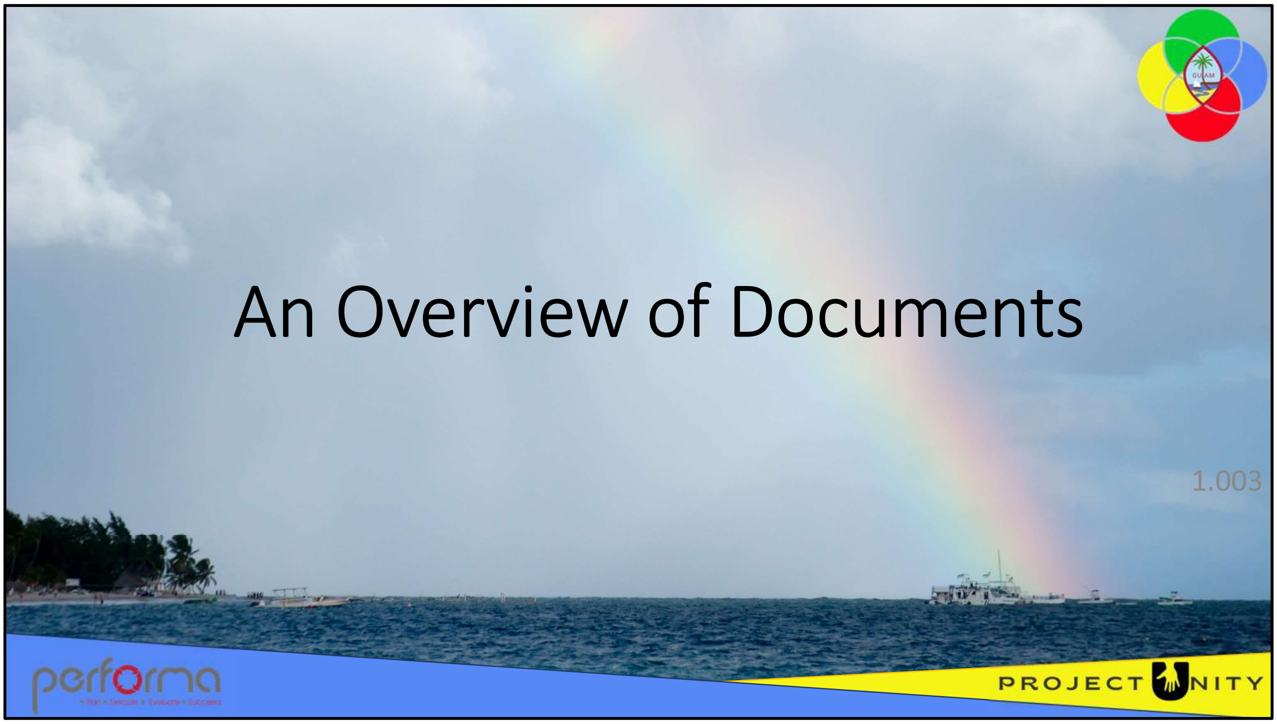
An Overview of Documents
1.003
performa
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Lesson Details

Learning Objectives:	To ensure that users understand the concept of a document within the application, and the purpose of each of the various document types as a foundation for later training modules.
Duration:	30 minutes
Pre-requisites:	None
Recommended:	An Overview of GFMIS

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BIDS Documents

A container for:

- Data
- Layout
- Workflow
- Rules
- Security

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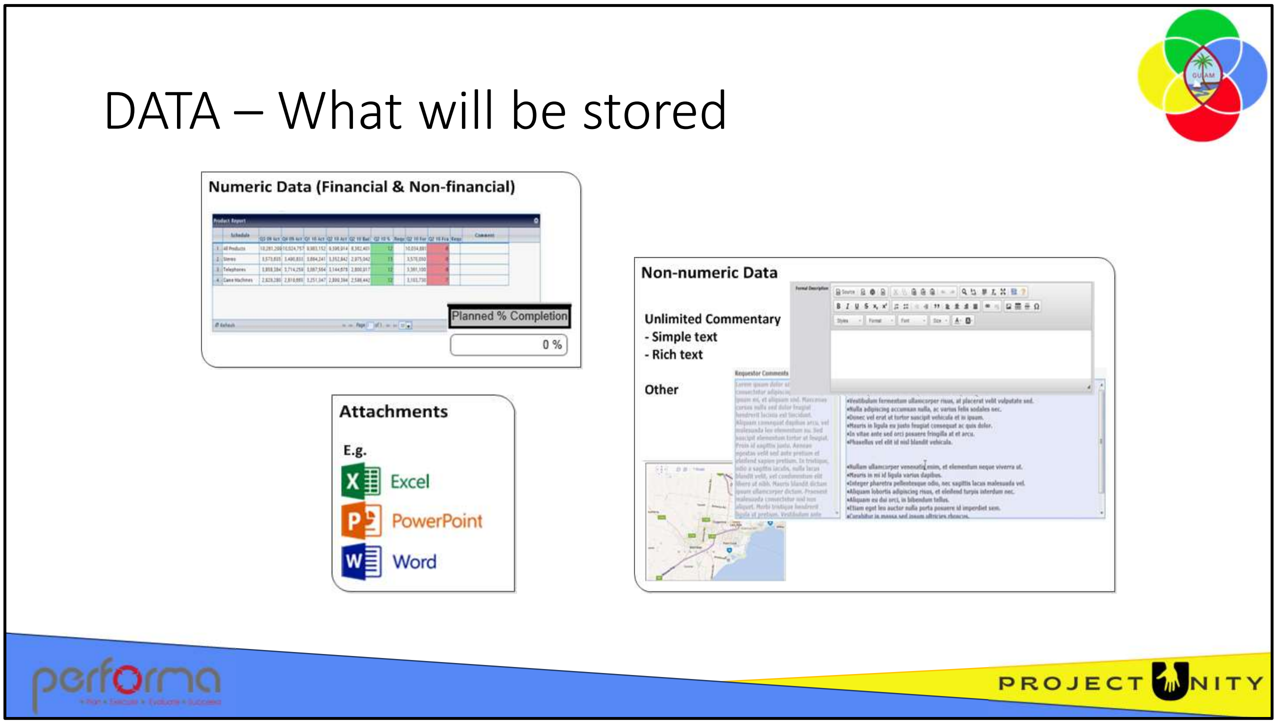
A BIDS Document contains all the data needed for a business process, the way those fields will appear on screen, the workflow it will follow through the process, the business rules that apply, and the security rules that control who can see what and when they can see it.

The application has several documents, some will be for Budget Preparation, some are for Execution and Management, and some are for System Administration.

Since each document has a specific purpose, each has its requirements for data, layout, workflow, and rules. We explore each document in detail in later modules. For now, we'll look at the concepts behind documents.

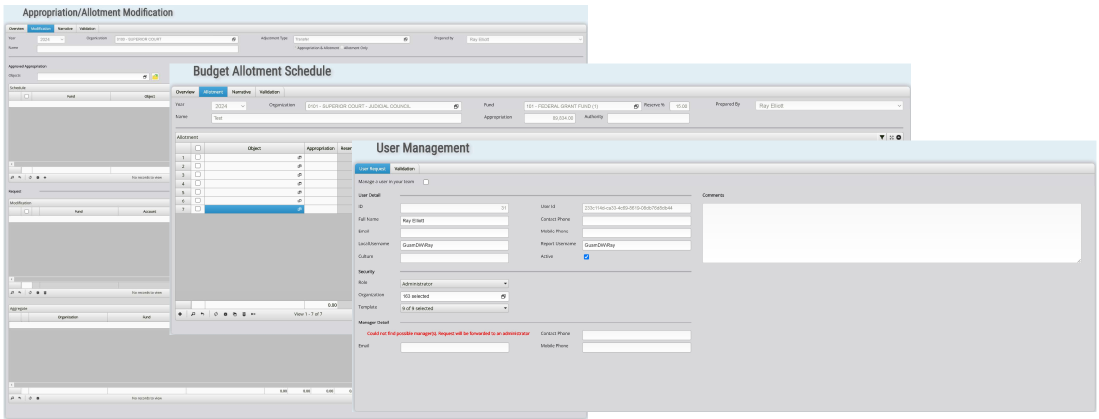


A BIDS document can capture virtually any kind of data;

