




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







Manage Agency Descriptive Text

Agency budget operations users can modify the descriptive text of their agency in this menu.

- 1. Select:**  Admin menu.
 - 2. Select:** Manage Agency Descriptive Text
- ➔ Provide information for your Agency such as Mission Title, Mission, Description, and RCW



Agency Admin Menu

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

When it is time to update your Agency Descriptive Text, the status will be **Pending Agency Review**
After entering the data for you agency, select **Agency Reviewed**

Manage Agency Descriptive Text

 Official Text  Pending Approval Text

Status: Pending Agency Review

Mission Title

Governor's Emergency Fund Appropriation

Mission

The Governor's Emergency Fund Appropriation is available for critical agency operations that are not supported by other appropriations. These funds may also be used for emergency construction or repair of public buildings. The appropriation has been used to finance unforeseen expenses in several agencies. Actual expenditures are displayed in the fund summary of each agency that received an allocation.

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Description

Special Appropriations to the Governor has been created as a budget entity to separate appropriations that the Governor allocates to other state agencies. Once the allocation is made, expenditures are recorded in the receiving agency. Special Appropriations to the Governor is also used to separate appropriations that are for deposit into other accounts.

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RCW



It will set the Agency Descriptive text status as **Agency Reviewed** at which point OFM will review it and either accept or return it.

Manage Agency Descriptive Text

- Official Text - Pending Approval Text

Status: Agency Reviewed

Mission Title

- Governor's Emergency Fund Appropriation
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Mission

- The Governor's Emergency Fund Appropriation is available for critical agency operations that are not supported by other appropriations. These funds may also be used for emergency construction or repair of public buildings. The appropriation has been used to finance unforeseen expenses in several agencies. Actual expenditures are displayed in the fund summary of each agency that received an allocation.
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It will show each of the different pieces of Descriptive Text and what state they are in, the Official Text will stay until the new text is approved by OFM at which point it will become the Official Text




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 Decision Package Questions**
-  Manage Agency Decision Package Statuses
-  Manage Agency Decision Package Titles
-  Manage Agency Descriptive Text

- 3. Select:** Create New Question.

 **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

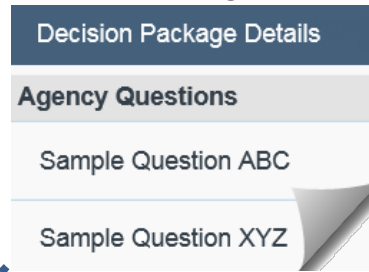
Sample Question ABC

Instructions*

Sample Instructions

Save Cancel

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.

Status
Draft <input checked="" type="checkbox"/>
Draft
Initial Draft

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?