



Budget Planning and Analysis System (BPAS) User Guide

June 2024

MMB Budget Planning and Operations

budget.finance.mmb@state.mn.us

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Budget Planning and Analysis System (BPAS) User Guide

System Introduction

The Budget Planning and Analysis System (BPAS) is a web-based system used to collect and present historical, current and projected budget data; collect and review proposed state agency operating budget changes; and produce the Governor's Proposed Biennial Budget. It is also used to manage proposed supplemental budget changes in the off-year (even-numbered year).

Learning Objectives

The purpose of this user guide is to provide technical instructions for using the Budget Planning and Analysis System (BPAS). Learning objectives for this guide include:

- Biennial budget process and timeline
- Budget document contents
- BPAS data and structure
- Step-by-step instructions for completing tasks in the system
 - Entering and editing data for an appropriation
 - Adding new accounts to an appropriation
 - Reviewing a transfer in/out
 - Entering a transfer out
 - Entering and reviewing change items
 - Running standard and fiscal reports
 - Running agency budget books
- Links to additional information and resources available to understand the state budget process

Budget Process and Timeline

For in-depth instructions and timeline on the current biennial budget process go to the [MMB Biennial Budget Instructions webpage](#).

Budget Document Contents

There are many products produced as part of the biennial budget process. The final product submitted to the legislature is the Governor's proposed agency budget book that contains:

1. Budget narratives/background materials
2. Agency fiscal reports with Forecast Base and Governor's Recommendation columns (Expenditures Overview, Financing by Fund and Change Summary) with Budget Narratives/background materials
3. Change item narrative summaries
4. Federal funds summary, grants funding detail, and internal service fund financial statements and narrative (if applicable for your agency)

BPAS: Actual and Budget Data Sources

BPAS has two data types: actual data and budget data. All data except FTE are displayed in thousands.

- Actual data is historical data, loaded from SWIFT after hard close of each fiscal year (budget period).
 - Actual years’ data is reported in dollars and cents and displayed in thousands of dollars.
- Budget data is current, budget and planning years’ data. It is derived from the current year budget data in SWIFT and copied into the budget and planning years (4 years). It is available for agencies to edit in order to reconcile appropriations and to establish the appropriation base.
 - Budget data is rounded to the nearest thousand dollar amount and displayed in thousands.
- The most recently closed fiscal year (budget period) may have federal and special revenue fund appropriations that are not balanced (sources do not equal uses). Access may be given to agencies to reconcile these appropriations.

Fiscal Year or Budget Period	Actual FY 20XX (Historical Year 1)	Actual FY 20XX (Historical Year 2)	Actual FY 20XX (Historical Year 3)	Current FY 20XX	Budget and Planning Years FY 20XX – 20XX
Financial Data Source	BPAS (originally from SWIFT hard close)	BPAS (originally from SWIFT hard close)	SWIFT hard close	SWIFT budget as of the most recent fiscal year hard close	SWIFT Current year budget appropriation, revenue and expenditure data copied into budget and planning years as a starting point
FTE Data Source	Actual fiscal year FTE loaded from SEMA4 (payroll system) at fiscal year hard close	Actual fiscal year FTE loaded from SEMA4 (payroll system) at fiscal year hard close	Actual fiscal year FTE loaded from SEMA4 (payroll system) at fiscal year hard close	Most recent actual fiscal year FTE copied into current year as a starting point	Most recent actual fiscal year FTE copied into budget and planning years as a starting point
Data Entry Status in BPAS	Actual data cannot be changed	Actual data cannot be changed	Actual data can only be changed with special agency access	Open for edit	Open for edit

What Current Year Data is Copied to the Budget Years?

Account	Current year amount copied forward?
Available Resources:	
Balance Forward In (from prior year)	No
Revenue	Yes
Appropriation	Yes

Account	Current year amount copied forward?
Net Transfers	
Transfers In	<i>No</i>
Transfers Out	<i>No</i>
Net Loan	
Loan Activity In (Receipts)	<i>No</i>
Loan Activity Out (Issuances)	<i>No</i>
Cancellations	<i>No</i>
Balance Forward Out (to next year)	<i>No</i>
<i>Uses of Funds:</i>	
Expenditures	<i>Yes</i>
<i>Full-Time Equivalent positions (FTE)</i>	<i>Copied from recently closed fiscal year</i>

Understanding BPAS Data Structure and Fields

BPAS data fields can be classified into two sets:

1. **Budget Process data fields** define the timeline and distinct phases within the biennial budget process and are used for data security settings. Examples include Budget Year, Cycle, Scenario and Budget Period.
2. **Budget Structure data fields** define budget or accounting data attributes and how budget data is organized within an agency’s programmatic structure. Examples include Appropriation, Program, Activity, and Account.

Being familiar with the two sets of data and knowing how they work together is key to understanding BPAS screens and reports. For example, data security access in BPAS is controlled by Scenario, Budget Period, and user role. A user role can have write access to only one Scenario at a time. The Scenario value that a user selects from drop-down lists on data entry screens controls the budget phase the data will be entered and saved for. System reports also use both budget process and structure data fields as parameters to select which data is reported and from what point in the budget process.

The following section describes each of the principal data fields that belong to each BPAS data set.

BPAS Budget Process Data Fields and Definitions

Budget Year

The budget year defines the biennial budget that is being prepared. It designates the first year of the biennial budget to be produced, e.g., 2026, is the budget year value for the 2026-2027 biennial budget. Budget year governs screen display and data collections. It is displayed on screens and as a report parameter, but users do not have the option to select a different value.

Cycle

Cycle denotes the particular year—first or second—within the two-year biennial budget process. Cycle controls the budget periods (fiscal years) available for entering data:

- Biennial Cycle – Year one, begins July 1 of odd-numbered calendar years
 - Three years of actual data
 - Five years of estimated data (current FY, and two future biennia)
- Supplemental Cycle – Year two, begins July 1 of even-numbered years.
 - Four years of actual data
 - Four years of estimated data

Budget Period (FY)

Budget period also known as a fiscal year, represents one operating fiscal year. Beginning on July 1 and ending on June 30 of the following year, a fiscal year is designated by the year in which it ends.

Scenario

Scenarios designate phases within each budget cycle. There are separate sets of scenarios for Base and Change data. Scenarios that combine Change and Forecast Base data are found exclusively in Scenario drop-downs on Reports Module screens and are used only for reporting.

BASE SCENARIO	CHANGE SCENARIO	COMBINED BASE + CHANGE SCENARIO
	Agency Change (summary only)	
	Gov Decision Change (summary only for MMB use)	
November Forecast	Gov Rec Change	November Forecast plus Gov Rec Change = Governor’s Recommendations
February Forecast	Gov Rec Revised	February Forecast plus Gov Rec Revised Change = Governor’s Revised Recommendations
May Base	Enacted Change	May Base plus Enacted Change = Enacted Budget

Budget Structure Data Fields and Definitions

Appropriation

Appropriations are the basic unit of budgetary control in BPAS and in the accounting system, SWIFT. Each appropriation is tied to a Fund, Agency, Program and Activity.

Fund → Agency → Program → Activity → Appropriation

BPAS has an appropriation directory available within the system for users to view the attributes for each agency appropriation, i.e., fund, agency, program, activity and type. Below is example of the Statewide Services (G1001) program appropriations for Minnesota Management and Budget.

FUND CODE	AGENCY CODE	PROGRAM CODE	ACTIVITY CODE	APPR ID	APPROPRIATION NAME	APPR TYPE
1000	G10	G1001	G100101	G100001	Accounting Services	05
1000	G10	G1001	G100102	G100002	Budget Services	05
1000	G10	G1001	G100103	G100003	Economic Analysis	05
1000	G10	G1001	G100109	G100004	MN.IT Services@MMB	05
1000	G10	G1001	G100105	G100005	Debt Management	05
1000	G10	G1001	G100111	G100006	Management Analysis	05
1000	G10	G1001	G100107	G100007	Enterprise Human Resources	05
1000	G10	G1001	G100108	G100008	Labor Relations	05
1000	G10	G1001	G100109	G100009	Management Services	05
1000	G10	G1001	G100102	G100010	Local Impact Notes	01

Appropriation Type

The same Type Codes used in SWIFT are also included for appropriation data in BPAS. BPAS organizes Type Codes into five groups for budgetary reporting. These Type Groups describe the nature of the legislative appropriation. For example, the Direct type group (type codes 01, 03, 05, 08) includes appropriations which amounts are set in law. Other Groups are: Open, Dedicated, Continuing and Non-Dedicated.

APPROPRIATION TYPE CODE	APPROPRIATION TYPE NAME	APPROPRIATION TYPE GROUP (BPAS ONLY)
01	Regular Direct	Direct
02	Continuing Direct	Continuing (Capital)
03	Special Direct	Direct
04	Special Dedicated	Dedicated (statutory)
05	Biennial Direct	Direct
06	Open	Open
07	MnSCU Alternate Close	Dedicated (statutory)
08	Education Alternate Close	Direct
99	Non Dedicated	Non Dedicated (NDR)
77 (BPAS only)	Excluded	Exclude (not included on reports)
88 (BPAS only)	Federal Admin Reimbursement	FFP Offset

Account

Data is entered and stored in BPAS by appropriation and account. Each account aggregates to successively higher levels in the BPAS account hierarchy. The hierarchy levels, from lowest to highest are: Account, Account Class, Account Category, Account Group and Account Type.

The table below illustrates the levels of the account hierarchy that are used in BPAS screens and reports. BPAS has an account directory available within the application for users to view the hierarchical structure for each account.

ACCOUNT TYPE	ACCOUNT GROUP	ACCOUNT CATEGORY	OPERATOR
Available Resources	Balance Forward In	Balance Forward In	Plus
	Appropriation	Appropriation (Source)	Plus
		Base Adjustment	Plus
	Revenues	Taxes	Plus
		Federal Grants	Plus
		Departmental Earnings	Plus
		Investment Income	Plus
		All Other Revenue	Plus
	Net Transfers	Transfers In	Plus
		Transfers Out	Minus
	Net Loan Activity	Loans In (Receipts)	Plus
		Loans Out (Loan Issuances)	Minus
	Cancellations	Cancellations	Minus
	Balance Forward Out	Balance Forward Out	Minus
Use of Funds	Expenditures	Compensation	Plus
		Operating	Plus
		Grants, Aids and Subsidies	Plus
		Capital Outlay-Real Property	Plus
		Other Financial Transaction	Plus

(Sum of Available Resources) MINUS (Sum of Use of Funds) = ACCOUNT NET

Account Net

Account Net is the term and calculation used in the BPAS that identifies the difference between Available Resources (Sources) and Use of Funds (Uses) in an appropriation. An operating appropriation’s account net must be zero to be reconciled in BPAS unless it is a non-dedicated or continuing (capital) appropriation type. See the table above for the account net calculation.

Change Item Cost (Savings)

The Change Item Cost (Savings) calculation is used at the Change Item Funding Summary level to show the impact of an agency’s proposed change item on the state budget. The calculation is Use of Funds (Uses) less Available Resources (Sources). The calculation is displayed on the Change Funding Summary Screen.

System Security and User Roles

Users requesting access to BPAS must submit a completed authorization form signed by their agency budget coordinator or CFO to budget.finance.mmb@state.mn.us. A copy of the [Budget Systems User Authorization Form](#) is located on the [MMB Budget Planning and Analysis System webpage](#).

BPAS security is controlled by user ID/password, user role, and agency code. The user role controls access to various menu options, screens, and functions in the system. User role also controls what data is available to a user and whether they have edit capability.

ROLE NAME	ROLE DESCRIPTION
Legislative User	Legislative fiscal staff have read-only access to all agencies on reports and select screens. System and data access are given after base budget information are released in November and February and Governor's Recommendations are published.
Agency	Agency budget staff have access to screens and reports to reconcile budget data, enter budget requests and run reports. Access is given to specific agency or agencies after a budget systems user authorization form is received from the agency budget coordinator or CFO.
Agency Bypass	Assigned to specific agency budget staff when they require write access while the agency role security is set to read-only or no access. This special access is given after Executive Budget Officer (EBO) approval.
EBO	MMB Executive Budget Officers have access to all agencies and screens to review budgets, enter analyses of agency requests and governor's recommendations, and run reports.
MMB Admin	MMB Budget Operations staff have access all agencies, data, reports and maintenance screens.
Admin Svcs	MMB administrative services staff have access to the budget book and reporting screens.

Assistance

MMB staff is available to assist agencies in resolving budget policy, procedure or system issues. For assistance with technical issues contact the SWIFT helpdesk at 651-201-8100 option 2 or email SWIFTHelpDesk.MMB@state.mn.us. For questions on BPAS functionality, budget process or timeline, contact Budget Planning and Operations by emailing: budget.finance.mmb@state.mn.us.

The body of the email message should include at a minimum, the words "BPAS" and a description of the issue or question, and a print screen, if possible. It is helpful if you include additional details, such as the screen you're working on, agency, appropriation ID, and account.

For assistance or questions about budget policy, please contact your agency's assigned Executive Budget Officer (EBO).

Budget Glossary

The Budget Glossary is resource for system users and should be used to understand or answer budget process and terminology questions. The [Budget Glossary](#) can be found on the MMB statewide budget systems BPAS webpage.

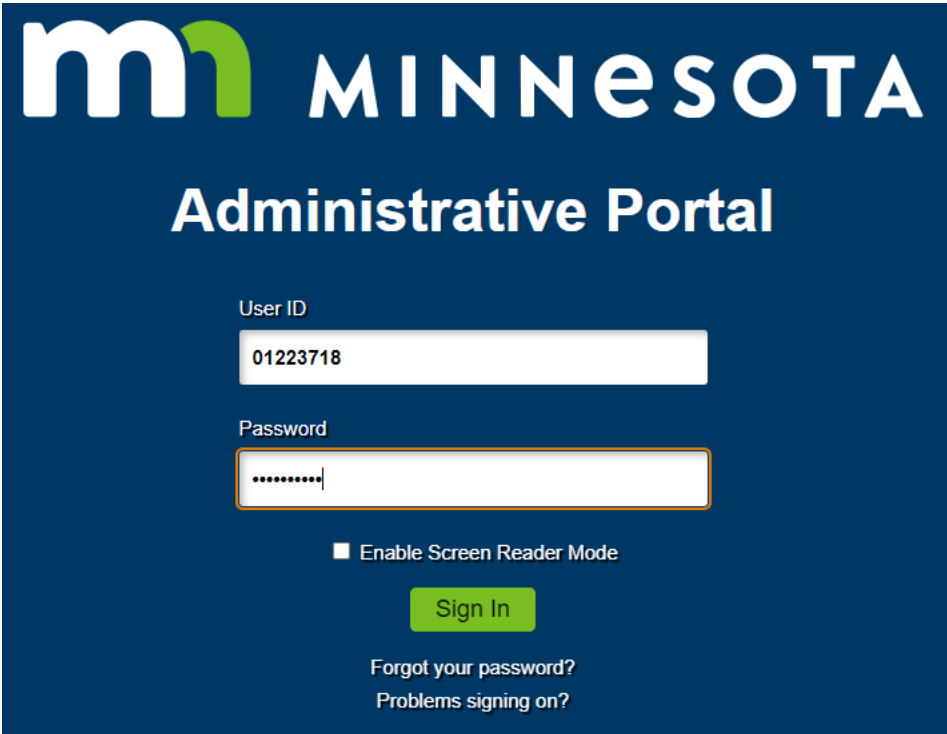
Login and General Navigation

This section of the user guide covers logging in to the Budget Planning and Analysis System (BPAS) and general navigation of the system.

Log In and Log Out

Log into the Budget Planning and Analysis System through the [State of Minnesota Administrative Portal](#) using your state ID (employee number) and password. Open a compatible internet browser session. For a list of BPAS compatible browsers, see the [Budget Planning and Analysis webpage](#).

1. Navigate to the State Administrative Portal: <https://mn.gov/adminportal>

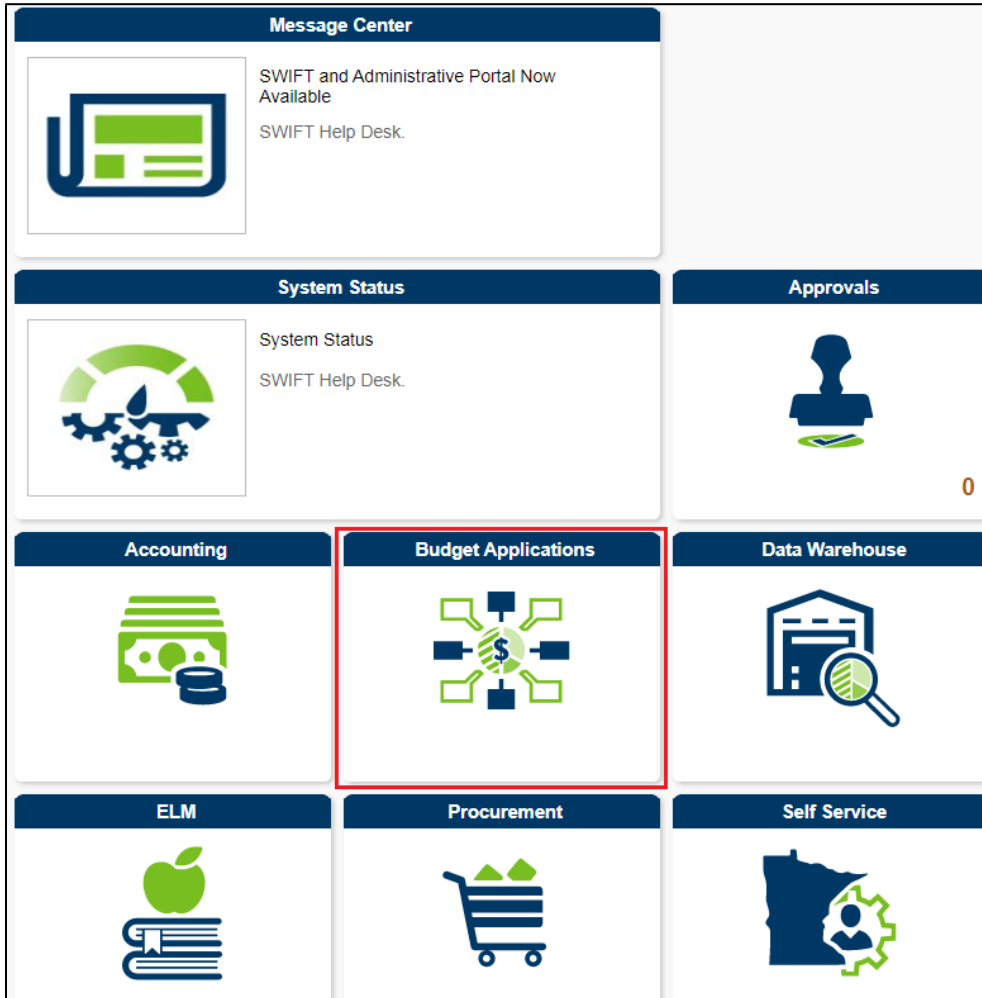


The screenshot shows the login page for the Minnesota Administrative Portal. At the top left is the Minnesota logo, a stylized 'm' with a green leaf-like shape, followed by the word 'MINNESOTA' in white capital letters. Below this is the title 'Administrative Portal' in white. The login form consists of two input fields: 'User ID' with the value '01223718' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Enable Screen Reader Mode'. A green 'Sign In' button is centered below the checkbox. At the bottom, there are two links: 'Forgot your password?' and 'Problems signing on?'.

2. Enter your state ID (employee number) and password. Select Sign In.
 - If you do not have an employee number, you will be provided an ID by MMB Budget Planning and Operations after submitting the Budget Systems Authorization form.

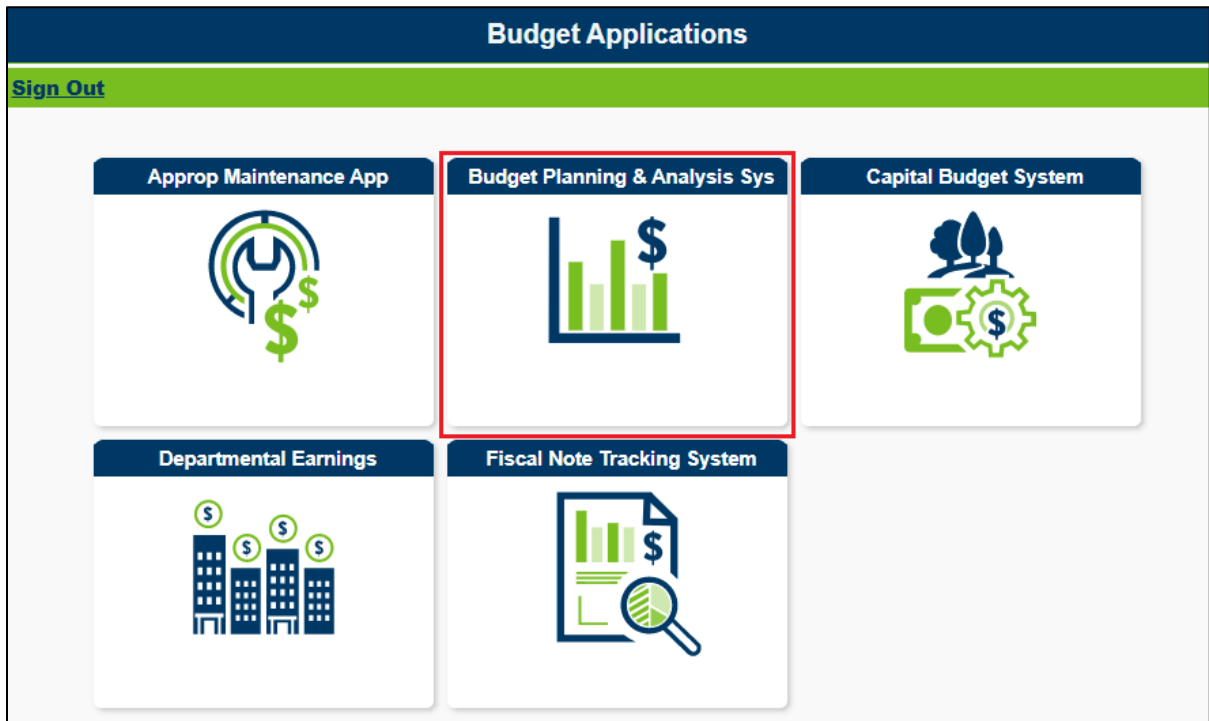
- 3. On the home page, select the Budget Applications tile.

