC Public Hearing (Council Chambers)</b> HCDC to hear applicant presentations and review grant applications
<b>February 25, 2016</b>	<b>Mayor Review</b> Mayor to review HCDC recommendations
<b>March 1, 2016</b>	<b>Public Review of Draft FY 2017 Annual Action Plan</b> Commencement of the 30 day public review period, public review period ends March 31, 2016
<b>April 2016</b>	<b>Council Meeting</b> Council to consider for adoption the FY2017 Annual Action Plan
<b>May 2016</b>	<b>Adopted FY 2017 Annual Action Plan</b> Submit adopted AAP to HUD

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## Internal Service Cut-off Dates

### ACCOUNTING DIVISION

- **Direct Vouchers** must be received by the Finance Department no later than Tuesday, July 19, 2016 in order to be processed in the current fiscal year. Vouchers received after the deadline will be returned to departments/divisions of origin and will be processed only as emergency items with the approval of the Controller. Invoices related to Purchase Orders should continue to be sent to Finance after this deadline.
- **Interdepartmental billings and other accounting charges** to be processed through the Finance Department are due Wednesday, July 20, 2016. Interdepartmental billings and other accounting charges received after the deadline will be returned to departments/divisions of origin and will be processed only as emergency items with the approval of the Assistant Controller.
- **Journal Entries (JEs) and Allocation Journals** to be processed through the Finance Department must be received no later than Friday, July 22, 2016 *JEs and Allocation Journals for June transactions only or corrections for June transactions will be extended to Monday, July 11, 2016.*

### GRAPHIC AND REPRODUCTION SERVICES

- **Graphic and Reproduction Services (in-house) requests** for the current fiscal year will be accepted and charged to departments/divisions by interdepartmental billings through Thursday, June 2, 2016. Printing requests received after that date will be charged to the next fiscal year.

### HUMAN RESOURCES OPERATIONS DIVISION

- **PAR Amendments** (Council or Administrative) must be processed prior to Monday, May 2, 2016. The only exceptions to this policy are very special circumstances approved by the City Manager's Office.

### PURCHASING DIVISION

- **Formal competitive bid specification packages** (including Capital Improvement Projects), which are to have funds encumbered in the current fiscal year, should be submitted to the Purchasing Division office no later than Tuesday, March 4, 2016, by 5 p.m. for first review. After that date, no guarantee of bid award in the current fiscal year, unless a schedule has been submitted and agreed to by Purchasing. Last date for bid openings: Thursday, May 3, 2016; last date for Council award: Thursday, June 30, 2016. Last day for posting notice of staff determination is Wednesday, May 13, 2016. (bid evaluation must meet new council item submissions deadline)

The Purchasing Division will continue to process projects that do not require award during the current fiscal year in its normal course of business for award in July and later.

- **Requisitions** (not Purchase Orders/Requisitions) must be in the Purchasing Division, as follows:
  - (a) For minor capital and other one-time expenditures: Thursday, June 2, 2016 by 5:00 p.m.
  - (b) For supplies and other purchases: No deadline, but unable to guarantee timely processing if received after Thursday, June 2, 2016.

## BUDGET PROCEDURES MANUAL (BPM)

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### Internal Service Cut-off Dates - continued

Requisitions received for category (a) after the deadline will be returned to departments/divisions of origin and will be processed only as **emergency** items with BMSD's written approval.

- **Emergency Purchase Orders (“EPs”)** for the current fiscal year will be processed as long as the charges were incurred prior to Friday, July 15, 2016 by 5:00 p.m., the clients have entered the Purchase Order into the system, and the invoice is received in the Purchasing Division Office by 5:00 p.m., Friday, July 15, 2016 (the last day Finance accepts payment). Unless prior arrangements are made with Purchasing and Finance, all items received after that date will be returned to the departments/ divisions for re-submission and processing in the next fiscal year.
- **Informal Bids (under \$129,000)** to be billed before June 30, the deadline is Friday, March 18, 2016.

**Informal Bids (under \$129,000)** to be encumbered before June 30, the deadline is Friday, March 18, 2016.

Surcharges will apply after the deadline.

#### INFORMATION SERVICES DIVISION (ISD)

- **Unbudgeted Form 10X requests** are due in ISD by Friday, June 3, 2016. Submissions after this date will be returned to the originating department.

#### COMMUNICATIONS DIVISION (E&C)

- **Unbudgeted Form 10C requests** are due in E&C by Friday, June 3, 2016. Submissions after this date will be returned to the originating department.

# BUDGET PROCEDURES MANUAL (BPM)

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## Account Definitions—Revenues

### RESOURCES AVAILABLE FROM PRIOR YEARS

Amount transferred from fund balance and all prior-year adjustments.

- 30101** Transfer from Fund Balance
- 30102** Prior Year Adjustments
- 30103** Transfer Fund Balance - Prior Year PO's

### LOCAL TAXES

General taxes over which the City has some degree of control.

#### Property Taxes: **31101 – 31110 and 31112**

Ad valorem taxes on property; however, the state may provide a subvention for all or a portion of the tax.

- 31101** Household Tax Exempt-St Subvent
- 31102** Real & Secured Pers-Current Yr
- 31103** Unsecured Personal-Current Yr
- 31104** Property Tax Penalties
- 31105** Delinquent Tax, Penalty, Interest
- 31106** Secured Pers-Override
- 31107** Unsecured Pers-Override
- 31108** Supplemental Roll
- 31109** Other Property Tax
- 31110** VLF Swap - County
- 31112** ERAF Swap

#### Franchise Taxes: **31821**

Fees the City collects for the right of access to the public right-of-way.

- 31821** Franchise Fees

#### Solid Waste Franchise Fees: **31822 - 31824**

Fees the City collects from private haulers for the right to collect solid waste within city limits.

- 31822** Franchise Fees—Roll off Bins
- 31823** Franchise Fees—Commercial Solid Waste

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Other Local Taxes: 31111, 31301 - 31304, 31306 - 31314, 31802 - 31804 and 32101 - 32103

All other general taxes the City levies or over which it has some degree of control.

- 31111** Sales Tax Swap
- 31301** Sales & Use
- 31302** Measure "C" Revenue
- 31303** Measure "C" 75% Revenue
- 31304** Sales Tax - Safety Services
- 31306** MRZ Incentive Credit
- 31307** Meas C Street Maint/Rehab
- 31308** Meas C ADA Compliance
- 31309** Meas C Flexible Program
- 31310** Meas C Pedestrian Facilities
- 31311** Meas C Bike Facilities
- 31312** Measure C Tier 1
- 31313** Original Measure C—Regional Hwy Program Revenue
- 31314** Measure C TOD Program
- 31802** Room Tax
- 31803** Real Estate Transfer Tax
- 31804** Other Taxes
- 32101** Business License
- 32102** Business License-Enterpr Zone
- 32103** Cardroom Gross Receipt Fees
- 32104** State Mandated SB1186
- 39405** Meas C TOD Reg St. Fee Waiver
- 39406** Meas C TOD Park Rev Fee Waiver
- 39407** Meas C TOD Fire Rev Fee Waiver
- 39408** Meas C TOD Traffic Fee Waiver
- 39409** Meas C TOD Police Fee Waiver

# BUDGET PROCEDURES MANUAL (BPM)

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## Account Definitions—Revenues

### CHARGES FOR SERVICES AND FACILITIES

Revenues obtained as payment for all or a portion of the cost of a City service or facility. Revenues include fees, rentals, concessions (including revenues received in lieu of rentals), charges, licenses, permits, contributions, etc. Intergovernmental revenue, which is a charge for or cost of the City's providing a service, **is** included; any other intergovernmental or intragovernmental revenue **is not** included.

**Development Entitlement Fees: 32201-32215, 32221-32222, 32226-32228, 34500-34607, 34610-34612, 34614 and 34615**

Planning, inspection, and public works fees and charges for City services related to development and construction.

- 32201** Bldg Permit New, Add Alter
- 32202** Plmbg Permit New Construction
- 32203** Plmbg Permit Add & Alteration
- 32204** Electric Permit New Construction
- 32205** Electric Permit Add & Alter
- 32206** Mech Permit New Construction
- 32207** Mech Permit Add & Alteration
- 32208** Housemoving-Street Use
- 32209** Demolition
- 32210** Building Permit Surcharge
- 32211** Permit Ren-Bldg/Elec/Mech/Plm
- 32212** Reroofing Permit
- 32213** Bldg Permit Seismic Instru Fee
- 32214** Bldg Permits, New Construction
- 32215** Bldg Permits, Adds & Alterations
- 32221** Street Work Permit (PW)
- 32222** Right-of-Way Encroachment (PW)
- 32226** Special Hazard User Permit Fee
- 32227** Fire-Bldg Perm Surchg-Sngl Fam
- 32228** Fire-Bldg Perm Surchg-Other
- 34500** Annexation Fee
- 34501** Bldg Plan Check New Constr
- 34502** Bldg Plan Check Add & Alter
- 34503** Electrical Plan Check

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Development Entitlement Fees - continued

- 34504 Plumbing Plan Check
- 34505 Mechanical Plan Check
- 34506 Certificate Of Occupancy
- 34507 Conditional Use Permit
- 34508 Cond Use Permit/Reduced Fees
- 34509 Variance
- 34510 Redistrict/Rezone-Single Family
- 34511 Deviation Application
- 34512 Notice Of Determination Record
- 34513 Environ Assess Par & Tr Maps
- 34514 Environ Assess Private Project
- 34515 Environ Assess Category Exempt
- 34516 Environ Impact Report (EIR)
- 34517 Site Pln Review – Signs
- 34518 Site Pln Rev--Rear Yd Encroach
- 34519 Site Pln Review--Dwelling Unit
- 34520 Sewer Overflow Abatement
- 34521 Site Pln Review--Amendment
- 34522 Encroachment-PUE & Yard
- 34523 Subdiv--Tentative Tract Map
- 34524 Subdivision--Final Map
- 34525 UGM Application-Waiver, Exempt
- 34526 Tentative Parcel Map
- 34527 Final Parcel Map
- 34528 Lot Line Adjustment
- 34529 Penalty-Bldg Investigation Fee
- 34530 Penalty-Plum Investigation Fee
- 34531 Penalty-Elec Investigation Fee
- 34532 Penalty-Mech Investigation Fee
- 34533 Grading Permit Fee
- 34534 Grading-Plan Check

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Development Entitlement Fees - continued

- 34535 Bond & Security Processing
- 34536 Cert Of Qualification-Plumbing
- 34537 Cert Of Qualification-Electric
- 34538 Change Of Occupancy/Relocation
- 34539 Master Permit Application
- 34540 Master Permit Fillout
- 34541 Written Resp--Zoning, Misc Inq
- 34542 UGM Appl Other Than Subdiv
- 34543 UGM Appl Related To Subdiv
- 34544 Official Plan Line
- 34545 Time Extensions (PW)
- 34546 Vac Of Public Right-Of-Way(PW)
- 34547 Zoning Ordinance Text Amend
- 34548 Engr Feasibility Study(PW)-Str
- 34549 Engr Feasibility Study(PW)-Sew
- 34550 Engr Feasibility Study(PW)-Wat
- 34551 Plan Amendment
- 34552 Plan Check (PW) - Street
- 34553 Plan Check (PW) - Water
- 34554 Plan Check (PW) - Sewer
- 34555 Subdivision Inspection (PW)
- 34556 Subdiv Map- Condominium Conv
- 34557 Energy Inventory Certification
- 34558 Planned Community Development
- 34559 Covenants-Preparation
- 34560 Drawdown Acct Processing Fee
- 34561 Flood Control-Appeal Fee, Defr
- 34562 On Site Sign Maintenance Fee
- 34563 Bldg Plan Ck-Offsite Imp-Comm
- 34564 Bldg Plan Ck-Offsite Imp-Resd
- 34565 Conditional Use Permit-Amend

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Development Entitlement Fees - continued

- 34566 Covenants/Release
- 34567 Director's Classif-Util Towers
- 34568 Extension Of Time (Dev)
- 34569 Overheight Structure Approval
- 34570 Certificate Of Compliance/Maps
- 34571 Record Of Survey
- 34572 Redistrict/Rezone-All Oth Dist
- 34573 Release Hold On Occupancy
- 34574 Security Wire Permit
- 34575 Special Agreements-Securities
- 34576 Special Agreements-Preparation
- 34577 Special Agreements-Early Permt
- 34578 Street Name Change
- 34579 Monument Check (PW)
- 34580 Request For Address Change
- 34581 Workers Comp Insurance Verif
- 34582 Resub Exhibits For Backcheck
- 34583 Billboard Signs/Zoning Review
- 34584 Signs,Tents & Inspection Misc
- 34585 Fire Sprinklers
- 34586 Express Plan Check
- 34587 Plan Check Addendums
- 34588 LPPO Adjustment Fee
- 34589 Appeals Board Hearing Appl Fee
- 34590 Impact Fee Appeals Board Fee
- 34591 Mtg/Req Action Re Zone Approv
- 34592 Structural Plan Check, Consult
- 34593 Structural Back Check, Consult
- 34594 Energy Plan Check, Consultant
- 34595 Mechanical Plan Check, Consult
- 34596 Pre Sewer/Water Con Survey Fee

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Development Entitlement Fees - continued

- 34597 Hotel-Motel Inspection
- 34598 Housing Code-Enfor (Not & Ord)
- 34599 Landscape Plan Review - Parks
- 34600 Landscape Field Inspection-Pks
- 34601 Surcharge General Plan Update
- 34602 Surcharge-Permit Mgmt System
- 34603 Bike Lane Striping
- 34604 Traffic Signal Startup/Consult
- 34605 Legal Notices Posted
- 34606 Safe Home Inspection
- 34607 Conditional Use Permit Compl.
- 34610 Abandoned Vehicle
- 34611 Graffiti Clean Up
- 34612 Vacant Building Ordinance (VBO) Fees
- 34614 Traffic Control Inspection Fee
- 34615 Foreclosure Registration Fees
- 34816 CFD Landscape/Feature Insp Fee

#### Major Facility Charges: 33525, 33826-33828, 33830 - 33839, 33850, 33855, 34216, and 34851 - 34863

Revenues from payments by other parties for all or a portion of the City's cost of major capital improvement, infrastructure, and purchase of City facilities. Included are utility construction and connection charges, developer contributions, and buy-in receipts.

- 33525 Surface Transport Prgm. Rev
- 33826 Park c/w Facility Impact Fee
- 33827 Police c/w Facility Impact Fee
- 33828 Fire c/w Facility Impact Fee
- 33830 Int. Sts. Rd Abouts - Copper Riv
- 33831 Major St. Impact Fee NE Quad
- 33832 C/W Regional St. Impact Fee
- 33833 Major St. Impact Fee – SW Quad
- 33834 Major St. Impact Fee – SE Quad
- 33835 Major St. Impact Fee – NW Quad
- 33836 Spec Mitig Fee Jt. Acct - Copper

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Major Facility Charges - continued

- 33837** Spec Mit Fee Cash in Lieu - Copper
- 33838** Sewer Backbone Fee-Copper Riv
- 33839** Regional Street Fee-Copper Riv
- 33850** Citywide Reg. St. Impact Fee
- 33855** New Growth Area St. Impact Fee
- 34216** PD Natl Air Guard RTC Funds
- 34851** Long Term Connection Receipts
- 34852** Return Of Capital
- 34853** Misc Paving, Swalk & Curb Cons
- 34854** UGM Developer Contributions
- 34855** Contributions For Facilities
- 34856** Subdiv Street Tree & Str Signs
- 34857** Proceeds Of Imprv Dist Assess
- 34858** CSUF Athletic Corp Contrib
- 34859** Street Tree Inspection Fees
- 34860** Water Infrastructure Devel Chg
- 34861** Deed-Preparation
- 34862** Deed-Check & Recordation
- 34863** Transverse Fee

#### Enterprise Revenue: **34301- 34310, 34312, 34314, 34351- 34359, 34701- 34744 and 34801- 34809**

Revenues that are particular to certain operations such as Parking, Airports, Transit, and Convention Center. Enterprises will also use other revenue line items that are appropriate.

- 34301** Gasoline & Oil Flowage Fees
- 34302** Airport Use Fees
- 34303** Landing Fees
- 34304** Gate Fees
- 34305** Parking Lot Rental
- 34306** Parking Lot Rec-APCOA Parking
- 34307** Airport Security
- 34308** Tie Down Fees
- 34309** Apron Fees

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Enterprise Revenue - continued

- 34310** Passenger Facility Charges
- 34312** Fed. Inspect Station User Fee
- 34314** CFC Fee
- 34351** Passenger Fares
- 34352** Senior Citizens' Passes
- 34353** Monthly Transit Passes
- 34354** ID Card
- 34355** Student Transit Passes
- 34356** Advertising
- 34357** Handy Ride Revenues
- 34358** Special Rider Passes
- 34359** Contracted Revenue
- 34743** Stadium Events Proceeds
- 34744** Special Events Rev. (Parking)
- 34801** Meters
- 34802** Employee Parking
- 34803** Meter Rental And Maintenance
- 34804** PHILIBOS Prking-Undergrnd Gar
- 34805** Permit Parking
- 34806** Daily/Event Parking, Non-Meter
- 34807** Surcharge
- 34808** Business Assessment
- 34809** Property Assessment

#### Utility Sales: **34401 – 34407, 34409 - 34420, 34424, 34613 and 34865**

Revenues received for providing sewer, solid waste, and water services.

- 34401** Customer User Charges
- 34402** Clovis Share O & M
- 34403** Wineries Share O & M
- 34404** Water--Compaction & Const Chgs
- 34868** Water Sales
- 34405** Sewer Pre-Treatment Surcharge

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Utility Sales - continued

- 34406** House Branch Connection
- 34407** Lateral Sewer Charge
- 34409** Oversize Sewer Charge
- 34410** Fire Hydrant Charge
- 34411** Frontage Charge
- 34412** Meter Installation
- 34413** Water Connection-2" And Under
- 34414** Transmission Grid Charge
- 34415** Water Conn-Larger Than 2"
- 34416** Weed Abatement Revenues
- 34417** Public Nuisance Abatement Rev
- 34418** Tire Disposal Revenues
- 34419** WW Facilities Sewer Charge
- 34420** Sewer Facility Charges (Step)
- 34424** Cooper Ave. Swr Lift Stat Fee
- 34613** Construction & Demolition (CA)
- 34865** Solid Waste Service Equip Fee

#### Participant and Admission Fees and Charges: 34745 and 34750 – 34754

Revenues collected from charges for entrance to a City sponsored event or participation in a City sponsored activity. The generic revenue account is 34751, while other accounts are for specifically identified events or activities such as league fees or tennis.

- 34745** APES Fee
- 34750** Non-Resident Fees
- 34751** Participant & Adm Fees & Chgs
- 34752** League Fees
- 34753** Swimming Pools
- 34754** International Expo Fees & Don

#### Incidental Service Charges: 34101 - 34109, 34121, 34122, 34204 - 34210 and 35901

Payment for services which are usually incidental to the major purpose of an operation. For example, account 34106, Employee Services Charges-Special, is used when City Police Officers are hired for a private event, but are paid through the City's payroll system and the private party reimburses the City for these services.

- 34101** Photocopying

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Incidental Service Charges - continued

- 34102 Microfilming
- 34103 Bad Check Recovery
- 34104 Incidental Charges
- 34105 Witness Fee
- 34106 Employee Service Charges-Spec
- 34107 Special & Consulting Svcs
- 34108 Revenue Bond Application Fees
- 34109 Mall Wkend Clean-Up Vendor Fee
- 34121 Enterprise Zone Vouchering Fee
- 34122 Fire Admin Citations
- 34204 Public Safety Alarm Fee
- 34205 Auto Fire Exting - 5 Yr Test
- 34206 Fingerprinting
- 34207 DUI Accident Response
- 34208 Injury/NonInjury Accident Rpts
- 34209 Vehicle Release
- 34210 Vehicle Release - Excess Amount
- 35901 Witness Fees Clearing

#### Sale of Items, Goods, and Commodities: 34421 and 36001 - 36004

Revenues that are received from the sale of items that are mostly secondary to an operation.

- 34421 Recycling Revenue
- 36001 Sale Of Items, Goods & Commod
- 36002 Maps And Publications
- 36003 Recyclables
- 36004 Grease

#### Governmental Services: 33519 - 33522, 33809, 33810, 33813 - 33823, 33825, 33845 - 33847 and 33901

Revenue received from other governments for services provided by the City. Individual revenues are identified by the government from which the revenue is received.

- 33519 State--Services
- 33520 State--Streetlts & Traffic Sig
- 33521 State--Highway Maintenance

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Governmental Services - continued

- 33522 State--Parimutual
- 33809 Fresno Unified School District
- 33810 Clovis Unified School District
- 33813 Clovis-Streetlts & Traffic Sig
- 33814 Fowler-Streetlts & Traffic Sig
- 33815 Reedley Traffic Signals
- 33816 Selma Streetlts & Traffic Sig
- 33817 Sanger-Streetlts & Traffic Sig
- 33818 Metropolitan Flood Control
- 33819 FUSD-Parks & Rec Director Reim
- 33820 COG--Local Transp Planning
- 33821 PIC/JTPA Reimbursements
- 33822 Other--Services
- 33823 County-Streetlts & Traffic Sig
- 33825 Parkland (Quimby) Dedication Fee
- 33845 Central Unified School District
- 33846 West Fresno School District
- 33847 Fresno County Office of Education
- 33901 In-Lieu Fees

#### Use of Property: 36301 - 36306

Receipts for the use of City property by an outside party. For example, gross receipts that are in lieu of rent, whether specifically stated or not. Usually these amounts are incidental to an operation. Revenue for the use of the Convention Center is placed in Enterprise Revenue.

- 36301 Use Of Property
- 36302 Rentals
- 36303 Concession
- 36304 Leases
- 36305 Mall Energy Revenue
- 36306 Riverside Golf Course Rentals

**Other Charges for Services and Facilities: 32261-32263, 32270-32273, 34110, 34112, 34114-34118, 34201-34203, 34215, 34423 and 34755**

Revenues which are a charge for a service or facility, but do not easily fit into any of the above categories.

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Other Charges for Services and Facilities - continued

- 32261 Animal Licenses
- 32262 Animal License Forfeited Fees
- 32263 Animal Control Citations
- 32270 Other Licenses And Permits
- 32271 Bicycle License
- 32272 Bingo Permits
- 32273 Oversize Load Permit
- 32274 Median Island Encroachment Permits
- 34110 Fig Garden Fire Protect Dist.
- 34112 Shopping Cart Fee
- 34114 Mobl Home Rent Appl & Hear Fee
- 34115 Misc--Other Charges Svcs & Fac
- 34116 Misc-Change In Information
- 34117 Mall Revenue
- 34118 County Recording Fee Lien Rel
- 34201 Fire Prevention Reinspections
- 34202 High Rise Fire Inspection
- 34203 Police Event Services Fee
- 34215 Hydrant Maintenance Fees
- 34423 Video Inspection Fees
- 34755 Zoomobile Fees

#### INTERGOVERNMENTAL

Revenues received from other governments in the form of grants, allocations, entitlements, and shared revenues which are not charges or costs of City services or loan repayments.

**Allocations and Entitlements**—Revenues generally made available to the City on the basis of an established formula set by legislation, rather than on a competitive basis. For federal, this includes Community Development Block Grant funds.

**Grants**—Grants, sometimes referred to as grants in aid, received from another jurisdiction upon application for a one time project and/or in competition with other agencies for funds.

**Shared Revenues**—Specialized revenues that are levied and collected by one level of government and shared with other levels of government. Occurs mostly with respect to state taxes.

**Other Revenue**—All other revenue (under the appropriate agency) except governmental charges and revenue from vehicle code fines.

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### **Federal: 33101-33115, 33117, 33120 and 35515-35516**

Includes allocations and entitlements, grants, shared revenue, and other revenue as described above.

- 33101** Fed-Allocation & Entitlement
- 33102** Fed - NEXTEA
- 33103** Fed-ISTEA-STP Regional Bid
- 33104** Fed-Grant
- 33105** Fed-Supportive Housing
- 33106** Fed-ISTEA-CMAQ
- 33107** Fed-Home
- 33108** Fed-Hwy Bridge Repair & Repl
- 33109** Fed - ISTEA
- 33110** Fed-Miscellaneous
- 33111** Fed-In-Lieu Housing Tax
- 33112** Fed-TEA (Trans Efficiency Act)
- 33113** Fed-ISTEA (21) – TE
- 33114** Federal Reimbursement
- 33115** ARRA Federal Recovery Act
- 33117** NSP Program Income
- 33118** Build America Bonds (BAB) Subsidy
- 33119** Advertising Program Income
- 33120** Misc. Program Income

#### **State: 33401-33402, 33404, 33501 - 33518, 33523-33524 and 33526-33530**

Includes allocations and entitlements, grants, shared revenue, and other revenue as previously described above.

- 33401** State-Grant
- 33402** State Air Qlty Remove Grant
- 33404** Traffic Light Synch Program Grant
- 33501** Code Enforc Penalties Fr State
- 33502** State-Shared Revenue
- 33503** State-Alcoholic Bev Lic Fee
- 33504** State-Motor Vehicle In-Lieu Tx
- 33505** State-Off-Hwy Motor Vehicle Tx

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### State - continued

- 33506** State-TDA (LFT) Art-4
- 33507** State-Gas Tax 2107
- 33508** State-Gas Tax 2106
- 33509** State-Gas Tax 2107.5
- 33510** State-Hwy Fund Alloc Prop Rent
- 33511** Substandard Housing Tax Deduct
- 33512** State-SB300 (FORAN)
- 33513** State - Gas Tax 2105
- 33514** State-Miscellaneous
- 33515** State Contribution
- 33516** State-Post
- 33517** State-Mandated Costs (SB90)
- 33518** State - TDA (STA) SB620
- 33523** Safe Routes to School
- 33524** ABx8 6 gas Tax (formerly TCRP)
- 33526** Proposition 1B State Revenue
- 33527** State ARRA Revenue
- 33528** State Contracted Services
- 33529** Proposition 1A Revenue
- 33530** High Speed Rail Dev Fees

#### Fresno County: **33801 - 33802**

Includes allocations and entitlements, grants, shared revenue, and other revenue as previously described above.

- 33801** County-Contribution
- 33802** County-Miscellaneous

#### Other Governmental: **33403, 33702, 33803, 33804, 33806—33808, 33811, 33812, 33824, 33848 and 33861**

Includes allocations and entitlements, grants, shared revenue, and other revenue as previously described above.

- 33403** Local Grant
- 33702** Housing Authority Grant-PD
- 33803** Pymt From Redevelopment Agency

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Other Governmental - continued

- 33804** Clovis-WWTP Expansion/Renewal
- 33806** Clovis-WWTP Improvements
- 33807** Clovis--Methane Ruffunding
- 33808** Clovis-WWTP Expansion AMD Ph I
- 33811** Clovis Contrib-Street Projects
- 33812** SJV Air Pollution Control Dist
- 33824** School Resource Officer Reimbursement
- 33848** ARRA Local Recovery Act
- 33861** Regional Transportation Mitigation Fee (RTMF)

#### INTRAGOVERNMENTAL

Revenue received by one City division/program or fund as an appropriated expenditure from another City division/program or fund.

#### Internal Service Charges: 38001 - 38022

Revenues to operations which are Internal Service Funded (ISF).

- 38001** Fixed Reimbursements
- 38002** Equipment Rental
- 38003** Non-Recurring
- 38004** New Equipment Payment
- 38005** Printing
- 38006** Postage
- 38007** Messenger & Mail Service
- 38008** Copier Machine
- 38009** Fixed Info Systems Equip Chg
- 38010** Fixed Charges-Telephone Svcs
- 38011** Variable Charges-Telephone Svc
- 38012** Telephone Svcs (Major Moves)
- 38013** Fixed Info Systems Service Chg
- 38014** Request Info Systems Svc Chg
- 38015** Request Info Systems Equip Chg
- 38016** City Hall Rent
- 38017** Municipal Service Center Rent

# BUDGET PROCEDURES MANUAL (BPM)

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## Account Definitions—Revenues

### Internal Service Charge - continued

- 38018** Copy Center Charges
- 38019** Fixed Furniture Charge
- 38020** Employee/Visitor Parking Perm
- 38021** Facilities Charges
- 38022** Portfolio Management Fee
- 38023** Fac Repair & Replace Proj Rev
- 38024** IT Replacement Revenue

### Loans and Repayments (within the City): 39303- 39304

Receipts of loan proceeds and loan repayments from another City fund. Loan proceeds and repayments from other agencies are placed in the Other Revenue Object (see sub-objects 3925 and 3926, old line items 3975 and 3976).

- 39303** Loan Proceeds (Within City)
- 39304** Loan Repayment (Within City)

### Fixed Reimbursement for Services (Non-ISF): 34001

Revenues to a division for services provided to other divisions on a regular basis, excluding ISF charges.

- 34001** Fixed Reimb from Non-ISF Div

### Variable Reimbursement for Services (Non-ISF): 34002 - 34004

Revenues similar to those for Fixed Reimbursement for Services, except that payments are made for specific services requested by the user of the services.

- 34002** Variable Reimb from Non-ISF Div
- 34003** Overhead Reimb from Capital
- 34004** Equipment Reimb from Capital

### Other Intragovernmental: 39019 - 39021

Specialized intragovernmental revenue. For example, revenue that a division receives for property and liability losses and Workers' Compensation returned salaries.

- 39019** Worker's Compensation Returned Sal
- 39020** Liability Losses
- 39021** Property Losses

### OTHER REVENUE

Revenues which cannot be reasonably placed in any of the above categories. This includes interest, private donations, disposal of assets, etc.

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### **Interest: 36101 – 36104**

Interest earned by funds from the investment of unused fund balances by the City, as well as other, specifically identified interest.

**36101** Interest

**36102** Interest Fr County On Prop Tax

**36103** Tran Issuance/Interest Costs

**36104** Loan Repay - Int/Ot. W/in City

#### **Proceeds from Financial Instruments: 39301, 39302, 39305 and 39306**

**39301** Bond Sales Proceeds

**39302** Tax & Rev Anticip Note Proceed

#### **Proceeds from Financial Instruments - continued**

**39305** Proceeds from Capital Lease Obligations

**39306** Proceeds form Note Obligations

#### **Fines, Forfeitures, and Penalties: 35101—35111 and 35113**

Revenues from fines, forfeitures, and penalties such as employee fines and vehicle code fines issued by the California Highway Patrol.

**35101** Fines

**35102** Seizures

**35103** Penalties

**35104** Vehicle Code Fines

**35105** Overpayment Recoveries

**35106** Subrogation Recoveries

**35107** Parking Penalties

**35108** Arrested Offenders Fees

**35109** Vehicle Code Fines - Excess Amt.

**35110** Nester - Red Lt. Citation Rev

**35111** Police Disturbance Call Fee

**35113** Franchise Tow Fees

#### **Disposal of Assets: 35112 and 39201—39205**

Receipts from the sale of City property and lost or unclaimed property.

**35112** Sale of Impound Vehicles

**39201** Sale of Land And Buildings

**39202** Sale of Obsolete Items

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Disposal Assets - continued

**39203** Sale of Scrap/Junk (Nontaxable)

**39204** Sale of Lost & Unclaimed Prop

**39205** Sale of Scrap/Junk (Taxable)

#### Sundry Items: **31305, 35201, 39001- 39017, 39022, 39031-39032, 39041-39043 and 39401-39404**

Revenue which does not reasonably fit elsewhere. For example, donations, refunds, and loan repayments (not within the City) including those from the Redevelopment Agency.

**31305** Discounts Earned/Loss

**35201** Contractor Perf Bond Settlement

**39001** Credit Card Services

**39002** Revenue From Blight Removal

**39003** Environmental Prp Contribution

**39004** UDAG Loan Repayment

**39005** Risk Mgt Recovery - Property

**39006** Risk Mgmt Recovery - Liability

**39007** Downtown Business Improvements

**39008** Refunds--Current Year

**39009** Donations

**39010** Jury Duty Fees--Employees

**39011** Loan Proceeds-Oth Than wi City

**39012** Loan Repayment-Oth Thn wi City

**39013** Revenue From Securing Property

**39014** PHILIBOS Incremental Costs

**39015** Miscellaneous--Other Revenue

**39016** Plans & Specs

**39017** Assess.Dist.Handling Charges

**39022** Miscellaneous Grant Revenue

**39031** Employee Contrib-Retirement

**39032** Employer Contrib-Retirement

**39041** H&W Employer Contributions

**39042** H&W Employee Contributions

**39043** H&W Retiree Contributions

**39401** Bad Debt – Collections

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Revenues

#### Sundry Items - continued

**39402** Bankruptcy Costs –Write offs

**39403** Bad Debts – Write offs

**39404** Collection Fees A/R

#### TRANSFERS--INTRAGOVERNMENTAL

##### Transfers: **43910** and **44910**

Transfer of revenues from one fund to another.

**43910** Transfers From Other Fund

**44910** Transfer To Other Fund

## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Expenditures

#### **51000      Employee Services**

##### **51101 Permanent Salaries**

The amount of salary for permanent positions. Provisional appointments to a permanent full-time authorized position are also paid from this account.

##### **51102 Permanent Fringe**

The amount of the City's cost of unemployment insurance, clothing which is jointly rented by the City, and employee and uniform allowance for permanent positions.

##### **51103 Employee Leave Payoff-Non Term**

Payoff of unused leave (administrative, holiday) not a part of termination payoffs.

##### **51104 Perm Fringe – Health & Welfare**

Health and Welfare charges for permanent employees.

##### **51105 Perm Fringe – Life & Disab Ins**

Life and disability insurance charges for permanent management employees.

##### **51106 Perm Fringe – Pension Fire, PD**

Charges associated with pension benefits for Police FPOA employees and Fire IAFF employees.

##### **51107 Perm Fringe—Pension, Employees**

Charges associated pension benefits received by employees other than Police FPOA employees and Fire IAFF employees

##### **51109 Leave Payoff at Termination**

Payoff of unused leave (administrative, holiday) that are part of termination payoffs

##### **51190 Furlough Savings**

Contra account housing savings generated from staff furloughs.

##### **51201 Non-Permanent Salaries**

The amount of pay for employees who are appointed to non-permanent, limited, or part-time positions (does not include contract help). Includes City Councilmembers' pay.

##### **51202 Non-Permanent Fringe**

The amount of the City's cost for social security and other fringe for non-permanent positions.

##### **51204 Non-Perm Fringe – Health Welfare**

##### **51205 Non-Perm Fringe – Life & Disability Insurance**

# BUDGET PROCEDURES MANUAL (BPM)

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## Account Definitions—Expenditures

### **51000**      **Employee Services - continued**

#### 51301    **Overtime**

Payment for extra hours or holidays worked in accordance with Memoranda of Understanding or the Municipal Code as well as payment to the fringe fund for compensatory time off.

#### 51302    **Voluntary Overtime**

Police Department use only. Overtime incurred for voluntary substitution/AWS per MOU provisions.

#### 51303    **Minimum Staffing Pay**

Fire Department use only.

#### 51401    **Premium Pay**

Extra pay increment due for shift, special assignment, hazard, certificate, and anti-compaction duty as specified in Memoranda of Understanding.

#### 51402    **Relocation Payment**

Payment for moving expenses of newly hired employees. This line item was established to meet Internal Revenue Service (IRS) reporting requirements.

#### 51403    **Commission Stipends**

Payment for all board and commission members. Does not include City Councilmembers' pay.

#### 51404    **Employee Awards**

#### 51405    **Other Employee Benefits**

#### 51501    **Contract Extra Help**

Employment of temporary help through employment agency and security services.

#### 51601    **Compensated Leave**

#### 52301    **Police and Fire Pension Obligation Bond Debt Service**

Annual contribution to pay off pension bonds.

#### 52302    **General Services Pension Obligation Bond Debt Service**

Annual contribution to pay off pension bonds.

#### 52303    **Pension Contribution At Normal Rate**

Normal pension contributions.

# BUDGET PROCEDURES MANUAL (BPM)

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## Account Definitions—Expenditures

### **51000**      **Employee Services—continued**

#### 52403    **HRA Payments**

Payments for current year medical insurance premiums paid out under the City's health reimbursement Arrangement (HRA).

#### 52601    **Workers' Compensation**

Amounts paid by the City to provide workers' compensation for its employees.

#### 52901    **Recurring Vehicle Allowance**

Vehicle use allowance and normal vehicle expense incurred by employee connected with daily operations not using City-leased or City-owned vehicles.

### **53000**      **Purchased Professional and Technical**

#### 53302    **Professional Services/Consulting--Outside**

Engineer, architect, legal, auditing, appraisal (when not related to real estate acquisition), consultant, actuary fees, and contractual administration fees.

#### 53303    **Public Relations and Information**

Advertisements, publicity, exhibit expenses, and public relations materials acquired directly or through a private agency.

#### 53304    **Professional Services (Non-Consulting) -- Outside**

Payment for professional services of a non-consulting nature.

#### 53305    **Citywide Legal Charges**

Use accounts 53306 or 59102

#### 53306    **Outside Legal Services**

Costs for outside legal services.

#### 53401    **Hazardous Waste Management**

Costs for mandated tank and equipment testing, hazardous waste disposal, and recycling of hazardous wastes.

#### 53402    **Specialized Services/Technical**

Lab testing (non-capital), bank charges, oral board expenses, credit reports, collection agency fees, termite inspections, contractual services provided by outside agencies, and concessions.

#### 53407    **Contract Transportation**

Expenses for Para transportation Services

# BUDGET PROCEDURES MANUAL (BPM)

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## Account Definitions—Expenditures

### **54000**      **Purchased Property Services**

#### 54101   **Utilities**

Electricity, water, gas, sewer, and disposal.

#### 54241   **Landscaping and Grounds Maintenance**

Trees, seeds, spray materials, fertilizer, weed control, etc., landscape maintenance contract.

#### 54301   **Outside Repair, Maintenance and Service--Buildings and Structures**

Repair and maintenance of municipal structures by private vendor, includes installing equipment, pest control and janitor services, and burglar alarm and associated telephone lease lines for alarm services.

#### 54302   **Outside Repair and Maintenance--Other Improvements**

Repair or maintenance by private vendors of alleys, streets, runways, traffic control devices, concrete walks, curbs, gutters, sprinkler systems, and road barriers.

#### 54303   **Service Contracts--Office Equipment** (For Central Printing Division use only.)

Service contracts on typewriters, registers, mailing machines, and other office equipment; copiers.

#### 54304   **Outside Repair and Maintenance--Vehicles**

Any vehicle repair or maintenance done by commercial firms.

#### 54305   **Outside Repair and Maintenance--Equipment**

All equipment, except office service contracts and vehicles.

#### 54306   **Security Services**

Payment for FAX Security Services

#### 54411   **Space Rentals**

Office and storage rentals not included in fixed interdepartmental charges.

#### 54421   **Equipment Rentals -- Except Office**

Rental of equipment other than office equipment

#### 54501   **Buildings and Improvements**

Repair parts and materials for buildings, fences, underground pipes, wiring, sprinkler systems, chemicals for pools, sewage digestion plant, road barriers, etc.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **55000**      **Other Purchased Services**

##### **55102 Tree Fresno Contract Payment**

Contract services with Tree Fresno.

##### **55201 Insurance Payments**

Insurance premiums paid directly to carriers and agents (not payments into the self-insurance funds).

##### **55301 Communications** (For Electronics and Communications Division use only.)

Charges for long distance calls, toll calls, leased lines, and telephone answering services.

##### **55501 Printing and Binding--Outside Vendors**

Printing, art work, die cuts, and stencils by outside vendors.

##### **55801 Training**

Job related training reimbursement, plus related travel costs, or rental of movies and equipment for training.

##### **55802 Council Expenses Allowance**

City Council monthly expenses only.

##### **55803 Travel and Conference Expense**

Travel expenses, registration fees, lodging, and subsistence for conferences and conventions.

##### **55804 Miscellaneous Subsistence Expenses**

Miscellaneous subsistence expenses incurred in accordance with guidelines established in the Administrative Manual, Instruction No. 5 3.

##### **55805 Mileage Reimbursement-Nonrecurring**

Reimbursement for nonrecurring use of employee's personal vehicle in connection with daily operations.

#### **56000**      **Supplies**

##### **56101 Clothing and Personal Supplies**

Badges, safety and protective clothing, safety equipment, safety glasses, and first-aid supplies for employees.

##### **56102 Office Equipment--Under \$300**

Staplers, trays, lamps, calculators, stools, etc., which are not carried on the fixed asset inventory.

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## BUDGET PROCEDURES MANUAL (BPM)

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### Account Definitions—Expenditures

**56000**      **Supplies - continued**

56103    **Copiers**

Charges for the acquisition and maintenance of copiers, including supplies such as paper and toner (only for single-user copiers). Departments estimate their own.

56104    **Freight**

Drayage, express, and freight charges (not related to the purchase of supplies and equipment).

56105    **Small Tools for Field Operations**

Expendable tools not exceeding \$300 each (e.g., water hose, brushes, tape measures, shovels, etc).

56106    **Postage**

Stamps, postage purchased for meters, and permits.

56107    **Office Supplies**

Pencils, paper supplies, ribbons, and diskettes for office equipment, staples, bottled water, etc.

56108    **Photographic Supplies and Processing**

Film and developing chemicals, photo lab supplies and expendable equipment, and film developing services.

56109    **Office Equipment Rentals**

Rent for small office equipment such as telephone answering machines, etc.

56110    **Computer Software**

Packaged computer programs that allow specific functions to be performed on programmable equipment such as electronic spread sheet, project management, database management, graphics, etc.

56111    **Specialized Operating Materials**

Paint, brushes, etc., for the Anti-Graffiti Program

56112    **Cleaning and Janitorial Supplies**

Shop towels, rugs, cleansers, brooms and mops, etc.

56113    **Rock and Mineral Products**

Road oil and similar supplies, gravel fill, cement and concrete.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **56000**      **Supplies - continued**

##### **56114 Specialty Chemicals and Gases**

Chemicals and gases such as chlorine, coagulants, hydrogen chloride, ferric chloride, etc., used for processing water.

##### **56115 Materials and Parts--Vehicles**

Tires, tubes, wheels, starters, etc.

##### **56116 Materials and Parts--Equipment**

Equipment and machinery replacement parts and supplies.

##### **56117 Provisions and Forage**

Feed for animals.

##### **56118 Dormitory and Kitchen**

Supplies and utensils for dormitories and kitchens.

##### **56119 Ammunition**

Ammunition used by Police, and security personnel (not for acquisition of weapons).

##### **56120 Athletic and Recreation**

Expendable supplies for programs.

##### **56121 Inventory**

Purchase of operating materials and supplies for stock or resale. Only for divisions maintaining inventory control and material charge-outs on billings or time cards (i.e., Fleet Management, Central Services, Transit, and Electronics and Communications).

##### **56122 Laboratory and Medical Supplies**

First-aid supplies for public (excluding those for employees), veterinary supplies, and expendable lab and chemical supplies.

##### **56123 Materials & Parts – Building & Improvements**

Repair parts and materials for buildings, fences, underground pipes, wiring, sprinkler systems, chemicals for pools, sewage digestion plant, road barriers, etc.

##### **56124 Materials & Supplies—Tires**

##### **56240 Oils and Lubricants**

Oil and lubricants for vehicles and other equipment (e.g., mowers, pumps, etc.).

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **56000**      **Supplies - continued**

##### 56260 **Gasoline**

Gas for vehicles and other equipment (e.g., mowers, pumps, etc.).

##### 56261 **Diesel Fuel**

Diesel fuel for vehicles and other equipment.

##### 56262 **Alternative Fuel**

Alternative fuel for vehicles.

#### **57000**      **Property**

##### 57101 **Land Acquisition**

All costs associated with the appraisal, escrow and realtor fees, and the acquisition of real property. Includes lease/purchases of real property

##### 57102 **Eminent Domain Acquisitions**

All costs associated with the appraisal, escrow and realtor fees, and the acquisition of real property. Includes lease/purchases of real property

##### 57201 **Buildings**

All costs associated with the appraisal, escrow and realtor fees, and the acquisition of existing buildings. Includes lease/purchases of buildings.

##### 57301 **Improvements**

Changes to or installation of items permanently affixed (fire hydrants, street signs, fences, concrete improvements, etc.) when not included in a Major Capital Improvement project.

##### 57411 **New Machinery and Equipment**

Office equipment, fire hose, parking meters, etc., costing more than \$300 (including freight and tax, less discounts). Includes any new item which is carried on the fixed asset inventory. For replacement machinery and equipment, see account 57412. **(Note:** Vehicles are considered separately.)

##### 57412 **Replacement Machinery and Equipment**

Purchase of replacement--not additional--machinery and equipment costing more than \$300 (including freight and tax, less discounts and trade in allowance). Includes any replacement item that is carried on the fixed asset inventory. For new/additional equipment and machinery, see account 57411. **(Note:** Vehicles are considered separately.)

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **57000**      **Property - continued**

57413 **Equipment**

57414 **Equipment Leases**

Purchase or Lease of heavy equipment through Fleet Management.

57415 **Computer Software—Capital**

Material computer software expenses that qualify as a capital expense under GAAP.

57420 **Aircraft**

For the purchase of Police Aircraft

57421 **New Vehicle Acquisition**

Purchase of new vehicles **not** subject to a depreciation schedule or Fleet Management Acquisition Program.

57422 **Replacement Vehicle Acquisition**

Purchase of replacement vehicles **not** subject to a depreciation schedule or Fleet Management Replacement Program.

57423 **Replacement Fleet Acquisition** (For Fleet Management Division use only.)

Purchase of replacement, not additional, equipment and vehicles.

57431 **Furniture and Fixtures**

Costs for furniture and fixtures for such things as fire stations, new buildings, and paramedic services identified by specific capital project.

57502 **Planning/Project Development**

Costs associated with the planning phase of major capital improvements.

57503 **Engineering and Design**

Costs associated with the engineering and design of major capital improvements.

57507 **Contract Construction**

All costs associated with the construction of major capital improvements not broken out in other line items. Such costs will primarily be for construction contract and subsequent change orders.

57509 **Relocation**

All costs associated with the relocation of residents and businesses eligible for relocation benefits.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **58000**      **Other Objects**

##### **58001**    **County Jail Booking Fees**

Fees paid to the County of Fresno to cover the cost of booking prisoners into the County Jail.

##### **58002**    **Outside Agency Support**

Sub-object is used to approp funds authorized by the Council for distribution to outside agencies.

##### **58003**    **Recharge Water**

Expenses for buying water to recharge water table.

##### **58004**    **Special Projects**

One-time expenses with an established beginning and ending point and a particular scope of well-defined activities (not a contingency).

##### **58005**    **Miscellaneous Expenditures**

Expenditures not otherwise classified (e.g., ice, batteries, police riot unit expenses, and law and library books).

##### **58007**    **Witness Fee Payment/1099**

Payments made by the City to expert witnesses giving testimony at trials. This sub-object was established to meet IRS reporting requirements.

##### **58008**    **Oral Board Reimbursement**

Reimbursement of expenses (such as overnight lodging) to individuals serving on City Oral Boards. This sub-object was established to meet IRS reporting requirements.

##### **58009**    **Vehicle Accident Repair--Fleet** (For Fleet Management Division use only.)

Repairs by or for Fleet Management as a result of accidents involving City-owned vehicles and equipment.

##### **58010**    **Taxes and Bond Premiums**

Property and irrigation taxes and premium payments for bonds.

##### **58011**    **Debt Redemption**

Current bond and interest maturities (sewer, convention center, etc.) and designated loan repayments to other than City or agency funds. (Not to be used by the Fresno Redevelopment Agency, see account 58013 or loans to other City funds, account 58012).

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **58000**      **Other Objects - continued**

##### **58012 Loans from City to Outside Agency**

Loans from City fund(s) to outside agencies, including the Fresno Redevelopment Agency (FRA).

##### **58013 Outside Agency Repayment of Loans from City**

Repayment of loans from the City by the FRA.

##### **58014 Landfill Tipping Fees**

Fees charged for use of County landfill.

##### **58015 Petty Cash--Initial Increase**

The function of the Petty Cash sub-object changed as of FY 1991. This account will be used only once at the beginning of each fiscal year to establish a petty cash amount. Direct Vouchers (RFPs) to replenish the cash amount should be made to charge expenditures to the appropriate expenditure account. No charges should ever be made to this account.

##### **58016 Membership and Dues**

Expenses for dues, professional licenses, etc.

##### **58017 Subscriptions and Publications**

Costs of monthly magazine subscriptions, periodicals, books, and other printed publications.

##### **58018 Refunds and Claims**

Refunds, reimbursements, and property damage and liability claims.

##### **58019 Council Initiated Fee Absorption**

To record General Fund revenue substituted for fee revenue associated with Council action.

