

# State of Arizona User Guide

Arizona Budgeting System (ABS)  
Updated July 2024

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# 1. ABS Overview

What is ABS?




The Arizona Budgeting System (ABS) is the software tool used by agencies to prepare and transmit their annual budget submissions. It includes a reporting solution that allows users access to budget data that exists in ABS.

## 1.1 How to Access ABS

ABS is accessed via Single Sign-On (SSO).

## 1.2 Supported Browsers

The following browsers are supported for ABS:

-  Google Chrome
-  Microsoft Edge
-  Mozilla Firefox

## 1.3 Appearance

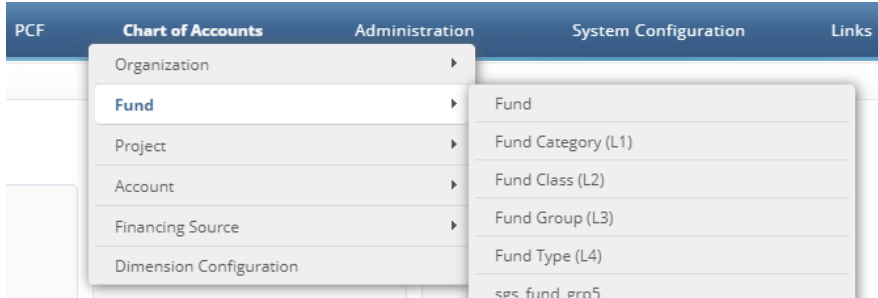
ABS includes the capability to apply a skin, which is the color scheme applied to an individual client. The screenshots shown in this, and other documents, may show different skins and these skins may not match the skin used in the Arizona system. The steps and navigation are the same, regardless of appearance.

## 1.4 Navigation

Hover over any top-level menu item to see the entries that are assigned to it.



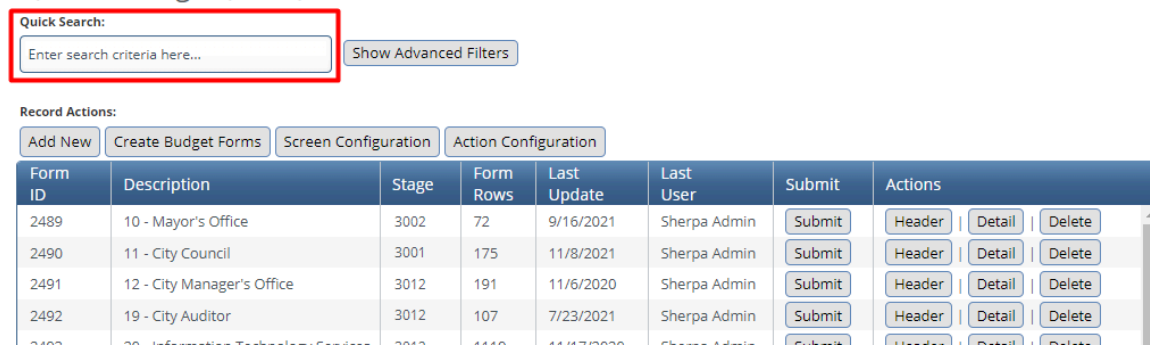
Drop your cursor directly below and click to select any menu item. Any menu item with additional levels will show a right arrow and automatically display the additional levels.



### 1.5 Quick Search

Instead of paging through records, often a quicker option to find a record is the **Search** function. *While the examples here say "Quick Search," the search bar may only say "Search" in ABS.* This function is an option for most of the menu screens. For example, select any budget form to which you have access and click the Search box.

#### 1) Base Budget (3000)



### 1.6 Type any text in the Quick Search box.

Once you stop typing for one second, you will see 'Loading...' in the table area below. The search will be applied to all non-data columns. All rows that contain the Quick Search text will be returned in the table. **Do not press Enter** or any other buttons to execute the search. Just wait.

Example 1: Searching by text.

Search: "office".

**Result:** All entries that include the word "office".

### 1) Base Budget (3000)

Quick Search:

Record Actions:

Form ID	Description	Stage	Form Rows	Last Update	Last User	Submit	Actions
2489	10 - Mayor's Office	3002	72	9/16/2021	Sherpa Admin	<input type="button" value="Submit"/>	<input type="button" value="Header"/>   <input type="button" value="Detail"/>   <input type="button" value="Delete"/>
2491	12 - City Manager's Office	3012	191	11/6/2020	Sherpa Admin	<input type="button" value="Submit"/>	<input type="button" value="Header"/>   <input type="button" value="Detail"/>   <input type="button" value="Delete"/>
2497	26 - Office of Sustainability	3012	91	11/3/2020	Sherpa Admin	<input type="button" value="Submit"/>	<input type="button" value="Header"/>   <input type="button" value="Detail"/>   <input type="button" value="Delete"/>
2504	42 - Communications Office	3012	144	11/5/2020	Sherpa Admin	<input type="button" value="Submit"/>	<input type="button" value="Header"/>   <input type="button" value="Detail"/>   <input type="button" value="Delete"/>
2507	45 - Office of Arts and Culture	3012	394	11/17/2020	Sherpa Admin	<input type="button" value="Submit"/>	<input type="button" value="Header"/>   <input type="button" value="Detail"/>   <input type="button" value="Delete"/>
2524	87 - Community and Economic Development	3005	722	8/16/2021	GC Budget Offi	<input type="button" value="Submit"/>	<input type="button" value="Header"/>   <input type="button" value="Detail"/>   <input type="button" value="Delete"/>

Records per page: 50  Records: 6 - Page:   1

Example 2: Searching by a number.

**Search:** "88".

**Result:** All entries that contain 88.

### 1) Base Budget (3000)

Quick Search:

Record Actions:

Form ID	Description	Stage	Form Rows	Last Update	Last User	Submit	Actions
2525	88 - Neighborhood Services	3012	1265	11/16/2020	Sherpa Admin	<input type="button" value="Submit"/>	<input type="button" value="Header"/>   <input type="button" value="Detail"/>   <input type="button" value="Delete"/>

Records per page: 50  Records: 1 - Page:   1

## 1.7 Advanced Filters

Most ABS screens come with the **Show Advanced Filters** option. This allows searching on every column in the table. *While the examples here say "Show Advanced Filters," the button in ABS may say "Advanced Search."*

## 1.8 Enable Show Advanced Filters

### 1) Base Budget (3000)

Quick Search:

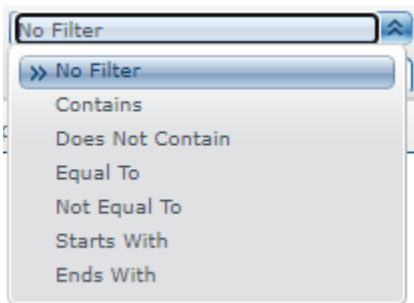
Record Actions:

A filter appears at the bottom of the table for every column.

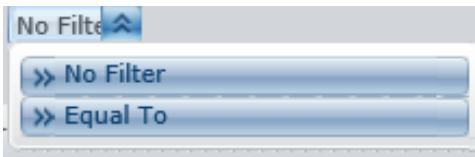
2508	48 - Sheriff	3013	3753	11/12/2021	Sherpa Admin	Submit	Header	Detail	Delete
2509	50 - Municipal Court	3012	971	11/12/2020	Sherpa Admin	Submit	Header	Detail	Delete
2510	53 - Public Defender	3012	126	11/17/2020	Sherpa Admin	Submit	Header	Detail	Delete
2511	57 - Fire	3012	861	11/17/2020	Sherpa Admin	Submit	Header	Detail	Delete
2512	59 - Homeland Security & Emergency Management	3012	212	10/29/2020	Sherpa Admin	Submit	Header	Detail	Delete
2513	63 - Street Transportation	3012	1133	11/17/2020	Sherpa Admin	Submit	Header	Detail	Delete
2514	65 - ...	3013	1581	11/12/2020	Sherpa Admin	Submit	Header	Detail	Delete

Records per page: 50 - Apply Filter Hide Filter Records: 38 - Page: 1

When searching text fields, the following options are available:



When searching check boxes, **equal to** is the only option. Equal to **1** means the box is checked and equal to **0** means the box is not checked.



Click **Apply Filter** at the bottom when ready to search.

Record Actions: Add New Create Budget Forms Screen Configuration Action Configuration

Form ID	Description	Stage	Form Rows	Last Update	Last User	Submit	Actions
2503	35 - Finance	3001	956	9/15/2021	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2504	42 - Communications Office	3012	144	11/5/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2505	43 - Government Relations	3012	47	10/27/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2506	44 - Environmental Programs	3012	354	10/29/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2507	45 - Office of Arts and Culture	3012	394	11/17/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2508	48 - Sheriff	3013	3753	11/12/2021	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2509	50 - Municipal Court	3012	971	11/12/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2510	53 - Public Defender	3012	126	11/17/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2511	57 - Fire	3012	861	11/17/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2512	59 - Homeland Security & Emergency Management	3012	212	10/29/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2513	63 - Street Transportation	3012	1133	11/17/2020	Sherpa Admin	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>

Records per page: 50 Apply Filter Hide Filter - Records: 38 - Page: 1

To go back to the **Quick Search**, click on the Show **Quick Search** button at the top.

## Organization

Quick Search:

Show Quick Search

Record Actions:

Add New Copy Export Import Refresh Configuration

Organization:	Organization Name:	Company Code:	Fund PART:	Department PART:	LBP AU xre
0	Not Used				
10	CITY COUNCIL				
10010100	CITY COUNCIL LEGISLATIVE	1	100	10	
10010105	RECORDS MANAGEMENT	1	100	10	

### 1.9 Paging through records

The bottom panel determines how many records are visible per page and allows you to page through records.



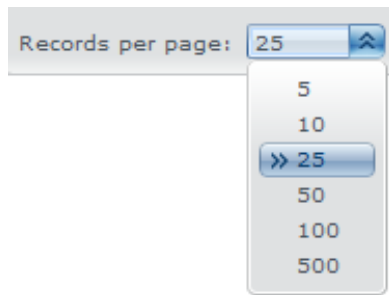
**Note:** If you page through your records without clicking the 'Save' button, you may lose your data. As a result, always click 'Save' before navigating through the grid.



### 1.10 To adjust the number of records displayed

Adjusting the number of records displayed works the same throughout the application.








Click the Records Per Page dropdown and select the desired number of records to display.



Click on the on the double arrow  (next page) or double arrow with an end line  (last page) to page through available records.

### 1.11 Saving records in Budget Forms (Save All)

To edit records in a budget form click on the pencil to the right of the row or double click on the row.  
 Note: Only those fields that are editable will be displayed in edit mode.

FY 2022 Adopted	FY 2023 Initial Base Budget	FY 2023 Dept. Base Changes*	FY 2023 Total Base Budget	Justification*	
\$1,000	\$1,000	\$0	\$1,000		
\$0	\$0	\$0	\$0		
\$79,304	\$79,304	\$0	\$79,304		
\$8,000	\$8,000	\$0	\$8,000		
\$0	\$0	\$0	\$0		

Form Name  
Grants\_Base (4200)

Action Configuration Validation Configuration

Fund Name	Fin Class	Account	Item Number	Grant Name*	2019-21 Actuals	2021-23 Initial Legislative Approp	2021-23 Legislative Approp Adjustments	2021-23 Adjusted Legislative Approp	2023-25 Base Budget Changes (Ongoing)*	2023-25 Base Budget
Parks & Recreation Fund	75070	712000	1000	<input type="text"/>	250,000	453,877	<input type="text" value="0"/>	453,877	<input type="text" value="0"/>	453,877
Parks & Recreation Fund	75072	712000	1000		-2,500	0	0	0	0	0
2018 LWCF	75071	712000	1000		0	0	0	0	0	0

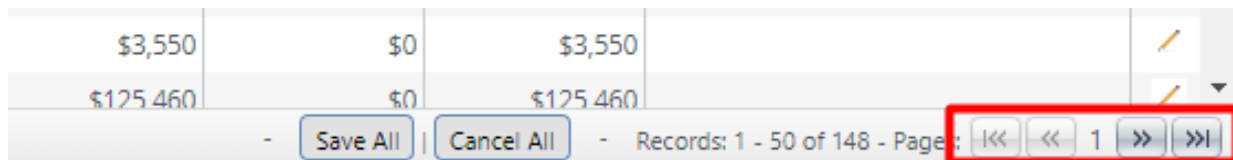
Once in edit mode, make the necessary updates. When moving to another row to edit, the previous row turns red which indicates that it has not been saved.

Row	Audit Trail	Acctg. Unit	Accounting Unit Name	Fund	Fund Name	Account	Account Name	FY 2021 Adopted	FY 2021 Actuals	FY 2022 Adopted	FY 2023 Initial Base Budget	FY 2023 Dept. Base Changes*	FY 2023 Total Base Budget	Justification*
29		10012100	CITY ATTORNEY GENERAL OPS	100	CITY GENERAL FUND	64225	OFF EQUIP AND FURNITURE REPAIR	\$1,000	\$0	\$1,000	\$1,000	\$0	\$1,000	
30		10012100	CITY ATTORNEY GENERAL OPS	100	CITY GENERAL FUND	64230	GENERAL EQUIPMENT REPAIR	\$0	\$175	\$0	\$0	\$0	\$0	
31		10012100	CITY ATTORNEY GENERAL OPS	100	CITY GENERAL FUND	64235	COMPUTER MAINTENANCE	\$79,304	\$36,500	\$79,304	\$79,304	2500	\$79,304	
32		10012100	CITY ATTORNEY GENERAL OPS	100	CITY GENERAL FUND	64610	BLDG AND OFFICE SPACE RENTAL	\$8,000	\$4,338	\$8,000	\$8,000	450	\$8,000	
33		10012100	CITY ATTORNEY GENERAL OPS	100	CITY GENERAL FUND	64715	COMPUTER EQUIP RENTAL	\$0	\$44	\$0	\$0	100	\$0	
34		10012100	CITY ATTORNEY GENERAL OPS	100	CITY GENERAL FUND	64720	COPIER RENTAL	\$9,000	\$3,350	\$9,000	\$9,000	<input type="text" value="0"/>	\$9,000	

To save all, click the button at the bottom of the screen. Note: you may need to scroll to the bottom to see the Save All button.



Note: when there are multiple pages of records, the user will not be able to advance to the next page of records until Save All or Cancel All is clicked.



## 1.12 ABS Terminology

**Budget Form:** A budget form is how users enter budget data into ABS. A budget form may display both historical and current budget data as well as require the user to enter data and text.

**Form Instance:** A form instance is the generic term for a particular budget form that users access to enter budget information. Each form instance has an ID, called a Form Instance ID, which is a unique numerical code that is assigned to each budget request. This ID is not generally referred to except for Decision Packages since agencies may submit multiple Decision Packages and each will have a unique Form Instance ID.

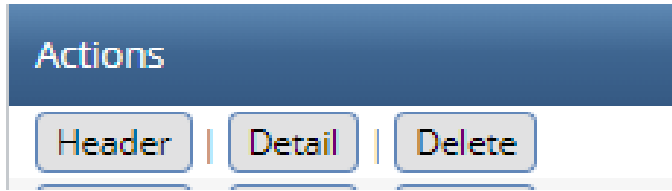
**Stage:** Stages are used in ABS to create workflow associated with forms. End users will enter data into a budget form at a particular stage. Some departments may have additional internal review that requires an additional stage for review and approval before it is submitted to the Budget Office.

**Org/Organization:** Org/Organization is a generic term referring to the organizational dimension that may consist of Agency, Department, or Program.

**Report:** Reports are used to compile data in ABS in order to present budget information for decision-making and analysis or to summarize data for various uses.

## 1.13 To Edit Records in a Form

Click the **Header** button on any row to update the data for a record. Depending on Action Security, you may have Header, Delete, Detail, and/or Submit buttons available.



Most screens have the same layout. The selected record has information that is divided into multiple tabs. In the example below of a form instance, there are five tabs: **Header, Expenditures, Revenue, Narrative, Attachments, and System Maintained**. Forms may have different tabs based on the form type and Budget Form Configuration.

Instance ID	Form Definition	Definition Name	Name	Department:
2	1200	Base Budget Form (1200)	City Attorney Base Budget	12

Stage Code:\*  Department:\*   
 Department Changes: CITY ATTORNEY

Header | Expenditures | Revenue | Narrative | Attachments | System Maintained

City Attorney base budget notes

Click on a tab to access that information. A static bar of information can be displayed along the top to remind the user of the basics of the form they are working in. For example, the **Instance ID** and the **Name** will display regardless of the tab being viewed.

Instance ID	Form Definition	Definition Name	Name	Department:
2	1200	Base Budget Form (1200)	City Attorney Base Budget	12

Stage Code:\*  Department:\*   
 Department Changes: CITY ATTORNEY

Header | Expenditures | Revenue | Narrative | Attachments | System Maintained

City Attorney base budget notes

### 1.14 Button Commands

All buttons are assigned actions, meaning you click on them and something will happen.

**Close:** Closes the active window and returns to the prior screen.

**Save:** Saves the visible record.

**Continue:** If you change the entry, this button will save what you changed; if you take no action it will keep the entry that exists and take you to the next screen. Used with Budget Form Stages.

**Delete:** Deletes the visible record. Note that we do not always have an 'are you sure?' warning, so be sure.

**Add New:** Adds a new record.

**Return:** Acts the same as Close.

### 1.15 Chart of Accounts Dimension Names

To reduce clutter on the data entry screens, some columns are minimized to hide Chart of Accounts dimension names. These columns can be expanded to reveal the Chart of Accounts dimension names if needed. In the screenshot below, the blank spaces in the budget grid can be pulled to the right to reveal the names of the dimensions.

Row	Audit Trail	Agency	Fund	Object	Object Name	FY 2022 Actuals*	FY 2023 Estimate*	FY 2024 Budget*	Comments
1	Q	ABA	AB200	4312	Examination Fees	109,200	\$104,400	\$109,600	
2	Q	ABA	AB200	4372	Publications & Repro	500	\$1,100	\$1,100	
3	Q	ABA	AB200	4415	Occupational & Profe	1,433,200	\$1,464,900	\$1,464,900	
4	Q	ABA	AB200	4512	Restitution	17,300	\$12,600	\$12,600	
5	Q	ABA	AB200	4519	Other Fines, Forfeitur	22,800	\$23,500	\$23,500	
6	Q	ABA	AB200	4645	Payment Card Transa	-23,900	(\$23,900)	(\$26,000)	
7	Q	ABA	AB200	4872	Credit Card Revenue	100	\$0	\$0	

The screenshot below shows the Agency Name and Fund Name columns expanded.

Row	Audit Trail	Agency	Agency Name	Fund	Fund Name	Object	Object Name	FY 2022 Actuals*	FY 2023 Estimate*	FY 2024 Budget*
1	Q	ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4312	Examination Fees	109,200	\$104,400	\$109,600
2	Q	ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4372	Publications & Repro	500	\$1,100	\$1,100
3	Q	ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4415	Occupational & Profe	1,433,200	\$1,464,900	\$1,464,900
4	Q	ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4512	Restitution	17,300	\$12,600	\$12,600
5	Q	ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4519	Other Fines, Forfeitur	22,800	\$23,500	\$23,500
6	Q	ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4645	Payment Card Transa	-23,900	(\$23,900)	(\$26,000)
7	Q	ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4872	Credit Card Revenue	100	\$0	\$0

### 1.16 Codes

Note: In ABS codes are keys and therefore cannot be changed, whether they are Chart of Accounts codes or user codes.

### 1.17 Export to Excel

Most screens in the system can be exported to Excel. The fields that are exported are determined by the software administrator; if fields need to be changed then contact OSPB.

