

**AGENCY  
BUDGET  
SYSTEM USER  
GUIDE**

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## ABS User's Guide

### Logging On

Open Microsoft Edge or Google Chrome and enter the login address  
<https://budgetlogon.ofm.wa.gov/Logon.aspx> in the address bar of the browser.

Enter your login ID and password to log into BudgetWorks. If you do not have access please use the [Security Request Form](#) to request it through the OFM Helpdesk at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov). The menu will only show the applications that the user has permission to access.

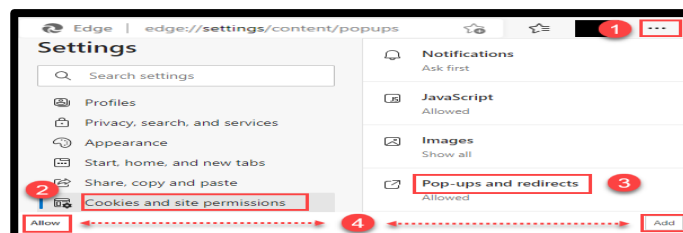


### How to Disable Pop-Up Blockers

ABS has pop-up notifications and instructions, to enable pop-ups or verify pop-ups are allowed, please follow the steps below.

1. Beside the address bar, select the ... which will display a drop-down menu
2. Select **Settings**, this will open a new menu, on the left side select **Cookies and site permissions**
3. Scroll down to **Pop-ups and redirects**, **Allow**
4. Select **Add**, enter the site <https://budgetlogon.ofm.wa.gov> and click **Add** again.

In Edge:




**Note:** Documents downloaded in Edge may appear in a new browser tab instead of a document reader such as Adobe or Excel and the following warning may appear.


## Getting to know ABS

Agency Budget Systems (ABS) is a modern software solution for agencies to develop, share, and electronically submit their biennial and supplemental budget requests. ABS supports multiple budget versions so that agencies can easily develop different 'what if' scenarios to prepare their operating and transportation budget requests. Online views and common budget reports provide multiple ways to display data across the budget process.

Agency budget data is secured by authorized user roles to help ensure agencies control and maintain their own budget information.

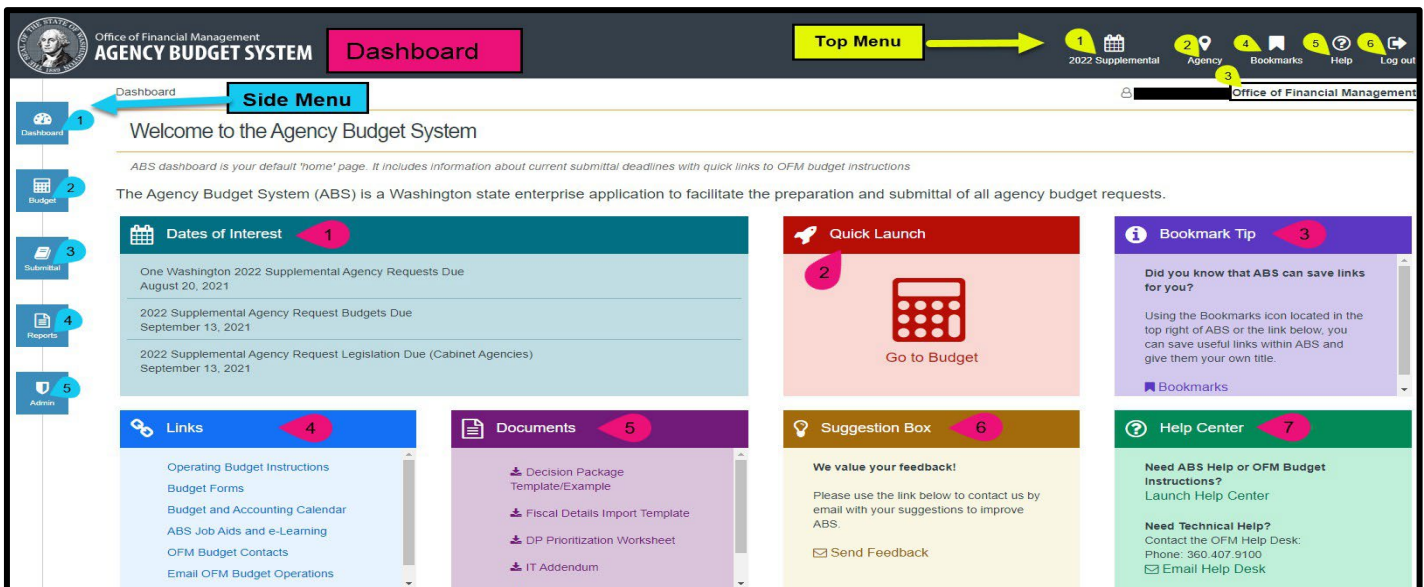
### Guide conventions:

- Functions are in **Bold**.
- Specific business rules and recommendations are denoted with a .
- Some icons or features may be greyed out when they are not available to the user based on roles and permissions. See the following table for user roles:

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

## ABS Menu

Below is the main page that will open when ABS is selected from the Budget Works Menu:



## Dashboard

1. **Dates of Interest:** Due dates and other important dates for ABS and budget work.
2. **Quick Launch:** Go directly to the agency budget screen
3. **Tips:** Tool and tip options available in ABS
4. **Links:** Navigate away from ABS for forms and instructions
5. **Documents:** Use templates and worksheets available
6. **Suggestion Box:** Request or suggest options by sending a message to the OFM IT department
7. **Help Center:** Launch the Help Center or email the Help Desk

## Top Menu

1. **Session:** Change to a different budget session
2. **Agency:** Change the agency to view or work on other agency's platform\
3. **Bookmarks** Add, delete, or use bookmarks to navigate to favorite pages
4. **Help:** Navigate to the **ABS Help Center** to search for topics and **Learn More** information
5. **Log Out:** Log out of ABS



## Side Menu

1. **Dashboard:** Go to the main menu dashboard
2. **Budget:** Link to the main budget page
3. **Submittal:** Prepare for and submit a finalized budget request
4. **Reports:** View budget Reports available

Select a Report
ABS024 Recommendation Summary
ABS029 Summarized Revenue by Account and Source
ABS030 Working Capital Reserve
ABS031 Agency DP Priority (PL)
ABS033 Performance Measure Incremental Estimates
ACT001 Agency Activity Inventory
VABS003 Two Way RecSum Version Compare
VABS004 Three Way RecSum Version Compare
VABS005 Fund and FTE Detail by Fiscal Year
VABS006 Two Way Fund and FTE Detail Version Compare by Fiscal Year
VABS009 Data Export to Excel

5. **Admin:** Navigate to the Administration screen if the user has an administration role. Details can be found under Agency Administration Management.
- Breadcrumbs are links near the top of a page that help to identify which page is currently open (use the links to quickly go back to a previous page). For example, from the Decision Package Details page, select abreadcrumb to quickly go back to the list of Decision Packages or back to the list of Versions.

