2018

OAKS Financials

FIN-BP-301-LG

AGENCY OPERATING BUDGET DEVELOPMENT BPM

Learner Guide

Table of Contents

Using this Guide

This guide is designed to serve as a reference document. The guide is divided into sections. Each section represents a different Topic. As you move through the guide, look for ways to make it work for you.

Table of Icons

The table shown below lists the icons you will see throughout this guide. The icons are used to highlight specific content to help quickly navigate through the material.

Icon	Name	Description
	Activity	Indicates an activity will follow. Review the directions and steps to complete the activity.
	Critical	Stresses critical information or warnings around a process or function. Review these carefully as they can help you avoid errors.
	Navigation	Displays the navigation path to the appropriate location within the program being trained.
	Note	Stresses "nice to know" information surrounding the topic. Review these sections carefully.
	Reference	Points to additional resources and materials on specific content. Review for enhancement of understanding.
	Important	Points to important concepts related to a process or function. Review these carefully.

Course Overview

This course is designed to provide the knowledge and skills associated with the Agency Operating Budget Development **BPM** process.

The **Budget and Planning Module (BPM)** is used by agencies to plan the requested biennial agency budget based on the Guidance published by the Office of Budget and Management (OBM). Ohio's operating budget is prepared for a period of two years—a biennium—which begins on July 1 of odd-numbered years and ends 24 months later on June 30. Within a biennium are two separate fiscal years, each beginning on July 1 and ending on June 30.

The Agency **Operating Budget Development BPM** process is used to electronically prepare, review and submit the biennial budget requests for agency planning centers. This course will take the learner through all steps in the **BPM** process from beginning to end. While the budget submission will be done through **BPM**, agencies will still be required to send in hard copy documentation. Benefits of **BPM** include:

- Spreadsheet upload for easy, accurate completion of line item entries
- Analytic reporting capabilities
- Data validation of ChartFields
- Streamlined application processes
- Reduction of user error
- Increased timeliness of submission
- Single repository and system of record

HIGH LEVEL OVERVIEW OF THE BIENNIAL BUDGET PROCESS
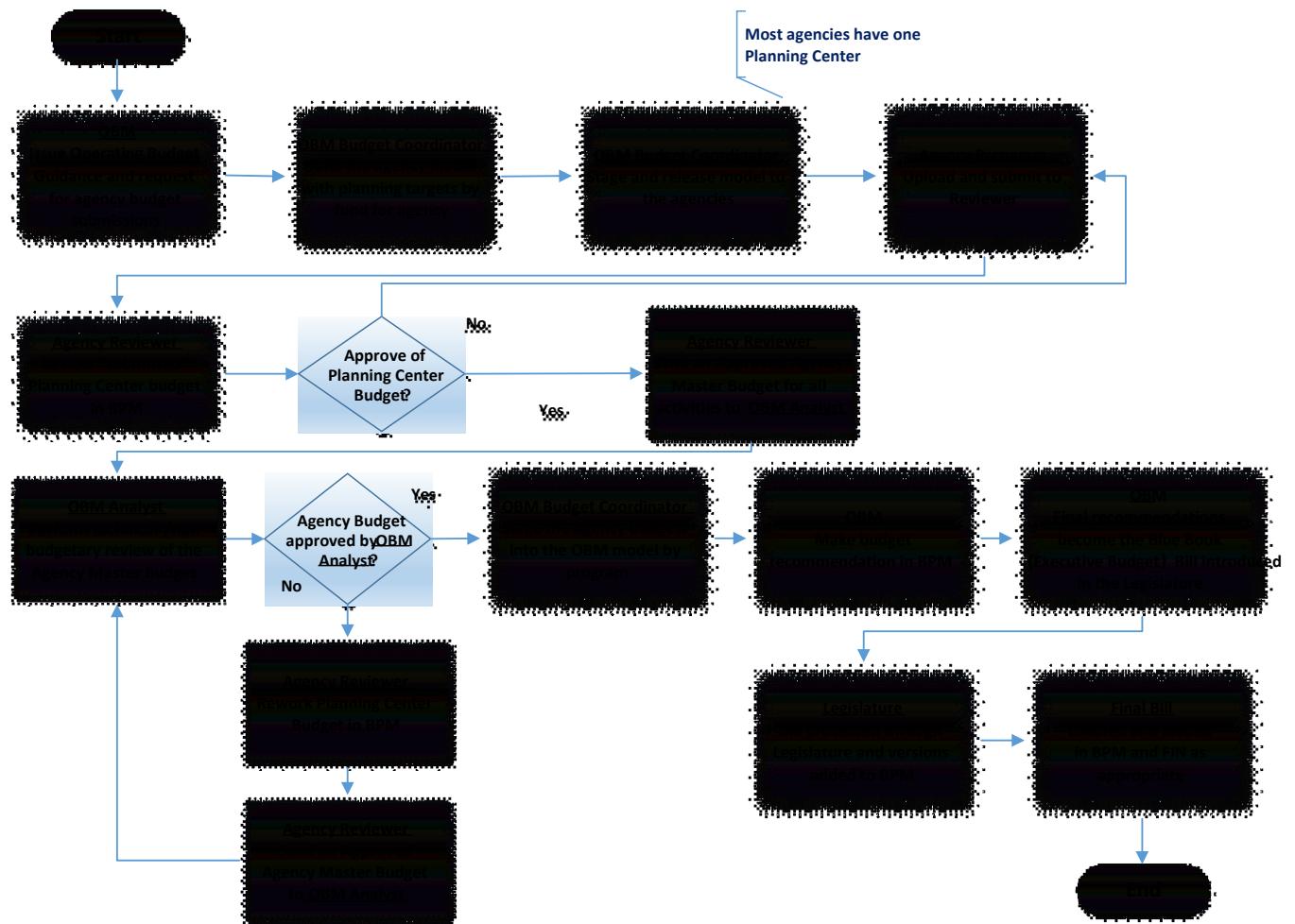
For additional assistance with the **Agency Operating Budget Development BPM** process, use one of the options below:

- For budget or policy related questions, please contact your **OBM Budget Analyst**. (Refer to appendix of OBM Budget Guidance for Budget Analyst assignment list)
- For **BPM** technical questions email: OBM.BPM@obm.ohio.gov
- For general OAKS questions contact the OAKS Help Desk: OAKS.Helpdesk@das.ohio.gov

Course Objectives

Upon completion of this course, learners within each of these roles will be able to:

Preparer/Reviewer Roles:

- Work with base version, working versions, and master version

- Lock/unlock working version

- Enter/Submit data in **My Planning Workspace**

- Add/Delete rows

- Request new ChartFields and/or tree updates

- Upload a budget spreadsheet

- Troubleshoot spreadsheet errors

- Create OPA/OPB/OPC, REV, TRF budgets

- Enter/Delete/View planning center level notes and line item notes

- Attach/Delete/View line item support documents

- Submit a planning center to a **Reviewer**

Reviewer Role Only:

- View a planning center budget status

- Revise a budget through **My Planning Workspace**

- Revise a budget with budget spreadsheets

- View planning center targets

- Submit approved planning center budget to OBM

Glossary

Term	Definition
Base Version	Version 0 – provided by OBM to start each agency's planning and budgeting. The Base version contains all zero amounts, but is populated with ChartField strings used in the prior year actuals for OPA, OPB, and OPC. Other scenarios (REV, TRF) will have no data prepopulated in Version 0.
Working Versions	A working draft of a scenario/activity. Multiple versions may be created. Best Practice indicates one to three working versions.
Master Version	Version 4 - when a working version is submitted for review, BPM automatically overwrites the submitted version into the master version. Most standard reports use the master version for data so a working version can also be copied to the master version without submitting, which is helpful for running reports prior to submission.
ChartField	The Chart of Accounts (COA) is the organizing framework for management and financial reporting within the financial system. The COA structure is a string of informational fields that identifies, segregates, and categorizes transactional and budget data. It is comprised of individual ChartFields or segments that, when linked together, provide special identification characteristics. Individual values, called ChartFields, are used in unique combinations called ChartField Strings to capture data for management and financial accounting.
Fund	Defines a fiscal and accounting entity with a self-balancing set of accounts. A fund consists of cash and other financial resources together with related liabilities and residual equities or balances, as well as any corresponding changes. Segregates accounting transactions for activities and objectives, and will correspond to the fund structure that the State currently uses. (Sourced from OAKS FIN. Maintained by State Accounting.)
Account	Defines the purpose of the transaction and classifies accounts as balance sheet accounts or operating accounts. Expense accounts begin with '5,' Revenue begins with '4' and Transfers begin with '8.' (Sourced from OAKS FIN. Maintained by State Accounting.)
Dept	Department – Captures the State and Agency organizational chart, and identifies the work unit associated with the transaction. It is always equal to planning center in BPM, and can be either 3 digits, 5 digits or 9 digits depending on the planning center values. (Sourced from OAKS FIN. Maintained by RACM.)
ALI	Appropriation Line Item – Identifies the legal spending authority authorized by the Ohio General Assembly. (Sourced from OAKS FIN. Maintained by State Accounting.)
Program	Captures the cost of providing a specific good or service in response to an identified social or individual need. Programs coordinate with the executive budget, and will be the "B" level programs for Operating budgets in BPM. (Sourced from OAKS FIN. Maintained by OBM Budget & RACM.)
Initiatives	Captures "Initiatives" of operating requests as defined by the OBM Operating Budget Guidance instructions. Can select from values '001' through '099.'

	(Found only in BPM. Maintained by RACM.)
OPA	Future operating request for core budget
OPB	Future operating request for supplemental budget
OPC	Future operating request for supplemental budget
TRF	Current year and future year estimates for transfers budget
REV	Current year and future year estimates for revenue budget
CUR	Current year estimated expenses
APR	Current year appropriation authority
My Planning Workspace	The area in PeopleSoft Budget and Planning (BPM) where all planning and budgeting work is entered into the system and submitted.
Target	Amounts established by OBM for agency planning centers in OPA, OPB, and OPC. These amounts are not to be exceeded in the BPM process.
Preparer	The person(s) who enter or modify budget recommendations and other data within agency planning centers for each type of scenario/activity (OPA, OPB, OPC, REV, and TRF).
Reviewer	The person(s) who may accept or reject a planning center submission. All planning centers must ultimately be submitted by the reviewer to OBM.
Planning Center	The planning centers are the basic structure of an agency's budget. They are created by agencies to break down the budget level that OBM requires into smaller budget units that roll back up to the OBM level.
Budget Status	- Submitted – Sent to next level of review - Open – Can edit or submit - In Review – Reviewer has opened to view or edit - Rejected – Returned to Preparer for changes - Approved – Accepted by Reviewer and submitted to OBM - Not Ready – Reviewer cannot work with this agency-level budget - On Hold – Not submitted but not available for edits. Only **Reviewers** can see the **Not Ready** status.

Resources

There are many resources available to assist with working through the **BPM** process. See below for links to these resource documents.

OBM Forms Page: http://obm.ohio.gov/Forms/default.aspx
EPM 9.1: http://omyohio.oaks.ohio.gov/ Planning and Budgeting
FIN Process Manual: http://fin.help4u.obm.ohio.gov/

BPM Overview

The Budget and Planning Module (BPM) is a budgeting tool within Enterprise Performance Management (EPM 9.1) that is used by agencies to request the future operating and agency capital budgets based on the Budget Guidance published by OBM. BPM can be accessed on the MyOhio.gov portal page.

Operating Budget

Every two years Ohio is required by law to prepare and adopt a budget for state activities. The sections of law that govern the process are Ohio Revised Code Sections 107.03 (Governor) and 126.02 (OBM and agencies).

Ohio's operating budget is prepared for a period of two years—a biennium—which begins on July 1 of odd-numbered years and ends 24 months later on June 30. Within a biennium are two separate fiscal years, each beginning on July 1 and ending on June 30. During the budget process, agencies are asked to estimate all expenses for the current fiscal year (CUR scenario); how much revenue by fund is anticipated for the current fiscal year and future biennium (AGYREV scenario); expected transfers in and out of each fund for the current fiscal year and future biennium (AGYTRF scenario); and finally the requested expenses for the upcoming biennium (AGYOPA/AGYOPB/AGYOPC scenarios). The budget process is extremely important to the business of the state as all appropriations are based on the accuracy of estimates from the agencies of how they will spend their appropriations.

Agency Preparers will submit budgets for each scenario by planning center. Once the Preparer has completed the analysis and final data entry for the planning center, he or she submits the planning center to the agency reviewer for approval. The reviewer will analyze and run various BI reports to ensure the budget as submitted is complete and accurate, and submit the budget by the deadline established by the Budget Guidance. Once submitted, the data flows to the OBM Budget Analyst for further review and finalization. The OBM Budget Analyst sends the final budget to the OBM Director and Governor for approval that will ultimately become the introduced version of the operating budget bills.

FIN Online Security Form: Roles and Planning Centers

Security roles related to this business process include:

OH_EPM_BP_PREPARER (+ OH_EPM_BP_AGY_REPORTING)
OH_EPM_BP_REVIEWER (+ OH_EPM_BP_AGY_REPORTING)

Each **Preparer** and **Reviewer** also MUST be assigned the **OH_EPM_BP_AGY_REPORTING** role.

Each **Preparer** and **Reviewer** must be assigned the appropriate role before **BPM** is available for input or view. Only then can the planning centers be assigned.

The Planning Centers must be assigned to the **Preparer** and the **Reviewer** for AGYOPA, AGYOPB, AGYOPC, AGYREV, and AGYTRF scenarios. Note that an enhancement has been made to the FIN Online Security Form that requires an assignment of at least one planning center for each **Preparer** and **Reviewer** role before the form can be saved.

The online form is in FIN and is only accessible by the FIN Security Designee for each agency. To get the security, users need to work with their FIN security designee to set up the access.