Home Page

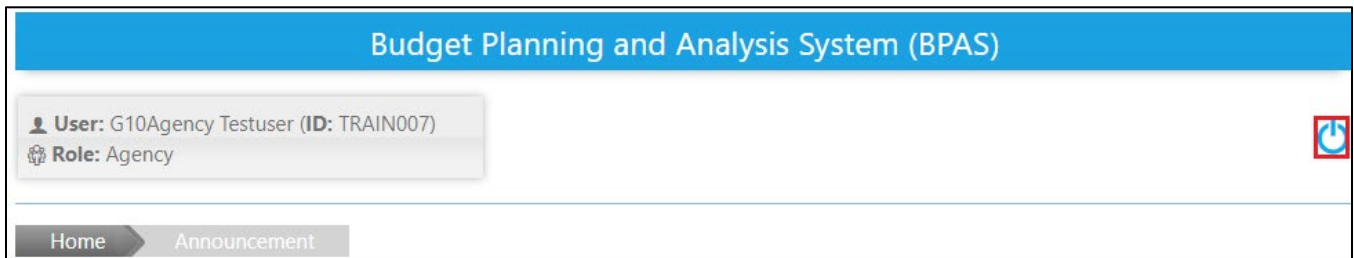


- 4. On the Budget Application page, select Budget Planning & Analysis Sys tile. (Your menu may show more or fewer items than in the picture below, depending on your user profile.)

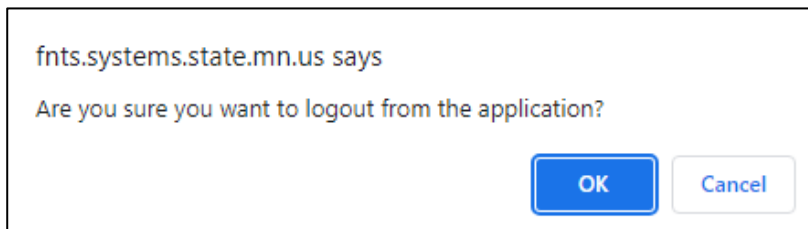
Budget Applications Page



To log out of the system, click the Log out icon located on the top right of the screen:



Upon clicking Log out, you will be prompted to confirm your log out: “Are you sure you want to logout from the application?” Click OK to log out or Cancel to remain logged in.



Announcements

Upon logging in, you will view the BPAS home page. System announcements from MMB Budget Planning and Operations are posted on this page. The Announcement page will include reminders about budget item deadlines, system maintenance down time, or possibly system issues.

The screenshot displays the BPAS user interface. At the top left is the logo for Management and Budget. The main header is blue and contains the text "Budget Planning and Analysis System (BPAS)". Below the header, the user's identity is shown: "User: G10Agency Testuser (ID: TRAIN007)" and "Role: Agency". A power icon is visible in the top right corner. A navigation bar below the header shows "Home" and "Announcement", with "Announcement" being the active page. On the left side, there is a vertical menu with categories: Home, Announcement (selected), User Profile, Appropriation, Change, Reports, Directories, and Help. The main content area is titled "Announcement" and features a "Current Announcements" section. This section includes a welcome message, a list of announcements, and a "Last updated" timestamp. A red box highlights the "Current Announcements" section. At the bottom of the main content area, there is a link for questions: "Questions about BPAS can be directed to budget.finance.mmb@state.mn.us".

Current Announcements

Important systems announcements can be read here.

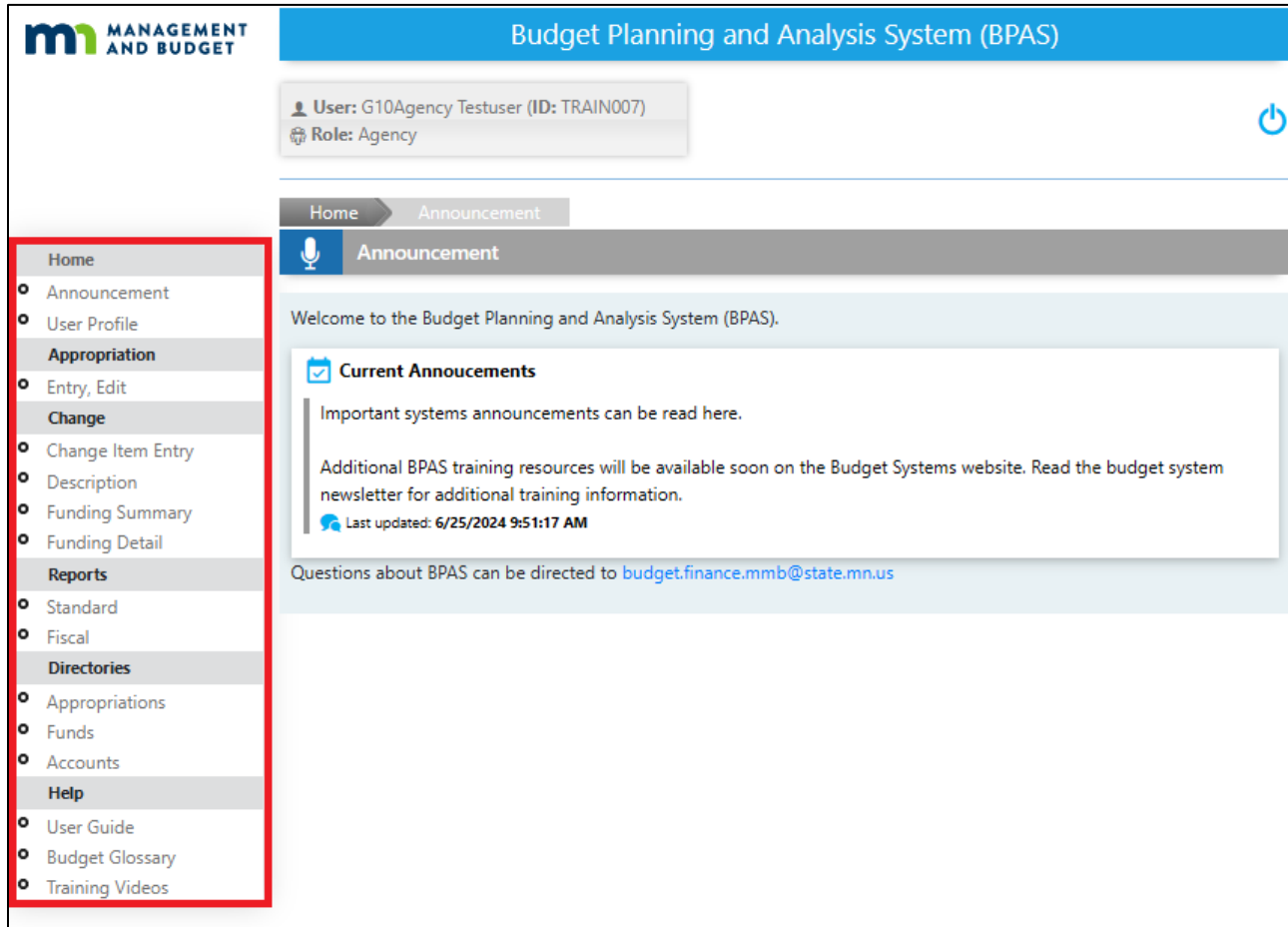
Additional BPAS training resources will be available soon on the Budget Systems website. Read the budget system newsletter for additional training information.

Last updated: 6/25/2024 9:51:17 AM

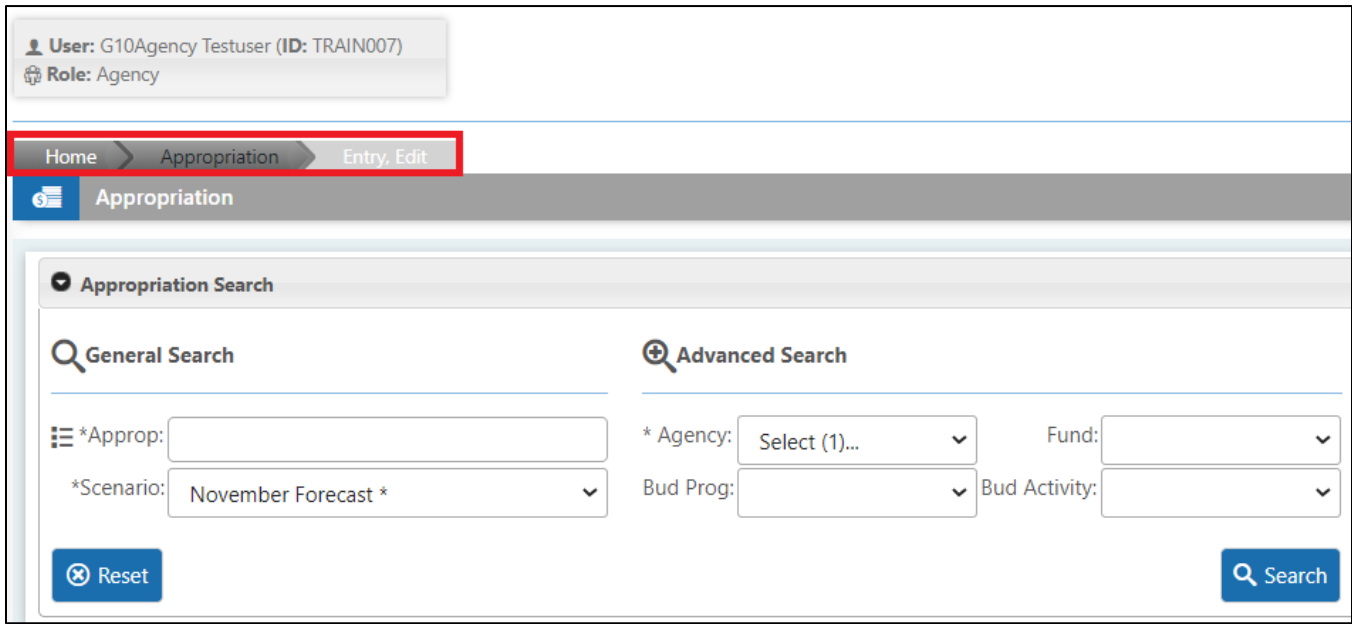
Questions about BPAS can be directed to budget.finance.mmb@state.mn.us

General Navigation

The menu in the left side of the screen lists the system functions available for your user role. The system is navigated by selecting the desired budget function from the Main Menu in the left navigation. System functions are grouped categorically in modules and include: Home, Appropriation, Reports, Directories, and Help.



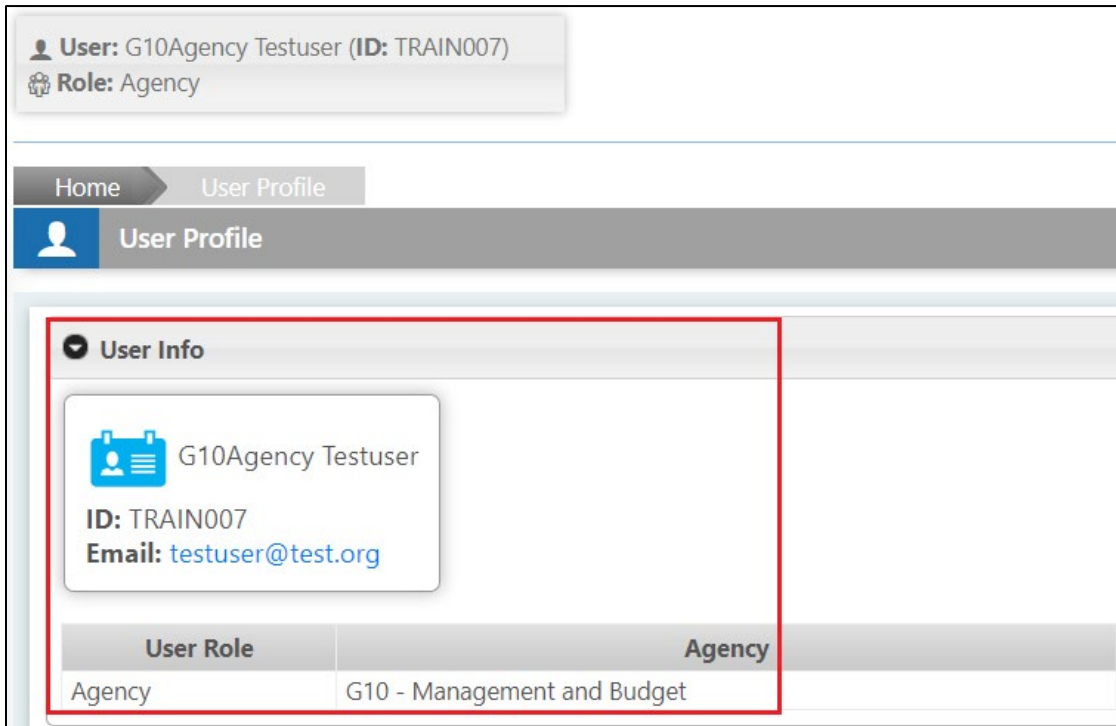
The system will display breadcrumbs near the top of the screen to provide a visual display of the system function and screen users are currently working within. The screen print below shows an example of breadcrumbs for the Appropriation Module, within the Entry, Edit Screen:




Above the Home screen announcement, is a panel that displays the login User and Role:





Select User Profile from the Home module on the Main Menu to display the User Profile screen that lists your BPAS user role(s) and assigned agency(s). The role of Agency allows users to view, edit data, enter data and run reports for the agencies listed under the User Profile.



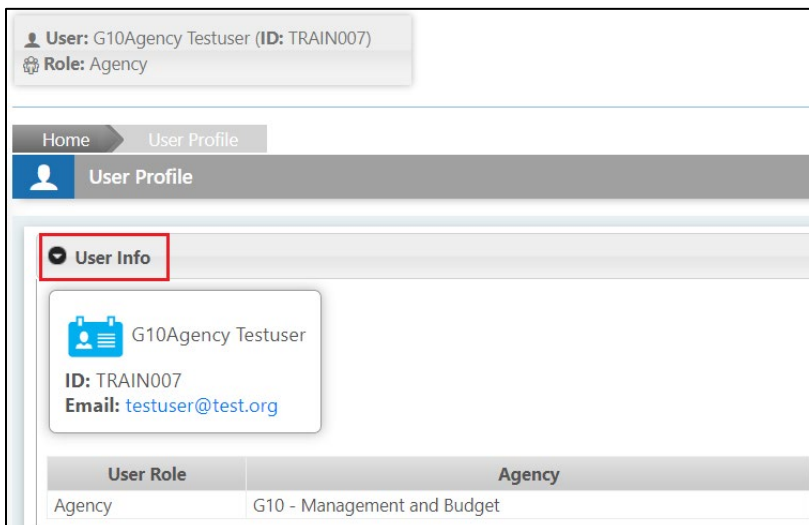
Collapse/Expand Feature

When clicking through the left navigation menu in BPAS, you will notice that the dialogue boxes in each module has an icon in the top left corner: 

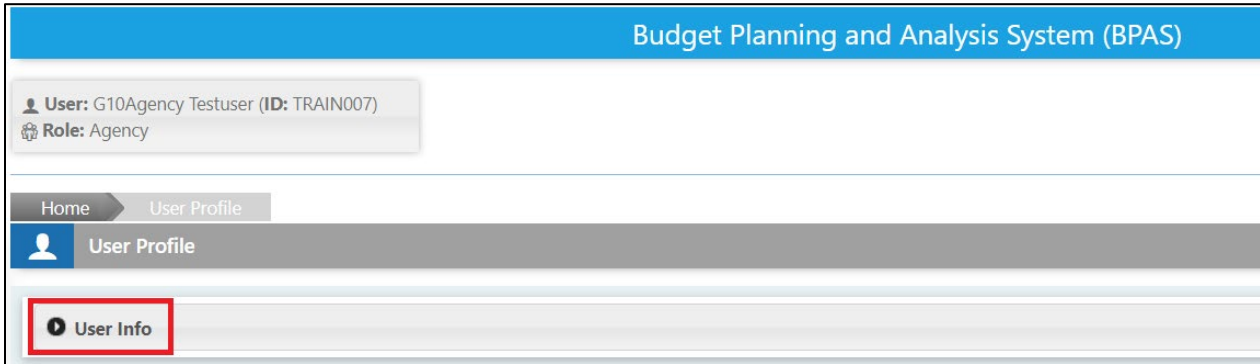
Clicking the collapse/expand icon will toggle between collapsing and expanding the respective dialogue box. The systems defaults to having all dialogue boxes expanded. When a dialogue box is expanded, the arrow in the expand/collapse icon will be pointing downward: 

When a dialogue box is closed, the expand/collapse icon will be pointing to the right: 

Below is an example of the expanded User Profile. Note the direction of the arrow is pointing downward and indicates the dialogue box is expanded.



Below is an example of the collapsed User Profile. Note the direction of the arrow is pointing to the right.



Tooltips

BPAS has a feature called tooltips. Tooltips provide additional data or information for users when a mouse is hovered over a budget entry, icon, or button. BPAS has a variety of buttons including: Search, Reset, Save, Cancel, Run Report, and Log Out. These buttons will display a tooltip describing the button’s function when a mouse is hovered over them.

Another tool tip in BPAS can be found in the budgeting data. The budget data is displayed in thousands and rounded to the nearest thousand. To get a more precise view of a budget data point in an Actual fiscal year, hover your mouse over the top of the data point. A tool tip will display next to the budget data point with precision down to the penny for actual year data.

Appropriation Budgeting

(Dollars in Thousands)

	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+ Balance Forward In (BFIN)		62						
+ Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
+ Revenues (REV)								
+ Net Transfers (NETTRAN)		-64	158					
+ Net Loan Activity (NETLOAN)								
+ Cancellations (CANCEL)								
+ Balance Forward Out (BFOUT)		5,550.1318						
Available Resources (SOURCES)	5,136	5,550	6,739	6,581	6,581	6,581	6,581	6,581
+ Expenditures (EXP)	5,136	5,550	6,595	6,581	6,581	6,581	6,581	6,581
Use of Funds (USES)	5,136	5,550	6,595	6,581	6,581	6,581	6,581	6,581
Account Net (NETACCT)	0	0	143	0	0	0	0	0
FTE - Full Time Equivalent Positions	45.81	48.99						

The Change Item Module data also has tooltips. For example, the change item category names may not be fully viewable in the change item dialogue box. To view the categories full text, hover over the drop-down box as shown below:

Change - Change Item Entry

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial
 Agency : B04 - Agriculture Scenario : Gov Rec Revised Change *

Change Items

Record count 0.

CI ID	CI Name	Rank	IT		Fee Change		Consult		Minnesota's Environment		
			Yes	No	Yes	No	Yes	No	Select...	Minnesot	Select...
B04-1	Test Agency Request	0	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Select...	Minnesot	Select...
B04-3	Waste Pesticide Surcharge	2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Select...	Select...	Select...

Shortcuts Keys (All Browsers)

Zoom In

To take a closer look at an item on the page, press **Ctrl** and **+**

Zoom Out

To take a larger view of the entire page, press **Ctrl** and **-**

Print Webpage

To print the current webpage you are viewing, press **Ctrl** and **p**

Undo

To undo the latest change in a textbox, press **Ctrl** and **z**

Select All Text

To select everything in a textbox, press **Ctrl** and **a**

Directories

BPAS has directories available within the system for users to view the attributes for each appropriation, fund and account.

Help

BPAS has a Help Module. The Help Module contains links to the following resources:

- **Budget Glossary** – the glossary contains definitions of commonly used budgeting terminology.
- **User Guide** – the user guide provides system users with instructions on how to use the systems. It is available to download and print from within the BPAS system.
- **User Training Videos** – this menu item links to the BPAS webpage where you can view a selection of instructional video guides on the budgeting process and BPAS functions.

Appropriation Module

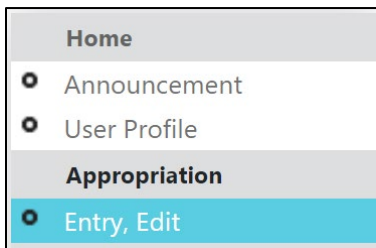
The Appropriation module has one screen called the Entry, Edit screen. It includes a search panel and three tabs: Appropriation – Budgeting, Account – Add and Appropriation – Transfer. The module contains actual data (loaded from SWIFT after hard close of each fiscal year or budget period) and budget data for the current, budget and planning years. The budget data is derived from the current year budget data in the accounting system (SWIFT) and copied into the budget and planning years (4 years).

Using the Entry, Edit screen agencies can perform the following functions:

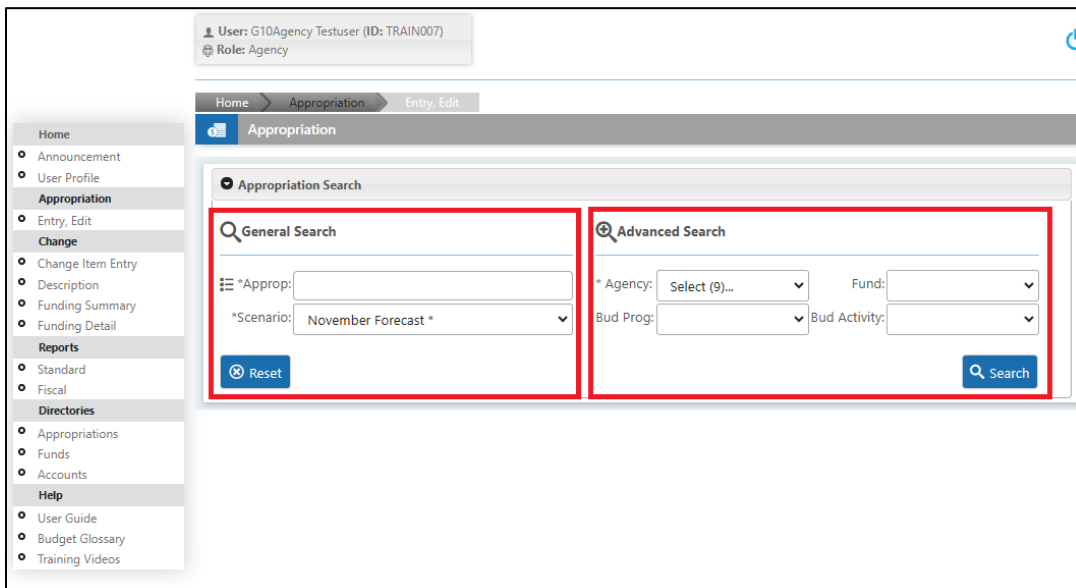
- Enter and edit data for an appropriation
- Add new accounts to an appropriation
- Enter a base adjustment for an appropriation
- Review a transfer in/out
- Enter a transfer out

Access the Entry, Edit Screen

From the Main Menu in the left navigation, select Entry, Edit.



The Entry, Edit Screen search panel is displayed with two options: General Search and Advanced Search.



General Search

This option generates an auto-populated list of all matching Appropriation IDs when you enter a three-digit Agency ID, or any three characters of an appropriation ID or description.

General Search, example 1:

Appropriation Search

General Search

*Approp: G10

*Scenario:

- G100000 - Non Dedicated Receipts
- G100001 - Accounting Services
- G100002 - Budget Services
- G100003 - Economic Analysis
- G100004 - MN.IT Services@MMB

Reset

General Search, example 2:

Appropriation Search

General Search

*Approp: ser

*Scenario:

- G100001 - Accounting Services
- G100002 - Budget Services
- G100004 - MN.IT Services@MMB
- G100009 - Management Services
- G100085 - Management Analysis Services
- G100091 - MRP Debt Service Account

Reset

Advanced Search

Click Reset in the Search panel, then select an Agency from the drop-down.

