



"the consolidated technology services agency -RCW 43.105.006"

*BUDGET DEVELOPMENT SYSTEM (BDS)*  
***STEPS TO BUILDING A BASIC BUDGET***  
*User Manual*

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*August 2016*

# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>ABOUT THIS TUTORIAL</b> .....	<b>3</b>
<b>LESSON 1 – PREPARE YOUR BUDGET VERSION</b> .....	<b>9</b>
Lesson 1, Task 1 – Establish a BDS version and set Default DP Filter .....	10
Lesson 1, Task 2 – Create the Budget Base .....	14
<b>LESSON 2 – CREATE YOUR CARRY-FORWARD LEVEL</b> .....	<b>16</b>
Lesson 2, Task 1 – Carry-forward Decision Package .....	17
Lesson 2, Task 2 – Verify Carry-Forward Level to OFM .....	26
<b>LESSON 3 – MAINTENANCE AND PERFORMANCE LEVEL DECISION PACKAGES</b> .....	<b>30</b>
Lesson 3, Task 1 – Enter Maintenance Level Decision Packages .....	31
Lesson 3, Task 2 – Enter Performance Level Decision Packages .....	37
Lesson 3, Task 3 – Creating Decision Package Document .....	41
Lesson 3, Task 4 – Adding an Attachment to a Decision Package .....	46
Lesson 3, Task 5 – Viewing an Attachment to a Decision Package .....	48
Lesson 3, Task 6 – Update Revenue Estimates .....	49
Lesson 3, Task 7 – Working Capital Reserve .....	53
<b>LESSON 4 – REVIEW THE BUDGET AND MAKE NECESSARY REVISIONS</b> .....	<b>54</b>
Lesson 4, Task 1 – Review Agency Activity Description/Performance Measure Target Amounts .....	55
Lesson 4, Task 2 – Prioritizing Decision Packages .....	58
Lesson 4, Task 3 – Revising Decision Package Titles .....	60
Lesson 4, Task 4 – Decision Package Status .....	61
Lesson 4, Task 5 – Run a Pre-Release Edit Report .....	62
<b>LESSON 5 – TRANSMIT YOUR BUDGET TO OFM</b> .....	<b>65</b>
Lesson 5, Task 1 – Release Data to OFM .....	66
<b>LESSON 6 – ENACTED RECAST</b> .....	<b>67</b>
Lesson 6, Task 1 – Create your Enacted Budget Version .....	68
Lesson 6, Task 2 – Create the Bottom Line Recast .....	70
Lesson 6, Task 3 – Verify Enacted Version.....	75
<b>APPENDIX 1 – PRE-RELEASE EDITS</b> .....	<b>77</b>
<b>APPENDIX 2 – COMMON SUBMITTAL ERRORS AND THEIR REMEDIES</b> .....	<b>79</b>
<b>APPENDIX 3 – REPORT SAMPLES</b> .....	<b>82</b>

## About this Tutorial

This tutorial was developed to take budget staff through the sequential steps of building a budget using the Budget Development System (BDS).

This tutorial can be used in a formal training session, for individual practice, or developing the agency budget request. Actual values to be entered when using for training or for practice are **highlighted**. If practicing on your own, please use your judgment to determine values to be used for practice or actual budget work. Each task is preceded by a brief explanation of the task and its importance in your budget development, as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a  on the task. Please note when using for budget development, use the appropriate biennium, budget source and budget type. These depend on the time of year and activity being performed.

Every effort is made to ensure that the BDS tutorial and OFM Budget Instructions agree in every way. In case there is a discrepancy, the OFM Budget Instructions take precedence. The OFM Budget Instructions can be found at <http://www.ofm.wa.gov/budget/instructions/operating.asp> .

The BDS Tutorial is available to users available online in the Budget Portfolio Systems (BPS) Library at <https://budgetlogon.ofm.wa.gov/library/default.htm>

The library may also be accessed by the help links available in all BPS applications.

BDS is designed to support those budget development activities that are common to most agencies. These include:

Building Your Budget Base – The version base is the Current Biennium Expenditure Authority and is displayed as the first line of the Recommendation Summary Report. Agencies are required to Recast budget data by activity and submit to OFM once a budget is enacted. The data in the Enacted Recast version should be the same in total as the current Expenditure Authority. The previous biennium's recast is now the foundation for the next budget.

Creating Preliminary Budget Proposals – Users can easily build proposed decision packages in BDS at a summary level, entering a description and justification, and funding estimates at the agency or program level. As the package moves through the agency's budget approval process, more detail can be added to the package using the same system features.

Recording all Elements and Impacts in the Decision Packages - Users can enter a variety of budget elements into each decision package. BDS allows users to input decision package narrative and justification under a standard set of headings outlined in the budget instructions. It allows you to link the decision package to your agency's strategic plan through goals and performance measures. It provides budget worksheets to record estimated expenditures by fund, expenditures by object, FTE, revenue, and performance measure impact.

Customized Decision Package Worksheets - BDS gives each agency the flexibility to build each of their decision package worksheets at the level needed to meet their organizational budgeting and reporting needs. Decision Packages include the same program, organization, and project index structure used in AFRS, as well as budget unit, and agency activity. Each decision package can carry its own worksheet coding, and the coding built in one package can easily be copied to another.

Identifying Incremental Budget Changes - BDS supports the creation of the agency budget following the standards defined in the overall state budget step table. In entering data for the four steps, (current biennium-CB, carry-forward level-CL, maintenance level-ML, and performance level-PL) users can create decision packages that focus on either mandatory or optional budget adjustments. Several BDS reports follow the step table format and provide a bottom line view of the budget.

Looking at the Big Picture - BDS provides online summarized views of your budget. The list of decision packages by ID gives users a real time indication of the scope and size of your budget. The associated decision package filter option allows users to focus in on specific budget elements. The list of decision packages by ID view allows users to drill into any of the packages on the list.

Creating Multiple Budget Scenarios - Agencies can build different budget scenarios using the version feature in BDS. Agencies can define, create, and assign budget versions as needed to organize their budgets and group related decision packages. A version can contain one or more budget levels (CB,CL,ML,PL). The use and assignment of a version is not restricted in any way.

Preparing Your Budget Submittal - As the agency begins to reach final decisions on the agency budget, you may want to limit edit access to your budget. Users can lock a decision package, or (in the future) an entire version. This allows authorized staff to make last minute adjustments prior to your release to OFM. BDS will automatically roll up the budget data to the level required by OFM for submittal budget reports and electronic release.

Budget Reporting - BDS offers a series of working reports at the detail and summary levels, as well as a set of submittal reports required by OFM. A new reporting feature allows users to download the report to Word or Excel for further formatting or preparation of your final budget document. More detailed and flexible reports are available through the Budget Reporting System – BDS reports tab.

Develop the Agency Activity Inventory – BDS now offers Activity Descriptions, performance measure descriptions and estimated amounts, and ties to incremental decision packages for development of the agency budget and activity inventory as one seamless exercise.

## Getting Started – Logging on to BDS and System Navigation

1. Open Internet Explorer and enter the login address <https://budgetlogon.ofm.wa.gov/Logon.aspx> in the address bar of the browser.

**If in a training session, skip this step**

2. Use your login ID and password to log in to BPS. *If you do not have a login ID and password, a security form is located in the BPS Library.* <https://budgetlogon.ofm.wa.gov/library/security.pdf>
3. Before going into BDS ensure that your **Internet Explorer** settings are as shown below:
  - a. Select **Tools** Menu
  - b. Select **Compatibility View Settings**
  - c. Type **wa.gov** in the “**Add this website**” and click add if it is not listed in the box labeled “**Websites you’ve added to Compatibility View**”
  - d. Click **Close**
  - e. Ensure that **Pop-Up Blocker** is turned off by going back to the **Tools** Menu
4. Select the calculator icon for **Budget Development System (BDS)**.

*Note: Some menu options will be grayed out if a user with "Edit Access" only rights. See your agency budget officer if you need to complete tasks not currently available to you.*

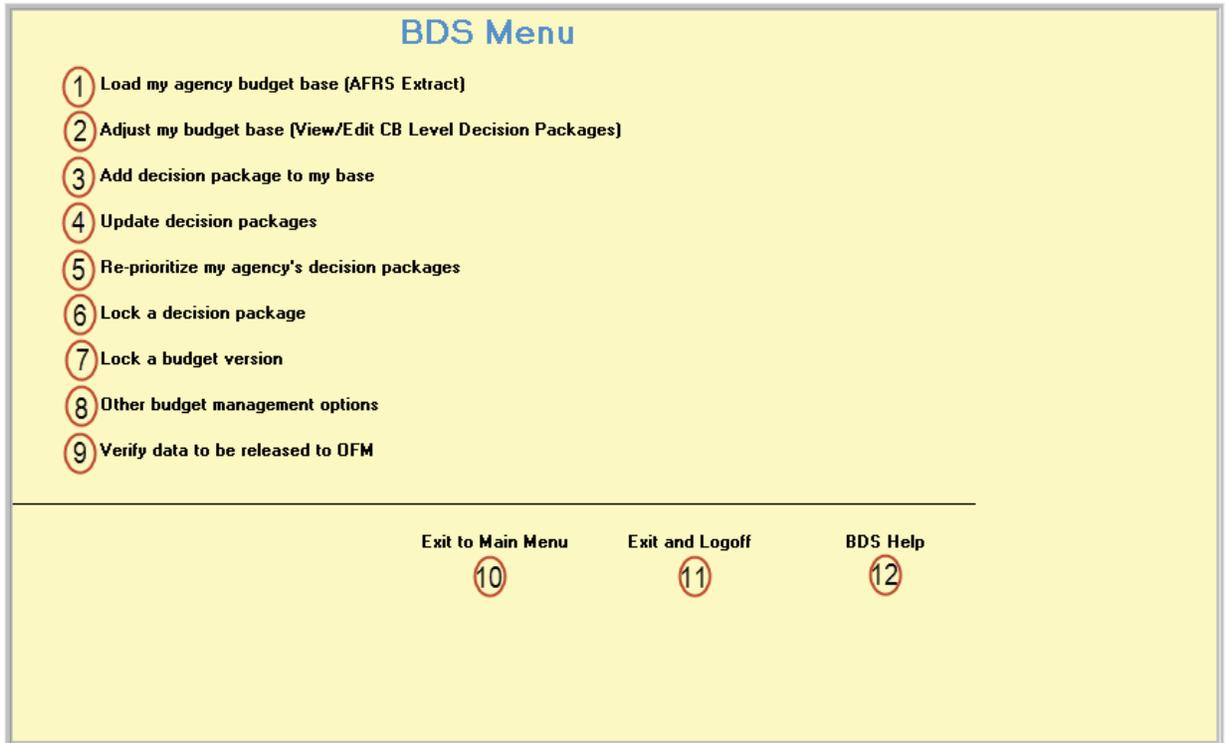


*Note: If you get a small grey box instead of the main menu please contact WaTech Solution Center [solutionscenter@watech.wa.gov](mailto:solutionscenter@watech.wa.gov) or 360-407-9100, BDS may need to be reinstalled on your computer.*



The BDS Menu is designed to lead an agency through the steps in building their budget from the creation of their budget base, to preparing your agency budget proposal for submittal to OFM.

The BDS menu consists of the following selections:



1. Load my agency budget base (AFRS Extract) – Allows the agency budget operations staff to extract current biennium data from AFRS (official or adjusted allotments with or without expenditures through the previous month close), and load into the BPS budget database. Brings up the AFRS Extract Screen.
2. Adjust my agency budget base (View/Edit CB level packages) – Allows the user to view and/or update current biennium decision packages (Budget Level CB). Brings up List Decision Packages by ID screen and sets the DP filter to view only current biennium decision packages.
3. Add decision package to my base – Allows the user to add a decision package to any budget level in the statewide budget step table. Brings up the Add a Decision Package screen.
4. Update decision packages - Displays a list of decision packages available to the user, and allows the user to open a decision package for update. Brings up List Decision Packages by ID screen.
5. Re-prioritize my agency's decision packages - Allows the agency budget operations staff to prioritize decision packages. Brings up the Prioritize Decision Package screen within the Decision Package Management Tab Set of the Budget Management Console. Not available to Edit Access users.

6. Lock a decision package - Allows the agency budget operations staff to lock a decision package. Brings up the Decision Package Control tab within Decision Package Management Tab Set of the Budget Management Console. Not available to Edit Access users.
7. Lock a budget version - Allows the agency budget operations staff to lock a version. Brings up the Add/Update Version screen within the Version Management Tab Set of the Budget Management Console. Not available to Edit Access users.
8. Other budget management options - Allows the agency budget operations staff to perform administrative functions. Brings up a list of all of the functions available in the Budget Management Console. They include the ability to lock or delete decision packages, prioritize decision packages, modify the agency decision package titles, version management functions, titles management, and AFRS extract. Not available to Edit Access users (except Working Capital Reserve).
9. Verify data to be released to OFM - BDS will check to verify that certain data is in order prior to allowing you to release your budget. *See Appendix 1 for Pre-Release Edits*
10. Exit to Main Menu – Exits to the BPS Menu.
11. Exit and Logoff – Exits and logs out of BPS.
12. BDS Help – Takes user to the BPS help library.

## LESSON 1 – PREPARE YOUR BUDGET VERSION

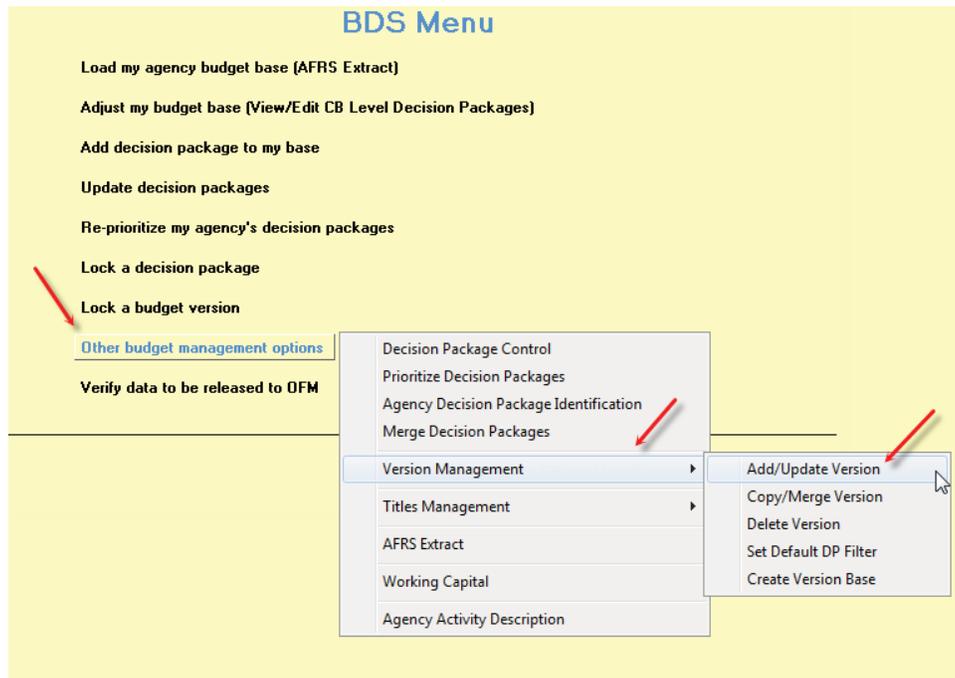
## Lesson 1, Task 1 – Establish a BDS version and set Default DP Filter

Prior to entering a new budget into BDS, a new version will need to be established. This lesson will:

- Take the user through entering the new **Version** with the budget type and budget source
- Set the agency **Default DP Filter**

1. From the **BDS Menu** select:

- **Other Budget Management Options > Version Management > Add/Update Version**



2. Select the **Budget Period**

- 2017-19

3. In the empty row enter any two-digit code in the **Version** cell (numbers and/or letters in any order) to distinguish this version then hit the Tab key.

- <Your initials>

*Note: Version Coding is at the agencies discretion; the same coding structure can be used across bienniums.*

4. Assign a **Title** to your version and hit the Tab key

- <Your Name> Chosen Title

5. Select 'Agency' from the list of **Budget Sources**

*Note: You will choose Agency for an agency request version or Enacted for an enacted budget version.*

6. Select 'Regular' from the list of **Budget Types** and hit the Tab key. You should now see the version you just added in **blue font**

*Note: You will choose 'Regular' Budget Type for the Biennial Budget. Select First Year Supplemental or Second Year Supplemental for your Supplemental Budget requests.*

7. Hit the **Save** button to save the Version.

**Budget Management Console - Version Management**

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version | Set Default DP Filters | Create Version Base

Budget Period: 2017-19

	Version	Title	Budget Source	Budget Type
1	R1	2017-19 Biennial Budget Request	Agency	Regular
2				

Save Reset

Agency: 105 6.0.29

8. Select the **Set Default DP Filters** tab, setting the agency Default DP Filter assures that users new to BDS will default to the indicated version.
9. Choose the **Budget Period**
  - 2017-19
10. Choose the **Version**
  - <Your Initials> - <Your Name> Practice
11. Ensure **Package Program** is listed as 'Agency Level'
12. Leave **Budget Level** on the default of 'All'
13. Leave the **View locked decision packages only** *unchecked*, or change if necessary
14. Click the **Save** button

**Budget Management Console - Version Management**

File Edit View **Tools** Reports Help

Add/Update Version | Copy/Merge Version | Delete Version | **Set Default DP Filters** | Create Version Base

Budget Period: 2017-19 | Version: R1 - 2017-19 Biennial Budget Request | Package Program: - Agency Level - | Budget Level: All

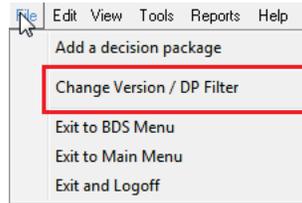
View locked decision packages only

Save Reset

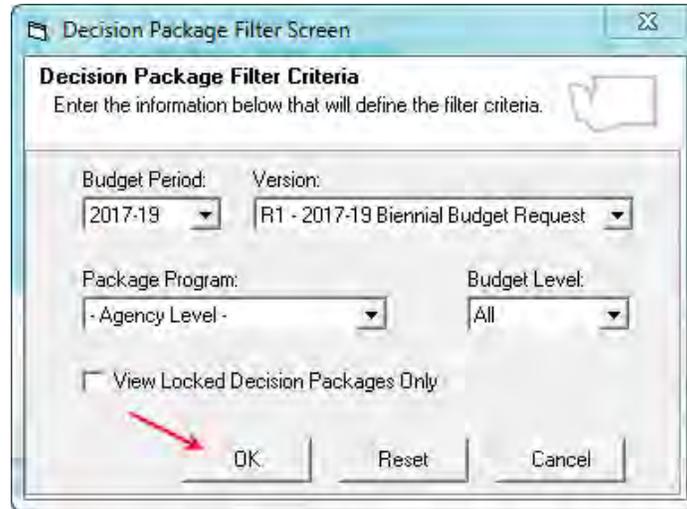
Agency: 105 | 6.0.29

**IMPORTANT:** You will need to update your filter in **Decision Package Management** to ensure you are adding **Decision Packages** to the correct **Version**.

