Vantage Budget System

End User Manual
Version 08-15-2016

State of Vermont
Department of Budget and Management
109 State Street, 5th Floor
Montpelier, Vermont 05609-5901

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Vantage Basics

The Vantage Budgeting System

The State's budgeting system – *Vermont Vantage* – will enable and provide for the following:

- Timely, accurate, relevant, financial and operating reports, allowing staff and management to make more informed decisions based on actionable intelligence
- Streamlined processes, and the elimination of redundancy through the use of automation
- An integrated approach to the Statewide budget development and monitoring process
- Insight into how the State is performing throughout the year against budgets, metrics, performance measures, or other goals

Vantage Contact Information

The first point of contact for all Vantage related questions for business offices is your Budget Analyst. Your Budget Analyst can reset your password, unlock your form if you're locked out and answer any other basic Vantage related questions that you have. Only after you have first worked through your assigned Budget Analyst should you escalate issues to the Vantage Administrator listed below. New user requests should be routed to the System Administrator.

Contact	Email	Phone	Role
Sam Winship	sam.winship@vermont.gov	828-1586	System Administrator
	Budget Analysts		
David Beatty	david.beatty@vermont.gov	828-6453	Dept. contact for troubleshooting and questions
Jason Aronowitz	jason.aronowitz@vermont.gov	828-6451	Dept. contact for troubleshooting and questions
Kelly Murphy	kelly.murphy@vermont.gov	828-4005	Dept. contact for troubleshooting and questions
Jean Stetter	jean.stetter@vermont.gov	828-1973	Dept. contact for troubleshooting and questions
Nick Foss	nick.foss@vermont.gov	828-6454	Dept. contact for troubleshooting and questions

Before you get started in Vantage…

Supported Browsers in Vantage

Vantage will operate proficiently on Internet Explorer and Firefox. The system is compatible with Firefox through Extended Release 24 and with versions of Internet Explorer through IE 11. Please work with your department's IT provider to determine the best fit for your needs. Vantage will not operate with later versions Firefox or Internet Explorer.

Internet Explorer 11 Set up

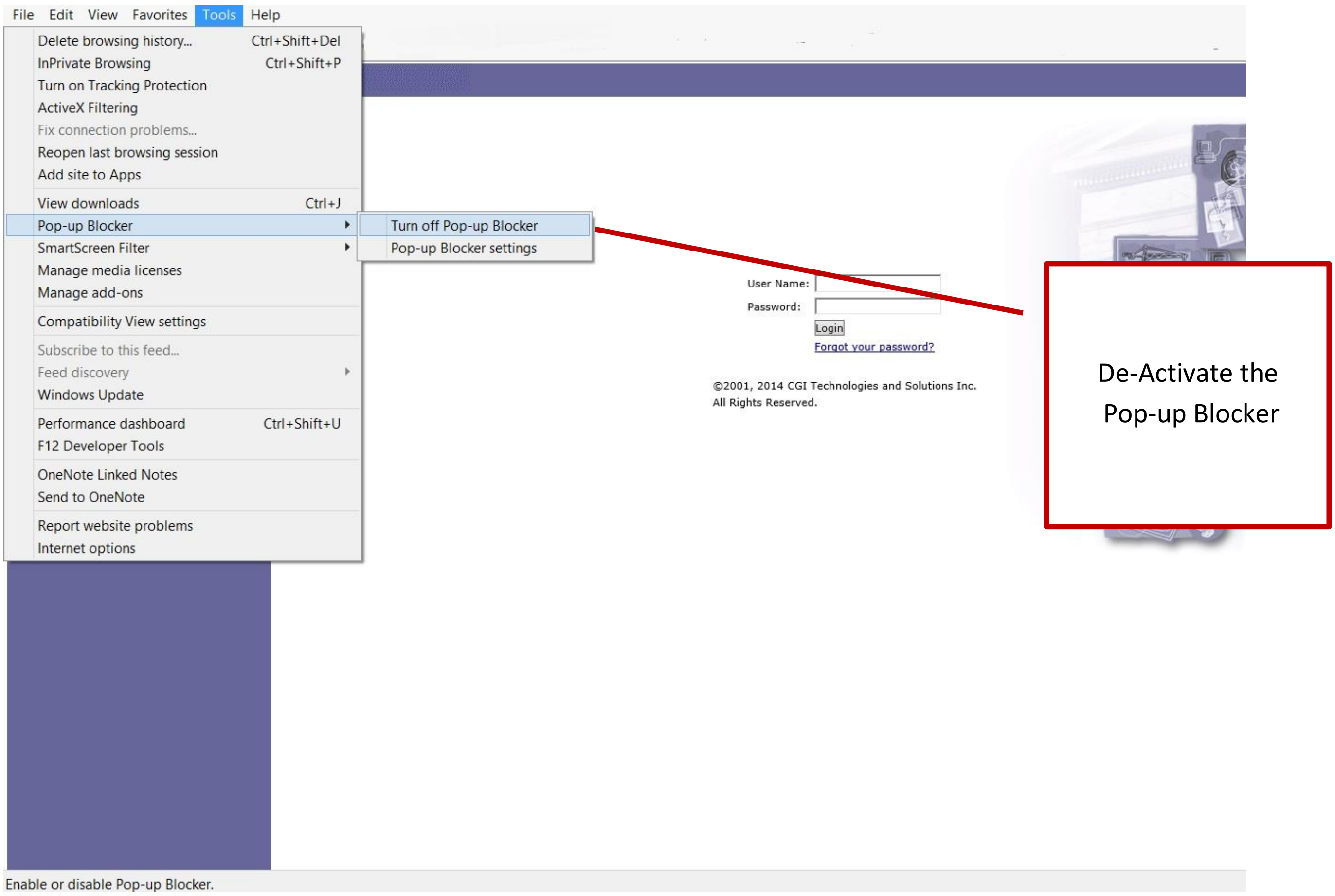
To verify which version of Internet Explorer you are running, you may perform the following steps:

1. Open Internet Explorer by clicking the Start button, and then clicking Internet Explorer.
2. Click the Help icon in the top menu, then click About Internet Explorer.
3. You should see a page indicting the version Internet Explorer:

Allow Pop-ups (Disable Pop-up Blocker)

In some instances, Vantage uses pop-ups. In order for Vantage to display properly, you will need to allow these pop-ups to be displayed.

Allow Pop-ups



To allow the automatic pop-ups that Vantage uses, follow these steps:

1) Open Internet Explorer by clicking the **Start** button, and then clicking **Internet Explorer**.

2) Click the **Tools** button, click **Pop-up Blocker**:

   a) One can click **Turn off Pop-up Blocker** to enable all pop-ups but this is not recommended. Or one can proceed with the directions below.

   b) Click **Pop-up Blocker Settings**.

3) In the **Address of website to allow** box, type the following URL: https://vantage.peoplesoft.state.vt.us/VTPROD/

4) Then click **Add**.

5) Repeat step 3 for every website you want to allow pop-ups from. When you are finished adding websites, click **Close**.

Vantage System Access and URL's

There are two methods to access the Vantage application. The preferred method, and the method most users will use, will be accessing the two links in the table below.

From the State of Vermont Network

Vantage Production	*https://vantage.peoplesoft.state.vt.us/VTPROD/*
InfoAdvantage Production	*https://vantage-bi.peoplesoft.state.vt.us/InfoViewApp/*

**NOTE – Enter real budget information into Vantage Production Only. Any information entered into the Development Environments CANNOT be transferred to the Production Environment. **

The URL will take you to the Vantage Log-in page as seen below:

**Note: If for some reason you need access to Vantage from home, or remotely, it can be accessed by way of the SOV's Citrix server. If you have accessed Vision in the past, this method should be somewhat familiar to you. In the event you are not familiar with Citrix, you will need to enter your Vermont domain and user ID, then password.

Outside of the State of Vermont Network (Citrix)

Citrix Gateway	https://cag.state.vt.us/vpn/index.html

Logging in

To log in enter:

1. **User Name** – Your first name followed by a period (.) then your last name. All in lowercase. (For people with nicknames, your username is the same as your SOV e-mail address.)
2. **Password** – Use the password that you have set or been assigned by the System Administrator.
3. **Click the Login Button**

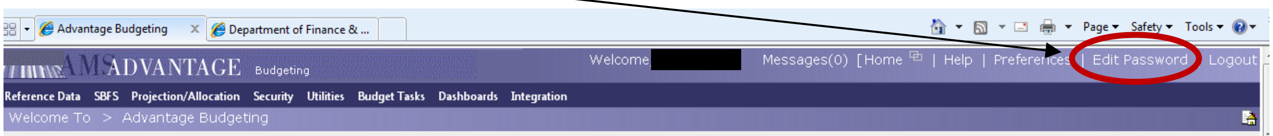
Password Criteria

Passwords have the following Criteria:
At the time of configuration and installation, Vantage complied with the SoV password policies for system and end user accounts. After the initial grace period, your password will need to be changed. Your new password needs to comply with the following

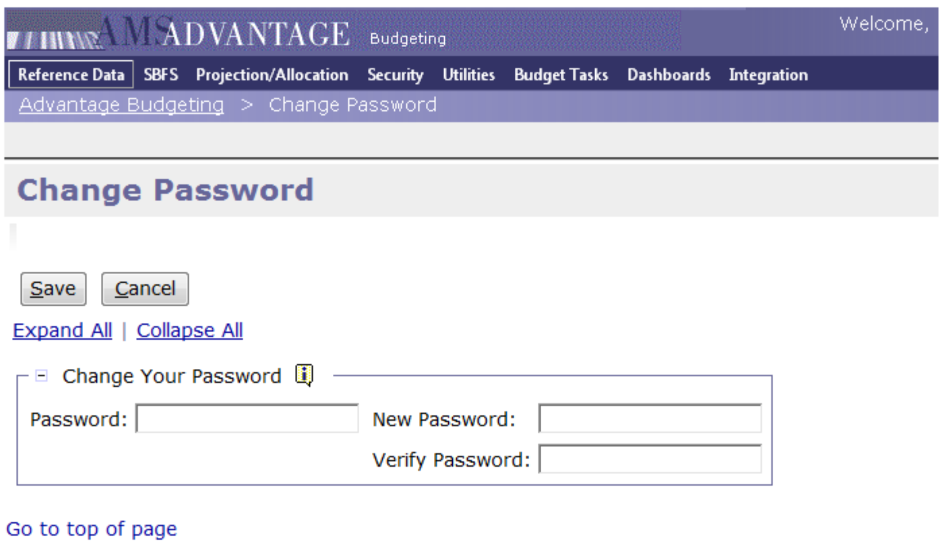
- Be a minimum of eight (8) characters in length, must use at least three of the four character types, those being: lower case letters, upper case letters, numbers and special characters (Example: !, #, %).
- All device passwords must be changed twice a year (every 180 days), at minimum, to reduce the risk of compromise through guessing, password cracking, or other attack and penetration methods.
- Passwords may only be reused every third password, at minimum. As such a completely new password is required for the first two expires; thereafter, the first password can be reused. "Completely new" is defined as having at least fifty percent (50%) of the characters different from the previous password.

Changing your password

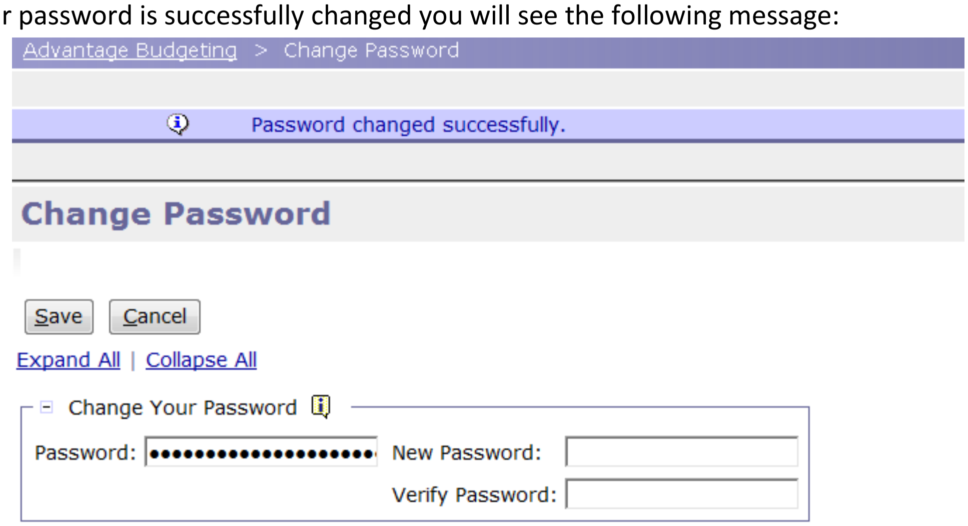
1. Login to Vantage
2. Click the “Edit Password” Link at the top right corner of the home page



3. Enter your current password in the “Password” Field
4. Enter your new password
5. Retype your new password in the “Verify Password” field
6. Click “Save”

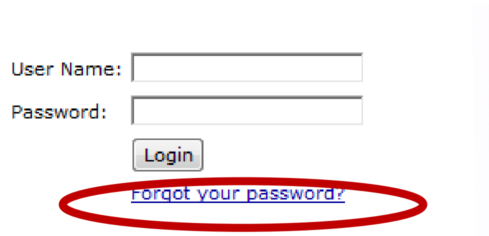


7. If your password is successfully changed you will see the following message:

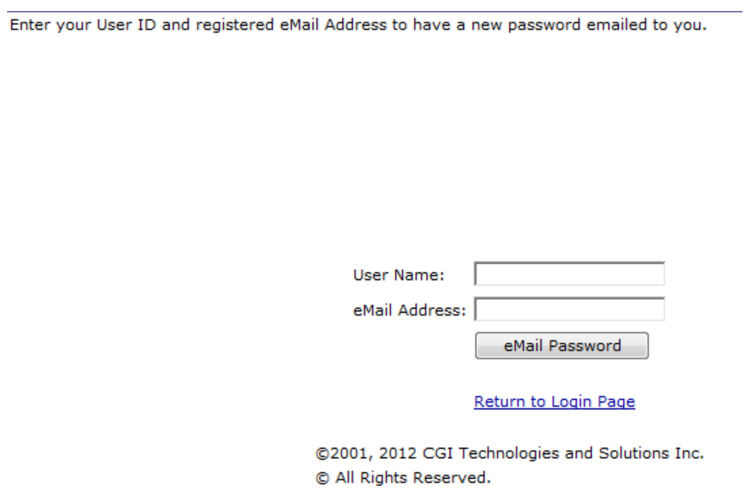


I forgot my Password

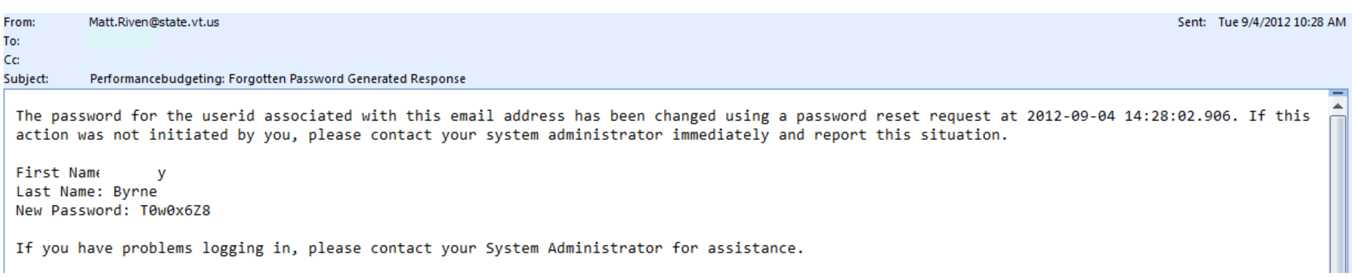
If you have forgotten your password or need a new password, click the link on the login screen “Forgot your password? “



The screen will change and prompt you for your User Name and E-mail Address.



If you have entered a valid e-mail address for your user ID, an e-mail will be generated with a new password.



From: Matt.Riven@state.vt.us Sent: Tue 9/4/2012 10:28 AM
To:
Cc:
Subject: Performancebudgeting: Forgotten Password Generated Response

The password for the userid associated with this email address has been changed using a password reset request at 2012-09-04 14:28:02.906. If this action was not initiated by you, please contact your system administrator immediately and report this situation.

First Name y
Last Name: Byrne
New Password: T0w0x6Z8

If you have problems logging in, please contact your System Administrator for assistance.

- Click the “Return to Login Page”.
- Enter your Username.
- Copy and Paste the new password into the Login screen.

- **Once you have successfully logged into the system. Remember to change your password using the steps above**.
- If you do not receive an e-mail or have difficulty logging in, please contact the system administrator.

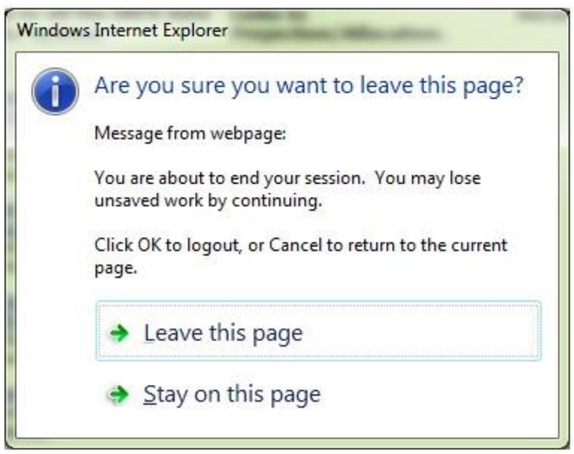
General Vantage System Navigation Conventions

Basic Navigation

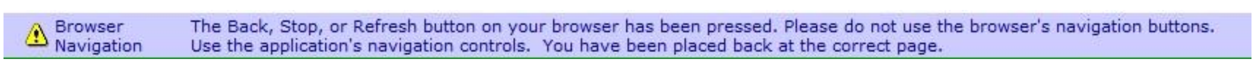
Here are some very important Vantage navigation rules:

- You must use the mouse or the tab key to navigate within the application; pressing the "Enter" button on the keyboard does not work in most fields.
- **Never** use the "Back" or "Refresh" buttons on your web browser. Use of these buttons may cause you to lose any unsaved work.

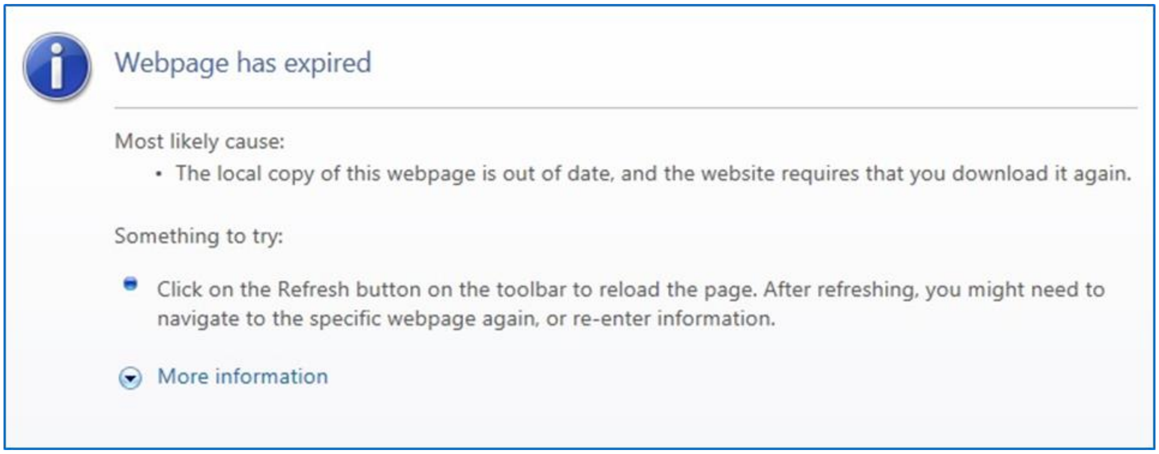
If you accidentally select the "Back" button the following screen will be displayed:



Select the <Stay on this page> button, you will receive the following error and be returned to the application.

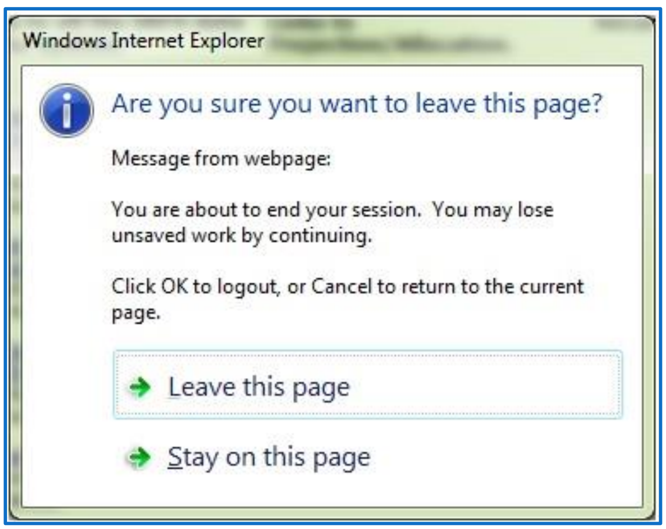


You should be able to continue to work from this point; however, it may be necessary for you to logout and back into the application to continue working. Selecting the <Leave this page> button will cause the application to give you the following error:

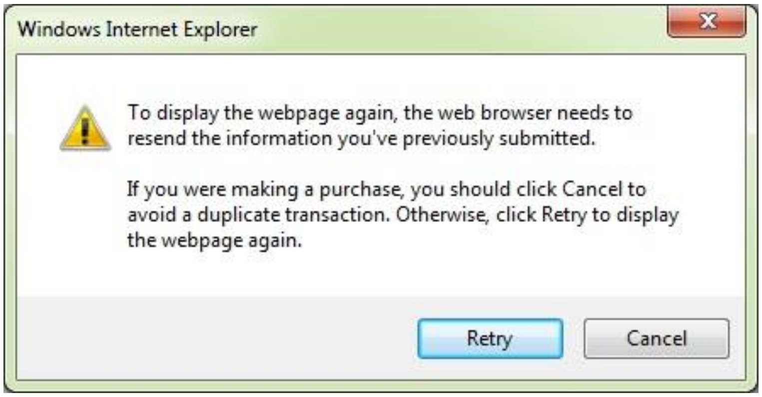


At this point you will most likely have to log back in to Vantage.

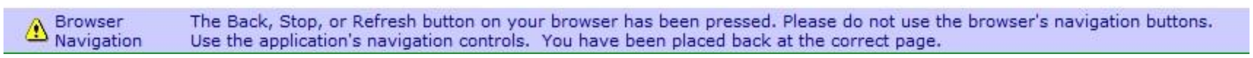
If you accidentally select the “Refresh” button on your web browser the following screen will be displayed:



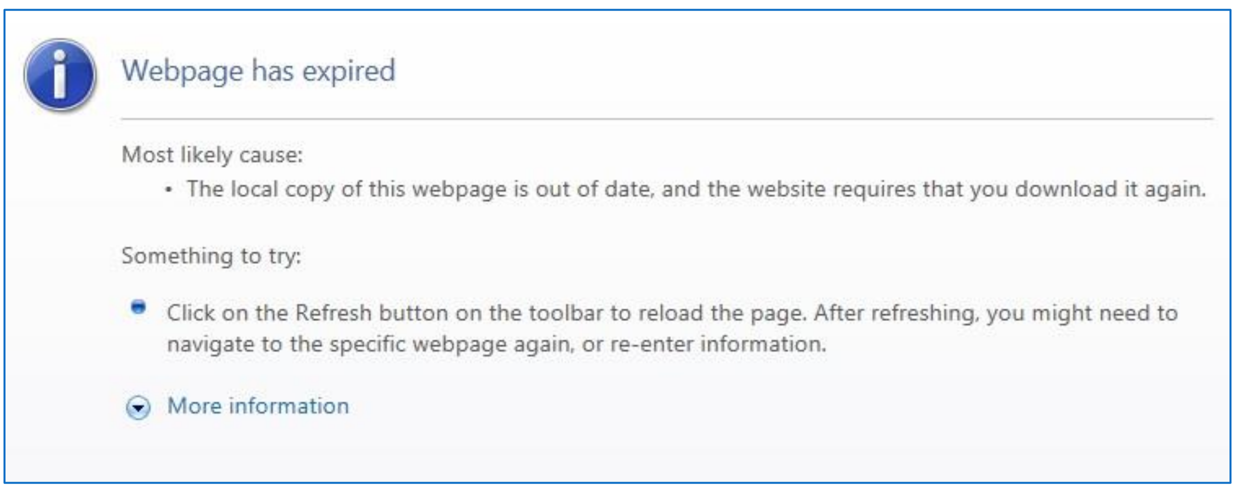
Selecting the <Stay on this page> button will return you to Vantage. Selecting the <Leave this page> button will display the following screen:



Select the <Retry> button. This will give you the following error but you should be able to continue to work from this point; however, it may be necessary for you to logout of the application and back in to continue to work.

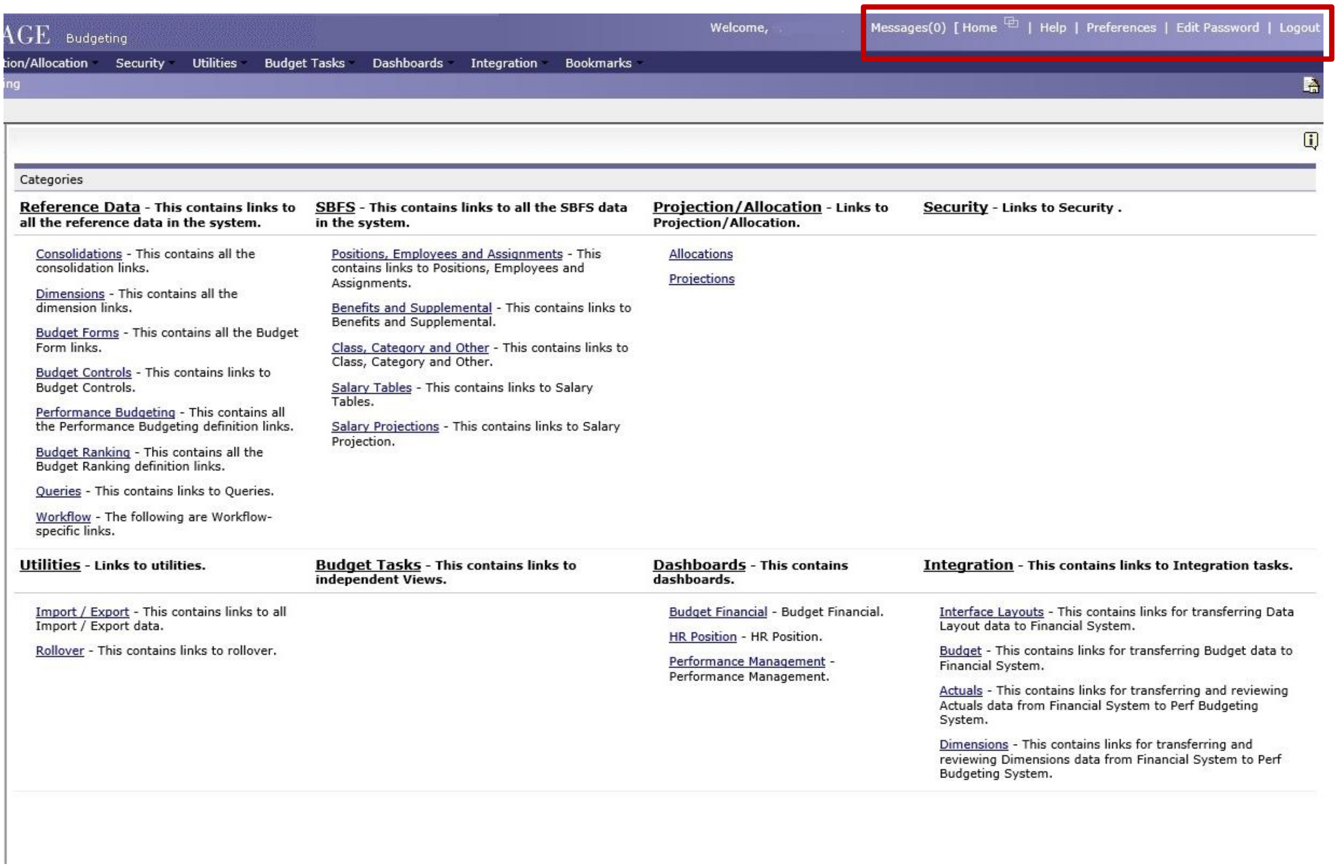


If you select the <Cancel> button you will receive the following error and will need to close your web browser and re-login to the application.



