BPM Basics

• OAKS Budget & Planning Module (BPM) is available for use.

• Agencies use BPM to prepare the “data and dollars” portion of the fiscal years 2022-23 operating budget requests.

• Refer to the OBM Operating Budget Guidance for details concerning what OBM requires for the budget request submission.
Access to BPM

On the MyOhio.gov Applications page, use the OAKS EPM link to access BPM:

**Resources Directory**

**Quick Access**

- Cognos Enterprise
- Customer Relationship Management
- Financials
- Human Capital Management
- Tableau Enterprise
- Careers Website

**OAKS EPM**
BPM Basics - Hierarchy

BPM has a hierarchical data structure:

Models
  └── Activities
      └── Scenarios
          └── Planning Centers
              └── Line Items (ChartField Strings)
BPM Basics - Models

There are two Models in BPM:

**Agency Model** – where the agencies enter, upload, modify, and submit data.

**OBM Model** – where OBM reviews submissions and enters recommendations.

Agencies will only use the Agency Model.
BPM Basics – Scenarios and Activities

Scenarios and Activities are levels within a Model. The four main scenarios and activities that agencies work with are:

1. Operating A (OPA) – Appropriation/Requested Expenses
   This is the Reduction Request.
2. Operating B (OPB) – Appropriation/Requested Expenses
   This is the Continuing Priorities Request.
3. Revenue (REV)
4. Transfers (TRF)
BPM Basics – Planning Center

• A **planning center** is a unit based on DeptID that breaks the budget request into discrete units. These units will combine, or roll up into, the entire agency budget that is submitted to OBM.
  • REV & TRF Planning centers are 3-digit DEPTID
  • OPA & OPB are 3-digit DEPTID plus “PC, e.g., OBMPC (or 9-digit codes, e.g., OBM010002)

• Preparers enter and submit scenarios by planning center
  • OPA and OPB applies to each planning center
  • REV and TRF applies to the agency as a whole
BPM Basics – Roles

The BPM roles necessary for budget development and submission are:

1. **Preparer (OH_EPM_BP_PREPARER role)** - inputs data into BPM and submits planning centers to the Reviewer for further agency review.

2. **Reviewer (OH_EPM_BP_REVIEWER Role)** - accepts, rejects, or modifies planning centers after submission by the Preparer and submits budget to OBM.

These roles are assigned on the FIN Security form by the Agency Security Designee.
3. BPM Reporting (OH_EPM_BP_AGY_REPORTING Role) allows a user to run the BPM reports within BI Cognos that are required for the agency submission to OBM.
Budget Request Limitations - Targets

• The Budget Request Limitation Amount, or target, is the maximum amount that can be requested by Fund in the Agency Model.
## FY 2022-23 Budget Request Limitations

### FY 2020-21 Actual Practice, (GRF Only)

<table>
<thead>
<tr>
<th>Operating A (90% of FY 2019 APR)</th>
<th>Operating B (10% of FY 2019 APR)</th>
<th>Operating A+B (100% of FY 2019 APR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2019 (Current FY)</td>
<td>FY 2020 A</td>
<td>FY 2020 B</td>
</tr>
<tr>
<td>$100,000</td>
<td>$90,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

### FY 2022-23 Budget Limitations

#### Reduction Request / Operating A (GRF Only)

\[
100\% \text{ of FY 2021 APR}^* - \text{Reduction Factor (10\%)} = \text{RR / Oper A}
\]

*Adjusted FY 2021 appropriation amount for GRF
Non-GRF funds are 100% of FY 2021 appropriation amount

#### Continuing Priorities / Operating B (All Funds)

\[
100\% \text{ of FY 2021 APR} + \text{Amount Needed}^{**} = \text{CP / Oper B}
\]

**Amount as determined by agency

### Example:

<table>
<thead>
<tr>
<th>FY 2021</th>
<th>Reduction Factor</th>
<th>Total FY 2022 RR / Oper A Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>10.0%</td>
<td>$90,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY 2021</th>
<th>Amount Needed**</th>
<th>Total FY 2022 CP / Oper B Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>2.0%</td>
<td>$102,000</td>
</tr>
</tbody>
</table>
Budget Request Limitations – Viewing Targets

In BI Cognos: **BPM-0006, Agency to Target Compare Report**

- BPM-0006 report is an easy way to view what the agency has requested in Master Version (V4) compared to the target amounts.