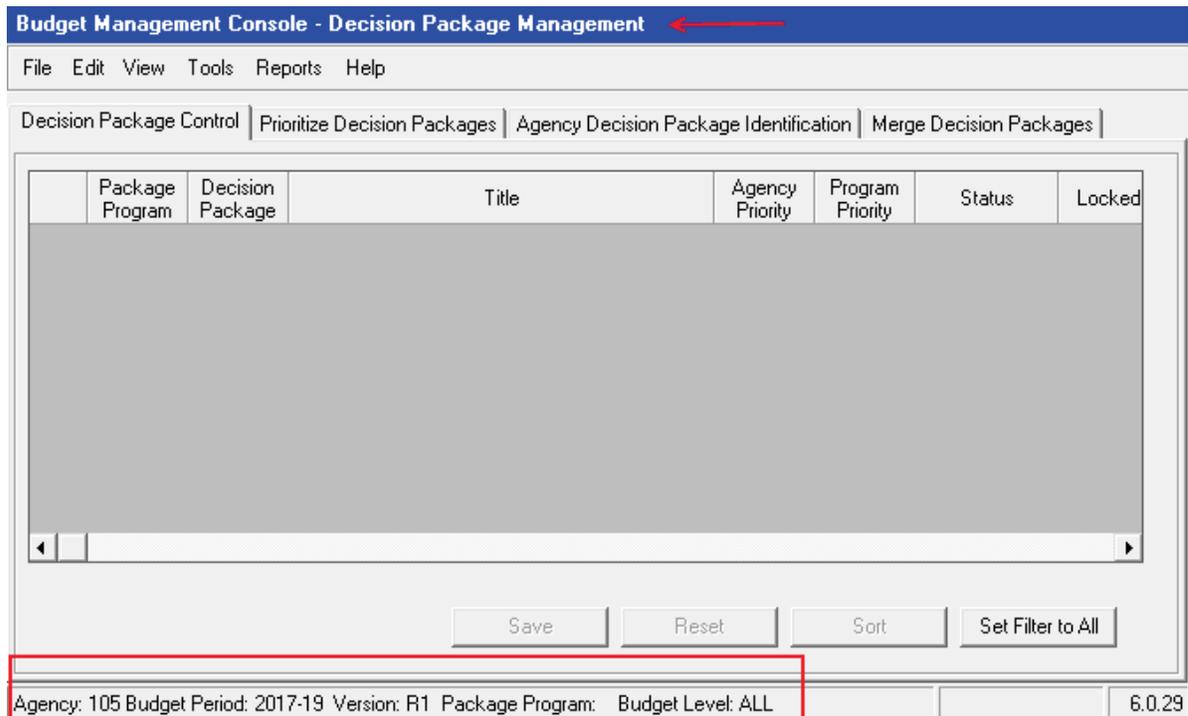
1. From **Decision Package Management** – Select **File > Change Version / DP Filter**



2. Select the **Budget Period, Version, Package Program, and Budget Level**
3. Select **OK**



4. Confirm the **Version** you are working in by looking at the bottom of the console



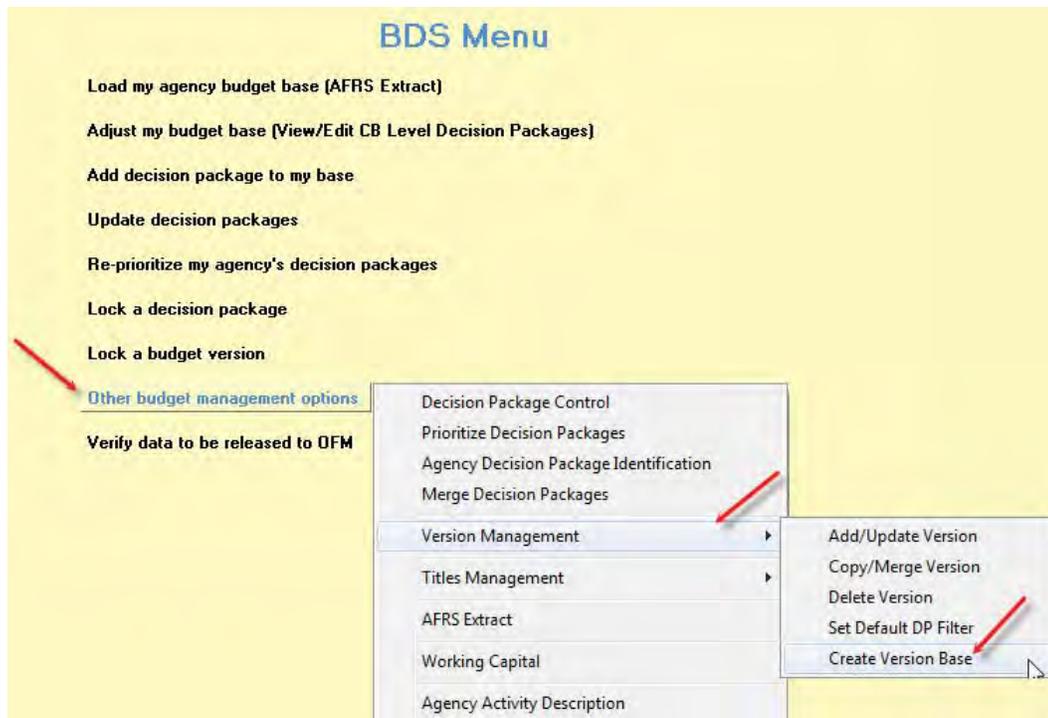
## Lesson 1, Task 2 – Create the Budget Base

The version base is the Current Biennium Expenditure Authority and is displayed as the first line of the Recommendation Summary Report. Agencies are required to Recast budget data by activity and submit to OFM once a budget is enacted. The data in the Enacted Recast version should be the same in total as the current Expenditure Authority. The previous biennium's recast is now the foundation for the next budget.

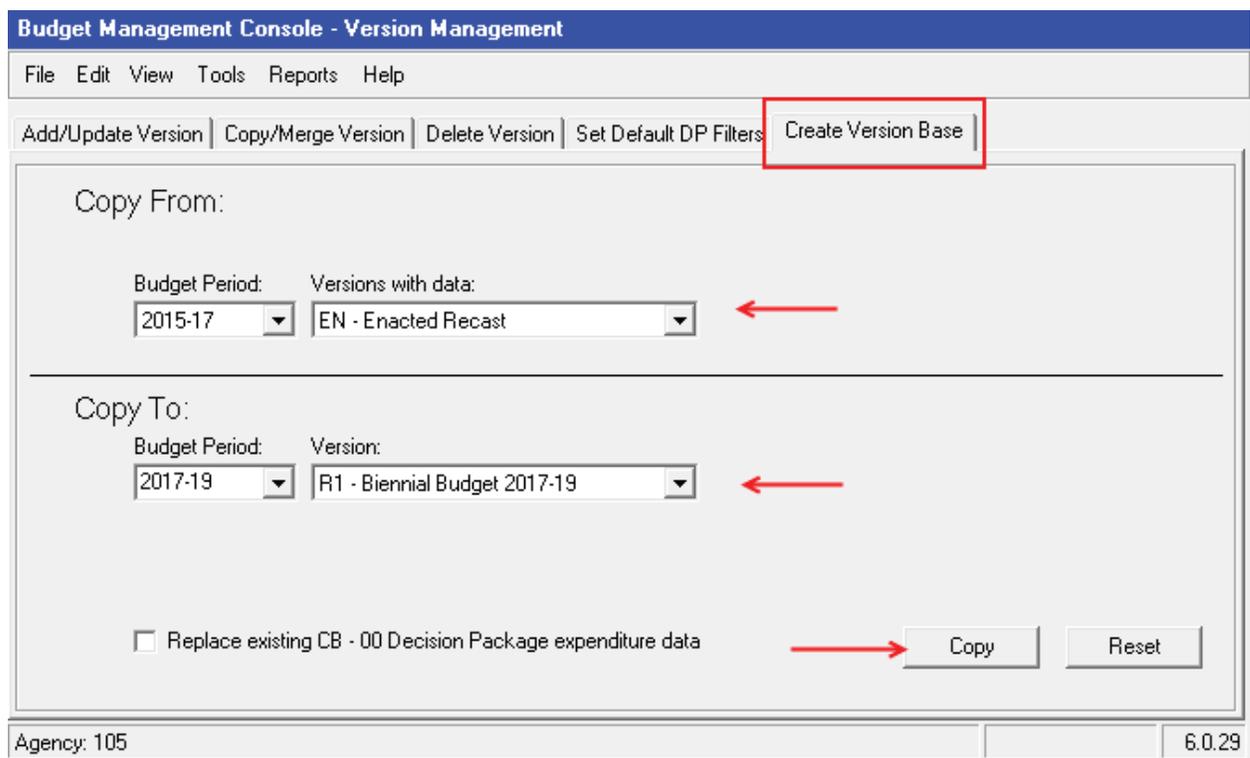
The supplemental budget request only requires the changes you are requesting. For this reason it is not necessary to create a current biennium extract and/or decision package. If you do create a current biennium (CB) package that data will not be received by OFM; for Supplemental Budgets. Please refer to the [OFM Supplemental Budget Instructions](#) for required documentation. Skip to Lesson 3 if working on Supplemental Budget Request.

This task will show you how to create your **Version Base** by copying the **Enacted Recast Version** to the ensuing biennium budget request.

1. From the **BDS Menu** select:
  - **Other Budget Management Options > Version Management > Create Version Base**



2. Select the previous budget period in the **Copy From: Budget Period**
  - 2015-17
3. Select the **Version**
  - EN – Enacted Recast
4. Select the ensuing biennium for the **Copy To Budget Period**
  - 2017-19
5. Select the version created in Task 1 for the **Copy To Version**
  - <Your Initials> - <Your Name> Practice
6. Leave **Replace existing CB-00 Decision Package expenditure data** unchecked
7. Click **Copy**



8. Select **Yes** and then **OK** to the confirmation messages
9. Select **File > Exit to BDS Menu**

**RESULTS\*** You have created a version base for your ensuing biennium budget. We will verify and make any needed corrections to the base when verifying carry-forward level in the next lesson.

## LESSON 2 – CREATE YOUR CARRY-FORWARD LEVEL

## Lesson 2, Task 1 – Carry-forward Decision Package

The carry-forward level is a reference point created by calculating the biennialized cost of decisions already recognized in appropriations by the Legislature. Carry-forward decision packages are the next incremental layer added to the current biennium base. OFM calculates the carry-forward level for each agency and provides agencies with a worksheet indicating the amount by fund that will be placed in budget submittals.

These ensuing biennium revisions generally match legislative assumptions of "bow wave." See the [OFM budget instructions](#) for a more detailed description. Once OFM has determined the carry-forward amounts, agencies can go to VRS, select the CF version and run a report to view their carry-forward level.

**Carry-forward decision packages prepared in BDS will not be released to OFM;** OFM will use its calculated carry-forward level as the base data. However, OFM and Legislative staff do use the Recommendation Summary reports provided by the agency in its budget submittal--these reports must show the OFM approved carry-forward level or OFM will ask agencies to resubmit correct reports. Agencies will not be allowed to release a BDS version when the version carry-forward total does not match the official OFM carry-forward level total. The steps described below allow users to record their carry-forward adjustments in BDS to ensure that BDS reports ran by the agency reflect the OFM carry-forward level.

There are two options for entering decision packages for adjusting carry-forward level.

1. Individual Decision Packages for biennialization of each carry-forward level line item.
2. One Decision Package that adjusts for the total amount of the carry-forward level adjustment.

**This task will walk you through creating individual decision packages.**

1. From the **Create Version Base** screen you can select **File > Add a decision package**

The screenshot displays the 'Budget Management Console - Version Management' application. The 'File' menu is open, with 'Add a decision package' selected. The main interface shows a 'Data:' dropdown set to 'Recast'. Below this is a 'Copy To:' section with two dropdown menus: 'Budget Period' set to '2017-19' and 'Version' set to 'R1 - Biennial Budget 2017-19'. A checkbox labeled 'Replace existing CB - 00 Decision Package expenditure data' is unchecked. 'Copy' and 'Reset' buttons are visible at the bottom right. The status bar at the bottom left shows 'Agency: 105' and the bottom right shows '6.0.29'.

2. Select the **Budget Period**

- 2017-19

3. Select the **Version**

- <Your initials> - <Your name> Practice

4. Select the **Budget Level: CL – Carry-Forward Level**

5. Select an available **Decision Package Code**

6. Leave the **Package Program** as the default: **Agency Level**

*Note: Agency level means it can contain any agency program. Use of a specific package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.*

7. Give the **Decision Package** a **Title**

- Biennialization of Field Office X

8. Leave the **Package Long Title** blank

9. Check the **Open this decision package after Save. Decision package filter will be modified.**

*Note: Clicking this box will open the decision package upon saving; it also updates your BDS default filter to reflect the budget period, version, and budget level you have selected.*

10. Click 'Save', and select 'Yes' and 'OK' for the following two messages

**Add New Decision Package**

**New Decision Package**  
Enter the information below that will define the new decision package.

Budget Period: 2017-19  
Version: R1 - Biennial Budget 2017-19  
Budget Level: CL - Carry Forward Level

Decision Package Code: CL 10

View Decision Package Codes  
 Used for this Version  
 Available for this Version  
10  
11  
12  
13  
14  
15  
\* indicates reusable codes

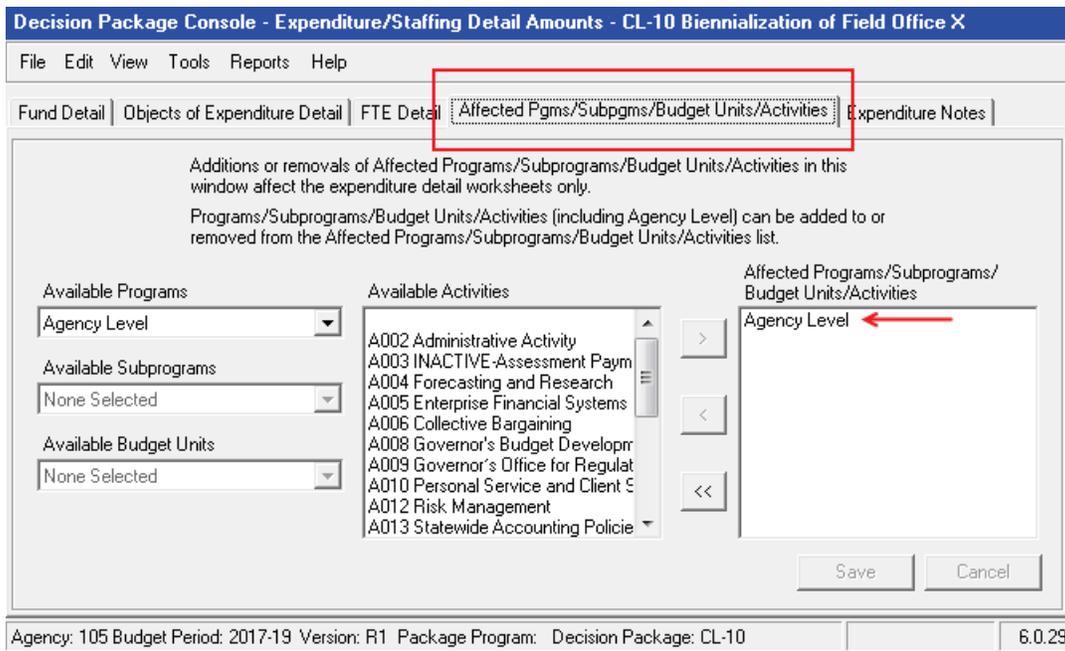
Package Program: Agency Level  
Package Title: Biennialization of Field Office X  
Package Long Title:

Open this decision package after Save. Decision package filter will be modified.

Save Cancel

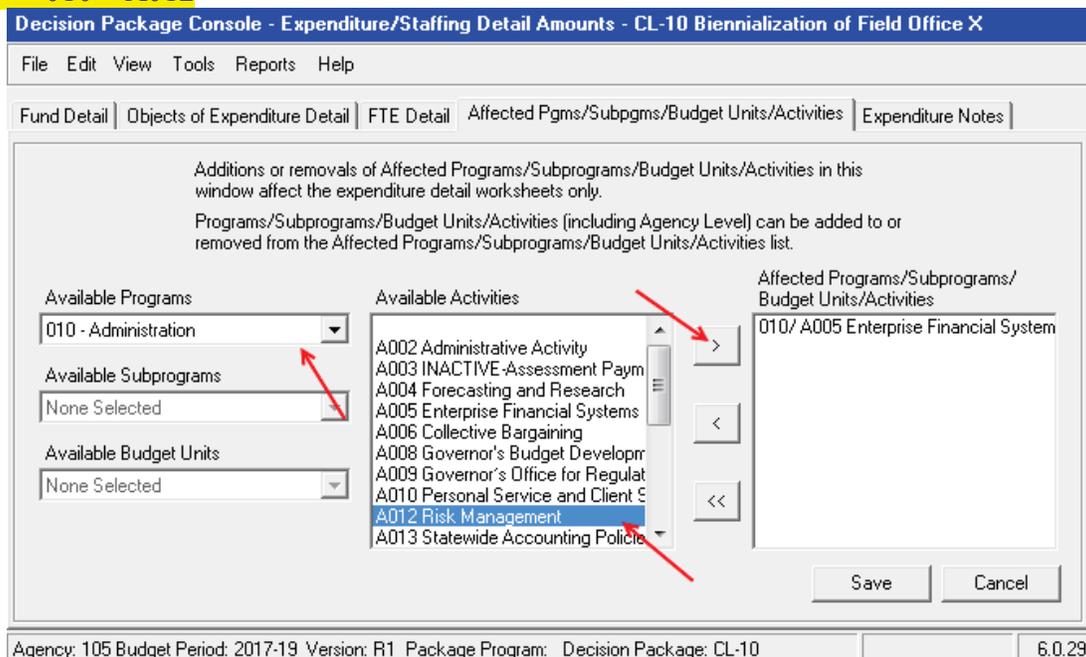
The **Decision Package Console** will open:

1. Click on the **Affected Pgms/Subpgms/Budget Unit/Activities** tab
2. Double click on **Agency Level** in **Affected Programs/Subprograms/Budget Units/Activities** list to move it out of the **Affected Programs/Subprograms/Budget Units/Activities**



3. Select the **Affected Program > Available Activity** and click the **>** to move this into the **Affected Programs/Subprograms/Budget Units/Activities**. Do this for each Affected Program and Activity combination

- 010 – A005
- 010 – A012

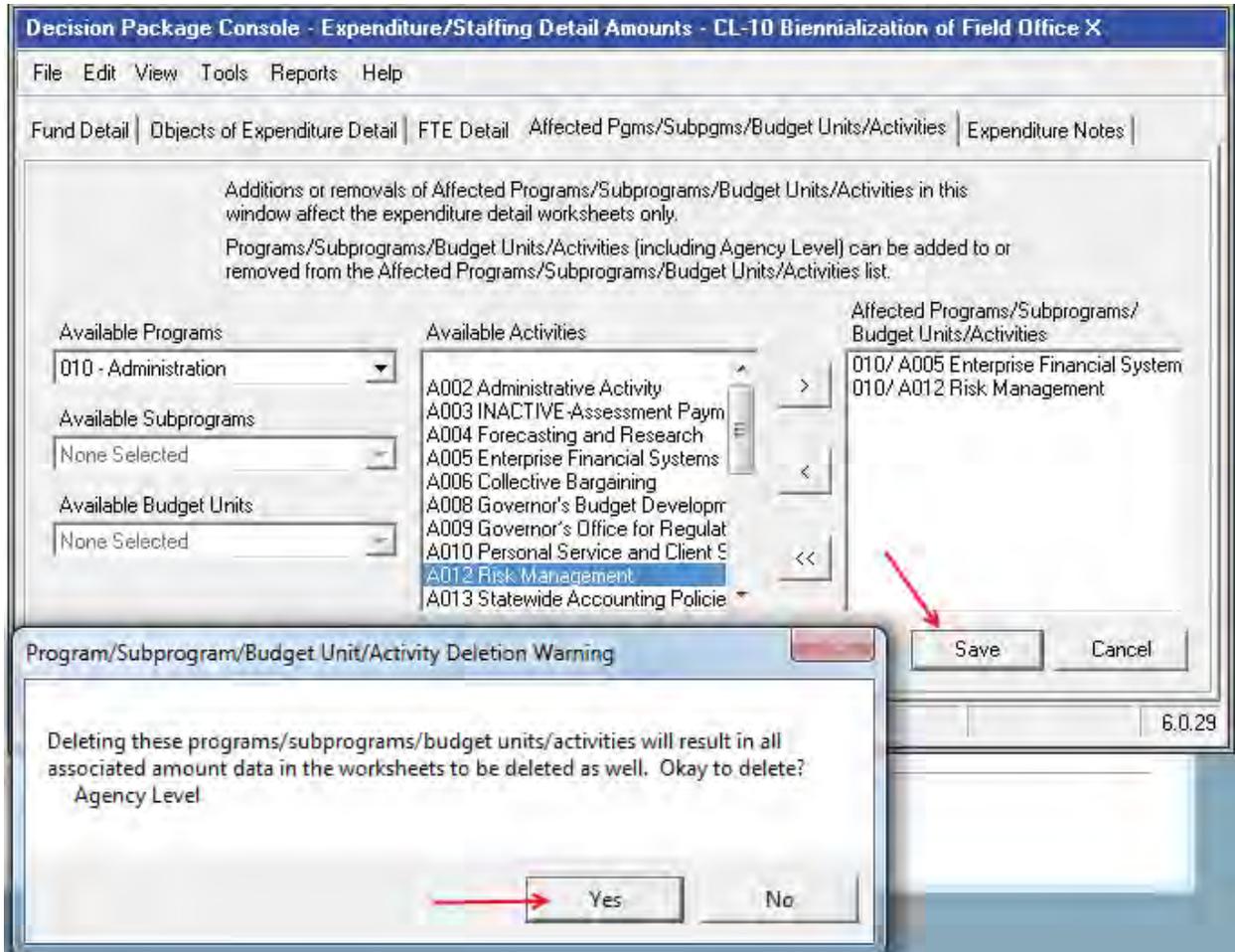


*Note: Program level detail is only required for agencies that are appropriated at the program level, and recommended if your agency has more than one program.*

*Note: Available Subprograms and Available Budget Units can be maintained in the Other Budget Management Options under Titles Management. The previous box must be selected before the next field is enabled.*

*Note: The Affected Programs/Subpgms/Budget Units/Activities tab is the easiest way to create column structures in the expenditure worksheets. Assigning activities through this tab will allow you to meet the requirement of providing maintenance level totals by activity.*

4. Click 'Save' and 'Yes'



- Select the **Fund Detail** tab. Note the column titles mirror the structure you selected in the previous steps.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-10 Biennialization of Field Office X							
File Edit View Tools Reports Help							
Fund Detail   Objects of Expenditure Detail   FTE Detail   Affected Pgms/Subpgms/Budget Units/Activities   Expenditure Notes							
Fund/AT Code	Fund/AT Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY 2018	010/ Act A012 FY 2019
996-Z	Estimated All Other - Other	0	0	0	0	0	0
	<b>Total Fund 996</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<-- Enter Fund Here						
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Biennial Total</b>		<b>0</b>		<b>0</b>		

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: CL-10 6.0.29

- Enter the **Fund/Appropriation Type** and hit the Tab key
  - **0011**

*Note: You can also right click and choose from a list.*

- Enter the **Fund Estimates**

	Program 010 / A005		Program 010 / A012	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
001-1 GF-S	20,000	50,000	10,000	30,000

8. Right Click on **Fund 996-Z** and 'Delete Row'

*Note: Fund 996-Z is a placeholder fund only. This fund may be used in the interim for budget development, however any dollars must be allocated to real funds and 996-Z must be zero before agencies can release data to OFM.*

**Decision Package Console - Expenditure/Staffing Detail Amounts - CL-10 Biennialization of Field Office X**

File Edit View Tools Reports Help

Fund Detail | **Objects of Expenditure Detail** | FTE Detail | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY 2018	010/ Act A012 FY 2019
001-1	General Fund - State	30,000	80,000	20,000	50,000	10,000	
	<b>Total Fund 001</b>	<b>30,000</b>	<b>80,000</b>	<b>20,000</b>	<b>50,000</b>	<b>10,000</b>	<b>3</b>
	<-- Enter Fund Here						
<b>Total</b>		<b>30,000</b>	<b>80,000</b>	<b>20,000</b>	<b>50,000</b>	<b>10,000</b>	<b>3</b>
	<b>Biennial Total</b>		<b>110,000</b>		<b>70,000</b>		<b>4</b>

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: CL-10 6.0.29

9. Select the **Objects of Expenditure Detail** tab

**Decision Package Console - Expenditure/Staffing Detail Amounts - CL-10 Biennialization of Field Office X**

File Edit View Tools Reports Help

Fund Detail | **Objects of Expenditure Detail** | FTE Detail | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes

Object Code	Object Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY 2018	010/ Act A012 FY 2019
X	OFM Adjust To Agency	0	0	0	0	0	
	<b>Total Object X</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<-- Enter Objects Here						
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Biennial Total</b>		<b>0</b>		<b>0</b>		

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: CL-10 6.0.29

10. Right Click on the empty cell

11. Select the **Object**

- **A – Sal&Wag**

12. Leave the default values for **Sub Object** and **SubSub Obj**

The screenshot shows the 'Decision Package Console - Expenditure/Staffing Detail Amounts - CL-10 Biennialization of Field Office X'. The interface includes a menu bar (File, Edit, View, Tools, Reports, Help) and a tabbed view with 'Objects of Expenditure Detail' selected. A table displays financial data for various object codes. A dialog box titled 'Select Object Codes' is open, allowing selection of an object, sub-object, and sub-sub-object. Red arrows indicate the selection of 'A - Sal&Wag' for the Object field and the 'OK' button.

