



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 (September 13, 2019) and Agency 2020 Supplemental Budget Requests (September 20, 2019), a 'Quick Launch' button for 'Go to Budget', a 'Bookmark Tip' section, a 'Links' section with various instructions, a 'Documents' section with templates, a 'Suggestion Box' for feedback, and a 'Help Center' section with contact information.

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	✓		



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.).

- General Questions 3**
 - What is the Agency Budget System (ABS)? 3
 - How do I get access to ABS? 3
 - Does ABS include spell-check? 3
 - Does ABS include formatting tools? 3
 - How do I upload an image and add alt text? 4
 - Why do I get a prompt for 'clean' or 'keep' when I copy/paste text from Microsoft Word? 4
- Help and Resources 5**
 - Does ABS include online help or a user manual? 5
 - Where is the ABS Help Center? 5
 - Where are the OFM budget instructions? 5
 - Is there a distribution list for news and updates about budget modernization activities? 5
 - Is there a distribution list for news and updates about ABS? 5
 - Who do I contact if I need help using ABS? 5
- Log In / Log Out / Change Password 5**
 - What is the BudgetWorks website? 5
 - What is my ABS log in ID/password? 5
 - How do I change my password? What if I forgot my log in ID/Password? 5
 - How do I get my account unlocked? 5
 - How do I log out from ABS? 6
 - Are there preferred browser types or compatibility settings/preferences that I need to know about? 6
- Navigation 6**
 - What are the breadcrumbs? 6
 - Can I double-click to drilldown into decision package details? 6
 - Can I add or delete a bookmark for my favorite ABS pages? 6
 - Why can't I add a bookmark for one of my favorite pages? 6
 - Why are some icons or features 'greyed out'? 7
 - I support multiple agencies -- where do I change the agency setting? 7
- Agency Administration 7**
 - What settings are available from the Agency Admin Menu? 7
- Agency Assignments 7**
 - How do I add or delete an assignment for decision package details? 7
- Agency Organization Chart 7**
 - Where do I upload my agency organization chart? 7
- Budget - Carry-Forward 8**
 - Do I need to manually input the carry-forward amount? 8
- Budget - Decision Package 8**
 - Why is there a number next to the decision package icon? 8
 - Why do I get an error message 'code already in use' when I create a new decision package? 8
 - What are the global decision package codes? 8
 - What is a 'special use' decision package? 8
 - Can I update decision package details if the decision package is locked? 8
 - Can I unlock a decision package? 8
 - Where is the formatting tool on the Recommendation Summary narrative? 9
 - Where do I update the point of contact for a decision package? 9
 - Where are the attachments for the reference documents? 9



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

Where is the IT addendum? 9
 How do I print a preview or summary of my decision package? 9
 What is the difference between Edit Checks and DP Summary on the decision package page? 9
 What is the difference between the import option and the import data option? 10

Budget - Fiscal Details 10
 Where do I input the fiscal details? 10

Budget - Level 10
 What are the budget levels? 10

Budget - Program Level or Sub-Program (Category) Level 10
 Do I need to change settings to develop a budget at the program level or sub-program (category) level? ... 10

Budget - Request 10
 Do I still need to make multiple copies and assemble three-ring binders for budget submittal? 10
 Do I still need to include an Electronic Decision Package Confirmation? 11

Budget - Session 11
 What is a session? 11
 Can I select a different session after I log in? 11

Budget - Submittal 11
 How do I submit a budget request electronically to OFM? 11

Budget - Version 11
 What is a version? 11
 Can I update the version code? 11
 Can I delete a version? 11
 If I lock a version, does it also lock all of the decision packages in the version? 11
 What is the difference between copy and merge for versions? 12
 Can I copy a version from one budget session into another budget session? 12
 Can I merge versions if they are in different budget sessions? 12
 What is the import feature for a version? 12

Budget - Recast 12
 When should I create a recast version? 12
 Why should I create a recast version? 12

Reports 12
 Does ABS include budget reports? 12
 Do I need to adjust my browser pop-up blocker settings to run reports? 12
 Are there additional budget reports available from Enterprise Reporting (ER)? 13
 Do I still need to manually adjust reports for accessibility before sending to OFM? 13

Search and Filter 13
 Why is there a number next to the filter option? 13
 How do I reset (remove) a filter on a list? 13



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>

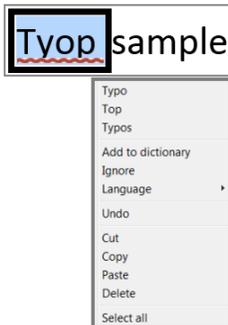
Does ABS include spell-check?

- ✓ 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'.



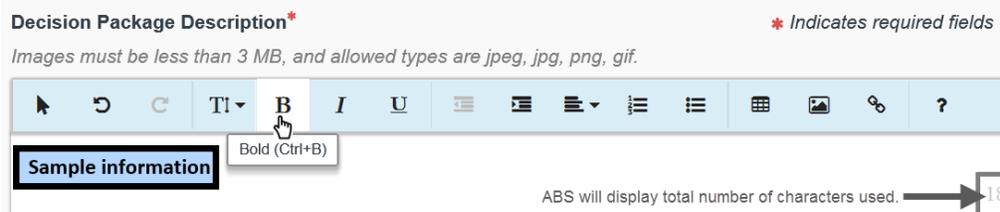
→ In this example, we select the underlined text and right-click for spell-check options. The spell-check tool provides standard options to correct or ignore the underlined issue.



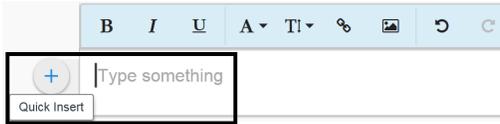
Does ABS include formatting tools?

- ✓ 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.

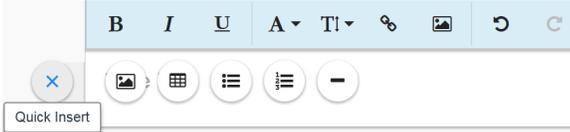
→ In this example, we use the formatting tool to apply bold text on a decision package description. The number in the lower right corner represents the total number of characters used in the description.



→ 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.



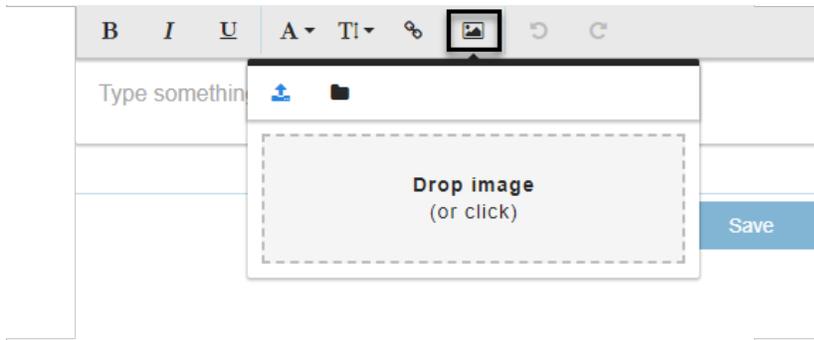
→ ABS provides a quick insert for some of the formatting tools. In this example, the quick insert includes image, table, unordered list (bulleted list), ordered list (numbered list), and horizontal line.



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.

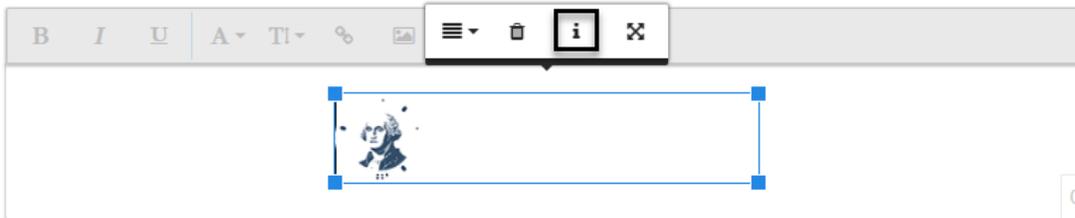
→ In this example, we upload an image for the Decision Package Description and add alt text. Select image and then either drag an image in the box or click to browse your PC for one. After the image is inserted select alternate text.



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/budget).

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).

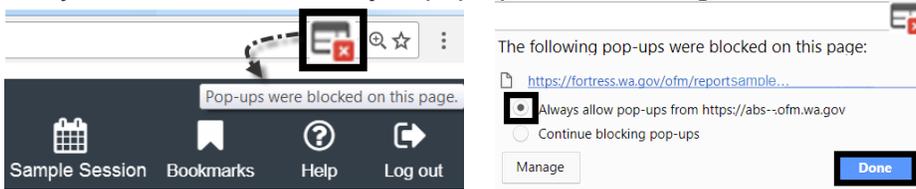


How do I log out from ABS?

- ✓ 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

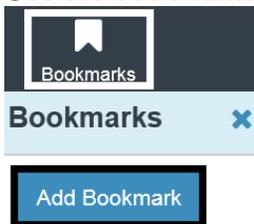
Can I double-click to drilldown into decision package details?

- ✓ 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

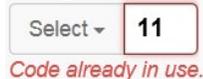
Why is there a number next to the decision package icon?

- ✓ 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).



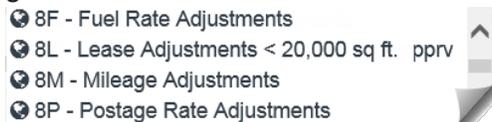
Why do I get an error message 'code already in use' when I create a new decision package?

- ✓ 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.



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

- ✓ 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.





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.

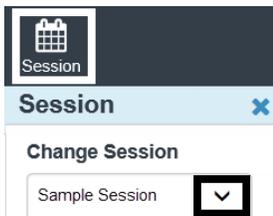
Budget - Session

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?

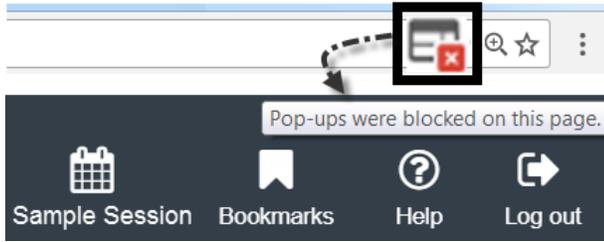
- ✓ ABS includes commonly used budget reports with standard parameters. Most of the reports will be displayed in a new window based on your browser (use your browser tools to print, email, and/or save report results). Some of the reports will be displayed using Microsoft Excel.

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.



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



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>.

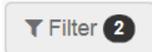
Do I still need to manually adjust reports for accessibility before sending to OFM?

- ✓ 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

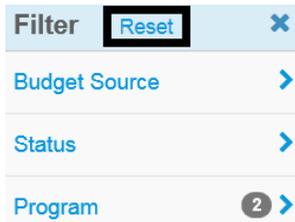
Why is there a number next to the filter option?

- ✓ 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.



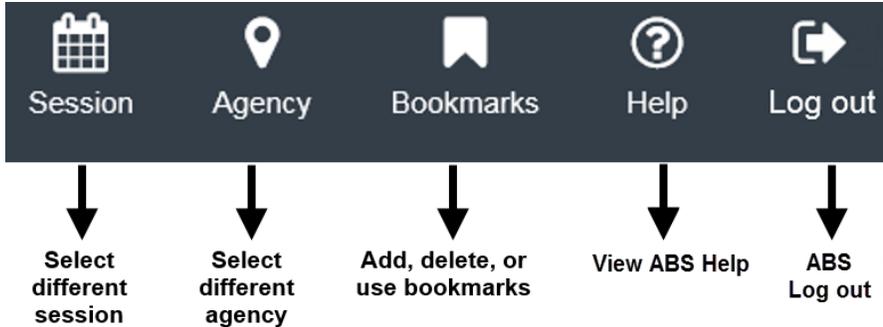


ABS includes standard toolbar, search, and filter options.

Toolbar

The toolbar is located near the top of all ABS pages.

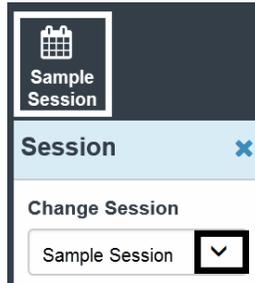
- ✓ Toolbar options are dependent on your user role. For example, OFM Budget Operations and DES Small Agency Services have security/permissions to support more than one agency so they will have an option to select a different agency.



Toolbar - Session

Use the session toolbar option to work with information for a different budget session.

- Select:**  Session icon on the toolbar.
- Select:** Session.
→ ABS will refresh the page to display information and options for the budget session.

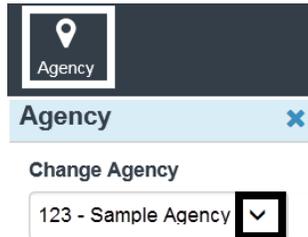


Toolbar - Agency

Use the agency toolbar option to work with information for a different agency.

- ✓ The toolbar option for agency is available for OFM Budget Operations and DES Small Agency Services because they have security/permission to support more than one agency.

- Select:**  Agency icon on the toolbar.
- Select:** Agency.
→ ABS will refresh the page to display information and options for the agency.

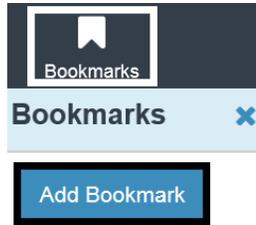




Toolbar - Bookmarks

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

- Select:**  Bookmarks icon on the toolbar.
- Select:** Add Bookmark.
→ ABS will not display 'add bookmark' if you are on a page that does not allow a bookmark.



- Input:** Title. This will be the title of your bookmark.
- Select:** Save.
→ ABS will add your bookmark.
→ Use the  icon to delete a bookmark.



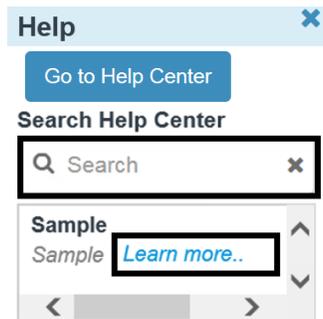

Toolbar - Help

Use the help toolbar option to get information and search for topics from the ABS help center.

- Select:**  Help icon on the toolbar.
→ ABS will display help center information.

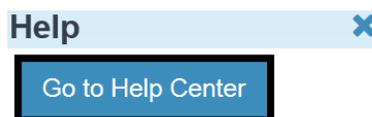


Use the search option to quickly find a help topic (you can use full or partial search criteria).
→ Use the '[Learn more ...](#)' quick link to view more information. ABS will display the full description for the help topic in a new window.



Use the 'Go to Help Center' quick link to view a list of all topics in the help center.

- Select:** Go to Help Center.
- Select:**  Magnify icon for a help topic.
→ ABS will display the full description for the help topic.



In this example, we select the magnify icon for a help topic.