Home Page

The Vantage homepage can be used to navigate throughout the application.



- At the top right corner of each non-search page are links for the home page, message center, preferences, help and logout buttons
- The home page groups links by functional area

The Navigation bar, located in the upper right hand corner of the application, is visible throughout the Vantage application except when working within a budget request. Within a budget request only the "Help" option is available.

Home – returns the screen to the homepage

Help – provides online help for using the application (this is generic help information and is not Vermont Vantage specific)

Preferences – used to set user preferences when working in the application
Edit Password – used to change user's password
Logout – used to logout of the application

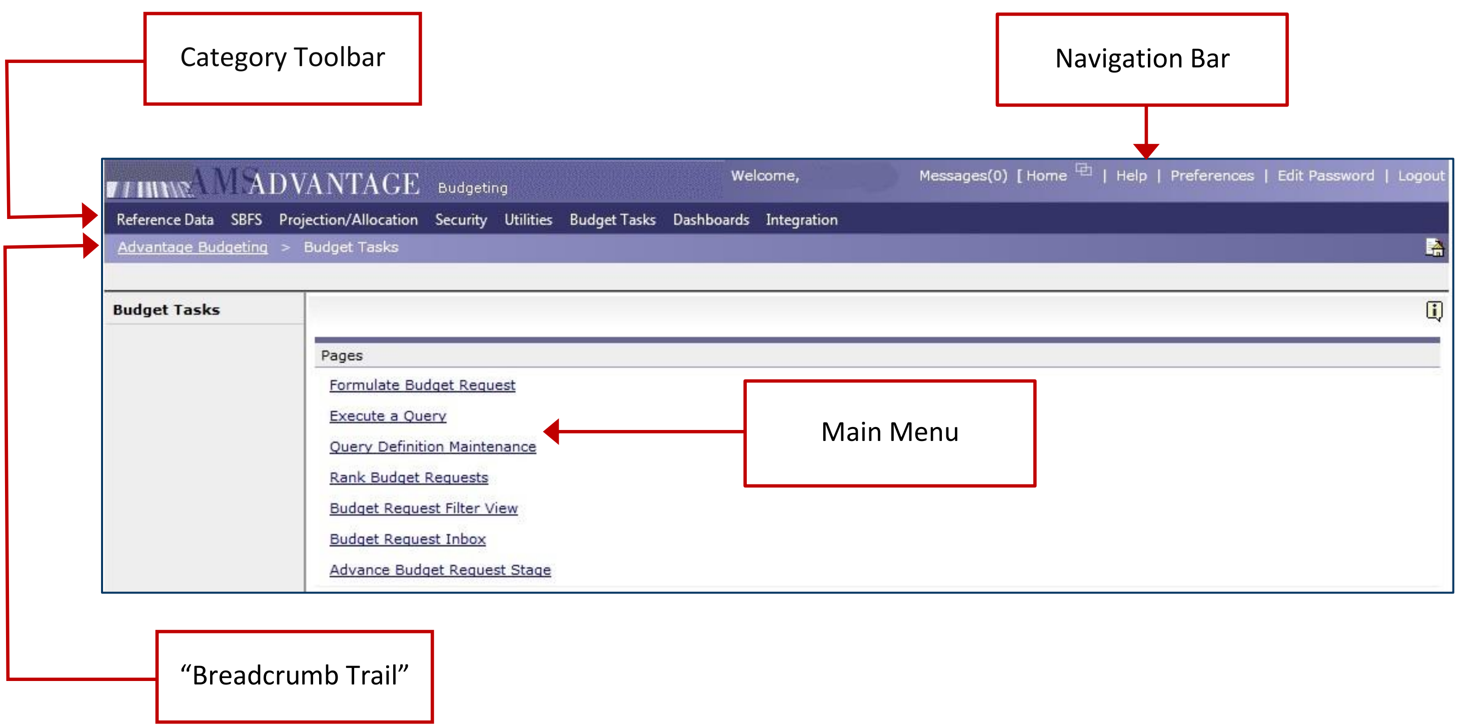
The interlocking squares next to the Home link will open a secondary window to allow the user to have multiple screens available to work in.

From the Vantage homepage and throughout the application there are two choices for navigating to different Vantage tools.

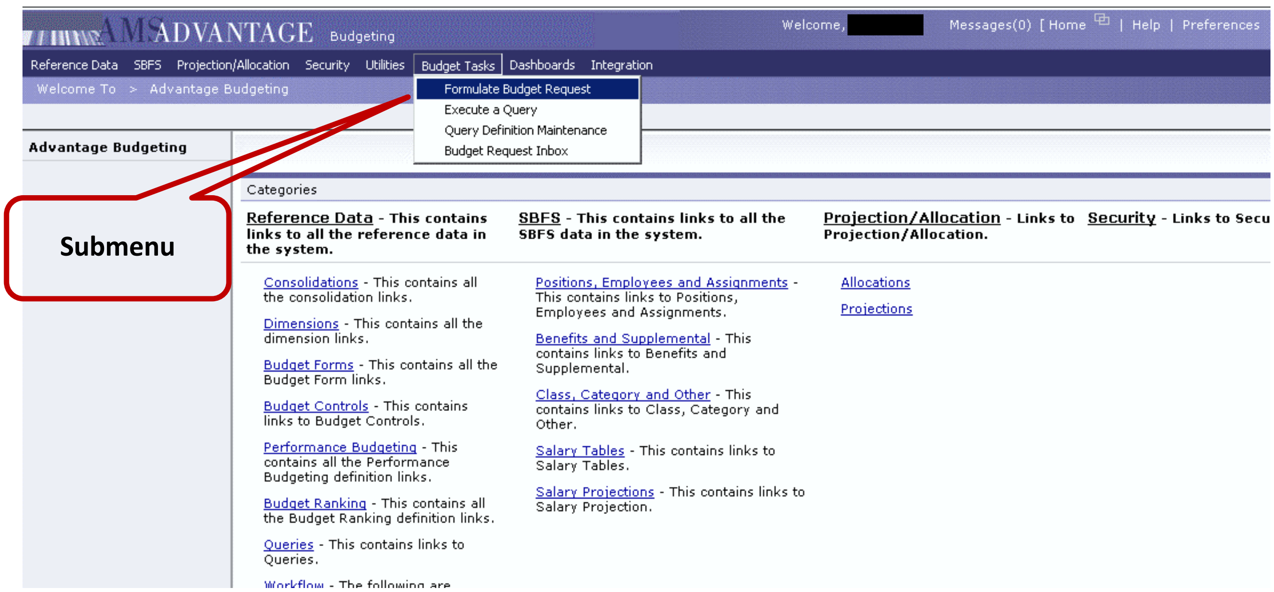
One option is to use the Category toolbar which is located on the left hand side of the screen below the banner. The upper row contains links to sub-menus, one for each major categorical function within Vantage. The lower row is a "breadcrumb trail", which is used to move back to previous menus.

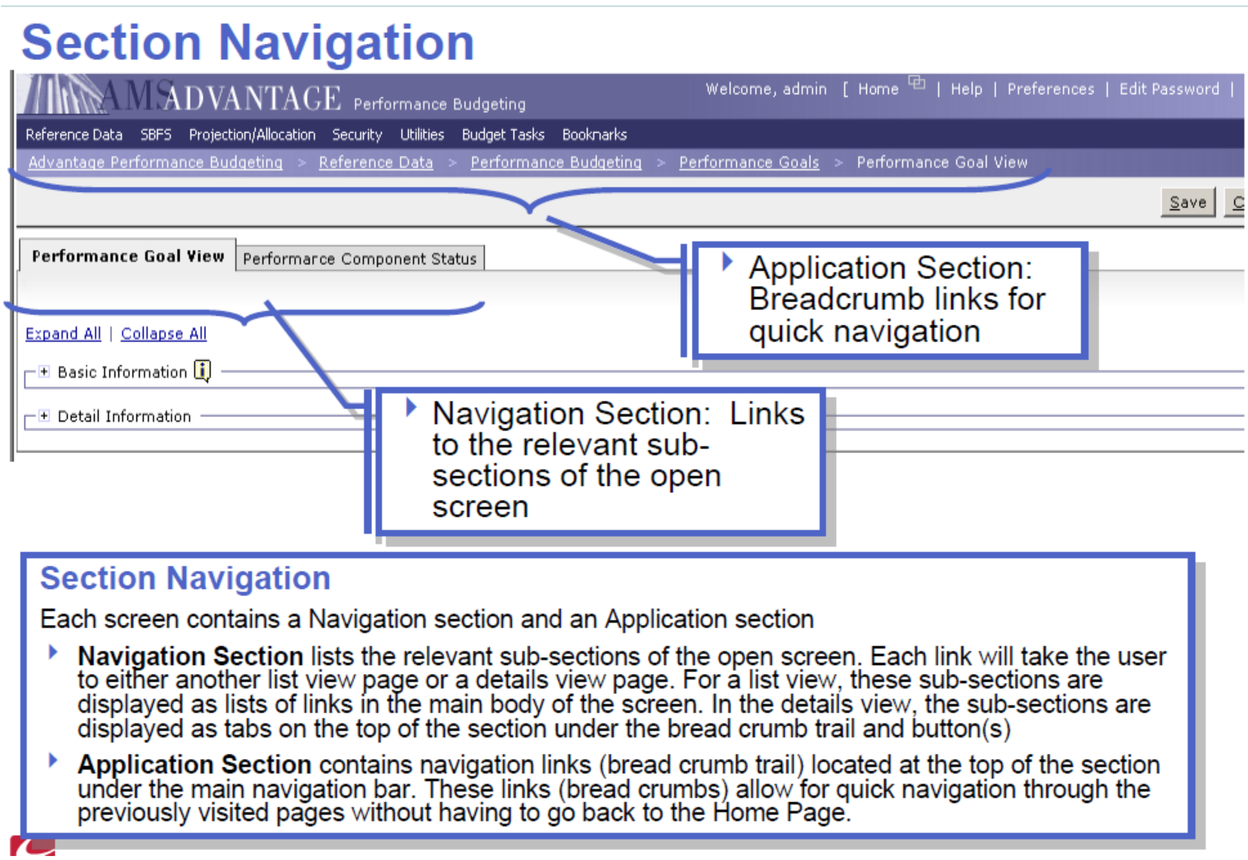
A second navigation option is to use the Vantage main menu. The Vantage main menu provides access to all the tasks listed within the "Budget Tasks" Category. Vantage has been designed to locate all of the pertinent tasks for preparing the budget request within the "Budget Tasks" Category.

A third option is to use the menus and links in the main part of the page.



Sub-menus, or sections contain links to specific Vantage functions. For example, the Budget Tasks sub-menu contains links to the majority of the functions that users will need within the Vantage application.





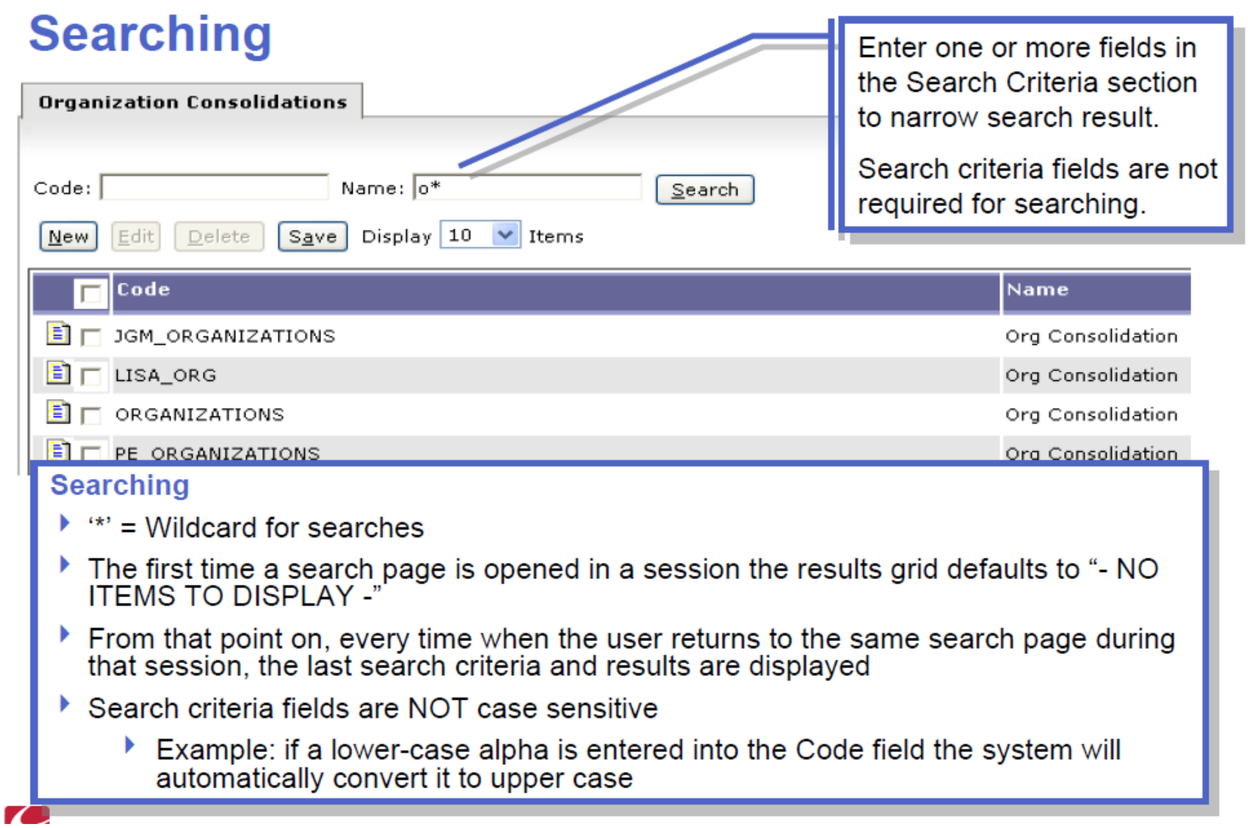
Security

Department Users will have security access to the Business Units and Appropriations they are responsible for. If you do not have the security access you need to complete all budgeting tasks; please contact the System Administrator for additional access.

Advanced Navigation and Use

Searching (Global Search)

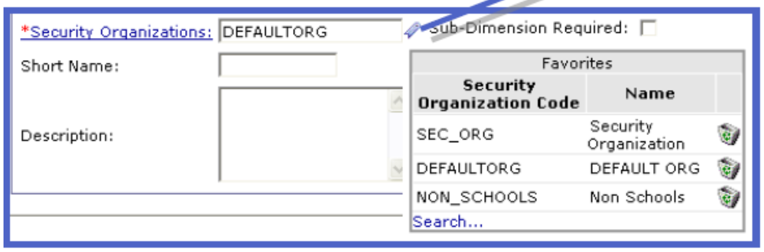
Searching for data is a basic skill and many forms and data fields will require searching to locate or lookup the data you are looking for. The following picture depicts the important concepts with respect to searching.



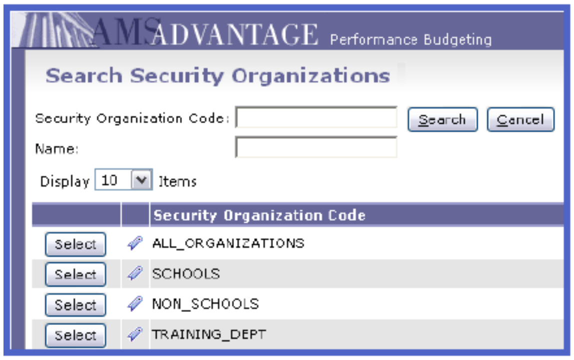
The Favorite List

A favorites list is specific to the user who creates it. Once a user has created a favorites list, it can be used as a shortcut.

Favorite List



Favorites Tab: Once a user has created a favorites list it can be used as a shortcut pick list anytime that user accesses that specific field, throughout the system



Favorites List

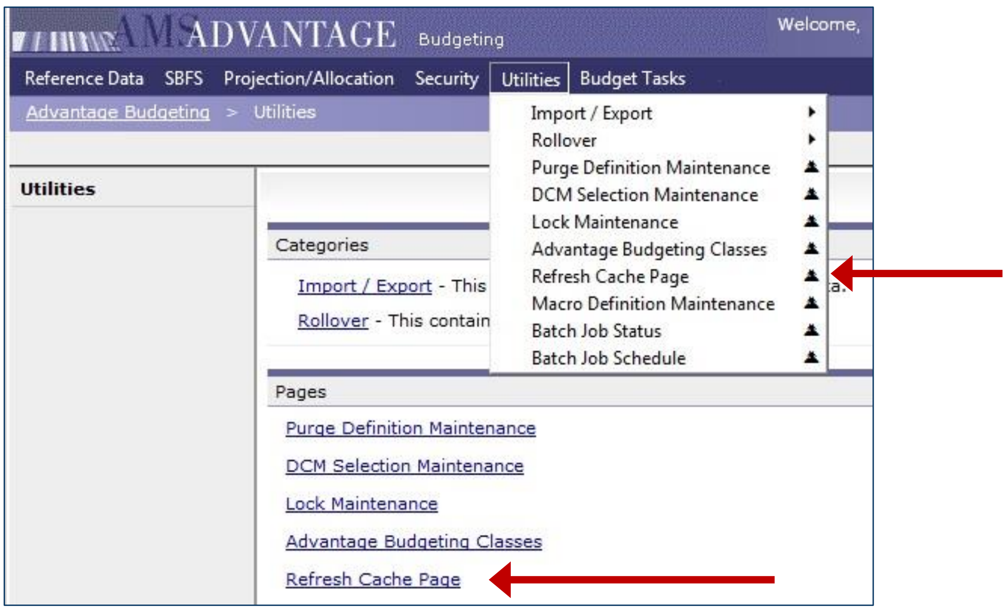
A favorites list is specific to the user who creates it. To add entry to the Favorites list:

- Clicking on the blue tab to the right of the associated field.
- Clicking on the Search… link at the bottom of the favorites popup box. A search window will open.
- Search and select the desired entries to add to the user's favorites pick list for that field.

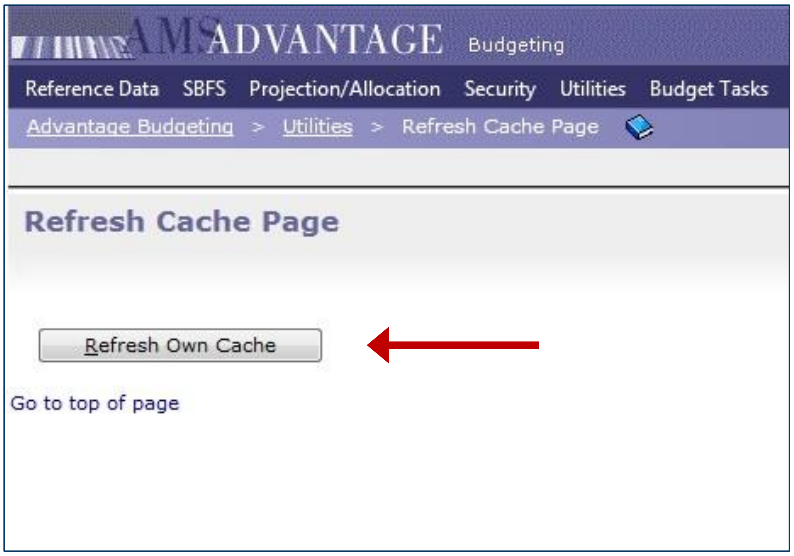
Refresh Cache Page

The "Refresh Cache" page will allow users to update their current Vantage session so that you can see newly created data without having to log out and then back in. For example, if you needed an additional fund or budget expense object, the Vantage Administrators would add the code(s) to the tables and you would need to refresh your cache before you could see the additional codes. This option will also work when you do not immediately see non-personnel updates you've made in the infoAdvantage reports.

The "Refresh Cache" option is available on the Main Menu and also from the Utilities dropdown.



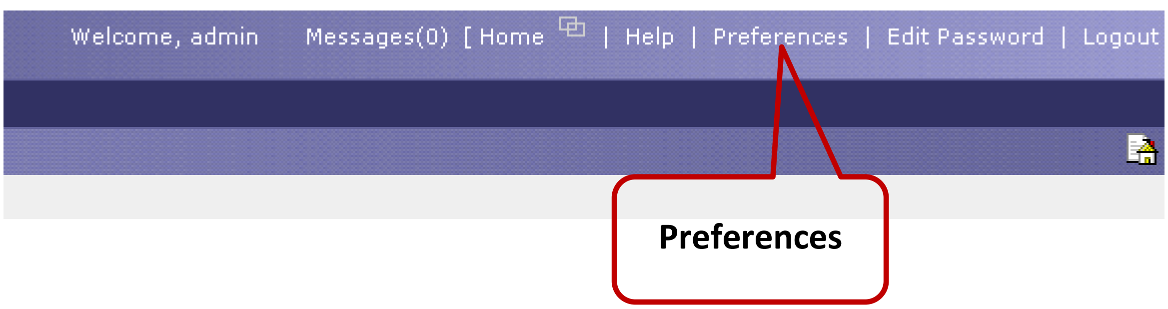
Once you have selected the "Refresh Cache Page," you will need to select the <Refresh Own Cache> button displayed on the next screen.



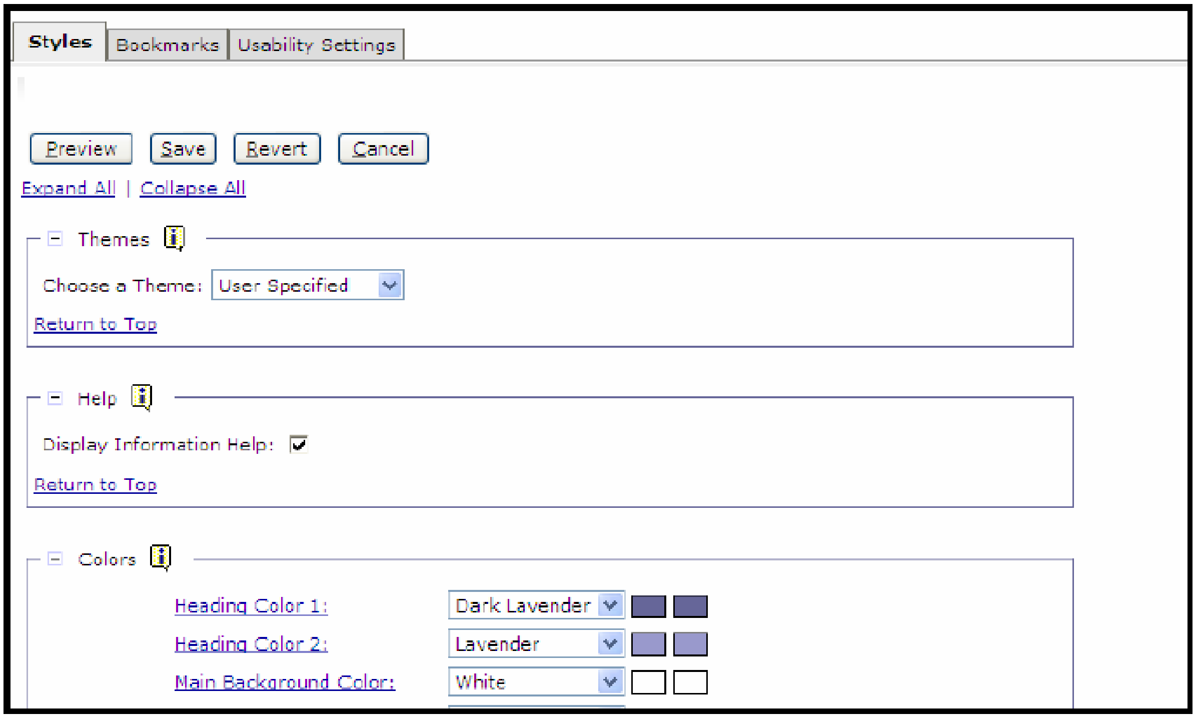
After refreshing your cache, you will need to use the "bread-crumb trail" or the category toolbar to navigate to your next destination.

Preferences

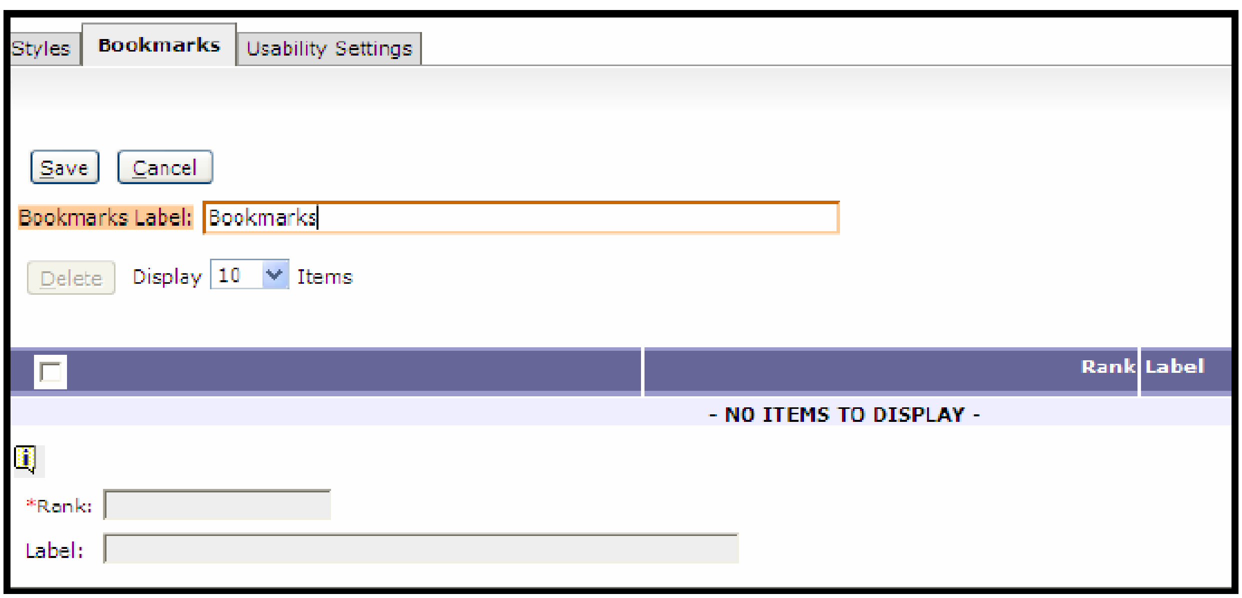
The "Preferences" feature allows you, the user to customize the Vantage application to some degree. "Preferences" can be accessed from the Navigation bar.



The first tab – Styles will allow you to change the appearance of Vantage (background themes, fonts and desktop color schemes).

