CITY OF

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	Danielle Valenzuela	x7074
Animal Center	Maira Aguilar	x7318	Nigma Shook	x7060
Budget	Scott Motsenbocker	x7053	Scott Motsenbocker	x7053
Capital Projects	Janessa Selzer	x8691	Danelia Garcia Ocampo	x7058
City Attorney's Office	Christina Therrien	x7553	Danielle Valenzuela	x7074
City Clerk's Office	Todd Stermer	x7665	Danielle Valenzuela	x7074
Convention Center / Stadium	Danelia Garcia Ocampo	x7058	Danelia Garcia Ocampo	x7058
Economic Development	Kelly Trevino	x8426	Danielle Valenzuela	x7074
Finance	Courtney Espinoza	x7048	Elida Rubio	x7073
Fire	Yvonne Dedmore	x4004	Erlyn Neri	x7020
General City Purpose	Santino Danisi	x7006	Santino Danisi	x7006
General Services Department	Clifford Traugh	x1150	Elida Rubio	x7073
Information Services	Kim Jackson	x7103	Elida Rubio	x7073
PARCS	Tou Fue Xiong	x2920	Nigma Shook	x7060
Personnel Services Department	Jessica Ortiz	x6982	Elida Rubio	x7073
Planning & Development	Henry Fierro	x8320	Pedro Rivera	x7021
Police	Desiree Perry	x2051	Erlyn Neri	x7020
Public Utilities - Administration	Dary Boualamsy	x1803	Nigma Shook	x7060
Public Utilities - Solid Waste	Dary Boualamsy	x1803	Nigma Shook	x7060
Public Utilities - Water	Henry McLaughlin	x5399	Nigma Shook	x7060
Public Utilities - Wastewater	Ancy Xiong	x5106	Nigma Shook	x7060
Public Works	Yvonne Diaz	x8708	Danelia Garcia Ocampo	x7058
Retirement	Kathleen Riley	x7096	Elida Rubio	x7073
Transit (FAX)	Linda Taylor	x1456	Danelia Garcia Ocampo	x7058
	Other Activities in E	MSD		
BFM System Coordinator			Elida Rubio	x7073
Employee Services (PCF) Coordinator			Erlyn Neri	x7020
Major Capital			Scott Motsenbocker	x7053
General Fund Revenue			Santino Danisi	x7006
Internal Service Funds			Elida Rubio	x7073
Cost Allocation Plan/ICRP			Erlyn Neri	x7020

FY 2026 Budget Calendar

DATE		PROJECT DESCRIPTION		
January 8		Template for Mid Year Fiscal Review out to Departments		
8		BFM opens for mid-year estimates		
	17	Mid Year Fiscal Review (MYFR) due from Departments		
	17	ISF Templates Due from Departments		
February	10	Budget open to field		
	21	Department Operating & Capital Priority Budget Due		
March	4-11	Budget Review Meetings with the City Manager begin		
	25-31	Final Decisions Deadline		
April	9	Final Decisions Deadline		
r	21 (tentative)	Narrative updates due		
Мау	14 (tentative)	Budget Roll Out		
June	(Tentative)			
	2-6	Public budget hearings held		
	10	Vote on motions		
	17	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 2027 ISF Request		
November		FY 2027 ISF Request Due		
Descul				
December		FY 2027 ISF City Manager Review		
		1		

2025-2026 Annual Action Plan Timeline

This time line is subject to change	
	PROJECT DESCRIPTION
December 16, 2024 - January 17, 2025	Notice of Funding Available Consolidated CDBG, ESG, HOME TBRA and HOPWA applications available December 16, 2024 - January 17, 2025.
December 16, 2024	Consolidated NOFA webinars Pre-recorded webinars for NOFA applicants available.
January 17, 2025	Applications for Funding Due All CDBG, HOME, ESG, and HOPWA applications due by 5:00 P.M.
January 21 - 23, 2025	NOFA Scoring Staff scoring of NOFA applicants.
January 24 - 31, 2025	Internal Review of Recommendations CMO review
March 3, 2025 - April 3, 2025	Draft 2025-2026 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.
May 1, 2025 10:00 AM timed item	City Council Meeting Council consideration of 2025-2029 Consolidated Plan, including the 2025-2026 Annual Action Plan and Analysis of Impediments, and authorization of subrecipient agree- ments.
May 15, 2025	HUD Submission Plans entered into federal disbursement and information system.
June 1, 2025	Award Letters Distributed Award letters prepared and distributed to sub-recipients.

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

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

	FY 2026 Pay Periods			
PP #	PP Start	PP End	Pay Day	Accounting Period
1	6/16/2025	6/29/2025	7/03/2025	1
2	6/30/2025	7/13/2025	7/18/2025	1
3	7/14/2025	7/27/2025	8/1/2025	2
4	7/28/2025	8/10/2025	8/15/2025	2
5	8/11/2025	8/24/2025	8/29/2025	2
6	8/25/2025	9/07/2025	9/12/2025	3
7	9/08/2025	9/21/2025	9/26/2025	3
8	9/22/2025	10/05/2025	10/10/2025	4
9	10/06/2025	10/19/2025	10/24/2025	4
10	10/20/2025	11/02/2025	11/07/2025	5
11	11/03/2025	11/16/2025	11/21/2025	5
12	11/17/2025	11/30/2025	12/05/2025	6
13	12/01/2025	12/14/2025	12/19/2025	6
14	12/15/2025	12/28/2025	1/02/2026	7
15	12/29/2026	1/11/2026	1/16/2026	7
16	1/12/2026	1/25/2026	1/30/2026	7
17	1/26/2026	2/08/2026	2/13/2026	8
18	2/09/2026	2/22/2026	2/27/2026	8
19	2/23/2026	3/08/2026	3/13/2026	9
20	3/09/2026	3/22/2026	3/27/2026	9
21	3/23/2026	4/05/2026	4/10/2026	10
22	4/06/2026	4/19/2026	4/24/2026	10
23	4/20/2026	5/03/2026	5/08/2026	11
24	5/04/2026	5/17/2026	5/22/2026	11
25	5/18/2026	5/31/2026	6/05/2026	12
26	6/01/2026	6/14/2026	6/18/2026	12

FY 2026 Budget Submission Checklist

Operating Budge	ets:		
	Memo of key budget issues/overview	for department	
	Form 1 Budget Requests (completed and tied out to BFM)		
	Entered comments on Report 221 (reference requested ISF forms)		
	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 Personnel Requests with signature approval included in packet		
	Form V Vacant Positions included in packet		
	Transfer To/From Funds balanced		
	FY 2025 Estimated		
	FY 2026 Submission		
	All Funds balanced, as applicable, in BFM per Cash Position Summaries (CPS)		
	FY 2025 Ending Balance		
	FY 2026 Beginning Balance		
	FY 2026 Ending Balance		
Capital Budget:			
	Form 1 Budget Requests (completed a	nd tied out to BFM)	
	Entered comments on Report 221		
	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:	1		
	Dept Director:	Date:	

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 (JEs) and Allocation Journals to be processed through the Finance Department must be received no later than Thursday, July 6, 2023. JEs 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 23, 2025.

PERSONNEL SERVICES DEPARTMENT

• **Position Authorization Resolution (PAR) Amendments** (Council or Administrative) must be processed prior to Wednesday, March 26, 2025. The only exceptions to this policy are very special circumstances approved by the City Manager's Office.

PURCHASING DIVISION

- Formal competitive bid specification packages (over \$172,000) which are to have funds encumbered in the current fiscal year, must be submitted to the Purchasing Division's office no later than Friday, March 7, 2025, 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 22, 2025; last date for Council award: Thursday, June 12, 2025. Last day for posting notice of staff determination is Wednesday, June 4, 2025. 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.
- Informal Bids (under \$172,000) to be encumbered before June 27th, the deadline is Monday, April 7, 2025.
- **Requisitions**: For all FY25 encumbrances, requisitions must be approved by 5:00 p.m. on Friday June 27, 2025. All pending requisitions in Tyler Munis will be **deleted** after 5:00 p.m. on Friday June 27, 2025. Requisitions submitted after Friday June 27, 2025, will be FY26 requisitions. <u>No</u> FY25 requisitions will be accepted after Friday June 27, 2025.
- **PO and Contract Change Orders:** For all FY25 encumbrances, change orders must be approved by 5:00 p.m. on Friday June 27, 2025. All pending change orders for both purchase orders and contracts in Tyler Munis

Internal Service Cut-off Dates - continued

will be **deleted** after 5:00 p.m. on Friday June 27, 2025.

• Emergency Purchase Orders ("EPOs") for FY25 will be processed as long as the charges were incurred prior to Friday June 27, 2025, and the requisition has been entered into the Tyler Munis system prior to Friday June 27, 2025.

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 51, 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 1, 2025. Submissions after this date may not be processed before June 30th.

General Services Department

• **Unbudgeted Municipal Fleet Form 11 requests** are due to the Department of Transportation by March 1, 2025. Submissions after this date will not guarantee processing before June 30th.

RESOURCES AVAILABLE FROM PRIOR YEARS

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

430101 Transfer from Fund Balance

430102 Prior Year Adjustments

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: 431821-431823

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

431821 Franchise Fees

431822 Franchise Fees- Roll Off Bins

431823 Franchise Fees- Comm. Sol Wst

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

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: 432110, 432111, 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.

432110 Cannabis Application Fee
432111 Cannabis Permit Fee
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
432213 Bldg Permit Seismic Instru Fee
432214 Bldg Permits, New Construction
432215 Bldg Permits, Adds & Alterations

Development Entitlement Fees - continued

- 432216 Permit Fees-Mobil Home Partk
- 432217 Inspection Fee-Mobil Home Prk
- 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

Development Entitlement Fees - continued

434526 Tentative Parcel Map

434527 Final Parcel Map

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

Development Entitlement Fees - continued

434576 Special Agreements-Preparation

434578 Street Name Change

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

Major Facility Charges - continued

434854 UGM Developer Contributions

434855 Contributions For Facilities

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

Enterprise Revenue - continued

434802 Employee Parking

434803 Meter Rental And Maintenance

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

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 434106, 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

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-StreetIts & 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

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.

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

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)

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

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: 431350, 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.

431350 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

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

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

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.

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 653306 or 859102

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

Water, sewer, and disposal.

654102 Utilities- Electric Charges

Electricity costs.

654103 Utilities- Gas Charges

Gas costs.

654000 Purchased Property Services—continued

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.

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).

655000 Other Purchased Services—continued

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

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).

656000 Supplies—continued

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

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.

656000 Supplies—continued

656116 Materials and Parts--Equipment

Equipment and machinery replacement parts and supplies.

656117 Provisions and Forage

Feed for animals.

656118 Dormitory and Kitchen

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

757000 Property—continued

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

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 757412. (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 757411. (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.

757000 Property—continued

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

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

658000 Other Objects—continued

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

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 658013 or loans to other City funds, account 658012).

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

658000 Other Objects—continued

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

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.

658000 Other Objects—continued

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)

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 Charges

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

859000 Interdepartmental Charges—continued

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

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

859000 Interdepartmental Charges—continued

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

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 Citys 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.

859000 Interdepartmental Charges—continued

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

Fixed charge for the replacement of the Citywide network.

859338 Replacement/Leased Computers

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 Contingency

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: https://fresno.bfm.cloud/bfmfresno/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.

	Budget Formulation and Manager × +
← C 🗅	https:// fresno.bfm.cloud /bfmfresno/default.aspx
▲ SHERPA	Home
	Login
	Logout

Enter assigned BFM User ID and initial Password.

	M SHERPA
Sign in	with your user id and password
User id	
budget	t
Passwor	ď
	Sign in

Change BFM Password

Click your user name on the top right-hand corner.

۹.		DANELIA GARCIAOCAMPO LOGOUT	Version 5.4.0920
	Security Role:	Budget Office	0 Production
	Stage Role:	All Access	
	Email:	Danelia.GarciaOcampo@fresno.gov	
	Organization:	Fresno City	
		Update My Account	

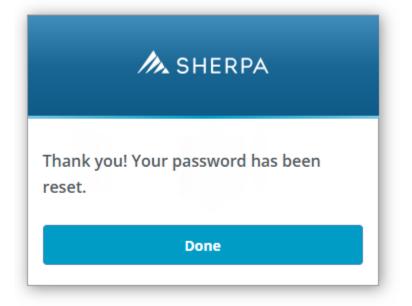
Select the "Update My Account" button

/ SH	IERPA
Go ahead and reset y	our password
Current Password:	
New Password:	
Confirm Password:	
Back	Reset Password

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

🧥 SHI	ERPA
Go ahead and reset yo Current Password:	our password
New Password:	
Confirm Password:	
Back	Reset Password

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 2025 Non-capital revenue and expenditure estimates.
- A2 Base Reallocation Only (200): FY 2026 Non-capital revenue and base budget re-allocate appropriations.
- Form 1 Decision Package: FY 2026 Base Submission (requests for additional resources above established Base Budget).
- C2 Preload Capital Form (700): FY 2026 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 <u>appropriations</u> will also need to be assigned to a project and segments 1 through 4.

The following discussion will provide instructions on building your FY 2025 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.

<i>М</i> SHE₽	PA Home	Budget Formulation	PCF
		A1 CY Oper & DS Est (100)	
Base l	Reallocation Only	A2 Base Reallocation Only (200)	
		A3 Base Subm Revenue Only (300)	
+ Add N	ew	B1 Base Form -Dep Level (400)	
ID	Name	B2 Base Form - Div Level (500)	_ L
		C1 Capital Form Division (600)	° U
17308	01-City Council District 1	C2 Proto and Consisted Forms (700)	2/
17275	01-City Council District 2	C2 Preload Capital Form (700)	2/
17338	01-City Council District 3	D2 Post Submission Dept (800)	2
17339	01-City Council District 4	D3 Post Submission Division (900)	2
17340	01-City Council District 5	Form 1 Decision Package	2
17241	01-Citv Council District 6	202 01-0106	0 2/

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.

A SHEP	RPA Home	Budget Formulatio	n	PCF	Char	t of Accounts	Link				
Curre	nt Year Estimates										
+ Add N	lew							Q, Search			
ID	Name	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions			
16811	00-Undefined	102	00-0000	0	1/8/2025	Scott Motsenbox	Submit	Header	Detail	Delete	-
16812	01-City Council District 1	102	01-0101	40	1/8/2025	Scott Motsenbox	Submit	Header	Detail	Delete	

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.

SHEP	RPA Home	Budget Formulatio	an .	PCF	Chart	of Accounts	Lini					
Current Year Estimates												
+ Add N	lew	Q. Search										
ID	Name	Stage Code	Organization	Rives	Last Uolate	Last User	Workflow	Actions				
16811	00-Undefined	102	00-0000	0	1/8/2025	Scott Motsenbor	Submit	Header	Detail	Delete		
16812	01-City Council District 1	102	01-0101	40	1/8/2025	Scott Motsenbor	Submit	Header	Detail	Delete		
16813	01-City Council District 2	102	01-0102	36	1/8/2025	Scox Matsenbor	Submit	Header	Detail	Delete		
16814	01-City Council District 3	102	01-0103	34	1/17/2025	Scott Motsenboi	Submit	Header	Detail	Delete		
16815	01-City Council District 4	102	01-0104	33	1/8/2025	Scott Metsenbo	Submit	Header	Detail	Delete		
16816	01-City Council District 5	102	01-0105	38	1/17/2025	Scott Motsenbox	Submit	Header	Detail	Delete		
16817	01-City Council District 6	102	01-0106	34	1/8/2025	Scott Motsenboi	Submit	Header	Detail	Delete		
16818	01-City Council District 7	102	01-0107	26	1/8/2025	Scott Matsenbox	Submix	Header	Detail	Delete		
16819	01-City Council Support Division	102	01-0120	32	1/17/2025	Scott Matsenbar	Submit	Header	Detail	Delete		
16827	10-Office of the Mayor	102	10-1010	40	1/17/2025	Scott Motsenbor	Submit	Header	Qetail	Delete		
16824	10-Mayor Support	102	10-1020	11	1/17/2025	Scott Motsenbox	Submit	Header	Qetail	Delete		
16821	10-City Manager	102	10-1040	43	1/21/2025	Scott Matsenbox	Submit	Header	Detail	Delete		
16826	10-Office of Independent Review	102	10-1050	22	1/17/2025	Scott Motsenboi	Submit	Header	Detail	Delete		
16823	10-Emergency Preparedness	102	10,1067	20	1/17/2025	Scott Moreanbou	Cubundr	Hearler	Detail	Delete	>	

Quick Search

2) Use Quick Search to narrow does 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.

À SHER	RPA Home	Budget Formulatio	'n	PCF	Chart	of Accounts	Link	s	
Curre	nt Year Estimates								
+ Add N	lew							्, 44-	
ID	Name	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions	
16947	44-Convention Center Admin	102	44-4401	7	1/20/2025	Danelia GarciaO	Submit	Header Do	etail Delete
16949	44-Stadium Operations	102	44-4406	5	1/20/2025	Danelia GarciaO	Submit	Header De	etail Delete
16948	44-Debt Service Division	102	44-9998	6	1/20/2025	Danelia GarciaO	Submit	Header De	etail Delete
Records pe	er page: 50 😺 🔍 Advanced S	earch						Records: 3 - Pa	ge: 146 46 1 38 381

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 Formulatio	n	PCF	Chart	of Accounts	Link		
Jurrent \	Year Estimates								
+ Add New								्, 44.	
				_					
ID Na	ime	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions	
	rme Convention Center Admin	Stage Code	Organization 44-4401	Rows 7		Last User Danelia GarciaO	Workflow Submit	Actions Header Detai	I Delete
16947 44-					Update			Header Detai	I Delete I Delete

The "Current Year Estimates Tab 1" screen is where you will enter your estimates.

D	For	m	Organization		Form Nar	ne									
16947	100		44-4401 - Convent	on Center Adm	i Current Ye	ar Estimates									
X Close + Add New © Copy ± Export 1 Import C Refresh												0	Q, Search		
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*		
1	1	٩,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0			
2	1	٩,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	0	0	0			
3	1	Ο,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200			
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000			
5	1	Ο,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500			
6	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000			
7	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700			
8	1	9,	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0			

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: 2025 Adopted, Amended, and Actuals. Data entry and Text columns: 2025 Field Estimate and 2025 Budget Office Estimate.

	For		Organization 44-6401 - Conversi w O Copy ‡			ar Estimates						0	Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate®	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	٩,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	<u> </u>
2	1	٩,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	0	0	0	
3	1	٩,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	0,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	2	519,000	
7	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
		9,	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

Note: <u>Departments are to enter their estimates in the 2025 Field Estimate column</u>. Budget Staff are to enter adjustments, if required, in the 2025 Budget Office Estimate column. Entries made by a department and/or the Budget Office will be combined in the 2025 Current Year Estimate column. Departments can also utilize the Budget Line Text</u>* column to add any notes necessary to their estimates.

Navigational buttons include:

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

D 16947	For 100		Organization 66-6601 - Conventi	on Center Adm	Form Nar								
X Clor	e +	Add Nev	w © Сору ≟	Export 1	mport C R	efresh						٩	, Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	٩,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	1	٩,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	0	0	0	
3	1	ο,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	0,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
8	1	9,	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

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

<u>Double click</u> on the targeted line or click to enter data. Data and text cells are displayed.

D	Form 100	m	Estimates		Form Nar								
K Close	. 8		× Cancel All	+ Add New	() Сору	∦ Export 1	Import C Refres	h 2025		2025	2025	2025	Search Budget
tow		Audit Trail	Organization	Fund	Account	Function	Adopted Budget	Amended Budget	2025 Actuals	Field Estimate*	Budget Office Estimate*	Current Year Estimate	Line Text*
	1	Q,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	N .
:	×		44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	۱ ۵	•	0	
	1	٩,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
	1	٩,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
5	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
	1	Q,	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

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

D	For	n	Organization		Form Nar	пе	1						
16947	100		44-4401 - Conventi	on Center Admi	Current Ye	ar Estimates							
X Clos	• E	Save Al	X Cancel All	+ Add New	() Сору	± Export 1	Import C Refre	in .				(Q, Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	Q,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0		0
2	×		44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93100	•		0 Test #1
3	1	Q,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,20	0
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,00	0
5	1	٩,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,50	0
6	1	Q,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,00	0
7	1	Q,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,70	0
8	1	٩,	44-4401-880	4300-4301	859310	0	0	0	593	0	0		0

Enter your data entries rounded to the nearest \$100 with no "\$" sign or "," commas. **Note:** BFM will automatically round data entry if entered as whole numbers. For example, an expenditure estimate of 93075 for line 44-4401-880/4300-4301/439015/0 along with text entered.