Title	Short Description	Full Description
Sample	Sample	

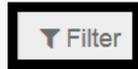


Filter

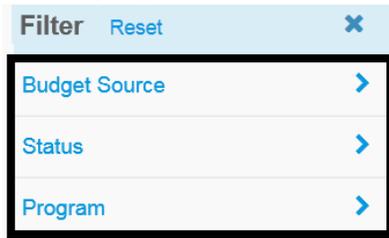
The filter option is located on some of the ABS pages.

- ✓ Use the filter option to quickly narrow the results in a list. For example, the filter option is helpful if you need to narrow a list of budget versions by status or program.

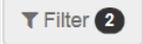
- 1. Select:** Filter.
→ ABS will display filter criteria.
- 2. Select:** Filter criteria.
→ ABS will display additional filter criteria.



In this example, a list of budget versions can be filtered by source, status, and/or program criteria.

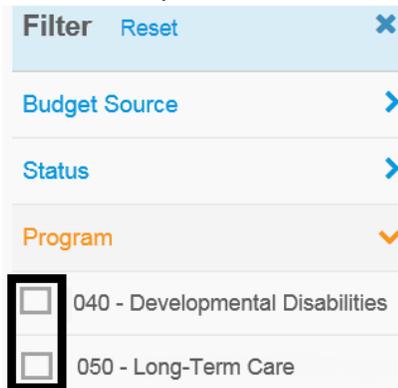


- 3. Select:** Checkbox next to additional filter criteria.
→ ABS will display results based on your filter criteria.
→ ABS will display the number of criteria selected next to the filter option.



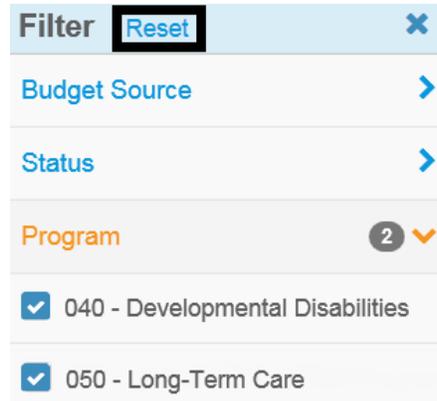
- Use the reset option on the filter criteria to remove all filter criteria.

In this example, additional filter criteria includes two programs.



ABS will display the number of criteria selected.

- To remove all filter criteria, select Reset.





Search

The search option is located on most of the ABS pages.

- ✓ Use the search option to quickly find an item in a list. For example, the search option is helpful if you need to find a specific budget version, decision package, or help center topic using a partial search term.

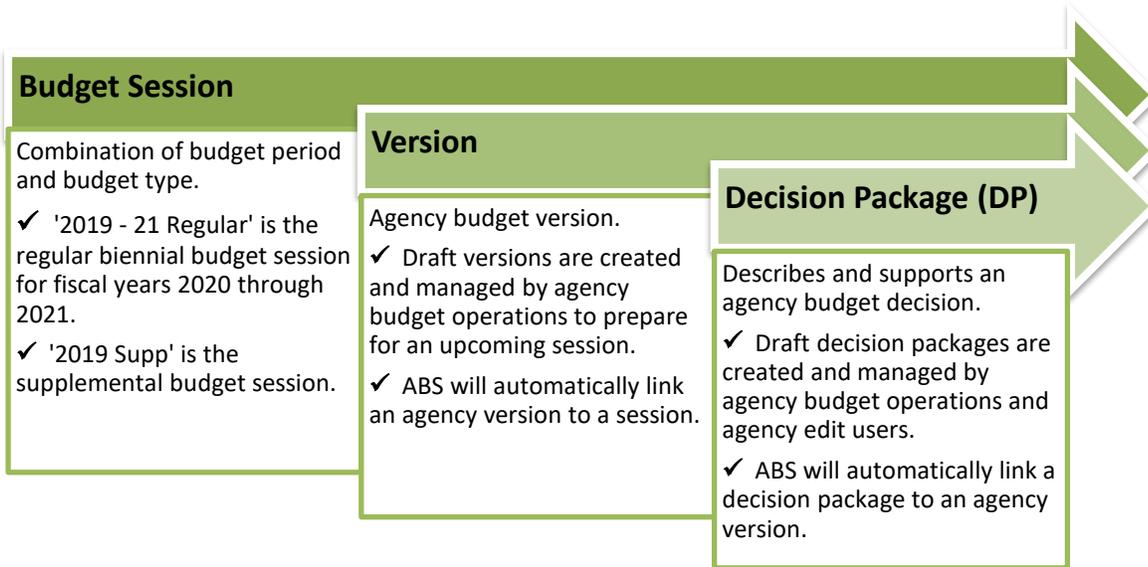
- 1. Input:** Search criteria.
 - You can input partial or full search criteria.
 - ABS will display results based on your search criteria.

In this example, we input partial search criteria 'sa' to find sample decision packages.

Decision Package Information			
Decision Package	Status	Comments	Priority
Budget Level: Maintenance			
11 - Sample	Draft		
Budget Level: Policy			
12 - Sample	Draft		



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



Manage Agency Budget Versions..... 2
 Create New Version..... 2
 Edit Information and Lock/Unlock Version..... 3
 Delete Version 4
 Import Base/Carry-Forward Decision Packages for a Version..... 4
 Merge Version..... 4
 Copy Version 5
 Additional Information - Program Level Version 6
 Create New Version at Program Level..... 6
 Merge Version at Program Level 6
 Manage Decision Packages 7
 Create New Decision Package..... 7
 Edit Information and Lock/Unlock Decision Package 10
 Delete Decision Package 11
 Import Fiscal Data for Decision Packages..... 11
 Copy Decision Package 13
 Prioritize Decision Packages..... 14
 Additional Information - Program Level Decision Package 15
 Create New Decision Package at Program Level 15
 Add or Remove Program for Decision Package..... 15



Manage Agency Budget Versions

Agency budget operations users can create and manage versions to prepare for an upcoming budget session.

- ✓ Agency budget operations users can create multiple versions to coordinate decision packages and collaborate with other people before submitting their budget to OFM. For example, you can create multiple agency budget versions to develop different ‘what if’ scenarios.
- ✓ ABS will automatically update the status for a version as it moves through the budget process. For example, a version will remain in ‘draft’ status until it is submitted to OFM.

Create New Version

- 1. Select:**  Budget menu.
→ ABS will display a list of versions for the budget session.
→ ABS will display ‘no records found’ if there are no agency versions for the budget session.



- 2. Select:** Create New Version.



ABS does not allow duplicates for version code/title in the same budget session.

- 3. Input:** Version Code.
→ 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).

In this example, we input ‘1ZZZ’ for the version code.

Version Code*

- 4. Input:** Version Title.
→ Use up to 35 letters and/or numbers to create a version title.

In this example, we input ‘Sample’ for the version title.

Version Code* **Title***

- 5. Select:** Radio button next to Yes or No to indicate if you want to include base and carry-forward decision package information.
→ If you select Yes, ABS will automatically import base and carry-forward decision packages from OFM for the version.

In this example, the new version will not include Base and Carry-forward decision package information.

Include Base and Carryforward

 Yes No

- When applicable, ABS will prompt you to indicate if the version is a recast.
- ✓ ABS will only display this option if it is applicable for the budget session. For example, ABS will not display the recast option for budget versions created for the 2019 - 21 Regular session because it is not applicable for that budget session.
- ✓ If recast is ‘no’, the budget source will be ‘agency’.
- ✓ If recast is ‘yes’, the budget source will be ‘enacted’.

Is this a recast version?

 Yes No



Manage Budget Version/Decision Package Agency Budget System (ABS)

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.

7. Select: Save.

→ ABS will display a list of versions for the budget session.

* Indicates required fields

Version Code* Title* Include Base and Carryforward Yes No

Comments

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 Information				Details				Tools				
Version	Budget Source	Comments	Status	Working Capital	Fundings/FTEs Summary	Objects Summary	Decision Packages	Import	Merge	Copy	Edit Info	Delete
1ZZZ - Sample	Agency		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.

Tools				
Import	Merge	Copy	Edit Info	Delete

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

3. **Select:** Save.

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

* Indicates required fields

Version Code* Title* Locked Yes No

Comments



Delete Version

Agency budget operations users can delete a version.

- ✓ If the version includes decision packages and/or working capital information, those elements will also be deleted with the version.

- Select:** Delete icon for the version.
→ If the version is locked, you cannot select the delete icon.
- Select:** Yes.

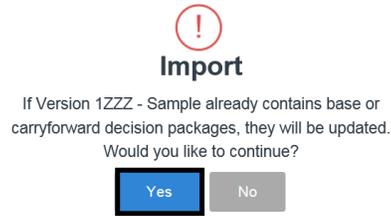
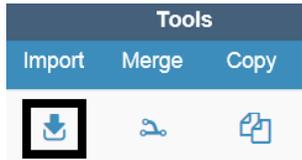


Import Base/Carry-Forward Decision Packages for a Version

Agency budget operations users can import base/current biennium (CB) and carry-forward (CL) decision packages for a version. For example, agency budget operations may need to import decision packages based on discussions with their OFM budget analyst.

- ✓ 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.

- Select:** Import icon for the version.
- Select:** Yes.
→ ABS will import decision package information from OFM.
→ ABS will lock decision packages for current biennium (CB) and carry-forward (CL).

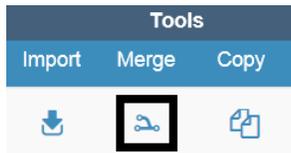


Merge Version

Agency budget operations users can merge one version into another version in the same budget session.

- ✓ You cannot merge versions if they are in different budget sessions.

- Select:** Merge icon for a version. This is the source version.



- ABS will prompt you to select a version in the budget session.
- Select:** Version. This is the destination version.
→ You cannot merge a source version into a locked destination version.

In this example, we select '1XYZ - Sample' as the destination version.





ABS will display a checkbox if decision packages with the same code/title already exist in the destination version.

3. Select: Checkbox if you want to overwrite existing decision package data.

→ If you select the checkbox, ABS will display a list of decision packages that will be overwritten.

→ If you do not select the checkbox, ABS will not display a list of decision packages because data will not be overwritten.

Overwrite existing data

→ **If you select the checkbox** **Overwrite existing data**

ABS will display the code/title for decision packages that will be overwritten (replaced) in the destination version. In this example, the decision package '11 - Sample' from the source version will overwrite (replace) the decision package '11 - Sample' in the destination version.

Overwrite existing data

The following decision packages will be replaced:

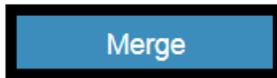
- 11 - Sample

→ **If you do not select the checkbox** **Overwrite existing data**

ABS will not overwrite existing data. ABS will not display a list of decision packages because decision package data will not be overwritten.

4. Select: Merge.

→ ABS will merge the source version information into the destination version.



Copy Version

Agency budget operations users can copy a version to create a new version.

✓ If the version includes decision packages, ABS will copy maintenance level (ML) and policy level (PL) decision packages into a new version.

→ If the new version will be in the same budget session, ABS will copy all elements. For example, if the version includes decision packages with fiscal details, attachments, and IT addendum, all of those elements will be copied into the new version.

→ If the new version will be in a different budget session, ABS will not copy all of the decision package details because they may not be relevant across budget sessions. For example, ABS will not copy information from OFM questions, agency questions, reference documents, or IT addendum.

✓ ABS will not copy base/current biennium (CB) or carry-forward (CL) decision packages.

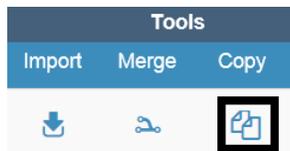
1. Select:  Budget menu.

→ ABS will display a list of versions for the budget session.



2. Select:  Copy icon for the version.

→ ABS will copy this version to create a new version.



3. Select: Budget session. This is for the new version.





ABS does not allow duplicates for version code/title in the same budget session.

4. Input: Version Code.

- 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).

In this example, we input '1XYZ' for the new version code.

Version Code*

5. Input: Version Title.

- Use up to 35 letters and/or numbers to create a version title.

In this example, we input 'Sample' for the new version title.

Version Code* **Version Title***

6. Select: Copy.

- ABS will create a copy of the version.

Additional Information - Program Level Version

ABS will provide additional prompts and information if your agency is required to manage versions at the program level.

Create New Version at Program Level

ABS will prompt you to select a program when you create a new version.

- ✓ You will only receive this prompt if your agency is required to manage versions at the program level. For example, agency 300 (DSHS) will manage versions at the program level.

* Indicates required fields

Version Code* Title* Locked Program*

 Yes No

Comments

Merge Version at Program Level

ABS will provide additional information when you merge a version.

- ✓ ABS will not overwrite the program in the destination version if it is different than the source version.
- ✓ ABS will not overwrite fiscal details in the destination version if they are different than the source version.

Merge Version

* Indicates required fields

Budget Session* Version*

Fiscal Details will not be merged into destination



Manage Decision Packages

Both agency budget operations users and agency edit users can create and manage maintenance level (ML) and policy level (PL) decision packages.

- ✓ You can create multiple decision packages to develop different budget and ‘what if’ scenarios.
- ✓ 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.

Create New Decision Package

Both agency budget operations users and agency edit users can create new maintenance level (ML) and policy level (PL) decision packages for a version.

- ✓ New decision packages are automatically linked to an agency version for a budget session.
- ✓ When you create a new decision package, ABS will prompt you to select a special use type. Special use decision packages require less information than a regular decision package. For example, use Activity (9Z) or Revenue (90) if the decision package will be limited to those special use types only. ABS will automatically adjust the data input process based on the type of decision package.

- Select:**  Budget menu.
→ ABS will display a list of versions for the budget session.
→ ABS will display ‘no records found’ if there are no versions for the budget session.



- 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				

- Select:** Create New DP.
→ If the version is  locked, you cannot create a new decision package.



- Select:** Special Use Type.
→ Use Activity (9Z) or Revenue (90) if the decision package will be limited to those types only.

In this example, we select ‘not applicable’.

Special Use Type *

Not Applicable 

- ABS does not allow duplicates for decision package code/title at the same budget level in a version. For example, if the version already includes a special use Activity (9Z) decision package, ABS will not allow you to create another special use Activity (9Z) decision package for that version.



5. Select: Budget Level.

- New decision packages are created with maintenance level (ML) or policy level (PL).
- You cannot select the budget level if the special use type is other than 'not applicable'. ABS will display the budget level based on the special use type.

In this example, we select 'Maintenance Level'.

Budget Level*

ABS does not allow duplicates for decision package code/title at the same budget level in a version.

6. Select: Code. Use the dropdown to select an available code.

-- or --

Input: Code.

- Use letters and/or numbers to create a 2 digit decision package code.
- Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).

In this example, we input '11' for the decision package code.

Code *

You can select an available code from the dropdown or input a new code for the decision package if the special use type is 'not applicable'.

- Select global 🌐 codes for common items.
- Agency budget operations can use the ABS Admin menu to create available agency decision package codes/titles.
- Some codes may not be available. ABS will identify these with 'Not Available' after the title.

