



BUDGET PLANNING AND ANALYSIS SYSTEM (BPAS) MANUAL

*Minnesota Management and Budget
August 2016*

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Accessing BPAS

To Log into BPAS

Launch Internet Explorer (Internet Explorer 11 is supported by Oracle)

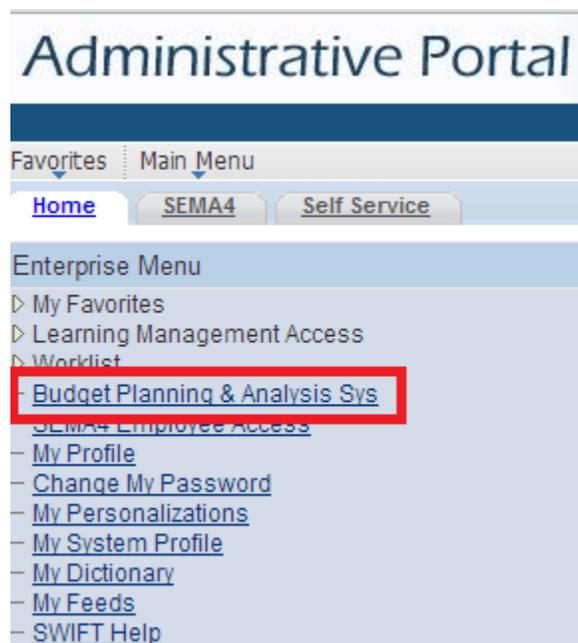
Navigate to the [State of Minnesota Administrative Portal](https://portal.swift.state.mn.us)

(https://portal.swift.state.mn.us/psp/por91ap/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)

Login using the same username and password as you do for Employee Self Service and SWIFT.



Select Budget Planning & Analysis System



Support

Please contact your EBO for questions related to budget development and reconciliation. BPAS system issues should be directed to the SWIFT Helpdesk, 651-201-8001, option 3. The Budget Operations team can also be contacted on BPAS related items at budget.finance.mmb@state.mn.us.

System Overview

Overview

The budget planning and analysis system from Oracle is called Hyperion. The application is web-based.

The system has three applications:



- **BBIS** – the primary application, houses the loaded data from SWIFT and the base adjustments. Data from the other applications are moved to this application once complete.
- **Change** – the decision making application allows for change items (or preliminary proposals) to be tracked, reported and completed. Once decisions are made the fiscal impact of the proposals are distributed and the data is moved to the BBIS application.
- **Transfer** – the transfer application allows users to input transfers in and out of their agency. Once financial information is complete the data is moved to the BBIS application.

Dimensions

The system is built using the dimensions listed below. Dimensions describe an organization's data, and contain groups of related members. Every time a user interacts with data in a form or a report a selection is made from each dimension. Whenever possible the form or report defaults to a dimension (like version or scenario) based on the time of year we are entering and reviewing data. Other dimensions must be entered by the user. The system will prompt the user to enter the dimensions necessary to pull up the data or report.

Changing anything within a dimension will need to be completed by Minnesota Management & Budget. That includes changes to programs, budget activities, funds, accounts, and appropriations. Agencies should ensure accurate data prior to the loading of the budget system because data will be loaded from SWIFT. Agencies will be notified when the load will occur.

Dimensions in BPAS include:

Entity (hierarchical)

Statewide → Bill Area → Agency → Program → Budget Activity → Appropriation

Entity	
STATEWIDE	
EDU	Education Bill Area
E37	Education
E3710	Program: Education Leadership & Support
E3710A1 (B)	Budget Activity: Education Excellence
E370010 (A)	E370010-Commissioner's Office

Account (hierarchical)

Account Net

- Available Resources
 - > Balance Forward In
 - > Revenue Codes
 - > Appropriation
 - > Net Loan Activity
 - > Loan Activity In
 - > Loan Activity Out
 - > Net Transfers
 - > Transfers In
 - > Transfers Out
 - > Cancellation
 - > Balance Forward Out
- Uses
 - > Expenditures
- Statistical Accounts
 - > FTE
 - > Category
 - > Fund Balance Accounts
 - > E-12 Accounts

Fund (hierarchical)

All Funds

- > Consolidated Fund Statement Funds
 - > Government Funds
 - > General Fund
 - > General Fund
 - > Special Revenue Fund
 - > Individual Special Revenue Funds
 - > Debt Service Fund
 - > Debt Service Fund
 - > Permanent Fund

- > Endowment Fund
- > Non-consolidated fund statement funds
 - > Government Funds not in CFS
 - > Capital Funds
 - > Special Revenue not in CFS
 - > Debt Service not in CFS
 - > Proprietary Funds
 - > Enterprise Funds
 - > Internal Service Funds
 - > Fiduciary Funds
 - > Agency Funds
 - > Pension Trust Funds
 - > Investment Trust Funds
 - > Investment Trust Funds
 - > Component Unit Funds
 - > Component Unit Funds

Version

- Working
- Biennial Final
- Supplemental Final
- What If (Agency)
- What If (MMB)

Scenario

- SWIFT Load Actual – This is where SWIFT closed fiscal year information is loaded.
- SWIFT Load Budget – This is where reloads of current year budget data is loaded from SWIFT.
- SWIFT Original Budget – This is where the current year budget data is loaded from SWIFT.
- Actual
- Governor’s Recommendation
 - Nov Base
 - Change
- Governor’s Revised
 - Feb Base
 - Change Revised
- Enacted
 - May Base
 - Enacted Change
- Monthly Revenue – This is where we may eventually load in monthly revenue estimates and actuals

Year

- Actual Year 1 – FY 2014
- Actual Year 2 – FY 2015
- Actual Year 3 – FY 2016
- Current Year – FY 2017
- Budget Year 1 – FY 2018
- Budget Year 2 – FY 2019

- Planning Year 1 – FY 2020
- Planning Year 2 – FY 2021

NOTE: Screenshots in this document may reflect other fiscal years being show. The process is still the same but the display may not reflect what is currently the Actual, Budget and Planning years.

Period (hierarchical)

Year Total

- > Qtr 1
 - > July – This is the only period we currently use for the system.
 - > Aug
 - > Sept
- > Qtr 2
 - > Oct
 - > Nov
 - > Dec
- > Qtr 3
 - > Jan
 - > Feb
 - > March
- > Qtr4
 - > April
 - > May
 - > June

Forms

Users interact with data in forms. Forms have been created to automatically populate as many dimensions as possible to limit options and entry error. The options available will differ by form. Pre-populated fields will differ based on timing within the process. Example: The BBIS scenario will be pointed to Nov Base starting in August. Change data will be pointed to Change. When added together, they equal Governor’s Recommendation.

The Point of View (POV) section of the form shows the dimensions that are predetermined. Users cannot adjust these dimensions.

The Page section of the form is where the user defined variables are located. Users must select a member from each dimension before interacting with the data.

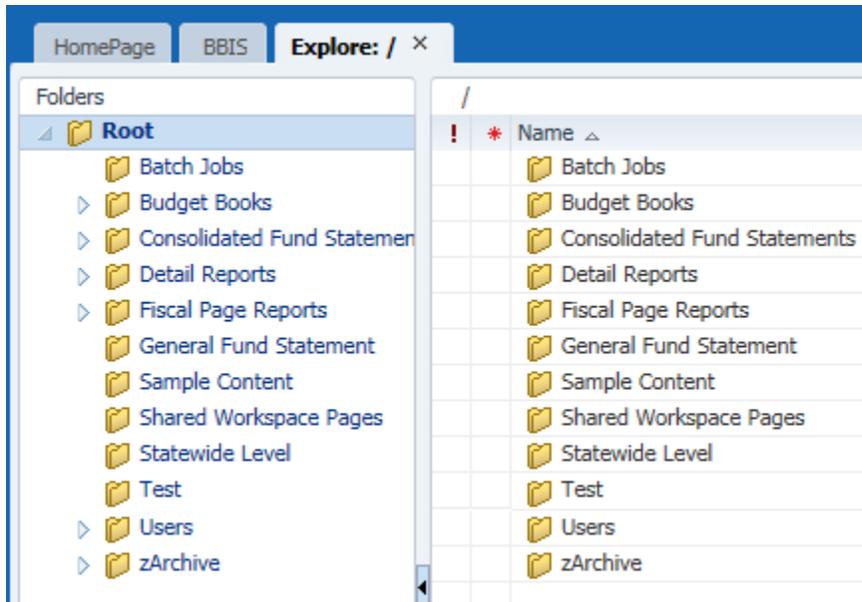
The screenshot shows a software interface with a 'Page' section containing dropdown menus for 'E370010-Education Agcy Operator' and 'Working'. Below this is a 'POV' section with a table. The table has columns for fiscal years (FY12-FY19) and rows for various financial metrics. A 'May Base' label is positioned above the FY17 and FY18 columns.

	FY12	Actual FY13	FY14	Actual FY15	FY16	May Base FY17	FY18	FY19
Budgeted Balance Forward In						0	0	0
RFWIN - Actual Balance Forward In		293		124				
Appropriation (Source)	1893	1893	1908	1759	1759	1759	1759	1759
Current Law Base Change								-25

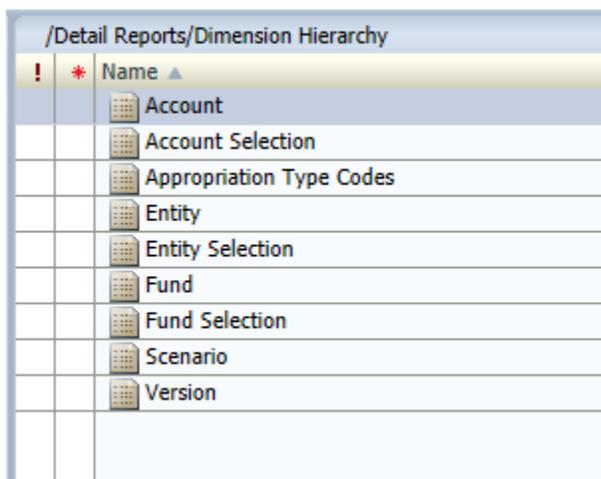
Running Dimension Structure Reports

To understand where dimension members are located within a dimension hierarchy, you can run a dimension hierarchy report.

1. To run a dimension hierarchy report, click Explore in BPAS. The Report Menu should appear.



2. Double click on the Detail Reports folder and again on the Dimension Hierarchy folder. Each report is named by what they display in the rows. There is a report for each dimension with the exception of period.



