

BFM Report Glossary

This is a living document and is updated as needed by CBO

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Introduction

BFM Reporting is an instance of SAP BOBJ Reporting that is separate from the City's main SAP instance. Reports are roughly organized by budget process with two additional folders for Performance, and Other Resources. Reports will have a Title as well as a description telling the user what the primary function of the report is.

Users will only be able to see data for their bureau unless a specific report has had the security controls removed (such as the IA reports or Decision Package reports). Additionally, users will see phase data dependent on their security role in reporting. For example, end users do not see any proposed data until the Mayor's Proposed Budget has been released.

Budget Development

Budget Tracking

Report	Description	Assumptions
Expenses by...A1-A6	Each of these reports provides a breakdown of expenses by the indicated combination in the title. The reports display the current year revised, requested no DP, requested with DP, proposed, approved, and adopted columns as well.	None
Revenues by...B1-B6	Each of these reports provides a breakdown of revenues by the indicated combination in the title. The reports display the current year revised, requested no DP, requested with DP, proposed, approved, and adopted columns as well.	None
Budget Tracking PY1	This report has expense, revenue, and FTE by major object over the course of the budget development process (by major phase) for the prior year adopted budget process.	None
Budget Tracking with Net ZOOM	This report has expense, revenue, and FTE by major object over the course of the budget development process (by detailed phase) for the upcoming year adopted budget process. By clicking on the data in the report, users can see an audit trail.	None

Detailed Budget Export [Grid Export]	This report has each piece of master data and phase of the budget process. The report is optimized for exporting to excel.	None
Detailed Budget Export [Grid Export] PY	This report has each piece of master data and phase of the budget process. The report is optimized for exporting to excel.	None
Summary of Bureau Budget – Adopted and Proposed	These reports should be used to confirm budget data that will show up in the bureau sections of the Proposed or Adopted budgets. The formatting is very similar to that of Patternstream, but not exact.	Depending on phase, the assumption is that the data is representative of any changes (including decision packages) at that point in time.
Summary of Fund Budget- Adopted and Proposed	These reports should be used to confirm budget data that will show up in the fund sections of the Proposed or Adopted budgets. The formatting is very similar to that of Patternstream, but not exact.	Depending on phase, the assumption is that the data is representative of any changes (including decision packages) at that point in time.
Technical Adjustment (TA1)	This report	

Capital Planning

Report	Description	Assumptions
Capital Projects by CIP Program (C2)	This report should be used to confirm the data the bureau will see in Vol. 1 of the Adopted Budget. This report displays the public name of the project, prior year CIP, Revised Budget, and 5 years of planned expense. This report is organized by Capital Program	Project code not=0 Based on Responsible Bureau Project is Active Project is set to Publish in COA Displays expense data *The budget development year changes from requested, to proposed, to adopted depending on phase
Capital Improvement Plan Summaries (C3)	This report should be used to confirm the data the bureau will see in Vol. 2 of the Adopted Budget. This report displays the public name of the project, project description, revenue sources, prior year CIP, Revised Budget, and 5 years of planned expense.	Project code not=0 Based on Responsible Bureau Project is Active Project is set to Publish in COA Displays expense data *The budget development year changes from requested, to proposed, to adopted depending on phase

	This report is organized by Capital Program	
Capital Projects by Geographic Area (C4)	This report displays the capital budget by geographic area, prior year CIP, Revised Budget, and 5 years of planned expense.	Project code not=0 Based on Responsible Bureau Project is Active Project is set to Publish in COA Displays expense data *The budget development year changes from requested, to proposed, to adopted depending on phase
Capital Projects QC	This tells the user every piece of data that is necessary for projects to show up correctly in all budget documents.	Project code not=0 Based on Responsible Bureau
Project Form (PR1)	This report displays revenues and expenditures by project code for two years of prior actuals, the current revised budget, the requested CIP, CBO recommended CIP changes, Proposed CIP changes, and Approved CIP changes. These change columns all link to Project Form (1790 or 1850).	Project code not=0

Decision Packages

Report	Description	Assumptions
Requested Decision Packages (D2)	This report shows the revenue, expense, and FTE data for requested decision packages. The decision package form number is a live link that will pull up the detailed budget data and narrative report.	
CBO Recommendations (D3)	This report shows the revenue, expense, and FTE data through the CBO recommended stage.	
Mayor’s Proposed Decision Packages (D4)	This report shows the revenue, expense, and FTE data through the Mayor’s proposed stage.	
Approved Decision Packages (D5)	This report shows the revenue, expense, and FTE data through the Mayor’s proposed stage.	