Object Code	Object Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY	010/ Act A012 FY
X	DFM Adjust To Agency	0	0	0	0	0	0
	<b>Total Object X</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<-- Enter Objects Here						
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: CL-10 6.0.29

*Note: Sub Objects and SubSubObj can be maintained in the **Other Budget Management Options** under **Titles Management**. The previous box must be selected before the next field is enabled.*

*Note: **Carry-Forward Decision Packages** do not require data entered at the **Object** level. However, using objects in all steps of your budget development is recommended for additional analysis. Your Agency can choose to enter objects at the same level as your allotments. This will assist you in developing your biennial allotment control numbers once a budget is enacted.*

13. Enter 'B' into the empty cell and hit Tab

14. Right Click on **Object 'X'** and 'Delete Row'

*Note: Object X is a placeholder only.*

15. Enter your **Object** estimates

	Program 010 / A005		Program 010 / A012	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
A – Salaries	16,000	30,000	8,000	20,000
B – Benefits	4,000	20,000	2,000	10,000

16. Select **View > Balance Funds to Objects** to verify that the objects entered balance with the funds entered.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-10 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail **Objects of Expenditure Detail** FTE Detail Affected Pgms/Subpgms/Budget Units/Activities Expenditure Notes

Object Code	Object Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY 2018	010/ Act A012 FY 2019
A	Salaries And Wages	24,000	50,000	16,000	30,000	8,000	20,000
	<b>Total Object A</b>	24,000	50,000	16,000	30,000	8,000	20,000
B	Employee Benefits	6,000	30,000	4,000	20,000	2,000	10,000
	<b>Total Object B</b>	6,000	30,000	4,000	20,000	2,000	10,000
	<b>&lt;-- Enter Objects Here</b>						
<b>Total</b>		30,000	80,000	20,000	50,000	10,000	30,000
	<b>Biennial Total</b>		110,000		70,000		40,000

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: CL-10 6.0.29

17. Click on the **FTE Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-10 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail Objects of Expenditure Detail **FTE Detail** Affected Pgms/Subpgms/Budget Units/Activities Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY 2018	010/ Act A012 FY 2019
996-Z	Estimated All Other - Other	0.0	0.0	0.0	0.0	0.0	0.0
	<b>Total Fund 996</b>	0.0	0.0	0.0	0.0	0.0	0.0
	<b>&lt;-- Enter Fund Here</b>						
<b>Total</b>		0.0	0.0	0.0	0.0	0.0	0.0
	<b>Annual Average</b>		0.0		0.0		

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: CL-10 6.0.29

18. Enter **the Fund/Appropriation Type** and hit the Tab key

- **0011**

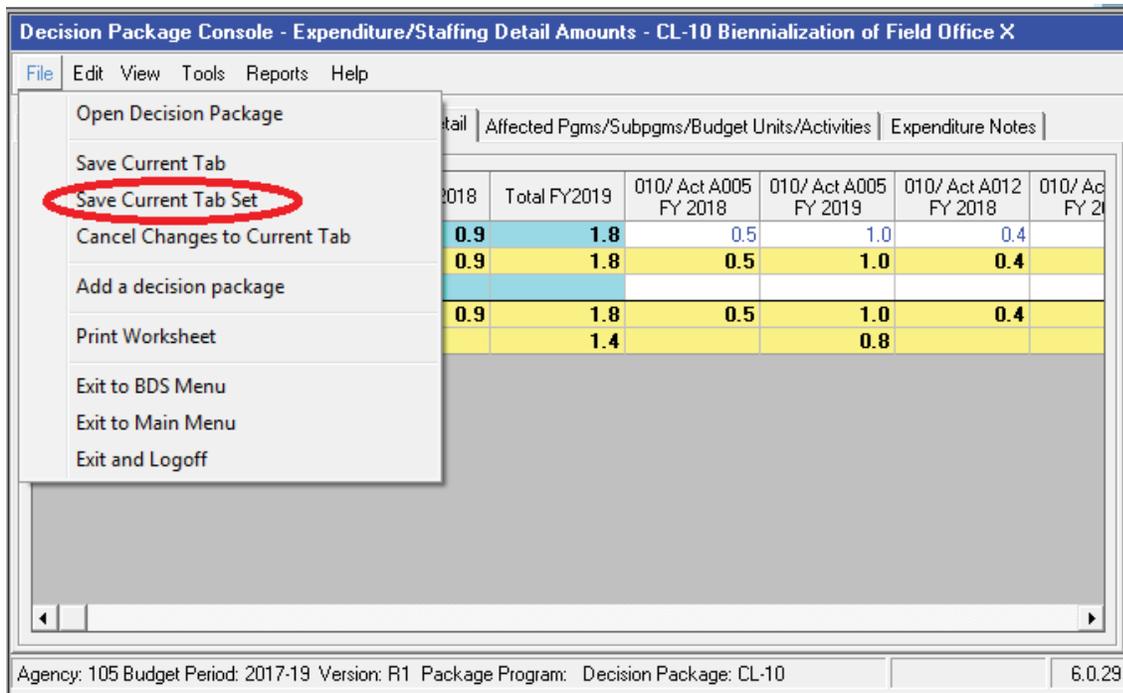
19. Right Click on **Fund 996-Z** and 'Delete Row'

*Note: Fund 996-Z is allowed for non-transportation FTE. However, it is recommended that you enter FTEs by what you want to be able to use BDS reports and data for additional analyses of FTEs by fund.*

20. Enter your **FTE estimates**

	Program 010 / A005		Program 010 / A012	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
001-1 GF-S	.5	1.0	.4	.8

21. Select **File > Save Current Tab Set**



**RESULTS\*** You have now added a decision package requesting funding to cover expenditures required to operate 24 months of a new field office as compared to the original 15 months it was funded for in the current biennium budget.

This task stepped you through adding separate decision packages for each carry-forward level adjustment. Repeat the previous steps to completing the individual carry-forward packages.

\*Remember, you can add one single carry forward decision package with the sum of all carry-forward level adjustments.

## Lesson 2, Task 2 – Verify Carry-Forward Level to OFM

Users need to verify that the carry-forward level matches the OFM approved carry-forward level before preparing the reports that will be submitted with the budget. **Your BDS Version must match the OFM approved carry-forward level in order to electronically release your agency budget request.**

Once OFM has determined the carry-forward amounts, agencies can go to VRS, select the CF version and run a report to view their carry-forward level. BDS also provides an automatic check in its "pre-release edit" process. Contact your OFM Budget Analyst for further information on your carry-forward level if you have questions.

1. Obtain the carry-forward report from VRS
2. Select **Update Decision Packages** from the BDS menu
3. Ensure you are in the correct version by checking the bottom of the **Budget Management Console**

**Budget Management Console - Decision Package Management**

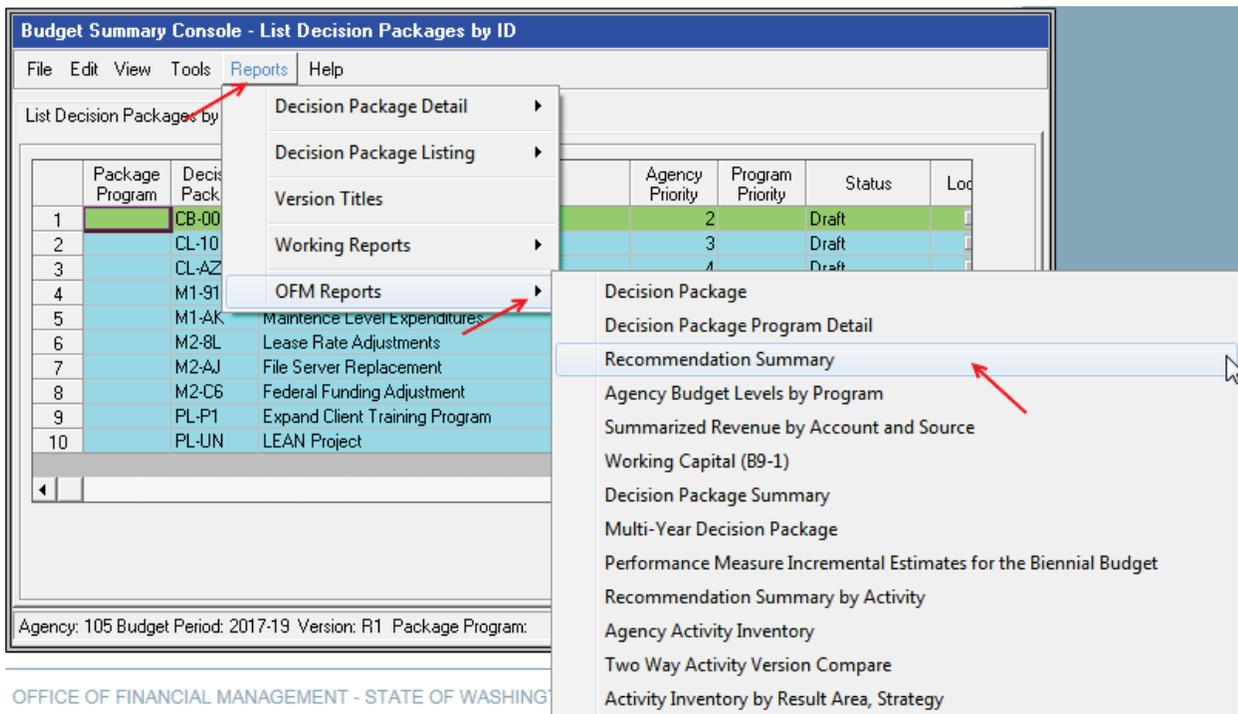
File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages

#	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1		CB-00	Current Biennium Base	2		Draft	<input type="checkbox"/>
2		CL-10	Biennialization of Field Office X	3		Draft	<input type="checkbox"/>
3		CL-AZ	Carry Forward	4		Draft	<input type="checkbox"/>
4		M1-91	Maintenance Level Revenue	5		Draft	<input type="checkbox"/>
5		M1-AK	Maintence Level Expenditures	6		Draft	<input type="checkbox"/>
6		M2-8L	Lease Rate Adjustments	7		Draft	<input type="checkbox"/>
7		M2-AJ	File Server Replacement	8		Draft	<input type="checkbox"/>
8		M2-C6	Federal Funding Adjustment	9		Draft	<input type="checkbox"/>
9		PL-P1	Expand Client Training Program	1		Draft	<input type="checkbox"/>
10		PL-UN	LEAN Project	10		Draft	<input type="checkbox"/>

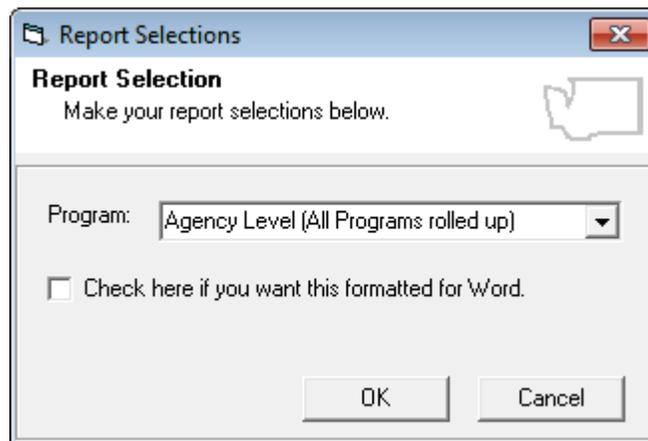
Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Budget Level: ALL
6.0.29

4. Select **Reports > OFM Reports > Recommendation Summary** report



5. Select the **Program level** either ‘Agency Level (All Programs rolled up)’ or ‘All Programs at the Program Level’ if your agency is appropriated by program.  
**Agency Level (All Programs rolled up)**

6. If exporting to Word, Select **Check here if you want this formatted for Word**, then click **OK**



7. Select the **Report Format** and click **View**

© 2010-2016 Washington State Office of Financial Management

BASS - BDS024		State of Washington Recommendation Summary			
Agency: 105 Office of Financial Management		4:07:53PM 8/18/2016			
Dollars in Thousands		Annual Average FTEs	General Fund State	Other Funds	Total Funds
<b>2015-17 Current Biennium Total</b>		<b>639.0</b>	<b>109,081</b>	<b>272,491</b>	<b>381,572</b>
CL 10	Biennialization of Field Office X	1.4	110		110
CL AZ	Carry Forward				
<b>Total Carry Forward Level</b>		<b>640.4</b>	<b>109,191</b>	<b>272,491</b>	<b>381,682</b>
Percent Change from Current Biennium		.2%	.1%		.0%
M1 AK	Maintenance Level Expenditures				
<b>Carry Forward plus Workload Changes</b>		<b>640.4</b>	<b>109,191</b>	<b>272,491</b>	<b>381,682</b>
Percent Change from Current Biennium		.2%	.1%		.0%
M2 C6	Federal Funding Adjustment				
<b>Total Maintenance Level</b>		<b>640.4</b>	<b>109,191</b>	<b>272,491</b>	<b>381,682</b>
Percent Change from Current Biennium		.2%	.1%		.0%
PL UN	LEAN Project	0.9	70		70
<b>Subtotal - Performance Level Changes</b>		<b>0.9</b>	<b>70</b>		<b>70</b>
<b>2017-19 Total Proposed Budget</b>		<b>641.3</b>	<b>109,261</b>	<b>272,491</b>	<b>381,752</b>
Percent Change from Current Biennium		.4%	.2%		.0%

8. Print a copy of the report if desired
  9. Compare the report from BDS to the report provided by OFM or through VRS to ensure the totals on the Total Carry-Forward Level line matches.
  10. If a decision package total is incorrect, click once to highlight the decision package from either the **List Decision Packages by ID** or **Decision Package Control** screens, then select **Edit > Expenditure Detail Amounts** to correct amounts.  
**Skip this step in training**
  11. If a decision package is missing, select **File > Add a decision package** to add this decision package to your version.  
**Skip this step in training**
  12. If applicable - When all corrections have been made, repeat steps 4 through 9 to validate corrections.  
**Skip this step in training**
-  Note: If it appears a discrepancy is on the part of OFM, contact your OFM Budget Analyst.*
13. Select **File > Exit to BDS Menu** when satisfied with your carry-forward level.  
**Assume that all is okay in training**

**RESULTS\*** Your carry-forward level now matches OFM. You can now begin adding the maintenance level and performance level layers of your budget to develop your total agency budget request.

## LESSON 3 – MAINTENANCE AND PERFORMANCE LEVEL DECISION PACKAGES

## Lesson 3, Task 1 – Enter Maintenance Level Decision Packages

[Maintenance Level decision packages](#) are the second incremental layer added to the current biennium base. Maintenance level reflects the cost of mandatory caseload, enrollment, inflation and other legally unavoidable costs not contemplated in the current budget. Expenditure adjustments may be positive or negative, depending on expected experience in the ensuing biennium. Agencies will notice that BDS splits maintenance level into two levels to indicate different kinds of maintenance level costs.

Agencies prepare the maintenance level component of the budget submittal. Agencies will notice that BDS separates maintenance level into two different levels to indicate different kinds of maintenance level costs. Maintenance level 1 ( M1) is reserved for items that must be funded due to mandatory caseload or enrollment (e.g. funding related to the number of inmates incarcerated). Costs related to inflation and mandatory rate changes are included in BDS as Maintenance Level 2 (M2) items.

Certain specific ML changes should use the OFM pre-assigned decision package code. Please refer to the [OFM Budget Instructions](#) for the list of specified codes. OFM pre-assigned numbers all begin with 9, 8 or 7 and have been pre-named in BDS.

1. Select **Add decision package to my base** from the BDS menu.
2. Select the **Budget Period**
  - 2017-19
3. Select the **Version**
  - <Your initials> - <Your name> Practice
4. Select **Budget Level**: ‘M2 – Inflation and Other Rate Changes’
5. Select an available **Decision Package Code**
  - <AF>
6. Leave the **Package Program** as the default of ‘Agency Level’

* Note: Agency level means it can contain any agency program. Use of package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.*

7. Give your **Decision Package** a **Title**
8. Check the **Open this decision package after Save. Decision package filter will be modified.**
9. Select **Yes** and then **OK** to the confirmation messages

10. Click the **Recommendation Summary Text** heading

11. Type **Recommendation Summary** text in the white text box.

The department uses a number of servers to support statewide financial systems that state agencies use in budget and accounting business processes. These current servers are in excess of 5-years old. Current industry standards are to replace servers...

*Note: Agency Recommendation Summary Text: Brief description of the decision package, written in complete sentences. This text will be loaded into the OFM Budget System and be the starting point for the text that describes items funded in the Governor's budget. (BDS)*

12. Select the **Spell Check** button and correct any mistakes

13.  The remaining narrative questions are not required. Please do not enter data into them. Please refer to the [OFM Budget instructions](#) for guidance on the new Decision Package Template and to Lesson 3 Task 3 – Creating Decision Package Document

14. Select **File > Save Current Tab Set**

15. Select **Edit > Expenditure Detail Amounts**

16. Select the **Affected Program > Available Activity** and click the > to move this into the **Affected Programs/Subprograms/Budget Units/Activities**. Do this for each Affected Program and Activity combination

- 010 – A005
- 010 – A012

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-10 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | **Affected Pgms/Subpgms/Budget Units/Activities** | Expenditure Notes

Additions or removals of Affected Programs/Subprograms/Budget Units/Activities in this window affect the expenditure detail worksheets only.

Programs/Subprograms/Budget Units/Activities (including Agency Level) can be added to or removed from the Affected Programs/Subprograms/Budget Units/Activities list.

