



Frequently Asked Questions (FAQs)
 Agency Budget System (ABS)

For additional information about the Agency Budget System (ABS), please contact the OFM Help Desk (HereToHelp@ofm.wa.gov or call 360.407.9100, Monday through Friday 7 a.m. to 5:30 p.m.).

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General Questions

What is the Agency Budget System (ABS)?

Agency Budget System (ABS) is a modern software solution that agencies will use to develop and electronically submit their biennial and supplemental operating budget requests.

How do I get access to ABS?

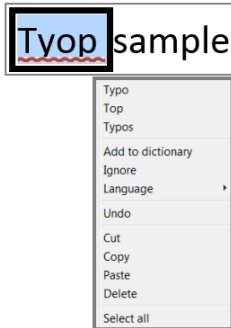
- ✓ You can gain access by filling out a Security Request Form located at <https://budgetlogon.ofm.wa.gov/library/security.pdf>

Does ABS include spell-check?

- ✓ 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 for 'Tyop'.

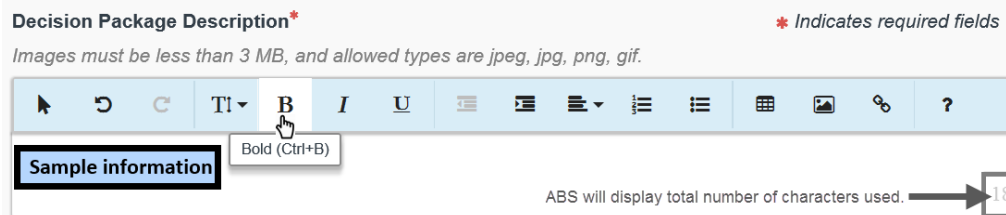



→ In this example, we select the underlined text and right-click for spell-check options. The spell-check tool provides standard options to correct or ignore the underlined issue.

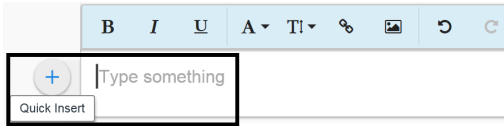


Does ABS include formatting tools?

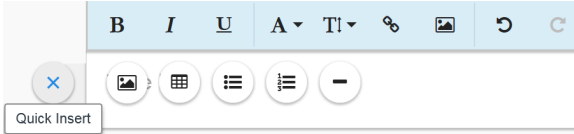
- ✓ ABS includes standard formatting and quick insert tools. For example, use ABS standard formatting tools to provide clear narrative with tables, charts, logic models, graphs, timelines, flowcharts, maps, or other visuals to support your budget request.
→ In this example, we use the formatting tool to apply bold text on a decision package description. The number in the lower right corner represents the total number of characters used in the description.



→ 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.



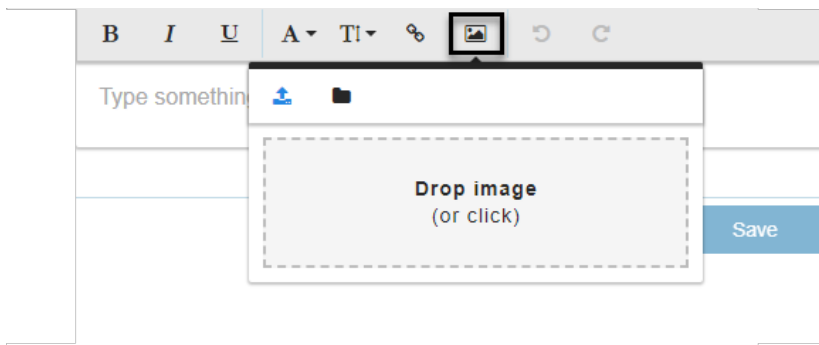
→ ABS provides a quick insert for some of the formatting tools. In this example, the quick insert includes image, table, unordered list (bulleted list), ordered list (numbered list), and horizontal line.



How do I upload an image and add alt text?