Appropriation Search

General Search

*Approp:

*Scenario: November Forecast *

Advanced Search

* Agency: Select (1)... Fund:

Bud Prog: Select (1)... G10 - Management and Budget

Reset Search

The Approp field becomes a drop-down list of Appropriation values for the selected Agency.

The screenshot shows the 'Appropriation Search' interface. On the left, the 'General Search' section has a '*Approp:' dropdown menu open, displaying a list of appropriation codes: 'G100001 - Accounting Services' (highlighted), 'G100002 - Budget Services', and others. On the right, the 'Advanced Search' section has several dropdown menus: '* Agency:' set to 'G10 - Managemer', 'Fund:' set to '1000 - General', 'Bud Prog:' set to 'Select (3)...', and 'Bud Activity:' set to 'Select (10)...'. A 'Search' button is highlighted with a red box.

Select a **Fund**, **Program** and **Activity** to further limit the contents of the Approp drop-down list.

Submit Appropriation Selection

Select a Scenario and then click Search. The Appropriation-Budgeting panel will open below the Search panel. A Box at the top of the screen displays the selected appropriation attributes. Note the Padlock Icon emphasized below. When the padlock icon is open, you have write access to that Scenario's Current and/or Estimated years' data.

The screenshot shows the 'Appropriation Search' interface after a search. The '*Approp:' field is now 'G100001' and '*Scenario:' is 'November Forecast *'. Below the search panel, there are three tabs: 'Appropriation - Budgeting' (selected), 'Account - Add', and 'Appropriation - Transfer'. A summary box shows the selected attributes: '20XX (Biennial) - November Forecast', 'Approp : G100001 - Accounting Services', 'Agency : G10 - Management and Budget', 'Fund : 1000 - General', 'Bud Prog : G1001 - Statewide Services', and 'Bud Activity : G100101 - Accounting Services'. A red box highlights an open padlock icon in the top right corner of the summary box.

In the Search panel, select a different Scenario (February or May) and, keeping the same appropriation, Search again. The screen refreshes, displaying the new Scenario. Note the Padlock Icon is now closed, indicating read-only access.

Appropriation Search

General Search

*Approp: G100001 - Accounting Services

*Scenario: February Forecast

Advanced Search

* Agency: G10 - Managemen Fund: 1000 - General

Bud Prog: Select (2)... Bud Activity: Select (9)...

Reset Search

Appropriation - Budgeting Account - Add Appropriation - Transfer

20XX (Biennial) - February Forecast

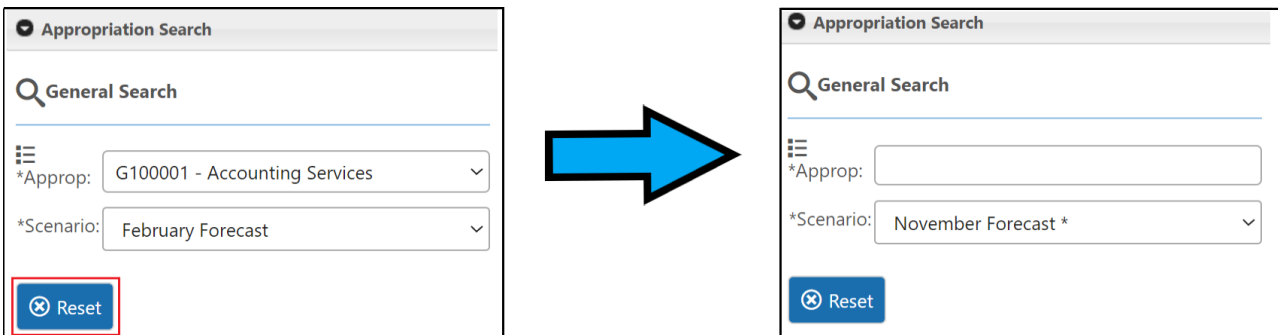
Approp : **G100001 - Accounting Services** Fund : 1000 - General

Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services

Approp Type Group : Direct (Direct) Bud Activity : G100101 - Accounting Services

Reset Appropriation Search Selection

Always clear the Approp: textbox before selecting or searching for a different appropriation. To clear, click the Reset button.



IMPORTANT: Users need to be sure to click the Search button to move from one appropriation to the next and check the top panel of the Appropriation – Budgeting tab to ensure that the desired appropriation is currently displayed.

Enter and Edit Appropriation Budget Data

The Appropriation - Budgeting tab displays Actual, Current (Biennial Cycle), and Estimated budget data. Amounts are summarized at the Group and Type levels, except FTE, which are displayed at the account level. All data is entered at the Account level, the lowest level. Actual years' data is entered and reported in dollars and cents and displayed in thousands. Current and estimated year's data is loaded/entered and reported rounded to the nearest thousand. FTE data is loaded rounded to the nearest hundredth.

Appropriation - Budgeting
Account - Add
Appropriation - Transfer

20XX (Biennial) - November Forecast 🔒

Approp : **G100001 - Accounting Services** Fund : 1000 - General

Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services

Approp Type Group : Direct (Direct) Bud Activity : G100101 - Accounting Services

Appropriation Budgeting

i (Dollars in Thousands)

	Name (CD)	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+		FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)		62						
+	Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
+	Revenues (REV)								
+	Net Transfers (NETTRAN)		-64	158					
+	Net Loan Activity (NETLOAN)								
+	Cancellations (CANCEL)		0						
+	Balance Forward Out (BFOUT)	51	0						
	Available Resources (SOURCES)	5,136	5,550	6,739	6,581	6,581	6,581	6,581	6,581
+	Expenditures (EXP)	5,136	5,550	6,595	6,581	6,581	6,581	6,581	6,581
	Use of Funds (USES)	5,136	5,550	6,595	6,581	6,581	6,581	6,581	6,581
	Account Net (NETACT)	0	0	143	0	0	0	0	0
	FTE - Full Time Equivalent Positions	45.81	48.99		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Open the Account Hierarchy

To edit/enter data in any Group other than FTE, users must open the Group Account Hierarchy. Users can open the entire hierarchy, for all Groups at once by clicking on the Plus (+) in the upper left corner of the table.

Appropriation Budgeting

i (Dollars in Thousands)

	Name (CD)	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+		FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)		62						

Click on the Minus (–) in the upper left corner to restore the table’s default display.

Appropriation Budgeting									
(Dollars in Thousands)									
		Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
-	Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
-	Balance Forward In (BFIN)		62						
	RFWIN - Actual Balance Forward In		62.01112						

Collapse or Expand Group Level Trees

In a similar way, each Group can be opened or closed one-at-a-time. Click on the Plus (+) next to any Group to open/expand it.

Appropriation Budgeting									
(Dollars in Thousands)									
		Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+	Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)		62						
+	Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
+	Revenues (REV)								
+	Net Transfers (NETTRAN)		-64	158					

Click on the Minus (–) to restore the default display or collapse it.

Appropriation Budgeting									
(Dollars in Thousands)									
		Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+	Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)		62						
+	Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
-	Revenues (REV)					0			
	510004 - Partnership Taxes					0			

Edit or Enter Data in Account Cells

Account cells that can be edited are outlined. Your user role controls what data is available to enter or edit. System security features allow MMB to grant agency users write access to modify actual years’ data or estimated years’ data by scenario.

Appropriation Budgeting


(Dollars in Thousands)


	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+ Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+ Balance Forward In (BFIN)		62						
+ Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
- Revenues (REV)					0			
510004 - Partnership Taxes				<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save or Cancel Changes

The Save and Cancel buttons are located at the bottom of the screen. Both buttons are disabled until at least one cell's value is changed.

Use of Funds (USES)	5,047	4,790	5,187	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>
Account Net (NETACCT)	0	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
FTE - Full Time Equivalent Positions	46.73	43.69	45.81	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>

An unsaved data icon  displays next to the panel title at the top of the table whenever data on the page has been changed but not yet saved.

Appropriation Budgeting 

(Dollars in Thousands)

	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+ Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+ Balance Forward In (BFIN)		62						
+ Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
- Revenues (REV)					0			
510004 - Partnership Taxes				<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Save and Cancel buttons are enabled when at least one cell's value is changed.

Use of Funds (USES)	5,047	4,790	5,187	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>	<input type="text" value="5,187"/>
Account Net (NETACCT)	0	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
FTE - Full Time Equivalent Positions	46.73	43.69	45.81	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>	<input type="text" value="45.81"/>

Aggregation totals and the Account Net calculation are updated immediately when changes are saved. The Account Net displays the difference between the total available resources and total uses (Sources –Uses).

Add/Modify Appropriation Attributes

Requests to add a new appropriation to BPAS or modify the attributes of an existing appropriation must go through the Appropriation Maintenance Application (AMA), which is a separate system. Using AMA, agencies can submit two types of requests: SWIFT appropriation requests or BPAS-only appropriation requests.

- Approved SWIFT appropriation requests will be uploaded to SWIFT (accounting system) and BPAS.
- Approved BPAS-only requests will be uploaded only to BPAS.

Both request types must go through an approval process before the systems are updated. Guidelines and detailed instructions for AMA can be found on the MMB webpage:

<https://mn.gov/mmb/budget/statewide-budget-systems/ama>.

Add an Account

To add an Account that is not already displayed in the Appropriation - Budgeting tab for the selected appropriation, select the Account – Add tab.

The screenshot displays the 'Account - Add' interface. At the top, there are three tabs: 'Appropriation - Budgeting', 'Account - Add' (which is highlighted with a red box), and 'Appropriation - Transfer'. Below the tabs, a summary box for '20XX (Biennial) - November Forecast' is shown, containing the following information: Approp : G100001 - Accounting Services, Agency : G10 - Management and Budget, Fund : 1000 - General, Bud Prog : G1001 - Statewide Services, and Bud Activity : G100101 - Accounting Services. Below the summary box is an 'Account Search' section. It features a dropdown menu for 'Account Category' with the text 'Select (18)...' and a downward arrow. Below the dropdown is a text input field for 'Account:'. At the bottom of the search section are two buttons: 'Reset' and 'Search'.

There are two ways to select a new Account to add:

1. Users can search by typing the first three characters of the Account code or part of the Account name into the Account field to generate an auto-populated list of matching account codes/names.

Account Category: Select (18)...

Account: tax

Reset

- 510777 - Tax Bank Corrections
- 512004 - Taxable Interest on Investment
- 512005 - Tax Exempt Interest on Invest
- 513114 - Tax Court Filing Surcharge
- 513303 - Tax Increment Admin Fees
- 644029 - Tax Exempt Administration Fee

Highlight any one selection in the list, then click Search.

Account Search

Account Category: Select (18)...

Account: 512004 - Taxable Interest on Investment

Reset Search

The Account Add panel displays below, with a checkbox next to the Account CD:

Account Add

Record count: 1

	Account CD	Account Name
<input checked="" type="checkbox"/>	512004	Taxable Interest on Investment

Reset Add

Click the checkbox and then the Add button.

2. Users can generate a list of Account codes by Selecting a Category from the Account Category drop-down and clicking Search:

Account Search

Account Category: Operating Expenses

Account:

Reset Search

Account Add

Record count: 19

	Account CD	Account Name
<input type="checkbox"/>	41100	Space Rental and Utilities
<input type="checkbox"/>	41145	IT/Prof/Tech O/S Vendor
<input type="checkbox"/>	41150	Computer and System Services

Select one or more Accounts from the list and then click the Add button. For Categories having a large number of accounts —Departmental Earnings, for example—use the scroll bar in the right side of the screen to view the list top-to-bottom.

Account Add

Record count: 18

	Account CD	Account Name
<input type="checkbox"/>	40000	Enacted Change Expenditure
<input type="checkbox"/>	41145	IT/Prof/Tech O/S Vendor
<input type="checkbox"/>	41195	IT St Agcy Prof/Tech Svc
<input type="checkbox"/>	41197	Agency-Specific MNIT Services
<input type="checkbox"/>	41200	Claims
<input checked="" type="checkbox"/>	41400	Equipment
<input type="checkbox"/>	41500	Repairs To Equip & Furn
<input checked="" type="checkbox"/>	42000	Agency Indirect Costs

When a user clicks Add, a “Success” message confirms the Account(s) have been added to the Appropriation -Budgeting tab:

Account Search

Success
System message: **Saved** successfully.

Account Category:

Account:

Once added to the Appropriation - Budgeting tab, an Account code cannot be selected to add again. Click either Reset button to clear and select a different Account or Account Category.

Click the Appropriation –Budgeting tab, the added account will display with a 0 (zero) in the first estimated year.

		Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+	Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
	41400 - Equipment				<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
	42000 - Agency Indirect Costs				<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add a Base Adjustment Account

The starting point for constructing the “base” level of a direct or open appropriation is the second year (current year) appropriation loaded from SWIFT and copied into the budget and planning years (4 years). BPAS displays the appropriation account “APP - Appropriation (Source)” as read only. In order to change the Appropriation total, a base adjustment must be added.

	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+ Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+ Balance Forward In (BFIN)		62						
- Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
APP - Appropriation (Source)	5,187.35	5,552.23328	6,580.719	6,581	6,581	6,581	6,581	6,581
Appropriation (Source) (APPLOAD)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
Base Adjustment (BADJ)								

Read the [Base Budget Instructions](#) before entering a base adjustment to identify which base adjustment account to use. Your agency’s Executive Budget Officer (EBO) will review and approve all base adjustments.

To enter a base adjustment account, select Account – Add tab on the Entry, Edit screen, select “Base Adjustment” from the account category drop-down, and click search.

Select a base adjustment account and Click Add. The added account displays on the appropriation – budgeting tab.

Budget Planning and Analysis System (BPAS) User Guide

-	Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
	APP - Appropriation (Source)	5,187.35	5,552.23328	6,580.719	6,581	6,581	6,581	6,581	6,581
	Appropriation (Source) (APPLOAD)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
	NOV - November Forecast Adjustment					0			

Enter the base adjustment amount for each fiscal year that need to be modified and click Save. Adjustments are saved and the account group “Appropriation (APPTOT)” is updated. **Note: A base adjustment reducing the base is entered with a negative (-) value.**

Appropriation Budgeting									
(Dollars in Thousands)									
		Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
+	Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)		62						
-	Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
	APP - Appropriation (Source)	5,187.35	5,552.23328	6,580.719	6,581	6,581	6,581	6,581	6,581
	Appropriation (Source) (APPLOAD)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
	NOV - November Forecast Adjustment				-1000	-1000	-1000	-1000	-1000
	Base Adjustment (BADJ)					0			

Delete an Account

To delete an account from the panel, users must delete the contents of every year’s cell—Actual, Current and/or Estimated—and Save the changes. Users with the Agency role will not be able to delete accounts containing Actual year data.

Add and Review Transfers In/Out

Return to the Appropriation - Budgeting tab and open the Net Transfers Group to display total Transfers In and Transfers Out. Click on either row’s label, Transfers In or Transfers Out; each is a hyperlink to the Transfers Screen, which can also be opened by clicking on the Transfers tab at the top of the screen.

Appropriation - Budgeting | Account - Add | **Appropriation - Transfer**

20XX (Biennial) - November Forecast

Approp : **G100001 - Accounting Services** Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100101 - Accounting Services

Appropriation Budgeting

(Dollars in Thousands)

	Actual FYXX	Actual FYXX	Actual FYXX	Current FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX
+ Balance Forward In (BFIN)		62						
+ Appropriation (APPTOT)	5,187	5,552	6,581	6,581	6,581	6,581	6,581	6,581
+ Revenues (REV)					0			
- Net Transfers (NETTRAN)		-64	158					
↗ Transfers In (TRANIN)			158					
↘ Transfers Out (TRANOUT)		64						

The Appropriation – Budgeting Transfer screen displays the three panels:

1. Transfer In panel is the top panel and is read-only because transfers are always entered from the source appropriation, i.e., the appropriation transferring the funds out. Transfers in are displayed by the “From” appropriation.

Transfer In

(Dollars in Thousands)
Record count: 1

Appr ID	Appr Name	Fund CD	Fund Name	Actual FYXX	Actual FYXX	Actual FYXX	Current FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX
G100004	MN.IT Services@MMB	1000	General			158.00000					
Total Transfers In						158.00000					

2. Transfer Out panel is the middle panel and displays the appropriation and amounts to which funds were transferred. The current and estimated fiscal years’ amounts may be edited. To add a new appropriation to transfer to, use the Transfer Out - Add Approp panel.

Transfer Out

(Dollars in Thousands)
Record count: 2

Appr ID	Appr Name	Fund CD	Fund Name	Actual FYXX	Actual FYXX	Actual FYXX	Current FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX
G100000	Non Dedicated Receipts	1000	General					0			
G100130	FY21 Operating Holdback	1000	General		64.112						
Total Transfers Out					64.112			0			

3. Transfer Out – Add Approp panel is the bottom panel and is used to add new appropriations to transfer funds to.

Edit Transfer Out

To Enter/Edit transfer out amounts in the cells; use the tab key or mouse to move to the next cell. The Cancel and Save buttons will be activated when data has been changed or added. After changes are saved, the Transfers Out and Transfers In amounts of the appropriations on both sides of the transfer are updated.

Add a New Appropriation to Transfer Out To

In the Transfer Out – Add Approp panel, enter the first three characters of an Appropriation’s ID or Name in the Approp field to generate an auto-populated list of values.

Select the appropriation from the list and then click the Add button. The Appropriation will be added and saved to the Transfers Out list with a 0 (zero) in the first estimated year, sorted in ascending order by Appropriation ID.

Transfer Out												
(Dollars in Thousands)												
Record count: 3												
Appr ID	Appr Name	Fund CD	Fund Name	Actual FYXX	Actual FYXX	Actual FYXX	Current FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX	
G100000	Non Dedicated Receipts	1000	General					0				
G100003	Economic Analysis	1000	General					0				
G100130	FY21 Operating Holdback	1000	General		64.112							
Total Transfers Out					64.112			0				

Enter amounts in the cells; use the tab key or mouse to move to the next cell. The Cancel and Save buttons will be activated when data has been changed or added.

You will not be able to add an Appropriation already listed in the Transfers Out table.

As soon as the changes are saved, both Transfers Out and Transfers In amounts of the appropriations on both sides of the transaction are updated.

20XX (Biennial) - November Forecast 🔒

Approp : **G100001 - Accounting Services** Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100101 - Accounting Services

Transfer In

Transfer Out

(Dollars in Thousands)
Record count: 3

Appr ID	Appr Name	Fund CD	Fund Name	Actual FYXX	Actual FYXX	Actual FYXX	Current FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX
G100000	Non Dedicated Receipts	1000	General					0			
G100003	Economic Analysis	1000	General				100	100	100	100	100
G100130	FY21 Operating Holdback	1000	General		64.112						
Total Transfers Out					64.112		100	100	100	100	100

20XX (Biennial) - November Forecast 🔒

Approp : **G100003 - Economic Analysis** Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100103 - Economic Analysis

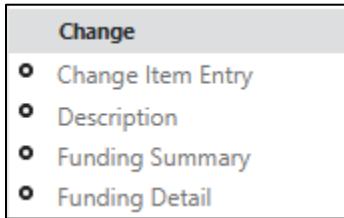
Transfer In

(Dollars in Thousands)
Record count: 4

Appr ID	Appr Name	Fund CD	Fund Name	Actual FYXX	Actual FYXX	Actual FYXX	Current FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX	Estimated FYXX
G100001	Accounting Services	1000	General				100	100	100	100	100
G100004	MN.IT Services@MMB	1000	General			12.00000					
G100008	Labor Relations	1000	General	0.65000							
G100009	Management Services	1000	General			66.00000					

Change Module

The Change module consists of five screens used to collect data for an agency budget change request, change item review, and the governor’s decision-making process. The Main Menu in the left navigation lists all the screens available for your user role.

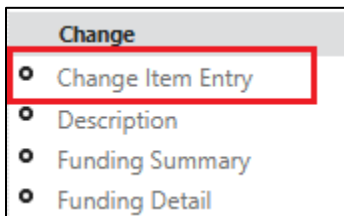


Users can click back and forth between these screens when viewing or editing data. Data is entered and saved on a screen-by-screen basis; if you have unsaved data, you will be prompted to save or cancel before leaving the screen. The system does not require data to be entered in a particular order.

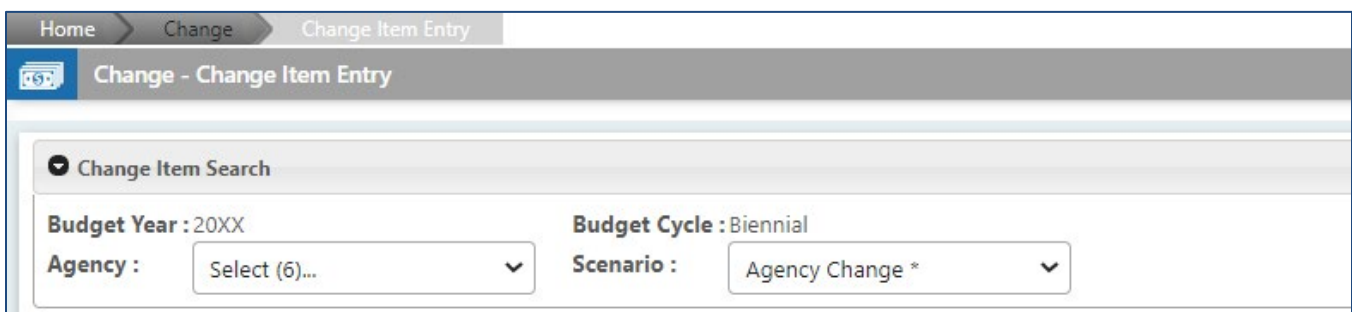
Note: The Funding Detail screen is only available for user roles that have access to the Gov Rec Change and Gov Rec Revised Change scenarios. This screen is used to distribute or enter change item funding data to the appropriation and account level. It is the final step in the budget process and is used after the Governor’s decisions are made. The responsibility for distributing change items will vary by agency and budget process.

Change Item Entry Screen

To enter a new change item, select Change Item Entry from the Main Menu in the left navigation.



The system generates a Change Item Search panel with two drop-downs, Agency and Scenario.



Step 1: Add a Change Item

Click on the Agency drop-down and select an agency.

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : Select (6)... Scenario : Select (1)...

Select (6)...

G10 - Management and Budget

Select the default Scenario, Agency Change.

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : G10 - Management and Buc Scenario : Select (1)...

Select (1)...

Agency Change *

The Change Item Add panel will open below the Change Item Search and Change Items panels.

Change Item Add

Change Item Name: + Add

To add a Change Item, enter a name for the change item in the field. ***The change item name is limited to 100 characters.***

Change Item Add

Change Item Name: Agency training test + Add

Click add. The system opens the Change Items panel above the Change Item Add panel, the change item is added to the entry list, and a "Success" message displays above the grid.

Success
System message: Saved successfully.