Available Programs: 010 - Administration

Available Subprograms: None Selected

Available Budget Units: None Selected

Available Activities:

- A002 Administrative Activity
- A003 INACTIVE-Assessment Paym
- A004 Forecasting and Research
- A005 Enterprise Financial Systems
- A006 Collective Bargaining
- A008 Governor's Budget Developpr
- A009 Governor's Office for Regulat
- A010 Personal Service and Client S
- A012 Risk Management**
- A013 Statewide Accounting Policie

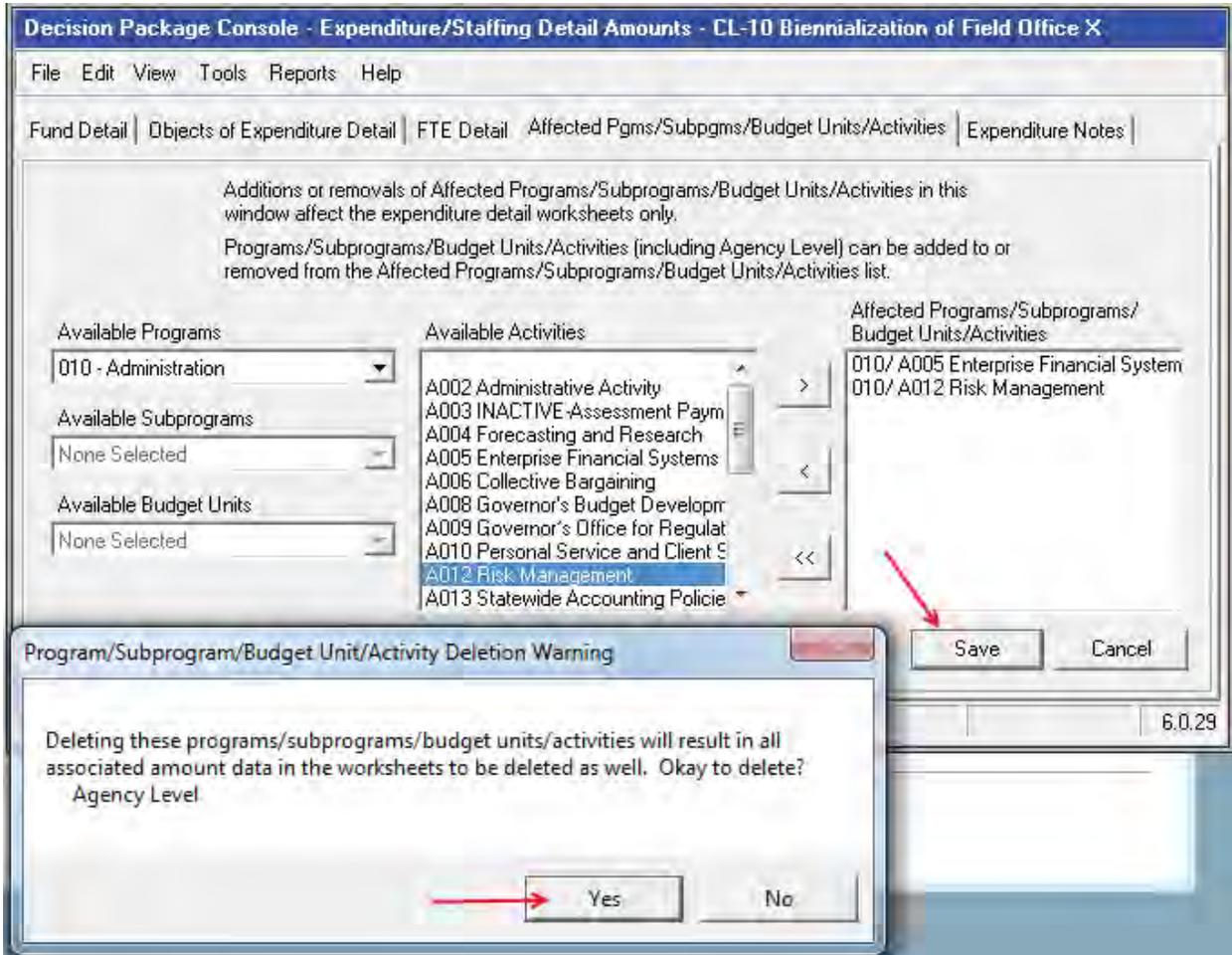
Affected Programs/Subprograms/Budget Units/Activities:

- 010/ A005 Enterprise Financial System

Save Cancel

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: CL-10 6.0.29

17. Click 'Save' and 'Yes'



*Note: **Program** level detail is only required for agencies that are appropriated at the program level, and recommended if your agency has more than one program.*

*Note: **Available Subprograms** and **Available Budget Units** can be maintained in the **Other Budget Management Options** under **Titles Management**. The previous box must be selected before the next field is enabled.*

*Note: **The Affected Programs/Subpgms/Budget Units/Activities** tab is the easiest way to create column structures in the expenditure worksheets. Assigning activities through this tab will allow you to meet the requirement of providing maintenance level totals by activity.*

18. Navigate to the **Fund Detail** tab

22. Enter the **Fund/Appropriation Type** and hit the Tab key

- **0011**

19. Enter the **Fund Estimates**

Fund AT Code	Program 010 / A005		Program 010 / A012	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
001-1	5,000	10,000	10,000	10,000

20. Right Click on **Fund 996-Z** and ‘Delete Row’

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-AJ File Server Replacement							
File Edit View Tools Reports Help							
Fund Detail   Objects of Expenditure Detail   FTE Detail   Affected Pgms/Subpgms/Budget Units/Activities   Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY 2018	010/ Act A012 FY 2019
001-1	General Fund - State	15,000	20,000	5,000	10,000	10,000	
	<b>Total Fund 001</b>	15,000	20,000	5,000	10,000	10,000	1
	<-- Enter Fund Here						
	<b>Total</b>	15,000	20,000	5,000	10,000	10,000	1
	<b>Biennial Total</b>		35,000		15,000		2

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: M2-AJ 6.0.29

21. Select the **Objects of Expenditure Detail** tab

22. Select the **Objects of Expenditure Detail**

- **E – Goods\Othr Svcs**

*Note: Objects are not required in BDS for electronic release. However, using objects in all steps of your budget development is recommended for additional analysis. Your Agency can choose to enter objects at the same level as your allotments. This will assist you in developing your biennial allotment control numbers once a budget is enacted.*

23. Right Click on **Object ‘X’** and ‘Delete Row’

*Note: Object X is a placeholder only.*

24. Enter your **Object** estimates

	Program 010 / A005		Program 010 / A012	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
E-Goods And Services	5,000	10,000	10,000	10,000

25. Select **View > Balance Funds to Objects** to verify that the objects entered balance with the funds entered.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-AJ File Server Replacement							
File Edit View Tools Reports Help							
Fund Detail   Objects of Expenditure Detail   FTE Detail   Affected Pgms/Subpgms/Budget Units/Activities   Expenditure Notes							
Object Code	Object Title	Total FY2018	Total FY2019	010/ Act A005 FY 2018	010/ Act A005 FY 2019	010/ Act A012 FY	010/ Act A012 FY
E	Goods\Othr Svcs	15,000	20,000	5,000	10,000	10,000	10,000
	<b>Total Object E</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<-- Enter Objects Here						
<b>Total</b>		<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>Biennial Total</b>		<b>35,000</b>		<b>15,000</b>		<b>20,000</b>
	<b>Fund Totals</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>Difference Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: M2-AJ 6.0.29

26. Select **File > Save Current Tab Set**

27. Select **File > Add a decision package**

28. Add another **Maintenance Level** decision package and complete with the following information:

Budget Period:  
Version:  
Package Program:  
Budget Level:  
Package Code:  
Package Title:

Ensuing Biennium  
<your initials> <your name> Practice  
Agency Level  
M2 - Inflation and Other Rate Changes  
8L  
Lease Rate Adjustments

Recommendation Summary Text:

Dollars requested to provide funding to the Department for 2015-17 contracted lease increases.

Program	FY1	FY2
020/A001	7,500	10,000
030/A001	12,500	15,000
050/A001	22,500	25,000

**RESULTS\*** You now have completed budget development through the maintenance level.

## Lesson 3, Task 2 – Enter Performance Level Decision Packages

Incremental expenditure changes that do not fall under the definitions of carry-forward or maintenance levels are considered policy or performance changes. These changes may represent revised strategies or substantial differences in program direction, and will include proposed program reductions. Each significant change to current performance must be justified in a decision package.

This task takes you through the steps of creating the decision packages with increments entered by activity to meet OFM requirements. Please refer to the [OFM Budget Instructions](#) for more guidance on policy level Decision Packages.

1. Add a performance level decision package using the steps learned in the preceding task:

- **Budget Period** – 2017-19
- **Version** – <your initials> - Practice
- **Package Program** – Agency Level
- **Budget Level** – PL – Performance Level
- **Decision Package Code** – <P1>
- **Package Title** – Expand Client Training Program

2. Enter and save **Recommendation Summary Text** using the steps learned in the preceding task.

Agency training services have been running above capacity for the past two years. We currently have a 6-month wait list for customers to attend systems training. Funding is required in order to expand the program to address backlog...

*Note: Recommendation Summary text is required by the system for **electronic** release of your budget.*

3. Once the decision package opens, select **Edit > Expenditure Detail Amounts**
4. Select the **Affected Pgms/Subpgms/Budget Unit/Activities** tab
5. Highlight **Agency Level** in the **Affected Programs/Activities** column and the < to move out of the list.
6. Use the combination of **Available Program** and **Available Activity** for each combination of program and activity with incremental adjustments in this decision package and use the > to move each combination into the **Affected Programs/Subprograms/Budget Unit/Activities** list.

Program / Activity

020/A005

020/A013

7. Click 'Save' and 'Yes'

8. Go to the **Fund Detail** tab to enter estimates by fund and program/activity combination.

Fund	Program 020 / Activity A005		Program 020 / Activity A013	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
001-1	15,000	20,000	15,000	20,000

9. Go to the **Objects of Expenditure Detail** tab to enter estimates by **Object** and program/activity combination.

Object	Program 020 / Activity A005		Program 020 / Activity A013	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
A	11,000	14,600	11,000	14,600
B	4,000	5,400	4,000	5,400

10. Select **View > Balance Funds to Objects** to verify funds and objects are in balance.

11. Go to the FTE Detail tab to enter FTE estimates by fund and program/activity combination.

Fund	Program 020 / Activity A005		Program 020 / Activity A013	
	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year	1 <sup>st</sup> Fiscal Year	2 <sup>nd</sup> Fiscal Year
001-1	.4	.5	.4	.5

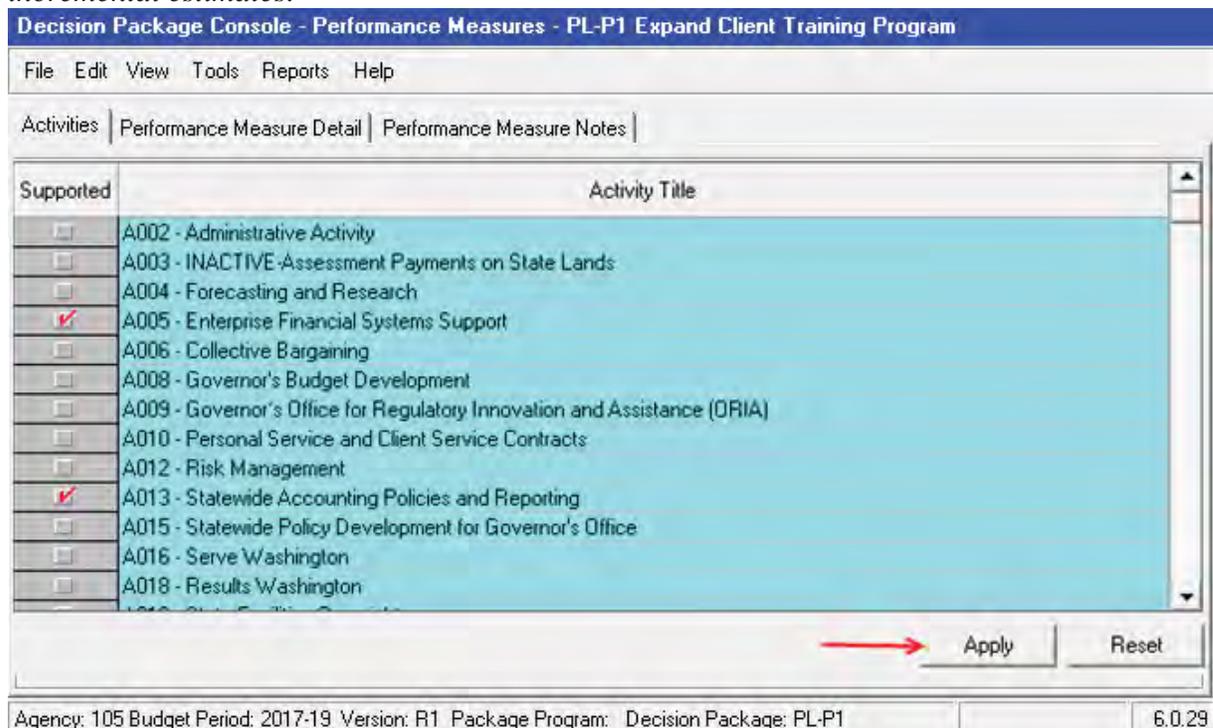
12. Select **File > Save Current Tab Set**

13. Select **Edit > Performance Measure Increments**

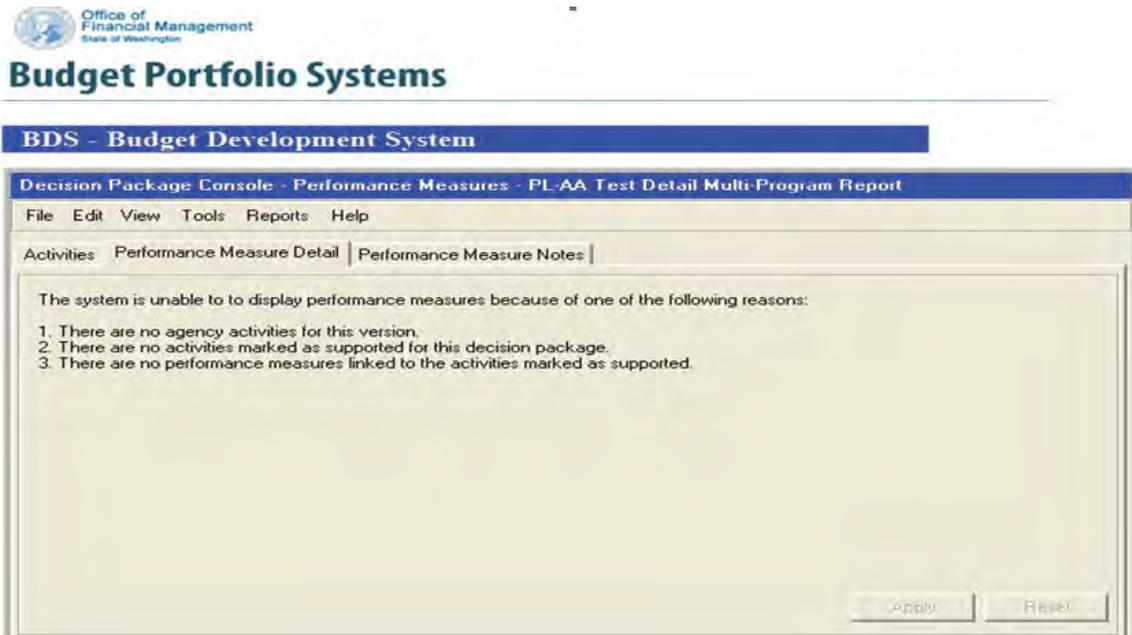
14. Select each **Activity** that is supported by the **Decision Package**

A005  
A013

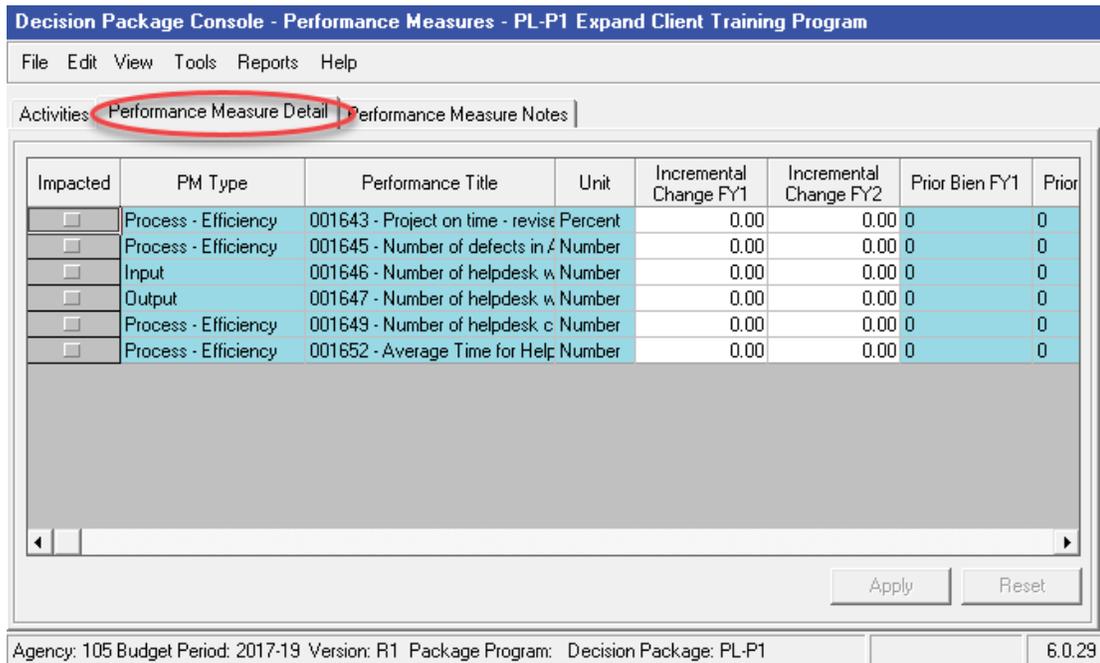
*Note: The list of supported activities may or may not mirror the list of activities with incremental estimates.*



*Note: When you get the screen below, this is because you have not linked performance measures to the Supported Activity. You will need to contact your OFM Analyst to go to the Activity Descriptions application and link performance measure(s) to the activity.*



15. Select the **Performance Measure Detail** tab



16. The **Performance Measure Detail** screen lists all performance measures that support any of the **Activities** marked as supported in the **Activities** tab.

*Note: There is a critical pre-release edit that verifies the performance measure with Usage Type of “Budget” has a status of “Approved” or “Under Review” and is an “Active” Performance Measure. When the performance measure is in “Draft” only status or “Returned” only status (meaning there isn’t also an Approved performance measure) the user will receive a critical pre-release error when they run the report (see Lesson 4, task 5) You may unlink this performance measure from the Activity. The other option would be to release the performance measure to OFM that is causing the error.*

17. Enter the estimated incremental change for the performance measures as a result of this decision package.

First listed performance measure	10.00	20.00
----------------------------------	-------	-------

18. Click **Apply** to save changes

19. Select **View > List Decision Packages by ID**

20. Select **Reports > OFM Reports > Performance Measure Incremental Estimates for the Biennial Budget**

*Note: This report will provide a listing of all the incremental estimates assigned to agency performance measures.*

BASS - BDS033		State of Washington		
Agency Performance Measure				
Incremental Estimates for the Biennial Budget				
<b>Agency:</b> 105	<b>Office of Financial Management</b>		<b>Budget Period:</b>	2017-19
<b>Activity:</b> A005	<b>Enterprise Financial Systems Support</b>			
PL	UN	LEAN Project	No measures linked to decision package	
<b>Process - Efficiency Mea</b> 001643		<b>Percent of projects delivered on time per approved baseline schedule.</b>		
PL	P1	Expand Client Training Program	<u>FY 2018</u> 10.00%	<u>FY 2019</u> 20.00%
<i>Improve the ability to create realistic plans, schedules and estimates. On time delivery builds credibility with our business owners.</i>				
<b>Activity:</b> A013	<b>Statewide Accounting Policies and Reporting</b>			
PL	P1	Expand Client Training Program	No measures linked to activity	
PL	UN	LEAN Project	No measures linked to activity	
PL	UN	LEAN Project	No measures linked to decision package	

21. Print a copy of the report if desired

Skip this step in training – a copy of the report can be found in Appendix 2.

### Lesson 3, Task 3 – Creating Decision Package Document

To ensure that your data residing in BDS is in synch with your Decision Package Word Document, run the BDS017 report. This report will export the following data for inclusion in your Word created decision package document:

- Agency number and name
- Decision Package Code/Title: 2-digit RecSum code and short, descriptive title, limited to 35 characters. This will appear on RecSum reports
- Budget Period: Biennium for which appropriation is requested
- Budget Level: Maintenance level or policy/performance level RecSum code
- Agency Recommendation Summary Text: Brief description of the decision package, written in complete sentences. This text will be loaded into the OFM Budget System and be the starting point for the text that describes items funded in the Governor’s budget.
- Fiscal Detail: The operating expenditures by account and objects of expenditure; staffing detail by FTEs and revenue detail by account that agencies have entered into BDS for each decision package.

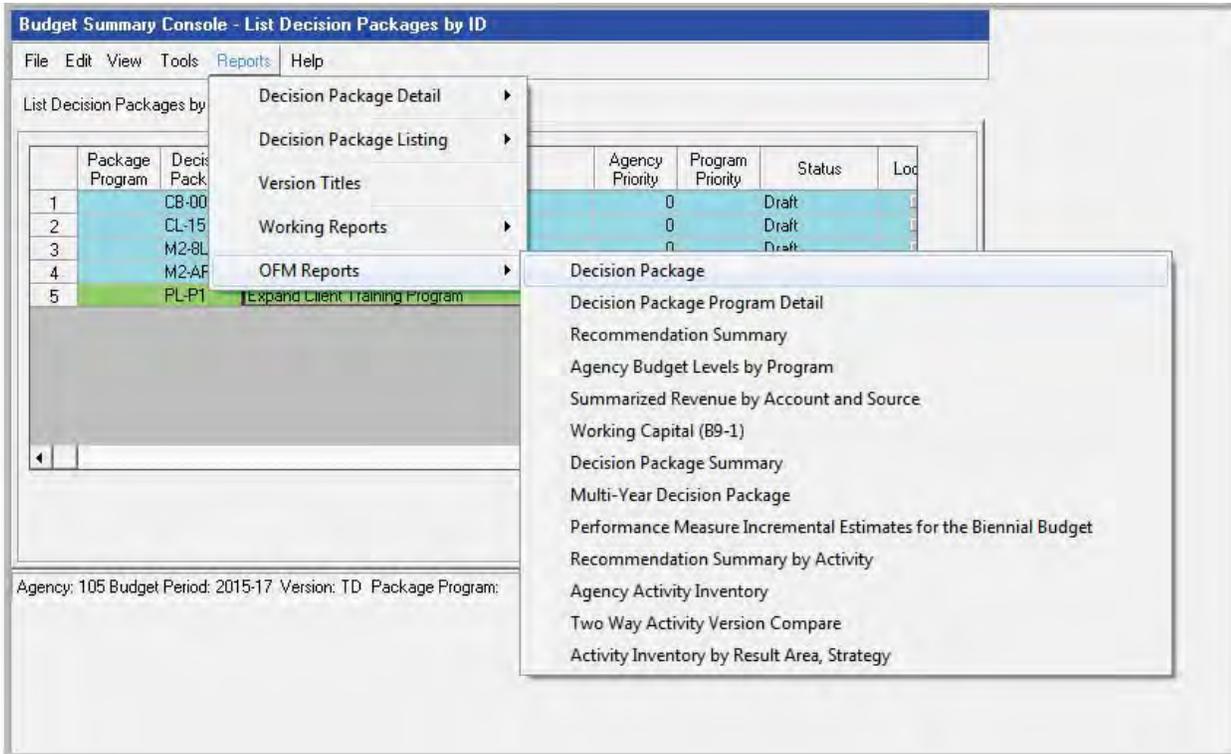
The agency must then also complete the required elements of the decision package in the Word template: Please refer to the [OFM 2017-19 Operating Budget Instructions](#) for detailed instructions.

