



ABS is a modern software solution that agencies use to develop, submit, and share biennial and supplemental budget requests.

- ✓ Develop and review budgets using the Budget menu, Reports menu, and OFM Budget Instructions. The Admin menu will be available for agency budget operations users.
- ✓ Submit budgets using the Submittal menu. Additional features include an expanded Admin menu for OFM budget operations, agency options to manage and track individual assignments for decision packages, and automated alerts/notifications.

ABS Menu - located on the left side of all ABS pages

>Menu options are dependent on your user role. For example, only Agency Budget Operations and OFM Budget Operations use the Admin menu.

Toolbar - located near the top of all ABS pages

>Toolbar options are dependent on your user role. For example, OFM Budget Operations and DES Small Agency Services support more than one agency so they will have the option to select a different agency.

The screenshot shows the Agency Budget System dashboard. On the left is a vertical menu with categories: Dashboard, Budget (with sub-items: Versions, Decision Packages), Submittal (with sub-item: Submit budget), Reports (with sub-item: Run reports), and Admin (with sub-items: Agency Admin, OFM Admin). At the top is a dark header with the OFM logo, 'Office of Financial Management AGENCY BUDGET SYSTEM', and a 'Sample Dashboard' title. To the right of the header is a toolbar with icons for 'Sample Session', 'Agency', 'Bookmarks', 'Help', and 'Log out'. The main content area includes a 'Welcome to the Agency Budget System' message, a 'Dates of Interest' section with due dates for Agency Request Legislation (Sept 13, 2019) and Agency 2020 Supplemental Budget Requests (Sept 20, 2019), a 'Quick Launch' button for 'Go to Budget', a 'Bookmark Tip' section, a 'Links' section with various instruction links, a 'Documents' section with templates, a 'Suggestion Box' for user feedback, and a 'Help Center' section with contact information for OFM help.

ABS streamlines several processes and establishes a new digital framework to develop, submit, and share biennial and supplemental budget requests.

- ✓ **Log in using BudgetWorks portal** ABS log in ID/password is same as your current BDS log in ID/password. The BudgetWorks portal replaces the old Budget Portfolio Systems (BPS) site. The new BudgetWorks portal includes streamlined links to budget-related information, budget systems and support, password resets, and a form to request access for new users.
- ✓ **Budget Session** ABS will prompt you for a budget session when you log in. The 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.
- ✓ **Budget Version** Agency budget operations users will create and manage agency budget versions. ABS includes a quick way to import base/current biennium (CB) and carry-forward (CL) decision packages from OFM for your agency budget version. You can also create recast versions.
- ✓ **Decision Package** Both agency budget operations users and agency edit users will create and manage decision packages. ABS includes a quick way to input data -- or -- import data for maintenance level (ML) and policy level (PL) decision packages.
- ✓ **Display Budget Information** Online views provide multiple ways to display and review your data across the budget processes.
- ✓ **Reports** Both agency budget operations users and agency edit users will run commonly used budget reports with standard options for display/export/print.
- ✓ **Submit Budget Request** Agency budget operations users will review and electronically submit their budget. ABS includes a quick way to review information and complete edit checks before you submit your budget.
- ✓ **Display Budget Status** OFM will review your agency budget request. Agency budget operations will display their budget status as it goes through the OFM review process.

ABS provides breadcrumbs (links) near the top of all pages.

- ✓ Use the breadcrumbs to quickly navigate back to a page.

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

ABS will guide you with a series of prompts and information based on your agency requirements.

- ✓ At-a-glance indicators when items are required and/or complete.
- ✓ If your agency manages budgets at the program or sub-program (category) level, ABS will prompt you for additional information.

Decision Package Details	Required	View/Edit	Complete
Agency Recommendation Summary	✓		<input checked="" type="checkbox"/>
Package Description	✓		<input checked="" type="checkbox"/>
Performance Measures	✓		<input type="checkbox"/>
Fiscal Details - Funding	✓		
Fiscal Details - FTEs	✓		