- Requests exceeding the targets cannot be submitted by the Reviewer to OBM.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Fund Code</th>
<th>2022-Master</th>
<th>2022-Target</th>
<th>2022-Variance</th>
<th>2023-Master</th>
<th>2023-Target</th>
<th>2023-Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBM</td>
<td>4JY0</td>
<td>325,000</td>
<td>325,000</td>
<td>-</td>
<td>325,000</td>
<td>325,000</td>
<td>-</td>
</tr>
<tr>
<td>OBM</td>
<td>4X90</td>
<td>1,150,010</td>
<td>1,200,000</td>
<td>(49,990)</td>
<td>1,250,120</td>
<td>1,250,000</td>
<td>120</td>
</tr>
</tbody>
</table>
Task 759 – Current Year Spending Estimates (CUR)

• Agencies provide expense estimates for the current fiscal year.
  • Estimates are entered by fund, ALI, program, and account.
  • Agencies populate a budget data load template provided by OBM.
  • OBM budget analysts upload the template into BPM.
  • The CUR total is the amount the agency expects to spend in the current fiscal year.
  • There will be an opportunity to update the amounts before the Executive budget is released.
Task 859 – Current Year Appropriation (APR)

- Agencies provide current fiscal year appropriation at a detailed level by fund, ALI, account, and program.
  - Agencies populate a budget data load template provided by OBM.
  - OBM budget analysts upload the template into BPM.
  - The total must match the FY 2021 appropriation amounts as of July 31, 2020.
  - There will be an opportunity to update the amounts before the Executive budget is released.
ChartField and Tree Changes

• All ChartFields and trees used in BPM are imported from OAKS FIN through overnight batch process.
  • New ChartFields must be in FIN before they are available for use in BPM.

• For additions or changes
  • Follow the established FIN process for FIN ChartField changes.
  • Agencies request DeptID, and Program changes through the Online ChartField Request form.
  • Agencies must initiate Fund, ALI, or Account changes through the OBM budget analyst.
Online Data Entry

Consider *My Planning Workspace* the “home” page.

My Planning Workspace

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

**Use Saved Search:**

- **Role Name:** begins with Preparer
- **Business Unit:** begins with STATE
- **Planning Model ID:** begins with 2223_OPER_AGY
- **Activity:** contains
- **Scenario:** begins with

[Case Sensitive]

[Search]  [Clear]  [Basic Search]  [Save Search Criteria]  [Delete Saved Search]
# Activities and Scenarios – Legend

<table>
<thead>
<tr>
<th>Model Name</th>
<th>Activity Name</th>
<th>Scenario Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2223_OPER_AGY</td>
<td>Agency Request - Operating</td>
<td>2223AGYOPA FY 2022-23 Operating Expense A Request</td>
</tr>
<tr>
<td></td>
<td>AGYOPA Expense Type A</td>
<td>2223AGYOPA FY 2022-23 Operating Expense B Request</td>
</tr>
<tr>
<td></td>
<td>AGYOPB Expense Type B</td>
<td>2223AGYREV FY 2022-23 Revenue Estimates</td>
</tr>
<tr>
<td></td>
<td>AGYREV Revenue - Non-GRF</td>
<td>2223AGYTRF FY 2022-23 Transfer Estimates</td>
</tr>
<tr>
<td></td>
<td>AGYTRF Transfers In or Out - Non-GRF</td>
<td>2223AGYREV FY 2022-23 Revenue Estimates</td>
</tr>
</tbody>
</table>

**Ohio Office of Budget and Management**

17
Online Data Entry - Versions

**My Planning Workspace**

- **Role Name:** Preparer
- **Business Unit:** STATE
- **Planning Model ID:** 2223_OPER_AGY 2223 OPERATING AGY
- **Activity:** AGYOPA
- **Scenario:** 2223AGYOPA

To view or change your budget or plan, select Edit or View for the desired Planning Center version. To copy a version, click Copy. To submit the completed budget or plan version for each Planning Center and click Submit.