3. Double click on the Account report. The report will open with the top of the Account Hierarchy.

BPAS Account

Click on arrows to view the Account hierarchy:

▶ACCOUNT NET	

Export In Query-Ready Mode

4. Drill down using the arrow to the left of 'Account Net'.

BPAS Account

Click on arrows to view the Account hierarchy:

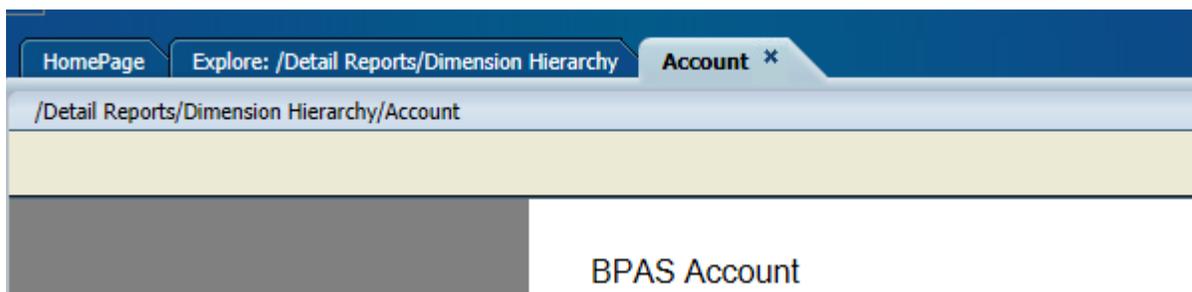
▼ACCOUNT NET	
▶ Available Resources	
▶ Uses of Funds	

BPAS Account

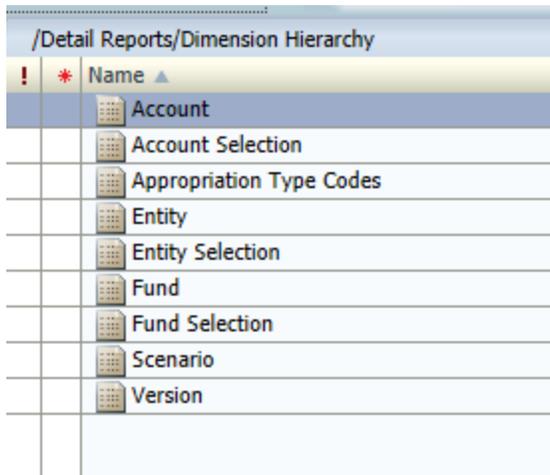
Click on arrows to view the Account hierarchy:

▼ACCOUNT NET
▼ Available Resources
▶ Balance Forward In
▶ Revenue
▶ Appropriation
▶ Net of Transfers
▶ Balance Forward Out
▶ Cancellations
▼ Uses of Funds
▶ Expenditures

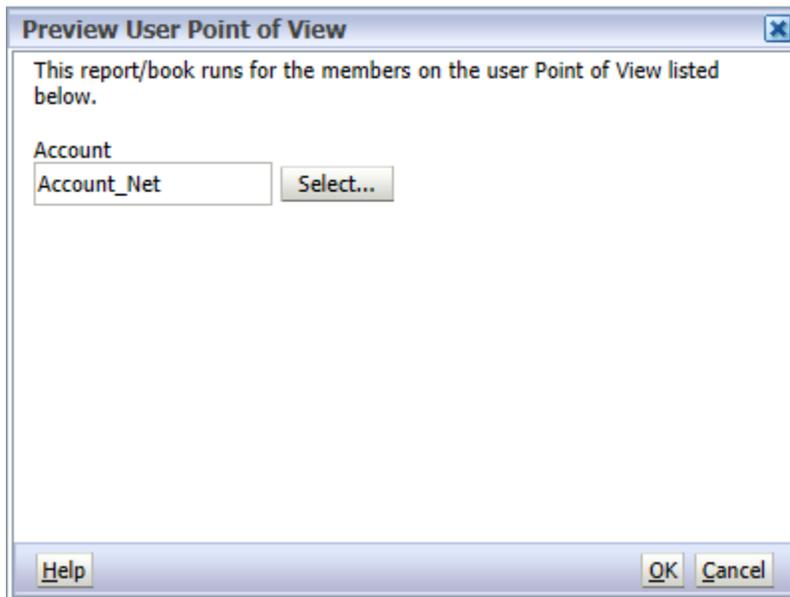
5. Use the tabs at the top of the page to go back to the 'Explore:/Detail Reports/Dimension Hierarchy' tab.



6. You will be back to the list of reports in the Dimension Hierarchy folder.



7. Double click on the 'Account Selection' report. A User Point of View box will pop up. You will utilize this report to find a specific account in the hierarchy and see how it rolls up. We will use 41196.



There are 3 ways to enter a dimension member:

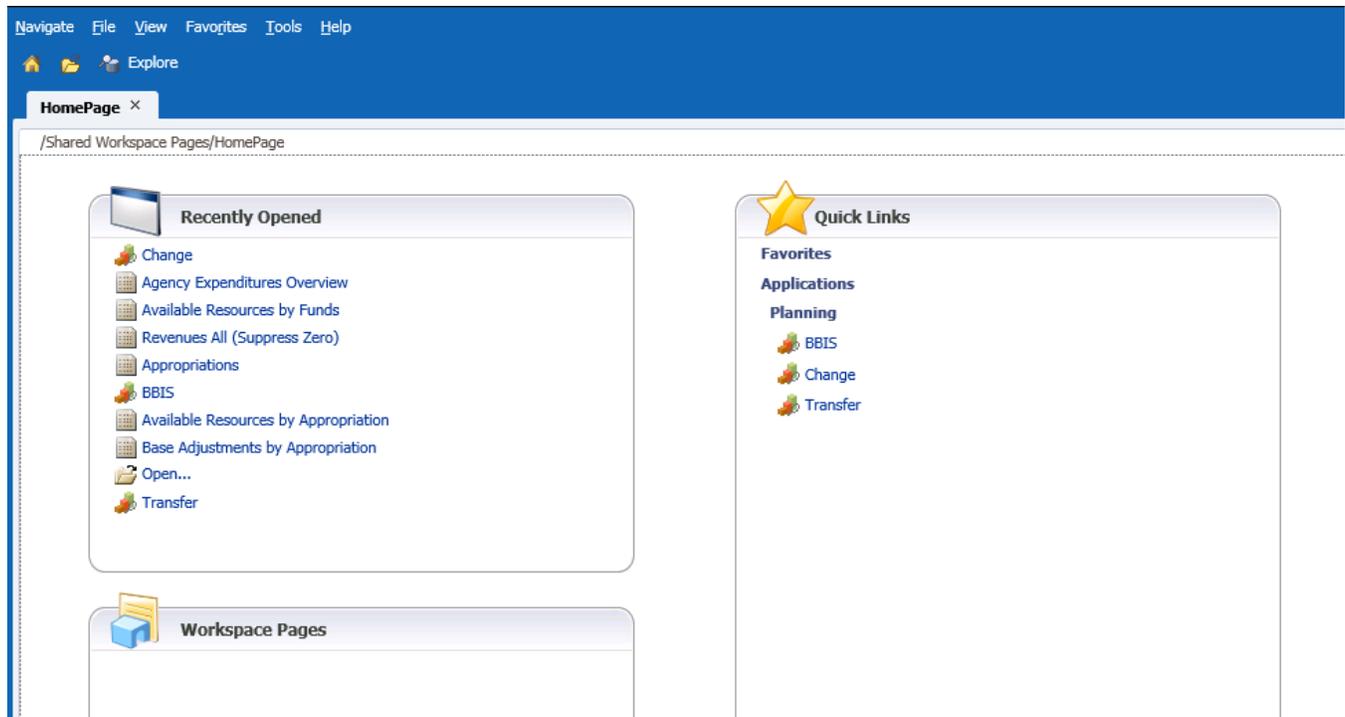
- A. If the account code is known, you can enter it directly into the Account box and click ok to run the report.
- B. Click on 'Select' and the account hierarchy will open. You can navigate through the hierarchy to find the account code.
- C. Since you are running the report to find where the code is located in the hierarchy, you likely do not know where to find it. You can search for the account by entering the account next to the * in the search box and clicking on the binoculars.

8. The search results will return. Select OK.

- Another box will show you where in the hierarchy your desired account falls. Select OK.
- Finally, the original POV prompt box will return with 41196 entered. Select OK. The report will pull back the levels above the account entered

BPAS Home Page

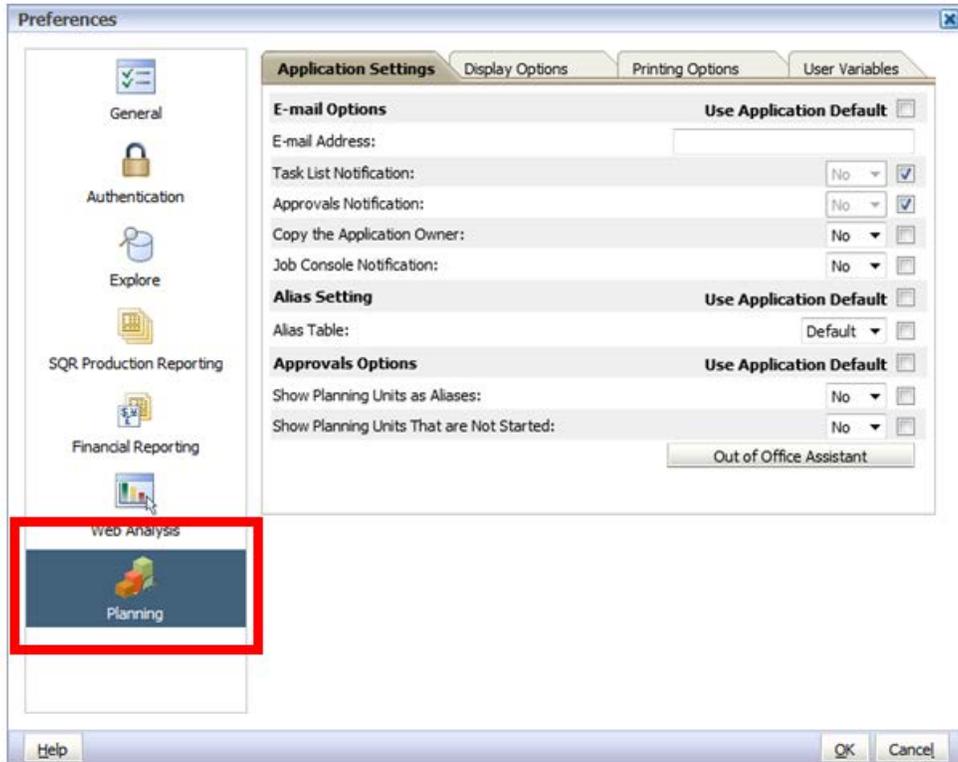
This window contains quick links to the three applications as well as a list of forms and reports recently accessed. Some options will not be available depending on each user's access and/or security. Links to your most utilized forms and reports can be saved as favorites.



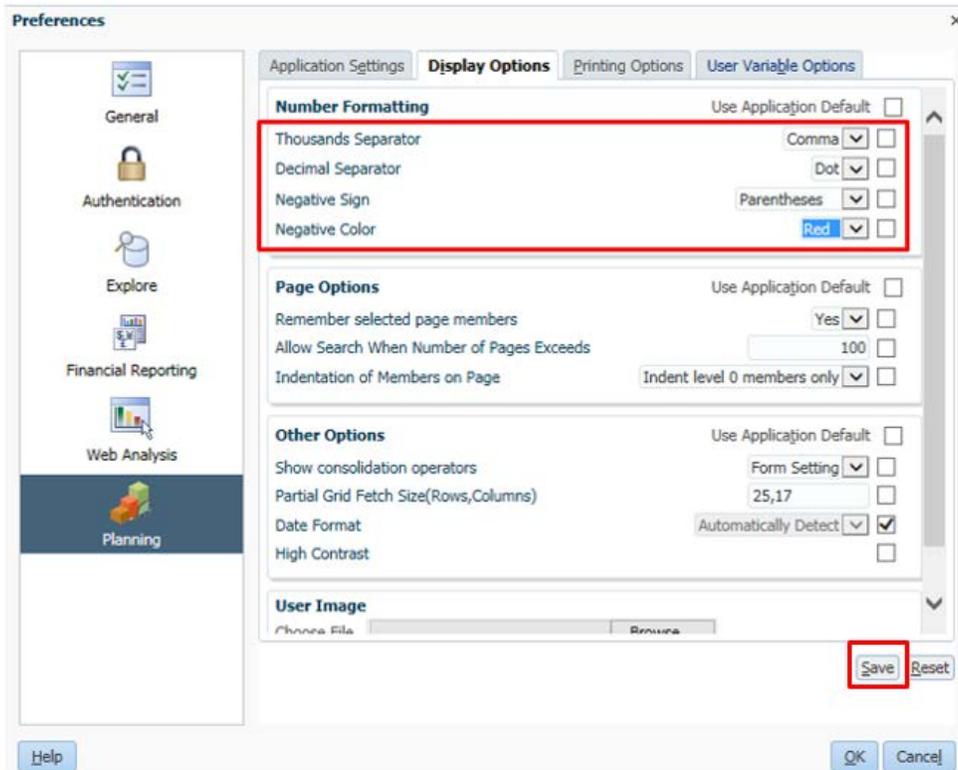
Adjusting User Preferences

The first time you log in you will need to set your user preferences.