- Numeric data
  - Financial data such as Revenue and Costs
  - Non-financial data such as statistics, coordinates, etc.
- Non-numeric data
  - Text can be simple text with no formatting
  - If formatting is a requirement, then text can be entered using the rich-text editor and the formatting is retained along with the text
  - Date/DateTime
  - Yes|No
- Attachments; the user can upload files and attach them to the document
- Application status, audit data

All data, including dollars, text, attachments and status, is automatically maintained in a secure SQL Server database. This database acts as a data mart for all reporting and analysis through the Microsoft SQL Server Reporting Services or Microsoft Excel or other reporting tools. Standard reports and ad-hoc reports can be configured to meet user needs. The data security setup in the BIDS security manager governs user access to the reports. BIDS ensures that only the right user can access the authorized data.

FORMS – How it will be displayed



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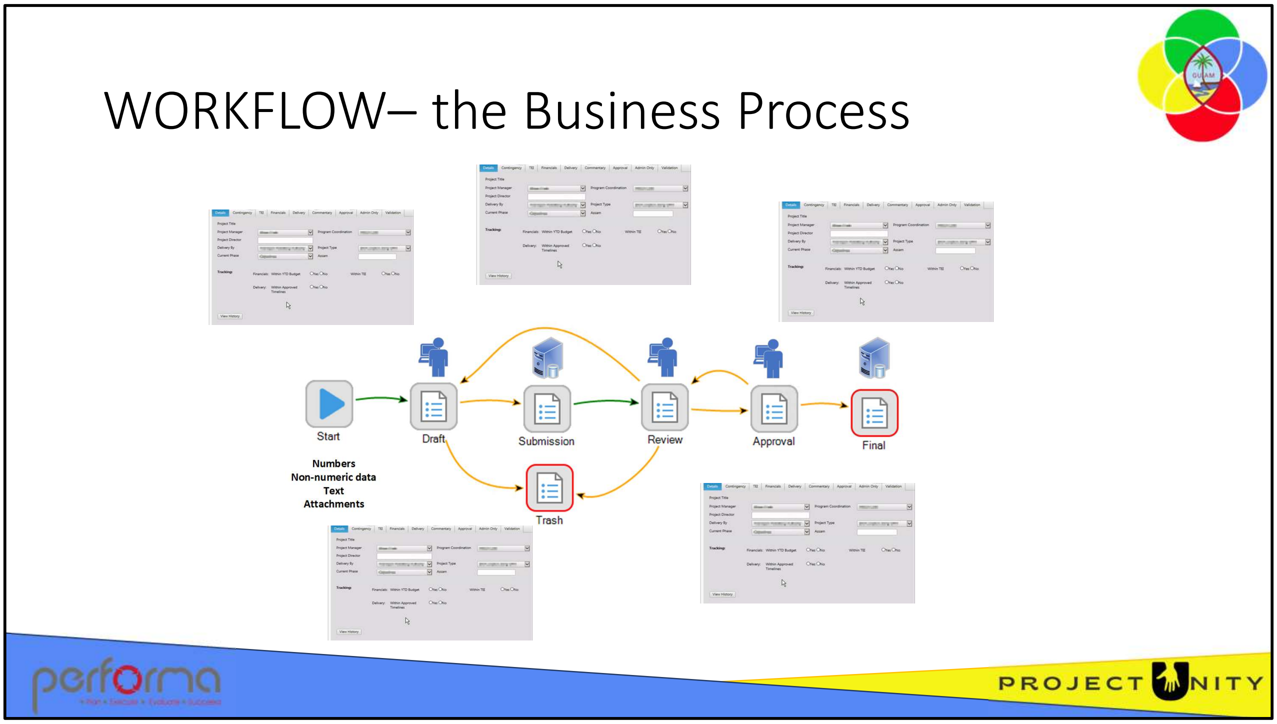
The data needed for a business process is captured on an electronic document which differs in layout based on the process's requirements.