BPM Roles
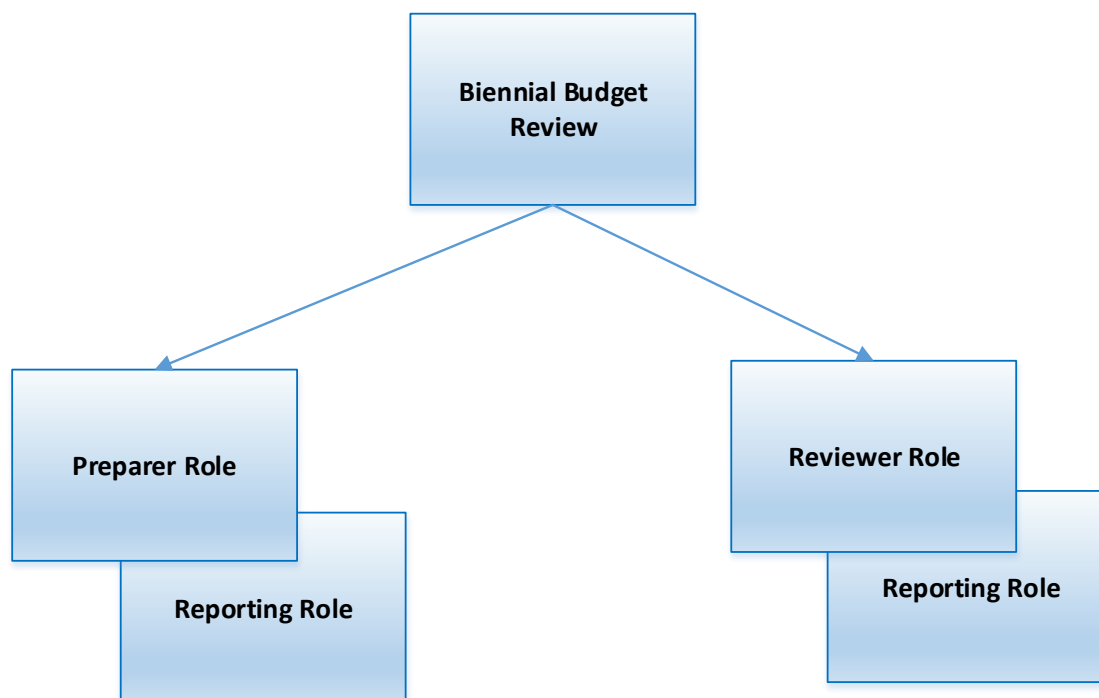
There are two roles within **BPM**: **Preparer** and **Reviewer**

— **Preparers** enter or modify budget recommendations and other data within agency planning centers for each type of scenario (AGYOPA, AGYOPB, AGYOPC, AGYREV, and AGYTRF).
— **Reviewers** may accept, revise or reject a planning center submission. All planning centers must ultimately be submitted to OBM.

The activities associated with each role will be explained below.

Activities for the Preparer Role

The **Agency Preparer** can either enter online through **My Planning Workspace** or use the **Budget Data Load Template** to develop planning center budget requests; then submit a single budget version through OAKS workflow in **BPM** to the **Agency Reviewer**. Budgets may be developed and submitted for each planning center or a group of planning centers - each agency's process defines this. Most agencies use one planning center.

The **Agency Preparer** performs these processes:

1. Prepares an agency's budget by planning center.

   - Open planning center
   - Work with planning center either on line through **My Planning Workspace** or by using the **Budget Data Load Template**.

2. Sets up the activities for the agency budget.

   - Request AGYOPA, AGYOPB, AGYOPC scenarios
   - Estimate AGYREV scenario
   - Estimate AGYTRF

3. Verifies the accuracy of the budget and submits it for approval.

   - Verify the budget for the scenario/activity
   - Submit the budget for approval

Scenario Models

See below for the ChartFields required for each of the budget scenario models:

SCENARIO/CHARTFIELD MODELS

OPA/OPB/OPC	DeptID	3 digit + 'PC' if using single Planning Center (ie DASPC); or 9 digit if multiple Planning Centers
	Fund	Fund
	ALI	ALI
	Account	3 digit category level, beginning with '5'
	Program	"B" level program
	Dim 1	choose from '001' - '099'
REV	DeptID	3 digit
	Fund	Fund
	Account	5 digit account beginning with '4'
TRF	DeptID	3 digit
	Fund	Fund
	Account	6 digit account beginning with '8'
CUR	DeptID	3 digit + 'PC' if using single Planning Center; or 9 digit if multiple Planning Centers
	Fund	Fund
	ALI	ALI
	Account	3 digit category level, beginning with '5'
	Program	"B" level program
APR	DeptID	3 digit + 'PC' if using single Planning Center; or 9 digit if multiple Planning Centers
	Fund	Fund
	ALI	ALI
	Account	3 digit category level, beginning with '5'
	Program	"B" level program

Overview

There are five scenarios that must be completed as part of budget submission – AGYOPA, AGYOPB, AGYOPC, AGYREV, and AGYTRF. AGYCUR and AGYAPR will be loaded by **OBM Budget Analysts** using agency-provided information. Only one person at a time can enter budget scenarios/activities for a planning center in **My Planning Workspace**. Each agency must either coordinate when and who can enter these scenarios or assign one person to the task for the entire agency. If the **Budget Data Load** is being used for updates, it can be loaded by multiple users at the same time for the same Planning Center. Coordination of Budget Data Load updates is critical.

Below is more detailed information about each of the budget scenarios/activities. The steps for entering each of the scenarios are the same, although each scenario could have different budget periods and/or ChartFields.

When entering ChartField strings to the scenario/activity model, best practice is to:

- o Use **My Planning Workspace** when there are just a few rows of data to add or change.

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o Use the **Budget Data Load** when there are a lot of rows and/or updates needed.

AGYOPA/AGYOPB/AGYOPC Budget Scenario:

These are the scenarios for requesting new expense appropriation authority in the future biennium. AGYOPA is for the base/core budget request and AGYOPB and AGYOPC are supplemental requests. The Operating Budget Guidance will provide more detail on specific expectations and limitations for each operating scenario, along with target limitations for each scenario.

The **Initiatives** ChartField is now included in all operating scenarios as an optional field to link ChartField strings together that are for the same **Initiatives** making it easier for the agency to explain in their narratives to OBM. See the OBM Operating Budget Guidance for more detailed instructions on initiatives.

AGYREV Budget Scenario:

Revenue anticipated by **Fund** and five-digit **Account** for the current year and future biennium.

AGYTRF Budget Scenario:

Cash transfers in or out expected by **Fund** and six-digit **Account** for the current year and future biennium.

AGYCUR Budget Scenario:

Operating expenses expected in the current fiscal year, by **DeptID**, **Fund**, **ALI**, three-digit **Account**, and **Program**. This scenario can only be loaded by the **OBM Budget Analysts** but agencies are expected to provide the expense estimates to the **OBM Budget Analyst** to load. Specific instructions will be provided in the Operating Budget Guidance or other guidance document.

AGYAPR Budget Scenario:

This is a new scenario for capturing the appropriation authority for the current year, by **DeptID**, **Fund**, **ALI**, three-digit **Account**, and **Program**. This scenario can only be loaded by **OBM Budget Analysts** but agencies are expected to provide the appropriation amounts to the **OBM Budget Analyst** to load. Specific instructions will be provided in the Operating Budget Guidance or other guidance document.

PREPARER – ALL BUDGET SCENARIOS
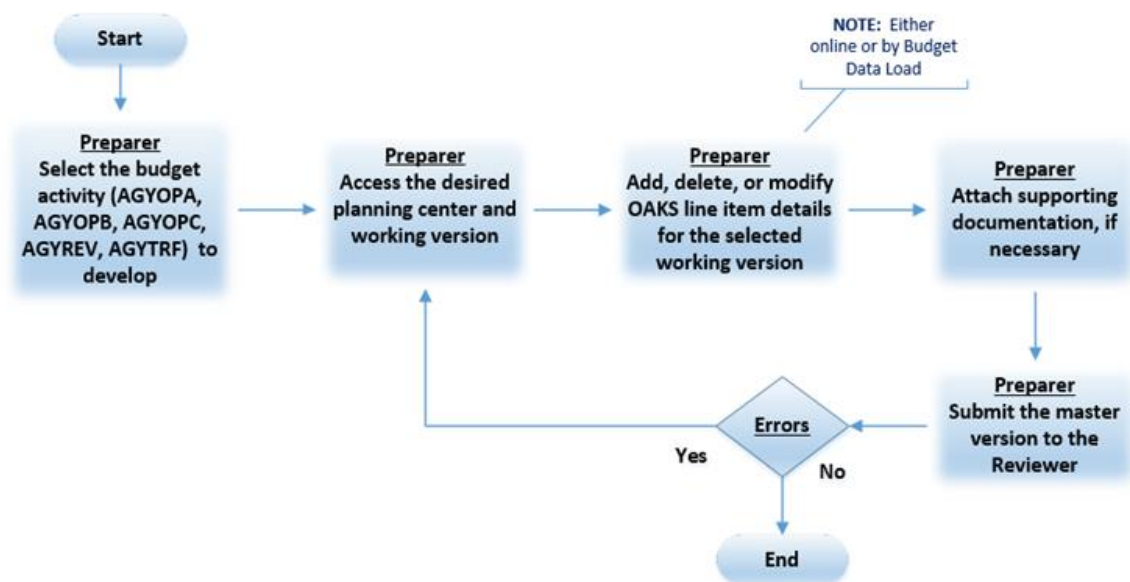
Remember: Most agencies have one planning center for each budget scenario in BPM. Only one person at a time can enter budget scenarios for an agency through **My Planning Workspace**. If the **Budget Data Load** is being used for updates, it can be loaded by multiple users at the same time for the same planning center. Coordination of **Budget Data Load** updates is critical.

Agencies submit master budget scenarios/activities to the **OBM Budget Analyst** from the agency's highest review level. The **OBM Budget Analyst** receives one AGYOPA, AGYOPB, AGYOPC, AGYREV, and AGYTRF version per agency.

The scenarios**/**activities for each agency are accessed using the **My Planning Workspace** page. Use the **Line Items Details** page to add line items (ChartField strings) and/or change the amount estimated for each line item (ChartField string) in that version of each scenario/activity.

The **Line Item Details** page is used to view, add, and modify budget amounts. It can be any of the budget activities. This page is also used to enter a ChartField string. It is populated with historical ChartField strings for the type of activity being displayed. Please note that ChartFields are populated for only the base version.

This page now also allows a user to revise or delete existing ChartField strings.

Working with Planning Centers

Overview

The planning centers are the basic structure of an agency's budget. They are created by agencies to break down the budget level that OBM requires into smaller budget units that roll back up to the OBM level.

There are separate planning centers for each scenario/activity within **BPM** (AGYOPA, AGYOPB, AGYOPC, AGYREV, and AGYTRF).

OVERVIEW OF AGENCY BUDGET PROCESS
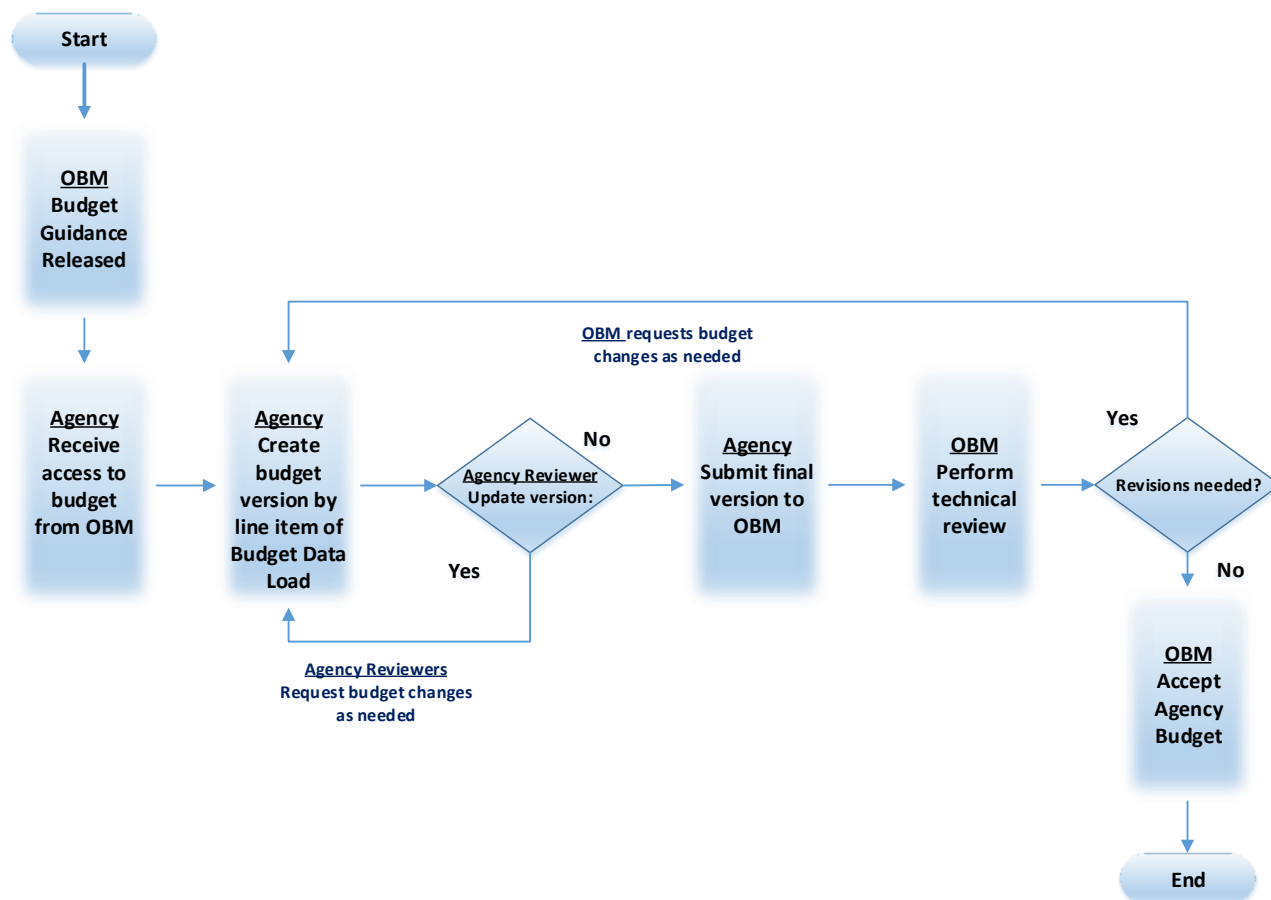
Agency Request Model

Below is an example of the **Agency Request Model** for the fiscal years 2018-2019 biennium. The model shows the names and naming convention for the model, activities and scenarios. This document is created by OBM and provided to the agency for use in creating budget recommendations.