ID	Form	n	Organization		Form Nar	ne	100 M						
16947	100		44-4401 - Conventi	on Center Adm	w Current Ye	ar Estimates		s					1
× Clor	e H	Save Al	X Cancel All	+ Add New	() Сору	± Export 1	Import C Refree	sh				٩	. Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	Q,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	×		44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93100	•	0	Test #1
3	1	Q,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	Q,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	1	Q,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	1	Q,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
	1	0,	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

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

ID 16947	Forr 100	n d	Estimates Organization 64-4401 - Conventi X Cancel All	on Center Adm		ar Estimates	Import C Refre		PLEASE screensl updatec	nots are	dates ir e not		Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	٥,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	1		44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93100	0	0	Test #1
3	1	٥,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	×		44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000		309,000	
5	1	٩,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
	1	0,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
7	· ·												

Note: Modified lines(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**.

	ent		Estimates	s Tab 1	į.									
ID	For	m	Organization		Form Nar	ne								
16947	100		44-4401 - Conventi	on Center Adm	Gurrent Ye	ar Estimates								
× Clor	ie +	- Add Ne	w ⊖Copy ±	Export 1	mport C R	efresh						٩	, Search	
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget O fice Estimate*	2025 Current Year Estimate	Budget Line Text*	
1	1	Q,	44-4401-880	4300-4301	435101	0	0	0	3,239	0	V 0	0		
2	1	9,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1	
3	1	٩,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200		
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000		
5	1	Q,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500		
	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000		
6	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700		
6 7	1.1		44-4401-880	4300-4301	859310	0		0	593	0	0	0		

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 44-4401-880/4300-4301/439015/0.

	uccess	ful			_								
D	Form	m l	Organization		Form Nar	ne							
6947	100		44-4401 - Convensi	on Center Adm	ii Current Ye	ar Estimates							
× Clos	ie +	Add Nev	w Copy ±	Export 1	mport C R	efresh						٩), Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
	1	Q,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	1	9,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
1	1	0,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	٩,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
5	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
,	1	0,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
8	1	9,	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

Detail Line History

Data entry and justification displayed as two separate lines. Click "Close" button to return to "Budget Form Lines" screen.

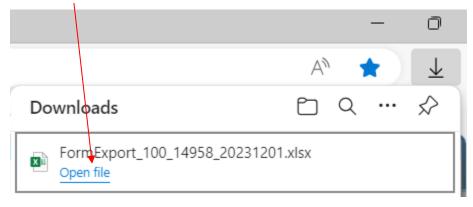
	accessfu	rear Est	mates									
		Organ						\mathbf{x}				
6947	100	44-440	1 - Conventio	on Center Admir	Current Year Estima	tes		\sim				
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tow	/			Posting	Fiscal Year ⁰	Period ©	User 0	Date / Time		Nount 0		
	11		Stage		 Fiscal Year 2025 	Period © 0	User O Danelia GarciaOcampo (DANELI-		e _ ~		Text	
tow	111	Record 9	Stage 102	Posting				02/13/2025 09:17:31		Nount 0	Text	

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.

16947	Form 100	_	Organization 64-6401 - Conventi	on Center Adv	Form Nar Current Ye	ne ar Estimates							
× Clos	e +	Add Nev	w 🗋 Copy 🗼	Export 1	Import C R	lefresh						٩	, Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	ο,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	1	Ο,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	1	٥,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	Ο,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
8	1	9	44-4401-880	4300-4301	859310	0	0	0	593	0	0	0	

Select "Open file" link button to create Excel template.



The Excel template will include dimension columns (i.e., org, fund, account, and function), data entry columns (i.e., 2025 Field Estimate and 2025 Budget Office Estimate), and Text column.

A											
1 Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*	
44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0		
44-4401-880	4300-4301	439015	6	6,973,300	6,973,300	0	93,100	0	93,100	Test#1	
44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200		
44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000		

Note: The department will enter estimates in the "2025 Field Estimate" column only.

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

X Save As									×
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Organize 👻 Nev	v folder							1	•• 🕜
3D Objects			^ I	Name	^			Date modified	Туре
Desktop				Form_100_Export	Test			11/30/2023 2:24 PM	Microsoft Exc
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	esno.gov\DATA\FIN\Budget\Analyst) (K:)	~ <						`
	Form_100_Export Test								~
Save as type:	Excel Workbook								~
Authors:	Juan Rios	Tags: Add a t	ag		Title:	Add a title			
	Save Thumbnail								
A Hide Folders						Тос	ols 👻	Save	Cancel

Import sample #1 – Entries for Existing Dimensions

For example, 3239 entered for 44-4401-880/4300-4301/436101/0 (data entry "Test #2) and 100,000 entered for 44-4401-880/4300-4301/859310/0 (data entry "Test #3")

4	A	в	с	D	E	F	G	н	1	J	к
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 #2 through #3..

⊠ 100_16947_Cur	rent Year Estimates Test 1 • Saved to this PC	
©	Save As	
û Home	(Recent	↑ 🗁 Downloads
🗅 New		100_16947_Current Year Estimates Test 1
_	CityofFresno	Excel Workbook (*.xlsx)
🗁 Open	OneDrive - CityofFresno	G Unsupported
部 Get Add-ins	Danelia.GarciaOcampo@fresno	Sensitivity labels are not supported. Learn More
Info	Sites - CityofFresno Danelia.GarciaOcampo@fresno	More options
Save	Other locations	New Folder
Save As	This PC	Name 1

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

10 16947	For 100	_	Organization 44-6401 - Conventi	ion Center Adm	Form Nar 9 Current Ye								
X Clos	e +	Add Net	w () Copy 🛓	Export 1	Import C R	lefresh						0	, Bearch
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate ^a	2025 Current Year Estimate	Budget Line Text ⁴
1	1	0,	44-4401-880	4300-4301	436101	0	0	0	3,239	0	0	0	
2	1	٩,	44-6401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	1	0,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	0,	44-6401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	0,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
6	1	0,	44-6401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	199,700	٥	159,700	
8	1	0,	44-6401-880	4300-4301	859310	0	0	0	593	0	0	0	

Click "Browse" button to select import file.

						m Name
16947	100		44-4401 - Convensi	on Center Admi	Curr	rent Year Estimates
Clos	e 1	Add Ne	w Copy 1	Export 1 Ir	nport	Budget Form Import
		Trail				
			44-4401-880	4300-4301	4361	\mathbf{X}
	1	٩,	44-4401-880	4300-4301	4390	
3	1	٥,	44-4401-880	4300-4301	5439	
4	1	О,	44-4401-880	4300-4301	6533	db Browse
ļ.	1	Ο,	44-4401-880	4300-4301	6533	
6	1	٩,	44-4401-880	4300-4301	6580	1 Load File
-		0				

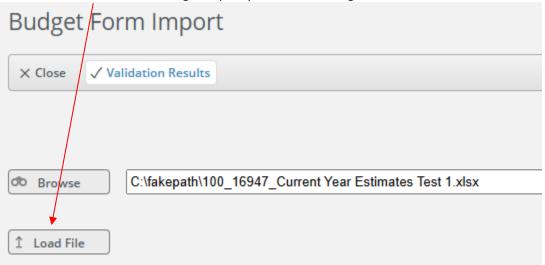
Select down arrow symbol from Look in box. Select designated location (i.e., downloads)

	Organization	Form Name			
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1	^	Name	Date modified	Type	Size
1	🖈 Quick access	~ Today (1)			
1	Desktop 🖈	100_16947_Current Year Estimates Test 1	2/13/2025 10:32 AM	Microsoft Excel W	
1	🕹 Downloads 🖈	Yesterday (1)	er tareves total Am	microsoft Excertain	
cords per s	Documents *	 Testerody (1) 700_17038_Budget_20250212 	2/12/2025 4:55 PM	Microsoft Excel W	
coros per s	DaneliaG 🖈		2/12/2023 4:35 PM	MICROSOFT EXCELVY	
	1 PCF Report 31	V Earlier this week (2)			
	2 Vacancy Repor	WW 2-11-25 Form11-176-1728669326-FA25-140.F350.Reg.Dump.Truck.Form.11 (1)	2/11/2025 1:39 PM 2/10/2025 3:21 PM	Microsoft Excel W Microsoft Excel W	
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	 OneDrive 	form11-174-1727131882-FA25-139.Aerator.Form.11 (1) CA VIDEO FRANCHISE ENTITIES SERVED 20230417	2/5/2025 9:50 AM 2/3/2025 11:07 AM	Microsoft Excel W Microsoft Excel 97	
	 OneDrive 	CA VIDEO FRANCHISE ENTITIES SERVED 20230417 Current California State Issued Video Franchise Holders as of 20241218	2/3/2025 11:07 AM	Microsoft Excel W	
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	inis PC v	 Last month (21) 			>
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Select Import file (Form_100_Export_Test.xlsx and Click on Excel file.)

Update 9	Successful					
ID	Form	Organization	Form Name			
16947	100	44-4401 - Convention Center Admin	Current Year Estimat	ies		
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Select "Load 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 Import" Screen.

Budget Form Import	
Ob Browse C:\fakepath\100_16947_Current Year Estimates Test 1.xlsx	
1 Load File	
Upload Completed: • 8 - Records Read • 0 - Severe Errors • 0 - Warning Errors • 8 - Records Uploaded	•

Data entries #2 and #3 imported into the "Budget Form Import" screen.

ID .	Form	n	Organization		Form Nar	ne							
16947	100		44-4401 - Conventi	ion Center Adm	iir Current Ye	ar Estimates							
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Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office	2025 Current Year Estimate	Budget Line
1	1	٩,	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0		Test #2
2	1	0,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	1	0,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	0,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	Ο,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,458	144,500	0	144,500	
6	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
7	1	0,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
	1	9,	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100.000	Test #3

Select "Magnifying Glass" to view Audit Trail for 44-4401-880/4300-4301/436101/0 line.

	100	-	Organization 44-4401 - Conventi	on Center Adm		Form Name Current Year Estimates							
K Clo	se +	Add Ne	м () Сору ∦	Export 1	mport C R	efresh						0	, Search
Row		Audr Trail	Organization	Fund	Account Function		2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
	1	Q,	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test #2
2	1	Ο,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	1	Ο,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	Ο,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
6								100 000	00.607	159,700		100 300	
6 7	1	Ο,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	129,700	0	159,700	

The 3,200 estimate and justification are displayed separately in Audit Trail screen.

péate	Succes	10.41												
0	For	em 🛛	Organization		Form Name									
16947	100	Q	46-6401 - Conventi	on Cantar Admir	Current Vear Entl	maters								
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		Audit Trail			× Close	± Екроп								O, Search
Row 1	/			Fund 4300-4301	X Close	_	Posting	² Focal Year	Period ®	User 4	Date / Time	•	Amount 0	
Row 1		Trail	Organization		_	Stage 0	Posting drt.pt3	Flocal Year 2025		User 4 Denella GardiaOcampo (DANILI		•		
Row 8 2 3		Trail	44-4401-880	4300-4301	Record ®	Stage 0	_				02/13/2025 10:43:50	0	0.00	Test
Row 2 3		1 ml	0rganization 44.4401.880 44-6401-880	4300-4301 4300-4301	Record © User Entry User Entry	Stage 0 102 102	dre_txt3 DEPTEST	2025	0	Danella GarciaOcampo (DANEL)	02/13/2025 10:43:50	•	0.00 3,200.00	Text Test #2

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	н	-	J	к
Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-880	4300-4301	436101	0	0	0	3,239	3,239	0	0	Test #2
44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
44-4401-880	4300-4301	859310	0	0	0	593	100.000	0	0	Test#3
44-4401-880	4300-4301	6511091	6	0	0	593	100,000	0	0	Test #4 Invalid Account

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

			Estimates	Tab 1				_						
D	For	m	Organization		Form Nam	1e								
16947	100		44-4401 - Conventio	on Center Admi	Current Yes	ar Estimates								
X Close	e +	+ Add Ne	гw ()Сору ±	Export 1	nport C R	efresh						0	k, Search	
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate		Budget Line Text*
1	1	0,	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test #2	
		0		1222 1224			4 4 3 3 4 4 4	C 0773 344						

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

16947	100		44-4401 - Conventi	on Center Adm	iir Current Ye	ar Estimates
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	1	Q,	44-4401-880	4300-4301	439015	
	1	Q	44-4401-880	4300-4301	543910	
	1	Q	44-4401-880	4300-4301	653302	do Browse
	1	Q,	44-4401-880	4300-4301	653304	
	1	Q,	44-4401-880	4300-4301	658004	1 Load File
	1	Q,	44-4401-880	4300-4301	658005	
	1	Q	44-4401-880	4300-4301	859310	

Select "Load File" to import data

			r Estimates	5 Tab 1		
						a
16947	100		44-4401 - Conventi	an Center Adm	O Current Yes	er Extimates
× Clot	ie i	- Add N	ow O Copy 🛓	Export 2	eport CR	Budget Form Import
		Audit Trail				🗙 Close 🗸 Validation Results
1	1	٩,	44 4401 880	4300-4301	436101	N
2			44-5401-880	4300-4301	439015	
3		Q,	44-4401-880	4300-4301	543910	
4			44-4401-880	4300-4301	653302	db Browse C Vakepath/100_16947_Current Year Estimates Test 1 xls
5		Q,	44-4401-880	4300-4301	653304	
6			44-4401-880	4300-4301	658004	1 Load File
7		Q	44-4401-880	4300-4301	658005	
8			44-4401-830	4300-4301	859310	

Import Error – details in red

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

Budget Forr	n Imp	ort						
× Close 🗸 Vali	dation Rev	ulta						
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to Browns	Citations	e-105 16547 Cur	rent Year Estingtes	last Labo				
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roubleshooting Sug	gestions							
 Validation last 	ed Warnin	gs or Errors - review	the Validation Log					
lpfoad Status:								
 9 - Records Re 								
 2 - Severe Erro 0 - Warning Er 								
 0 - Records Up 								
NOTE								
• 9 records wer	e imported	from the Excel file	selected but NO RECO	RDS WERE U	R.OADED. Validatio	on encounted severe errors a	with one or more data	
elements.								
Organization Fund	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Extende*	2025 Budget Office Estimate*	2025 Current Year	Text 1*
-	-	and a state	and ber	PARAMETER	contracte.	L. L	LICENSE	_

Organization	Fund		2025 Adopted Budget		2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
	4300- 4301	0	0	0	3239.11	3239	0	0	Test #2
	4300- 4301	0	6973300	6973300	0	93100	0	93100	Test #1
44.4401.990	4300- 4301	0	1402900	1402900	79309.15	1132200	0	1132200	
44.4401.990	4300- 4301	0	7282400	7282400	309042	309000	0	309000	
44-4401-880	4300- 4301	0	415100	415100	119468.05	144500	0	144500	
	4300- 4301	0	519000	519000	0	519000	0	519000	
	4300- 4301	0	159700	159700	89696.57	159700	0	159700	
44.4401.990	4300- 4301	0	0	0	592.58	100000	0	0	Test #3
	4300- 4301	0	o	0	592.58	100000	0	0	Test #4 Invalid Account

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

Curr			Estimates	Tab 1		
ID	For		Organization		Form Nar	ne
16947	100		44-4401 - Conventi	on Center Adm	iu Current Ye	ar Estimates
× Clo	se +	- Add Ne	ew © Copy ≟	Export 1	mport C F	Budget Form Import
Row		Audit Trail	Organization	Fund	Account	X Close Validation Results
1	1	Q,	44-4401-880	4300-4301	436101	· · · · · · · · · · · · · · · · · · ·
2	1	Q,	44-4401-880	4300-4301	439015	
3	1	O,	44-4401-880	4300-4301	543910	
4	1	0,	44-4401-880	4300-4301	653302	Browse C:\fakepath\100_16947_Current Year
5	1	Q,	44-4401-880	4300-4301	653304	
6	1	٩	44-4401-880	4300-4301	658004	1 Load File
7	1	Q,	44-4401-880	4300-4301	658005	

Invalid record location and dimension.

Upload Validation Message Details

∳ Export X				
Upload Row	Column Name	Column Value	Severity	Error
9	ccount	6511091	Severe	The Account must exist on the Account table and be Active and Postable.
9	Account	6511091	Severe	The Account code is not valid due to the filter for this budget form.

Select the "Close" button to close the screen.

Replace account 6511091 (invalid) with an active account. For this example, account 859334 replaced an invalid account.

Save Excel file to upload into BFM data entry screen

		1								
A	8	c	D	E	F	6	н	1	L L	ĸ
Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-880	4300-4301	436101	0	0	0	3,239	3,239	0	0	Test #2
44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test#1
44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
44-4401-880	4300-4301	653304	-5	415,100	415,100	119,468	144,500	0	144,500	
44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
44-4401-880	4300-4301	859310	6	0	0	593	100,000	0	0	Test #3
44-4401-880	4300-4301	85933	4 0	0	0	593	100,000	0	0	Test #4 Invalid Account

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

Curre	ent Yea	r Estimates Tab 1		
ID	Form	Organization	Form Name	
16947	100	44-4401 - Convention Center Admir	Current Year Estimates	
			×	
	e + Add N	ew © Copy ⊥ Export 1 Im	port C Refresh	

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

						ne
16947	100		44-4401 - Conventi	on Center Adm	ir Current Ye	ar Estimates
				\sim		
X Clos	se -	- Add Nev	w 🗋 Сору 🛓	Export 1	mport CR	Budget Form Im
Row		Audit Trail	Organization	Fund	Account	X Close ↓ Validation R
1	1	Q,	44-4401-880	4300-4301	436101	
2	1	Q,	44-4401-880	4300-4301	439015	
3	1	٩,	44-4401-880	4300-4301	543910	X
4	1	Q,	44-4401-880	4300-4301	653302	do Browse
5	1	Q,	44-4401-880	4300-4301	653304	
6	1	Q,	44-4401-880	4300-4301	658004	1 Load File
7	1	٩,	44-4401-880	4300-4301	658005	
8	1		44-4401-880	4300-4301	859310	

Select "Load File" to import data

			Estimates	s Tab 1		
			Organization			
16947	100		44-4401 - Conversi	ion Creter Ader	D Current Ye	ar Estimates
× Clos	ie +	Add No	см ⊖Сору ≟	Export	import C R	Budget Form Import
		Audit Trail				X Close 🗸 Validation Results
1	1	9,	44-4401-880	4300-4301	436101	
2			44-5401-880	4300-4301	439015	k la
3		0,	44-4401-880	4300-4301	543910	
4		0,	44-5401-880	4300-4301	653302	Browse C.Vakepathi100_16947_Current Year Estimates Test 1 x
5		Q,	44-4401-880	4300-4301	653304	
6			44-4401-880	4300-4301	658004	1 Load File
7		Q,	44-4401-880	4300-4301	658005	
					28.0010	

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

Organization	Fund		2025 Adopted		2025	2025 Field	2025 Budget Office	2025 Current Year	Text 1*
			Budget	Budget	Actuals	Estimate*	Estimate*	Estimate	
	4300- 4301	0	0	0	3239.11	3239	0	0	Test #2
	4300- 4301	0	6973300	6973300	0	93100	0	93100	Test #1
	4300- 4301	0	1402900	1402900	79309.15	1132200	0	1132200	
	4300- 4301	0	7282400	7282400	309042	309000	0	309000	
	4300- 4301	0	415100	415100	119468.05	144500	0	144500	
	4300- 4301	0	519000	519000	0	519000	0	519000	
	4300- 4301	0	159700	159700	89696.57	159700	0	159700	
14-4401-880	4300- 4301	0	0	0	592.58	100000	0	0	Test #3
	4300- 4301	0	0	0	592.58	100000	0	0	Test #5 replace with valid account

Data entry screen reflects Entry #6.

D	Form	n	Organization		Form Nar	ne							
6947	100		44-4401 - Conventi	ion Center Adm	ir Current Ye	ar Estimates							
X Clos	e +	Add Net	w () Сору ⊥	Export 1	mport C R	efresh						٩	, Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	٩,	44-4401-880	4300-4301	436101	0	0	9	3,239	3,200	0	3,200	Test #2
2	1	٩,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	1	٩,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
4	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	ο,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,458	144,500	0	144,500	
6	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	2	519,000	0	519,000	
7	1	0,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
8	1	0,	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100,000	Test #3
9	1	٩,	44-4401-880	4300-4301	859334	0	0	0	0	190,000	0	100,000	Test #5 replace with valid account

Import sample #3 – Import File with Blank Cell

Below a new row was inserted and saved with dimensions (org 44-4401-880, fund 4300-4301, & account 658002) along with 6,000 as Field Estimate, but a <u>blank cell</u> for Budget Office Estimate (cell +110).

						/		\			
A	B	C	0	E	F /	G	н		I	,	<u> </u>
Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 0	udget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-890	4300-4301	436101	0	0	0	3,239	3,239		(0	Test #2
44-4401-880	4300-4301	439015	6	6,973,300	6,973,300	0	93,100			93,100	Test #1
44-4401-880	4300-4301	543910	6	1,402,900	1,402,900	79,309	1,132,200			1,132,200	
44-4401-890	4300-4301	653302	0	7,282,409	7,282,400	309,042	309,000			309,000	
44-4401-880	4300-4301	653304	6	415,100	415,100	119,468	144,500			144,500	
44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000			519,000	
44-4401-880	4300-4301	658005	6	159,700	159,700	89,697	159,700			159,700	
44 4401-880	4300-4301	859310	0	0	0	593	100,000		A (0	Test #3
44-6401-880	4300-4301	059334	6	0	0	503	300,000				Test #5 replace with valid acrow
44-4401-880	4300-4301	658002	0	0	0	0	6,000			0	Test #6 Blank Cell

Note: a blank cell will display a "0" zero value once imported.

