Vantage Budget System

End User Manual

Version 8-9-2019

State of Vermont

Department of Budget and Management
109 State Street, 5th Floor

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1. Budget System Basics

The Budgeting System – An Overview

Overview/Explanation

The State's budgeting system is comprised of two applications - *Vermont Vantage* and *Vermont infoAdvantage*. *Vermont Vantage* is the point of direct data entry by end users. *Vermont infoAdvantage* produces reports for the Legislature using the data from *Vermont Vantage*. The budgeting system has several key functions, among them:

- Standardizing the process of entering their annual budgets:
    - Ensuring consistency in the budget development process and easy traceability of trends over time.
- Importing Department of Human Resources employee data, which is projected regularly during the budget development period:
    - Providing departments w/up-to-date salary costs that are adjusted whenever department-driven (position/employee/pay changes), or benefit table (health, etc.), changes occur.
- Importing Actuals from the previous fiscal year following prior year fiscal year closeout (point in time):
    - Allowing departments to better understand actual need for individual budget items in the upcoming fiscal year and identify cost trends.
- Providing queries and reports for budgetary information (including position) at various selectable levels for funds (specific fund, fund type, all funds) and organizations (division, department, agency, all state):
    - Giving users the ability to isolate specific information that is relevant to their business need

Contact Information

- The support resource for end users is the Vantage Admin Team, which is comprised of members from the Department of Finance and Management. They should serve as the primary contact for all Vantage/infoAdvantage related questions and can be reached at their shared inbox: FIN.Vantage@vermont.gov. Departments may also contact their budget analyst for assistance.

Setting Up Your Computer for Vantage and infoAdvantage

Vantage and infoAdvantage will operate proficiently on limited browsers and the Vantage Admin Team recommends **Internet Explorer 11**. If you need to use a browser other than Internet Explorer 11, or if you follow the steps below and learn you are not on Internet Explorer 11, please work with your department's IT provider.

Internet Explorer 11 Verification

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

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

Allow Pop-ups (Disable Pop-up Blocker)

Vantage and infoAdvantage use pop-ups to display information. Please follow the steps below to allow these pop-ups to properly display:

1) Open Internet Explorer by clicking the **Start** button, and then clicking **Internet Explorer**.
2) Click the button
3) Click **Internet Options**
4) Click the **Privacy** tab
5) In the Pop-up Blocker Settings section click **Settings**
6) In the **Address of website to allow** box, type the following URL: https://vantage.peoplesoft.state.vt.us/VTPROD/ and https://vantage-bi.peoplesoft.state.vt.us/InfoViewApp/
7) Click **Add**.
8) Click **Close**.

Allow Access to state.vt.us Server

Vantage and infoAdvantage are hosted on the legacy state.vt.us server. Please follow the steps below to allow the Vantage and infoAdvantage login screens to properly display:

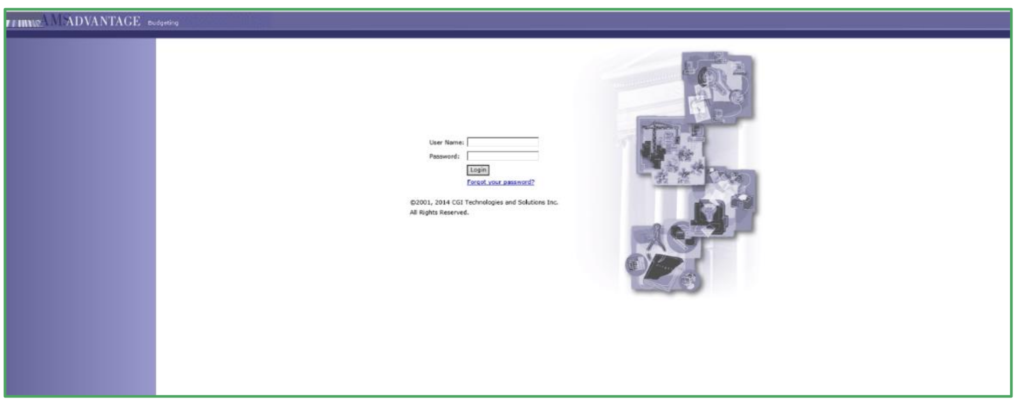
1) Open Internet Explorer by clicking the **Start** button, and then clicking **Internet Explorer**.
2) Click the button
3) Click **Compatibility View Settings**
4) In the Add this website box, type the following URL: https://vantage.peoplesoft.state.vt.us/VTPROD/ and https://vantage-bi.peoplesoft.state.vt.us/InfoViewApp/
5) Click **Add**.
6) Click **Close**.

Vantage System Access and URL's

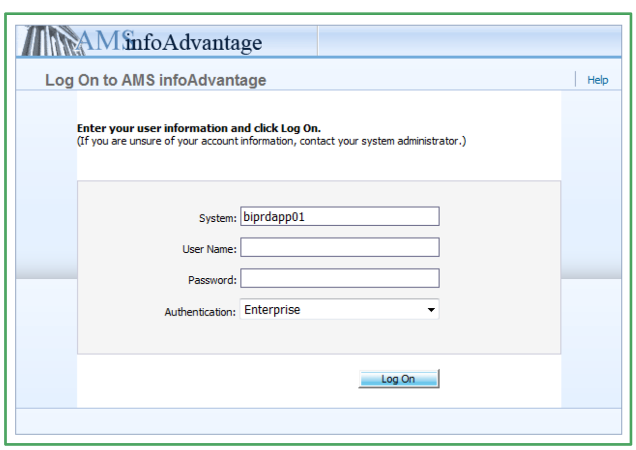
Click these links from the State of Vermont Network to access Vantage and infoAdvantage.

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

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



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



If for some reason you need access to Vantage or infoAdvantage from home, or remotely, please work with ADS to access the State server. Both Vantage and infoAdvantage live behind the State firewall and cannot be accessed outside of the server.

Logging into Vantage and infoAdvantage

New users to Vantage and infoAdvantage should request access to both systems via the Vantage New User Request Form found at https://finance.vermont.gov/vantage-budget-system.

Vantage

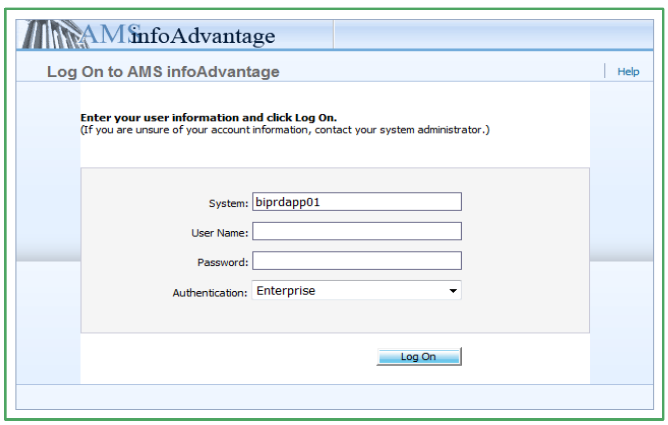
To log into Vantage, enter:

1. **Vantage User Name**
    - Is your first name followed by a period (.) then your last name.
    - Characters are case sensitive.
    - For people with nicknames, your username is the same as your SOV e-mail address.
2. **Vantage Password**
    - Use the password that you have set or been assigned by the Vantage Administrator Team.
3. Click the **Login** Button

infoAdvantage

To log into infoAdvantage, enter:

1. **System Name** – biprdapp01
2. **infoAdvantage User Name** – same as your Vantage username.
3. **infoAdvantage Password** – individually assigned by the Vantage Administrator Team and most likely *not* the same as your Vantage password.
4. **Authentication** - Enterprise



Password Criteria

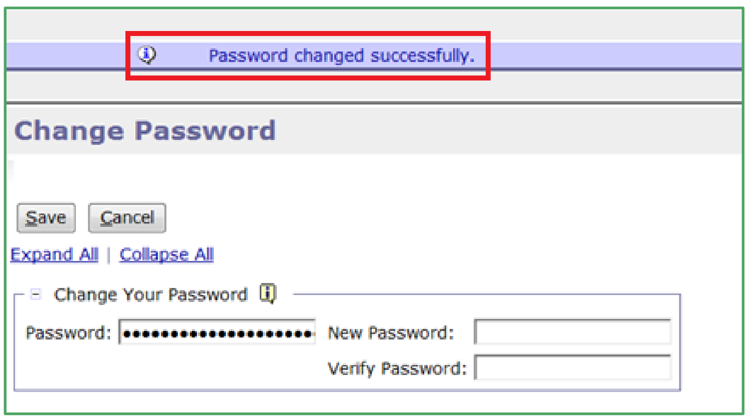
After the logging into Vantage and/or infoAdvantage for the first time, your password may need to be changed. Your new password needs to comply with the following criteria:

- 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: !, #, %).

- Passwords may only be reused every third password, at minimum. “Completely new” is defined as having at least fifty percent (50%) of the characters different from the previous password.

Changing your password in Vantage

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 in the **New Password** field
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



Changing your password in infoAdvantage

1. Login to infoAdvantage
2. Click the **Preferences** link at the top right corner of the home page
3. Click on **Change Password**
4. Enter your current password in the **Old Password** Field
5. Enter your new password in the **New Password** field
6. Retype your new password in the **Confirm New Password** field
7. Click **Ok**

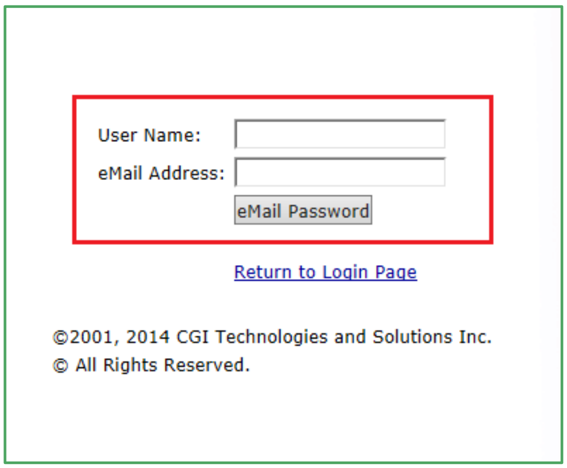
Forgotten Password?

If you have forgotten your password or need a new password in infoAdvantage, please contact the Vantage Administrator Team at FIN.Vantage@vermont.gov.

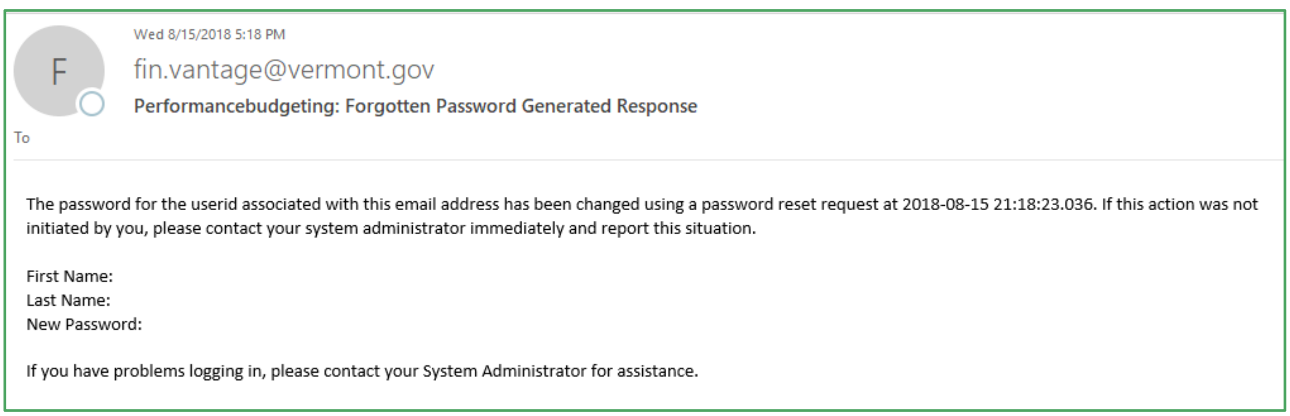
If you have forgotten your password or need a new password in Vantage:

1. Navigate to the Vantage log in page
2. Click the link on the login screen **Forgot your password?**

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



4. If you entered a valid e-mail address for your user ID, an email will be generated with a new password. A sample email is below for reference. If you do not receive an email, please contact the Vantage Administrator Team at FIN.Vantage@vermont.gov.



F

Wed 8/15/2018 5:18 PM

fin.vantage@vermont.gov

Performancebudgeting: Forgotten Password Generated Response

To

The password for the userid associated with this email address has been changed using a password reset request at 2018-08-15 21:18:23.036. If this action was not initiated by you, please contact your system administrator immediately and report this situation.

First Name:
Last Name:
New Password:

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

5. Click the **Click here to Login** button
6. Enter your Username
7. Copy and Paste the new password into the **Password** field. If you have difficulty logging in after following these steps please contact the Vantage Administrator Team at FIN.Vantage@vermont.gov.

TIP

The Vantage Admin Team resets passwords in infoAdvantage.
You can reset your own password in Vantage!

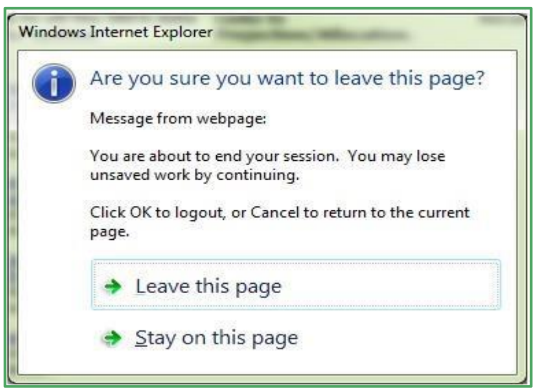
Navigation in Vantage

General Vantage System Navigation Conventions

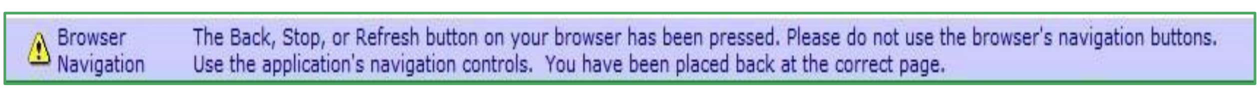
Basic Navigation

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. Pressing the **Back** or **Refresh** button will cause the following error screen to be displayed:



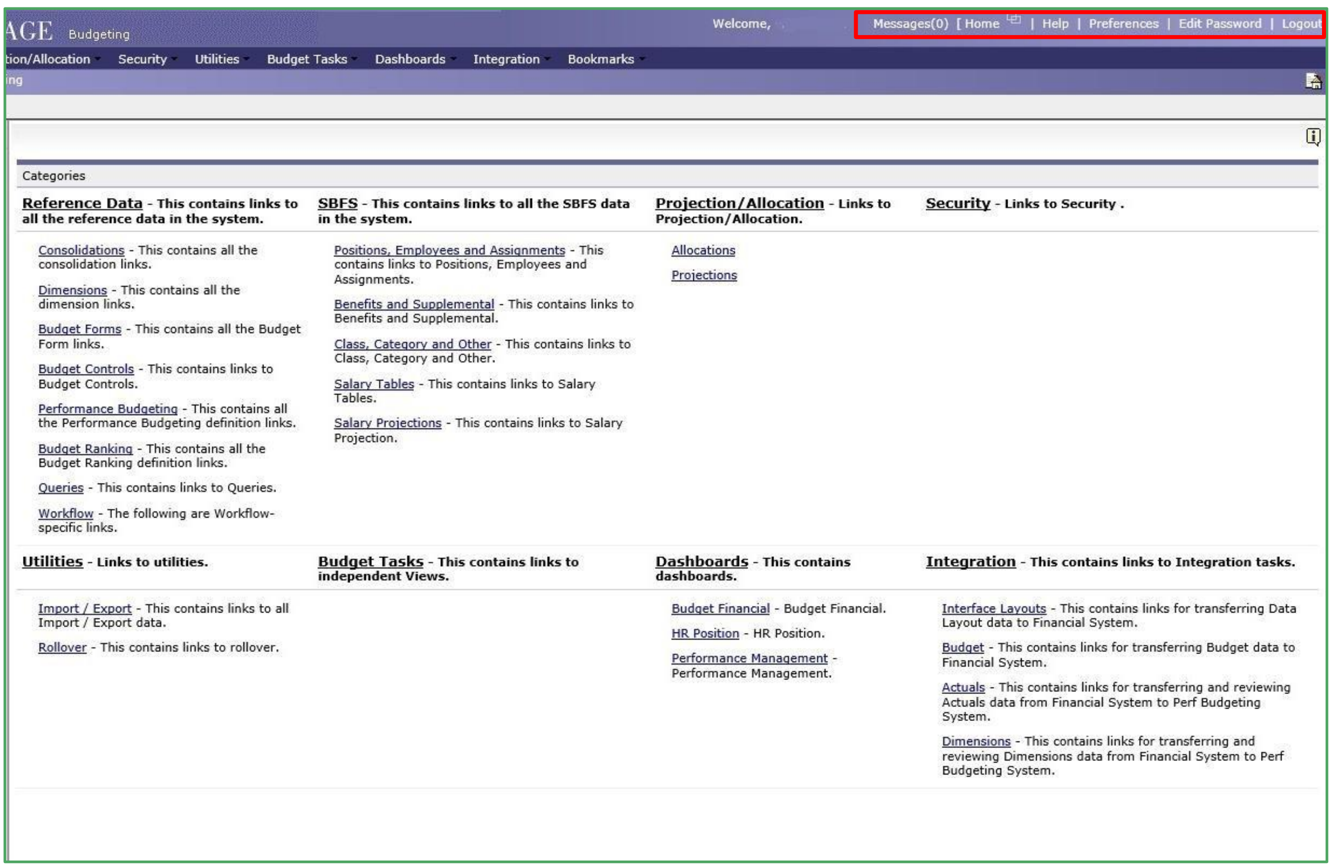
  - If you select the **Stay on this page** button, you will receive the following error and be returned to the application.