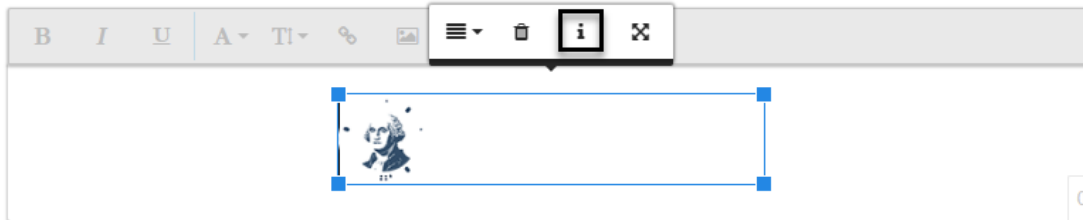
✓ You can upload an image and add alt text using the standard formatting tools in ABS.

→ In this example, we upload an image for the Decision Package Description and add alt text. Select image and then either drag an image in the box or click to browse your PC for one. After the image is inserted select alternate text.



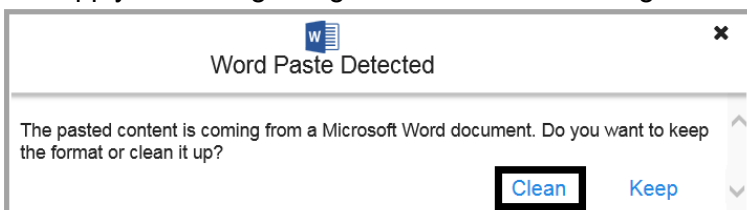
Package Description* * Indicates required fields

Images must be less than 3 MB, and allowed types are jpeg, jpg, png, gif, tif.



Why do I get a prompt for 'clean' or 'keep' when I copy/paste text from Microsoft Word?

✓ The standard formatting tool may provide this prompt if you copy text from Microsoft Word and paste it into ABS. Select 'Clean' to remove formatting to help ensure hidden text or properties do not get included. You can apply formatting using the standard formatting tools in ABS.






Help and Resources

Does ABS include online help or a user manual?

- ✓ ABS includes an online Help Center to provide current information and guidance. Use the search option to quickly find a help topic. This replaces the need to maintain a separate user manual.


Where is the ABS Help Center?

- ✓ Select  help on the toolbar near the top of ABS pages. Use the search option to quickly find a help topic.

Where are the OFM budget instructions?

- ✓ The ABS dashboard includes a quick link to the OFM budget instructions. The instructions are also available from the OFM website. (ofm.wa.gov).

Is there a distribution list for news and updates about budget modernization activities?

- ✓ Sign-up for news and updates via GovDelivery subscriptions on the OFM website. For example, subscribe to Budget Systems Modernization Budget Systems Modernization  via <https://public.govdelivery.com/accounts/WAGOV/subscriber/topics>.

Is there a distribution list for news and updates about ABS?

- ✓ Sign-up for news and updates via GovDelivery subscriptions on the OFM website. For example, subscribe to enterprise applications and/or specific budget applications via https://public.govdelivery.com/accounts/WAGOV/subscriber/new?qsp=WAGOV_39

Who do I contact if I need help using ABS?

- ✓ Contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100).

Log In / Log Out / Change Password

What is the BudgetWorks website?

- ✓ The new BudgetWorks site replaces the old Budget Portfolio Systems (BPS) and uses the same web address <https://budgetlogon.ofm.wa.gov/Logon.aspx>. BudgetWorks includes quick links to budget-related information, budget systems and support, password change request, and a form to request access for new users.

What is my ABS log in ID/password?

- ✓ Your ABS log in ID/password is same as your current BDS log in ID/password. If you didn't have a BDS ID/password, use the security request form on BudgetWorks <https://budgetlogon.ofm.wa.gov/Logon.aspx>.

How do I change my password? What if I forgot my log in ID/Password?

