

CITY OF

FRESNO

**BUDGET
PROCEDURES
MANUAL
(BPM)
FY 2025**

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 Budget Department's page of the City's website.

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Department Budget Officers/BMSD Analyst

Department Name	Dept Budget Officer	Phone	BMSD Analyst	Phone
City Council	Chiefs of Staff	Various	Scott Motsenbocker	x7053
Office of the Mayor and City Manager	Jennifer Ruiz	x7778	Scott Motsenbocker	x7053
Airports (FYI)	Mary Boyajian	x4517	Juan Rios	x7074
Animal Center	Maira Aguilar	x7318	Nigma Shook	x7060
Budget	Scott Motsenbocker	X7053	Scott Motsenbocker	x7053
Capital Projects	Janessa Selzer	X8691	Danelia Garcia	x7058
City Attorney's Office	Christina Therrien	x7553	Erlyn Neri	x7020
City Clerk's Office	Briana Parra	x7671	Erlyn Neri	x7020
Convention Center / Stadium	Danelia Garcia	X7058	Danelia Garcia	x7058
Economic Development	Kelly Trevino	X8426	Danelia Garcia	x7058
Finance	Mang Thao	x7048	Elida Rubio	x7073
Fire	Yvonne Dedmore	x4004	Erlyn Neri	X7020
General City Purpose	Henry Fierro	x7070	Henry Fierro	x7070
General Services Department	Clifford Traugh	X1150	Elida Rubio	x7073
Information Services	Kim Jackson	x7103	Elida Rubio	x7073
PARCS	Manpreet Nagra	x2912	Nigma Shook	X7060
Personnel Services Department	Jessica Ortiz	x6982	Elida Rubio	x7073
Planning & Development	Roxane Morse	x8320	Pedro Rivera	x7021
Police	Desiree Perry	x2051	Erlyn Neri	X7020
Public Utilities - Administration	Dary Boualamsy	x1803	Juan Rios	X7074
Public Utilities - Solid Waste	Dary Boualamsy	x1803	Juan Rios	X7074
Public Utilities - Water	Henry McLaughlin	x5399	Juan Rios	X7074
Public Utilities - Wastewater	Ancy Xiong	x5106	Juan Rios	x7074
Public Works	Yvonne Diaz	x8708	Danelia Garcia	X7058
Retirement	Kathleen Riley	x7096	Elida Rubio	x7073
Transit (FAX)	Linda Taylor	X1456	Nigma Shook	x7060

Other Activities in BMSD

BFM System Coordinator	Scott Motsenbocker	x7053
Employee Services (PCF) Coordinator	Juan Rios	x7074
Major Capital	Scott Motsenbocker	x7053
General Fund Revenue	Henry Fierro	x7070
Internal Service Funds	Elida Rubio	X7073
Cost Allocation Plan/ICRP	Erlyn Neri	x7020
Master Fee Schedule	Nigma Shook	x7060

BUDGET PROCEDURES MANUAL (BPM)

FY 2025 Budget Calendar

DATE		PROJECT DESCRIPTION
January	17	Template for Mid Year Fiscal Review out to Departments
	17	BFM opens for mid-year estimates
	29	Mid Year Fiscal Review (MYFR) due from Departments
February	7	ISF Templates Due from Departments
March	1	Budget open to field
	8	Department Operating & Capital Priority Budget Due
	15 - 18	Budget Review Meetings with the City Manager begin
April	3	Final Decisions Deadline
	4(tentative)	Narrative updates due from Departments
May	16 (tentative)	Budget Roll Out
June	(Tentative)	
	3, 4, 5,6	Public budget hearings held
	12	Vote on motions
	20	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 Cost Allocation Plan (CAP) due to the Federal Government
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 2026 ISF Request
November		FY 2026 ISF Request Due
December		FY 2026 ISF City Manager Review

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2024-2025 Annual Action Plan Timeline

This time line is subject to change	
	PROJECT DESCRIPTION
January 2, 2024 - February 16, 2024	Notice of Funding Available Consolidated CDBG, ESG, HOME TBRA and HOPWA applications available January 2, 2024 - February 16, 2024.
January 15, 2024	Consolidated NOFA webinars Virtual webinars for NOFA applicants.
February 16, 2024	Applications for Funding Due All CDBG, HOME, ESG, and HOPWA applications due by 5:00 P.M.
February 19 - 21, 2024	NOFA Scoring Staff scoring of NOFA applicants.
February 22 - 23, 2024	Internal Review of Recommendations CMO review
March 4, 2024 - April 4, 2024	Draft 2024-2025 Annual Action Plan Published for 30 Day Comment Period Published in various locations and by various means including to the HCD site, City Clerk's site, e-mail, Facebook, Twitter, City Hall, Community Centers and Libraries (if open to public).
April 18, 2024 10:00 AM timed item	City Council Meeting Council to consider for adopting the 2024-2025 Annual Action Plan.
May 15, 2024	HUD Submission Plan entered into federal disbursement system.
June 1, 2024	Award Letters Distributed Award letters prepared and distributed to recipients / sub-recipients.

Additional information available on the Housing and Community Development website at:

<https://www.fresno.gov/darm/housing-community-development/>

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FY 2025 Pay Periods				Accounting Period
PP #	PP Start	PP End	Pay Day	
1	6/17/2024	6/30/2024	7/05/2024	1
2	7/1/2024	7/14/2024	7/19/2024	1
3	7/15/2024	7/28/2024	8/2/2024	2
4	7/29/2024	8/11/2024	8/16/2024	2
5	8/12/2024	8/25/2024	8/30/2024	2
6	8/26/2024	9/08/2024	9/13/2024	3
7	9/09/2024	9/22/2024	9/27/2024	3
8	9/23/2024	10/06/2024	10/11/2024	4
9	10/07/2024	10/20/2024	10/25/2024	4
10	10/21/2024	11/03/2024	11/08/2024	5
11	11/04/2024	11/17/2024	11/22/2024	5
12	11/18/2024	12/01/2024	12/06/2024	6
13	12/02/2024	12/15/2024	12/20/2024	6
14	12/16/2024	12/29/2024	1/03/2025	7
15	12/30/2025	1/12/2025	1/17/2025	7
16	1/13/2025	1/26/2025	1/31/2025	7
17	1/27/2025	2/09/2025	2/14/2025	8
18	2/10/2025	2/23/2025	2/28/2025	8
19	2/24/2025	3/09/2025	3/14/2025	9
20	3/10/2025	3/23/2025	3/28/2025	9
21	3/24/2025	4/06/2025	4/11/2025	10
22	4/07/2025	4/20/2025	4/25/2025	10
23	4/21/2025	5/04/2025	5/09/2025	11
24	5/05/2025	5/18/2025	5/23/2025	11
25	5/19/2025	6/01/2025	6/06/2025	12
26	6/02/2025	6/15/2025	6/20/2025	12

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FY 2025 Budget Submission Checklist

Note: For FY 2025, do not submit printouts of BFM Reports (except Form 14).

This information is available to the Budget Analysts via BFM.

Operating Budgets:	
	Memo of key budget issues/overview for department
	FY 2025 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 859310)
	Form 10C (account 859333)
	Form 10X (account 859333)
	Form 11 (accounts 859321, 859322, 859324, 859326, 859327, 859325)
	Form 3's with signature approval included in packet
	Transfer To/From Funds balanced
	FY 2024 Estimated
	FY 2025 Submission
	All Funds balanced in BFM per Cash Position Summaries (CPS)
	FY 2024 Ending Balance
	FY 2025 Beginning Balance
	FY 2025 Ending Balance
Capital Budget:	
	FY 2025 Budget Strategy Forms (Form 1 & Form 14) completed and tied out to BFM
	Appropriate funding for ISF charges (859000 object)
	All funds Balanced in BFM (check to Cash Position Summary)
	Complete Project descriptions entered directly into BFM
Signatures:	
	<div>Dept Director: _____ Date: _____</div>

BUDGET PROCEDURES MANUAL (BPM)

Internal Service Cut-off Dates

ACCOUNTING DIVISION (Pending to update dates for Accounting. Will revise the manual once updated)

- **Direct Vouchers** must be received by the Finance Department no later than Thursday, July 6, 2023 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 Thursday, July 6, 2023. 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 (JE) and Allocation Journals** to be processed through the Finance Department must be received no later than Thursday, July 6, 2023. *JE and Allocation Journals for June transactions only or corrections for June transactions will be extended to Monday, July 10, 2023.*

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, May 24, 2024.

PERSONNEL SERVICES DEPARTMENT

- **Position Authorization Resolution (PAR) Amendments** (Council or Administrative) must be processed prior to Wednesday, March 27, 2024. The only exceptions to this policy are very special circumstances approved by the City Manager's Office.

PURCHASING DIVISION

- **Formal competitive bid specification packages** (including Capital Improvement Projects), which are to have funds encumbered in the current fiscal year, should be submitted to the Purchasing Division's office no later than Friday, March 8, 2024, 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 23, 2024; last date for Council award: Thursday, June 13, 2024. Last day for posting notice of staff determination is Thursday, June 6, 2024. (bid evaluation must meet new council item submissions deadline)

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

- **Requisitions** must be in the Purchasing Division, as follows:

(a) For all FY24 encumbrances: Tuesday, June 18, 2024 by 5:00 p.m.

All requisitions submitted after Tuesday, June 18, 2024 will be FY25 requisitions. No FY24 requisitions may be submitted after Tuesday, June 18, 2024 .

BUDGET PROCEDURES MANUAL (BPM)

Internal Service Cut-off Dates - continued

- **Emergency Purchase Orders (“EPOs”)** for the current fiscal year will be processed as long as the charges were incurred prior to Tuesday, June 18, 2024 by 5:00 p.m., and the clients have entered the emergency requisition into the Tyler Munis system prior to Tuesday June 18, 2024 by 5:00 p.m.
- **Informal Bids (under \$166,000)** to be billed before June 18, the deadline is Monday, April 8, 2024.

INFORMATION SERVICES DIVISION (ISD)

- **Unbudgeted Form 10X requests** are due in ISD by Friday, May 15, 2024. Submissions for quotes **after** this date will not guarantee processing before June 30, 2024. Please plan accordingly.

COMMUNICATIONS DIVISION (ISD)

- **Unbudgeted Form 10C requests** are due to the Communications Division by Friday, May 15, 2024. Submissions for quotes after this date will not guarantee processing before June 30, 2024

FACILITIES

- **Unbudgeted Form 10 requests** are due to Facilities by May 15, 2024. Submissions after this date may not be processed before June 30, 2024.

General Services Department

- **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.

430101 Transfer from Fund Balance

430102 Prior Year Adjustments

430103 Transfer Fun Balance—Prior Year PO

LOCAL TAXES

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

Property Taxes: 431101 – 431110

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

431101 Household Tax Exempt-St Subvent

431102 Real & Secured Pers-Current Yr

431103 Unsecured Personal-Current Yr

431104 Property Tax Penalties

431105 Delinquent Tax, Penalty, Interest

431106 Secured Pers-Override

431107 Unsecured Pers-Override

431108 Supplemental Roll

431109 Other Property Tax

431110 VLF Swap - County

Franchise Taxes: 431821

Fees the City collects for the right of access to the public right-of-way. This account now also includes Solid Waste Franchise Fees for Roll Off Bins and Commercial Solid Waste, previously know in PeopleSoft as 31822 and 31823.

431821 Franchise Fees

Other Local Taxes: 431301 - 431302, 431305, 431320, 431802 - 431803, 432101, and 432103 - 432105

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

431301 Sales & Use

431302 Sales Tax - Safety Services

431305 Measure "C" Revenue

431320 Measure "P" Revenue

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Other Local Taxes - continue

431802 Room Tax

431803 Real Estate Transfer Tax

432101 Business License

432103 Cardroom Gross Receipt Fees

432104 State Mandated SB1186

432105 State Mandated SB1379

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: 432201 - 432207, 432209, 432211 - 432217, 432221 - 432222, 432226 - 432228, 434500 - 434512, 434514 - 434519, 434521 - 434531, 434533 - 434535, 434538, 434541, 434545 - 434547, 434549 - 434556, 434558 - 434560, 434563 - 434566, 434568, 434574, 434576, 434578 - 434581, 434584 - 434585, 434587, 434589 - 434590, 434598 - 434599, 434601, 434604 and 434614

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

432201 Bldg Permit New, Add Alter

432202 Plmbg Permit New Construction

432203 Plmbg Permit Add & Alteration

432204 Electric Permit New Construction

432205 Electric Permit Add & Alter

432206 Mech Permit New Construction

432207 Mech Permit Add & Alteration

432209 Demolition

432211 Permit Ren-Bldg/Elec/Mech/Plm

432212 Reroofing Permit

432213 Bldg Permit Seismic Instru Fee

432214 Bldg Permits, New Construction

432215 Bldg Permits, Adds & Alterations

432216 Permit Fees-Mobil Home Partk

432217 Inspection Fee-Mobil Home Prk

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Development Entitlement Fees - continued

- 432221** Street Work Permit (PW)
- 432222** Right-of-Way Encroachment (PW)
- 432226** Special Hazard User Permit Fee
- 432227** Fire-Bldg Perm Surchg-Sngl Fam
- 432228** Fire-Bldg Perm Surchg-Other
- 434500** Annexation Fee
- 434501** Bldg Plan Check New Constr
- 434502** Bldg Plan Check Add & Alter
- 434503** Electrical Plan Check
- 434504** Plumbing Plan Check
- 434505** Mechanical Plan Check
- 434506** Certificate Of Occupancy
- 434507** Conditional Use Permit
- 434508** Cond Use Permit/Reduced Fees
- 434509** Variance
- 434510** Redistrict/Rezone-Single Family
- 434511** Deviation Application
- 434512** Notice Of Determination Record
- 434514** Environ Assess Private Project
- 434515** Environ Assess Category Exempt
- 434516** Environ Impact Report (EIR)
- 434517** Site Pln Review – Signs
- 434518** Site Pln Rev--Rear Yd Encroach
- 434519** Site Pln Review--Dwelling Unit
- 434521** Site Pln Review--Amendment
- 434522** Encroachment-PUE & Yard
- 434523** Subdiv--Tentative Tract Map
- 434524** Subdivision--Final Map
- 434525** UGM Application-Waiver, Exempt
- 434526** Tentative Parcel Map
- 434527** Final Parcel Map

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Development Entitlement Fees - continued

- 434528** Lot Line Adjustment
- 434529** Penalty-Bldg Investigation Fee
- 434530** Plan Check Fee-Mobile Home Prk
- 434531** Penalty-Elec Investigation Fee
- 434533** Grading Permit Fee
- 434534** Grading-Plan Check
- 434535** Bond & Security Processing
- 434538** Change Of Occupancy/Relocation
- 434541** Written Resp--Zoning, Misc Inq
- 434545** Time Extensions (PW)
- 434546** Vac Of Public Right-Of-Way(PW)
- 434547** Zoning Ordinance Text Amend
- 434549** Engr Feasibility Study(PW)-Sew
- 434550** Engr Feasibility Study(PW)-Wat
- 434551** Plan Amendment
- 434552** Plan Check (PW) - Street
- 434553** Plan Check (PW) - Water
- 434554** Plan Check (PW) - Sewer
- 434555** Subdivision Inspection (PW)
- 434556** Subdiv Map- Condominium Conv
- 434558** Planned Development
- 434559** Covenants-Preparation
- 434560** Drawdown Acct Processing Fee
- 434563** Bldg Plan Ck-Offsite Imp-Comm
- 434564** Bldg Plan Ck-Offsite Imp-Resd
- 434565** Conditional Use Permit-Amend
- 434566** Covenants/Release
- 434568** Extension Of Time (Dev)
- 434574** Security Wire Permit
- 434576** Special Agreements-Preparation
- 434578** Street Name Change

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Development Entitlement Fees - continued

- 434579** Monument Check (PW)
- 434580** Request For Address Change
- 434581** Workers Comp Insurance Verif
- 434584** Signs,Tents & Inspection Misc
- 434585** Fire Sprinklers
- 434587** Plan Check Addendums
- 434589** Appeals Board Hearing Appl Fee
- 434590** Impact Fee Appeals Board Fee
- 434598** Housing Code-Enfor (Not & Ord)
- 434599** Landscape Plan Review - Parks
- 434601** Surcharge General Plan Update
- 434604** Traffic Signal Startup/Consult
- 434614** Traffic Control Inspection Fee

Major Facility Charges: 433826 - 433828, 433830, 433831, 433838 - 433839, 433847, 433850, 433855, 434851 - 434852, 434854 - 434858, 434860, and 434862 - 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.

- 433826** Park c/w Facility Impact Fee
 - 433827** Police c/w Facility Impact Fee
 - 433828** Fire c/w Facility Impact Fee
 - 433830** Int. Sts. Rd Abouts - Copper Riv
 - 433831** Major St. Impact Fee NE Quad
 - 433838** Sewer Backbone Fee-Copper Riv
 - 433839** Regional Street Fee-Copper Riv
 - 433847** Fresno County Office of Educat
 - 433850** Citywide Reg. St. Impact Fee
 - 433855** New Growth Area St. Impact Fee
 - 434851** Long Term Connection Receipts
 - 434852** Return Of Capital
 - 434854** UGM Developer Contributions
 - 434855** Contributions For Facilities
-

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Major Facility Charges - continued

434856 Subdiv Street Tree & Str Signs

434857 Proceeds Of Imprv Dist Assess

434858 CSUF Athletic Corp Contrib

434860 Water Infrastructure Devel Chg

434862 Deed-Check & Recordation

434863 Transverse Fee

Enterprise Revenue: 434301– 434308, 434310, 434312, 434314, 434351 - 434352, 434354-434359, 434801 - 434807 and 434809

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.

434301 Gasoline & Oil Flowage Fees

434302 Airport Use Fees

434303 Landing Fees

434304 Gate Fees

434305 Parking Lot Rental

434306 Parking Lot Rec-APCOA Parking

434307 Airport Security

434308 Tie Down Fees

434310 Passenger Facility Charges

434312 Fed. Inspect Station User Fee

434314 CFC Fee

434351 Passenger Fares

434352 Senior Citizens' Passes

434354 ID Card

434355 Student Transit Passes

434356 Advertising

434357 Handy Ride Revenues

434358 Special Rider Passes

434359 Contracted Revenue

434801 Meters

434802 Employee Parking

434803 Meter Rental And Maintenance

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Enterprise Revenue - continued

434804 PHILIBOS Prking-Undergrnd Gar

434805 Permit Parking

434806 Daily/Event Parking, Non-Meter

434807 Surcharge

434809 Property Assessment

Utility Sales: 434401 - 434402, 434405 - 434407, 434409, 434411 - 434414, 434416 - 434421, 434424 - 434426, 434613 and 434868

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

434401 Customer User Charges

434402 Clovis Share O & M

434405 Sewer Pre-Treatment Surcharge

434406 House Branch Connection

434407 Lateral Sewer Charge

434409 Oversize Sewer Charge

434411 Frontage Charge

434412 Meter Installation

434413 Water Connection-2" And Under

434414 Transmission Grid Charge

434416 Weed Abatement Revenues

434417 Public Nuisance Abatement Rev

434418 Tire Disposal Revenues

434419 WW Facilities Sewer Charge

434420 Sewer Facility Charges (Step)

434421 Recycling Revenue

434424 Cooper Ave. Swr Lift Stat Fee

434425 Non Domestic Waste Fee

434426 Recycled Water Maintenance Fee

434613 Construction & Demolition (CA)

434868 Water Sales

Participant and Admission Fees and Charges: 434745, 434751 - 434753, and 434757

Revenues collected from charges for entrance to a City sponsored event or participation in a City sponsored activity. The generic revenue account is 434751, while other accounts are for specifically

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Participant and Admission Fees and Charges - continued

identified events or activities such as league fees or tennis.

434745 APES Fee

434751 Participant & Adm Fees & Chgs

434752 League Fees

434753 Swimming Pools

434757 Woodward Park ATSA Fees

Incidental Service Charges: 434101 - 434108, 434122, 434204 - 434206 and 434209

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.

434101 Photocopying

434102 Microfilming

434103 Bad Check Recovery

434104 Incidental Charges

434105 Witness Fee

434106 Employee Service Charges-Spec

434107 Special & Consulting Svcs

434108 Revenue Bond Application Fees

434122 Fire Admin Citations

434204 Public Safety Alarm Fee

434205 Auto Fire Exting - 5 Yr Test

434206 Fingerprinting

434209 Vehicle Release

Sale of Items, Goods, and Commodities: 434421, 436001, 436003 and 436004

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

434421 Recycling Revenue

436001 Sale Of Items, Goods & Commod

436003 Recyclables

436004 Grease

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Governmental Services: 433519, 433522, 433809 - 433810, 433813 - 433814, 433817 - 433818, 433820, 433822—433823, 433825, 433847 and 433901

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

433519 State--Services

433522 State--Parimutual

433809 Fresno Unified School District

433810 Clovis Unified School District

433813 Clovis-Streetlts & Traffic Sig

433814 Fowler-Streetlts & Traffic Sig

433817 Sanger-Streetlts & Traffic Sig

433818 Metropolitan Flood Control

433820 COG--Local Transp Planning

433822 Other--Services

433823 County-Streetlts & Traffic Sig

433825 Parkland (Quimby) Dedication Fee

433847 Fresno County Office of Education

433901 In-Lieu Fees

Use of Property: 436301 - 436306

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.

436301 Use Of Property

436302 Rentals

436303 Concession

436304 Leases

436305 Mall Energy Revenue

436306 Riverside Golf Course Rentals

Other Charges for Services and Facilities: 432261, 432263, 432270, 432273, 432274, 434110, 434115, 434201, 434203 and 434215

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

432261 Animal Licenses

432263 Animal Control Citations

432270 Other Licenses And Permits

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Other Charges for Services and Facilities - continued

- 432273** Oversize Load Permit
- 432274** Median Island Encroachment Permits
- 434110** Fig Garden Fire Protect Dist.
- 434115** Misc--Other Charges Svcs & Fac
- 434201** Fire Prevention Reinspections
- 434203** Police Event Services Fee
- 434215** Hydrant Maintenance 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.

Federal: 433101, 433104, 433110, 433114, and 433117 - 433120

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

- 433101** Fed-Allocation & Entitlement
- 433104** Fed-Grant
- 433110** Fed-Miscellaneous
- 433114** Federal Reimbursement
- 433117** NSP Program Income
- 433118** Build America Bonds (BAB) Subsidy
- 433119** Advertising Program Income
- 433120** Misc. Program Income

State: 433401, 433403, 433504 - 433505, 433507 - 433510, 433513 - 433515, 433530, 433551 - 433553, 433556, 433559, 433574 - 433575, and 433577 - 433578

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

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

State - continued

- 433401** State-Grant
- 433403** Local-Grant
- 433504** State-Motor Vehicle In-Lieu Tx
- 433505** State-Off-Hwy Motor Vehicle Tx
- 433507** State-Gas Tax 2107
- 433508** State-Gas Tax 2106
- 433509** State-Gas Tax 2107.5
- 433510** State-Gas Tax 2103, 2031
- 433513** State - Gas Tax 2105
- 433514** State-VLF In-Excess
- 433515** Safe Routes to School
- 433530** High Speed Rail Dev Fees
- 433551** State -SGR (STA)
- 433552** State -TDA (LTF) Art-4
- 433553** State - TDA (STA) SB620
- 433556** Proposition 1b State Revenue
- 433559** SJV Air Pollution Control Dist
- 433574** State Miscellaneous
- 433575** State Contribution
- 433577** State-Mandated Costs (SB90)
- 433578** State Contracted Services

Fresno County: 433801 - 433802

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

- 433801** County-Contribution
- 433802** County-Miscellaneous

Other Governmental: 433403, 433803 - 433804, 433809, 433813, and 433861

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

- 433403** Local Grant
- 433803** Pymt From Redevelopment Agency
- 433804** Clovis-WWTP Expansion/Renewal

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Other Governmental - continued

433809 Fresno Unified School District

433813 Streetlights & Traffic Signals

433861 Reg Trans 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: 438001 - 438004, 438009 - 438011, 438013 - 438016, 438018, and 438020 - 438024

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

438001 Fixed Reimbursements

438002 Equipment Rental

438003 Non-Recurring

438004 New Equipment Payment

438009 Fixed Info Systems Equip Chg

438010 Fixed Charges-Telephone Svcs

438011 Variable Charges-Telephone Svc

438013 Fixed Info Systems Service Chg

438014 Request Info Systems Svc Chg

438015 Request Info Systems Equip Chg

438016 City Hall Rent

438018 Copy Center Charges

438020 Employee/Visitor Parking Perm

438021 Facilities Charges

438022 Portfolio Management Fee

438023 Fac Repair & Replace Proj Rev

438024 IT Replacement Revenue

Loans and Repayments (within the City): 439303 - 439304

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).

439303 Loan Proceeds (Within City)

439304 Loan Repayment (Within City)

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Fixed Reimbursement for Services (Non-ISF): 434001

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

434001 Fixed Reimb from Non-ISF Div

Variable Reimbursement for Services (Non-ISF): 434002 - 434004

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

434002 Variable Reimb from Non-ISF Div

434003 Overhead Reimb from Capital

434004 Equipment Reimb from Capital

Other Intragovernmental: 439021

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

439021 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.

Interest: 436101 - 436102, and 436104

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

436101 Interest

436102 Interest Fr County On Prop Tax

436104 Loan Repay - Int/Ot. W/in City

Proceeds from Financial Instruments: 439301 - 439302, and 439305 - 439306

439301 Bond Sales Proceeds

439302 Tax & Rev Anticip Note Proceed

439305 Proceeds from Capital Lease Obligations

439306 Proceeds form Note Obligations

Fines, Forfeitures, and Penalties: 435101 - 435106, and 435113

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

435101 Fines

435102 Seizures

435103 Penalties

435104 Vehicle Code Fines

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Fines, Forfeitures, and Penalties - Continued

435105 Overpayment Recoveries

435106 Subrogation Recoveries

435113 Franchise Tow Fees

Disposal of Assets: **439201 - 439205**

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

439201 Sale of Land And Buildings

439202 Sale of Obsolete Items

439203 Sale of Scrap/Junk (Nontaxable)

439204 Sale of Lost & Unclaimed Prop

439205 Sale of Scrap/Junk (Taxable)

Sundry Items: **431305, 439001– 439003, 439006, 439008 - 439013, 439015 - 439017, 439031 - 439032, 439041 - 439043, and 439401 - 439404**

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

431305 Discounts Earned/Loss

439001 Credit Card Services

439002 Revenue From Blight Removal

439003 Environmental Prp Contribution

439006 Risk Mgmt Recovery - Liability

439008 Refunds--Current Year

439009 Donations

439010 Jury Duty Fees--Employees

439011 Loan Proceeds-Oth Than wi City

439012 Loan Repayment-Oth Thn wi City

439013 Revenue From Securing Property

439015 Miscellaneous--Other Revenue

439016 Plans & Specs

439017 Assess.Dist.Handling Charges

439031 Employee Contrib-Retirement

439032 Employer Contrib-Retirement

439041 H&W Employer Contributions

439042 H&W Employee Contributions

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Revenues

Sundry Items - continued

439043 H&W Retiree Contributions

439401 Bad Debt – Collections

439402 Bankruptcy Costs –Write offs

439403 Bad Debts – Write offs

439404 Collection Fees A/R

TRANSFERS--INTRAGOVERNMENTAL

Transfers: 543910 and 544910

Transfer of revenues from one fund to another.

543910 Transfers From Other Fund

544910 Transfer To Other Fund

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

651000 Employee Services

651101 Permanent Salaries

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

651102 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.

651103 Employee Leave Payoff-Non Term

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

651104 Perm Fringe – Health & Welfare

Health and Welfare charges for permanent employees.

651105 Perm Fringe – Life & Disab Ins

Life and disability insurance charges for permanent management employees.

651106 Perm Fringe – Pension Fire, PD

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

651107 Perm Fringe—Pension, Employees

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

651109 Leave Payoff at Termination

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

651201 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.

651202 Non-Permanent Fringe

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

651301 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.

651302 Voluntary Overtime

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

651000 **Employee Services—continued**

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

651303 Minimum Staffing Pay

Fire Department use only.

651401 Premium Pay

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

651402 Relocation Payment

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

651403 Commission Stipends

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

651404 Employee Awards

651405 Other Employee Benefits

651501 Contract Extra Help

Employment of temporary help through employment agency and security services.

652301 Police and Fire Pension Obligation Bond Debt Service

Annual contribution to pay off pension bonds.

652302 General Services Pension Obligation Bond Debt Service

Annual contribution to pay off pension bonds.

652403 HRA Payments

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

652601 Workers' Compensation

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

652901 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.

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

653000 Purchased Professional and Technical

653302 Professional Services/Consulting--Outside

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

653303 Public Relations and Information

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

653304 Professional Services (Non-Consulting) -- Outside

Payment for professional services of a non-consulting nature.

653305 Citywide Legal Charges

Use accounts 53306 or 59102

653306 Outside Legal Services

Costs for outside legal services.

653401 Hazardous Waste Management

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

653402 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.

653407 Contract Transportation

Expenses for Para transportation Services

654000 Purchased Property Services

654101 Utilities

Electricity, water, gas, sewer, and disposal.

654241 Landscaping and Grounds Maintenance

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

654301 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.

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

654000 Purchased Property Services—continued

654302 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.

654303 Service Contracts--Office Equipment (For Central Printing Division use only.)

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

654304 Outside Repair and Maintenance--Vehicles

Any vehicle repair or maintenance done by commercial firms.

654305 Outside Repair and Maintenance--Equipment

All equipment, except office service contracts and vehicles.

654306 Security Services

Payment for FAX Security Services

654411 Space Rentals

Office and storage rentals not included in fixed interdepartmental charges.

654421 Equipment Rentals -- Except Office

Rental of equipment other than office equipment

654501 Buildings and Improvements

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

655000 Other Purchased Services

655201 Insurance Payments

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

655301 Communications (For Electronics and Communications Division use only.)

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

655501 Printing and Binding--Outside Vendors

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

655801 Training

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

655000 **Other Purchased Services—continued**

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

655802 Council Expenses Allowance

City Council monthly expenses only.

655803 Travel and Conference Expense

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

655804 Miscellaneous Subsistence Expenses

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

655805 Mileage Reimbursement-Nonrecurring

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

656000 **Supplies**

656101 Clothing and Personal Supplies

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

656102 Office Equipment--Under \$300

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

656103 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.

656104 Freight

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

656105 Small Tools for Field Operations

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

656106 Postage

Stamps, postage purchased for meters, and permits.

656107 Office Supplies

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

656000 Supplies—continued

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

656108 Photographic Supplies and Processing

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

656109 Office Equipment Rentals

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

656110 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.

656111 Specialized Operating Materials

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

656112 Cleaning and Janitorial Supplies

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

656113 Rock and Mineral Products

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

656114 Specialty Chemicals and Gases

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

656115 Materials and Parts--Vehicles

Tires, tubes, wheels, starters, etc.

656116 Materials and Parts--Equipment

Equipment and machinery replacement parts and supplies.

656117 Provisions and Forage

Feed for animals.

656118 Dormitory and Kitchen

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

656000 **Supplies—continued**

Supplies and utensils for dormitories and kitchens.

656119 Ammunition

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

656120 Athletic and Recreation

Expendable supplies for programs.

656121 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).

656122 Laboratory and Medical Supplies

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

656123 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.

656124 Materials & Supplies—Tires

656240 Oils and Lubricants

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

656260 Gasoline

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

656261 Diesel Fuel

Diesel fuel for vehicles and other equipment.

656262 Alternative Fuel

Alternative fuel for vehicles.

757000 **Property**

757101 Land Acquisition

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

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

757000 **Property—continued**

757102 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

757201 Buildings

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

757301 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.

757411 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.)

757412 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.)

757413 Equipment

757414 Equipment Leases

Purchase or Lease of heavy equipment through Fleet Management.

757415 Computer Software—Capital

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

757416 Computer Replacement

757420 Aircraft

For the purchase of Police Aircraft

757421 New Vehicle Acquisition

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

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

757000 **Property—continued**

Program.

757422 Replacement Vehicle Acquisition

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

757423 Replacement Fleet Acquisition (For Fleet Management Division use only.)

Purchase of replacement, not additional, equipment and vehicles.

757431 Furniture and Fixtures

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

757502 Planning/Project Development

Costs associated with the planning phase of major capital improvements.

757503 Engineering and Design

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

757507 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.

757509 Relocation

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

658000 **Other Objects**

658001 County Jail Booking Fees

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

658002 Outside Agency Support

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

658004 Special Projects

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

658005 Miscellaneous Expenditures

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

658000 Other Objects—continued

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

658007 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.

658008 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.

658009 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.

658010 Taxes and Bond Premiums

Property and irrigation taxes and premium payments for bonds.

658011 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).

658012 Loans from City to Outside Agency

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

658014 Landfill Tipping Fees

Fees charged for use of County landfill.

658015 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.

658016 Membership and Dues

Expenses for dues, professional licenses, etc.

658017 Subscriptions and Publications

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

658000 Other Objects—continued

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

658018 Refunds and Claims

Refunds, reimbursements, and property damage and liability claims.

658021 Water Purchases

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

658022 Transverse Charge

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

658026 Capital Project Permits & Fees

658101 Sales/Use Tax Expense

Contingent expense account associated with the Franchise Sales Tax audit.

658200 Council Motions (BMSD USE ONLY)

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

658601 Project Loans (HOME)

Project loans funded with HOME Program funds.

658602 Project Loans (CDBG)

Project loans funded with CDBG Program funds.

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

658605 Project Loans (Federal Funds)

Project loans funded with Federal funds.

658606 Project Loans (State Funds)

Project loans funded with State funds.

658611 Project Grants (Home)

Project grants funded with HOME Program funds.

658612 Project Grants (CDBG)

Project grants funded with CDBG Program funds.

658615 Project Grants (Federal Funds)

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

658000 Other Objects—continued

Project grants funded with Federal funds.

658616 Project Grants (State Funds)

Project grants funded with State funds.

658620 Loans within the City

Costs Associates with Loans within the City.

859000 Interdepartmental Charges

859101 Variable Interdepartmental Reimbursements to the General Fund

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

859102 City Attorney--Fixed Charge

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

859104 Admin Charges

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

859105 Purchasing--Variable Charge

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

859111 Revenue Division/UB & C

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

859112 Variable Interdepartmental Reimbursements to Enterprises

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

859116 Equipment Usage

859117 Overhead

859120 Facilities Repair and Replace Projects

Major capital repairs identified and approved by the City Manager .

859201 Fixed Interdepartmental Reimbursements to the General Fund

Fixed charges for services and materials furnished by General Fund activities. (For Variable Charges see account 859101).

859202 Fixed Interdepartmental Reimbursement to Public Utilities

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

859000 **Interdepartmental Charges—continued**

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

859301 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.

859302 City Hall Rent

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

859304 Property Self Insurance Charges

Charges for property self insurance.

859305 Liability Self Insurance Charges

Charges for liability self insurance.

859306 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.

859309 Facilities Management Charges

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

859310 Non-Recurring Special Project Charges

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

859321 Fleet Depreciation Charge

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

859322 Fleet Services Charge

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

859323 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.).

859324 Fleet Special Projects - NonAuto

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

859000 **Interdepartmental Charges—continued**

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

859325 Fleet Fuel Charges

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

859326 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.

859327 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.

859331 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.

859333 10C & 10X Charge

Interdepartmental charge account for telephone or computer acquisitions.