Model Name		Activity Name		Scenario Name		Planning Center
1819_OPER_AGY	Agency Request - Operating	**AGYOPA**	Expense Type A	**1819AGYOPA**	FY 2018 - 2019 Expense A Request	Deptid
		AGYOPB	Expense Type B	**1819AGYOPB**	FY 2018 - 2019 Expense B Request	Deptid
		AGYOPC	Expense Type C	**1819AGYOPC**	FY 2018 - 2019 Expense C Request	Deptid
		AGYREV	Revenue - Non-GRF	**1819AGYREV**	FY 2018 - 2019 Revenue Estimates	Deptid
		AGYTRF	Transfers - Non-GRF	**1819AGYTRF**	FY 2018 - 2019 Transfer Estimates	Deptid
		TARGETA	Target A	**1819TARGTA**	FY 2018 - 2019 Target A	Deptid
		TARGETB	Target B	**1819TARGTB**	FY 2018 - 2019 Target B	Deptid
		TARGETC	Target C	**1819TARGTC**	FY 2018 - 2019 Target C	Deptid
		AGYCUR	Current Year Estimated Expense	**1819AGYCUR**	FY 2018 - 2019 Current Year Estimates	Deptid
		AGYAPR	Current Year Appropriation	**1819AGYAPR**	FY 2018 - 2019 Current Year Appropriation	Deptid

Key Points

Use the **My Planning Workspace** page to do and check budgeting and planning tasks, including:

- Review the status of a planning center scenario/activity
- Enter ChartField strings for a planning center budget online or use the **Budget Data Load** spreadsheet
- Submit a planning center budget for review

BPM General Tips

Some general tips to keep in mind as you are working with BPM:

- The **master** version is sometimes referred to as **version 4**.
- Use the **Find** option for quick searches.
- Use the **View 100** option.
- Do not use the **Back** function on the browser bar.
- Create a **Saved Search** to generate the search criteria you use most frequently. For example, save one search as a **Preparer** and another as a **Reviewer**.
- When moving between **Preparer** and **Reviewer** roles, use the **Workspace Search** function. This will result in fewer clicks than using the OAKS BPM standard menu.
- Switch between **Activities** and **Scenarios** within a role by choosing an option and then clicking the **Refresh** button in **My Planning Workspace**.
- Clicking on **Line Item Properties** will expand the bar to show information about the planning center where the user is viewing or editing data. This is a way for the user to verify that changes are being made in the desired planning center.
- Similarly, clicking on **Dimensions** will expand the bar to show information about the planning center where the user is viewing or editing data. This is also a way for the user to verify that changes are being made in the desired planning center.
- Adding a note to an edited row can be a useful reference later in the process and may remind the user to explain to another user the reason a modification was made.
- To enter a note, click on the paper icon on the right side of the row. Once a note has been entered, the icon appears as a note with a push pin.
- To enter the note, type in the **Enter Notes** text area. If other OBM users should be able to view the note, leave the radio button checked on **Public Note. Private Note** permits only the original author of the note to view it. Click **Append Note to Log**. Click **Apply**, then click **OK**.

Dollar amounts can be changed in scenarios without saving the action. When the planning center is unlocked (by clicking **Unlock**), the changes are saved. So, be aware as you change dollar amounts; if you don't want the new amount, be sure to change it back before unlocking the planning center.

Versions

- A **working version** is a working draft of a scenario/activity.
- There are five scenarios/activities that an agency must submit for each planning center: AGYOPA, AGYOPB, AGYOPC, AGYREV, and AGYTRF. For each planning center scenario/activity, the agency can create multiple working versions. Best practice indicates up to three working versions.
- OBM provides a **base version (version 0)** to start each agency's planning and budgeting. The **base version** contains all zero amounts, but is pre-populated with ChartField strings used in the prior year actuals (for AGYOPA, AGYOPB, AGYOPC only).
- When you begin, **Version 1** is a copy of the **base version**. You can use this to begin budgeting for that planning center scenario/activity.
- The **master version (version 4)** starts out as a copy of the **base version**. When a version is submitted for review, **BPM** automatically overwrites the submitted version into the **master version**.
- A **working version** can be copied to a **master version** without submitting it. This is helpful for running reports since the reporting tool points to the **master version** data.
- To create a new **working version**, it is necessary to choose another version to copy. Existing versions can be copied into a new **working version** for adjustments, rather than always starting from scratch. However, the base version may also be copied if a fresh started is desired.
- A new feature of **BPM** now allows users to revise and/or delete an existing line item row within the planning center.
- A submitted **working version** becomes the **planning center master version** once submitted.
- Agencies may assign multiple **Preparers** to the same planning centers. However, only one **Preparer** can work on a planning center at a time in **My Planning Workspace**. The planning center is locked while a **Preparer** is working on it. If the **Budget Data Load** is being used for updates, it can be loaded by multiple users at the same time for the same planning center. Coordination of **Budget Data Load** updates is critical.
- **Locking and Unlocking a Working version** – When a version is opened for edits, it is locked automatically so that only one user at a time can make changes. Remember to unlock the version when changes have been made. This is important because:
  - Only one planning center can be open at a time. User will not be able to open other planning centers until the current open planning center is unlocked.
  - No other users can open a planning center that is locked by another user.
  - Users will not be able to use the **Budget Data Load** process for planning centers that are locked.
  - In the event a user runs into trouble unlocking a planning center, the **OBM Budget Analyst** can assist with unlocking planning centers.

AGENCY BUDGET DEVELOPMENT
HOW VERSIONS WORK

PREPARER

- BASE
- Working 1
- Working 2
- Working 3
- MASTER

Planning Center A

- MASTER

If a Reviewer rejects a submitted planning center budget **(red line)**, the original version reopens for editing.

- The Reviewer rejects the budget from Planning Center A.
- The Preparer for Planning Center A either corrects the rejected version (Working 1) and resubmits or submits another version of the planning center budget.

REVIEWER

- BASE
- MASTER

Agency Planning Center

PREPARER

- BASE
- Working 1
- Working 2
- Working 3
- MASTER

Planning Center B

- MASTER

- No errors in Planning Center B

Copy to a New Version

Select a budget version to copy.

Navigation

Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Preparer** in the **Role Name** field. 2. Click **Search**.	Preparer_Search

3. A list of all models available to someone with the specified role displays. 4. Click the **Scenario** to copy to a new version. 5. The **My Planning Workspace** page displays the planning center budgets for that model.	Search_Results
5. Click the **Copy** link for the line item of the version to copy. The **Copy Version** page displays.	Copy
6. Select which version (**master, version 1**, or **version 2**) in the **To Version** drop-down list. 7. Enter a **Description** that will allow easy identification of the version. 8. Click **OK**.	Copy_Version
9. **My Planning Workspace** displays again, with the new copy displayed in the list of models.	New_Version

Locking and Unlocking a Working Version of Budget

Overview

When a **working version** of a scenario/activity is opened for editing, that **working version** is automatically locked. Other people at the agency cannot edit a locked **working version**. To unlock the scenario/activity after making edits, simply click the **Unlock** button for that version line item on the **My Planning Workspace** page. A **Release** button displays in the same column as the **Unlock** button displays. Click **Release** to release the version.

> There is a batch job that runs on a nightly basis to unlock planning centers that have been locked during the day.

LOCKING AND UNLOCKING VERSIONS

Navigation

Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Preparer** in the **Role Name** field. 2. Click **Search**.	Preparer_Search
3. A list of all models available to someone with the specified role displays. 4. Click the **Scenario** that has the version to unlock. The **My Planning Workspace** page displays the planning center budgets for that model. 🌰 This page can be accessed by another link once inside the application; one of the possibilities is by clicking the **My Workspace** link.	Search_Results
4. Click **Unlock** or **Release**, as necessary, for the desired version.	Unlock

Budget Set Up Activities Overview

Overview

Budget set-up activities per planning center include:

- Budget line items (ChartField strings)
- Revenue and transfers
- Add or delete notes attached to a line item (ChartField string)
- Add or delete notes attached to a planning center
- Attach supporting documentation to a line item (ChartField string)

AGENCY PREPARER OVERVIEW
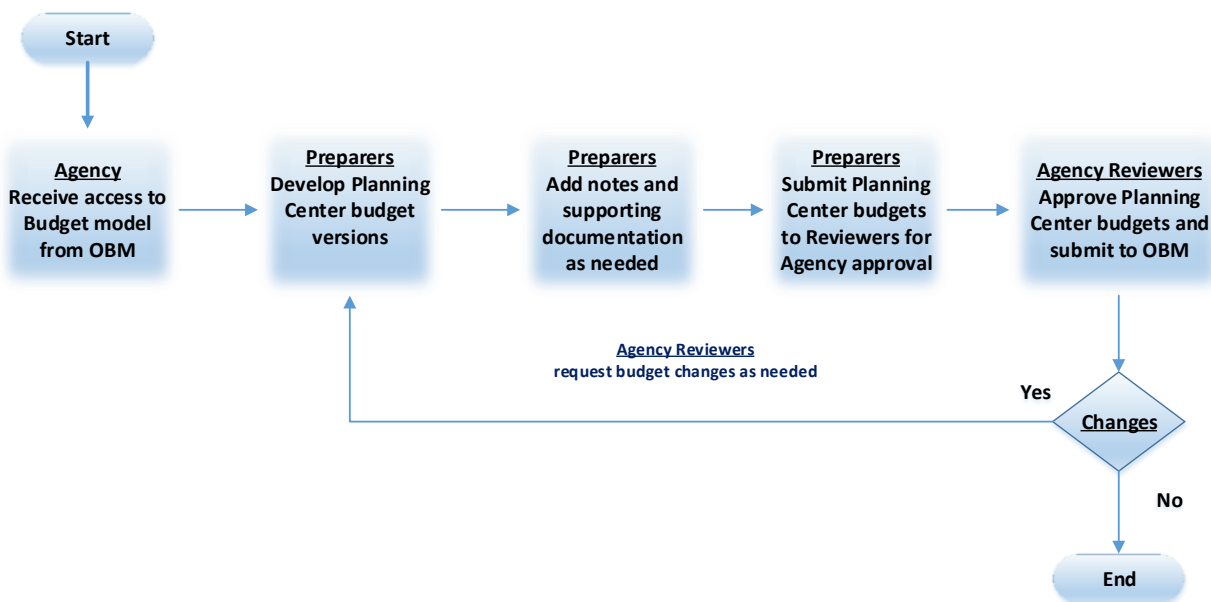
Any **Preparer** can:

- Enter a budget line item (ChartField string) amount
- Enter an adjustment
- Enter, view, and delete line item notes

Follow the agency's internal budget development instructions about planning targets and other budget allocations. The budget cannot be submitted if it exceeds the target that OBM has established for the agency.

Creating a Budget - Entering an OAKS BPM Budget Line Item

Overview

The foundation of creating an agency budget request is entering OAKS BPM line item amounts. Another critical activity for the budget is checking the ChartField combination for each line item. The additional ChartFields in an OAKS BPM line item allow the agency budget to be more specific and detailed.

Entering an OAKS Budget Line Item
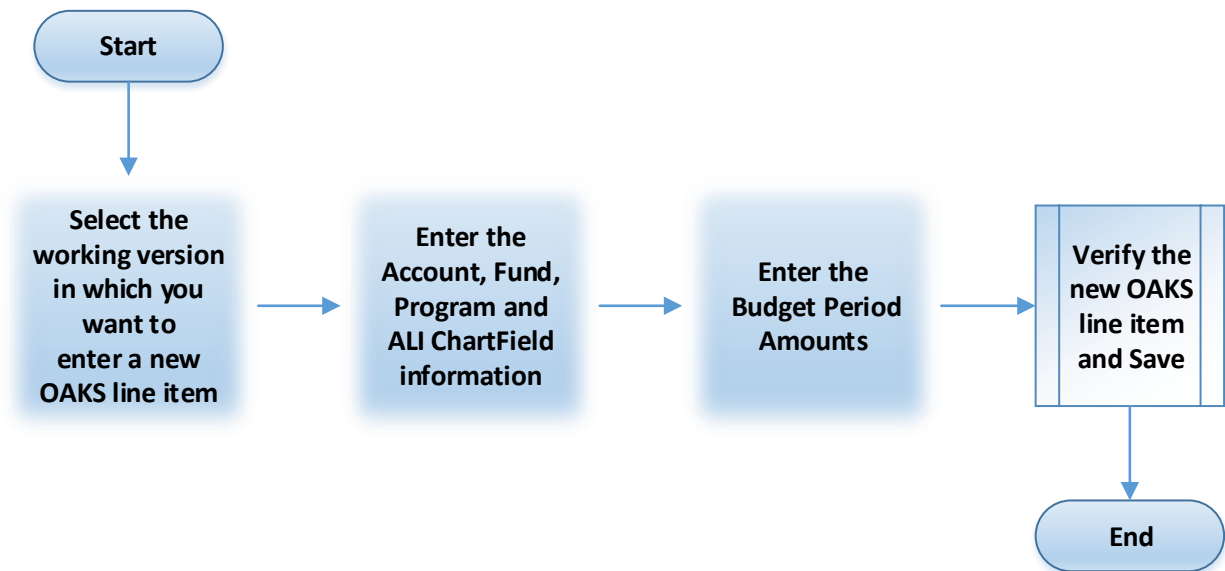
The **Add Line Item** page can be used to add a line item (ChartField string) from a specific version of the budget.

The **Preparer** is ready to provide budgets (AGYOPA, AGYOPB, AGYOPC, AGYREV, AGYTRF) for an agency.