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

Curre	ent Yea	r Estimates Tab 1	
ID	Form	Organization	Form Name
16947	100	44-4401 - Convention Center Admir	Current Year Estimates
X Clos	e + Add N	ew © Copy ⊥ Export 1 Im	port C Refresh

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

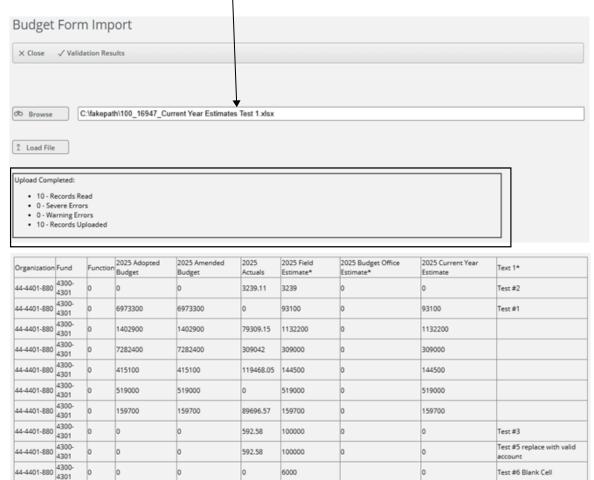
			Organization		Form Nan	
16947	100		44-4401 - Conventi	on Center Adm	ii Current Ye	ar Estimates
K Clor	ie -1	- Add Ne	w 🔘 Copy 🗼	Export 1	mport CR	Budget Form Im
ow		Audit Trail	Organization	Fund	Account	X Close Validation F
	1	٩,	44-4401-880	4300-4301	436101	\mathbf{X}
	1	Q,	44-4401-880	4300-4301	439015	
	1	0,	44-4401-880	4300-4301	543910	L
	1	Q,	44-4401-880	4300-4301	653302	do Browse
	1	Q,	44-4401-880	4300-4301	653304	
6	1	Q,	44-4401-880	4300-4301	658004	1 Load File
7	1	Q,	44-4401-880	4300-4301	658005	
					859310	

Select "Load File" to import data

ю	For	n	Organization		Form Nam
16947	100		44-4401 - Conversi	on Centry Adm	Gurrant Year
K Clas	e 1	Add Ne	w O Copy à	Export 1	opert C.B.
		Audit Trail			Accord
1	<i>I</i>	Q.	44 4401 880	4300-4301	436101
			44-1401-880	4303-4301	439015
3		9,	44 4401 880	4300-4301	543910
4			44-1401-880	4303-4301	653302
5		Q,	44 4401 880	4300-4301	653304
6			44-4401-880	4303-4301	658004
7		9,	44-4401-880	4300-4301	658005
			44,4874,885		1002310

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

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



Data entry #6 displays zero value posted to BFM.

D	For	n	Organization		Form Nan	ne							
6947	100	-	44-4401 - Conventi	on Center Adm	ir Current Ye	ar Estimates							
Clos	e +	Add Nev	w 🗘 Copy 🗼	Export 1	mport C R	efresh						٩	Search
low		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
	1	Q,	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test #2
	1	0,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
	1	ο,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
	1	0,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,458	144,500	0	144,500	
	1	0,	44-4401-880	4300-4301	658002	0	0	0	0	6,000	0	6,000	Test #6 Blank Cell
	1	ο,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
	1	٩,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
	1	Ο,	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100,000	Test #3
0	1	٩,	44-4401-880	4300-4301	859334	0	0	0	0	100,000	0	100,000	Test #5 replace with valid account

Import sample #4 - Upload just One Line

Account 757101 (Land Acquisition) not listed in the "Current Year Estimates Tab 1" screen but wish to add an entry for 44-4401-880/4300-4301/757101.

D	For	m	Organization		Form Nar	ne							
6947	100		44-4401 - Conventi	on Center Adm	ir Current Ye	ar Estimates							
× Clos	e +	Add Ne	w 🛛 Copy 🗼	Export 1	mport C R	efresh						٩	, Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	Q,	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test #2
	1	0,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
8	1	٩,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
1	1	Q.	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
5	1	ο,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
5	1	0,	44-4401-880	4300-4301	658002	0	0	0	0	6,000	0	6,000	Test #6 Blank Cell
7	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
1	1	Q,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
)	1	٩,	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100,000	Test #3
0	1	9,	44-4401-880	4300-4301	859334	0	0	0	0	100,000	0	100.000	Test #5 replace with valid account

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 <u>add</u> to the current "Budget Form Lines" screen.

For example, one record based on 44-4401-880/4300-4301/757101/0 Text is saved in the import file.

Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Text 1*
44-4401-880	4300-4301	436101	0	0	0	3,239	3,239	0	0	Test #2
44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
66-6601-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
44-4401-880	4300-4301	859310	0	0	0	593	108,000	0	0	Test #3
44-4401-880	4300-4301	859334	0	0	0	593	100,000	0	0	Test #5 replace with valid accourt
44-4401-880	4300-4301	658002	0	0	0	0	6.000	0	0	Test #6 Blank Cell
44-4401-880	4300-4301	757101	0	0	0	0	5,000	0	0	Test #7 Import file's one record

Toggle back to BFM to run the import process starting from the "Budget Form Lines," screen. It is <u>highly recommended</u> to use just one Import file. The use of multiple import files can result in layering in outdated data.

Budget Form Import X Close 🗸 Validation Results db Browse C:\fakepath\100_16947_Current Year Estimates Test 1.xlsx 1 Load File Upload Completed: · 11 - Records Read 0 - Severe Errors O - Warning Errors 11 - Records Uploaded 2023 Adopted 2023 Amended 2023 Field 2023 Budget Office Estimate* 2023 Current Year 2023 Org Fund AccountFunction Column Text Budget Budget Actuals Estimate⁴ Estimate 10-1080-050 1000-439008 1 1162.76 0 050 1001 10-1080-050 1001 651101 1 756100 756100 800860.36 756100 756100 Test #1 10-1080-050 1001 10-1080-050 1001 651102 1 12800 12800 12726.29 12800 12800 Test #2 10-100-050 1001 10-1080- 1000-050 1001 10-1080- 1000-10-1080- 1001 450 1001 651103 1 31300 31300 37908.98 31300 31300 Test #3 651104 1 93100 93100 87110.29 93100 93100 Test #4 651105 1 050 100-10-1080-1001 5600 5586.92 5600 651107 1 97900 97900 96526.97 6 10-1080-050 1000-1001 Test #6 Replace 6511091 w/ 651109 1 9600 9600 9600 9600 9600 050 1001 10-1080-050 1001 alid account 651301 1 6000 6000 81.17 6000 6000 Test #7 6000 & Blank Cell 10-1080-1000-436101 1 0 0 10000 Test #8 Import file's one record 1001

Re-import successful per upload details displayed in **black**. Select "Close" button to refresh following "Budget Form Lines" screen.

New line imported; entries #1 - #6 were not affected.

ID	For	m	Organization		Form Nar	пе							
16947	100		44-4401 - Conventi	on Center Adm	ir Current Ye	ar Estimates							
× Clos	e +	Add Net	w 🗘 Copy 🗼	Export 1	mport C R	lefresh						٩	Search
Row		Audit Trail	Organization	Fund	Account	Function	2025 Adopted Budget	2025 Amended Budget	2025 Actuals	2025 Field Estimate*	2025 Budget Office Estimate*	2025 Current Year Estimate	Budget Line Text*
1	1	٩,	44-4401-880	4300-4301	436101	0	0	0	3,239	3,200	0	3,200	Test#2
	1	Q,	44-4401-880	4300-4301	439015	0	6,973,300	6,973,300	0	93,100	0	93,100	Test #1
3	1	٩,	44-4401-880	4300-4301	543910	0	1,402,900	1,402,900	79,309	1,132,200	0	1,132,200	
1	1	٩,	44-4401-880	4300-4301	653302	0	7,282,400	7,282,400	309,042	309,000	0	309,000	
i	1	Q,	44-4401-880	4300-4301	653304	0	415,100	415,100	119,468	144,500	0	144,500	
5	1	Q,	44-4401-880	4300-4301	658002	0	0	0	0	6,000	0	6,000	Test #6 Blank Cell
	1	٩,	44-4401-880	4300-4301	658004	0	519,000	519,000	0	519,000	0	519,000	
1	1	Q,	44-4401-880	4300-4301	658005	0	159,700	159,700	89,697	159,700	0	159,700	
)	1	Q,	44-4401-880	4300-4301	757101	0	0	0	0	5,000	0	5,000	Test #7 Import file's one record
10	1	٩,	44-4401-880	4300-4301	859310	0	0	0	593	100,000	0	100,000	Test #3
11	1	0,	44-4401-880	4300-4301	859334	0	0	0	0	100.000	0	100.000	Test #5 replace with valid accou

Note: BFM recorded new record (44-4401-880/4300-4301/757101) in sequential order. This new record was placed above 44-4401-880/4300-4301/859310 in the Excel updated Current Year Estimates Tab 1.

General Budget System Preparation

All budgeted resources (expenditures) are to be identified within the Form 1, Form 1 Summary, & Form 221. 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 2026 Non-capital revenue and to re-allocate base budget appropriations.

Note: In FY 2026, the 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.

Home	Budget Formulation	PCF	Chart of Accounts	Links
	A1 CY Oper & DS Est (100)			
	A2 Base Reallocation Only (200)			
b	A3 Base Subm Revenue Only (300)			
	B1 Base Form -Dep Level (400)			
	B2 Base Form - Div Level (500)			
	C1 Capital Form Division (600)			
	C2 Preload Capital Form (700)			
	D2 Post Submission Dept (800)			
	D3 Post Submission Division (900)			
	Form 1 Decision Package			
	Home	A1 CY Oper & DS Est (100) A2 Base Reallocation Only (200) A3 Base Subm Revenue Only (300) B1 Base Form -Dep Level (400) B2 Base Form - Div Level (500) C1 Capital Form Division (600) C2 Preload Capital Form (700) D2 Post Submission Dept (800) D3 Post Submission Division (900)	A1 CY Oper & DS Est (100) A2 Base Reallocation Only (200) A3 Base Subm Revenue Only (300) B1 Base Form -Dep Level (400) B2 Base Form - Div Level (500) C1 Capital Form Division (600) C2 Preload Capital Form (700) D2 Post Submission Dept (800) D3 Post Submission Division (900)	A1 CY Oper & DS Est (100) A2 Base Reallocation Only (200) A3 Base Subm Revenue Only (300) B1 Base Form - Dep Level (400) B2 Base Form - Div Level (500) C1 Capital Form Division (600) C2 Preload Capital Form (700) D2 Post Submission Dept (800) D3 Post Submission Division (900)

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 BMSD.

& SHEF	RPA Home	Builget Formulati	ini ili	PCF	Char	t of Accounts	Lini				
Base	Reallocation Only										
+ Add N	Vew							Q, Search			
D	Nume	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions			
17308	DI-City Cauncil District 1	202	91-0101	0	2/6/2025	El Rubio	Subinit	Header.	Detail	Delete	3
17275	01-Cay Council Diseries 2	202	01-0102	0	2/6/2025	Eli Butero	Submit	Header.	Detail.	Delete	
17338	Of City Council District 3	202	Q1-0103	.0	2/6/2025	Eli Rubia	Submit	Header	Detail	Delete	
17339	B1-Cey Council Destict 4	202	171-0104	0	2/6/2025	Eli Hubin	Submitt	Hender	Detail	Delete	
17340	Of Gty Council District 5	202	01-0105	0	2/6/2025	ER Rubio	Submit	Heeder	Detail	Delete	
17241	01-Gty Council District E	302	01-0108	0	2/6/2025	E) Robin	Submit	Header.	Detail	Delete	
17242	Of-Ony Council Dismics 7	202	01-0107	0	2/6/2025	Eli Huten	Submit	Header	Detail	Detete	
17276	DI-Gty Council Support: Division	302	01-0120	0	2/6/2025	El:Rutoro	Submit	Header	Detail	Delete	
17309	10-Office of the Mayor	202	10.1010	0	2/6/2025	EB Rubin	Submit	Header	Detail	Dojete	
17243	10-Mayor Support	202	10.1020	0	2/6/2025	Eli Rubio-	Submit	Header	Detail	Delete.	
17277	10-City Manager	302	10-1040	0	2/6/2025	ER Rubio	Submit	Header	Detail	Delete	
17342	10 Office of Independent Review	302	10-1050	0	2/6/2025	Eli Rubio	Submit.	Header	Detail	Delete	
17341	10-Emergency Preparedness	202	10-1067	0	2/6/2025	El Rubro	Submit	Header	Detail	Delete	
17823	Multimetal Frances	303	10,1068	8	246/2025	Et Home	Summerie	Magelar	Becall	Belete	

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.

& SHEF	RPA Hame	Builget Formulas	-	PCF	Char	t of A counts	Lini				
Base	Reallocation Only										
+ Add N	feir							Q, Seanh			
Ð	Name	Stage Code	Organization	Rows	Last Update	Last User	workflow	Actions			
17308	01-City Cauncil District 1	202	91-0101	0	2/6/2025	Eli Rubio	Subinit	Header.	Desail	Delete	
17275	01-Cay Council Diservet 2	202	01-0102	0	2/6/2025	Eli Rutero	Submit	Header.	Detail	Delata	
17338	01-Oty Council District 3	202	01-0108	.0	2/6/2025	Eli Rubio	Submit	Header	Detail	Delete	
17339	B1-Cey Council District 4	202	171-0104	0	2/6/2025	Eli Rubin	Submit	Header	Detail	Delete	
17340	01-Gty Council District 5	202	01-0105	0	2/6/2025	Eli Rubio	Submit	Heeder	Detail	Delete	
17241	01-City Council Dimite: E	202	01-0108	0	2/6/2025	E) Rubin	Submit	Header	Detail	Delete	
17242	01-Gty Council District 7	202	01-0107	0	2/6/2025	Eli Huton	Submit	Header	Detail	Determ	
17276	01-Gty Council Support Division	302	01-0120	0	2/6/2025	EkRuturo	Submit	Header	Detail	Delete	
17309	10-Office of the Mayor	202	10.1010	0	2/6/2825	Eli Rubiu	Submit	Header	Detail	Dojete	
17243	10-Mayor Support	207	10.1020	0	2/6/2025	Eli Rubio-	Submit	Header	Detail	Delete.	
17277	10-City Manager	302	10-1040	0	2/6/2025	ER Ruthin	Submit	Header	Detail	Delete	
17342	10-Office of Independent Review	302	10-1050	0	2/6/2025	Eli Rubio	Submit.	Header	Detail	Delete	
17341	10-Emergency Preparedness	202	10-1067	0	2/6/2025	El Rubro	Submit	Header	Detail	Delete	
17253	10-Special Runners	202	10,3068	6	246/20026	El Home	ALBUMO .	Newton	Detail	Belete	

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

& SHEE	RPA Home	Budget Formulat	un	PCF	Char	t of Accounts	Lini				
Base	Reallocation Or	hly									
+ Add N	Yew						1	Q, Seitrith			
0	Name	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions	_		
17308	01-City Cauncil District 1	202	91-01-01	0	2/6/2025	Eli Rutoio	Subinit	Header.	Detail	Delete	
17275	01-Cay Council Diservet 2	202	01-0102	0	2/6/2025	Eli Butten	Submit	Header.	Detail	Delete	
17338	Of Kity Council Distrikt 3	202	01-0103	0	2/6/2025	EH Rubio	Submit	Header	Detail	Delete	
17339	B1-Cey Council Destrict 4	202	111-0104	0	2/6/2025	Eli Rubin	Submit	Header	Detail	Delete	
17340	01-Gty Council District 5	202	01-0105	0	2/6/2025	Eli Rubio	Submit	Heeder	Detail	Delete	
17241	01-Gty Council District E.	202	01-0106	0	2/6/2025	E) Rubin	Submit	Header	Detail	Delete	
17242	01-Oty Council District 7	202	01-0107	0	2/6/2025	Eli Huten	Submit	Hander	Detail	Detete	
17276	01-Gty Council Support D	vision 202	81-0128	0	2/6/2025	Ek Rutoro	Submit	Header	Detail	Delete	
17309	10-Office of the Mayor	202	10-1010	0	2/6/2625	EB Rubin	Submit	Header	Detail	Dolete	
17243	10-Mayor Support	207	10.1020	0	2/6/2025	Eli Rubio	Submit	Header	Detail	Delete.	
17277	10-City Manager	302	10-1040	0	2/6/2025	ER Rubio	Submit	Header	Detail	Delete	
17342	10-Office of Independent	Review .302	10-1050	0	2/6/2025	Eli Rubio	Submit.	Header	Detail	Delete	
17341	10-Emergency Preparedry	202	10-1067	0	2/6/2025	El Rubro	Submit	Header	Detail	Delete	
17343	10-Knotel Europ	900	10,1068	8	246/2025	Et Home	Same and	Measter	Detail	Delete	

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: 2025 Amended Budget, 2026 Initial Base Budget, 2026 Request Base, and 2026 Department Submission. Data entry and Text columns: 2026 Adjustments and 2026 One-Times.

7270	Fur 200		Digatestational 44.4401 - Conversion	in Ceree Ain	Friday New Gase Peak				\succ								
Dee	1	Althe	0.0eer A	foort 1)	nyen Ca	lebeut.										R 10	nate of
6		Aut III Trust	Organization	Fund	Account	Fundion	Seg. 1	leg 2	543	Segt	3805 Arrunded Budget	1006 Instal Door Budget	2009 Request Baba	2026 Adjustments*	2024 One-times*	2005 Department Solarraskos	Rodger Leve Taxe
	1	- A.	44,4401-800	4500-4331	420071	9		10	0	. 8	3,912,585						
	2	5	44-4827-820	1009-0001	540010	0	8	4	-8	- 0	1,422,895	4	0	4			
	1	10,	aa aan (18)	4300-4301	(0.8300)	0	E		0.		1,382,401	2,282,400		- 0		2.285.400	
	2	а,	41.4421-820	4385-4511	855504		8		11		415,720	415.100				415,100	
	1	π,	44-3407-8003	4200-4301	852004	-0	1.1	0	-0	0	110,001	0	(0				
	-	10.1	44-4421-020	4333-4331	#50005	1.0	100				198,788	156701	1.0			155.700	

Note: The FY 2026 Department Submission column will combine data entries populated by central uploads and adjustments as displayed in the 2026 Initial and Request Base Budget columns as well as through department entries. Departments' budget entries are to be made in columns:

- **2026 Adjustments:** Enter <u>reclassifications</u> for revenue and appropriation between org/fund/account/function/<u>project segments 1 through 4 (if applicable)</u> combinations. Reclassifications should net to zero.
- 2026 One-Times: Enter Non-capital revenues.

Navigational buttons include:

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

0 7270	- fur 200	-	Deganization II. Mat. Comme	ter Certer Adm	Franks Base head												
K De	• 1	ARENIN	0.669	foort 1)	ingen (C.	eliests											L Banath 1
6 .		Auto Trail	Organization	Tund	Annut	Punsion	500	Seg2	sp	Seg.4	303 Amended Badget	1006 Institut Done Buckpet	2009 Sequent Base	3026 Adjuttments*	2028 One filmes*	2005 Department Submession	Bootgen Line Text®
	V	. Ą.	44,4401-800	4500-4371	420071	9		18	0		1,972,526	0	1		0		
	2	S	44-4407-880	4209-0201	540010	0		4	-0		1,422,845		0	4			
	1	:0,	44,4421-680	4300-4301	#53300	0	8		0.		7,382,400	2,282,400		- 0		3,285,400	
	2	а,	41.4421-820	4383-4511	855504	9	8		10		4(5.12)	415.102	1	. 0		45,100	
	1	Π.	444401-000	4300-4301	852564	-0	8.1	0	.0	0	100,001	0	0				
	1	1.0.1	44,4831,650	4333-4331	450005	0	E	1	11		116,701	158,701				198700	

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 2026 Adjustment or 2026 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.

D 17233	200		Organizations 44-4421 - Domartic	or Carther Astro	Form Net												
(OH	B	Sec. 1	K Deset All	+ Add little	0.944	à fajar - 1	inet 3	a Refresh								13	lines.
6 4		August Tract	Organization	fund	Account	hindle	541	Seg2	1963	15424	205 Amended Dector	2025 Articl Gene Bodget	1006 Texpanet	2028 Allactments*	atom One Times*	2026 Department Submission	Hudger Line Text*
11	1		64 A 801 GBE	4000-4001	ADDA:	. F.	9	10	1	0	ARTLER		n	1000	1	1.0	Sarry A Forma Sray
1	1		44-6401-880	4502-001	9438102					0	1,482,000		0	380		0	Service Negetive Drop
0	1		++++01 (688	4100-4331	053262	6	0.3		- 8	0	7,282,400	1,263,400	0		1.0	7,282,400	
6	13	0, 1	001124444	4200-4301	853304	0	0.0			0	415,100	415,100	0		1	45,100	
1	1	в,	44.4437.200	4331-433	10004	0	1	4		0	578,000		1			6	
6	*		44.4497.000	4101-001	010071		0			0	155,700	199,790	0	0	(i)	195,700	

Modified rows will be displayed in red until the "Save All" button is clicked. Note: Modified line(s) <u>will be lost</u> 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 2026 Department Submission column; posting save per green message and line color changed from red to **black**.