Change Items

Record count 1. Sorted by 'Rank (Asc)'

CI ID	CI Name	Rank ↓	IT		Fee Change		Consult		Status	Cat A	Cat B	Cat C	Cat D
			Yes	No	Yes	No	Yes	No					
G10-12	Agency Training Test	0	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	Select...	Select...	Select...	Select...	Select...

Cancel Clear Rank Save

The Change Items Panel displays a list of entered change items. The list is sorted by default in ascending order by Rank. The table below describes options for sorting and viewing the change item list.

Option	Description
Sort	Click on a column heading to sort the list by that field in ascending order  . Click it again to sort the records in descending order. 
Scroll Bar	Use the Scroll Bar at the bottom of the page to move left to right to view all the fields. When the change item list numbers is ten or more, use the Scroll Bar in the right margin to move up and down the list.

Enter the remaining fields for the change item. Below is a brief description of each field on the Change Item Entry screen. Please read the [Governor's Budget Request Instructions](#) on the MMB webpage for specific instructions on the required change item information for the current budget process.

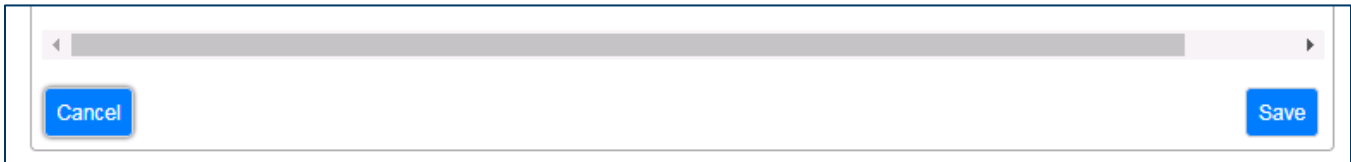
Column	Description
CI ID	<ul style="list-style-type: none"> Change Item ID is system-assigned, beginning with the agency code followed by a number, IDs are numbered sequentially and can't be changed. CI IDs are unique across all scenarios: there can be only one change item E37-7, and it is the same in Agency Change, Governor's Decision and Governor's Recommendation scenarios. Change Items can be deleted for a scenario; the CI ID will not be re-used unless it is the highest/last number in the sequence. CI ID is a hyperlink to the description screen, which can also be opened by clicking on Description from the Main Menu in the left navigation.
CI Name	CI name is created/entered by the agency and can be changed while the user has write access to the current Scenario.
Rank	<ul style="list-style-type: none"> Rank indicates the change item's priority and is selected from a drop-down. Rank numbers are unique and can be assigned to only one CI ID. To remove a change item's rank, assign it a different number from the drop-down or zero. To remove the rank from all change items, select the Clear Rank button in the lower right corner of the screen. Assign new ranks and then Save.
IT	IT indicates if the change item has an Information Technology impact. Select the Yes radio button for the IT indicator, if a change item has an information technology impact.
Fee Change	Fee Change indicates if the change item impacts fees. Select the Yes radio button for the Fee Change indicator, if a change item has a fee impact.
Consult	Consult is a flexible category that can be used for a change item. Review the current budget process requirements before indicating yes.
Status	Status is used during the Governor's decision process.
Cat A - G	Categories A through G are drop-downs. Selections are enabled/disabled based on current budget process requirements.

Step 2: Edit a Change Item

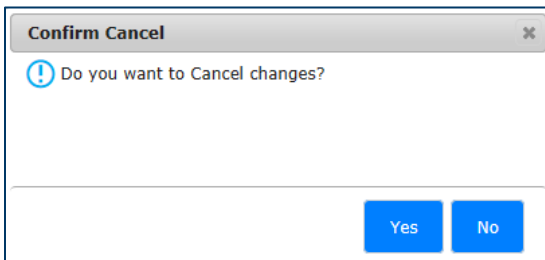
Fields that can be edited are outlined; read-only fields are grayed out. Fields available for edit depend on the user role security access for the selected scenario.

Save/Cancel.

The Save and Cancel buttons are located at the bottom of the screen. Both buttons are disabled until at least one cell's value is changed.

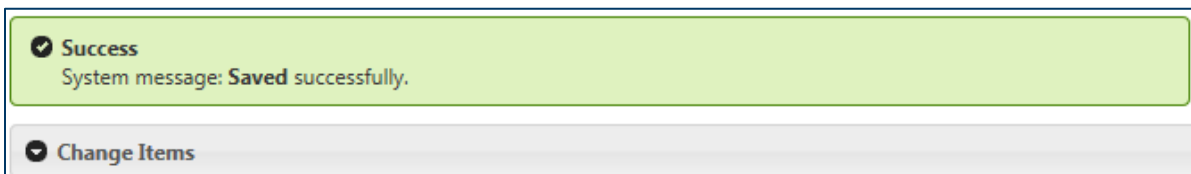


1. When you click Cancel, a "Confirm Cancel" pop-up displays.




Click "Yes" to discard changes. Click "No" to close the pop-up screen and return to the entry screen. The Save and Cancel buttons remain activated.

2. When you click Save; the Save and Cancel buttons are disabled, and a "Saved Successfully" message displays above the grid.

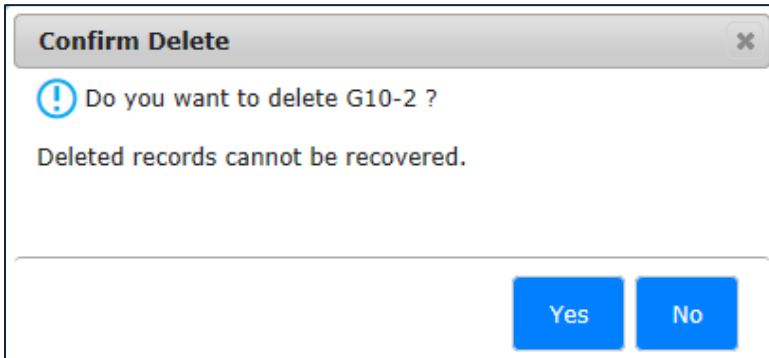


Delete a Change Item

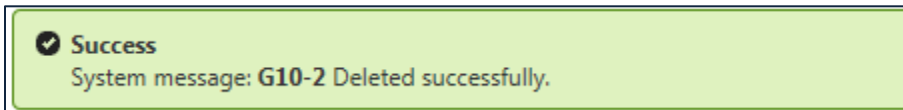
To delete a change Item, click on the Delete icon  in the far-right column.

	Rank	IT <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Change <input type="checkbox"/> Yes <input type="checkbox"/> No	Consult <input type="checkbox"/> Yes <input type="checkbox"/> No	Status jB	Cat A	Cat B	Cat C	Cat D	Cat E	Cat F	Cat G	Delete
	0	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Selec	Sel	Sel	Sel	Sel	Sel	Sel	Sel	

System will generate a Confirmation message.



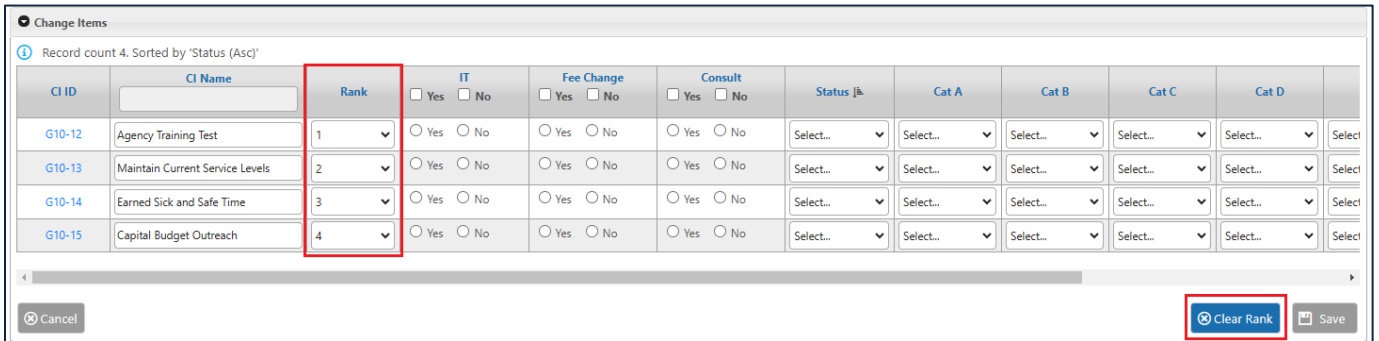
Click "Yes" and the change item will be deleted from the selected scenario. **Note: Deleting a change item will also delete the associated Description, Funding Summary, Relevant base and Funding detail data from the selected scenario.**



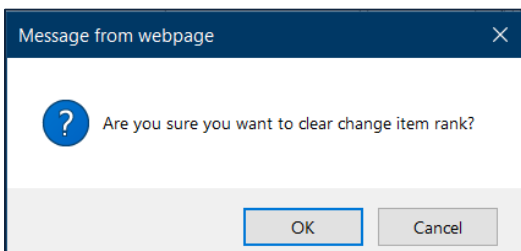
Click No to cancel the deletion.

Clear Rank, All Change Items

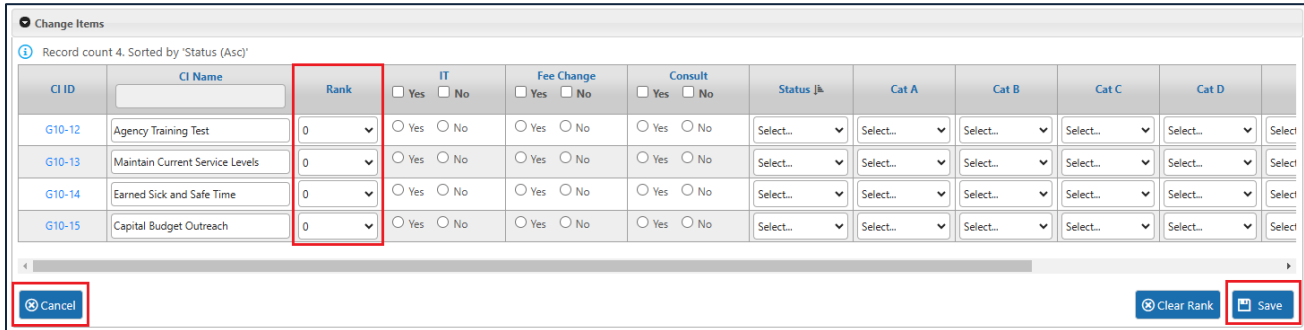
To clear the rank selection for all change items, select the Clear Rank button. **Note: the clear rank button will delete all "Rank" values of an agency's Change Items for the current scenario.**



System will generate a Confirmation message. "Are you sure you want to clear change item rank?" Click OK to clear rank or Cancel to keep current rank values.



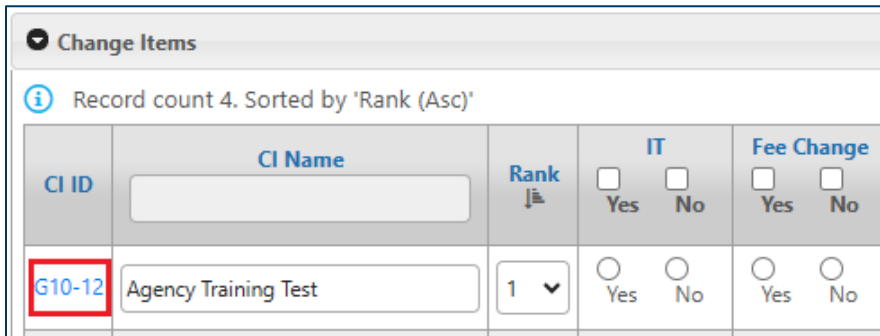
If you click OK on the confirmation message, the rank selection for all change item for the selected scenario will be set to 0 (zero) and the Save and Cancel buttons are enabled.



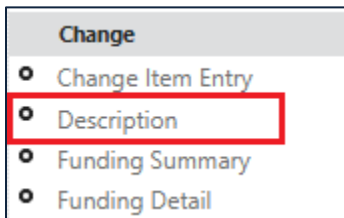
Assign new ranks and then Save. Click Cancel to cancel and retain the original rank values.

Description Screen

To enter a description for the change item, select the **CI ID** hyperlink from the Change Entry screen.

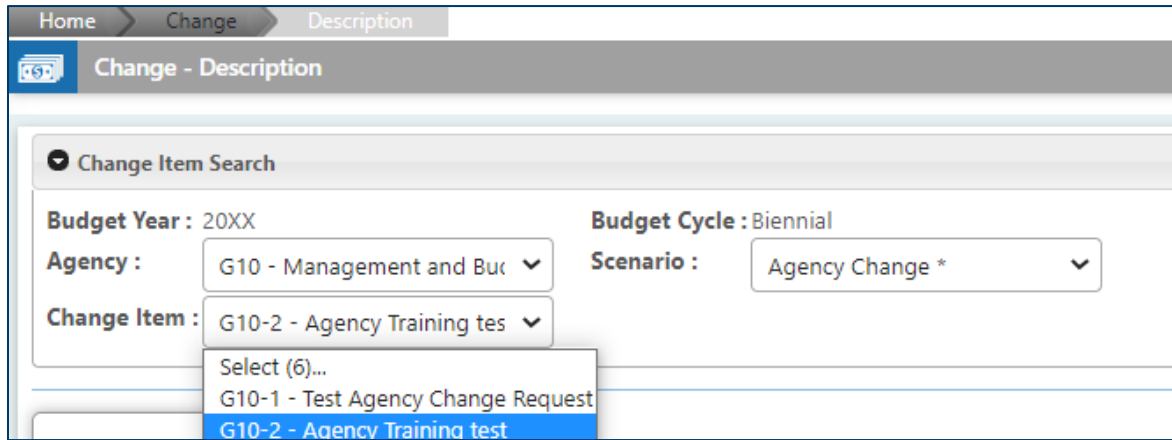


Another way to navigate to the Description screen is to select Description from the Main Menu in the left navigation.

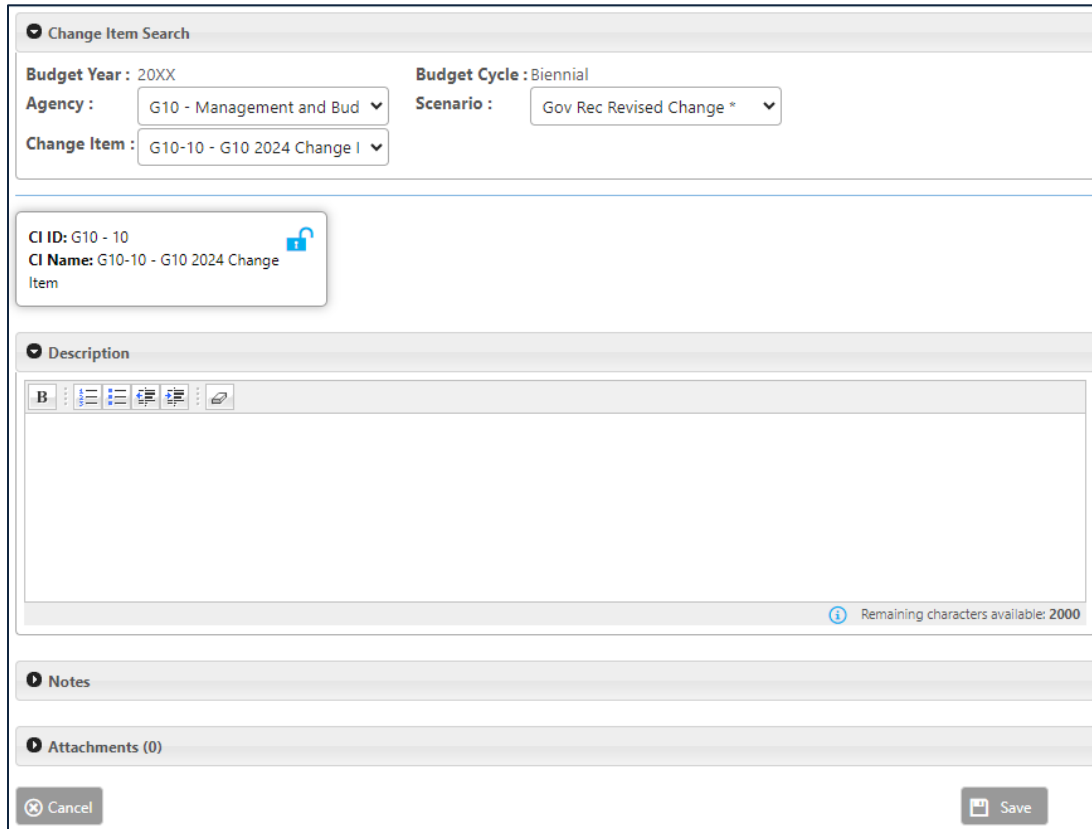


When the Description screen opens, Agency and Scenario values previously selected on the Change Item Entry screen are displayed in the Change Item Search panel drop-down.

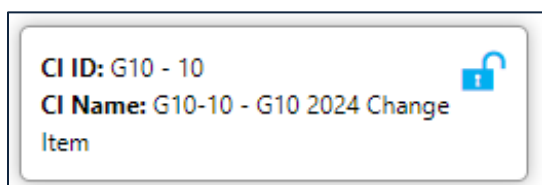
To enter a Description, you must first select a Change Item from the drop-down. The number in parenthesis in the Change Item drop-down indicates the number of change items entered for the selected agency and scenario.



If you selected a change item hyperlink on the Change Item Entry screen to navigate to the Description screen, the selected change item will already be displayed in the drop-down when the screen loads. The Description, Notes, and the Attachment panels will be displayed; the latter two panels will be closed.



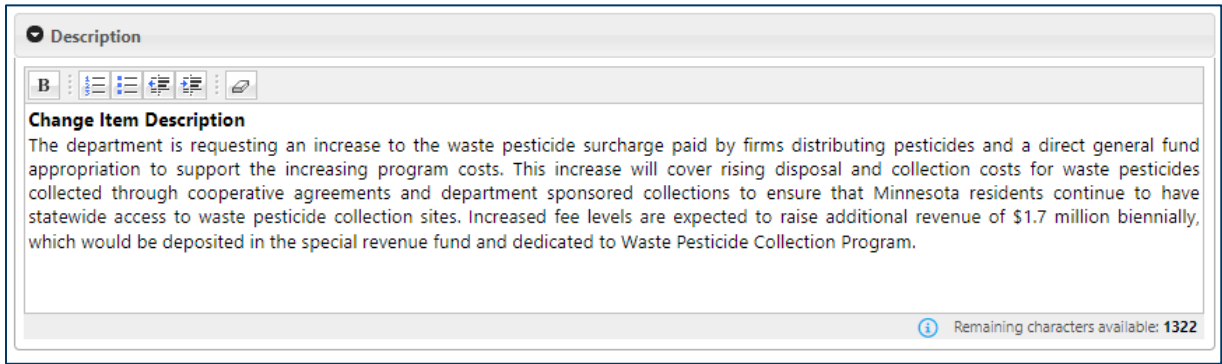
A box above the Description displays the selected change item name and ID.



Step 1: Enter a Description

The Description panel contains a text box for entering the specific detailed description for the proposed change item. This is a required field. To enter text, you can:

- a. Enter directly in the text box; or
- b. Copy and paste text from Microsoft Word or Notepad

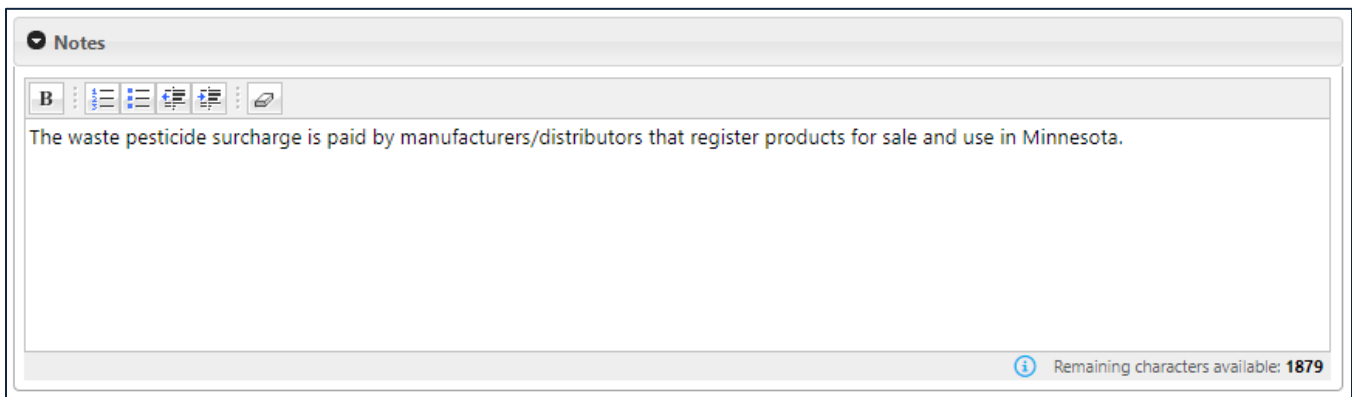


Click Save in the bottom right corner to save. Click Cancel on the bottom left corner to clear all changes.


Step 2: Enter Notes

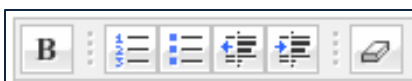
The Notes textbox is used to record additional information about the change item. If information is required in the Notes text box for change items, specific instructions will be provided in the [Governor’s Budget Request Instructions](#) on the MMB webpage.

Click on the Arrow in the panel header to open the textbox.



When entering text into in the Description screen’s text boxes, note the following:

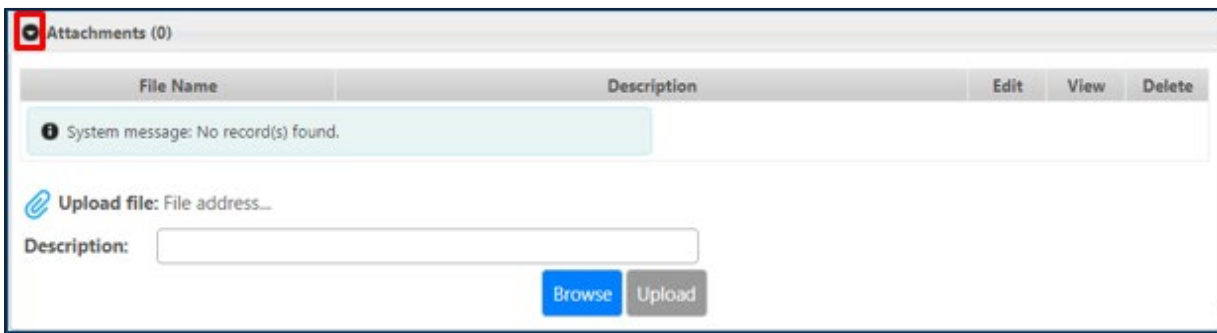
- Each text box has a 2,000 character limit. The count of remaining characters available displays in the bottom right corner. The number turns red when the remaining character count falls below 100.
- Use the “Clean formatting”  button to remove formatting added using the rich text editor toolbar.
- The textbox also allows users to add formatting using the toolbar options.



