Budget and Project Execution, Ranking and Management (BPERM)
Training Manual

Prepared by:

Distributed Information Technologies, Inc. (DIT)

BPERM Production URL: https://iiamabqz0max03p.ia.doi.net/bperm/

BPERM Training URL: https://iiamabqz0max02l.ia.doi.net/bperm/

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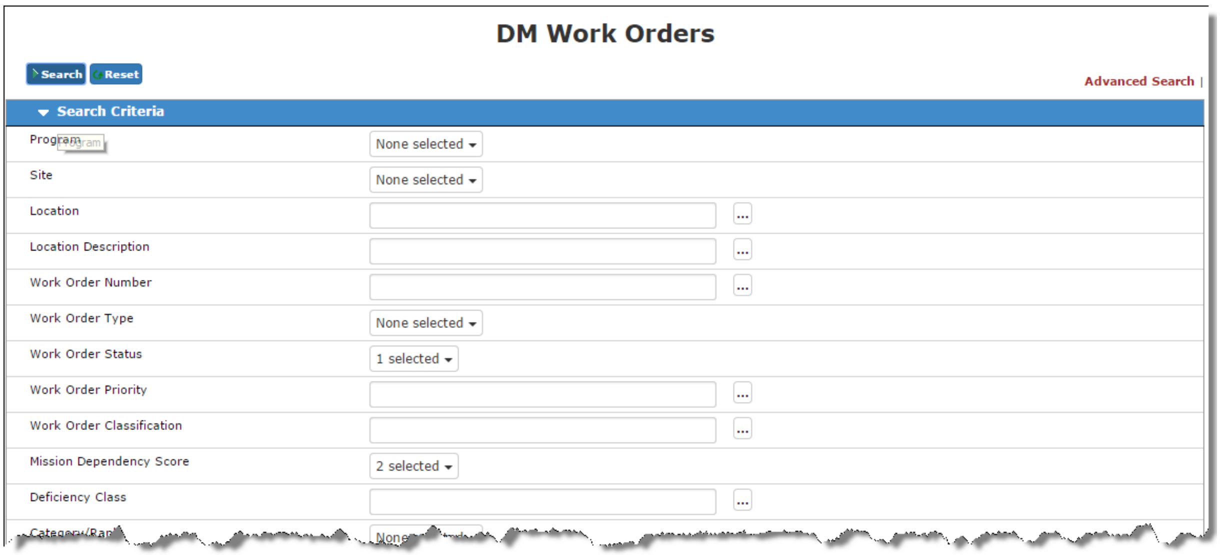
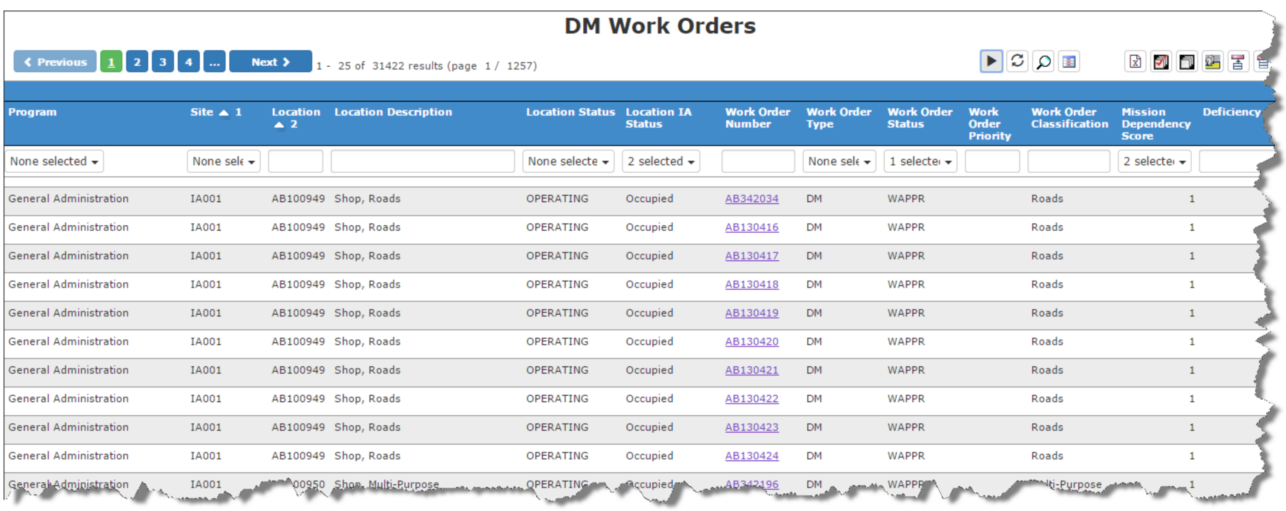
1 Work Orders

1.1 Browse DM Work Orders

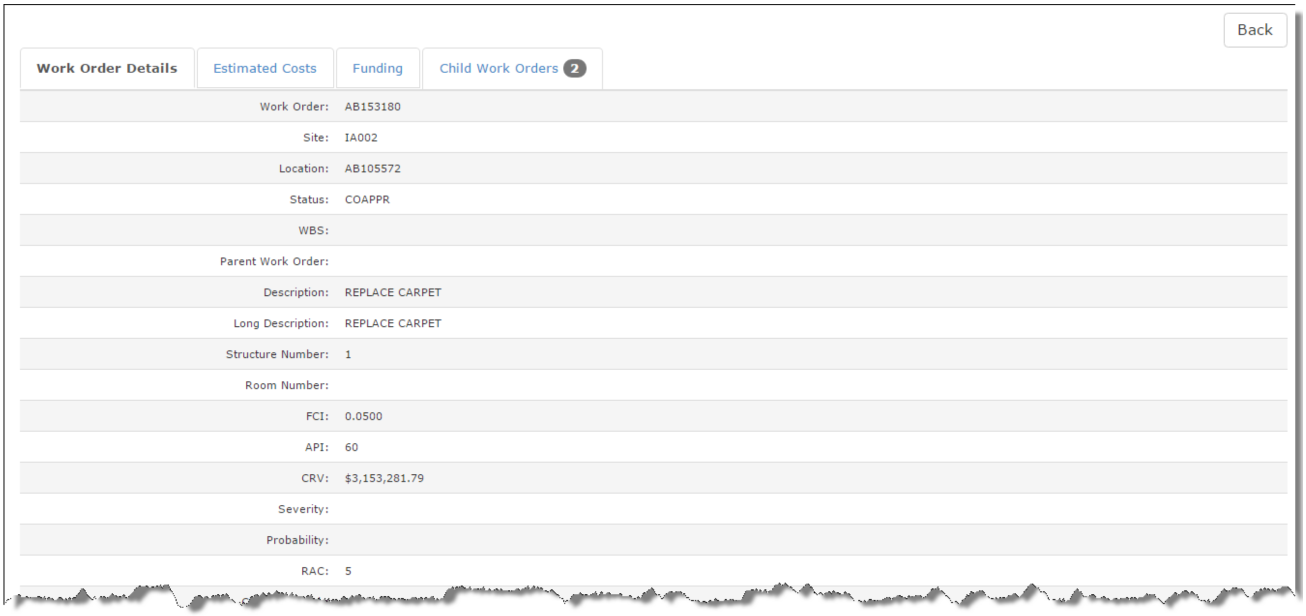
1. Go to Work Orders > DM Work Orders on the menu bar. The DM Work Orders Search and Filter screen is displayed.



2. Enter any valid search criteria and click the **Search** button. The Search Results are displayed.



3. To view a Work Order's details, click on the hyperlink in its **Work Order Number** field. A pop up will be displayed which contains the work order details.



4. To view the details of a child work order, go to the Child Work Orders tab and click the Work Order Number hyperlink of the work order.

1.2 Bundling DM Work Orders into a new Group

1. Go to Work Orders > DM Work Orders on the menu bar. The DM Work Orders Search and Filter screen is displayed.

2. Select 'No' for the In Pending Group and In POR search fields.

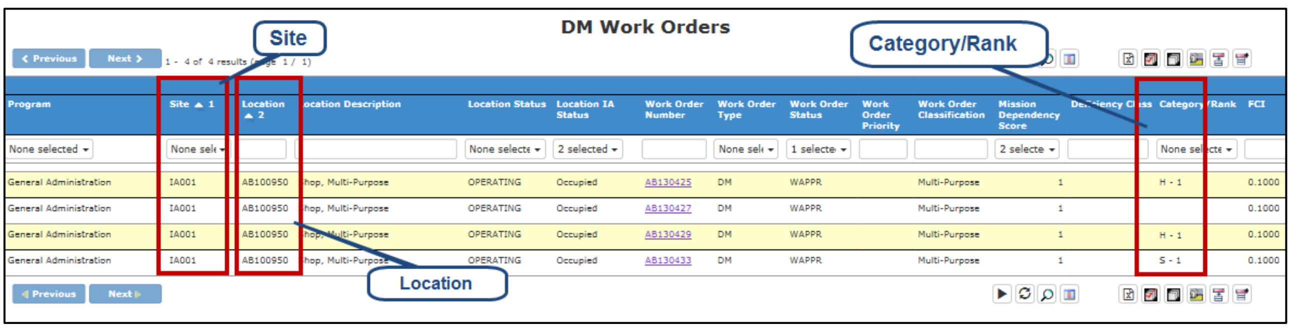
    - **In Pending Group** – indicates if the Work Order record is part of another Work Order bundle. The DM Work Order cannot be associated with more than one DM Work Order Group.

    - **In POR** – indicates if the Work Order record is part of a Project/POR. The DM Work Orders that are already in a Project or a PORs cannot be grouped with other Work Orders.

3. Click the **Search** button. The Search Results are displayed.

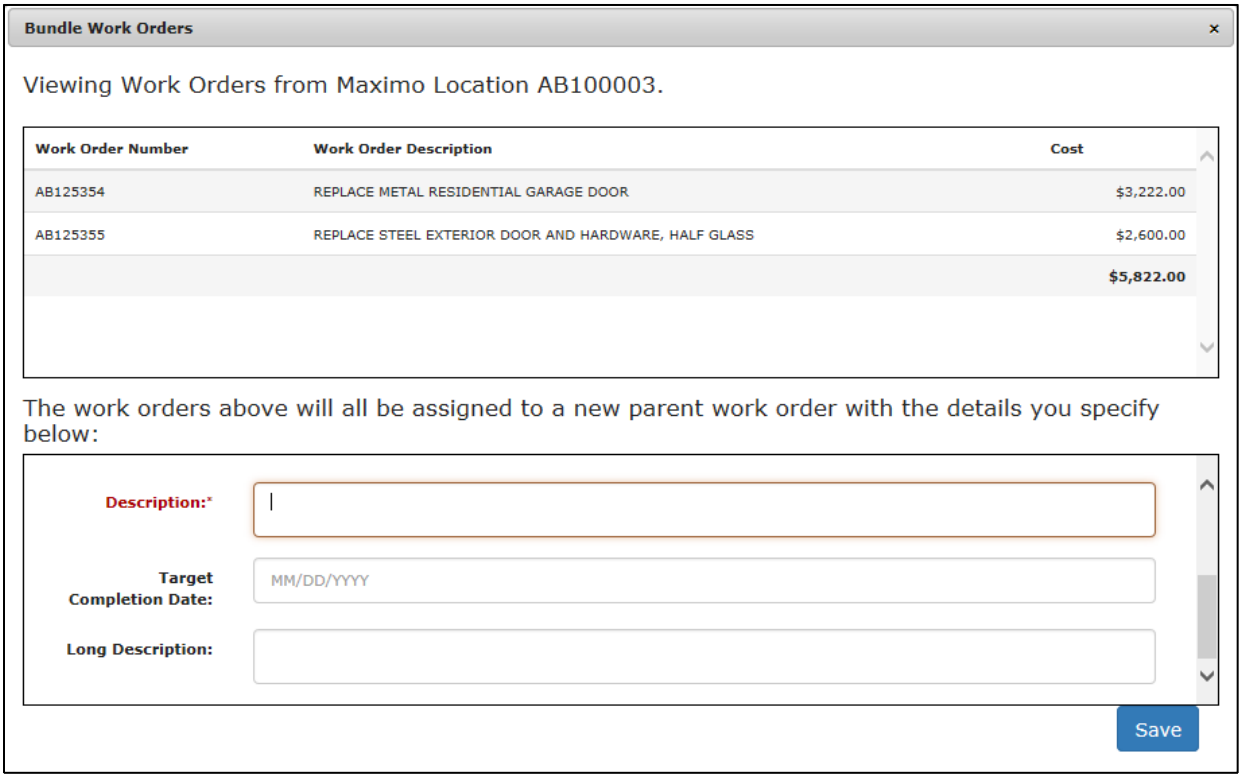
4. Click on the rows of the Work Order records that share the same Site, Location, Category/Rank values. The records that have been selected are highlighted.

    Note: More than one Work Order must be selected to create a Work Order group.



5. Click on the **Bundle under a new Parent Work Order**  button in the top right corner of the DM Work Order Search Results screen. The Bundle Work Orders form is displayed

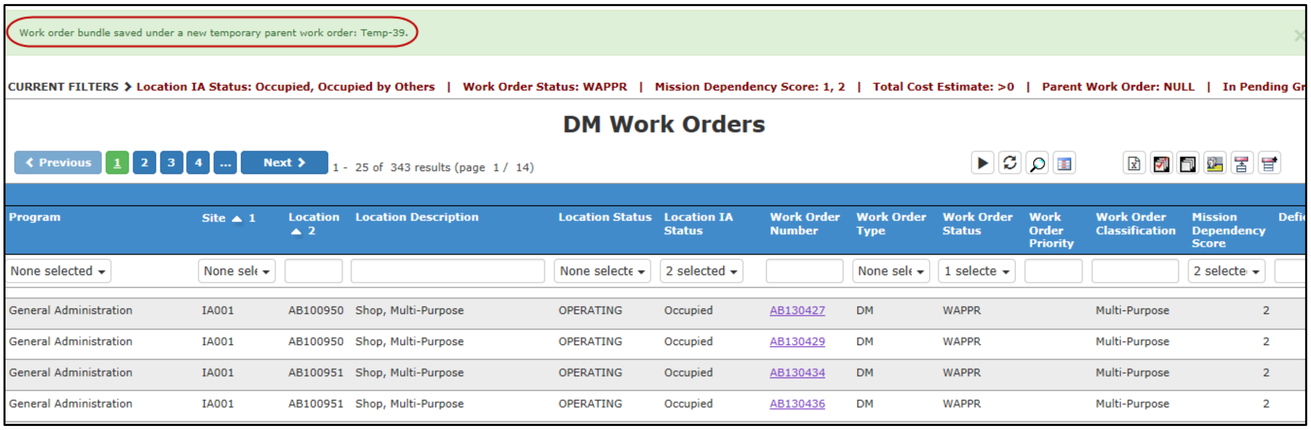
    Note: To identify the button, hover over each button to view its description.



Work Order Number	Work Order Description	Cost
AB125354	REPLACE METAL RESIDENTIAL GARAGE DOOR	$3,222.00
AB125355	REPLACE STEEL EXTERIOR DOOR AND HARDWARE, HALF GLASS	$2,600.00
		$5,822.00

6. Enter information about the DM Work Order group and click the **Save** button.

7. A confirmation message is displayed indicating that the new Work Order group was created and the new temporary identification number is displayed. The DM Work Orders group is sent to the BPERM DM Work Orders Groups screen for approval.



Program	Site ▲ 1	Location ▲ 2	Location Description	Location Status	Location IA Status	Work Order Number	Work Order Type	Work Order Status	Work Order Priority	Work Order Classification	Mission Dependency Score	Defi
None selected	None sel			None selecte	2 selected		None sel	1 selecte			2 selecte	
General Administration	IA001	AB100950	Shop, Multi-Purpose	OPERATING	Occupied	AB130427	DM	WAPPR		Multi-Purpose	2	
General Administration	IA001	AB100950	Shop, Multi-Purpose	OPERATING	Occupied	AB130429	DM	WAPPR		Multi-Purpose	2	
General Administration	IA001	AB100951	Shop, Multi-Purpose	OPERATING	Occupied	AB130434	DM	WAPPR		Multi-Purpose	2	
General Administration	IA001	AB100951	Shop, Multi-Purpose	OPERATING	Occupied	AB130436	DM	WAPPR		Multi-Purpose	2	

1.3 Bundling DM Work Orders into an Approved Existing Group

1. Go to Work Orders > DM Work Orders on the menu bar. The DM Work Orders Search and Filter screen is displayed.

2. Select ‘No’ for the In Pending Group and In POR search fields.

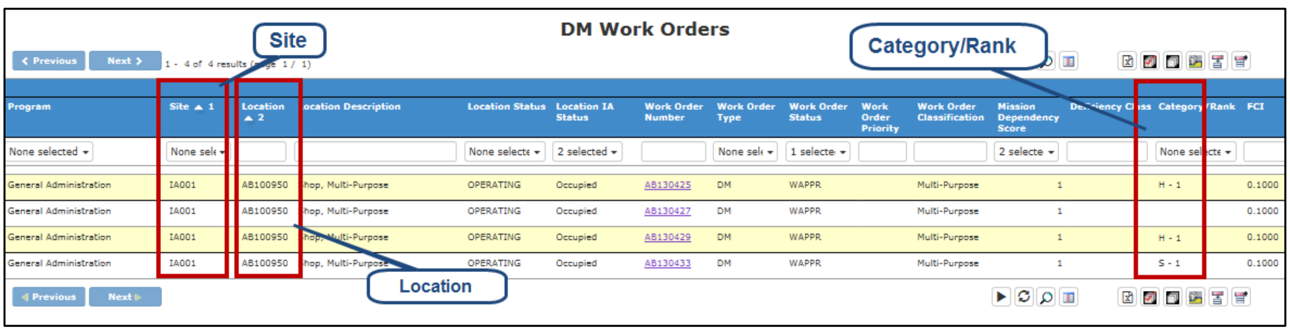
   - **In Pending Group** – indicates if the Work Order record is part of another Work Order bundle. The DM Work Order cannot be associated with more than one DM Work Order Group.

   - **In POR** – indicates if the Work Order record is part of a Project/POR. The DM Work Orders that are already in a Project or a PORs cannot be grouped with other Work Orders.

3. Click the **Search** button. The Search Results are displayed.

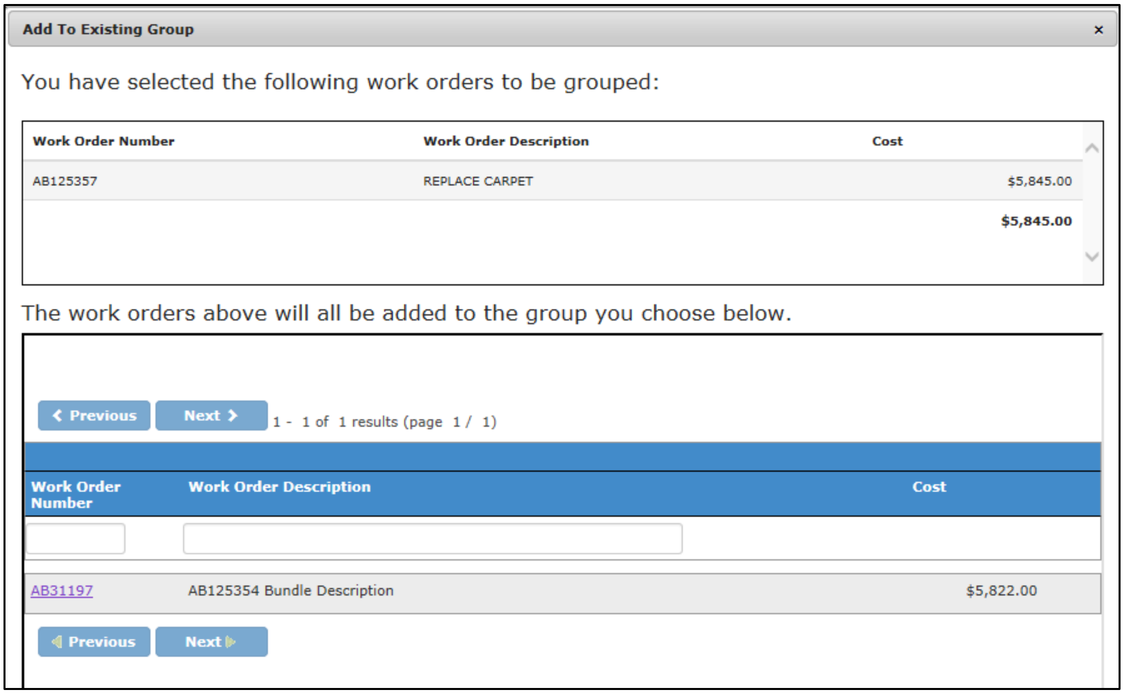
4. Click on the rows of the Work Order records that share the same Site, Location, Category/Rank values. The records that have been selected are highlighted.

   Note: More than one Work Order must be selected to create a Work Order group.



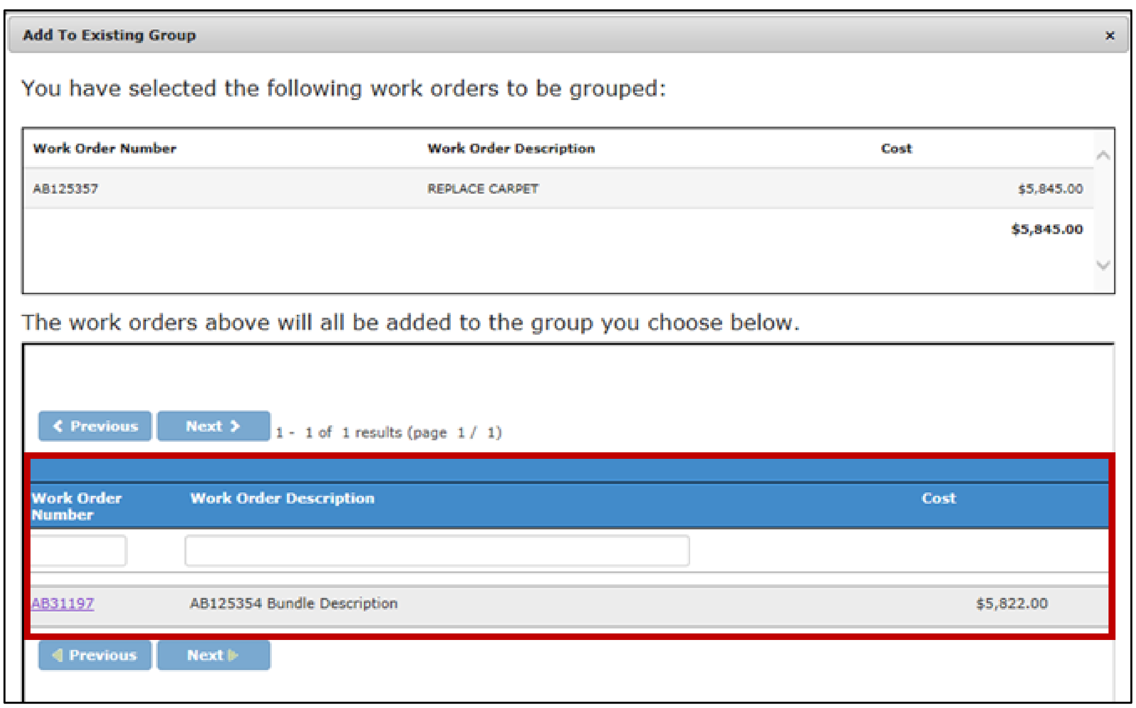
5. Click on the **Add to Existing Group**  button in the top right corner of the DM Work Order Search Results screen. The Add to Existing Group pop-up window is displayed.

   Note: To identify the button, hover over each button to view its description.



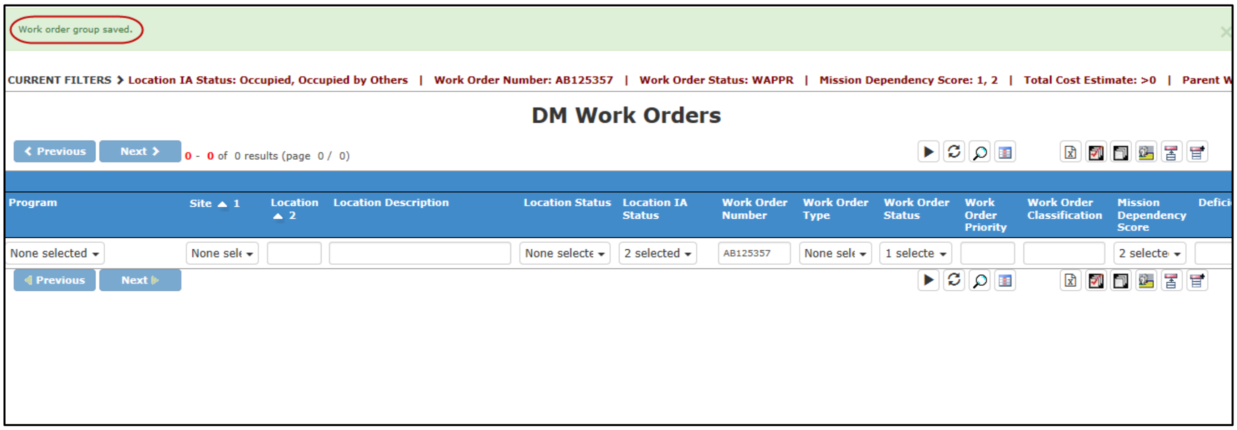
6. On the lower half of the Add to Existing Group window, one or more Parent Work Order records (approved DM Work Order Groups) are displayed.

   Note: A Parent Work Order record is a DM Work Order group that had been approved. To assign a new Work Order to the group, the approved Work Order group and the new Work Order, must share the same Site, Location, Category/Rank values. In the **Add to Existing Group** window only eligible Parent Work Orders (approved Work Order groups) are displayed.



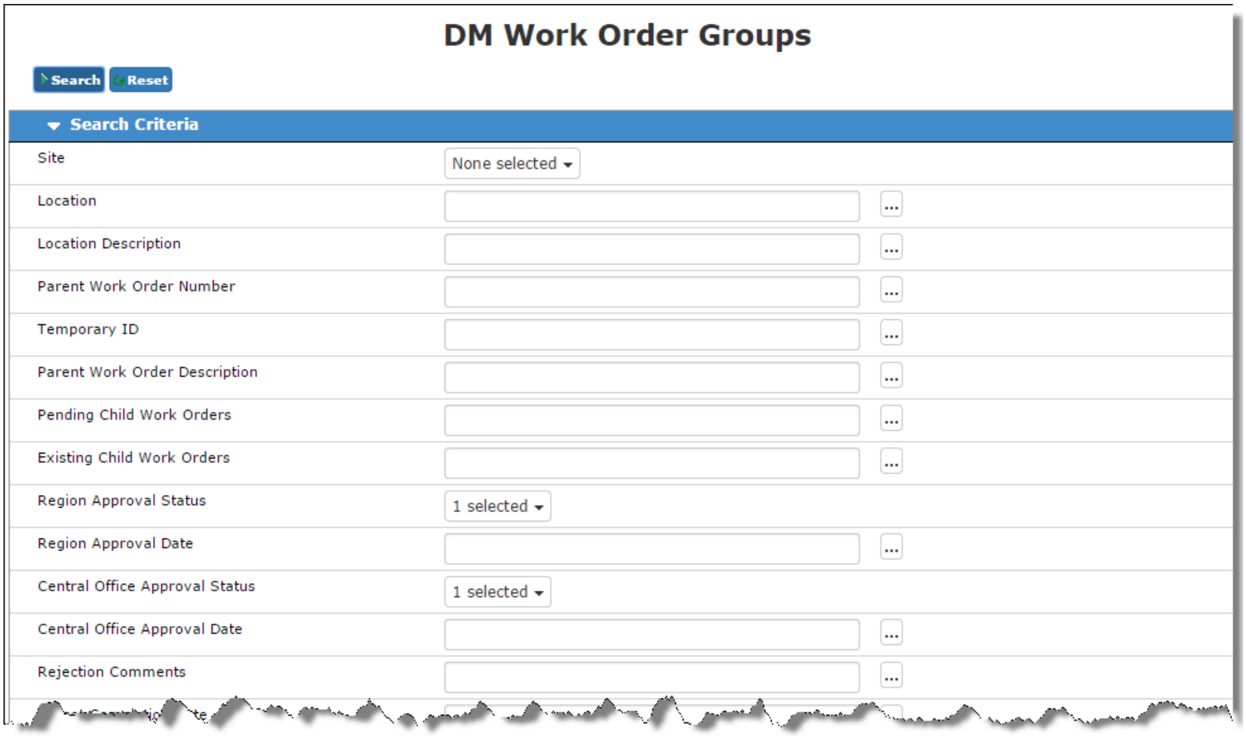
7. Click on the row of the approved Work Order group (Parent Work Order). The record that has been selected is highlighted.

8. Click on the **Save** button. A confirmation message is displayed indicating that the Work Orders have been successfully added to the specified Parent Work Order (approved Work Order group). The DM Work Orders group is sent to the BPERM DM Work Orders Groups screen for approval.

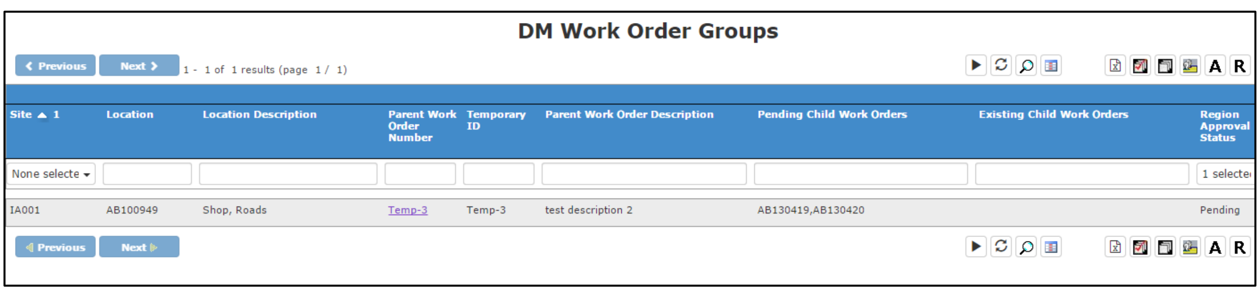


1.4 Approving DM Work Order Groups

1. Go to Work Orders > DM Work Order Groups on the menu bar. The DM Work Order Groups search screen is displayed.



2. Enter any valid DM Work Order Group search criteria and click the **Search** button. The DM Work Order Group search results are displayed.



3. Click on the hyperlink in the **Parent Work Order Number** field for the DM Work Order Group to view the Work Order Group Details.