Code *

- 11 - Sample
- 1A - Sample Not Available

ABS does not allow duplicates for decision package code/title at the same budget level in a version.

7. Input: Title.

- Use up to 35 letters and/or numbers to create a decision package title.

In this example, we input 'Sample' for a decision package title.

Code * Title *

→ You cannot input the title if you selected an available code from the dropdown or if the special use type is other than 'not applicable'. Agency budget operations can use the ABS admin menu to manage agency decision package titles if needed.

8. Select: Type.

- Decision package types include central services, compensation, other, and transfers.

Select DP Type

- Central Services
- Compensation
- Other
- Transfers

In this example, we select 'Other'.

Type *

→ You cannot select the type if you selected an available code from the dropdown or if the special use type is other than 'not applicable'. Agency budget operations can use the ABS admin menu to manage agency decision package types if needed.



9. Select: Status.

In this example, we select 'Draft'.

Status

→ Some agencies may use additional draft statuses to meet specific business needs. Agency budget operations can use the ABS admin menu to create additional draft decision package statuses for internal agency tracking and reporting purposes.

10. Select: Cost Type.

→ You cannot select the cost type if the special use type is other than 'not applicable'. ABS will display the cost type based on the special use type.

→ Decision package cost types include one-time, ongoing, and custom.

Select a Cost Type

In this example, we select 'One-Time'.

Cost Type*

One-Time = estimated to occur within the current budget request cycle (2-years for biennial or 1-year for supplemental).
Ongoing = estimated to extend beyond the current budget request cycle with no end.
Custom = projected end date is outside the current budget request cycle, estimates ramp-up over an extended timeframe, etc.

Input your agency point of contact information for the decision package.

11. Input: First Name.

12. Input: Last Name.

13. Input: Email.

→ Use the work email address for the point of contact.

14. Input: Phone.

15. Input: Comments.

→ Maximum length for comments is 600 characters.

→ Comments are for your agency use only. ABS does not include comments in the information submitted to OFM.

16. Select: Save.

Point of Contact

First Name* Comments (Internal Only)

Last Name*

Email*

Phone*

In this example, the new decision package is displayed in a list for the agency budget version.

✓ The decision package is considered a 'draft' until it is submitted to OFM.

Decision Package Information				Details						Tools		
Decision Package	Status	Comments	Priority	Details	Summary	Funding	FTEs	Revenue	Objects	Copy	View/Edit Info	Delete
Budget Level: Maintenance												
11 - Sample	Draft											



Edit Information and Lock/Unlock Decision Package

Both agency budget operations users and agency edit users can edit the budget level, status, cost type, point of contact, and/or comments for maintenance level (ML) or policy level (PL) decision packages. Agency budget operations can also lock/unlock a decision package.

- ✓ Decision package code and special use type cannot be edited.
- ✓ Agency budget operations can edit decision package titles and/or types using the ABS Admin menu.

1. 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				

2. Select:  Edit icon for the decision package.

Tools

3. Edit: Budget level, status, cost type, indicator for locked, point of contact, and/or comments.

Special Use Type * Budget Level*

To change the title, please contact your agency budget operator * Indicates required fields

Code * Title * Type *

Status* Cost Type* Locked Locked Unlocked

Point of Contact

<p>First Name* <input type="text" value="George"/></p> <p>Last Name* <input type="text" value="Washington"/></p> <p>Email* <input type="text" value="george@ofm.wa.gov"/></p> <p>Phone* <input type="text" value="(360) 407-9100"/></p>	<p>Comments (Internal Only)</p> <p><small>Optional, maximum 600 characters</small></p> <div style="border: 1px solid gray; height: 100px;"></div>
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4. Select: Save.

→ If the decision package is locked, details in the decision package cannot be added, deleted, or updated.

→ Agency edit users cannot lock/unlock a decision package.

→ You cannot edit the budget level or cost type if the special use type is other than 'not applicable'.



Delete Decision Package

Agency budget operations users can delete a maintenance level (ML) or policy level (PL) decision package if it is not locked.

✓ Agency edit users cannot delete a decision package.

1. 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				

2. Select:  Delete icon for the decision package.
→ If the decision package is , you cannot select the delete icon.

3. Select: Yes.

Tools







Delete Decision Package

You are about to delete Decision Package (11). Continue?

Import Fiscal Data for Decision Packages

Both agency budget operations users and agency edit users can import decision package data for maintenance level (ML) and policy level (PL) decision packages. The import data process uses a standard Microsoft Excel template to upload data from an agency. For example, some agencies may prefer to import data into multiple decision packages rather than manually input data in ABS.

✓ ABS will provide additional prompts during the import process. For example, if a decision package already includes fiscal details, ABS will provide a prompt to confirm if you want to overwrite (replace) the data.

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 would like to import fiscal details into, download the [Import Template](#) and follow the instructions.



Manage Budget Version/Decision Package Agency Budget System (ABS)

ABS uses standard options for downloading the template.

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

5. Select: Save.

6. Select: Save as.

➔ Follow your agency process for saving a file to your workstation or agency shared network location.

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.

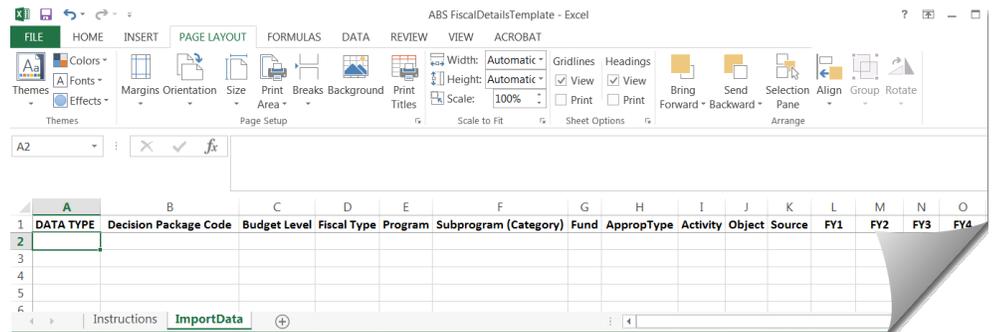


7. Input: Information and fiscal details in the downloaded template. Use the 'ImportData' worksheet in the template.

➔ **Caution!** Do not change the column headings in the 'ImportData' worksheet.

➔ The template includes a worksheet with instructions and additional information.

➔ You will need to create your decision packages in ABS before completing and uploading the template.



8. Select:  Select Import File.

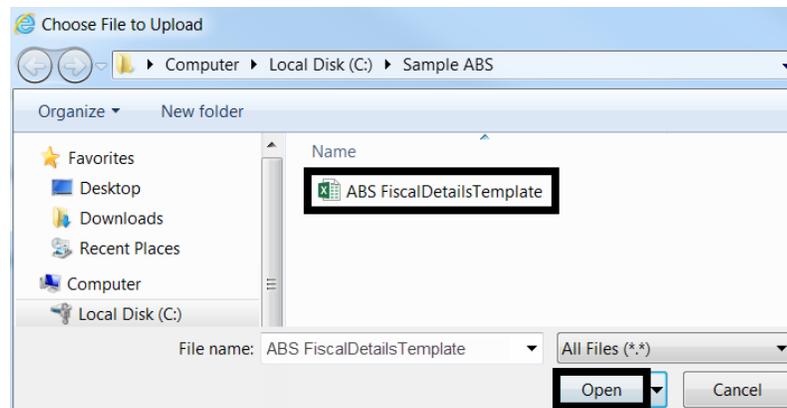


ABS uses standard options to browse, select, and upload a file.

9. Select: Fiscal Details Template. This is the downloaded copy of the template with your agency decision package information and fiscal details.

10. Select: Open.

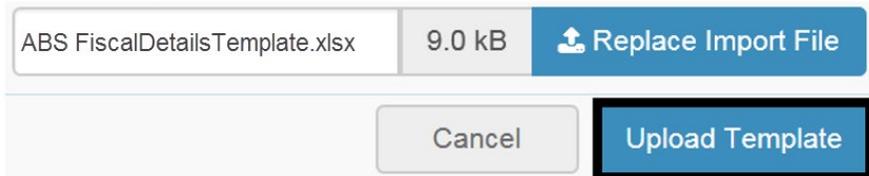
➔ ABS will provide an edit check to ensure the standard Microsoft Excel template is used.



11. Select: Upload Template.

➔ You can only upload one template. If you need to replace an uploaded template, use Replace Import File  [Replace Import File](#).

➔ ABS will provide edit checks to ensure the standard Microsoft Excel template is used.





Copy Decision Package

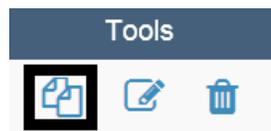
Both agency budget operations users and agency edit users can copy a decision package to create a new maintenance level (ML) or policy level (PL) decision package.

- ✓ If the new decision package will be in the same budget session, ABS will copy all elements. For example, if the decision package includes fiscal details, attachments, and IT addendum, all of those elements will be copied into the new decision package.
- ✓ If the new decision package will be in a different budget session, ABS will not copy all of the decision package details because they may not be relevant across budget sessions. For example, ABS will not copy information from OFM questions, agency questions, reference documents, or IT addendum.

1. 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				

2. Select:  Copy icon for the decision package.
→ ABS will copy this decision package to create a new decision package.



3. Select: Budget Session. This is where the decision package will be copied.

Budget Session*
Sample Session ▾

4. Select: Version. This is where the decision package will be copied.
→ Special use decision packages cannot be copied to the same version.

Version*
1XYZ - Sample ▾

ABS does not allow duplicates for decision package code/title at the same budget level in a version.

5. Select: Code. Use the dropdown to select an available code.
-- or --
Input: Code.
→ Use letters and/or numbers to create a 2 digit decision package code.
→ Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).

In this example, we input '12' for the new decision package code.

Code*
Select ▾ 12

You can select an available code from the dropdown or input a decision package code if the special use type is 'not applicable'.
 → Select global  codes for common items.
 → Agency budget operations can use the ABS Admin menu to create available agency decision package codes/titles.
 → Some codes may not be available. ABS will identify these with 'Not Available' after the title.





6. Input: Title.

→ Use up to 35 letters and/or numbers to create a decision package title.

In this example, we input 'Sample' for the new decision package title.

Code * Title *

Select ▾ 12

→ You cannot input the title if you selected an available code from the dropdown or if the special use type is other than 'not applicable'. Agency budget operations can use the ABS admin menu to manage agency decision package titles if needed.

7. Select: Type.

In this example, we select 'Other'.

Type *

→ You cannot select the type if you selected an available code from the dropdown or if the special use type is other than 'not applicable'. Agency budget operations can use the ABS admin menu to manage agency decision package types if needed.

8. Select: Budget Level.

→ You cannot select the budget level if the special use type is other than 'not applicable'. ABS will display the budget level based on the special use type.

In this example, we select 'Maintenance Level'.

Budget Level *

9. Select: Copy.

→ ABS will copy the decision package.

Prioritize Decision Packages

Both agency budget operations users and agency edit users can prioritize maintenance level (ML) and policy level (PL) decision packages for a version.

✓ ABS will display decision packages on reports using your prioritization. For example, ABS will display policy level decision packages on the ABS031 Agency DP Priority (PL) report with your prioritization. If you do not use this feature, ABS will use the default prioritization on the report.

1. Select: ↑ up arrow or ↓ down arrow for the decision package.

→ ABS will display the decision packages in the prioritized order.

→ If the version is locked, you cannot prioritize the decision packages.

Decision Package Information			
Decision Package	Status	Comments	Priority
Budget Level: Maintenance			
01 - Sample	Draft		↑ ↓
11 - Sample	Draft		↑ ↓
Budget Level: Policy			
1D - Sample 1 Decision Package	Draft		↑ ↓
2D - Sample 2 Decision Package	Draft		↑ ↓
3D - Sample 3 Decision Package	Draft		↑ ↓



**Manage Budget Version/Decision Package
Agency Budget System (ABS)**

Additional Information - Program Level Decision Package

ABS will provide additional prompts and information if your agency is required to manage decision packages at the program level.

- ✓ You will only receive these additional prompts and information if your agency is required to manage decision packages at the program level.

Create New Decision Package at Program Level

ABS will display a list of available programs after you create a new decision package. You will only receive this prompt if your agency is required to manage decision packages at the program level.

- 1. Select:** Program from the list of available programs.
→ ABS will move the program from the available programs list to the associated programs list.

Available Programs - Click on program to associate	Associated Programs - Click on program to remove
<input type="checkbox"/> ABC - Sample Program <input type="checkbox"/> XYZ - Sample Program	<p>At least one program is required...</p>

- 2. Select:** Save.
→ A decision package can include multiple programs.
→ To remove an associated program, select the program and ABS will move it back to the available programs list.

Available Programs - Click on program to associate	Associated Programs - Click on program to remove
<input type="checkbox"/> XYZ - Sample Program	<input type="checkbox"/> ABC - Sample Program
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

In this example, there is one (1) associated program for the decision package.

Decision Package	Status	Comments	Priority	Details	Summary	Associated Programs
Budget Level: Maintenance						
11 - Sample	Draft					1

Add or Remove Program for Decision Package

Both agency budget operations users and agency edit users can add or remove program levels for maintenance level (ML) or policy level (PL) decision packages.

- 1. 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				

- 2. Select:** Programs icon for the decision package.
→ ABS will display a list of available programs and associated programs for the decision package.
→ If the decision package is locked, you cannot add or remove programs.

Decision Package	Status	Comments	Priority	Details	Summary	Associated Programs
Budget Level: Maintenance						
11 - Sample	Draft					1



Activity Recast of the Budget

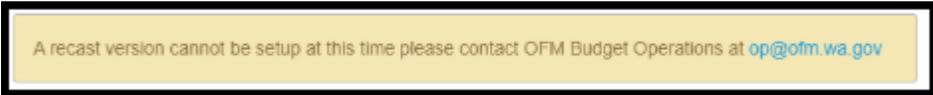
When a new biennial or first supplemental budget is enacted, agencies must update their estimated costs of agency activities to reflect the new budget. This budget recast becomes the foundation for the next budget. Agencies update their activity estimates through the Agency budget System (ABS).

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									

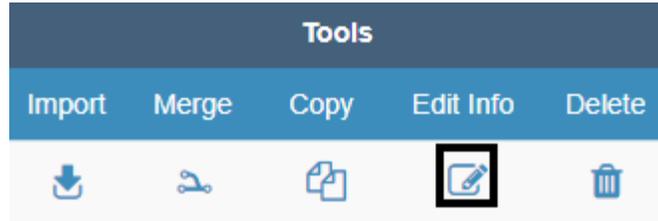
Edit Information and Lock/Unlock Version

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
TOTALS	123,687	121,053	244,720	0	0	0
001 - General Fund Totals	38,515	36,989	76,504	0	0	0
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	R		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
Budget Level: Current Biennium							
TOPL - Current Biennium Base	Control						
Budget Level: Maintenance							
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
Decision Package FTEs	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 \$ 246,241 \$ 0	Total 2019-21 408.6 408.6
	

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.