Navigation

Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Preparer** in the **Role Name** field. 2. Click **Search**.	Preparer Search

3. A list of all models available to someone with the specified role displays. 4. Click the **Scenario** that has a version to which line items (ChartField Strings) need to be added.	Search_Results
The **Line Item Details** page displays, with the notice "This version is locked to others while you are editing." 5. Select the appropriate **Activity**. The exact option name varies by agency. 6. Select the appropriate **Scenario.** 7. Click **Refresh**. The table updates to display the versions for the selected **Activity**. The **My Planning Workspace** page displays the planning center budgets for that model. This page can be accessed by another link once inside the application; one of the possibilities is by clicking the **My Workspace** link. 8. Click the **Edit** link for the version to which items need to be added.	Activity/Refresh
The **Line Item Details** page displays. 9. Verify that **Add Entry** is selected in the **Action** drop-down field, then click **Go**.	Add_Entry
The **Add Line Items** page displays, with information about the current version displayed in the header. The new line item (ChartField string) will be added only to this planning center version of the budget. 10. Enter an **Account** code for the line item (ChartField string) to	Add_Line_Item

be created. 🌰 The **Look Up Account** page displays all account codes, even those that were not used in the previous biennium. 11. Enter a **Fund Code** 12. Enter a **Program Code** 13. Select an **ALI** 14. Select an **Initiative** 15. Click the **Add a New Row** icon ➕ to add more items and fill them in as above. 🌰 Click the **Delete Row** icon ➖ to remove a row that has been started but is no longer needed. (The icon will not remove a line previously into the **Line Item Details** page.) 16. Click **Add**. The line item (ChartField string) is added to the **Line Item Details** page. A Combo Edit Error will occur if the user attempts to add a program or line item that is used by another agency.	
17. Scroll to the right of the row to make any revisions to the numbers or delete a number. This is the preferred method.	Changes
Optional Click the **0** (link) amount field to open the **Amount Per Period** page. Use the **Amount Per Period** page to enter the line item (ChartField string) amount for both periods. 🌰 An existing OAKS BPM line item budget amount can also be adjusted using the **Adjustment Amount.** This creates a history of the original budget amount and the change. Only enter an adjustment for a single existing OAKS BPM line item (ChartField string). 18. Click **OK**. The amounts are added to the **working version** of this budget.	Adjustment
18. Click the **Save** button. The line just updated is highlighted.	

	Save

Delete or Revise ChartField Strings

ChartField strings can be deleted and/or revised in **My Planning Workspace**.

Step By Step

Step	Screen Link
1. Once in the appropriate **Activity/Scenario** on the **Line Item Details** page, view the line item details. Click the green check mark next to the ChartField string to be revised or deleted.	Modify_Chartfields
This will display the **Modify Dimensions** screen. 2. To make a revision to a ChartField, click the **Search** button (magnifying glass at the end of the field).	Modify_Dimensions
The **Look Up** screen will be displayed. 3. Select the new value for the ChartField.	Look_Up
4. Note the new ChartField value. Click **OK** to complete the Chartfield revision. 5. To delete a ChartField, click the **Delete** button.	ChartField_Modified
6. A Message pop-up window will be displayed. • If you want to continue with the delete function, click **OK** • If the item should not be deleted, click **Cancel**.	Delete_ChartFields
7. This will return to the **Line Item Details** screen. From here new ChartField strings can be added.	Line_Item_Detail_Delete

Personalize View

Users can create a personalized view rearranging the column display for easier use. The standard column display requires the user to open a pop-up window in order to complete the amounts for each BPM line item (ChartField string). Columns can be re-arranged to display more frequently used columns on the initial display.

Step By Step

Step	Screen Link
1. Once in the appropriate **Activity/Scenario**, click the **Personalize** button.	Personalize
2. Click on the **Column** name in the **Column Order** column. 3. Click the up or down arrow to move the selected items up or down in the **Column Order**. 4. Click the checkbox next to **Hidden** or **Frozen** to hide or freeze columns in the display 5. Click the right arrow to move the selected items into the **Sort Order** column. 6. Click the **X** to remove items from the **Sort Order**. 7. Click the checkbox next to **Descending** to change from Ascending to Descending sort. Columns will be rearranged to the desired order and sort.	Column_Order_Sort

Requesting New ChartFields and/or Tree Updates

This is a process that is handled outside of the **BPM** system process. Please see the FIN Process Manual for details.

Entering, Deleting, Viewing Line Item Notes

Overview

Notes can be added to OAKS BPM line items (ChartField strings) for clarification or to explain why certain budgeting choices were made. Agencies should consider using the **Notes** functionality to provide detailed information that justifies the dollar amounts entered for each OAKS BPM line item (ChartField string). This allows your agency to make a permanent, easily accessible record.

Entering, Deleting, Viewing Line Item Notes
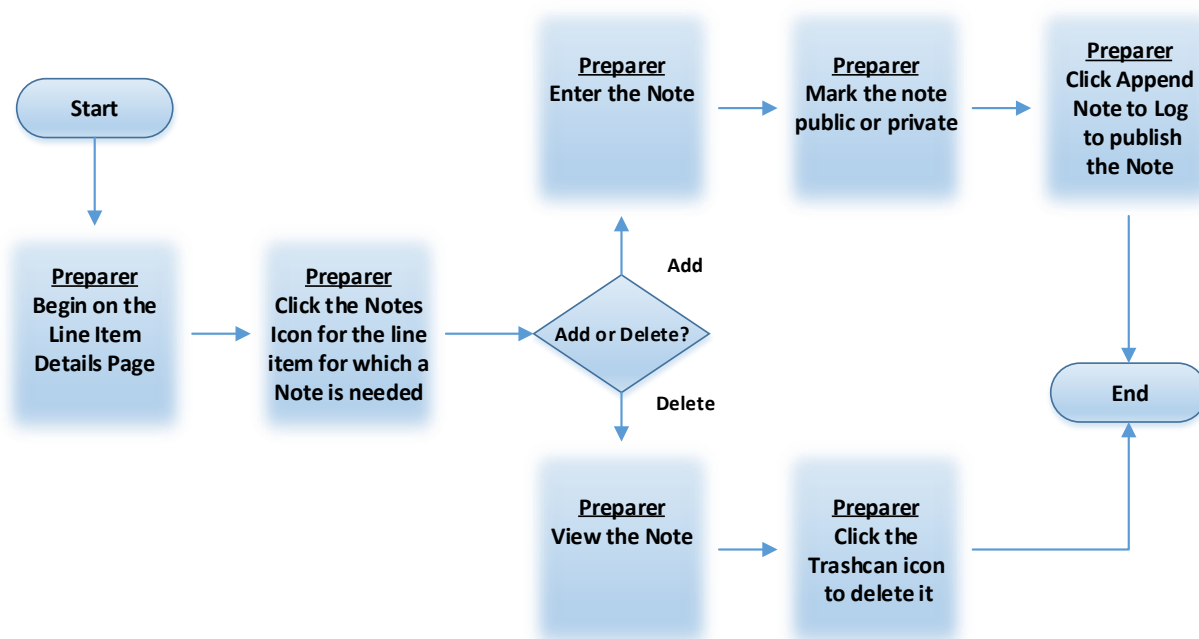
OAKS BPM allows notes to be created for a budget line item (ChartField string). Notes can be assigned to have a public or private status. Only the person creating the note can view private notes that have been entered. **Reviewers**, other **Preparers**, and **OBM Budget Analysts** can view public notes in planning centers to which they have access. OBM will not access an agency's budget request or public notes until after the budget due date.

Click the **Notes** icon (on the **Line Item Details** page) to view, edit, or add a note. The push pin in the note indicates that a note exists.

Click the **Trash Can** icon (on the **Line Item Details** page) to delete a note.

See the **Line Item Notes** page to:

- View all public notes for a line item (ChartField string)
- View your own private notes for this line item (ChartField string)
- Enter public and private notes about a line item (ChartField string)
- Delete your own notes about a line item (ChartField string)

Navigation
Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Preparer** in the **Role Name** field. 2. Click **Search**.	Preparer_Search
3. A list of all models available to someone with the specified role displays. 4. Click the **Scenario** that has a version to which line items (ChartField Strings) need to be added.	Search_Results
5. Click the appropriate option in the **Activity** drop-down list**.** 6. Select the appropriate option in the **Scenario** drop-down list. 7. Click **Refresh**. The table updates to display the versions for the selected **Scenario**. The **My Planning Work** space page displays the planning center budgets for that model. This page can be accessed by another link once inside the application; one of the possibilities is by clicking the **My Workspace** link. 8. Click the **Edit** link for the version to which a line item (ChartField string) note should be added.	Activity/Refresh
The **Line Item Details** page displays. 9. Click the arrow next to the word **Find** to the far right of the screen.	Expand
The **Line Item, Main Page** window will display. 10. Click the **Note** icon to the right of the **Total Amount** column.	Notes
The **Line Item Notes** page displays. 11. Enter notes in the **Enter Notes** text box. 12. Select the radio button for the appropriate privacy setting for	Enter_Notes

the note: **Public** or **Private**. 13. Click **Append Note to Log**.	
The text entered is moved to the **Notes Log** text box. 14. Click **OK**.	Notes_Log
15. The **Line Item Details** page displays. **BPM** highlights the row just changed. The **Notes** icon for that line item now has a pushpin in it.	Notes_Display
16. **Deleting a Note**: Begins with clicking the **pushpin note.**	Delete_Note
17. Click the trash can icon to delete the note displayed.	Trash_Can
18. **Viewing a Note** is a simple matter of clicking the pushpin icon.	View_Note
19. Click the **Unlock** link when done. The **My Planning Workspace** page displays.	Unlock

Attaching, Deleting, and Viewing Supporting Documents

Overview

Supporting documents can be attached to working versions to provide reasons for allocations and budget decisions. For example, attach SOPPS Biennial Payroll Projection worksheets to show the **OBM Budget Analyst** how the agency came up with the payroll request for each planning center.

In OAKS, files can be attached to a version of a planning center scenario/activity. Other **Preparers** and **Reviewers** who have access to this planning center can see all attachments and open them from the **Attachments** link on the *Line Item Details* page.

These file types can be attached:

- MS Word (.doc and .docx files)
- MS Excel (.xls and .xlsx files)
- Text (.txt files)
- Adobe (.PDF files)

Supporting documents can be attached to any version of a scenario/activity for a planning center.

- **BPM** allows any file type to be uploaded.
- OBM recommends that executable files (those files ending in .exe) and databases NOT be uploaded due to the potential for malicious software in these file types.
- Please note that the State's IT policies apply to all files uploaded to BPM.

Size Limitations

OAKS BPM recommends that file uploads be limited to a maximum of:

- Single File: 10MB (zip larger files before attaching)
- Total Agency: 500MB

When an **Attachments Exist** link is displayed on the **Line Item Details** page, it can be used to open attachments for that budget version.

Remember to click the **Save** button on the **Line Item Detail** page to finalize a file attachment.

You must have Budget Line Item Details.

Navigation

Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Preparer** in the **Role Name** field. 2. Click **Search**.	Preparer_Search
3. A list of all models available to someone with the specified role displays. 4. Click the **Scenario** that has a version to which line items (ChartField Strings) need to be added.	Search_Results
5. Select the appropriate budget option in the **Activity** drop-down list. The **My Planning Workspace** page displays the planning center budgets for that model. 🌰 This page can be accessed by another link once inside the application; one of the possibilities is by clicking the **My Workspace** link. 6. Select the appropriate option in the **Scenario** drop-down list. 7. Click **Refresh**. The table updates to display the versions for the selected	Activity/Refresh

Activity. 8. Click **Edit**.	
9. Click the **Notes** icon for the version to which a document should be attached. The **Notes** page displays.	Notes_Icon
10. Scroll to the bottom of the **Notes** page. The **Attach Documents** section is located at the bottom of this page. If files have already been attached, a line item will display for each attached file. 🌰 If an attachment already exists, the link will read, "**Attachments Exist**." 11. Enter a descriptive name for the document to be attached in the **Description** field. 🌰 If an attachment exists that should be removed, click the **Delete** button for that line item. 12. Click **Attach**.	Attach_Documents
An upload page displays. 13. Click **Browse**.	Upload
The **Choose File** window displays. 14. Navigate to and select the desired file, then click **Open**. The full path for the selected file displays in the text field.	Choose_File
15. Click **Upload**.	Select_File_Upload
The **Attach Documents** page redisplays. There is now a link with the file name to the left of the **Description** field, and the **User ID** and **Date/Time Stamp** fields are populated. **Optional** Click the **Add a new row** icon ➕ to add another attachment. Perform the steps that take place on the **Attach Budget Documents** page to attach another document. 16. Click **OK**.	Add_Row
The **Line Item Details** page displays.	Line_Item_Detail
17. Attachments can be deleted by clicking the **Delete** button on the **Attach Budget Documents** page.	Delete_Attachment

18. Click the **OK** button when you have added, deleted or viewed an attachment on the **Attach Budget Documents** page.	

General Recommendation:

Only attach files that the **Agency Reviewer** or **OBM Budget Analyst** may use when reviewing and trying to understand how the budget amount was calculated. If a file is larger than 10MB, be sure to compress it.

Suggested Budget Attachments:

- Spreadsheets
- Payroll projections
- Assumptions
- Historical figures
- Usage documentation
- Grant Information

Attachments to Avoid:

- Strategic Plans: instead provide a link if the attachment is online.
- Personnel Files: these files are likely subject to Ohio's Open Records laws. Use discretion if attaching these files.
- Extremely Large Files
- Undocumented Files: Must include author, date uploaded and location on the agency network.
- Out-of-Date Files

Budget Data Load Template

Overview

The **Budget Data Load Template** can be used in establishing budget estimates for an entire planning center and scenario/activity. Separate spreadsheets are necessary for each scenario/activity and planning center combination (i.e., the spreadsheets **cannot** be combined for different scenarios/activities on the same spreadsheet or for different planning centers).

Model and Activity Table

Based on the table below, find the type of data required for each Model and Scenario/Activity for the **Budget Data Load** to be uploaded to the Budget and Planning Module (BPM).