- To set your preferences for BBIS, click on the BBIS Application on the quick links. Once the application opens, select File → Preferences. The Preferences dialog box opens. Click on the Planning icon on the left-hand side.

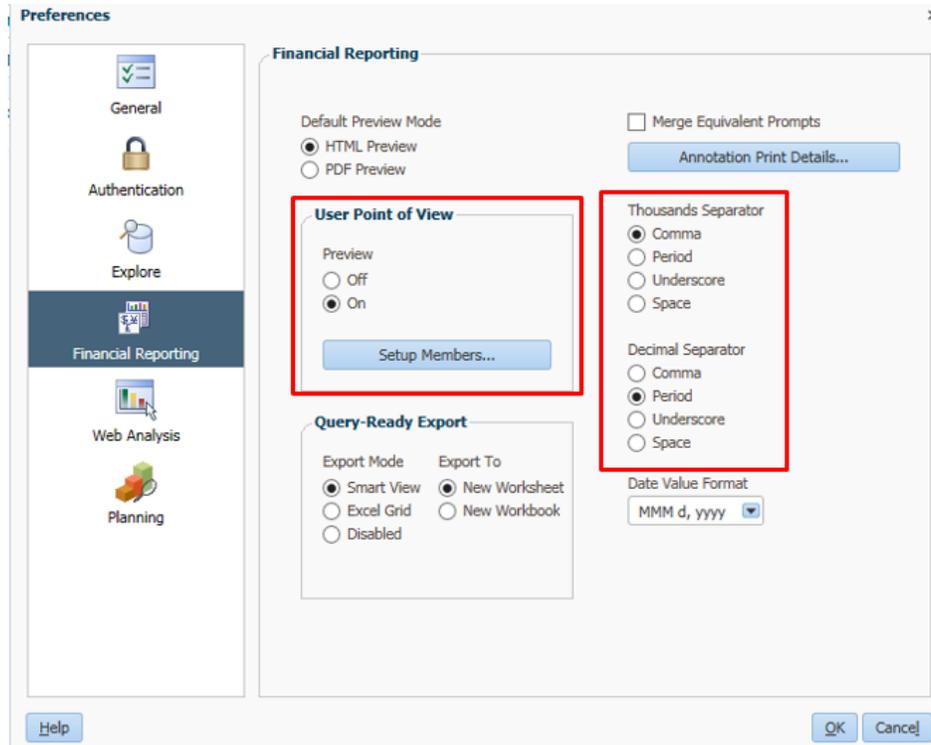


2. Click the Display Options tab and proceed to set your preferences:
 - a. Set the thousands separator to comma
 - b. The decimal separator should be set to dot.
 - c. For negative numbers, select parentheses for the negative sign and red for the color.
 - d. Set the page and other options as desired.



Note: Do not click OK before navigating away from Display Options.

3. Click on Financial Reporting on the left panel
 - a. User Point of View – preview should be on
 - b. Set the thousands separator to comma
 - c. The decimal separator should be set to dot.

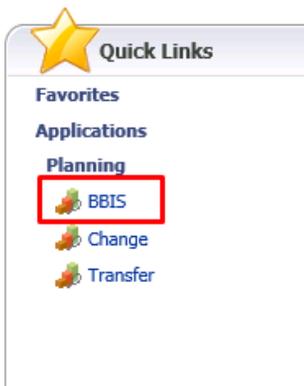


4. Click OK. Repeat steps 1 & 2 for the transfer application (Transfer) and the change application (Change). Step 3 only needs to occur once.

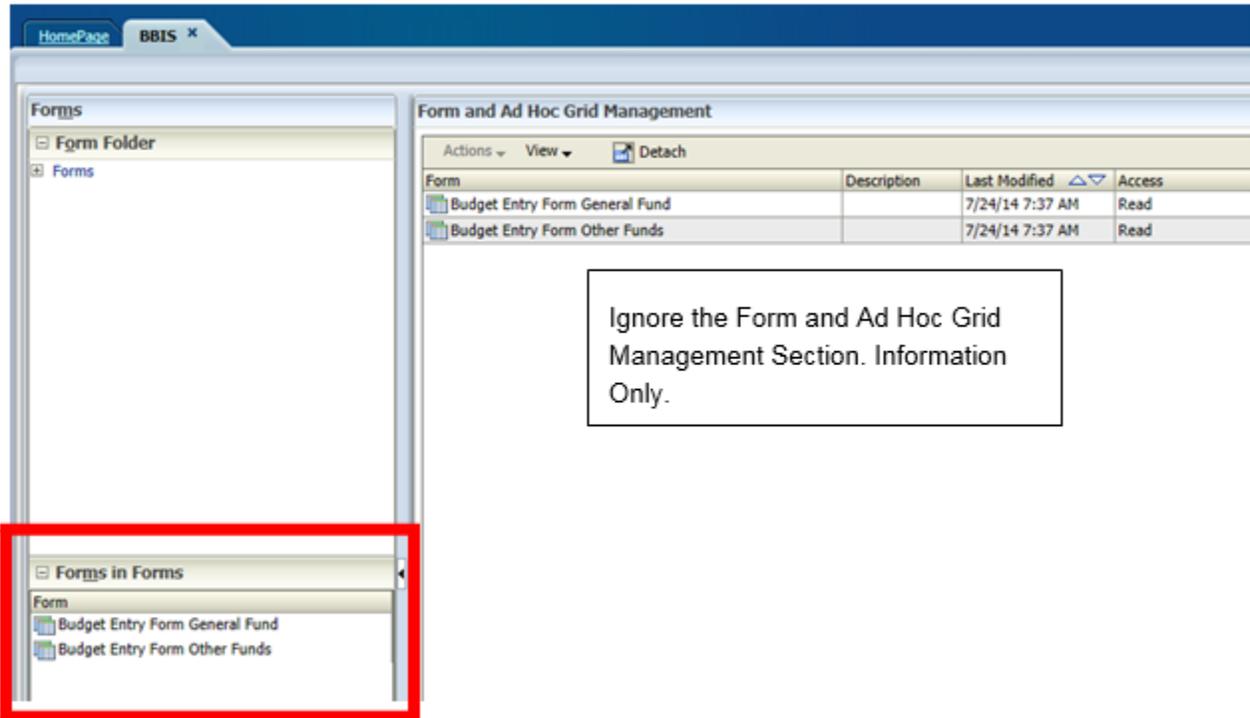
BBIS Application

Entering Information in BBIS

If you have multiple tabs open, select the tab called HomePage. Select BBIS from the planning application list.



The main window shows the forms that are in BBIS. Utilize the form names in the left window pane. The Form and Ad Hoc Grid Management information in the main panel is information only. You cannot select from this menu.



1. Click on the Budget Entry – General fund form. All data is entered at the zero level. Data entry is performed at the appropriation level.

Budget Entry - General Fund

E370010-Education Agcy Operation

Appropriations - General Fund Balance Fwd In - General Fund Adjust Base - General Fund Add Account - General Fund

Working

	FY12	Actual FY13	FY14	Actual FY15	FY16	FY17	May Base FY18	FY19
Budgeted Balance Forward In						0	0	0
RFWIN - Actual Balance Forward In		293		124				
Appropriation (Source)	1893	1893	1908	1759	1759	1759	1759	1759
Current Law Base Change								-25
Appropriation	1893	1893	1908	1759	1759	1759	1759	1734
Transfers In		259	125	120	16171	16171	16171	16171
Transfers Out		504	101	249	83	83	83	58
Net Transfers		-245	24	-129	16088	16088	16088	16113

2. Select an appropriation from the drop-down box. You can search by typing either the Appropriation Number or name. Click the 'go' arrow to the right of the box. You will also want to make sure that the version dimension is listed as 'working'.

E370010-Education Agcy Operation ▾ ➔

Appropriations - General Fund Balance Fwd In - General Fund Adjust Base - General Fund Add Account - General Fund

E370010-Education Agcy Operation ▾ ➔

Appropriations - General Fund Balance Fwd In - General Fund Adjust Base - General Fund Add Account - General Fund

E370010-Education Agcy Operation ▾ ➔

Appropriations - General Fund Balance Fwd In - General Fund Adjust Base - General Fund Add Account - General Fund

Working ▾ ➔

You will see all of the revenues and expenditures loaded from SWIFT for the appropriation.

	FY12	Actual FY13	FY14	Actual FY15	FY16	FY17	May Base FY18	FY19
Budgeted Balance Forward In						0	0	0
RFWIN - Actual Balance Forward In		293		124				
Appropriation (Source)	1893	1893	1908	1759	1759	1759	1759	1759
Current Law Base Change								-25
Appropriation	1893	1893	1908	1759	1759	1759	1759	1734
Transfers In		259	125	120	16171	16171	16171	16171
Transfers Out		504	101	249	83	83	83	58
Net Transfers		-245	24	-129	16088	16088	16088	16113
Loan Activity-In					9	3	4	7
Loan Activity-Out					5	10	5	10
Net Loan Activity					4	-7	-1	-3
RFWOUT - Balance Forward Out	293		122		0	0	0	0
Balance Forward Out	293		122		0	0	0	0
CNL - Cancellations				5				
Cancellations				5				
Available Resources	1600	1940	1809	1749	17851	17840	17846	17844
41000 - FULL TIME - SALARY	1214	1603	1478	1354	11859	11971	11971	11971
41030 - PART-TIME-SEASONAL-LABOR SERV	124	74	48	80	100	100	100	83
41050 - OVERTIME AND PREMIUM PAY	0	0	0	0	0	0	0	0
41070 - OTHER EMPLOYEE COST	9	-101	4	3	300	300	300	300
410-Payroll	1347	1576	1529	1438	12259	12371	12371	12354

Adding Accounts to the Rows in BPAS

If in the process of budgeting you need to plan for revenue or expenditures that were not budgeted in SWIFT, you can add additional accounts to the rows.

1. To add a new account to the form and search for the account you want to add to the entry form.

G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | Adjust Base - General Fund | **Add Account - General Fund**

Loan Activity-In | Working

Page Dimension

Member

- Member
- Loan Activity-In
- Loan Activity-Out
- RFWOUT - Balance Forward Out
- dummy-BFOUT
- CNL - Cancellations
- dummy-CANCEL
- 41000 - FULL TIME - SALARY
- 41030 - PART-TIME-SEASONAL-LABOR SERV
- 41050 - OVERTIME AND PREMIUM PAY
- 41070 - OTHER EMPLOYEE COST
- 410CL - EXPENSE BUDGET CLOSING-PAYROLL
- 41130 - Prof-Tech Serv-Outside Vend
- 41145 - IT/Prof/Tech O/S Vendor

	FY15	FY16	FY17	FY18	FY19

G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | Adjust Base - General Fund | **Add Account - General Fund**

Loan Activity-In | Working

	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19

2. Enter the fiscal data associated with that account code that you want to be added to the main entry form and click Save.

