Department of Finance & Administration

Division of Budget

Introduction to BEARS

Version 3.0
August 28, 2017

What We'll Cover in the Introduction

High-level introduction of the basic BEARS components

- Primary BEARS Functions
- Basic BEARS Concepts
- BEARS Terminology
- Workflow Fundamentals
- BEARS Screen Basics
- Next Steps
- Q&A

Primary BEARS Functions

BEARS – Budget Entry, Analysis & Reporting System

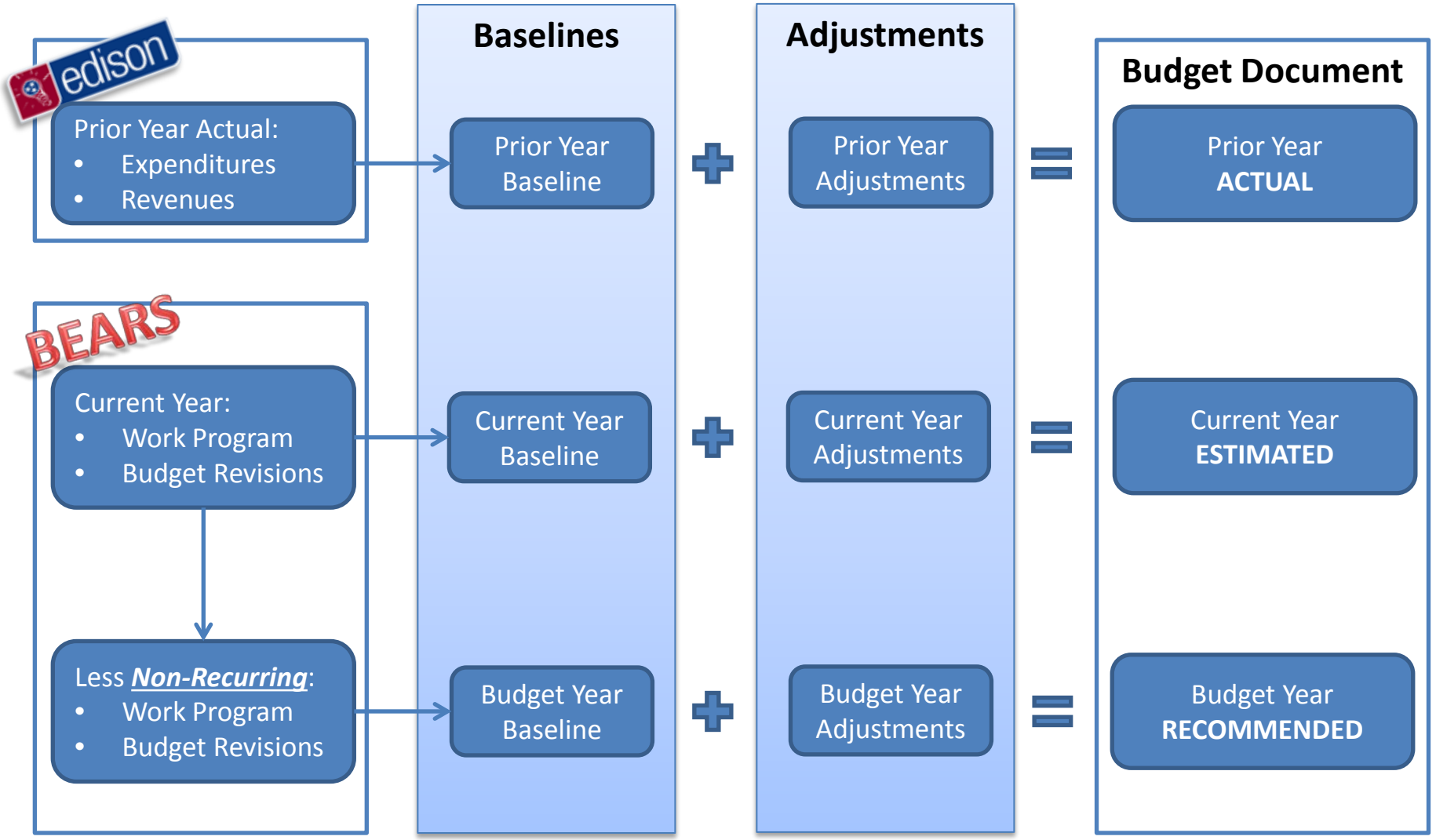
Primary Functions

- **Budget Development**
  - Prepare Budget Request
  - Develop Recommended Budget and Publish Budget Document
  - Develop Work Program and Load into Edison
- **Budget Execution**
  - Update Position Inventory
  - Prepare Monthly Budget Allocations and Reversion Estimates
  - Report Budget vs. Actual Variance – Monthly and Annual Variance
  - Enter Budget Revisions
  - Manage Closing Process

Basic BEARS Concepts

- **Single Web-based system**
  - Central database – no more transferring text files
  - Full FY cycle management – one system from entry through closing
  - Cross FY analysis – historical tracking across fiscal years
  - Edison integration – manages the transfer of information between systems
  - Accessible inside or outside the state network (IE11 browser preferred)
- **Baselines** – the default starting point for each fiscal year represented in the Budget Document
- **Adjustment Documents** – requested changes to the baseline amounts
- **Adjustment Groups** – user-generated "containers" to facilitate the consideration and movement of adjustment documents in the workflow
- **Roles** – defined functions a user can perform at a given point in the workflow and throughout the budget process
- **Security** – used to limit that data to which a user has access
- **Workflow** - series of steps (decision points) each adjustment must follow through the decision-making process

Baselines and Adjustments



Adjustments

Adjustments are prepared using an "Adjustment Document"

General Information (overview)

- Budget Year (Fiscal Year)
- Agency
- Adjustment description
- Adjustment authority
- Priority
- Adjustment Classification
  - Cost Increase
  - Base Budget Reduction
  - Account Transfers
  - Reorganizations
  - Expansions
  - Etc.

Expenditures / Revenues (dollars)