_	200		Organization at 44211 - Conversion			A Designation											
K Che	•]]](Add No.	- O Crety +	Exercit (1)	nan 01	ettesh)										9	Desert
1		Aude	collocation	Fund	Account	Pundton	Sigt	145.2	548.5	512.4	2645 Americhel Buchyst	2005 Vettal Dave Dealget	2026 Respect	2008 Adjustments*	2009 Chie Trines*	2026 Department Sciences	Budget Line Taget
L.,	1		44.4421.880	4000-4001	409913	0	1.0	1.0	1.4	d -	6,972,200	8		6,000	1	6,000	Sample Roman Berg
21	1	R	10.02180	609-601	543810	0	0			. 0	1,402,900	0		-1.000	0	-3.000	Gaugia Sugarae Entry
3	1	9	44.429.880	4300-4301	03529	0.	0	1.1		0	7,292,400	1,262,400	-0.			7,282,400	
41	2	9.	41401685	4305-4301	453.800	0		2		0	415,100	215.100				(015100)	
8. C	1	ñ	44421850	4308-4301	010004	0	0.0			0.	313(800)	0	-0.	0	2.0		
	10	0	10.000	4300-1001	100005	1		141	14.5	0	(26.70)	126,700	10	0		108,700	

Budget Form Expense Line History

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

0 1270	210		ngar 14 din Camera		Form Mar	A Designation											
		Addition	0.049	Exercit 2	num Ci	ettesh.										Ţ 9	L Source
		Auto	Organization	Fund	Account	Pundan	Segt.	562	548.5	594	2015 Armetited	2005 Tellelibere	2026 Negrett	m	2020	2006 Department	Rudget Liter
											HLCON!	ilian to the	itane	Adjuictments*	One Tituni*	Salamanan	1447
	7		44-4427-880	1000-0001	404013	0		1.0	1.8	d ·	Barbel 6.972,200	Balget	- itane	Adjuctments*	Cris-Tories*	Salaminuan 4,000	Tange Rictive Dary
1.	í,	9.9	10.007 000 99.007 000	4320-4331 6339-4331	420013	р 9	-	1	8	a - 11		Disalignt D	Harde H		Con-Tanes"	6,000	
L.,		0.0.0				0 0	1 1 1	1			6,6172,200		1 0 0	6,000	Cite Tanks*	6,000	Sample Russie Livry Sample Ragmon Entry
4 2 3 4	かんたん		10.021300	600-601	563810	0 0 0	# 10 10	1 9 3 9	3 5 5 5	4	6472,300 1,402,900	и В	614000 0 0 0	6,000	Che-Tomo*	4,000	Tanga Rattar Kery Geogle Regime Enty
1. 2: 3.	いたので	۹	94.421.980 44.421.680	400-401 400-400	543810 653830	0 0 0 0	8 0 0 0	-	2 5 5 5 5	4	6470,300 1,400,900 7,200,400	10 10 1.205,400	- 11419 1 0 0 0 0 0 0	6,000	Con-Time"	4,000 -3,000 -7,280,400	Tanga Ratta kery Genge Regime Enty

Sample of Budget Form Expense Line History Data entry and justification are displayed as two separate lines. Click "Close" button to return to "Budget – Lines" screen.

× Close	£ Export							Q, Search
Record ©	Stage 0	Posting	P Fiscal Year	Period 0	User 0	Date / Time	\$ Amount 0	Test
User Entry	202	BUDGET	2026	0	Danella GarciaOcampo (DANELI)	02/14/2025 13:36:14	6,000.00	
User Entry	202	dirt_txt3	2026	0	Denella GarciaOcampo (DANEL)	02/14/2025 13:36:14	0.00	Sample Positive Entry

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.

1270	200		al Contra	e frende hele	s Sala hash	Nation Dryg											
(Ge	÷104	Add No.	e Diceor à	News 1	egent (C.)	ettesh.										9	See 1
		Aude Trail	Collection	Tund	Account	nuitten	sgt	1452	548.5	584	2015 Arrentitied Buckyel	2005 Vettel Dese Disabyri	2026 Negatati Mana	2005 Adjustments*	2028 Crie Tines*	2026 Department Schmensen	Hardget Line Taget
1	1	9.	44.4421.680	4300-4301	409913			1.0	1.4	d.	6,872,200			1,000	1		Sample Frankrik Billing
	1	8	101021-001	600-001	543810	0	0			- 0	1,402,900	8	8	-4.000	18	-9,000	Garopie Nagencie Erroy
	1	9	44.427.680	4305-4301	053330	0	.0			-0	7,292,400	1,985,400	0			7,282,400	
	$\left \mathcal{F} \right $	9.	4140160	4305-4301	453.800	0		1.2		0	415,100	215.100				(#15,100)	
	1	16	44.4421 880	4308-4301	010004	0	0.0			0.	3130300	0	- 0	0	2.0		
											198.700	126,700					

Enter org, fund, account, function, and <u>project segments 1 through 4 (if applicable)</u>, 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.

Close								
rm ID	Form	Definition						
270	200							
Org Code:* 0 Seg 1:* 0 Not Used] a x	Fund Code:* 0 Default Code Account:* 0 Default Code Default Code] ^{0,} ×] ^{0,} ×	Seg 2:4 0 Not Used Function:* 0 Nan-Punction] ۹ ×] ۹ ×	Seg 3:* D Not Used Seg 4:* Not Used Not Used	Q X	
Save	Cancel							
	Justificat							
l	2026 Adjustme	ents#: 0						
	2026 One-Tir	mes*: 0						

Sample of "Org Code" selection which can be found by clicking on the magnifying glass icon next to Org Code box. Click "Select" next to the desired Org.

Search	/	_	
	/		Cancel
Select	Code	¢	Name
Select	44-4401-880		Convention Center Admin

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	1.
--------------	------	------	-------	----

Close								
orm:ID	Form	Delinition						
210	200							
Org Code *		Fund Cade:4 4300-6301 Default Code Account:4 436100 Default Code	а, ж а, ж	Seg 2)* Not Used Function:* Non-Forction]	Seg 3:* 0 Ret Used Seg 4:* 0 Not Used	. ×	
	Justificat	lam* Travina new	The Fact and the	rigie to be included	o TRUE Process	nam firms uppr	10	
				right to be reading of		ower insert frame		
		1						
	2026 Adjustme	mta*s E 0		1				
	2026 One-Tir			5				

A 1,000 entry has been saved under the "2026 One-Times" and the "2026 Department Submission" columns.

17276	200		organistationa al-antiti (Converse	or Givier Adv	Rootte Nor Intel Feath												
K Ele	1312	Addition	O frey if	have Li	mport C #	laftreefs										.9	Salett
fine i		Auth Trail	Organization	Feed	Account	Fundion	5411	5423	5453	5914	2025 Antended Datget	aton Instal Base	2006 Request	2025 Addustration	2026 Crist Differen	2026 Department	Burget Liter
	1	а, .	++++11 889	4300-4321	0000	a.		+	1	0			1		1,000	1,000	New line remains as even plots included in BPM Fer surrent has post.
ŝ.	1	B	10-101-00	1000-4337	-3090vT	0	ii	1	.0	.0	6,073,308			6,000	. 11	6,000	Savan Postor Gray
1	1	-0.	44.4421-880	4300-4581	142918	0	0.		0	0	1,482,900	0.	0	3,800	.0	1,308	Sample Negative String
6	1	1.	44-1407-002	4500-4525	85.5507	0	8	8	4		1,252,408	7,252,400	8		1	1,252,419	
6	1	5	44-4401-800	4300-4381	eh1120-4	0	0.5		D.	0	475,100	413,100	0		1	473,100	
1	1	14.	00-0021-0002	1000-0021	155064	0		1.	1	u.	218,000				ü		
1	1	1.	49-4401-000	1000-1227	shaces	0	ñ	1	-0	0	104,700	199,724	0		:10	199,708	

Data Entry by Import Function

In the "Budget" screen, select "Export to Excel" to create an import template.

Budg	et						
ID	Form	Organization		Form Nam	e		
17270	200	44-4401 - Conventio	on Center Admir	Base Reallo	cation Only		
× Clos	e + Add N	ew © Copy ⊥	Export 1 In	nport CRe	fresh		
Row	Audit Trail	Organization	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 "<u>O</u>pen" button to create Excel template.

Do	wnloads	A ^N	Q	<u>ا</u> (۲
	FormExport_200_15298	3_20231206.xlsx	D	创
See	e more			

Excel template will display dimension columns (i.e., Org, Fund, Account, Function, and <u>Project Segments 1</u> <u>through 4 if applicable</u>), the data entry columns (i.e., 2026 Adjustments and 2026 One-Times), and Column Text.

	- 8	0	- D-							- K.		1 M	N 10
Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg.4	2025 Amended Budget	2026 Initial Base Budget	2026 Request Base	2026 Adjustments*	2026 One-Times*	2026 Department Submission Text 1*
44-4401-880	4300-4301	436101	5	0	0	0	0	0		0	0	1,000	1,000 New line
44-4401-880	4300-4301	439015	0	0	0	0	0	6,973,300		0	6,000	0	6,000 Sample
44-4401-680	4300-4301	543910	0	0	0	0	0	1,402,900	6	0	-3,900	0	-3,800 Sample
44-4401-880	4300-4301	653302	0	0	0	0	0	7,282,400	7,282,400	0	0	0	7,282,400
44-4401-880	4300-4301	653304	0	0	0	0	0	415,100	415,100	0	0	0	415,100
44-4401-880	4300-4301	638084	0	0	0	0	0	519,000		0	0	0	0
44-4401-580	4300-4301	658005	0	0	0	0	0	159,700	159,700	0	0	0	159,700

Save template to your PC. For example: Location: Downloads File Name: Form 200_Export Test Save as type: Excel Workbook (*.xlsx) 🕨 📴 = 🛛 Downloads File Home Share View * W. CUR New item * 2 👔 Open 🐑 拱 Select all 4 XI Properties History Enty access . K Copy path E Select none Pin to Caulde Copy Pente access Copy Delete Rename Mave to 1 New Paste shortcut Harvert selection Organize Open Select. Clipboard New 🗧 🤟 - 🕈 🜲 🖬 This PC + Downloads Name Date modified Size Type * Quick access * ~ Today (2) Desktop Form 200_Export Test 2/14/2025 1:49 PM Microsoft Excel W 4.108 🕹 Downloads 🖉

Import Example

The following example is to add a new revenue account 859334 (Info Systems Service Charge) for 2,000 with 44-4401-880/4300-4301/859334/0/0/0/0.

In this example, a new Excel row is inserted and updated with44-4401-880/4300-4301/859334/0/0/0/0. with a positive 2,000 entered as a "2026 One-Times."

Import Notes: 1) There is no need to adjust the "2026 Department Submission" cell as the totals in these cells will automatically update in BFM after the import is complete. 2) Save the Excel file with updates prior to starting the import process.

as and also also also also also also also also	
an a	in Tant I*
	00 Tampia add rew expense account
	08-New lice needed as example to be excluded in WPM for current flacal year
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4400-000 4000-400 54000 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	08 Sample Negative Entry
ມ-420-480 460-480 ໂຄ່ສປີ ອີ	
an and a second and a second a	00
H 4400 400 400 400 400 0 0 0 0 0	2
an ann ann ann ann ann an 110,700 an	06

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

Budg	jet												
ID	Form	Organization		Form Nam	e								
17270													
X Close	e + Add No	ew ©Copy ∳I	Export îlm	iport C Re	fresh								
Row	Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2						

Click "Browse" button to select import file.

Budget Form Import
× Close √ Validation Results
do Browse
1 Load File

💽 Open \times ↑ 🕂 → This PC → Downloads ✓ ひ Search Downloads Q Organize 🔻 New folder == -? ^ Name Date modified Туре 📌 Quick access ∨ Today (2) 📃 Desktop * Form 200_Export Test 2/14/2025 1:57 PM Microsoft Excel V 👆 Downloads 🛛 🖈 Microsoft Excel V 100_16947_Current Year Estimates Test 1 2/14/2025 11:04 AM 🔮 Documents 🖈 , v < > - Dicturer File name: Custom files \sim \sim Upload from mobile Open Cancel

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

Select "Load File"

Budget Fo	rm Import
X Close 🗸	Validation Results
🕫 Browse	C:\fakepath\Form 200_Export Test.xlsx
↓ Load File]

Results are in **black** indicating successful import into the "Budget" screen.

Budget	For	m Im	po	rt									
X Close	∠ Val	lidation Re	esult		_								
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• 8-Re	cords U	lploaded											
Organization		Function	Seg 1	Seg 2	Seg 3	Seg 4	2025 Amended Budget	2026 Initial Base Budget	2026 Request Base	2026 Adjustments*	2026 One- Times*	2026 Department Submission	Text 1*
44-4401-880	4300-	0	0	0	0	0	0	0	0	0	2000	1000	Sample add new expense account

Note: Use the "Close" button to refresh the following "Budget" screen.

Budget	Form Import
× Close	🗸 Validation Results
db Browse	C:\fakepath\Form 200_Export Test.xlsx
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1 Load Hie	
Upload Comp	seted:
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• 8 - Rei	cords Uploaded

"Budget" screen updated.

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ione		Auto Trad	Organization	Red	Accounts	Parston .	Seg 1	Seg.2	942	Seg 4	2825 Arrended Budget	2020 Initial Bare Budget	2026 Require Exce	2026 Adkutimenta*	2036 One Times*	2626 Department Submission	Biogen Alter Test
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	a.	.0,		4303-4301	enter	.0		0		.0	7,182,488	1382.400	.0	0.		1382.400	
	1	0,	44-4421-880	4309-4331	653504	0	0.5		.0	.6	415,100	413,100	0		0	413,100	
	1	9	10.001.001	4305-4001	830004	0	10		0		318,000	0	. 0	10		1	
	1	ά,		4309-4307	83800	0	8				128.70	158,700	.0	-P	1	158,700	
	1	0	44-4021-883	(200-630)	BOALDA .	(a)				1.6		0.		(D)	2,000	1,000	Tarryle sitt new superior accord

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).

Budget Form 1 Decision Package

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 SHERPA	Home	Budget Formulation	PCF	Links
		A1 CY Oper & DS Est (100)		
		A2 Base Reallocation Only (200)		
		C2 Preload Capital Form (700)		
		Form 1 Decision Package		
		Decision Package Ranking		

▲ SHERPA	Home		udget Formulation	PCF
Decision Quick Search: Enter search crit		Show Advar	iced Filters	
Record Actions:				
Add New Form ID	escription	Stage	Organization	Form Last Rows Update
Create a	new Budget	Form - 30	00	
	Stage:* 3003 - Requ	iest	~	
Organ	ization:* 10-1080		् 🖬	
	Budget Division			
	Save	ncel		

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, <u>the</u> <u>Name cannot be changed or updated</u>; 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

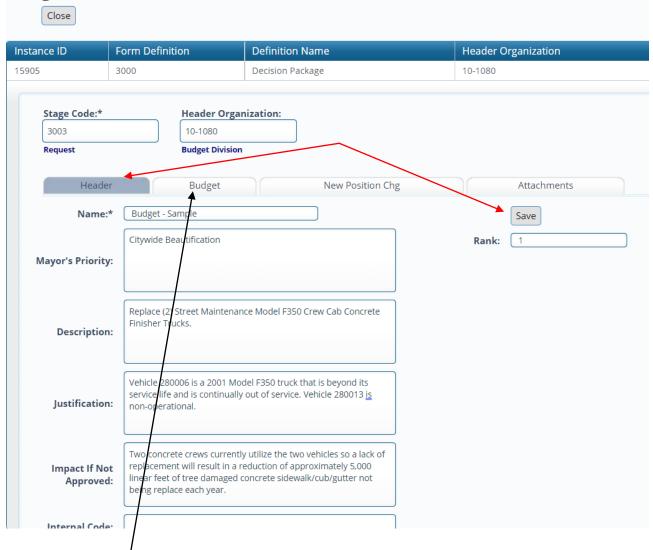
is tracked in BFM and can be found on the Decision Package home screen:

Decision Package

Quick Search:								
Enter search criteria here		Sho	ow Advance	d Filters				
Record Actions:								
Form Descriptio	n		Stage	Organization	Form Rows	Last Update	Last User	Actions
15905 🖌 Budget - Sa	ample		3003	10-1080	0	12/7/2023	BMD	Header Detail
Records per page: 50	*						- Records	: 1 - Page: 🔣 🕷 1 🚿 渊
Budget Form	Header		\searrow					
Close								
Instance ID	Form Definiti	on	De	finition Name			Header Org	anization
15905	3000		De	cision Package			10-1080	
Stage Code:*		Header	Organizat	ion:				
3003		10-1080						
Request		Budget D	ivision					
Header		Budge	+	New	Position Ch	a		Attachments
Ticader		Duuge			rosition en	5		Acconnents
Name:*	Budget - Sar	mple					5	Save
	Citywide Bea	autificatior	ו				Rank:	1
Mayor's Priority:								
	Peplace (2) S	Street Mair	otenance M	odel F350 Crew Cab	Concrete			
Description:	Finisher True		iteriarice ivi		concrete			
Description.								
						J		
				50 truck that is beyo of service. Vehicle 28				
Justification:	non-operatio		indany out o	0013 <u>13</u>				
	Two concret	e crews cu	urrently utili	o a lack of				
Impact If Not	replacement	t will resul	t in a reduct	y 5,000				
Approved:	being replac			ete sidewalk/cub/gut	iter Hut			
)		
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



Once all of the fields have been completed on the Header Tab, click the "Save" button and then click on the "<u>Budget</u>" 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.

	_																
D	Form	Organizat			Form Nam		Total	On-Going		ne-Times	Total Reques						
5907	3000	10-1080 - E	Budget Divisior	n	Decision Pa	:kage		\$0)	\$171,000	\$171,0	000					
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dd Ne	w Copy]															
	Audit										2023	2024	2024			Budget	
ow	Trail	Org	Fund	Account	Function	Seg 1	Sog 2	Seg 3	Seg 4	Line #	Amended Budget	Initial Base Budget	Request Base	2024 On-Going*	2024 One-Times*	Line Text*	
	0	10-1080-050	1000-1001	859120	1	0	0	0	0	1000	2 800	0	0	0	0	, exc	
	0.	10-1080-050	1000-1001	859302	1	0	0		0	1000	11,400	0	0	0	0		
	0.	10-1080-050	1000-1001	859306	1	0	0	0	0	1000	8,000	0	0	0	0		
	0	10-1080-050	1000-1001	859309	1	0	0	0	0	1000	33,600	0	0	0	0		
	۰.	10-1080-050	1000-1001	859310	1	0	0	0	0	1000	15,000	0	0	9	0		
		10-1080-050	1000-1001	859323	1	0	0	0	0	1000	0	0	0	0	171,000	Sample - Replace (2)	
	0.	10-1080-050	1000-1001	859331	1	0	0	0	0	1000	3,900	0	0	0	0		1
	0.	10-1080-050	1000-1001	859333	1	0	0	0	0	1000	6,500	0	0	0	0		
	0.	10-1080-050	1000-1001	859334	1	0	0	0	0	1000	35,500	0	0	0	0		
	<u></u>	10-1080-050	1000-1001	859335	1	0	0	0	0	1000	37,000	0	0	0	0		
	0	10-1080-050	1000-1001	859336	1	0	0	0	0	1000	2,800	0	0	0	0		
	°.	10-1080-050	1000-1001	859337	1	0	0	0	0	1000	10,500	0	0	0	0		
1	0	10-1080-050	1000-1001	859338	1	0	0	0	0	1000	7,000	0	0	0	0		

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, <u>the Line # should always be</u> <u>entered as 1000</u>. All data cells must be populated with exception to the Budget Line Text. Which is optional:

uuş	get Fo	orm Lines	5														
ose	Export	Import Re	fresh														
)	Form	Organizat	tion		Form Nam	e	Tota	On-Going	Total O	ne-Times	Total Reques	st					
5907	3000	10-1080 - E	Budget Division	1	Decision Pa	ckage		\$0		\$171,000	\$171,	000					
ions: dd Ne	w Conv					$\overline{\ }$						_					
ow	W Copy Audit Trail	Org	Fund	Account	Function	Seg 1	Set 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*	
	0	10-1080-050	1000-1001	859120	1	0	0	0	0	1000	2,800	0	0	0	0		
	0	10-1080-050	1000-1001	859302	1	0	0	0	0	1000	11,400	0	0	0	0		
	0	10-1080-050	1000-1001	859306	1	0	0	0	0	1000	8,000	0	0	0	0		
	0.	10-1080-050	1000-1001	859309	1	0	0	0		1000	33,600	0	0	0	0		
	0	10-1080-050	1000-1001	859310	1	0	0	0	0	1000	15,000	0	0	0	0		
		10-1080-050	1000-1001	859323	1	0	0	0	0	1000	0	0	0	0	171,000	Sample - Replace (2)]
	0	10-1080-050	1000-1001	859331	1	0	0	0	0	1000	3,900	0	0	0	0		
	0	10-1080-050	1000-1001	859333	1	0	0	0	0	1000	6,500	0	0	0	0		
	0	10-1080-050	1000-1001	859334	1	0	0	0	0	1000	35,500	0	0	0	0		
	o.,	10-1080-050	1000-1001	859335	1	0	0	0	0	1000	37,000	0	0	0	0		
	0	10-1080-050	1000-1001	859336	1	0	0	0	0	1000	2,000	0	0	0	0		
	<u></u>	10-1080-050	1000-1001	859337	1	0	0	0	0	1000	10,500	0	0	0	0		
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AutoSave 🧿		? • (° · ·	7 Fo	ormExport_300	0_15905_20231	207 (1) 🗸 🔎	Search					Juan Rios	JR 🖬 –	o
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116	• = >	$\checkmark f_x$												
с	D	E	FG	н	1	J	к		L	м	N		0	
1 Account	Function	Seg 1 Se	g 2 Seg 3	Seg 4	Line #	2023 Amended Budget	2024 Initial Base Bud	get 202	4 Request Base	2024 On-Going*	2024 One-Times*	Budget Line Text*		
2 859323	1	0 0	0	0	1000		0	0	0		0 171,00	0 Sample - Replace (2) St	reet Maint. Concret	e vehicles
3 859331	1	0 0	0	0	1000	3,90	00	0	0		0	0		
4 859333	1	0 0	0	0	1000	6,50	00	0	0		0	0		
5 859334	1	0 0	0	0	1000	35,50	00	0	0		0	0		
6 859335	1	0 0	o	0	1000	37,0	00	0	0		0	0		

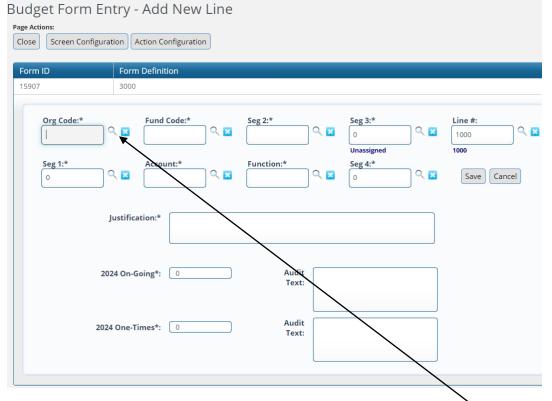
Creating a new record: If a specific combination of section/fund/account/function/Segments Is not listed, you can create needed combination by clicking on "Add New" under Actions. Budget Form Lines

5907	3000	10 1000				e	1 Otai	On-Going	l otal Or	ne-Times	Total Reques	t				
		10-1080 - 6	Budget Division		Decision Pac	:kage		\$0		\$171,000	\$171,0	000				
ns:	-															
_		1 I														
d Ne	w Copy	<u> </u>														
w	Audit	Org	Fund	Account	Function	Sog 1	Seg 2	Seg 3	Seg 4	Line #	2023 Amended	2024 Initial Base	2024 Request	2024	2024	Budge Line
	Trail					5-5.	0.62	568.5	Deg 4	Line #			Base	On-Going*	One-Times*	
	Trail	10-1080-050	1000-1001	651101	1	0	0	0	0	1000	Budget 756,100	Budget 0				
			1000-1001 1000-1001		1						Budget					
	۵,	10-1080-050		651101	1 1 1	0	0	0	0	1000	Budget 756,100			On-Going* 0	One-Times*	Text*

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 For	m Definition			
15907 3000	0			
Org Code:*	Fund Code:*	Seg 2:*	Seg 3:*	Line #:
Q 🖬	Q 🔀	C 🖸 🖸	0 2 2	1000
			Unassigned	1000
Seg 1:*	Account:*	Function:*	Seg 4:*	
0 2 🛛	Q 🖬	Q 🔀	0 2 🔛	Save Cancel
Lucet if i	cation:*			
Justini	cation."			
2024 On-	Going*: 0	Audit		
		Text:		
		Audit		
2024 One-	Times*: 0	Text:		

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:



Click on the "Save" button once done. It is recommended to use <u>magnifying glass</u> 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:

ttachments	Rudget Form Decument Attachment	-	
	Budget Form - Document Attachments Upload multiple files up to a maximum of 50 GB per file.	5	
	+ 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	×
		Uploaded 150.77 KB file	

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 to 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:

A SHERPA	Home	Budget Formul	lation	PCF	Links					в вмі
		A1 CY Oper & DS Est (1	0)							
Ranking Too	bl	A2 Base Reallocation O	nly (200)							
		C2 Preload Capital Forn	n (700)	1			Total On-Going	Total One-Times	Total Request	FTE
Enter search criteria here		Form 1 Decision Packag	je				so		\$442,000	
Record Actions:		Decision Package Ran	king	4				×	†	
Record Actions:	ition Nam		Stage	Rank	On-Going	One-Times	Total Request	FTE		
				Rank	On-Going \$0	One-Times \$171,000		FTE 0.00		

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.