Model Name		Activity Name		Scenario Name		Planning Center
1819_OPER_AGY	Agency Request - Operating	**AGYOPA**	Expense Type A	**1819AGYOPA**	FY 2018 - 2019 Expense A Request	Deptid
		AGYOPB	Expense Type B	**1819AGYOPB**	FY 2018 - 2019 Expense B Request	Deptid
		AGYOPC	Expense Type C	**1819AGYOPC**	FY 2018 - 2019 Expense C Request	Deptid
		AGYREV	Revenue - Non-GRF	**1819AGYREV**	FY 2018 - 2019 Revenue Estimates	Deptid
		AGYTRF	Transfers - Non-GRF	**1819AGYTRF**	FY 2018 - 2019 Transfer Estimates	Deptid
		TARGETA	Target A	**1819TARGTA**	FY 2018 - 2019 Target A	Deptid
		TARGETB	Target B	**1819TARGTB**	FY 2018 - 2019 Target B	Deptid
		TARGETC	Target C	**1819TARGTC**	FY 2018 - 2019 Target C	Deptid
		AGYCUR	Current Year Estimated Expense	**1819AGYCUR**	FY 2018 - 2019 Current Year Estimates	Deptid
		AGYAPR	Current Year Appropriation	**1819AGYAPR**	FY 2018 - 2019 Current Year Appropriation	Deptid

Budget Data Load Process
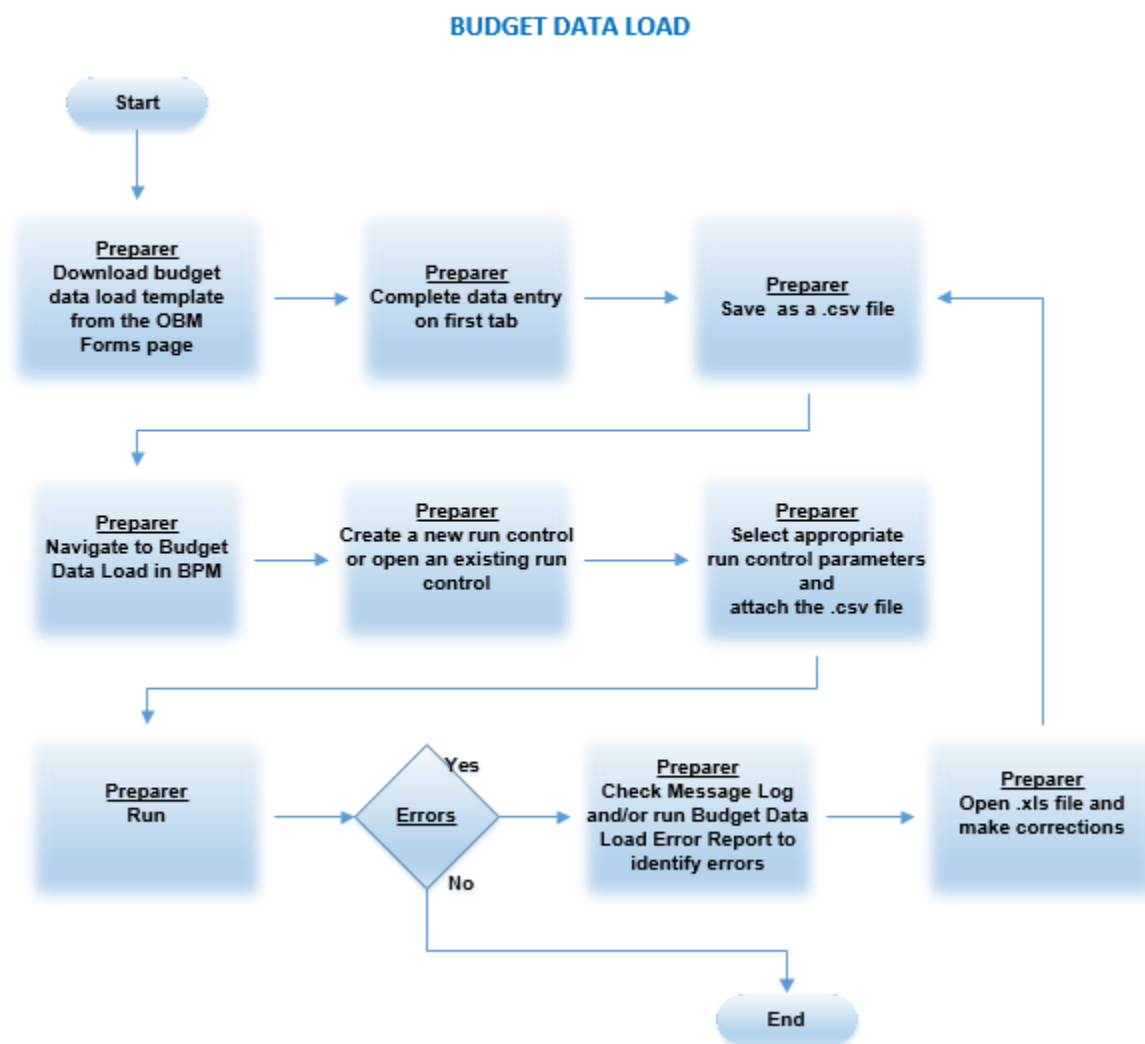
BUDGET DATA LOAD

Overview

There are **Budget Data Load Templates** for each type of budget model (AGYOPA, AGYOPB, AGYOPC, AGYREV and AGYTRF) provided by OBM. They are accessible through the myOhio.gov website: FIN Home > OBM Forms >OAKS Budget and Planning Module (BPM) > BPM Spreadsheet Upload Template 2018 Biennium.

Understanding Importing Line Items

The **Budget Data Load Import** process enables the user to import multiple **AMTPER** method line items at one time. This process imports line item data (ChartField strings) from a .csv file into the specified business unit, planning model, scenario, activity, planning center, and budget version. Keep the following considerations in mind when using this process:

- All locks to the model need to be released prior to running the engine and the model must be in the **Released** state.
- Only method amounts are updated (adjustment and allocation amounts are not updated).
- Target line items (ChartField strings) must have the method **AMTPER** (Amount Per Period) or, for new line items, allow the **AMTPER** method to be assigned.
- Any line items that have been manually deleted after the model was released will be reintroduced by the import process if the combination exists in the input .csv file.
- Deleting lines from the budget data load will not delete lines that already exist in BPM. It is necessary to go back to **My Planning Workspace** to revise or delete existing ChartField strings.
- This process locks the Planning Center. The Planning Center will automatically unlock when the upload process is completed.
- The system does not prevent multiple concurrent processes from writing data to the same planning center; if multiple import files for the same planning center are being processed, they should be run sequentially.

Tips for Using the Budget Data Load

- Always save the working version as an .xls or .xlsx document. When the final version is ready to load, save it as a .csv file.
- If corrections are needed after saving a .csv, go back to the .xls or .xlsx version to make the corrections and save as a new .csv to load.
- The navigation path to load the final .csv file is **Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load**
- For revisions where the row of data is no longer needed, it is necessary to delete the row, not just clear the data from the spreadsheet cells. Merely clearing the data and saving the file as .csv, still adds commas for that line, which will error when loading.
- The first row of the .csv file must be a header row that names the ChartFields, then the budget periods to be loaded, **in order**. DO NOT CHANGE THE HEADER ROW.
- The ChartField names must exactly match those specified in the activity definition for the model; and all of the model's selected activity dimensions, including CURRENCY_CD must be included in the header row. Use headers provided – DO NOT CHANGE THE HEADER ROW.
- All alpha characters within the body of the spreadsheet must be in UPPER CASE.
- Each ChartField member in the .csv file must already exist in Budgeting and Planning. If new chartfields are needed for the upcoming biennium, follow the standard process to have the ChartFields created in FIN prior to usage in **BPM**.

- Budget period amounts should not contain currency symbols, commas, or decimals. All dollar amounts should be entered in whole dollars.
- Budget period amounts should be entered as values, not as formulas.
- If the value for a budget period is zero, it is necessary to enter zero because a blank value will result in an error. No fields can be left blank in the file.

Below are examples of data expected for each budget scenario:

Future Years Expense Estimates (AGYOPA, AGYOPB, AGYOPC) Scenario

	Data Expected in each field on first tab
Account	3 digit category level, beginning with '5'
DeptID	3 digit + 'PC' if using single Planning Center; or 9 digit if multiple Planning Centers
Fund_Code	Fund
Program_Code	B' level program
Product	ALI
Dimension1	Inititiatives. Choose from '001' - '099' for each row to tie initiatives with multiple rows together
CURRENCY_CD	Always 'USD'
2018A1	Full appropropriation for current year, dollar amount, no comma or $ sign or blanks
2019A1	Full appropropriation for current year, dollar amount, no comma or $ sign or blanks

ACCOUNT	DEPTID	FUND_CODE	PROGRAM_CODE	PRODUCT	CURRENCY_CD	DIMENSION1	2018A1	2019A1
510	DAS103000	1280	3660B	100620	USD	001	55000	56000
530	DAS103000	1280	3660B	100620	USD	001	45000	0
560	DAS103000	1280	3660B	100620	USD	002	75000	80000

Current and Future Years Revenue Estimates (AGYREV) Scenario

	Data Expected in each field on first tab
Account	5-digit category level, beginning with '4'
DeptID	3-digit Agency Code
Fund_Code	Fund
CURRENCY_CD	Always 'USD'
2017A1	Revenue anticipated in current year 2017, dollar amount, no comma or $ sign or blanks
2018A1	Revenue anticipated in future year 2018, dollar amount, no comma or $ sign or blanks
2019A1	Revenue anticipated in future year 2019, dollar amount, no comma or $ sign or blanks

Example row of data to use						
ACCOUNT	DEPTID	FUND_CODE	CURRENCY_CD	2017A1	2018A1	2019A1
45500	DAS	1280	USD	54678	55000	56000

Current and Future Years Transfer Estimates (AGYTRF) Scenario

Account	6-digit category level, beginning with '8'
DeptID	3-digit Agency Code
Fund_Code	Fund
CURRENCY_CD	Always 'USD'
2017A1	Transfers In or Transfers Out anticipated in current year 2017, dollar amount, no comma or $ sign or blanks
2018A1	Transfers In or Transfers Out anticipated in future year 2018, dollar amount, no comma or $ sign or blanks
2019A1	Transfers In or Transfers Out anticipated in future year 2019, dollar amount, no comma or $ sign or blanks

Example row of data to use						
ACCOUNT	DEPTID	FUND_CODE	CURRENCY_CD	2017A1	2018A1	2019A1
810110	DAS	1280	USD	54603	55000	56000

Current Year Expense Estimates (AGYCUR) Scenario*

Agency will send the completed Budget Data Load spreadsheet and .csv files to the OBM Budget Analyst to upload.

Data Expected in each field on first tab	
Account	3 digit category level, beginning with '5'
DeptID	3 digit + 'PC' if using single Planning Center; or 9 digit if multiple Planning Centers
Fund	Fund
Program	B' level program
Product	ALI
Dimension1	Initiatives. Choose from '001' - '099' for each row to tie initiatives with multiple rows together
CURRENCY_CD	Always 'USD'
2017A1	Actual expenses anticipated for the current year, dollar amount, no comma or $ sign or blanks

Example row of data to use						
ACCOUNT	DEPTID	FUND_CODE	PRODUCT	PROGRAM	CURRENCY_CD	2017A1
510	DAS	1280	100620	3660B	USD	55555

Current Year Estimates by Appropriation (AGYAPR) Scenario*

> *Agency will send the completed Budget Data Load spreadsheet and .csv files to the OBM Budget Analyst to upload.

Data Expected in each field on first tab	
Account	3 digit category level, beginning with '5'
DeptID	3 digit + 'PC' if using single Planning Center; or 9 digit if multiple Planning Centers
Fund_Code	Fund
Program_Code	B' level program
Product	ALI
Dimension1	Initiatives. Choose from '001' - '099' for each row to tie initiatives with multiple rows together
CURRENCY_CD	Always 'USD'
2017A1	Appropriation amount for current year, dollar amount, no comma or $ sign or blanks

Example row of data to use						
ACCOUNT	DEPTID	FUND_CODE	PRODUCT	PROGRAM	CURRENCY_CD	2017A1
510	DAS	1280	100620	3660B	USD	55555

CSV File Requirements

The key to successful budget data loads is accuracy in completing the spreadsheet template. The .csv file must meet the following requirements:

- The first row of the .csv file must be a header row that names the ChartFields, then the budget periods to be loaded, **in order**. DO NOT CHANGE THE HEADER ROW – this will create errors.
- The ChartField names must exactly match those specified in the activity definition for the model; and all of the model's selected activity dimensions, including CURRENCY_CD must be included in the header row. Again, DO NOT CHANGE THE HEADER ROW – this will create errors.
- Each ChartField member in the .csv file must already exist in Planning and Budgeting.
- Budget period amounts should not contain currency symbols, commas, or decimals. All amounts should be entered in whole numbers.
- If the value for a budget period is zero (0), the user must enter the number zero (0) because a blank value will cause errors.
- The entire spreadsheet must be formatted as text. The template is set up this way so that any leading zeros in the numbers entered will remain intact. It is a good idea to double check the formatting to avoid errors.
- All alpha characters in the field entries must be in upper case – capital letters.

Validations

During the import process, the system checks that the data in the .csv file meets various requirements for Budgeting and Planning, such as ChartField combinations. Only rows that

pass the requirements are imported. View the details for rows that do not import by viewing the **Budget Data Load Error Report**.

The method ID default will be updated for ChartField combinations provided in the .csv file. The method ID will be updated to **AMTPER** if the method override flag is enabled.

Tips for Loading the .csv file into BPM

- Navigation path to load the final .csv file into BPM is: **Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load**
- When the user loads a .csv file to a budget version, it will:
  - Replace any rows in the budget version with what is in the .csv file for rows that have the same ChartField strings that are on the .csv file.
  - Add rows to the budget version with new ChartField strings that are in the .csv file that were not already in the budget version.
  - Do nothing to the ChartField strings rows already in the budget version that are not on the .csv file.
  - Deleting lines from the budget data load will not delete lines that already exist in **BPM**. It is necessary to go back to **My Planning Workspace** to revise or delete existing ChartField strings.
- This process locks the Planning Center. The Planning Center will automatically unlock when the upload process is completed.
- BPM does not prevent multiple concurrent processes from writing data to the same planning center; if multiple import files are being processed for the same planning center, they should be run sequentially.
- Both the .xls (or .xlsx) and .csv files can be saved to the location of the user's choice. It is suggested that the files(s) be saved in a location that is easy to remember and access by the user.