1. Click once to highlight the necessary **Decision Package**

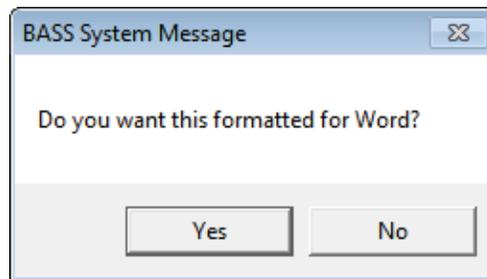
	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1		CB-00	Current Biennium Base	0		Draft	<input type="checkbox"/>
2		CL-13	Biennialization of Field Office X	0		Draft	<input type="checkbox"/>
3		CL-21	Remove one-time software funding	0		Draft	<input type="checkbox"/>
4		M2-8L	Lease Rate Adjustments	0		Draft	<input type="checkbox"/>
5		M2-AF	File Server Replacement	0		Draft	<input type="checkbox"/>
6		PL-TR	Expand Client Training Program	0		Draft	<input type="checkbox"/>

Agency: 105 Budget Period: 2013-15 Version: TD Package Program: Budget Level: ALL 6.0.30

2. Select **Reports > OFM Reports > Decision Package** (or **Decision Package Program Detail** for agencies appropriated by program)



3. If exporting to Word, Select **Check here if you want this formatted for Word**, then click **OK**



4. Select to **Report Format** and click **View**



5. The report provides the following data:

- Agency
- Decision Package Code/Title
- Budget Period
- Budget Level
- Recommendation Summary Text
- Fiscal Detail, Object Detail, and/or Revenue Detail
- Links to the new Decision Package Template, Budget instructions and Assigned Budget Analyst list



6. You will use the information on this report to complete the new Decision Package Template. You will copy and paste into the appropriate fields. You will also need to enter the next two fiscal year detail information to complete the form.

## 2017-19 Biennium Budget Decision Package

**Agency:**

**Decision Package Code/Title:**

**Budget Period:**

**Budget Level:**

**Agency Recommendation Summary Text:**

**Fiscal Summary:** Decision package total dollar and FTE cost/savings by year, by fund, for 4 years. Additional fiscal details are required below.

Operating Expenditures	FY 2018	FY 2019	FY 2020	FY 2021
Fund AAA-X	Xxx	yy	zzz	aaa
Fund BBB-Y	Xxx	yy	zzz	aaa
<b>Total Cost</b>	<b>Xxx</b>	<b>yy</b>	<b>zzz</b>	<b>aaa</b>
Staffing	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
FTEs	x.y	x.y	x.y	x.y
Revenue	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Fund AAA-X	x.y	x.y	x.y	x.y
Fund BBB-X	x.y	x.y	x.y	x.y
<b>Object of Expenditure</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Obj. X	Xxx	yy	zzz	aaa
Obj. X	Xxx	yy	zzz	aaa
Obj. X	Xxx	yy	zzz	aaa

7.  You will then need to complete the questions at the bottom of the report.

<p><b>Package Description</b></p> <ul style="list-style-type: none"><li>▪  </li></ul> <p><b>Base Budget:</b> If the proposal is an expansion or alteration of a current program or service, provide information on the resources now devoted to the program or service. Please include annual expenditures and FTEs by fund and activity (or provide working models or backup materials containing this information).</p> <p><b>Decision Package expenditure, FTE and revenue assumptions, calculations and details:</b> Agencies must clearly articulate the workload or policy assumptions used in calculating expenditure and revenue changes proposed.</p> <ul style="list-style-type: none"><li>▪</li></ul> <p><b>Decision Package Justification and Impacts</b></p> <p style="text-align: right;">1</p>
<hr/> <p><b>What specific performance outcomes does the agency expect?</b> Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.</p> <p><b>Performance Measure detail:</b></p> <p><b>Fully describe and quantify expected impacts on state residents and specific populations served.</b></p>

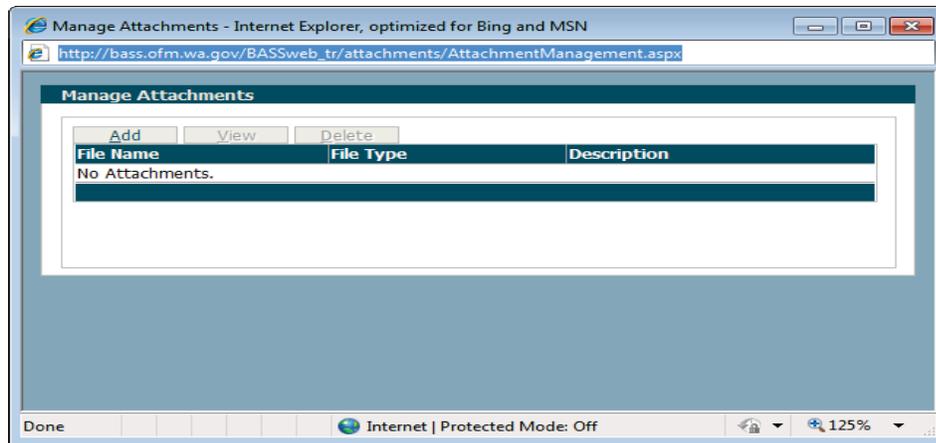
8.  Once you have copied over the information into the template you will want to save the template into a folder for printing and updating as necessary.
9. Close the **Report Tab** to return to the list of **Decision Packages**
10. Select the next decision package and repeat steps 1-9
11. It is strongly recommended that you attach your Decision Package Documents to your data residing in BDS. Please continue to the next Task for instruction

### Lesson 3, Task 4 – Adding an Attachment to a Decision Package

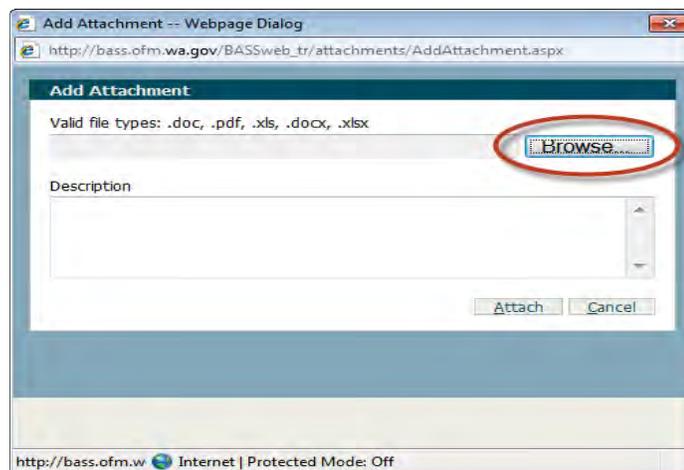
*Important things to note:*

- OFM recommends that agencies attach the final Decision Package in Word format
- To make changes to your Decision Package Document, make the changes on your desktop, delete the invalid document and reattach the updated one.
- To print attachments you will need to open the decision package attachments (Lesson 3, Task 5) and print them individually.
- Attachment files are limited in size to 3MB

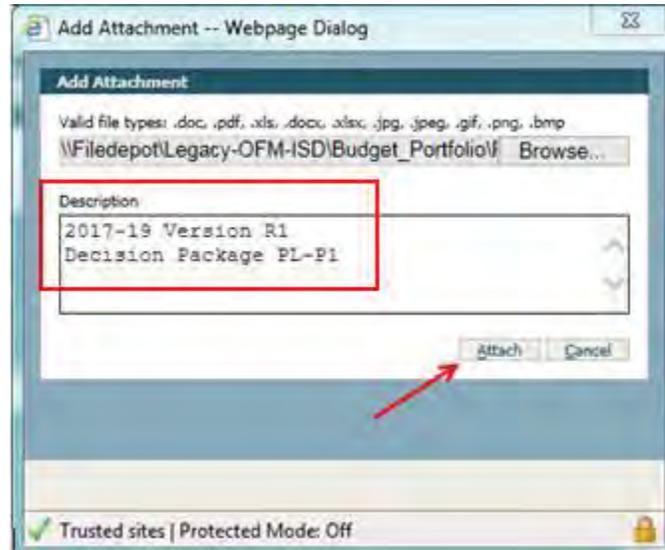
1. From the **List Decision Packages by ID** screen, select the appropriate Decision Package
2. Select **Edit > Expenditure Detail Amounts**
3. Select **Edit > Attachment**, the dialog box will open, Select **Add**



4. Select **Browse**



5. Locate the **Decision Package Document** and double click to select
6. Enter a **Description**
7. Select **Attach** and **OK**



8. Exit out of the dialogue boxes
9. From the **View > List Decision Packages by ID** screen, scroll to the right to view the **Contains Attachment** list

**Budget Summary Console - List Decision Packages by ID**

File Edit View Tools Reports Help

List Decision Packages by ID

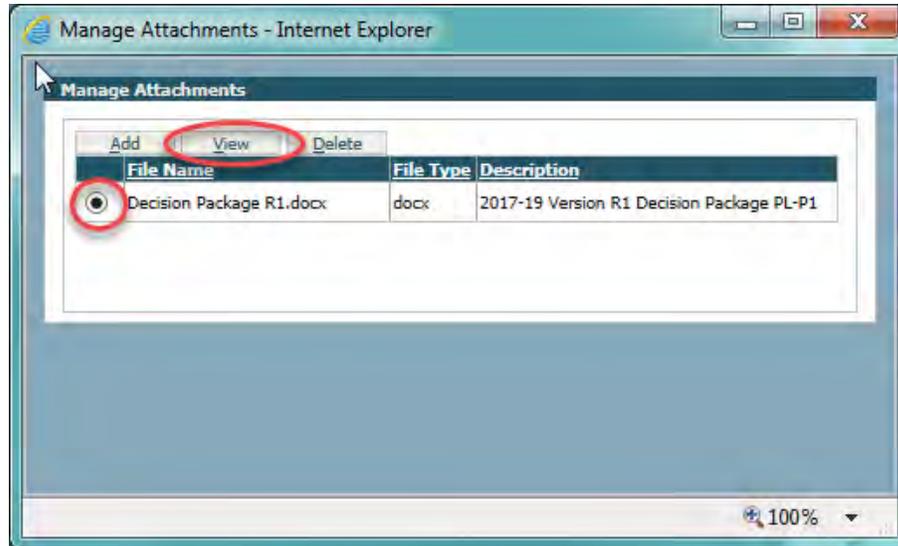
	Package Program	Decision Package	Program Priority	Status	Locked	Contains Attachments	Contains Narrative	Contains Funds	Contains FTES
1		CB-00		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		CL-10		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3		CL-AZ		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		M1-AK		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		M2-8L		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		M2-AJ		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7		M2-C6		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		PL-P1		Draft	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9		PL-UN		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Sort Set Filter to All

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: ALL Budget Level: ALL 6.0.29

### Lesson 3, Task 5 – Viewing an Attachment to a Decision Package

1. From **List Decision Packages by ID** screen, double click the packet that you want to view the attachment.
2. Select **Edit > Expenditure Detail Amounts** (you may also select Revenue Detail Amounts or Performance Measures selections).
3. Select **Edit > Attachments** and the **Manage Attachments** dialog box will open
4. Select the attachment and click **View**



5. A File Download dialog box will appear, select **Open**

*Note: To make changes to your Decision Package Document, make the changes on your desktop, delete the invalid document and reattach the updated one.*

## Lesson 3, Task 6 – Update Revenue Estimates

Part of the budget development process involves providing estimates to OFM on the level of revenue each administering agency expects to receive. This step will look at developing the maintenance level revenue that is not tied to a specific decision package. Revenue that is resulting from a specific decision package should be recorded within that decision package. The data entry steps are the same.

1. Select **File > Add a decision package to my base**

*Note: You may enter your base maintenance level revenue using this single decision package decision as this lesson outlines. You would then run a report to review the resulting base and enter only the needed adjustment to meet expected maintenance level in this decision package.*

**Add New Decision Package**

**New Decision Package**  
Enter the information below that will define the new decision package.

Budget Period: 2017-19  
Version: R1 - Biennial Budget 2017-19  
Budget Level: M1 - Mandatory Caseload and Enr  
Decision Package Code: M189

View Decision Package Codes:  
 Used for this Version  
 Available for this Version  
85  
86  
87  
88  
89  
92  
\* indicates reusable codes

Package Program: Agency Level  
Package Title: Maintenance Level Revenue  
Package Long Title:

Open this decision package after Save. Decision package filter will be modified.

Save Cancel

2. Select the **Budget Period**  
2017-19
3. Select the **Version**  
<Your initials> - <Your name> Practice
4. Select 'M1 – Mandatory Caseload and Enrollment' from the **Budget Level**
5. Select an available decision package code from the list under **View Decision Package Codes**  
90
6. Leave the **Package Program** drop down box at the default of 'Agency Level'

*Note: Agency level means it can contain any agency program. Use of package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.*

7. Type in a **Package Title** for this decision package  
**Maintenance Level Revenue**

*Note: This title will be pre-filled with the OFM Pre-assigned title for this particular code.*

8. Check the **Open this decision package after Save. Decision package filter will be modified.**
9. Click 'Save', and select 'Yes' and 'OK' for the following two messages

*Note: Revenue only decision packages do require revenue narrative and recommendation summary text. Please refer to the OFM Budget Instructions for more guidance.*

Decision Package Console - Revenue Detail Amounts - M1-91 Maintenance Level Revenue

File Edit View Tools Reports Help

Revenue Filter | Revenue Detail | Affected Programs | Revenue Notes

Revenue Search Criteria

Fund All

Source All

Apply

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: M1-91 6.0.29

10. Leave the **Fund** and **Source** as All, click **Apply**

*Note: The revenue filter was developed to assist agencies that have a large number of revenue funds and sources (e.g., State Treasurer's Office) so that they could narrow the number of revenue lines displayed on the following worksheet. Using the options of All and All will be sufficient for most agencies.*

11. Enter **the Fund** and hit Tab

**001**

12. Enter the **four-digit major source/source combination** and hit Tab

**0316**

*Note: You may also right click on the cell to bring up a selection dialog box.*

13. Repeat steps 11 and 12 for each **fund / source combination** needing an update

14. Right click on the **Fund 996 / Source 9999** and 'Delete Row'

15. Enter estimates for each **fund/source**

**\$30,000 each year.**

*Note: Enter the expected maintenance level revenue that is not tied to a specific decision package for each source. For revenue that is associated with a specific decision package, those increments should be included in the Revenue Detail of the specific decision package(s).*

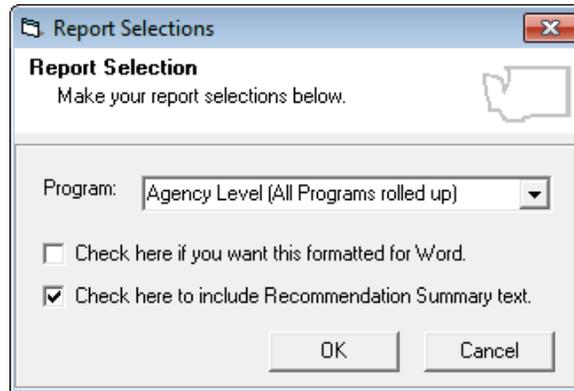
Decision Package Console - Revenue Detail Amounts - M1-91 Maintenance Level Revenue							
File Edit View Tools Reports Help							
Revenue Filter Revenue Detail Affected Programs Revenue Notes							
Fund: All Source: All							
Fund Code	Fund Title	Source Code	Source Title	Total FY2018	Total FY2019	Agency Level FY 2018	Agency Level FY 2019
001	General Func	0316	Dept of Justice	30,000	30,000	30,000	30,000
	<b>Total Fund</b>			<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
	<b>&lt;-- Enter Fi</b>						
<b>Total</b>				<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
	<b>Biennial Tc</b>				<b>60,000</b>		<b>60,000</b>

Agency: 105 Budget Period: 2017-19 Version: R1 Package Program: Decision Package: M1-91 6.0.29

16. Select **File > Save Current Tab Set**

17. Select **Reports > OFM Reports > Summarized Revenue by Account and Source**. Choose 'Agency Level (All Programs rolled up)' and check **Include Recommendation Summary Text**

18. Click **OK**



19. Select the **Report Format and View**

20. Exit out of the report window to return to the **Revenue Detail** tab

BASS - BDS029

**State of Washington**  
Summarized Revenue by Account and Source

Budget Period: 2017-19  
Dollars in thousands  
105 - Office of Financial Management  
Agency Level  
R1 - Biennial Budget 2017-19  
Supporting Text Included

8/19/2016  
9:08AM

	Maintenance Level		Performance Level		Biennium Totals		Total
	FY2018	FY2019	FY2018	FY2019	FY2018	FY2019	
001 - General Fund							
91 - Maintenance Level Revenue	30	30					
Total - 0316 - Dept of Justice - F	30	30			30	30	60
001 - General Fund - Federal	30	30			30	30	60
Total - 001 - General Fund	30	30			30	30	60
105 - Office of Financial Management - Federal	30	30			30	30	60
Total - 105 - Office of Financial Management	30	30			30	30	60

21. Review report for accuracy

*Note: OFM requires that the agencies balance between expenditure and revenue estimates for federal and local/private fund sources. A pre-release edit will provide a warning if the expenditures for appropriation types 2 and 7 do not align with revenue major sources 03 and 05 respectively.*

### Lesson 3, Task 7 – Working Capital Reserve

The administering agency of a special revenue fund must submit a Working Capital Reserve form that lists the recommended ending fund balance for those accounts. Please see [Section 8.4 of the OFM Budget Instructions](#) for more information about Working Capital Reserve. **If your agency is not required to submit a Working Capital Reserve Form, skip to Lesson 4.**

1. Select **Tools > Working Capital**
2. Enter **Funds** required in the Working Capital Reserve (B9-1) submittal hit Tab **419**
3. Enter estimates for the current and ensuing biennia

**CB Amount**  
1,000,000

**EB Amount**  
1,000,000

4. Select **File > Save Current Tab**

Fund	Fund Title	CB Amount	EB Amount
421	Education Technology Revolving	1,000,000	1,000,000
	<-- Enter Fund Here		

5. Select **Reports > OFM Reports > Working Capital (B9-1)**. Choose 'Agency Level (All programs rolled up)'. *A sample of this report can be found in Appendix 3.*
6. Print if desired  
**Skip this step in training**
7. Exit the report window to return to the **Working Capital** tab
8. Select **File > Exit to BDS Menu**

**LESSON 4 – REVIEW THE BUDGET AND MAKE NECESSARY REVISIONS**

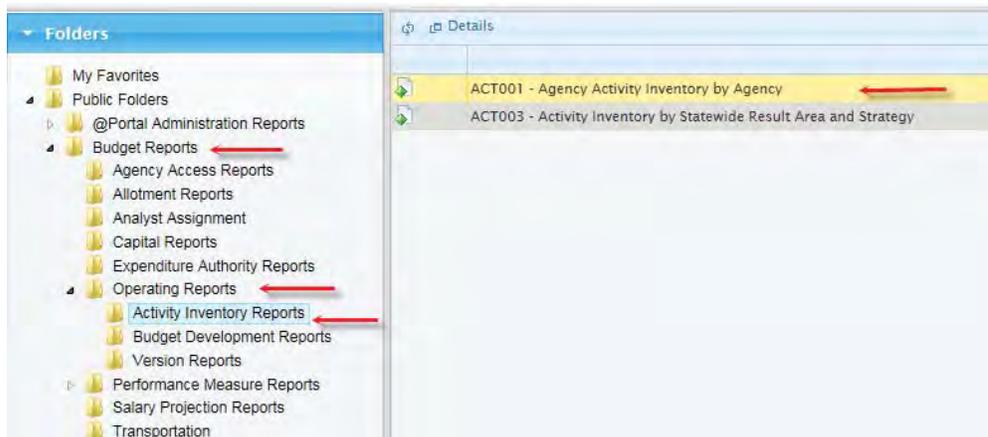
## Lesson 4, Task 1 – Review Agency Activity Description/Performance Measure Target Amounts

The Agency Activity Description ACT001 report is required as part of the budget submittal. This report can be run from Enterprise Reporting. Please refer to the [OFM Budget Instructions](#) for the Activity Performance Measure Target instructions and business rules.