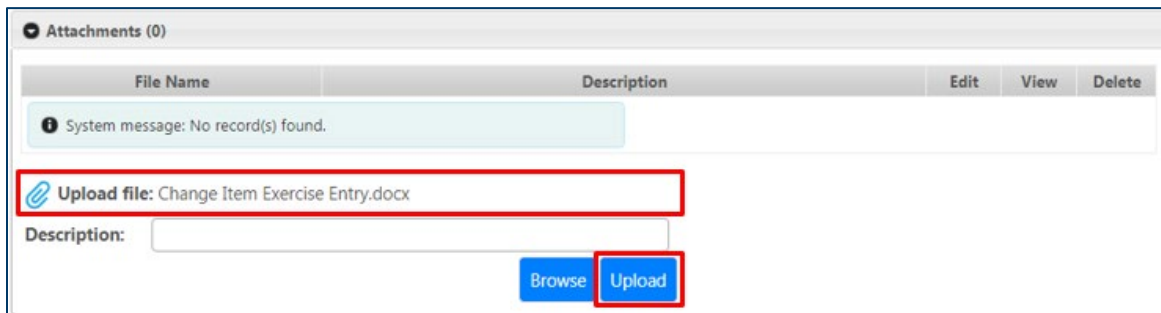
- **Do not copy and paste from an Acrobat PDF, email text, or any document other than a Word, Excel or Notepad.** When pasted into the description textboxes, this content can cause system issues, as well as formatting issues.
- **Do not copy and paste pictures or charts into the description text boxes.** This content can cause system issues as well as formatting issues on reports.

Step 3: Add Attachments

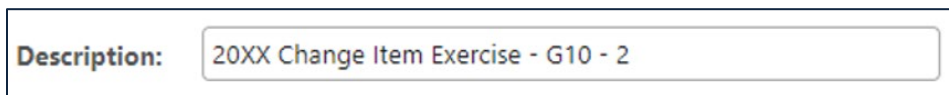
Open the Attachments panel by clicking on the Arrow in the panel header. The panel opens displaying a grid of attachments. Attachment Description text field displays below grid. Browse button is enabled; Upload button is disabled. If additional information is required to be attached for a change item, specific instructions will be provided in the [Governor’s Budget Request Instructions](#) on the MMB webpage.



1. Click Browse and navigate to the directory and file that you want to attach.
2. Select the file and click Open; the name of the Upload file will display directly above the Description text field, and the Upload button is enabled.



3. Enter a **Description** of the file in the text field:



4. Click Upload. A pop-up message “Uploaded successfully” will display.

Success
System message: **Uploaded** successfully.

After the file is uploaded, it will be listed with its description in the Attachments panel, and the panel's header will indicate the number of files attached in parenthesis.

The screenshot shows the 'Attachments (1)' panel. It contains a table with the following data:

File Name	Description	Edit	View	Delete
change item exercise entry.docx	2018 Change Item Exercise - CI ID: G10 - 2			

Below the table is an 'Upload file' section with a text input field for 'File address...', a 'Description:' label, and another text input field. At the bottom right of this section are 'Browse' and 'Upload' buttons.

Use the Icons on the right side of the file to Edit the file description, View the file or Delete it.

This is a close-up of the table row from the previous screenshot, highlighting the 'Edit', 'View', and 'Delete' columns. The data in the row is:

File Name	Description	Edit	View	Delete
change item exercise entry.docx	20XX Change Item Exercise - CI ID: G10 - 2			

Agencies may upload Word, PDF, or Excel documents. There is no limit on the number of file attachments.

Funding Summary Screen

Agencies are required to enter the change item summary revenue, expenditure and FTE amounts by fund in the Funding Summary screen. Select Funding Summary from the Main Menu in the left navigation.

The screenshot shows a navigation menu with the following items:

- Change
 - Change Item Entry
 - Description
 - Funding Summary**
 - Funding Detail

The Funding Summary screen displays a Change Item Search panel.

Home > Change > Funding Summary

Change - Funding Summary

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : G10 - Management and Bu... Scenario : Agency Change *

Change Item : G10-2 - Agency Training tes Fund (Entered) : Select (1)

Reset Search Preview

Fund (Available) : Select (196) + Add Fund

Step 1: Add a Fund

Select a fund from the Fund (Available) drop-down. The Add Fund button is enabled. Click Add Fund.

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : G10 - Management and Bu... Scenario : Agency Change *

Change Item : G10-3 - Agency Training tes Fund (Entered) : Select (0)

Reset Search Preview

Fund (Available) : 1000 - General + Add Fund

The Funding Summary panel opens; a Box above the panel displays the selected Change Item ID, Name, and added Fund.

CI ID: G10-3
CI Name: G10-3 - Agency Training
test 2
Fund: 1000 - General

Funding Summary

(Dollars in Thousands)

	Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX
+	Available Resources (CH_SOURCE)					
+	Use of Funds (CH_USE)					
	Change Item Cost (Savings) (CH_NETACCT)					
	New Full-Time Equivalents (CH_FTE_NEW)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Maintain Full-Time Equivalents (CH_FTE_MAIN)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2: Enter Change Item Data for the Fund and Save.

To open the panel’s data entry view, click on the Plus (+) to the left of the Name (CD) column header. The table’s rows will expand to the account level. Note the accounts available to edit; the funding summary screen uses summary level change accounts, which are distinct from the accounts used to enter base budget or detailed change item data.

Funding Summary

(Dollars in Thousands)

Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX
Balance Forward In (CH_BFIN)					
Taxes (CH_TAX)					
Federal Grants (CH_FED)					
Departmental Earnings (CH_DE)					
Investment Income (CH_INVINC)					
All Other (CH_OTHREV)					
Revenues (CH_REV)					
Transfers In (CH_XTNIN)					
Transfers Out (CH_XTNOUT)					
Loan Activity In (CH_LOAN_IN)					
Loan Activity Out (CH_LOAN_OUT)					
Cancellations (CH_CANCEL)					
Balance Forward Out (CH_BFOUT)					
Available Resources (CH_SOURCE)					
Compensation (CH_COMP)					
Centralized IT Services (41196) (CH_IT_SVCS)					
Other Operating Expenses (CH_OTH_OPER)					
Grants, Aids, and Subsidies (CH_GRANTS)					
Capital Outlay and Real Property (CH_CAP)					
Other Financial Transactions (CH_OTHFIN)					
Use of Funds (CH_USE)					
Change Item Cost (Savings) (CH_NETACCT)					
New Full-Time Equivalents (CH_FTE_NEW)					
Maintain Full-Time Equivalents (CH_FTE_MAIN)					

Cancel Delete Fund Save

Enter amounts rounded to the nearest thousand dollars; FTE can be entered to the nearest hundredth. The Save and Cancel buttons located at the bottom of the screen are disabled until at least one cell value has been changed. When the entries are saved:

1. The Delete Fund button displays and is activated; the Save and Cancel buttons are disabled. The number of Funds (Available) will decrease by one, and the count of Funds (Entered) will increase by one.

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : G10 - Management and Bur Scenario : Agency Change *

Change Item : G10-3 - Agency Training tes Fund (Entered) : Select (1)

Reset Search Preview

Fund (Available) : Select (196) + Add Fund

- Aggregation totals and the Change Item Cost (Savings) are updated immediately. Note the calculation for the change item cost (savings) is Use of Funds – Available Resources. A positive amount indicates a cost and a negative amount indicates savings. Note: this differs from the Account Net calculation on the Appropriation Entry, Edit screen and the Change Funding Detail screen, which is “Available Resources – Use of Funds”.

Users can add other funds as needed by selecting a new fund from the Fund (Available) drop-down and clicking Add Fund. Enter data for the selected fund and click Save.

Step 3: Preview

Click Preview to open a read-only all-funds view of the change item data by fund.

Change Item Search

Budget Year: 20XX Budget Cycle: Biennial
 Agency: G10 - Management and Buc Scenario: Agency Change *
 Change Item: G10-3 - Agency Training tes Fund (Entered): Select (2)

Reset Search Preview

Fund (Available): Select (195) + Add Fund

CI ID: G10-3
 CI Name: G10-3 - Agency Training test 2
 Fund: All (2) funds.

Funding Summary Preview

(Dollars in Thousands)

	FYXX	FYXX	FYXX	FYXX	FYXX
1000 - General					
+ Available Resources (CH_SOURCE)	285	285	285	285	285
+ Use of Funds (CH_USE)					
Change Item Cost (Savings) (CH_NETACCT)	-285	-285	-285	-285	-285
New Full-Time Equivalents (CH_FTE_NEW)	2.00	2.00	2.00	2.00	2.00
Maintain Full-Time Equivalents (CH_FTE_MAIN)	1.00	1.00	1.00	1.00	1.00
2000 - Restrict Misc Special Revenue					
+ Available Resources (CH_SOURCE)	35	35	35	35	35
+ Use of Funds (CH_USE)					
Change Item Cost (Savings) (CH_NETACCT)	-35	-35	-35	-35	-35
New Full-Time Equivalents (CH_FTE_NEW)	1.00	1.00	1.00	1.00	1.00
Maintain Full-Time Equivalents (CH_FTE_MAIN)					

Close

To open a detail view of the entries for any one Fund on the Funding Summary Preview panel, click on the Plus (+) to the left of the fund.

Click Close in the bottom right corner of the screen to close the Preview.

Step 4: Edit Data in an Entered Fund or Delete a Fund

To edit previously entered Funding Summary data, select a fund from the Fund (Entered) drop-down and click Search.

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : G10 - Management and Bus Scenario : Agency Change *

Change Item : G10-3 - Agency Training tes Fund (Entered) : 1000 - General

Fund (Available) : Select (195)

(Note: A dropdown menu for 'Fund (Entered)' is open, showing 'Select (2)', '1000 - General', and '2000 - Restrict Misc Special Revenue'. '1000 - General' is selected.)

The Funding Summary panel displays. Edit the data and click Save.

Funding Summary

(Dollars in Thousands)

+	Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX
+	Available Resources (CH_SOURCE)	285	285	285	285	285
+	Use of Funds (CH_USE)					
	Change Item Cost (Savings) (CH_NETACCT)	-285	-285	-285	-285	-285
	New Full-Time Equivalents (CH_FTE_NEW)	2.00	2.00	2.00	2.00	2.00
	Maintain Full-Time Equivalents (CH_FTE_MAIN)	1.00	1.00	1.00	1.00	1.00

To Delete a Fund

Select a fund from the Fund (Entered) drop-down. Click Search.

Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : G10 - Management and Bus Scenario : Agency Change *

Change Item : G10-3 - Agency Training tes Fund (Entered) : 1000 - General

Fund (Available) : Select (195)

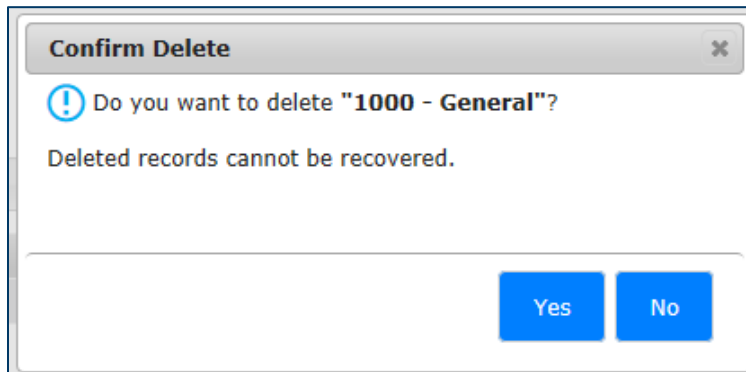
(Note: A dropdown menu for 'Fund (Entered)' is open, showing 'Select (2)', '1000 - General', and '2000 - Restrict Misc Special Revenue'. '1000 - General' is selected.)

The Funding Summary panel displays. Click on the Delete Fund button in the bottom left corner of the panel.

Funding Summary					
(Dollars in Thousands)					
+	Name (CD)	FYXX	FYXX	FYXX	FYXX
+	Available Resources (CH_SOURCE)	285	285	285	285
+	Use of Funds (CH_USE)				
	Change Item Cost (Savings) (CH_NETACCT)	-285	-285	-285	-285
	New Full-Time Equivalents (CH_FTE_NEW)	2.00	2.00	2.00	2.00
	Maintain Full-Time Equivalents (CH_FTE_MAIN)	1.00	1.00	1.00	1.00

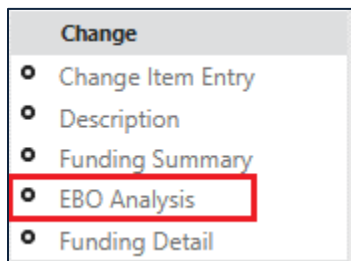
Buttons: Cancel, Delete Fund, Save

A Confirm Delete pop-up screen displays. To confirm delete, click “Yes”. To cancel the deletion, click “No”.



EBO Analysis [Access to this Screen is Granted to Users with the EBO User Role]

To enter an EBO Analysis 1 or Analysis 2 for a change item, select EBO Analysis from the Main Menu in the left navigation. EBOs should verify the scenario the required Analysis should be entered into.



When the EBO Analysis screen opens, the EBO may need to select the Agency, Scenario and Change Item from the drop downs. If navigating from the Change Item Entry screen or other Change screens, values previously selected on those screens may already be selected in the Change Item Search panel's drop-downs.

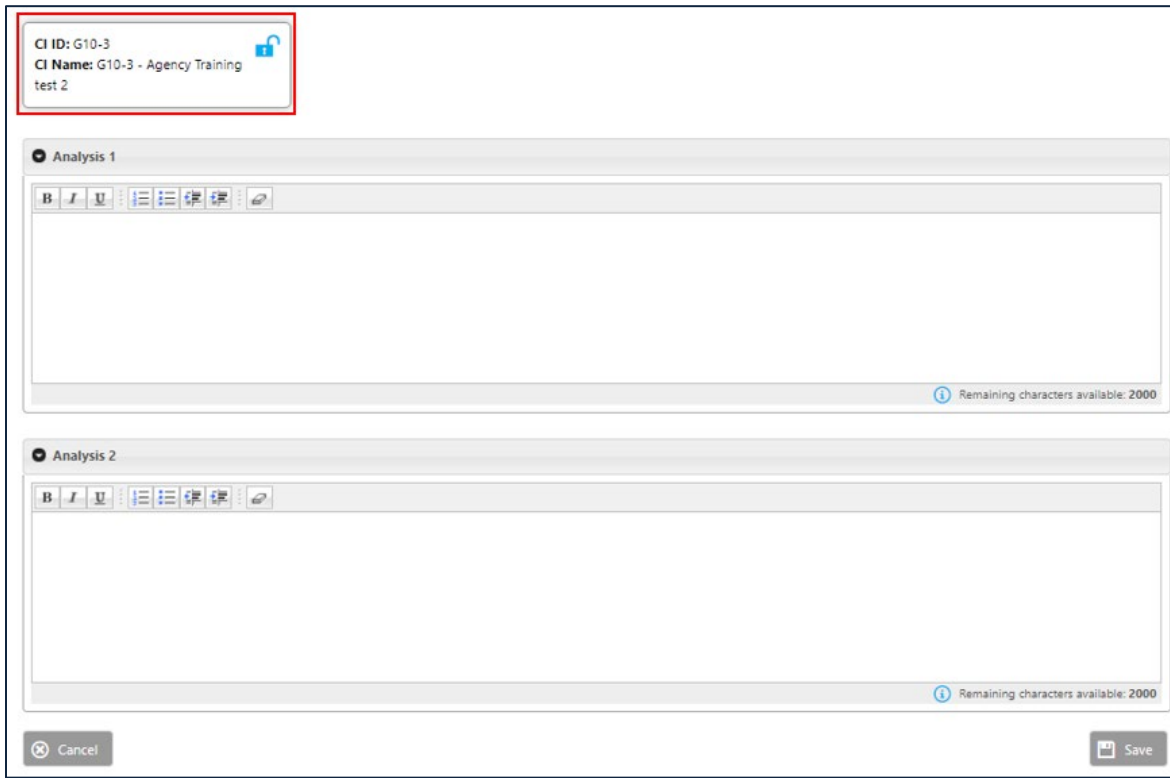
Change Item Search

Budget Year : 20XX Budget Cycle : Biennial

Agency : G10 - Management and Bur Scenario : Agency Change *

Change Item : G10-3 - Agency Training tes

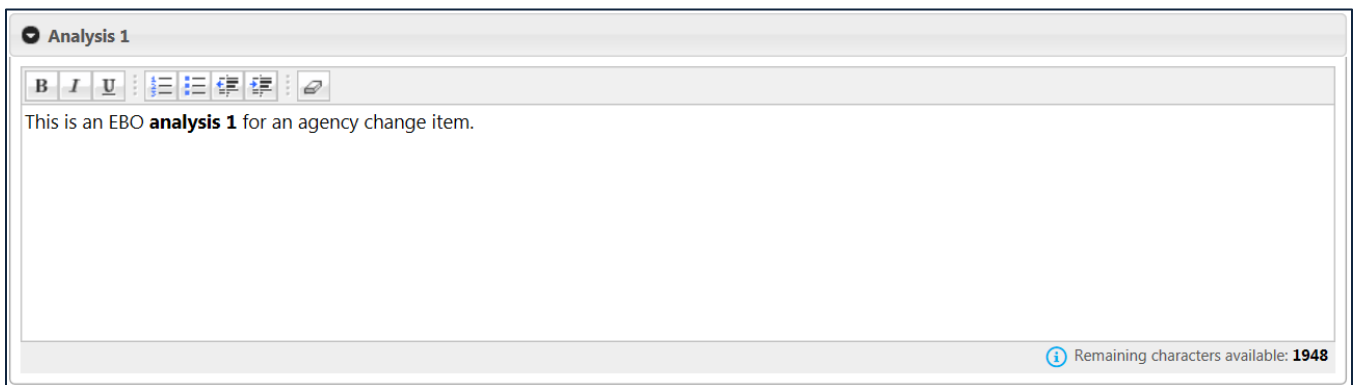
After the Agency, Scenario and Change Item are selected, the Analysis 1 and Analysis 2 panels will display. A box above the Analysis 1 field displays the selected change item name and ID.



Step 1: Enter an Analysis 1 and/or Analysis 2 as required.


The Analysis 1 and Analysis 2 panels contain a text box for entering the specific analyses for the proposed change item. To enter text, you can:

- a. Enter directly in the text box; or
- b. Copy and paste text from Microsoft Word or Notepad



Click Save in the bottom right corner to save the entered text. Click Cancel on the bottom left corner to clear all changes.

When entering text into in the Analysis 1 or Analysis 2 text boxes, note the following:

- Each text box has a 2,000 character limit. The count of remaining characters available displays in the bottom right corner. The number turns red when the remaining character count falls below 100.
- Use the “Clean formatting”  button to remove formatting added using the rich text editor toolbar.
- The textbox also allows users to add formatting using the toolbar options

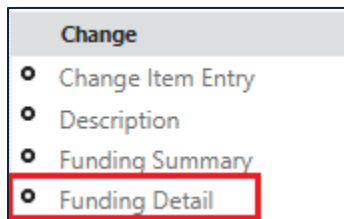


- **Do not copy and paste from an Acrobat PDF, email text, or any document other than a Word, Excel or Notepad.** When pasted into the description textboxes, this content can cause system issues, as well as formatting issues.
- **Do not copy and paste pictures or charts into the description text boxes.** This content can cause system issues as well as formatting issues on reports.

Funding Detail Screen [Access to this Screen is Controlled by User Role Security]

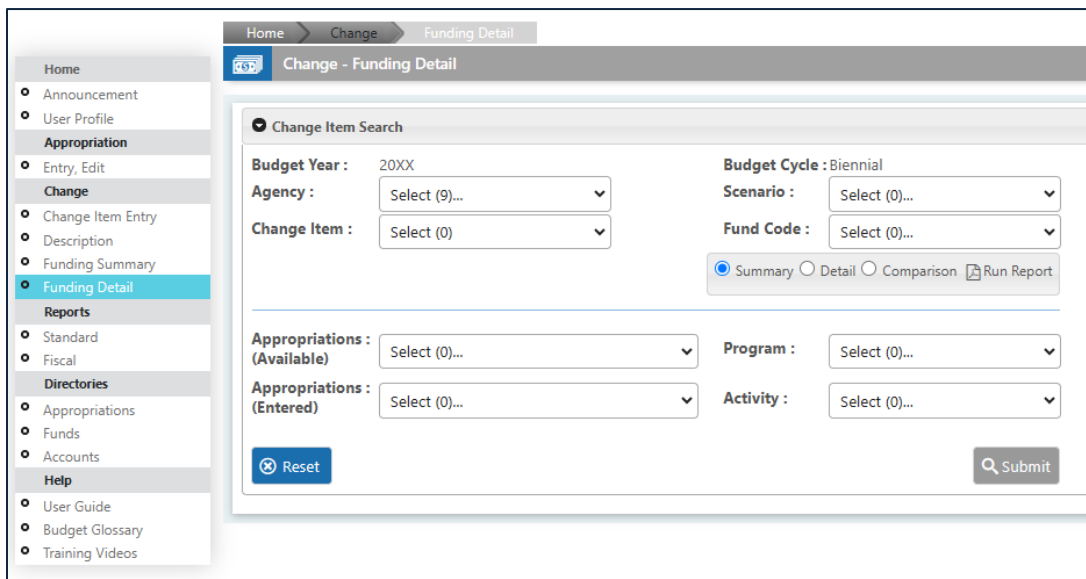
Change items are originally entered at the Funding Summary level. Change data is not entered at the appropriation and account level until the Governor recommends the change item for inclusion in the budget. Change funding detail data is combined with the appropriate Base data in agency fiscal reports.

From the Main Menu in the left navigation, select Funding Detail.



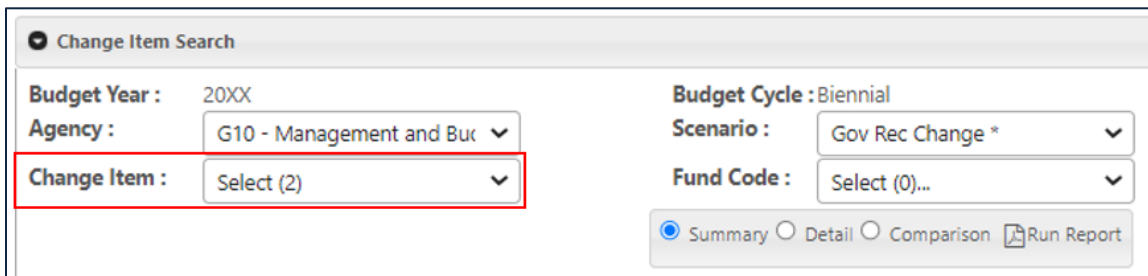
The Funding Detail screen displays a search panel split into two sections:

1. The top section is used to select Change Items and the Fund Code(s) that have data for the selected change item previously entered on the Change Item Funding Summary screen.
2. The lower section is used to select Appropriation(s) where the Detail Funding will be entered by account(s).