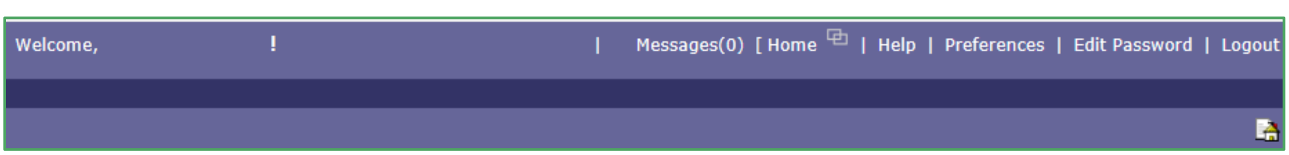
  - If you select the Leave this page button, you will receive the one of the following errors and *you will need to log out and then back into Vantage*.

Home Page

The Vantage homepage can be used to navigate throughout the application. At top right corner of each page are links for the home page, 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

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

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

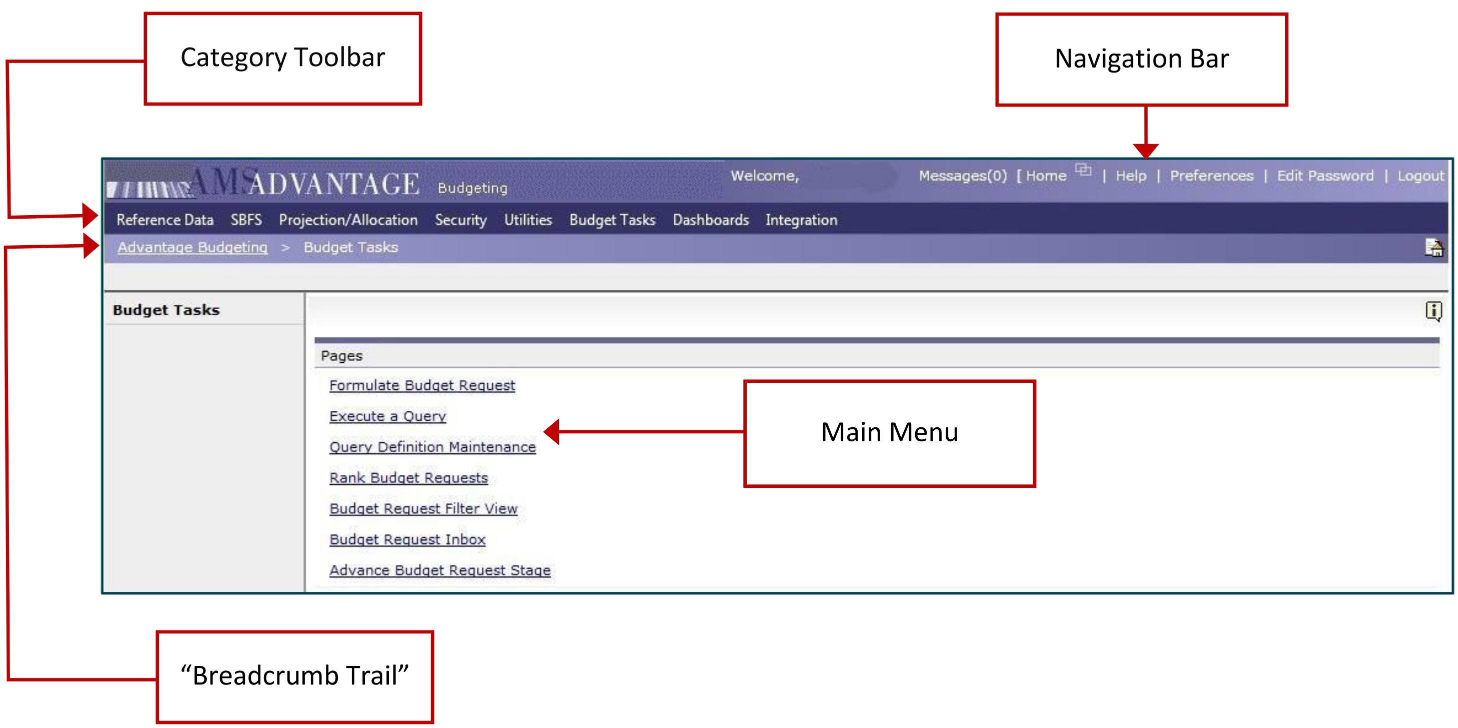
Edit Password – used to change user's password (described on pg. 7)

Logout – used to logout of the application

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

1) Category toolbar - 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.

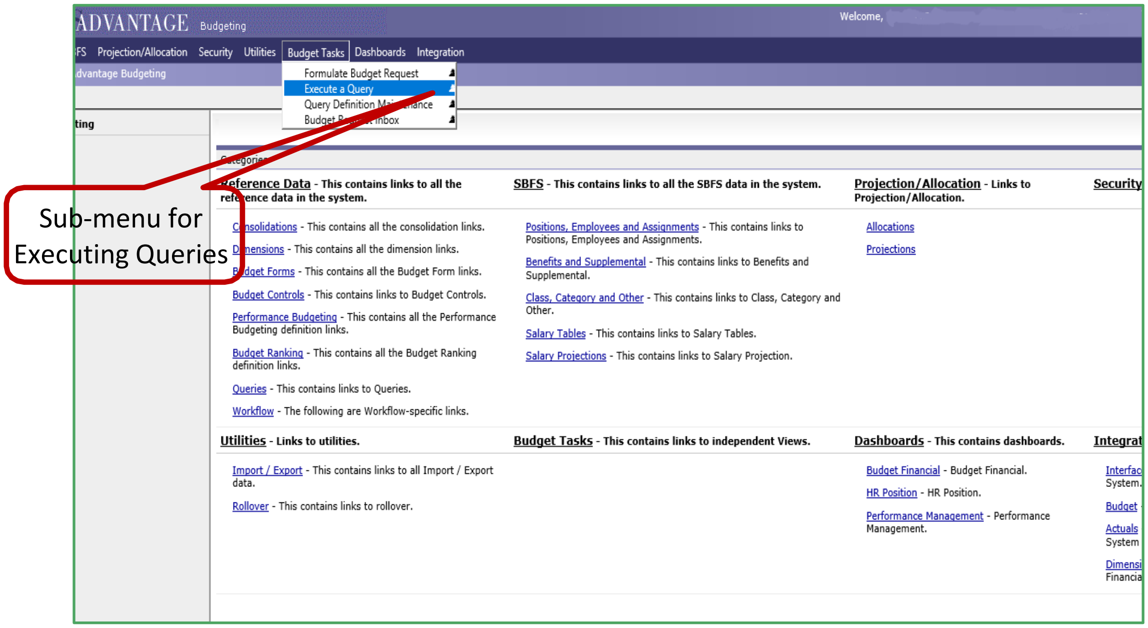
2) Vantage main menu - provides access to all Categories and all tasks listed within Categories. Vantage has been designed to locate all of the pertinent tasks for preparing the budget request within the "Budget Tasks" Category.



TIP

Useful Categories:
- ***Budget Tasks***
- ***SBFS***
- ***Reference Data***

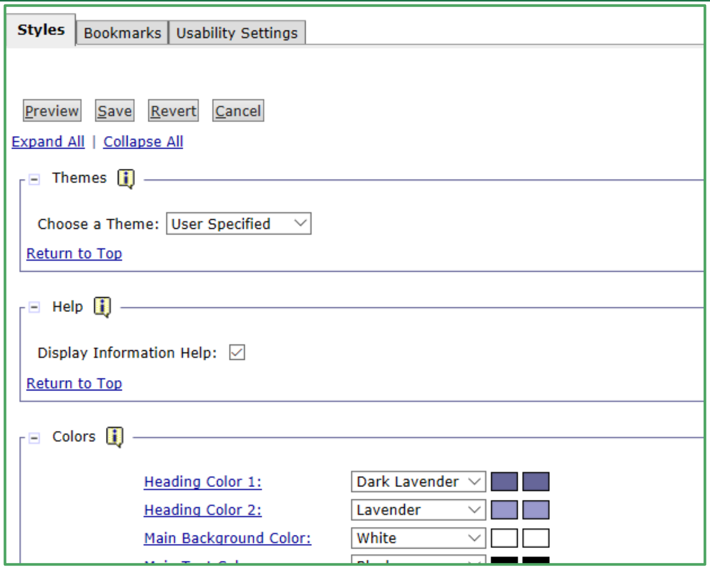
Sub-menus, or sections, contain links to specific Vantage functions. For example, the Budget Tasks sub-menu contains links to the majority of the functions that users will need within the Vantage application.



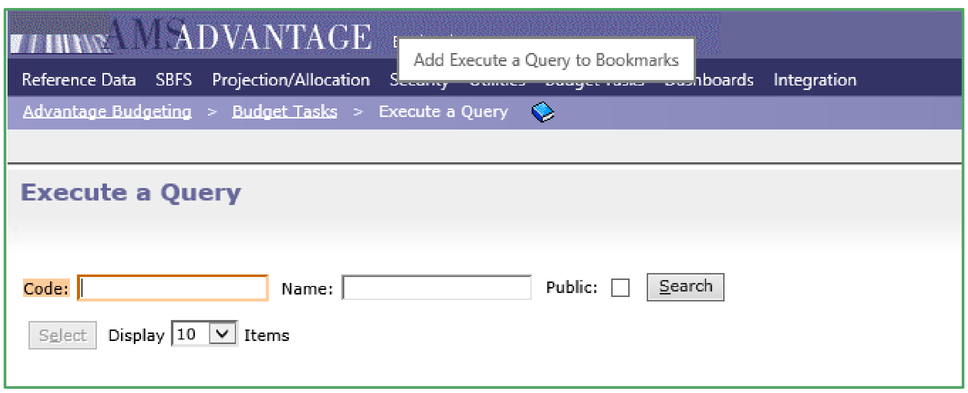
Preferences

The Preferences feature allows you to customize the Vantage application and is accessed by clicking the preferences hyperlink in the Navigation bar.

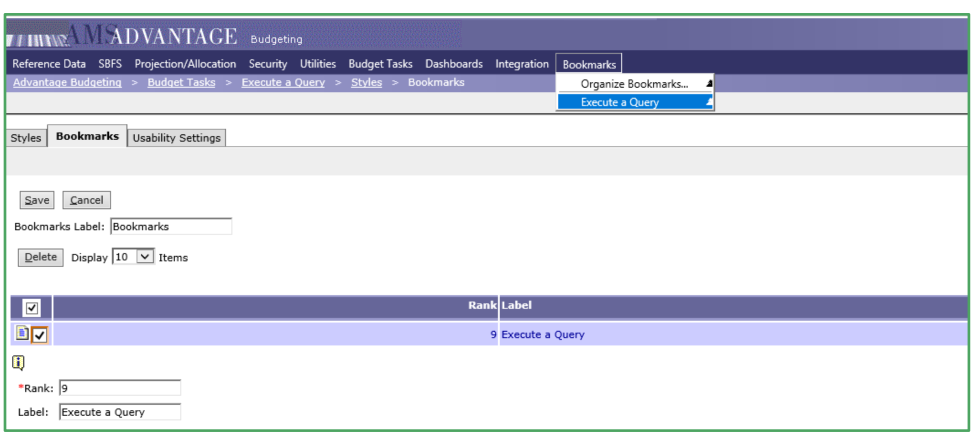
Styles tab - allows you to change the appearance of Vantage (background themes, fonts and desktop color schemes).



Bookmarks tab – allows you to create easy access shortcuts to application pages within the Vantage application. While on a page you would like to create a bookmark for, click the  icon.



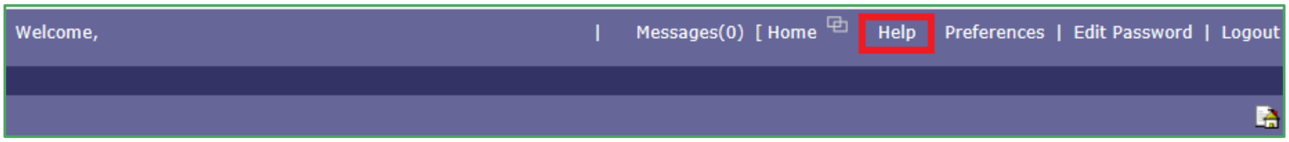
The page will appear under the newly created Bookmarks tab, and you can adjust the label and rank order through Preferences.



Items on the Usability Settings tab are pre-configured, and changes are not recommended.

Help

Provides online help for using the application (this is generic help information and is not specific to Vermont's Vantage configuration).



TIP

The help menu provides contextual help items based on the page you're viewing or task you're performing so be sure to try it before seeking assistance!

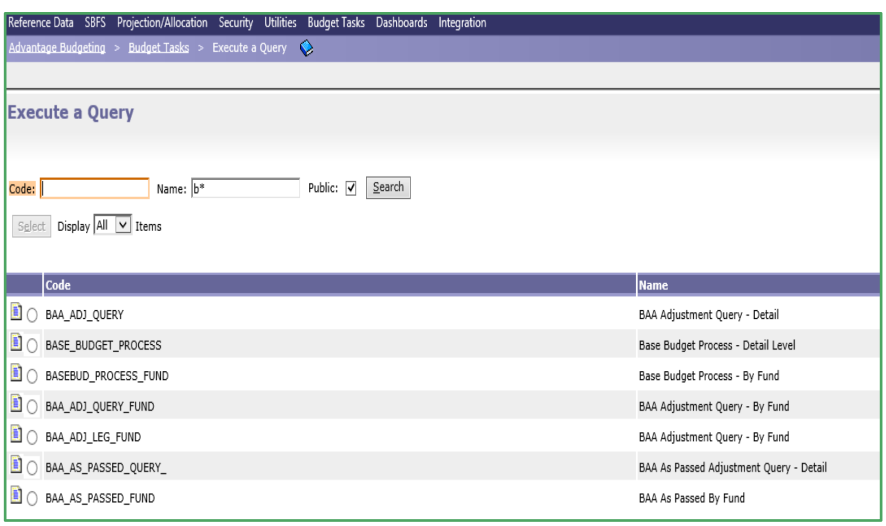
Security

Department users will have security access to the Business Units and Appropriations they are responsible for. When you first sign-in, try to find the DeptIDs associated with your business unit and if you do not have access, please contact the Vantage Administrator Team at FIN.Vantage@vermont.gov.

Advanced Navigation and Use

Searching (Global Search)

Many forms and data fields will require searching to locate, or lookup, the data you are looking for. The following picture depicts the most important searching concept.



- * = Wildcard for searches – example: b* search above, which returns all queries beginning with b

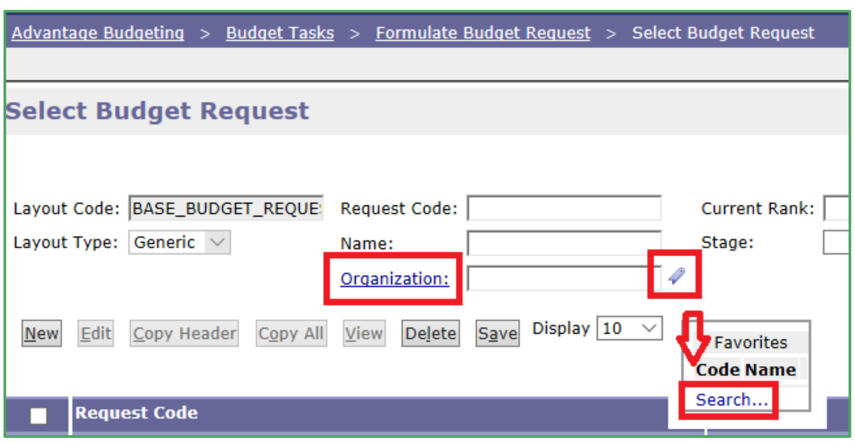
- The first time a search page is opened in a session, the results grid defaults to "-NO ITEMS TO DISPLAY-"
- From that point on, every time when the user returns to the same search page during that session, the last search criteria and results are displayed
- Search criteria fields are NOT case sensitive
    - Example: if a lower-case alpha is entered into the Code field the system will automatically convert it to upper case

> TIP
>
> ***Ensure that the Public box is checked while searching! Non-Public queries are specific to the end user. Public queries will not show up without the Public box checked!***

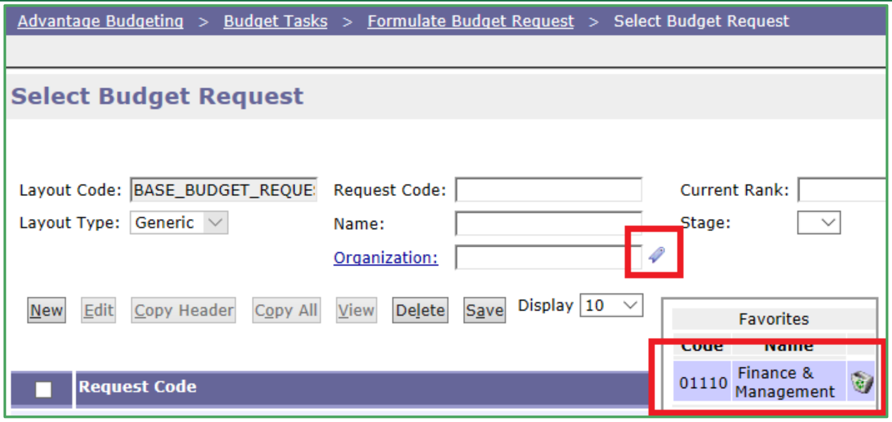
Favorites

When entering information into a hyperlinked field like "Fund" or "Organization" (see below), users can create "Favorites," which allow them to create a "Favorites List," which can then be used as shortcuts.

- To create a favorite:
    - Either click on the icon and then click "Search," or click on the hyperlinked field name

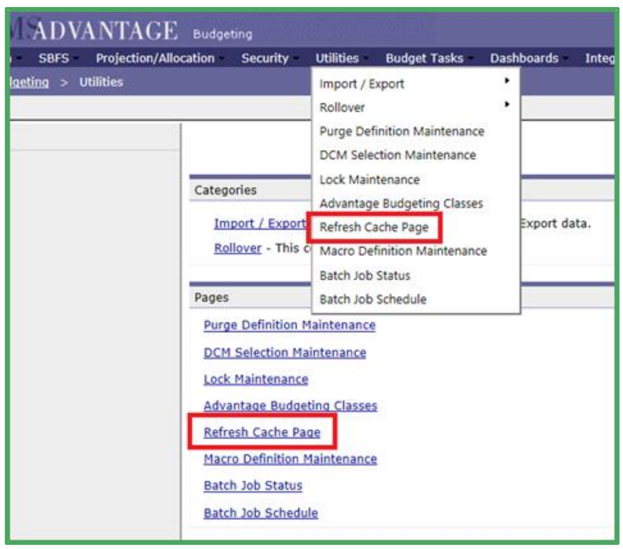


    - Search for the desired value and then click the icon.
- To use a favorite:
    - After the favorite has been added, when you use a field like that above, click on the icon – and you'll see the favorited item. You can then click on a favorited item to add it to that specific field.



