

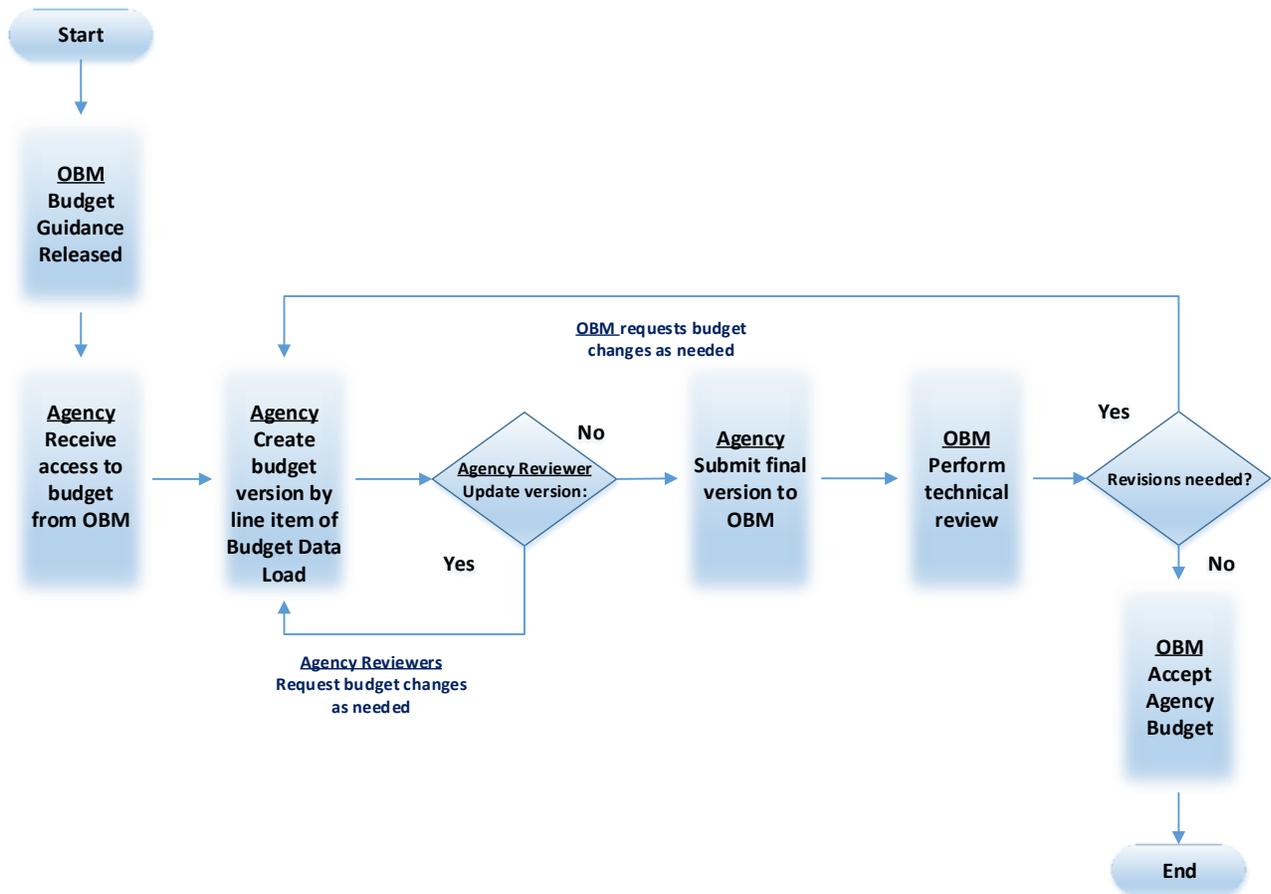
AGENCY BPM – CAPITAL BUDGET

QUICK STEPS

Working with Planning Centers

The planning centers are the basic structure of an agency’s budget. They are created by agencies to break down the budget level that OBM requires into smaller budget units that roll back up to the OBM level.

OVERVIEW OF AGENCY BUDGET PROCESS



Agency Request Model

Below is an example of the **Agency Request Model** for the 2017-2018 biennium. The model shows the names and naming convention for the model, activity and scenario. This document is created by OBM and provided to the agency for use in creating their budget recommendations.

<u>Model Name</u>		<u>Activity Name</u>		<u>Scenario Name</u>		<u>Planning Center</u>
1718_CAP_AGY	Agency Request - Capital	AGYCAP	Capital	1718AGYCAP	FY 2017 - 2018 Capital Request	Deptid

Key Points

Use the **My Planning Workspace** page to do and check budgeting and planning tasks, including:

- Review the status of a planning center scenario/activity
- Enter ChartField strings for a planning center budget or **Budget Data Load** spreadsheet
- Submit a planning center budget for review