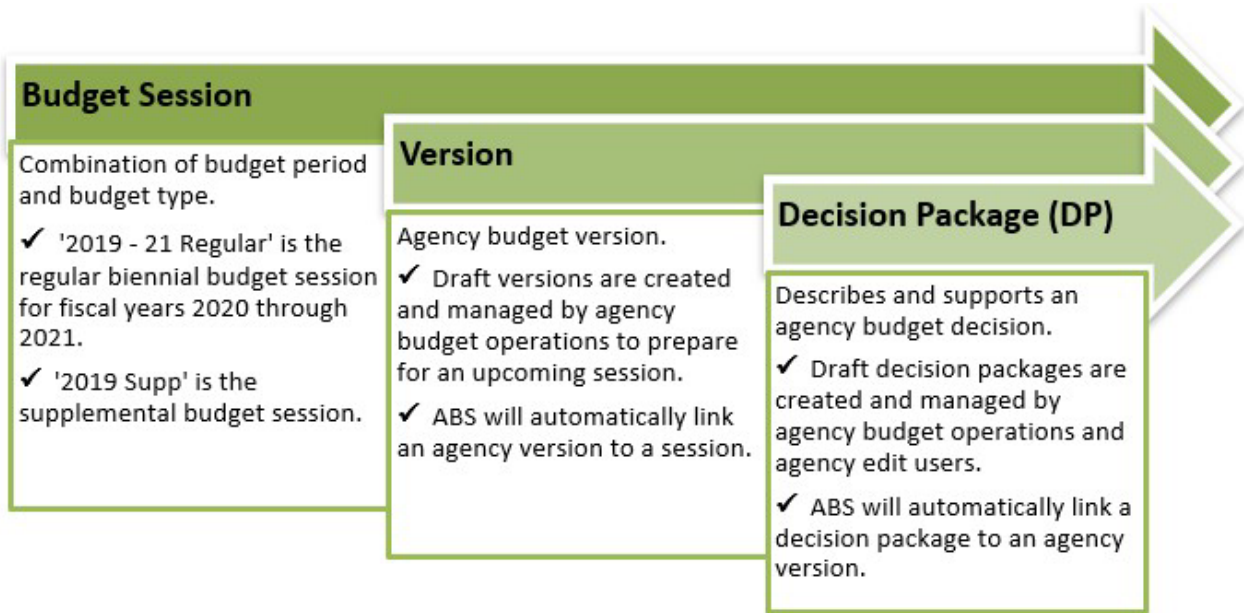
Dashboard > Versions > Decision Packages > Decision Package Details

- ABS will display the next level of detail when a row is double clicked on. For example, if a double-click is done on a version row, ABS will display a list of decision packages for that version. If a double-click is done 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	



## Agency Budget Development



Agency budget operation's users can create and manage versions to prepare for an upcoming budget session:

- Create multiple versions to coordinate decision packages and collaborate with other people before submitting their budget to OFM. For example, 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.

## Budget Menu Options

In the Budget screen, ABS will display a list of versions for the budget session, if there are agency versions previously created. If there are no prior versions, ABS displays "No Records Found". Options under Budget Versions include:

- **Search:** Search for a specific Version, submittal, or status
- **Results:** Default is all results or results of a search
- **Filter:** Filter by Budget Source or Status

## Version Information, Details & Tools

### Version Information

- **Version:** Displays the version code and version Title. If the Version is locked a lock will be displayed (shown below)

Budget Versions

Q Search

x

Search Results

4 record(s) found

Create New Version

Filter

R indicates the version is Recast

Version Information				Details			
Version	Budget Submittal	Comments	Status	Fundings/FTEs Summary	Objects Summary	Decision Packages	Impo
22SUP - 2022 Supplemental Request Revised	Agency Request		Submitted				13
- 2022 Supplemental Budget Request	Agency Request		Recalled				9
PL01 -  DPS			Draft				7
PL02 -  -OneWA			Draft				3

Filter

Reset

Budget Source


Agency Request





Recast

Status

Draft











Recalled

- **Budget Submittal:** the type of budget submitted to OFM
    - **Agency Request:** Initial request
    - **Recast:** Updated agency budget to reflect edits or an enacted new or supplemental budget.
  - **Comments:** Internal agency comments, these are not submitted with a version to OFM
  - **Status:** Draft, Submitted, or Recalled
-  **Note:** Locks displayed by a version indicate that it is locked for editing that version, editing any corresponding decision packages, or deleting. Agency Budget Operations can lock or unlock a version or decision package.

Version Information			
Version	Budget Submittal	Comments	Status
 22SUP - 2022 Supplemental Request Revised	Agency Request		Submitted
 [REDACTED] - 2022 Supplemental Budget Request	Agency Request		Recalled
PL01 - [REDACTED] DPS			Draft
PL02 - [REDACTED] -OneWA 	Recast		Draft

### Version Details:

- **Fundings/FTEs Summary:** Funding, Revenue, Full-time Employees, Policy Level, and Maintenance Level are displayed
- **Objects Summary:** Summary of object funds added to a version
- **Decision Packages:** Adding, importing, merging, copying, editing, viewing, or deleting decision packages. Decision packages must be done prior to adding Fundings/FTEs, or Objects.

Version Information				Details			Tools				
Version	Budget Submittal	Comments	Status	Fundings/FTEs Summary	Objects Summary	Decision Packages	Import	Merge	Copy	Edit Info	Delete
 22SUP - 2022 Supplemental Request Revised	Agency Request		Submitted			  13					

### Tools

- **Import:** Import base or Carryforward Decision Packages from OFM. If this is already done, it will ask for override permission, which will update the data.
- **Merge:** Merge two versions together, with an option to overwrite the selected version.


### Merge Version

**Version\***

**Overwrite Version**  
☐ Yes ☒ No

Select the destination version.

Select **Yes** to overwrite the destination version.



### Import

If Version (Version code & title) already contains base or carryforward, and a Special Use Activity Only decision package, they will be overwritten. Would you like to continue?

- **Copy:** Copy a version to create a new version, if the version is in the same budget session, it includes decision packages, the maintenance level (ML) and policy level (PL). Budget Session, Version Code,

### Copy Version

**Budget Session\***

**Version Code\***

**Version Title\***

- 2022 Supplemental
- 2021-23 Regular
- 2021 Supplemental
- 2020 Supplemental
- 2019-21 Regular
- 2019 Supplemental

and a Version Title are required entries.



- **Edit:** Edit a version title, lock or unlock on current version and decision packages, recast the Version and add or delete comments. The version code is not editable after initial code input.

- **Delete:** Delete a selected version, a popup will confirm which version and decision to delete.



## Create a New Version

Agency budget operations users can create a new version, manage versions, or create multiple versions to prepare for an upcoming budget session. ABS will automatically update the status for a version as it moves through the budget process.

- Multiple agency budget versions can be created to develop different 'what if' scenarios.
- A version will remain in draft status until it is submitted to OFM

### Creating a new Version:

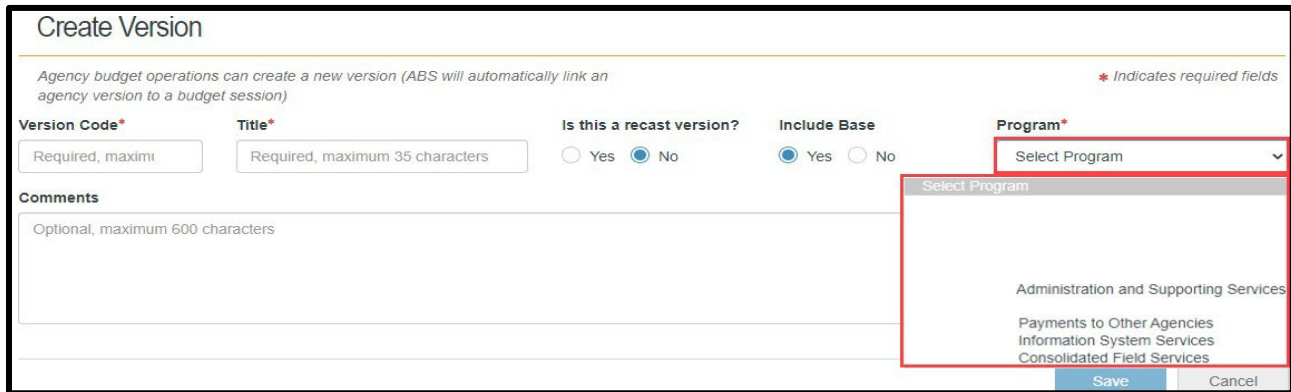
- **Version Code:** 2-8 Characters of choice, do not use I or O to avoid letter confusion (1 or 0), once a code is entered and saved it cannot be edited.
- **Title:** 35 Characters or less of choice
- **Recast:** This option is only visible if a recast is available for the session. If **Yes:** Budget Source is the agency, If **No:** Budget Source is Enacted
- **Include Base:** If **Yes:** ABS will import base (current biennium) and carry-forward (reference point created by calculating the biennialized cost of decisions already recognized in appropriations by the Legislature) decision packages from OFM. The following examples have the added base.
- **Add Comments:** Add any comments to the Version

-  **Note:** Duplicated Codes or Titles are not allowed in the same budget session. Once the above information is saved it navigates back to the budget version screen.
-  **Note:** Agencies with only one activity do not have to submit a recast, OFM does this on the behalf of the agency.