NOTE: Data that has not been saved has a cell color of yellow

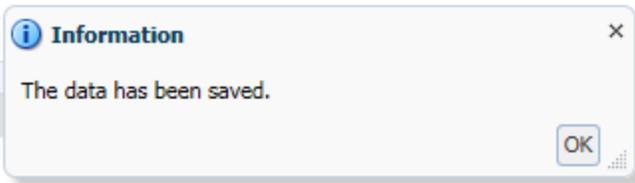
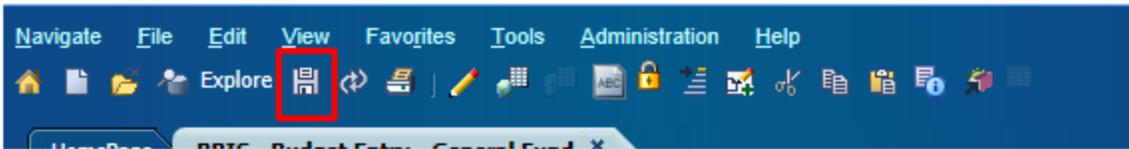
G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | Adjust Base - General Fund | **Add Account - General Fund**

Loan Activity-In | Working

	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
					1	1	1	1

3. Click on the save button and the cells turn to a white background. You should also get a message letting you know that the data has been saved.



G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | Adjust Base - General Fund | **Add Account - General Fund**

Loan Activity-In | Working

	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
					1	1	1	1

- Go back to the Appropriation tab. You should see the account you added with the numbers entered. You can make adjustments on this page if needed.

G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | Adjust Base - General Fund | Add Account - General Fund

Working

	FY12	Actual FY13	FY14	Actual FY15	FY16	May Base FY17	FY18	FY19
Budgeted Balance Forward In								33
RFWIN - Actual Balance Forward In		31		25				
Appropriation (Source)	2991	2991	2303	2303	2303	2303	2303	2303
Current Law Base Change					725	725	725	725
Appropriation	2991	2991	2303	2303	3028	3028	3028	3028
Transfers In	34	360		217				
Transfers Out	1223	1094		209				
Net Transfers	-1189	-734		8				
Loan Activity-In					1	1	1	1
Net Loan Activity					1	1	1	1
RFWOUT - Balance Forward Out	26		25				33	
Balance Forward Out	26		25				33	
CNL - Cancellations		8						
Cancellations		8						
Available Resources	1775	2280	2278	2336	3029	3029	2996	3062
41000 - FULL TIME - SALARY	1622	2090	2185	2086	2872	2924	2932	2985

- To exit BBIS, click on the x on the right side of the BBIS tab.

Base Maintenance

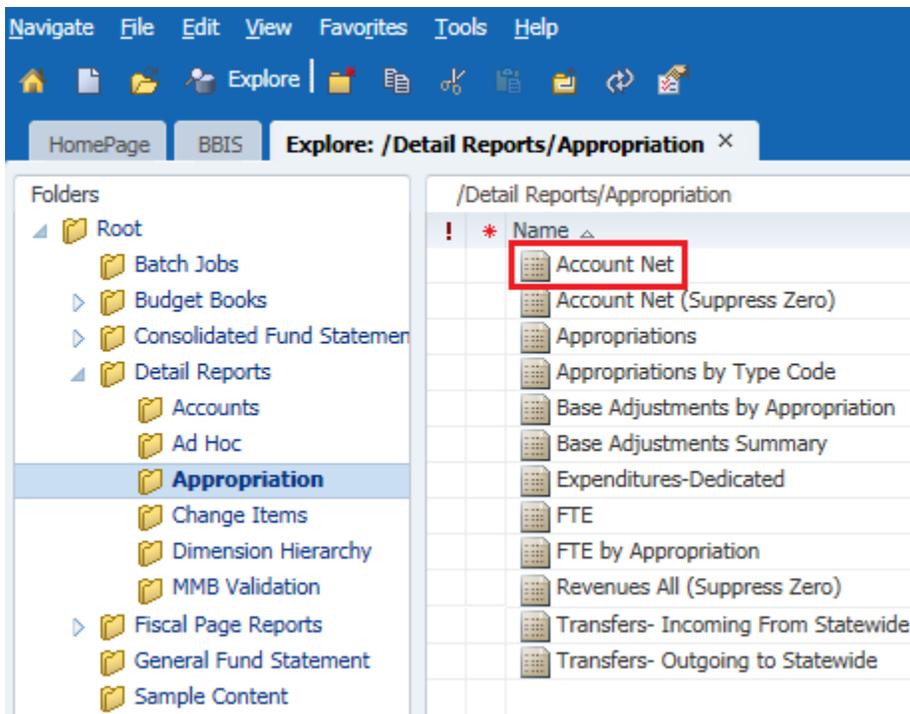
Reconcile Actual Fiscal Years

In order to minimize the amount of work required to correctly establish the agency's base budget, agencies should ensure that data in SWIFT are accurate before the load. Once the data is loaded to BPAS, dedication appropriation accounts must be reconciled to "0" (total sources equal total uses).

Fiscal Year hard close data will be loaded from SWIFT to BPAS each year. Agencies will review the most recent closed fiscal year, current, Budget and planning years and make corrections to account for SWIFT close errors and to eliminate all variances within BPAS.

Run the Account Net report. Detail Reports → Appropriation → Account Net. This report pulls back all direct and dedicated appropriations.

1. Identify appropriations that have a variance. Account Net is available resources minus uses. An appropriation with a dollar amount in the Account Net report is not balanced and needs to be reconciled.



Preview User Point of View X

This report/book runs for the members on the user Point of View listed below.

Fund

Entity

Scenario

BPAS Account Net

Entity: Management and Budget, Account: ACCOUNT NET, Fund: 1000 - General, TypeCodeAttribute: Dedicated

	Actual		Nov Base					
	Working	Working	Biennium		Working			
	FY13	FY14	FY15	FY14-FY15	FY16	FY17	FY16-FY17	FY18
G100090-Maps Replacement Project Expd	(230)			0				
Budget Activity: Accounting Services	(230)			0				
G100002-Budget Services	15,134	15,107	15,107	15,107	15,803	15,788	31,591	600
G100010-Local Impact Notes	15,134	15,107	15,107	15,107	15,203	15,188	30,391	
G100024-Statewide Budget System	15,134	15,107	15,107	15,107	15,203	15,188	30,391	
G100026-Results Management Initiative	(77)	(20,621)	(20,621)	(20,621)	(20,000)	(50,826)	(70,826)	(50,000)
G100092-Budget Info System	(230)			0				
Budget Activity: Budget Services	45,095	24,700	24,700	24,700	26,209	(4,662)	21,547	(49,400)

- Open BBIS and select the correct composite form, 'General fund' or 'Other funds'. Select the correct appropriation and click Go.

Budget Entry - General Fund

Appropriation:

Balance Fwd In - General Fund Adjust Base - General Fund Add Account - General Fund

Working

	Actual FY12	Actual FY13	Actual FY14	FY15	FY16	Nov Base FY17
Budgeted Balance Forward In			472			
RPWIN - Balance Forward In			492			
510011 - REF IND INCOME					600	600
Individual Income Tax Refunds					600	600
Individual Income Taxes					600	600
510773 - ST SALES TX CLRNG (AGENCY USE)	0					
Other Tax	0					
Other Taxes	0					
Taxes	0				600	600
647230 - Notary Commissions	1,465	1,500		1,510	1,515	1,516
647231 - Clearing Account	16	29		0	0	0
647233 - UCC Searches	149	128		160	165	170
647240 - Election Copy - Misc Fees	5	7		9	10	11
647263 - Votor Reg Comp Info	20	15		25	30	35
647266 - EFS Llien Annual Lists	14	15		18	19	20
Departmental Services	1,669	1,693		1,722	1,739	1,752
647255 - Annual Registrations	1,746	2,842		2,840	2,845	2,850
Departmental Sales	1,746	2,842		2,840	2,845	2,850
647232 - UCC FILINGS	2,356	2,763		2,785	2,790	2,795
647235 - CERTIFICATION FEES	333	390		360	365	370
647239 - CANDIDATE FILINGS	44	0		6	60	7

- Reconcile the appropriation to eliminate the variance, reconciled numbers should reflect fiscal year hard close, not current fiscal year data in SWIFT.

47100 - EQUIPMENT-NON CAPITAL	110	482
☐ 471-Non Capital-Assets	110	482
☐ Other Financial Transactions	110	482
44135 - AID-GRANTS TO CITIES-TOWNS	0	15,134
☐ 441-Grants, Aids and Subsidies	0	15,134
☐ Grants, Aids and Subsidies	0	15,134
47010 - BUILDING-IMPROVEMENT-CAPITAL	0	12
47060 - EQUIPMENT-CAPITAL		48
☐ 470-Capital Outlay-Real Property	0	59
☐ Capital Outlay-Real Property	0	59
☐ Non-Payroll Expense	1,478	17,692
☐ Expenditures	5,002	21,449
☐ Uses of Funds	5,002	21,449
ACCOUNT NET	12,976	0
FULL TIME EQUIVALENT POSITION COUNT	50.18	50.78

- Re-run the account net report. The variance should be eliminated.

BPAS Account Net

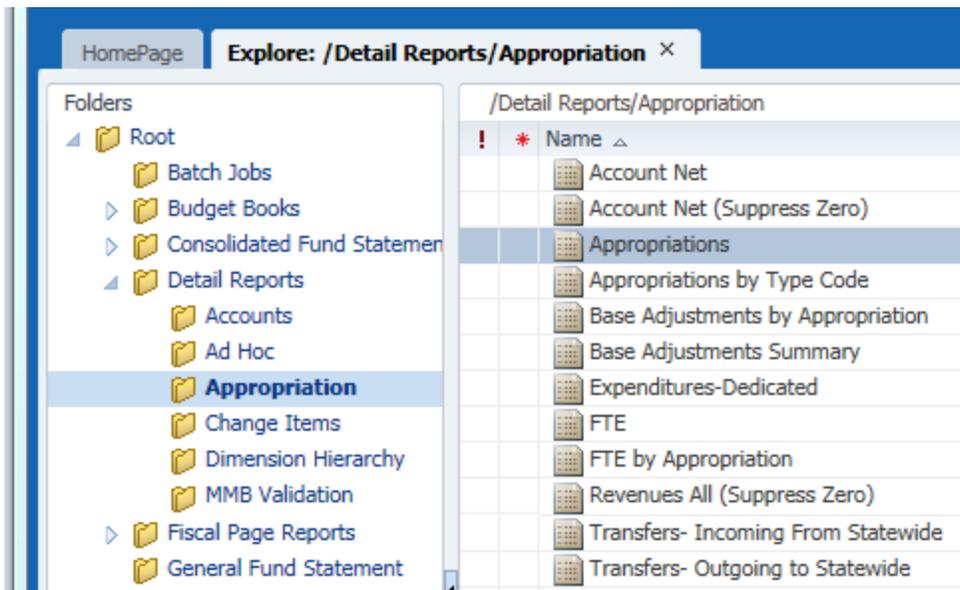
Entity: Management and Budget, Account: ACCOUNT NET, Fund: 1000 - General, TypeCodeAttribute: Dedicated

	Actual Working FY13	Actual Working FY14	FY15	Biennium FY14-FY15	FY16	FY17	Nov Base Working Biennium FY16-FY17	FY18
G100090-Maps Replacement Project Expd	(230)			0				
Budget Activity: Accounting Services	(230)			0				
G100002-Budget Services	0		15,107	15,107	15,803	15,788	31,591	600
G100010-Local Impact Notes	15,134		15,107	15,107	15,203	15,188	30,391	
G100024-Statewide Budget System	15,134		15,107	15,107	15,203	15,188	30,391	
G100026-Results Management Initiative	(77)		(20,621)	(20,621)	(20,000)	(50,826)	(70,826)	(50,000)
G100092-Budget Info System	(230)			0				
Budget Activity: Budget Services	29,961		24,700	24,700	26,209	(4,652)	21,543	(49,400)