859334 Information Systems Service Charge

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

859335 Information Systems Equipment Charge

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

859336 ERP Replacement Charge

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

859337 Network Replacement Charge

BUDGET PROCEDURES MANUAL (BPM)

Account Definitions—Expenditures

859000 **Interdepartmental Charges—continued**

Fixed charge for the replacement of the Citywide network.

859338 Desktop

Debt Service Payment for Leased Computer equipment.

859350 Security Assessment Charges

Interdepartmental charge for security assessments.

961000 **Contingencies**

961001 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).

961003 Attrition Sweep

For BMSD use only.

963000 **Insurance Claims, Refunds**

963101 Refunds & Claims

Refunds, Reimbursements, and property damage and liability claims.

963201 Subrogation Recoveries

Reimbursements received on previously paid Workers' Compensation claims.

963202 Risk Mgt. Recovery – Property

Reimbursements received on previously paid property damage claims.

963203 Risk Mgt. Recovery – Liability

Reimbursements received on previously paid general liability claims.

Access Budget Formulation & Management (BFM)

BFM Link:

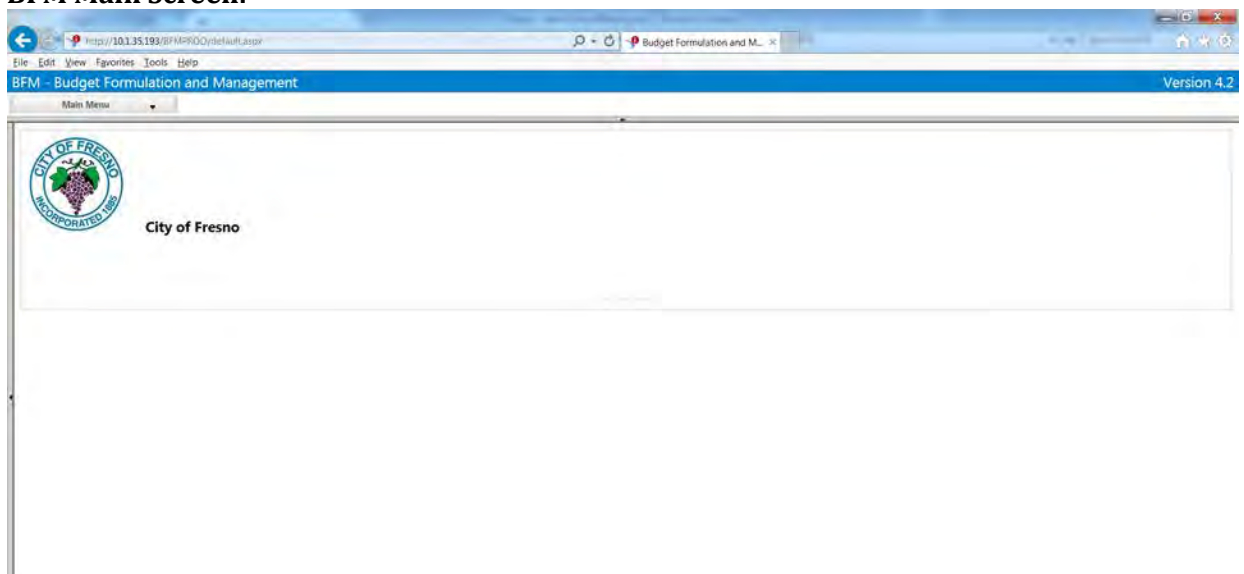
<http://10.1.35.193/BFMPROD/default.aspx>

Link accessible through **Microsoft Edge**



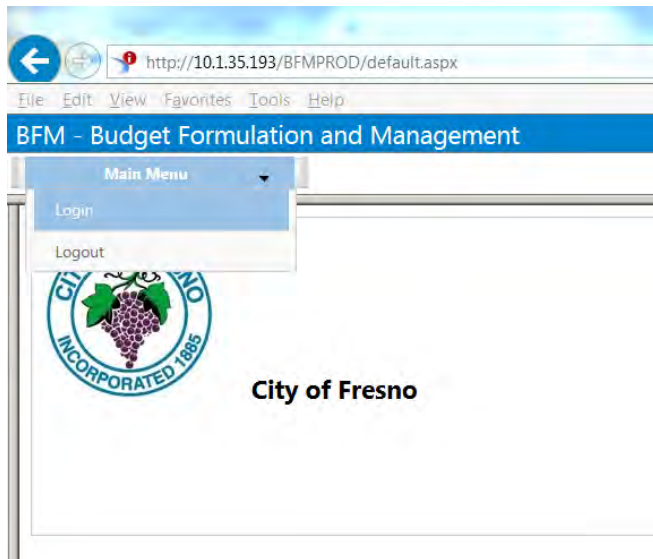
Note: It is recommended to set the BFM address as a favorite once the following initial screen is displayed.

BFM Main Screen:

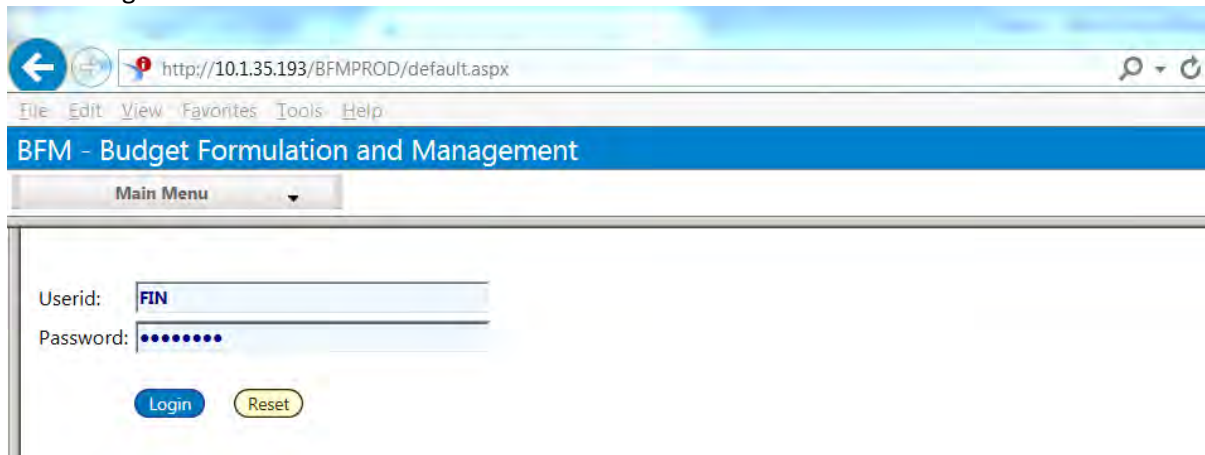


Login with initial Password

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

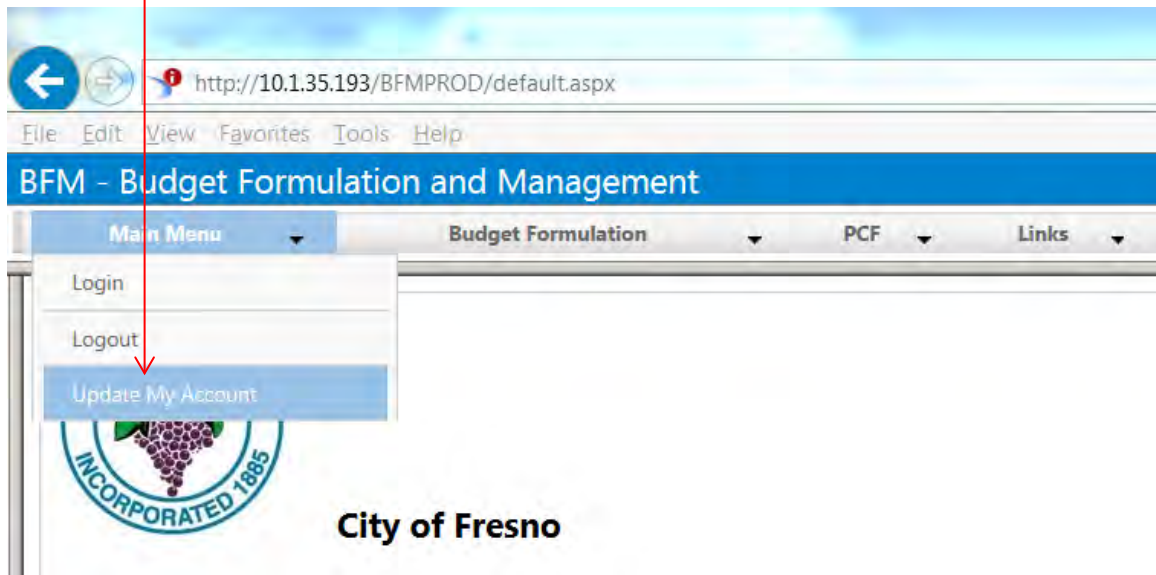


Enter assigned BFM User ID and initial Password.

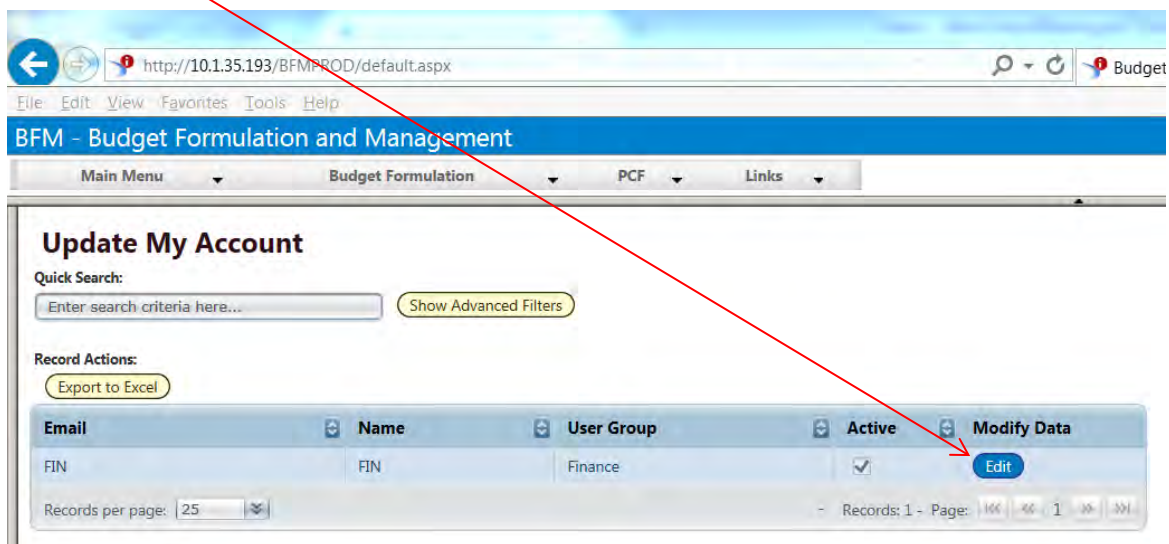


Change BFM Password

Highlight “Update My Account” from Main Menu tab.



Select the “Edit” button



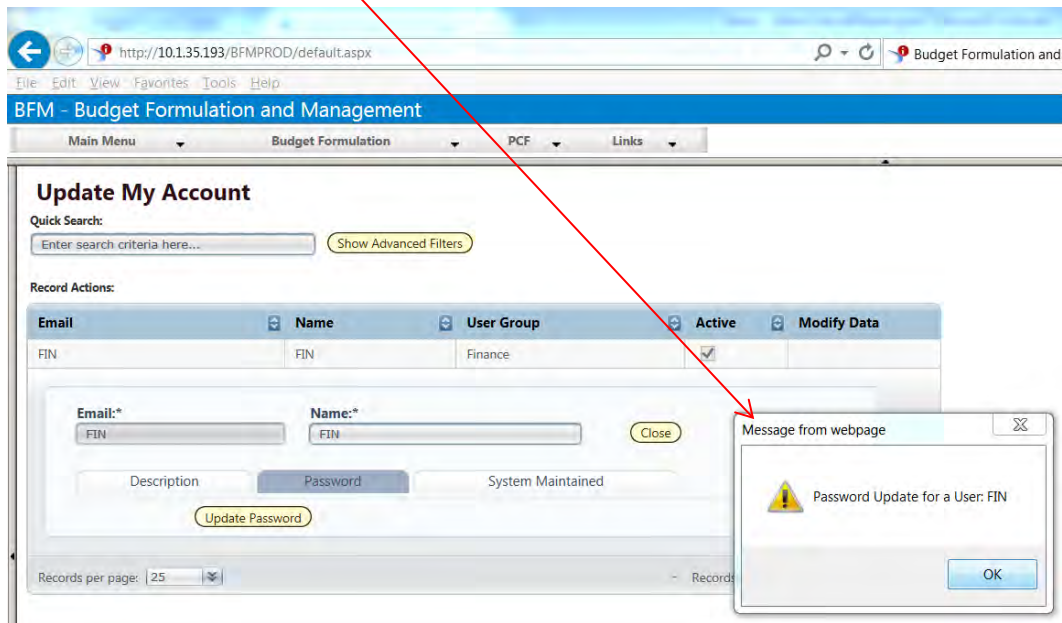
Select "Password" tab and click "Update Password" button.

The screenshot shows a web browser window with the URL <http://10.1.35.193/BFMPROD/default.aspx>. The page title is "BFM - Budget Formulation and Management". The navigation bar includes "Main Menu", "Budget Formulation", "PCF", and "Links". The main heading is "Update My Account". Below it is a "Quick Search:" section with a text input field "Enter search criteria here..." and a "Show Advanced Filters" button. A "Record Actions:" section contains a table with columns: "Email", "Name", "User Group", "Active", and "Modify Data". The table has one row with values: "FIN", "FIN", "Finance", a checked checkbox, and a link. Below the table is a form with three tabs: "Description", "Password", and "System Maintained". The "Password" tab is selected. It contains two text input fields: "Email:*" with the value "FIN" and "Name:*" with the value "FIN". There is a "Close" button to the right of the "Name" field. At the bottom of the form is a blue "Update Password" button. A red arrow points from the instruction text to the "Update Password" button, and a blue arrow points from the instruction text to the "Password" tab.

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

The screenshot shows a modal window titled "Application User Password Update -- Modal Reponse Form" overlaid on the previous page. The modal has a title bar with "Application User - Update Password" and a close button. Inside the modal, there are three text input fields: "Current Password:*" with masked characters "*****", "New Password:*" with masked characters "*****", and "Reenter New Password:*" with masked characters "*****". At the bottom of the modal are two buttons: a blue "Update" button and a yellow "Cancel" button. A red arrow points from the instruction text to the "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. Four forms will be made available at specific points in time during the budget process which are as follows.

- A1 CY Oper & DS Est (100): FY 2024 Non-capital revenue and expenditure estimates.
- A2 Base Reallocation Only (200): FY 2025 Non-capital revenue and base budget re-allocate appropriations.
- Form 1 Decision Package: FY 2025 Base Submission (requests for additional resources above established Base Budget).
- C2 Preload Capital Form (700): FY 2025 Capital revenue and appropriation budgets.

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

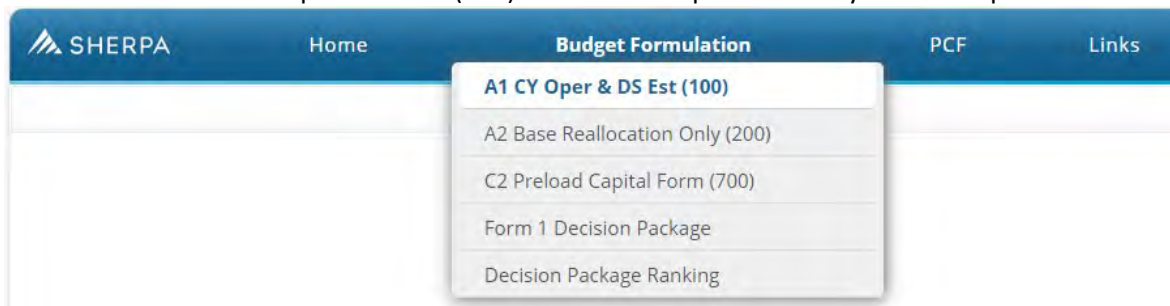
- Select a Form (Form 100-estimates, 200-non-capital budgets, Form 1 Decision Package, or 700-capital budgets).
- Within a selected form, select a Form ID. Form IDs are structured at department or division level.
- Within a Form ID, select the data entry screen to enter estimate or budgeted amounts. For Forms 100, 200, and Form 1 Decision Package, amounts entered need to be assigned to a section #, fund #, account #, and function #. For Form 700 (capital), budgeted appropriations will also need to be assigned to a project and segments 1 through 4.

The following discussion will provide instructions on building your FY 2024 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 Form

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

 SHERPA

Home

Budget Formulation

PCF

Links

Current Year Estimates

Quick Search:

Enter search criteria here...

Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
14958	10-Budget Division	102	10-1080	70	3/23/2023	scott.motsenboer	<div>Detail</div>

Records per page: 50

Records: 1 - Page: 1

Navigating through a Form

Select a "Form ID":

Navigational options:

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

SHERPA

Home

Budget Formulation

PCF

Links

Current Year Estimates

Quick Search:

Enter search criteria here...

Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
14958	10-Budget Division	102	10-1080	70	3/23/2023	scott.motsenboer	<div>Detail</div>

Records per page: 50

Records: 1 - Page: 1

Quick Search

2) Use Quick Search to narrow down to specific selection. Use org# with dash line "-" in Quick Search (i.e. 10- to find Budget's Division) to focus search under Organization column.

SHERPA

Home

Budget Formulation

PCF

Links

Current Year Estimates

Quick Search:

10-

Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
14958	10-Budget Division	102	10-1080	70	3/23/2023	scott.motsenboer	<div>Detail</div>

Records per page: 50

Records: 1 - Page: 1

Accessing a Form Data Entry Screen

Under the "Actions" column, the "Detail" buttons provide access for a specific division. Selecting the "Detail" button will take you directly to the data entry screen.

SHERPA Home Budget Formulation PCF Links

Current Year Estimates

Quick Search: [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
14958	10-Budget Division	102	10-1080	70	3/23/2023	scott.motsenboer	Detail

Records per page: Records: 1 - Page:

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

Budget Form Lines

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

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

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

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	89,000	0	89,000	

Records per page: [Show Filter](#) Records: 1 - 44 of 44 - Pages:

PLEASE NOTE – dates in screenshots are not updated.

Instance layout – Data Entry Screen

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

Dimension columns: org/section, fund, account, and function; data saved for selected dimension combination. **Read-only** columns: 2024 Adopted, Amended, and Actuals.

Data entry and Text columns: 2024 Field Estimate and 2024 Budget Office Estimate.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	89,000	0	89,000	

Records per page: 50 Show Filter Records: 1 - 44 of 44 - Pages: 1 1

PLEASE NOTE – dates in screenshots are not updated.

Note: Departments are to enter their estimates in the 2024 Field Estimate column. Budget Staff are to enter adjustments, if required, in the 2024 Budget Office Estimate column. Entries made by a department and/or the Budget Office will be combined in the 2024 Current Year Estimate column. Departments can also utilize the Budget Line Text* column to add any notes necessary to their estimates.

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 Lines

Close
Export
Import
Refresh

PLEASE NOTE – dates in screenshots are not updated.

ID	Form	Organization	Form Name
14958	00	10-1080 - Budget Division	Current Year Estimates

Actions:

Add New
Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*	
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0		
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100		
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800		
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300		
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100		
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600		
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900		
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600		
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000		
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800		
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700		
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800		
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0		
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	89,000	0	89,000		

Records per page: 50
Show Filter
Records: 1 - 44 of 44 - Pages: 100 44 1

Two 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 the targeted line or click the pencil ribbon to enter data. Data and text cells are displayed.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*	
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0		
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100		
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800		
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300		
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #1	
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600		
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900		
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600		
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000		
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800		
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700		
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800		
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0		

Records per page: 50 Save All Cancel All Show Filter Records: 1 - 44 of 44 - Pages: 1

Highlight current data entry in row 5 currently set to zero or 0; replace with new data entry.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*	
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0		
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100		
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800		
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300		
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #1	
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600		
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900		
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600		
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000		
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800		
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700		
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800		
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0		

Records per page: 50 Save All Cancel All Show Filter Records: 1 - 44 of 44 - Pages: 1

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 93075 for line 10-1080-50/1000-1004/651104/1 along with text entered.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0		1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #1
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	

Records per page: 50 Save All Cancel All Show Filter Records: 1 - 44 of 44 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

Budget & Estimate number for this line is in read pending posting to system. Click the "Save All" button to post an entry.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0		1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #1
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	

Records per page: 50 Save All Cancel All Show Filter Records: 1 - 44 of 44 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

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

Data entry 93075 saved as 93,100. 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**.

Budget Form Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #1
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	89,000	0	89,000	

Records per page: 50 Show Filter Records: 1 - 44 of 44 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

Budget Form Expense Line History

Click on “Magnifying Glass” to view Detail Line History (Audit Trail). This will give you an audit trail of all the user entries generated in line 10-1080-050/1000-1001/651104/1.

Budget Form Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #1
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	5,600	0	5,600	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	97,900	0	97,900	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	3,800	0	3,800	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	12,700	0	12,700	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	10,800	0	10,800	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	89,000	0	89,000	

Records per page: 50 Show Filter Records: 1 - 44 of 44 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

Detail Line History

Data entry and justification displayed as two separate lines.

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

Budget Form Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Organization
14958	100	10-1080 - Budget

Actions: Add New Copy

Audit Trail

Quick Search:

Records per page: 25

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTST	2023	0	Scott.Motser	1/12/2023 7:26:39 PM	93,100.00	Form uploaded value by user resulting in this newly added value
User Entry	102	clnt_txt3	2023	0	BMSD	12/1/2023 1:47:05 PM	0.00	Test #1

Records: 2 - Page: 100 - 1 - 35 - 100

Option 2: 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 Lines” screen, select “Export to Excel” to create an import template.

Budget Form Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions: Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #1

PLEASE NOTE – dates in screenshots are not updated.

Select “Open file” link button to create Excel template.

Downloads

FormExport_100_14958_20231201.xlsx

Open file

The Excel template will include dimension columns (i.e., org, fund, account, and function), data entry columns (i.e., 2024 Field Estimate and 2024 Budget Office Estimate), and Text column.

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	0	0	0	0	
3	10-1080-050	1000-1001	651101	1	0	0	0	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651102	1	0	0	0	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	0	0	0	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	0	0	0	93,100	0	93,100	Test #4

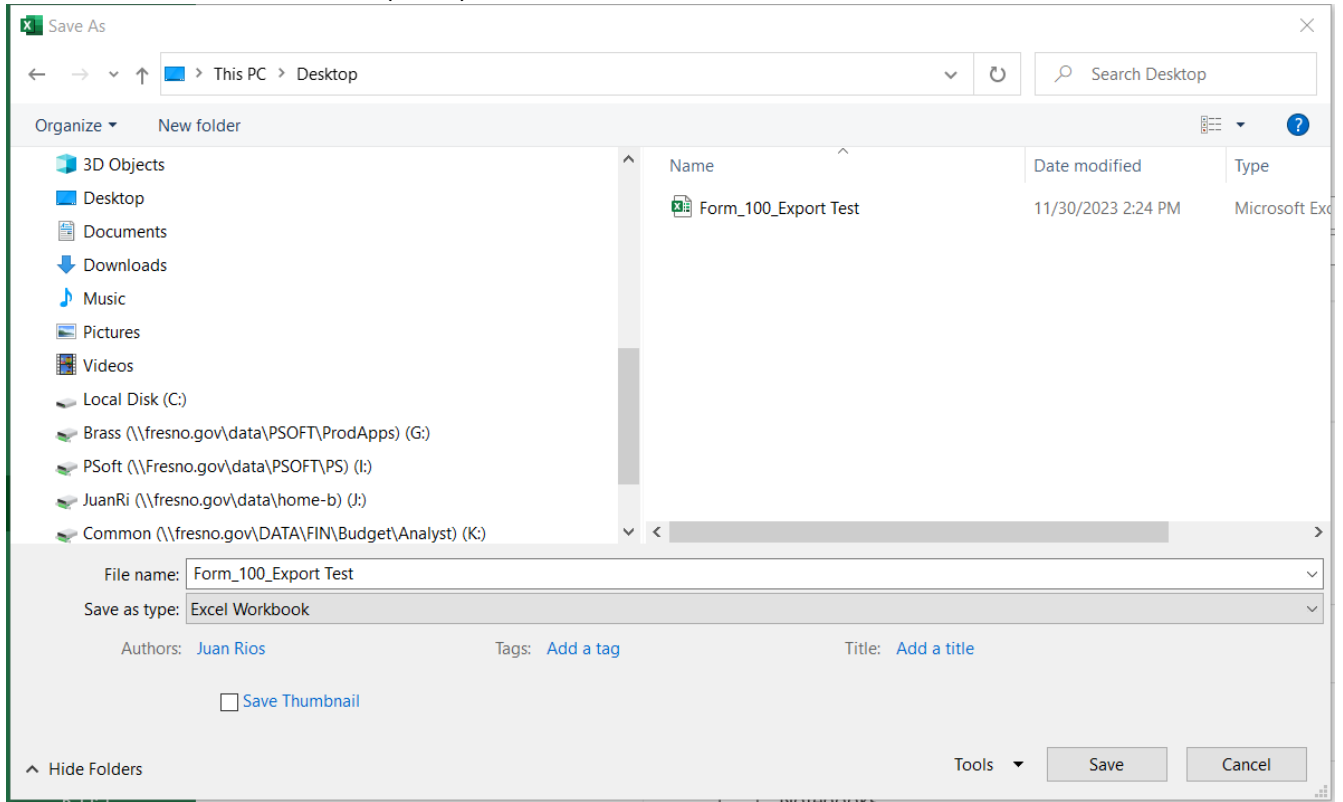
Note: The department will enter estimates in the “2024 Field Estimate” column only.

Save template to your PC. For example:

Location: Desktop

File Name: Form 100_Export Test

File Extension: Excel Workbook (*.xlsx)

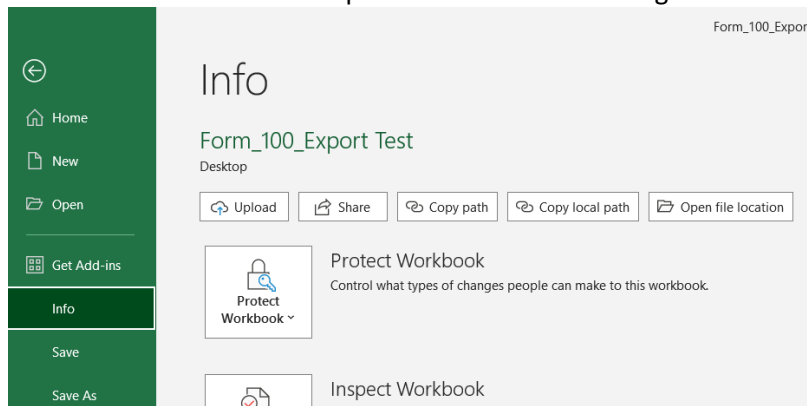


Import sample #1 – Entries for Existing Dimensions

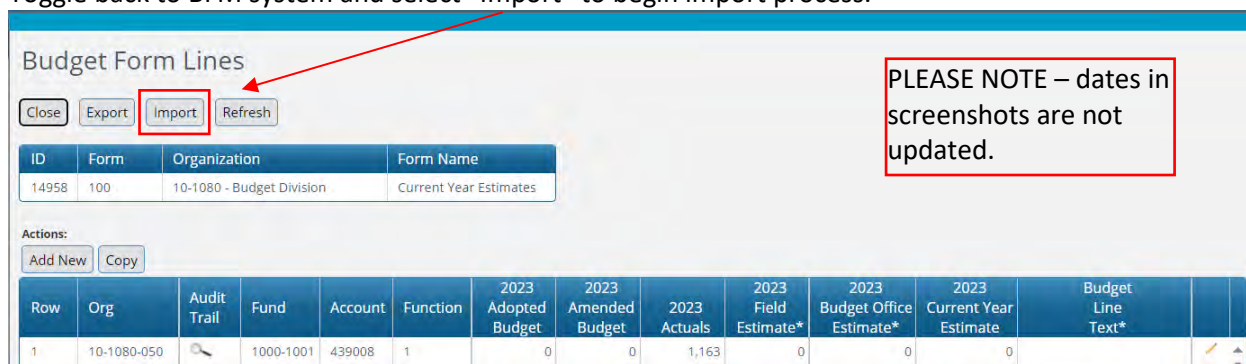
For example, 756100 entered for 10-1080-050/1000-1001/651101/1 (data entry #1), 12800 entered for 10-1080-050/1000-1001/651102/1 (data entry #2), 31300 entered for 10-1080-050/1000-1001/651103/1 (data entry #3), and 93100 entered for 10-1080-050/1000-1001/651104/1 (data entry #4).

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	0	0	0	0	
3	10-1080-050	1000-1001	651101	1	0	0	0	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651102	1	0	0	0	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	0	0	0	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	0	0	0	93,100	0	93,100	Test #4

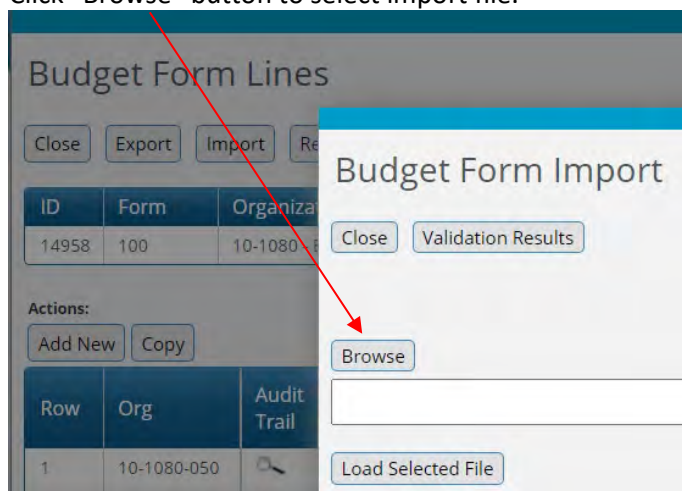
Save Excel file in order to import data entries #1 through #4..



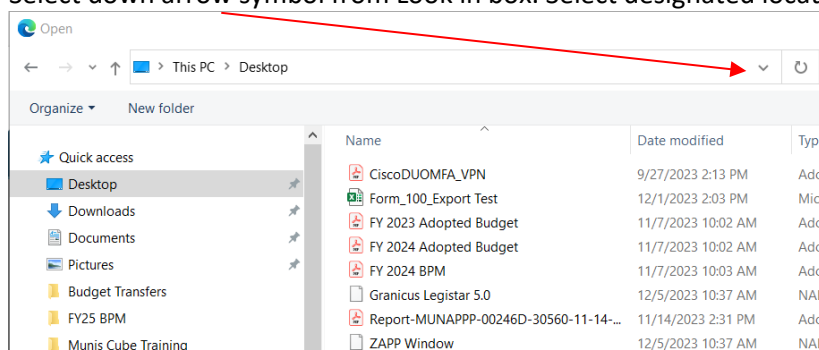
Toggle back to BFM system and select “Import” to begin import process.



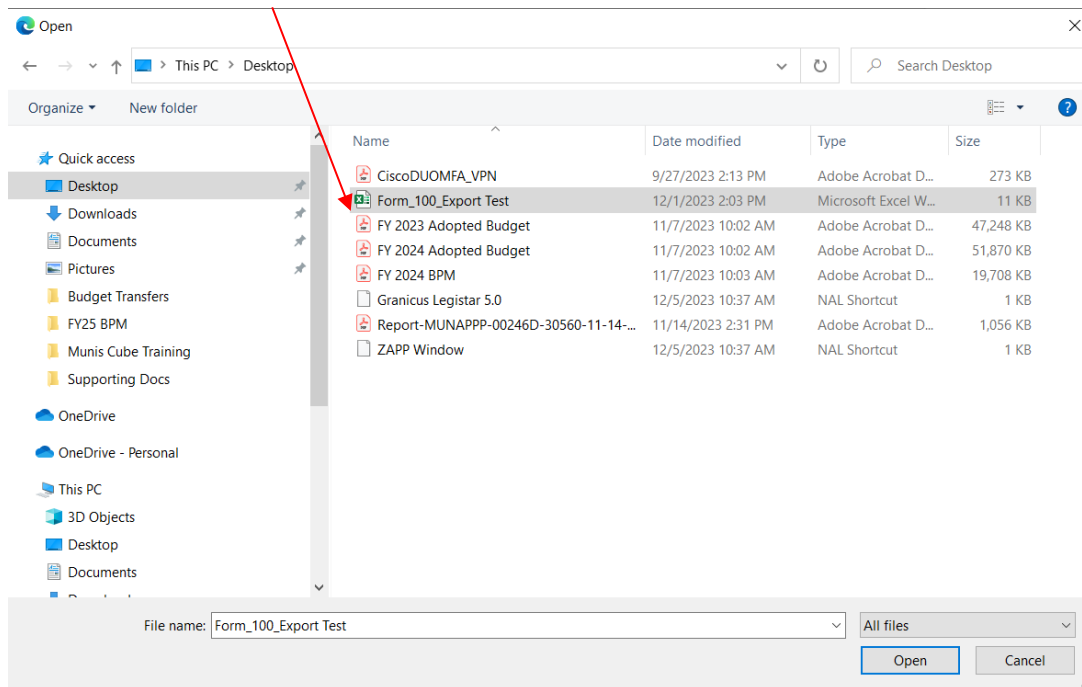
Click “Browse” button to select import file.



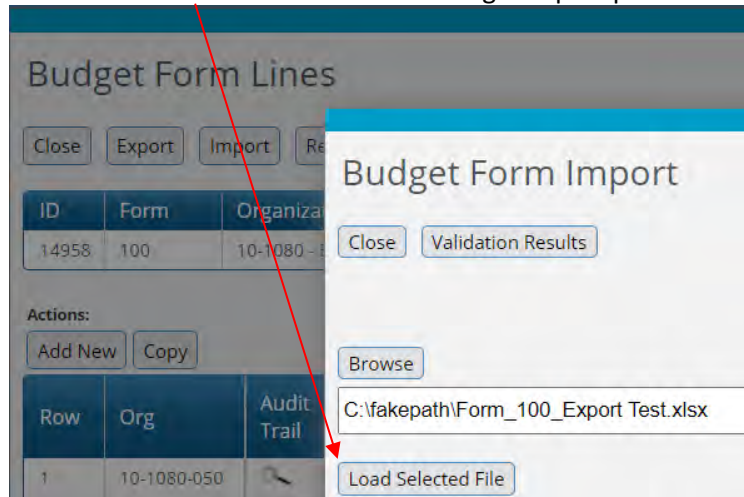
Select down arrow symbol from Look in box. Select designated location (i.e., desktop)



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



Select "Load Selected File" button to begin import process into designated Form ID.



Import process successful if upload details are displayed in **black**. If upload details in **red**, an error has occurred. If a successful upload, then you can click the “Close” button to go back to the “Budget Form Lines” Screen.

Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form_100_Export Test.xlsx

Load Selected File

Upload Completed:

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

Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
10-1080-050	1000-1001	439008	1	0	0	1162.76	0	0	0	
10-1080-050	1000-1001	651101	1	756100	756100	800860.36	756100	0	756100	Test #1
10-1080-050	1000-1001	651102	1	12800	12800	12726.29	12800	0	12800	Test #2
10-1080-050	1000-1001	651103	1	31300	31300	37908.98	31300	0	31300	Test #3
10-1080-050	1000-1001	651104	1	93100	93100	87110.29	93100	0	93100	Test #4

Data entries #1 through #4 imported into the “Budget Form Lines” screen.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:

Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	0	0	0	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	0	0	0	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	0	0	0	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	0	0	0	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	0	0	0	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	0	0	0	

Records per page: 50

Show Filter

Records: 1 - 44 of 44 - Pages: 166 - 98 | 1

PLEASE NOTE – dates in screenshots are not updated.

Select “Magnifying Glass” to view Audit Trail for 10-1080-050/1000-1001/651101 line.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions: Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	0	0	0	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	0	0	0	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	0	0	0	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	0	0	0	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	0	0	0	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	0	0	0	

Records per page: 50 Show Filter Records: 144 of 44 - Pages: 100 44 1 39 40

PLEASE NOTE – dates in screenshots are not updated.

The 756,100 estimate and justification are displayed separately in Audit Trail screen.

Audit Trail

Quick Search:

Record Actions: Close Export

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	102	DEPTEST	2023	0	Scott.Motser	1/12/2023 7:26:39 PM	756,100.00	Form uploaded value by user resulting in this newly added value
User Entry	102	clnt_bx3	2023	0	BM5D	12/5/2023 12:35:02 PM	0.00	Test #1

Records per page: 25 Records: 2 - Page: 100 44 1 39 40

Import sample #2 – Invalid Dimension

Inserted a new line: 10-1080-050/1000-1001/6511091/9600 (Invalid account)

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	1,163	0	0	0	
3	10-1080-050	1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
7	10-1080-050	1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
8	10-1080-050	1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
9	10-1080-050	1000-1001	6511091	1	9,600	9,600	9,600	9,600	0	9,600	Test #5 - Invalid Account

Toggle back to BFM, display “Budget Form Lines,” screen and select “Import” to re-import.

Budget Form Lines

Close Export Import Refresh

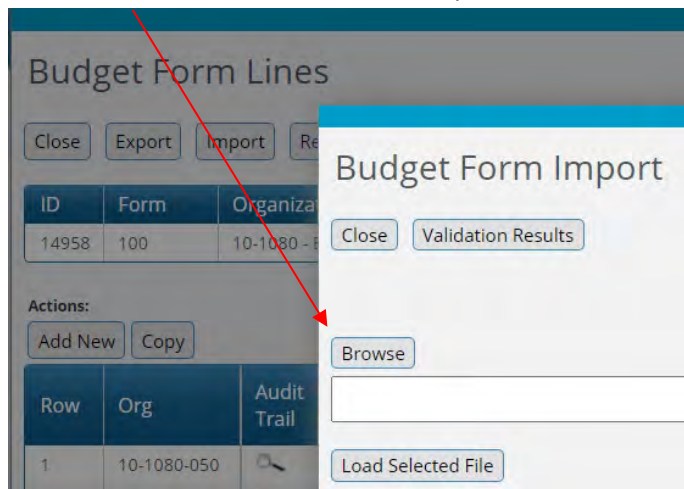
ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions: Add New Copy

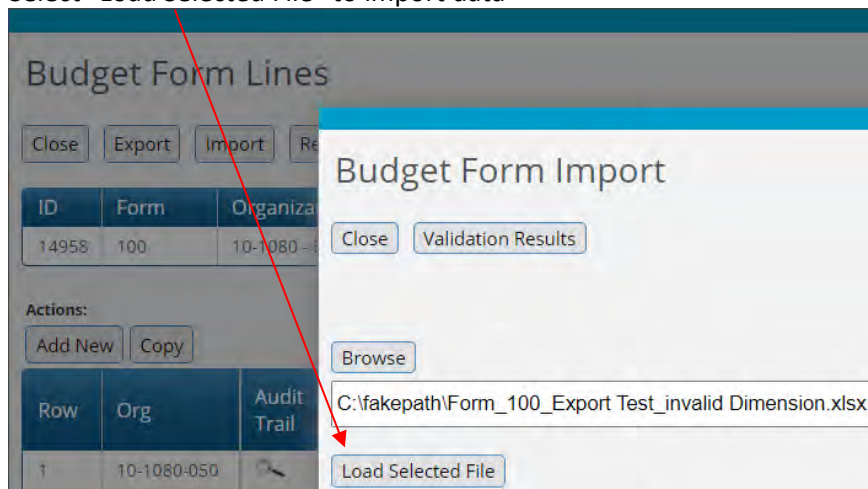
Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	

PLEASE NOTE – dates in screenshots are not updated.

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

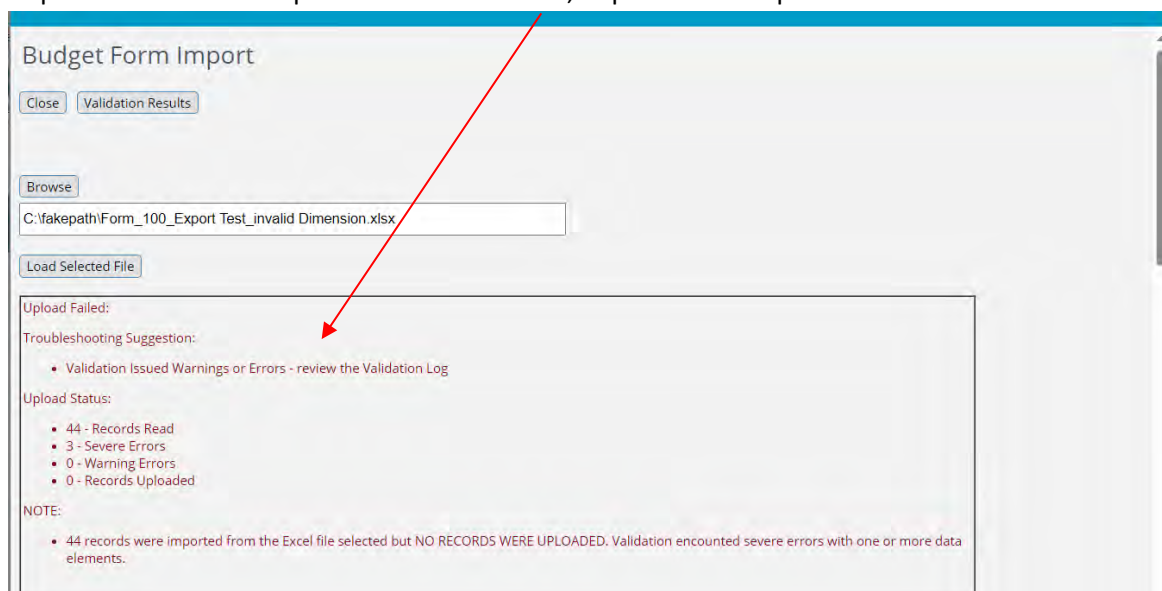


Select "Load Selected File" to import data



Import Error – details in red

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



Org	Fund	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
10-1080-050	1000-1001	1	0	0	1162.76	0	0	0	
10-1080-050	1000-1001	1	756100	756100	800860.36	756100	0	756100	Test #1
10-1080-050	1000-1001	1	12800	12800	12726.29	12800	0	12800	Test #2
10-1080-050	1000-1001	1	31300	31300	37908.98	31300	0	31300	Test #3
10-1080-050	1000-1001	1	93100	93100	87110.29	93100	0	93100	Test #4
10-1080-050	1000-1001	1	5600	5600	5586.92	0	0	0	
10-1080-050	1000-1001	1	97900	97900	96526.97	0	0	0	
10-1080-050	1000-1001	1	9600	9600	9600	9600	0	9600	Test #5 - Invalid Account

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

Budget Form Import

Close
Validation Results

Browse

C:\fakepath\Form_100_Export Test_invalid Dimension.xlsx

Load Selected File

Upload Failed:

Troubleshooting Suggestion:

- Validation Issued Warnings or Errors - review the Validation Log

Upload Status:

- 44 - Records Read
- 3 - Severe Errors
- 0 - Warning Errors
- 0 - Records Uploaded

NOTE:

- 44 records were imported from the Excel file selected but NO RECORDS WERE UPLOADED. Validation encountered severe errors with one or more data elements.

Invalid record location and dimension.

Upload Validation Message Details

Export
Close

Upload Row	Column Name	Column Value	Severity	Error
8	Account	6511091	Severe	The account code on the upload row is not in the filter for this budget form.
8	Account	6511091	Severe	The Account must be part of the filter established for this budget form
8	Account	6511091	Severe	The Account must be Active, Postable, and exist on the Account Table.

Records per page: 25

Records: 3 - Page: 1

Select the “Close” button to close the screen.

Replace account 6511091 (invalid) with an active account. For this example, account 6511091 replaced account 651109 (Leave Payoff At Termination; active in BFM).

Save Excel file to upload into BFM data entry screen

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	1,163	0	0	0	
3	10-1080-050	1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651103	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
7	10-1080-050	1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
8	10-1080-050	1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
9	10-1080-050	1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account

Toggle back to BFM, display “Budget Form,” screen and select “Import” to re-import.

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

Select “Load Selected File” to import data

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

Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form_100_Export_Test_Correct Dimension.xlsx

Load Selected File

Upload Completed:

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

Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
10-1080-050	1000-1001	439008	1	0	0	1162.76	0	0	0	
10-1080-050	1000-1001	651101	1	756100	756100	800860.36	756100	0	756100	Test #1
10-1080-050	1000-1001	651102	1	12800	12800	12726.29	12800	0	12800	Test #2
10-1080-050	1000-1001	651103	1	31300	31300	37908.98	31300	0	31300	Test #3
10-1080-050	1000-1001	651104	1	93100	93100	87110.29	93100	0	93100	Test #4
10-1080-050	1000-1001	651105	1	5600	5600	5586.92	0	0	0	
10-1080-050	1000-1001	651107	1	97900	97900	96526.97	0	0	0	
10-1080-050	1000-1001	651109	1	9600	9600	9600	9600	0	9600	Test #6 Replace 6511091 w/ valid account

Data entry screen reflects Entry #6.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:

Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account

PLEASE NOTE – dates in screenshots are not updated.

Import sample #3 – Import File with Blank Cell

Below a new row was inserted and saved with dimensions (org 10-1080-050, fund 1000-1001, & account 651301) along with 6000 as Field Estimate, but a blank cell for Budget Office Estimate (cell +I10).

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	1,163	0	0	0	
3	10-1080-050	1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
7	10-1080-050	1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
8	10-1080-050	1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
9	10-1080-050	1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account
10	10-1080-050	1000-1001	651301	1	6,000	6,000	81	6,000		0	Test #7 6000 & Blank Cell

Note: a blank cell will cause an unsuccessful import.

Toggle back to BFM, display “Budget Form Lines,” screen and select “Import” to re-import.

Budget Form Lines

Close Export **Import** Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	

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

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization
14958	100	10-1080 - Budget Division

Actions:
Add New Copy

Budget Form Import

Close Validation Results

Browse

Load Selected File

Select “Load Selected File” to import data

Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form_100_Export Test_Blank Cell.xlsx

Load Selected File

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.

The screenshot displays the 'Budget Form Import' application interface. At the top, there are tabs for 'et Formulatio...', 'Oracle PS HRMS', and 'Oracle | PS SBC'. A modal dialog box is open, titled '10.1.38.193 says', with the text: 'Not found in response page: ctl03', 'It could be caused by Server Error', and 'Do you want to see the response page?'. The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the application shows a 'Close' button, a 'Validation Results' button, and a 'Browse' button. A text field contains the file path 'C:\fakepath\Form_100_Export Test_Blank Cell.xlsx'. Below this is a 'Load Selected File' button. A large blue box with a yellow circular progress indicator and the text 'Processing Import. Please wait.' is visible. In the bottom right corner, a Microsoft Edge browser window is open, showing a 'Server Error in '/bfmtest' Application.' message. The error details include: 'Error converting data type varchar to numeric.', 'CYDEPTEST', 'EDIT', 'Column 1 successfully processed and SQL / Where statements generated', '1', '1', and a SQL query: 'SUM(CASE WHEN sgs_pstg_cd_xwlc.cd = 'CYDEPTEST' and sgs_data.sgs_bdgt_frm_hdr_id = 14958 THEN sgs_data.data ELSE 0 END) (sgs_pstg_cd_xwlc.cd = 'CYDEPTEST' and'. A 'Pop-ups blocked' notification is also visible on the left side of the browser window, with a red box highlighting the option 'Always allow pop-ups and redirects from http://10.1.38.193'.

BFM did not post data from latest import, specifically for account 651301 in the “Budget Form Lines” screen.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions: Add New Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	0	0	0	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	0	0	0	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	0	0	0	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	0	0	0	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	0	0	0	

Records per page: 50 Show Filter Records: 1 - 44 of 44 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

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

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	1,163	0	0	0	
3	10-1080-050	1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
7	10-1080-050	1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
8	10-1080-050	1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
9	10-1080-050	1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account
10	10-1080-050	1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	Test #7 6000 & Blank Cell

Note: new record 10-1080-050/1000-1001/651301 (row 10) placed out of sequential order. BFM will resort automatically once data is imported into the “Budget Form Lines” screen.

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

Budget Form Lines

Close Export Import Refresh

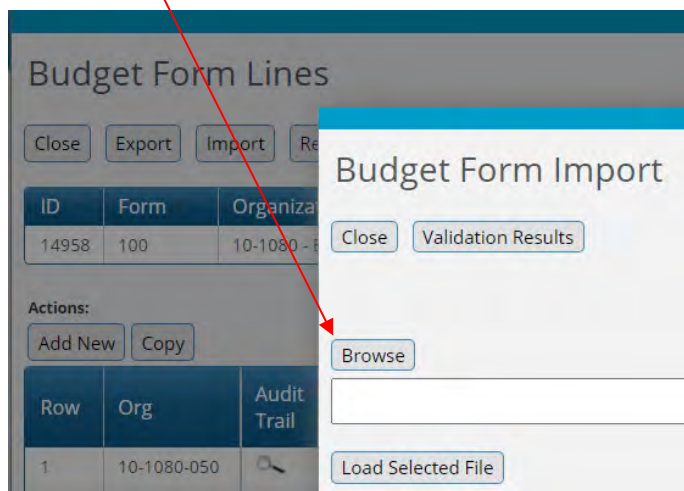
ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions: Add New Copy

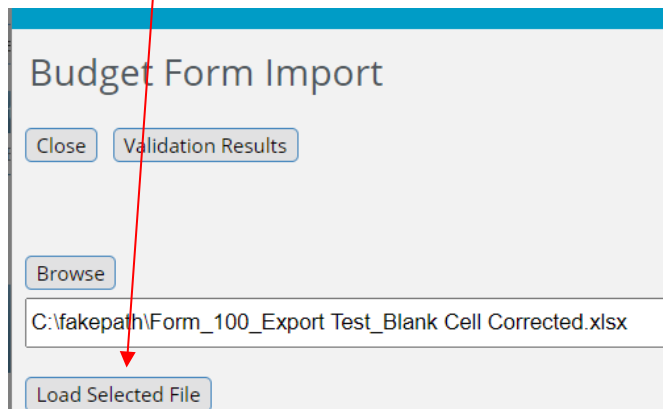
Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	

PLEASE NOTE – dates in screenshots are not updated.

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

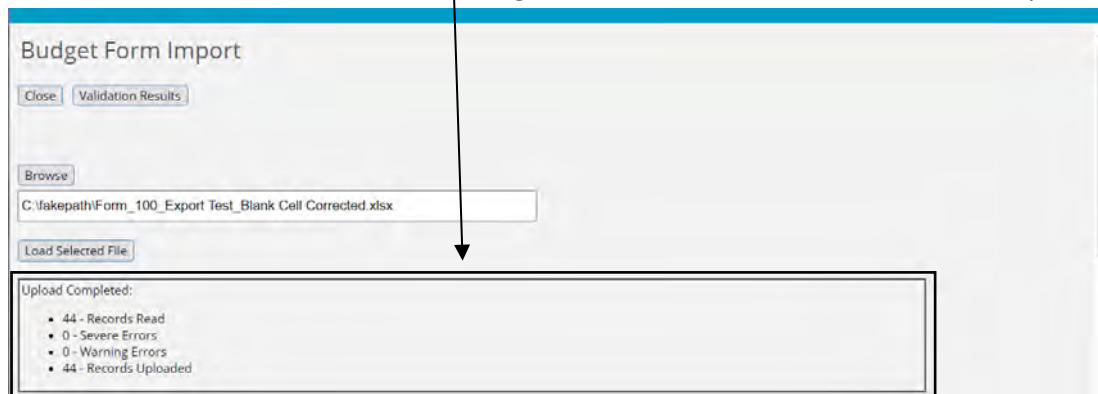


Select “Load Selected File” to import data



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

Select the “Close” button to move to “Budget Form Lines” screen with most current upload data.



Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
10-1080-050	1000-1001	439008	1	0	0	1162.76	0	0	0	
10-1080-050	1000-1001	651101	1	756100	756100	800860.36	756100	0	756100	Test #1
10-1080-050	1000-1001	651102	1	12800	12800	12726.29	12800	0	12800	Test #2
10-1080-050	1000-1001	651103	1	31300	31300	37908.98	31300	0	31300	Test #3
10-1080-050	1000-1001	651104	1	93100	93100	87110.29	93100	0	93100	Test #4
10-1080-050	1000-1001	651105	1	5600	5600	5586.92	0	0	0	
10-1080-050	1000-1001	651107	1	97900	97900	96526.97	0	0	0	
10-1080-050	1000-1001	651109	1	9600	9600	9600	9600	0	9600	Test #6 Replace 6511091 w/ valid account
10-1080-050	1000-1001	651301	1	6000	6000	81.17	6000	0	6000	Test #7 6000 & Blank Cell

Data entries #7 for 6,000 now displayed and posted to BFM.

Budget Form Lines

Close
Export
Import
Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New
Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	Test #7 6000 & Blank Cell
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	0	0	0	
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	0	0	0	
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	0	0	0	
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0	
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	0	0	0	

Records per page: 50
Show Filter
Records: 1 - 44 of 44 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

Note: BFM resorted new record (10-1080-050/1000-1001/651301) in sequential order. This new record was placed above 10-1080-050/1000-1001/651401 in the Excel import file.

Import sample #4 – Upload just One Line

Account 436101 (Interest) not listed in the “Budget Form Lines” screen but wish to add an entry for 10-1080-050/1000-1001/436101.

Budget Form Lines

Close
Export
Import
Refresh

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:
Add New
Copy

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*	
1	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0		
2	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1	
3	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2	
4	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3	
5	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4	
6	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	0	0	0		
7	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	0	0	0		
8	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account	
9	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	Test #7 6000 & Blank Cell	
10	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	0	0	0		
11	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	0	0	0		
12	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	0	0	0		
13	10-1080-050		1000-1001	652902	1	0	0	56	0	0	0		
14	10-1080-050		1000-1001	653302	1	89,000	89,000	41,171	0	0	0		

Records per page: 50
Show Filter
Records: 1 - 44 of 44 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

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

For example, one record based on 10-1080-050/1000-1001/436101/1000/Text is saved in the import file.

	A	B	C	D	E	F	G	H	I	J	K
1	Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
2	10-1080-050	1000-1001	439008	1	0	0	1,163	0	0	0	
3	10-1080-050	1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
4	10-1080-050	1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
5	10-1080-050	1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
6	10-1080-050	1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
7	10-1080-050	1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
8	10-1080-050	1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
9	10-1080-050	1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account
10	10-1080-050	1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	Test #7 6000 & Blank Cell
11	10-1080-050	1000-1001	436101	1	0	0	0	10,000	0	0	Test #8 Import file's one record

Toggle back to BFM to run the import process starting from the “Budget Form Lines,” screen. 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 Lines” screen.

Budget Form Import

C:\fakepath\Form_100_Export Test.xlsx

Upload Completed:

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

Org	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Column Text
10-1080-050	1000-1001	439008	1	0	0	1162.76	0	0	0	
10-1080-050	1000-1001	651101	1	756100	756100	800860.36	756100	0	756100	Test #1
10-1080-050	1000-1001	651102	1	12800	12800	12726.29	12800	0	12800	Test #2
10-1080-050	1000-1001	651103	1	31300	31300	37908.98	31300	0	31300	Test #3
10-1080-050	1000-1001	651104	1	93100	93100	87110.29	93100	0	93100	Test #4
10-1080-050	1000-1001	651105	1	5600	5600	5586.92	0	0	0	
10-1080-050	1000-1001	651107	1	97900	97900	96526.97	0	0	0	
10-1080-050	1000-1001	651109	1	9600	9600	9600	9600	0	9600	Test #6 Replace 6511091 w/ valid account
10-1080-050	1000-1001	651301	1	6000	6000	81.17	6000	0	6000	Test #7 6000 & Blank Cell
10-1080-050	1000-1001	436101	1	0	0	0	10000	0	0	Test #8 Import file's one record

New line imported; entries #1 - #7 were not affected.

Budget Form Lines

ID	Form	Organization	Form Name
14958	100	10-1080 - Budget Division	Current Year Estimates

Actions:

Row	Org	Audit Trail	Fund	Account	Function	2023 Adopted Budget	2023 Amended Budget	2023 Actuals	2023 Field Estimate*	2023 Budget Office Estimate*	2023 Current Year Estimate	Budget Line Text*
1	10-1080-050		1000-1001	436101	1	0	0	0	10,000	0	10,000	Test #8 Import file's one record
2	10-1080-050		1000-1001	439008	1	0	0	1,163	0	0	0	
3	10-1080-050		1000-1001	651101	1	756,100	756,100	800,860	756,100	0	756,100	Test #1
4	10-1080-050		1000-1001	651102	1	12,800	12,800	12,726	12,800	0	12,800	Test #2
5	10-1080-050		1000-1001	651103	1	31,300	31,300	37,909	31,300	0	31,300	Test #3
6	10-1080-050		1000-1001	651104	1	93,100	93,100	87,110	93,100	0	93,100	Test #4
7	10-1080-050		1000-1001	651105	1	5,600	5,600	5,587	0	0	0	
8	10-1080-050		1000-1001	651107	1	97,900	97,900	96,527	0	0	0	
9	10-1080-050		1000-1001	651109	1	9,600	9,600	9,600	9,600	0	9,600	Test #6 Replace 6511091 w/ valid account
10	10-1080-050		1000-1001	651301	1	6,000	6,000	81	6,000	0	6,000	Test #7 6000 & Blank Cell
11	10-1080-050		1000-1001	651401	1	3,800	3,800	7,488	0	0	0	
12	10-1080-050		1000-1001	652302	1	12,700	12,700	12,700	0	0	0	
13	10-1080-050		1000-1001	652901	1	10,800	10,800	3,919	0	0	0	

Records per page: 50 Records: 1 - 45 of 45 - Pages: 100 44 1 391

PLEASE NOTE – dates in screenshots are not updated.

Note: BFM recorded new record (10-1080-050/1000-1001/436101) in sequential order. This new record was placed above 10-1080-050/1000-1001/651401 in the Excel import file.

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 653XXX – 658XXX).

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 Reallocation Only (200) Form

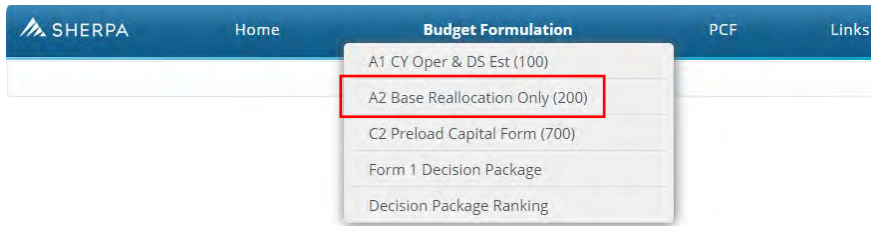
Move cursor and highlight “Budget Formulation” tab.

Move cursor to “A2 Base Reallocation Only (200)” and click to open to enter your FY 2025 Non-capital revenue and to re-allocate base budget appropriations.

Note: Starting in FY 2024, the new Form 1 Decision Package will be used for all department Form 1 requests for appropriations above and beyond Base Budget appropriations.

This includes all Personnel Services Form 3 requests, Non-Personnel Services, and ID Charge Form 10-11 requests.

Click on Form 200.



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

The screenshot shows the 'Base Reallocation Only' page. It includes a 'Quick Search' field and a 'Show Advanced Filters' button. Below is a table of forms assigned to User ID BMD. The 'Form ID' column is highlighted with a red box. The table has columns: Form ID, Description, Stage, Organization, Form Rows, Last Update, Last User, and Actions. Two records are shown: 15298 (10-Budget Division) and 15368 (21-Budget and Management Studies Division). Both have a 'Detail' button in the Actions column.

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
15298	10-Budget Division	202	10-1080	0	2/17/2023	SHERPA	Detail
15368	21-Budget and Management Studies Division	202	21-2101	0	2/17/2023	SHERPA	Detail

Records per page: 50 Records: 2 - Page: 1

Select a BFM Form ID (Division)

Similar to the Estimate Form 100, data entry screens for Form 200 Form IDs can be accessed through the “Actions” column selections. Selecting the “Detail” button will provide you with direct access to the data entry screen.

The screenshot shows the 'Base Reallocation Only' page, identical to the previous one. Red arrows point from the text 'Selecting the “Detail” button will provide you with direct access to the data entry screen.' to the 'Detail' buttons in the Actions column of the table.

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
15298	10-Budget Division	202	10-1080	0	2/17/2023	SHERPA	Detail
15368	21-Budget and Management Studies Division	202	21-2101	0	2/17/2023	SHERPA	Detail

Records per page: 50 Records: 2 - Page: 1

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

SHERPA

Home

Budget Formulation

PCF

Links

Base Reallocation Only

Quick Search:

Enter search criteria here...

Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
15298	10-Budget Division	202	10-1080	0	2/17/2023	SHERPA	<div>Detail</div>
15368	21-Budget and Management Studies Division	202	21-2101	0	2/17/2023	SHERPA	<div>Detail</div>

Records per page: 50

Records: 2 - Page: 1

Instance layout (Data Entry Screen)

Three types of columns-Dimension, Read-only, and Data entry. **Dimension** columns: org/section, fund, account, function, and project segments 1 through 4 (if applicable); data saved for selected dimension combination. **Read-only** columns: 2024 Amended Budget, 2025 Initial Base Budget, 2025 Request Base, and 2025 Department Submission. **Data entry and Text** columns: 2025 Adjustments and 2025 One-Times.

Budget Form Lines

Close

Export

Import

Refresh

ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

Actions:

Add New

Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments	2024 One-Times	2024 Department Submission	Budget Line Text*
1		10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0	
2		10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	0	0	0	
3		10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	0	0	0	
4		10-1080-050	1000-1001	652302	1	0	0	0	0	12,700	0	0	0	0	0	
5		10-1080-050	1000-1001	652901	1	0	0	0	0	10,800	0	0	0	0	0	
6		10-1080-050	1000-1001	653302	1	0	0	0	0	89,000	0	0	0	0	0	
7		10-1080-050	1000-1001	653303	1	0	0	0	0	2,000	0	0	0	0	0	
8		10-1080-050	1000-1001	654303	1	0	0	0	0	500	0	0	0	0	0	
9		10-1080-050	1000-1001	654305	1	0	0	0	0	100	0	0	0	0	0	
10		10-1080-050	1000-1001	654411	1	0	0	0	0	162,900	0	0	0	0	0	
11		10-1080-050	1000-1001	655804	1	0	0	0	0	500	0	0	0	0	0	
12		10-1080-050	1000-1001	656102	1	0	0	0	0	500	0	0	0	0	0	
13		10-1080-050	1000-1001	656106	1	0	0	0	0	300	0	0	0	0	0	
14		10-1080-050	1000-1001	656107	1	0	0	0	0	3,900	0	0	0	0	0	

Records per page: 50

Show Filter

Records: 1 - 34 of 34 - Pages: 1

PLEASE NOTE – dates in screenshots are not updated.

PLEASE NOTE – dates in screenshots are not updated.

Note: The FY 2025 Department Submission column will combine data entries populated by central uploads and adjustments as displayed in the 2025 Initial and Request Base Budget columns as well as through department entries. Departments' budget entries are to be made in columns:

- **2025 Adjustments:** Enter reclassifications for revenue and appropriation between org/fund/account/function/project segments 1 through 4 (if applicable) combinations. Reclassifications should net to zero.
- **2025 One-Times:** Enter Non-capital revenues.

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 Line:** Create a new line if you don't see a specific dimension combination.

Operating & DS Data Entry (Non-capital)

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 Reallocation Only Form 200 as summarized below.

Account#	Account Description
651101	Permanent Salaries
651102	Fringe
651104	Perm Fringe - Health & Welfare
651105	Perm Fringe - Life & Disab. Ins.
651106	Perm Fringe - Pension Sworn
651107	Perm Fringe-Pension Employees
651108	Early Retirement Incentive
651109	Leave Payoff At Termination
651201	Non-Permanent Salaries
651202	Non-Permanent Fringe
658028	Settlements
658030	Interest Expense
658033	Debt Service Principal
658037	Advertising & Promotions
658040	Developer Reimbursements
658101	Sales/Use Tax Expense
658199	NonPers - Budget Hold Back
658200	Council Motions
661003	Attrition Contingency

Manual Line Entry

Manual data entry can be made in a similar fashion as outlined in the Estimate Form 100 section. Double click on targeted line(s) to enter data in the 2025 Adjustment or 2025 One-Times columns.

For example, a negative 1000 entry made in row 3 and an offsetting positive 1000 entry made in row 2. 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 Lines

Close
Export
Import
Refresh

ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

PLEASE NOTE – dates in screenshots are not updated.

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments	2024 One-Times	2024 Department Submission	Budget Line Text*	
1		10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0		
2		10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	1,000	0	0	Sample positive entry	
3		10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	-1,000	0	0	Sample negative entry	
4		10-1080-050	1000-1001	652302	1	0	0	0	0	12,700	0	0	0	0	0		
5		10-1080-050	1000-1001	652901	1	0	0	0	0	10,800	0	0	0	0	0		
6		10-1080-050	1000-1001	653302	1	0	0	0	0	89,000	0	0	0	0	0		
7		10-1080-050	1000-1001	653303	1	0	0	0	0	2,000	0	0	0	0	0		
8		10-1080-050	1000-1001	654303	1	0	0	0	0	500	0	0	0	0	0		
9		10-1080-050	1000-1001	654305	1	0	0	0	0	100	0	0	0	0	0		
10		10-1080-050	1000-1001	654411	1	0	0	0	0	162,900	0	0	0	0	0		
11		10-1080-050	1000-1001	655804	1	0	0	0	0	500	0	0	0	0	0		
12		10-1080-050	1000-1001	656102	1	0	0	0	0	500	0	0	0	0	0		
13		10-1080-050	1000-1001	656106	1	0	0	0	0	300	0	0	0	0	0		
14		10-1080-050	1000-1001	656107	1	0	0	0	0	3,900	0	0	0	0	0		

Records per page: 50

Save All
Cancel All
Show Filter
Records: 1 - 34 of 34 - Pages: 1 46 46 1 39 39

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 2025 Department Submission column; posting save per green message and line color changed from red to **black**.

Budget Form Lines

Close
Export
Import
Refresh

ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

PLEASE NOTE – dates in screenshots are not updated.

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments	2024 One-Times	2024 Department Submission	Budget Line Text*	
1		10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0		
2		10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	1,000	0	1,000	Sample positive entry	
3		10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	-1,000	0	-1,000	Sample negative entry	
4		10-1080-050	1000-1001	652302	1	0	0	0	0	12,700	0	0	0	0	0		
5		10-1080-050	1000-1001	652901	1	0	0	0	0	10,800	0	0	0	0	0		
6		10-1080-050	1000-1001	653302	1	0	0	0	0	89,000	0	0	0	0	0		
7		10-1080-050	1000-1001	653303	1	0	0	0	0	2,000	0	0	0	0	0		
8		10-1080-050	1000-1001	654303	1	0	0	0	0	500	0	0	0	0	0		
9		10-1080-050	1000-1001	654305	1	0	0	0	0	100	0	0	0	0	0		
10		10-1080-050	1000-1001	654411	1	0	0	0	0	162,900	0	0	0	0	0		
11		10-1080-050	1000-1001	655804	1	0	0	0	0	500	0	0	0	0	0		
12		10-1080-050	1000-1001	656102	1	0	0	0	0	500	0	0	0	0	0		
13		10-1080-050	1000-1001	656106	1	0	0	0	0	300	0	0	0	0	0		
14		10-1080-050	1000-1001	656107	1	0	0	0	0	3,900	0	0	0	0	0		

Records per page: 50

Show Filter
Records: 1 - 34 of 34 - Pages: 1 46 46 1 39 39

Budget Form Expense Line History

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

Budget Form Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments	2024 One-Times	2024 Department Submission	Budget Line Text*
1		10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0	
2		10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	1,000	0	1,000	Sample positive entry
3		10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	-1,000	0	-1,000	Sample negative entry
4		10-1080-050	1000-1001	652302	1	0	0	0	0	12,700	0	0	0	0	0	
5		10-1080-050	1000-1001	652901	1	0	0	0	0	10,800	0	0	0	0	0	
6		10-1080-050	1000-1001	653302	1	0	0	0	0	89,000	0	0	0	0	0	
7		10-1080-050	1000-1001	653303	1	0	0	0	0	2,000	0	0	0	0	0	
8		10-1080-050	1000-1001	654303	1	0	0	0	0	500	0	0	0	0	0	
9		10-1080-050	1000-1001	654305	1	0	0	0	0	100	0	0	0	0	0	
10		10-1080-050	1000-1001	654411	1	0	0	0	0	162,900	0	0	0	0	0	
11		10-1080-050	1000-1001	655804	1	0	0	0	0	500	0	0	0	0	0	
12		10-1080-050	1000-1001	656102	1	0	0	0	0	500	0	0	0	0	0	
13		10-1080-050	1000-1001	656106	1	0	0	0	0	300	0	0	0	0	0	
14		10-1080-050	1000-1001	656107	1	0	0	0	0	3,900	0	0	0	0	0	

Records per page: 50 Show Filter Records: 1 - 34 of 34 - Pages: 1 66 1 30 300

PLEASE NOTE – dates in screenshots are not updated.

Sample of Budget Form Expense Line History

Data entry and justification are 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	2024	0	BMSD	12/6/2023 1:00:08 PM	1,000.00	
User Entry	202	clnt_txt3	2024	0	BMSD	12/6/2023 1:00:08 PM	0.00	Sample positive entry

Records per page: 25 Records: 2 - Page: 1 66 1 30 300

Adding a New Line Item

Account 436101 (Interest) not found Budget Form Entry screen per Quick Search. Select the “Add New” button to insert a new line item.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments	2024 One-Times	2024 Department Submission	Budget Line Text*
1		10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0	
2		10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	1,000	0	1,000	Sample positive entry
3		10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	-1,000	0	-1,000	Sample negative entry
4		10-1080-050	1000-1001	652302	1	0	0	0	0	12,700	0	0	0	0	0	

PLEASE NOTE – dates in screenshots are not updated.

