

BPM Budget & Planning Kick-off for FY 2018-19 Biennium

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Agenda

- BPM Basics
- Due Dates
- Task 759 – Revenue, Spending, and Appropriation Estimates
- New Features
 - Task 759 including new appropriation breakdown exercise
 - ChartField changes and overnight process
 - Editing and deleting BPM line items
 - Additional working versions
 - Budget data load tool
- BI Cognos Report Overview



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This webinar is designed for current users of BPM with some level of experience. EPM/BPM has been upgraded since the FY16-17 budget development process. This webinar will discuss changes and new features since the upgrade and will refresh users' memories on the basics of using OAKS BPM.

BPM Basics

- **OAKS Budget & Planning Module (BPM)** will become available after the OBM Operating Budget Guidance has been released
- Agencies use BPM to prepare the “data and dollars” portion of the FY18-19 operating budget requests
- Refer to the **OBM Operating Budget Guidance** for details concerning what OBM requires for the budget request submission



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The FY18-19 Operating budget guidance document will be located on OBM's website under the Budget Page.

BPM Basics - Hierarchy

BPM data is organized in a hierarchy that can be displayed like this:

Models



BPM Basics – Models

There are two Models in BPM:

- 1. Agency Model** – where the agencies work to enter, upload, modify, and submit data
- 2. OBM Model** – where OBM review submissions and enter recommendations



OBM Budget Analysts will not access the Agency model without an agency's permission until agencies officially submit their requests. If you need assistance, your OBM Budget Analyst is a resource and can provide help.

BPM Basics - Scenarios

A **scenario** is a topic area where a particular type of data will be entered. Choose from four scenarios:

1. Appropriation – Operating A (OPA)
2. Appropriation – Operating B (OPB)
3. Revenue (REV)
4. Transfers (TRF)



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The FY18-19 Operating budget guidance document will be located on OBM's website on the FY18-19 Budget Page.

There are four scenarios available to choose for operating budget development.

BPM Basics – Planning Center

- A **planning center** is a unit based on DeptID that breaks the budget request into discrete units. These units will combine or roll up into the entire agency budget that is submitted to OBM.
 - Planning centers are 3-digit codes, e.g., OBMPC or 9-digit codes, e.g., OBM010002
- Preparers enter and submit scenarios by planning center
 - OPA and OPB applies to each planning center
 - REV and TRF applies to the agency as a whole



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Agencies have already chosen whether to use a single planning center or multiple planning centers for FY18-19 budget development process.

Most agencies use a single planning center, which is named with the agency 3-digit code plus PC, e.g., "OBMPC."

The following agencies will use multiple planning centers based on 9-digit Department values: BWC, DAS, DNR, DPS, OIC, and PUB.

BPM Basics – BPM Line Items

A **BPM line item** is where users enter fund, appropriation line item, program, account, and dollar amount data



BPM line item, or row, is not the same as an appropriation line item (i.e., ALI). In this presentation, “line item” refers to BPM line item and not an appropriation line item.

BPM Basics – Roles

The two BPM roles necessary for budget development and submission are:

- 1. Preparer** - inputs data into BPM and submits planning centers for further agency review
- 2. Reviewer** - accepts, rejects, or modifies planning centers after submission by the Preparer and submits budget to OBM



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More detail on each of these roles is described later in the presentation.

Preparers are assigned to specific planning centers.

Reviewers typically have access to all of an agency's planning centers.

One individual may be assigned both roles.

Request Due Dates

- All planning centers and scenarios must be submitted to OBM by:

Mid-September for agencies in Wave One

Mid-October for agencies in Wave Two

November 1 for agencies in Wave Three

Please do not miss the deadline! If one agency submits the budget request late, the review process for all other agencies will be delayed.



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For a list of due dates by agency, see Appendix E in the OBM Operating Budget Guidance

Wave One is primarily professional regulatory boards and other small to mid-size agencies

Wave Two is primarily cabinet agencies

Wave Three is primarily Constitutional officeholders, legislative agencies, and judicial agencies

Loading, or “staging” from the Agency Model to the OBM Model (for OBM review) OAKS BPM is an “all or nothing” transaction. That is, all planning centers must be submitted or the staging process cannot begin.

Access to BPM

- From the MyOhio.gov home page, click on the Planning and Budgeting link



The link is on the right-hand side of the page under the OAKS Quick Access links.

Access to BPM – Security Roles

Security Roles and Planning Centers are assigned on the FIN Online Security Form in OAKS FIN by the agency's FIN Security Designee

The screenshot displays the 'FIN Online Security Request' interface. On the left is a vertical menu with various system components, with 'Online Security Request' highlighted. The main window has a title bar 'FIN Online Security Request' and a search bar labeled 'EmpID'. Below the search bar are two radio buttons: 'Review Current Access' (which is selected) and 'View All Previous Requests'. The interface is clean and professional, typical of a government financial system.



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This slide shows the navigation to the OAKS FIN Online Security Form.

Access to BPM – Security Roles

All planning centers need to be assigned for each BPM user via the FIN Online Security Form by the agency security designee

The screenshot shows a web form with the following sections:

- BPM Access - Agency Access Only**: Contains two checkboxes: Reviewer and Preparer.
- Agency Budgets & Planning**: A section header.
- Reviewer Access**: A sub-section header.
- Expenses Planning Centers**: A table with a search bar containing 'DOH' and navigation links: 'Find | View All | First 1 of 1 | Last'. There are '+' and '-' icons on the right.
- Revenues/Transfers Planning Centers**: A table with a search bar containing 'DOHBA' and navigation links: 'Find | View All | First 1 of 1 | Last'. There are '+' and '-' icons on the right.

Remember that Expenses Planning Scenarios are OPA & OPB and that Revenues and Transfers are REV & TRF



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The agency security designee needs to assign planning centers to each BPM Preparer and Reviewer. Users are automatically assigned to all planning centers for the business units that the Employee ID (EmplID) is assigned to, and the security designee can remove unneeded access.

This portion of the form is located near the bottom of the FIN online security form.

Access to BPM – Necessary Roles

1. OH_EPM_BP_PREPARER

- Input level of BPM user. Preparers are assigned to specific planning centers, and will develop a planning center budget request for each type of scenario (OPA, OPB, REV, TRF). The Preparer submits each planning center budget to the agency Reviewer.

2. OH_EPM_BP_REVIEWER

- Reviewers accept, reject, or modify a planning center submission. All planning centers must ultimately be submitted by the Reviewer to OBM.



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An agency may have more than one Reviewer.

Access to BPM – Necessary Roles

3. OH_EPM_BP_AGY_REPORTING

- This BPM reporting role allows a user to run the BPM reports within BI Cognos that are required for the agency submission to OBM.

BP - Budgets and Planning	<input type="checkbox"/>	OH_EPM_BP_AGY_REPORTING	EPM Agency Budget Reporting	<input type="checkbox"/>
BP - Budgets and Planning	<input type="checkbox"/>	OH_EPM_BP_PREPARER	EPM BP - Preparer	<input type="checkbox"/>
BP - Budgets and Planning	<input type="checkbox"/>	OH_EPM_BP_REVIEWER	EPM BP - Reviewer	<input type="checkbox"/>



Required reports include: Fund Activity Summary Report, Six-Year Summary Report, and the Executive Agency Budget Request – Summary and Detail versions. For more information on required documentation, review the OBM Operating Budget Guidance. BPM BI reports are discussed in more detail later in the presentation.

Budget Request Limitations

- The Budget Request Limitation Amount, or Target, is the maximum amount that can be requested in the OPA & OPB requests by Fund
- Target amounts can be viewed in two ways:
 1. In BPM, by the Agency Reviewers
 2. Using BI Cognos report, BPM-0006



The Budget Request Limitation Amounts are referred to as “targets” in BPM. Refer to the OBM Operating Budget Guidance for the FY2018-19 levels for Activity A and Activity B. OBM enters the targets into BPM.

