This job aid includes information for agency budget operations users and agency edit users.

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Decision Package Details and Working Capital
Agency Budget System (ABS)

Decision Package Overview
Both agency budget operations users and agency edit users can edit maintenance level (ML) and policy level (PL) decision packages.

- Decision packages are automatically linked to an agency version for a budget session.
- ABS will automatically update the status for a decision package as it moves through the budget process. For example, a decision package will remain in ‘draft’ status until it is submitted to OFM.
- ABS will automatically adjust the data input process based on the type of decision package. For example, special use decision packages require less information than a regular decision package.

View and/or Edit Decision Package Details
Decision package details are located in the budget menu.

1. Select: Budget menu.
   ➔ ABS will display a list of versions for the budget session.

2. Select: Decision Package icon for the version.
   ➔ ABS will display a list of decision packages for the version.

3. Select: Details icon for the decision package.
   ➔ ABS will display the decision package details. Use this to view and/or edit details.
   ➔ You cannot edit decision package details if the decision package is locked.
   ➔ Use the Summary icon if you want to view, save, or print a summary of the details.

ABS provides at-a-glance indicators to quickly determine when items are required and/or marked ‘complete’.

<table>
<thead>
<tr>
<th>Decision Package Details</th>
<th>Required</th>
<th>View/Edit</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recommendation Summary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Details - Funding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Details - FTEs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, we select the details icon for the decision package.

Details  Summary
View and Track Completion

Both agency budget operations users and agency edit users will review maintenance level (ML) and policy level (PL) decision package details and mark them ‘complete’ as part of their budget review process.

ABS provides at-a-glance indicators to quickly determine when items are required and/or complete.

1. Select: ☐️ Budget menu. ➔ ABS will display a list of versions for the budget session.

2. Select: 📖 Decision Package icon for the version. ➔ ABS will display a list of decision packages for the version.

3. Select: ☐️ Details icon for the decision package. ➔ ABS will display the decision package details.

4. Select: Checkbox. ➔ ABS will change the status for the item. Completed items can be viewed but not edited.

   ➔ If you need to edit a completed item, select the checkbox and ABS will change the status for the item.

   ➔ If the checkbox is ‘greyed out’, review the item to ensure it has been edited. For example, you may not be able to select the checkbox for a required item if it has not been edited yet. This helps to avoid marking a required item ‘complete’ if it is empty.

   ➔ You cannot select the checkbox for an item if the decision package is 🔒 locked.

In this example, we select the details icon for the decision package.
Run Edit Checks
Use the edit checks to quickly view a list of items that may need to be reviewed and/or corrected in a maintenance level (ML) or policy level (PL) decision package.

ABS will provide additional prompts and information to guide you through the edit check process.

1. Select: Details icon for the decision package.
ABS will display the decision package details.

2. Select: Edit Checks.
ABS will display results of the edit check.

ABS provides information with results of the edit check.

Severity | Error Message
---|---
× Sample - Error Message (item needs to be corrected)
⚠ Sample - Warning Message (informational)

View Decision Package Summary (DP Summary)
Use the decision package summary to quickly view or print a summary of details in a decision package.

1. Select: Summary icon for the decision package.
ABS will display the decision package summary.

In this example, we select the summary icon for the decision package.

Sample Budget Session Decision Package

Agency: 123 - Sample Agency
Decision Package Code-Title: 11 - Sample
Budget Session: Sample Budget Session
Budget Level: Maintenance Level
Contact Info: George Washington
(360) 586-1000
Support@WaTech.wa.gov

Agency Recommendation Summary
No Recommendation Summary has been provided.

Fiscal Summary - Funding
No funds have been provided.

Fiscal Summary - FTEs
No Full Time Equivalents have been provided.

Fiscal Summary - Revenue
Spell-Check and Formatting Tools

✓ ABS includes a standard spell-check tool. It works ‘as you type’ to inform you of text that may need to be corrected (this is similar to the standard spell-check tool in Microsoft Outlook).

