



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

Agency Budget Requests.....	1
Search.....	1
Download Documents.....	2
Create Zip File.....	3
Grid Navigation.....	3
Collapsed Menu Icon.....	4
Pin Column.....	4
Autosize Column.....	4
Group by Section.....	5
Reset Columns.....	6
Expand or Collapse All Data.....	7
Filters.....	8

Agency Budget Requests

This web based application is used for viewing and downloading documentation on operating budget requests that state agencies and higher education institutions have submitted to the Office of Financial Management for consideration in the governors biennial and supplemental budget proposals.

Search

Standard search options are based on a budget session and include the ability to narrow results by agency and/or programs.

- ✓ Some agencies, such as Department of Social and Health Services, provide budget data at the program level, lower level than agency level.

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 and/or Program
 → To narrow search results, select an agency and/or program. You can select one or multiple agencies and/or programs.
 → To find a specific agency or program, type one or more search terms and you will see a list of relevant agencies and/or programs that match your search terms.
 → To clear selected search criteria, select 'Clear Selected'.

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)



3. Select: Search

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

→ **Caution!** There may be an increased loading time depending on the amount of selected items.

Select an agency and/or programs

✕ Clear Selected

Office of Financial Management (105)

Search

In this example, search results returned all agency documentation for a specific budget session.

Results Download

Select one or more documents by selecting the checkbox next to the documents you wish to download or select all by selecting the checkbox at the top and then use download button to download and view documents.

Section	Agency	Program(s)	Budget Level	Title	Document	Priority
<input type="checkbox"/>	Agency Information(3)					
<input type="checkbox"/>	Recommendation Summa... (1)					
<input checked="" type="checkbox"/>	Decision Packages(9)					
	105 - Office of Financial Management	AGY	Policy	A6 - OneWA Transformation & Syste...	<input type="checkbox"/> A6 - OneWA Transformation &	000
	105 - Office of Financial Management	AGY	Policy	A6 - OneWA Transformation & Syste...	<input type="checkbox"/> Attachment - OneWA FY20 Suj	000
	105 - Office of Financial Management	AGY	Policy	A6 - OneWA Transformation & Syste...	<input type="checkbox"/> Attachment - OneWA FY20 Suj	000
	105 - Office of Financial Management	AGY	Policy	A7 - Compensation Structure Proposal	<input type="checkbox"/> A7 - Compensation Structure F	001
	105 - Office of Financial Management	AGY	Policy	A1 - Statewide Accounting Staffing N...	<input type="checkbox"/> A1 - Statewide Accounting Staff	002
	105 - Office of Financial Management	AGY	Policy	A2 - SHR Support for OneWA AFRS r...	<input type="checkbox"/> A2 - SHR Support for OneWA	003
	105 - Office of Financial Management	AGY	Policy	A4 - Public Disclosure/Lit. Hold Officer	<input type="checkbox"/> A4 - Public Disclosure/Lit. Hold	004
	105 - Office of Financial Management	AGY	Policy	A4 - Public Disclosure/Lit. Hold Officer	<input type="checkbox"/> Attachment - Leg&LegDP_Add	004
	105 - Office of Financial Management	AGY	Policy	A5 - Workforce Strategies Staffing	<input type="checkbox"/> A5 - Workforce Strategies Staff	005
<input type="checkbox"/>	Agency Supporting Details(3)					

Total Rows: 16

Download Documents

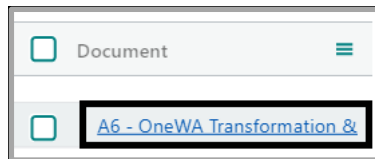
Use standard download options to view, save, or print a document.

Using Document Link

Click: Document Link

→ ABR will download the selected items for you to view, save, or print.

→ Right click the link for export options or to copy the link.



Using Multiple Select

Select: Checkbox next to Document in column header to select all documents for download.





Create Zip File

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

1. Select: Checkbox next to the item.

→ You can select one or multiple items.

→ You can select all by selecting the checkbox in the column header.