Below are examples of the run control fields for each budget scenario:

Run Control Fields for Future Year Expense (OPA, OPB, OPC) Scenario:

Budget Data Load

User ID:	10067493	Report Manager
Run Control ID:	OPA	Process Monitor

Run

Process Request Parameters

*Description:	OPA Data Load	
*Process Frequency:	Always	
*Business Unit:	STATE	🔍 STATE
*Planning Model ID:	1819_OPER_AGY	🔍 1819 OPERATING AGY
*Scenario:	1819AGYOPA	🔍 1819 AGENCY OPERATING A
*Activity:	AGYOPA	🔍 AGY OPERATING A
*Planning Center:	ACCPC	🔍 ACCPC
*Budget Version:	Version One	
Source File:		Add View Delete

Save   Notify   Add   Update/Display

- Planning Model ID '1819_OPER_AGY' is the **AGY** model used for OPA/OPB/OPC scenarios.
- Scenario '1819AGYOPA' is the OPA Scenario. Scenario '1819AGYOPB' is the OPB Scenario. Scenario '1819AGYOPC' is the OPC Scenario.
- Activity 'AGYOPA' is the OPA Activity. Activity 'AGYOPB' is the OPB Activity. Activity 'AGYOPC' is the OPC Activity.
- This example run control is for the 'ACCPC' planning center. (This will be different for each agency and planning center.)
- Choose the working version to load the .csv file--typically it will be to **Version One**.

  🌰 The version must already exist in **BPM** to be able to select it here in the run control. Create a version before running the Budget Data Load, if necessary.
- Add the .csv file as the Source File.

Run Control Fields for Transfer (TRF) Scenario:

Budget Data Load

User ID: 10067493   Report Manager

Run Control ID: TRF   Process Monitor   [Run]

Process Request Parameters

*Description:	TRF Data Load
*Process Frequency:	Always
*Business Unit:	STATE 🔍 STATE
*Planning Model ID:	1819_OPER_AGY 🔍 1819 OPERATING AGY
*Scenario:	1819AGYTRF 🔍 1819 AGY OPERATING TRF
*Activity:	AGYTRF 🔍 AGY OPERATING TRF
*Planning Center:	AFC 🔍 CULTURAL FACILITIES COMMISSION
*Budget Version:	Version One
Source File:	[Add] [View] [Delete]

[Save] [Notify]   [Add] [Update/Display]

- Planning Model ID '1819_OPER_AGY' is the **AGY** model used for TRF scenarios.
- Scenario '1819AGYTRF' is the TRF Scenario.
- Activity 'AGYTRF' is the TRF Activity.
- This example run control is for the 'AFC' planning center. (This will be different for each agency.)
- Choose the working version to load the .csv file--typically it will be to **Version One**.

The version must already exist in **BPM** to be able to select it here in the run control. Create a version before running the Budget Data Load, if necessary.

- Add the .csv file as the Source File.

Run Control Fields for Revenue (REV) Scenario:

Budget Data Load

User ID: 10067493   Report Manager

Run Control ID: REV   Process Monitor   **Run**

Process Request Parameters

*Description:	REV Data Load
*Process Frequency:	Always
*Business Unit:	STATE 🔍 STATE
*Planning Model ID:	1819_OPER_AGY 🔍 1819 OPERATING AGY
*Scenario:	1819AGYREV 🔍 1819 AGY OPERATING REV
*Activity:	AGYREV 🔍 AGY OPERATING REV
*Planning Center:	ADJ 🔍 ADJUTANT GENERAL
*Budget Version:	Version One
Source File:	Add View Delete

Save   Notify   Add   Update/Display

- Planning Model ID '1819_OPER_AGY' is the **AGY** model used for REV scenarios.
- Scenario '1819AGYREV' is the REV Scenario.
- Activity 'AGYREV' is the REV Activity.
- This example run control is for the 'ADJ' planning center. (This will be different for each agency.)
- Choose the working version to load the .csv file--typically it will be to **Version One**.

  🌰The version must already exist in **BPM** to be able to select it here in the run control. Create a version before running the Budget Data Load, if necessary.

- Add the .csv file as the Source File.

Run Control Fields for Current Year Expenses (CUR) Scenario:

Budget Data Load

User ID:	10067493	Report Manager
Run Control ID:	CUR	Process Monitor

[Run]

Process Request Parameters

*Description:	CUR Data Load
*Process Frequency:	Always
*Business Unit:	STATE 🔍 STATE
*Planning Model ID:	1819_OP_AGY_ADM 🔍 1819 AGY OPERATING ADMIN
*Scenario:	1819AGYCUR 🔍 1819 AGY OPERATING CUR
*Activity:	AGYCUR 🔍 AGY OPERATING CUR
*Planning Center:	ACC 🔍 ACCOUNTANCY BOARD OF OHIO
*Budget Version:	Version One
Source File:	[Add] [View] [Delete]

[Save] [Notify]   [Add] [Update/Display]

Agencies do not have security access to the Planning Model ID '1819_OP_AGY_ADM.' Send completed Budget Data Load spreadsheet and .csv files to the OBM Budget Analyst for uploading.

- Planning Model ID '1819_OP_AGY_ADM' is the **AGY** model used for APR and CUR scenarios.
- Scenario '1819AGYCUR' is the CUR Scenario.
- Activity 'AGYCUR' is the CUR Activity.
- This example run control is for the 'ACC' planning center. (This will be different for each agency.)
- Choose the working version to load the .csv file--typically it will be to **Version One**.

  The version must already exist in **BPM** to be able to select it here in the run control. Create a version before running the Budget Data Load, if necessary.

- Add the .csv file as the Source File.

Run Control Fields for Current Year Expense by Appropriation (APR) Scenario:

Agencies do not have security access to the Planning Model ID '1819_OP_AGY_ADM.' Send completed Budget Data Load spreadsheet and .csv files to the OBM Budget Analyst for uploading.

- Planning Model ID '1819_OP_AGY_ADM' is the **AGY** model used for APR and CUR scenarios.
- Scenario '1819AGYAPR' is the *APR* Scenario.
- Activity 'AGYAPR' is the APR Activity.
- This example run control is for the 'ACC' planning center. (This will be different for each agency.)
- Choose the working version to load the .csv file--typically it will be to **Version One**.

The version must already exist in BPM to be able to select it here in the run control. Create a version before running the Budget Data Load, if necessary.

- Add the .csv file as the Source File.

Navigation

Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load

Step By Step

Step	Screen Link
1. To search for an existing Run Control, make sure the **Find Existing Value** tab is open, enter a few letters of the description in the **Search By:** field. To get a full list of existing run control values, leave the description in the **Search By:** field Blank. 2. Click **Search**.	Find_Existing_Value
3. To create a new Run Control, make sure **the Add a New Value** tab is open.	Add_a_New_Value
4. Add a name in the **Run Control ID** field. 🌰 There should be no spaces in the name – add underscore symbol between words. 5. Click **Add**.	Add_Run_Control_ID
6. Enter a description for the Run Control in the **Description** field. 7. Select a **Planning Model ID** using the magnifying glass icon at the end of the field. 8. Select a **Scenario** using the magnifying glass icon at the end of the field. 9. Select an **Activity** using the magnifying glass icon at the end of the field. 10. Select the **Planning Center**. 11. Choose the working version to load the .csv file from the drop down list in the **Budget Version** field. There are up to 35 working versions but we recommend using **Version 1**. 🌰 Note the version must already exist in BPM to be able to select it here in the Run Control. Create a version before running the Budget Data Load, if necessary.	Run_Control

12. Click **Add** to attach the .csv file as the **Source File**. 13. Click **Run**.	
14. The **Process Scheduler** screen will display. Click **OK**.	Process_Scheduler_Request
15. This will return to the **Run Control** screen. Click the **Process Monitor** link.	Process_Monitor
16. The next screen shows the **Process List**. You can monitor the progress of your Run Control. Click **Refresh**. When it is complete, the **Run Status** will indicate **Success** and the Distribution Status will indicated **Posted**. 17. In this case, **Success** indicates the process is completed, it DOES NOT indicate that all data successfully loaded into **BPM**. 18. Click the **Details Link** next to the Budget Data Load line item you would like to review.	Process_List
19. Click the **Message Log** link.	Message_Log
20. The **Message Log** and all related messages are displayed. The next section will go into detail regarding error messages and the **Budget Data Load Error Report**.	Error_Messages

When you use this feature, the system will always place the uploaded file into the version selected by the agency in **BPM**. The *Budget Data Load* is both Incremental and Destructive.

- **Incremental**:
  - o Add rows to the budget version with new ChartField strings that are in the .csv file that were not already in the budget version.
  - o Do nothing to the ChartField string rows already in the budget version but not in the .csv file.
- **Destructive**:
  - o If the ChartFields are the same but the amounts are different, then the amount will be overridden.

The **Budget Data Load** will fail if the planning center that the file is loading has already been locked by another user. The planning center must be unlocked before the spreadsheet will upload.

Troubleshooting Spreadsheet Errors

Overview

Once the Budget Data Load entry is complete and the user is ready to upload, errors will stop the file from uploading to BPM. Below are examples of some of the possible error messages:

Error: Invalid Fund and extra line in the .csv file
Message: Invalid dimension or budget period found in the input file header row.

When the above message is displayed in the Message Log, verify the headers including the budget period in the .csv file. This is a hard stop. The file could not be processed so there is no need to run the **Budget Data Load Error Report**.

Additional error messages include:

Error: **Model Locked when doing Budget Data upload**
Message: **Processing File Header**

Error: Department Mismatch between Run Control page and budget data load
Message: Invalid dimension or budget period found in the input file header row.

Error: Incorrect Account used.
Message: Invalid dimension or budget period found in the input file header row.
ChartField: ACCOUNT

Budget Data Load Error Report

Business Unit:	STATE	STATE
Planning Model ID:	1718_CAP_AGY	1718 CAPITAL AGY
Scenario:	1718AGYCAP	1718 AGY CAPITAL
Activity:	AGYCAP	AGY CAPITAL
Planning Center	ADJ	
Budget Version	1	
Process Instance:	2311	

Error Details   Personalize | Find | First 1 of 1 Last

Line Number	ChartField	ChartField Value	Message Text	
2	ACCOUNT	600	Invalid dimension or budget period found in the input file header row.	

[Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]

Error: Incorrect Program Code and Missing ChartFields
Message: ChartField Combo Edit failed

Budget Data Load Error Report

Business Unit:	STATE	STATE
Planning Model ID:	1718_CAP_AGY	1718 CAPITAL AGY
Scenario:	1718AGYCAP	1718 AGY CAPITAL
Activity:	AGYCAP	AGY CAPITAL
Planning Center	ADJ	
Budget Version	1	
Process Instance:	2323	

Error Details   Personalize | Find | First 1 of 1 Last

Line Number	ChartField	ChartField Value	Message Text	
2			Chartfield Combo Edit failed	

[Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]

Error: Invalid Fund and extra line in csv

Message: Invalid dimension or budget period found in the input file header row.

Message: Input line %1 has wrong number of tokens.

ChartField: FUND_CODE

Budget Data Load Error Report

Business Unit:	STATE	STATE
Planning Model ID:	1819_OPER_AGY	1819 OPERATING AGY
Scenario:	1819AGYOPA	1819 AGENCY OPERATING A
Activity:	AGYOPA	AGY OPERATING A
Planning Center	EXPPC	
Budget Version	1	
Process Instance:	2324	

Error Details   Personalize | Find | First 1-2 of 2 Last

Line Number	ChartField	ChartField Value	Message Text	
2	FUND_CODE	5070	Invalid dimension or budget period found in the input file header row.	
3			Input line %1 has wrong number of tokens.	

Error: Incorrect ALI used.
Message: Invalid dimension or budget period found in the input file header row.
ChartField: PRODUCT

Budget Data Load Error Report

Business Unit:	STATE	STATE
Planning Model ID:	1819_OPER_AGY	1819 OPERATING AGY
Scenario:	1819AGYOPA	1819 AGENCY OPERATING A
Activity:	AGYOPA	AGY OPERATING A
Planning Center	EXPPC	
Budget Version	1	
Process Instance:	2327	

Error Details Personalize | Find | 🖼 | 🏢 First ◄ 1 of 1 ► Last

Line Number	ChartField	ChartField Value	Message Text	
2	PRODUCT	935002	Invalid dimension or budget period found in the input file header row.	📄

🔍 Return to Search ↑☰ Previous in List ☰ Next in List ✉ Notify 🔄 Refresh

Error: Incorrect Program Code and Missing ChartFields
Message: ChartField Combo Edit failed

Budget Data Load Error Report

Business Unit:	STATE	STATE
Planning Model ID:	1819_OPER_AGY	1819 OPERATING AGY
Scenario:	1819AGYOPA	1819 AGENCY OPERATING A
Activity:	AGYOPA	AGY OPERATING A
Planning Center	EXPPC	
Budget Version	1	
Process Instance:	2329	

Error Details Personalize | Find | 🖼 | 🏢 First ◄ 1 of 1 ► Last

Line Number	ChartField	ChartField Value	Message Text	
2			Chartfield Combo Edit failed	📄

🔍 Return to Search ↑☰ Previous in List ☰ Next in List ✉ Notify 🔄 Refresh

Security Error

Security access has not been properly set up in **BPM**. Contact the Agency Security Designee to request the appropriate security access.