^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 or FTEs Icon.

Decision Package Information				Details			
Decision Package Details	Status	Comments	Priority	View/Edit Details	View DP Summary	Funding	FTEs
Budget Level: Current Biennium							
T0PL - Current Biennium Base	Control						
Budget Level: Maintenance							
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).

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

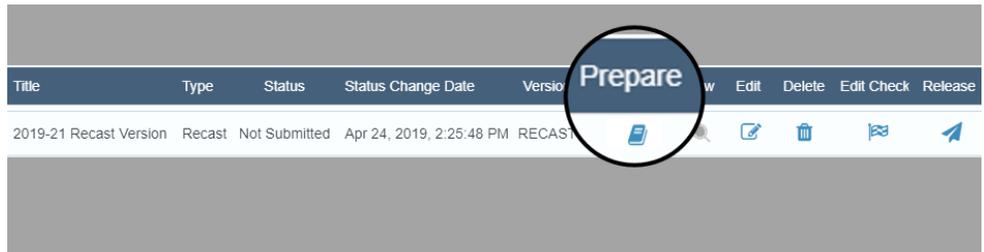
Prepare Submittal

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.

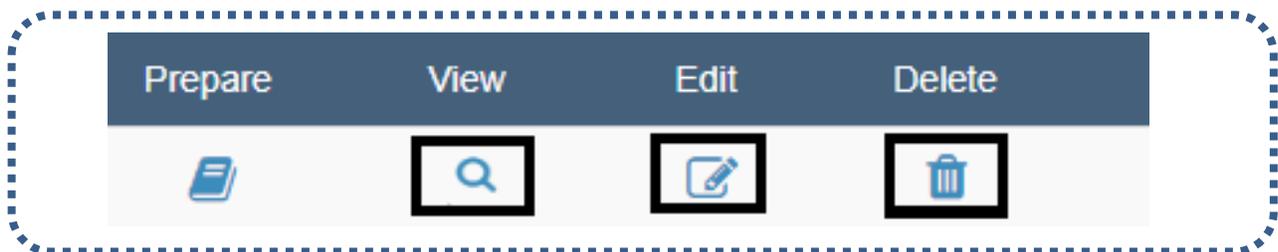
- ✓ ABS will provide additional information and confirmation prompts to guide you through the submittal steps.

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)

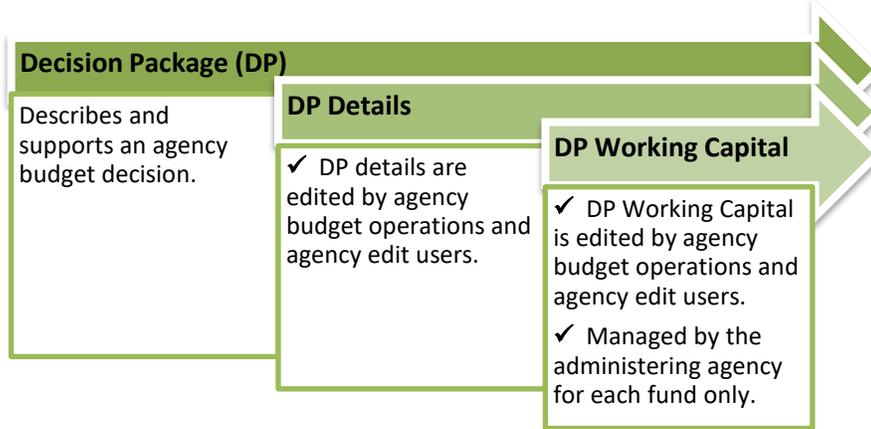
If you accidentally submit a recast request, contact your OFM budget analyst immediately to coordinate next steps. In some cases (exception only), the OFM budget analyst may request a 'recall' for the submittal.



- ✓ 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).



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



Decision Package Overview 2
 View and/or Edit Decision Package Details 2
 View and Track Completion 3
 Run Edit Checks 4
 View Decision Package Summary (DP Summary) 4
 Spell-Check and Formatting Tools 5
 Agency Recommendation Summary 6
 Additional Information - Program Level Recommendation Summary 6
 Package Description 7
 Performance Measures 8
 Fiscal Details 9
 Fiscal Details - Funding 9
 Fiscal Details - Full Time Equivalents (FTE) 10
 Fiscal Details - Revenue 11
 Fiscal Details - Objects 11
 Additional Information - Program or Sub-Program (Category) Level Fiscal Details 12
 Justification and Impacts 13
 OFM Questions 13
 Agency Questions 13
 Other Documents 14
 Reference Documents 14
 Edit Reference Document Title and/or Share Level 15
 IT Addendum 15
 No - Decision Package Does Not Include Funding For IT Costs 15
 Yes - Decision Package Includes Funding For IT Costs 16
 Additional Information - Working Capital 18
 Additional Information - Special Use Decision Packages (90-Revenue and 9Z-Activity) 19



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.

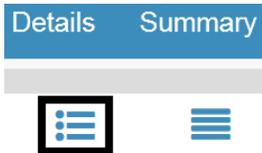


2. **Select:**  Decision Package icon for the version.
→ ABS will display a list of decision packages for the version.

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

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.

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



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

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	✓		



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.

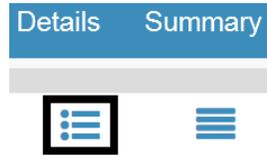
➔ ABS will display a list of decision packages for the version.

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

3. Select:  Details icon for the decision package.

➔ ABS will display the decision package details.

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



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.

Decision Package Details	Required	View/Edit	Complete
Agency Recommendation Summary	✓		<input checked="" type="checkbox"/>
Package Description	✓		<input type="checkbox"/>

In this example, the agency recommendation summary is marked  'complete'. It can be viewed but cannot be edited.

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

Decision Package Details	Required	View/Edit	Complete
Agency Recommendation Summary	✓		<input checked="" type="checkbox"/>
Package Description	✓		<input type="checkbox"/>



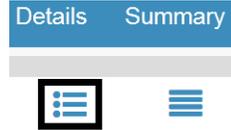
Run Edit Checks

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.

- Select:** Details icon for the decision package.
→ ABS will display the decision package details.

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



- Select:** Edit Checks.
→ ABS will display results of the edit check.



→ ABS provides information with results of the edit check.

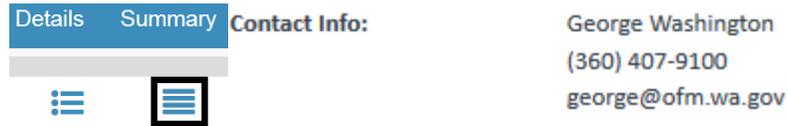
Severity	Error Message
	Sample - Error Message (item needs to be corrected)
	Sample - Warning Message (informational)

View Decision Package Summary (DP Summary)

Use the decision package summary to quickly view or print a summary of details in a decision package.

- 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.



Print DP Details

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) 407-9100 george@ofm.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.

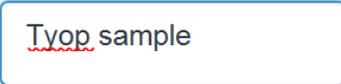
Fiscal Summary - Revenue



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'.

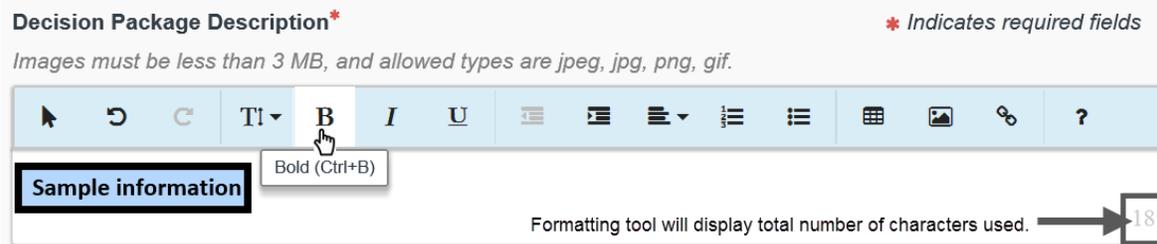


→ In this example, we select the underlined text and right-click for spell-check options. The spell-check tool provides standard options to correct or ignore the underlined issue.

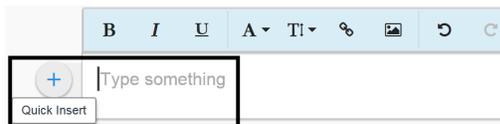


- ✓ ABS includes standard formatting and quick insert tools. Use the formatting tools to provide clear narrative with tables, charts, logic models, graphs, timelines, flowcharts, maps, or other visuals to support your budget request.

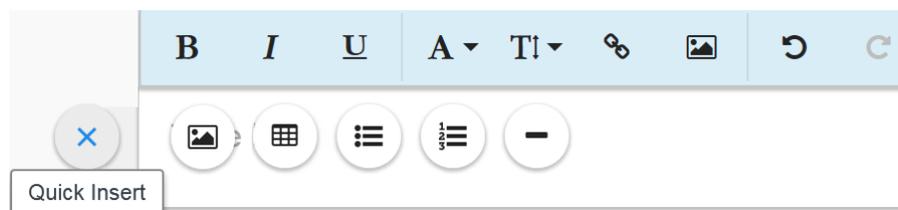
→ In this example, we use the formatting tool to apply bold text.



→ 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.

Decision Package Details	Required	View/Edit	Complete
Agency Recommendation Summary	✓		<input type="checkbox"/>

2. Input: Agency Recommendation Summary.

Agency Recommendation Summary*

Sample

→ 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.

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.

Decision Package Details	Required	View/Edit	Complete
Agency Recommendation Summary	✓		<input type="checkbox"/>
Program Recommendation Summary	✓		<input type="checkbox"/>

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.

Use the copy option if you want to copy the agency recommendation summary into the program level summary. →  Copy Agency Recommendation Summary

* Indicates required fields

Sample - Program Recommendation Summary*

Sample

→ 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.

Save



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.

- Select:** Edit icon for performance measures.
→ You cannot select the edit icon if performance measures are complete.

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

- ABS includes a list of agency performance measures.
→ Skip these steps if your agency does not use performance measures from this list.

- Select:** Performance Measure.
- Select:** Add.
- 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.

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.

▼
Add

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.

Performance Measure	Type	Unit	Incremental Change FY1*	Incremental Change FY2*	Incremental Change FY3*	Incremental Change FY4*	Tools
000000 - Sample	Output	#	20	10	0	-10	

- 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.

Question: What specific performance outcomes does the agency expect?

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

Answer*

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

↩ ↶ ↷ T1 B I U ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ?

Sample

- Select:** Save.

Save



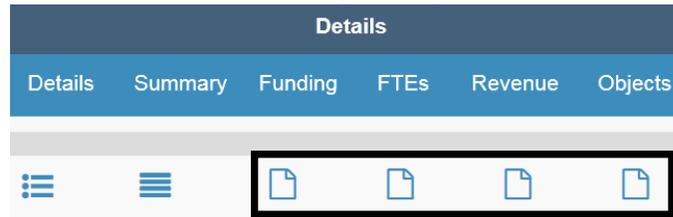
Fiscal Details

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

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

Decision Package Details	Required	View/Edit	Complete
Fiscal Details - Funding	✓		<input type="checkbox"/>
Fiscal Details - FTEs	✓		<input type="checkbox"/>
Fiscal Details - Revenue			<input type="checkbox"/>
Fiscal Details - Objects	✓		<input type="checkbox"/>

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

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

Fund Appropriation Type

- 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 input an incremental change for each fiscal year.
→ Use minus sign (-) to indicate a negative number.

Note: Dollars in Thousands

Title	FY 2020	FY 2021	Total 2019-21	FY 2022	FY 2023	Total 2021-23	Tools
TOTALS	20	10	30	0	-10	-10	
001 - General Fund Totals	20	10	30	0	-10	-10	
001-1 General Fund - State	<input type="text" value="20"/>	<input type="text" value="10"/>	30	<input type="text" value="0"/>	<input type="text" value="-10"/>	-10	

- ABS includes a list of agency activities.
- Select:** Activity.
 - Select:** Add.

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

Activity



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

- 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.

Note: Dollars in Thousands

Title	FY 2020	FY 2021	Total 2019-21	FY 2022	FY 2023	Total 2021-23	Tools
TOTALS	20	10	30	0	-10	-10	
001 - General Fund Totals	20	10	30	0	-10	-10	
001-1 General Fund - State	<input type="text" value="20"/>	<input type="text" value="10"/>	30	<input type="text" value="0"/>	<input type="text" value="-10"/>	-10	
Activity	Select an Activity <input type="button" value="Add"/>						
A402 - Administrative Activity	<input type="text" value="20"/>	<input type="text" value="10"/>	30	<input type="text" value="0"/>	<input type="text" value="-10"/>	-10	

- 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.

	FY 2020	FY 2021	2019-21	FY 2022	FY 2023	2021-23
Decision Package FTEs	<input type="text" value="2"/>	<input type="text" value="1"/>	1.5	<input type="text" value="0"/>	<input type="text" value="-1"/>	-0.5

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

- 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.

	FY 2020	FY 2021	2019-21	FY 2022	FY 2023	2021-23	Tools
Decision Package FTEs	<input type="text" value="2"/>	<input type="text" value="1"/>	1.5	<input type="text" value="0"/>	<input type="text" value="-1"/>	-0.5	
Activity	Select an Activity <input type="button" value="Add"/>						
A402 - Administrative Activity	<input type="text" value="2"/>	<input type="text" value="1"/>	1.5	<input type="text" value="0"/>	<input type="text" value="-1"/>	-0.5	

- 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.

- Select:** Fund.
 - Select:** Source.
 - Select:** Add.
- A decision package can include more than one fund/source.

In this example, we add a fund and source.

Fund Source

- 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 input an incremental change for each fiscal year.

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

Note: Dollars in Thousands

Fund	Source	FY 2020	FY 2021	Total 2019-21	FY 2022	FY 2023	Total 2021-23	Tools
TOTALS		20	10	30	0	-10	-10	
ZZY - Test Account Totals		20	10	30	0	-10	-10	
ZZY - Test Account	9999 - Estimated All Other	<input type="text" value="20"/>	<input type="text" value="10"/>	30	<input type="text" value="0"/>	<input type="text" value="-10"/>	-10	

- Select:** Save.

Fiscal Details - Objects

Provide expenditures based on object levels.

ABS includes a list of objects.

- Select:** Object.
 - Select:** Add.
- A decision package can include more than one object.

In this example, we select an object.

Objects

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

- Input:** Incremental change for each fiscal year.
- 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 each year.

