

CITY OF

FRESNO

**BUDGET
PROCEDURES
MANUAL
(BPM)
FY 2021**

BUDGET PROCEDURES MANUAL (BPM)

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, Pay period dates, 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	Scott Motsenbocker	x7053	Scott Motsenbocker	x7053
Airports (FYI)	Lino Del Signore	x4541	Todd Stermer	x7073
City Attorney's Office	Christina Therrien	x7553	Todd Stermer	x7073
City Clerk's Office	Yvonne Spence	x7665	Todd Stermer	x7073
Convention Center / Stadium	Alma Torres	x7074	Alma Torres	x7074
Finance	Yvonne Dedmore	x7010	Michelle Wooten	x7060
Fire	Mike Getty	x4004	Pedro Rivera	x7021
General City Purpose	Henry Fierro	x7070	Henry Fierro	x7070
Information Services	Kim Jackson	x7103	Michelle Wooten	x7060
PARCS	Karen Norris	x2912	Alma Torres	x7074
Personnel	Toni Carmona	x6982	Michelle Wooten	x7060
DARM	Roxane Morse	x8320	Pedro Rivera	x7021
Police	Rene Watahira	x2051	Pedro Rivera	x7021
Public Utilities - Administration	Cynthia Williams	x1803	Alma Torres	X7074
Public Utilities - Solid Waste	Cynthia Williams	x1803	Alma Torres	X7074
Public Utilities - Water	Henry McLaughlin	x5399	Alma Torres	X7074
Public Utilities - Wastewater	Carla Watkins	x5120	Alma Torres	x7074
Public Works	Yvonne Diaz	x8708	Scott Motsenbocker	x7053
Retirement	Kathleen Riley	x7096	Michelle Wooten	x7060
Transit (FAX)	Belinda McMillan Haener	x2916	Todd Stermer	x7073

Other Activities in BMSD

BFM System Coordinator	Alma Torres	x7074
Employee Services (PCF) Coordinator	Scott Motsenbocker	x7053
Major Capital	Scott Motsenbocker	x7053
General Fund Revenue	Henry Fierro	x7070
Internal Service Funds	Michelle Wooten	X7060
Cost Allocation Plan/ICRP	Pedro Rivera	x7021
Master Fee Schedule	Todd Stermer	x7073

BUDGET PROCEDURES MANUAL (BPM)

FY 2021 Budget Calendar

DATE		PROJECT DESCRIPTION
January	6	Template for Mid Year Fiscal Review out to Departments
	14	Close of December books
	15	ISF Templates Due from Departments
	15	BFM opens for mid-year estimates
	27	Mid Year Fiscal Review (MYFR) due from Departments
February	21	Budget open to field
March	6	Department Operating & Capital Priority Budgets Due
	23 - 27	Budget Review Meetings with the City Manager begin
	31	Cost Allocation Plan (CAP) due to the Federal Government
April	13 (tentative)	Narrative updates due from Departments
	14	Final Decisions Deadline
May	20 (tentative)	Budget Roll Out
June	(Tentative)	
	9, 11, 15, 16	Public budget hearings held
	22	Vote on motions
	25	Council adopts budget to send to Mayor
June	30	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
July		Load Budget, PM's, Projects into PS and validate
August		Master Fee Schedule (MFS) template out to Departments
September		MFS due from Departments Adopted Budget Document
October		FY 2022 ISF Request
November		FY 2022 ISF Request Due
December		FY 2022 ISF City Manager Review

BUDGET PROCEDURES MANUAL (BPM)

Proposed Program Year 2019-2020 (PY 2019) Annual Action Plan Timeline

This time line is subject to change	PROJECT DESCRIPTION
January 21, 2020	Community Meeting Sal Mosqueda Community Center - 4670 E. Butler Ave., Fresno, CA 93702
January 22, 2020	Community Meeting Wesley United Methodist Church - 1343 E. Barstow Ave., Fresno, CA 93710
January 23, 2020	Community Meeting West Side Seventh Day Adventist Church - 2750 S. MLK Jr. Blvd., Fresno, CA 93706
February 26, 2020	HCDC Public Presentation Present draft Analysis of Impediments and Consolidated Plan
March 1-31, 2020	Public Review of Draft Plans 30-day public review period of the 2020-2024 Consolidated Plan and PY 2020 Annual Action Plan
March 25, 2020	HCDC Public Hearing Public comment accepted into the record
April 6, 2020	Internal Review Internal review of public input received
April 8, 2020	HCDC Public Presentation Present revised 2020-2024 Consolidated Plan and PY 2020 Annual Action Plan
April 9, 2020	City Council Public Hearing and Meeting Council to consider for adoption the 2020-2024 Consolidated Plan and PY 2020 Annual Action Plan
April 10, 2020	Release RFP/RFA for PY 2020 Funding Available April 10-May 8, 2020
May 8, 2020	Proposals Due
May 15, 2020	Adopted Plans Due to HUD Adopted 2020-2024 Consolidated Plan and PY 2020 Annual Action Plan due to HUD (Statutory date potentially reviewed through HUD CPD Notice or Memorandum)
June 24, 2020	HCDC Public Hearing on Subrecipient Agreements Public comment accepted into the record
June 25, 2020	Subrecipient Agreements to City Council Council to consider for approval the Subrecipient Agreements for PY 2020 funding

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FY 2021 Pay Periods

PP #	PP Start	PP End	Pay Day	Accounting Period
1	6/22/2020	7/5/2020	7/10/2020	1
2	7/6/2020	7/19/2020	7/24/2020	1
3	7/20/2020	8/2/2020	8/7/2020	2
4	8/3/2020	8/16/2020	8/21/2020	2
5	8/17/2020	8/30/2020	9/4/2020	3
6	8/31/2020	9/13/2020	9/18/2020	3
7	9/14/2020	9/27/2020	10/2/2020	4
8	9/28/2020	10/11/2020	10/16/2020	4
9	10/12/2020	10/25/2020	10/30/2020	4
10	10/26/2020	11/8/2020	11/13/2020	5
11	11/9/2020	11/22/2020	11/25/2020	5
12	11/23/2020	12/6/2020	12/11/2020	6
13	12/7/2020	12/20/2020	12/24/2020	6
14	12/21/2020	1/3/2021	1/8/2021	7
15	1/4/2021	1/17/2021	1/22/2021	7
16	1/18/2021	1/31/2021	2/5/2021	8
17	2/1/2021	2/14/2021	2/19/2021	8
18	2/15/2021	2/28/2021	3/5/2021	9
19	3/1/2021	3/14/2021	3/19/2021	9
20	3/15/2021	3/28/2021	4/2/2021	10
21	3/29/2021	4/11/2021	4/16/2021	10
22	4/12/2021	4/25/2021	4/30/2021	10
23	4/26/2021	5/9/2021	5/14/2021	11
24	5/10/2021	5/23/2021	5/28/2021	11
25	5/24/2021	6/6/2021	6/11/2021	12
26	6/7/2021	6/20/2021	6/25/2021	12

BUDGET PROCEDURES MANUAL (BPM)

FY 2021 Budget Submission Checklist

Operating Budgets:	
	Memo of key budget issues/overview for department
	FY 2021 Budget Strategy Forms (Form 1 & Form 14) completed and tied out to BFM
	All Request ISF forms referenced on Form 14
	All Original ISF forms in packet:
	Form 10 (account 59310)
	Form 10C (account 59326)
	Form 10X (account 59326)
	Form 11 (accounts 59311, 59312, 59317, 59318, 59319, 59325)
	Form 3's with signature approval included in packet
	Transfer To/From Funds balanced
	FY 2020 Estimated
	FY 2021 Submission
	All Funds balanced in BFM per Cash Position Summaries (CPS)
	FY 2020 Ending Balance
	FY 2021 Beginning Balance
	FY 2021 Ending Balance
Capital Budget:	
	FY 2021 Budget Strategy Forms (Form 1 & Form 14) completed and tied out to BFM
	Appropriate funding for ISF charges (59000 object)
	All funds Balanced in BFM (check to Cash Position Summary)
	Complete Project descriptions entered directly into BFM
Signatures:	
	<div style="display: flex; justify-content: space-between;"> Dept Director: Date: </div>

BUDGET PROCEDURES MANUAL (BPM)

Internal Service Cut-off Dates

ACCOUNTING DIVISION

- **Direct Vouchers** must be received by the Finance Department no later than Thursday, July 9, 2020 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 Friday, July 10, 2020. 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 Monday, July 13, 2020. *JEs and Allocation Journals for June transactions only or corrections for June transactions will be extended to Wednesday, July 15, 2020.*

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 Friday, June 30, 2020.

HUMAN RESOURCES OPERATIONS DIVISION

- **PAR Amendments** (Council or Administrative) must be processed prior to Wednesday, May 1, 2020. The only exceptions to this policy are very special circumstances approved by the City Manager's Office.

PURCHASING UNIT

- **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 Unit's office no later than Friday, March 6, 2020, by 5:00 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: Tuesday, April 28, 2020; last date for Council award: Thursday, June 25, 2020. Last day for posting notice of staff determination is Wednesday, June 17, 2020. (bid evaluation must meet new council item submissions deadline)

The Purchasing Unit 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 Unit, as follows:

(a) For minor capital and other one-time expenditures: Tuesday, June 9, 2020 by 5:00 p.m.

(b) For supplies and other purchases: No deadline, but unable to guarantee timely processing if received after Tuesday, June 9, 2020.

BUDGET PROCEDURES MANUAL (BPM)

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, June 30, 2020 by 5:00 p.m., the clients have entered the Purchase Order into the system, and the invoice is received in the Purchasing Unit Office by 4:00 p.m., Tuesday, July 7, 2020 (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 \$141,000)** to be billed before June 30, the deadline is Thursday, March 26, 2020.

Informal Bids (under \$141,000) to be encumbered before June 30, the deadline is Thursday, May 14, 2020.

INFORMATION SERVICES DIVISION (ISD)

- **Unbudgeted Form 10X requests** are due in ISD by Friday, June 10, 2020. Submissions for quotes **after** this date will not guarantee processing before June 30, 2020. Please plan accordingly.

COMMUNICATIONS DIVISION (ISD)

- **Unbudgeted Form 10C requests** are due to the Communications Division by Friday, June 10, 2020. Submissions for quotes after this date will not guarantee processing before June 30, 2020.

FACILITIES

- **Unbudgeted Form 10 requests** are due to Facilities by Friday, May 29, 2020. Submissions after this date may not be processed before June 30, 2020.

TRANSPORTATION

- **Unbudgeted Public Safety Fleet Form 11 requests** are due to the Department of Transportation by March 1st. Submissions after this date will not guarantee processing before June 30.
- **Unbudgeted Municipal Fleet Form 11 requests** are due to the Department of Transportation by March 1st. Submissions after this date will not guarantee processing before June 30.

BUDGET PROCEDURES MANUAL (BPM)

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)

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)

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)

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)

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 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)

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)

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

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
- 33837 Spec Mit Fee Cash in Lieu - Copper

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Major Facility Charges - continued

- 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)

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
- 34405** Sewer Pre-Treatment Surcharge
- 34406** House Branch Connection

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Utility Sales - continued

- 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
- 34868** Water Sales

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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.

BUDGET PROCEDURES MANUAL (BPM)

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

59326 **10C & 10X Charge**

Interdepartmental charge account for telephone or computer acquisitions.

59327 **Security Assessment Charges**

Interdepartmental charge for security assessments.

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).

61003 **Attrition Sweep**

For BMSD use only.

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.

Access Budget Formulation & Management (BFM)

BFM Link:

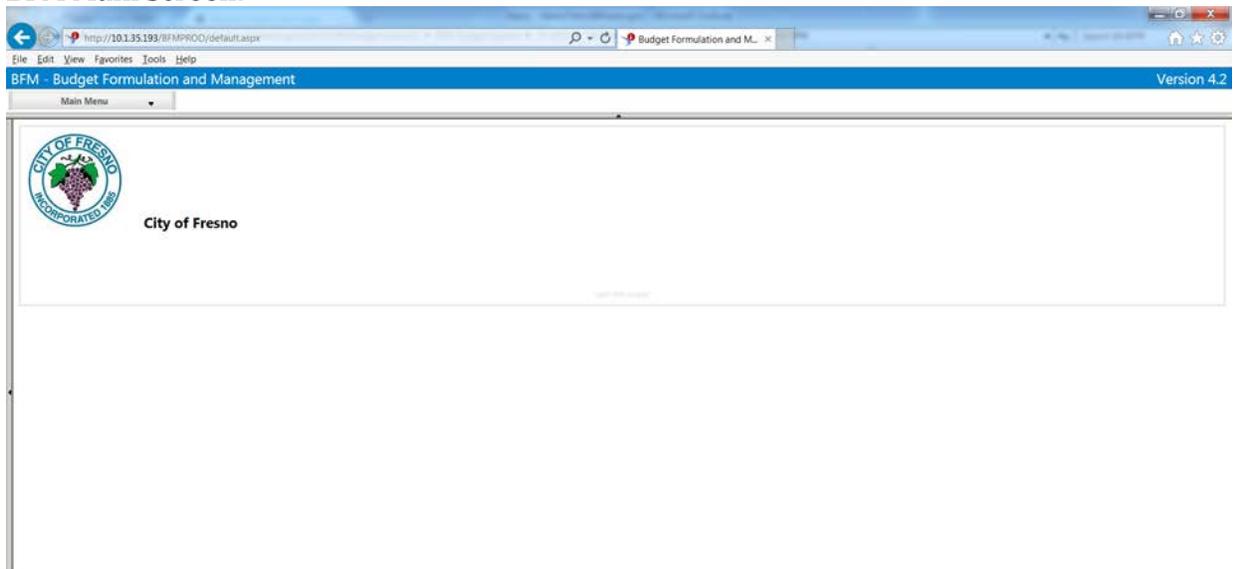
<http://10.1.35.193/BFMPROD/default.aspx>

Link accessible through Internet Explorer



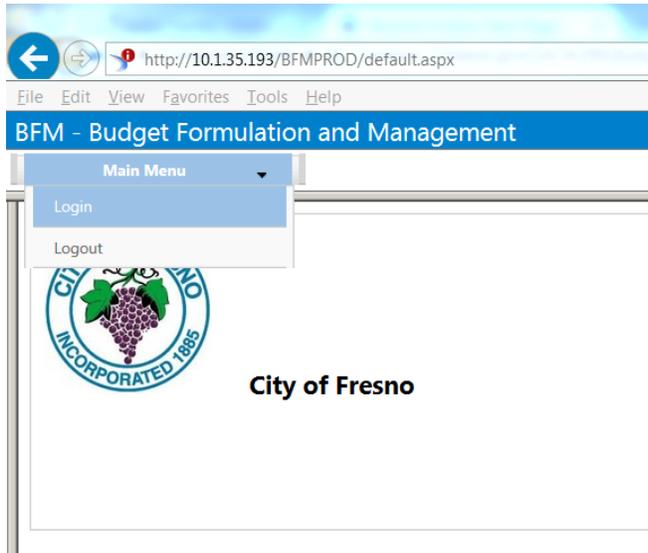
Note: It is recommended to set the BFM address as a favorite once the following initial screen is displayed.

BFM Main Screen:

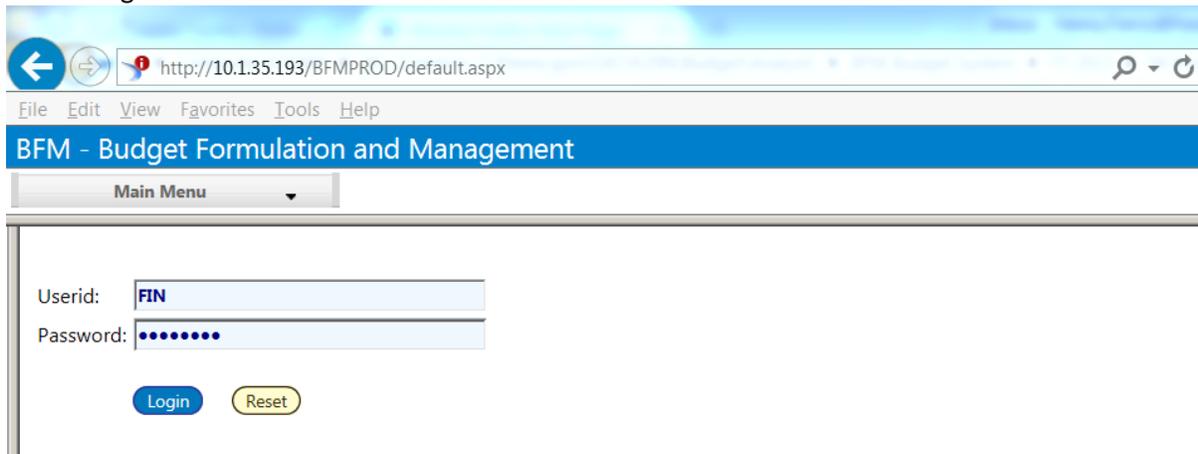


Login with initial Password

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

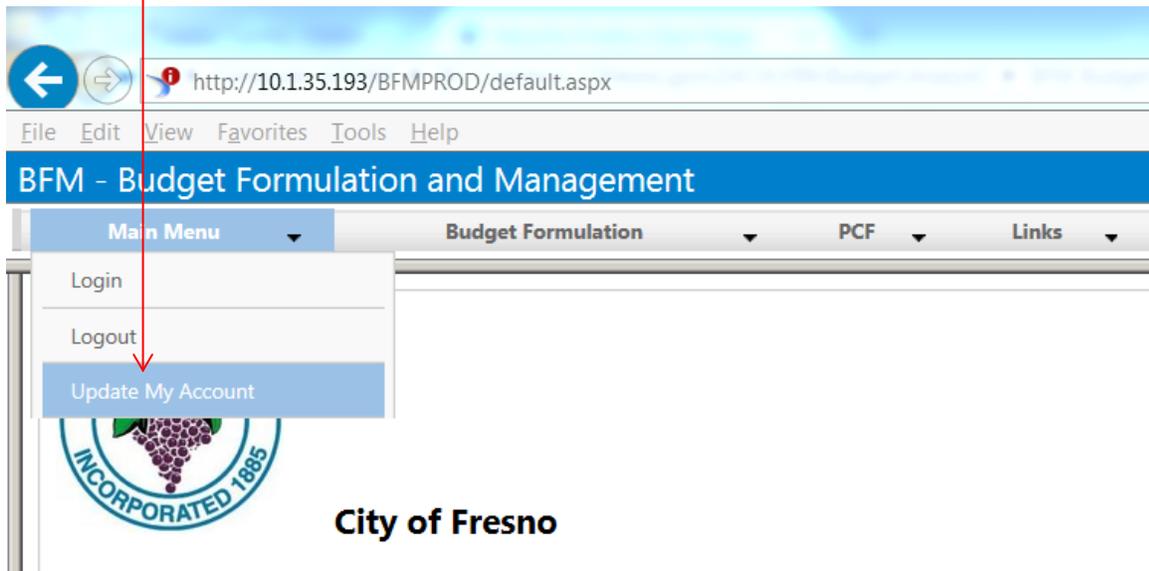


Enter assigned BFM User ID and initial Password.

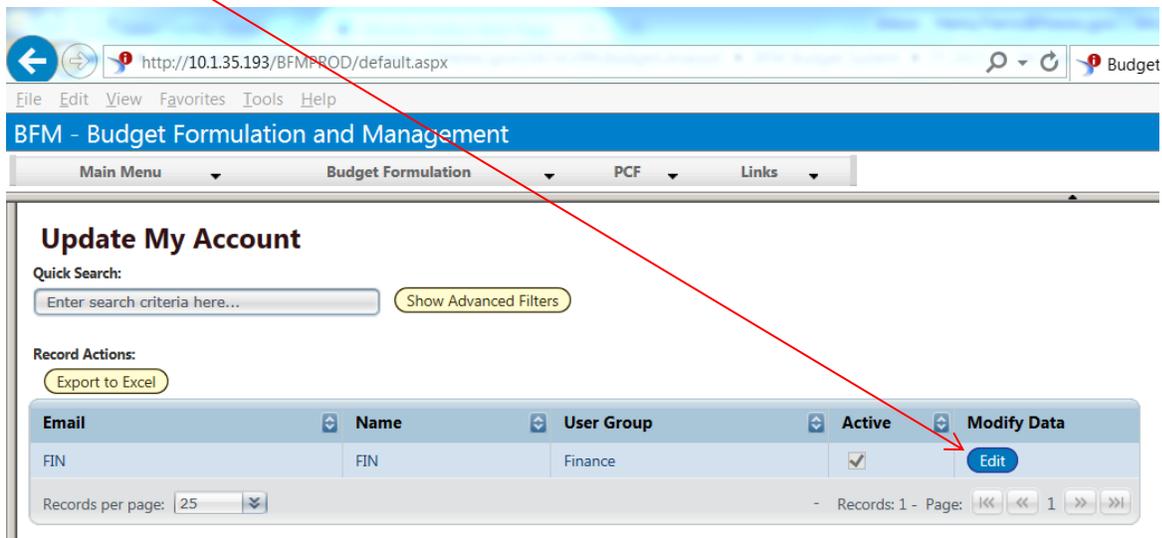


Change BFM Password

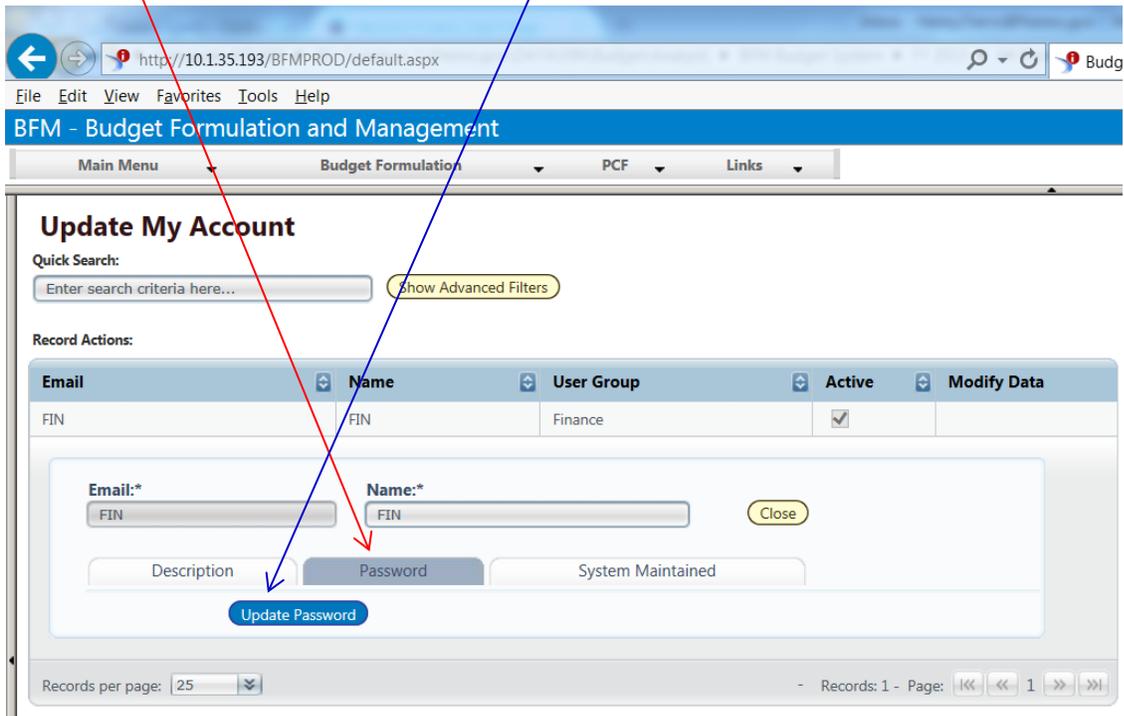
Highlight "Update My Account" from Main Menu tab.



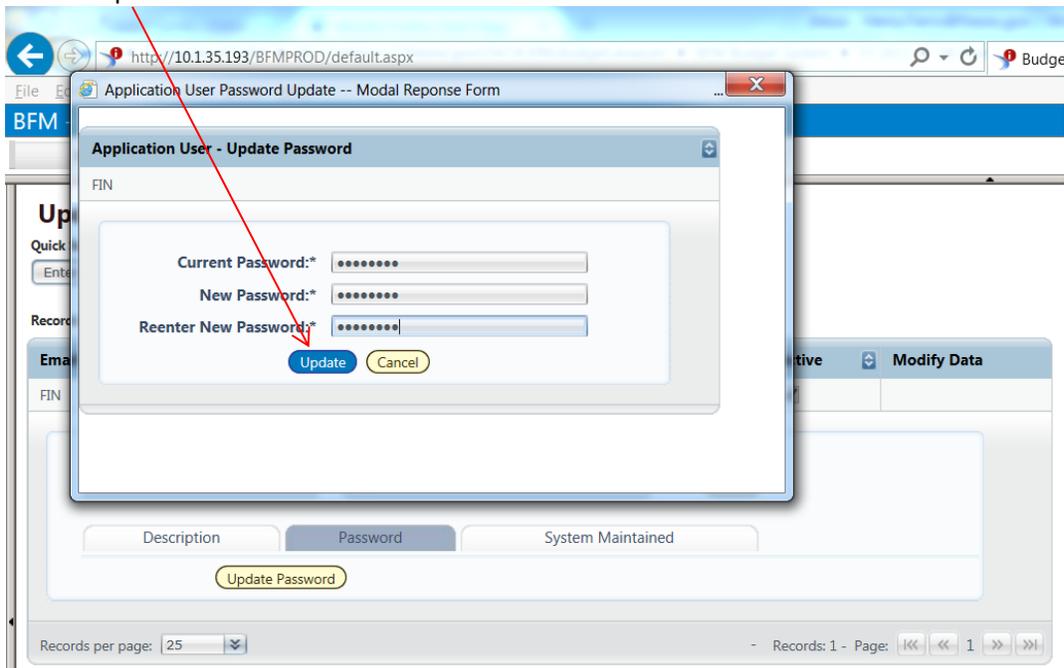
Select the "Edit" button



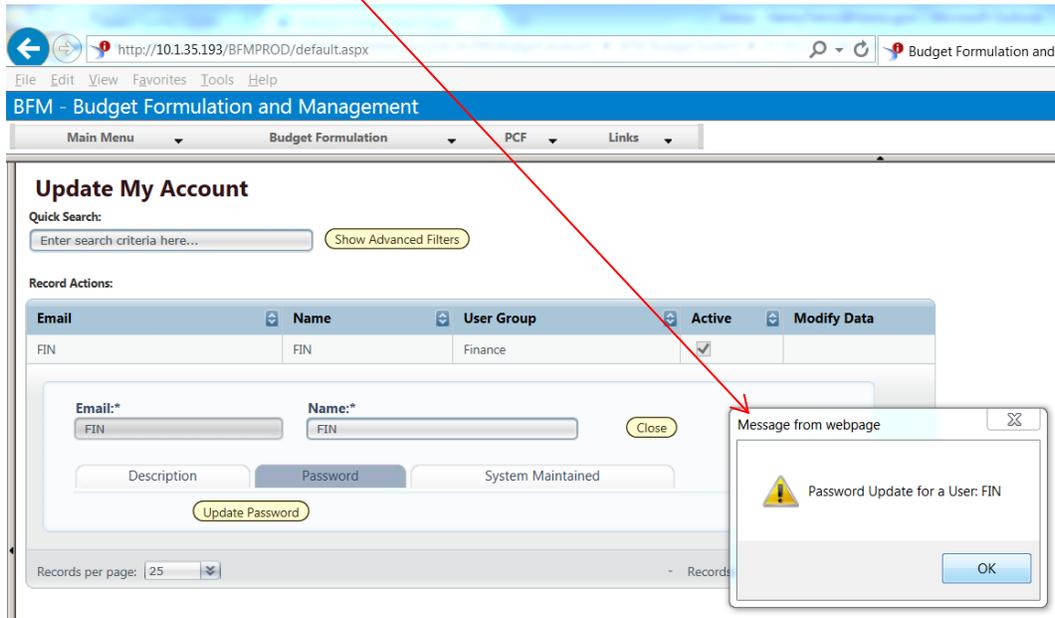
Select "Password" tab and click "Update Password" button.



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.



Entering Dollar Type Entries into the BFM System

Dollar type entries correspond to Non-position budget entries. Position budgeting will be covered under the Personnel Cost Forecasting (PCF) section. The following will discuss the procedures to enter dollar type entries through forms within the Budget Formulation and Management (BFM) system. Three forms will be made available during specific points in time during the budget process which are as follows.

- A1 CY Oper & DS Est (100): FY 2020 Non-capital revenue and expenditure estimates.
- A2 Base Submission (200): FY 2021 Non-capital revenue and appropriation budgets.
- C2 Preload Capital Form (700): FY 2021 Capital revenue and appropriation budgets.

A BFM user will enter estimate or budgeted data through the following path:

- Select a Form (Form 100-estimates, 200-non-capital budgets, or 700-capital budgets).
- Within a selected form, select an Instance. Instances are structured at department or division level.
- Within an instance, select the data entry screen to enter estimate or budgeted amounts. For Forms 100 & 200, amounts entered need to be assigned to a section #, fund #, and account #. For Form 700 (capital), budgeted appropriations will also need to be assigned to a project ID # along with an activity and resource codes.

The following discussion will provide instructions on building your FY 2020 estimates through the “A1 CY Oper & DS Est” or Form 100.

Select a BFM Form

Move your cursor and highlight “Budget Formulation” tab.

Move cursor to “A1 CY Oper & DS Est (100)” and click to open to enter your non-capital estimates.



Select a BFM Instance

Based on your User ID organization access rights, a list of Instances assigned to User ID will be displayed. For example, the following list is provided for User ID XYZ.

Current Year Estimates

Quick Search: [Show Advanced Filters](#)

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

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
8184	52-Accounting Division	102	520200	0	12/7/2016	Sherpa	Header Detail Delete
8185	52-Budget Division	102	520300	0	12/7/2016	Sherpa	Header Detail Delete
8186	52-Business Tax Division	102	520400	0	12/7/2016	Sherpa	Header Detail Delete
8187	52-Citywide Contractual Obligations Division	102	520600	0	12/7/2016	Sherpa	Header Detail Delete
8188	52-Finance Administration Division	102	520100	0	12/7/2016	Sherpa	Header Detail Delete
8189	52-Graphic Reproduction Services	102	520900	0	12/7/2016	Sherpa	Header Detail Delete
8190	52-Purchasing Division	102	520800	0	12/7/2016	Sherpa	Header Detail Delete

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

Navigating through an Instance

Select an "Instance Name":

Navigational options:

- 1) Use page arrows >> and Scroll Bar if list of Instances result in multiple pages.

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	Header Detail
100	6860	15-Byrne Recovery	102	156600	0	11/3/2015	henry.fierro	Header Detail
100	6861	15-Crime Scene Investigations	102	155000	0	11/3/2015	henry.fierro	Header Detail
100	6862	15-Federal Grants	102	156100	0	11/3/2015	henry.fierro	Header Detail
100	6863	15-Grant Orgs	102	156000	0	11/3/2015	henry.fierro	Header Detail
100	6864	15-Local Grants	102	156300	0	11/3/2015	henry.fierro	Header Detail
100	6865	15-Local Law Enforcement Block Grant	102	156500	0	11/3/2015	henry.fierro	Header Detail
100	6866	15-Office of the Chief Division	102	151000	2	12/7/2015	henry.fierro	Header Detail
100	6867	15-Other Grants	102	156400	0	11/3/2015	henry.fierro	Header Detail
100	6868	15-Patrol Services Division	102	153000	0	11/3/2015	henry.fierro	Header Detail
100	6869	15-Police Department Seized Assets	102	157000	0	11/3/2015	henry.fierro	Header Detail
100	6870	15-Police Phase I Projects DS	102	159800	0	11/3/2015	henry.fierro	Header Detail
100	6871	15-Police Training Division	102	158000	0	11/3/2015	henry.fierro	Header Detail
100	6872	15-State Grants	102	156200	0	11/3/2015	henry.fierro	Header Detail

Records per page: 25 | Records: 15 - 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	Edit Delete
100	6052	40-Development Admin Division	102	400100	0	9/13/2015	u1	Edit Delete
100	6089	45-Transportation Maintenance Division	102	452000	0	9/13/2015	u1	Edit Delete
100	6100	52-Accounting Division	102	520200	0	9/13/2015	u1	Edit Delete
100	6101	52-Budget Division	102	520300	4	9/29/2015	u1	Edit Delete
100	6102	52-Business License/UB&C Division	102	520400	0	9/13/2015	u1	Edit Delete
100	6103	52-Citywide Contractual Obligations Division	102	520600	0	9/13/2015	u1	Edit Delete
100	6104	52-Finance Administration Division	102	520100	0	9/13/2015	u1	Edit Delete
100	6105	52-Graphic Reproduction Services	102	520900	0	9/13/2015	u1	Edit Delete
100	6106	52-Purchasing Division	102	520800	0	9/13/2015	u1	Edit Delete
100	6107	52-Unrestricted General Fund Revenue Division	102	520500	0	9/13/2015	u1	Edit Delete

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

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

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	Edit Delete
100	6101	52-Budget Division	102	520300	4	9/29/2015	u1	Edit Delete
100	6102	52-Business License/UB&C Division	102	520400	0	9/13/2015	u1	Edit Delete
100	6103	52-Citywide Contractual Obligations Division	102	520600	0	9/13/2015	u1	Edit Delete
100	6104	52-Finance Administration Division	102	520100	0	9/13/2015	u1	Edit Delete
100	6105	52-Graphic Reproduction Services	102	520900	0	9/13/2015	u1	Edit Delete
100	6106	52-Purchasing Division	102	520800	0	9/13/2015	u1	Edit Delete
100	6107	52-Unrestricted General Fund Revenue Division	102	520500	0	9/13/2015	u1	Edit Delete

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

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

The screenshot shows the 'Current Year Estimates' page in the BFM application. The search bar contains '5203'. The table below shows one record for the '52-Budget Division'.