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.

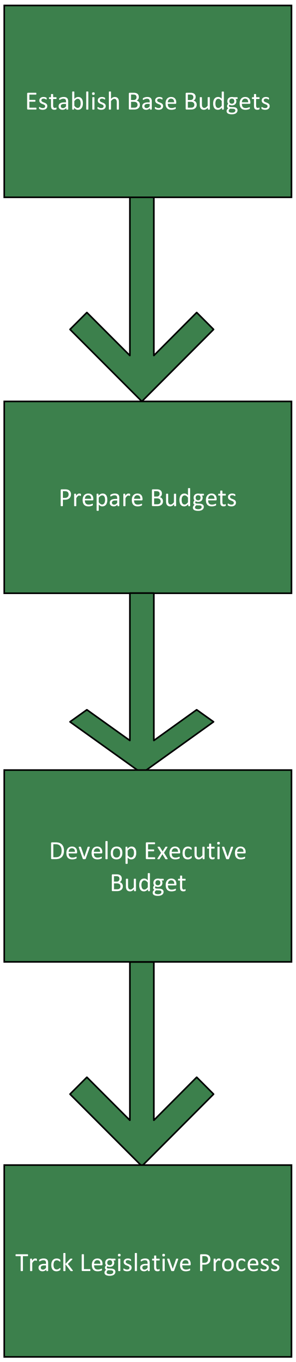


To Refresh Cache:

1. Navigate to either the Utilities main menu or click **Utilities** in the navigation bar
2. Click the **Refresh Cache Page** hyperlink
3. Click the **Refresh Own Cache** button.
4. Use the bread-crumb trail or the category toolbar to continue

2. The Budget Process

Vantage Budget Development



Budget Office:
1. Prepares system for budget year (Actuals, HR, etc..)
2. Updates Training Manual
3. Distributes Budget Instructions
4. Conducts End-User Training

Departments:
1. Enter budgetary information, including:
   a. Operating Budgets
   b. Personnel changes and funding splits
   c. Supplemental budget forms

Budget Office:
1. Consolidates budgets
2. Validates details and vets proposals

Budget Office:
1. Finalize Internal Service Funds, Retirement and Insurances
2. Provide final General Fund Targets
3. Send Governor's Recommended budget to Joint Fiscal Office (JFO)
4. Produce the Little Budget Book and Big Budget Book

Departments:
1. Submit Initial Budget Submissions
2. Enter final budget in Vantage

Both:
1. Meet to discuss upcoming budget request

1. The Budget Office tracks legislative process at account level

Vantage Hierarchy

Organizations

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

Organization Consolidation Level	Description
1	All State
2	Functional Area
3	Business Unit
4	Appropriation Dept. ID

Funds

Funds are also organized in a hierarchy that dictates how they consolidate. When entering fund information into a field, the user should be aware of at what level their information should be stored. The table below outlines how the fund consolidation codes relate to the fund roll-up.

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

The hierarchy structure for organizations and funds will be used when running reports in infoAdvantage. **The most common data entry and reporting structure is organization level 4, fund level 3.**

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, grants, and other receipts into Budget Forms. Departments will need to enter all of the following forms: Department Base Budget Request, Budget Narrative, Grants Out Inventory, Interdepartmental Receipts Form, Estimated Federal Receipts, and Decision Items.

In the following sections we will present information on how the process relates to the budget system, a step by step guide for each process, and Test Procedures to demonstrate the process.

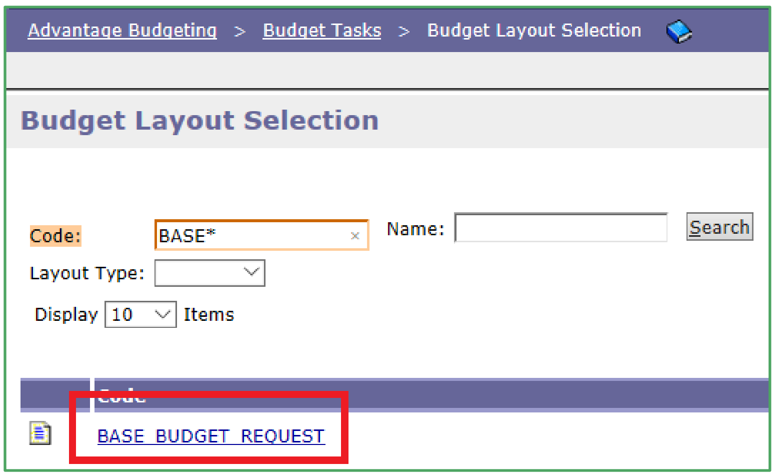
3. Base Budget Request

A department's Base Budget is also referred to as a "current service level budget" and answers the question: "how much will it cost to do this year's business next year?"

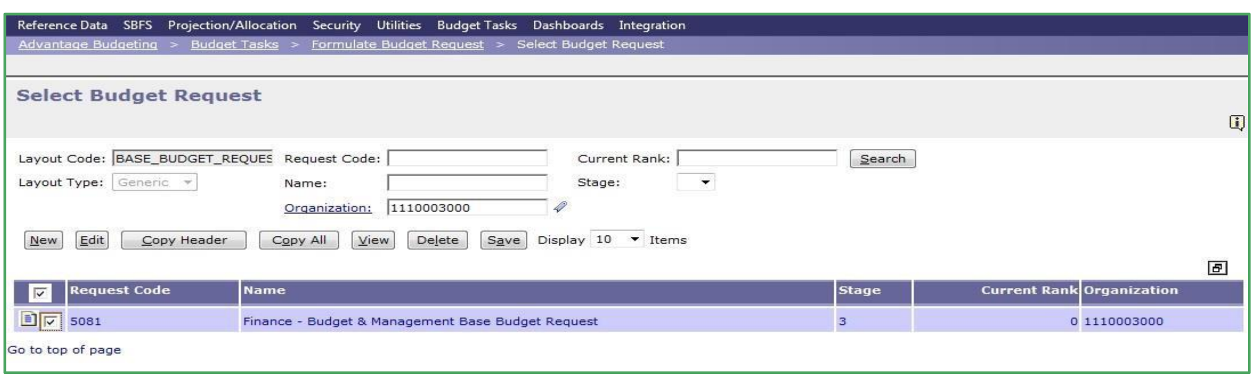
Department users will be responsible for entering Base Budget Requests, described below. As described in the SBFS section, department users will not be responsible for calculating total Salaries and Benefits costs.

Completing a Base Budget Request

1. After logging into Vantage, navigate to **Budget Tasks** --> **Formulate Budget Request**
2. In the **Code** field enter BASE*, Click **Search**
3. Click **BASE_BUDGET_REQUEST** hyperlink



4. To Open a New request:
   a. Click **New**
5. To edit an existing request:
   a. Click **Search**.
   b. Click the check box to the left of the request you would like to open.
   c. Click **Edit**. Note: you can only create one request per appropriation.



6. When Opening a New request, you will be asked to fill in the following information
   a. Request Code: (*leave blank*, this field will auto-generate a number)

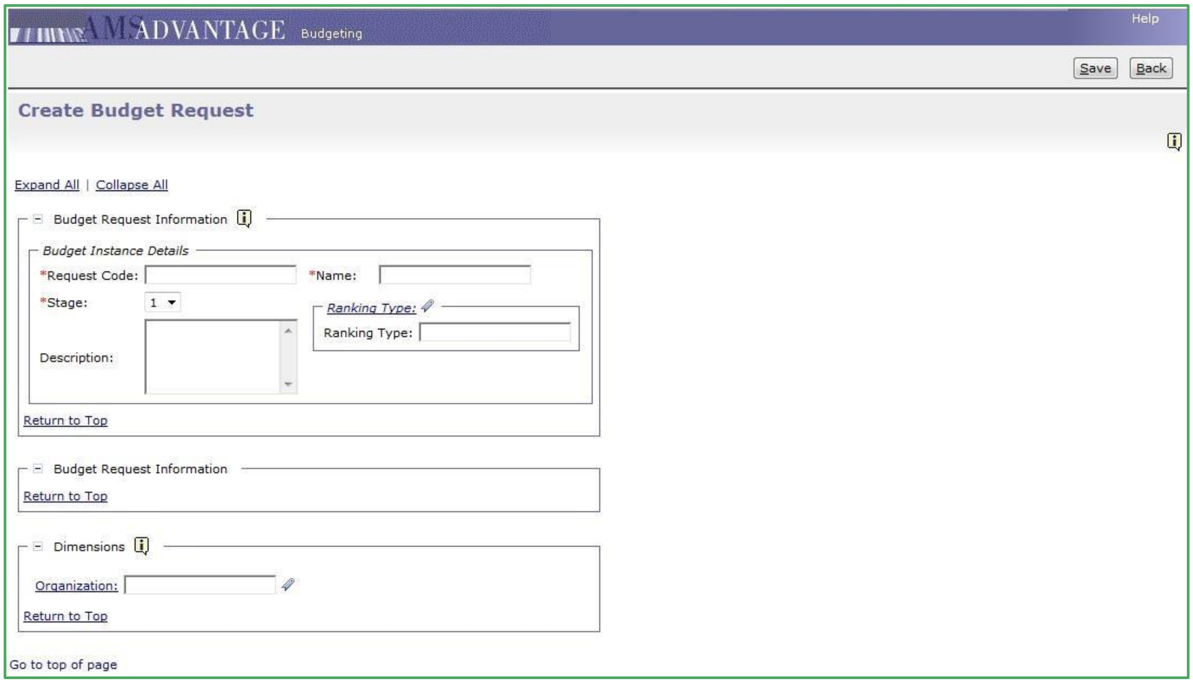
b. Name: (Your Appropriation Name Base Budget Request)

c. Stage: (1)

d. Ranking Type: (leave blank)

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

f. Click **Save** in the upper right hand corner of the page.



g. After clicking **Save**, a message will indicate the 'Action was Successful' and the Budget Lines tab will become available.

7. 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 in the following ways:

- *Hand enter information into the Request Amount column*

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.

b. 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)

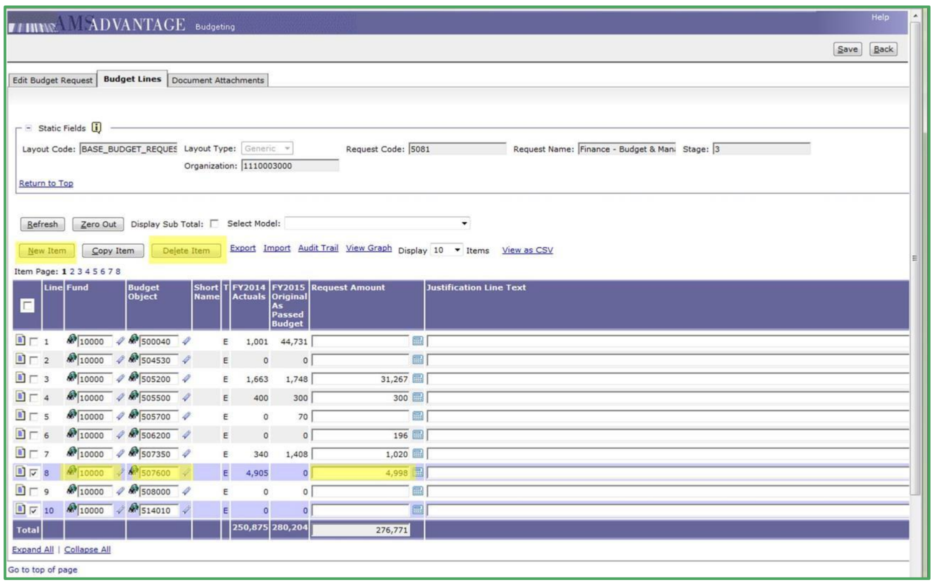
c. Delete an item by clicking the check box to the left of the item you wish to delete, then click **Delete Item**.

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

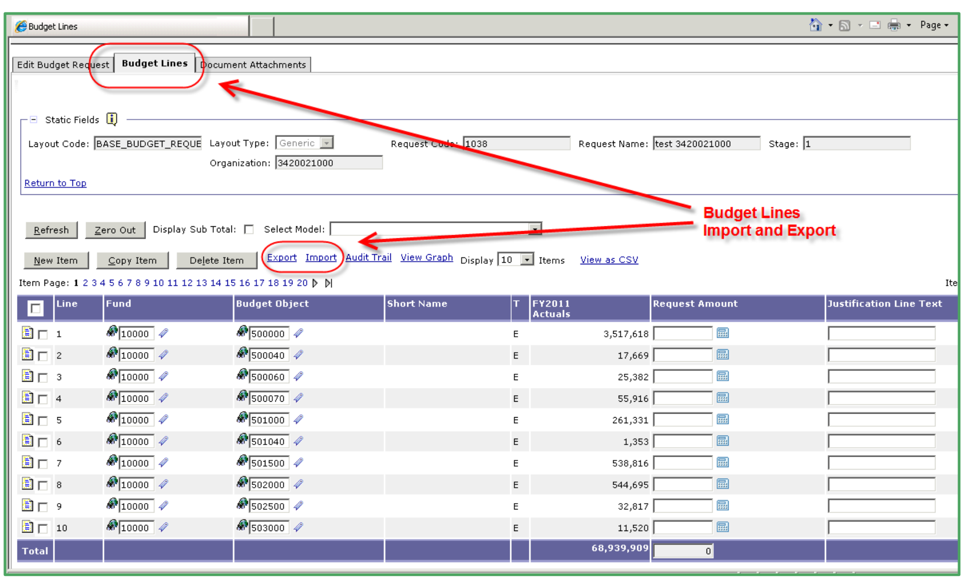
> TIP
>
> ***Navigate between pages of the Base Budget request by using the Item Page links just below the New Item button.***

- *<u>Use the import/export feature, including the Excel Interface template</u>*

Many forms and layouts allow for the import and export of data directly into budget forms, including the Base Budget Request Form. Many users will find this feature extremely helpful due to its integration with Excel.

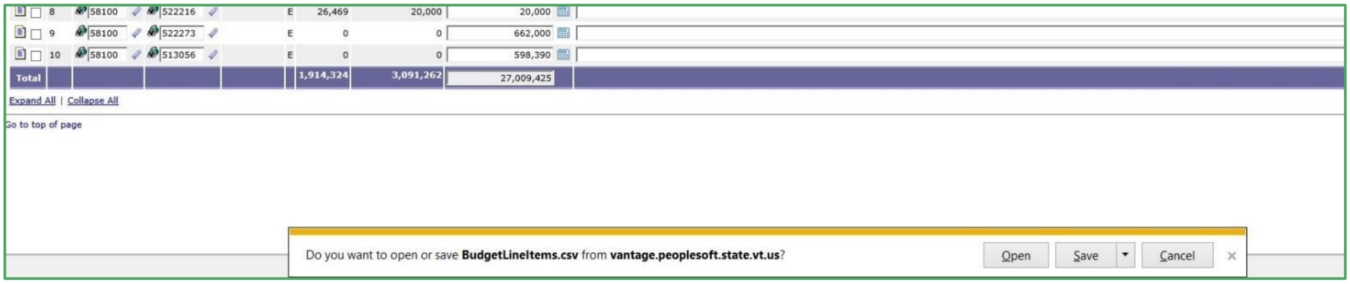


Once the **Base Budget Request** is selected, select the **Budget Lines** tab, then notice the **import** and **export** link on the page.



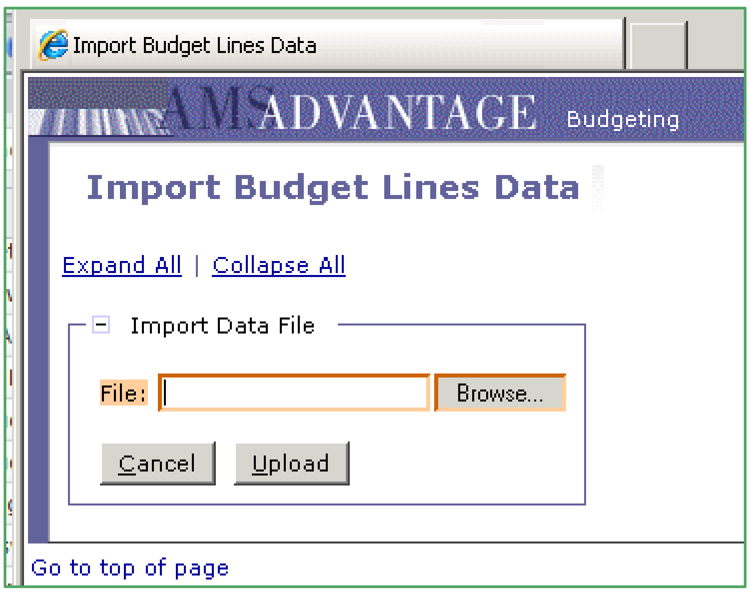
Export

Select the **Export** link, then on the following pop-up, select **Save**, and save the file to a local directory on your computer. <u>Do not change the file name or file type.</u>



Import

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



Use browse to go to a directory or common location (like desktop) to locate the file you are looking for. 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. The file also needs to be in csv, or the system will return an error.

TIP

Remember that when importing/exporting:

- ***Do not change the file name/type***
- ***Do not add/edit/delete any column headers***
- ***Do not upload files with special characters (-) or alpha characters (NA)***

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 will be returned to the Base Budget Request where the existing data now has ‘~~strikethrough’~~ characters, and the new data is displayed below it.

The Import process is deleting all previous data and replacing it with the data in the uploaded .csv file. Take extreme caution to ensure that rows with prior year actuals are not deleted, even if those rows will not be used in the budget year.

If you are satisfied with the newly imported data, click **Save**. Again, this operation may take a few moments, because the system has to delete the all existing data, then insert the new data. You will then be notified that the operation was successful and see your updated data

TIP

To see any changes made to budget lines within forms, you must click the Search button again after clicking Save!