## Program Level Versions

ABS provides additional prompts and information if managing versions at the program level is required, per agency guidelines. The following prompts are only available to agencies that are required to manage versions at the program level.

1. **Create Version at Program Level:** ABS displays a prompt to select a program when a new version is created.



**Create Version**

Agency budget operations can create a new version (ABS will automatically link an agency version to a budget session) \* Indicates required fields

Version Code\*  Required, maximum 10 characters

Title\*  Required, maximum 35 characters

Is this a recast version? ☐ Yes ☒ No

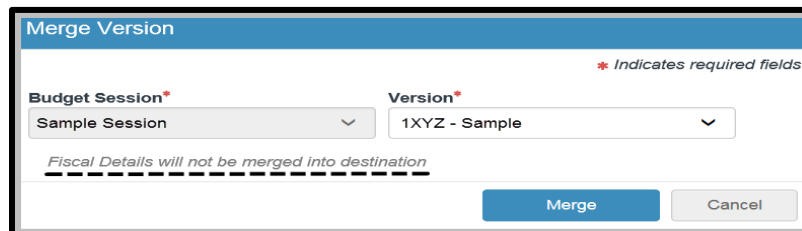
Include Base ☒ Yes ☐ No

Program\*  Select Program

Comments  Optional, maximum 600 characters

## Merge Version at Program Level:

-  **Note:** ABS **does not** overwrite the program or fiscal details into a new version if it is different than the source version



**Merge Version**

Budget Session\*  Sample Session


Version\*  1XYZ - Sample

*Fiscal Details will not be merged into destination*

## Decision Packages

### Create a new Decision Package

1. **Create New DP:** Add Decision Package Details, details must be added in order of the inputs.
 

 **Note:** Agency budget operations can manage agency decision package codes or titles if needed, however, duplicate special use types, codes, titles, are not allowed for DPs at the same budget level in a version.
2. **Special Use Type:** Special use decision packages require less information than a regular decision package. For example, Activity (9Z) or Revenue (90) decision packages will be limited to those special use types only. ABS will automatically adjust the data input process based on the type of decision package.

## Budget Level:

- **Maintenance Level:** reflects the cost of mandatory caseload, enrollment, inflation, and other legally unavoidable costs not contemplated in the current budget. Costs related to inflation and mandatory rate changes are included.
  - **Policy Level:** Incremental expenditure changes that do not fall under the definitions of CFL or ML, these changes may represent revised strategies or substantial differences in program direction and can include proposed program reductions.
3. **Code:** Select a statewide level Maintenance or Policy code based on agency requirements or choose a two-digit code. If the code is selected from the available codes or if the special use type is other than 'not applicable', the Title and Type is automatically entered.
  4. **Title:** Up to 35 Characters, if the title was not automatically entered from the list of codes.
  5. **Type:** Cost type for the selected code, if not automatic, types can be: **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 requestcycle with no end, or **Custom** = projected end date is outside the current budget requestcycle, estimates ramp-up over an extended timeframe, etc.
  6. **Status:** Draft or Agency budget operations can use the ABS admin menu to create additional draft decision package statuses for internal agency tracking and reporting purposes.

**Decision Package Information**

**Special Use Type \***  
Select Special Use Type  
Not Applicable

**Budget Level \***  
Select a Budget Level  
Maintenance Level  
Policy Level

**Code \***  
Select - 8C

**Title \***  
Minimum Wage Adjustments

**Type \***  
Compensation

**Status \***  
Select Status  
Draft

**Agency Contact Information**

**First Name \***  
Required, maximum 100 characters

**Last Name \***  
Required, maximum 100 characters

**Email \***  
Required, maximum 100 characters

**Phone \***  
Required, maximum 10 digits

8C - Minimum Wage Adjustments  
8D - Budget Structure Changes  
8F - Fuel Rate Adjustments  
8L - Lease Adjustments  
8M - Mileage Adjustments  
8P - Postage Rate Adjustments  
8R - Retirement Buyout Costs  
8U - Utility Rate Adjustments  
8Y - Cost Allocation Adjustment  
91 - Workers' Compensation Changes  
93 - Mandatory Caseload Adjustments  
94 - Mandatory Workload Adjustments  
95 - Enrollment/Workload Adjustments  
96 - Utilization Changes

**Comments (Internal Only)**  
Optional, maximum 600 characters

Save Cancel

7. **Agency Contact Information:** Input your agency point of contact information for the decision package.
8. **Comments:** Comments are for agency use only; comments are not included in the information submitted to OFM.

## Decision Package Menu

Both agency budget operations users and agency edit users can create and manage 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
- Multiple decision packages can be created for different budget and 'what-if' scenarios.
- A user can coordinate decision packages and collaborate with others before submitting their budget.

Select the icon in the Decision Package row of the Version being worked on, this opens the Decision Package menu. From the listed details, select an available icon to view the details. (General Information is selected in the following examples)

Version Information				Details			Tools				
Version	Budget Submittal	Comments	Status	Fundings/FTEs Summary	Objects Summary	Decision Packages	Import	Merge	Copy	Edit Info	Delete
22SUP - 2022 Supplemental Request Revised				Agency Request	Submitted						

Q Search

×

3 record(s) found

1 Export to Excel

2 Import Fiscal Details

3 Create New DP

4 Filter

Decision Package Information				5 Details						Tools		
Decision Package Details	Status	Comments	Priority	View/Edit Details	View DP Summary	Funding	FTEs	Revenue	Objects	Copy	View/Edit Info	Delete
				A	B	C	D	E	F			
Budget Level: Maintenance												
9Z - Recast to Activity	Draft		<div>↑</div> <div>↓</div>	<div>☰</div>	<div>☰</div>	<div>📄</div>	<div>📄</div>	<div>📄</div>	<div>📄</div>	<div>📄📄</div>	<div>🖋</div>	<div>🗑</div>
90 - Maintenance Level Revenue	Draft		<div>↑</div> <div>↓</div>	<div>☰</div>	<div>☰</div>	<div>📄</div>	<div>📄</div>	<div>📄</div>	<div>📄</div>	<div>📄📄</div>	<div>🖋</div>	<div>🗑</div>
Budget Level: Policy												
98 - General Inflation	Draft		<div>↑</div> <div>↓</div>	<div>☰</div>	<div>☰</div>	<div>📄</div>	<div>📄</div>	<div>📄</div>	<div>📄</div>	<div>📄📄</div>	<div>🖋</div>	<div>🗑</div>

 **Note:** If it was created with the Base and not as a recast, the recast line is omitted.


Decision Packages can be prioritized by Maintenance Level or Policy Level for a version by clicking on the up and down arrows.

1. **Export to Excel:** By selecting a decision package, it can be exported to Excel
2. **Import Fiscal Details:** using the [import template](#), the template should be 'Saved As' to a chosen folder for easy access.
3. **Create a New DP:** [Create a new decision package](#)
4. **Filter:** Filter decision packages by budget level and status

## Decision Package Details

- A. **View/Edit Details:** Opens a list of additional documents to view, edit, mark as complete, and run edit checks (\* Required)

### Decision Package Details:

- **\*Agency Recommendation Summary:** 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.
-  **Note:** If your agency manages decision packages at the program level, ABS will require a program recommendation summary
- **\*Package Description:** Provide a detailed description of the proposal. Include background or context for the proposed change, the current state, what is proposed, and how it will improve the lives of citizens in Washington state
  - **\*Performance Measures:** Describe and quantify specific performance outcomes that your agency expects as a result of the proposed funding change
  - **Fiscal Details:** \*Funding, \*Full-Time Equivalents (FTEs), Revenue, \*Objects
  - Assumptions and Calculations
  - Expansion, Reduction, Elimination, or Alteration of a current program or service:
  - \*Detailed Assumptions and Calculations
  - \*Workforce Assumptions
  - \*How is your proposal impacting equity in the state?

