

BFM BASICS

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LEARNING OBJECTIVES

- Accessing BFM (Budget Formulation Management)
- Basic Navigation
- Structure & Key Concepts
- Accessing Additional Training

WHAT IS BFM?

- BFM is the City's budgeting and performance reporting software. It replaced BRASS (the City's Legacy Budgeting System)
- BFM is a cloud based application
- BFM interfaces with SAP
- BFM interfaces with Patternstream (Budget Publishing System)

WHO USES BFM?

- City Budget Office (CBO)
 - CBO staff use BFM as a reporting tool
- Bureau Finance Staff (end users)
 - Finance staff/teams enter data into forms in BFM for budget development as well as budget monitoring
- Bureau Performance Management Staff (end users)
 - Performance managers in bureaus enter data in forms throughout the year

ACCESSING BFM

- BFM is cloud based- this means users access BFM through the internet
- BFM should *always* use Internet Explorer as the browser when accessing BFM
- <https://portland.bfm.cloud/bfmprod/default.aspx>

GETTING A LOGIN

- Requesting a login from CBO is easy
 - Managers should reach out to the CBO analyst assigned to the bureau
 - Please provide the name of another end user with the same desired permissions as the person you are requesting a login for

SECURITY IN BFM

- Security in BFM is controlled in three ways:
 - By organization (bureau-users can only see forms and reports for the organization they belong to)
 - By action (what buttons users can see)
 - By menu (what menus bureaus can see)

LOGGING IN

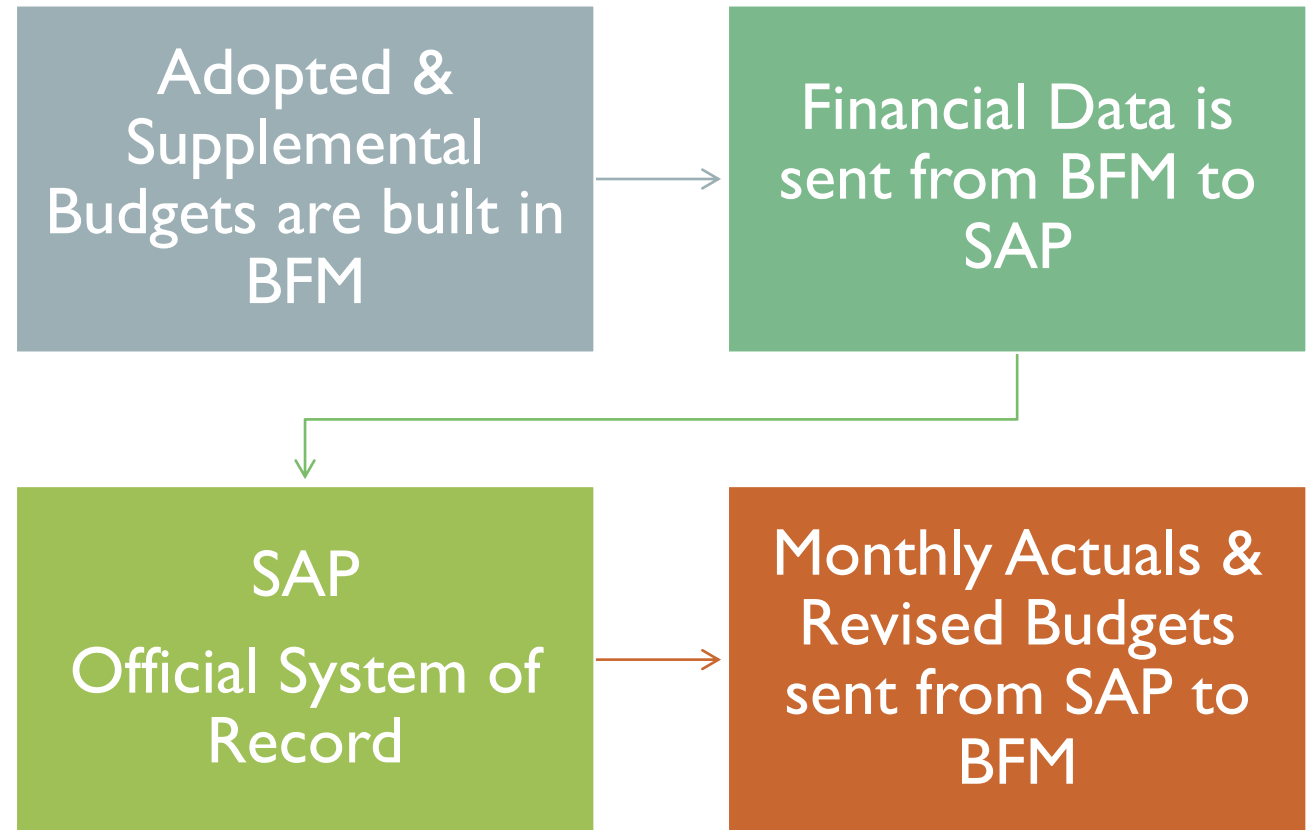
- Navigate to: <https://portland.bfm.cloud/bfmprod/default.aspx>