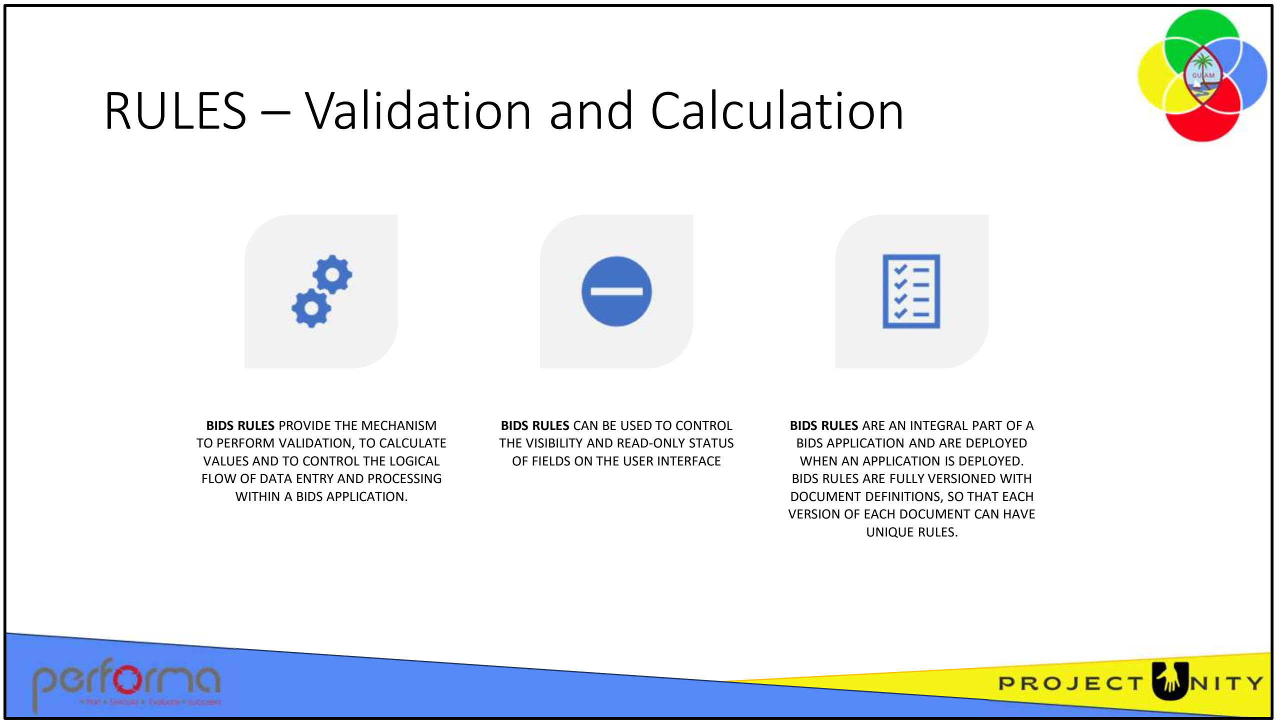


The solution comes with a sophisticated workflow engine that allows data to move through a validation process, review, and approval.

As many – or as few – steps can be configured on the workflow as needed for the user's process. Specific actions can be performed at each step, such as manual input, updating a database, exporting to an external application, or performing certain logic or actions.