   Note: Temporary Work Order Group numbers (shown as TEMP-###) are displayed for new Work Order Groups. Once the DM Work Order Group is created, a temporary unique number (TEMP-###) is assigned to the Work Order group. Upon approving the newly created DM Work Order group, a unique Parent Work Order number (AB######) is auto-generated and permanently assigned to the group. If new Work Orders are assigned to the approved DM Work Order Group, the DM Work Order group will require another approval, but the Parent Work Order number of the group will not change.

4. On the DM Work Order Groups search results screen, click on one or more DM Work Order Group records to approve (or reject). The selected rows will be highlighted.

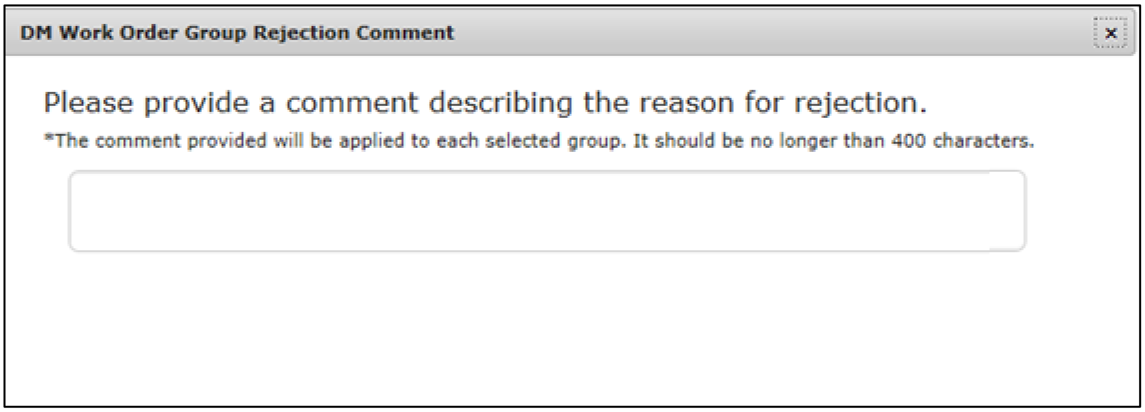
5. To approve the DM Work Order Group(s), click on the **Approve**  button in the top right corner of the screen. A confirmation message will be displayed indicating that the record(s) was approved.

   Note: A DM Work Order Group must be approved at both the Region and Central Office level. If the record has been approved at the Central Office level (last level of approval), upon approval, the Work Order groups with temporary numbers are permanently assigned a unique Parent Work Order number.

1.5 Rejecting DM Work Order Groups

1. On the DM Work Order Groups search results screen, click on one or more DM Work Order Group records to reject. The selected rows will be highlighted.

2. To reject the DM Work Order Group(s), click on the **Reject**  button in the top right corner of the screen. The DM Work Order Group Rejection Comment pop-up window is displayed.



3. Enter the reason for rejection in the text field of the DM Work Order Group Rejection and click the **Save** button. A confirmation message is displayed that the DM Work Order Group record has been rejected.

1.6 Work Order Exercises

1.6.1 Work Orders - Exercise 1: Browsing DM Work Orders

1. Go to Work Orders > DM Work Orders on the menu bar.
2. Under Search Criteria, select the following:
   - **Site:** IA004
   - **Category/Rank:** M – 1 and S – 1
   - **Work Order Description:** %replace%
3. Click the **Search** button.
4. Click on the hyperlink in the **Work Order Number** field for one of the work orders.
5. Review the Work Order Details.
6. Click the **Back** button.

1.6.2 Work Orders - Exercise 2: Bundling DM Work Orders into a new Group

1. Go to Work Orders > DM Work Orders on the menu bar.

2. Under Search Criteria, select the following:

    - **Site:** IA004
    - **Category/Rank:** M – 1

3. Click the **Search** button.

4. Select two work orders that have the same Location.

5. Click on the **Bundle under a new Parent Work Order**  button.

6. In the **Description** field, enter the text 'DM Bundle' followed by your name and the date.

7. Enter a **Target Completion Date.**

8. Click the **Save** button.

9. A confirmation message is displayed indicating the **Temporary ID.**

    Write down the temporary ID ___________________________.

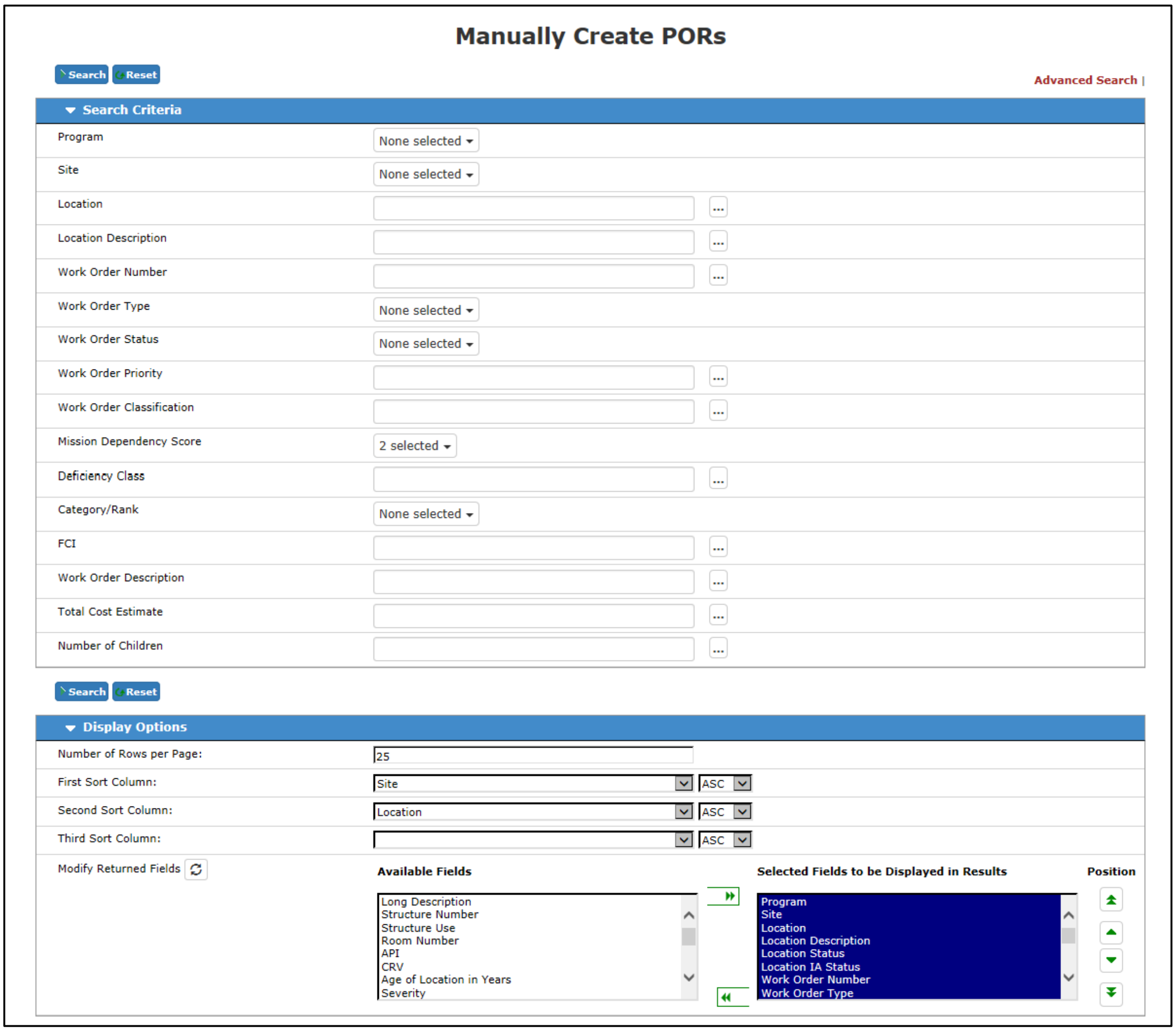
2 PORs

A Program of Requirements (POR) is a bundle of DM Work Orders equal to or greater than $2500, which are linked to the same location or the same site. The POR is used to determine the scope of work on a project, costs associated with it, and priority. The approved PORs with highest priority are turned into projects to start the work.

2.1 Creating PORs Manually

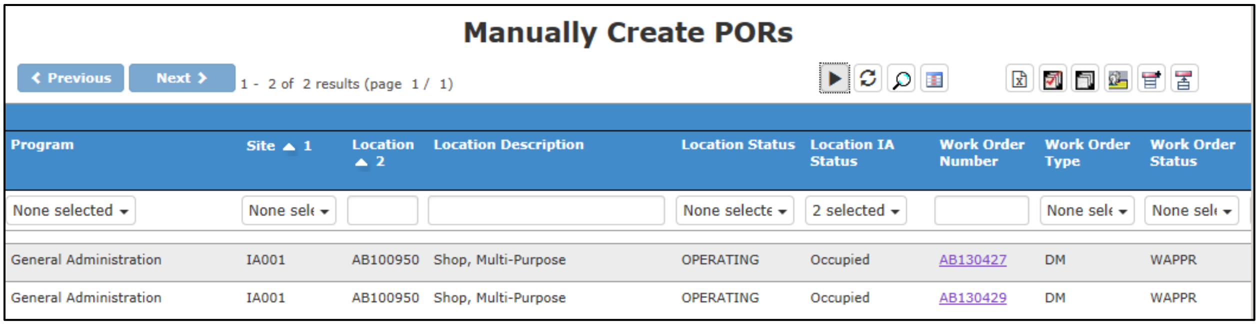
2.1.1 Adding DM Work Orders to a new POR

1. Go to PORs > Create PORs Manually on the menu bar.

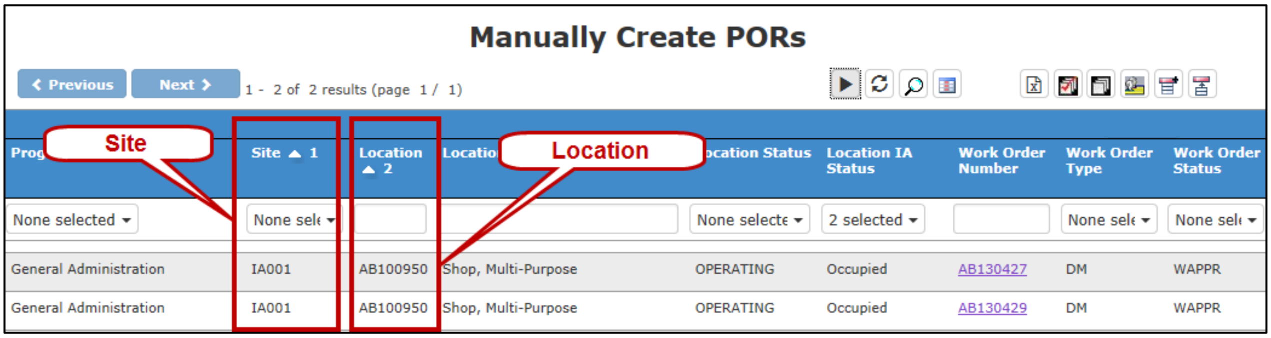


2. Enter any valid DM Work Order search criteria for the DM Work Orders and click on the **Search** button.

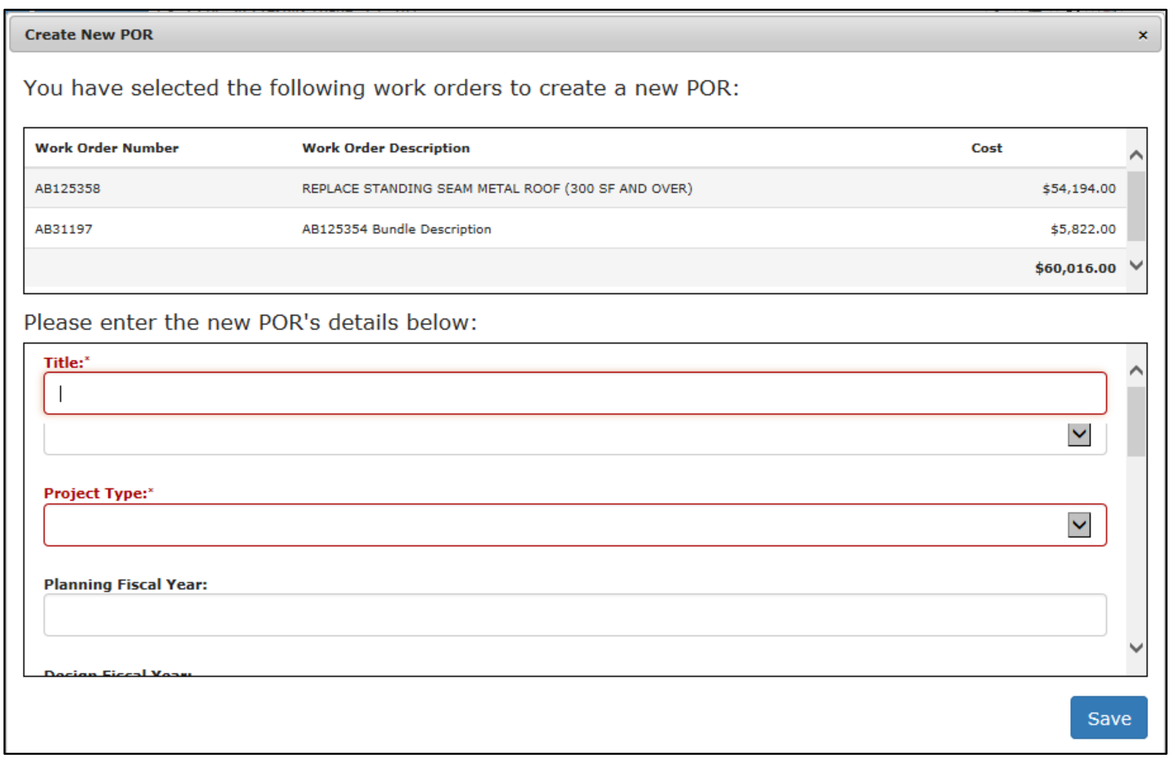
   Note: To create a POR, the selected DM Work Orders must share either the same site or same location, thus one cannot bundle Work Orders from different sites.



3. Click on the rows of the Work Order records that share the same site or the same location. The selected rows will be highlighted.



4. On the top right corner of the screen, click on the **New POR**  button. The Create New POR form is displayed.



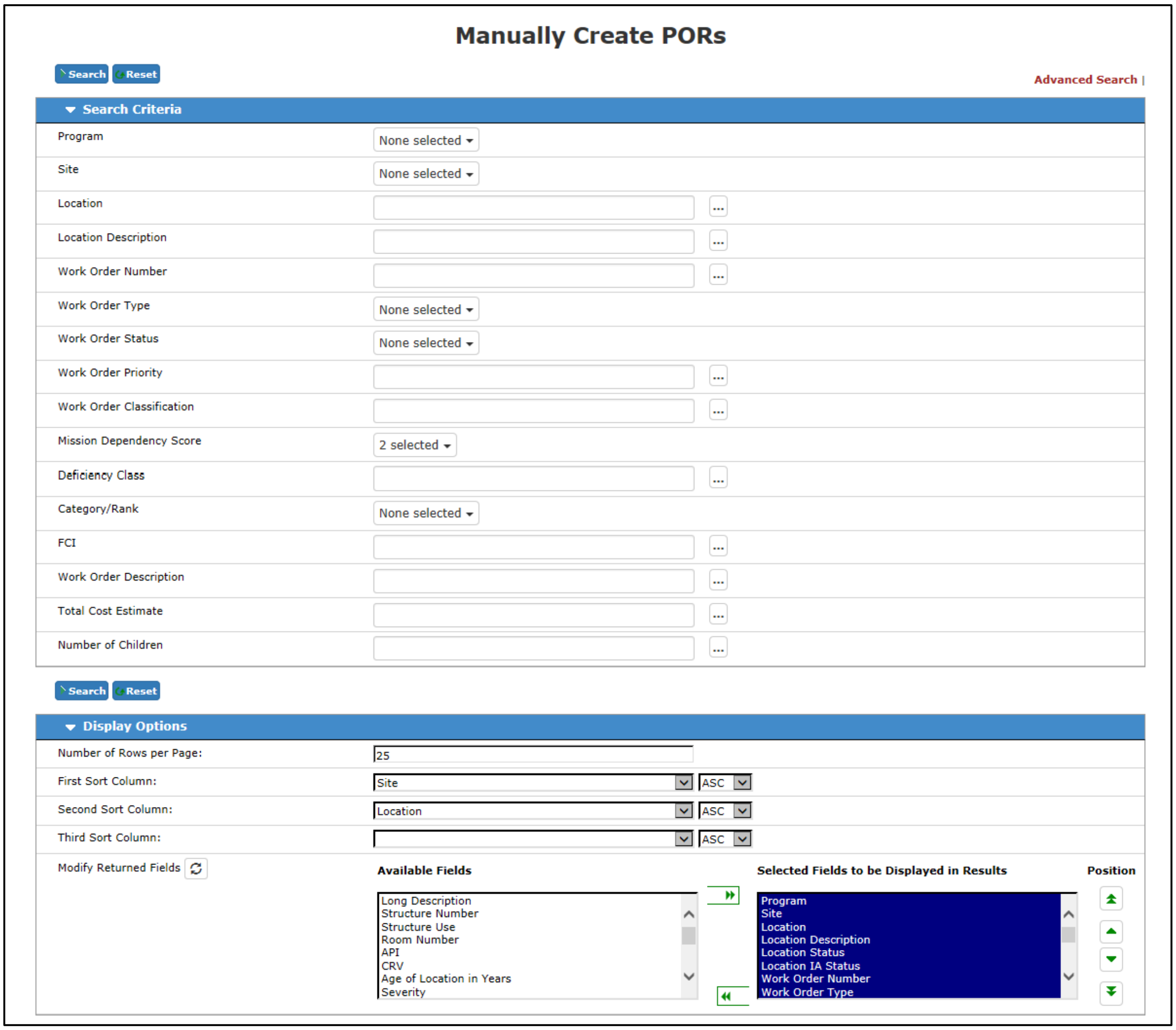
5. On the Create New POR form, enter information about the POR and click on the **Save** button.

   Note: Values must be entered for all of the required fields (red text and asterisk) before the POR can be saved.

6. The POR record is sent to the queue for pending approval PORs.

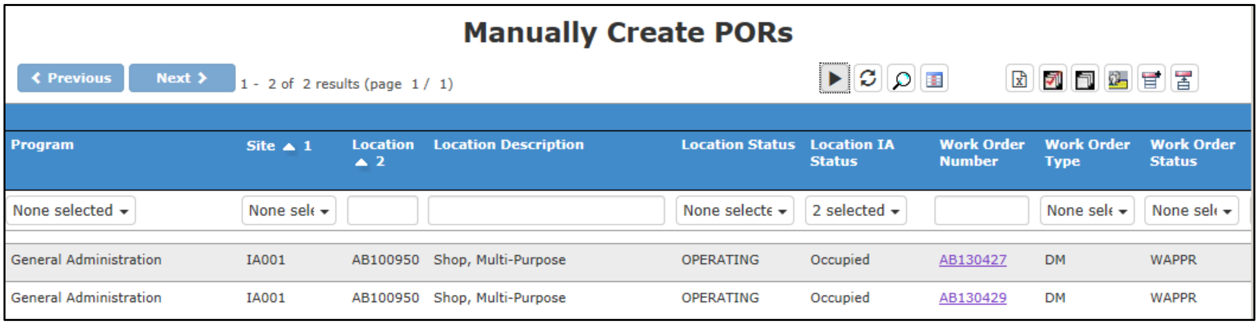
2.2.2 Adding DM Work Orders to an Existing POR

1. Go to PORs > Create PORs Manually on the menu bar.

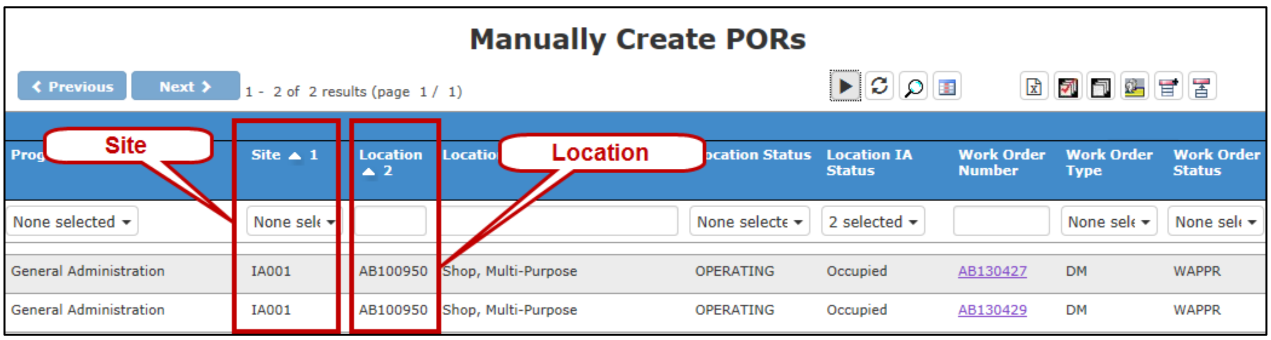


2. Enter any valid DM Work Order search criteria for the DM Work Orders and click on the **Search** button.

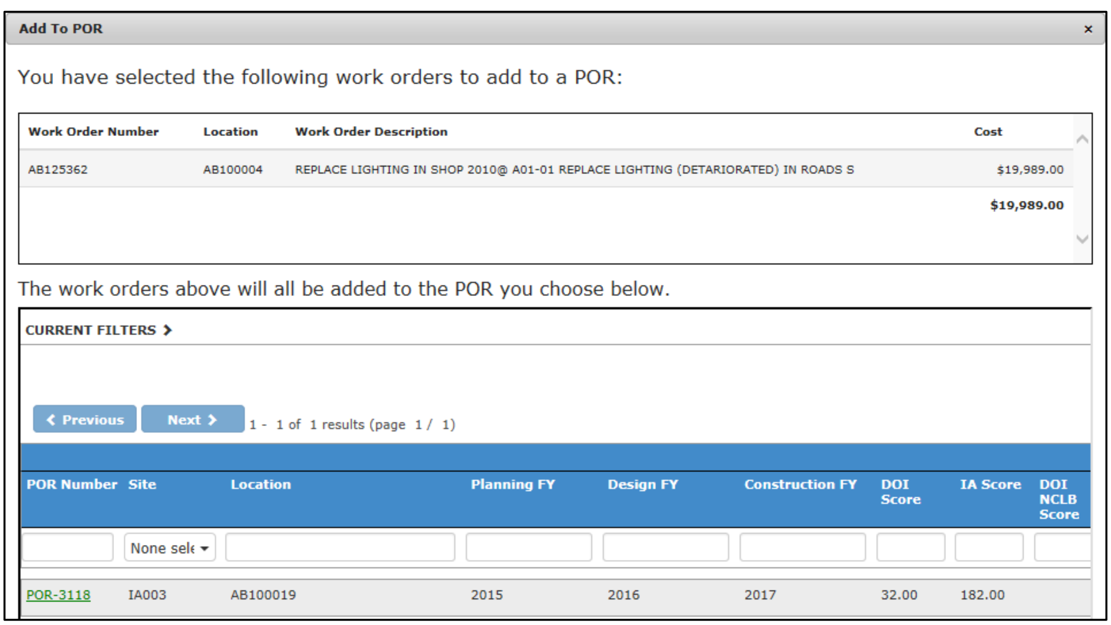
   Note: To create a POR, the selected DM Work Orders must share either the same site or same location, thus one cannot bundle Work Orders from different sites.



3. Click on the rows of the Work Order records that share the same site or the same location. The selected rows will be highlighted.

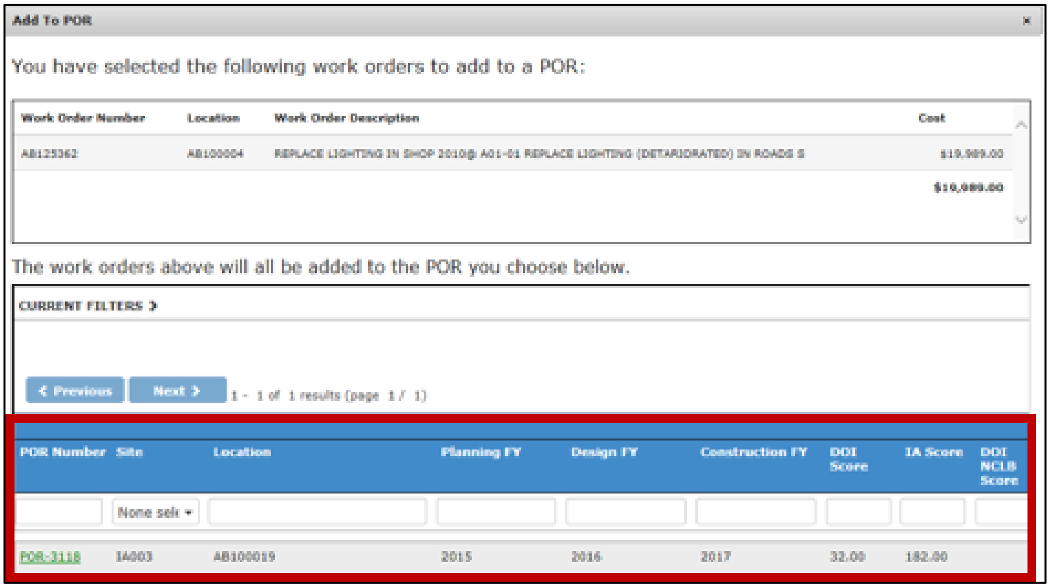


4. On the top right corner of the screen, click on the **Add to POR**  button. The Add to POR pop-up window is displayed.



5. On the bottom half of the **Add to POR** window, PORs eligible for specified Work Orders are listed.

Note: PORs are made up of DM Work Orders associated with either single location or a single site (multiple locations). The DM Work Orders can only be added to PORs that have a common location or site. If the specified Work Order records are for a single site at different locations, only the site-level PORs are displayed.



6. Click on the POR record that the work orders will be added to. The row will be highlighted.

7. Click the **Save** button. A confirmation message is displayed indicating that the work orders have been successfully added to the specified POR.

2.2 Approving (and Rejecting) Manually Created PORs

Manually created PORs require approval by the Regional Manager, an authorized user from the Central Office, and Capital Planning. BPERM allows any of the following BPERM users to approve at the Central Office level: Program Manager, Deputy Directory, or Budget Officer. The BPERM System Administrator user can also mark any POR record as approved or rejected.

1. Go to PORs > PORs Pending Approval on the menu bar. The PORs Pending Approval search screen is displayed.

2. Enter any valid POR search criteria and click on the **Search** button.

3. Select one or more PORs to approve or reject. The selected row(s) will be highlighted.

4. To approve the POR(s), click the **Approve** button on the top right corner of the screen. A confirmation message is displayed that the POR is successfully approved and the POR is ready for the next level of approval.

   Note: Upon approval by Capital Planning (the final approval), the POR is sent to the queue for approved PORs and is no longer displayed on the PORs Pending Approval screen.

5. To reject the POR(s), click the **Reject** button on the top right corner of the screen. A confirmation message is displayed that the POR is rejected.

   Note: When a POR is rejected the record will be counted as rejected and will no longer require approval at the next level.

2.3 POR Details

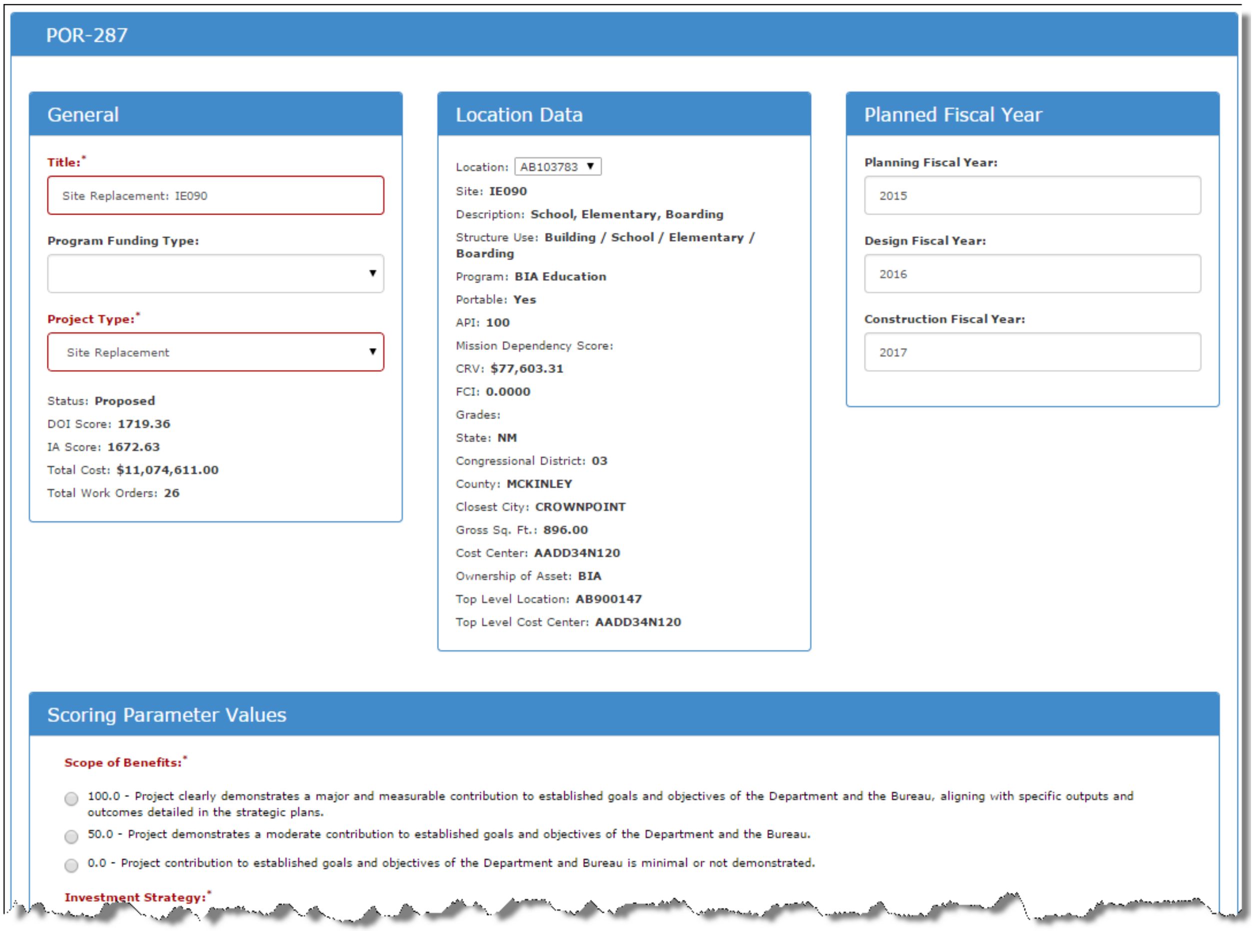
2.3.1 Viewing the POR Details

1. Go to PORs > Browse PORs.
2. Enter any valid search criteria and click the **Search** button.
3. Click the hyperlink in the POR number field to view that POR's details.