Enter org, fund, account, function, and project segments 1 through 4 (if applicable), 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:

Form ID	Form Definition
15298	200

Org Code:*

Fund Code:*

Seg 2:* Default Code

Seg 3:* Unassigned

Seg 1:* Unassigned Project

Account:*

Function:

Seg 4: Not Assigned

Justification:*

2024 Adjustments*:

Audit Text:

2024 One-Times*:

Audit Text:

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

Lookup

Quick Search:

Select	Code	Name
<input type="button" value="Select"/>	10-1080-050	Budget Program

Records: 1 - 1 of 1 - Pages: 1

Note: the selection screens for Fund Code through project segment 4 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:

Form ID	Form Definition
15298	200

Org Code:* **Fund Code:*** **Seg 2:*** **Seg 3:*** **Seg 1:***
 Default Code Unassigned Unassigned Project
Account:* **Function:** **Seg 4:**
 Not Assigned

Justification:*

2024 Adjustments:* **Audit Text:**

2024 One-Times:* **Audit Text:**

A 1,000 entry has been saved under the "2025 One-Times" and the "2025 Department Submission" columns.

Budget Form Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

Actions:

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments	2024 One-Times	2024 Department Submission	Budget Line Text*
1		10-1080-050	1000-1001	436101	1	0	0	0	0	0	0	0	0	1,000	1,000	New line needed as example to be included in BPM for the current fiscal year.
2		10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0	
3		10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	1,000	0	1,000	Sample positive entry
4		10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	-1,000	0	-1,000	Sample negative entry

PLEASE NOTE – dates in screenshots are not updated.

Data Entry by Import Function

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

Budget Form Lines

Close Export Import Refresh

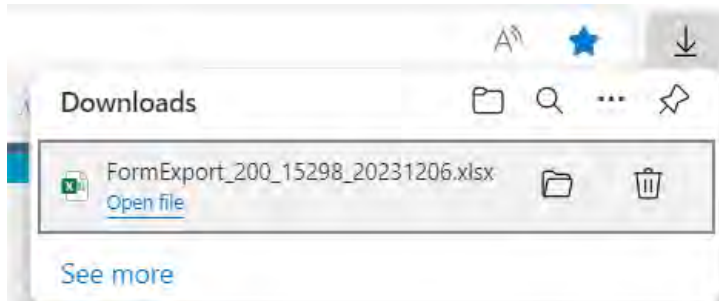
ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2
-----	-------------	-----	------	---------	----------	-------	-------

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.



Excel template will display dimension columns (i.e., Org, Fund, Account, Function, and Project Segments 1 through 4 if applicable), the data entry columns (i.e., 2025 Adjustments and 2025 One-Times), and Column Text.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments*	2024 One-Times*	2024 Department Submission	Column Text
2	10-1080-050	1000-1001	436101	1	0	0	0	0	0	0	0	0	0	0	
3	10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0	
4	10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	0	0	0	
5	10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	0	0	0	
6	10-1080-050	1000-1001	652302	1	0	0	0	0	12,700	0	0	0	0	0	
7	10-1080-050	1000-1001	652901	1	0	0	0	0	10,800	0	0	0	0	0	
8	10-1080-050	1000-1001	653302	1	0	0	0	0	89,000	0	0	0	0	0	
9	10-1080-050	1000-1001	653303	1	0	0	0	0	2,000	0	0	0	0	0	
10	10-1080-050	1000-1001	654303	1	0	0	0	0	500	0	0	0	0	0	

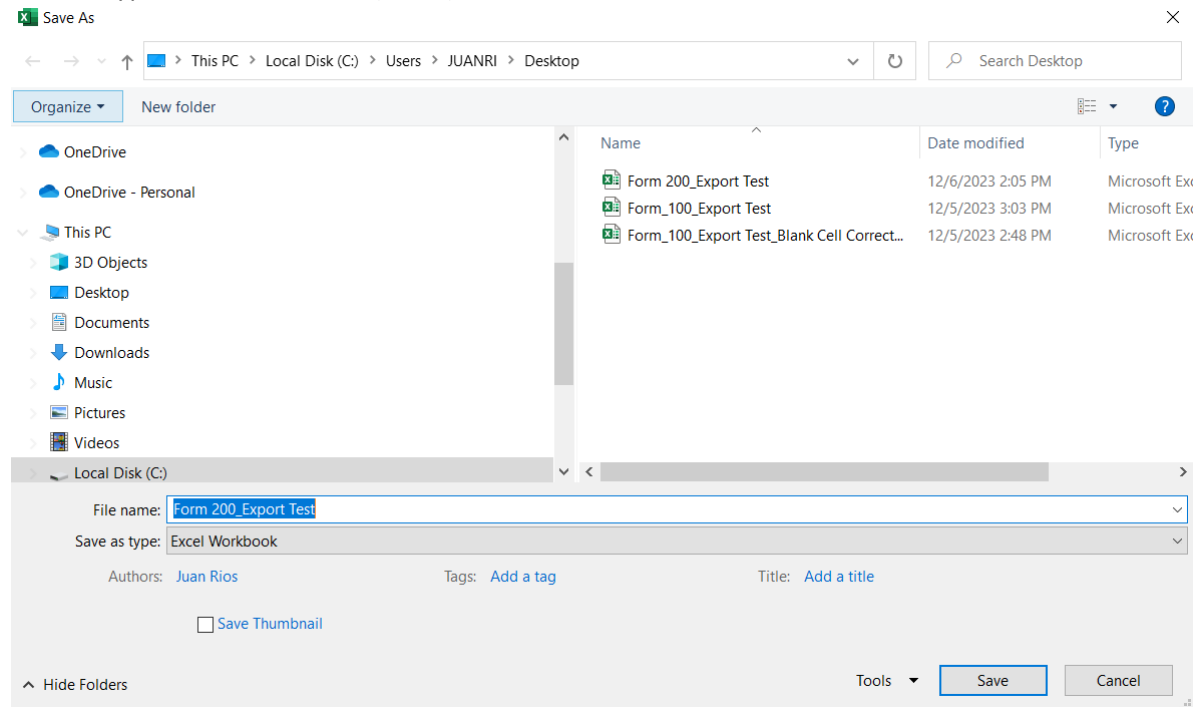
PLEASE NOTE – dates in screenshots are not updated.

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 is to add a new revenue account 433104 (Fed-Grant) for 10000 with 10-1080-050/1000-1001/433104/1/0/0/0/0.

In this example, a new Excel row is inserted and updated with 10-1080-050/1000-1001/433104/1/0/0/0/0 with a positive 10,000 entered as a "2025 One-Times."

Import Notes: 1) Columns "D" through "N" 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 "2025 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	K	L	M	N	
1	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments*	2024 One-Times*	2024 Department Submission	Column Text
2	10-1080-050	1000-1001	433104	1	0	0	0	0	0	0	0	0	10,000	0	Sample add new revenue account
3	10-1080-050	1000-1001	436101	1	0	0	0	0	0	0	0	0	0	0	
4	10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0	
5	10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	0	0	0	
6	10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	0	0	0	

PLEASE NOTE – dates in screenshots are not updated.

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

Budget Form Lines

Close Export **Import** Refresh

ID	Form	Organization	Form Name
15298	200	10-1080 - Budget Division	Base Reallocation Only

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2
-----	-------------	-----	------	---------	----------	-------	-------

Click "Browse" button to select import file.

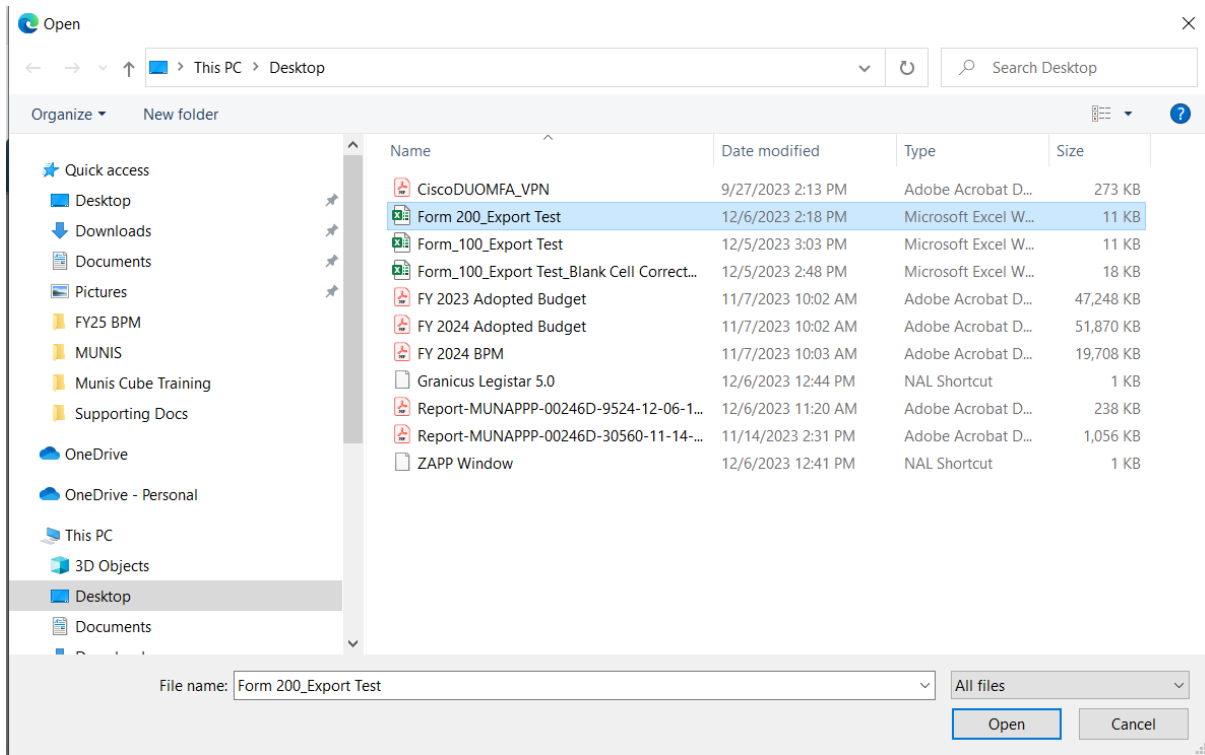
Budget Form Import

Close Validation Results

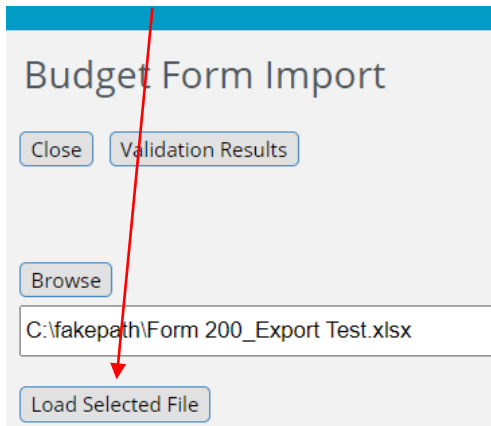
Browse

Load Selected File

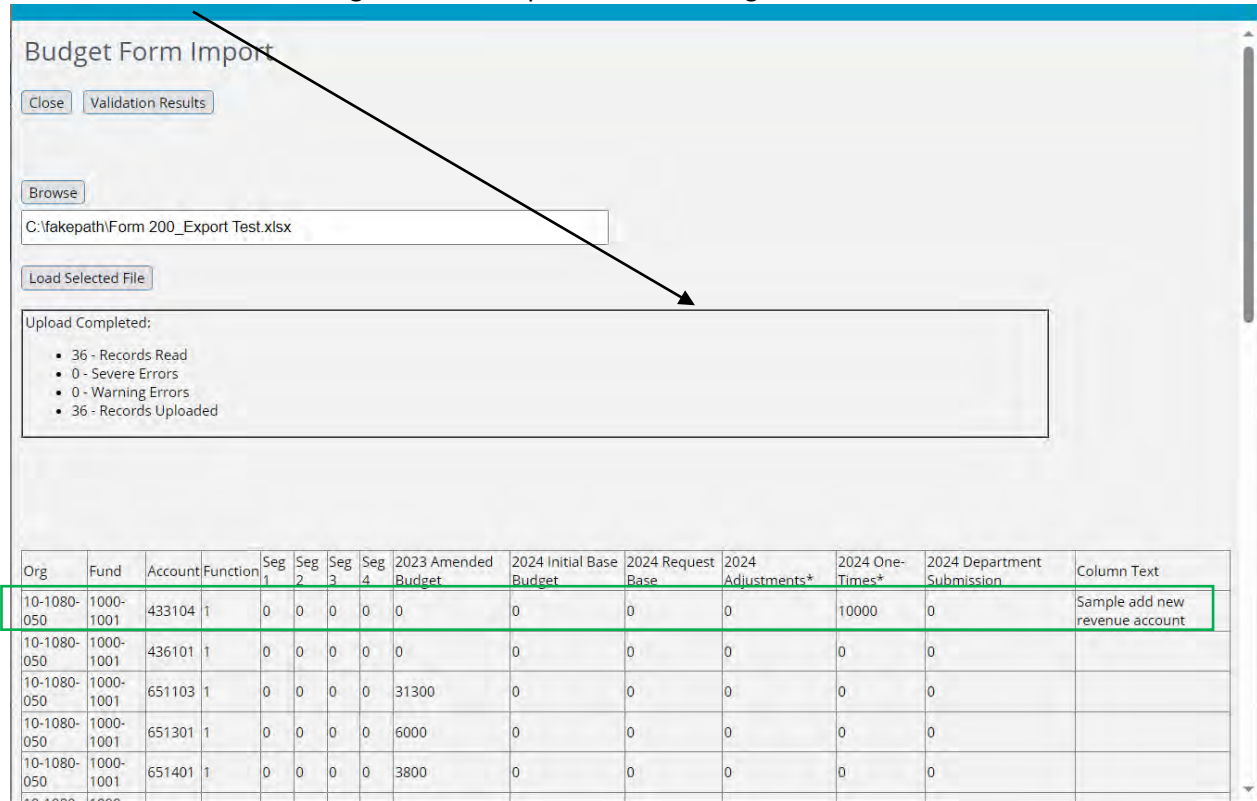
Select targeted Import file (i.e., Form 200_Export.xlsx).



Select "Load Selected File"



Results are in **black** indicating successful import into the “Budget Form Lines” screen.



Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form 200_Export Test.xlsx

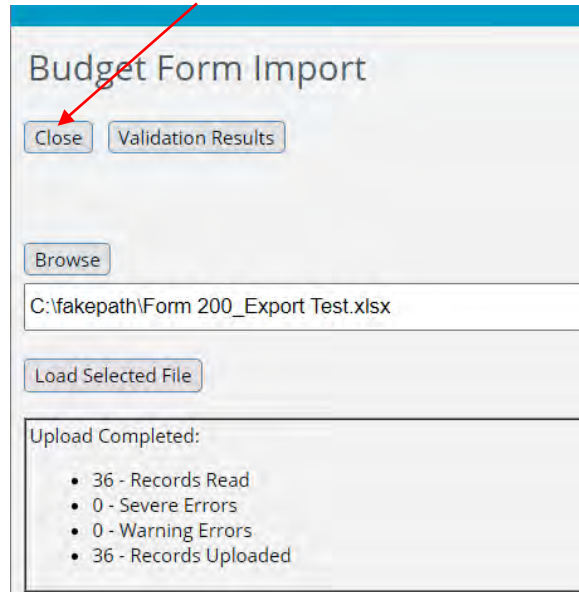
Load Selected File

Upload Completed:

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

Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments*	2024 One-Times*	2024 Department Submission	Column Text
10-1080-050	1000-1001	433104	1	0	0	0	0	0	0	0	0	10000	0	Sample add new revenue account
10-1080-050	1000-1001	436101	1	0	0	0	0	0	0	0	0	0	0	
10-1080-050	1000-1001	651103	1	0	0	0	0	31300	0	0	0	0	0	
10-1080-050	1000-1001	651301	1	0	0	0	0	6000	0	0	0	0	0	
10-1080-050	1000-1001	651401	1	0	0	0	0	3800	0	0	0	0	0	

Note: Use the “Close” button to refresh the following “Budget Form Lines” screen.



Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form 200_Export Test.xlsx

Load Selected File

Upload Completed:

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

“Budget Form Lines” screen updated.

Budget Form Lines

Close
Export
Import
Refresh

ID	Form	Organization	Form Name
15299	200	10-1080 - Budget Division	Base Reallocation Only

PLEASE NOTE – dates in screenshots are not updated.

Actions:

Add New
Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 Adjustments	2024 One-Times	2024 Department Submission	Budget Line Text*
1		10-1080-050	1000-1001	433104	1	0	0	0	0	0	0	0	0	10,000	10,000	Sample add new revenue account
2		10-1080-050	1000-1001	436101	1	0	0	0	0	0	0	0	0	0	0	
3		10-1080-050	1000-1001	651103	1	0	0	0	0	31,300	0	0	0	0	0	
4		10-1080-050	1000-1001	651301	1	0	0	0	0	6,000	0	0	0	0	0	
5		10-1080-050	1000-1001	651401	1	0	0	0	0	3,800	0	0	0	0	0	
6		10-1080-050	1000-1001	652302	1	0	0	0	0	12,700	0	0	0	0	0	
7		10-1080-050	1000-1001	652901	1	0	0	0	0	10,800	0	0	0	0	0	
8		10-1080-050	1000-1001	653302	1	0	0	0	0	89,000	0	0	0	0	0	
9		10-1080-050	1000-1001	653303	1	0	0	0	0	2,000	0	0	0	0	0	
10		10-1080-050	1000-1001	654303	1	0	0	0	0	500	0	0	0	0	0	
11		10-1080-050	1000-1001	654305	1	0	0	0	0	100	0	0	0	0	0	
12		10-1080-050	1000-1001	654411	1	0	0	0	0	162,900	0	0	0	0	0	
13		10-1080-050	1000-1001	655804	1	0	0	0	0	500	0	0	0	0	0	
14		10-1080-050	1000-1001	656102	1	0	0	0	0	500	0	0	0	0	0	

Records per page: 50
Show Filter
Records: 1 - 36 of 36 - Pages: 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 Reallocation Only (200), Form 1 Decision Package, 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 be posted to targeted budget data entry screen.

Potential Error #1- Invalid Dimension

Inactive or transposed dimension(s) will create an import error. For example, Org = 10-1080-0500 (transposed) instead of 10-1080-050 (valid), or account mistyped as 33104 (Invalid) instead of 433104 (valid).

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

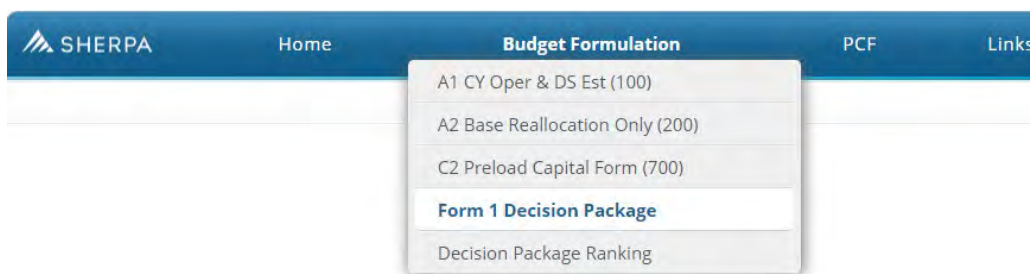
A blank cell(s) in the import Excel file will also cause an unsuccessful import.

Budget Form 1 Decision Package

New in FY 2023, the BFM Form 200 will now only be used to reallocate existing Base Budget appropriations and to enter non-capital revenue. The new Form 1 Decision Package is the budget form that will be used for all department requests above and beyond base budget appropriations. This includes all Personnel Services Form 3 requests, Non-Personnel Services, and ID Charge Form 10-11 requests, which will still require estimates through ISD and Fleet and attached as supporting documents to each of the Form 1 requests where applicable.

A new Form 1 will need to be completed and prioritized for each individual request and should not be consolidated with other requests that should be reviewed by the Mayor/City Manager on their own merit i.e., a request for a new position that will require O&M appropriations, a phone, computer, and a vehicle should be treated as one request whereas additional appropriations for geobase tree trimming should not be consolidated with a request for additional parks maintenance lawn mowing equipment.

The Form 1 can be found in BFM under the Budget Formulation Tab by clicking on “Decision Package”:

A screenshot of the 'Decision Package' page in the SHERPA application. The page has a search bar and a table with columns: Form ID, Description, Stage, Organization, Form Rows, and Last Update. Below the table, there is a modal titled 'Create a new Budget Form - 3000'. Inside the modal, there are three fields: 'Stage:*' with a dropdown menu showing '3003 - Request', 'Organization:*' with a text input showing '10-1080' and a search icon, and 'Name:*' with a text input showing 'Budget - Sample'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

Add New: Once a user selects the Form 1 Decision Package, click on “Add New” and complete the Form using the drop down menus: 1) “3003 - Request” is the default Stage; 2) the Org on this screen is at the Division Level, but budget appropriations will be entered at the Section Level; 3) the name is determined by the department; however, once saved, **the Name cannot be changed or updated;** and, 4) click “Save” at the bottom.

Once a Form is created and saved, a system generated “Form ID” and identical “Instance ID” will automatically be created and is how each Form 1 request

is tracked in BFM and can be found on the Decision Package home screen:

Decision Package

Quick Search:

[Show Advanced Filters](#)

Record Actions:

[Add New](#)

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
15905	Budget - Sample	3003	10-1080	0	12/7/2023	BMD	Header Detail

Records per page: 50 - Records: 1 - Page: 1

Budget Form Header

[Close](#)

Instance ID	Form Definition	Definition Name	Header Organization
15905	3000	Decision Package	10-1080

Stage Code:*

Request

Header Organization:

Budget Division

Header

Budget

New Position Chg

Attachments

Name:*

[Save](#)

Mayor's Priority:

Rank:

Description:

Justification:

Impact If Not Approved:

Internal Code:

Header Tab: Once the new Form has been created, the department will need to complete the narrative for all the fields noted on the "Header" Tab to include the Priority or Rank. The ranking must be numerically sequential with numbers that do not repeat. The form will also not allow additional alphabetical identifiers such as a, b, etc.

Budget Form Header

Close

Instance ID	Form Definition	Definition Name	Header Organization
15905	3000	Decision Package	10-1080

Stage Code:* **Header Organization:**
Request **Budget Division**

Header Budget New Position Chg Attachments

Name:* **Save**

Mayor's Priority: **Rank:**

Description:

Justification:

Impact If Not Approved:

Internal Code:

Once all of the fields have been completed on the Header Tab, click the “Save” button and then click on the “Budget” Tab. The Budget Tab is where the department can enter the appropriations associated with the new Form 1 request. The entries should be entered in the “On-Going” and/or “One-Time” columns. The definition of On-Going expenditures are those costs associated with the request that will repeat in future years while One-Time expenditures are defined as initial startup costs like vehicle purchases and replacements, computers, phones, etc.

Entering the budget data for the new Form 1 requests is similar to the other BFM Forms in that the data can be entered manually or uploaded via the Import Tab.

Manual Data Entry: When entering the data manually for the first time, the Form will automatically populate the Line #, while all other data is entered just similar to other BFM forms. Editing form data is similar to other BFM forms by double clicking on the existing data and ensuring you click “Save All” before proceeding to the next page or closing the Form to ensure all changes are saved.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name	Total On-Going	Total One-Times	Total Request
15907	3000	10-1080 - Budget Division	Decision Package	\$0	\$171,000	\$171,000

Actions:
Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	Line #	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 On-Going*	2024 One-Times*	Budget Line Text*
29		10-1080-050	1000-1001	859120	1	0	0	0	0	1000	2,800	0	0	0	0	
30		10-1080-050	1000-1001	859302	1	0	0	0	0	1000	11,400	0	0	0	0	
31		10-1080-050	1000-1001	859306	1	0	0	0	0	1000	8,000	0	0	0	0	
32		10-1080-050	1000-1001	859309	1	0	0	0	0	1000	33,600	0	0	0	0	
33		10-1080-050	1000-1001	859310	1	0	0	0	0	1000	15,000	0	0	0	0	
34		10-1080-050	1000-1001	859323	1	0	0	0	0	1000	0	0	0	0	171,000	Sample - Replace (2) Street Maint.
35		10-1080-050	1000-1001	859331	1	0	0	0	0	1000	3,900	0	0	0	0	
36		10-1080-050	1000-1001	859333	1	0	0	0	0	1000	6,500	0	0	0	0	
37		10-1080-050	1000-1001	859334	1	0	0	0	0	1000	35,500	0	0	0	0	
38		10-1080-050	1000-1001	859335	1	0	0	0	0	1000	37,000	0	0	0	0	
39		10-1080-050	1000-1001	859336	1	0	0	0	0	1000	2,000	0	0	0	0	
40		10-1080-050	1000-1001	859337	1	0	0	0	0	1000	10,500	0	0	0	0	
41		10-1080-050	1000-1001	859338	1	0	0	0	0	1000	7,000	0	0	0	0	

Records per page: 50 Save All Cancel All Show Filter Records: 1 - 42 of 42 - Pages: 1 - 1

Importing Budget Data: It is recommended that the Form is exported using the Export Tab to ensure proper formatting. When populating the data in Excel, the Line # should always be entered as 1000. All data cells must be populated with exception to the Budget Line Text. Which is optional:

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name	Total On-Going	Total One-Times	Total Request
15907	3000	10-1080 - Budget Division	Decision Package	\$0	\$171,000	\$171,000

Actions:
Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	Line #	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 On-Going*	2024 One-Times*	Budget Line Text*
29		10-1080-050	1000-1001	859120	1	0	0	0	0	1000	2,800	0	0	0	0	
30		10-1080-050	1000-1001	859302	1	0	0	0	0	1000	11,400	0	0	0	0	
31		10-1080-050	1000-1001	859306	1	0	0	0	0	1000	8,000	0	0	0	0	
32		10-1080-050	1000-1001	859309	1	0	0	0	0	1000	33,600	0	0	0	0	
33		10-1080-050	1000-1001	859310	1	0	0	0	0	1000	15,000	0	0	0	0	
34		10-1080-050	1000-1001	859323	1	0	0	0	0	1000	0	0	0	0	171,000	Sample - Replace (2) Street Maint.
35		10-1080-050	1000-1001	859331	1	0	0	0	0	1000	3,900	0	0	0	0	
36		10-1080-050	1000-1001	859333	1	0	0	0	0	1000	6,500	0	0	0	0	
37		10-1080-050	1000-1001	859334	1	0	0	0	0	1000	35,500	0	0	0	0	
38		10-1080-050	1000-1001	859335	1	0	0	0	0	1000	37,000	0	0	0	0	
39		10-1080-050	1000-1001	859336	1	0	0	0	0	1000	2,000	0	0	0	0	
40		10-1080-050	1000-1001	859337	1	0	0	0	0	1000	10,500	0	0	0	0	
41		10-1080-050	1000-1001	859338	1	0	0	0	0	1000	7,000	0	0	0	0	

Records per page: 50 Save All Cancel All Show Filter Records: 1 - 42 of 42 - Pages: 1 - 1

AutoSave OFF FormExport_3000_15905_20231207 (1)

File Home Insert Page Layout Formulas Data Review View Automate Help Laserfiche Acrobat

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Adding

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	C	D	E	F	G	H	I	J	K	L	M	N	O
	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	Line #	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 On-Going*	2024 One-Times*	Budget Line Text*
2	859323	1	0	0	0	0	1000	0	0	0	0	0	171,000 Sample - Replace (2) Street Maint. Concrete vehicles
3	859331	1	0	0	0	0	1000	3,900	0	0	0	0	
4	859333	1	0	0	0	0	1000	6,500	0	0	0	0	
5	859334	1	0	0	0	0	1000	35,500	0	0	0	0	
6	859335	1	0	0	0	0	1000	37,000	0	0	0	0	

Creating a new record: If a specific combination of section/fund/account/function/Segments Is not listed, you can create needed combination by clicking on “Add New” under Actions.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name	Total On-Going	Total One-Times	Total Request
15907	3000	10-1080 - Budget Division	Decision Package	\$0	\$171,000	\$171,000

Actions: Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	Line #	2023 Amended Budget	2024 Initial Base Budget	2024 Request Base	2024 On-Going*	2024 One-Times*	Budget Line Text*
1		10-1080-050	1000-1001	651101	1	0	0	0	0	1000	756,100	0	0	0	0	
2		10-1080-050	1000-1001	651102	1	0	0	0	0	1000	12,800	0	0	0	0	
3		10-1080-050	1000-1001	651103	1	0	0	0	0	1000	31,300	0	0	0	0	
4		10-1080-050	1000-1001	651104	1	0	0	0	0	1000	93,100	0	0	0	0	

After clicking on “Add New” button, you’ll receive following screen:

Budget Form Entry - Add New Line

Page Actions: Close Screen Configuration Action Configuration

Form ID	Form Definition
15907	3000

Org Code:* Fund Code:* Seg 2:* Seg 3:* Line #:

Seg 1:* Account:* Function:* Seg 4:*

Justification:*

2024 On-Going*: 2024 One-Times*: Audit Text: Audit Text:

Save Cancel

Enter needed section (Org) Code, Fund Code, Segment 1- 4, Account Code, Function, amount (determine if On-going or 1x), and note the reason for requested appropriation under Audit Text:

Budget Form Entry - Add New Line

Page Actions: Close Screen Configuration Action Configuration

Form ID	Form Definition
15907	3000

Org Code:*

Fund Code:*

Seg 2:*

Seg 3:*

Line #:

Seg 1:*

Account:*

Function:*

Seg 4:*

Save

Cancel

Unassigned

Justification:*

2024 On-Going*: 0

2024 One-Times*: 0

Audit Text:

Audit Text:

Click on the “Save” button once done. It is recommended to use magnifying glass for every field to enter needed funding information.

Attachment Tab: Any supporting documents such as Form 3 Position requests, Forms 10/10C/10X and Form 11s should be added via the “Attachments” Tab:

Header Budget New Position Chg **Attachments** System Maintained

Attachments

Budget Form - Document Attachments

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

+ Add Files Download All

File	Uploaded
FY22 Form 11 FA22-68.pdf (version: 20220216T174345)	Uploaded 148.22 KB file on February 16, 2022 5:43:45 PM
FY22 Form 11 FA22-69.pdf (version: 20220216T174345)	Uploaded 150.77 KB file on February 16, 2022 5:43:45 PM

New Position Change Tab: At this time, all Form 3s associated with a specific Form 1 will need to be attached via the Attachment Tab and then emailed to the department’s respective Budget Analyst for entry into BFM. When requesting new positions and forwarding to Budget for entry, please be sure to enter the Form ID number and the Name of the Form 1 on the Form 3 in the Justification Section and include that same information in the email to your Budget Analyst.

Cancelling Form 1 Requests: If a Form 1 has been created by a department in BFM and the department no longer wishes to proceed with the request, the request will remain as a permanent record in BFM; however, the budget data associated with that request must be zeroed out either manually or via the Import Tab.

Decision Package Ranking Form

The Decision Package Ranking selection is designed to give the departments a summary overview of all of the current Form 1 entered, the ranking and appropriation totals for the Ongoing and One-Time requests as well as the FTE of any positions requested:

Ranking Tool

Enter search criteria here...

Record Actions:

Form ID	Organization	Name	Stage	Rank	On-Going	One-Times	Total Request	FTE
15907	10-1080	Budget - Sample 1	3003	1	\$0	\$171,000	\$171,000	0.00
15905	10-1080	Budget - Sample	3003	2	\$0	\$271,000	\$271,000	0.00

Records per page: 50

Records: 2 - Page: 1 of 1

Total On-Going	Total One-Times	Total Request	FTE
\$0	\$442,000	\$442,000	0

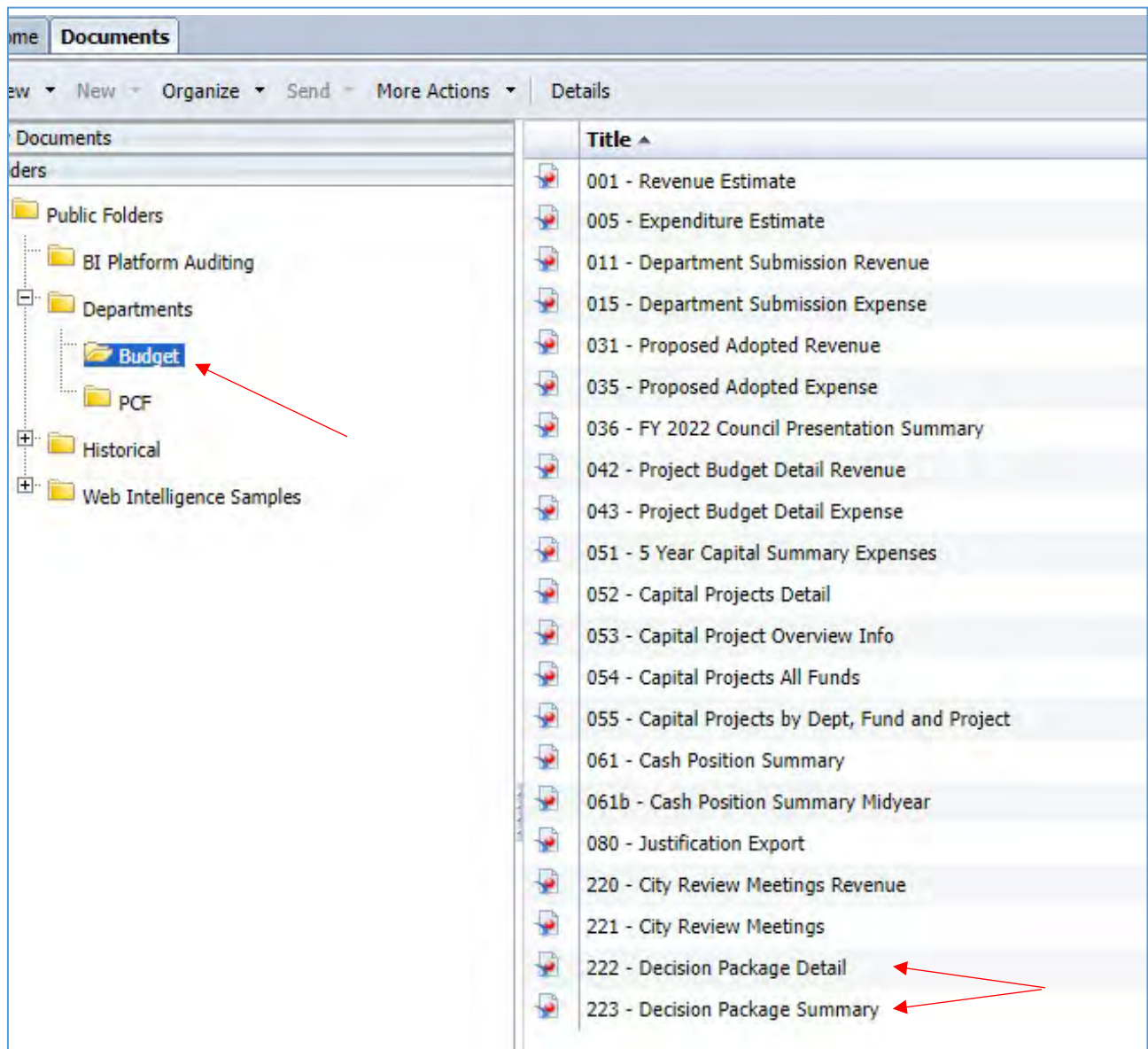
Printing and Submission of Form 1 Details and Summary

Printing Form 1 detail and summary pages in preparation for the budget submission can be found through the BFM Reporting link.

