Budget Formulation and Management

Quarterly Report User Guide

For Fiscal Year 2021

State of Rhode Island

Office of Management and Budget

April 1, 2021 [Version 4]

QUARTERLY REPORT in BFM

All agency CFO's should have access to this system. If you do not have access or need to have other staff given access, please contact Lisa Henriques at Lisa.Henriques@budget.ri.gov.

What is BFM?

Budget Formulation and Management is the software tool that will be used by the State to prepare budgets, track performance measures, and report on in-year budget-to-actuals. It includes a reporting solution that allows users access to any data that has been entered in BFM in any format.

BFM Terminology

Budget Form: This is how you enter data into BFM. A Budget Form is a specific layout that has certain required fields, such as text, price, quantity, or other information.

Report: This is how data from multiple forms is consolidated. Reports are also used to view historical actuals and adopted budgets alongside the budget request data.

Stage: Stages are how BFM creates workflow. End users will enter their budgets in the Program Budgeting stage. The budget request will be submitted to the OMB Analyst Review stage. OHHS agencies have an additional OHHS review stage that other agencies will not see.

Form Instance: A form instance is the generic term for a budget form that you access to enter your budget. Each form instance has an ID, called a Form Instance ID, which is a unique numerical code that is assigned to each budget request. This ID is not generally referred to except for Decision Packages since agencies may submit multiple Decision Packages and each will have a unique Form Instance ID.

Org/Organization: a generic term referring to the organizational dimension which consists of Agency, Program, Subprogram, and Line Sequence as well as performance measures.

Budget Form Stages/Workflow

Budget forms advance through the budget process using a concept called Stages. Stages are unique to each budget form and the first three characters of a stage are the form to which they are assigned.

For example, Quarterly Estimate Form 9140 has stages 9141, 9142, 9143, 9144, 9145, 9146, 9147 and 9148. For simplicity, those stages are often referred to generically by the last digit, such as 9141 as 'Stage 1'.

The stages used for Rhode Island are:

Q1:	Stage	Description		Quarter	Agency Submits to:
	1	Agency Stage (data entry)		Quarter 1	Stage 2
				Quarter 2	Stage 4
	2	OMB Review		Quarter 3	Stage 6
				Quarter 4	Stage 8

Q2:	Stage	Description	Quarter	Agency Submits to:
Select a Stage:* Select a Stage Code 9141 - Quarter 1 - Agency Request 9142 - Quarter 1 - OMB Review 9143 - Quarter 2 - Agency Request 9144 - Quarter 2 - OMB Review 9145 - Quarter 3 - Agency Request 9146 - Quarter 3 - OMB Review Submit … having access to th … Clear	3 4	Agency Stage (data entry) OMB Review	Quarter 1 Quarter 2 Quarter 3 Quarter 4	Stage 2 Stage 4 Stage 6 Stage 8
Q3:	Stage	Description	Quarter	Agency Submits to:
Select a Stage:* Select a Stage Code 9141 - Quarter 1 - Agency Request 9142 - Quarter 1 - OMB Review 9143 - Quarter 2 - Agency Request 9144 - Quarter 2 - OMB Review 9145 - Quarter 3 - Agency Request 9146 - Quarter 3 - OMB Review Submit … having access to th … Clear	5 6	Agency Stage (data entry) OMB Review	Quarter 1 Quarter 2 Quarter 3 Quarter 4	Stage 2 Stage 4 Stage 6 Stage 8

Once you Submit your Quarterly Report you will not have access to it any longer, but OMB has the authority to Submit the request backwards in the process, so contact your OMB Analyst if you need to make changes post-submission (assuming the deadline has not passed).

How to Access BFM

BFM is accessed via Internet Explorer (IE). This can be accessed from both your office and home.

- **BFM Links:** Your BFM Link is below. Save your link as a Favorite for easy access.
  https://ri.bfm.cloud/bfmprod/default.aspx

- **Reporting**: In BFM, go to Links / BFM Reporting to access reports.

  Links ▾
 BFM Reporting

- **ID/PW:** Your BFM system administrator will provide your Userid and Password.