- ✓ Use the quick links on BudgetWorks <https://budgetlogon.ofm.wa.gov/Logon.aspx>. If you request a new password, the system will send information and current password rules to your email address. If you do not receive an email, check your junk email settings to ensure you have not blocked email from 'no-reply' or 'OFM'.

How do I get my account unlocked?

- ✓ Use the quick links on BudgetWorks <https://budgetlogon.ofm.wa.gov/Logon.aspx>. If you need help, contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100).

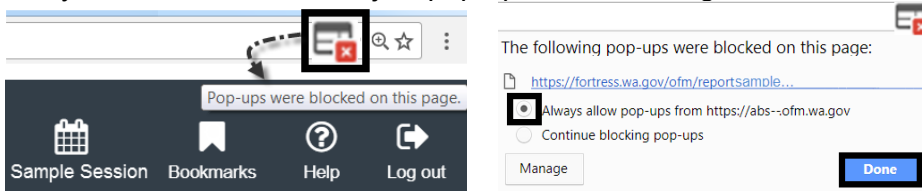


How do I log out from ABS?

- ✓ Select  log out on the toolbar near the top of ABS pages.

Are there preferred browser types or compatibility settings/preferences that I need to know about?

- ✓ ABS works best with Chrome. Other supported browsers include Firefox, Safari, Edge, or Internet Explorer.
- ✓ Follow your agency standard processes for browser settings/preferences. For example, you may need to use your browser tools to adjust pop-up blocker settings.



Navigation

What are the breadcrumbs?

- ✓ Breadcrumbs are links near the top of a page that help to identify which page you are on (use the links to quickly go back to a previous page). For example, from the Decision Package Details page we can select a breadcrumb to quickly go back to the list of Decision Packages or back to the list of Versions.

[Dashboard](#) > [Versions](#) > [Decision Packages](#) > Decision Package Details

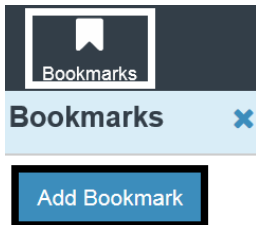
Can I double-click to drilldown into decision package details?



- ✓ When you double-click on a row, ABS will display the next level of detail. For example, if you double-click on a version row, ABS will display a list of decision packages for that version. If you double-click on a decision package row, ABS will display the decision package details.

Version Information			Decision Package Information		
Version	Budget Source	Comments	Decision Package	Status	Comments
1ZZZ - Sample	Agency		Budget Level: Maintenance		
			11 - Sample	Draft	


Can I add or delete a bookmark for my favorite ABS pages?

- ✓ Use the bookmarks toolbar option to add, delete, or use quick links for your favorite ABS pages.



 Use the  icon to delete a bookmark.

Why can't I add a bookmark for one of my favorite pages?

- ✓ ABS will not display the add bookmark option  if you are on a page that does not allow a bookmark. For example, you cannot add a bookmark on the 'Create Version' or 'Create Decision Package' pages.

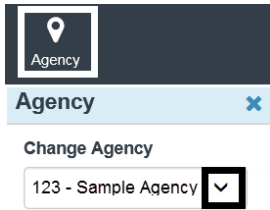


Why are some icons or features ‘greyed out’?

- ✓ Icons or features may be ‘greyed out’ when they are not applicable. For example, decision packages that are locked cannot be deleted so the delete icon will be ‘greyed out’.
- ✓ Icons or features may be ‘greyed out’ if you do not have security/permissions to use them.

I support multiple agencies -- where do I change the agency setting?

- ✓ OFM Budget Operations and DES Small Agency Services have security/permissions to support more than one agency. Use the Agency option on the toolbar to select a different agency.



Agency Administration

What settings are available from the Agency Admin Menu?

- ✓ Agency budget operations users can manage a variety of settings from the Admin Menu.

