Office of Financial Management
AGENCY BUDGET SYSTEM

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

Budget Session

Combination of budget period and budget type.

✓ '2019 - 21 Regular' is the regular biennial budget session for fiscal years 2020 through 2021.

✓ '2019 Supp' is the supplemental budget session.

Version

Agency budget version.

✓ Draft versions are created and managed by agency budget operations to prepare for an upcoming session.

✓ ABS will automatically link an agency version to a session.

Decision Package (DP)

Describes and supports an agency budget decision.

✓ Draft decision packages are created and managed by agency budget operations and agency edit users.

✓ ABS will automatically link a decision package to an agency version.

Manage Agency Budget Versions

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

✓ Agency budget operations users can create multiple versions to coordinate decision packages and collaborate with other people before submitting their budget to OFM. For example, you can create multiple agency budget versions to develop different 'what if' scenarios.

✓ ABS will automatically update the status for a version as it moves through the budget process. For example, a version will remain in 'draft' status until it is submitted to OFM.

Create New Version

1. **Select:** 📅 Budget menu. ➔ ABS will display a list of versions for the budget session. ➔ ABS will display 'no records found' if there are no agency versions for the budget session.	Budget
2. **Select:** Create New Version.	Create New Version
ABS does not allow duplicates for version code/title in the same budget session. **3.** **Input:** Version Code. ➔ Use letters and/or numbers to create a 2 to 8 digit version code. ➔ Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).	In this example, we input '1ZZZ' for the version code. **Version Code*** 1ZZZ
4. **Input:** Version Title. ➔ Use up to 35 letters and/or numbers to create a version title.	In this example, we input 'Sample' for the version title. **Version Code*** **Title*** 1ZZZ Sample
5. **Select:** ⚪ Radio button next to Yes or No to indicate if you want to include base and carry-forward decision package information. ➔ If you select Yes, ABS will automatically import base and carry-forward decision packages from OFM for the version.	In this example, the new version will not include Base and Carry-forward decision package information. **Include Base and Carryforward** ⚪ Yes 🔘 No

➔ When applicable, ABS will prompt you to indicate if the version is a recast.

✓ ABS will only display this option if it is applicable for the budget session. For example, ABS will not display the recast option for budget versions created for the 2019 - 21 Regular session because it is not applicable for that budget session.

✓ If recast is 'no', the budget source will be 'agency'.

✓ If recast is 'yes', the budget source will be 'enacted'.

Is this a recast version?
⚪ Yes 🔘 No

6. Input: Comments.

➔ Maximum length for comments is 600 characters.

➔ Comments are for internal agency use. ABS does not include comments in the information submitted to OFM.

7. Select: Save.

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

* Indicates required fields

Version Code*	Title*	Include Base and Carryforward
1ZZZ	Sample	○ Yes ● No

Comments

Sample

Save   Cancel

In this example, the new version is displayed in a list for the budget session.

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

Version Information				Details				Tools				
Version	Budget Source	Comments	Status	Working Capital	Fundings/FTEs Summary	Objects Summary	Decision Packages	Import	Merge	Copy	Edit Info	Delete
1ZZZ - Sample	Agency	💬	Draft	🏛	📄	📄	🛠	⬇	✂	🗐	✏	🗑

Edit Information and Lock/Unlock Version

Agency budget operations users can edit information for a version.

✓ The version code cannot be edited.

✓ When a version is locked, ABS will also lock decision packages in the version.

1. Select: ✏ Edit icon for the version.

Tools				
Import	Merge	Copy	Edit Info	Delete
⬇	✂	🗐	✏	🗑

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

3. Select: Save.

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

* Indicates required fields

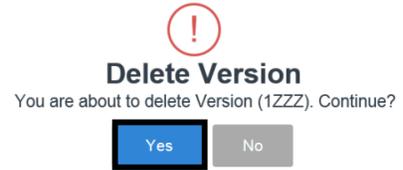| Version Code*	Title*	Locked
1ZZZ	Sample	○ Yes ● No

Comments

Sample

Save   Cancel

Delete Version

Agency budget operations users can delete a version.