Ranking Tool

BFM Reporting

Once in BFM Reporting, locate the Budget folder and Reports 222 and 223 can be found toward the bottom of the menu:



An example of **Report 222 – Decision Package Detail** can be seen on the following page. This report provides the department with an itemization of the details associated with each of the Form 1 requests. This report should be printed and provided as a supporting document to the department’s Form 1 summary report.

Decision Package Detail

Request Title: PWSM-2 Concrete Power Screed Internal Form Number: Priority #: 5
 Department: 181500 - Street Maintenance Division Division: 181500 - Street Maintenance Division Form #: 14287

Financial Detail

Org	Fund	Account	2023 On-Going	2023 One-Times	Total
181501	20102 - Prop. 111 - Special Gas Tax	59316 - Fleet Acquisition-New/Add/Upgrd	0	171,000	171,000
181501	20103 - ABX8 6 Gas Tax (formerly TCRP)	59316 - Fleet Acquisition-New/Add/Upgrd	0	170,900	170,900
Total:			0	0	341,900

Mayor's Priority

Citywide Beautification

Description

Replace (1) Concrete Power Screed.

Justification

Current equipment (#710013) is a 2006 model and has been non-operational for over two years.

Impact if Not Approved

A power screed can be used in place of a man powered screed, which can increase efficiency and volume by a factor of eight. The department has not had the ability to replace the current equipment therefore total concrete production has been decreased for two years.

Position Detail:

PCN	Job Class - Name	Count	FTE	Fund	Total
					0
Total:					0

Report 223 – Decision Package Summary, is a consolidation of the department's Form 1 requests. This report should be submitted as a part of the department's overall budget submission:

City of Fresno
Decision Package Summary
Department Level

Run Date: 2/25/22

Run Time: 10:00:37 AM

180000 - Public Works Department

181500 - Street Maintenance Division

Form ID	Fund - Name	Org	Account - Name	2023 On-Going	2023 One-Times	Form 1 Total
14132	20102 - Prop. 111 - Special Gas Tax	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	0	0
	20103 - ABX8 6 Gas Tax (formerly TCRP)	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	0	0
	20104 - SB1 Road Repair Gas Tax	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	243,000	243,000
Total for Form ID: 14132				0	243,000	243,000

Form ID	Fund - Name	Org	Account - Name	2023 On-Going	2023 One-Times	Form 1 Total
14287	20102 - Prop. 111 - Special Gas Tax	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	171,000	171,000
	20103 - ABX8 6 Gas Tax (formerly TCRP)	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0	170,900	170,900
Total for Form ID: 14287				0	341,900	341,900
Total for 181500 - Street Maintenance Division				0	584,900	584,900

Total for 180000 - Public Works Department

0 584,900 584,900

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 Tyler 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 Tyler, 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 Tyler PC module in detail and summary formats.

The Tyler 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-Function detail, with the capability for budgeting down to project Segments 1 through 4, and provisions of notation areas for reference and description.

Tyler appropriation control of expenditures will be at the project level

If a project has insufficient funds for expenditure, payment requests will be rejected by the Tyler system. The practical effect of this rejection is that departments are required to use a Budget Transfer (BT) 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, Function, and Segments 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 Tyler structure. Expenditure and revenue summary reports that include expenses, encumbrances, and projection columns are available through the COF Reports option of Tyler Technologies. Contact the Finance Department for questions related to access, structure or column calculations.

General Navigation in BFM Capital

Year 1 (FY 2025) – 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 2026 through FY 2029) – 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

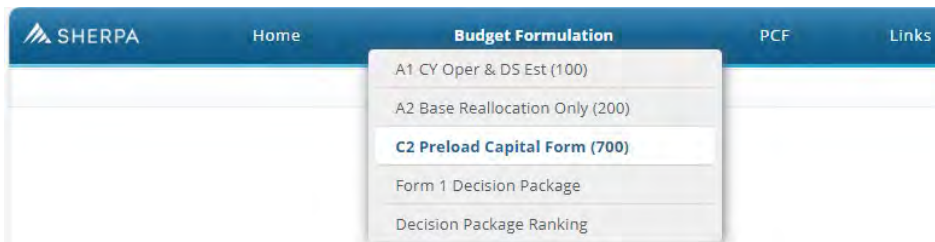
The format of the capital presentation will require that some additional information be obtained related to each project. This process has not yet been finalized as of the publishing of this document, further direction will be provided by the Budget and Management Studies Division at a later time.

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 2025 capital project revenue and expenses.

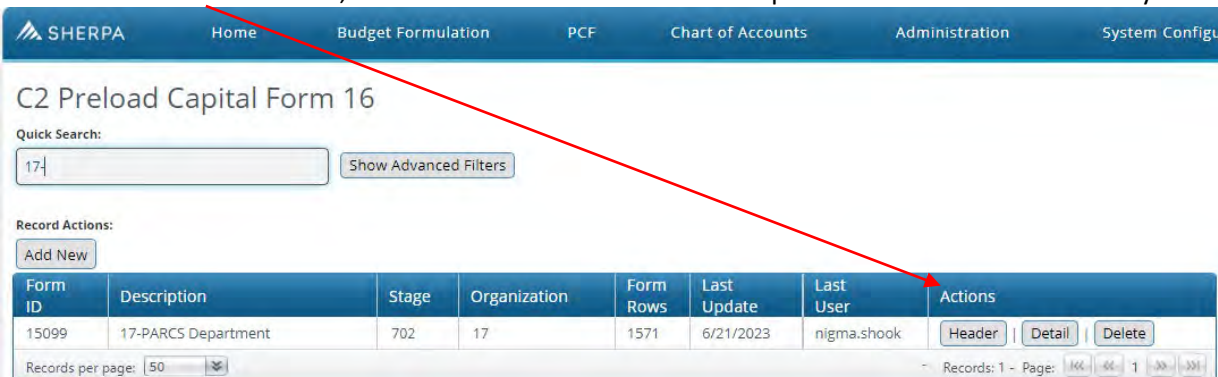


Form 700 list instances are structured by department. The department listed will be based on your User org access rights. The following instructions will be based on the PARCS Department as an example.



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.

Quick Search:

Record Actions:

Form ID	Description	Stage	Organization	Form Rows	Last Update	Last User	Actions
15099	17-PARCS Department	702	17	1571	6/21/2023	nigma.shook	<input type="button" value="Header"/> <input type="button" value="Detail"/> <input type="button" value="Delete"/>

Records per page: 50 Records: 1 - Page: 1

Instance layout – Data Entry Screen

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

Dimension columns: org/section, Fund, account, function, and project segments 1 through 4; data saved based on dimension combination for a given row.

Read-only columns: 2024 Adopted Budget data and 5 Year Project Total (not shown).

Data entry and Text columns: 2024 Year End Estimate plus five years of capital budgets (FY 2025 thru FY 2029).

Close Export Import Refresh

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

Actions:

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0
5		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	IMPROVE	1001NON	0	0	0	0	0	0	0
4		17-9999-000	1000-1001	859117	4	17990012	1STCLINT	IMPROVE	1001DBIL	0	0	0	0	0	0	0
6		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	MISCPROJ	0	0	0	0	0	0	0	0
7		17-9999-000	1000-1001	757301	4	17990012	BARRIOSL	IMPROVE	2701NON	0	0	0	0	0	0	0
8		17-9999-000	1000-1001	658200	4	17990020	CARY	MISCPROJ	0	0	0	0	0	0	0	0
9		17-9999-000	1000-1001	859310	4	17990003	CATUPMA	CCTY	0	0	0	0	0	0	0	0
10		17-9999-000	1000-1001	859310	4	17990002	CCITY	0	0	118,200	0	0	0	0	0	0
11		17-9999-000	1000-1001	859310	4	17990003	CCITY	0	0	163,000	0	0	0	0	0	0
12		17-9999-000	1000-1001	859310	4	17990004	CCITY	0	0	135,500	0	0	0	0	0	0
13		17-9999-000	1000-1001	757101	4	17990005	CCITY	0	0	8,500,000	0	0	0	0	0	0
14		17-9999-000	1000-1001	757101	4	17990006	CCITY	0	0	500,000	0	0	0	0	0	0

Records per page: 50

PLEASE NOTE – dates in screenshots are not updated.

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 Org, Fund, Account, Function, and Segments 1 through 4.

Budget Form Lines

1 Close
2 Export
3 Import
4 Refresh

PLEASE NOTE – dates in screenshots are not updated.

5

6

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Budget Line Text*	
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0		
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0		
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0	0		
5		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	IMPROVE	1001NON	0	0	0	0	0	0	0	0		
4		17-9999-000	1000-1001	859117	4	17990012	1STCLINT	IMPROVE	1001IDBI	0	0	0	0	0	0	0	0		
6		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	MISCPROJ	0	0	0	0	0	0	0	0	0		
7		17-9999-000	1000-1001	757301	4	17990012	BARRIOSI	IMPROVE	2701NON	0	0	0	0	0	0	0	0		
8		17-9999-000	1000-1001	658200	4	17990020	CARY	MISCPROJ	0	0	0	0	0	0	0	0	0		
9		17-9999-000	1000-1001	859310	4	17990003	CATUPMA	CCTY	0	0	0	0	0	0	0	0	0		
10		17-9999-000	1000-1001	859310	4	17990002	CCITY	0	0	118,200	0	0	0	0	0	0	0		
11		17-9999-000	1000-1001	859310	4	17990003	CCITY	0	0	163,000	0	0	0	0	0	0	0		
12		17-9999-000	1000-1001	859310	4	17990004	CCITY	0	0	135,500	0	0	0	0	0	0	0		
13		17-9999-000	1000-1001	757101	4	17990005	CCITY	0	0	8,500,000	0	0	0	0	0	0	0		
14		17-9999-000	1000-1001	757101	4	17990006	CCITY	0	0	500,000	0	0	0	0	0	0	0		

Records per page: 50
Show Filter
Records: 1 - 50 of 779 - Pages: 144 1

7

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 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 Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

Actions:
Add New Copy

PLEASE NOTE – dates in screenshots are not updated.

Page Forward and Back

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

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Budget Line Text*
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0	
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0	
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0	0	
5		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	IMPROVE	1001NON	0	0	0	0	0	0	0	0	
4		17-9999-000	1000-1001	859117	4	17990012	1STCLINT	IMPROVE	1001IDBIL	0	0	0	0	0	0	0	0	
6		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	MISCPROJ	0	0	0	0	0	0	0	0	0	
7		17-9999-000	1000-1001	757301	4	17990012	BARRIOS	IMPROVE	2701NON	0	0	0	0	0	0	0	0	
8		17-9999-000	1000-1001	658200	4	17990020	CARY	MISCPROJ	0	0	0	0	0	0	0	0	0	
9		17-9999-000	1000-1001	859310	4	17990003	CATUPMA	CCTY	0	0	0	0	0	0	0	0	0	
10		17-9999-000	1000-1001	859310	4	17990002	CCITY	0	0	118,200	0	0	0	0	0	0	0	
11		17-9999-000	1000-1001	859310	4	17990003	CCITY	0	0	163,000	0	0	0	0	0	0	0	
12		17-9999-000	1000-1001	859310	4	17990004	CCITY	0	0	135,500	0	0	0	0	0	0	0	
13		17-9999-000	1000-1001	757101	4	17990005	CCITY	0	0	8,500,000	0	0	0	0	0	0	0	
14		17-9999-000	1000-1001	757101	4	17990006	CCITY	0	0	500,000	0	0	0	0	0	0	0	

Records per page: 50 Apply Filter Hide Filter Records: 1 - 50 of 779 - Pages: 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 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 251 | 252 | 253 | 254 | 255 | 256 | 257 | 258 | 259 | 260 | 261 | 262 | 263 | 264 | 265 | 266 | 267 | 268 | 269 | 270 | 271 | 272 | 273 | 274 | 275 | 276 | 277 | 278 | 279 | 280 | 281 | 282 | 283 | 284 | 285 | 286 | 287 | 288 | 289 | 290 | 291 | 292 | 293 | 294 | 295 | 296 | 297 | 298 | 299 | 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 | 320 | 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 | 340 | 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 | 360 | 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 | 380 | 381 | 382 | 383 | 384 | 385 | 386 | 387 | 388 | 389 | 390 | 391 | 392 | 393 | 394 | 395 | 396 | 397 | 398 | 399 | 400 | 401 | 402 | 403 | 404 | 405 | 406 | 407 | 408 | 409 | 410 | 411 | 412 | 413 | 414 | 415 | 416 | 417 | 418 | 419 | 420 | 421 | 422 | 423 | 424 | 425 | 426 | 427 | 428 | 429 | 430 | 431 | 432 | 433 | 434 | 435 | 436 | 437 | 438 | 439 | 440 | 441 | 442 | 443 | 444 | 445 | 446 | 447 | 448 | 449 | 450 | 451 | 452 | 453 | 454 | 455 | 456 | 457 | 458 | 459 | 460 | 461 | 462 | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 | 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 | 501 | 502 | 503 | 504 | 505 | 506 | 507 | 508 | 509 | 510 | 511 | 512 | 513 | 514 | 515 | 516 | 517 | 518 | 519 | 520 | 521 | 522 | 523 | 524 | 525 | 526 | 527 | 528 | 529 | 530 | 531 | 532 | 533 | 534 | 535 | 536 | 537 | 538 | 539 | 540 | 541 | 542 | 543 | 544 | 545 | 546 | 547 | 548 | 549 | 550 | 551 | 552 | 553 | 554 | 555 | 556 | 557 | 558 | 559 | 560 | 561 | 562 | 563 | 564 | 565 | 566 | 567 | 568 | 569 | 570 | 571 | 572 | 573 | 574 | 575 | 576 | 577 | 578 | 579 | 580 | 581 | 582 | 583 | 584 | 585 | 586 | 587 | 588 | 589 | 590 | 591 | 592 | 593 | 594 | 595 | 596 | 597 | 598 | 599 | 600 | 601 | 602 | 603 | 604 | 605 | 606 | 607 | 608 | 609 | 610 | 611 | 612 | 613 | 614 | 615 | 616 | 617 | 618 | 619 | 620 | 621 | 622 | 623 | 624 | 625 | 626 | 627 | 628 | 629 | 630 | 631 | 632 | 633 | 634 | 635 | 636 | 637 | 638 | 639 | 640 | 641 | 642 | 643 | 644 | 645 | 646 | 647 | 648 | 649 | 650 | 651 | 652 | 653 | 654 | 655 | 656 | 657 | 658 | 659 | 660 | 661 | 662 | 663 | 664 | 665 | 666 | 667 | 668 | 669 | 670 | 671 | 672 | 673 | 674 | 675 | 676 | 677 | 678 | 679 | 680 | 681 | 682 | 683 | 684 | 685 | 686 | 687 | 688 | 689 | 690 | 691 | 692 | 693 | 694 | 695 | 696 | 697 | 698 | 699 | 700 | 701 | 702 | 703 | 704 | 705 | 706 | 707 | 708 | 709 | 710 | 711 | 712 | 713 | 714 | 715 | 716 | 717 | 718 | 719 | 720 | 721 | 722 | 723 | 724 | 725 | 726 | 727 | 728 | 729 | 730 | 731 | 732 | 733 | 734 | 735 | 736 | 737 | 738 | 739 | 740 | 741 | 742 | 743 | 744 | 745 | 746 | 747 | 748 | 749 | 750 | 751 | 752 | 753 | 754 | 755 | 756 | 757 | 758 | 759 | 760 | 761 | 762 | 763 | 764 | 765 | 766 | 767 | 768 | 769 | 770 | 771 | 772 | 773 | 774 | 775 | 776 | 777 | 778 | 779 | 780 | 781 | 782 | 783 | 784 | 785 | 786 | 787 | 788 | 789 | 790 | 791 | 792 | 793 | 794 | 795 | 796 | 797 | 798 | 799 | 800 | 801 | 802 | 803 | 804 | 805 | 806 | 807 | 808 | 809 | 810 | 811 | 812 | 813 | 814 | 815 | 816 | 817 | 818 | 819 | 820 | 821 | 822 | 823 | 824 | 825 | 826 | 827 | 828 | 829 | 830 | 831 | 832 | 833 | 834 | 835 | 836 | 837 | 838 | 839 | 840 | 841 | 842 | 843 | 844 | 845 | 846 | 847 | 848 | 849 | 850 | 851 | 852 | 853 | 854 | 855 | 856 | 857 | 858 | 859 | 860 | 861 | 862 | 863 | 864 | 865 | 866 | 867 | 868 | 869 | 870 | 871 | 872 | 873 | 874 | 875 | 876 | 877 | 878 | 879 | 880 | 881 | 882 | 883 | 884 | 885 | 886 | 887 | 888 | 889 | 890 | 891 | 892 | 893 | 894 | 895 | 896 | 897 | 898 | 899 | 900 | 901 | 902 | 903 | 904 | 905 | 906 | 907 | 908 | 909 | 910 | 911 | 912 | 913 | 914 | 915 | 916 | 917 | 918 | 919 | 920 | 921 | 922 | 923 | 924 | 925 | 926 | 927 | 928 | 929 | 930 | 931 | 932 | 933 | 934 | 935 | 936 | 937 | 938 | 939 | 940 | 941 | 942 | 943 | 944 | 945 | 946 | 947 | 948 | 949 | 950 | 951 | 952 | 953 | 954 | 955 | 956 | 957 | 958 | 959 | 960 | 961 | 962 | 963 | 964 | 965 | 966 | 967 | 968 | 969 | 970 | 971 | 972 | 973 | 974 | 975 | 976 | 977 | 978 | 979 | 980 | 981 | 982 | 983 | 984 | 985 | 986 | 987 | 988 | 989 | 990 | 991 | 992 | 993 | 994 | 995 | 996 | 997 | 998 | 999 | 1000 | 1001 | 1002 | 1003 | 1004 | 1005 | 1006 | 1007 | 1008 | 1009 | 1010 | 1011 | 1012 | 1013 | 1014 | 1015 | 1016 | 1017 | 1018 | 1019 | 1020 | 1021 | 1022 | 1023 | 1024 | 1025 | 1026 | 1027 | 1028 | 1029 | 1030 | 1031 | 1032 | 1033 | 1034 | 1035 | 1036 | 1037 | 1038 | 1039 | 1040 | 1041 | 1042 | 1043 | 1044 | 1045 | 1046 | 1047 | 1048 | 1049 | 1050 | 1051 | 1052 | 1053 | 1054 | 1055 | 1056 | 1057 | 1058 | 1059 | 1060 | 1061 | 1062 | 1063 | 1064 | 1065 | 1066 | 1067 | 1068 | 1069 | 1070 | 1071 | 1072 | 1073 | 1074 | 1075 | 1076 | 1077 | 1078 | 1079 | 1080 | 1081 | 1082 | 1083 | 1084 | 1085 | 1086 | 1087 | 1088 | 1089 | 1090 | 1091 | 1092 | 1093 | 1094 | 1095 | 1096 | 1097 | 1098 | 1099 | 1100 | 1101 | 1102 | 1103 | 1104 | 1105 | 1106 | 1107 | 1108 | 1109 | 1110 | 1111 | 1112 | 1113 | 1114 | 1115 | 1116 | 1117 | 1118 | 1119 | 1120 | 1121 | 1122 | 1123 | 1124 | 1125 | 1126 | 1127 | 1128 | 1129 | 1130 | 1131 | 1132 | 1133 | 1134 | 1135 | 1136 | 1137 | 1138 | 1139 | 1140 | 1141 | 1142 | 1143 | 1144 | 1145 | 1146 | 1147 | 1148 | 1149 | 1150 | 1151 | 1152 | 1153 | 1154 | 1155 | 1156 | 1157 | 1158 | 1159 | 1160 | 1161 | 1162 | 1163 | 1164 | 1165 | 1166 | 1167 | 1168 | 1169 | 1170 | 1171 | 1172 | 1173 | 1174 | 1175 | 1176 | 1177 | 1178 | 1179 | 1180 | 1181 | 1182 | 1183 | 1184 | 1185 | 1186 | 1187 | 1188 | 1189 | 1190 | 1191 | 1192 | 1193 | 1194 | 1195 | 1196 | 1197 | 1198 | 1199 | 1200 | 1201 | 1202 | 1203 | 1204 | 1205 | 1206 | 1207 | 1208 | 1209 | 1210 | 1211 | 1212 | 1213 | 1214 | 1215 | 1216 | 1217 | 1218 | 1219 | 1220 | 1221 | 1222 | 1223 | 1224 | 1225 | 1226 | 1227 | 1228 | 1229 | 1230 | 1231 | 1232 | 1233 | 1234 | 1235 | 1236 | 1237 | 1238 | 1239 | 1240 | 1241 | 1242 | 1243 | 1244 | 1245 | 1246 | 1247 | 1248 | 1249 | 1250 | 1251 | 1252 | 1253 | 1254 | 1255 | 1256 | 1257 | 1258 | 1259 | 1260 | 1261 | 1262 | 1263 | 1264 | 1265 | 1266 | 1267 | 1268 | 1269 | 1270 | 1271 | 1272 | 1273 | 1274 | 1275 | 1276 | 1277 | 1278 | 1279 | 1280 | 1281 | 1282 | 1283 | 1284 | 1285 | 1286 | 1287 | 1288 | 1289 | 1290 | 1291 | 1292 | 1293 | 1294 | 1295 | 1296 | 1297 | 1298 | 1299 | 1300 | 1301 | 1302 | 1303 | 1304 | 1305 | 1306 | 1307 | 1308 | 1309 | 1310 | 1311 | 1312 | 1313 | 1314 | 1315 | 1316 | 1317 | 1318 | 1319 | 1320 | 1321 | 1322 | 1323 | 1324 | 1325 | 1326 | 1327 | 1328 | 1329 | 1330 | 1331 | 1332 | 1333 | 1334 | 1335 | 1336 | 1337 | 1338 | 1339 | 1340 | 1341 | 1342 | 1343 | 1344 | 1345 | 1346 | 1347 | 1348 | 1349 | 1350 | 1351 | 1352 | 1353 | 1354 | 1355 | 1356 | 1357 | 1358 | 1359 | 1360 | 1361 | 1362 | 1363 | 1364 | 1365 | 1366 | 1367 | 1368 | 1369 | 1370 | 1371 | 1372 | 1373 | 1374 | 1375 | 1376 | 1377 | 1378 | 1379 | 1380 | 1381 | 1382 | 1383 | 1384 | 1385 | 1386 | 1387 | 1388 | 1389 | 1390 | 1391 | 1392 | 1393 | 1394 | 1395 | 1396 | 1397 | 1398 | 1399 | 1400 | 1401 | 1402 | 1403 | 1404 | 1405 | 1406 | 1407 | 1408 | 1409 | 1410 | 1411 | 1412 | 1413 | 1414 | 1415 | 1416 | 1417 | 1418 | 1419 | 1420 | 1421 | 1422 | 1423 | 1424 | 1425 | 1426 | 1427 | 1428 | 1429 | 1430 | 1431 | 1432 | 1433 | 1434 | 1435 | 1436 | 1437 | 1438 | 1439 | 1440 | 1441 | 1442 | 1443 | 1444 | 1445 | 1446 | 1447 | 1448 | 1449 | 1450 | 1451 | 1452 | 1453 | 1454 | 1455 | 1456 | 1457 | 1458 | 1459 | 1460 | 1461 | 1462 | 1463 | 1464 | 1465 | 1466 | 1467 | 1468 | 1469 | 1470 | 1471 | 1472 | 1473 | 1474 | 1475 | 1476 | 1477 | 1478 | 1479 | 1480 | 1481 | 1482 | 1483 | 1484 | 1485 | 1486 | 1487 | 1488 | 1489 | 1490 | 1491 | 1492 | 1493 | 1494 | 1495 | 1496 | 1497 | 1498 | 1499 | 1500 | 1501 | 1502 | 1503 | 1504 | 1505 | 1506 | 1507 | 1508 | 1509 | 1510 | 1511 | 1512 | 1513 | 1514 | 1515 | 1516 | 1517 | 1518 | 1519 | 1520 | 1521 | 1522 | 1523 | 1524 | 1525 | 1526 | 1527 | 1528 | 1529 | 1530 | 1531 | 1532 | 1533 | 1534 | 1535 | 1536 | 1537 | 1538 | 1539 | 1540 | 1541 | 1542 | 1543 | 1544 | 1545 | 1546 | 1547 | 1548 | 1549 | 1550 | 1551 | 1552 | 1553 | 1554 | 1555 | 1556 | 1557 | 1558 | 1559 | 1560 | 1561 | 1562 | 1563 | 1564 | 1565 | 1566 | 1567 | 1568 | 1569 | 1570 | 1571 | 1572 | 1573 | 1574 | 1575 | 1576 | 1577 | 1578 | 1579 | 1580 | 1581 | 1582 | 1583 | 1584 | 1585 | 1586 | 1587 | 1588 | 1589 | 1590 | 1591 | 1592 | 1593 | 1594 | 1595 | 1596 | 1597 | 1598 | 1599 | 1600 | 1601 | 1602 | 1603 | 1604 | 1605 | 1606 | 1607 | 1608 | 1609 | 1610 | 1611 | 1612 | 1613 | 1614 | 1615 | 1616 | 1617 | 1618 | 1619 | 1620 | 1621 | 1622 | 1623 | 1624 | 1625 | 1626 | 1627 | 1628 | 1629 | 1630 | 1631 | 1632 | 1633 | 1634 | 1635 | 1636 | 1637 | 1638 | 1639 | 1640 | 1641 | 1642 | 1643 | 1644 | 1645 | 1646 | 1647 | 1648 | 1649 | 1650 | 1651 | 1652 | 1653 | 1654 | 1655 | 1656 | 1657 | 1658 | 1659 | 1660 | 1661 | 1662 | 1663 | 1664 | 1665 | 1666 | 1667 | 1668 | 1669 | 1670 | 1671 | 1672 | 1673 | 1674 | 1675 | 1676 | 1677 | 1678 | 1679 | 1680 | 1681 | 1682 | 1683 | 1684 | 1685 | 1686 | 1687 | 1688 | 1689 | 1690 | 1691 | 1692 | 1693 | 1694 | 1695 | 1696 | 1697 | 1698 | 1699 | 1700 | 1701 | 1702 | 1703 | 1704 | 1705 | 1706 | 1707 | 1708 | 1709 | 1710 | 1711 | 1712 | 1713 | 1714 | 1715 | 1716 | 1717 | 1718 | 1719 | 1720 | 1721 | 1722 | 1723 | 1724 | 1725 | 1726 | 1727 | 1728 | 1729 | 1730 | 17

Amounts 100,000 and 6300 entered in the FY 2024 Year End Estimate and 2025 Capital Projects columns.

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

Actions:

Add New Copy

PLEASE NOTE – dates in screenshots are not updated.

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Budget Line Text*	
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0		
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0		
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0	0		
5		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	IMPROVE	1001NON	0	0	0	0	0	0	0	0		
4		17-9999-000	1000-1001	859117	4	17990012	1STCLINT	IMPROVE	1001DBIL	0	0	0	0	0	0	0	0		
6		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	MISCPROJ	0	0	0	0	0	0	0	0	0		
7		17-9999-000	1000-1001	757301	4	17990012	BARRIOSL	IMPROVE	2701NON	0	0	0	0	0	0	0	0		
8		17-9999-000	1000-1001	658200	4	17990020	CARY	MISCPROJ	0	0	0	0	0	0	0	0	0		
9		17-9999-000	1000-1001	859310	4	17990003	CATUPMA	CCTY	0	0	0	0	0	0	0	0	0		
10		17-9999-000	1000-1001	859310	4	17990002	CCITY	0	0	118,200	100000	63000	0	0	0	0	0	Test	

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 Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

Actions:

Add New Copy

PLEASE NOTE – dates in screenshots are not updated.

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Budget Line Text*	
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0		
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0		
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0	0		
5		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	IMPROVE	1001NON	0	0	0	0	0	0	0	0		
4		17-9999-000	1000-1001	859117	4	17990012	1STCLINT	IMPROVE	1001DBIL	0	0	0	0	0	0	0	0		
6		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	MISCPROJ	0	0	0	0	0	0	0	0	0		
7		17-9999-000	1000-1001	757301	4	17990012	BARRIOSL	IMPROVE	2701NON	0	0	0	0	0	0	0	0		
8		17-9999-000	1000-1001	658200	4	17990020	CARY	MISCPROJ	0	0	0	0	0	0	0	0	0		
9		17-9999-000	1000-1001	859310	4	17990003	CATUPMA	CCTY	0	0	0	0	0	0	0	0	0		
10		17-9999-000	1000-1001	859310	4	17990002	CCITY	0	0	118,200	100000	63000	0	0	0	0	0	Test	
11		17-9999-000	1000-1001	859310	4	17990003	CCITY	0	0	163,000	0	0	0	0	0	0	0		
12		17-9999-000	1000-1001	859310	4	17990004	CCITY	0	0	135,500	0	0	0	0	0	0	0		
13		17-9999-000	1000-1001	757101	4	17990005	CCITY	0	0	8,500,000	0	0	0	0	0	0	0		

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 Segment 1 through 4 in the entry. Appropriation entries **need Segments 1 through 4** 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 Lines

Close Export Import Refresh

Budget Form Expense Lines Updated was successfully updated.

Message indicating entries were saved in the system.

PLEASE NOTE – dates in screenshots are not updated.

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

Actions:

Add New Copy

After saving the entries, they will change to black.

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Budget Line Text*
		No Filter	No Filter	No Filter	No Filter	No Filter	No Filter	No Filter	No Filter									
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0	
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0	
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0	0	
5		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	IMPROVE	1001NON	0	0	0	0	0	0	0	0	
4		17-9999-000	1000-1001	859117	4	17990012	1STCLINT	IMPROVE	1001DBIL	0	0	0	0	0	0	0	0	
6		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	MISCPROJ	0	0	0	0	0	0	0	0	0	
7		17-9999-000	1000-1001	757301	4	17990012	BARRIOSL	IMPROVE	2701NON	0	0	0	0	0	0	0	0	
8		17-9999-000	1000-1001	658200	4	17990020	CARY	MISCPROJ	0	0	0	0	0	0	0	0	0	
9		17-9999-000	1000-1001	859310	4	17990003	CATUPMA	CCTY	0	0	0	0	0	0	0	0	0	
10		17-9999-000	1000-1001	859310	4	17990002	CCITY	0	0	118,200	100,000	63,000	0	0	0	0	63,000	Test
11		17-9999-000	1000-1001	859310	4	17990003	CCITY	0	0	163,000	0	0	0	0	0	0	0	
12		17-9999-000	1000-1001	859310	4	17990004	CCITY	0	0	135,500	0	0	0	0	0	0	0	
13		17-9999-000	1000-1001	757101	4	17990005	CCITY	0	0	8,500,000	0	0	0	0	0	0	0	
14		17-9999-000	1000-1001	757101	4	17990006	CCITY	0	0	500,000	0	0	0	0	0	0	0	

Records per page: 50

Apply Filter Hide Filter Remove Filter

Records: 1 - 50 of 779 - Pages: 16 1 39 39

Option 2: Capital Entries by Import Function

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

Budget Form Lines

Close Export Import Refresh

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

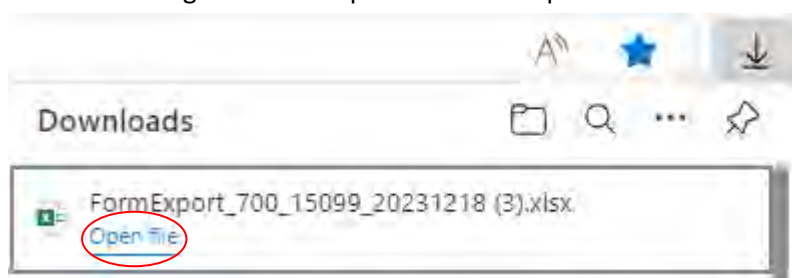
Actions:

Add New Copy

PLEASE NOTE – dates in screenshots are not updated.

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Budget Line Text*
		No Filter	No Filter	No Filter	No Filter	No Filter	No Filter	No Filter	No Filter									
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0	
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0	
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0	0	
5		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	IMPROVE	1001NON	0	0	0	0	0	0	0	0	
4		17-9999-000	1000-1001	859117	4	17990012	1STCLINT	IMPROVE	1001DBIL	0	0	0	0	0	0	0	0	
6		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	MISCPROJ	0	0	0	0	0	0	0	0	0	
7		17-9999-000	1000-1001	757301	4	17990012	BARRIOSL	IMPROVE	2701NON	0	0	0	0	0	0	0	0	
8		17-9999-000	1000-1001	658200	4	17990020	CARY	MISCPROJ	0	0	0	0	0	0	0	0	0	
9		17-9999-000	1000-1001	859310	4	17990003	CATUPMA	CCTY	0	0	0	0	0	0	0	0	0	
10		17-9999-000	1000-1001	859310	4	17990002	CCITY	0	0	118,200	0	0	0	0	0	0	0	

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.



Excel template will display dimension columns (i.e., Org, Fund, Account, Function, and Segments 1 through 4), data entry columns (i.e., FY 2024 Adopted Budget, FY 2024 Year End Estimate plus 2025-2029 Capital Projects), and Text column.

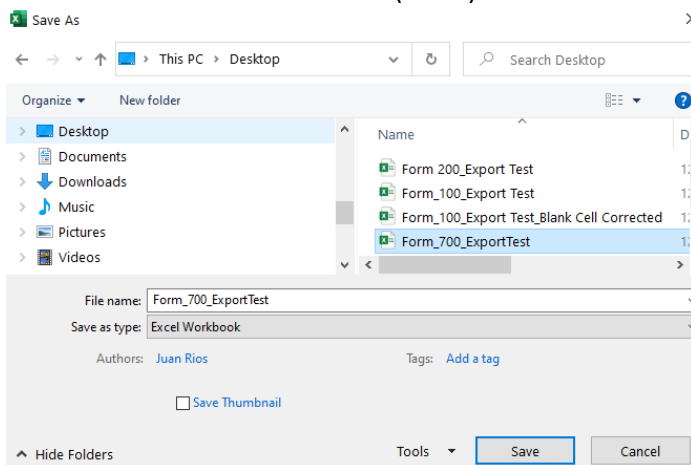
FormExport_700_15099_20231218 (3)																	
AutoSave																	
File Home Insert Page Layout Formulas Data Review View Automate Help																	
Clipboard Font Alignment Number Styles Cells Editing																	
M22																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budg	FY 2023 Year End Estimate	2024 Capital Projects	2025 Capital Projects	2026 Capital Projects	2027 Capital Projects	2028 Capital Projects	5 Year Project Total	Column Text
2	17-9999-000	1000-1001	757101	4	179900121	1STCLINTON	CCTY	0	0	0	0	0	0	0	0	0	0
3	17-9999-000	1000-1001	757301	4	179900121	1STCLINTON	CCTY	0	0	0	0	0	0	0	0	0	0
4	17-9999-000	1000-1001	651101	4	179900121	1STCLINTON	IMPROVE	1001 PERS	0	0	0	0	0	0	0	0	0
5	17-9999-000	1000-1001	757301	4	179900121	1STCLINTON	IMPROVE	1001NONPE	0	0	0	0	0	0	0	0	0
6	17-9999-000	1000-1001	859117	4	179900121	1STCLINTON	IMPROVE	1001DBILL	0	0	0	0	0	0	0	0	0
7	17-9999-000	1000-1001	757101	4	179900121	1STCLINTON	MISCPRJ	0	0	0	0	0	0	0	0	0	0
8	17-9999-000	1000-1001	757301	4	179900129	BARRIOSUN	IMPROVE	2701NONPE	0	0	0	0	0	0	0	0	0
9	17-9999-000	1000-1001	658200	4	179900204	CARY	MISCPRJ	0	0	0	0	0	0	0	0	0	0
10	17-9999-000	1000-1001	859510	4	179900037	CATUPMAN	CCTY	0	0	0	0	0	0	0	0	0	0
11	17-9999-000	1000-1001	859510	4	179900028	CCITY	0	0	118,200	100,000	63,000	0	0	0	0	0	63,000 Test

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 to enter totals in the "5 Year Project Total" column as the system will update this field automatically after upload.

Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Column Text
179900121	1STCLINTON	CCTY	0	0	0	0	0	0	0	0	0	0	0
179900121	1STCLINTON	CCTY	0	0	0	0	0	0	0	0	0	0	0
179900121	1STCLINTON	IMPROVE	1001 PERS	0	0	0	0	0	0	0	0	0	0
179900121	1STCLINTON	IMPROVE	1001NONPER	0	0	0	0	0	0	0	0	0	0
179900121	1STCLINTON	IMPROVE	1001IDBILL	0	0	0	0	0	0	0	0	0	0
179900121	1STCLINTON	MISCPROJ	0	0	0	0	0	0	0	0	0	0	0
179900129	BARRIOSUN	IMPROVE	2701NONPER	0	0	0	0	0	0	0	0	0	0
179900204	CARY	MISCPROJ	0	0	0	0	0	0	0	0	0	0	0
179900037	CATUPMAN	CCTY	0	0	0	0	0	0	0	0	0	0	0
179900028	CCTY	0	0	0	118,200	100,000	63,000	0	0	0	0	63,000	Test
179900037	CCTY	0	0	0	163,000	150,000	70,000	0	0	0	0	0	Test 2
179900045	CCTY	0	0	0	135,500	120,000	90,000	0	0	0	0	0	Test 3

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 Lines

Close Export **Import** Refresh

Budget Form Expense Lines Updated was successfully updated.

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

Actions:

Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total
1		17-9999-000	1000-1001	757101	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0
2		17-9999-000	1000-1001	757301	4	17990012	1STCLINT	CCTY	0	0	0	0	0	0	0	0	0
3		17-9999-000	1000-1001	651101	4	17990012	1STCLINT	IMPROVE	1001 PER	0	0	0	0	0	0	0	0

PLEASE NOTE – dates in screenshots are not updated.

2

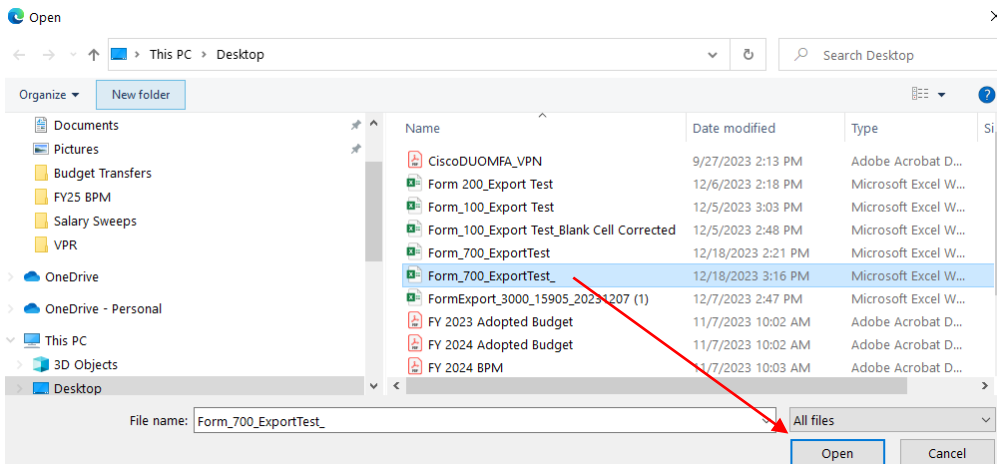
Budget Form Import

Close Validation Results

Browse

Load Selected File

3



4

Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form_700_ExportTest.xlsx

Load Selected File

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

Budget Form Import

Close Validation Results

Browse

C:\fakepath\Form_700_ExportTest.xlsx

Load Selected File

Upload Completed:

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

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

Budget Form Lines

Close Export Import **Refresh**

ID	Form	Organization	Form Name
15099	700	17 - PARCS Department	C2 Preload Capital Form 1

Actions:
Add New Copy

Row	Audit Trail	Org	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2023 Adopted Budget	FY 2023 Year End Estimate*	2024 Capital Projects*	2025 Capital Projects*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	5 Year Project Total	Budget Line Text*
21		17-9999-000	1000-1001	757101	4	17990012	CCITY	0	0	999,900	0	0	0	0	0	0	0	
22		17-9999-000	1000-1001	757101	4	17990012	CCITY	0	0	999,900	0	0	0	0	0	0	0	
23		17-9999-000	1000-1001	757301	4	17990012	CCITY	0	0	50,000	0	0	0	0	0	0	0	
24		17-9999-000	1000-1001	859310	4	17990012	CCITY	0	0	150,000	0	0	0	0	0	0	0	
25		17-9999-000	1000-1001	859310	4	17990002	CCTY	0	0	0	100,000	63,000	0	0	0	0	63,000	Test
26		17-9999-000	1000-1001	859310	4	17990003	CCTY	0	0	0	150,000	70,000	0	0	0	0	70,000	Test 2
27		17-9999-000	1000-1001	859310	4	17990004	CCTY	0	0	0	120,000	90,000	0	0	0	0	90,000	Test 3

PLEASE NOTE – dates in screenshots are not updated.

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 Reallocation Only (200), 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 = 10-1080-0500 (transposed) instead of 10-1080-050 (valid), or account mistyped as 33104 (Invalid) instead of 433104 (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	
ACTIVITY ID	ACTIVITY DESCRIPTION	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

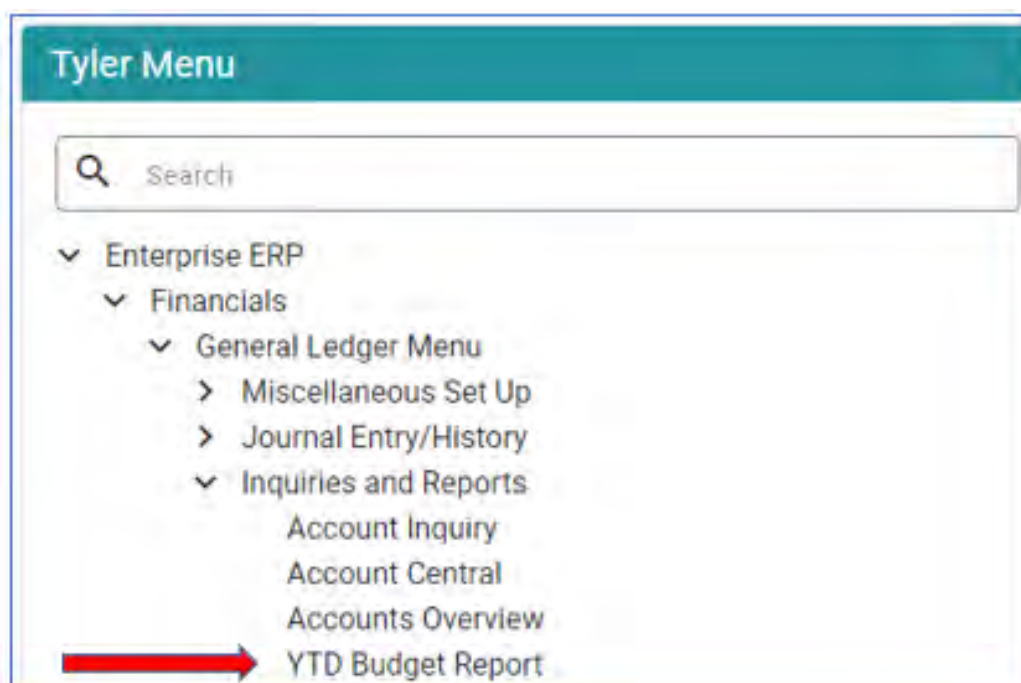
BFM provides budget reports and is not intended to be used to track actual expenditures, revenues or positions through the year. The Tyler Munis financial system (Tyler) is the tool for tracking actual expenditures, revenues since it can post real time transactions and position detail can be managed in PeopleSoft HRMS.

BFM will be available for general field use during the FY 2025 Budget submission process and will 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.

PCF will be available during the FY 2025 Budget submission process for position reallocations. All other eForm 3 position Conversions, Reclassifications and PAR Amendment additions approved by Personnel Services will be amended by BMSD through the Request Phase ONLY. This policy is in place so the annual budget can be finalized for the Mayor's Proposed Budget.

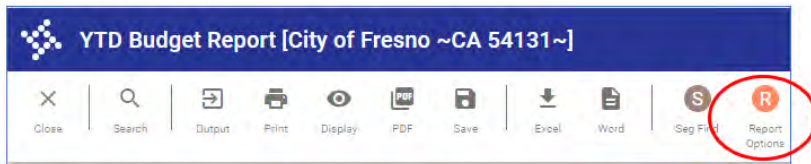
Tyler

The Year-To-Date (YTD) Budget Report is the financial report in Tyler that will be useful in monitoring and building budgets. The YTD Budget report is similar to the Revenue and Expenditure Summary Reports from the old PeopleSoft. You can run the YTD Budget report at the journal detail level and it will provide detail transaction information similar to the Detail Transaction Report from the old PeopleSoft. Select, YTD Budget Report from the Tyler Menu. The panel should look like the one below.



BUDGET PROCEDURES MANUAL (BPM)

Modify your Report Options.



Under the Print Options, select “Current year only” for Carry forward. This will exclude any prior year encumbrance activities. Once you have modified this report, click “Accept.” You are now ready to run a YTD Budget report similar to the Revenue and Expenditure Summary Report in the old PeopleSoft.

A screenshot of the "Report Options" dialog box. The title bar says "Report Options". Below the title bar are three buttons: "Back", "Accept" (circled in red), and "Cancel". The main area of the dialog is divided into two sections: "Report Sequence" and "Print Options".

The "Report Sequence" section has a dropdown for "Execute this report" set to "Now". Below this is a table with four rows, each representing a sequence. Each row has a "Field #", a "Total" checkbox, and a "Page Break" checkbox.

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	2 - Sub Fund	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	4 - Division	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	5 - Section	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a "Report title" field with the text "YEAR-TO-DATE BUDGET REPORT".

The "Print Options" section is highlighted with a red circle. It contains several settings:

- "Include only accounts that used" is set to "0 % or greater of budget".
- "Order accounts by" is set to "Full Account".
- "Totals only" is an unchecked checkbox.
- "Account description" is set to "Full".
- "Print full GL account" is a checked checkbox.
- "Roll projects to object" is an unchecked checkbox.
- "Print report options" is a checked checkbox.
- "Truncate full description" is a checked checkbox.
- "Year/period" is set to "Within year/period" with "2023" and "12" in adjacent fields.
- "Carry forward" is set to "Current year only" (indicated by a red arrow from the "Account description" field).
- "Print MTD version" is an unchecked checkbox.
- "Format type" is set to "Standard format".
- "Double space" is an unchecked checkbox.
- "Suppress zero-bal accts" is an unchecked checkbox.
- "Exclude YEC journals" is an unchecked checkbox.

BUDGET PROCEDURES MANUAL (BPM)

The illustration below shows the selected GL string parameters.

YTD Budget Report [City of Fresno ~CA 54131~] > GL Segment Find

Find by Segments

Fund: 4000

Sub Fund: 4001

Division: 4110

Section:

Object:

Department:

Function:

Future Undf1:

Future Undf2:

Project:

Character code:

Account type: Expense

Account status:

Rollup Code:

Select "Seg Find"

YTD Budget Report [City of Fresno ~CA 54131~]

Close Search Output Print Display PDF Save Excel Word Seg Find Report Options

The YTD Budget report shows total amounts per account string only (Columns A-R). This report is similar to the Revenue and Expenditure Summary reports from the old PeopleSoft. If you need the YTD Budget report to show transaction detail information, you will need to run this report at the journal detail level. See next page.

F	G	H	I	J	K	L	M	N	O	P	Q
OBJ	ACCOUNT	ACCOUNT DESCRIPTION	TYPE	ROLLUP	SUB-ROLLUP	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
658011	4000-4001-4110-000-658011-41-0-0000-0000-	Debt Redemption	E	4110A	41N10	264,800	0	264,800	128,513.58	0.00	136,286
961002	4000-4001-4110-000-961002-41-0-0000-0000-	Budget Hold-Back - CONTINGENCY	E			0	0	0	0.00	0.00	0
757099	4000-4001-4110-760-757099-41-0-0000-0000-	Depreciation Expense	E	4110A	41N10	0	0	0	0.00	0.00	0
757101	4000-4001-4110-760-757101-41-0-0000-0000-	Land Acquisition	E	4110A	41N10	0	0	0	0.00	0.00	0
757201	4000-4001-4110-760-757201-41-0-0000-0000-	Buildings	E	4110A	41N10	0	0	0	0.00	0.00	0
757301	4000-4001-4110-760-757301-41-0-0000-0000-	Improvements	E	4110A	41N10	0	0	0	0.00	0.00	0
757507	4000-4001-4110-760-757507-41-0-0000-0000-	Contract Construction	E	4110A	41N10	0	0	0	0.00	0.00	0
961000	4000-4001-4110-760-961000-41-0-0000-0000-	Contingencies	E			0	0	0	0.00	0.00	0
299999	4000-4001-4110-761-299999-41-0-0000-0000-	CHECK LOAD	E			0	0	0	0.00	0.00	0
651101	4000-4001-4110-761-651101-41-0-0000-0000-	Permanent Salaries	E	4110A		13,061,400	342,800	13,404,200	6,450,936.98	0.00	6,953,263
651102	4000-4001-4110-761-651102-41-0-0000-0000-	Permanent Fringe	E	4110A		202,300	120,500	322,800	118,999.33	0.00	203,801
651103	4000-4001-4110-761-651103-41-0-0000-0000-	Employee Leave Payoff-Non Ter	E	4110A		150,300	0	150,300	137,008.27	0.00	13,292
651104	4000-4001-4110-761-651104-41-0-0000-0000-	Perm Fringe-Health&Welfare	E	4110A		2,150,600	0	2,150,600	992,964.74	0.00	1,157,635
651105	4000-4001-4110-761-651105-41-0-0000-0000-	Perm Fringe-Life&Disab. Ins.	E	4110A		14,300	0	14,300	7,429.74	0.00	6,870
651107	4000-4001-4110-761-651107-41-0-0000-0000-	Perm Fringe-Pension Employee	E	4110A		1,516,800	0	1,516,800	774,026.77	0.00	742,773
651109	4000-4001-4110-761-651109-41-0-0000-0000-	Leave Payoff At Termination	E	4110A		87,000	0	87,000	87,000.00	0.00	0
651201	4000-4001-4110-761-651201-41-0-0000-0000-	Non-Permanent Salaries	E	4110A		0	0	0	19,960.72	0.00	-19,961
651202	4000-4001-4110-761-651202-41-0-0000-0000-	Non-Permanent Fringe	E	4110A		0	0	0	1,548.05	0.00	-1,548
651301	4000-4001-4110-761-651301-41-0-0000-0000-	Overtime	E	4110A		447,500	0	447,500	359,315.09	0.00	88,185
651401	4000-4001-4110-761-651401-41-0-0000-0000-	Premium Pay	E	4110A		650,300	0	650,300	281,091.23	0.00	369,209
651404	4000-4001-4110-761-651404-41-0-0000-0000-	Employee Awards	E	4110A		5,000	0	5,000	0.00	0.00	5,000
652302	4000-4001-4110-761-652302-41-0-0000-0000-	Gen Svc Pens Oblig Bnd Dbt Svc	E	4110A		354,800	0	354,800	86,168.39	0.00	268,632
652403	4000-4001-4110-761-652403-41-0-0000-0000-	HRA Payments	E	4110A		12,500	0	12,500	38,216.78	0.00	-25,717
652601	4000-4001-4110-761-652601-41-0-0000-0000-	Workers Compensation	E	4110A		476,300	0	476,300	476,300.00	0.00	0
652901	4000-4001-4110-761-652901-41-0-0000-0000-	Recurring Vehicle Allowance	E	4110A		10,800	0	10,800	4,380.88	0.00	6,419
653302	4000-4001-4110-761-653302-41-0-0000-0000-	Prof Svcs/Consulting - Outsld	E	4110A	41N10	405,000	0	405,000	58,515.85	29,984.15	316,500
653303	4000-4001-4110-761-653303-41-0-0000-0000-	Public Relations & Information	E	4110A	41N10	474,300	24,400	498,700	12,420.52	0.00	486,279
653304	4000-4001-4110-761-653304-41-0-0000-0000-	Prof Svcs (Non-Consulting)-O/S	E	4110A	41N10	103,000	0	103,000	5,085.50	0.00	97,915
653306	4000-4001-4110-761-653306-41-0-0000-0000-	Outside Legal Services	E	4110A	41N10	350,000	0	350,000	314,755.33	0.00	35,245
653401	4000-4001-4110-761-653401-41-0-0000-0000-	Hazardous Waste Management	E	4110A	41N10	67,100	0	67,100	6,556.98	0.00	60,543
653402	4000-4001-4110-761-653402-41-0-0000-0000-	Specialized Services /Tech	E	4110A	41N10	2,201,400	0	2,201,400	743,091.01	239,452.23	1,218,857

BUDGET PROCEDURES MANUAL (BPM)

Select “Print journal detail” under the Additional Options. Make sure your period selected matches the period selected in the Print Options. Click “Accept” and go back to Segment Find and select your GL string parameters.

Print Options **Additional Options**

Additional Options

Include requisition amounts ☐ Include budget entries ☒

Print Revenues-Version headings ☐ Include encumb/liq entries ☒

Print revenue as credit ☒ Sort option

Print revenue budgets as zero ☐ Detail format option

Include fund balance ☐ Include additional JE comments ☐

Print journal detail ☒ Multiyear view

Amounts/totals exceed 999 million dollars ☐

From yr/per

To yr/per

The illustration below is an entry from the YTD Budget report from the prior page. The YTD Expended total amount of \$2,312.16 per this account string will be broken down by transaction type in the YTD Budget report at the journal detail.

F	G	H	I	J	K	L	M	N	O	P	Q	R
OBJ	ACCOUNT	ACCOUNT DESCRIPTION	TY	ROLL	SUB-ROLL	ORIGINAL APPRO	TRANSFRS/ADJST	REVISED BUDGET	YTD EXPENSE	ENCUMBRANCES	AVAILABLE BUDGE	% USED
656115	4000-4001-4110-761-656115-41-0-0000-0000-	Materials & Parts--Vehicles	E	4110A	41N10	7,600	0	7,600	2,312.16	0.00	5,288	30.40

The illustration below shows the YTD Budget report at the journal detail level, which provide detail transaction information similar to the Detail Transaction report from the old PeopleSoft. This feature expands the report from Columns S-AJ. The YTD Expended amount on account string 4000-4001-4110-761-656115-41-0-0000-0000- is broken down into five (5) AP Invoice Posting (API) transactions.

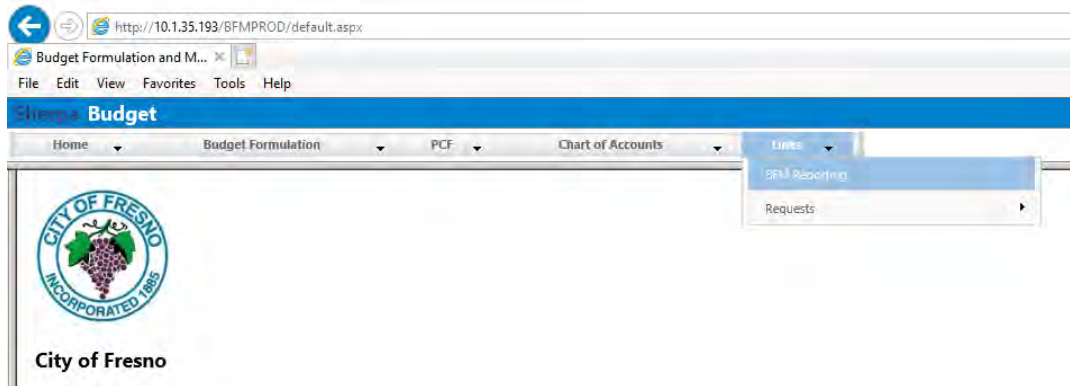
S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
YR/PER/JNL	EFF DATE	SRC	AMOUNT	VENDO	REF	REF	REF 4	PO #	VOUC	INVOICE	DOC #	CHECK	VENDOR NAME	COMMENT
2023/01/006039	07/01/2022	BUC	7,600.00				2023 BUDGT					0		ORIGINAL BUDGET 2023
2023/03/012156	09/27/2022	API	1,854.95	010266		50471	3351			052938	50471	14,029	DEAN INDUSTRIAL ENTE	XDX SERIES 20 REEL
2023/05/001822	11/09/2022	API	26.29	020401		70744	4935			WATER PETT	70744	16,218	WATER PETTY CASH	WATER PETTY CASH
2023/05/004278	11/02/2022	API	326.07	010276		67503	4666			500125342	67503	70,400	DELRAY TIRE & RETREA	PURCHASE TWO TIRES/ BALANCE
2023/05/004278	11/02/2022	API	77.50	010276		67503	4666			500125342	67503	70,400	DELRAY TIRE & RETREA	PURCHASE TWO TIRES/ BALANCE
2023/05/006309	11/22/2022	API	27.35	010313		77850	5373			102921737	77850	70,731	HAVEN'S SECURITY INC	KEYS
			2,312.16											

SAP BI Launch Application (Non-Position Reports)

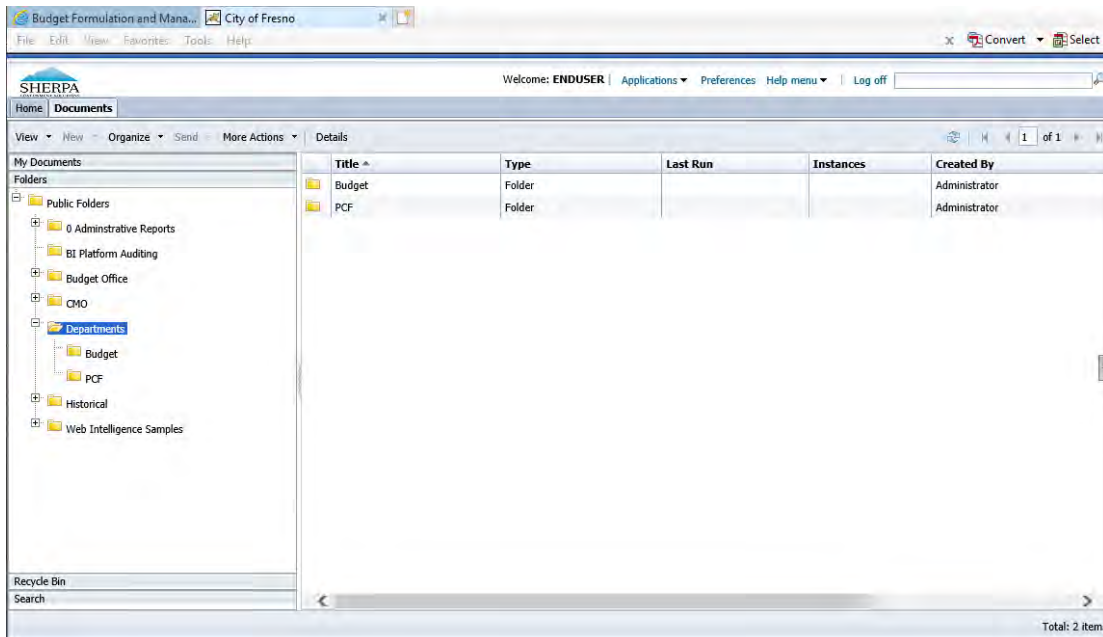
A system enhancement has been established so that the SAP BI Launch Pad reporting system can be accessed directly while in the BFM system. The following will provide procedures to access SAP reports through BFM.

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.



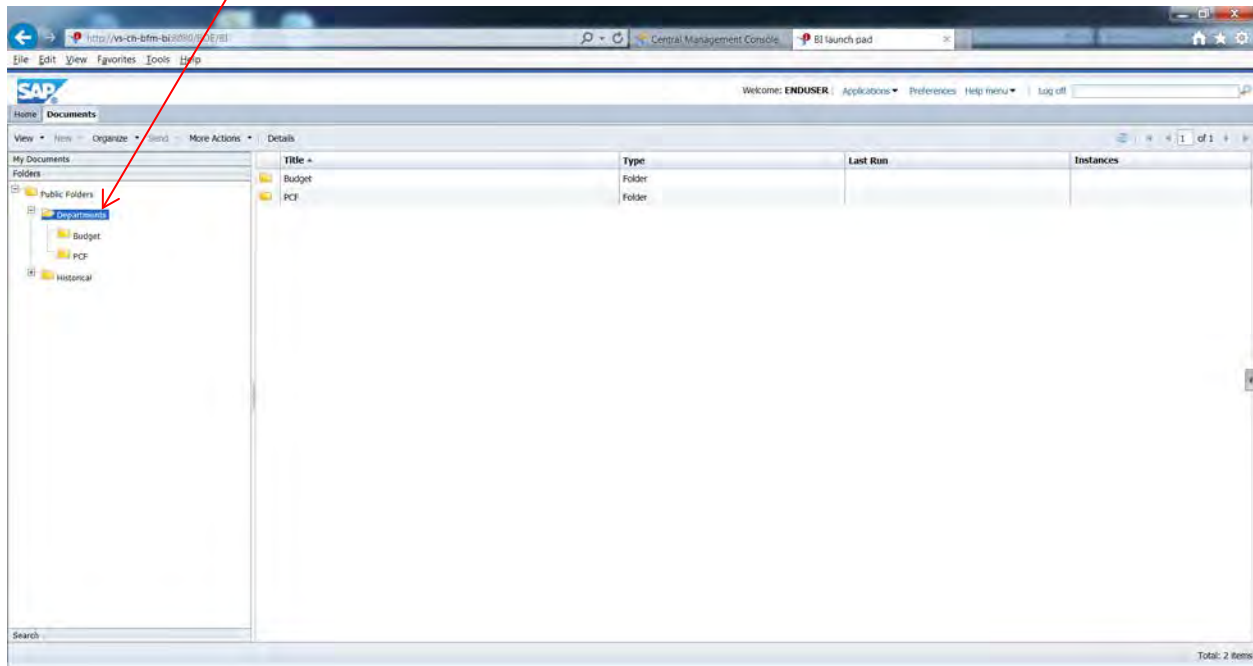
Press the <Ctrl> and "N" keys simultaneously just once. This will create a secondary web browser and allow for toggling between BI Launch Pad and BFM.



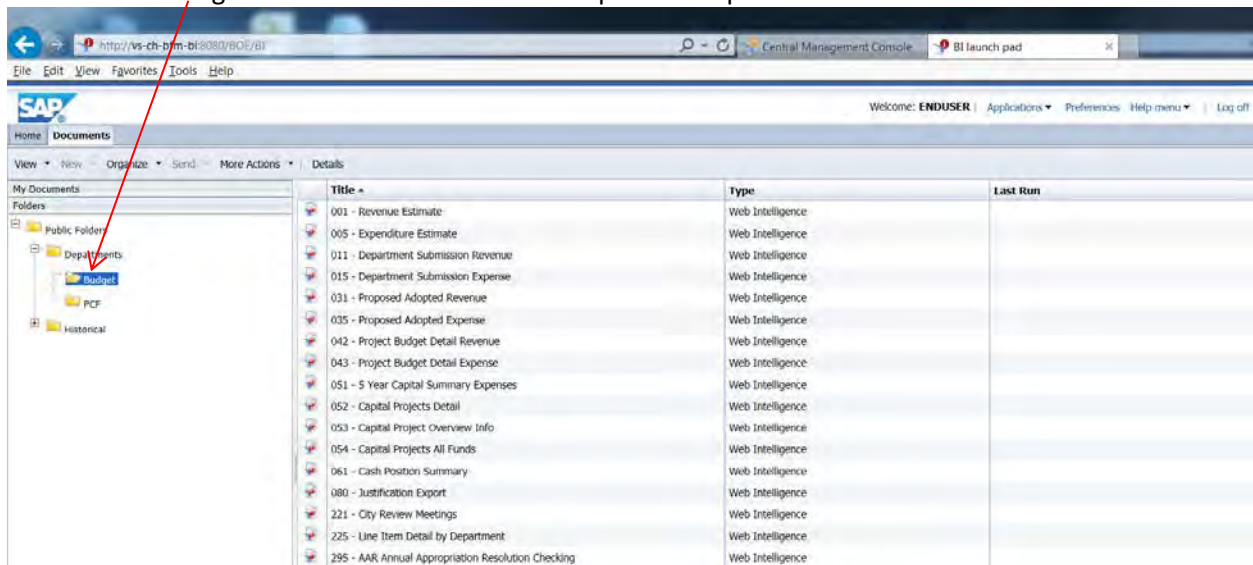
Be Careful not to hold down with a pause or press multiple times on these hot keys. This will create many internet browsers as well as confusion.

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).

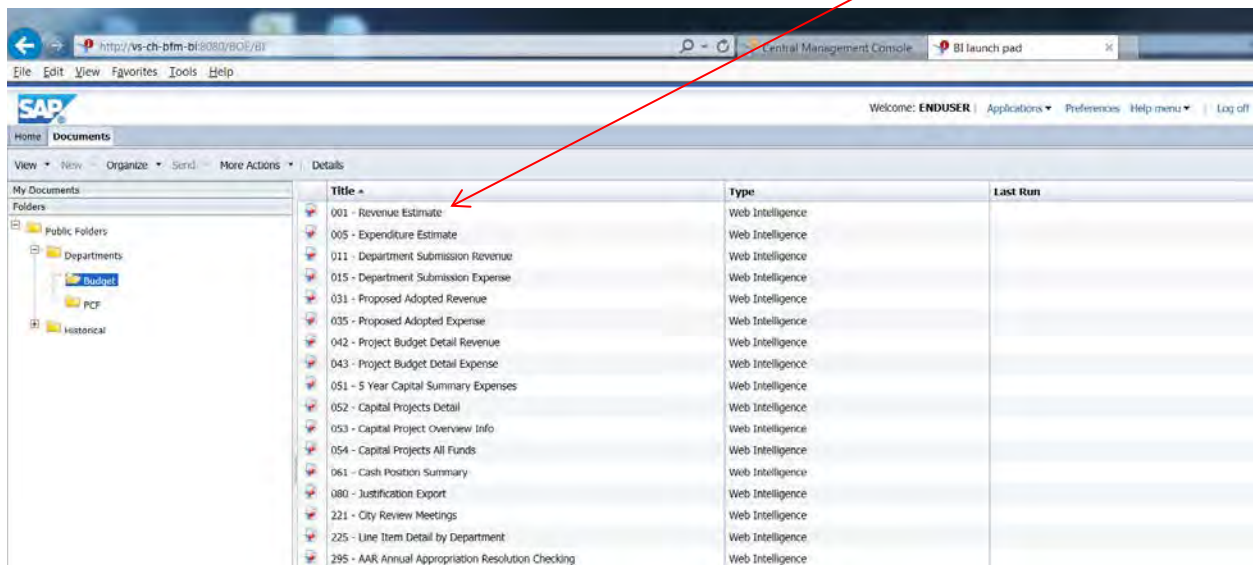


Click on the “Budget” Subfolder to see list of non-position reports.



SAP Report Selection

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

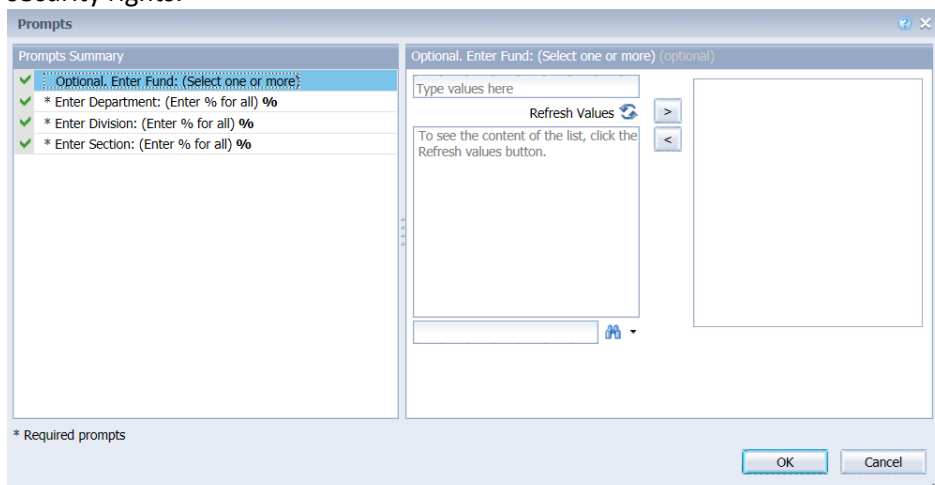


Prompt Selection

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).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' panel on the left and a 'Enter Department: (Enter % for all)' panel on the right. The summary panel lists four prompts, with the second one, '* Enter Department: (Enter % for all) %', selected and highlighted in blue. The right panel contains a search bar, a 'Refresh Values' button, and a list of departments. The department '520000 | Finance Department' is selected and highlighted in blue. A red arrow points from the text 'Click on “Enter Department:” prompt and select targeted department (i.e., 520000 Finance)' to this selection. The dialog also shows a timestamp 'December 23, 2016 12:42:23 PM GMT-07:00' and 'OK' and 'Cancel' buttons at the bottom.

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

This screenshot is similar to the one above, but the department list on the right is expanded. A red arrow points from the text 'You can expand or contract the display screen on the right side of prompt panel by clicking and dragging the expand symbol.' to a small square button with a plus sign, located at the bottom right of the dialog box, next to the 'Cancel' button. This button is used to expand or contract the display area.

Department panel expanded to view full name descriptions.