Submitting a Planning Center Budget for Review

Overview

Submitting a Planning Center Budget for Review

```
                                    ┌──────────────────────────────────────────┐
  ┌─────────┐                        │                                          │
  │  Start  │                        │                                          │
  └────┬────┘                        │                                          │
       │                             │                                          │
       ▼                             ▼                                          │
┌──────────────┐   ┌──────────────┐  ◇ No        ┌──────────────┐    ◇ No
│  Preparer    │   │  Preparer    │ OPA, OPB, ──→ │  Preparer    │→ All Planning
│ Access       │──→│ Add, delete  │  OPC?         │ Define and   │   Centers
│ desired      │   │ or modify    │  │            │ save the     │   finished?
│ planning     │   │ line item    │  │ Yes        │ working      │   │
│ center and   │   │ details for  │  │            │ version      │   │ Yes
│ working      │   │ the working  │  ▼            └──────▲───────┘   │
│ version      │   │ version      │ ┌──────────────┐     │       ┌──────────────┐
└──────────────┘   └──────────────┘ │  Preparer    │     │       │  Preparer    │
                                     │ Define OPA,  │─────┘       │ Attach       │
                                     │ OPB, or OPC  │             │ supporting   │
                                     │ request      │             │ documentation│
                                     │ initiatives  │             │ , if         │
                                     │ for line     │             │ necessary.   │
                                     │ items        │             └──────┬───────┘
                                     └──────────────┘                    │
                                                                         ▼
                                               ┌─────────┐      ┌──────────────┐
                                               │   End   │←─────│  Preparer    │
                                               └─────────┘      │ Submit       │
                                                                │ planning     │
                                                                │ center master│
                                                                │ versions for │
                                                                │ all budget   │
                                                                │ activities to│
                                                                │ Reviewer.    │
                                                                └──────────────┘
```

This process is performed by the **Preparer** when submitting the budget to the **Reviewer**.

Before submitting a working version, OBM recommends that the **working version/master version** be opened and verified one last time. Confirm each line item (ChartField string) is accurate and entered correctly.

After adding and adjusting line items (ChartField strings) in a planning center budget for a scenario/activity, submit one **working version** of the planning center budget for that scenario/activity. When a version is submitted, **BPM** copies that version to the **master version** and then submits the **master version** to the next level for review. You can only submit *one* **working** version from each planning center. After you submit a planning center budget for a scenario/activity, a **Reviewer** can view and approve it.

BPM automatically updates the **master version** when the **Submit** button has been clicked for a **working version** or when you manually copy the **working version** into the **master version**.

The Business Intelligence (BI) tool reports using data found on the **master version**. Users are able to copy a **working version** to the **master version** without submitting the master version in order to run reports.

- A **Preparer** can see only their assigned planning centers and the status of their budget versions. Notice that the version submitted and the **master version** both now have a **Status** of **Submitted**. If the **Reviewer** rejects the planning center budget, the status changes to **Rejected**.

- All planning centers must be submitted before a **Reviewer** can make changes or approve the budget. If a submitted **working version** of a budget needs to be updated, the **Reviewer** must reject the budget to make it available to the **Preparer** to update.

- A **Preparer** can only edit a planning center when the status of the planning center is **Open** or **Rejected**. If a **Reviewer** rejects a planning center, the **Reviewer** should contact the **Preparer** by phone or by email to make them aware the planning center has been rejected and why it has been rejected.

When users submit all of the scenarios/activities for a planning center, **BPM** automatically forwards that planning center's budgets to the **Reviewer**.

The **Agency Reviewer** cannot submit to OBM until **Agency Preparers** submit all of the scenarios/activities (including OPA, OPB, OPC, REV estimates, and TRF estimates). Each activity must be submitted separately.

All Planning Center budgets **MUST** be submitted, even if they include $0 amounts or blank line items (ChartField strings). Blank line items should be deleted so they do not show up on reports.

Navigation

Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Preparer** in the **Role Name** field. 2. Click **Search**.	Preparer_Search
3. A list of all models available to someone with the specified role displays. 4. Click the appropriate **Activity** or **Scenario**.	Search_Results
The **My Planning Workspace** page displays the planning center	Activity/Refresh

budgets for that model. 5. Select the appropriate option in the Activity drop-down list. 6. Select the appropriate option in the **Scenario** drop-down list. 7. Click **Refresh**. The table updates to display the versions for the selected **Activity**. This page can be accessed by another link once inside the application; one of the possibilities is by clicking the **My Workspace** link. 8. Click the **Edit** link for the version to be submitted.	
The **Line Item Details** page displays. 9. Verify each line item for accuracy. Then return to **My Planning Workspace** when all items have been verified.	Verify_Line_Items
10. Click the **Select** check box next to a line item (ChartField string) that is ready for submission. Multiple planning centers may be selected. 11. Click **Submit**.	Select
The **Submit Confirmation** page displays. 12. Review the planning centers information to confirm that the correct items are being submitted. 13. Click **OK**.	Submit_Confirmation
The selected line items are copied to the **master version** and submitted to the **Reviewer**. The **My Planning Workspace** page again displays. The **Status** of the submitted items is **Submitted**, in both the version being viewed and the **master version**. 14. If a planning center that has been submitted needs to be updated, the **Reviewer** must reject the budget to make it available for editing. When a **Reviewer** rejects a line item, the **Reviewer** should contact the **Preparer** either by phone or by email to advise the **Preparer** it was rejected and why.	Submitted

Activities for the Reviewer Role

The **Agency Reviewer** reviews and approves or rejects the planning center budgets after the **Agency Preparer** has submitted them to the **Agency Reviewer**.

Reviewing a Budget Submission

Overview

The Review Budgets topics are critical for those who will be:

- Viewing planning center budget statuses
- Reviewing planning center budgets
- Monitoring agency compliance with targets
- Rejecting planning center budgets
- Submitting an approved planning center budget for an activity
- Creating budget reports

OBM sets the planning targets in the Operating Budget Guidance and enters them in the Agency Request Model. **OBM** sets planning targets for each agency by **Fund**.

The review takes place after the **Preparers** have submitted their planning center budgets. The agency can:

- Create, review, and submit budgets
- Track the date, time, and author of the last action in the approval chain
- Access historical data to compare and analyze the budget at a more detailed level
- Use current budget data from planning centers' **master versions**
- Contain historical budget actuals for more complete comparisons
- With the budget reporting role that all **Reviewers** must have:
  - Use standard **BPM** budget reports to analyze, review, and approve the agency budget (with Budget Reporting role)
  - Use many report options that allow agencies to customize the way they view budget data
  - Run standard **BPM** budget reports as needed during budget creation and review

Viewing Planning Center Budget Status

Overview

This process is used by the **Reviewer** to display the **My Planning Workspace** page and its sub-pages. These pages display the status of budgets - for example, whether or not planning center budgets have been submitted.

The **Details** tab provides more information regarding when and by whom a planning center budget was submitted.

The **Individual Planning Centers** page displays the full list of planning centers. Most agencies have one planning center. At the bottom of the page is the **My Preparation Workspace** link, which is used to access the high-level budget.

Reviewing a Budget Submission

Navigation

Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Reviewer** in the **Role Name** field. 2. Click **Search**. A list of all models available to someone with the specified role displays.	Reviewer_Search
3. Click the desired **Planning Model ID**. The **My Planning Workspace** page displays any planning center budgets that have been submitted.	Reviewer_Search_Results

4. Click the **Scenario**.	
5. Select the appropriate option from the **Activity** drop-down list. 6. Select the appropriate option from the **Scenario** drop-down list to be reviewed. 7. Click **Refresh**.	Reviewer_Activity_Refresh
8. Click the **Details** tab to review when and by whom the planning centers were submitted. 9. Click the **My Review Workspace** link.	Details
The **Individual Planning Centers** page displays. 10. Click the **My Preparation Workspace** link.	Individual_Planning_Centers
The high level budget displays. The **My Planning Workspace** page displays the **base version** and **master (current working) version** of the planning center. 11. Click the **View** link for the **master version** line item.	Version_Planning_Workspace
The master budget displays. Scroll to the right of the screen to see the current planning center budget for both fiscal years being planned. 12. Click the **My Workspace** link	Master_Version
The **My Planning Workspace** page displays again.	Review_Workspace
13. Click the **My Review Workspace** link. The **My Planning Workspace** page displays the statuses for each line item (ChartField string) of a budget. The status can be viewed for each budget model, by line item (ChartField string).	My_Review_Workspace

Reviewing a Planning Center's Budget

Overview

These instructions are a guide to reviewing the budget, including the types of information displayed on the **Line Item Details** page. After reviewing the budget, it will be approved or rejected.

The flowchart shows a detailed view of the process of reviewing planning center budgets and obtaining approvals:

Overview of the Reviewer Process
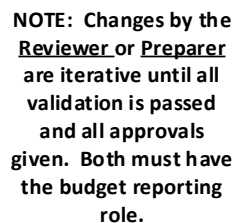
Viewing planning center statuses allows the user to decide what action, if any, should be taken for a planning center budget. Check the status of and view all planning center versions at any time.

An **Agency Reviewer** can make changes to budget line items (ChartField strings). Use the **Preparation Workspace** page to:

- Create up to 35 working versions for an activity
- Enter an adjustment to an OAKS BPM line item (ChartField string)

Agency Reviewers can access all planning centers for their assigned scenarios/activities to review the agency's submitted budgets. **Agency Reviewers** accept, reject, or edit budgets submitted to them.

Agency Reviewers can view and reject planning center budgets after an **Agency Preparer** submits them.

Agency Reviewers cannot edit or approve planning center budgets for a scenario/activity until **Agency Preparers** submit all planning centers for that scenario/activity to the **Agency Reviewer** for their review.

All agencies must submit their agency budget requests to OBM by the date specified in the OBM Budget Guidance issued for the budget biennium.

Run and review budget reports in **BPM** and **Business Intelligence (BI)** as needed during the budgeting process, with the **Agency Reporting Role**.

Rejecting a Planning Center Budget

An **Agency Reviewer** should reject lower-level planning center budgets when an **Agency Preparer** needs to make one or more changes in those budgets. Only planning center budgets with a status of **Submitted** can be rejected.

> **Best Practice:** Good business practice recommends that the **Agency Reviewer** contact the proper **Agency Preparer** by phone or email. The **Agency Reviewer** should explain the reason for rejecting the planning center budget and the changes needed to correct it.

When deciding whether to reject, the following list includes some common errors or reasons an **Agency Reviewer** might reject a planning center budget for a scenario/activity:

- An **Agency Preparer** did not follow the OBM Budget Guidance.
- The **Agency Preparer** did not follow the agency's internal budget development instructions about planning targets and other budget allocations.
- The **Agency Preparer** did not use notes or attach documents to explain their request and/or budget adjustments.
- An **Agency Preparer** submitted an incomplete planning center budget or the wrong budget version for review.

- The **Agency Preparer** made unrealistic or incorrect budget estimates for the planning center budget activity.
- OBM has provided new guidance and is asking the **Agency Preparer** to revise their budgets.

In Summary

Only a planning center budget with a status of **Submitted** can be rejected.

When a planning center budget is rejected, the **Agency Reviewer** should talk with or email the **Agency Preparer** the reasons for the rejection and the changes needed to correct it.

Agency Reviewers can review, reject, edit, and approve planning center budgets in **BPM**.

Use standard reports during the budget process to help create, review, and submit agency budget requests to OBM.

Until all agency planning centers for a scenario/activity are submitted, **Agency Reviewers** can review and reject, but cannot edit or approve planning center budgets (i.e., all **OPA** planning centers for an agency have to be submitted before the **OPA** budget can be approved). **Agency Reviewers** can check budget statuses and view planning center versions of any planning center budget in their assigned scenarios/activities at any time. They can view the **Line Item Details** page for a planning center version by clicking the **View** link for the planning center and version on the **My Planning Workspace: My Review Workspace** page.

Budget statuses describe the budget development progress for planning center activities. The statuses are:

- **Submitted** – Sent to next level of review

- **Open** – Can edit or submit

- **In Review** – **Reviewer** has opened to view or edit

- **Rejected** – Returned to **Preparer** for changes

- **Approved** – Accepted by **Reviewer** and submitted to OBM

- **Not Ready** – Reviewer can't work with this agency-level budget

  Only Reviewers can see the **Not Ready** status.

A planning center budget has been submitted for the **Reviewer's** review and approval or rejection.

Navigation

Planning and Budgeting > Activity Preparation > My Planning Workspace

Step By Step

Step	Screen Link
1. Enter or select **Reviewer** in the **Role Name** field. 2. Click **Search**.	Reviewer_Search
3. A list of all models matching the search criteria displays. 4. Click the appropriate **Scenario**.	Reviewer_Search_Results
The **My Planning Workspace** page displays the planning center budgets for that model. If the **Status** displays "**Not Ready,**" this budget can be viewed, but no changes can be made until the **Status** displays "**Submitted**." This page can be accessed by another link once inside the application; one of the possibilities is by clicking the **My Workspace** link. 5. Select the appropriate budget option in the **Activity** drop-down list. 6. Select the appropriate option in the **Scenario** drop-down list. 7. Click **Refresh**. The table updates to display the versions for the selected **Activity**. 8. Click the **View** link of the **master version** line item for the planning center budget to review.	Reviewer_Activity_Refresh
9. **IMPORTANT**: Check the agency's planning targets using the OAKS BI-Cognos BPM-0006 Agency to Target Compare Report.	
10. Click the **My Workspace** link to review the budget breakdown.	My_Workspace

The **My Planning Workspace** page displays an overview of the Status. 11. Click the **My Review Workspace** link to review the details of the budget.	My_Review_Workspace
The **My Planning Workspace** page displays, the **My Review Workspace** text is no longer a link, and the **My Preparation Workspace** text, to the left, is now a link. 12. Select the budget version to review in the **Version** drop-down list for the desired planning center. 13. Click the **View** link for that line item.	My_Preparation_Workspace

Optional
 	
The *Line Item Details* page displays.
Adjust the page dimensions (i.e., what columns are displayed in the table.)
 	
    a. Click the **Dimensions and Members** header bar arrow.
 	
The section expands.
 	
    b. Select (or deselect) the desired dimensions.
 	
Any options selected will display on the page.
 	
    c. Click **Refresh Dimensions**.
 	
The table display refreshes to match the dimensions selected.
 	
14. Click the **My Workspace** link.
	Item_Detail_Dimensions
	
	Refresh_Dimensions

The **My Planning Workspace** page displays.	My_Planning_Workspace
Optional 15. If the budget line item needs more work, click **Reject**. This is done from the **My Review Workspace** page. 16. Click the **OK** button to confirm the reject.	Reject

Viewing Planning Center Targets (OPA, OPB, and OPC)

Overview

It is necessary to review the budget targets by fund. The BPM-0006, Agency to Target Compare report, checks the agency budget request against the planning targets in the **master version** when you attempt to submit the OPA, OPB, or OPC scenario/activity to OBM. The report is also able to check targets against the **master version**, even if the **master version** has not been submitted.