A SHERPA	Home	Budget Formulation	PCF	Links	
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:

		ils
Documents	(i)	ſitle ▲
ers		001 - Revenue Estimate
Public Folders	🚽 (005 - Expenditure Estimate
🔲 BI Platform Auditing	🚽 (011 - Department Submission Revenue
🖳 💼 Departments	🚽 (15 - Department Submission Expense
🗁 Budget 🖕	🚽 (031 - Proposed Adopted Revenue
PCF	· 🖉 (035 - Proposed Adopted Expense
[]] 🔲 Historical	· 😥 (036 - FY 2022 Council Presentation Summary
	🚽 (042 - Project Budget Detail Revenue
\pm \sim Web Intelligence Samples	🚽 (043 - Project Budget Detail Expense
	🚽 ()51 - 5 Year Capital Summary Expenses
	- i i i i i i i i i i i i i i i i i i i	052 - Capital Projects Detail
	🚽 (053 - Capital Project Overview Info
	🚽 ()54 - Capital Projects All Funds
	🚽 (055 - Capital Projects by Dept, Fund and Project
		061 - Cash Position Summary
	i 😼 (061b - Cash Position Summary Midyear
	- 💭 (080 - Justification Export
	🚽 2	220 - City Review Meetings Revenue
	· 2	221 - City Review Meetings
		222 - Decision Package Detail
		223 - Decision Package Summary

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 Intern Department: 181500 - Street Maintenance Division Divisio

Internal Form Number: Division: 181500 - Street Maintenance Division Priority #: 5 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

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.

PCN	Job Class - Name	Count FTE	Fund	
Tota				
106	dı.			

Report: 222 - Decision Package Detail

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:

RPORAT		Decis	City of Fresno sion Package Summary Department Level			Run Date: 2/25/22 Run Time: 10:00:3
	Public Works Department 500 - Street Maintenance Division 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
14152	20103 - ABX8 6 Gas Tax (formerly TCRP)	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0		0
	20104 - SB1 Road Repair Gas Tax	181501 - Street Maintenance	59316 - Fleet Acquisition-New/Add/Upgrd	0		243,000
Total for F	orm ID: 14132	101501 - Offeet Maintenance	335 TO - Theet Acquisition President Addropging	0		
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 F	orm ID: 14287			0	341,900	341,900
	81500 - Street Maintenance Division			0	584,900	584,900
Total for 1	1500 - Street Maintenance Division					

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 2026) – 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 2027 through FY 2030) – 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 2026 capital project revenue and expenses.

▲ SHERPA	Home	Budget Formulation	PCF				
		A1 CY Oper & DS Est (100)					
		A2 Base Reallocation Only (200)					
My Dashboa	ard	A3 Base Subm Revenue Only (300)					
		B1 Base Form -Dep Level (400)					
		B2 Base Form - Div Level (500)	0)				
		C1 Capital Form Division (600)					
		C2 Preload Capital Form (700)					
		D2 Post Submission Dept (800)					
		D3 Post Submission Division (900)					
		Form 1 Decision Package					

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 Convention Center and Stadium Department as an example.

🚴 SHEF	RPA Home	Budget Formulatio	חכ	PCF	Char	t of Accounts	Link	(5
C2 Pre	eload Capital Form 16	i						
+ Add N	lew							Q. 44-
ID	Name	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions
17043	44-Convention Center and Stadium Department	702	44	0	1/8/2025	Scott Motsenbor	Submit	Header Detail Delete
Records pe	er page: 50 😵 🔍 Advanced Sea	arch						- Records: 1 - Page: 🔣 帐 1 ≫ 渊

Accessing an Instance's Data Entry Screen

Under	the "Actions" column	n, the "Head	er" and "I	Detail	" button	is provide a	ccess to	the data entry screen.
M SHEF	RPA Home	Budget Formulatio	חכ	PCF	Char	t of Accounts	Link	5
C2 Pre	eload Capital Form 16	5						
+ Add N	lew							Q. 44-
ID	Name	Stage Code	Organization	Rows	Last Update	Last User	Workflow	Actions
17043	44-Convention Center and Stadium Department	702	44	0	1/8/2025	Scott Motsenbor	Submit	Header Detail Delete
Records pe	er page: 50 😵 🔍 Advanced Se	arch						- Records: 1 - Page: 🔣 🛞 1 ≫ 渊

"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.



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: 2025 Adopted Budget data and 5 Year Project Total (not shown).

Data entry and Text columns: 2025 Year End Estimate plus five years of capital budgets (FY

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D	Forr	n	Organization		Form Nan	ne											
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ow		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects
	1	Q,	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0	
	1	Q	44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	0	0	0	
	1	Q,	44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0	
		0	44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	0	0	0	0	0	
	1	0					440000004	REVENUE	0	0	50,000	0	0	0	0	0	
	1	Q,	44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000					-	

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. Add New: Create a new line if you don't see a specific dimension combination.
- 3. **Copy:** Create a copy of a specific line.
- 4. **Export:** Can you be used to create a template to import data entry.
- 5. Import: Starts import process from Excel to current data entry screen.
- 6. Refresh: Updates data entry columns per import process.
- 7. Advanced Search: Opens filters to help locate specific Org, Fund, Account, Function, and Segments 1 through 4.

D	For	m	Organization		Form Nan	ne											
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1		2	3	4	56												
Row		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capita Project
	1	O,	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0	
	1	Q,	44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	0	0	0	
	1	Q	44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0	
	1	Q	44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	0	0	0	0	0	
	1	Q,	44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0	
	1	Q	44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	

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

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Row		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total	Budget Line Text*
1	1	Q,	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0			ard and Back
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3	1	0,	44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0		0 0	
4	1	0,	44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	0	0	0	0	0		0 0	
5	1	Q,	44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0		0 0	
6	1	0,	44-9999-000	00-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0		0 0	× ×
Records	per pag	ge: 50	😻 🔍 Adva	nced Search														- Records: 1 -	6 of 6 - Pages: 🔣 🕷 1 💓

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

Highlight current data entry in row 10 currently set to zero or 0; replace with new data entry. **Note:** the current entry will be merged with revised entry if current entry not highlighted.

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D	Form	m (Organization		Form Nan	ne													
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Row		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total	Budget Line Text*
	1	Q	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	() ((0 0		0	0
	1	Q	44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	(0 0		0 0		0	0
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	×		44-9999-000	4700-4704	434855	0	449900001	REVENUE		0	100,000	100000	100000	0	0	•	0		0 Projected Revenues per Contract
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	1	Q	44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	(0		0	0
lecords	per pa	ge: 50	👟 🔍 Adva	inced Search												-	Save All Car	ncel All - Reco	rds: 1 - 6 of 6 - Pages: 🗰 🕷 1 🛞

Amounts 100,000 and 100,000 entered in the FY 2025 Year End Estimate and 2026 Capital Projects columns.

Budg	et																		
ID	Forr	n I	Organization		Form Nan	ne													
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Row		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total	Budget Line Text*
1	1	Q,	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	C	0	C	C) (
2	1	0,	44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	C	0	C	0) (
3	1	Q	44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134.000	0	0	0	0	0			
4	1		44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	100000	100000	0	0	C	0) (Projected Revenues per Contract
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Records	oer pag	ge: 50	😺 🔍 Adva	inced Search												-	Save All Can	cel All - Record	s: 1 - 6 of 6 - Pages: 🗰 帐 1 🚿

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.

D	Forr		Organization		Form Nan	ne							/						
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Row		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total	Budget Line Text*
	1	Q,	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	(0 0	C	
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5	1	0,	44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	0 0	C	

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 nosted

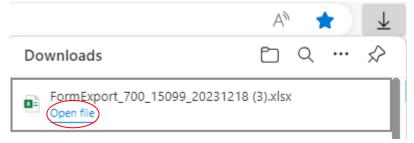
Budg	get		osted.	IV		e indica ved in t]							After	saving ti	he entrie	es they
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Row		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total	Budget Line Text*
	1	Q	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0	0	0	
	1	Q	44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	0	0	0	0	0	
	1	Q,	44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	×	0	0	0	0	0	
	1	0,	44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	100,000	100,000	0	0	0	0	100,000	Projected Revenues per Contrac
	1	Q	44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0	0	0	
	1	Q	44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	0	0	
6 Records	per pa			4700-4704 inced Search	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	0	0 - Records	: 1 - 6 of 6 - Pages: 🔣

Option 2: Capital Entries by Import Function

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

	Forn		Organization		Form Nam	ne													
7043	700	-	44 - Convention Ce	nter and Stadiu	r C2 Preload	Capital Form 1	6												
(Clos	+ +	Add Nev	w 🛛 Copy 🚽	Export 1 Ir	nport C R	efresh												C	Search
low		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total	Budget Line Text*
	1	0,	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0	0	0	
	1	O,	44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	0	0	0	0	0	
	1	Q,	44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0	0	0	
	1	O,	44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	100,000	100,000	0	0	0	0	100,000	Projected Revenues per Contra
	1	Q,	44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0	0	0	
	1	0	44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	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 2025 Adopted Budget, FY 2025 Year End Estimate plus 2026-2030 Capital Projects), and Text column.

Α	В	С	D	E	F	G	н	I	J	к	L	M	N	0
Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*
44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	Ū	0	O
44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	Ó	-380,600	0	0	0	0	0	0
44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0	0
44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	100,000	100,000	0	0	0	C
44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0	0
44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	0

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← → · ↑ ↓ → This PC → Download	ds			Dat	e modified	Туре	Size
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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 <u>all seven of the columns</u> 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.

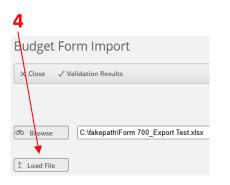
A	B					G						M	N	0	P
Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4	FY 2025 Adopted Budget	FY 2025 Year End Estimate*	2026 Capital Projects*	2027 Capital Projects*	2028 Capital Projects*	2029 Capital Projects*	2030 Capital Projects*	5 Year Project Total
44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0	380,600	0	0	0	0	0	C C) 0
44-9999-000	2400-2437	544910	0	449900001	REVENUE	0	0	-380,600	0	0	0	0	0	C) 0
44-9999-000	4700-4704	434745	0	449900001	REVENUE	0	0	134,000	0	0	0	0	0	C) 0
44-9999-000	4700-4704	434855	0	449900001	REVENUE	0	0	100,000	100,000	100,000	0	0	0	r C	100,000
44-9999-000	4700-4704	543910	0	449900001	REVENUE	0	0	50,000	0	0	0	0	0	i C	0 (
44-9999-000	4700-4704	658005	0	449900001	MISCPROJ	0	0	284,000	0	0	0	0	0	i C) 0

To start the import process:

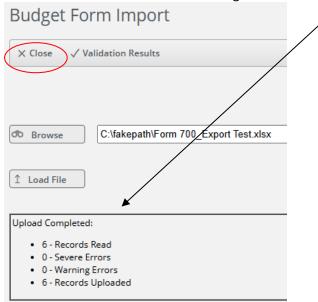
- 1) Toggle back to the BFM system and click "Import"
- 2) On the resulting Budget Form Import window, select "Browse"
- 3) Find and select your file in the "Choose File to Upload" window then click "Open"
- 4) Select "Load File" on the Budget Form Import screen

	Form	Organization		Form Nan	ne				
043	700	44 - Convention Cer	ner and Stadiu	r C2 Preload	Capital Form 16	5			
Close	e + Add N	ew © Copy ⊥	Export 1	mport ĈR	efresh				
w	Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4
	/ Q	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0
	lget Fo	44-9999-000	ort	434745	0	449900001	REVENUE	0	0
Suc ×ci	lget Fo	orm Imp	ort	434745	0	449900001	REVENUE	0	0

3				
C Open			:	×
\leftarrow \rightarrow \checkmark \bigstar This PC \Rightarrow Downloads	ٽ ~	Search Download	ls ,o	
Organize 🔻 New folder			EE 🗸 (
A Quick access Name ✓ Today (3)	Date m	nodified	Туре	^
Desktop Desktop Downloads Form 700_Export Test Documents Documents		025 4:50 PM 025 3:32 PM	Microsoft Excel V Microsoft Excel V	
E Dicturar V K			>	
File name:	Jpload from mobile	Custom files Open	Cancel]



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



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

Budget Update Successful												
ID	For	n	Organization		Form Name							
17043	700		44 - Convention Center and Stadiur C2 Preload Capital Form 16									
X Close + Add New O Copy 1 Export 1 Import C Refresh												
Row		Audit Trail	Organization	Fund	Account	Function	Seg 1	Seg 2	Seg 3	Seg 4		
1	1	Q	44-9999-000	2400-2437	434745	0	449900001	REVENUE	0	0		

Potential Causes for Import Process to Error out.

Potential causes as summarized below are not unique to a specific form. The following errors can affect the A1 CY Oper and DS (100), A2 Base 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).

Standard Capital Activities

ACTIVITY ID	ACTIVITY DESCRIPTION	Α CTIVITY ΤΥΡΕ	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
СС	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
WSK	wiscentricous right of way	LACQ	Hoperty Acquisition
	General and Miscellaneous		
MSP	Project Miscellaneous	MISC	Other Miscellaneous
OVH	Overhead	MISC	Other Miscellaneous
REV	Capital Project Revenue	CREV	Capital Project Revenue

Specialized Capital Activities

ACTIVITY ID	ACTIVITY DESCRIPTION	ΑCTIVITY 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

Reports

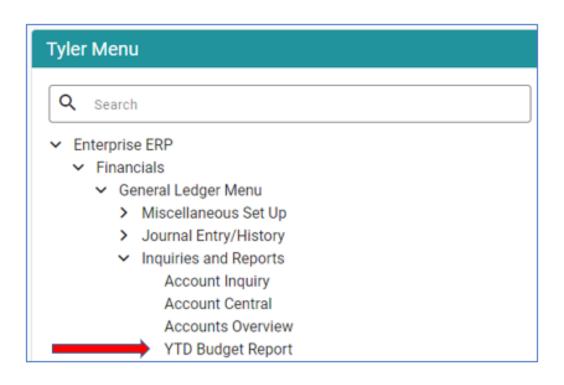
BFM provides <u>budget</u> reports and is not intended to be used to track actual expenditures, revenues or positions through the year. The Tyler Munis financial system (Tyler) is the tool for tracking actual expenditures, revenues since it can post real time transactions and position detail can be managed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

BFM will be available for general field use during the FY 2026 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 2026 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.



Modify your Report Options.

\$~ `	YTD Bud	get Rep	ort [C	ity of F	resno	~CA 5	4131~]			
X Close	Q Search	Output	Print	Display	PDF	Save	E xcel	Word	S Seg Fird	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.

🐝 Report	Options			
← Back Accept	3 annal			
YTD Budget Report	[City of Fresno ~CA 54131~]	> Report Options >	1	
Report Sequence				
Execute this report	Now 👻			
		Page		
	Field #	Total Break		
Sequence 1	1 - Fund 👻			
Sequence 2	2 - Sub Fund 💌			
Sequence 3	4 - Division 👻			
Sequence 4	5 - Section 👻			
Report title * Print Options Report Options	Additional Options			
Include only account	s that used	0 % or greater o	f budget	
Totals only		•	Year/period	Within year/period 👻 2023 / 12
Account description	Full -		Carry forward	Current year only
Print full GL account		,	Print MTD version	
Roll projects to object	_		Format type	Standard format
Print report options			Double space	
Truncate full descrip	tion 🔽		Suppress zero bal accts	
	-		Exclude YEC journals	
1				

The illustration below shows the selected GL string parameters.

YTD Budget Report [City of Fresno ~CA 54131~] > GL Segment Find Select "Seg 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	Segr	mu									
\$	Y	rd Bu	dget I	Report [(City of F	Fresno	~CA 54	1 131~]			
Close		Q Search		put Print	Display	PDF	Save	Excel	Nord (S 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	н	1	J	K	L	М	Ν	0	Р	Q
ОВЈ	ACCOUNT	ACCOUNT DESCRIPTION	ТҮРЕ	ROLLUP	SUB- ROLLUP	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRA NCES	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 - Outsid	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

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 O	ptions		
Additional Options			
Include requisition amounts		Include budget entries	V
Print Revenues-Version headings		Include encumb/liq entries	
Print revenue as credit	\checkmark	Sort option	Journal entries 👻
Print revenue budgets as zero		Detail format option	Standard format 👻
Include fund balance		Include additional JE comments	
Print journal detail	(🖂)	Multiyear view	Fiscal year view 👻
	\cup	Amounts/totals exceed 999 million dollars	
From yr/per 2023 1 To yr/per 2023 12			

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	Н	1	J	К	L	М	Ν	0	Р	Q	R
	OBJ 🖵	ACCOUNT	ACCOUNT DESCRIPTION	TYPE		SUB-	ORIGINAL	TRANFRS/ ADJSM1	REVISED BUDGET	YTD EXPENDE	ENCUMBRA NCES	AVAILABLE BUDGE	% US 📮
65	6115	4000-4001-4110-761-656115-41-0-0000-0000-	Materials & PartsVehicles	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.

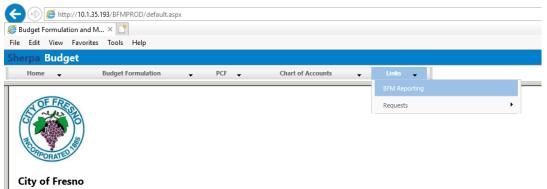
S	Т	U	V	w	Х	Y	Z	AA	AB	AC	AD	AE	AF	AG
YR/PER/JNL 🔻	EFF DATE 💌	SRC 🔻	AMOUNT 👻	VENDO 👻	REF 💌	REF 💌	REF 4 🗸	PO #	- VOU(-	INVOICE 👻	DOC # 👻	CHECK 🛩	VENDOR NAME	COMMENT
2023/01/006039	07/01/2022	BUC	7,600.00				2023 BUDGT	Г				0		ORIGINAL BUDGET 2023
2023/03/012156	09/27/2022	API	1,854.95	010266		50471	3351			052938	50471	14,029	DEAN INDUSTRIAL ENTE	XDX SERIES 20 REEL
2023/05/001822	11/09/2022	API	26.29	020401		70744	4935			WATER PET	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).

Budget Formulation and Mana 🔀 City of Fresr le Edit View Favorites Tools Help	10	×				x 宛 Convert ▼ 👼 Se	-1-
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E Budget Office							
E- 🔁 CMO							
Departments							
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🗄 📄 Web Intelligence Samples							
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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.

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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).