### Strategic and Performance Outcomes

- \*Strategic Framework


### Other Collateral Connections

- Intergovernmental
- Stakeholder Response
- Legal or Administrative Mandates

- Changes from Current Law
- State Workforce Impacts
- State Facilities Impacts
- Puget Sound Recovery

## Other Documents





- **Reference Documents:** supporting materials if needed to help ensure analysts and decision makers can easily understand and prioritize your decision package.
- **\*IT Addendum:** (No/Yes) to answer a question about funding for IT-related costs. If 'Yes', ABS will provide an IT [addendum template](#) 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.** The template should be 'Saved As' to a chosen folder for easy access.

 **Note:** ABS displays 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.


If an agency is required to submit information about working capital for specific funds, a capital icon will be displayed on the Budget Version screen under details. Click on the icon to add funds for the current and subsequent biennium.

**Details**

Working Capital
Fundings/FTEs Summary
Objects Summary
Decision Packages

*Note: Dollars in Thousands*

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

**B. View DP Summary:** Compiles the DP Details into a report displaying the required answers as described in number 5 above.

**C. Funding:** Add funding by Fund and Appropriation Type

 **Note:** Thumb icon to show thumbs down if any Activities do not balance except for agency 300. When Activities do not balance AND edit checks have not passed, a thumbs down will display

**Funding | Fund Activities**

Total 2021-23  
\$ 794 | \$ 794

**FTEs | FTE Activities**

Total 2021-23  
1.5 | 1.5

**Revenue**

Total 2021-23  
\$ 721

**Objects**

Total 2021-23  
\$ 794

OMN / TRN 0 -

Fund

Appropriation Type

Add

Hide Activities

Filter

*Note: Dollars in Thousands*

Title	FY 2022	FY 2023	Total 2021-23	FY 2024	FY 2025	Total 2023-25
<b>TOTAL \$</b>	310	484	794	484	484	968
<b>001 - General Fund Totals</b>	73	0	73	0	0	0
001-1 General Fund - State	73	0	73	0	0	0
A002 - Administrative Activity	73	0	73	0	0	0
<b>706 - Coro St Fisc Reco Fd Totals</b>	237	484	721	484	484	968
706-2 Coro St Fisc Reco Fd - Federal	237	484	721	484	484	968
A008 - Governor's Budget Development	237	484	721	484	484	968

Save

Save & Return

Cancel

Agency Budget System

Revised December 2024

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**D. FTEs:** Add FTEs by Omnibus/Transportation (OMN/TRN) and select as many activities as necessary.

**Note:** Thumb icon to show thumbs down if any Activities do not balance except for agency 300. When Activities do not balance AND edit checks have not passed, a thumbs down will display

The Activities are balanced once the balance bar indicates zero for that fund and Appropriation Type

**E. Revenue:** Add any Revenue necessary to the Decision Package.

**Note:** Thumb icon to show thumbs down if any Activities do not balance except for agency 300. When Activities do not balance AND edit checks have not passed, a thumbs down will display



F. **Objects:** Choose from the list of Objects to add to the Decision Package as needed.

 **Note:** Thumb icon to show thumbs down if any Activities do not balance except for agency 300. When Activities do not balance AND edit checks have not passed, a thumbs down will display

Fiscal details for objects are included in decision package details with incremental changes for each fiscal year

Funding   Fund Activities	FTEs   FTE Activities	Revenue	Objects
Total 2019-21 \$ 455   \$ 455	Total 2019-21 1.5   1.5	Total 2019-21 \$ 455	Total 2019-21 \$ 455

OMN / TRN | O -

Objects: Select an Object

Note: Do

Object	FY 2020	FY 2021	Total 2019-21	FY 2022	FY 2023	Total 2021-23
TOTALS	0	455	455	440	440	880
G - Travel	0	268	268	268	268	536
J - Capital Outlays	0	93	93	93	93	186
K - Noncap Fixed Assets	0	72	72	72	72	144
M - Inter Agency/Fund Tr	0	7	7	7	7	14
N - Grants, Benfts Servs	0	15	15	0	0	0
P - Debt Service						
R - Capital Outlays						
S - Interagency Reimburs						
T - Intra-Agency Reimburs						
W - Depr Amort Bad Debts						
X - OFM Adjust To Agency						
Y - Other						

Save and Return to navigate back to the Decision Packages page to complete and submit a Decision Package.

## Special Use Type Decision Package

### 90-Revenue and 9z-Activity

ABS will automatically adjust the data input process based on the type of decision package.

- 9Z-Recast to Activity:** available for agencies to balance activity amounts. Funding and FTEs are the only options available to edit in the Decision Package Details.
- 90-Revenue** (maintenance level revenue **not related** to individual expenditure decision packages): available for agencies to balance revenue amounts. Revenue is the only option available to edit in the Decision Package Details.

Decision Packages Version: 2345 - TEST


Search  3 record(s) found

Decision Package Information				Details						Tools		
Decision Package Details	Status	Comments	Priority	View/Edit Details	View DP Summary	Funding	FTEs	Revenue	Objects	Copy	View/Edit Info	Delete
Budget Level: Maintenance												
9Z - Recast to Activity	Draft											
90 - Maintenance Level Revenue	Draft											
Budget Level: Policy												
98 - General Inflation	Draft											

## Omnibus and Transportation Budget Requests

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

Agency #	Agency Name	Agency #	Agency Name
011	House of Representatives	215	Utilities and Transportation Comm
012	Senate	228	WA Traffic Safety Commission
014	Joint Leg Audit & Review Committee	240	Department of Licensing
020	LEAP Committee	275	Public Employment Relations Comm
076	Special Appops. 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		

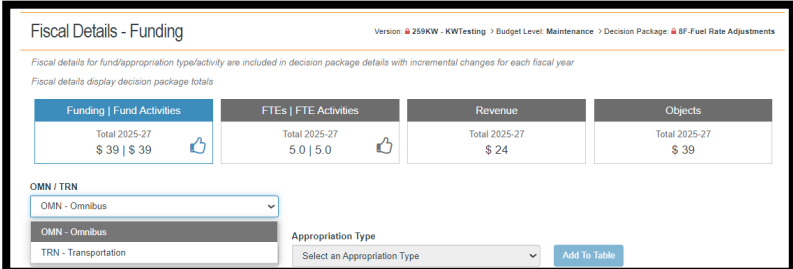
 **Note:** Agencies: 225 WSP and 010 Bond Retirement & Interest will have additional changes on the fiscal details page (Agency 010 for programs 404, 405, and 406). Follow the additional steps below.

### Review your agency fiscal details budget data.

- Select O (Omnibus) and adjust agency fiscal details budget data.
- Select T (Transportation) to input agency fiscal details for transportation.
- Review agency fiscal details to ensure the amounts are correct for O (Omnibus) and T (Transportation) budget data.
- Thumbs up symbol(s) indicates budget balance.

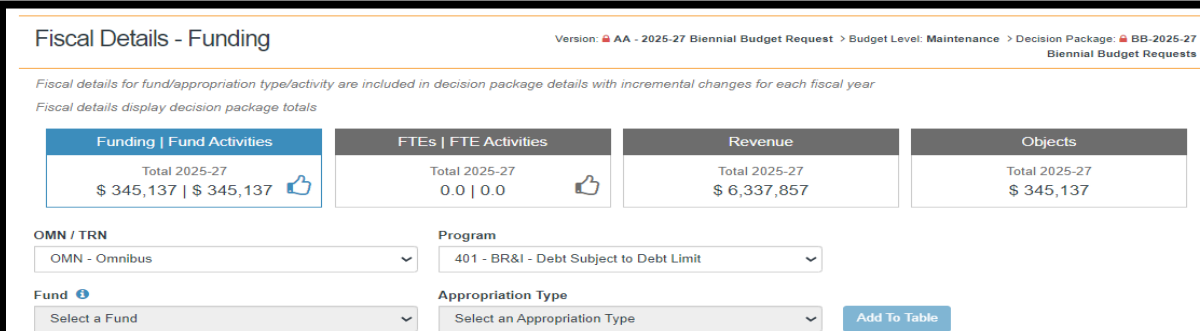
### Fiscal Details: Agency 010 Bond Retirement and Interest (Programs 404, 405, & 406)

- Select O (Omnibus) and adjust agency fiscal details budget data.
- Select T (Transportation) to input agency fiscal details for transportation.
- ABS uses the same rules as WinSum to determine the value of Funding Codes.
- Review agency fiscal details to ensure the amounts are correct for O (Omnibus) and T (Transportation) budget data.
- Thumbs up symbol(s) indicates budget balance.