   Note: The POR Details screen is accessible through any screen where POR identification number is displayed. To access the POR Details screen, click on the hyperlinked POR number of the desired POR record.

2.3.2 Editing POR Details

1. On the POR Details window, click the **Edit**  button in the top-left corner of the screen. The POR Details Edit screen is displayed.



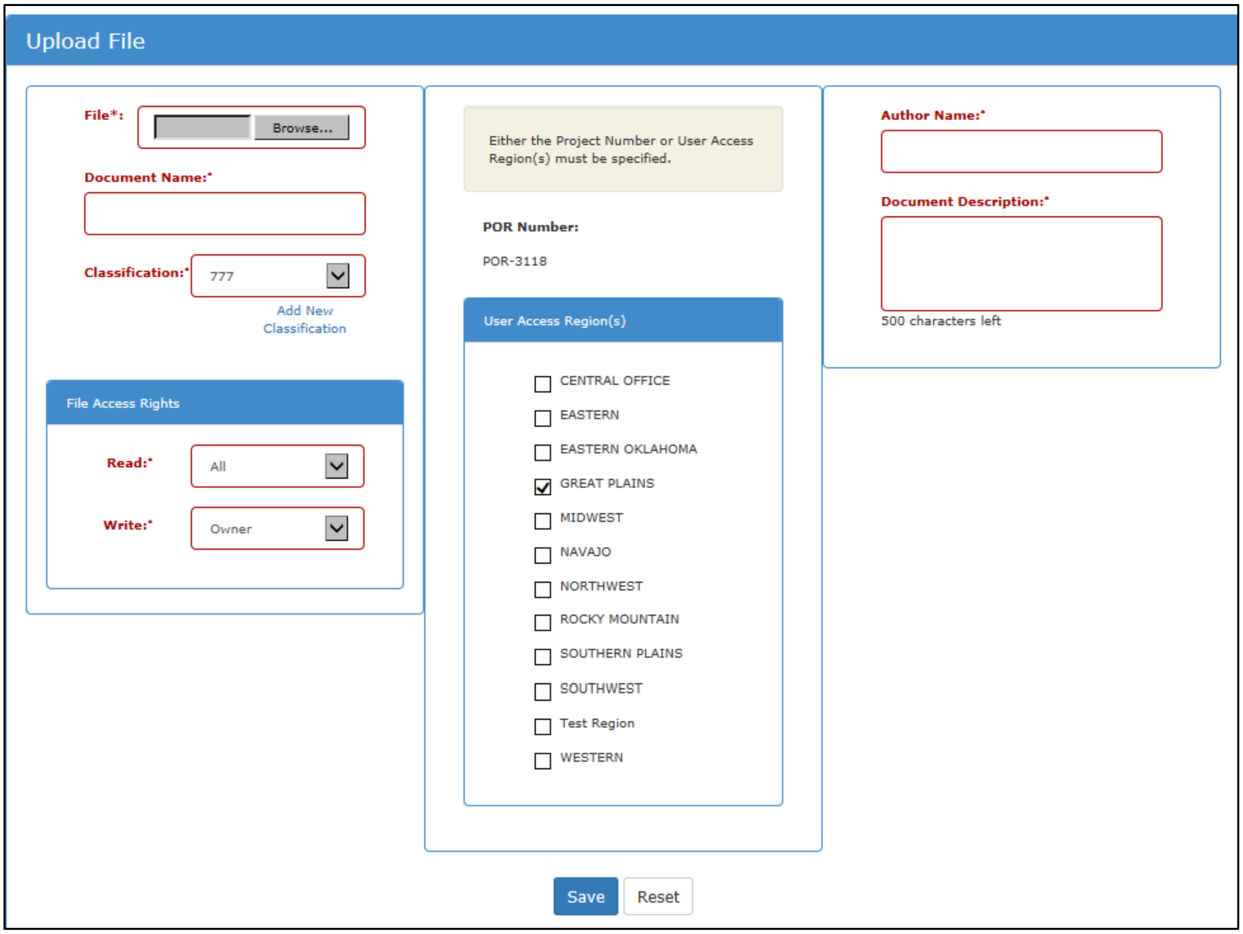
2. On the POR Details Edit screen, enter and/or modify POR data details.

3. In the Scoring Parameter Values section of the POR Details Edit screen, specify the project scoring parameters.

4. Click the **Save** button. The POR Details screen is displayed with the confirmation message that the POR has been saved/updated.

2.3.3 Uploading Files in Support of PORs

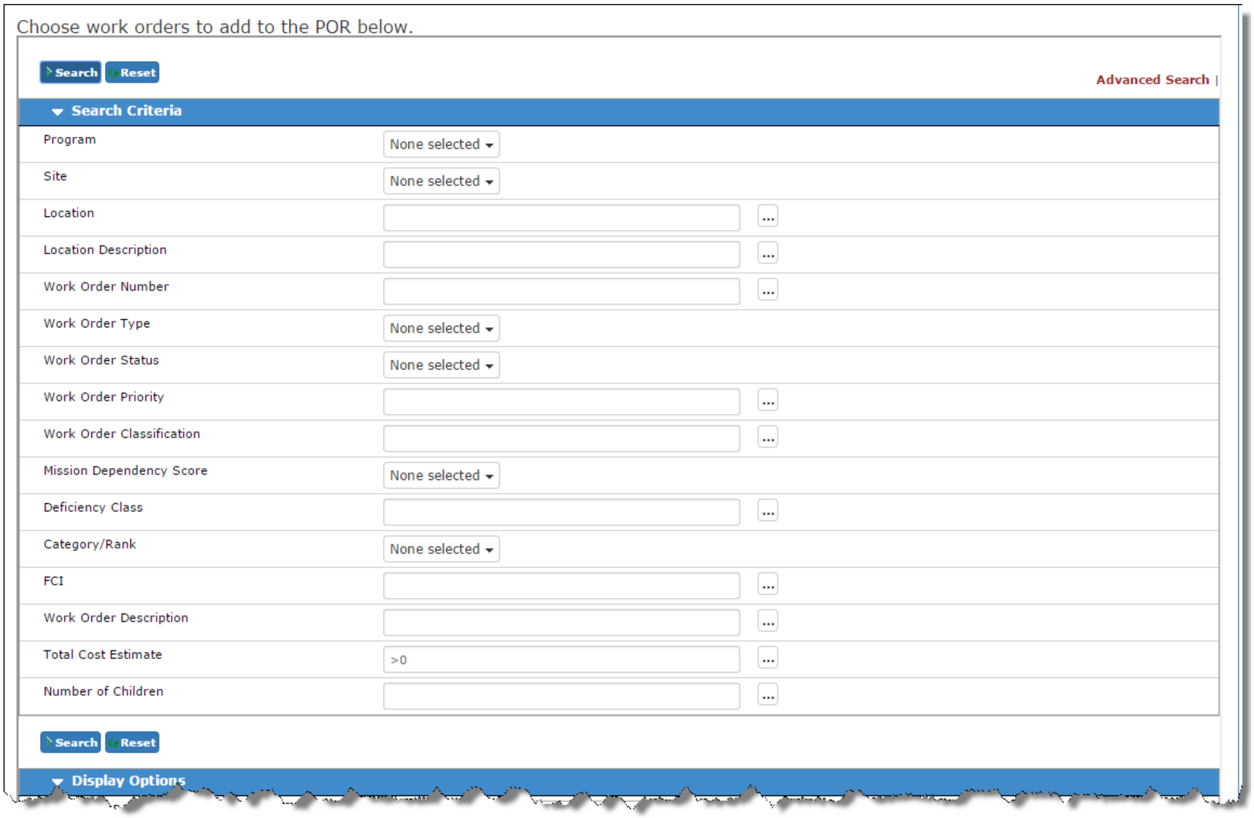
1. On the POR Details screen, click the **Upload** button in the Attached Documents section. The Upload File window is displayed.



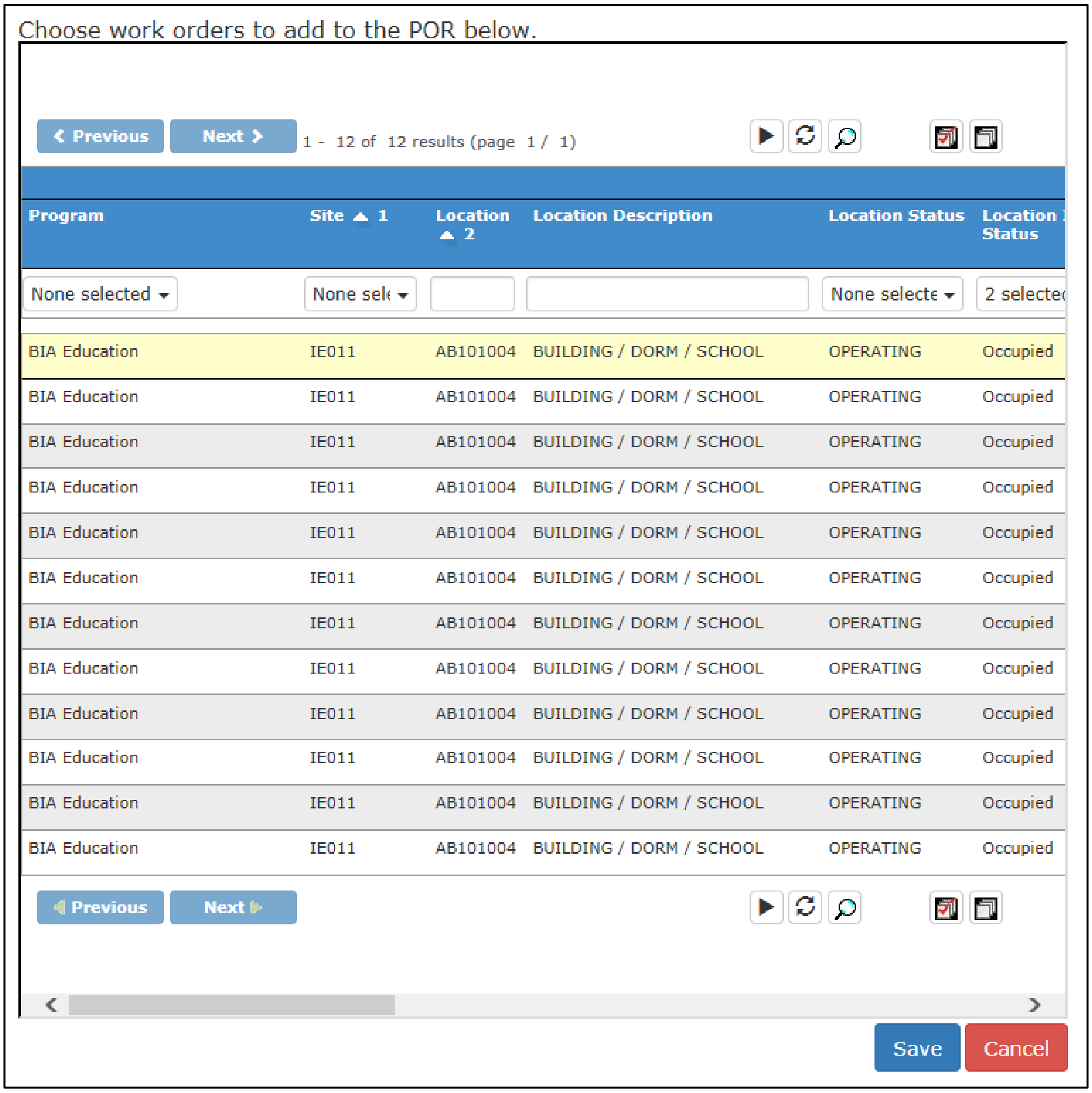
2. Click the **Browse/Choose File** button next to the File field.
3. Select the file to upload.
4. Enter values in all of the required fields.
5. Click the **Save** button. A confirmation message is displayed indicating that the ELibrary document was saved.

2.3.4 Adding Work Orders to a POR

1. On the POR Details screen, click the **Add** button in the Work Orders section. The Add Work Orders search window is displayed.



2. Enter any valid Work Order search criteria and click on the **Search** button. The DM Work Order search results are displayed.



Choose work orders to add to the POR below.

Previous Next 1 - 12 of 12 results (page 1 / 1)

Program	Site ▲ 1	Location ▲ 2	Location Description	Location Status	Location Status
None selected	None sel			None selecte	2 selectec
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied
BIA Education	IE011	AB101004	BUILDING / DORM / SCHOOL	OPERATING	Occupied

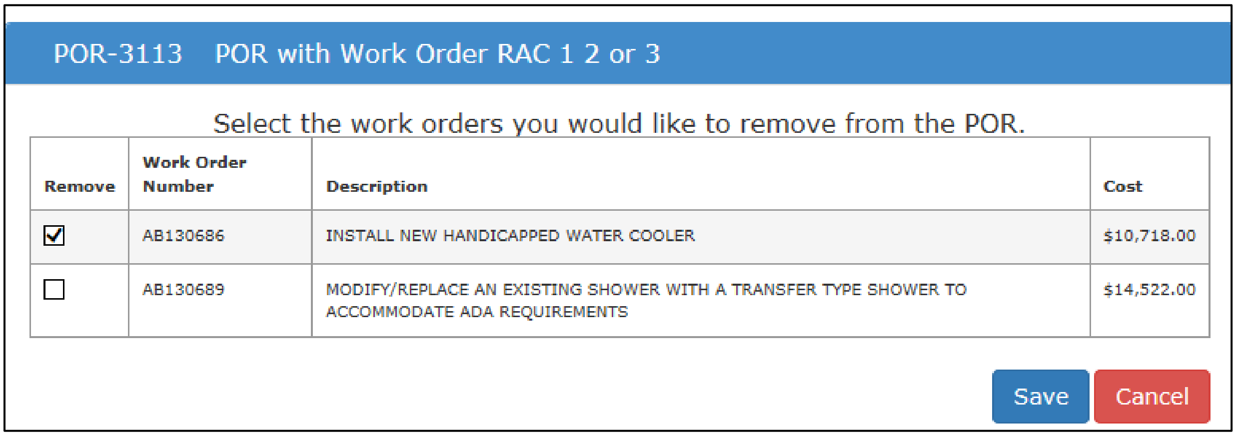
Previous Next

Save Cancel

3. Select the work order(s) to add to the POR. The selected work order(s) will be highlighted.
4. Click the **Save** button. A confirmation message is displayed indicating that the selected work orders were added to the POR. The selected work orders are now displayed on the POR Details screen under the Work Orders section.

2.3.5 Removing Work Orders from a POR

1. On the POR Details screen, click the **Remove** button in the Work Orders section.



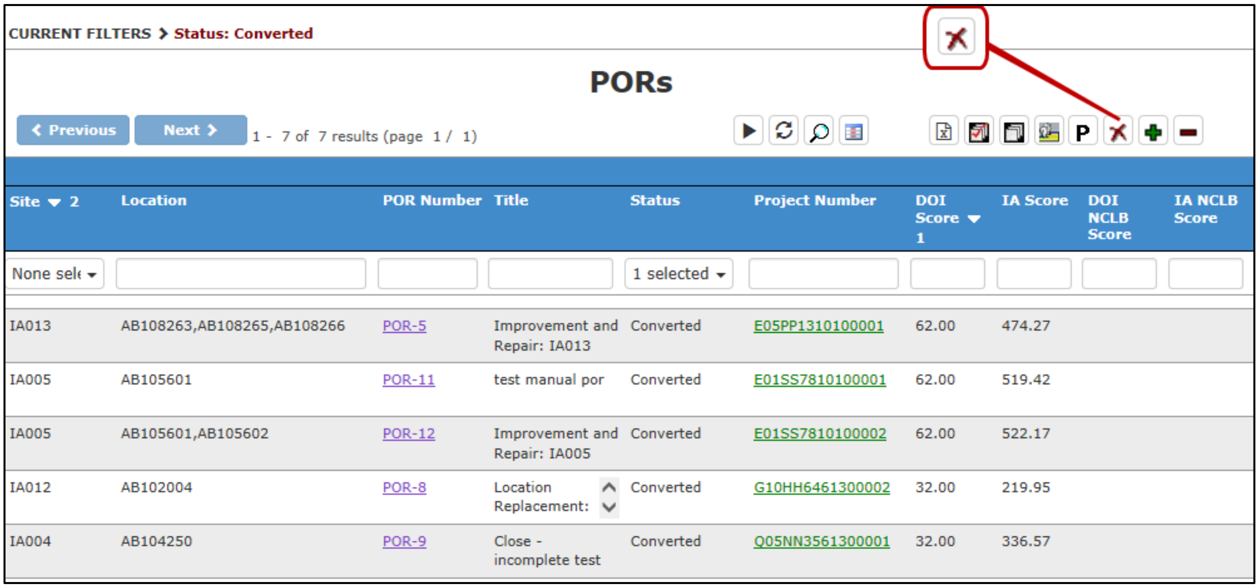
2. Click on one or more checkboxes adjacent to the work order records to specify them for removal.

   Note: At least one work order record must reside in the POR record at all times, so you must not select all available work order records.

3. Click the **Save** button. A confirmation message is displayed indicating that the selected Work Orders were removed from the POR record.

2.4 Cancelling a POR Request

1. Go to PORs > Browse PORs.
2. Enter any valid search criteria and click the **Search** button.
3. Select the POR records to cancel by clicking on their row. The selected POR(s) will be highlighted.



4. On the top right corner of the screen, click on the **Cancel**  button. A warning message is displayed indicating that the selected PORs will be cancelled.
5. Click the **OK** button. A confirmation message is displayed indicating that the approved POR record is cancelled.

2.5 POR Exercises

2.5.1 PORs – Exercise 1: Creating a POR Manually

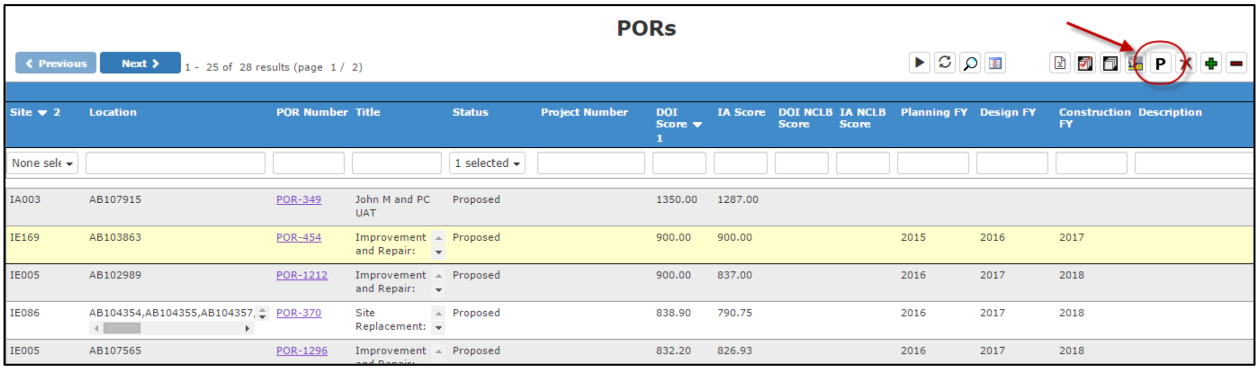
1. Go to PORs > Create PORs Manually on the menu bar.
2. Under Search Criteria, select the following:
   - **Site:** IA004
   - **Category/Rank:** M – 1
3. Click the **Search** button.
4. Select two work orders.
5. Click the **New POR**  button.
6. For the **Title**, enter the text ‘New POR’ followed by your name and the date.
7. Select a **Project Type**: ____.
8. Select a **Program Funding Type:** ____.
9. Select a value for **Scope of Benefits:** ____________________________.
10. Select a value for **Investment Strategy:** _____________________________.
11. Select a value for **Consequences of Failure to Act:** __________________________.
12. Click the **Save** button.
13. A confirmation message is displayed indicating the **POR Number.**

    Write down the POR Number ____________________________.

3 Projects

3.1 Converting a POR to a Project

1. Go to PORs > Browse PORs.
2. Enter any valid search criteria and click the **Search** button.
3. Select the POR to convert to a Project by clicking on its row. The selected POR will be highlighted.

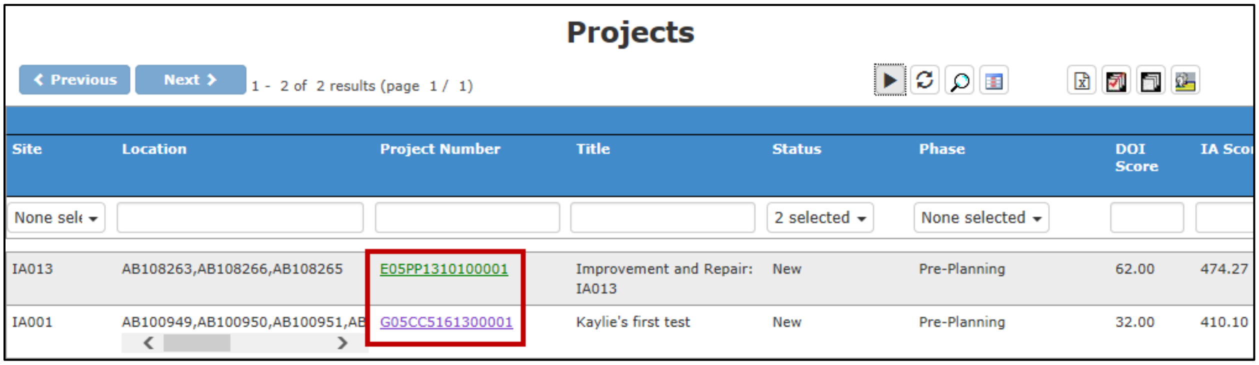


4. Click the **Convert to Project**  button in the top right corner of the screen. A prompt will appear verifying that one would like to convert the POR to a Project.
5. Click the **OK** button. If all of the necessary fields on the POR are populated, a confirmation message will be displayed indicating that the POR has been converted.

   Note: On the POR Details, the Program Funding Type, Scope of Benefits, Investment Strategy, and Consequences of Failure to Act fields must all be populated before the POR can be converted to a Project.

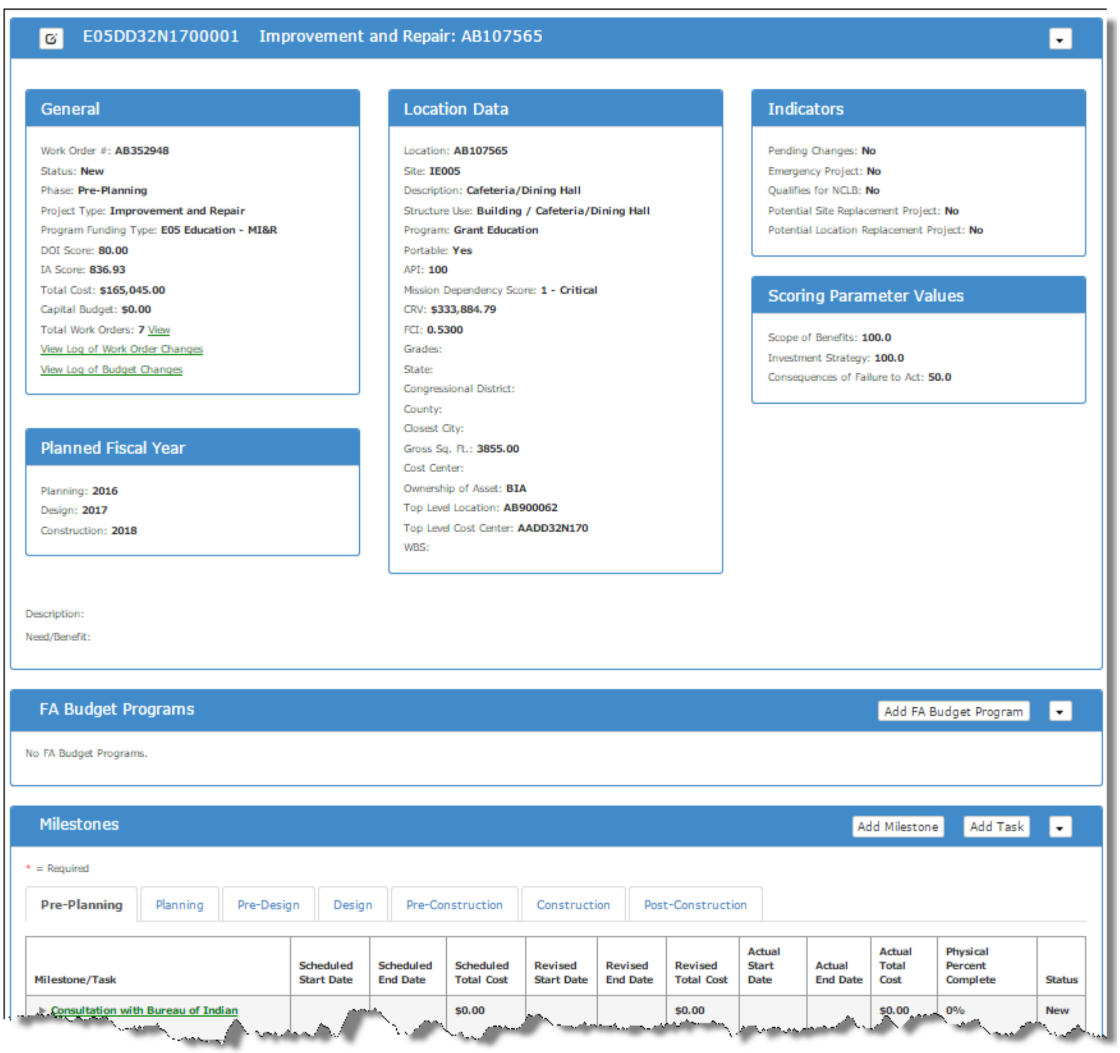
3.2 Viewing Project Details

1. Go to Projects > Browse Projects on the menu bar.
2. Enter any valid search criteria and click the **Search** button.



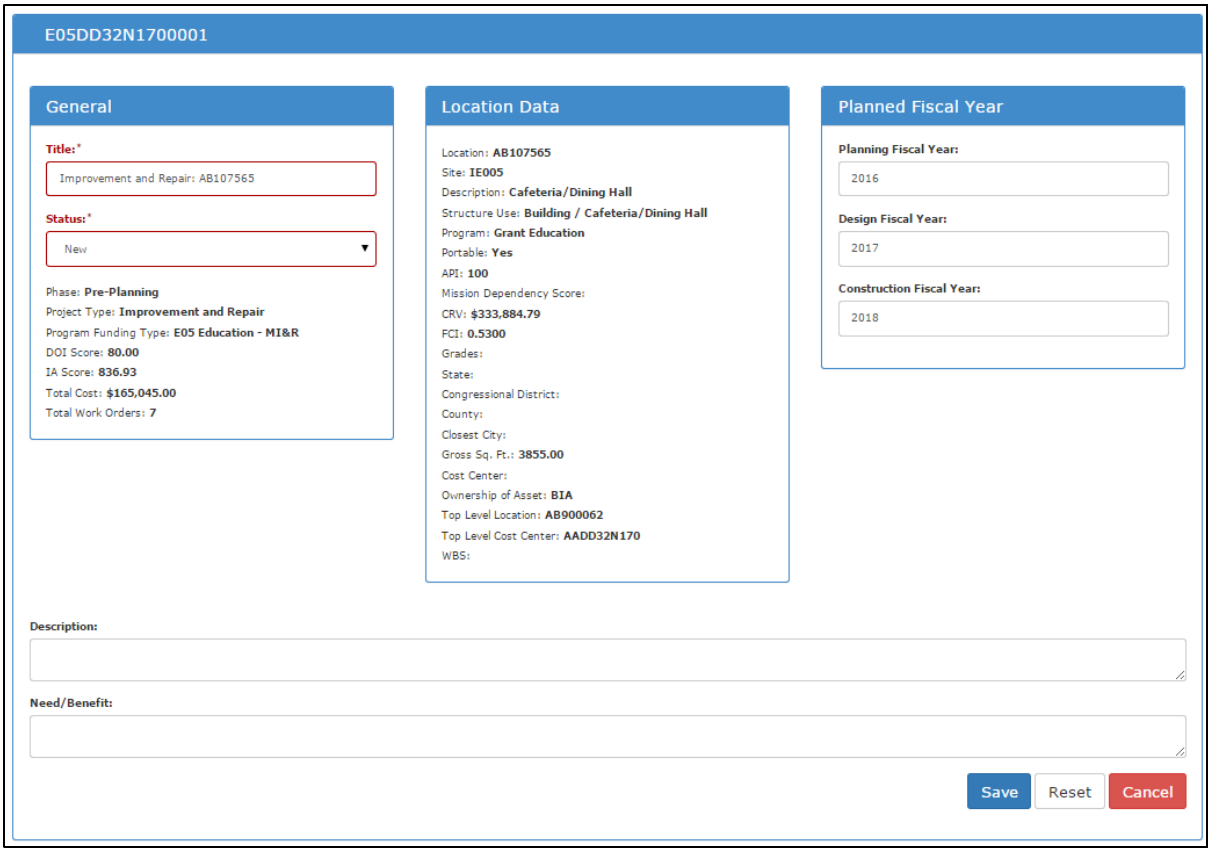
3. Click on the hyperlink in the **Project Number** field to view the Project Details.

   Note: The Project Details screen is accessible through any screen, where Project identification number is displayed.



3.3 Editing Project Details

1. On the Project Details screen, click the **Edit** button in the top left corner of the screen.



2. Modify or enter new information for any of the available fields.
3. Click the **Save** button to save the updated Project Details.

