Australian Government
Department of Finance

CBMS Reference Data Set (RDS) Form: New Program

This form is used for creating a **single** program.

If you would like to create **multiple** programs or modify existing program(s), please email CBMS@finance.gov.au.

See Appendix A on how to complete this form.

Section 1: Request Details

Date Required in CBMS: (dd/mm/yyyy)

CBMS Entity Name: Please note this refers to the service delivery entity.

CBMS Entity Code:

Reason for Request:

Detail the reason/s why this program is required.

Attach any additional rationale where appropriate.

Authority:

☐ *Cabinet Decision* ☐ *Ministerial Correspondence* ☐ *Other*

Refer to Cabinet Decision / Refer to details of Ministerial Correspondence / Other / Any further supporting information

Section 2: Program Details

Program Name:

Limit: 100 characters (including spaces). Administered Program name must match the program name to be used for reporting in the Portfolio Budget Statements.

Control Type: -- Select One --

Section 3: Program Relationships

Outcome Name: Program must be mapped to only one outcome

Outcome Code: (If new outcome,'TBA')

Sub-function Name: Program must be mapped to only one Sub-function

Sub-function Code:

Appropriation:
Each Program will be mapped to a default list of Appropriations (refer to Appendix A).

☐ Other Existing Appropriation

Appropriation Name:(Existing)		Appropriation Code: (Existing)	
Appropriation Name:(Existing)		Appropriation Code:(Existing)	

Related Entities:
Each Program will be mapped to a default list of Related Entities (refer to Appendix A).

CBMS Entity Code:	CBMS Entity Name:

Section 4: Active in Modules

- ☐ Cash Drawdowns/Forecasting
- ☐ Cash Journals
- ☐ Monthly Actuals
- ☐ Annual Estimates/Decision Making
- ☐ Cash Receipts
- ☐ Cash Budget Adjustments
- ☐ Annual Actuals Profiles
- ☐ Monthly Profiles

Section 5: AAU to complete

Short Description: Limit of 20 char

Medium Description: Limit of 40 characters

Long Description: Limit of 60 characters

Section 6: CBMS Support Team to complete

Program Code:

Portfolio Code:

Function Code:

GFS Sector Allocation: ○ GGS ○ PFC ○ PNFC

Governance Type: ○ Non-Corporate Commonwealth entity (former FMA)

○ Corporate Commonwealth entity (former CAC)

○ Other (non-PGPA)

Appendix A - How to complete this form

Entity - Complete Sections 1 to 4. Email the form to your Finance Agency Advice Unit (AAU) and copy your email to your Chief Financial Officer (CFO) to confirm CFO approval.

AAU - Review Sections 1 to 4 and submit the form to CBMS@finance.gov.au.

Section 3: Program Relationships

CBMS is a program-centric system aimed at collecting and reporting data at a program level across all modules. Entities must demonstrate that changes meet Finance guidelines, Commonwealth Programs Policy and Approval Process. Please contact the relevant Finance Agency Advice Unit (AAU) for assistance.

Outcome:
Entities establishing a new outcome must notify the Annual Appropriations Team and their AAU. Each program must be mapped to only one outcome. Please see the Outcome Statement Policy and Approval Process for more information.

Sub-function:
A list and description of functions and sub-functions is available here.

Each program must be mapped to only one sub-function.

Appropriation:

Each new program will automatically be linked to a default list of appropriations (located on the CBMS Home Page under the CBMS User Reference Admin >> Forms and Templates >> RDS Forms). Other program relationships should be listed in the fields provided on this form. If there are more than two existing appropriations, include any additional appropriations in an excel spreadsheet and send together with the completed form.
If the program needs to have a relationship to a Special Appropriation or Special Account, which does not exist in CBMS, please complete the Special Appropriation / Account Form.

Related Entities:
Each program can be mapped to more than one Related Entity (RE).
New programs will automatically have a relationship with the following entities: Comcare (49200), ATO (15700), CSC (for GGS only (20900)) and Crown (49800). Any new REs should be listed in the fields provided on the form. If there are more than six REs, include any additional REs in an excel spreadsheet and send together with the completed form.

Section 4: Active in Modules
Indicates whether the program is to be available for data entry within specific CBMS components.

Section 5: Agency Advice Unit (AAU) to complete
Short description: 20 characters
Medium description: 40 characters
Long description: 60 characters

These description fields are not used for statutory reporting. Only used for front end display of text.