- Use the drop down to log in
 - Usernames are always First.Last
 - Usernames are not cap sensitive

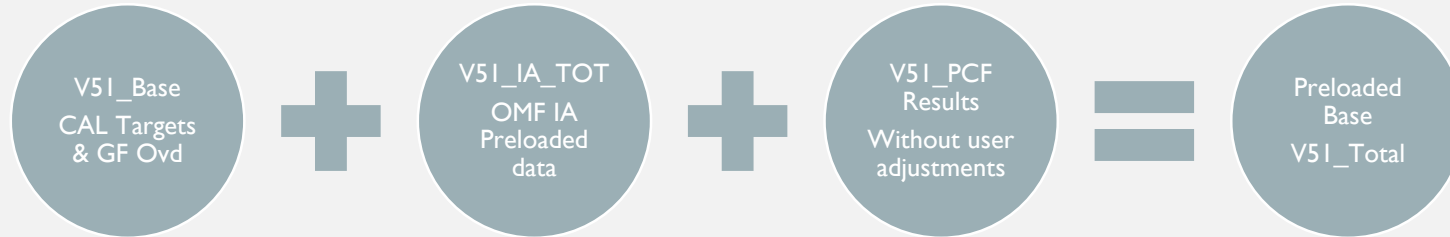


- BFM will prompt you to change your password. Please remember this. If you forget it, your CBO analyst can re-set it for you