⇒ In this example, the spell-check tool adds a red underline on ‘tyop’.

⇒ In this example, we select the underlined text and right-click for spell-check options. The spell-check tool provides standard options to correct or ignore the underlined issue.

✓ ABS includes standard formatting and quick insert tools. Use the formatting tools to provide clear narrative with tables, charts, logic models, graphs, timelines, flowcharts, maps, or other visuals to support your budget request.

⇒ In this example, we use the formatting tool to apply bold text.

⇒ In this example, we put our cursor in the narrative section and select the quick insert icon. If you already have something in the narrative section and want to use the quick insert, press enter to add a new line and ABS will display the quick insert icon again.

⇒ ABS provides a quick insert for: image, table, unordered list (bulleted list), ordered list (numbered list), horizontal line.
**Agency Recommendation Summary**

Agency recommendation summary is included in the decision package details.

✓ Provide a brief description of the agency decision package. This is also used as a starting point for text that describes items funded in the Governor's proposed budget.

1. **Select:** ☑ Edit icon for agency recommendation summary.
   - You cannot select the edit icon if the agency recommendation summary is ☑ complete.

2. **Input:** Agency Recommendation Summary.
   - Standard formatting and quick insert tools are not available for the agency recommendation summary because it is also used as a starting point for text that describes items funded in the Governor’s proposed budget.

3. **Select:** Save.

**Additional Information - Program Level Recommendation Summary**

If your agency manages decision packages at the program level, ABS will require a program recommendation summary.

✓ Provide a brief description of the agency decision package for each program listed. This is also used as a starting point for text that describes items funded in the Governor’s proposed budget.

1. **Select:** ☑ Edit icon for program recommendation summary.
   - You cannot select the edit icon if the program recommendation summary is ☑ complete.

2. **Input:** Program Recommendation Summary.
   - or --
   - **Select:** Copy Agency Recommendation Summary.
     - If the agency recommendation summary is empty, the copy agency recommendation summary option will not be available.

   - Standard formatting and quick insert tools are not available for the program recommendation summary because it is also used as a starting point for text that describes items funded in the Governor’s proposed budget.

3. **Select:** Save.
Package Description

Package description is included in the decision package details.

✔ Provide a detailed description of the proposal. Include background or context for the proposed change, the current state, what is proposed, and how it will improve the lives of citizens in Washington state.

1. **Select:** ☑ Edit icon for package description.
   ➔ You cannot select the edit icon if the package description is ☑ complete.

2. **Input:** Decision Package Description.
   ➔ Provide a detailed description of the proposal. Include background or context for the proposed change, the current state, what is proposed, and how it will improve the lives of citizens in Washington state.

3. **Select:** Save.

---

<table>
<thead>
<tr>
<th>Decision Package Details</th>
<th>Required</th>
<th>View/Edit</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Recommendation Summary</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Package Description</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

---

Sample
Performance Measures

Performance Measures are included in the decision package details.

✔ Describe and quantify specific performance outcomes that your agency expects as a result of the proposed funding change.

1. Select: ☑ Edit icon for performance measures.
   ➔ You cannot select the edit icon if performance measures are ☑ complete.

ABS includes a list of agency performance measures.

➔ Skip these steps if your agency does not use performance measures from this list.

2. Select: Performance Measure.


4. Input: Incremental change for fiscal years 1 through 4.
   ➔ A decision package can include more than one performance measure.
   ➔ ABS will display a row for each of the performance measures you select. Use the ☑ delete icon to remove a row if needed.

ABS will display additional fields so that you can input amounts to quantify the performance measure. In this example, we input an incremental change for each fiscal year.

➔ Use minus sign (-) to indicate a negative number.

5. Input: Performance outcomes that your agency expects as a result of the proposed funding change.
   ➔ ABS will display additional questions and/or program levels depending on your agency requirements.


Available Performance Measures

If performance measures are selected, an amount of less than, greater than, or equal to zero is required for all incremental changes.