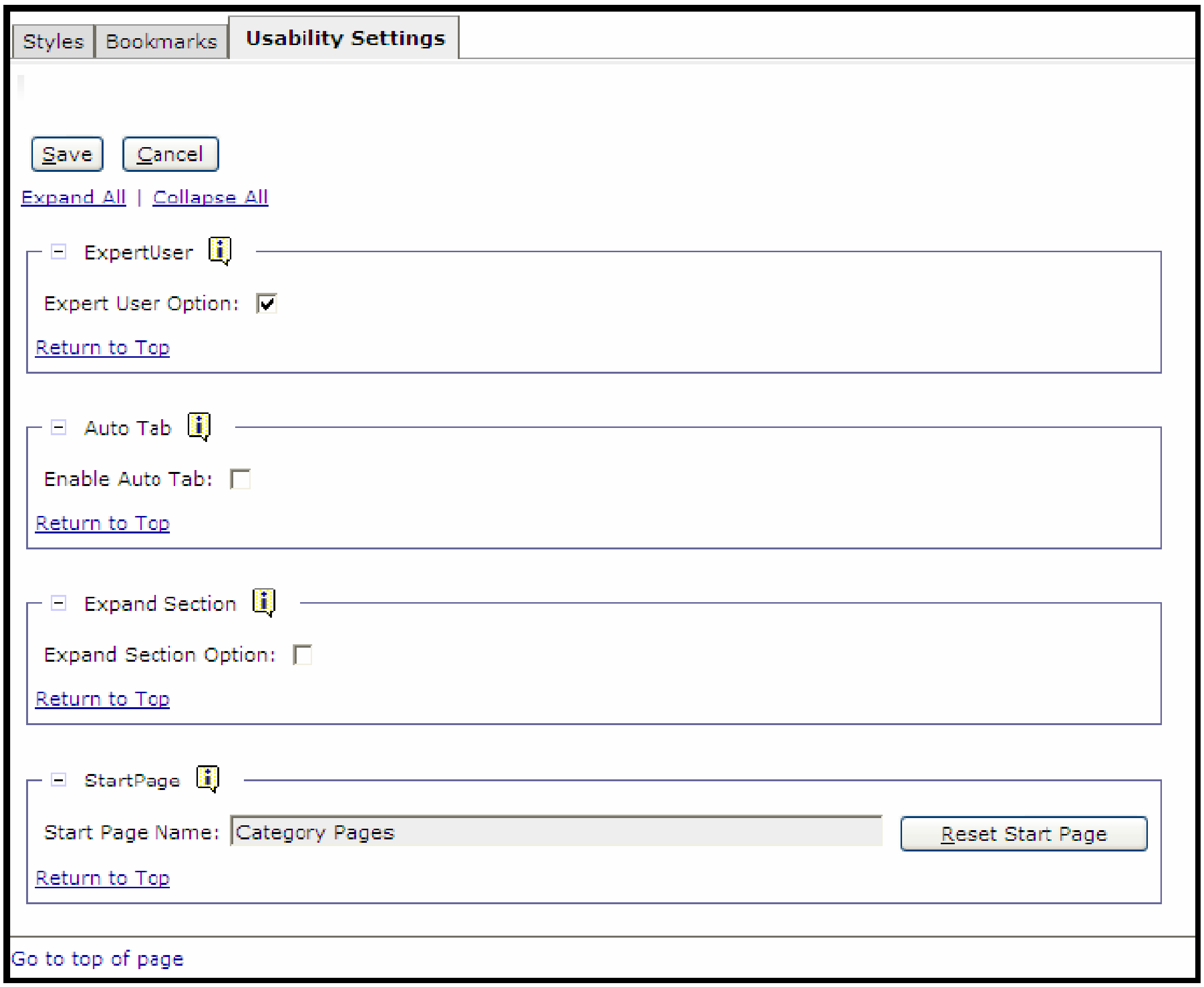


The second tab – Bookmarks will allow you to create easy access shortcuts to application pages within the Vantage application. You can use the Rank and Label functions to name the shortcut and to order them in a preferred order.



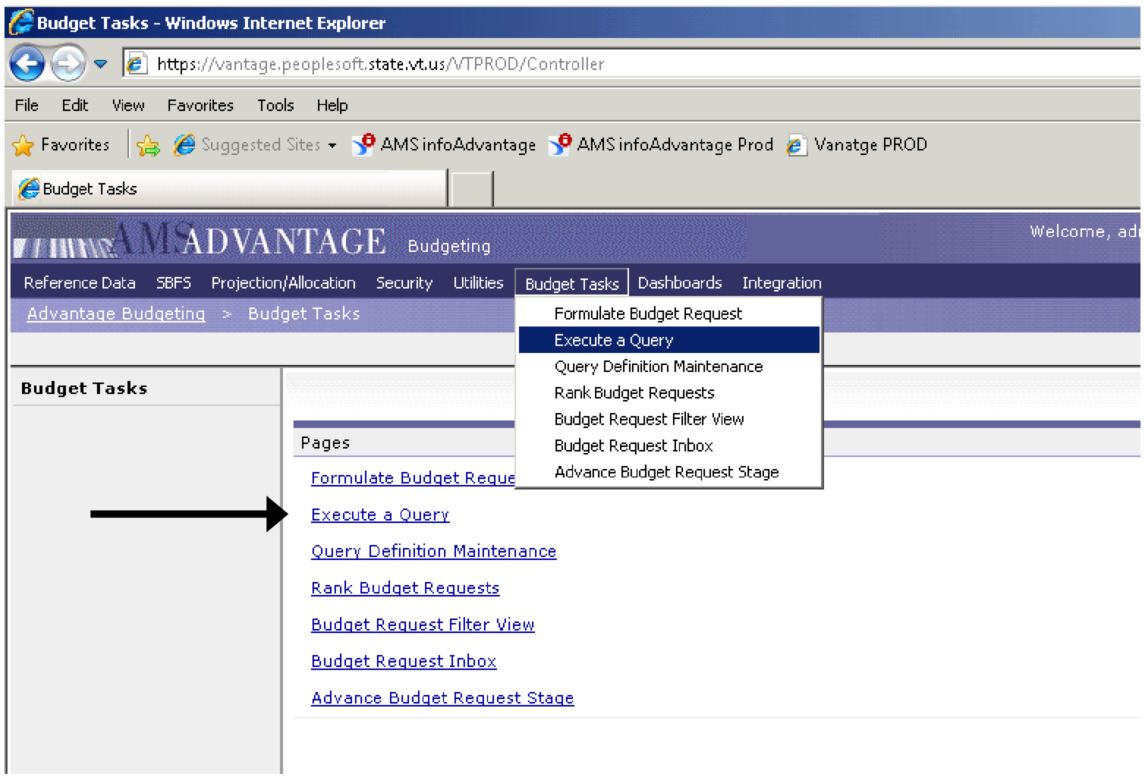
The third tab – Usability Settings allows you to set certain options within the application. Certain settings on this page have already been set by the Vantage Administrators for you.

- **Expert User** – allows you to move from one data entry field to another data entry field by using the tab key. (This option has already been selected for you.)
- **Auto Tab** – will automatically tab to the next data entry field when the current data entry field is full. For example, if a data entry field will hold 9 characters and you enter “Halloween,” as soon as you complete entering the word, the cursor will automatically move to the next data entry field without using the tab key.
- **Expand Section** – will expand all sections on a screen when the screen is first displayed.
- **StartPage** – will determine what the first screen will be when you log in to the application. (This option has already been selected for you.)



Executing a Formatted System Query

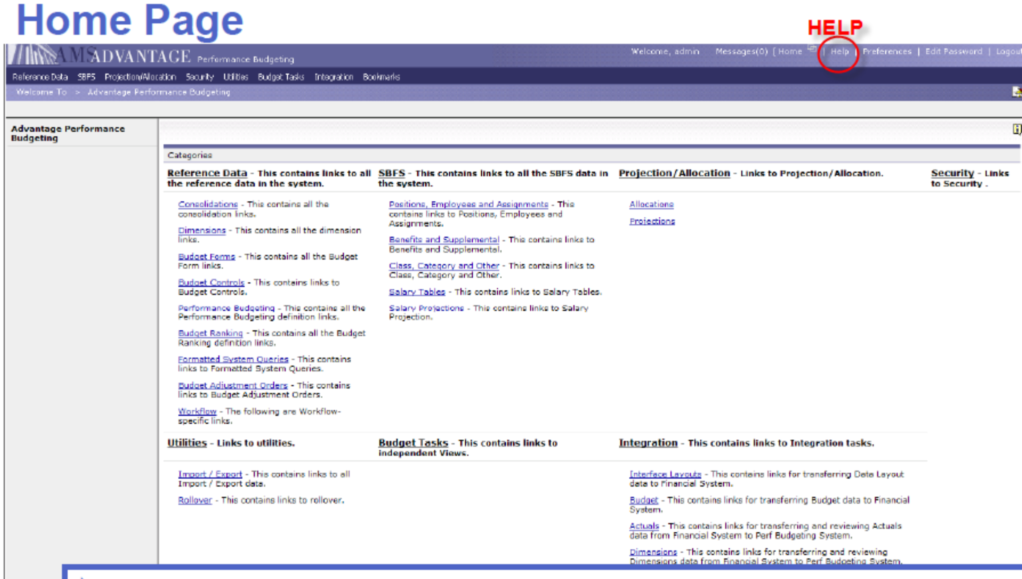
Formatted System Queries display information from VANTAGE in a table format similar to a spreadsheet. However, since data in VANTAGE resides in a relational database rather than a spreadsheet, formatted system queries can be used to display information at different levels of detail and from more than one budget request. Information contained in formatted system queries can be exported to Microsoft Excel for further analysis. Please contact the System Administrator if you need a Query that is not currently available.



Help

Provides online help for using the application (this is generic help information and is not Vermont or Vantage specific).

Home Page



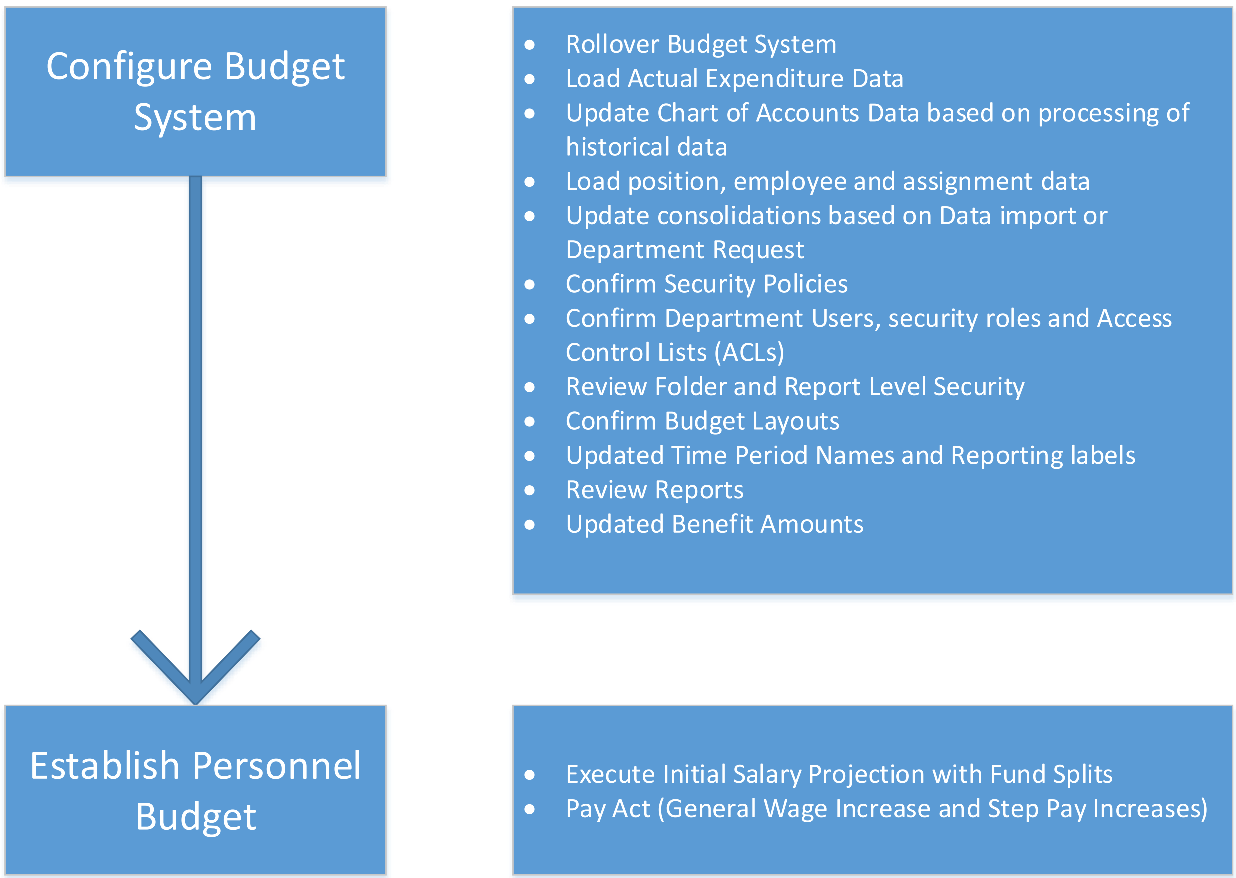
- At the top right corner of each non-search page are links for the home page, message center, preferences, help and logout buttons
- The home page groups links by functional area

The Budget

The Budget Process

Vantage System Rollover and Preparation for Budget Build

The following process is completed by the Vantage System Administrator in the Budget Office and DII's ERP Group.



Vantage Budget Development

Establish Base Budgets

- Revenue Estimates
- Establish Service Level Budget (Spend Targets)
- Distribute Budget Instructions
- Update Training Manual
- Conduct End-User Training

Prepare Budgets

- Prepare Department Requests
- Departments enter Operating Budgets into Vantage
- Departments enter Personnel changes and funding splits
- Consolidate Budgets

Develop Executive Budget

- Initial Budget Submissions due to the Governor submitted through Finance & Management
- Dept. and Agency Meetings
- Internal Service Funds, Retirement and Insurances Finalized
- Final General Fund Targets issued by Finance and Management
- Final Budgets due in Vantage
- Send Governor's Recommend Budget to Joint Fiscal Office(JFO)
- Budget Office produces the Little Budget Book and Big Budget Book Documents

Track Legislative Process

- Legislative Tracking Process at Detail Account Level

Entering the Budget

Departments need to create their budgets in the Vantage system. This is done through the use of the personnel data that is imported into Vantage from VTHR and by entering operating expenses into Budget Forms. Departments will need to enter some or all of the following forms: Department Base Budget Request, New Decision Item, Estimated Federal Receipts, Grants Out Inventory, Interdepartmental Receipts Form, and Special Fund Revenues.

In the following sections we will present the general processes and step-by-step instructions to demonstrate how to complete a department's annual budget submission. This section will include information on how this process relates to the budget system, a step by step guide for each process, and a Business Case to demonstrate the process.

1. Position Information → SBFS

The Salary Benefits and Forecasting System (SBFS) is the module in Vantage that contains statewide employee salary and benefit information. Employee information is loaded into Vantage through an interface with the Vermont Human Resources system – VTHR. SBFS projects department personnel costs for the upcoming budget year – accurately depicting the cost of employee step increases, vacant positions, benefits costs, etc. – and applies these costs directly to a department's budget request. This load is accurate at the point in time that it occurs. Typically, this is done in early August.

Salary Projections

The Budget Office will load actual employee information into Vantage at the beginning of each Fiscal Year in preparation for the upcoming budget cycle. The system administrator will then execute a **Salary Projection** – a series of automated calculations that will derive the budget need for departments based on the current set of employee information and the estimated costs of the upcoming budget year (health insurance premiums, employee retirement contribution rates, future year salary tables, etc.). Projections will be calculated from the prior fiscal year's salary tables and will not include upcoming salary increases (ie – will not include Pay Act amounts).

The salary projections will then **Post** the calculations to the budget request time period. The costs will append to department budget requests, without the need for department users to enter Salary or Benefit information. It is prudent for department users to review their employee information for accuracy, the steps by which to review are described below.

The Personnel Review process

The general steps to review employee information loaded in Vantage from VTHR are as follows (**See Appendix E for procedural instructions)**:

1. Access the Vantage reporting module, infoAdvantage, and review the Position Detail reports and individual employee position reports as necessary for all appropriations within your department. infoAdvantage reports may be viewed as PDF or Excel files.

2. Search for discrepancies in employee Classification, Pay Grade, Step, funding allocation, or Assignment (which appropriation an employee is assigned to). NOTE – for larger departments it is likely unnecessary to update Health Insurance selections in Vantage SBFS. Check the overall budget for insurance per appropriation before engaging in the time consuming process of updating each position and update only what is necessary to tie out the numbers.
3. Once you have noted the changes that need to be made to the positions within your assigned Dept. IDs work with the assigned employees in your business office to ensure that position changes are made.
4. Nightly system processing will update and post the revised results to department budget requests. **Note – any changes made to personnel data will not appear in infoAdvantage reports until the following day.**

If at any time you would like to review the total cost of Salaries and Benefits for your department, you may view the information using the Vantage BASE_BUDGET_PROCESS query –Section 2.8 (e) below.

Business Case 1: How to access reports in infoAdvantage

To run the position reports described below – follow the steps listed in Appendix E

The ideal reports for reviewing personnel information are:

1. Excel Position Summary: Shown below. Investigate this report initially to search for places employee/position information needs updating.
2. Excel Position Detail with Fund Splits: This report shows the same as the Excel Position Summary, but includes the fund allocation percentages.

2. Base Budget Request

This section describes general information and the necessary steps to complete a Base Budget request. A department's Base Budget is also referred to as a "current service level budget" and answers to the question: "how much will it cost to do this year's business next year?"

A complete budget request package is comprised of three items: Department Salaries and Fringe Benefits, Department Base Budget Request, and Department Decision Item Requests. As described in the Personnel Information section, department users will not be responsible for calculating total Salaries and Fringe benefits costs.

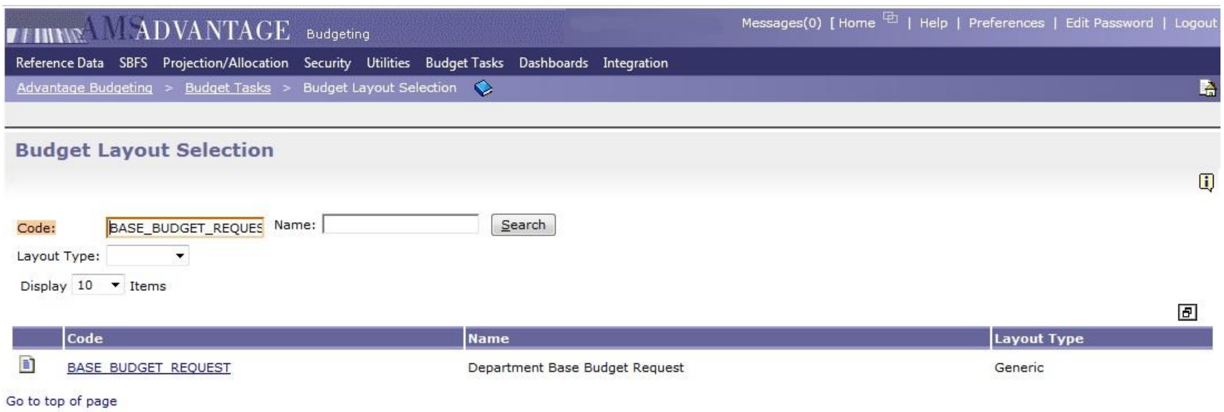
Department users will be responsible for entering Base Budget and Decision Item Requests, described below. There are queries and reports available to verify the total Budget Requests and the three individual components

Personal Service

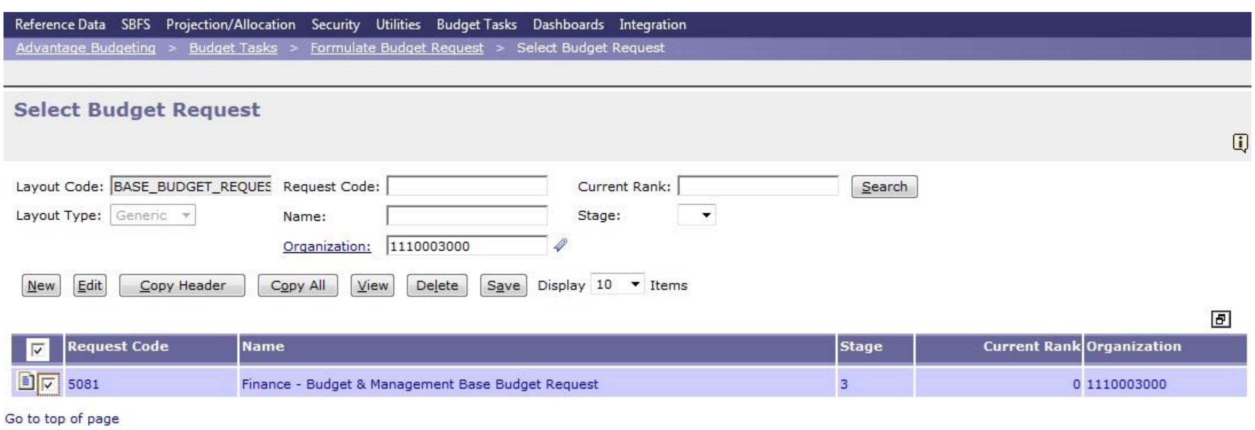
Personal service expenses will be budgeted centrally using VISION Account Codes in the Salary and Benefits module in Vantage.

Completing a Base Budget Request

1. After logging into Vantage, navigate to Advantage Budgeting --> Budget Tasks --> Formulate Budget Request
2. In the **Code** field enter BASE_BUDGET_REQUEST, Click Search
3. Select Form Layout, BASE_BUDGET_REQUEST



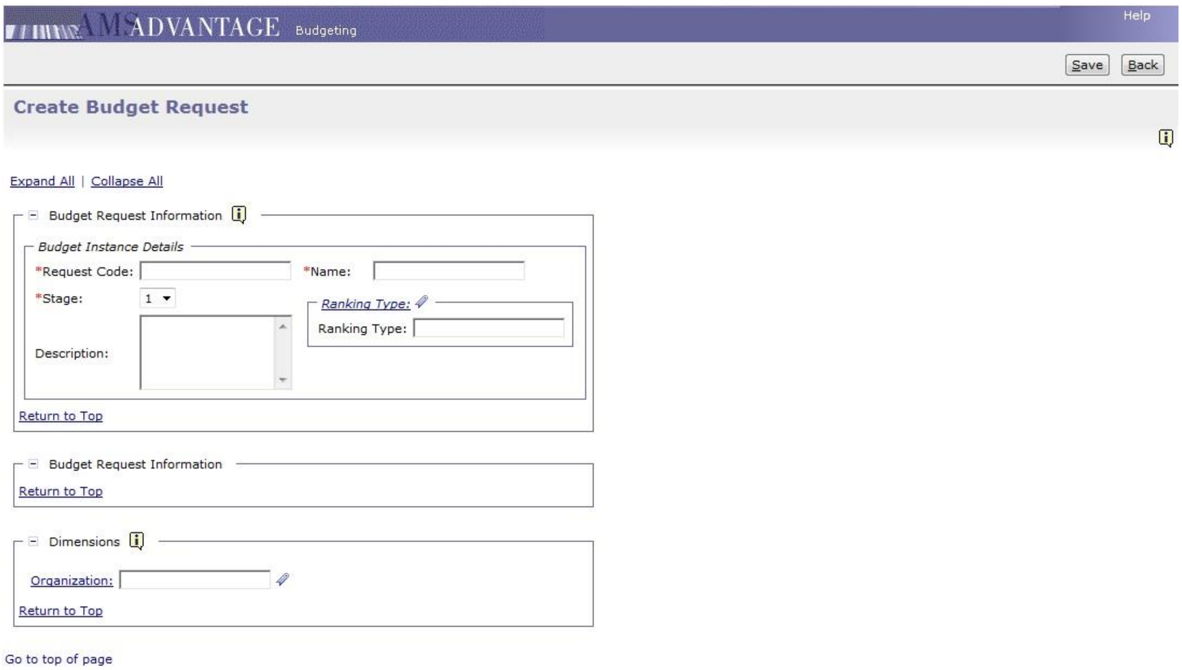
4. To Open a New request, Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**. Note, you can only create one request per appropriation



5. When Opening a New request, you will be asked to fill in the following information (a *next to a code field indicates that it is a required field)
    a. Request Code: (leave blank, this field will auto-generate a number)
    b. Name: (Your Appropriation Name Base Budget Request)
    c. Stage: (1)
    d. Description: (leave blank)
    e. Ranking Type: (leave blank)

f. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)

g. After entering information, Click **Save** in the upper right hand corner of the page



h. After clicking Save, a message will indicate the 'Action was Successful' and two more tabs will become available: the Budget Lines tab and the Document Attachments tab

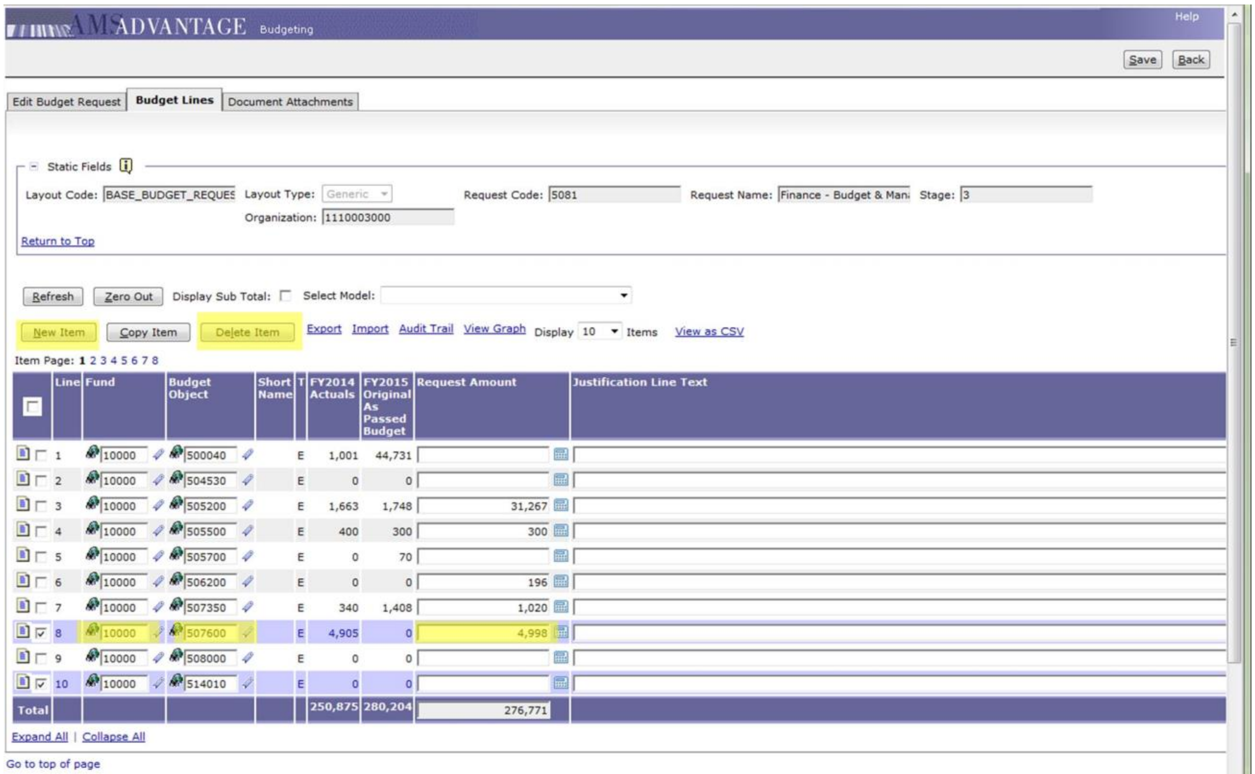
6. The **Budget Lines Tab** is where all of the expenditure data exists, and is where you will enter your budget requests. You can enter budget information each of the following ways:
   a. Hand enter information into the Request Amount column
   b. Use the import/export feature, including the Excel Interface template, shown in Appendix A
   c. Use the Modeling Functionality described in Appendix E

   Navigate between pages of the Base Budget request by using the *Item Page* links just below the **New Item** button.

   d. Add a new line item by clicking **New Item** on the left side of the page above the table. A new line will appear at the bottom of the table.
   e. Enter the following information in the new line code fields:
      i. Fund: (enter the Fund object code or search for a fund using the *global search icon*)
      ii. Budget Object: (enter the expenditure object code or search for an expense object using the *global search icon*)

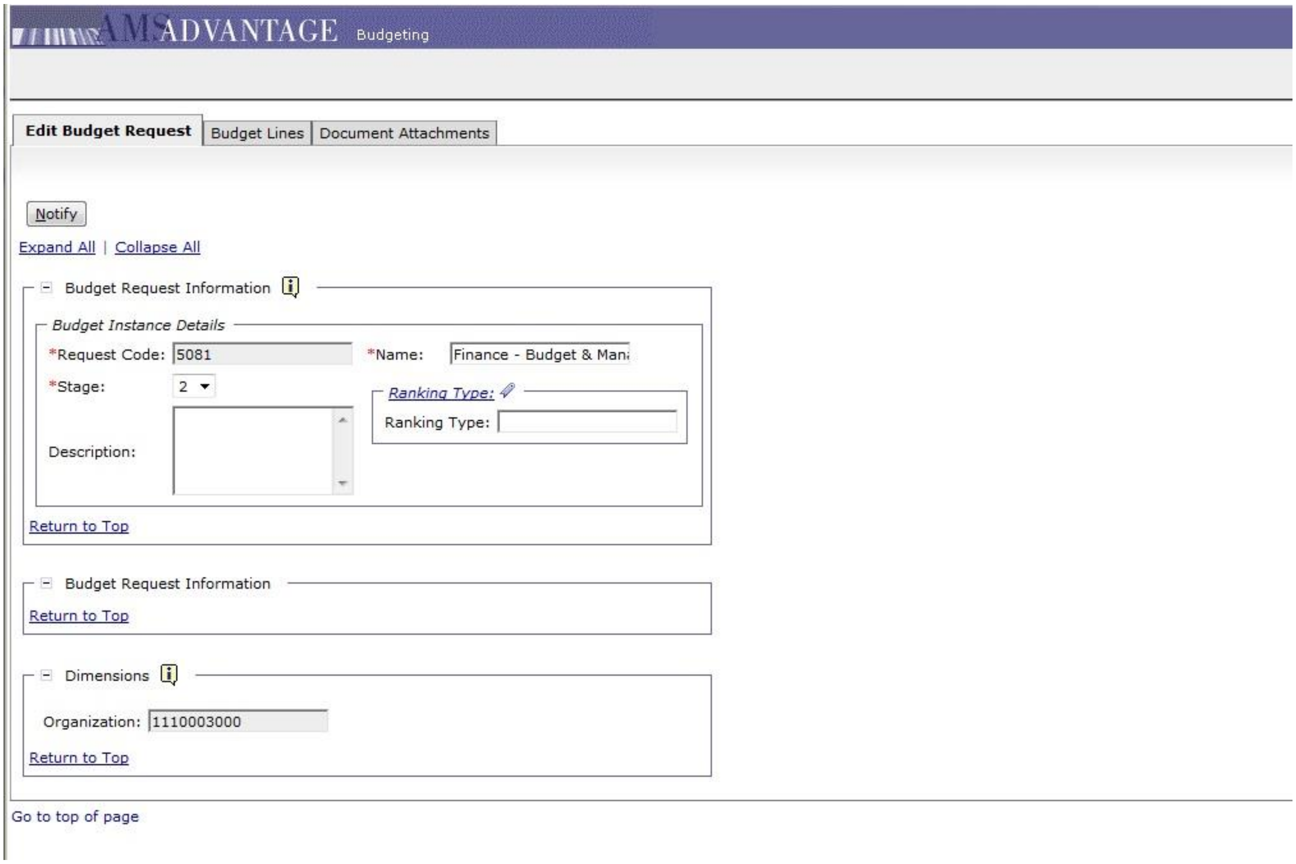
iii. Request Amount: (Enter the amount you wish to budget for this Fund/Expense Object combination)

f. Delete an item by clicking the check box to the left of the item you wish to delete, then click **Delete Item**

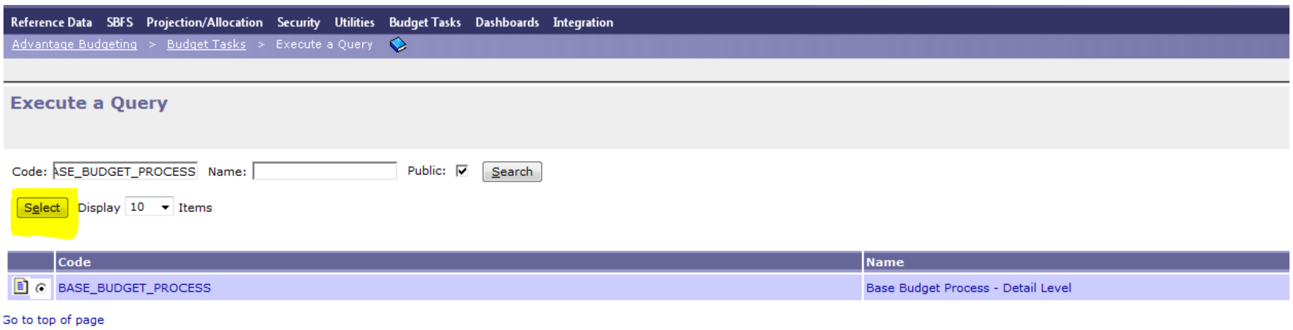


g. Once you have entered the Requested Amounts for your Base Budget Request, click **Save**, shown in the top right corner of the screen.

