



This job aid includes information for agency budget operations and agency edit users who manage both Omnibus (OMN) and Transportation (TRN) budget requests.

- ✓ Agency Budget System (ABS) includes updates for OMN/TRN data.

Fiscal Details - These Agencies Will Select OMN or TRN.....	1
Fiscal Details - Agency 010 Bond Retirement and Interest (Programs 404/405/406).....	2
Fiscal Details - Agency 225 Washington State Patrol	2
Fiscal Details Import Template - New Column for OMN/TRN.....	4
How Does This Template Change Impact Me?	5

Fiscal Details - These Agencies Will Select OMN or TRN

ABS will display new options for OMN/TRN on fiscal details pages for the agencies listed below.

➔ **Any existing data on the fiscal details pages will be defaulted to O (Omnibus).**

- ✓ Review your agency fiscal details budget data.
- ✓ Adjust your agency fiscal details for O (Omnibus) budget data.
- ✓ Select T (Transportation) to input agency fiscal details for transportation.
- ✓ Review your agency fiscal details to ensure the amounts are correct for both O (Omnibus) and T (Transportation) budget data.

➔ **Agency 010 Bond Retirement and Interest** will have additional changes on the fiscal details pages for programs 404, 405, and 406. Follow the additional steps in this job aid.

➔ **Agency 225 WSP** will have additional changes on the fiscal details pages. Follow the additional steps in this job aid.

011 House of Representatives	215 Utilities and Transportation Comm
012 Senate	228 WA Traffic Safety Commission
014 Jt Leg Audit & Review Committee	240 Department of Licensing
020 LEAP Committee	275 Public Employment Relations Comm
076 Special Approps to the Governor	355 Archaeology & Historic Preservation
105 Office of Financial Management	376 The Evergreen State College
140 Department of Revenue	461 Department of Ecology
179 Dept of Enterprise Services	467 Rec and Conservation Funding Board
OTH Other Legislation	477 Dept of Fish and Wildlife
XFR Transfers	490 Department of Natural Resources
700 OFM Financial Statement Control	495 Department of Agriculture
713 State Employee Compensation Adjust	



Fiscal Details - Agency 010 Bond Retirement and Interest (Programs 404/405/406)

ABS will display new options for OMN/TRN on fiscal details pages for programs 404, 405, and 406.

➔ Any existing data on the fiscal details pages will be defaulted to O (Omnibus) for programs 404, 405, and 406.

- ✓ Review your agency fiscal details budget data.
- ✓ Select the program and OMN/TRN level to input agency fiscal details.
- ✓ Review your agency fiscal details to ensure the amounts are correct for both O (Omnibus) and T (Transportation) budget data.

Fiscal Details - Funding Version: 1ZZZZ - Sample > Budget Level: Maintenance > Decision Package: 11-Sample

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 \$ 0 / \$ 0	Total 2019-21 0.0 / 0.0	Total 2019-21 \$ 0	Total 2019-21 \$ 0

Program: 404 - Motor Vehicle Fuel Tax Debt

OMN / TRN: 404O - Motor Vehicle Fuel T - Omnibus

404O - Motor Vehicle Fuel T - Omnibus

404T - Motor Vehicle Fuel T - Transpo

Select the program and OMN / TRN on fiscal details pages (Funding, FTEs, Revenue, Objects).

Fiscal Details - Agency 225 Washington State Patrol

Continue to associate OPR and/or 90C programs to a decision package (even if it contains fiscal details for operating only).

[Dashboard](#) > [Versions](#) > [Decision Packages](#) > Associated Programs

Associated Programs Version: 1ZZZZ - Sample > Budget Level: Maintenance > Decision Package: ZZ-Sample

Your agency must include program-level budget data with your decision package request. Please select the program(s) from the available programs list to associate with your decision package.

Available Programs - Click on program to associate	Associated Programs - Click on program to remove
No Programs Available...	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">90C - Capital</div> <div style="border: 1px solid #ccc; padding: 2px;">OPR - Operating</div>

➔ Review your agency fiscal details budget data.

- ✓ Select O - OMN to associate amounts to operating budget data on fiscal details pages.