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

1. **Select:** 🗑 Delete icon for the version.
➔ If the version is 🔒 locked, you cannot select the delete icon.
2. **Select:** Yes.

Tools				
Import	Merge	Copy	Edit Info	Delete
⬇	⤳	▣	✎	🗑

⊙
Delete Version
You are about to delete Version (1ZZZ). Continue?
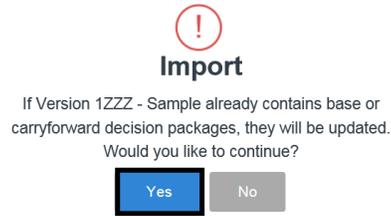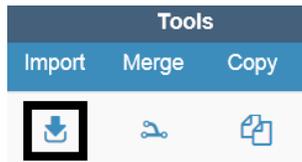[Yes] [No]

Import Base/Carry-Forward Decision Packages for a Version

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

✓ The import process uses data from OFM. If the version already includes the base or carry-forward decision package, it will be updated during the import process.

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

Tools		
Import	Merge	Copy
⬇	⤳	▣

⊙
Import
If Version 1ZZZ - Sample already contains base or carryforward decision packages, they will be updated. Would you like to continue?
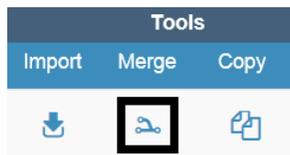[Yes] [No]

Merge Version

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

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

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

Tools		
Import	Merge	Copy
⬇	⤳	▣

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

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

Budget Session*
Sample Session ⌄

Version*
1XYZ - Sample ⌄

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

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

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

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

☐ **Overwrite existing data**

➔ **If you select the checkbox** ☑ Overwrite existing data
ABS will display the code/title for decision packages that will be overwritten (replaced) in the destination version. In this example, the decision package '11 - Sample' from the source version will overwrite (replace) the decision package '11 - Sample' in the destination version.

☑ **Overwrite existing data**
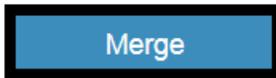
The following decision packages will be replaced:
  • 11 - Sample

➔ **If you do not select the checkbox** ☐ Overwrite existing data
ABS will not overwrite existing data. ABS will not display a list of decision packages because decision package data will not be overwritten.

4. **Select:** Merge.
➔ ABS will merge the source version information into the destination version.

Merge

Copy Version

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

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

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

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

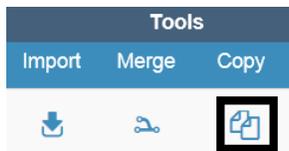✓ ABS will not copy base/current biennium (CB) or carry-forward (CL) decision packages.

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

Budget

2. **Select:** 📑 Copy icon for the version.
➔ ABS will copy this version to create a new version.

Tools
Import	Merge	Copy
⤓	⤸	📑

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

Budget Session *
Sample Session ⌄

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

4. **Input:** Version Code.
➔ Use letters and/or numbers to create a 2 to 8 digit version code.
➔ Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).

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

Version Code*

| 1XYZ |

5. **Input:** Version Title.
➔ Use up to 35 letters and/or numbers to create a version title.

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

Version Code*   **Version Title***

| 1XYZ | | Sample   × |

6. **Select:** Copy.
➔ ABS will create a copy of the version.

| Copy |

Additional Information - Program Level Version

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

Create New Version at Program Level

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

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

Indicates required fields

Version Code*   **Title***   **Locked**   **Program***
| 1ZZZ | | Sample | ○ Yes ● No | Select Program ▾ |

Comments
| |

Save   Cancel

Merge Version at Program Level

ABS will provide additional information when you merge a version.

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

Merge Version

Indicates required fields

Budget Session*   **Version***
| Sample Session   ▾ | | 1XYZ - Sample   ▾ |

Fiscal Details will not be merged into destination
- -

Merge   Cancel

Manage Decision Packages

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

✓ You can create multiple decision packages to develop different budget and 'what if' scenarios.
✓ ABS will automatically update the status for a decision package as it moves through the budget process. For example, a decision package will remain in 'draft' status until it is submitted to OFM.

