



**Activity Recast of the Budget**

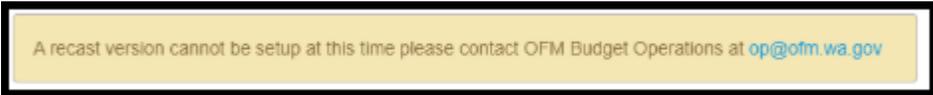
When a new biennial or first supplemental budget is enacted, agencies must update their estimated costs of agency activities to reflect the new budget. This budget recast becomes the foundation for the next budget. Agencies update their activity estimates through the Agency budget System (ABS).

- Create Recast Version ..... 1
  - Edit Information and Lock/Unlock Version ..... 2
- Decision Packages..... 3
  - View Fiscal Details - Funding..... 3
  - View Fiscal Details – Full Time Equivalentents (FTE) ..... 4
  - Add Activities..... 5
  - Balance Activities to Fund..... 6
- Create Budget Submittal ..... 6
- Prepare and Release Recast Submittal ..... 7
  - Prepare Submittal..... 7
  - Run Edit Checks..... 8
  - Submit Recast Request..... 8
  - Other Icons on Submittal Menu..... 8
  - Recall and Re-Submit (Exception Only)..... 8

**Create Recast Version**

Agency budget operations can create a new version (ABS will automatically link an agency version to a budget session.)

- ✓ Once OFM has prepared the budget submittal for Recast and created the Recast version with the enacted topline, then agencies can begin work on the Recast.
- ✓ If OFM has not prepared the budget submittal for Recast and created the Recast version with the enacted topline, agencies will get a notice when trying to create a version that says:



**1. Select:**  Icon.



**2. Select:** Create New Version  
 → A recast version cannot be created if it is not yet available for the budget session.  
 → ABS will automatically link an agency version to a budget session





**3. Input: Version Code**  
→ ABS does not allow duplicates for version code in same budget session.  
→ Use letters and/or numbers to create a 2 to 8 digit version code.  
→ Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).

**Version Code\***  
Required, maximum 8 characters

**4. Input: Title**  
→ ABS does not allow duplicate titles in same budget session  
→ Use up to 35 letters and/or numbers to create title.

**Title\***  
Required, maximum 35 characters

**5. Select: Yes or No**

**Is this a recast version?**  
 Yes  No

**6. Input: Comments**  
→ Maximum length for comments is 600 characters.  
→ Comments are for internal agency use. ABS does not include comments in the information submitted to OFM.

**Comments**  
Optional, maximum 600 characters

**7. Select: Save**  
→ ABS will display a list of versions for the budget session.

**Save** **Cancel**

In this example, the new version is displayed in a list for the budget session.

- ✓ The version is considered a 'draft' until it is submitted to OFM.
- ✓ Version Copy will only copy the same type of Recast Version and only the same version types can be merged.

**R** indicates the version is Recast

Version Information				Details				Tools				
Version	Budget Submittal	Comments	Status	Working Capital	Fundings/FTEs Summary	Objects Summary	Decision Packages	Import	Merge	Copy	Edit Info	Delete
NEW - Learning			Draft									

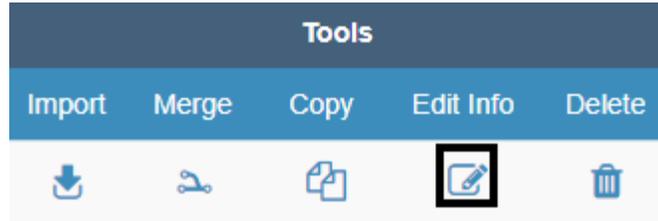
**Edit Information and Lock/Unlock Version**

Agency budget operations users can edit information for a version.

- ✓ The version code cannot be edited.
- ✓ When a version is locked, ABS will also lock decision packages in the version.



1. **Select:**  Edit icon for the version



2. **Edit:** Title, indicator for locked, and/or comments.

➔ If a version is locked, decision packages cannot be added, updated, or deleted for that version.

Agency budget operations can edit information and/or lock/unlock a version \* Indicates required fields

Version Code\*  Title\*  Locked  Yes  No

Unlock all Decision Packages?