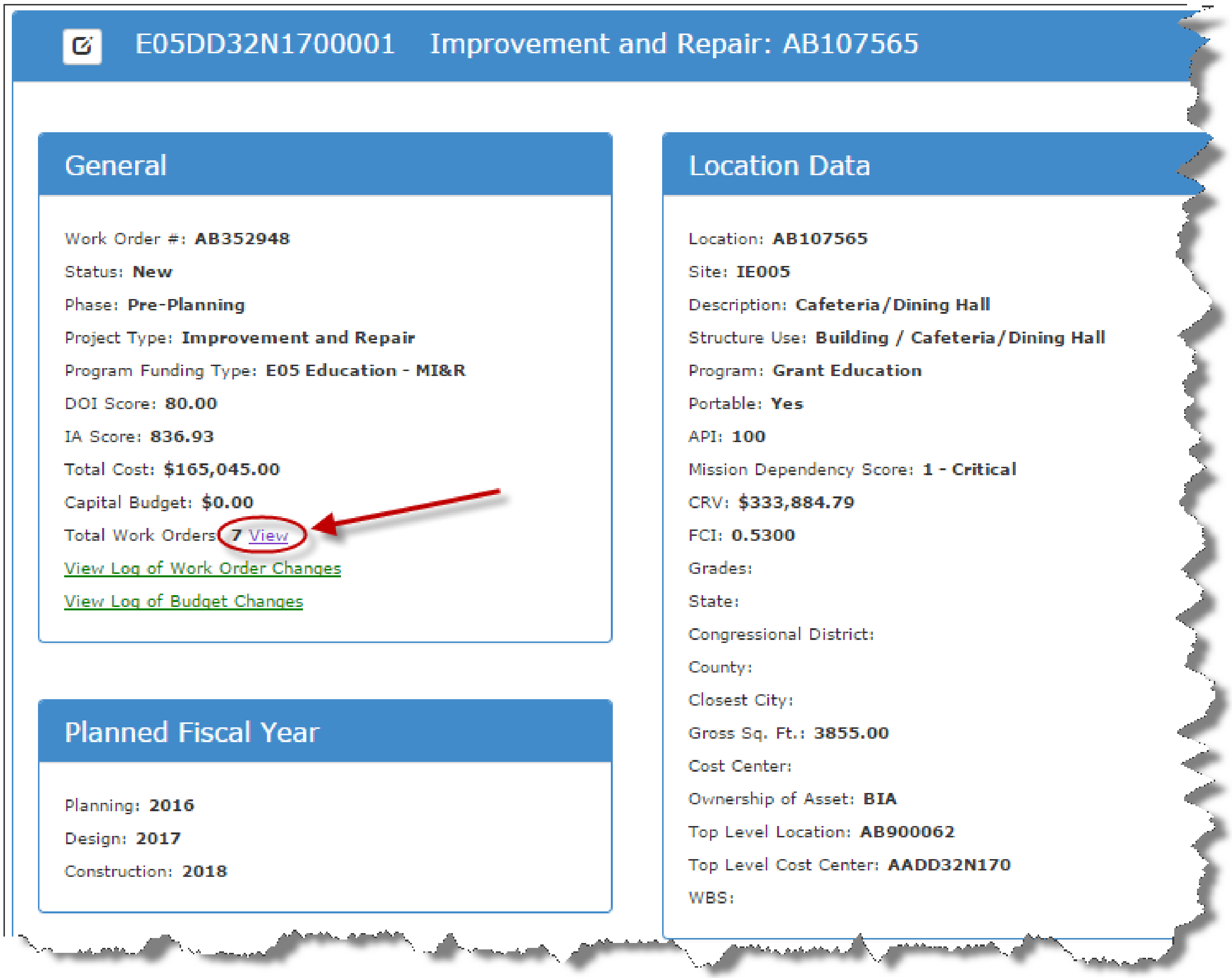
3.3.1 Selecting a Location WBS Type

1. On the Project Details screen, click the Edit  button in the top left corner of the screen.

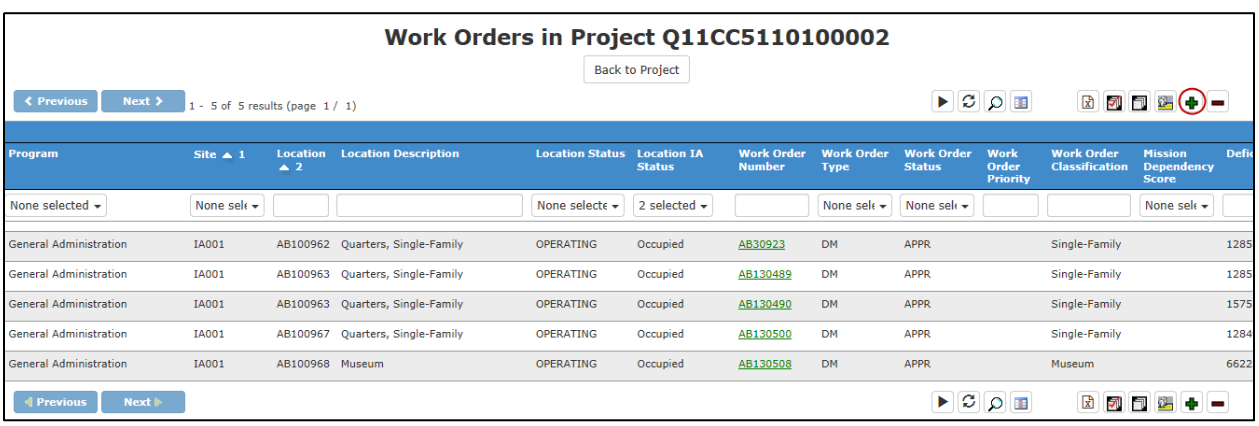
2. A user with the Capital Planning user role will see the Location WBS Types section on the Project Details Edit screen.
3. Select the Location WBS Type from the dropdown.
4. Click the **Save** button.

3.4 Adding Work Orders to a Project

1. In the General section of the Project Details screen, click the **View** hyperlink next to the **Total Work Orders** field.

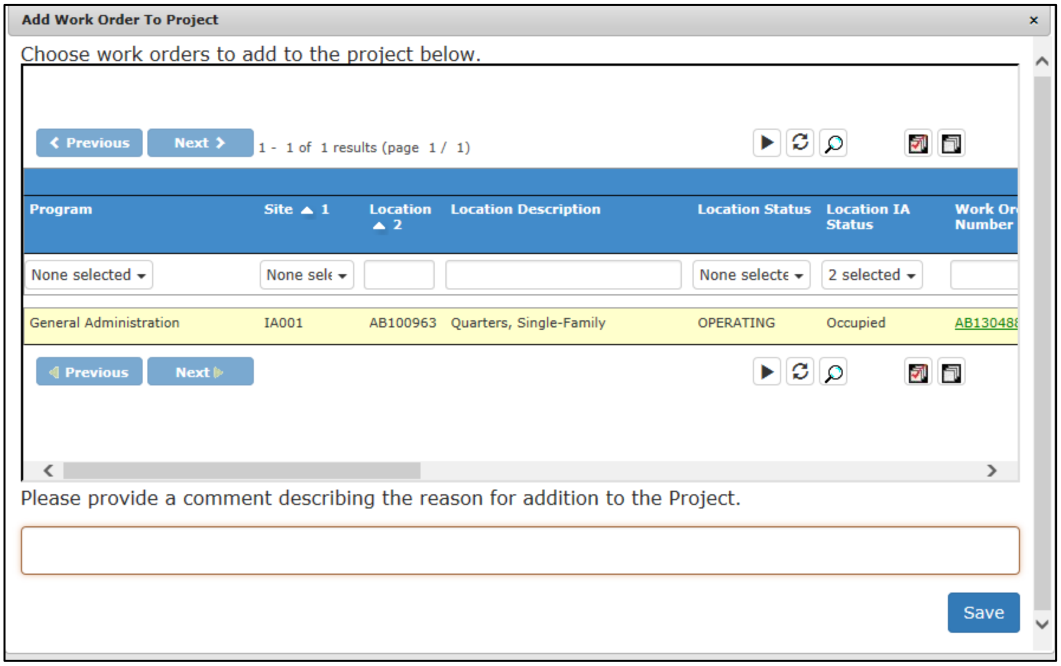


2. Click the **Add to Project**  button in the top right corner of the **Work Orders in Project** screen. The **Add Work Order to Project** search screen is displayed.



Program	Site ▲ 1	Location ▲ 2	Location Description	Location Status	Location IA Status	Work Order Number	Work Order Type	Work Order Status	Work Order Priority	Work Order Classification	Mission Dependency Score	Defi
None selected	None sele			None selecte	2 selected		None sele	None sele			None sele	
General Administration	IA001	AB100962	Quarters, Single-Family	OPERATING	Occupied	AB30923	DM	APPR		Single-Family		1285
General Administration	IA001	AB100963	Quarters, Single-Family	OPERATING	Occupied	AB130489	DM	APPR		Single-Family		1285
General Administration	IA001	AB100963	Quarters, Single-Family	OPERATING	Occupied	AB130490	DM	APPR		Single-Family		1575
General Administration	IA001	AB100967	Quarters, Single-Family	OPERATING	Occupied	AB130500	DM	APPR		Single-Family		1284
General Administration	IA001	AB100968	Museum	OPERATING	Occupied	AB130508	DM	APPR		Museum		6622

3. Enter any valid search criteria and click the **Search** button to search for work order records to add to a project. The Add Work Order to Project search results screen is displayed with new work order records that are eligible to be added to the project

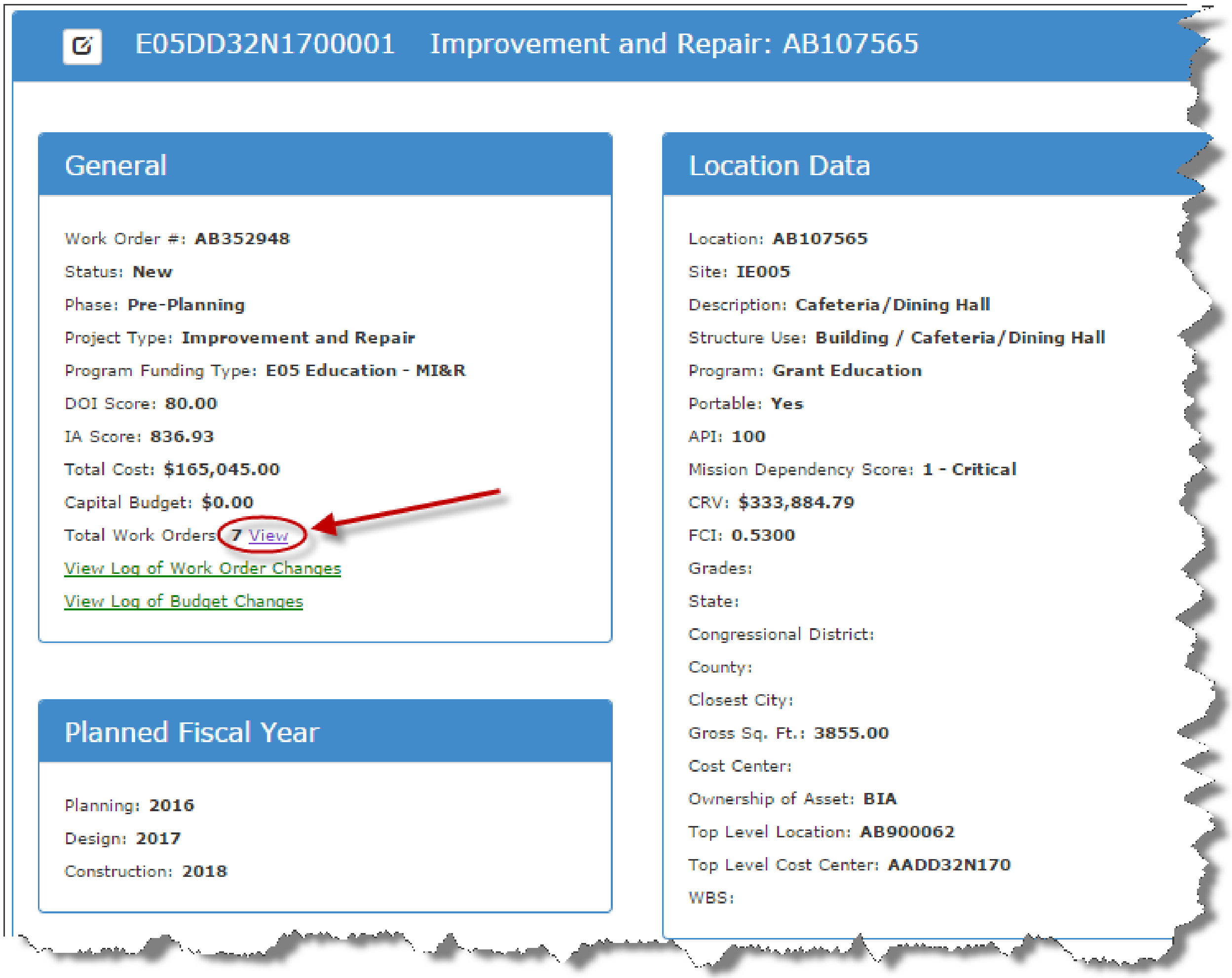


4. Click one or more Work Order Group records that you wish to add to a project. The selected records are highlighted.

5. In the text field of the Add Work Orders to Project screen, enter the reason for adding the work orders and click the **Save** button. A confirmation message indicates that the work order is added to the project.

3.5 Removing Work Orders from a Project

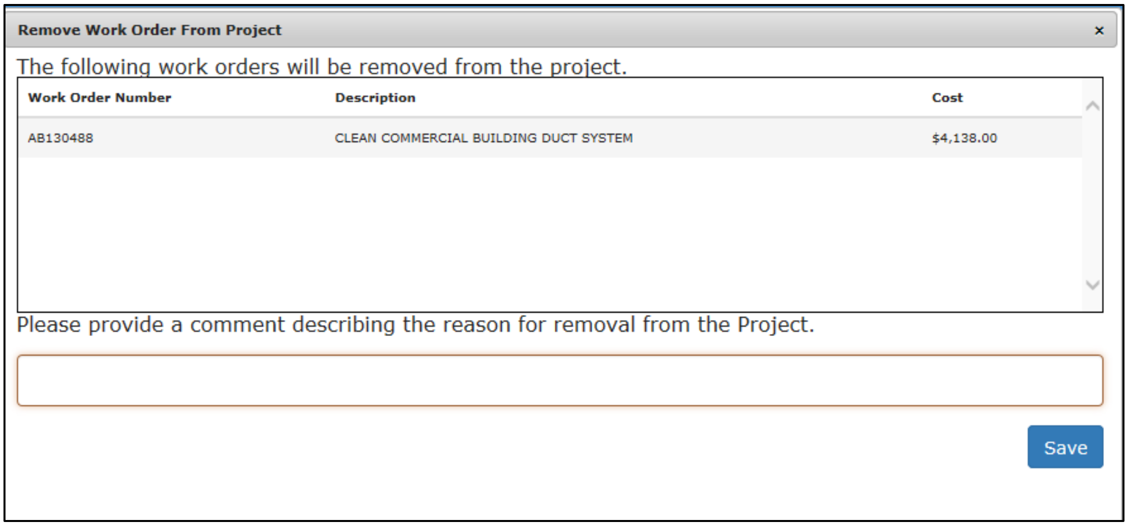
1. In the General section of the Project Details screen, click the **View** hyperlink next to the **Total Work Orders** field.



2. On the Work Orders in Project screen, click one or more work order records to remove from the project. The selected records are highlighted.

   Note: At least one work order record must reside in the project record at all times, so do not select all available work order records.

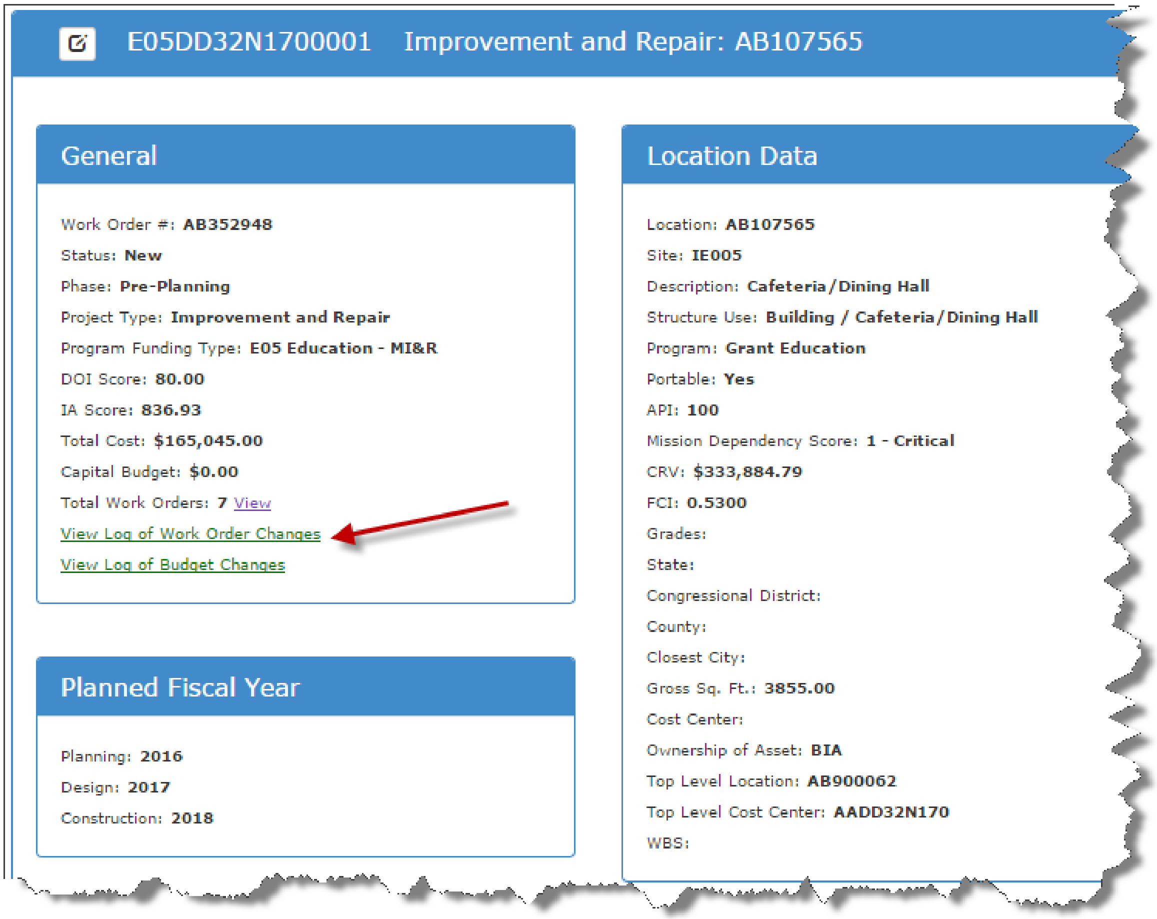
3. Click the **Remove from Project** button in the top right corner of the Work Orders in Project screen. The Remove Work Order From Project search screen is displayed.



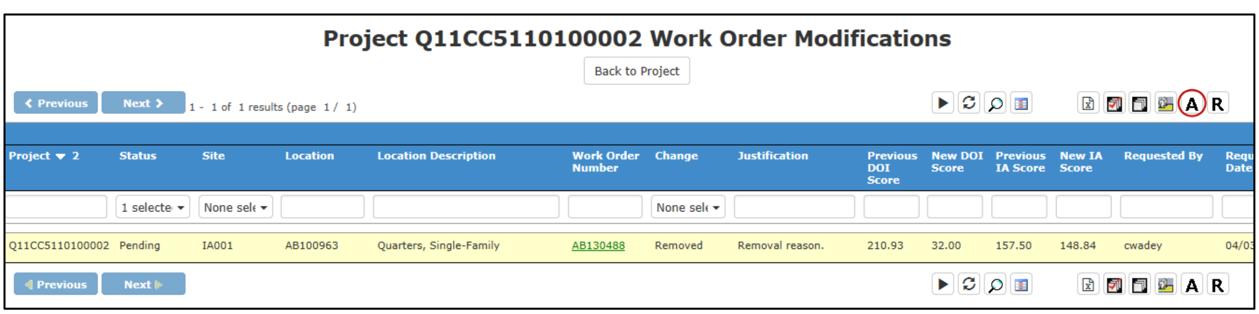
4. Enter the reason for removal of the work order(s) and click the **Save** button. A confirmation message indicates that the work order(s) is removed from the project.

3.6 Approving (or Rejecting) Added/Removed Work Orders

1. In the General section of the Project Details screen, click the **View Log of Work Order Changes** hyperlink.



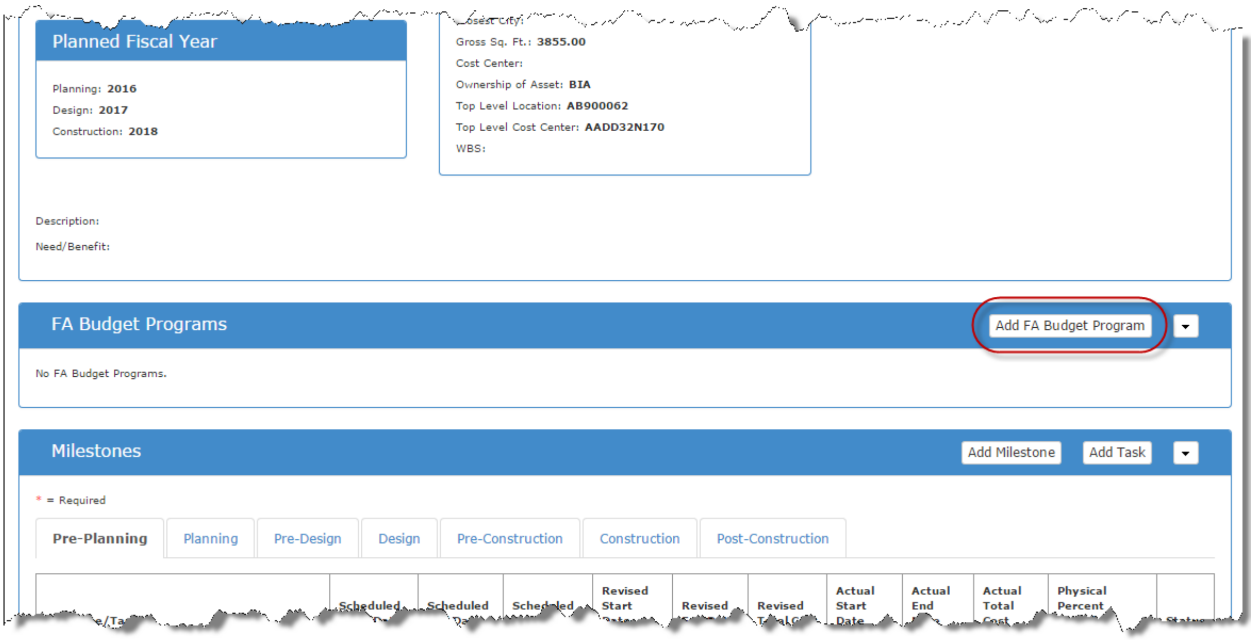
2. The **Project Work Order Modifications** screen is displayed, listing work order records that have been selected for removal.
3. Click one or more DM Work Order Group records that you wish to add to the project. The selected records are highlighted.



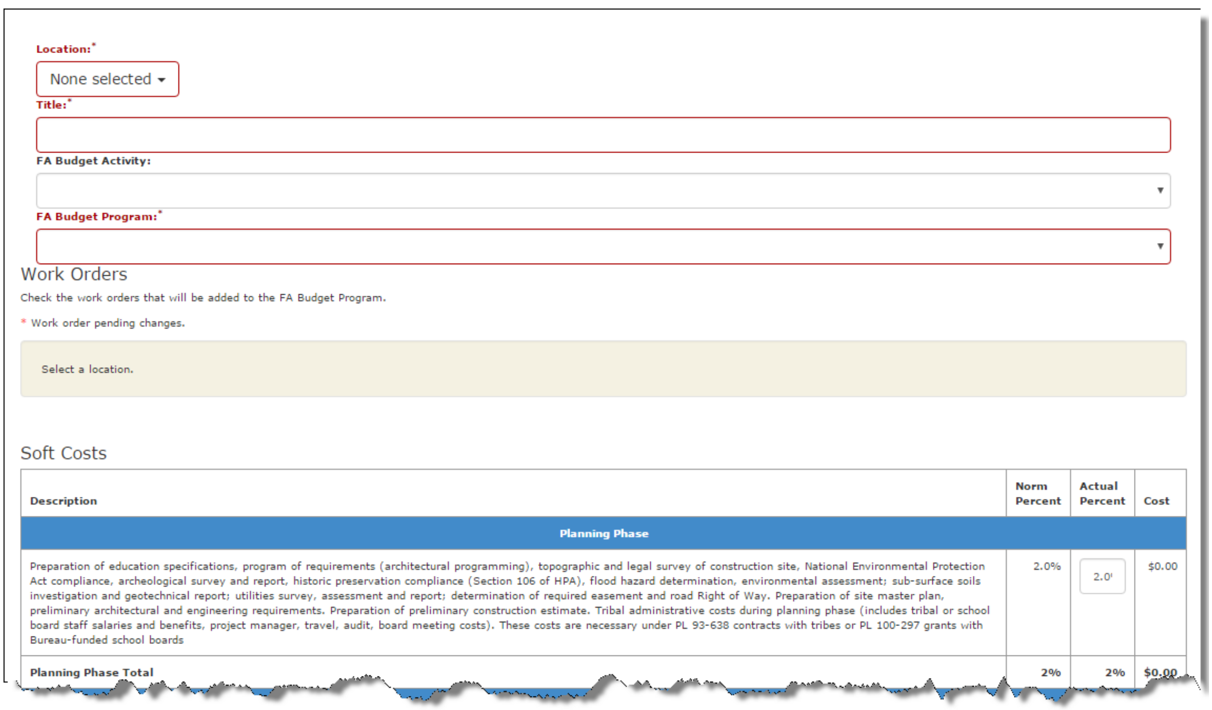
4. To approve the addition or removal of the work order, click the **Approve** A button.
5. To reject the addition or removal of the work order, click the **Reject** R button.

3.7 Adding a Functional Area Budget Program to a Project

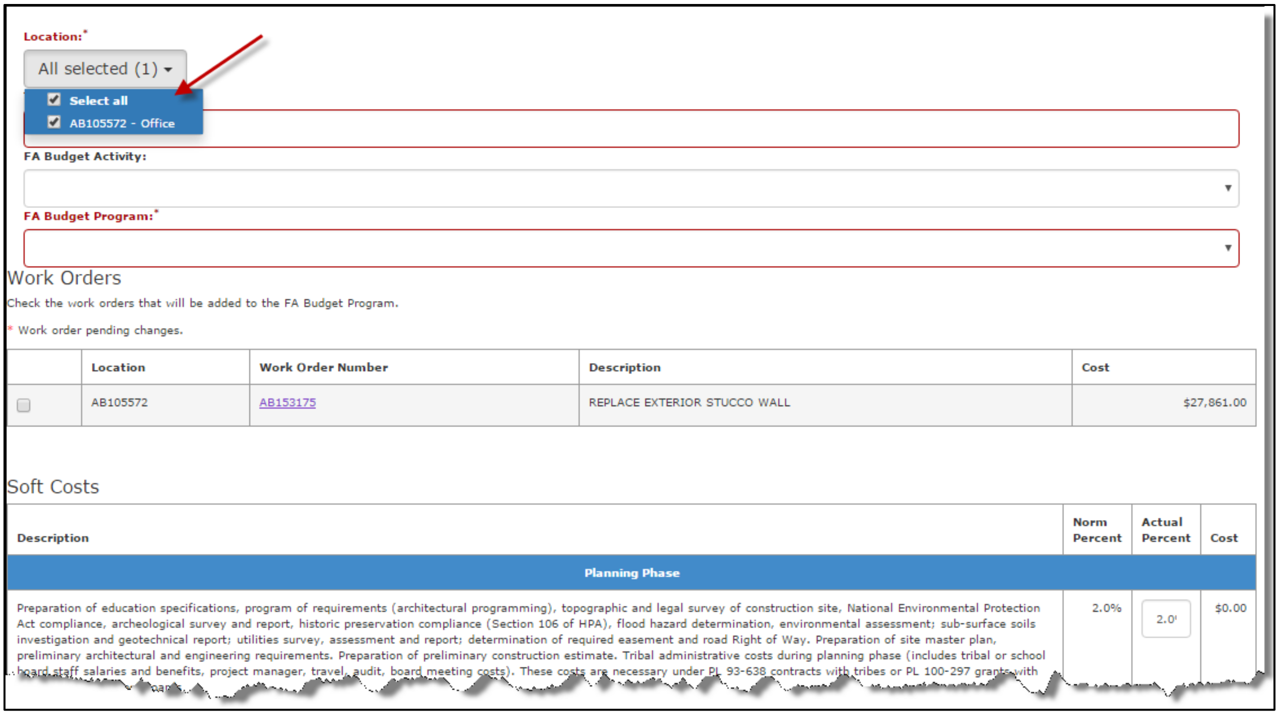
1. Go to the Project Details screen for the project.



2. Click the **Add FA Budget Program** button. The FA Budget Program (FABP) screen is displayed.

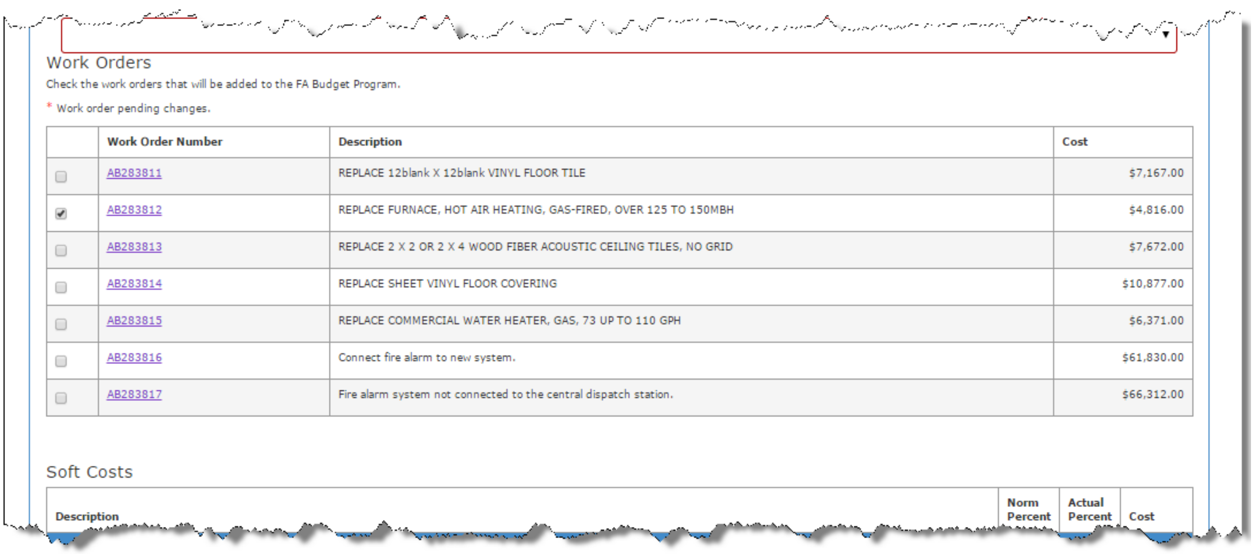


3. Choose one or more locations from the **Location** drop-down list.



4. In the **Title** field, enter a description of this FA Budget Program.
5. In the **FA Budget Program** drop-down field, select an FA Budget Program from the list of available options.
6. On the left side of the work order record, click the checkboxes of the work order records that you want to add to the selected FA Budget Program.