- **Timeout**: Web-based applications have a built-in timeout function. A timeout function is required so users do not leave idle windows open for excessive amounts of time, impacting overall performances.

The current timeout is set at 20 minutes. Be sure to save often as you work. If you are idle for more than 20 minutes, you will have to log back in and any work you did not save will be lost.

Browsers and Internet Security

BFM is to be used with Internet Explorer IE only. Some users may be presented with Edge as an option, which looks like IE but is not supported. If you don't have IE type "internet" in your start window and you will find it on most computers.

Good:

Bad:

Since BFM is a web-based application, **please be aware of some browser-specific issues**. In some cases, Internet Explorer (IE) displays screens slightly differently from the screen shots in this document, but the functionality is the same. For example, older versions of IE will show buttons as rectangles instead of ovals.

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

Logging In

Click on the BFM link or select it from your Favorites.

From the top-level menu bar at the top left of the screen, click on Main Menu, then login using your Userid and Password provided to you.
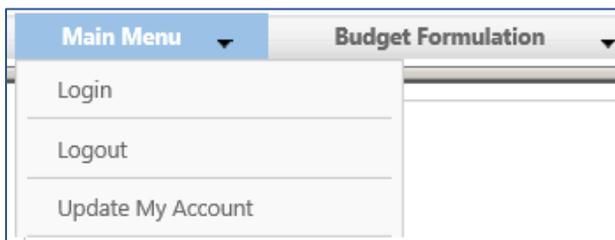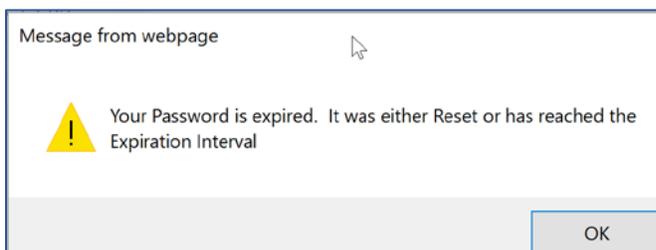

Enter your Userid and Password, then click Submit.

Change Password

The first time you log in you may receive this dialog box:

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*Click Ok. Set your new password and click Update.*

- Users often will set the password to match their computer log-in
- Follow all State guidelines for proper password complexity

If successful, you will see the top-level menu items to which you have access. If your password needs to be reset, please contact your BFM Administrator to reset.   If you believe you need additional access, contact your BFM Administrator.
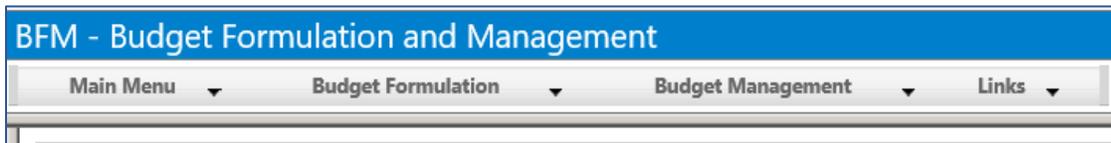
QUARTERLY REPORT FORM

The form used to enter quarterly report detail can be found under the Budget Formulation tab on the main BFM menu.

Quarterly Report Estimate Form – Agency (9140) or Program (9150)

Calculate projected spend for the remainder of the year, using Enacted, as well as actuals to date (1 or many quarters depending on where we are in the budget cycle). Provide a justification for amounts where projected spend + YTD actuals exceeds Enacted.