1. Once your agency Activity Descriptions and Performance Measure Target Amounts have been updated, select **Reports > OFM Reports > Agency Activity Inventory**
  - **Go to ER Window provided in training**
2. **Login** to [Enterprise Reporting](#)



3. Select **Budget Reports > Operating Reports > Activity Inventory Reports**
4. Right click on the report title **ACT001**
5. Select **Schedule**



6. Make the following suggestions to match your version

- Budget Period – 2017-19
- Agency – Your agency
- Version - <Your initials> - <Your name> Practice
- Include Policy Level – Yes

Screenshot of the 'Schedule: ACT001 - Agency Activity Inventory by Agency' dialog box. The 'Parameters' tab is active, showing dropdown menus for Budget Period (2017-19), Agency (105 - Office of Financial Management), Version (R1 - Biennial Budget 2017-19), Result Area (\* - All Statewide Result Areas), Activity (\* - All Activities), and Program (\* - All Programs). There are 'Reset' and 'Schedule' buttons at the bottom right.

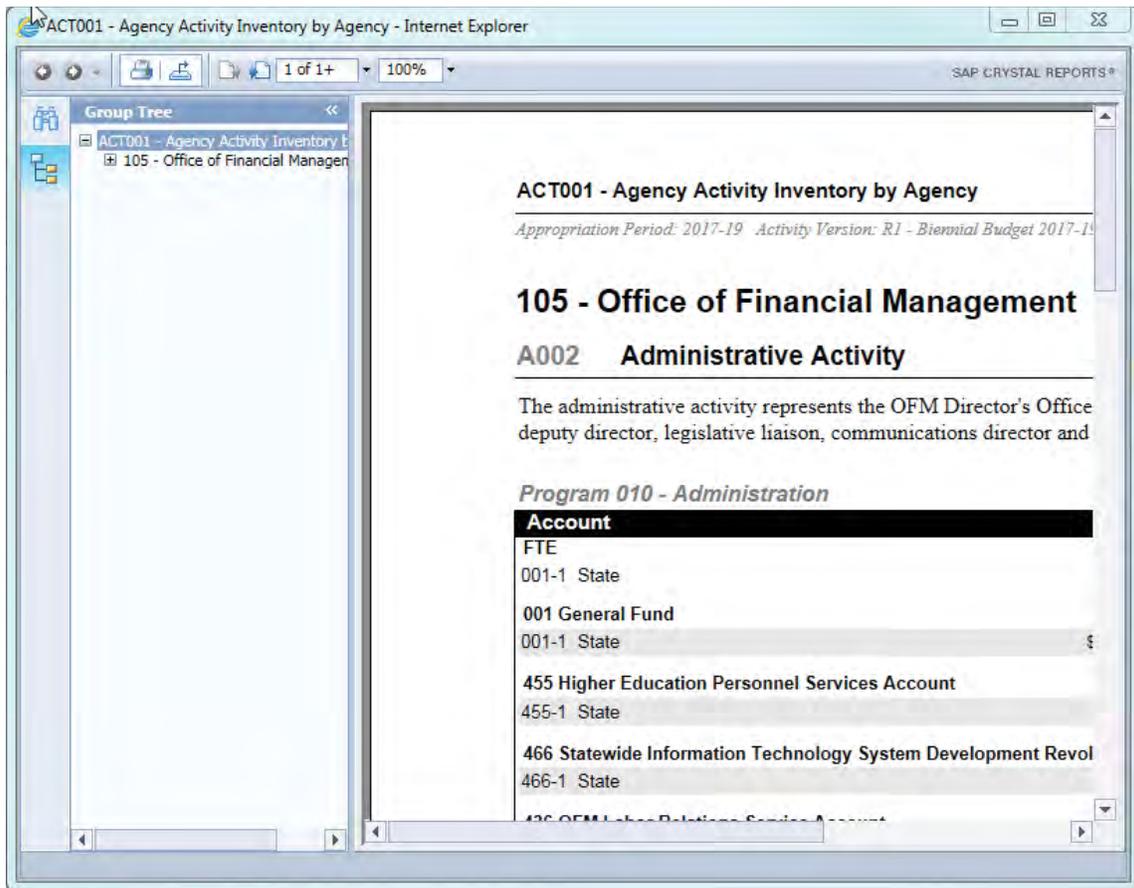
7. Click **Schedule** in the bottom right hand corner

8. Wait a few moments until the report status changes from **Pending** to **Success**

9. Double click on the **Instance Time**

Screenshot of the 'History: ACT001 - Agency Activity Inventory by Agency' table. The table has columns: Instance Time, Title, Status, Created By, Type, and Parameters. The first row shows: Jun 25, 2014 7:50 AM, ACT001 - Agency Activity Inventory by Age, Pending..., tanya179, Crystal Report, ;A;2013-15;105;EN;\*. The 'Instance Time' cell is highlighted.

Instance Time	Title	Status	Created By	Type	Parameters
Jun 25, 2014 7:50 AM	ACT001 - Agency Activity Inventory by Age	Pending...	tanya179	Crystal Report	;A;2013-15;105;EN;*



10. **Print** the report

**Skip this step in training**

11. **Logoff** and **close** all Enterprise Reporting windows

12. Review the report for activity titles, descriptions, expected results, priority, and reasonableness activity dollars for the version. Also, verify the performance measure totals and determine adjustment needed.

*Note: Once Performance Measure Target amounts are final, you will need to release this data to OFM. The performance measure target amounts should be released before releasing the agency budget. More information regarding performance measures can be found in the [Results through Performance Management \(RPM\)](#) system user guide.*

## Lesson 4, Task 2 – Prioritizing Decision Packages

### 1. Select Reprioritize Decision Packages



### 2. Click to highlight a performance level decision package to prioritize and click the **Top** button

Budget Management Console - Decision Package Management

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages

Package Program:  
- Agency Level -

New Priority	Decision Package	Title	Current Priority	Locked Status	Package Program
1	CB-00	Current Biennium Base	0	Unlocked	
2	CL-10	Biennialization of Field Office X	0	Unlocked	
3	CL-AZ	Carry Forward	0	Unlocked	
4	M1-91	Maintenance Level Revenue	0	Unlocked	
5	M1-AK	Maintenance Level Expenditures	0	Unlocked	
6	M2-8L	Lease Rate Adjustments	0	Unlocked	
7	M2-AJ	File Server Replacement	0	Unlocked	
8	M2-C6	Federal Funding Adjustment	0	Unlocked	
9	PL-P1	Expand Client Training Program	0	Unlocked	
10	PL-UN	LEAN Project	0	Unlocked	

Move To ...  
Top  
Up  
Down  
Bottom

Save    Reset

Agency: 105 Budget Period: 2017-19 Version: R1    6.0.29

### 3. Click once to highlight the **Second** performance level decision package and click the **Move To** button

4. Type '2' in the **is:** field



5. Make sure that **Highlight the new priority row** is unchecked
6. Click **OK**
7. Click once to highlight the **Third** priority decision package and click the **Up** and **Down** buttons as necessary to move it back into the third position  
**Move your final Performance Level decision package to spot #3**
8. Click **Save**

*Note: You must prioritize performance level decision packages for your OFM submittal. BDS allows for prioritizing all decision packages of a version regardless of budget level. The assigned priority is not electronically submitted to OFM, but is used in reporting. The Decision Package Summary prints a list of performance level decision packages in priority order. You may choose to prioritize maintenance level decision packages if you will be printing the Working Recommendation Summary in priority order. The OFM Recommendation Summary report will print in budget level, decision package code order. Simply leave un-prioritized decision packages (for current biennium and carry-forward level) at the bottom of the priority list. Although BDS will assign a low-level priority number, this number will not be used in BDS or OFM internal budget systems (WinSum).*

## Lesson 4, Task 3 – Revising Decision Package Titles

1. Select the **Agency Decision Package Identification** tab

	Decision Package ID	Title	Long title	Reusable
1	00	Current Biennium Base	Current Biennium Base	<input type="checkbox"/>
2	10	Biennialization of Field Office X		<input type="checkbox"/>
3	8A	hvjgikgvjk	asdrfggggggggg sdrggggggggggg	<input checked="" type="checkbox"/>
4	8B	xdfve	zsdrgsadrfgsdrfg a wergawef aer gaer aer	<input checked="" type="checkbox"/>
5	8L	Lease Rate Adjustments	Lease Rate Adjustments	<input type="checkbox"/>
6	91	Maintenance Level Revenue		<input type="checkbox"/>
7	9Z	Recast to Activity	Recast to Activity	<input type="checkbox"/>
8	AA	SW Test	long titlwe sw test	<input checked="" type="checkbox"/>
9	AB	DP Test	DP Test	<input checked="" type="checkbox"/>
10	AC	Test Package R/W		<input type="checkbox"/>
11	AD	Test rw		<input type="checkbox"/>
12	AE	sdsd	zdfsdfgs asergser g ser gaserastr	<input checked="" type="checkbox"/>

2. Find a decision package code for any decision package requiring a **Title** change
3. Change the decision package **Title**  
**Expand Client Training Opportunity**

*Note: Changing the decision package title on the **Agency Decision Package Identification** tab will change the title for all decision packages with this code for the indicated budget period. Only Budget Operations users may change a decision package title.*

4. Click **Save**

## Lesson 4, Task 4 – Decision Package Status

1. Select the **Decision Package Control** tab
2. Use the bottom scroll bar to move to the far **left**
3. Click once to highlight the first maintenance level decision package
4. Select the **Status**  
**Final**

*Note: The status you choose here will print on the actual decision package. You may choose the <blank> option to not have any stamp on the decision package.*

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1		CB-00	Current Biennium Base	2		Draft	<input type="checkbox"/>
2		CL-10	Biennialization of Field Office X	3		Draft	<input type="checkbox"/>
3		CL-AZ	Carry Forward	4		Draft	<input type="checkbox"/>
4		M1-91	Maintenance Level Revenue	5		Draft	<input type="checkbox"/>
5		M1-AK	Maintenance Level Expenditures	6		Draft	<input type="checkbox"/>
6		M2-8L	Lease Rate Adjustments	7		Draft	<input type="checkbox"/>
7		M2-AJ	File Server Replacement	8		Draft	<input type="checkbox"/>
8		M2-C6	Federal Funding Adjustment	9		Draft	<input type="checkbox"/>
9		PL-P1	Expand Client Training Program	1		Draft	<input type="checkbox"/>
10		PL-UN	LEAN Project	10			<input type="checkbox"/>

5. Repeat steps for each maintenance and performance level decision package
6. Mark all the current biennium and carry-forward level Decision Packages ‘Locked’

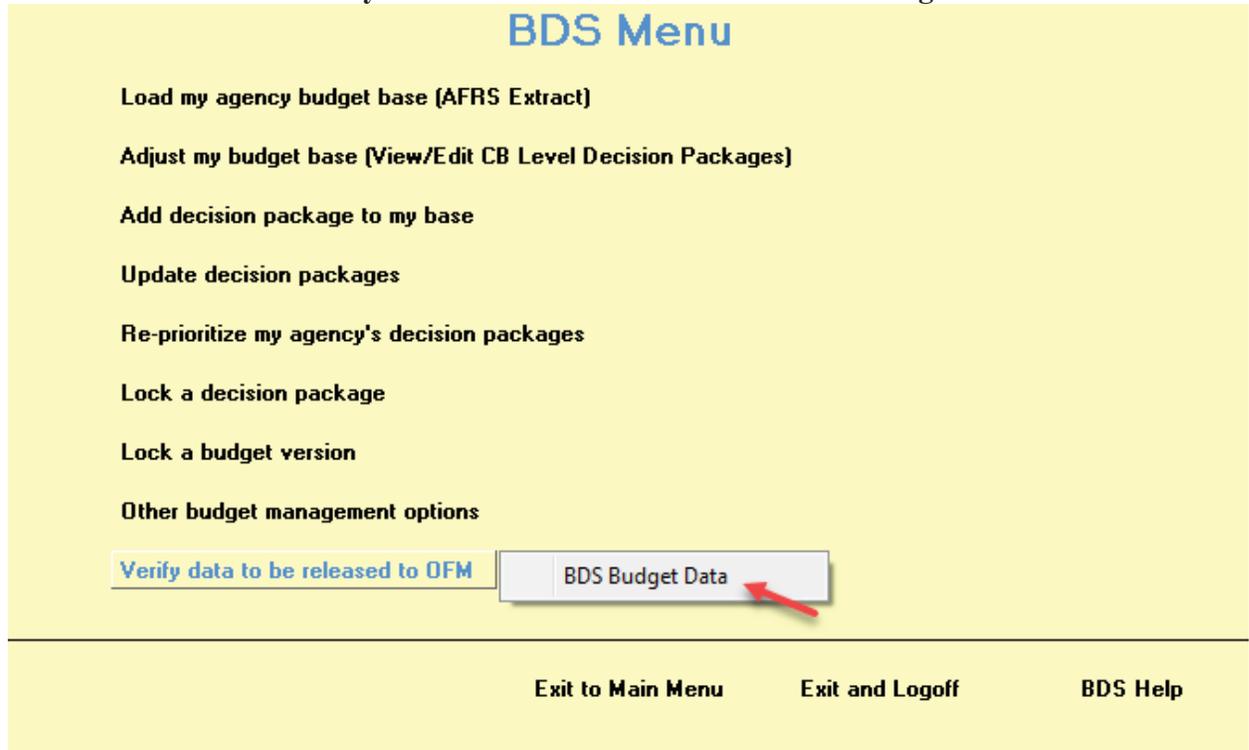
*Note: It is optional to change the status for current biennium and carry-forward level decision packages since they are not printed for the budget submittal.*

7. Click **Save**

## Lesson 4, Task 5 – Run a Pre-Release Edit Report

BDS has a Pre-Release Edit Report that allows users to verify that data in BDS meets all electronic release requirements, as well as warnings on various business rules. This report should be ran prior to printing copies of the OFM submittal reports. This report can and should be run early and often in your budget development to ensure no last minute surprises on release day. Appendix 1 will cover the various error messages and their respective remedies. **Warnings** are errors that may raise flags with your OFM budget analyst, but will not prevent you from releasing your data. **Critical** errors must be resolved before you will be able to release your data.

1. Select **Verify data to be released to OFM > BDS Budget Data**



2. Select the **Budget Period, Budget Type, and Version**

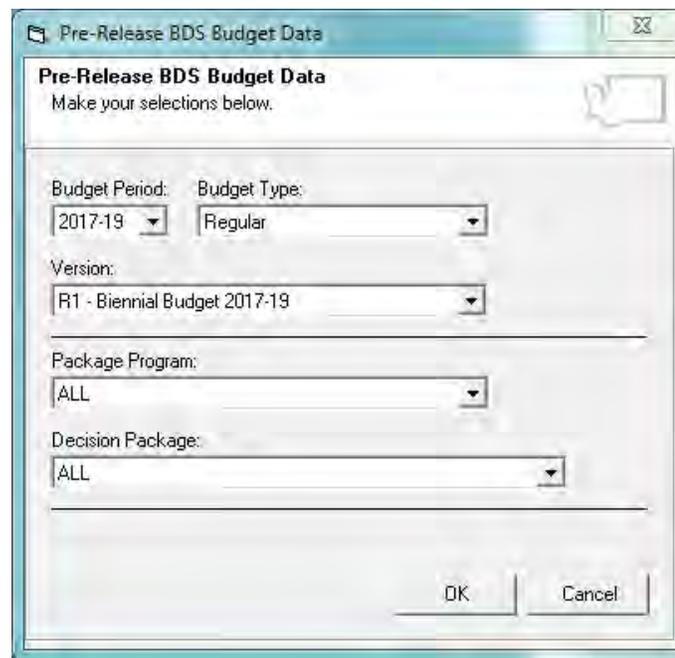
2017-19

Regular

<Your Initials> - <Your Name> Practice

2. Select 'ALL' for **Package Program and Decision Package**

3. Click **OK**



The screenshot shows a dialog box titled "Pre-Release BDS Budget Data" with the instruction "Make your selections below." It contains five dropdown menus: "Budget Period" (2017-19), "Budget Type" (Regular), "Version" (R1 - Biennial Budget 2017-19), "Package Program" (ALL), and "Decision Package" (ALL). At the bottom right, there are "OK" and "Cancel" buttons.

4. Select the **Report Format and View**
5. Print the report if desired  
Skip this step in training
6. Review the report and determine if any items should be addressed then click **Return**

*Note: Critical items MUST be corrected in order to electronically release data. Warnings indicate that there is something that might not be consistent with business rules, but the electronic release will not be prohibited.*

## Budget Development System Pre-Release Edits Report

Budget Period: 2017-19  
Agency: 105 Office of Financial Management  
Version: R1 Biennial Budget 2017-19  
Package Program: ALL  
Decision Package: ALL

8/19/2016  
11:12:41AM  
Page: 1

**Carry Forward Critical Errors (1)**Description

No OFM carry-forward level available to verify balances of the selected version. Please check back at a later date.

**General Critical Errors (2)**Description

The cumulative maintenance level total by decision package is out-of-balance from the activity totals in the FTE grid. Please use the Maintenance Level Totals for Recast report to determine differences and use decision package M2-9Z Recast to Activity to adjust and indicate the maintenance level total by activity.

The cumulative maintenance level total by decision package is out-of-balance from the activity totals in the Fund grid. Please use the Maintenance Level Totals for Recast report to determine differences and use decision package M2-9Z Recast to Activity to adjust and indicate the maintenance level total by activity.

**General Warnings (1)**Description

Total estimated expenditures for Fund 001, of \$101,572,244 does not match estimated revenues in Fund 001, Major Source 03 of \$60,000 for a difference of \$-101,512,244. Generally, estimated expenditures and revenues must net to zero at the statewide level for these types of funds.

7. Review each warning error to determine if further action should be taken.
8. Re-run the **Pre-Release Edit** report to verify corrections. *Please see Appendix 1 for Common Submittal Errors and their Remedies.*

## LESSON 5 – TRANSMIT YOUR BUDGET TO OFM

## Lesson 5, Task 1 – Release Data to OFM

Once you pass all pre-release edits you are ready to submit your version to OFM. You must have security to release BDS data to complete this step. The OFM Budget Division reviews your released BDS data through their internal system WinSum. Security for releasing data is granted separately from the BDS system. If you do not have an icon for **Release Data to OFM** on the BPS Main Menu, you do not have security to release data. Run an **Agency Access** report in Enterprise Reporting to determine who does have access for your agency.

1. Click on the **Release Data to OFM** icon from the **BPS Main Menu**.



**Release Data To OFM**

Refer to the “BDS Release Quick Reference Guide” located in the BPS Help Library at <https://budgetlogon.ofm.wa.gov/library/BDSRel.pdf> for instructions on releasing data to OFM.

**WARNING – If practicing at your agency, do not complete this step. This will release data to OFM.**

## LESSON 6 – ENACTED RECAST

## Lesson 6, Task 1 – Create your Enacted Budget Version

### What is the Enacted Recast?

When a new biennial or first supplemental budget is enacted, agencies must update their estimated costs of agency activities to reflect the new budget. This budget recast becomes the foundation for the next budget. Agencies enter their whole budget in terms of fund source and FTEs by Fiscal Year and activities. This process eliminates having to detail CB, CL and ML decision packages by activity.

### Why would I want to do an Enacted Recast?

After your Biennial Budget submittal goes through the legislative process, and becomes enacted, each agency is required to adjust their fund sources and FTEs to reflect accurate activity distribution. Once completed, it needs to be submitted to OFM and approved by your agency's OFM Budget Analyst; this information is then used as the basis to build the next budget.

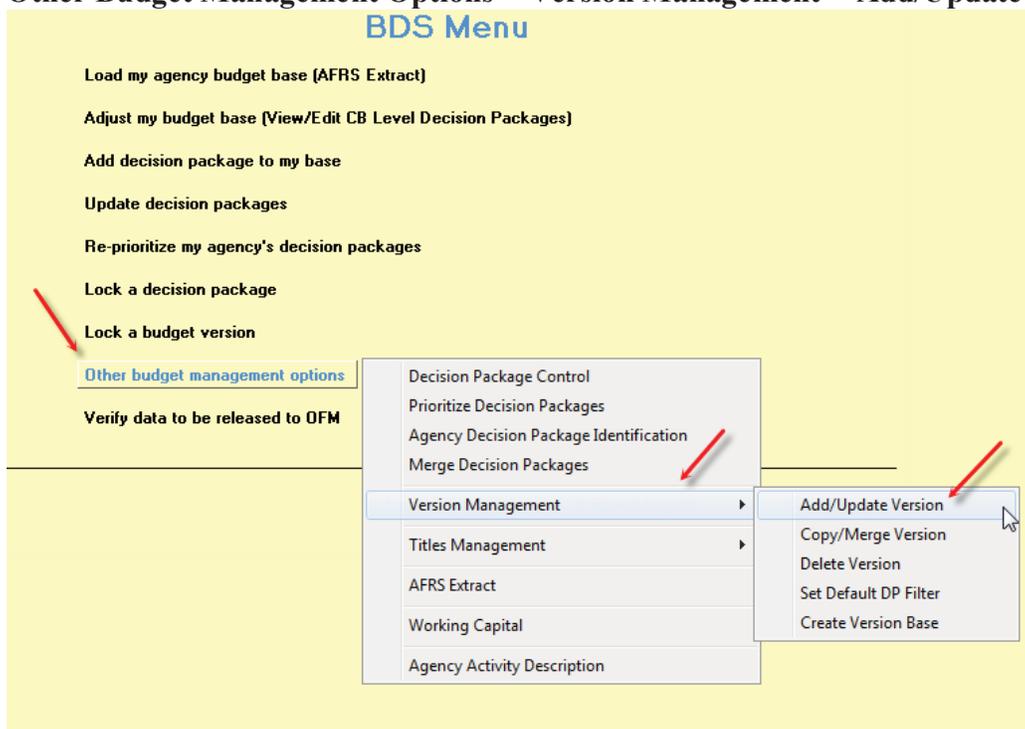
### What are the requirements for an Enacted Recast?

It is required that an agency's total enacted budget be spread by activity. The following steps will show how to create a new version, how to select activities, how to enter recast dollars and FTEs into BDS, and how to run a report. NOTE: Allocations between programs and activities should happen prior to beginning data entry.

Agencies enter the bottom line dollars by account and activity for their entire budget in one decision package. Knowing the activity breakout by decision package is not required. You need to know your total activity breakouts by program/subprogram/budget unit and activity before beginning this task.

1. From the **BDS Menu** select:

- **Other Budget Management Options > Version Management > Add/Update Version.**



2. Select the **Budget Period**

- 2017-19

3. In the empty row enter any two-digit code in the **Version** cell (numbers and/or letters in any order) to distinguish this version then hit the Tab key.

- <Your initials>

*Note: Version Coding is at the agencies discretion; the same coding structure can be used across bienniums.*

4. Assign a **Title** to your version and hit the Tab key.

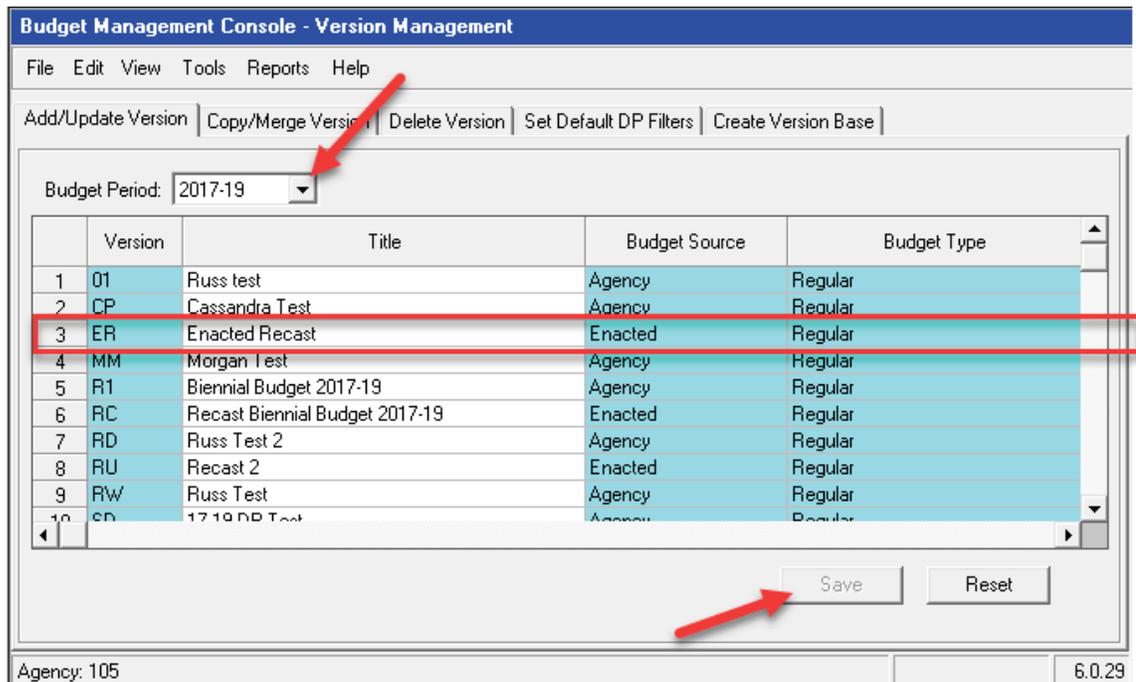
- <Your Name> Chosen Title

Select 'Enacted' from the list of **Budget Sources**

5. Select 'Regular' from the list of **Budget Types** and hit the Tab key. You should now see the version you just added in **blue font**

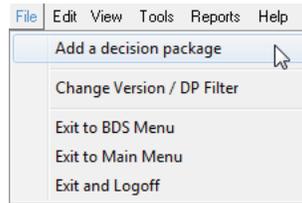
*Note: You will choose 'Regular' Budget Type for the Biennial Budget. Select First Year Supplemental or Second Year Supplemental for your Supplemental Budget requests.*

6. Hit the **Save** button to save the Version



## Lesson 6, Task 2 – Create the Bottom Line Recast

### 1. Select File > Add a decision package

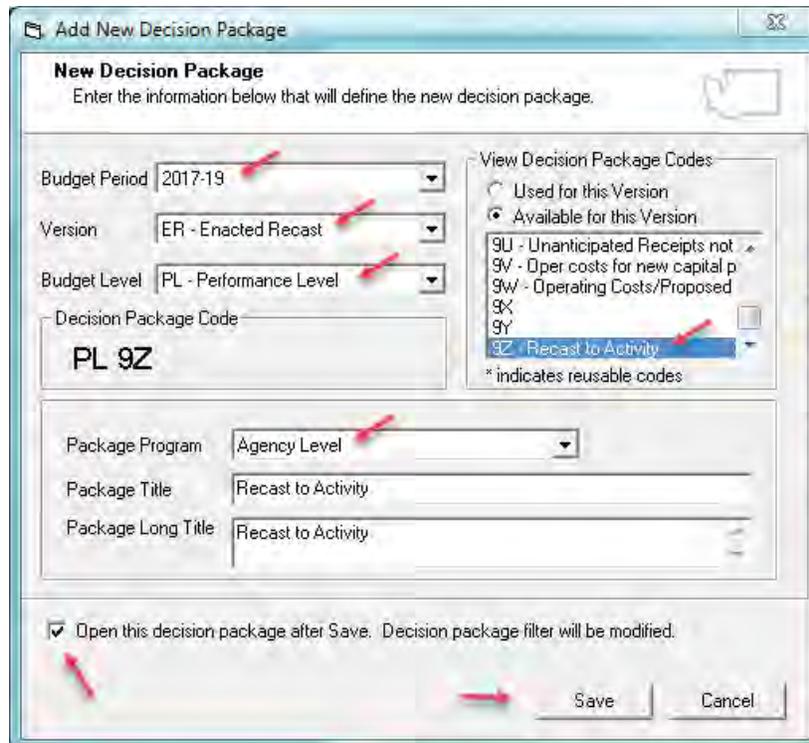


### 2. Enter the following decision package information:

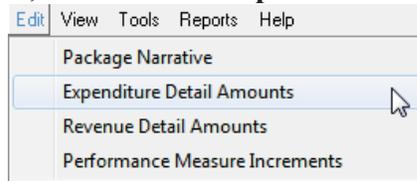
- **Budget Period** – 2017-19
- **Version** - <your initials> - <your name> Chosen Title, or the version you just created
- **Budget Level** – PL – Performance Level
- **Decision Package Code** – 9Z - Recast to Activity
- **Package Program** – Agency Level
- **Package Title** – Recast to Activity (cannot be changed)
- **Package Long Title** – Recast to Activity (cannot be changed)
- **Open this decision package after Save...** - Check the box

*Note: Package Program may be used to develop a separate recast for each agency program. In this case use Package Program to determine the program for recast, and repeat this Step for each program.*

### 22. Click 'Save', and select 'Yes' and 'OK' for the following two messages

A screenshot of a dialog box titled 'Add New Decision Package'. The dialog contains several input fields and a list of decision package codes. The 'Budget Period' is set to '2017-19', 'Version' to 'ER - Enacted Recast', and 'Budget Level' to 'PL - Performance Level'. The 'Decision Package Code' field contains 'PL 9Z'. A list titled 'View Decision Package Codes' shows options like '9U - Unanticipated Receipts not', '9V - Oper costs for new capital p', '9W - Operating Costs/Proposed', '9X', '9Y', and '9Z - Recast to Activity'. The '9Z - Recast to Activity' option is selected. Below the list, there is a checkbox labeled 'Open this decision package after Save. Decision package filter will be modified.' which is checked. At the bottom right, there are 'Save' and 'Cancel' buttons. Red arrows point to the 'Budget Period', 'Version', 'Budget Level', 'Decision Package Code', 'Package Program', 'Package Title', 'Package Long Title', and 'Save' button.

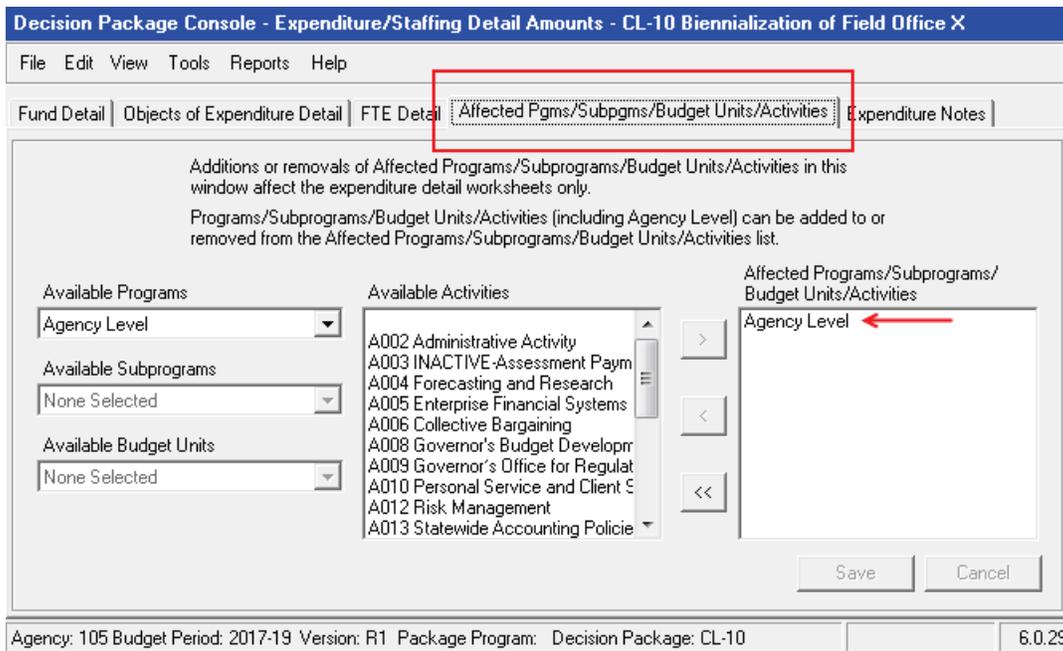
3. Once the decision package opens, select **Edit > Expenditure Detail Amounts**



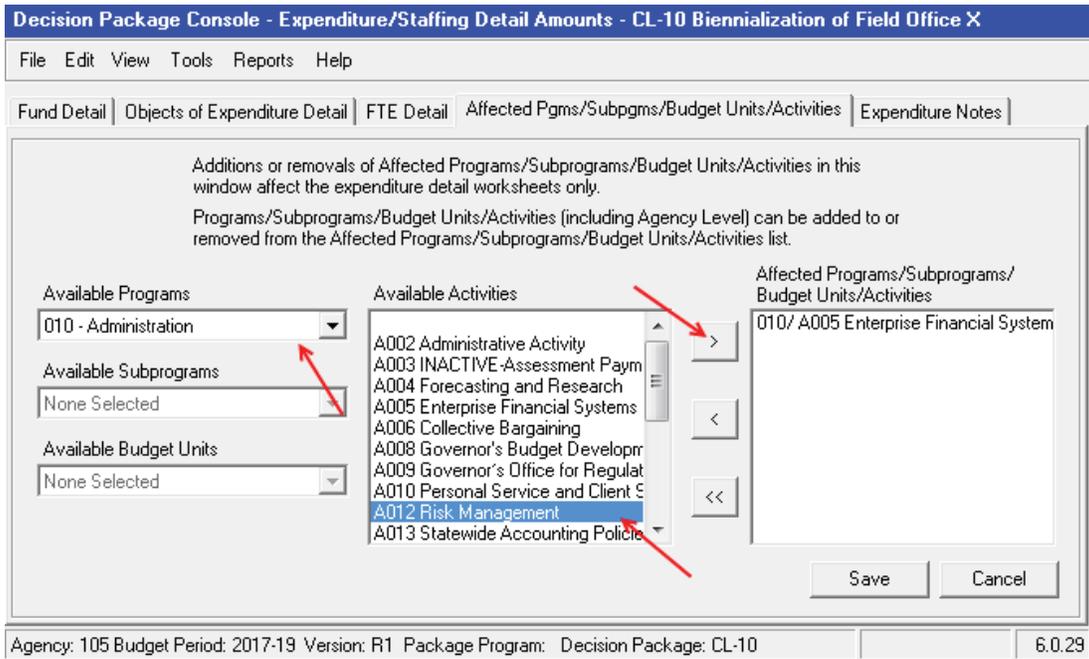
*Note: Narrative is not required for the Recast decision package.*

23. Click on the **Affected Pgms/Subpgms/Budget Unit/Activities** tab

24. Double click on **Agency Level** in **Affected Programs/Subprograms/Budget Units/Activities** list to move it out of the **Affected Programs/Subprograms/Budget Units/Activities** list



25. Select the **Affected Program > Available Activity** and click the > to move this into the **Affected Programs/Subprograms/Budget Units/Activities**. Do this for each Affected Program and Activity combination



26. Click 'Save' and 'Yes'

4. Select the **Fund Detail** tab
5. Enter **the Fund/Appropriation Type** and hit the Tab key
6. Right Click on **Fund 996-Z** and 'Delete Row'
7. Select **View > Freeze Key Columns** to view the funds as you use this BDS worksheet.
8. Input the dollars into the column for each combination of Program, Subprogram, Budget Unit and Activity.

**Decision Package Console - Expenditure/Staffing Detail Amounts - PL-9Z Recast to Activity**

File Edit View Tools Reports Help

**Fund Detail** | Objects of Expenditure Detail | FTE Detail | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2016	Total FY2017	Activity A001 FY 2016	Activity A001 FY 2017	Activity A002 FY 2016	Activity FY 2017
001-1	General Fund - State	26,275,100	26,622,300	25,154,000	25,501,200	1,121,100	1,121,100
001-2	General Fund - Federal	2,000,000	2,000,000	0	0	2,000,000	2,000,000
	<b>Total Fund 001</b>	<b>28,275,100</b>	<b>28,622,300</b>	<b>25,154,000</b>	<b>25,501,200</b>	<b>3,121,100</b>	<b>3,121,100</b>
419-6	Data Processing Rev - Non Adj	20,000,000	24,000,000	0	0	20,000,000	24,000,000
	<b>Total Fund 419</b>	<b>20,000,000</b>	<b>24,000,000</b>	<b>0</b>	<b>0</b>	<b>20,000,000</b>	<b>24,000,000</b>
	<-- Enter Fund Here						
	<b>Total</b>	<b>48,275,100</b>	<b>52,622,300</b>	<b>25,154,000</b>	<b>25,501,200</b>	<b>23,121,100</b>	<b>27,121,100</b>
	<b>Biennial Total</b>		<b>100,897,400</b>		<b>50,655,200</b>		<b>50,242,200</b>

9. Input the FTEs in the **FTE Detail** grid

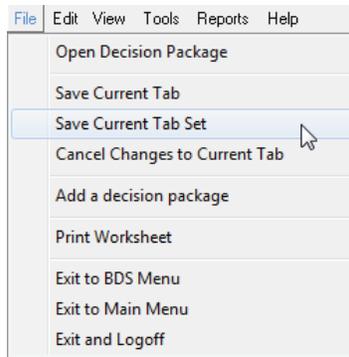
**Decision Package Console - Expenditure/Staffing Detail Amounts - PL-9Z Recast to Activity**

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | **FTE Detail** | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2018	Total FY2019	Activity A002 FY 2018	Activity A002 FY 2019	Activity A004 FY 2018	Activity FY 2019
001-1	General Fund - State	325.0	325.0	75.0	75.0	100.0	
	<b>Total Fund 001</b>	<b>325.0</b>	<b>325.0</b>	<b>75.0</b>	<b>75.0</b>	<b>100.0</b>	
996-Z	Estimated All Other - Other	200.0	200.0	200.0	200.0	0.0	
	<b>Total Fund 996</b>	<b>200.0</b>	<b>200.0</b>	<b>200.0</b>	<b>200.0</b>	<b>0.0</b>	
	<-- Enter Fund Here						
	<b>Total</b>	<b>525.0</b>	<b>525.0</b>	<b>275.0</b>	<b>275.0</b>	<b>100.0</b>	
	<b>Annual Average</b>		<b>525.0</b>		<b>275.0</b>		

10. Select **File > Save Current Tab Set**



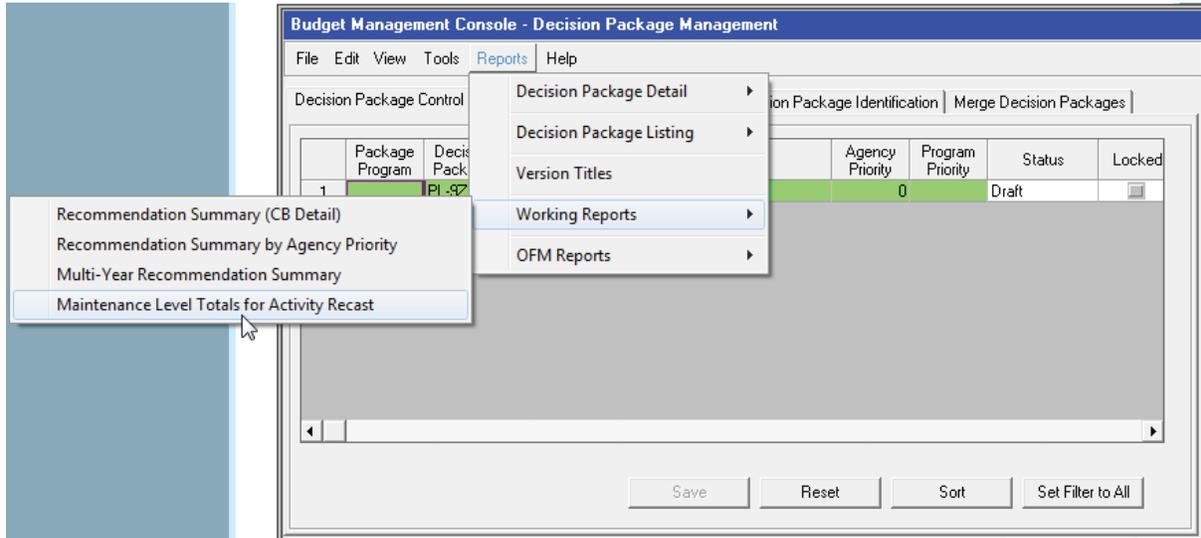
11. Run the **ACT001** report to verify. **Select Reports > OFM Reports > Agency Activity Inventory**. This will take you to the Enterprise Reporting system to run the Activity Inventory report for reviewing your activities. See **Lesson 4, Task 1** for instructions on how to run an **ACT001** report.

## Lesson 6, Task 3 – Verify Enacted Version

Now that your decision package by activity reflects the Enacted Budget you will want to verify that this is accurate and run a **pre-release edit report** to see if BDS finds any errors in the version.

1. Select **Reports > Working Reports > Maintenance Level Totals for Activity Recast** .

*Note: Although the menu bar option reads that the report is for Maintenance Level, the actual report is looking at all dollars and FTEs through Performance Level.*



2. Verify that the report indicates no balances.

*Note: A zero balance indicates that all dollars and FTEs are allocated to activities.*

BASS - BDS026 State of Washington

### Maintenance Level Totals for Activity Recast

Agency: 105 Office of Financial Management  
 Budget Period 2013-15  
 Version: EN Enacted Recast Training

	Fund	FTE		Dollars	
		1st Year	2nd Year	1st Year	2nd Year
Subtotal	996-Z	0.0	0.0	0	0
<b>Grand Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>

3. If there are dollars or FTEs in the report you will be required to adjust the version until all dollars and FTEs are allocated to activities. You know this is true when the report lists all zeros.
4. Verify that the columns in each decision package have an Activity identified. When you find a column that does not meet this condition you will need to add a new column with activity using

the **Affected Pgms/Subpgms/Budget Units/Activities** tab, reenter the amounts into the activity column and delete the original column.

5. Click **Close**
6. Select **File > Exit to BDS Menu**
7. Select **Verify Data to be Released to OFM > BDS Budget Data**. See **Lesson 5, Task 1** for instructions on how to release data to OFM.