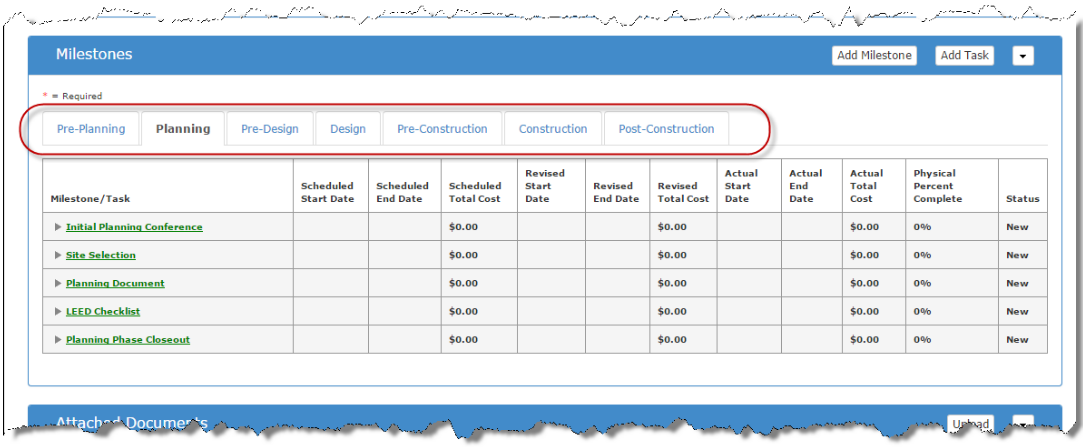
   Note: All work orders in the project must be added to one or more FA Budget Programs in order to effectively close the project.



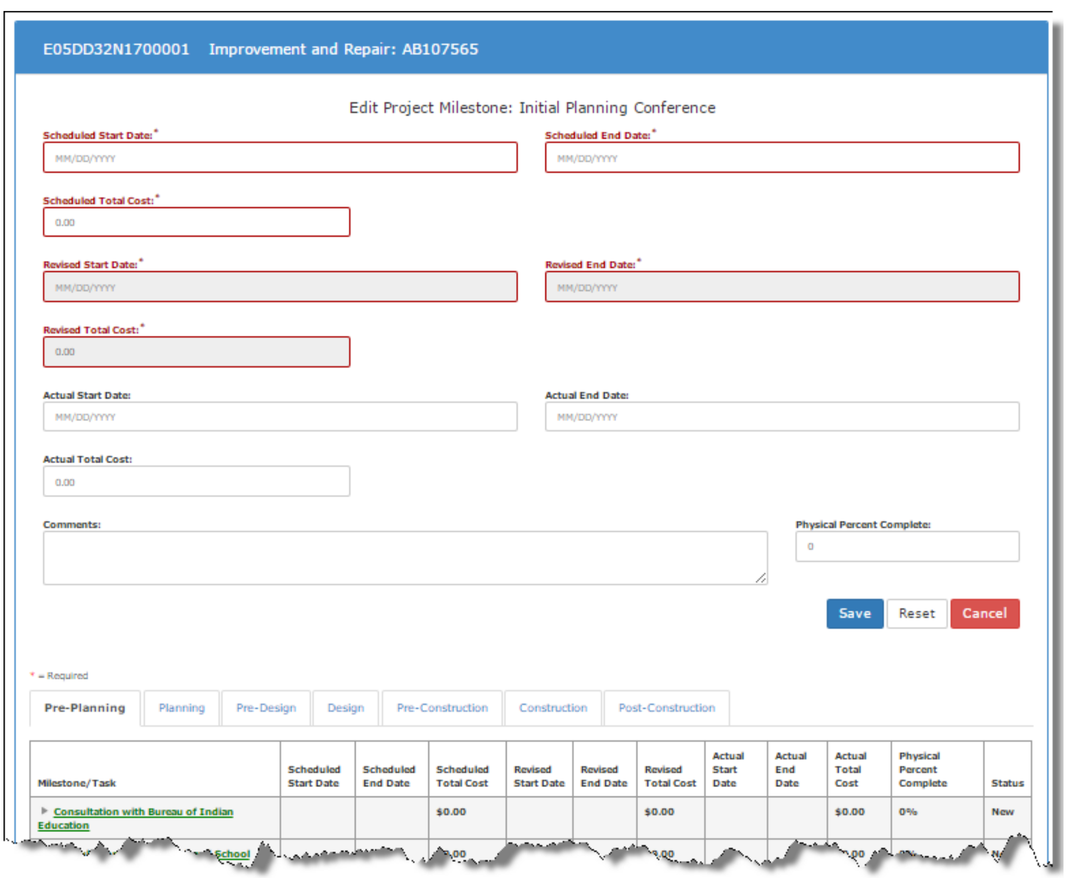
7. If necessary, the soft costs percentages can be adjusted in the Soft Costs section.
8. Click the **Save** button.

3.8 Entering Data for Project Milestones

1. Go to the Project Details screen.
2. In the **Milestones** section of the **Project Details** screen, click the tab of the desired phase (**Pre-Planning, Planning, Pre-Design, Design, Pre-Construction, Construction,** or **Post-Construction**). A list of milestones for the selected phase is displayed. Each phase is populated by default with milestones commonly associated with that phase.



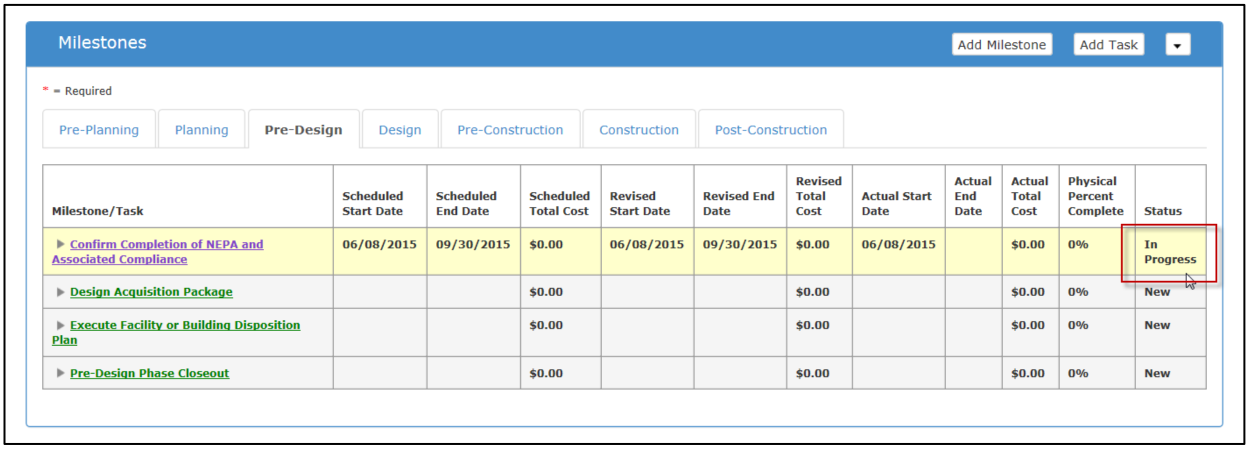
3. From the list of available Milestones, click the hyperlink of the one to be edited. If applicable, click the triangular drop-down icon to expand milestones that include subtasks. The **Edit Project Milestone** screen is displayed with the applicable data entry fields.



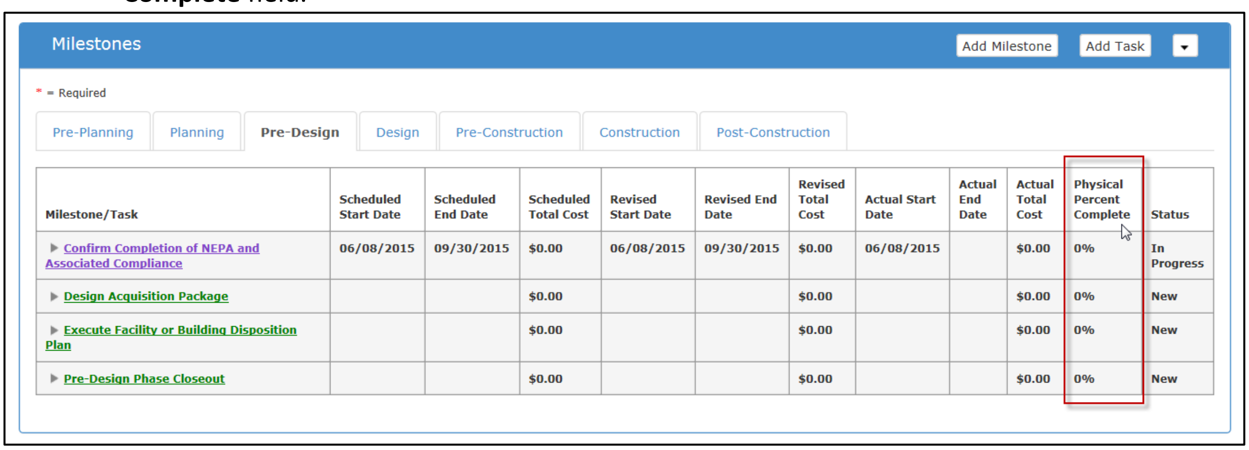
4. Make any desired data entries or click the **N/A** button (only the Capital Planning user role will see the **N/A** button) to indicate that the milestone or task is not applicable.

   Note: An asterisk next to the name of a milestone or task indicates that the milestone or task is required and cannot be marked as N/A.

- The **Revised Start Date** and **Revised End Date** fields only become editable after you have completed the **Scheduled Start Date** and **Scheduled End Date** fields and saved the milestone or task.
- After you complete the **Actual Start Date** field and save the milestone or task, the status of the milestone or task, visible on the **Project Details** screen, becomes **In Progress**.



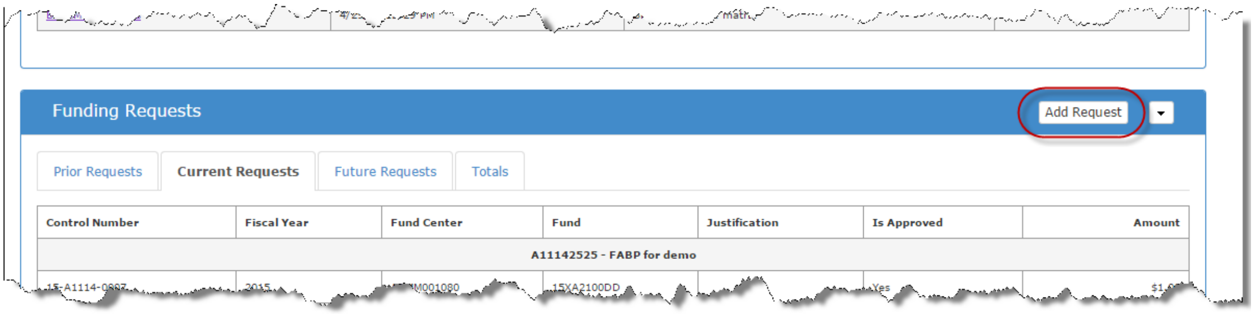
- After you complete the **Actual End Date** field and save the milestone or task, the status of the milestone or task, visible on the **Project Details** screen, becomes **Complete**.
- You can also update the status of the milestone or task by editing the **Physical Percent Complete** field.



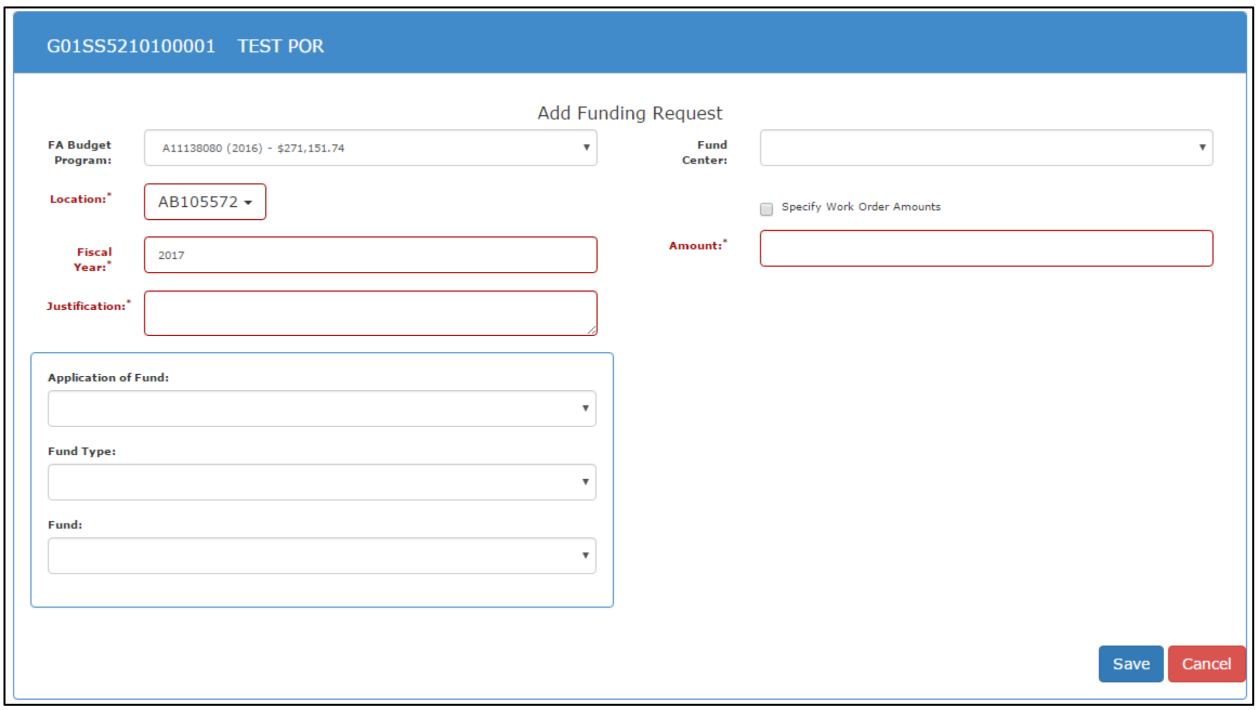
5. Click the **Save** button. A confirmation message indicates that the milestone is saved, or that the milestone and associated tasks are marked as not applicable.

3.9 Requesting Funding for a Project

1. Go to the Project Details screen.



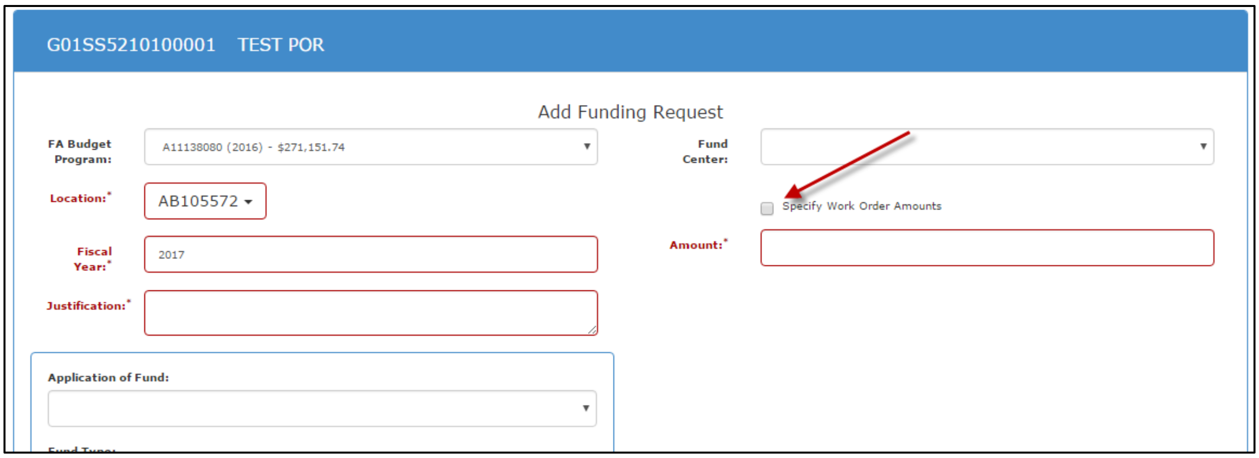
2. Click the **Add Request** button in the Funding Requests section.



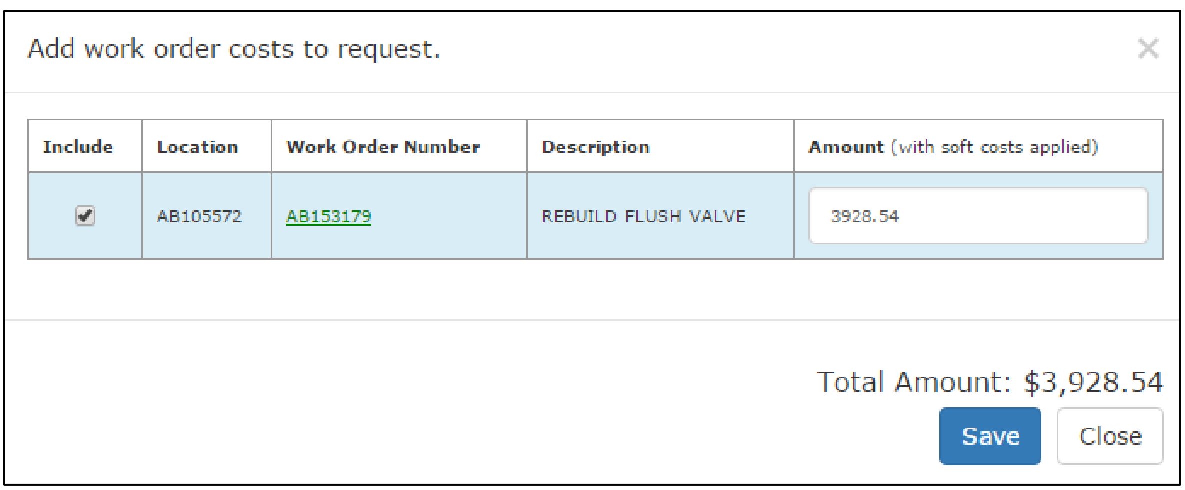
3. On the **Add Funding Request** screen, populate the following data entry fields with details about the type of funding you want to request:
   - FA Budget Program
   - Location*
   - Fiscal Year*
   - Justification*
   - Application of Fund
   - Fund Type
   - Fund (must be specified before the request can be approved)
   - Fund Center (must be specified before the request can be approved)
   - Amount*

     Note: The amount you enter cannot exceed the amount displayed in the FA Budget Program drop-down field.

4. Typically, Funding Requests are made against work orders (rather than just against the FABP). To make the Funding Request against one or more work orders, check the Specify Work Order Amounts checkbox.

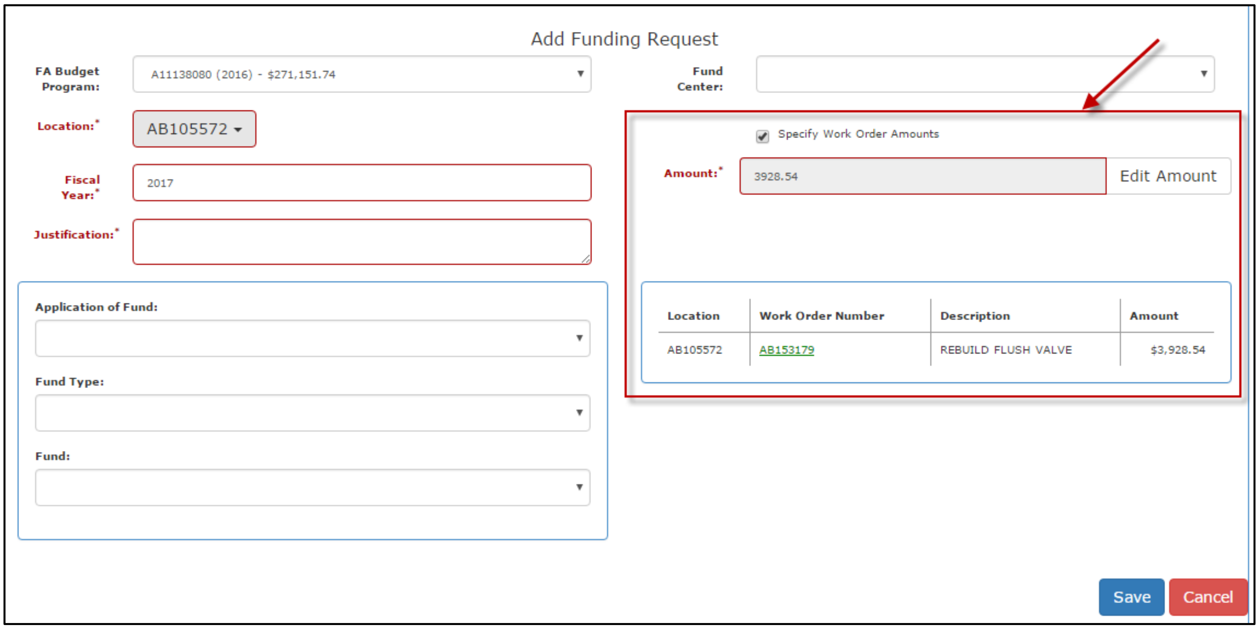


5. A popup will appear with available work orders for the specified FABP(s). Check the checkbox next to work orders you would like to make a Funding Request against.



6. By default, the estimated costs for the work order will be populated in the Amount field. This amount can be adjusted by the user.

7. Click the **Save** button. The Amount field on the Funding Request screen will be populated with the sum of all work order Funding Request amounts.



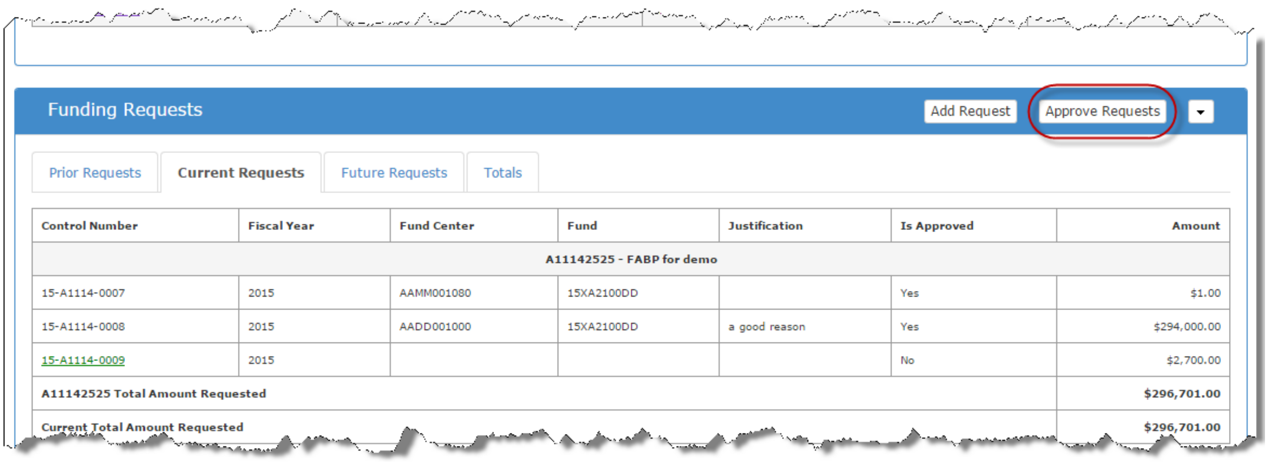
8. Click the **Save** button. The new funding request now appears in the Funding Request section of the Project Details screen. The listing of the new funding request includes its Control Number and other information.

3.10 Approving (or Rejecting) a Funding Request

Funding requests first require approval by an authorized user from the Central Office and then by a Capital Planning user. BPERM allows any of the following BPERM users to approve and reject at the Central Office level: Program Manager, Deputy Director, and Budget Officer. The BPERM System Administrator user can also approve and reject funding requests.

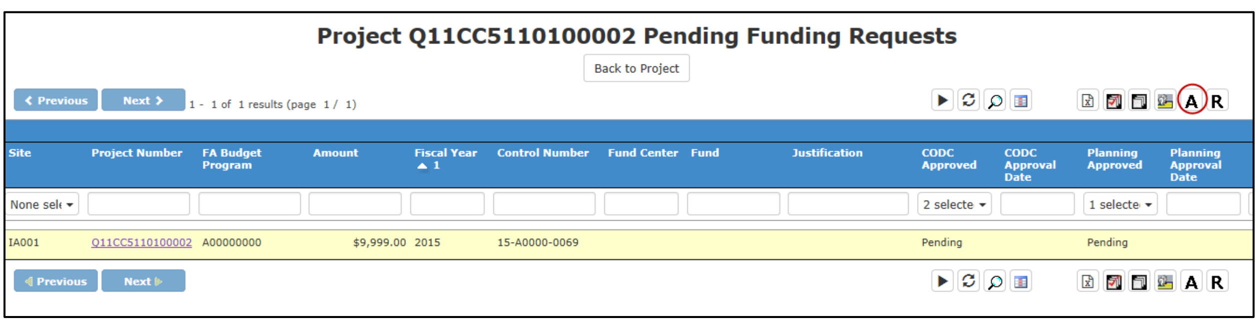
Note: If a funding request was added by a Capital Planning user, the request does not need to go through the approval process.

1. Go to the Project Details screen.



2. Click the **Approve Request** button in the Funding Requests section. The Pending Funding Request screen is displayed.

   Note: The Pending Funding Requests screen can also be accessed by going to Budget > Funding Requests Pending Approval > Project Funding Requests on the menu bar.

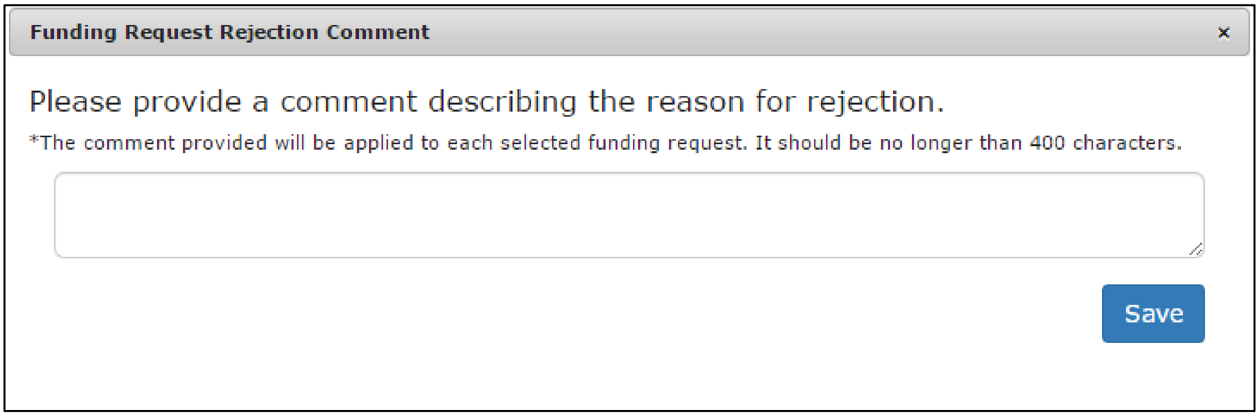


3. Click the record with the Control Number of the new funding request. The selected record is highlighted.

4. To approve the funding request, click the **Approve** A button in the top right corner of the screen. A confirmation message is displayed indicating that the request was approved.

   Note: If you are approving at the Capital Planning level, the Funding Request will no longer appear in the Pending Funding Requests list.

5. To reject the funding request, click the **Reject**  button in the top right corner of the screen. A prompt will be displayed to enter a reason for rejection.

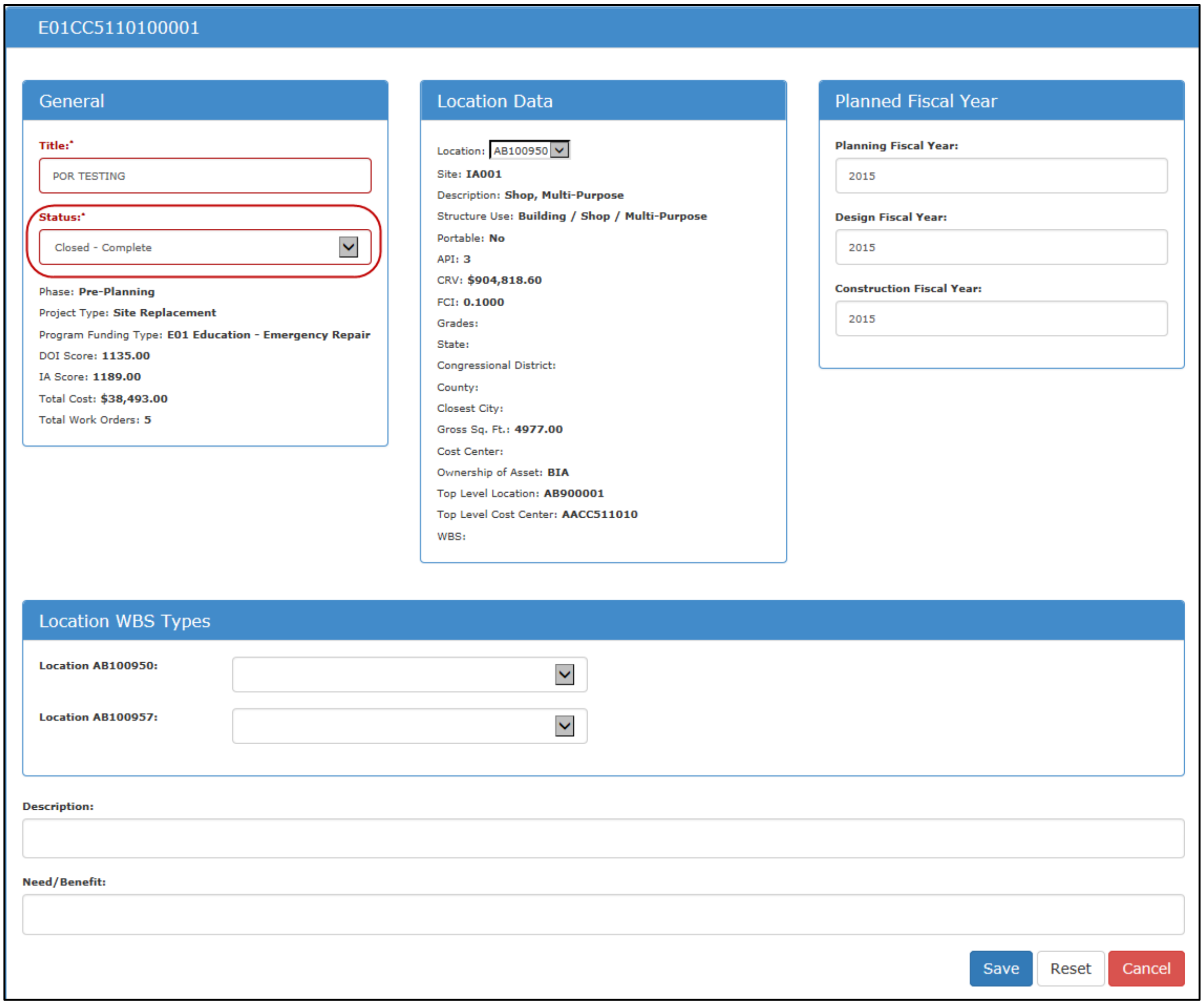


6. Enter a reason for rejection in the text field and click the **Save** button. A confirmation message is displayed indicating that the request was rejected. The funding request will no longer appear in the Pending Funding Requests list.