Create New Decision Package

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

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

1. Select: 🔢 Budget menu.

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

➔ ABS will display 'no records found' if there are no versions for the budget session.

2. Select: 🧊 Decision Package icon for a version.

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

3. Select: Create New DP.

➔ If the version is 🔒 locked, you cannot create a new decision package.

📄 Create New DP

4. Select: Special Use Type.

➔ Use Activity (9Z) or Revenue (90) if the decision package will be limited to those types only.

In this example, we select 'not applicable'.

Special Use Type *

Not Applicable ⌄

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

5. Select: Budget Level.

➔ New decision packages are created with maintenance level (ML) or policy level (PL).

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

In this example, we select 'Maintenance Level'.

Budget Level*

| Maintenance Level ⌄ |

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

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

-- or --

Input: Code.

➔ Use letters and/or numbers to create a 2 digit decision package code.

➔ Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).

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

Code *

| Select ⌄ | 11 |

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

➔ Select global 🌐 codes for common items.

➔ Agency budget operations can use the ABS Admin menu to create available agency decision package codes/titles.

➔ Some codes may not be available. ABS will identify these with 'Not Available' after the title.

Code *

| Select ⌄ | |

11 - Sample
1A - Sample *Not Available*

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

7. Input: Title.

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

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

Code * | **Title ***

| Select ⌄ | 11 | | Sample ✕ |

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

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8. Select: Type.

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

Select DP Type
Central Services
Compensation
Other
Transfers

In this example, we select 'Other'.

Type *

| Other ⌄ |

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

9. Select: Status.

In this example, we select 'Draft'.

Status

Draft

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

10. Select: Cost Type.

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

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

Select a Cost Type
One-Time
Ongoing
Custom

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

Cost Type*

One-Time

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

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

11. Input: First Name.

12. Input: Last Name.

13. Input: Email.

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

14. Input: Phone.

15. Input: Comments.

→ Maximum length for comments is 600 characters.

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

16. Select: Save.

Point of Contact

First Name*

George

Last Name*

Washington

Email*

jane@ofm.wa.gov

Phone*

(360)407-9100

Comments (Internal Only)

Sample

Save   Cancel

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

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

Decision Package Information				Details						Tools		
Decision Package	Status	Comments	Priority	Details	Summary	Funding	FTEs	Revenue	Objects	Copy	View/Edit Info	Delete
Budget Level: Maintenance												
11 - Sample	Draft	💬	↑ ↓	☰	☰	🗎	🗎	🗎	🗎	🗎	🖉	🗑

Edit Information and Lock/Unlock Decision Package

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

✓   Decision package code and special use type cannot be edited.

✓   Agency budget operations can edit decision package titles and/or types using the ABS Admin menu.

1.   **Select:** Decision Package icon for a version.

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

2.   **Select:** Edit icon for the decision package.

Tools

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

4.   **Select:** Save.

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

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

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

Special Use Type *   Not Applicable

Budget Level*   Maintenance Level

To change the title, please contact your agency budget operator

* *Indicates required fields*

Code *   AA

Title *   Import Test

Type *   Other

Status*   Draft

Cost Type*   Ongoing

Locked   ○ Locked   ● Unlocked

Point of Contact

First Name*   George

Last Name*   Washington

Email*   george@ofm.wa.gov

Phone*   (360) 407-9100

Comments (Internal Only)   Optional, maximum 600 characters

Save   Cancel

Delete Decision Package

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

✓ Agency edit users cannot delete a decision package.

1. **Select:** 🔷 Decision Package icon for a version.

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

2. **Select:** 🗑 Delete icon for the decision package.
   ➔ If the decision package is 🔒 locked, you cannot select the delete icon.

3. **Select:** Yes.

Tools

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

Yes   No

Import Fiscal Data for Decision Packages

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

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

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

Budget

2. **Select:** 🔷 Decision Package icon for a version.

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

3. **Select:** Import Data.
   ➔ ABS will provide a standard template for your data.