##### **58020 In-Lieu Payments**

Payments made by Enterprise Divisions to the General Fund in lieu of property taxes.

##### **58021 Water Purchases**

Costs for purchases of CVP water, CVP water delivery contract, and FID assessment.

##### **58022 Transverse Charge**

Expenses related to accost recovery for wear and tear on public streets.

##### **58023 Universal Hiring Program**

For costs associated with the Universal Hiring Grant implementation.

# BUDGET PROCEDURES MANUAL (BPM)

---

## Account Definitions—Expenditures

### **58000**      **Other Objects - continued**

**58025 Enterprise Zone Voucher Fees**

For services provided to businesses in the City of Fresno Enterprise Zone.

**58026 Capital Project Permits & Fees**

**58101 Sales/Use Tax Expense**

Contingent expense account associated with the Franchise Sales Tax audit.

**58200 Council Motions (BMSD USE ONLY)**

Motions directing staff to amend proposed budget during annual budget hearings.

**58601 Project Loans (HOME)**

Project loans funded with HOME Program funds.

**58602 Project Loans (CDBG)**

Project loans funded with CDBG Program funds.

**58603 Project Loans (HSA)**

Project loans funded with HSA Program funds.

**58604 Project Loans (RRP)**

Project loans funded with Rental Rehabilitation Program (RRP) funds.

**58605 Project Loans (Federal Funds)**

Project loans funded with Federal funds.

**58606 Project Loans (State Funds)**

Project loans funded with State funds.

**58611 Project Grants (Home)**

Project grants funded with HOME Program funds.

**58612 Project Grants (CDBG)**

Project grants funded with CDBG Program funds.

**58613 Project Grants (HSA)**

Project grants funded with HSA Program funds.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **58000**      **Other Objects - continued**

**58614 Project Grants (RRP)**

Project grants funded with Rental Rehabilitation Program (RRP) funds.

**58615 Project Grants (Federal Funds)**

Project grants funded with Federal funds.

**58616 Project Grants (State Funds)**

Project grants funded with State funds.

**58620 Loans within the City**

Costs Associates with Loans within the City.

**58621 Relocation (HOME)**

All costs associated with the relocation of residents eligible for relocation benefits.

**58622 Relocation (CDBG)**

All costs associated with the relocation of residents and businesses eligible for relocation benefits.

#### **59000**      **Interdepartmental Charges**

**59101 Variable Interdepartmental Reimbursements to the General Fund**

Variable charges for services and materials furnished by General Fund activities.

**59102 City Attorney--Fixed Charge**

Fixed charges for legal services provided by the City Attorney's Office to other City departments.

**59104 Admin Charges**

Charges for administration support provided by the Administration Divisions of General Services, Personnel Services and Finance to their respective divisions.

**59105 Purchasing--Variable Charge**

Variable charges for Disadvantaged Business Enterprise (DBE) services and capital buying services provided by the Purchasing Division to other City departments.

**59110 Variable Charges - Treasury**

Variable charges for financial services provided by the Treasury Division to other City departments.

**59111 Revenue Division/UB & C**

Fixed charges for collection services provided by the Revenue Division to other City departments.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **59000**      **Interdepartmental Charges - continued**

##### **59112 Variable Interdepartmental Reimbursements to Enterprises**

Variable charges for services and materials furnished by Enterprise Fund activities.

##### **59113 Variable Interdepartmental Reimbursements - Envir Res**

##### **59116 Equipment Usage**

##### **59117 Overhead**

##### **59118 City Attorney – Variable Charges**

Variable charges for legal services provided by the City Attorney’s Office to other City departments.

##### **59120 Facilities Repair and Replace Projects**

Major capital repairs identified and approved by the City Manager .

##### **59201 Fixed Interdepartmental Reimbursements to the General Fund**

Fixed charges for services and materials furnished by General Fund activities. (For Variable Charges see account 59101).

##### **59202 Fixed Interdepartmental Reimbursement to Public Utilities**

Charges for services provided by the Administration Division of the Department of Public Utilities.

##### **59203 Fixed Information Systems Service Charge**

Fixed charge for annual MSC fiber maintenance

##### **59301 Municipal Service Center Rent**

Charges for space rental at the Municipal Service Center including building exterior and grounds maintenance.

##### **59302 Information Systems Service Charge**

Charges for the Information Center, the City's mainframe computer operations, and general support from the Information Systems Division.

##### **59303 Information Systems Equipment Charge**

Charges for equipment and maintenance paid to the Information Systems Equipment Fund, including communications and distributive data processing equipment.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **59000**      **Interdepartmental Charges - continued**

##### **59304 Property Self Insurance Charges**

Charges for property self insurance.

##### **59305 Liability Self Insurance Charges**

Charges for liability self insurance.

##### **59306 Charges for Messenger Mail/Copier Services**

Costs associated with messenger services. Charges for the lease/purchase and per-copy cost of copiers by Central Services.

##### **59307 Charges for Telephone Services**

Standard charges for telephone installation, rental, and maintenance provided by the Electronics and Communications Division. This includes adds, moves, and changes under \$300; but this does not include long-distance or leased lines. This account also includes each user's share of the debt service for the acquisition of the system. All costs for taxes and long-distance costs will be included in this account. All costs for adds, moves, and changes of telephone equipment and lines exceeding \$300 will be budgeted in this account.

##### **59309 Facilities Management Charges**

Standard charges for building and electrical maintenance on City facilities provided by the Facilities Management Division.

##### **59310 Non-Recurring Special Project Charges**

Facilities costs for special projects completed under the direction of the Facilities Management Division.

##### **59311 Fleet Depreciation Charge**

Fixed amortization charge for City vehicles and equipment paid to the Fleet Acquisition Fund for future replacement.

##### **59312 Fleet Services Charge**

Variable expenses for operation and maintenance of City vehicles and equipment paid to the Fleet Management Division.

##### **59313 Purchase of Copiers**

Cost for outright purchases of copiers to be appropriated by user divisions and to be purchased and interdepartmentally billed by the Central Printing Division.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

#### **59000**      **Interdepartmental Charges - continued**

##### **59314 City Hall Rent**

Charges for the space rental at City Hall (includes only the debt service portion).

##### **59315 Employee/Visitor Parking Permits**

Monthly charge for parking at City Hall area lots for departments with vehicle allowance participants, official vehicle permits, and E-plate vehicles.

##### **59316 Fleet Acquisition - New/Add/Upgrade**

Purchase of new/additional and upgraded equipment and vehicles which will be on the Fleet Management Division's inventory (e.g., trucks, autos, trailers, tractors, etc.).

##### **59317 Fleet Special Projects - NonAuto**

Variable expenses for welding, fabrication, generator PM's, distribution of gasoline in cans, Taxi Cab inspections, and all "non-auto" related charges.

##### **59318 Fleet Pool Vehicle Rental**

Variable expenses for operation and maintenance of City vehicles and equipment belonging to the Fleet Management Division's motor pool. Also, for rental of vehicles and equipment (e.g., forklift, backhoe, loader, etc.) through outside equipment rental agencies.

##### **59319 Fleet Lease/Purchase Payment**

Fixed charges for required lease payments for City vehicles and equipment acquired through the City's Master Lease Agreement. Fleet Management pays committed lease payment and subsequently bills department for reimbursement.

##### **59322 PeopleSoft Replacement Charge**

Fixed charges for the replacement of the Citywide Financial and Human Resources System.

##### **59323 Network Replacement Charge**

Fixed charge for the replacement of the Citywide network.

##### **59324 Desktop**

Debt Service Payment for Leased Computer equipment.

##### **59325 Fleet Fuel Charges**

Variable expense for fuel acquired by Fleet Management and distributed to client departments.

## BUDGET PROCEDURES MANUAL (BPM)

---

### Account Definitions—Expenditures

**61000**      **Contingencies**

61001    **Contingency/Reserve**

Amount set aside to cover possible future operation, maintenance or capital costs. **(Note: NO** expenditures can be made from this account; funds must be transferred to the applicable account of expenditure only by appropriation resolution authorized by City Council).

**63000**      **Insurance Claims, Refunds**

63101    **Refunds & Claims**

Refunds, Reimbursements, and property damage and liability claims.

63201    **Subrogation Recoveries**

Reimbursements received on previously paid Workers' Compensation claims.

63202    **Risk Mgt. Recovery – Property**

Reimbursements received on previously paid property damage claims.

63203    **Risk Mgt. Recovery – Liability**

Reimbursements received on previously paid general liability claims.

## **BUDGET PROCEDURES MANUAL (BPM)**

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### **General Budget System Preparation**

All budgeted resources (expenditures) are to be identified within the Forms 1, Form 1 Summary, & 14. A discussion on completing these forms can be found in the Forms section of this book.

The primary objective to using this form is completing your request budget for non-centrally loaded employee services (i.e., overtime, education, etc.) as well as operational and maintenance expenditures (accounts 53XXX – 58XXX).

Please note that budget requests above the established base or current service level budget will need to be submitted via the Form 1. Once approved, your Budget Analyst will notify your Budget Officer and will make the appropriate entries into BFM or PCF.

The following pages will provide specific detailed guidance on navigating and entering information into the new Budget Formulation and Management (BFM) system. Please contact your respective analyst for any information that is not currently addressed in this manual.

## Access Budget Formulation & Management (BFM)

### BFM Link:

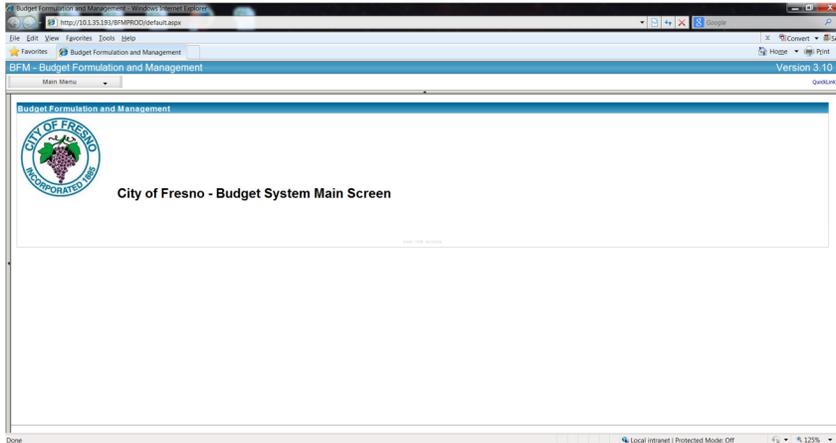
<http://10.1.35.193/BFMPROD/default.aspx>

Link accessible through Internet Explorer or Mozilla FireFox



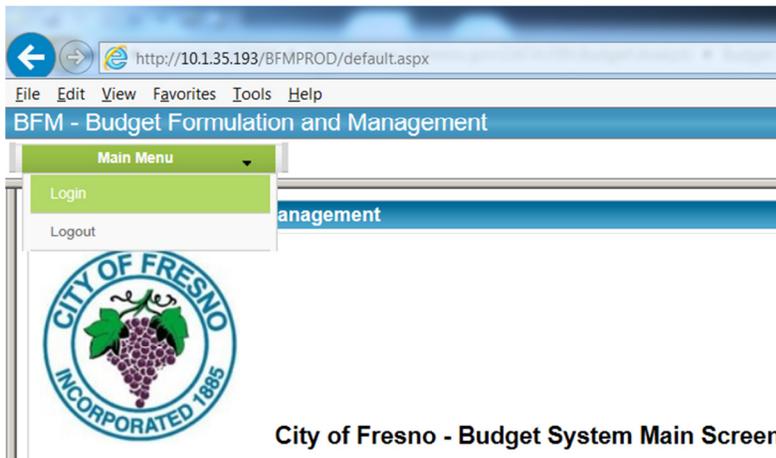
**Note:** It is recommended to use Firefox if IE 11.0 not on your desktop. Also it is recommended to set the BFM address as a favorite once the following initial screen is displayed.

### BFM Main Screen:

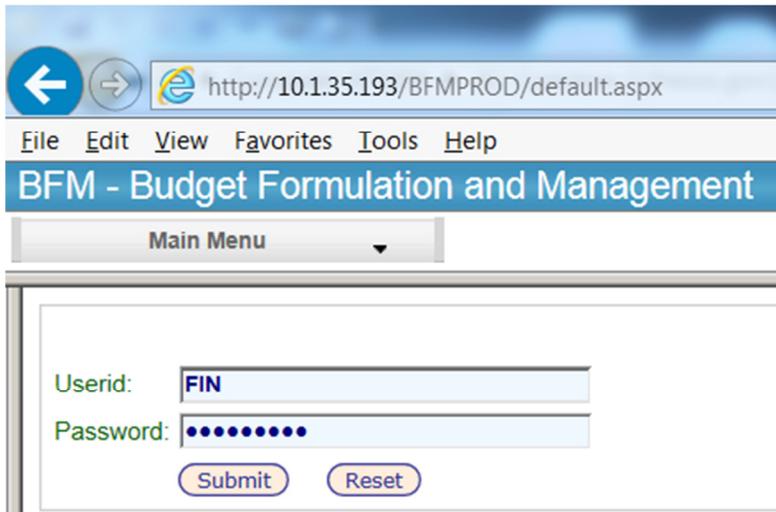


## Login with initial Password

Highlight the Main Menu tab and move cursor to highlight Login as well.

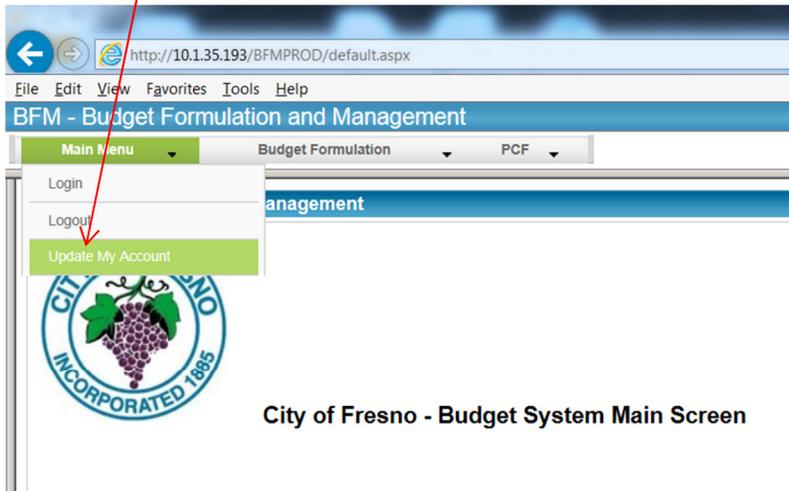


Enter assigned BFM User ID and initial Password.

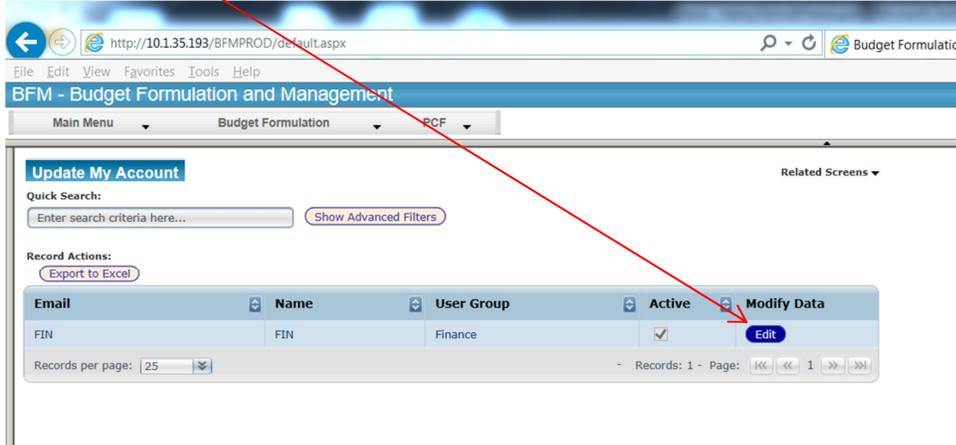


## Change BFM Password

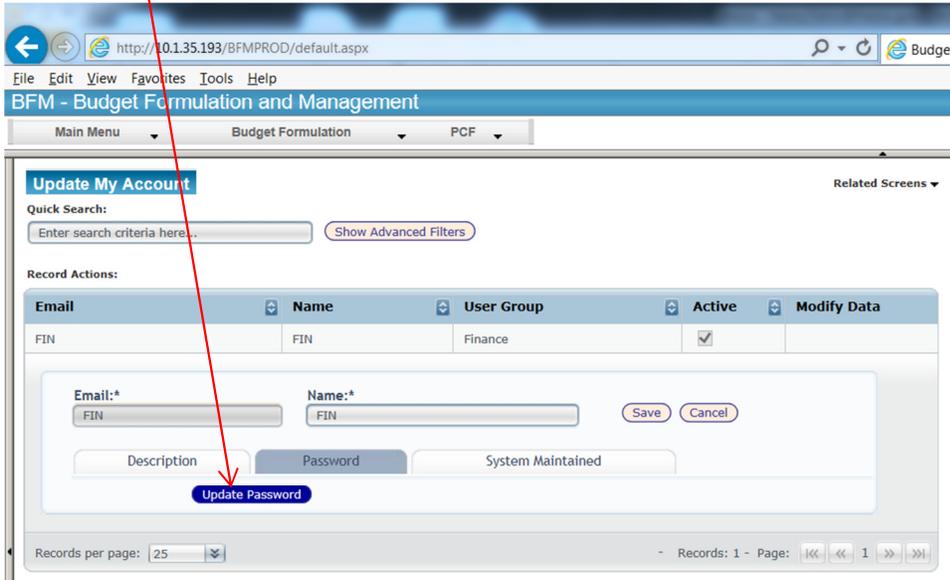
Highlight "Update My Account" from Main Menu tab.



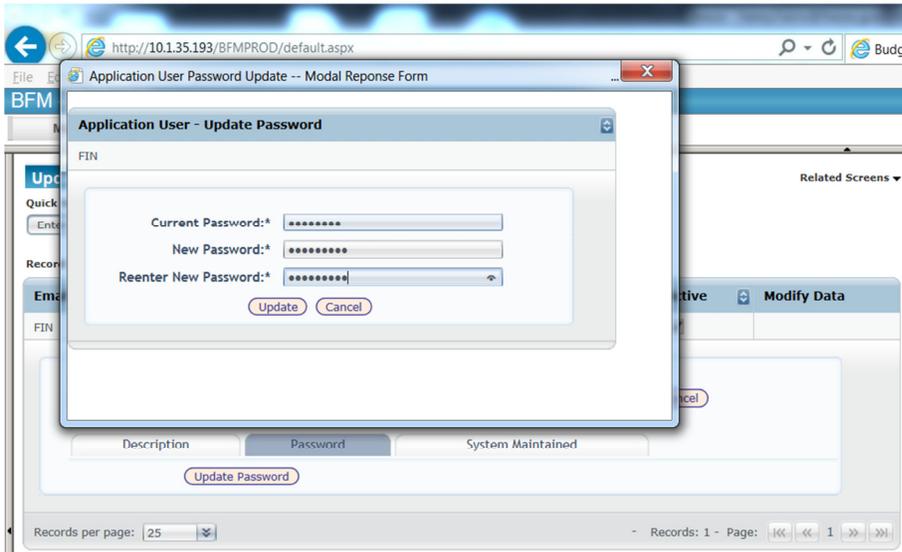
Select the "Edit" button



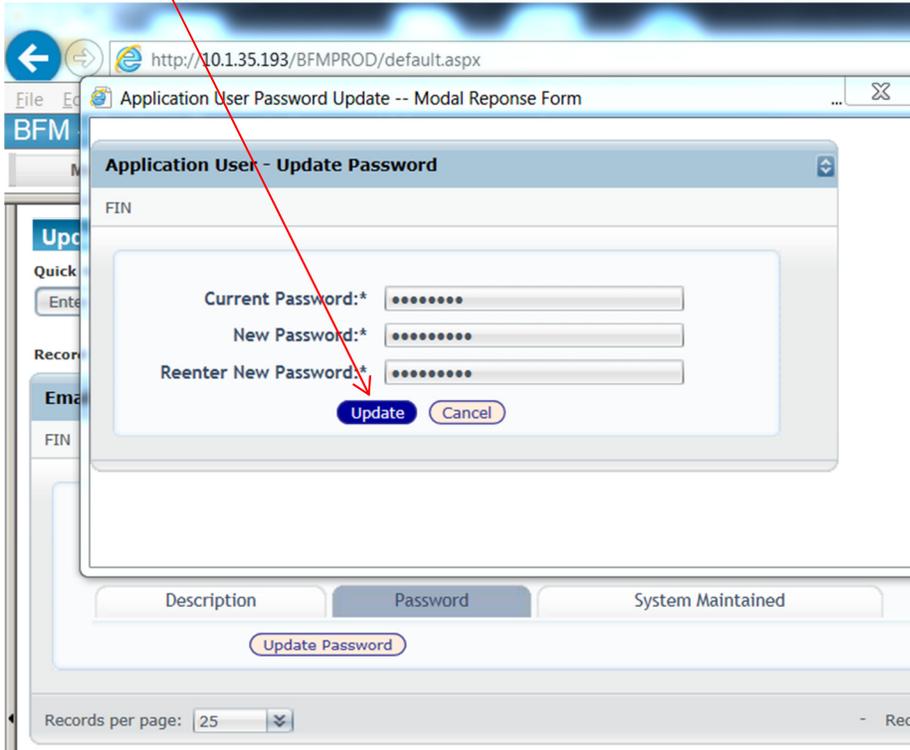
Select "Update Password" button.



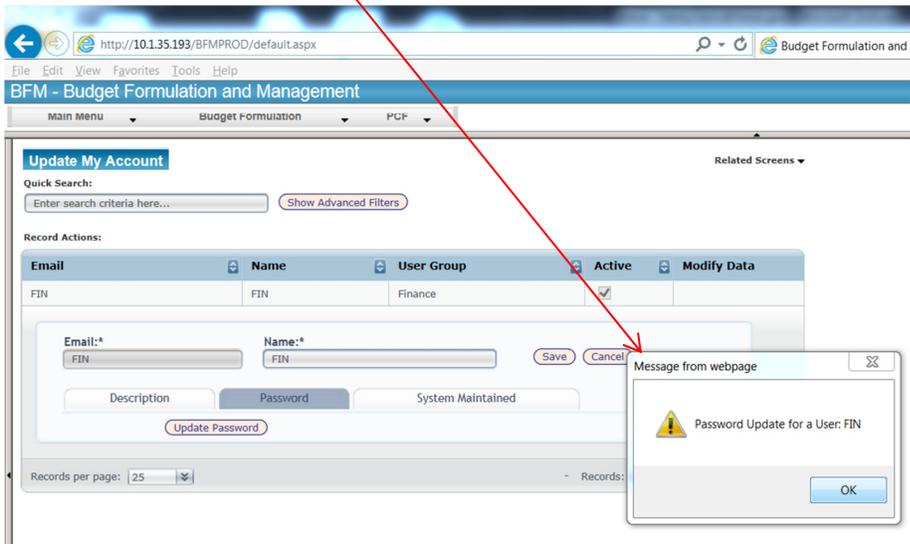
Enter current Password: (i.e., initialpassword)  
Enter New Password: (i.e., \$ie1roH3nry)  
Reenter New Password: (i.e., \$ie1roH3nry)



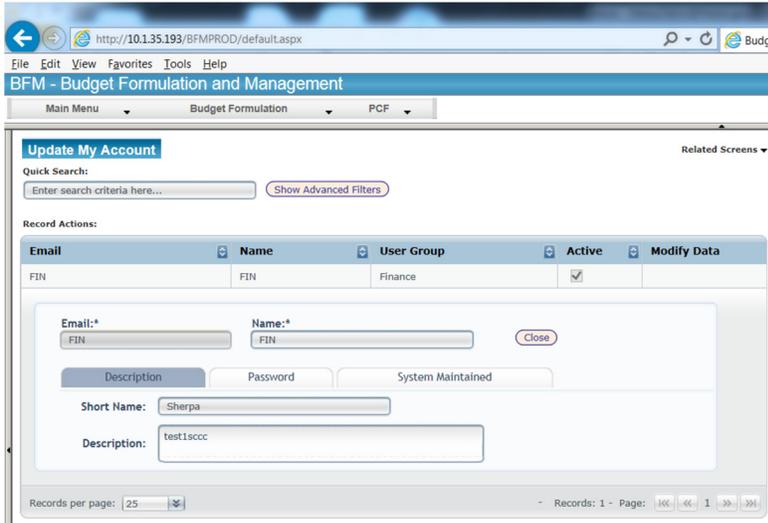
Select "Update" button.



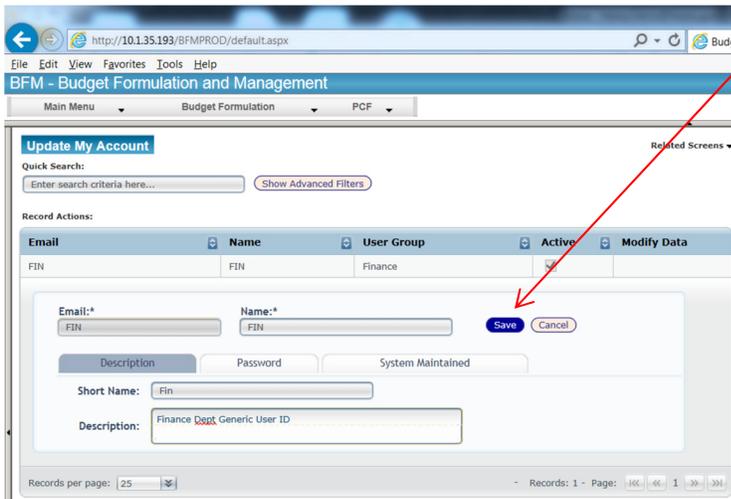
You'll receive following dialog box if password successfully changed.



You can also update default Short Name & Description for your ID Account.



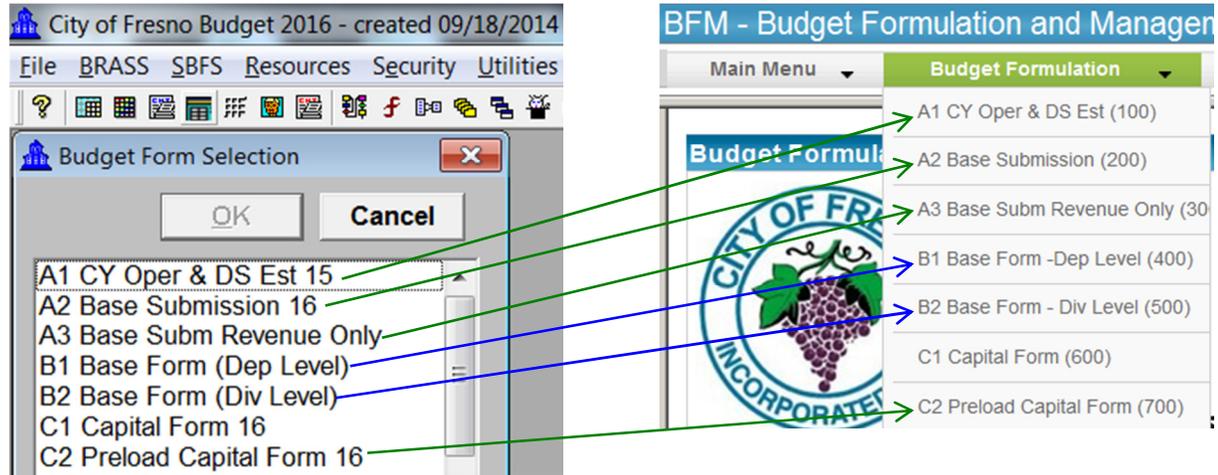
Enter new Short Name and Description (optional), then select the “Save” button.



## Form Comparison between BRASS and BFM

Forms available to citywide departments →

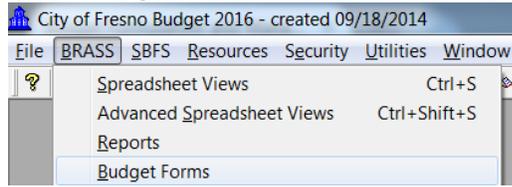
Forms available only to Budget Office →



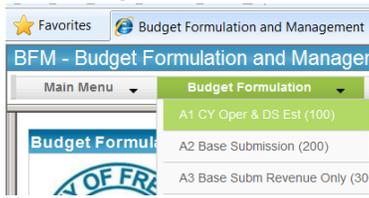
**Note:** Use the C2 Preload Capital (700) form for entering your capital budget. **Do not** use C1 Capital Form (600) if displayed. Form 600 was part of the testing process.

# BRASS Form/Serial versus BFM Form/Instance

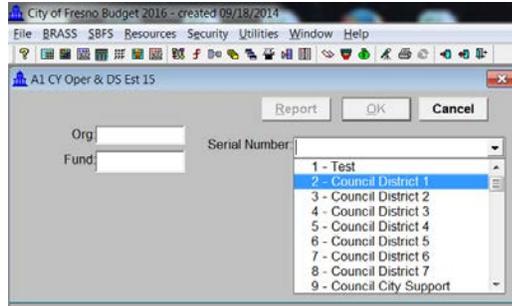
## BRASS Budget Forms:



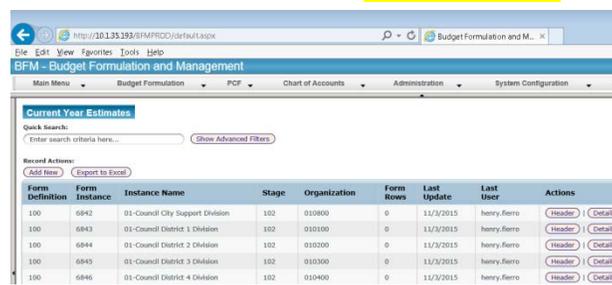
## BFM Budget Formulation:



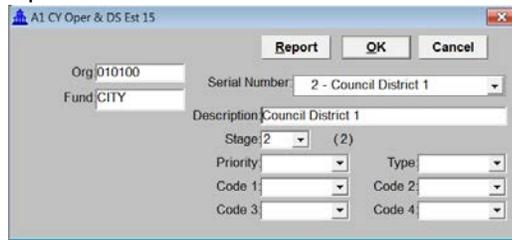
## Serial selection by division:



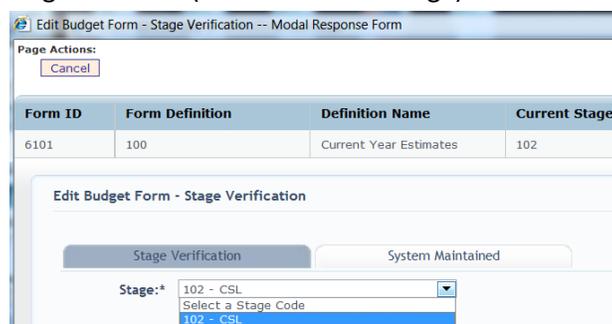
## Instance selection by division: New printscreen



## Open selected serial:



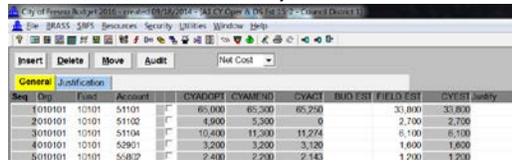
## Stage selection (Don't need to change):



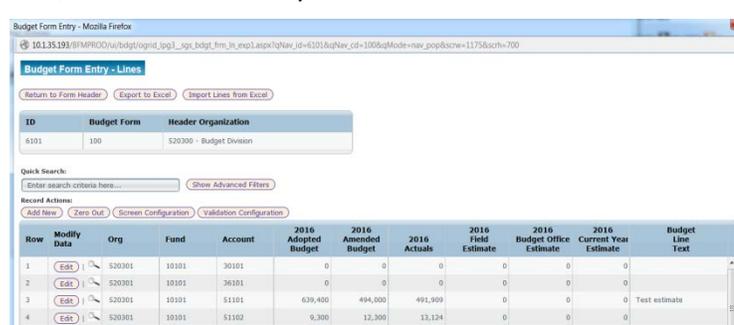
## Data entry screen selection (Estimate tab):



## BRASS/Serial data entry screen:



## BFM/Instance: data entry screen:



## Select a BFM Form

Move cursor and highlight “Budget Formulation” tab.

Move cursor to “A1 CY Oper & DS Est (100)” Form to enter operating & DS revenue and expenses.

Click on Form 100.

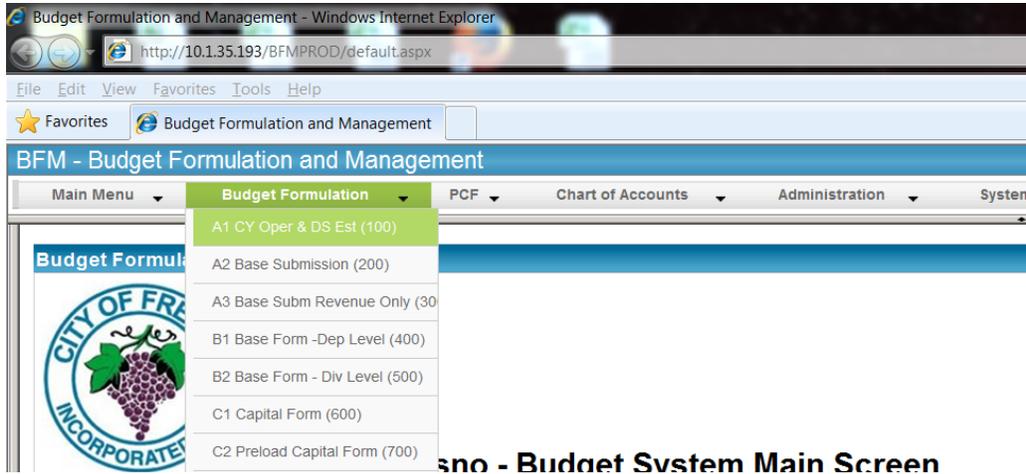


Figure 1 - Budget System Main Screen

BFM Form (Current Year Estimate) /Instance List (by division). Divisions listed will be based on your User org access rights. **New printscreen**

The screenshot shows the 'Current Year Estimates' page with a search bar and a table of form instances. The table has the following data:

Form Definition	Form Instance	Instance Name	Stage	Organization	Form Rows	Last Update	Last User	Actions
100	6948	52-Accounting Division	102	520200	0	11/3/2015	henry.fierro	Header   Detail
100	6950	52-Business License/UB&C Division	102	520400	0	11/3/2015	henry.fierro	Header   Detail
100	6951	52-Citywide Contractual Obligations Division	102	520600	0	11/3/2015	henry.fierro	Header   Detail
100	6952	52-Finance Administration Division	102	520100	0	11/3/2015	henry.fierro	Header   Detail
100	6953	52-Graphic Reproduction Services	102	520900	0	11/3/2015	henry.fierro	Header   Detail
100	6954	52-Purchasing Division	102	520800	0	11/3/2015	henry.fierro	Header   Detail
100	6955	52-Unrestricted General Fund Revenue Division	102	520500	0	11/3/2015	henry.fierro	Header   Detail

Records per page: 25 | Records: 7 - Page: 1

## Navigating through an Instance

Select an "Instance Name" (In BRASS: Serial):

Navigational options: **New printscreen**

1) Use page arrows >> and Scroll Bar.

**Current Year Estimates**

Quick Search:  [Show Advanced Filters](#)

Record Actions: [Export to Excel](#)

Form Definition	Form Instance	Instance Name	Stage	Organization	Form Rows	Last Update	Last User	Actions
100	6859	15-Administrative Svcs Division	102	152000	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6860	15-Byrne Recovery	102	156600	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6861	15-Crime Scene Investigations	102	155000	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6862	15-Federal Grants	102	156100	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6863	15-Grant Orgs	102	156000	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6864	15-Local Grants	102	156300	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6865	15-Local Law Enforcement Block Grant	102	156500	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6866	15-Office of the Chief Division	102	151000	2	12/7/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6867	15-Other Grants	102	156400	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6868	15-Patrol Services Division	102	153000	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6869	15-Police Department Seized Assets	102	157000	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6870	15-Police Phase I Projects DS	102	159800	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6871	15-Police Training Division	102	158000	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
100	6872	15-State Grants	102	156200	0	11/3/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>

Records per page: 25 | Page: 1

## Quick Search

Or, 2) use Quick Search (i.e., enter 52 to find an Instance associated with Finance Divisions.  
 Note: BFM System looks for "52" under all columns.

**Current Year Estimates**

Quick Search:  [Show Advanced Filters](#)

Record Actions: [Add New](#) [Create Budget Form Instances](#) [Export to Excel](#)

Form Definition	Form Instance	Instance Name	Stage	Organization	Form Rows	Last Update	Last User	Actions
100	5997	15-Administrative Svcs Division	102	152000	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6052	40-Development Admin Division	102	400100	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6089	45-Transportation Maintenance Division	102	452000	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6100	52-Accounting Division	102	520200	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6101	52-Budget Division	102	520300	4	9/29/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6102	52-Business License/UB&C Division	102	520400	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6103	52-Citywide Contractual Obligations Division	102	520600	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6104	52-Finance Administration Division	102	520100	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6105	52-Graphic Reproduction Services	102	520900	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6106	52-Purchasing Division	102	520800	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6107	52-Unrestricted General Fund Revenue Division	102	520500	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>

Records per page: 25 - Records: 11 - Page: 1

2a) use org# with dash line "-" in Quick Search (i.e., 52- to find Finance Divisions).

**Current Year Estimates**

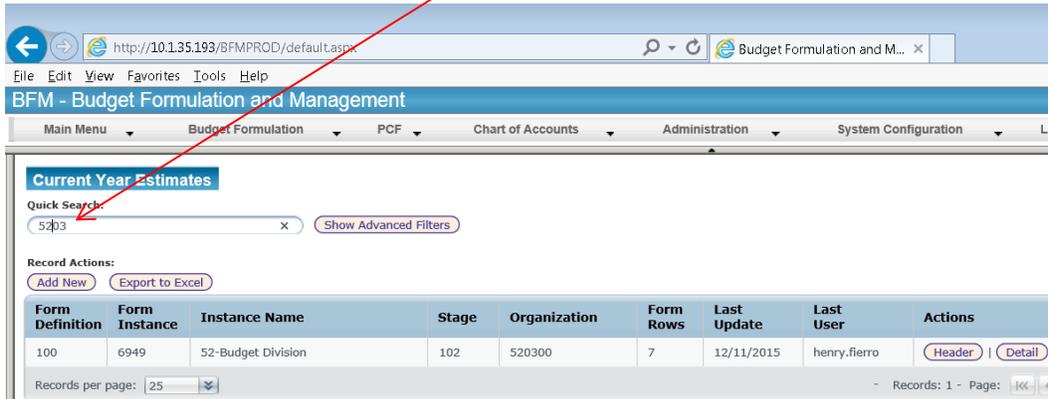
Quick Search:  [Show Advanced Filters](#)

Record Actions: [Add New](#) [Create Budget Form Instances](#) [Export to Excel](#)

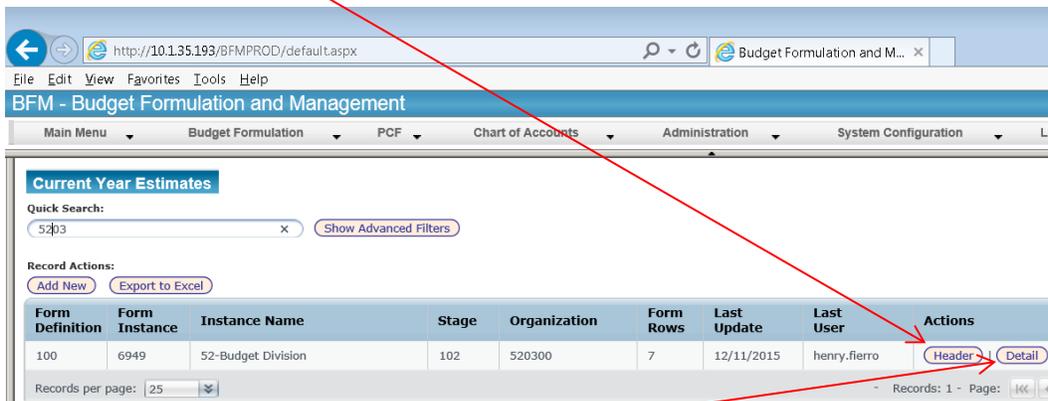
Form Definition	Form Instance	Instance Name	Stage	Organization	Form Rows	Last Update	Last User	Actions
100	6100	52-Accounting Division	102	520200	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6101	52-Budget Division	102	520300	4	9/29/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6102	52-Business License/UB&C Division	102	520400	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6103	52-Citywide Contractual Obligations Division	102	520600	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6104	52-Finance Administration Division	102	520100	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6105	52-Graphic Reproduction Services	102	520900	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6106	52-Purchasing Division	102	520800	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>
100	6107	52-Unrestricted General Fund Revenue Division	102	520500	0	9/13/2015	u1	<a href="#">Edit</a>   <a href="#">Delete</a>

Records per page: 25 - Records: 8 - Page: 1

Quick Search on specific division (i.e., 5203 for Budget division displays 520300): **New printscreen**



Click on "Header" button to see current stage level plus accessing multiple tabs associated with header detail, attachments, system maintained, and data entry. **New printscreen**



Note that clicking on the "Detail" button will take you directly to the data entry screen.

## Stage Verification

No need to change the stage; this will be centrally administrated.

Page Actions:

Cancel

Form ID	Form Definition	Definition Name	Current Stage
6101	100	Current Year Estimates	102

Edit Budget Form - Stage Verification

Stage Verification System Maintained

Stage:\* 102 - CSL  
Select a Stage Code  
102 - CSL

Move cursor and Click on "Continue."

Page Actions:

Cancel

Form ID	Form Definition	Definition Name	Current Stage
6101	100	Current Year Estimates	102

Edit Budget Form - Stage Verification

Stage Verification System Maintained

Stage:\* 102 - CSL

Continue

## Four tabs for an Instance

1. Header Detail
2. Attachments
3. System Maintained
4. Estimates

### Header Detail

Read-only view of the Instance's specifics (i.e., name and number for Form and organization).

The screenshot shows the 'Edit Budget Form Instance' page. At the top, there are 'Page Actions' for 'Comment History', 'Enter a Comment', and 'Close'. Below this is a table with the following data:

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	6949	100	Current Year Estimates	520300

Below the table is the 'Budget Form Header Dimensions' section. It contains the following fields and controls:

- Stage Code: \* (text input: 102)
- Header Organization: (text input: 520300) with a 'Save' button
- CSL (text input)
- Budget Division (text input)
- Four tabs: 'Header Detail' (selected), 'Estimates', 'Attachments', and 'System Maintained'
- Name: \* (text input: 52-Budget Division)

A red arrow points from the 'Header Detail' tab to the 'Stage Code' field.

### Attachments

Tab allows for supporting documents associated with data entry calculations for specific Instance (i.e., 520300).

The screenshot shows the 'Budget Form Document Attachments' page. It features a 'Return to Budget Form' link and an 'Upload File(s)' button. Below these is a 'See Uploaded File(s)' link. The main area contains a table with the following columns: 'ID', 'File Name', 'Description', and 'Modify Data'. The table is currently empty, with the message 'There are no records available.' displayed. At the bottom right of the table, it shows 'Records: 0 - 0 of 0 - Pages: 1' with navigation icons.

## System Maintained

The screenshot shows the 'Edit Budget Form Instance' interface. At the top, there are page actions: 'Comment History', 'Enter a Comment', and 'Close'. Below this is a table with the following data:

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	6949	100	Current Year Estimates	520300

Below the table is the 'Budget Form Header Dimensions' section. It contains several input fields: 'Stage Code:\*' (value: 102), 'Header Organization:' (value: 520300), and 'Budget Division' (value: 52-Budget Division). There is a 'Save' button. Below these fields are four tabs: 'Header Detail', 'Estimates', 'Attachments', and 'System Maintained'. The 'System Maintained' tab is selected and highlighted. A red arrow points from the 'System Maintained' text in the tab to the 'System Maintained' label in the text above.

Provides time and user access for specific Instance (i.e., identifies which User ID last updated Form).

The screenshot shows the 'Edit Budget Form Instance' interface with the title 'Edit Budget Form Instance -- Modal Response Form TEST'. At the top, there are page actions: 'Comment History', 'Enter a Comment', 'Close', and 'Screen Configuration'. Below this is a table with the following data:

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	6101	100	Current Year Estimates	520300

Below the table is the 'Budget Form Header Dimensions' section. It contains several input fields: 'Stage Code:\*' (value: 102), 'Header Organization:' (value: 520300), and 'Budget Division' (value: 52-Budget Division). There are 'Save' and 'Submit' buttons. Below these fields are four tabs: 'Header Detail', 'Estimates', 'Attachments', and 'System Maintained'. The 'System Maintained' tab is selected and highlighted. Below the tabs are several input fields for update details:

Last Updated:	9/29/2015 2:56:33 PM	Form Code:	100
Updated By:	u1	Form Name:	Current Year Estima
Inserted:	9/13/2015 7:18:01 AM	Record ID:	6101
Inserted By:	u1	Sequence:	0

Two red arrows originate from the text above. One arrow points from 'System Maintained' to the 'System Maintained' tab. The other arrow points from 'Provides time and user access for specific Instance' to the 'Updated By: u1' field.

## Estimate

Access to data entry screen

**Edit Budget Form Instance**

Page Actions: [Comment History](#) [Enter a Comment](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	6949	100	Current Year Estimates	520300

**Budget Form Header Dimensions**

Stage Code:\*  Header Organization:  [Save](#)

CSL [Budget Division](#)

[Header Detail](#) [Estimates](#) [Attachments](#) [System Maintained](#)

## Budget Form Entry - Lines screen

Budget Form Entry - Mozilla Firefox

101.135.193/BFMPROD/ui/bdgt/ogrid\_jpg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

[Return to Form Header](#) [Export to Excel](#) [Import Lines from Excel](#) [Refresh](#)

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search:  [Show Advanced Filters](#)

Record Actions: [Add New](#) [Zero Out](#) [Screen Configuration](#) [Validation Configuration](#)

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	<a href="#">Edit</a>	520301	10101	30101	0	0	0	0	0	0	
2	<a href="#">Edit</a>	520301	10101	36101	0	0	0	0	0	0	
3	<a href="#">Edit</a>	520301	10101	51101	639,400	494,000	491,909	0	0	0	Test estimate
4	<a href="#">Edit</a>	520301	10101	51102	9,300	12,300	13,124	0	0	0	
5	<a href="#">Edit</a>	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
6	<a href="#">Edit</a>	520301	10101	51104	83,700	69,700	64,423	0	0	0	
7	<a href="#">Edit</a>	520301	10101	51105	4,200	3,500	3,540	0	0	0	
8	<a href="#">Edit</a>	520301	10101	51107	77,000	59,700	58,631	0	0	0	
9	<a href="#">Edit</a>	520301	10101	51109	7,100	6,700	6,700	0	0	0	
10	<a href="#">Edit</a>	520301	10101	51201	8,100	3,800	3,660	0	0	0	
11	<a href="#">Edit</a>	520301	10101	51202	600	0	280	0	0	0	
12	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 Records: 67 - Page: 1

## Instance layout

Three types of columns-Dimension, Read-only, and Data entry.

**Dimension** columns: org/section, fund, and account; data saved for selected dimension combination.

**Read-only** columns: 2016 Adopted, Amended, and Actuals.

**Data entry and Text** columns: 2016 Field Estimate and 2016 Budget Office Estimate.

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	36101	0	0	0	0	0	0	
3	Edit	520301	10101	51101	639,400	494,000	491,909	0	0	0	Test estimate
4	Edit	520301	10101	51102	9,300	12,300	13,124	0	0	0	
5	Edit	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
6	Edit	520301	10101	51104	83,700	69,700	64,423	0	0	0	
7	Edit	520301	10101	51105	4,200	3,500	3,540	0	0	0	
8	Edit	520301	10101	51107	77,000	59,700	58,631	0	0	0	
9	Edit	520301	10101	51109	7,100	6,700	6,700	0	0	0	
10	Edit	520301	10101	51201	8,100	3,800	3,660	0	0	0	
11	Edit	520301	10101	51202	600	0	280	0	0	0	
12	Edit	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 67 - Page: 1

Navigational buttons include:

1. Return to Form Header: Takes you back to previous screen.
2. Export screen to Excel: Can you be used to create a template to import data entry.
3. Import Lines from Excel: Starts import process from Excel to current data entry screen.
4. Quick Search and Show Advanced Filters

The screenshot shows the 'Budget Form Entry - Lines' interface. At the top, there are buttons for 'Return to Form Header', 'Export to Excel', 'Import Lines from Excel', and 'Refresh'. Below this is a table with columns 'ID', 'Budget Form', and 'Header Organization'. The 'Quick Search' section has a search input and a 'Show Advanced Filters' button. The 'Record Actions' section includes 'Add New', 'Zero Out', 'Screen Configuration', and 'Validation Configuration'. The main table has columns: Row, Modify Data, Org, Fund, Account, 2016 Adopted Budget, 2016 Amended Budget, 2016 Actuals, 2016 Field Estimate, 2016 Budget Office Estimate, 2016 Current Year Estimate, and Budget Line Text. Red dashed arrows indicate connections between the list items and the interface elements.

