

# Agency Capital Budget Development

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BPM Training



OBM

# Welcome and Introductions



**OBM**

# Agenda

- Welcome and Introductions Sari Klepacz
- Capital Budget Benefits Sari Klepacz
- Course Objectives Sari Klepacz
- Demo - Full Process Sari Klepacz  
Debra Stets



# Capital Budgeting & Planning

## Module Benefits

### Benefits

- Ability to run reports using capital planning data
- Convenient spreadsheet upload feature for easy, accurate completion of line item entries
- Having a central, electronic repository for agency requests



# Course Objectives

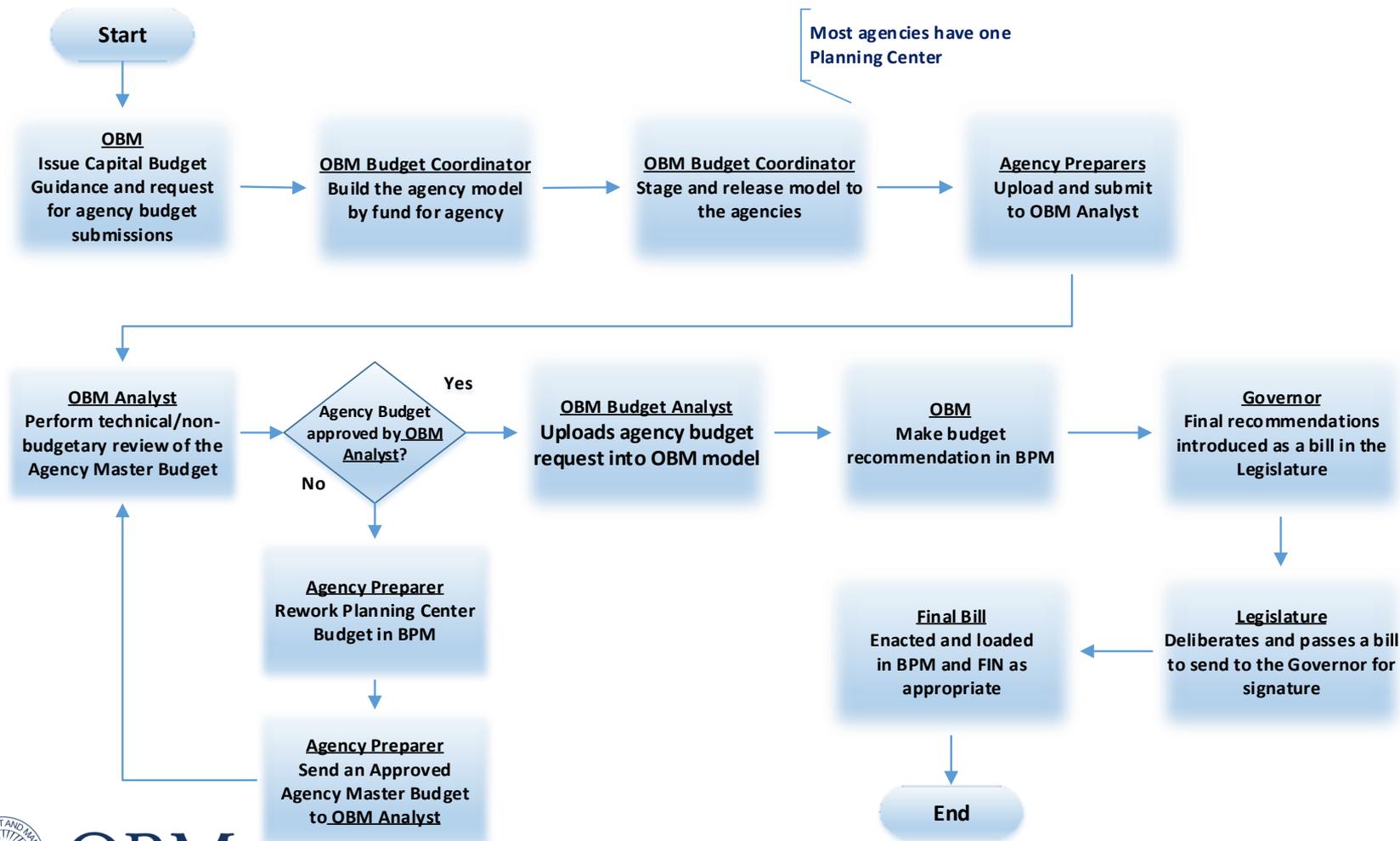
Upon completion of this course, learners will be able to:

- Work with Planning Centers
- Create a Working Version of the budget
- Lock/Unlock Working Version
- Enter data in My Planning Workspace
- Upload a budget spreadsheet
- Enter/Delete/View Planning Center level notes
- Enter/Delete/View Line Item notes
- Attach/Delete/View Line Item support docs
- Submit a Planning Center Budget for review
- Review Agency submissions (**AGYCAP**) including viewing line item notes
- Review Locked Planning Centers
- Request ChartField and/or Tree changes
- Run reports and review for issues like unexplained variances between prior year actuals and future requests, etc.
- Prepare OBM Recommendations (**OBMCAP**) and submit to **Master** version (**version 4**).
- Check/adjust numbers (OBM Analyst)
- Make sure budgets are submitted (OBM Analyst)



# Capital Budgeting Process

## HIGH LEVEL OVERVIEW OF THE CAPITAL BIENNIAL BUDGET PROCESS



# Capital Budget Scenario & Models

CAPITAL SCENARIO/CHARTFIELD MODEL		
<b>CAP</b>		
	DepartID	3 digit
	Fund	Fund
	ALI	ALI
	Account	Always '570'
	Program	Same as DeptID, except for colleges/universities - 'UNI'
	Service Location	County Code, choose from 'C0001' through 'C0089'
	Dim 2	Project Type, choose from list
	Dim3	Priorities, choose from '001'-'099'

Model Name	Activity Name		Scenario Name		Planning Center	
1718_CAP_AGY	Agency Request - Capital	AGYCAP	Capital	1718AGYCAP	FY2017-2018 Capital Request	Deptid