→ ER Report documents will not appear in the download ZIP file, but must be clicked on individually to generate the appropriate PDF report for launching in the browser.

Multi-select example:

<input checked="" type="checkbox"/>	A6 - OneWA Transformation &
<input type="checkbox"/>	Attachment - OneWA FY20 Sup
<input checked="" type="checkbox"/>	Attachment - OneWA FY20 Sup
<input checked="" type="checkbox"/>	A7 - Compensation Structure F
<input type="checkbox"/>	A1 - Statewide Accounting Staff
<input type="checkbox"/>	A2 - SHR Support for OneWA /

Select all example:

<input checked="" type="checkbox"/>	Document	☰
<input checked="" type="checkbox"/>	A6 - OneWA Transformation &	
<input checked="" type="checkbox"/>	Attachment - OneWA FY20 Sup	
<input checked="" type="checkbox"/>	Attachment - OneWA FY20 Sup	
<input checked="" type="checkbox"/>	A7 - Compensation Structure F	
<input checked="" type="checkbox"/>	A1 - Statewide Accounting Staff	

☰	Title	☰	<input type="checkbox"/> Document	☰
	ABS024 R...		ER Report	
	A6 - One...	<input type="checkbox"/>	A6 - OneWA Tr	
	A6 - One...	<input type="checkbox"/>	Attachment - C	
	A6 - One...	<input type="checkbox"/>	Attachment - C	

2. Select: Download

→ ABR will display a number in the download icon to represent how many items have been selected.

→ Follow your standard process for saving a file to your workstation or shared network location based on your browser.

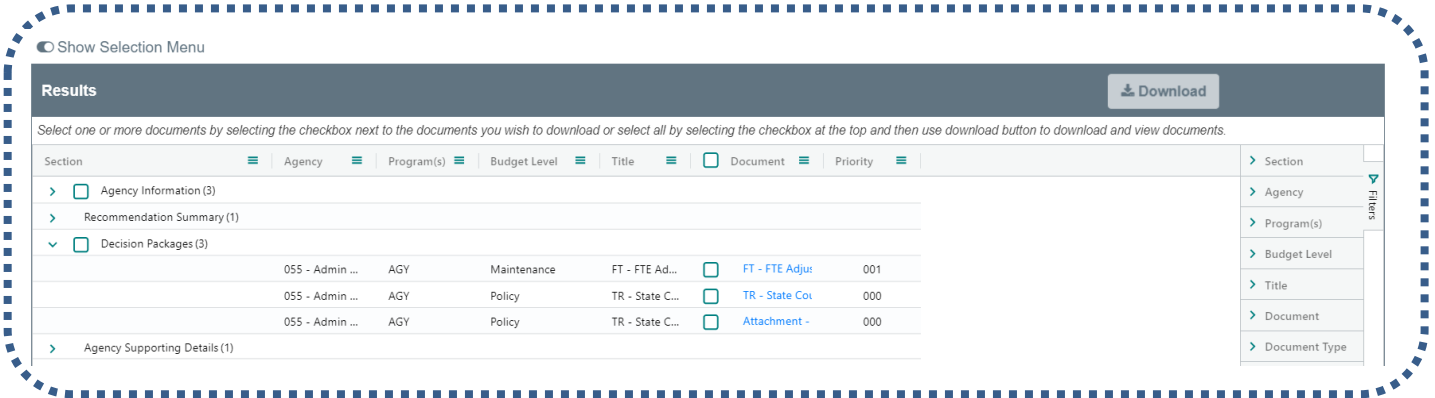
Download (3)

Grid Navigation

The ABR grid is customizable, so users can configure columns of data relevant to the task at hand. In addition, grids can be modified to show columns in a specific order as well as sort the data within them and resize the columns. Grids not only display data about specific documents, but contain links to those documents.