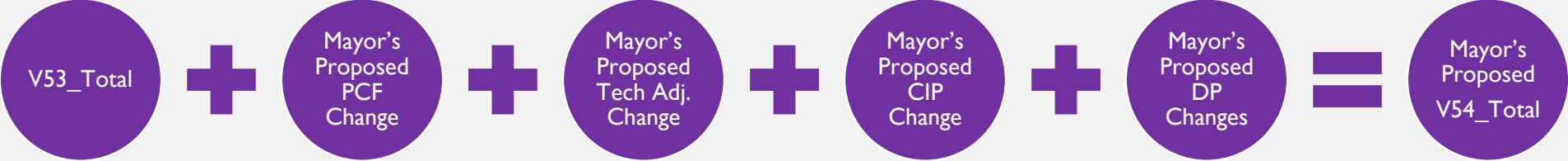
BUDGET DATA PROCESS



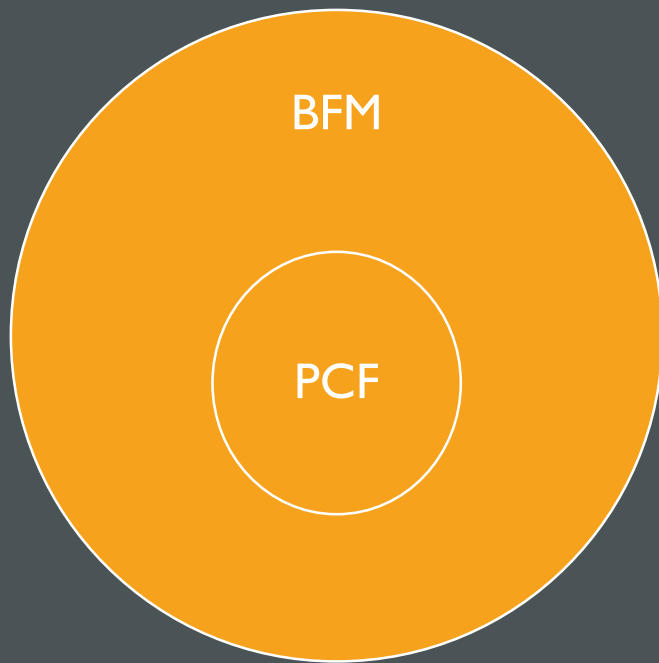
BUDGET DEVELOPMENT COLUMNS FROM A BASE BUDGET TO CBO RECOMMENDED



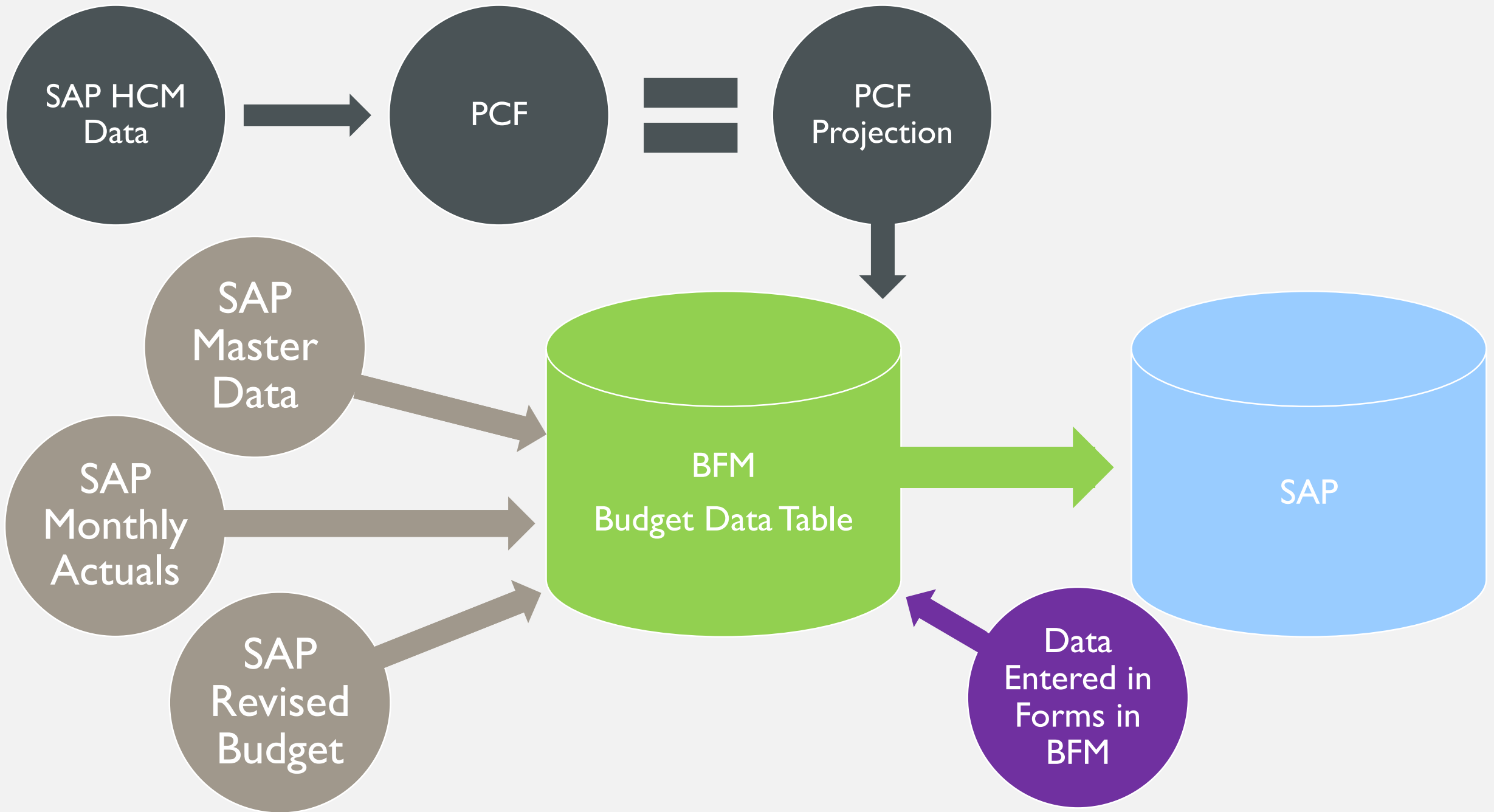
BUDGET DEVELOPMENT COLUMNS MAYOR'S PROPOSED TO ADOPTED



BFM VS. PCF



BFM	PCF
<ul style="list-style-type: none">• The core budgeting database	<ul style="list-style-type: none">• PCF lives within BFM
<ul style="list-style-type: none">• One big table of data	<ul style="list-style-type: none">• Salary & Benefits Forecasting Tool
<ul style="list-style-type: none">• Fed by forms, preloaded data, and PCF projections	<ul style="list-style-type: none">• A tool for <i>estimating</i> personnel services costs
	<ul style="list-style-type: none">• A very complex cost projection engine
	<ul style="list-style-type: none">• Projection results are summarized and 'posted' to BFM as expenses
	<ul style="list-style-type: none">• Fed by SAP-HCM data and user adjustments
	<ul style="list-style-type: none">• Not a personnel management tool