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

Note: Dollars in Thousands

Object	FY 2020	FY 2021	Total 2019-21	FY 2022	FY 2023	Total 2021-23	Tools
TOTALS		40	20	60	10	0	10
A - Salaries And Wages	<input type="text" value="20"/>	<input type="text" value="10"/>	30	<input type="text" value="10"/>	<input type="text" value="10"/>	20	
M - Inter Agency/Fund Tr	<input type="text" value="20"/>	<input type="text" value="10"/>	30	<input type="text" value="0"/>	<input type="text" value="-10"/>	-10	

- 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.

Decision Package Details	Required	View/Edit	Complete
OFM Questions			
Sample - OFM Question (based on current OFM Budget Instructions)	✓		<input type="checkbox"/>

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.

Sample - OFM Question (based on current OFM Budget Instructions)* * Indicates required fields
 Sample - Provide a clear and concise answer for each question
 Images must be less than 3 MB, and allowed types are jpeg, jpg, png, gif.

Sample

3. Select: Save.

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.

1. Select:  Edit icon for Agency Questions.
 → You cannot select the edit icon if the agency question is  complete.

Decision Package Details	Required	View/Edit	Complete
Agency Questions			
Sample Question ABC	✓		<input type="checkbox"/>
Sample Question XYZ	✓		<input type="checkbox"/>

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.

Sample Question ABC* * Indicates required fields
 Sample Instructions
 Images must be less than 3 MB, and allowed types are jpeg, jpg, png, gif.

Sample

3. Select: Save.

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.

1. Select:  Edit icon for Reference Documents.

Decision Package Details	Required	View/Edit	Complete
Other Documents			
Reference Documents			
IT Addendum	✓		<input type="checkbox"/>

2. Select: Select Reference Documents.

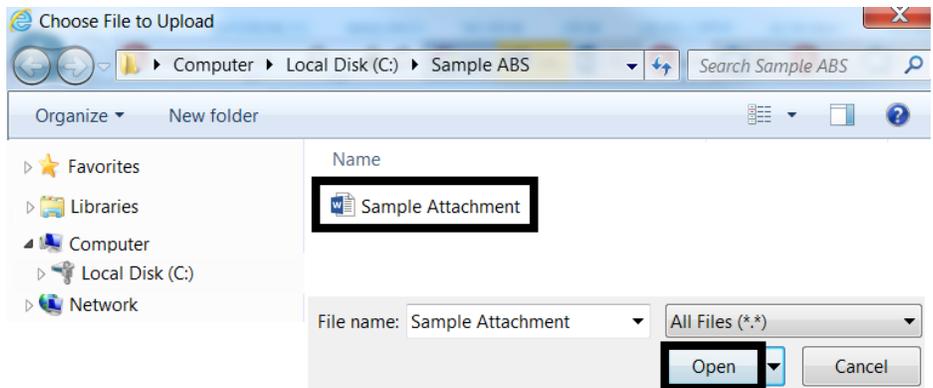


ABS uses standard options to browse, select, and upload a file.

3. Select: Reference Document.

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.

Title	Share Level	Upload Date	File Size	Tools
Sample Attachment.docx	OFM	Sample Date	68 KB	 



**Decision Package Details and Working Capital
Agency Budget System (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.

Title	Share Level	Upload Date	File Size	Tools
Sample Attachment.docx	OFM	Sample Date	68 KB	

- 2. Input:** Title.
- 3. Select:** Share Level.
- 4. Select:** Save icon.
→ Use the cancel icon if you don't want to save.

Title	Share Level	Upload Date	File Size	Tools
Sample Attachment.c	OFM	Sample Date	68 KB	

Share level identifies who can view the reference document.
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.

- 1. Select:** Edit icon for IT Addendum.
→ You cannot select the edit icon if the item is complete.

Decision Package Details	Required	View/Edit	Complete
Other Documents			
Reference Documents			
IT Addendum	✓		<input type="checkbox"/>

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.

In this example, the decision package does not include 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

- 2. Select:** Save.



Yes - Decision Package Includes Funding For IT Costs

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

Do you want to open or save **IT Addendum Template.docx**?

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")

Information Technology Items in this DP <i>(insert rows as required)</i>	FY 2020	FY 2021	FY 2022	FY 2023
Item 1	sample	sample	sample	sample
Item 2	sample	sample	sample	sample
Total Cost	Enter Sum	Enter Sum	Enter Sum	Enter Sum

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 OFM and the OCIO determine whether this decision package is, or enhances/modifies, an IT project:

- Does this decision package fund the development or acquisition of a new or enhanced software or hardware system or service? Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See [OCIO Policy 184](#) for definition.) Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See [OCIO Policy 121](#).) 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.

After you update the downloaded copy of the IT addendum template, you will upload it into ABS as an attachment.

7. Select: Select Attachment.

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.



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

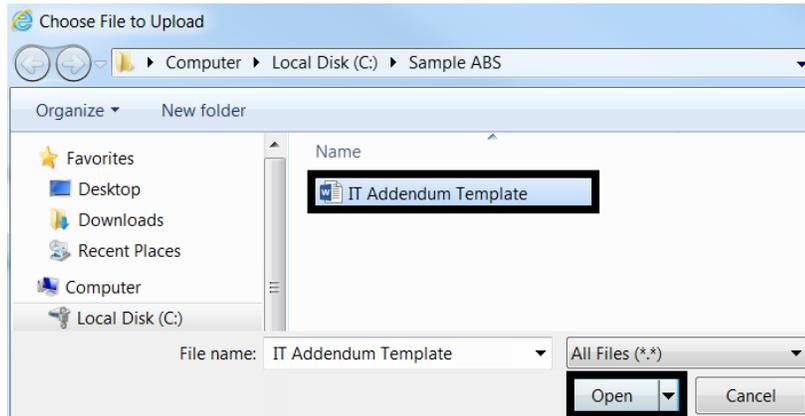
ABS uses standard options to browse, select, and upload a file.

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.



In this example, the IT Addendum Template is uploaded.

→ If you need to upload a different template, use [Replace Attachment](#).



10. Select: Save.





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.

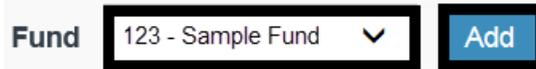
1. Select: Budget menu.
 → ABS will display a list of versions for the budget session.



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.
3. Select: Fund.
4. Select: Add.



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

Fund - Fund Title	2017-19 Amount	2019-21 Amount	Tools
123 - Sample Fund	10	-10	

7. Select: Save.





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

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.

Decision Package Information				Details					
Decision Package	Status	Comments	Priority	Details	Summary	Funding	FTEs	Revenue	Objects
Budget Level: Maintenance									
11 - Sample	Draft								
90 - Maintenance Level Revenue	Draft								
9Z - Recast to Activity	Draft								

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.

Decision Package Information				Details					
Decision Package	Status	Comments	Priority	Details	Summary	Funding	FTEs	Revenue	Objects
Budget Level: Maintenance									
90 - Maintenance Level Revenue	Draft								

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.

Decision Package Information				Details					
Decision Package	Status	Comments	Priority	Details	Summary	Funding	FTEs	Revenue	Objects
Budget Level: Maintenance									
9Z - Recast to Activity	Draft								



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 gray; padding: 5px; margin-bottom: 5px;">90C - Capital</div> <div style="border: 1px solid gray; padding: 5px;">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.

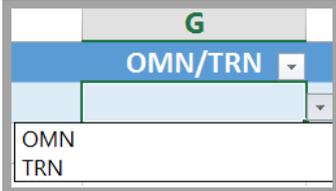
✓ Agency budget operations users can import base/current biennium (CB) and carry-forward (CL) decision packages for a version. The import process uses data from OFM. If the version already includes the base or carry-forward decision package, it will be updated during the import process. Reference the 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.

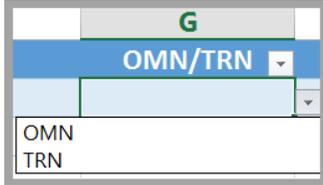
Please make sure you have created all the decision packages you want to import your fiscal details into, download the [Import Template](#) and follow the instructions.



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.



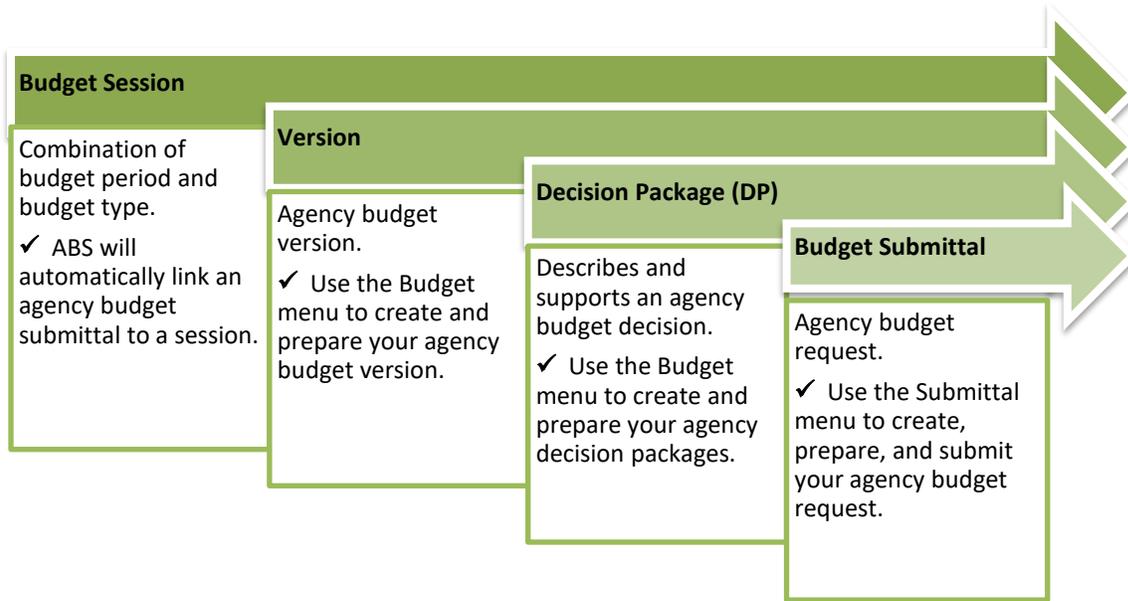
- ✓ **What if I imported my data before August 20, 2018. Do I need to do that process again?** If you already successfully uploaded your data, most agencies will not need to download the updated template for this budget session. If you downloaded the template before August 20 and have not yet uploaded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



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



Submittal Overview.....2
 Create New Submittal2
 Edit Submittal Information3
 Delete Submittal.....3
 Prepare Submittal (Overview).....4
 Mark 'N/A'4
 Submittal Notes.....5
 Reference Information.....6
 Attachment Tools6
 Prepare Submittal (Sections).....7
 Agency Information7
 Recommendation Summary.....8
 Decision Packages8
 Agency Supporting Details8
 Other Supporting Documents.....9
 Add Attachment / Change Share Level9
 Run Edit Checks.....10
 Submit Agency Budget Request.....10
 Recall and Re-Submit (Exception Only)10
 Additional Information - Program Level and Sub-Program (Category) Level11



Submittal Overview

Both agency budget operations users and agency edit users can create and prepare an agency budget request for submittal. Agency budget operations users can also submit the agency budget request.

- ✓ ABS will automatically update the status for a submittal as it moves through the budget process. For example, an agency budget request will remain in 'not submitted' status until it is submitted to OFM.

Create New Submittal

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

- ✓ Create one agency budget request submittal based on OFM budget instructions for the budget session.

1. **Select:**  Submittal menu.



2. **Select:** Create New Submittal.

→ If an agency budget version is not available for the budget session, you cannot create a new submittal.

Create New Submittal

3. **Select:** Submittal Type.

→ ABS will provide submittal types based on the budget session.

Submittal Type*

Agency Request ▼

4. **Input:** Submittal Title.

→ ABS will display a default title based on the budget session and submittal type. You can use the default title or input up to 50 characters to create a new title.

Submittal Title*

YYYY-YY Sample

5. **Select:** Submittal Version.

→ ABS will provide a list of your agency budget versions for the budget session.

→ Most agencies will prepare a budget submittal with one version.

→ ABS will provide additional prompts if your agency is required to prepare a budget submittal with multiple versions. For example, DSHS (300) will select multiple versions.

Submittal Version

Select a version... ▼

→ An agency budget version will be required to prepare a submittal. If you do not select a submittal version, ABS will display a prompt to continue when you select save.

✓ **No** = select submittal version later.

✓ **Yes** = select submittal version now.



Save Submittal?

At least one version must be associated to be able to prepare your submittal, would you like to add one at this time?

No

Yes

6. **Select:** Save.

→ ABS will display submittal information.

Save



Manage Agency Budget Request Submittal
Agency Budget System (ABS)

→ In this example, the new submittal includes an agency budget version.

Title	Type	Status	Status Change Date	Version	Prepare	Edit	Delete	Edit Check	Release
YYYY-YY Sample	Agency Request	Not Submitted	Sample Date/Time	1ZZZZ					

→ In this example, the new submittal does not include an agency budget version yet.

✓ An agency budget version is required to prepare your submittal.

Title	Type	Status	Status Change Date	Version	Prepare	Edit	Delete	Edit Check	Release
YYYY-YY Sample	Agency Request	Not Submitted	Sample Date/Time						

Edit Submittal Information

Both agency budget operations users and agency edit users can edit information for a submittal.

✓ Submittal type cannot be edited.

1. Select: Edit icon.

→ You cannot select the edit icon if the agency budget request has been submitted.

Prepare	Edit	Delete	Edit Check	Release

2. Edit: Submittal Title and/or Submittal Version.

→ An agency budget version is required to prepare your submittal.

* Indicates required fields

Submittal Type*	Submittal Title*	Submittal Version
Agency Request ▼	YYYY-YY Sample	1ZZZ - Sample ▼

3. Select: Save.

Save

Delete Submittal

Both agency budget operations users and agency edit users can delete an agency budget submittal if the status is 'not submitted'.

1. Select: Delete icon.

→ You cannot select the delete icon if the agency budget request has been submitted.

2. Select: Yes.

Prepare	Edit	Delete	Edit Check	Release

Delete Submittal

You are about to delete Submittal (Sample).
Continue?

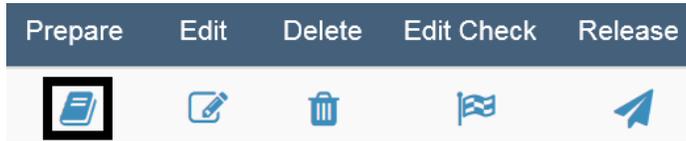


Prepare Submittal (Overview)

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

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

1. Select:  Prepare icon.
 → You cannot select the prepare icon if an agency budget version is not associated with the submittal.



In this example, agency organization chart is required for the submittal based on OFM budget instructions for the budget session.

Description	Mark	Date	Notes	Reference Information	Attachment Tools
Agency Information					
Agency organization chart		Uploaded			 

Mark 'N/A'

ABS will display a checkbox next to items that are optional but not required for your agency submittal.