000000 - Sample

ABS will display additional questions and/or program levels depending on your agency requirements.
**Fiscal Details**

Fiscal details for Funding, FTEs, Revenue, and Objects are included in the decision package details.

1. **Select:** [ ] Edit icon for Funding, FTEs, Revenue, or Objects.
   - You cannot select the edit icon if the item is [ ] complete.

### Decision Package Details

<table>
<thead>
<tr>
<th>Decision Package Details</th>
<th>Required</th>
<th>View/Edit</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Details - Funding</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Fiscal Details - FTEs</td>
<td></td>
<td>📫</td>
<td></td>
</tr>
<tr>
<td>Fiscal Details - Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Details - Objects</td>
<td>✔</td>
<td>📫</td>
<td></td>
</tr>
</tbody>
</table>

You can also use quick links for Funding/FTEs/Revenue/Objects from the list of decision packages.

### Fiscal Details - Funding

Provide funding details based on 'dollars in thousands' with incremental changes for the decision package.

ABS includes a list of funds and appropriation types.

1. **Select:** Fund.
2. **Select:** Appropriation Type.
3. **Select:** Add.
   - A decision package can include more than one fund/appropriation.

4. **Input:** Incremental change for each fiscal year.
   - Amounts are based on 'dollars in thousands'. For example, 1 = $1,000 and 10 = $10,000.
   - ABS will display a row for each fund. Use the [ ] delete icon to remove a row if needed.

### In this example, we add a fund and appropriation type.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Appropriation Type</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 - General Fund</td>
<td>1 - State</td>
<td></td>
</tr>
</tbody>
</table>

### In this example, we input an incremental change for each fiscal year.

- Use minus sign (-) to indicate a negative number.

<table>
<thead>
<tr>
<th>Title</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>Total 2019-21</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>Total 2021-23</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTALS</td>
<td>20</td>
<td>10</td>
<td>30</td>
<td>0</td>
<td>-10</td>
<td>-10</td>
<td>-10</td>
</tr>
<tr>
<td>001 - General Fund Totals</td>
<td>20</td>
<td>10</td>
<td>30</td>
<td>0</td>
<td>-10</td>
<td>-10</td>
<td></td>
</tr>
</tbody>
</table>

### In this example, we add an activity for the fund.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>A402 - Administrative Activity</td>
<td></td>
</tr>
</tbody>
</table>
7. **Input:** Incremental change for the activity for each fiscal year.
   - Amounts are based on ‘dollars in thousands’. For example, 1 = $1,000 and 10 = $10,000.
   - A fund can include more than one activity. ABS will display a row for each activity. Use the delete icon to remove a row if needed.
   - ABS will display information and running totals of the funds to help guide you through the process.

   In this example, we input an incremental change for each fiscal year for the activity.
   - Use minus sign (-) to indicate a negative number.

<table>
<thead>
<tr>
<th>Title</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>Total 2019-21</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>Total 2021-23</th>
<th>Tech</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 - General Fund Totals</td>
<td>20</td>
<td>10</td>
<td>30</td>
<td>0</td>
<td>-10</td>
<td>-10</td>
<td></td>
</tr>
<tr>
<td>001-1 General Fund - State</td>
<td>20</td>
<td>10</td>
<td>30</td>
<td>0</td>
<td>-10</td>
<td>-10</td>
<td></td>
</tr>
</tbody>
</table>

8. **Select:** Save.

**Fiscal Details - Full Time Equivalents (FTE)**

Provide staffing details based on full-time equivalent (FTE) with incremental changes for the decision package.

1. **Input:** Incremental change for each fiscal year.
   - Round FTE amounts to the nearest tenth.

   In this example, we input an incremental change for each fiscal year.
   - Use minus sign (-) to indicate a negative number.

<table>
<thead>
<tr>
<th>FY 2020</th>
<th>FY 2021</th>
<th>2019-21</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>2021-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Package FTEs</td>
<td>2</td>
<td>1</td>
<td>1.5</td>
<td>0</td>
<td>-1</td>
</tr>
</tbody>
</table>

ABS includes a list of agency activities.