8. Submit your initial Base Budget request (review the schedule of when submissions must be ready for review with the Budget Office in the Budget Instructions) 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**. There will be opportunities to edit your Base Budget Request during Stage 2, but this should be done in consultation with your Budget Analyst in preparation for the Governor’s Recommended Budget.

Once your form is finalized your Budget Analyst will move it to Stage 3. Departments can no longer edit their budgets at this stage; only the Budget Office can make edits.

How To Avoid Locking Yourself Out

Vantage has a Lock-Out function that ensures the validity of data entered in the system. When any one of the following situations occurs within the base budget form, the end user will be locked out and must request to be unlocked by the Vantage Administrator Team.

- Multiple end users attempting to access the same base budget request
- There was more than 20 minutes of inactivity within the base budget request of a previous session (same user or different user)
- The Export/Import process fails

In order to avoid these situations, end users within the same business office should never attempt to access the same base budget request (i.e. same deptId) simultaneously. End users should save frequently and navigate out of the base budget request when they know they will have extended periods of inactivity. End users should follow above instructions to execute a successful export/import process. If an end user is locked out due to inactivity within the base budget request of a previous session, the end user should contact the Vantage Administrator Team.

Test Procedures – Requesting a Base Budget
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) → 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** → In empty fund field, enter Fund (10000) → In the empty budget object field, enter Object (550045) → In Request Amount Field, enter (50,000) → Click **Save**
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 Base Budget Request Form → In **Budget Lines** tab of the Base Budget Request Form, click **Export** → BudgetLineItems.csv will download
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 → Click **Browse** and Select the BudgetLineItems.csv File → Click **Upload**. Note: All old budget line items will be grayed and crossed out → Click **Save**. Note: The old budget items will disappear, and only uploaded items will remain. → 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**

4. Supplemental Budget Materials

Budget Narrative

Position reports, expenditure reports, and a brief narrative 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 these guidelines below when entering budget narratives:

1. There are three budget forms for Narratives – to allow narrative entry 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. ***Please look to the prior year's Big Budget Book format to determine which narrative form(s) to complete for your department.***
3. There are three fields in the Narrative form to enter information into (Mission Statement, Department Description, Key Budget Issues).
4. If you are copying and pasting narrative information into the form, be sure to clean up the text as some characters and formats will not translate correctly into Vantage (i.e., apostrophes that look like Ã¿Â¿Ã¿Â¢Ã¿Â¿Ã¿Â¿Ã¿Â¿Ã¿Â¿ ; bullets that look like Ã¿).

TIP

To eliminate many of these special characters issues, paste your text into Notepad prior to pasting it into the appropriate Vantage field!

The specific steps for entering a Narrative are listed below:

1. After logging into Vantage, navigate to **Budget Tasks** --> **Formulate Budget Request**
2. In the **Code** field enter NARRATIVE*, Click **Search**
3. Select the appropriative NARRATIVE hyperlink
4. If updating an existing Narrative:
    a. Enter your department's DeptID/Business Unit/Agency Code and click **Search**
    b. Highlight the request you would like to open and click **Edit** to edit an existing request
5. If creating a new Narrative:
    a. Click **New** to start a new request

   Note: Similar to the base budget request, you can only create one request per appropriation
6. When Opening a New request, you will be asked to fill in the following information:
    a. Request Code: (leave blank, this field will auto-generate a number)
    b. Name: (Your Narrative Name)
    c. Stage: (1)
    d. Ranking Type: (leave blank)
    e. Organization: (enter Appropriation DeptID, Business Unit, or Agency Code)
    f. After entering information, Click **Save** in the upper right-hand corner of the page
    g. After clicking **Save**, a message will indicate the 'Action was Successful' and the **Narrative** tab will become available
7. Click the **Narrative** tab to input the narrative information
    a. Enter your content into the following Section fields:
        i. Department/Program Description
        ii. Goals/Objectives/Performance Measures
        iii. Key Budget Issues
    b. Click **Save**
8. To submit your Narrative form, select stage 2 of the **Edit Budget Request** tab. This is a signal to your Budget Analyst that the Narrative is ready for review.

Grants Out Inventory, Interdepartmental Transfer Receipts, Federal Receipts

The following are required supplemental forms for submitting the budget that have the same formatting:

- GRANT_INVENTORY
- IDT_RECEIPTS
- EST_FED_RECEIPTS

These forms verify the Grants Rollup Budget Object, IDT Fund, and Federal Fund, respectively, as reported in the Base Budget Request.

The specific steps for entering these forms are listed below:

1. After logging into Vantage, navigate to **Budget Tasks** --> **Formulate Budget Request**
2. In the **Code** field enter GRANTS_INVENTORY or IDT_RECEIPTS or EST_FED_RECEIPTS, Click **Search**
3. If you are updating an existing form:
    a. Enter your department's DeptID and click **Search**
    b. Highlight the request you would like to open and click **Edit** to edit an **existing** request
4. If you are creating a **new** form:
    a. Click **New** to start a new request
        i. Note: Similar to the base budget request, you can only create one request per appropriation
    b. Provide the following information:
        i. Request Code: (leave blank, this field will auto-generate a number)
        ii. Name: (Your Appropriation Name Base Budget Request)
        iii. Stage: (1)
        iv. Ranking Type: (leave blank)
        v. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)
        vi. After entering information, Click **Save** in the upper right hand corner of the page
        vii. After clicking **Save**, a message will indicate the 'Action was Successful' and the **Budget Lines** tab will become available
5. 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 Transfer Receipts - 495000_EST
      3. Federal Receipts - 430000_EST

   iii. Enter a justification in the **Justification Line Text** field where appropriate for *every* line item. 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)

6. To submit your form, select stage 2 of the **Edit Budget Request** tab. This is a signal to your Budget Analyst that the form is ready for review.

> TIP *Remember to click Save often during form submission!*

Test Procedures – Submitting Grants Out Inventory
Budget Tasks > **Formulate Budget Request** → In Code Field Enter (GRANTS_INVENTORY) → Select GRANTS_INVENTORY
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] Grants Test) → Stage: (1) → 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**

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 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**

TIP *Grants listed in this form must equal budgeted Grants! Your Budget Analyst will review that they match, and that the name of the program or entity receiving the grant is listed!*

Test Procedures – Submitting Interdepartmental Transfer Receipts

Budget Tasks > **Formulate Budget Request**

→ In Code Field Enter (IDT_RECEIPTS)

→ Select IDT_RECEIPTS

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] IDT Receipts Test)

→ Stage: (1)

→ 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**

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 Interdepartmental Transfer 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**

TIP *IDTs listed in this form must equal budgeted IDTs! Your Budget Analyst will review that they match, and that the giving appropriation DeptID and giving appropriation name are listed!*

Test Procedures – Submitting Federal Receipts
Budget Tasks > **Formulate Budget Request** → In Code Field Enter (EST_FED_RECEIPTS) → Select EST_FED_RECEIPTS
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] FED Receipts Test) → Stage: (1) → 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**
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 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**

TIP ***Federal Funds listed in this form must equal budgeted FFs! Your Budget Analyst will review that they match, and that the CFDA number and the name of the federal grant are listed!***

Decision Items

Decision items are the final piece of a department's budget submission. Please refer to this year's budget instructions for more specifications on the use of decision items.

Decision items represent increases or decreases to department budgets based on new initiatives. For example, a projected increase in the cost of fuel would be reflected as an increase in the base budget form, whereas a projected increase in cost from staffing a new laboratory would be reflected in the decision item form. Adding or eliminating a program would also be aspects of your budget that should be included using a decision item request.

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 will be included in the Governor's recommended budget. Your budget analyst will advance approved decision item requests to stage 3 in Vantage. If the request is not approved, it will stay at stage 2. Once approved to stage 3, decision item requests are attached to a department's total budget. Note: Decision Items left at Stage 2 will not be added to the Base Budget but will remain on Vantage for department reporting.

TIP ***infoAdvantage reports will not reflect decision items until they have been approved and moved to stage 3!***

Unlike base budget requests or other supplemental forms, departments can and should create multiple decision item requests for each appropriation if they are proposing more than one policy or programmatic change.

The specific steps for entering this form are listed below:

1. After logging into Vantage, navigate to **Budget Tasks** --> **Formulate Budget Request**
2. In the **Code** field enter DECISION_ITEM_REQ, Click **Search**
3. Enter your department's DeptID and click **Search**
    a. Click **New** to start a new request
    b. Highlight the request you would like to open and click **Edit** to edit an existing request.
4. When Opening a New request, you will be asked to fill in the following information:
    a. Request Code: (leave blank, this field will auto-generate a number)
    b. Name: (Your Appropriation Name and Decision Item)
    c. Stage: (1)
    d. Description: (fill in a description of the decision item request – i.e. New Game Warden for Central VT)
    e. Decision Item Type: (Personal Service [new position], Operating [for a discrete service, i.e. new copier], New Initiative [new projects or programs], Reductions [reductions required to meet budget targets])
    f. Ranking Type: (leave blank)
    g. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)
    h. After entering information, Click **Save** in the upper right hand corner of the page
    i. After clicking **Save**, a message will indicate the 'Action was Successful' and the **Budget Lines** tab and the **Position Lines** tab will become available
5. 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. 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. Enter a justification in the *Justification Line Text* field.
    c. Click **Save**
6. To Add a New Position

a. Click on the **Position Lines** Tab

b. Click **New Item**

   i. Enter or Search for the appropriate Fund

   ii. Enter or Search for the appropriate Classification

   iii. Enter the position's start date

   iv. The position end date should be the end of the fiscal year being budgeted for

   v. Enter the FTE (1 or lower) and the count of positions

   vi. If known, enter additional information such as Grade, Step, and Category. If this information is not entered, a default cost will populate from the Classification selected. The Budget Office strongly suggests using the Vantage system to calculate employee costs. However, if the Vantage cost projection needs to be overridden after discussion with your Budget Analyst, enter in a percentage in the Salary Percentage field.

c. Click **Save**

7. To submit your form, select stage 2 of the **Edit Budget Request** tab. This is a signal to your Budget Analyst that the form is ready for review.

TIP

New Position Requests require entries both the Budget Lines tab and the Position Lines tab!

5. Salary and Benefits Forecasting System

The Salary and Benefits 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 departmental 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.

The Budget Office loads employee information after the first pay period of the current fiscal year. Therefore, the starting point for all position, employee, and assignment data is the first pay period of the current fiscal year.

*Note: Exempt positions will always need to be manually updated by departments to account for the annualization of the prior year's Pay Act.

TIP

If there has been a position, employee, or assignment change within your department after the first pay period of the current fiscal year, the data will need to be updated for budget submission!

Salary Projections – Personnel Costs

After loading VTHR data after the first pay period of the current fiscal year, the Vantage Administrator Team 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.). Note: Projections are calculated from the prior fiscal year's salary tables and will not include upcoming salary increases (i.e. will not include Pay Act amounts). If updated benefits tables become available in October or November due to negotiations with VSEA, the Salary Projection will be updated to reflect these negotiations.

The salary projections will then automatically 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. Note: Benefits information will be uploaded during the Salary Projection executed by the Vantage Administrator Team in August. If an employee's benefits have not changed since August, department users do not need to review the file or make changes!

TIP ***Salary and benefit costs for existing positions and employees are automatically calculated by Vantage! In order to ensure Vantage calculates these costs correctly, departments must verify the accuracy of the personnel information in Vantage!***
***Remember:** New positions will be handled through the Decision Items form. Costs for new positions are not within the costs produced by SBFS!*

The Personnel Review Process

It's important to properly define the various entities in SBFS:

Employee: A human resource that can fill a position

Position: A job title that is filled by an employee

Assignment: Relates an employee to a position

Vantage contains many points of entry for salary and benefit information to ensure accurate projections. Vantage looks to the following records, in the following order, when executing projections:

1. **Employee; if blank then**
2. **Position; if blank then**
3. **Category; if blank then**
4. **Classification (which contains a default Category)**

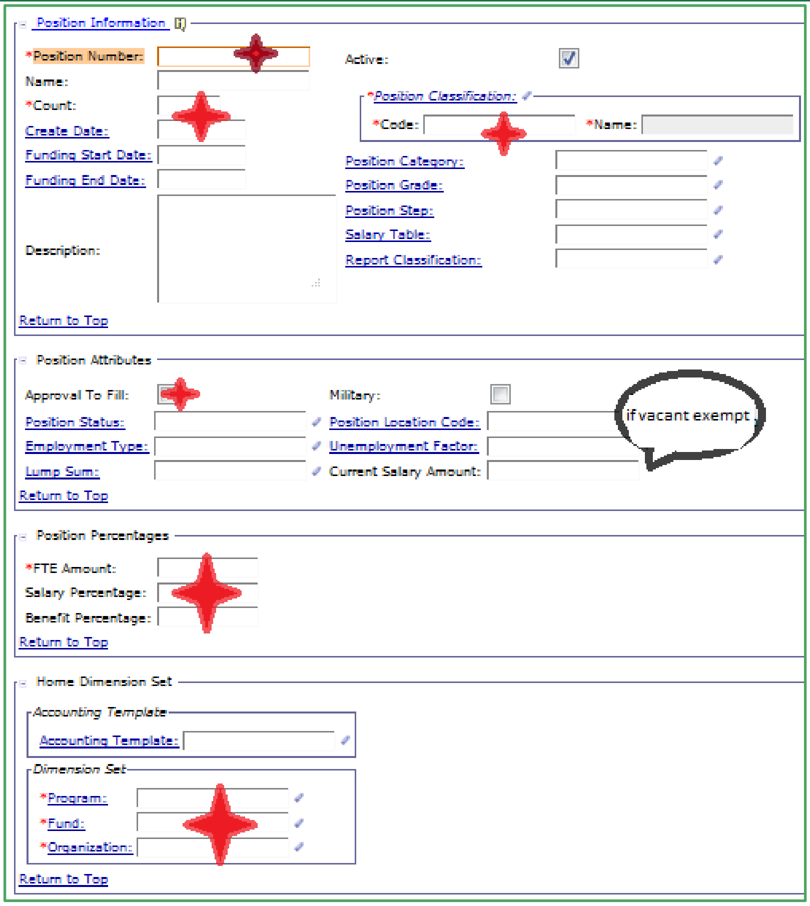
All instructions below teach the end user to enter information on the employee record and (then) position record. However, if information is left blank salary and benefits will project using information on the category record. End users do not have access to view or edit category records, and therefore it is highly recommended that end users follow instructions to utilize employee and position records.

> **TIP** ***Take 2-3 second breaks between clicking buttons in the SBFS module. Save often! There is precedent for Vantage deleting/corrupting position records based on fast movement between pages.***

Editing Existing Positions/Creating New Positions

a. After logging into Vantage, navigate to **SBFS** --> **Positions, Employees and Assignments** ---> **Position Maintenance**
    i. If you are editing an existing position:
        1. Search for positions using the Global Search function (i.e. 34*, which will return all position numbers starting with 34)
        2. Click on a position number and Click Edit
    ii. If you are creating a new position (i.e. one that was created between the first pay period of the current fiscal year and present day)
        1. Click New.

b. Provide new or updated core information in the Edit Position tab (Core Information fields able to be changed below):
    i. Position Number
    ii. Count of positions – Note: shared positions have a count of 2
    iii. Position Classification Code and Name
    iv. Approval to Fill checked
    v. FTE amount
    vi. Program Code
    vii. Primary Fund Source
    viii. Organization DeptID
    ix. If the position is vacant and exempt, enter the Current salary box.



c. Verify information in the Benefit tab is correct:

  i. If position is vacant

    1. There should be benefit information

  ii. If position is filled:

    1. There will be no benefits information with the employee, not the position.

> TIP
> ***Benefits:***
> - ***Vacant Position → in Position Maintenance***
> - ***Filled Position → in Employee Maintenance***

d. Review the position to determine if there is a fund split

  i. If there is no fund split for the position, click **Save**

  ii. If there is a fund split for the position:

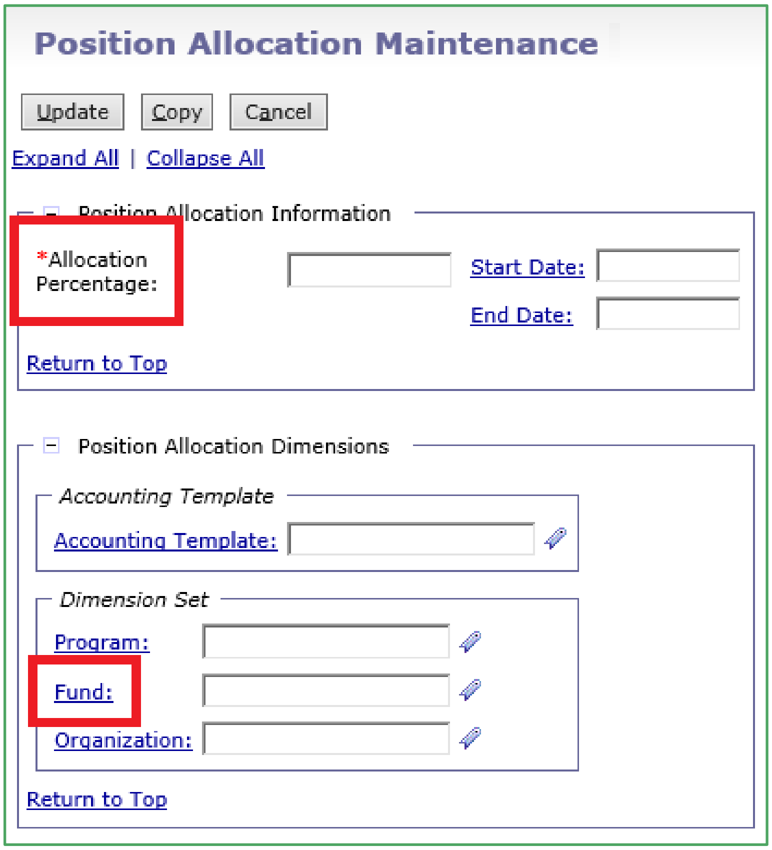
    1. Click the Position Allocations tab, which will carry all information on additional fund splits to the primary fund source listed on the Edit Position tab.

    2. <u>NOTE:</u> The integration with VTHR after the first pay period of the current fiscal year will only contain the primary fund source. **All additional fund splits will be entered manually.**

iii. **Click** New Item

iv. Enter the Allocation Percentage and the Fund

Note: Do not enter a percentage amount for the primary fund. The Primary Fund Source percentage will be automatically lowered by the sum of all allocation percentages added.