- ✓ If an item is not required for your agency, mark it 'N/A' if it is not applicable.
- ✓ You cannot use notes and/or attachment tools for an item if it is marked 'N/A'.

1. Select: Checkbox for the item.
 → ABS will provide a confirmation prompt if there are notes or an attachment for the item.

In this example, summarized revenues is marked 'N/A' so ABS has removed the ability to use notes and attachment tools.

- ✓ Proposed fee changes is not marked 'N/A' so ABS includes the ability to use notes and attachment tools for that item.

Description	Mark	Date	Notes	Reference Information	Attachment Tools
Summarized revenues	<input checked="" type="checkbox"/>	Uploaded			
Proposed fee changes	<input type="checkbox"/>		 1	Proposed Fee Changes Template	

→ In this example, ABS will provide a prompt if the checkbox for proposed fee changes is selected because the item includes notes.



Submittal Component

Changing this component to 'Not Applicable' will delete all notes and the associated attachment. Continue?



Submittal Notes

These notes are for internal agency use. ABS does not include the notes in the information submitted to OFM.

✓ The notes option is not available for items that are marked 'N/A'.

1. Select: Edit icon for the item.
→ ABS will display the notes option.

Description	Mark	Date	Notes
Agency organization chart	N/A	Uploaded	

2. Input: Notes.

Agency organization chart

No comments for this component have been added.

3. Select: Save.
→ ABS will save the note for the item.
→ ABS will automatically include the name of the person who created the note and a date/time stamp to indicate when the note was created.

Save

In this example, the agency organization chart has one note.

Description	Mark	Date	Notes
Agency organization chart	N/A	Uploaded	

Agency organization chart

Sample Name - Sample Date/Time

Sample note



Reference Information

Reference information includes documents, templates, and/or reports based on OFM budget instructions for the budget session. For example, Microsoft excel templates include standard formats so that you can use the template to input information and then upload it using the attachment tools when you prepare your submittal.

- ✓ ABS will automatically run and attach several reports when you submit your agency budget request. You can also run and review these reports as reference information.

- Select:** Item in the reference information column.
 - ➔ ABS will display the reference information.
 - ➔ Reference information includes documents, templates, and/or reports based on OFM budget instructions for the budget session.

In this example, decision package summary is available as reference information. Attachment tools are not needed for this item because ABS will automatically attach it when the agency budget request is submitted.

Reference Information	Attachment Tools
Enterprise Reporting	<i>This report will be automatically generated and attached on submittal to OFM</i>
Decision Package Summary	<i>This summary will be automatically generated and attached on submittal to OFM</i>

Attachment Tools

Use the attachment tools to upload (attach), download (view), or delete files.

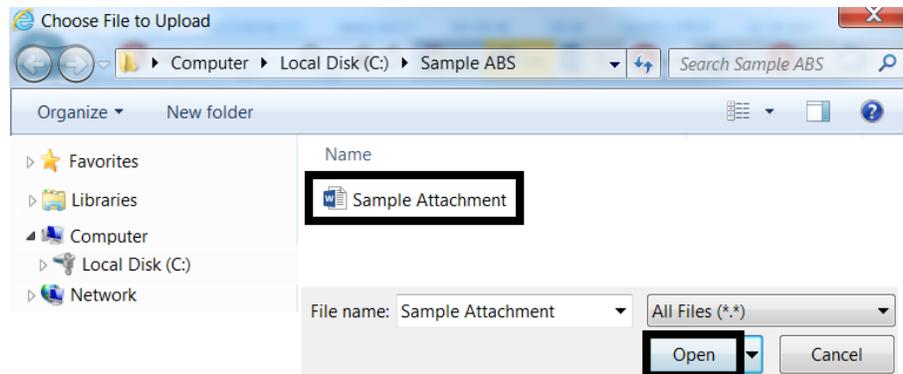
- ✓ ABS uses standard options to browse, select, and upload attachments.

- Select:** Upload icon for the item.

Description	Mark	Date	Notes	Reference Information	Attachment Tools
Agency organization chart	N/A	Uploaded			

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

- Select:** File. This is the attachment you want to upload.
- Select:** Open.
 - ➔ ABS will upload the file.
 - ➔ An item can only include one attachment. For example, you can only upload one file (attachment) for the agency organization chart.



To do this	Use this attachment tool
Replace attachment	Upload icon
View attachment	Download icon
Delete attachment	Delete icon

In this example, an attachment was uploaded for the agency organization chart.

Description	Mark	Date	Notes	Reference Information	Attachment Tools
Agency organization chart	N/A	Sample Date			



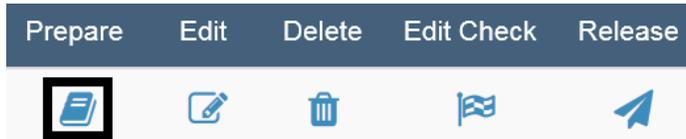
Prepare Submittal (Sections)

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

➔ ABS will display submittal sections and agency requirements based on OFM budget instructions for the budget session.

- ✓ Use the reference information and/or attachment tools for each item. If an item is not required for your agency, mark it 'N/A' if it is not applicable.
- ✓ ABS will automatically run and attach several reports when you submit your agency budget request. You can also run and review these reports as reference information.

- 1. Select:**  Prepare icon.
- ➔ ABS will display submittal sections based on OFM budget instructions for the budget session.
- ➔ You cannot select the prepare icon if an agency budget version is not associated with the submittal.



➔ In this example, submittal sections are based on OFM budget instructions for the budget session.

Description	Mark N/A	Date Uploaded	Notes	Reference Information	Attachment Tools
Agency Information					
Recommendation Summary					
Decision Packages					
Agency Supporting Details					
Other Supporting Documents					

Sample submittal sections.

- ✓ ABS will display current submittal sections based on OFM budget instructions for the budget session.
- ✓ Select each section to expand the area. ABS will display information and requirements for your agency submittal.

Agency Information

ABS will display submittal information based on OFM budget instructions for the budget session.

- ✓ Use the reference information and/or attachment tools for each item.
- ✓ If an item is not required for your agency, mark it 'N/A' if it is not applicable.

➔ In this example, all items are required so ABS has removed the ability to mark items 'N/A'.

Description	Mark N/A	Date Uploaded	Notes	Reference Information	Attachment Tools
Agency Information					
Agency organization chart					
Agency activity inventory report					
Performance measure incremental estimates report					
Indirect cost allocation to activities description				Indirect Cost Allocation Example	
Agency strategic plan					



Recommendation Summary

ABS will display submittal information based on OFM budget instructions for the budget session.

- ✓ Use the reference information and/or attachment tools for each item.
- ✓ If an item is not required for your agency, mark it 'N/A' if it is not applicable.

➔ In this example, ABS will automatically attach the recommendation summary report to the agency budget request when it is submitted. You can also run and review the report using the link provided as reference information.

Description	Mark N/A	Date Uploaded	Notes	Reference Information	Attachment Tools
Recommendation Summary					
ABS024 Recommendation Summary				Enterprise Reporting	<i>This report will be automatically generated and attached on submittal to OFM</i>

Decision Packages

ABS will display submittal information based on OFM budget instructions for the budget session.

- ✓ Use the reference information and/or attachment tools for each item.
- ✓ If an item is not required for your agency, mark it 'N/A' if it is not applicable.

➔ In this example, decision package summary is available as reference information. Attachment tools are not needed because ABS will automatically reference decision package information linked to the agency budget version associated with the submittal.

Description	Mark N/A	Date Uploaded	Notes	Reference Information	Attachment Tools
Decision Packages					
Budget Level: Maintenance					
ML - 11 Sample				Decision Package Summary	<i>This summary will be automatically generated and attached on submittal to OFM</i>
Budget Level: Policy					
PL - 12 Sample				Decision Package Summary	<i>This summary will be automatically generated and attached on submittal to OFM</i>

Agency Supporting Details

ABS will display submittal information based on OFM budget instructions for the budget session.

- ✓ Use the reference information and/or attachment tools for each item.
- ✓ If an item is not required for your agency, mark it 'N/A' if it is not applicable.

➔ In this example, templates are available as reference information. You can select a template and save it to your workstation to input your agency information then upload it using the attachment tools when you prepare the submittal.

Description	Mark N/A	Date Uploaded	Notes	Reference Information	Attachment Tools
Agency Supporting Details					
Summarized revenues	<input type="checkbox"/>			Fiscal Detail Template	
Proposed fee changes	<input type="checkbox"/>			Proposed Fee Changes Template	



Other Supporting Documents

ABS will display submittal information based on OFM budget instructions for the budget session.

- ✓ Use the reference information and/or attachment tools for each item.
- ✓ If an item is not required for your agency, mark it 'N/A' if it is not applicable.

→ In this example, items are not required so ABS provides the ability to mark the items 'N/A'.

Description	Mark N/A	Date Uploaded	Notes	Reference Information	Attachment Tools
Other Supporting Documents					
Central services fund split information	<input type="checkbox"/>			Central Services Fund Split Form	
Extraordinary risk management decision package and enterprise risk management updates	<input type="checkbox"/>				

Add Attachment / Change Share Level

Use the add attachment option if you need to include additional supporting documents for your submittal.

1. **Select:** Add Attachment.

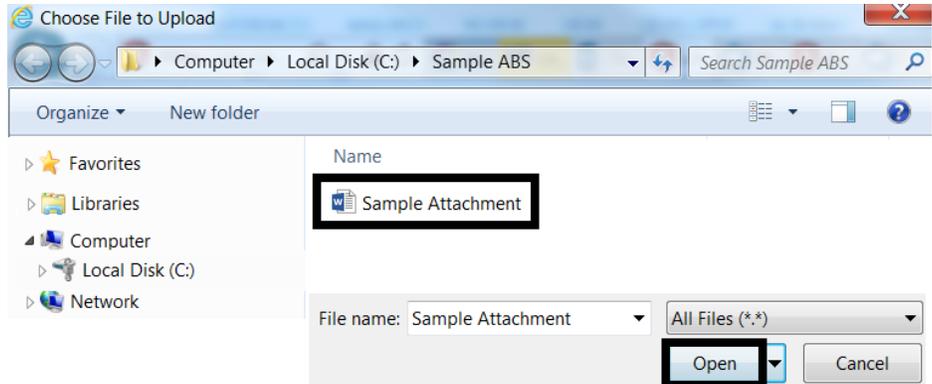
ABS uses standard options to browse, select, and upload a file.

2. **Select:** File. This is the attachment you want to upload.

3. **Select:** Open.

→ ABS will upload the file with default share level 'Public'.

→ You can add multiple attachments. The attachments are uploaded one at a time.



To do this	Use this
View attachment	Download icon
Delete attachment	Delete icon

→ In this example, an attachment is added with a share level.

Other Supporting Documents

Sample Attachment.docx **Share Level:**
 Agency OFM Public

→ Share level identifies who can view the attachment. To change the share level, select the checkbox next to Agency, OFM, or Public.

- ✓ **Agency** = internal agency only.
- ✓ **OFM** = internal agency and OFM.
- ✓ **Public** = Agency Budget Requests (ABR) public repository.

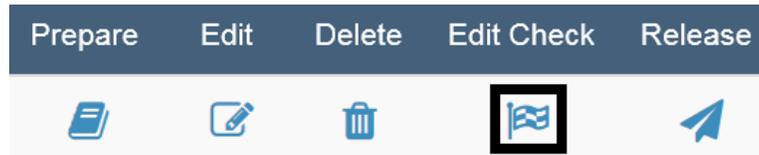


Run Edit Checks

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 agency budget request.

1. Select:  Edit Check icon.
 → ABS will display results of the edit check.
 → You cannot select the edit check icon if the agency budget request has been submitted.



→ ABS will provide information with results of the edit check.

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

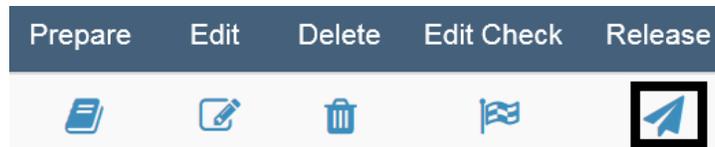
Submit Agency Budget Request

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

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

1. Select:  Release icon.
 → ABS will provide edit checks and will not proceed with the next submittal step if the edit check includes error messages that need to be resolved.
 → ABS will provide additional information and confirmation prompts to guide you through the submittal steps.

2. Select: Confirmation prompt to submit the agency budget request.



→ ABS will provide information with results of the edit check before the agency budget request continues with the next step. You will receive a prompt to continue with the next step when all error messages are resolved.

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

Recall and Re-Submit (Exception Only)

If you accidentally submit a budget 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 budget version will be locked and cannot be edited. You will need to associate a current budget version with your re-submittal (you may need to create a new version or copy your existing version to update the information before you can resubmit your agency budget request).



Additional Information - Program Level and Sub-Program (Category) Level

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

- ✓ Most agencies will prepare a submittal with one version. ABS will provide additional prompts if your agency is required to prepare a submittal with multiple versions. For example, DSHS (300) will select multiple versions when they create their submittal.

* Indicates required fields

Submittal Type* Submittal Title*

Agency Request 2019-21 Agency Request

SAMPLE

Submittal Version for Programs

010 - Children's Administration Select a version... ▾	020 - Juvenile Rehabilitation Select a version... ▾	030 - Mental Health Select a version... ▾
050 - Long-Term Care Select a version... ▾	060 - Economic Services Administration Select a version... ▾	070 - Alcohol And Substance Abuse Select a version... ▾
110 - Administration/Supporting Services Select a version... ▾	135 - Special Commitment Program Select a version... ▾	145 - Payments to Other Select a version... ▾
160 - Consolidated Field Services Select a version... ▾		



ABS includes commonly used budget reports.

- ✓ ABS data will also be available from Enterprise Reporting (ER) budget reports 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>.

Run Report

1. Select:  Reports menu.
→ ABS will display a list of available reports.



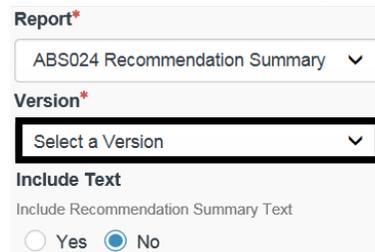
2. Select: Report.
→ ABS will display parameters based on the report.



3. Select: Report parameters.
→ ABS will display parameters based on the report.

In this example, version is a required parameter for the ABS Recommendation Summary report.

