

BFM BUDGET FORM BASICS

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LEARNING OBJECTIVES

- High level review of Budget Development forms
 - Purpose
 - Form Entry
- Detailed tutorials can be accessed [here](#).

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>

WHAT ARE BUDGET FORMS FOR?

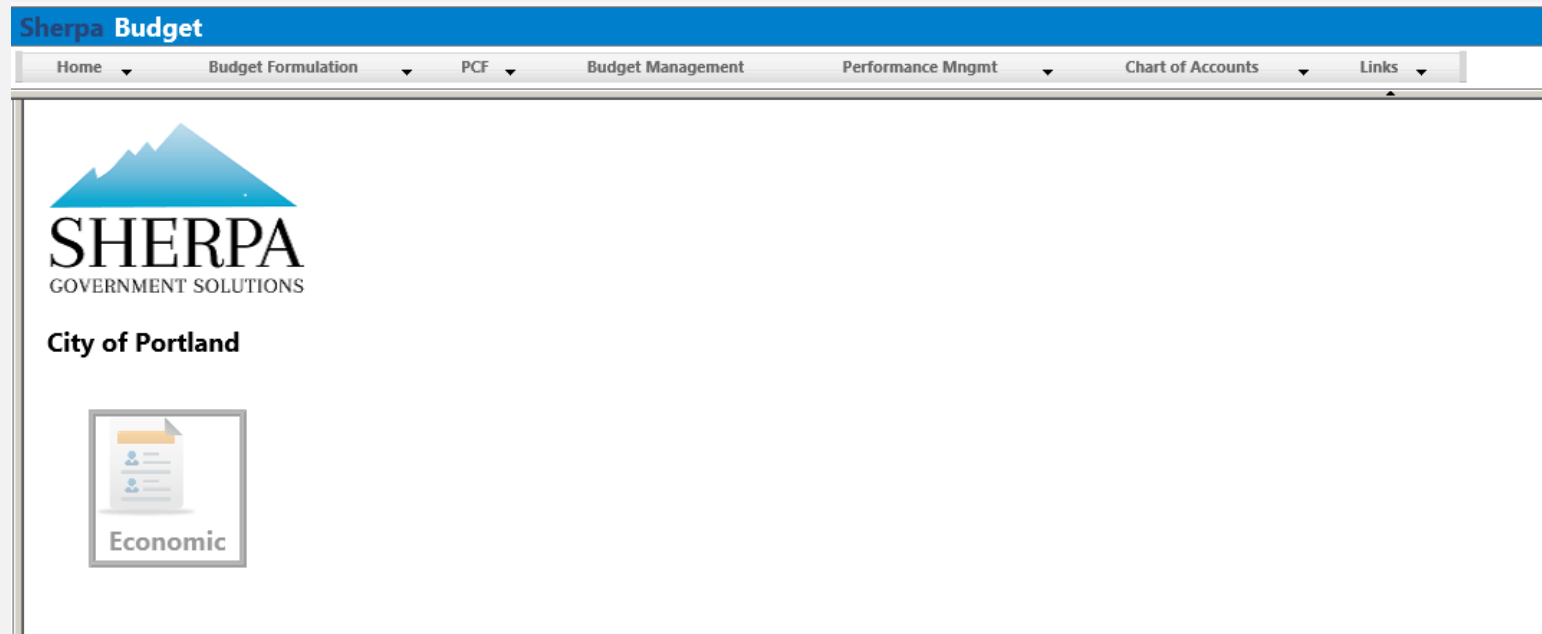
- Forms are used to get budget data into the budget database
- All forms require all six master data elements (the Gang of Six): Fund Center, Fund, Functional Area, Commitment Item, Grant, and Funded Program or Project
- Forms can be saved as unbalanced for workflow purposes
- Forms advance through budget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

BUDGET DEVELOPMENT FORMS

- All budget related forms are accessed under Budget Formulation
 - Technical Adjustment
 - Program Description
 - Project
 - Decision Packages
- Performance and Equity Forms are access under Performance Mngmt
 - Performance Form 1800
 - Performance Meta Data
 - Equity Form

NAVIGATING TO FORMS

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



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)

TECHNICAL ADJUSTMENT FORM PURPOSE

- Base budget revenues and expenditures
 - Used for budgeting non General Fund revenues
 - Used for budgeting merit increases for non represented employees
 - *NOT existing staff costs – changes should be made in PCF*
 - *NOT project revenues and expenditures – use Project Form*
 - *NOT requests for above or below base budget allocations – us Decision Package Form*
- For GF Bureaus - pre-loaded with Current Appropriation Level (CAL) targets
- For All Bureaus – pre-loaded with internal interagency costs
- Should balance Expense=Revenue

TECHNICAL ADJUSTMENT FORM ENTRY

- Changes to the budget are made two ways:
 - Import/Export with Excel - export the technical adjustment form, enter changes in the changes column, and then import the form
 - BFM reads the first tab only
 - NEVER change the order of the columns once exported. Any columns to the right of the Sponsored Program will not be read
 - Manual entry in the form

Form Actions	
<ul style="list-style-type: none">• Close - closes the form• Export – exports the form with current data• Import – takes the user to an interface to upload from Excel• Refresh – refreshes the form	<ul style="list-style-type: none">• Show Filter – will pull up a filter for every column in the form• Add New – adds a new/empty line of data• Copy – will copy the currently highlighted row and pop up an entry window to make changes.