Agency Admin Menu	Additional Information
Manage Agency Settings	<ul style="list-style-type: none"> ✓ Edit setting (yes/no) to include agency assignments for decision package details.
Manage Agency Decision Package Questions	<ul style="list-style-type: none"> ✓ Create/edit/delete agency specific questions for decision package details. ✓ Change sort order (display order) for decision package details.
Manage Agency Decision Package Titles	<ul style="list-style-type: none"> ✓ Create/edit/delete agency decision package titles. ✓ Display agency and global 🌐 decision package codes with title/type.
Manage Agency Decision Package Statuses	<ul style="list-style-type: none"> ✓ Create/edit/delete agency draft statuses for decision packages.


Agency Assignments

How do I add or delete an assignment for decision package details?

- ✓ Agency budget operations users and agency edit users will manage and track assignments for decision package details. Information about using the assignments feature will be added to the ABS Help Center.

Agency Organization Chart

Where do I upload my agency organization chart?

- ✓ Use the  upload icon in the budget request submittal menu. ABS uses standard options for browsing, selecting, and uploading attachments.



Budget - Carry-Forward

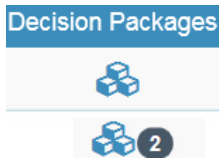
Do I need to manually input the carry-forward amount?

- ✓ The carry-forward amount will be updated in ABS as part of an automated interface process from OFM. For example, agency budget operations users can import decision packages for a version. The import process uses data from OFM and includes carry-forward decision packages.

Budget - Decision Package

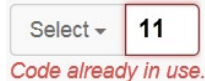
Why is there a number next to the decision package icon?

- ✓ The number represents how many decision packages are in the version. This is also a quick way to determine if a decision package has been created already for a version (if there isn't a number next to the icon, a decision package has not yet been created for the version).



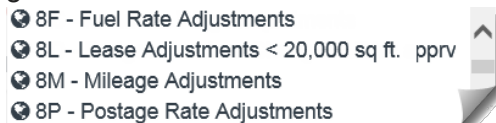
Why do I get an error message 'code already in use' when I create a new decision package?

- ✓ ABS will display an error message if you try to input a decision package code that is a duplicate at the same budget level in the version. For example, if the budget version already has a maintenance level (ML) decision package with code '11' then you cannot add a duplicate maintenance level (ML) decision package using code '11' for that same budget version.



What are the global decision package codes?

- ✓ Global decision package codes are managed by OFM for specific types of maintenance and policy levels. For example, agencies use global codes to identify common items of change. A current list of global codes is available in ABS when an agency creates a decision package.



What is a 'special use' decision package?

- ✓ 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.
- ✓ When you create a new decision package, ABS will prompt you to select a special use type. Select Revenue (90) or Activity (9Z) if the decision package will be limited to that special use type only.

Can I update decision package details if the decision package is locked?


- ✓ Decision package details cannot be updated if the decision package is  locked.

Can I unlock a decision package?

- ✓ Agency budget operations users can unlock a draft maintenance level (ML) or policy level (PL) decision package.




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- ✓ Decision packages for current biennium (CB) and carry-forward (CL) cannot be unlocked (ABS will automatically  lock these decision packages).


Where is the formatting tool on the Recommendation Summary narrative?

- ✓ Standard formatting and quick insert tools are not included for the decision package recommendation summary (agency recommendation summary and program recommendation summary). This narrative is also used as the starting point for text that describes items funded in the Governor's budget and the formatting would need to be removed as part of that process.


Where do I update the point of contact for a decision package?

- ✓ Each decision package needs a point of contact. Agency budget operations users and agency edit users can update the point of contact information. From the budget menu > select  decision package icon in the list of budget versions > select edit icon for the decision package.


Where are the attachments for the reference documents?

- ✓ The reference documents (attachments) are part of the decision package details. From the budget menu > select  decision package icon in the list of budget versions > select a decision package > select DP Details > scroll down to the Reference Documents section (it's near the bottom of the decision package details page).

Where is the IT addendum?

- ✓ The IT addendum is part of the decision package details. From the budget menu > select  decision package icon in the list of budget versions > select a decision package > select DP Details > scroll down to the IT Addendum section (it's near the bottom of the decision package details page).


How do I print a preview or summary of my decision package?