Model Name	Activity Name		Scenario Name		Planning Center	
1718_CAP_OBM	Agency Request - Capital	OBMCAP	Capital	1718OBMCAP	FY2017-2018 Capital Request	Deptid



# CAPITAL BUDGET DEVELOPMENT BPM DEMO

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# Run Control

## Budget Data Load

User ID: 10067493      Report Manager

Run Control ID: EJTCAP      [Process Monitor](#)     

### Process Request Parameters

*Description:	<input type="text" value="Run Control for CAP Scenario"/>
*Process Frequency:	<input type="text" value="Always"/> ▼
*Business Unit:	<input type="text" value="STATE"/> 🔍 STATE
*Planning Model ID:	<input type="text" value="1718_CAP_AGY"/> 🔍 <a href="#">1718 CAPITAL AGY</a>
*Scenario:	<input type="text" value="1718AGYCAP"/> 🔍 1718 AGY CAPITAL
*Activity:	<input type="text" value="AGYCAP"/> 🔍 AGY CAPITAL
*Planning Center:	<input type="text" value="ADJ"/> 🔍 ADJUTANT GENERAL
*Budget Version:	<input type="text" value="Version One"/> ▼

Source File:                 



# Budget Dataload Error Report

**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**

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**

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

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)



# Agency/OBM Reports

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-0021 Capital Improvement Plan Summary Report	Agency/OBM Version 4	Line item summary for the next three biennia. User has the option to include historical data.
BPM-0021 Capital Improvement Plan Summary Report (Run using Agency Model to display Agency Request)	Agency Version 4	Summary of the request for the next biennium. User has the option to include historical data.
BPM-0021 Capital Improvement Plan Summary Report (Run using OBM Model to display OBM Recommendations)	OBM Version 4	Summary of OBM recommendations for the next biennium. User has the option to include historical data.
BPM-0020 Capital Variance Analysis Report	Agency/OBM Version 4	Compares Agency Request to OBM Recommendation or legislative versions

## BI Report Books

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



OBM

# Prompts for BPM-0020 Capital Variance Analysis Report

BPM-0020 Capital Variance Analysis Report	
Please Enter the First Year of a Biennium :	
Please Enter an Agency (Optional) :	<input type="checkbox"/> ADJ <input type="checkbox"/> AGO <input type="checkbox"/> AGR <input type="checkbox"/> BGU <input type="checkbox"/> BOR <input type="checkbox"/> BTC <input type="checkbox"/> BWC <input type="checkbox"/> CCC <input type="checkbox"/> CLS <input type="checkbox"/> CLT  <a href="#">Select all</a> <a href="#">Deselect all</a>
Please Enter an Fund (Optional) :	<input type="checkbox"/> 4H40 <input type="checkbox"/> 4L60 <input type="checkbox"/> 5090 <input type="checkbox"/> 5120 <input type="checkbox"/> 5210 <input type="checkbox"/> 5220 <input type="checkbox"/> 5340 <input type="checkbox"/> 5460 <input type="checkbox"/> 5A10 <input type="checkbox"/> 5M10 <input type="checkbox"/> .....  <a href="#">Select all</a> <a href="#">Deselect all</a>
Please Enter an ALI (Optional) :	<input type="checkbox"/> 001698 <input type="checkbox"/> 001699 <input type="checkbox"/> 005 <input type="checkbox"/> 005321 <input type="checkbox"/> 005401 <input type="checkbox"/> 005406 <input type="checkbox"/> 005409 <input type="checkbox"/> 005502 <input type="checkbox"/> 005601 <input type="checkbox"/> 005603  <a href="#">Select all</a> <a href="#">Deselect all</a>
Base Scenario:	<input type="radio"/> BIAGYCAP <input type="radio"/> BIOBMCAP <input type="radio"/> CAPNHSEINT <input type="radio"/> CAPNHSECOM <input type="radio"/> CAPNHSEPT <input type="radio"/> CAPNHSEPAS <input type="radio"/> CAPHNENCOM <input type="radio"/> CAPHNENRPT <input type="radio"/> CAPHNENPAS <input type="radio"/> CAPNCONCOM
Comparison Scenario:	<input type="radio"/> BIAGYCAP <input type="radio"/> BIOBMCAP <input type="radio"/> CAPNHSEINT <input type="radio"/> CAPNHSECOM <input type="radio"/> CAPNHSEPT <input type="radio"/> CAPNHSEPAS <input type="radio"/> CAPHNENCOM <input type="radio"/> CAPHNENRPT <input type="radio"/> CAPHNENPAS <input type="radio"/> CAPNCONCOM
<input type="button" value="Cancel"/>	<input type="button" value="Finish"/>



# BPM-0020 Capital Variance Analysis Report



## BPM-0020 Capital Variance Analysis Report

Department ID	BFG	Fund Code	ALI	ALI Descr	FY17-18-BIAGYCAP Amount	FY17-18 BIOBMCAP Amount	FY17-18 Variance	FY17-18 Variance %
CLT	CAPITAL_PROJECTS	7024	C38524	3D MICROSCOPY IMAGING-TAXABLE	58,655,080	52,789,572	-5,865,508	111%
NEM	CAPITAL_PROJECTS	7024	C30524	ADVNCD MANUFCTRNG TRN CTR TAX	0	0	0	
NEM	CAPITAL_PROJECTS	7024	C30529	CENTRAL STATE CNTR ? TAXABLE	0	0	0	
SCC	CAPITAL_PROJECTS	7024	C37720	DISTRIB COMPUTATION/VISUAL-TAX	1,386,000	1,247,400	-138,600	111%
UCN	CAPITAL_PROJECTS	7024	C26690	ENVRNMNTL TECH CONSORTIUM-TAX	2,146,253	1,931,628	-214,625	111%
WSU	CAPITAL_PROJECTS	7024	C27566	NON CREDIT JOB TRAINING ? TAX	0	0	0	
YSU	CAPITAL_PROJECTS	7024	C34547	THEORECTICAL LIQD CRYSTAL PHYS	17,499,255	15,749,330	-1,749,926	111%
YSU	CAPITAL_PROJECTS	7024	C34548		105,336,883	94,803,195	-10,533,688	111%
<b>Overall - Total</b>					<b>185,023,471.00</b>	<b>166,521,123.90</b>	<b>-18,502,347.10</b>	<b>111%</b>