Adopted Decision Packages (D6)	This report shows the revenue, expense, and FTE data through the Mayor's proposed stage.	
Decision Package Summary-with and without security	This is a report that shows all narrative and budget data for each decision package. This report can be run for any bureau and seen by all bureaus by selecting the NO security version.	

Equity

Report	Description	Assumptions
Requested Budget Equity Report	This report combines the narrative entered in the Equity Form with performance measure data entered in form 1800.	None

Financial Planning

Report	Description	Assumptions
5 Year Historical Bureau Budget	This report shows Revenue and Expense data going back five years. There are two tabs to the report. The first tab has data at the major object level. The second tab has data at the commitment item level. There are input controls for Division, Program, Sub-Program, and Fund.	None

Interagencies

Report	Description	Assumptions
Historical Internal Interagency Budgets - *Custom	This report shows revised and adopted budgets related to internal service interagency agreements for three years	Security has been removed so bureaus can see both sides of these transactions
IA- Internal Service Agreement V51 Base Load Only	This report displays data associated with the pre-loaded internal IAs	
Interagency Service Agreement	This report displays data...	

Personnel

This folder contains reports on personnel costs for their bureau. Bureaus cannot see any data for other bureaus. Within this folder, there is a secondary folder labeled FY XX Adopted Versions that allows the bureau to see prior year adopted personnel reports.

The personnel reports in budget development exclude positions in budget monitoring decision packages.

Different Projection IDs & Reporting

0-Current

This projection updates automatically, on a schedule.

This projection displays costs for where we are currently at in the budget process. This projection is updated automatically every 15 minutes and should reflect changes made in PCF or decision packages.

As the City moves from the requested phase to CBO recommended, to Mayor's Proposed, etc. the BFM admin runs a full projection of personnel data and saves this as a "snapshot". This captures the data as a point in time and is saved as the Total PCF for that phase. After the "snapshot" has been saved, the system is staged forward to the next phase (i.e from Requested to Proposed).

All personnel costs generated by PCF projected as part of 0-Current are the costs that get included in the budget. Note that this *does not* include any COLA or Merit increases (for non-represented employees).

20239- Preliminary COLA

This projection is manually kicked off. During budget development, this is done at least once per week.

Every year in the Fall, the City Economist publishes a preliminary estimate for the Cost of Living Adjustments for the next fiscal year. This projection will reflect the preliminary estimate each year.

BFM does not include COLA as part of the costs that are included in the budget. Instead, the resources that would cover these costs Citywide are retained in a policy set aside account in the General Fund and can be requested in the Spring BMP as compensation set aside if the bureau has been fully staffed all year and needs to access those resources to cover personnel costs tied to cost of living expenses.

While BFM does not include these costs in the budget, CBO does provide an estimate of what the total bureau costs would be should the bureau be fully staffed. Because COLA increases salary, any benefits associated with salary (such as retirement, etc.) will also be affected. Other benefits (health) stay the same regardless of salary. The difference between the fully loaded cost with and without COLA will not be exactly the published rate- bureaus should expect to see variances.

20241- NR Merit

This projection is manually kicked off. During budget development, this is done at least once per week.

Represented classes do include merit increases in the 0-Current projection that are based on steps, anniversary dates, and the compensation structure for the bargaining unit.

Non-represented classes do not have a merit increase included in the 0-Current projection. Similar to COLA, merit increases affect salary and thus also affect any benefits that are impacted by salary. CBO provides a projection for what the fully loaded cost of positions would be if the non-represented classes received a merit increase on their anniversary dates.