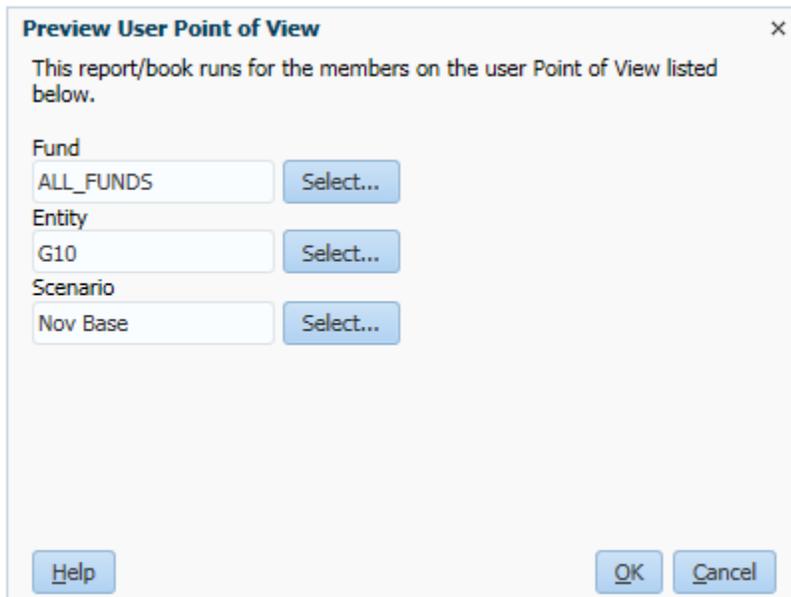
Base Adjustment

The definition of base is the last year of the biennium pushed forward. If current law specifies a different amount than the typical definition of base, then the appropriation must be base adjusted to the current law base.

- Run an appropriations report. Detailed Reports → Appropriation → Appropriations



2. Enter your 3 digit agency code and the fund or funds you want to include as well as the Scenario. Click OK.



3. Identify any appropriations that have a different current law base than the current fiscal year that was pushed forward. Resources to identify appropriations that need to be base adjusted include reviewing the last Biennial Budget Appropriations Bill or Legislative Tracking.

BPAS Appropriations

Entity: Management and Budget , Account: Appropriation, Fund: 1000 - General, TypeCodeAttribute: Dedicated

	Actual	Actual	Nov Base					
	Working	Working	Working					
	FY13	FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17	FY18
G100002-Budget Services	5,825		6,631	6,631	6,631	6,631	13,262	
G100010-Local Impact Notes	5,825		6,631	6,631	6,631	6,631	13,262	
G100024-Statewide Budget System	5,825		6,631	6,631	6,631	6,631	13,262	
G100026-Results Management Initiative	689		(20)	(20)	1,000	(20)	980	
Budget Activity: Budget Services	18,164		19,873	19,873	20,893	19,873	40,766	
G100085-Management Analysis	1,915		1,634	1,634	112	1,828	1,940	
Budget Activity: Management Analysis & Developmt	1,915		1,634	1,634	112	1,828	1,940	
G100011-Combined Charities Admin	3,640		2,634	2,634	1,112	2,828	3,940	
G100016-Resumix	3,640		2,634	2,634	1,112	2,828	3,940	
G100018-Training-HRM & Wkfrce Plan	3,640		2,634	2,634	1,112	2,828	3,940	
G100070-Enterprise Talent Mgmt System	139		139	139		139	278	
G100086-Training	139		139	139		139	278	
Budget Activity: Human Resource Management	11,198		8,180	8,180	3,614	8,762	12,376	
G100020-SW-Misc Shutdown Expenses	139		139	139		139	278	
Budget Activity: Agency Administration	139		139	139		139	278	
Program: Statewide Services	31,416		29,826	29,826	24,758	30,602	55,360	
G100040-ACDHP Medical	3,956			0				
G100041-Insurance Administration	3,956			0				
G100045-Disability Insurance	0		0	0	0	0	0	
G100046-Health Partner - Dental	0		0	0	0	0	0	
G100097-Early Retiree Reins-SEGIP			10	10	10	10	20	
Budget Activity: State Employee Group Ins Pgrm	7,912		10	10	10	10	20	
Program: Statewide Insurance Programs	7,912		10	10	10	10	20	
Management and Budget	39,328		29,836	29,836	24,768	30,612	55,380	
	39,328		29,836	29,836	24,768	30,612	55,380	

- Open BBIS. Select the appropriate composite form, 'General fund' or 'Other funds'. Click on the base adjustment tab and select the appropriation and fund. Click Go.

G100002-Budget Services

Appropriations - General Fund | Balance Fwd In - General Fund | **Adjust Base - General Fund** | Add Account - General Fund

Working

	Nov Base	Nov Base			
	FY15	FY16	FY17	FY18	FY19
Appropriation (Source)	6,631	6,631	6,631		
Current Law Base Change					
Approved Transfer Between Appropriation					
Biennial Appropriations					
February Forecast Adjustments					
November Forecast Adjustment					
One Time Appropriation					
Forecast Open Appropriation Adjustment					
Appropriation Reduction					
Program or Agency Sunset					
Transfer Between Agencies					
<input checked="" type="checkbox"/> Appropriation	6,631	6,631	6,631		

- Review the Base Budget Instructions to identify which base adjustment to use. Enter the adjustment in the appropriate fiscal years and save.

G100002-Budget Services

Appropriations - General Fund Balance Fwd In - General Fund **Adjust Base - General Fund** Add Account - General Fund

Working

Account	Nov Base	Nov Base			
	FY15	FY16	FY17	FY18	FY19
Appropriation (Source)	6,631	6,631	6,631		
Current Law Base Change					
Approved Transfer Between Appropriation					
Biennial Appropriations					
February Forecast Adjustments					
November Forecast Adjustment					
One Time Appropriation					
Forecast Open Appropriation Adjustment					
Appropriation Reduction					
Program or Agency Sunset		(6,631)	(6,631)		
Transfer Between Agencies					
<input type="checkbox"/> Appropriation	6,631	0	0		

- Run a Base Adjustment report to review all base adjustments entered for your agency. Detailed Reports → Appropriation → Base Adjustments by Appropriation

HomePage BBIS **Explore: /Detail Reports/Appropriation** ×

Folders

- Root
 - Agency Reports
 - Batch Jobs
 - Consolidated Fund Statement
 - Detail Reports
 - Accounts
 - Ad Hoc
 - Appropriation**
 - Change Items
 - Dimension Hierarchy
 - MMB Validation
 - SmartView Templates
 - Fiscal Page Reports

/Detail Reports/Appropriation

!	* Name ▲
	Account Net
	Account Net (Suppress Zero)
	Appropriations
	Appropriations by Type Code
	Base Adjustments by Appropriation
	Base Adjustments Summary
	Expenditures-Dedicated
	FTE
	FTE by Appropriation
	Revenues All (Suppress Zero)
	Transfers- Incoming From Statewide
	Transfers- Outgoing to Statewide

Preview User Point of View ×

This report/book runs for the members on the user Point of View listed below.

Fund

Entity

Scenario

- The report will return all direct appropriated appropriations for the agency selected in the fund selected. That is because we are including the Direct Appropriation amount in the report to get to the new Appropriation total. Under Appropriation (Source), which is the direct appropriated amount, would be any base adjustment for that appropriation if one was entered.

BPAS Base Adjustments

Entity: Management and Budget, Fund: 1000 - General

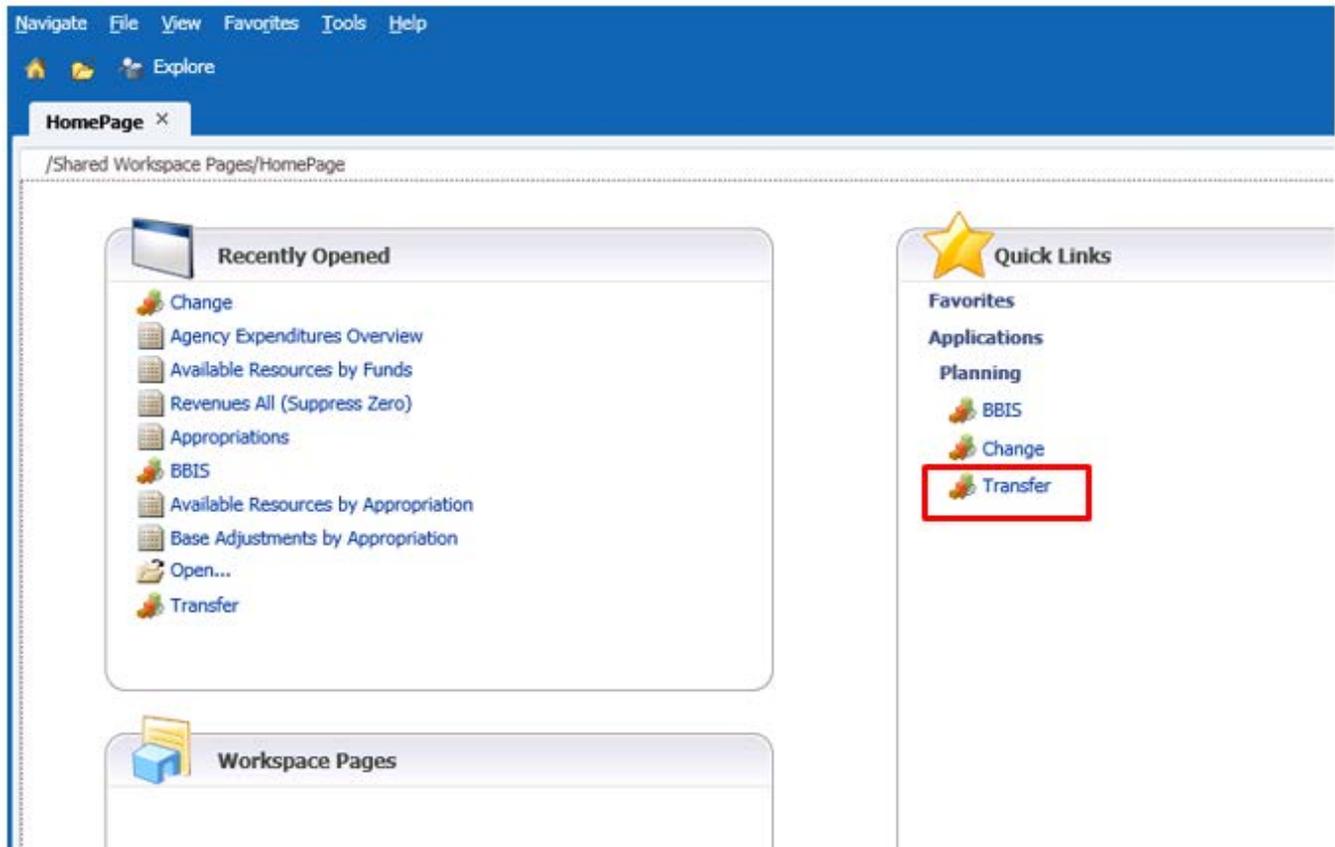
	Actual				Nov Base		
	Working		FY15	Biennium FY14-FY15	Working		
	FY13	FY14			FY16	FY17	Biennium FY16-FY17
G10002-Budget Services							
Appropriation (Source)	5,829		6,631	6,631	6,631	6,631	13,262
Appropriation Reduction	(4)			0			
Program or Agency Sunset				0	(6,631)	(6,631)	(13,262)
Total	5,825		6,631	6,631	0	0	0
G10010-Local Impact Notes							
Appropriation (Source)	5,829		6,631	6,631	6,631	6,631	13,262
Appropriation Reduction	(4)			0			
Total	5,825		6,631	6,631	6,631	6,631	13,262
G10024-Statewide Budget System							
Appropriation (Source)	5,829		6,631	6,631	6,631	6,631	13,262
Appropriation Reduction	(4)			0			
Total	5,825		6,631	6,631	6,631	6,631	13,262
G10026-Results Management Initiative							
Appropriation (Source)	689		(20)	(20)	1,000	(20)	980
Total	689		(20)	(20)	1,000	(20)	980
G10022-NDR Treasury Bank Interest							
Appropriation (Source)	1,020		1,020	1,020		1,020	1,020
Total	1,020		1,020	1,020	0	1,020	1,020
G10085-Management Analysis							