# Prompts for BPM-0021 Capital Improvement Plan Summary Report

Please Enter the First Year of a Biennium :

Please Select Agency(s) :

- ADJ
- AGO
- AGR
- BOR
- CSR
- CTC
- DRC
- DYS
- NEM
- OSB

[Select all](#) [Deselect all](#)

Please Enter Fund(s) :

[Select all](#) [Deselect all](#)

Please Enter ALI(s) :

[Select all](#) [Deselect all](#)

Please Select a Model Type :

OBM  
 Agency

Please Select the Fields to display in the Report:  
 Project Type, Priority, and Service Location will only display when historicals are not displayed.

Agency:  Yes  No

Fund:  Yes  No

ALI:  Yes  No

Project Type:  Yes  No

Priority:  Yes  No

Service Location:  Yes  No

Please Enter Service Location:

Please Enter Project Type:

Please Enter Priority:

[Select all](#) [Deselect all](#)

Include Historicals?:  Yes  No



# BPM-0021 Capital Improvement Plan Summary Report

## BPM-0021 Capital Improvement Plan Summary Report

Agency	Fund Code	ALI	ALI Descr	Project Type	Priority	Service Location	FY17-18 Request	FY19-20 Plan	FY21-22 Plan
ADJ	1150	C74519	ARMORY CONSTRUCTION/FEDERAL	BASIC RENOVATION	001	C0067	0	129,000	131,796
ADJ	1170	C74510	MASONRY RENOVATE	NEW CONSTRUCTION	003	C0089	0	21,328	22,490
ADJ	1270	C74504	CAMP PERRY FACILITY IMPRVMTS	MAJOR RENOVATION	005	C0076	0	14,908	15,086
ADJ	1270	C74512	CINCI ARMORY CNST	SUBSIDY CAPITAL	006	C0078	0	26,666,660	0
ADJ	3420	C74519	ARMORY CONSTRUCTION/FEDERAL	PLANNING	001	C0001	36,441	0	0
ADJ	3420	C74536	Cnstrct Delaware Trng Comm Ctr	OTHER	003	C0067	3,562,272	0	0
ADJ	7026	C74502	ROOF REPLACEMENT-VARIOUS FCLTS	SUBSIDY CAPITAL	005	C0067	1,170,434	0	0
ADJ	7026	C74505	REPLACE WINDWS/DOORS-VAR FAC	BASIC RENOVATION	006	C0089	4,823	0	0
ADJ	7026	C74506	PLUMBING RENOVATIONS-VARS FAC	NEW CONSTRUCTION	001	C0076	7,925	0	0
ADJ	7026	C74508	HVAC SYSTEMS-VARIOUS FACILITS	SUBSIDY CAPITAL	003	C0078	1,382	0	0
ADJ	7026	C74510	MASONRY RENOVATE	BASIC RENOVATION	005	C0001	1,075	0	0
ADJ	7026	C74525	CONSTRUCT DELAWARE ARMORY	NEW CONSTRUCTION	006	C0067	1,232,104	0	0
ADJ	7026	C74535	RENOVATIONS & IMPROVEMENTS	OTHER			1,065,855	0	0
<b>ADJ - Total</b>							<b>7,082,312</b>	<b>26,831,896</b>	<b>169,372</b>



# Next Steps

- OBM FY17-18 Budget Guidance has been released.
- Agency Budget Requests are due 11/16/15.
- Just-in-Time Labs to be held 11/12/15 and 11/13/15.
- Budget Questions can be directed to your OBM Budget Analyst.
- Technical Questions can be sent to **OBM.BPM@obm.ohio.gov**



# Resources

There are a number of resources available to assist Agency Preparers and OBM Budget Analysts beyond this training session:

Agency Capital Budget Development BPM Training Guide (which includes):

- Glossary
- FAQ's
- Best Practices

Quick Steps Documents for individual tasks

Online Resources:

- **Capital Budget Data Sheets:**  
[http://obm.ohio.gov/Forms/Capital\\_Budget\\_Data\\_Sheets.aspx](http://obm.ohio.gov/Forms/Capital_Budget_Data_Sheets.aspx)
- **OBM Forms Page:** <http://obm.ohio.gov/Forms/default.aspx>
- **EPM 9.1:** [OMyOhio.gov/Planning and Budgeting](http://omyohio.gov/Planning_and_Budgeting)
- **FIN Process Manual:** <http://fin.help4u.obm.ohio.gov/>
- **FY17-18 Capital Budget Guidance:**  
<http://obm.ohio.gov/Budget/capital/fy17-18.aspx>