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

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My Documents Folders		Title *	Туре	Last Run
		001 - Revenue Estimate	Web Intelligence	
Public Polder	×	005 - Expenditure Estimate	Web Intelligence	
🖻 🔤 Departments	9	011 - Department Submission Revenue	Web Intelligence	
Dudget		015 - Department Submission Expense	Web Intelligence	
PCF		031 - Proposed Adopted Revenue	Web Intelligence	
E Historical	9	035 - Proposed Adopted Expense	Web Intelligence	
Historical		042 - Project Budget Detail Revenue	Web Intelligence	
		043 - Project Budget Detail Expense	Web Intelligence	
		051 - 5 Year Capital Summary Expenses	Web Intelligence	
	4	052 - Capital Projects Detail	Web Intelligence	
		053 - Capital Project Overview Info	Web Intelligence	
		054 - Capital Projects All Funds	Web Intelligence	
		061 - Cash Position Summary	Web Intelligence	
	1 😱	080 - Justification Export	Web Intelligence	
	4	221 - City Review Meetings	Web Intelligence	
		225 - Line Item Detail by Department	Web Intelligence	
		295 - AAR Annual Appropriation Resolution Checking	Web Intelligence	

SAP Report Selection

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

Eile Edit View Favorites Iools H	elp		D - C Central Management Conso	
SAP			Welcon	ne: ENDUSER Applications • Preferences Help menu • Loc
Home Documents				
View • New • Organize • Send •	More Actions * De	tails		
My Documents		Title *	Туре	Last Run
folders		001 - Revenue Estimate	Web Intelligence	
- Dublic Folders	9	005 - Expenditure Estimate	Web Intelligence	
🖻 💴 Departments	-	011 - Department Submission Revenue	Web Intelligence	
- Dudget	9	015 - Department Submission Expense	Web Intelligence	
PCF		031 - Proposed Adopted Revenue	Web Intelligence	
E Historical	-	035 - Proposed Adopted Expense	Web Intelligence	
Historical		042 - Project Budget Detail Revenue	Web Intelligence	
		043 - Project Budget Detail Expense	Web Intelligence	
		051 - 5 Year Capital Summary Expenses	Web Intelligence	
		052 - Capital Projects Detail	Web Intelligence	
	-	053 - Capital Project Overview Info	Web Intelligence	
	9	054 - Capital Projects All Funds	Web Intelligence	
		061 - Cash Position Summary	Web Intelligence	
	1 🗭	080 - Justification Export	Web Intelligence	
		221 - City Review Meetings	Web Intelligence	
		225 - Line Item Detail by Department	Web Intelligence	
		295 - AAR Annual Appropriation Resolution Checking	Web Intelligence	

Prompt Selection

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

Prompts	3 ×
Prompts Summary Optional, Enter Fund: (Select one or more) * Enter Department: (Enter % for all) % * Enter Division: (Enter % for all) % * Enter Section: (Enter % for all) % 	Optional. Enter Fund: (Select one or more) (optional) Type values here Refresh Values Image: A set of the list, click the Refresh values button.
* Required prompts	OK Cancel

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.

Prompts	2 X
Prompts Summary	Enter Department: (Enter % for all)
 Optional. Enter Fund: (Select one or more) * Enter Department: (Enter % for all) % * Enter Division: (Enter % for all) % * Enter Section: (Enter % for all) % 	Type values here % Refresh Values > Department 450000 FAX Department 500000 Administrative Services \$20000 Information Services \$20000 Finance Department 530000 General Services De; \$540000 Personnel Services De; \$550000 Budget Department Cocember 23, 2016 12:42:23 PM GMT-07:00 M
* Required prompts	OK Cancel

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

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

Prompts	3 × 3
Prompts Y Optional. Enter Fund: (Select one or more) * Enter Department: (Enter % for-all) % * Enter Division: (Enter % for all) % * Enter Section: (Enter % for all) %	Enter Department: (Enter % for all) Type values here % Refresh Values > Department 450000 Administrative Servic 510000 Information Services 520000 Finance Department 530000 General Services D 550000 Budget Department C December 23, 2016 12:42:23 PM GMT- 07:00
* Required prompts	ОК Сайтее

Prompts Enter Department: (Enter % for all) % ✓ Optional. Enter Fund: (Select one or more) Type values here ✓ * Enter Department: (Enter % for all) % Refresh Values > ✓ * Enter Section: (Enter % for all) % ✓ * Enter Section: (Enter % for all) % ✓ * Enter Section: (Enter % for all) % ✓ * Enter Section: (Enter % for all) % ✓ * Enter Section: (Enter % for all) %
V Optional. Enter Fund: (Select one or more) Type values here % V * Enter Department: (Enter % for all) % Refresh Values 2 % V * Enter Division: (Enter % for all) % V * Enter Section: (Enter % for all) % V * Enter Section: (Enter % for all) % V * Enter Section: (Enter % for all) % Source Jack * Gaussian Convention Center Department • 450000 Administrative Services Dept \$10000 Information Services Dept • 500000 Finance Department • 530000 General Services Dept • 530000 General Services Department
Enter Department: (Enter % for all) % Enter Section: (Enter % for all) %
* Enter Section: (Enter % for all) % Department 440000 FAX Department 500000 Administrative Services Dept 510000 Information Services Dept 520000 Entrarker Department 530000 General Services Department
550000 Budget Department December 23, 2016 12:42:23 PM GMT-07:00
* Required prompts OK Cancel

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.

Prompts		3 ×
Prompts Summary	Enter Department: (Enter % for all)	
 Optional. Enter Fund: (Select one or more) 	Type values here	
* Enter Department: (Enter % for all) 520000	Refresh Values 📀 >	
* Enter Division: (Enter % for all) % * Enter Section: (Enter % for all) %	Department <	
Enter Section. (Enter 50 for all) 50	440000 Convention Center Department	
	450000 FAX Department	
	500000 Administrative Services Dept 0000 Information Services Dept	
	S20000 Finance Department	
	 530000 General Services D 520000 	
	540000 Personnel Services	
	550000 Budget Department	
N N	Cecember 23, 2016 12:42:23 PM GMT-07:00	
	December 23, 2016 12/42/23 PM GMT-07:00	
* Required prompts		
	ОК Са	ncel
		.:::

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

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	30102 32263 33620 34002	Prior Year Adjustments Animal Control Citations COG-Local Transp Planning Variable Reimb fr Non-ISF Dw	399 440,276	0 0 400 526,700	0 400 497,800	0 400 497,800	200 100 66.310	0 0 0	0 0 (400) (497,600)	
	30102 32263 33820 34002 34101	Prior Year Adjustments Animal Control Citations COG-Local Transp Planning Variable Reimb fr Non-ISF Div Photocopying	399 440,276 2	0 0 400 526,700 100	0 400 497,800 0	0 400 497,800 0	200 100 66,310 0	0 0 0 0	0 (400) (497,000) 0	
	30102 32263 33820 34002 34101 34103	Prior Year Adjustments Animal Control Citations COG-Local Transp Planning Variable Reimb fr Non-ISF Div Photocopying Bad Check Recovery	399 440,276 2 3.025	0 400 526,700 100 4,000	0 400 497,800 0 3,000	0 400 497,800 0 3,000	200 100 66,310 0 800	0 0 0 0 0	0 (400) (497,800) 0 (3,000)	
	30102 32263 33820 34002 34101 34103 34103	Prior Year Adjustments Animal Control Citabons COG-Local Transp Planning Variable Reimb fr Non-ISF Div Photocopying Bad Check Recovery Incidental Charges	399 440,276 2 3,025 42,252	0 400 526,700 100 4,000 45,000	0 400 497,800 0 3,000 48,000	0 400 497,600 0 3,000 48,000	200 100 66.310 0 800 11.925	0 0 0 0 0 0	0 (400) (497,000) 0 (3,000) (45,000)	
	30102 32263 33820 34002 34101 34103 34104 34108	Prior Year Adjustments Animal Control Citations COG-Local Transp Planning Variable Remote Non-ISP Div Photocopying Bad Check Recovery Incidental Charges Revenue Bond Application Fees	399 440,276 2 3,025 42,252 38,300	0 400 526,700 4,000 4,000 45,000 36,000	0 400 497,800 0 3,000 48,000 0	0 400 497,800 0 3,000 48,008 0	200 100 66.310 0 800 11.925 6.250	0 0 0 0 0 0 0 0	0 (400) (497,000) 0 (3,000) (48,000) 0	
	30102 32263 33820 34002 34101 34103 34103 34104 34105 34115	Prior Year Adjustments Animal Control Clations COG-Local Transp Planning Variable Reim fit Non-USF Div Photocopying Bad Check Recovery Incidential Charges Revenue Bond Application Fees Misc-Other Charges Sixes & Fac	399 440,276 2 3,025 42,252 38,300 46,310	0 400 525.700 100 4.000 45.005 36.000 47.800	0 400 497,800 3,000 48,000 0 47,800	0 400 497,800 0 3,000 48,008 0 47,800	200 100 66.310 0 800 11.925 6.250 30.229	0 0 0 0 0 0 0 0 0	0 (400) (497,000) 0 (3000) (40,000) 0 (47,900)	
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Division Tab

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34809 Property Assessment 5,972 0<		34115	MiscOther Charges Svcs & Fac	34,160	35,800	35,800	47,800	30,229	0	(47,800)	
38022 Portfolio Management Fee 755,000 775,000 773,100 257,700 0 (773,100) 39001 Credit Card Services -6 0<		34509	Variance	1	0	0	0	-19	0	0	
39001 Credit Card Services -6 0 (29,000) 39017 Assess Dist Handling Charges 10,780 13,500 16,000 16,000 0 0 (16,000) 0 (14,000) 14,000 380,648 0 (1,415,100) 14,415,100 380,648 0 (1,415,100) 14,415,100 1		34809	Property Assessment	5,972	0	0	0	0	0	0	
39015 MiscellaneousOther Revenue 6,255 1,000 1,000 29,000 7,153 0 (29,000) 39017 Assess Dist Handling Charges 10,760 13,600 16,000 0 0 (16,000) Total for: 10101 - General Fund 885,896 845,700 829,300 1,415,100 380,648 0 (14,15,100)		38022	Portfolio Management Fee	755,000	755,000	773,100	773,100	257,700	0	(773,100)	
39017 Assess Dist Handling Charges 10,780 13,500 16,000 0 0 (16,000) Total for: 10101 - General Fund 855,896 845,700 829,300 1,415,100 380,648 0 (14,15,100)		39001	Credit Card Services	-6	0	0	0	0	0	0	
Total for: 10101 - General Fund 855,896 845,700 829,300 1,415,100 380,648 0 (1,415,100)											
								-	-		
51504 - Health Self-Insurance		Total for	10101 - General Fund	855,896	845,700	829,300	1,415,100	380,648	0	(1,415,100)	
		51504 - Heal	th Self-Insurance								
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Section Tab

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	Account	Account Name	2016 Actuals	2016 Amended	2017 Adopted	9/30/2016	10/31/2016	2017 Estimate	Variance
	520201 - Acc	ounting							
	10101 - Gene	eral Fund							
	34104	Incidental Charges	10	0	0	0	0	0	0
	34115	MiscOther Charges Svcs & Fac	0	0			34	0	0
	Total for	: 10101 - General Fund	10	0	0	0	34	0	0
	51504 - Heal	th Self-Insurance							
	30101	Transfer from Fund Balance	11,977,510	0		-	12,150,309	0	-
	36101	Interest	172,798	0			72,259	0	
		: 51504 - Health Self-Insurance ble Benefits Fund	12,150,309	0	0	0	12,222,567	0	0
	30101 36101	Transfer from Fund Balance Interest	51,891 4.393	0	0		56,285 1.829	0	
		: 51507 - Flexible Benefits Fund	56,285	0			58,114	0	
		D-3 Debt Service							
									0
		Interest	24	0	0	0	0		
	36101	Interest : 63104 - AD CD-3 Debt Service	24	0	-	-	0	-	

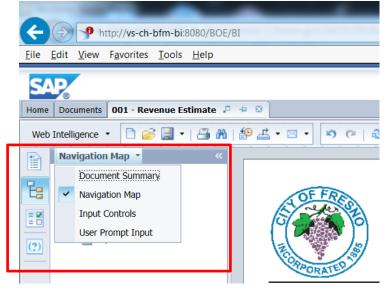
Export Tab

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a Export Departmen	t Name Division	Division Name Org	Org Name	Fund	Fund Name	Account	Account Name	2016 Actuals	2016 Amended	2017 Adopted	2017 Amended	2017 Actuals
520000	Finance Departs 520200	Accounting Dive 520201	Accounting	10101	General Fund	34101	Incidental Charg	10	0	0	0	
52000	Finance Departs 520200	Accounting Dive 520201	Accounting	10101	General Fund		Misc-Other Chr	0	0	0	0	3
52000	Finance Departs 520200	Accounting Dive 520201	Accounting	51504	Health Self-Insi		Transfer from Fi		0	0	0	12,150,300
52000	Finance Departi 520200	Accounting Dive 520201	Accounting	51504	Health Self-Insi		Interest	172,798.49	0	0	0	72.25
52000	Finance Departi 520200	Accounting Dive 520201	Accounting	51507	Flexible Benefit		Transfer from Fi	51,891.44	0	0	0	56,28
520000				51507	Flexible Denetit		Interest	4,393.42	0	0	0	1.02
52000	Finance Departs 520200	Accounting Divi: 520201	Accounting	63104	AD CD-3 Debt		Interest	4,555.42	0	0	0	1,040
	Finance Departi 520200	Accounting Dive 520201	Accounting						0	0	0	
52000	Finance Departs 520200	Accounting Dive 520201	Accounting	63112 63155	AD CFD-4 Pas Zone 100 Rede		Interest	105.85	0	0	0	
Service 2	Finance Departs 520200	Accounting Dive 520201	Accounting		Zone 100 Rede		Interest	340.65	0	0	0	
520000	Finance Departi 520200	Accounting Dive 520201	Accounting	63158					0	0	0	
52000	Finance Departs 520200	Accounting Dive 520201	Accounting	63161 63164	Zone 131 Rede Zone 141 Rede		Interest	75.24 470.51	0	0	0	
52000	Finance Departs 520200	Accounting Dive 520201	Accounting									
52000 52000	Finance Departs 520200 Finance Departs 520200	Accounting Dive 520201	Accounting	63563	Payroll Withhol General Fund		Interest COG-Local Tra	8.28 399.36	400	400	400	
52000		Accounting Dive 520202	Treasury	10101	General Fund					400	400	96
	Finance Departs 520200	Accounting Dive 520202	Treasury				Revenue Bond /	38,300	36,000			6,
52000	Finance Departr 520200	Accounting Dive 520202	Treasury	10101	General Fund		Property Assess	5,971.72	0	0	0	
52000	Finance Departs 520200	Accounting Divi: 520202	Treasury	10101	General Fund		Portfolio Manag	754,999.92	755,000	773,100	773,190	257,
52000	Finance Departi 520200	Accounting Dive 520202	Treasury	10101	General Fund		Miscellaneous-	-17.04	0	0	0	
520000	Finance Departi 520200	Accounting Dive 520202	Treasury	10101	General Fund		Assess Dist Har	10,779.91	13,500	16,000	16,000	14
	Finance Departi 520200	Accounting Dive 520202	Treasury	63104	AD CD-3 Debt	539015	Miscellaneous-	-156.37	0	0	0	
520000 520000	Finance Departs 520200	Accounting Divi: 520202	Treasury	63112	AD CFD-4 Pas		Miscellaneous			0	0	

Navigating through a report

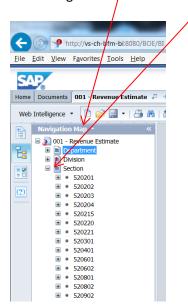
The SAP reporting system allows you to revise your prompt selection to filter results for selected dimensions (i.e., Fund, Department, Division, Section).

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).

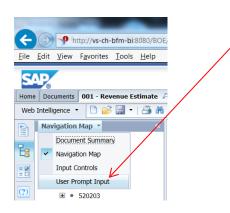
Select "Navigation Map." Select the "+" symbol next to "Section" Select targeted section.



Selected section 520401 for this example.

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 € • 520221 € • 520301 € • 520401 		: 10101 - General Fund y Customers Over & Short	-22,870	2,200	60,000	0	0	0	0
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······································	Waterland	: 52506 - Utility Customers Over & Shor	79	0	Ó	0	0	0	0

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



Current prompt selections.



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	96		
	Enter Section (Enter % for all)		
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Revised Section prompt selection to 520301 and select "Run"

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

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

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96										
Enter Section: (Enter % for all) \$20301			a	b	c	d 2017 Amended	e 2017 Actuals	ſ	g = 1-d	
520301	Account	Account Name	2016 Actuals	2016 Amended	2017 Adopted	9/30/2016	10/31/2016	2017 Estimate	Variance	
	520000 - Fina	ince Department								
	10101 - Gen	eral Fund								
	30101	Transfer from Fund Balance	c	0	0	0	0	0	0	
	30102	Prior Year Adjustments	c	0	0	0	0	0	0	
	36101	Interest	0	0	0	0	0	1,000	1,000	
	39008	RefundsCurrent Year	C	0	0	0	105	0	0	
	39015	Miscellaneous-Other Revenue	0	0	0	0	0	50,000	50,000	
	43910	Transfers From Other Fund	c		0	0	0	25,000	25,000	
	0.000	: 10101 - General Fund	d		Ô		105	76,000	76,000	
	Total for	520000 - Finance Department	a	0	0	0	105	76,000	76,000	
	Total for	620000 - Finance Department	٥	0	0	0	105	76,000	76,000	
	Report T		c	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

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The Prompt screen will be displayed with latest filters.

iongits Summary	Optional. Enter Fund: (Select one or more) (Uptional)
Optimum Enter Fund: (Select uses or more) # Enter Department (Enter % for all) 96 # Enter Desition: (Enter % for all) 96 # Enter Section: (Enter % for all) 96	Type values here Refresh Values S To see the coarter of the lat, clock the Refresh values butter.
lequired prompts	OK Carcel

For example, the prompt "Enter Section:" was revised from "%" to section number 520401. Click "OK" to run report.

rompts Summary	Enter Section: (Enter % for all)
Optional. Enter Fund: (Select one or more) * Enter Department: (Enter % for all) 520000 * Enter Division: (Enter % for all) % * Enter Section: (Enter % for all) 520401	Refresh Values > Department > ■ • 520400 Business Tax Division > ● 520400 Business Tax Division > • 520400 Business Tax > • 520400 Sustances Tax > • 520400 Sustances Tax > • 520400 Collection / special Billings >
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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.

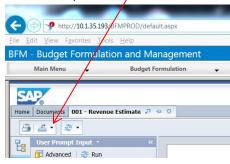
The results for all tabs will only display results for 520401.

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						2017 Amended	2017 Actuals		
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	520000 - Fina	nce Department							
	10101 - Gene	ral Fund							
	34101	Photocopying	2	0	0	0	c	0	
	34104	Incidental Charges	42.242	45.000	48.000	0	0	0	
	34115	MiscOther Charges Svcs & Fac	12,150	12.000	12.000	0	0		
	34509	Variance	60	0	0	0	C	0	
	36101	Interest	500	200	0	0	C	0	
	39001	Credit Card Services	-77,824	-55,000	0	0	C	0 0	
	Total for:	10101 - General Fund	-22,870	2,200	60,000	0	0	0	
	52506 - Utility	Customers Over & Short							
	36101	Interest	79	0	0	0	c	0	
		52506 - Utility Customers Over & Shor	79	0	0	0	0		
		520000 - Finance Department		2.200	60.000	0	0		
	Total for:	520000 - Finance Department	-22,791	2,200	60,000	0	0	0	

Export a report as PDF or Excel format

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

Click the Export icon,



Report exported to create a PDF file

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

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COE FRA	Export to my computer in PDF, Excel or CSV format	
	City of Fresno	Run Date: 2/20/18
	Proposed / Adopted Expenditure by Fund and Account	Run Time: 2:41:10 PM
(?)	Department Level	

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 mesage will open asking "Do you want to Open or Save?"

Select Open

C C C C C C C C C C C C C C C C C C C		Expendi	ture Estima	ity of Fresno tes by Org, F partment Lev	Fund, and Ac	count		Run Date: 2/21/18 Run Time: 6:56:38		
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Account	Account Name		017 Amended	2018 Adopted	2018 Amended 12/31/2017	2018 Actuals 12/31/17	2018 Estimate	Variance		
520000 - Financ	ce Department									
10101 - Genera	I Fund		\sim							
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	504,400	546,600	249,106	517,100	(29,500)		
51105	Perm Fringe - Life & Disab. Ins.	14,461	16,900	11,409	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		
51501	Contract Extra Help	0	8,000	8,000	8,000	0	0	(8,000)		
52302	Gen Svc Pens Oblig Bnd Dbt Svc	130,940	131,500	109,900	109,900	29,177	109,900	0		
52403	HRA Payments	11,862	0	8,400	8,400	15,774	26,000	17,600		
52601	Worker's Compensation	68,200	68,200	84,400	84,400	42,200	84,400	0		
52901	Recurring Vehicle Allowance	19,768	26,700	17,100	17,100	6,240	3,700	(3,400)		
53302	Prof Svcs/Consulting - Outside	25,181	97,500	2,500	2,500	1,528	18,190	15,600		
53303	Public Relations & Information	43,931	32,400	31,400	31,400	10,819	22,500	(8,900)		
53304	Prof Svcs (Non-Consulting)-O/S	218,175	273,100	303,000	303,000	80,208	201,600	(101,400)		
53306	Outside Legal Services	400	0	0	0	0	0			

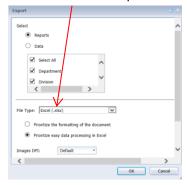
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	Account	Account Name	2017 Actuals	2017 Amended	2018 Adopted	2018 Amended 12/31/2017	2018 Actuals 12/31/17	2018 Estimate	Variance
	520000 - Fina	nce Department							
	10101 - Gener	al Fund							
	51101	Permanent Salaries	3,352,429	3,934,500	3,289,700	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		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
	51501	Contract Extra Help	0		8,000	8,000	0	0	(8,000)
	52302	Gen Svc Pens Oblig Bnd Dbt Svc	130,940		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 53303	Prof Svcs/Consulting - Outside Public Relations & Information	25,181 43,931	97,500 32,400	2,500 31,400	2,500 31,400	1,528 10,819	18,100 22,500	15,600 (8,900)

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

Report exported to create an Excel file

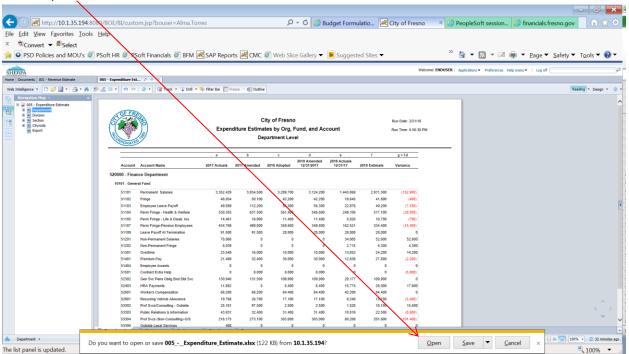
The following example exports all tabs into Excel.