5. Add new Lines: Create a new line if you don't see a specific dimension combination.
6. The following buttons are to be removed at "Go-Live." If displayed **do not** use:
  - a. Zero Out. This will zero out **all data** in current data entry screen.
  - b. Screen Configuration. This allows altering column attributes.
  - c. Validation Configuration. This allows altering system validation for data entry screen.

## Operating & DS Data Entry

Updating this screen can be completed either by manual entry or through an import process.

### Manual Data Entry

Double click on targeted line to enter data. Data and text cells are displayed.

The screenshot shows the 'Budget Form Entry - Lines' interface. A table lists budget lines with columns for Row, Modify Data, Org, Fund, Account, 2016 Adopted Budget, 2016 Amended Budget, 2016 Actuals, 2016 Field Estimate, 2016 Budget Office Estimate, 2016 Current Year Estimate, and Budget Line Text. Line 520301/10101/51102 is highlighted in blue. A double-click action is indicated by a black arrow pointing to the 'Account' cell. Green dashed arrows point from the text 'Data and text cells are displayed.' to the '2016 Field Estimate' and 'Budget Line Text' cells of the highlighted row.

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	<a href="#">Edit</a>	520301	10101	30101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	36101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	51101	639,400	494,000	491,909	0	0	0	
	<a href="#">Cancel</a>	520301	10101	51102	9,300	12,300	13,124	0	0	0	
	<a href="#">Edit</a>	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
	<a href="#">Edit</a>	520301	10101	51104	83,700	69,700	64,423	0	0	0	
	<a href="#">Edit</a>	520301	10101	51105	4,200	3,500	3,540	0	0	0	
	<a href="#">Edit</a>	520301	10101	51107	77,000	59,700	58,631	0	0	0	
	<a href="#">Edit</a>	520301	10101	51109	7,100	6,700	6,700	0	0	0	
0	<a href="#">Edit</a>	520301	10101	51201	8,100	3,800	3,660	0	0	0	
1	<a href="#">Edit</a>	520301	10101	51202	600	0	280	0	0	0	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	8,076	0	0	0	

### Direct Line Entry

Enter your data entries rounded to the nearest \$100 with no "\$" sign or "," commas.

Note that BFM will automatically round data entry if entered as whole numbers. For example, an expenditure estimate of 13164 for line 520301/10101/51102 along with text entered.

The screenshot shows the 'Budget Form Entry - Lines' interface. The table is identical to the previous screenshot, but the '2016 Field Estimate' cell for line 520301/10101/51102 now contains the value '13164'. A green dashed arrow points from the text 'Data and text cells are displayed.' to this cell. Another green dashed arrow points from the text 'along with text entered.' to the 'Budget Line Text' cell of the same row, which now contains 'Test manual entry 1'.

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	<a href="#">Edit</a>	520301	10101	30101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	36101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	51101	639,400	494,000	491,909	0	0	0	
	<a href="#">Cancel</a>	520301	10101	51102	9,300	12,300	13,124	13164	0	0	Test manual entry 1
	<a href="#">Edit</a>	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
	<a href="#">Edit</a>	520301	10101	51104	83,700	69,700	64,423	0	0	0	

Targeted line identified as “Modify.” This line is in red pending on clicking the “Save All” button.

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... | Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	<input type="button" value="Edit"/>	520301	10101	30101	0	0	0	0	0	0	
	<input type="button" value="Edit"/>	520301	10101	36101	0	0	0	0	0	0	
	<input type="button" value="Edit"/>	520301	10101	51101	639,400	494,000	491,909	0	0	0	
0	Modify	520301	10101	51102	9,300	12,300	13,124	13164	0	0	Test manual entry 1
	<input type="button" value="Cancel"/>	520301	10101	51103	40,800	38,400	38,373	<input type="text" value="0"/>	<input type="text" value="0"/>	0	Test Estimate
	<input type="button" value="Edit"/>	520301	10101	51104	83,700	69,700	64,423	0	0	0	
	<input type="button" value="Edit"/>	520301	10101	51105	4,200	3,500	3,540	0	0	0	
	<input type="button" value="Edit"/>	520301	10101	51107	77,000	59,700	58,631	0	0	0	
	<input type="button" value="Edit"/>	520301	10101	51109	7,100	6,700	6,700	0	0	0	
	<input type="button" value="Edit"/>	520301	10101	51201	8,100	3,800	3,660	0	0	0	
1	<input type="button" value="Edit"/>	520301	10101	51202	600	0	280	0	0	0	
2	<input type="button" value="Edit"/>	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Save All | Cancel All | Records: 67 - Page: 1

Note: Modified line(s) **will be lost** if BFM User leaves viewed page by arrow or scroll bar before saving.

Click "Save All" to post entry into the BFM Database.

Data entry 13164 saved as 13,200; line color changes to **black** signifying it has been saved.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search:  
Enter search criteria here... Show Advanced Filters

Record Actions:  
Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	<a href="#">Edit</a>	520301	10101	30101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	36101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	51101	639,400	494,000	491,909	0	0	0	
	<a href="#">Edit</a>	520301	10101	51102	9,300	12,300	13,124	13,200	0	13,200	Test manual entry 1
	<a href="#">Edit</a>	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
	<a href="#">Edit</a>	520301	10101	51104	83,700	69,700	64,423	0	0	0	
	<a href="#">Edit</a>	520301	10101	51105	4,200	3,500	3,540	0	0	0	
	<a href="#">Edit</a>	520301	10101	51107	77,000	59,700	58,631	0	0	0	
	<a href="#">Edit</a>	520301	10101	51109	7,100	6,700	6,700	0	0	0	
0	<a href="#">Edit</a>	520301	10101	51201	8,100	3,800	3,660	0	0	0	
1	<a href="#">Edit</a>	520301	10101	51202	600	0	280	0	0	0	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 67 - Page: 1

## Budget Form Expense Line History

Click on "Magnifying Glass" to view Detail Line History (Audit Trail).

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search:  
Enter search criteria here... Show Advanced Filters

Record Actions:  
Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	<a href="#">Edit</a>	520301	10101	30101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	36101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	51101	639,400	494,000	491,909	0	0	0	
	<a href="#">Edit</a>	520301	10101	51102	9,300	12,300	13,124	13,200	0	13,200	Test manual entry 1
	<a href="#">Edit</a>	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
	<a href="#">Edit</a>	520301	10101	51104	83,700	69,700	64,423	0	0	0	
	<a href="#">Edit</a>	520301	10101	51105	4,200	3,500	3,540	0	0	0	
	<a href="#">Edit</a>	520301	10101	51107	77,000	59,700	58,631	0	0	0	
	<a href="#">Edit</a>	520301	10101	51109	7,100	6,700	6,700	0	0	0	
0	<a href="#">Edit</a>	520301	10101	51201	8,100	3,800	3,660	0	0	0	
1	<a href="#">Edit</a>	520301	10101	51202	600	0	280	0	0	0	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 67 - Page: 1

### Detail Line History

Data entry and justification displayed as two separate lines.

Click "Close" button to return to "Budget Form Entry – Lines" screen.

Click on targeted Line to revise estimate entry to 14659 for dimensions 520301/10101/55102.

Click the "Save All" button to post data entry #2 to BFM DB.

Data entry 14659 saved as 14,700.  
 Click on "Magnifying Glass" to view Audit Trail.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_inq3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header   Export to Excel   Import Lines from Excel   Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New   Zero Out   Screen Configuration   Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
		520301	10101	30101	0	0	0	0	0	0	
		520301	10101	36101	0	0	0	0	0	0	
		520301	10101	51101	639,400	494,000	491,909	0	0	0	
		520301	10101	51102	9,300	12,300	13,124	14,700	0	14,700	Test manual entry 2
		520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
		520301	10101	51104	83,700	69,700	64,423	0	0	0	
		520301	10101	51105	4,200	3,500	3,540	0	0	0	
		520301	10101	51107	77,000	59,700	58,631	0	0	0	
		520301	10101	51109	7,100	6,700	6,700	0	0	0	
		520301	10101	51201	8,100	3,800	3,660	0	0	0	
		520301	10101	51202	600	0	280	0	0	0	
		520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25   Records: 67 - Page: 1

Detail Line History shows the incremental amount for entry #2 (13,200 entry #1 + 1,500 entry #2 = 14,700 absolute amount). Note: data entries and justifications are displayed separately.

Budget Form Expense Line History - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_inq3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=1488837&qNav\_HdrID=6101&qNav\_cd=100&qNav\_FundCd=10101&qNav\_OrgCd=520301&qNa

**Budget Form Expense Line History**

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Close   Export to Excel

Record Type	Stage Code	Posting Code	Fiscal Year	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTEST	2016	u1	10/13/2015 4:04:11 PM	1,500	
User Entry	102	DEPTEST	2016	u1	10/13/2015 4:03:02 PM	13,200	
User Entry	102	clnt_txt3	2017	u1	10/13/2015 4:04:11 PM	0	Test manual entry 2
User Entry	102	clnt_txt3	2017	u1	10/13/2015 4:03:02 PM	0	Test manual entry 1

Records per page: 25   Records: 4 - Page: 1

## Data Entry through “Edit” button

Create data entry #3 with “Edit” button.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_In\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	Edit	520301	10101	30101	0	0	0	0	0	0	
	Edit	520301	10101	36101	0	0	0	0	0	0	
	Edit	520301	10101	51101	639,400	494,000	491,909	0	0	0	
	Edit	520301	10101	51102	9,300	12,300	13,124	14,700	0	14,700	Test manual entry 2
	Edit	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
	Edit	520301	10101	51104	83,700	69,700	64,423	0	0	0	
	Edit	520301	10101	51105	1,200	3,500	3,510	0	0	0	
	Edit	520301	10101	51107	77,000	59,700	58,631	0	0	0	
	Edit	520301	10101	51109	7,100	6,700	6,700	0	0	0	
0	Edit	520301	10101	51201	8,100	3,800	3,660	0	0	0	
1	Edit	520301	10101	51202	600	0	280	0	0	0	
2	Edit	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 67 - Page: 1

Data entry #3 for 12000 to replace current or original 14,700 estimate. Also, added audit text identifying revised entry. Click on “Update” button to save entries.

Edit Budget Form Line

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_In\_exp1\_edit.aspx?qNav\_id=1488837&qNav\_HdrID=6101&qNav\_FundCd=10101&qNav\_Dm3Cd=&qNav\_OrgnCd=

Page Actions: Close | Screen Configuration

Actions	Form ID	Organization	Fund	Account
	6101	520301-Budget Program	10101-General Fund	51102-Fringe

Edit Data

Update | Cancel

2016 Field Estimate: 12,000 | Original Amount: 14,700 | Audit Text: Test manual entry 3

2016 Budget Office Estimate: 0 | Original Amount: 0 | Audit Text:

Note: **Do not** enter incremental amount (-2,700= 14,700 original less 12,000 revised); otherwise, the absolute estimate will be a negative 2,700.

Revised 2016 Field Estimate and Current Year Estimate displays 12,000

Select "Magnifying Glass" to view Audit Trail of cumulative estimate entries for 520301/10101/51102.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_inq3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header   Export to Excel   Import Lines from Excel   Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New   Zero Out   Screen Configuration   Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	<a href="#">Edit</a>	520301	10101	30101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	36101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	51101	639,400	494,000	491,909	0	0	0	
	<a href="#">Edit</a>	520301	10101	51102	9,300	12,300	13,124	12,000	0	12,000	Test manual entry 2
	<a href="#">Edit</a>	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
	<a href="#">Edit</a>	520301	10101	51104	83,700	69,700	64,423	0	0	0	
	<a href="#">Edit</a>	520301	10101	51105	1,200	3,500	3,510	0	0	0	
	<a href="#">Edit</a>	520301	10101	51107	77,000	59,700	58,631	0	0	0	
	<a href="#">Edit</a>	520301	10101	51109	7,100	6,700	6,700	0	0	0	
	<a href="#">Edit</a>	520301	10101	51201	8,100	3,800	3,660	0	0	0	
	<a href="#">Edit</a>	520301	10101	51202	600	0	280	0	0	0	
	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25   Records: 1 - Page: 1

Entry #1

displayed as absolute amount, while entries #2 & #3 as incremental. Note that entry #3 per "Edit" screen also reflects dollar entry and justification text on same line.

Budget Form Expense Line History - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_inq3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=1488838&qNav\_HdrID=6101&qNav\_cd=100&qNav\_FundCd=10101&qNav\_OrgCd=520301&qNav...

**Budget Form Expense Line History**

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Close   Export to Excel

Record Type	Stage Code	Posting Code	Fiscal Year	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTEST	2016	u1	10/13/2015 4:05:50 PM	-2,700	Test manual entry 3
User Entry	102	DEPTEST	2016	u1	10/13/2015 4:04:11 PM	1,500	
User Entry	102	DEPTEST	2016	u1	10/13/2015 4:03:02 PM	13,200	
User Entry	102	clnt_txt3	2017	u1	10/13/2015 4:04:11 PM	0	Test manual entry 2
User Entry	102	clnt_txt3	2017	u1	10/13/2015 4:03:02 PM	0	Test manual entry 1

Records per page: 25   Records: 5 - Page: 1

Adjust field estimate by entering an estimate under “2016 Budget Office Estimate column.”  
 Targeting to reflect a total estimate of 10,000 by entering a negative 2,000.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search:  
 Enter search criteria here... | Show Advanced Filters

Record Actions:  
 Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
	<a href="#">Edit</a>	520301	10101	30101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	36101	0	0	0	0	0	0	
	<a href="#">Edit</a>	520301	10101	51101	639,400	494,000	491,909	0	0	0	
	<a href="#">Edit</a>	520301	10101	51102	9,300	12,300	13,124	12,000	0	12,000	Test manual entry 2
	<a href="#">Edit</a>	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
	<a href="#">Edit</a>	520301	10101	51104	83,700	69,700	64,423	0	0	0	
	<a href="#">Edit</a>	520301	10101	51105	1,200	3,500	3,510	0	0	0	
	<a href="#">Edit</a>	520301	10101	51107	77,000	59,700	58,631	0	0	0	
	<a href="#">Edit</a>	520301	10101	51109	7,100	6,700	6,700	0	0	0	
0	<a href="#">Edit</a>	520301	10101	51201	8,100	3,800	3,660	0	0	0	
1	<a href="#">Edit</a>	520301	10101	51202	600	0	280	0	0	0	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 1 - Page: 1

Using the “Edit” button, a negative 2000 with Audit Text are entered. Click on “Update” button.

Edit Budget Form Line

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_in\_exp1\_edit.aspx?qNav\_id=1488838&qNav\_HdrID=6101&qNav\_FundCd=10101&qNav\_Dm3Cd=&qNav\_Org

Page Actions:  
 Close | Screen Configuration

Actions	Form ID	Organization	Fund	Account
	6101	520300 - Budget Program	10101 - General Fund	51102 - Fringe

**Edit Data**

Update | Cancel

2016 Field Estimate:       Original Amount:       Audit Text:

2016 Budget Office Estimate:       Original Amount:       Audit Text:

Total current estimate reduced by 2,000 (data entry #4) to display 10,000 as 2016 Current Year Estimate.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_jpg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	36101	0	0	0	0	0	0	
3	Edit	520301	10101	51101	639,400	494,000	491,909	0	0	0	
4	Edit	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
5	Edit	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
6	Edit	520301	10101	51104	83,700	69,700	64,423	0	0	0	
7	Edit	520301	10101	51105	4,200	3,500	3,540	0	0	0	
8	Edit	520301	10101	51107	77,000	59,700	58,631	0	0	0	
9	Edit	520301	10101	51109	7,100	6,700	6,700	0	0	0	
10	Edit	520301	10101	51201	8,100	3,800	3,660	0	0	0	
11	Edit	520301	10101	51202	600	0	280	0	0	0	
12	Edit	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 1 | Page: 1

Note that updated Text for entries #3 & #4 not displayed in the Line's "Budget Line Text."

## Data Entry by Import Function

In the "Budget Form Entry – Lines" screen, select "Export to Excel" to create an import template.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/.../odgt/ogrid\_jpg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?Nav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header **Export to Excel** Import Lines from Excel Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New Zero Out Screen Configuration Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	36101	0	0	0	0	0	0	
3	Edit	520301	10101	51101	639,400	494,000	491,909	0	0	0	
4	Edit	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
5	Edit	520301	10101	51103	40,800	38,400	38,373	0	0	0	Test Estimate
6	Edit	520301	10101	51104	83,700	69,700	64,423	0	0	0	
7	Edit	520301	10101	51105	4,200	3,500	3,540	0	0	0	
8	Edit	520301	10101	51107	77,000	59,700	58,631	0	0	0	
9	Edit	520301	10101	51109	7,100	6,700	6,700	0	0	0	
10	Edit	520301	10101	51201	8,100	3,800	3,660	0	0	0	
11	Edit	520301	10101	51202	000	0	280	0	0	0	
12	Edit	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 Records: 67 - Page: 1

Select "Open with" radio button to create Excel template.

Opening Form\_100\_Export.xls

You have chosen to open:

**Form\_100\_Export.xls**  
 which is: Microsoft Excel 97-2003 Worksheet (22.3 KB)  
 from: http://10.1.35.193

What should Firefox do with this file?

**Open with** Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

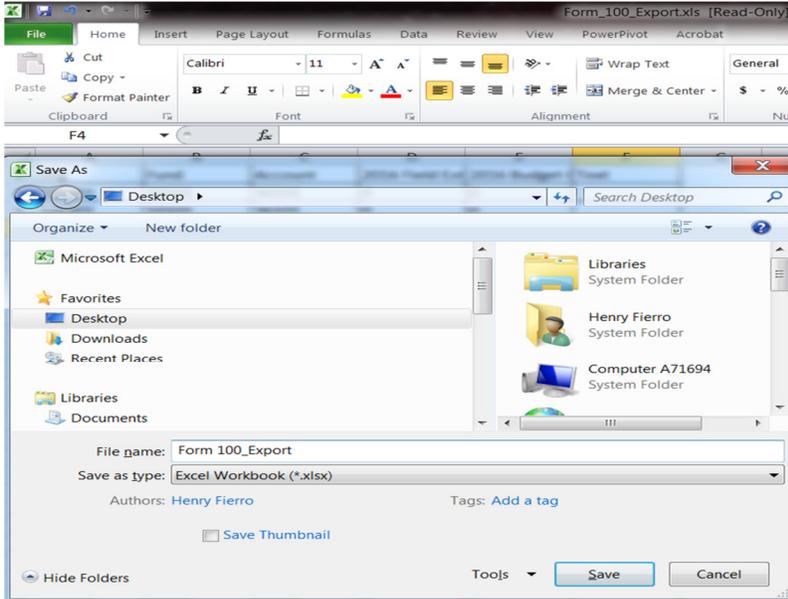
OK Cancel

Excel template will display dimension columns (i.e., org, fund, and account) and the data entry columns (i.e., 2016 Field Estimate and 2016 Budget Office Estimate).

The screenshot shows the Microsoft Excel interface with the 'Form\_100\_Export.xls' file open. The ribbon is set to 'Home', and the 'Clipboard' and 'Font' groups are visible. The active cell is A1, which contains the text 'Org'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G
1	Org	Fund	Account	2016 Field Est	2016 Budget Office Est	Text	
2	520301	10101	30101	0	0		
3	520301	10101	36101	0	0		
4	520301	10101	51101	0	0		
5	520301	10101	51102	12,000	-2,000	Test manual entry 2	
6	520301	10101	51103	0	0	Test Estimate	
7	520301	10101	51104	0	0		
8	520301	10101	51105	0	0		
9	520301	10101	51107	0	0		
10	520301	10101	51109	0	0		
11	520301	10101	51201	0	0		
12	520301	10101	51202	0	0		
13	520301	10101	51301	0	0		
14	520301	10101	51401	0	0		
15	520301	10101	51404	0	0		
16	520301	10101	52301	0	0		
17	520301	10101	52302	0	0		
18	520301	10101	52601	0	0		
19	520301	10101	52901	0	0		
20	520301	10101	53302	0	0		
21	520301	10101	53303	0	0		
22	520301	10101	53402	0	0		
23	520301	10101	54303	0	0		
24	520301	10101	54305	0	0		
25	520301	10101	54411	0	0		
26	520301	10101	55804	0	0		

Save template to your PC. For example:  
 Location: Desktop  
 File Name: Form 100\_Export  
 File Extension: Excel Workbook (\*.xlsx)



### Import sample #1 – Entries for Existing Dimensions

1000000 entered for 520301/10101/51101 (data entry #5)  
 39899 entered for 520301/10101/51103 (data entry #6).

	A	B	C	D	E	F	G
1	Org	Fund	Account	2016 Field Est	2016 Budget	Text	
2	520301	10101	30101	0	0		
3	520301	10101	36101	0	0		
4	520301	10101	51101	1000000	0	Data entry #5	
5	520301	10101	51102	12,000	-2,000	Test manual entry 2	
6	520301	10101	51103	39899	0	Data entry #6	
7	520301	10101	51104	0	0		
8	520301	10101	51105	0	0		

Save file to import into Instance 520300.

Select "Import Lines from Excel" to begin import process.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_ln\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=7

### Budget Form Entry - Lines

[Return to Form Header](#) [Export to Excel](#) [Import Lines from Excel](#) [Refresh](#)

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search:  
 [Show Advanced Filters](#)

Record Actions:  
[Add New](#) [Zero Out](#) [Screen Configuration](#) [Validation Configuration](#)

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate
1	<a href="#">Edit</a>   🔍	520301	10101	30101	0	0	0	0
2	<a href="#">Edit</a>   🔍	520301	10101	36101	0	0	0	0
3	<a href="#">Edit</a>   🔍	520301	10101	51101	639,400	494,000	491,909	0
4	<a href="#">Edit</a>   🔍	520301	10101	51102	9,300	12,300	13,124	12,000
5	<a href="#">Edit</a>   🔍	520301	10101	51103	40,800	38,400	38,373	0
6	<a href="#">Edit</a>   🔍	520301	10101	51104	83,700	69,700	64,423	0

Click "Browse" button to select import file.

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_Up

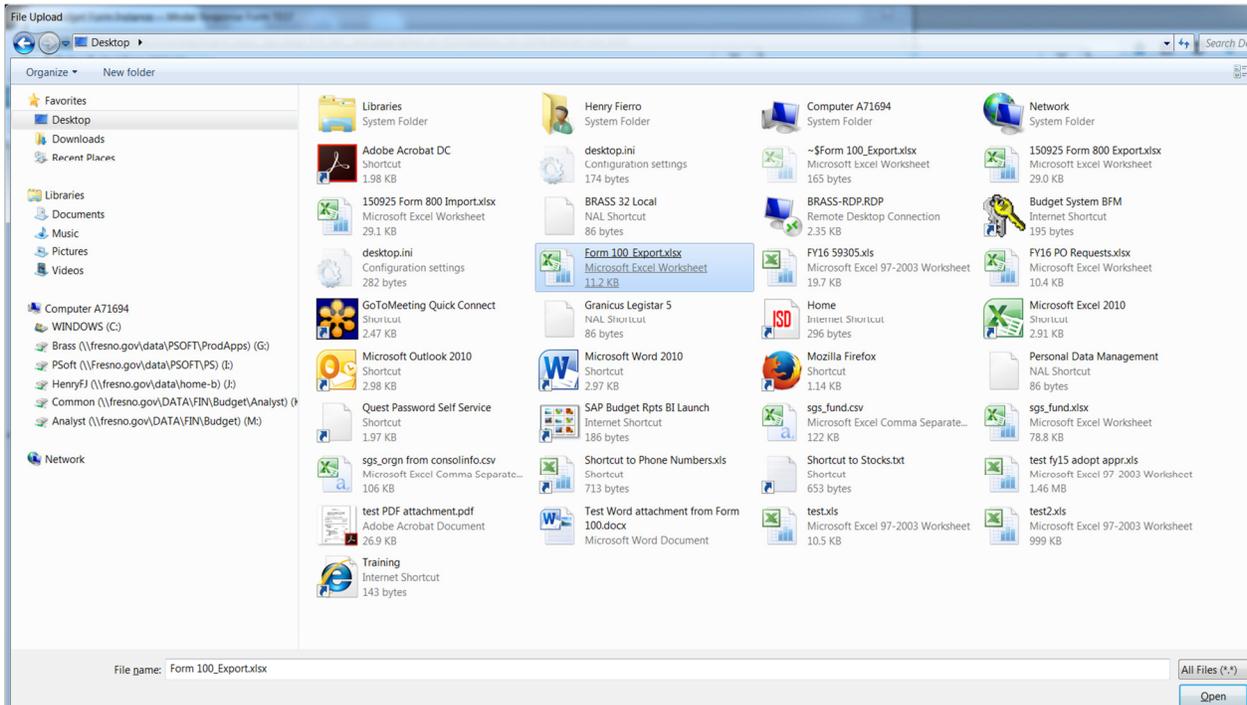
[Close](#) [See Validation Results for Last Upload](#) [See Upload History](#) [See Log for Last Upload](#) 1

SP SQL Suffix:  Update in Batch Mode:

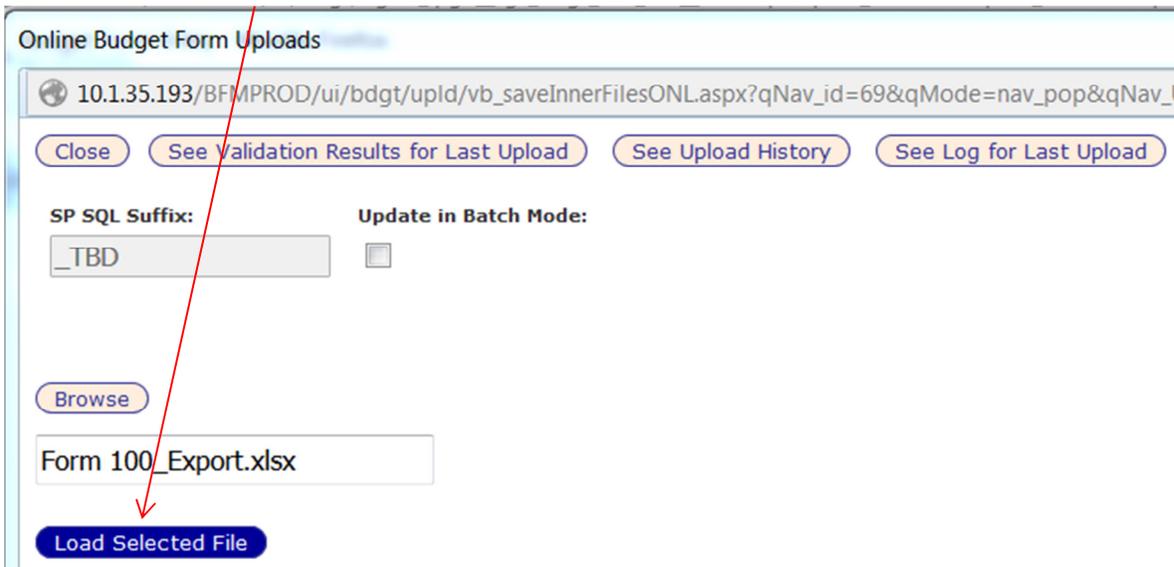
[Browse](#)

[Load Selected File](#)

Select Import file and click “Open”



Click on “Load Selected File” button



Import process successful if upload details are displayed in **black**.  
 Either click on “Close” button or the “X” button to move to “Budget Form Entry – Lines” screen.  
**Highly recommend** using the “Close” button.

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_UpIdID=41&qNav\_VldtFl=true&qNav\_Ty

Close See Validation Results for Last Upload See Upload History See Log for Last Upload 189 93 100 6101

SP SQL Suffix: Update in Batch Mode:  
 \_TBD

Browse

Form 100\_Export.xlsx

Load Selected File

Upload Details:

- Budget Form Definition: Form\_100
- Upload History ID: 947

Upload Statistics:

- 67 - XLS Records Read
- 67 - Records Staged for Validation
- 67 - Records Passed Validation and were Processed
- 0 - Records Failed Validation and were NOT Processed
- 0 - Severe Errors Issued
- 0 - Warning Errors Issued

NOTE:

- 67 records were imported from the Excel file selected. A listing of the records imported is provided below for your review. You can review the log, history, and validation messages using the inquiry screens on the prior page.

Org	Fund	Account	2016 Field Estimate	2016 Budget Office Estimate	Text
520301	10101	30101	0	0	
520301	10101	30101	0	0	

Note: Selecting the “X” button (top right hand corner of above screen) can result in data not refreshed/displayed in the “Budget Form Entry – Lines” even though import processed successfully.

Data entries #5 and #6 imported into the "Budget Form Entry – Lines" screen.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_inq3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6101&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	36101	0	0	0	0	0	0	
3	Edit	520301	10101	51101	639,400	494,000	491,909	1,000,000	0	1,000,000	Data entry #5
4	Edit	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
5	Edit	520301	10101	51103	40,800	38,400	38,373	39,900	0	39,900	Data entry #6
6	Edit	520301	10101	51104	83,700	69,700	64,423	0	0	0	
7	Edit	520301	10101	51105	4,200	3,500	3,540	0	0	0	
8	Edit	520301	10101	51107	77,000	59,700	58,631	0	0	0	
9	Edit	520301	10101	51109	7,100	6,700	6,700	0	0	0	
10	Edit	520301	10101	51201	8,100	3,800	3,660	0	0	0	
11	Edit	520301	10101	51202	600	0	280	0	0	0	
12	Edit	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 67 | Page: 1

Select "Magnifying Glass" to view Audit Trail for 520301/10101/51101 line.

Budget Form Expense Line History - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_inq3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=1498115&qNav\_HdrID=6101&qNav\_cd=100&qNav\_FundCd=10101&qNav\_OrgCd=520301&qNa

**Budget Form Expense Line History**

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Close | Export to Excel

Record Type	Stage Code	Posting Code	Fiscal Year	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTEST	2016	u1	10/14/2015 4:34:17 PM	1,000,000	Form uploaded value by user resulting in this delta value
User Entry	102	DEPTEST	2016	u1	10/13/2015 4:00:59 PM	-639,400	
User Entry	102	DEPTEST	2016	u1	10/13/2015 3:59:13 PM	639,400	
User Entry	102	DEPTEST	2016	u1	10/12/2015 4:15:07 PM	-630,000	Form deleted by user
User Entry	102	DEPTEST	2016	u1	9/29/2015 2:51:59 PM	630,000	
User Entry	102	clnt_txt3	2017	u1	10/14/2015 4:34:17 PM	0	Data entry #5
User Entry	102	clnt_txt3	2017	u1	10/13/2015 4:00:59 PM	0	
User Entry	102	clnt_txt3	2017	u1	10/13/2015 3:59:13 PM	0	Test Manual entry 1
User Entry	102	clnt_txt3	2017	u1	9/29/2015 2:51:59 PM	0	Test estimate

Records per page: 25 | Records: 9 | Page: 1

The 1,000,000 estimate and justification displayed separately in Line History screen.

## Import sample #2 - Invalid Dimension

Inserted a new line: 520301/10101/**30104**/50000 (**Invalid** account)

Updated existing line: 520301/10101/36101/10000 (Data entry #7)

	A	B	C	D	E	F
1	Org	Fund	Account	2016 Field Est	2016 Budget C	Text
2	520301	10101	30101	0	0	
3	520301	10101	30104	50000		Invalid account
4	520301	10101	36101	10000	0	Data entry #7
5	520301	10101	51101	1000000	0	Data entry #5
6	520301	10101	51102	12,000	-2,000	Test manual entry 2
7	520301	10101	51103	39899	0	Data entry #6
8	520301	10101	51104	0	0	
9	520301	10101	51105	0	0	
10	520301	10101	51107	0	0	

Select "Import Lines from Excel" to re-import.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_ln\_exp1.aspx?qNav\_id=6101&c

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | **Import Lines from Excel** | Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget
1	Edit   🔍	520301	10101	30101	0
2	Edit   🔍	520301	10101	36101	0
3	Edit   🔍	520301	10101	51101	639,400

Select "Browse" to choose revised import file and click on "Load Selected File."

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_

Close See Validation Results for Last Upload See Upload History See Log for Last Upload

SP SQL Suffix: Update in Batch Mode:

\_TBD

Browse

Form 100\_Export ver2.xlsx

Load Selected File

### Import Error

Import unsuccessful if upload details are in red; import data not posted to BFM DB.

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_UploadID=41&qNav\_VldtFI=true&qNav\_Ty

Close See Validation Results for Last Upload See Upload History See Log for Last Upload 189 93 100 6101

SP SQL Suffix: Update in Batch Mode:

\_TBD

Browse

Form 100\_Export ver2.xlsx

Load Selected File

Upload Details:

- Budget Form Definition: Form\_100
- Upload History ID: 950

Troubleshooting Suggestion:

- Validation Issued Warnings or Errors - review the Validation Log

Upload Statistics:

- 68 - XLS Records Read
- 68 - Records Staged for Validation
- 67 - Records Passed Validation and were Processed
- 1 - Records Failed Validation and were NOT Processed
- 2 - Severe Errors Issued
- 0 - Warning Errors Issued

NOTE:

- 68 records were imported from the Excel file selected but NO RECORDS WERE UPLOADED. Validation encountered severe errors with one or more data elements. A listing of the records imported is provided below for your review. Reports and screens are available to assist with correcting the problems.

Select 'See Validation Results for Last Upload' button to identify invalid entry and location.

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_L

Close **See Validation Results for Last Upload** See Upload History See Log for Last Upload

SP SQL Suffix:  Update in Batch Mode:

Browse

Form 100\_Export ver2.xlsx

Load Selected File

---

Upload Details:

- Budget Form Definition: Form\_100
- Upload History ID: 950

Troubleshooting Suggestion:

- Validation Issued Warnings or Errors - review the Validation Log

Upload Statistics:

- 68 - XLS Records Read
- 68 - Records Staged for Validation
- 67 - Records Passed Validation and were Processed
- 1 - Records Failed Validation and were NOT Processed

Invalid entry and location identified.

Upload Validation Message Table - Mozilla Firefox

10.1.35.193/BFMPROD/ui/sys/ogrid\_inq1\_sgs\_sys\_upld\_vldt\_msg.aspx?qNav\_ScrnCd=Form\_100&qNav\_UpIdID=189&qNav\_HdrID=6101&qM

**Upload Validation Message Details**

Record Actions:

Export to Excel

Upload Row	Column Name	Column Value	Severity	Error
2	Account	30104	Severe	The Account must be Active, Postable, and exist on the Account Table.
2	Account	30104	Severe	The account code on the upload row is not in the filter for this budget form.

Records per page: 25

- Records: 2 - Page: 1

### Import sample #3 – Import File with Blank Cell

Replaced 30104 (invalid account) with 30102 (valid account) but left cell +E3 blank.

	A	B	C	D	E	F	G
1	Org	Fund	Account	2016 Field Est	2016 Budget C	Text	
2	520301	10101	30101	0	0		
3	520301	10101	30102	50000		Data entry #8	
4	520301	10101	36101	10000	0	Data entry #7	
5	520301	10101	51101	1000000	0	Data entry #5	

A blank cell will also cause an unsuccessful import.

Re-import with blank cell:

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=

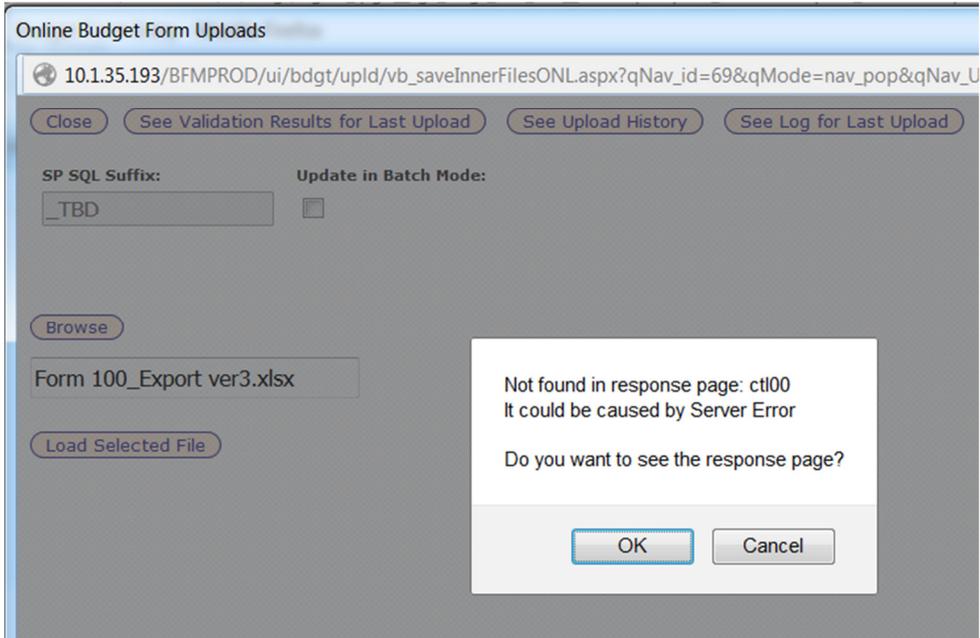
[Close](#) [See Validation Results for Last Upload](#) [See Upload History](#)

SP SQL Suffix:  Update in Batch Mode:

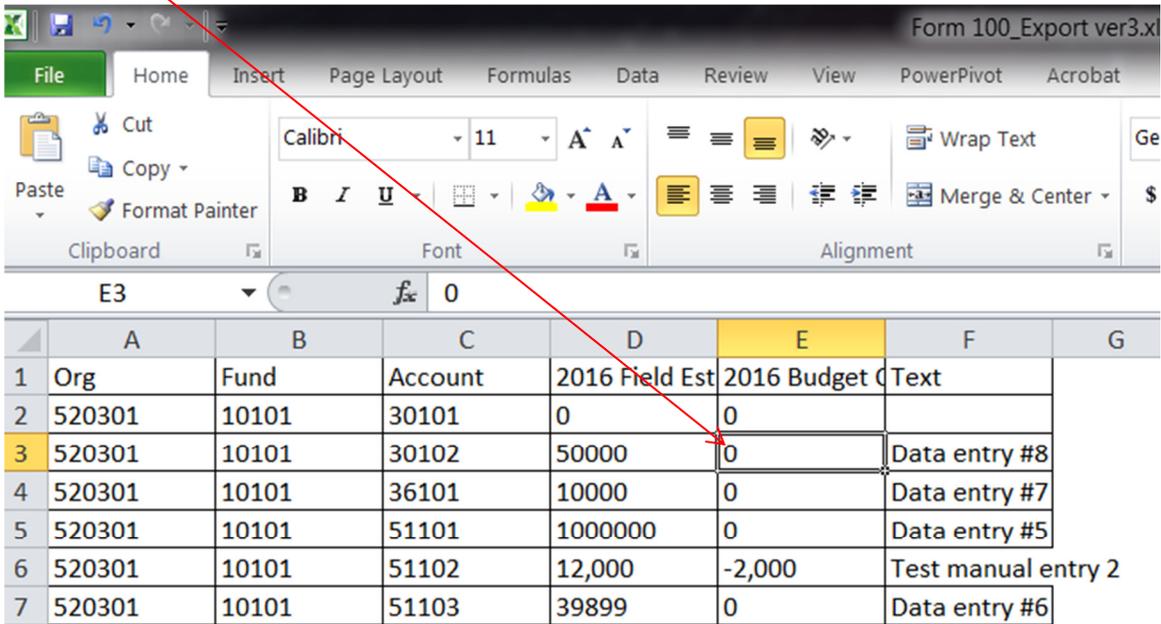
[Browse](#)

[Load Selected File](#)

Error message due to blank cell +E3



Enter a zero in blank cell, save file, and re-import.



Upload successful; results are in **black**.

Caution: closing following screen with clicking on “X” will not refresh import entries in following “Budget Form Entry Lines” screen.

Data entries #7 and #8 not displayed in following screen due to using “X” button in previous screen.

Click on the "Refresh" button.

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	36101	0	0	0	0	0	0	
3	Edit	520301	10101	51101	639,400	494,000	491,909	1,000,000	0	1,000,000	Data entry #5
4	Edit	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
5	Edit	520301	10101	51103	40,800	38,400	38,373	39,900	0	39,900	Data entry #6
6	Edit	520301	10101	51104	83,700	69,700	64,423	0	0	0	
7	Edit	520301	10101	51105	4,200	3,500	3,540	0	0	0	
8	Edit	520301	10101	51107	77,000	59,700	58,631	0	0	0	
9	Edit	520301	10101	51109	7,100	6,700	6,700	0	0	0	
10	Edit	520301	10101	51201	8,100	3,800	3,660	0	0	0	
11	Edit	520301	10101	51202	600	0	280	0	0	0	
12	Edit	520301	10101	51301	6,000	6,000	8,076	0	0	0	

Records per page: 25 | Records: 67 | Page: 1

The "Refresh" button will update input screen to display imported #7 & #8 imported estimates.

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	30102	0	0	0	50,000	0	50,000	Data entry #8
3	Edit	520301	10101	36101	0	0	0	10,000	0	10,000	Data entry #7
4	Edit	520301	10101	51101	639,400	494,000	491,909	1,000,000	0	1,000,000	Data entry #5
5	Edit	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
6	Edit	520301	10101	51103	40,800	38,400	38,373	39,900	0	39,900	Data entry #6
7	Edit	520301	10101	51104	83,700	69,700	64,423	0	0	0	
8	Edit	520301	10101	51105	4,200	3,500	3,540	0	0	0	
9	Edit	520301	10101	51107	77,000	59,700	58,631	0	0	0	
10	Edit	520301	10101	51109	7,100	6,700	6,700	0	0	0	
11	Edit	520301	10101	51201	8,100	3,800	3,660	0	0	0	
12	Edit	520301	10101	51202	600	0	280	0	0	0	

Records per page: 25 | Records: 68 | Page: 1

## Import sample #4 - Upload just One Line

Re-import revised file with just one new line.

Adding a new account not listed in existing Budget Lines form.

	A	B	C	D	E	F
1	Org	Fund	Account	2016 Field Est	2016 Budget Office Estimate	Text
2	520301	10101	30103	1000	0	Data entry #9
3						
4						

Re-import successful per upload details displayed in black.

Select "Close" button to refresh following "Budget Form Entry - Lines" screen.

Online Budget Form Uploads

Close See Validation Results for Last Upload See Upload History See Log for Last Upload 189 93 100 6101

SP SQL Suffix: Update in Batch Mode:

Browse

Form 100\_Export ver4.xlsx

Load Selected File

Upload Details:

- Budget Form Definition: Form\_100
- Upload History ID: 956

Upload Statistics:

- 1 - XLS Records Read
- 1 - Records Staged for Validation
- 1 - Records Passed Validation and were Processed
- 0 - Records Failed Validation and were NOT Processed
- 0 - Severe Errors Issued
- 0 - Warning Errors Issued

NOTE:

- 1 records were imported from the Excel file selected. A listing of the records imported is provided below for your review. You can review the log, history, and validation messages using the inquiry screens on the prior page.

Org	Fund	Account	2016 Field Estimate	2016 Budget Office Estimate	Text
520301	10101	30103	1000	0	Data entry #9

New line imported; entries #1 - #8 were not affected.

Budget Form Entry - Lines

Return to Form Header Export to Excel Import Lines from Excel Refresh

ID	Budget Form	Header Organization
6101	100	520300 - Budget Division

Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New Zero Out Screen Configuration Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	30102	0	0	0	50,000	0	50,000	Data entry #8
3	Edit	520301	10101	30103	0	0	0	1,000	0	1,000	Data entry #9
4	Edit	520301	10101	36101	0	0	0	10,000	0	10,000	Data entry #7
5	Edit	520301	10101	51101	639,400	494,000	491,909	1,000,000	0	1,000,000	Data entry #5
6	Edit	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
7	Edit	520301	10101	51103	40,800	38,400	38,373	39,900	0	39,900	Data entry #6

## Import sample #5 – Upload with Text Error (Apostrophe Symbol)

Import File will error out due to Cell +F8; text has apostrophe symbol.

	A	B	C	D	E	F	G
1	Org	Fund	Account	2016 Field Est	2016 Budget C	Text	
2	520301	10101	30101	0	0		
3	520301	10101	30102	50000	0	Data entry #8	
4	520301	10101	36101	10000	0	Data entry #7	
5	520301	10101	51101	1000000	0	Data entry #5	
6	520301	10101	51102	12,000	-2,000	Test manual entry 2	
7	520301	10101	51103	39899	0	Data entry #6	
8	520301	10101	51104	1000	0	Test Text's format	
9	520301	10101	51105	500	0	Test line symbol/	
10	520301	10101	51107	400	0	Test comma,	

Import Excel file to BFM:

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_UpldID=41&qNav\_Vld

[Close](#)
[See Validation Results for Last Upload](#)
[See Upload History](#)
[See Log for Last Upload](#)
189 93 100 6442

SP SQL Suffix: 
 Update in Batch Mode:

[Browse](#)

Form 100\_Export ver4.xlsx

[Load Selected File](#)

Error Message Received.

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_UpdID=41&qNav\_VldtFI=true&qNav\_TypeCd

Close See Validation Results for Last Upload See Upload History See Log for Last Upload 189 93 100 6442

SP SQL Suffix:  Update in Batch Mode:

Browse

Form 100\_Export ver4.xlsx

Load Selected File

**NOTE:**

- YOUR FILE CANNOT BE UPLOADED.**
- There was a problem with the import. Please check row 8 of the XLS file for formatting errors and blank cells. Once your excel file has been corrected, you may upload it into BFM.
- Please [click here](#) to proceed...

Org	Fund	Account	2016 Field Estimate	2016 Budget Office Estimate	Text
520301	10101	30101	0	0	
520301	10101	30102	50000	0	Data entry #8
520301	10101	36101	10000	0	Data entry #7
520301	10101	51101	1000000	0	Data entry #5
520301	10101	51102	12000	-2000	Test manual entry 2
520301	10101	51103	39899	0	Data entry #6
520301	10101	51104	1000	0	Test Text's format

Solution is to remove apostrophe symbol(s) in import file and re-import.

	A	B	C	D	E	F	G
1	Org	Fund	Account	2016 Field Est	2016 Budget	Text	
2	520301	10101	30101	0	0		
3	520301	10101	30102	50000	0	Data entry #8	
4	520301	10101	36101	10000	0	Data entry #7	
5	520301	10101	51101	1000000	0	Data entry #5	
6	520301	10101	51102	12,000	-2,000	Test manual entry 2	
7	520301	10101	51103	39899	0	Data entry #6	
8	520301	10101	51104	1000	0	Test Texts format	

Import Successful. Upload Details are displayed in **black**.

Online Budget Form Uploads

10.1.35.193/BFMPROD/ui/bdgt/upld/vb\_saveInnerFilesONL.aspx?qNav\_id=69&qMode=nav\_pop&qNav\_UpIdID=41&qNav

(Load Selected File)

Upload Details:

- Budget Form Definition: Form\_100
- Upload History ID: 999

Upload Statistics:

- 68 - XLS Records Read
- 68 - Records Staged for Validation
- 68 - Records Passed Validation and were Processed
- 0 - Records Failed Validation and were NOT Processed
- 0 - Severe Errors Issued
- 0 - Warning Errors Issued

NOTE:

- 68 records were imported from the Excel file selected. A listing of the records imported is provided below for your review the log, history, and validation messages using the inquiry screens on the prior page.

Org	Fund	Account	2016 Field Estimate	2016 Budget Office Estimate	Text
520301	10101	30101	0	0	
520301	10101	30102	50000	0	Data entry #8
520301	10101	36101	10000	0	Data entry #7
520301	10101	51101	1000000	0	Data entry #5
520301	10101	51102	12000	-2000	Test manual entry 2
520301	10101	51103	39899	0	Data entry #6
520301	10101	51104	1000	0	Test Texts format
520301	10101	51105	500	0	Test line symbol/
520301	10101	51107	400	0	Test comma,

You can manually enter an apostrophe symbol in the Budget Form Entry –Lines screen.