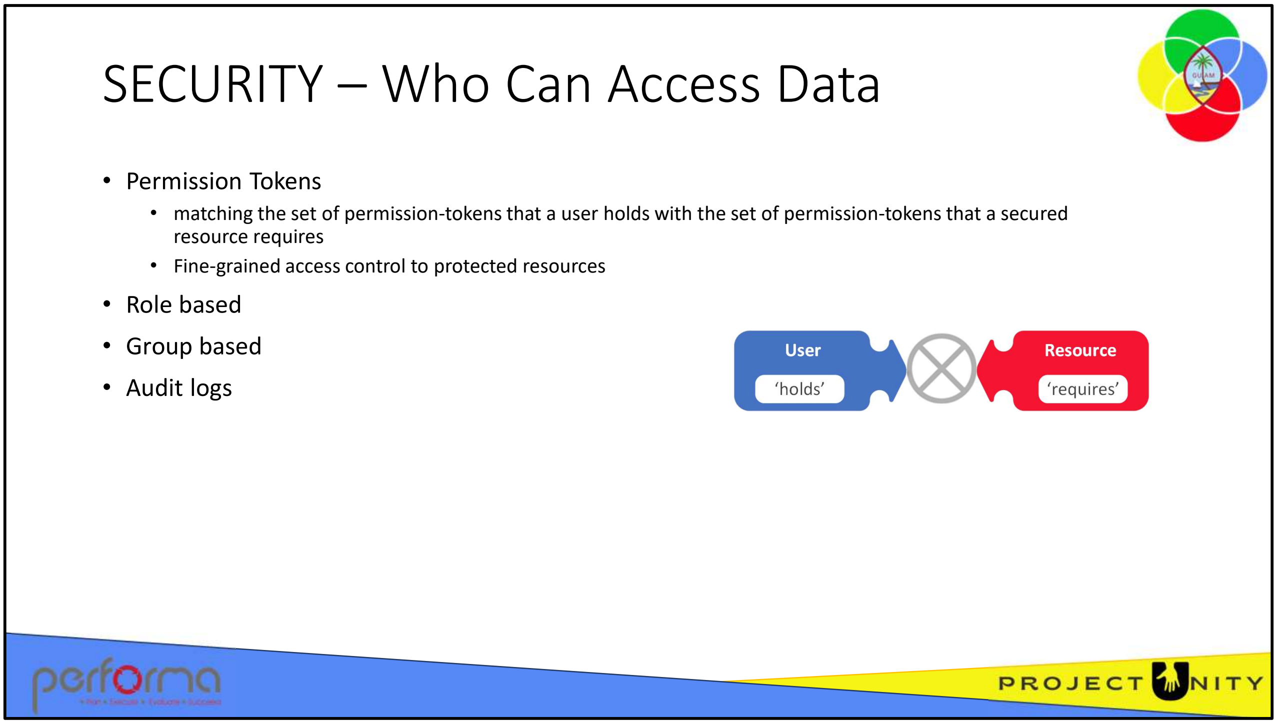
A Workflow is configured within BIDS to ensure that application processes are enacted according to the organization's specific rules and procedures. The flexibility of BIDS Workflow allows business processes to vary depending upon the information captured. Typical examples include defining alternate paths when tolerances are exceeded and varying the business process depending on what information is being submitted or who is submitting the information.

BIDS Workflow also supports the invocation of flags/notifications based on events within the system. For example, when a user has submitted a request or change that requires review and/or management action, the relevant users can be notified through an email. BIDS will also activate a data update into any external system when the request is approved, such as submitting the Budget Allotments to the ERP.