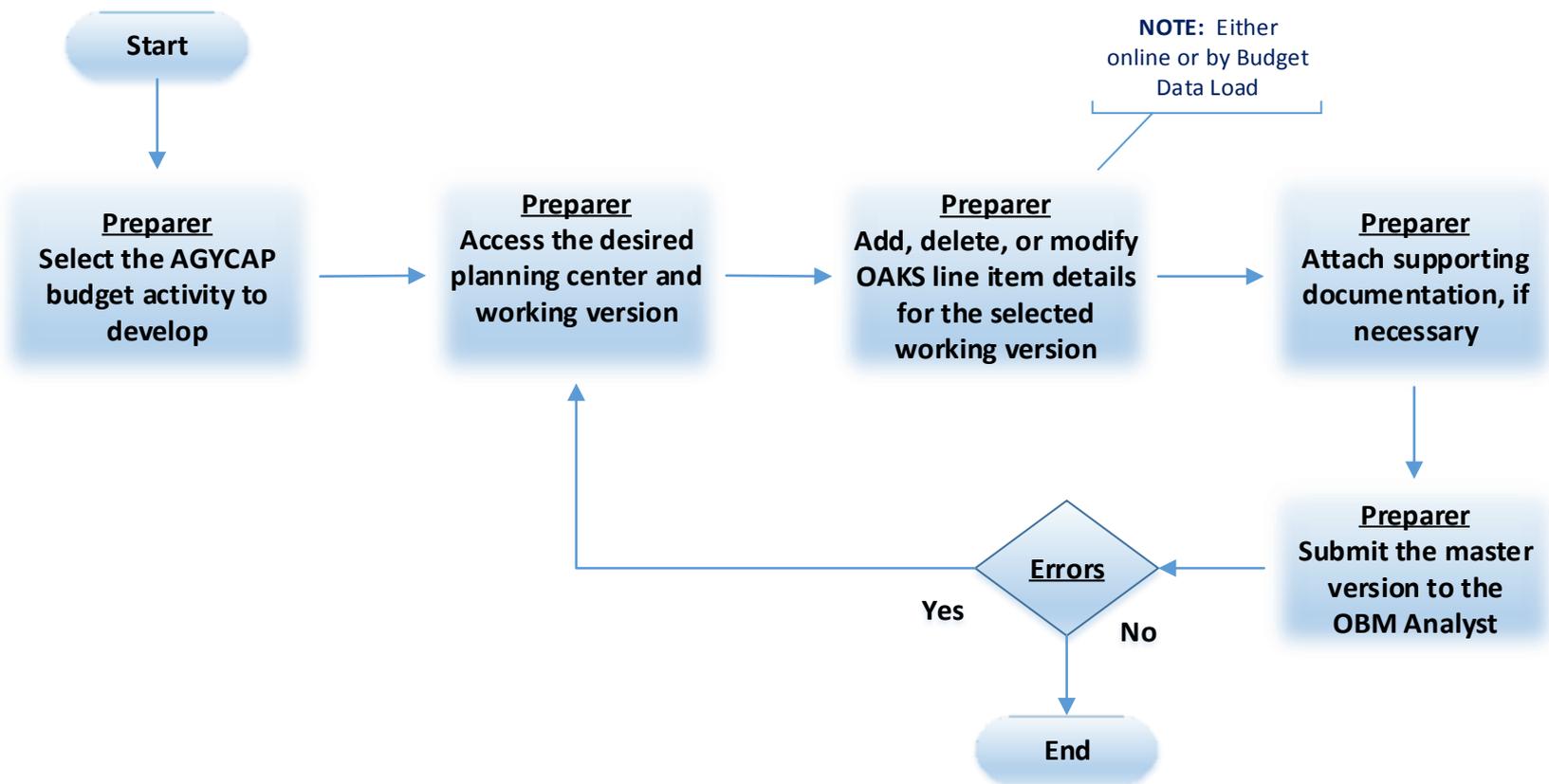
# Appendix

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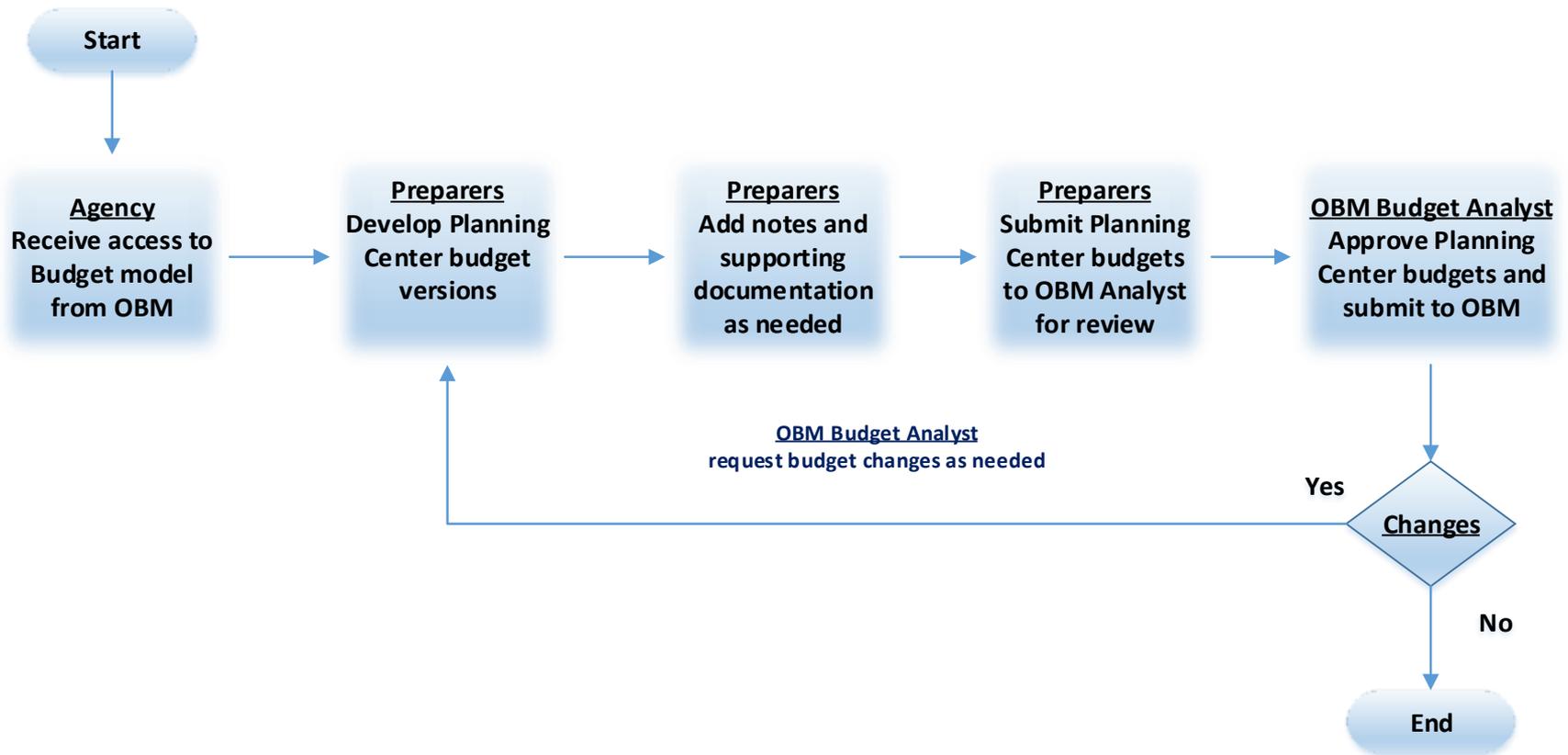
# Process Flow - Preparer