Click on **Export**.

# Organization

Quick Search:

Show Advanced Filters

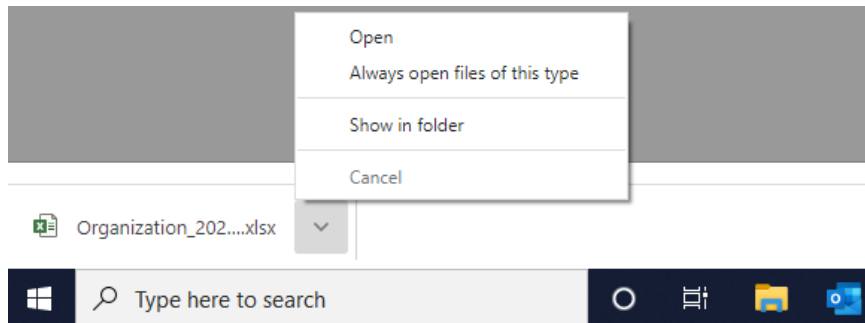
Record Actions:

[Add New](#) [Copy](#) [Export](#) [Import](#) [Refresh](#) [Configuration](#)

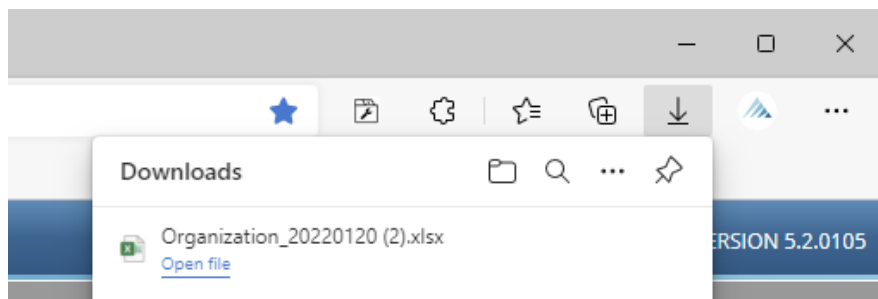
Organization:	Organization Name:	Company Code:
0	Not Used	
10	CITY COUNCIL	
10010100	CITY COUNCIL LEGISLATIVE	1

Depending on your browser, your exported file status will display with options to open it or view its location.

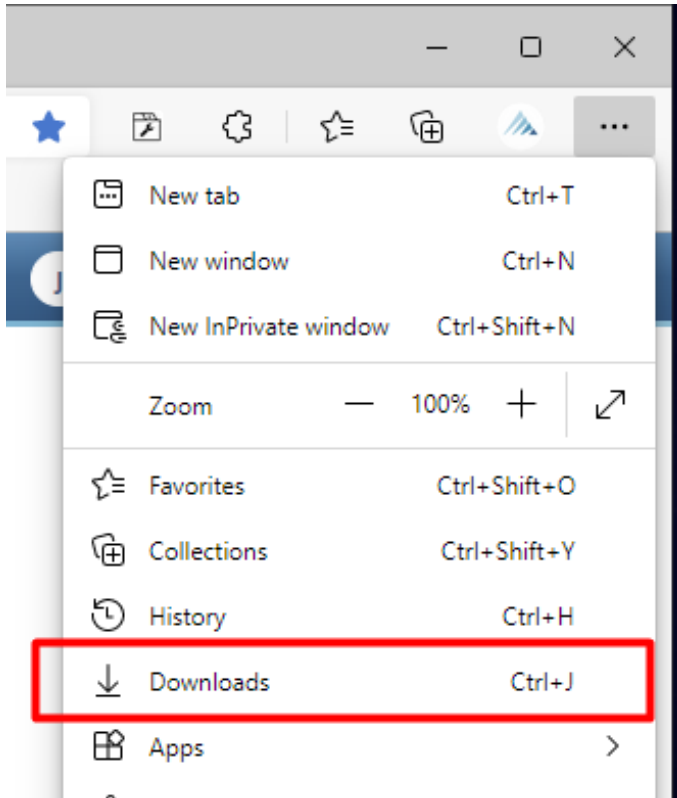
- a. Using Google Chrome, it might look like this (lower left of the screen):



- b. In Microsoft Edge, it will look more like this (upper right of the screen):



TIP: When using Microsoft Edge, you can find previous exports by clicking on the dot-dot-dot icon and selecting 'Downloads'.



### 1.18 Import from Excel.

Click **Import**.

## Organization

Quick Search:

Show Advanced Filters

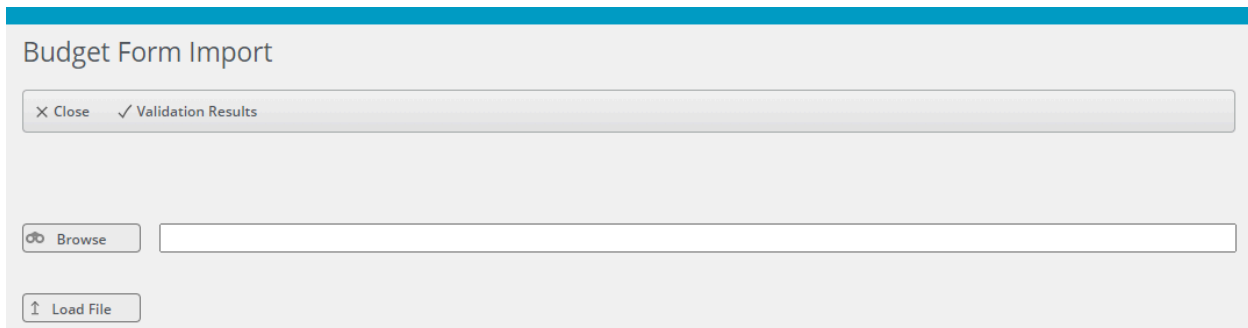
Record Actions:

Buttons: Add New, Copy, Export, **Import**, Refresh, Configuration

Organization:	Organization Name:	Company Code:	Fund PART:	Department PART:
0	Not Used			
10	CITY COUNCIL			
10010100	CITY COUNCIL LEGISLATIVE	1	100	10

The File Import screen opens.

Click **Browse** to select the Source File. Then click **Load File** to load the data.



Once the file has been imported, click **Validation Results** to view results of the data load. Click **Close** to return to the previous screen.

## 2. Budget Forms

### 2.1 Budget Formulation Forms

*(Note: The Guide uses the “Add New” process to illustrate adding new rows of data to forms. However, it is usually more efficient to simply copy a row and add any missing Chart of Accounts values. While the “Copy” function works similarly to “Add New,” the “Add New” process was used to demonstrate the functionality.)*

#### 2.1.1 Prior Year Actuals (Form 1200)

Form 1200 (Prior Year Actuals) shows how agencies allocated prior year spending by program/subprogram, fund (appropriated and non-appropriated), and object.

Form 1200 includes prior year actual expenditure data from AZ360 (the State’s accounting system) for each budget unit. The data is organized by sub-program based on how each agency loaded their accounting transactions in AZ360 by sub-task. **Each agency must review and, if needed, correct the data in Form 1200 before submitting their budget to OSPB.** If there are large discrepancies between the data from AZ360 and your submission, please be prepared to help your Budget Analyst reconcile the differences.

Please note, if your AZ360 sub-task structure does not align with your ABS sub-program structure, the data will be incomplete or inaccurate. You will need to correct Form 1200 to accurately reflect your expenditures.

Also, please note, end of year actual spending data comes from the General Accounting Office (GAO), and could be loaded into ABS as late as early August. Agencies are welcome to enter their actual spending data into Form 1200 before that point, **but when OSPB loads the data from GAO it will overwrite any data entered by agencies.** If agencies want to load their own prior year actuals, after inputting the data into ABS agencies should use the Export button in the Expenditures and

Personal Services tabs and save the Excel files. Then, after OSPB loads the data from GAO, agencies can use the Import function to replace the data with the files they previously exported.

Form 1200 also captures the number of FTEs in each retirement plan for each agency, as well as the salaries that are related to each of the retirement plans. This provides the data necessary for OSPB to calculate the retirement costs for each agency as part of the overall Employee-Related Expense (ERE) rates.

### Expenditures Tab

The Expenditures tab provides the template for entering actuals from the prior year (in this example the prior year is FY 2022). It includes a column to enter actuals as well as a column to enter any explanatory comments.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name	FY 2022 Actuals	FY 2022 FTEs
259	1200	PSA - Department of Public Safety	Prior Year Actuals (1200)	\$506,742,600	319.50

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	FY 2022 Actuals*	Comments
1	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6100	Employee Related Expenses	54,556.600	
2	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6200	Professional and Outside Services	4,468.600	
3	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6500	Travel In-State	9,152.100	
4		PSA-1-1	Agency Support	AA1000	A	General Fund	6600	Travel Out of State	217,400	
5	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6700	Food	269,400	
6	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6800	Aid to Organizations and Individuals	21,700	
7	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	8000	Equipment	13,605,200	
8	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	9100	Transfers	600,000	
9	Q	PSA-1-1	Agency Support	P52030	A	State Highway Fund	6100	Employee Related Expenses	3,082,600	
10	Q	PSA-1-1	Agency Support	P52030	A	State Highway Fund	6500	Travel In-State	318,200	
11	Q	PSA-1-1	Agency Support	P52030	A	State Highway Fund	8000	Equipment	305,000	
12	Q	PSA-1-1	Agency Support	P52032	A	Arizona Highway Pr	6100	Employee Related Expenses	6,810,100	
13	Q	PSA-1-1	Agency Support	P52032	A	Arizona Highway Pr	6500	Travel In-State	197,500	

Records per page: 50 Save All Cancel All Records: 1 - 50 of 273 - Pages: 1

In order to add a new row, click “Add New.”



Budget Form Lines

X Close   Export   Import   Refresh

ID	Form	Agency	Form Name	FY 2022 Actuals	FY 2022 FTEs
3438	1200	ABA - Board of Accountancy	Prior Year Actuals (1200)	\$1,632,900	14.00

+ Add New   Copy   Screen Configuration   Action Configuration   Validation Configuration   Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	FY 2022 Actuals*	Comments
1	Q	ABA-1-1	Certification, Registratio	AA1000	A	General Fund	6115	Long-Term Disability (Non- ASRS)	2,000	
2	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6100	Employee Related Expenses	318,900	
3	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6115	Long-Term Disability (Non- ASRS)	7,600	
4	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6200	Professional and Outside Services	-7,993,850	
5	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6221	Attorney General Legal Services	2,992,000	
6	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6222	External Legal Services	299,200	
7	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6241	Temporary Agency Services	105,600	
8	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6291	Vendor Travel - Tax Reportable	4,250	
9	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6299	Other Professional & Outside Services	4,841,600	
10	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6500	Travel In-State	1,300	
11	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6600	Travel Out of State	2,500	
12	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	7000	Other Operating Expenses	-6,913,000	
13	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	7111	Risk Management Charges to State Agencies	172,800	

Records per page: 50   Records: 1 - 32 of 32 - Pages: 1 - 1

Select the Agency – PBU, Fund, Appropriation Status (“A” or “N”), and Object using the value help dropdowns (by clicking on the magnifying glass) and enter the amount for the prior year actuals.

Budget Form Entry - Add New Line

X Close   Screen Configuration   Action Configuration

Form ID	Form Definition
3438	1200

Agency - PBU:  Q X   Fund:  Q X   A/N:  Q X   Object:  Q X   Save   Cancel

Comments:

FY 2022 Actuals\*:    Audit Text:

### Personal Services Tab

The Personal Services tab is used to capture FTE and retirement system-related data. There are data entry columns for both the number of FTEs as well as the total dollar value of salaries for such employees associated with each retirement plan from the previous year. There is also a column to enter any explanatory comments.

Budget Form Entry

X Close Export Import Refresh

ID	Budget Form	Agency	Form Name	FY 2022 Actuals	FY 2022 FTE's
259	1200	PSA - Department of Public Safety	Prior Year Actuals (1200)	\$506,742,600	319.50

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	Retirement Plan Name	FY 2022 FTE's*	FY 2022 Actuals*	Comments
1	Q	PSA-1-1	Agency Support	PS2493	N	Fingerprint Clearan	6000	Personal Services	Public Safety Tier 1.2	1.00	62,000	
2	Q	PSA-1-1	Agency Support	PS2975	N	Title VI - Coronavir	6000	Personal Services	Public Safety Tier 1.2	133.00	8,238,000	
3	Q	PSA-1-2	Aviation	AA1000	A	General Fund	6000	Personal Services	Public Safety Tier 1.2	4.00	228,000	
4	Q	PSA-1-2	Aviation	PS2000	N	Federal Grants Fun	6000	Personal Services	Public Safety Tier 1.2	0.00	13,000	
5	Q	PSA-1-2	Aviation	PS2032	A	Arizona Highway P	6000	Personal Services	Public Safety Tier 1.2	0.00	7,000	
6		PSA-1-2	Aviation	PS2510	A	Parity Compensati	6000	Personal Services	Public Safety Tier 1.2	34.00	2,081,000	
7	Q	PSA-1-3	SU Motor Vehicle Fuel	AA1000	A	General Fund	6000	Personal Services	Public Safety Tier 1.2	3.00	50,000	
8	Q	PSA-2-1	Patrol	AA1000	A	General Fund	6000	Personal Services	Public Safety Tier 1.2	0.00	19,000	
9	Q	PSA-2-1	Patrol	PS2049	N	DPS Peace Officers	6000	Personal Services	Public Safety Tier 1.2	5.00	31,000	
10	Q	PSA-2-2	Commercial Vehicle Ent	PS2032	A	Arizona Highway P	6000	Personal Services	Public Safety Tier 1.2	0.00	2,000	
11	Q	PSA-2-2	Commercial Vehicle Ent	PS2322	N	DPS Administration	6000	Personal Services	Public Safety Tier 1.2	0.00	3,000	
12	Q	PSA-2-2	Commercial Vehicle Ent	PS2500	N	IGA and ISA Fund	6000	Personal Services	Public Safety Tier 1.2	0.00	10,000	
13	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6000	Personal Services	Public Safety Tier 3 Defined Benefit	13.00	793,000	

Records per page: 50 Advanced Search Save All Cancel All Records: 60 - Page: 1

In order to add a new row, click "Add New."

Budget Form Entry

X Close Export Import Refresh

ID	Budget Form	Agency	Form Name	FY 2022 Actuals	FY 2022 FTEs
3438	1200	ABA - Board of Accountancy	Prior Year Actuals (1200)	\$1,632,900	14.00

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	Retirement Plan Name	FY 2022 FTE's*	FY 2022 Actuals*	Comments
1	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6000	Personal Services	Elected Officials Retirement Benefits	0.00	0	
2	Q	ABA-1-1	Certification, Registratio	AB2001	A	Accountancy Board	6000	Personal Services	Arizona State Retirement System	14.00	806,600	

Records per page: 50 Advanced Search Records: 2 - Page: 1

Select the Agency - PBU, Fund, Appropriation Status ("A" or "N"), Object, and Retirement Plan using the value help dropdowns (by clicking on the magnifying glass) and enter the amounts for the prior year FTEs and actuals. (Note: the Retirement Plan is defaulted to "State" but it can be changed by simply selecting a different retirement plan.)

*Header Table.* The header table displays total prior year actuals and FTEs.

ID	Form	Agency	Form Name	FY 2022 Actuals	FY 2022 FTEs
259	1200	PSA - Department of Public Safety	Prior Year Actuals (1200)	\$506,742,600	320.00

### 2.1.2 Current Year Expenditure Plan (Form 1300)

As with Form 1200, Form 1300 (Current Year Expenditure Plan) also fulfills two purposes: 1) it provides a template for agencies to allocate planned expenditures for the current fiscal year by program/subprogram, fund (appropriated and non-appropriated), and object class (a rollup of individual objects), and 2) it captures the number of FTEs in each retirement plan for each agency, as well as the salaries that are related to each of the retirement plans. This provides the data necessary for OSPB to calculate the retirement costs for each agency as part of the overall Employee-Related Expense (ERE) rates.

Total amounts entered for the expenditure plan must equal the total appropriation exactly in order for the form to be submitted (any variance is displayed on the header table).

### Expenditures Tab

The Expenditures tab includes a display column for actuals from Form 1200 (rolled up to the object class level), a display column for current year appropriations (at the agency level by fund), and a data entry column for expenditure plan amounts. There is also a column to enter any explanatory comments.

Budget Form Lines

X Close | Export | Import | Refresh

ID	Form	Agency	Form Name	FY 2022-23 Approp	FY 2022-23 Exp Plan	FY 2022-23 Variance	FY 2022-23 FTE's
3012	1300	PSA - Department of Public Safety	Current Year Expenditure Plan (1300)	\$446,606,500	\$446,606,500	\$0	299.00

+ Add New | Copy | Screen Configuration | Action Configuration | Validation Configuration

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	FY 2022 Agency Actuals	FY 2023 Appropriation	FY 2023 Expenditure Plan*	Comments
9	Q	PSA	Department of Public Safety	PS2479	A	Motorcycle Safety F	APPRDP	Appropriation (Cannot Save)	0	198,900	0	
10	Q	PSA	Department of Public Safety	PS2510	A	Parity Compensatio	APPRDP	Appropriation (Cannot Save)	0	4,088,100	0	
11	Q	PSA	Department of Public Safety	PS2518	A	Concealed Weapon	APPRDP	Appropriation (Cannot Save)	0	3,172,200	0	
12	Q	PSA	Department of Public Safety	PS3702	A	DPS Criminal Justic	APPRDP	Appropriation (Cannot Save)	0	2,989,100	0	
13	Q	PSA	Department of Public Safety	PS4216	A	Risk Management f	APPRDP	Appropriation (Cannot Save)	0	1,396,900	0	
14		PSA-1-1	Agency Support	AA1000	A	General Fund	6100	EMPLOYEE RELATED EXPENDITURES	54,556,600	0	14,556,600	
15	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6200	PROFESSIONAL & OUTSIDE SERVICES	4,468,600	0	4,468,600	
16	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6500	TRAVEL IN-STATE	9,152,100	0	9,152,100	
17	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6600	TRAVEL OUT-OF-STATE	217,400	0	217,400	
18	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6700	FOOD	269,400	0	269,400	
19	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	6800	AID TO ORGANIZATIONS & INDIVIDUALS	21,700	0	21,700	
20	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	8000	EQUIPMENT	13,605,200	0	3,605,200	
21	Q	PSA-1-1	Agency Support	AA1000	A	General Fund	9100	TRANSFERS-OUT	600,000	0	528,500	

Records per page: 50 | Save All | Cancel All | Records: 1 - 50 of 286 | Pages: 1 | 1

In order to add a new row, click "Add New."