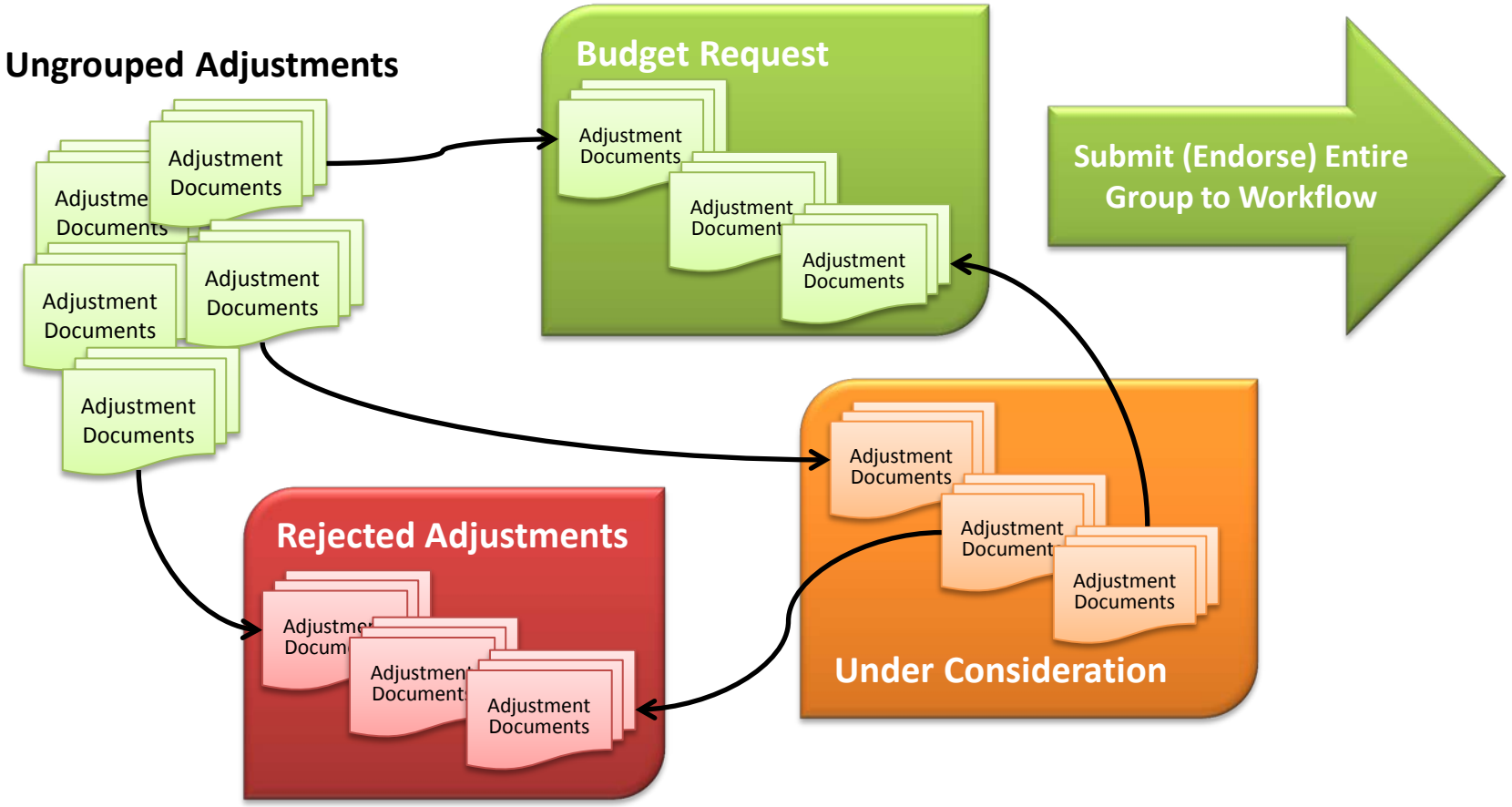
- Allotment code
- Activity
- Fund
- Account
- Sunset Year (Rec/NonRec)
- Adjustment amounts for:
  - Prior year
  - Current year
  - Base year

Position Detail (counts)

- Same detail as above, plus:
  - Funding ratios
  - Class code
  - Position type (FT, PT, Seasonal)
  - Insurance and Retirement code
  - Salary and longevity adjustments

Properly entered adjustments are then submitted to the workflow

Adjustment Groups



- ***Containers*** for adjustment documents.
- ***User defined*** – easily set up by agency approver
- Individual adjustments can be moved between groups as decisions are made.
- Groups ***cannot contain other groups***.

Adjustment Groups facilitate:

- Decision-making
- Submitting several adjustments to the workflow at one time – **"endorsing adjustments"**

Roles and Security

Uses the same Active Directory (AD) account needed for state network access

- External users (those outside the state's network) will be assigned a user account

User Roles

- Define what functions a user can perform and when they can perform them
- Hierarchical – a role can do everything the lower role(s) can do, plus additional functions
- Current Roles – Lowest to highest
  - Reporting user *(available later)*
  - Agency analyst – "delegate"
  - Agency approver – "central office"
  - F&A budget analyst
  - F&A budget coordinator
  - F&A senior coordinator
  - System administrator