Form Definition	Form Instance	Instance Name	Stage	Organization	Form Rows	Last Update	Last User	Actions
100	6949	52-Budget Division	102	520300	7	12/11/2015	henry.fierro	Header Detail

Accessing an Instance's Data Entry Screen

Under the "Actions" column, the "Header" and "Detail" buttons provide access to the data entry screen for selected division.

The screenshot shows a list of 'Current Year Estimates' with various divisions. The '52-Budget Division' row is highlighted, and a red arrow points to its 'Detail' button.

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
8184	52-Accounting Division	102	520200	0	12/7/2016	Sherpa	Header Detail
8185	52-Budget Division	102	520300	0	12/7/2016	Sherpa	Header Detail
8186	52-Business Tax Division	102	520400	0	12/7/2016	Sherpa	Header Detail
8187	52-Citywide Contractual Obligations Division	102	520600	0	12/7/2016	Sherpa	Header Detail
8188	52-Finance Administration Division	102	520100	0	12/7/2016	Sherpa	Header Detail
8189	52-Graphic Reproduction Services	102	520900	0	12/7/2016	Sherpa	Header Detail
8190	52-Purchasing Division	102	520800	0	12/7/2016	Sherpa	Header Detail

“Detail” vs. “Header” Buttons

Selecting the “Detail” button will take you directly to the data entry screen.

Current Year Estimates

Quick Search:

Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
8184	52-Accounting Division	102	520200	0	12/7/2016	Sherpa	<input type="button" value="Header"/> <input type="button" value="Detail"/>
8185	52-Budget Division	102	520300	0	12/7/2016	Sherpa	<input type="button" value="Header"/> <input type="button" value="Detail"/>
8186	52-Business Tax Division	102	520400	0	12/7/2016	Sherpa	<input type="button" value="Header"/> <input type="button" value="Detail"/>
8187	52-Citywide Contractual Obligations Division	102	520600	0	12/7/2016	Sherpa	<input type="button" value="Header"/> <input type="button" value="Detail"/>
8188	52-Finance Administration Division	102	520100	0	12/7/2016	Sherpa	<input type="button" value="Header"/> <input type="button" value="Detail"/>
8189	52-Graphic Reproduction Services	102	520900	0	12/7/2016	Sherpa	<input type="button" value="Header"/> <input type="button" value="Detail"/>
8190	52-Purchasing Division	102	520800	0	12/7/2016	Sherpa	<input type="button" value="Header"/> <input type="button" value="Detail"/>

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

Clicking on “Header” button will also provide access to a data entry screen; however, this button navigates through multiple screens or tabs such as stage verification, Header Detail, Attachments, System Maintained as well as Estimates or the data entry screen. The following pages provide additional description of these various screens.

Stage Verification

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

Stage Actions:
Close

Form ID	Form Definition	Definition Name	Current Stage
185	100	Current Year Estimates	102

Edit Budget Form - Stage Verification

Stage Verification System Maintained

Stage:*
Select a Stage Code
102 - CSL
103 - Submitted
Next

Move cursor and Click on "Next."

Stage Actions:
Close

Form ID	Form Definition	Definition Name	Current Stage
185	100	Current Year Estimates	102

Edit Budget Form - Stage Verification

Stage Verification System Maintained

Stage:* 102 - CSL

Next

System Maintained

The screenshot shows the 'Edit Budget Form Instance' interface. At the top, there are 'Page Actions' buttons: Comment History, Comment, Submit, Close, and Screen Configuration. Below this is a table with the following data:

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	8185	100	Current Year Estimates	520300

Below the table is the 'Budget Form Header Dimensions' section. It contains two input fields: 'Stage Code:*' with value '102' and 'Header Organization:' with value '520300'. Below these are 'CSL' and 'Budget Division' labels. There are four tabs: 'Header Detail', 'Estimates', 'Attachments', and 'System Maintained' (which is selected). At the bottom, there is a 'Name:*' field with value '52-Budget Division' and a 'Save' button. A red arrow points from the 'System Maintained' tab to the 'System Maintained' text in the title above.

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

This screenshot shows the same 'Edit Budget Form Instance' interface, but with the 'System Maintained' tab selected. The 'Last Updated:' field is populated with '12/7/2016 10:16:13 AM' and 'Updated By:' with 'Sherpa'. Other fields include 'Form Code: 100', 'Form Name: Current Year Estima', 'Record ID: 8185', and 'Sequence: 0'. A red arrow points from the 'System Maintained' tab to the 'Last Updated:' field.

Estimate

Access to data entry screen, which is called the "Budget Form Entry- Lines Screen."

Edit Budget Form Instance

Page Actions: [Comment History](#) [Comment](#) [Submit](#) [Close](#) [Screen Configuration](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	8185	100	Current Year Estimates	520300

Budget Form Header Dimensions

Stage Code:* Header Organization:

CSL [Budget Division](#)

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

The Budget Form Entry - Lines screen is where you will enter your estimates

Budget Form Entry - Lines

[Close](#) [Export](#) [Import](#) [Refresh](#)

ID	Budget Form	Organization	Form Name
10525	100	520900 - Graphic Reproduction Services	Current Year Estimates

Actions:

[Add New](#) [Copy](#)

Row	Audit Trail	Org	Fund	Account	2020 Adopted Budget	2020 Amended Budget	2020 Actuals	2020 Field Estimate*	2020 Budget Office Estimate*	2020 Current Year Estimate	Budget Line Text*
1		520902	10101	51103	0	0	0	0	0	0	
2		520902	10101	52302	0	0	0	0	0	0	
3		520902	10101	52601	0	0	0	0	0	0	
4		520902	10101	53402	0	0	0	0	0	0	
5		520902	10101	55501	0	0	0	0	0	0	
6		520902	10101	56106	0	0	0	0	0	0	
7		520902	10101	56107	0	0	0	0	0	0	
8		520902	10101	56109	0	0	0	0	0	0	
9		520902	10101	56116	0	0	0	0	0	0	
10		520902	10101	56121	0	0	0	0	0	0	
11		520902	10101	58005	0	0	0	0	0	0	
12		520902	10101	58016	0	0	0	0	0	0	
13		520902	10101	59120	0	0	0	0	0	0	
14		520902	10101	59302	0	0	0	0	0	0	

Records per page: [Show Filter](#) - Records: 55 - Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) [23](#) [24](#) [25](#) [26](#) [27](#) [28](#) [29](#) [30](#) [31](#) [32](#) [33](#) [34](#) [35](#) [36](#) [37](#) [38](#) [39](#) [40](#) [41](#) [42](#) [43](#) [44](#) [45](#) [46](#) [47](#) [48](#) [49](#) [50](#) [51](#) [52](#) [53](#) [54](#) [55](#)

Instance layout – Data Entry Screen

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: 2020 Adopted, Amended, and Actuals.

Data entry and Text columns: 2020 Field Estimate and 2020 Budget Office Estimate.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
10525	100	520900 - Graphic Reproduction Services	Current Year Estimates

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Adopted Budget	2020 Amended Budget	2020 Actuals	2020 Field Estimate*	2020 Budget Office Estimate*	2020 Current Year Estimate	Budget Line Text*
1		520902	10101	51103	0	0	0	0	0	0	
2		520902	10101	52302	0	0	0	0	0	0	
3		520902	10101	52601	0	0	0	0	0	0	
4		520902	10101	53402	0	0	0	0	0	0	
5		520902	10101	55501	0	0	0	0	0	0	
6		520902	10101	56106	0	0	0	0	0	0	
7		520902	10101	56107	0	0	0	0	0	0	
8		520902	10101	56109	0	0	0	0	0	0	
9		520902	10101	56116	0	0	0	0	0	0	
10		520902	10101	56121	0	0	0	0	0	0	
11		520902	10101	58005	0	0	0	0	0	0	
12		520902	10101	58016	0	0	0	0	0	0	
13		520902	10101	59120	0	0	0	0	0	0	
14		520902	10101	59302	0	0	0	0	0	0	

Records per page: 50 Show Filter - Records: 55 - Page: <<< << >> >>>

Note: Departments are to enter their estimates in the 2020 Field Estimate column. Budget Staff are to enter adjustments, if required, in the 2020 Budget Office Estimate column. Entries made by a department and/or the Budget Office will be combined in the 2020 Current Year Estimate column.

Navigational buttons include:

1. **Close:** Takes you back to previous screen.
2. **Export to Excel:** Can you be used to create a template to import data entry.
3. **Import from Excel:** Starts import process from Excel to current data entry screen.
4. **Add new Lines:** Create a new line if you don't see a specific dimension combination.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
10525	100	520900 - Graphic Reproduction Services	Current Year Estimates

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Adopted Budget	2020 Amended Budget	2020 Actuals	2020 Field Estimate*	2020 Budget Office Estimate*	2020 Current Year Estimate	Budget Line Text*
1		520902	10101	51103	0	0	0	0	0	0	
2		520902	10101	52302	0	0	0	0	0	0	
3		520902	10101	52601	0	0	0	0	0	0	
4		520902	10101	53402	0	0	0	0	0	0	
5		520902	10101	55501	0	0	0	0	0	0	
6		520902	10101	56106	0	0	0	0	0	0	
7		520902	10101	56107	0	0	0	0	0	0	
8		520902	10101	56109	0	0	0	0	0	0	
9		520902	10101	56116	0	0	0	0	0	0	
10		520902	10101	56121	0	0	0	0	0	0	
11		520902	10101	58005	0	0	0	0	0	0	
12		520902	10101	58016	0	0	0	0	0	0	
13		520902	10101	59120	0	0	0	0	0	0	
14		520902	10101	59302	0	0	0	0	0	0	

Records per page: 50

Show Filter

Records: 55 - Page: <<< <<

Three Options to Enter Data

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

Option 1: Direct Manual Entry

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

Budget Form Entry - Lines

Close Import from Excel Refresh

ID: B185 Budget Form: 100 Header Organization: 520300 - Budget Division

Quick Search:

Record Actions: Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706.300	706.300	222.721	0	0	0	
6	Cancel	520301	10101	51102	10,200	10,200	3,490	0	0	0	
7	Edit	520301	10101	51103	37,100	37,100	17,931	0	0	0	
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	
10	Edit	520301	10101	51107	90,200	90,200	30,372	0	0	0	
11	Edit	520301	10101	51109	12,100	12,100	12,100	0	0	0	

Records per page: 50 Save All Cancel All Records: 60 - Page: 1

Highlight current data entry in row 6 currently set to zero or 0; replace with new data entry. **Note:** the current entry will be merged with revised entry if current entry not highlighted.

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	Cancel	520301	10101	51102	10,200	10,200	3,490	0	0	0	
7	Edit	520301	10101	51103	37,100	37,100	17,931	0	0	0	
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	
10	Edit	520301	10101	51107	90,200	90,200	30,372	0	0	0	
11	Edit	520301	10101	51109	12,100	12,100	12,100	0	0	0	

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

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	Cancel	520301	10101	51102	10,200	10,200	3,490	13164	0	0	Test manual entry #1
7	Edit	520301	10101	51103	37,100	37,100	17,931	0	0	0	
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	
10	Edit	520301	10101	51107	90,200	90,200	30,372	0	0	0	
11	Edit	520301	10101	51109	12,100	12,100	12,100	0	0	0	

Targeted line identified as "Modify." Budget & Estimate number for this line is in red pending posting to system. Click the "Save All" button to post entry.

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	Modify	520301	10101	51102	10,200	10,200	3,490	13164	0	0	Test manual entry #1
7	Cancel	520301	10101	51103	37,100	37,100	17,931	0	0	0	
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	
10	Edit	520301	10101	51107	90,200	90,200	30,372	0	0	0	
11	Edit	520301	10101	51109	12,100	12,100	12,100	0	0	0	

Note: Modified line(s) will be lost if BFM User clicks on a page button before saving.

Data entry 13164 saved as 13,200. BFM will indicate a successful posting with two indicators. The system will provide a short message and modified line color change from red to **black**.

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 Current Year Estimate	Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	30102	0	0	0	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	Edit	520301	10101	51102	10,200	10,200	3,490	13,200	0	13,200	Test manual entry #1
7	Edit	520301	10101	51103	37,100	37,100	17,931	0	0	0	

Budget Form Expense Line History

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

Budget Form Entry -- Webpage Dialog

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	Edit	520301	10101	51102	10,200	10,200	3,490	13,200	0	13,200	Test manual entry #1
7	Edit	520301	10101	51103	37,100	37,100	17,931	0	0	0	
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	
10	Edit	520301	10101	51107	90,200	90,200	30,372	0	0	0	
11	Edit	520301	10101	51109	12,100	12,100	12,100	0	0	0	
12	Edit	520301	10101	51201	0	0	0	0	0	0	

Records per page: 50 - Records: 60 - 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.

Budget Form Expense Line History -- Webpage Dialog

Budget Form Expense Line History

Quick Search:
Enter search criteria here...

Record Actions:
Close Export to Excel

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTEST	2017	0	test	12/13/2016 3:33:20 PM	13,200	
User Entry	102	clnt_txt3	2018	0	test	12/13/2016 3:33:20 PM	0	Test manual entry #1

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

Click on targeted Line, highlight current entry (i.e., 13,200) and revise estimate entry to 14659 for dimensions 520301/10101/55102.

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

Budget Form Entry - Webpage Dialog

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	Cancel	520301	10101	51102	10,200	10,200	3,490	14659	0	13,200	Test manual entry #2
7	Edit	520301	10101	51103	37,100	37,100	17,931	0	0	0	
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	
10	Edit	520301	10101	51107	90,200	90,200	30,372	0	0	0	
11	Edit	520301	10101	51109	12,100	12,100	12,100	0	0	0	

Records per page: 50 Save All Cancel All - Records: 60 - Page: 1

Data entry 14659 saved as 14,700.

Click on “Magnifying Glass” to view Audit Trail.

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 Current Year Estimate	Budget Line Text
1		520301	10101	30101	0	0	0	0	0	0	
2		520301	10101	30102	0	0	0	0	0	0	
3		520301	10101	30103	0	0	0	0	0	0	
4		520301	10101	39008	0	0	105	0	0	0	
5		520301	10101	51101	706,300	706,300	222,721	0	0	0	
6		520301	10101	51102	10,200	10,200	3,490	14,700	0	14,700	Test manual entry #2
7		520301	10101	51103	37,100	37,100	17,931	0	0	0	

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

Budget Form Expense Line History -- Webpage Dialog

Budget Form Expense Line History

Quick Search:
Enter search criteria here...

Record Actions:
Close Export to Excel

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTEST	2017	0	test	12/13/2016 5:02:15 PM	1,500	
User Entry	102	DEPTEST	2017	0	test	12/13/2016 3:33:20 PM	13,200	
User Entry	102	clnt_txt3	2018	0	test	12/13/2016 5:02:15 PM	0	Test manual entry #2
User Entry	102	clnt_txt3	2018	0	test	12/13/2016 3:33:20 PM	0	Test manual entry #1

Records per page: 25

Records: 4 - Page: 1

Option 2: Data Entry through “Edit” button

Create data entry #3 with “Edit” button.

Budget Form Entry -- Webpage Dialog

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	Edit	520301	10101	51102	10,200	10,200	3,490	14,700	0	14,700	Test manual entry #2
7	Edit	520301	10101	51103	37,100	37,100	17,931	0	0	0	

To revise entry, highlight entry bubble or “x” to left side of screen to update with a revised amount.

Edit Budget Form Line

Record Actions:
Close

Actions	Form ID	Organization	Fund	Account
	8185	520301-Budget Program	10101-General Fund	51102-Fringe

Edit Data

Update Cancel

2019 Field Estimate: x Original Amount: Audit Text:

2019 Budget Office Estimate: Original Amount: Audit Text:

Enter revised amount (i.e., data entry #3 = 12000) to replace the current or original 14,700 estimate. Also, add audit text identifying revised entry. Click on “Update” button to save entries.

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 2019 Field Estimate and Current Year Estimate displays 12,000.

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

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	[Edit]	520301	10101	30103	0	0	0	0	0	0	
4	[Edit]	520301	10101	39008	0	0	105	0	0	0	
5	[Edit]	520301	10101	51101	706,300	706,300	222,721	0	0	0	
6	[Edit]	520301	10101	51102	10,200	10,200	3,490	12,000	0	12,000	Test manual entry #2
7	[Edit]	520301	10101	51103	37,100	37,100	17,931	0	0	0	

Note: As mentioned at the start of the estimate section, departments are to enter their estimates in the 2019 Field Estimate column, while Budget staff are to enter adjustments in the Budget Office Estimate column. Entries from a department and /or Budget staff will be combined in the FY 2019 Current Year Estimate column.

The Budget Form Expense Line History screen summarizes the various entries. 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 -- Webpage Dialog

Budget Form Expense Line History

Quick Search:

Record Actions:

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTEST	2019	0	test	12/14/2016 10:11:52 AM	-2,700	Test manual entry #3 through "Edit" screen.
User Entry	102	DEPTEST	2019	0	test	12/13/2016 5:02:15 PM	1,500	
User Entry	102	DEPTEST	2019	0	test	12/13/2016 3:33:20 PM	13,200	
User Entry	102	clnt_bxt3	2020	0	test	12/13/2016 5:02:15 PM	0	Test manual entry #2
User Entry	102	clnt_bxt3	2020	0	test	12/13/2016 3:33:20 PM	0	Test manual entry #1

Records per page: - Records: 5 - Page:

Option 3: Data Entry by Import Function

The BFM system allows for data entry into a data screen through an export and import process. In the “Budget Form Entry – Lines” screen, select “Export to Excel” to create an import template.

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706.300	706.300	222.721	0	0	0	
6	Edit	520301	10101	51102	10.200	10.200	3.490	12.000	0	12.000	Test manual entry #2

Select “Open with” radio button to create Excel template.

http://10.1.35.193/BFMPROD/default.aspx

Budget Form Entry -- Webpage Dialog

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

View Downloads - Internet Explorer

View and track your downloads

Name	Location	Actions
Form_100_Exp...xls 10.1.35.193	16.7 KB	Do you want to open or save this file? Open Save

Select “Yes” to open export file in Excel.

Microsoft Excel

The file you are trying to open, 'Form_100_Export.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

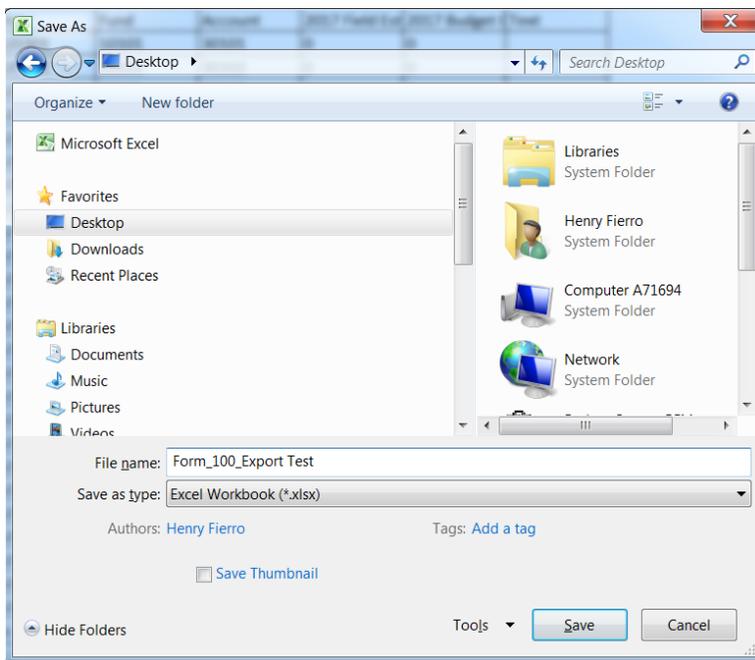
Yes No Help

[Was this information helpful?](#)

The Excel template will include dimension columns (i.e., org, fund, and account), data entry columns (i.e., 2019 Field Estimate and 2019 Budget Office Estimate), and Text column.

	A	B	C	D	E	F	G
1	Org	Fund	Account	2019 Field Est	2019 Budget	Text	
2	520301	10101	30101	0	0		
3	520301	10101	30102	0	0		
4	520301	10101	30103	0	0		
5	520301	10101	39008	0	0		
6	520301	10101	51101	0	0		
7	520301	10101	51102	12,000	0	Test manual entry #2	
8	520301	10101	51103	0	0		
9	520301	10101	51104	0	0		
10	520301	10101	51105	0	0		
11	520301	10101	51107	0	0		
12	520301	10101	51109	0	0		
13	520301	10101	51201	0	0		
14	520301	10101	51301	0	0		
15	520301	10101	51401	0	0		
16	520301	10101	51404	0	0		
17	520301	10101	52302	0	0		
18	520301	10101	52601	0	0		

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

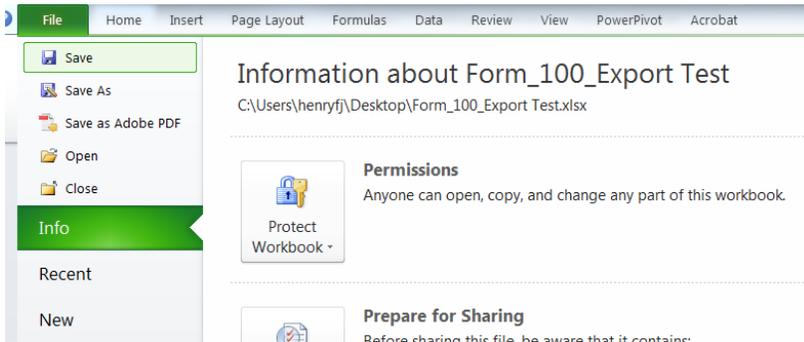


Import sample #1 – Entries for Existing Dimensions

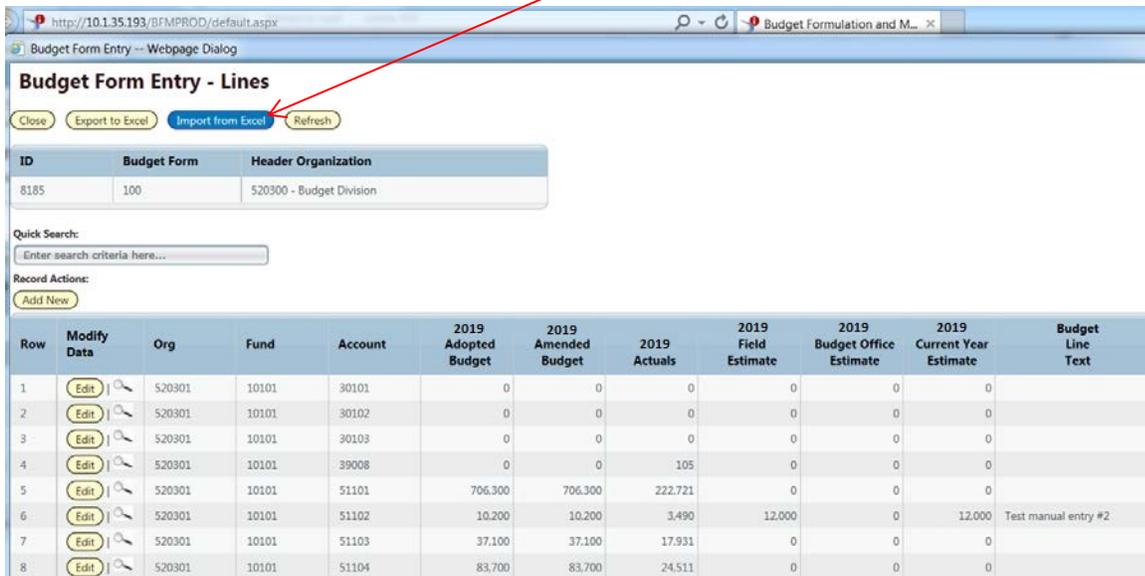
For example, 1000000 entered for 520301/10101/51101 (data entry #4)
39899 entered for 520301/10101/51103 (data entry #5).

	A	B	C	D	E	F	G
1	Org	Fund	Account	2019 Field Est	2019 Budget	Text	
2	520301	10101	30101	0	0		
3	520301	10101	30102	0	0		
4	520301	10101	30103	0	0		
5	520301	10101	39008	0	0		
6	520301	10101	51101	1000000	0	Test data entry #4	
7	520301	10101	51102	12,000	0	Test manual entry #2	
8	520301	10101	51103	39899	0	Test data entry #5	
9	520301	10101	51104	0	0		
10	520301	10101	51105	0	0		
11	520301	10101	51107	0	0		
12	520301	10101	51109	0	0		

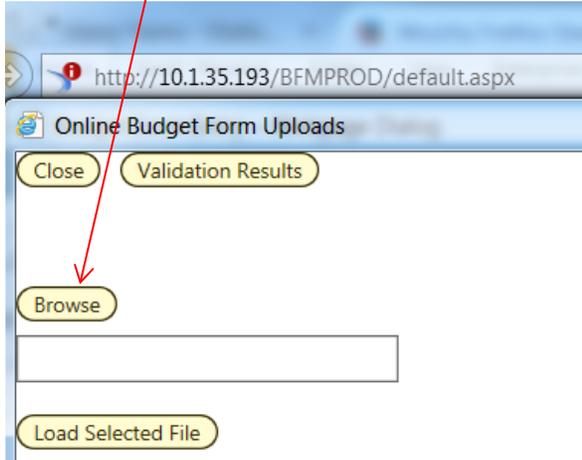
Save Excel file in order to import data entries #4 & #5 into Instance 520300.



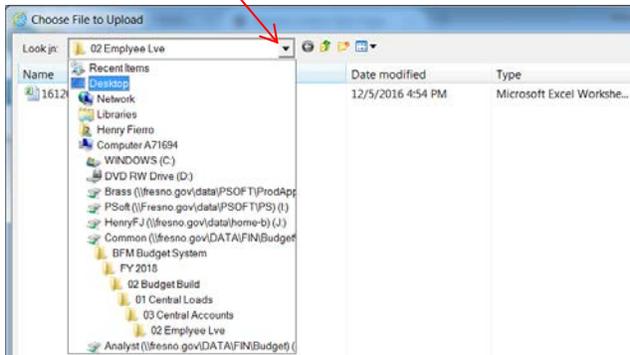
Toggle back to BFM system and select “Import Lines from Excel” to begin import process.



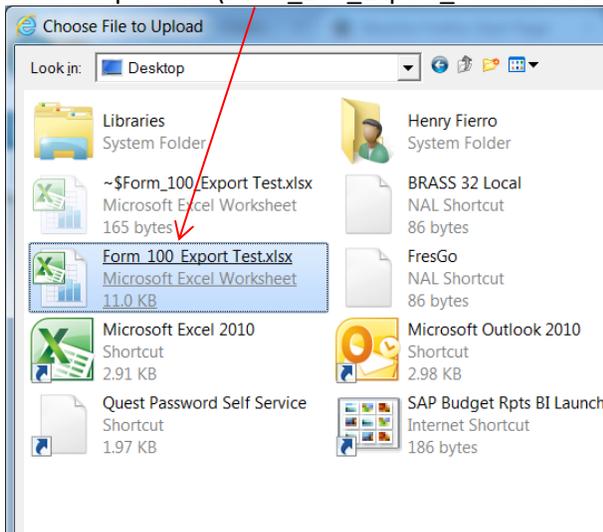
Click "Browse" button to select import file.



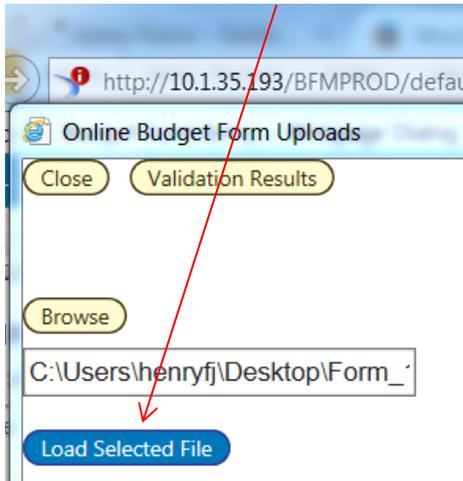
Select down arrow symbol from Look in box. Select designated location (i.e., desktop)



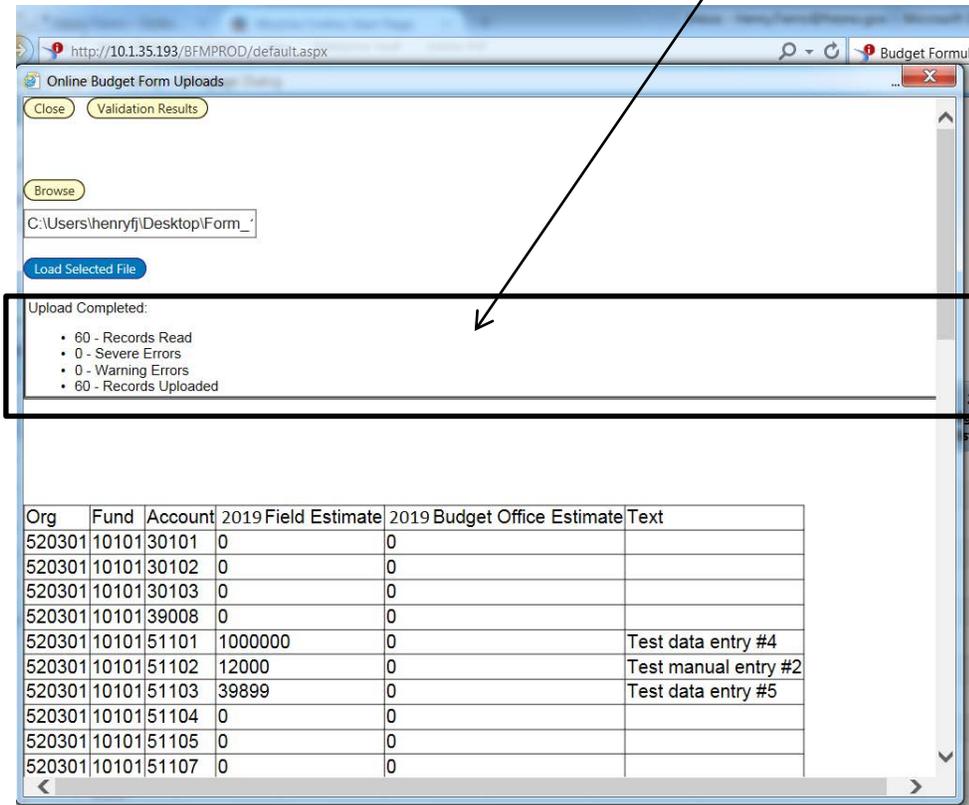
Select Import file (Form_100_Export_Test.xlsx and Click on Excel file.)



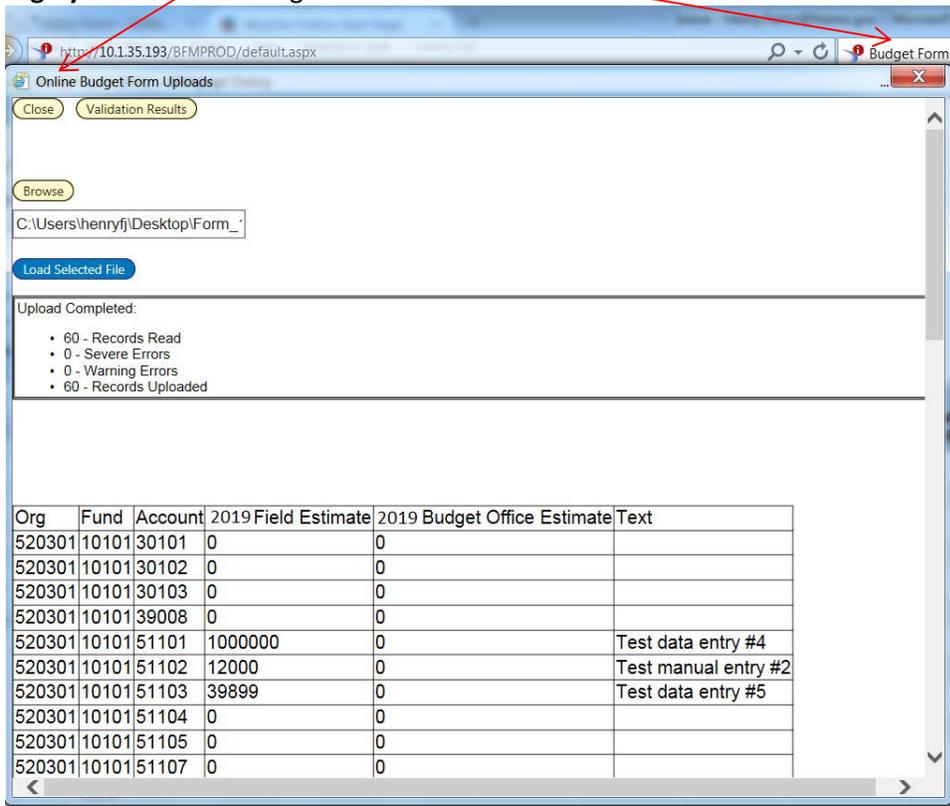
Select "Load Selected File" button to begin import process into designated Instance (i.e., 520300).



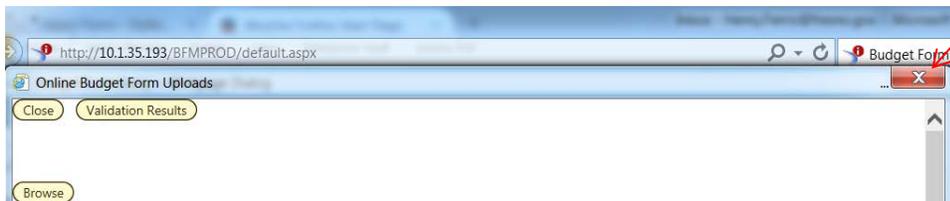
Import process successful if upload details are displayed in **black**. If upload details in **red**, an error as occurred.



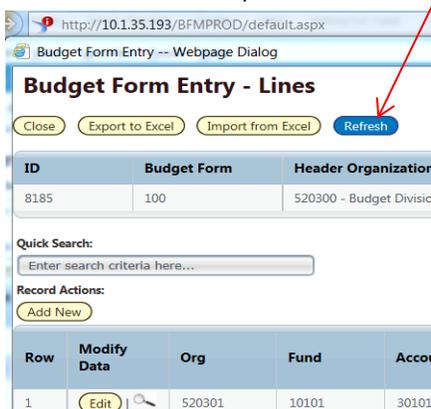
Either click on “Close” button or the “X” button to move to “Budget Form Entry – Lines” screen. **Highly recommend** using the “Close” button.