Budget Form Lines

X Close | Export | Import | Refresh

ID	Form	Agency	Form Name	FY 2023 Approp	FY 2023 Expnd Plan	FY 2023 Variance	FY 2023 FTE's
287	1300	ABA - Board of Accountancy	Current Year Expenditure Plan (1300)	\$2,236,600	\$2,236,600	\$0	15.75

+ Add New | Copy | Screen Configuration | Action Configuration | Validation Configuration

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	FY 2022 Agency Actuals	FY 2023 Appropriation	FY 2023 Expenditure Plan*	Comments
1	Q	ABA	Board of Accountancy	AB2001	A	Accountancy Board	APPRDP	Appropriation (Cannot Save)	0	2,236,600	0	
2	Q	ABA-1-1	Certification, Registration, and Re	AA1000	A	General Fund	6100	Employee Related Expenditures	2,000	0	0	
3	Q	ABA-1-1	Certification, Registration, and Re	AB2001	A	Accountancy Board	6100	Employee Related Expenditures	326,500	0	398,600	
4	Q	ABA-1-1	Certification, Registration, and Re	AB2001	A	Accountancy Board	6200	Professional & Outside Services	248,800	0	412,400	
5	Q	ABA-1-1	Certification, Registration, and Re	AB2001	A	Accountancy Board	6500	Travel In-State	1,300	0	8,400	
6	Q	ABA-1-1	Certification, Registration, and Re	AB2001	A	Accountancy Board	6600	Travel Out-Of-State	2,500	0	12,000	
7	Q	ABA-1-1	Certification, Registration, and Re	AB2001	A	Accountancy Board	7000	Other Operating Expenditures	223,000	0	311,900	
8	Q	ABA-1-1	Certification, Registration, and Re	AB2001	A	Accountancy Board	8500	Non-Capital Resources	13,300	0	22,600	
9	Q	ABA-1-1	Certification, Registration, and Re	AB2001	A	Accountancy Board	9100	Transfers-Out	8,700	0	10,000	

Records per page: 50 | Records: 1 - 9 of 9 | Pages: 1 | 1

Select the Agency - PBU, Fund, Appropriation Status ("A" or "N"), and Object using the value help dropdowns (by clicking on the magnifying glass) and enter the amount for the current year expenditure plan.

### Budget Form Entry - Add New Line

Close Screen Configuration Action Configuration

Form ID	Form Definition
287	1300

Agency - PBU:   
 Fund:   
 A/N:   
 Object:   
Save Cancel

Comments:

FY 2023 Expenditure Plan\*: 
 Audit Text:

## Personal Services Tab

The Personal Services tab is used to capture FTE and retirement system-related data. There are display columns for the number of FTEs and total dollar value of salaries for such employees associated with each retirement plan from Form 1200 for the prior year and data entry columns to enter such estimates for the current year expenditure plan. There is also a column to enter any explanatory comments.

### Budget Form Entry

Close Export Import Refresh

ID	Budget Form	Agency	Form Name	FY 2022-23 Approp	FY 2022-23 Exp Plan	FY 2022-23 Variance	FY 2022-23 FTEs
3012	1300	PSA - Department of Public Safety	Current Year Expenditure Plan (1300)	\$446,606,500	\$446,606,500	\$0	299.00

Add New Copy Screen Configuration Action Configuration Validation Configuration
Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	Retirement Plan Name	FY 2022 FTEs	FY 2023 FTEs*	FY 2022 Agency Actuals	FY 2023 Amount*	Comments
1	<input type="button" value="Q"/>	PSA-1-1	Agency Support	AA1000	A	General Fund	6000	PERSONAL SERVICES	Public Safety Tier 3 Defined Benefit	13.00	13.00	793,000	793,000	
2	<input type="button" value="Q"/>	PSA-1-1	Agency Support	AA1000	A	General Fund	6000	PERSONAL SERVICES	Arizona State Retirement System	3.00	3.00	208,000	146,000	
3	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS2032	A	Arizona Highway Pl	6000	PERSONAL SERVICES	Public Safety Tier 3 Defined Contribution	0.00	0.00	30,000	30,000	
4	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS2032	A	Arizona Highway Pl	6000	PERSONAL SERVICES	Arizona State Retirement System	0.00	0.00	2,000	2,000	
33	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS2278	N	DPS Records Proce	6000	PERSONAL SERVICES	Public Safety Tier 3 Defined Contribution	0.00	0.00	12,000	12,000	
34		PSA-1-1	Agency Support	PS2433	N	Fingerprint Clean	6000	PERSONAL SERVICES	Public Safety Tier 1.2	1.00	<input type="text" value="2.00"/>	62,000	<input type="text" value="124,000"/>	<input type="text"/>
35	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS2500	N	IGA and ISA Fund	6000	PERSONAL SERVICES	Public Safety Tier 3 Defined Benefit	0.00	0.00	4,000	4,000	
36	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS2500	N	IGA and ISA Fund	6000	PERSONAL SERVICES	Public Safety Tier 3 Defined Contribution	0.00	0.00	15,000	15,000	
5	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS2518	A	Concealed Weapon	6000	PERSONAL SERVICES	Arizona State Retirement System	2.00	2.00	110,000	110,000	
37	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS2975	N	Title VI - Coronavi	6000	PERSONAL SERVICES	Public Safety Tier 1.2	133.00	133.00	8,238,000	8,238,000	
38	<input type="button" value="Q"/>	PSA-1-1	Agency Support	PS3123	N	DPS Anti-Racketeer	6000	PERSONAL SERVICES	Public Safety Tier 3 Defined Contribution	4.00	4.00	223,000	223,000	

Records per page:  Advanced Search Save All Cancel All Records: 60 - Page: 106 | 107 | 108 | 109

In order to add a new row, click "Add New."

Budget Form Entry

X Close | Export | Import | Refresh

ID	Budget Form	Agency	Form Name	FY 2023 Approp	FY 2023 Expend Plan	FY 2023 Variance	FY 2023 FTEs
287	1300	ABA - Board of Accountancy	Current Year Expenditure Plan (1300)	\$2,236,600	\$2,236,600	\$0	15.75

+ Add New | Copy | Screen Configuration | Action Configuration | Validation Configuration

Q Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	Retirement Plan Name	FY 2022 Actual FTEs	FY 2023 FTEs*	FY 2022 Agency Actuals	FY 2023 Amount*	Comments
1	Q	ABA-1-1	Certification, Registrar	AB2001	A	Accountancy Board	6000	Personal Services	Elected Officials Retirement Benefit	0.00	0.00	0	0	
2	Q	ABA-1-1	Certification, Registrar	AB2001	A	Accountancy Board	6000	Personal Services	Non-Participating	0.00	0.00	0	0	
4	Q	ABA-1-1	Certification, Registrar	AB2001	A	Accountancy Board	6017	Board & Commission	Non-Participating	0.00	1.00	0	88,600	
5	Q	ABA-1-1	Certification, Registrar	AB2001	N	Accountancy Board	6000	Personal Services	Non-Participating	0.00	0.00	0	0	
3	Q	ABA-1-1	Certification, Registrar	AB2001	A	Accountancy Board	6000	Personal Services	Arizona State Retirement System	14.00	14.75	806,800	972,100	

Records per page: 50 | Advanced Search

Records: 5 | Page: 100 | 46 | 1 | 100 | 200

Select the Agency – PBU, Fund, Appropriation Status (“A” or “N”), Object, and Retirement Plan using the value help dropdowns (by clicking on the magnifying glass) and enter the amounts for the prior year FTEs and actuals. (Note: the Retirement Plan is defaulted to “State” but it can be changed by simply selecting a different retirement plan.)

Budget Form Entry - Add New Line

X Close | Screen Configuration | Action Configuration

Form ID: 287 | Form Definition: 1300

Agency - PBU: [ ] Q X | Fund: [ ] Q X | A/N: [ ] Q X | Object: [ ] Q X

Retirement Plan: [ STATE ] Q X | Save | Cancel

Arizona State Retirement System

Comments: [ ]

FY 2023 FTEs\*: [ 0 ] | Audit Text: [ ]

FY 2023 Amount\*: [ 0 ] | Audit Text: [ ]

Audit Text: [ ]

**Header Table.** The header table displays the total current year appropriation, the total expenditure plan amount, any variance (the variance must be \$0, i.e., the expenditure plan must equal the appropriation in order for the form to be submitted), and total current year FTEs.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name	FY 2023 Approp	FY 2023 Expend Plan	FY 2023 Variance	FY 2023 FTEs
3012	1300	PSA - Department of Public Safety	Current Year Expenditure Plan (1300)	\$446,606,500	\$446,606,500	\$0	299.00

### 2.1.3 Administrative Costs & Other ERE Info (Form 1400)

Form 1400 (Administrative Costs & Other ERE Info) is used to capture current year total administrative costs broken out by personal services costs, employee-related costs, and other administrative costs. The resulting total amount is used to calculate the percentage that administrative costs comprise of total current year expenditures. Form 1400 is also used to capture other miscellaneous data: the number of FTEs with salaries above the federal FICA maximum, the total salary costs associated with such employees, the number of FTEs ineligible for insurance (health, dental, and life), the number of FTEs ineligible for retirement, the number of FTEs ineligible for FICA, and the costs associated with uniform allowances.

#### Administrative Costs Tab

The Administrative Costs tab includes data entry columns for current year personal services costs, employee-related costs, and other administrative costs. There is also a column to enter any explanatory comments.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name	FY 2023 Admin Costs	FY 2023 Expend Plan	FY 2023 Admin Cost %
3013	1400	PSA - Department of Public Safety	Administrative Costs (1400)	\$37,969,800	\$446,606,500	8.50

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Object Name	FY 2023 Personal Services Costs*	FY 2023 Employee Related Costs*	FY 2023 Other Costs*	Comments
1		Administrative Costs	18,516,000	14,953,800	4,500,000	

Records per page: 50 Save All Cancel All Records: 1 - 1 of 1 - Pages: 1/1

#### Other ERE Info Tab

The Other ERE Info tab includes data entry columns to capture the number of FTEs with salaries above the federal FICA maximum, the total salary costs associated with such employees, the number of FTEs ineligible for insurance (health, dental, and life), the number of FTEs ineligible for retirement, the number of FTEs ineligible for FICA, and the costs associated with uniform allowances.

Budget Form Entry

Budget Form Revenue Lines Updated was successfully updated.

X Close ↓ Export ↑ Import Refresh

ID	Budget Form	Agency	Form Name	FY 2023 Admin Costs	FY 2023 Expend Plan	FY 2023 Admin Cost %
3013	1400	PSA - Department of Public Safety	Administrative Costs & Other ERE Info (1400)	\$37,969,800	\$1,311,060,201	2.90

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Object Name	FY 2023 FTEs Over FICA Max *	FY 2023 Personnel Costs Over FICA Max*	FY 2023 FTEs Insurance Ineligible*	FY 2023 FTEs Retirement Ineligible*	FY 2023 FTEs FICA Ineligible*	FY 2023 Uniform Allowance*
1	🔍	PSA-1-1	Agency Support	Other ERE Info	4.00	300,000	10.00	11.00	12.00	3,000
2	🔍	PSA-1-2	Aviation	Other ERE Info	8.00	400,000	5.00	6.00	7.00	5,000

Records per page: 50 Advanced Search Records: 1 Page: 146/146 1/30/2021

In order to add a new Agency - PBU, click “Add New.”

Budget Form Entry

Budget Form Revenue Lines Updated was successfully updated.

X Close ↓ Export ↑ Import Refresh

ID	Budget Form	Agency	Form Name	FY 2023 Admin Costs	FY 2023 Expend Plan	FY 2023 Admin Cost %
3013	1400	PSA - Department of Public Safety	Administrative Costs & Other ERE Info (1400)	\$37,969,800	\$1,311,060,201	2.90

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Object Name	FY 2023 FTEs Over FICA Max *	FY 2023 Personnel Costs Over FICA Max*	FY 2023 FTEs Insurance Ineligible*	FY 2023 FTEs Retirement Ineligible*	FY 2023 FTEs FICA Ineligible*	FY 2023 Uniform Allowance*
1	🔍	PSA-1-1	Agency Support	Other ERE Info	4.00	300,000	10.00	11.00	12.00	3,000
2	🔍	PSA-1-2	Aviation	Other ERE Info	8.00	400,000	5.00	6.00	7.00	5,000

Records per page: 50 Advanced Search Records: 1 Page: 146/146 1/30/2021

Select the Agency – PBU (the Object is pre-filled with the only valid selection) using the value help dropdown (by clicking on the magnifying glass) and enter any relevant amounts.



**Budget Form Entry - Add New Line**

Close | Screen Configuration | Action Configuration

**Form ID** | **Form Definition**

Agency - PBU: [ ] | Object: ERE OTHER [ ] | Save | Cancel

Other ERE Info

FY 2023 FTEs Over FICA Max \*: [0] | Audit Text: [ ]

FY 2023 Personnel Costs Over FICA Max\*: [0] | Audit Text: [ ]

FY 2023 FTEs Insurance Ineligible\*: [0] | Audit Text: [ ]

FY 2023 FTEs Retirement Ineligible\*: [0] | Audit Text: [ ]

FY 2023 FTEs FICA Ineligible\*: [0] | Audit Text: [ ]

*Header Table.* The header table displays total current year administrative costs (from the Administrative Costs tab), estimated current year expenditures (from Form 1300), and the calculated percentage that such administrative costs comprise of total expenditures.

**Budget Form Lines**

Close | Refresh

ID	Form	Agency	Form Name	FY 2023 Admin Costs	FY 2023 Expend Plan	FY 2023 Admin Cost %
3013	1400	PSA - Department of Public Safety	Administrative Costs (1400)	\$37,969,800	\$446,606,500	8.50

### 2.1.4 Funding Issues (Form 1500)

Form 1500 (Funding Issues) is used to request changes to agencies’ base funding amounts.

#### Header Tab

The Header tab includes a number of narrative fields to enter information justifying the request for analyst evaluation. These include:

- ☐ Description of issue
- ☐ Proposal

- ☐ Alternatives Considered
- ☐ Impact of not funding this year
- ☐ Statutory reference
- ☐ Equipment to be purchased (if applicable)
- ☐ Classification of new positions
- ☐ Annualizations
- ☐ Alignment with agency's strategic plan or statutory responsibilities
- ☐ Impact on historically underserved, marginalized, or adversely affected groups
- ☐ How has feedback been incorporated from groups directly impacted by proposal
- ☐ Description of how this furthers the Governor's priorities
- ☐ If requesting GF (General Fund), why is it critical to continued operations?
- ☐ If requesting GF (General Fund), why can't existing funding fully or partially meet the need?
- ☐ If requesting GF (General Fund), why can't other funds fully or partially meet the need?

The Header tab also includes fields for the title to be used in the Detail Budget Book as well as the priority of the request. Each request must have a unique priority.

The screenshot shows the 'Budget Form Header' interface. At the top, there is a navigation bar with buttons for 'Mention History', 'Mention', 'Submit', 'Unapprove Request in Submission', 'Approve Baseline Gov Bud', 'Unapprove Initiative Gov Bud', 'Configuration', and 'Close'. Below this is a table with the following data:

Instance ID	Form Definition	Definition Name	Name	Organization
3435	1500	Funding Issues (1500)	Inspection Site Signage and Lighting	PSA

Below the table, there is a form with the following fields and sections:

- Stage Code\*:** A text input field containing '1506'.
- OSPB Analysis:** A section with tabs for 'Header', 'Expenditures', 'Positions', 'OSP Narrative', and 'Attachments'. The 'Header' tab is selected.
- Title in Detail Budget Book\*:** A text input field containing 'Inspection Site Signage and Lighting Upgrades'.
- Description of issue\*:** A text area containing the text: 'The agency is requesting additional funds to enhance signage and lighting at current inspection sites. The enhancements would make a safer, more efficient environment to both notify traffic as well as provide additional safety measures for the individuals completing the truck inspections. The sites are mainly at the current scale facilities, but additional signage could be added to pull-out areas or rest-stops.'
- Priority:** A dropdown menu with '02' selected.
- Proposal\*:** A text area containing the text: 'Total ongoing project cost of \$300,000/year to update the lighting and signage at inspection sites around the state. This will enhance the safety of inspection sites. This request also includes funding for an additional position to coordinate such signage and lighting.'

In addition, the Header tab includes a link used to indicate whether or not the request should be included in the agency's submission. The link is a "toggle," i.e., they toggle between "Approve" and "Unapprove."

*Approve/Unapprove Request in Submission.* This link indicates whether or not the request should be included in the agency's final budget submission.

## Expenditures Tab

The Expenditures tab includes a display column for salary and benefits costs related to new positions requested on the Position tab (see discussion below). It also includes data entry columns for other ongoing costs (in addition to salary and benefit costs) and one-time costs, and a display column that calculates the total costs associated with each funding line in the request.

Budget Form Lines

X Close | Export | Import | Refresh

ID	Form	Agency	Form Name	FY 2024 FTEs	FY 2024 PCF	FY 2024 Ongoing Amt	FY 2024 One-Time Amt	FY 2024 Total
3435	1500	PSA - Department of Public Safety	Funding Issues (1500)	0.00	\$88,400	\$42,500	\$13,300	\$145,200

+ Add New | Copy | Screen Configuration | Action Configuration | Validation Configuration

Q Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	FY 2024 PCF (Salaries & Benefits)	FY 2024 Other Ongoing Amounts*	FY 2024 One-Time Amounts*	FY 2024 Funding Issue Total Request	Comments
1	Q	PSA-1-1	Agency Support	PS2032	A	Arizona Highway P.	6000	Personal Services	47,500	0	0	47,500	
2	Q	PSA-1-1	Agency Support	PS2032	A	Arizona Highway P.	6100	Employee Related Expenses	41,900	0	0	41,900	
3	Q	PSA-1-7	SLI Civil Air Patrol Infrs	AA1000	A	General Fund	7000	Other Operating Expenses	0	5,000	0	5,000	Funding requested.
4	Q	PSA-1-8	SLI One-Time Helicopter	AA1000	A	General Fund	6100	Employee Related Expenses	0	500	0	500	Funding requested.
5		PSA-1-9	SLI One-Time Vehicle Re	AA1000	A	General Fund	8400	Current Year Expenditures	0	15,000	12,000	27,000	Stage 6 changes.
6	Q	PSA-1-3	SLI Motor Vehicle Fuel	PS2032	N	Arizona Highway P.	7000	Other Operating Expenses	0	5,000	0	5,000	Funding requested.
7	Q	PSA-1-4	SLI Civil Air Patrol Maint	PS2032	N	Arizona Highway P.	7000	Other Operating Expenses	0	3,300	0	3,300	Funding requested.
8	Q	PSA-1-5	SLI Peace Officer Trainin	PS2032	N	Arizona Highway P.	8400	Current Year Expenditures	0	1,500	1,300	2,800	Funding requested.
9	Q	PSA-2-1	Patrol	PS2032	N	Arizona Highway P.	7000	Other Operating Expenses	0	6,700	0	6,700	Funding requested.
10	Q	PSA-3-1	Criminal Investigations	PS2032	N	Arizona Highway P.	7000	Other Operating Expenses	0	5,500	0	5,500	Funding requested.

Records per page: 50 | Save All | Cancel All | Records: 1 - 10 of 10 | Pages: 1 | 10 | 20

In order to add a new row, click “Add New.”

Budget Form Lines

X Close | Export | Import | Refresh

ID	Form	Agency	Form Name	FY 2024 FTEs	FY 2024 PCF	FY 2024 Ongoing Amt	FY 2024 One-Time Amt	FY 2024 Total
4106	1500	ABA - Board of Accountancy	Funding Issues (1500)	0.00	\$0	\$100	\$200	\$300

+ Add New | Copy | Screen Configuration | Action Configuration | Validation Configuration

Q Search

Row	Audit Trail	Agency - PBU	Fund	A/N	Object	Object Name	FY 2024 PCF (Sal & Ben)	FY 2024 Other Ongoing Amounts*	FY 2024 One-Time Amounts*	FY 2024 Funding Issue Total Request	Comments
1	Q	ABA-1-1	AB2001	A	6700	Food	0	100	200	300	

Records per page: 50 | Records: 1 - 1 of 1 | Pages: 1 | 10 | 20

Select the Agency – PBU, Fund, Appropriation Status (“A” or “N”), and Object using the value help dropdowns (by clicking on the magnifying glass) and enter the amounts for ongoing and one-time expenditures.

*Header Table.* The header table displays the total number of FTEs requested, total salary and benefit costs, total ongoing costs, total one-time costs, and the total costs associated with the funding issue.