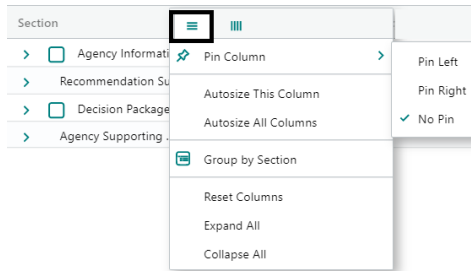
- ✓ The application will open the display settings where they were last closed. Unless the cache, temporary store of memory used by programs to access frequently used data, was cleared.



Collapsed Menu Icon

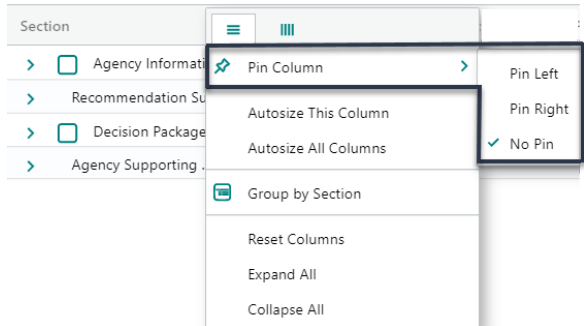
Each column header has a collapsed menu icon, which provides a list of actions such as column location and width, grouping, and expanding or collapsing the data for more useful views.

Select: Collapsed Menu Icon



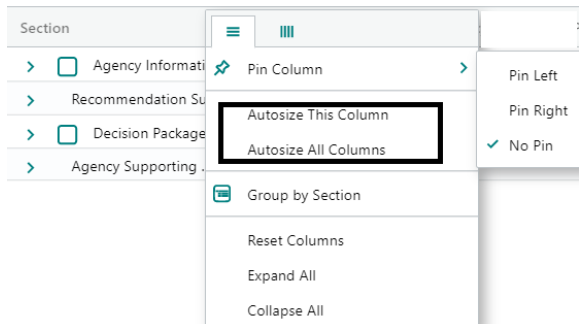
Pin Column

Pin Column will open an additional dropdown menu enabling you to move the column to the left or right of grid. Selecting No Pin will move column back to its last position on grid.



Autosize Column

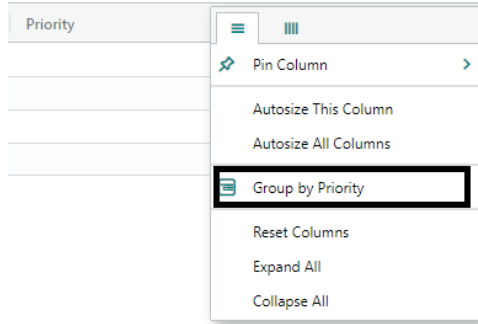
Autosize Column will automatically resize the column(s) to accommodate different sized data without having to manually change column widths.



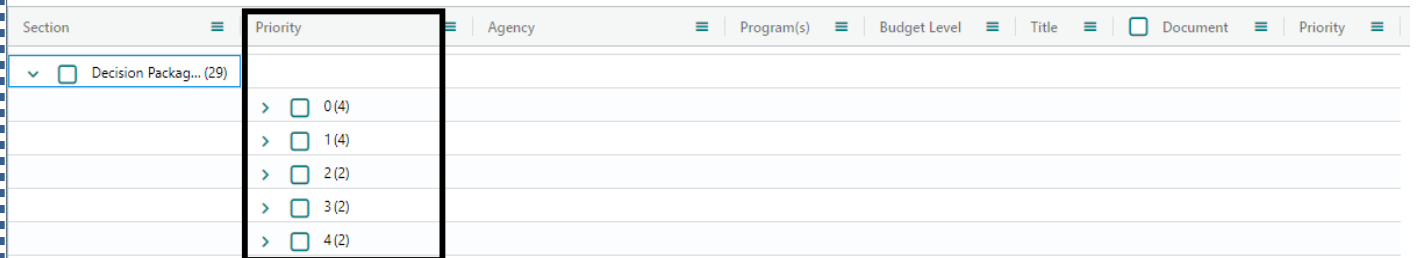


Group by Section

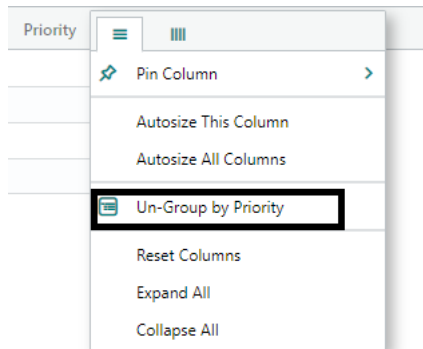
Group by to group rows that have the same values into summary rows. This offers a convenient way of analysing and viewing the data.