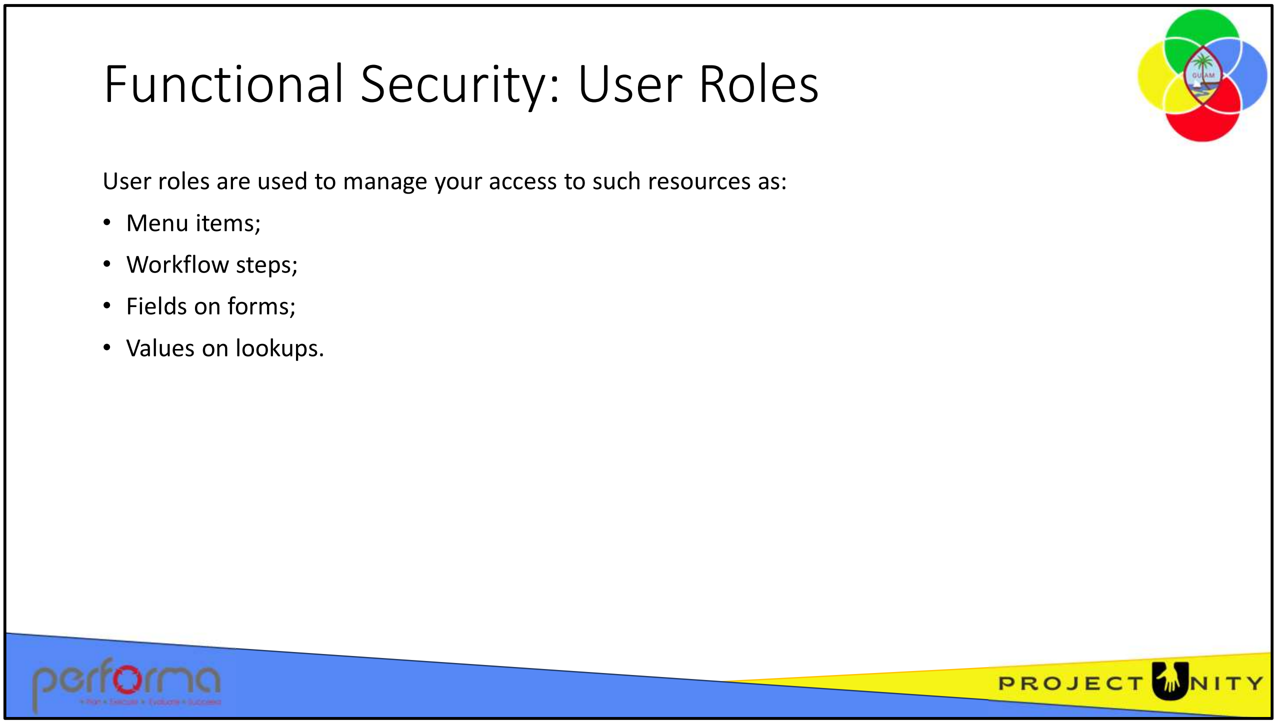
Rules are an integral component of the application. They validate the data entered into the system, they provide the conditional logic behind a complex workflow so that the data can be routed based on the rules and they also calculate new data values based on data entered.

BIDS validates the information being captured against configurable business rules that are specific to the organization. This means that organizations configure an application that supports their specific rules and requirements. By validating data with rules, staff spends less time manually checking that forms have been filled in correctly thereby delivering greater productivity.



BIDS has a flexible and sophisticated access control mechanism that secures both information and processes to enforce the user's security policies. The access control mechanism includes allowing or restricting access to individual fields within a Document on a per-user basis.

All operations across the system, including all user data submissions, validation errors or warnings, are logged by BIDS Audit in a chronological sequence of audit records detailing the business processes or system functions that each user performs. All access to data and any operations performed on the data and/or documents are logged in the system log files and stored within the database audit tables. BIDS provides full audit traceability on data and tasks.



For example, only users who have the Administrator role will see the Administration menu item.

Your user role also determines which workflow steps you have access to and controls whether you can view a document at a particular step or submit a document to a particular step.

Your user role also determines whether certain fields on a document should be enabled or disabled, displayed or hidden.

Your user role also determines whether certain values are available for selection on a lookup.

Functional Security: User Roles

Division/Agency Roles	Department Roles	BBMR Roles
Entity Enquirer Entity Analyst Entity Approver	Department Enquirer Department Analyst Department Approver	BudgetOffice Enquirer BudgetOffice Analyst BudgetOffice Supervisor BudgetOffice Approver Administrator