<table>
<thead>
<tr>
<th>Select</th>
<th>Planning Center</th>
<th>Description</th>
<th>Version</th>
<th>Description</th>
<th>Status</th>
<th>Locked Date</th>
<th>Locked By</th>
<th>Edit</th>
<th>View</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACCPC</td>
<td>ACCPC</td>
<td>Base</td>
<td>Base Version</td>
<td>Open</td>
<td></td>
<td></td>
<td>View</td>
<td></td>
<td>Copy</td>
</tr>
<tr>
<td></td>
<td>ACCPC</td>
<td>ACCPC</td>
<td>Master</td>
<td>Master Version</td>
<td>Open</td>
<td></td>
<td></td>
<td>View</td>
<td></td>
<td>Copy</td>
</tr>
<tr>
<td></td>
<td>ACCPC</td>
<td>ACCPC</td>
<td>Version 1</td>
<td>Version One</td>
<td>Open</td>
<td></td>
<td></td>
<td>Edit</td>
<td></td>
<td>Copy</td>
</tr>
</tbody>
</table>
## Line Item Details

**Go to Planning Workspace:** [Don't Unlock] [Unlock]

This version is locked to others while you are editing.

### Line Item Properties

### Dimensions and Members

### Action Menu

**Action:** Add Entry

**Analysis:**

**User View**

- Private
- Public

**View:**

[View 30] [Hold All]

### Line Item Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>ALI</th>
<th>Initiatives</th>
<th>Currency</th>
<th>Total Amount</th>
<th>Period 1 - 2021-07-01</th>
<th>Period 1 - 2022-07-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>550</td>
<td>4J80</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889601</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>500</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>510</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>520</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Totals**

[Save]

**Go to Planning Workspace:** [Don't Unlock] [Unlock]

This version is locked to others while you are editing.
### Online Data Entry – Pop Out Box

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>ALI</th>
<th>Initiatives</th>
<th>Currency</th>
<th>Total Amount</th>
<th>Period 1 - 2021-07-01</th>
<th>Period 1 - 2022-07-01</th>
<th>Hot Keys</th>
<th>Total Amount</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>550</td>
<td>4J80</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889601</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMT</td>
<td></td>
</tr>
<tr>
<td>500</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMT</td>
<td></td>
</tr>
<tr>
<td>510</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMT</td>
<td></td>
</tr>
<tr>
<td>520</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMT</td>
<td></td>
</tr>
</tbody>
</table>
### Online Data Entry - BPM Line Items

<table>
<thead>
<tr>
<th>Program Code</th>
<th>ALI</th>
<th>Initiatives</th>
<th>Currency</th>
<th>Total Amount</th>
<th>Period 1 - 2021.07.01</th>
<th>Period 1 - 2022.07.01</th>
<th>Not Keys</th>
<th>Total Amount</th>
<th>Default</th>
<th>Method ID</th>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>102B1</td>
<td>069601</td>
<td>USD</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMTPER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>102B1</td>
<td>889606</td>
<td>USD</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMTPER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>102B1</td>
<td>889609</td>
<td>USD</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMTPER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>102B1</td>
<td>889609</td>
<td>USD</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00 AMTPER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Online Data Entry - Notes

Enter your note here. For example:
Decreased this ALI by $500 per meeting with the director.

Public Note
Private Note

Attach Documents
To attach a new document, click Add. Enter a brief description of the document then click the attach icon.
To view a document, click the File Name link
To remove a document, click the Delete button.

File Details
<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>User ID</th>
<th>Date/Time Stamp</th>
</tr>
</thead>
</table>

OK Cancel Apply
# Online Data Entry – Line Item Details

## Line Item Details

**Go to Planning Workspace:**
- **Don't Unlock**
- **Unlock**

*This version is locked to others while you are editing.*

### Line Item Properties

### Dimensions and Members

### Action Menu

**Action:**
- **Add Entry**
- **Go**
- **Analysis:**
- **Go**

### User View

- **Private**
- **Public**

**View:**
- **Refresh**
- **View**
- **Create**

**Save**
- **View 30**
- **Hold All**

## Line Item Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>ALI</th>
<th>Initiatives</th>
<th>Currency</th>
<th>Total Amount</th>
<th>Period 1 - 2021-07-01</th>
<th>Period 1 - 2022-07-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>550</td>
<td>4J80</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889601</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>500</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>510</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>520</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Totals

**Save**

**Go to Planning Workspace:**
- **Don't Unlock**
- **Unlock**

*This version is locked to others while you are editing.*

---

**Ohio Office of Budget and Management**

23
## Line Item Details

**Go to Planning Workspace:**
- Don't Unlock
- Unlock

This version is locked to others while you are editing.