- ✓ Use the DP Summary feature to quickly print a preview or summary of the decision package. From the budget menu > select  decision package icon in the list of budget versions > select a decision package > select DP Summary > select Print.



What is the difference between Edit Checks and DP Summary on the decision package page?



- ✓ **Edit Checks** = display list of items that may need to be corrected.
- ✓ **DP Summary** = display a preview or summary of details for a decision package.

 Edit Checks

 DP Summary




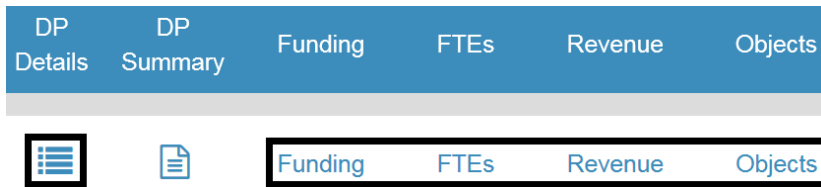
What is the difference between the import option and the import data option?

- ✓ **Import option**  = agency budget operations users can import base and carry-forward decision packages for a version. If the version already includes the base or carry-forward decision package, it will be updated during the import process. For example, agency budget operations may need to import this information based on discussions with their OFM budget analyst.
- ✓ **Import Data option**  = agency budget operations users and agency edit users can import fiscal details for decision packages using a standard Microsoft Excel template. The decision packages are created in ABS and then you can import fiscal details. For example, some agencies may prefer to import data into multiple decision packages rather than manually input the data for each decision package.

Budget - Fiscal Details

Where do I input the fiscal details?

- ✓ Fiscal details are included in the decision package details. From the budget menu > select the  decision package icon in the list of budget versions > select DP Details for the decision package > select edit for Funding, FTEs, Revenue, or Objects. You can also use quick links for Funding, FTEs, Revenue, or Objects details.



Budget - Level

What are the budget levels?

- ✓ There are currently four budget levels: Maintenance (ML), Policy (PL), Current Biennium (CB), and Carry-Forward (CL).
- ✓ New decision packages are created in ABS with maintenance level (ML) or policy level (PL). The current biennium (CB) and carry-forward (CL) are part of the previous budget session funding.

Budget - Program Level or Sub-Program (Category) Level

Do I need to change settings to develop a budget at the program level or sub-program (category) level?

- ✓ These settings are automated in ABS based on budget session requirements. ABS will automatically prompt you to select program levels or sub-program (category) levels if required.

Budget - Request

Do I still need to make multiple copies and assemble three-ring binders for budget submittal?

- ✓ No. The automated version, decision package, and electronic submittal processes in ABS replace the need for three-ring binders. Agencies will input their budget-related information and use the streamlined processes in ABS to electronically submit their budget.



Do I still need to include an Electronic Decision Package Confirmation?

- ✓ No. The automated features in ABS replace the need for a separate electronic decision package confirmation.

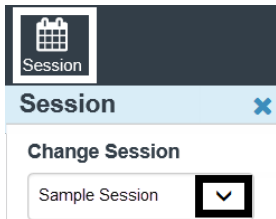
Budget - Session

What is a session?

- ✓ Session is a combination of budget period and type. For example, '2019 - 21 Regular' is the regular biennial budget session for fiscal years 2020 through 2021. Future budget session for '2020 Supp' will become available when OFM publishes budget instructions for that supplemental budget session.

Can I select a different session after I log in?

- ✓ ABS will prompt you for a budget session after you log in. Use the session toolbar option to work with information for a different budget session.



Budget - Submittal

How do I submit a budget request electronically to OFM?

- ✓ Agency budget operations users will submit their budget request electronically to OFM using ABS.

Budget - Version


What is a version?

- ✓ A version is an agency budget version. Agency budget operations users will create and manage agency budget versions. You can create multiple versions to develop different budget and 'what if' scenarios. For example, you can create two different budget scenarios to coordinate decision packages and collaborate with other people before submitting a budget request to OFM.