Comments

### Decision Packages

From the Decision Package screen, users can access the Funding and FTEs within the Recast to Activity decision package.

- ✓ The Recast Version will auto save with a decision package of TOPL in a status of control with the enacted Topline from Winsum, and a special use activity only decision package (9Z).
- ✓ Certain features will be disabled within a Recast version: create new decision package, copy decision package, and delete decision package.
- ✓ Version copy will only copy the same type of Recast Version and only the same version types can be merged.

### View Fiscal Details - Funding

Users will be able to view the funding amounts from the enacted topline that will be used to balance activities.

1. **Select:**  Budget Icon.



2. **Select**  Decision Package icon.

➔ ABS will display the Decision Package Details.

R indicates the version is Recast

Version Information				Details			
Version	Budget Submittal	Comments	Status	Working Capital	Fundings/FTEs Summary	Objects Summary	Decision Packages
RECAST			Draft				

3. **Select:** Funding Icon for TOPL-Current Biennium Base

Decision Package Information				Details			
Decision Package Details	Status	Comments	Priority	View/Edit Details	View DP Summary	Funding	FTEs
Budget Level: Current Biennium							
TOPL - Current Biennium Base	Control						
Budget Level: Maintenance							
9Z - Recast to Activity	Draft						



**4. View: Fiscal Details – Funding**

➔ Users will be able to view the funding amounts from the enacted topline that activities need to be balanced to.

Fiscal Details - Funding Version: RECAST - Recast test > Budget Level: Current Biennium > Decision Package: 4 TOPL-Current Biennium Base

*Fiscal details for fund/appropriation type/activity are included in decision package details with incremental changes for each fiscal year*

Funding   Fund Activities	FTEs   FTE Activities	Revenue	Objects
Total 2019-21 \$ 246,241   \$ 0	Total 2019-21 408.6   0.0	Total 2019-21 \$ 0	Total 2019-21 \$ 0

OMN / TRN  Omnibus

Fund  Appropriation Type

*Note: Dollars in Thousands*

Title	FY 2020	FY 2021	Total 2019-21	FY 2022	FY 2023	Total 2021-23
<b>TOTALS</b>	123,687	121,053	244,720	0	0	0
<b>001 - General Fund Totals</b>	<b>38,515</b>	<b>36,989</b>	<b>76,504</b>	<b>0</b>	<b>0</b>	<b>0</b>
001-1 General Fund - State	23,866	19,598	43,464	0	0	0
	Funding Activities Balance (should be all zero)	23,866	19,598	0	0	0
001-2 General Fund - Federal	15,388	17,126	32,514	0	0	0
	Funding Activities Balance (should be all zero)	15,388	17,126	0	0	0
001-7 General Fund - Local	261	265	526	0	0	0
	Funding Activities Balance (should be all zero)	261	265	0	0	0

**View Fiscal Details – Full Time Equivalent (FTE)**

Users will be able to view the FTE amounts from the enacted topline that will be used to balance activities.

1. Select:  Icon.



2. Select  Decision Package icon.  
➔ ABS will display the Decision Package Details.

*R indicates the version is Recast*

Version Information				Details			
Version	Budget Submittal	Comments	Status	Working Capital	Fundings/FTEs Summary	Objects Summary	Decision Packages
RECAST	<b>R</b>		Draft				

3. Select: FTEs Icon for TOPL- Current Biennium Base

Decision Package Information				Details			
Decision Package Details	Status	Comments	Priority	View/Edit Details	View DP Summary	Funding	FTEs
<b>Budget Level: Current Biennium</b>							
TOPL - Current Biennium Base	Control						
<b>Budget Level: Maintenance</b>							
9Z - Recast to Activity	Draft						

4. View: Fiscal Details – FTEs  
➔ Users will be able to view the funding amounts from the enacted topline that activities need to be balanced to.