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




- If the Fiscal Details Data Template is used with the data import process, leave the program and

subprogram (category) columns blank and select OMN in the OMN/TRN column.












Program	Subprogram (Category)	OMN/TRN
		OMN
		TRN

- For transportation programs 90C (Capital) and OPR (Operating), use the program code and select TRN in the OMN/TRN column.
- Based on discussions with agency OFM budget analyst the Decision Package may need to be re-imported.


 **Note:** 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.

## Completing the Decision Package

- From the Decision Package page, select the icon for the Decision Package to complete under View/Edit Details

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							
92 - Recast to Activity	Draft		 				
Budget Level: Policy							

- Complete Details:** The complete checkbox will be grayed out if the item has been marked complete. Verify all of the items needed have been completed to submit.
- Run Edit Check** to view a list of items that may need to be reviewed or corrected in a decision package. The Edit Check report displays a list of errors.
  - Critical: Must be corrected prior to submittal
  - Warning: Informational only, review item prior to submittal if needed

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

Dashboard > Versions > Decision Packages > Decision Package Details > Decision Package Edit Checks

### Decision Package Edit Checks

Use edit checks in decision package details to view a list of items that may need to be reviewed and/or corrected

Search [x]

16 record(s) found | Print Report | DP Details

**Severity** **Error Message**

- Warning** **- Critical Error**
- Package Description is missing.
- Agency Recommendation Summary is missing.
- Detailed Assumptions and Calculations: - A response to this question is required, please review the question and provide a response.
- Workforce Assumptions: - A response to this question is required, please review the question and provide a response.
- How is your proposal impacting equity in the state? - A response to this question is required, please review the question and provide a response.
- Strategic Framework: - A response to this question is required, please review the question and provide a response.
- Performance Outcomes: - A response to this question is required, please review the question and provide a response.
- Puget Sound Recovery: - This question doesn't require an agency response, but it is still recommended that one be provided.
- Expansion, Reduction, Elimination or Alteration of a current program or service: - This question doesn't require an agency response, but it is still recommended that one be provided.
- State Workforce Impacts: - This question doesn't require an agency response, but it is still recommended that one be provided.
- Intergovernmental: - This question doesn't require an agency response, but it is still recommended that one be provided.
- Legal or Administrative Mandates: - This question doesn't require an agency response, but it is still recommended that one be provided.
- Stakeholder Response: - This question doesn't require an agency response, but it is still recommended that one be provided.

## View Decision Package Summary:


- Select DP Summary from the Decision Package Details screen

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

Edit Checks | **DP Summary**

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

- This opens the Decision Package Summary report, shown below.



Office of Financial Management

2021-23 First Supplemental Budget Session

Policy Level - 98 - General Inflation

### Fiscal Summary

Fiscal Summary	Fiscal Years		Biennial	Fiscal Years		Biennial
Dollars in Thousands	2022	2023	2021-23	2024	2025	2023-25
<b>Staffing</b>						
FTEs	0.0	0.0	0.0	0.0	0.0	0.0
<b>Operating Expenditures</b>						
Fund 001 - 1	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

### Assumptions and Calculations

**Expansion, Reduction, Elimination or Alteration of a current program or service:**

No answer was provided.

**Detailed Assumptions and Calculations:**

No answer was provided.

**Workforce Assumptions:**

No answer was provided.

**How is your proposal impacting equity in the state?**

No answer was provided.

### Strategic and Performance Outcomes

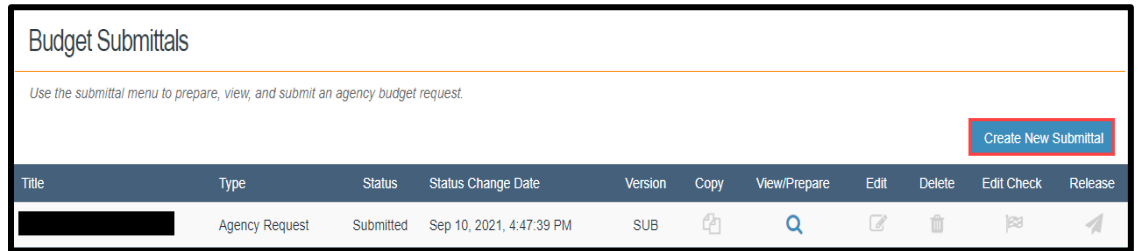
## Agency Request Submittal

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. From the Main menu, select **Submittal**.



1. **Create New Submittal**, if an agency budget version is not ready or available for the session, Create New Submittal will not be displayed.



## 2. Submittal Type

- **Agency Request**
- **Recast**

3. **Submittal Title:** A default title will be displayed based on the budget session and type of submittal. To create a new title, input up to 50 characters. Once added the title cannot be edited.

4. **Submittal Version:** The selected agency's versions will be listed however most agencies will prepare a budget submittal with only one version. If the agency is required to prepare a submittal with multiple versions, a notice will populate. If a version is not selected a warning message will populate.

## Prepare Submittal

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

### Preparation Tips:

- Submittal requirements** for agency requests are added based on [OFM Budget Instructions](#) for the budget session.
- Optional Items** (per agency) are accompanied with a checkbox to mark as Not Applicable (N/A) if opting out of completing. If an item is marked N/A, the ability to use notes and attachment tools is removed.
- Notes** are for internal agency use only and not submitted to OFM.
- Attachments:** Only one file can be attached per item,
- Enterprise Reports (ER)** are automatically attached with an agency request submission, which can also be saved for reference.
- Templates:** Some items may have templates to use, which are displayed as links and downloaded when selected. Use the Save As feature prior to completing, when finished, attach the completed template using the

Description	Mark N/A	Date Uploaded	Notes	Reference Information	Attachment Tools	Allowed File Types
ABS029 Summarized Revenue by Account and Source	<input type="checkbox"/>			Enterprise Reporting	This report will be automatically generated and attached on submittal to OFM	
Proposed Fee Changes	<input type="checkbox"/>			Proposed Fee Changes Template	Upload when complete	All
Revenue Transfer Reconciliation Statement	<input type="checkbox"/>			Revenue Transfer Statement Example	Linked to Template	All
Puget Sound Action Agenda: List of decision packages and capital project requests	<input type="checkbox"/>					All

### Attachment Tools



## Preparing Submittal Sections for Agency Requests

From the Budget Submittal screen, the new submittal is listed with other agency requests for the same biennium. If an agency request has been submitted, the request information is not editable but can be viewed for reference.

Select the Packet icon under **View/Prepare**. This opens the **Prepare Budget Submittal** screen which lists the requirements needed for the package type, as well as the status of each requirement.

Title	Type	Status	Status Change Date	Version	Copy	View/Prepare	Edit	Delete	Edit Check	Release
2022 Supplemental Request Revised	Agency Request	Submitted	Nov 09, 2021, 4:05:27 PM	22SUP						
2022 Supplemental Request	Recast	Not Submitted	Jun 6, 2022, 10:22:47 AM	22R						

### Agency Information, Examples:

- Agency Head Transmittal Letter
- Agency Organization Chart
- Agency Strategic Plan

### Recommendation Summary

- Report ABS024 in ER

### Decision Packages:

- Policy Level: Decision Package Summary Report(s)
- Maintenance Level: Decision Package Summary Report(s)

**Note:** 9Z Recast to Activity Summary is not generated for a special use Decision Package.

### Agency Supporting Details

- Agency DP Priority (PL)
- Summarized Revenue by Account and Source
- Working Capital Reserve

### Other Supporting Documents

- Risk Management Decision Package and Updates
- Fund Split Information
- **Additional Attachments:** Multiple files can be attached with one upload. When adding attachments in this section, select the file, and open. After the file is uploaded a share level message populates asking for a level in which the files can be viewed as shown below:

- ✓ **Agency:** Internal Agency Only
- ✓ **OFM:** Internal Agency & OFM
- ✓ **Public:** Agency Budget Request Public Repository (ABR)

**Other Supporting Documents**

Sample Attachment.docx

**Share Level:**
☐ Agency
☐ OFM
☒ Public

View Budget Submittal

Version

Search

**Allowed File Types:**

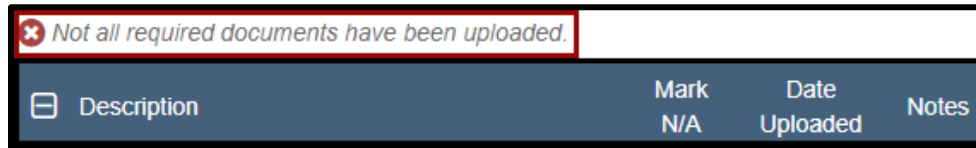
- Text files (standard Microsoft office documents, pdf, and text files): .doc, .docm, .docx, .htm, .html, .msg, .oft, .pdf, .ppt, .pptx, .rtf, .txt, .xls, .xism, .xlsx
- Image files (standard image types): .jpeg, .jpg, .png, .tif, .gif

All required documents have been uploaded.