BMP COLUMNS

BMP Bureau
Adjustments



CBO &
Council
Adjustments



Total
Changes

BMP
Base



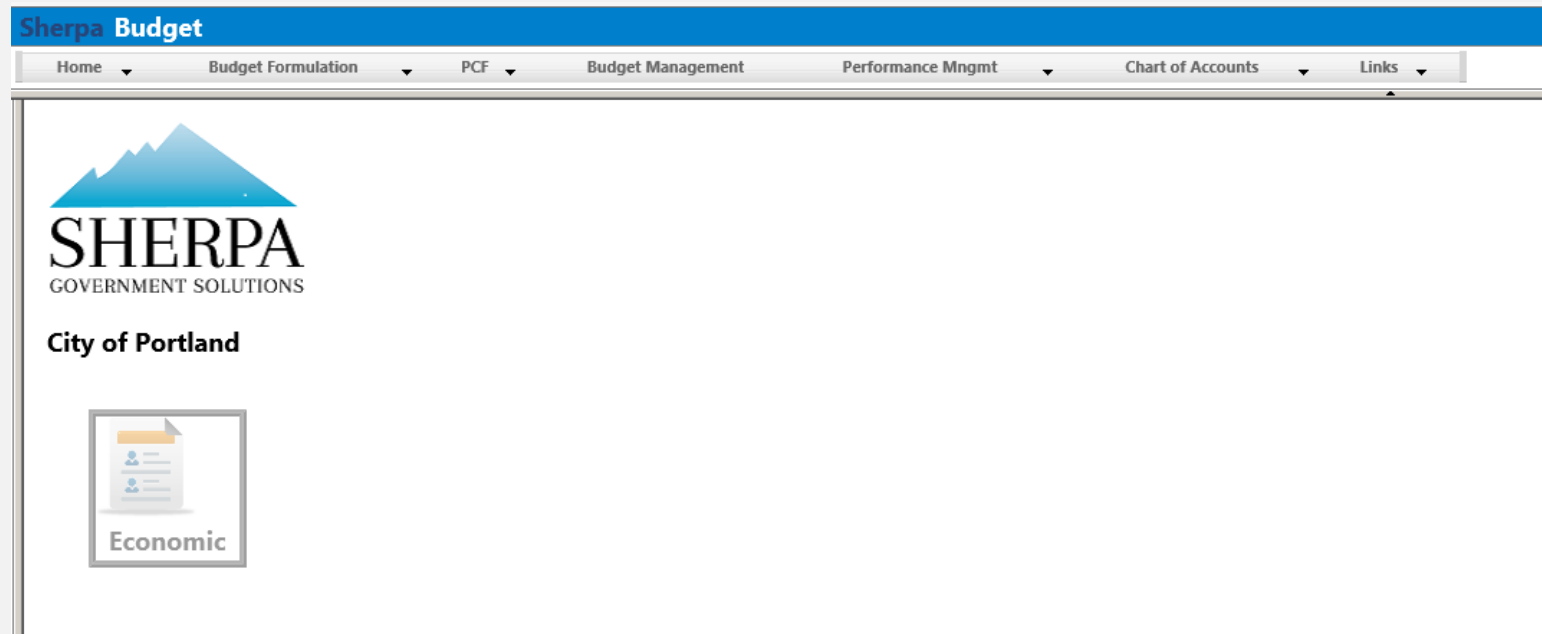
Total
Changes



Revised
Budget

NAVIGATING TO FORMS

- All forms can be accessed from drop downs (shown below)



WHAT ARE BUDGET FORM FOR?

- Forms are used to get budget data into the budget database
- All forms require all six master data elements (the Gang of Six): Fund Center, Fund, Functional Area, Commitment Item, Grant, and Funded Program or Project
- Forms can be saved as unbalanced for workflow purposes
- Forms advance through budget process stages
- Forms have multiple tabs
- Not all forms impact the budget (Program Description, Performance, etc.)