Target are set by fund, not by appropriation line item. This provides the agency with flexibility in the event the agency would like to request funding using a different distribution to appropriation lines items within a fund than the agency currently has. For the most part, targets are calculated using FY17 adjusted appropriation amounts. However, there are many considerations that go into calculating targets (e.g., debt service appropriation lines items are always fully funded). Contact your OBM Budget Analyst with questions about targets.

For more detailed instructions to view fund-specific targets in BPM, go to the FIN Online Process Manual at: <http://fin.help4u.obm.ohio.gov/> or MyOhio > Financials Home > Financials Process Manual or other BPM training resources.

Only the Reviewer can view targets in BPM but any user (Reviewer or Preparer) can view the BI BPM-0006, Agency to Target Compare Report if they have the BI reporting role.

Budget Request Limitations

Viewing Targets My Planning Workspace (Reviewers only)

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

New Window | Help | Persona

Line Item Details

Go to Planning Workspace: My Workspace

- Line Item Properties
- Dimensions and Members
- Action Menu

Action: Planning Target [Go] Analysis: [Go] Hot Keys Help

User View

Private Public View: [Dropdown] Refresh View Create

Save: [Icons] 1 to 6 of 6 [Icons] View 30 Hold All

Line Item Details										Personalize	End	Print	
Account	Fund Code	Department	Program Code	ALI	Initiatives	Currency	Default	Method ID	Total Amount	Period 1			



Targets are viewed using the Master Version (also referred to as Version 4 in reporting).

Budget Request Limitations

Viewing Targets in My Planning Workspace

Planning Targets

Business Unit: STATE STATE
Planning Model ID: 1819_OPER_AGY 1819 OPERATING AGY
Activity: AGYOPA AGY OPERATING A
Scenario: 1819AGYOPA 1819 AGENCY OPERATING A
Planning Center: ACC ACCOUNTANCY BOARD OF OHIO
Version: Master Master

Tolerance Rules							
Control Level:	Active	Currency Code:	USD				
Details							
From Account	To Account	Target Tolerance %	Target Tolerance Amount				
50	899999	Above Target					
Status Summary							
Target Status:	Invalid	Submit Allowed:	No				
Planning Target Details							
Budget Center	Account	Fund Code	Fiscal Year	Planning Target	Budget Total	Amount Difference	% Variance

Targets



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Budget Request Limitations

Viewing Targets in BI Cognos:

BPM-0006, Agency to Target Compare Report

- Easy way to view what the agency has requested in Master Version (V4) compared to the target amounts
- Requests exceeding the targets cannot be submitted by the Reviewer to OBM



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This report shows users if and where a target has been exceeded. Budget Request Limitations or Targets are set by fund not by appropriation line item.

Task 759 – Estimates

Current Year Estimates

- Agencies are required to provide revenue and expense estimates for the current fiscal year

NEW! Appropriation Estimates for FY2017

- Agencies are required to provide a breakdown of FY2017 adjusted appropriation by fund, ALI, program, and account



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OBM is statutorily required to provide six years' worth of budget data* in the Governor's Executive Budget, or Blue Book. OBM relies on the agencies to provide spending and revenue estimates for the current fiscal year (in this case, FY2017) by fund, appropriation line item, program, and account.

This current year data will be used for analysis via BPM-related BI Cognos reports and for development of the Blue Book. These reports can aid agencies in developing their budget and some reports are required for inclusion in agency budget request submissions. Additionally, agencies are asked to break down FY17 adjusted appropriation in a similar manner. Using the agency's FY2017 allotment budget may help in development of this exercise.

Agencies will be asked to confirm both current year spending estimates and appropriation breakdown estimates in January 2017 prior to the publication of the Blue Book.

OBM Budget Analyst will send spreadsheets to agencies for this two-part task with additional details and a due date.

*This includes three years of actuals (history), the estimated revenue and expenses for the current year, and the requested revenue and expenses for the future years.

Task 759 – CUR and APR

Easy

1. OBM provides budget data load templates to agencies
2. Agencies populate the templates and return to OBM
3. OBM uploads the completed templates

Convenient

- The templates will be pre-populated with agency data including adjusted FY17 appropriation amounts
 - Updates may be needed to delete obsolete rows or add new rows to accommodate recent changes



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OBM Budget Analysts will send budget data load templates to agencies. Agencies complete the template and return to the OBM Budget Analyst who will upload it to BPM.

ChartField and Tree Changes

- All ChartFields and trees used in BPM are imported from OAKS FIN
 - Any new ChartField must be entered in FIN before it is available for use in BPM
- For additions or changes
 - Follow the established FIN process for FIN ChartField changes
 - Request **DeptID** and **Program** changes through the Online ChartField Request form
 - Email OBM.Chartfield@obm.ohio.gov for **Fund, ALI, or Account** changes



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Request ChartField changes early as there is an overnight process to import those new ChartFields into BPM. Before the upgrades to FIN and EPM, there were instances where exceptions could be made by manually entering new ChartFields into BPM without running the overnight batch process. In the post upgrade environment, that flexibility is no longer available. Request ChartField changes early.

Follow the established FIN process for FIN ChartField changes for description changes, adding new ChartField values, or making changes to the tree roll-ups.

More information can be found in the FIN Process Manual. Agencies can also email OBM.Chartfield@obm.ohio.gov with questions.

NEW! More Working Versions

Up to 35 working versions for operating budget development



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Prior to the EPM/BPM upgrade, there were three working versions and a master version available for operating budget development in BPM. Now, there are 35 working versions plus the master version. The best practice is to use up to three working versions, however, there may be instances when additional working versions are convenient. For example, if a Preparer wants to build different “what if” versions of the agency’s budget, more than three working versions may come in handy.

Keep in mind that only one version can be copied to the master version for use in reporting (BI Cognos reports use the master version for data) and, ultimately, one version of the budget can be submitted to the Reviewer.

NEW! Edit or Delete BPM Line Item

- A new feature within My Planning Workspace is the ability to edit or delete BPM Line Items
- From the BPM Line Items page, click the checkmark of line item to edit

Line Item Details

Go to Planning Workspace: [Don't Unlock](#) [Unlock](#) ⚠ This version is locked to others while you are editing.

Line Item Properties

Dimensions and Members

Action Menu

Go: Analysis: [Go](#) [Hot Keys Help](#)

User View

Private Public View: [Refresh](#) [View](#) [Create](#)

[Save](#) [1 to 5 of 5](#) [View 30](#) [Hold All](#)

Account	Fund Code	Department	Program Code	ALI	Initiatives	Currency	Default	Method ID	Hot Keys	Total Am
<input checked="" type="checkbox"/> 500	4180	ACCPC	102B1	889601		USD	AMTPER	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 501	4K00	ACCPC	102B1	889609		USD	AMTPER	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 510	4K00	ACCPC	102B1	889609		USD	AMTPER	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 520	4K00	ACCPC	102B1	889609		USD	AMTPER	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> 509	4K00	ACCPC	102B1	889609		USD	AMTPER	<input type="text"/>	<input type="text"/>	

[Save](#)

Go to Planning Workspace: [Don't Unlock](#) [Unlock](#) ⚠ This version is locked to others while you are editing.



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A BPM line item, or row, is not the same thing as an Appropriation Line Item (ALI).

This is convenient, new tool for the Preparer. Previously (pre-upgrade) if an existing BPM line item, or row, needing modification or removal had to be removed using a custom designed spreadsheet upload. Today, the Preparer can make simple edits online.