## PREPARER – AGENCY CAPITAL BUDGET DEVELOPMENT



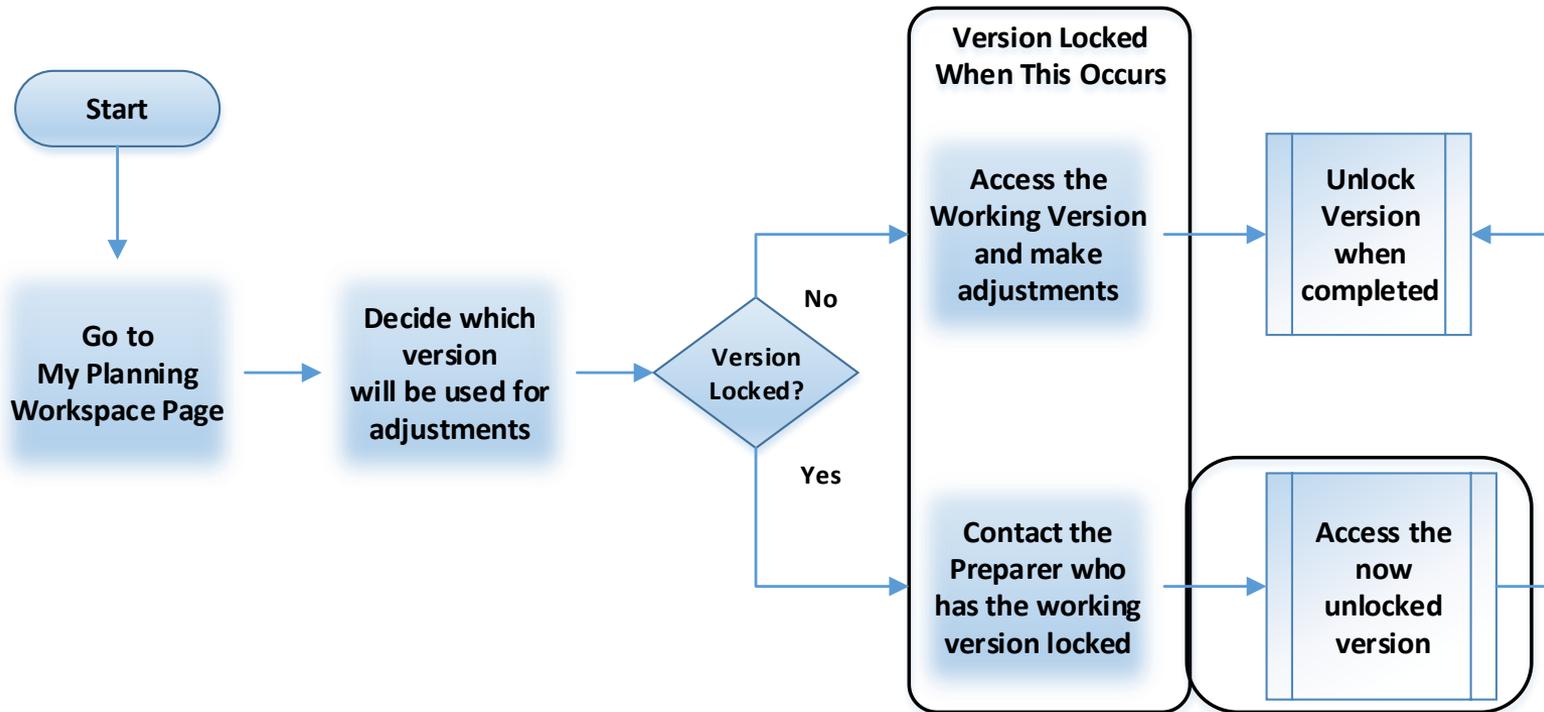
# Working with Planning Centers

## PREPARER OVERVIEW AGENCY CAPITAL BUDGET DEVELOPMENT PROCESS



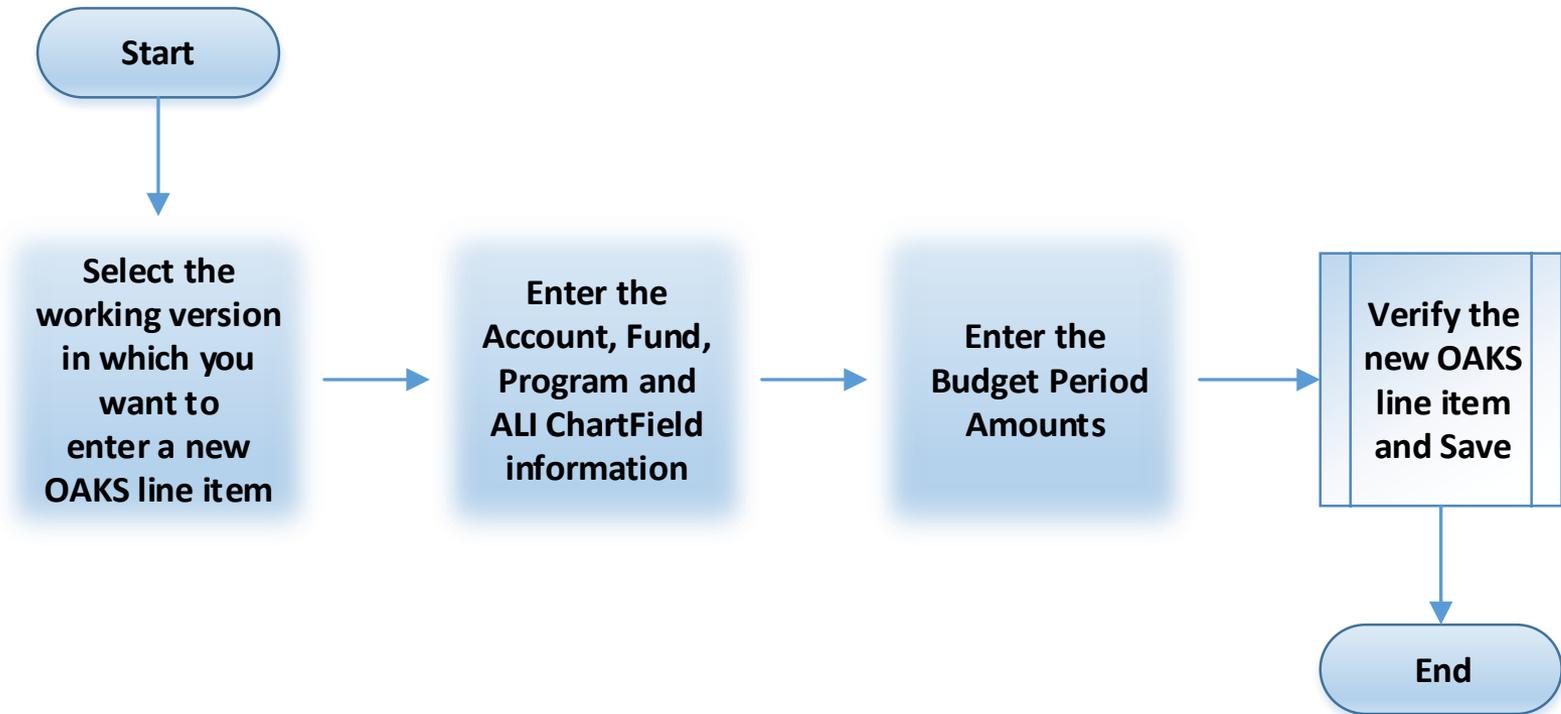