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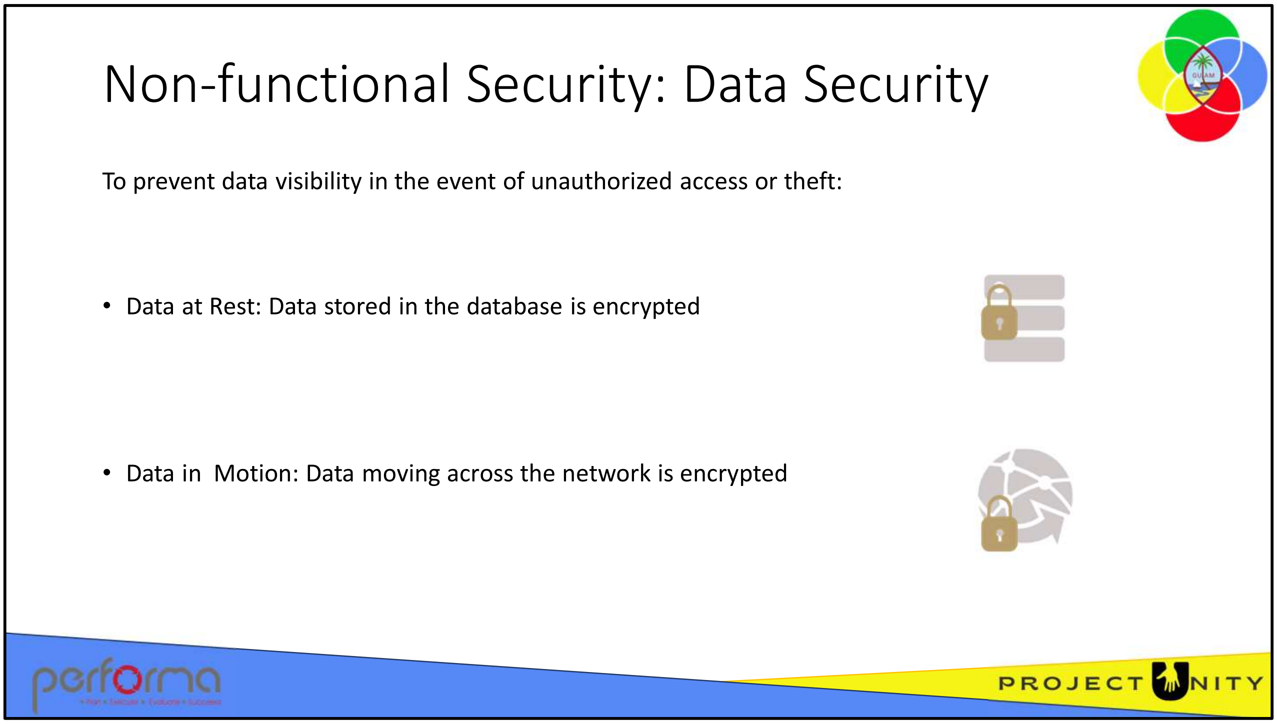
Highlighting different roles to understand different scopes in the system



To prevent data visibility in the event of unauthorized access or theft:

- **Data at Rest**: Data stored in the database is encrypted to prevent data visibility in the event of unauthorized access to the database,
- **Data in Motion**: Data is also encrypted as it moves between the database and the user’s browser to prevent data visibility in the event of unauthorized access to traffic across the network.

Non-functional Security: User Timeouts

- Configurable time-out to log users off the system after the specified period of inactivity
- Auto-save function that saves your work every 5 minutes

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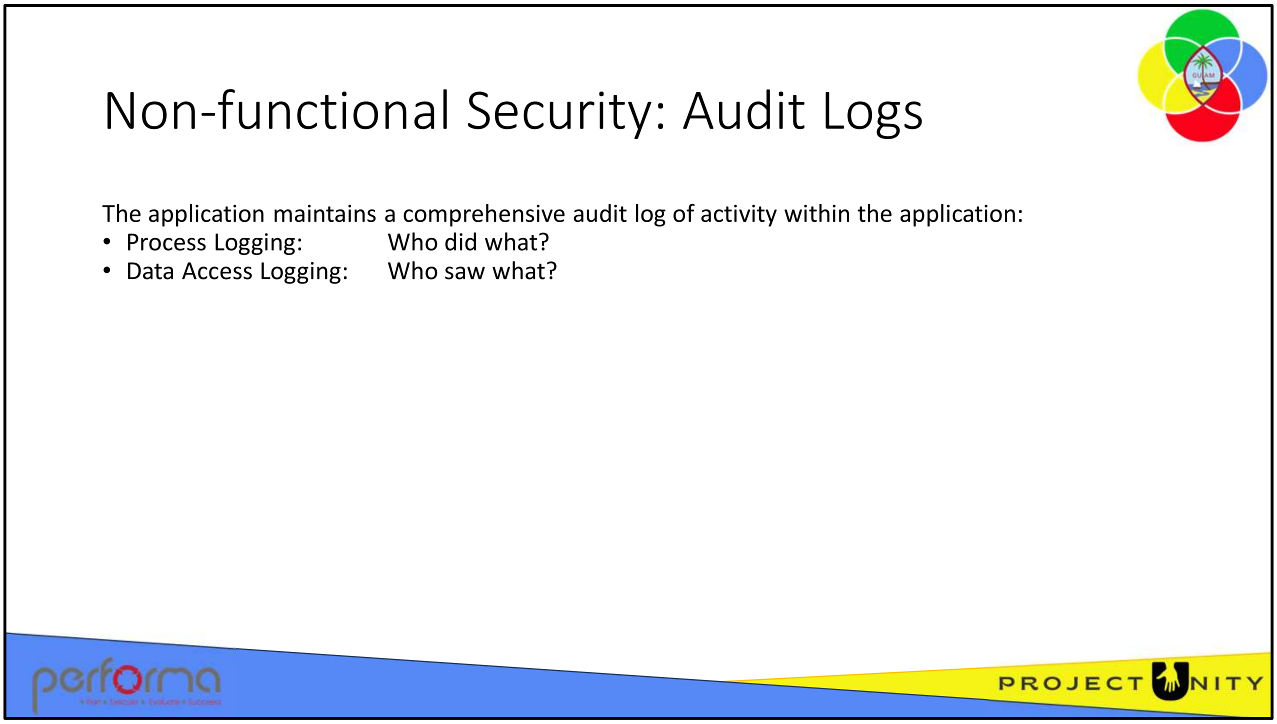
BIDS has a configurable time-out to log users off the system after the specified period of inactivity. When users are logged out or unintentionally forced off the system, BIDS will ‘elegantly’ continue and not cause table corruptions, account locking, record locks, orphaned processes or other corruptions.