The surplus or deficit is calculated in BFM report, BFM (3 Agency Reports > 3.1 Budget > Quarterly Report > 124 - Quarterly Report Program Summary). See instructions below on where and how to run the report.
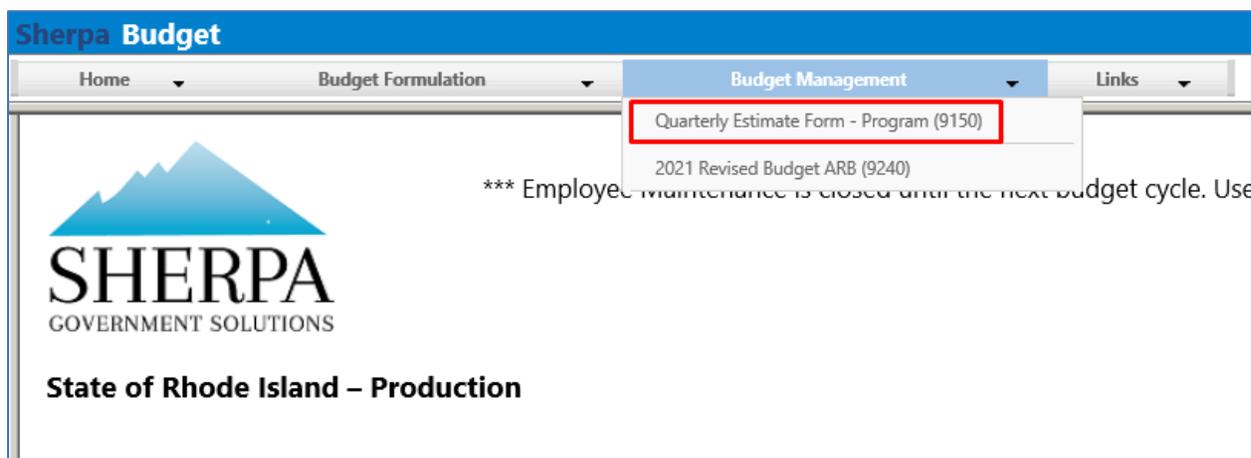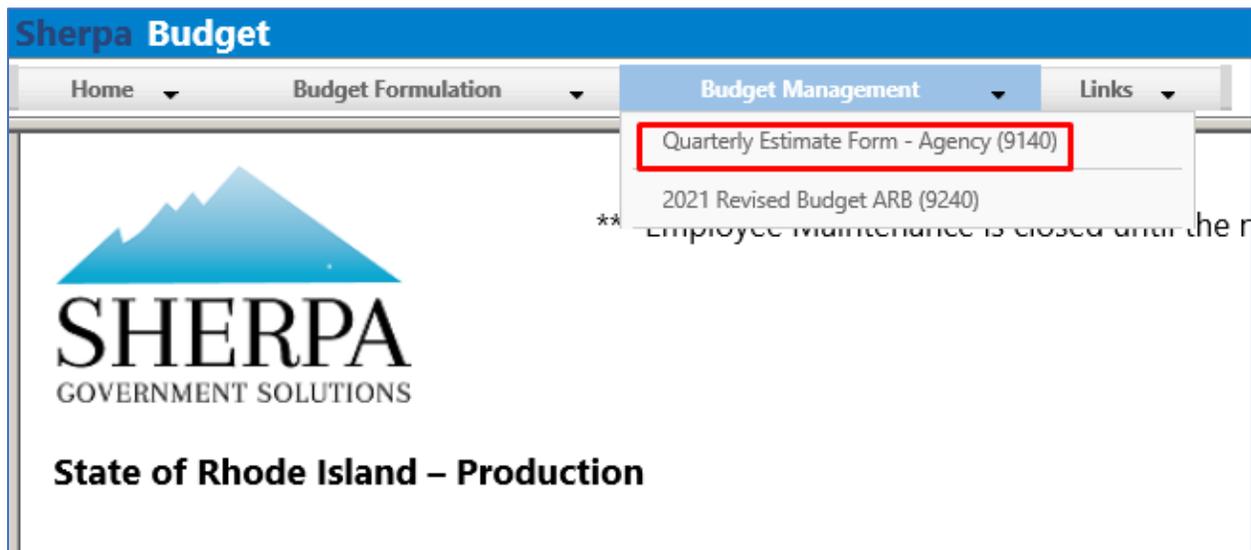
To enter data into this form:

- Click on the Edit icon to the far right on each line to open the boxes to enter data.
- When finished, click on the Save button. To exit without saving, click on the "Cancel" button.