Budget Form Lines

ID	Form	Agency	Form Name	FY 2024 FTEs	FY 2024 PCF	FY 2024 Ongoing Amt	FY 2024 One-Time Amt	FY 2024 Total
3435	1500	PSA - Department of Public Safety	Funding Issues (1500)	0.00	\$252,249	\$42,500	\$13,300	\$308,049

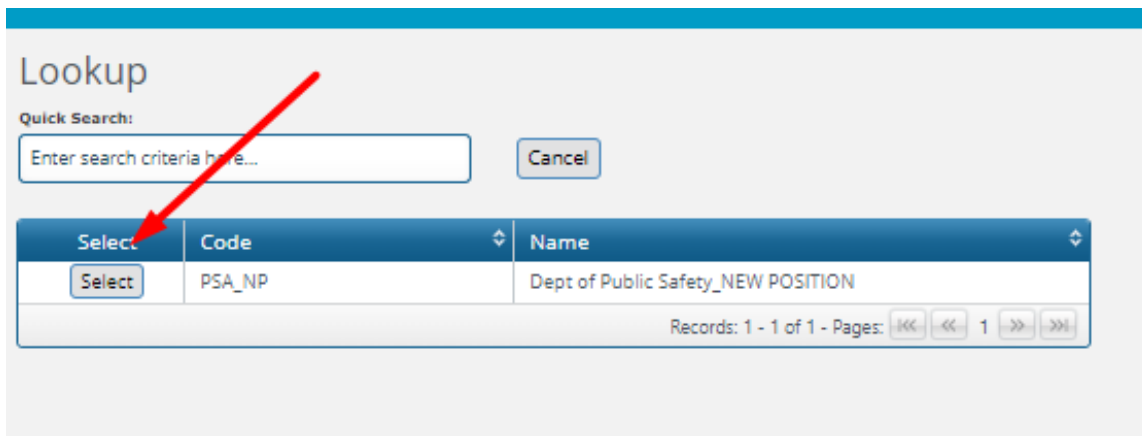
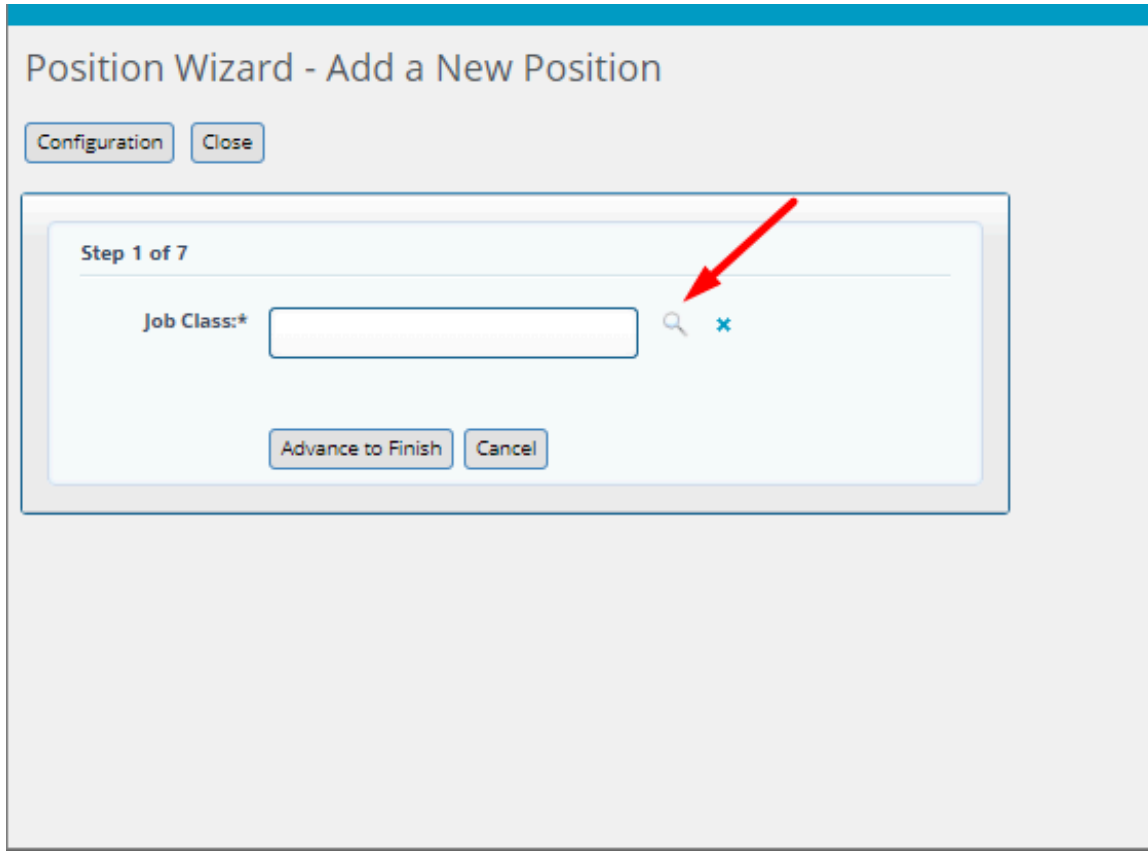
### Positions Tab

The Positions tab is used to request new positions as part of a funding issue request.

To request a new position, click the “New Position” link.

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results

Each agency has a single, “dummy” job classification used only for new positions. Click the magnifying glass and then make the only selection available.





Then click "Advance to Finish."

Position Wizard - Add a New Position

Configuration Close

Step 1 of 7

Job Class:\* PSA\_NP  

Dept of Public Safety NEW POSITION

Advance to Finish Cancel

There are a number of fields that must be completed:

- If desired, enter an appropriate Position Name.
- If desired, enter a justification.
- Select a Status (the only status available is “REG – Regular”).
- Enter the count for the number of employees to be added or deleted.
- Enter the number of FTEs associated with the request.
- Enter the Subprogram.
- Enter the Fund.
- Enter the Appropriation Status, i.e., Appropriated or Non-Appropriated.
- Enter the Object Code (6000 Personal Services or 6017 Board & Commission Member Compensation).
- Enter the Salary Amount.

After all required information has been entered click “Finish.”

Position Wizard - Add a New Position

Configuration

Combined Wizard Steps 2 - 7

Position Code:\*  Job Class:\*   
 Dept of Public Safety NEW POSITIO

Position Fields

Position Name:\*  Subprogram:\*

Justification:  Fund:\*

Position Status:\*  Appropriation:\*

Add/Delete:\*  Object:\*    
 Personal Services

Authorized FTE:\*  Enter Salary Amount:\*

The position will be displayed in the grid but with no salary or benefit costs.

Form Positions

X Close + New Position Σ Calculate ^ Status Refresh Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$0.00	\$0.00	\$0.00	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

In order to calculate the costs, click the "Calculate" link.

Form Positions

X Close + New Position **Σ Calculate** ^ Status Refresh Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$0.00	\$0.00	\$0.00	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Refresh the page and the costs will be displayed. This may take a little time, and you may need to click refresh again before the updates are displayed.

Form Positions

X Close + New Position Σ Calculate ^ Status Refresh Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$35,000.00	\$34,473.03	\$69,473.03	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Positions are "Approved" by default. In order to unapprove a position click the "Unapprove" link.

Form Positions

X Close + New Position Σ Calculate ↕ Status ↻ Refresh ⚙ Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$35,000.00	\$34,473.03	\$69,473.03	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Click “Edit” to modify position attributes or “Results” to see more data regarding position costs.

Form Positions

X Close + New Position Σ Calculate ↕ Status ↻ Refresh ⚙ Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Action
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$35,000.00	\$34,473.03	\$69,473.03	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Results link:

Projected Employee Results

Record Actions:

Fiscal Year	Benefit Code	Benefit Name	Amount
2023	MEDICAL	Medical	\$13,700.00
2023	PSA_ERE	PSA Employee-Related Expenses	\$20,773.03
2023	Total Benefits		\$34,473.03
2023	Total Salary		\$35,000.00
2023	Total		\$69,473.03
2024	MEDICAL	Medical	\$13,700.00
2024	PSA_ERE	PSA Employee-Related Expenses	\$20,773.03
2024	Total Benefits		\$34,473.03
2024	Total Salary		\$35,000.00
2024	Total		\$69,473.03

Records per page: 100 Records: 10 - Page: 1

Employee Projection Results by FY and Type

Category	Amount
Medical 2023 Benefit	\$13,700.00
PSA Employee-Related Expenses 2023 Benefit	\$20,773.03
2023 Salary	\$35,000.00
Medical 2024 Benefit	\$13,700.00
PSA Employee-Related Expenses 2024 Benefit	\$20,773.03

(Note: Because agencies may also request positions in the current year using Form 1600 both years are active in the system and therefore there is cost data for both years. However, only costs related to the appropriate year—budget year for Form 1500 and current year for Form 1600—are included in the budget calculations.)



**Edit Form Position:**

In the Employee tab, make sure the position title is under “Last Name” and keep “First Name” and “MI” blank.

In the Salary tab, you can adjust the salary percentage, benefit percentage, employee count, and employee FTE.

Adjusting the salary and benefit percentages will change how ABS calculates the Salary and Benefits amounts.

You can split positions across programs and funds using “Manage Funding Date and Allocation Records.” This is useful, for example, if a position will be paid using more than one fund. Select Add New Allocation, then fill in the Organization, Fund, Appropriation, and Account. In the Allocation field, add the percentage of the position’s salary that will be paid from this allocation. If you check Calculate Allocation, the system will make the allocation whatever is needed so that all allocations add up to 100%. (For example, if there are two allocations and the other is set to 80%, the system will assign the remaining 20% to the allocation being edited.)

The screenshot shows the 'Add Employee Allocation' form. At the top, there is a title bar with 'Add Employee Allocation' and a 'Close' button. Below the title bar, there is a 'Screen Configuration' button. The form contains the following fields and controls:

- Funding Date Range:** A dropdown menu showing '7/1/2024 - 12/31/2050'.
- Organization:** A text input field with a search icon and a close icon.
- Fund:** A text input field with a search icon and a close icon.
- Appropriation:** A text input field with a search icon and a close icon.
- Account:** A text input field with a search icon and a close icon.
- Allocation:** A text input field containing the value '0'.
- Calculate Allocation:** A checkbox that is currently unchecked.
- Home:** A checkbox that is currently unchecked.
- Active:** A checkbox that is currently checked.
- Comments:** A large text area for entering comments.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the form.

After saving, click the plus sign in the Employee Allocations popup window to see all of the allocation lines.

Employee Allocations

+ Add New Funding Date + Add New Allocation Copy Funding Date Copy Allocation X Close

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
Edit Delete	07/01/2024	12/31/2050		NONE	<input checked="" type="checkbox"/>	100.0000%

If the original allocation was set to 100%, the allocation you just added could have made the total exceed 100%.

Employee Allocations

+ Add New Funding Date + Add New Allocation Copy Funding Date Copy Allocation X Close

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total	
Edit Delete	07/01/2024	12/31/2050		NONE	<input checked="" type="checkbox"/>	120.0000%	
Organization	Fund	Appropriation	Account	Home	Active	Allocation	Actions
GVA-1-1	AA1000	A	6000	False	True	100.0000%	Edit Delete
GVA-1-1	GV2500	N	6000	False	True	20.0000%	Edit Delete

You may need to adjust one or more lines to make sure the allocations are correct.

Employee Allocations

+ Add New Funding Date + Add New Allocation Copy Funding Date Copy Allocation X Close

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total	
Edit Delete	07/01/2024	12/31/2050		NONE	<input checked="" type="checkbox"/>	100.0000%	
Organization	Fund	Appropriation	Account	Home	Active	Allocation	Actions
GVA-1-1	AA1000	A	6000	False	True	80.0000%	Edit Delete
GVA-1-1	GV2500	N	6000	False	True	20.0000%	Edit Delete

However you load the details in the Positions tab, ABS will populate the costs in the Expenditures tab.

### 2.1.5 Funding Issues - Supplemental (Form 1600)

Form 1600 (Funding Issues – Supplemental) is used for agencies to request changes to their current year funding. All such funding requests are considered to be “one-time” and if funding is intended to be ongoing a separate request using Form 1500 must be submitted.

#### Header Tab

The Header tab includes a number of narrative fields to enter information justifying the supplemental request for analyst evaluation. These include:

- 🔍 Description of issue
- 🔍 Proposal
- 🔍 Alternatives considered
- 🔍 Impact of not funding this year
- 🔍 Statutory reference
- 🔍 Equipment to be purchased (if applicable)
- 🔍 Classification of new positions
- 🔍 Annualizations
- 🔍 Alignment with agency's strategic plan or statutory responsibilities
- 🔍 Impact on historically underserved, marginalized, or adversely affected groups
- 🔍 How has feedback been incorporated from groups directly impacted by proposal
- 🔍 Description of how this furthers the Governor's priorities
- 🔍 If requesting GF (General Fund), why is it critical to continued operations?
- 🔍 If requesting GF (General Fund) , why can't existing funding fully or partially meet the need?
- 🔍 If requesting GF (General Fund), why can't other funds fully or partially meet the need?

The Header tab also includes fields for the title to be used in the Detail Budget Book as well as the priority of the request. Each request must have a unique priority.

The screenshot shows the 'Budget Form Header' interface. At the top, there is a navigation bar with buttons for 'Mention History', 'Mention', 'Submit', 'Unapprove Request in Submission', 'Approve Baseline Gov Bud', 'Unapprove Initiative Gov Bud', 'Configuration', and 'Close'. Below this is a table with the following data:

Instance ID	Form Definition	Definition Name	Name	Organization
3434	1600	Funding Issues - Supplemental (1600)	Provide Funding for Increased Elec	PSA

Below the table, there is a form with the following fields and sections:

- Stage Code\*:** A text input field containing '1606'.
- OSPB Analysis:** A section with tabs for 'Header', 'Expenditures', 'Positions', 'OSPB Narrative', and 'Attachments'. The 'Header' tab is selected.
- Title in Detail Budget Book\*:** A text input field containing 'Provide Funding for Increased Electronic Storage Video'.
- Description of Issue\*:** A text area containing the text: 'DPS has implemented body-worn cameras, which work in conjunction with our in-car cameras. Essentially, the amount of storage needed has more than doubled. Our current storage has been appropriate for running our cameras at a lower quality setting. Higher resolution capabilities are now capable and expected. The higher resolution also increases the amount of storage needed. In addition to video storage, the rate of digital evidence seized in the field is increasing. We need to start researching possible solutions and developing a plan to collect, manage, store, and disseminate digital evidence safely and efficiently.'
- Proposal\*:** A text area containing the text: 'We are requesting \$90,000 for initial one-time costs related to the proper storage of digital evidence. We will also be requesting funding next year for ongoing costs to satisfy the needs of increased video storage. Additionally, we will be requesting ongoing funding for enhanced officer-safety and increased incident command capabilities. We also need an additional position immediately to coordinate all of DPS's video resources. This position would need to be continued in future years as well.'
- Priority:** A dropdown menu with '01' selected.
- Save:** A button to save the form.

In addition, the Header tab includes a link used to indicate whether or not the request should be included in the agency's submission. The link is a "toggle," i.e., they toggle between "Approve" and "Unapprove."

*Approve/Unapprove Request in Submission.* This link indicates whether or not the request should be included in the agency's final budget submission.

## Expenditures Tab

The Expenditures tab includes a display column for salary and benefits costs related to new positions requested on the Position tab (see discussion below). Tab 1 also includes data entry columns for one-time costs and a display column that calculates the total costs associated with each funding line in the request.

Budget Form Lines

X Close Export Import Refresh

ID	Form	Agency	Form Name	FY 2023 FTE's	FY 2023 PCF	FY 2023 One-Time Amt	FY 2023 Total
3434	1600	PSA - Department of Public Safety	Funding Issues - Supplemental (1600)	0.00	\$113,300	\$174,600	\$287,900

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	FY 2023 PCF (Salaries & Benefits)	FY 2023 One-Time Amounts*	FY 2023 Funding Issue Total Request	Comments
1		PSA-1-1	Agency Support	AA1000	A	General Fund	7000	Other Operating Expenses	0	15,000	15,000	
2		PSA-1-5	SLI Peace Officer Trainin	AA1000	A	General Fund	7000	Other Operating Expenses	0	30,000	30,000	Funding requested.
3		PSA-1-6	SLI One-time Active Sho	AA1000	A	General Fund	6100	Employee Related Expenses	0	1,500	1,500	Funding requested.
4		PSA-1-6	SLI One-time Active Sho	AA1000	A	General Fund	7000	Other Operating Expenses	0	10,000	10,000	Funding requested.
5		PSA-1-7	SLI Civil Air Patrol Infr	AA1000	A	General Fund	8400	Current Year Expenditures	0	75,000	75,000	Funding requested.
6		PSA-2-1	Patrol	AA1000	A	General Fund	6100	Employee Related Expenses	0	25,000	25,000	Stage 6 update.
7		PSA-2-1	Patrol	AA1000	A	General Fund	7000	Other Operating Expenses	0	16,500	16,500	Funding requested.
8		PSA-2-1	Patrol	AA1000	A	General Fund	8400	Current Year Expenditures	0	1,600	1,600	Funding requested.
9		PSA-4-1	Scientific Analysis	AA1000	A	General Fund	6000	Personal Services	62,500	0	62,500	
10		PSA-4-1	Scientific Analysis	AA1000	A	General Fund	6100	Employee Related Expenses	50,800	0	50,800	

Records per page: 50 Save All Cancel All Records: 1 - 10 of 10 - Pages: 1 2 3 4 5

In order to add a new row, click "Add New."

Budget Form Lines

X Close Export Import Refresh

ID	Form	Agency	Form Name	FY 2023 FTE's	FY 2023 PCF	FY 2023 One-Time Amt	FY 2023 Total
2927	1600	ADA - Department of Administratio	Funding Issues - Supplemental (1600)	0.00	\$58,100	\$151,500	\$209,600

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency - PBU	Agency - PBU Name	Fund	A/N	Fund Name	Object	Object Name	FY 2023 PCF (Salaries & Benefits)	FY 2023 One-Time Amounts*	FY 2023 Funding Issue Total Request	Comments
1		ADA-1-2	GRRC	AD2152	A	Information Techni	6000	Personal Services	100	0	100	
2		ADA-1-2	GRRC	AD2152	A	Information Techni	6100	Employee Related Expenses	13,700	0	13,700	
3		ADA-2-10	SLI Fire Incident Manag	AD1107	A	Personnel Division	6200	Professional and Outside Services	0	150,000	150,000	
4		ADA-2-7	SLI Election Security Gra	AD2338	N	Statewide Monume	6000	Personal Services	25,000	1,500	26,500	
5		ADA-2-7	SLI Election Security Gra	AD2338	N	Statewide Monume	6100	Employee Related Expenses	19,300	0	19,300	

Records per page: 50 Records: 1 - 5 of 5 - Pages: 1 2 3 4 5

Select the Agency – PBU, Fund, Appropriation Status (“A” or “N”), and Object using the value help dropdowns (by clicking on the magnifying glass) and enter the amount for one-time expenditures.

*Header Table.* The header table displays the total number of FTEs requested, total salary and benefit costs, total one-time costs, and the total costs associated with the funding issue.