*Fiscal details for FTEs are included in decision package details with incremental changes for each fiscal year*

Funding   Fund Activities	FTEs   FTE Activities	Revenue	Objects
Total 2019-21 \$ 246,241   \$ 0	Total 2019-21 408.6   0.0	Total 2019-21 \$ 0	Total 2019-21 \$ 0

OMN / TRN  Omnibus

	FY 2020	FY 2021	2019-21	FY 2022	FY 2023	2021-23
<b>Decision Package FTEs</b>	404.5	401.6	403.1	0.0	0.0	0.0



Click the corresponding icon to toggle between Fund Activities and FTE Activities.

- ✓ The thumbs up and thumbs down are quick indicators to show if each of the line item activities balance to the total enacted topline across all programs and OMN/TRN.

Funding   Fund Activities	FTEs   FTE Activities
Total 2019-21 <b>\$ 246,241   \$ 0</b>	Total 2019-21 <b>408.6   408.6</b>

### Add Activities

One to many activities can be added to each fund and appropriation amount.

- ✓ The activities are balanced once the balance bar indicates zero for that fund and appropriation type.

**1. Select:** Icon.



**2. Select** Decision Package icon.  
➔ ABS will display the Decision Package Details.

<sup>R</sup> indicates the version is Recast

Version Information				Details			
Version	Budget Submittal	Comments	Status	Working Capital	Fundings/FTEs Summary	Objects Summary	Decision Packages
RECAST			Draft				

**3. Select:** Funding or FTEs Icon.

Decision Package Information				Details			
Decision Package Details	Status	Comments	Priority	View/Edit Details	View DP Summary	Funding	FTEs
<b>Budget Level: Current Biennium</b>							
T0PL - Current Biennium Base	Control						
<b>Budget Level: Maintenance</b>							
9Z - Recast to Activity	Draft						

**4. Select:** Omnibus or Transpo from the dropdown menu.

OMN / TRN

O - Omnibus

- O - Omnibus
- T - Transpo



**5. Select: Activity**

**6. Click: Add**

→ One to many activities can be added.

Select an Activity

- A001 - Accounting Services for Other Agencies
- A002 - Administrative Activity**
- A004 - Forecasting and Research
- A005 - Enterprise Financial Systems Support
- A006 - Collective Bargaining
- A008 - Governor's Budget Development
- A019 - State Facilities Oversight
- A101 - State Human Resources

Select an Activity

**7. Click: Save or Save & Return**

→ Use Save to save changes and remain on page.

→ Use Save & Return to save changes and return to Decision Packages page.

**Balance Activities to Fund**

The activities are balanced once the balance bar indicates zero for that fund and appropriation type.

**1. Add: Funding for Activities**

→ Funding Activities Balance should be all Zero's when in balance (see yellow bar).

<b>001 - General Fund Totals</b>	39,515	36,989
001-1 General Fund - State	23,866	19,598
<b>Activity</b>	Select an Activity	<input type="button" value="Add"/>
A002 - Administrative Activity	<input type="text" value="23,866"/>	<input type="text" value="0"/>
A004 - Forecasting and Research	<input type="text" value="0"/>	<input type="text" value="19,598"/>
Funding Activities Balance (should be all zero)	<input type="text" value="0"/>	<input type="text" value="0"/>

**2. Click: Save or Save & Return**

→ Use Save to save changes and remain on page.

→ Use Save & Return to save changes and return to Decision Packages page.

**Create Budget Submittal**

Both agency budget operations users and agency edit users can create a new submittal.

- ✓ Create one agency recast submittal based on OFM recast instructions for the enacted biennial budget or the enacted first supplemental.

**1. Select:**  Submittal menu.





**2. Select:** Create New Submittal  
→ A recast version cannot be created if it is not yet available for the budget session.

**Create New Submittal**

**3. Select:** Submittal Type.  
→ ABS will provide submittal types based on the budget session.  
→ \* Indicates required fields.

**Submittal Type\***

Recast

Select Option

Recast

**4. Select:** Submittal Title.  
→ \* Indicates required fields.

**Submittal Title\***

2019-21 Recast Version

**5. Select:** Submittal Version.  
→ The available Submittal Versions will be limited to Recast only versions.

**Submittal Version**

RECAST - Recast test

Select Option

J1 - Test Recast Version

MICHELLE - test version

RECAST - Recast test

**6. Select:** Save Icon.  
→ If you don't want to save the budget submittal then select the Cancel icon.

**Save** Cancel

### **Prepare and Release Recast Submittal**

Use the submittal menu to prepare, run edit checks, and submit an agency budget request.