7. Submit your initial Base Budget request (review Budget Instructions the schedule of when submissions must be ready for review with the Commissioner of Finance) by returning to the *Edit Budget Request* tab.
   a. Select the **Stage** dropdown and select (2). Stage 2 indicates that your budget is ready for review by your assigned Budget Analyst.
   b. Click **Save**. This will indicate to Budget & Management that your budget request is ready for initial review. There will be opportunities to edit your Base Budget Request during Stage 2, but this should be done in consultation with you Budget Analyst in preparation for the Governor's Recommended Budget.
   c. Once your form is finalized your Analyst will move it to Stage 3. Departments can no longer edit their budgets at this stage, only the Budget Office can make changes at this point.

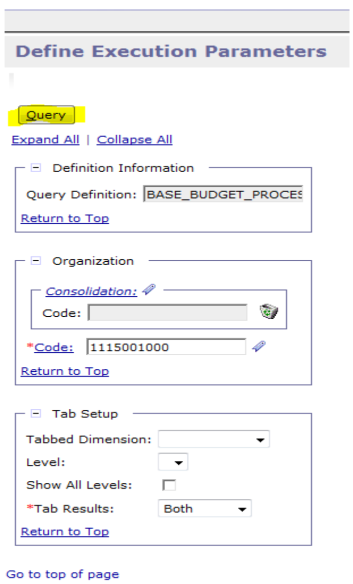


8. Verify and Check your Base Budget Request using a *Query*
    a. If you are within your budget request in "Edit" Mode and have not Saved your changes on that entry page before you click the **Back** button in the top right corner of the screen, to exit your request, a warning message (Confirmation) will appear. If you click **Continue**, you will lose any unsaved changes on that page. **Back** will take you back to the Entry page you were leaving. Navigate to: Advantage Budgeting --> Budget Tasks --> Execute a Query
    b. To search for the Budget Request Query, check the Public Box next to the **Search** button
        i. Check the Public Box next to the **Search** button
        ii. In the **Code** field enter (BASE_BUDGET_PROCESS)
        iii. Click on the BASE_BUDGET_PROCESS query, then click **Select**



c. Define Query parameters by entering the Appropriation DeptID in the available **Code** field.

d. Click **Query**



e. You will be able to verify your total budget request using this query (results shown below) during all the stages of the Budget Process and the Legislative Process. You are able to drill into each amount to verify its composition, as well as export the query results to Excel for additional analysis.

Action was successful.

Query

Definition Summary

Code: BASE_BUDGET_PROCESS **Name:** Base Budget Process - Detail Level

Organization: 1115001000 **Organization Name:** Finance & Mgmnt - Financial Operationss

Export Tab | Send Link

	FY 2013 Original As Passed Budget	FY 2014 Department Base Operating Request	FY 2014 Decision Item	FY 2014 One-time Decision Item	Total Request	FY2014 BudMan Changes	FY 2014 BudMan Changes Decision Item	FY 2014 O Decision I
500000 - Classified Employees	1,513,345	0	0	0	0	0	0	
500040 - Temporary Employees	20,530	0	0	0	0	0	0	
500060 - Overtime	11,439	0	0	0	0	0	0	
501000 - FICA - Classified Employees	109,674	0	0	0	0	0	0	
501500 - Health Ins - Classified Empl	345,754	0	0	0	0	0	0	
502000 - Retirement - Classified Empl	258,933	0	0	0	0	0	0	
502500 - Dental - Classified Employees	21,915	0	0	0	0	0	0	
503000 - Life Ins - Classified Empl	5,638	0	0	0	0	0	0	
503500 - LTD - Classified Employees	1,988	0	0	0	0	0	0	
504000 - EAP - Classified Empl	837	0	0	0	0	0	0	
504530 - Employee Tuition Costs	224	0	0	0	0	0	0	
505200 - Workers Comp - Ins Premium	4,000	0	0	0	0	0	0	
505500 - Unemployment Compensation	7,068	0	0	0	0	0	0	
506200 - Other Pers Serv	223,460	0	0	0	0	0	0	
507100 - Contr & 3Rd Party - Financial	5,703	0	0	0	0	0	0	
510200 - Disposal	551	0	0	0	0	0	0	
513000 - Rep&Maint-Info Tech Hardware	102	0	0	0	0	0	0	
513010 - Repair & Maint - Office Tech	128	0	0	0	0	0	0	
513100 - Repair&Maint-Non-Info Tech Equ	510	0	0	0	0	0	0	
514550 - Rental - Auto	542	0	0	0	0	0	0	
515000 - Rental - Other	138	0	0	0	0	0	0	
515010 - Fee-For-Space Charge	86,893	0	0	0	0	0	0	
516000 - Insurance Other Than Empl Bene	2,783	0	0	0	0	0	0	
516010 - Insurance - General Liability	2,930	0	0	0	0	0	0	
516500 - Dues	1,340	0	0	0	0	0	0	
516670 - It Intersvccost- Dii Other	5,639	0	0	0	0	0	0	
516671 - It Intsvccost-Vision/Isdassess	53,393	0	0	0	0	0	0	
516672 - It Intsvccost- Dii - Telephone	22,334	0	0	0	0	0	0	
516685 - It Int Svc Dii Allocated Fee	21,824	0	0	0	0	0	0	
516820 - Advertising - Job Vacancies	1,938	0	0	0	0	0	0	
517000 - Printing and Binding	8,476	0	0	0	0	0	0	
517050 - Process&Printg Films,Microfilm	204	0	0	0	0	0	0	

NOTE – The Base Budget Request Form will not display a Department's entire budget – the form itself excludes Personal Service costs, Decision Items, and Internal Service Fund Charges. Run the Query shown above to view your Department's Total Budget Request.

Business case 2: Base Budget Request

Test Procedures
Request Base Budget - Navigate to Budget Tasks *Advantage Budgeting > Budget Tasks > Formulate Budget Request* *→ In Code Field Enter (BASE*)* *→ Select 'BASE_BUDGET_REQUEST'*
Create a New Request → Select '**New**' Button above the table
Under *Budget Instance Details* Header, populate the following: → Request Code: (Leave **Blank**, sequential request code number will auto generate) → Name: ([Appropriation Name] Test Base Budget) → Stage: (1) → Description: (Leave **Blank**) → Ranking Type: (Leave **Blank**)
Under *Dimensions* Header, perform the following steps: → Click the 'Organization' Hyperlink → Enter [Appropriation DeptID] in the Code Field → Click '**Search**' → Select [Appropriation DeptID] → Click '**Save**'
Add Budget Line Expense Object → Click '**Budget Lines Tab**' → Click 'New Item' → A blank Item should appear at the bottom of the table → In empty fund field, enter Fund (10000) → In the empty budget object field <the next empty field>, Enter Object (550045) → In Request Amount Field, Enter (50,000) → Click '**Save**' <located in the upper right and corner>

Delete a Budget Expense Object → Find a budget Expense object to be deleted → Click the check box to the left → Click ' Delete Item' → Click 'save'
Export Request to Excel and Increase Request Amount for All Objects by 4% → In 'Budget Lines' Tab, Click 'Export' Hyperlink < next to the Delete Button> → Click 'Open', when download prompt opens <if nothing opens, check browser settings to make sure you allow the file to download> → Click Row 2 of Column E <Under 'Request Amount'> → Enter (=D2*1.04); then press 'Enter' → Right Click Row 2 of Column E and Select 'Copy' → Highlight Row 3 to the second to last row of Column E <do not highlight the 50,000 in the last row> → Right Click and 'Paste' → Highlight Row 2 to the second to last row of Column E → Right Click Row 2 of Column E and Select 'Copy' → Click Row 2 of Column E → Right Click and Select 'Paste Special' → Select 'Values' radio button and Click 'Ok' → Press 'Escape' <on keyboard> → Save As (Budget Increase Test) <should be a CSV file, take note of the location where you saved the file> Note: If a box with "Incompatible features" information appears, click 'Yes', to keep workbook in its format
Import Increased Request Amounts into Base Budget Request Form → Return to Vantage → In 'Budget Lines' tab of the Base Budget Request Form, Click the 'Import' Hyperlink < Make sure the display is set to '10'> → Click Browse and Select the 'Budget Increase Test.csv' File → Click 'Upload' → <All Old budget line items will be grayed and crossed out> → Click 'Save' < The Old budget items should disappear and only uploaded items will appear> → Verify that results were uploaded correctly by referring to the spread sheet.
Submit Initial Budget Request → Navigate to 'Edit Budget Request' tab of the Base Budget Request Form → Select Stage(2) → Click 'Save'

3. Completing a Decision Item Request

Decision Items are the third piece of a department's Total Budget Request –

1) Salaries and Benefits as calculated by SBFS
2) Base Budget Requests (service-level budget requests) as submitted by departments using the Base Budget Form
3) Decision Item requests as submitted by departments using the Decision Item Request Form.

Decision Items represent increases or decreases to department budgets <u>based on proposed policy or programmatic changes, like adding positions(s) and/or new programs</u>. For example, a projected increase in the cost of fuel would be considered an increase in a Base Budget, whereas a projected increase in cost from staffing a new laboratory would be considered a Decision Item increase. Adding or eliminating a program would also be aspects of your budget that should be included using a Decision Item Request. Changes proposed through Decision Items can be either one-time in nature, or ongoing.

Decision Item Requests should be submitted during the initial budget submission (see the yearly budget instructions), but can be submitted throughout the budget cycle as necessary. Your Budget Analyst will perform an initial review of all Decision Item Requests to ensure their completeness. The Secretary of Administration and Commissioner of Finance will review Decision Item requests and determine whether or not they're to be included in the Budget Recommendation. Your Budget Analyst will advance approved Decision Item requests to Stage 3 in Vantage. If the request is not approved, it shall stay at Stage 2. Once approved to Stage 3, Decision Item Requests are attached to a department's Total Budget. Approved Decision Items will roll into a department's Base Budget for the following year. <u>Note: Decision Items left at Stage 2 will not be added to the Base Budget but will remain on Vantage for department reporting.</u>

Unlike Base Budget Requests, departments can and should create multiple Decision Item Requests for each appropriation; if there is more than one policy or programmatic change.

Completing a Decision Item Request

1. After logging into Vantage, navigate to <u>Advantage Budgeting --> Budget Tasks --> Formulate Budget Request</u>
2. In the **Code** field enter DECISION_ITEM_REQ, Click Search
3. Select Form Layout, DECISION_ITEM_REQ
4. To Open a New request Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**.
5. When Opening a New request, you will be asked to fill in the following information (a *next to a code field indicates that it is a required field)
    a. Request Code: (leave **blank**, this field will auto-generate a number)
    b. Name: (Your Appropriation Name Base Budget Request)
    c. Stage: (1)
    d. Description: (leave **blank**)

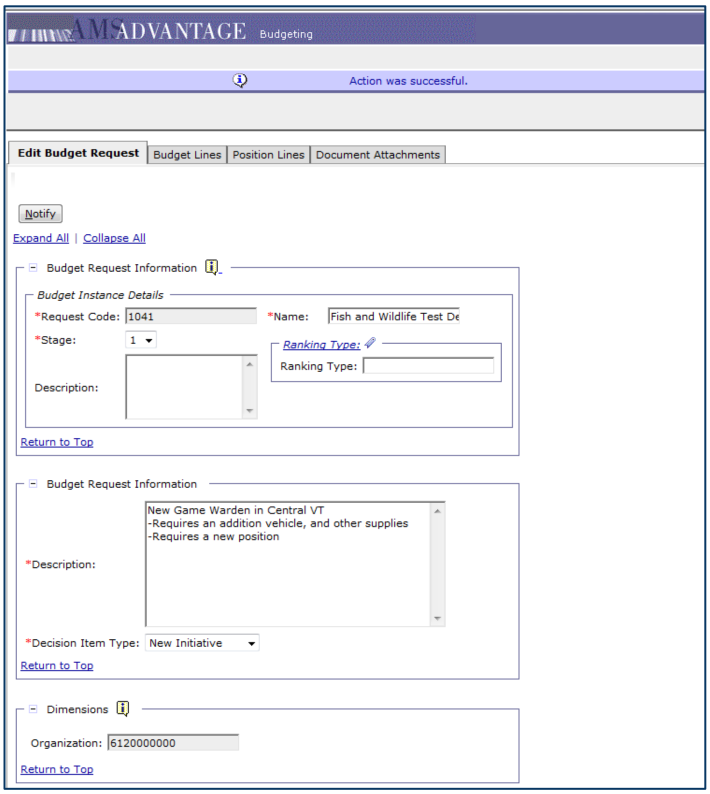
e. Ranking Type: (leave **blank**)

f. Description: (fill in a description of the decision item request – ie New Game Warden for Central VT)

g. Decision Item Type: choose *Operating* for discrete items – ie New Copier, *Personal Service* for new positions, *New Initiative* for new projects or programs, or *Reductions* for any reduction required to meet budget targets)

h. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)

i. After entering information, Click **Save** in the upper right hand corner of the page



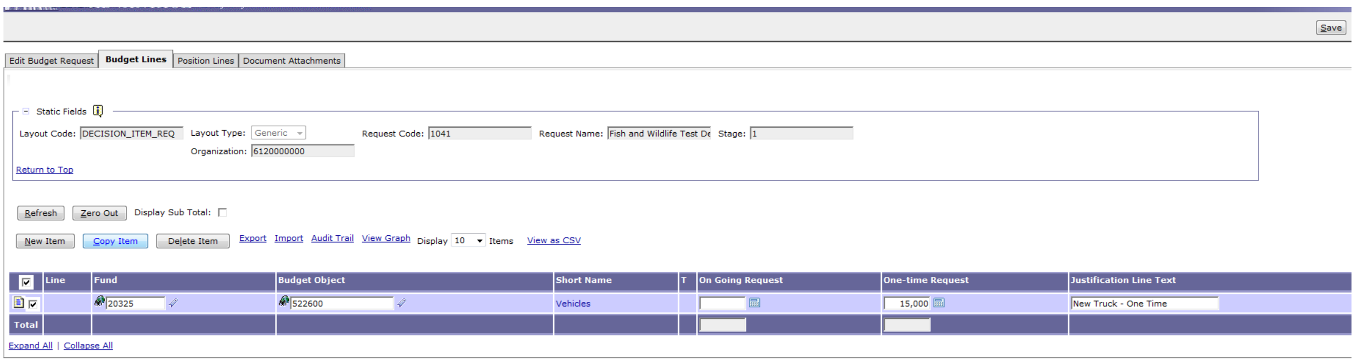
j. After clicking Save, a message will indicate the 'Action was Successful' and two more tabs will become available: the Budget Lines tab, the Position Lines tab, and the Document Attachments tab

6. To **Add a New Budget Line Item**
   a. Click on the Budget Lines tab
   b. Click New Item
      i. Enter or Search for the appropriate Fund
      ii. Enter or Search for the appropriate Budget Expense Object

iii. If the item you are requesting will be an on-going expense, year after year, enter the Requested Amount in the *On-Going Request* field. Items in this field will appear in the following year's Base Budget Request.

iv. If the item you are requesting will be a one-time expense, enter the Requested Amount in the *One-Time Request* field. Items in this field will add only to the current year's budget request (In the screen shot below notice a One-Time Vehicle Expense for the 'New Game Warden in Central VT' Initiative)

v. Enter a justification in the *Justification Line Text* field where appropriate



7. To **Add a New Position**

   a. Click on the Position Lines Tab

   b. If the new position is Vacant, Click **New Item**

   c. If the new position is an existing employee, Click **Add Existing Employee**

   d. Enter the appropriate information in the New Position Row

      i. Enter the appropriate Fund

      ii. Enter the Position Classification

      iii. Enter the Funding Start Date (when the position is likely to begin)

      iv. Enter the Funding End Date (the end of the upcoming Fiscal Year, ie 6/30/2016)

      v. Enter the FTE as (1)

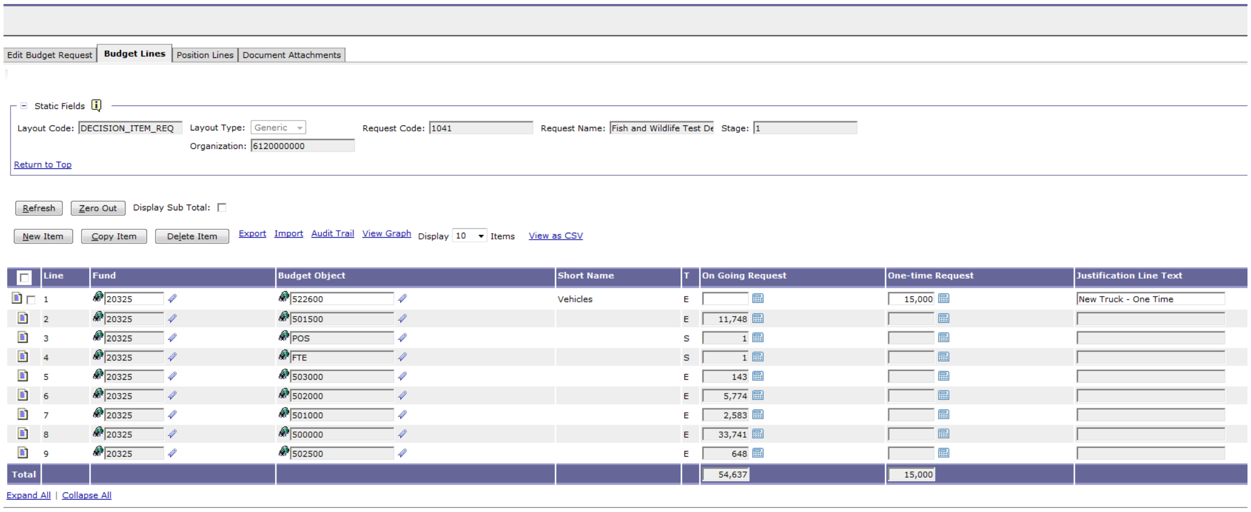
      vi. Enter the Count as (1)

      vii. If adding an existing employee, you will be required to enter his or her employee number as well

   e. Click **Calculate –** notice the cost of the position will appear in the Cost column

   f. Click **Update –** This will write the Salary and Benefits cost of the new position to the Budget Lines Tab. Clicking Update will automatically return you to the Edit Budget Request Tab. Click the Budget Lines Tab to review the total Decision Item information (The cost of the new Vehicle and the cost of the new position as shown below)

   g. Click **Save**

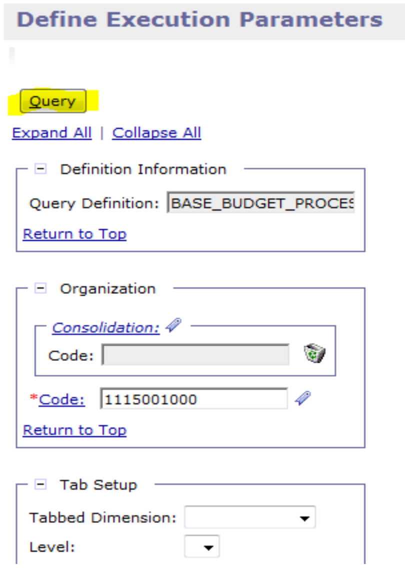


**Notice the Position salary and benefits cost automatically appeared in the *On-Going Request* Column **

8. To **Submit** a Decision Item Request to attach to your Total Budget Request:
   a. Click the Edit Budget Request Tab
   b. From the Stage dropdown, select (2)
   c. Click **Save –** Submitting a Decision Item to Stage 2 will offer it the Budget Office for review. Budget Analysts will move Approved Decision Item requests to Stage 3, subsequently adding them to the Governor's Recommended Budget.
9. Verify and Check your Total Budget Request, including Decision Item Requests using a *Query*
   f. If you are within your budget request in "Edit" Mode and have not saved your changes on that entry before you click the **Back** button in the top right corner of the screen, to exit your request, a warning message (Confirmation) will appear. If you click **Continue**, you will lose any unsaved changes on that page. "Back" will return you to the Entry page you were leaving.   Navigate to: Advantage Budgeting --> Budget Tasks --> Execute a Query
   g. To search for the Budget Request Query, check the Public Box next to the **Search** button
      i. Check the Public Box next to the **Search** button
      ii. In the **Code** field enter (BASE_BUDGET_PROCESS)
      iii. Click on the BASE_BUDGET_PROCESS query, then click **Select**

h. Define Query parameters, but entering the Appropriation DeptID in the available **Code** field.

i. Click **Query**



j. You will be able to verify your total budget request using this query (results shown below) during all the stages of the Budget Process and the Legislative Process. You are able to drill into each amount to verify its composition, as well as export the query results to Excel for additional analysis.

VERMONT

Query

Definition Summary

Code: BASE_BUDGET_PROCESS **Name:** Base Budget Process - Detail Level

Organization: 6120000000 **Organization Name:** FW Support & Field Services

Export Tab Send Link

	FY2013 Original As Passed Budget	FY2014 Department Base Operating Request	FY2014 Decision Item
500000 - Classified Employees	7,106,773	0	33,741
500010 - Exempt	148,013	0	0
500040 - Temporary Employees	588,766	0	0
500060 - Overtime	377,851	0	0
500070 - Shift Differential	93,643	0	0
501000 - FICA - Classified Employees	0	0	2,583
501010 - FICA - Exempt	0	0	0
501099 - FICA	452,876	0	0
501299 - Medicare	105,914	0	0
501500 - Health Ins - Classified Empl	0	0	11,748
501510 - Health Ins - Exempt	0	0	0
501599 - Health Insurance	1,719,460	0	0
502000 - Retirement - Classified Empl	0	0	5,774
502010 - Retirement - Exempt	0	0	0
502099 - Retirement	1,321,980	0	0
502500 - Dental - Classified Employees	0	0	648
502510 - Dental - Exempt	0	0	0
502599 - Dental	106,532	0	0
503000 - Life Ins - Classified Empl	0	0	143
503010 - Life Ins - Exempt	0	0	0

**Notice the New 'Game Warden in Central VT' Initiative added in the screen shots appears in the FY 2014 Decision Item Time Period.

NOTE – The Base Budget Request Form will not display a Department's entire budget – the form itself excludes Personal Service costs, Decision Items, and Internal Service Fund Charges. Run the Query shown above to view your Department's Total Budget Request.

Business Case – Decision Item Request

Test Procedure
Add a Decision Item Request - Navigate to Budget Tasks Advantage Budgeting > Budget Tasks > Formulate Budget Request
Find Decision Item Request --> Select (DECISION_ITEM_REQ) --> Click 'New' button above the table

Under the Budget Instance Details Header, populate the following: --> Request Code: (leave blank, sequential request code number will auto-generate) -->Name: (Appropriation Name Test Position) -->Stage: (1) -->Description: (leave **blank**) --> Ranking Type: (leave **blank**)
Under Budget Request Information --> Description: (Request New Position) --> Decision Item Type: Select 'New Initiative' from drop down list
Under Dimensions Header --> Organization: ([Appropriation Dept. ID]) --> Click Save
Enter Budget Information --> Select 'Budget Lines' Tab --> Click 'New' Item --> Fund: (10000) --> Budget Object: (520000) --> On Going Request: (1000) --> One-time Request: (leave **blank**) --> Justification Line Text: (User Provisions) --> Click 'Save'
Enter Position Information --> Select 'Position Lines' Tab --> Click 'New Position' --> Fund: (10000) --> Classification: (121900) --> Grade: (leave **blank**) --> Step: (leave **blank**) --> Loc Code: (leave **blank**) --> Category: (leave **blank**) --> Employment Type, Position Status, Funding Start Date, Funding End Date: (leave all **blank**) --> FTE: (1) --> Count: (1) --> Salary Percentage, Salary, Justification Line Text: (leave all **blank**) --> Click 'Calculate' --> Click 'Update' --> Click 'Save'

Submit Decision Item Request -->Click on Edit Budget Request Tab -->Select Stage: (2) -->Click Save
Validate Decision Item Request using a Query Navigate to Budget Tasks --> Click 'Back' Advantage Budgeting > Budget Tasks > Execute a Query --> In 'Code' field, enter (BASE_BUDGET_PROCESS) --> Click the 'Public' Box --> Click 'Search' --> Click the 'BASE_BUDGET_PROCESS' radio button --> Click 'Select' --> In the second 'Organization Code" field <the white one, not the one that is grayed out>, enter ([Appropriation DeptID]) --> Click 'Query' --> In 'Display' Dropdown, Select 'All' --> Validate the Decision Item Requests made above appear in the FY 2014 Decision Item Request

4. Grants Out, Federal Receipts, Interdepartmental Transfers

Budget submissions require a listing of the Estimated Federal Receipts and Interdepartmental transfers your department will receive in the upcoming fiscal year. Both of these forms are designed to detail the source of funding for a Department's Interdepartmental Transfers and its Federal Grants. Both forms should itemize the source of receipts: the "Justification Line Text" field should name the specific source of IDT funds on the IDT form and the specific detailed grant name and the federal ID number on the Federal grant Estimated Federal Receipts form.