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_pg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6442&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
6442	100	520300 - Budget Division

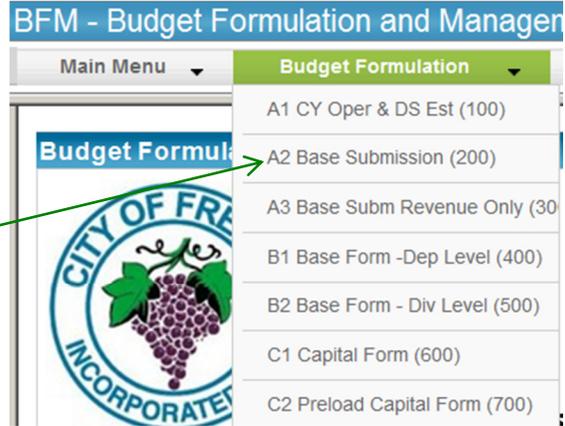
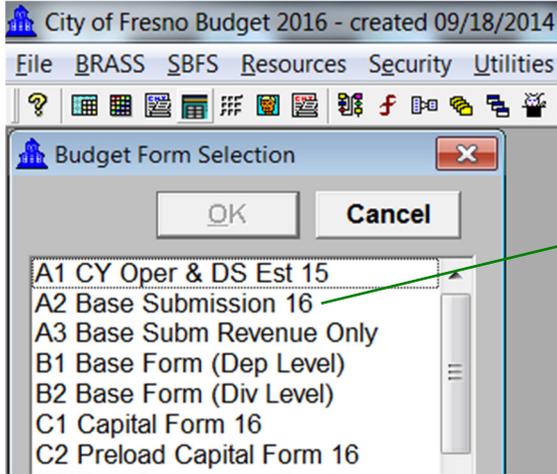
Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	30102	0	0	0	50,000	0	50,000	Data entry #8
3	Edit	520301	10101	30103	0	0	0	1,000	0	1,000	Data entry #9
4	Edit	520301	10101	36101	0	0	0	10,000	0	10,000	Data entry #7
5	Edit	520301	10101	51101	639,400	494,000	491,909	1,000,000	0	1,000,000	Data entry #5
6	Edit	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
7	Edit	520301	10101	51103	40,800	38,400	38,373	39,900	0	39,900	Data entry #6
8	Edit	520301	10101	51104	83,700	69,700	64,423	1,000	0	1,000	Test Text's format

# Form Comparison between BRASS and BFM

Forms available to citywide departments →

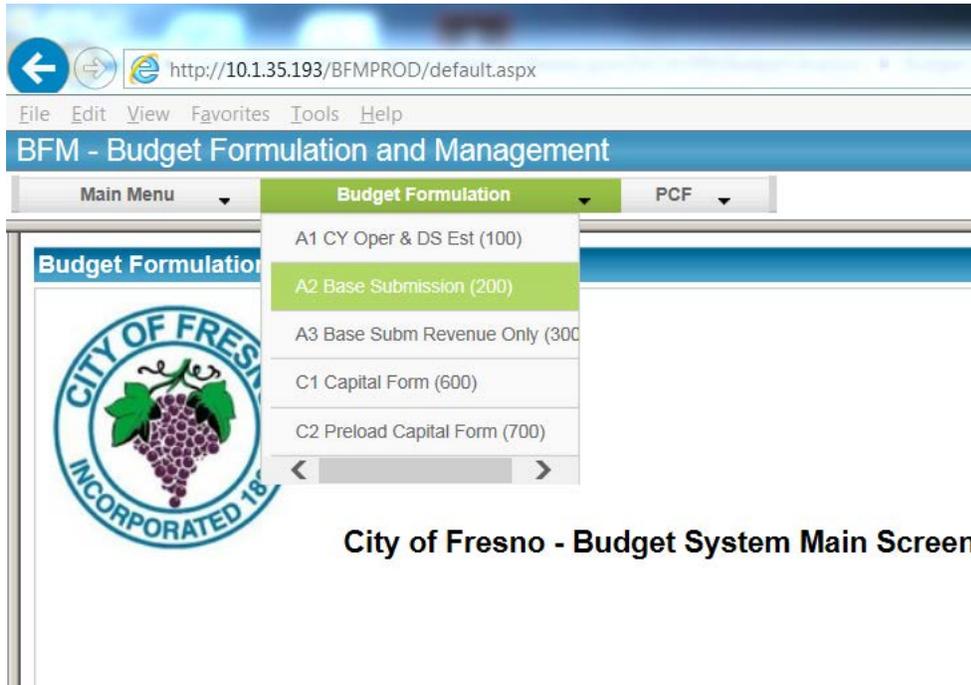


## Select a A2 Base Submission (200) Form

Move cursor and highlight “Budget Formulation” tab.

Move cursor to “A2 Base Submission (200)” Form to enter your FY 2017 operating & DS revenue and expenses.

Click on Form 200.



Form 200 is list instances (equivalent to serials in BRASS) by division. Divisions listed will be based on your User org access rights. **New Printscreen**

Form Definition	Form Instance	Instance Name	Stage	Organization	Form Rows	Last Update	Last User	Actions
200	7150	52-Accounting Division	202	520200	1	12/15/2015	fin	<a href="#">Header</a>   <a href="#">Detail</a>
200	7151	52-Budget Division	202	520300	16	12/14/2015	henry.fierro	<a href="#">Header</a>   <a href="#">Detail</a>
200	7152	52-Business License/UB&C Division	202	520400	0	12/8/2015	U1	<a href="#">Header</a>   <a href="#">Detail</a>
200	7153	52-Finance Administration Division	202	520100	0	12/8/2015	U1	<a href="#">Header</a>   <a href="#">Detail</a>
200	7154	52-Graphic Reproduction Services	202	520900	0	12/8/2015	U1	<a href="#">Header</a>   <a href="#">Detail</a>
200	7155	52-Purchasing Division	202	520800	0	12/8/2015	U1	<a href="#">Header</a>   <a href="#">Detail</a>

## Select a Division

Select a division by either clicking on the “Header” or “Detail” button. Note the “Detail” button will take you directly to the data entry screen bypassing the stage and various tab screens. New Printscreen

Base Submission

Quick Search: 52 | Show Advanced Filters

Record Actions: Add New | Export to Excel

Form Definition	Form Instance	Instance Name	Stage	Organization	Form Rows	Last Update	Last User	Actions
200	7150	52-Accounting Division	202	520200	1	12/15/2015	fin	Header   Detail
200	7151	52-Budget Division	202	520300	16	12/14/2015	henry.fierro	Header   Detail
200	7152	52-Business License/UB&C Division	202	520400	0	12/8/2015	U1	Header   Detail
200	7153	52-Finance Administration Division	202	520100	0	12/8/2015	U1	Header   Detail
200	7154	52-Graphic Reproduction Services	202	520900	0	12/8/2015	U1	Header   Detail
200	7155	52-Purchasing Division	202	520800	0	12/8/2015	U1	Header   Detail

## Stage Verification

No need to change the stage; this will be centrally administrated. Move cursor and Click on “Continue.”

Edit Budget Form - Stage Verification

Page Actions: Cancel

Form ID	Form Definition	Definition Name	Current Stage
7151	200	Base Submission	202

Edit Budget Form - Stage Verification

Stage Verification: System Maintained

Stage:\* 202 - CSL

Continue

## Four tabs for an Instance

1. Header Detail - Read-only view of the Instance's specifics (i.e., name and number for Form and organization).
2. Attachments - Tab allows for supporting documents associated with data entry calculations for specific Instance (i.e., 520300).
3. System Maintained - Provides time and user access for specific Instance (i.e., identifies which User ID last updated Form).
4. **Budget** - Access to data entry screen

**Edit Budget Form Instance**

Page Actions: [Comment History](#) [Enter a Comment](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	7151	200	Base Submission	520300

**Budget Form Header Dimensions**

Stage Code:\*  Header Organization:  [Save](#)

CSL [Budget Division](#)

Header Detail **Budget** Attachments System Maintained

Name:\*

## Budget Form Entry Lines screen

**Budget Form Entry -- Webpage Dialog**

[Return to Form Header](#) [Export to Excel](#) [Import Lines from Excel](#) [Refresh](#)

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search:

Record Actions: [Add New](#)

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	<a href="#">Edit</a>	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	<a href="#">Edit</a>	520301	10101	51401	3,800	800	800	0	0	800	
4	<a href="#">Edit</a>	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	<a href="#">Edit</a>	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	<a href="#">Edit</a>	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	<a href="#">Edit</a>	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	<a href="#">Edit</a>	520301	10101	53302	5,000	5,000	5,000	0	0	5,000	
9	<a href="#">Edit</a>	520301	10101	53303	2,000	2,000	2,000	0	0	2,000	
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	0	500	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

Records per page: 25 [Records: 44](#) - Page: 1

## Instance layout

Three types of columns-Dimension, Read-only, and Data entry.

**Dimension** columns: org/section, fund, and account; data saved for selected dimension combination.

**Read-only** columns: 2016 Adopted Budget, 2017 Initial Base Budget, 2017 Request Base, and 2017 Department Submission.

**Data entry and Text** columns: 2017 Adjustments and 2017 One-Times.

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	<a href="#">Edit</a>	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	<a href="#">Edit</a>	520301	10101	51401	3,800	800	800	0	0	800	
4	<a href="#">Edit</a>	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	<a href="#">Edit</a>	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	<a href="#">Edit</a>	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	<a href="#">Edit</a>	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	<a href="#">Edit</a>	520301	10101	53302	5,000	5,000	5,000	0	0	5,000	
9	<a href="#">Edit</a>	520301	10101	53303	2,000	2,000	2,000	0	0	2,000	
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	0	500	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

Note that 2017 data entry needs to be segmented between the two data columns.

- Enter revenue and appropriation **reclassifications** between accounts in the **2017 Adjustments** column.
- Enter **new requests** above base budgets in the **2017 One-Times** column.

Navigational buttons include:

1. Return to Form Header: Takes you back to previous screen.
2. Export screen to Excel: Can you be used to create a template to import data entry.
3. Import Lines from Excel: Starts import process from Excel to current data entry screen.
4. Refresh: updates data entry columns per import process.
5. Quick Search.

The screenshot shows a web browser window titled "Budget Form Entry - Webpage Dialog". At the top, there are four buttons: "Return to Form Header", "Export to Excel", "Import Lines from Excel", and "Refresh". Below these is a table with columns "ID", "Budget Form", and "Header Organization", containing one row with values 7151, 200, and 520300 - Budget Division. A "Quick Search:" section has a text input field. Below that is a "Record Actions:" section with an "Add New" button. The main part of the interface is a large table with 12 rows and 12 columns. The columns are: Row, Modify Data, Org, Fund, Account, 2016 Amended Budget, 2017 Initial Base Budget, 2017 Request Base, 2017 Adjustments, 2017 One-Times, 2017 Department Submission, and Budget Line Text. Each row contains numerical data, and the "Modify Data" column has an "Edit" button. At the bottom left, it says "Records per page: 25" and at the bottom right, "Records: 44 - Page: 1 of 1".

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	Edit	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	Edit	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	Edit	520301	10101	51401	3,800	800	800	0	0	800	
4	Edit	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	Edit	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	Edit	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	Edit	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	Edit	520301	10101	53302	5,000	5,000	5,000	0	0	5,000	
9	Edit	520301	10101	53303	2,000	2,000	2,000	0	0	2,000	
10	Edit	520301	10101	54303	500	500	500	0	0	500	
11	Edit	520301	10101	54305	100	100	100	0	0	100	
12	Edit	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

6. Add new Lines: Create a new line if you don't see a specific dimension combination.

## Operating & DS Data Entry

Updating this screen can be completed either by manual entry or through an import process.

### Accounts not available for data entry

As practiced in the BRASS Base Submission form, the following accounts will not be allowed to be updated through form 200 or 300. The personnel accounts listed below will be updated through PCF. Account 51101, 51102, 51104, 51105, 51106, 51107, 51108, 51109, 51190, 51201, 51202, 58028, 58030, 58033, 58034, 58037, 58040, 58101, 58199, 58200, and 45900.

### Manual Line Entry

Manual data entry can be made by double clicking on targeted line or clicking on a line's "Edit" button. For example, a negative 1000 entry made in row 8 and an offsetting positive 1000 entry made in row 9. Similar to the Estimate form, enter your data entries rounded to the nearest \$100 with no "\$" sign or "," commas. BFM will automatically round data entry if entered as whole numbers.

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One Times	2017 Department Submission	Budget Line Text
1	EDIT	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	EDIT	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	EDIT	520301	10101	51401	3,800	800	800	0	0	800	
4	EDIT	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	EDIT	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	EDIT	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	EDIT	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	Modify	520301	10101	53302	5,000	5,000	5,000	-1000	0	5,000	Reclass to 53303
9	Cancel	520301	10101	53303	2,000	2,000	2,000	1000	0	2,000	Reclass from 53302
10	EDIT	520301	10101	54303	500	500	500	0	0	500	
11	EDIT	520301	10101	54305	100	100	100	0	0	100	
12	EDIT	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

Targeted line identified as "Modify." This line is in red pending on clicking the "Save All" button. Note: Modified line(s) **will be lost** if BFM User leaves viewed page by arrow or scroll bar before saving. Click "Save All" to post entry into the BFM Database.

Reclassification entries saved and posted to 2017 Department Submission column; line color changes to black signifying it has been saved.

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One Times	2017 Department Submission	Budget Line Text
1	EDIT	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	EDIT	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	EDIT	520301	10101	51401	3,800	800	800	0	0	800	
4	EDIT	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	EDIT	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	EDIT	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	EDIT	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	EDIT	520301	10101	53302	5,000	5,000	5,000	-1,000	0	4,000	Reclass to 53303
9	EDIT	520301	10101	53303	2,000	2,000	2,000	1,000	0	3,000	Reclass from 53302
10	EDIT	520301	10101	54303	500	500	500	0	0	500	
11	EDIT	520301	10101	54305	100	100	100	0	0	100	
12	EDIT	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

## Data Entry through “Edit” button

The follow is an example of entering data through a line’s “Edit” button.

Budget Form Entry -- Webpage Dialog

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	<a href="#">Edit</a>	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	<a href="#">Edit</a>	520301	10101	51401	3,800	800	800	0	0	800	
4	<a href="#">Edit</a>	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	<a href="#">Edit</a>	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	<a href="#">Edit</a>	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	<a href="#">Edit</a>	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	<a href="#">Edit</a>	520301	10101	53302	5,000	5,000	5,000	-1,000	0	4,000	Reclass to 53303
9	<a href="#">Edit</a>	520301	10101	53303	2,000	2,000	2,000	1,000	0	3,000	Reclass from 53302
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	0	500	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

Records per page: 25 | Records: 44 | Page: 1

Sample entry made through the “Edit Budget Form Line.” Click on the “Update” button to save the entry.

Edit Budget Form Line

Page Actions:  
Close

Actions	Form ID	Organization	Fund	Account
	7151	520301-Budget Program	10101-General Fund	54303-Service Contracts-Office

Edit Data

[Update](#) [Cancel](#)

2017 Adjustments:  Original Amount:  Audit Text:

2017 One-Times:  Original Amount:  Audit Text:

The sample entry of 265 rounded and saved as 300 to reflect a total line budget of 800.

Budget Form Entry -- Webpage Dialog

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	<a href="#">Edit</a>	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	<a href="#">Edit</a>	520301	10101	51401	3,800	800	800	0	0	800	
4	<a href="#">Edit</a>	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	<a href="#">Edit</a>	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	<a href="#">Edit</a>	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	<a href="#">Edit</a>	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	<a href="#">Edit</a>	520301	10101	53302	5,000	5,000	5,000	-1,000	0	4,000	Reclass to 53303
9	<a href="#">Edit</a>	520301	10101	53303	2,000	2,000	2,000	1,000	0	3,000	Reclass from 53302
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	300	800	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

Records per page: 25 | Records: 1 - Page: 1

Following example shows how to increase row 10 line budget from 800 to 1,000, a 200 increase.

- Enter 500 as your revised “2017 One-Times” entry, which is 200 above the original amount.
- Click on Update to post the entry.

Edit Budget Form Line

Record Actions:  
Close

Actions	Form ID	Organization	Fund	Account
	7151	520301-Budget Program	10101-General Fund	54303-Service Contracts-Offic

Edit Data

[Update](#) [Cancel](#)

2017 Adjustments:  Original Amount:  Audit Text:

2017 One-Times:  Original Amount:  Audit Text:

Row 10 now reflects a line item budget of 1,000.

Budget Form Entry -- Webpage Dialog

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	<a href="#">Edit</a>	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	<a href="#">Edit</a>	520301	10101	51401	3,800	800	800	0	0	800	
4	<a href="#">Edit</a>	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	<a href="#">Edit</a>	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	<a href="#">Edit</a>	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	<a href="#">Edit</a>	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	<a href="#">Edit</a>	520301	10101	53302	5,000	5,000	5,000	-1,000	0	4,000	Reclass to 53303
9	<a href="#">Edit</a>	520301	10101	53303	2,000	2,000	2,000	1,000	0	3,000	Reclass from 53302
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	500	1,000	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

Records per page: 25 | Records: 1 - Page: 1

## Budget Form Expense Line History

Click on "Magnifying Glass" to view Detail Line History (Audit Trail).

Budget Form Entry -- Webpage Dialog

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	<a href="#">Edit</a>	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	<a href="#">Edit</a>	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	<a href="#">Edit</a>	520301	10101	51401	3,800	800	800	0	0	800	
4	<a href="#">Edit</a>	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	<a href="#">Edit</a>	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	<a href="#">Edit</a>	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	<a href="#">Edit</a>	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	<a href="#">Edit</a>	520301	10101	53302	5,000	5,000	5,000	-1,000	0	4,000	Reclass to 53303
9	<a href="#">Edit</a>	520301	10101	53303	2,000	2,000	2,000	1,000	0	3,000	Reclass from 53302
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	500	1,000	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

Records per page: 25 | Records: 1 - Page: 1

Sample of Budget Form Expense Line History  
Data entry and justification displayed as two separate lines.

Budget Form Expense Line History -- Webpage Dialog

**Budget Form Expense Line History**

Quick Search: Enter search criteria here... [Show Advanced Filters](#)

Record Actions: [Close](#) [Export to Excel](#)

Record Type	Stage Code	Posting Code	Fiscal Year	Last User	Updated	Amount	Amount Justification / Comments
ser Entry	202	BUDGET1X	2017	fin	12/11/2015 11:24:39 PM	200	Added an additional \$200 to reflect approval a total line Budget of \$1,000.
ser Entry	202	BUDGET1X	2017	fin	12/11/2015 10:46:21 PM	300	Request new funding to cover contractual rate increase

Records per page: 25 - Records: 2 - Page: 1

Click "Close" button to return to "Budget Form Entry – Lines" screen.

### Adding a new line item

Account 55801 (Training) not found Budget Form Entry screen per Quick Search.

Budget Form Entry -- Webpage Dialog

[Return to Form Header](#) [Export to Excel](#) [Import Lines from Excel](#) [Refresh](#)

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search: 55801

Record Actions: [Add New](#)

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
There are no records available.											

Records per page: 25 - Records: 0 - Page: 1

Select the "Add New" button to insert a new line item.

Enter org, fund, account, budgeted amount, and audit text by selecting the respective magnifying glasses.

Create New Budget Form Line

Page Actions: [Close](#)

Actions	Form ID	Form Definition
	7151	200

Add Data

Org Code:\* Fund Code:\* Account:\*

2017 Adjustments: 0 Original Amount: 0 Audit Text:

2017 One-Times: 0 Original Amount: 0 Audit Text:

Sample of org selection. Click on org code, then click on "Select" button.

Quick Search:

Code selected: 520301 **Select**

Select	Code	Name
<input checked="" type="checkbox"/>	520301	Budget Program
<input type="checkbox"/>	520302	Management Studies Division
<input type="checkbox"/>	520303	CDBG
<input type="checkbox"/>	520304	Internal Audit

Records: 1 - 4 of 4 - Pages: <<< << 1 >> >>>

Note the selection screens for fund and account are similar to the above org screen.

The following shows the org, fund, and account selected as well as a "One-Time" entry of 2000 with corresponding audit text.

Select "Insert" to save or post entry.

Page Actions: **Close**

Actions	Form ID	Form Definition
	7151	200

Add Data

Org Code:\* 520301 Fund Code:\* 10101 Account:\* 55801 **Insert** **Cancel**

2017 Adjustments: 0 Original Amount: 0 Audit Text:

2017 One-Times: 2000 x Original Amount: 0 Audit Text: 2 analysts at \$2,000 to attend GFOA training session.

A 2,000 entry has been saved under the "2017 One-Times" and the "2017 Department Submission" columns.

Return to Form Header Export to Excel Import Lines from Excel Refresh

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search: 55801

Record Actions: **Add New**

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
13	<b>Edit</b>	520301	10101	55801	0	0	0	0	2,000	2,000	

Records per page: 25 - Records: 1 - Page: <<< << 1 >> >>>

You have been given approval to increase this line item (520301/10101/55801) budget to 3,000. Since there is a new line and it did not have a 2017 Initial Budget Base Budget, you'll need to enter the absolute or 3,000. Click the "Update" button to save.

**Edit Budget Form Line**

Original Amount: 0

2017 One-Times: 3000

Original Amount: 2,000

Audit Text: Add an additional \$1,000 for a total of \$3,000 to fund a third analyst to attend GFOA conference.

The line item (520301/10101/55801) now reflects a 3,000 budget under "2017 One-Times" and "2017 Department Submission" columns.

Budget Form Entry -- Webpage Dialog

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

Quick Search: Enter search criteria here...

Record Actions: Add New

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	500	1,000	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	
13	<a href="#">Edit</a>	520301	10101	55801	0	0	0	0	3,000	3,000	

## Data Entry by Import Function

In the “Budget Form Entry – Lines” screen, select “Export to Excel” to create an import template.

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
10	<a href="#">Edit</a>	520301	10101	54303	500	500	500	0	500	1,000	
11	<a href="#">Edit</a>	520301	10101	54305	100	100	100	0	0	100	
12	<a href="#">Edit</a>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	
13	<a href="#">Edit</a>	520301	10101	55801	0	0	0	0	3,000	3,000	

Depending on the internet browser you use, you can receive different download boxes. Below is received through Internet Explorer. Select “Open” button to create Excel template.

Name	Location	Actions
Form_200_Exp...xls 10.1.35.193	15.1 KB	Do you want to open or save this file? Open Save
WEBLIB_QUERY.ISCR...xls hrms.fresno.gov	02 PS HRMS	Open
151116 PS CM...xls financials.fresno.gov	300 KB 01 Chart Maint Forms	Open
151116 PS CM...xls financials.fresno.gov	149 KB 01 Chart Maint Forms	Open
151116 PS CM...xls	153 KB 01 Chart Maint Forms	

Excel template will display dimension columns (i.e., org, fund, and account) and the data entry columns (i.e., 2016 Field Estimate and 2016 Budget Office Estimate).

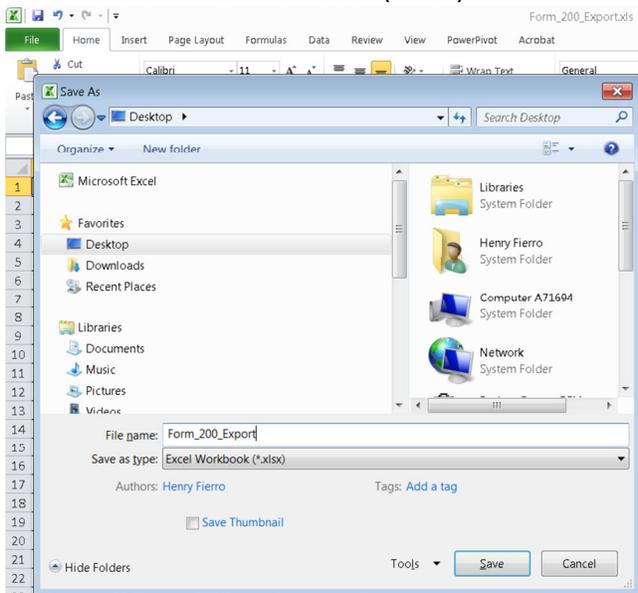
	A	B	C	D	E	F	G	H	I
1	Org	Fund	Account	2017 Adjustm	2017 One-Tim	Text			
2	520301	10101	51103	0	0				
3	520301	10101	51301	0	0				
4	520301	10101	51401	0	0				
5	520301	10101	51404	0	0				
6	520301	10101	52302	0	0				
7	520301	10101	52601	0	0				
8	520301	10101	52901	0	0				
9	520301	10101	53302	-1,000	0	Reclass to 53303			
10	520301	10101	53303	1,000	0	Reclass from 53302			
11	520301	10101	54303	0	500				
12	520301	10101	54305	0	0				
13	520301	10101	54411	0	0				
14	520301	10101	55801	0	3,000				
15	520301	10101	55804	0	0				

Save template to your PC. For example:

Location: Desktop

File Name: Form 200\_Export

File Extension: Excel Workbook (\*.xlsx)



## Import Example

A negative 2,000 entered in an existing line item as "2017 Adjustment" for 520301/10101/51103.  
 Added a new line item with a positive 2,000 entered as "2017 Adjustment" for 520301/10101/51501.  
 Save file with updates.

	A	B	C	D	E	F	G
1	Org	Fund	Account	2017 Adjustm	2017 One-Tim	Text	
2	520301	10101	51103	-2000	0	Test upload	
3	520301	10101	51301	0	0		
4	520301	10101	51401	0	0		
5	520301	10101	51404	0	0		
6	520301	10101	51501	2000	0	Test adding new line	
7	520301	10101	52302	0	0		
8	520301	10101	52601	0	0		
9	520301	10101	52901	0	0		
10	520301	10101	53302	-1,000	0	Reclass to 53303	
11	520301	10101	53303	1,000	0	Reclass from 53302	
12	520301	10101	54303	0	500		

Go to 520300 Budget Data entry screen.  
 Select "Import Lines from Excel" to begin import process.

Budget Form Entry -- Webpage Dialog

Return to Form Header | Export to Excel | **Import Lines from Excel** | Refresh

ID	Budget Form	Header Organization
7151	200	520300 - Budget Division

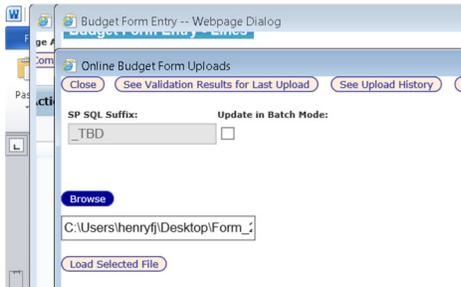
Quick Search:

Record Actions:

Row	Modify Data	Org	Fund	Account	2016 Amended Budget	2017 Initial Base Budget	2017 Request Base	2017 Adjustments	2017 One-Times	2017 Department Submission	Budget Line Text
1	<input type="button" value="Edit"/>	520301	10101	51103	40,800	38,800	38,800	0	0	38,800	
2	<input type="button" value="Edit"/>	520301	10101	51301	6,000	6,000	6,000	0	0	6,000	
3	<input type="button" value="Edit"/>	520301	10101	51401	3,800	800	800	0	0	800	
4	<input type="button" value="Edit"/>	520301	10101	51404	2,000	1,800	1,800	0	0	1,800	
5	<input type="button" value="Edit"/>	520301	10101	52302	18,600	18,600	18,600	0	0	18,600	
6	<input type="button" value="Edit"/>	520301	10101	52601	6,800	6,800	6,800	0	0	6,800	
7	<input type="button" value="Edit"/>	520301	10101	52901	9,600	3,900	3,900	0	0	3,900	
8	<input type="button" value="Edit"/>	520301	10101	53302	5,000	5,000	5,000	-1,000	0	4,000	Reclass to 53303
9	<input type="button" value="Edit"/>	520301	10101	53303	2,000	2,000	2,000	1,000	0	3,000	Reclass from 53302
10	<input type="button" value="Edit"/>	520301	10101	54303	500	500	500	0	500	1,000	
11	<input type="button" value="Edit"/>	520301	10101	54305	100	100	100	0	0	100	
12	<input type="button" value="Edit"/>	520301	10101	54411	230,800	221,600	221,600	0	0	221,600	

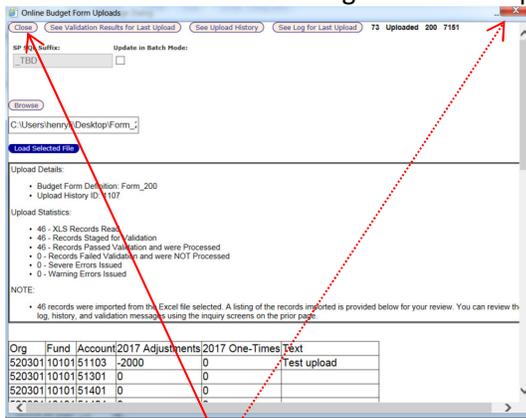
Records per page: 25 | Records: 45 | Page: 1

Click "Browse" button to select import file.



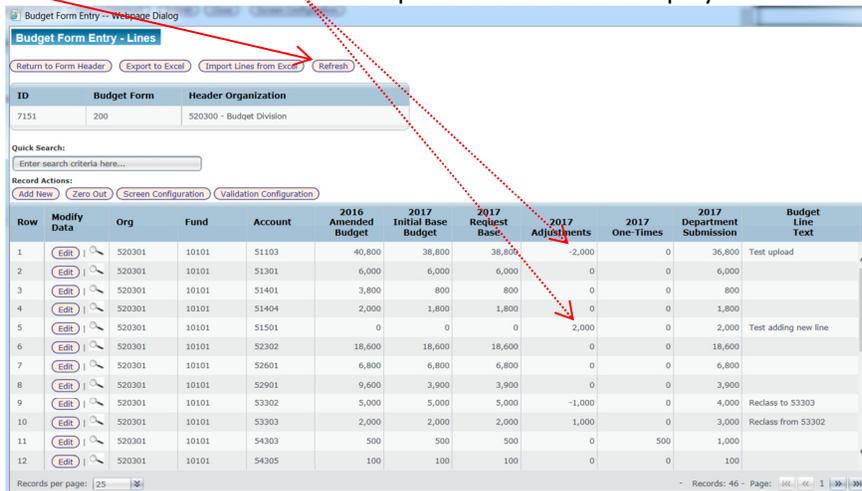
Select "Load Selected File"

Results are in black indicating successful import into the "Budget Form Entry-Lines" screen.



Note: Use the "Close" button to refresh the following "Budget Form Entry-Lines" screen. Otherwise, selecting the "X" button can result in data not refreshed/displayed in the "Budget Form Entry – Lines" even though import processed successfully.

"Budget Form Entry – Lines" screen updated. If "X" button used in previous screen, click on the "Refresh" button. The two example entries are now displayed and saved in following screen.



## **Potential Causes for Import Process to error out.**

Potential causes as summarized below are not unique to a specific form. The following errors can affect the A1 CY Oper and DS (100), A2 Base Submission (200), A3 Base Sum Revenue Only (300), or the Preload Capital Form (700). Refer to the import process for Estimate Form 100 section to review print screens potential errors that can cause the import process to error out in any of these forms. Note that if an error does occur, the import details screen will be displayed in red and no data will post to targeted budget data entry screen.

### **Potential Error #1- Invalid Dimension**

Inactive or transposed dimension(s) will create an import error. For example Org = 349901 (transposed) instead of 439901 (valid), or account mistyped as 30104 (Invalid) instead of 30102 (valid).

### **Potential Error #2 – Import File with Blank Cell(s)**

A blank cell(s) in the import Excel file will also cause an unsuccessful import.

### **Potential Error #3 – Upload with Text Error (Apostrophe Symbol)**

Entering an apostrophe symbol in the text description will result in an unsuccessful import as well.

## **BUDGET PROCEDURES MANUAL (BPM)**

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### **City Manager & BMSD Project Costing Policy**

For Capital Project Budgeting & Tracking – Project Managers (PrjMgrs) are identified for each Capital Project. Within the parameters and direction set by the City Manager, Department Heads, Division Managers and BMSD, the Project Managers are responsible for the fiscal and physical management of their project(s).

With assistance as required, Project Managers are responsible for planning, managing, monitoring, and reporting on project activities. They are expected to ensure the validity of transaction data and its consistency with financial accounting and budgetary requirements to include: Working with BMSD to make sure only currently active structure is available for transaction input; that Standard Capital Activities are used; and, that non-Standard Capital Activities are only used following identification of specific needs and with BMSD approval.

Tools used in the Capital Project Budgeting and Management process should be consistent with the City's choice to use PeopleSoft Project Costing and the BFM budgeting system. While a variety of tools like Access, Excel, MS Projects, etc. are appropriate in the overall process, Departments, BMSD, and ISD should work together to minimize redundancy and optimize the effectiveness of Capital Project Management.

All new Capital Projects require BMSD approval both during and outside the annual budget building process. These new projects will be created using Standard Capital Activities with non-Standard activities allowable with BMSD approval.

Project Managers or other department staff is required to communicate the inactivation or closure of existing Capital Projects.

#### ***Capital Budgeting in BRASS***

Capital budgets are created in BFM using a combination of PeopleSoft (PS), General Ledger (GL) and Project Costing (PC) structure. The budget build will create the Appropriation Control budget for Capital Orgs, Funds and Projects. The Capital Project budgets go through the scrutiny of the Budget Division, City Manager, Mayor and Council along with the Operating budgets. Once adopted, Capital Project budgets are exported to the PS PC module in detail and summary formats.

The PS PC Module is used to capture cost details, provide cost and revenue matching for grants, and to facilitate managerial analysis of activities for operating and capital activities. BFM has been developed to provide a Project Costing environment for Capital Projects budgeting that is consistent with GL Fund, Accounting and Appropriation Control. The building of capital budgets in BFM includes the requirement of identifying a minimum of Fund-Org-Account-Activity detail, with the capability for budgeting down to the Resource Type detail, and provisions of notation areas for reference and description.

*PeopleSoft appropriation control of expenditures will be at the project level*

If a project has insufficient funds for expenditure, payment requests will be rejected by PS. The practical effect of this change is that departments are required to use an Appropriation Transfer (AT) form to move funds from one project to another within the same fund/org.

## BUDGET PROCEDURES MANUAL (BPM)

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### City Manager & BMSD Project Costing Policy

Existing elements of Fund, Org, Account, and Activity will be required for each capital project. This information should only be entered once for each project. The supplemental information of Project Descriptions, Council District, General Plan Area, Function and Status will be entered via the Information Edit Screen in BFM.

#### ***Financial Information***

Accurate estimation of revenues and expenditures will provide the best possible information about the financial situation of your organization for the upcoming fiscal year. The budget for the upcoming fiscal year will be constructed using the PeopleSoft structure. Expenditure and revenue summary reports that include expenses, encumbrances, and projection columns are available through the COF Reports option of the PeopleSoft Financials. Contact Finance for questions related to access, structure or column calculations.

#### ***General Navigation in BFM Capital***

**Year 1 (FY 2017)** – Input amount rounded to nearest \$100 requested. Starting with a \$0 base for each project, detail accounts should be used. Detailed instructions on utilizing the forms can be found under the Capital Budgeting Form— C2 Preload Capital Form (700) in this book.

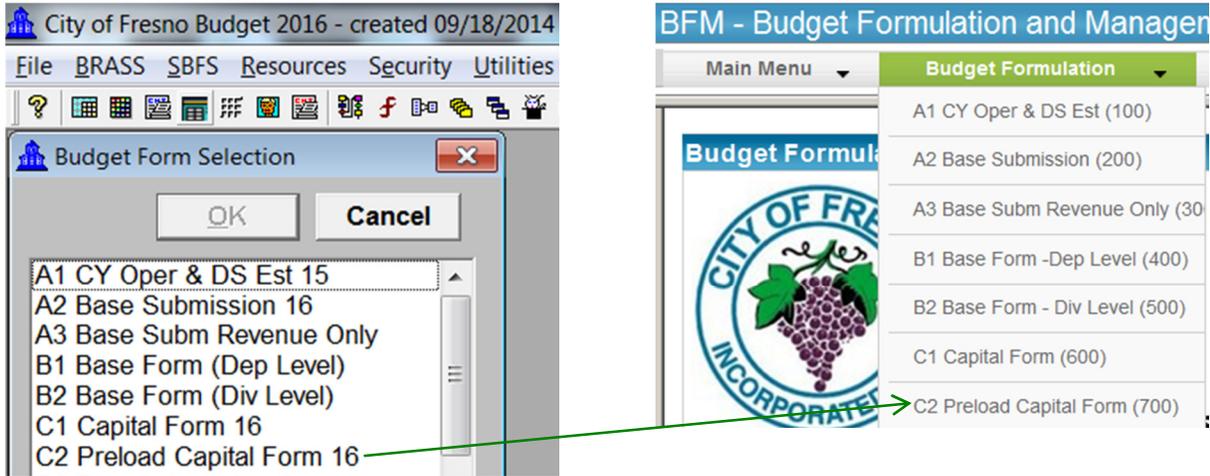
**Year 2 through Year 5 (FY 2016 through FY 2019)** – Input amount rounded to nearest \$100 planned. Detailed instructions on utilizing the forms can be found under the Capital Budgeting Form— Capital Form (700) in this book.

#### ***Supplemental Information***

The format of the capital presentation will require that some additional information be obtained related to each project. This process has not yet been finalized as of the publishing of this document, further direction will be provided by the Budget and Management Studies Division at a later time.

## Form Comparison between BRASS and BFM

Forms available to citywide departments →



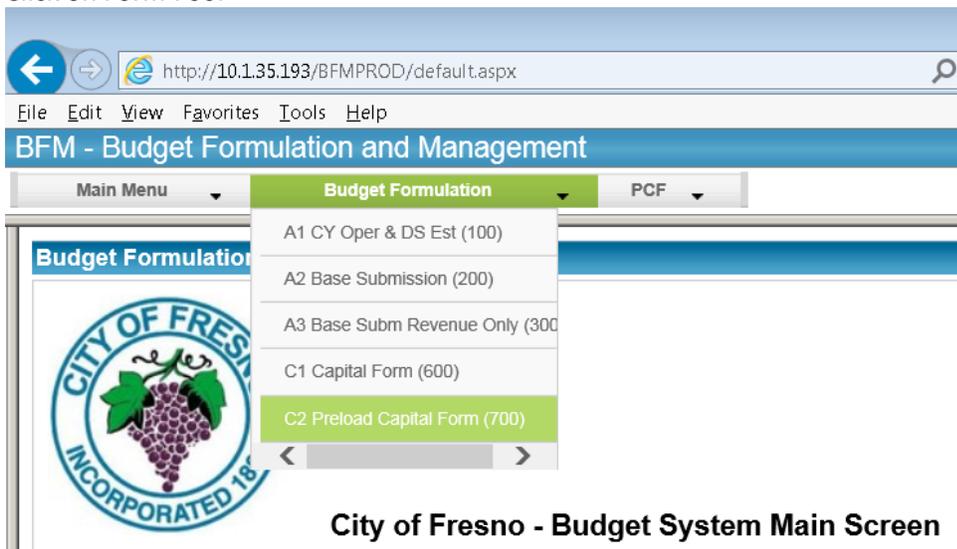
**Note:** Do not use C1 Capital Form (600) if displayed. Form 600 was part of the testing process.

## Select the C2 Preload Capital Form (700)

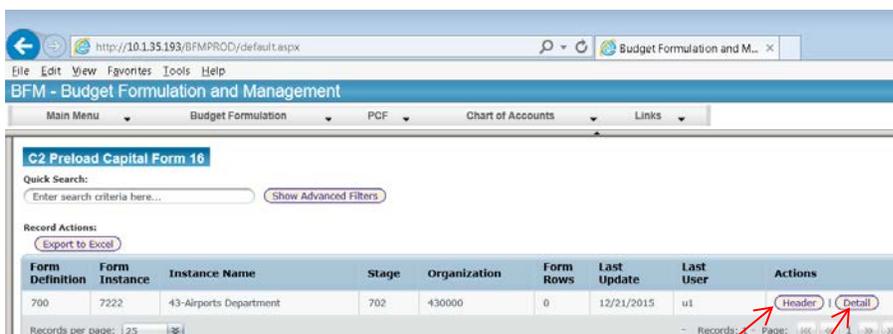
Move cursor and highlight "Budget Formulation" tab.

Move cursor to "C2 Preload Capital Form (700)" to enter your FY 2017 capital project revenue and expenses.

Click on Form 700.



Form700 list instances (equivalent to serials in BRASS) by department. The department listed will be based on your User org access rights. The following print screens will be based on the Airport Department as an example. **New Printscreen**



## Select your assigned Department

Select your department by either clicking on the "Header" or "Detail" button. Note the "Detail" button will take you directly to the data entry screen bypassing the stage and various tab screens.

## Stage Verification

No need to change the stage; this will be centrally administrated.  
Move cursor and Click on “Continue.”

Page Actions: [Cancel](#)

Form ID	Form Definition	Definition Name	Current Stage
6334	700	C2 Preload Capital Form 16	702

Edit Budget Form - Stage Verification

Stage Verification      System Maintained

Stage:\* 702 - CSL

[Continue](#)

## Four tabs for an Instance

1. Header Detail - Read-only view of the Instance’s specifics (i.e., name and number for Form and organization).
2. Attachments - Tab allows for supporting documents associated with data entry calculations for specific Instance (i.e., 430000).
3. System Maintained - Provides time and user access for specific Instance (i.e., identifies which User ID last updated Form).
4. **Budget** - Access to data entry screen

Page Actions: [Comment History](#) [Enter a comment](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	6334	700	C2 Preload Capital Form 16	430000

Budget Form Header Dimensions

Stage Code:\* 702  
Header Organization: 430000  
CSL      Airports Department      [Save](#)

Header Detail      **Budget**      Attachments      System Maintained

Name:\* Airports Dept Test - SRM

Description: Test Airports capital data entry based on FY 2016 Adopted.

Justification:

## Budget Form Entry Lines screen

Budget Form Entry - Lines

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
1	Edit	0	439901	42040	0	0	30101	0	0	0	0	0
2	Edit	0	439901	42040	0	0	36101	0	0	0	0	0
3	Edit	0	439902	42008	0	0	30101	0	0	0	0	0
4	Edit	0	439902	42008	0	0	36101	0	0	0	0	0
5	Edit	0	439902	42008	0	0	43910	0	0	0	0	0
6	Edit	0	439902	42008	0	0	44910	0	0	0	0	0
7	Edit	0	439902	42042	0	0	30101	0	0	0	0	0
8	Edit	0	439902	42042	0	0	36101	0	0	0	0	0
9	Edit	0	439902	42042	0	0	43910	0	0	0	0	0
10	Edit	0	439902	42045	0	0	30101	0	0	0	0	0
11	Edit	0	439902	42045	0	0	36101	0	0	0	0	0
12	Edit	0	439902	42046	0	REV	30101	0	0	0	0	0

Records per page: 25

## Instance layout

Three types of columns-Dimension, Read-only, and Data entry.

**Dimension** columns: org/section, fund, and account; data saved for selected dimension combination.

**Read-only** columns: 2016 Current Year Estimate & 2017 CAPITAL PROJECTS.

Budget Form Entry - Lines

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
1	Edit	0	439901	42040	0	0	30101	0	0	0	0	0
2	Edit	0	439901	42040	0	0	36101	0	0	0	0	0
3	Edit	0	439902	42008	0	0	30101	0	0	0	0	0
4	Edit	0	439902	42008	0	0	36101	0	0	0	0	0
5	Edit	0	439902	42008	0	0	43910	0	0	0	0	0
6	Edit	0	439902	42008	0	0	44910	0	0	0	0	0
7	Edit	0	439902	42042	0	0	30101	0	0	0	0	0
8	Edit	0	439902	42042	0	0	36101	0	0	0	0	0
9	Edit	0	439902	42042	0	0	43910	0	0	0	0	0
10	Edit	0	439902	42045	0	0	30101	0	0	0	0	0
11	Edit	0	439902	42045	0	0	36101	0	0	0	0	0
12	Edit	0	439902	42046	0	REV	30101	0	0	0	0	0

Records per page: 25

Data entry and Text columns: 2016 YE Estimates, 2017-2021 Capital Projects.

Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects	2019 Capital Projects	2020 Capital Projects	2021 Capital Projects	5 YEAR PROJECT TOTAL	Budget Line Text
	30101	0	0	0	0	0	0	0	0	0	
	36101	0	0	0	0	0	0	0	0	0	
	30101	0	0	0	0	0	0	0	0	0	
	36101	0	0	0	0	0	0	0	0	0	
	43910	0	0	0	0	0	0	0	0	0	
	44910	0	0	0	0	0	0	0	0	0	
	30101	0	0	0	0	0	0	0	0	0	
	36101	0	0	0	0	0	0	0	0	0	
	43910	0	0	0	0	0	0	0	0	0	
	30101	0	0	0	0	0	0	0	0	0	
	36101	0	0	0	0	0	0	0	0	0	
	30101	0	0	0	0	0	0	0	0	0	
	30101	0	0	0	0	0	0	0	0	0	

Navigational buttons include:

1. Return to Form Header: Takes you back to previous screen.
2. Export screen to Excel: Can you be used to create a template to import data entry.
3. Import Lines from Excel: Starts import process from Excel to current data entry screen.
4. Refresh: updates data entry columns per import process.
5. Quick Search.

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
1	Edit	0	439901	42040	0	0	30101	0	0	0	0	0
2	Edit	0	439901	42040	0	0	36101	0	0	0	0	0
3	Edit	0	439902	42008	0	0	30101	0	0	0	0	0
4	Edit	0	439902	42008	0	0	36101	0	0	0	0	0
5	Edit	0	439902	42008	0	0	43910	0	0	0	0	0
6	Edit	0	439902	42008	0	0	44910	0	0	0	0	0
7	Edit	0	439902	42042	0	0	30101	0	0	0	0	0
8	Edit	0	439902	42042	0	0	36101	0	0	0	0	0
9	Edit	0	439902	42042	0	0	43910	0	0	0	0	0
10	Edit	0	439902	42045	0	0	30101	0	0	0	0	0
11	Edit	0	439902	42045	0	0	36101	0	0	0	0	0
12	Edit	0	439902	42046	0	REV	30101	0	0	0	0	0

6. Add new Lines: Create a new line if you don't see a specific dimension combination.

## Capital Data Entry

Updating this screen can be completed either by manual entry or through an import process.

## Manual Line Entry

Manual data entry can be made by double clicking on targeted line or clicking on a line's "Edit" button. Use the "Quick Search" to filter on Project, Org, Fund, or Account.

Example below used quick search on Project AC00045 to enter 300 in FY 2016 & 72800 in FY 2017 for dimension combination Project/Org/Fund/Resource/Activity: AC00045/439902/42025/0/MSA.

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
17	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	51101	0	0	0	0	0
18	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	53302	0	0	0	0	0
19	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	59105	0	0	0	0	0
20	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	30101	0	0	0	0	0
21	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	34745	0	0	0	0	0
22	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	34855	0	0	0	0	0
23	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	36101	0	0	0	0	0

Targeted line identified as “Modify.” This line is in red pending on clicking the “Save All” button.

Budget Form Entry - Lines

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search: AC00045

Record Actions: Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
17	Modify	AC00045	439902	42025	0	MSA	51101	300	0	72800	0	0
18	Cancel	AC00045	439902	42025	0	MSA	53302	0	0	0	0	0
19	Edit	AC00045	439902	42025	0	MSA	59105	0	0	0	0	0
20	Edit	AC00045	439902	42025	0	REV	30101	0	0	0	0	0
21	Edit	AC00045	439902	42025	0	REV	34745	0	0	0	0	0
22	Edit	AC00045	439902	42025	0	REV	34855	0	0	0	0	0
23	Edit	AC00045	439902	42025	0	REV	36101	0	0	0	0	0

Records per page: 25

Note: Modified line(s) **will be lost** if BFM User leaves viewed page by arrow or scroll bar before saving. Click “Save All” to post entry into the BFM Database.

Budget Form Entry - Webpage Dialog

Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects	2019 Capital Projects	2020 Capital Projects	2021 Capital Projects	5 YEAR PROJECT TOTAL	Budget Line Text
SA	51101	300	0	72800	0	0	0	0	0	0	0
SA	53302	0	0	0	0	0	0	0	0	0	0
SA	59105	0	0	0	0	0	0	0	0	0	0
SV	30101	0	0	0	0	0	0	0	0	0	0
SV	34745	0	0	0	0	0	0	0	0	0	0
SV	34855	0	0	0	0	0	0	0	0	0	0
SV	36101	0	0	0	0	0	0	0	0	0	0

Save All | Cancel All | Records: 7 - Page: 1

Note that appropriation entries **need** an **Activity code** not equal to 0 (zero) in order to upload entry into PeopleSoft Financials as part of the final adopted budget.