Transfers

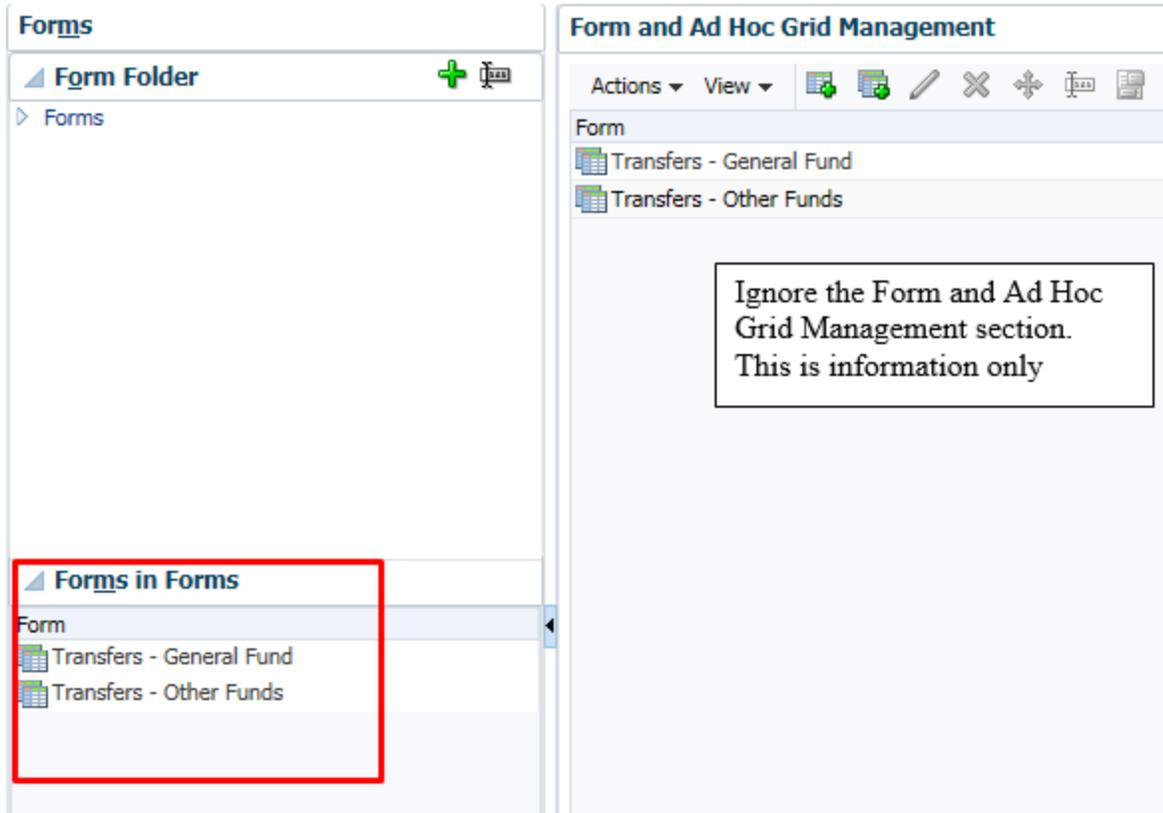
Transfers are used to accommodate the movement of operational funds between programs, as the result of statutory instructions, or to comply with legislative requirements. Transfers can occur between funds, appropriations, or to another agency. The basic procedure is the same for transferring between appropriations or to another agency. Inter-fund transfers are slightly different and are discussed in a later section.

Transfer Forms

1. Click on the Homepage Tab and select Transfer from the planning application list.



2. Select the 'Transfers – General Fund' form from the left panel. As in BBIS, appropriation is the level at which data is entered.



3. Select an appropriation and fund to transfer money out of and an appropriation and fund to transfer the money to. Click the 'go' arrow.

Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services

Transfer - General Fund Legal Citation - General Fund

	Actual		Actual	Nov Base				
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Amount								

Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services

Transfer - General Fund Legal Citation - General Fund

	Actual		Actual		
	FY14	FY15	FY16	FY17	FY18
Amount					

Page Dimension

Member

- Member
- To_G100002-Budget Services
- To_G100010-Local Impact Notes
- To_G100024-Statewide Budget System
- To_G100026-Results Management Initiative
- To_G100030-ARRA - Oversight & Reporting
- To_G100031-ARRA - Monitor & Fin Control
- To_G100092-Budget Info System
- To_G100105-Return of Taxpayer Investment
- To_G100106-McKnight Grant for Results Mgm
- To_G100003-Economic Analysis
- To_G100028 - Revenue Uncertainty Report
- To_G100027 - SW Inf Tech Sys
- To_G100103-Statewide System Enhancement

- Be sure to click the ‘Go’ arrow after you make your selections. If transfers occurred between your selected appropriations and funds in previous fiscal years, the transfer amount will show up on the form. If no transfers have occurred between your selected appropriations and funds the form will be empty.

For example, this form was empty. \$150 was added in FY18.

Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services →

Transfer - General Fund Legal Citation - General Fund

	Actual		Actual	FY17	FY18	Nov Base		FY20	FY21
	FY14	FY15	FY16			FY19			
Amount					150				

- Select the ‘Legal Citation tab’. The cell is red because it is a required field that is missing data. Enter the legal authority for the transfer. Type in the legal citation for the budgeted transfer.

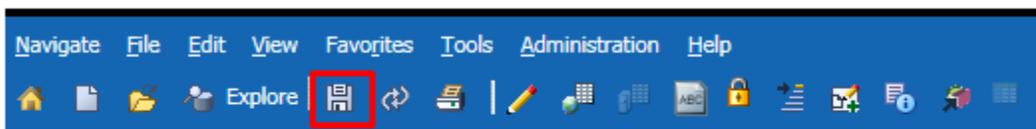
Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services →

Transfer - General Fund **Legal Citation - General Fund**

	Actual
Legal Citation	M.S. 16A.005 requires transfer

- Click save to save both the Legal Citation and \$150 data.



Transfers - General Fund **Legal Citation - General Fund**

	Actual
Legal Citation	M.S. 16A.005 requires transfer

Transfers - General Fund

1000 - General G9R0046-Tort Claims To_1000 - General To_G100002-Budget Services →

Transfer - General Fund Legal Citation - General Fund

	Actual		Actual	FY17	FY18	Nov Base		FY20	FY21
	FY14	FY15	FY16			FY19			
Amount					150				

NOTE: The transfer data entered in the Transfer application will be moved to BBIS once an hour.

Dimension Changes

The fund and entity dimensions have been combined in Transfer in order to reduce the number of possible dimension combinations.

Security Changes

In order to allow agencies to transfer funds to other agencies and funds the TNSFR application has a different security setting than BBIS. Users have read access to all agencies and write access to their own agency in the 'Transfer From' field. Users will have write access to the 'Transfer To' field, this allows agencies to transfer funds to other agencies. You will need to work with the agency you are transferring the funds to in order to identify the correct appropriation and dollar amount.

Compensation Budgeting & FTE Review

Employees' salary, benefits and related compensation expenditures represent the majority of agency operating expenses. Review the [Base Budget Instructions](#) for preparing compensation estimates.

The SWIFT Data Warehouse has a tool for reviewing compensation cost called the Compensation Analysis Tool. See [MMB Budget Instructions](#) website for more details on the tool.

Once agencies have determined their compensation costs, it will need to be updated or entered into BBIS

Start by running a Compensation Exp by Appropriation report to see all of the appropriations with Payroll expenditures.

Detailed Reports → Accounts → Compensation Exp by Appropriation

Preview User Point of View

This report/book runs for the members on the user Point of View listed below.

Scenario
Nov Base Select...

Version
Working Select...

Entity
G10 Select...

Fund
1000 Select...

Help OK Cancel

BPAS Compensation Exp by Appropriation

Entity: Management and Budget, Fund: 1000 - General, Type Code: Dedicated

		Actual	Actual	Nov Base				
		Working	Working	Working				
		FY13	FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17
G100002-Budget Services	▶41000 - FULL TIME - SALARY	3,637		4,125	0	4,125	4,125	0
	▶41030 - PART-TIME-SEASONAL-LABOR SERV	67		0	0	0	0	0
	▶41050 - OVERTIME AND PREMIUM PAY	29		0	0	0	0	0
	▶41070 - OTHER EMPLOYEE COST	25		0	0	0	0	0
	▶410-Payroll	3,757		4,125	0	4,125	4,125	0

Go to BBIS to update appropriations with new compensation obligation assumptions. Remember to change the FTE estimate within the appropriation as compensation dollars change.

Updating Forecasted Dedicated & Non-Dedicated Revenues

Agencies must review and revise FY 2017-21 forecasted dedicated and non-dedicated revenues to reflect the best estimate of projected revenues likely to be received based on current law. For statutory and dedicated funds (including federal funds), resources are changed based on the forecast of the revenue based on current law. Base adjustments are not used to change resources in statutory appropriation accounts. Budgeted spending plans should be developed within the current law resource amounts. Forecast growth in dedicated receipts may support increased spending within agencies' current law base budget plans. Proposed fee or other revenue changes must be presented as change items for both dedicated and non-dedicated revenues.

We will start by running the Revenues All (Suppress Zero) in the Detail Reports → Appropriation folder. The Revenue All (Suppress Zero) report, includes both dedicated and non-dedicated revenue when first run, but later can be limited by Type Code Attribute.

Open the report Revenue All (Suppress Zero) under Explore → Detail Reports → Appropriation.

You will be prompted to enter a fund, entity, and scenario. For scenario, select Nov Base. Go ahead and pick your agency ID for the entity and any fund code in the fund.

Preview User Point of View [X]

This report/book runs for the members on the user Point of View listed below.

Fund
2200 [Select...]

Entity
R29 [Select...]

Scenario
Nov|Base [X] [Select...]

[Help] [OK] [Cancel]

Click ok to run the report.

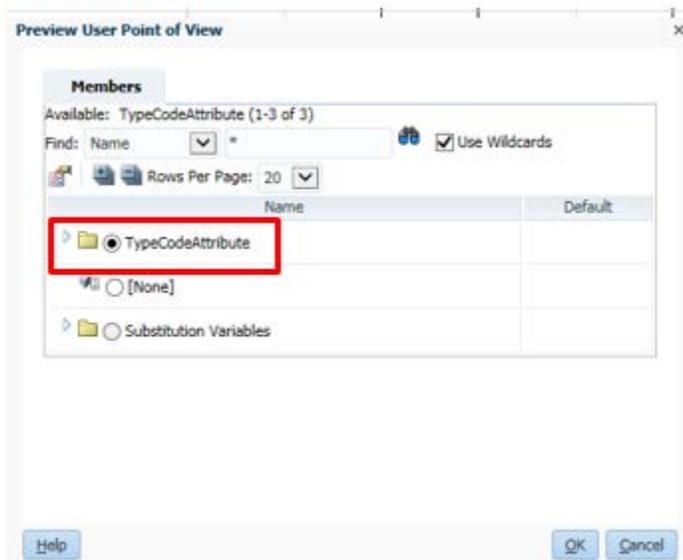
Once you have run the report, you have the ability to modify the report to run a specific appropriation type code (dedicated or non-dedicated). Click on the Type Code Attribute hyperlink at the top of the report.