There are 2 ways to edit data in forms within BFM:

1. *Online Editing* - click on the pencil icon, click save all, and close the window.

2. *Export/Import from Excel* – this is the most efficient way to work with BFM. First, Export the existing budget form, make your changes in Excel, and re-import. Most users are very efficient with the Excel tools and can quickly add formulas to make the data entry process rapid.

Exporting to Excel
Click on the Export icon to download the data to Excel.

At this step, users may have different interactions depending on their settings for downloads. You may be prompted to Open or Save your file, or a default action has been selected in the past. The following example will follow choosing Open.

Note, that if you Save or Save As, open the file and just follow the Open instructions below. Save As is found by clicking on the arrow to the right of Save and choose Save as.
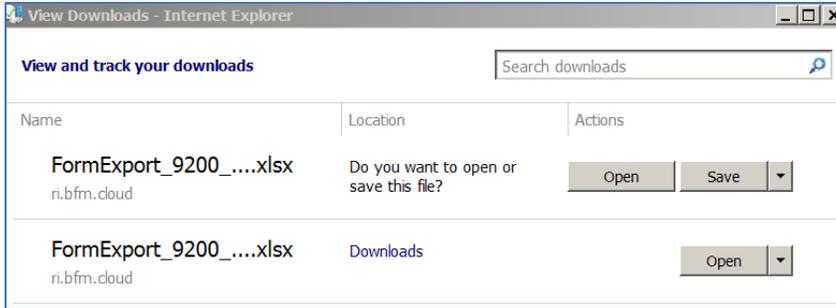
Importing to BFM

Click the Import icon to upload your spreadsheet:

Hint: click on Date Modified heading and the file you just saved will go to the top. If a file is open, it will have a second entry with a ~ prefix; do not select that file. You do NOT have to close the file to upload it.
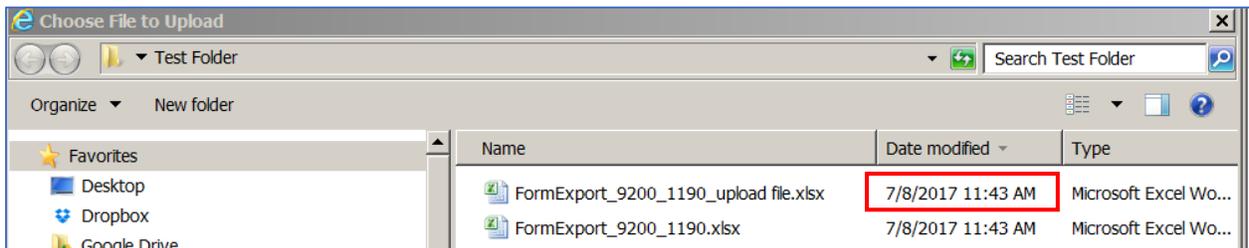
If the font returns in black it was successful. If there are errors the screen will have text returned in a red font. In the complete user guide, tips are included in how to resolve the import issues. Click **Close** in the upper left if you are successful.

Once you close the upload screen, you will see a Loading… message. The results will load shortly. Note that the new line may or may not be on the visible screen, since the form is sorting by Line Seq / Natural.