This projection is provided so bureaus can allocate resources during budget development to cover costs associated with no-represented merit increases.

20242- Final COLA

This projection is manually kicked off. During budget development, this is done at least once per week.

Every year, the City Economist publishes a final estimate for the Cost of Living Adjustments for the next fiscal year. This projection will reflect the final estimate each year.

Report	Description	Assumptions
302- Position Summary by Home Fund Center	This report shows the home fund center for positions. The report is at the bureau level.	SAP is accurate in terms of home fund center data.
304- Position Allocations – Fund Center	This report shows the allocated fund center for positions. The report is at the bureau level.	None
304A- Position Allocations – Fund Center and Fund	This report shows the allocated fund center and fund for positions. The report is at the bureau level.	None
304B- Position Allocations – Fund Center and Func Area	This report shows the allocated fund center and functional area for positions. The report is at the bureau level.	None
304C- Position Allocations – Fund Center and Project	This report shows the allocated fund center and project for positions. The report is at the bureau level.	None
304D- Position Allocations – Fund Center and Grant	This report shows the allocated fund center and grant for positions. The report is at the bureau level.	None
304E- Position Allocations – Program Offers, Fund Center, and Func Area	This report shows the allocated fund center and functional area for positions with special attention to program offer	None

	levels. The report is at the bureau level.	
305- Position Summary by Home Bureau and Fiscal Year & Pos End Dates	This report is the 302 with an extra tab that shows position begin and end dates (according to BFM).	None
311- Class Summary by Home Fund Center	This report displays all of the classes by home bureau and home fund center.	None
C1- Comparison Summary by Home Fund Center	This report compares what is currently in the system with and without the budget development year's COLA and provides a "difference" column	None
C2- Comparison Detail by Home Fund Center	This shot also compares projections. In the first prompt, select the projection you would like to see, in the second prompt select the other projection you would like to see. Bureau is required for this report to run.	None
C3- Comparison Job Class Summary – 3 projections	This report shows the following: 1st column is the current without COLA or Merit 2nd column is the current with COLA 3rd column is the current with Merit (you must select the merit increase you are choosing to model) Last column shows what the full cost of the position + COLA + Merit	None
C4- Job Class Comparison (includes: employee, functional area, fund center)	This report shows the following: 1st column is the current without COLA or Merit 2nd column is the current with COLA 3rd column is the current with Merit (you must select the merit increase you are choosing to model) Last column shows what the full cost of the position + COLA + Merit	None

FTE Summary – Adopted	This report should be used to check FTE for the bureau that will be published in the bureau section of volume 1 of the adopted budget.	Based on allocated bureau versus home bureau
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Program Offers

Report	Description	Assumptions
FY 2019-20 Program Offers	This report displays the program offers for FY 2019-20.	As master data is updated, if functional areas move, the budget data associated with them also moves. Thus, it is conceivable that a prior year program offer report may not be exactly what was submitted if bureaus alter the functional area hierarchy tree by moving functional areas. (This is why moves are not recommended as a practice)
Program Offer Report	This report combines the narrative information input on the program offer description form, budget data associated with all functional areas that roll up to the six-character functional area and bureau combination identified on the program offer form header, and any FTE allocated to any functional area and bureau combination that rolls up to the six-character functional area and bureau combination identified on the program offer form header	
Program Offer Roll Up Key	This report is helpful to identify which 10 character functional areas roll up to specific six-character functional areas (program offer level).	