ID	Form	Agency	Form Name	FY 2023 FTEs	FY 2023 PCF	FY 2023 One-Time Am	FY 2023 Total
3434	1600	PSA - Department of Public Safety	Funding Issues - Supplemental (1600)	0.00	\$113,300	\$174,600	\$287,900

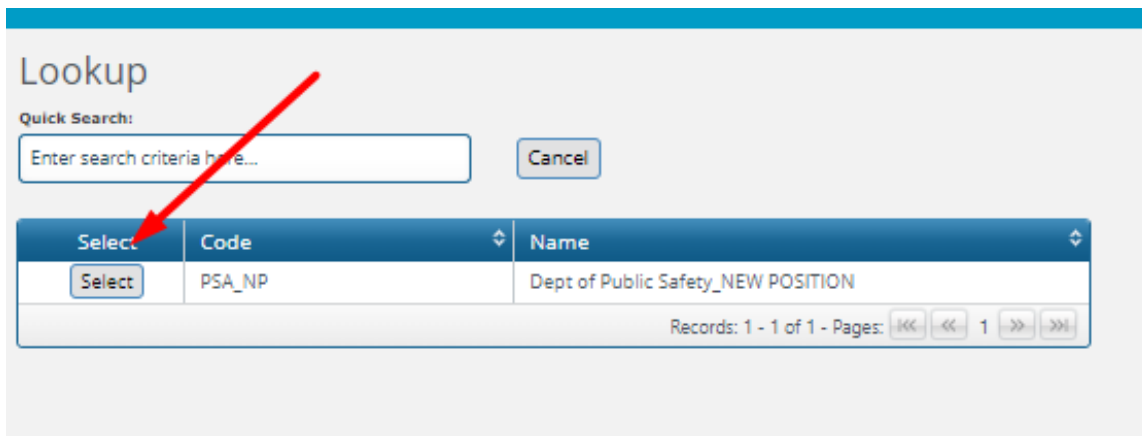
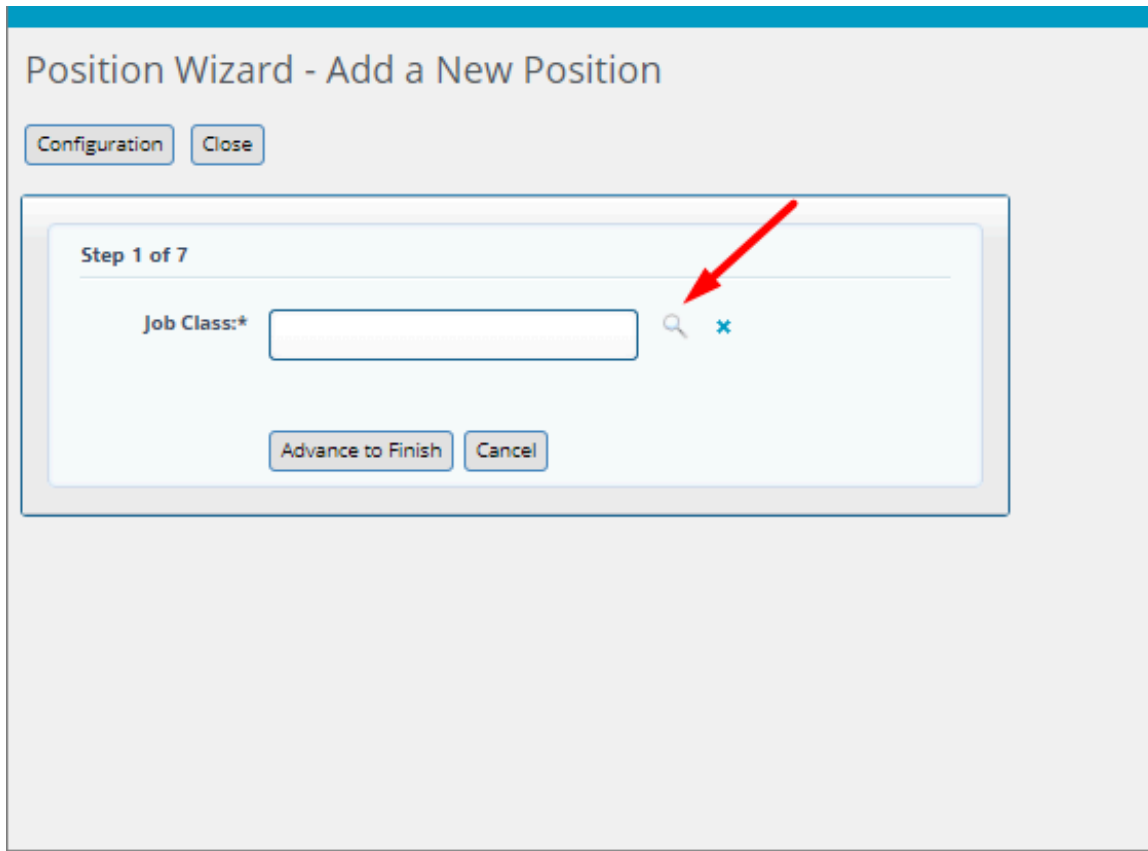
### Positions Tab

The Positions tab is used to request new positions as part of a supplemental funding issue request.

To request a new position, click the “New Position” link.

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results

Each agency has a single, “dummy” job classification used only for new positions. Click the magnifying glass and then make the only selection available.





Then click "Advance to Finish."

Position Wizard - Add a New Position

Configuration Close

Step 1 of 7

Job Class:\* PSA\_NP  

Dept of Public Safety NEW POSITION

Advance to Finish Cancel

There are a number of fields that must be completed:

- If desired, enter an appropriate Position Name.
- If desired, enter a justification.
- Select a Status (the only status available is “REG – Regular”).
- Enter the count for the number of employees to be added or deleted.
- Enter the number of FTEs associated with the request.
- Enter the Subprogram.
- Enter the Fund.
- Enter the Appropriation Status, i.e., Appropriated or Non-Appropriated.
- Enter the Object Code (6000 Personal Services or 6017 Board & Commission Member Compensation).
- Enter the Salary Amount.

After all required information has been entered click “Finish.”

Position Wizard - Add a New Position

Configuration

Combined Wizard Steps 2 - 7

Position Code:\*  Job Class:\*   
 Dept of Public Safety NEW POSITIO

Position Fields

Position Name:\*  Subprogram:\*

Justification:  Fund:\*

Position Status:\*  Appropriation:\*

Add/Delete:\*  Object:\*    
 Personal Services

Authorized FTE:\*  Enter Salary Amount:\*

The position will be displayed in the grid but with no salary or benefit costs.

Form Positions

X Close + New Position ∑ Calculate ^ Status Refresh Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$0.00	\$0.00	\$0.00	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

In order to calculate the costs, click the "Calculate" link.

Form Positions

X Close + New Position **∑ Calculate** ^ Status Refresh Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$0.00	\$0.00	\$0.00	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Refresh the page and the costs will be displayed. This may take a little time, and you may need to click refresh again before the updates are displayed.

Form Positions

X Close + New Position ∑ Calculate ^ Status Refresh Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$35,000.00	\$34,473.03	\$69,473.03	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Positions are "Approved" by default. In order to unapprove a position click the "Unapprove" link.



Form Positions

X Close + New Position Σ Calculate ↕ Status ↻ Refresh ⚙ Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$35,000.00	\$34,473.03	\$69,473.03	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Click “Edit” to modify position attributes or “Results” to see more data regarding position costs.

Form Positions

X Close + New Position Σ Calculate ↕ Status ↻ Refresh ⚙ Configuration

Position Code	Agency - PBU	Job Class	Employee Code	Position Name	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP-694370	PSA-1-1	PSA_NP	Z1202	Dept of Public Safe	1	1.00	True	\$47,500.00	\$41,900.00	\$89,400.00	Edit Unapprove Results
NEWP-578390	PSA-1-1	PSA_NP	Z1203	Dept of Public Safe	1	1.00	True	\$50,000.00	\$43,375.75	\$93,375.75	Edit Unapprove Results
NEWP-655334	PSA-1-1	PSA_NP	Z1204	Dept of Public Safe	1	1.00	True	\$35,000.00	\$34,473.03	\$69,473.03	Edit Unapprove Results

Records per page: 5000 Records: 3 - Page: 1

Results link:

Projected Employee Results

Record Actions:

Fiscal Year	Benefit Code	Benefit Name	Amount
2023	MEDICAL	Medical	\$13,700.00
2023	PSA_ERE	PSA Employee-Related Expenses	\$20,773.03
2023	Total Benefits		\$34,473.03
2023	Total Salary		\$35,000.00
2023	Total		\$69,473.03
2024	MEDICAL	Medical	\$13,700.00
2024	PSA_ERE	PSA Employee-Related Expenses	\$20,773.03
2024	Total Benefits		\$34,473.03
2024	Total Salary		\$35,000.00
2024	Total		\$69,473.03

Records per page: 100 Records: 10 - Page: 1

Employee Projection Results by FY and Type

Category	Amount
Medical 2023 Benefit	\$13,700.00
PSA Employee-Related Expenses 2023 Benefit	\$20,773.03
2023 Salary	\$35,000.00
Medical 2024 Benefit	\$13,700.00
PSA Employee-Related Expenses 2024 Benefit	\$20,773.03

(Note: Because agencies may also request positions in the budget year using Form 1500 both years are active in the system and therefore there is cost data for both years. However, only costs related to the appropriate year—budget year for Form 1500 and current year for Form 1600—are included in the budget calculations.)

**Edit Form Position:**

In the Employee tab, make sure the position title is under “Last Name” and keep “First Name” and “MI” blank.

In the Salary tab, you can adjust the salary percentage, benefit percentage, employee count, and employee FTE.

Adjusting the salary and benefit percentages will change how ABS calculates the Salary and Benefits amounts.

You can split positions across programs and funds using “Manage Funding Date and Allocation Records.” This is useful, for example, if a position will be paid using more than one fund. Select Add New Allocation, then fill in the Organization, Fund, Appropriation, and Account. In the Allocation field, add the percentage of the position’s salary that will be paid from this allocation. If you check Calculate Allocation, the system will make the allocation whatever is needed so that all allocations add up to 100%. (For example, if there are two allocations and the other is set to 80%, the system will assign the remaining 20% to the allocation being edited.)

The screenshot shows the 'Add Employee Allocation' form. At the top, there is a title bar with 'Add Employee Allocation' and a 'Close' button. Below the title bar, there is a 'Screen Configuration' button. The form contains the following fields and controls:

- Funding Date Range:** A dropdown menu showing '7/1/2024 - 12/31/2050'.
- Organization:** A text input field with a search icon and a close icon.
- Fund:** A text input field with a search icon and a close icon.
- Appropriation:** A text input field with a search icon and a close icon.
- Account:** A text input field with a search icon and a close icon.
- Allocation:** A text input field containing the value '0'.
- Calculate Allocation:** A checkbox that is currently unchecked.
- Home:** A checkbox that is currently unchecked.
- Active:** A checkbox that is currently checked.
- Comments:** A large text area for entering comments.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the form.

After saving, click the plus sign in the Employee Allocations popup window to see all of the allocation lines.

Employee Allocations

+ Add New Funding Date + Add New Allocation Copy Funding Date Copy Allocation X Close

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
Edit Delete	07/01/2024	12/31/2050		NONE	<input checked="" type="checkbox"/>	100.0000%

If the original allocation was set to 100%, the allocation you just added could have made the total exceed 100%.

Employee Allocations

+ Add New Funding Date + Add New Allocation Copy Funding Date Copy Allocation X Close

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total	
Edit Delete	07/01/2024	12/31/2050		NONE	<input checked="" type="checkbox"/>	120.0000%	
Organization	Fund	Appropriation	Account	Home	Active	Allocation	Actions
GVA-1-1	AA1000	A	6000	False	True	100.0000%	Edit Delete
GVA-1-1	GV2500	N	6000	False	True	20.0000%	Edit Delete

You may need to adjust one or more lines to make sure the allocations are correct.

Employee Allocations

+ Add New Funding Date + Add New Allocation Copy Funding Date Copy Allocation X Close

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total	
Edit Delete	07/01/2024	12/31/2050		NONE	<input checked="" type="checkbox"/>	100.0000%	
Organization	Fund	Appropriation	Account	Home	Active	Allocation	Actions
GVA-1-1	AA1000	A	6000	False	True	80.0000%	Edit Delete
GVA-1-1	GV2500	N	6000	False	True	20.0000%	Edit Delete

However you load the details in the Positions tab, ABS will populate the costs in the Expenditures tab.

### 2.1.6 Revenue Schedule (Form 2100)

Form 2100 (Revenue Schedule) is used to enter revenues from the prior year (actual), the current year (estimated), and the budget year (estimated). Such amounts are entered by agency, fund, and object, with a separate form instance for each agency/fund combination.

#### Header Tab

The Header tab includes a narrative text box for agencies to enter their forecast methodology for funds with \$100,000 or more revenue in any year. This field must be completed in order for the form to be submitted. If users choose to attach an explanation, they should put "See Attachment" in

the text box. If the fund’s revenue is below \$100,000 every year, the user can put “N/A” in the text box.

Budget Form Header

Mention History    Mention    Submit    Configuration    Close

Instance ID	Form Definition	Definition Name	Name	Agency	Fund
3034	2100	Revenue Schedule (2100)	DPS Licensing Fund	PSA	PS2490

Stage Code:\*  
2101

Initial Data Entry

Header    Revenues    Attachments

Forecast methodology for funds with \$100,000 or more revenue in any year:\*

BPM security provides access to the application, driven by user codes and passwords; and functions and features, driven by roles and groups assigned to users. The roles and groups provide varying levels of access to menus, stages, actions, and dimensions, or codes, within the application. The role-based security provides flexibility and ease of use in maintaining access levels.

Forecast methodology for funds with \$100,000 or more revenue in any year:\*

Save

### Revenues Tab

The Revenues tab includes data entry columns for actual revenues for the prior year, estimated revenues for the current year, and estimated revenues for the budget year and out years. Revenues are entered at the agency/fund level by object.

Budget Form Lines

Close    Export    Import    Refresh

ID	Form	Agency	Fund	Form Name	2021-22 Actuals	2022-23 Estimate	2023-24 Budget
3034	2100	PSA - Department of Public Safety	PS2490 - DPS Licensing Fund	Revenue Schedule (2100)	\$1,246,300	\$1,245,000	\$1,245,000

+ Add New    Copy    Screen Configuration    Action Configuration    Validation Configuration    Search

Row	Audit Trail	Agency	Fund	Object	Object Name	FY 2022 Actuals*	FY 2023 Estimate*	FY 2024 Budget*	Comments
1	Q	PSA	PS2490	4415	Occupational & Prof	1,251,700	1,250,000	1,250,000	
2		PSA	PS2490	4449	Other Fees	800	1,000	1,000	
3	Q	PSA	PS2490	4645	Payment Card Trans	-5,500	-5,000	-5,000	
4	Q	PSA	PS2490	4647	Credit Card Fees Paic	-300	-500	-500	
5	Q	PSA	PS2490	4650	Uncollectible Revenu	-400	-500	-500	

Records per page: 50    Save All    Cancel All    Records: 1 - 5 of 5 - Pages: 1

In order to add a new Object, click “Add New.”

Budget Form Lines

X Close Export Import Refresh

ID	Form	Agency	Fund	Form Name	2022 Actuals	2023 Estimate	2024 Budget
2930	2100	ABA - Board of Accountancy	AB2001 - Accountancy Board Fund	Revenue Schedule (2100)	\$1,559,200	\$1,582,900	\$1,585,700

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency	Fund	Object	Object Name	FY 2022 Actuals*	FY 2023 Estimate*	FY 2024 Budget*	Comments
1	<input type="checkbox"/>	ABA	AB2001	4312	Examination Fees	109,200	104,400	109,600	
2	<input type="checkbox"/>	ABA	AB2001	4372	Publications & Repro	500	1,400	1,100	
3	<input type="checkbox"/>	ABA	AB2001	4415	Occupational & Profe	1,433,200	1,464,900	1,464,900	
4	<input type="checkbox"/>	ABA	AB2001	4512	Restitution	17,300	12,600	12,600	
5	<input type="checkbox"/>	ABA	AB2001	4519	Other Fines, Forfeitu	22,800	23,500	23,500	
6	<input type="checkbox"/>	ABA	AB2001	4645	Payment Card Transa	-23,900	-23,900	-26,000	
7	<input type="checkbox"/>	ABA	AB2001	4872	Credit Card Revenue	100	0	0	

Records per page: 50 Records: 1 - 7 of 7 Pages: 1

Select the Object (the Agency and Fund are pre-filled with the only valid selections) using the value help dropdown (by clicking on the magnifying glass) and enter the amounts for prior year actuals, current year estimates, and budget year and out year estimates.

Budget Form Entry - Add New Line

X Close Screen Configuration Action Configuration

Form ID	Form Definition
2930	2100

Agency: ABA Board of Accountancy Fund: AB2001 Accountancy Board Object:

Comments:

FY 2022 Actuals\*:  Audit Text:

FY 2023 Estimate\*:  Audit Text:

FY 2024 Budget\*:  Audit Text:

Save Cancel

*Header Table.* The header table displays total prior year, current year, and budget year revenues entered into the form.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Fund	Form Name	2022 Actuals	2023 Estimate	2024 Budget
3038	2100	PSA - Department of Public Safety	PS2322 - DPS Administration Fund	Revenue Schedule (2100)	\$4,337,000	\$4,564,500	\$4,365,000

### 2.1.7 Sources and Uses (Form 2200)

Form 2200 (Sources and Uses) is used to enter adjustments to fund balances that are not captured elsewhere in the system, i.e., fund revenues and expenditures already captured on Forms 1200, 1300, and 2100. These adjustments include:

- Non-Lapsing Authority form Prior Years
- Administrative Adjustments
- Capital Projects (Lands, Bldgs, Improv)
- Legislative Fund Transfers
- IT Project Transfers
- Proposed Fund Transfers
- Transfer due to Fund Balance Cap
- Residual Equity Transfer
- Prior Committed or Obligated Expenditures

These amounts are entered by agency, fund, and object.

#### Header Tab

The Header tab includes display text boxes with information about the applicable code citation for the fund and a fund description. There also is a narrative text box for agencies to enter an explanation for any projected negative ending fund balance. This field is required to be completed in order for the form to be submitted.

Budget Form Header

Mention History Mention Submit Configuration Close

Instance ID	Form Definition	Definition Name	Name	Organization
3427	2200	Sources and Uses (2200)	Arizona Highway Patrol Fund	PSA

Stage Code:\*  
2201

Initial Data Entry

Header Sources and Uses Attachments

Explanation for negative ending balance(s):  
Revenues consist of a 0.43% insurance premium tax, towing impound hearing fees, and other miscellaneous fees and are used to fund operations at the Department of Public Safety.

Citation (not editable):  
A.R.S. § 41-1752

OSPB Fund Description (not editable):  
Revenues consist of a 0.43% insurance premium tax, towing impound hearing fees, and other miscellaneous fees and are used to fund operations at the Department of Public Safety.