BPAS Revenues All (Suppress Zero)

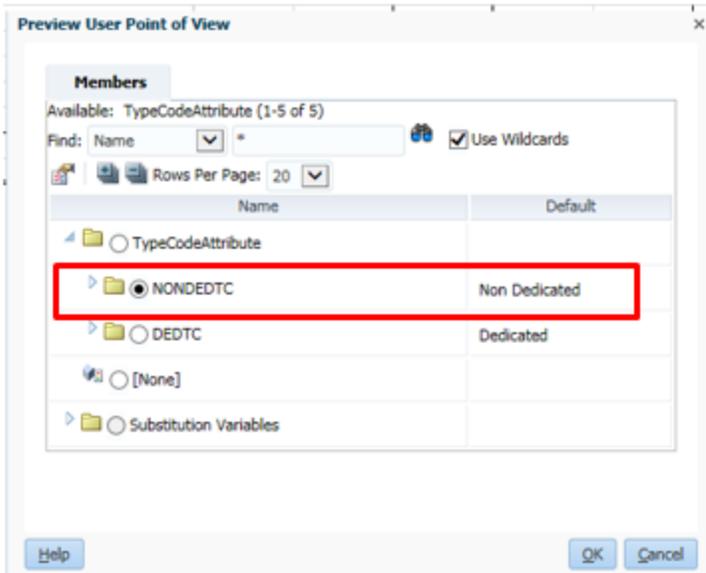
Entity: Natural Resources , Account: Revenues, Fund: 2200 - Game And Fish (Operations) Type Code: TypeCodeAttribute

	Actual		Actual		Actual		Actual	
	Working		Working		Working		Working	
	FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17	FY18	FY19
R291A02-LAM Non Dedicated Receipts G&F	346	662	1,008	471	276	747	276	276
Budget Activity: Lands & Minerals	346	662	1,008	471	276	747	276	276
Program: Land And Minerals Resource Mgt	346	662	1,008	471	276	747	276	276
R292206-EWR Lic Surchg Inv Species	1,111	1,090	2,201	1,076	1,099	2,175	1,099	1,099
R292A35-EWR Non Dedicated Receipts G&F	40	34	74	52	25	77	25	25
Budget Activity: Ecological And Water Resources	1,151	1,125	2,276	1,128	1,124	2,252	1,124	1,124
Program: Ecological And Water Resources	1,151	1,125	2,276	1,128	1,124	2,252	1,124	1,124
R296222-FAW Public Grazing Program				1	1	3	1	1
R296225-FAW Lic Surcharge Walk-in Prog	102	99	202	106	101	207	101	101
R296226-FAW Lic Surcharge Verison Prog	93	28	121	46	46	92	46	46
R296A02-FAW Non Dedicated Rcpts G&F	80,334	79,752	160,086	82,354	82,571	164,925	82,571	82,571
Budget Activity: Fish And Wildlife Management	80,529	79,879	160,409	82,507	82,719	165,227	82,719	82,719
R296237-FAW Electronic Licenses G&F ITC	3,404	3,263	6,668	3,236	3,303	6,539	3,303	3,303
R296A57-FAW Non Dedicated Rcpts G&F	(15)	(18)	(33)	(18)	0	(18)	0	0
Budget Activity: Licensing	3,390	3,245	6,634	3,217	3,303	6,520	3,303	3,303
Program: Fish And Wildlife Management	83,919	83,124	167,043	85,725	86,022	171,747	86,022	86,022
R297201-ENF Firearm Safety Training	174	158	333	160	160	320	160	160
R297204-ENF Adult Hunter Education	9	10	19	5	10	15	10	10
R297A06-ENF Non Dedicated Rcpts G&F	440	377	817	342	440	782	440	440

Now you can select the appropriation type code attribute you would like to review data for. Expand the arrow next to Type Code Attribute.



Click on the bubble next to non-dedicated and click ok at the bottom of the pop-up box.



The report will now show you all non-dedicated appropriations that contain revenue.

BPAS Revenues All (Suppress Zero)

Entity: Natural Resources , Account: Revenues, Fund: 2200 - Game And Fish (Operations) Type Code: Non Dedicated

Account: REV Period: Jul TypeCodeAttribute: NONDEDTC						
	Actual Working	Actual Working	Biennium FY14-FY15	Actual Working	FY17	Biennium FY16-FY17
R291A02-LAM Non Dedicated Receipts G&F	346	662	1,008	471	276	747
Budget Activity: Lands & Minerals	346	662	1,008	471	276	747
Program: Land And Minerals Resource Mgt	346	662	1,008	471	276	747
R292A35-EWR Non Dedicated Receipts G&F	40	34	74	52	25	77
Budget Activity: Ecological And Water Resources	40	34	74	52	25	77
Program: Ecological And Water Resources	40	34	74	52	25	77
R296A02-FAW Non Dedicated Rcpts G&F	80,334	79,752	160,086	82,354	82,571	164,925
Budget Activity: Fish And Wildlife Management	80,334	79,752	160,086	82,354	82,571	164,925
R296A57-FAW Non Dedicated Rcpts G&F	(15)	(18)	(33)	(18)	0	(18)
Budget Activity: Licensing	(15)	(18)	(33)	(18)	0	(18)
Program: Fish And Wildlife Management	80,319	79,733	160,052	82,336	82,571	164,907
R297A06-ENF Non Dedicated Rcpts G&F	440	377	817	342	440	782
Budget Activity: Enforcement Nr Laws & Rules	440	377	817	342	440	782

To see the detail of the revenue associated with the appropriations listed, you can also run the Revenue Detail (Suppress Zero) report located under Detailed Reports → Account Folder. Select the Fund and Appropriation you would like to review.

Preview User Point of View x

This report/book runs for the members on the user Point of View listed below.

Fund
2200

Entity
R291A02 (A)

Scenario
Nov Base

The Revenue Detail report will allow a user to click on the arrows next to the type of revenue to drill down to the revenue account code.

BPAS Revenue Detail (Suppress Zero)

Entity: R291A02-LAM Non Dedicated Receipts G&F, Fund: 2200 - Game And Fish (Operations)

	Actual		Biennium FY14-FY15	Actual		Biennium		Nov Base		
	Working	Working		Working	Working	Working		Working		
	FY14	FY15		FY16	FY17	FY17	FY16-FY17	FY18	FY19	Biennium FY18-FY19
Non Dedicated										
▶ Departmental Earnings	346	662	1,008	471		276	747	276	276	553
▶ All Other				0		0	0	0	0	0
Revenues	346	662	1,008	471		276	747	276	276	553
Dedicated										
Revenues										

Other reports which are helpful for dedicated receipts are the Available Resources by Appropriation or Available Resources by Funds reports. Both of these reports are located in the Detail Reports → Accounts folder. The Fund report will show your total dedicated revenues for a fund. If you need more detail to see which appropriations you would like to update, the Appropriation report will show you the dedicated revenues by appropriation. Detail Reports → Accounts → Available Resources by Fund or Detail Reports → Accounts → Available Resources by Appropriation.

Available Resources by Fund

Select your agency for the entity and Nov Base for the Scenario. Click ok.

Preview User Point of View x

This report/book runs for the members on the user Point of View listed below.

Entity
R29

Scenario
Nov Base

BPAS Available Resources by Funds

Entity: Natural Resources, Type Code: Dedicated

		Actual	Actual	Actual		Nov Base		Nov Base			
		Working	Working	Bienium	Working	Bienium	Working	Bienium			
		FY14	FY15	FY14-FY15	FY16	FY17	FY16-FY17	FY18	FY19	FY18-FY19	FY20
1000 - General	Balance Forward In	2,715	5,211	7,925	2,139	430	2,569				
	Revenues	510	157	667	41	22	63	22	22	44	22
	Appropriation	116,197	130,989	247,106	137,632	134,929	272,562	134,929	134,929	269,859	134,929
	Transfers In	710	157	867							
	Transfers Out	32,007	33,507	65,515							
	Balance Forward Out	4,483	2,146	6,629	430		430				
	Cancellations	14	1,097	1,112	1,000		1,000				
	Available Resources	83,627	99,763	183,389	138,383	135,381	273,764	134,951	134,951	269,903	134,951
	Expenditures	83,627	99,763	183,389	98,956	101,416	200,372	101,416	101,416	202,831	101,416
	Uses of Funds	83,627	99,763	183,389	98,956	101,416	200,372	101,416	101,416	202,831	101,416
	ACCOUNT NET	0	0	0	39,427	33,965	73,392	33,536	33,536	67,072	33,536
1300 - Minnesota Resources	Balance Forward In	24	24	47							
	Appropriation	0	0	0	0	0	0	0	0	0	0
	Balance Forward Out	24		24							
	Cancellations		24	24							
	Available Resources	0	0	0	0	0	0	0	0	0	0
	Expenditures	0	0	0	0	0	0	0	0	0	0
	Uses of Funds	0	0	0	0	0	0	0	0	0	0
	ACCOUNT NET	0	0	0	0	0	0	0	0	0	0

The Fund report will show all funds for the agency. The Revenue row is the dedicated revenue for each fund. If a fund level needs to be updated, you can run the Appropriation report to see all of the appropriations within that fund.

Available Resources by Appropriation

Select a fund. Select your agency for the entity and select Nov Base for the scenario.

Preview User Point of View ✕

This report/book runs for the members on the user Point of View listed below.

Fund

Entity

Scenario

BPAS Available Resources by Appropriation
 Entity: Natural Resources, Fund: 2200 - Game And Fish (Operations), Type Code: Dedicated

		Actual Working		Actual Working			Nov Base Working		
		FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17	FY18	FY19
R291002-LAM Management G&F	▶Appropriation	1,107	1,107	2,214					
	▶Transfers Out	1,107	1,107	2,214					
	▶Available Resources	0	0	0					
	▶ACCOUNT NET	0	0	0					
R291009-LAM Land Record System G&F	▶Balance Forward In		6	6					
	▶Appropriation	344	344	688	344	344	688	344	344
	▶Available Resources	344	350	694	344	344	688	344	344
	▶Expenditures	344	350	694	344	344	688	344	344
	▶Uses of Funds	344	350	694	344	344	688	344	344
	▶ACCOUNT NET	0	0	0	0	0	0	0	0
R291017-LAM Land Record System L11 G&F	▶Balance Forward In	291	0	291					
	▶Appropriation	0	0	0					
	▶Available Resources	291	0	291					
	▶Expenditures	291	0	291					
	▶Uses of Funds	291	0	291					
	▶ACCOUNT NET	0	0	0					

Return to BBIS to update the revenues by appropriation. Repeat this process for both dedicated and non-dedicated appropriations.