# Lock/Unlock

## LOCKING AND UNLOCKING VERSIONS



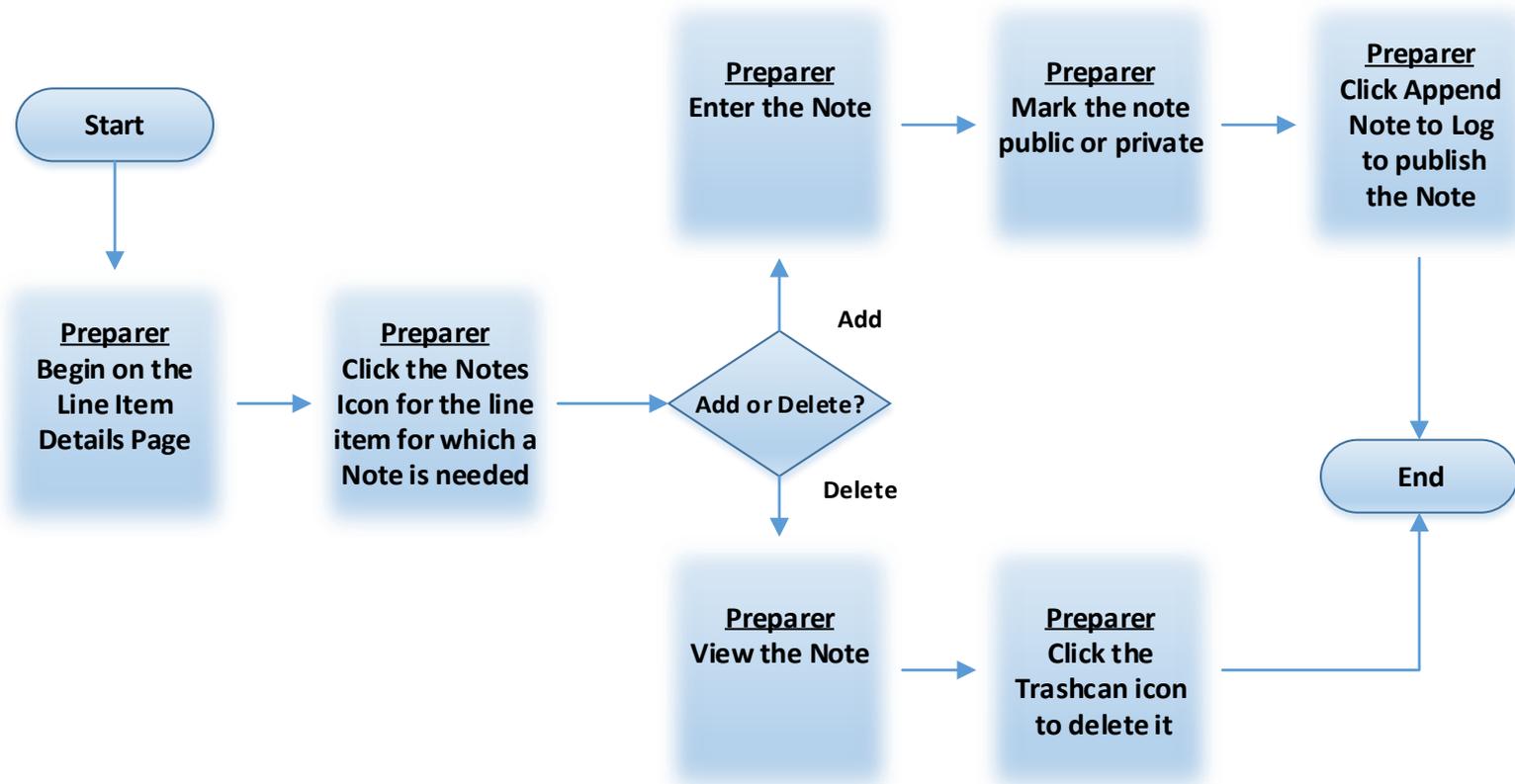
# Enter Budget Line Items

## Entering an OAKS Budget Line Item



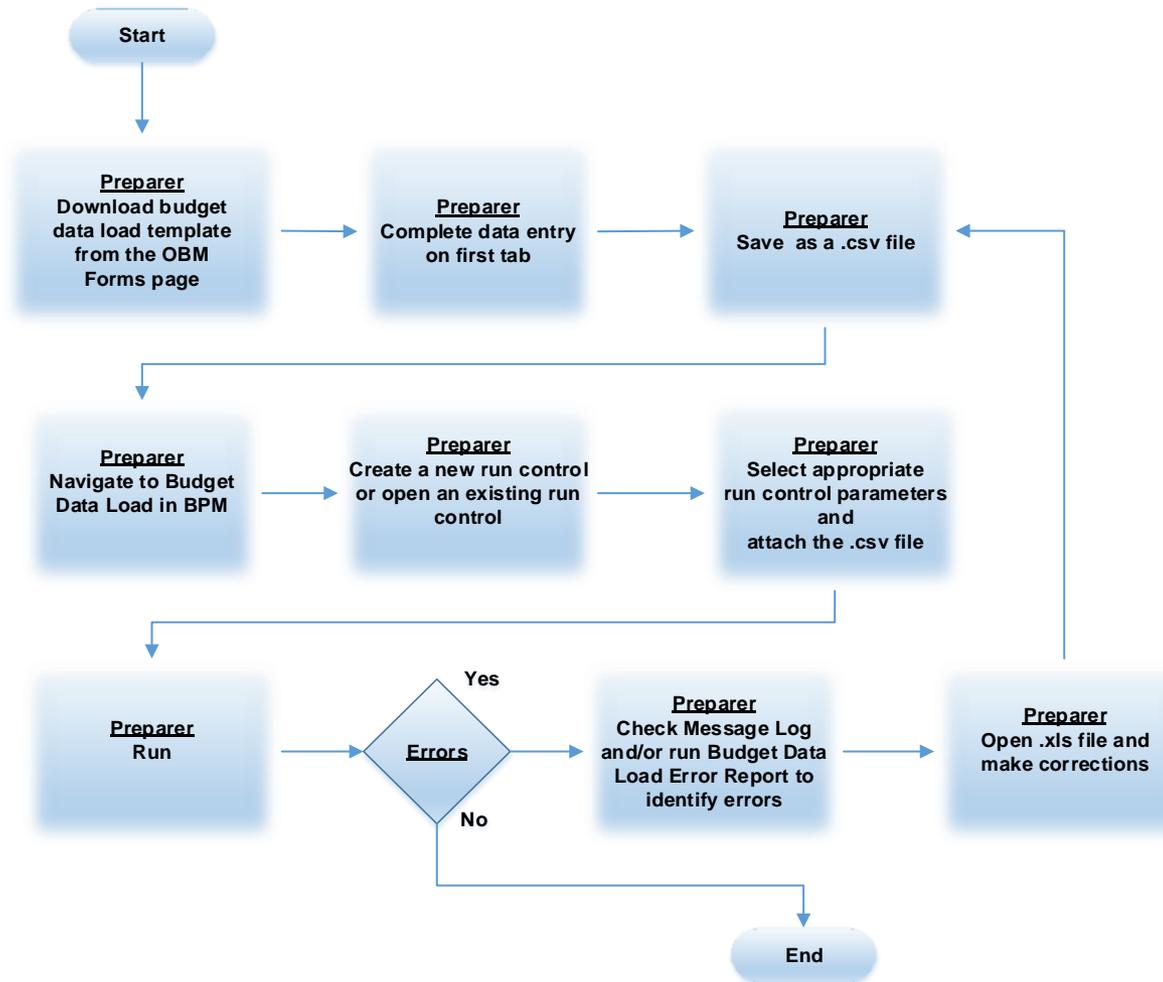