## Capital Entries through “Edit” button

The follow is an example of entering data through a line’s “Edit” button.

Budget Form Entry -- Webpage Dialog

Budget Form Entry - Lines

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search: AC00045

Record Actions: Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
17	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	51101	0	0	0	0	0
18	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	53302	0	0	0	0	0
19	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	59105	0	0	0	0	0
20	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	30101	0	0	0	0	0
21	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	34745	0	0	0	0	0
22	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	34855	0	0	0	0	0
23	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	36101	0	0	0	0	0

Records per page: 25

Sample entry made through the “Edit Budget Form Line.” Click on the “Update” button to save the entry.

Edit Budget Form Line

Record Actions: Close

Actions	Form ID	Organization	Fund	Account
	6334	439902-Airport Local Funded Projects	42025-Airways Golf Course Capital	51101-Permanent Salaries

Edit Data

Update | Cancel

FY 2016 Year End Estimate:  Original Amount:  Audit Text:

2017 Capital Projects:  Original Amount:  Audit Text:

2018 Capital Projects:  Original Amount:  Audit Text:

2019 Capital Projects:  Original Amount:  Audit Text:

2020 Capital Projects:  Original Amount:  Audit Text:

2021 Capital Projects:  Original Amount:  Audit Text:

The sample entries of 300 and 72800 saved.

Budget Form Entry - Lines

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search:  
AC00045

Record Actions:  
Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
17	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	51101	300	0	72,800	72,800	0
18	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	53302	0	0	0	0	0
19	<a href="#">Edit</a>	AC00045	439902	42025	0	MSA	59105	0	0	0	0	0
20	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	30101	0	0	0	0	0
21	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	34745	0	0	0	0	0
22	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	34855	0	0	0	0	0
23	<a href="#">Edit</a>	AC00045	439902	42025	0	REV	36101	0	0	0	0	0

Records per page: 25

## Capital Entries by Import Function

In the "Budget Form Entry – Lines" screen, select "Export to Excel" to create an import template.

Budget Form Entry - Lines

Return to Form Header | **Export to Excel** | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

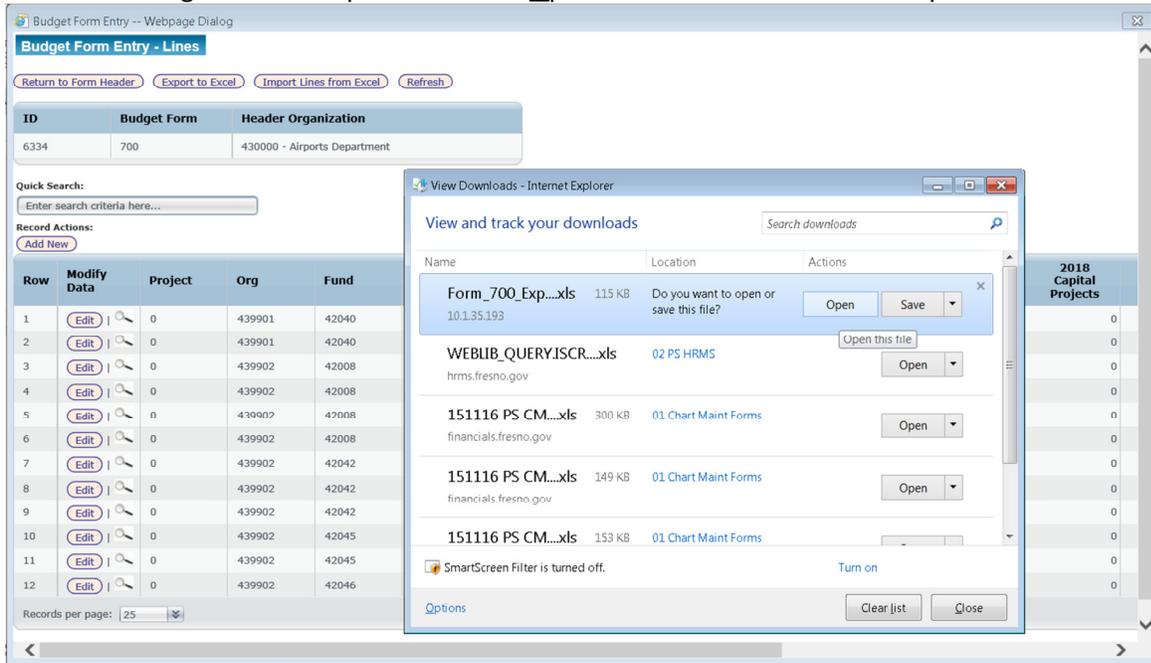
Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

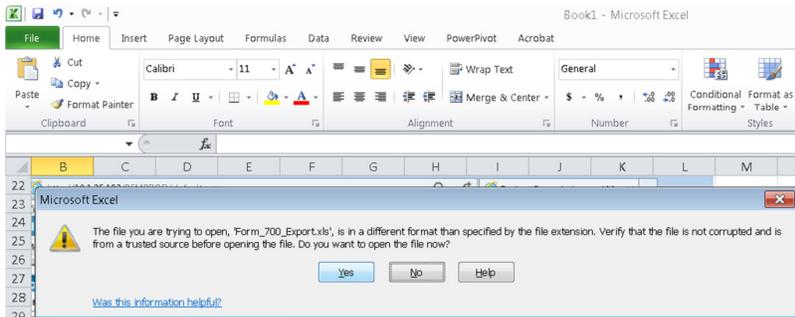
Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
1	<a href="#">Edit</a>	0	439901	42040	0	0	30101	0	0	0	0	0
2	<a href="#">Edit</a>	0	439901	42040	0	0	36101	0	0	0	0	0
3	<a href="#">Edit</a>	0	439902	42008	0	0	30101	0	0	0	0	0
4	<a href="#">Edit</a>	0	439902	42008	0	0	36101	0	0	0	0	0
5	<a href="#">Edit</a>	0	439902	42008	0	0	43910	0	0	0	0	0
6	<a href="#">Edit</a>	0	439902	42008	0	0	44910	0	0	0	0	0
7	<a href="#">Edit</a>	0	439902	42042	0	0	30101	0	0	0	0	0
8	<a href="#">Edit</a>	0	439902	42042	0	0	36101	0	0	0	0	0
9	<a href="#">Edit</a>	0	439902	42042	0	0	43910	0	0	0	0	0
10	<a href="#">Edit</a>	0	439902	42045	0	0	30101	0	0	0	0	0
11	<a href="#">Edit</a>	0	439902	42045	0	0	36101	0	0	0	0	0
12	<a href="#">Edit</a>	0	439902	42046	0	REV	30101	0	0	0	0	0

Records per page: 25

Depending on the internet browser you use, you can receive different style of download boxes. Below is received through Internet Explorer. Select “Open” button to create Excel template.



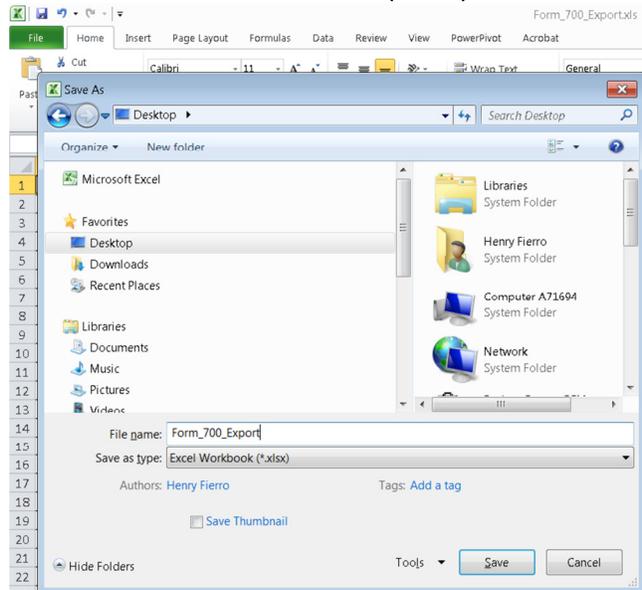
Click on “Yes” to open Form template.



Excel template will display dimension columns (i.e., Org, Fund, Resource, Activity, and Account) and the data entry columns (i.e., FY 2016 Year Estimate plus 2017-2021 Capital Projects).

Project	Org	Fund	Resource	Activity	Account	FY 2016 Year	2017 Capital	2018 Capital	2019 Capital	2020 Capital	2021 Capital	Text
0	439901	42040	0	0	30101	0	0	0	0	0	0	0
0	439901	42040	0	0	36101	0	0	0	0	0	0	0
0	439902	42008	0	0	30101	0	0	0	0	0	0	0
0	439902	42008	0	0	36101	0	0	0	0	0	0	0
0	439902	42008	0	0	43910	0	0	0	0	0	0	0
0	439902	42008	0	0	44910	0	0	0	0	0	0	0
0	439902	42042	0	0	30101	0	0	0	0	0	0	0
0	439902	42042	0	0	36101	0	0	0	0	0	0	0
0	439902	42042	0	0	43910	0	0	0	0	0	0	0
0	439902	42045	0	0	30101	0	0	0	0	0	0	0
0	439902	42045	0	0	36101	0	0	0	0	0	0	0
0	439902	42046	0	REV	30101	0	0	0	0	0	0	0
0	439902	42046	0	REV	31302	0	0	0	0	0	0	0
0	439902	42046	0	REV	36101	0	0	0	0	0	0	0
0	439902	42046	0	REV	43910	0	0	0	0	0	0	0
0	439902	42046	0	REV	44910	0	0	0	0	0	0	0
AC00045	439902	42025	0	MSA	51101	0	0	0	0	0	0	0
AC00045	439902	42025	0	MSA	53302	0	0	0	0	0	0	0
AC00045	439902	42025	0	MSA	59105	0	0	0	0	0	0	0
AC00045	439902	42025	0	REV	30101	0	0	0	0	0	0	0
AC00045	439902	42025	0	REV	34745	0	0	0	0	0	0	0
AC00045	439902	42025	0	REV	34855	0	0	0	0	0	0	0
AC00045	439902	42025	0	REV	36101	0	0	0	0	0	0	0

Save template to your PC. For example:  
 Location: Desktop  
 File Name: Form 700\_Export  
 File Extension: Excel Workbook (\*.xlsx)



## Capital Import Example

The following is an example of an import file updated and ready for upload into Form 700.

Make sure to save upload file with updates.

Project	Org	Fund	Resource	Activity	Account	FY 2016 Year	2017 Capital	2018 Capital	2019 Capital	2020 Capital	2021 Capital	Text
0	439901	42040	0	0	30101	-3,962,900	-2,433,200	0	0	0	0	
0	439901	42040	0	0	36101	-5,600	0	0	0	0	0	
0	439902	42008	0	0	30101	10,018,900	14,220,400	0	0	0	0	
0	439902	42008	0	0	36101	25,500	0	0	0	0	0	
0	439902	42008	0	0	43910	6,002,700	3,960,800	0	0	0	0	
0	439902	42008	0	0	44910	-1,826,700	-4,283,700	0	0	0	0	
0	439902	42042	0	0	30101	-406,200	0	0	0	0	0	
0	439902	42042	0	0	36101	-100	0	0	0	0	0	
0	439902	42042	0	0	43910	1,183,200	3,300,000	0	0	0	0	
0	439902	42045	0	0	30101	1,272,900	1,145,000	0	0	0	0	Consolidated Rental Car Facility
0	439902	42045	0	0	36101	3,300	5,700	0	0	0	0	Consolidated Rental Car Facility
0	439902	42046	0	REV	30101	900	335,900	0	0	0	0	Airports Measure C
0	439902	42046	0	REV	31302	664,800	678,000	0	0	0	0	Airports Measure C
0	439902	42046	0	REV	36101	100	0	0	0	0	0	Airports Measure C
0	439902	42046	0	REV	43910	2,300	0	0	0	0	0	Airports Measure C
0	439902	42046	0	REV	44910	-332,200	-1,013,900	0	0	0	0	Airports Measure C
AC00045	439902	42025	0	MSA	51101	300	72,800	0	0	0	0	Airways Golf Course Capital
AC00045	439902	42025	0	MSA	53302	49,600	364,100	0	0	0	0	Airways Golf Course Capital
AC00045	439902	42025	0	MSA	59105	0	48,600	0	0	0	0	Airways Golf Course Capital
AC00045	439902	42025	0	REV	30101	526,900	542,300	0	0	0	0	Airways Golf Course Capital
AC00045	439902	42025	0	REV	34745	34,800	36,300	0	0	0	0	Airways Golf Course Capital
AC00045	439902	42025	0	REV	34855	27,900	29,400	0	0	0	0	Airways Golf Course Capital
AC00045	439902	42025	0	REV	36101	2,600	4,100	0	0	0	0	Airways Golf Course Capital

Note that you can import process allows to import all data columns at once.

Select "Import Lines from Excel" to begin import process.

Budget Form Entry - Lines

Return to Form Header | Export to Excel | **Import Lines from Excel** | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

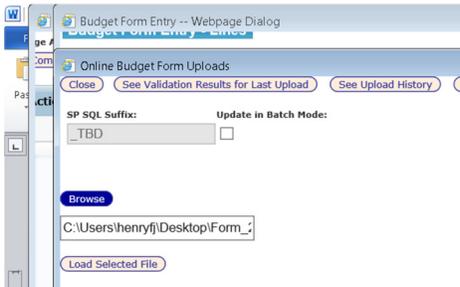
Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

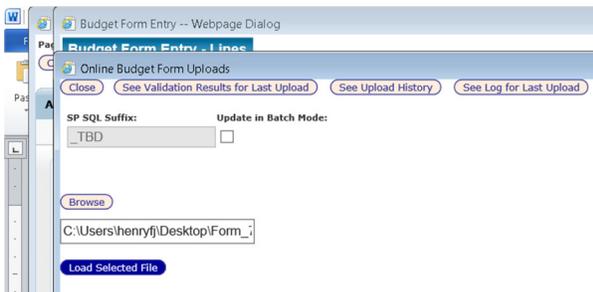
Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
1	Edit	0	439901	42040	0	0	30101	0	0	0	0	0
2	Edit	0	439901	42040	0	0	36101	0	0	0	0	0
3	Edit	0	439902	42008	0	0	30101	0	0	0	0	0
4	Edit	0	439902	42008	0	0	36101	0	0	0	0	0
5	Edit	0	439902	42008	0	0	43910	0	0	0	0	0
6	Edit	0	439902	42008	0	0	44910	0	0	0	0	0
7	Edit	0	439902	42042	0	0	30101	0	0	0	0	0
8	Edit	0	439902	42042	0	0	36101	0	0	0	0	0
9	Edit	0	439902	42042	0	0	43910	0	0	0	0	0
10	Edit	0	439902	42045	0	0	30101	0	0	0	0	0
11	Edit	0	439902	42045	0	0	36101	0	0	0	0	0
12	Edit	0	439902	42046	0	REV	30101	0	0	0	0	0

Records per page: 25

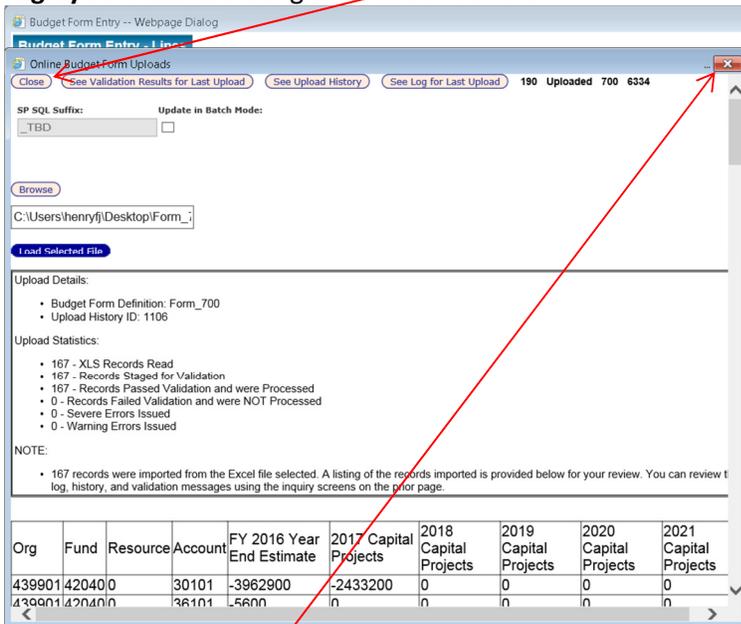
Click “Browse” button to select import file.



Select “Load Selected File”



Import process successful if upload details are displayed in **black**.  
 Either click on “Close” button or “X” button to move to “Budget Form Entry – Lines” screen.  
**Highly recommend** using the “Close” button.



Note: Selecting the “X” button results in data not refreshed/displayed in the “Budget Form Entry – Lines” even though import processed successfully.

Selecting "Refresh" button to update "Budget Form Entry – Lines" screen if previous screen was closed by using the red "X" button.

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
1	Edit	0	439901	42040	0	0	30101	0	0	0	0	0
2	Edit	0	439901	42040	0	0	36101	0	0	0	0	0
3	Edit	0	439902	42008	0	0	30101	0	0	0	0	0
4	Edit	0	439902	42008	0	0	36101	0	0	0	0	0
5	Edit	0	439902	42008	0	0	43910	0	0	0	0	0
6	Edit	0	439902	42008	0	0	44910	0	0	0	0	0
7	Edit	0	439902	42042	0	0	30101	0	0	0	0	0
8	Edit	0	439902	42042	0	0	36101	0	0	0	0	0
9	Edit	0	439902	42042	0	0	43910	0	0	0	0	0
10	Edit	0	439902	42045	0	0	30101	0	0	0	0	0
11	Edit	0	439902	42045	0	0	36101	0	0	0	0	0
12	Edit	0	439902	42046	0	REV	30101	0	0	0	0	0

Records per page: 25

"Budget Form Entry – Lines" screen updated.

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel | Refresh

ID	Budget Form	Header Organization
6334	700	430000 - Airports Department

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Modify Data	Project	Org	Fund	Resource	Activity	Account	FY 2016 Year End Estimate	2016 Current Year Estimate	2017 Capital Projects	FY 2017 CAPITAL PROJECTS	2018 Capital Projects
1	Edit	0	439901	42040	0	0	30101	-3,962,900	0	-2,433,200	-2,433,200	0
2	Edit	0	439901	42040	0	0	36101	-5,600	0	0	0	0
3	Edit	0	439902	42008	0	0	30101	10,018,900	0	14,220,400	14,220,400	0
4	Edit	0	439902	42008	0	0	36101	25,500	0	0	0	0
5	Edit	0	439902	42008	0	0	43910	6,002,700	0	3,960,800	3,960,800	0
6	Edit	0	439902	42008	0	0	44910	-1,826,700	0	-4,283,700	-4,283,700	0
7	Edit	0	439902	42042	0	0	30101	-406,200	0	0	0	0
8	Edit	0	439902	42042	0	0	36101	-100	0	0	0	0
9	Edit	0	439902	42042	0	0	43910	1,183,200	0	3,300,000	3,300,000	0
10	Edit	0	439902	42045	0	0	30101	1,272,900	0	1,145,000	1,145,000	0
11	Edit	0	439902	42045	0	0	36101	3,300	0	5,700	5,700	0
12	Edit	0	439902	42046	0	REV	30101	900	0	335,900	335,900	0

Records per page: 25

## **Potential Causes for Import Process to error out.**

Potential causes as summarized below are not unique to a specific form. The following errors can affect the A1 CY Oper and DS (100), A2 Base Submission (200), A3 Base Sum Revenue Only (300), or the Preload Capital Form (700). Refer to the import process for Estimate Form 100 section to review print screens potential errors that can cause the import process to error out in any of these forms. Note that if an error does occur, the import details screen will be displayed in red and no data will post to targeted budget data entry screen.

### **Potential Error #1- Invalid Dimension**

Inactive or transposed dimension(s) will create an import error. For example Org = 349901 (transposed) instead of 439901 (valid), or account mistyped as 30104 (Invalid) instead of 30102 (valid).

### **Potential Error #2 – Import File with Blank Cell(s)**

A blank cell(s) in the import Excel file will also cause an unsuccessful import.

### **Potential Error #3 – Upload with Text Error (Apostrophe Symbol)**

Entering an apostrophe symbol in the text description will result in an unsuccessful import as well.

## BUDGET PROCEDURES MANUAL (BPM)

### Standard Capital Activities

<u>ACTIVITY ID</u> (15 spaces)	<u>ACTIVITY DESCRIPTION</u> (30 spaces)	<u>ACTIVITY TYPE</u> (5 spaces)	<u>ACTIVITY TYPE DESCRIPTION</u> (30 spaces)
<b>Project Mgmt &amp; Administration</b>			
PM	Project Management & Admin.	ADMN	Project Management & Admin.
RFP	Request for Proposal	ADMN	Project Management & Admin.
CL	Project Close Out	ADMN	Project Management & Admin.
MSA	Miscellaneous Admin.	ADMN	Project Management & Admin.
<b>Planning and Engineering</b>			
PRE	Preliminary Engineer. & Plan.	PE	Planning and Engineering
PSVY	Preliminary Surveying	PE	Planning and Engineering
EIR	Environmental Impact Report	PE	Planning and Engineering
CUP	Conditional Use Permit	PE	Planning and Engineering
DCNT	Design - Consultant	PE	Planning and Engineering
DCTY	Design - City Staff	PE	Planning and Engineering
MSE	Misc. Engineer. & Plan.	PE	Planning and Engineering
<b>Construction</b>			
CCNT	Construction - Contract	CONS	Construction
CCITY	Construction - City Staff	CONS	Construction
CMAT	Construction - Materials	CONS	Construction
TLAB	Testing and Lab Services	CONS	Construction
ICNT	Inspection - Contract	CONS	Construction
ICTY	Inspection - City Staff	CONS	Construction
PMT	Permits	CONS	Construction
CC	Contract Compliance	CONS	Construction
CSVY	Construction Survey	CONS	Construction
<b>Property Acquisition</b>			
RA	R/W Acquisition / Purchase	LACQ	Property Acquisition
RE	R/W Eminent Domain	LACQ	Property Acquisition
MSR	Miscellaneous Right of Way	LACQ	Property Acquisition
<b>General and Miscellaneous</b>			
MSP	Project Miscellaneous	MISC	Other Miscellaneous
OVH	Overhead	MISC	Other Miscellaneous
REV	Capital Project Revenue	CREV	Capital Project Revenue

## BUDGET PROCEDURES MANUAL (BPM)

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### Specialized Capital Activities

ACTIVITY ID	ACTIVITY DESCRIPTION	ACTIVITY TYPE	ACTIVITY TYPE DESCRIPTION
(15 spaces)	(30 spaces)	(5 spaces)	(30 spaces)
	<b>Construction</b>		
BACKFILL	Dirt Backfill - Root Damage	CONS	Construction
BRKOUT	Breakout Concrete - Roots	CONS	Construction
HAUL_DEBRIS	Haul Concrete Debris - Roots	CONS	Construction
MILL	Gutter & Concrete Milling	CONS	Construction
OVERLAY	Asphalt/Concrete Overlay	CONS	Construction
POUR	Concrete/Pour/Finish-Roots	CONS	Construction
PUMP	Pump Water	CONS	Construction
REPAIR	Street Repair & Patches	CONS	Construction
ROOTS	Cut & Remove Roots	CONS	Construction
SLURRY	Slurry Seal for Streets	CONS	Construction
SPRINK_REP	Sprinkler Repair - Root Damage	CONS	Construction
TRANS	Transitions-Post Const. Repair	CONS	Construction
TREE_TRIM	Tree Trimming	CONS	Construction
TREE_REMV_P	Tree Removal & Planting	CONS	Construction
UNDUL	Traffic Undulations	CONS	Construction

# BUDGET PROCEDURES MANUAL (BPM)

## Reports

BFM provides budget reports. BMF is not intended to be used to track **actual** expenditures, revenues or positions through the year. PeopleSoft is the tool for that purpose since it can post actual transactions without an organization (i.e., 30101 Transfer from Fund Balance or 36101 Interest).

BFM will be available for general field use during the FY 2017 Budget submission process, and remain active with limited access thereafter. Updates to the Amended and Actual columns for the current year will be determined by the Budget Office and notifications will be made. Personnel information was downloaded in January; additional downloads are not scheduled to occur thereafter. Current activity and estimates should be based upon data from the PeopleSoft systems.

The following provides an overview on how to access PeopleSoft reports. For additional information on PeopleSoft reports, a manual describing and viewing all available reports can be found in the Staff Area of the City's webpage. If you have any questions concerning the PeopleSoft manual, please contact the Information Services Department.

## PeopleSoft

The primary PeopleSoft financial reports that will be useful in monitoring and building budgets are the Revenue and Expenditure Summary Reports. These are found in the PeopleSoft Financials system. Select, COF Financial Reports from the Process Monitor panel. When the COF Financial Reports panel loads, select Reports - the panel should look like the one below. The arrow points to the two reports mentioned above. The panels for each work approximately the same. They do not show detail transaction information. If you want the transaction detail behind data in the Summary reports, you will need to use the Detail Transaction Report.



# BUDGET PROCEDURES MANUAL (BPM)

The illustration below shows the Expenditure Summary Report panel. It should be noted that, the Revenue Summary Report panel works on the same principles.

These reports roll up account level detail based upon your selections. For example, if you select Detail Fund in Fund Options, Suppress for Organizational Options, Detail for Account Options, and Value under Chart Fields Fund Opt (picking one fund) you will get a report showing all account level activity in the fund regardless of the org.

Parameters

Run Control ID: Finance [Report Manager](#) [Process Monitor](#) Run

**Report Request Parameters:**

Bus Unit:  Fiscal Year:  To Period:

**Detail Options**

Fund Options:     Fund Type     Sub Fund     Detail Fund     Suppress

Organizational Options:     Dept     Div     Sect     Suppress

Account Options:     Character     Object     Detail     Suppress

**Chart Fields:**

\*Fund Opt:     Fund:

Save
Print

City of Fresno EXPENDITURE SUMMARY REPORT BY FUND Fiscal Year 2008 / Period 012 Fund 50105									
Acct	Appropriation	M-T-D Expended	M-T-D Encumbered	Y-T-D Expended	Y-T-D Encumbered	Y-T-D Exp + Enc	Free Balance	Projection 1	Projection 2
Report ID: ZGLS0030									Page No. 1
Fund Type: 50000F Internal Service									Run Date 01/31/2008
Subfund: 50100F Internal Services									Run Time 10:56:45
Detail Fund: 50105 Budget & Mgmt Studies ISF									
BY: 2008									
51101 Permanent Salaries	597,300.00	0.00	0.00	288,994.92	0.00	288,994.92	308,305.08	288,994.92	288,994.92
51102 Permanent Fringe	17,100.00	0.00	0.00	4,671.09	0.00	4,671.09	12,428.91	4,671.09	4,671.09
51103 Employee Leave Payof	13,100.00	0.00	0.00	38,422.74	0.00	38,422.74	-25,322.74	38,422.74	38,422.74
51104 Perm Fringe-Health&W	64,700.00	0.00	0.00	36,371.24	0.00	36,371.24	28,328.76	36,371.24	36,371.24
51105 Perm Fringe-Life&Dis	4,800.00	0.00	0.00	3,090.85	0.00	3,090.85	1,709.15	3,090.85	3,090.85
51301 Overtime	11,700.00	0.00	0.00	2,170.40	0.00	2,170.40	9,529.60	2,170.40	2,170.40
51401 Premium Pay	2,500.00	0.00	0.00	418.78	0.00	418.78	2,081.22	418.78	418.78
52302 Gen Evc Pens Oblig B	17,700.00	0.00	0.00	17,644.96	0.00	17,644.96	55.04	17,644.96	17,644.96
52401 Education	1,700.00	0.00	0.00	1,248.60	0.00	1,248.60	451.40	1,248.60	1,248.60
52601 Worker's Compensatio	20,800.00	0.00	0.00	20,800.00	0.00	20,800.00	0.00	20,800.00	20,800.00
52901 Recurring Vehicle Al	3,600.00	0.00	0.00	2,955.35	0.00	2,955.35	644.65	2,955.35	2,955.35
<b>Tot: 51000 Employee Services</b>	<b>755,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>416,788.93</b>	<b>0.00</b>	<b>416,788.93</b>	<b>338,211.07</b>	<b>416,788.93</b>	<b>416,788.93</b>
<b>Tot: PER Personnel Expenditur</b>	<b>755,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>416,788.93</b>	<b>0.00</b>	<b>416,788.93</b>	<b>338,211.07</b>	<b>416,788.93</b>	<b>416,788.93</b>
53302 Prof Svcs/Consulting	0.00	0.00	0.00	1,388.75	0.00	1,388.75	-1,388.75	1,388.75	1,388.75
53303 Public Relations & I	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
53402 Specialized Services	30,400.00	0.00	0.00	750.00	0.00	750.00	29,650.00	750.00	750.00
<b>Tot: 53000 Purchased Prof and T</b>	<b>32,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,138.75</b>	<b>0.00</b>	<b>2,138.75</b>	<b>30,261.25</b>	<b>2,138.75</b>	<b>2,138.75</b>
54303 Service Contracts-Of	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
54305 O/S Repair & Maint.-	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
54411 Space Rentals	50,000.00	0.00	0.00	16,230.74	0.00	16,230.74	33,769.26	16,230.74	16,230.74
<b>Tot: 54000 Purchased Property &amp;</b>	<b>50,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,230.74</b>	<b>0.00</b>	<b>16,230.74</b>	<b>34,369.26</b>	<b>16,230.74</b>	<b>16,230.74</b>
55801 Training	4,400.00	0.00	0.00	0.00	0.00	0.00	4,400.00	0.00	0.00
55803 Travel & Conference	5,000.00	0.00	0.00	10,613.90	0.00	10,613.90	-5,613.90	10,613.90	10,613.90
55804 Misc. Subsistence Ex	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
<b>Tot: 55000 Other Purchased Serv</b>	<b>9,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,613.90</b>	<b>0.00</b>	<b>10,613.90</b>	<b>-713.90</b>	<b>10,613.90</b>	<b>10,613.90</b>
56102 Office Equipment--Un	500.00	0.00	0.00	462.33	0.00	462.33	37.67	462.33	462.33
56106 Postage	300.00	0.00	0.00	43.45	0.00	43.45	256.55	43.45	43.45
56107 Office Supplies	3,300.00	0.00	0.00	2,155.84	0.00	2,155.84	1,144.16	2,155.84	2,155.84
56110 Computer Software	600.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00
56116 Materials & Parts--E	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00

# BUDGET PROCEDURES MANUAL (BPM)

Use the same parameters; except check Sect for Organizational Options, and All for Org Opt in Chart Fields. This gives a report that will have account level detail for every section (with object and section totals) in the selected fund. As you can see from the panel, there are a myriad of selections possible.

**Parameters**

Run Control ID: Finance [Report Manager](#) [Process Monitor](#)

Process Instance: 696407

---

**Report Request Parameters:**

Bus Unit:  Fiscal Year:  To Period:

---

**Detail Options**

Fund Options:     Fund Type     Sub Fund     Detail Fund     Suppress  
 Organizational Options:     Dept     Div     Sect     Suppress  
 Account Options:     Character     Object     Detail     Suppress

---

**Chart Fields:**

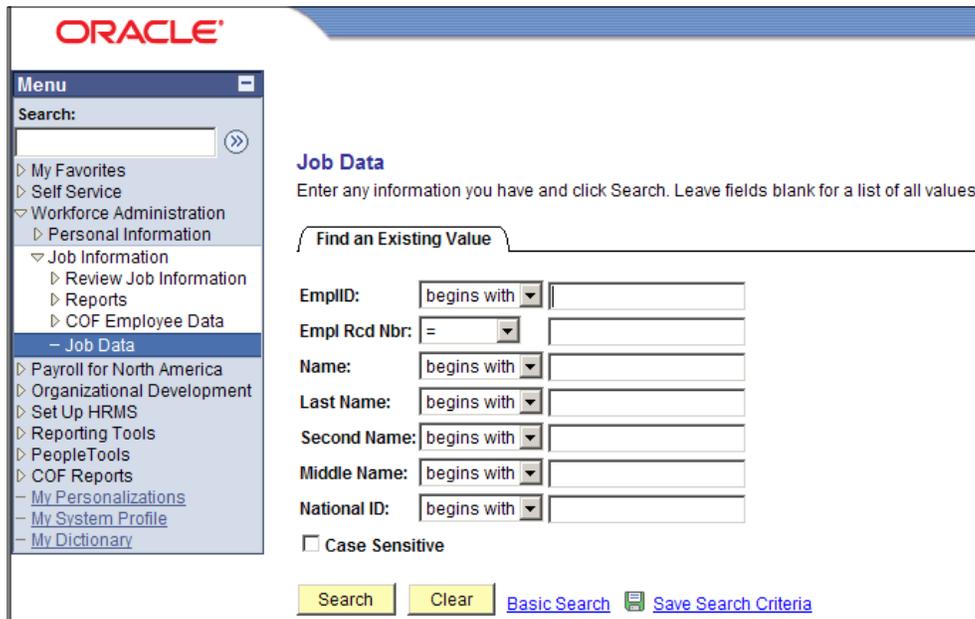
\*Fund Opt:  Fund:   
 \*Org Opt:

---

City of Fresno EXPENDITURE SUMMARY REPORT BY FUND AND SECTION Fiscal Year 2008 / Period 012 Fund 50105 and All Sections									
Acct	Appropriation	M-T-D Expended	M-T-D Encumbered	Y-T-D Expended	Y-T-D Encumbered	Y-T-D Exp + Enc	Free Balance	Projection 1	Projection 2
51101 Permanent Salaries	597,300.00	0.00	0.00	288,582.45	0.00	288,582.45	308,717.55	288,582.45	288,582.45
51102 Permanent Fringe	17,100.00	0.00	0.00	4,643.10	0.00	4,643.10	12,456.90	4,643.10	4,643.10
51103 Employee Leave Payof	13,100.00	0.00	0.00	36,639.06	0.00	36,639.06	-23,539.06	36,639.06	36,639.06
51104 Perm Fringe-Health&	64,700.00	0.00	0.00	34,740.43	0.00	34,740.43	29,959.57	34,740.43	34,740.43
51105 Perm Fringe-Life&Dis	4,800.00	0.00	0.00	2,991.30	0.00	2,991.30	1,808.70	2,991.30	2,991.30
51301 Overtime	11,700.00	0.00	0.00	2,170.40	0.00	2,170.40	9,529.60	2,170.40	2,170.40
51401 Premium Pay	2,500.00	0.00	0.00	398.51	0.00	398.51	2,101.49	398.51	398.51
52302 Gen Svc Pens Oblig B	17,700.00	0.00	0.00	17,644.96	0.00	17,644.96	55.04	17,644.96	17,644.96
52401 Education	1,700.00	0.00	0.00	1,248.60	0.00	1,248.60	451.40	1,248.60	1,248.60
52601 Worker's Compensatio	20,800.00	0.00	0.00	20,800.00	0.00	20,800.00	0.00	20,800.00	20,800.00
52901 Recurring Vehicle Al	3,600.00	0.00	0.00	2,941.87	0.00	2,941.87	658.13	2,941.87	2,941.87
<b>Tot: 51000 Employee Services</b>	<b>755,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>412,800.68</b>	<b>0.00</b>	<b>412,800.68</b>	<b>342,199.32</b>	<b>412,800.68</b>	<b>412,800.68</b>
<b>Tot: PER Personnel Expenditur</b>	<b>755,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>412,800.68</b>	<b>0.00</b>	<b>412,800.68</b>	<b>342,199.32</b>	<b>412,800.68</b>	<b>412,800.68</b>
53302 Prof Svcs/Consulting	0.00	0.00	0.00	1,388.75	0.00	1,388.75	-1,388.75	1,388.75	1,388.75
53303 Public Relations & I	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
53402 Specialized Services	30,400.00	0.00	0.00	750.00	0.00	750.00	29,650.00	750.00	750.00
<b>Tot: 53000 Purchased Prof and T</b>	<b>32,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,138.75</b>	<b>0.00</b>	<b>2,138.75</b>	<b>30,261.25</b>	<b>2,138.75</b>	<b>2,138.75</b>
54303 Service Contracts-Of	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
54305 O/S Repair & Maint.-	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
54411 Space Rentals	50,000.00	0.00	0.00	16,230.74	0.00	16,230.74	33,769.26	16,230.74	16,230.74
<b>Tot: 54000 Purchased Property S</b>	<b>50,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,230.74</b>	<b>0.00</b>	<b>16,230.74</b>	<b>34,369.26</b>	<b>16,230.74</b>	<b>16,230.74</b>
55801 Training	4,400.00	0.00	0.00	0.00	0.00	0.00	4,400.00	0.00	0.00
55803 Travel & Conference	5,000.00	0.00	0.00	10,613.90	0.00	10,613.90	-5,613.90	10,613.90	10,613.90
55804 Misc. Subsistence Ex	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
<b>Tot: 55000 Other Purchased Serv</b>	<b>9,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,613.90</b>	<b>0.00</b>	<b>10,613.90</b>	<b>-713.90</b>	<b>10,613.90</b>	<b>10,613.90</b>
56102 Office Equipment--Un	500.00	0.00	0.00	462.33	0.00	462.33	37.67	462.33	462.33
56106 Postage	300.00	0.00	0.00	43.45	0.00	43.45	256.55	43.45	43.45
56107 Office Supplies	3,300.00	0.00	0.00	2,155.84	0.00	2,155.84	1,144.16	2,155.84	2,155.84
56110 Computer Software	600.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00
56116 Materials & Parts--E	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00

# BUDGET PROCEDURES MANUAL (BPM)

Reports from PeopleSoft 8.9 HRMS are available by selecting Workforce Administration and Job Information (see below).



## BI Launch Application (SAP Non-Position Reports)

**BI Launch Link:**

<http://vs-ch-bfm-bi:8080/BOE/BI>

Link accessible through Internet Explorer or Mozilla FireFox



### Logging into BA Launch Pad:

Type assigned User Name (i.e., BD1) and Password; same as User ID and initial password assigned for the BFM system. Click the “Log On” button.

## SAP BusinessObjects

### BI launch pad

Enter your user information, and click "Log On".  
If you are unsure of your account information, contact your system administrator.

System:	<input type="text" value="VS-CH-BFM-BI:6400"/>
User Name:	<input type="text" value="BD1"/>
Password:	<input type="password" value="•••••"/>

 [Help](#)

## Initial log-in into BI Launch Pad

You will be required to recreate a new password the first time you log into BI Launch Pad.

### SAP BusinessObjects

BI launch pad

**You must change your password now.**  
(Either your administrator has assigned a temporary password that must be changed, or your password has expired. You must change the password now. If you do not, your account will be locked. Only your administrator can unlock a locked account.)

User Name:	<input type="text" value="BD1"/>
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

 [Help](#)

Enter Initial password under “Old Password.”

Click the “OK” button after entering your new password under “New Password” and “Confirm New Password.”

### SAP BusinessObjects

BI launch pad

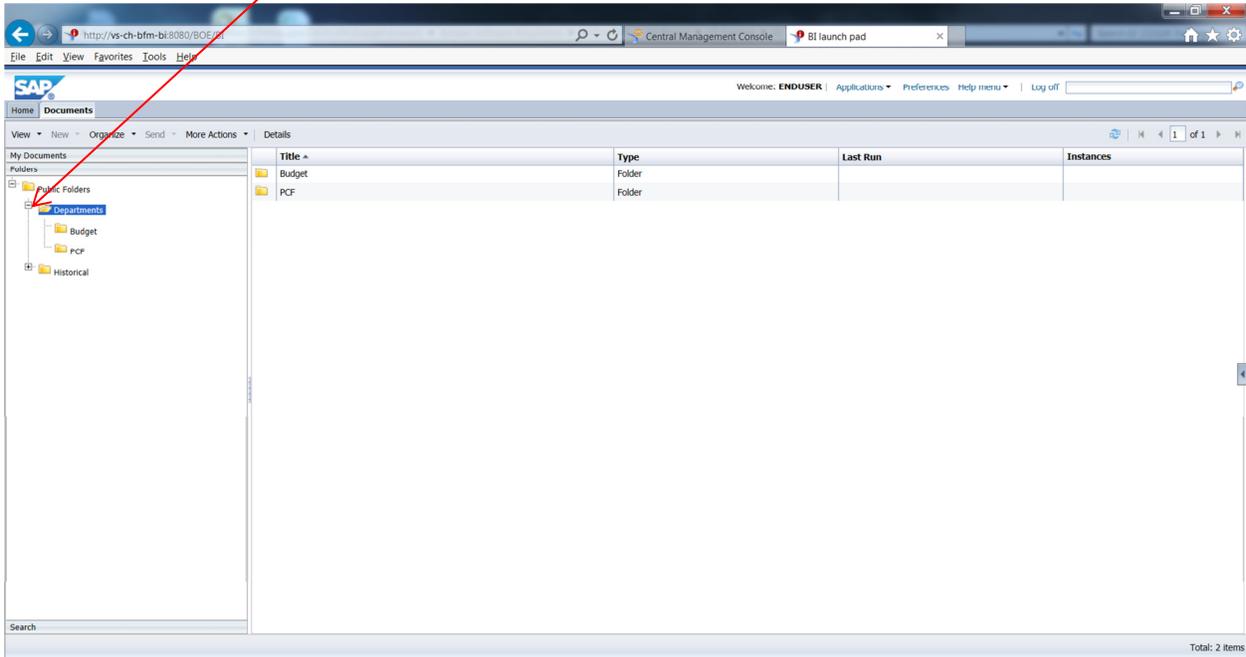
**You must change your password now.**  
(Either your administrator has assigned a temporary password that must be changed, or your password has expired. You must change the password now. If you do not, your account will be locked. Only your administrator can unlock a locked account.)

User Name:	<input type="text" value="BD1"/>
Old Password:	<input type="password" value="•••••"/>
New Password:	<input type="password" value="•••••"/>
Confirm New Password:	<input type="password" value="•••••"/>

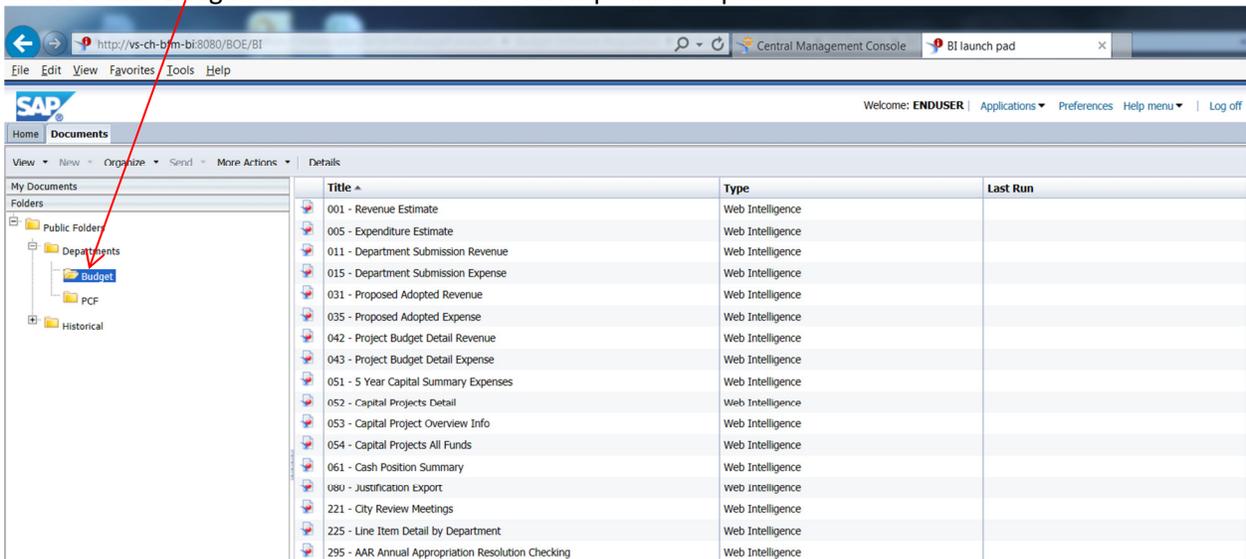
 [Help](#)

## Location of Canned Reports

Select the “Departments” folder. You’ll see two subfolders that hold the Non-position reports under “Budget” and position reports under “PCF” (equivalent to SBFS reports).



Click on the “Budget” Subfolder to see list of non-position reports.



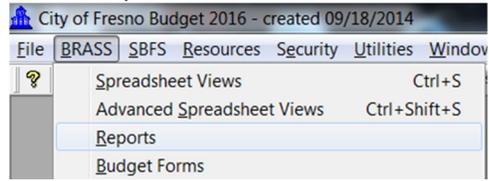
# NonPosition Reports: BRASS versus SAP

The image shows a side-by-side comparison of report titles in BRASS and SAP. On the left is the BRASS 'Report Selection' dialog box, and on the right is the SAP BI 'Documents' view. Green arrows map BRASS report titles to their corresponding SAP document titles. Several BRASS reports are crossed out with red lines.

BRASS Report Title	SAP Document Title
001) Revenue Estimate Rept -0	001 - Revenue Estimate
002) Revenue Estimate Rept -1	005 - Expenditure Estimate
005) Expenditure Est. Rept -0	011 - Department Submission Revenue
006) Expenditure Est. Rept -1	015 - Department Submission Expense
007) Expenditure Est. Rept -2	031 - Proposed Adopted Revenue
011) Submission Rev - 0	035 - Proposed Adopted Expense
012) Submission Rev - 1	042 - Project Budget Detail Revenue
013) Submission Rev - 2	043 - Project Budget Detail Expense
015) Submission Exp -0	051 - 5 Year Capital Summary Expenses
016) Submission Exp -1	052 - Capital Projects Detail
017) Submission Exp -2	053 - Capital Project Overview Info
031) Proposed/Adopted Rev -0	054 - Capital Projects All Funds
032) Proposed/Adopted Rev -1	061 - Cash Position Summary
033) Proposed/Adopted Rev -2	080 - Justification Export
035) Proposed/Adopted Exp -0	221 - City Review Meetings
036) Proposed/Adopted Exp -1	
037) Proposed/Adopted Exp -2	
042) Proj Budget Rev. Detail	
043) Proj Budget Exp. Detail	
051) 5 Year Cap Summary	
052) 5 Year Cap Proj Detail	
054) Capital Project All Funds	
061) Cash Position Summary	
<del>061B) Cash Position Summary</del>	
<del>061C) Cash Position Summary</del>	
080) ExportJustification	
<del>081) Export Attributes</del>	
221) City Review -0	
222) City Review -1	

## Running a Report: BRASS versus SAP

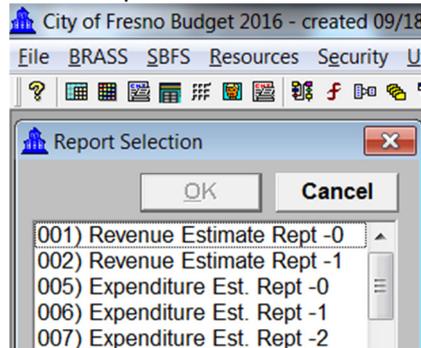
### BRASS Reports:



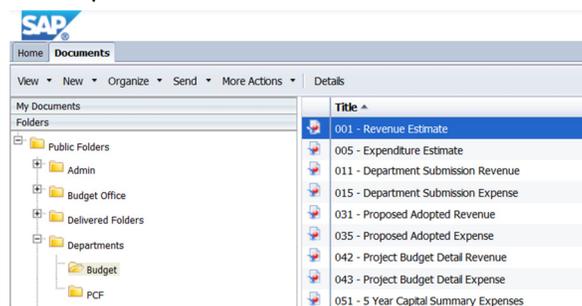
### SAP Reports:



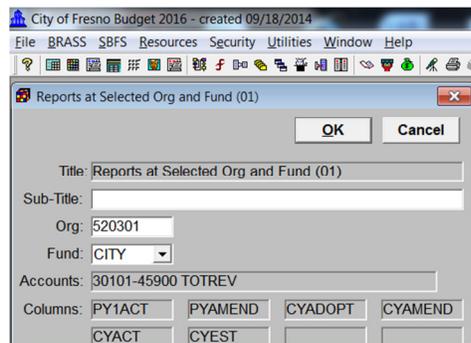
### BRASS Report selection:



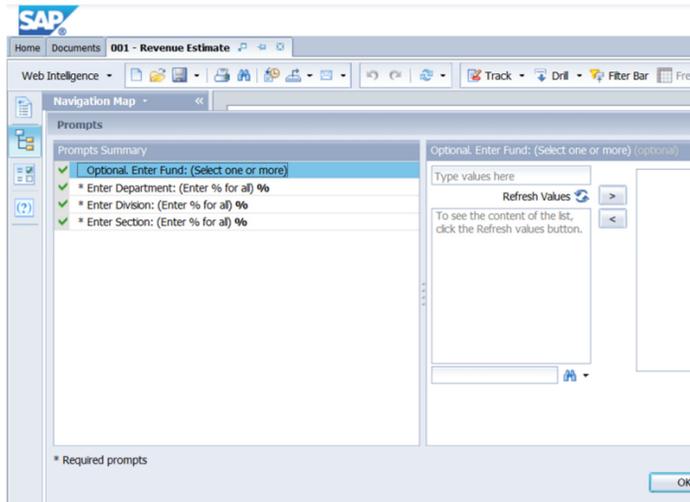
### SAP Report selection:



### BRASS Prompts:



### SAP Prompts (Fund, Dept., Div., & Section):



BRASS Report 001:

City of Fresno Budget 2016 - created 09/18/2014

File BRASS SBFS Resources Security Utilities Window Help

Reports at Selected Org and Fund (01)

**City of Fresno**  
**Reports at Selected Org and Fund (01)**

	FY 2014 ACTUALS	FY 2014 Amended Budget	FY 2015 ADOPTED BUDGET	Amended Budget 6/30/15	FY 2015 Actuals 6/30/15	FY 2015 YEAR END EST
<b>520301 Budget Program</b>						
<b>10101 General Fund</b>						
30101 Transfer from Fund Balance	0	0	0	0	0	0
36101 Interest	0	0	0	0	0	0
39008 Refunds--Current Year	0	0	0	0	1,434	0
<b>TOTREV Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,434</b>	<b>0</b>
<b>Total General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,434</b>	<b>0</b>
<b>Total Budget Program</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,434</b>	<b>0</b>
<b>Grand Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,434</b>	<b>0</b>

10/21/2015  
Form: d\_losalam1\_n

SAP Report 001:

BI launch pad

vs-ch-bfm-bi:8080/BOE/BI

Welcome: Administrator | Applications | Preferences | Help menu | Log off

001 - Revenue Estimate

Navigation Map: 001 - Revenue Estimate, Department, Division, Section, Export

**City of Fresno**  
**Revenue Estimates by Org, Fund, and Account**  
**Department Level**

Run Date: 10/21/15  
Run Time: 1:14:03 PM

Account	Account Name	a	b	c	d	e	f	g = f-d
		2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520000 - Finance Department</b>								
<b>10101 - General Fund</b>								
30102	Prior Year Adjustments	0	0	0	0	0	50,000	50,000
30103	Transfer Fund Bal - Prior Year PO	0	0	0	0	0	1,000	1,000
36101	Interest	0	0	0	0	0	10,000	10,000
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Total for: 520000 - Finance Department</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Report Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>

# SAP Report Selection

NonPosition reports located in Budget Folder. Highlight and double click report to open.

The screenshot shows the SAP BI launch pad interface. The browser address bar displays 'vs-ch-bfm-bi:8080/BOE/BI'. The SAP logo is visible at the top left. The main content area shows a list of reports under the 'Budget' folder. The report '001 - Revenue Estimate' is highlighted in blue, and a red arrow points to it from the text above. The list includes various reports such as '005 - Expenditure Estimate', '011 - Department Submission Revenue', and '295 - AAR Annual Appropriation Resolution Checking'. The 'Type' column for all reports is 'Web Intelligence'.

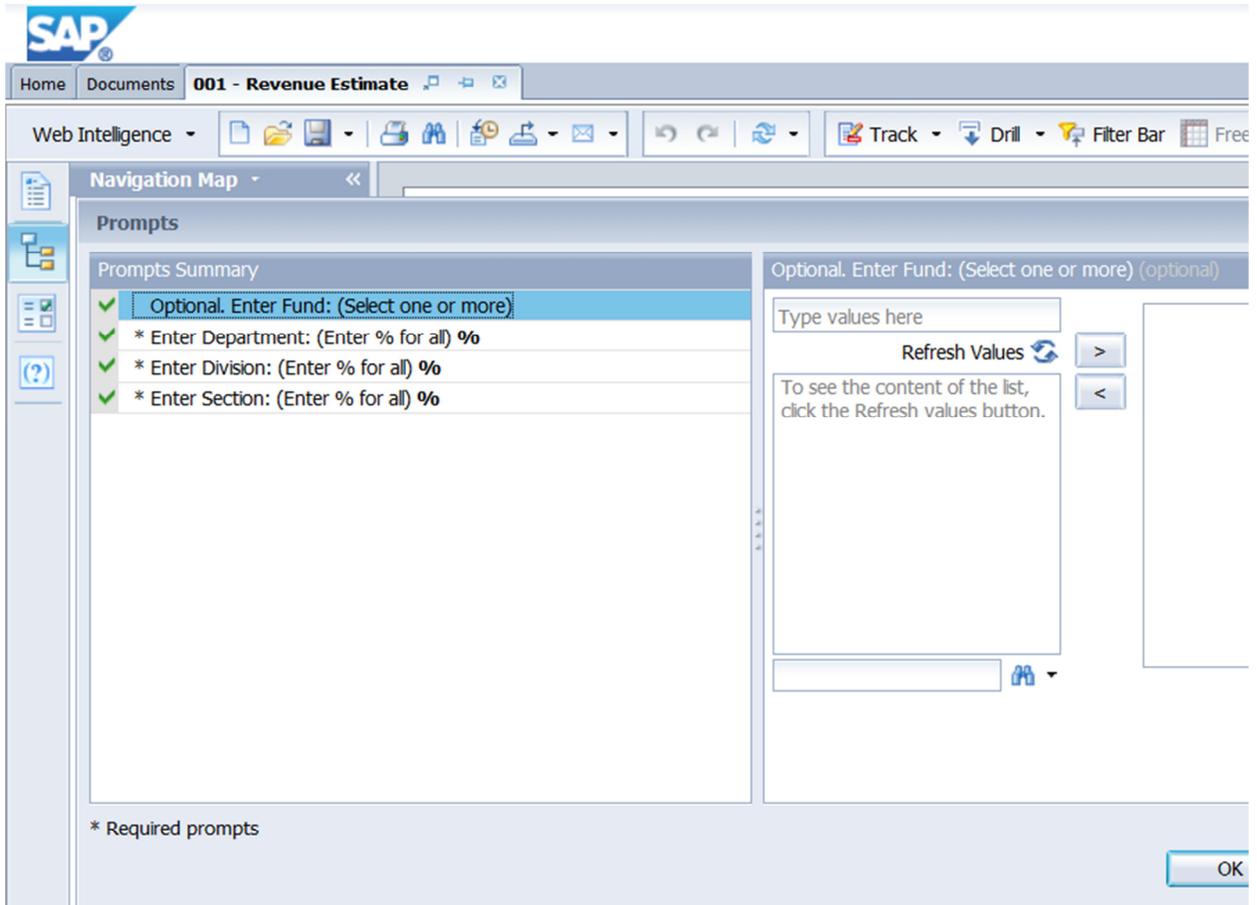
Title	Type
001 - Revenue Estimate	Web Intelligence
005 - Expenditure Estimate	Web Intelligence
011 - Department Submission Revenue	Web Intelligence
015 - Department Submission Expense	Web Intelligence
031 - Proposed Adopted Revenue	Web Intelligence
035 - Proposed Adopted Expense	Web Intelligence
042 - Project Budget Detail Revenue	Web Intelligence
043 - Project Budget Detail Expense	Web Intelligence
051 - 5 Year Capital Summary Expenses	Web Intelligence
052 - Capital Projects Detail	Web Intelligence
054 - Capital Projects All Funds	Web Intelligence
061 - Cash Position Summary	Web Intelligence
080 - Justification Export	Web Intelligence
221 - City Review Meetings	Web Intelligence
225 - Line Item Detail by Department	Web Intelligence
295 - AAR Annual Appropriation Resolution Checking	Web Intelligence

## Prompt Selection

Data displayed on a report can be filtered by utilizing report prompts:

For Report 001, report prompts are:

1. Fund
2. Department
3. Division
4. Section



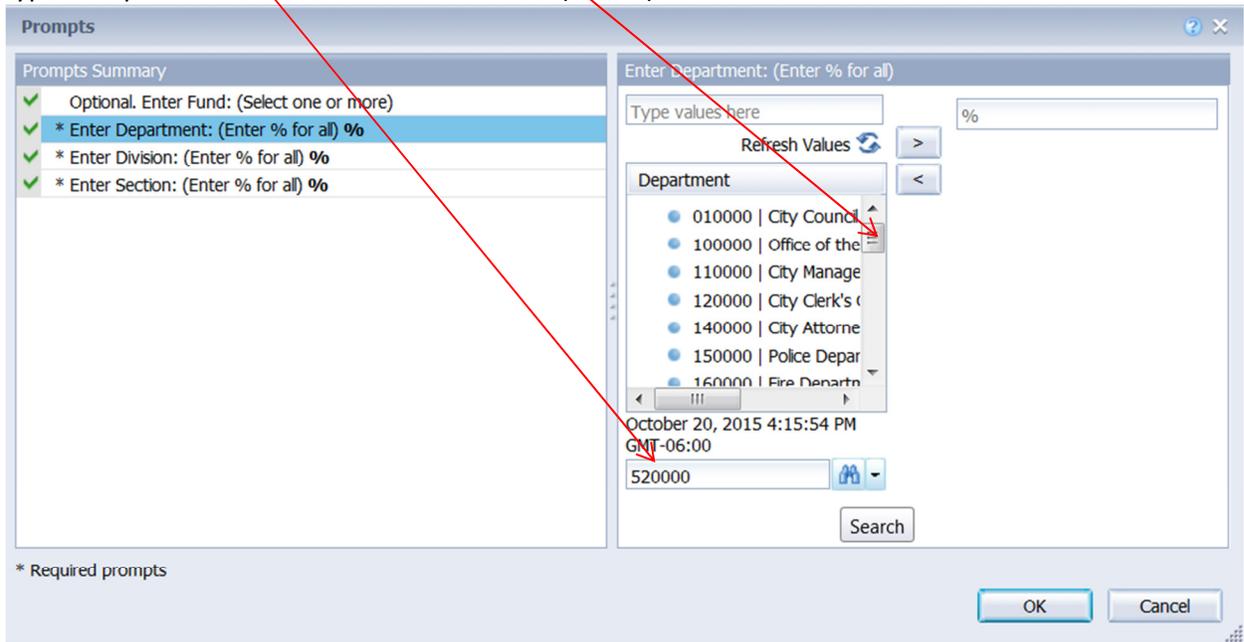
Note that percent sign“%” corresponds to requesting all data for prompt based on assigned User’s security rights.

## Example 1 – Select assigned department

Click on “Enter Department:” prompt.

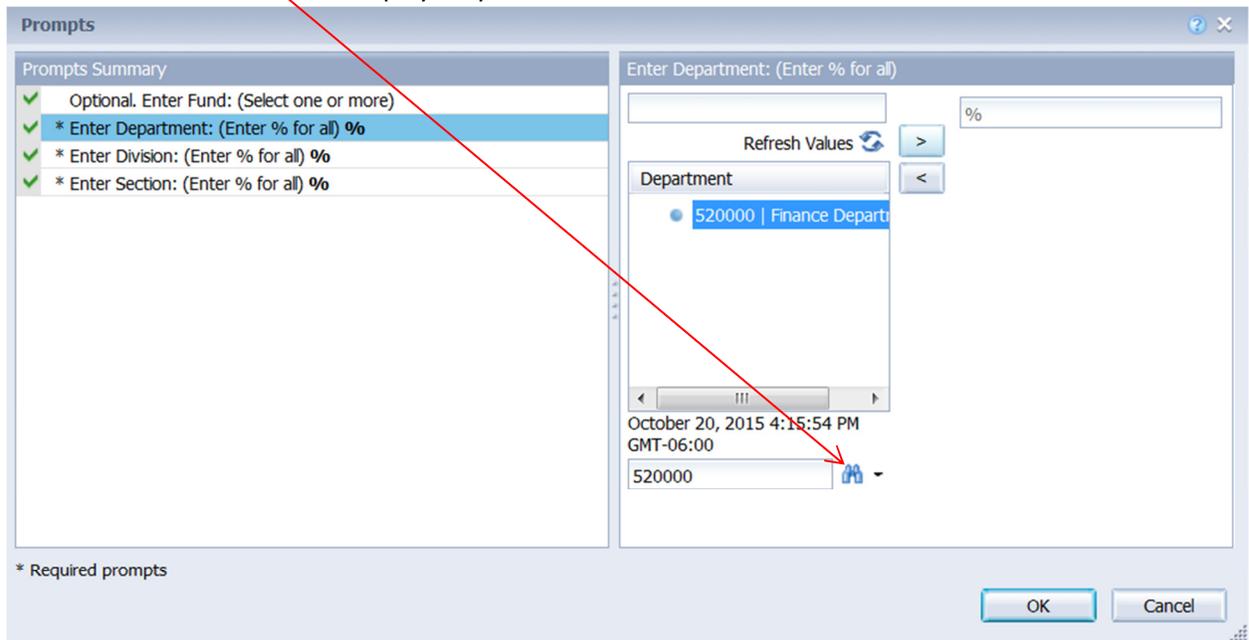
Select targeted Department by using scroll bar, or

type in department number and use binocular (search) icon to isolate on list.



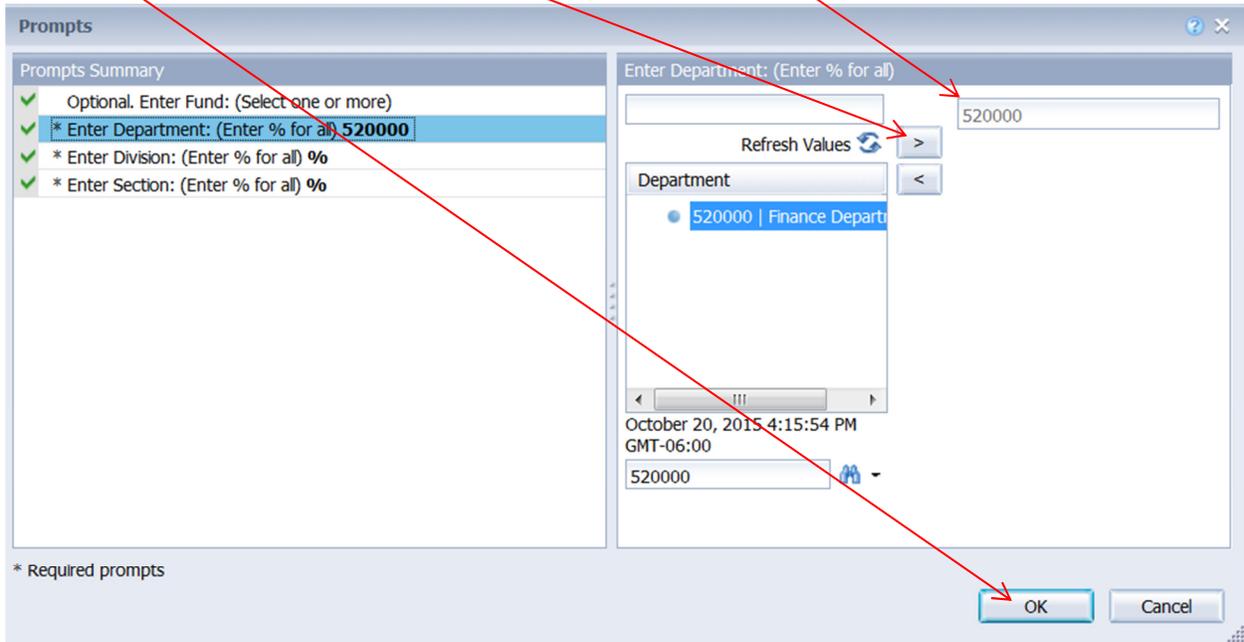
The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' lists several prompts, with '\* Enter Department: (Enter % for all) %' selected. On the right, the 'Enter Department: (Enter % for all)' section has a search bar containing '%', a 'Refresh Values' button, and a list of departments. The list includes: 010000 | City Council, 100000 | Office of the..., 110000 | City Manage..., 120000 | City Clerk's..., 140000 | City Attorne..., 150000 | Police Depart..., and 160000 | Fire Depart... The search icon (binoculars) is visible next to the search bar. Below the list, the date and time 'October 20, 2015 4:15:54 PM GMT-06:00' and the department number '520000' are displayed. A 'Search' button is at the bottom right. The 'OK' and 'Cancel' buttons are at the bottom of the dialog.

Click on the binocular icon to display only 520000



The screenshot shows the 'Prompts' dialog box after the search icon has been clicked. The 'Enter Department: (Enter % for all)' section now displays only one department: '520000 | Finance Depart...'. The search bar still contains '%', and the search icon is now active. The date and time 'October 20, 2015 4:15:54 PM GMT-06:00' and the department number '520000' are still visible. The 'OK' and 'Cancel' buttons are at the bottom of the dialog.

Click on the “greater than” sign “>” to select targeted department.  
 Click “OK” button to run report.



SAP reports can have multiple report views or tabs. For example, report 001 has four tabs.

1. Department tab will display data at department level by fund and accounts.
2. Division tab will display data at division level by fund and account.
3. Section tab will display data at section level by fund and account.
4. Export tab will provide all data that populates previous tabs.

### Department Tab

**City of Fresno**  
**Revenue Estimates by Org, Fund, and Account**  
**Department Level**

Run Date: 10/20/15  
 Run Time: 4:17:36 PM

Account	Account Name	a	b	c	d	e	f	g = f-d
		2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/00/2015	2014 Actuals	2016 Estimate	Variance
<b>520000 - Finance Department</b>								
<b>10101 - General Fund</b>								
30102	Prior Year Adjustments	0	0	0	0	0	50,000	50,000
30103	Transfer Fund Bal - Prior Year PO	0	0	0	0	0	1,000	1,000
31305	Sales/Use Tax Disc. Earned/Loss	0	0	0	0	0	0	0
31802	Room Tax	0	0	0	0	0	0	0
32262	Animal License Forfeited Fees	0	0	0	0	0	0	0
32263	Animal Control Citations	0	0	0	0	0	0	0
33820	COG--Local Transp Planning	0	300	400	300	0	0	-300
34002	Variable Reimb fr Non-ISF Div	0	435,500	526,700	435,500	0	0	-435,500
34101	Photocopying	0	100	100	100	0	0	-100
34103	Bad Check Recovery	0	7,000	4,000	7,000	0	0	-7,000
34104	Incidental Charges	0	41,000	45,000	41,000	0	0	-41,000
34108	Revenue Bond Application Fees	0	60,500	36,000	60,500	0	0	-60,500
34115	Misc--Other Charges Svcs & Fac	0	48,800	47,800	48,800	0	0	-48,800
	Variance	0	0	0	0	0	0	0

## Division Tab

SAP Welcome: Administrator | Applications | Preferences Help me

Home Documents 001 - Revenue Estimate

Web Intelligence

User Prompt Input - << Advanced Run

Optional. Enter Fund: (Select c

Enter Department: (Enter % f 520000

Enter Division: (Enter % for all %

Enter Section: (Enter % for all %

**City of Fresno** Run Date: 10/20/15  
**Revenue Estimates by Org, Fund, and Account** Run Time: 4:17:36 PM  
**Division Level**

Account	Account Name	a	b	c	d	e	f	g = f-d
		2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520100 - Finance Administration Division</b>								
<b>10101 - General Fund</b>								
39015	Miscellaneous--Other Revenue	0	0	0	0	0	0	0
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total for: 520100 - Finance Administration Div</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>520200 - Accounting Division</b>								
<b>10101 - General Fund</b>								
33820	COG--Local Transp Planning	0	300	400	300	0	0	-300
34103	Bad Check Recovery	0	7,000	4,000	7,000	0	0	-7,000
34108	Revenue Bond Application Fees	0	60,500	36,000	60,500	0	0	-60,500
34115	Misc--Other Charges Svcs & Fac	0	35,800	35,800	35,800	0	0	-35,800
38022	Portfolio Management Fee	0	805,000	755,000	805,000	0	0	-805,000

Department | Division | Section | Export

## Section Tab

SAP Welcome: Administrator | Applications | Preferences Help me

Home Documents 001 - Revenue Estimate

Web Intelligence

User Prompt Input - << Advanced Run

Optional. Enter Fund: (Select c

Enter Department: (Enter % f 520000

Enter Division: (Enter % for all %

Enter Section: (Enter % for all %

**City of Fresno** Run Date: 10/20/15  
**Revenue Estimates by Org, Fund, and Account** Run Time: 4:17:36 PM  
**Section Level**

Account	Account Name	a	b	c	d	e	f	g = f-d
		2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520101 - Finance Administration</b>								
<b>10101 - General Fund</b>								
39015	Miscellaneous--Other Revenue	0	0	0	0	0	0	0
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total for: 520101 - Finance Administration</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>520201 - Accounting</b>								
<b>10101 - General Fund</b>								
43910	Transfers From Other Fund	0	0	0	0	0	0	0
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>50103 - Finance ISF</b>								
30101	Transfer from Fund Balance	0	0	0	0	0	0	0
44910	Transfer To Other Fund	0	0	0	0	0	0	0

Department | Division | Section | Export

## Export Tab

Department	Department Name	Division	Division Name	Org	Org Name	Fund	Fund Name	Account	Account Name	2013 Actuals	2015 Amended	2016 Adopted	2016 Amended	2014 Actuals	2016 Estimate
520000	Finance Depart 520100	Finance Admini	520101	Finance Admini	10101	General Fund	39015	Miscellaneous--		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	10101	General Fund	43910	Transfers From		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	50103	Finance ISF	30101	Transfer from F		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	50103	Finance ISF	44910	Transfer To Oth		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	51504	Health Self-ins.	30101	Transfer from F		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	51504	Health Self-ins.	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	51504	Health Self-ins.	43910	Transfers From		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	51507	Flexible Benefit	30101	Transfer from F		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63104	AD CD-3 Debt	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63112	AD CFD-4 Pass	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63155	Zone 100 Rede	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63126	Zone 100 Rede	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63161	Zone 131 Rede	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63162	Zone 133 Rede	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63164	Zone 141 Rede	36101	Interest		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63561	Blue Collar H&V	30102	Prior Year Adjur		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520201	Accounting	63561	Blue Collar H&V	44910	Transfer To Oth		0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi	520202	Treasury	10101	General Fund	33820	COG--Local Tri		0	300	400	300	0	0
520000	Finance Depart 520200	Accounting Divi	520202	Treasury	10101	General Fund	34108	Revenue Bond		0	60,500	36,000	60,500	0	0

## Example 2 – Select a section (option 1)

Click on “Refresh” icon to access prompt screen.

**Refresh**  
Refresh one or all data providers

**Optional. Enter Fund: (Select one or more)**

**Enter Department: (Enter % for all)**  
520000

**Enter Division: (Enter % for all)**  
%

**Enter Section: (Enter % for all)**  
%

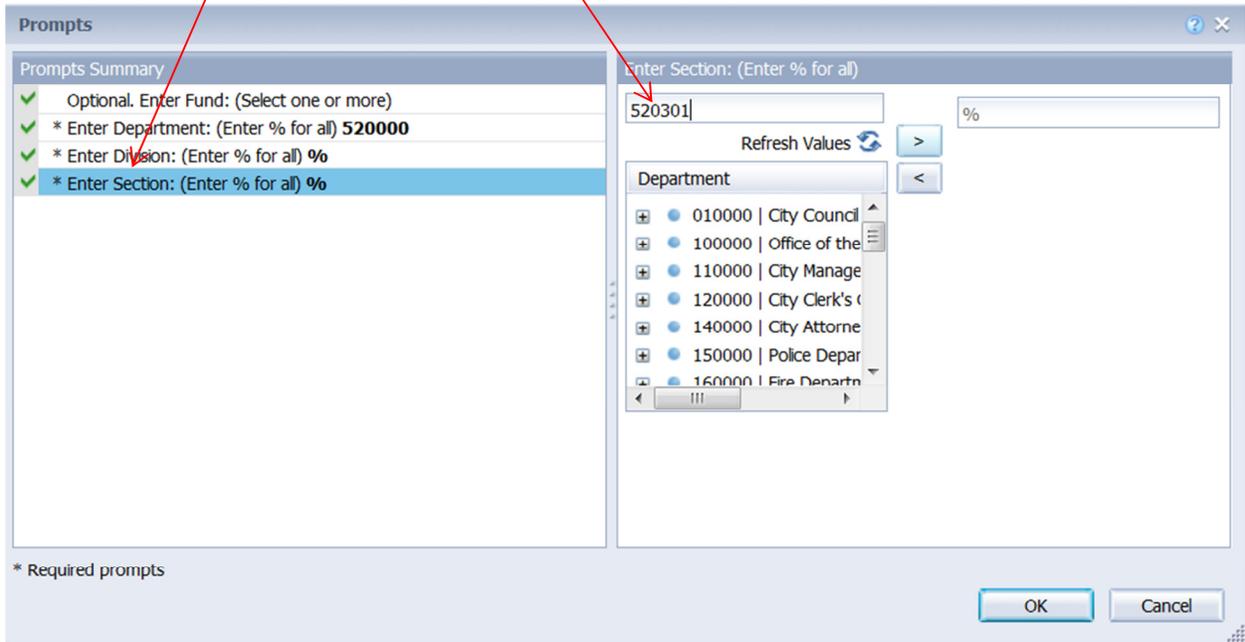
**Account Account Name**

**520000 - Finance Department**

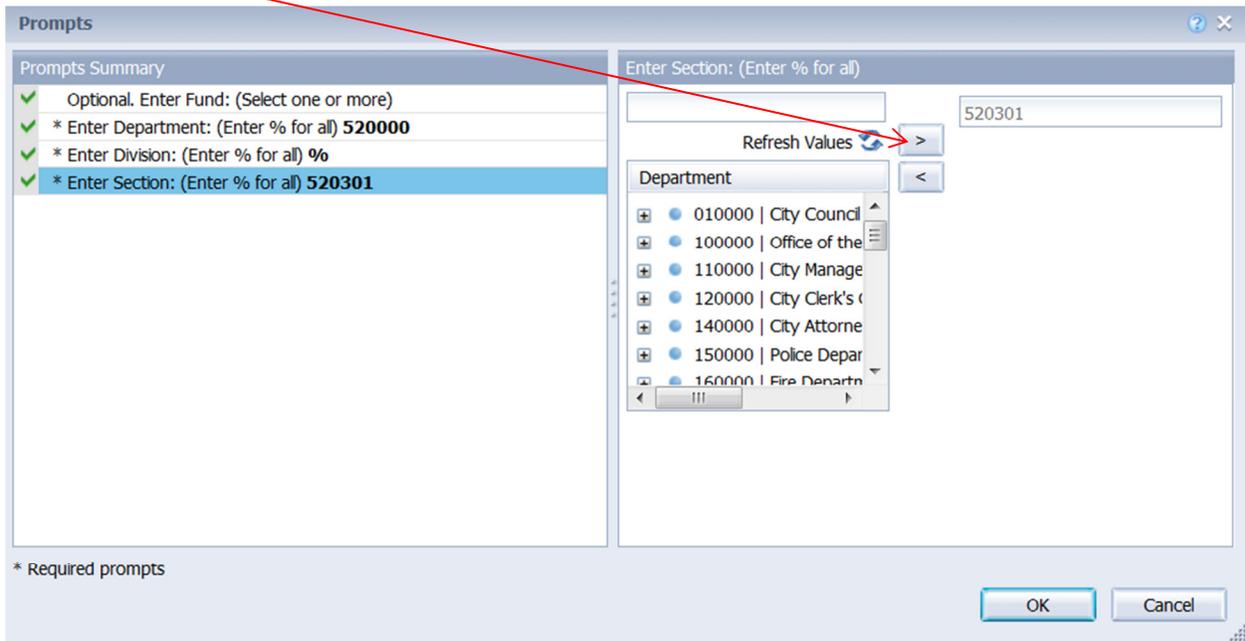
**10101 - General Fund**

30102 Prior Year Adjustments

Click on "Enter Section:" and type specific section.



Click ">" to set prompt setting. Click the "OK" button to run report per section's data.



Report results will just reflect data for selected section (i.e., 520301) in the various report tabs:

### Department Tab

		a	b	c	d	e	f	g = f-d
Account	Account Name	2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520000 - Finance Department</b>								
<b>10101 - General Fund</b>								
30102	Prior Year Adjustments	0	0	0	0	0	50,000	50,000
30103	Transfer Fund Bal - Prior Year PO	0	0	0	0	0	1,000	1,000
36101	Interest	0	0	0	0	0	10,000	10,000
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Total for: 520000 - Finance Department</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Report Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>

[Department](#) | [Division](#) | [Section](#) | [Export](#)

### Division Tab

		a	b	c	d	e	f	g = f-d
Account	Account Name	2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520300 - Budget Division</b>								
<b>10101 - General Fund</b>								
30102	Prior Year Adjustments	0	0	0	0	0	50,000	50,000
30103	Transfer Fund Bal - Prior Year PO	0	0	0	0	0	1,000	1,000
36101	Interest	0	0	0	0	0	10,000	10,000
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Total for: 520300 - Budget Division</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Report Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>

[Department](#) | [Division](#) | [Section](#) | [Export](#)

Section Tab



**City of Fresno**  
**Revenue Estimates by Org, Fund, and Account**  
**Section Level**

Run Date: 10/20/15  
 Run Time: 4:20:09 PM

	a	b	c	d	e	f	g = f-d	
Account	Account Name	2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520301 - Budget Program</b>								
<b>10101 - General Fund</b>								
30102	Prior Year Adjustments	0	0	0	0	0	50,000	50,000
30103	Transfer Fund Bal - Prior Year PO	0	0	0	0	0	1,000	1,000
36101	Interest	0	0	0	0	0	10,000	10,000
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Total for: 520301 - Budget Program</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Report Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>

Department | Division | **Section** | Export

Track changes: Off | Page

## Export Tab

Department	Department Name	Division	Division Name	Org	Org Name	Fund	Fund Name	Account	Account Name	2013 Actuals	2015 Amended	2016 Adopted	2016 Amended	2014 Actuals	2016 Estimate
520000	Finance Depart 520300		Budget Division 520301		Budget Program 10101		General Fund	30102	Prior Year Adj	0	0	0	0	0	50.00
520000	Finance Depart 520300		Budget Division 520301		Budget Program 10101		General Fund	30103	Transfer Fund I	0	0	0	0	0	1.00
520000	Finance Depart 520300		Budget Division 520301		Budget Program 10101		General Fund	36101	Interest	0	0	0	0	0	10.00

## BFM – Budget Form Entry – Lines screen:

Budget Form Entry - Mozilla Firefox

10.1.35.193/BFMPROD/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_in\_exp1.aspx?qNav\_id=6442&qNav\_cd=100&qMode=nav\_pop&scrw=1175&scrh=700

**Budget Form Entry - Lines**

Return to Form Header | Export to Excel | Import Lines from Excel

ID	Budget Form	Header Organization
6442	100	520300 - Budget Division

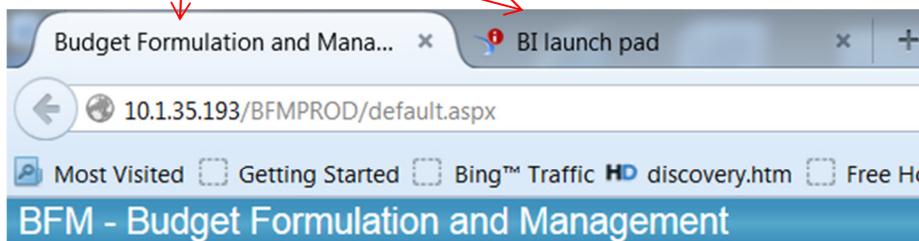
Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New | Zero Out | Screen Configuration | Validation Configuration

Row	Modify Data	Org	Fund	Account	2016 Adopted Budget	2016 Amended Budget	2016 Actuals	2016 Field Estimate	2016 Budget Office Estimate	2016 Current Year Estimate	Budget Line Text
1	[Edit]	520301	10101	30101	0	0	0	0	0	0	
2	[Edit]	520301	10101	30102	0	0	0	50,000	0	50,000	Data entry #8
3	[Edit]	520301	10101	30103	0	0	0	1,000	0	1,000	Data entry #9
4	[Edit]	520301	10101	36101	0	0	0	10,000	0	10,000	Data entry #7
5	[Edit]	520301	10101	51101	639,400	494,000	491,909	1,000,000	0	1,000,000	Data entry #5
6	[Edit]	520301	10101	51102	9,300	12,300	13,124	12,000	-2,000	10,000	Test manual entry 2
7	[Edit]	520301	10101	51103	40,800	38,400	38,373	39,900	0	39,900	Data entry #6

**Both BFM and BI Launch Pad applications can be opened in tandem by creating multiple Internet tabs.**

This allows reviewing data entry with SAP reports. However, you will need to back out of BFM form screens in order to access browser tabs. It is recommended that each application opened in a separate browser in order to maintain respective screens.



### Example 3 – Select a section (option 2)

Note: a report can be Refreshed or Run by using the “User Prompt Input pane. Enter section number and click on the “Run” icon.

The screenshot shows the SAP Web Intelligence interface. The browser tab is titled '001 - Revenue Estimate'. The 'User Prompt Input' pane on the left contains the following fields:

- Optional. Enter Filter: Select one or more filters. A 'Run' button is visible below this section.
- Enter Department: (Enter % for all) 520000
- Enter Division: (Enter % for all) %
- Enter Section: (Enter % for all) 520301

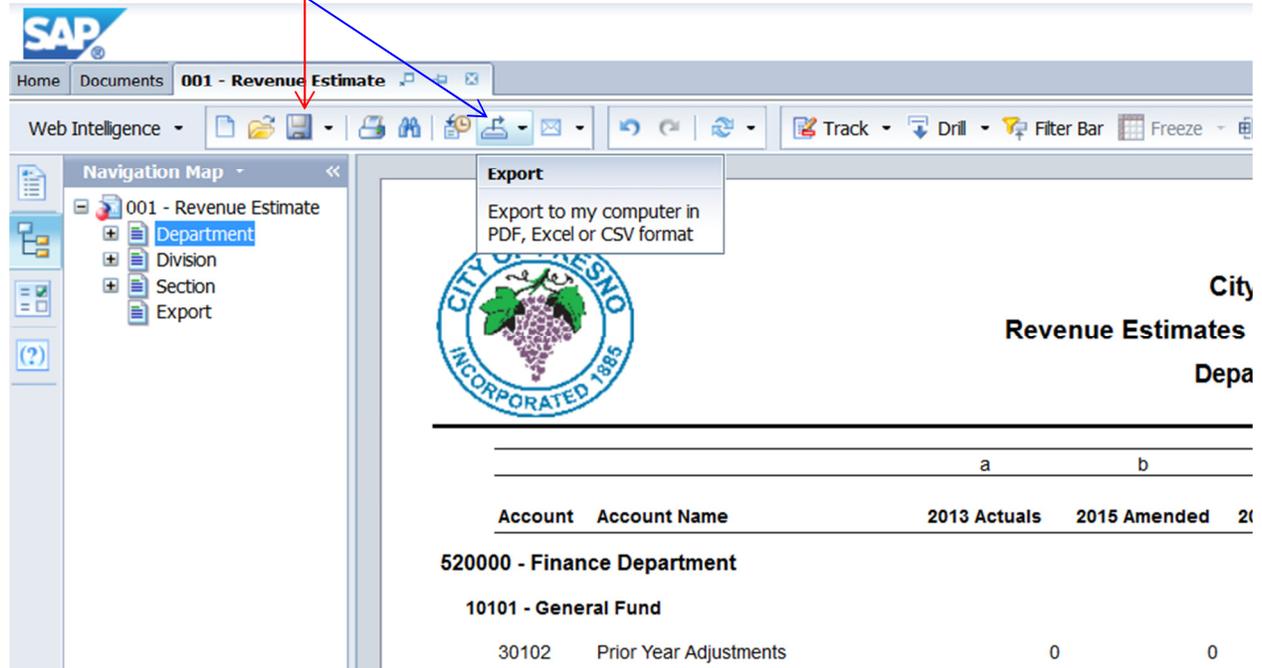
The main report area displays the City of Fresno logo (INCORPORATED 1885) and the following account information:

Account	Account Name
520000	Finance Department
10101	General Fund
30102	Prior Year Adjustments

## Export a report as PDF or Excel format

Click the Export icon

Note: **Do not** use the "Save" icon. This will save any changes to the production report located in the Department folder. Icons made accessible will be based on User ID's security rights.

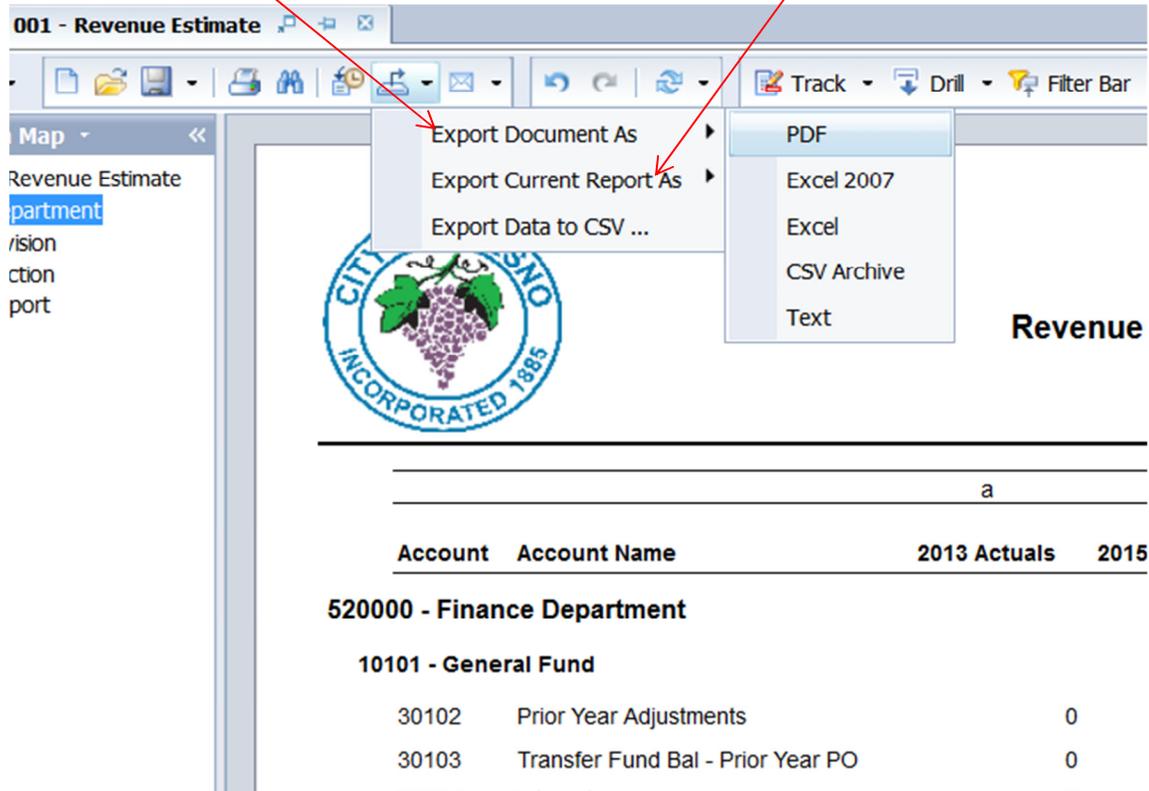


The screenshot shows the SAP Web Intelligence interface. The top navigation bar includes 'Home', 'Documents', and '001 - Revenue Estimate'. The toolbar contains various icons, with the 'Export' icon (a document with a right-pointing arrow) highlighted by a red arrow. A tooltip for the 'Export' icon is visible, stating: 'Export to my computer in PDF, Excel or CSV format'. The left sidebar shows a 'Navigation Map' with a tree structure: '001 - Revenue Estimate' (expanded), 'Department', 'Division', 'Section', and 'Export'. The main report area features the City of Fresno logo and the title 'City Revenue Estimates Depa'. Below the title is a table with columns 'Account', 'Account Name', '2013 Actuals', '2015 Amended', and '2016 Amended'. The table data is as follows:

Account	Account Name	2013 Actuals	2015 Amended	2016 Amended
<b>520000 - Finance Department</b>				
<b>10101 - General Fund</b>				
30102	Prior Year Adjustments	0	0	0

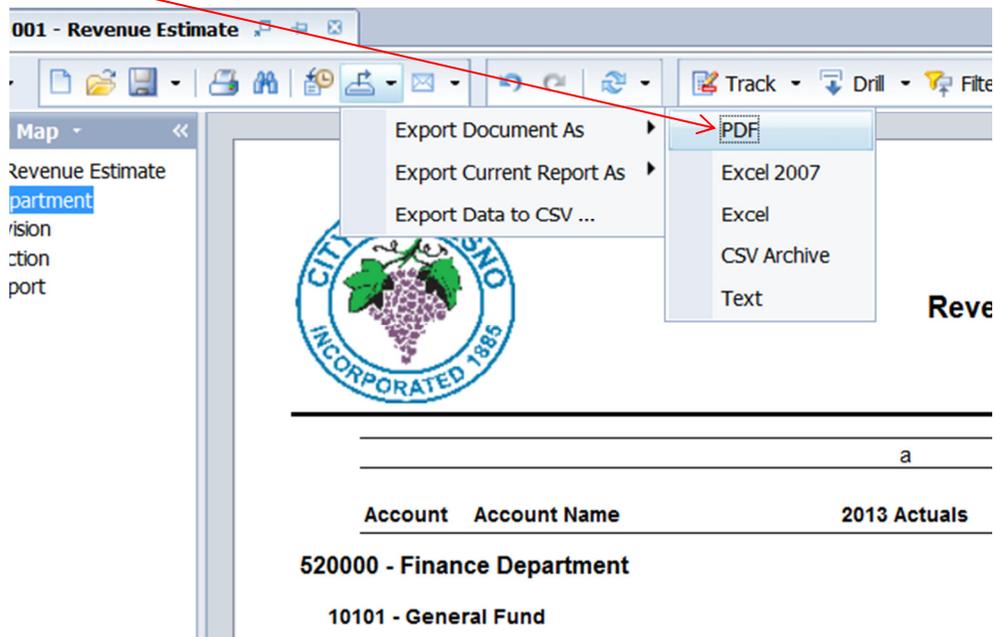
## Report exported to create a PDF file

Note "Export Document As" exports all report tabs, while "Export Current Report As" exports only active report tab.



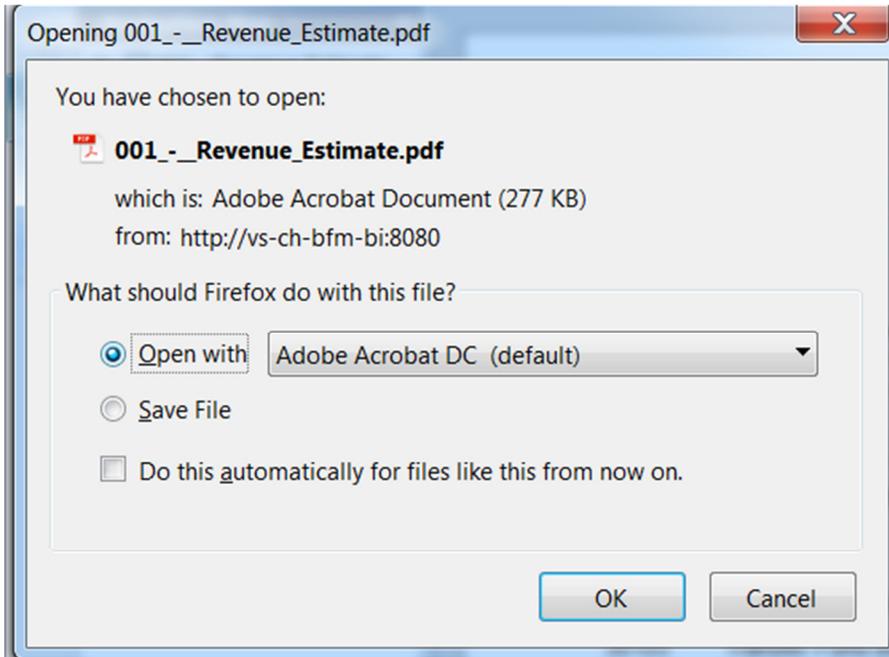
The screenshot shows a web application interface for a revenue estimate report. The title bar reads "001 - Revenue Estimate". A toolbar contains icons for various actions, including a document icon with a downward arrow. A dropdown menu is open, showing three options: "Export Document As", "Export Current Report As", and "Export Data to CSV ...". The "Export Document As" option is selected, and its sub-menu is visible, listing "PDF", "Excel 2007", "Excel", "CSV Archive", and "Text". The "PDF" option is highlighted. The main content area features the City of Snohomish logo (a blue circle with a bunch of grapes and the text "CITY OF SNOHOMISH INCORPORATED 1885") and the word "Revenue" in large bold text. Below this is a table with columns for "Account", "Account Name", "2013 Actuals", and "2015". The table content includes "520000 - Finance Department" and "10101 - General Fund", with specific entries for "30102 Prior Year Adjustments" and "30103 Transfer Fund Bal - Prior Year PO".

Select "PDF" option



This screenshot is similar to the one above, but with a red arrow pointing from the text "Select 'PDF' option" to the "PDF" option in the sub-menu. The "PDF" option is now highlighted with a blue border, indicating it is the selected option.

Select "Open with" and click the "OK" button.



PDF File created. User can save the PDF report through the "File" command.

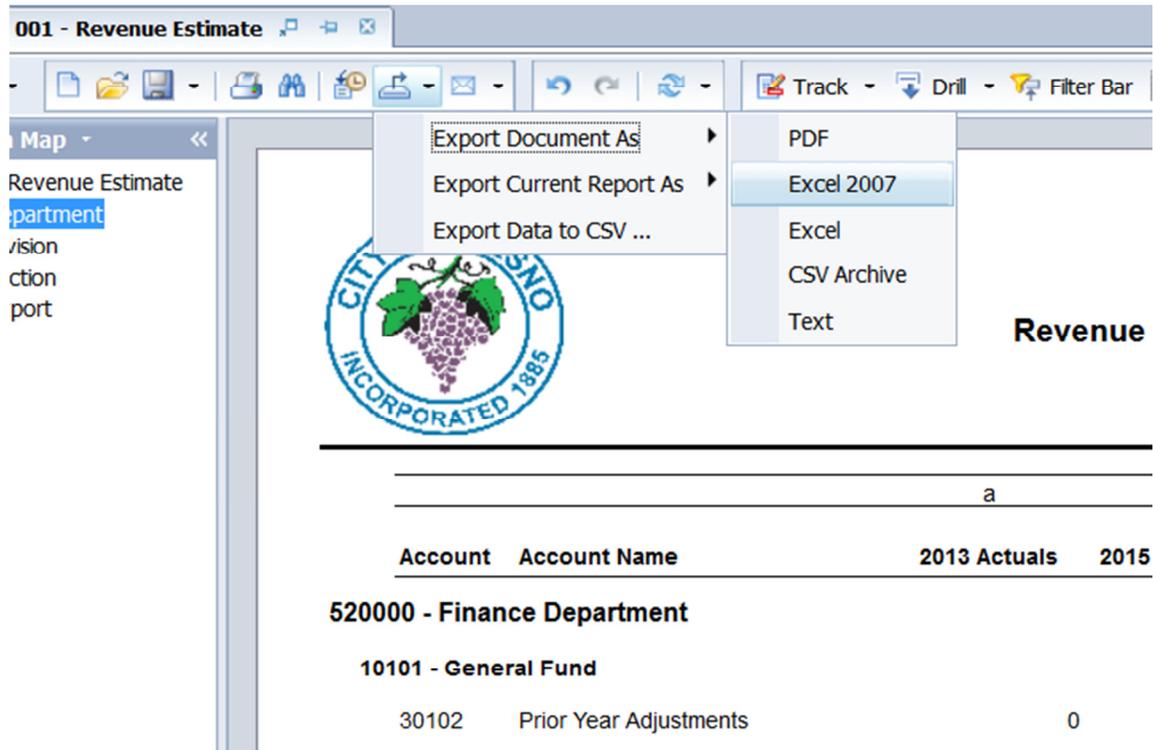
City of Fresno  
Revenue Estimates by Org, Fund, and Account  
Department Level

Run Date: 10/21/15  
Run Time: 3:17:41

Account	Account Name	a	b	c	d	e	f	g = f-d
		2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520000 - Finance Department</b>								
<b>10101 - General Fund</b>								
30102	Prior Year Adjustments	0	0	0	0	0	50,000	50,000
30103	Transfer Fund Bal - Prior Year PO	0	0	0	0	0	1,000	1,000
36101	Interest	0	0	0	0	0	10,000	10,000
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Total for: 520000 - Finance Department</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Report Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>

## Report exported to create an Excel file

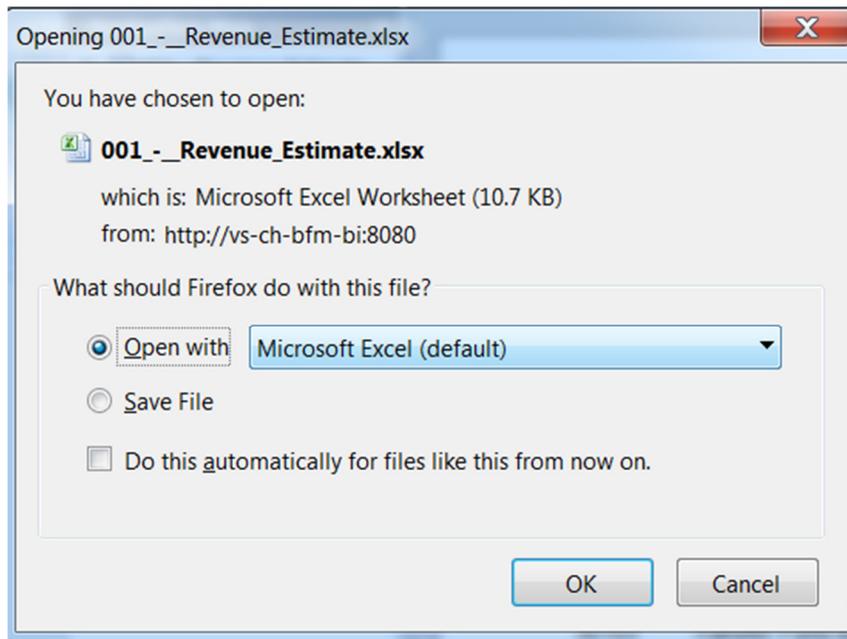
Select "Excel 2007" option



The screenshot shows a web application window titled "001 - Revenue Estimate". The interface includes a toolbar with various icons, a left-hand navigation pane with a "Map" section, and a main content area. A context menu is open over the main content area, displaying options: "Export Document As", "Export Current Report As", and "Export Data to CSV ...". The "Export Current Report As" option is selected, and a sub-menu is visible with the following options: "PDF", "Excel 2007", "Excel", "CSV Archive", and "Text". The "Excel 2007" option is highlighted. Below the menu, a circular logo for "CITY OF SNOHOMISH INCORPORATED 1885" is visible. To the right, the word "Revenue" is displayed. Below the logo, a table structure is partially visible with columns for "Account", "Account Name", "2013 Actuals", and "2015".

Account	Account Name	2013 Actuals	2015
520000	Finance Department		
10101	General Fund		
30102	Prior Year Adjustments		0

Select "Open with" and click the "OK" button.



The screenshot shows a dialog box titled "Opening 001\_-\_Revenue\_Estimate.xlsx". The dialog contains the following text: "You have chosen to open:", followed by a file icon and the name "001\_-\_Revenue\_Estimate.xlsx", and then "which is: Microsoft Excel Worksheet (10.7 KB)" and "from: http://vs-ch-bfm-bi:8080". Below this, the question "What should Firefox do with this file?" is followed by three radio button options: "Open with" (selected), "Save File", and "Do this automatically for files like this from now on.". The "Open with" option has a dropdown menu showing "Microsoft Excel (default)". At the bottom of the dialog are "OK" and "Cancel" buttons.

SAP report opened in Excel. User can save the report as an Excel file through the "File" command.

Note: exported all documents into Excel; respective tabs created as well.

Account	Account Name	2013 Actuals	2015 Amended	2016 Adopted	2016 Amended 6/30/2015	2014 Actuals	2016 Estimate	Variance
<b>520000 - Finance Department</b>								
<b>10101 - General Fund</b>								
30102	Prior Year Adjustments	0	0	0	0	0	50,000	50,000
30103	Transfer Fund Bal - Prior Year PO	0	0	0	0	0	1,000	1,000
36101	Interest	0	0	0	0	0	10,000	10,000
<b>Total for: 10101 - General Fund</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Total for: 520000 - Finance Department</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>
<b>Report Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,000</b>	<b>61,000</b>

## Budget Form Detail (Form 14)

The Form 14 will be the mechanism to submit your explanations regarding significant changes between your FY 2017 Budget Submission and the FY 2016 Amended Budget as well as the corresponding impact to services. This information will be needed to facilitate discussions during the Budget Review Meetings as well as Council Budget Hearings.

### General Instructions

You will be using the BI Launch Pad, specifically report #221 City Review Meetings, to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from BI Lanuch Pad will include the FY 2016 Amended Budget, the FY 2017 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. The Form needs to be completed for just expenditure accounts that reflect a significant change at **a fund and division level**.

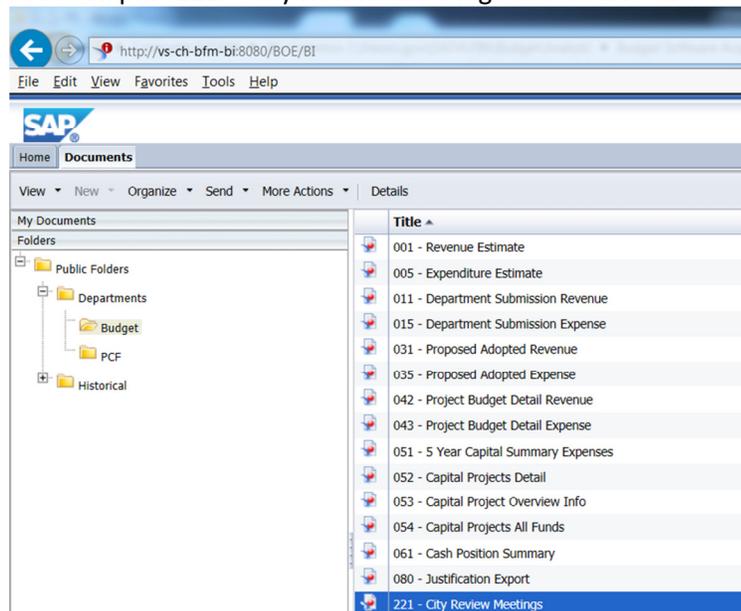
### Specific Instructions

At the account level, you will be required to provide a two part explanation. The first should address significant changes (what the changes caused) from the FY 2016 Amended Budget reflecting a  $\pm 7\%$  or  $\pm \$100,000$  variance. The second part is to explain how services or programs will be affected by the significant change. As you explain the impact to services, you need to **quantify** your comments. The only exception to this rule will be for centrally loaded accounts, including base ID charges. However, you should still take the steps to evaluate any sizable ID variances.

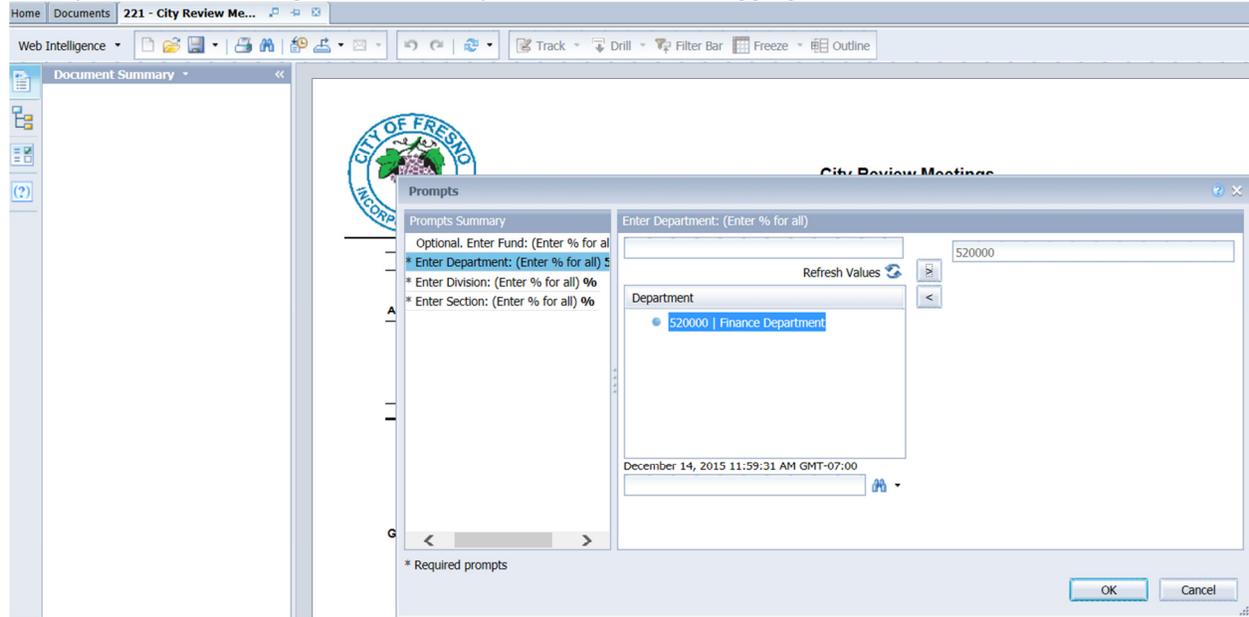
The following are steps to 1) access the report, 2) export the budget data from BI Launch Pad to an Excel file, and 3) create and format columns corresponding to requested explanations.

## Crating a Form 14 from BI Launch Pad

Select Report 221 – City Review Meetings and double click to open.



The report will run for just your assigned department if you leave all prompts with % sign. Below example shows selecting 520000 for Department based on logging in as User ID FIN.



### Report results for Department 520000

http://vs-ch-bfm-bi:8080/BOE/BI BI launch pad

File Edit View Favorites Tools Help

SAP Welcome: FIN | Applications | Preferences Help menu | Log off

221 - City Review Meetings

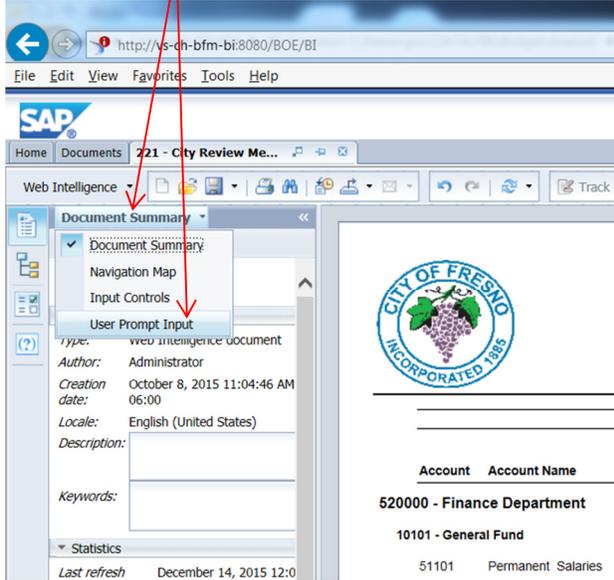
City of Fresno  
City Review Meetings  
Department Level

Run Date: 12/14/15  
Run Time: 12:02:39 PM

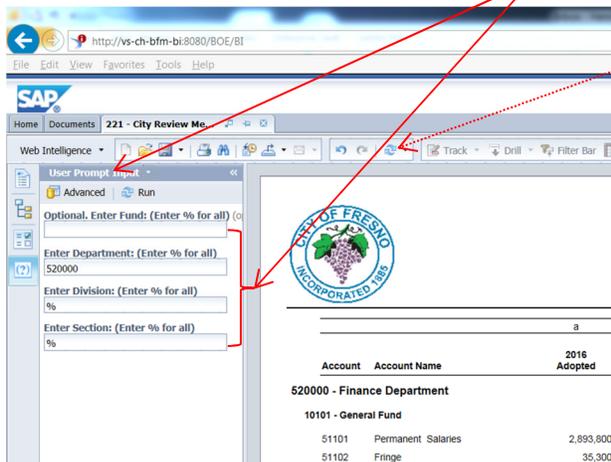
Account	Account Name	a 2016 Adopted	b 2016 Amended 6/30/2015	c 2017 Adopted Budget	d = e/b Percent Change	e = c-b Dollar Change from Amended
<b>520000 - Finance Department</b>						
<b>10101 - General Fund</b>						
51101	Permanent Salaries	2,893,800	2,893,800	60,000	-97.93%	-2,833,800
51102	Fringe	35,300	35,300	2,500	-92.92%	-32,800
51103	Employee Leave Payoff	81,000	81,000	90,000	11.11%	9,000
51104	Perm Fringe - Health & Welfare	535,300	535,300	12,000	-97.76%	-523,300
51105	Perm Fringe - Life & Disab. Ins.	10,600	10,600	0	-100.00%	-10,600
51107	Perm Fringe-Pension Employees	339,800	339,800	0	-100.00%	-339,800
51109	Leave Payoff At Termination	31,200	31,200	0	-100.00%	-31,200
51401	Premium Pay	16,700	16,700	16,700	0.00%	0
51501	Contract Extra Help	8,000	8,000	8,000	0.00%	0
52302	Gen Svc Pens Oblig Bnd Dbt Svc	107,400	107,400	107,400	0.00%	0
52403	HRA Payments	400	400	400	0.00%	0
52601	Worker's Compensation	67,100	67,100	68,600	2.24%	1,500
52901	Recurring Vehicle Allowance	16,000	16,000	17,100	6.88%	1,100
53302	Prof Svcs/Consulting - Outside	2,500	2,500	2,500	0.00%	0

Department Division Section Export

Change selection from “Document Summary” to “User Prompt Input.” This will provide another means to change prompt settings and re-run report.



Note that you can re-run report through “User Prompt Input” or through “Refresh” icon.



Export all tabs to Excel by clicking on Export icon.  
 Select "Export Document As" to capture all tabs.  
 Select "Excel 2007."

The screenshot shows the SAP Web Intelligence interface. On the left, there are input fields for 'Optional. Enter Fund: (Enter % for all)', 'Enter Department: (Enter % for all)' (with value 520000), 'Enter Division: (Enter % for all)', and 'Enter Section: (Enter % for all)'. On the right, the 'Export Document As' menu is open, showing options: PDF, Excel 2007 (selected), Excel, CSV Archive, and Text. Below the menu, a report table is visible with columns 'Account', 'Account Name', and '2016 Adopted'. The report title is '520000 - Finance Department' and '10101 - General Fund'. The table lists various account codes and names with their corresponding 2016 adopted values.

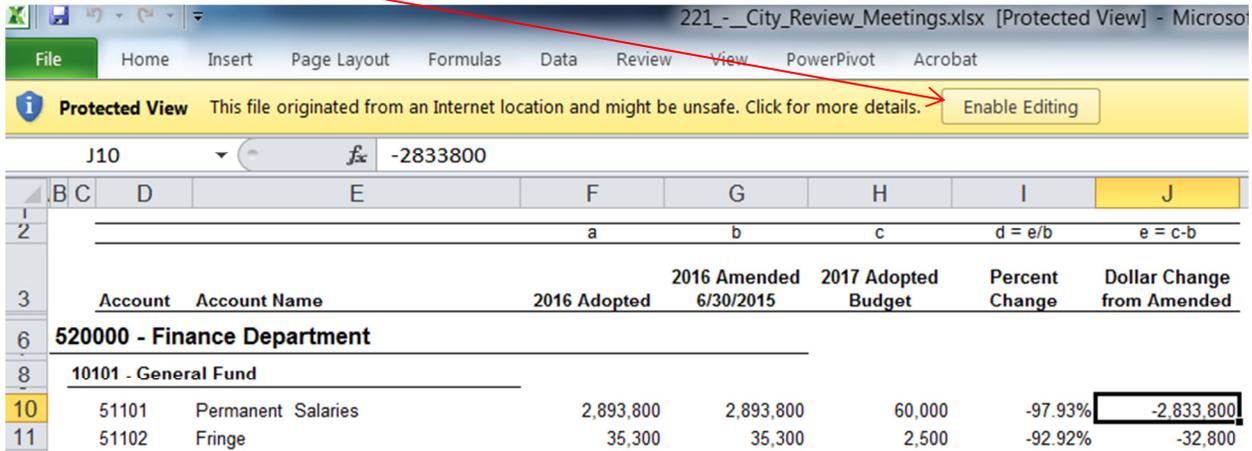
Account	Account Name	2016 Adopted
51101	Permanent Salaries	2,893,800
51102	Fringe	35,300
51103	Employee Leave Payoff	81,000
51104	Perm Fringe - Health & Welfare	535,300
51105	Perm Fringe - Life & Disab. Ins.	10,600
51107	Perm Fringe-Pension Employees	339,800
51109	Leave Payoff At Termination	31,200
51401	Premium Pay	16,700
51501	Contract Extra Help	8,000
52302	Gen Svc Pens Oblig Bnd Dbl Svc	107,400
52403	HRA Payments	400
52601	Worker's Compensation	67,100
52901	Recurring Vehicle Allowance	16,000
53302	Prof Svcs/Consulting - Outside	2,500

Running reports using Internet Explorer, you'll receiving following message below report. Select "Open" to complete export process.

The screenshot shows a report titled 'City of Fresno City Review Meetings Department Level'. The report includes a table with columns: Account, Account Name, 2016 Adopted, 2016 Amended 6/30/2016, 2017 Adopted Budget, Percent Change, and Dollar Change From Amended. The report is for Department 520000 - Finance Department and Fund 10101 - General Fund. A red arrow points to an 'Open' button in a dialog box at the bottom of the report, which asks 'Do you want to open or save 221\_-\_City\_Review\_Meetings.xlsx (45.6 KB) from vs-ch-bfm-bi?'.

Account	Account Name	2016 Adopted	2016 Amended 6/30/2016	2017 Adopted Budget	Percent Change	Dollar Change From Amended
51101	Permanent Salaries	2,893,800	2,893,800	60,000	-97.93%	-2,833,800
51102	Fringe	35,300	35,300	2,100	-92.92%	-32,800
51103	Employee Leave Payoff	81,000	81,000	90,000	11.11%	9,000
51104	Perm Fringe - Health & Welfare	535,300	535,300	12,000	-97.76%	-523,300
51105	Perm Fringe - Life & Disab. Ins.	10,600	10,600	0	-100.00%	-10,600
51107	Perm Fringe-Pension Employees	339,800	339,800	0	-100.00%	-339,800
51109	Leave Payoff At Termination	31,200	31,200	0	-100.00%	-31,200
51401	Premium Pay	16,700	16,700	16,700	0.00%	0
51501	Contract Extra Help	8,000	8,000	8,000	0.00%	0
52302	Gen Svc Pens Oblig Bnd Dbl Svc	107,400	107,400	107,400	0.00%	0
52403	HRA Payments	400	400	400	0.00%	0
52601	Worker's Compensation	67,100	67,100	68,600	2.24%	1,500
52901	Recurring Vehicle Allowance	16,000	16,000	17,100	6.88%	1,100
53302	Prof Svcs/Consulting - Outside	2,500	2,500	2,500	0.00%	0

Click on the “Enable Editing” button to make edit to the spreadsheet.



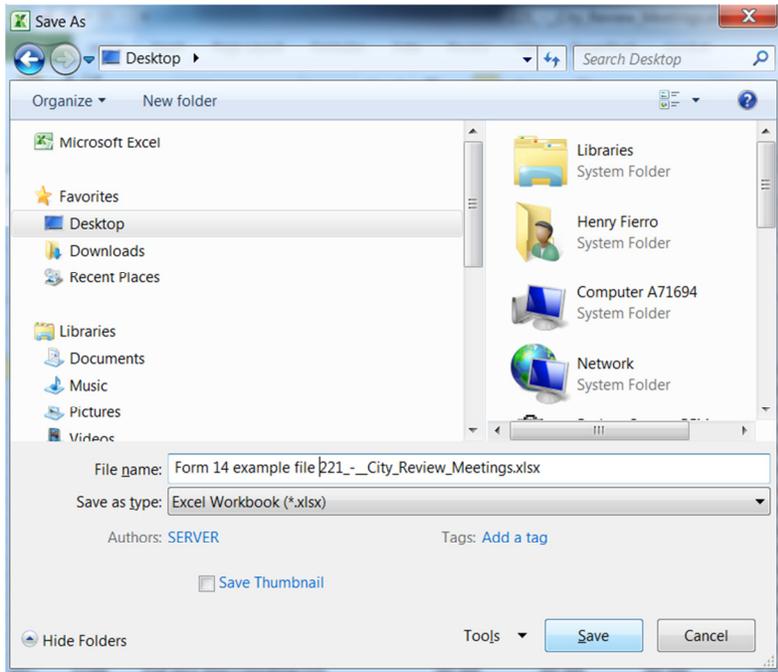
Select “Save As” from “File” command and update:

**Location:** Desktop selected as an example

**File Name:** Give it name

**File type:** make sure save with Excel extension.

Click on the “Save” button.



Enter "Significant Change," "Service Impact," and "ISF Form #" as headings starting in column K.

	B	C	D	E	F	G	H	I	J	K	L	M	N
2				a	b	c	d = e/b	e = c-b					
3		Account	Account Name	2016 Adopted	2016 Amended 6/30/2015	2017 Adopted Budget	Percent Change	Dollar Change from Amended	Signific	Service Impact	ISF Form #		
6	<b>520000 - Finance Department</b>												
8	<b>10101 - General Fund</b>												
10	51101	Permanent	Salaries	2,893,800	2,893,800	60,000	-97.93%	-2,833,800					
11	51102	Fringe		35,300	35,300	2,500	-92.92%	-32,800					

Highlight Columns K-M and click on the format command "AutoFit column width."

The screenshot shows the Excel interface with the following elements:

- Excel Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, PowerPivot, Acrobat.
- Home Tab:** Clipboard (Cut, Copy, Paste, Format Painter), Font (Arial, 8, Bold, Italic, Underline, Text Color, Background Color), Paragraph (Bulleted List, Numbered List, Decrease Indent, Increase Indent, Merge & Center), Alignment (Left, Center, Right, Justify, Wrap Text), Number (Currency, Percentage, Decimals, Thousands Separator, Comma Separator).
- Format Menu:** Cell Size (Row Height, AutoFit Row Height, Column Width, AutoFit Column Width, Default Width), Visibility (Hide & Unhide), Organize Sheets (Rename Sheet, Move or Copy Sheet, Tab Color), Protection (Protect Sheet, Lock Cell, Format Cells).
- Table Data:** Columns K, L, and M are highlighted in blue. The table contains budget data for various accounts under the Finance Department and General Fund.

You have added and formatted the three additional columns in the Department Tab. You can replicate adding and formatting the three columns (K-M) for the Division or Section tab depending on the level you traditionally have submitted in prior budget submissions.

	B	C	D	E	F	G	H	I	J	K	L	M	N
2				a	b	c	d = e/b	e = c-b					
3		Account	Account Name	2016 Adopted	2016 Amended 6/30/2015	2017 Adopted Budget	Percent Change	Dollar Change from Amended	Significant Changes	Service Impact	ISF Form #		
6	<b>520000 - Finance Department</b>												
8	<b>10101 - General Fund</b>												
10	51101	Permanent Salaries		2,893,800	2,893,800	60,000	-97.93%	-2,833,800					
11	51102	Fringe		35,300	35,300	2,500	-92.92%	-32,800					

As mentioned earlier, provide an explanation based on a  $\pm 7\%$  or  $\pm \$100,000$  variance on significant changes along with comments **quantifying** the service impact. In addition, enter all the ISF Request Forms (i.e., 10X – PC) and ISF reference number for all equipment requests whether or not the request meets the variance criteria. Finally, items can be listed in groups to address the variance (i.e., \$4,000 for 15 chain saws, \$5,000 for six chairs, etc.)

Submit your Form(s) via email to your respective Budget Analyst. The due date for this form is the same as your operating budget submission. It is recommended that you send your department’s Form 14 submission as one Excel file with a tab for each fund and division combination.

## BUDGET PROCEDURES MANUAL (BPM)

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### Personnel Cost Forecasting (PCF)

This Section will outline the personnel policies and procedures to be used in the preparation of your employee services budget for permanent full-time, permanent part-time, and temporary (wages) positions. It will also provide an overview of Personnel Cost Forecasting (PCF), which is a module of the BFM budget system. Please remember that PCF is a budget preparation tool only; ongoing position management is performed by the Personnel Department in the PeopleSoft Human Resources Management System (HRMS).

The new Personnel Cost Forecasting (PCF) is a web based budgeting system that provides annual position costing data for the City by Fund and Organization. However, unlike SBFS, PCF is a pay period costing system that is designed to coincide with PeopleSoft Financials by forecasting personnel costs based on the first and last pay periods of the budget year. This new methodology will more accurately reflect actual costing on an annual basis by forecasting salary and step increases within the pay periods they occur.

Position and employee data provided in PCF is derived via download from PeopleSoft HRMS, T&L Task Profiles, and payroll at the beginning of each budget cycle. If the current position information in PeopleSoft HRMS, T&L, and payroll is incorrect, PCF will be incorrect. It is the responsibility of each city department to maintain its own position information. Any corrections must be made in consultation with and through the Personnel Services Department.

#### ***Employee Services and Position Management***

The number of positions authorized in a department or division for specific periods of time during the fiscal year is set by the Position Authorization Resolution (PAR). The allocation of positions by class within a division may be changed by administrative action, as long as the total number of positions and Full Time Equivalent (FTE) authorized in a department for specific time periods does not change. An eight-digit number has been established in HRMS for each authorized position in order to provide a basis for matching employees with authorized positions.

*Permanent Full-Time and Permanent Part-Time Positions* – Permanent positions are established annually with the adoption of the Personnel Authorization Resolution (PAR). This includes permanent full-time and permanent part-time positions.

A Permanent Part-Time (PPT) position is defined by the Fresno Municipal Code as a "position for which the regularly scheduled work week is less than 40 hours ...." For administrative purposes, the code has been interpreted to mean a PPT employee would work a regular schedule of 32 hours or less per week. These hours might be worked in full eight-hour work days, or in scheduled parts of full work days.

Employee services' costing of filled positions will be based on the employee's current salary, step rate and fringe amounts. Vacant positions will be based on the "B" step rate for salary and fringe of the particular job class.

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Full Time Equivalent (FTE)***

FTE is the percentage of time a position is authorized in a given fiscal year. Currently authorized full time permanent positions have an FTE of 100 percent (1.00) and permanent part-time (PPT) have FTEs of no more than 80 percent (.80). The position count is the number of positions in a given organization in a given fiscal year regardless of type. As a simple example, a division has ten full-time permanent positions and three PPTs at 80 percent; the FTE for the division would be 12.40 with a position count of 13. This distinction is important in that the employee services budget is based on FTEs and not position count.

### ***Temporary (Nonpermanent) Positions***

Temporary (wages) employees are typically hired for intermittent, seasonal, special project, and vacation relief services. All nonpermanent positions will be requested during the budget cycle each year and are approved through the budget adoption process. To request nonpermanent positions, each department will need to submit a completed Form 3 signed by the Department's approving authority to the budget office. Nonpermanent position requests will be entered into PCF and given a temporary PCN of 00010xxx and assigned to the fund and organization noted on the Form 3. Employees hired to fill temporary positions may be employed no longer than one year (2,080 hours) in any two consecutive fiscal years.

Nonpermanent (Wages) employee service costs will be calculated at "A" step rate for wages, statutory fringe, and the hours authorized for each class in each section.

### ***Preparation of the Employee Services Budget***

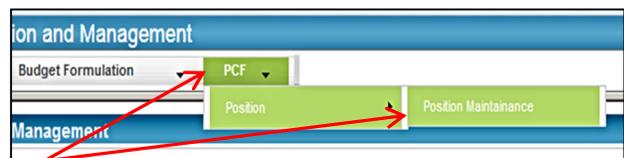
*Employee Services Request* – The opportunity to add, delete, or adjust the allocation of positions will begin when the departments receive their base budgets and will continue throughout the preparation of the request budgets.

### ***Adding, Deleting or Converting Positions***

To request permanent, permanent part-time and temporary positions, a completed and signed Form 3 request must be sent to BMSD during the budget process. For Form 3 requests to become effective, they must first go through an approval process that involves approval by the Mayor/City Manager and ultimately the City Council through the budget adoption process. Form 3s actions not approved by the Mayor/City Manager or the City Council will result in the reversal of the action.

### ***Navigation of PCF***

The position database can be accessed by clicking on the PCF tab at the top of the screen and then clicking on "Position Maintenance." The Position Maintenance Screen will appear as shown on the following page.



## BUDGET PROCEDURES MANUAL (BPM)

**BFM - Budget Formulation and Management**

Main Menu Budget Formulation PCF

**Position Maintenance** Related Screens ▾

Filter Criteria - Record Status:  
All Positions ▾

Filter Criteria - Search Limiter: Search Limiter Text:  
No Limiter ▾ Enter search criteria here...

Record Actions:

Position	Name	Home Orgn	Job Class	Union	Fndg Lines	Alloc Lines	Active	Empls	Actions
00000003	Cindy Bruer	120101	110051	03	1	1	True	1	<input type="button" value="Edit"/> <input type="button" value="Update Employee"/>
00000005	Flora Bowles	120101	110003	03	1	1	True	1	<input type="button" value="Edit"/> <input type="button" value="Update Employee"/>
00000006	Todd Stermer	120101	115030	14	1	1	True	1	<input type="button" value="Edit"/> <input type="button" value="Update Employee"/>
00000007	Sherie Badertscher	120101	115025	03	1	1	True	1	<input type="button" value="Edit"/> <input type="button" value="Update Employee"/>
00000008	Yvonne Spence	120101	150125	02	1	1	True	1	<input type="button" value="Edit"/> <input type="button" value="Update Employee"/>

Records per page: 50 Records: 5 Page: 1

The Position Maintenance screen allows users to narrow down the positions that will be displayed. Positions can be filtered using the filter selection bars, entering the search criteria in the space provided and hitting Apply Criteria. The option most used is by Home Org or Organization. A large volume of data can be viewed by changing pages in the lower right corner or the data can be viewed as a list by changing the number of records per page. To view a position record click "Edit."

The position screen will appear next. Clicking on the Position and Salary tabs will enable users to view details specific to that position such as the Home Org, Job Class, salary, current step, etc. Position allocations can be viewed and edited by clicking on the "Funding Date and Allocation Records" tab at the top of the page.

**Note:** BMSD manages costing data by position and does not transfer employee data to other PCNs.

Page Actions:

**Update a Position** Position Code: 00000005 Name: Flora Bowles

Position Code:\* 00000005 Position Name:\* Flora Bowles

**Position** Salary Other Validation System

Job Class:\* 110003 Senior Administrative Clerk   Active:

Home Organization:\* 120101 City Clerk's Operations   Vacant Options:\* 1:Many

Bargaining Unit:\* 03 Non-Super White Collar-FCEA   Authorized Count: 1

Position Status:\* 1 - Authorized Filled Count: 1

Salary Object:\* 51101 - Permanent Salarie Vacant Count: 0

Authorized FTE: 1.00

Filled FTE: 1.00

Overfill Flag:

Funding Dates Actions:

Allocation Record Actions:

Funding Start Date	Funding End Date	Comments	Active	Allocation Total
06/18/2016	06/30/2017		True	100.0000 %

Orgn	Fund	Activity	Resource	Project	Account	Home	Active	Line Allocation	Actions
430101	42001	0	0	0	51101	True	True	100.0000 %	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

"Edit" button.

### Adjusting the Allocation of Positions

Departments are responsible for any changes in the allocation of currently authorized positions for the coming budget year. To view the current position allocation, click on the "+" for a drop down menu. To modify the current allocation, simply click on the

## BUDGET PROCEDURES MANUAL (BPM)

### **Funding Date Range** –

The default Funding Date Range will reflect the employee’s hire date as annotated in HRMS. Vacant positions will default to 7/1 of the previous year.

**Organization** – Users must ensure the org is entered at the section level. Users

The screenshot shows a web form titled "Edit Allocation For Funding Date Range / Position Record". The form contains several input fields and controls:

- Funding Date Range:** A dropdown menu showing "6/18/2016 - 6/30/2017".
- Organization:** A text input field with "430101" and "FYI Admin & Management" below it. A magnifying glass icon and a plus sign are to the right.
- Fund:** A text input field with "42001" and "FYI Enterprise" below it. A magnifying glass icon and a plus sign are to the right.
- Account:** A text input field with "51101" and "Permanent Salaries" below it. A magnifying glass icon and a plus sign are to the right.
- Allocation:** A text input field with "1.000000".
- Buttons:** "Calculate Remaining Allocation", "Update Allocation Record", and "Close".
- Checkboxes:** "Home:" and "Active:" with checked boxes.
- Comments:** A large empty text area.

can manually enter the org or use the magnifying glass at the right to view a menu of org options. If the org entered is the primary org or has the dominant or highest allocation, check the “Home” box on the right to identify it as the “Home Org” for the new allocation. If the “Home Org” has been changed, users must ensure the new “Home Org” is entered in the Position Tab on the home screen.

**Fund** – Users can manually enter the fund or use the magnifying glass at the right to view a menu of fund options. Funds entered incorrectly will produce a validation error and will need to be corrected.

**Allocation** – The total allocation spread for each position must equal 1.00 regardless of FTE. The allocation must be entered as a whole number (1) or as a fraction (.90). When entered as a fraction, users will need to click on the “Add New Allocation” tab at the top of the previous page to create additional allocation lines totaling an allocation of 1.00.

Once all edits are complete, click on the “Update Allocation Record” to update the position record and then click on “Return to Position Detail” to return to the main screen.

**Note:** Any changes in spread will not result in any task profile changes in T&L. If the reallocation in Org/Fund involves changes to Task Profiles, the departments are responsible to work with Personnel to adjust the Task Profile in T&L for the new budget year.

### **Capital Labor**

All positions spread to capital will use the Capital Labor Fund (90000) and will be allocated to the Unbilled Capital Labor org of the individual department/division. Distribution of a position to Capital Labor anticipates work will be performed by that position on major Capital Improvement Projects (CIPs) and will be charged to CIPs for each payroll period worked. This method allows for the identification of positions or portions of positions which will not participate in an operating division's activity, but will be dedicated to CIP project(s). The steps to do this are described in the Allocation section above.

Only the dollars associated with employee time spread to operating sections will be loaded into the budget so salaries spread to the Capital Labor Fund should be offset in the department’s capital budget.

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Employee Leave Payout at Separation***

Beginning in FY 2012, a new Employee Separation Fund (51511) was established for all employees leaving City service. The fund is designed to: 1) Compensate an employee for any applicable remaining leave balances upon termination; 2) Allow for each City department to project the ongoing liability of each of its current employees; and, 3) To alleviate the current departmental obligation for termination payouts. A new account was also created as part of the departmental base budgets; each fund/section that has employees will have the account 51109 "Leave Payoff at Termination." Account 51109 is directly tied to each employee and is derived by each employee's budgeted fiscal year termination payout liability by bargaining unit.

### ***Methodology for Bargaining Unit Deduction***

A payroll query is used to determine the budgeted fiscal year's total termination payout liability by employee and bargaining unit. Then the value of each bargaining unit's annual accumulated leave by the total City liability is segregated to derive the factor of each bargaining unit. Finally, the bargaining unit factor is applied to the determined (prior year actual term amount) amount of future year need and finally distribute the fixed amount by each employee in the bargaining unit.

### ***Projections***

The PCF projection engine projects salary and benefits by pay period based on current authorized and proposed position records. The Funding Dates on the position records determine when the projection begins. The salary amount is determined by the Salary Table and Step/Grade entered for the employee or the Salary Override Amount. The Step Duration in conjunction with the Step Increase Date determines when the employee gets a step increase/pay raise.

Projections are identified by Version codes where specific projection dates, parameters, and selection criteria are setup for the specific projection.

- The current Budget Stage will always be version 0 i.e., Base, Request, Proposed, Adopted.
- Projection Start dates will coincide with the first day of the first pay period of the year.
- Projections include specific selection criteria for Home Org, Allocation Org, Bargaining Unit, and Status code.

During the request budget preparation time, the departments will be able to add, delete, convert, or adjust positions. Changes made in PCF will not be reflected in the system until a projection has been run and the results posted to BFM. With the inclusion of a Projection Scheduler, the new PCF system will enable BMSD to run and post projections every hour throughout the budget preparation period. If the desired results are not reflected on an SAP report, users must first go back to the position maintenance screen to ensure the information is accurate. If the position detail and allocation is accurate, contact your budget analyst.

## BUDGET PROCEDURES MANUAL (BPM)

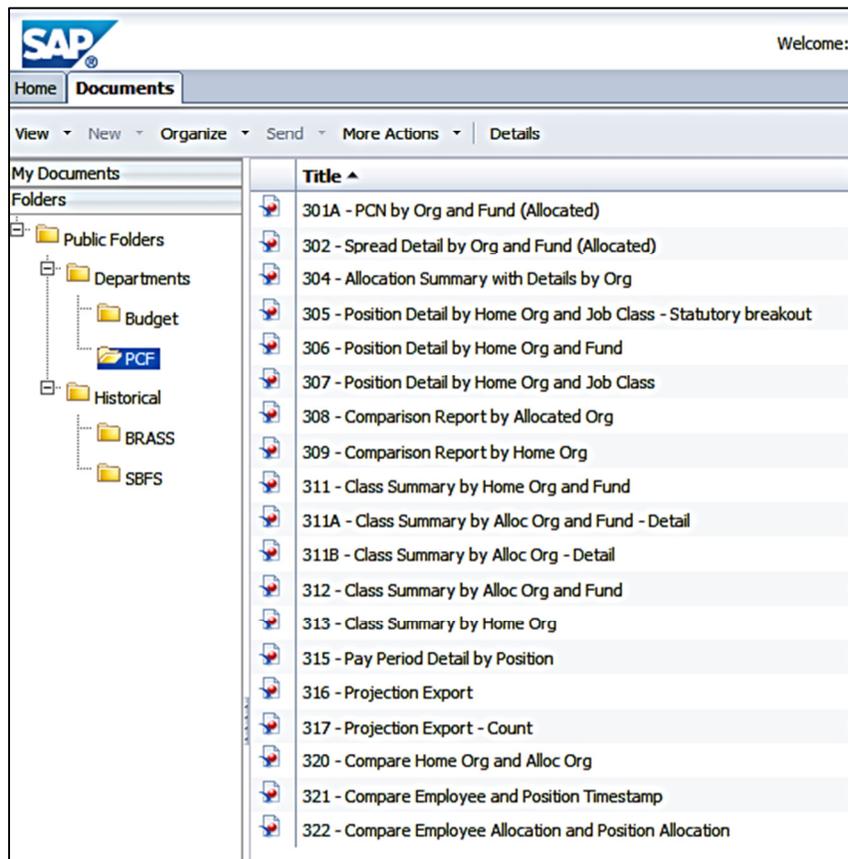
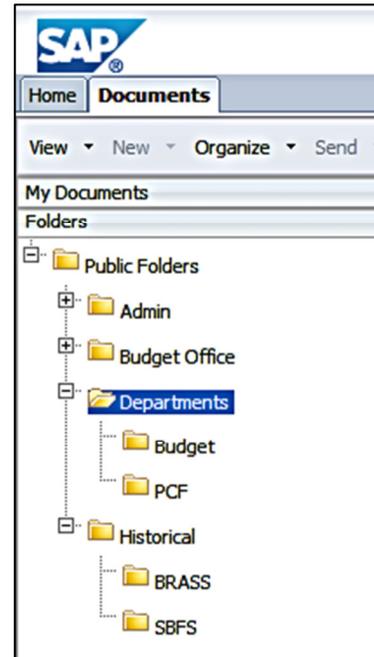
### PCF/SBFS Reports

PCF and historical SBFS reports can be accessed by logging on to the SAP Business Objects BI Launch Pad website at:

<http://vs-ch-bfm-bi:8080/BOE/BI>

Once logged in, users can select current PCF reports by clicking on the Departments folder drop down and then selecting PCF or users can choose reports from prior years by clicking on the Historical folder and selecting SBFS. The reports offer various aggregations of the same position costing data in both summary and detail reports. All PCF and SBFS reports are printable and exportable.

**Note:** When viewing or comparing PCF and SBFS reports, it should be noted again that the PCF system calculates salary and benefits by pay period while SBFS calculated salary and benefits on an annual basis (7/1–6/30) for a given year. The new pay period methodology is designed to coincide with PeopleSoft Financials and will more accurately reflect actual annual expenditures by forecasting salary and step increases within the pay periods they are scheduled to occur.



Like SBFS, the Title section provides a list of available reports and a description of what each report provides. To run a report, simply click on the report selection and use the Prompt Summary screen to filter the desired data.

The Prompt Summary screen allows users to filter data by org and fund, however, because the PCF system better manages available position data, users now have the enhanced ability to also filter data by groupings, bargaining unit, and status code. The available filters have been designed to allow departments to quickly view employee

costing data in a variety of aggregations.

## BUDGET PROCEDURES MANUAL (BPM)

### Prompt Summary Filter Screen

The Prompt Summary screen allows users to edit the data they would like to view in the selected report. To begin editing:

- Highlight each section by clicking on it. Your selection will also appear on the top of the Values header.
- If the user knows the value to be filtered, they can enter it in the space provided and hit enter or click the select button.
- If the user is unsure of the value to be filtered, they can click on “Refresh Values” for a drop down menu or for a quick search, enter it here.

**Note:** The Projection Code is defaulted to “0” and will always represent the current budget stage i.e., Base, Request, Proposed and Adopted snapshots. The Bargaining Unit value is for all units and should remain as such unless running for a specific unit.

The screenshot shows the 'Prompts' dialog box with the 'Prompts Summary' list on the left and the 'Enter Projection Code' field on the right. The 'Enter Projection Code' field contains the value '0'. The 'Refresh Values' button is highlighted with a red arrow. The 'Prompts Summary' list includes items like 'Enter Projection Code: 0', 'Enter or Select Departments:', 'Enter or Select Divisions:', 'Enter or Select Sections:', 'Enter or Select Funds:', '\* Enter values for BU: 01;02;03;04;05;06;07;08;09;10;12;13;14;15', 'Enter Status:', 'Enter values for Staff/Management Group:', 'Enter values for White/Blue Collar Group:', 'Enter values for Police/Fire/Airport Group:', and 'Enter values for Sworn/Civilian Group:'. The 'Required prompts' section at the bottom indicates that the 'Enter Projection Code' prompt is required.

To select your data:

- Hit enter once the data is entered in the open window, or
- Double click a selection from the drop down menu, or
- Highlight the desired value and click the select button.

Once a selection is made it should appear in the upper right window first and then on the highlighted Prompt Summary line to confirm the selection. Once all “Prompt Summary” data has been selected, click OK.

The screenshot shows the 'Prompts' dialog box with the 'Enter Projection Code' field and the 'Refresh Values' button. The 'Enter Projection Code' field contains the value '0'. The 'Refresh Values' button is highlighted with a red arrow. The 'Prompts Summary' list includes items like 'Enter Projection Code: 0', 'Enter or Select Departments:', 'Enter or Select Divisions:', 'Enter or Select Sections:', 'Enter or Select Funds:', '\* Enter values for BU: 01;02;03;04;05;06;07;08;09;10;12;13;14;15', 'Enter Status:', 'Enter values for Staff/Management Group:', 'Enter values for White/Blue Collar Group:', 'Enter values for Police/Fire/Airport Group:', and 'Enter values for Sworn/Civilian Group:'. The 'Required prompts' section at the bottom indicates that the 'Enter Projection Code' prompt is required. The 'Refresh Values' button is highlighted with a red arrow. The 'Enter Projection Code' field contains the value '0'. The 'Refresh Values' button is highlighted with a red arrow. The 'Prompts Summary' list includes items like 'Enter Projection Code: 0', 'Enter or Select Departments:', 'Enter or Select Divisions:', 'Enter or Select Sections:', 'Enter or Select Funds:', '\* Enter values for BU: 01;02;03;04;05;06;07;08;09;10;12;13;14;15', 'Enter Status:', 'Enter values for Staff/Management Group:', 'Enter values for White/Blue Collar Group:', 'Enter values for Police/Fire/Airport Group:', and 'Enter values for Sworn/Civilian Group:'. The 'Required prompts' section at the bottom indicates that the 'Enter Projection Code' prompt is required.

## BUDGET PROCEDURES MANUAL (BPM)

To return to the report selection menu, click on the “Documents” tab. The existing report will remain open until closed.

The buttons to print or export the report are available in the bar at the top of the page. To save to report, users will need to export the document and then save it to their personal drives.

The screenshot shows the SAP Web Intelligence interface. The main content area displays a report for the City of Fresno, titled "City of Fresno Allocated Summary by Org, Fund with PCN Department Level Projection 2 - FY16 Adds 10/2/15". The report is presented as a table with the following columns: PCN, Employee, Job Class, Job Class Name, BU, Status, Step, FTE, Salary, Fringe, and Total. The data is filtered for the Police Department (150000 - General Fund). The report is currently displayed in "Page" mode, showing "Page 1 of 3". At the bottom of the report area, there are three tabs: "Department", "Division", and "Section". The "Department" tab is selected. In the bottom right corner, there is a navigation bar with buttons for "Print" and "Export", and a "100%" zoom level indicator.

The report can be view by Department, Division or Section by clicking on the tabs at the bottom of the report. NOTE: When printing reports, reports are converted to PDF and will include all three report tabs. Users only wanting one Section will need to select certain pages when printing.

The report can be viewed as a list in the Quick Display mode or in the Page mode by clicking on one of the tabs. The size of the report can also be adjusted at the bottom of the page as well.

## BUDGET PROCEDURES MANUAL (BPM)

Once a report has been run, users have options available in the new system to quickly change the filters for differing views:

Clicking on the (?) button allows users to see and quickly change the existing report filter settings. Entering the new parameters and clicking run will re-filter the existing report.

To use the search features to re-run the existing report, users can click on the Advanced or Refresh button to bring up the original filter.

The screenshot shows the SAP Web Intelligence interface. The title bar indicates the report is '301A - PCN by Org a...'. The 'User Prompt Input' panel on the left contains several input fields: 'Enter Projection Code' (value: 2), 'Enter Department: (Enter % for all)' (value: 150000), 'Enter Division: (Enter % for all)' (value: %), 'Enter Section: (Enter % for all)' (value: %), 'Enter Fund: (Enter % for all)' (value: %), and 'Enter values for BU: (01;02;03;04;05;06;07;08;09;)' (value: 01;02;03;04;05;06;07;08;09;). There is also an 'Enter Status: (optional)' field. The 'Advanced' and 'Run' buttons are visible. A red box highlights the '?' button and the 'Advanced' and 'Run' buttons. A red arrow points from the '?' button to the 'Run' button. The main report area displays the 'CITY OF FRESNO' logo and a table of data for '150000 - Police Department'.

PCN	Employee	Job Class	Job Class Name	BU
<b>150000 - Police Department</b>				
<b>10101 - General Fund</b>				
00009000	***VACANT***	415004	Police Sergeant	04
00009001	***VACANT***	415002	Police Officer	04
00009002	***VACANT***	415002	Police Officer	04
00009003	***VACANT***	415002	Police Officer	04
00009004	***VACANT***	415002	Police Officer	04
00009005	***VACANT***	415002	Police Officer	04
00009006	***VACANT***	415002	Police Officer	04
00009007	***VACANT***	415002	Police Officer	04
00009008	***VACANT***	415002	Police Officer	04
00009009	***VACANT***	415002	Police Officer	04
00009010	***VACANT***	415002	Police Officer	04
00009011	***VACANT***	415002	Police Officer	04
00009012	***VACANT***	415002	Police Officer	04
00009013	***VACANT***	415002	Police Officer	04
00009014	***VACANT***	415002	Police Officer	04
00009015	***VACANT***	415002	Police Officer	04
00009016	***VACANT***	415002	Police Officer	04
00009017	***VACANT***	415002	Police Officer	04
00009018	***VACANT***	415002	Police Officer	04
00009019	***VACANT***	415002	Police Officer	04
00009020	***VACANT***	415002	Police Officer	04
00009021	***VACANT***	415002	Police Officer	04

The number of positions reflected in each report is by position Count and/or Full Time Equivalent (FTE). Position count will only appear on Home Org reports because it counts each time a position appears, which would be falsely inflated on allocation reports where positions can appear multiple times.

Please notify BMSD if you have staff members working in BFM who should not view salary and benefit information; BMSD can then adjust the security level for those members to limit their access.

PCF reports can be printed and/or exported with the same selections and adjustments that are available in BFM. A list of available reports and descriptions is available on the following page. BMSD encourages departments to explore and find those reports that best serve their needs.

## BUDGET PROCEDURES MANUAL (BPM)

### PCF Reports

Report	Menu Title	Description
301A	PCN by Org and Fund (Allocated)	Position Allocation Summary by Fund and Org with the data consolidated into Salary and Fringe.
302	Spread Detail by Org and Fund (Allocated)	Same as above, but fringe elements are broken out into Supplemental, Benefits, and Statutory components.
304	Allocation Summary with Details by Org	Summary by Allocated Org only (No Fund). Contains Salary, itemized Fringe elements, and a Statutory consolidation.
305	Position Detail by Home Org and Job Class - Statutory breakout	PCN's listed by Home Org only (No Fund). Data is divided into Salary with all Fringe and Statutory elements broken out.
306	Position Detail by Home Org and Fund	Summary by Home Org and Fund. Data is divided into Salary, Supplemental, Benefits, and Statutory components.
307	Position Detail by Home Org and Job Class	PCN's listed by Home Org and Job Class (No Fund). Data is divided into Salary, itemized Fringe elements, and Statutory components.
308	Comparison Report by Allocated Org	Comparison report between selected snapshots. Listed by Allocated Org only (No Fund). Contains Salary, itemized Fringe elements, and a Statutory consolidation.
309	Comparison Report by Home Org	Comparison report between selected snapshots. Data is listed by Home Org only and is divided into Salary, itemized Fringe elements, and Statutory components.
309A	Comparison Report by Home Org - No Spread	Comparison report between selected snapshots. Data is listed by Home Org only and is consolidated into Salary and Fringe elements.
311	Class Summary by Home Org and Fund	Job Class summary by Home Org and Fund. Data is divided into Salary, Supplemental, Benefits, and Statutory components.
311A	Class Summary by Allocated Org and Fund - Detail	Job Class summary by Allocated Org and Fund. Data is divided into Salary, Supplemental, itemized Benefits, and Statutory components.
311B	Class Summary by Allocated Org - Detail	Job Class summary by Allocated Org only. Data is divided into Salary, Supplemental, itemized Benefits, and Statutory components.
312	Class Summary by Allocated Org and Fund (Department Level)	Job Class summary by Allocated Org and Fund. Data is consolidated into Salary, Supplemental, Benefits, and Statutory.
313	Class Summary by Home Org (Department Level)	Job Class summary by Home Org only. Data is consolidated into Salary, Supplemental, Benefits, and Statutory components.
315	Pay Period Detail by Position (By Individual PCN Only)	Individual PCN costing with salary, statutory and benefits itemized by pay period.
316	Projection Export	An exportable data dump report that lists all available position detail to include Home Org and Allocated Fund and Org (No Count).
317	Projection Export - Count	An exportable data dump report that lists all available position detail by Home Org to include Count.

# BUDGET PROCEDURES MANUAL (BPM)

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## **Form 1, Resource Request**

*Source: Budget Management Studies Division (BMSD)*

### *Purpose:*

This form is to be completed for all departmental requests for those resources allocated in the Base Budgets. These submissions will be reviewed, and recommendations for funding will be forwarded to the City Manager.

### *General Instructions:*

1. Request Title. The program, section, etc... that is initiating the request.
2. Major Funding Source. Check appropriate box.
3. List the originating department and division.
4. For each form, the departments should assign a sequential number
5. List all potential funding sources for the request, Grants, State funding, etc. Also include any additional or new revenues generated by the request. Quantify.
6. The cost for the request should be broken out by Employee Services (all Form 3's should be attached to this cover Form 1). Operations and Maintenance and ID charges (again all pertinent forms should be attached). All numbers should be to the nearest hundred.
7. In this narrative section, the request should be described in as great a detail as possible. All of the service impacts and All large O & M and ISF requests should be explained. In addition, if the departments' base budget is being reallocated this should also be explained. List the dollar amounts being moved under Potential Funding Sources (No. 5). Remember, this narrative will be used by the BMSD, and the CMO to determine funding for the request; the more complete and descriptive the more to the departments' advantage.
8. List all position adds, deletes, or conversions associated with this request. Indicate job class description, total number of each job class and PCN where conversions are requested.

**Note:** All Form 1's for a department should be summarized using the format on the Form 1 Department Summary Form instructions in this book.

## BUDGET PROCEDURES MANUAL (BPM)

FORM 1 - RESOURCE REQUEST			
Request Title: <span style="float: right;">1</span>		Major Funding Source:	
		<input type="checkbox"/> General Fund	<input type="checkbox"/> Enterprise <span style="float: right;">2</span>
		<input type="checkbox"/> ISF	<input type="checkbox"/> Special Revenue/Grant
Department: <span style="float: right;">3</span>	Division: <span style="float: right;">3</span>	Form # <span style="float: right;">4</span>	
<b>Financial Detail:</b>			
<i>Revenues</i> <span style="float: right;">5</span>			
<i>(Include all funding sources)</i>			
		\$	-
		\$	-
		\$	-
Total			
<i>Employee Services</i> <span style="float: right;">6</span>			
<i>Operations and Maintenance</i>			
		\$	-
		-	(Large individual items should be explained below)
		-	(All ISF forms should accompany this cover sheet)
		-	
Total		\$	-
<b>Description &amp; Justification:</b> (use additional sheets if necessary)			
7			
<b>Position Details:</b> (please indicate if you are requesting a new classification)			
Position Title	Total Cost	Comments	
8	\$	-	
		-	
		-	
		-	
		-	
		-	
		-	
Total		-	

**BUDGET PROCEDURES MANUAL (BPM)**

<b>FORM 1 SUMMARY</b>			
<b>Department:</b>		<b>Division:</b>	
<b>New or Reallocation</b>	<b>Major Funding Source</b>	<b>Form #</b>	<b>Request Title</b>
			<b>Dollar Amount</b>
<b>Page Total:</b>			
<b>Total Request Budget:</b>			\$ -

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Personnel Request Form (Form 3)***

*Source: Personnel Department*

#### *Purpose:*

To request and justify new permanent, Permanent Intermittent (PI), and Permanent Part-Time (PPT) positions; to request a position reclassification; to request a conversion or trade of a vacant position; to request a classification title change; to request a transfer of a position between divisions; to request deletions or Nonpermanent (wages) FTEs as a part of the budget preparation process. To request wages FTEs during the fiscal year, use the Attachment B.

#### *General Instructions:*

It is **not** necessary to fill out a separate Form 3 for requests involving more than one position in the same division, same classification with identical duties and justification. Simply indicate the number of positions requested.

The Form 3 is to be submitted to the Budget and Management Studies Division (BMSD) and if the position is approved, will then be forwarded to the Personnel Services Department (PSD).

Form 3's processed during the fiscal year are currently entered and routed electronically in PeopleSoft. Contact the Personnel Services Department for specific instructions on this process.

#### *Specific Instructions:*

1. Enter the DEPARTMENT NAME/ORG, DIVISION NAME/FUND/ORG and DATE in the appropriate boxes.
2. Please indicate the Type of Request by checking one of the choices listed.
3. Enter the CURRENT CLASS TITLE/JOB CODE, REQUESTED CLASS TITLE/JOB CODE, POSITION CONTROL NUMBER(S) affected, and the DEPARTMENT CONTACT and PHONE EXTENSION in the appropriate boxes.
4. Provide an Appointing Authority Signature (division or department director). Please indicate whether this is a budget preparation request.
5. Please provide a detailed justification in support of the transaction requested. If a PI or PPT position is being requested, please indicate why it is appropriate to have that status.
6. Please indicate the effective date.
7. If the Type of Request requires an alteration in a new task group, enter the information here.
8. If you are requesting either a new position or a transfer of a position between divisions you will need to complete the position spread section on the Form 3. In the case of new positions, please indicate the PCN(s), FUND, ORG, and NEW FTE. Since these are new positions, there will be no CURRENT FTE. For Transfer Positions, please provide all the above as well as the Current FTE. This will be the source of data input information during the budget preparation process.

# BUDGET PROCEDURES MANUAL (BPM)

## Personnel Request Form

PAR Amendment No. \_\_\_\_\_

(HRD Use Only)

Department Name/Org ①		Division Name/Fund/Org ①		Date ①	
Type of Request					
New Position(s) Reclassification (not allowed as part of the budget process) <input type="checkbox"/> Conversion/Trade (Vacant Positions Only) <input type="checkbox"/>		Class Title Change <input type="checkbox"/> Transfer of positions between divisions <input type="checkbox"/> Delete Position(s) (Budget Process Only) <input type="checkbox"/> Nonpermanent FTE's (Budget Process Only) <input type="checkbox"/>			
Current Class Title (not applicable if new) ③		Job Code ③		Position Control Number(s) ③	
Request Class Title ③		Job Code ③		Department Contact / Number ③	
Is this a budget preparation request? ④		Appointing Authority Signature ④			
Justification, include description of duties if requesting new positions or attach Position Description Questionnaire and Supervisor's Statement Form if requesting a reclassification. Attach additional pages if needed. ⑤					
Effective Date ⑥		Task Group Add/Change? Yes ⑦ No		New Task Group Name ⑦	
Position Spread (for new and transfer positions).					
PCN (Permanent Position Only)	<input type="checkbox"/> Fund	<input type="checkbox"/> Org	⑧ C/O	New FTE	Current FTE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
HRD Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Recommended Class Title		Job Code	Salary
Signature		Date		Implementation Date	Position Control Number(s)
BMSD Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Log-in Date	Log-out Date	Budget Impact	
Signature		Date			
City Manager's Office <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Signature			Date
Entered into PeopleSoft: _____ (Initial/Date)					

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Budget Form Detail (Form 10)***

*Source:* Facilities Management Division, Public Works

*Purpose:*

To request a special project performed or coordinated by the Facilities Management Division of Public Works Department i.e., remodeling, painting, re-roofing, new air conditioning or electrical systems, flooring, locks, office moves, and additional furniture and furniture moves at City Hall.

*General Instructions:*

- A. A single form should be used for multiple units of the same item.
- B. Forward the original Form 10 to Facilities Management Division for an estimate of project costs. It is critical that Special Project Requests (Form 10's) be submitted on time because they are a component of your department's budget package.
- C. When cost information has been provided by Facilities Management, the requesting department reviews the project estimate and may modify its original request. Any modifications should be submitted in writing to Facilities Management as soon as possible in order to update the project cost estimate.
- D. If the department desires to proceed with requesting the project, the Form 10 amount should be entered into the department's requested budget and the original Form 10 submitted with the Department's budget.

*Specific Instructions:*

To provide more efficient and effective services, please fill out the "Multiple City Services Coordination," section on the Form 10. With this information provided and the appropriate forms submitted, Facilities Management can identify those requests that need to be coordinated with other service providers.

1.
  - a) Complete Department/Division name, fund/org numbers.
  - b) Project title: Briefly state what is to be done. Examples: Install emergency generator, paint and re-carpet offices, re-roof Community Center, construct equipment cage, install modular workstations.
  - c) Project location: Give exact building address or location including room name/number, if applicable.
  - d) Requestor/contact person: The name and telephone extension of the individual most familiar with the request.
  - e) Check the appropriate box indicating whether the request is a base request, an annual budget request, or a capital improvement funded project.
2. Project description: Describe the project and what is to be done as completely and accurately as possible. Include the number of units required, if appropriate. Drawings may be attached if this helps in project description.

## BUDGET PROCEDURES MANUAL (BPM)

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3. Justification: Completely explain the usage of the requested project and the necessity for its acquisition (use extra sheets if necessary). Indicate cost savings if any.
4. Source of funds: Identify applicable fund/org/Project/Activity/Restype to be charged for the requested project. For **unbudgeted** projects, identify and explain the basis of funding source. For example: Canceling a budgeted special project, moving funds by Appropriation Transfer (AT) from operations and maintenance, etc.
5. Department Head/Designee approval to proceed with request for estimate: Signed by department director or designee.
6.
  - a) Priority: Place the department priority number in the upper right-hand of the page of each Form 10 submitted (for assurance of project costing in the order preferred by the requesting department during the budget preparation cycle).
  - b) Forward the completed (original) Form 10 to Facilities Management Division prior to the deadline specified by Facilities Management.
7. The costed Form 10 will be sent back to the requesting department for review, at which time the department director may choose to:
  - a) Authorize the proposed project as costed.
  - b) Modify the proposed project and/or authorize only a portion of the project. Any modifications should be noted on/or attached to the Form 10.
  - c) If the initiating division chooses not to proceed with the special project request, it should be marked "Canceled" clearly across the face of the project request form and forwarded to Facilities Management to note the cancellation on the master list.
8.
  - a) If the initiating division chooses to proceed with the special project request, the cost estimate should be included in the budget request and the original Form 10 submitted with the Department's budget.
  - b) Following adoption of the budget, BMSD will notify departments of the approved projects.

**Unbudgeted Special Projects:** Form 10's for unbudgeted special projects will need BMSD approval and should be submitted to BMSD with an Appropriations Transfer (AT) to provide the funds in the proper line item, unless funds are available due to cancellation of a specific budgeted special project which is listed as the "source of funds" (item 4 of the Specific Instructions). No work can proceed until the Form 10 is approved by BMSD.

# BUDGET PROCEDURES MANUAL (BPM)

<b>General Services Department</b> <b>FACILITIES MANAGEMENT DIVISION</b> <b>SPECIAL PROJECT AND CITY HALL FURNITURE REQUEST – FORM 10</b>		
Facilities Management Division, 2101 "G" St., Bldg. "A," Fresno, CA 93706		Ph: 621-1487 Fax: 457-1404
Facilities Management Form 10 Contact Person: Pam Parr		Ph: 621-1018 Fax: 457-1419

**Multiple City Services Coordination:** Please contact other city service providers that may also have work within your project. To help us with project awareness & coordination, please check mark those other city services that may also be involved.

Communications Services Division for phones & data wiring. Contact @ 621-1060  
 Information Services Department for computers. Contact @ 621-7100

(Step 1): <b>Department Request Information:</b>				
Dept./Div. Name: _____ Project Title: _____ Project Location: _____ Requestor/Contact Person: _____ Phone: _____ Type of Request: <input type="checkbox"/> BASE <sup>1</sup> <input type="checkbox"/> Unbudgeted Budget Request <sup>2</sup> <input type="checkbox"/> Capital Improvement Project <small>1. "Base" Form 10 requests are funded within an entities annual base budget. 2. "Unbudgeted Request" is an unfunded project submitted after the annual budget adoption.</small>				
(Step 2): <b>Request Description:</b>				
(Step 3): <b>Request Justification:</b>				
(Step 4): <b>Proposed Source of Funds:</b>				
Account: <u>  59309  </u> Fund: _____ DeptId/Org: _____ C/O: _____  PCBU: _____ Project: _____ Activity: _____ ResType: _____				
(Step 5): <b>Department Head/Designee approval of request for estimate:</b>				
_____ Signature _____ Date _____				
(Step 6): <b>Route Request to Facilities Management. Facilities will estimate and return to Requestor/Contact Person.</b>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>(Facilities Reference Numbers)</b></td> <td style="width: 35%;">PM#: _____</td> <td style="width: 35%;">WO#: _____</td> <td style="width: 15%;">Status: _____</td> </tr> </table>	<b>(Facilities Reference Numbers)</b>	PM#: _____	WO#: _____	Status: _____
<b>(Facilities Reference Numbers)</b>	PM#: _____	WO#: _____	Status: _____	

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Budget Form Detail (Form 10C)***

*Source:* Communications Services Division, ISD

*Purpose:*

To request services (budgeted or unbudgeted) from the Communications Services Division of the Information Services Department (ISD) for telecommunications projects. These projects can consist of adding a new telephone or lines, moving and/or changing equipment, or the purchase/leasing of cellular telephones and pagers.

*General Instructions:*

- A. To begin the process, a Form 10C, "Request for Communications Additions, Moves, and Changes", must be completed. Be sure to specify if request will be part of a Facilities Management Special Project.
- B. Forward the original Form 10C to the Communications Services Division for an estimate of project costs.
- C. Communications Services develops an annual schedule for the Form 10C process which will be distributed to departments.
- D. The Form 10C is also used by Communications Services in the following instances:
  - Requests for new telephone equipment (when a new position is added, for example). Such requests will be analyzed in the context of a department's overall telephone needs.
  - Requests for cellular telephones and pagers.
  - If a department determines a need for computer connectivity.
- E. Communications Services sends a copy of the Form 10C Request and the Form 10C Estimate back to the requesting department for department director review and approval

**For a budgeted request:** the department director signs the Form 10C Estimate. The department must include funds in the sub object(s) indicated on the Forms 10C Estimate and on the budget submission form and must include the original Form 10C Estimate in the budget package as well.

**For an unbudgeted request:** The Form 10C Request and 10C Estimate are sent to the Budget and Management Studies Division (BMSD) for review.

**Please note that if the Facilities Management Division has to perform work on the project, a Form 10 will also be required.**

- F. BMSD reviews the 10C Estimate Form to determine if sufficient funds are available for the project and that the funds are in the appropriate sub objects. BMSD also ensures guidelines established by the City Manager are followed.
- G. Upon BMSD approval, the Form 10C Estimate is returned to Communications Services.
- H. Communications Services processes the request and schedules the work.

## BUDGET PROCEDURES MANUAL (BPM)

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### *Specific Instructions:*

1. Date: Enter the date of the request on this line.
2. Contact person: Enter the name of the person in your division that can answer questions about the request and coordinate completion of the request.
3. Contact Phone: Enter telephone number of the contact person.
4. Department/Division Name: Enter the name of the department and division making the request.
5. Fund, Org, Proj, and Activity: Enter the budget information that will be used to bill your department. Indicate if this is an annual budget, unbudgeted, or capital request.
6. Location: Enter the location of the request to the building, floor, room, or cubicle.
7. Client's Request: Use this line to fully describe your request in your own words. Communications will contact you if clarification is needed.
8. Requesting Division Manager Approval: This line is used for the signature of the requesting division manager indicating client division approval of the request.



## BUDGET PROCEDURES MANUAL (BPM)

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### **Budget Form Detail (Form 10X)**

*Source:* Information Services Department (ISD)

*Purpose:*

The Form 10X is utilized to request computer hardware and software, technology projects and services, and programming of applications from the Information Services Department (ISD). The Information Services Department developed an Electronic Request System; this system enables the requester to submit and route the Form 10X electronically. New requests should be entered into the system during the annual budget process and as unbudgeted special projects arise.

Requests can be submitted for the following items:

**Hardware:** Desktop PCs, laptops, monitors, printers, backup systems, hardware upgrades (additional memory or hard drives), network hookup (LAN or Mainframe), and other related computer equipment.

**Software:** Microsoft Office, Adobe, packaged software, business software, developer tools, design software and other related software products.

Requests can be submitted for the following services:

**Project initiation:** To analyze and evaluate current systems (manual and automated) and explore alternative possibilities for meeting information technology needs or presenting automated solutions to problems.

**New systems development:** Development and/or implementation of a new automated data processing system or software package to replace an outmoded system or a manual system.

**System enhancement:** The addition of a new subsystem or a modification of an existing system or PC system evaluation to determine if a PC is adequate for the software applications needed.

*General Instructions:*

- A. Submit a new 10X request for each individual request or project. To access the Form 10X, double click on the desktop icon titled '10X Application' to open the 'ISD Request System'.
- B. The electronic system will forward the request to ISD for a cost estimate.
- C. ISD will provide a cost estimate to the requesting manager. The manager reviews the cost estimate and can choose to modify, approve, or deny the cost estimate.
- D. If the requesting department manager desires to proceed with the request, the amount should be entered into the department's budget and the electronic form should be included in the Department's budget packet.

## BUDGET PROCEDURES MANUAL (BPM)

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### *Specific Instructions:*

For detailed information, please refer to the ISD Request System (10X) User Manual located under the help menu of the Electronic Request System. The manual outlines the entire process.

1. Click on New Order Request or New Service Request. Click on the details tab and populate the following fields: fiscal year, contact name, manager, justification, account information and comments.
2. Add standard and non-standard products to the products tab.
3. If you would like to add an attachment to the request, click on the attachments tab and upload an attachment. Click save and 'send to manager'.
4. The electronic system will route the request to the specified manager for management's approval.
5. If the manager and DBO approves the request, the system will automatically request a cost estimate from ISD. ISD will return the cost estimate to the manager.
6. If the cost estimate is approved by the manager, the DBO will review the request, provide budget analysis, print the request, attach necessary documentation, and forward the request to the appropriate Budget Analyst.
7. Following adoption of the budget, BMSD will notify departments of the approved requests.

### **Unbudgeted Form 10X requests will be processed in the following manner:**

10X requests for unbudgeted items and services require BMSD approval and should be entered into the electronic request system (same process as budgeted requests). After routing the request for signatures, the DBO should submit the request and an Appropriations Transfer (AT) to BMSD. Approved requests will be forwarded to ISD with authorization to proceed with the request.

## BUDGET PROCEDURES MANUAL (BPM)

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### INFORMATION SERVICES DEPARTMENT

DATE: December 7, 2015

TO: DEPARTMENT DIRECTORS  
ASSISTANT DIRECTORS  
DEPARTMENT BUDGET OFFICERS (DBO's)

FROM: KEN ISHIMOTO, Administrative Manager  
Information Services Department

SUBJECT: FY17 10X REQUESTS

The Information Services Department will continue to use the 10X Electronic Request System to streamline and facilitate the 10X process. Form 10X is the document utilized to request services for computer hardware and software; technology projects and services; and programming of applications from the Information Services Department. The system routes 10X requests electronically for approvals and costing, resulting in a system generated Form 10X for signature.

To access the 10X Electronic Request System, double click on the desktop icon titled '10X Application' to open the 'ISD Request System' in the Internet Explorer web browser. All FY17 budget build 10X requests must be entered into the 10X Electronic Request System no later than Monday, January 4, 2016 at 5:00pm. This will allow time for ISD to provide costing of product and/or services and return requests to customer departments by Wednesday February 17, 2016. If you have any questions about the 10X application, please contact Bev Hovsepian at ext. 7138.

In order to create a new order or service request, please follow the procedures outlined in the manual (located under the help menu) of the 10X Electronic Request System. Once the request is entered into the system and approved by the manager in your respective department, the Information Services Department will provide costing electronically. The City Standard Product Pricelist is integrated into the system; this enables the requestor to immediately receive City standard costing. Both City standard and non-standard costing will be returned electronically to the department no later than February 17, 2016 for inclusion in your respective FY17 Budget Packet.

In the interim, if you have any questions, contact me at ext.7113.

## BUDGET PROCEDURES MANUAL (BPM)

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FY17 10X Requests

Page 2

### ADDITIONAL NOTES/INSTRUCTIONS

#### New Workstations and Email Account Requests

New workstations require a monitor and City Standard Software. Prices are available under the product list in the Electronic Request System. City Standard Software includes Microsoft Office, Adobe Acrobat Reader, and Trend Virus Scan. If the new workstation requires a network account and/or an email account, (i.e., a new employee) the department will incur an additional licensing fee.

#### Microsoft Software

Microsoft software will be charged on a per user basis. The initial authorized amount will be included with the ISD fixed charges. Any increases in the number of named users will result in additional charges.

#### FY17 Schedule for 10X and 10X Request

ORGANIZATION	PROCESS	DUE DATE
Information Services Department	Send Memo and Forms to Departments	December 7, 2015
All Departments	Submit 10X Requests electronically and 10C request forms to ISD	January 4, 2016 (by 5:00 pm)
Information Services	Return 10X costing electronically to requesting department	February 17, 2016

# BUDGET PROCEDURES MANUAL (BPM)

## Form 10X Order Request

Print Date: 02/21/2012

Status: Procurement in Process  
Unbudgeted

Submitted Date: 04/21/2011

<u>Tracking #:</u>	338	<u>Fund #:</u>	43549
<u>Department:</u>	Transportation Department	<u>Org #:</u>	459901
<u>Division:</u>	Transportation Administration	<u>Bus. Unit #:</u>	
<u>Contact:</u>	Robinson, Bruce L	<u>Project #:</u>	FC00054
<u>Contact Phone #:</u>	559-621-1499	<u>Activity #:</u>	ACT: 57411
<u>Contact Email:</u>	Bruce.Robinson@fresno.gov	<u>Cornerstone:</u>	CP004

<u>Fiscal Year:</u>	2011	<u>Manager / Supervisor:</u>	Robinson, Bruce L
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Justification:

Order Workstation and Monitors to support the new on bus video system.

Product List:

Model #	Product	Quantity	Cost
580	Dell Optiplex 580 Desktop Form Factor	10	\$ 7,273.20
P2210	Dell Professional P2210 22-inch Widescreen Flat Panel Monitor	12	\$ 2,179.68
City Standard Software Load	City Standard Software Load	10	\$ 3,840.00
Total Cost of Products:			<b>\$ 13,292.88</b>

<u>Appropriation Transfer #:</u>	260	<u>Amount of AT:</u>	\$13,300.00
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Process Step	Name	Date	Approved/Denied
Manager/Supervisor Review:	Robinson, Bruce L	04/21/2011	Approved
DBO Review:	Skipped		
ISD Review:	McKinley, Charon D	04/26/2011	Approved
Manager/Supervisor Approval:	Healy, Kathleen M	05/10/2011	Approved
DBO Approval:	Healy, Kathleen M	05/10/2011	Approved
Budget Approval:	Aouate, Ashley Norbet	06/02/2011	Approved

**FOR BMSD USE ONLY**

<input type="checkbox"/> Approved	Budget Analyst	Date	Budget Manager	Date
<input type="checkbox"/> Dissapproved				

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Budget Form Detail (Form 11)***

*Source:* Fleet Management Division, Transportation/FAX Department

*Purpose:*

To request new, additional, or leased/loaner equipment serviced by Fleet Management Division of the Transportation/FAX Department. To request an upgrade or change of equipment scheduled for replacement; and to provide for the transfer of existing equipment; and request special projects such as welding or fabrication services.

*General Instructions:*

- A. Fleet Management provides acquisition cost estimates for new/additional equipment and cost differences for upgraded equipment. Fleet Management also assigns a control number for each request and returns the form to the requesting division. The cost estimates for new/additional equipment or cost differences for upgraded equipment should be included in the requesting division's budget request along with a copy of the Form 11 when appropriate.
- B. All replacements will be initiated by the Fleet Management Division.
- C. **Forward the original Form 11 to the Fleet Management Division for unit price costing.**
- D. Fleet Management develops an annual schedule for the Form 11 process which will be distributed to all departments.

*Specific Instructions:*

Please note the Form 11 has been amended to include requests for special projects such as welding or fabrication services. In the past, special project requests to Fleet Management were done with a Form 10. This is no longer the case. Please use the Form 11 for special project requests to Fleet Management as well as requests for new/additional vehicles, upgrades or rental/loaner vehicles.

1. Complete budgeted/unbudgeted, department/division name, contact person, and extension number.
2. DEPARTMENT HEAD SIGNATURE: Signed by the department director or an authorized representative. Fleet Management will prepare an estimate of unit cost and return the form to the requesting department/program. Fleet Management will cost out all Form 11s submitted by the deadline.
3. Check appropriate space; i.e., new/additional equipment, upgrade, rental/loaner, special project.
4. PROJECT DESCRIPTION: Describe the units (i.e., compact sedan, standard pickup 5,000-6,900 Gross Vehicle Weight (GVW), side-loader disposal truck) requested and all extra or specialized equipment required to make the vehicle useful; i.e., trailer hitch, tool boxes, hydraulic lift, fire extinguisher, crane, etc. **The completeness of this list is essential to an accurate cost estimate.** Also, include a comprehensive justification of how the vehicle or piece of equipment will be used.
5. MONTHLY ESTIMATE MILES/HOURS: Number of miles or hours the vehicle or equipment will be used each month. Enter the number of months of anticipated usage for requested equipment charged on a flat monthly rate or leased.

## BUDGET PROCEDURES MANUAL (BPM)

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6. NUMBER REQUESTED: Enter the number of vehicles or pieces of equipment that are requested.
7. BILLING INFORMATION: Fill in the appropriate Fund, Org, Project ID and Activity ID.
8. Indicate if the required auxiliary equipment must be purchased or is to be transferred from an existing vehicle or piece of equipment. If it is to be transferred, enter the specific group/equipment number on which the auxiliary equipment is currently employed.
9. COMMUNICATIONS SERVICES: If the vehicle or equipment requires the installation or transfer of communications or special equipment by Communications Services, prepare a Form 10C and submit to Communications.
10. Enter in Equipment Acquisition Cost the number of vehicles or pieces of equipment requested. Fleet Management will provide a unit cost and extend the total acquisition, amortization, and usage charges.
11. Remember to add the additional depreciation acquisition, and operating costs of the new/additional or upgraded equipment into your total fleet charges (expense subobject **59311, Fleet Depreciation Charge**, and **59312, Fleet Services Charge**, respectively) on the budget submission form.

# BUDGET PROCEDURES MANUAL (BPM)



## Fleet Service Request Form 11 FOR NON STANDARD VEHICLE/EQUIPMENT REQUESTS ONLY

(FORM 11 # \_\_\_\_\_)

PRIORITY No: \_\_\_\_\_  BUDGETED  UNBUDGETED

Department/Division Name: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_

<input type="checkbox"/> New/Additional Equipment <input type="checkbox"/> Upgrade <input type="checkbox"/> Rental/Loaner <input type="checkbox"/> Special Project (Former Form 10 Request) <small>(If communications or electronic equipment is required, please submit a Form 10 for those items to the E&amp;C Division)</small>								
<b>DESCRIPTION:</b>					<b>No. of Months Requested:</b>			
PROJECT DESCRIPTION: Please attach detailed list of equipment required for project and a brief explanation of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.						<b>BILLING INFORMATION:</b> Fund _____ Org _____ C/O _____ Project I.D. _____ Activity I.D. _____		
Equipment Group#:		Monthly Estimate Miles:		Hours:		Number Requested:		
FOR FLEET USE ONLY								
EQUIPMENT ACQUISITION COST								
Description	Group No.	Purchase Cost	Auxiliary Equipment	No. Requested	Equipment Cost	Monthly Amortization	No. of Months	Fiscal Year Amount
Total Equipment Cost (59311)					Amortization Cost (59311)			
EQUIPMENT OPERATING AND MAINTENANCE COST								
Description	Group No.	Group Usage Rate	Estimated Monthly Usage	Monthly O&M Cost	No. Of Months	O&M Cost	No. Requested	Fiscal Year O&M Cost
Total O&M Cost (59312)								
Total Rental/Loaner Cost (59312)								
SPECIAL PROJECTS (Former Form 10 Request)								
Description				Material		Labor		FY Projects Cost
Total Special Project Cost (59312)								
<b>GSD COMMENTS:</b>								
<b>BMSD COMMENTS:</b>								
Line Item	51501	54304	56260	56121	57421	54421		
Amount								

\_\_\_\_\_ Jim Schaad, Fleet Manager                     
 \_\_\_\_\_ Date                     
 \_\_\_\_\_ Budget Office Signature                     
 \_\_\_\_\_ Date

2/10/2009

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Budget Form Detail (Form 14)***

The Form 14 will be the mechanism to submit your explanations regarding significant changes between your FY 2015 Budget Submission and the FY 2014 Amended Budget as well as the corresponding impact to services. This information will be needed to facilitate discussions during the Budget Review Meetings as well as Council Budget Hearings.

#### *General Instructions*

You will be using the BI Launchpad to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from BFM will include the FY 2015 Amended Budget, the FY 2016 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. The Form needs to be completed for just expenditure accounts that reflect a significant change at **a fund and division level**.

#### *Specific Instructions*

At the account level, you will be required to provide a two part explanation. The first should address significant changes (what the changes caused) from the FY 2015 Amended Budget reflecting a  $\pm 7\%$  or  $\pm \$100,000$  variance. The second part is to explain how services or programs will be affected by the significant change. As you explain the impact to services, you need to **quantify** your comments. The only exception to this rule will be for centrally loaded accounts, including base ID charges. However, you should still take the steps to evaluate any sizable ID variances.

Instructions on downloading information from the BI Launch Pad into Excel can be found on the Budget Form Detail (Form 14) in the Reports Section of this book

## BUDGET PROCEDURES MANUAL (BPM)

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### ADMINISTRATIVE ORDER (AO) POLICIES

#### *Travel and Conference*

Each department/division must request reimbursement funds for account **55803**, Travel and Conferences, for the upcoming fiscal year through the normal budget process.

Authorization for reimbursement for travel and conference expenses will be granted only for which a clear benefit to the City is apparent. Reimbursement for a spouse is not authorized.

All attendance at major conferences or meetings (including travel) that can be anticipated in advance of a given fiscal year should be included in the budget request. Unless approved by the department director, no more than one City employee shall attend the same meeting or conference at City expense. Unless specifically included in the adopted budget, all out-of-state travel must be approved by the department director. All travel outside of the continental United States (e.g., Hawaii, Japan) must have prior approval by the City Manager's Office.

The **per diem option** meal allowance during out-of-city travel, including gratuity, shall not exceed the federal per diem in effect at the time the expense is incurred. The federal per diem allowance as of October 1, 2004 is \$42.00.

No reimbursement shall be provided for travel or expenses until **Form 57**, "Travel Request & Claim for Reimbursement" has been properly prepared, approved, and submitted to the Finance Division.

For additional information, please see Administrative Order No. 1-4.

#### *Business Lunches Charged to City*

Any business lunch charged to the City must be charged to account **55804**, Miscellaneous Subsistence Expense. To be eligible, the lunch meeting should have a clear benefit to the City. Petty cash can be used to reimburse an individual with a receipt for a business lunch if the amount does not exceed \$30.00. When the petty cash request for payment is turned in, those business lunch expenses should be charged to account 55804, Miscellaneous Subsistence Expense.

#### *Membership and Dues*

Memberships and dues must be charged to account **58016** and will be paid by the City only when such membership provides a direct benefit to the City. Unless otherwise approved by the City Manager, no more than one City-paid membership in the same organization shall be allowed in each functional operation, program, or division.

**Training (55801) and Travel and Conference (55803)** funds will be appropriated directly into those respective accounts. No formal City Manager approval will be required aside from the regular budget deliberations.

## BUDGET PROCEDURES MANUAL (BPM)

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### ***Master Fee Schedule (MFS)***

The Master Fee Schedule (MFS) includes all fees, reimbursements, and refunds administered by the City with the exception of those charges which are negotiated and covered by contract agreements or are filled on actual time and material basis. The MFS accomplishes the following objectives:

- Provides a centralized reference for all fees which are charged by the City.
- Assures that all fees, reimbursements, and refunds have been approved by the City Council.
- Allows for periodic review and adjustment of fees to reflect changes in costs of providing services.
- Reduces revisions to the Fresno Municipal Code for fee adjustments and is more flexible in establishing effective dates.
- Provides a history of fees as they are established and revised.

The MFS is divided into department sections. Within each section, fees are arranged alphabetically and identify, wherever possible, other requirements associated with the specific fee.

### ***Amending the Master Fee Schedule:***

The MFS has to be amended by Council resolution in any of the following cases. The term "fee" as used below also refers to refunds and reimbursements.

- Introduction of a new fee for a new service.
- Revision of fee amounts/units or other conditions, such as exemptions.
- Deletion of a fee.
- Change in or addition of mandated services or fees established by another agency for which costs are recovered through the City; i.e., seismic fees, state fingerprint charges.

**Note:** Legal review is needed (new fee or other reason), deliver a duplicate package to the City Attorney's Office, by the Friday three weeks prior to the Council meeting date. If consent item, deliver duplicate package the Monday prior to the Friday when draft copy of agenda item is due to the City Manager for review. For new fees or changes that may require public noticing periods, the City Attorney may require additional time to review. If in doubt, call the City Attorney's Office to confirm whether a longer review period may be needed.

### ***Annual Amendment Procedures:***

As part of the annual MFS process, each December departments are asked to review their section of the MFS for any new and/or changes to existing fees in *January*. Two packages of revisions should be prepared: 1) the original to BMSD; and, 2) a copy to Raj Badhesha in the City Attorneys' Office. **Both packages should be submitted at the same time.**

Any changes that Council makes, to recommended fee changes, will be incorporated in the annual revision amendment.

## BUDGET PROCEDURES MANUAL (BPM)

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Revisions should be made by the department responsible for the fee(s). The following are some guidelines:

1. Review all fees that your department is responsible for, whether they reside within your department's section of the MFS or not. This includes UGM fees and fees under a contract. BMSD will need a copy of the contract(s) if the fee is increased annually on a given date. Remember, this should be a comprehensive review of fees. If a contract is to increase on a known date by a known amount, it should be included in this annual update. The goal is to minimize the number of mid-year MFS adjustments.
2. Make all your revisions in red pen or highlighted on the "working copy". (*See attachment 4*)
3. "Request to Amend Master Fee Schedule" form should be filled out for any new and/or fee change. Multiple fees can be included on one form, provided that they are being changed in the same way for the same reason. (*Sample form located under Request to Amend the Master Fee Schedule (MFS) form in this book.*)
4. The Amendment summary page(s) should mimic the actual MFS pages in information presented. Please leave the MFS Page # and Amendment Detail Page # columns blank. Remember this will serve as the introduction to the department's fee change recommendations, so be clear and complete. (*Sample located under Master Fee Schedule Amendment Summary in this book*)
5. The Amendment detail page(s) must show the bases and computation for establishing the fee amount: Include all pertinent costs and show computation. **This step is important for legal compliance of permit fees and with regard to the GANN Spending Limit and Proposition 218.** (*Sample located under Master Fee Schedule Amendment Detail in this book*)

They should also explain the background for the new fee and/or fee change and the estimated revenue to be collected. Some of this information will be included in the Council Agenda Item when the annual revision amendment is taken to Council for adoption.

**Please note the Detail Pages should not include a repetition of the actual MFS layout. The detail pages should contain cost detail for the fee you are proposing to change.**

6. The effective date of the new fees and/or fee changes will be July 1, 2017 unless you designate otherwise. This may be important to you if there are "noticing" requirements attached to fees that you are adding or changing (ie., Assembly Bill 1600 requirements).

### **Ongoing Amendment Procedure:**

Request for changes to the MFS shall be submitted to BMSD no later than 5 p.m. on the Friday three weeks prior to the council meeting date.

1. All requests shall be submitted on the "Request to Amend Master Fee Schedule" form and shall be accompanied by a draft staff report for the Council and a draft ordinance, if the Municipal Code is to be amended. Attach a copy of the current page(s) of the MFS on which the fee appears and show the changes requested by writing them in red ink. (*Sample form located under Request to Amend the Master Fee Schedule (MFS) form in this book.*)
2. The Amendment summary page(s) should mimic the actual MFS pages in information presented. Please leave the MFS Page # and Amendment Detail Page # columns blank. Remember this will serve as the introduction to the department's fee change recommendations, so be clear and complete. (*Sample located under Master Fee Schedule Amendment Summary in this book.*)

## BUDGET PROCEDURES MANUAL (BPM)

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3. The Amendment detail page(s) must show the bases and computation for establishing the fee amount: Include all pertinent costs and show computation. **This step is important for legal compliance of permit fees and with regard to the GANN Spending Limit and Proposition 218.** (*Sample located under Master Fee Schedule Amendment Detail in this book*)

They should also explain the background for the new fee and/or fee change and the estimated revenue to be collected. Some of this information will be included in the Council Agenda Item when the annual revision amendment is taken to Council for adoption.

In requesting an amendment, please pay special attention to the following areas:

- *Fee Description:* The name of the fee should describe the purpose and nature of the fee in simple and concise terms.
  - *MFS Section/Name:* Include the Department and name where the fee does/will appear. Identify other sections if the fee logically falls into more than one department. **Be sure to include copies of all page(s) of the MFS where the fee does/will appear with any changes or additions written in red.**
  - *Fee Amount, Unit/Time:* The fee amount should be explicit as to units/time to which it is applied.
  - *Exemptions or special conditions:* State the special conditions which are applicable, if any. If complex, these conditions may have to be supported by a written administrative policy.
  - *Effective date:* Amendments may become effective either the day following adoption of the resolution, or on a specified future date. On rare occasions, fees may be retroactive. In cases where a fee requires a new/changed ordinance, the MFS amendment is submitted for adoption together with the ordinance. In these cases, fees become effective on the thirty-first day after adoption of the MFS amendment.
  - Requests must be signed by department directors or authorized representatives, the affected division manager, and the Department Budget Officer (DBO).
  - If another department or division will collect or administer this fee, obtain the signature of the appropriate division manager and the department director **(this is important)**.
4. BMSD will prepare a resolution amending the MFS as well as revised page(s) for the MFS before the Wednesday Agenda deadline.
  5. BMSD will contact the requesting department and send an electronic file (PDF) of the original resolution and revised page(s) of the MFS when complete.
  6. The requesting department submits the agenda item, including the resolution and the revised page(s) of the MFS to the City Clerk along with any ordinance changes or other resolutions that are necessary.

## BUDGET PROCEDURES MANUAL (BPM)

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### *Maintenance of the Master Fee Schedule:*

1. BMSD maintains an updated copy of the MFS and history of revisions. Additional current copies of the MFS are available for purchase from BMSD. The MFS may also be found on the City's website <http://www.fresno.gov/Government/DepartmentDirectory/Finance/MasterFeeSchedule/default.htm>
2. Outside parties who are subscribers will continue to receive revised pages. Departments administering fees are responsible for keeping MFS copies within the department up-to-date and should also ensure that any City offices outside the department that are responsible for the collection of the fees are provided with replacement pages. Any revisions to the interdepartmental mailing list should be made in writing from the Department Budget Officer to BMSD.

There is an annual maintenance service fee established to offset the cost of sending updated pages to outside businesses or individuals. Only those businesses or individuals who pay the annual fee will receive revised pages.

## BUDGET PROCEDURES MANUAL (BPM)

### Request to Amend the Master Fee Schedule (MFS)

1. Complete this form for each new or revised fee and have it signed by the Division Manager, the Department Budget Officer, and the Department Director (as **Requesting Department/Division**).
2. If another department or division will collect or administer this fee, obtain the signature of the appropriate Division Manager and the Department Director. *(This is important.)*
3. Attach a copy of the current page(s) of the MFS that will be affected. Indicate in red on the copy all corrections, the new fees, and effective dates.
4. Attach a copy of the report to Council and, if applicable, the draft ordinance and Council resolution.
5. Deliver this completed form with all attachments to BMSD by the Friday, three weeks prior to the meeting date.
6. **Deliver a duplicate package to Raj Badhesha, City Attorney's Office by the same deadline.**
7. Contact Sharon McDowell, Ext. 7057, FAX No. 488-4636. BMSD will prepare amended MFS pages and the MFS Amendment Resolution for the department staff to include with their report to Council.

Date to Council: _____	<input type="checkbox"/> Annual Update	<input type="checkbox"/> Other (specify): _____	Amend No. _____ (BMSD Use)
Effective Date: _____	<input type="checkbox"/> Day Following Adoption	<input type="checkbox"/> Other	
Fee Name: _____			
Purpose of Amendment: _____			
Affected Section(s)/Page(s) of MFS: _____			
City Attorney copy delivered to Dave Hale, Ext. 1326. _____		Date: _____	Other: _____
Must include Legal Authority: <input type="checkbox"/> Existing Specify Fresno Municipal Code (FMC):			
<input type="checkbox"/> New (Attach copy of resolution or ordinance.)			
Estimated Cost (how was fee calculated): (Attach sheets if more space is needed.)			
Estimated Revenues: _____	Current	Projected: _____	
Requesting Department/Division _____			
Department Director (type name): _____		Signature: _____	
Division Manager (type name): _____		Signature: _____	
Department Budget Officer (type name): _____		Signature: _____	
Contact (type name): _____		Signature: _____	
Administering (Collecting) Department/Division _____			
Department Director (type name): _____		Signature: _____	
Division Manager (type name): _____		Signature: _____	
Section Supervisor (type name): _____	Ext. _____	Signature: _____	

# BUDGET PROCEDURES MANUAL (BPM)

## CITY OF FRESNO MASTER FEE SCHEDULE AMNEDMENT SUMMARY

### PARKS, AFTER SCHOOL, RECREATION AND COMMUNITY SERVICES DEPARTMENT

For FY 2009, the PARCS is proposing to amend fees at Woodward Park Rotary Amphitheater and Camp Fresno

#### GENERAL RECREATION FEES SECTION

Fee Description	Current	New	MFS Page #	Justification Page #
<b>Woodward Park Rotary Amphitheater</b>	New		58	67
Daily Rental		\$1,500 or 10% of gross ticket sales, whichever is greater plus collection of improvement fee		
Non-Profit Organization		\$500 flat fee plus collection of improvement fee		
Non-Profit Organizations (non-admission charged event)		\$1,500 flat fee (no improvement fee)		
Event Staffing		\$13.00 per hour (min 4 hours)		
<b>Equipment Rentals</b>	New		58	68
Chairs/day		1.00 each		
Tables/day		5.00 each		
Scissor Lift/day		150.00		
Crowd Control barriers/day		8.00 each		
<b>Camp Fresno Family Camp</b>			63	69
Memorial Day Weekend through first two weeks in September:				
1 bedroom/per week	196.00	216.00		
2 bedroom/per week	328.00	361.00		
Other Months:				
1 bedroom/per week	178.00	196.00		
2 bedroom/per week	282.00	310.00		
Improvements Surcharge:				
Resident per cabin/per week	16.00	24.00		
Resident per cabin/per day	3.00	5.00		
Non-resident per cabin/per week	23.00	31.00		
Non-resident per cabin/per day	5.00	7.00		

All fees effective 07/01/09 unless otherwise noted  
MFS Amendment #479 (March 2009) [1/13/2009 11:48 AM]

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# BUDGET PROCEDURES MANUAL (BPM)

## CITY OF FRESNO MASTER FEE SCHEDULE AMENDMENT DETAIL

### PARKS, AFTER SCHOOL, RECREATION, AND COMMUNITY SERVICES DEPARTMENT

Woodward Park Rotary Amphitheater Rental Fees

MFS Page #  
58

PARCS recommends revising the Woodward Rotary Amphitheater rental fees. The purpose is to bring the rental fees of the Woodward Park Rotary Amphitheater to the levels necessary to obtain full cost recovery. The historical operating expenses of the facility are not reflective of the future as current improvements have vastly improved the marketability, demand, and corresponding use of this venue. The Department proposes to adjust reservation fees from the current fixed rate rental structure to a variable formula that ensures organizers pay their fair share of event proceeds while maintaining access for non-profit organizations

Position	Salary/Fringe	Admin OVH	Hours	=	Total
Parks Maint. Leadworker	32.76	0.00	0.5	=	\$ 16.38
Sr. Administrative Clerk	18.68	0.00	0.25	=	4.67
				=	0.00
				=	0.00
				=	0.00
				=	0.00
				=	0.00

Total Salaries 21.05

Benefits 0.00

**TOTAL SALARIES/BENEFITS** **\$ 21.05**

Administration Distribution and Overhead 0.00

**TOTAL FEE** **\$ 21.05**

#### ANNUAL ESTIMATED REVENUE

Current: 23,340.00

Projected: 58,350.00

All fees effective 07/01/09 unless otherwise noted  
MFS Amendment #479 (March 2009) [1/13/2009 11:49 AM]

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# BUDGET PROCEDURES MANUAL (BPM)

## CITY OF FRESNO MASTER FEE SCHEDULE

Attachment 4

### PARKS, RECREATION, & COMMUNITY SERVICES DEPARTMENT

<b>GENERAL RECREATION FEES</b>	<b>Current</b>	<b>Proposed</b>	<b>Amnd</b>	<b>Detail Page #</b>
<b>Fee Description &amp; Unit/Time</b>				
<b>Woodward Park Rotary Amphitheaters*</b>			477	<b>67</b>
Daily Rental **	New	1,500.00 or 10%	effective 1/1/2009	
Non-Profit Organizations	New	500.00 flat fee	(plus collection of improvement fee)	
or				
Non-Profit Organizations (non-admission charged event)	New	1,500.00 flat fee	(no improvement fee charged)	
Performance Bond (100% refundable upon successful completion of the rental agreement in accordance with also agreed upon terms and conditions)	175.00-500.00			
Cleaning Deposit (Up to 80% refundable dependent on the condition of the facility after completion of the rental agreement)	1,000.00			
Improvement Fee				
As of 8/9/08	1.00 per attendee			
As of 1/1/09	2.00 per attendee			
As of 1/1/10	3.00 per attendee			
Event Staffing (4 hr. minimum)	New	13.00 hr (4 hr min.)		
Rehearsals (scheduling permitting)	New	350.00 per day		
<b>Equipment Rentals</b>			477	
Chairs/day	New	1.00 each	effective	
Tables/day	New	5.00 each	1/1/2009	
Scissor Lift/day	New	150.00		
Crowd Control Barriers/day	New	8.00 each		

\* In addition to the reservation fee, use of the Woodward Park amphitheater will require a 20% payment of gross event concession revenues and a per attendee charge.

\*\* \$1,500.00 or 10% of gross ticket sales whichever is greater plus collection of improvement fee.