TIP ***If position fund splits are saved in Vantage but you do not see them populated in infoAdvantage reports, confirm that the program, fund, and organization dimension fields are not populated on the employee record.***

Editing Existing Employees/Creating New Employees

a. After logging into Vantage, navigate to **SBFS --> Positions, Employees and Assignments ---> Employee Maintenance**

i. If you are editing an existing employee:

1. Search for employees using the Global Search function (i.e. 34*, which will return all employee numbers starting with 34)

2. Click on an employee number and Click Edit

ii. If you are creating a new employee:

1. Click New

b. Provide new or updated core information in the Edit Employee tab.(Core Information fields able to be changed are below):

i. Employee Number

ii. Active checkbox

iii. First Name, Last Name

iv. Description

v. Employee Classification Code and Name

vi. Employee Step, Employee Grade, and Employee Category

1. Note: Employee's step should be their step as of present day, not their step at a future point during the fiscal year. The forecasting system will account for changes in salary and benefits due to future step dates.

vii. Salary Table

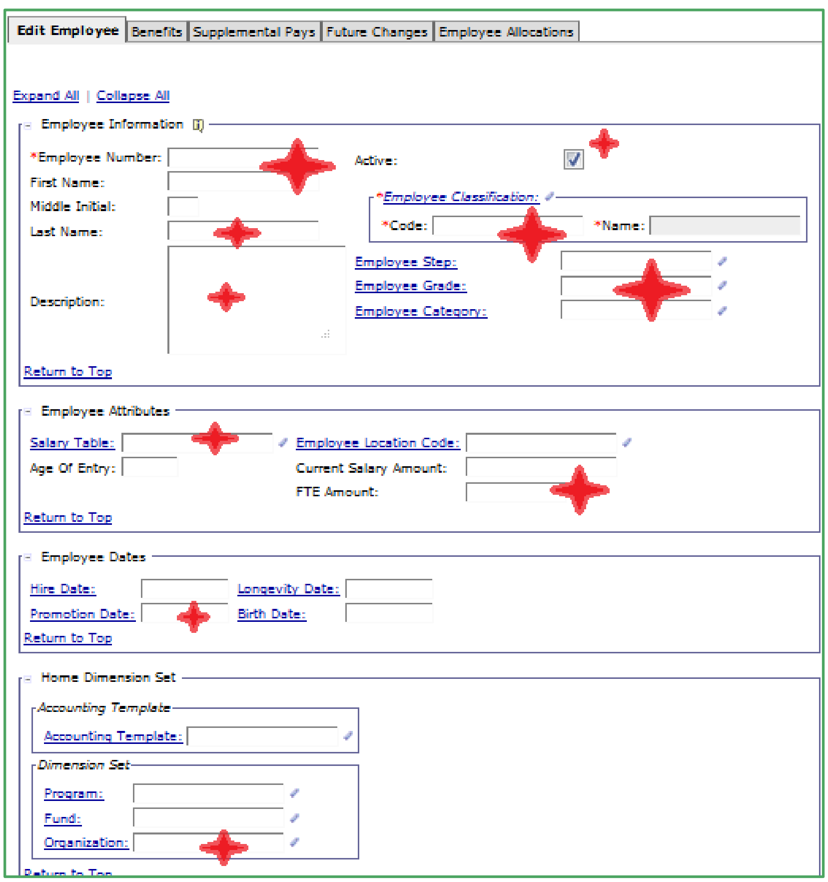
viii. FTE Amount

ix. Promotion Date

x. Program Code

xi. Primary Fund Source

xii. Organization DeptID



c. The Benefits tab contains all of the employee's benefits, which usually is some combination of Health, Dental, Life, LTD, Retirement, and EAP. **Note: All employees must have EAP selected!** Existing employees will have EAP automatically loaded during the Salary Projection executed by the Vantage Administrator Team in August, however departments must attach EAP to new employees! If EAP is not attached, the employee will not show up in Vantage queries or infoAdvantage reports.

i. To add a benefit:
    1. Click Add Item
    2. Search for the benefit's name
    3. Select the Classified or Exempt versions of the benefit depending on the type of employee.

ii. Benefit code lists are available by request of the Vantage Administrator Team. The Vantage Administrator Team will also distribute new benefit lists if any updates are made throughout the budget development season.

TIP *Fund Splits:*
- *Always in Position Maintenance*

d. Editing Existing Assignments/Creating New Assignments

i. After logging into Vantage, navigate to **SBFS** --> **Positions, Employees and Assignments** ---> **Assignment Maintenance**
    1. If you are editing an existing assignment:
        a. Search by position number or employee number using the Global Search function, which will return the associated assignment number
        b. Click on an assignment number to view and/or edit the assignment information
    2. If you are creating a new assignment (i.e. existing employee joined the department between the first pay period of the current fiscal year and present day):
        a. Click New to add new assignment information. This includes:
            i. Assignment Number: Employee # + Position # pasted one after the other, e.g., if the employee ID is #01234 and the position Id is $567891, the Assignment Number would be #01234567891
            ii. Name (match to Employee record)
            iii. Position Description (match to Position record)
            iv. Employee Percentage: 100% is full-time, anything less represents a partial assignment
        b. Click **Save**

TIP

- New Positions are created in Position Maintenance.
- New Employees are created in Employee Maintenance.
- New Assignments are created in Assignment Maintenance.
- New Employees to be added to Existing Positions would require an entry in Employee Maintenance, a deletion of the previous assignment in Assignment Maintenance, and a new assignment in Assignment Maintenance. The Position Classification must match the Employee Classification!
- Transfer of Employees from other Departments will be handled by the Budget Office. Please contact your Budget Analyst for assistance.

e. Reviewing Positions, Employees, and Assignments

i. 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, described in further detail in the Query section.

ii. Nightly system processing will update and post the revised results to department budget requests. The Budget Office may also run projections on demand at noon daily. <u>Note: Any changes made to personnel data will appear in infoAdvantage reports after *the noon projection* or *the following day*.</u>

i. It is strongly recommended that departments review their positions, employees, and assignments for budget submissions by using either the **Position Summary** report from infoAdvantage or the **Position Summary With Fund Splits** report from infoAdvantage. These two reports will be described in further detail in the infoAdvantage section.

6. Budget Adjustment Act 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 **Budget Tasks** --> **Formulate Budget Request**
2. In the **Code** field enter CY_BAA_REQUEST, and click **Search**
3. Enter your department's DeptID and click **Search**
    a. If editing an existing request:
        i. Highlight the request you would like to open and click **Edit**.
    b. If creating a new request:
        i. Click **New**
        ii. 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)
            1. Request Code: (leave blank, this field will auto-generate a number)

        2. Name: (Your Appropriation Name BAA Request)
        3. Stage: (1)
        4. Ranking Type: (leave blank)
        5. Organization: (enter Appropriation DeptID or click the hyperlink to search for an Appropriation DeptID)
        6. After entering information, Click **Save** in the upper right hand corner of the page

    c. After clicking Save, a message will indicate the ‘Action was Successful’ and the Budget Lines tab, the Position Lines tab, and the BAA Change Explanation tab will become available.

4. 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.
5. 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. New positions will be added through the **New Position** tab, described below.

> TIP ***The Requested Adjustment Amount is an increment to the Original Budget As Passed Column, NOT what the new total should be!***

    a. Budget Lines can be added manually or through the import/export feature, described above in the base budget request section.

6. To **Add a New Position**
    a. Click on the **Position Lines** Tab
    b. Click **New Item**
        i. Enter or Search for the appropriate Fund
        ii. Enter or Search for the appropriate Classification
        iii. Enter the position’s start date
        iv. The position end date should be the end of the fiscal year being budgeted for
        v. Enter the FTE (1 or lower) and the count of positions
        vi. If known, enter additional information such as Grade, Step, Category, Employment Type, and Position Status. If this information is not entered, a default cost will populate from the Classification selected. The Budget Office strongly suggests using the Vantage system to calculate employee costs, however if the Vantage cost projection needs to be overridden after discussion with your Budget Analyst, enter in a new number in the Salary field.
    c. Click **Save**
7. To submit your form, select stage 2 of the **Edit Budget Request** tab.

Test Procedures – Submitting Budget Adjustment Act Requests
Budget Tasks > **Formulate Budget Request** → In Code Field Enter (CY_BAA_REQUEST) → Select CY_BAA_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] BAA Test) → Stage: (1) → 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**
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 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

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**

7. Queries

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, queries can be used to display information at different levels of detail and from more than one budget request. Information contained in queries can be exported to Microsoft Excel for further analysis.

The Budget Office recommends the use of queries to verify all Base Budget Requests, Supplemental Forms, and Budget Act Adjustment Requests.

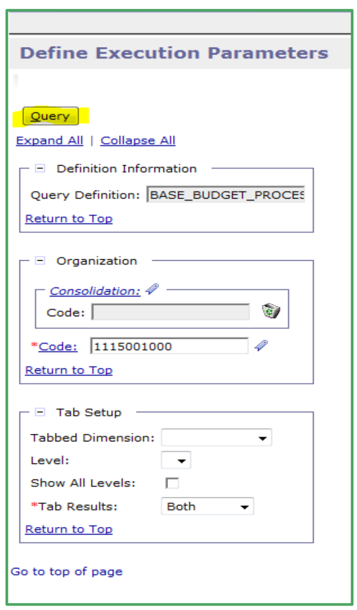
To access queries:

1. navigate to **Budget Tasks** > **Execute a Query**.
2. Click on the **Public** checkbox and then click **Search**.

*The list of available queries can be found in Appendix A.

Executing Queries

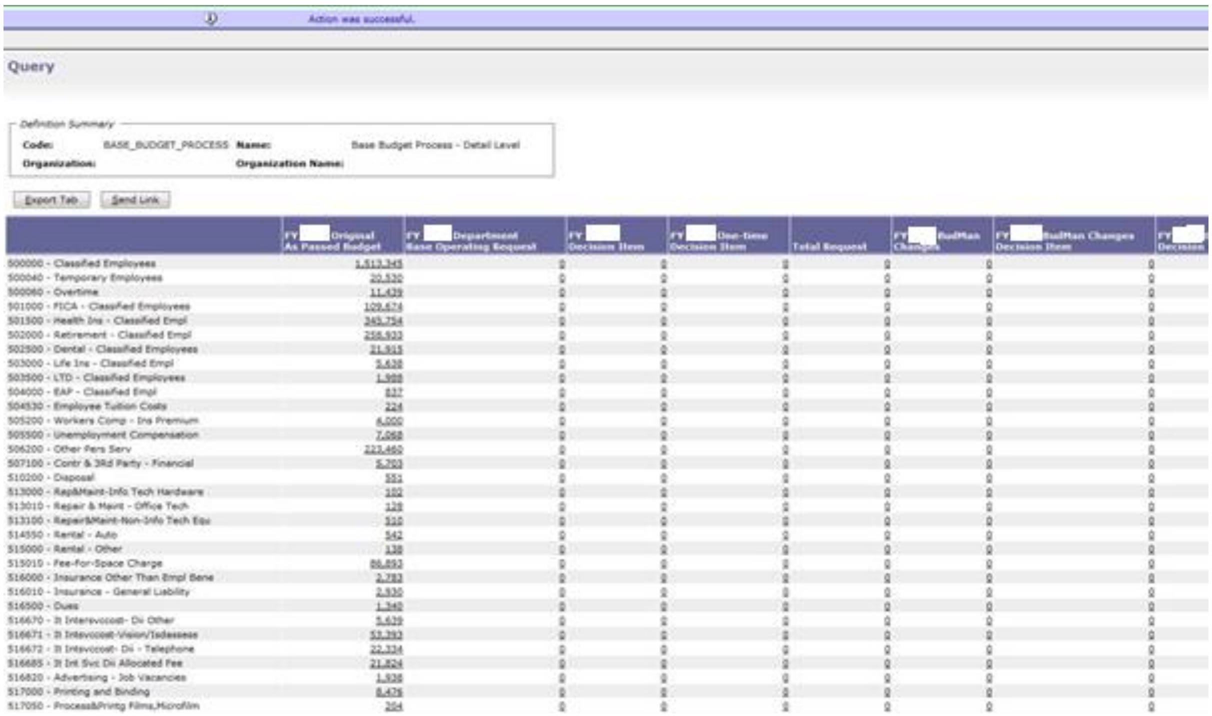
1. To verify your Base Budget Request, Decision Items, and SBFS Entry using a Query
    a. Click on **BASE_BUDGET_PROCESS**, click **Select**
    b. Insert your Department's DeptID in the **Organization Code** box
    c. Click **Query**



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.

Decision Items are listed in a separate column from the Base Operating Budget for ease of identification. The Base Operating Budget includes the Base Budget Request.

TIP ***Decision Items can be reviewed in the BASE_BUDGET_PROCESS query regardless of stage!***



Action was successful.

Query

Definition Summary

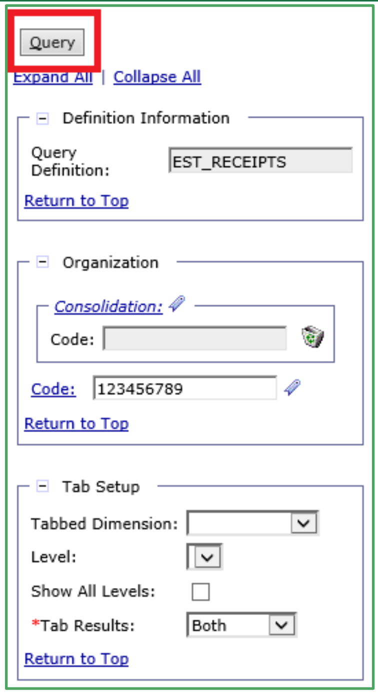
Code: BASE_BUDGET_PROCESS **Name:** Base Budget Process - Detail Level

Organization: **Organization Name:**

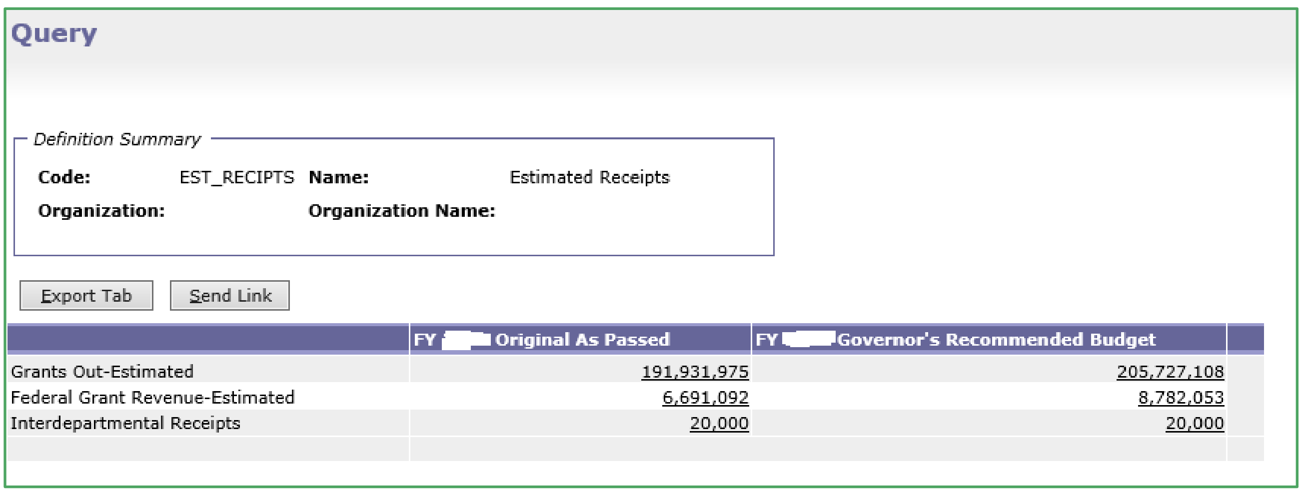
Export Tab Send Link

	FY Original As Passed Budget	FY Department Base Operating Request	FY Decision Item	FY One-time Decision Item	Total Request	FY BudMan Changes	FY BudMan Changes Decision Item	FY Decision
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	310	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	

2. To Verify your Grants Out Inventory, Interdepartmental Transfer Receipts, and Federal Receipts using a Query
    a. Click on **EST_RECEIPTS**, click **Select**
    b. Insert your Department's DeptID in the **Organization Code** box
    c. Click **Query**

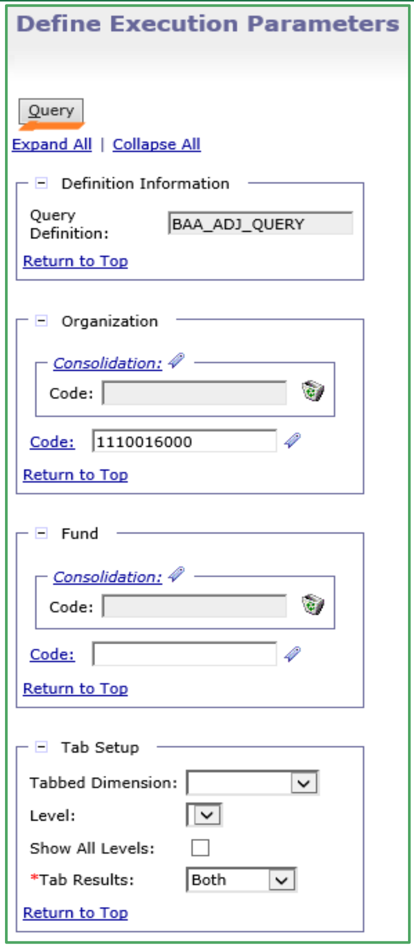


Grants Out – Estimated, Federal Grant Revenue – Estimated, and Interdepartmental Receipts will each appear as separate line items in this query, as shown below.