NEW! Edit or Delete BPM Line Item

- From this page, users can edit values or delete the BPM line item

Line Item Details

Modify Dimensions Delete

Business Unit: STATE STATE
Planning Model ID: 1819_OPER_AGY 1819_OPERATING_AGY
Activity: AGYOPA AGY_OPERATING_A
Scenario: 1819AGYOPA 1819_AGENCY_OPERATING_A
Planning Center: ACCPC ACCPC
Version: Version 1 Version 1

Dimensions	Dimension Member	Description	To Value	Description
Initiatives				
Program Code	102B1	ACC LICENSE/REGU/RENEWENFORCE	102B1	ACC LICENSE/REGU/RENEWENFORCE
ALI	889609	OPERATING	889609	OPERATING
Account	500	Personal Services	500	Personal Services
Department	ACCPC	ACCPC	ACCPC	ACCPC
Fund Code	4K90	OCCUPATIONAL LICENSING	4K90	OCCUPATIONAL LICENSING

OK Cancel Apply



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Note the “delete” button near the top right of the page.

This new feature adds convenience for the Preparers. Previously, an unneeded ChartField value or BPM line item would continue to exist in BPM and show on reports leading to clutter. Also, if a data entry error was made, for example, the line item would continue to exist. With this new functionality, the Preparer can correct an error without having to go through the process of creating a new BPM line item.

BPM Online Edits - AMTPER

Use the default method setting of AMTPER if you need to make any adjustments in My Planning Workspace.

Amount Type	Default	Method ID	Hot Keys
Method	AMTPER	AMTPER	
Adjustment		AMTPER	
Allocation		BASBUD	
Total		FLEX	
Method	AMTPER	ITM	
Adjustment		LINEITEM	
		METH=0	

Leave the setting as AMTPER - don't change!

Budget Period	Amount	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2012A1	9,999	9,999				9,999	9,999
2013A1	9,999	9,999				9,999	9,999

Account	Fund Code	Department	Program Code	ALJ	Amount Type	Default	Method ID	Hot Keys	Amount	Hold
520	3820	AGR100000	2690B	700601	Method	AMTPER	AMTPER		19,998	



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Leave the setting as AMTPER. BI Cognos Reports use the AMTPER field so do not change the method setting.

NEW! Budget Data Load

- This delivered tool replaces the former custom spreadsheet upload tool
- Allows upload of multiple lines of data using a spreadsheet format, saved as a .csv file
- The spreadsheet is uploaded into BPM in a similar fashion to FIN budget journals using a .csv file attached to a BPM run control



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This is an important tool in BPM. The new Budget Data Load is convenient and easier to use than the pre-upgrade spreadsheet upload tool leading to fewer errors as well as fewer headaches and less frustration. The Budget Data Load provides efficiency by having a quick upload process, having a master or back-up Excel spreadsheet ready if changes are needed, and helps the user save time.

Similar to before the upgrade, only one planning center and scenario may be loaded at a time.

Manual data entry is still an option within My Planning Workspace, if desired.

NEW! Budget Data Load - Templates

Budget Data Load Templates are available:

1. On OBM's website on the Forms page under the OAKS Budget and Planning Section
2. In BPM in Activity Preparation > My Planning Workspace > Documents and Guidelines

There is template available for each scenario (OPA, OPB, REV, TRF) as each is uploaded separately



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Detailed instructions for how to upload into BPM are found in the FIN Process Manual under the Budget Planning Module section. Other training materials including the Operating BPM Learner Guide will be found where the Budget Data Load Templates are located on the Forms page of OBM's website.

Templates in BPM are located in Activity Preparation > My Planning Workspace > Documents and Guidelines

There are detailed instructions on how to use the template on the second tab of the template (labeled "Instructions").

NEW! Budget Data Load - Templates

It is easy to populate the spreadsheet with valid data

1. Open Working Version 1 in My Planning Workspace and export the data into a spreadsheet
2. Rearrange columns in the same order as what is needed in the Budget Data Load template
3. Copy & paste the data into the Budget Data Load template
4. Edit data as necessary before uploading into BPM



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Make sure to use valid ChartField strings in the template

Editing data may include changing dollar amounts, revising ChartField strings, or deleting unneeded ChartField strings

Templates in BPM are located in Activity Preparation > My Planning Workspace > Documents and Guidelines

There are detailed instructions on how to use the template on the second tab of the template (labeled "Instructions").

NEW! Budget Data Load – Guidelines

- **Pay attention to the data required in each column**
Column headings on the spreadsheet show what data and format are required.
Do not change the column headings
- **Load only one scenario and one planning center per spreadsheet.** Separate spreadsheets are needed for each scenario and planning center combination



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Follow instructions carefully. Do not change the header row on the template.

Separate spreadsheets are needed for each scenario and planning center combination. For example, OPA and planning center OBMPC cannot be uploaded with OPB and planning center OBMPC. Nor can REV and TRF be uploaded together.

The .csv file must be .csv comma delimited. Files types of .csv Macintosh and .csv MS-DOS do not work for the budget data load in BPM.

For ease of use, we recommend the user immediately find the file most recently created, right click on it, and rename the file to something easy to identify. Otherwise, all exported text files will be similarly named and make it difficult to match the Run Control IDs to the correct file. The default file name is similar to: "flatfile 6.28.2016 3.44.59 PM.txt"

Not all spreadsheets will open asking those two questions about enabling.

NEW! Budget Data Load – Guidelines

- Work in the .xls version of the spreadsheet. When ready to upload, save the spreadsheet in a .csv format
 - When changes are made, resave as .xls and then again as .csv. **Do not make changes directly in the .csv file or the upload will fail.**
- No blank fields on the .csv file.
 - Delete the row from the .xls file and then save as .csv.



Follow instructions carefully. Do not change the header row on the template.

There should be no blank fields in the .xls or .csv files. For example, if the dollar amount is \$0 or a program number is missing. This will cause the upload to fail. Instead, delete the row from the .xls file and resave as .csv.

NEW! Budget Data Load – Guidelines

- **FIN Combo Edits are used.** BPM checks that ChartField values are active, and that ALI and Program ChartFields combinations in the upload file are valid
- **Troubleshooting:**
 - Refer to the Operating BPM Learner Guide or the FIN Process Manual for meanings of error messages
 - A second set of eyes: If experiencing several incorrect file loads, recruit a co-worker to take a look. Often time, there is a simple error that is easy to overlook!



BPM processes run FIN combo edit rules so any ChartField string in BPM must be active and valid in FIN in order to be accepted in BPM.

For troubleshooting: Review Operating BPM Learner Guide or the FIN Process Manual the for details on where to find error messages related to an unsuccessful file load. This will aid in troubleshooting how to correct information on your file to try the next time.

Ask for help. If experiencing several incorrect file loads after updating and re-exporting the corrected spreadsheet, recruit a co-worker to be another set of eyes – the trouble is usually something simple that is easy to overlook!

NEW! Budget Data Load – Helpful Tips

Tips to avoid common upload errors:

- Use accurate DeptID and planning center values
 - In the **OPA & OPB Scenarios**, DeptID and planning center must be the same. For most agencies, this is the agency code plus “PC,” for example “OBMPC”
 - In the **REV & TRF Scenarios**, the planning center does not have a “PC” after the Agency. For example, “OBM” not “OBMPC”
- Use the correct level for account codes
 - **OPA & OPB** use three-digit accounts
 - **REV** uses five-digit accounts
 - **TRF** uses six-digit accounts



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For agencies using more than one planning center, the planning center value will be the nine-character code, for example, OBM010002.

Remember that as is the case in FIN, BPM also refers to ALI as “product.”