Budget submissions will also require a listing of the Grants your department will send to non-State entities. Reports are available to include this information in Department Budget packets for Legislative Testimony.

How to enter Grants Inventory, Federal Receipts and Interdepartmental Transfers

1. After logging into Vantage, navigate to <u>Advantage Budgeting --> Budget Tasks --> Formulate Budget Request</u>
2. In the **Code** field enter either (EST_FED_RECEIPTS, IDT_RECEIPTS, or GRANTS_INVENTORY), Click Search
3. Select Form Layout, (EST_FED_RECEIPTS, IDT_RECEIPTS, or GRANTS_INVENTORY)
4. To Open a New request Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**.
5. When Opening a New request, you will be asked to fill in the following information (a *next to a code field indicates that it is a required field)
    k. Request Code: (leave **blank**, this field will auto-generate a number)
    l. Name: (Your Appropriation Name Base Budget Request)
    m. Stage: (1)
    n. Description: (leave **blank**)
    o. Ranking Type: (leave **blank**)
    p. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)
    q. After entering information, Click **Save** in the upper right hand corner of the page
    r. After clicking Save, a message will indicate the 'Action was Successful' and two more tabs will become available: the Budget Lines Tab, and the Document Attachments Tab
6. To **Add a New Budget Line Item**
    a. Click on the Budget Lines Tab
    b. Click New Item
        i. Enter or Search for the appropriate Fund
        ii. Enter or Search for the appropriate Budget Expense Object, listed below for each type:
            1. Grants Out Inventory - GRANTS_OUT_EST
            2. Interdepartmental Receipts - 495000_EST

3. Federal Receipts - 430000_EST

iii. Enter a justification in the *Justification Line Text* field where appropriate for **every** Grant, IDT, or Federal Receipt. NOTE – You must use the proper naming convention, the standard justification for each is listed below:

1. Grants Out Inventory – (The name of the program or entity receiving the grant)
2. Interdepartmental receipts – ('Giving Appropriation' DEPTID ; 'Giving Appropriation' Name)
3. Federal Receipts – (CFDA # ; Name of the Federal Grant)

iv. Click **Save**

7. Verify and Check your Grants Out, Federal Receipts, and IDT Receipts using a *Query*

k. If you are within your budget request in "Edit" Mode and have not saved your changes on that entry before you click the **Back** button in the top right corner of the screen to exit your request, a warning message (Confirmation) will appear. If you click **Continue**, you will lose any unsaved changes on that page. "Back" will return you to the Entry page you were leaving. Navigate to: Advantage Budgeting --> Budget Tasks --> Execute a Query

l. To search for the Budget Request Query, check the Public Box next to the **Search** button

i. Check the Public Box next to the **Search** button

ii. In the **Code** field enter (EST_RECIPTS')

iii. Click on the EST_RECIPTS' query, then click **Select**

m. Define Query parameters, but entering the Appropriation DeptID in the available **Code** field.

n. Click **Query**

NOTE – All estimated receipts and grants out will appear in aggregate – click on the query results to drill down and see the detail that makes up the detail of each amount.

Business Case

Grants Out Business Case

Test Procedure
Add Grants Inventory - Navigate to Budget Tasks Advantage Budgeting > Budget Tasks > Formulate Budget Request
Find Grants Inventory Form --> Select the form layout (GRANTS_INVENTORY) --> Select 'New' button above the table

In 'Budget Instance Detail', enter the following information in the available fields: --> Request Code (leave **blank**) --> Name: (User ID Grants Test) --> Stage: (1) --> Ranking Type: (leave **blank**) --> Description: (leave **blank**) --> Organization: (Appropriation DeptID) --> Select 'Save'
Add Grants Inventory Object --> Click the 'Budget Lines' Tab --> Click 'New Item' --> Fund: (20405) --> Budget Object: (GRANTS_OUT_EST) --> Estimate Amt: (10,000) --> Justification Line Text: (The name of the program or entity receiving the grant) --> Click 'Save' --> Click 'Back'
Verify Results Using Query Advantage Budgeting > Budget Tasks > Execute a Query --> In 'Code' field Enter (EST*) --> Check the 'Public' box --> Click 'Search' --> Click 'EST_RECIPTS' radio button --> Click 'Select' -->In Code field enter ([Appropriation DeptID]) --> Click 'Query' --> Find 'Esitmated Grants Out' --> Click the total amount hyperlink --> Verify that the Grants Out Estimate for your (Appropriation DeptID) is (10,000)

Interdepartmental Receipts Business Case

Test Procedure
Add Inter Departmental Receipts - Navigate to Budget Tasks Advantage Budgeting > Budget Tasks > Formulate Budget Request
Find IDT Form --> Select: (IDT RECEIPTS) -->Click 'New' button above the table

In 'Budget Instance Detail' enter the following information in the available fields: --> Request Code: (leave **blank**) --> Name: (User ID IDT Test) --> Stage: (1) --> Ranking Type: (leave **blank**) --> Description: (leave **blank**) --> Organization: (Appropriation DeptID) --> Select 'Save'
Add Interdepartmental Receipt Object --> Click the 'Budget Lines' Tab --> Click 'New Item' --> Fund: (21500) --> Budget Object: (495000_EST) --> Estimate Amount: (10,000) --> Justification Line Text: ('Giving Appropriation' DEPTID ; 'Giving Appropriation' Name) --> Click 'Save' --> Click 'Back'
Verify IDT Results Using Query Advantage Budgeting > Budget Tasks > Execute a Query --> In 'Code' field Enter (EST*) --> Check the 'Public' box --> Click 'Search' --> Click 'EST_RECIPTS' radio button --> Click 'Select' -->In Code field enter ([Appropriation DeptID]) --> Click 'Query' --> Find 'IDT Estimate' --> Click the total amount hyperlink --> Verify that the IDT Estimate for your (Appropriation DeptID) is (10,000)

Warning: IDTs listed in this form **must** equal budgeted IDTs. Budget Analysts will review that they match and that the proper naming convention is used.

Estimated Federal Receipts Business Case

Test Procedure
Add Federal Receipt - Navigate to Budget Tasks Advantage Budgeting > Budget Tasks > Formulate Budget Request

Find Fed Receipt Form --> Select (EST_FED_RECEIPTS) --> Select 'New' button above the table
In the 'Budget Instance Detail', enter the following information in the available fields: --> Request Code: (leave **blank**) --> Name: (User ID Federal Rec Test) --> Stage: (1) --> Ranking Type: (leave **blank**) --> Description: (leave **blank**) --> Organization: (Appropriation DeptID) --> Select 'Save'
Add Federal Receipt Object --> Click the 'Budget Lines' Tab --> Click 'New Item' --> Enter Fund (22005) --> Enter Budget Object (430000_EST) --> Enter Revenue Estimate (10,000) --> Enter Justification Line Text (CFDA # ; Name of the Federal Grant) --> Click 'Save' --> Click 'Back'
Verify Revenue Estimate Results Using Query Advantage Budgeting > Budget Tasks > Execute a Query --> In 'Code' field Enter (EST*) --> Check the 'Public' box --> Click 'Search' --> Click 'EST_RECIPTS' radio button --> Click 'Select' -->In Code field enter ([Appropriation DeptID]) --> Click 'Query' --> Find 'Federal Grant Estimate' --> Click the Federal Grant total amount hyperlink --> Verify that the Federal Grant Estimate for your (Appropriation DeptID) is (10,000)

Warning: Federal Receipts listed in this form **must** equal budgeted Federal Funds. Budget Analysts will review that they match and that the proper naming convention is used.

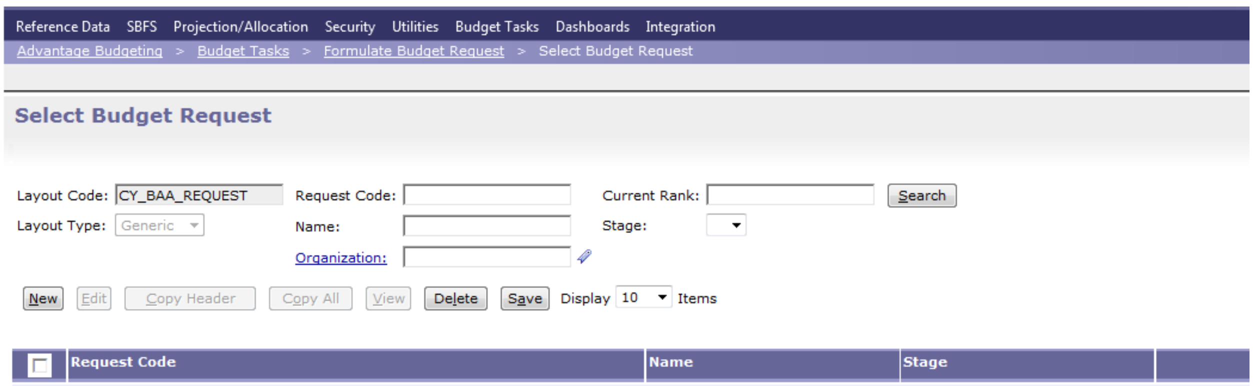
6. Budget Adjustment Act Requests

This section describes general information and the necessary steps to complete a Budget Adjustment Act (BAA) request. Department Users must submit budget adjustments, both increases and reductions, through Vantage. The Budget Office will review BAA requests for their potential inclusion in the Budget Adjustment Act. All budget Adjustment Act changes to the Current Year budget will be tracked in

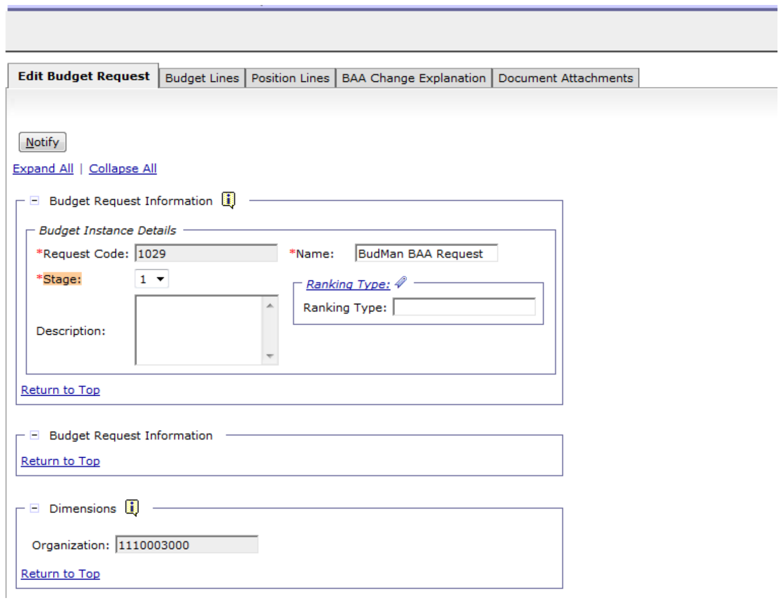
Vantage, including changes made in the legislature independent of the Governor's BAA. Department Users are only responsible for submitting the initial BAA requests where necessary.

Completing a BAA Request

1. After logging into Vantage, navigate to Advantage Budgeting --> Budget Tasks --> Formulate Budget Request
2. In the **Code** field enter CY_BAA_REQUEST, Click Search
3. Select Form Layout, CY_BAA_REQUEST
4. To Open a New request, Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**. Note, you can only create one BAA request per appropriation



5. When Opening a New request, you will be asked to fill in the following information (a *next to a code field indicates that it is a required field)
   a. Request Code: (leave **blank**, this field will auto-generate a number)
   b. Name: (Your Appropriation Name Base Budget Request)
   c. Stage: (1)
   d. Description: (leave **blank**)
   e. Ranking Type: (leave **blank**)
   f. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)
   g. After entering information, Click **Save** in the upper right hand corner of the page



h. After clicking Save, a message will indicate the 'Action was Successful' and two more tabs will become available: the Budget Lines Tab, Position Lines Tab, BAA Change Explanation Tab, and Document Attachments Tab

6. Click on the **BAA Change Explanation** tab
   a. In the first box under *Section Content*, explain the reason for this particular Budget Adjustment Request. Note – the form will not Save again properly without entering this explanation.

7. The **Budget Lines Tab** is where all of the expenditure data exists, and is where you will enter all BAA Requests, except for new positions. <u>The Requested Adjustment Amount should be an increment to the FY 2018 Budget Column – NOT what the new total amount should be.</u>
   You can enter budget information each of the following ways:
   a. Hand enter information into the Request Amount column
   b. Use the import/export feature, including the Excel Interface template, shown in Appendix A
   c. Use the Modeling Functionality described in Appendix E

   Navigate between pages of the Base Budget request by using the *Item Page* links just below the **New Item** button.
   a. Add a new line item by clicking **New Item** on the left side of the page above the table. A new line will appear at the bottom of the table. Enter the following information in the new line code fields:
      i. Fund: (enter the Fund object code or search for a fund using the *global search icon*)

ii. Budget Object: (enter the expenditure object code or search for an expense object using the *global search icon*)
iii. Request Amount: (Enter the amount you wish to budget for this Fund/Expense Object combination)

b. Delete and Item by clicking the check box to the left of the item you wish to delete, then click **Delete Item**
c. Once you have entered the Requested Amounts for your Base Budget Request, click **Save**, shown in the top right corner of the screen.

8. To **Add a New Position**
   d. Click on the Position Lines Tab
   e. If the new position is Vacant, Click **New Item**
   f. If the new position is an existing employee, Click **Add Existing Employee**
   g. Enter the appropriate information in the New Position Row
      i. Enter the appropriate Fund
      ii. Enter the Position Classification
      iii. Enter the Funding Start Date (when the position is likely to begin)
      iv. Enter the Funding End Date (the end of the upcoming Fiscal Year, ie 6/30/2014)
      v. Enter the FTE as (1)
      vi. Enter the Count as (1)
      vii. If adding an existing employee, you will be required to enter his or her employee number as well
   h. Click **Calculate –** notice the cost of the position will appear in the Cost column
   i. Click **Update –** This will write the Salary and Benefits cost of the new position to the Budget Lines Tab. Clicking Update will automatically return you to the Edit Budget Request Tab. Click the Budget Lines Tab to review the total Decision Item information (The cost of the new Vehicle and the cost of the new position as shown below)
   j. Click **Save**

9. Submit your initial BAA request by returning to the *Edit Budget Request* tab.
   k. Select the **Stage** dropdown and select (2)
   l. Click **Save**. This will move your budget request to the Budget Office for initial review. There will be opportunities to edit your Base Budget Request during Stage 2, but only Budget Analysts will be able to edit requests in preparation for the Governor's Recommended Budget during Stage 3.

10. Verify and Check your BAA Request using a *Query*
   a. If you are within your budget request in "Edit" Mode and have not saved your changes on that entry before you click the **Back** button in the top right corner of the screen to exit your request, a warning message (Confirmation) will appear. If you click **Continue**, you will lose any unsaved changes on that page. "Back" will return you to the Entry

page you were leaving.   Navigate to: Advantage Budgeting --> Budget Tasks --> Execute a Query

b. To search for the BAA Query, check the Public Box next to the **Search** button
    i. Check the Public Box next to the **Search** button
    ii. In the **Code** field enter (BAA_ADJ_QUERY)
    iii. Click on the BAA_ADJ_QUERY query, then click **Select**
c. Define Query parameters, by entering the Appropriation DeptID in the available **Code** field.
d. Click **Query**

BAA Request Business Case

Test Procedure
Request a Budget Adjustment - Navigate to Budget Tasks Advantage Budgeting > Budget Tasks > Formulate Budget Request -->In the 'Code' field, Search (CY_BAA_REQUEST) -->Click 'CY_BAA_REQUEST' <On New Page that Opens > -->Click 'New'
Under the Budget Instance Details Header, populate the following: --> Request Code: (leave **blank**, sequential request code number will auto-generate) -->Name: ([Appropriation Name] Test Budget Adjustment) -->Stage: (1) -->Ranking Type: (leave **blank**) -->Description: (leave **blank**) --> Organization: [Appropriation DeptID] --> Click 'Save'
Add Positive BAA Request Expense Object --> Click the 'Budget Lines' Tab --> Click 'New Item' --> Enter Fund (10000) --> Enter Budget Object (507563 - Advertising/Marketing - Other) --> Enter (5,000) in Requested Adjustment --> Justification Line Test (Leave **Blank**) --> Click 'Save'
Enter BAA Change Explanation --> Click the 'BAA Change Explanation' Tab --> In the 'Section Content' field, next to 'Please explain Request', Enter (Key Budget Issues for Current Year BAA) --> Click 'Save '

Validate Added Budget Expense Object Remains
--> Click Budget Lines Tab
--> Verify BAA Request Expense Object 507563 is still there with a request amount of $5,000 <will be on the last page of BAA request>

Add Negative BAA Request Expense Object
On the Budget Lines Tab
--> Click 'New Item'
--> Enter Fund (10000)
--> Enter Budget Object (501500 - Health Ins Classified) <if your appropriation does not have this object, you can use 501510, 501599, or any other available object code>
--> Enter (-2000) in Requested Amount
--> Click 'Save'

Submit Initial BAA Request
-->Navigate to 'Edit Budget Request' Tab of the CY_BAA_REQUEST Form
--> Select Stage: (2)
--> Click 'Save'

Validate BAA Request using a Query
Navigate to Budget Tasks
--> Click Back, and use the Bread Crumb Trail to Navigate
Advantage Budgeting > Budget Tasks > Execute a Query
-->In Code field, enter (BAA_ADJ_QUERY)
--> Check the 'Public' Box
-->Click 'Search'
-->Click 'BAA_ADJ_QUERY'
-->Click 'Select'
--> Under Organization in the second Code field <the white one, not the one that is grayed out>, enter ([Appropriation DeptID]) <the DeptID may be have autofilled>
-->Click 'Query'
-->Validate the BAA Adjustment requests made above appear in the Current Year Budget Adjustment Act Request Column <you may have to select 'Display ALL'>

8. Narrative

One piece of submitting the Statewide Budget is to present the Executive Budget Recommendations report, otherwise known as the “Big Budget Book”. Position reports, expenditure reports, and a brief narrative about each appropriation comprise the “Big Budget Book”. A suitable narrative will offer a brief description of a department or appropriation’s duties and budget plans for the upcoming year.

Please follow the four guidelines below when entering budget narratives:

1. There are three budget forms for Narratives – this is so you are able to enter narratives successfully at the Agency, Department, and Appropriation level.
    a. The NARRATIVE form should be used for narratives at the **appropriation level**
    b. The NARRATIVE_DEPARTMENT form should be used for narratives at the **department level**
    c. The NARRATIVE_AGENCY form should be used for narratives at the **agency level**
2. When choosing which level(s) to enter your budget book narrative, please follow the two rules below:
    a. If you choose to not enter narratives at the appropriation level, be sure to mention of your entire agency or department’s appropriations in the narrative form(s) you do choose to enter.
    b. Please inform your budget analyst which level(s) you entered narrative forms. This way we can be sure that everything is included in the budget book.
3. There are three fields in the Narrative form to enter information into (Mission Statement, Department Description, Key FY 20XX Budget Issues). **Any fields you wish to appear blank in the budget book enter N/A.** This will allow the publishing program to know that you wish to leave the field blank.
4. If you are copying and pasting narrative information in the form, be sure to clean up the text as some characters and formats will not translate correctly into Vantage (IE apostrophes that look like Ã¿Â¿Ã¿Â¢Ã¿Â¿Ã¿Â¿Ã¿Â¿Ã¿Â¿ ; bullets like Ã¿). One trick to eliminate many of these special characters is to paste your text into Notepad first and then paste it into the appropriate Vantage field.

The specific steps for entering a Narrative are listed below:

Entering a Narrative

1. After logging into Vantage, navigate to Advantage Budgeting --> Budget Tasks --> Formulate Budget Request
2. In the **Code** field enter NARRATIVE, Click Search
3. Select Form Layout, NARRATIVE
4. To Open a New request, Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**. Note, you can only create one request per appropriation
5. When Opening a New request, you will be asked to fill in the following information (a *next to a code field indicates that it is a required field)
    i. Request Code: (leave blank, this field will auto-generate a number)
    j. Name: (Your Appropriation Name Base Budget Request)

k. Stage: (1)
l. Description: (leave blank)
m. Ranking Type: (leave blank)
n. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)
o. After entering information, Click **Save** in the upper right hand corner of the page
p. After clicking Save, a message will indicate the 'Action was Successful' and two more tabs will become available: the Budget Lines Tab and the Document Attachments Tab

6. Click the **Narrative Tab** to input the narrative information
    a. Enter your content into the following Section Content fields:
        i. Mission/Vision Statement
        ii. Department/Program Description
        iii. Key Budget Issues for Upcoming Fiscal Year
    b. Click **SAVE**

InfoAdvantage; Reports

This section will show users how to access, run, and print budget reports.

What is infoAdvantage?

infoAdvantage is the web-based application that produces reports based on the information in the Vantage system. These reports provide the information necessary for department budget builds as well as department budget presentations to the Legislature. infoAdvantage provides a data warehouse for the Vantage data, and provides a toolkit that allows users to access that data and present it in reports. Although the systems are linked, and infoAdvantage pulls data from Vantage, the systems are separate from a user and report access perspective. Users have different credentials for each system, users cannot access infoAdvantage reports in Vantage, and users cannot change Vantage data through the infoAdvantage reporting tool.

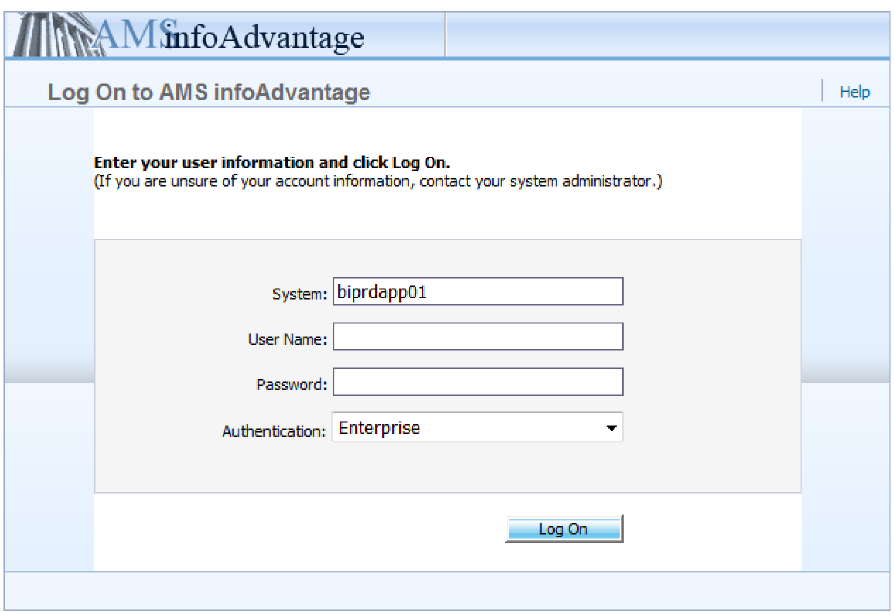
How to access info advantage

The URL for infoAdvantage is not the same as Vantage. To access reports, users will need to visit the website:

InfoAdvantage https://vantage-bi.peoplesoft.state.vt.us/InfoViewApp/logon.jsp

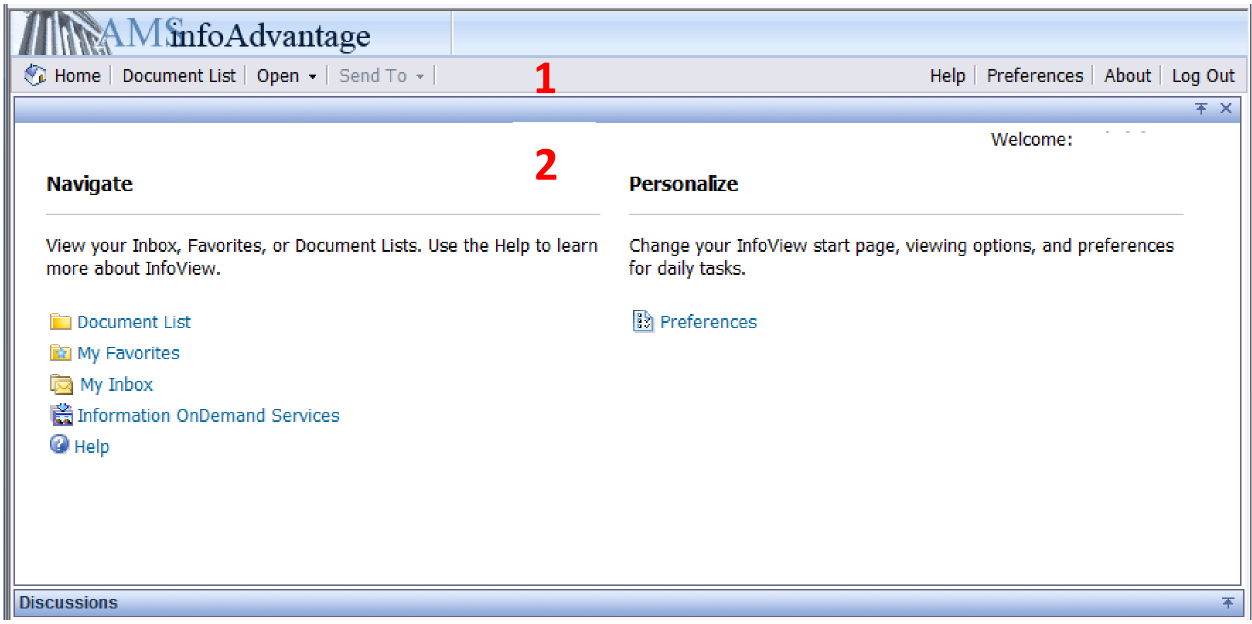
Logging in to infoAdvantage

The link above will launch the infoAdvantage website containing a log-in prompt for a user name and password. The username is the same as your Vantage username. Your password will be individually set up in infoAdvantage. It will *not* necessarily match your Vantage password. The "System" field should auto fill with "**biprdapp01**".



InfoAdvantage Home Page

After logging into infoAdvantage, the home screen will appear. A user's security rights will dictate which reports, Business Units, Dept. IDs, and data a user has access to.



The infoAdvantage home page is divided into two panels.

1. The *Header Panel* appears at the top of the screen and acts as the main menu. The panel remains regardless of the activity the user is performing.
2. The *Workspace Panel* changes depending upon the content the user has selected (reports or a list of reports, etc.)

Note: Do not use the back button in your Web Browser to navigate within infoAdvantage. You may be logged out of the application if you do.

The Header Panel

The header panel contains many of the basic navigation buttons in a tool bar. The table below describes the functions of the tool bar buttons.

Option	Description
Home	Displays the infoAdvantage home page
Document List	Displays the list of reports the user has access to
Send to	Sends an object or an instance to a destination, such as an e-mail or a folder (function is activated when an object is selected)
Help	Opens the *Business Objects Enterprise InfoView User's Guide*
Preferences	Allows the user to change the way information is displayed, where to go to change your password.
About	Displays product information
Log out	Logs the user out of InfoAdvantage

The Workspace Panel

The following shortcuts are listed in the workspace panel.

Option	Description
Navigate:	
Document List	Displays folders and reports available in infoAdvantage
My Favorites	Displays folders stored in a users personal favorite folder
My Inbox	Where reports that have been sent to you are kept
Information OnDemand Services	NOT USED BY SOV
Help	Opens the *Business Objects Enterprise InfoView User's Guide*
Personalize:	
Preferences	Allows the user to change the way information is displayed, where to go to change your password.

infoAdvantage Preferences

There are a few preferences to set up in order to view and print reports correctly.

Printing and Viewing Reports

In order to print and view reports correctly, infoAdvantage needs to be set up to display PDF copies of reports. This function must be set up in your preferences.