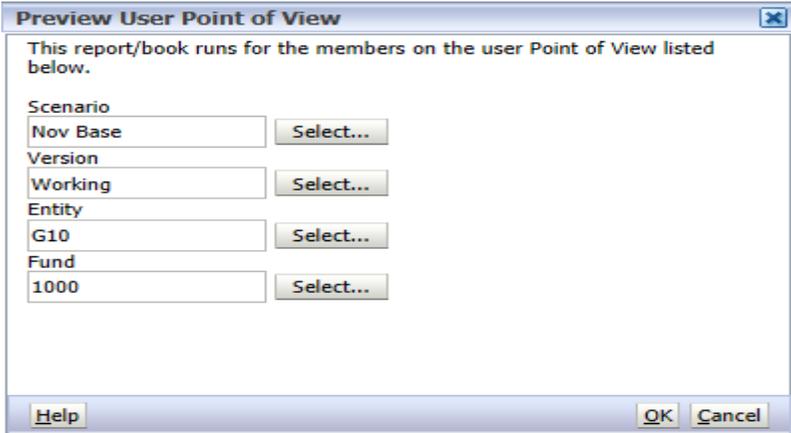
Budgeting for IT Spending

MN.IT is given authority and oversight over all executive branch IT spending in the state. Agencies and entities that are not subject to IT consolidation should continue to budget for IT expenditures as they always have. All other agencies should review the [base budget instructions](#).

Agencies should use the account code 41196 – Centralized IT Services to budget IT expense.

Run the IT Spend Report

1. Detailed Reports → Appropriation → IT Spend.
2. Select Agency and Fund. The report will return all expenditures budgeted in account code 41196 by appropriation.



BPAS IT Spend

Account: 41196 - IT Centralized Services, Entity: Management and Budget, Fund: ALL_FUNDS

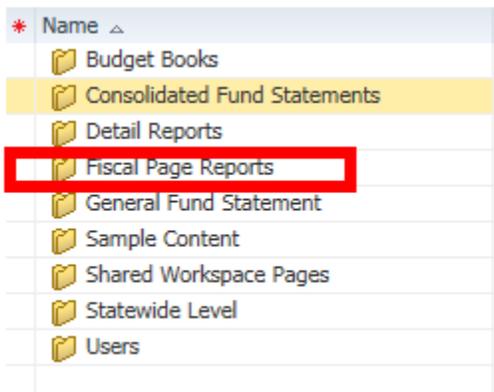
Entity	Actual		Nov Base				
	Working	Working	Working				
	FY13	FY14	FY15	Biennium FY14-FY15	FY16	FY17	Biennium FY16-FY17
▶G100000-Non Dedicated Receipts			2,344.0	2,344.0	2,344.0	2,344.0	2,344.0
▶G100001-Accounting Services			8,650.0	8,650.0	8,650.0	8,650.0	8,650.0
▶G100090-Maps Replacement Project Expd			360.0	360.0	360.0	360.0	360.0
▶G100091-MRP Debt Service Account			2,363.0	2,363.0	2,363.0	2,363.0	2,363.0
▶Budget Activity: Accounting Services			13,717.0	13,717.0	13,717.0	13,717.0	13,717.0
▶G100002-Budget Services			12,850.0	12,850.0	12,850.0	12,850.0	12,850.0
▶G100010-Local Impact Notes			14,535.0	14,535.0	14,535.0	14,535.0	14,535.0
▶G100024-Statewide Budget System			75.0	75.0	75.0	75.0	75.0
▶Budget Activity: Budget Services			27,460.0	27,460.0	27,460.0	27,460.0	27,460.0
▶G100003-Economic Analysis			772.0	772.0	765.0	762.0	762.0
▶Budget Activity: Economic Analysis			772.0	772.0	765.0	762.0	762.0

- Go to BBIS to update appropriations with new IT spend estimates.

Review Fiscal Pages

The final step in preparing your base budget is to review the fiscal pages that will be included in the Governor's budget.

Explore to Reports. Select Fiscal Page Reports folder.



There are 2 fiscal pages that will be used in the Governor's Budget book; Expenditures Overview and Financing by Fund. These reports have been created at the Agency, Program, and BACT level. Additionally, there is a Change Summary report created at all 3 levels. This report is for review only. They will not be included in the Budget Book.

-  Change Summary Reports - Not in Budget Book
-  Agency Expenditures Overview
-  Agency Financing Fiscal Page
-  Agency Financing Fiscal Page
-  BACT Level Expenditures Overview
-  BACT Level Financing by Fund
-  MDE Agency Financing Fiscal Page
-  MDE BACT Level Financing Fiscal Page
-  MDE Program Level Financing Fiscal Page
-  Program Level Expenditures Overview
-  Program Level Financing by Fund

1. Select the Agency Financing fiscal page. This should be run at the 3 digit agency code.

Preview User Point of View ✖

This report/book runs for the members on the user Point of View listed below.

Entity

G10

2. The report will return as an HTML report and you will see only one fund at a time.

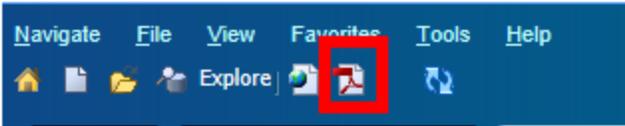
Management and Budget Agency Financing by Fund

(Dollars in Thousands)

Page: 1000 - General ▼

	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	0	5,442	0	0	0	104
Direct Appropriation	37,750	29,578	0	29,458	29,461	29,459
Net Transfers	(10,333)	(11,965)	0	(8,780)	(8,783)	(8,781)
Cancellations	2,009	736	0	0	0	0
Expenditures	20,063	22,214	0	20,873	20,573	20,780
Balance Forward Out	5,345	400	0	0	104	0
<i>Biennial Change in Expenditures</i>				(21,404)		20,481
<i>Biennial % Change in Expenditures</i>				(51)		98
FTEs	168.2	155.6		155.8	150.7	150.7

3. Click on the PDF icon at the top of the window to switch the report to PDF view. (You can toggle back and forth between HTML and PDF by clicking on the icons). Now the report will show all funds on one page.



Management and Budget

Agency Financing by Fund

(Dollars in Thousands)

1000 - General

	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	0	5,442	0	0	0	104
Direct Appropriation	37,750	29,578	0	29,458	29,461	29,459
Net Transfers	(10,333)	(11,965)	0	(8,780)	(8,783)	(8,781)
Cancellations	2,009	736	0	0	0	0
Expenditures	20,063	22,214	0	20,873	20,573	20,780
Balance Forward Out	5,345	400	0	0	104	0
<i>Biennial Change in Expenditures</i>				(21,404)		20,481
<i>Biennial % Change in Expenditures</i>				(51)		98
FTEs	188.2	155.8		155.8	150.7	150.7

2000 - Restrict Misc Special Revenue

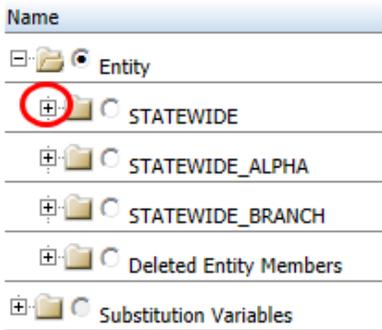
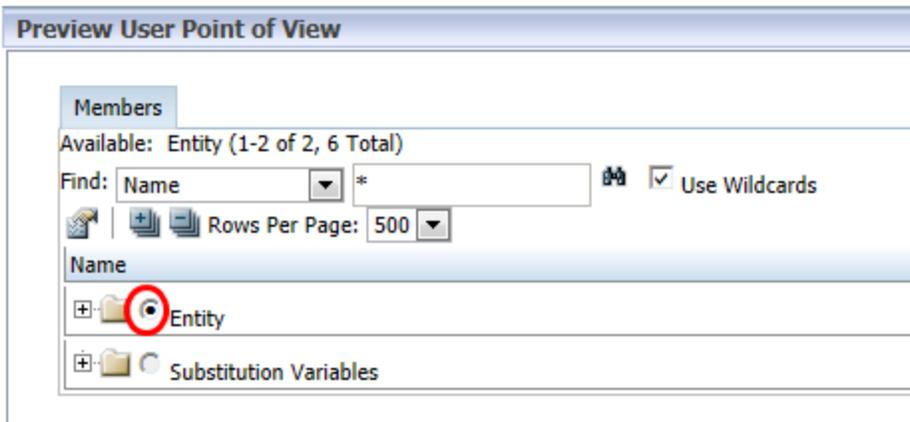
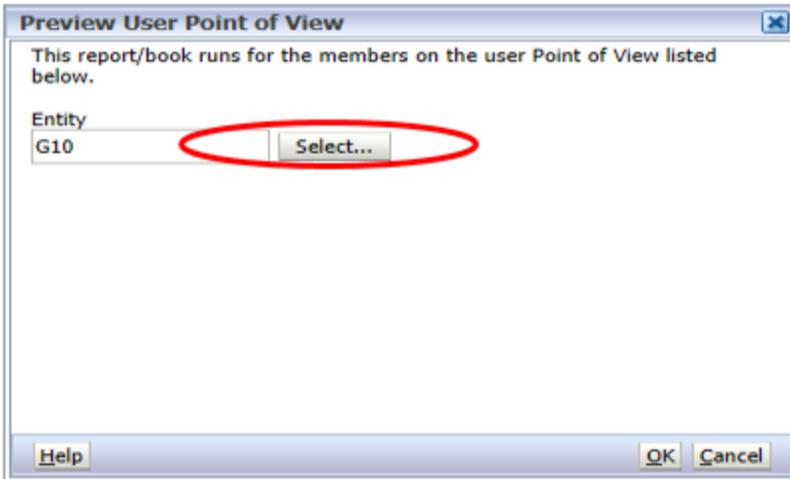
	Actual		Actual	Estimate	Forecast Base	
	FY14	FY 15	FY 16	FY17	FY18	FY19
Balance Forward In	5	7	0	0	0	0
Receipts	64	61	0	67	68	69
Expenditures	62	62	0	67	68	69
Balance Forward Out	7	6	0	0	0	0
<i>Biennial Change in Expenditures</i>				(57)		70
<i>Biennial % Change in Expenditures</i>				(46)		104
FTEs	0.0	0.0		0.0	0.0	0.0

4. Review the report to make sure the totals are accurate and how your information should be displayed.

Run the BACT Financing by Fund Report

This report should be run at a BACT (Budget Activity) level.

1. Search for your agency. Click on the + sign next to the 3 digit code to see the programs. Click on the + sign next to the programs to see the BACT level. Run the report for each BACT.



G10	Management and Budget
G1001	Program: Statewide Services
G100101 (B)	Budget Activity: Accounting Services
G100102 (B)	Budget Activity: Budget Services
G100103 (B)	Budget Activity: Economic Analysis
G100105 (B)	Budget Activity: Treasury
G100106 (B)	Budget Activity: Management Analysis & Devlpmnt
G100107 (B)	Budget Activity: Human Resource Management
G100108 (B)	Budget Activity: Labor Relations
G100109 (B)	Budget Activity: Agency Administration
G1002	Program: Statewide Insurance Programs
G100201 (B)	Budget Activity: State Employee Group Ins Pgrm
G100202 (B)	Budget Activity: Public Employees Insurance Pgrm

Preview User Point of View

This report/book runs for the members on the user Point of View listed below.

Entity

2. Click ok.

Budget Activity: Accounting Services Budget Activity Financing by Fund
(Dollars in Thousands)

1000 - General

	Actual FY14	Actual FY 15	Actual FY 16	Estimate FY17	Forecast Base FY18 FY19	
Balance Forward In	0	12	0	153	0	0
Direct Appropriation	12,915	12,915	13,938	14,012	14,012	14,012
Net Transfers	(6,652)	(7,711)	(8,966)	18		
Cancellations	1,998	348	0	0	0	0
Expenditures	4,255	4,869	4,819	5,060	5,060	5,060
Balance Forward Out	12	0	153	0	0	0
<i>Biennial Change in Expenditures</i>				755		241
<i>Biennial % Change in Expenditures</i>				8		2
FTEs	46.7	50.0	47.1	47.1	47.1	47.1

3. Review the report to make sure the totals are accurate and how your information should be displayed. Repeat this process for the program level. Run the Expenditure Overview fiscal page at all three levels.