NEW! Budget Data Load – Legend

Use the legend of FY18-19 BPM Models, Scenarios, and Activities for Biennium to help populate the Budget Data Load run control

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	Deptid
1819_OPER_AGY	Agency Request - Operating	AGYREV	Revenue - Non-GRF	1819AGYREV	FY 2018 - 2019 Revenue Estimates	Deptid
		AGYTRF	Transfers - Non-GRF	1819AGYTRF	FY 2018 - 2019 Transfer Estimates	Deptid



The full Model and Activity Table can be found in the Operating BPM Learner Guide and in the FIN Process Manual.

NEW! Budget Data Load – Loading Types

Incremental Loads (NOT destructive)

Incremental:

- The upload will add rows to the working version with new ChartField strings that are in the .csv file that did not already exist in the working version
- If ChartField string rows exist in the working version but are not in the .csv file, the upload will not change the existing data

 The upload is not Destructive—it will not delete rows or ChartField strings. Unwanted rows of data or ChartField strings must be manually deleted using My Planning Workspace.



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Prior to the upgrade of EPM/BPM, all uploads were destructive in nature. In this newer version of BPM, uploads can be 1) destructive, 2) incremental, and sometimes are simultaneously destructive and incremental. This may take some getting used to but is a convenient change.

For example, previously if a Preparer wanted to remove a ChartField string from a working version, a fresh upload accomplished this goal. In today's BPM, the upload file will not overwrite, or delete, an existing ChartField string or a BPM line item. To remove a ChartField string or a BPM line item, a Preparer must manually delete it in BPM's My Planning Workspace as discussed earlier in this presentation.

NEW! Budget Data Load – Run Control ID

- Navigation in BPM to upload the .csv file is:
EPM 9.1 > Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load
- Set up a Run Control ID and use it for future uploads

Budget Upload

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



NEW! Budget Data Load – Run Control ID

- All fields in the run control must be populated and the .csv file attached. All fields in the run control must be selected to load the file.

Budget Data Load

User ID: 10067493

[Report Manager](#)

Run Control ID: ejt

[Process Monitor](#)

Run

Process Request Parameters

*Description:	Budget 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:	erica test	
Source File:	OPA_OPB_OPC_with_Expanded_Instructions_test_acc.csv	<input type="button" value="Add"/> <input type="button" value="View"/> <input type="button" value="Delete"/>



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In this example, the .txt file is already attached and, therefore, the “add” button is “grayed-out.”

NEW! Budget Data Load – Run Control ID

- Tips for setting up the Run Control ID:
 1. Process Frequency is “Always”
 2. Business Unit is “State”
 3. Planning Model ID is “1819_OPER_AGY”
 4. Planning Center starts with the three-character agency code

NEW! Budget Data Load – Run Control ID

- **Tips for setting up the Run Control ID:**

- 5. Scenario and Activity will be paired as such:

- 1819AGYOPA and AGYOPA
 - 1819AGYOPB and AGYOPB
 - 1819AGYREV and AGYREV
 - 1819AGYTRF and AGYTRF

- 6. Budget Version is any existing working version

- To retain existing data in a working version, create a new working version in My Planning Workspace before using the Budget Data Load



NEW! Budget Data Load – Helpful Tips

Load ONE spreadsheet at a time

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

When the process is complete, **check the View Log/Trace file** to confirm that no errors were generated

- A status of “success” does not guarantee that all data loaded properly



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A status of “success” does not guarantee that all data loaded properly. In this instance, a status of “success” means the process began and completed.

Refer to Operating BPM Learner Guide or the FIN Process Manual for a key to common error messages.

NEW! Budget Data Load – Helpful Tips

- After uploading data, **view the data** in the working version in My Planning Workspace to verify that the process worked properly
 - If changes are needed, the Preparer can edit data in My Planning Workspace or load another Budget Data Load file
- **Unlock** working version before exiting
 - BPM users cannot enter a locked working version
 - Budget Data Loads cannot be uploaded to a locked version



After uploading data, go into the working version into which data was loaded (in My Planning Workspace) and view the data to verify that the process worked properly and that ALL rows of data uploaded. This is one process in BPM that is not “all or nothing.” The budget data upload process will, in fact, upload partial spreadsheets. Check to make sure that all of rows of data in the spreadsheet properly loaded into BPM. This can be through viewing the log to see that “X” number of rows successfully uploaded/imported or run a BI report to confirm ChartField strings and dollar amounts.

Don't forget after loading the Budget Data Load file to a working version and are satisfied with it, the Preparer still needs to copy the working version to the Master Version (sometimes referred to as Version 4) for reporting purposes.

Data Submission

- The Preparer **submits the Master Version** to the Reviewer after completing work in BPM
- If revisions are needed after the Master Version has been submitted, the Reviewer must reject it in order to make the planning center available to the Preparer for editing
- BPM BI Reports use data in the Master Version



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While the Preparer can submit a working version, which is then automatically copied to the Master Version, to the Reviewer, the best practice is to copy a working version to the Master Version and then submit the Master Version to the Reviewer.

In order for data to be reflected in BPM reports prior to submitting to the Reviewer, data must be copied from the working Version to the Master Version (sometimes referred to as Version 4) in BI Cognos reports.

Data Submission

Submission to the Reviewer:

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

Submission to the OBM:

- **All planning centers from all agencies** must be submitted to OBM in order for BPM to be able to move or “stage” to the OBM Model for OBM review



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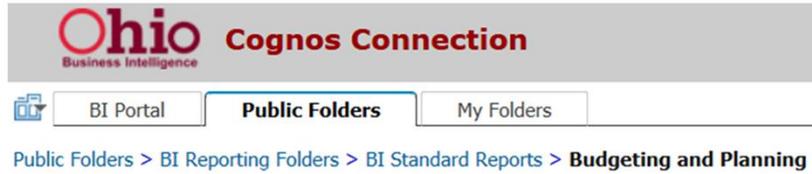
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All planning centers must be submitted even if there is no request being made. For example, if an agency is not requesting any transfers, the TRF scenario must still be submitted.

If even one planning center is not submitted, the Reviewer is prevented from submitting the agency's entire budget to OBM.

BI Cognos Reports - Location

All BPM reports are run out of BI Cognos



BI Cognos Reports - Required

Required BPM Reports:

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



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To log into BI Cognos: <https://bireportprd.oaks.ohio.gov/cognosprd/login.html>. Be sure to choose BI as the System. The FIN role of OH_EPM_BP_AGY_REPORTING is needed to view the reports. Agency security designees can add this via FIN Online Security Form.

NEW! A change from last budget is that the Executive Agency Budget Request Summary and Detail Reports used to be run separately as the BPM-0004 and the BPM-0005, respectively. Now those reports are both run using the BPM-0004 report. Users choose, using a prompt, whether to run the summary or detail version of the report.

NEW! Similarly, the BPM-0003, Fund Activity Summary report, used to have a separate report to run to see if any funds had projected negative cash balances. There is now a prompt box on the BPM-0003 report to run selected funds, all funds for an agency, or only funds with projected negative cash balances.

See OBM Operating Budget Guidance for additional information on which reports are required for agency budget request submission.

From OBM Operating Budget Guidance:

BPM-0003, Fund Activity Summary Report (formerly Table 6)

- The submitted agency budget request to OBM will include a hard copy of this report as part of the total budget request package.
- Shows expenses, revenue, transfers in and out, and cash balances for each fund.
- When an agency runs this report, it will only include the funds that the agency owns, as defined by fund attributes.
- Use a prompt to run all funds for an agency, selected funds only, or funds with projected negative cash balances.

BPM-0002, Six-Year Summary Report (formerly Table 4)

- The submitted agency budget request to OBM will include a hard copy of this report as part of the total budget request package.
- Will show a summary view of line items for 6-year period.
- Shows summary data at the Program, Fund, ALI, and Account category level.