➔) Import Data

ABS uses a standard Microsoft Excel template for the data import process,

4. **Select:** Import Template.
   ➔ The import template will include additional instructions.

Please make sure you have created all the decision packages you would like to import fiscal details into, download the Import Template *and follow the instructions.*

⬆ Select Import File

ABS uses standard options for downloading the template.

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

5. **Select:** Save.

6. **Select:** Save as.

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

In this example, we select 'save as' because we want to save the template to a specific folder on our computer.

➔ If you select 'open', 'save', or 'save and open', you may have extra steps to enable editing or find the template later in your download folders.

Do you want to open or save **ABS FiscalDetailsTemplate.xlsx**   Open   Save ▾   Cancel
- Save
- Save as
- Save and open

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

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

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

➔ You will need to create your decision packages in ABS before completing and uploading the template.
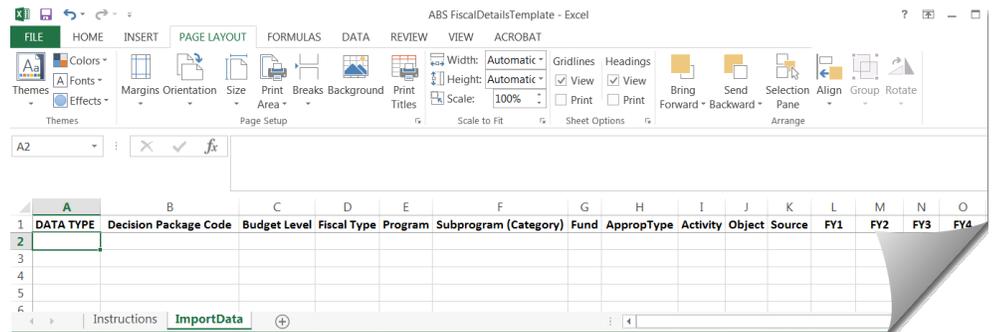
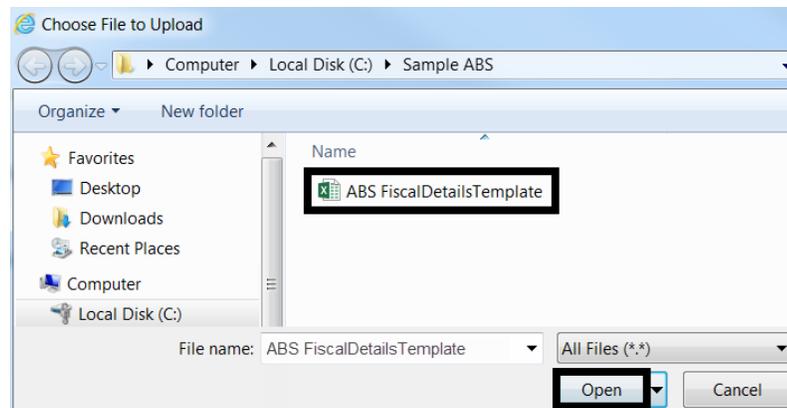8. **Select:** ⬆ Select Import File.

⬆ Select Import File

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

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

10. **Select:** Open.

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

11. **Select:** Upload Template.

➔ You can only upload one template. If you need to replace an uploaded template, use Replace Import File ⬆ Replace Import File.

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

ABS FiscalDetailsTemplate.xlsx   9.0 kB   ⬆ Replace Import File

Cancel   Upload Template
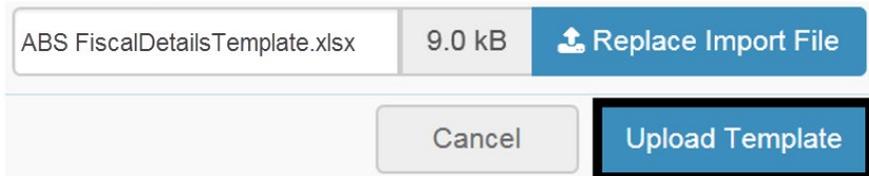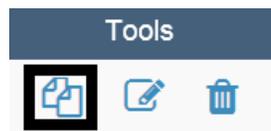
Copy Decision Package

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

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

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

1. **Select:** 🔷 Decision Package icon for a version.