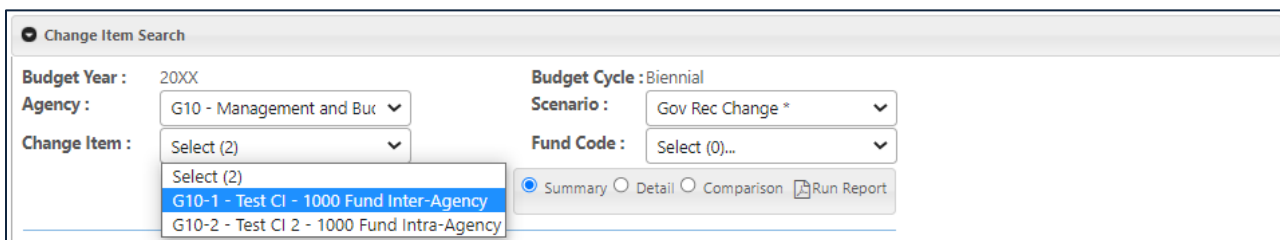


Step 1: Select the Change Item

To enter the detail funding for a change item, select an Agency and Scenario. This will populate the change item drop-down with approved change item(s). The Scenario selection will be Governor’s Rec or Governor’s Rec Revised.



From the Change Item drop-down, select a Change Item.



This will populate the Fund Code drop-down list with all funds that have data entered on the Funding Summary screen. If Funding Summary data has not been entered for the Change Item selected, the Fund Code drop-down list will display no values.

Change Item Search

Budget Year : 20XX

Agency : G10 - Management and Bur

Change Item : G10-1 - Test CI - 1000 Fund

Budget Cycle : Biennial

Scenario : Gov Rec Change *

Fund Code : Select (1)...

Summary Detail

After the Agency, Scenario, and Change Item are selected the Run Report button will be activated.

Change Item Search

Budget Year : 20XX

Agency : G10 - Management and Bur

Change Item : G10-1 - Test CI - 1000 Fund

Budget Cycle : Biennial

Scenario : Gov Rec Change *

Fund Code : Select (1)...

Summary Detail Comparison **Run Report**

Step 2: Run Summary Report

Before adding an appropriation to enter funding detail data, users should run the Summary report to view the data that needs to be entered by fund for the selected change item. To run the Summary report:

1. Select an Agency, Scenario, and Change Item from the drop down. The Run Report button is enabled.

Change Item Search

Budget Year : 20XX

Agency : G10 - Management and Bur

Change Item : G10-1 - Test CI - 1000 Fund

Budget Cycle : Biennial

Scenario : Gov Rec Change *

Fund Code : Select (1)...

Summary Detail Comparison **Run Report**

2. Select the Summary report by clicking on the radio button next to it.

Summary Detail Comparison **Run Report**

3. Click on the Run Report button to generate a pdf report, which can be printed or saved to a local directory.

Change Item Summary						20XX/Biennial/Gov Rec Change					
(Dollars in Thousands)											
Agency/Change Item	Category A	Rank	Fee?	IT?	Fund	Account	FYXX	FYXX	FYXX	FYXX	FYXX
Management and Budget											
G10-001 - Test CI - 1000 Fund Intra-Agency	Category A New 2024	2									
					1000 - General	Transfers In	35,000	35,000	35,000	35,000	35,000
					1000 - General	Transfers Out	35,000	35,000	35,000	35,000	35,000
Net Cost (Savings)							0	0	0	0	0

Step 3: Add an Appropriation

To add an Appropriation, the Agency, Scenario, Change Item, and Fund Code must be selected first. After selecting all four items from the drop-downs, the Appropriations (Available) drop down will populate all appropriations belonging to the Fund Code selected. Select an Appropriation from the Appropriations (Available) drop-down. The Submit button is enabled.

Click Submit. The funding detail panel opens. A Box at the top of the screen displays the selected appropriation attributes.

CI ID: G10-1

CI Name: G10-1 - Test CI - 1000 Fund Inter-Agency

20XX (Biennial) - November Forecast

Approp: G100002 - Budget Services **Fund:** 1000 - General

Agency: G10 - Management and Budget **Program:** G1001 - Statewide Services

Appr Type Group: Direct **Bud Activity:** G100102 - Budget Services

The left side of the Funding Detail panel displays columns with the appropriation’s Forecast Base budget data; immediately to the right are columns for entering Governor’s Recommendation change amounts. Amounts are arranged and summarized at the Group and Type levels. FTE data is displayed at the Account level, the lowest level, where data is entered/edited. The base columns are read only.

Funding Detail											
(Dollars in Thousands)											
+		Current	November Forecast				Gov Rec Change *				
		FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)										
+	Appropriation (APPTOT)	4,160	4,160	4,160	4,160	4,160					
+	Revenues (REV)										
+	Net Transfers (NETTRAN)										
+	Net Loan Activity (NETLOAN)										
+	Cancellations (CANCEL)										
+	Balance Forward Out (BFOUT)										
	Available Resources (SOURCES)	4,160	4,160	4,160	4,160	4,160					
+	Expenditures (EXP)	4,163	4,163	4,163	4,163	4,163					
	Use of Funds (USES)	4,163	4,163	4,163	4,163	4,163					
	Account Net (NETACCT)	-3	-3	-3	-3	-3					
	FTE - Full Time Equivalent Positions										

To hide or show the Base columns Click on  located at the top right corner of the panel.

Funding Detail											
(Dollars in Thousands)											
+		Current	November Forecast				Gov Rec Change *				
		FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)										
+	Appropriation (APPTOT)	4,160	4,160	4,160	4,160	4,160					
+	Revenues (REV)										
+	Net Transfers (NETTRAN)										
+	Net Loan Activity (NETLOAN)										
+	Cancellations (CANCEL)										
+	Balance Forward Out (BFOUT)										
	Available Resources (SOURCES)	4,160	4,160	4,160	4,160	4,160					
+	Expenditures (EXP)	4,163	4,163	4,163	4,163	4,163					
	Use of Funds (USES)	4,163	4,163	4,163	4,163	4,163					
	Account Net (NETACCT)	-3	-3	-3	-3	-3					
	FTE - Full Time Equivalent Positions										

Step 4: Enter Detail Change Data for the Appropriation.

To open the panel’s data entry view, click on the Plus (+) to the left of the Name (CD) column header. The rows will open to the account level. **Enter the dollar amounts in thousands for each account and year; FTE can be entered in amounts to one-hundredth.** The Save and Cancel buttons located at the bottom of the screen are disabled until at least one cell value has been entered or changed.

Funding Detail										
(Dollars in Thousands)										
+		Current	November Forecast			Gov Rec Change *				
		FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+	Balance Forward In (BFIN)									
-	Appropriation (APPTOT)	4,160	4,160	4,160	4,160	4,160				
	APP - Appropriation (Source)	4,160	4,160	4,160	4,160	4,160	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Appropriation (Source) (APPLOAD)	4,160	4,160	4,160	4,160	4,160				
	Base Adjustment (BADJ)									
-	Revenues (REV)									
	Taxes (TAX)									

After the entries are saved, the Save and Cancel buttons are disabled. The number of Appropriations Available will decrease by one, and the count of Appropriations Entered will increase by one.

Appropriations : (Available)
Program :

Appropriations : (Entered)
Activity :

Add other Appropriations as needed by selecting a new Appropriation from the Appropriations (Available) drop-down and clicking Submit. Enter data for the selected Appropriation and click Save.

Step 5: Add an Account

To add an Account that is not already displayed in the table, select the Account – Add tab at the top of the screen.

Appropriation - Budgeting
Account - Add
Appropriation - Transfer

CI ID: G10-1
 CI Name: G10-1 - Test CI - 1000 Fund Inter-Agency 🔒

20XX (Biennial) - November Forecast

Approp: G100002 - Budget Services **Fund:** 1000 - General
Agency: G10 - Management and Budget **Program:** G1001 - Statewide Services
Appr Type Group: Direct **Bud Activity:** G100102 - Budget Services

Account Search

Account Category:

Account:

Search for an account by typing it into the Account field to generate an auto-populated list of account codes/names, or by selecting a Category from the Account Category drop-down to narrow the list. Click Add.

Once added, an Account code cannot be selected to add again. Click either Reset button to clear and select a different Account or Account Category.

Appropriation

Change items supported by direct appropriations must include an appropriation amount as a source of funding. The account code is “APP - Appropriation (Source)” (show below)

-	Appropriation (APPTOT)	4,160	4,160	4,160	4,160	4,160					
	APP - Appropriation (Source)	4,160	4,160	4,160	4,160	4,160	<input type="text" value="4160"/>	<input type="text" value="4160"/>	<input type="text" value="4160"/>	<input type="text" value="4160"/>	<input type="text" value="4160"/>
	Appropriation (Source) (APLOAD)	4,160	4,160	4,160	4,160	4,160					

IT Spending

Change items with information technology (IT) impact should include IT spending in account codes “41196 – Centralized IT Services” or “41197 – Agency Specific MNIT Services” (shown below).

	41196 - Centralized IT Services						<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
	Operating Expenses (OPER)						50	50	50	50	50

Full Time Equivalent (FTE)

Change items with an FTE impact should also have that information distributed to the account “FTE – Full Time Equivalent Positions” (shown below).

	FTE - Full Time Equivalent Positions						<input type="text" value="3.50"/>	<input type="text" value="3.50"/>	<input type="text" value="3.50"/>	<input type="text" value="3.50"/>
--	--------------------------------------	--	--	--	--	--	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------

Balance Forward

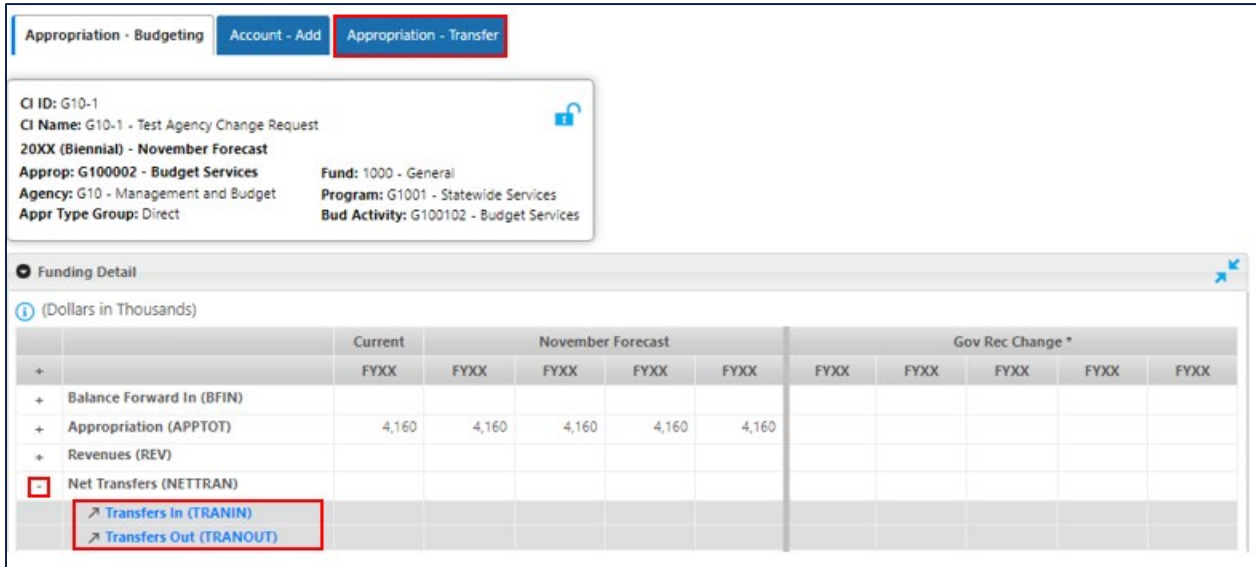
Change items with a Balance Forward Out should also have a change distribution to the account “RFWOUT – Balance Forward Out”. Click Save; the system will immediately populate a dynamically-calculated field labeled “BFWD_DYN – Budgeted Balance Forward In” in the following fiscal year, equal to the RFWOUT – Balance Forward Out change entry.

Delete an Account

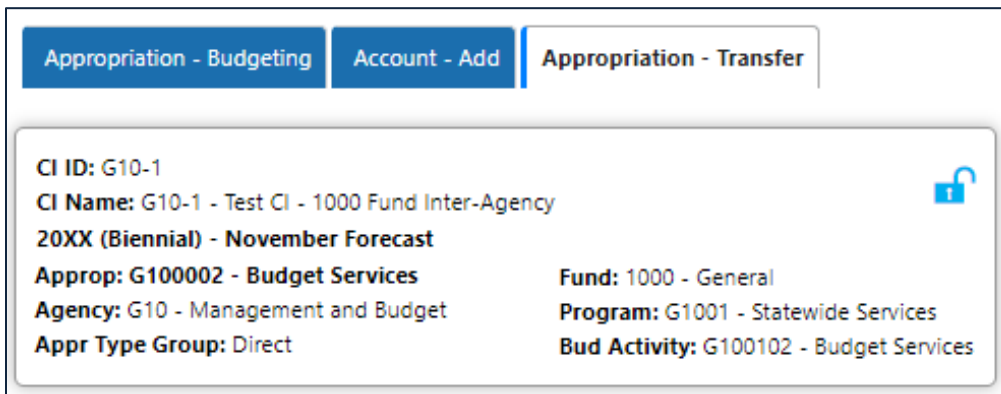
To delete an account from the panel, users must delete the contents of every year’s cell—Actual, Current and/or Estimated—and Save the changes. Users with the Agency role will not be able to delete accounts containing Actual year data.

Step 6: Enter Change Item Transfers

Return to the Funding Detail panel on the Appropriation - Budgeting tab and open the Net Transfers Group to display total Transfers In and Transfers Out. Click on either row’s label, Transfers In or Transfers Out; each is a hyperlink to the change Transfers Screen, which can also be opened by clicking on the Transfers tab at the top of the screen.



The Appropriation - Transfer tab opens. A Box at the top of the screen displays the selected change item and appropriation attributes.



The Appropriation - Transfer tab on the Funding Detail screen displays three panels; Transfer In, Transfers Out, and Transfer Out – Add Approp.

The left side of the Transfer In and Transfers Out panel displays columns with the appropriation’s forecast base budget transfer data; immediately to the right are columns displaying Governor’s recommendation change amounts.

Transfer In panel is the top panel and is read-only because transfers are always entered from the source appropriation, i.e., the appropriation transferring the funds out. Transfers in are displayed by the “From” appropriation.

Transfer In

(Dollars in Thousands)

Appr ID (From)	Appr Name	Fund CD	Fund Name	CI ID (FROM)	Current	November Forecast				Gov Rec Change *				
					FYXX	FY24	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX

Transfer Out panel is the middle panel and displays the appropriation and amounts to which funds were transferred. To Edit/Add transfer out data, use the Transfer Out - Add Approp panel.

Transfer Out

(Dollars in Thousands)

Record count: 1

Appr ID (To)	Appr Name	Fund CD	Fund Name	CI ID (To)	Current	November Forecast				Gov Rec Change *				
					FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	
G100010	Local Govt Services	1000	General	G10-1							0			
Total Transfers Out											0			

Cancel Save

Edit/Add Forecast Base Transfer Out

In the Transfer Out – Add Approp panel, enter the first three characters of an Appropriation’s ID or Name in the Approp field to generate an auto-populated list of values. Select the appropriation from the list and then click the Select button.

Note: If you have a change item with transfers that impact multiple agencies, please discuss with your EBO.

Transfer Out - Add Approp

Approp: Select

- G100000-Non Dedicated Receipts (1000 - General)
- G100001-Accounting Services (1000 - General)
- G100003-Economic Analysis (1000 - General)

A drop-down with a list of valid change item IDs will display. **Note: In order to populate the list of change item IDs in the CI ID drop-down, the agency the funds are being transferred to must have a change item entered in the system with funding summary data matching the fund associated with the appropriation selected.**

Select a Change Item ID from the drop-down and click Add.

If the selected appropriation has forecast base data, then the selected change item ID will be populated in the CI ID (To) column, and the Governor’s recommendation change columns will be open for edit with a 0 (zero) in the first estimated year.

Appr ID (To)	Appr Name	Fund CD	Fund Name	CI ID (To)	Current	November Forecast					Gov Rec Change *					
					FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	
G100000	Non Dedicated Receipts	1000	General	G10-1								0				
G100001	Accounting Services	1000	General	G10-1								0				
G100010	Local Govt Services	1000	General	G10-1								0				
Total Transfers Out												0				

Otherwise, The Appropriation will be added and saved on a new line to the Transfers Out list with a 0 (zero) in the first estimated year, sorted in ascending order by Appropriation ID.

Appr ID (To)	Appr Name	Fund CD	Fund Name	CI ID (To)	Current	November Forecast					Gov Rec Change *					
					FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX		
G100000	Non Dedicated Receipts	1000	General	G10-1								0				
G100001	Accounting Services	1000	General	G10-1								0				
G100010	Local Govt Services	1000	General	G10-1								0				
Total Transfers Out												0				

To Enter/Edit transfer out amounts in the cells; use the tab key or mouse to move to the next cell. The Cancel and Save buttons will be activated when data has been changed or added.

Step 7: Review Funding Detail

The final step to completing the Funding Detail entry is to review and verify all data is balanced. This consists of two parts:

Part One: Review Change Item Funding Detail

For each change item, the amounts entered on the Funding Summary and Funding Detail screens must match. To confirm that the funding summary is distributed in full, run the Comparison report. This report compares and calculates the difference by fiscal year between the change item’s summary and detailed/distributed funding data at the account group level.

To run the **Comparison** report, select the radio button next to Comparison, and click **Run Report**.

Summary
 Detail
 Comparison

Change Item Summary to Detail Comparison

(Dollars in Thousands) 20XX/Biennial/Gov Rec Change

Change Item	Rank	Fund	Acct Group	Summary FYXX	Detail FYXX	FYXX Diff	Summary FYXX	Detail FYXX	FY24 Diff	Summary FYXX	Detail FYXX	FYXX Diff	Summary FYXX	Detail FYXX	FYXX Diff	Summary FYXX	Detail FYXX	FYXX Diff
G10-001 - Test CI - 1000 Fund Inter-Agency	1	1000 - General	Transfers In	5,000		5,000	5,000	(50)	5,050	5,000	(50)	5,050	5,000	(50)	5,050	5,000	(50)	5,050
G10-001 - Test CI - 1000 Fund Inter-Agency	1	1000 - General	Transfers Out	5,000	5,000	0	5,000	4,950	50	5,000	4,950	50	5,000	4,950	50	5,000	4,950	50

Part Two: Review and Reconcile All Entered Appropriations

Review/Reconcile Change Detail Entries at the Appropriation Level for each appropriation that has detailed change entries to confirm that the Account Net (Available Resources - Use of Funds) equals Zero. The exception is non-dedicated or continuing (capital) appropriations which may have a non-zero account net.

Account Net (NETACCT)	0	0	0	0	0
------------------------------	---	---	---	---	---

To check the change item’s Account Net, users can also run a Change Detail report, which details entries by Fund, Appropriation and Account for the selected change item. To run this report, go to the Search panel at the top of the Change Detail Screen, select the radio button next to Detail, and click Run Report.

Summary
 Detail
 Comparison

The system generates a pdf report, which can be printed or saved to a local directory.

Change Item Detail					20XX/Biennial/Gov Rec Change				
(Dollars in Thousands)									
Agency/Change Item	Rank	Fund	Appropriation	Account	FYXX	FYXX	FYXX	FYXX	FYXX
Management and Budget									
G10-001 - Test CI - 1000 Fund Inter- 1 Agency									
		1000 - General	G100000 - Non Dedicated Receipts	XTNIN - Transfers In		0			
		1000 - General	G100001 - Accounting Services	XTNIN - Transfers In		(50)	(50)	(50)	(50)
		1000 - General	G100002 - Budget Services	XTNOUT - Transfers Out		(50)	(50)	(50)	(50)
		1000 - General	G100002 - Budget Services	41195 - IT St Agcy Prof/Tech Svc		0			
		1000 - General	G100009 - Management Services	XTNOUT - Transfers Out	5,000	5,000	5,000	5,000	5,000
		1000 - General	G100010 - Local Govt Services	XTNIN - Transfers In		0			
				Account Net		(5,000)	(5,000)	(5,000)	(5,000)

Delete an Appropriation Distribution

Use the following steps to delete the distribution data for an appropriation. Using the Funding Detail – Change Item Search panel:

1. Select Agency, Scenario, Change Item, and Fund Code drop-downs.
2. Select an Appropriation from the Appropriations (Entered) drop-down and click Submit.

The Funding detail panel opens below. Click the **Delete Distr** button at the bottom of the screen.

Funding Detail

(Dollars in Thousands)

+	Current	November Forecast				Gov Rec Change *				
	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX	FYXX
+ Balance Forward In (BFIN)										
+ Appropriation (APPTOT)	4,160	4,160	4,160	4,160	4,160					
+ Revenues (REV)										
+ Net Transfers (NETTRAN)							50	50	50	50
+ Net Loan Activity (NETLOAN)										
+ Cancellations (CANCEL)										
+ Balance Forward Out (BFOUT)										
Available Resources (SOURCES)	4,160	4,160	4,160	4,160	4,160	50	50	50	50	50
+ Expenditures (EXP)	4,163	4,163	4,163	4,163	4,163	0				
Use of Funds (USES)	4,163	4,163	4,163	4,163	4,163	0				
Account Net (NETACCT)	-3	-3	-3	-3	-3	50	50	50	50	50
FTE - Full Time Equivalent Positions						2	2	2	2	2

Buttons: Cancel, Delete Distr, Save

A Confirm Delete pop-up screen displays. To delete the distribution entries, click “Yes”. To cancel the deletion, click “No”.

Confirm Delete [X]

⚠ Do you want to delete distribution entries for this change item from **G100002 - Budget Services** ?

Deleted records cannot be recovered.