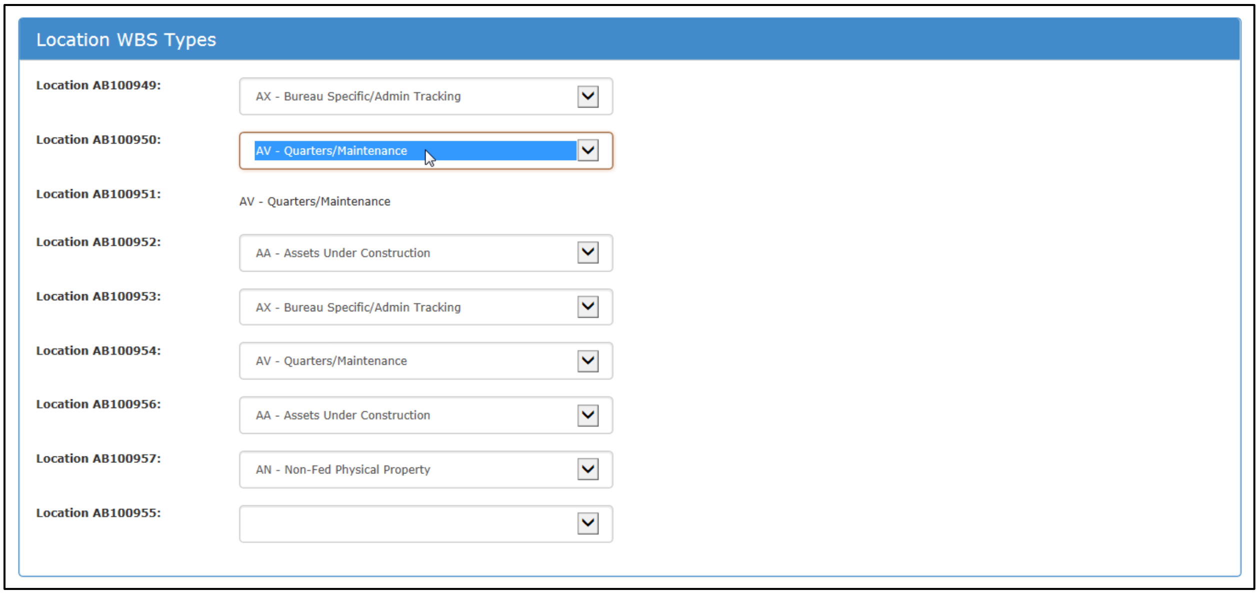
3.11 Closing a Project

3.11.1 Closing a Project as Complete

1. Go to the Project Details screen.
2. In the **Milestones** section of the **Project Details** screen, set Milestones and Tasks to **Complete Status** or mark as **N/A**. All milestones and tasks must have **Complete Status** before the project's status can be set to **Closed – Complete.**
3. On the Project Details screen, click the **Edit** button in the top left corner of the screen.



4. In the **Status** drop-down field, select **Closed – Complete.**
5. Adjust the Work Breakdown Schedule (WBS) types to match the locations listed in the **Location WBS Types** section. If more than one WBS type is available to choose from for a location, you can select the WBS type you want from a drop-down menu.



6. Click the **Save** button. If the project includes open work orders, an error message indicates that there are open work orders in the project that must be set to complete or cancelled.

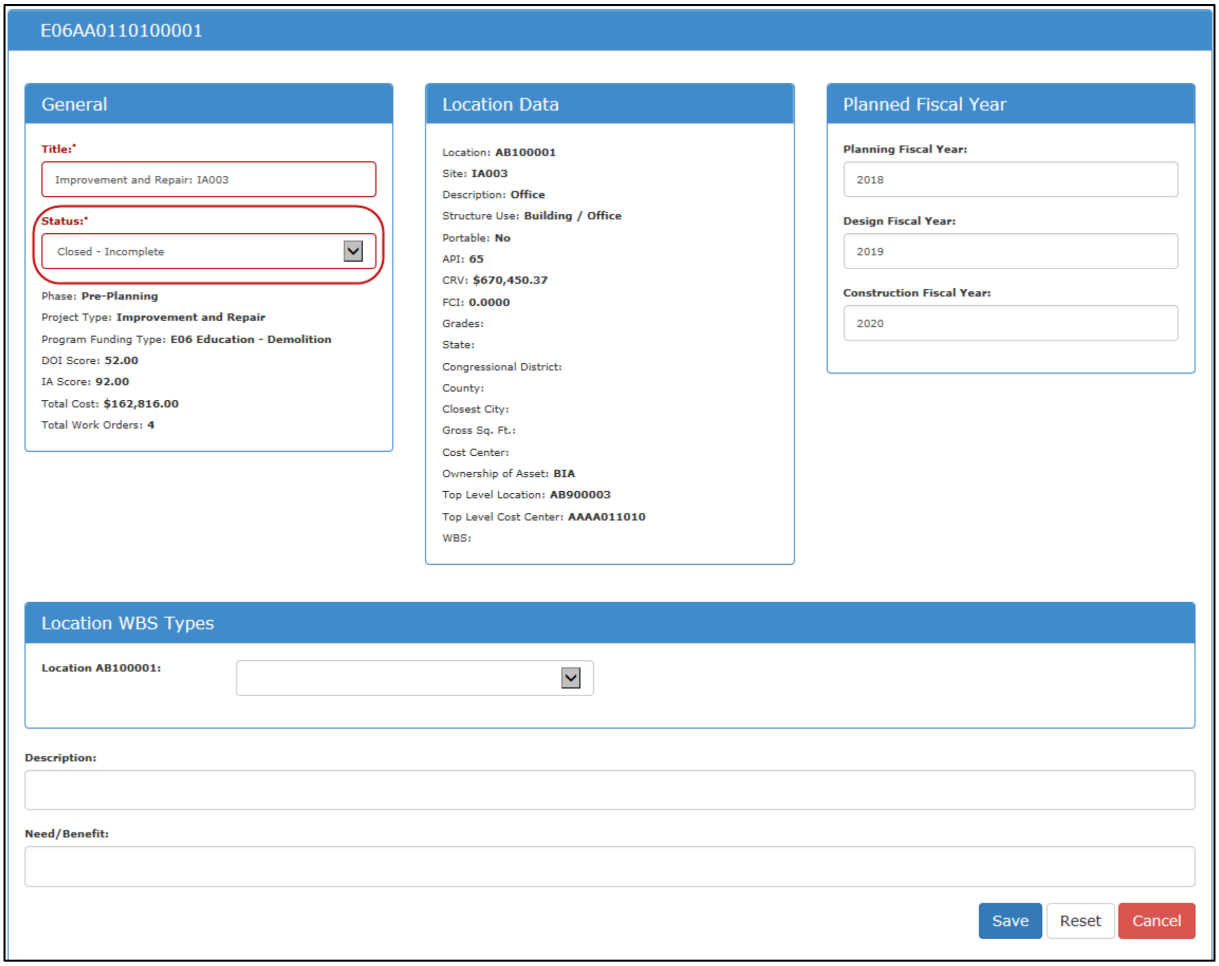
7. Identify the work order records you want to complete and click the radio button under the **COMP** column heading in the rows associated with those work order records. The remainder of the work order records will have the **CAN** radio button automatically selected and will be automatically cancelled.

8. Identify the work order records you want to duplicate for new projects to be used in the future and click the empty checkbox under the Create Duplicate Work Order column heading in the rows associated with those work order records. The remainder of the work order records will not be duplicated for new projects.

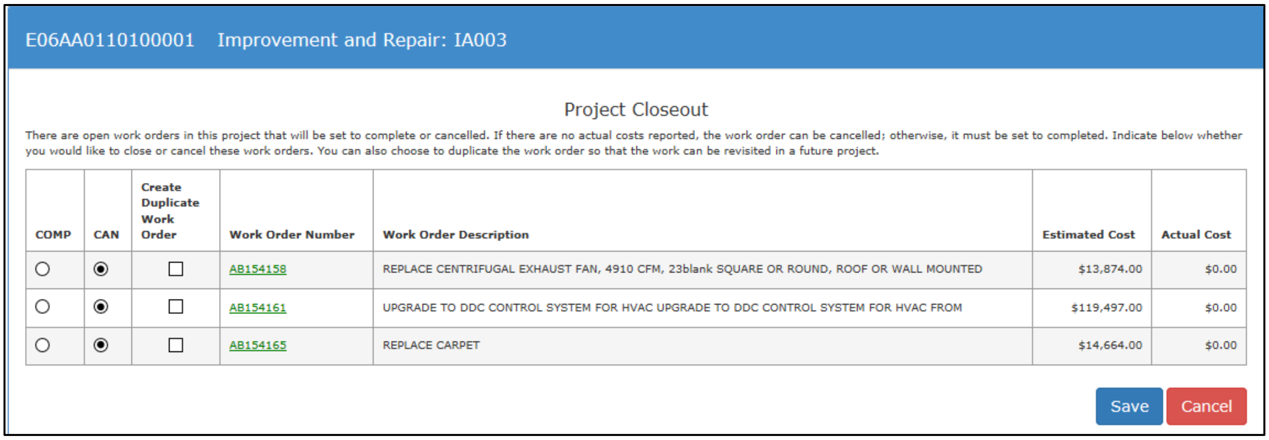
9. Click the **Save** button. The Project Details screen is displayed with a confirmation message that the project record is updated. The project status is now set to **Closed-Complete** in the Status field of the Project Details screen.

3.11.2 Closing a Project as Incomplete

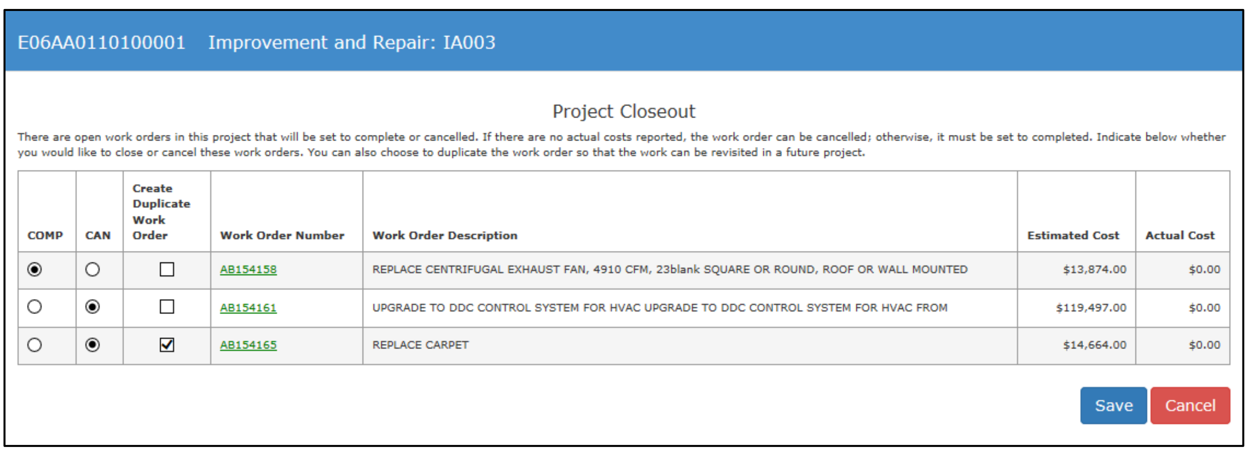
1. Go to the Project Details screen.
2. Click the **Edit**  button in the top left corner of the screen.
3. In the **Status** drop-down field, select **Closed - Incomplete** and click the **Save** button.



4. If the project includes open work orders, an error message indicates that there are open work orders in the project that must be set to complete or cancelled.



5. Identify the work order records you want to complete and click the radio button under the **COMP** column heading in the rows associated with those work order records. The remainder of the work order records will have the **CAN** radio button automatically selected and will be automatically cancelled.
6. Identify the work order records you want to duplicate for new projects to be used in the future and click the empty checkbox under the **Create Duplicate Work Order** column heading in the rows associated with those work order records. The remainder of the work order records will not be duplicated for new projects.



7. Click the **Save** button. The Project Details screen is displayed with a confirmation message that the project record is updated. The project status is set to **Closed-Incomplete** in the **Status** field of the Project Details screen.

3.12 Projects Exercises

3.12.1 Projects – Exercise 1: Adding Work Orders to a Project

1. Go to Projects > Browse Projects on the menu bar.
2. Click the **Search** button.
3. Click on a hyperlink in the **Project Number** column.
4. Click the **View** hyperlink next to the **Total Work Orders** field.
5. Click the **Add to Project**  button.
6. Click the **Search** button.
7. Select a work order.
8. Enter the text ‘Work Order is suitable for this project’ followed by your name and the date in the text field at the bottom of the window.
9. Click the **Save** button.

3.12.2 Projects – Exercise 2: Entering Data for Project Milestones

1. Go to Projects > Browse Projects on the menu bar.
2. Click the **Search** button.
3. Click on a hyperlink in the **Project Number** column.
4. Click on the hyperlink for one of the **Project Milestones**. Ex: Consultation with Bureau of Indian Education, Consultation with Tribe(s) and School, etc.
5. Enter a date for **Scheduled Start Date** (or **Revised Start Date**): ____________________.
6. Enter a date for **Scheduled End Date** (or **Revised End Date**): ____________________.
7. Enter a value for **Scheduled Total Cost** (or **Revised Total Cost**): ____________________.
8. Click the **Save** button.

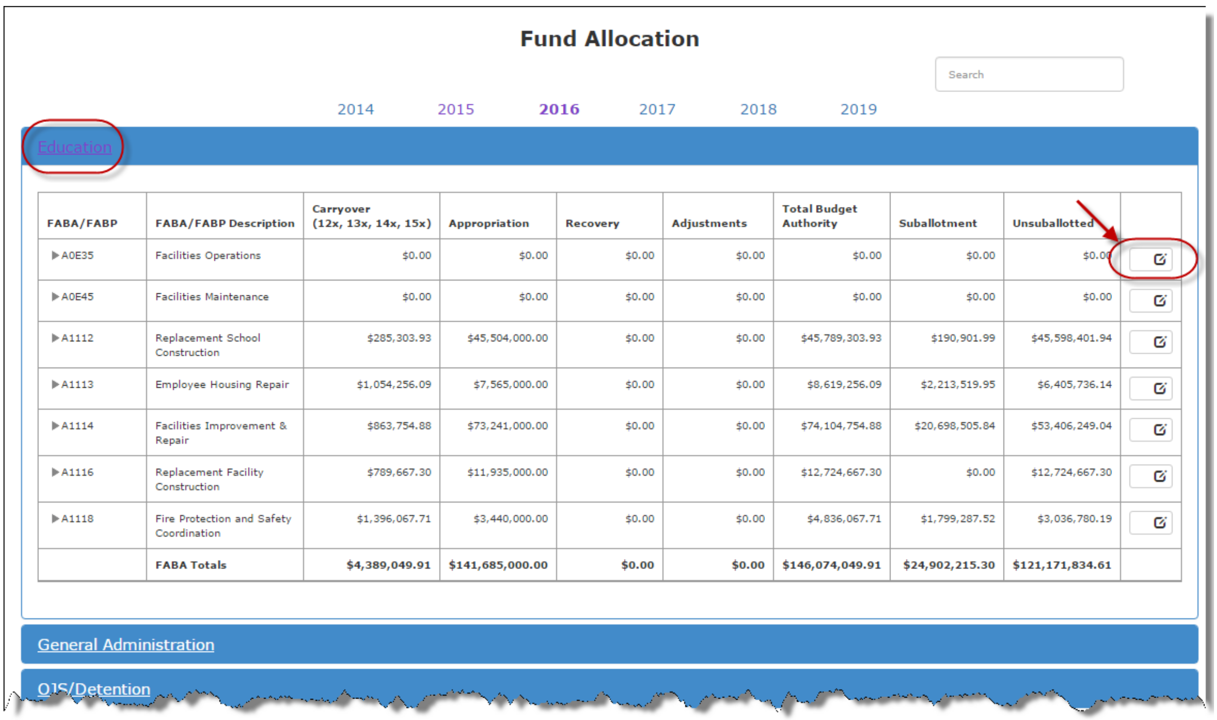
3.12.3 Projects – Exercise 3: Requesting Funding for a Project

1. Go to Projects > Browse Projects on the menu bar.
2. Click the **Search** button.
3. Click on a hyperlink in the **Project Number** column.
4. Click the **Add Request** button in the Funding Requests section of the screen.
5. Select an **FA Budget Program** from the dropdown.
6. Enter a value ($5000 or less) in the **Amount** field: ________________________________.
7. Enter some text followed by your name and the date in the **Justification** field.
8. Click the **Save** button.

4 Budget

4.1 Fund Allocation

1. Go to Budget > Fund Allocation on the menu bar.
2. Click the hyperlink for one of the following Programs to view its Functional Area Budget Activity (FABA):
    - Education
    - General Administration
    - OJS/Detention
    - Public Safety and Justice
    - Unfunded



FABA/FABP	FABA/FABP Description	Carryover (12x, 13x, 14x, 15x)	Appropriation	Recovery	Adjustments	Total Budget Authority	Suballotment	Unsuballotted	
▶A0E35	Facilities Operations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
▶A0E45	Facilities Maintenance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
▶A1112	Replacement School Construction	$285,303.93	$45,504,000.00	$0.00	$0.00	$45,789,303.93	$190,901.99	$45,598,401.94	
▶A1113	Employee Housing Repair	$1,054,256.09	$7,565,000.00	$0.00	$0.00	$8,619,256.09	$2,213,519.95	$6,405,736.14	
▶A1114	Facilities Improvement & Repair	$863,754.88	$73,241,000.00	$0.00	$0.00	$74,104,754.88	$20,698,505.84	$53,406,249.04	
▶A1116	Replacement Facility Construction	$789,667.30	$11,935,000.00	$0.00	$0.00	$12,724,667.30	$0.00	$12,724,667.30	
▶A1118	Fire Protection and Safety Coordination	$1,396,067.71	$3,440,000.00	$0.00	$0.00	$4,836,067.71	$1,799,287.52	$3,036,780.19	
	FABA Totals	$4,389,049.91	$141,685,000.00	$0.00	$0.00	$146,074,049.91	$24,902,215.30	$121,171,834.61	

3. Click the **Edit** button in the row of the FABA to allocate funding to. The following fields become editable:
    - Carryover
    - Appropriation
    - Recovery
    - Adjustments

Fund Allocation

Search

2014 2015 **2016** 2017 2018 2019

Education

FABA/FABP	FABA/FABP Description	Carryover (12x, 13x, 14x, 15x)	Appropriation	Recovery	Adjustments	Total Budget Authority	Suballotment	Unsuballotted
▶ A0E35	Facilities Operations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
▶ A0E45	Facilities Maintenance	$ 12000.00	$ 11000.00	$ 8000.00	$ 6250.00	$37,250.00	$0.00	$37,250.00
▶ A1112	Replacement School Construction	$285,303.93	$3,958,094.00	$0.00	$0.00	$4,243,397.93	$0.00	$4,243,397.93
▶ A1113	Employee Housing Repair	$1,053,827.23	$750,399.00	$0.00	$0.00	$1,804,226.23	$58,000.00	$1,746,226.23
▶ A1114	Facilities Improvement & Repair	$891,284.17	$7,414,962.00	$0.00	$0.00	$8,306,246.17	$1,679,787.73	$6,626,458.44
▶ A1116	Replacement Facility Construction	$789,667.30	$0.00	$0.00	$0.00	$789,667.30	$0.00	$789,667.30
▶ A1118	Fire Protection and Safety Coordination	$1,310,063.87	$442,638.00	$0.00	$0.00	$1,752,701.87	$0.00	$1,752,701.87
	FABA Totals	**$4,342,146.50**	**$12,577,093.00**	**$8,000.00**	**$6,250.00**	**$16,933,489.50**	**$1,737,787.73**	**$15,195,701.77**

4. Enter/update the funding amounts for the FABA in the editable fields and click the **Save** button.

5. Once funding has been allocated to the FABA, it can then be allocated to its Functional Area Budget Programs (FABPs). To view an FABA's FABPs, click the arrow next to the FABA.

Education

FABPs

FABA/FABP	FABA/FABP Description	Carryover (12x, 13x, 14x, 15x)	Appropriation	Recovery	Adjustments	Total Budget Authority	Suballotment	Unsuballotted
▶ A0E35	Facilities Operations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
▼ A0E45	Facilities Maintenance	$12,000.00	$11,000.00	$8,000.00	$6,250.00	$37,250.00	$0.00	$37,250.00
A0E450000	Facilities Maintenance	$4,000.00	$8,000.00	$4,300.00	$2,000.00	$18,300.00	$0.00	$18,300.00
A0E450101	Preventative Maintenance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A0E450102	Unscheduled Maintenance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A0E450103	Site Maintenance Support	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A0E450104	Protection Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A0E450105	Maintenance of Facilities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A0E450106	Pest Control	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A0E450107	Refuse Disposal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A0E450108	Training	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	A0E45 FA Budget Program Totals	**$4,000.00**	**$8,000.00**	**$4,300.00**	**$2,000.00**	**$18,300.00**	**$0.00**	**$18,300.00**
▶ A1112	Replacement School Construction	$285,303.93	$3,958,094.00	$0.00	$0.00	$4,243,397.93	$0.00	$4,243,397.93

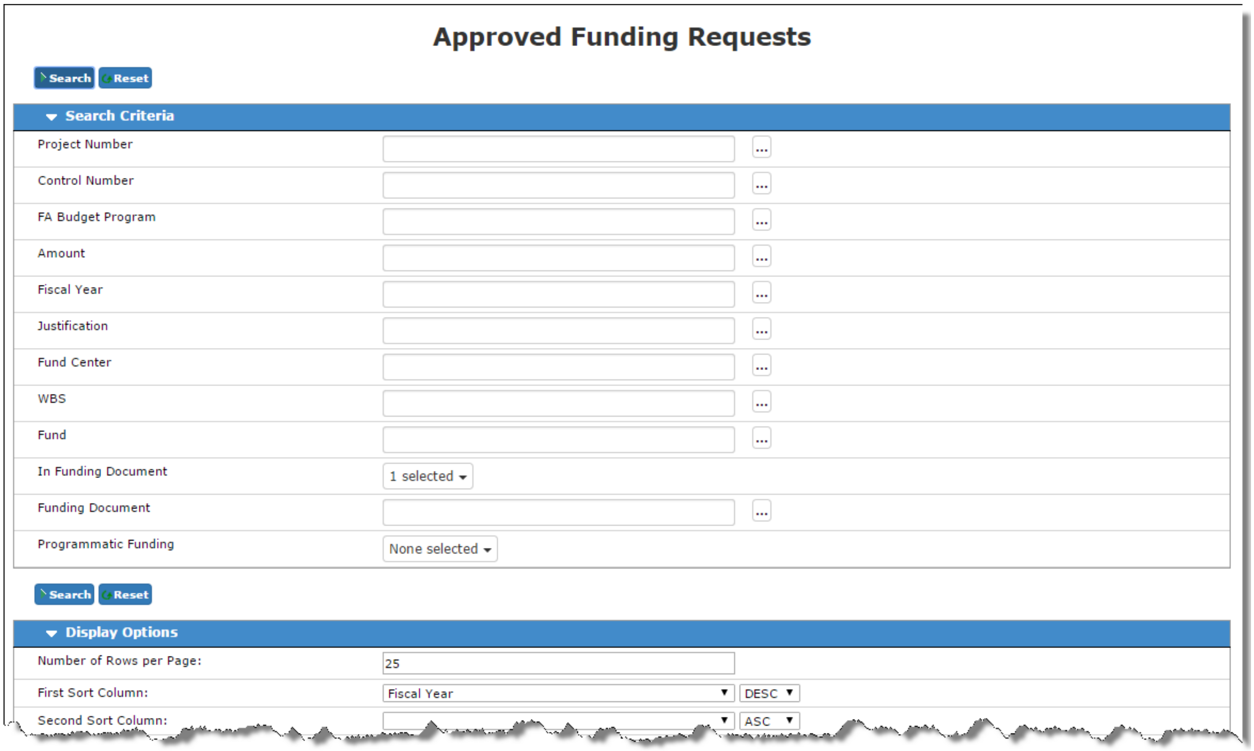
6. Click the **Edit** button in the row of the FABP to allocate funding to.

7. Enter/update the funding amounts for the FABP in the editable fields and click the **Save** button.

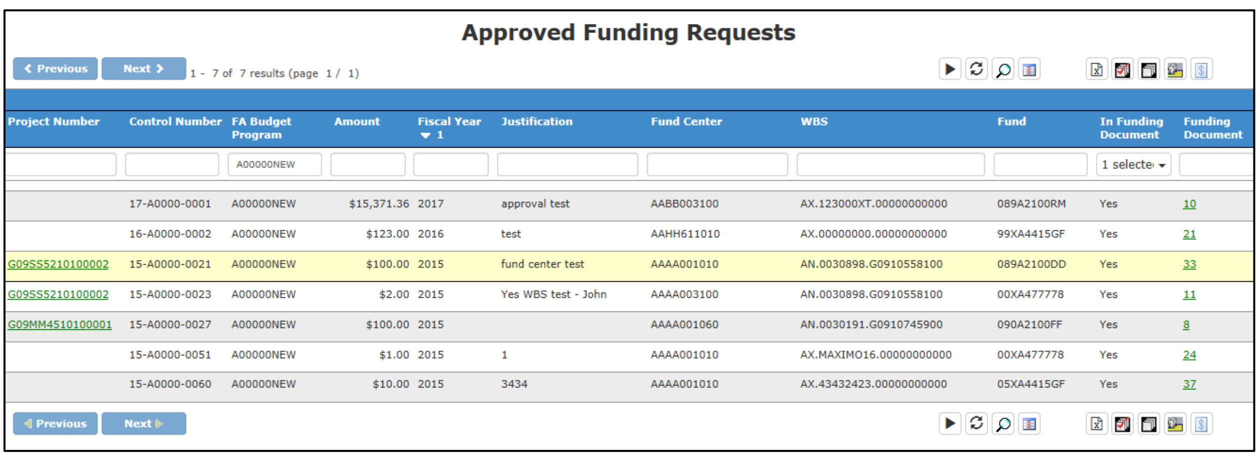
4.2 Funding Documents

4.2.1 Browsing Approved Funding Requests

1. Go to Budget > Browse Funding Requests on the menu bar.



2. Enter any valid Approved Funding Request search criteria and click the **Search** button. The Approved Funding Requests search results are displayed.


Approved Funding Requests

Previous Next 1 - 7 of 7 results (page 1 / 1)

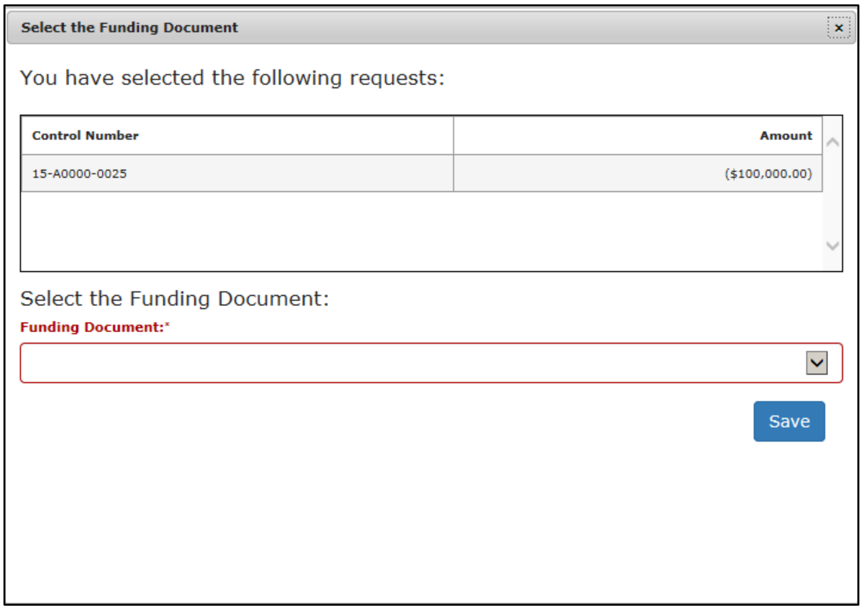
Project Number	Control Number	FA Budget Program	Amount	Fiscal Year ▼ 1	Justification	Fund Center	WBS	Fund	In Funding Document	Funding Document
		A00000NEW							1 selected	
	17-A0000-0001	A00000NEW	$15,371.36	2017	approval test	AABB003100	AX.123000XT.00000000000	089A2100RM	Yes	10
	16-A0000-0002	A00000NEW	$123.00	2016	test	AAHH611010	AX.00000000.00000000000	99XA4415GF	Yes	21
G09SS5210100002	15-A0000-0021	A00000NEW	$100.00	2015	fund center test	AAAA001010	AN.0030898.G0910558100	089A2100DD	Yes	33
G09SS5210100002	15-A0000-0023	A00000NEW	$2.00	2015	Yes WBS test - John	AAAA003100	AN.0030898.G0910558100	00XA477778	Yes	11
G09MM4510100001	15-A0000-0027	A00000NEW	$100.00	2015		AAAA001060	AN.0030191.G0910745900	090A2100FF	Yes	8
	15-A0000-0051	A00000NEW	$1.00	2015	1	AAAA001010	AX.MAXIMO16.00000000000	00XA477778	Yes	24
	15-A0000-0060	A00000NEW	$10.00	2015	3434	AAAA001010	AX.43432423.00000000000	05XA4415GF	Yes	37

Previous Next

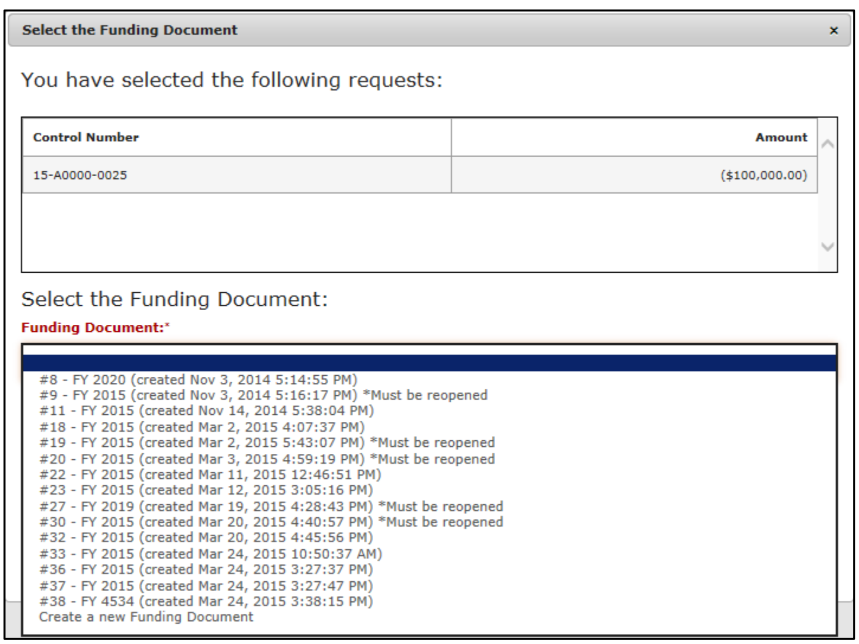
4.2.2 Adding an Approved Funding Request to a Funding Document

1. On the Approved Funding Requests screen, click the funding request records that you want to add to the new funding document.