BPM-0004-Summary, Executive Agency Budget Request – Summary (formerly Table 1)

- The submitted agency budget request to OBM will include a hard copy of this report as part of the total budget request package.
- Will show summarized view of the request broken down first by Fund Group, and then by Account Category for 6 years of data; the prior biennium, current biennium, and the budgeted biennium.
- Use a prompt to select either the Summary or Detail version of this report.

BPM-0004-Detail, Executive Agency Budget Request – Detail (formerly Table 2)

- The submitted agency budget request to OBM will include a hard copy of this report.
- Will show information from the agency's budget request first at a high level view by Account Category, then a more detailed view by Fund Group, Fund, ALI, and Account Category.
- Use a prompt to select either the Summary or Detail version of this report.

BI Cognos Reports - Optional

Optional BPM Reports:

- BPM-0006, Agency to Target Compare Report
- BPM-0007, Variance Analysis Report
- NEW! BPM-0014, APR-CUR Variance
- PAY-0009 SOPPS to BPM Comparison



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There is a handy reference chart showing the available BPM BI reports along with a brief description and whether the reports are 1) used in the Agency and/or OBM Model and 2) run in Real Time or Materialized View (MV). Typically, all current and future year data is real-time from BPM in the reports, and historical data is updated nightly from batch.

It is difficult to read the chart on a PowerPoint slide so it is not included here but the chart can be found in the OBM Operating Budget Guidance, the Operating BPM Learner Guide, and the FIN Process Manual.

To log into BI Cognos: <https://bireportprd.oaks.ohio.gov/cognosprd/login.html>. Be sure to choose BI as the System. The FIN role of OH_EPM_BP_AGY_REPORTING is needed to view the reports. Agency security designees can add this via FIN Online Security Form.

NEW! A change from last budget is that the Executive Agency Budget Request Summary and Detail Reports used to be run separately as the BPM-0004 and the BPM-0005, respectively. Now those reports are both run using the BPM-0004 report. Users choose, using a prompt, whether to run the summary or detail version of the report.

NEW! Similarly, the BPM-0003, Fund Activity Summary report, used to have a separate report to run to see if any funds had projected negative cash balances. There is now a prompt box on the BPM-0003 report to run selected funds, all funds for an agency, or only funds with projected negative cash balances.

See OBM Operating Budget Guidance for additional information on which reports are required for agency budget request submission.

BI Cognos Report - Resources

1. **Report Books** provide detailed information that help users run reports that return desired results
2. **Data Dictionaries** provide descriptions for all tables, subjects, and ChartFields

Navigation is BI Portal > Useful Links



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Report books are valuable resources. It is highly recommended to review each report book before running the reports, especially for first time users.

Report Books provide detailed information for the purpose of each report, audience, explanation of parameters to run the report, and hard-coded filters that will affect the report results.

BI Cognos Report - Resources

Finance	
	<u>Finance Data Dictionary</u>
	<u>Field Lookup</u>
	<u>Table Listing/Lookup</u>
	<u>Data Dictionary Extract</u>
	<u>GL Trees Information</u>
	<u>GL Standard Report List</u> <u>GL Report Books</u>
	<u>T&E Standard Report List</u> <u>T&E Report Books</u>
	<u>AP/PO/Spend Standard Report List</u> <u>AP/PO/Spend Report Books</u>
	<u>AR Standard Report List</u> <u>AR Report Books</u>
	<u>AM Standard Report List</u> <u>AM Report Books</u>
<u>ary</u>	<u>Capital Improvements Standard Report List</u> <u>Capital Improvements Report Books</u>
	<u>MBE EDGE Standard Report List</u> <u>MBE EDGE Spend Report Books</u>
<u>tionary</u>	<u>Budgeting and Planning Data Dictionary</u>
	<u>Budgeting and Planning Standard Report List</u> <u>Budgeting and Planning Report Books</u>

General

[Internet Explorer Settings - Cognos](#)



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Summary of New Features

- Task 759 – Revenue, Spending, and Appropriation Estimates
- ChartField and tree changes run in overnight batch process
- Ability to edit and delete BPM line items
- Up to 35 Working Versions
- New Budget Data Load tool
- New and some improved BI Cognos Reports



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Request ChartField and tree changes early, do not wait until the day the budget is due!

Online Resources

- OBM website
 - OBM FY18-19 Operating Budget Guidance document
 - Forms page: Budget & Planning section
- BPM – Documentation & Guidance link
- MyOhio.gov
 - EPM 9.1 (BPM Module)
 - BI Cognos (Reports)
 - FIN Home page—FIN Process Manual
 - FIN Online Security Form



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The Operating BPM Learner Guide and quick step guides are located on both the OBM Forms page and in BPM under the Documentation and Guidance link.

Many useful Job Aids for Budget and Planning are located on the FIN Home Page.

- FIN Process Manual: <http://fin.help4u.obm.ohio.gov/> - OR - MyOhio.gov\FIN home page\Financials Quick Links
- OBM's website: <http://obm.ohio.gov/default.aspx>
- Budget Guidance is on OBM's website on the Budget Page
- Spreadsheet upload template: <http://obm.ohio.gov/MiscPages/Forms/default.aspx>
- Security Task information: <http://obm.ohio.gov/MiscPages/Forms/default.aspx>
- Agency specific Planning Center information:
https://myohio.oaks.ohio.gov/cs/PAPRD/psfileproc/V_8a66a8cc-6ceb-4374-829e-1ad4fc0da82a/FINJA148_Planning_and_Budgeting_Activities_and_Versions.pdf
- BI Cognos login: <https://bireportprd.oaks.ohio.gov/cognosprd/login.html> - OR – found on MyOhio.gov under BI Home

BI BPM Kick-off for FY2018-19 Biennium

Any questions?

- For technical issues, please email OBM.BPM@obm.ohio.gov or contact the OAKS Help Desk
- For budget issues, please contact your OBM Budget Analyst



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BI SOPPS for Payroll Allotments & Budget Requests

July 19, 2016
Todd Clark



Topics

1. Uses for SOPPS
2. Security role for SOPPS that is needed to run SOPPS reports
3. BI SOPPS report book and data dictionary for explanatory information
4. Overview of reports – purpose of each, how to run from main menu or from PAY-0001 dashboard
5. What is needed for allotments and operating budget requests



Uses for SOPPS

Use SOPPS for:

- Determining payroll allotment needs for the upcoming fiscal year.
- Budgeting payroll for your agency's operating budget request.
- Other payroll analysis during the fiscal year.



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Security Role

- **OH_BI_SOPPS_REPORTING** role is needed to be able to run the BI SOPPS reports. Ask your Agency Security Designee to request the role for you via the FIN Online Security Form.
- In addition, what data you see in SOPPS reports is based on your HCM Department level access. Ask your agency's HR office if you need HCM access to certain divisions or all of your agency in order to view SOPPS reports.



Security Role

- Navigation to run reports: [Public Folders](#) > [OAKS Reporting Folders](#) > [OAKS Standard Reports](#) > [Payroll Projections](#)
 - ✓ If you don't see Payroll Projections in the list of standard reports you can run, you don't have SOPPS access yet!
 - ✓ If you see Payroll Projections in the standard reports list but get no data, you don't have HCM Department access yet!