# Line Item Notes

## Entering, Deleting, Viewing Line Item Notes



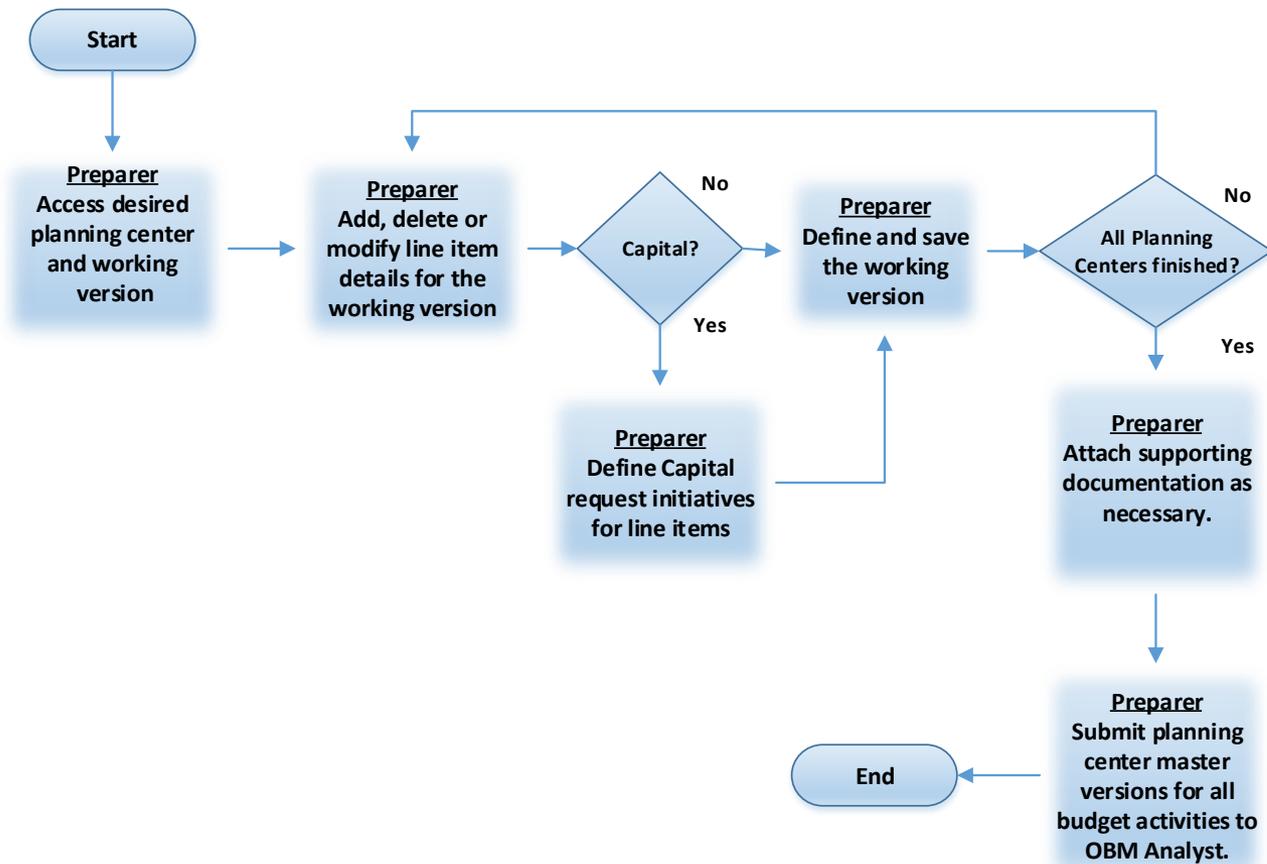
# Budget Dataload

## BUDGET DATA LOAD AGENCY CAPITAL BUDGET DEVELOPMENT PROCESS



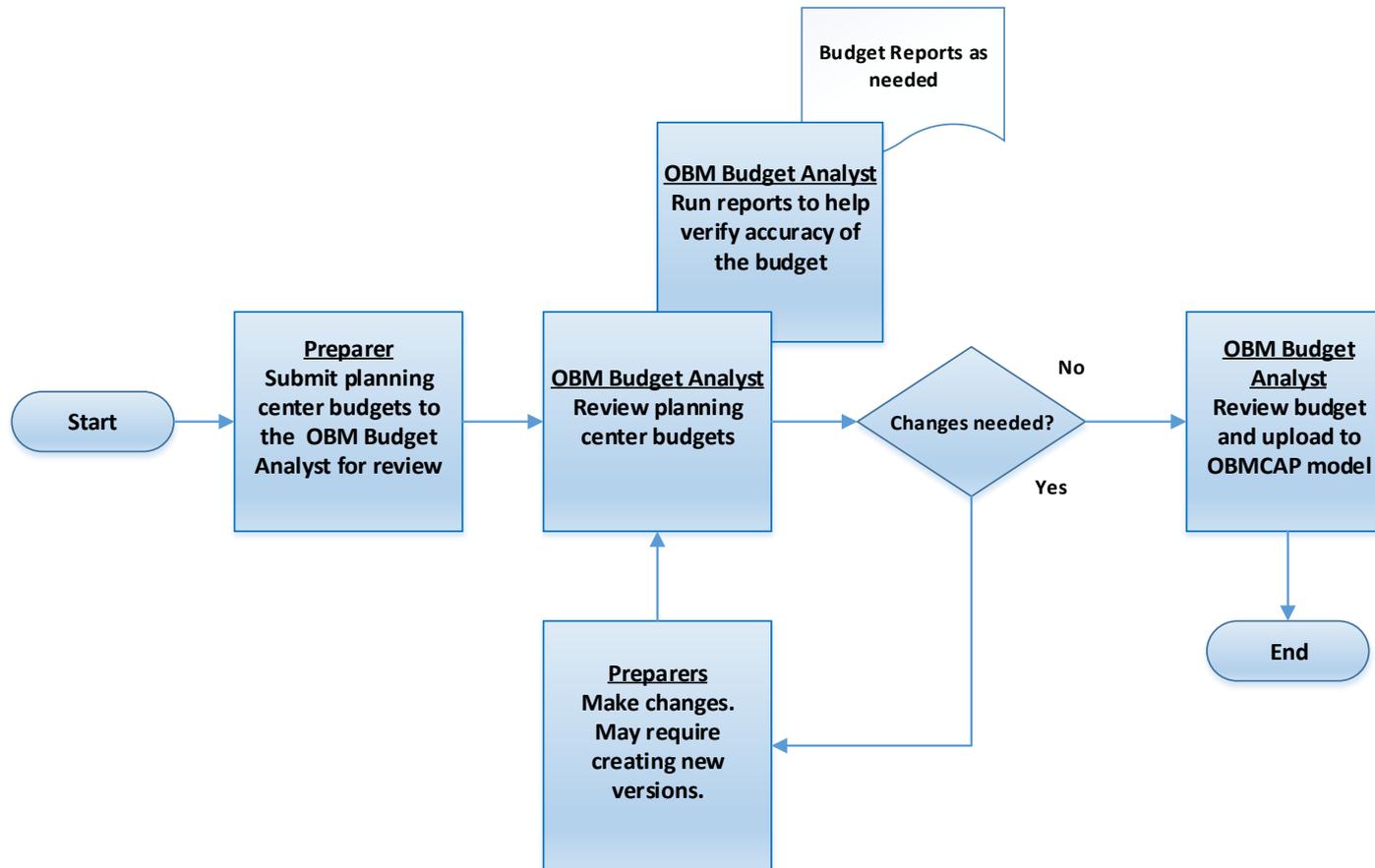
# Submit Budget for Review

## Submitting a Capital Planning Center Budget for Review



# Review Budget

## Reviewing a Capital Budget Submission



# Capital Review Process

## Overview of the Capital Budget Review Process

