



## CBMS Reference Data Set (RDS) Change Form: New Program

This form is used for creating a single Program.

See Appendix A on how to complete this form.

If you would like to create multiple Programs or modify existing Program(s), please complete the [CBMS RDS Workbook](#).

### Section 1: Request Details

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

CBMS Entity Name:

CBMS Entity Code:

Reason for Request:

Authority:

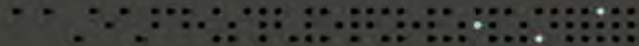
*Cabinet Decision   Ministerial Correspondence   Other*

### 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:



### Section 3: Program Relationships

Outcome Name:

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

Subfunction Name:

Subfunction 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

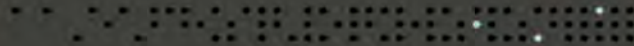
Monthly Profiles

### Section 5: AAU to complete

Short Description:

Medium Description:

Long Description:



## Section 6: CBMS Support Team to complete

Program Code:

Portfolio Code:

Function Code

GFS Sector Allocation:

GGs

PFC

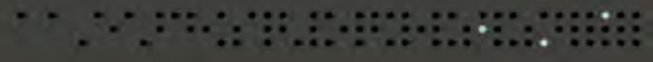
PNFC

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](mailto: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. Each Program must be mapped to only one Outcome and one Subfunction. 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.

**Subfunction:** A list and description of functions and sub-functions is available at:

<https://www.finance.gov.au/resource-management/reporting-accounting/overview/functions/>

**Appropriation:** Each new Program will automatically be linked to a default list of Appropriations (located on the CBMS Home Page in the CBMS User Reference Material >> 08. Data Management - RDS). Any new Program relationships to existing Appropriations should be listed in the fields provided on the 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 new Special Appropriation or new Special Account, please complete the [Special Appropriation / Account Form](#).

**Related Entities:** Each Program can be mapped to more than one Related Entity (RE). (Note: In CBMS Legacy RE relationships were on an Entity to Entity level but, due to the Program-centric structure of CBMS, Programs will now need to be individually mapped to Entities).

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. The user has the option of requesting specific 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.