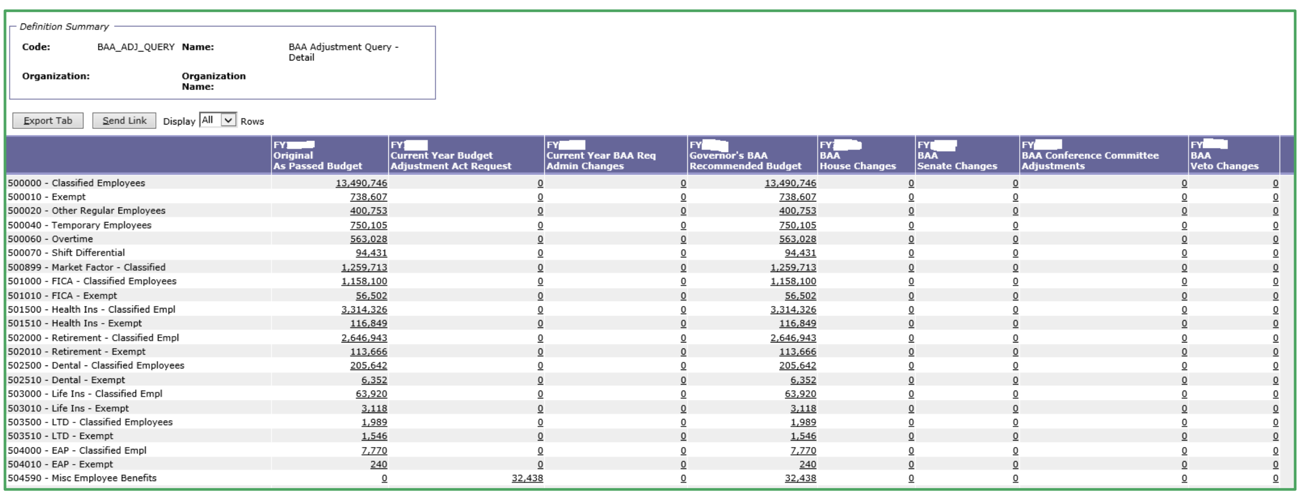


	FY [redacted] Original As Passed	FY [redacted] Governor's Recommended Budget
Grants Out-Estimated	191,931,975	205,727,108
Federal Grant Revenue-Estimated	6,691,092	8,782,053
Interdepartmental Receipts	20,000	20,000

3. To verify your Budget Adjustment Act Request using a Query
    a. Click on **BAA_ADJ_QUERY**, click **Select**
    b. Insert your Department's DeptID in the **Organization Code** box
    c. Click **Query**



You will be able to verify your total budget request for the Budget Adjustment Act using this query (results shown below) during all the stages of the BAA Budget Process and the BAA 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.



Definition Summary

Code: BAA_ADJ_QUERY **Name:** BAA Adjustment Query - Detail

Organization: **Organization Name:**

Export Tab | Send Link | Display All Rows

	FY Original As Passed Budget	FY Current Year Budget Adjustment Act Request	FY Current Year BAA Req Admin Changes	FY Governor's BAA Recommended Budget	FY BAA House Changes	FY BAA Senate Changes	FY BAA Conference Committee Adjustments	FY BAA Veto Changes
500000 - Classified Employees	13,490,746	0	0	13,490,746	0	0	0	0
500010 - Exempt	738,607	0	0	738,607	0	0	0	0
500020 - Other Regular Employees	400,753	0	0	400,753	0	0	0	0
500040 - Temporary Employees	750,105	0	0	750,105	0	0	0	0
500060 - Overtime	563,028	0	0	563,028	0	0	0	0
500070 - Shift Differential	94,431	0	0	94,431	0	0	0	0
500899 - Market Factor - Classified	1,259,713	0	0	1,259,713	0	0	0	0
501000 - FICA - Classified Employees	1,158,100	0	0	1,158,100	0	0	0	0
501010 - FICA - Exempt	56,502	0	0	56,502	0	0	0	0
501500 - Health Ins - Classified Empl	3,314,326	0	0	3,314,326	0	0	0	0
501510 - Health Ins - Exempt	116,849	0	0	116,849	0	0	0	0
502000 - Retirement - Classified Empl	2,646,943	0	0	2,646,943	0	0	0	0
502010 - Retirement - Exempt	113,666	0	0	113,666	0	0	0	0
502500 - Dental - Classified Employees	205,642	0	0	205,642	0	0	0	0
502510 - Dental - Exempt	6,352	0	0	6,352	0	0	0	0
503000 - Life Ins - Classified Empl	63,920	0	0	63,920	0	0	0	0
503010 - Life Ins - Exempt	3,118	0	0	3,118	0	0	0	0
503500 - LTD - Classified Employees	1,989	0	0	1,989	0	0	0	0
503510 - LTD - Exempt	1,546	0	0	1,546	0	0	0	0
504000 - EAP - Classified Empl	7,770	0	0	7,770	0	0	0	0
504010 - EAP - Exempt	240	0	0	240	0	0	0	0
504590 - Misc Employee Benefits	0	32,438	0	32,438	0	0	0	0

Creating Queries

Department users have access to create their own queries. The Budget Office recommends copying a query that has a similar functionality rather than starting from scratch. Copying a query that has a similar functionality will preserve accurate time periods.

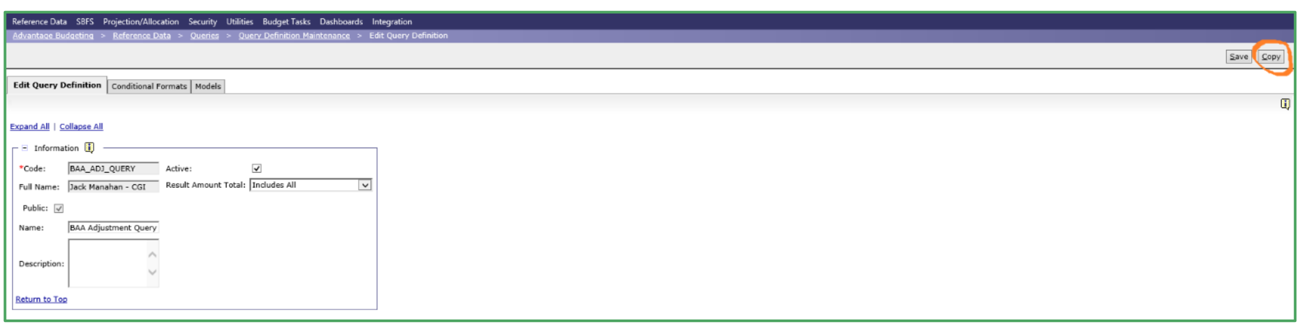
Monetary information for each event throughout the budget cycle that is stored in its own time period. For example, the final as passed monetary amounts for the current year's budget is identified by Vantage as CY_FINAL_AS_PASSED. Some common time periods are listed below for reference. All time periods are listed in Appendix D.

As Passed, Budget Year	BY_FINAL_AS_PASSED
Governor's Recommend, Budget Year	BY_ADMIN_TOT_REC
As Passed, Current Year	CY-AS_PASSED
As Passed, Current Year (including BAA)	CY_FINAL_AS_PASSED
Governor's BAA Recommend, Current Year	CY_ADMIN_TOT_REC

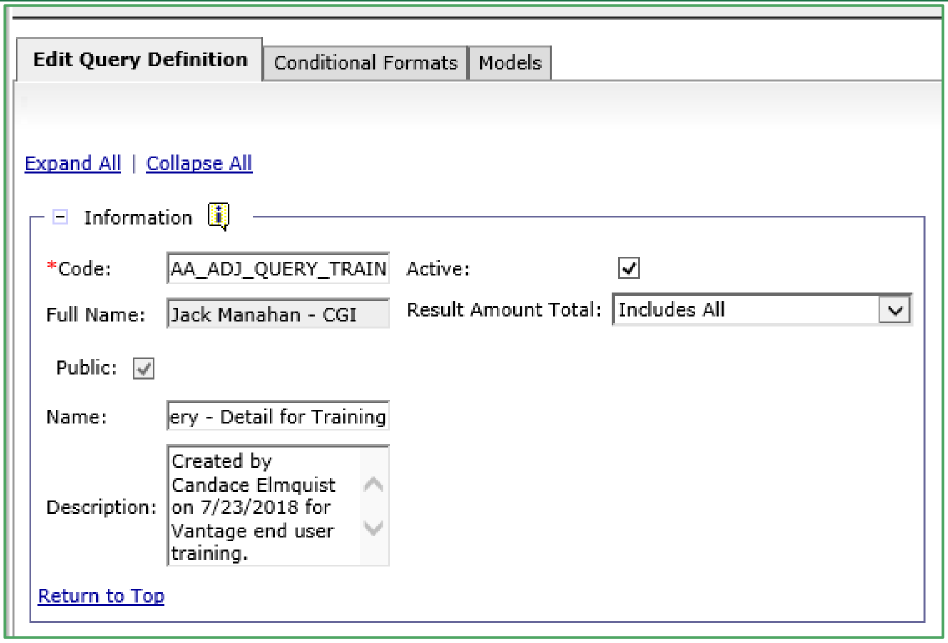
To copy a query:

1. navigate to **Budget Tasks** > **Query Definition Maintenance**.
2. Select the query that is most similar to the query you would like to create.
3. Click **Edit**.
4. Prior to changing any information listed on the **Edit Query Definition** tab, click **Copy**.

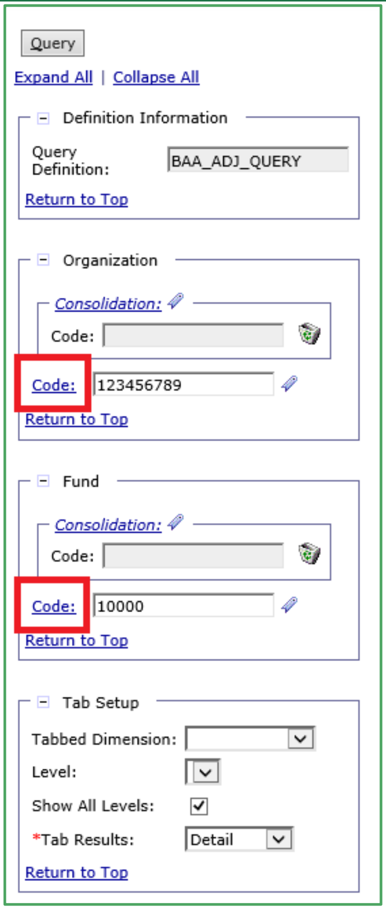
> TIP *Do not change the query definition maintenance of a public query without taking a copy of the query first! Editing a public query will impact how that query runs for all Vantage end users!*



5. After clicking Copy, the Code field with become editable. Rename the Code, Query Name, and Query Description. Note: The Full Name field will automatically update after you save your new query.
6. Click Save.



7. The dimensions define how the query will pull information.
    a. Queries can have up to three row groups.
        i. In the BAA_ADJ_QUERY query, the first row group dimension is budget object and row elements are individual accounts (budget objects) and total expenses.
        ii. There is not a second or third row group dimension in this query.
    b. Queries can have one column group.
        i. In the BAA-ADJ-QUERY query, the column group is time period and column elements include various time periods throughout the BAA budget cycle.
    c. Selection dimensions allow for the option or requirement of entry of specific dimensions on the query execution page.
        i. In the BAA-ADJ-QUERY query, the organization dimension and the fund dimension are listed under the selection dimensions, as options. This is why the query execution allows the end user to identify a specific DeptID or fund.



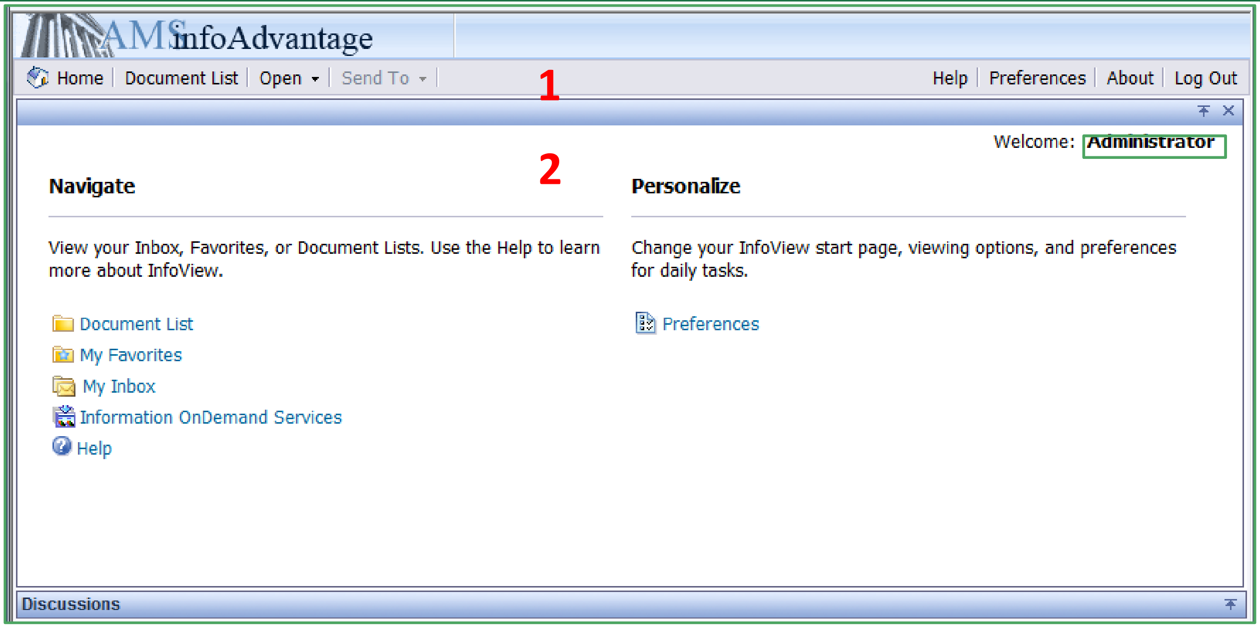
The list of available time periods can be found in Appendix D. Please contact the Vantage Administrator Team at FIN.Vantage@vermont.gov if you need assistance with creating a query that is not currently available.

8. infoAdvantage Navigation and Reports

infoAdvantage reports collate information from Vantage in a format used for the legislature. Information from infoAdvantage reports can be exported to PDF, CSV, or Excel for further analysis.

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.)

TIP ***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 this!***

The header panel and workspace panel contain many of the basic navigation buttons in a tool bar. The table below describes the functions of the tool bar buttons or buttons within the workspace panel.

Option	Description
Home	Displays the infoAdvantage home page
Document List	Displays the list of reports the user has access to
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

infoAdvantage Preferences

Printing and Viewing Reports

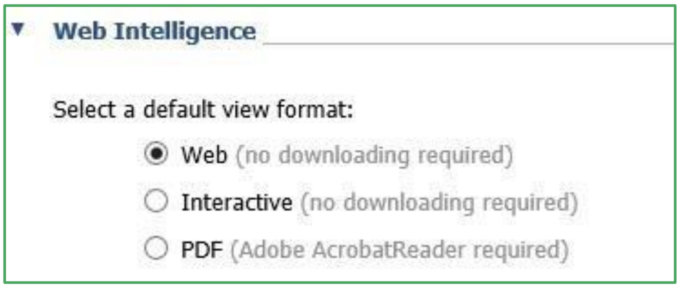
In order to print and view reports correctly, infoAdvantage needs to be set up to display PDF copies of reports. This function must be set up in your preferences.

To set the correct time zone

1. Click the **Preferences** Link (either in the header or the workspace panel).
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

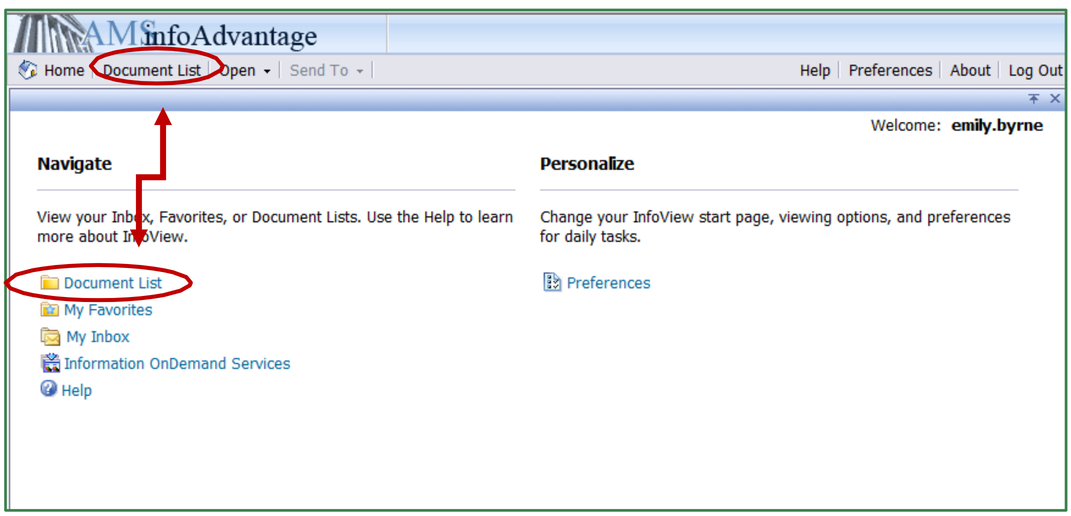
1. Scroll to the **Web Intelligence** Heading
2. Under the heading **Select a default view format** select **Web**



3. Click **OK**

Navigating infoAdvantage

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



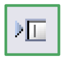
The document list will bring you to the Details panel. On the left side of the screen a Directory Tree Panel will appear.

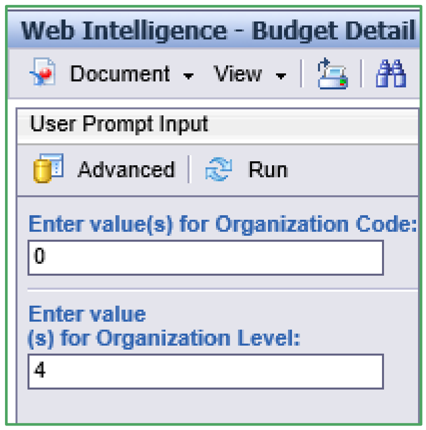
- **My favorites** –This folder is private and can only be viewed by the user
- **Inbox** – This folder contains reports sent by other users.
- **Public folder** – This folder contains sub-folders including reports available to users.

Opening/Refreshing Reports

To open a report in infoAdvantage, double-click on the report in the Details panel. The report should populate with blank information.