Save

### Sources and Uses Tab

The Sources and Uses tab includes data entry columns for actual amounts for the prior year, estimated amounts for the current year, and estimated amounts for the budget year. Amounts are entered at the agency/fund level by object.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Fund	Form Name	FY 2022 Ending Bal	FY 2023 Ending Bal	FY 2024 Ending Bal
3427	2200	PSA - Department of Public Safety	PS2032 - Arizona Highway Patrol F	Sources and Uses (2200)	\$58,914,148	\$2,815,348	(\$7,175,452)

Screen Configuration Action Configuration Validation Configuration Update Subtotals/Balances Search

Row	Audit Trail	Object	Object Name	FY 2022 Actuals*	FY 2023 Estimates*	FY 2024 Budget*	Comments
1	Q	SU004	Non-Lapsing Authority from Prior Years	1,000	46,910,000	0	
2	Q	SU005	Administrative Adjustments	1,000	1,000	0	
3	Q	SU006	Capital Projects (Land, Bldgs, Improv)	1,000	2,697,000	1,000	
4		SU007	Legislative Fund Transfers	<input type="text" value="1,000"/>	<input type="text" value="1,000"/>	<input type="text" value="1,000"/>	<input type="text"/>
5	Q	SU008	IT Project Transfers	1,500,000	1,000	1,000	
6	Q	SU010	Transfer Due to Fund Balance Cap	1,000	1,000	3,500,000	
7	Q	SU011	Residual Equity Transfer	1,000	1,000	1,000	
8	Q	SU012	Prior Committed or Obligated Expenditures	0	1,000	1,000	

Records per page: 50 Save All Cancel All Records: 1 - 8 of 8 - Page: 1

**Object Name Parentheticals.** Under Object Name, a couple of rows have the parentheticals (no entry for BY). The parentheticals serve as a reminder that anything entered under the budget year (in this case FY 2024 Budget) will not be saved. The parenthetical (no entry for AY) is also included. These parentheticals serve as a reminder that anything entered under the actuals year (in this case FY 2022 Actuals) will not be saved. (The years listed in the example apply to the screenshot, not to the current fiscal years in the system.)

**Header Table.** The header table displays the calculated ending fund balances for the prior year, the current year, and the budget year based on the beginning fund balance for the prior year, amounts entered into the form, and revenue and expenditure amounts captured elsewhere in the system.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Fund	Form Name	FY 2022 Ending Bal	FY 2023 Ending Bal	FY 2024 Ending Bal
3427	2200	PSA - Department of Public Safety	PS2032 - Arizona Highway Patrol F	Sources and Uses (2200)	\$58,914,148	\$2,815,348	(\$7,175,452)

#### 2.1.8 Agency Submission (Form 9900)

Form 9900 (Agency Submission) allows users to submit all required forms (other than Federal Grants forms; see 5.2.1 below) at one time either forward to a higher level or backwards to a previous level.

#### Header Tab

The Header tab includes the required submission statement, the URL path where the budget submission will be posted to the agency’s website, and information regarding who prepared the form, their email address, and the date it was prepared.

Edit Budget Form - 9900

Comment History Comment Configuration Close

Actions	Instance ID	Form Definition	Definition Name	Fund Center Name	Agency:
	36583	9900	Agency Submission	Board of Accountancy	ABA

Stage Code:\*  Agency:  !!! REMEMBER TO ATTACH AGENCY SUBMISSION LETTER AND ORG CHART !!!

Department Final Review Board of Accountancy

Header Review and Submit Attachments

Submission Statement: This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2025. To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Budget:

Webpage Link:  Enter the URL path to where the budget submission is posted to your agency website.

Prepared By:

Email Address:

Date Prepared:

Save

### Review and Submit Tab

The Review and Submit tab includes all the forms required to be submitted, the fund (where relevant), the stage, the priority (where relevant), and general fund, other appropriated funds, and non-appropriated funds amounts. It also sets out any related FTEs.

Mass Form Submission

Total General Fund Amount	Total Other Approp Amount	Total Non-Approp Amount	FTE
\$230,714,000	\$78,530,700	\$139,245,200	302.00

Submit Entire Budget Header Configuration Detail Configuration Action Configuration Close Search

Header ID	Agency-PBU	Form Type	Fund	Form	Form Name / Funding Issue	Stage	Priority	General Fund	Other Approp Funds	Non-Approp Funds	FTE
3012	PSA	Budget		1300	Current Year Expenditure Plan	1306		\$230,714,000	\$77,337,300	\$138,555,200	298.00
3421	PSA	Budget		1500	Provide funding for additional State Troopers	1506	001	\$0	\$1,193,400	\$365,000	4.00
3551	PSA	Strategies		4100	Diverse workforce	4101	1	\$0	\$0	\$0	0.00
3552	PSA	Strategies		4100	Employee training	4101	2	\$0	\$0	\$0	0.00
3553	PSA	Strategies		4100	Scientific casework backlogs	4101	3	\$0	\$0	\$0	0.00
3554	PSA	Strategies		4100	Improvement of communications and information technology systems	4101	4	\$0	\$0	\$0	0.00
3555	PSA	Strategies		4100	Highway safety	4101	5	\$0	\$0	\$0	0.00
3556	PSA	Strategies		4100	Aviation air rescue availability	4101	6	\$0	\$0	\$0	0.00
3548	PSA	Strategies		4100	Commercial vehicle safety	4101	7	\$0	\$0	\$0	0.00
3546	PSA	Strategies		4100	Improve police accountability	4101	8	\$0	\$0	\$0	0.00
3547	PSA	Strategies		4100	Make Arizona a better place to live, work and play	4101	9	\$0	\$0	\$0	0.00
1500	PSA	Summary		1300	2025 Agency	1306		\$0	\$0	\$0	0.00

Records per page: 50 Advanced Search Records: 35 - Page: 1

**Header Table.** The header table displays total general fund amounts, total other appropriated amounts, total non-appropriated amounts, and total FTEs.



### Mass Form Submission

Total General Fund Amount	Total Other Approp Amount	Total Non-Approp Amount	FTE
\$230,714,000	\$78,530,700	\$139,245,200	302.00

#### “Submit Entire Budget” Button

When the agency head is ready to submit the forms they click the “Submit Entire Budget” button.

Mass Form Submission

Total General Fund Amount	Total Other Approp Amount	Total Non-Approp Amount	FTE
\$230,714,000	\$78,530,700	\$139,245,200	302.00

Submit Entire Budget   Header Configuration   Detail Configuration   Action Configuration   X Close  

Header ID	Agency-PBU	Form Type	Fund	Form	Form Name / Funding Issue	Stage	Priority	General Fund	Other Approp Funds	Non-Approp Funds	FTE
3012	PSA	Budget		1300	Current Year Expenditure Plan	1306		\$230,714,000	\$77,337,300	\$138,555,200	298.00
3431	PSA	Budget		1500	Provide funding for additional State Troopers	1506	001	\$0	\$1,193,400	\$365,000	4.00
3551	PSA	Strategies		4100	Diverse workforce	4101	1	\$0	\$0	\$0	0.00
3552	PSA	Strategies		4100	Employee training	4101	2	\$0	\$0	\$0	0.00
3553	PSA	Strategies		4100	Scientific casework backlogs	4101	3	\$0	\$0	\$0	0.00
3554	PSA	Strategies		4100	Improvement of communications and information technology systems	4101	4	\$0	\$0	\$0	0.00
3555	PSA	Strategies		4100	Highway safety	4101	5	\$0	\$0	\$0	0.00
3556	PSA	Strategies		4100	Aviation air rescue availability	4101	6	\$0	\$0	\$0	0.00
3548	PSA	Strategies		4100	Commercial vehicle safety	4101	7	\$0	\$0	\$0	0.00
3546	PSA	Strategies		4100	Improve police accountability	4101	8	\$0	\$0	\$0	0.00
3547	PSA	Strategies		4100	Make Arizona a better place to live, work and play	4101	9	\$0	\$0	\$0	0.00
1300	PSA	Supplemental		1300	Other Year-Approp	1206		\$0	\$0	\$0	0.00

Records per page: 50      Records: 35 - Page: 1000 / 1000

They type their name in the Signature box (which also generates a generic signature) attesting to the certification statement on the header.

## Submit Budget Form

Configuration Refresh Close

Select a Stage:\*  
Select a Stage Code Submit

Add Workgroups Clear

Send Email To:

Emails Included:

Message:

Signature: John Smith

Signed by: *John Smith*

## 2.2 Federal Grants Forms

### 2.2.1 Federal Grants Submission (Form 3000)

Form 3000 (Federal Grants Submission) allows users to submit all required Federal Grants forms at one time either forward to a higher level or backwards to a previous level.

#### Header Tab

The Header tab includes a box to enter the required submission statement:

*Governor Hobbs,  
This and the accompanying schedules constitute the Statement of Federal Funds for this agency for Fiscal Year 2025.  
To the best of my knowledge all statements and explanations submitted are true and correct.*

The screenshot shows the 'Budget Form Header' window. At the top, there is a navigation bar with 'Mention History', 'Mention', 'Submit', 'Configuration', and 'Close'. Below this is a table with the following data:

Instance ID	Form Definition	Definition Name	Agency Name	Agency:
3544	3000	Federal Grants Submission (3000)	Attorney General - Department of Law	AGA

Below the table, there are input fields for 'Stage Code:\*' (containing '3006') and 'Agency:' (containing 'AGA'). Underneath these fields, it says 'Submit All Grant Forms to OSP' and 'Attorney General - Departmen'. There are two tabs: 'Header' (selected) and 'Grant Forms to be Submitted'. The 'Header' tab contains a 'Certification Statement' section with a text area containing the text: 'This and the accompanying schedules constitute the Statement of Federal Funds for this agency for Fiscal Year 2024. To the best of my knowledge all statements and explanations submitted are true and correct.' A 'Save' button is located to the right of the text area.

#### Grant Forms to be Submitted Tab

The Grant Forms to be Submitted tab includes all the Federal Grants forms required to be submitted, the CFDA number, the stage, actual expenditures for the previous year, estimated expenditures for the current year, and estimated expenditures for the budget year.

Budget Form Lines

X Close   ↓ Export   ↻ Refresh

ID	Form	Organization:	Form Name	FY 2022 Total Expense	FY 2023 Total Expense	FY 2024 Total Expense
3544	3000	AGA - Attorney General - Departme	Federal Grants Submission (3000)	\$0	\$0	\$0

Screen Configuration   Action Configuration   ✓ Validation Configuration   🔍 Search

Row	Audit Trail	CFDA #	Grant Name	Stage	FY 2022 Expenditures	FY 2023 Expenditures	FY 2024 Expenditures
9	🔍	16.320	#N/A	3106	0	0	0
8	🔍	16.034	Coronavirus Emergency Supplemental Funding Program	3106	0	0	0
2	🔍	16.575	Crime Victim Assistance	3106	0	0	0
5	🔍	16.575	Crime Victim Assistance	3106	0	0	0
6	🔍	16.575	Crime Victim Assistance	3106	0	0	0
7	🔍	16.575	Crime Victim Assistance	3106	0	0	0
3	🔍	16.738	Edward Byrne Memorial Justice Assistance Grant Program	3106	0	0	0
1	🔍	16.738	Edward Byrne Memorial Justice Assistance Grant Program	3106	0	0	0
14	🔍	14.401	Fair Housing Assistance Program State and Local	3106	0	0	0
11	🔍	95.001	High Intensity Drug Trafficking Areas Program	3106	0	0	0
4	🔍	95.001	High Intensity Drug Trafficking Areas Program	3106	0	0	0
10	🔍	16.543	Missing Children's Assistance	3106	0	0	0
12	🔍	93.775	State Medicaid Fraud Control Units	3106	0	0	0

Records per page: 50   Records: 1 - 14 of 14 - Pages: 1

*Header Table.* The header table displays total expenditures from all forms for each year

Budget Form Lines

X Close   ↓ Export   ↻ Refresh

ID	Form	Organization:	Form Name	FY 2022 Total Expense	FY 2023 Total Expense	FY 2024 Total Expense
3730	3000	PSA - Department of Public Safety	Federal Grants Submission (3000)	\$0	\$0	\$0

*“Submit” Button*

When the agency head is ready to submit the forms they click the “Submit” button either on the Header (shown below) or on the List Page.

Budget Form Header

🔍 Mention History   🔍 Mention   **Submit**   ⚙️ Configuration   ✕ Close

Instance ID	Form Definition	Definition Name	Agency Name	Agency:
3542	3000	Federal Grants Submission (3000)	This and the accompanying schedules constitute the Statement of Federal Funds for this ag	ADA

Stage Code\*:    Agency:   
 Submit All Grant Forms to OSF   Department of Administration

Header   Grant Forms to be Submitted

Certification Statement:    Save

They type their name in the Signature box (which also generates a generic signature) attesting to the certification statement on the header.

The screenshot shows a web form titled "Submit Budget Form". At the top, there is a navigation bar with "Configuration", "Refresh", and "Close" options. The main form area contains a "Select a Stage:\*" dropdown menu with "Select a Stage Code" selected, and a "Submit" button. Below this are "Add Workgroups" and "Clear" buttons. The form has several text input fields: "Send Email To:", "Emails Included:", and "Message:". The "Signature:" field contains the text "John Smith". At the bottom, the "Signed by:" field displays a handwritten signature "John Smith".

### 2.2.2 Federal Grants (Form 3100)

Form 3100 (Federal Grants) is used to collect a variety of data regarding federal grants: sources and uses, performance measure results, and Chart of Accounts master data.

#### Header Tab

The Header tab shows the grant title and provides a space for footnotes.

Budget Form Header

Instance ID	Form Definition	Definition Name	Name	Agency	Grant
32682	3100	Federal Grants (3100)	Coronavirus Capital Projects Fund	ADA	ADA-FG5104

Stage Code\*: 
 Agency: 
 Fund: 
 Federal Grant:

Rollover from Prior Year: 
 Department of Administrator: 
 21.029-ARPAPARK

Grant Title\*:

Footnote(s):

Sources and Uses Tab

The Sources and Uses tab is used to collect data in order to calculate ending fund balances for federal grants. The objects have already been established in the form; however, there are three objects (highlighted below) that can be copied in order to create a new row to indicate: Pass Through Funds from Other State Agencies, Pass Through Funds to Other State Agencies, and Pass Through Funds to Non-State Agencies.

Budget Form Lines

ID	Form	Agency	Fund	Grant	Form Name	FY 2022 Ending Bal
2940	3100	ADA - Department of Administratio	AD2000 - Federal Grants Fund	ADA-FG5088 - 16.609-200010	Federal Grants (3100)	\$0

Validation Configuration

Row	Audit Trail	Object Name	Transfer Fund	FY 2022 Actuals*	FY 2023 Estimates*	FY 2024 Budget*	Comments
1	<input type="checkbox"/>	FTE Positions	NA	0	0	0	
2	<input type="checkbox"/>	Beginning Balance (no entry for CY or BY)	NA	0	0	0	
3	<input type="checkbox"/>	New Federal Revenue	NA	0	0	0	
4	<input type="checkbox"/>	Pass Through Funds (From Other State Agencies)	NA	0	0	0	
5	<input type="checkbox"/>	Transfers and Other Funds (In)	NA	0	0	0	
6	<input type="checkbox"/>	Personal Services	NA	0	0	0	
7	<input type="checkbox"/>	Employee Related Expenses	NA	0	0	0	
8	<input type="checkbox"/>	Professional and Outside Services	NA	0	0	0	
9	<input type="checkbox"/>	Travel In-State	NA	0	0	0	
10	<input type="checkbox"/>	Travel Out-of-State	NA	0	0	0	
11	<input type="checkbox"/>	Food	NA	0	0	0	
12	<input type="checkbox"/>	Pass Through Funds (To Other State Agencies)	NA	0	0	0	
13	<input type="checkbox"/>	Pass Through Funds (To Non-State Agencies)	NA	0	0	0	
14	<input type="checkbox"/>	...	...	...	...	...	

Records per page: 
Records: 1 - 19 of 19 - Pages:

If an agency has such transfer amounts to enter, highlight the appropriate row and click “Copy.” All Chart of Accounts elements will be pre-filled in; the only selection necessary is the transfer fund. Use the value help dropdown (by clicking on the magnifying glass) to select the appropriate transfer fund and enter the amounts for prior year actuals, current year estimates, and budget year estimates. Add as many rows as necessary to capture the transfer amounts.

Budget Form Entry - Add New Line

Close Screen Configuration Action Configuration

Form ID	Form Definition
2948	3100

Agency - PBU: ADA Department of Adm

Fund: AD2985 ADOA Coronavirus S

Transfer Fund

Fed Grant Code: ADA-FG5104 21.029-ARPA PARK

Object: G5U022 Pass Through Funds

Save Cancel

Comments:

FY 2022 Actuals\*: 0

FY 2023 Estimates\*: 0

FY 2024 Budget\*: 0

Audit Text:

Audit Text:

Audit Text:

*Header Table.* The header table displays the calculated ending fund balances for the prior year, the current year, and the budget year based on the beginning fund balance for the prior year and amounts entered into the form.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Fund	Grant	Form Name	FY 2022 Ending Bal	FY 2023 Ending Bal	FY 2024 Ending Bal
2948	3100	ADA - Department of Administratio	AD2985 - ADOA Coronavirus State	ADA-FG5104 - 21.029-ARPA PARK	Federal Grants (3100)	\$0	\$0	\$2,500

### Performance Measure Results Tab

The Performance Measure Results tab (for performance measures associated with federal grants) includes display fields for actual results for the year that is two years prior to the current year as well as for estimated results from the prior year. There are data entry fields for prior year actual results, current year estimated results, and budget year estimated results.

Budget Form Entry

X Close Export Import Refresh

ID	Budget Form	Agency	Fund	Grant	Form Name	FY 2022 Ending Bal	FY 2023 Ending Bal	FY 2024 Ending Bal
2948	3100	ADA - Department of Administration	AD2985 - ADOA Coronavirus State and Local Fiscal Re	ADA-FGS104 - 21.029-489APARK	Federal Grants (3100)	\$0	\$0	\$0

+ Add New Copy Screen Configuration Action Configuration Validation Configuration

Q Search

Row	Audit Trail	Agency	Fund	Federal Grant	PM Code	PM Name	Data Format	Object	FY 2021 Actual PM Results	FY 2022 Actual PM Results*	FY 2023 Estimated PM Results*	FY 2024 Estimated PM Results*	Comments
1		ADA	AD2985	ADA-FGS104	ADA-FGPM0016	Number of broadband projects completed	Integer (1,234)	PM	0.00	15.00	0.00	0.00	Test Test

Records per page: 50 Advanced Search Save All Cancel All Records: 1 - Page: 1 of 1

In order to add a new Performance Measure, click “Add New.”

Budget Form Entry

X Close Export Import Refresh

ID	Budget Form	Agency	Fund	Grant	Form Name	FY 2022 Ending Bal	FY 2023 Ending Bal	FY 2024 Ending Bal
2948	3100	ADA - Department of Administration	AD2985 - ADOA Coronavirus State and Local Fiscal Re	ADA-FGS104 - 21.029-489APARK	Federal Grants (3100)	\$0	\$0	\$0

+ Add New Copy Screen Configuration Action Configuration Validation Configuration

Q Search

Row	Audit Trail	Agency	Fund	Federal Grant	PM Code	PM Name	Data Format	Object	FY 2021 Actual PM Results	FY 2022 Actual PM Results*	FY 2023 Estimated PM Results*	FY 2024 Estimated PM Results*	Comments
1		ADA	AD2985	ADA-FGS104	ADA-FGPM0016	Number of broadband projects completed	Integer (1,234)	PM	0.00	15.00	0.00	0.00	Test Test

Records per page: 50 Advanced Search

Select the Performance Measure (the Agency, Federal Grant, and Object are pre-filled with the only valid selections) using the value help dropdown (by clicking on the magnifying glass) and enter any results.



### Budget Form Entry - Add New Line

Close Screen Configuration Action Configuration

Form ID	Form Definition
32682	3100

Agency:  Federal Grant:  Object:  Performance Measure:

Department of Adm 21.029-ARPAPARK Performance Measu

Save Cancel

Comments:

FY 2024 Actual PM Results\*:

FY 2025 Estimated PM Results\*:

FY 2026 Estimated PM Results\*:

Audit Text:

Audit Text:

Audit Text:

### Federal Grants Tab

The Federal Grants tab is used to update Chart of Accounts master data related to federal grants.

Attributes: Title, Active or inactive status, Admin Costs Allowed status, Stimulus-Related status, and COVID-Related status.