2. **Select:** Activity.

3. **Select:** Add.

In this example, we add an activity for the decision package.

**Activity** A402 - Administrative Activity

4. **Input:** Incremental change for each fiscal year.
   - A decision package can include more than one activity.
   - ABS will display a row for each activity. Use the delete icon to remove a row if needed.

   In this example, we input an incremental change for each fiscal year.
   - Use minus sign (-) to indicate a negative number.

<table>
<thead>
<tr>
<th>FY 2020</th>
<th>FY 2021</th>
<th>2019-21</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>2021-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Package FTEs</td>
<td>2</td>
<td>1</td>
<td>1.5</td>
<td>0</td>
<td>-1</td>
</tr>
</tbody>
</table>

5. **Select:** Save.
Fiscal Details - Revenue

Provide revenue projections for monies collected, deposited, distributed, or transferred.

Most decision packages will not include revenue. If required, an agency will provide revenue projections for monies they collect, deposit, distribute, or transfer for any budgeted account whether they spend out of the account or not. Only projected revenue transactions executed by an agency should be reported by that agency. For example, the Department of Revenue would report taxes it collects, although it may not spend them. The State Treasurer (not individual agencies) would report interest earnings.

ABS includes a list of funds and sources.

2. Select: Source.
4. Input: Incremental change for each fiscal year.
5. Select: Save.

Fiscal Details - Objects

Provide expenditures based on object levels.

ABS includes a list of objects.

1. Select: Object.
2. Select: Add.
3. Input: Incremental change for each fiscal year.
4. Select: Save.
Additional Information - Program or Sub-Program (Category) Level Fiscal Details

ABS will provide additional prompts and information if your agency is required to manage decision packages at the program or sub-program (category) level.

ABS will only display the program or sub-program if your agency is required to manage information at the program or sub-program level based on current OFM budget instructions for the session.

In this example, ABS provides a list of programs associated with the agency decision package.

✓ Select the program from the list so that you can input fiscal details for each program associated with the decision package.

```
Program 123 - Sample Program
```

In this example, ABS provides a list of sub-programs based on an agency program. For example, agency 300 (DSHS) program 030 (Mental Health) and program 040 (Developmental Disabilities) will provide fiscal details at the sub-program level.

✓ Select the sub-program from the list so that you can input fiscal details for each sub-program.

```
Sub-program 1234 - Sample sub-program
```
Justification and Impacts

Justification and Impacts are included in the decision package details.

- ABS will display a list of questions based on current OFM budget instructions for the budget session.
- Some agencies may use additional questions to help prepare their narrative for decision packages. ABS does not include the additional agency questions in the information submitted to OFM.

OFM Questions

ABS will display a list of questions based on current OFM budget instructions for the budget session.

- Provide a clear and concise answer for each question.

1. Select: Edit icon for the question.
   ➔ You cannot select the edit icon if the question is complete.

2. Input: Answer to question.
   ➔ Use the formatting tools to provide clear narrative with tables, charts, logic models, graphs, timelines, flowcharts, maps, or other visuals to support your budget request.

3. Select: Save.

Agency Questions

Some agencies may use additional questions to help prepare their narrative for decision packages. ABS does not include the additional agency questions in the information submitted to OFM.

- Agency budget operations can use the admin menu to manage agency decision package questions based on their business needs for the budget session.

   ➔ You cannot select the edit icon if the agency question is complete.

2. Input: Answer.
   ➔ Use the formatting tools to provide clear narrative with tables, charts, logic models, graphs, timelines, flowcharts, maps, or other visuals to support your budget request.

3. Select: Save.
Other Documents

Other documents are included in the decision package details.

✓ ABS will display information based on current OFM budget instructions for the budget session. For example, the IT Addendum template is included in this section of the decision package details.
✓ Some agencies may use additional reference documents for decision packages.

Reference Documents

Reference documents are included in the decision package details.

✓ Attach supporting materials if needed to help ensure analysts and decision makers can easily understand and prioritize your decision package.