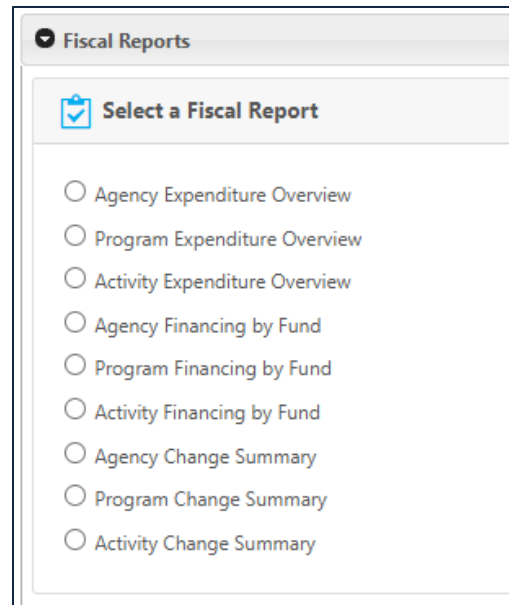
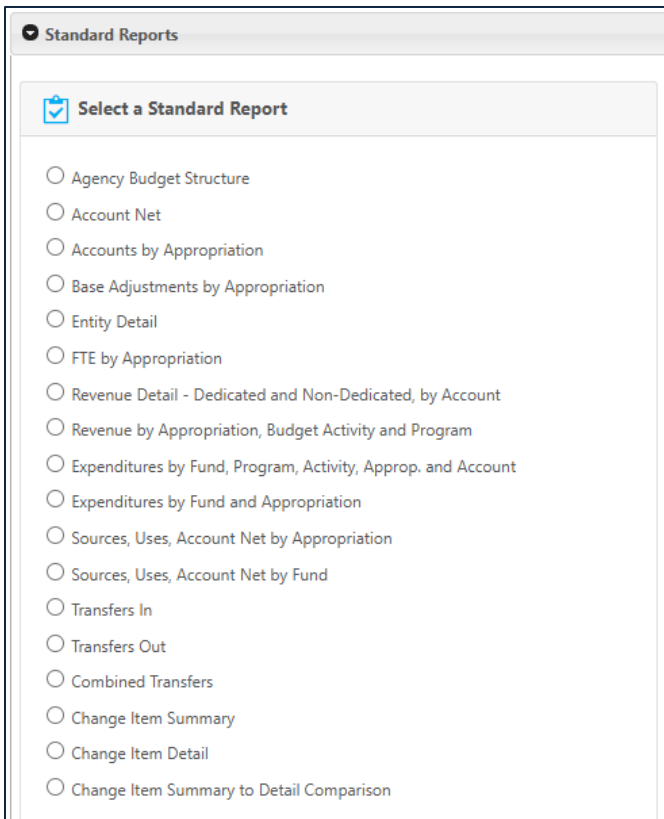
Yes No

Reports Module

The Reports Module allows users to run reports to assist in the preparation and review of an agency base budget and budget change requests or run the reports that will be included in the published base and governor’s biennial budget documents submitted to the legislature. The Reports Module has two screens: select Standard to run PDF reports with an Excel/CSV file download option for review and analysis of an agency’s BPAS data; select Fiscal to run formatted PDF reports that are included in the agency biennial budget document. The Main Menu in the left navigation lists the Reports Module screens available for your user role.



After selecting a report screen, the available reports for each screen will display in a panel.



Report Parameters

The system allows users to interact with reports by using filters to set parameters for controlling the final report output. These filters are grouped in two sections as described below:

Step 1: Select a Report

Select the report you wish to run by clicking the radio button next to it, the first part of the parameter selection box displays on the right side.

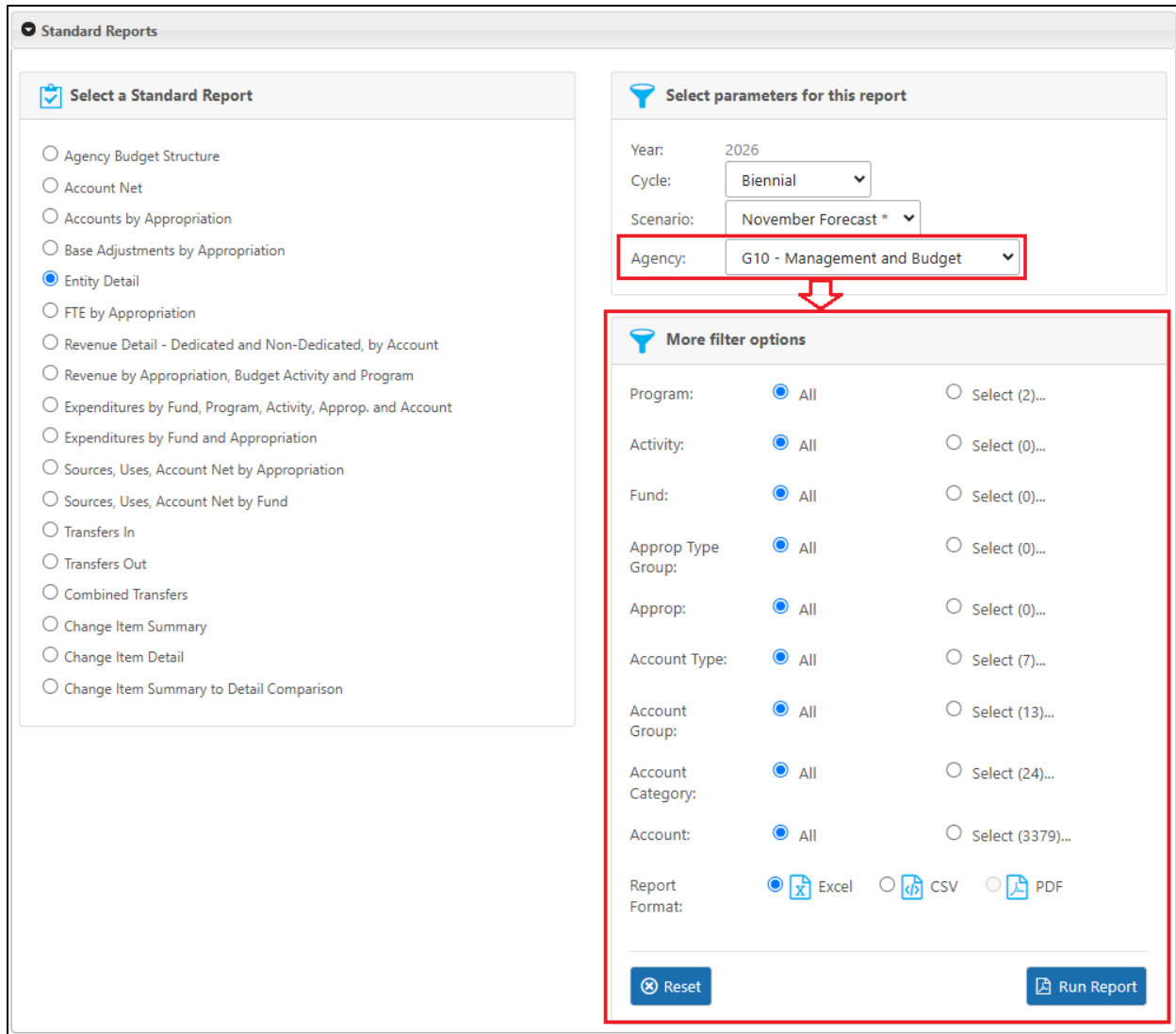
The screenshot shows a web interface titled "Standard Reports". It is divided into two main sections. The left section, titled "Select a Standard Report", contains a list of report types with radio buttons: "Agency Budget Structure", "Account Net", "Accounts by Appropriation", "Base Adjustments by Appropriation", and "Entity Detail". The "Entity Detail" option is selected, and a red box highlights it with a red arrow pointing to the right. The right section, titled "Select parameters for this report", is also highlighted with a red box and contains the following parameters: "Year" (set to 2024), "Cycle" (set to Biennial), "Scenario" (set to Governor's Rec Revised *), and "Agency" (set to Select (121)...).

The Year (budget year), Cycle, Scenario, and Agency are included on all of the reports. The budget year is fixed; other report parameters such as cycle, scenario and agency are either dependent on a point in time within the budget cycle and/or linked to each user's system security settings.

Step 2: Select a Scenario and Agency

The Cycle will default to the current budget cycle. Biennial cycle data is available both years for specific reports and can be selected from the dropdown when the budget cycle is set to Supplemental.

Select a Scenario and Agency from the Agency drop-down list. The second section of the filter parameters will display below. Based on the report a user selects, the parameters available will vary. An agency must be selected in order to select other report parameters and to run the report.



At this point users are able to:

- a) Run a report for their agency without filtering the data
- b) Use one or all of the parameters available to filter the data
- c) Select multiple options within each parameter
- d) Run the report
 - a. **Standard reports** can be run in three output formats: Excel, CSV and PDF
 - b. **Fiscal reports** can only be run as PDF documents.

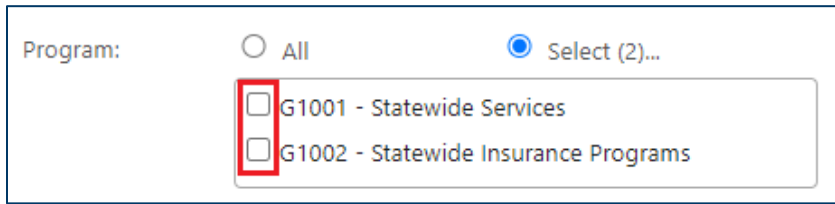
Selecting Additional Parameters

The parameter in the second section can be used to refine reports to show only results that meet specific criteria. To select a parameter:

1. Click on the radio button next to “Select”.



2. A box with the available parameter selections displays. Click the checkbox to select the parameter.



Select any of the other parameters in the panel.

Resetting Parameter Selections

To ensure accuracy of the report, be sure to click Reset before beginning a new report.

Reset Button

The reset button on the bottom left corner of the parameter box will reset all filters parameter back to their default values.



Other Reset Options

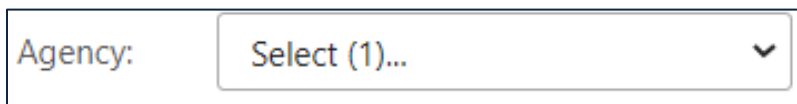
1. **All radio button**

Switching back to the All radio button after making filter selections for a parameter only resets that parameter's filter selection.



2. **Agency Drop-down List**

Unselecting the Agency drop-down or switching to another Agency will reset all parameter selections



3. **Switching Reports**

As you move from one report to another, all parameter selections should reset automatically.

Standard Reports

Standard reports are a set of 18 reports designed to assist agencies in reviewing their budget structure, reconciling appropriations, setting base budgets, and reviewing entered change items. Below is a brief description of each report:

Report Descriptions

1. Agency Budget Structure

Report includes active appropriations for the selected agency and includes the Program, Budget Activity, Fund and Approp Type Group. Grouped by Agency, Program and Budget Activity.

2. Account Net

Report includes appropriations where the sources and uses (account net) are not equal to zero on any one of the years. Non-dedicated and continuing appropriation types are excluded. Grouped by Agency, Fund and Approp Type Group.

3. Accounts by Appropriation

Report includes account level data and account net (sources less uses) for appropriations. Grouped by Agency and Appropriation.

4. Base Adjustments by Appropriation

Report includes appropriation (source) and base adjustment account data for direct and open appropriations. Grouped by Agency, Approp Type Group, Fund, Program, Budget Activity, and Appropriation.

5. Entity Detail

Report includes account level data for appropriations. Grouped by Agency, Program, and Budget Activity.

6. FTE by Appropriation

Report includes FTE data for appropriations. Grouped by Agency, Fund, Program, and Budget Activity.

7. Revenue Detail - Dedicated and Non-Dedicated, by Account

Report includes account level data for dedicated and non-dedicated appropriations. Grouped by Agency, Dedicated/Non-Dedicated, Account Category, and Account Class

8. Revenue by Appropriation, Budget Activity and Program

Report includes revenue by appropriation. Grouped by Agency, Fund, Program, and Budget Activity.

9. Expenditures by Fund, Program, Activity, Appropriation and Account

Report includes account level expenditures for dedicated appropriations. Grouped by Agency, Fund, Program, Budget Activity, and Account Category. Excludes continuing (02), non-dedicated (99) and excluded (77) appropriation types.

10. Expenditures by Fund and Appropriation

Report includes expenditures by appropriation. Grouped by Agency and Fund. Excludes continuing (02), non-dedicated (99) and excluded (77) appropriation types.

11. Sources, Uses, Account Net by Appropriation

Report includes source, uses, and account net data at account group level by appropriation. Grouped by Agency, Fund, and Appropriation. Excludes continuing (02), non-dedicated (99) and excluded (77) appropriation types.

12. Sources, Uses, Account Net by Fund

Report includes source, uses, and account net data at account group level by fund. Grouped by Agency and Fund. Excludes continuing (02), non-dedicated (99) and excluded (77) appropriation types.

13. Transfers In

Report includes incoming transfer data from all agencies at the appropriation level for the selected (“To”) agency along with “From” Fund and Appropriation. Grouped by the “To” Agency, Fund, Program, and Budget Activity. Report parameter selections are for “To” Agency.

14. Transfers Out

Report includes outgoing transfer data to all agencies at the Approp level for selected (“From”) agency along with “To” Fund and Appropriation. Grouped by the “From” Agency, Fund, Program, and Budget Activity. Report parameter selections are for “From” Agency.

15. Combined Transfers

Report includes both outgoing transfer and incoming transfer data to all agencies at the Approp level for selected agency. Grouped by the “From” Agency, Fund, Program, Budget Activity “To” Agency, Fund, Program, and Budget Activity. Report parameter selection is Agency.

16. Change Item Summary

Report includes Change Item Summary level data; entered on the Funding Summary screen.

17. Change Item Detail

Report includes Funding Detail data that were distributed to an appropriation(s) and expenditure/revenue account(s). Grouped by Agency and Change Item.

18. Change Item Summary to Detail Comparison

Report includes change item funding summary data, and funding detailed\distributed data at the account group level. Grouped by Agency and Change Item. Report also includes calculations of the difference between Summary and Detail amounts by FY (Summary –Detail). Direct appropriation amounts are excluded from the detail/distributed data; Account code: APP - Appropriation (Source).

Run a Report

Standard reports have three output options:

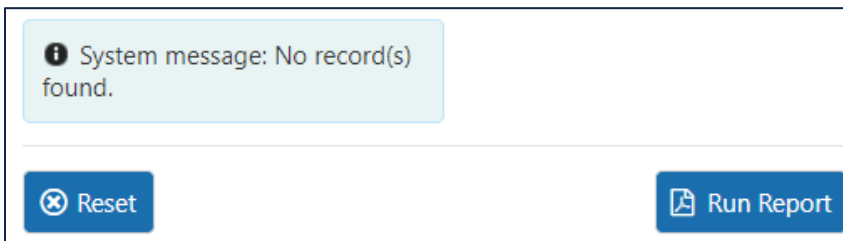
- **Excel (default)** creates an Excel file of the report data and selected parameters;

- **CSV (comma separated values)** creates an export file of the report data and selected parameters in comma separate value (CSV) format;
- **PDF** creates a fully formatted report.

Select the output format and click Run Report button to run your report.



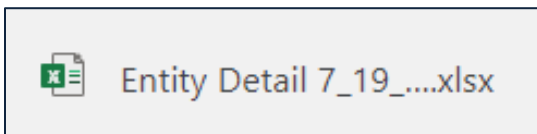
If the system cannot find any data that matches the parameters you have selected, it will generate a pop-up message: “**No record(s) found**”. The message will be displayed above the run report button.



Excel and CSV

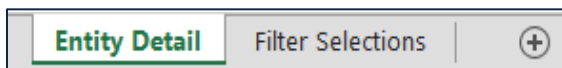
The Excel and CSV report format options give users the flexibility to create custom reports and data analyses. **Important Note: these export files do not include the multiplier fields that the system applies at the account category level for calculations on screens and in reports. For example, the Account Net and Net Transfers calculations multipliers are not included in the Excel and CSV exports.**

The Excel or CSV file name will contain the name of the report, and the date and time when the report is run. The file is saved to your computer’s local Downloads folder.



The Excel file option generates one file with two tabs:

1. The first tab (e.g., Entity Detail) contains the report data;



2. The second tab (filter selections) displays the parameter selections. If a parameter is not selected, the filter value displays the default value, “ALL”.

Field	Value
YEAR	20XX
CYCLE	Biennial
SCENARIO	November Forecast
AGENCY	G10
PROG	ALL
ACT	ALL
FUND	ALL
APPR TYPE GRP	ALL
APPROP	ALL
ACCT TYPE	ALL
ACCT GROUP	ALL
ACCT CATEGORY	ALL
ACCT	ALL

PDF

1. PDF report header contains the report name (first page only), and Budget Year, Cycle and Scenario.

The Budget Year, Cycle and Scenario will be repeated on every page of the report

Entity Detail	
(Dollars in Thousands)	20XX/Biennial/November Forecast

2. PDF report footers contain the report name (left), page number (center), and date and time (right).

Entity Detail	Page 7	7/19/20XX 12:05:27 PM
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3. PDF report row labels contain the concatenated code and name for the data.

- a. All group by rows are bold font

Appr/Act/Prog/Agency	Act FYXX	Act FYXX	Biennium FYXX-XX	Act FYXX	Est FYXX	Biennium FYXX-XX	Est FYXX	Est FYXX	Biennium FYXX-XX	Est FYXX	Est FYXX	Biennium FYXX-XX
G100001 - Accounting Services	4,969	5,377	10,346	5,126	5,385	10,511	5,385	5,385	10,770	5,385	5,385	10,770
ACTIVITY: Accounting Services	4,969	5,377	10,346	5,126	5,385	10,511	5,385	5,385	10,770	5,385	5,385	10,770
G100002 - Budget Services	3,384	3,460	6,844	3,867	4,021	7,888	4,021	4,021	8,042	4,021	4,021	8,042
G100010 - Local Govt. Services	206	207	413						0			0
G100106 - McKnight Grant for Results Mgm	91		91			0			0			0
G100118 - Project Hope Grant-Reslts Mgmt	94		94			0			0			0
G100121 - Prov Eff Pract Eval Act	220	463	683			0			0			0
G100122 - Opioid Epidemic Response	105		105			0			0			0
G100127 - Opiate Epidemic Response-2		224	224	262		262			0			0
ACTIVITY: Budget Services	4,100	4,354	8,454	4,128	4,021	8,149	4,021	4,021	8,042	4,021	4,021	8,042

- b. Bottom level data for the report is regular font

4. Parameter selections will display on the last page of the report.

Filter Selections	
Field	Value
YEAR	20XX
CYCLE	Biennial
SCENARIO	November Forecast
AGENCY	G10
PROG	ALL
ACT	ALL
FUND	ALL
APPR TYPE GRP	ALL
APPROP	ALL
ACCT TYPE	ALL
ACCT GROUP	ALL
ACCT CATEGORY	ALL
ACCT	ALL

Fiscal Reports

The final step in preparing your agency base budget and Governor’s proposed budget (if user security role permits) is to review the fiscal reports that will be included in the published budget documents. There are three different fiscal reports. Users will recognize the Expenditure Overview and Financing by Fund reports as current BPAS reports included in agency biennial budget documents. The Change Summary is a new report that will be published with the base and governor’s budget recommendations at the agency level.

Each fiscal report can be run at the agency, program, or activity level. Users can also run the program and activity level reports agency-wide or use a filter to select one or more programs or activities. All agency budget books will include agency-level reports. An agency’s budget structure will determine whether its budget book includes lower level fiscal reports.

Report Descriptions

Each fiscal report is described in brief below.

Expenditures Overview

The Expenditures Overview fiscal report displays actual and budgeted expenditures for the prior, current, and the forecast base, and governor’s recommendations for the upcoming biennium. The report contains four sections:

1. Expenditures by Fund
2. Expenditures by Program (agency-level report) or Activity (program-level report). This section is not included in the activity-level report.
3. Expenditures by Category
4. Full-Time Equivalent (FTE)

The Expenditures by Fund section calculates the biennial change and percentage change in total expenditures, comparing the current to the prior biennium, and the forecast base for the current biennium. When run for the governor’s budget, the biennial change and percentage change in total expenditures comparing the governor’s recommendation to the forecast base are added.

Financing by Fund

The Financing by Fund fiscal report summarizes actual and budgeted resources, expenditures, and FTE by fund for the prior, current, and the forecast base, and governor’s recommendations for the upcoming biennium. The report compares the forecast base to the current biennium, calculating the biennial change and percentage change in total expenditures. When run for the governor’s budget, the report includes the governor’s recommendations for the next biennium and calculates the biennial change and percentage change in expenditures compared to the forecast base.

Change Summary

The Change Summary fiscal report summarizes budget data for the current fiscal year and the next biennium. When run for the governor’s budget, each agency’s report will also list the governor’s recommended change items for the next biennium. The report has two sections:

1. The first section summarizes total appropriations by appropriation type group and fund, itemizing base adjustments and change items for direct and open type appropriations, and planned spending with each change item for dedicated type appropriations by fund.
2. The second section is a Revenue Change Summary that contains forecast revenues for dedicated and non-dedicated types and itemizes recommended revenue change items by fund.

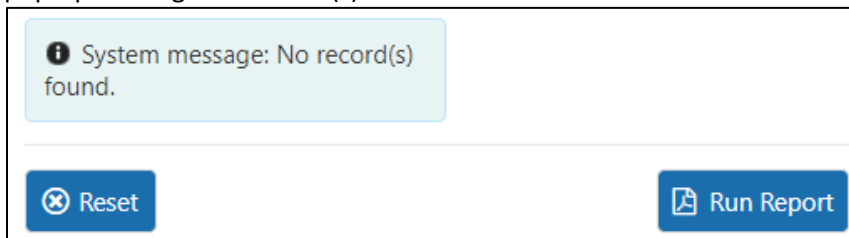
Running the Report

Agency Fiscal reports can only be run as PDF documents.

1. After selecting the appropriate filter parameters, select the Run Report button to generate the PDF document.

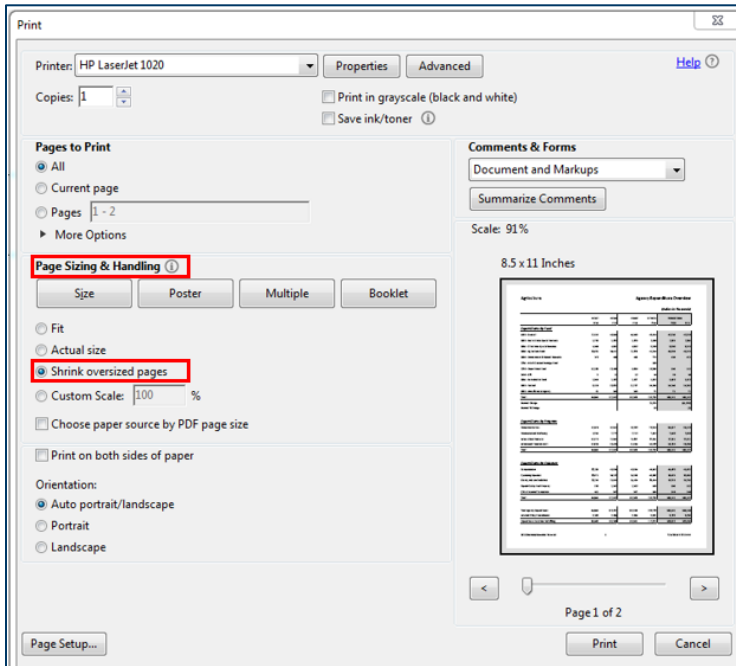


2. If the system cannot find any data that matches the parameters you have selected, it will generate a pop-up message: no record(s) found.



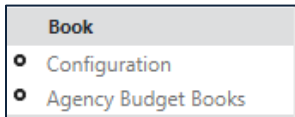
Printing Fiscal Reports

When printing a fiscal report, which is a pdf document, make sure under the Page Sizing & Handling options the “Shrink oversized pages” radio button is selected so the fiscal report is formatted correctly for 8 ½ x 11 paper.