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

2. **Select:** ᵇ Copy icon for the decision package.

➔ ABS will copy this decision package to create a new decision package.

Tools

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

Budget Session*
[Sample Session ▾]

4. **Select:** Version. This is where the decision package will be copied.

➔ Special use decision packages cannot be copied to the same version.

Version*
[1XYZ - Sample ▾]

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

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

Code *
[Select ▾ | 12]

5. **Select:** Code. Use the dropdown to select an available code.
   -- or --
   Input: Code.

➔ Use letters and/or numbers to create a 2 digit decision package code.

➔ Do not use letters 'O' or 'I'. This helps to avoid confusion with the numbers '0' (zero) and '1' (one).

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

Code *
[Select ▾ |]
11 - Sample
1A - Sample *Not Available*

6. Input: Title. ➔ Use up to 35 letters and/or numbers to create a decision package title.	In this example, we input 'Sample' for the new decision package title. Code * Title * [Select ▾] [12] [Sample] ➔ You cannot input the title if you selected an available code from the dropdown or if the special use type is other than 'not applicable'. Agency budget operations can use the ABS admin menu to manage agency decision package titles if needed.
7. Select: Type.	In this example, we select 'Other'. Type * [Other ▾] ➔ You cannot select the type if you selected an available code from the dropdown or if the special use type is other than 'not applicable'. Agency budget operations can use the ABS admin menu to manage agency decision package types if needed.
8. Select: Budget Level. ➔ You cannot select the budget level if the special use type is other than 'not applicable'. ABS will display the budget level based on the special use type.	In this example, we select 'Maintenance Level'. Budget Level* [Maintenance Level ▾]
9. Select: Copy. ➔ ABS will copy the decision package.	[Copy]

Prioritize Decision Packages

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

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

1. Select: ⬆ up arrow or ⬇ down arrow for the decision package. ➔ ABS will display the decision packages in the prioritized order. ➔ If the version is 🔒 locked, you cannot prioritize the decision packages.	**Decision Package Information** | Decision Package	Status	Comments	Priority
---	---	---	---
Budget Level: Maintenance			
01 - Sample	Draft	💬	⬆ ⬇
11 - Sample	Draft	💬	⬆ ⬇
Budget Level: Policy			
1D - Sample 1 Decision Package	Draft	💬	⬆ ⬇
2D - Sample 2 Decision Package	Draft	💬	⬆ ⬇
3D - Sample 3 Decision Package	Draft	💬	⬆ ⬇	

Additional Information - Program Level Decision Package

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

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

Create New Decision Package at Program Level

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

1. Select: Program from the list of available programs. ➔ ABS will move the program from the available programs list to the associated programs list.	**Available Programs** - Click on program to associate ABC - Sample Program XYZ - Sample Program **Associated Programs** - Click on program to remove At least one program is required...
2. Select: Save. ➔ A decision package can include multiple programs. ➔ To remove an associated program, select the program and ABS will move it back to the available programs list.	**Available Programs** - Click on program to associate XYZ - Sample Program **Associated Programs** - Click on program to remove ABC - Sample Program Save Cancel

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

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

Add or Remove Program for Decision Package

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

1. Select: 🔷 Decision Package icon for a version.	**Version Information** / **Details** Version / Budget Source / Comments / Status / Working Capital / Fundings/FTEs Summary / Objects Summary / Decision Packages 1ZZZ - Sample / Agency / 💬 / Draft / 🏛 / 📄 / 📄 / 🔷
2. Select: ☰ Programs icon for the decision package. ➔ ABS will display a list of available programs and associated programs for the decision package. ➔ If the decision package is 🔒 locked, you cannot add or remove programs.	Decision Package / Status / Comments / Priority / Details / Summary / Associated Programs **Budget Level: Maintenance** 11 - Sample / Draft / 💬 / ⬆ ⬇ / ☰ / ☰ / ☰①