TECHNICAL ADJUSTMENT FORM COLUMNS

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name	Expense	Revenue	Net
8921	1710	BO - City Budget Office	Technical Adjustment - Bure			

Quick Search:

Enter search criteria here...

Actions:

Add New Copy

Use the magnifying glass to see the audit trail

Enter changes to the base budget in this column.
Base Request = Base + Changes

Row	Audit Trail	Fund Center	Fund	Func Area	Program	Fnded Prog	Grant	Object	FY2017-18 Year-End Actuals	FY2018-19 Year-End Actuals	FY2019-20 Revised Budget	FY2020-21 BASE Budget	FY2020-21 Budget Changes*	FY2020-21 Base Request	Justification	Sponsored Program
1		BOBO000001	100000	LAFP000000	Budget & Economics	0	0	542400	\$0	\$137	\$0	\$0	\$0	\$0		
2		BOBO000001	100000	LAFPBE0000	Budget & Economics		0	511100	\$0	\$0	\$0	\$383,112	\$0	\$0		
3		BOBO000001	100000	LAFPBE0000	Budget & Economics		0	514100	\$0	\$0	\$0	\$65,645	\$0	\$0		
4		BOBO000001	100000	LAFPBE0000	Budget & Economics		0	514540	\$0	\$0	\$0	\$59,497	\$0	\$0		
5		BOBO000001	100000	LAFPBE0000	Budget & Economics		0	514550	\$0	\$0	\$0	\$22,987	\$0	\$0		
6		BOBO000001	100000	LAFPBE0000	Budget & Economics		0	514610	\$0	\$0	\$0	\$23,753	\$0	\$0		
7		BOBO000001	100000	LAFPBE0000	Budget & Economics		0	514620	\$0	\$0	\$0	\$5,555	\$0	\$0		
8		BOBO000001	100000	LAFPBE0000	Budget & Economics		0	514700	\$0	\$0	\$0	\$2,966	\$0	\$0		
9		BOBO000001	100000	LAFPBE0000	Budget & Economics	0	0	487110	\$958,396	\$884,536	\$1,192,090	\$0	\$0	\$0		
10		BOBO000001	100000	LAFPBE0000	Budget & Economics	0	0	487120	(\$545,030)	\$183,294	\$205,546	\$0	\$0	\$0		
11		BOBO000001	100000	LAFPBE0000	Budget & Economics	0	0	487210	\$1,838,552	\$1,976,372	\$1,355,666	\$0	\$0	\$0		
12		BOBO000001	100000	LAFPBE0000	Budget & Economics	0	0	487220	\$0	\$0	\$233,774	\$0	\$0	\$0		
13		BOBO000001	100000	LAFPBE0000	Budget & Economics	0	0	511100	\$1,026,580	\$1,011,871	\$1,751,853	\$1,030,121	\$0	\$0		
14		BOBO000001	100000	LAFPBE0000	Budget & Economics	0	0	511101	\$199,890	\$167,613	\$0	\$0	\$0	\$0		

Records per page: 50

Show Filter - Records: 158 - Page: 1

PROGRAM DESCRIPTION FORM PURPOSE

- Entering narrative to describe Program Offers
- Attaching Performance Measures to Program Offers

PROGRAM OFFER FORM ENTRY

- Functional Area Program Offers are created at the 6 character Functional Area level
 - For Program Offers to reflect the correct budget amounts, bureaus must budget to a 10 character functional area that rolls up to the desired 6 character functional area
- Users can Add New Program Offers, but not Delete Program Offers
 - Functional areas are used Citywide and not necessarily for any single bureau. What makes a Program Offer unique is the *combination* of the fund center/bureau and functional area
- MAKE SURE TO SAVE YOUR WORK BEFORE CLOSING

CHARACTER LIMITS (with spaces)	
ALL Header text boxes	8,000
ALL Program Budget text boxes	5,000
Equity Impact/Service Outcomes	8,000

PROGRAM OFFER SCREEN SHOTS

Edit Budget Form - 1740

[Comment History](#)
[Comment](#)
[Submit](#)
[Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	8610	1740	Program Description	BO

Stage Code:*
Header Organization:
Final City Budget Office

[Header](#)
[Program Budget](#)
[Service Outcomes](#)
[Attachments](#)