## Appendix 1 – Pre-Release Edits

Funds	Invalid Funds: 239; 406; 427; 429; 996 (except for FTEs); 999	Critical
Appropriation Type	Invalid appropriation types: 3, 4, 9	Critical
Decision Package Code/Title	Numeric package codes not allowed for ML and PL level packages ( <i>except DSHS and OFM assigned codes</i> ) OFM assigned codes will have OFM reserved title.	Warning
Narrative (Agency Level)	Recommendation Summary Text required at the agency level ( <i>exception follows</i> ).	Critical
Narrative (Program Level)	Recommendation Summary Text is required at the program level for the following agencies: DSHS, DOT	Critical
Narrative (all other text)	Users will receive a warning if not all of the categories contain text. OFM will require that these categories be addressed in the printed decision package.	Warning
Narrative (exceptions)	The following decision packages do not require narrative: Revenue only decision packages Codes 9C, 90, 91, 92, 98, 99, 9D, 9I, 9Z	No message
FTEs	The following agencies must have transportation FTEs identified by a transportation fund: DOL, WSP	No message
Decision Package Titles	Only one title per decision package is allowed per biennium in both the OFM system (WinSum) and BDS. A critical error does not allow release of a decision package where a code has different titles in each system.	Critical
Maintenance Level Total by Activity	The total maintenance level total budget must match the activity totals at maintenance level.	Critical
Performance Level Decision Packages by Activity	Performance level decision packages must provide activity information for each increment.	Critical
M2-9Z Recast to Activity decision package	Decision Package M2-9Z Recast to Activity must have a net balance of zero.	Critical

Activities without estimates	Activity XXX that do not have incremental estimates tied (or maintenance level cumulative) should not be sent to OFM.	Warning
Activities without performance measures or expected results	Activity XX – TITLE does not have performance measures or expected results identified. Please update the activity description to include these items. Note: When using performance measure, the performance measure must be an “Active” Performance Measure and the Usage Type must be “Budget” in the Performance Measure Management System.	Critical
9Z for Regular Budget	9Z Recast to Activity decision package must be budget level M2 for regular budget.	Critical
Carry-forward Level check	Fund & FTE data will be compared to OFM as a total for the agency for agencies that submit at the agency level. Fund & FTE data will be compared to OFM as a total for the agency/program for the agencies that submit at the program level. (Subprogram level for DSHS JR, MH and DD.) DOL and WSP will be compared at the agency total for all funds.	Critical
Federal Funds Match	Total estimates expenditures for Federal Dollars, Fund/AT 001-2, of \$1,800,000 has a variance from the estimated revenues in Fund 001, Major Source 03 Federal of \$500,000 for a difference of - \$1,300,000. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Private/Local Match	Total estimated expenditures for Private/Local dollars, Fund/AT 001-7, of \$1,800,000 has a variance from the estimated revenues in Fund 001, Major Source 05 Federal of \$500,000 for a difference of -\$1,300,000. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Special Major Source/Source	Major Source 04, Source 01 is not a valid revenue source for your agency.	Warning
Performance Measures does not exist with a status of Approved or Under Review or is not an active performance measure	Performance Measure XXX has not been released to OFM. Performance Measures that are linked to Activities in this version, with Usage Type of “Budget” must be active performance measures and must be released to OFM prior to releasing the BDS version. Alternatively you may unlink this performance measure from the Activity.	Critical
OFM Activities	OFM has activities that begin with ZZ and are for their use only.	Critical

## Appendix 2 – Common Submittal Errors and their Remedies

### Critical Errors (must be fixed before data will release to OFM)

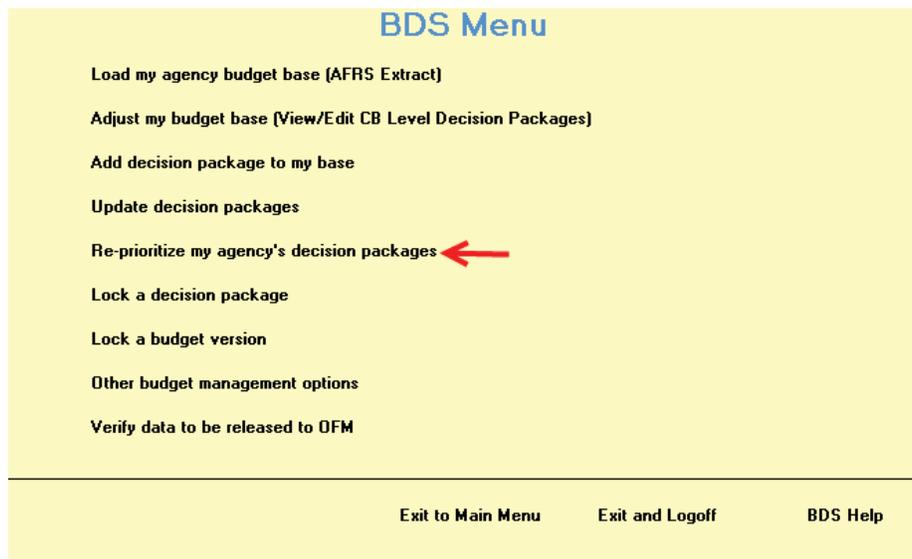
#### Recommendation Summary Text required at the Agency Level.

Most agencies are required to submit Recommendation Summary text at the agency level. You must have entered narrative on the Agency Level tab in the Decision Package narrative tab set. If you built your decision package at a program level for **Package Program**, your narrative was entered at that program level. You must save the decision package as agency level and enter agency level text.

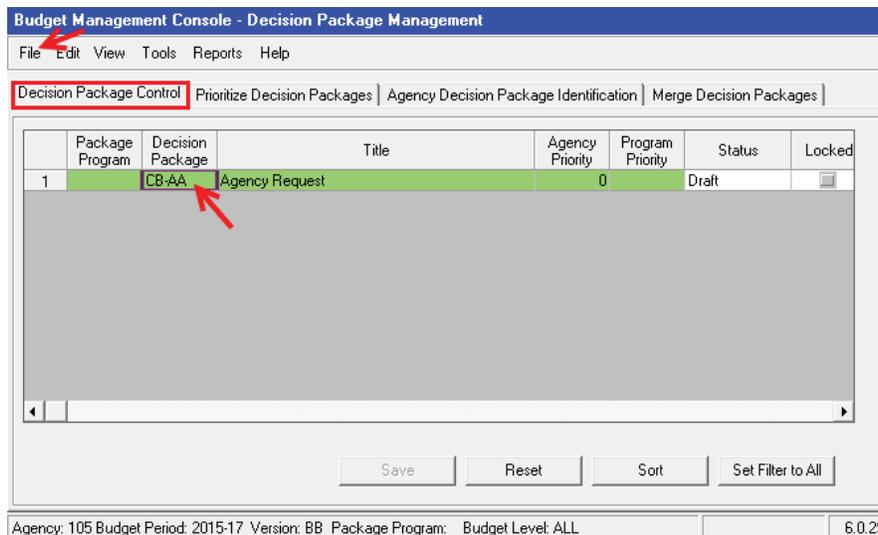
Use the **Save As** feature to copy the decision package to a new package program.

- **Delete** the original decision package. See below:

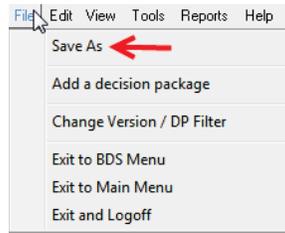
- Select **Re-prioritize my agency's decision packages**



- Select **Decision Package Control**
- Select the **Decision Package** you are trying to copy
- Select **File**

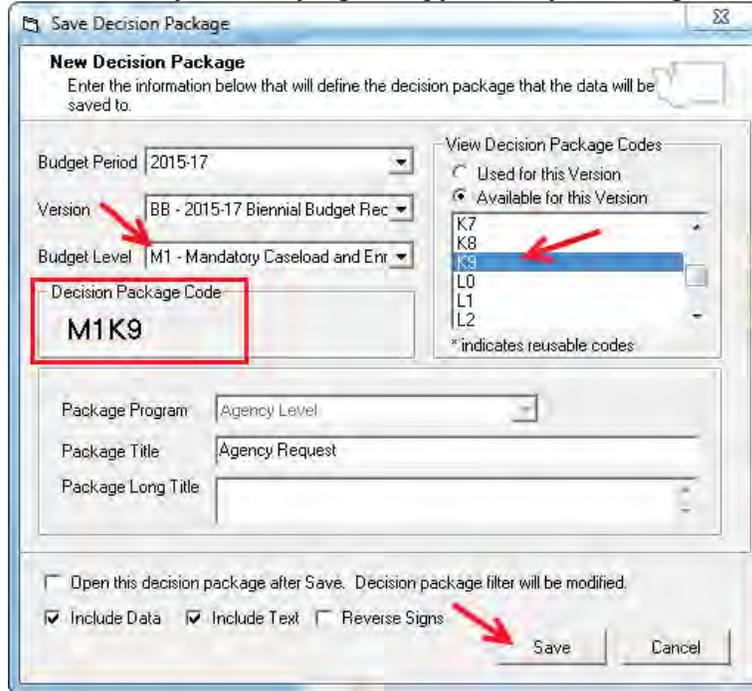


- Select **Save As**

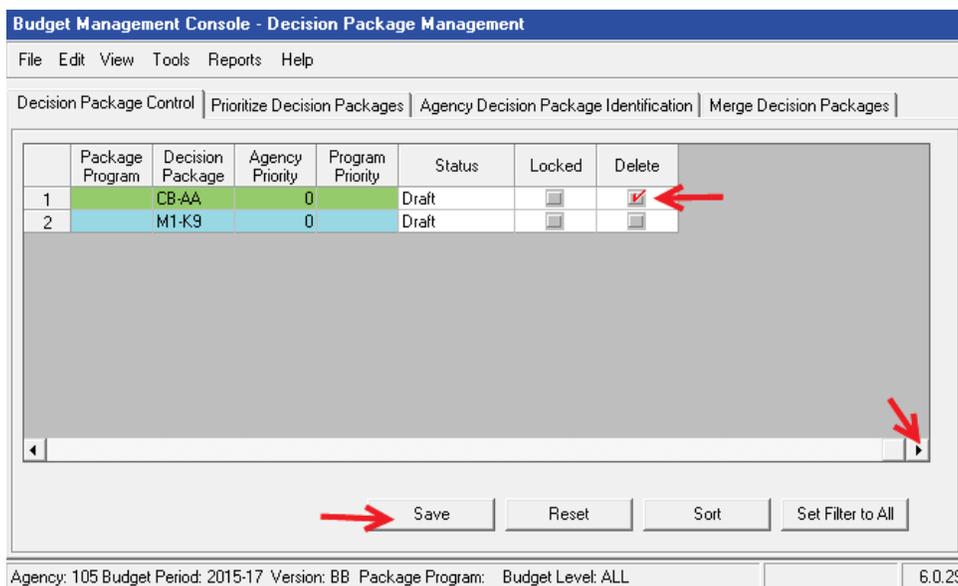


- Select your new **Budget Level, Package Program** and/or **Decision Package Code, Save**

Note: You can use the same DP as you are trying to copy from by selecting **Used for this Version**



- Click **Yes, OK** and exit the box
- Delete the **Decision Package** that you do not want



**Fund Detail data is not at the program level.**

- Your agency is required to submit data at the program level yet no program has been identified with the data in this decision package.
  - Use Affected Programs to change the data so it is recorded at the program level.
  - Delete all agency level data to ensure your decision package is not erroneously inflated.

**Fund code ‘XXX’, used in the Fund (FTE or Revenue) Detail grid, is not valid.**

- The listed fund in this decision package is not valid for the current budget period.

**Major Source Code ‘99’ (and/or) Source Code ‘99’, used in the Revenue Detail grid, is not valid.**

- Revenue for this decision package has been recorded using the default code(s) of Major Source 99 and/or Source Code 99.
  - Go to the Revenue section of the decision package console and add revenue to the Major Source/Source code. Delete the revenue row for Major Source 99 and/or Source Code 99.

**Warnings (Does not conform to OFM recommendations, data release NOT prohibited)**

**Decision package must be linked to at least one goal.**

- Maintenance Level decision packages must be linked to a goal. Performance measure decision packages must be linked to a goal that has active performance measures.
  - Go to the Performance Measure section of the decision package console and check to identify goals that the decision package supports.

**Decision Package id cannot be numeric.**

- Decision Package Ids should not be numeric unless approved by OFM in advanced.
  - Use the Save As feature, described above, to copy the decision package to a new decision package ID.
  - Delete the original decision package.

**No Narrative for: (Package description)(Strategic plan)(Reason for change)(Client impact)(Other program impact)(Capital Relationship)(Required changes)(Alternatives)(Future impact)(One time ongoing)(Non funding impact)(Expenditure Calculations)**

- Indicates that narrative categories were omitted in the Narrative section of the decision package console. OFM requires all categories be addressed in the final printed decision package.
  - Go to the Narrative section of the decision package console and add narrative for each category.

**Decision package has no data.**

- The decision package has no fund or FTE data. The decision package ID and title will be transmitted to OFM.
  - Go to the Expenditure Detail Amounts section of the decision package console to enter expenditure estimates.

## Appendix 3 – Report Samples

## Recommendation Summary

Agency: 105 Office of Financial Management

10:12:54AM

11/5/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
<b>2013-15 Current Biennium Total</b>	<b>211.7</b>	<b>35,976</b>	<b>85,787</b>	<b>121,763</b>
CL AD Carry Forward Level Adjustments		900	(22)	878
<b>Total Carry Forward Level</b>	<b>211.7</b>	<b>36,876</b>	<b>85,765</b>	<b>122,641</b>
Percent Change from Current Biennium		2.5%	.0%	.7%
M1 90 Maintenance Level Revenue				
<b>Carry Forward plus Workload Changes</b>	<b>211.7</b>	<b>36,876</b>	<b>85,765</b>	<b>122,641</b>
Percent Change from Current Biennium		2.5%	.0%	.7%
M2 AE Increased Permit Sales	3.5	46	16	62
<b>Total Maintenance Level</b>	<b>215.2</b>	<b>36,922</b>	<b>85,781</b>	<b>122,703</b>
Percent Change from Current Biennium	1.7%	2.6%	.0%	.8%
PL A3 Replace Technology	6.0	600		600
PL Y6 Increase Training	6.0	600		600
<b>Subtotal - Performance Level Changes</b>	<b>12.0</b>	<b>1,200</b>		<b>1,200</b>
<b>2015-17 Total Proposed Budget</b>	<b>227.2</b>	<b>38,122</b>	<b>85,781</b>	<b>123,903</b>
Percent Change from Current Biennium	7.3%	6.0%	.0%	1.8%

## 105 - Office of Financial Management

### A001 Accounting Services for Other Agencies

The Office of Financial Management (OFM) provides comprehensive, cost-effective accounting, budgeting, and payroll services to small agencies. Small Agency Client Services (SACS) serves as the fiscal officer, financial advisor, budget officer, and service coordinator for these agencies.

#### Program 010 - Administration

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
419-6 Non-Appropriated	5.0	5.0	5.0
<b>419 Data Processing Revolving Account</b>			
419-6 Non-Appropriated	\$1,483,998	\$1,776,802	\$3,260,800
<b>001 General Fund</b>			
001-1 State	\$(250,000)	\$(250,000)	\$(500,000)

**Statewide Result Area: Efficient, Effective and Accountable Government**

**Statewide Strategy: Safeguard and manage public funds**

#### Expected Results

Dollar and FTE staff savings for the state. Small agencies can focus their efforts on achieving their missions and goals. Maintain current clients who refer SACS to others.

### A002 Administrative Activity

The administrative activity represents the OFM Director's Office. Staff includes the director, deputy director, legislative liaison, communications director and legal counsel

**Sample Only**

**2015-17 Agency Budget Levels by Program**

Agency: 105 Office of Financial Management

11/5/2014

Dollars in Thousands

10:10:12AM

	Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
<b>Program: *** Blank - Data not at program level ***</b>								
FTEs					2.5	4.5	14.5	16.5
FTEs-Annual Average						3.5		15.5
<b>Fund - Appropriation Type</b>								
001-1 General Fund - Basic Account-State	10	10	310	610	332	634	832	1,334
001-2 General Fund - Basic Account-Federal			(12)	(10)	(3)	(3)	(3)	(3)
<b>Total All Funds - Program Blank</b>	<b>10</b>	<b>10</b>	<b>298</b>	<b>600</b>	<b>329</b>	<b>631</b>	<b>829</b>	<b>1,331</b>
<b>Biennial Total All Funds - Program Blank</b>		<b>20</b>		<b>898</b>		<b>960</b>		<b>2,160</b>
<b>Program: 010 Administration</b>								
FTEs	7.8	7.8	7.8	7.8	7.8	7.8	7.8	7.8
FTEs-Annual Average		7.8		7.8		7.8		7.8
<b>Fund - Appropriation Type</b>								
001-1 General Fund - Basic Account-State	2,292	2,363	2,292	2,363	2,292	2,363	2,292	2,363
<b>Biennial Total All Funds - Program 010</b>		<b>4,655</b>		<b>4,655</b>		<b>4,655</b>		<b>4,655</b>
<b>Program: 020 Budget</b>								
FTEs	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0
FTEs-Annual Average		34.0		34.0		34.0		34.0
<b>Fund - Appropriation Type</b>								
001-1 General Fund - Basic Account-State	3,877	3,886	3,877	3,886	3,877	3,886	3,877	3,886
108-1 Motor Vehicle Account-State	182	182	182	182	182	182	182	182
<b>Total All Funds - Program 020</b>	<b>4,059</b>	<b>4,068</b>	<b>4,059</b>	<b>4,068</b>	<b>4,059</b>	<b>4,068</b>	<b>4,059</b>	<b>4,068</b>
<b>Biennial Total All Funds - Program 020</b>		<b>8,127</b>		<b>8,127</b>		<b>8,127</b>		<b>8,127</b>

**State of Washington**  
Summarized Revenue by Account and Source

**Sample Only**

Budget Period: 2015-17  
Dollars in thousands  
105 - Office of Financial Management  
Agency Level  
15 - 2015-17 Biennial Budget Request  
Supporting Text Excluded

11/5/2014

10:08AM

	Maintenance Level		Performance Level		Biennium Totals		Total
	FY2016	FY2017	FY2016	FY2017	FY2016	FY2017	
<b>001 - General Fund</b>							
Total - 0101 - Retail Sales Tax - S	10	10			10	10	20
<b>001 - General Fund - State</b>	<b>10</b>	<b>10</b>			<b>10</b>	<b>10</b>	<b>20</b>
<b>Total - 001 - General Fund</b>	<b>10</b>	<b>10</b>			<b>10</b>	<b>10</b>	<b>20</b>
<b>003 - Architects' License</b>							
Total - 0249 - Landscape Architects - S	200	200			200	200	400
<b>003 - Architects' License - State</b>	<b>200</b>	<b>200</b>			<b>200</b>	<b>200</b>	<b>400</b>
<b>Total - 003 - Architects' License</b>	<b>200</b>	<b>200</b>			<b>200</b>	<b>200</b>	<b>400</b>
<b>419 - Data Processing Rev</b>							
Total - 0450 - Sales/Goods & Supply - S	1,500	1,500			1,500	1,500	3,000
<b>419 - Data Processing Rev - State</b>	<b>1,500</b>	<b>1,500</b>			<b>1,500</b>	<b>1,500</b>	<b>3,000</b>
<b>Total - 419 - Data Processing Rev</b>	<b>1,500</b>	<b>1,500</b>			<b>1,500</b>	<b>1,500</b>	<b>3,000</b>
<b>105 - Office of Financial Management - State</b>							
<b>Total - 105 - Office of Financial Management</b>	<b>1,710</b>	<b>1,710</b>			<b>1,710</b>	<b>1,710</b>	<b>3,420</b>

Budget Period: 2015-17  
 Agency: 105 Office of Financial Management  
 Version: 15 2015-17 Biennial Budget Request

11/05/2014  
 10:03:52AM  
 Page: 1

		FUND ADMINISTRATOR AGENCY ONLY	FUND ADMINISTRATOR AGENCY ONLY
		RECOMMENDED ENDING FUND BALANCE	RECOMMENDED ENDING FUND BALANCE
FUND	FUND TITLE	Current Biennium	Ensuuing Biennium
419	Data Processing Revolving Account	1,000,000	1,000,000

**Agency Performance Measure  
 Incremental Estimates for the Biennial Budget**

**Agency: 105 Office of Financial Management      Budget Period: 2015-17**

**Activity: A005 Enterprise Financial Systems Support**

**Output Measures      001647      Number of OFM helpdesk work orders (calls and emails) closed per month.**

			<u>FY 2016</u>	<u>FY 2017</u>
PL	A3	Replace Technology	100.00	100.00

*Increase understanding of workload demand for resource planning purposes.*

**Process - Efficiency Mea 001643      Percent of projects delivered on time per approved baseline schedule.**

			<u>FY 2016</u>	<u>FY 2017</u>
PL	Y6	Increase Training	10.00%	10.00%

*Improve the ability to create realistic plans, schedules and estimates. On time delivery builds credibility with our business owners.*

**Process - Efficiency Mea 001645      The number of defects found during QA Testing for changes made to the OFM accounting systems per month.**

			<u>FY 2016</u>	<u>FY 2017</u>
PL	A3	Replace Technology	30.00	30.00
PL	Y6	Increase Training	50.00	50.00

*Minimize coding errors prior to QA testing.*

**Input Measures      001646      Number of OFM Help Desk work orders (calls and emails) opened per month.**

			<u>FY 2016</u>	<u>FY 2017</u>
PL	A3	Replace Technology	50.00	50.00
PL	Y6	Increase Training	5.00	5.00

*Increase understanding of workload demand for resource planning purposes.*