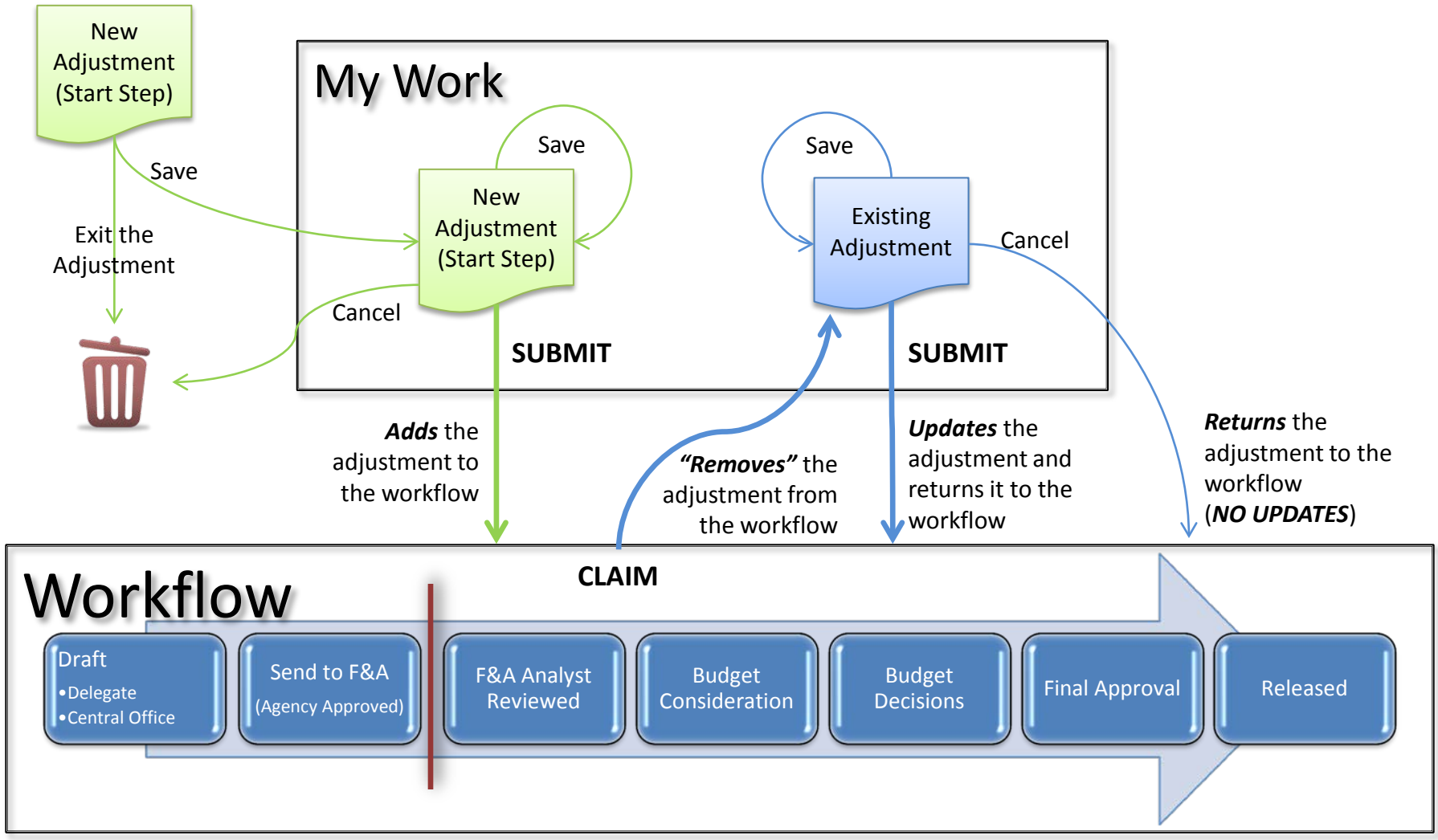
User Security

- Organization-based security model allows users to have access to only the information for their agency
- Can be refined down to the allotment code level
- Users can have access to ***multiple*** agencies and/or allotment codes

Self-service access request – approved by a higher role

- F&A Coordinator -> F&A Analyst -> Agency Approver -> Agency Delegate

BEARS Workflow Fundamentals



Workflow is based on ***"work step"*** (document status), ***NOT*** the individual. All users who have access to the adjustment in a work step can claim adjustments in that work step.