Note: the “Close” button will refresh data screen with imported data, while selecting the “X” button (top right hand corner of above screen) will not refresh the data screen.



If “X” button is used, select the “Refresh” button to update the data screen.



Data entries #4 and #5 imported into the “Budget Form Entry – Lines” screen.

Budget Form Entry -- Webpage Dialog

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706.300	706.300	222.721	1,000,000	0	1,000,000	Test data entry #4
6	Edit	520301	10101	51102	10,200	10,200	3,490	12,000	0	12,000	Test manual entry #2
7	Edit	520301	10101	51103	37,100	37,100	17,931	39,900	0	39,900	Test data entry #5
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	

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

Budget Form Entry -- Webpage Dialog

Budget Form Entry - Lines

Close Export to Excel Import from Excel Refresh

ID	Budget Form	Header Organization
8185	100	520300 - Budget Division

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706.300	706.300	222.721	1,000,000	0	1,000,000	Test data entry #4
6	Edit	520301	10101	51102	10,200	10,200	3,490	12,000	0	12,000	Test manual entry #2
7	Edit	520301	10101	51103	37,100	37,100	17,931	39,900	0	39,900	Test data entry #5
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
9	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	

The 1,000,000 estimate and justification are displayed separately in Audit Trail screen.

Audit Trail -- Webpage Dialog

Audit Trail

Quick Search:
Enter search criteria here...

Record Actions:
Close Export to Excel

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTST	2019	0	test	12/15/2016 3:24:05 PM	1,000,000	Form uploaded value by user resulting in the newly added value
User Entry	102	clnt_btd3	2020	0	test	12/15/2016 3:24:05 PM	0	Test data entry #4

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

Import sample #2 – Invalid Dimension

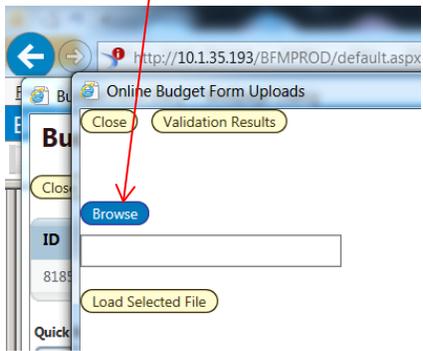
Inserted a new line: 520301/10101/30104/50000 (Invalid account)

F5		Entry #6 Invalid Account					
	A	B	C	D	E	F	G
1	Org	Fund	Account	2019 Field Est	2019 Budget C	Text	
2	520301	10101	30101	0	0		
3	520301	10101	30102	0	0		
4	520301	10101	30103	0	0		
5	520301	10101	30104	50000	0	Entry #6 Invalid Account	
6	520301	10101	39008	0	0		
7	520301	10101	51101	1000000	0	Test data entry #4	
8	520301	10101	51102	12,000	0	Test manual entry #2	
9	520301	10101	51103	39899	0	Test data entry #5	
10	520301	10101	51104	0	0		
11	520301	10101	51105	0	0		

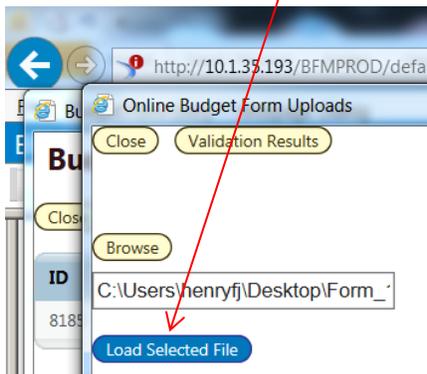
Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	51101	706,300	706,300	222,721	1,000,000	0	1,000,000	Test data entry #4
6	Edit	520301	10101	51102	10,200	10,200	3,490	12,000	0	12,000	Test manual entry #2
7	Edit	520301	10101	51103	37,100	37,100	17,931	39,900	0	39,900	Test data entry #5
8	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	

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

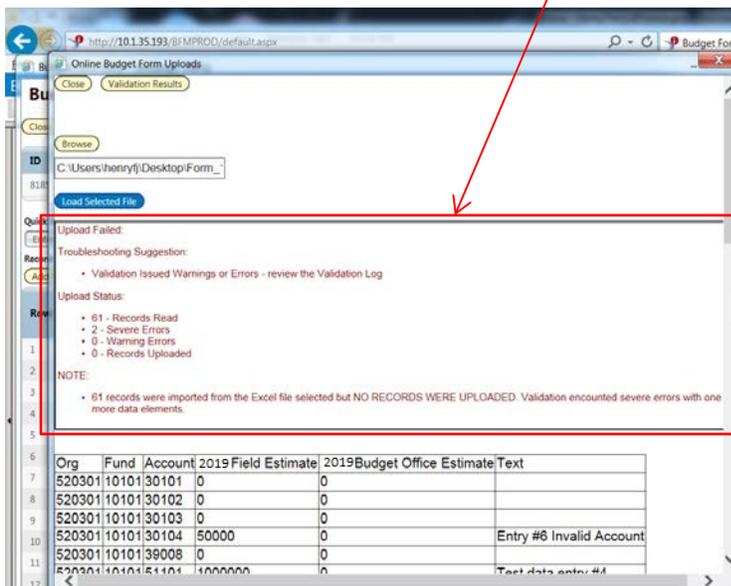


Select "Load Selected File" to import data

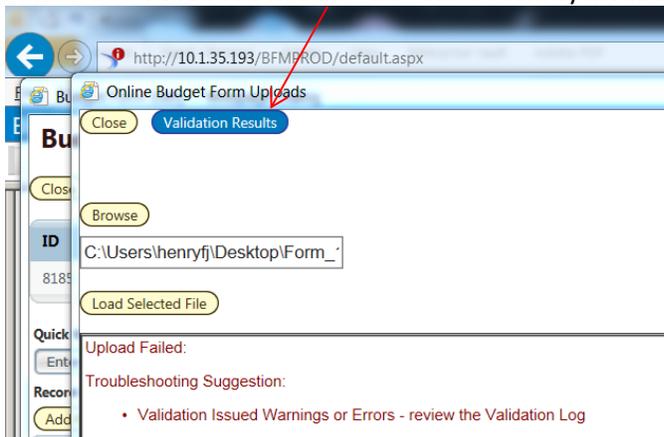


Import Error – details in red

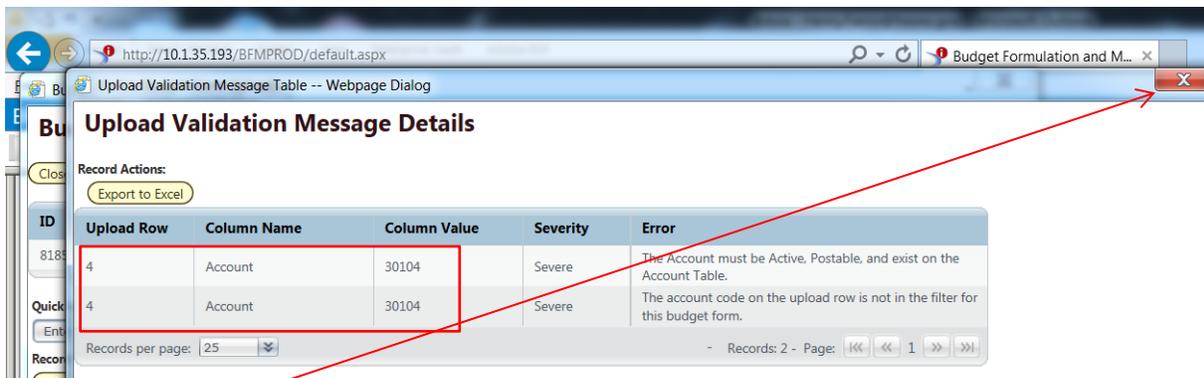
Import unsuccessful if upload details are in red; import data not posted to BFM DB.



Select 'See Validation Results' button to identify invalid record location and dimension.



Invalid record location and dimension.



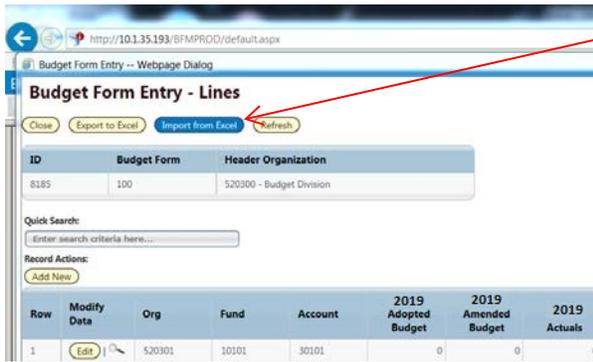
Select the "X" button to close screen.

Replace account 30104 (invalid) with an active account. For this example, account 30104 replaced with account 39015 (Miscellaneous--Other Revenue; active in BFM).

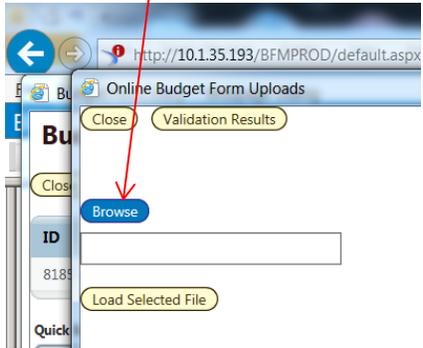
Save Excel file to upload into BFM data entry screen.

	Org	Fund	Account	2019 Field Est	2019 Budget	Text
1						
2	520301	10101	30101	0	0	
3	520301	10101	30102	0	0	
4	520301	10101	30103	0	0	
5	520301	10101	39015	50000	0	Entry #7 Replace 30104 w/ valid account
6	520301	10101	39008	0	0	
7	520301	10101	51101	1000000	0	Test data entry #4
8	520301	10101	51102	12,000	0	Test manual entry #2
9	520301	10101	51103	39899	0	Test data entry #5
10	520301	10101	51104	0	0	

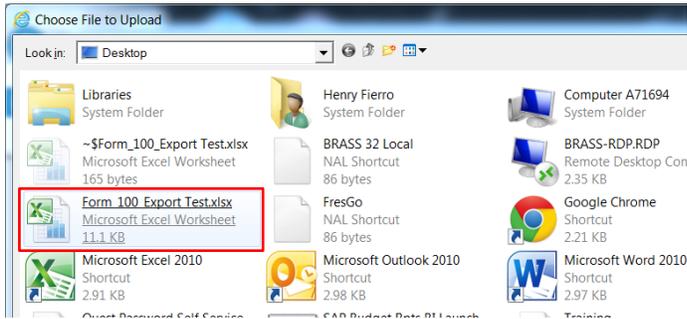
Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.



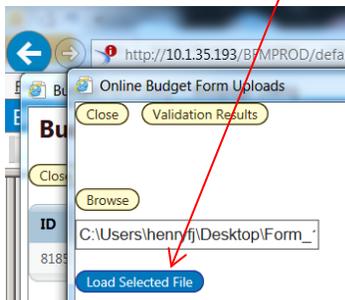
Select “Browse” to choose revised import file and click on “Load Selected File.”



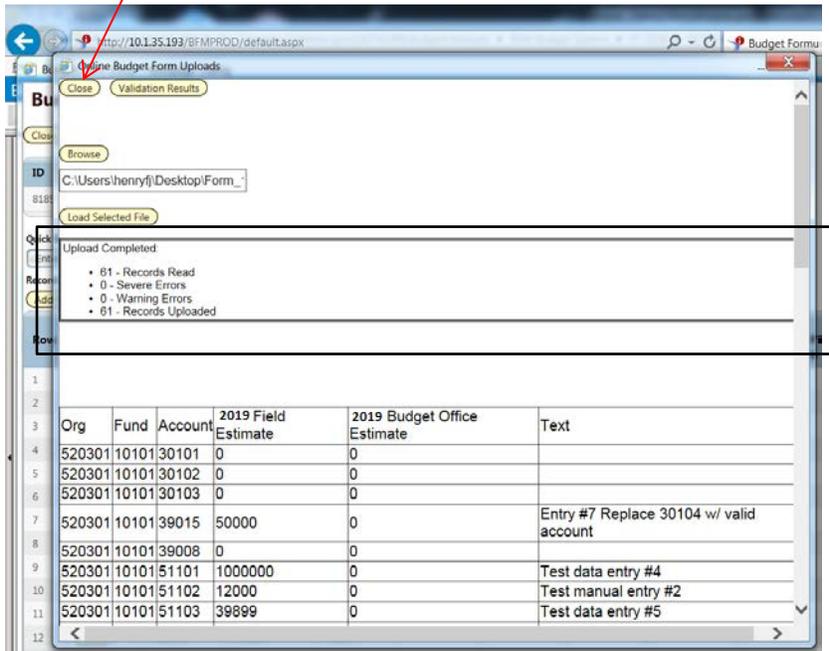
Select upload File (i.e., Form_100_Export_Test.xlsx)



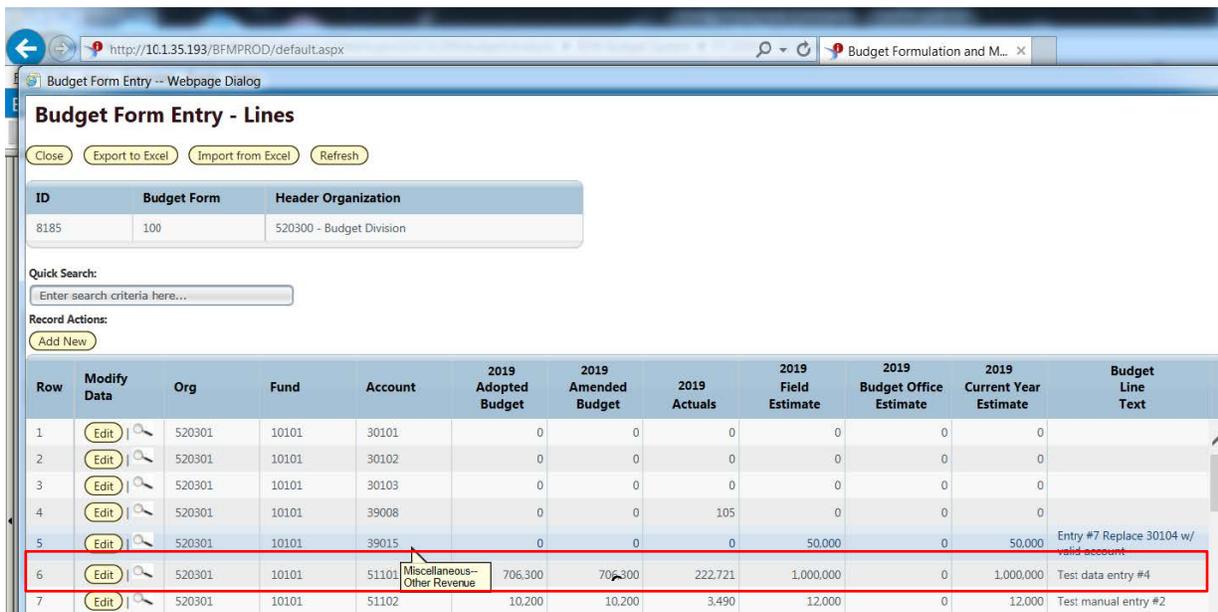
Select “Load Selected File” to import data



Import process successful if upload details are displayed in **black**.
 Select "Close" to review data entry screen.



Data entry screen reflects Entry #7.



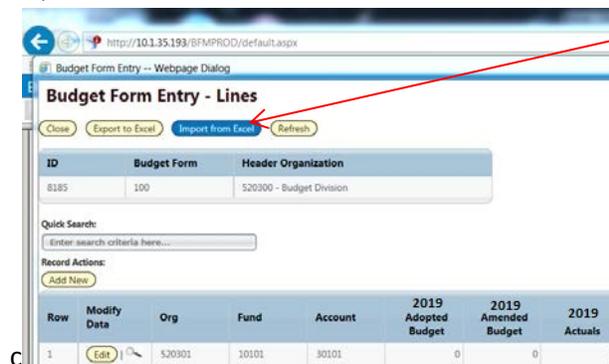
Import sample #3 – Import File with Blank Cell

Below a new row was inserted and saved with dimensions (org 520301, fund 10101, & account 43910) along with 25000 as Field Estimate, but a blank cell for Budget Office Estimate (cell +E5).

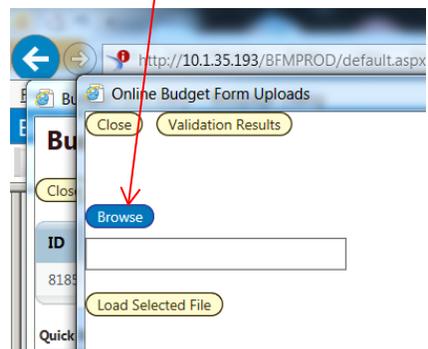
	A	B	C	D	E	F	G	H	I
1	Org	Fund	Account	2019 Field Est	2019 Budget C	Text			
2	520301	10101	30101	0	0				
3	520301	10101	30102	0	0				
4	520301	10101	30103	0	0				
5	520301	10101	43910	25000		Entry #8 25,000 & Blank cell			
6	520301	10101	39015	50000	0	Entry #7 Replace 30104 w/ valid account			
7	520301	10101	39008	0	0				
8	520301	10101	51101	1000000	0	Test data entry #4			
9	520301	10101	51102	12,000	0	Test manual entry #2			
10	520301	10101	51103	39899	0	Test data entry #5			
11	520301	10101	51104	0	0				

Note: a blank cell will cause an unsuccessful import.

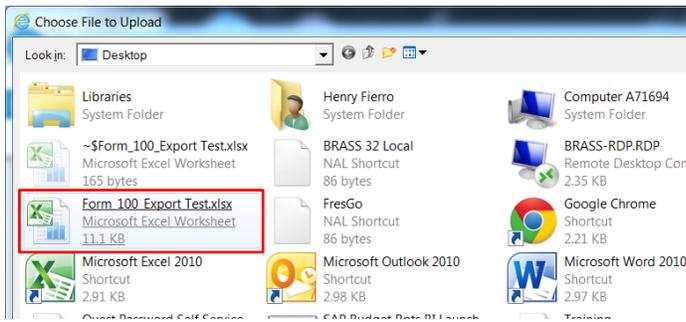
Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.



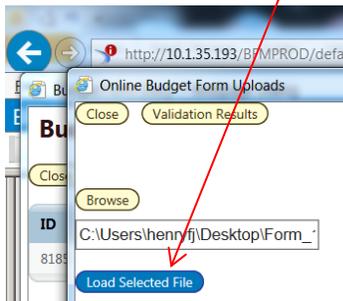
Select “Browse” to choose revised import file and click on “Load Selected File.”



Select upload File (i.e., Form_100_Export_Test.xlsx)



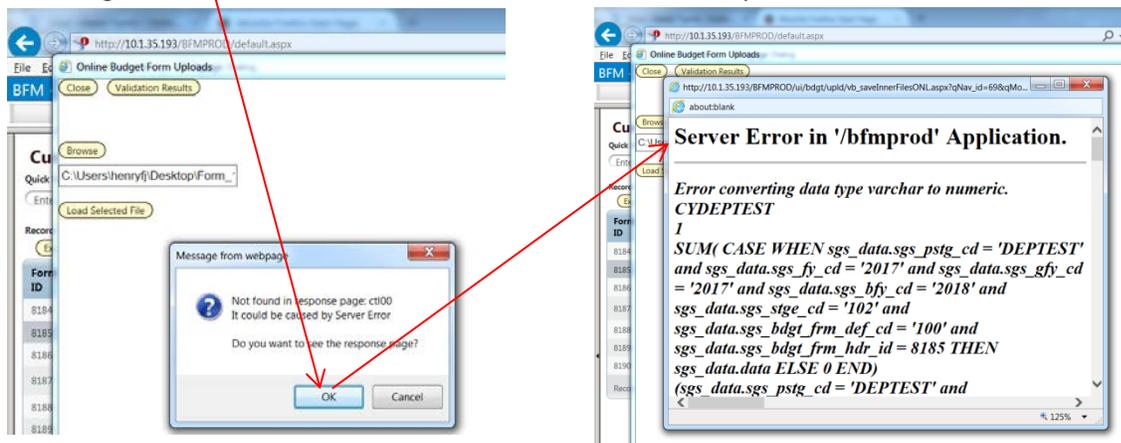
Select "Load Selected File" to import data



Import Error due to Blank Cell

Following message as a result of unsuccessful import; data not posted to BFM DB.

Selecting the "OK" button provides an error message in program language. Just know if you receive the following screens, the error is due to a blank cell in the Excel upload file.



BFM did not post data from latest import, specifically for account 43910 in the “Budget Form Entry – Lines” screen.

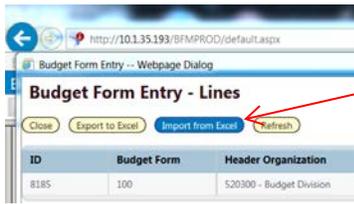
Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	30102	0	0	0	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	39015	0	0	0	50,000	0	50,000	Entry #7 Replace 30104 w/ valid account
6	Edit	520301	10101	51101	706,300	706,300	222,721	1,000,000	0	1,000,000	Test data entry #4
7	Edit	520301	10101	51102	10,200	10,200	3,490	12,000	0	12,000	Test manual entry #2
8	Edit	520301	10101	51103	37,100	37,100	17,931	39,900	0	39,900	Test data entry #5
9	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	
10	Edit	520301	10101	51105	4,600	4,600	1,571	0	0	0	
11	Edit	520301	10101	51107	90,200	90,200	30,372	0	0	0	
12	Edit	520301	10101	51109	12,100	12,100	12,100	0	0	0	

To correct error, enter a zero in blank cell, save file, and re-import.

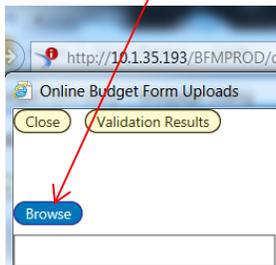
	A	B	C	D	E	F	G	H	I
1	Org	Fund	Account	2019 Field Est	2019 Budget Office Est	Text			
2	520301	10101	30101	0	0				
3	520301	10101	30102	0	0				
4	520301	10101	30103	0	0				
5	520301	10101	43910	25000	0	Entry #8 25,000 & Blank cell			
6	520301	10101	39015	50000	0	Entry #7 Replace 30104 w/ valid account			
7	520301	10101	39008	0	0				
8	520301	10101	51101	1000000	0	Test data entry #4			
9	520301	10101	51102	12,000	0	Test manual entry #2			
10	520301	10101	51103	39899	0	Test data entry #5			
11	520301	10101	51104	0	0				

Note: new record 520301/10101/43910 (row 5) placed out of sequential order. BFM will resort automatically once data is imported into the “Budget Form Entry – Lines” screen.

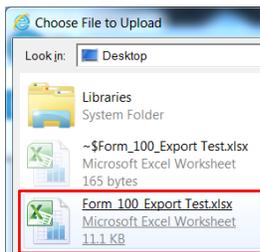
Toggle back to BFM, display “Budget Form Entry – Lines Screen,” and select “Import from Excel” to re-import.



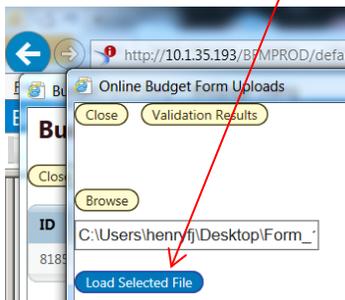
Select “Browse” to choose revised import file and click on “Load Selected File.”



Select upload File (i.e., Form_100_Export_Test.xlsx)

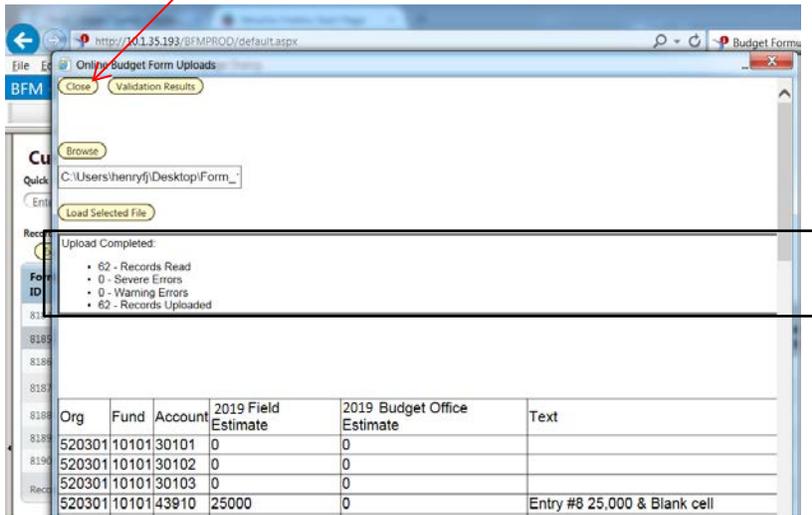


Select “Load Selected File” to import data

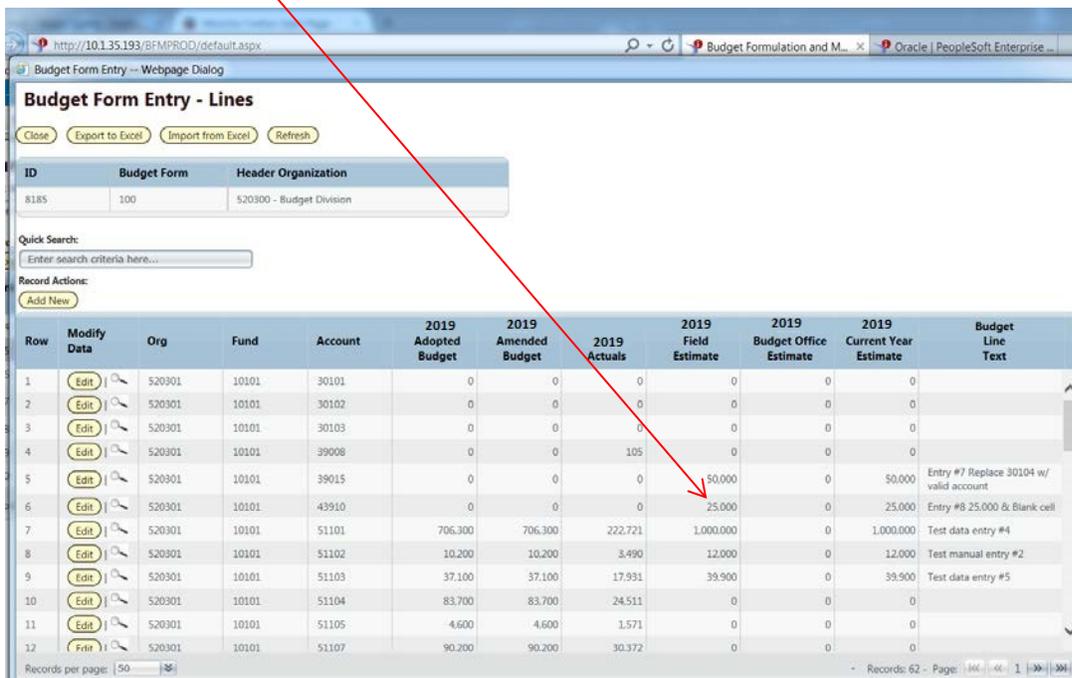


Upload successful; results are in **black**.

Select the "Close" button to move to "Budget Form Entry – Lines" screen with most current upload data.



Data entries #7 for 25,000 now displayed and posted to BFM.



Note: BFM resorted new record (520301/10101/43910) in sequential order. This new record was placed above 520301/10101/39015 in the Excel import file.

Import sample #4 – Upload just One Line

Account 36101 (Interest) not listed in the “Budget Form Entry – Lines” screen but wish to add an entry for 520301/10101/36101.

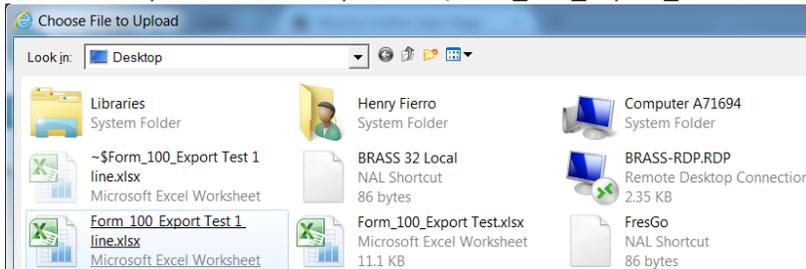
Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 Current Year Estimate	Budget Line Text
1	Edit	520301	10101	30101	0	0	0	0	0	0	
2	Edit	520301	10101	30102	0	0	0	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	39008	0	0	105	0	0	0	
5	Edit	520301	10101	39015	0	0	0	50,000	0	50,000	Entry #7 Replace 30104 w/ valid account
6	Edit	520301	10101	43910	0	0	0	25,000	0	25,000	Entry #6 25,000 & Blank cell

In Import file, BFM does not require import file to have all records from the “Budget Form Entry – Lines” screen. BFM allows for import of one or several records to **add** to the current “Budget Form Entry – Lines” screen.

For example, one record based on 520301/10101/36101/1000/Text is saved in the import file.

	A	B	C	D	E	F	G	H	I
1	Org	Fund	Account	2019 Field Est	2019 Budget	Text			
2	520301	10101	36101	1000	0	Entry #9 Import file's one record			

Toggle back to BFM to run the import process starting from the “Budget Form Entry – Lines Screen.” In this example, a second import file (Form_200_Export_Test 1 line.xlsx) is used.



It is **highly recommended** to use just one Import file. The use of multiple import files can result in layering in outdated data.

Re-import successful per upload details displayed in **black**.

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

Upload Completed:

- 1 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 1 - Records Uploaded

Org	Fund	Account	2019 Field Estimate	2019 Budget Office Estimate	Text
520301	10101	36101	1000	0	Entry #9 Import file's one record

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

Row	Modify Data	Org	Fund	Account	2019 Adopted Budget	2019 Amended Budget	2019 Actuals	2019 Field Estimate	2019 Budget Office Estimate	2019 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	0	0	0	
3	Edit	520301	10101	30103	0	0	0	0	0	0	
4	Edit	520301	10101	36101	0	0	0	1,000	0	1,000	Entry #9 Import file's one record
5	Edit	520301	10101	39008	0	0	105	0	0	0	
6	Edit	520301	10101	39015	0	0	0	50,000	0	50,000	Entry #7 Replace 30104 w/ valid account
7	Edit	520301	10101	43910	0	0	0	25,000	0	25,000	Entry #8 25,000 & Blank cell
8	Edit	520301	10101	51101	706,300	706,300	222,721	1,000,000	0	1,000,000	Test data entry #4
9	Edit	520301	10101	51102	10,200	10,200	3,490	12,000	0	12,000	Test manual entry #2
10	Edit	520301	10101	51103	37,100	37,100	17,931	39,900	0	39,900	Test data entry #5
11	Edit	520301	10101	51104	83,700	83,700	24,511	0	0	0	

BUDGET PROCEDURES MANUAL (BPM)

General Budget System Preparation

All budgeted resources (expenditures) are to be identified within the Form 1, Form 1 Summary, & Form 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 and entered into BFM, by the submitting department/division. Form 1's that are not approved will be removed by your Budget Analyst.

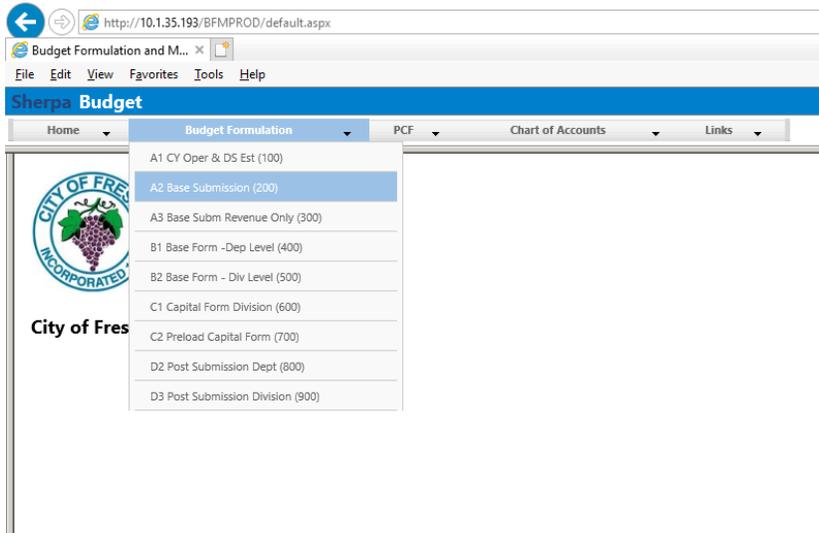
The following pages will provide specific detailed guidance on navigating and entering information into the Budget Formulation and Management (BFM) system. Please contact your respective analyst for any information that is not currently addressed in this manual.