Name:* [Save](#)

Program Contact:
Contact Phone:

Program Description & Goals:
 The City Budget Office (CBO) provides timely, accurate, and unfiltered information, analysis and recommendation regarding budgeting, forecasting, and fiscal policy issues to the Mayor, Commissioners, City Auditor, City bureaus, and the public. CBO coordinates the development of the City's budget, which includes analyzing operating and capital budgets, financial plans, and performance measures for each City bureau. Duties include monitoring expenditures and revenue trends of all City funds throughout the

Explanation of Services:
 The majority of CBO staff work on Performance, Budgeting & Analysis functions in the office, coordinating and supporting the City's annual and supplemental budget processes, providing a variety of financial monitoring and analysis services, and managing the Citywide Performance Management program. CBO also provides the City's Economics & Forecasting function, preparing five-year revenue forecasts for each major fund, providing annual General Fund revenue forecasts and Current Appropriation Level (CAL) targets

Changes to Program:
 CBO managed several major process changes in FY 2018-19, and will focus on evaluating and improving these efforts in FY 2019-20. CBO's Requested Budget is lower in FY 2019-20 due to one-time budget software project funds primarily spent in FY 2018-19. As noted above, CBO is prioritizing \$10,000 in existing resources to bolster our community outreach and engagement efforts especially for historically and currently underrepresented communities. The Requested Budget also includes an increase of 0.5 FTE associated with the

Website:

Edit Budget Form - 1740

[Comment History](#)
[Comment](#)
[Submit](#)
[Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	8610	1740	Program Description	BO

Stage Code:*
Header Organization:
Final City Budget Office

[Header](#)
[Program Budget](#)
[Service Outcomes](#)
[Attachments](#)

[Save](#)

Resources: CBO operations are primarily supported by General Fund discretionary and overhead resources. The PUB support function is funded by the utility bureaus.

Expenses: The majority of CBO's budget - 83% - is for personnel costs. 9% of the budget funds internal services to support staff and operational costs, and the remaining 8% funds external materials

Staffing: CBO's FY 2019-20 base budget includes 16.5 FTE, which includes 1.5 FTE for the Portland Utility Board. CBO is converting an internally-funded limited term Financial Analyst I to permanent to

Assets and Liabilities: CBO's budget includes costs to partially cover ongoing maintenance of the Citywide budgeting software, the only asset CBO manages. With the need to acquire a new budget system this year,

Edit Budget Form - 1740

[Comment History](#)
[Comment](#)
[Submit](#)
[Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
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Stage Code:*
Header Organization:
Final City Budget Office

[Header](#)
[Program Budget](#)
[Service Outcomes](#)
[Attachments](#)

[Save](#)

Equity Impact: CBO's equity goals focus on ensuring equity, diversity, and inclusion in the populations CBO hires, the communities CBO engages in the budget process, and the lens analysts use in recommending investments in services Citywide. CBO ensures multi-lingual noticing, accessibility and translation services are available at all budget outreach events. However, CBO recognizes the need to take additional measures to empower diverse engagement with the budget process and as a result is internally re-prioritizing \$10,000 within base budget

[Measure Assignments](#)

PROJECT FORM PURPOSE

- Used for budgeting project related revenue and expenditures
 - For the budget development year, users must budget all revenues and expenses using real commitment items
 - For outyear costs, users can use commitment items 563ONG or 563ITM to indicate ongoing or one time capital costs
 - If users want to use an interagency code (for interagency agreements that are specific to projects) they **MUST** communicate with the other party to ensure both sides use the same:
 - project code
 - funded program
 - agreed upon accounts/commitment items.

PROJECT FORM ENTRY

- Changes to the budget are made two ways:
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 - Manual entry in the form

Form Actions

- | | |
|---|---|
| <ul style="list-style-type: none">• Close - closes the form• Export – exports the form with current data• Import – takes the user to an interface to upload from Excel• Refresh – refreshes the form | <ul style="list-style-type: none">• Show Filter – will pull up a filter for every column in the form• Add New – adds a new/empty line of data• Copy – will copy the currently highlighted row and pop up an entry window to make changes. |
|---|---|

PROJECT FORM COLUMNS

Budget Form Entry - Lines

Close
Export
Import
Refresh

ID	Budget Form	Organization	Form Name	Expense	Revenue	Net
8958	1790	BO - City Budget Office	Project -Bureau Level - 1790			

Quick Search:

