



Agency Budget Requests (ABR) public repository (<https://abr.ofm.wa.gov/budget/agency/requests>) includes information from biennial and supplemental budget requests submitted to OFM via the Agency Budget System (ABS).

- ✓ Standard search options are based on a budget session and include the ability to narrow results by agency, additional search criteria, and/or filter by a section in the budget request.

1. Select: Budget Session.

→ Budget session is a combination of budget period and budget type. For example, '2019-21 Regular' is the regular biennium budget session for fiscal years 2020 through 2021.

Budget Session*

* Indicates required fields

2. Select: Agency.

→ To narrow search results, select an agency. You can select one or multiple agencies.

Agency

3. Input: Additional Search Criteria.

→ To narrow search results, input additional search criteria. For example, input a decision package title, document title, or budget level. You can use full or partial search criteria.

Additional Search Criteria ?

4. Select: Filter by Section.

→ To narrow search results, select a filter option. You can select one or multiple filters.

Filter by Section

5. Select: Search.

→ ABR will display agency budget request information based on the search criteria.


In this example, search results returned a sample document for a policy level decision package.



Section	Agency	Program	Budget Level	Decision Package	Title	Publish Date	Download/View	Marked as N/A	
Sample									
	123 - Sample Agency		Policy Level	Sample DP					
					Sample Document	08/20/2018			<input type="checkbox"/>



Download Document (One File)

Use standard download options to view, save, or print a document.




- Select:**  Download icon for the item.
 → Follow your standard process for saving a file to your workstation or shared network location based on your browser.
 → ABR downloads work best with Chrome (preferred browser). Other supported browsers include Firefox, Safari, Edge, or Internet Explorer.


Title	Publish Date	Download/View	Marked as N/A	
Sample Document	08/20/2018			<input type="checkbox"/>

Create Zip File (One File or Multiple Files)


Use standard zip file options to view, save, or print a document.

- Select:** Check next to the item.
 → You can select one or multiple items.
 → ABR will display a number near the Zip File download icon in the banner area to represent how many items you select.

Title	Publish Date	Download/View	Marked as N/A	
Sample Document 1	08/20/2018			<input type="checkbox"/>
Sample Document 2	08/20/2018			<input type="checkbox"/>

- Select:**  Zip File download icon in the banner area.
 → ABR will download the selected items to create the zip file (compressed file format).
 → Follow your standard process for saving a file to your workstation or shared network location based on your browser.
 → ABR downloads work best with Chrome (preferred browser). Other supported browsers include Firefox, Safari, Edge, or Internet Explorer.

In this example, the number '2' is displayed near the zip file download icon (this number represents how many items are selected for the download).

Title	Publish Date	Download/View	Marked as N/A	
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In this example, standard zip file options are available on the bottom left side of the page using Chrome (preferred browser).