### Line Item Properties

### Dimensions and Members

### Action Menu

**Action:**
- Add Entry
  - Go
- Analysis:
  - Go

**User View**

- Private
- Public
- View:
  - View 30
  - Hold All

### Line Item Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>ALI</th>
<th>Initiatives</th>
<th>Currency</th>
<th>Total Amount</th>
<th>Period 1 - 2021-07-01</th>
<th>Period 1 - 2022-07-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>550</td>
<td>4J80</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889601</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>500</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>510</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>520</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889609</td>
<td></td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Totals

---

**Go to Planning Workspace:**
- Don't Unlock
- Unlock

This version is locked to others while you are editing.
Online Data Entry – Add Line Item

To add a new BPM line item, click the “Go” button next to Add Entry.
Online Data Entry – Add Line Item

In this example, the agency is adding account 530 to the working version.

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>STATE</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Model ID:</td>
<td>2223_OPER_AGY</td>
<td>2223 OPERATING AGY</td>
</tr>
<tr>
<td>Activity:</td>
<td>AGYOPA</td>
<td>AGY OPERATING A</td>
</tr>
<tr>
<td>Scenario:</td>
<td>2223AGYOPA</td>
<td>2223 AGENCY OPERATING A</td>
</tr>
<tr>
<td>Planning Center:</td>
<td>ACCPC</td>
<td>ACCPC</td>
</tr>
<tr>
<td>Version:</td>
<td>Version 1</td>
<td>Version 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>ALI</th>
<th>Initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>530</td>
<td>4J80</td>
<td>ACCPC</td>
<td>102B1</td>
<td>889601</td>
<td></td>
</tr>
</tbody>
</table>

[Add] [Cancel]
Online Data Entry - Edit or Delete BPM Line Item

- Within My Planning Workspace, users can edit or delete BPM Line Items.
- To access, click the green checkmark.

<table>
<thead>
<tr>
<th>Line Item Details</th>
<th>Personalize</th>
<th>Find</th>
<th>Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Fund Code</td>
<td>Department</td>
<td>Program Code</td>
</tr>
<tr>
<td>350</td>
<td>4J80</td>
<td>ACCPC</td>
<td>102B1</td>
</tr>
<tr>
<td>350</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
</tr>
<tr>
<td>310</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
</tr>
<tr>
<td>320</td>
<td>4K90</td>
<td>ACCPC</td>
<td>102B1</td>
</tr>
</tbody>
</table>
Online Data Entry - Edit or Delete BPM Line Item

From this page, users can edit values or delete the BPM line item.
Budget Data Load

This tool allows users to upload multiple lines of data using a .csv spreadsheet file as an alternative to manually entering data online.

Example of a REV (revenue) budget data load spreadsheet

<table>
<thead>
<tr>
<th></th>
<th>ACCOUNT</th>
<th>DEPTID</th>
<th>FUND_CODE</th>
<th>CURRENCY_CD</th>
<th>2021A1</th>
<th>2022A1</th>
<th>2023A1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>41000</td>
<td>DNR</td>
<td>5090</td>
<td>USD</td>
<td>100</td>
<td>150</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>41000</td>
<td>DNR</td>
<td>5UV0</td>
<td>USD</td>
<td>250</td>
<td>300</td>
<td>350</td>
</tr>
<tr>
<td>4</td>
<td>41000</td>
<td>DNR</td>
<td>R017</td>
<td>USD</td>
<td>400</td>
<td>425</td>
<td>450</td>
</tr>
<tr>
<td>5</td>
<td>42600</td>
<td>DNR</td>
<td>1500</td>
<td>USD</td>
<td>500</td>
<td>525</td>
<td>550</td>
</tr>
<tr>
<td>6</td>
<td>42600</td>
<td>DNR</td>
<td>5090</td>
<td>USD</td>
<td>600</td>
<td>650</td>
<td>700</td>
</tr>
<tr>
<td>7</td>
<td>43000</td>
<td>DNR</td>
<td>7015</td>
<td>USD</td>
<td>775</td>
<td>885</td>
<td>995</td>
</tr>
</tbody>
</table>
# Budget Data Load Templates in BPM