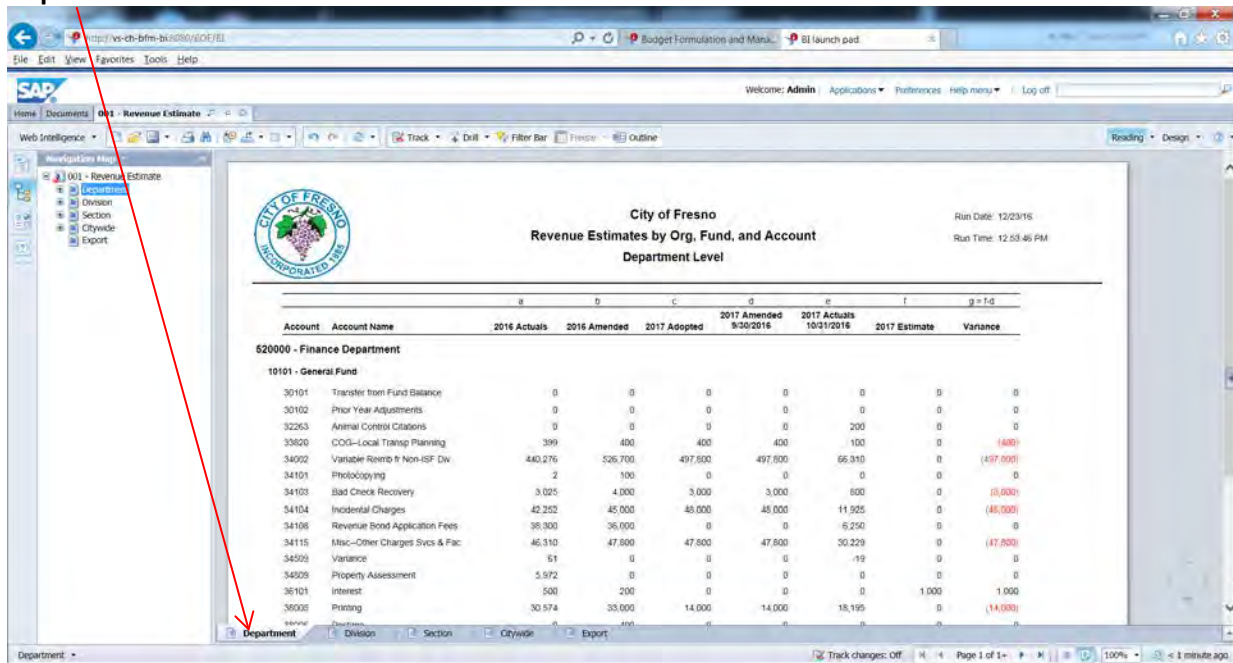
Double click highlighted selection or click on greater than symbol or ">" to lock in targeted section. Click "OK" to run report.

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

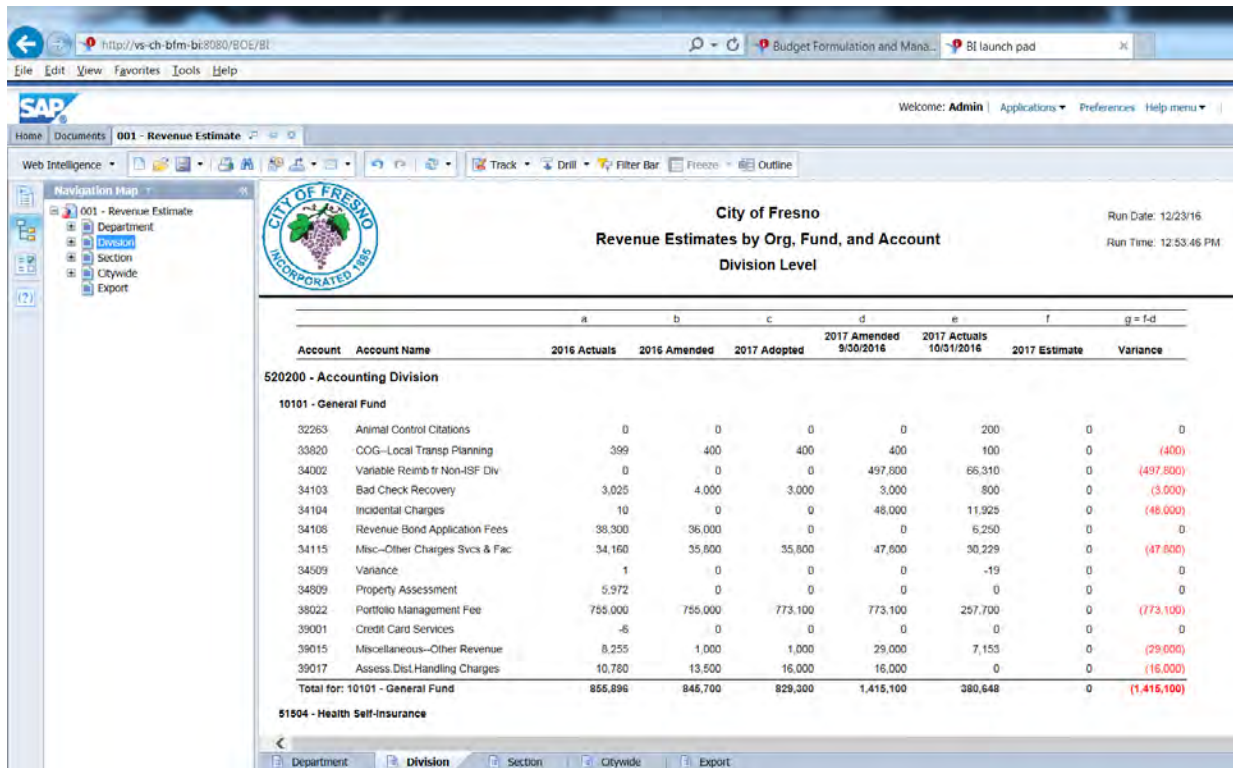


City of Fresno
Revenue Estimates by Org, Fund, and Account
Department Level

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

Account	Account Name	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	(437,800)
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	45,000	45,000	11,925	0	(45,000)
34106	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
36000	Printing	30,574	33,000	14,000	14,000	18,195	0	(14,000)
		0	0	0	0	0	0	0

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	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	(437,800)
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)
34106	Revenue Bond Application Fees	38,300	36,000	0	0	6,250	0	0
34115	Misc-Other Charges Svcs & Fac	34,160	35,800	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	-8	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	846,700	829,300	1,415,100	380,648	0	(1,415,100)
51504 - Health Self-insurance								

Section Tab

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	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	172,796	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

Export Tab

FileEditViewFavoritesToolsHelp

SAP

HomeDocuments001 - Revenue Estimate

Web Intelligence

Navigation Panel

- 001 - Revenue Estimate
 - Department
 - Division
 - Section
 - Citywide
 - Details

TrackDrillFilter BarPrintOutlineReadingDesign

Budget Formulation and MaintenanceLaunch pad

Welcome: AdminApplicationsPreferencesHelp menuLogout

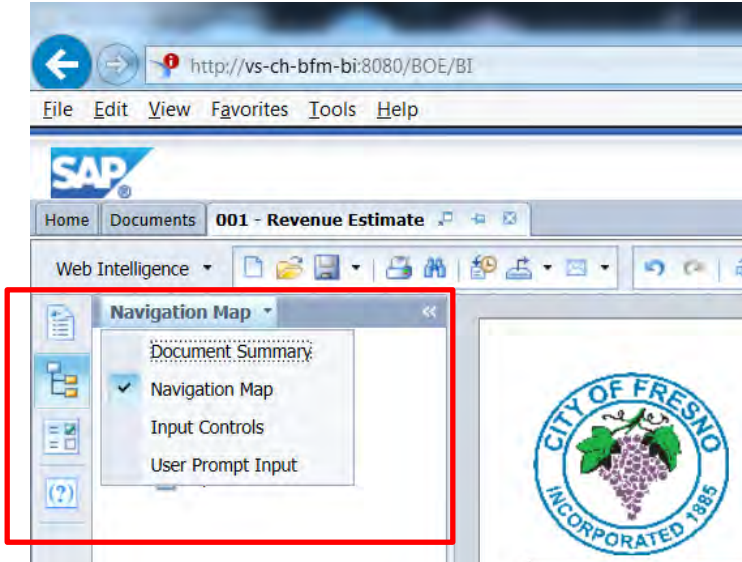
Department	Department Name	Division	Division Name	Org	Org Name	Fund	Fund Name	Account	Account Name	2016 Actuals	2016 Amended	2017 Adopted	2017 Amended	2017 Actuals	E
520000	Finance Depart 520030	Accounting Div 520021	Accounting	10101	General Fund	34104	Incidental Charges	10	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	10101	General Fund	34115	Misc--Other Chrg	0	0	0	0	0	0	34.36	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	51504	Health Self-insu	30101	Transfer from Fi	11,977,510.22	0	0	0	0	0	12,150,309.71	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	51504	Health Self-insu	36101	Interest	172,796.49	0	0	0	0	0	72,258.62	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	51507	Flexible Benefits	30101	Transfer from Fi	51,891.44	0	0	0	0	0	56,284.96	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	51507	Flexible Benefits	36101	Interest	4,393.42	0	0	0	0	0	1,829.48	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	63104	AD CD-3 Debt	336101	Interest	24.96	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	63112	AD CD-4 Pass	36101	Interest	106.66	0	0	0	0	0	3.79	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	63155	Zone 100 Rides	36101	Interest	540.66	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	63156	Zone 100 Rides	36101	Interest	88.67	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	63161	Zone 131 Rides	36101	Interest	75.24	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	63164	Zone 141 Rides	36101	Interest	470.51	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520021	Accounting	63583	Payroll Withhold	36101	Interest	6.28	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520022	Treasury	10101	General Fund	33820	COG--Local Tra	399.96	400	400	400	400	400	99.94	
520000	Finance Depart 520030	Accounting Div 520022	Treasury	10101	General Fund	34108	Revenue Bord	36,300	36,000	0	0	0	0	6,250	
520000	Finance Depart 520030	Accounting Div 520022	Treasury	10101	General Fund	34809	Property Assess	5,971.72	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520022	Treasury	10101	General Fund	38822	Portbko Manag	754,959.92	755,000	773,130	773,130	773,130	257,730		
520000	Finance Depart 520030	Accounting Div 520022	Treasury	10101	General Fund	39015	Miscellaneous--	-17.04	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520022	Treasury	10101	General Fund	39017	Assess Dist Har	10,779.91	13,500	16,000	16,000	16,000	0	0	
520000	Finance Depart 520030	Accounting Div 520022	Treasury	63104	AD CD-3 Debt	3369015	Miscellaneous--	-156.57	0	0	0	0	0	0	
520000	Finance Depart 520030	Accounting Div 520022	Treasury	63112	AD CD-4 Pass	339015	Miscellaneous--	-130.44	0	0	0	0	0	0	

DepartmentDivisionSectionCitywideExport

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.



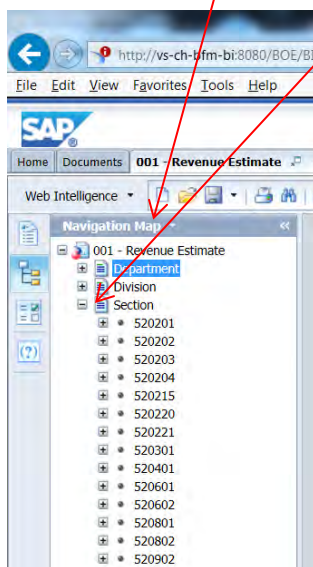
For example, the following will allow drilling to a specific section within displayed report.

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

Select **"Navigation Map."**

Select the "+" symbol next to "Section"

Select targeted section.

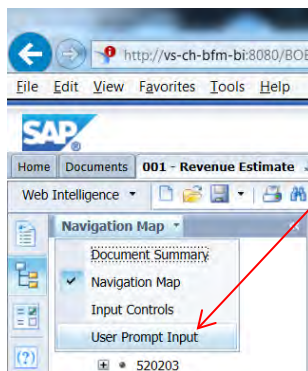


Selected section 520401 for this example.

The screenshot shows the SAP BI Web Intelligence interface. On the left, the 'Navigation Map' pane displays a tree structure under '001 - Revenue Estimate'. The path is: 001 - Revenue Estimate > Department > Division > Section > 520401. A red arrow points to the '520401' node. The main area displays a data table for '520401 - Business Tax'.

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

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



Current prompt selections.

This screenshot shows the 'User Prompt Input' dialog box in the SAP BI Web Intelligence interface. The dialog has a title bar 'User Prompt Input' and two tabs: 'Advanced' and 'Run'. Below the tabs, there are several input fields with prompts:

- 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”

Optional. Enter Fund: Select one or more

Enter Department: (Enter % for all)
520000

Enter Division: (Enter % for all)
%

Enter Section: (Enter % for all)
520301

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.

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

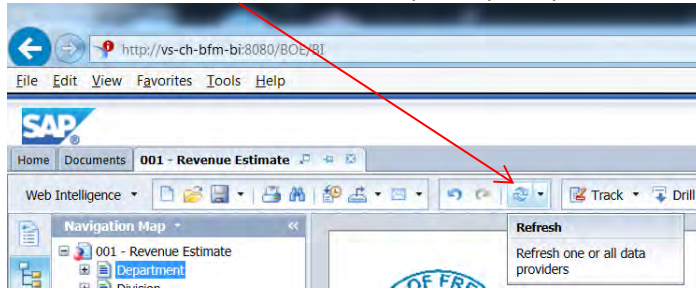
Run Date: 12/23/16
Run Time: 1:26:05 PM

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	Final Year Adjustments	0	0	0	0	0	0	0
30101	Interest	0	0	0	0	0	1,000	1,000
39006	Refunds—Current Year	0	0	0	0	105	0	0
30015	Miscellaneous—Other Revenue	0	0	0	0	0	50,000	50,000
49910	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

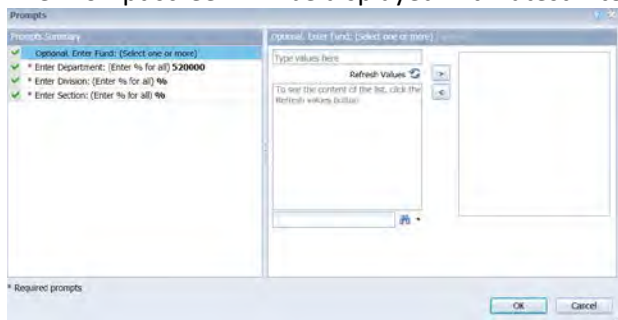
Again, all tabs for the above report will display results based on prompt settings.

Re-running report –Recommend Approach

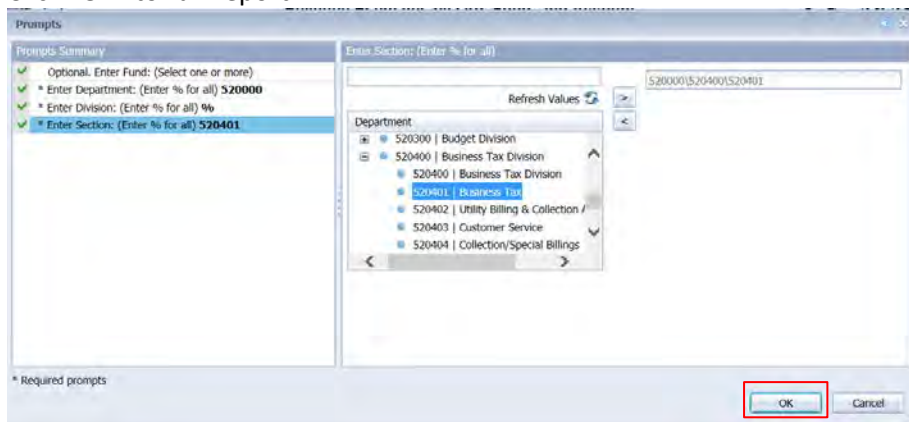
Click on the “Refresh” button to update prompt selections



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

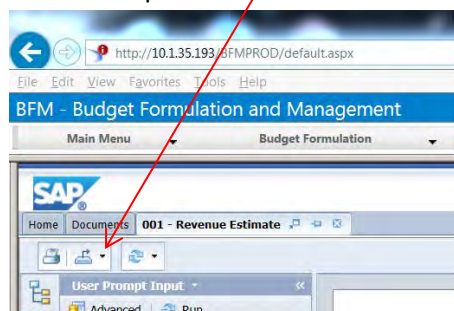
Account	Account Name	a	b	c	d	e	f	g = f-d
		2016 Actuals	2016 Amended	2017 Adopted	2017 Amended 9/30/2016	2017 Actuals 10/31/2016	2017 Estimate	Variance
520000 - Finance Department								
10101 - General Fund								
34101	Photocopying	2	0	0	0	0	0	0
34104	Incidental Charges	42,242	45,000	48,000	0	0	0	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

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

Export a report as PDF or Excel format

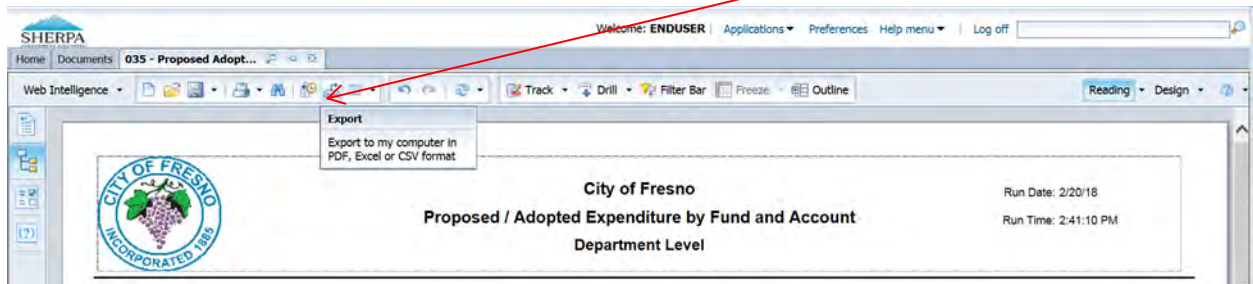
BI Launch Pad allows for entire reports or specific tabs within reports to be exported into a PDF or Excel file.

Click the Export icon



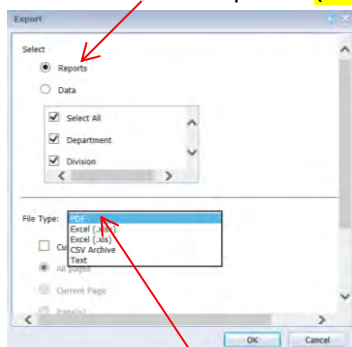
Report exported to create a PDF file

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).

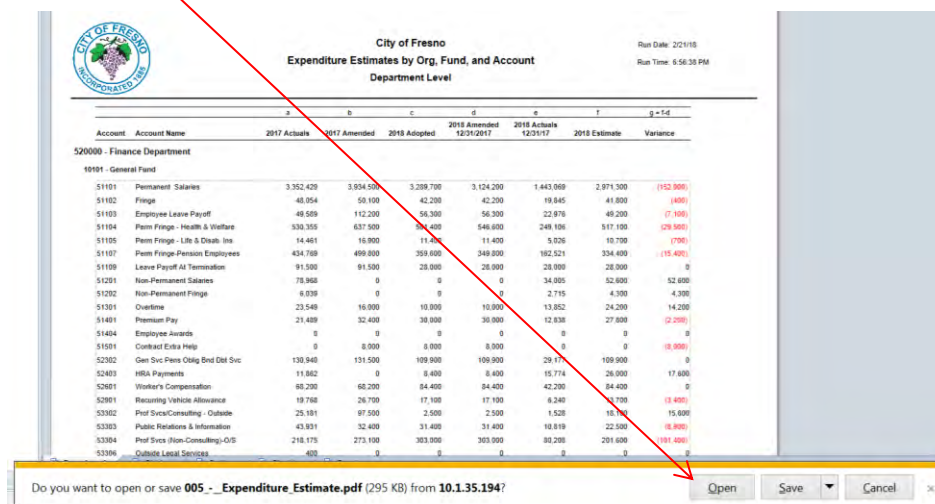


Check or uncheck the tabs from your report you want to export, if you want all tabs “select all”. Scroll down to see all tabs.

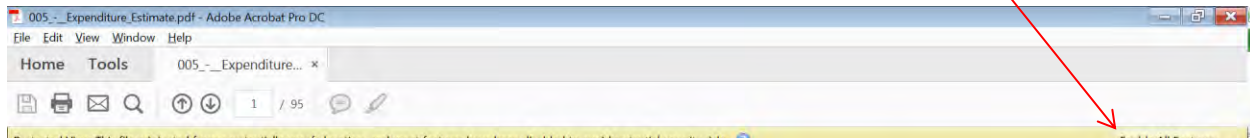
Select the file type as PDF. Click Ok to export.

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.



Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. [Enable All Features](#)

CITY OF FRESNO
INCORPORATED 1942

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

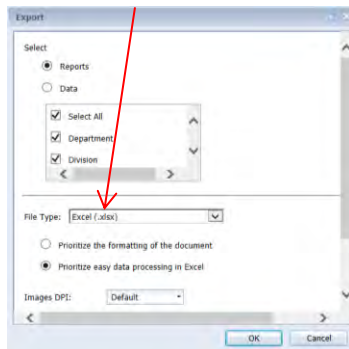
Run Date: 2/21/18
Run Time: 5:56:38 PM

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	(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	Premiums 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 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	60,208	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

Run Date: 3/21/18
Run Time: 6:56:35 PM

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 Dtd 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	216,175	273,100	303,000	303,000	60,208	201,600	(101,400)
53309	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

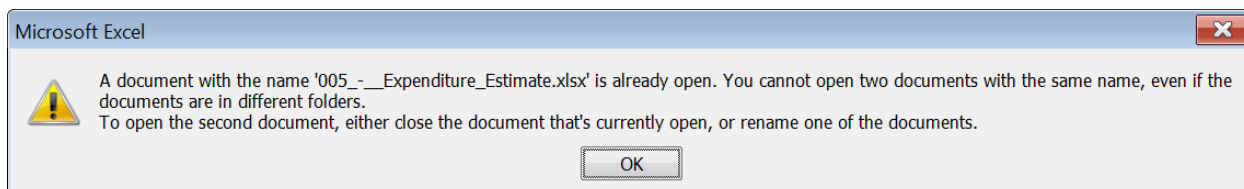
005_-_Expenditure_Estimate.xlsx [Protected View] - Microsoft Excel

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 Dtd 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)

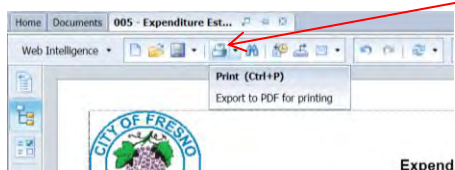
Department Division Section Citywide Export

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.



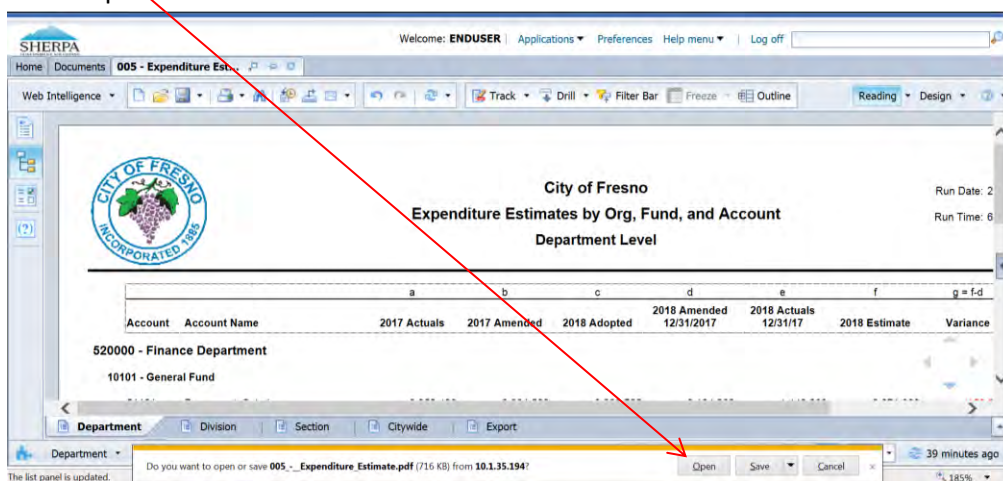
Print BI Launch Pad Report

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 2025 Budget Submission and the FY 2024 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 2024 Amended Budget, the FY 2025 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. The Form needs to be completed for just expenditure accounts.

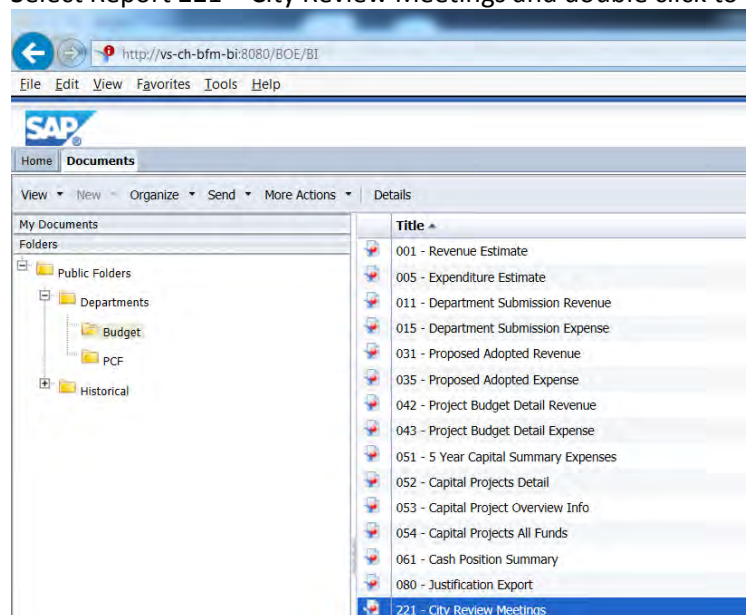
Specific Instructions

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 2024 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.

PLEASE NOTE - Department 520000 is now 32 in BFM

Enter Department: (Enter % for all) %

520000

December 23, 2016 3:38:46 PM GMT-07:00

OK Cancel

Report results for Department 520000

City Review Meetings
Department Level

Account	Account Name	2019 Adopted	2019 Amended 9/30/2018	2020 Adopted Budget	Percent Change	Dollar Change from Amended
520000 - Finance Department						
10101 - General Fund						
51101	Permanent Salaries	3,167,700	3,167,700	0	-100.00%	(3,167,700)
51102	Fringe	38,800	38,600	0	-100.00%	(38,600)
51103	Employee Leave Payoff	75,100	75,100	56,300	-25.02%	(18,800)
51104	Prem Fringe - Health & Welfare	543,500	543,500	0	-100.00%	(543,500)
51105	Prem Fringe - Life & Disab. Ins.	11,700	11,700	0	-100.00%	(11,700)
51107	Prem Fringe-Pension Employees	401,000	401,000	0	-100.00%	(401,000)
51109	Leave Payoff At Termination	79,400	79,400	0	-100.00%	(79,400)
51301	Overtime	10,000	10,000	0	-100.00%	(10,000)
51401	Premium Pay	22,400	22,400	0	-100.00%	(22,400)
51501	Contract Extra Help	8,000	8,000	0	-100.00%	(8,000)
52302	Gen Svc Pens Oblig Bond Dof Svc	111,100	111,100	0	-100.00%	(111,100)
52601	Worker's Compensation	61,600	61,600	0	-100.00%	(61,600)
52901	Recurring Vehicle Allowance	16,000	16,000	0	-100.00%	(16,000)
53302	Prof Svcs/Consulting - Outside	2,500	2,500	0	-100.00%	(2,500)

Department Division Section City Review with Text Export

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.

City of Fresno
City Review Meetings
Section Level

Account	Account Name	2019 Adopted	2019 Amended 8/30/2016	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	15,500	15,500	17,100	-7.52%	(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	69,600	69,600	0	-100.00%	(69,600)	
51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,700)	
51401	Premium Pay	8,700	8,700	900	-98.66%	(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 Dot Svc	24,900	24,900	0	-100.00%	(24,900)	
52601	Workers Compensation	1,500	1,500	0	-100.00%	(1,500)	

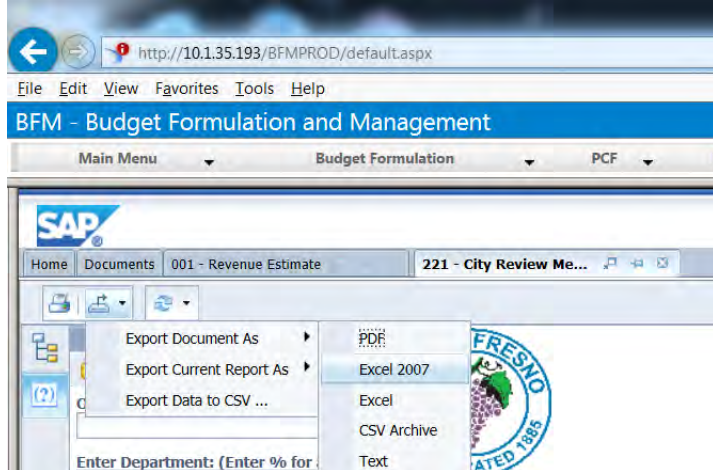
Budget Form Entry - Lines

Budget Form Expense Lines Updated was successfully updated.

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.

The screenshot shows the BFM - Budget Formulation and Management application interface. The 'Export' icon is highlighted, and the 'Export Document As' menu is open, showing options: PDF, Excel 2007, Excel, CSV Archive, and Text. The 'Excel 2007' option is selected. The background shows the application's main menu and document tabs.

The report displayed is titled "City of Fresno City Review Meetings Section Level". It shows a table with columns: Account, Account Name, 2019 Adopted, 2019 Amended 9/30/2016, 2020 Adopted Budget, Percent Change, Dollar Change from Amended, and Form Text. The table lists various accounting items under the 520201 - Accounting section.

An export dialog box is open at the bottom, asking: "Do you want to open or save 221 - _City_Review_Meetings.xlsx (19.2 KB) from 10.1.35.194?". The 'Open' button is highlighted with a red arrow.

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 Dbl Svc	24,900	24,900	0	-100.00%	(24,900)	
52601	Workers Compensation	1,500	1,500	0	-100.00%	(1,500)	

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

221_-_City_Review_Meetings.xlsx [Protected View] - Microsoft

FileHomeInsertPage LayoutFormulasDataReviewViewPowerPivotAcrobat

Protected ViewThis file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

	A	B	C	D	E	F	G	H	I	J
		a	b	c	d = e/b	e = c-b				
	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)			

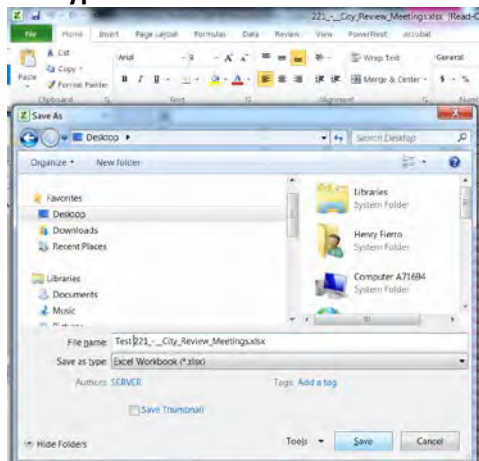
DepartmentDivisionSectionCity Review with TextExport

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.

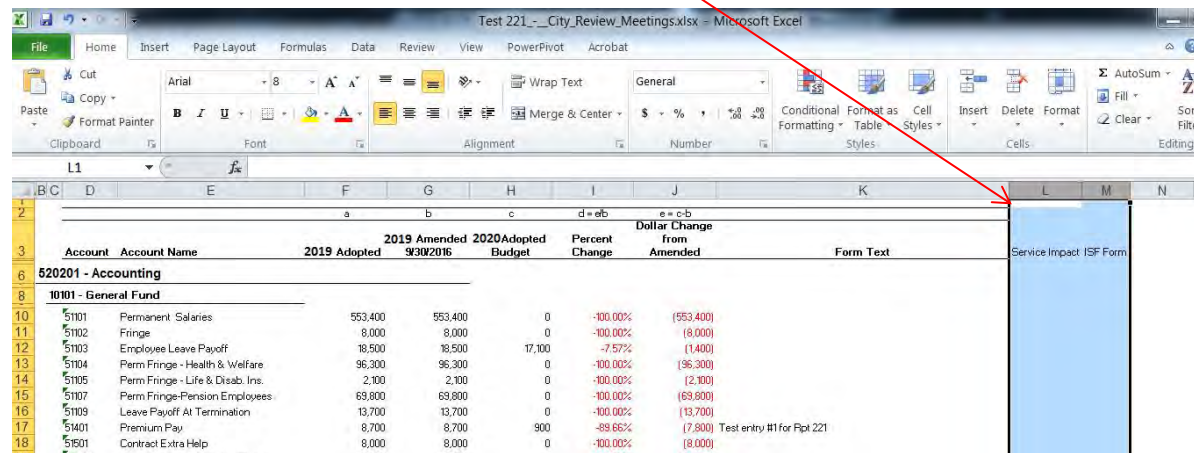
Enter “Service Impact” and “ISF Form #” to the right of “Form Text” or column K.

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	-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 Dbl 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	Membership & 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	-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 Dbl 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 #11 for Ppl 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 workdays, or in scheduled parts of full workdays.

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.

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 and permanent part-time 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.



The screenshot shows the 'Position Maintenance' screen within the 'BFM - Budget Formulation and Management' application. The top navigation bar includes 'Main Menu', 'Budget Formulation', and 'PCF'. The 'Position Maintenance' section has a 'Filter Criteria - Record Status' dropdown set to 'All Positions'. Below this is a 'Filter Criteria - Search Limiter' section with a 'No Limiter' dropdown and a 'Search Limiter Text' input field. A table of positions is displayed with columns: Position, Name, Home Orgn, Job Class, Union, Fndg Lines, Alloc Lines, Active, Empls, and Actions. The table lists five positions: Cindy Bruer, Flora Bowles, Todd Stamer, Shemie Badertscher, and Yvonne Spence. At the bottom, there is a 'Records per page' dropdown set to 50 and a 'Records: 5 - Page: 1' indicator.

Position	Name	Home Orgn	Job Class	Union	Fndg Lines	Alloc Lines	Active	Empls	Actions
00000003	Cindy Bruer	120101	110051	03	1	1	True	1	Edit Update Employee
00000005	Flora Bowles	120101	110003	03	1	1	True	1	Edit Update Employee
00000006	Todd Stamer	120101	115030	14	1	1	True	1	Edit Update Employee
00000007	Shemie Badertscher	120101	115025	03	1	1	True	1	Edit Update Employee
00000008	Yvonne Spence	120101	150125	02	1	1	True	1	Edit Update Employee

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.”

BUDGET PROCEDURES MANUAL (BPM)

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.

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.

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.

BUDGET PROCEDURES MANUAL (BPM)

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 (9000-9001) 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.

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

BUDGET PROCEDURES MANUAL (BPM)

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 set up 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.

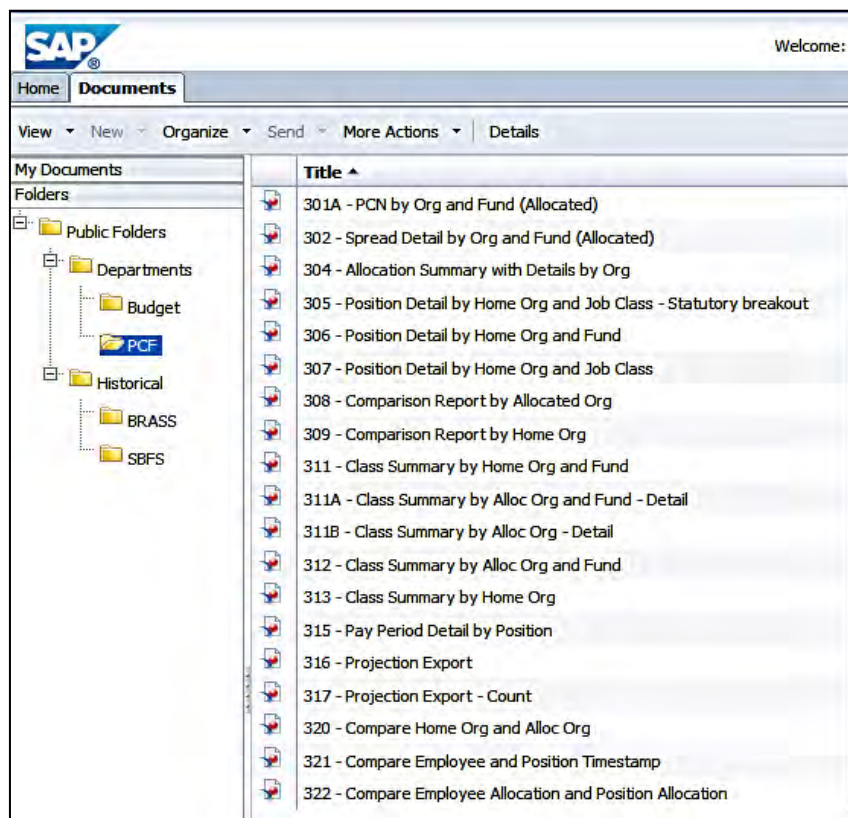
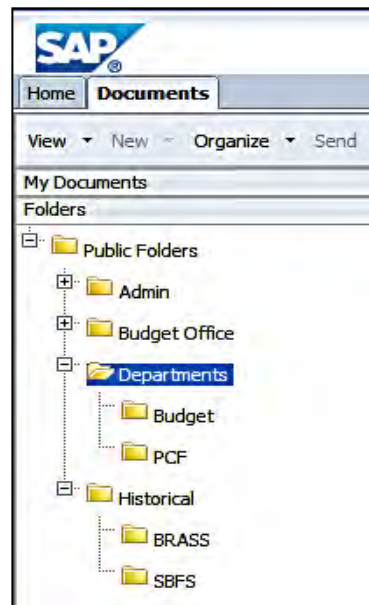
BUDGET PROCEDURES MANUAL (BPM)

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 MANUEL (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.