Select A2 Base Submission (200) Form

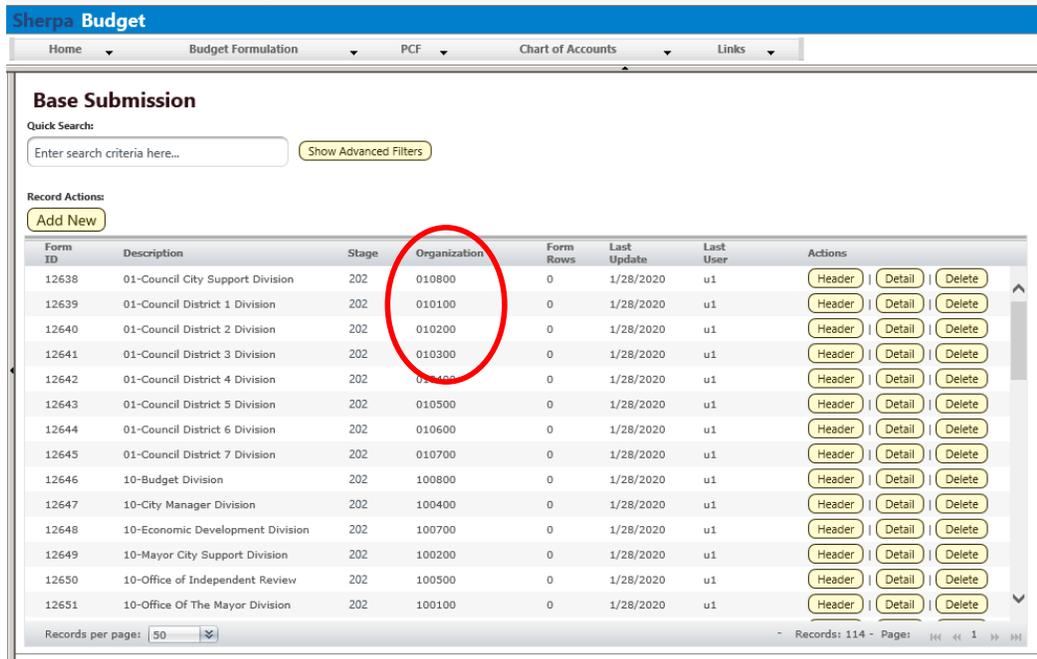
Move cursor and highlight “Budget Formulation” tab.

Move cursor to “A2 Base Submission (200)” Form to enter your FY 2021 operating & DS revenue and expenses.

Click on Form 200.

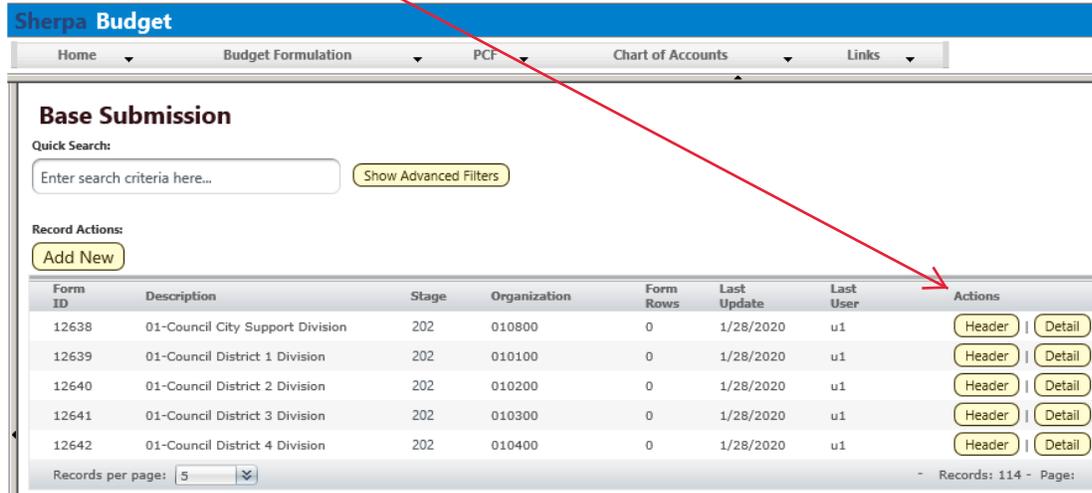


Form 200 list “Instances” by division. Divisions listed *will be based on your User org access rights*.



Select an Instance (Division)

Similar to the Estimate Form 100, data entry screens for Form 200 Instances' can be accessed through the "Actions" column selections. Selecting the "Detail" button will provide you direct access to the data entry screen, while the "Header" button will provide multiple screens to display the current stage level plus multiple tabs. Again, these tabs will also display header detail, attachments, system maintained, and the data entry screen.



Sherpa Budget

Home Budget Formulation PCF Chart of Accounts Links

Base Submission

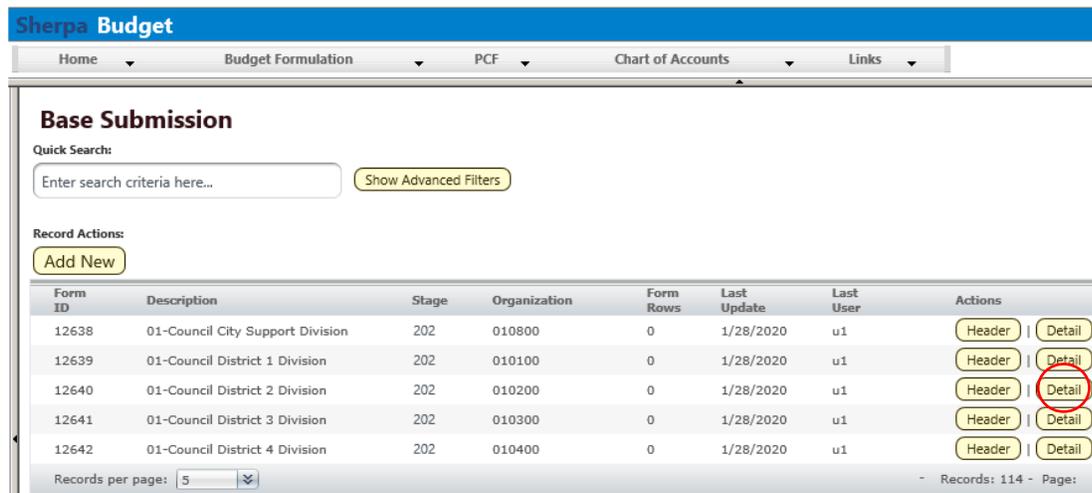
Quick Search: Enter search criteria here... Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
12638	01-Council City Support Division	202	010800	0	1/28/2020	u1	Header Detail
12639	01-Council District 1 Division	202	010100	0	1/28/2020	u1	Header Detail
12640	01-Council District 2 Division	202	010200	0	1/28/2020	u1	Header Detail
12641	01-Council District 3 Division	202	010300	0	1/28/2020	u1	Header Detail
12642	01-Council District 4 Division	202	010400	0	1/28/2020	u1	Header Detail

Records per page: 5 - Records: 114 - Page:

Select "Detail" button for direct access to data entry screen.



Sherpa Budget

Home Budget Formulation PCF Chart of Accounts Links

Base Submission

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

Record Actions: Add New

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
12638	01-Council City Support Division	202	010800	0	1/28/2020	u1	Header Detail
12639	01-Council District 1 Division	202	010100	0	1/28/2020	u1	Header Detail
12640	01-Council District 2 Division	202	010200	0	1/28/2020	u1	Header Detail
12641	01-Council District 3 Division	202	010300	0	1/28/2020	u1	Header Detail
12642	01-Council District 4 Division	202	010400	0	1/28/2020	u1	Header Detail

Records per page: 5 - Records: 114 - Page:

Instance layout (Data Entry Screen)

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: 2020 Amended Budget, 2021 Initial Base Budget, 2021 Request Base, and 2021 Department Submission.

Data entry and Text columns: 2021 Adjustments and 2021 One-Times.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*		
1		120101	10101	51103	3,600	1,900	1,900	0	0	1,900			
2		120101	10101	52302	12,000	3,400	3,400	0	0	3,400			
3		120101	10101	52901	3,600	3,600	3,600	0	0	3,600			
4		120101	10101	53303	17,700	17,700	17,700	0	0	17,700			
5		120101	10101	54301	500	500	500	0	0	500			
6		120101	10101	54303	1,200	1,200	1,200	0	0	1,200			
7		120101	10101	54305	400	400	400	0	0	400			
8		120101	10101	54411	5,400	5,400	5,400	0	0	5,400			
9		120101	10101	55501	20,000	20,000	20,000	0	0	20,000			
10		120101	10101	55801	5,000	5,000	5,000	0	0	5,000			

Records per page: 10 Show Filter - Records: 28 - Page: 1

Note: The FY 2021 Department Submission column will combine data entries populated by central uploads and adjustments as displayed in the 2021 Initial and Request Base Budget columns as well as through department entries. Departments' budget entries are to be made in columns:

- **2021 Adjustments:** Enter reclassifications for revenue and appropriation between org/fund/account combinations. Reclassifications should net to zero.
- **2021 One-Times:** Enter new requests above base budgets.

Navigational buttons include:

1. **Close:** Takes you back to previous screen.
2. **Export to Excel:** Can you be used to create a template to import data entry.
3. **Import from Excel:** Starts import process from Excel to populate current data entry screen.
4. **Refresh:** updates data entry columns per import process.
5. **Add new Lines:** Create a new line if you don't see a specific dimension combination.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*	
1		120101	10101	51103	3,600	1,900	1,900	0	0	1,900		
2		120101	10101	52302	12,000	3,400	3,400	0	0	3,400		
3		120101	10101	52901	3,600	3,600	3,600	0	0	3,600		
4		120101	10101	53303	17,700	17,700	17,700	0	0	17,700		
5		120101	10101	54301	500	500	500	0	0	500		
6		120101	10101	54303	1,200	1,200	1,200	0	0	1,200		
7		120101	10101	54305	400	400	400	0	0	400		
8		120101	10101	54411	5,400	5,400	5,400	0	0	5,400		
9		120101	10101	55501	20,000	20,000	20,000	0	0	20,000		
10		120101	10101	55801	5,000	5,000	5,000	0	0	5,000		

Records per page: 10 - Show Filter - Records: 28 - Page: 1

Operating & DS Data Entry

Updating this screen can be completed either by manual data entry or through an export and import processes.

Accounts not available for data entry

As practiced in prior year budget processes, the following accounts will not be allowed to be updated through the Base Submission Form 200 as summarized below.

Account#	Account Description
51101	Permanent Salaries
51102	Fringe
51104	Perm Fringe - Health & Welfare
51105	Perm Fringe - Life & Disab. Ins.
51106	Perm Fringe - Pension Sworn
51107	Perm Fringe-Pension Employees
51108	Early Retirement Incentive
51109	Leave Payoff At Termination
51201	Non-Permanent Salaries
51202	Non-Permanent Fringe
58028	Settlements
58030	Interest Expense
58033	Debt Service Principal
58034	Investment Mgt Fees
58037	Advertising & Promotions
58040	Developer Reimbursements
58101	Sales/Use Tax Expense
58199	NonPers - Budget Hold Back
58200	Council Motions
61003	Attrition Contingency

Manual Line Entry

Manual data entry can be made in similar fashion as outlined in the Estimate Form 100 section. Double click on targeted line(s) to enter data in the 2021 Adjustment or 2021 One-Times columns.

For example, a negative 1000 entry made in row 6 and an offsetting positive 1000 entry made in row 5. 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.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*	
1		120101	10101	51103	3,600	1,900	1,900	0	0	1,900		
2		120101	10101	52302	12,000	3,400	3,400	0	0	3,400		
3		120101	10101	52901	3,600	3,600	3,600	0	0	3,600		
4		120101	10101	53303	17,700	17,700	17,700	0	0	17,700		
5		120101	10101	54301	500	500	500	1000	0	500	Sample positive entry.	
6		120101	10101	54303	1,200	1,200	1,200	-1000	0	1,200	Sample negative entry.	
7		120101	10101	54305	400	400	400	0	0	400		
8		120101	10101	54411	5,400	5,400	5,400	0	0	5,400		
9		120101	10101	55501	20,000	20,000	20,000	<input type="text" value="0"/>	<input type="text" value="0"/>	20,000		
10		120101	10101	55801	5,000	5,000	5,000	0	0	5,000		

Records per page: 10 - Save All Cancel All Show Filter - Records: 28 - Page: 1

Modified rows will be displayed in red until the "Save All" button is clicked.

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 2021 Department Submission column; posting save per green message and line color changed from red to black.

Budget Form Entry - Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*	
1		120101	10101	51103	3,600	1,900	1,900	0	0	1,900		
2		120101	10101	52302	12,000	3,400	3,400	0	0	3,400		
3		120101	10101	52901	3,600	3,600	3,600	0	0	3,600		
4		120101	10101	53303	17,700	17,700	17,700	0	0	17,700		
5		120101	10101	54301	500	500	500	1,000	0	1,500	Sample positive entry.	
6		120101	10101	54303	1,200	1,200	1,200	-1,000	0	200	Sample negative entry.	
7		120101	10101	54305	400	400	400	0	0	400		
8		120101	10101	54411	5,400	5,400	5,400	0	0	5,400		
9		120101	10101	55501	20,000	20,000	20,000	0	0	20,000		
10		120101	10101	55801	5,000	5,000	5,000	0	0	5,000		

Records per page: 10 - Show Filter - Records: 1 - Page: 1

Budget Form Expense Line History

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

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*
1		120101	10101	51103	3,600	1,900	1,900	0	0	1,900	
2		120101	10101	52302	12,000	3,400	3,400	0	0	3,400	
3		120101	10101	52901	3,600	3,600	3,600	0	0	3,600	
4		120101	10101	53303	17,700	17,700	17,700	0	0	17,700	
5		120101	10101	54301	500	500	500	0	0	500	
6		120101	10101	54303	1,200	1,200	1,200	0	0	1,200	
7		120101	10101	54305	400	400	400	0	0	400	
8		120101	10101	54411	5,400	5,400	5,400	0	0	5,400	
9		120101	10101	55501	20,000	20,000	20,000	0	0	20,000	
10		120101	10101	55801	5,000	5,000	5,000	0	0	5,000	

Records per page: 10 Show Filter Records: 28 - Page: 1

Sample of Budget Form Expense Line History

Data entry and justification displayed as two separate lines.

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

Audit Trail

Quick Search: Enter search criteria here...

Record Actions: Close Export

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	202	BUDGET	2021	0	Todd Stermer	1/31/2020 12:27:53 PM	-1,000.00	
User Entry	202	BUDGET	2021	0	Todd Stermer	1/31/2020 12:26:40 PM	1,000.00	
User Entry	202	clnt_txt3	2021	0	Todd Stermer	1/31/2020 12:27:53 PM	0.00	0
User Entry	202	clnt_txt3	2021	0	Todd Stermer	1/31/2020 12:26:40 PM	0.00	Sample positive entry.

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

Adding a New Line Item

Account 55801 (Training) not found Budget Form Entry screen per Quick Search.
 Select the "Add New" button to insert a new line item.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*
1		120101	10101	51103	3,600	1,900	1,900	0	0	1,900	
2		120101	10101	52302	12,000	3,400	3,400	0	0	3,400	
3		120101	10101	52901	3,600	3,600	3,600	0	0	3,600	
4		120101	10101	53303	17,700	17,700	17,700	0	0	17,700	
5		120101	10101	54301	500	500	500	0	0	500	
6		120101	10101	54303	1,200	1,200	1,200	0	0	1,200	
7		120101	10101	54305	400	400	400	0	0	400	
8		120101	10101	54411	5,400	5,400	5,400	0	0	5,400	
9		120101	10101	55501	20,000	20,000	20,000	0	0	20,000	
10		120101	10101	55801	5,000	5,000	5,000	0	0	5,000	

Records per page: 10 Show Filter Records: 28 - Page: 1

Enter org, fund, account, budgeted amount, and audit text by selecting the respective magnifying glasses. Use the "Justification" text box to explain why the new line was needed. Use Audit text boxes to explain the dollar amount entered.

Budget Form Entry - Add New Line

Page Actions:

Close

Form ID	Form Definition
12652	200

Org Code:*

Fund Code:*

Account:*

Save

Cancel

Justification:*

2021 Adjustments:*

Audit Text:

2021 One-Times:*

Audit Text:

Sample of "Org Code" selection. Click "Select" next to the desired Org.

Quick Search:

Select	Code	Name
Select	120101	City Clerk's Operations
Select	120102	Records Management
Select	120103	City Clerk Council Support

Records: 1 - 3 of 3 - Pages: <<< << 1 >> >>>

Note: the selection screens for Fund Code and Account are similar to the above Org Code selection screen.

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

Select "Save" to post entry.

Budget Form Entry - Add New Line

Page Actions:

Close

Form ID	Form Definition
12652	200

Org Code*: **Fund Code*:** **Account*:**
Save Cancel

City Clerk Council Suppo General Fund Insurance Payments

Justification*:

2021 Adjustments*: **Audit Text:**

2021 One-Times*: **Audit Text:**

A 2,000 entry has been saved under the "2021 One-Times" and the "2021 Department Submission" columns.

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*
		<input type="text" value="120103"/>	<input type="text" value="10101"/>	<input type="text" value="55201"/>							
29		120103	10101	55201	0	0	0		2,000	2,000	New line needed as example to be included in FY21 BPM.

Records per page: 10 - Apply Filter Hide Filter Remove Filter - Records: 1 - Page: <<< << 1 >> >>>

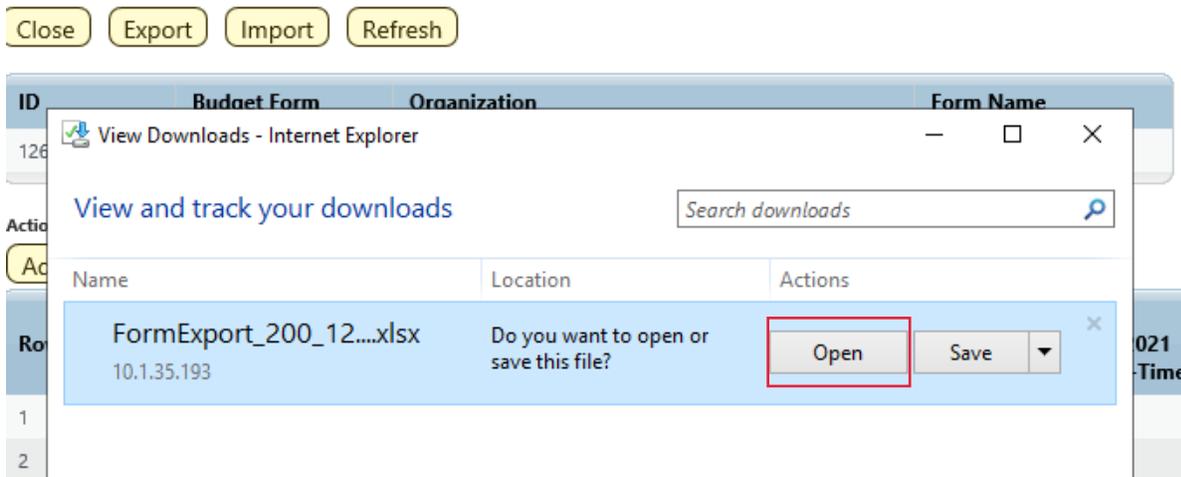
Data Entry by Import Function

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

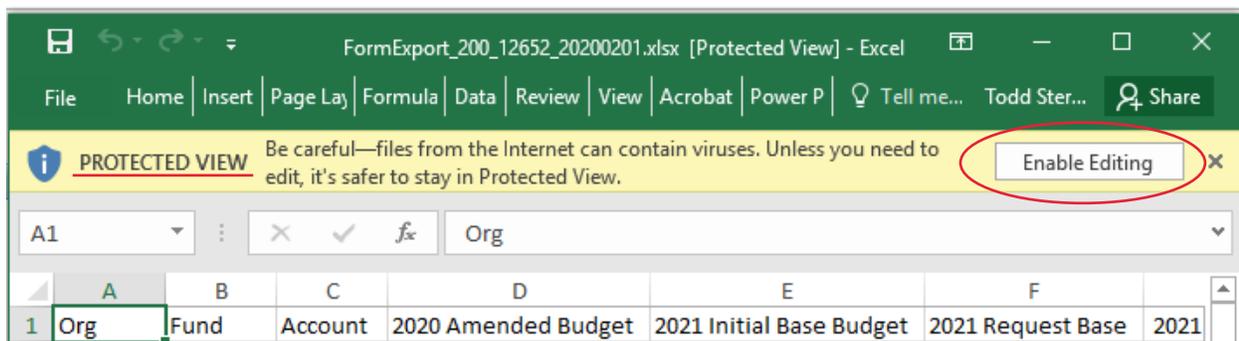


Depending on the internet browser you use, you can receive different formats of download boxes. Below is received through Internet Explorer. Select “Open” button to create Excel template.

Budget Form Entry - Lines



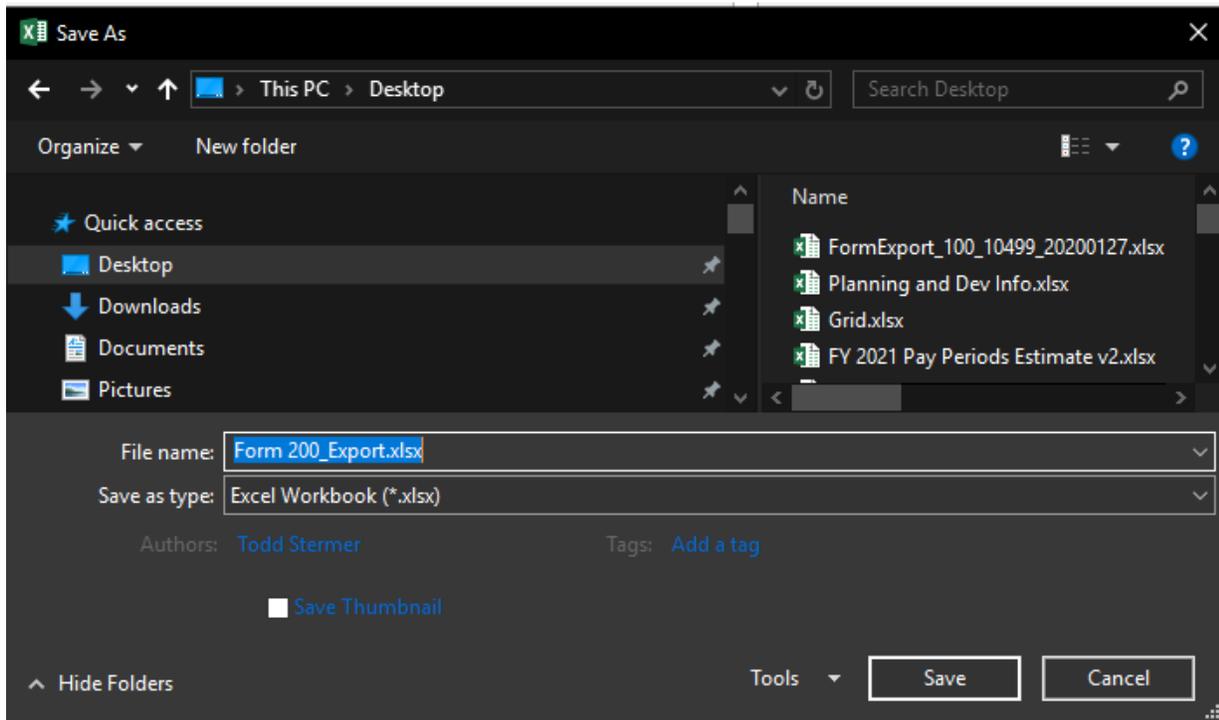
Excel may open the spreadsheet in PROTECTED VIEW, click on “Enable Editing” to make change to the file.



Excel template will display dimension columns (i.e., Org, Fund, and Account), the data entry columns (i.e., 2021 Adjustments and 2021 One-Times), and Column Text.

	A	B	C	D	E	F	G	H	I	J
1	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Column Text
2	120101	10101	51103	3,600	1,900	1,900	0	0	1,900	
3	120101	10101	52302	12,000	3,400	3,400	0	0	3,400	
4	120101	10101	52901	3,600	3,600	3,600	0	0	3,600	

Save template to your PC. For example:
 Location: Desktop
 File Name: Form 200_Export
 Save as type: Excel Workbook (*.xlsx)



Import Example

The following example reclassifies \$1,000 from 120101/10101/54411 to a 120101/10101/new account. The negative 1,000 is entered in the existing line item as a "2021 Adjustment."

In this example, a new Excel row is inserted and updated with 120101/10101/54421 with a positive 1,000 entered as a "2021 Adjustment."

Import Notes: 1) Columns "D" through "I" cannot be left blank or an upload error will occur. Enter zeros in any blank cells in this range. 2) There is no need to adjust the "2021 Department Submission" cell as the totals in these cells will automatically update in BFM after the import is complete. 3) Save the Excel file with updates prior to starting the import process.

	A	B	C	D	E	F	G	H	I	J
1	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Column Text
8	120101	10101	54305	400	400	400	0	0	400	
9	120101	10101	54411	5,400	5,400	5,400	-1,000	0	5,400	Sample Reduced 1000
10	120101	10101	54421	0	0	0	1,000	0	0	Sample new line w/ 1000
11	120101	10101	55501	20,000	20,000	20,000	0	0	20,000	

Toggle back to the BFM Budget Data entry screen. Select "Import" to begin import process.

Budget Form Entry - Lines

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions:

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*
1		120101	10101	51103	3,600	1,900	1,900	0	

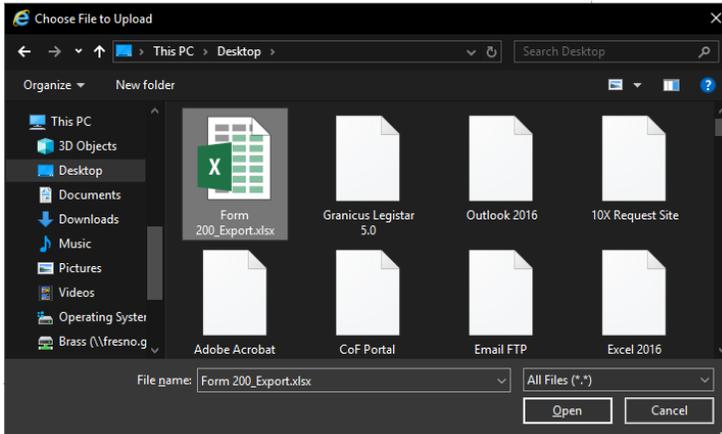
Click "Browse" button to select import file.

Online Budget Form Uploads

<http://10.1.35.193/BFMPROD/ui/bdgt/upld/>

Budget Form Import

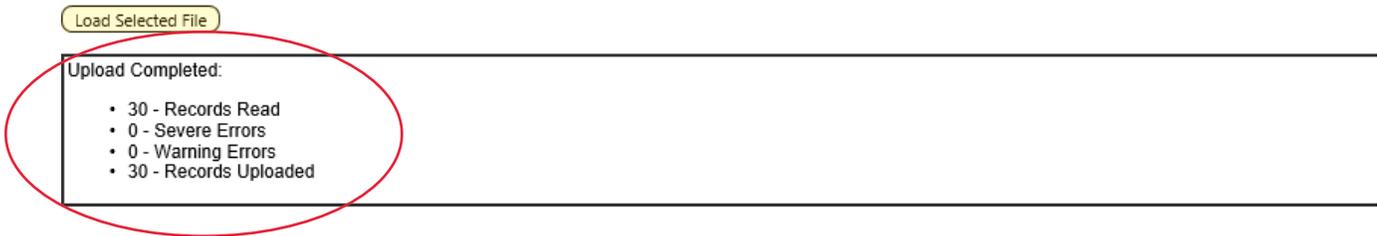
Select targeted Import file (i.e., Form 200_Export.xlsx).



Select "Load Selected File"



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



2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Column Text
3600	1900	1900	0	0	1900	
12000	3400	3400	0	0	3400	
3600	3600	3600	0	0	3600	
17700	17700	17700	0	0	17700	
500	500	500	0	0	500	
1200	1200	1200	0	0	1200	
400	400	400	0	0	400	
5400	5400	5400	-1000	0	5400	Sample Reduced 1000
0	0	0	1000	0	0	Sample new line w/ 1000
20000	20000	20000	0	0	20000	

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 Import

Close Validation Results

Browse

C:\fakepath\toddtest2.xlsx

Load Selected File

Upload Completed:

- 30 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 30 - Records Uploaded

“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.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
12652	200	120100 - City Clerk's Office Division	Base Submission

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	2020 Amended Budget	2021 Initial Base Budget	2021 Request Base	2021 Adjustments*	2021 One-Times*	2021 Department Submission	Budget Line Text*
1		120101	10101	51103	3,600	1,900	1,900	0	0	1,900	
2		120101	10101	52302	12,000	3,400	3,400	0	0	3,400	
3		120101	10101	52901	3,600	3,600	3,600	0	0	3,600	
4		120101	10101	53303	17,700	17,700	17,700	0	0	17,700	
5		120101	10101	54301	500	500	500	0	0	500	
6		120101	10101	54303	1,200	1,200	1,200	0	0	1,200	
7		120101	10101	54305	400	400	400	0	0	400	
8		120101	10101	54411	5,400	5,400	5,400	-1,000	0	4,400	Sample Reduced 1000
9		120101	10101	54421	0	0	0	1,000	0	1,000	Sample new line w/ 1000
10		120101	10101	55501	20,000	20,000	20,000	0	0	20,000	

Records per page: 10 Show Filter Records: 30 - Page: 1

Note: BFM will sort accounts in ascending order within the data entry form regardless of their location within the upload form.

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.

BUDGET PROCEDURES MANUAL (BPM)

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 BFM

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)

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 2021) – 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 2022 through FY 2025) – 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

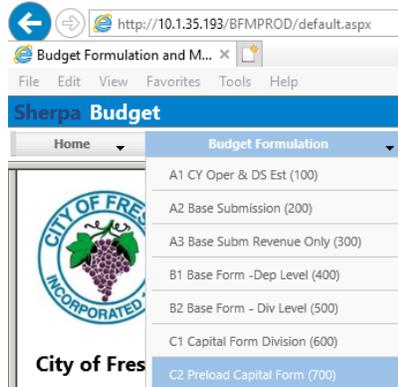
The format of the capital presentation will require that some additional information be obtained related to each project. This process has not yet been finalized as of the publishing of this document, further direction will be provided by the Budget and Management Studies Division at a later time.

Entering Capital Budget Dollars

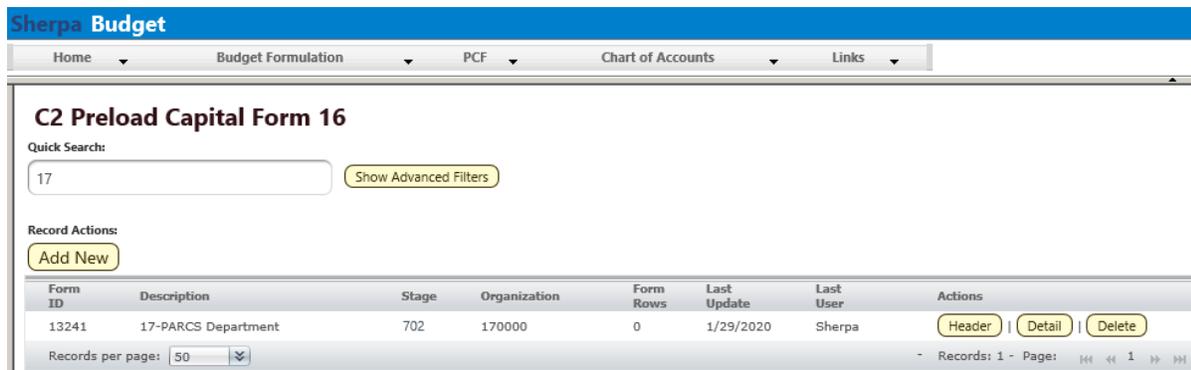
Move cursor and highlight “Budget Formulation” tab.

Move cursor to “C2 Preload Capital Form (700).”

Click on Form 700 to enter your FY 2021 capital project revenue and expenses.

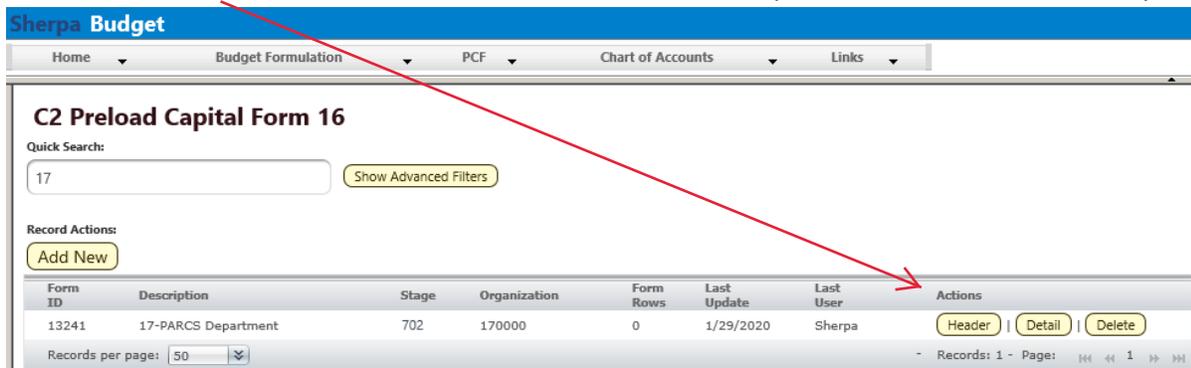


Form700 list instances are structured by department. The department listed will be based on your User org access rights. The following instructions will be based on the PARCS Department as an example.



Accessing an Instance's Data Entry Screen

Under the “Actions” column, the “Header” and “Detail” buttons provide access to the data entry screen.



“Detail” vs. “Header” Buttons

Similar to Estimate or non-capital forms, selecting the “Detail” button will take you directly to the data entry screen, while “Header” button will navigate you through multiple screens and tabs (Stage Verification and Header Dimensions) prior to accessing the data entry screen.

The screenshot shows the 'Sherpa Budget' interface. At the top, there are navigation tabs: Home, Budget Formulation, PCF, Chart of Accounts, and Links. Below this is the title 'C2 Preload Capital Form 16'. There is a 'Quick Search' field with the value '17' and a 'Show Advanced Filters' button. Under 'Record Actions', there is an 'Add New' button. The main part of the screenshot is a table with columns: Form ID, Description, Stage, Organization, Form Rows, Last Update, Last User, and Actions. The table contains one row with Form ID 13241, Description '17-PARCS Department', Stage 702, Organization 170000, Form Rows 0, Last Update 1/29/2020, and Last User Sherpa. The Actions column for this row contains three buttons: 'Header', 'Detail', and 'Delete'. A red arrow points from the 'Detail' button to the text above, and another red arrow points from the 'Header' button to the text above. At the bottom, there is a 'Records per page' dropdown set to 50 and a pagination bar showing 'Records: 1 - Page: 1'.