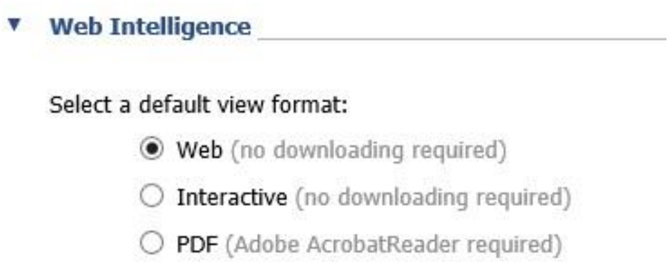
To set the correct time zone

1. Click the Preferences Link (either in the header or the workspace panel). The preferences screen will appear.
2. Under the General Heading, scroll to the "Current Time Zone" section.
3. From the Dropdown menu, select "Local to web server"

To set printing and viewing preferences

1. Scroll to the "Web Intelligence" Heading and click the ▸ symbol to expand the preferences for Web Intelligence Documents

2. Under the heading "Select a default view format" select Web



3. Then Click "OK"

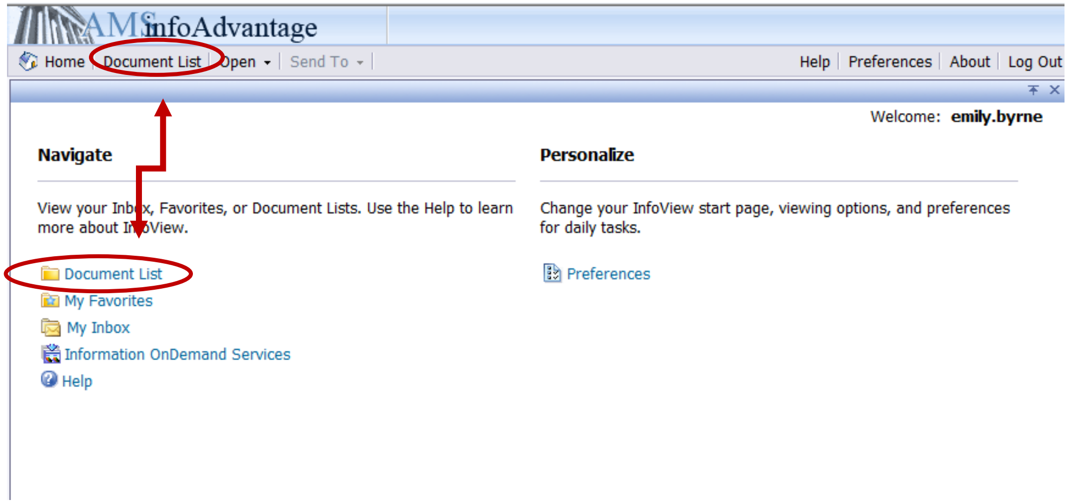
Changing your infoAdvantage Password

To change your infoAdvantage password:

1. Click the Preferences Link (in either the header or the workspace panel)
2. Scroll down to "Change Password"
3. Enter your User Name (will auto fill)
4. Enter your Old Password
5. Enter your New Password and Confirm it
6. Click OK

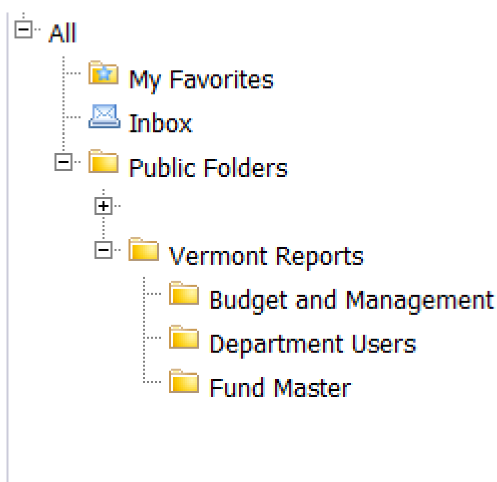
Navigating infoAdvantage

The reports in infoAdvantage are found by clicking either of the on the Document List links.



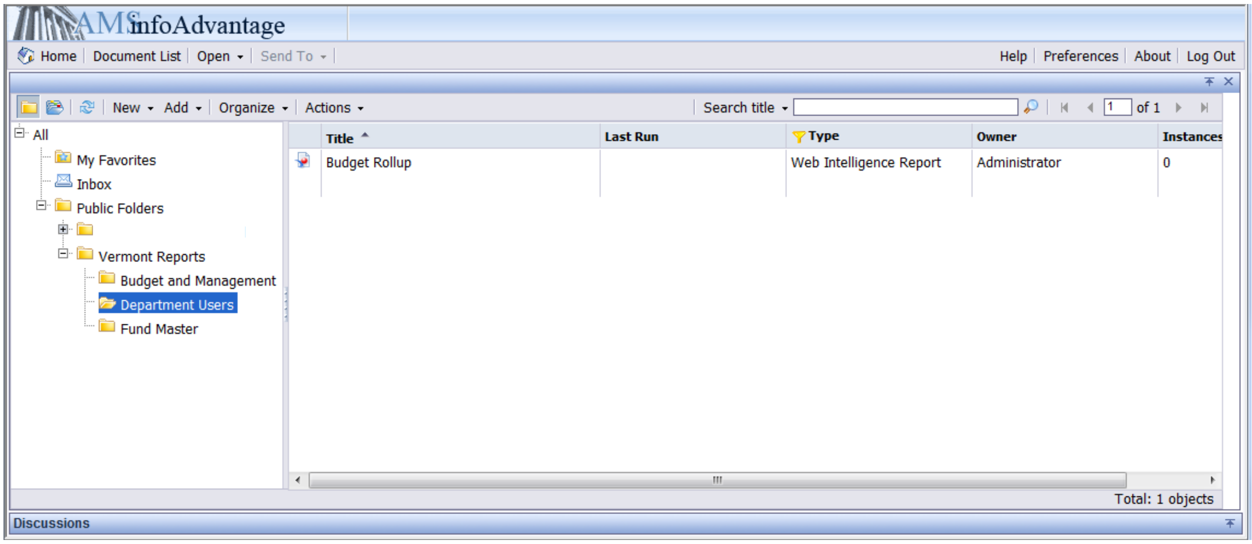
The document list will bring you to the Details panel. On the left side of the screen a Directory Tree Panel will appear.

- My favorites – a place where copies of report can be stored. This folder is private and can only be viewed by user
- Inbox – where any reports sent to you by another user will appear
- Public folder – contains sub-folders with reports available to users. For example, if you do not work in Budget and Management, you will not have access to the Budget and Management Reports folder.



Details Panel

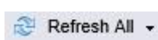
The details panel is visible when you click on the Document List. It will display the contents of a folder when a folder is selected.



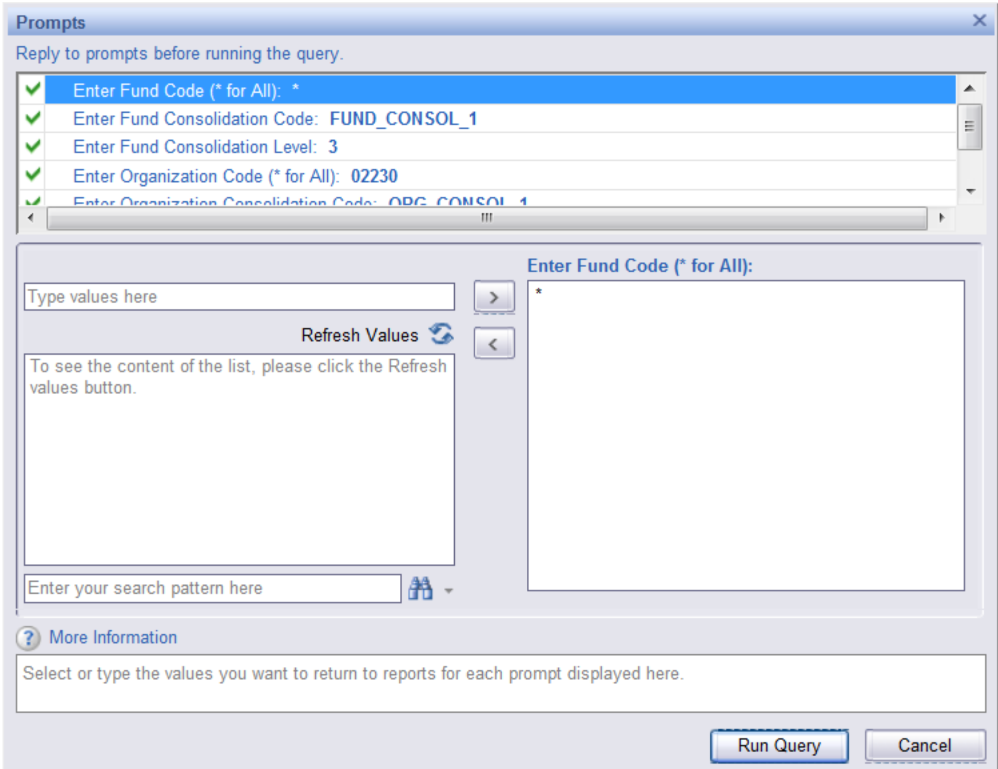
Opening/Refreshing Reports

To open a report in infoAdvantage, simply find the report you need to run then double-click on it to open it. The report that opens will be a copy of the report with the data from the last time the report was refreshed. In order to get the most up-to-date information in the reports you must refresh the data.

To refresh a report:

1. Click the 

button on the right side of the screen.
2. A prompt will appear that will ask for information about the report you are running; each report requires different codes to run a specific report. (description of Prompts provided in *infoAdvantage Prompts* Section)



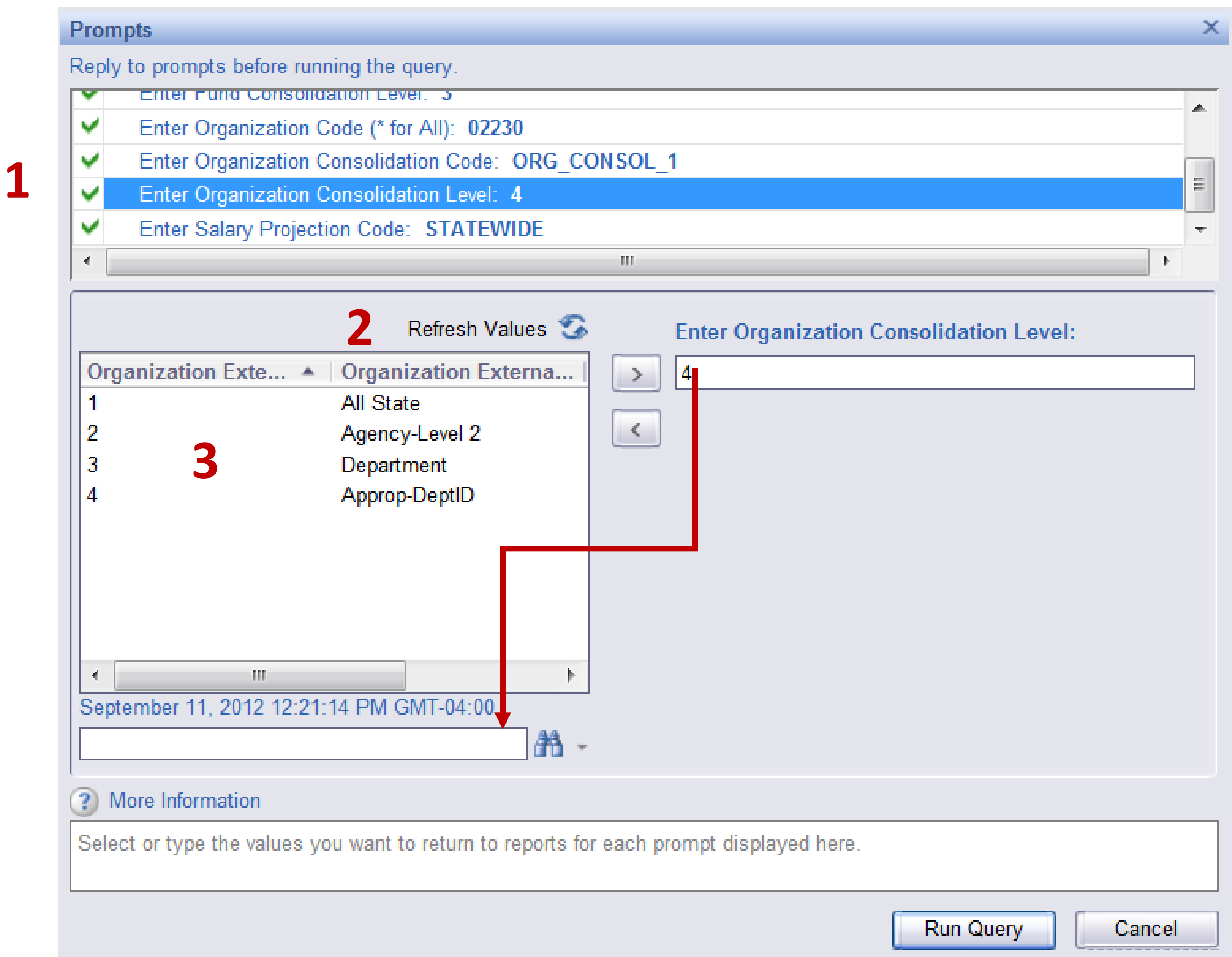
3. Once you have entered the prompts, click "run query"
4. Once the query has finished running, you will be prompted to open a report. This version will contain the most up-to-date information.

infoAdvantage Prompts

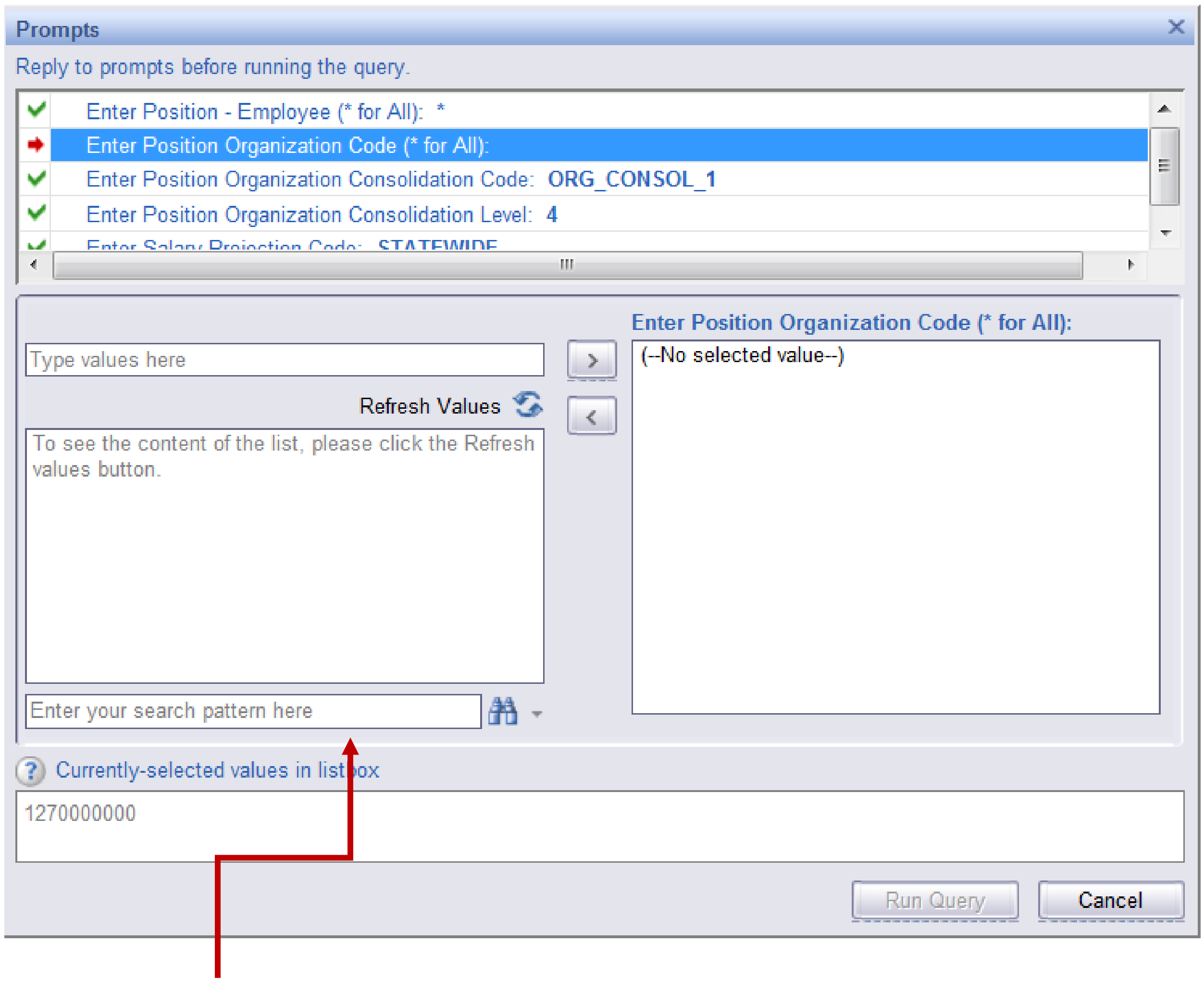
Running reports in infoAdvantage requires the user to enter the correct organization information to return the proper data. Each report requires the user to enter different information.

- The prompts available to a user are dictated by the security settings in Vantage. A user can search for an available code within the Prompt screen
- To search for the available codes in each field:

1. Select a prompt
2. Click Refresh Values
3. A list of prompts needed to run the report will appear



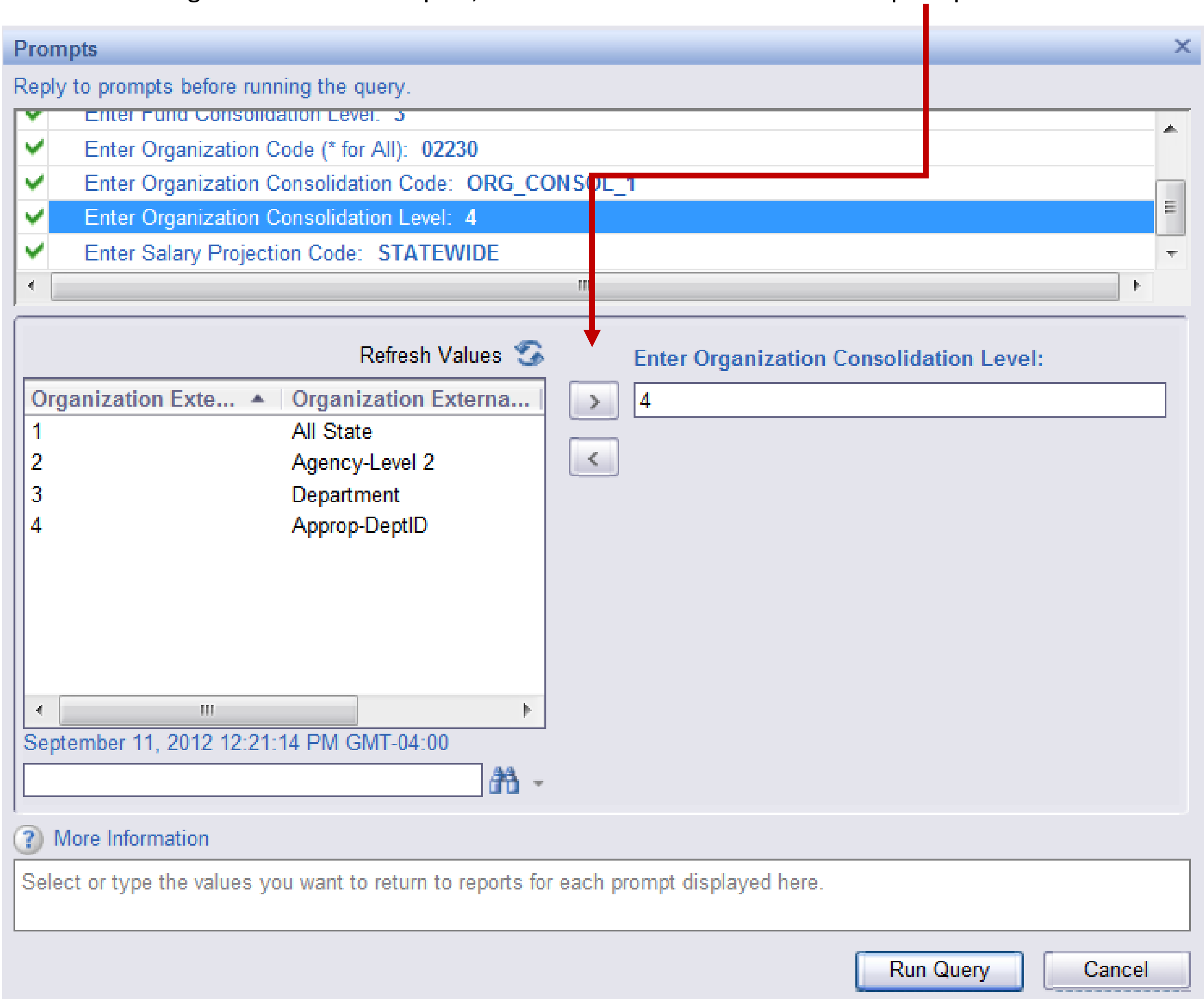
4. If you know the code you want to enter (Dept. ID, Fund, Business unit, etc.), you can manually enter it in the field that says “Type Values here”. (This is only available in code prompts.)

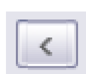


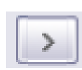
If you want to search for code, you can enter part of a code followed by an asterisks to return a limited list of values in the search box.

Example: if you wanted to see only the AHS Dept IDs, in the search field enter “3*”. Then click the binocular  icon. This will limit the list to all Dept IDs beginning with 3.

5. To change the codes for a report, use the arrows in the center of the prompt box.



The arrow pointing to the left  will remove items from the code list.

The arrow pointing to the right  will add items to the code list.

Types of Prompts:

Fund Consolidation Code and Organization Consolidation Code

The fund and organization consolidation codes do not change. There is only one consolidation code for both Fund and Organization. They are listed below. They **do not** need to be changed when refreshing a report.

Fund Consolidation Code	**FUND_CONSOL_1**
Organization Consolidation Code	**ORG_CONSOL_1**

Organization Consolidation Level

Organizations are organized in a hierarchy that dictates how they roll-up to the total budget. When entering prompt information, the user should be aware of what level they want their information. The table below outlines how the consolidation codes relate to the budget roll-up.

Organization Consolidation Level	Description
1	All State
2	Agency
3	Department
4	Appropriation Dept. ID

The consolidation level must match the corresponding level of the Organization Code. For example, when running a report, if the user is seeking information a specific Dept. ID, he or she would need to enter Organization Consolidation Level 4, and a Dept. ID in the Organization Code field (discussed below). If the two do not match, the report will return "No records".

Fund Consolidation Level

Funds are also organized in a hierarchy that dictates how they consolidate. When entering prompt information, the user should be aware of what level they want their information. The table below outlines how the consolidation codes relate to consolidation.

Fund Consolidation Level	Description
1	All Funds
2	Fund Type (Special Fund, Enterprise Fund, Interdepartmental Transfer, etc.)
3	Fund

The consolidation level must match the corresponding level of the Fund Code. For example, when running a report, if the user is seeking information on a specific fund, he or she would need to enter Fund Consolidation Level 3, and the specific fund code (discussed below). If the two do not match, the report will return "No records".

Organization Code

The organization code field is where the user enters the specific information they wish to retrieve. If he or she is looking for information on a certain Dept. ID, this is the field where the Dept. ID is entered. Similarly, the specific business unit or department code can be entered to return different levels of consolidation.

Note: Entering an asterisk (*) in the organization code field will return data for all codes within the selected consolidation level that the user has access to.

Remember: The organization code has to match the organization consolidation level in order to return results.

Fund Code

The fund code field is where the user enters the specific information about a fund that they wish to retrieve. The specific fund number or a consolidated fund (i.e. the total of a department's special funds) can be entered to return specific fund information.

Note: Entering an asterisk (*) in the fund code field will return data for all codes within the selected consolidation level that the user has access to.

Remember: The fund code has to match the fund consolidation level in order to return results.

Salary Projection Code

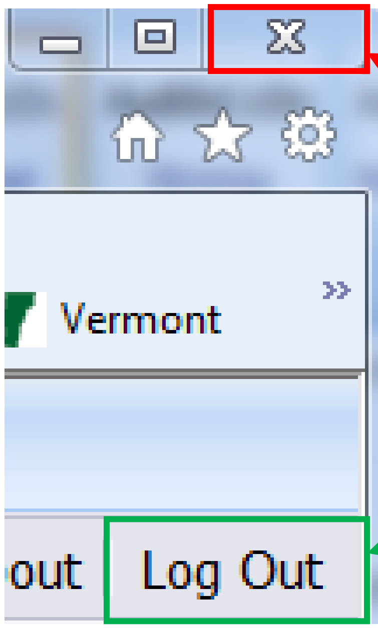
The salary projection is run by the budget office at the beginning of each budget season. You should select the salary projection code that is communicated to you by the budget office. This will allow departments to run reports to verify position data.

Printing and Saving Reports

To print the report, simply click on the printer icon located in the menu bar. This will download the file to your computer as a .pdf and it will allow you to print that file. If you would like to export a file to your computer, click on the downward pointing black arrow next to the Document button and infoAdvantage will present a menu of options. Hover the pointer over "Save to my computer as" and you will have the option to save the report as an: Excel, PDF, CSV, or CSV (with options) document. Choose the format that fits your purpose and save the file to your local computer.

Logging Out of infoAdvantage

When you are ready to exit infoAdvantage, you should always use the **Log Out** Button at the top of the screen. This will ensure you have completely logged out of the session.



Do No use the “X” to close out of an InfoAdvantage session. If you click the “X” you leave the session open. Leaving a session open could cause performance issues if multiple users are exiting from infoAdvantage this way.

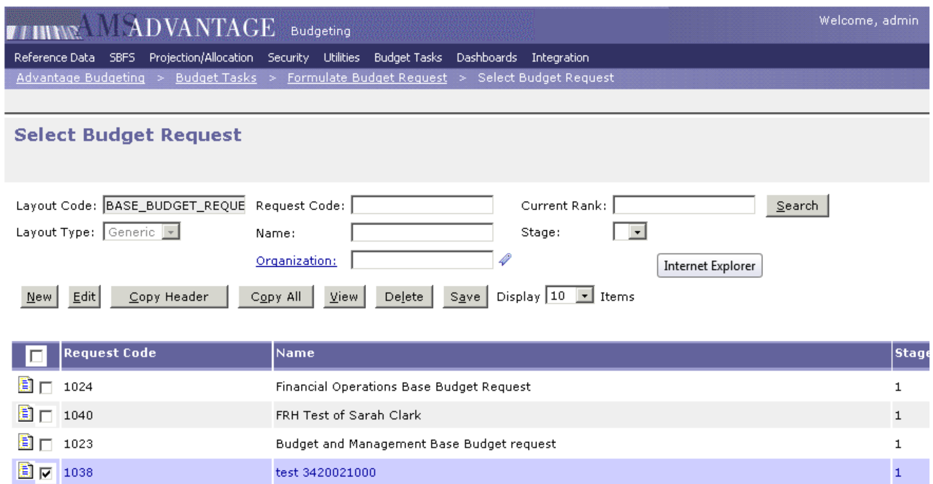
To properly Log Out of infoAdvantage click the Log Out Button before closing the internet session

Appendix A

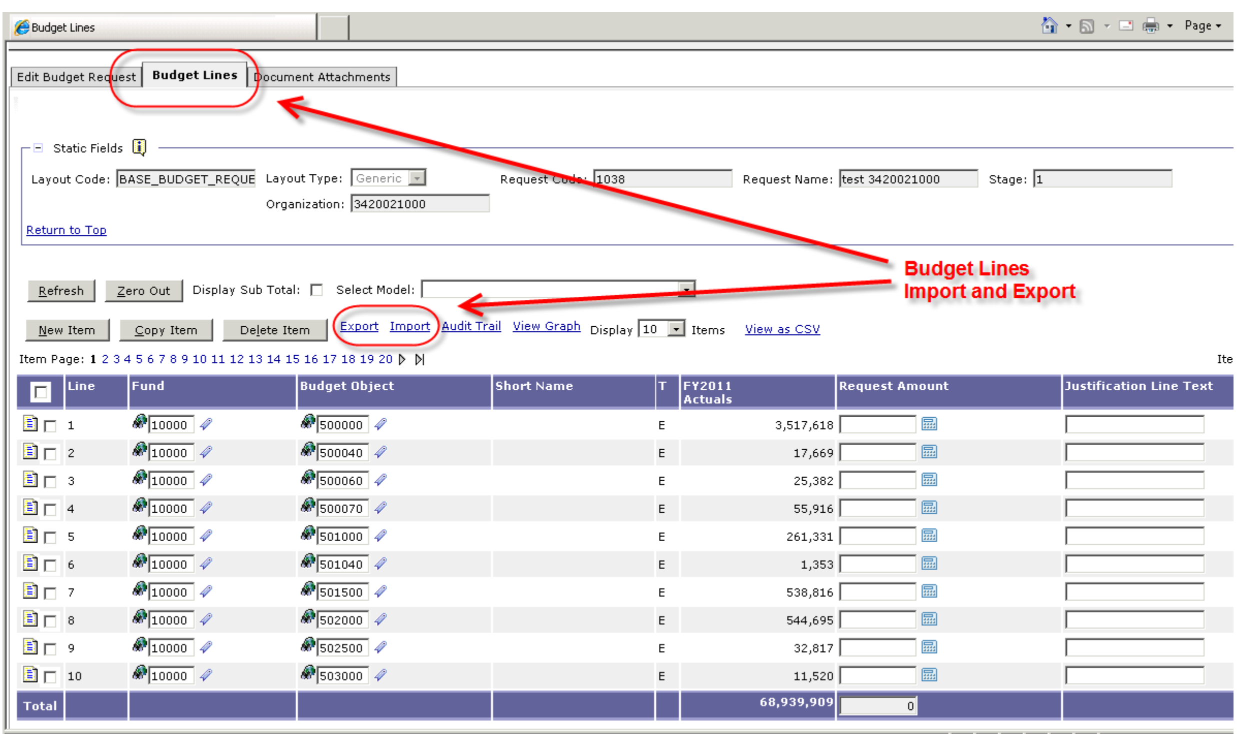
Import and Export Functionality

Many forms and layouts allow for the import and export of data directly into budget forms. This functionality is available for many forms but not all. Many users will find this feature extremely helpful due to its integration with Excel.