BI Report Book & Data Dictionary

- **Report list** provides brief descriptions of all reports on one page.
- **Report book** provides detailed information on the purpose of each report, its audience, an explanation of parameters to run the report, and hard-coded filters that will affect report results.
- **Data dictionary** provides descriptions for all tables, subjects, and fields.
- Navigation: [BI Portal > Useful Links](#)

Overview of Reports

- **PAY-0001: Payroll Projections** ([Dashboard](#))
- PAY-0002: ChartField Summary
- PAY-0004: Payroll Projection Comparison
- PAY-0005: Detailed Payroll Projection
- PAY-0006: OBM Assumptions
- PAY-0007: Detailed Roster by Department
- PAY-0008: Detailed Roster by Employee
- PAY-0009: SOPPS to BPM Comparison
- PAY-0010: PSP Detail



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SOPPS Home Menu

Public Folders > BI Reporting Folders > BI Standard Reports > Payroll Projections

	Name
	Archive
	Drill Through
	PAY-0001 Payroll Projections
	PAY-0002 Chartfield Summary Payroll Projection
	PAY-0004 Payroll Projection Comparison
	PAY-0005 Detailed Projected Roster
	PAY-0006 OBM Payroll Projection Assumptions
	PAY-0007 Detailed Projected Roster By Department
	PAY-0008 Detailed Projected Roster By Employee
	PAY-0009 SOPPS to BPM Payroll Request Compare
	PAY-0010 PSP Detail



PAY-0001 Dashboard

Click any of the blue buttons at the top to run that SOPPS report from the dashboard.

Biennial Agency Payroll Projection
 For PPE : March 24, 2012 Dept : OBM Fund : ALL
 Vacancies(Y/N) : Y/N ALL : ALL Program : ALL
 Total FTE : 234.47

Agency Totals

	Remaining 2012	Forecasted 2013
Gross	1,428,701.64	25,735,063.42
Benefits	693,082.24	7,221,262.03
Payroll Charges	24,155.15	299,963.58
OT	0	0
Total	2,145,940.03	26,256,289.03

Avg Per FTE

	Remaining 2012	Forecasted 2013
Gross	6,377.46	111,407.43
Benefits	3,389.25	30,788.43
Payroll Charges	103.13	1,467.16
OT	0.00	0.00
Total	98,404.85	138,674.23

Report Links:

- PAY-0001 Payroll Projections
- PAY-0002 Chartfield Summary Payroll Projection
- PAY-0003 Chartfield Summary Quarterly Drill
- PAY-0004 Payroll Projection Comparison
- PAY-0005 Detailed Projected Roster
- PAY-0006 OBM Payroll Projection Assumptions
- PAY-0007 Detailed Projected Roster By Department

SOPPS links within the reports will only work if you run in HTML. If you run the report in Excel or CSV, you will not be able to use the links.

PAY-0006 OBM Assumptions

- All assumptions in Appendix C of the most recent operating budget guidance are built into SOPPS and viewable in this report.
- Rates for the upcoming fiscal year will be updated from assumptions to actuals when they are determined.

Choose any of the assumptions prompts to view what was calculated in the SOPPS projections.

OBM Payroll Projection Assumptions Prompt Page

Assumption
Assumption
Pay Period
Department
Health Insurance
OAKS Charges
OBM Charges
Pay Rates
Workers Compensation
SOPPS Parameters
FY Payroll Projections



How much do I need to allot for payroll?

- PAY-0002, ChartField Summary

Chartfield	
Select Chartfield Coding Source :	<input checked="" type="radio"/> Coding from Selected Pay Period <input type="radio"/> Coding from Trailing 26 Pay Periods
Select Projections Run Date :	May 17, 2014
Include Vacancies :	<input checked="" type="radio"/> Yes <input type="radio"/> No
HR Department Starts With : (See description below)	
Department Chartfield Starts With : (See description below)	
Include Program Code(Y/N) :	<input checked="" type="radio"/> Yes <input type="radio"/> No

This is the HCM ChartField coding for the PPE (Pay Period End) you select to run. The alternative option gives you HCM ChartField coding for the last year.

Choose 'No' to get ALI allotment amounts.



Choosing "HR Department Starts With" is usually the best option

PAY-0002, ChartField Summary

Cognos Viewer - PAY-0002 Chartfield Summary Payroll Projection



Chartfield Summary Payroll Projection

For PPE : Jun 16, 2012 12:00:00 AM
FTE : 9.23

				Remaining	Forecasted			
				2012	2013	2014	2015	
ACC	1750	470613	5450C	Gross	0	32.31	32.31	32.31
				Benefits	0	282.83	282.83	282.83
				Payroll Charges	0	101.42	103.98	104.08
				OT	0	0	0	0
				Total	0	416.56	419.12	419.22
	4K90	889609	102B1	Gross	0	9,529.75	9,529.75	9,529.75
				Benefits	0	12,270	12,681.12	13,133.28
				Payroll Charges	0	6,657.64	6,827.29	6,822.29
				OT	0	0	0	0
				Total	0	28,457.39	29,038.16	29,485.32
	9999	999999	99999	Gross		0	0	0
				Benefits		3,204	3,204	3,204
				Payroll Charges		1,170.78	1,200.42	1,201.98
				OT		0	0	0
				Total		4,374.78	4,404.42	4,405.98



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Chartfield values of "9999" or "99999" mean it is vacant positions.

What's needed for operating budget request?

- When run by department, PAY-0005 is like PAY-0002 without the option to leave out Program Code.

Detail Roster prompt page

* If you enter a Department then choose the option to include vacancies(Y/N) (If no selection was made for vacancies then the amounts will be displayed for Open and Filled Positions)

Select a Projection Run Date :	Jun 16, 2012 12:00:00 AM
Do you want group by Employee or Department (Enter 'E' to group by Employee OR Enter 'D' to group by Department)	D
Enter 3 Char Department :	ACC
Include Vacancies :	<input checked="" type="radio"/> Yes <input type="radio"/> No Deselect
Enter Fund :	
Enter All :	

You can group the results by individual Empl ID or department.

PAY-0005, Detailed Payroll Projection



Detail Roster

For Projections Run Date: Jun 16, 2012 12:00:00 AM



In this example, the data have been grouped by department. Click on the blue hypertext to drill down to individual employees (PAY-0007).

EPA	GRF	070321	29208		Remaining		Forecasted		
					2012	2013	2014	2015	
				Gross	0	0	0	0	0
				Benefits	0	25.15	25.15	25.15	
				Payroll Charges	0	9.19	9.42	9.43	
				OT	0	0	0	0	
				Total	0	34.33	34.56	34.58	
			29708	Gross	0	0	0	0	
				Benefits	0	1,289.01	1,373.24	1,465.96	
				Payroll Charges	0	366.93	376.22	376.7	
				OT	0	0	0	0	
				Total	0	1,655.93	1,749.46	1,842.67	
		0321	91008	Gross	0	0	0	0	
				Benefits	0	572.51	628.96	691.06	
				Payroll Charges	0	14.94	15.32	15.34	
				OT	0	0	0	0	
				Total	0	587.44	644.27	706.39	
		4408	42208	Gross	0	0	0	0	
				Benefits	0	946.41	1,034.06	1,130.47	
				Payroll Charges	0	25.55	26.21	26.24	
				OT	0	0	0	0	
				Total	0	971.97	1,060.26	1,156.71	



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PAY-0007, Detailed Roster by Department

- PAY-0007 shows projections for each employee in an agency.