Prompts

Prompts Summary

- * Enter or Select Projection Code: 0
- Enter or Select Departments:
- Enter or Select Divisions:
- Enter or Select Sections:
- Enter or Select Funds:
- Enter or Select PCNs:
- Enter or Select Employee Names:
- Enter or Select Bargaining Units:
- Enter or Select Status:
- Enter or Select Staff/Management Group:
- Enter or Select White/Blue Collar Group:
- Enter or Select Police/Fire/Airport Group:
- Enter or Select Sworn/Civilian Group:

Enter or Select Projection Code:

Type values here

Refresh Values

To see the content of the list, click the Refresh values button.

* Required prompts

OK Cancel

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.

Prompts

Available prompt variants

Prompts Summary

- * Enter Projection Code: 0
- Enter or Select Home Depts - Employee:
- Enter or Select Home Divisions - Employee:
- Enter or Select Home Orgs - Employee:
- Enter values for BU:
- Enter values for Status:
- Enter values for Staff/Management Group:
- Enter values for White/Blue Collar Group:
- Enter values for Police/Fire/Airport Group:
- Enter values for Sworn/Civilian Group:

Enter Projection Code:

Type values here

Refresh Values

Projection Name Projection...

FY20 BASE 18FEB19	0
FY19 REQUEST 4APR18	19020
FY19 PROPOSED 23MAY18	2019030
FY19 BASE 23FEB18	2019001
FY19 ADOPTED 12SEP18	2019040
FY18 REQUEST 7APR17	2018020
FY18 PROPOSED 20JUN17	2018030
FY18 ADOPTED 23JUN17	2018040

February 19, 2019 1:34:22 PM GMT-08:00

* Required prompts

OK Cancel

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 Web Intelligence interface. At the top, the SAP logo and navigation tabs (Home, Documents, 301A - PCN by Org a...) are visible. The main content area shows the report titled "City of Fresno Allocated Summary by Org, Fund with PCN Department Level Projection 2 - FY16 Adds 10/2/15". The report includes a table with the following columns: PCN, Employee, Job Class, Job Class Name, BU, Status, Step, FTE, Salary, Fringe, and Total. The table lists various job classes and their associated costs for the Police Department (150000). The report is displayed in a list view, and the bottom of the interface shows navigation tabs for Department, Division, and Section, along with a status bar indicating the report is 2 minutes old.

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 screenshot shows the SAP Web Intelligence interface for the report '301A - PCN by Org a...'. The 'User Prompt Input' panel on the left contains the following fields:

- Enter Projection Code: 2
- Enter Department: (Enter % for all) 150000
- Enter Division: (Enter % for all) %
- Enter Section: (Enter % for all) %
- Enter Fund: (Enter % for all) %
- Enter values for BU: 01;02;03;04;05;06;07;08;09;
- Enter Status: (optional)

The main data table is titled '150000 - Police Department' and '10101 - General Fund'. It lists 21 rows of data, all with '***VACANT***' status and '415002' job class. The job class names are 'Police Sergeant' and 'Police Officer'. The BU is '04'.

At the bottom, the report is identified as 'Report: 301A - PCN by Org and Fund (Allocated)'.

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
652301	Police and Fire Pension Obligation Bond Debt Service	Debt Service Payment	Allocated on FTE.	F
652302	General Service Pens Oblig Bond Debt Service	Debt Service Payment	Allocated on FTE.	F
652601	Workers' Compensation	Charges for Workers' Compensation insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
859102	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
859105	Purchasing - Variable Charge	Variable charges for capital buying services provided by the Purchasing Division to other City departments.	Variable Charge to Capital and Non GF Projects.	V
859120	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
859201	Cost Allocation Plan Charges	Fixed charges for services and materials furnished by General Fund activities. (For Variable Charges see account 859101).	Allocation methodologies can be found on pages 1-4 of the CAP at https://www.fresno.gov/wp-content/uploads/2023/10/Fresno-OMB-CAP-20-21.pdf	F
859302	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
859304	Property Self-Insurance Chgs	Charges for property self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
859305	Liability Self-Insurance Chgs	Charges for liability self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	F
859306	Chgs For Msngrr/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
859309	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
859310	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
859321	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
859322	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
859324	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
859325	Fleet Fuel	Variable charge for Fuel for operation of City Vehicles by the Fleet Management Division.	Direct charge based on actual usage.	V
859326	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
859328	Energy Efficiency Projects	Fixed for the energy efficiency program with PG&E	Allocation is spread between Fire,PARCS, and Police	F

City of Fresno
IDCHG Description & Methodology

Account	Account Name	Account Description	Charge or Allocation Methodology	F=Fixed V=Variable
859331	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
859333	10X and 10C Charges	Variable charge for acquisition or replacement of new phone or computer equipment.	Direct charge based on actual cost.	V
859334	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
859335	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
859336	ERP Replacement Charge	Replacement funds to support the replacement of the Financials and Human Resources Management Systems.	Allocation based on FTE and desktop inventory.	F
859337	Network Replacement Charge	Lease payments in support of the network replacement.	Allocation based on FTE and desktop inventory.	F
859338	Replacement/Leased Computers	Lease payments for desktop computer replacements.	Allocation based on FTE and desktop inventory.	F,V
859339	One Call Center	Fixed charge to all the departments.	Allocation based on FTE and desktop inventory.	F
859340	IT Centralization	Fixed for IT Centralization positions assigned to different departments.	Allocation based on PCF costing	F
859350	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, Janitorial, Security, Elevator Maintenance, Mat Rentals 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 the interdepartmental account 859309's fixed charges budget.
 - Repair and Replacement Costs- An amount is determined each year for larger projects needed by 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 the interdepartmental account 859120's fixed charges budget.
- **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 located at the MSC: Utilities, Fire Inspections, Landscape, Parking, Janitorial, Security, Alarm Monitoring, Elevator Maintenance, Mat and Towel Rentals, and Pest Control. Some of these services are at the request of the Division, such as Pest Control and Janitorial.
 - 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 the interdepartmental account 859309's fixed charges budget.
 - 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

either square footage of occupied space, employee count, or any other applicable method as determined by the Director. These charges are included in the interdepartmental account 859120's fixed charges budget.

- **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, Janitorial, Security, Alarm Monitoring, Elevator Maintenance, Mat and Towel Rentals, and Pest Control.
- Facilities Management Division uses the average maintenance costs for the past two and a half years for each building 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 any pass-through amounts are included in the interdepartmental account 859309's fixed charges budget.
- 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 the fixed charges budget for the Department in account 859120.

Requested Billable Work:

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

- This is unbudgeted work requested by Departments which are 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 the interdepartmental account 859310.

- **Building-Maintenance Related Work Requested Over \$3,000**

- This is unbudgeted work requested by Departments that is estimated to be more than \$3,000 and follows the 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 to BMSD for approval. Once Facilities Management receives the approved Form 10 from BMSD, the project will move forward and be ID billed with our monthly billing to account 859310 as expenses are incurred. Examples of Form 10 requests include remodels, painting, building assessments, replacing HVAC, electrical, carpentry, etc.

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

- These requests should now be directed to the Site Development Team in the Capital Projects Department.

BUDGET PROCEDURES MANUAL (BPM)

Form V, Request to Fund Vacant Position

Source: Budget Management Studies Division (BMSD)

Purpose:

This form is to be completed by Departments that have vacant positions and require that the funding be continued into the following Fiscal Year. The submissions will be reviewed and recommendations for funding will be forwarded to the City Manager for final approval and inclusion in the budget.

General Instructions:

It is not necessary to fill out a separate Form V for requests involving more than one position in the same division, same classification, with identical duties and justification that are part of the same recruitment status.

1. Department Name/Org: Indicate the Department.
2. Division Name/Org: Indicate the Division.
3. Department Contact: Indicate who should be contacted with questions regarding this position.
4. Department Contact Number: the number for the person above.
5. Form 1 Reference No: Applicable only if this request is critical to a Form 1 request. For example, a new program the following fiscal year and the positions will be part of this program.
6. Vacant Position Title: the title of the position.
7. Job Code: the job code of the position.
8. Position Control Number: the assigned PCN.
9. How long has position been vacant? (days) this should closely match the Vacant Position Report in PeopleSoft.
10. Anticipated date position will be filled: When does the department anticipate that the position will be filled.
11. Will funding allocation remain the same? Indicate if the funding allocation will remain the same or if it will be changing. For example, if in FY 2023 a position is 100 percent funded in the General Fund, but in FY 2024 50 percent will be allocated to a grant and 50 percent to the General Fund.
12. Recruitment Status: In this section be as thorough as possible in indicating what the status is of the recruitment.
 - A. Vacancy has been filled: An employee has been hired, indicate date of hire from PeopleSoft.
 - B. Recruitment in Progress, you must indicate where in the process the recruitment is and when it is anticipated that the completion for each step is.
 - C. Position in process of conversion: There is an electronic Form 3 that has been submitted to Personnel.
 - D. Other: provide details if none of the above apply.
13. Justification to keep vacant position funded: Be as thorough as possible to indicate the reason why the position must remain funded and the impact of defunding to the operations.
14. Position Allocation: This section is to be completed only if item 11 above is marked No.
15. Signatures should include Department/Division Budget Officer and Department Director Signature.

City of
FRESNO

Department Name/Org	Division Name/Org	Date						
Department Contact:	Department Contact Number:	Form 1 Reference No:						
Vacant Position Title	Job Code	Position Control Number						
How long has position been vacant? (days)	Anticipated date position will be filled	Will funding allocation remain the same? <input type="checkbox"/> Yes <input type="checkbox"/> No (if No is marked, complete Position Allocation Section below)						
Recruitment Status <input type="checkbox"/> Vacancy has been filled - Hired Date _____ <input type="checkbox"/> Recruitment in Progress (complete information below) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Interview in Progress: completion date: _____ <input type="checkbox"/> List creation in Progress: completion date: _____ <input type="checkbox"/> Offer Made/Onboarding in Progress: completion date: _____ </div> <div> <input type="checkbox"/> Position in process of conversions. Form 3 Number: _____ <input type="checkbox"/> Other: _____ </div> </div>								
Justification to keep vacant position funded: 								
Position Allocation (complete only if funding allocation is changing, i.e. funding in 10101-General Fund in FY 2021, but will be funded with Grants in FY 2022, etc.)								
Allocation Percentage	Current Fund	Current Org	New Fund	New Org				
_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____				
<table border="1" style="width: 100%;"> <tr> <td>Department Budget Officer Signature</td> <td>Date</td> <td>Department Director Signature</td> <td>Date</td> </tr> </table>					Department Budget Officer Signature	Date	Department Director Signature	Date
Department Budget Officer Signature	Date	Department Director Signature	Date					
SECTION BELOW FOR PSD USE ONLY								
PSD Recruitment Status Review <input type="checkbox"/> Concur <input type="checkbox"/> Disagree		PSD Comments:						
PSD Reviewer Signature	Date							
SECTION BELOW FOR BMSD USE ONLY								
City Manager approved to fund?	BFM Updated?	BMSD Analyst	BMSD Comments:					
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No							

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 <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> New Position(s) <input type="checkbox"/> Reclassification (not allowed as part of the budget process) <input type="checkbox"/> Conversion/Trade (Vacant Positions Only) <input type="checkbox"/> Class Title Change </div> <div style="width: 48%;"> <input type="checkbox"/> Transfer of positions between divisions <input type="checkbox"/> Delete Position(s) (Budget Process Only) <input type="checkbox"/> Defund Position(s) (Budget Process Only) <input type="checkbox"/> Nonpermanent FTE's (Budget Process Only) </div> </div>					
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, General Services Department

Purpose: To request a special project performed or coordinated by the Facilities Management Division of General Services Department i.e., remodeling, painting, re-roofing, new air conditioning or electrical systems, flooring, locks, office moves, and additional furniture and furniture moves.

General Instructions:

1. Enter all requests through the 10X / 10C online portal. A single request should be used for multiple units of the same item.
2. It is critical that Form 10's be submitted on time because they are a component of the department's budget package.

Specific Instructions:

1. Project Title: Brief statement for what is to be done. Examples: Install emergency generator, paint and re-carpet offices, re-roof Community Center, construct equipment cage, install modular workstations.
2. Location: Give exact building address or location including room name/number, if applicable.
3. Type of Request: Select from the drop-down box whether the project is related to a base request (funded within the base budget), unbudgeted request (submitted after budget adoption), or capital improvement project (multi-year project, grant funded).
4. Accessibility: Select from the drop-down box whether the project is a new construction, an alternation to a primary function (activity which facility is intended), or an alteration to a non-primary function (area within a facility).
5. Requested Scope of Work: 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 emailed to FacilitiesMgmt@fresno.gov if this helps with the project description.
6. Project Justification: Explain the necessity for the project. Indicate cost savings, if any.
7. Department: Select the requesting department from the drop-down box.
8. Munis Department Code: Select the Tyler Munis code applicable to the requesting department from the drop-down box.
9. Munis Fund-Subfund: Select the Tyler Munis fund that will be charged for the project expenses from the drop-down box.
10. Munis Division Code: Select the Tyler Munis division that will be charged for the project expenses from the drop-down box.
11. Munis Section Code: Select the Tyler Munis division section that will be charged for the project expenses from the drop-down box.
12. Munis Function Code: Select the Tyler Munis function that will be charged for the project expenses

BUDGET PROCEDURES MANUAL (BPM)

from the drop-down box.

13. Munis Project: If applicable, select the Tyler Munis project string that will be charged for the project expenses from the drop-down box.
14. Percentage: Defaults to 100%.
 - a. If the department wants the expenses split between multiple GL strings and/or project strings, this amount can be changed to a split and then click the green button "Add additional GL record."
 - b. Another row of drop-down boxes will appear, select the codes, and list the rest of the percentage split to this new GL string and/or project string. All GL record percentage boxes must equal 100% total.
15. Creator Name/Email: Type in the name and email of the employee creating the Form 10.
16. Contact Name/Email: Type in the name and email of the contact for the actual Form 10 project.
17. Department Head/Designee: Select the name of the Director or designee from the drop-down box. The email will default once the name is selected.
18. Department Budget Analyst: Select the name of the department's budget contact from the drop-down box. The email will default once the name is selected.
19. Click the Continue button.

Next Steps:

1. Once the request is with Facilities Management, an estimate of project costs will be uploaded, and an email will be sent back to the requesting department.
2. The requesting department will login and review the project estimate.
 - a. If the department decides not to proceed with the request, the estimate should be denied, and a comment should be listed to notify Facilities Management.
 - b. The department may decide to modify the original request based on the project cost estimate. The department should deny the estimate and list the modifications in the online Form 10 to notify Facilities Management to update the project cost estimate.
 - c. Facilities Management will revise the cost estimate and upload a new document, prompting an email to the requesting department to review the revised estimate.
3. If the department approves the estimate of a base request, the Form 10 amount should be entered into the department's requested budget with a printout of the Form 10.
4. If the department approves the estimate of an unbudgeted or capital improvement project, an email will be sent to BMSD for review.
 - a. Unbudgeted projects: Form 10's for unbudgeted special projects will need BMSD approval and should be submitted with an Appropriations Transfer (AT) to provide the funds in the proper line item unless funds are available due to the cancellation of another project. No work can proceed until the Form 10 is approved by BMSD.
5. Upon BMSD approving, an email will be sent to Facilities Management to proceed with the project.

BUDGET PROCEDURES MANUAL (BPM)

Form 10 - Facilities Request

Welcome Aubree!

General Services Department - Form 10 Required *

Project Title *

Ex: Fix ceiling tile...

Location *

Type of Request *

Select One

- "Base" Form 10 requests are funded within an entities annual base budget.
- "Unbudgeted Request" is an unfunded project submitted after the annual budget adoption.
- "Capital Improvement Project" is a major multi-year project i.e. grant-funded.

Accessibility *

Select One

- A primary function is an activity for which the facility is intended, such as an office, community room, or sport court.
- A non-primary function area would be a storage closet, maintenance room, or restroom within in a facility.

Requested Scope of Work *

Please define your request as thoroughly as possible as this information is used to build the estimated project cost. Please do not make any assumptions.

Are there any special circumstances, deadlines, or restrictions associated with the requested work?

Project Justification *

Please define why this project is needed.

Department

choose one

Munis Department Code: *

Choose Department

Munis Fund-Subfund: *

Munis Division Code: *

Munis Section Code: *

Munis Function Code: *

Munis Project: *

Percentage:

100

Add additional GL Record

Remove last GL Record

Creator Name: *

Aubree Stapp

Employee that created this 10C

Contact Person: *

Aubree Stapp

Employee that will be contacted

Department Head/Designee:

select a department

Department Budget Analyst:

Select a department

Creator Email: *

Aubree.Stapp@fresno.gov

Contact Email: *

Aubree.Stapp@fresno.gov

Department Head/Designee Email:

Department Budget Analyst Email:

Continue

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 859333.

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.

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 859333 and the electronic form should be included in the Department's budget packet.

BUDGET PROCEDURES MANUAL (BPM)

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 29 2023

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

FROM: KIM JACKSON, Administrative Manager
Information Services Department

SUBJECT: FY25 10X and 10C REQUESTS

The Information Services Department (ISD) will continue to use the new *10X / 10C / AT Electronic Request System* to facilitate the ordering of ALL computer hardware/software, copiers, VOIP and mobility phones/devices, as well as any technology projects and services.

All FY25 budget build 10X / 10C requests must be entered into the *10X / 10C Electronic Request System* through the URL <http://isdapps.fresno.gov/projects/> or directly from the website on the right

hand side of COF Staff Page's ^{ISD 10X Request} Link which also takes you to the URL. ALL 10X / 10C budget requests must be notated as a Budget Request (check box) which will help us identify if the quote is for budget needs only or for a current order. *Make sure you change the fiscal year when submitting your FY25 requests as it will be defaulting to FY24 automatically.* Please complete your entries no later than **Tuesday, January 31, 2024 at 5:00 pm**. This will allow time for ISD to provide costing of products and/or services and return quotes to our customer departments no later than **Friday, February 23, 2023**. If you have any questions about the 10X / 10C process, please contact Jackie Larkin #7140, Rachel Archer #7138, Stephanie Ciehoski at #7180, or Kim Jackson #7103.

Both City standard and non-standard costing will be returned electronically back to the department no later than February 23, 2023 for inclusion in your respective FY25 Budget Packet. **Please note on the 10X / 10C forms that this is for a Budget Requests Only. This will be the standard procedure from now on. All Budget Requests will be closed out at the end of the fiscal year if not approved during the Budget process.**

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

BUDGET PROCEDURES MANUAL (BPM)

New Workstations and Email Account Requests

New workstation/laptops require a monitor, headset, docking station, and City Standard Software Load (if you need a laptop bag, that is a cost you will have to bear) – preferably, laptops are now the standard for any workstation unless a desktop is specifically requested – you will be asked for the justification of a desktop need. Prices are available under the product list in the Electronic Request System. City Standard Software includes Microsoft Office Suite, Adobe Acrobat DC, Virus Scan, and many Security tools. 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. **IF the computer you are requesting is a replacement, please list the asset tag of the device it will be replacing and all software licensing on the computer to be replaced will be transferred to the new computer – no software load charges.**

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. *ISD is working on a 10S electronic system for ordering new and renewing software purchases. Please be on the look out for the roll-out and instructions*

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.

FY22 Schedule for 10X and 10C Requests

ORGANIZATION	PROCESS	DUE DATE
Information Services Department	Send Memo to Departments	December 19, 2023
All Departments	Submit 10X Requests electronically and 10C request forms to ISD	January 31 , 2024 (by 5:00 pm)
Information Services Department	Return 10X / 10C costing electronically to requesting department	February 23, 2024
All Departments	**Submit end-of-the-year 10X / 10C request forms to ISD to ensure processing before year end	May 15, 2024 (by 5:00 pm)

**Please note: FY24 will be closing in Tyler Munis on or about July 15st which requires all year-end deadlines be adhered to ensure billings being processed of your FY24 appropriations.

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 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 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

BUDGET PROCEDURES MANUAL (BPM)

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.

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 **859321, Fleet Depreciation Charge**, and **859322, Fleet Services Charge**, and **859325, Fuel**, respectively) on the budget submission form.

BUDGET PROCEDURES MANUAL (BPM)



MUNICIPAL FLEET DIVISION Vehicle/Equipment Request Form 11

PRIORITY No.: _____ ☐ BUDGETED ☐ UNBUDGETED (FORM 11 # _____)

Department/Division Name: _____

Department Head Signature: _____ Date: _____

Contact Person: _____ Extension: _____

<input type="checkbox"/> Additional Equipment <input type="checkbox"/> Replacement			
Note: If "Replacement" is selected, the old unit being replaced must be surrendered at the time the new unit is presented. If retention is needed, mark as "Additional" and provide justification for expansion of fleet.			
DESCRIPTION:		No. of Units Requested:	
<div style="display: flex;"> <div style="flex: 1;"> <p>PROJECT DESCRIPTION/JUSTIFICATION: Please attach detailed list of equipment required for project and a brief explanation of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.</p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p>ACQUISITION BILLING INFO.</p> <p>FUND _____</p> <p>ORG _____</p> <p>C/O _____</p> <p>Project I.D. _____</p> <p>Activity I.D. _____</p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p>ASSIGNED BILLING INFO.</p> <p>FUND _____</p> <p>ORG _____</p> <p>C/O _____</p> <p>Project I.D. _____</p> <p>Activity I.D. _____</p> </div> </div>			
Monthly Estimated Miles: _____		Monthly Estimated Hours: _____	
COMMENTS:			

Duane Myers, Fleet Manager

Date

Budget Office Signature

Date

City Manager 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 2025 Budget Submission and the FY 2024 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 2024 Amended Budget, the FY 2025 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 2024 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 **655803**, 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 **655804**, 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 655804, Miscellaneous Subsistence Expense.

Membership and Dues

Memberships and dues must be charged to account **658016** 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 (655801) and Travel and Conference (655803) 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) Objectives

The 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 is divided into department sections. Within each section, relevant fees are listed and identify, wherever possible, other requirements associated with the specific fee.

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.

Conditions to Amend 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 or current service.
- Revision of fee amounts/units or other conditions, such as exemptions.
- Deletion of a fee.
- Movement of a fee within the same section or to another department section.
- 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.

Maintenance of the Master Fee Schedule:

1. BMUSD maintains an updated copy of the MFS and history of revisions. The MFS may also be found on the City's website <https://www.fresno.gov/budget/#current-master-fee-schedule>
2. 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.

BUDGET PROCEDURES MANUAL (BPM)

Annual Amendment Procedure:

Each August, Budget Management and Studies Department (BMSD) will send out a City-wide memo to departments, kickstarting the annual comprehensive review and amendment of the MFS (*see attachment 1*). Departments are asked to review their departmental fees for any additions and/or changes for the following fiscal year. The goal of the annual amendment is to minimize the number of mid-year amendments. The following outlines the process of completing and submitting all required documentation to BMSD.

1. Review all fees that your department is responsible for, whether they reside within your department's section of the MFS or not. Proposed revisions should only be made by the department responsible for the fee(s). This includes UGM fees and fees under a contract. If a contract is to increase on a known date by a known amount, it should be included in this annual update; this includes salary Memorandums of Understanding (MOUs).
2. For each new fee or fee change*, fill out a "Request to Amend Master Fee Schedule" form, to be provided by BMSD (*See attachment 2*). Multiple fees can be included on one form provided that they are being changed in the same manner and for the same reason.
3. For each new fee or fee change*, fill out the "Amendment Detail" form outlining the basis and computation for establishing each proposed fee amount, to be provided by BMSD (*See attachment 3*). Ensure the inclusion of all pertinent costs. **This step is important for legal compliance of permit fees and with regard to the GANN Spending Limit and Proposition 218.** While attachment 4 is a standard format, other formats may be used as long as the basis and computation are clear.

Each Amendment Detail page should also explain the background for each new fee or fee change, current revenue collected and the estimated revenue to be collected. Some of this information may be included in the Council Agenda staff report when presented to Council for adoption.

4. Make all proposed revisions in red on the most updated version of the MFS, to be provided by BMSD (*See attachment 4*).
5. Include all pertinent backup documentation for fee changes, including but not limited to, the FMC, copy of website, a copy of the contract(s)/MOUs or Salary Resolution.
6. Include a signed Request Legal Services (RLS) form. This will enable the CAO to provide legal review of the proposed new fees or fee changes (*See attachment 5*).

All revision packages should be prepared and emailed to the Budget Analyst responsible for the MFS and your Budget Analyst. Once reviewed by BMSD, the package will be forwarded to the City Attorneys' Office (CAO).

6. Once all fees are reviewed by the CAO, individual review meetings will be held with the City Manager and then the Mayor, to be scheduled and facilitated by BMSD. BMSD will create all the enabling documents and prepare the Council Agenda Item. Department Directors and representative are responsible for being present at the Council meeting.
7. The effective date of the new fees and/or fee changes will be July 1. 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). Any changes that Council makes to the proposed fee changes will be incorporated in the annual revision amendment.

*Changes include deletions, revisions, and movement within the same or to a different department section.

BUDGET PROCEDURES MANUAL (BPM)

Ongoing Amendment Procedure:

Requests for changes to the MFS shall be submitted to BMSD no later than 5 p.m. on the Friday at least three weeks prior to the Council meeting date. Email the following to the Budget Analyst responsible for the MFS, your Budget Analyst, and the CAO:

1. For each new fee or fee change*, fill out a “Request to Amend Master Fee Schedule” form, to be provided by BMSD (*See attachment 2*)
2. For each new fee or fee change*, fill out the “Amendment Detail” form outlining the basis and computation for establishing each proposed fee amount, to be provided by BMSD (*See attachment 3*)
3. Make all proposed revisions in red on the most updated version of the MFS (*See attachment 4*).
4. A draft staff report and a draft ordinance, if the Municipal Code is to be amended.
5. A signed Request Legal Services (RLS) form (*See attachment 5*).

Once submitted and reviewed by BMSD and CAO for completeness and legality, respectively, BMSD will prepare the resolution to amend the MFS as well as the Exhibit A, which is the redline showing the revised pages of the MFS. Electronic copies (PDF) of both documents will be provided to the requesting department when complete. The requesting department is then responsible for submitting the agenda packet through Granicus/Legistar. This includes, but is limited to, the staff report, MFS resolution, Exhibit A, and any ordinance changes or other resolutions that are necessary.

Considerations: For all amendments, 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 redline copies of all pages of the MFS where the fee does/will appear.**
- ***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: For new fees or changes that may require public noticing periods, the CAO 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.



BUDGET AND MANAGEMENT STUDIES DEPARTMENT

August 14, 2023

TO: DEPARTMENT DIRECTORS
DEPARTMENT BUDGET OFFICERS

FROM: HENRY FIERRO, Budget Director 
NIGMA SHOOK, Budget Analyst 
Budget and Management Studies Department

SUBJECT: ANNUAL REVISION OF THE MASTER FEE SCHEDULE (MFS) – FY 2025

This memo outlines the process for the 580th amendment to the MFS, which will serve as the FY 2025 annual MFS revision. Departments are asked to review their respective MFS sections and, if any updates are needed, submit all required forms by **Friday, September 15, 2023**. The required forms are listed on page 2 of this memo and attached in the respective email. Different from prior years, only **one** packet with your forms should be submitted, via email, to your assigned Budget Analyst with a Cc to Nigma Shook.

If your department will not be proposing any adjustments to the MFS for FY 2025, please email your Budget Analyst, and Cc Nigma Shook, as soon as possible.

BMSD will do an initial review of all submitted packets before forwarding them to Jennifer Quintanilla at the City Attorney's Office (CAO). The CAO will review all requests for legal issues, including public noticing requirements which require greater than the ten days public notice provided for the MFS annual revision. **The CAO will communicate any deletions, additions, or changes made by them to the respective department and Nigma Shook.**

After CAO review is complete, BMSD will prepare a summary file of all proposed fee changes which will be the focus of the City Manager (CM) review meetings, scheduled to take place in mid-October. Possible follow-up review meetings are targeted to occur in October as well. Both review meetings will include the department Director and their representatives. A meeting with the Mayor will occur after review meetings for final decisions; department Directors will be included in this meeting.

After each meeting, BMSD will communicate any additional fee changes made by the CM and Mayor to the CAO for final legal review and approval. No fee changes can be included in the annual revision unless approved by each the CM, Mayor, and CAO prior to the City Council hearing. Thereafter, any additional changes made by Council to the proposed fee changes will be incorporated into the annual revision amendment.

The target City Council date to present the annual MFS amendment is January 11, 2024, with an effective date of July 1, 2024, unless otherwise designated by the department. Please keep in mind any noticing requirements attached to fees that are being amended (i.e., Assembly Bill 1600 requirements).

BUDGET PROCEDURES MANUAL (BPM)

Attachment 2

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. For non-annual amendments, send two weeks prior to the meeting date. For annual amendments, send by the listed date on the MFS memo. Contact Nigma Shook, Ext. 7060, Nigma.shook@fresno.gov.
6. For non-annual amendments, **deliver a duplicate package to Jennifer Quintanilla by the same deadline.**
7. BMSD will prepare amended MFS pages and the MFS Amendment Resolution for the department staff to include with their report to Council.

Amend No.

Date to Council: ☐ Annual Update ☐ Other (specify): (BMSD Use)

Effective Date: ☐ Day Following Adoption ☐ Other

Fee Name:

Purpose of Amendment:

Affected Section(s)/Page(s) of MFS:

City Attorney copy delivered to Jennifer Quintanilla. Date Other:

Must include Legal Authority: ☐ Existing Specify Fresno Municipal Code (FMC):
☐ New (Attach copy of resolution or ordinance.)

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)

Attachment 3

CITY OF FRESNO MASTER FEE SCHEDULE AMENDMENT DETAIL

PARKS, AFTER SCHOOL, RECREATION, AND COMMUNITY SERVICES DEPARTMENT

Woodward Park Rotary Amphitheater Rental Fees

MFS Page #
58

PARCS recommends revising the Woodward Rotary Amphitheater rental fees. The purpose is to bring the rental fees of the Woodward Park Rotary Amphitheater to the levels necessary to obtain full cost recovery. The historical operating expenses of the facility are not reflective of the future as current improvements have vastly improved the marketability, demand, and corresponding use of this venue. The Department proposes to adjust reservation fees from the current fixed rate rental structure to a variable formula that ensures organizers pay their fair share of event proceeds while maintaining access for non-profit organizations

Position	Salary/Fringe	Admin OVH	Hours		Total
Parks Maint. Leadworker	32.76	0.00	0.5	=	\$ 16.38
Sr. Administrative Clerk	18.68	0.00	0.25	=	4.67
				=	0.00
				=	0.00
				=	0.00
				=	0.00
				=	0.00
				=	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 4

CITY OF FRESNO MASTER FEE SCHEDULE

AIRPORT FEES

FRESNO YOSEMITE INTERNATIONAL AIRPORT - PARKING

Fee Description & Unit/Time	Current	Proposed	Amnd
Parking - Fresno Yosemite International Airport ▲			547
Employee and tenant			
Automobile per month	15.00		
Lost parking lot access card	25.00		
Reserved tenant parking			
Space per month	17.00		
Airline crew member			
Automobile per month	25.00		
Oversized per month (RV's, Campers, Fifth Wheels)*	75.00		
Daily / Long-term - per 24 hours			562
Flat Rate per day or fraction of one day	14.00	15.00	575
Economy Parking Lot - flat fee per 24 hours	8.00	10.00	575
Hourly / Short-term			
Up to 1 hour	3.00		
Over 1 hour to 2 hours	6.00		
Over 2 hours to 3 hours	9.00		
Over 3 hours to 4 hours	12.00		
Over 4 hours to 5 24 hours	15.00		
Over 5 hours to 24 hours	18.00	Delete	575
Lost ticket minimum charge - Short-term daily rate	18.00	15.00	575
Handicapped spaces in public lot	Same as	Delete	575
(First 2 hours free in Short-term or uncovered Long-term only)	long term rate		

- * Oversized vehicles (including vehicles higher than 7' 0" and/or longer than 20 feet (6 meters) in length).
 ▲ Parking Fees to adjust every 5 years commencing 07/01/2025 based in cumulative CPI rounded to the nearest dollar.

BUDGET PROCEDURES MANUAL (BPM)

FRESNO CITY ATTORNEY'S OFFICE REQUEST FOR LEGAL SERVICE (RLS)

Attachment 5

Electronic RLS should be submitted to attorneys@fresno.gov

*Project Title (include address/names, etc.):		City Attorney Office Control No.:	
Dept. Contact:		Phone #:	
Pick Up Contact:		Phone #:	
Standard completion time is 10 business days. For submission deadlines for specific Council meeting dates, please refer to the "Reports to Council Process Due Dates" schedule provided by the City Manager's Office. All RUSH submittals require an original signature from a <u>Director</u> or Assistant Director.			
Description of Legal Service Being Requested:			
Complete Sections Below: Fund #: Project ID: PC BU: Res Org #: Activity ID: C.O.: Type:			
Capital Improvement Project (CIP): Yes <input type="checkbox"/> No <input type="checkbox"/> (Response Required) Time Keeping Required for Billing or Reimbursement: Yes <input type="checkbox"/> No <input type="checkbox"/> (Response Required) The above numbers will be used to bill for costs incurred as a result of this request for legal service.			
At the request of the City Manager, no legal service can be provided unless this form is completed. If resubmitting documents, please attach a copy of this form and previous drafts. Estimates from the City Attorney available on request to cover all legal services and costs. When fee expenditures reach a certain level, a revised estimate for the completion of the project can be provided.			
I am authorized to request these services from the City Attorney and to identify the appropriate funding source and CIP designation, as appropriate, in the Sections above. There are now and will be for the duration of this project, sufficient funds in the accounts designated above to pay for the legal services requested.			
Department	Title	Authorized Department Signature	Date
Department	Title	Authorized Department Signature	Resubmitted Date

***When calling for project status, please reference the Project Title language used on RLS.**