Tech Checks

Report	Description	Assumptions

<p>IA Balancer (available for Requested No DP, Proposed, Approved, Adopted)</p>	<p>This report has five tabs that should be used to make certain that interagency agreements and cash transfers are in balance at the funded program level <i>and</i> project level.</p> <p>Tab 1: IA report totals by funded program. This tab shows each funded program budget data.</p> <p>Tab 2: IAs by Project. For bureaus that use a funded program to indicate an interagency agreement, and a project code, both sides of the expense and revenue must match. This tab displays data by funded program and then project.</p> <p>Tab 3: This tab is an export of all of the data that can be exported and pivoted should the user want it. This tab is also useful to find specific rows of information if something is out of balance</p> <p>Tab 4: Out of Balance IAs. This tab will show any and all funded programs (including cash transfers) that are out of balance. This is at the funded program level- please double check the IAs by project before submitting the requested budget.</p> <p>Tab 5: Detail with commitment item break. This tab is all of the data related to IAs broken out by commitment item.</p>	<p>There is no security on this report so it can be run Citywide.</p>
<p>Balance by Subfund</p>	<p>Subfunds should have balanced Expense and Revenue. This report shows the balance by subfund and includes detailed information to find where a subfund is "out" of balance. There is conditional formatting in this report that will show any subfunds that are out of balance in red.</p>	<p>None</p>

TC1-IAs & Cash Transfers	This report shows combinations of commitment items and funded programs that are NOT allowable. In addition, there is a tab for interagency agreements that ensures that bureaus are using an allowable funded program- the provider in or receiver in the funded program must align with if the bureau using the funded program and the budget data.	None
TC2- Grants	There are numerous technical checks that need to be completed for grants. This report has each. Tab 1. Grant codes should only be used with Grant Funds. This tab shows where grant codes are used outside of grants funds. Tab 2. Grants must use 441100 revenue codes. This tab shows where this is violated. Tab 3. Grants must have funded programs input in the budget form. This tab highlights where funded programs are missing. Tab 4. Grants should be balanced in terms of expense and revenue. This tab displays imbalances.	None
TC3- Contingency in Debt Funds	Contingency cannot be budgeted in debt funds. This report shows any places in the budget this rule is violated.	None
TC4- Allocation Accounts	Allocation accounts must net to zero at the bureau level for all bureaus	None
TC5 – Decision Package Tech Checks	This report contains numerous tech checks for decision packages. Each decision package should have balanced expense and revenues. General Fund one time resources should be requested in the one time column.	None

	General Fund ongoing resources should be requested in the ongoing column	
TC7- General Tech Checks	This report will display any data for an improper use of the General Fund commitment items. That includes any 487110, 487120, 487210, or 487220 outside of the General Fund; or any use of General Fund offset accounts (487100 or 487200) outside of Funds Management.	None
TC8 – General Fund Net	This report shows the General Fund net for bureaus in the technical adjustment form (which should be zero)	None
TC9 – Negative Structures	Negative structures arise when budget has been reduced from a specific commitment item in an amount larger than what is available to reduce. This is not allowable. The negative structures report will show any negative structures in the budget.	None

Budget Monitoring

BMP Development

Fall BMP

Report	Description	Assumptions
F4- BMP Amendment Report (Fall Adopted)	Decision Package report that shows the requested adjustment, CBO's changes, and final adopted amount	None
F4- BMP Amendment Report (Fall Requested)	Decision Package report that shows the requested adjustment, CBO's changes, and final recommended amount	None
Fall Base Detail & Adjustments AP1 actuals	This report provides detailed base budget information and can serve as a starting place for bureaus to develop their BMP requests. This report also	Uses AP1 actuals as YTD actuals source

	reflects all adjustments entered in BFM	
Fall BMP Budget Tracking	This report shows all of the columns and adjustments for Fall BMP	None
Fall Budget Tracking – Audit	This report displays fund center, fund, funded program, functional area, grant, commitment item, form definition, form ID, Stage, and each column from Fall Requested through Fall adopted. This data is augmented with time stamp, user, audit text, and justification text.	None
Fall Capital Program Status Update AP1 (and OMF Version)	This report displays prior and current year expense data for CIP programs. This is used as part of Fall BMP Submission.	YTD Actual is based on AP1 Based on Responsible Bureau Excludes: 601021, 601031, 563500, 563510, 563520, 563600, 563620. Project not=0 Active flag=1 Expense data only
Prior Year Fund Reconciliation (Bureau and OMF Versions)	This report displays prior year revised budget and actuals as well as the percent of actuals to revised, and narrative entered in the Fall BMP Prior Year Fund Reconciliation Form (1920). This is used as part of Fall BMP Submission.	This report must be run using the three digit fund.