<table>
<thead>
<tr>
<th>Decision Package Details</th>
<th>Required</th>
<th>View/Edit</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Addendum</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Select: Select Reference Documents.

ABS uses standard options to browse, select, and upload a file.


4. Select: Open.

ABS will upload the reference document.

A decision package can include more than one reference document.

Select the title of the attachment to view contents after it is uploaded into ABS.
Edit Reference Document Title and/or Share Level

You can edit the title and/or share level for a reference document.

1. **Select:** Edit icon for the reference document.
   - Use the delete icon to remove a reference document if needed.

2. **Input:** Title.

3. **Select:** Share Level.

4. **Select:** Save icon.
   - Use the cancel icon if you don’t want to save.

### Share Level

- **Agency** = Internal agency only.
- **OFM (default)** = OFM and internal agency only.
- **Public** = External library feature (available for future release).

### IT Addendum

IT addendum is included in the decision package details.

- You will make a selection (No/Yes) to answer a question about funding for IT-related costs. If you select ‘Yes’, ABS will provide an IT addendum template that you will update with itemized costs and information to help determine additional review steps based on RCW 43.88.092.
- An IT addendum template is required if a decision package includes funding for any Information Technology (IT) related costs. For example, IT costs may include: hardware, software, services (including cloud-based services), contracts, and/or IT staff.

#### Decision Package Details

<table>
<thead>
<tr>
<th>Decision Package Details</th>
<th>Required</th>
<th>View/Edit</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Addendum</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### No - Decision Package Does Not Include Funding For IT Costs

1. **Select:** Radio button next to No to indicate this decision package does not include funding for IT related costs.

2. **Select:** Save.
Yes - Decision Package Includes Funding For IT Costs

1. **Select:** ○ Radio button next to Yes to indicate this decision package includes funding for IT related costs.

2. **Select:** IT Addendum Template. ➔ ABS will guide you through the steps to download the IT Addendum Template.

In this example, the decision package includes funding for IT related costs.

**Information Technology**

Does this Decision Package include funding for IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

- No
- Yes

Please download the IT Addendum Template and follow the directions on the bottom of the addendum to meet requirements for OCIO review. After completing the IT Addendum, please upload the document to continue.

ABS uses standard options for downloading the template.

➔ **Caution!** Do not change the file name/type for the template.

3. **Select:** Save.

4. **Select:** Save as. ➔ Follow your agency process for saving a file to your workstation or agency shared network location.

5. **Input:** Itemized costs and information in the downloaded template.

6. **Select:** Checkboxes in the downloaded template. ➔ The IT addendum template includes itemized costs and questions/answers to help determine additional review steps based on RCW 43.88.092.

In this example, we select ‘save as’ because we want to save the template to a specific folder on our computer.

➔ If you select ‘open’, ‘save’, or ‘save and open’, you may have extra steps to enable editing or find the template later in your download folders.

Use the downloaded template to provide itemized costs and additional information required for the IT Addendum.

**Sample Session - IT Addendum**

**Part 1: Itemized IT Costs**

Please itemize any IT-related costs, including hardware, software, services (including cloud-based services), contracts (including professional services, quality assurance, and independent verification and validation), or IT staff. Be as specific as you can. (See chapter 12.1 of the operating budget instructions for guidance on what counts as "IT-related costs").

<table>
<thead>
<tr>
<th>Information Technology Items in this DP (must be itemized as required)</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>sample</td>
<td>sample</td>
<td>sample</td>
<td>sample</td>
</tr>
<tr>
<td>Item 2</td>
<td>sample</td>
<td>sample</td>
<td>sample</td>
<td>sample</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>Enter Sum</strong></td>
<td><strong>Enter Sum</strong></td>
<td><strong>Enter Sum</strong></td>
<td><strong>Enter Sum</strong></td>
</tr>
</tbody>
</table>

**Part 2: Identifying IT Projects**

If the investment proposed in the decision package is the development or acquisition of an IT project/system, or is an enhancement to or modification of an existing IT project/system, it will also be reviewed and ranked by the OCIO as required by RCW 43.88.092. The answers to the three questions below will help OPFM and the OCIO determine whether this decision package is, or enhances/modifies, an IT project:

1. Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? ○ Yes ○ No

2. Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 104 for definition.) ○ Yes ○ No

3. Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 12.) ○ Yes ○ No

If you answered “yes” to any of these questions, you must complete a concept review with the OCIO before submitting your budget request. Refer to chapter 12.2 of the operating budget instructions for more information.