In order to get the most up-to-date information in the reports you must run the report.
To run a report:

1. Click the  button on the bottom left side of the screen.
2. A panel will appear that will ask for information about the report you are running; each report requires different codes to run



Running reports in infoAdvantage requires the user to enter the correct organization information to return the proper data. The prompts available to a user are dictated by the security settings in Vantage. In most cases, you can replace any 0's listed in the organization field with an *. The asterisk returns information on all organizations/funds/etc. available to the end user based on their security settings.

More information on types of prompts is listed on the following page.

After the appropriate prompts are selected click the 

button.

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 the same hierarchy as Vantage, described on page 18 of this manual.

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”.

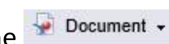
> TIP ***Entering an asterisk (*) in the organization code field will return data for all codes within the selected consolidation level that the user has access to.***

Fund Consolidation Level

Funds are organized in the same hierarchy as Vantage, described on page 18 of this manual.

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”.

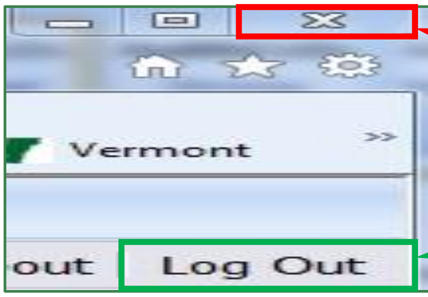
Printing and Saving Reports

1. To print the report,
   - 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.
   - To export a file to your computer
     a. click on the downward pointing black arrow next to the 

 button.
     b. 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.



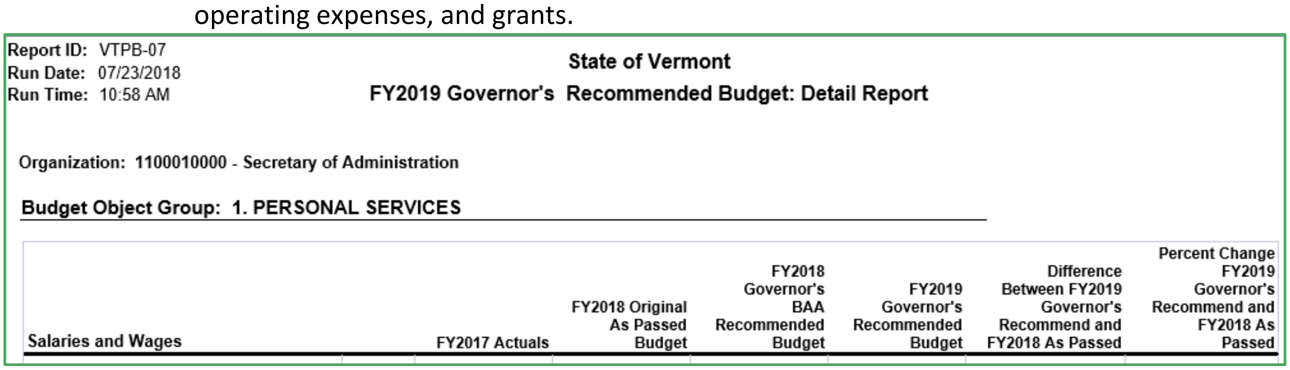
Do Not use the "X" to close out of an InfoAdvantage session. If you click the "X" you leave the session open. Leaving a session open could cause performance

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

Running infoAdvantage Reports

End users have access to standard reports for another check to the base budget submission, supplemental budget material submission, and SBFS entry. The list of available and recommended reports (designated by) can be found in Appendix B.

1. Budget Detail Report and Budget Rollup Report
   a. The Budget Detail Report and Budget Rollup Report, found within the Budget Preparation folder, function as a final check to the department's base budget request. These reports will be reported to the legislature in the department's budget submission.
   b. The Budget Detail Report has user prompts for organization code and level. Rows are budget objects, with budget objects rollups of personal services, operating expenses, and grants.
   c. The Budget Rollup Report also has user prompts for organization code and level. Rows are budget object rollups (rather than account level), with budget objects rollups of personal services, operating expenses, and grants.



Report ID: VTPB-07
Run Date: 07/23/2018
Run Time: 10:58 AM

State of Vermont

FY2019 Governor's Recommended Budget: Detail Report

Organization: 1100010000 - Secretary of Administration

Budget Object Group: 1. PERSONAL SERVICES

Salaries and Wages	FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed

Report ID: VTPB-11-BUDRLLUP
Run Date: 07/23/2018
Run Time: 11:02 AM

State of Vermont
FY2019 Governor's Recommended Budget: Rollup Report

Organization: 1100010000 - Secretary of Administration

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2017 Actuals	FY2018 Original As Passed Budget	FY2018 Governor's BAA Recommended Budget	FY2019 Governor's Recommended Budget	Difference Between FY2019 Governor's Recommend and FY2018 As Passed	Percent Change FY2019 Governor's Recommend and FY2018 As Passed

2. Grants to Non-State-Government Entities
    a. The Grants Out Inventory Report, found within the Budget Preparation folder, functions as a final check to the department's grant budget object rollup and lists the specific grants that department will distribute over the budget year. This report will be reported to the legislature in the department's budget submission.
    b. The Grants Out Inventory Report has user prompts for organization code and fund code. Rows are individual grants by fund with grant justification and monetary amount.

Report ID: VTPB-28 GRANTS_INVENTORY

State of Vermont
FY2019 Governor's Recommended Budget
Grants Out Inventory Report

VERMONT

Department: 2160010000 - Center for crime victims services

Budget Request Code	Fund	Justification	Est Amount

3. Interdepartmental Transfers Receipts
    a. The Interdepartmental Transfers Inventory Report, found within the Budget Preparation folder, functions as a final check to the department's IDT fund rollup and lists the specific IDTs that department will distribute over the budget year. This report will be reported to the legislature in the department's budget submission.
    b. The Interdepartmental Transfers Inventory Report has user prompts for organization code and fund code. Rows are individual IDTs with justification and monetary amount.

Report ID: VTPB-23 IDT_RECEIPTS

State of Vermont
FY2019 Governor's Recommended Budget
Interdepartmental Transfers Inventory Report

VERMONT

Department: 1105500000 - ADS - Agency of Digital Services

Budget Request Code	Fund	Justification	Est Amount

4. Federal Grants Receipts
    a. The Federal Receipts Detail Report, found within the Budget Preparation folder, functions as a final check to the department's Federal fund rollup and lists the specific federal receipts that department will receive over the budget year. This report will be reported to the legislature in the department's budget submission.
    b. The Federal Receipts Detail Report has user prompts for organization code and fund code. Rows are individual federal receipts with justification and monetary amount.

Report ID: VTPB-24 EST_FED_RECEIPTS

State of Vermont
FY2019 Governor's Recommended Budget
Federal - Receipts Detail Report

VERMONT

Department: 8100002000 - Transportation - maintenance state system

Budget Request Code	Fund	Justification	Est Amount

5. Excel Position Summary and Excel Position Summary With Fund Splits
    a. Excel Position Summary and Excel Position Summary With Fund Splits, found within the Budget Preparation folder, function as a final check to the department's SBFS entry. These reports will be reported to the legislature in the department's budget submission.
    b. The Excel Position Summary has user prompts for fund code, fund consolidation code, fund consolidation level, organization code, organization consolidation code, organization consolidation level, and salary projection code. Rows are individual employees. There is much more information reported than shown in the snapshot below.

Position Code	Employee Code	Position Fund Code	Position Fund Name	Position Classification Name	Last Name	Organization Code	Organization Name	First Name	Position Classification	Count/ Period	Entered FTE/ Period

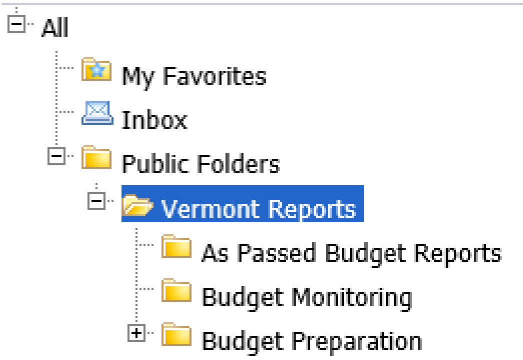
    c. The Excel Position Summary With Fund Splits has user prompts for fund code, fund consolidation code, fund consolidation level, organization code, organization consolidation code, organization consolidation level, and salary projection code. Rows are individual employees by fund. There is much more information reported than shown in the snapshot below.

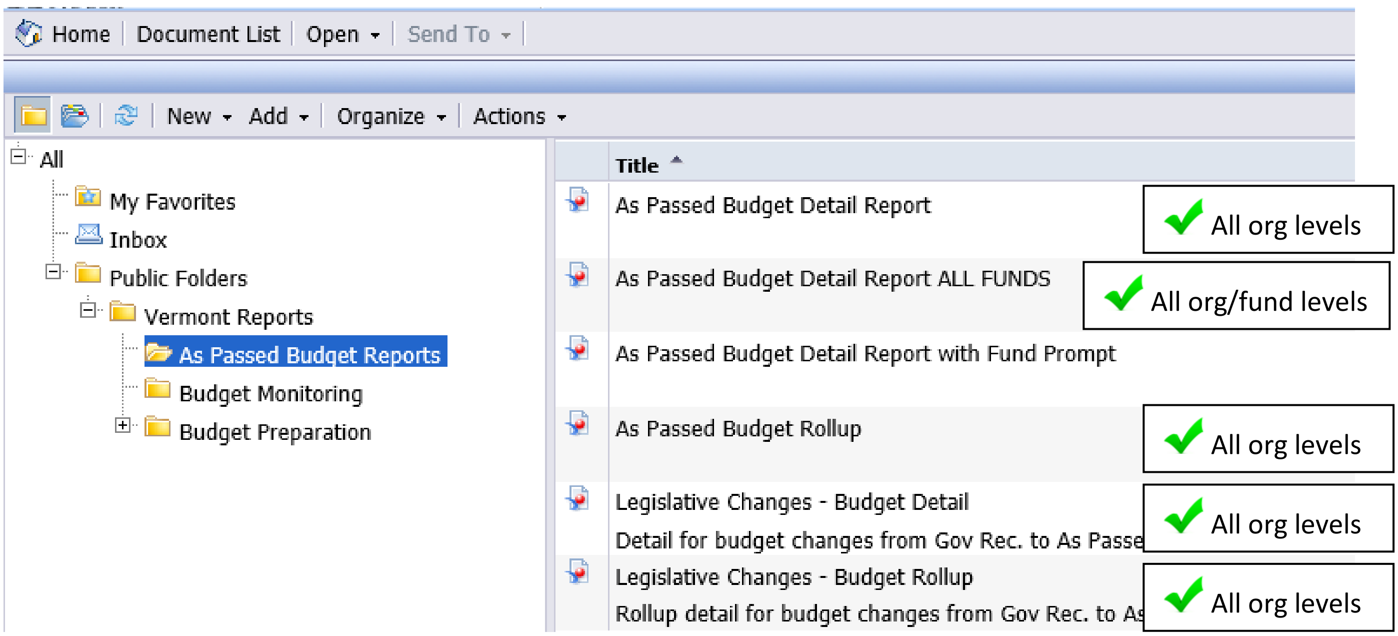
Position Code	Employee Code	Last Name	Classification Name	Fund Code	Fund Name	Organization Code	Organization Name	Classification	First Name	FTE

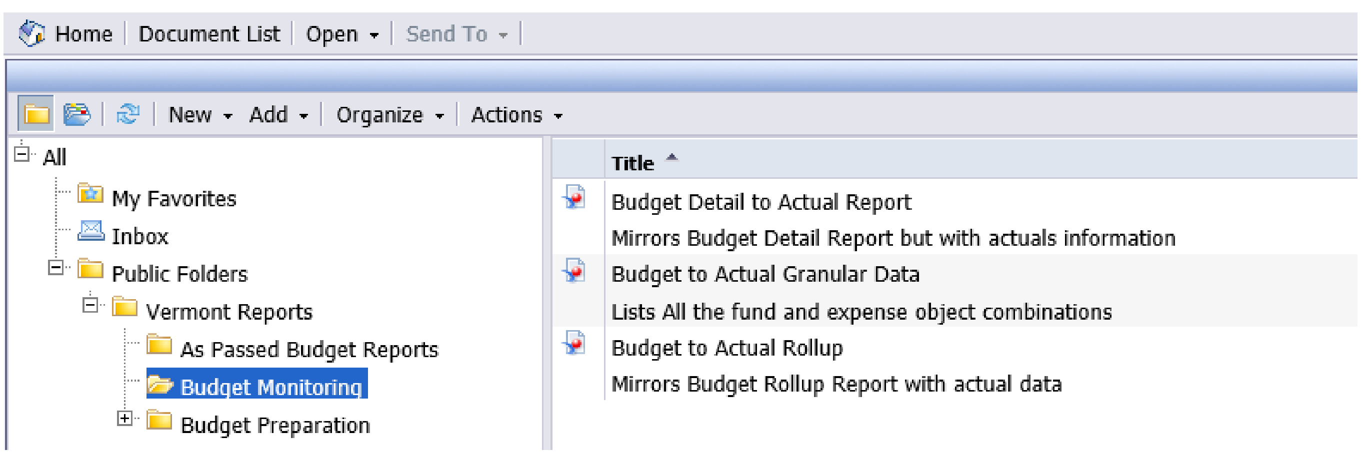
Appendix A – Queries

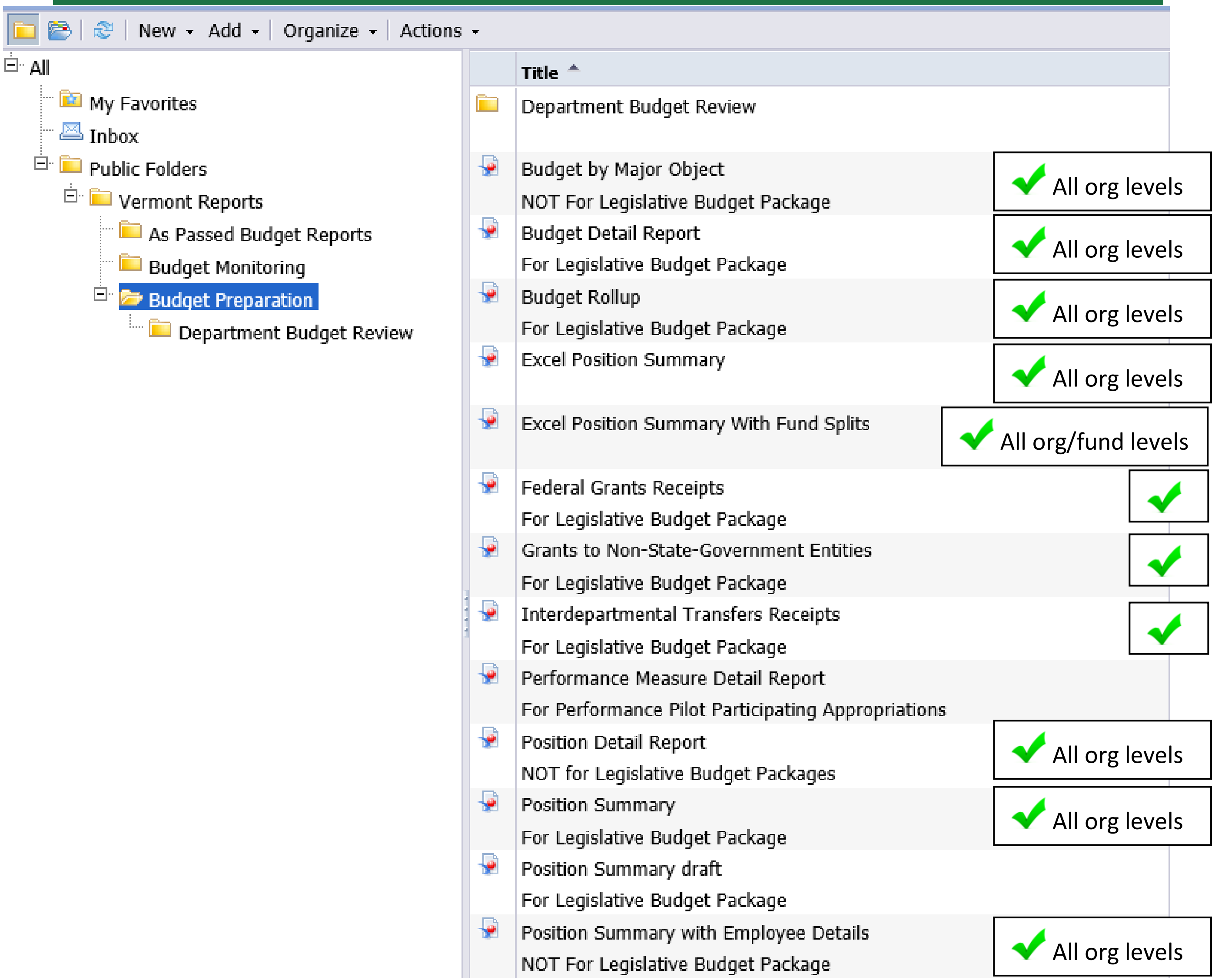
CODE	NAME	PURPOSE	ACTIVE?	PUBLIC?
AS_PASSED_CHECK	As Passed Check	Run As Passed Fund totals to check AFDETA	Yes	Yes
BAA_ADJ_LEG_FUND	BAA Adjustment Query - By Fund	Shows BAA changes for the Leg Time Periods	Yes	Yes
BAA_ADJ_QUERY	BAA Adjustment Query - Detail	Runs BAA totals for selected Org	Yes	Yes
BAA_ADJ_QUERY_FUND	BAA Adjustment Query - By Fund	Runs BAA for all Funds by Org	Yes	Yes
BASE_BUDGET_PROCESS	Base Budget Process - Detail Level	Displays relevant Time Period to track a Budget Request	Yes	Yes
BASEBUD_PROCESS_FUND	Base Budget Process - By Fund	Runs Fund totals by BO for selected Time Periods	Yes	Yes
BENEFIT_CALC	Benefit Change Information	Shows benefit costs by DeptID and Fund	Yes	Yes
CY_GOV_REC	Current Year Governor's Recommend	Runs CY Gov Rec	Yes	Yes
EST_RECIPTS	Estimated Receipts	Runs Supplemental form objects by department	Yes	Yes
EXPENSE_BY_FUND	Expense Accounts and Funds	Runs all BOs and Funds for selected Org	Yes	Yes
FUND_TOTALS_SUM_FY	Fund Totals for the FY	Summarizes Fund totals statewide for the BY	Yes	Yes
GC	Fund Totals	GC Fund total for All Orgs for AFDETA Time Periods	Yes	Yes
LEGIS_ADJ_QUERY	Legislative Adjustment Query - Detail	Tracks changes through Leg Time Periods	Yes	Yes
NEW_POSITIONS	New Positions in Decision Items	Shows Position Requests in Decision Item forms for various DeptIDs	Yes	Yes
OBJ_BY_DEPTID_ALLFUN	Query a Budget Object by DeptID and All Funding Sources	Runs a selected BO for all DeptIDs for All Funds	Yes	Yes
OBJECT_BY_DEPTID	Query a Budget Object by DeptID		Yes	Yes
PAY_ACT_CLASSIFIED	Pay Act	Used to inform Pay Act calculations	Yes	Yes
POS	POS by Dept ID	Shows POS by DeptID for selected Time Periods	Yes	Yes
TOBACCO_FND_EXP	Expense Accounts and Funds	Runs expenses for Tobacoo Fund for various DeptIDs	Yes	Yes
TOT_REV_QUERY	Special Fund Revenues	Special Fund totals for Gov Rec	Yes	Yes