Detail Roster By Department Prompt Page

Select a Projections Run Date :	<input type="text" value="Jun 16, 2012 12:00:00 AM"/>
Include Vacancies (Y/N) :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enter 3 Char Department :	<input type="text" value="jacc"/>
Enter Fund :	<input type="text"/>
Enter ALL :	<input type="text"/>

PAY-0007, Detailed Roster by Department

Cognos Viewer - PAY-0007 Detailed Projected Roster By Department

Keep this view



Roster PPE	Agency	Fiscal Year	End Yr PPE	Employee ID	Employee Name	Position Number	Jobcode	Jobcode Descr	FTE	Grade	End Yr Step	Step Entry Date	Classif/Unclassif	Barg Unit	Union Code	Sal Admn Plan	Ac Ty
Jun 16, 2012 12:00:00 AM	ACC	2012	Jun 16, 2012 12:00:00 AM			20070612	26211	Investgator	1.00	031	7	Jun 24, 2007 12:00:00 AM		U 07	C07	OCS8	
Jun 15, 2012 12:00:00 AM	ACC	2012	Jun 16, 2012 12:00:00 AM			20070618	16871	Administrative Professional	1.00	027	7	Aug 14, 2011 12:00:00 AM		U 09	C14	OCS7	
Jun 16, 2012 12:00:00 AM	ACC	2012	Jun 16, 2012 12:00:00 AM			20070622	63124	Program Administrator 3	1.00	014	6	Jul 18, 1999 12:00:00 AM		U 22	EX	EID	
Jun 16, 2012 12:00:00 AM	ACC	2012	Jun 16, 2012 12:00:00 AM			20070621	62131	Accountancy Board Exec Directo	1.00	018	6	Oct 21, 2001 12:00:00 AM		U 22	EX	EID	
Jun 16, 2012 12:00:00 AM	ACC	2012	Jun 16, 2012 12:00:00 AM			20070615	26211	Investgator	1.00	031	7	Jun 20, 2010 12:00:00 AM		U 07	C07	OCS8	



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PAY-0008, Detailed Roster by Employee

- PAY-0008 shows projections for just one employee.

Detail Roster By Employee Prompt Page

Select ChartField Coding Source :	<input checked="" type="radio"/> Coding from Selected Pay Period <input type="radio"/> Coding from Trailing 26 Pay Periods
Select a Projections Run Date :	PPE
Enter Employee ID	

PAY-0008, Detailed Roster by Employee



Roster PPE	Agency	Fiscal Year	End Yr PPE	Employee ID	Employee Name	HR Department	Position Number	Jobcode	Jobcode Descr	FTE	Grade	End Yr Step	Step Entry Date	Classf/Unclassf	Barg Unit	Union Code	Sal Admin Plan	Appt Type	Full/Part Time
5/17/14	DAS	2014	6/14/14	10104275			20075713	69963	Business Process Analyst 3	1.00	036	9	7/15/12	C	14	C14	OCS9	P	F
5/17/14	DAS	2015	6/13/15	10104275			20075713	69963	Business Process Analyst 3	1.00	036	9	7/15/12	C	14	C14	OCS9	P	F



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Have I allocated enough of my budget request to payroll?

SOPPS to BPM Payroll Request Compare Prompt Page

Select Chartfield Coding Source :	<input checked="" type="radio"/> Coding from Selected Pay Period <input type="radio"/> Coding from Trailing 26 Pay Periods
SOPPS As of PPE:	PPE
Include Vacancies (Y/N) :	<input type="radio"/> Yes <input type="radio"/> No
BPM Scenario:	<input checked="" type="radio"/> Agency Requested <input type="radio"/> OBM Recommended
Agency:	
Fund:	<div style="display: flex; align-items: center;"><div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-right: 5px;"></div><div style="margin-right: 5px;">Insert </div><div style="margin-right: 5px;">Remove </div><div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-left: 5px;"></div></div> <p style="text-align: right; margin-top: 5px;">Select all Deselect all</p>
Level B Programs:	<div style="display: flex; align-items: center;"><div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-right: 5px;"></div><div style="margin-right: 5px;">Insert </div><div style="margin-right: 5px;">Remove </div><div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-left: 5px;"></div></div> <p style="text-align: right; margin-top: 5px;">Select all Deselect all</p>



PAY-0009, SOPPS to BPM Compare



PAY-0009 SOPPS to BPM Payroll Request Compare

Keep this version | > |

Agency	Fund	Program Code	ALI	Fiscal Year	SOPPS Gross	SOPPS Benefits	SOPPS Payroll Charges	SOPPS Overtime	SOPPS Total	BPM Total	BPM Op A Amount	BPM Op B Amount	% Greater Than SOPPS
DAS	1120	39508	100616	2015	\$20,607,402	\$7,522,114	\$579,106	\$0	\$28,708,622	\$5,481,766	\$5,094,608	\$387,158	-80.9%
DAS	1150	39008	100632	2015	\$2,308,581	\$974,163	\$66,025	\$0	\$3,348,769	\$590,041	\$590,041	\$0	-82.4%
DAS	1170	34508	100644	2015	\$27,683,325	\$9,938,401	\$784,456	\$0	\$38,406,181	\$7,217,221	\$7,217,221	\$0	-81.2%
DAS	1170	35308	100644	2015	\$544,642	\$230,478	\$15,881	\$0	\$791,001	\$0	\$0	\$0	-100.0%
DAS	1170	35328	100644	2015	\$1,940,056	\$864,393	\$57,430	\$0	\$2,861,879	\$664,330	\$664,330	\$0	-76.8%
DAS	1170	35408	100644	2015	\$783,155	\$287,997	\$21,976	\$0	\$1,093,128	\$1,663,865	\$1,663,865	\$0	52.2%
DAS	1170	35508	100644	2015	\$4,163,430	\$1,394,221	\$118,586	\$0	\$5,676,237	\$1,107,412	\$1,107,412	\$0	-80.5%
DAS	1170	39508	100644	2015	\$34,168	\$8,083	\$1,020	\$0	\$43,271	\$0	\$0	\$0	-100.0%
DAS	1170		100644	2015	\$2,273	\$497	\$61	\$0	\$2,831	\$0	\$0	\$0	-100.0%
DAS	1220	34908	100637	2015	\$1,903,277	\$823,797	\$57,016	\$0	\$2,784,090	\$720,329	\$720,329	\$0	-74.1%
DAS	1250	35708	100622	2015	\$27,866,380	\$11,107,862	\$802,259	\$0	\$39,776,502	\$7,692,152	\$7,692,152	\$0	-80.7%
DAS	1250	35808	100622	2015	\$7,994,846	\$3,537,698	\$229,271	\$0	\$11,761,816	\$2,142,372	\$2,142,372	\$0	-81.8%
DAS	1250	35808	100657	2015	\$338,651	\$153,502	\$9,938	\$0	\$502,091	\$54,965	\$54,965	\$0	-89.1%
DAS	1250	36508	100622	2015	\$2,528,581	\$816,877	\$68,092	\$0	\$3,413,550	\$854,175	\$854,175	\$0	-75.0%
DAS	1280	36608	100620	2015	\$1,650,611	\$604,955	\$47,138	\$0	\$2,302,704	\$2,366,217	\$2,366,217	\$0	2.8%
DAS	1300	35208	100606	2015	\$1,743,830	\$611,747	\$48,608	\$0	\$2,404,185	\$652,308	\$652,308	\$0	-72.9%
DAS	1310	34208	100639	2015	\$50,738	\$18,636	\$1,337	\$0	\$70,711	\$0	\$0	\$0	-100.0%
DAS	1320	35308	100631	2015	\$20,461,435	\$9,245,438	\$652,994	\$588	\$30,360,455	\$6,452,117	\$6,452,117	\$0	-78.7%
DAS	1320	35328	100631	2015	\$744,121	\$240,391	\$22,859	\$0	\$1,007,372	\$0	\$0	\$0	-100.0%
DAS	1320	39208	100631	2015	\$31,948	\$19,071	\$1,003	\$0	\$52,022	\$0	\$0	\$0	-100.0%



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Have I allotted enough payroll to get through this fiscal year?