BEARS Terminology

Budget Phases – recorded as adjustments are entered throughout the fiscal year

- Request
- Recommended (Budget Document)
- Appropriation (Work Program)
- Revision
- Closing
- Locked

Cost Increases and ***Base Reductions*** – simply types of adjustments (adjustment classification) instead of standalone processes and systems.

Sunset Year – used to identify ***non-recurring*** adjustments. Sunsetting adjustments are automatically backed out of the base in the year they expire.

State Appropriations – allows users to designate between general fund and dedicated state appropriations in the baseline and on any adjustments

Reserves – able to designate the specific reserve accounts in the baseline and on any adjustments

Activities – used to capture ***substantial*** aspects of agency operations below the allotment code level.

Position Inventory – replaces the old personnel file spreadsheets. Allows users to keep an up-to-date inventory of all budgeted positions. A link to Edison pulls the current salary and benefit information for comparison to the budgeted amounts.

Activities

- Used to capture ***substantial*** aspects of agency operations
  - In BR System – estimated allocations after you prepared your budget (top down).
  - Now part of the core BEARS design, allowing you to build your budget based on activities (bottom up).
- Should be meaningful to how your agency operates – not just what you think F&A wants to see
- Help us to understand how your agency operates below the allotment code level:
  - Can be unique to an allotment code
  - Can cross allotment codes within an agency (used by more than one allotment code)
- Should be "mappable" to Edison chartfields to enable budget vs. actual reporting
- While extremely valuable in budget analysis, activities are not required to prepare the Budget Document
- Although currently enabled in BEARS, ***we will not require you to prepare and submit your FY 2019 budget at the activity level***.
  - Default activities are automatically set up for every allotment code

Position Inventory

- All positions that are included in your ***BASE BUDGET*** request
- Intended Use
  - Budget request analysis – to compare position-level salaries, benefits, and position counts to budgeted salaries (70100), benefits (70200), and position counts (FT, PT, and Seasonal)
  - Budget vs. actual position analysis and reporting throughout the year
- Initial load
  - Starting point is the 2018 position inventory
  - Excludes overlaps – longest serving employee assumed to be incumbent. User can reassign as needed.
  - Vacant positions loaded at salary and benefits amounts for the last employee, if available. Otherwise defaults to minimum salary, single insurance, and hybrid retirement plan.
- Positions are linked to active Edison positions to display actual expenditures for those positions. Edison data updated monthly.

Position Inventory (continued)

- Allows user to add, change, and “abolish” positions in BEARS file.
- All position changes are submitted to F&A for review and approval.
  - Can change multiple positions in one adjustment submittal
  - Can review results and submit additional changes, as needed during budget development – ***not just a single one-time event***
  - Final position inventory updates should be completed by the time you submit your budget request
- Download/upload function available to facilitate offline processing of position changes
- Includes fund mix – general fund, dedicated, federal, and other revenue – ***for each position***.
- F&A has the ability to centrally adjust budgeted salaries for positions to account for any mid-year salary adjustments (performance pay) – apart from any agency adjustments that may have been made