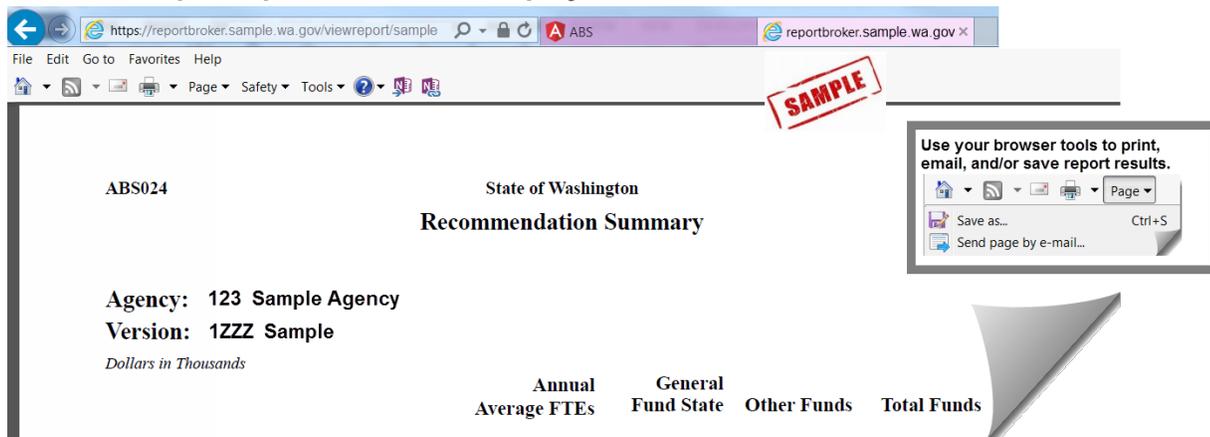
→ ABS also includes a parameter for recommendation summary text.



4. Select: Run Report.
→ ABS will display report results.
→ For most of the reports, ABS will display the results in a new window using your browser. Some reports will use Microsoft Excel.



In this example, report results are displayed in a new window.



State of Washington
Recommendation Summary

Agency: 123 Sample Agency
Version: 1ZZZ Sample
Dollars in Thousands

Annual Average FTEs	General Fund State	Other Funds	Total Funds
---------------------	--------------------	-------------	-------------

Use your browser tools to print, email, and/or save report results.



ABS includes commonly used budget reports.

✓ These are the top 10 requested reports. For a current list of reports, go to the Reports Menu in ABS.

ABS Report Number	Crosswalk / Reference (BDS Report)	ABS Report Name	Additional Information
ABS024	BDS024	Recommendation Summary	Summary of funding recommendations for decision packages. ✓ Includes legislative spending authority in the current biennium with incremental changes, carry-forward, maintenance level, policy level, and summary information. ✓ Each budget line on the recommendation summary represents a single budget decision from decision packages at the agency or program level. ✓ Dollar amounts are based on 'dollars in thousands'.
ABS029	BDS029	Summarized Revenue by Account and Source	Revenues that are expected for budgeted funds in the ensuing biennium. ✓ Includes recommendation summary text for revenue-related decision packages. ✓ Includes all accounts with budget type A, B, or M, and certain type H. Reference the State Administrative and Accounting Manual (SAAM) section 75.30.50 for a list of funds and their respective budget types. ✓ Dollar amounts are based on 'dollars in thousands'.
ABS030	BDS030	Working Capital Reserve	Recommended ending fund balances for current biennium and ensuing biennium for working capital reserves. ✓ Working capital is managed by the administering agency for each fund only. ✓ Dollar amounts are based on 'dollars in thousands'.
ABS031	BDS031	Agency DP Priority (PL)	Prioritized list of agency decision packages. ✓ Includes agency policy level (PL) decision packages only.
ABS033	BDS033	Performance Measure Incremental Estimates	Incremental changes for performance measures in decision packages.
ACT001	ACT001	Agency Activity Inventory	Activity description with performance measures and expected results.
VABS003	VRS003	Two Way RecSum Version Compare	Comparison for recommendation summary. ✓ Compares two versions in the budget session. ✓ Includes omnibus and transportation data from OFM. ✓ Dollar amounts are based on 'dollars in thousands'.
VABS005	VRS005	Fund and FTE Detail by Fiscal Year	Fund and FTE details by fiscal year. ✓ Includes omnibus and transportation data from OFM. ✓ Dollar amounts are based on 'dollars in thousands'.
VABS006	VRS006	Two Way Fund and FTE Detail Version Compare by Fiscal Year	Comparison for Fund and FTE details based on two versions. ✓ Includes omnibus and transportation data from OFM. ✓ Dollar amounts are based on 'dollars in thousands'.
VABS009	VRS009	Data Export to Excel	Budget data is exported to Microsoft Excel. ✓ Data is sorted alphabetically by default.



Agency budget operations users can manage a variety of settings from the Admin menu.

Agency Admin Menu

- [Manage Agency Settings](#) (future implementation)
- [Manage Agency Decision Package Questions](#)
- [Manage Agency Decision Package Titles](#)
- [Manage Agency Decision Package Statuses](#)

Manage Agency Settings

Agency budget operations users can edit the setting (yes/no) to include assignments for decision package details and working capital.

1. **Select:** Admin menu.
2. **Select:** Manage Agency Settings.



Agency Admin Menu

- [Manage Agency Settings](#)
- [Manage Agency Decision Package Questions](#)
- [Manage Agency Decision Package Titles](#)
- [Manage Agency Decision Package Statuses](#)

3. **Select:** Radio button next to Yes or No.
4. **Select:** Save.
→ This setting applies to decision package details and working capital for the budget session.

In this example, decision package details and working capital for the budget session will include assignments.

Include Assignment

Yes No

Save **Cancel**

In this example, the decision package includes the ability to make assignments.

→ The agency budget staff have not yet made assignments so the decision package details are currently 'Unassigned'.

Decision Package Details	Required	Status	Assignee	View/Edit	Assign	Complete
Agency Recommendation Summary	✓	Unassigned				<input type="checkbox"/>
Package Description	✓	Unassigned				<input type="checkbox"/>
Performance Measures	✓	Unassigned				<input type="checkbox"/>



Manage Agency Decision Package Questions

Agency budget operations users can create and manage additional questions for decision packages.

- ✓ These questions are optional for internal agency use. For example, some agencies may use specific questions to collect additional information to help prepare their narrative for decision packages. ABS does not include the additional questions in the information submitted to OFM.

Create New Agency Decision Package Question

Agency budget operations users can create additional questions for decision packages.

- 1. Select:**  Admin menu.
- 2. Select:** Manage Agency Decision Package Questions.



Agency Admin Menu

-  [Manage Agency Settings](#)
-  [Manage Agency Decision Package Questions](#)
-  [Manage Agency Decision Package Titles](#)
-  [Manage Agency Decision Package Statuses](#)

- 3. Select:** Create New Question.



- 4. Input:** Question.
- 5. Input:** Instructions.
 - ➔ Provide information to help your agency staff answer the question.
- 6. Select:** Save.
 - ➔ The question and instructions will be added to decision package details for the budget session.

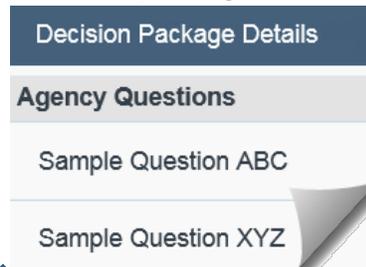
Question* * Indicates required fields

Sample Question ABC

Instructions*

Sample Instructions

In this example, the question is included in the agency decision package details.





Change Sort Order for Agency Decision Package Question

Agency budget operations users can change the sort order for agency decision package questions.

If you create multiple questions, you can quickly change the sort order so that they are displayed in a specific order in the decision package details.

- Select:** Up or down for the question.
→ The questions will be displayed in the selected sort order in decision package details for the budget session.

Question	Order	Tools
Sample Question ABC		
Sample Question XYZ		

When you select up or down, ABS will change the sort order for the question in the decision package details.

Agency Questions	Agency Questions
Sample Question ABC	Sample Question XYZ
Sample Question XYZ	Sample Question ABC

Edit Agency Decision Package Questions

Agency budget operations users can edit agency decision package questions.

- Select:** Edit icon for the question.
→ You cannot select the edit icon if there is a saved answer to the question on a decision package for the budget session.

Question	Order	Tools
Sample Question ABC		

- Edit:** Question and/or instructions.
- Select:** Save.
→ The question and instructions will be updated in decision package details for the budget session.

Question* * Indicates required fields

Sample Question ABC

Instructions*

Sample Instructions

Delete Agency Decision Package Question

Agency budget operations users can delete agency decision package questions.

- Select:** Delete icon for the question.
→ You cannot select the delete icon if there is a saved answer to the question on a decision package for the budget session.
- Select:** Yes.
→ The question will be removed from decision package details for the budget session.

Question	Order	Tools
Sample Question ABC		

Delete Agency Question

You are about to delete the selected agency decision package question. Continue?



Manage Agency Decision Package Titles

Agency budget operations users can create and manage decision package titles.

- ✓ Some agencies use this option to plan and organize decision package codes and titles. For example, you can create decision package codes with title and type so that your agency budget staff can select them from a dropdown list when they create a decision package.
- ✓ This provides a quick way to display a list of the titles that you manage and the global 🌐 titles that OFM manages. ABS will also display the version code(s) if the decision package is being used in a version.

Code	Title	Type	Being Used in Version(s)	Tools
11	Sample	Other		
8C	Minimum Wage Adjustments	Compensation		
8D	Budget Structure Changes-LEAP apprv	Other		
8F	Fuel Rate Adjustments	Other	ABSTEST	
8I	Lease Adjustments < 20,000 sq ft	Other		

Create New Decision Package Code With Title and Type

Agency budget operations users can create new decision package codes with title and type.

- Select:** Admin menu.
- Select:** Manage Agency Decision Package Titles.



Agency Admin Menu

- [Manage Agency Settings](#)
- [Manage Agency Decision Package Questions](#)
- [Manage Agency Decision Package Titles](#)**
- [Manage Agency Decision Package Statuses](#)

- Select:** Create New.



- Input:** Code.
- Input:** Title.
- Select:** Type.
- Select:** Save icon.

Code	Title	Type	Being Used in Version(s)	Tools
<input type="text" value="11"/>	<input type="text" value="Sample"/>	<input type="text" value="Other"/>		

- ➔ The title/type will be displayed with decision packages for the budget session.
- ➔ Use the cancel icon if you do not want to save.

- ➔ Use letters and/or numbers to create a 2 digit decision package code. Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).
- ➔ Use up to 35 letters and/or numbers to create a decision package title.



Edit Decision Package Title and/or Type

Agency budget operations users can edit the title and/or type for decision packages.

✓ You cannot edit the title and/or type for global decision package codes (they are managed by OFM).

- Select:** Edit icon for the decision package title.

Code	Title	Type	Being Used in Version(s)	Tools
11	Sample	Other	1ZZZ	

- Edit:** Title and/or type.
→ You cannot edit the code.

- Select:** Save icon.
→ The title/type will be displayed with decision packages for the budget session.
→ Use the cancel icon if you do not want to save.

Code	Title	Type	Being Used in Version(s)	Tools
11	<input type="text" value="Sample"/>	<input type="text" value="Other"/>	1ZZZ	

Delete Decision Package Title

Agency budget operations users can delete decision package code/titles if they are not used in a version.

✓ You cannot delete global decision package code/titles (they are managed by OFM).

- Select:** Delete icon for the decision package title.
- Select:** Yes.
→ The code/title will be removed.

Code	Title	Type	Being Used in Version(s)	Tools
11	Sample	Other	1ZZZ	
12	Sample	Other		

Delete Decision Package Title
You are about to delete the selected decision package title. Continue?

Manage Agency Decision Package Statuses

Agency budget operations users can create and manage additional statuses for draft decision packages.

✓ Some agencies use additional draft statuses to meet specific business needs. For example, you can create draft decision package statuses for 'Initial Draft' and 'Team Review' for your tracking and reporting purposes.

Create New Draft Status for Agency Decision Packages

Agency budget operations users can create additional draft statuses for decision packages.

- Select:** Admin menu.
- Select:** Manage Agency Decision Package Statuses.



Agency Admin Menu

- [Manage Agency Settings](#)
- [Manage Agency Decision Package Questions](#)
- [Manage Agency Decision Package Titles](#)
- [Manage Agency Decision Package Statuses](#)

- Select:** Create New.





4. Input: Status. This will be an additional draft status for decision packages.

5. Select: Save icon.

→ The additional draft status will be available for decision packages in the budget session.

→ Use the cancel icon if you do not want to save.

→ You can create multiple draft statuses for your agency.

In this example, we input 'Initial Draft' to create an additional draft status.

Status	Tools
<input type="text" value="Initial Draft"/>	

In this example, the additional status is available from the dropdown when a new decision package is created.

Edit Draft Status for Agency Decision Packages

Agency budget operations users can edit additional draft statuses for decision packages.

✓ You cannot edit/delete the ABS standard draft status.

1. Select: Edit icon for the additional draft status.

Status	Tools
Draft	
Initial Draft	

2. Edit: Status. This will be an additional draft status for decision packages.

3. Select: Save icon.

→ The additional draft status will be available for decision packages in the budget session.

→ Use the cancel icon if you do not want to save.

Status	Tools
<input type="text" value="Initial Draft"/>	

Delete Draft Status for Agency Decision Packages

Agency budget operations users can delete additional draft statuses for decision packages.

✓ If you delete an additional draft status that is currently used for a decision package in the budget session, ABS will use the standard draft status for that decision package.

✓ You cannot edit/delete the ABS standard draft status.

1. Select: Delete icon for the additional draft status.

2. Select: Yes.

→ The additional draft status will be removed for decision packages in the budget session.

Status	Tools
Draft	
Initial Draft	

Delete Decision Package Status

You are about to delete the selected decision package status. Continue?



Agency Budget Requests (ABR)

Agency Budget Requests (ABR) public repository (<https://abr.ofm.wa.gov/budget/agency/requests>) includes information from biennial and supplemental budget requests submitted to OFM via the Agency Budget System (ABS).

- ✓ Standard search options are based on a budget session and include the ability to narrow results by agency, additional search criteria, and/or filter by a section in the budget request.

1. Select: Budget Session.

→ Budget session is a combination of budget period and budget type. For example, '2019-21 Regular' is the regular biennium budget session for fiscal years 2020 through 2021.

Select a budget session (required)

Select Option

2. Select: Agency.

→ To narrow search results, select an agency. You can select one or multiple agencies.

Select an agency and/or programs

Search...

✕ Clear Selected

- Admin Office of the Courts (055)
- Board of Pilotage Commissioners (205)
- Board of Reg for Prof Eng & Lnd Sur (166)
- Bond Retirement and Interest (010)
 - Agency Documents *(excludes decision packages)*
 - Bond Sale Expenses (406)
 - Debt Subject to the Debt Limit (401)
 - Motor Vehicle Fuel Tax Debt (404)
 - Other Revenue Bonds (405)

3. Select: Search.

→ ABR will display agency budget request information based on the search criteria.

Search



4. Select: Filter

→ To narrow search results, select a filter option. You can select one or multiple filters. For instance, you can filter by Maintenance Budget Level.

- > Section
- > Agency ▾
- > Program(s)
- ▼ Budget Level

- (Select All)
 - (Blanks)
 - Maintenance
 - Policy
- > Title
- > Document
- > Document Type

In this example, search results returned a sample document for a policy level decision package.