## Documentation and Guidelines

Click the view button to view budget guidelines, policies and other budget documentation.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR_BUDGET_DATA_LOAD_Task_859_FY2022_23_BPM.xlsx</td>
<td>FY 2022-23 APR Task 859 Budget Data Load</td>
</tr>
<tr>
<td>CUR_BUDGET_DATA_LOAD_Task_759_FY2022_23_BPM.xlsx</td>
<td>FY 2022-23 CUR Task 759 Budget Data Load</td>
</tr>
<tr>
<td>OPA_OPB_BUDGET_DATA_LOAD_FY2022_23.xlsx</td>
<td>FY 2022-23 Oper A - Oper B Budget Data Load</td>
</tr>
<tr>
<td>REV_BUDGET_DATA_LOAD_FY_2022_23_BPM.xlsx</td>
<td>FY 2022-23 Revenue Scenario Budget Data Load</td>
</tr>
<tr>
<td>TRF_BUDGET_DATA_LOAD_FY2022_23_BPM.xlsx</td>
<td>FY 2022-23 Transfer Scenario Budget Data Load</td>
</tr>
</tbody>
</table>
# Budget Data Load Templates in Teams

## FY 2022-23 BPM Budget...

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Modified</th>
<th>Modified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>![File Icon]</td>
<td>TRF_BUDGET_DATA_LOAD FY2022_23 BPM.xlsx</td>
<td>5m ago</td>
<td>Klepacz, Sari</td>
</tr>
<tr>
<td>![File Icon]</td>
<td>OPA_OPB_BUDGET_DATA_LOAD FY2022_23.xlsx</td>
<td>5m ago</td>
<td>Klepacz, Sari</td>
</tr>
<tr>
<td>![File Icon]</td>
<td>REV_BUDGET_DATA_LOAD FY 2022_23 BPM.xlsx</td>
<td>5m ago</td>
<td>Klepacz, Sari</td>
</tr>
</tbody>
</table>
Budget Data Load – Guidelines

• Pay attention to the data required in each column. Refer to the Instructions tab on the template.
  • Column headings on the spreadsheet show what data and format are required.
  • Do not change the column headings.

• Load only one scenario and one planning center per spreadsheet.
  • Separate spreadsheets are needed for each scenario and planning center combination.
Budget Data Load – Guidelines

• Work in the .xls version of the spreadsheet. When ready to upload, save the spreadsheet in a .csv format (Comma Delimited).
  • Rename the file to something easily identifiable.
  • When changes are made, work and save in the .xls file. Then resave as .csv. **Do not make changes directly in the .csv file because the upload will fail.**

• No blank fields on the .csv file.
  • Delete the entire row from the .xls file and then save as .csv.

• FIN Combo Edits are used
  • BPM checks that ChartField values are active, and that ALI and Program ChartFields combinations in the upload file are valid.
Budget Data Load – Run Control ID

• Navigation in BPM to upload the .csv file is:
  EPM 9.1 > Planning and Budgeting > Planning and Budgeting Setup > Process Model >
  Budget Data Load

• Set up a Run Control ID and use it for future uploads
Budget Data Load – Run Control ID

All fields in the run control must be populated and the .csv file attached.
Budget Data Load – Run Control ID

Tips for setting up the Run Control ID:

1. Process Frequency is “Always”
2. Business Unit is “State”
3. Planning Center starts with the three-character agency code
Budget Data Load – Run Control ID

Tips for setting up the Run Control ID:

4. Scenario and Activity are paired together as seen below:

<table>
<thead>
<tr>
<th>AGENCY MODEL</th>
<th>2223AGYOPA and AGYOPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2223AGYOPB and AGYOPB</td>
</tr>
<tr>
<td></td>
<td>22231AGYREV and AGYREV</td>
</tr>
<tr>
<td></td>
<td>2223AGYTRF and AGYTRF</td>
</tr>
</tbody>
</table>

5. Any existing working version can be selected as the Budget Version
   • To retain existing data in a current working version, create a new working version in My Planning Workspace before using the Budget Data Load
**Budget Data Load – Process Monitor**

![Image of the Budget Data Load – Process Monitor interface]

**Process List**

<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>88400</td>
<td></td>
<td>Application Engine</td>
<td>BP_EXP</td>
<td>10060739</td>
<td>08/03/2020 12:13:44PM EDT</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td>68399</td>
<td></td>
<td>Application Engine</td>
<td>BP_EXP</td>
<td>10060739</td>
<td>08/03/2020 12:11:59PM EDT</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
</tr>
</tbody>
</table>

Go back to Budget Data Load

---

Office of Budget and Management

38
## Budget Data Load – Process Monitor

### Process Detail

<table>
<thead>
<tr>
<th>Process</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instance 68400</td>
<td>Application Engine</td>
<td>Planning and Budgeting Export</td>
</tr>
<tr>
<td>Name BP_EXP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Run Status Success</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Status Posted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Run

<table>
<thead>
<tr>
<th>Run Control ID</th>
<th>Location</th>
<th>Server</th>
<th>Recurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPORT_TO_GL</td>
<td>Server</td>
<td>PSNT3</td>
<td></td>
</tr>
</tbody>
</table>

### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

### Date/Time

- **Request Created On**: 08/03/2020 12:13:47PM EDT
- **Run Anytime After**: 08/03/2020 12:13:44PM EDT
- **Began Process At**: 08/03/2020 12:14:04PM EDT
- **Ended Process At**: 08/03/2020 12:14:20PM EDT

### Actions

- **Parameters**
- **Transfer**
- **Message Log**
- **View Locks**
- **Batch Timings**
- **View Log/Trace**
# Budget Data Load – Process Monitor

**Message Log**

<table>
<thead>
<tr>
<th>Severity</th>
<th>Log Time</th>
<th>Message Text</th>
<th>Explain</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>12:10:23PM</td>
<td>Line Item Import Engine Started</td>
<td>Explain</td>
</tr>
<tr>
<td>10</td>
<td>12:10:28PM</td>
<td>Processing File Header</td>
<td>Explain</td>
</tr>
<tr>
<td>10</td>
<td>12:10:28PM</td>
<td>Processing File Details</td>
<td>Explain</td>
</tr>
<tr>
<td>10</td>
<td>12:10:35PM</td>
<td>4 line items are successfully updated.</td>
<td>Explain</td>
</tr>
<tr>
<td>10</td>
<td>12:10:38PM</td>
<td>0 line items are not updated because of errors.</td>
<td>Explain</td>
</tr>
<tr>
<td>10</td>
<td>12:10:38PM</td>
<td>Line Item Import Engine Ended</td>
<td>Explain</td>
</tr>
<tr>
<td>12:10:50PM</td>
<td>Published message with ID 3b22530a-d736-11ea-bd53-8f8d8a36c7fd to create entry in folder GENERAL.</td>
<td>Explain</td>
<td></td>
</tr>
<tr>
<td>12:10:50PM</td>
<td>Successfully posted generated files to the report repository</td>
<td>Explain</td>
<td></td>
</tr>
</tbody>
</table>

*Return*
Budget Data Load – Verify Data

• After uploading data, **view the data** in the working version in My Planning Workspace to verify that the process worked properly.
  • If changes are needed, the Preparer can edit data in My Planning Workspace or load another Budget Data Load file.

• **Copy** the data to the Master Version so data will appear in BI reports.

• **Unlock** working version before exiting.
  • BPM users cannot enter a locked working version.
  • Budget Data Loads cannot be uploaded to a locked version.
Budget Data Load – Incremental Load

Budget Data Loads are incremental, not destructive.