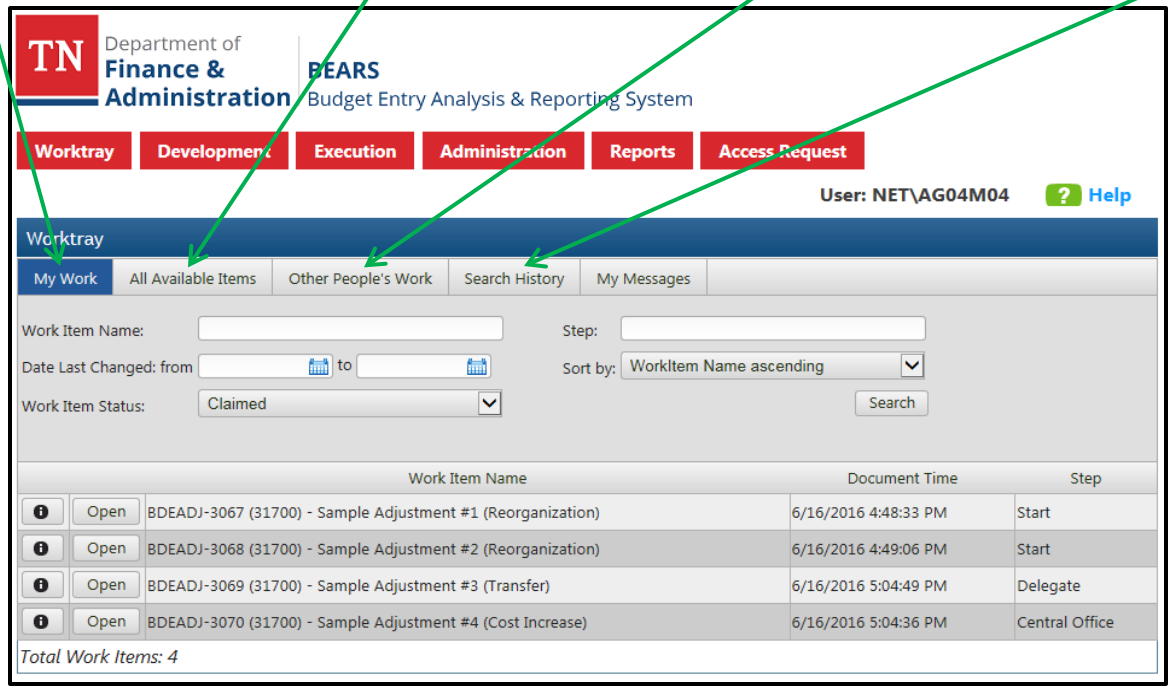
The Worktray – BEARS "Home" Page

"My Work" displays all adjustments that you have claimed

"All Available Items" displays all adjustments ***in the workflow*** that are available to you

"Other People's Work" displays all adjustments that you have access to, but are claimed by someone else

"Search History" displays all adjustments you are authorized to access– in process and completed



Adjustments currently CLAIMED by this user

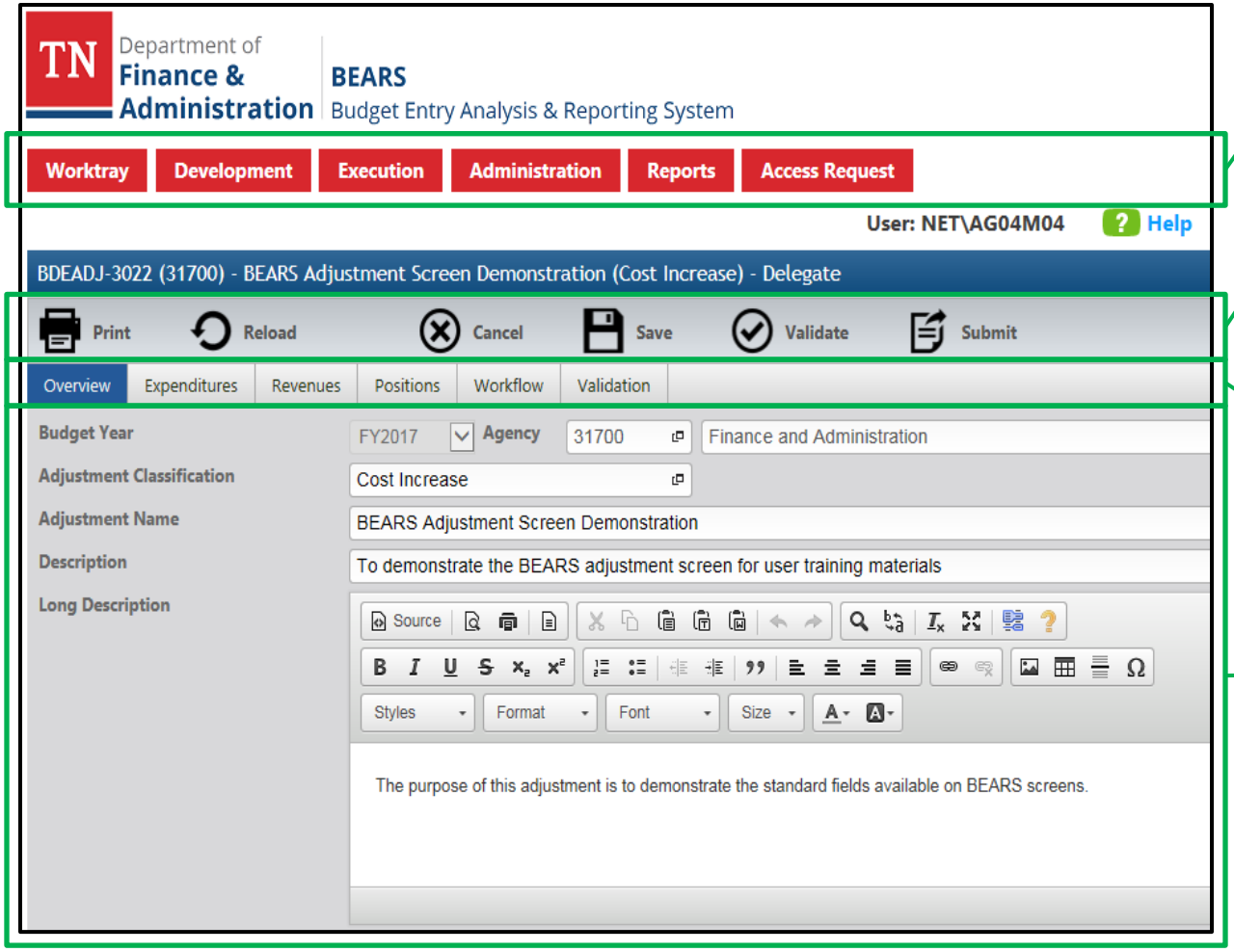
- Cannot be claimed by another user
- Click "Open" to select an adjustment to be worked

Filtering tools allow you to find adjustments by:

- Name
- Workstep
- Last change date range

BEARS Screen Basics

Standard layout and functions apply to all BEARS screens



Navigation Buttons – used to navigate to specific system functions

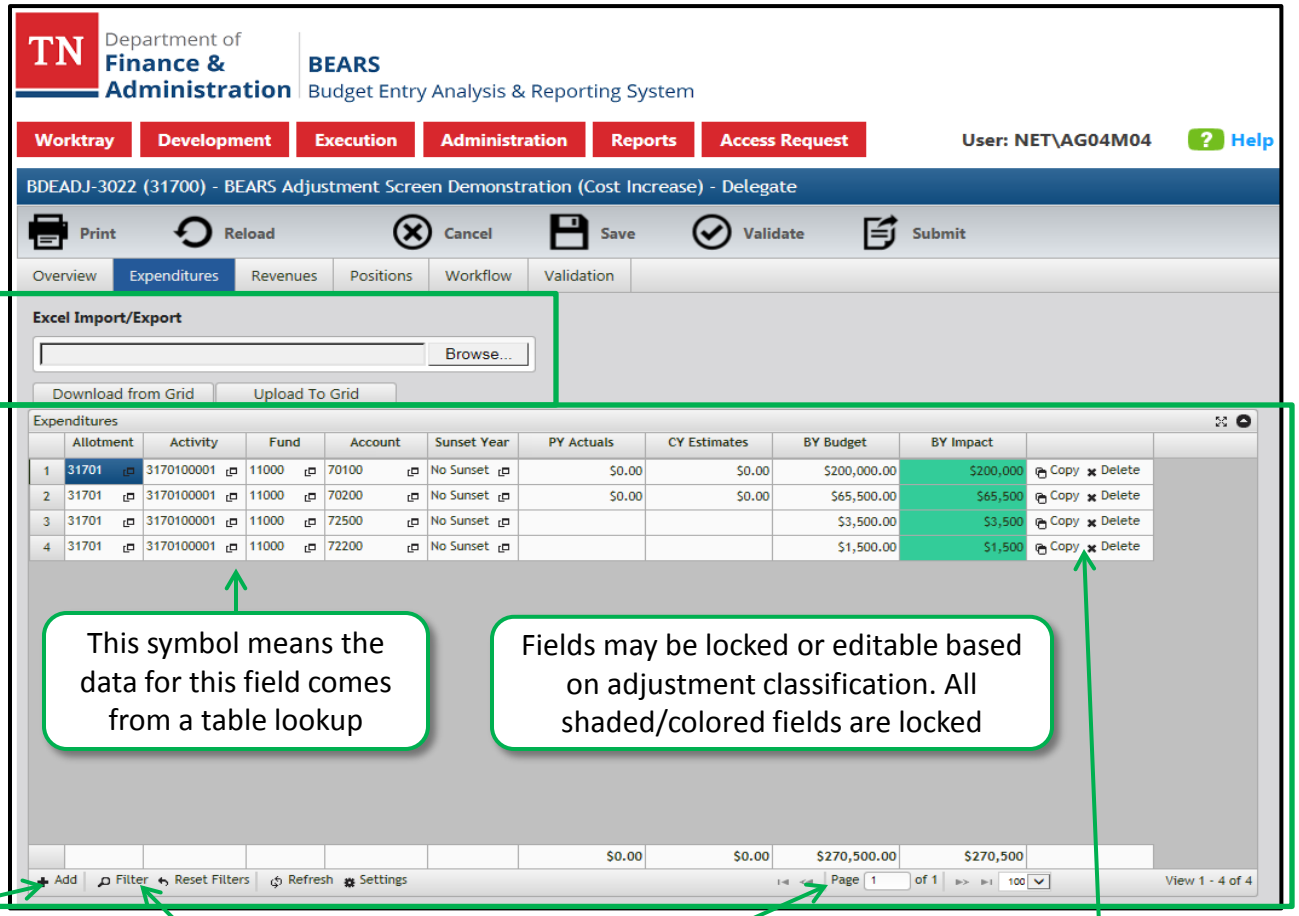
Document Actions – these tell BEARS what to do with the document

Data tabs – used to group related data elements for an adjustment. All documents have Overview, Workflow, and Validation tabs. Other tabs appear as needed.

Data Area – This is where all of the data for a tab will appear. In this example, the Overview tab is shown

Validation rules unique to each document are applied at "Validate" and "Submit" actions to ensure good data is provided before the document can proceed to the next step in the workflow

BEARS Screen Basics



Certain screens allow you to download and upload data

Data grids are used to capture and display multiple rows of data for an adjustment

This symbol means the data for this field comes from a table lookup

Fields may be locked or editable based on adjustment classification. All shaded/colored fields are locked

"+ Add" allows users to add rows, as necessary for additional data

Filtering tools allow users to display only those records they want to see

Paging tools allow users to navigate through many rows of data in a grid

"Copy" and ***"Delete"*** functions are available in certain grids to allow users to copy or delete rows from a grid

BEARS Budget Preparation Modules

- Request Access
- Perform Adjustments
- Manage Adjustment Groups
- Endorse Adjustments (bulk adjustment submittal)
- Maintain Position Inventory
- View Reports

These modules will enable you to prepare and submit your budget request.

Additional Information

- Submit position inventory changes as early as you can. Larger agencies may require several submissions to get everything “just right”. Better to have this cleaned up early than to wait until the last minute
- No sub-account detail for expenditures and revenues. Will add these later.
  - Professional Services, Grants, Computer Related, etc.
  - Federal, Current Services, Interdepartmental
  - CFDA detail
- Additional information to be collected offline (outside of BEARS)
  - Occupancy Schedule
  - Taxes, Licenses, and Fees Revenues
  - Below-the-line funding mix