First, select the Base Budget Request from the Budget Tasks menu

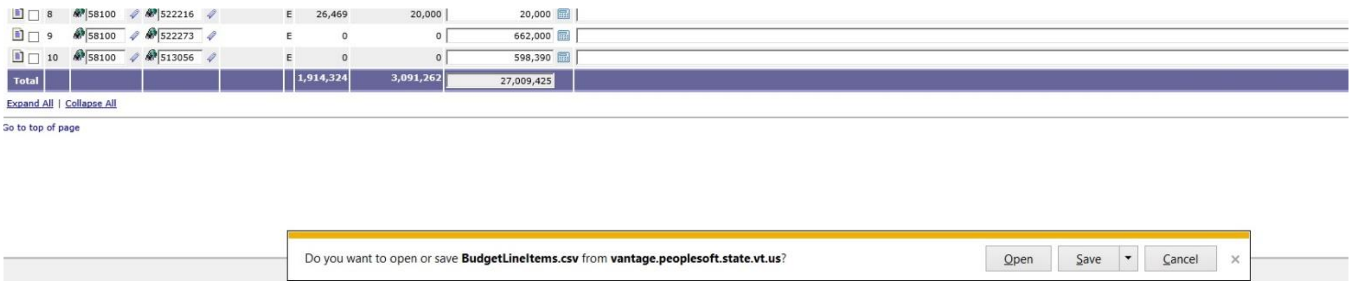


Once the Base Budget Request is selected, select the Budget Lines tab, then notice the import and export link on the page

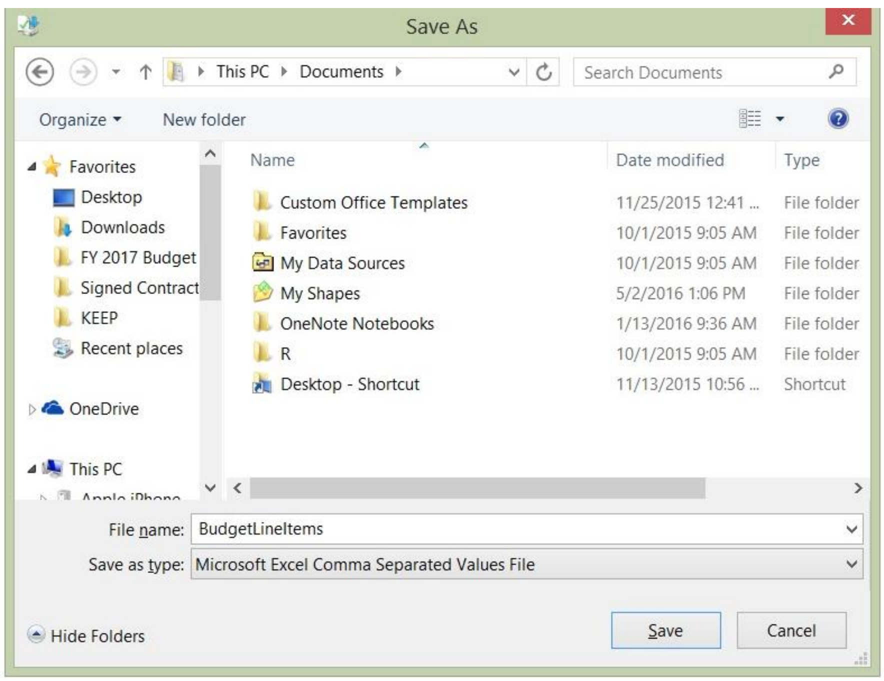


Export

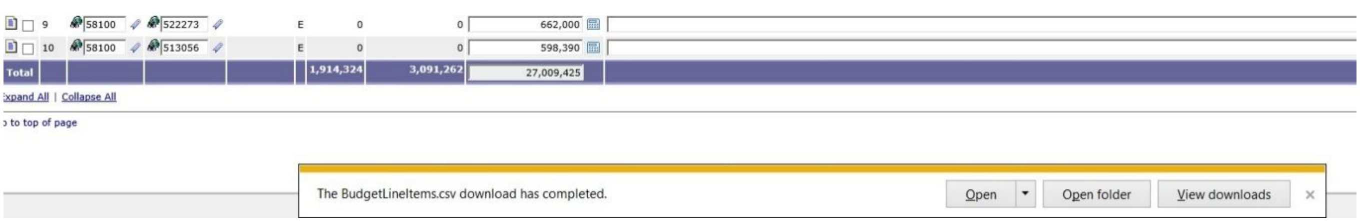
Select the 'Export' link, then on the following pop-up, select 'save', and save the file to a local directory on your computer.



Click the downward pointing arrow next to "Save". Then click "Save As" and the following menu will allow you to place the file in a convenient location.

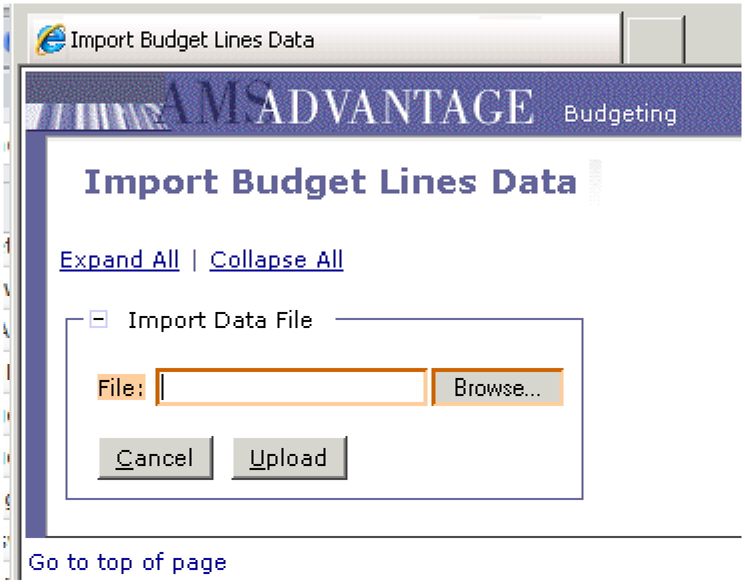


The download complete message will confirm that the operation was successful.



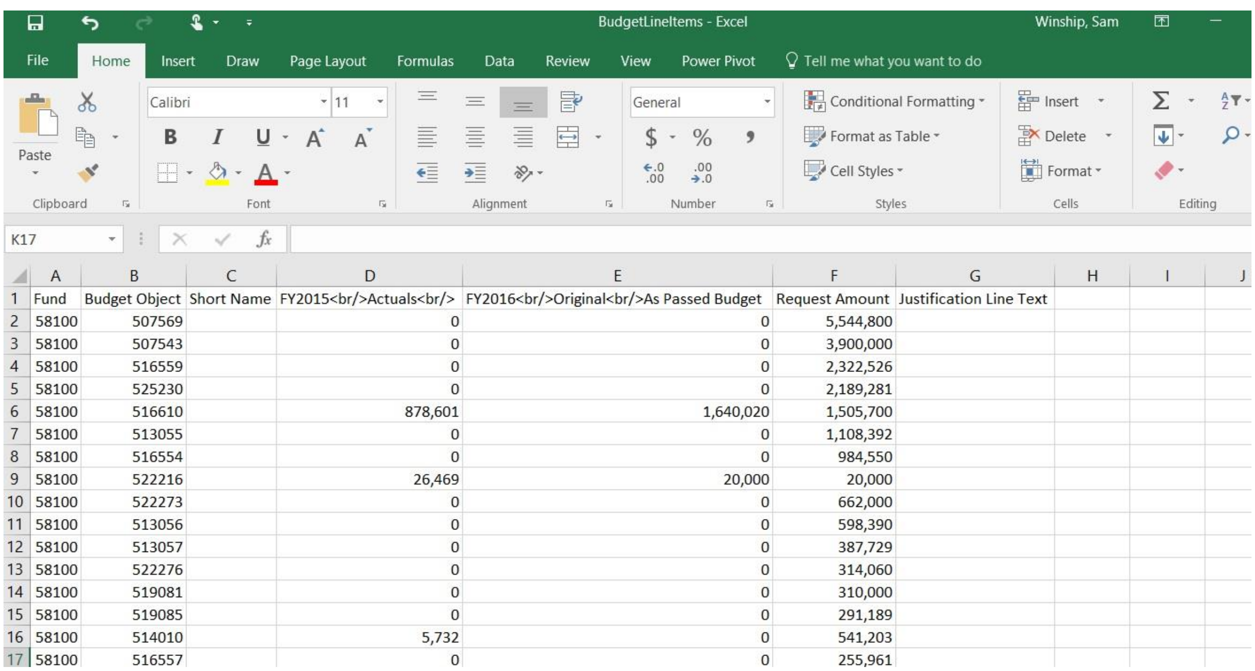
Import

Select the ‘Import’ link from the page. The file selection menu should then appear.



Use the browse to go to a directory or common location (like desktop) to locate the file you are looking for. For Base Budget Requests, this needs to be a Comma Separated Variable (CSV) formatted file.

For the Base budget form, the file will also need to have specific rows and headers. These need to be as follows:

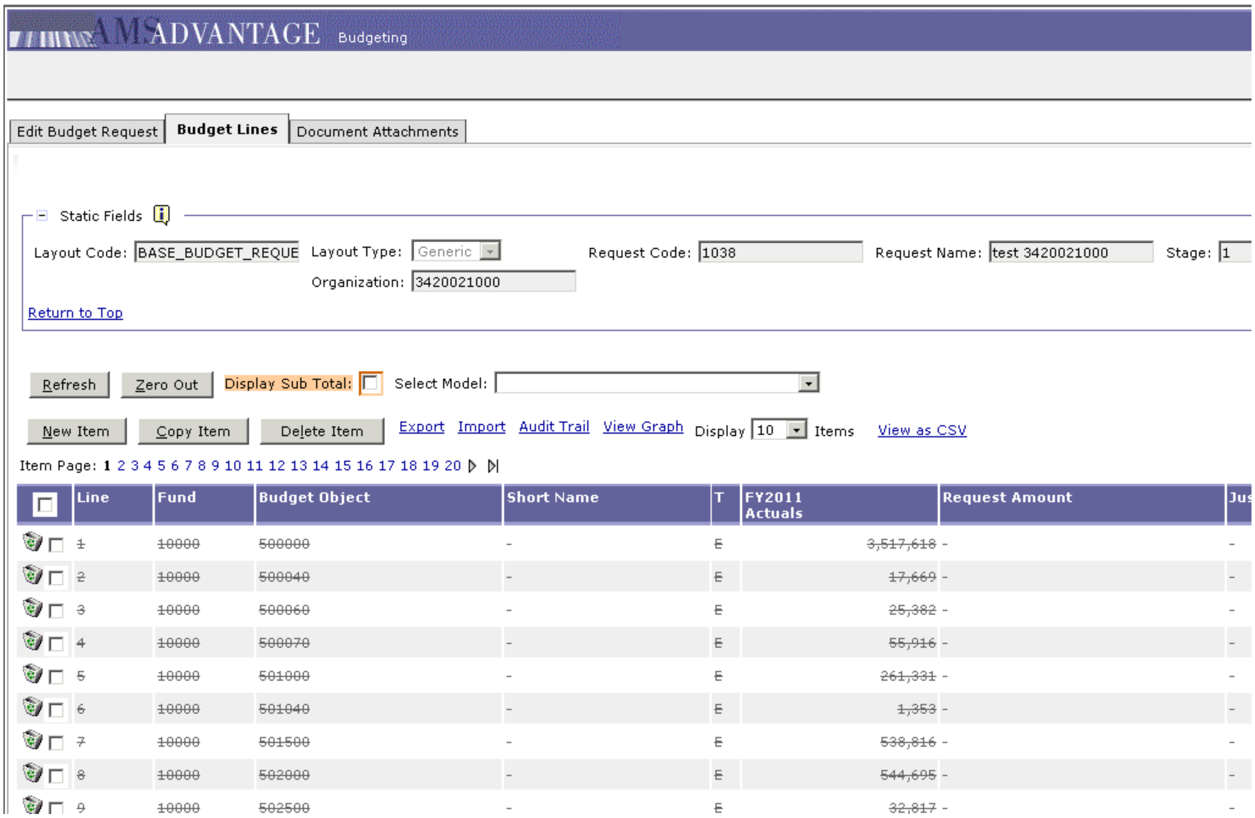


Fund	Budget Object	Short Name	FY2015 Actuals 	FY2016 Original As Passed Budget	Request Amount	Justification Line Text
58100	507569		0	0	5,544,800	
58100	507543		0	0	3,900,000	
58100	516559		0	0	2,322,526	
58100	525230		0	0	2,189,281	
58100	516610		878,601	1,640,020	1,505,700	
58100	513055		0	0	1,108,392	
58100	516554		0	0	984,550	
58100	522216		26,469	20,000	20,000	
58100	522273		0	0	662,000	
58100	513056		0	0	598,390	
58100	513057		0	0	387,729	
58100	522276		0	0	314,060	
58100	519081		0	0	310,000	
58100	519085		0	0	291,189	
58100	514010		5,732	0	541,203	
58100	516557		0	0	255,961	

Pay special attention to the column headers. They need to exactly match what is currently displayed in the Base Budget form, or the data will not be imported and the system will return an error.

Downloads and uploads may take a few moments. This is especially true if there are more than 500 budget entries on your form.

After watching the progress bar complete the operation, you should be returned to the Base Budget Request where the existing data now has the '~~strikethrough~~' characters, and the new data is displayed below it. This should look as depicted below.


AMS ADVANTAGE Budgeting

Edit Budget Request | Budget Lines | Document Attachments

Static Fields

Layout Code: BASE_BUDGET_REQUE Layout Type: Generic Request Code: 1038 Request Name: test 3420021000 Stage: 1

Organization: 3420021000

Return to Top

Refresh Zero Out Display Sub Total: Select Model:

New Item Copy Item Delete Item Export Import Audit Trail View Graph Display 10 Items View as CSV

Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

	Line	Fund	Budget Object	Short Name	T	FY2011 Actuals	Request Amount	Jus
	~~1~~	~~10000~~	~~500000~~	-	~~E~~	~~3,517,618~~	-	-
	~~2~~	~~10000~~	~~500040~~	-	~~E~~	~~17,669~~	-	-
	~~3~~	~~10000~~	~~500060~~	-	~~E~~	~~25,382~~	-	-
	~~4~~	~~10000~~	~~500070~~	-	~~E~~	~~55,916~~	-	-
	~~5~~	~~10000~~	~~501000~~	-	~~E~~	~~261,331~~	-	-
	~~6~~	~~10000~~	~~501040~~	-	~~E~~	~~1,353~~	-	-
	~~7~~	~~10000~~	~~501500~~	-	~~E~~	~~538,816~~	-	-
	~~8~~	~~10000~~	~~502000~~	-	~~E~~	~~544,695~~	-	-
	~~9~~	~~10000~~	~~502500~~	-	~~E~~	~~32,817~~	-	-

If you are satisfied with the newly imported data, just go back to the Edit Budget Request Tab, and select 'Save'. Again, this operation may take a few moments, because the system has to delete the existing data, then insert the new data. You should then be notified that the operation was successful.

Appendix B – Reports and Queries

infoAdvantage Reports

Budget Preparation Report List

Name	Description
Department Budget Review sub folder	Contains reports to assist Agencies/Departments with developing their budgets and presenting them to Finance and Mangement
Budget by Major Object	Will report Agency, Department, or Appropriation Budget - listing expense accounts at the Major Object Level
Budget Detail Report	Will report Agency, Department, or Appropriation Budget - listing expense accounts at the account code level
Budget Rollup	Will report Agency, Department, or Appropriation Budget - listing expense accounts at the Rollup level (between Major Object and detailed acccount)
Excel Position Detail with Fund Splits	Will report your personnel costs, including allocations
Excel Position Summary	Will report your personnel costs, without allocation
Federal Grants Receipts	Will display your Estimated Federal Receipts. Provide this report in your legislative budget package.
Grants to Non-State-Government Entities	will display your Estimated "Grants Out". Prove this report in your legislative budget package
Interdepartmental Transfers Request	Will display your Estimated IDT. Provide this report in your legislative budget package.
Position Detail Report	Will display all details for individual employees
Position Summary	Position Report to be used in your legislative budget package
Position Summary with Employee Details	Position Report including Employee personal details, Not to be used in your legislative budget package.

Department Budget Review Sub-folder

Name	Description
Budget Detail Report - For Departmental Budget Review	Will report Agency, Department, or Appropriation Budget - listing expense accounts at the account code level. This report will include all Decision Item Requests in the "FY2018 Department Total Request" column

Budget Monitoring Report List

Name	Description
Budget Detail to Actual Report	Will report Appropriation level Budget to Actual - at the expense/fund detail level
Budget to Actual Granular Data	Lists all the fund and expense object combinations
Budget to Actual Report	Will report Appropriation level Budget to Actual - at the expense/fund rollup level

Vantage Queries

Name	Description	Rules, Tips, or Tricks
BAA_ADJ_QUERY	Will display your BAA request/approval flow through the current year BAA process	Must enter a DeptID, BU, Agency code, or you can optionally enter a fund
BAA_ADJ_QUERY_FUND	Same as BAA_ADJ_QUERY, except it reports by Fund instead of expense object	Enter TOT_EXP in Budget Object Code field
BASE_BUDGET_PROCESS	Will display your Budget reqeust/approval flow through the current year Budget Process	Must enter a DeptID, BU, or Agency code
BASEBUD_PROCESS_FUND	Same as BASE_BUDGET_PROCESS, except it reports by Fund instead of expense object	Enter TOT_EXP in Budget Object Code field
EXPENSE_BY_FUND	Displays expenses by account code and fund.	Enter organization ID and enter desired time period under Time Period Selection. BY_FINAL_AS_PASSED will return the final budget numbers for the budget under development.
OBJ_BY_DEPTID_ALLFUN	Displays one selected account code totals for all Dept. IDs by fund	Select BY_ADMIN_TOT_REC for the administrations total reocmmended budget. BY_FINAL_AS_PASSED for final figures for budget under development.
OBJECT_BY_DEPTID	Same as above except user needs to define which fund to return values for.	Use ALL_FUNDS rollup if you want to see all spending statewide.

VERMONT

Appendix C – Modeling Functionality

In order to better support the budgeting process and the needs of the end user community, the State of Vermont executed a change order with CGI to procure budget modeling functionality. This enhancement allows the Vantage user to select a standard statistical model equation on the budget lines tab of a budget request and apply it to selected row(s) and/or entire column(s). The calculated results are apparent in the posting/entry column(s) of the request record.

The available Model equations are:

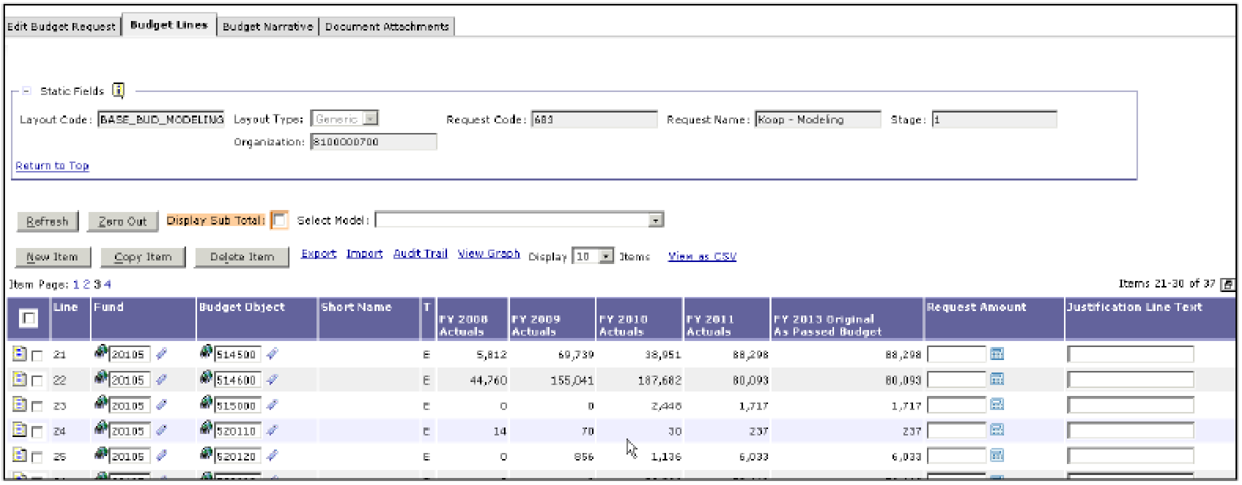
- Inflation/Deflation Model
- Average Model
- Linear regression Model
- Distribution Model which includes Even Distribution, User-Defined Distribution, SMART Distribution and Target Distribution

Model Descriptions

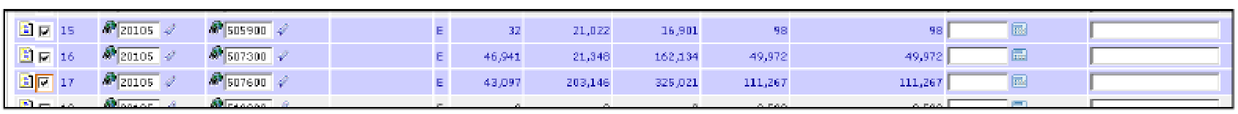
Model Name	Model Equation
Inflation/Deflation Model	• Model enabled on Budget Layout – Models tab • Equation parameters specified on the Budget Request - data tab → Select the columns/cell/row and define inflation/deflation number
Average Model	• Model enabled on Budget Layout – Models tab • Equation parameters specified on the Budget Layout or Budget Request - data tab → Select the column as input and select the columns to which the average should be done posted
Linear Regression Model	• Model enabled on Budget Layout – Models tab • Equation parameters specified on the data tab → Selects the time periods used to calculate the regression (in chronological order) • Equation parameters - Posting Columns selected on budget request - data tab
Distribution Model (example: Even Distribution)	• Model enabled on Budget Layout – Models tab • Equation parameters specified on the Budget Request - data tab → Select the column(s) as input and select the column(s) to which the distribution is applied.

Modeling Usage in a Base Budget Request

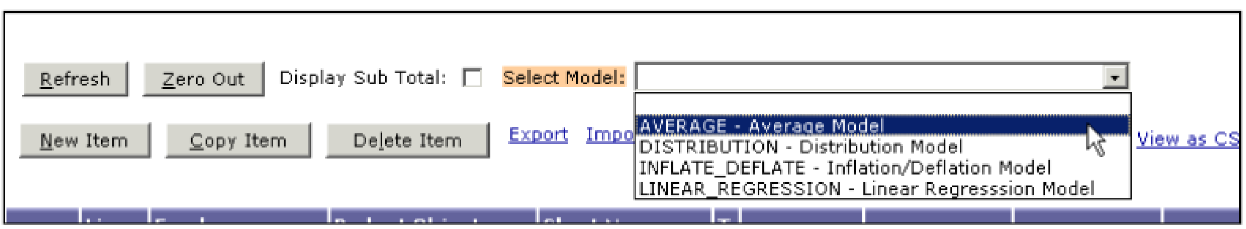
Navigate to the Budget Lines tab to review the rows that have pre-loaded. Several display columns are included in the request to provide variation in the use of the models.



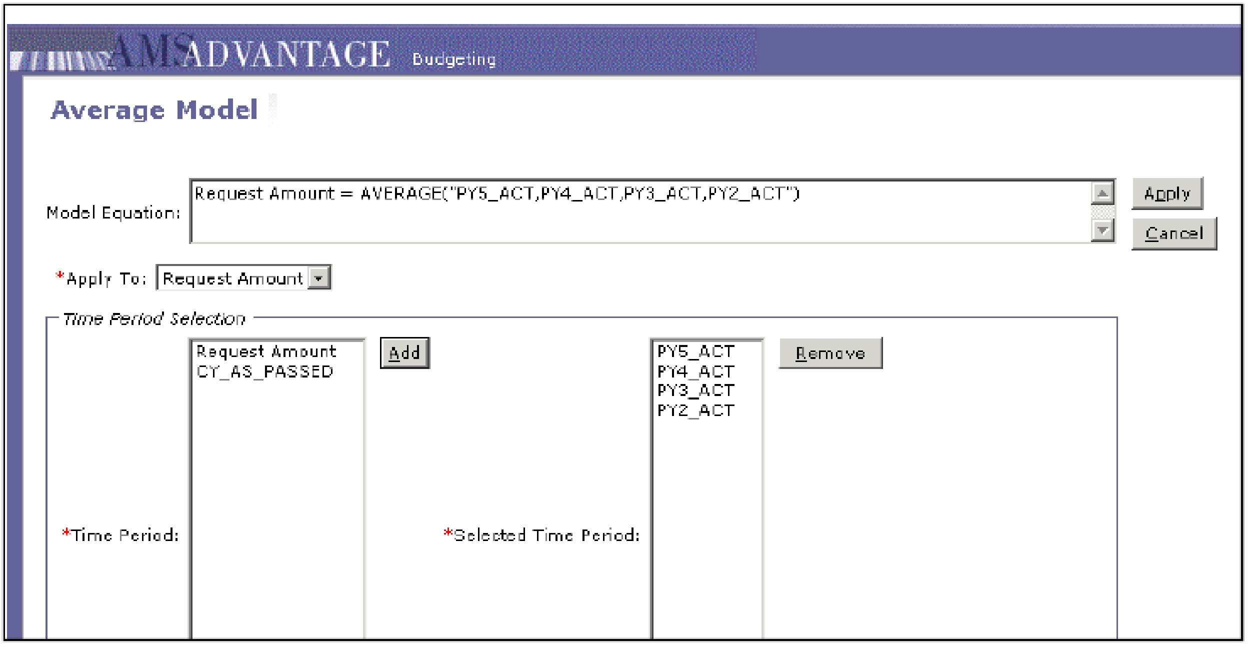
Select lines 16, 17, and 18



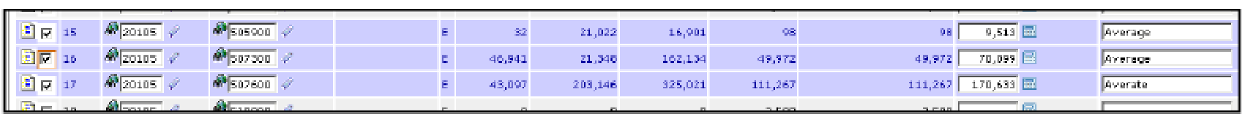
In the header area select the Average model from the Select Model drop down



In the Average Model maintenance window select Request Amount in the Apply To drop down. In the Time Period Selection box shift-select all the PYX_ACT time periods. Then, click the Add button. The selected time periods should appear in the adjacent selected time period box. Note: the equation appears automatically. Your model should appear as the screen shot.

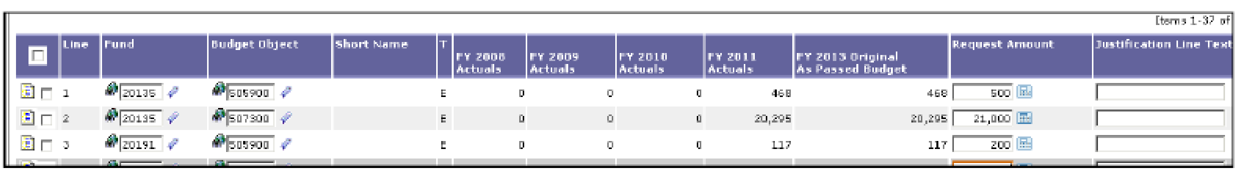


Click the Apply button and then scroll in the budget lines to find your results. Enter "Average" in the associated justification line fields to make note of what model was applied.