Dashboard > Versions > Decision Packages > Decision Package Details
> Fiscal Details - Funding

Fiscal Details - Funding

Version: 1ZZZZ - Sample > Budget Level: Maintenance > Decision Package: ZZ-Sample

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 \$ 0 / \$ 0	Total 2019-21 0.0 / 0.0	Total 2019-21 \$ 0	Total 2019-21 \$ 0

Program: 90C - Capital

- 90C - Capital
- OPR - Operating
- O - OMN**

Select O - OMN to associate amounts to operating budget data on fiscal details pages (Funding, FTEs, Revenue, Objects).

➔ If you use the Fiscal Details Data Template with the data import process, leave the program and subprogram (category) columns blank and select OMN in the OMN/TRN column.

✓ For transportation programs 90C (Capital) and OPR (Operating), use the program code and select TRN in the OMN/TRN column.

Program	Subprogram (Category)	OMN/TRN
		OMN TRN

➔ You may need to re-import decision packages based on discussions with your OFM budget analyst.

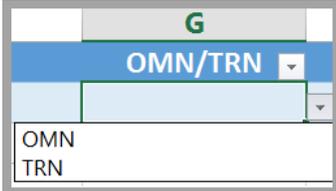
✓ Agency budget operations users can import base/current biennium (CB) and carry-forward (CL) decision packages for a version. The import process uses data from OFM. If the version already includes the base or carry-forward decision package, it will be updated during the import process. Reference the ABS online Help Center or the Manage Version/Decision Package job aid for additional information and steps for importing decision package information.



Fiscal Details Import Template - New Column for OMN/TRN

Fiscal details import template is used with the decision package import data process. For example, some agencies may prefer to import data into multiple decision packages rather than manually input data in ABS.

- ✓ Fiscal Details Import Template has been updated to include a column for OMN/TRN data. Use the new column to indicate if the item (row of data in the template) is Omnibus (OMN) or Transportation (TRN).



- ✓ Reference the ABS online Help Center or the Manage Version/Decision Package job aid for additional information and steps for importing fiscal data for decision packages. The updated template is also available from the ABS dashboard.

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

2. Select: Decision Package icon for a version.

Version Information				Details			
Version	Budget Source	Comments	Status	Working Capital	Fundings/FTEs Summary	Objects Summary	Decision Packages
1ZZZ - Sample	Agency		Draft				

3. Select: Import Data.
→ ABS will provide a standard template for your data.

ABS uses a standard Microsoft Excel template for the data import process,

4. Select: Import Template.
→ The import template will include additional instructions.

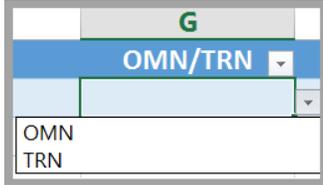
Please make sure you have created all the decision packages you want to import your fiscal details into, download the Import Template and follow the instructions.



How Does This Template Change Impact Me?

Download an updated template if you want to use the data import process after August 20, 2018. If you try to import data using an older template, ABS will display an error message and will not upload the data.

- ✓ Select OMN (omnibus) or TRN (transportation) for all rows of fiscal detail data in the template. The template instructions have been updated.



- ✓ **What if I imported my data before August 20, 2018. Do I need to do that process again?** If you already successfully uploaded your data, most agencies will not need to download the updated template for this budget session. If you downloaded the template before August 20 and have not yet uploaded your data, you will need to download the current template and use the current template to upload your data.

→ If your agency is listed below, follow the additional steps in this job aid. You will need to download a new template and re-import your data if you want to use the data import process for OMN/TRN budget data.

010 Bond Retirement and Interest (404/405/406)	215 Utilities and Transportation Comm
011 House of Representatives	225 WSP
012 Senate	228 WA Traffic Safety Commission
014 Jt Leg Audit & Review Committee	240 Department of Licensing
020 LEAP Committee	275 Public Employment Relations Comm
076 Special Approps to the Governor	355 Archaeology & Historic Preservation
105 Office of Financial Management	376 The Evergreen State College
140 Department of Revenue	461 Department of Ecology
179 Dept of Enterprise Services	467 Rec and Conservation Funding Board
OTH Other Legislation	477 Dept of Fish and Wildlife
XFR Transfers	490 Department of Natural Resources
700 OFM Financial Statement Control	495 Department of Agriculture
713 State Employee Compensation Adjust	