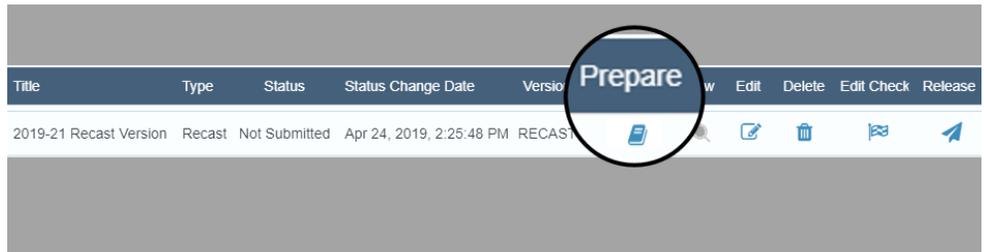
#### **Prepare Submittal**

Both agency budget operations users and agency edit users can prepare a submittal. A recast version is required to prepare the submittal.

- ✓ ABS will display submittal information based on OFM recast instructions for the budget session.
- ✓ ABS will automatically run and attach reports when you submit your recast request. You can also run and review these reports as reference information.



**1. Select: Prepare Icon.**  
➔ From within the Budget Submittal screen, users can click Prepare to provide any additional requirements for a Recast Budget Submittal.



### Run Edit Checks

Both agency budget operations users and agency edit users can run edit checks.

- ✓ Use the edit checks to view a list of items that may need to be reviewed and/or corrected before submitting your recast request.

**1. Select: Edit Check Icon.**  
➔ You cannot select the edit check icon if the recast request has been submitted.  
➔ ABS will display results of edit check.



### Submit Recast Request

Agency budget operations users can submit a recast request to OFM.

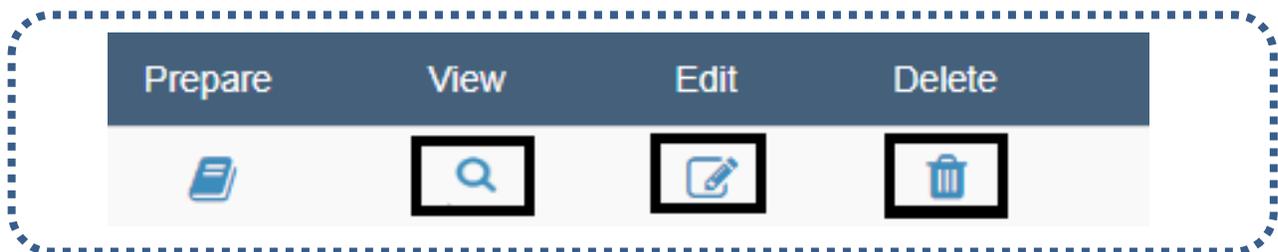
- ✓ ABS will provide additional information and confirmation prompts to guide you through the submittal steps.

**1. Select: Release Icon**  
➔ Releases budget Recast to OFM.  
➔ ABS will provide edit checks and will not proceed with the next submittal step if the edit checks include error messages that need to be resolved.  
**2. Select: Confirmation prompt to submit the recast request.**



### Other Icons on Submittal Menu

- ✓ View icon is used to view submittal once it has been released to OFM.
- ✓ Edit icon is used to change Submittal Title and Submittal Version.
- ✓ Delete icon is used to delete the budget submittal prior to being released to OFM.



### Recall and Re-Submit (Exception Only)

If you accidentally submit a recast request, contact your OFM budget analyst immediately to coordinate next steps. In some cases (exception only), the OFM budget analyst may request a 'recall' for the submittal.



- ✓ If the submittal is recalled, ABS will update the status to 'recalled'.
- ✓ **Caution!** This is a rare (exception only) occurrence and includes additional steps. Your recast version will be locked and cannot be edited. You will need to associate a current recast version with your re-submittal (you may need to create a new recast version or copy your existing recast version to update the information before you re-submit your recast request).