Instance layout – Data Entry Screen

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

Dimension columns: Project, Org, Fund, Resource, Activity, and Account; data saved based on dimension combination for a given row.

Read-only columns: 2020 Adopted Budget data and 5 Year Project Total (not shown).

Data entry and Text columns: 2020 Year End Estimate plus five years of capital budgets (FY 2021 thru FY 2025).

Budget Form Entry - Lines

The screenshot shows the 'Budget Form Entry - Lines' interface. At the top, there are buttons for 'Close', 'Export', 'Import', and 'Refresh'. Below this is a summary table with columns: ID, Budget Form, Organization, and Form Name. The summary table contains one row with ID 13241, Budget Form 700, Organization 170000 - PARCS Department, and Form Name C2 Preload Capital Form 16. Below the summary table is an 'Actions' section with 'Add New' and 'Copy' buttons. The main part of the screenshot is a large table with columns: Row, Audit Trail, Project, Org, Fund, Resource, Activity, Account, FY 2020 Adopted Budget, FY 2020 Year End Estimate*, 2021 Capital Projects*, 2022 Capital Projects*, 2023 Capital Projects*, 2024 Capital Projects*, and 2025 Capital Projects*. The table contains 10 rows of budget line items. At the bottom, there is a 'Records per page' dropdown set to 10 and a 'Show Filter' button.

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*
11		PC00114	179901	22094	0	MSP	57301	11,800	0	0	0	0	0	0
12		PC00114	179901	22094	0	REV	30101	11,800	0	0	0	0	0	0
13		PC00117	179901	22094	0	MSP	57301	11,700	0	0	0	0	0	0
14		PC00117	179901	22094	0	REV	30101	11,700	0	0	0	0	0	0
15		PC00128	179901	24017	0	0	57301	87,800	0	0	0	0	0	0
16		PC00128	179901	24017	0	CCITY	59310	0	0	0	0	0	0	0
17		PC00136	179901	22096	0	MSP	57301	41,800	0	0	0	0	0	0
18		PC00136	179901	22096	0	REV	30101	41,800	0	0	0	0	0	0
19		PC00150	179901	22096	0	MSP	57301	40,500	0	0	0	0	0	0
20		PC00150	179901	22096	0	REV	30101	40,500	0	0	0	0	0	0

Note: For ease of viewing these instructions, the above capital data entry screen does not display all columns, such as the 5 Year Project Total, and Budget Line Text columns.

Navigational buttons include:

1. **Close:** Takes you back to previous screen.
2. **Export:** Can you be used to create a template to import data entry.
3. **Import:** Starts import process from Excel to current data entry screen.
4. **Refresh:** updates data entry columns per import process.
5. **Add New:** Create a new line if you don't see a specific dimension combination.
6. **Copy:** Create a copy of a specific line.
7. **Show Filter:** Opens filters to help locate specific Project, Org, Fnd, Resource, Activity and Account dimensions.

Budget Form Entry - Lines

1 Close 2 Export 3 Import 4 Refresh

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

5 Actions: 6 Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
11		PC00114	179901	22094	0	MSP	57301	11,800	0	0	0	0	0	0	0	
12		PC00114	179901	22094	0	REV	30101	11,800	0	0	0	0	0	0	0	
13		PC00117	179901	22094	0	MSP	57301	11,700	0	0	0	0	0	0	0	
14		PC00117	179901	22094	0	REV	30101	11,700	0	0	0	0	0	0	0	
15		PC00128	179901	24017	0	0	57301	87,800	0	0	0	0	0	0	0	
16		PC00128	179901	24017	0	CCITY	59310	0	0	0	0	0	0	0	0	
17		PC00136	179901	22096	0	MSP	57301	41,800	0	0	0	0	0	0	0	
18		PC00136	179901	22096	0	REV	30101	41,800	0	0	0	0	0	0	0	
19		PC00150	179901	22096	0	MSP	57301	40,500	0	0	0	0	0	0	0	
20		PC00150	179901	22096	0	REV	30101	40,500	0	0	0	0	0	0	0	

Records per page: 10 7 Show Filter - Records: 61 - Page: 2

Two Options to Enter Data

Similar to the BFM estimate and non-capital forms, Updating this screen can be completed either by manual entry or through an import process.

Option 1: Direct Manual Entry

Data entry can be made directly into the "Budget Form Entry – Lines" screen. Keep in mind that this screen can have multiple pages of rows. You'll need to view each page by with the page forward and back buttons. To find a specific combination of dimensions (fund/org etc.), utilize the filters.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Page Forward and Back

Actions:

Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
		No Fill	No Fill	No Fill	No Fill	No Fill	No Fill									
11		PC00114	179901	22094	0	MSP	57301	11,800	0						0	
12		PC00114	179901	22094	0	REV	30101	11,800	0						0	
13		PC00117	179901	22094	0	MSP	57301	11,700	0						0	
14		PC00117	179901	22094	0	REV	30101	11,700	0						0	
15		PC00128	179901	24017	0	0	57301	87,800	0	0	0	0	0	0	0	
16		PC00128	179901	24017	0	CCITY	59310	0	0	0	0	0	0	0	0	
17		PC00136	179901	22096	0	MSP	57301	41,800	0	0	0	0	0	0	0	
18		PC00136	179901	22096	0	REV	30101	41,800	0	0	0	0	0	0	0	
19		PC00150	179901	22096	0	MSP	57301	40,500	0	0	0	0	0	0	0	
20		PC00150	179901	22096	0	REV	30101	40,500	0	0	0	0	0	0	0	

Filters will appear after clicking "Show Filters". Make filter selections on the upper left of the screen then click "Apply Filters" on the bottom right of the screen.

Apply Filter

Hide Filter

Records: 61 - Page: 2

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

Highlight current data entry in row 44 currently set to zero or 0; replace with new data entry. **Note:** the current entry will be merged with revised entry if current entry not highlighted.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Actions:

Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
		Filter	No Fill	No Fill	No Fill	No Fill	Equal To									
							57301									
25		PC00181	179901	22031	0	MSP	57301	152,500	0	0	0	0	0	0	0	
33		PC00185	179901	10101	0	CCNT	57301	190,000	0	0	0	0	0	0	0	
38		PC00189	179901	31509	0	MSP	57301	65,000	0	0	0	0	0	0	0	
40		PC00190	179901	31509	0	MSP	57301	94,800	0	0	0	0	0	0	0	
42		PC00191	179901	31509	0	MSP	57301	104,800	0	0	0	0	0	0	0	
44		PC00192	179901	31509	0	MSP	57301	106,300	100,000	6300	0	0	0	0	0	
46		PC00194	179901	31509	0	MSP	57301	48,400	0	0	0	0	0	0	0	
49		PC00197	179901	10101	0	CCNT	57301	2,820,100	0	0	0	0	0	0	0	
50		PC00198	179901	10101	0	CCITY	57301	45,700	0	0	0	0	0	0	0	
51		PC00201	179901	10101	0	CCNT	57301	70,000	0	0	0	0	0	0	0	

Records per page: 10

Save All Cancel All Apply Filter Hide Filter Remove Filter Records: 24 - Page: 2

Amounts 100,000 and 6300 entered in the FY 2020 Year End Estimate and 2021 Capital Projects columns.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Actions:

Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
		Filter	No Fill	No Fill	No Fill	No Fill	Equal To									
							57301									
25		PC00181	179901	22031	0	MSP	57301	152,500	0	0	0	0	0	0	0	
33		PC00185	179901	10101	0	CCNT	57301	190,000	0	0	0	0	0	0	0	
38		PC00189	179901	31509	0	MSP	57301	65,000	0	0	0	0	0	0	0	
40		PC00190	179901	31509	0	MSP	57301	94,800	0	0	0	0	0	0	0	
42		PC00191	179901	31509	0	MSP	57301	104,800	0	0	0	0	0	0	0	
44		PC00192	179901	31509	0	MSP	57301	106,300	100,000	6300	0	0	0	0	0	
46		PC00194	179901	31509	0	MSP	57301	48,400	0	0	0	0	0	0	0	
49		PC00197	179901	10101	0	CCNT	57301	2,820,100	0	0	0	0	0	0	0	
50		PC00198	179901	10101	0	CCITY	57301	45,700	0	0	0	0	0	0	0	
51		PC00201	179901	10101	0	CCNT	57301	70,000	0	0	0	0	0	0	0	

Records per page: 10

Save All Cancel All Apply Filter Hide Filter Remove Filter Records: 24 - Page: 2

Clicking into a different row will cause the data previously entered to turn **RED** to remind you that you have not yet saved the entry. Click the "Save All" button to save the entry. **If you leave the page without clicking "Save All" your data will not post into the system.**

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Actions: Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
		<input type="text" value="Filter"/>	<input type="text" value="No Fill"/>	<input type="text" value="ual.To"/>												
25		PC00181	179901	22031	0	MSP	57301	152,500	0	0	0	0	0	0	0	
33		PC00185	179901	10101	0	CCNT	57301	190,000	0	0	0	0	0	0	0	
38		PC00189	179901	31509	0	MSP	57301	65,000	0	0	0	0	0	0	0	
40		PC00190	179901	31509	0	MSP	57301	94,800	0	0	0	0	0	0	0	
42		PC00191	179901	31509	0	MSP	57301	104,800	0	0	0	0	0	0	0	
44		PC00192	179901	31509	0	MSP	57301	106,300	100,000	6,300	0	0	0	0	0	
46		PC00194	179901	31509	0	MSP	57301	48,400	<input type="text" value="0"/>	0	<input type="text"/>					
49		PC00197	179901	10101	0	CCNT	57301	2,820,100	0	0	0	0	0	0	0	
50		PC00198	179901	10101	0	CCITY	57301	45,700	0	0	0	0	0	0	0	
51		PC00201	179901	10101	0	CCNT	57301	70,000	0	0	0	0	0	0	0	

Records per page: 10 Save All Cancel All Apply Filter Hide Filter Remove Filter Records: 24 Page: 2

Notes:

- If you click to the next or previous page buttons before clicking "Save All" your entry will not be saved in the system.
- If you need to add a new line with the "Add New" button, be sure to include an Activity Code in the entry. Appropriation entries **need an Activity code** not equal to 0 (zero) in order to upload the entry into PeopleSoft Financials as part of the final adopted budget.

After clicking "Save All" your entry will be displayed in black with a message that these entries have posted.

Budget Form Entry - Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Actions: Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
		<input type="text" value="Filter"/>	<input type="text" value="No Fill"/>	<input type="text" value="ual.To"/>												
25		PC00181	179901	22031	0	MSP	57301	152,500	0	0	0	0	0	0	0	
33		PC00185	179901	10101	0	CCNT	57301	190,000	0	0	0	0	0	0	0	
38		PC00189	179901	31509	0	MSP	57301	65,000	0	0	0	0	0	0	0	
40		PC00190	179901	31509	0	MSP	57301	94,800	0	0	0	0	0	0	0	
42		PC00191	179901	31509	0	MSP	57301	104,800	0	0	0	0	0	0	0	
44		PC00192	179901	31509	0	MSP	57301	106,300	100,000	6,300	0	0	0	0	6,300	TEST ENTRY
46		PC00194	179901	31509	0	MSP	57301	48,400	0	0	0	0	0	0	0	
49		PC00197	179901	10101	0	CCNT	57301	2,820,100	0	0	0	0	0	0	0	
50		PC00198	179901	10101	0	CCITY	57301	45,700	0	0	0	0	0	0	0	
51		PC00201	179901	10101	0	CCNT	57301	70,000	0	0	0	0	0	0	0	

Records per page: 10 Apply Filter Hide Filter Remove Filter Records: 1 Page: 2

Message indicating entries were saved in the system.

After saving the entries, they will change to black.

Option 2: 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

Close **Export** Import Refresh

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Actions: Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
		No Fill	No Fill	Filter	No Fill	No Fill	No Fill									
41		PC00191	179901	31509	0	MSP	51101	5,000	0	0	0	0	0	0	0	
42		PC00191	179901	31509	0	MSP	57301	104,800	0	0	0	0	0	0	0	
43		PC00192	179901	31509	0	MSP	51101	5,000	0	0	0	0	0	0	0	
44		PC00192	179901	31509	0	MSP	57301	106,300	100,000	6,300	0	0	0	0	6,300	TEST ENTRY
45		PC00194	179901	31509	0	MSP	51101	3,000	0	0	0	0	0	0	0	
46		PC00194	179901	31509	0	MSP	57301	48,400	0	0	0	0	0	0	0	
47		PC00194	179901	31509	0	MSP	59310	0	0	0	0	0	0	0	0	
48		PC00197	179901	10101	0	CCNT	51101	10,000	0	0	0	0	0	0	0	
49		PC00197	179901	10101	0	CCNT	57301	2,820,100	0	0	0	0	0	0	0	
50		PC00198	179901	10101	0	CCITY	57301	45,700	0	0	0	0	0	0	0	

Records per page: 10 Apply Filter Hide Filter Remove Filter - Records: 61 - Page: 5

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.

View Downloads - Internet Explorer

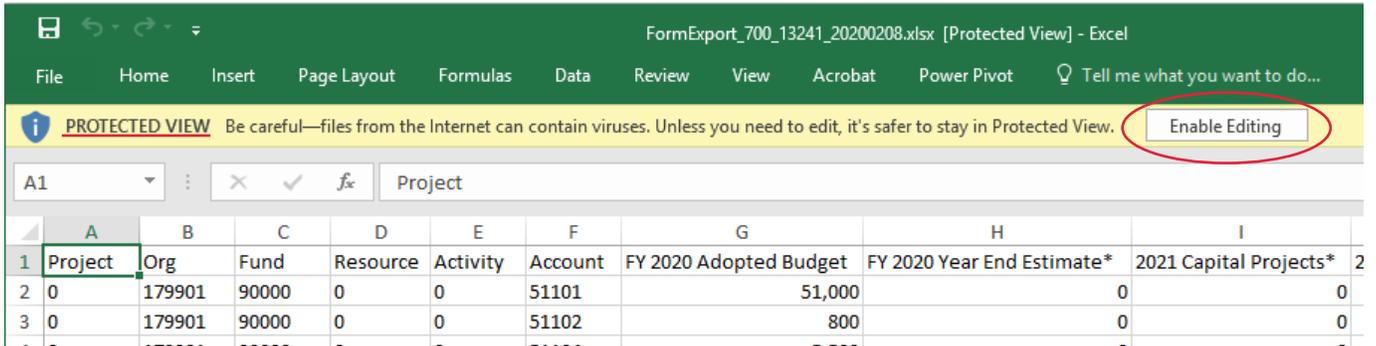
View and track your downloads Search downloads

Name	Location	Actions
FormExport_700_13...xlsx 10.1.35.193	Do you want to open or save this file?	Open Save

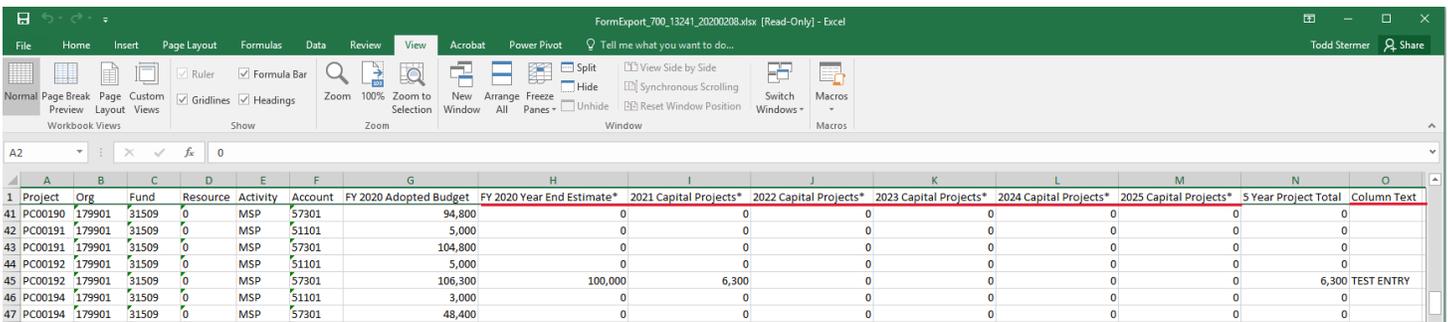
Windows Defender SmartScreen is turned off. Turn on

Options Clear list Close

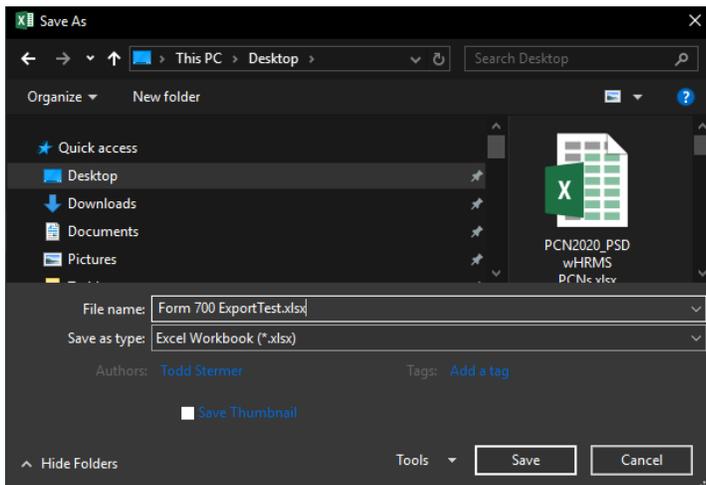
If your template opens in "PROTECTED VIEW" you will need to click on "Enable Editing" before your entries can be made.



Excel template will display dimension columns (i.e., Project, Org, Fund, Resource, Activity, and Account), data entry columns (i.e., FY 2020 Year End Estimate plus 2021-2025 Capital Projects), and Text column.



Save template to your PC. For example:
 Location: Desktop
 File Name: Form 700_Export Test
 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 to your PC.

Note: Once the upload is complete, BFM will record changes in all seven of the columns where entries can be made. There is no need not enter totals in the "5 Year Project Total" column as the system will update this field automatically after upload.

Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Column Text
PC00190	179901	31509	0	MSP	57301	94,800	20,000	74,800	0	0	0	0	0	0 TEST ENTRY 3
PC00191	179901	31509	0	MSP	51101	5,000	0	0	0	0	0	0	0	0
PC00191	179901	31509	0	MSP	57301	104,800	93,800	11,000	0	0	0	0	0	0 TEST ENTRY 2
PC00192	179901	31509	0	MSP	51101	5,000	0	0	0	0	0	0	0	0
PC00192	179901	31509	0	MSP	57301	106,300	100,000	6,300	0	0	0	0	0	6,300 TEST ENTRY
PC00194	179901	31509	0	MSP	51101	3,000	0	0	0	0	0	0	0	0
PC00194	179901	31509	0	MSP	57301	48,400	0	0	0	0	0	0	0	0
PC00194	179901	31509	0	MSP	59310	0	0	0	0	0	0	0	0	0
PC00197	179901	10101	0	CCNT	51101	10,000	0	0	0	0	0	0	0	0

To start the import process:

- 1) Toggle back to the BFM system and click "Import"
- 2) On the resulting Budget Form Import window, select "Browse"
- 3) Find and select your file in the "Choose File to Upload" window then click "Open"
- 4) Select "Load Selected File" on the Budget Form Import screen

1 Budget Form Entry - Lines

2 Budget Form Import

3 Choose File to Upload

4 Budget Form Import

Import process successful if upload details are displayed in **black**.
 Select "Close" button to move to "Budget Form Entry – Lines" screen.

http://10.135.193/BFMPROD/ui/bdgt/upld/vb_saveInnerFilesONL.aspx?qNavId=69&qMode=nav_pop&qNav_UpdID=41&qNav_VldtFl=true&qNav_TypeCd=Replace&qNav_

Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form 700 ExportTest.xlsx

Load Selected File

Upload Completed:

- 61 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 61 - Records Uploaded

Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total
0	179901	90000	0	0	51101	51000	0	0	0	0	0	0	0
0	179901	90000	0	0	51102	800	0	0	0	0	0	0	0

If you do not see your changes in the Budget Form Entry-Lines, click on the "Refresh" button to update the lines.

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name
13241	700	170000 - PARCS Department	C2 Preload Capital Form 16

Actions: Add New Copy

Row	Audit Trail	Project	Org	Fund	Resource	Activity	Account	FY 2020 Adopted Budget	FY 2020 Year End Estimate*	2021 Capital Projects*	2022 Capital Projects*	2023 Capital Projects*	2024 Capital Projects*	2025 Capital Projects*	5 Year Project Total	Budget Line Text*
37		PC00189	179901	31509	0	MSP	51101	2,000	0	0	0	0	0	0	0	
38		PC00189	179901	31509	0	MSP	57301	65,000	0	0	0	0	0	0	0	
39		PC00190	179901	31509	0	MSP	51101	5,000	0	0	0	0	0	0	0	
40		PC00190	179901	31509	0	MSP	57301	94,800	20,000	74,800	0	0	0	0	74,800	TEST ENTRY 3
41		PC00191	179901	31509	0	MSP	51101	5,000	0	0	0	0	0	0	0	
42		PC00191	179901	31509	0	MSP	57301	104,800	93,800	11,000	0	0	0	0	11,000	TEST ENTRY 2
43		PC00192	179901	31509	0	MSP	51101	5,000	0	0	0	0	0	0	0	
44		PC00192	179901	31509	0	MSP	57301	106,300	100,000	6,300	0	0	0	0	6,300	TEST ENTRY
45		PC00194	179901	31509	0	MSP	51101	3,000	0	0	0	0	0	0	0	

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 = 197901 (transposed) instead of 179901 (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.

BUDGET PROCEDURES MANUAL (BPM)

Standard Capital Activities

ACTIVITY ID	ACTIVITY DESCRIPTION	ACTIVITY TYPE	ACTIVITY TYPE DESCRIPTION
Project Mgmt & Administration			
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.
Planning and Engineering			
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
Construction			
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
Property Acquisition			
RA	R/W Acquisition / Purchase	LACQ	Property Acquisition
RE	R/W Eminent Domain	LACQ	Property Acquisition
MSR	Miscellaneous Right of Way	LACQ	Property Acquisition
General and Miscellaneous			
MSP	Project Miscellaneous	MISC	Other Miscellaneous
OVH	Overhead	MISC	Other Miscellaneous
REV	Capital Project Revenue	CREV	Capital Project Revenue

BUDGET PROCEDURES MANUAL (BPM)

Specialized Capital Activities

ACTIVITY ID	ACTIVITY DESCRIPTION	ACTIVITY TYPE	ACTIVITY TYPE DESCRIPTION
Construction			
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 2021 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
E+A

City of Fresno EXPENDITURE SUMMARY REPORT BY FUND Fiscal Year 2008 / Period 012 Fund 50105									
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									
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	288,994.92	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 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	2,955.35	0.00	2,955.35	644.65	2,955.35	2,955.35
Tot: 51000 Employee Services	755,000.00	0.00	0.00	416,788.93	0.00	416,788.93	338,211.07	416,788.93	416,788.93
Tot: PER Personnel Expenditur	755,000.00	0.00	0.00	416,788.93	0.00	416,788.93	338,211.07	416,788.93	416,788.93
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
Tot: 53000 Purchased Prof and T	32,400.00	0.00	0.00	2,138.75	0.00	2,138.75	30,261.25	2,138.75	2,138.75
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
Tot: 54000 Purchased Property S	50,600.00	0.00	0.00	16,230.74	0.00	16,230.74	34,369.26	16,230.74	16,230.74
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
Tot: 55000 Other Purchased Serv	9,900.00	0.00	0.00	10,613.90	0.00	10,613.90	-713.90	10,613.90	10,613.90
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](#) Run

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:

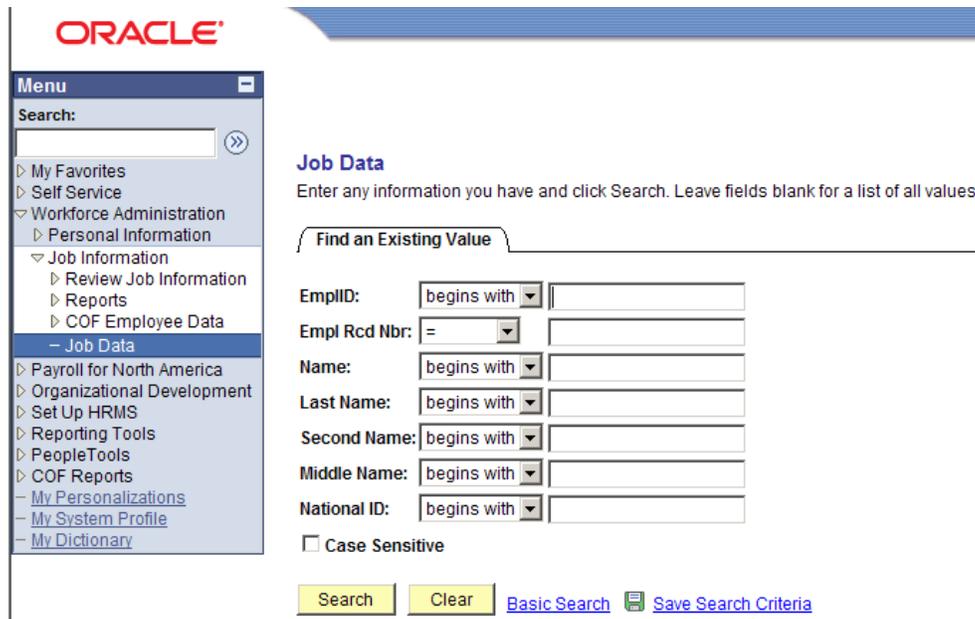
*Org Opt:

Save
Return to Search
Next in List
Previous in List
E+A

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
Report ID: ZGL50030									Page No. 1
Fund Type: 50000F Internal Service									Run Date 01/31/2008
Subfund: 50100F Internal Services									Run Time 11:00:03
Detail Fund: 50105 Budget & Mgmt Studies IGF									
Department: 520000 Finance Department									
Division: 520300 Budget Division									
Section: 520301 Budget Program									
BY: 2008									
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&W	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
Tot: 51000 Employee Services	755,000.00	0.00	0.00	412,800.68	0.00	412,800.68	342,199.32	412,800.68	412,800.68
Tot: PER Personnel Expenditur	755,000.00	0.00	0.00	412,800.68	0.00	412,800.68	342,199.32	412,800.68	412,800.68
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
Tot: 53000 Purchased Prof and T	32,400.00	0.00	0.00	2,138.75	0.00	2,138.75	30,261.25	2,138.75	2,138.75
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
Tot: 54000 Purchased Property S	50,600.00	0.00	0.00	16,230.74	0.00	16,230.74	34,369.26	16,230.74	16,230.74
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
Tot: 55000 Other Purchased Serv	9,900.00	0.00	0.00	10,613.90	0.00	10,613.90	-713.90	10,613.90	10,613.90
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).

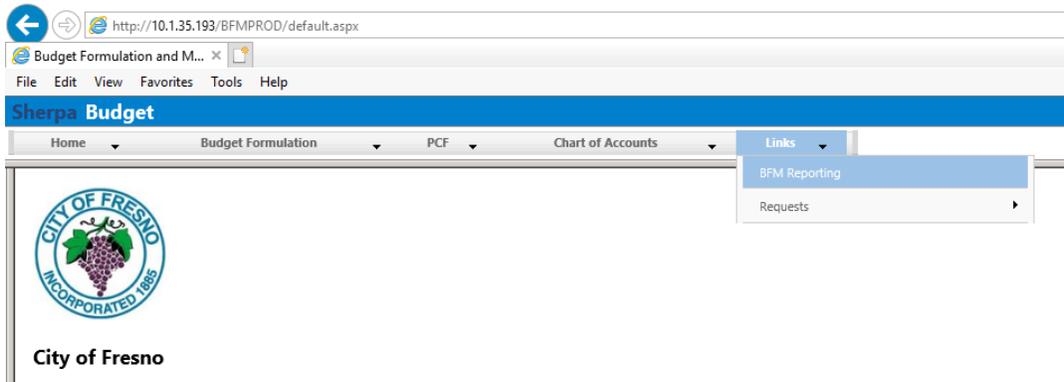


SAP BI Launch Application (Non-Position Reports)

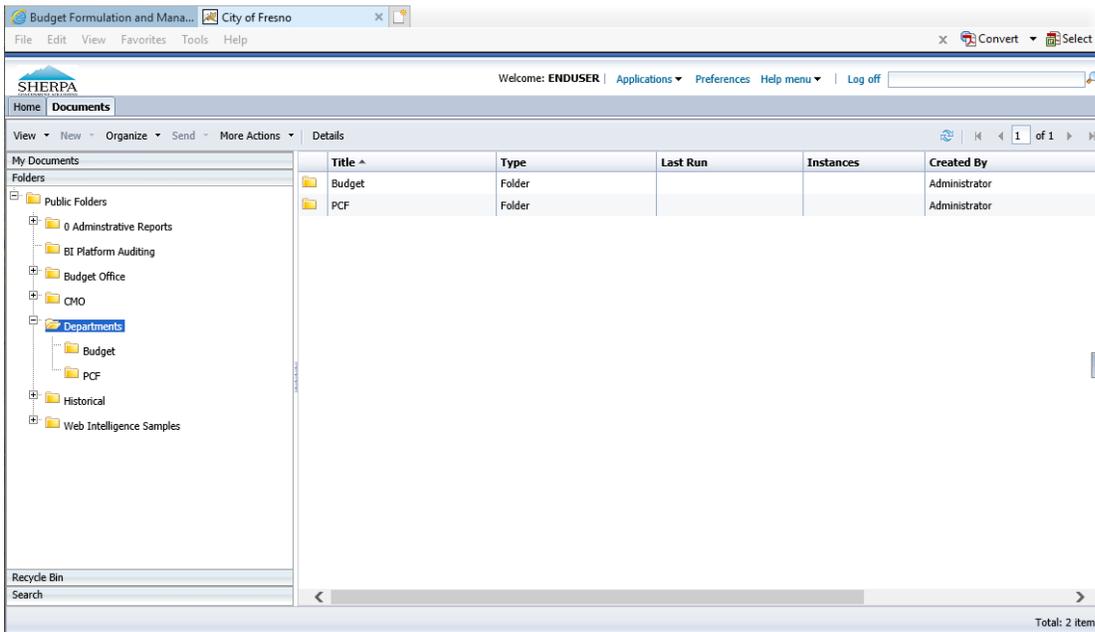
A system enhancement has been established so that the SAP BI Launch Pad reporting system can be accessed directly while in the BFM system. The following will provide procedures to access SAP reports through BFM.

Accessing the SAP Reports from BFM:

Point your cursor over the “Links” tab and click on “BFM Reporting.”



The “BFM Reporting” command will take you directly into BI Launch Pad’s “Documents” tab that displays report folders (Left side screen) and subfolders and/or report files (right side of screen).



Note: Accessing the BI Launch Pad system from BFM is known as the “Single Sign-on” (SSO) connection. Through this connection, the BFM password will open BI Launch Pad. Creating BI Launch Pad passwords are no longer required.

The SSO connection initially opens only one internet browser.



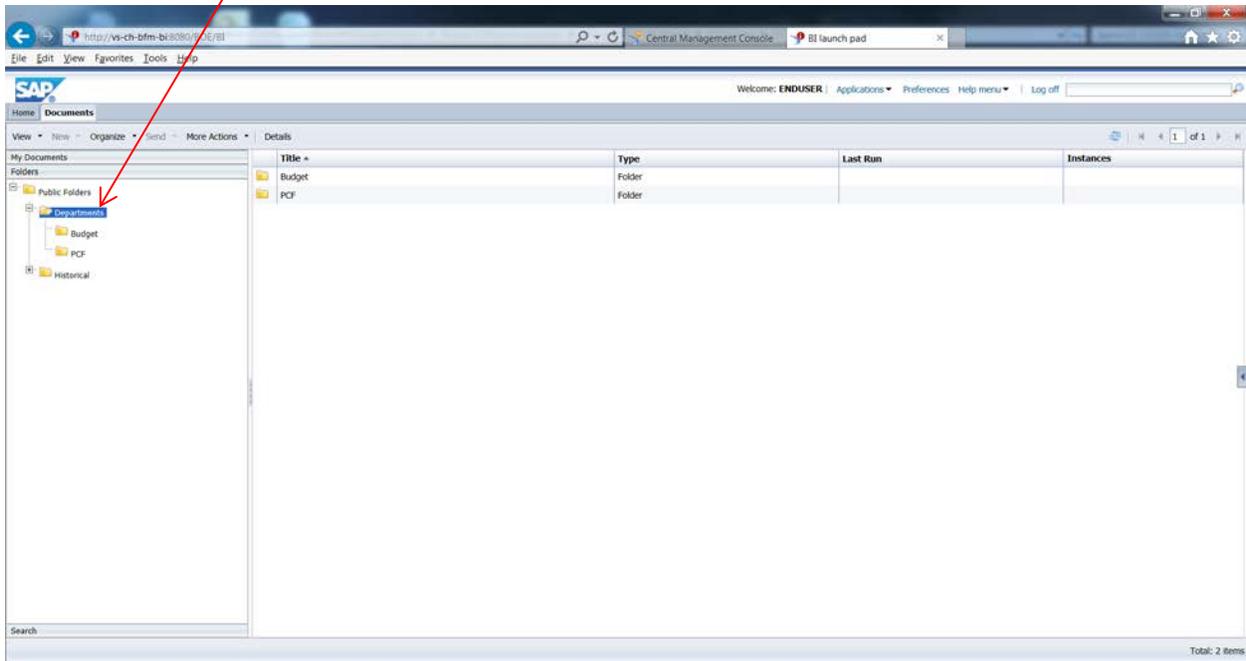
Press the <Ctrl> and “N” keys simultaneously just once. This will create a secondary web browser and allow for toggling between BI Launch Pad and BFM.



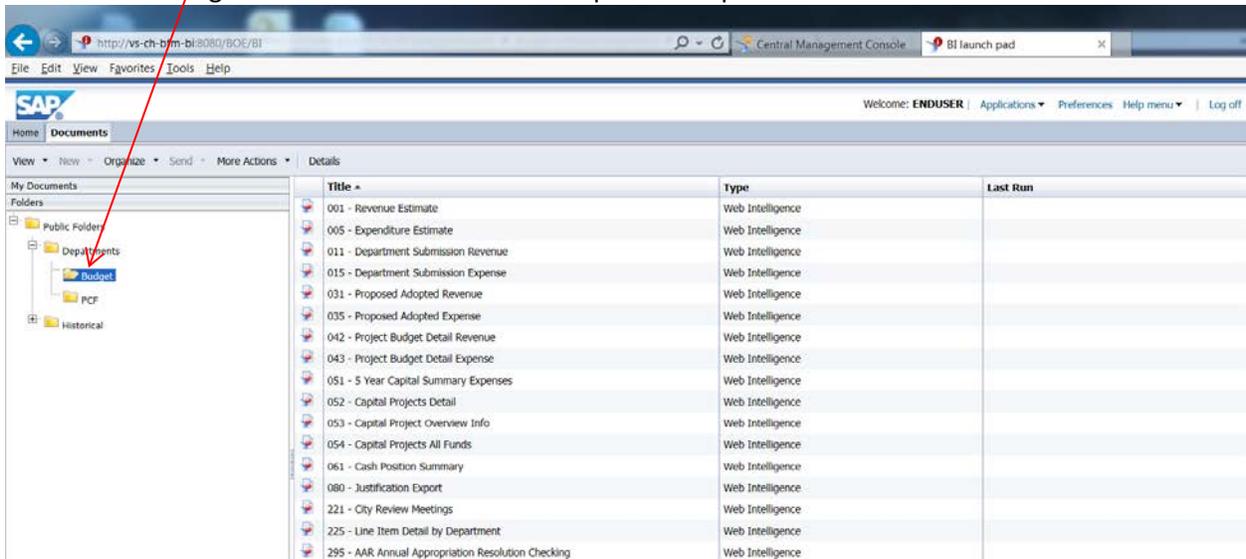
Be Careful not to hold down with a pause or press multiple times on these hot keys. This will create many internet browsers as well as confusion.

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” (Position Cost Forecasting).

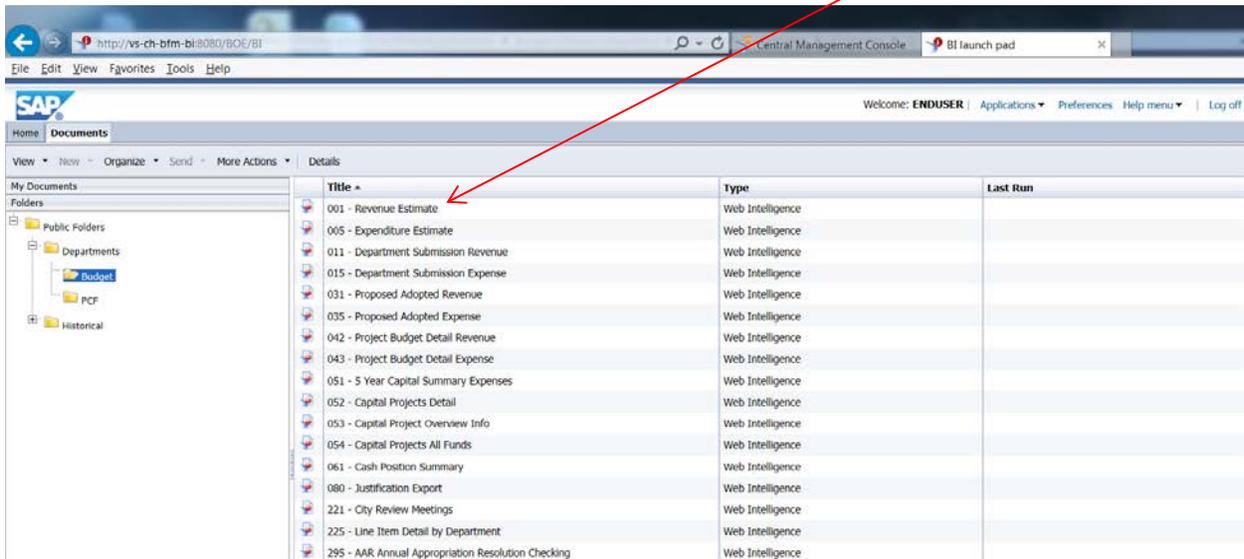


Click on the “Budget” Subfolder to see list of non-position reports.



SAP Report Selection

Non-Position reports located in Budget Folder. Highlight and double click a report to open.



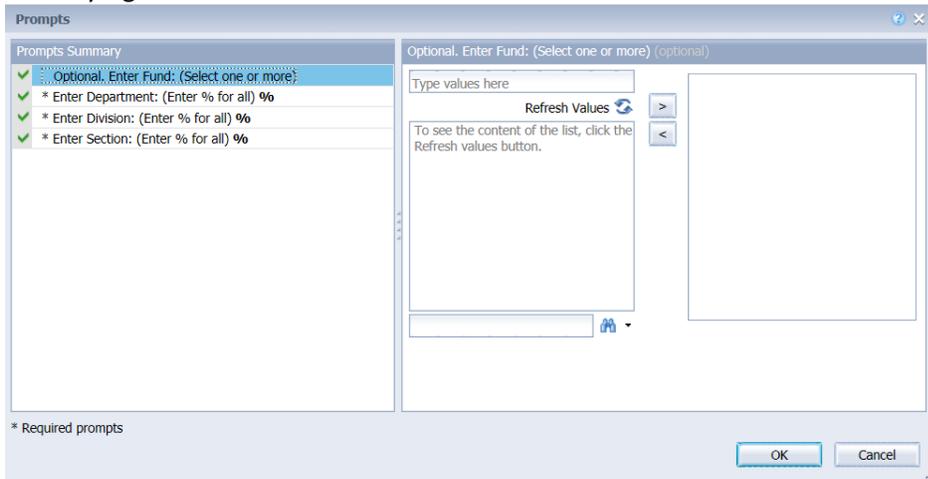
Prompt Selection

Data displayed on a report can be filtered by utilizing report prompts:

As an example Report 001 prompts are:

1. Fund
2. Department
3. Division
4. Section

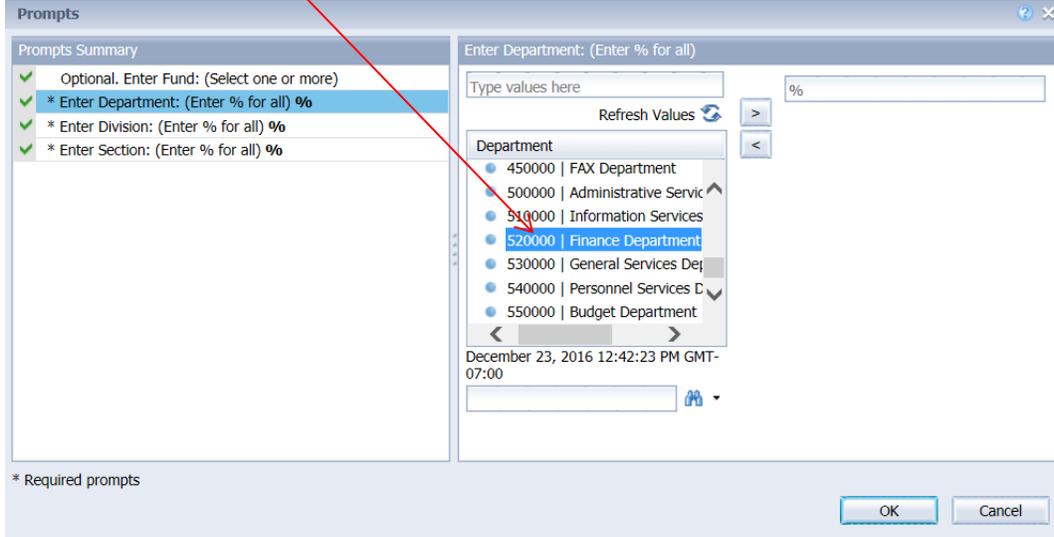
Note that the percent sign “%” corresponds to requesting all data for prompt based on assigned User’s security rights.



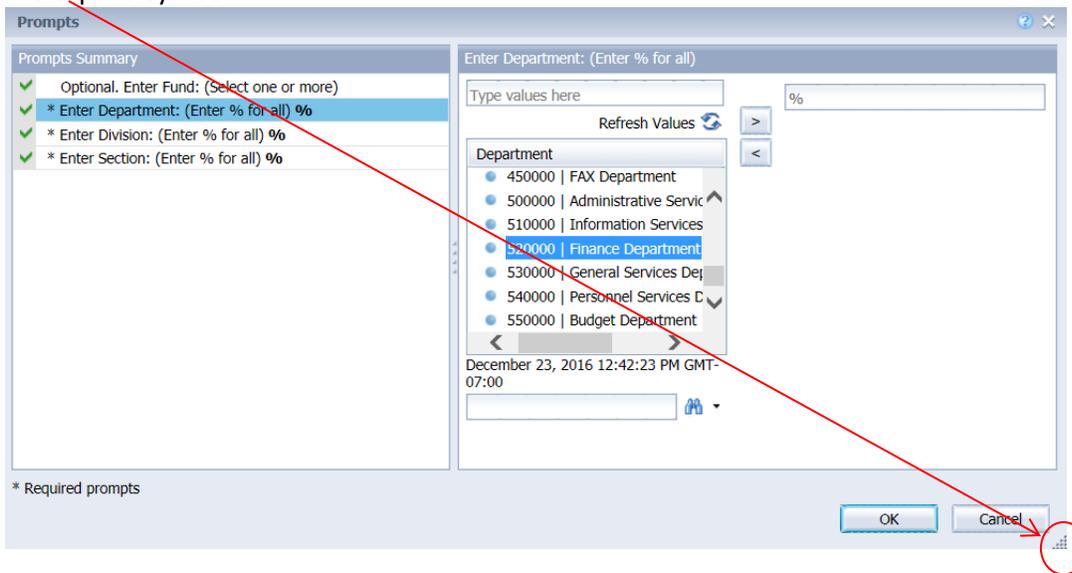
Example 1 – Run Report 001 for a Department

As mentioned earlier, your organization access rights will determine the data available for view. The following is based on a User ID with access to multiple organizations.

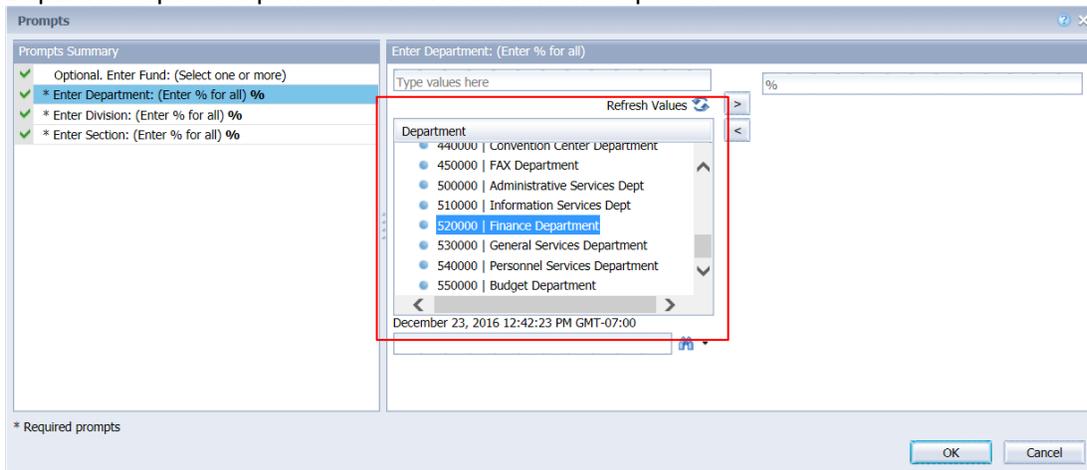
Click on “Enter Department:” prompt and select targeted department (i.e., 520000 Finance).



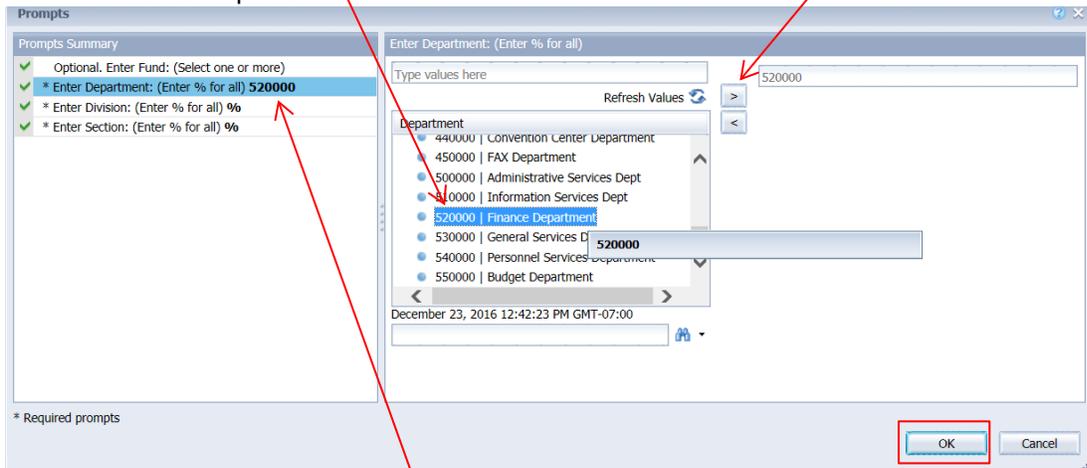
You can expand or contract the display screen on the right side of prompt panel by clicking and dragging the expand symbol.



Department panel expanded to view full name descriptions.



Double click highlighted selection or click on greater than symbol or ">" to lock in targeted section. Click "OK" to run report.



Note: The department prompt confirms the targeted selection by replacing the defaulted "%" to department number, such as 520000. This will also occur when making selections with any prompt.

SAP reports can have multiple report views or tabs. For example, Report 001 has five 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. Citywide tab will display data per organization security rights for a User ID.
5. 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: 12/23/16
Run Time: 12:53:46 PM

Account	Account Name	a	b	c	d	e	f	g = f-d
		2016 Actuals	2016 Amended	2017 Adopted	2017 Amended 9/30/2016	2017 Actuals 10/31/2016	2017 Estimate	Variance
520000 - Finance Department								
10101 - General Fund								
30101	Transfer from Fund Balance	0	0	0	0	0	0	0
30102	Prior Year Adjustments	0	0	0	0	0	0	0
32263	Animal Control Citations	0	0	0	0	200	0	0
33820	COG-Local Transp Planning	399	400	400	400	100	0	(400)
34002	Variable Reimb fr Non-ISF Div	440,276	526,700	497,800	497,800	66,310	0	(497,800)
34101	Photocopying	2	100	0	0	0	0	0
34103	Bad Check Recovery	3,025	4,000	3,000	3,000	800	0	(3,000)
34104	Incidental Charges	42,252	45,000	48,000	48,000	11,925	0	(48,000)
34108	Revenue Bond Application Fees	38,300	36,000	0	0	6,250	0	0
34115	Misc-Other Charges Svcs & Fac	46,310	47,800	47,800	47,800	30,229	0	(47,800)
34509	Variance	61	0	0	0	-19	0	0
34809	Property Assessment	5,972	0	0	0	0	0	0
36101	Interest	500	200	0	0	0	1,000	1,000
38005	Printing	30,574	33,000	14,000	14,000	18,195	0	(14,000)

Division Tab

City of Fresno
Revenue Estimates by Org, Fund, and Account
Division Level

Run Date: 12/23/16
Run Time: 12:53:46 PM

Account	Account Name	a	b	c	d	e	f	g = f-d
		2016 Actuals	2016 Amended	2017 Adopted	2017 Amended 9/30/2016	2017 Actuals 10/31/2016	2017 Estimate	Variance
520200 - Accounting Division								
10101 - General Fund								
32263	Animal Control Citations	0	0	0	0	200	0	0
33820	COG-Local Transp Planning	399	400	400	400	100	0	(400)
34002	Variable Reimb fr Non-ISF Div	0	0	0	497,800	66,310	0	(497,800)
34103	Bad Check Recovery	3,025	4,000	3,000	3,000	800	0	(3,000)
34104	Incidental Charges	10	0	0	48,000	11,925	0	(48,000)
34108	Revenue Bond Application Fees	38,300	36,000	0	0	6,250	0	0
34115	Misc-Other Charges Svcs & Fac	34,160	35,600	35,800	47,800	30,229	0	(47,800)
34509	Variance	1	0	0	0	-19	0	0
34809	Property Assessment	5,972	0	0	0	0	0	0
38022	Portfolio Management Fee	755,000	755,000	773,100	773,100	257,700	0	(773,100)
39001	Credit Card Services	-6	0	0	0	0	0	0
39015	Miscellaneous-Other Revenue	8,255	1,000	1,000	29,000	7,153	0	(29,000)
39017	Assess Dist.Handling Charges	10,780	13,500	16,000	16,000	0	0	(16,000)
Total for: 10101 - General Fund		855,896	845,700	829,300	1,415,100	380,648	0	(1,415,100)
51504 - Health Self-insurance								

Section Tab

http://vs-ch-bfm-bi/8080/BOE/BI Budget Formulation and Mana... BI launch pad

File Edit View Favorites Tools Help

Home Documents 001 - Revenue Estimate

Web Intelligence Track Drill Filter Bar Freeze Outline

Navigation Map: 001 - Revenue Estimate, Department, Division, Section, Citywide, Export

CITY OF FRESNO
INCORPORATED 1988

City of Fresno
Revenue Estimates by Org, Fund, and Account
Section Level

Run Date: 12/23/16
Run Time: 12:53:46 PM

Account	Account Name	a	b	c	d	e	f	g = f-d
		2016 Actuals	2016 Amended	2017 Adopted	2017 Amended 9/30/2016	2017 Actuals 10/31/2016	2017 Estimate	Variance
520201 - Accounting								
10101 - General Fund								
34104	Incidental Charges	10	0	0	0	0	0	0
34115	Misc--Other Charges Svcs & Fac	0	0	0	0	34	0	0
Total for: 10101 - General Fund		10	0	0	0	34	0	0
51504 - Health Self-Insurance								
30101	Transfer from Fund Balance	11,977,510	0	0	0	12,150,309	0	0
36101	Interest	172,798	0	0	0	72,259	0	0
Total for: 51504 - Health Self-Insurance		12,150,309	0	0	0	12,222,567	0	0
51507 - Flexible Benefits Fund								
30101	Transfer from Fund Balance	51,891	0	0	0	56,285	0	0
36101	Interest	4,393	0	0	0	1,829	0	0
Total for: 51507 - Flexible Benefits Fund		56,285	0	0	0	58,114	0	0
63104 - AD CD-3 Debt Service								
36101	Interest	24	0	0	0	0	0	0
Total for: 63104 - AD CD-3 Debt Service		24	0	0	0	0	0	0

Department Division Section Citywide Export

Export Tab

http://vs-ch-bfm-bi/8080/BOE/BI Budget Formulation and Mana... BI launch pad

File Edit View Favorites Tools Help

Home Documents 001 - Revenue Estimate

Web Intelligence Track Drill Filter Bar Freeze Outline Reading Design

Navigation Map: 001 - Revenue Estimate, Department, Division, Section, Citywide, Export

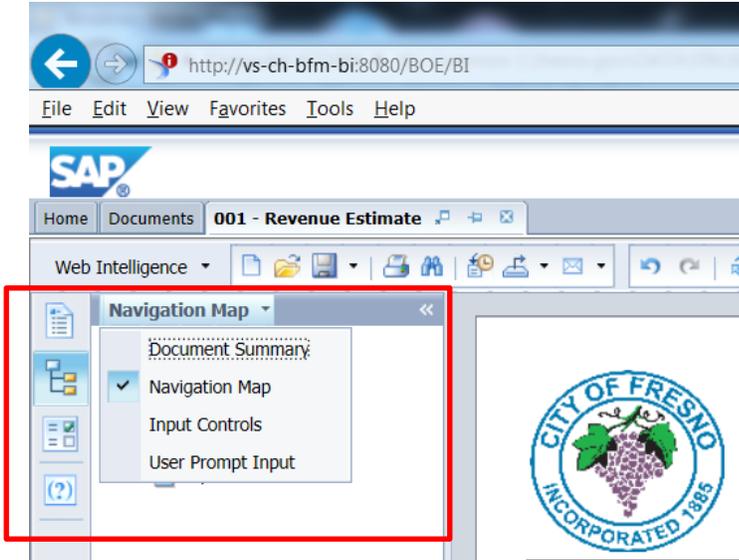
Department	Department Name	Division	Division Name	Org	Org Name	Fund	Fund Name	Account	Account Name	2016 Actuals	2016 Amended	2017 Adopted	2017 Amended	2017 Actuals
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	10101	General Func	34104	Incidental Char	10	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	10101	General Func	34115	Misc--Other Chu	0	0	0	0	0	0	34.36
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	51504	Health Self-insu 30101	Transfer from Fi	11,977,510.22	0	0	0	0	0	0	12,150,308.71
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	51504	Health Self-insu 36101	Interest	172,798.49	0	0	0	0	0	0	72,258.52
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	51507	Flexible Benefits 30101	Transfer from Fi	51,891.44	0	0	0	0	0	0	56,284.86
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	51507	Flexible Benefits 36101	Interest	4,393.42	0	0	0	0	0	0	1,829.48
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	63104	AD CD-3 Debt 36101	Interest	24.36	0	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	63112	AD CPD-4 Pass 36101	Interest	106.66	0	0	0	0	0	0	3.79
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	63155	Zone 100 Reber 36101	Interest	540.68	0	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	63158	Zone 105 Reber 36101	Interest	88.67	0	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	63161	Zone 131 Reber 36101	Interest	75.24	0	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	63164	Zone 141 Reber 36101	Interest	470.51	0	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520201	Accounting	63583	Payroll Withholc 36101	Interest	6.28	0	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	10101	General Func	33820	COG--Local Tra	399.36	400	400	400	400	400	99.84
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	10101	General Func	34108	Revenue Bond r	38,300	36,000	0	0	0	0	6,250
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	10101	General Func	34809	Property Asses	5,971.72	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	10101	General Func	38022	Portfolio Manag	754,999.92	755,000	773,100	773,100	773,100	257,700	
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	10101	General Func	39015	Miscellaneous--	-17.04	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	10101	General Func	39017	Assess Dist Har	10,779.91	13,500	16,000	16,000	0	0	0
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	63104	AD CD-3 Debt 39015	Miscellaneous--	-156.37	0	0	0	0	0	0	0
520000	Finance Depart 520200	Accounting Divi 520202	Treasury	63112	AD CPD-4 Pass 39015	Miscellaneous--	-130.44	0	0	0	0	0	0	0

Department Division Section Citywide Export

Navigating through a report

The SAP reporting system allows you to revise your prompt selection to filter results for selected dimensions (i.e., Fund, Department, Division, Section).

Left side of report panel provides options to drill down to a specific dimension within displayed report.



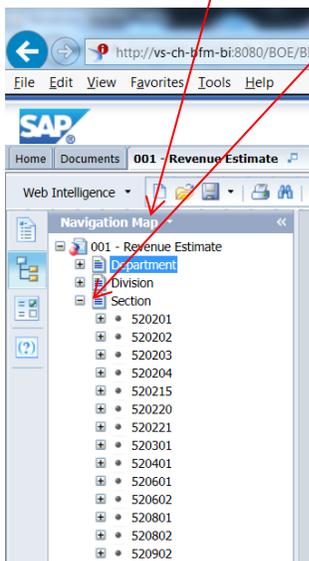
For example, the following will allow drilling to a specific section within displayed report.

Find a specific organization (i.e., section).

Select **“Navigation Map.”**

Select the **“+”** symbol next to **“Section”**

Select targeted section.

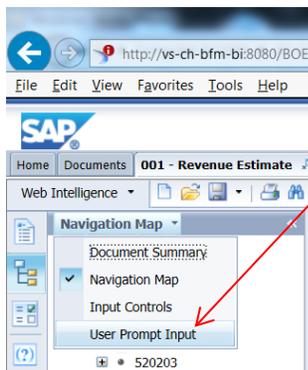


Selected section 520401 for this example.

The screenshot shows the SAP BI Web Intelligence interface. On the left, the 'Navigation Map' is expanded to show the hierarchy: 001 - Revenue Estimate > Department > Division > Section > 520401. A red arrow points to the '520401' section in the map. The main area displays a table for '520401 - Business Tax'.

520401 - Business Tax							
10101 - General Fund							
34101	Photocopying	2	0	0	0	0	0
34104	Incidental Charges	42,242	45,000	48,000	0	0	0
34115	Misc.-Other Charges Svcs & Fac	12,150	12,000	12,000	0	0	0
34509	Variance	60	0	0	0	0	0
36101	Interest	500	200	0	0	0	0
39001	Credit Card Services	-77,824	-55,000	0	0	0	0
Total for: 10101 - General Fund		-22,870	2,200	60,000	0	0	0
52506 - Utility Customers Over & Short							
36101	Interest	79	0	0	0	0	0
Total for: 52506 - Utility Customers Over & Short		79	0	0	0	0	0
Total for: 520401 - Business Tax		-22,791	2,200	60,000	0	0	0

Within this panel, current prompt selection can be revised.
Revise prompts by selecting "User Prompt Input."

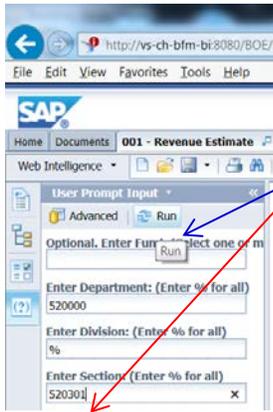


Current prompt selections.

The screenshot shows the 'User Prompt Input' dialog box in the SAP BI Web Intelligence interface. The dialog contains the following prompts and input fields:

- Optional. Enter Fund: (Select one or more)
- Enter Department: (Enter % for all)
520000
- Enter Division: (Enter % for all)
%
- Enter Section: (Enter % for all)
%

Revised Section prompt selection to 520301 and select "Run"



Note: Be careful with revising dimensions through the above process. The system will not flag you for incorrect edits (i.e., transposed entries).

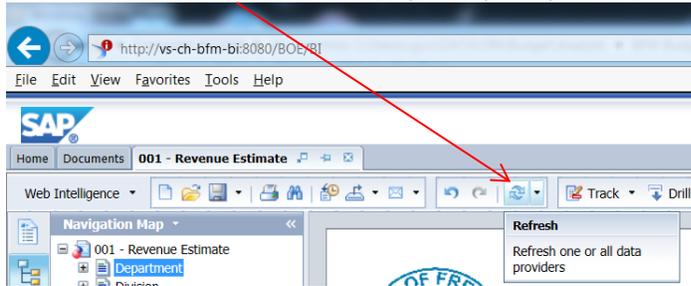
The following screen print reflects the section change under the "Prompt Input" screen.

Account	Account Name	2016 Actuals	2016 Amended	2017 Adopted	2017 Amended 9/30/2016	2017 Actuals 10/31/2016	2017 Estimate	Variance
520000 - Finance Department								
10101 - General Fund								
30101	Transfer from Fund Balance	0	0	0	0	0	0	0
30102	Prior Year Adjustments	0	0	0	0	0	0	0
36101	Interest	0	0	0	0	0	1,000	1,000
39008	Refunds--Current Year	0	0	0	0	105	0	0
39015	Miscellaneous--Other Revenue	0	0	0	0	0	50,000	50,000
43910	Transfers From Other Fund	0	0	0	0	0	25,000	25,000
Total for: 10101 - General Fund		0	0	0	0	105	76,000	76,000
Total for: 520000 - Finance Department		0	0	0	0	105	76,000	76,000
Report Total:		0	0	0	0	105	76,000	76,000

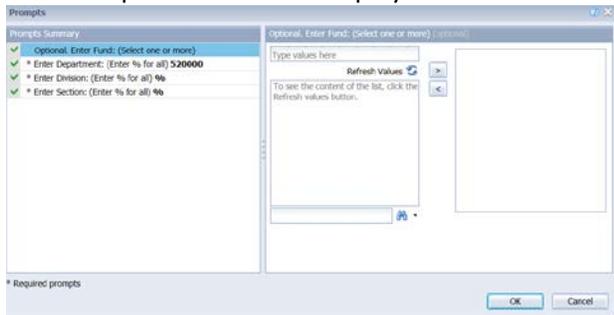
Again, all tabs for the above report will display results based on prompt settings.

Re-running report –Recommend Approach

Click on the “Refresh” button to update prompt selections

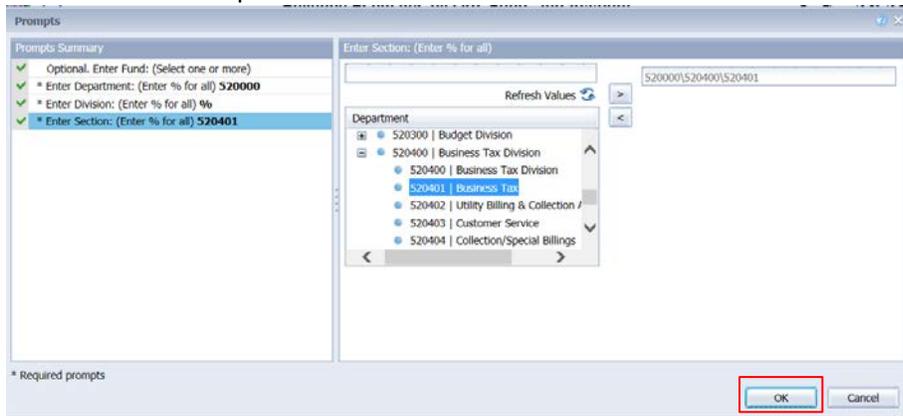


The Prompt screen will be displayed with latest filters.



For example, the prompt “Enter Section:” was revised from “%” to section number 520401.

Click “OK” to run report.



Note: The “Enter Section:” prompt has been updated with “520401.” The benefit to this approach in updating your report is the Prompt Screen will validate your selections are correct and have been locked in on the right side of the prompt screen.

The results for all tabs will only display results for 520401.

City of Fresno
Revenue Estimates by Org, Fund, and Account
Department Level

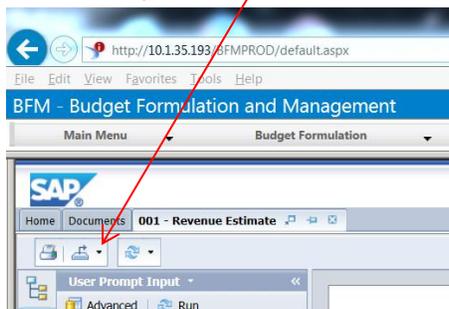
Run Date: 12/23/16
Run Time: 1:11:15 PM

Account	Account Name	a	b	c	d	e	f	g = f-d
		2016 Actuals	2016 Amended	2017 Adopted	2017 Amended 9/30/2016	2017 Actuals 10/31/2016	2017 Estimate	Variance
520000 - Finance Department								
10101 - General Fund								
34101	Photocopying	2	0	0	0	0	0	0
34104	Incidental Charges	42,242	45,000	48,000	0	0	0	0
34115	Misc--Other Charges Svcs & Fac	12,150	12,000	12,000	0	0	0	0
34509	Variance	60	0	0	0	0	0	0
36101	Interest	500	200	0	0	0	0	0
39001	Credit Card Services	-77,824	-55,000	0	0	0	0	0
Total for: 10101 - General Fund		-22,870	2,200	60,000	0	0	0	0
52506 - Utility Customers Over & Short								
36101	Interest	79	0	0	0	0	0	0
Total for: 52506 - Utility Customers Over & Short		79	0	0	0	0	0	0
Total for: 520000 - Finance Department		-22,791	2,200	60,000	0	0	0	0

Export a report as PDF or Excel format

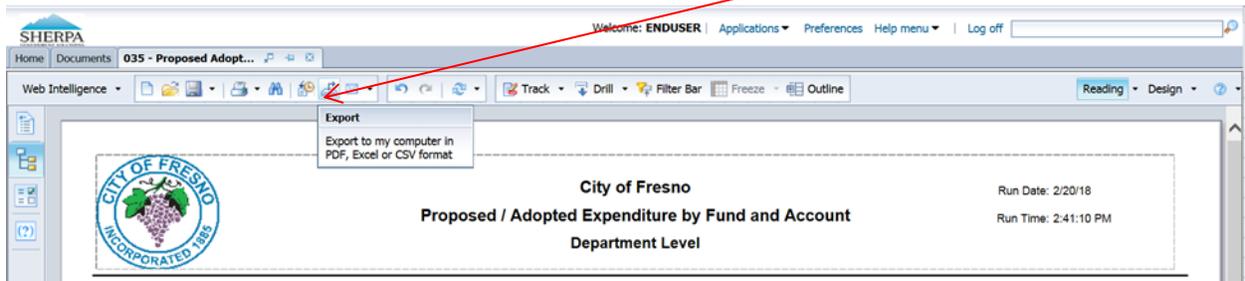
BI Launch Pad allows for entire reports or specific tabs within reports to be exported into a PDF or Excel file.

Click the Export icon



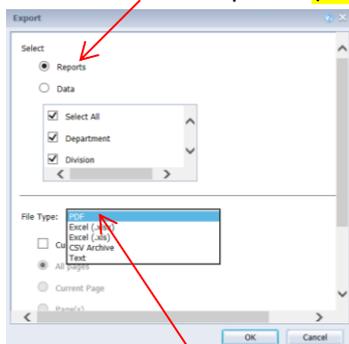
Report exported to create a PDF file

The following example exports all tabs into PDF. Click on the “Export” button.



BI Launch Pad will open a new window where you will select how you want your report to print.

ALWAYS select “Reports” (NEVER select DATA).

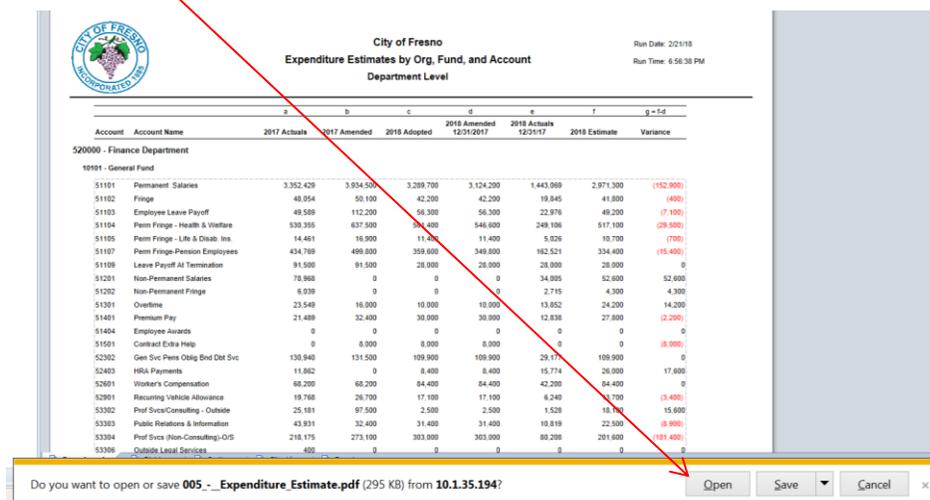


Check or uncheck the tabs from your report you want to export, if you want all tabs “select all”. Scroll down to see all tabs.

Select the file type as PDF. Click Ok to export.

Your report will display and a message will open asking “Do you want to Open or Save?”

Select Open



Your report will be displayed and available to be saved as a PDF file. Click Enable.

City of Fresno
Expenditure Estimates by Org, Fund, and Account
Department Level

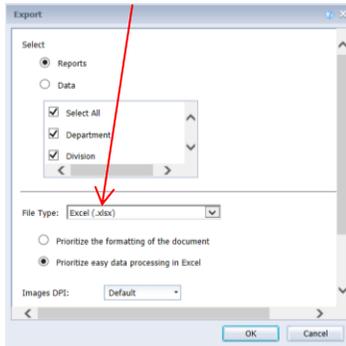
Run Date: 2/21/18
Run Time: 6:56:38 PM

Account	Account Name	a	b	c	d	e	f	g = f-d
		2017 Actuals	2017 Amended	2018 Adopted	2018 Amended 12/31/2017	2018 Actuals 12/31/17	2018 Estimate	Variance
520000 - Finance Department								
10101 - General Fund								
51101	Permanent Salaries	3,352,429	3,934,500	3,289,700	3,124,200	1,443,069	2,971,300	(152,900)
51102	Fringe	48,054	50,100	42,200	42,200	19,845	41,800	(400)
51103	Employee Leave Payoff	49,589	112,200	56,300	56,300	22,976	49,200	(7,100)
51104	Perm Fringe - Health & Welfare	530,355	637,500	561,400	546,600	249,106	517,100	(25,500)
51105	Perm Fringe - Life & Disab. Ins.	14,461	16,900	11,400	11,400	5,026	10,700	(700)
51107	Perm Fringe-Pension Employees	434,769	499,800	359,600	349,800	162,521	334,400	(15,400)
51109	Leave Payoff At Termination	91,500	91,500	28,000	28,000	28,000	28,000	0
51201	Non-Permanent Salaries	78,968	0	0	0	34,005	52,600	52,600
51202	Non-Permanent Fringe	6,039	0	0	0	2,715	4,300	4,300
51301	Overtime	23,549	16,000	10,000	10,000	13,852	24,200	14,200
51401	Premium Pay	21,489	32,400	30,000	30,000	12,838	27,800	(2,200)
51404	Employee Awards	0	0	0	0	0	0	0
51501	Contract Extra Help	0	8,000	8,000	8,000	0	0	(8,000)
52302	Gen Svc Pens Oblig Bind Dbl Svc	130,940	131,500	109,900	109,900	29,177	109,900	0
52403	HRA Payments	11,862	0	8,400	8,400	15,774	26,000	17,600
52601	Worker's Compensation	68,200	68,200	84,400	84,400	42,200	84,400	0
52901	Recurring Vehicle Allowance	19,768	26,700	17,100	17,100	6,240	13,700	(3,400)
53302	Prof Svcs/Consulting - Outside	25,181	97,500	2,500	2,500	1,528	18,100	15,600
53303	Public Relations & Information	43,931	32,400	31,400	31,400	10,819	22,500	(8,900)
53304	Prof Svcs (Non-Consulting)-O/S	218,175	273,100	303,000	303,000	80,208	201,600	(101,400)

Report exported to create an Excel file

The following example exports all tabs into Excel.

Select "Excel.xlsx" option.



Your report will display and a window will open asking "Do you want to Open or Save?"

Select Open

City of Fresno
Expenditure Estimates by Org, Fund, and Account
Department Level

Account	Account Name	2017 Actuals	2017 Amended	2018 Adopted	2018 Amended 12/31/2017	2018 Actuals 12/31/17	2018 Estimate	Variance
520000 - Finance Department								
10101 - General Fund								
51101	Permanent Salaries	3,352,429	3,934,500	3,289,700	3,124,200	1,443,069	2,971,300	(152,900)
51102	Fringe	48,054	50,100	42,200	42,200	19,845	41,800	(400)
51103	Employee Leave Payoff	49,589	112,200	56,300	56,300	22,976	49,200	(7,100)
51104	Perm Fringe - Health & Welfare	530,355	637,500	561,400	546,600	248,106	517,100	(29,500)
51105	Perm Fringe - Life & Disab. Ins.	14,461	16,900	11,400	11,400	5,026	10,700	(700)
51107	Perm Fringe-Pension Employees	434,769	499,800	359,600	349,800	162,521	334,400	(15,400)
51109	Leave Payoff At Termination	91,500	91,500	28,000	28,000	28,000	28,000	0
51201	Non-Permanent Salaries	78,968	0	0	0	34,005	52,600	52,600
51202	Non-Permanent Fringe	6,039	0	0	0	2,715	4,300	4,300
51301	Overtime	23,549	16,000	10,000	10,000	13,852	24,200	14,200
51401	Premium Pay	21,489	32,400	30,000	30,000	12,838	27,800	(2,200)
51404	Employee Awards	0	0	0	0	0	0	0
51501	Contract Extra Help	0	8,000	8,000	8,000	0	0	(8,000)
52302	Gen Svc Pens Oblig Bnd Dbt Svc	130,940	131,500	109,900	109,900	29,177	109,900	0
52403	HRA Payments	11,862	0	8,400	8,400	15,774	26,000	17,600
52601	Worker's Compensation	68,200	68,200	84,400	84,400	42,200	84,400	0
52901	Recurring Vehicle Allowance	19,768	26,700	17,100	17,100	6,240	13,700	(3,400)
53302	Prof Svcs/Consulting - Outside	25,181	97,500	2,500	2,500	1,528	18,100	15,600
53303	Public Relations & Information	43,931	32,400	31,400	31,400	10,819	22,500	(6,900)
53304	Prof Svcs (Non-Consulting)-OIS	218,175	273,100	303,000	303,000	80,208	201,600	(101,400)
53306	Outside Legal Services	400	0	0	0	0	0	0

Do you want to open or save 005_-_Expenditure_Estimate.xlsx (122 KB) from 10.1.35.194? [Open] [Save] [Cancel]

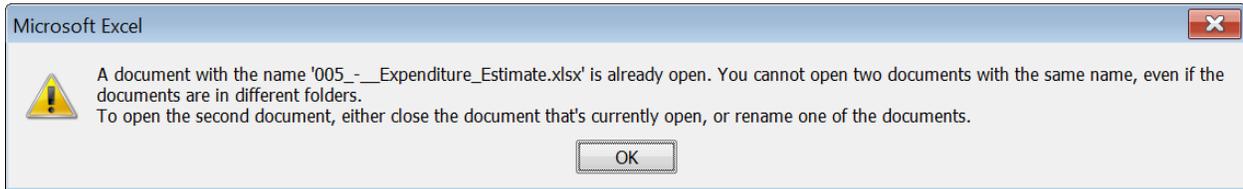
SAP report will open in Excel. Click on the "Enable Editing" button to edit and save the Excel report

005_-_Expenditure_Estimate.xlsx [Protected View] - Microsoft Excel

Protected View This file originated from an Internet location and might be unsafe. Click for more details. [Enable Editing]

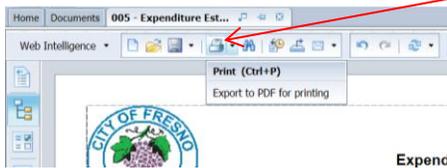
Account	Account Name	2017 Actuals	2017 Amended	2018 Adopted	2018 Amended 12/31/2017	2018 Actuals 12/31/17	2018 Estimate	Variance
520000 - Finance Department								
10101 - General Fund								
51101	Permanent Salaries	3,352,429	3,934,500	3,289,700	3,124,200	1,443,069	2,971,300	(152,900)
51102	Fringe	48,054	50,100	42,200	42,200	19,845	41,800	(400)
51103	Employee Leave Payoff	49,589	112,200	56,300	56,300	22,976	49,200	(7,100)
51104	Perm Fringe - Health & Welfare	530,355	637,500	561,400	546,600	248,106	517,100	(29,500)
51105	Perm Fringe - Life & Disab. Ins.	14,461	16,900	11,400	11,400	5,026	10,700	(700)
51107	Perm Fringe-Pension Employees	434,769	499,800	359,600	349,800	162,521	334,400	(15,400)
51109	Leave Payoff At Termination	91,500	91,500	28,000	28,000	28,000	28,000	0
51201	Non-Permanent Salaries	78,968	0	0	0	34,005	52,600	52,600
51202	Non-Permanent Fringe	6,039	0	0	0	2,715	4,300	4,300
51301	Overtime	23,549	16,000	10,000	10,000	13,852	24,200	14,200
51401	Premium Pay	21,489	32,400	30,000	30,000	12,838	27,800	(2,200)
51404	Employee Awards	0	0	0	0	0	0	0
51501	Contract Extra Help	0	8,000	8,000	8,000	0	0	(8,000)
52302	Gen Svc Pens Oblig Bnd Dbt Svc	130,940	131,500	109,900	109,900	29,177	109,900	0
52403	HRA Payments	11,862	0	8,400	8,400	15,774	26,000	17,600
52601	Worker's Compensation	68,200	68,200	84,400	84,400	42,200	84,400	0
52901	Recurring Vehicle Allowance	19,768	26,700	17,100	17,100	6,240	13,700	(3,400)
53302	Prof Svcs/Consulting - Outside	25,181	97,500	2,500	2,500	1,528	18,100	15,600
53303	Public Relations & Information	43,931	32,400	31,400	31,400	10,819	22,500	(6,900)

You must save your report under a different name; otherwise you will not be able to export a second report if the same name is currently in an active window and the following error message will pop up.



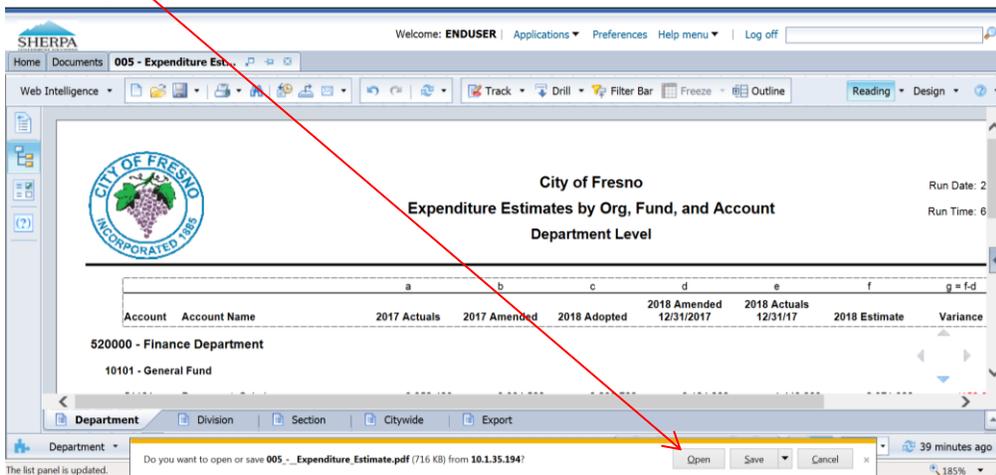
Print BI Launch Pad Report

BI Launch Pad allows for reports to be printed in addition to the export function. Select the print icon. The report will be directed to PDF to print. This method does not allow you to select individual tabs within the report and will send all of the tabs to PDF.



Your report will display and a window will open asking "Do you want to Open or Save?"

Select Open



Take note of the number of pages for your report before printing. Reports can become sizable especially since all tabs (Department, Division, Section, Export) will be directed to PDF for printing.



Budget Form Detail (Form 14)

The Form 14 will be the mechanism to submit your explanations regarding significant changes between your FY 2021 Budget Submission and the FY 2020 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 Launch Pad will include the FY 2020 Amended Budget, the FY 2021 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. The Form needs to be completed for just expenditure accounts.

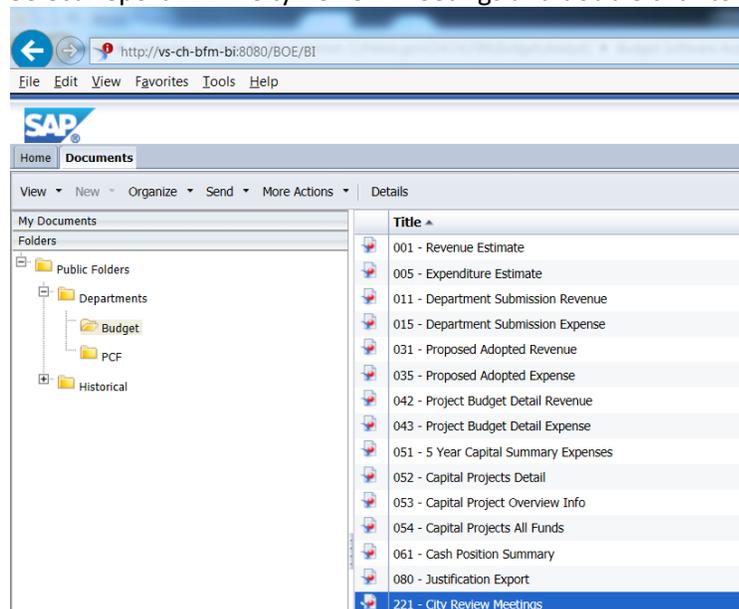
Specific Instructions

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 2020 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.

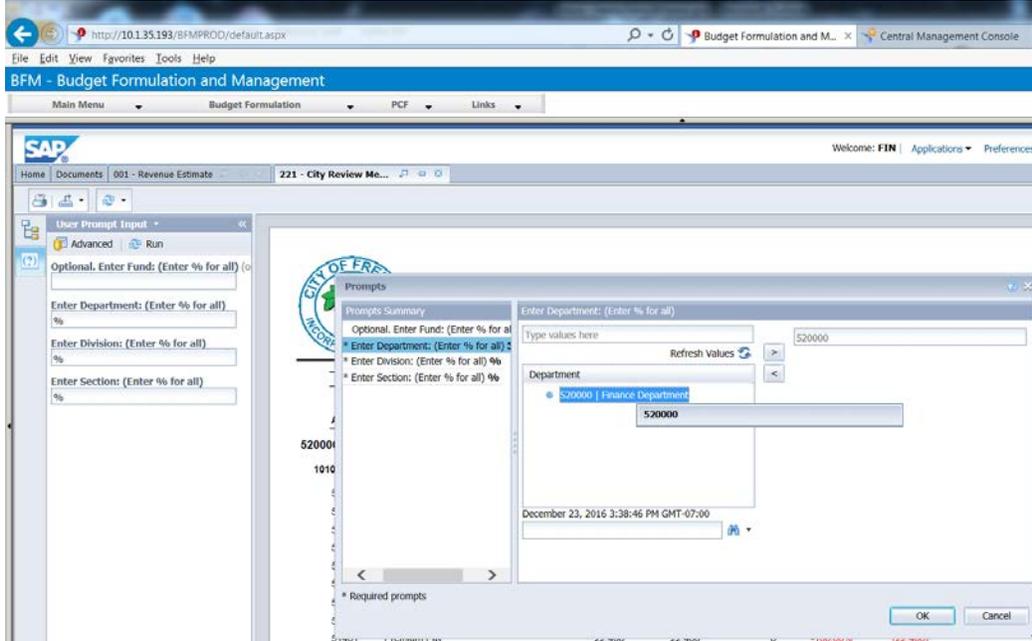
The following are steps to 1) access the report, 2) export the budget data from BI Launch Pad to an Excel file, and 3) create and format columns corresponding to requested explanations.

Creating a Form 14 from BI Launch Pad

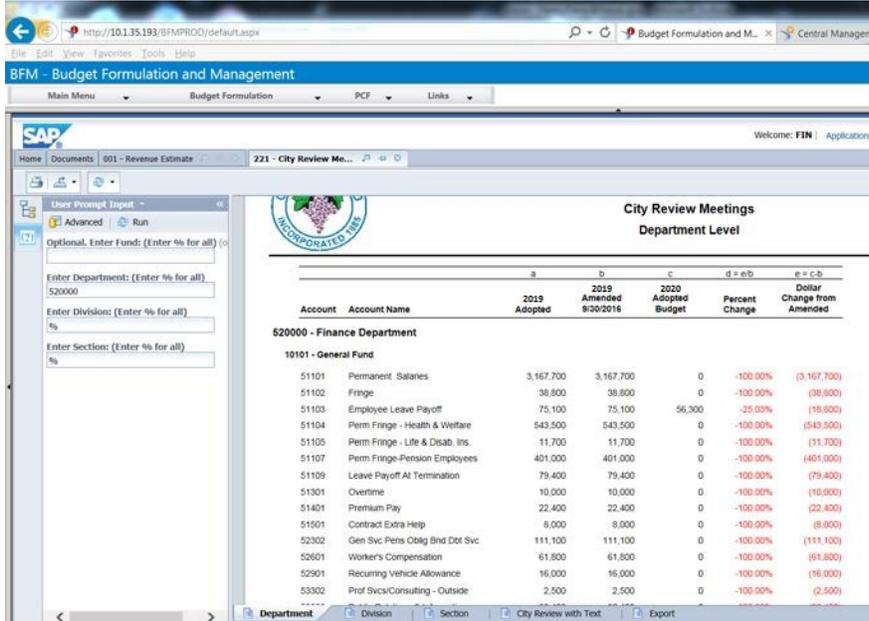
Select Report 221 – City Review Meetings and double click to open.



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



Select the “City Review with Text” tab to create the Form 14. This tab will include any text entered in the Budget Form Entry – Lines” screen.

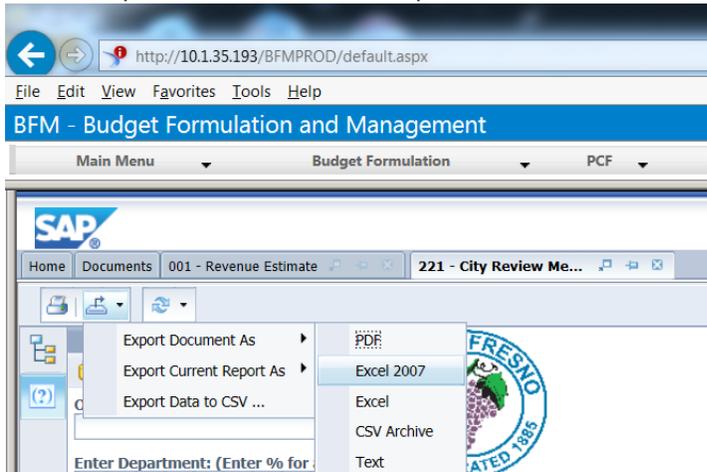
The screenshot shows the SAP BFM interface for the City of Fresno. The main window displays the 'City Review Meetings Section Level' table. The table has columns for Account, Account Name, 2019 Adopted, 2019 Amended 8/30/2016, 2020 Adopted Budget, 2020 Percent Change, 2020 Dollar Change from Amended, and Form Text. A red arrow points to the 'Form Text' column for account 51401, which contains the text 'Test entry #1 for Rpt 221'.

Account	Account Name	2019 Adopted	2019 Amended 8/30/2016	2020 Adopted Budget	2020 Percent Change	2020 Dollar Change from Amended	Form Text
520201 - Accounting							
10101 - General Fund							
51101	Permanent Salaries	553,400	553,400	0	-100.00%	(553,400)	
51102	Fringe	8,000	8,000	0	-100.00%	(8,000)	
51103	Employee Leave Payoff	18,500	18,500	17,100	-7.57%	(1,400)	
51104	Perm Fringe - Health & Welfare	96,300	96,300	0	-100.00%	(96,300)	
51105	Perm Fringe - Life & Disab. Ins	2,100	2,100	0	-100.00%	(2,100)	
51107	Perm Fringe-Pension Employees	69,800	69,800	0	-100.00%	(69,800)	
51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,700)	
51401	Premium Pay	8,700	8,700	900	-9.66%	(7,800)	Test entry #1 for Rpt 221
51501	Contract Extra Help	8,000	8,000	0	-100.00%	(8,000)	
52302	Gen Svc Pens Oblig Bnd Dct Svc	24,900	24,900	0	-100.00%	(24,900)	
52601	Worker's Compensation	1,500	1,500	0	-100.00%	(1,500)	

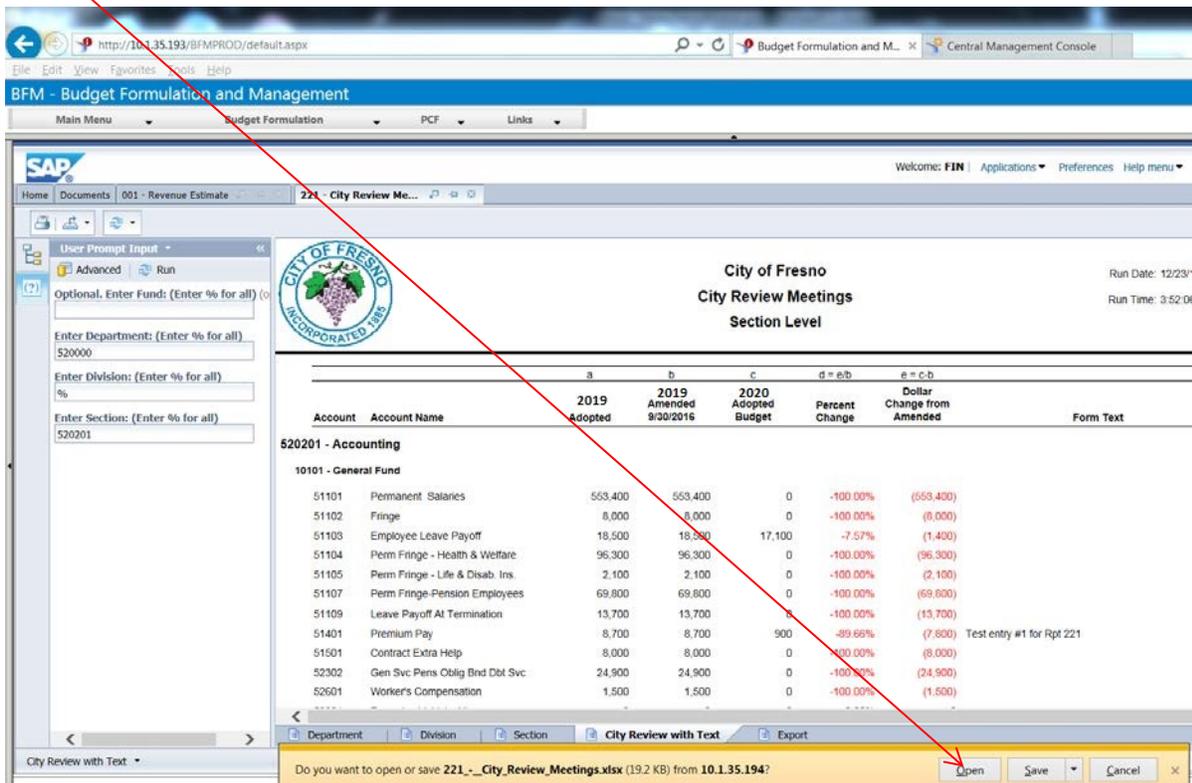
The screenshot shows the SAP BFM 'Budget Form Entry - Lines' interface. It displays a table with columns for Row, Modify Data, Org, Fund, Account, 2019 Amended Budget, 2020 Initial Base Budget, 2020 Request Base, 2020 Adjustments, 2020 One-Times, 2020 Department Submission, and Budget Line Text. A red arrow points to the 'Budget Line Text' column for row 2, which contains the text 'Test entry #1 for Rpt 221'.

Row	Modify Data	Org	Fund	Account	2019 Amended Budget	2020 Initial Base Budget	2020 Request Base	2020 Adjustments	2020 One-Times	2020 Department Submission	Budget Line Text
1	Edit	520201	10101	51103	18,500	17,100	17,100	0	0	17,100	
2	Edit	520201	10101	51401	8,700	0	0	9,600	0	9,600	Test entry #1 for Rpt 221
3	Edit	520201	10101	51501	8,000	0	0	0	0	0	
4	Edit	520201	10101	52302	24,900	0	0	0	0	0	

Export all tabs to Excel by clicking on Export icon.
 Select "Export Document As" to capture all tabs and "Excel 2007."



Running reports using Internet Explorer, you'll receive the following message below report. Select "Open" to complete export process.



Click on the “Enable Editing” button to make edit to the spreadsheet.

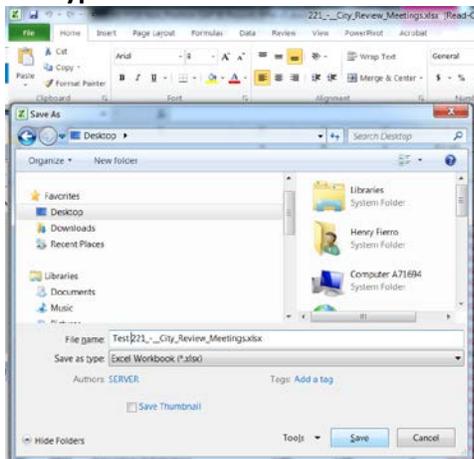
	a	b	c	d = e/b	e = c-b		
3	Account	Account Name	2019 Adopted	2019 Amended 9/30/2016	2020 Adopted Budget	Percent Change	Dollar Change from Amended
6	520000 - Finance Department						
8	10101 - General Fund						
10	51101	Permanent Salaries	553,400	553,400	0	-100.00%	(553,400)
11	51102	Fringe	8,000	8,000	0	-100.00%	(8,000)
12	51103	Employee Leave Payoff	18,500	18,500	17,100	-7.57%	(1,400)
13	51104	Perm Fringe - Health & Welfare	96,300	96,300	0	-100.00%	(96,300)
14	51105	Perm Fringe - Life & Disab. Ins.	2,100	2,100	0	-100.00%	(2,100)
15	51107	Perm Fringe-Pension Employees	69,800	69,800	0	-100.00%	(69,800)
16	51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,700)
17	51401	Premium Pay	8,700	8,700	900	-89.66%	(7,800)
18	51501	Contract Extra Help	8,000	8,000	0	-100.00%	(8,000)
19	52302	Gen Svc Pens Oblig Bnd Dbt Svc	24,900	24,900	0	-100.00%	(24,900)
20	52601	Worker's Compensation	1,500	1,500	0	-100.00%	(1,500)
21	52901	Recurring Vehicle Allowance	0	0	0	0.00%	0
22	53302	Prof Svcs/Consulting - Outside	2,500	2,500	0	-100.00%	(2,500)
23	53304	Prof Svcs (Non-Consulting)-O/S	295,000	288,900	0	-100.00%	(288,900)
24	53402	Specialized Services /Tech	22,000	22,000	0	-100.00%	(22,000)
25	54305	O/S Repair & Maint.-Equipment	200	200	0	-100.00%	(200)
26	55501	Printing & Binding--O/S Vendor	2,600	2,600	0	-100.00%	(2,600)
27	55801	Training	4,000	4,000	0	-100.00%	(4,000)
28	56107	Office Supplies	4,400	4,400	0	-100.00%	(4,400)
29	58016	Membership & Dues	1,200	1,200	0	-100.00%	(1,200)
30	58017	Subscriptions & Publications	1,000	1,000	0	-100.00%	(1,000)
31	59120	Fac Repair & Replace Projects	9,600	9,600	0	-100.00%	(9,600)
32	59302	Info Systems Service Charge	31,300	31,300	0	-100.00%	(31,300)
33	59303	Info Systems Equip Charge	13,700	16,800	0	-100.00%	(16,800)
34	59307	Charges For Telephone Service	200	200	0	-100.00%	(200)
35	59309	Facilities Management Charges	45,600	45,600	0	-100.00%	(45,600)
36	59314	City Hall Rent	78,400	78,400	0	-100.00%	(78,400)
37	59322	PeopleSoft Replacement Charge	3,400	3,400	0	-100.00%	(3,400)

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.



Use the “City Review with Text” tab to build your Form 14.

Enter “Service Impact” and “ISF Form #” to the right of “Form Text” or column K.

Account	Account Name	2019 Adopted	2019 Amended 9/30/2016	2020 Adopted Budget	Percent Change	Dollar Change from Amended	Form Text
520201 - Accounting							
10101 - General Fund							
51101	Permanent Salaries	553,400	553,400	0	-100.00%	(553,400)	
51102	Fringe	8,000	8,000	0	-100.00%	(8,000)	
51103	Employee Leave Payoff	18,500	18,500	17,100	-7.57%	(1,400)	
51104	Perm Fringe - Health & Welfare	96,300	96,300	0	-100.00%	(96,300)	
51105	Perm Fringe - Life & Disab. Ins.	2,100	2,100	0	-100.00%	(2,100)	
51107	Perm Fringe-Pension Employees	69,800	69,800	0	-100.00%	(69,800)	
51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,700)	
51401	Premium Pay	8,700	8,700	900	-89.66%	(7,800)	Test entry #1 for Rpt 221
51501	Contract Extra Help	8,000	8,000	0	-100.00%	(8,000)	
52302	Gen Svc Pens Oblig Bnd Dbt Svc	24,900	24,900	0	-100.00%	(24,900)	
52601	Worker's Compensation	1,500	1,500	0	-100.00%	(1,500)	
52901	Recurring Vehicle Allowance	0	0	0	0.00%	0	
53302	Prof Svcs/Consulting - Outside	2,500	2,500	0	-100.00%	(2,500)	
53304	Prof Svcs (Non-Consulting)-O/S	295,000	288,900	0	-100.00%	(288,900)	
53402	Specialized Services /Tech	22,000	22,000	0	-100.00%	(22,000)	
54305	O/S Repair & Maint. -Equipment	200	200	0	-100.00%	(200)	
55501	Printing & Binding-O/S Vendor	2,600	2,600	0	-100.00%	(2,600)	
55801	Training	4,000	4,000	0	-100.00%	(4,000)	
56107	Office Supplies	4,400	4,400	0	-100.00%	(4,400)	
58016	Membershp & Dues	1,200	1,200	0	-100.00%	(1,200)	
58017	Subscriptions & Publications	1,000	1,000	0	-100.00%	(1,000)	
59120	Fac Repair & Replace Projects	9,600	9,600	0	-100.00%	(9,600)	
59302	Info Systems Service Charge	31,300	31,300	0	-100.00%	(31,300)	
59303	Info Systems Equip Charge	13,700	16,800	0	-100.00%	(16,800)	
59307	Charges For Telephone Service	200	200	0	-100.00%	(200)	

Highlight Columns L and M and click on the format command “AutoFit column width.”

Account	Account Name	2019 Adopted	2019 Amended 9/30/2016	2020 Adopted Budget	Percent Change	Dollar Change from Amended	Form Text
520201 - Accounting							
10101 - General Fund							
51101	Permanent Salaries	553,400	553,400	0	-100.00%	(553,400)	
51102	Fringe	8,000	8,000	0	-100.00%	(8,000)	
51103	Employee Leave Payoff	18,500	18,500	17,100	-7.57%	(1,400)	
51104	Perm Fringe - Health & Welfare	96,300	96,300	0	-100.00%	(96,300)	
51105	Perm Fringe - Life & Disab. Ins.	2,100	2,100	0	-100.00%	(2,100)	
51107	Perm Fringe-Pension Employees	69,800	69,800	0	-100.00%	(69,800)	
51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,700)	
51401	Premium Pay	8,700	8,700	900	-89.66%	(7,800)	Test entry #1 for Rpt 221
51501	Contract Extra Help	8,000	8,000	0	-100.00%	(8,000)	
52302	Gen Svc Pens Oblig Bnd Dbt Svc	24,900	24,900	0	-100.00%	(24,900)	
52601	Worker's Compensation	1,500	1,500	0	-100.00%	(1,500)	
52901	Recurring Vehicle Allowance	0	0	0	0.00%	0	

You have added and formatted the two additional columns in the “City Review with Text” tab. You can replicate adding and formatting the two columns (L-M) for the Division or Section tab depending on the level you traditionally have submitted in prior budget submissions. Just note that text entered in BFM data entry screen can only be captured in the “City Review with Text” tab.

Account	Account Name	2019 Adopted	2019 Amended 9/30/2016	2020 Adopted Budget	Percent Change	Dollar Change from Amended	Form Text
520201 - Accounting							
10101 - General Fund							
51101	Permanent Salaries	553,400	553,400	0	-100.00%	(553,400)	
51102	Fringe	8,000	8,000	0	-100.00%	(8,000)	
51103	Employee Leave Payoff	18,500	18,500	17,100	-7.57%	(1,400)	
51104	Perm Fringe - Health & Welfare	96,300	96,300	0	-100.00%	(96,300)	
51105	Perm Fringe - Life & Disab. Ins.	2,100	2,100	0	-100.00%	(2,100)	
51107	Perm Fringe-Pension Employees	69,800	69,800	0	-100.00%	(69,800)	
51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,700)	
51401	Premium Pay	8,700	8,700	900	-89.66%	(7,800)	Test entry #1 for Ppt 221
51501	Contract Extra Help	8,000	8,000	0	-100.00%	(8,000)	

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)

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 Services Department in the PeopleSoft Human Resources Management System (HRMS).

Personnel Cost Forecasting (PCF) is a web based budgeting system that provides annual position costing data for the City by Fund and Organization. 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 methodology will 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. Typically, vacant positions will be based on the "B" step rate for salary and fringe of the particular job class.

BUDGET PROCEDURES MANUAL (BPM)

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 non-permanent positions will be requested during the budget cycle each year and are approved through the budget adoption process. To request non-permanent positions, each department will need to submit a completed Form 3 signed by the Department's approving authority to the budget office. Non-permanent 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.

Non-permanent (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)

Position Maintenance

Filter Criteria - Record Status: All Positions

Filter Criteria - Search Limiter: No Limiter

Search Limiter Text: Enter search criteria here...

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 Starmer	120101	115030	14	1	1	True	1	<input type="button" value="Edit"/> <input type="button" value="Update Employee"/>
00000007	Sherrie 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 “Allocations” tab at the top of the page.

Note: BMSD manages costing data by position and job class and does not transfer employee data to other PCNs.

Update a Position

Position Code: 00000237 Name: VACANT

Position Code: 00000237 Position Name: VACANT

Position | Salary | Other | Validation | System

Job Class: 130013 Senior Accountant-Auditor Active:

Home Organization: 520201 Accounting Vacant Option: 2

Bargaining Unit: 13 Professional Emp Assoc-CFPEA Authorized Count: 1

Position Status: 1 Filled Count: 0

Salary Object: 51101 Vacant Count: 1

Authorized FTE: 1.00

Filled FTE: 0.00

Overfill Flag:

Allocation Record Actions

Funding Start Date	Funding End Date	Comments	Active	Allocation Total
09/01/2015	12/31/2050		True	100.0000 %

Orgn	Fund	Activity	Resource	Project	Account	Home	Active	Line Allocation	Actions
520201	10101	0	0	0	51101	True	True	100.0000 %	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Adjusting the Allocation of Positions

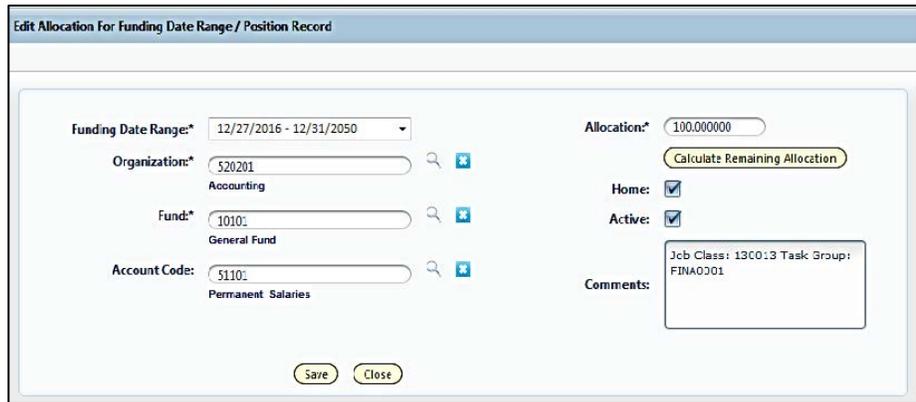
Departments are responsible for any changes in the allocation of currently authorized positions for the coming budget year. To view the current position allocation, click on the “+” for a drop down menu. To modify the current allocation, simply click on the “Edit” button.

BUDGET PROCEDURES MANUAL (BPM)

Funding Date Range –

The Funding Date Range will reflect the employee’s hire date as annotated in HRMS or for vacant and new positions, the system will default to 12/27/2016.

Organization – Users must ensure the org is entered at the section level. Users 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. Invalid/Inactive funds will produce a red validation error in the upper left corner of the screen. Invalid/Inactive funds or orgs will need to be corrected before proceeding.

Allocation – The total allocation spread for each position must equal 100 regardless of FTE. The allocation must be entered as 100 or as say 90 in the event of a split allocation of 90/10. When entered as a number less than 100, users will need to click on the “Add New Allocation” tab at the top of the previous page to create additional allocation lines that total 100.

Once all edits are complete, click on “Save” and “Close” to update the position record and 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 a division's operating 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 BFM so salaries spread to the Capital Labor Fund should be offset in the department’s capital budget.

BUDGET PROCEDURES MANUAL (BPM)

Employee Leave Payout at Separation

Beginning in FY 2012, a new Employee Separation Fund 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.
- The Projection dates will coincide with the first and last pay periods of the year.
- Projections include specific selection criteria for Home Org, Allocation Org, Bargaining Unit, and Status code.

During the request budget preparation time, departments will be able to add, delete, convert, reallocate or transfer 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, PCF will 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, then the current changes may be in between projection runs. If not, contact your budget analyst.

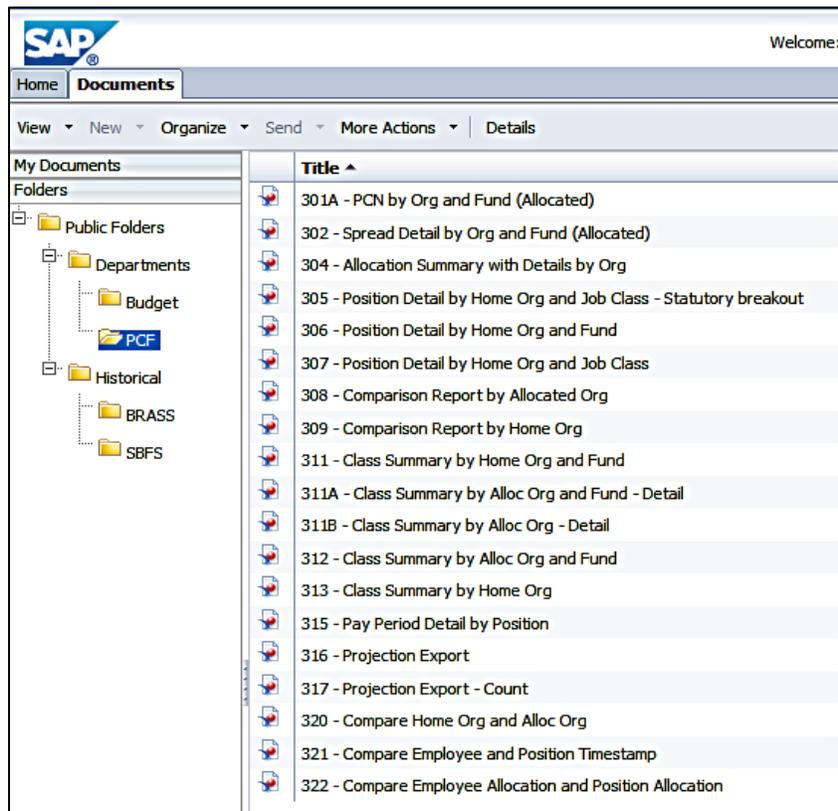
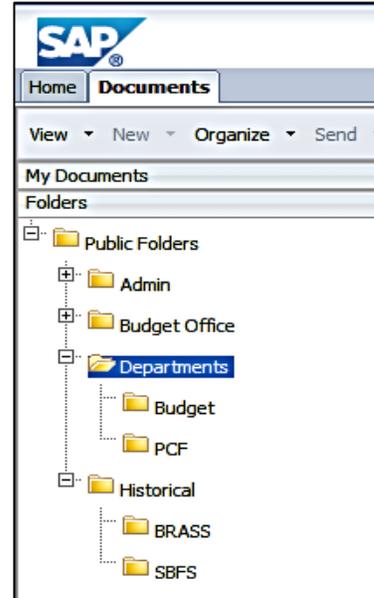
BUDGET PROCEDURES MANUAL (BPM)

PCF/SBFS Reports

PCF and historical SBFS reports can be accessed by clicking on the “Links” tab located in the BFM module.

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 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 now allows users to filter data by Org, Fund, PCN, Employee Name, Bargaining Unit, Status Code and by various groupings. The available filters have been designed to allow departments to quickly view employee costing data in a variety of aggregations.

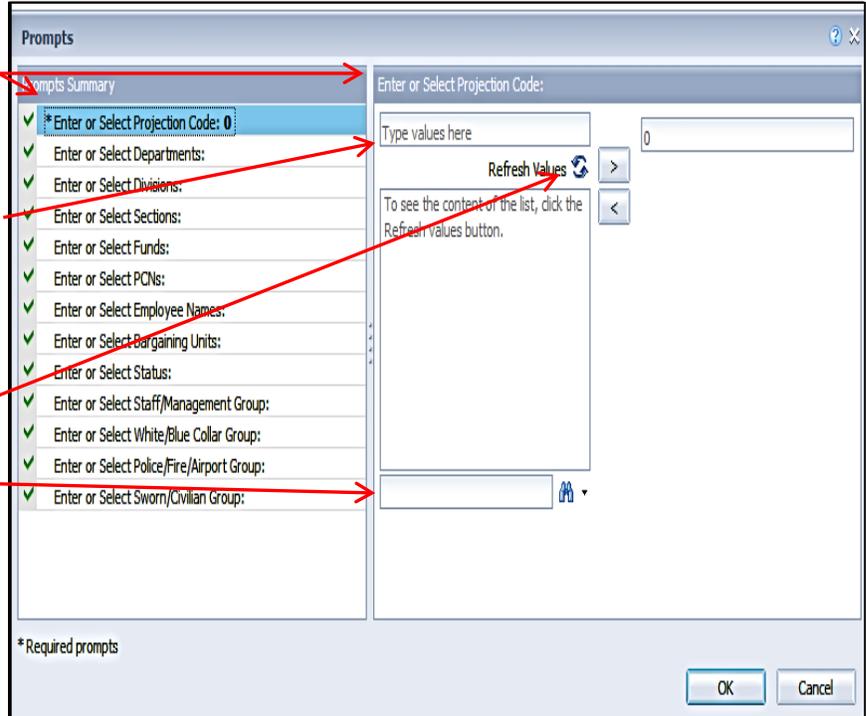
BUDGET PROCEDURES MANUAL (BPM)

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.

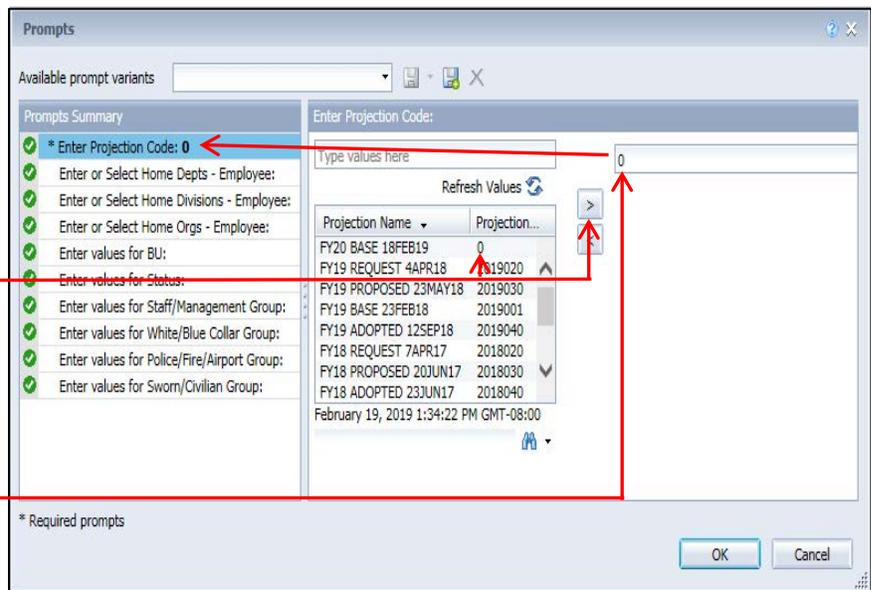
Note: The Projection Code is defaulted to “0” and will always represent the current budget stage i.e., Base, Request, Proposed and Adopted snapshots. The Bargaining Unit value is for all units and should remain as such unless running for a specific unit.



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.



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 a report, users will need to export the document and then save it to their personal drives.

The screenshot displays the SAP report interface. At the top, the 'Documents' tab is highlighted. The report title is 'City of Fresno Allocated Summary by Org, Fund with PCN Department Level Projection 2 - FY16 Adds 10/2/15'. The table below shows the following data:

PCN	Employee	Job Class	Job Class Name	BU	Status	Step	FTE	Salary	Fringe	Total
150000 - Police Department										
10101 - General Fund										
00009000	***VACANT***	415004	Police Sergeant	04	2	4	1.00	86,618	27,834	114,453
00009001	***VACANT***	415002	Police Officer	04	2	2	0.73	47,577	17,793	65,370
00009002	***VACANT***	415002	Police Officer	04	2	2	0.73	47,577	17,793	65,370
00009003	***VACANT***	415002	Police Officer	04	2	2	0.73	47,577	17,793	65,370
00009004	***VACANT***	415002	Police Officer	04	2	2	0.73	47,577	17,793	65,370
00009005	***VACANT***	415002	Police Officer	04	2	2	0.73	47,577	17,793	65,370
00009006	***VACANT***	415002	Police Officer	04	2	2	0.58	37,801	14,429	52,230
00009007	***VACANT***	415002	Police Officer	04	2	2	0.58	37,801	14,429	52,230
00009008	***VACANT***	415002	Police Officer	04	2	2	0.58	37,801	14,429	52,230
00009009	***VACANT***	415002	Police Officer	04	2	2	0.58	37,801	14,429	52,230
00009010	***VACANT***	415002	Police Officer	04	2	2	0.58	37,801	14,429	52,230
00009011	***VACANT***	415002	Police Officer	04	2	2	0.42	27,373	10,841	38,214
00009012	***VACANT***	415002	Police Officer	04	2	2	0.42	27,373	10,841	38,214
00009013	***VACANT***	415002	Police Officer	04	2	2	0.42	27,373	10,841	38,214
00009014	***VACANT***	415002	Police Officer	04	2	2	0.42	27,373	10,841	38,214
00009015	***VACANT***	415002	Police Officer	04	2	2	0.42	27,373	10,841	38,214
00009016	***VACANT***	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075
00009017	***VACANT***	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075
00009018	***VACANT***	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075
00009019	***VACANT***	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075
00009020	***VACANT***	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075
00009021	***VACANT***	415002	Police Officer	04	2	2	0.08	5,214	3,217	8,431

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. To print or save only the current report, users can select “Export Current Report As” and this will export only the selected report.

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 to quickly change the filter parameters 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 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.

**City of Fresno
IDCHG Description & Methodology**

Account	Account Name	Account Description	Charge or Allocation Methodology	F=Fixed V=Variable
52301	Police and Fire Pension Obligation Bond Debt Service	Debt Service Payment	Allocated on FTE.	F
52302	General Service Pens Oblig Bond Debt Service	Debt Service Payment	Allocated on FTE.	F
52601	Workers' Compensation	Charges for Workers' Compensation insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
59102	City Attorney Charges	Fixed charges for legal services provided by the City Attorney's Office to other City departments.	Variable Charge to Capital and Non GF Projects.	V
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.	Variable Charge to Capital and Non GF Projects.	
59120	Facilities Repair and Replace Projects	Repair and replacement projects in accordance with assessment study and/or immediate need.	See detailed summary in the following "Facilities Operations" pages.	F
59201	Cost Allocation Plan Charges	Fixed charges for services and materials furnished by General Fund activities. (For Variable Charges see account 59101).	Allocation methodologies can be found on pages 1-4 of the CAP at https://www.fresno.gov/finance/wp-content/uploads/sites/11/2019/07/1.-COF-FY-2016-17-Central-Services-Cost-Plan.pdf	F
59302	Info Systems Service Charge	Charges for the Information Center, the City's mainframe computer operations, and general support from the Information Systems Division.	Allocation methodology is based on specific applications and number of users and desktop inventory.	F
59303	Info Systems Equip Charge	Charges for equipment and maintenance paid to the Information Systems Equipment Fund, including communications and distributive data processing	Allocation based on FTE and desktop inventory.	F
59304	Property Self-Insurance Chgs	Charges for property self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
59305	Liability Self-Insurance Chgs	Charges for liability self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
59306	Chgs For Msngr/Mail/Copier Svc	Fixed and Variable costs associated with messenger services.	Fixed portion of the charge is based on allocations for mail delivery distance. The variable portion of the charge is based on actuals.	F,V
59307	Charges For Telephone Service	Fixed and variable charges for telephone installation, rental, and maintenance provided by the Electronics and Communications Division. This includes adds, moves, and changes, usage taxes and long-distance costs.	Fixed portion of the charge is based on allocations for fixed costs incurred by the Division. The variable portion of the charge is based on actuals.	F,V
59309	Facilities Management Charges	Standard charges for building and electrical maintenance on City facilities provided by the Facilities Management Division.	See detailed summary in the following "Facilities Operations" pages.	F
59310	Non-Recurrin Spec Project Chrgs	Facilities costs for special projects completed under the direction of the Facilities Management Division.	See detailed summary in the following "Facilities Operations" pages.	V
59311	Fleet Depreciation Charge	Fixed amortization charge for City vehicles and equipment paid to the Fleet Acquisition Fund for future replacement.	Direct charge based on individual vehicle's amortization schedule.	V
59312	Fleet Services Charge	Variable expenses for operation and maintenance of City vehicles and equipment paid to the Fleet Management Division.	Direct charge based on services provided.	V

Account	Account Name	Account Description	Charge or Allocation Methodology	F=Fixed V=Variable
59314	City Hall Rent	Charges for the space rental at City Hall (includes only the debt service portion).	Bond payment allocated based on actual square footage occupied.	F
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.	Direct charge based on services provided.	V
59318	Fleet Pool Vehicle Rental	Variable expenses for operation and maintenance of City vehicles and equipment belonging to the Fleet Management Divisions motor pool. Also, for rental of vehicles and equipment (e.g., forklift, backhoe, loader, etc.) through outside equipment rental agencies.	Direct charge based on actual usage.	V
59322	Financial and HRMS Replacement	Replacement funds to support the replacement of the Financials and Human Resources Management Systems.	Allocation based on FTE and desktop inventory.	F
59323	Network Replacement Charge	Lease payments in support of the network replacements.	Allocation based on FTE and desktop inventory.	F
59324	Desktop Lease Charge	Lease payments for desktop computer replacements.	Direct charge based on lease schedule.	V
59325	Fleet Fuel	Variable charge for Fuel for operation of City Vehicles by the Fleet Management Division.	Direct charge based on actual usage.	V
59326	10X and 10C Charges	Variable charge for acquisition or replacement of new phone or computer equipment.	Direct charge based on actual cost.	V
59327	Security Assessment Charges	Fixed charge based on cost to fund the security measures at City Hall.	Allocation based on square footage occupied at City Hall.	F

Facilities Operations

Facilities ISF Budget Build

- **City Hall**

- The City Hall ISF Budget Build is based on each Department/ Division's occupied square footage.
- The following is a list of pass-through expenses for City Hall, which are allocated using this square footage methodology: Utilities, Fire Inspections, Air Control District, Landscape, Fire Alarm Monitoring/ Annual Equipment Inspections, HVAC Quarterly Maintenance, Custodial, Security, Elevator Maintenance, Mat Rental and Pest Control.
- Facilities Management Division uses the average maintenance costs for the past two and a half years for each area specified on the Department approved space allocation to determine the Building Maintenance charges for each Department/Division. These charges include all routine building maintenance requests. Some examples of this type of work include changing lights, HVAC requests, plumbing requests, roof leaks, etc. These maintenance charges, along with the pass-through amounts, are included in your Base Budget under account 59309.
- Repair and Replacement Costs- An amount is determined each year for larger projects needed per the Facilities Condition Assessment or deemed necessary by the Director/ City Manager's Office. The approved total amount is charged to the Departments/ Divisions based on their square footage of occupied space at City Hall. These charges are included in your Base Budget under account 59120.

- **Municipal Service Center (MSC)**

- Charges for the MSC ISF Budget Build are based on each Department/ Division's square footage or employee count.
- The following is a list of potential pass-through expenses which are allocated to the Departments/Divisions in the MSC: Utilities, Fire Inspections, Landscape, Parking, Custodial, Security, Alarm Monitoring, Elevator Maintenance, Mat/ Rag Rental and Pest Control. Some of these services are at the request of the Division, such as Pest Control and Custodial.
- Facilities Management Division uses the average maintenance costs for the past two and a half years for each building/area at the MSC to determine the Building Maintenance charges for each Department/Division. These charges include all routine building maintenance requests. Some examples of this type of work include changing lights, HVAC requests, plumbing requests, roof leaks, etc. These maintenance charges, along with the pass-through amounts, are included in your Base Budget under account 59309.
- Repair and Replacement Costs- Each year larger projects are identified using the Facilities Condition Assessment or deemed necessary by the Director/ City Manager's

Office. The approved total amount is charged to the Departments/ Divisions based on their square footage of occupied space at the MSC. These charges are included in your Base Budget under account 59120.

- **Other Various City Locations**

- Charges for other City locations are determined by the Department/ Division's actual costs.
- The following is a list of potential pass-through expenses which are allocated to each Department/Division per their request for the services: Utilities, Fire Inspections, Air Control District, Custodial, Security, Alarm Monitoring, Elevator Maintenance, Mat/ Rag Rental and Pest Control.
- Facilities Management Division uses the average maintenance costs for the past two and a half years for each building/area to determine the Building Maintenance charges for each Department/Division. These charges include all routine building maintenance requests, such as; changing lights, HVAC requests, Plumbing requests, roof leaks, etc. These maintenance charges, along with the pass-through amounts, are included in your Base Budget under account 59309.
- If it is decided to add any Repair and Replacement projects to other various City locations the project total will be determined and included in base budget for the Department in account 59120.

Requested Billable Work

- **Non-Maintenance Work Requested Under \$3,000**

- This is work requested by Departments which is not routine building maintenance in nature, such as; moving or reconfiguring workspaces, hanging whiteboards, installing keyboard trays, nameplates, keys, irrigation repairs, etc. This work is ID billed monthly to account 59310.

- **Non-Maintenance Work Requested Over \$3,000**

- This is work requested by Departments that is estimated to be more than \$3,000 and follows our Form 10 process. The Department submits a completed Form 10, Facilities Management provides an estimate to the Department and if the Department chooses to move forward with the project they submit the Form 10 to Budget for approval. Once Facilities Management receives the approved Form 10 from Budget the project will move forward and be ID billed with our monthly billing to account 59310 as expenses occur. Examples of Form 10 requests include new buildings, new splash pads, lighting upgrades, remodels, adding electrical, shade structures, etc.

BUDGET PROCEDURES MANUAL (BPM)

Form 1, Resource Request

Source: Budget Management Studies Division (BMSD)

Purpose:

This form is to be completed for all departmental requests above the Base Budgets and entered into the BFM system. 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. For each form, the department must assign a Priority number. (Do not repeat priorities nor assign letters. 1.A, 1.B, Etc.
4. List the originating department and division.
5. For each form, the departments should assign a sequential number, it does not need to correspond to priority.
6. List all potential funding sources for the request, Grants, State funding, etc. Also include any additional or new revenues generated by the request. Quantify.
7. 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.
8. 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.
9. 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 SUMMARY					
Department:		Division:			
Priority #	New or Reallocation	Major Funding Source	Form #	Request Title	Dollar Amount

Page Total: _____

Total Request Budget: \$ _____

BUDGET PROCEDURES MANUAL (BPM)

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		Division Name/Fund/Org		Date	
Type of Request					
<input type="checkbox"/> New Position(s)		<input type="checkbox"/> Transfer of positions between divisions			
<input type="checkbox"/> Reclassification (not allowed as part of the budget process)		<input type="checkbox"/> Delete Position(s) (Budget Process Only)			
<input type="checkbox"/> Conversion/Trade (Vacant Positions Only)		<input type="checkbox"/> Defund Position(s) (Budget Process Only)			
<input type="checkbox"/> Class Title Change		<input type="checkbox"/> Nonpermanent FTE's (Budget Process Only)			
Current Class Title (not applicable if new)		Job Code		Position Control Number(s)	
Request Class Title		Job Code		Department Contact /Number	
Is this a budget preparation request?		Appointing Authority Signature			
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.					
Effective Date		Task Group Add/Change? <input type="checkbox"/> Yes <input type="checkbox"/> No		New Task Group Name	Reports to (PCN)
Position Spread (for new and transfer positions):					
PCN (Permanent Position Only)	Fund	Org	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)					

Distribution: Original to Human Resources Division (HRD) Copy to Originator

BUDGET PROCEDURES MANUAL (BPM)

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)

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)

<p>Public Works Department FACILITIES MANAGEMENT DIVISION SPECIAL PROJECT AND CITY HALL FURNITURE REQUEST – FORM 10</p> <p>Facilities Management Division, 2101 "G" St., Bldg. "A," Fresno, CA 93706 Ph: 621-1487 Fax: 498-2746 Facilities Management Form 10 Contact Person: Robin O'Malley Ph: 621-1212</p>

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): Department Request Information:				
Dept./Div. Name: _____ Project Title: _____ Project Location: _____ Requestor/Contact Person: _____ Phone: _____ Type of Request: <input type="checkbox"/> BASE ¹ <input type="checkbox"/> Unbudgeted Budget Request ² <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): Request Description:				
(Step 3): Request Justification:				
(Step 4): Proposed Source of Funds:				
Account: _____ Fund: _____ DeptId/Org: _____ PCBU: _____ Project: _____ Activity: _____ ResType: _____				
(Step 5): Department Head/Designee approval of request for estimate:				
_____ Signature _____ Date _____				
(Step 6): Route Request to Facilities Management. Facilities will estimate and return to Requestor/Contact Person.				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">(Facilities Reference Numbers)</td> <td style="width: 30%;">05 WO#: _____</td> <td style="width: 30%;">07 WO#: _____</td> <td style="width: 20%;">STATUS: _____</td> </tr> </table>	(Facilities Reference Numbers)	05 WO#: _____	07 WO#: _____	STATUS: _____
(Facilities Reference Numbers)	05 WO#: _____	07 WO#: _____	STATUS: _____	

BUDGET PROCEDURES MANUAL (BPM)

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 of cellular telephones, tablets and iPads.

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. 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.
- D. 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 Request for Estimate. The department must include the Fund/Org/Project on the Form 10C Request and on the budget submission form and must include the original Form 10C Estimate in the budget package as well. The department will enter the request in BFM under account 59326.

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.

- E. 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.
- F. Upon BMSD approval, the Form 10C Estimate is returned to Communications Services.
- G. Communications Services processes the request and schedules the work.

Specific Instructions:

1. Date: Enter the date of the request on this line.

BUDGET PROCEDURES MANUAL (BPM)

Specific Instructions Continued:

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)

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), copiers 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 the request, 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 under account 59326 and the electronic form should be included in

BUDGET PROCEDURES MANUAL (BPM)

the Department's budget packet.

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)



2600 Fresno Street, Suite 1059 ☐ (559) 621-7103 ☐ FAX (559) 457-1374
Fresno, California 93721-3622
www.fresno.gov

Information Services Department

Kim Jackson
ISD Administrative Manager

DATE: December 3, 2019

TO: DEPARTMENT DIRECTORS
ASSISTANT DIRECTORS
DEPARTMENT BUDGET OFFICERS (DBO's)

FROM: KIM JACKSON, Administrative Manager
Information Services Department

SUBJECT: FY21 10X and 10C REQUESTS

The Information Services Department (ISD) will continue to use the current 10X Electronic Request System to facilitate the 10X process. Form 10X is the document utilized to request services for computer hardware and software; copiers, 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 current 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 FY21 budget build 10X requests must be entered into the 10X Electronic Request System no later than Friday, January 10, 2020 at 5:00 pm. This will allow time for ISD to provide costing of product and/or services and return requests to customer departments by Friday, February 14, 2019. If you have any questions about the 10X application, please contact Jackie Larkin at ext.7140 or Kim Jackson at ext. 7103.

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 current 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 14, 2020 for inclusion in your respective FY21 Budget Packet. **Please notate on the 10X / 10C forms that this is for a Budget Request Only.**

I wanted to also confirm the Rumor is true - ISD is working on bringing the 10X electronic process as well as the 10C manual system along with a new inventory structure into the 21st

BUDGET PROCEDURES MANUAL (BPM)

Century with an expected roll-out by the end of the FY20. The methodology will be consistent with the old system, so the learning curve should not be too painful. Everyone will still have to enter the requests, get their manager/budget officer's approvals for costing and submission, and Budget must still approve before ordering. The AT (appropriation transfer) process will now be automated, so you will not have to STOP and send your request manually to the Budget Office. You will also be able to track exactly what stage your order is in - then you will know what we know. We have already implemented the back-office portion of the new automated 10X/10C process and are testing it presently.

If you have any questions or concerns, please contact me at ext.7103.

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 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.

Form 10C Requests – Communications Additions, Moves, and Changes

Follow the instructions outlined in the Budget Procedures Manual (BPM). The deadline dates for the 10C requests will be the same as the 10X requests.

FY20 Schedule for 10X and 10C Request

ORGANIZATION	PROCESS	DUE DATE
Information Services Department	Send Memo to Departments	December 3, 2019
All Departments	Submit 10X Requests electronically and 10C request forms to ISD	January 10, 2020 (by 5:00 pm)
Information Services Department	Return 10X / 10C costing electronically to requesting department	February 14, 2019
All Departments	Submit end-of-the-year 10X / 10C request forms to ISD to ensure processing before year end	June 10, 2020

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

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:			\$ 13,292.88

<u>Appropriation Transfer #:</u>	260	<u>Amount of AT:</u>	\$13,300.00
----------------------------------	-----	----------------------	-------------

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			
	Budget Analyst	Date	Budget Manager
<input type="checkbox"/> Approved			
<input type="checkbox"/> Dissapproved			

BUDGET PROCEDURES MANUAL (BPM)

Budget Form Detail (Fleet Form 11)

Source: Fleet Management Division, Transportation/FAX Department

Purpose:

To request new, additional, or leased/loaner equipment serviced by Municipal or Public Safety 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 Municipal Form 11 or Public Safety 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.

BUDGET PROCEDURES MANUAL (BPM)

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.
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**, and **59325, Fuel**, respectively) on the budget submission form.

BUDGET PROCEDURES MANUAL (BPM)



MUNICIPAL FLEET DIVISION 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: _____ Extention: _____

<input type="checkbox"/> New Additional Equipment <input type="checkbox"/> Replacement								
DESCRIPTION:						No. of Months Requested:		
PROJECT DESCRIPTION: Please attach detailed list of equipment required for project and a brief expansion of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.						BILLING INFORMATION: 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	Auxiallary 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 Project Cost	
Total Special Project Cost (59312)								
GSD COMMENTS:								
BMSD COMMENTS:								
Line Item	51501	54304	56260	56121	57421	54421		
Amount								

Duane Myers, Fleet Manager

Date

Budget Office Signature

Date

BUDGET PROCEDURES MANUAL (BPM)



PUBLIC SAFETY FLEET DIVISION

Service Request Form 11

FOR NON-STANDARD VEHICLE/EQUIPMENT REQUESTS ONLY

(FORM 11 # PS _____)

PRIORITY No.: _____ BUDGETED UNBUDGETED

Department/Division Name: _____

Department Head Signature: _____ Date: _____

Contact Person: _____ Extention: _____

<input type="checkbox"/> New Additional Equipment <input type="checkbox"/> Replacement <input type="checkbox"/> Upgrade <input type="checkbox"/> Rental/Loaner <input type="checkbox"/> Special Project (Former Form 10 Request) (*If communications or electronic equipment is required, please submit a form 10 for those items to the E&C Division)								
DESCRIPTION:						No. of Months Requested:		
PROJECT DESCRIPTION: Please attach detailed list of equipment required for project and a brief expansion of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.						BILLING INFORMATION: 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 Project Cost	
Total Special Project Cost (59312)								
GSD COMMENTS:								
BMSD COMMENTS:								
Line Item	51501	54304	56260	56121	57421	54421		
Amount								

Tim Olday, Fleet Manager

Date

Budget Office Signature

Date

BUDGET PROCEDURES MANUAL (BPM)

Budget Form Detail (Form 14)

The Form 14 will be the mechanism to submit your explanations regarding significant changes between your FY 2020 Budget Submission and the FY 2019 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 2020 Amended Budget, the FY 2021 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 2019 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, unless the increase is related to a Department request such as a Form 10, 10C, 10X or 11. 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)

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.

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 the current limit. 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)

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.

Annual Amendment Procedures:

As part of the annual MFS process, each August departments are asked to review their section of the MFS for any new and/or changes to existing fees for the next fiscal year. Two packages of revisions should be prepared and delivered to BMSD. The original package will remain with BMSD the duplicate package will be forwarded to Raj Badhesha in the City Attorneys' Office.

Any changes that Council makes, to recommended fee changes, will be incorporated in the annual revision amendment.

BUDGET PROCEDURES MANUAL (BPM)

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 3*)
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 detail page(s) must show the basis 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. While a sample has been provided. Other formats may be used as long as the basis and computation are provided.*)

Detail pages 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.

5. The effective date of the new fees and/or fee changes will be July 1, 2020 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 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. While a sample has been provided other formats may be used as long as the basis and computation are provided.*)

BUDGET PROCEDURES MANUAL (BPM)

Detail pages 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**).

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.

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)

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 <https://www.fresno.gov/finance/budget/#tab-2>
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. **Provide a duplicate package to BMSD for subsequent submission to the City Attorney's Office.**
7. Contact Todd Stermer, Ext. 7073, 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 Raj Badhesha, Ext. 7500. 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 AMENDMENT DETAIL

PARKS, AFTER SCHOOL, RECREATION, AND COMMUNITY SERVICES DEPARTMENT

Woodward Park Rotary Amphitheater Rental Fees

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)

Attachment 3

CITY OF FRESNO MASTER FEE SCHEDULE

PARKS, RECREATION, & COMMUNITY SERVICES DEPARTMENT

GENERAL RECREATION FEES

Fee Description & Unit/Time	Current	Proposed	Amnd
Woodward Park Rotary Amphitheaters*			477
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	
Equipment Rentals			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.