2. Click the **Add to Funding Document**  button in the top right corner of the screen. The Select the Funding Document pop-up is displayed.



3. Click in the **Funding Document** field. A drop-down list of available funding documents is displayed.

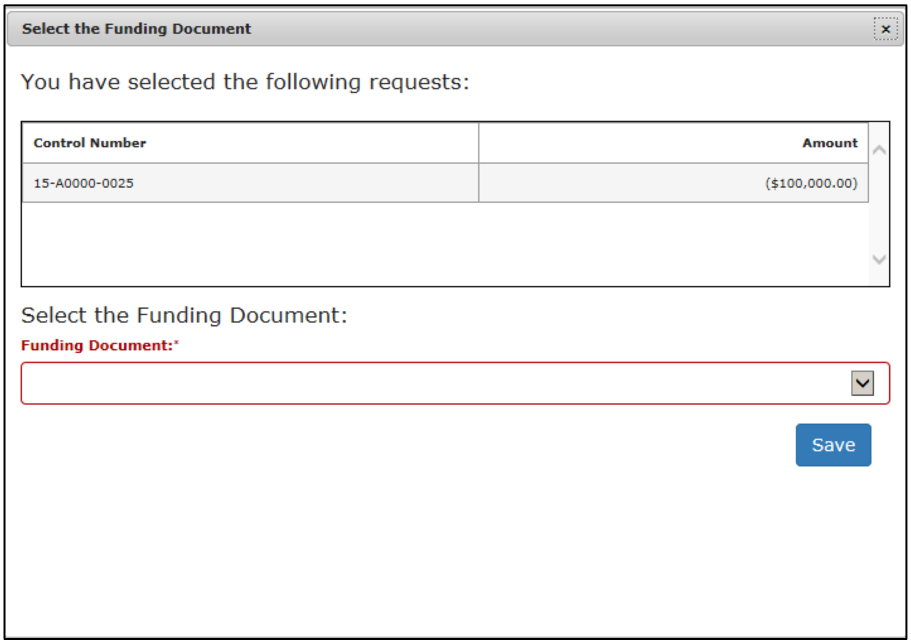


4. To add the approved Funding Request to an existing Funding Document, select the Funding Document and click the **Save** button. A confirmation message is displayed indicating that the request was added to the selected Funding Document.

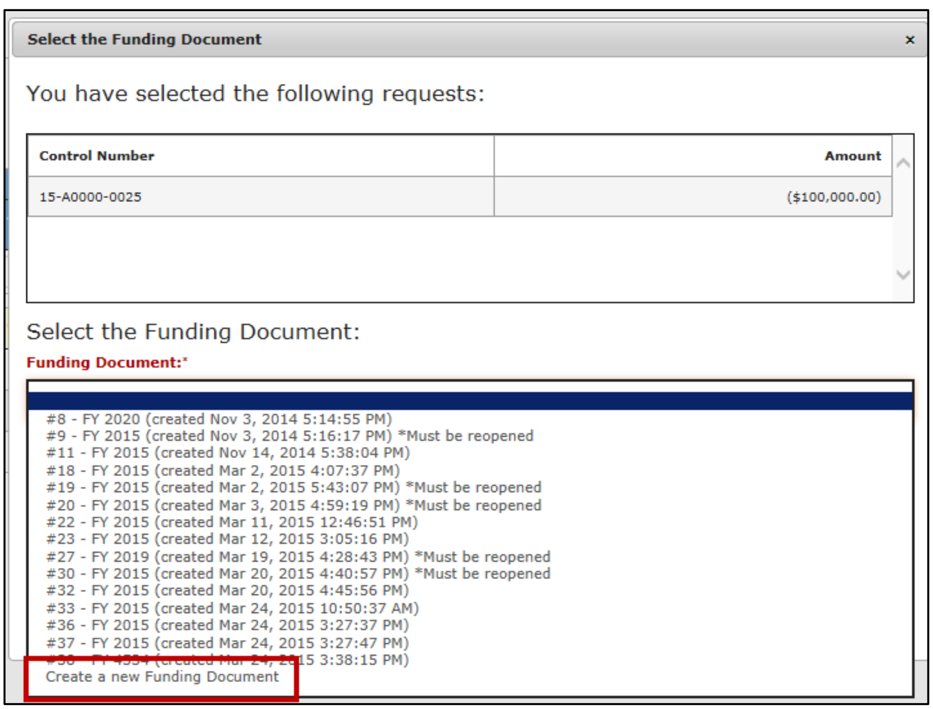
4.2.3 Creating a New Funding Document

1. On the Approved Funding Requests screen, click the funding request records that you want to add to the new funding document.

2. Click the **Add to Funding Document** button in the top right corner of the screen. The Select the Funding Document pop-up is displayed.

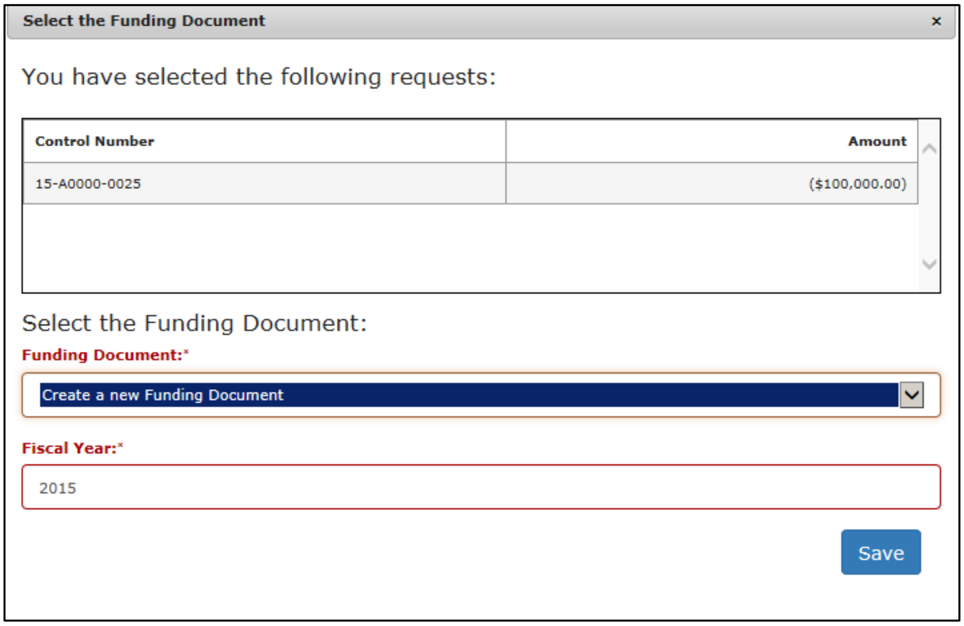


3. In the **Funding Document** field, select 'Create a New Funding Document'. This will cause the **Fiscal Year** field to be displayed on the Select the Funding Document pop-up.



4. If necessary, update the value in the **Fiscal Year** field.

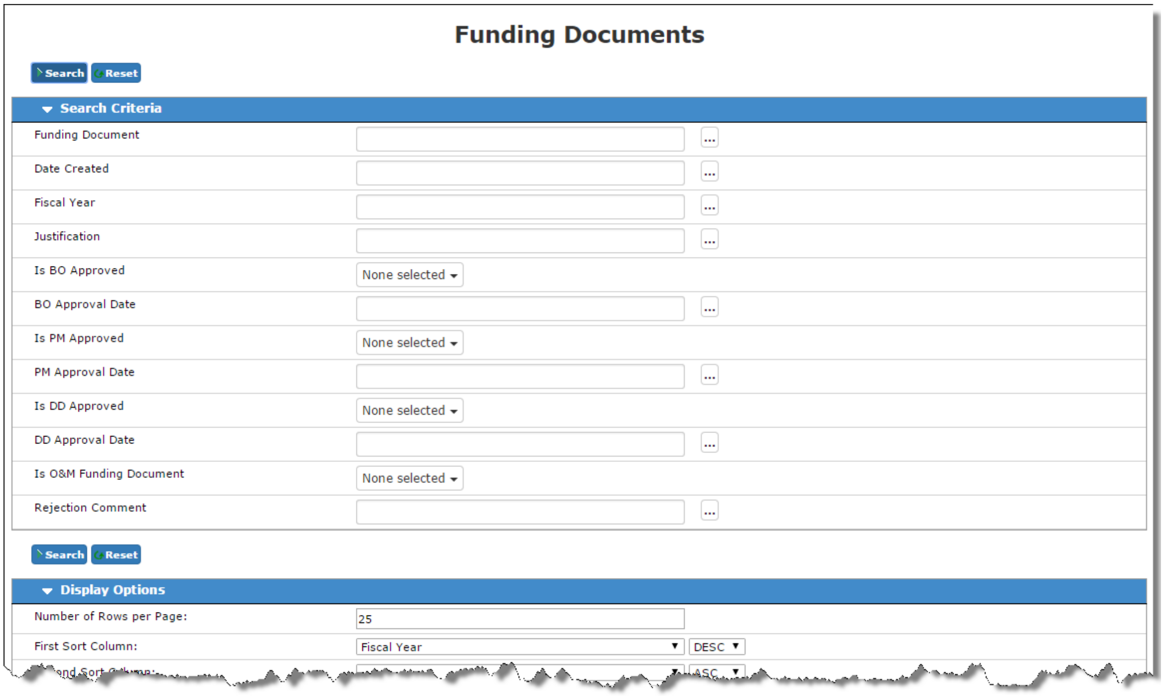
   Note: The **Fiscal Year** field is populated with the current Fiscal Year by default.



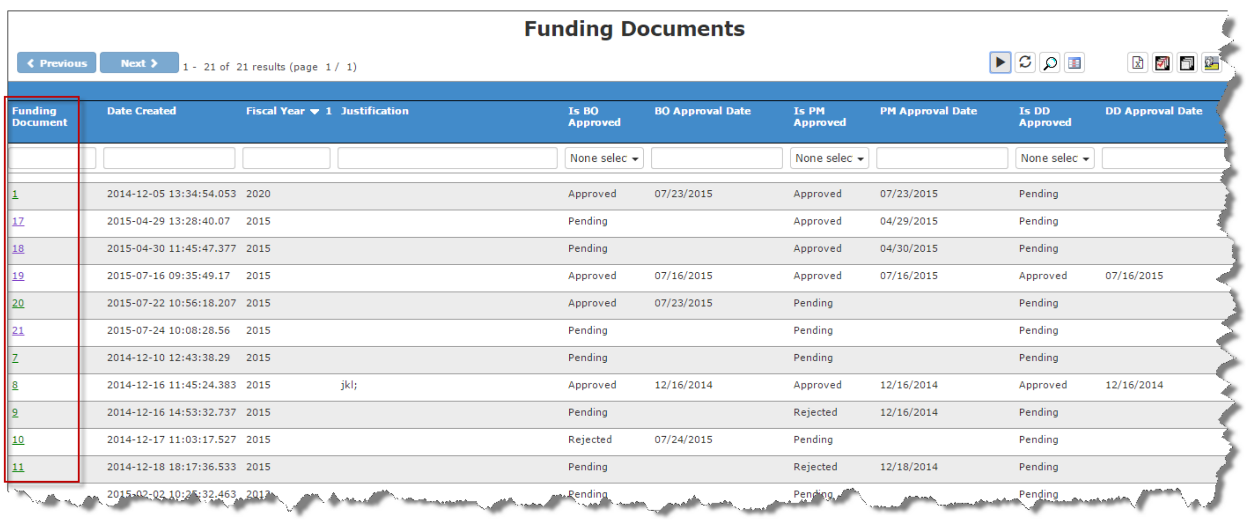
5. Click the **Save** button. A confirmation message is displayed indicating that the funding requests were added to the new funding document.

4.2.4 Viewing Funding Document Details

1. Go to Budget > Browse Funding Documents on the menu bar.



2. Enter any valid search criteria and click the **Search** button.



Funding Document	Date Created	Fiscal Year	Justification	Is BO Approved	BO Approval Date	Is PM Approved	PM Approval Date	Is DD Approved	DD Approval Date
1	2014-12-05 13:34:54.053	2020		Approved	07/23/2015	Approved	07/23/2015	Pending	
17	2015-04-29 13:28:40.07	2015		Pending		Approved	04/29/2015	Pending	
18	2015-04-30 11:45:47.377	2015		Pending		Approved	04/30/2015	Pending	
19	2015-07-16 09:35:49.17	2015		Approved	07/16/2015	Approved	07/16/2015	Approved	07/16/2015
20	2015-07-22 10:56:18.207	2015		Approved	07/23/2015	Pending		Pending	
21	2015-07-24 10:08:28.56	2015		Pending		Pending		Pending	
7	2014-12-10 12:43:38.29	2015		Pending		Pending		Pending	
8	2014-12-16 11:45:24.383	2015	jkl;	Approved	12/16/2014	Approved	12/16/2014	Approved	12/16/2014
9	2014-12-16 14:53:32.737	2015		Pending		Rejected	12/16/2014	Pending	
10	2014-12-17 11:03:17.527	2015		Rejected	07/24/2015	Pending		Pending	
11	2014-12-18 18:17:36.533	2015		Pending		Rejected	12/18/2014	Pending	

3. Click the hyperlink in the **Funding Document** field to view its Funding Document Details.

Funding Document #21 Details

Edit

Approval Status: **Pending Budget Officer Approval**
Requesting Organization:
Authority:
Application of Burden Rate:
Application of Burden Rate Document:
[not uploaded] Upload
Conditions:
Division That Must Approve: **PLANNING & PROGRAMMING**
Office That Must Approve: **DEPUTY DIRECTOR**
Justification:
Justification Document:
[not uploaded] Upload

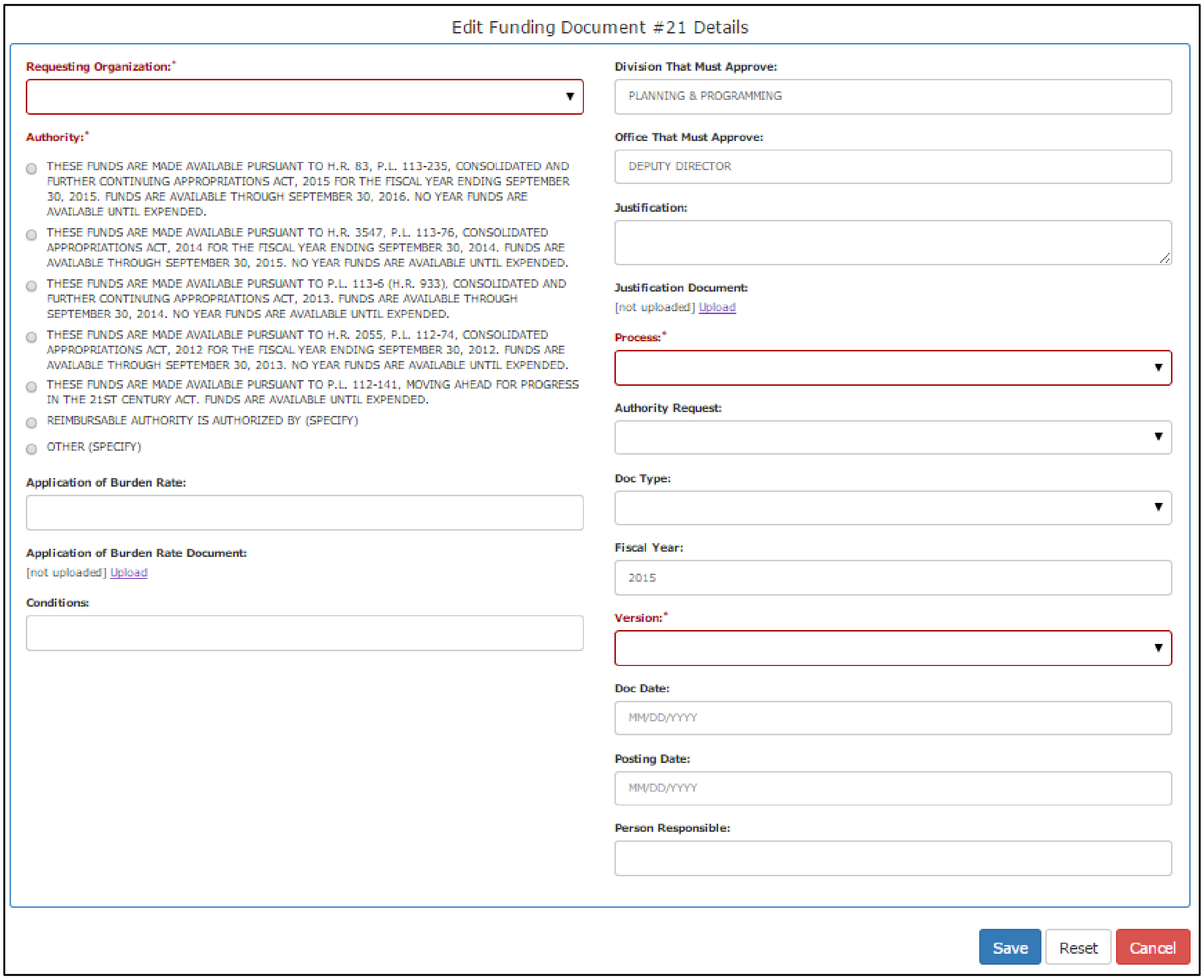
Process:
Authority Request:
Doc Type:
Fiscal Year: **2015**
Version:
Doc Date:
Posting Date:
Posting Period:
Person Responsible:

Doc Type	Functional Area Title	Fund Code	Fund Center	Functional Area	Amount
	FACILITIES IMPROVMENT/REP	135A2100RM		A11140000.000000	($798.00)
	FACILITIES IMPROVMENT/REP	135A2100RM	AAAA000000	A11140000	$798.00

Total + Request = $798.00 Total - Request = ($798.00) Total Net = $0.00

4.2.5 Enter and/or Update Funding Document Details

1. On the Funding Document Details screen, click the **Edit** button in the top right corner. The Edit Funding Document Details screen is displayed.

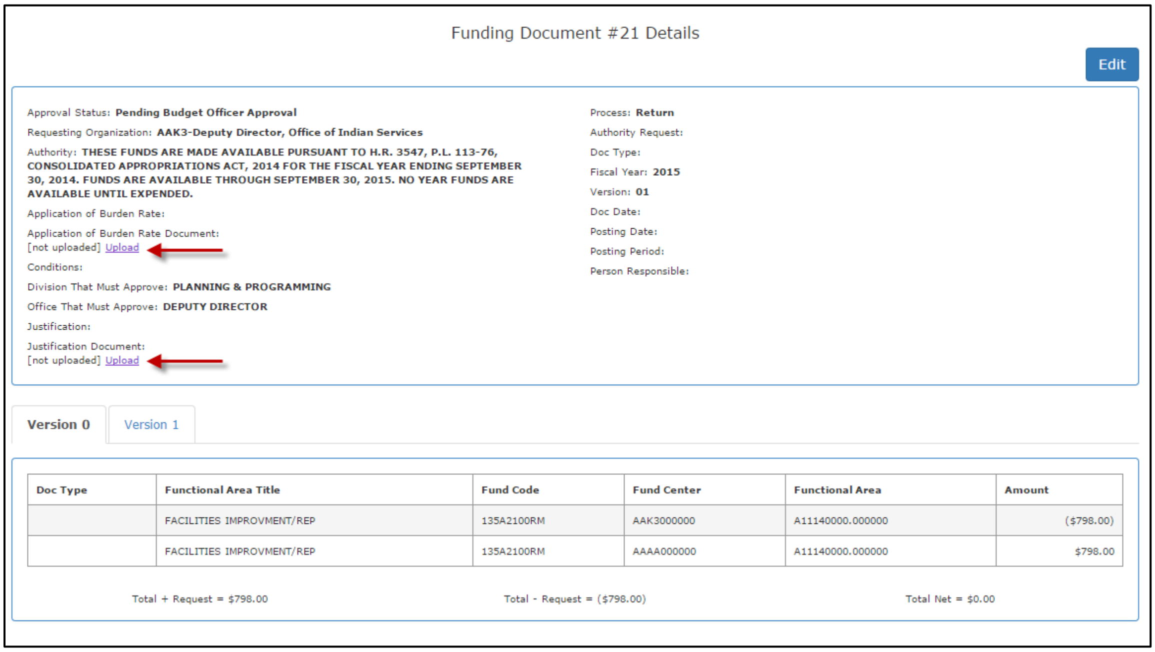


2. Enter and/or select information about the funding document for all required fields and any additional fields.

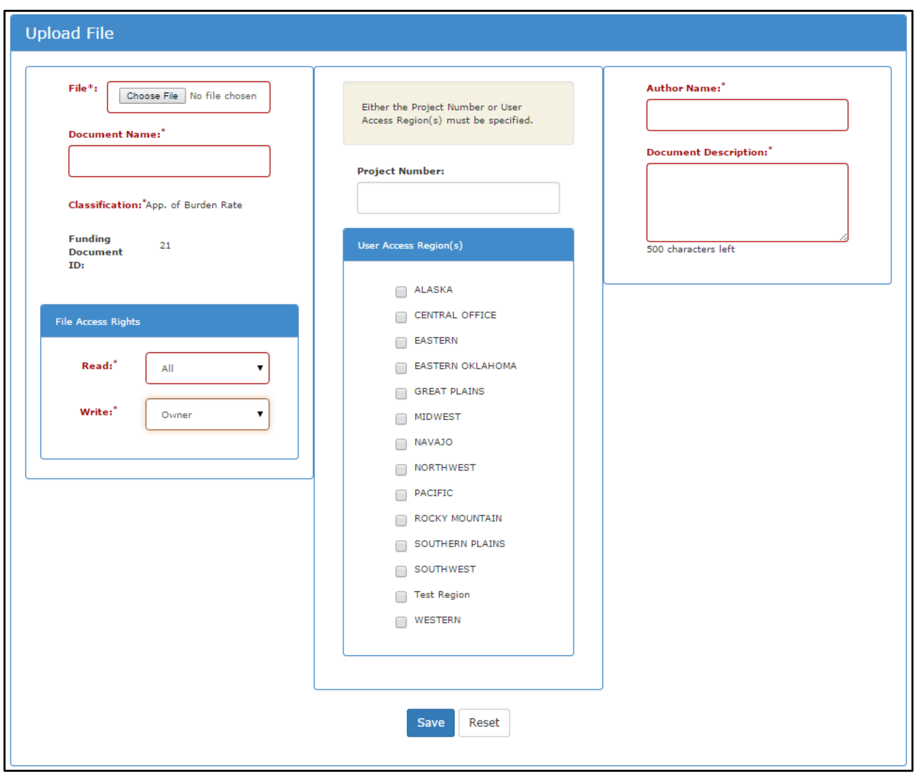
3. Click the **Save** button. A confirmation message is displayed indicating that the Funding Document was saved.

4.2.6 Uploading Files in Support of a Funding Document

1. Go to the Funding Document Details screen.



2. Click the **Upload** hyperlink in the **Application Rate of Burden Document** or **Justification Document** field. The Upload File window is displayed.



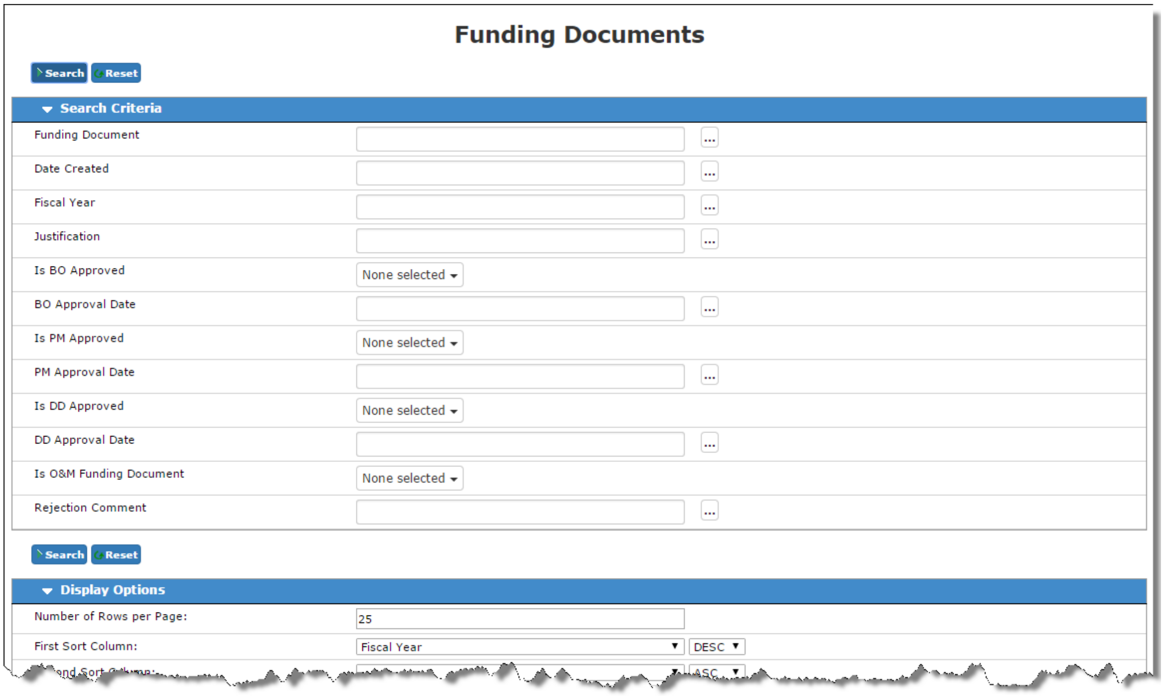
3. Click the **Browse/Choose File** button next to the File field.

4. Select the file to upload.
5. Enter values in all of the required fields.
6. Click the **Save** button. A confirmation message is displayed indicating that the ELibrary document was saved.

4.2.7 Approving a Funding Document

Note: A pending approval funding document must be approved by a Budget Officer (BO) first, a Program Manager (PM) second, and a Deputy Director (DD) third. If one's level of authority is second or third, one cannot approve or reject the funding document before it is approved by the level of approval that comes before it in the sequence.

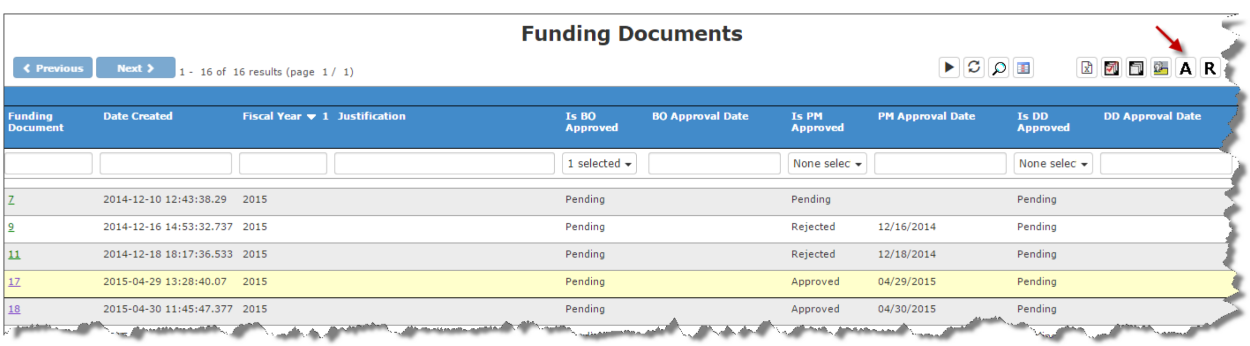
1. Go to Budget > Browse Funding Documents on the menu bar.



2. Enter any valid search criteria and click the **Search** button.

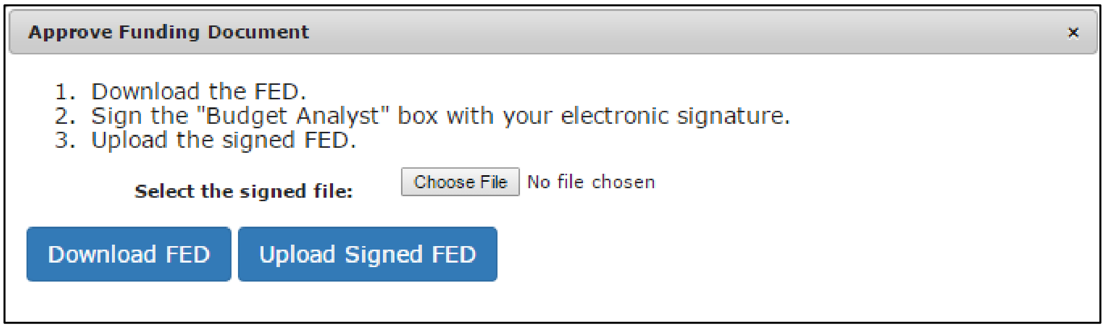
3. Select the row of the funding document to be approved. The selected row will be highlighted.

   Note: One can identify how far along the funding document is in the approval process by looking at its status in the Is BO Approved, Is PM Approved, and Is DD Approved fields. The fields correspond to Budget Officer Approval, Program Manager Approval, and Deputy Director Approval.



4. Click the **Approve** **A** button. The Approve Funding Document pop-up is displayed.

5. Click the **Download FED** button in the **Approve Funding Document** popup window.



6. Open the PDF file, enter your electronic signature in the Electronic Signature text field and save the file.

7. Return to the Approve Funding Document popup window.

8. Click the **Browse/Choose File** button and select the signed FED file.

   Note: The exact name of the button depends on the browser being used.