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



If items are needed to be completed before a submittal, the following message will display at the top of the menu Bar:



Once each required item has been completed, the message will update automatically to:



## Final Run Edit Check

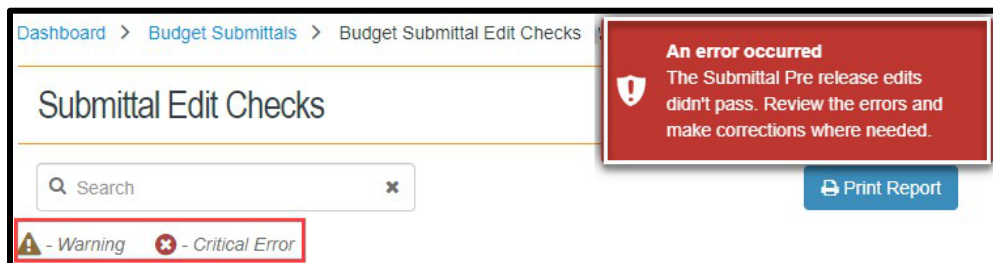
1. Select the **Edit Check** icon to view items.

Title	Type	Status	Status Change Date	Version	Copy	View/Prepare	Edit	Delete	Edit Check	Release
[Redacted]	Agency Request	Not Submitted	Apr 19, 2022, 4:11:11 PM	PL01	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

2. Errors will be listed as:

### Warning: Informational only

**Critical Error: Item(s) to be corrected before request can be submitted.**



## Agency Request Submittal, One Version

ABS will provide any additional instructions needed for a submittal based on the current budget session. Agency Budget Operation users are the only users permitted to submit the request(s) and other documents in ABS to OFM.

1. Click on the Release arrow icon in the same row as the request to be submitted
2. ABS will run another edit check, once all critical errors are resolved, a message will provide the next steps to continue or confirmation to submit.

Title	Type	Status	Status Change Date	Version	Copy	View/Prepare	Edit	Delete	Edit Check	Release
2022 Supplemental Request	Agency Request	Recalled	Jan 19, 2022, 9:42:46 AM	JJ04	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	Agency Request	Not Submitted	Apr 19, 2022, 4:11:11 PM	PL01	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

## Agency Request Submittal, Multiple Versions

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.

1. Click on the Release arrow icon in the same row as the request to be submitted

2. ABS will run another edit check, once all critical errors are resolved, a message will provide the next steps to continue or confirmation to submit.

The screenshot shows a web form for submitting an agency request. At the top, there are two fields: 'Submittal Type' with a dropdown menu set to 'Agency Request', and 'Submittal Title' with a text input field containing 'Agency Request'. Below these is a section titled 'Submittal Version for Programs'. This section contains a grid of nine dropdown menus, each corresponding to a program category: 010 - Children's Administration, 020 - Juvenile Rehabilitation, 030 - Mental Health, 050 - Long-Term Care, 060 - Economic Services Administration, 070 - Alcohol And Substance Abuse, 110 - Administration/Supporting Services, 135 - Special Commitment Program, 145 - Payments to Other, and 160 - Consolidated Field Services. Each dropdown menu currently displays 'Select a version...'.

## Agency Recast

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:

A recast version cannot be setup at this time please contact OFM Budget Operations at [op@ofm.wa.gov](mailto:op@ofm.wa.gov)

An Agency Recast is created and developed as instructed in the following links by topic, specific recast rules and instructions are noted under each link.

1. [Create a New Version](#)
  - If making a version copy ABS will only copy the same type of Recast Version. If merging a version, ABS will only merge the same type of Recast Version.
2. [Decision Packages](#)
  - 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.
3. [Add Activities](#)

The screenshot shows a form for adding activities. It features a dropdown menu labeled 'Select an Activity' and a blue 'Add' button. Below the dropdown is a scrollable list of activities, including: 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, A009 - Governor's Office for Regulatory Innovation and Assistance (ORIA), A010 - Personal Service and Client Service Contracts, A012 - Risk Management, A013 - Statewide Accounting Policies and Reporting, A015 - Statewide Policy Development for Governor's Office, A016 - Serve Washington, A018 - Results Washington, A019 - State Facilities Oversight, A101 - State Human Resources, A112 - Enterprise Classification and Compensation, A114 - Workforce Planning, Performance, Rules & Appeals, and A119 - Rules and Appeals.

001 - General Fund Totals	39,515	36,989
001-1 General Fund - State	23,866	19,598
Activity	Select an Activity	Add
A002 - Administrative Activity	23,866	0
A004 - Forecasting and Research	0	19,598
Funding Activities Balance (should be all zero)	0	0

Users will be able to view the funding and FTE amounts from the enacted topline that will be used to balance activities. One or multiple 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.

4. [Create Budget Submittal](#)
  - A recast version cannot be created if it is not available for the budget session.
5. [Prepare Submittal](#)
  - A recast version is required to prepare the submittal
  - Recast submittal information for the budget session will be displayed in ABS
  - Reports are run and attached when the recast is submitted.
6. [Submittal](#)

## Recall & Resubmit

**By Exception Only!** If recast request is submitted accidentally, contact the agency's OFM budget analyst immediately to coordinate next steps. In exceptional cases, the OFM budget analyst may request a 'recall' for the submittal. **Caution!** This is a rare occurrence and includes additional steps. The recast version will be locked and cannot be edited. An associated current recast version is required with resubmittal a new recast version may need to be created or copy an existing recast version to update the information before submitting the recast request.

## Running ABS Budget Reports

ABS includes commonly used budget reports. These reports and more can be found in [Enterprise Reporting](#), Budget Reports as well as historical data. More information about these reports can be found on the [OFM Website](#). Information regarding Capital Budget Requests can also be found on the OFM Website, under [State Budgets](#).

Each report will offer informational choices to include in the report based on the report chosen and the agency data in ABS. The **Agency Activity Inventory Report** choices are shown below with **OFM Winsum** selected as the Source:

- Note:** The other common options are:
- **Version Source:** Agency
  - **Version:** Agency created Versions

Once the parameters of the report are selected, select: **Run Report**

**Report**

ACT001 Agency Activity Inventory

**Version Source**  
OFM (Winsum)

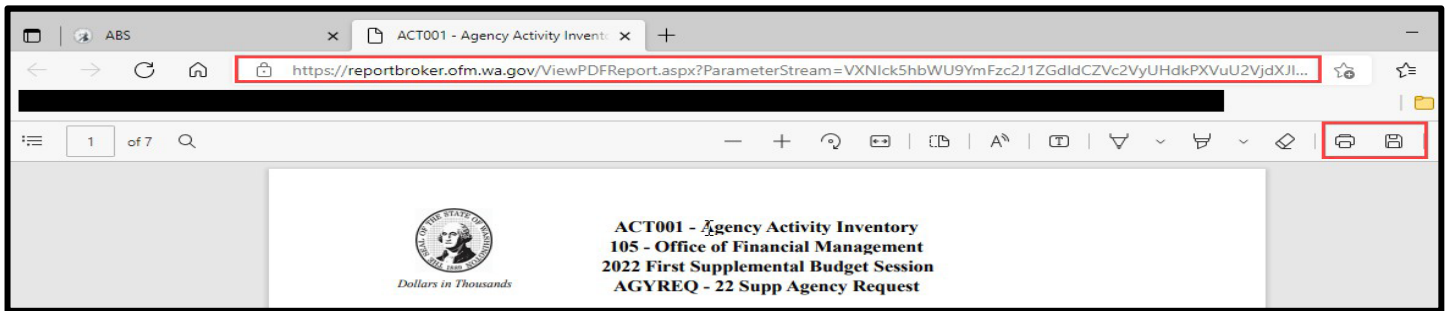
**Version**  
ENACTED - Enacted Op/ Ti

**Approved Only**  
Approved Measures Only?  
☒ Yes ☐ No

**Display Parameter Page**  
Report parameters will be included as part of the report.  
☒ Yes ☐ No

**Run Report** Reset

Some reports will open in a new tab in the browser, others will open in an excel document, use the browser tools to save or print the reports.