Can I update the version code?

- ✓ After a version is created, the version code cannot be edited.

Can I delete a version?

- ✓ Agency budget operations users can delete a draft version if it is not locked. If the version includes decision packages and/or working capital information, those elements will also be deleted with the version.
- ✓ If the draft version is  locked, you cannot select the delete icon. If you need to delete a draft version and it is locked, select the edit icon and unlock the version.

If I lock a version, does it also lock all of the decision packages in the version?

- ✓ When you lock a version, ABS will also lock all of the decision packages in that version. If the version is  locked, decision packages for that version cannot be added, edited, or deleted.



Frequently Asked Questions (FAQs) Agency Budget System (ABS)

What is the difference between copy and merge for versions?

- ✓ Copy = creates a new version. ABS will copy a version to create a new version.
- ✓ Merge = combines two versions. ABS will combine information from one version into another version. During the merge process, only the destination version is updated (not the source version).

Can I copy a version from one budget session into another budget session?

- ✓ Agency budget operations users can copy versions to the same session or to a different session. ABS will provide a prompt so that you can select a session for the copy process.
- ✓ If the versions are in the same session, ABS will copy all elements of the version into a new version. For example, if the version includes decision packages with details, attachments, and IT addendum, all of those elements will be copied to create a new version.
- ✓ If the versions are in different sessions, ABS will not copy decision package details from the justification and impacts section. For example, ABS will not copy information from OFM questions, agency questions, reference documents, or IT addendum.

Can I merge versions if they are in different budget sessions?

- ✓ Agency budget operations users cannot merge versions if they are in different sessions. Each budget session aligns with OFM budget instructions for that session.

What is the import feature for a version?

- ✓ Agency budget operations users can import base and carry-forward decision packages for a version. The import process uses data from OFM. If the version already contains base or carry-forward decision packages, they will be updated during the import process.

Budget - Recast

When should I create a recast version?

- ✓ When a new biennial or first supplemental budget is enacted.

Why should I create a recast version?

- ✓ 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).

Reports

Does ABS include budget reports?

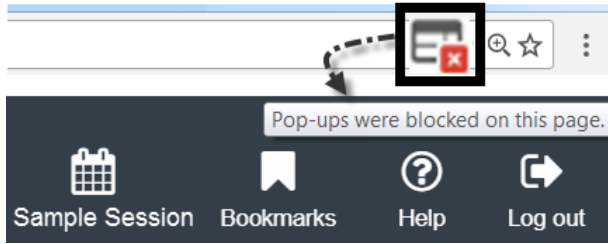
- ✓ ABS includes commonly used budget reports with standard parameters. Most of the reports will be displayed in a new window based on your browser (use your browser tools to print, email, and/or save report results). Some of the reports will be displayed using Microsoft Excel.

Do I need to adjust my browser pop-up blocker settings to run reports?

- ✓ You may need to use your browser tools to edit pop-up blocker settings. In this example, when we try to run a report, our browser indicates 'pop-ups were blocked on this page'. We select the indicator on our browser and edit the settings to allow pop-ups from ABS so that we can get our report results.



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Are there additional budget reports available from Enterprise Reporting (ER)?

- ✓ ABS data will be available from Enterprise Reporting (ER) along with historical data from the old Budget Development System (BDS). For more information about Enterprise Reporting, reference <https://ofm.wa.gov/it-systems/enterprise-reporting-er>.

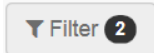
Do I still need to manually adjust reports for accessibility before sending to OFM?

- ✓ Those steps will not be needed with the new ABS reports. Those steps may have been needed with the old system (BDS) because of accessibility issues.

Search and Filter

Why is there a number next to the filter option?

- ✓ The filter option is located on some of the ABS page so that you can quickly narrow results in a list. ABS will display a number next to the filter option if you already have filter criteria on a list. In this example, a list is filtered by 2 criteria.



How do I reset (remove) a filter on a list?

- ✓ To remove all filter criteria for a list, select Filter and Reset.