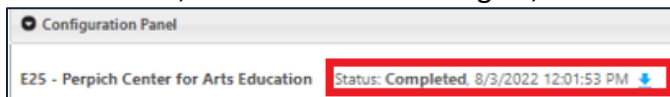
Book Module

The Book Module allows users to run agency budget books for final review before the published November base and governor’s biennial budget documents are submitted to the legislature. The Main Menu in the left navigation lists the Book Module screens available for your user role. The Book Module has two screens: select Configuration to review the book layout and run the agency budget book; select Agency Budget Books to view a previously run book. **NOTE: your user role may not have security access to the Book Module or Governor’s recommendation scenario at points during the process.**



Notes for Agency and EBO User Roles:

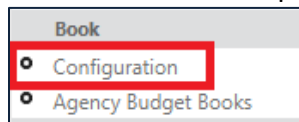
- Agency and EBO roles do not have access to edit the agency book layout. Books, reports and narratives can be viewed only. If you notice an issue with the layout of the agency budget book, email budget.finance.mmb@state.mn.us.
- Agencies and EBOs should only run or generate an agency budget book after all the steps for completing the base budget are complete and as the last step for final review.
- Before running a book, agencies should check the Status on the Configuration panel to see when the last completed book was run. If no data has been changed since the last completed book was run, do not run the book again, but view the already generated book.



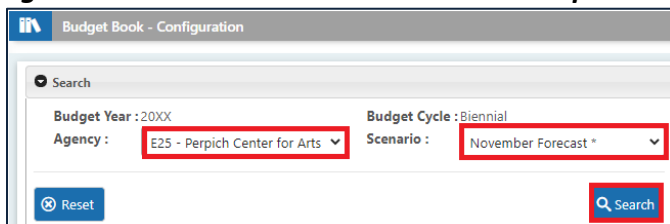
Configuration

The configuration screen displays the book order of the budget narratives and fiscal reports based on the budget structure for the agency and scenario selected. Agencies can run the book for the selected agency or a specific report or narrative within the book. Configuration screen reports can only be viewed or run as PDF documents.


- Select Configuration in the left navigation under the Book module, the budget book configuration screen search panel displays.



- Select an Agency and Scenario, click the Search button to display the configuration panel. **The agencies and scenarios available in the drop-down lists depend on your security.**

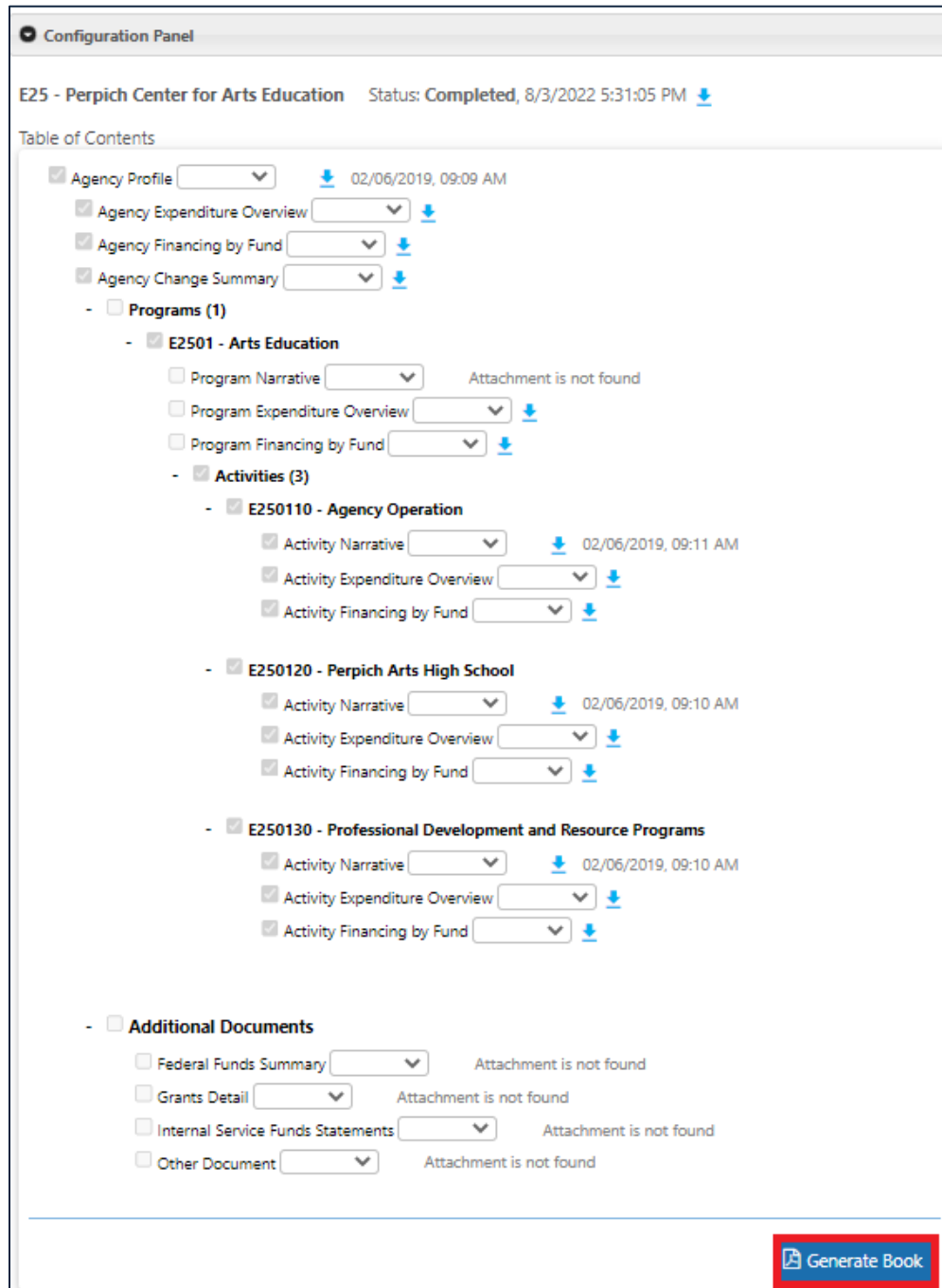


Configuration Panel

- The configuration panel displays the order and contents of the budget book.
- Items in the configuration panel with a check box on the left side will be shown in the table of contents of the book and if it is a report or narrative document will be included in the budget book.
- Items with a download icon  on the right side can be viewed without running a book.

Running a Budget Book

- Click Generate Book button to run the budget book for the selected agency.



Configuration Panel





































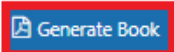
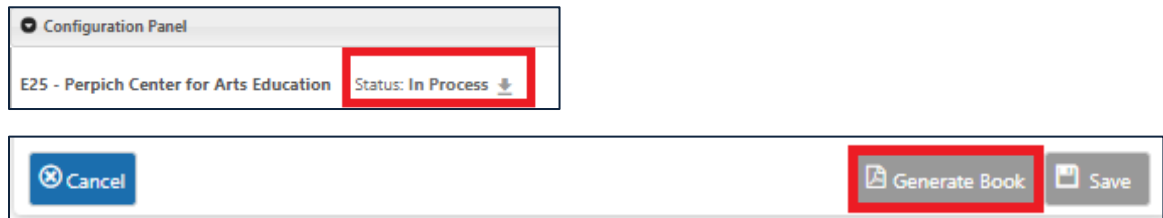
E25 - Perpich Center for Arts Education Status: Completed, 8/3/2022 5:31:05 PM 

Table of Contents

- Agency Profile   02/06/2019, 09:09 AM
- Agency Expenditure Overview  
- Agency Financing by Fund  
- Agency Change Summary  
- Programs (1)
 - E2501 - Arts Education
 - Program Narrative  Attachment is not found
 - Program Expenditure Overview  
 - Program Financing by Fund  
 - Activities (3)
 - E250110 - Agency Operation
 - Activity Narrative   02/06/2019, 09:11 AM
 - Activity Expenditure Overview  
 - Activity Financing by Fund  
 - E250120 - Perpich Arts High School
 - Activity Narrative   02/06/2019, 09:10 AM
 - Activity Expenditure Overview  
 - Activity Financing by Fund  
 - E250130 - Professional Development and Resource Programs
 - Activity Narrative   02/06/2019, 09:10 AM
 - Activity Expenditure Overview  
 - Activity Financing by Fund  
- Additional Documents
 - Federal Funds Summary  Attachment is not found
 - Grants Detail  Attachment is not found
 - Internal Service Funds Statements  Attachment is not found
 - Other Document  Attachment is not found




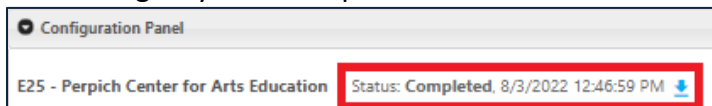
- When the book is generating, the status will display as “In Process” and the Generate Book button will be disabled. Only one budget book for the agency selected can be generating or processing at a time.



Viewing a Generated Book

There are two methods to view a generated book.

- Method 1 is to select the download icon  at the top of the configuration panel for the selected agency. The Completed date is the last time the book was generated.




- Method 2 is to select Agency Budget Books on the left navigation menu under the Book module. See the [Agency Budget Books](#) section below for more detail.


The PDF file name will contain the name of the report, agency code, and the date and time when the report was run. The file is saved to your computer’s local Downloads folder.

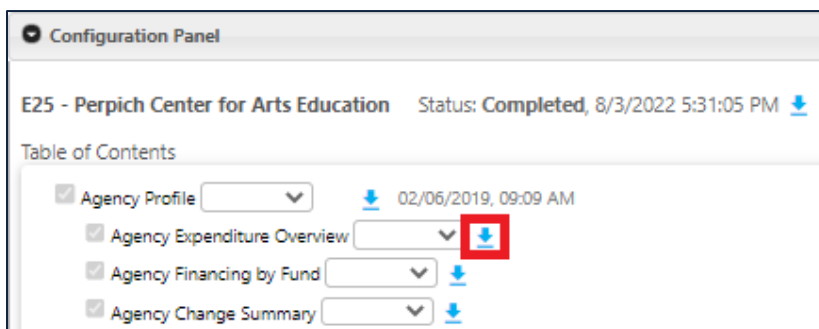
`Book_E25_Aug_03_2022_12_45_PM_98s.pdf`

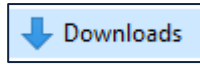
The PDF opens on the table of contents with report names and page numbers that can be clicked on to link to the specific narrative or report.

Viewing Specific Reports or Narratives from the Configuration Panel

Reports and narratives can be viewed from the Configuration Panel separately from the budget book. The download icon  is available next to each report or narrative available in the configuration panel to view without running the entire book.

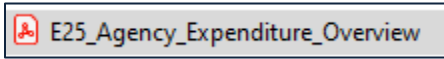
- Click on the download icon  next to the narrative or report you want to view. If you select a report, it runs the report so wait for it to run.





The file is saved to your computer’s local Downloads folder and depending on the browser you are using will display at the bottom left (Chrome) or top right corner (Edge).

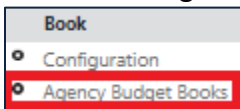
The PDF file name will contain the agency code, name of the report, and the date and time when the report was run.



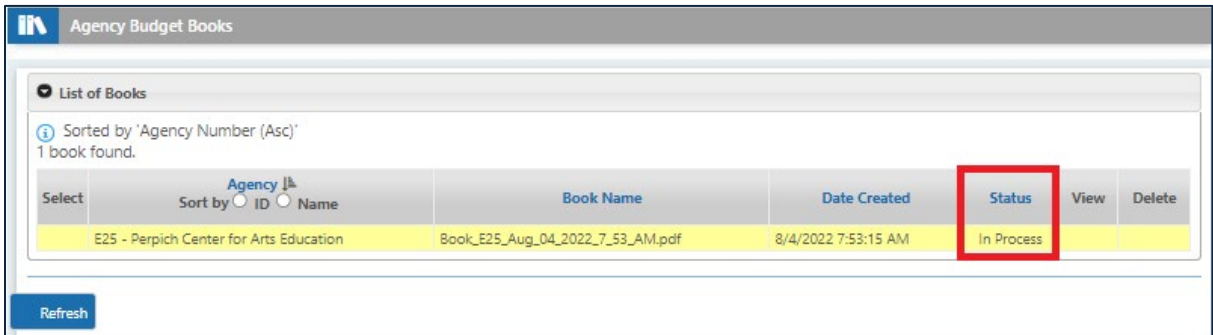
Agency Budget Books

Another method to view a generated book is from the Agency Budget Books screen as mentioned above.

1. Click on the Agency Budget Books in the left navigation menu under Book.



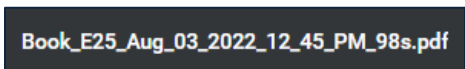
2. The Agency Budget Books screen will display with a list of completed or generating budget books for the agencies your user role has access to. The default sort order of the screen is agency code order.
3. If the book is generating and not complete yet, the Status will display as In Process. After the book generation is complete, the Status will change to Completed.



4. To view a completed book, click on the PDF view icon . Only one book version for each agency is saved. If you or another user generates a new book, it will overwrite the existing book.



The PDF file name will contain the name of the report, agency code, and the date and time when the report was run. The file is saved to your computer’s local Downloads folder.



The PDF opens on the table of contents with report names and page numbers that can be clicked on to link to the specific narrative or report.

Appendix

The table below contains a list of data columns available for each Excel output report.

Report Name	AGENCY	PROGRAM	ACTIVITY	APPR	FUND	APPR_TYPE_GROU	BUDGET_PER	AMOUNT	BUDGET_YR	CYCLE	SCENARIO_ID	YR_NM	ACCT	ACCT_TYPE	ACCT_GROUP	ACCT_CAT	ACCT_CLASS	DEDICATED(Y/N)	TRANSFER FUND	TRANSFER AGENCY	TRANSFER APPR	
1. Agency Budget Structure	X	X	X	X	X	X																
2. Account Net	X			X	X	X	X	X	X	X	X											
3. Accounts by Appropriation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
4. Base Adjustments by Appropriation	X	X	X	X	X	X	X	X	X	X	X		X		X							
5. Entity Detail	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
6. FTE by Appropriation	X	X	X	X	X	X	X	X	X	X	X		X									
7. Revenue Detail - Dedicated and Non-Dedicated, by Account	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
8. Revenue by Appropriation, Budget Activity and Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
9. Expenditures by Fund, Program, Activity, Approp. and Account	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
10. Expenditures by Fund and Appropriation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
11. Sources, Uses, Account Net by Appropriation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
12. Sources, Uses, Account Net by Fund	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
13. Transfers In	X	X	X	X	X	X	X	X	X	X	X		X						X	X	X	
14. Transfers Out	X	X	X	X	X	X	X	X	X	X	X		X						X	X	X	
15. Combined Transfers	X	X	X	X	X	X	X	X	X	X	X								X	X	X	

The tables below contain a list of data columns available for each Excel output Change Item report.

Report Name	AGENCY	CI_ID	CAT A	RANK	FEE	IT	FUND	APPRID	ACCT	BUD_PER	AMOUNT	DESCRIPTION	CI_REL_BASE_DESC
16. Change Item Summary	X	X	X	X	X	X	X		X	X	X	X	
17. Change Item Detail	X	X		X			X	X	X	X	X		

Report Name	AGENCY	CI_ID	RANK	FUND_NM	ACCT_GROUP	SUMMARY FY1, FY2,...,FY5	DETAIL FY1, FY2,...,FY5	DIFF FY1, FY2,...,FY5	STATUS	FEE	IT	CAT A
18. Change Item Summary to Detail Comparison	X	X	X	X	X	X	X	X	X	X	X	X

Creating a Pivot Table Using Standard Report Data

BPAS allows users the option to export the budget data to an excel spreadsheet. This gives agencies the flexibility to create custom reports and data analyses. PivotTables can help make agency reports more flexible by summarizing data and allowing users to manipulate BPAS data in different ways.

Important Note: These export files do not include the multiplier fields that the system applies at the account category level for calculations on screens and in PDF reports; for example, the Account Net and Net Transfers calculations.

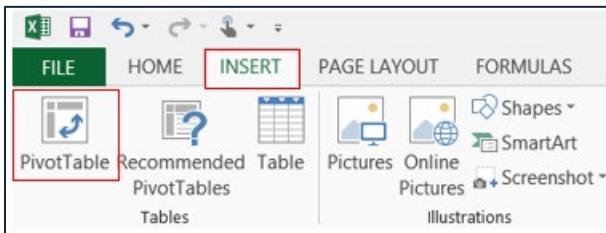
After downloading the data from BPAS, follow the steps below to create a Pivot table using Microsoft Excel.

The example below illustrates total ACCT_CAT amount for each year, grouped by budget program.

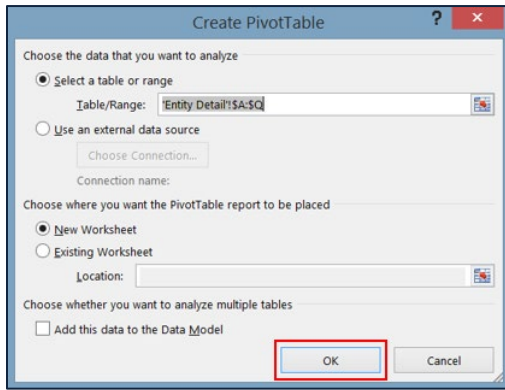
1. Select the table or cells (including column headers) containing the appropriate data.

BUDGET_YR	CYCLE	SCENARIO_ID	BUDGET_PER	YR_NM	APPR	ACCT
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	RFWIN - Actual Balance Forward In
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	512606 - All Other Reimb - Internal
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	41180 - Employee Development
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	43000 - Other Operating Costs
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	622321 - CC Registration
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	41155 - Communications
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	42010 - Statewide Indirect Costs
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	RFWOUT - Balance Forward Out
20XX	Biennial	NOV	2020	Actual	G100011 - Combined Charities Admin	41300 - Supplies
20XX	Biennial	NOV	2021	Actual	G100011 - Combined Charities Admin	42010 - Statewide Indirect Costs
20XX	Biennial	NOV	2021	Actual	G100011 - Combined Charities Admin	43000 - Other Operating Costs
20XX	Biennial	NOV	2021	Actual	G100011 - Combined Charities Admin	41300 - Supplies
20XX	Biennial	NOV	2021	Actual	G100011 - Combined Charities Admin	41155 - Communications
20XX	Biennial	NOV	2021	Actual	G100011 - Combined Charities Admin	41150 - Computer and System Services

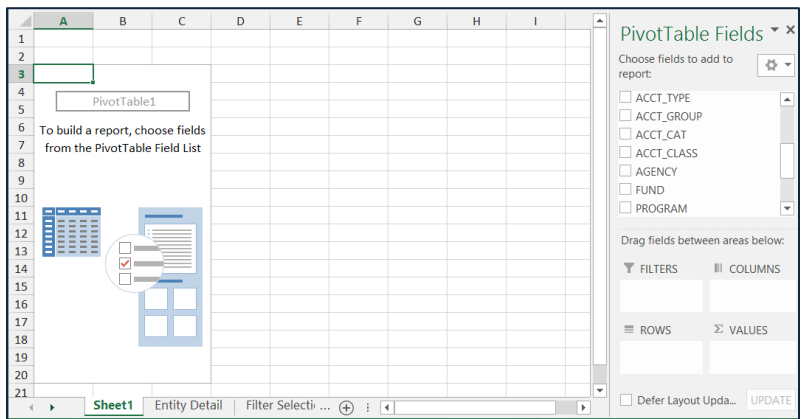
2. From the Insert tab, click the PivotTable command.



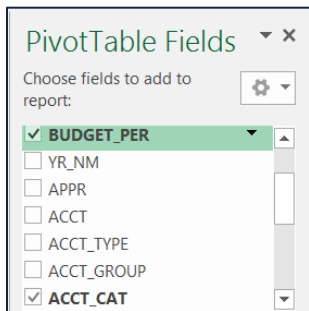
3. The Create PivotTable dialog box will appear. Choose your settings, then click OK. The example below uses All Columns (A-Q) as the source data and places the PivotTable on a new worksheet.



4. A blank PivotTable and Field List will appear on a new worksheet.



5. Users can choose which data fields to add to the report. Each field is simply a column header from the source data. In the PivotTable Field List, check the box for each field to be added to the report.



6. The selected fields will be added to one of the four areas below the Field List. In this example, the PROGRAM and ACCT_CAT field has been added to the Rows area, and BUDGET_PER (FY) has been added to the Column area, and the Amount has been added to the values area. Alternatively, users can click, hold, and drag a field to the desired area.

Drag fields between areas below:

FILTERS	COLUMNS
	BUDGET_PER
ROWS	VALUES
PROGRAM	Sum of AMOUNT
ACCT_CAT	

Users can select multiple selections for each area and mix and match as needed.

- The PivotTable will calculate and summarize the selected fields. In this example, the PivotTable shows the Amount for each Account Category, grouped by Budget Program.

Sum of AMOUNT	Column Labels								
Row Labels	20XX	20XX	20XX	20XX	20XX	20XX	20XX	20XX	Grand Total
G1001 - Statewide Services	123774.232	125022.7664	104383	104383	129573.4045	104383	104383	104383	900285.4029
APpload - Appropriation (Source)	28135.607	33754.43	30040	30040	28268.583	30040	30040	30040	240358.62
BFIN - Balance Forward In	9680.20751	7296.12721			12726.43365				29702.76837
BFOUT - Balance Forward Out	7357.43665				6117.87773				13475.31438
CANCEL - Cancellations	1441.17441	1410.46785			19.78744				2871.4297
CAP - Capital Outlay-Real Property					78.91237				78.91237
COMP - Compensation	25636.87712	25244.92932	23025	23025	25375.73544	23025	23025	23025	191382.5419
DE - Departmental Earnings	3.23	3.2	7	7	3.4	7	7	7	44.83
FTE - Full-Time Equivalents	218.48				220.77				439.25
GRANTS - Grants, Aids and Subsidies		24.55789	4	4	9.785	4	4	4	54.34289
INVINC - Investment Income									
OPER - Operating Expenses	24973.02752	35173.7275	22647	22647	32020.70125	22647	22647	22647	205402.4563
OTHFIN - Other Financial Transaction	64.37173	70.92293	52	52	297.582	52	52	52	692.87666
OTHREV - All Other Revenue	21959.6044	21396.40374	28408	28408	23221.92258	28408	28408	28408	208617.9307
TRANIN - Transfers In	2010.65783	296	100	100	470.457	100	100	100	3277.11483
TRANOUT - Transfers Out	2293.55783	352	100	100	741.457	100	100	100	3887.01483
G1002 - Statewide Insurance Programs	3969383.725	3512778.358	2653138	2653138	3573034.65	2653138	2653138	2653138	24320886.73

In-depth instructions and videos tutorials can be found on the [Microsoft website](#).