### Commonly Used Budget Report Information

ABS Report #	ABS Report Name	Additional Information	Reference # (BDS Report)
ABS024	Recommendation Summary	<p><b>Summary of funding recommendations for decision packages.</b></p> <ul style="list-style-type: none"> <li>Includes legislative spending authority in the current biennium with incremental changes, carry-forward, maintenance level, policy level, and summary information.</li> <li>Each budget line on the recommendation summary represents a single budget decision from decision packages at the agency or program level.</li> <li>Dollar amounts are based on 'dollars in thousands'.</li> </ul>	BDS024
ABS029	Summarized Revenue by Account and Source	<p><b>Revenues that are expected for budgeted funds in the ensuing biennium.</b></p> <ul style="list-style-type: none"> <li>Includes recommendation summary text for revenue-related decision packages.</li> <li>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.</li> <li>Dollar amounts are based on 'dollars in thousands'.</li> </ul>	BDS029

ABS030	Working Capital Reserve	<b>Recommended ending fund balances for current biennium and ensuing biennium for working capital reserves.</b> <ul style="list-style-type: none"> <li>Working capital is managed by the administering agency for each fund only.</li> <li>Dollar amounts are based on 'dollars in thousands'.</li> </ul>	BDS030
ABS031	Agency DP Priority (PL)	<b>Prioritized list of agency decision packages.</b> <ul style="list-style-type: none"> <li>Includes agency policy level (PL) decision packages only.</li> </ul>	BDS031
ABS033	Performance Measure Incremental Estimates	<b>Incremental changes for performance measures in decision packages.</b>	BDS033
ACT001	Agency Activity Inventory	<b>Activity description with performance measures and expected results.</b>	ACT001
VABS003	Two Way RecSum Version Compare	<b>Comparison for recommendation summary.</b> <ul style="list-style-type: none"> <li>Compares two versions in the budget session.</li> <li>Includes omnibus and transportation data from OFM.</li> <li>Dollar amounts are based on 'dollars in thousands'.</li> </ul>	VRS003
VABS005	Fund and FTE Detail by Fiscal Year	<b>Fund and FTE details by fiscal year.</b> <ul style="list-style-type: none"> <li>Includes omnibus and transportation data from OFM.</li> <li>Dollar amounts are based on 'dollars in thousands'.</li> </ul>	VRS005
VABS006	Two Way Fund and FTE Detail Version Compare by Fiscal Year	<b>Comparison for Fund and FTE details based on two versions.</b> <ul style="list-style-type: none"> <li>Includes omnibus and transportation data from OFM.</li> <li>Dollar amounts are based on 'dollars in thousands'.</li> </ul>	VRS006
VABS009	Data Export to Excel	<b>Budget data is exported to Microsoft Excel.</b> <ul style="list-style-type: none"> <li>Data is sorted alphabetically by default</li> </ul>	VRS009

## Agency Administration Management

Agency Budget Operation Users can manage a variety of Decision Package tasks from the Admin Menu.

**Manage Agency Decision Package Questions:** Create and manage additional questions for decision packages.

- Optional for Internal Use
- Not Submitted to OFM
- Sort the order of questions when there are multiple questions
- Edit questions
- Delete questions no longer needed or done in error.

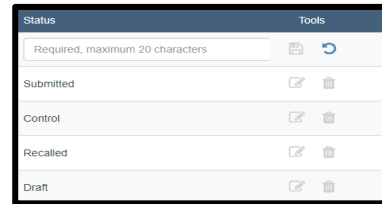
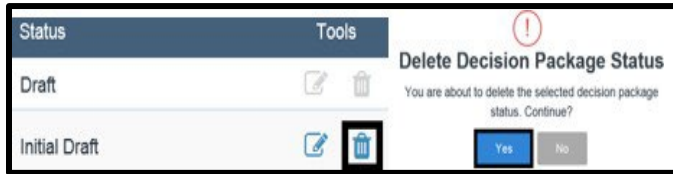


**Manage Agency Decision Package Statuses:** Create a new or delete a Package Status on draft decision packages. Default statuses cannot be deleted.

- New statuses will be listed in the decision package status dropdown to select from.
- Edit the name of a created status



- Delete a created status



- Agencies can use draft status to meet specific business needs such as: Team review, Initial draft, etc.

**Manage Agency Decision Package Titles:** Create and manage decision package titles.

- Up to 35 letters and/or numbers can be used to create a decision package title and letters and/or numbers to create a 2-digit decision package code. The letters 'O' or 'I' should not be used to avoid confusion with the numbers '0' (zero) and '1' (one).
- Global codes or titles cannot be updated by agencies as they are managed by OFM.

**Agencies can use this option to:**

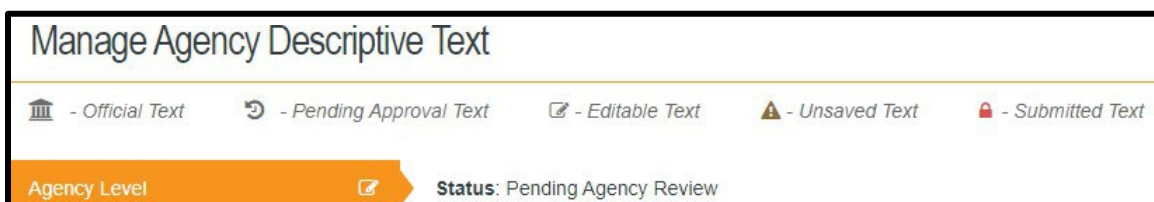
- Plan and organize decision package codes and titles for other users to select
- Display a list of the titles from the agency and the global titles that OFM manages.
  - Version codes will also be displayed if the decision package is used in a version.
  - Edit or delete agency decision package titles / type
- Decision Package codes cannot be edited or deleted once created.



**Manage Agency Descriptive Text:** Although this is not a component of the agency budget request, it is a required element. The following elements may need to be updated for every session:

- Mission Title
- Mission
- Description
- RCW / Law changes and effects

At the beginning of the budget session the descriptive text section is Pending Agency Review. Review and update all elements and update the status to Agency Reviewed.



OFM then reviews the descriptive text sections if it is approved OFM will update the status to OFM Reviewed.