BUDGET DEVELOPMENT FORMS

- Technical Adjustment Form
 - Used to budget all revenues and expenditures *not* related to a capital or operating project, or associated with a decision package
- Program Description
 - Used to capture all narrative for Program Offers and assign performance measures
- Project
 - Used to budget all revenues and expenditures related to capital and operating projects with the exception of any costs associated with decision packages
- Decision Packages
 - Used to budget all positions, revenues, and expenditures associated with the decision package. This form is also where bureaus input narrative for decision packages

PERSONNEL COST FORECASTING (PCF)

- Employee Maintenance
 - All changes during budget development are made in employee maintenance unless the changes are connected to a decision package

PERFORMANCE MANAGEMENT

- Performance Measure Form- 1800
 - Used to enter actuals and goal data for individual performance measures
- Performance Measures Chart of Accounts (COA)
 - Used to capture all meta data associated with individual performance measures

PROJECTS

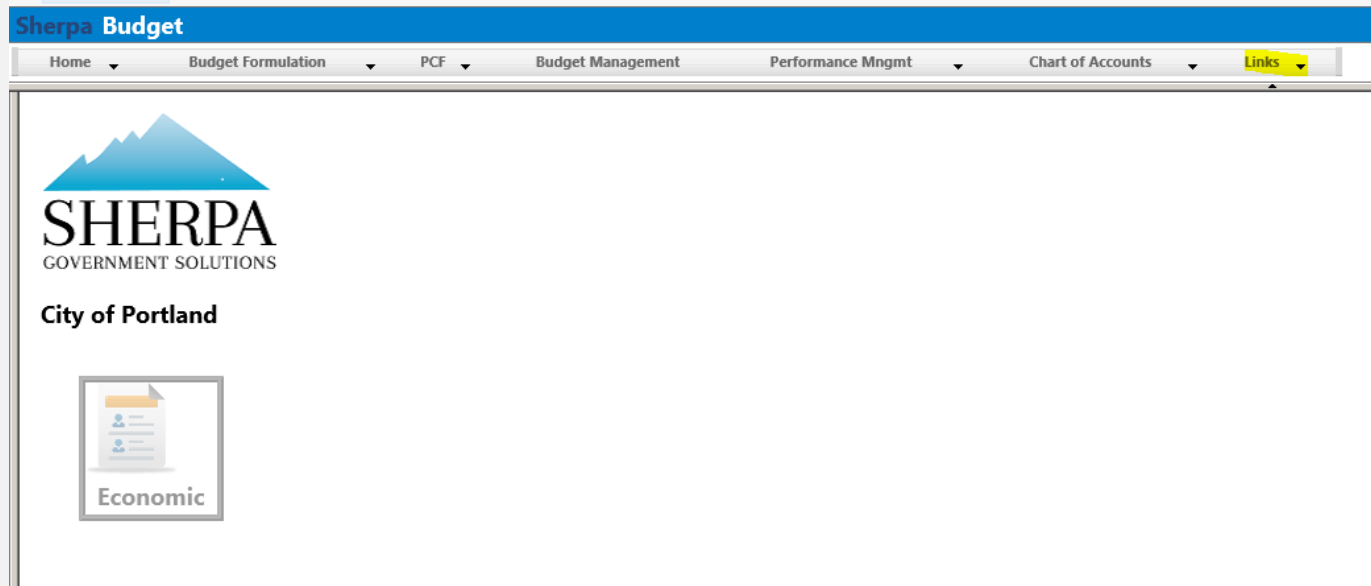
- End users report additional information on Capital Projects under Chart of Accounts → Project → Dimension (user)

BUDGET MONITORING

- Decision Packages
 - Each BMP (Fall, Spring, OEO) has a decision package form. Bureaus use this form to make all supplemental adjustments. See the BMP manual on guidance
- Fall Fund Reconciliation Form
 - Used to enter narrative that explains prior year variances
- Capital Status Form(s)
 - Fall- used to report on prior year capital spending
 - Spring- used to report on current year capital spending
- Year-End Projection
 - Used to enter projected spending by major object category for each bureau and legal fund combination

REPORTING: PRE-GENERATED INFORMATION

- BFM Reporting is accessed through “links” on the main BFM landing page. Users who are logged into BFM will automatically be logged in to BFM Reporting



LEARNING RESOURCES

- Manuals
 - Budget Manual
 - BMP Manual
- uPerforms
 - <https://up.portlandoregon.gov/gm/folder-1.11.18610?mode=EU>
- Online
 - [BFM Training and Support](#)
- City Budget Office analysts