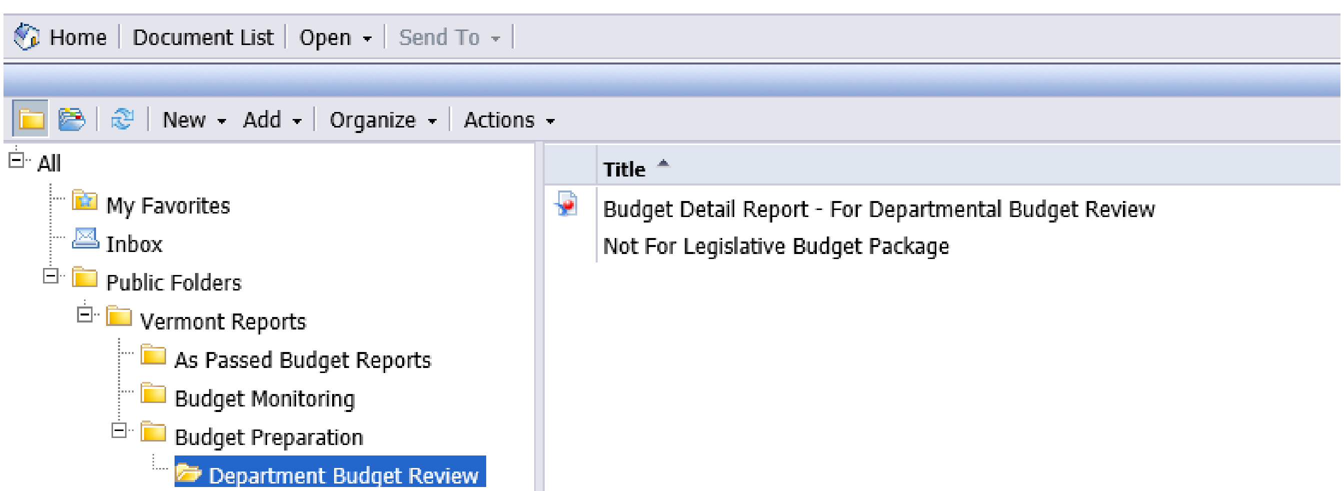
Appendix B – Reports








New Add Organize Actions
All
My Favorites
Inbox
Public Folders
Vermont Reports
As Passed Budget Reports
Budget Monitoring
Budget Preparation
Department Budget Review
Title
Department Budget Review
Budget by Major Object
NOT For Legislative Budget Package
All org levels
Budget Detail Report
For Legislative Budget Package
All org levels
Budget Rollup
For Legislative Budget Package
All org levels
Excel Position Summary
All org levels
Excel Position Summary With Fund Splits
All org/fund levels
Federal Grants Receipts
For Legislative Budget Package
Grants to Non-State-Government Entities
For Legislative Budget Package
Interdepartmental Transfers Receipts
For Legislative Budget Package
Performance Measure Detail Report
For Performance Pilot Participating Appropriations
Position Detail Report
NOT for Legislative Budget Packages
All org levels
Position Summary
For Legislative Budget Package
All org levels
Position Summary draft
For Legislative Budget Package
Position Summary with Employee Details
NOT For Legislative Budget Package
All org levels


Home
Document List
Open
Send To
New Add Organize Actions
All
My Favorites
Inbox
Public Folders
Vermont Reports
As Passed Budget Reports
Budget Monitoring
Budget Preparation
Department Budget Review
Title
Budget Detail Report - For Departmental Budget Review
Not For Legislative Budget Package

Appendix C – Budget Forms

Budget Layout Selection

Code: [ ] Name: [ ] Search

Layout Type: [ ]

Display All Items

	Code	Name
	DECISION_ITEM_REQ	New Decision Item
	EST_FED_RECEIPTS	Estimated Federal Receipts
	LEGISLATIVE_CHANGE	Legislative Change Form-Budget Development
	IDT_RECEIPTS	Interdepartmental Receipts Form
	SPECIAL_FUND_REVENUE	Special Fund Revenues
	BAA_LEGIS_CHANGE	Budget Adjustment Act Legislative Change Form
	CY_BAA_REQUEST	Department Current Year Budget Adjustment Act Request
	GRANTS_INVENTORY	Grants Out Inventory
	BASE_BUDGET_REQUEST	Department Base Budget Request
	NARRATIVE	Appropriation Level Narrative for Budget Book
	CCVS_PERSONNEL	Center for Crime Victims Services Personel
	STATEWIDE_REDUCTION	Statewide Reduction Adjustments
	NARRATIVE_DEPARTMENT	Department Level Narrative for Budget Book
	NARRATIVE_AGENCY	Agency Level Narrative for Budget Book
	REVERSION	Reversion Adjustments
	RESCISSION	Rescission Adjustments

Appendix D – Vantage Time Periods

*Names associated with the Time Period Codes are based on a FY2019 Budget Year

Code	Name	Roll up 1	Roll up 2	Roll up 3	Roll up 4	Roll up 5
ALLOC_1	Allocation Column One					
ALLOC_2	Allocation Column Two					
ALLOC_3	Allocation Column Three					
ALLOC_4	Allocation Column Four					
ALLOC_5	Allocation Column Five					
BY1_PM_TARGETS	FY 17 PM Targets					
BY_ADMIN_1TM_NEW_ADJ	FY 2019 One-time BudMan Changes-New Requests			BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_ADMIN_BASE_ADJ	FY 2019 BudMan Changes-Base			BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_ADMIN_NEW_ADJ	FY 2019 BudMan Changes-New Requests			BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_ADMIN_TOT_REC	FY 2019 Governor's Recommended Budget					
BY_ALLOC_ADJ	FY 2019 Internal Services Allocation Adjustments		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_CONFERENCE_ADJ	FY 2019 Conference Committee Changes				BY_FINAL_AS_PASSED	
BY_DEPT_BASE	FY 2019 Department Base Request		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_DEPT_BASE_DELTA	FY 2019 Department Base Request-Delta	BY_GOV_TOT_REC_DELTA				
BY_DEPT_GRANTS	FY 2019 Department Grants					
BY_DEPT_NEW	FY 2019 Department Decision Item	BY_DEPT_NEW_TOTAL	BY_DEPT_TOT_REQ			
BY_DEPT_NEW_ONETIME	FY 2019 One-Time Department Decision Item	BY_DEPT_NEW_TOTAL	BY_DEPT_TOT_REQ			
BY_DEPT_NEW_TOTAL	FY 2019 Department Decision Item Total					
BY_DEPT_PM_TARGETS	FY 2019 Department Performance Measure Targets					
BY_DEPT_SBFS	FY 2019 Department Estimated Salaries and Benefits		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_DEPT_TOT_REQ	FY 2019 Department Total Request					
BY_DII_CHARGES	FY 2019 DII Charges		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_FFS_CHARGES	FY 2019 Fee for Space Charges		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_FINAL_AS_PASSED	FY 2019 Final As Passed Budget					
BY_GOV_TOT_REC_DELTA	FY 2019 Governor's Recommended-Delta					
BY_HOUSE_ADJ	FY 2019 House Changes				BY_FINAL_AS_PASSED	
BY_HR_CHARGES	FY 2019 HR Charges		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_INSURANCE_CHARGES	FY 2019 Insurance Charges		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_INTERNAL_ALLOCS	FY 2019 Internal Services Allocations		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
BY_SENATE_ADJ	FY 2019 Senate Changes				BY_FINAL_AS_PASSED	
BY_SL_PRELOAD	FY 2019 Service Level Preload					
BY_SVC_LVL_PRELOAD	FY 2019 Service Level Preload					
BY_TARGET	FY 2019 Service Level Target					
BY_VETO_ADJ	FY 2019 Veto Session Changes				BY_FINAL_AS_PASSED	
BY_VISION_CHARGES	FY 2019 VISION FIN-HCM Charges		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
CALC_D1	Calculation Column 1					
CALC_D2	Calculation Column 2					
CY1_PM_ESTIMATE	FY 18 PM Estimate					
CY1_PM_TARGETS	FY 17 PM Targets					
CY_ADMIN_ADJUSTMENTS	FY 2018 Adjusted Budget	CY_FINAL_AS_PASSED	CY_ADMIN_TOT_REC			
CY_ADMIN_TOT_REC	FY 2018 Governor's BAA Recommended					
CY_APR_ACT	April Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_4_ACT			CY_YTD_ACTUALS
CY_AS_PASSED	FY 2018 Original As Passed	CY_FINAL_AS_PASSED	CY_ADMIN_TOT_REC	CY_YTD_ADJ_BUDGET		
CY_AUG_ACT	August Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_2_ACT_YTD	CY_QTR_1_ACT	CY_YTD_ACTUALS
CY_BAA_LEGIS_ROLLUP	CY BAA Legislative Rollup					
CY_BAA_REQUEST	Budget Adjustment Act Adjustment Request	CY_FINAL_AS_PASSED	CY_BAA_LEGIS_ROLLUP	CY_ADMIN_TOT_REC		
CY_BAA_REQ_ADJ_TOTAL	BAA Request Total Adjustments	CY_YTD_ADJ_BUDGET				
CY_BAA_REQ_ADMIN_ADJ	BAA Request Administration Adjustments	CY_FINAL_AS_PASSED	CY_ADMIN_TOT_REC	CY_BAA_LEGIS_ROLLUP		
CY_BUD_ADJ_PRELIM	CY Budget Adjustment Prelim Time Period					
CY_BUD_ADJ_REQUEST	FY 2018 Administrative Adjustment Request	CY_YTD_ADJ_BUDGET				
CY_CONFERENCE_ADJ	FY 2018 BAA Conference Committee Changes	CY_FINAL_AS_PASSED	CY_BAA_LEGIS_ROLLUP			
CY_DEC_ACT	December Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_2_ACT_YTD	CY_QTR_2_ACT	CY_YTD_ACTUALS
CY_FEB_ACT	February Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_3_ACT		CY_YTD_ACTUALS
CY_FINAL_AS_PASSED	FY 2018 BAA Final As Passed Budget					
CY_FTE_CHANGE	FY 2018 FTE Change	CY_YTD_FTE_ACTUALS				
CY_GOV_REC	FY 2018 Governor's Recommended Budget					
CY_HOUSE_ADJ	FY 2018 BAA House Changes	CY_FINAL_AS_PASSED	CY_BAA_LEGIS_ROLLUP			
CY_JAN_ACT	January Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_3_ACT		CY_YTD_ACTUALS
CY_JUL_ACT	July Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_2_ACT_YTD	CY_QTR_1_ACT	CY_YTD_ACTUALS
CY_JUN_ACT	June Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_4_ACT			CY_YTD_ACTUALS
CY_MAR_ACT	March Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_3_ACT		CY_YTD_ACTUALS
CY_MAY_ACT	May Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_4_ACT			CY_YTD_ACTUALS
CY_NOV_ACT	November Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_2_ACT_YTD	CY_QTR_2_ACT	CY_YTD_ACTUALS
CY_OCT_ACT	October Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_2_ACT_YTD	CY_QTR_2_ACT	CY_YTD_ACTUALS
CY_PASSED_OTHERC	As Passed for Other Costs					
CY_QTR_1_ACT	First Quarter Actuals					
CY_QTR_2_ACT	Second Quarter Actuals					
CY_QTR_2_ACT_YTD	Year to Date Actual Revenues / Expenditures through Qtr 2					
CY_QTR_3_ACT	Third Quarter Actuals					
CY_QTR_3_ACT_YTD	Year to Date Actual Revenues / Expenditures through Qtr 3					
CY_QTR_4_ACT	Fourth Quarter Actuals					
CY_QTR_4_ACT_YTD	Year to Date Actual Revenues / Expenditures through Qtr 4					
CY_SENATE_ADJ	FY 2018 BAA Senate Changes	CY_FINAL_AS_PASSED	CY_BAA_LEGIS_ROLLUP			
CY_SEP_ACT	September Actual Revenues / Expenditures	CY_QTR_4_ACT_YTD	CY_QTR_3_ACT_YTD	CY_QTR_2_ACT_YTD	CY_QTR_1_ACT	CY_YTD_ACTUALS
CY_TOTREC_OTHERC	BAA Recommended for Other Costs		CY_ADMIN_TOT_REC			
CY_VETO_ADJ	FY 2018 BAA Veto Session Changes	CY_FINAL_AS_PASSED	CY_BAA_LEGIS_ROLLUP			
CY_YTD_ACTUALS	Current Year to Date Revenues and Expenditures					
CY_YTD_ADJ_BUDGET	Current Year Total Adjusted Budget					
CY_YTD_BUDGET	Current Year to Date Adjusted Budget					
CY_YTD_FTE_ACTUALS	Current Year to Date FTE Count					
CY_YTD_TOT_ACT	YTD Actual Revenues / Expenditures					
OPER_POSTING2	Operating Statement Entry Form Use	CY_FINAL_AS_PASSED				

OPER_POSTING3	Operating Statement Entry Form Use	BY_ADMIN_TOT_REC				
OPER_POSTING4	Operating Statement Entry Form Use	BY_FINAL_AS_PASSED				
PM_ACT	Performance Measure Actuals					
PROJECTION_1	Projection 1					
PROJECTION_10	Projection 10					
PROJECTION_11	Projection 11					
PROJECTION_12	Projection 12					
PROJECTION_13	Projection 13					
PROJECTION_2	Projection 2					
PROJECTION_3	Projection 3					
PROJECTION_4	Projection 4					
PROJECTION_5	Projection 5					
PROJECTION_6	Projection 6					
PROJECTION_7	Projection 7					
PROJECTION_8	Projection 8					
PROJECTION_9	Projection 9					
PY10_ACT	FY 2008 Actuals					
PY11_ACT	FY 2008 Actuals					
PY1_ACT	FY 2017 Actuals	BY_SVC_LVL_PRELOAD				
PY1_ADJ_BUDGET	Prior Year Total Adjusted Budget					
PY1_AS_PASSED	FY 2017 As Passed					
PY1_FINAL_AS_PASSED	FY 2017 BAA Final As Passed Budget					
PY1_OTHERC	FY 2017 Actuals for Other Costs					
PY1_PM_ACTUALS	FY 17 PM Actuals					
PY1_PM_ESTIMATE	Prior Year 1 PM Estimate					
PY1_PM_TARGETS	FY 17 PM Targets					
PY1_YTD_ADJ_BUDGET	Prior Year Total Adjusted Budget					
PY2_ACT	FY 2016 Actuals					
PY2_ADJ_BUDGET	Prior Year Total Adjusted Budget					
PY2_AS_PASSED	FY 2016 As Passed					
PY2_FINAL_AS_PASSED	FY 2016 BAA Final As Passed Budget					
PY2_OTHERC	FY 2016 Actuals for Other Costs					
PY2_PM_ACTUALS	Prior Year 2 PM Actuals					
PY2_PM_ESTIMATE	Prior Year 2 PM Estimate					
PY2_PM_TARGETS	Prior Year 2 PM Targets					
PY3_ACT	FY 2015 Actuals					
PY3_ADJ_BUDGET	Prior Year Total Adjusted Budget					
PY3_AS_PASSED	FY 2015 As Passed					
PY3_OTHERC	FY 2015 Actuals for Other Costs					
PY3_PM_ACTUALS	Prior Year 3 PM Actuals					
PY3_PM_ESTIMATE	Prior Year 3 PM Estimate					
PY3_PM_TARGETS	Prior Year 3 PM Targets					
PY4_ACT	FY 2014 Actuals					
PY4_ADJ_BUDGET	Prior Year Total Adjusted Budget					
PY4_AS_PASSED	FY 2014 As Passed					
PY5_ACT	FY 2013 Actuals					
PY5_ADJ_BUDGET	Prior Year Total Adjusted Budget					
PY5_AS_PASSED	FY 2012 As Passed					
PY6_ACT	FY 2012 Actuals					
PY7_ACT	FY 2011 Actuals					
PY8_ACT	FY 2010 Actuals					
PY9_ACT	FY 2009 Actuals					
SBFS_1	Salary Projection Results		BY_DEPT_TOT_REQ	BY_ADMIN_TOT_REC	BY_FINAL_AS_PASSED	
SBFS_2	Salary Projection Results					
SBFS_3	Salary Projection Results					
SBFS_4	Salary Projection Results					
SBFS_5	Salary Projection Results					
SBFS_6	Salary Projection Results					
VARIANCE_1	Variance Column 1					
VARIANCE_2	Variance Column 2					
VARIANCE_3	Variance Column 3					
VARIANCE_4	Variance Column 4					
VARIANCE_5	Variance Column 5					
VARPER_1	Percent Variance Column 1					
VARPER_2	Percent Variance Column 2					
VARPER_3	Percent Variance Column 3					
VARPER_4	Percent Variance Column 4					
VARPER_5	Percent Variance Column 5					
WORK_1	Working Column 1					
WORK_2	Working Column 2					
WORK_3	Working Column 3					
WORK_4	Working Column 4					
WORK_5	Working Column 5	CY_YTD_FTE_ACTUALS				
WORK_6	Working Column 6	CY_YTD_FTE_ACTUALS				
WORK_7	Working Column 7	CY_YTD_FTE_ACTUALS				
WORK_8	Working Column 8					
WORK_9	Working Column 9					