Select "Excel.xlsx" option.



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

Select Open



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

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	Account	Account Name	2017 Actuals	2017 Amended	2018 Adopted	2018 Amended 12/31/2017	2018 Actuals 12/31/17	2018 Estimate	Variance						
52	0000 - Fin	ance Department													
-	0101 - Gene														
-	o to t - Gene	rai Fullu	-												
	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	Premium Pay	21,489	32,400	30,000	30,000	12,838	27,800	(2,200)						
	51404	Employee Awards	0	0	0	0	0	0	0						
	51501	Contract Extra Help	0	8,000	8,000	8,000	0	0	(8,000)						
	52302	Gen Svc Pens Oblig Bnd Dbt Svc	130,940	131,500	109,900	109,900	29,177	109,900	0						
	52403	HRA Payments	11,862	0	8,400	8,400	15,774	26,000	17,600						
	52601	Worker's Compensation	68,200	68,200	84,400	84,400	42,200	84,400	0						
	52901	Recurring Vehicle Allowance	19,768	26,700	17,100	17,100	6,240	13,700	(3,400)						
	53302	Prof Svcs/Consulting - Outside	25,181	97,500	2,500	2,500	1,528	18,100	15,600						
	53303	Public Relations & Information	43,931	32,400	31,400	31,400	10,819	22,500	(8,900)						
	H Denar	tment Division Section Cit	tywide Export							18					

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.

Microso	ft Excel
	A document with the name '005Expenditure_Estimate.xlsx' is already open. You cannot open two documents with the same name, even if the documents are in different folders. To open the second document, either close the document that's currently open, or rename one of the documents.
	ОК

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 <u>does not</u> allow you to select individual tabs within the report and will send all of the tabs to PDF.

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		Print (Ctrl+P)	
		Export to PDF for printing	

Select Open

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

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					2018 Amended	2018 Actuals	f 2018 Estimate	
	Account Account Name				2018 Amended	2018 Actuals	f 2018 Estimate	Variance
	Account Account Name 520000 - Finance Department				2018 Amended	2018 Actuals	f 2018 Estimate	Variance
	Account Account Name 520000 - Finance Department 10101 - General Fund	2017 Actuals	2017 Amended		2018 Amended	2018 Actuals	f 2018 Estimate	Variance
	Account Account Name 520000 - Finance Department 10101 - General Fund Department Division Section	2017 Actuals			2018 Amended	2018 Actuals		Variance
	Account Account Name 520000 - Finance Department 10101 - General Fund	2017 Actuals	2017 Amended		2018 Amended	2018 Actuals 12/31/17		Variance

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.

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Budget Form Detail (Report 221)

The Report 221 will be the mechanism to submit your explanations regarding significant changes between your FY 2026 Budget Submission and the FY 2025 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 BFM Cloud to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from the BFM Cloud will include the FY 2025 Amended Budget, the FY 2026 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 2025 Amended Budget reflecting a $\pm 10\%$ 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.

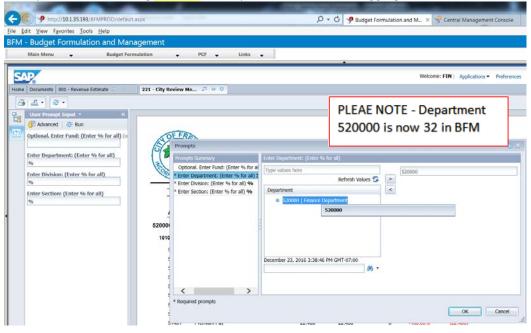
The following are steps to 1) access the report, 2) export the budget data from BFM Cloud to an Excel file, and 3) create and format columns corresponding to requested explanations.

Creating a Form 14 from BI Launch Pad

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

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Public Folders	-	005 - Expenditure Estimate
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🗁 Budget	-	015 - Department Submission Expense
E PCF	-	031 - Proposed Adopted Revenue
I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	-	035 - Proposed Adopted Expense
Historical	-	042 - Project Budget Detail Revenue
	-	043 - Project Budget Detail Expense
	-	051 - 5 Year Capital Summary Expenses
	-	052 - Capital Projects Detail
	-	053 - Capital Project Overview Info
	-	054 - Capital Projects All Funds
	-	061 - Cash Position Summary
	1	080 - Justification Export
	-	221 - City Review Meetings

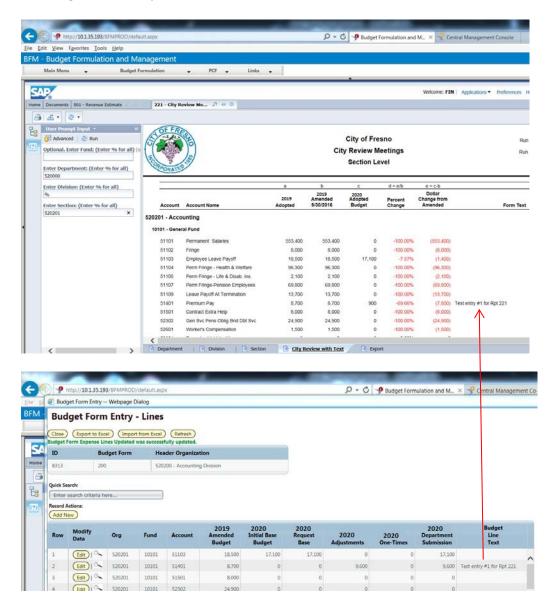
The report will run for just your assigned department if you leave all prompts with % sign. Below example shows selecting 520000 for Department based on logging in as User ID FIN.



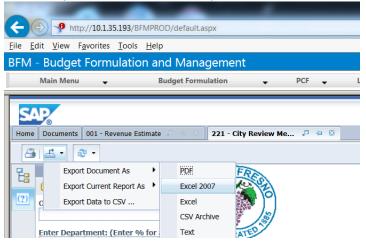
Report results for Department 520000

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Enter Section: (Enter % fo	r all)	10101 - Gene						
		51101	Permanent Salaries	3,167,700	3,167,700	0	-100.00%	(3, 167, 700
		51102	Fringe	38,800	38,800	0	-100.00%	(38,800
		51103	Employee Leave Payoff	75,100	75,100	56,300	-25.03%	(18,800
		51104	Perm Fringe - Health & Welfare	543,500	543,500	0	-100.00%	(543,500
		51105	Perm Fringe - Life & Disab. Ins.	11,700	11,700	0	-100,00%	(11,700
		51107	Perm 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 Oblg Bnd Dbt Svc	111,100	111,100	0	-100.00%	(111,100
		52601	Worker's Compensation	61,800	61,800	0	-100.00%	(61,800
		52901	Recurring Vehicle Allowance	16.000	16,000	0	-100.00%	(16,000
		02301	recoming vehicle recondince					

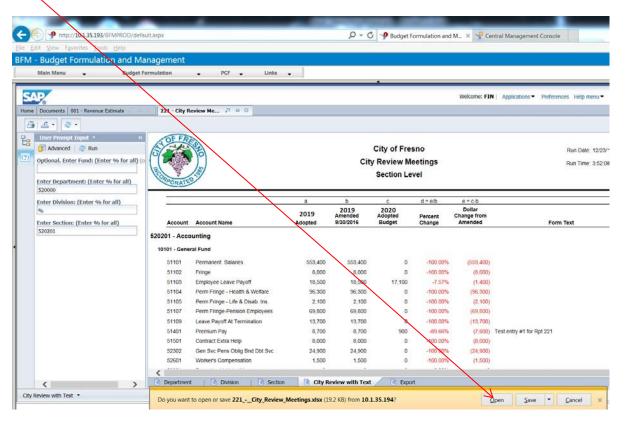
Select the "City Review with Text" tab to create the Form 14. This tab will include any text entered in the Budget Form Entry – Lines" screen.



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.



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0	51101	Permanent Salaries	553,400	553,400	0	-100 00%	(553,400
1	51102	Fringe	8.000	8,000	0	-100.00%	(8,000
2	51103	Employee Leave Payoff	18,500	18,500	17,100	-7.57%	(1,400
3	51104	Perm Fringe - Health & Welfare	96,300	96,300	0	-100.00%	(96,300
4	51105	Perm Fringe - Life & Disab. Ins.	2,100	2,100	0	-100.00%	(2,100
5	51107	Perm Fringe-Pension Employees	69,800	69,800	0	-100.00%	(69.800
6	51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,700
7	51401	Premium Pay	8,700	8,700	900	-89.66%	(7.800
8	51501	Contract Extra Help	8,000	8,000	0	-100.00%	(8,000
9	52302	Gen Svc Pens Oblig Bnd Dbt Svc	24,900	24,900	0	-100.00%	(24,900
0	52601	Worker's Compensation	1,500	1,500	0	-100.00%	(1,500
1	52901	Recurring Vehicle Allowance	0	0	0	0.00%	
2	53302	Prof Svcs/Consulting - Outside	2,500	2,500	0	-100.00%	(2,500
3	53304	Prof Svcs (Non-Consulting)-O/S	295,000	288,900	0	-100.00%	(288,900
4	53402	Specialized Services /Tech	22,000	22,000	0	-100.00%	(22,000
5	54305	O/S Repair & Maint Equipment	200	200	0	-100.00%	(200
6	55501	Printing & BindingO/S Vendor	2,600	2,600	0	-100.00%	(2,600
7	55801	Training	4,000	4,000	0	-100.00%	(4,000
8	56107	Office Supplies	4,400	4,400	0	-100.00%	(4,400
9	58016	Membership & Dues	1,200	1,200	0	-100.00%	(1,200
0	58017	Subscriptions & Publications	1,000	1,000	0	-100.00%	(1,000
1	59120	Fac Repair & Replace Projects	9,600	9,600	0	-100.00%	(9,600
2	59302	Info Systems Service Charge	31,300	31,300	0	-100.00%	(31,300
3	59303	Info Systems Equip Charge	13,700	16,800	0	-100.00%	(16,800
4	59307	Charges For Telephone Service	200	200	0	-100.00%	(200
5	59309	Facilities Management Charges	45,600	45,600	0	-100.00%	(45,600
6	59314	City Hall Rent	78,400	78,400	0	-100.00%	(78,400
7	59322	PeopleSoft Replacement Charge	3,400	3,400	0	-100.00%	(3,400

Click on the "Enable Editing" button to make edit to the spreadsheet.

Select "Save As" from "File" command and update:

Location: Desktop selected as an example

File Name: Give it name

File type: make sure save with Excel extension. Click on the "Save" button.

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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.

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)	51101	Permanent Salaries	553,400	553,400	0	-100.00%			
	51102	Fringe	8,000	8,000	0	-100.00%			
	51103	Employee Leave Payoff	18,500	18,500	17,100	-7.57%			
	51104	Perm Fringe - Health & Welfare	96,300	96,300	0	-100.00%	1		
	51105	Perm Fringe - Life & Disab. Ins.	2,100	2,100	0	-100.00%			
	51107	Perm Fringe-Pension Employees	69,800	69,800	0	-100.00%			
	51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%))	
•	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	0)	
	52302	Gen Svc Pens Oblig Bnd Dbt Svc	24,900	24,900	0	-100.00%	(24,900))	
	52601	Worker's Compensation	1,500	1,500	0	-100.00%	(1,500	0)	
	52901	Recurring Vehicle Allowance	0	0	0	0.00%		0	
2	53302	Prof Svcs/Consulting - Outside	2,500	2,500	0	-100.00%	(2,500	0)	
	53304	Prof Svcs (Non-Consulting)-O/S	295,000	288,900	0	-100.00%	(288,900	0)	
	53402	Specialized Services /Tech	22,000	22,000	0	-100.00%	(22,000	0)	
	54305	O/S Repair & MaintEquipment	200	200	0	-100.00%	(200))	
	55501	Printing & BindingO/S Vendor	2,600	2,600	0	-100.00%	(2,600))	
2	55801	Training	4,000	4,000	0	-100.00%	(4,000))	
	56107	Office Supplies	4,400	4,400	0	-100.00%	(4,400))	
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	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))	
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í.		Into Systems Service Charge Info Systems Equip Charge	13,700	16,800	0	-100.00%	(16,800	0)	

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

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		51101	Permanent Salaries	553,400	553,400	0	-100.00%	(553,4			Orga	nize Sheets	
		51102	Fringe	8,000	8,000	0	-100.00%	(8,0				Rename Sheet	ы
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		51104	Perm Fringe - Health & Welfare Perm Fringe - Life & Disab. Ins.	96,300 2,100	2,100	0	-100.00%	(96,3				Move or Copy Sheet	
		51105	Perm Fringe-Pension Employees	69,800	69.800		-100.00%	(69.8				Tab Color	
		51109	Leave Payoff At Termination	13,700	13,700	0	-100.00%	(13,7			Prote	ection	
		51401	Premium Pay	8,700	8,700	900	-89.66%		00) Test entry #1 for Rpt 221		4	Protect Sheet	Ш
		51501	Contract Extra Help	8.000	8.000	0	100.00%	(8.0			10000		
		52302	Gen Svc Pens Oblig Bnd Dbt Svc	24,900	24,900	0	-100.00%	(24.9			2	Lock Cell	
)		52601	Worker's Compensation	1,500	1,500	0	-100.00%	(1.5			12	Format Cells	
1		52901	Recurring Vehicle Allowance	0	0	0	0.00%	100			-	1	-

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.

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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.

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.

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.



& S⊦	HERPA F	lome Budget Form	nulation		PCF	Chart o	f Accou	nts	Link	s	
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. 0	0000001	Chief of Staff to the Mayor	10-1010-0	150123	02	1	1	True	1	Edit	Update Employee
0	0000002	Chief of Staff to Councilmember	01-0105-C	150086	02	1	1	True	1	Edit	Update Employee
0	0000003	Records Supervisor	12-1210-1	115045	13	1	1	True	1	Edit	Update Employee
0	0000005	Senior Deputy City Clerk	12-1210-1	115029	03	1	1	True	1	Edit	Update Employee
0	0000006	Assistant City Clerk	12-1210-1	115030	14	1	1	True	1	Edit	Update Employee
0	0000007	Senior Deputy City Clerk	12-1210-1	115029	03	1	1	True	1	Edit	Update Employee
0	0000008	City Clerk	12-1210-1	150125	02	1	1	True	1	Edit	Update Employee
0	0000009	Police Officer	15-1550-2	415002	04	1	1	True	1	Edit	Update Employee
0	0000011	Police Captain	15-1520-2	415005	09	1	1	True	1	Edit	Update Employee
0	0000013	Exec Asst to the City Attorney	14-1410-2	115004	02	1	1	True	1	Edit	Update Employee
A 0	0000014	Legal Secretary II	14-1410-2	115016	13	1	1	True	1	Edit	Update Employee
9 0		Paralegal	14-1410-2	160001	13	1	1	True	1	Edit	Update Employee
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The Position Maintenance screen allows users to narrow down the positions that will be displayed. Positions can be filtered using the filter selection bars, entering the search criteria in the space provided and hitting "Apply Criteria." The option most used is by Home Org or Organization. A large volume of data can be viewed by changing pages in the lower right corner or the data can be viewed as a list by changing the number of records per page. To view a position record, click "Edit."

The position screen will appear next. Clicking on the Position and Salary tabs will enable users to view details specific to that position such as the Home Org, Job Class, salary, current step, etc. Position allocations can be viewed and edited by clicking on the "Allocations" tab at the top of the page.

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

Allocations Benefit C	ategories				
Position Code:*	Position Name:*	or		Save	
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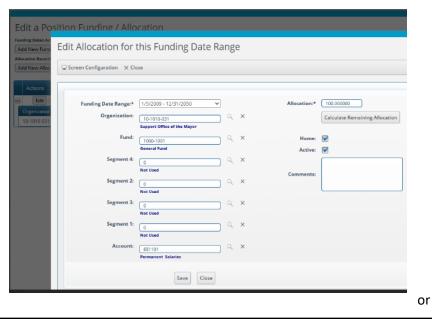


Adjusting the Allocation of Positions

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 06/21/2025.

<u>Organization</u> – 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



has the dominant or highest allocation, check the "Home" box on the right to identify it as the "Home Org" for the new allocation. If the "Home Org" has been changed, users must ensure the new "Home Org" is entered in the Position Tab on the home screen.

Fund – Users can manually enter the fund or use the magnifying glass at the right to view a menu of fund options. Invalid/Inactive funds will produce a red validation error in the upper left corner of the screen. Invalid/Inactive funds or orgs will need to be corrected before proceeding.

<u>Allocation</u> – The total allocation spread for each position <u>must equal 100 regardless of FTE</u>. 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 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.

PCF Reports

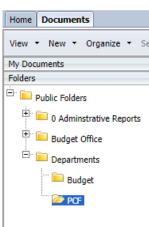
PCF reports can be accessed by clicking on the "Links" tab located in the BFM module.

Once logged in, users can select current PCF reports by clicking on the Departments folder drop down and then selecting PCF. The reports offer various aggregations of the same position costing data in both summary and detail reports. All PCF reports are printable and exportable.

Note: 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.

A SHERPA		
Home Documents		
View ▼ New ▼ Organize ▼ Send ▼ More Actions ▼ Details		
My Documents		Title 🔺
Folders	-	301A - PCN by Org and Fund (Allocated)
🖳 📄 Public Folders	-	302 - Spread Detail by Org and Fund (Allocated)
🛨 🛄 0 Adminstrative Reports	-	304 - Allocation Summary with Details by Org
🛨 🗀 Budget Office		305 - Position Detail by Home Org and Job Class - Statutory breakout
🗄 💼 Departments	-	306 - Position Detail by Home Org and Fund
Budget	9	306A - Position Summary by Home Org and Job Class
	-	307 - Position Detail by Home Org and Job Class
	-	311 - Class Summary by Home Org and Fund
	-	312 - Class Summary by Alloc Org and Fund
	.	313 - Class Summary by Home Org
	.	316 - Projection Export

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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.

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:

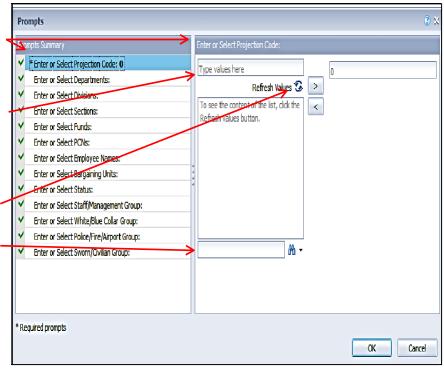
- Highlight each section by clicking on it. Your selection will also appear on the top of the Values header.
- If the user knows the value to be filtered, they can enter it in the space provided and hit enter or click the select button.
- If the user is unsure of the value to be filtered, they can click on "Refresh Values" for a drop down menu or for a quick search, enter it here.

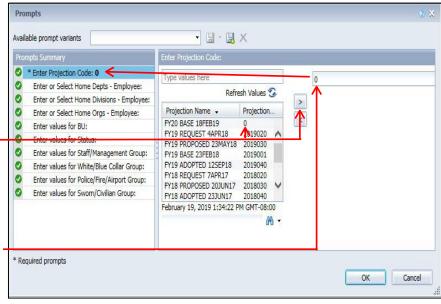
Note: The Projection Code is defaulted to "O" and will always represent the current budget stage i.e., Base, Request, Proposed and Adopted snapshots. The Bargaining Unit value is for all units and should remain as such unless running for a specific unit.

To select your data:

- Hit enter once the data is entered in the open window, or
- Double click a selection from the drop down menu, or
- Highlight the desired value and click the select button.

Once a selection is made it should appear in the upper right window first and then on the highlighted Prompt Summary line to confirm the selection. Once all "Prompt Summary" data has been selected, click OK.