PAY-0010 PSP Detail

Report Layout :	<input checked="" type="checkbox"/> Summary <input type="checkbox"/> Detail by Chartfield <input type="checkbox"/> Compare to FIN Allotment
HR Department Starts With : (See description below)	<input type="text"/>
Department Chartfield Starts With : (See description below)	<input type="text"/>
Include PAY Department Earnings? (See description below)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Enter Fund :	<input type="text"/>
Enter ALI :	<input type="text"/>
Enter Fiscal Year :	2014



PAY-0010, PSP Detail



PAY-0010 PSP Detail Summary Info

Pay Number	PPE Status	PPE Type	Holiday Count	Pay Period End	Paid FTE	Wages	Fringe	Overtime	Salary+Fringe Per Paid FTE	OT Per Paid FTE	Total Cost Per Paid FTE	Headcount
1	Actual	Non-DVI	1	06/29/13	224.6	\$550,669	\$205,556	\$13,635	\$3,367	\$61	\$3,427	Headcount
2	Actual	DVI	0	07/13/13	226.5	\$511,426	\$209,500	\$14,391	\$3,183	\$64	\$3,247	Headcount
3	Actual	Non-DVI	0	07/27/13	229.4	\$556,903	\$207,792	\$15,845	\$3,333	\$69	\$3,402	Headcount
4	Actual	DVI	0	08/10/13	226.7	\$553,561	\$224,557	\$6,041	\$3,433	\$27	\$3,459	Headcount
5	Actual	Non-DVI	0	08/24/13	227.7	\$550,821	\$202,642	\$3,203	\$3,310	\$14	\$3,324	Headcount
6	Actual	DVI	1	09/07/13	225.9	\$548,418	\$221,894	\$3,207	\$3,410	\$14	\$3,424	Headcount
7	Actual	Non-DVI	0	09/21/13	226.5	\$548,698	\$204,253	\$5,233	\$3,324	\$23	\$3,347	Headcount
8	Actual	DVI	0	10/05/13	227.0	\$551,799	\$221,927	\$2,141	\$3,408	\$9	\$3,417	Headcount
9	Actual	Non-DVI	1	10/19/13	226.7	\$555,200	\$203,184	\$3,615	\$3,346	\$16	\$3,362	Headcount
10	Actual	DVI	0	11/02/13	230.3	\$558,757	\$227,194	\$14,553	\$3,412	\$63	\$3,476	Headcount
11	Actual	Non-DVI	1	11/16/13	228.2	\$551,828	\$205,736	\$10,579	\$3,320	\$46	\$3,366	Headcount
12	Actual	Non-DVI	1	11/30/13	186.6	\$547,924	\$211,076	\$1,424	\$4,068	\$8	\$4,075	Headcount
13	Actual	DVI	0	12/14/13	222.6	\$545,396	\$223,311	\$6,586	\$3,453	\$30	\$3,482	Headcount
14	Actual	Non-DVI	1	12/28/13	224.0	\$549,304	\$202,100	\$1,920	\$3,354	\$9	\$3,363	Headcount
15	Actual	DVI	0	01/11/14	225.7	\$545,662	\$222,802	\$7,332	\$3,396	\$32	\$3,429	Headcount
16	Actual	Non-DVI	0	01/25/14	226.7	\$545,597	\$202,080	\$6,873	\$3,320	\$31	\$3,351	Headcount
17	Actual	DVI	0	02/08/14	226.7	\$551,827	\$224,391	\$11,872	\$3,454	\$53	\$3,507	Headcount
18	Actual	Non-DVI	0	02/22/14	226.7	\$545,798	\$202,494	\$5,600	\$3,375	\$25	\$3,400	Headcount
19	Actual	Non-DVI	0	03/07/14	226.7	\$551,278	\$219,891	\$1,454	\$3,471	\$7	\$3,477	Headcount
20	Actual	Non-DVI	0	03/21/14	226.7	\$559,135	\$202,733	\$1,185	\$3,307	\$5	\$3,312	Headcount

Projection turns to actual when pay period is past.

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PAY-0010, PSP Detail



The final three columns show remaining allotment, projected payroll, and projected balance by quarter.

PAY-0010 PSP Detail
FIN Compare

Data Dictionary

Agency	Fund	Fund Descr	ALI	ALI Descr	Pay Quarter	Total Budget	Total Encumbrance	Total Expense	HCM Actual Expense	FIN-HCM Variance	FIN Allotment Remaining	HCM Projected Expense	Projected Balance
JFS	3310	FEDERAL OPERATING	60066	WORKFORCE PROGRAMS	3	\$1,475,161	\$0	\$1,202,034	\$109	\$1,201,925	\$273,128	\$0	\$273,128
JFS	3310	FEDERAL OPERATING	60066	WORKFORCE PROGRAMS	4	\$1,055,205	\$0	\$436,853	\$60	\$436,793	\$418,352	\$15	\$418,337
60066 - Total						\$4,560,609	\$0	\$3,862,003	\$217	\$3,861,786	\$698,606	\$15	\$698,591
JFS	3V00	WORKFORCE INVESTMENT ACT	60066	WRKFRCE INVSTMT ACT PROGRAMS	1	\$2,186,754	\$0	\$1,902,368	\$61	\$1,902,307	\$284,387	\$0	\$284,387
JFS	3V00	WORKFORCE INVESTMENT ACT	60066	WRKFRCE INVSTMT ACT PROGRAMS	2	\$1,874,361	\$0	\$1,683,591	\$78	\$1,683,513	\$190,770	\$0	\$190,770
JFS	3V00	WORKFORCE INVESTMENT ACT	60066	WRKFRCE INVSTMT ACT PROGRAMS	3	\$2,186,754	\$0	\$1,986,814	\$174	\$1,986,640	\$199,941	\$0	\$199,941
JFS	3V00	WORKFORCE INVESTMENT ACT	60066	WRKFRCE INVSTMT ACT PROGRAMS	4	\$1,874,361	\$0	\$997,391	\$76	\$996,625	\$876,970	\$193	\$876,777
60066 - Total						\$8,122,231	\$0	\$6,570,164	\$279	\$6,569,885	\$1,552,067	\$193	\$1,551,874
JFS - Total						\$203,869,226	\$0	\$167,883,743	\$137,794	\$167,745,949	\$35,985,483	\$5,084	\$35,980,400
MCD	GRF	GENERAL REVENUE	651425	MEDICAID PROGRAM SUPPORT STATE	1	\$8,352,937	\$0	\$8,352,937	\$212	\$8,352,725	\$0	\$0	\$0
MCD	GRF	GENERAL REVENUE	651425	MEDICAID PROGRAM SUPPORT STATE	2	\$6,896,264	\$0	\$6,896,264	\$178	\$6,896,086	\$0	\$0	\$0
MCD	GRF	GENERAL REVENUE	651425	MEDICAID PROGRAM SUPPORT STATE	3	\$7,385,611	\$0	\$7,385,610	\$4103	\$7,381,507	\$1	\$0	\$1
MCD	GRF	GENERAL REVENUE	651425	MEDICAID PROGRAM SUPPORT STATE	4	\$14,482,152	\$0	\$14,154,814	\$2,307	\$14,152,506	\$10,327,338	\$581	\$10,326,787
651425 - Total						\$37,116,964	\$0	\$26,789,625	\$8,361	\$26,781,264	\$10,327,339	\$581	\$10,326,758
MCD	3F00	HEALTH CARE FEDERAL FUND	651424	Medicaid Program Support Fed	1	\$9,167,084	\$0	\$9,167,084	\$212	\$9,166,872	\$0	\$0	\$0
MCD	3F00	HEALTH CARE FEDERAL FUND	651424	Medicaid Program Support Fed	2	\$7,991,950	\$0	\$7,991,950	\$178	\$7,991,772	\$0	\$0	\$0



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Questions and Feedback

- If you have any questions about SOPPS or would like assistance in the OBM training lab, please let us know.
- We are also interested in your feedback to help us improve the SOPPS reports and make them more accurate in the future. Let us know if you find any issues with the data or if you have suggestions to make the reports more useful.
- THANK YOU!

OBM.SOPPS@obm.ohio.gov



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