### Federal Grants

Configuration Close

Code: ADA-FG5104 Name: 21.029-ARPAPARK Save Close

Attributes Groups Other Information System Maintained

Title: Coronavirus Capital Projects Fund

Active:   
Admin Costs Allowed:   
Stimulus-Related:   
COVID-Related:

Groups: Agency, CFDA Number, Timeframe, AFIS Fund Number, Start and End Dates, and AFIS Grant Number.

### Federal Grants

Configuration Close

Code: ADA-FG5104 Name: 21.029-ARPAPARK Save Close

Attributes Groups Other Information System Maintained

Agency: ADA Department of Administrator CFDA Number: 21.029 Coronavirus Capital Projects F  
Timeframe: OT One-Time AFIS Fund Number: AD2985 ADOA Coronavirus State and L  
Start Date: 07/29/2022 AFIS Grant Number: ARPAPARK  
End Date: 06/30/2024

Other Information: Type of Grant, Funding Explanation, Grant Status, Percentage/Dollar Cap Amount, and Source of Local/State Match.

### Federal Grants

Configuration Close

Code: ADA-FG5104 Name: 21.029-ARPAPARK Save Close

Attributes Groups Other Information System Maintained

Type of Grant: PTFUND     
Pass-Through Funding

Grant Status: AW     
Awarded

Percentage/Dollar Cap Amount: 20600

Funding Explanation: This project will focus on specific parks with applicable surrounding state facilities in an unserved/underserved area in close proximity to state routes identified in Arizona's Statewide Broadband Middle Mile Strategic Plan.

Source of Local/State Match: N/A

### 2.2.3 Grant Measure Maintenance (Form 3900)

Form 3900 (Grant Measure Maintenance) is used by agencies to make changes to Chart of Accounts master data related to performance measures associated with federal grants, including:

- Performance measure name
- Performance measure description
- Sort order
- Active or inactive status
- Publish or not publish (Master List) status
- Data format

#### Budget Form Header

Mention History Mention Submit Configuration Close

Instance ID	Form Definition	Definition Name	Name	Performance Measure
3539	3900	Federal Grant Performance Measure Maintenance (3900)	Test name Enter new measure name here	ADA-FGPM0020

Stage Code\*: 3901 Agency: ADA   
Agency Changes Department of Administration

Header

Enter changes to Performance Measure Name (Max 500 Char):  Save   
Enter new measure name here

Sort Order:

Active Flag:

Publish Flag:

Data Format: Integer (1,234)

Description:

Changes made through Form 3900 will be reflected in the Chart of Accounts master data.

## 2.3 Strategic Planning Forms

### 2.3.1 Strategic Issues (Form 4100)

Form 4100 (Strategic Issues) is used to enter strategic issues confronting agencies that will become part of their five-year strategic plans. The form is also used to enter solutions to those issues in the way of 5-year desired outcomes and annual objectives. Each strategic issue is a separate form instance.

#### Header Tab

The Header tab includes a narrative text box (8,000 character limit) for agencies to enter a description of the issue and to assign an issue number to it. The issue description should be a brief explanation of the problem the 5-year outcome addresses.

Instance ID	Form Definition	Definition Name	Name	Agency
37075	4100	Strategic Issues (4100)	Test Header Changes	GVA

#### Outcome / Objectives Tab

The Outcome/ Objectives tab includes a narrative text box (8,000 character limit) for agencies to enter their 5-Year Agency Outcome which represents the longer term outcome the agency hopes to achieve as a result of addressing the strategic issue. This section should also include any annual objectives and annual initiatives associated with the 5-Year Outcome. ***Note: Each Outcome, objective and initiative should be numbered to signify their connection.***

Example:

1. SMART OUTCOME #1
  - 1.1 Annual Objective 1 related to Outcome 1
    - 1.1.1 Annual Initiative 1 related to Objective 1.1
    - 1.1.2. Annual Initiative 2 related to Objective 1.1

Budget Form Header

Mention History    Mention    Submit    Close

Instance ID	Form Definition	Definition Name	Name	Agency
37075	4100	Strategic Issues (4100)	Test Header Changes	GVA

Stage Code:\*     Agency 123

Initial Data Entry    Office of the Governor

Header    Outcome/Objectives    Attachments

Solutions (8000 Char):

```

1. SMART OUTCOME #1
1.1 Annual Objective 1 related to Outcome 1
1.1.1 Annual Initiative 1 related to Objective 1.1.
1.1.2. Annual Initiative 2 related to Objective 1.1.
1.2. Annual Objective 2 related to Outcome 1
1.2.1 Annual Initiative 1 related to objective 1.2.
2. SMART OUTCOME #2
2.1 Annual Objective 1 related to Outcome 1
2.1.1 Annual Initiative related to Objective 1.1.
2.2.1 Annual Objective 2 related to Outcome 2
2.2.1 Annual Initiative related to Objective 2.1.
    
```

Save

### 2.3.2 Narratives and Contacts (Form 4200)

Form 4200 (Narratives and Contacts) is used by agencies to enter basic background information about the agency as well as contact information.

#### Header Tab

The Header tab includes text boxes for agencies to enter the relevant statutory authority, their mission, and a description of their agency. There are also text boxes to enter up to two contact names with titles, offices, phone numbers, and email addresses.

Budget Form Header

Mention History    Mention    Submit    Configuration    Close

Instance ID	Form Definition	Definition Name	Name	Agency - PBU:
2907	4200	Narratives & Contacts (4200)	Board of Accountancy	ABA

Stage Code:\*     Agency - PBU:

Agency Changes    Board of Accountancy

Header    Links

Statute:

Mission:

Description:

Save

Contact Name:

Contact Title:

Contact Office:

Contact Phone:

Contact Email Address:

Contact 2 Name:

Contact 2 Title:

Contact 2 Office:

Contact 2 Phone:

### 2.3.3 Performance Metric Results (Form 4300)

Form 4300 (Performance Metric Results) is used by agencies to enter results for all performance metrics not associated with federal grants. There is one form instance for each agency. At minimum, the 1 to 1 correlated metric for every 5-year outcome and annual objective on the strategic plan should be listed here.

#### Header Tab

The Header tab includes a narrative text box where agencies can enter any notes.

#### Performance Metric Data Tab

The Performance Metric Data Tab includes display fields for actual results for the year that is two years prior to the current year as well as for estimated results from the prior year. There are data entry fields for prior year actual results, current year estimated results, and budget year estimated results.

Row	Audit Trail	Annual Objective Name	PM Code	PM Name	Type	Data Format	FY 2023 Actual PM Results	FY 2024 Estimated PM Results	FY 2024 Actual PM Results*	FY 2025 Estimated PM Results*	FY 2026 Estimated PM Results*	Comments*
1	Q	To assist candidates in applying for the Uniform CPA examination so that the candidate can successfully complete the exam.	ABA-PM0001	Number of exam candidates approved by Board to sit for the Uniform CPA exam	Output	Integer (1,234)	571.00	568.00	0.00	568.00	0.00	
2	Q	To certify and register persons who meet the statutory requirements as certified public accountants and to register firms that meet the statutory requirements.	ABA-PM0002	Number of certificates issued	Output	Integer (1,234)	376.00	403.00	0.00	403.00	0.00	
3	Q	To certify and register persons who meet the statutory requirements as certified public accountants and to register firms that meet the statutory requirements.	ABA-PM0004	Number of firms registered	Output	Integer (1,234)	39.00	38.00	0.00	38.00	0.00	
4	Q	To certify and register persons who meet the statutory requirements as certified public accountants and to register firms that meet the statutory requirements.	ABA-PM0005	Number of firms renewed (excluding sole practitioners)	Output	Integer (1,234)	462.00	454.00	0.00	454.00	0.00	
5	Q	To certify and register persons who meet the statutory requirements as certified public accountants and to register firms that meet the statutory requirements.	ABA-PM0006	Percent of applicants reporting excellent or good service	Quality	Integer (1,234)	96.00	95.00	0.00	95.00	0.00	
6	Q	To process complaints and provide enforcement of statutes and rules to protect the public from incompetent, unethical and/or unprofessional conduct by registrants.	ABA-PM0007	Number of revocations and relinquishments	Outcome	Integer (1,234)	8.00	10.00	0.00	10.00	0.00	

In order to add a new Performance Metric, click “Add New.”

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name	-999999="N/A"
3565	4300	PSA - Department of Public Safety	Performance Measure Results (4300)	\$0

+ Add New Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	PM Code	PM Name	Type	Data Format	FY 2021 Actual PM Results	FY 2022 Estimated PM Results	FY 2022 Actual PM Results*	FY 2023 Estimated PM Results*	FY 2024 Estimated PM Results*	Comments*
1	Q	PSA-PM0001	Percentage of Year 1 implementation plan completed.	Outcome	1 = Yes, 2 = No	0.00	0.00	1.00	2.00	1.00	
2	Q	PSA-PM0002	Percentage of cadet troopers starting an academy class that meet diversity principles.	Outcome	Integer (1,234)	0.00	0.00	42.00	30.00	30.00	
3	Q	PSA-PM0003	Number of recruiting activities attended/conducted.	Outcome	Money (\$1,234)	0.00	0.00	11000.00	40000.00	12222.00	
4	Q	PSA-PM0004	Percentage of training center completion.	Outcome	Money (000's) 1 dec. (\$1.2)	0.00	0.00	15.20	16.40	17.10	
5	Q	PSA-PM0005	Percentage of the eight identified trooper remote houses for FY2021 improved or replaced.	Outcome	Money 2 dec. (\$1,234.00)	0.00	0.00	125.45	234.77	12.05	
6	Q	PSA-PM0006	Number of Highway Patrol monthly roll call training sessions.	Output	Number 1 dec. (1,23.1)	0.00	0.00	11.50	100.10	150.00	
7	Q	PSA-PM0007	Number of Canvas courses related to being financially, mentally and physically healthy.	Output	Number 2 dec. (1,234.00)	0.00	0.00	11.89	34.77	1577.08	
8	Q	PSA-PM0009	Percentage of implementation of initiative milestones completed.	Output	Percent 1 dec. (12.1%)	0.00	0.00	45.70	34.00	23.10	
9	Q	PSA-PM0010	Decrease average roadway collision clearance times.	Output	Percent 2 dec. (12.12%)	0.00	0.00	12.11	34.08	45.99	
10	Q	PSA-PM0011	Number of highway fatalities.	Outcome	Range 3.6 (3-6)	0.00	0.00	1.20	2.50	5.10	
11	Q	PSA-PM0012	Percentage of eligible troopers certified in HGN, ARIDE, DRE and phlebotomy staffing model.	Outcome	Ratio 1.15 (1:1.15)	0.00	0.00	1.40	1.12	1.10	
12	Q	PSA-PM0013	Number of district enforcement details.	Output	Ratio 15.6 (15.6:1)	0.00	0.00	12.80	10.00	30.10	

Records per page: 50 Records: 1 - 17 of 17 Pages: 100 | 46 | 1

Select the Performance Metric (the Agency and Object are pre-filled with the only valid selections) using the value help dropdown (by clicking on the magnifying glass) and enter any results.

Budget Form Entry - Add New Line

Close Screen Configuration Action Configuration

Form ID	Form Definition
3565	4300

Agency: PSA Department of Publ Object: PM Performance Measu Save Cancel

Comments:

FY 2022 Actual PM Results\*: 0

FY 2023 Estimated PM Results\*: 0

FY 2024 Estimated PM Results\*: 0

Audit Text:

Audit Text:

Audit Text:

### 2.3.4 Caseloads (Form 4400)

Form 4400 (Caseloads) is used by agencies to enter caseload data. There is one form instance for each agency.

#### Header Tab

The Header tab includes a narrative text box where agencies can enter any notes.

Budget Form Header

Instance ID	Form Definition	Definition Name	Name	Organization
3561	4400	Caseloads (4400)	Department of Public Safety	PSA

Stage Code: 4401

Initial Data Entry

Header | Caseload | Attachments

Name: Department of Public Safety

Notes: The number of miles driven by Highway Patrol Officers.

#### Caseload Tab

The Caseload tab includes display fields for actual results for the prior nine years and a data entry field for the current year. Agencies are required to update the data for the current year.

Budget Form Lines

ID	Form	Agency	Form Name	-999999="N/A"
3561	4400	PSA - Department of Public Safety	Caseloads (4400)	\$0

Row	Audit Trail	Agency	Measure	Measure Name	Object	FY 2014 Caseload	FY 2015 Caseload	FY 2016 Caseload	FY 2017 Caseload	FY 2018 Caseload	FY 2019 Caseload	FY 2020 Caseload	FY 2021 Caseload	FY 2022 Caseload	FY 2023 Caseload*	Comments
1		PSA	PSA-PM0030	Highway Miles Patrolled	CL	18,914,572.0	18,914,572.0	18,914,572.0	18,914,572.0	18,914,572.0	18,914,572.0	0.0	19,286,044.0	19,843,962.0	0.0	

In order to add a new Caseload measure, click "Add New."

Budget Form Lines

ID	Form	Agency	Form Name	-999999="N/A"
3561	4400	PSA - Department of Public Safety	Caseloads (4400)	\$0

+ Add New | Copy | Screen Configuration | Action Configuration | Validation Configuration

Row	Audit Trail	Agency	Measure	Measure Name	Object	FY 2014 Caseload	FY 2015 Caseload	FY 2016 Caseload	FY 2017 Caseload	FY 2018 Caseload	FY 2019 Caseload	FY 2020 Caseload	FY 2021 Caseload	FY 2022 Caseload	FY 2023 Caseload*	Comments
1		PSA	PSA-PM0030	Highway Miles Patrolled	CL	18,914,572.0	18,914,572.0	18,914,572.0	18,914,572.0	18,914,572.0	18,914,572.0	0.0	19,286,044.0	19,843,962.0	0.0	



Select the Caseload measure (the Agency and Object are pre-filled with the only valid selections) using the value help dropdown (by clicking on the magnifying glass) and enter the current year results.

Budget Form Entry - Add New Line

X Close Screen Configuration Action Configuration

Form ID	Form Definition
3561	4400

Agency: PSA Department of Publ  
Object: CL Caseload  
Save Cancel

Comments:

FY 2023 Caseload\*: 0  
Audit Text:

### 2.3.5 Resource Assumptions (Form 4500)

Form 4500 (Resource Assumptions) is used by agencies to enter out-year budget estimates that will become part of their five-year strategic plans. There is one form instance for each agency.

#### Header Tab

The Header tab includes a narrative text box where agencies can enter any notes.

Budget Form Header

Q Mention History Q Mention Submit Configuration X Close

Instance ID	Form Definition	Definition Name	Name	Agency
3566	4500	Resource Assumptions (4500)	Department of Public Safety	PSA

Stage Code\*: 4501  
Initial Data Entry

Agency: PSA  
Department of Public Safety

Header Out-Year Budget Estimates Attachments

Notes:

Save

### Out-Year Budget Estimates Tab

The Out-Year Budget Estimates tab includes data entry fields for FTEs, General Fund amounts, Other Appropriated Funds amounts, Non-Appropriated Funds amounts, and Federal Funds amounts for the three fiscal years following the budget year.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name
3566	4500	PSA - Department of Public Safety	Resource Assumptions (4500)

Copy Screen Configuration Action Configuration Validation Configuration Search

Row	Audit Trail	Agency	Resource	FY 2025 Budget Estimate*	FY 2026 Budget Estimate*	FY 2027 Budget Estimate*	Comments
1	Q	PSA	FTE	2,487.00	2,536.70	2,587.40	
2		PSA	General Fund	<input type="text" value="409,724.70"/>	422,016.50	434,677.00	<input type="text"/>
3	Q	PSA	Other Appropriated Funds	85,483.90	88,048.40	90,689.90	
4	Q	PSA	Non-Appropriated Funds	34,757.00	35,799.80	36,873.70	
5	Q	PSA	Federal Funds	51,691.80	53,242.50	54,839.80	

Records per page: 50 Save All Cancel All Records: 1 - 5 of 5 - Pages: 1

### 2.3.6 Objective Maintenance (Form 4800)

Form 4800 (Objective Maintenance) is used by agencies to change the name and sort order of an objective and to make the objective either active or inactive. Those are the only editable fields on the form; the associated Agency – PBU cannot be changed once it is established. Changes made through Form 4800 will be reflected in the Chart of Accounts master data.

Budget Form Header

Mention History Mention Close

Instance ID	Form Definition	Definition Name	Name	Goal:
14182	4800	Objective Maintenance (4800)	To assist candidates in applying for the Uniform CPA €	ABA-G001

Stage Code\*:  Agency - PBU:  Goal:

Agency Changes: Board of Accountancy To assist candidates

Header

Name of Goal:

Sort Order:

Active Flag:

Associated Agency - PBU (will not change once established):

Save

### 2.3.7 Performance Metric Maintenance (Form 4900)

Form 4900 (Performance Metric Maintenance) is used by agencies to make changes to Chart of Accounts master data related to performance metrics (other than performance metrics associated with federal grants), including:

- Performance metric name
- Sort order
- Active or inactive status
- Publish status
- Master List status
- Objective linkage
- Performance Metric type
- Data format

Budget Form Header

Instance ID	Form Definition	Definition Name	Name	Performance Metric
23903	4900	Performance Metric Maintenance (4900)	Biennial renewal of certificates	ABA-PM0003

**Stage Code:\***     
 **Agency:**     
 **Objective:**     
 **Performance Metric:**

Agency Changes: Agency Changes    
 Board of Accountancy: Board of Accountancy    
 To eliminate regulatory burden on the t: To eliminate regulatory burden on the t.

Header

Enter changes to Performance Measure Name (Max 500 Char):

Goal Name (not editable):

Short Footnote for Master / Agency List reports (Max 500 Char):

Sort Order:

Active Flag:

Publish Flag:

Master List:

Link to Goal:

PM Type:

Data Format:

Changes made through Form 4900 will be reflected in the Chart of Accounts master data.

### 3. Reports

ABS Reporting is accessed via a web browser. Log in to ABS and click on the Links dropdown / Reporting.



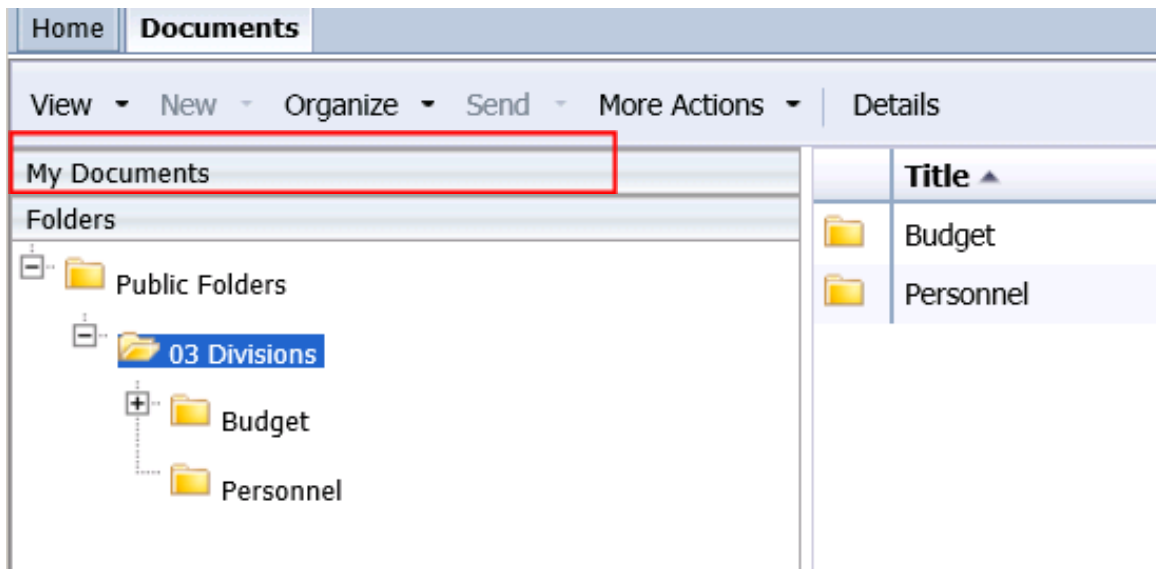
#### 3.1. Report Structure

Reports are organized in folders; access to folders is based on user roles.