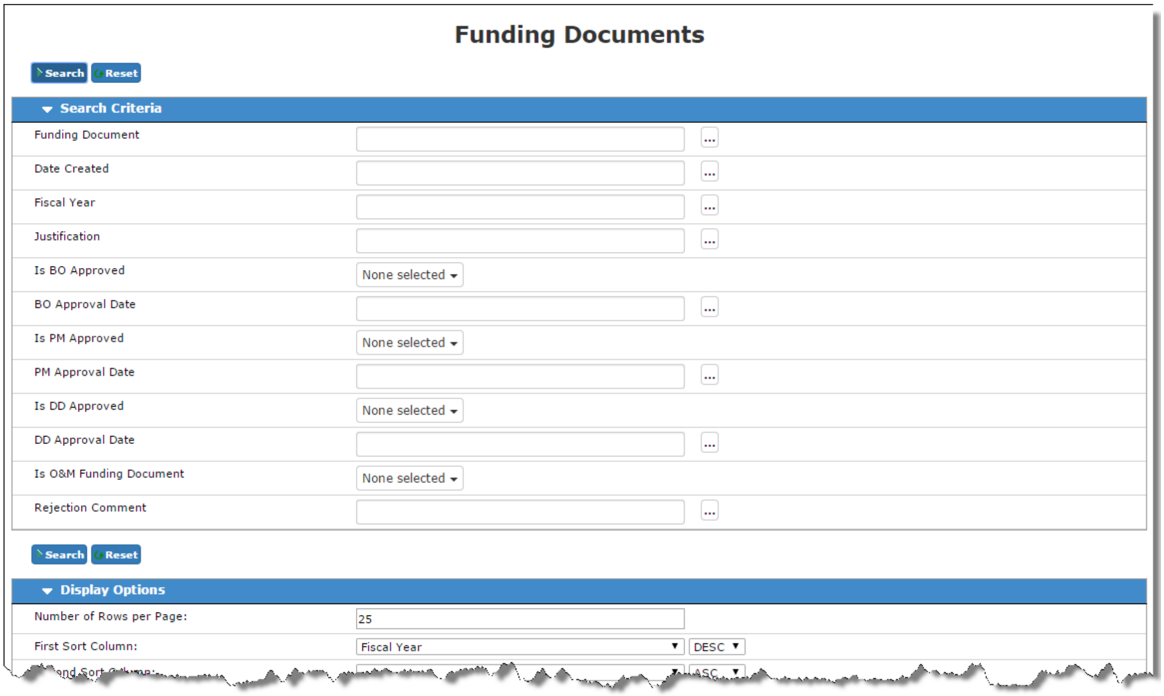
9. Click the **Upload Signed FED** button to upload the file. Once the signed FED is uploaded, the funding document will be approved.

   Note: The funding document is passed to the next level of approval in the following sequential order: Budget Officer > Program Manager > Deputy Director. The same approval process is followed at every level of approval.

10. Once the funding document is approved at the Deputy Director level, the document is ready to be exported so it can be uploaded into FBMS.

4.2.8 Rejecting a Funding Document

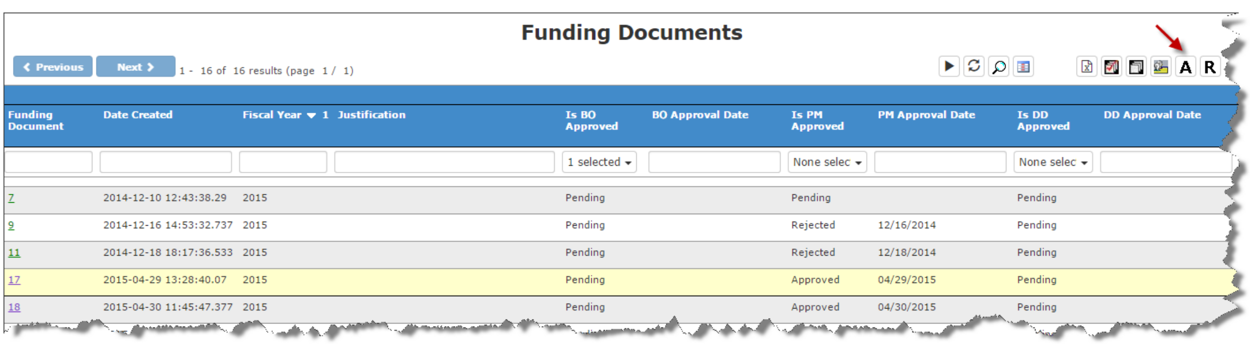
1. Go to Budget > Browse Funding Documents on the menu bar.



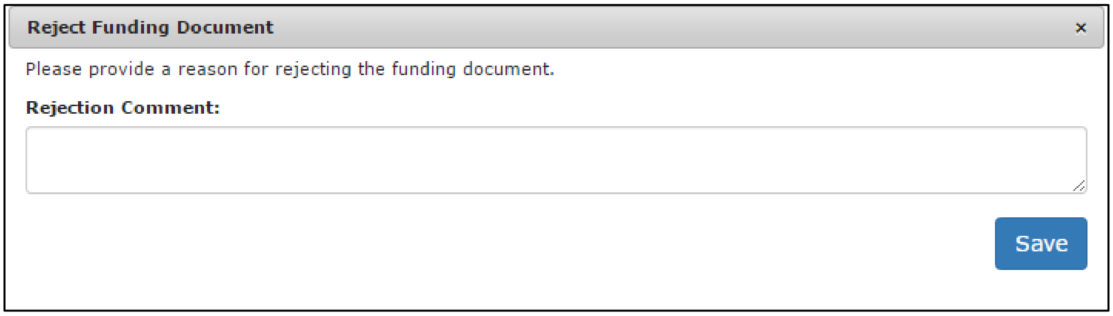
2. Enter any valid search criteria and click the **Search** button.

3. Select the row of the funding document to be approved or rejected. The selected row will be highlighted.

   Note: You can identify how far along the funding document is in the approval process by looking at its status in the Is BO Approved, Is PM Approved, and Is DD Approved fields. The fields correspond to Budget Officer Approval, Program Manager Approval, and Deputy Director Approval.



4. Click the **Reject**  button. The Reject Funding Document pop-up is displayed.

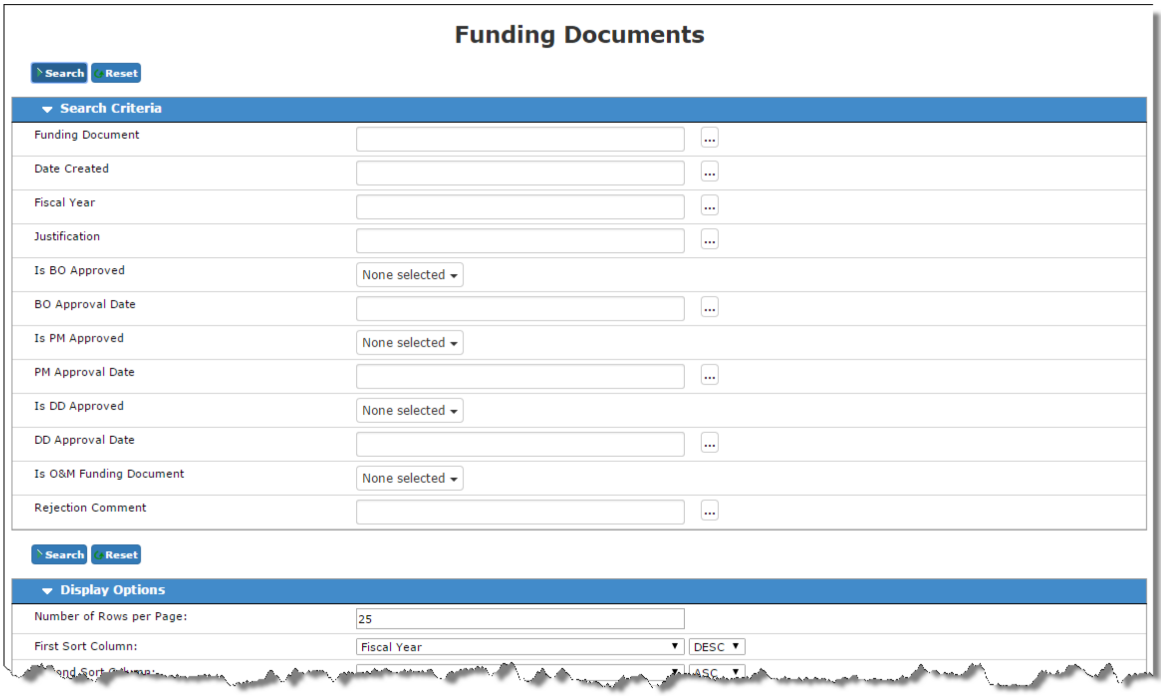


5. Enter a reason for rejecting the funding document in the **Rejection Comment** field.

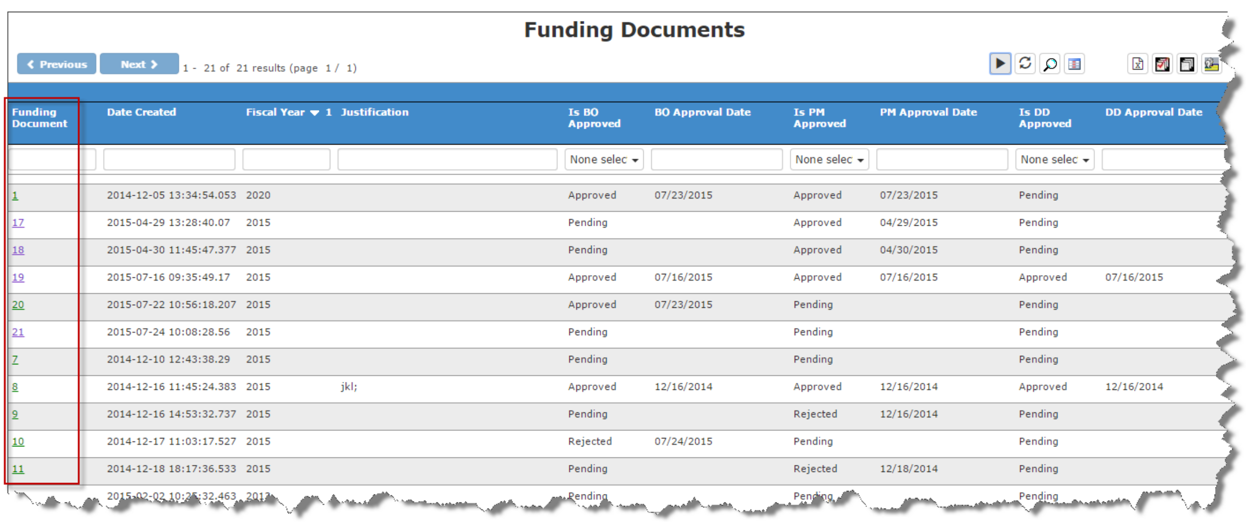
6. Click the **Save** button. A confirmation message is displayed indicating that the funding document was rejected.

4.2.9 Exporting the FBMS Entry Document (FED)

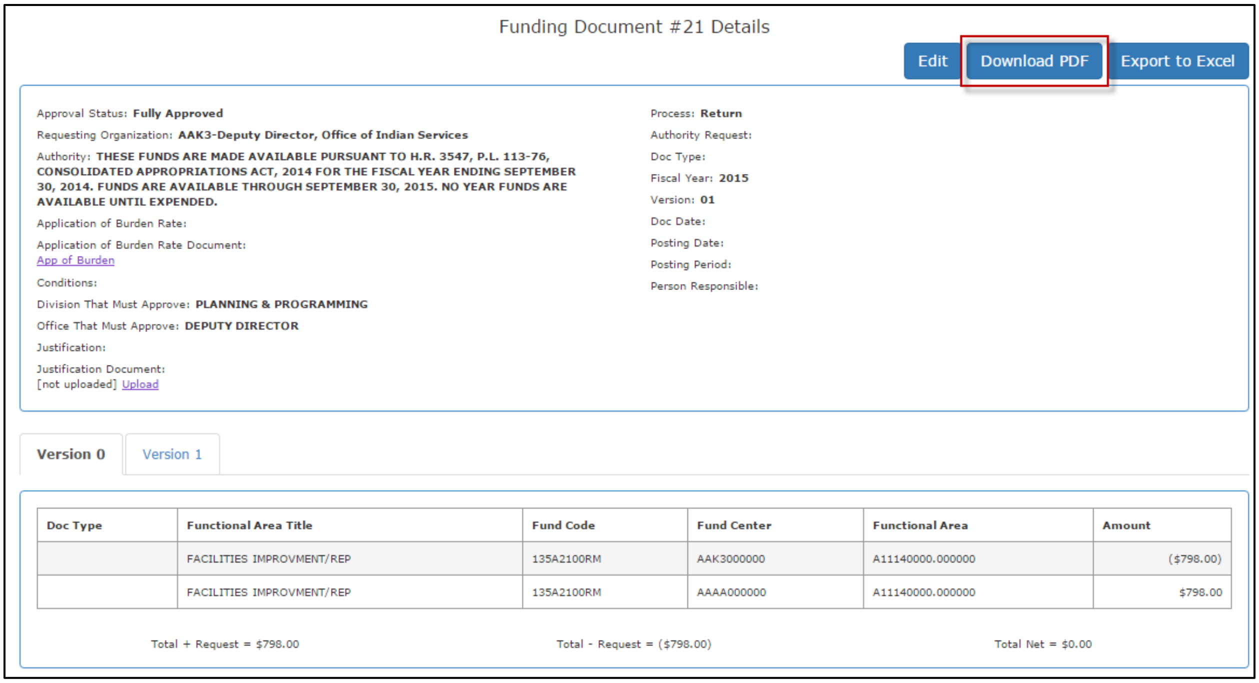
1. Go to Budget > Browse Funding Documents on the menu bar.



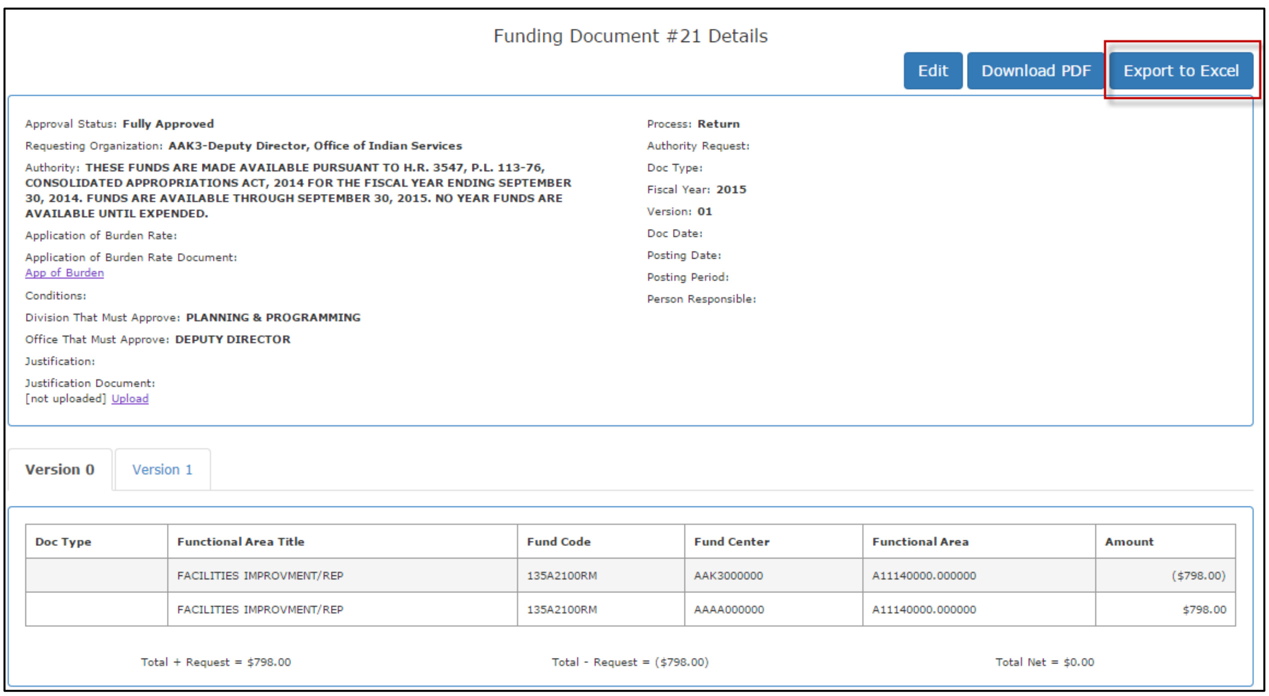
2. Enter any valid search criteria and click the **Search** button.



3. Click the hyperlink in the **Funding Document** field to view its Funding Document Details.



4. Click the **Download PDF** button. The FBMS Entry Document (FED) PDF document will be downloaded.



5. Click the **Export to Excel** button. The FBMS Entry Document (FED) Excel document will be downloaded.

4.3 Budget Exercises

4.3.1 Budget – Exercise 1: Browsing Pending Funding Requests

1. Go to Budget > Funding Requests Pending Approval > Project Funding Requests on the menu bar.
2. Enter your funding request value in the **Amount** Search Criteria field.
3. Click the **Search** button.

4.3.2 Budget – Exercise 2: Browsing Approved Funding Requests

1. Go to Budget > Browse Funding Requests on the menu bar.
2. Click the **Search** button.
3. Review the Funding Requests that are available.
4. Use one of the search fields below a column heading to filter the results. Ex: Type an existing Project Number into the **Project Number** field and click the **Search** ▶ button.

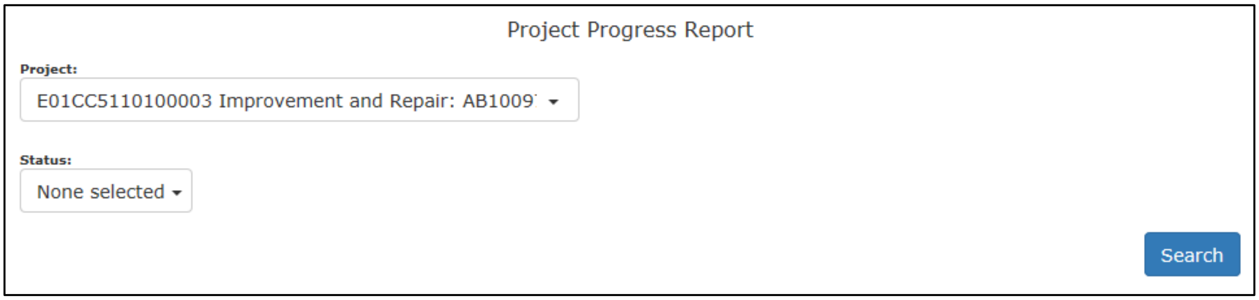
4.3.3 Budget – Exercise 3: Viewing Funding Document Details

1. Go to Budget > Browse Funding Documents on the menu bar.
2. Click the **Search** button.
3. Click on the hyperlink in the **Funding Document** column for one of the rows.
4. Review the Funding Document Details.

5 Reports

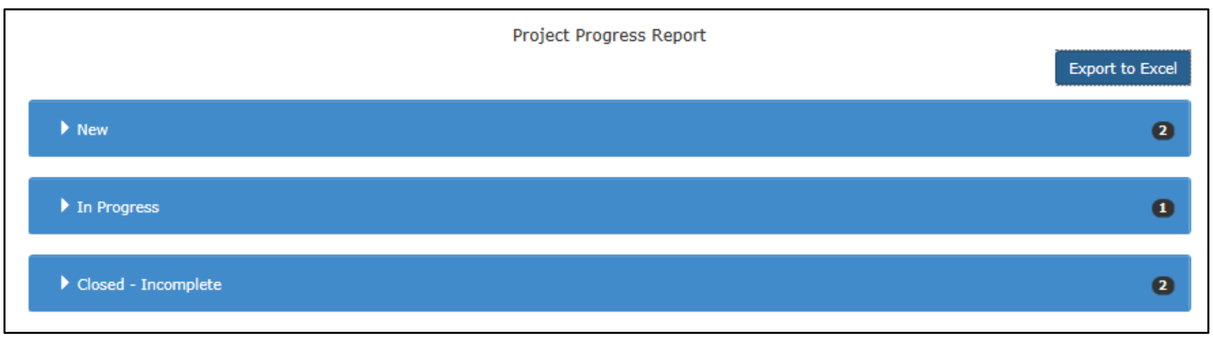
5.1 Project Progress Report

1. Go to Projects > Project Progress Report on the menu bar.

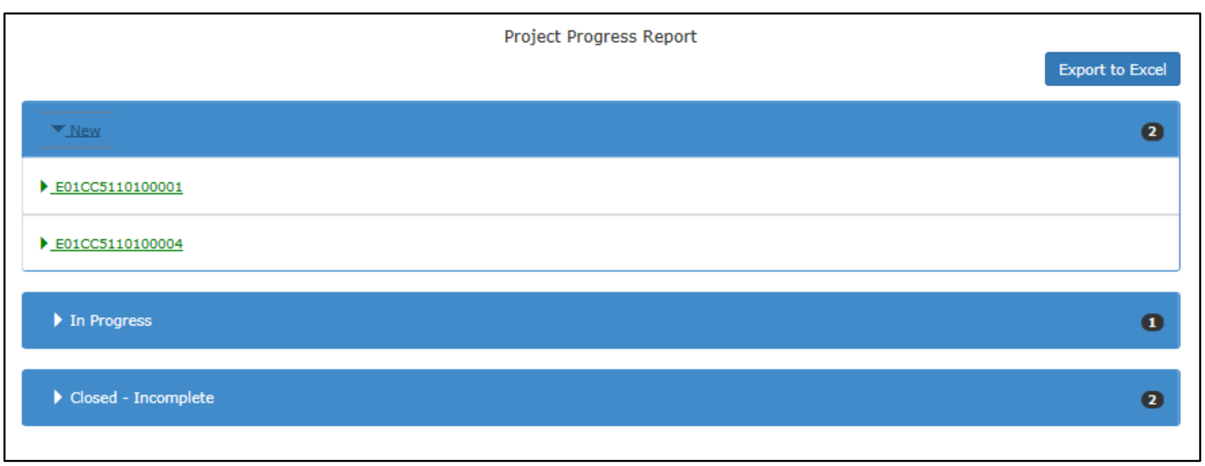


2. To filter by Project number, click in the **Project** drop-down field. The project numbers of all available projects are displayed.
3. Select the Projects to include with the checkboxes next to the Project Numbers.

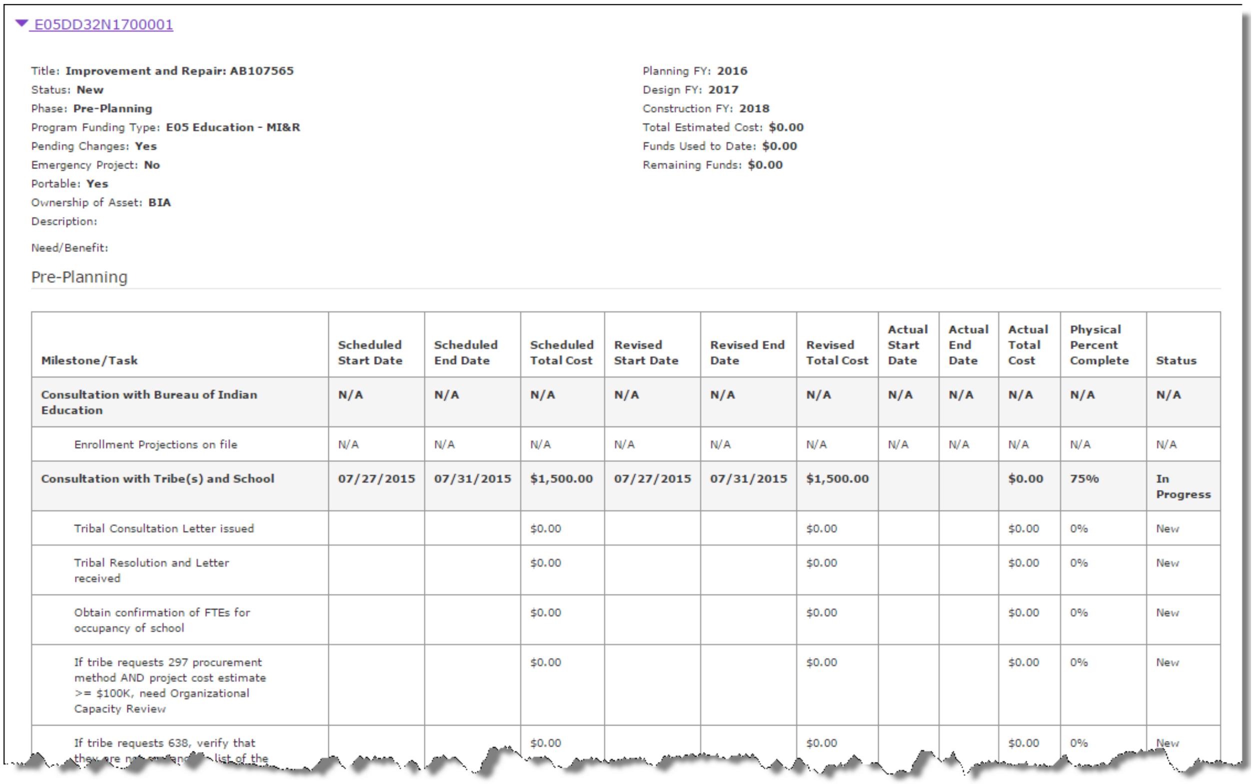
   Note: Click Select All to check all projects. To search for a project, type into the search field and the list will be filtered.
4. To filter by Project Status, select the statuses to include in the **Status** field.
5. Click the **Search** button. The Project Progress Report results screen is displayed.



6. On the Project Progress Report results screen, click the status of projects you want to view. The list of projects is displayed.



7. Click the Project Number hyperlink of the project to view its details.



E05DD32N1700001

Title: **Improvement and Repair: AB107565**
Status: **New**
Phase: **Pre-Planning**
Program Funding Type: **E05 Education - MI&R**
Pending Changes: **Yes**
Emergency Project: **No**
Portable: **Yes**
Ownership of Asset: **BIA**
Description:

Need/Benefit:

Planning FY: **2016**
Design FY: **2017**
Construction FY: **2018**
Total Estimated Cost: **$0.00**
Funds Used to Date: **$0.00**
Remaining Funds: **$0.00**

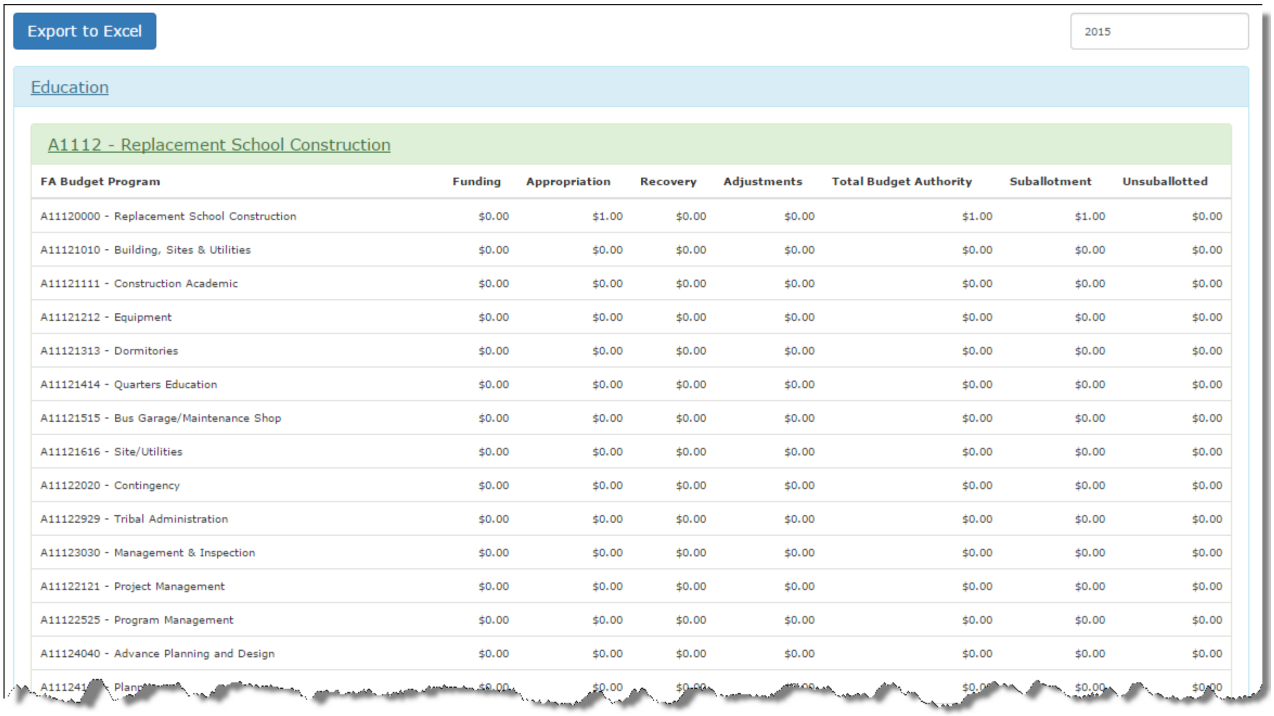
Pre-Planning

Milestone/Task	Scheduled Start Date	Scheduled End Date	Scheduled Total Cost	Revised Start Date	Revised End Date	Revised Total Cost	Actual Start Date	Actual End Date	Actual Total Cost	Physical Percent Complete	Status
Consultation with Bureau of Indian Education	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Enrollment Projections on file	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Consultation with Tribe(s) and School	**07/27/2015**	**07/31/2015**	**$1,500.00**	**07/27/2015**	**07/31/2015**	**$1,500.00**			**$0.00**	**75%**	**In Progress**
Tribal Consultation Letter issued			$0.00			$0.00			$0.00	0%	New
Tribal Resolution and Letter received			$0.00			$0.00			$0.00	0%	New
Obtain confirmation of FTEs for occupancy of school			$0.00			$0.00			$0.00	0%	New
If tribe requests 297 procurement method AND project cost estimate >= $100K, need Organizational Capacity Review			$0.00			$0.00			$0.00	0%	New
If tribe requests 638, verify that they are [illegible] list of the			$0.00			$0.00			$0.00	0%	New

8. Click the **Export to Excel** button to download an Excel file of the Project Progress Report.

5.2 Functional Area Budget Activity (FABA) Distribution Report

1. Go to Budget > FA Budget Activity Distribution Report on the menu bar. The Functional Area Budget Activity Distribution Report screen is displayed.



FA Budget Program	Funding	Appropriation	Recovery	Adjustments	Total Budget Authority	Suballotment	Unsuballotted
A11120000 - Replacement School Construction	$0.00	$1.00	$0.00	$0.00	$1.00	$1.00	$0.00
A11121010 - Building, Sites & Utilities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11121111 - Construction Academic	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11121212 - Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11121313 - Dormitories	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11121414 - Quarters Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11121515 - Bus Garage/Maintenance Shop	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11121616 - Site/Utilities	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11122020 - Contingency	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11122929 - Tribal Administration	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11123030 - Management & Inspection	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11122121 - Project Management	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11122525 - Program Management	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
A11124040 - Advance Planning and Design	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

2. Click the **Export to Excel** button to download an Excel file of the FABA Distribution Report.