REPORTS

To access your agencies' quarterly report, run the following reports in BFM (3 Agency Reports > 3.1 Budget > Quarterly Report > 124 - Quarterly Report Program Summary)
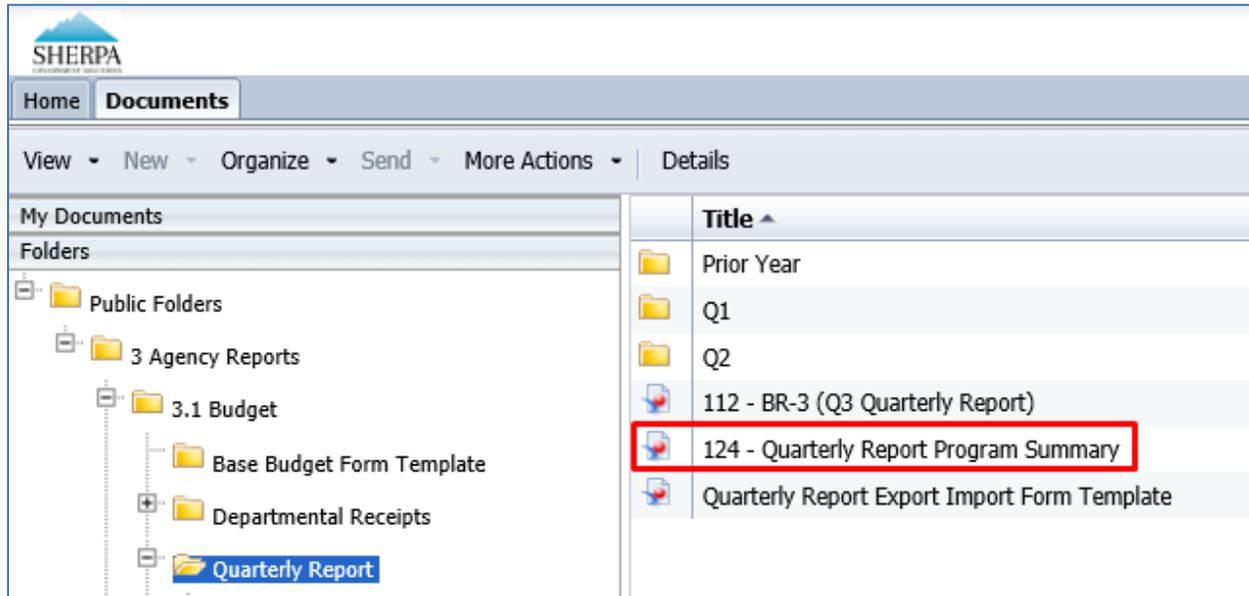
112 – BR-3 (Q3 Quarterly Report)

- o This report can be used to assist in developing your Quarterly Report. It contains additional fields including 2021 Enacted (GA) as well as YTD Actuals, Pre-Encumbrance and Encumbrance data.

124 - Quarterly Report Program Summary

- o Quarterly BR-4 Summary (GR) - breakdown of General Revenue by Category and by Program
- o Quarterly BR-4 Summary (all) – breakdown by all funding sources by Category and by Program
- o Quarterly BR-4 by Subprogram by Category by Source – this breakdown includes all funding sources

Running Reports in BFM

- o Double click on the report name. This will open the Prompts Box.
- o In the "type values here" box, either:
  - Type in your agency number (i.e. "068") or
  - Click on the refresh values button, which will bring up a list of all agencies.
  - Click on your agency number. This should highlight the row.
  - Click on the right arrow button to move the agency number into the right-hand box. Click OK and the report will run.

Exporting Reports in BFM

- o Click on the export icon.
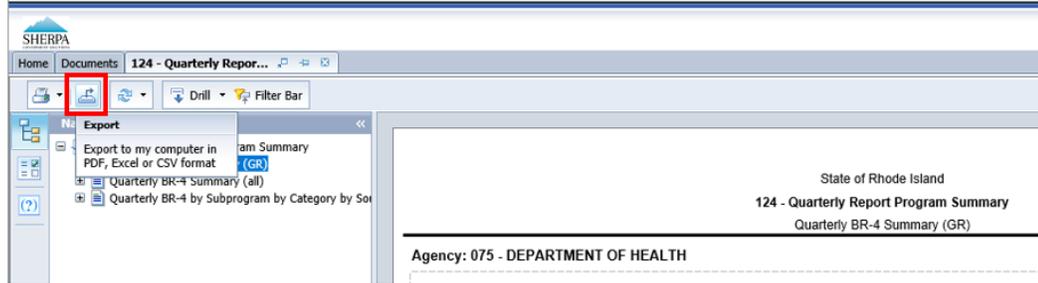
- o Select to download All, or specific tabs in the report.
- o Select File Type, PDF or Excel format.
- o Select pages to download (all, current or mix)