BIDS also has an auto-save function that saves your work every 5 minutes to reduce the loss of your work in progress.



The application has comprehensive audit logs that record both the activities performed by users and the data requests they have submitted when reporting and analyzing data.

Process Logging: The BIMS process log maintains a record of ‘who did what’. These provide details of what activities were performed and what changes were made to adjustments over time.

Data Access Logging: The BIMS data access logs maintain a record of ‘who saw what’. These logs provide a record of the data requests users have submitted when reporting and analyzing data, in both publish-ready reports and cube analysis through Excel.

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Budget Documents

Document	Budget Stage	Purpose
Budget Allotment Schedule	Budget Execution	The Budget Allotment Schedule is where a user can break down the annual budget, by Division, Fund, and Object, across the 12 periods for the upcoming Budget Year. Once the schedule has been approved at BBMR, the Allotments are posted to the Dynamics 365 F&O Budget Control module to allow commitment control / budget tracking.
Appropriation/Allotment Modification	Budget Execution	Used for the entry of Revision adjustments (amendments) against the active, legislative approved Current Year budget by Division, Object and Fund Type. It us also used for ongoing updates to the monthly allocations by Division, Object and Fund type as the year continues. Once the modification has been approved at BBMR, the changes are posted to the Dynamics 365 F&O Budget Control module to update commitment control / budget tracking

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The Budget Allotment Schedule is where a user can break down the annual budget, by Division, Fund, and Object, across the 12 periods for the upcoming Budget Year.

Once the schedule has been approved, the Allotments are posted to the Dynamics 365 F&O Budget Control module to allow commitment control / budget tracking.

Administration Documents

Document	Sub menu	Purpose
Adjustment Type	Reference Data Management	Used to configure properties of the various Adjustment Types to affect the appearance of the Adjustment Type popup on the Appropriation/Allotment Modification document.
Chart of Accounts	Reference Data Management	The finance team maintain the Chart of Accounts within the ERP as the source of truth. However, there are additional properties that are specific to the Budget module that you can add to chart elements. For example, the Chart of Accounts document is used to set properties on Object such as whether it is enabled for budget data entry, and its default allotment profile (for example, by pay period, or even spread).
Controls	Reference Data Management	Used to set values to manage the Allotment process. These include the default Reserve %, and the default Allotment profiles that are referenced in the Chart of Accounts document.
Object Properties	Reference Data Management	Used to define properties to Chart of Accounts segments that are specific to the Budget Module, such as "Is Budget Account".
Year	Reference Data Management	Used to specify the current year and the budget year, and whether they are open for data entry.

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Thank you for undertaking the lesson:
An Overview of Documents

Please complete the survey: