

# OFM Training

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## BUDGET DEVELOPMENT SYSTEM (BDS)\*

### BDS: Basic Budget Building

**Class Description:** This five-and-one-half-hour class will take participants through an exercise of building an agency budget request from adding a version to releasing data to OFM. These lessons include updating agency Activity Descriptive information and linking budget estimates to agency activities. A brief overview of the budget process and detailed explanation of the budget levels will also be discussed. The exercises will focus on BDS functions that are generally used by all agencies. More advanced functions of BDS will be explored in the BDS: Advanced Lessons class.

**Target Group:** Agency budget staff responsible for compiling the agency budget request. Users that have previous experience with BDS will find this course to be a good review. This class is not necessary for staff proficient in using BDS for budget development. A separate class is available for budget or program staff that will only be adding or editing decision packages.

**Class Objectives:** At the conclusion of this class, participants will:

- Have a basic understanding of the state budget process;
- Understand how to add and edit agency activities and performance measures;
- Be able to complete an agency budget request at the agency level or by program;
- Understand how to add, review, and edit decision packages;
- Enter decision package estimates tied to agency activities as required by OFM;
- Recast agency maintenance level totals by activity;
- Understand recording incremental performance measure changes associated with decision packages;
- Update revenue estimates for the ensuing biennium;
- Be able to produce OFM required reports from BDS;
- Experience releasing data to OFM;
- Complete BDS administrative functions; and
- Gain insights to BASS Team recommendations for budget development using BDS.