You can check your agency's planning targets any time while you are creating and reviewing your budget. The BPM-0006, Agency to Target Compare report, uses real-time BPM data so it will always be up-to-date.

Course Recap

This course was designed to provide the knowledge and skills associated with the **Agency BPM** process for both **Preparers** and **Reviewers**.

The **Agency BPM** process is used to electronically prepare, review and submit the biennial budget requests for agency planning centers. This course has taken the learner through all steps in the **BPM** process from beginning to end for both the **Preparer** and the **Reviewer** roles. While the budget submission will be done through **BPM**, agencies will still be required to send in hard copy documentation. Important points to be remembered as you work through the **BPM** process:

- **BPM** entry can be done online through **My Planning Workspace** or by using the **Budget Data Load** template.

- Only one planning center can be open at one time.

- Only one **Preparer** can be in a planning center at one time.

- When a planning center is opened, **BPM** automatically locks it so no other user can be making changes.

- **Budget Data Load** will fail if the planning center is locked.

- Prepare and submit separate scenarios/activities: OPA, OPB, OPC, REV, and TRF.

- Reviewer cannot access **master version** until it is in the **Submitted** status.

- **Reviewer** will need to **Reject** the version back to the **Preparer** if changes are needed.

- **Reviewer Approves** the version to submit to OBM.

Agency Budget Reporting

The following reports are available to agencies to assist in creating budget requests:

Role Needed: OH_EPM_BP_AGY_REPORTING

Navigation: Public Folders > BI Reporting Folders > BI Standard Reports > Budgeting and Planning

REPORT NAME	AGENCY/OBM MODEL & VERSION	PURPOSE
BPM-0002: BP Analysis Report (6 year report)	Agency, Version 4	Report provides summary by program, fund, ALI, and account category. Formerly referred to as Line Item Summary report, Table 4.
BPM-0003: Fund Activity Summary Report	Either, Version 4	Report displays ending cash balance for each fund. Formerly referred to as Table 6. A prompt provides an option to view negative fund balances only.
BPM-0004-Summary: Executive Agency Budget Request - Summary	Agency	Report displays summary view by Budget Fund Group (BFG) and account category. Formerly referred to as Table 1. A prompt provides an option to view by summary or detail information.
BPM-0004-Detail: Executive Agency Budget Request – Detail	Agency	Report displays budget request by Budget Fund Group (BFG), fund, ALI, and account category. Formerly referred to as Table 2. A prompt provides an option to view by summary or detail information.
BPM-0006: Agency to Target Compare Report	Agency	Report shows where agency request exceeds targets.
BPM-0007: Variance Analysis Report	Either, Version 4	Report compares versions of the budget including agency request, OBM recommended, and legislative versions.
BPM-0014: APR – CUR Variance Report	Either, Version 4	Report compares the appropriation estimates (APR) to the current year spending estimates (CUR).
PAY-0009: SOPPS to BPM Comparison	Agency	Report compares SOPPS payroll projections to payroll requested in BPM.

BI Report Books

BI Report Books can be accessed via the Useful Links button in the BI Portal.

Appendix A: FAQs

Question	Answer/Solution
Why can't I access any menu options in BPM?	Security access has not been properly set up in **BPM**. Contact the Agency Security Designee to request the appropriate security access.
Why can't I see my planning center in My Planning Workspace?	Security access has not been properly set up in **BPM**. Contact the Agency Security Designee to request the appropriate security access.
I submitted my budget as a Preparer but can't find it as a Reviewer – why?	Security access does not include the **Reviewer** role. Contact the Agency Security Designee to request the appropriate security access.
How do I unlock a planning center?	When a working version of a scenario/activity is open for editing, that working version is automatically locked. Other people at the agency cannot edit a locked working version. To unlock the scenario/activity after making edits, simply click the **Unlock** button for that version line item on the **My Planning Workspace** page.
What do I do if I have an issue when trying to submit my budget to OBM?	Check targets to make sure they have been accurately entered and also make sure all **Preparer** planning centers have been submitted.
How do I resolve a target issue?	The Reviewer should reject the budget request back to the **Preparer** to reduce the budget request below the target amount. Or, if appropriate, contact **OBM Budget Analyst** to request an increase to the target (per guidelines in Operating Budget Guidance).
What do I do if I think my reports are not accurate?	Contact your OBM Budget Analyst or log a CRM ticket with the BI team, using the OAKS helpdesk: mailto:Oaks.helpdesk@das.ohio.gov
How do I request a new ChartField or Tree or changes to existing ChartFields or Trees?	Refer to the FIN Process Manual for instructions.
How can I validate what ChartFields are available for me to use?	Run the GL-00075 report in OAKS BI.
How do I revise or delete ChartField strings?	New functionality in **My Planning Workspace** allows users to either delete the ChartField string or revise the ChartFields all on the same screen.
What is the budget portal and how is it used with BPM?	The budget portal within the Budget Center is separate from the online budgeting system. Refer to the OBM Budget Guidance for instructions on what is needed in the budget portal.
What is the language portal and how is it used with BPM?	The language portal within the Budget Center is separate from the online budgeting system. Permanent or temporary Ohio Revised Code language requests are submitted to OBM through the language portal. Refer to the Budget Guidance for instructions.

Do I need to submit all scenarios/planning centers, even if we are not requesting anything?	Yes, all planning centers must be entered even if no budget request is being made.
What do I do about rows with $0?	Either leave and submit as $0 or delete the item if you do not want it to show up on reports
What do I do when a fund balance is negative in the fund balance calculation report in BPM?	Ohio is constitutionally required to have a balance budget. Agency needs to reduce the operating request or, if appropriate, verify the REV and TRF estimates have been entered accurately.
How do I track a bill through the legislature?	BPM-0007 is the Variance Analysis report and is updated with all of the budget versions as they go through the legislature. Agency can run report and compare their requested budget to the OBM recommendations or to the legislative versions.

Appendix B: Best Practices

Best Practices for BPM Activities	
Naming Working Versions	When copying a version, give the new version a name that is meaningful.
How to Report on Working Versions	Copy into a master version and run the report prior to submitting the master version.
Saving Favorite Links in BPM (i.e., My Planning Workspace)	Create a "Saved Search" to generate the search criteria you use most frequently. For example, save one search as a "**Preparer**" and save another as a "**Reviewer.**" **Save Search Criteria** appears at the bottom of the **My Planning Workspace** screen.
Save Viewing Preferences in BPM (i.e., which fields and sorting order are displayed, adding in descriptions – setting up different views)	Users can set up viewing preferences and save the view(s) for future use. This is done through the **User View Details** page. • Click the **Create** link in the **User View** group box on the **Line Item Details** page). • Enter a description for the view definition. • Click **Copy** to copy the user view. **Entering Row Display Filter Information:** • Access the **Row Display Filter** page (select the **Row Display Filter** tab on the **User View Details** page). 🌰 **Casual Preparers** cannot define any private views. They can only select public views defined by the coordinator. • **Dimensions** – displays only those **Dimensions** available to you, defined by **Activity**. • **Dimension Level** – select up to three dimensions to display on the row, nested hierarchically in the order you select them. Values are "First," "Second," and "Third." This field is grayed out and not available for use if all of the following conditions are true:

	• The user navigated to this page from the **Line Item Details** page.
	• The user has only partial access to the planning center version from which they are navigating.
	• User view is private.
	🌰 For a flat view, do *not* select any dimension levels.
	• **Show Code** – select to display the associated dimension's value code.
	• **Show Description** – select to display the associated dimension's description.
	• **Filter Dimension Members** tab - specify the From and To range and the Account Category that you want to display for each of the dimension rows.
	Enter Display Option Information
	• Access the **Row Display Options** page (select **Row Display Options** tab on the **User View Details** page).
	• **Row Summary** – select to display only summary nodes for the first row dimension.
	• **Row Detail** – select to display only detailed (editable) cells for all row dimensions.
	• **Hide Zero Total Amounts for Proposed Budget/Forecast** – select to hide line items for which the total amount is zero (0). If you select this option, the system displays only those line items with entered values.
	• **Method Amount** – select to display the assigned method rows for accessing method details or entering budget amounts.
	• **Adjustment Amount** – select to display rows for incremental or mass adjustment amounts when applied.
	• **Allocation Amount** – select to display amount rows that you cannot modify using the line item activity; these amounts are applied through the **Edit Allocation** option when available on **My Planning Workspace** for the master version.
	• **Total Amount** – displays the total of the method, adjustment, and allocation amount.
	🌰 Access to modifying the method, adjustment, and allocation amount must be granted.
	• **Display Entry Currency** – select to display all entry currency rows. Alternatively, enter a currency value in the **Filter Dimension Members** grid on the **Row Display Filter** page to display only one entry currency.
	• **Preparation** – Historical information appears as full year totals in the columns.
Large Variances from Current Biennium Appropriation and What is Being Requested for the next Biennium	In these situations, documentation should be attached to the line item. As a **Preparer**, it is necessary to be able to explain large variances as well as any new request being made for the next Biennium.

Unlocking Planning Centers When Exiting	Only one planning center can be open at one time and only one **Preparer** can be working in that planning center at one time. It is imperative that you unlock planning centers when you are exiting so that other **Preparers** and **Reviewers** can open the planning center and so that you can open other planning centers.
Use Dimension 1 Field for Initiatives	It provides clarity in your request to write narratives for requests when you can group ChartField strings together and show as one Initiative. More instructions will be included in the Budget Guidance.
How to Use SOPPS Projections for Budget Preparation	Refer to the Budget Guidance for instructions on using SOPPS Projects in your Budget Preparation.
Be Able to Write Narratives to go along with Budget requests	There may be questions from **Reviewers** and **OBM Budget Analysts** regarding ChartField strings within your budget. Be prepared to explain why you made the request. Writing a narrative related to the request and attaching it to the line item will provide information in addition to the narrative your agency submits in the budget request to OBM.

Appendix C: Screenshots

Create New Version - Preparer Search

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Search Results

Copy

Back

Copy Version

New Version

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Unlock – Preparer Search

Search Results

Unlock

Creating a Budget – Preparer Search

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Search Results

Activity/Refresh

Edit

Add Entry

Back

Add Line Item

Changes

Back

Adjustment

Save

Back

Deleting, Revising Chartfields – Modify ChartFields

Modify Dimensions

Look Up

Back

ChartFields Modified

Delete Chartfields

Line Item Details – Delete

Personalize

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Column Order and Sort

Entering, Deleting, Viewing Line Item Notes – Preparer Search

Search Results

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Activity/Refresh

Expand

Back

Notes

Line Item, Main page														
Line Item Details											Period 1 - 2017-07-01	Period 1 - 2018-07-01		
Account	Fund Code	Department	Program Code	ALI	Initiatives	Currency	Default	Method ID	Hot Keys	Total Amount			Total Amount	Hold
520	4J80	ACCPC	102B1	889601	001	USD		AMTPER	AMTPER	500,000.00	50,000.00	450,000.00	500,000.00	

Return

Enter Notes

Favorites | Main Menu > Planning and Budgeting > Activity Preparation > My Planning Workspace

Line Item Notes

▶ Dimensions

Notes

Enter Notes

Format | Font | Size | **B** *I* U abc

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○ Public Note   ○ Private Note   12   13   Append Note to Log

Notes Log

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Notes Display

Delete Note

Back

Trash Can

View Note

Back

Unlock

Attaching, Deleting, Viewing Supporting Documents – Preparer Search

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Notes Icon

Attach Documents

Upload

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Choose File

File Select Upload

Add Row

Line Item Detail Window

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Delete Attachment

Run Control – Find Existing Value

Add a New Value

Add Run Control ID

Back

Run Control

Process Scheduler Request

Process Monitor

Process List

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Message Log

Error Messages

Favorites	Main Menu >	Planning and Budgeting >	Planning and Budgeting Setup >	Process Model >	Budget Data Load >	Process Monitor

Message Log

Process

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Instance: 2825   **Type:** Application Engine

Name: BP_LI_IMPT   **Description:** Line Item Import

Personalize | Find | View All | First ◄ 1-12 of 12 ► Last

Severity	Log Time	Message Text	Explain
10	10:26:28AM	Report Repository URL is: http://xmq3web01.oaks.ohio.gov:9150/SchedulerTransfer/bidwqa (63,68)	Explain
10	10:26:28AM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150902/2408/AE_BP_LI_IMPT_2825.stdout file size: 0KB (63,53)	Explain
10	10:26:28AM	File transfer successful. Success (63,52)	Explain
10	10:26:28AM	Successful Http Reply Code: 200 - OK (63,57)	Explain
	10:26:28AM	Published message with ID 996523a4-517e-11e5-b50a-93824dd314cf to create entry in folder GENERAL.	Explain
	10:26:28AM	Successfully posted generated files to the report repository	Explain
10	10:26:14AM	..Processing File Header	Explain
	10:26:14AM	Invalid dimension or budget period found in the input file header row.	Explain
10	10:26:14AM	0 line items are successfully updated.	Explain
10	10:26:14AM	0 line items are not updated because of errors.	Explain
10	10:26:14AM	Line Item Import Engine Ended	Explain
10	10:26:13AM	Line Item Import Engine Started	Explain

Return

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Submitting a Planning Center Budget for Review – Preparer Search

Search Results

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Activity/Refresh

Verify Line Items

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Select/Submit

Submit Confirmation

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Submitted

Viewing Planning Center Budget Status - Reviewer Search

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Reviewer Activity Refresh

Details

Individual Planning Centers

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Version Planning Workspace

Master Version

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Review Workspace

My Review Workspace

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Rejecting a Planning Center Budget – Reviewer Search

Reviewer Search Results

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Reviewer Activity Refresh

My Workspace

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My Review Workspace

My Preparation Workspace

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Line Item Detail Dimension

Refresh Dimensions

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My Planning Workspace

Reject

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