Spring BMP

Report	Description	Assumptions

OEO

Report	Description	Assumptions

DP Updates

Report	Description	Assumptions
DP Update Report	This report contains data we have historically furnished bureaus with so they can provide DP updates. The report	None

	should be exported to excel, and columns for updates and status must be added.	
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General Monitoring

When checking actual values in BFM against the budget to actual report “YDRP 63000037- Budget vs. Actual Report” in SAP the following information is important relative to advances. Both value type 61 transactions (in SAP) and expense using account 588301 pertain to advances. There are differences in what SAP displays and what BFM displays and may cause actuals to not “match”.

Value Type 61 Transactions* system generated

With advances, when money goes out the door, the City sees an expenditure in budget that hits 529000 in the FM module of SAP, but in the GL module it hits 136100 (an asset) because it means the City has “pre-paid” for something. At the time when the City gets the invoice for whatever it was the City received, a goods receipt is generated which consumes budget in the same account, 529000. At this point, it has been charged “twice”. After the bureau inputs the invoice, this invoice is cleared against the advance and should be a credit in value type 61.

The YDRP37 report in SAP includes value type 61 transactions

BFM and the CAFR do not include value type 61 transactions

BFM does not have value type 61 data because it isn’t a “real” expense. When the money first leaves the City we do not want to recognize it at that time.

Commitment Item 588301 * manually generated

Account 588301 is used to move expenditures from one fiscal year to another and this is done manually by a person.

The YDRP37 report does not include 588301

BFM and the CAFR do include 588301

Report	Description	Assumptions
Monthly Actuals with Drill Down (PY=Prior Year)	This report displays data regarding personnel costs. The report has numerous input controls including: Fund number, Bureau, Division, Sub-Program, and Commitment Item. There are four tabs. The	None

	<p>first tab is used by CBO for Citywide information.</p> <p>Tab 2. Bureau Monthly Actuals displays revenue and expense data for each accounting period that is extracted from SAP.</p> <p>Tab 3. Export Tab displays all the revenue and expense data at the major object level.</p> <p>Tab 4. Export Tab Detail displays all the revenue and expense data at the commitment item level and with all master data.</p>	
Personnel Actuals Detail	<p>This report provides expense data for personnel spending for each accounting period, the adopted, and revised budget. This report also has an export tab for easy export and analysis.</p>	None
Projection Export	<p>This is a report that displays three years of revised budgets and monthly actuals. The report includes bureau, E/R, Fund, and Major Object. This report is used as a resource in CBO to generate projections and is available for bureaus to use as well.</p>	None

Tech Checks

While there is a folder for each of the Supplemental Budget Processes, these tech checks are the same for each budget process.

Report	Description	Assumptions
IA Balancer (available for Requested No DP, Proposed, Approved, Adopted)	<p>This report has five tabs that should be used to make certain that interagency agreements and cash transfers are in balance at the funded program level <i>and</i> project level.</p> <p>Tab 1: IA report totals by funded program. This tab shows each funded program budget data.</p> <p>Tab 2: IAs by Project. For bureaus that use a funded program to indicate an</p>	There is no security on this report so it can be run Citywide.

	<p>interagency agreement, and a project code, both sides of the expense and revenue must match. This tab displays data by funded program and then project.</p> <p>Tab 3: This tab is an export of all of the data that can be exported and pivoted should the user want it. This tab is also useful to find specific rows of information if something is out of balance</p> <p>Tab 4: Out of Balance IAs. This tab will show any and all funded programs (including cash transfers) that are out of balance. This is at the funded program level- please double check the IAs by project before submitting the requested budget.</p> <p>Tab 5: Detail with commitment item break. This tab is all of the data related to IAs broken out by commitment item.</p>	
Balance by Subfund by Bureau or Citywide	<p>Subfunds should have balanced Expense and Revenue. This report shows the balance by subfund and includes detailed information to find where a subfund is "out" of balance. There is conditional formatting in this report that will show any subfunds that are out of balance in red.</p>	None
TC1-IAs & Cash Transfers	<p>This report shows combinations of commitment items and funded programs that are NOT allowable. In addition, there is a tab for interagency agreements that ensures that bureaus are using an allowable funded program- the provider in or receiver in the funded program must align with if the bureau using the funded program and the budget data.</p>	None