**Information Technology**

Does this Decision Package include funding for IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

- No
- Yes

Please download the IT Addendum Template and follow the directions on the bottom of the addendum to meet requirements for OCIO review. After completing the IT Addendum, please upload the document to continue.

7. **Select:** ➔ Select Attachment.

After you update the downloaded copy of the IT addendum template, you will upload it into ABS as an attachment.
ABS uses standard options to browse, select, and upload a file.

8. **Select**: IT Addendum Template. This is the downloaded copy of the IT addendum template with your agency itemized costs and information.

9. **Select**: Open.
   - ABS will upload the IT addendum template.
   - You can only upload one IT Addendum Template for the decision package.

10. **Select**: Save.

In this example, the IT Addendum Template is uploaded.

⇒ If you need to upload a different template, use **Replace Attachment**.

- IT Addendum Template.docx | 28 KB | **Replace Attachment**
Additional Information - Working Capital

Working capital is managed by the administering agency for each fund only.

- ABS will display the working capital icon for a budget version if your agency is required to submit information about working capital for specific funds.

Add and/or Edit Working Capital for a Fund

Working capital is managed by administering agencies only.

- If the version is locked, you cannot edit the working capital information.

1. Select: Budget menu. ➔ ABS will display a list of versions for the budget session.

2. Select: Working Capital icon for the version. ➔ If your agency is not required to submit information about working capital, ABS will not display the working capital icon for the version.

ABS includes a list of funds.


Amounts are based on ‘dollars in thousands’. For example, 1 = $1,000 and 10 = $10,000.

5. Input: Amount for current biennium.

6. Input: Amount for subsequent biennium. ➔ Some agencies will have multiple funds. ABS will display a row for each fund. Use the delete icon to remove a row if needed.

In this example, we input amounts for current and subsequent biennium. ➔ Use minus sign (-) to indicate a negative number.

Note: Dollars in Thousands

<table>
<thead>
<tr>
<th>Fund - Fund Title</th>
<th>2017-19 Amount</th>
<th>2019-21 Amount</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 - Sample Fund</td>
<td>10</td>
<td>-10</td>
<td></td>
</tr>
</tbody>
</table>

7. Select: Save.
**Additional Information - Special Use Decision Packages (90-Revenue and 9Z-Activity)**

Special use decision packages require less information than a regular decision package.

✓ ABS will automatically adjust the data input process based on the type of decision package.

### 90-Revenue (maintenance level revenue not related to individual expenditure decision packages)

Special use decision package for 90-Revenue is available for agencies to balance revenue amounts.

✓ ABS will automatically adjust the data input process for this type of decision package. For example, you can only select the decision package details section for revenue.

<table>
<thead>
<tr>
<th>Decision Package Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Package</td>
<td>Status</td>
</tr>
<tr>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>Budget Level: Maintenance</td>
<td>Draft</td>
</tr>
<tr>
<td>90 - Maintenance Level Revenue</td>
<td>Draft</td>
</tr>
</tbody>
</table>

### 9Z-Recast to Activity

Special use decision package for 9Z-Recast to Activity is available for agencies to balance activity amounts.

✓ ABS will automatically adjust the data input process for this type of decision package. For example, you can only select the decision package details section for Funding and FTEs.

<table>
<thead>
<tr>
<th>Decision Package Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Package</td>
<td>Status</td>
</tr>
<tr>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>Budget Level: Maintenance</td>
<td>Draft</td>
</tr>
<tr>
<td>9Z - Recast to Activity</td>
<td>Draft</td>
</tr>
</tbody>
</table>