Agency ▾	Program(s)	Budget Level ▾	Title	Document	Priority
205 - Board of Pilotage C...	AGY	Maintenance	AA - Liability Insurance P...	<input type="checkbox"/> AA - Liability Insur.	000
205 - Board of Pilotage C...	AGY	Maintenance	AA - Liability Insurance P...	<input type="checkbox"/> Attachment - BPC	000
205 - Board of Pilotage C...	AGY	Maintenance	8R - Retirement Buyout ...	<input type="checkbox"/> 8R - Retirement Bu	001
205 - Board of Pilotage C...	AGY	Maintenance	8R - Retirement Buyout ...	<input type="checkbox"/> Attachment - Shaw	001
205 - Board of Pilotage C...	AGY	Policy	AB - Additional Pilot Trai...	<input type="checkbox"/> AB - Additional Pili	000

5. Select: Show Selection Menu

→ This button allows you to go back to the original search and modify your parameters.



Download Document (One File)

Use standard download options to view, save, or print a document.

- Select:**  Download icon for the item.
 - Follow your standard process for saving a file to your workstation or shared network location based on your browser.
 - ABR downloads work best with Chrome (preferred browser). Other supported browsers include Firefox, Safari, Edge, or Internet Explorer.

Title	Publish Date	Download/View	Marked as N/A	
Sample Document	08/20/2018			<input type="checkbox"/>

Create Zip File (One File or Multiple Files)

Use standard zip file options to view, save, or print a document.

- Select:** Check box next to the item.
 - You can select one or multiple items.
 - ABR will display a number near the Zip File download icon in the banner area to represent how many items you select.

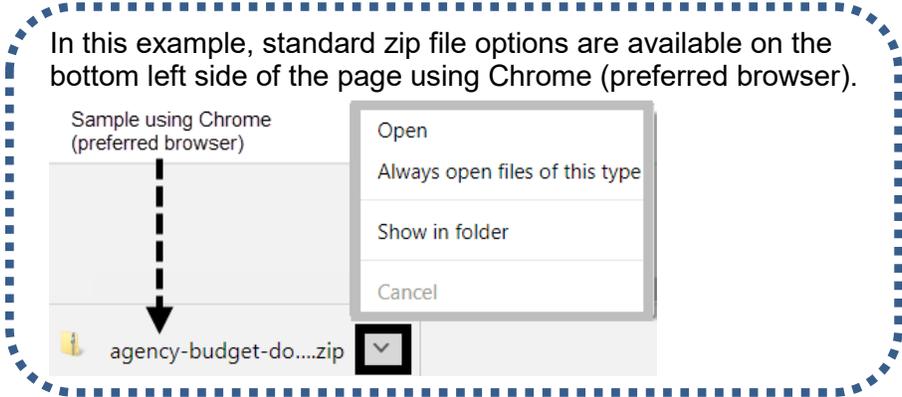
Title	Publish Date	Download/View	Marked as N/A	
Sample Document 1	08/20/2018			<input type="checkbox"/>
Sample Document 2	08/20/2018			<input type="checkbox"/>

- Select:**  Zip File download icon in the banner area.
 - ABR will download the selected items to create the zip file (compressed file format).
 - Follow your standard process for saving a file to your workstation or shared network location based on your browser.
 - ABR downloads work best with Chrome (preferred browser). Other supported browsers include Firefox, Safari, Edge, or Internet Explorer.

In this example, the number '2' is displayed near the zip file download icon (this number represents how many items are selected for the download).

Title	Publish Date	Download/View	Marked as N/A	
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In this example, standard zip file options are available on the bottom left side of the page using Chrome (preferred browser).





This glossary includes common terms used with the Agency Budget System (ABS).

✓ Use the OFM website <https://ofm.wa.gov/> to search for specific budget and legislative terms.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Term	Description
A	
Activity	Describes what an agency does to accomplish their goals and objectives. Activities are aligned to the agency strategic plan and to the statewide performance targets for Results Washington . ✓ Activity descriptions provide information about the nature of the service, the expected results, and how the activity was funded in the budget.
Agency Budget System (ABS)	Modern software solution that agencies will use to develop and electronically submit their biennial and supplemental budget requests. ✓ ABS replaces the old Budget Development System (BDS).
Agency Financial Reporting System (AFRS)	State of Washington accounting system. For more information, reference the AFRS product site https://ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs .
Agency Budget Requests (ABR) Public Repository	Budget request information is available on ABR public repository after the agency budget operations user submits the agency budget request in ABS. Information on the Agency Budget Requests (ABR) public repository (https://abr.ofm.wa.gov/budget/agency/requests) is based on biennial and supplemental budget requests submitted to OFM via the Agency Budget System (ABS).
B	
Budget Development System (BDS)	Agency Budget System (ABS) replaces the old Budget Development System (BDS). ✓ Historical data from BDS will be available in budget reports from Enterprise Reporting (ER).
Budget Instructions	Information and timelines provided by OFM to guide agencies through the budget development and submittal processes. ✓ Budget instructions are available from the ABS dashboard .
BudgetWorks Portal	Website for agency users to access budget-related systems. The new BudgetWorks portal replaces the old Budget Portfolio Systems (BPS) site. ✓ BudgetWorks (https://budgetlogon.ofm.wa.gov/Logon.aspx) includes links to budget-related information, budget systems and support, password resets, and a form to request access for new users.
C	
Carry-Forward (CL)	Reference point created by calculating the biennialized cost of decisions already recognized in appropriations from the Legislature. ✓ OFM consults with legislative and agency staff to determine carry-forward. After OFM calculates the carry-forward level, they provide the amounts to the agency for use in their budget submittals. The carry-forward amount will be imported to ABS from OFM (WinSum) as part of an automated interface process.



Glossary

Agency Budget System (ABS)

Term	Description
D	
Dashboard	<p>Default 'home' page in ABS.</p> <ul style="list-style-type: none"> ✓ The ABS dashboard provides at-a-glance information about submittal deadlines with quick links to OFM budget instructions and related documents.
Decision Package (DP)	<p>Represents a discrete budget decision. Agencies use a decision package to describe and support their budget requests.</p> <ul style="list-style-type: none"> ✓ In ABS, decision packages are linked to a version in a budget session.
E	
Enterprise Reporting (ER)	<p>Query and analysis tools to support reporting requirements for the Agency Budget System (ABS). For more information, reference the Enterprise Reporting site https://ofm.wa.gov/it-systems/enterprise-reporting-er.</p>
Enterprise Resource Planning Systems (ERP Systems)	<p>Integrated business applications for budgeting, finance, procurement, human resources (HR), technology, assets, etc. ERP systems integrate common business processes and data models to more easily share information and collaborate across an organization. One Washington provides an overview of ERP strategies for the State of Washington.</p>
F	
File Transfer Protocol (FTP)	<p>Set of rules for exchanging data files between computer systems.</p>
G	
Global Codes	<p>Decision package codes and/or titles that are managed by OFM.</p> <ul style="list-style-type: none"> ✓ ABS includes  global codes that are managed by OFM for specific types of maintenance and policy levels. For example, use global codes to identify common items of change.
H	
Help Center	<p>Online resource to provide information and guidance for ABS users.</p> <ul style="list-style-type: none"> ✓ ABS help center is available from the dashboard and toolbar.
I	
IT Addendum	<p>Template with additional information for decision packages that have Information Technology (IT) related costs.</p> <ul style="list-style-type: none"> ✓ ABS includes an IT addendum template for 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 IT related costs.
J	
Joint Legislative Audit and Review Committee (JLARC)	<p>Conducts performance audits and program evaluations to support more effective, efficient, and accountable state government operations.</p> <ul style="list-style-type: none"> ✓ For more information http://leg.wa.gov/jlarc.

**Glossary**

Agency Budget System (ABS)

Term	Description
Justification and Impacts	Section in a decision package to help support the business case for budget decisions. ✓ ABS includes prompts and templates in the justification and impacts section of decision package details so that agencies can provide information and attach reference documents.
L	
Legislative Evaluation and Accountability Program Committee (LEAP)	Provides independent source of information for developing budgets, communicating budget decisions and tracking budget and revenue activity. For more information http://leap.leg.wa.gov/leap
M	
Maintenance Level (ML)	Represents the estimated cost of providing for currently authorized services in the ensuing biennium. Maintenance level reflects the cost of mandatory caseload, enrollment, inflation, and other legally unavoidable costs. ✓ Maintenance level is a type of budget level. For example, when you create a decision package in ABS , you will select a budget level.
N	
Notebook (old process)	Refers to an old process from previous budget instructions that required printed and collated notebooks (3-ring binders) for budget submittal. ✓ Automated version, decision package, and submittal processes in ABS replace the need for printed and collated notebooks. Agencies will input their budget-related information and use the streamlined processes in ABS to electronically submit their budget requests.
O	
One Washington (one.wa.gov)	State of Washington business transformation program to modernize and improve aging administrative systems and related business processes. For example, the Budget System Modernization project is an initiative under the umbrella of One Washington and will implement the new Agency Budget System (ABS) to replace the aging Budget Development System (BDS).
P	
Performance Measure	Quantitative indicator to monitor and evaluate progress or trends. These indicators may include measures of inputs, outputs, outcomes, productivity, and/or quality. ✓ Performance measure information will be included in each decision package .
Policy Level (PL)	Represents the estimated cost of providing for discretionary workload, new programs or services, or program reductions and other changes. Policy level reflects the cost of revised strategies or substantial differences in program direction. ✓ Policy level is a type of budget level. For example, you will select a budget level when you create a new decision package in ABS .

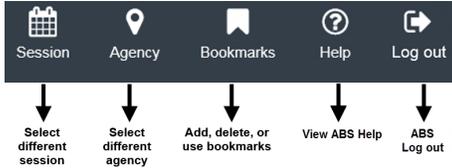


Glossary

Agency Budget System (ABS)

Term	Description
Plain Talk	<p>Simple and clear language that is commonly used by the intended audience.</p> <ul style="list-style-type: none"> ✓ Plain talk language is clear, concise, and easy to read. Use plain talk when you develop your decision packages to help ensure decision makers can easily review and understand them. ✓ For more information, reference plain talk principles and guidelines on https://www.governor.wa.gov/issues/issues/efficient-government/plain-talk.
Q	
Questions	<p>Part of the decision package details (in the Justification and Impacts section) to help agencies explain and justify their budget requests.</p> <ul style="list-style-type: none"> ✓ OFM questions: Decision packages include standard questions based on OFM budget instructions for the session. ✓ Agency questions: Agency budget operations can include additional questions to collect information to help prepare decision packages.
R	
Recast	Budget source. For example, an enacted budget is recast of a budget request.
Recommendation Summary	<p>Brief description of the decision package.</p> <ul style="list-style-type: none"> ✓ This is the starting point for the text that describes items funded in the Governor's proposed budget.
Results Washington	<p>Data-driven initiative to make government more effective, efficient, and customer-focused.</p> <ul style="list-style-type: none"> ✓ For more information, reference https://www.results.wa.gov.
S	
Salary Projection System (SPS)	<p>Software solution that agencies use to develop staffing-related Full Time Equivalent (FTE) and expenditure estimates. SPS can be used to analyze costs of current staff levels or to develop scenarios to estimate costs for budget proposals.</p> <ul style="list-style-type: none"> ✓ For more information, reference the Salary Projection System site https://ofm.wa.gov/it-systems/salary-projection-system-sps.
Secure File Transfer Protocol (SFTP)	Set of rules for exchanging data files between computer systems.
Session	Combination of budget period and budget type. For example, '2019 - 21 Regular' is the regular biennial budget session for fiscal years 2020 through 2021.
T	
Tab (A/B/C/D/E)	<p>Sections in the ABS budget request submittal package.</p> <ul style="list-style-type: none"> ✓ OFM budget operations will setup the sections for the submittal package based on requirements for a budget session. For example, section A includes agency information (agency organization chart, agency activity inventory report, agency strategic plan, etc.).



Term	Description										
Toolbar	<p>The toolbar is located near the top of all ABS pages.</p> <ul style="list-style-type: none"> ✓ Toolbar options are dependent on your user role. For example, OFM Budget Operations and DES Small Agency Services will have an option to select a different agency because they support more than one agency. 										
U											
User Role	<p>Set of permissions provided to someone authorized to use ABS.</p> <ul style="list-style-type: none"> ✓ Agency budget data is secured by a user role to help ensure agencies control and maintain their own budget information. <table border="1" data-bbox="443 873 1479 1482"> <thead> <tr> <th>ABS User Role</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td>Agency Budget Operations (also includes everything in the agency edit user role)</td> <td> <ul style="list-style-type: none"> ✓ Manage agency versions and decision packages. ✓ Manage agency budget submittal. ✓ Manage agency administration/settings. ✓ Run reports. </td> </tr> <tr> <td>Agency Edit (also includes everything in the agency limited user role)</td> <td> <ul style="list-style-type: none"> ✓ Create/update decision packages. ✓ View/update working capital. ✓ View/update budget submittal information. ✓ Run reports. </td> </tr> <tr> <td>Agency Limited</td> <td> <ul style="list-style-type: none"> ✓ Limited to specific/assigned tasks. ✓ View/update assigned decision package, budget information, and working capital. ✓ Run reports. </td> </tr> <tr> <td>OFM Budget Operations</td> <td> <ul style="list-style-type: none"> ✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process. ✓ Run reports. </td> </tr> </tbody> </table>	ABS User Role	Additional Information	Agency Budget Operations (also includes everything in the agency edit user role)	<ul style="list-style-type: none"> ✓ Manage agency versions and decision packages. ✓ Manage agency budget submittal. ✓ Manage agency administration/settings. ✓ Run reports. 	Agency Edit (also includes everything in the agency limited user role)	<ul style="list-style-type: none"> ✓ Create/update decision packages. ✓ View/update working capital. ✓ View/update budget submittal information. ✓ Run reports. 	Agency Limited	<ul style="list-style-type: none"> ✓ Limited to specific/assigned tasks. ✓ View/update assigned decision package, budget information, and working capital. ✓ Run reports. 	OFM Budget Operations	<ul style="list-style-type: none"> ✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process. ✓ Run reports.
ABS User Role	Additional Information										
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OFM Budget Operations	<ul style="list-style-type: none"> ✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process. ✓ Run reports. 										
V											
Version	<p>Represents an agency budget version. For example, an ABS budget version is created by the agency budget manager to prepare for an upcoming session.</p> <ul style="list-style-type: none"> ✓ In ABS, decision packages are linked to a version in a budget session. 										
W											
Web Intelligence (WebI)	<p>Web-based reporting and analysis tools. WebI provides an interactive way to create reports and analyze data with Enterprise Reporting (ER) tools.</p>										
WinSum	<p>OFM internal system. Data is sent between ABS and WinSum to automate processes and reduce manual data entry. For example, carry-forward data will be imported into ABS from WinSum.</p>										