In this example, Grouped by Priority:



Un-Group to return to default view.





In this example, Un-Grouped by Priority:

Section	Agency	Program(s)	Budget Level	Title	Document	Priority
Decision Packag... (29)						
	235 - Department of Labor and In...	AGY	Maintenance	CE - Clea...	CE - Clean Ener	000
	235 - Department of Labor and In...	AGY	Maintenance	CE - Clea...	Attachment - 1	000
	235 - Department of Labor and In...	AGY	Maintenance	CE - Clea...	Attachment - 1	000
	235 - Department of Labor and In...	AGY	Maintenance	CE - Clea...	Attachment - 1	000
	235 - Department of Labor and In...	AGY	Maintenance	CB - Crim...	CB - Crime Vict	001
	235 - Department of Labor and In...	AGY	Maintenance	CB - Crim...	Attachment - A	001
	235 - Department of Labor and In...	AGY	Maintenance	CB - Crim...	Attachment - A	001
	235 - Department of Labor and In...	AGY	Maintenance	CB - Crim...	Attachment - A	001
	235 - Department of Labor and In...	AGY	Maintenance	EF - Eleva...	EF - Elevator W	002
	235 - Department of Labor and In...	AGY	Maintenance	EF - Eleva...	Attachment - N	002
	235 - Department of Labor and In...	AGY	Maintenance	LG - Loca...	LG - Local Govt	003
	235 - Department of Labor and In...	AGY	Maintenance	LG - Loca...	Attachment - 1	003
	235 - Department of Labor and In...	AGY	Maintenance	WS - Wa...	WS - Wage anc	004
	235 - Department of Labor and In...	AGY	Maintenance	WS - Wa...	Attachment - N	004

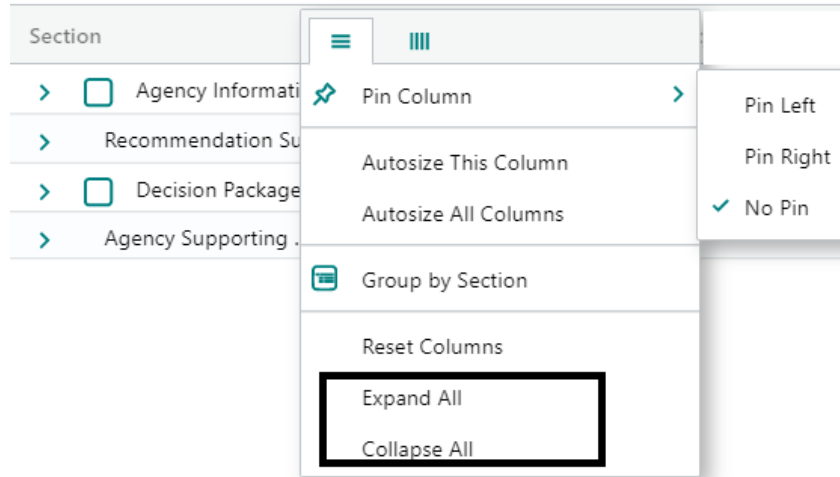
Reset Columns

Reset Columns will return columns to default view.



Expand or Collapse All Data

Expand All or Collapse All enables you to compress the view to show less or expand the view to show more detail.