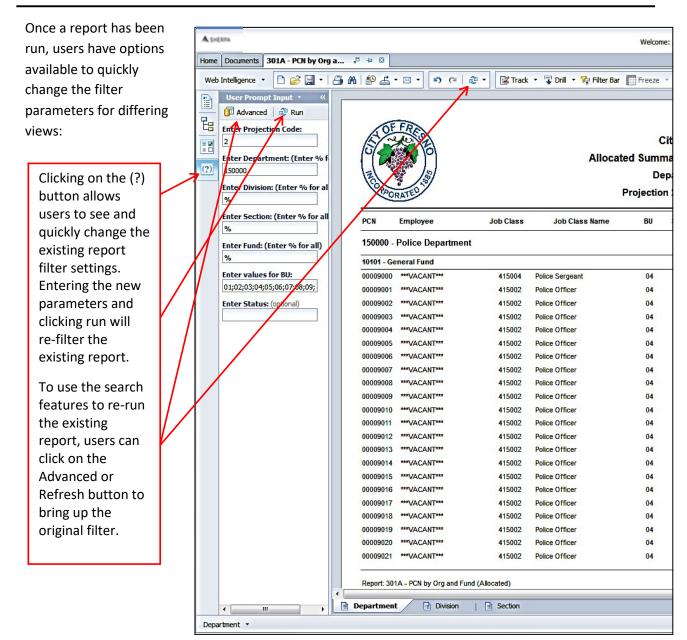




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	Enter Section: (Enter % for all		PCN	Employee	Job Class	Job Class Name	BU	Status	Step	FTE	Salary	Fringe	Total		-		
	%		150000	Police Department													
	Enter Fund: (Enter % for all) %																
	Enter values for BU:		10101 - Ger		445004	Dellar Germani		0		1.00	00.040	07.004					
	01;02;03;04;05;06;07;08;09;			***VACANT***	415004 415002	Police Sergeant Police Officer	04	2	4	1.00 0.73	86,618 47,577	27,834 17,793	114,453 65,370				
				VACANT	415002	Police Officer	04	2	2	0.73	47,577	17,793	65,370				
	Enter Status: (optional)			***VACANT***	415002	Police Officer	04	2	2	0.73	47,577	17,793	65,370				
				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				
			8000000	***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				
				VACANT	415002	Police Officer	04	2	2	0.42	27,373	10,841	38,214				
				VACANT	415002	Police Officer	04	2	2	0.42	27,373	10,841	38,214				
				VACANT	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075				
				VACANT	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075				
				VACANT	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075				
				VACANT	415002	Police Officer	04	2	2	0.27	17,597	7,478	25,075				
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			Report: 301	A - PCN by Org and Fur	nd (Allocated)								Page 1 of 3		~		
		<	epartment	Division	Section			m									
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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.



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.

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.
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.
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.
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).

City of Fresno IDCHG Description & Methodology

				F=Fixed
Account	Account Name	Account Description	Charge or Allocation Methodology	V=Variat
652301	Police and Fire Pension Obligation Bo Debt Service	Debt Service Payment	Allocated on FTE.	щ
652302	General Service Pens Oblig Bond Deb ¹ Service	Debt Service Payment	Allocated on FTE.	щ
652601	Workers' Compensation	Charges for Workers' Compensation insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	щ.
859102	City Attorney Charges	Fixed charges for legal services provided by the City Attorney's Of to other City departments.	Variable Charge to Capital and Non GF Projects.	>
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.	>
859120	Facilities Repair and Replace Projects	Repair and replacement projects in accordance with assessment s and/or immediate need.	See detailed summary in the following "Facilities Operations" pages.	ш.
859201	Cost Allocation Plan Charges	Fixed charges for services and materials furnished by General Fun activities. (For Variable Charges see account 859101).	Allocation methodologies can be found on pages 1-4 of the CAP <u>https://www.fresno.gov/wp-content/uploads/2023/10/Fresno-i CAP-20-21.pdf</u>	<u></u>
859302	City Hall Rent	Charges for the space rental at City Hall (includes only the debt se portion).	Bond payment allocated based on actual square footage occupied.	ц
859304	Property Self-Insurance Chgs	Charges for property self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	ц.
859305	Liability Self-Insurance Chgs	Charges for liability self-insurance.	Allocated based on actual historical usage over the prior 5 fiscal years.	±
859306	Chgs For Msngr/Mail/Copier Svc	Fixed and Variable costs associated with messenger services.	Fixed portion of the charge is based on allocations for mail deliv 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.	щ
859310	Non-Recurrin Spec Projct Chrgs	Facilities costs for special projects completed under the direction the Facilities Management Division.	See detailed summary in the following "Facilities Operations" pages.	>
859321	Fleet Depreciation Charge	Fixed amortization charge for City vehicles and equipment paid to Fleet Acquisition Fund for future replacement.	Direct charge based on individual vehicle's amortization schedule.	>
859322	Fleet Services Charge	Variable expenses for operation and maintenance of City vehicles equipment paid to the Fleet Management Division.	Direct charge based on services provided.	>
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.	>
859325	Fleet Fuel	Variable charge for Fuel for operation of City Vehicles by the Fleet Management Division.	Direct charge based on actual usage.	>

City of Fresno IDCHG Description & Methodology

				F=Fixed
Account	Account Name	Account Description	Charge or Allocation Methodology	V=Variab
859326	Fleet Pool Vehicle Rental	Variable expenses for operation and maintenance of City vehicles ; equipment belonging to the Fleet Management Divisions motor pc Also, for rental of vehicles and equipment (e.g., forklift, backhoe, loader, etc.) through outside equipment rental agencies.	Direct charge based on actual usage.	>
859328	Energy Efficiency Projects	Fixed for the energy effciency program with PG&E	Allocation is spread between Fire, PARCS, and Police	щ
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 ba: 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.	>
859334	Info Systems Service Charge	Charges for the Information Center, the City's mainframe compute operations, and general support from the Information Systems Division.	Allocation methodology is based on specific applications andnumber of users and desktop inventory.	ц
859335	Info Systems Equip Charge	Charges for equipment and maintenance paid to the Information Systems Equipment Fund, including communications and distributi data processing	Allocation based on FTE and desktop inventory.	Ъ
859336	ERP Replacement Charge	Replacement funds to support the replacement of the Financials ar Human Resources Management Systems.	Allocation based on FTE and desktop inventory.	Ъ
859337	Network Replacement Charge	Lease payments in support of the network replacement.	Allocation based on FTE and desktop inventory.	Ц
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 Centralizaiton positions assigned to different departments.	. Allocation based on PCF costing	ц
859341	RF Communications	Fixed charge for departments that use Radio Communications. Ma Public Safety.	Allocation is spread to Radio Communication Users	щ
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.	ц

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.

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.
- 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.

EBEGM#

Form V - Request to Fund Vacant Position

A REAL PROPERTY OF A REAL PROPER					
Department Name/Org	Divis	ion Name/Org		Date	
Department Contact:	Dep	artment Contact Nu	mber:	Form 1 Reference No:	
Vacant Position Title	Job	Code		Position Control Number	er 🛛
How long has position been vacant? (days)	Antio	pated date position	n will be filled	Will funding allocation r	emain the same?
				Yes No (if No is Position Allocation Section	
Recruitment Status				1	
Vacancy has been filled - Hired Date		_			
Recruitment in Progress (complete information				of conversions. Form 3 No	
Interview in Progress: completion date:		L Othe	er:		
List creation in Progress: completion date:					
Offer Made/Onboarding in Progress: completion date					
	etion date				
Justification to keep vacant position funded:					
Position Allocation (complete only if funding alloca FY 2022, etc.) Allocation Percentage Current Fund			I-General Fund New Fund	in FY 2021, but will be fur New Org	nded with Grants in
Department Budget Officer Signature	Date	Department Di	rector Signature		Date
	SECTION BE	LOW FOR PSD US	E ONLY		1
PSD Recruitment Status Review		PSD Comment	ts:		
Concur Disagree					
PSD Reviewer Signature	Date				
	SECTION DE	OW FOR BMSD U	SE ONLY		
City Manager approved to fund?	BFM Updated?			mments:	
			01100 00		
Approved Not Approved	Yes No	2			

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Revised 02/25/2021

Personnel Request Form (Form 3)

Source: Personnel Department

Purpose:

To request and justify new permanent 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.

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 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.

FRESN

Personnel Request Form PAR Amendment No.

Department Name/Org		Division Name/Fun	id/Org	Da	te	
Type of Request						
				у		
New Position(s)			ansfer of positions be			
Reclassification (not allowed as			elete Position(s) (Budg	State State State States		
] Conversion/Trade (Vacant Posi	itions Only)		efund Position(s) (Bud		2012/01/2012	
Class Title Change			onpermanent FTE's (I	Budget Proce:	ss Only)	
Current Class Title (not applicable	e if new)	Job Code		Po	sition Contro	l Number(s)
Request Class Title		Job Code		De	partment Co	ntact /Number
s this a budget preparation reque	pot?	Appointing Authorit	a Signatura			
sins a buugei pieparauon reque	ESLI	Appointing Authorit	y Signature			
ustification, include description c equesting a reclassification. Atta	of duties if requesting ner ach additional pages if ne	w positions or attach Pos eeded.	sition Description Que	stionnaire a	nd Supervis	or's Statement For
2 R	2.5					
Effective Date	Task Group Add/	(Change?	New Task Group 1	Vame	Re	ports to (PCN)
	🗌 Yes	🗌 No				
osition Spread (for new and trar	nsfer positions).	÷				
PCN				N	ew	Current
PCN (Permanent Position Only)	Fund	Org	C/O		lew TE	Current FTE
	Fund	Org	c/o			
	Fund	Org	C/O			
	Fund	Org	c/o			
	Fund	Org	00			
	Fund	Org	c/0			
	Fund	Org	c/0			
(Permanent Position Only)		Org	c/o			
(Permanent Position Only)			c/o		TE	FTE
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(Permanent Position Only) RD Recommendation ☐ Approve ☐ Disa	approve Recomm			F	TE	FTE
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(Permanent Position Only)	approve Date	nended Class Title	Implementati	F	TE	FTE
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(Permanent Position Only)	approve Date	nended Class Title	Implementati	F	TE	FTE
(Permanent Position Only) (Permanent Position Only) IRD Recommendation □ Approve □ Disa MSD Recommendation □ Approve □ Disa ignature	approve Date	mended Class Title	Implementati	F	TE	FTE
(Permanent Position Only) (RD Recommendation ☐ Approve ☐ Disa Signature BMSD Recommendation ☐ Approve ☐ Disa City Manager's Office	approve Date	mended Class Title	Implementati	F	TE	FTE
(Permanent Position Only) (Permanent Position Only) IRD Recommendation □ Approve □ Disa MSD Recommendation □ Approve □ Disa ignature ignature ignature ignature	approve Date	mended Class Title	Implementati	F	TE	FTE
(Permanent Position Only) (Permanent Position Only) IRD Recommendation □ Approve □ Disa ignature MSD Recommendation □ Approve □ Disa ignature City Manager's Office □ Approve □ Disa intered into People Soft:	approve Date	mended Class Title	Implementati	F	TE	FTE

K:\USERS\Forms\Form 3 Updated.doc

Revised 10/23/2009

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-dox 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

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 dropdown 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.

General Services Department - Form	10 Required [*]		
Project Title		Location	
Ex: Fix ceiling tile			
ype 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. 		 A primary function is an activity for which the facility is intended, such as a office, community room, or sport court. A non-primary function area would be a storage closet, maintenance room, or restroom within in a facility.
ost. Please do not make any assumptions.	ble as this information is used to build the estimated project r restrictions associated with the requested work?	Project Justification* Please define why this project is needed.	
epartment choose one	~		
Choose Department choose Department choose Depa	nd-Subfund: * Munis Division Code: *	Munis Section Code: * Munis Fun	ction Code: * Munis Project:
reator Name: *	Contact Person:	Department Head/Designee:	Department Budget Analyst:
Aubree Stapp	Aubree Stapp	select a department	✓ Select a department ✓
nployee that created this 10C	Employee that will be contacted		
reator Email: * Aubree.Stapp@fresno.gov	Contact Email: * Aubree.Stapp@fresno.gov	Department Head/Designee Email:	Department Budget Analyst Email:
		-	

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.
- 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 should include a Budget Transfer (BT) are sent to the Budget and Management Studies Division (BMSD) for review.

- 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. Communications Services processes the request and schedules the work.

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.

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 approvals 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 Budget Transfer (BT) to BMSD. Approved requests will be forwarded to ISD with authorization to proceed with the request.



DATE:	December 17, 2024
TO:	Department Directors, Assistant Directors, and Department Budget Officers
FROM:	KIM JACKSON, Administrative Manager RACHEL ARCHER, Senior Management Analyst Information Services Department
SUBJECT:	FY26 10X and 10C REQUESTS

All FY26 budget build 10X/10C requests must be entered into the 10X/10C Purchasing System application through the URL <u>https://isdapps.fresno.gov/projects/</u>. This link can also be found on the right-hand side of the city website's COF Staff page.

When entering a 10C or 10X for budget build costing purposes, <u>please_change</u> the fiscal year to FY26 and select "budget request" instead of "unbudgeted." This will ensure that the requests do not get inadvertently ordered this fiscal year. <u>Please complete your entries no later than Thursday, January</u> <u>31st, 2025 at 5pm</u>. If you have questions about the 10X/10C process, please contact Stephanie Ciehoski (10Xs) at x7180, Jamie Lee (10Cs) at x7140, Rachel Archer at x7138, or Kim Jackson at x7103.

Costing for FY26 budget requests will be completed no later than Friday, February 21, 2025 and costed 10X/10C budget requests will be available for download from the application https://isdapps.fresno.gov/projects/ to be included in your respective FY26 Budget Submissions. All

FY26 budget requests will be closed out at the end of the FY25 fiscal year if not approved during the budget process.

ORGANIZATION	PROCESS	DUE DATE
Information Services Department	Memo sent to departments	December 17, 2024
All Departments	Deadline to submit FY26 budgeted10X and 10C requests electronically	January <u>31_</u> 2025
Information Services Department	FY26 budgeted 10X / 10C costing completed electronically and available for download from the 10X/10C Purchasing System	February 23, 2024
All Departments	* Deadline to submit final FY25 10X / 10C requests to ISD to ensure processing before year end	May 15, 2025

FY25 Schedule for 10X and 10C Requests

*Please note: All year-end deadlines must be adhered to so ISD can ensure billings will be processed using your FY25 appropriations.

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:

<u>Please note the Form 11 has been amended to include requests for special projects such as welding or</u> <u>fabrication services</u>. In the past, special project requests to Fleet Management were done with a Form 10. This is no longer the case. Please use the Form 11 for special project requests to Fleet Management as well as requests for new/additional vehicles, upgrades or rental/loaner vehicles.

- 1. Complete budgeted/unbudgeted, department/division name, contact person, and extension number.
- 2. DEPARTMENT HEAD SIGNATURE: Signed by the department director or an authorized representative. Fleet Management will prepare an estimate of unit cost and return the form to the requesting department/program. Fleet Management will cost out all Form 11s submitted by the deadline.
- 3. Check appropriate space; i.e., new/additional equipment, upgrade, rental/loaner, special project.
- 4. PROJECT DESCRIPTION: Describe the units (i.e., compact sedan, standard pickup 5,000 6,900

Gross Vehicle Weight (GVW), side-loader disposal truck) requested and all extra or specialized equipment required to make the vehicle useful; i.e., trailer hitch, tool boxes, hydraulic lift, fire extinguisher, crane, etc. **The completeness of this list is essential to an accurate cost estimate.** Also, include a comprehensive justification of how the vehicle or piece of equipment will be used.

- 5. MONTHLY ESTIMATE MILES/HOURS: Number of miles or hours the vehicle or equipment will be used each month. Enter the number of months of anticipated usage for requested equipment charged on a flat monthly rate or leased.
- 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.
- 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.
- 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.



MUNICIPAL FLEET DIVISION Vehicle/Equipment Request Form 11

PRIORITY No.: DUDGETED UNBUDG	(FORM 11 #)
Department/Division Name:		
Department Head Signature:	Date:	
Contact Person:	Extension:	
Additional Equipment	□ Replacement	
Note: If "Replacement" is selected, the old unit being replaced must be surre- retention is needed, mark as "Additional" and provide justification for expans		
DESCRIPTION:	No. of Units Requested:	
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.	ACQUISITION BILLING ASSIGNED BILLING INFO. INFO. INFO. FUND	_
Monthly Estimated Miles: Mo	onthly Estimated Hours:	
COMMENTS:		
Duane Myers, Fleet Manager Date		
Budget Office Signature Date	1	

City Manager Office Signature

Date

Budget Form Detail (Report 221)

The Report 221 will be the mechanism to submit your explanations regarding significant changes between your FY 2026 Budget Submission and the FY 2025 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 BFM Cloud to extract budget data and the Excel application to enter the requested explanations. The budget data extracted from BFM will include the FY 2025 Amended Budget, the FY 2026 Budget Submission, Percent Change from Amended, and Dollar Change from Amended. Explanations need to be completed for just expenditure accounts that reflect a significant change at <u>a fund and division level</u>.

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 2025 Amended Budget reflecting a $\pm 10\%$ 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 **guantify** 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 BFM Cloud into Excel can be found on the Budget Form Detail (Report 221) in the Reports Section of this book.

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 Citypaid 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.

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. BMSD 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-todate 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.

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.

- 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.

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 to 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 22, 2024

- TO: DEPARTMENT DIRECTORS DEPARTMENT BUDGET OFFICERS
- FROM: HENRY FIERRO, Budget Director NIGMA SHOOK, Senior Budget Analys Budget and Management Studies Department

SUBJECT: ANNUAL REVISION OF THE MASTER FEE SCHEDULE (MFS) - FY 2026

This memo outlines the process for the 585th amendment to the MFS, which will serve as the FY 2026 annual MFS revision. Departments are asked to review their respective MFS sections and, if any updates are needed, submit all required forms by Monday, September 16, 2024. The required forms are listed on page 2 of this memo and attached in the respective email. Your packet with all completed forms should be submitted, via email, to your assigned Budget Analyst with a carbon copy (Cc) to Nigma Shook. If your department will not be proposing any adjustments to the MFS for FY 2026, please email your Budget Analyst, and Cc Nigma Shook, as soon as possible.

Budget and Management Studies Department (BMSD) will perform 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 BMSD.

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. A meeting with the Mayor will be scheduled in early November for final decisions. Both meetings will include the department Director and their representatives.

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 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 9, 2025, with an effective date of July 1, 2025. Please keep in mind any noticing requirements attached to fees that are being amended (i.e., Assembly Bill 1600 requirements).

The following forms <u>must</u> be completed and submitted for each fee that is changed, added, or deleted. Reference the attached *Example* document reflecting the below forms filled out.

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.	lf	another	department	or	division	will	collect	or	administer	this	fee,	obtain	the	signature	of	the	appropriate	Division
		Manager	and the Dep	bart	tment Dir	ecto	r. (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.
- 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.
- BMSD will prepare amended MFS pages and the MFS Amendment Resolution for the department staff to include with their report to Council.

Data ta Couraile	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 Cod	le (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:

CITY OF FRESNO MASTER FEE SCHEDULE AMENDMENT DETAIL

DEPARTMENT OF PUBLIC WORKS LANDSCAPE MAINTENANCE DIVISION

Tree Removal Permit Fees MFS Page # 161

The Tree Removal Permit fee needs to be added to the Master Fee Schedule to be in compliance with Fresno Municiple Code (FMC) section 13-305-Tree Preservation. FMC 13-305(d) allows the Director of Public Works to issue a permit to property owners to remove street trees at their own expense. This permit requires the applicant to pay a refundable permit fee for tree planting to the City in an amount established by City Council resolution and set forth in the master fee schedule. A city arborist shall inspect and verify applicant has completed planting of the replacement tree(s) at which time applicant's permit fee shall be refunded. Applicant's failure to plant replacement tree(s) as set forth in the FMC shall result in forfeiture of the permit fee, which shall be deposited into the city's Tree Trust Fund. A permit fee of \$231 has been in place on the permit, however it was not included in the MFS as identified in the FMC. This action adds the fee to the MFS, as well as updates the cost from \$231 to \$300 to cover increases in costs.

Position	Salary/Fringe	Admin OVH	Hours		Total
Forestry Supervisor I	<mark>51.05</mark>	12.43	1.25	=	79.35
				=	
				=	
				=	
				=	
			Subtotal		\$ 79.35

Tree Planting Cost TOTAL FEE

\$	295.00
\$	214.70
3	79.35

ANNUAL ESTIMATED REVENUE

	Fee	Activity	
Current:	\$ -	0	\$ -
Projected:	\$ 295.00	20	\$ 5,900
	ANNUAL	L CHANGE	\$ 5,900

All fees effective 07/01/2025 unless otherwise noted MFS Amendment #585 (January 2025) [10/11/20249:18 AM]

CITY OF FRESNO MASTER FEE SCHEDULE

AIRPORT FEES

Fee Description & Unit/Time	Current	Proposed	Amr
Parking - Fresno Yosemite International Airport 🔺			
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			
Flat Rate per day or fraction of one day	14.00	15.00	
Economy Parking Lot - flat fee per 24 hours	8.00	10.00	
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	
Lost ticket minimum charge - Short-term daily rate	18.00	15.00	
- Handicapped spaces in public lot	Same as	Delete	
(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.

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

Electronic R	S should be	submitted to at	torneys@fresno.gov
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*Project Title (include address/names, etc.):	City Attorney Office Con	trol No.:
Dept. Contact:	Phone #:	
Pick Up Contact:	Phone #:	
Standard completion time is 10 business days. Council meeting dates, please refer to the "Repo schedule provided by the City Manager's Office. signature from a <u>Director</u> or Assistant Director.	orts to Council Process Due Date	es"
Description of Legal Service Being Requested:		
Complete Sections Balows		
Complete Sections Below:	D 0 0 1	
Fund #: Project ID:	PC BU Res	
Org #: Activity ID:	C.O.: Type:	
Capital Improvement Project (CIP): Yes 🔲 No	(Response Required)	
Time Keeping Required for Billing or Reimburse		e Required)
The above numbers will be used to bill for costs incl		
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 reque		
fee expenditures reach a certain level, a revised es provided.	stimate for the completion of the p	roject can be
I am authorized to request these services from the 0 funding source and CIP designation, as appropriate will be for the duration of this project, sufficient pay for the legal services requested.	, in the Sections above. There are	now and
Department Title Authorize	ed Department Signature	Date
Department Title Authorize	ed Department Signature	Resubmitted

Legal Services Request Form Rev January 2023

Page 1 of 1

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