**Manage Agency Fee Inventory:** Although this is not a component of the agency budget request, it is a required element. The following elements may need to be updated for every session:

- **Select:** Admin Menu. ABS will display a list of administrative screens for the Agency.
- **Select:** Manage agency Fee Inventory
  - Users can add a new row
  - Users can delete an existing row
  - Users can edit any data in an existing row
  - Users will see a warning when columns are missing data
- **Select:** New and fill out the grid as described in [RCW 43.88.585](#)




## Glossary

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
<b>A</b>	
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 <a href="#">Results Washington</a> . 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 ( <a href="#">BDS</a> ).
Agency Financial Reporting System (AFRS)	State of Washington accounting system. For more information, reference the AFRS product site <a href="https://ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs">https://ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs</a> .
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 ( <a href="https://abr.ofm.wa.gov/budget/agency/requests">https://abr.ofm.wa.gov/budget/agency/requests</a> ) is based on biennial and supplemental budget requests submitted to OFM via the Agency Budget System (ABS).
<b>B</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 <a href="#">Enterprise Reporting</a> (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 <a href="#">dashboard</a> .
BudgetWorks Portal	Website for agency users to access budget-related systems. The new BudgetWorks portal replaces the old Budget Portfolio Systems (BPS) site. BudgetWorks ( <a href="https://budgetlogon.ofm.wa.gov/Logon.aspx">https://budgetlogon.ofm.wa.gov/Logon.aspx</a> ) includes links to budget-related information, budget systems and support, password resets, and a form to request access for new users.
<b>C</b>	
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 ( <a href="#">Winsum</a> ) as part of an automated interface process.
<b>D</b>	

Dashboard	Default 'home' page in ABS. The ABS dashboard provides at-a-glance information about submittal deadlines with quick links to OFM budget instructions and related documents.
Term	Description
Decision Package (DP)	Represents a discrete budget decision. Agencies use a decision package to describe and support their budget requests. In ABS, decision packages are linked to a <a href="#">version</a> in a budget <a href="#">session</a> .
<b>E</b>	
Enterprise Reporting (ER)	Query and analysis tools to support reporting requirements for the Agency Budget System (ABS). For more information, reference the Enterprise Reporting site <a href="https://ofm.wa.gov/it-systems/enterprise-reporting-er">https://ofm.wa.gov/it-systems/enterprise-reporting-er</a> .
Enterprise Resource Planning Systems (ERP Systems)	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. <a href="#">One Washington</a> provides an overview of ERP strategies for the State of Washington.
<b>F</b>	
File Transfer Protocol (FTP)	Set of rules for exchanging data files between computer systems.
<b>G</b>	
Global Codes	Decision package codes and/or titles that are managed by OFM. 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.
<b>H</b>	
Help Center	Online resource to provide information and guidance for ABS users. ABS help center is available from the <a href="#">dashboard</a> and <a href="#">toolbar</a> .
<b>I</b>	
IT Addendum	Template with additional information for decision packages that have Information Technology (IT) related costs. 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.
<b>J</b>	
Joint Legislative Audit and Review Committee (JLARC)	Conducts performance audits and program evaluations to support more effective, efficient, and accountable state government operations. For more information <a href="http://leg.wa.gov/jlarc">http://leg.wa.gov/jlarc</a> .
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.
<b>L</b>	
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 <a href="http://leap.leg.wa.gov/leap">http://leap.leg.wa.gov/leap</a>
<b>M</b>	

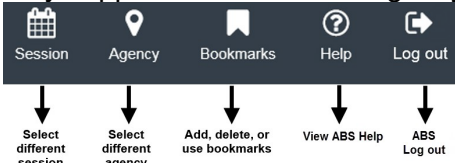
Maintenance Level (ML)	Represents the estimated cost of providing for currently authorized services in the ensuing biennium. Maintenance level reflects the cost of mandatory caseload, enrollment, inflation, and other legally unavoidable costs. Maintenance level is a type of budget level. For example, when you create a <a href="#">decision package</a> in <a href="#">ABS</a> , you will select a budget level.
<b>N</b>	
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.
<b>O</b>	
One Washington ( <a href="https://one.wa.gov">one.wa.gov</a> )	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 ( <a href="#">ABS</a> ) to replace the aging Budget Development System ( <a href="#">BDS</a> ).
<b>P</b>	
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 <a href="#">decision package</a> .
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 <a href="#">decision package</a> in <a href="#">ABS</a> .
Plain Talk	Simple and clear language that is commonly used by the intended audience. Plain talk language is clear, concise, and easy to read. Use plain talk when you develop your <a href="#">decision packages</a> to help ensure decision makers can easily review and understand them. For more information, reference plain talk principles and guidelines on <a href="https://www.governor.wa.gov/issues/issues/efficient-government/plain-talk">https://www.governor.wa.gov/issues/issues/efficient-government/plain-talk</a> .
<b>Q</b>	
Questions	Part of the <a href="#">decision package</a> details (in the <a href="#">Justification and Impacts</a> section) to help agencies explain and justify their budget requests. OFM questions: Decision packages include standard questions based on OFM budget instructions for the <a href="#">session</a> . Agency questions: Agency budget operations can include additional questions to collect information to help prepare decision packages.
<b>R</b>	
Recast	Budget source. For example, an enacted budget is recast of a budget request.
Recommendation Summary	Brief description of the decision package. This is the starting point for the text that describes items funded in the Governor's proposed budget.
Results Washington	Data-driven initiative to make government more effective, efficient, and customer-focused. For more information, reference <a href="https://www.results.wa.gov">https://www.results.wa.gov</a> .
<b>S</b>	

Salary Projection System (SPS)	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. For more information, reference the Salary Projection System site <a href="https://ofm.wa.gov/it-systems/salary-projection-system-sps">https://ofm.wa.gov/it-systems/salary-projection-system-sps</a> .
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Term	Description
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)	Sections in the ABS budget request submittal package. OFM budget operations will setup the sections for the submittal package based on requirements for a budget <a href="#">session</a> . For example, section A includes agency information (agency organization chart, agency activity inventory report, agency strategic plan, etc.).
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Toolbar	<p>The toolbar is located near the top of all ABS pages.</p> <p>Toolbar options are dependent on your <a href="#">user role</a>. 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.</p> 
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## U

User Role	<p>Set of permissions provided to someone authorized to use ABS.</p> <p>Agency budget data is secured by a user role to help ensure agencies control and maintain their own budget information.</p> <table border="1" data-bbox="410 1251 1446 1860"> <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>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>Create/update decision packages. View/update working capital. View/update budget submittal information. Run reports.</td></tr> <tr> <td>Agency Limited</td><td>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>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)	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)	Create/update decision packages. View/update working capital. View/update budget submittal information. Run reports.	Agency Limited	Limited to specific/assigned tasks. View/update assigned decision package, budget information, and working capital. Run reports.	OFM Budget Operations	Manage global settings. Manage administration/budget instructions. Manage budget intake and submittal process. Run reports.
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OFM Budget Operations	Manage global settings. Manage administration/budget instructions. Manage budget intake and submittal process. Run reports.										

## V

Version	Represents an agency budget version. For example, an ABS budget version is created by the agency budget manager to prepare for an upcoming <a href="#">session</a> . In ABS, <a href="#">decision packages</a> are linked to a version in a budget <a href="#">session</a> .
<b>W</b>	
Web Intelligence (Webl)	Web-based reporting and analysis tools. Webl provides an interactive way to create reports and analyze data with <a href="#">Enterprise Reporting</a> (ER) tools.
Winsum	OFM internal system. Data is sent between ABS and Winsum to automate processes and reduce manual data entry. For example, <a href="#">carry-forward</a> data will be imported into ABS from Winsum.

## Additional Links

### Where are the OFM budget instructions?

The ABS dashboard includes a quick link to the OFM budget instructions. The instructions are also available from [Budget | Office of Financial Management \(wa.gov\)](#).

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

Sign-up for news and updates via GovDelivery subscriptions on the OFM website. For system modernization [Office of the Governor / Office of Financial Management \(govdelivery.com\)](#)

### 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 [Office of the Governor / Office of Financial Management \(govdelivery.com\)](#)

### 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 [Enterprise Reporting \(ER\) | Office of Financial Management \(wa.gov\)](#).

### Are there additional budget reports available?

To view and download Operating Budget Request Documents submitted by state agencies and high education institutions to the Office of Financial Management for consideration in budget sessions from 2019 to current visit [Office of Financial Management - Public Repository \(wa.gov\)](#). Capital Budget Requests may be found at [Capital budget requests | Office of Financial Management \(wa.gov\)](#).

## Where can I find additional Frequently Asked Questions?

Frequently Asked Questions and other ABS information can be found on [Agency Budget System \(ABS\) | Office of Financial Management \(wa.gov\)](#)

## For additional information about the Agency Budget System (ABS)

Please contact the OFM Help Desk ([HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) or call 360.407.9100, Monday through Friday 7 a.m. to 5:30 p.m.).