Actions:
Add New
Copy

Row	Audit Trail	Fund Center	Fund	Func Area	Program	Fnded Prog	Project	Grant	Object	FY2019-20 Year-to-Date Actuals	FY2019-20 Revised Budget	Prior Year CIP*	FY2020-21 BASE Budget	FY2020-21 Budget Request*	FY2020-21 Budget Total	FY2021-22 Budget Estimate*	FY2022-23 Budget Estimate*	FY2023-24 Budget Estimate*	FY2024-25 Budget Estimate*	Project Total	Justification	Sponsored Program	
1		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	511100	\$1,545	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
2		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	513200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
3		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	514100	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
4		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	514540	\$438	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
5		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	514550	\$169	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
6		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	514610	\$95	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
7		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	514620	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
8		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	500036	0	514700	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
9		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	X00015	0	511100	\$8,536	\$141,815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
10		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	X00015	0	513200	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
11		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	X00015	0	514100	\$697	\$13,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
12		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	X00015	0	514540	\$1,436	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
13		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	X00015	0	514550	\$555	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
14		BOBO000001	100000	LAFPBE0000	Budget & Econc	0	X00015	0	514610	\$526	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

DECISION PACKAGE PURPOSE

- Used to budget all positions, revenues, and expenditures associated with the decision package. This form is also where bureaus input narrative for decision packages
- Decision Packages should be created if the bureau wishes to eliminate a Program Offer that was offered in a prior year

DECISION PACKAGE HEADER TAB

- Provide a description of the package.
- Articulate the expected service impacts of the package;
- Analyze the equity impacts of the package; and
- Indicate whether or not this package represents a new activity by checking the “New Activity” box on the right side of the screen
- Select a DP Type
- Rank the DP

Edit Budget Form - 1720

[Comment History](#) [Comment](#) [Submit](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	9524	1720	Decision Package	BO

Stage Code:* Header Bureau:
Agency Stage 2 City Budget Office

Header | Budget | Position Tab | Attachments

Name:* [Save](#)

Public Name:

Package Description:

Service Impacts:

Equity Impacts:

CBO Analysis:

DP Type:
Bureau Priority Rank:
New Activity:
DP Update:

DECISION PACKAGE BUDGET TAB

- Enter One Time Costs
- Enter Ongoing Costs
- Enter Outyear Costs if known (and revenues)
- Decision Packages must be balanced Expense=Revenue

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Organization	Form Name	Expense	Revenue	Net
9524	1720	BO - City Budget Office	Decision Package	\$0		

Quick Search:
Enter search criteria here...

Actions:
Add New Copy Overhead Calc

Row	Audit Trail	Fund Center	Fund	Func Area	Program	Fnded Prog	Project	Grant	Object	One Time Costs	Ongoing Costs	1T Year 2 Estimate If Applicable	1T Year 3 Estimate If Applicable	1T Year 4 Estimate If Applicable	1T Year 5 Estimate If Applicable	5-Year Total	Justification	Sponsored Program
1		BOBO000001	100000	LAFP000000	Budget & Econc	0	0	0	651401	\$45	\$0	\$0	\$0	\$0	\$0	\$45	This should capture any narrative about the generic contribution of master data. Putting narrative here will be what you see on the budget line in the form (over writing any previous entry)	
2		BOBO000001	100000	LAFP000000	Budget & Econc	3MFTS2BO01	0	0	651401	\$35	\$0	\$0	\$0	\$0	\$0	\$35	Justification inside copied line	sponsored program text on the budget line.

Records per page: 50 | Show Filter | Records: 2 - Page: 106 - 106 - 1 - 106 - 106

DECISION PACKAGE POSITION TAB

- Positions can be added to decision packages
 - This includes extending a previously approved one time position
 - New positions
 - Eliminating existing positions
- See [Decision Package uPerform](#) for more information on New Positions

The screenshot shows a web application interface titled "Positions and Employees on this Budget Request". The URL is https://portland.bfm.cloud/bfmprod/ui/bdgt/6600/ogrid_lpg3_sgs_bdgt_frm_In_pos2_6600.aspx?qNav_id=9524&qNav_cd=1720&qMode=nav_pop&scrw=2400&scrh=1350. Below the URL, there are "Page Actions" buttons: "New Position", "Employee Changes", "Calculate", "Refresh", and "Close". A table with the following columns is displayed: "Position Code", "Job Class", "Employee Code", "Name", "Count", "FTE", "Approval", "Salary", "Benefits", "Total", and "Actions". The table is currently empty, with the text "No Positions Added to this Form" centered below the header.

Position Code	Job Class	Employee Code	Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
No Positions Added to this Form										

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 FORMS & META DATA

- Performance Measure Data- Form 1800
 - One form per bureau
 - Allows for monthly, quarterly, or annual data
- Performance Measures → Dimension
 - Each measure can be edited
- Reporting:
 - Performance Measure MetaData Key for an explanation for what fields are required for performance measures and how to update them in BFM

EQUITY FORM

- Can be found under Performance Mngmt
- Users create one form for the entire bureau, except for the Office of Management and Finance (OMF)
 - OMF creates a new for each Division named [Division] Budget Equity Tool

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