



## 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).