Incremental:

1. The upload will add rows to the working version with new ChartField strings that are in the .csv file that did not already exist in the working version.

2. If ChartField string rows exist but the dollar amount is different, the file will change the dollar amount.

3. If ChartField string rows exist in the working version but are not in the .csv file, the upload will not change the existing data.

⚠️ The upload will not delete rows or ChartField strings. Unwanted rows of data or ChartField strings must be manually deleted in My Planning Workspace.
Budget Data Load – Advice

Tips to avoid common upload errors

• Use accurate DeptID and planning center values.
  • In the **OPA & OPB Scenarios**, DeptID and planning center must be the same. For most agencies, this is the agency code plus “PC,” “OBMPC” as an example.

  • In the **REV & TRF Scenarios**, the planning center does not have a “PC” after the Agency. “OBM” as an example.

• Use the correct level for account codes.
  • **OPA & OPB** use three-digit accounts.
  • **REV** uses five-digit accounts.
  • **TRF** uses six-digit accounts.
Budget Data Load – Advice

Load ONE spreadsheet at a time.

• Wait until the process has completed (i.e., the status is successfully loaded and posted) before starting to load another file. Do not have more than one upload running simultaneously for the same OAKS ID or the process will fail.

When the process is complete, view the Message Log to confirm that no errors were generated.

• A status of “success” does not guarantee that all data loaded properly.
Budget Data Load – Troubleshooting

• Check the Error Report link on the Run Control ID page if the upload fails.
  • FIN Source has a key to common error messages.

• If experiencing several incorrect file loads, recruit a co-worker to take a look. Often, there is a simple error that is easy to overlook.

• Email the BPM mailbox and include a screenshot of the error.

• Call your OBM Budget Analyst on Skype or Teams to share your screen.
Data Submission

• The Preparer **submits the Master Version** after completing all data entry. The Reviewer is then able to view the data.

• If revisions are needed after the Master Version has been submitted, the Reviewer must reject it to make the planning center available to the Preparer for editing.

• BPM BI Cognos reports use data from the Master Version.
Data Submission

Submission to the Reviewer:

• **All planning centers must be submitted** to the Reviewer before the budget can be submitted to OBM.

• Exceeding the Target amounts result in a hard stop. An agency cannot submit a Planning Center that exceeds a target amount.

Submission to the OBM:

• **All scenarios** must be submitted to OBM. A request is not considered complete if BPM Planning Centers are outstanding.
BI Cognos Reports - Location

All BPM reports are run out of BI Cognos.
BI Cognos Reports – Required

Agencies are required to submit the following BPM Reports in the operating budget request:

- BPM-0002, BP Analysis (6-Year Summary Report)
- BPM-0003, Fund Activity Summary Report
- BPM-0004-Summary, Executive Agency Budget Request Summary
- BPM-0004-Detail, Executive Agency Budget Request Detail

*See the FY 2022-23 Operating Budget Guidance for details on required reports.*
There are BPM Reports available for agency convenience but are not required as part of the budget submission. These include:

- BPM-0006, Agency to Target Compare Report
- PAY-0009 SOPPS to BPM Comparison
- BPM-0024 FIN Appropriation – APR – CUR Variance
BI Cognos Report – Resources

1. **Report Books** provide detailed information that help users run reports that return desired results

2. **Data Dictionaries** provide descriptions for all tables, subjects, and ChartFields

*Navigation is BI Portal > Useful Links*
## BI Cognos Report – Resources

### Finance

<table>
<thead>
<tr>
<th>Field Lookup</th>
<th>Table Listing/Lookup</th>
<th>Data Dictionary Extract</th>
<th>GE Trees Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budgeting and Planning Standard Report List</strong></td>
<td><strong>Budgeting and Planning Report Books</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General

- Internet Explorer Settings - Cognos
Resources

BPM help and general questions

• **OBM.BPM@obm.ohio.gov**
• FY 2022-23 BPM Community & Resources Team on Microsoft Teams
  • Join this Team by entering the code **mweh0s3**

FIN Source: [FinSource.ohio.gov/](http://FinSource.ohio.gov/)

OBM FY 2022-23 Operating Budget Guidance document

Your OBM Budget Analyst