TC2- Grants	<p>There are numerous technical checks that need to be completed for grants. This report has each.</p> <p>Tab 1. Grant codes should only be used with Grant Funds. This tab shows where grant codes are used outside of grants funds.</p> <p>Tab 2. Grants must use 441100 revenue codes. This tab shows where this is violated.</p> <p>Tab 3. Grants must have funded programs input in the budget form. This tab highlights where funded programs are missing.</p> <p>Tab 4. Grants should be balanced in terms of expense and revenue. This tab displays imbalances.</p>	None
TC3- GF Offset Account	<p>The General Fund is the only place where GF Offset is allowed to be used. Please check this report to make sure that bureaus have not accidentally used 487100 or 487200</p>	None
TC4- Allocation Accounts	<p>Allocation accounts must net to zero at the bureau level for all bureaus</p>	None
TC5 – Decision Package Tech Checks	<p>This report contains numerous tech checks for decision packages.</p> <p>Each decision package should have balanced expense and revenues.</p> <p>General Fund one time resources should be requested in the one time column.</p> <p>General Fund ongoing resources should be requested in the ongoing column</p>	None
TC7- General Fund Tech Checks	<p>This report will display any data for an improper use of the General Fund commitment items. That includes any 487110, 487120, 487210, or 487220 outside of the General</p>	None

	Fund; or any use of General Fund offset accounts (487100 or 487200) outside of Funds Management.	
TC8 – General Fund Net	This report shows the General Fund net for bureaus in the technical adjustment form (which should be zero)	None
TC9 – Negative Structures	Negative structures arise when budget has been reduced from a specific commitment item in an amount larger than what is available to reduce. This is not allowable. The negative structures report will show any negative structures in the budget.	None
TC10 – Contingency in Debt Funds	Contingency cannot be budgeted in debt funds. This report shows any places in the budget this rule is violated.	None

Bureau Folders

There is a folder for each bureau (within OMF there are division folders). This is where CBO analysts can put custom reports that are developed for the bureau. It is important to note, these reports may not be as up to date as the reports in the shared folders (Budget Development, Budget Monitoring, Performance, or Other Resources)

General Resources

Economic Data

Report	Description	Assumptions
Inflation Factors – 800	This report displays the annual published inflation factors	None
CAL Targets – 801	This report displays the annual CAL targets by bureau	None

Other

Report	Description	Assumptions
Ad Hoc Reporting Tool	This report allows user to select unique combinations of master data they would like to report on with up to 10 columns of budget data. Within the report, users can filter by master data	None

	as well. This is the analog to “BRASS ASV Reports”	
Z1-Z6	These reports provide a resource for bureaus to see how the master data rolls up. There is an individual report for each type of master data (Fund Center, Fund, Functional Area, Funded Program, Projects, Grants, and Commitment Items)	None

Performance Management

Report	Description	Assumptions
Citywide Performance Dashboard Dataset	This is the dataset that feeds the Citywide Performance Dashboard. It is a data table that comprises every active performance measure and its metadata.	Active flag=1 Performance Measure Cd not=0
Performance Measure Historical Data	This report provides long range historical data for performance measures	This report has had security removed and can be run by any bureau
Performance Measure MetaData Key	This report provides an explanation for what fields are required for performance measures and how to update them in BFM	This report has had security removed and can be run by any bureau
PM1.Performance Measures	This report is the performance measure values by bureau for annual budget development submission	None
Prior Year Performance Report with Metadata (with and without division)	This report that should be exported for the PYPR	None