15	20105	505900		E	32	21,022	16,901	98	98	9,513	Average
16	20105	507300		E	46,941	21,346	162,134	49,972	49,972	70,099	Average
17	20105	507600		E	43,097	203,146	325,021	111,267	111,267	170,633	Averate

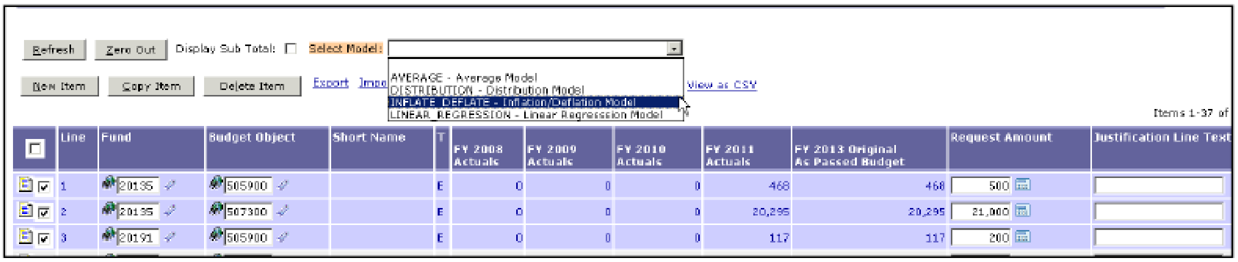
Next, manually enter the following amounts in lines 1, 2, and 3 as shown below.



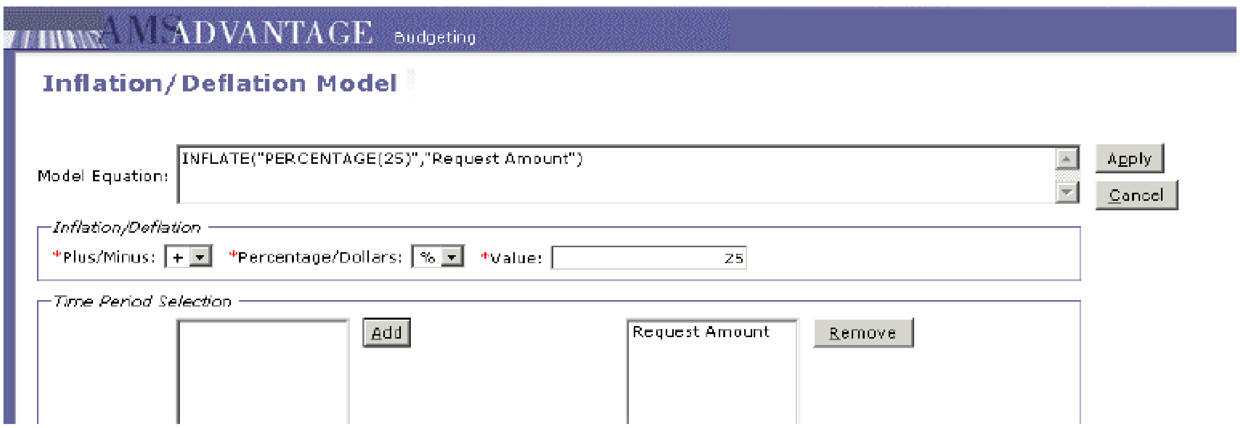
Items 1-37 of

Line	Fund	Budget Object	Short Name	T	FY 2008 Actuals	FY 2009 Actuals	FY 2010 Actuals	FY 2011 Actuals	FY 2013 Original As Passed Budget	Request Amount	Justification Line Text
1	20135	505900		E	0	0	0	468	468	500	
2	20135	507300		E	0	0	0	20,295	20,295	21,000	
3	20191	505900		E	0	0	0	117	117	200	

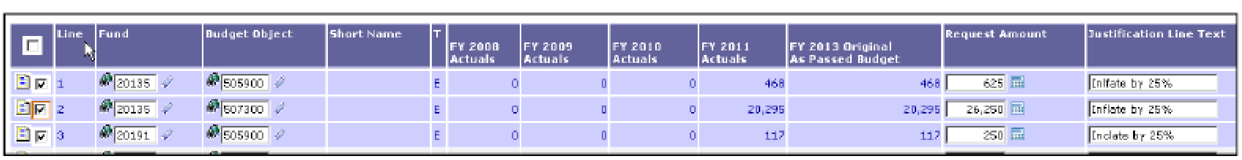
Then, make sure lines 1, 2, and 3 are highlighted and click the Select Model drop down and highlight the Inflate/Deflate model.



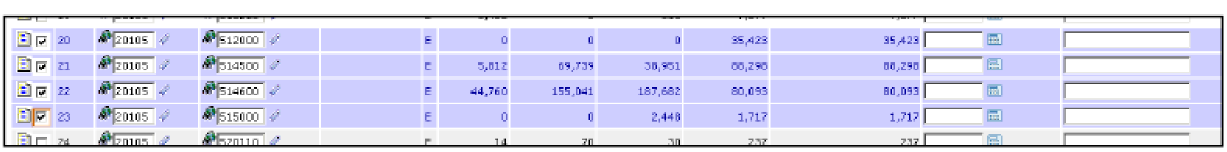
Follow the same parameters as displayed in the following screenshot. In this scenario, you are increasing the amounts in the Request Amount field, per the selected rows by 25%.



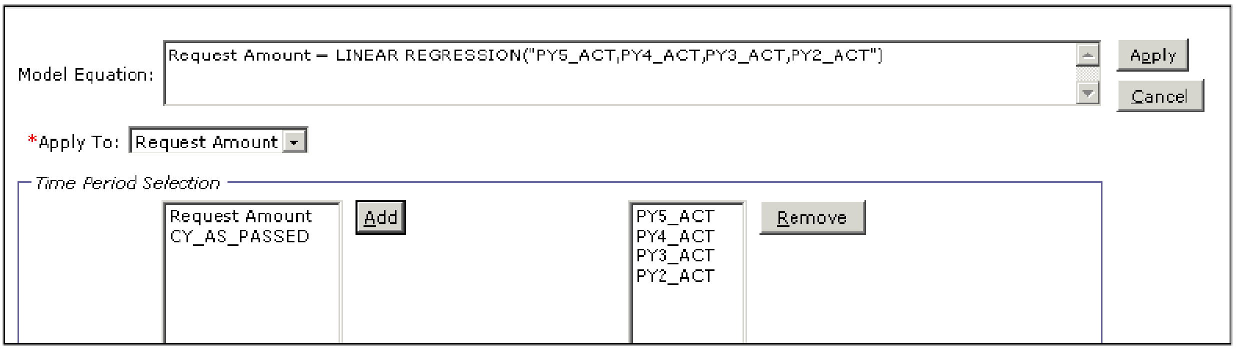
Click the Apply button and then view the results. Make sure to enter the appropriate details in the justification lines.



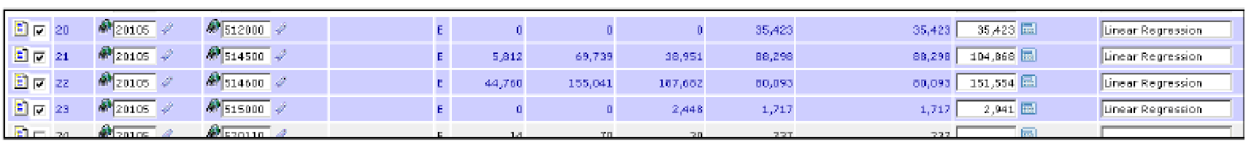
Next, select rows 20, 21, 22, and 23 as shown below.



In the Select Model drop down box click the Linear Regression model. Note: In order to derive expected results, the source time periods must be chosen chronologically. Set up your parameters according to what is shown below.

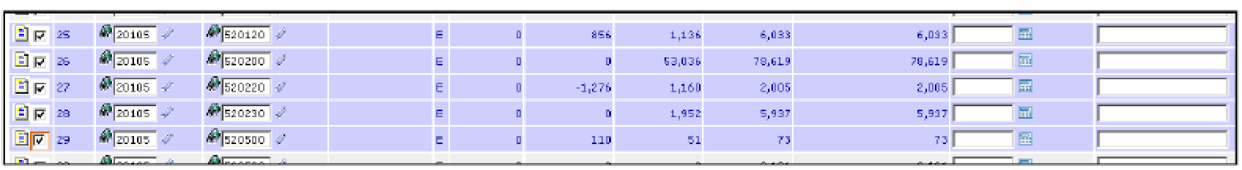


Click Apply and then view the results in the selected rows as shown below. Remember to add details in the justification lines. Note: row #20 shows no progression as the sources show no trending.



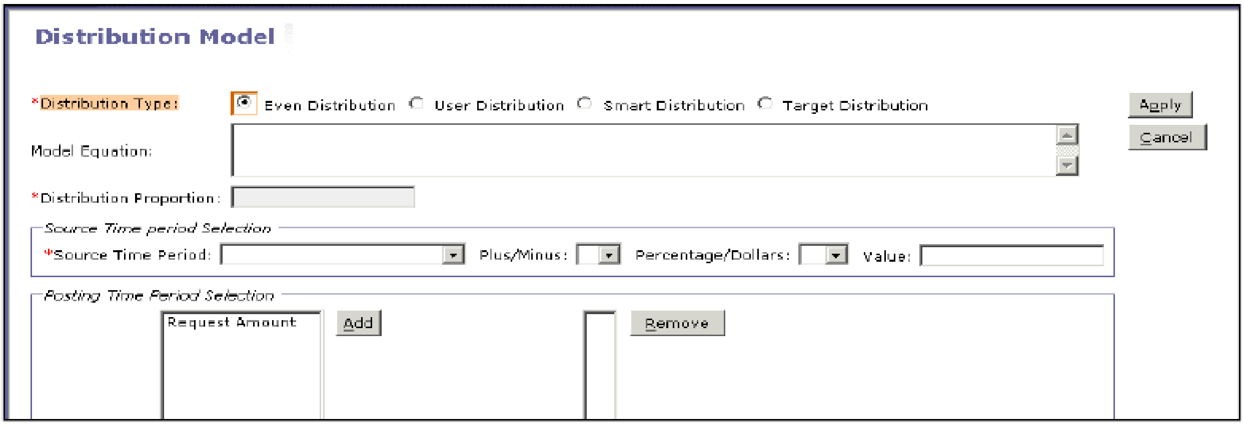
20	20105	512000		E	0	0	0	35,423	35,423	35,423	Linear Regression
21	20105	514500		E	5,812	69,739	38,951	88,298	88,298	104,868	Linear Regression
22	20105	514600		E	44,760	155,041	107,602	80,093	80,093	151,554	Linear Regression
23	20105	515000		E	0	0	2,448	1,717	1,717	2,941	Linear Regression

Next, highlight rows 25, 26, 27, 28, and 29, as shown below.

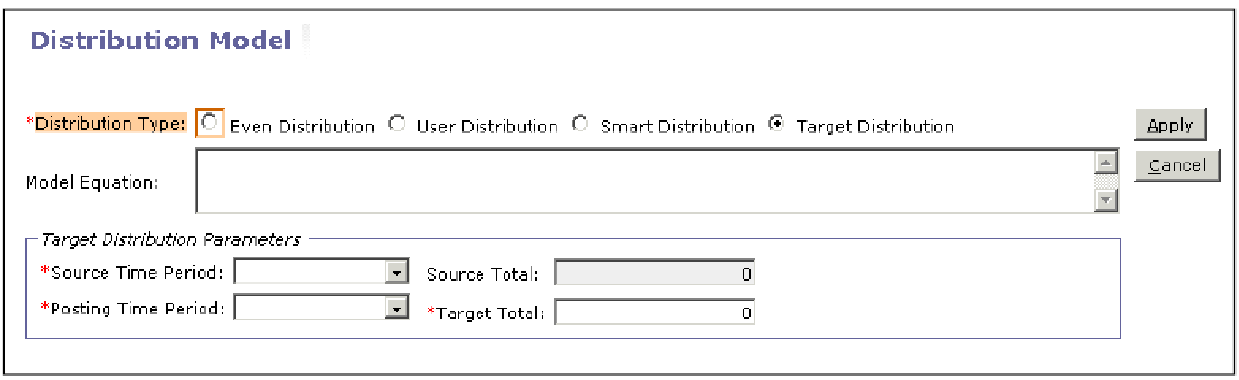


25	20105	520120		E	0	856	1,136	6,033	6,033		
26	20105	520200		E	0	0	53,036	78,619	78,619		
27	20105	520220		E	0	-1,276	1,160	2,005	2,005		
28	20105	520230		E	0	0	1,952	5,937	5,937		
29	20105	520500		E	0	110	51	73	73		

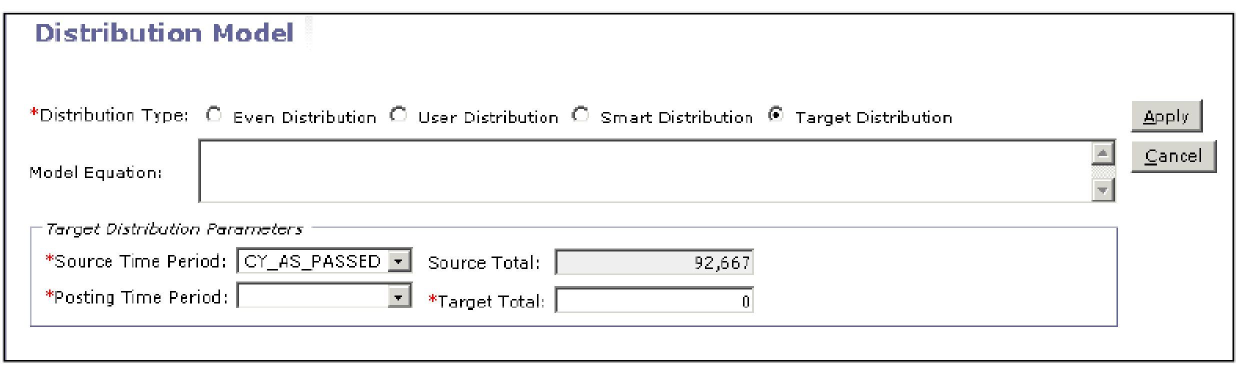
Then, in the Select Model drop down click Distribution to see the following window. Note: the Distribution model is defaulted to the Even type distribution function.



Next, click the Target Distribution model. Note the change in parameter fields.



In the Source Time Period field select CY_AS_PASSED. A total amount for the selected fields per the CY_AS_PASSED time period appears in the Source Total field ($92,667).



In the Posting Time Period field select the Request Amount option and then in the Target Total enter $100,000.

Target Distribution Parameters

*Source Time Period:	CY_AS_PASSED	Source Total:	92,667
*Posting Time Period:	Request Amount	*Target Total:	100,000

Click the Apply button and then scroll to view results. The amounts in these selected rows are distributed per the amounts in the CY_AS_PASSED amount fields by $100,000. Enter details in the justification lines.

25	20105	520120	E	0	856	1,136	6,033	6,033	6,510	Target Distribution
26	20105	520200	E	0	0	53,036	78,619	78,619	84,840	Target Distribution
27	20105	520220	E	0	-1,276	1,160	2,005	2,005	2,164	Target Distribution
28	20105	520230	E	0	0	1,952	5,937	5,937	6,407	Target Distribution
29	20105	520500	E	0	110	51	73	73	79	Target Distribution

Save the request and then scroll to review all your changes in the form. You should see results similar to the screen shot below.

15	20105	505900	E	32	21,022	16,901	98	98	9,513	Average
16	20105	507300	E	46,941	21,348	162,134	49,972	49,972	70,099	Average
17	20105	507600	E	43,097	203,146	325,021	111,267	111,267	170,633	Averate
18	20105	510000	E	0	0	0	3,500	3,500		
19	20105	510210	E	6,462	0	518	7,077	7,077		
20	20105	512000	E	0	0	0	35,423	35,423	35,423	Linear Regression
21	20105	514500	E	5,812	69,739	38,951	88,298	88,298	104,868	Linear Regression
22	20105	514600	E	44,760	155,041	187,682	80,093	80,093	151,554	Linear Regression
23	20105	515000	E	0	0	2,448	1,717	1,717	2,941	Linear Regression
24	20105	520110	E	14	70	30	237	237		
25	20105	520120	E	0	856	1,136	6,033	6,033	6,510	Target Distribution
26	20105	520200	E	0	0	53,036	78,619	78,619	84,840	Target Distribution
27	20105	520220	E	0	-1,276	1,160	2,005	2,005	2,164	Target Distribution
28	20105	520230	E	0	0	1,952	5,937	5,937	6,407	Target Distribution
29	20105	520500	E	0	110	51	73	73	79	Target Distribution
30	20105	520580	E	0	0	0	2,131	2,131		

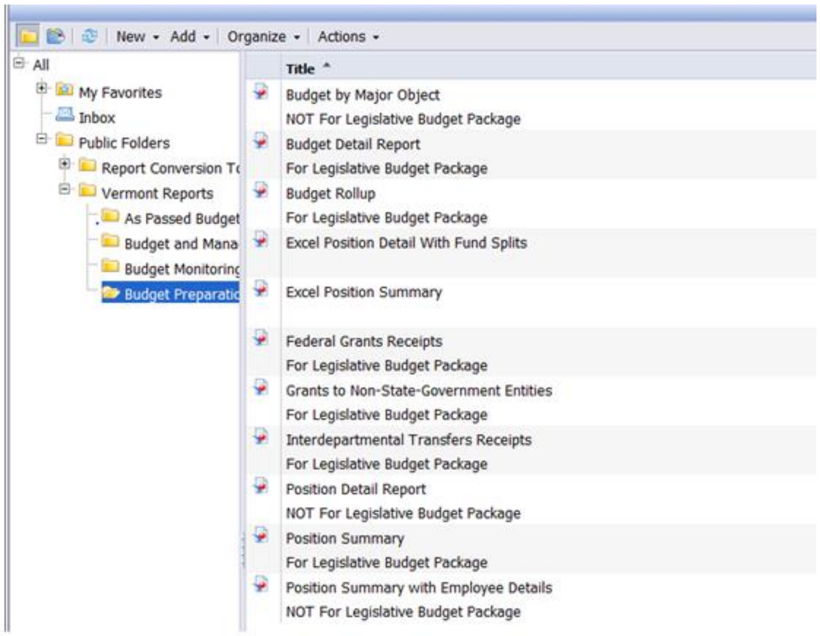
Appendix D – List of Budget Forms in Vantage

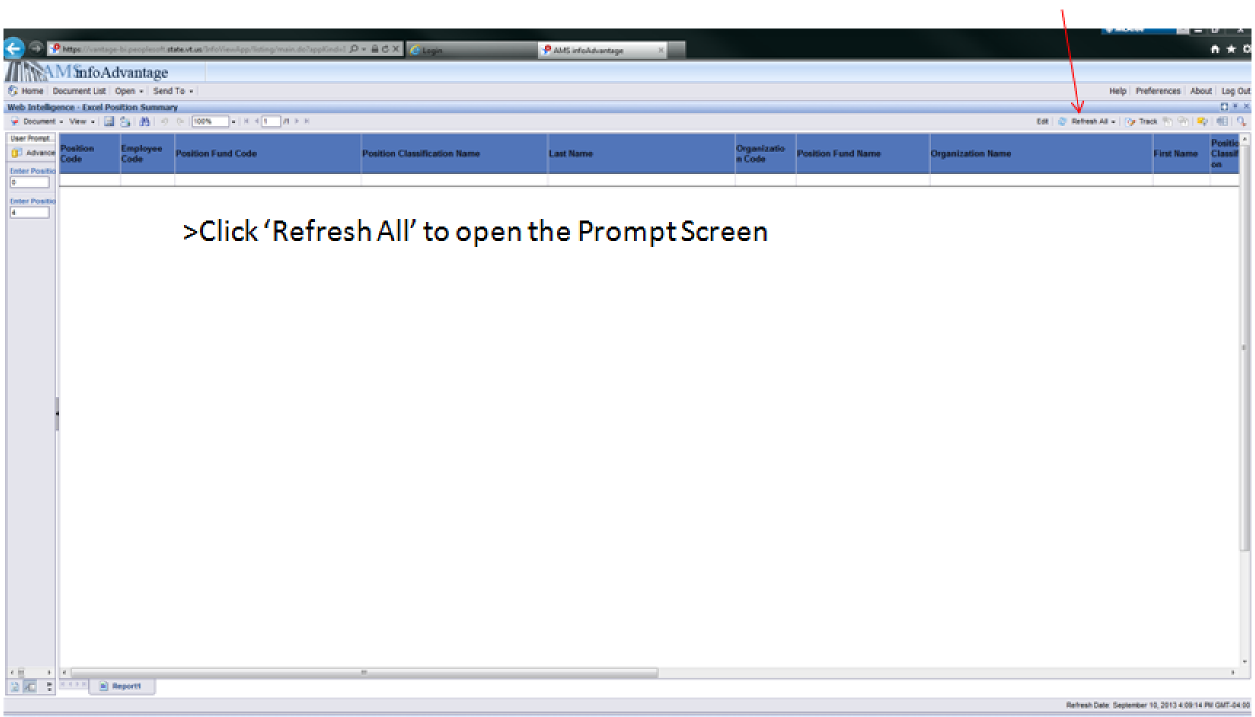
Find a list of all the budget forms a department user may use within Vantage:

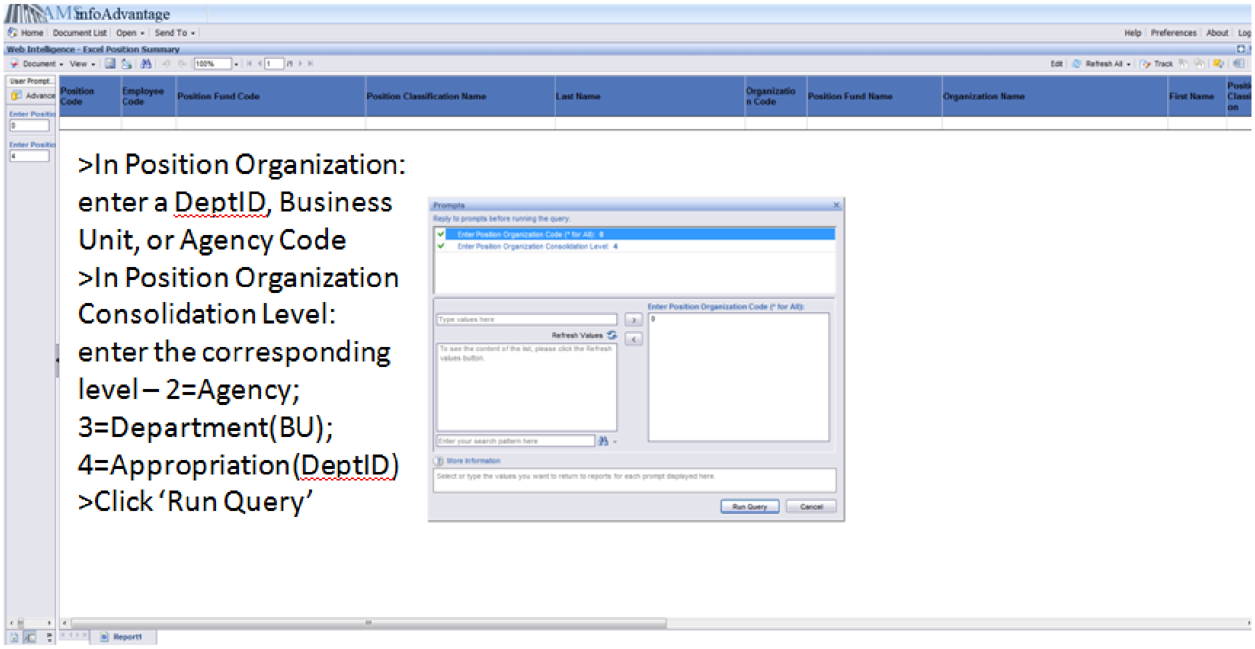
Name	Description	User Type
New Decision Item	Use to enter budget reductions or augmentations due to policy changes or additions to personnel	Department User
Estimated Federal Receipts	Enter the amount you department will receive in federal grants - list the CFDA # and the Name of the grant in the Justification Line Text field	Department User
Interdepartmental Receipts Form	Enter the amount you department will receive in interdepartmental receipts - list the DeptID and the Name of the 'giving' appropriation in the Justification Line Text field	Department User
Special Fund Revenues	Enter the estimated revenues of the SFs for which your department collects revenue	Department User
Department Current Year Budget Adjustment Act Request	Enter any change requests to the Current Law budget that required in BAA	Department User
Grants Out Inventory	Enter the amount your department will distribute in grants to non-state entities	Department User
Department Base Budget Request	Use to enter 'service-level' budget for the upcoming fiscal year	Department User
Narrative	Enter an Appropriation Level description for the Budget Book	Department User
Department Narrative	Enter a Department Level description for the Budget Book	Department User
Agency Narrative	Enter an Agency Level description for the Budget Book	Department User
Excess Receipt Request	Use to enter Current Year Administrative Adjustments	Department User
AAF - 200 Adjustment	Use to enter Current Year Administrative Adjustments	Department User
DAB - 26 Adjustments	Use to enter Current Year Administrative Adjustments	Department User
AA-1 Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Current Year Administrative Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Statewide Reduction Adjsutments	Use to enter Current Year Administrative Adjustments	Department User
Emergency Board Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Reversion Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Department of Correction transfer Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Global Commitment Special Fund Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Rescission Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Pay Act Appropriation Adjustments	Use to enter Current Year Administrative Adjustments	Department User
Carryforward Adjustments and Encumberences	Use to enter Current Year Administrative Adjustments	Department User
Program Refinement	Use to appropriately enter you Program Budgets	Department User

Appendix E – How to Review Positions and Employee Information using infoAdvantage Reports

>Login to infoAdvantage
>Document List
>Public Folders
>Vermont Reports
>Budget Preparation
>Choose either 'Excel Position Summary' (no fund/appropriation allocation information) or 'Excel Position Detail With Fund Splits'
>Double-Click to Open the report







>In Position Organization: enter a DeptID, Business Unit, or Agency Code

>In Position Organization Consolidation Level: enter the corresponding level – 2=Agency; 3=Department(BU); 4=Appropriation(DeptID)

>Click 'Run Query'

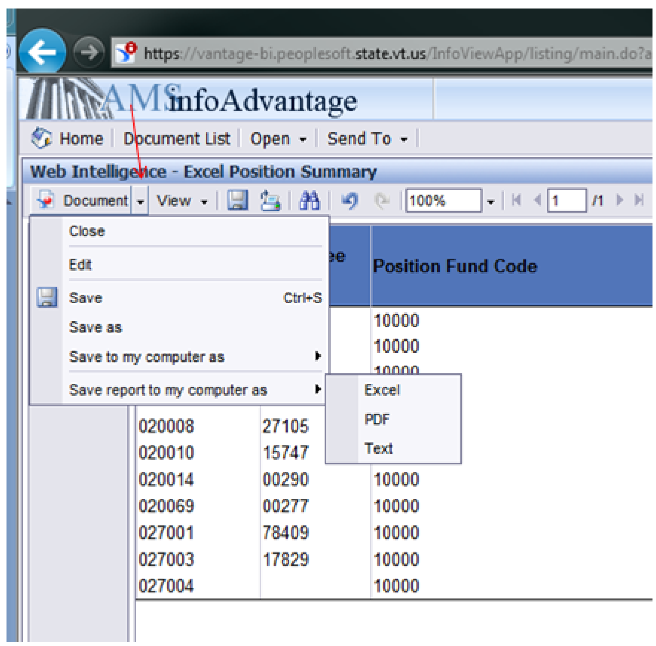
After the report has loaded, you may export it to Excel for easier use. To export to Excel:

>Click the arrow to the right of Document

>Scroll over 'Save report to my computer as'

>Click 'Excel'

Note: you may have to Open or Save the excel file depending on your browser and security settings



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Review Positions and Employees

- Be sure to review the following: employee funding and appropriation allocations grade; step; classification; etc.
  - We will not be making changes to benefit selections (few exceptions may apply).
- Highlight any changes to make for your FY2015 budget, and coordinate with your budget analyst to make those changes.