In this example, all rows of data are collapsed:

Section	Agency
> <input type="checkbox"/> Agency Informati... (3)	
> Recommendation Su... (1)	
> <input type="checkbox"/> Decision Packages (9)	
> Agency Supporting ... (3)	

In this example, all rows of data are expanded:

Section	Agency
▼ <input type="checkbox"/> Agency Informati... (3)	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
▼ Recommendation Su... (1)	105 - Office of Financial Managem...
▼ <input type="checkbox"/> Decision Packages (9)	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
▼ Agency Supporting ... (3)	105 - Office of Financial Managem...
	105 - Office of Financial Managem...
	105 - Office of Financial Managem...

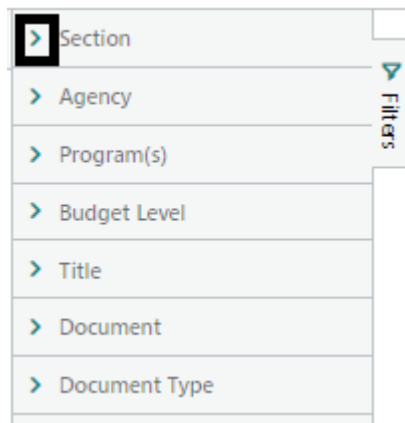


Filters

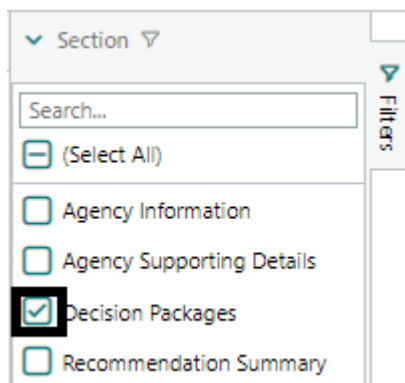
Use filters to extract specific information, for example, to view only the rows in a table that meet certain criteria.

✓ Filters can be found on the right side of the grid or within the column headers collapsed menu.

1. Click: Right arrow icon next to the column title to open the dropdown.
➔ You can filter one to multiple columns.



2. Select: One or more items by selecting the checkbox next to the item.
➔ A (✓) in Select All (Select All) indicates all items in list are checked.
➔ A (-) in Select All (Select All) indicates not all items in list are checked.



In this example, Section has been filtered by Decision Packages and Recommendation Summary:

Results Download

Select one or more documents by selecting the checkbox next to the documents you wish to download or select all by selecting the checkbox at the top and then use download button to download and view documents.

Section	Agency	Program(s)	Budget Level	Title	Document	Priority
Recommendation Summary (1)						
Decision Packages (15)	105 - Office of Financial Managem...	AGY		ABS024 R...	ER Report	
	105 - Office of Financial Managem...	AGY	Maintenance	18 - Pers...	18 - Personnel I	000
	105 - Office of Financial Managem...	AGY	Policy	10 - Tran...	10 - Transfer of	000
	105 - Office of Financial Managem...	AGY	Policy	11 - Staff...	11 - Staff increz	001
	105 - Office of Financial Managem...	AGY	Policy	12 - ERD...	12 - ERDC Reso	002
	105 - Office of Financial Managem...	AGY	Policy	13 - OFM...	13 - OFM Legal	003
	105 - Office of Financial Managem...	AGY	Policy	14 - State...	14 - Statewide I	004
	105 - Office of Financial Managem...	AGY	Policy	14 - State...	Attachment - IT	004
	105 - Office of Financial Managem...	AGY	Policy	15 - Ente...	15 - Enterprise	005
	105 - Office of Financial Managem...	AGY	Policy	16 - WA...	16 - WA-APCD	006
	105 - Office of Financial Managem...	AGY	Policy	17 - 2020...	17 - 2020 Cens	007
	105 - Office of Financial Managem...	AGY	Policy	19 - Rese...	19 - Research &	008
	105 - Office of Financial Managem...	AGY	Policy	20 - One ...	20 - One WA S	009
	105 - Office of Financial Managem...	AGY	Policy	20 - One ...	Attachment - A	009
	105 - Office of Financial Managem...	AGY	Policy	20 - One ...	Attachment - IT	009
	105 - Office of Financial Managem...	AGY	Policy	21 - Com...	21 - Competitiv	010