A screenshot of the ARIZONA web application's 'Documents' interface. The top left shows the 'ARIZONA' logo and 'Home Documents' tabs. Below this is a menu with 'View', 'New', 'Organize', 'Send', and 'More Actions'. The main area is split into two panes. The left pane, titled 'My Documents', shows a 'Folders' tree with 'Public Folders' containing sub-folders: '1 Admin', '2 Budget Office', '3 Agency Budget Reports' (highlighted in blue), '4 Grants', and '5 Performance'. The right pane shows a table of reports with columns: 'Title', 'Type', 'Description', 'Created By', and 'Created On'.

Title ^	Type	Description	Created By	Created On
100 - Agency Submission	Web Intelligence		Administrator	Mar 20, 2023 9:00 PM
110 - Supplemental Funding Issues	Web Intelligence		Administrator	Jul 10, 2023 2:36 PM

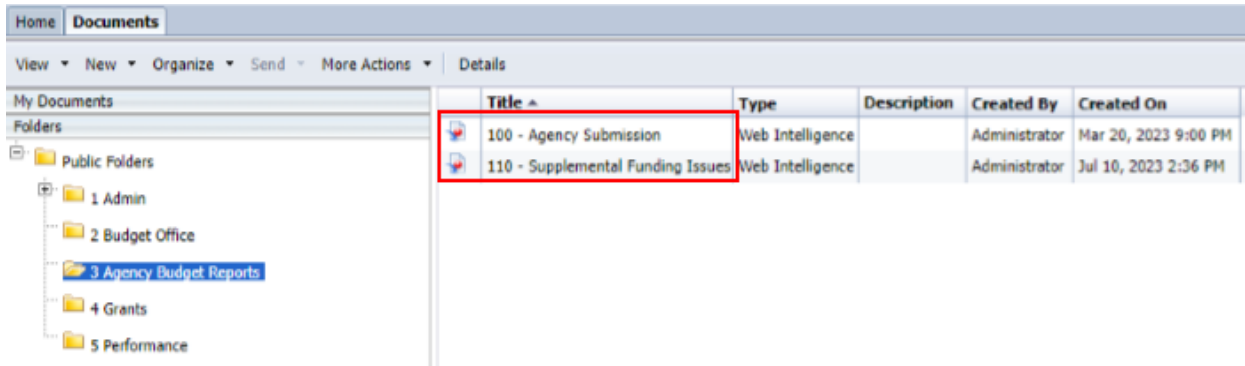
## 3.2. Basic Navigation



- 1) There are two tabs in the upper left-hand corner: **Home** and **Documents**. Click on **Documents** to see the report folders.
- 2) There are sliders found in the left-hand panel. The first is **My Documents**, where any personal documents may be saved. **Folders** is where all standard reports are housed. Agencies will use folders 3 (Agency Budget Reports), 4 (Grants), and 5 (Performance) to generate all needed reports for submission of the hard copies of their budget request to OSPB, as well as to post a PDF copy of the request to the agency website.
- 3) Clicking on a slide will make it active. To see which slide is active, check the header that is right above the white space containing the relative branches.
- 4) In this screen shot **Folders** is active. If **My Documents** is active, **Folders** will be at the bottom of the panel. When clicked, **Folders** will slide up and open the **Folders** section.
- 5) Click on the plus sign to the left of any folder to expand the folder structure.

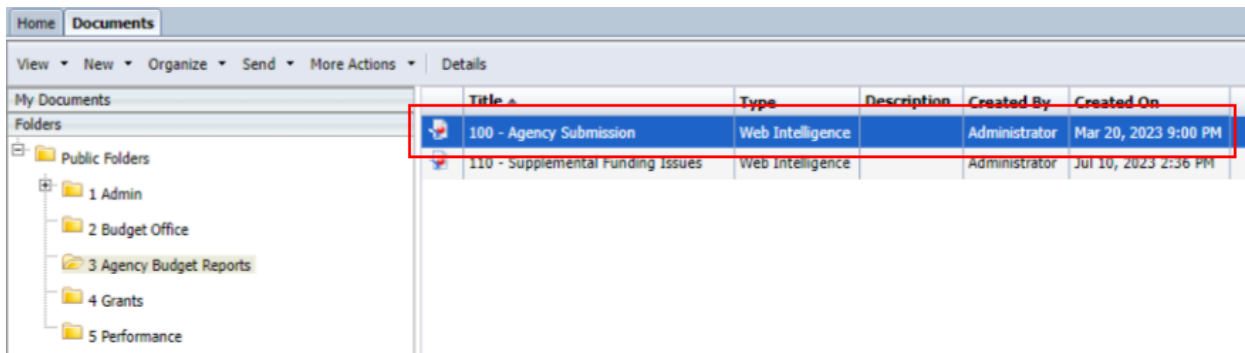


- 6) Click on any folder see the reports available.



### 3.3. Opening a Report

- 1) Navigate through the folders to the report to be run.
- 2) **Double click** on the report to be opened



When the report is open, the report header will display as a tab along with the Home and Documents tabs:

More than one report can be open in the same session. Each report will appear as an additional tab to the right of the existing tabs. To open additional reports, click the **Documents** tab to return to the available reports.

Most reports will be set to 'auto refresh', meaning the report will refresh the data after you open it. All end-user reports have prompts (see Report Prompts below) that must be completed.

### 3.4. Report Prompts

The prompt screen will display with default values selected when a report is opened or when a report is refreshed. In the Prompts Summary area there may be multiple prompts that appear:

- You have to click on each Prompt you wish to fill out (or is required) and follow the procedures below to complete them.
- The active Prompt is highlighted in Blue; there are four distinct prompts in the screen print.

- If the prompt is “optional” or has a value selected, there will be a green checkmark next to the prompt when no value has been selected. Optional prompts can be left blank when refreshing the report.
- If the prompt is required and no values have been selected, the prompt will have a red arrow next to the prompt. Required prompts must have a value selected before refreshing the report.
- There are three types of prompts generally used:
  - o Single Value Entry (“Equal to”) prompt - the prompt will provide an empty entry box. The user will enter a value and hit the enter key for the value to be updated.

**Prompt Properties**

New prompt  
 Parameter from universe

Prompt text:

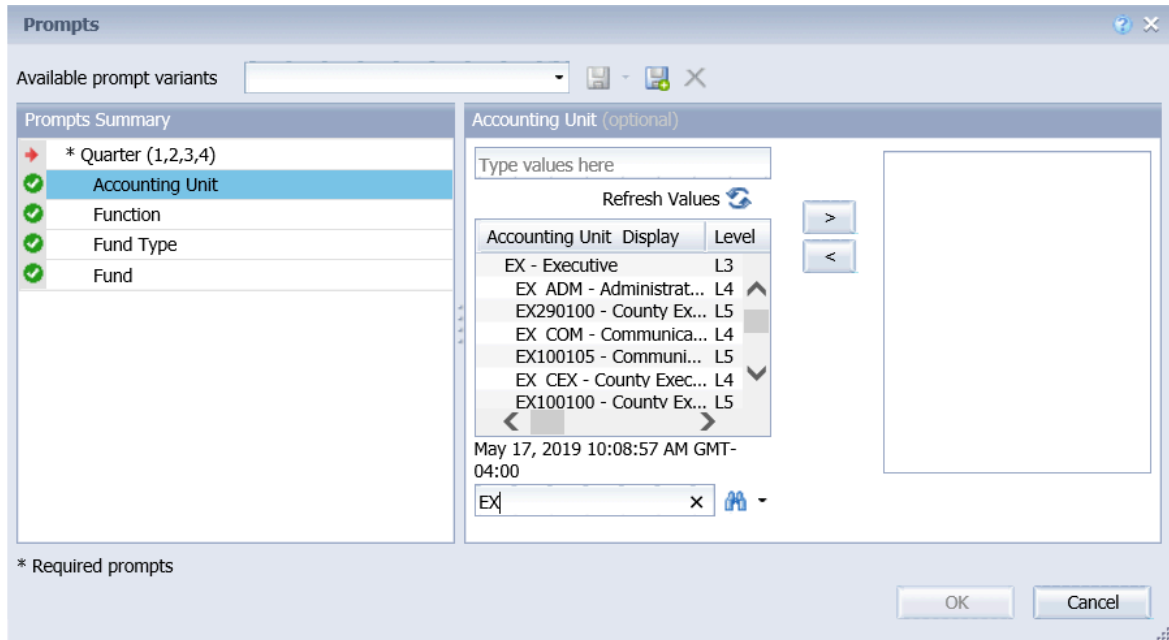
**Prompt Properties**

Prompt with List of Values  
 Keep last value(s) selected  
 Set default value(s)

Select only from list  
 Optional prompt


Type a value

- o Single Value Selection (“Equal to”) prompt – this prompt is used in special cases where only one value makes sense for a report. One example is the *Quarter (1,2,3,4)* prompt below. The report can only be run for one fiscal quarter at a time.
- o Multiple Value Selection (“In List”) prompt – the prompt will allow more than one value to be select.
- Depending on the report that is opened, all prompts (listed below) may not be available. Each report may have different prompts.

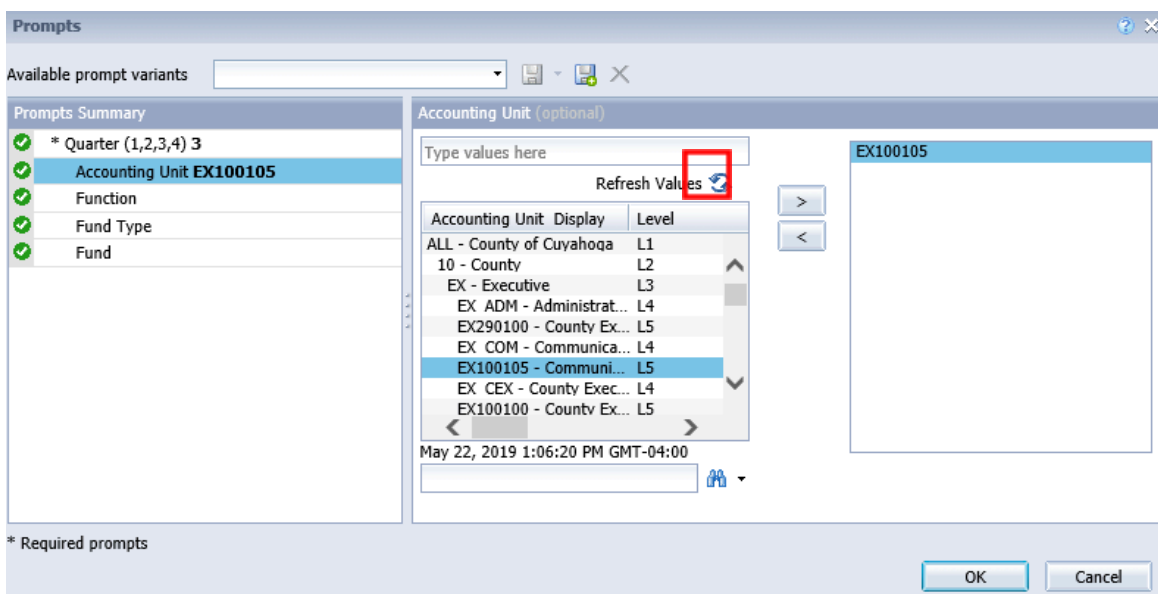


1) To change the default prompt value there are three options:


- Selecting a value from a list
- Entering a value
- Searching for a value

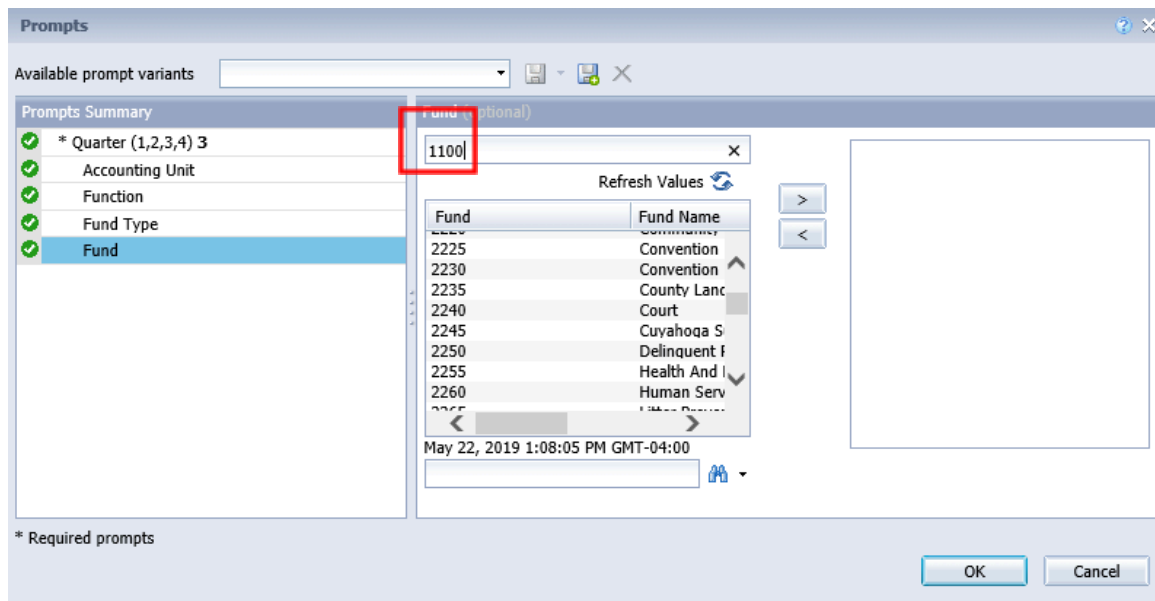
2) To select a **value from a list**, click the **Refresh Values**  button. All of the valid prompt values will display in the box below. Highlight the value you wish to select and **Double click** or click the right arrow. For a LIST type prompt you can repeat this and select multiple codes. You can also use CTRL+Click to select multiples at one time.

After double click:

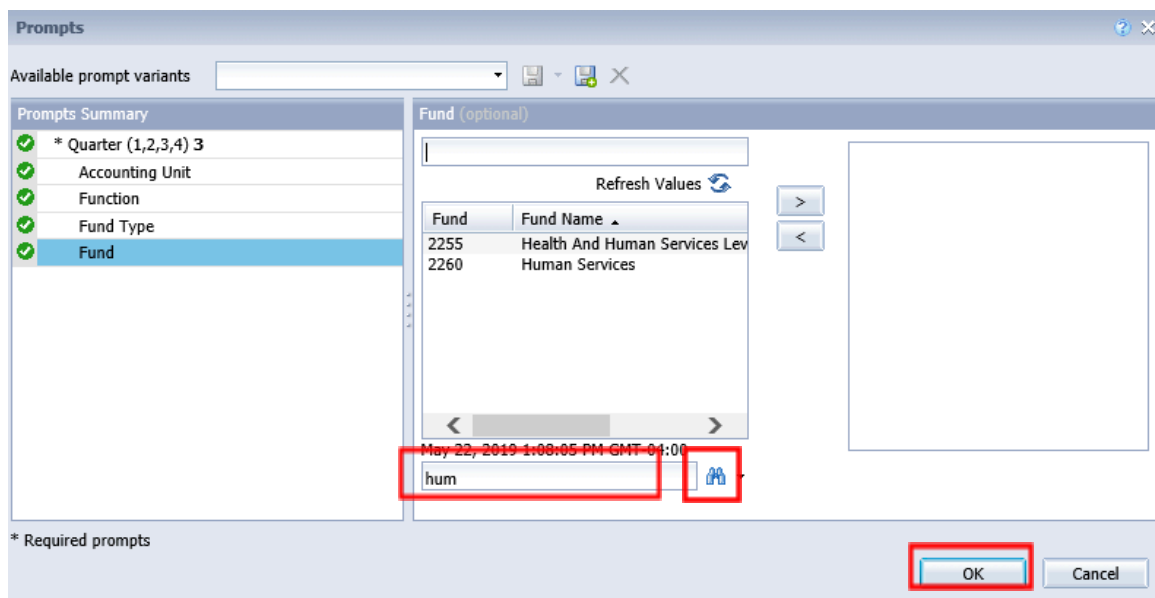




- 3) To **enter a value**, type the value into the "Type values here" box, then click the **right arrow**  .



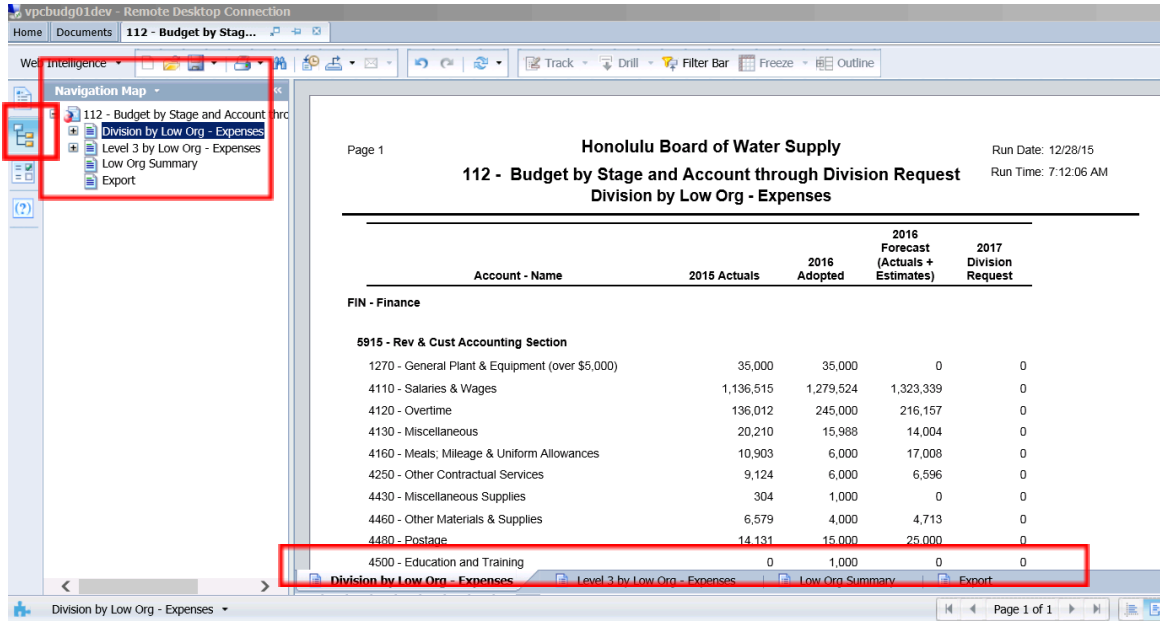
- 4) After clicking the **right arrow**, the default prompt value (if there is one) is replaced:
- 5) In many cases the lists are long. To search for a value, type the value in the field to the left of the **binoculars**, then click the **binoculars**. Partial values can be entered and all values that contain that partial value will be searched. Then **double-click** the value to be used for the prompt.



- 6) Once all prompt values have been selected, click the **OK** button. The report will run. If **OK** is NOT highlighted (it appears light gray), this means a required prompt has not been completed.

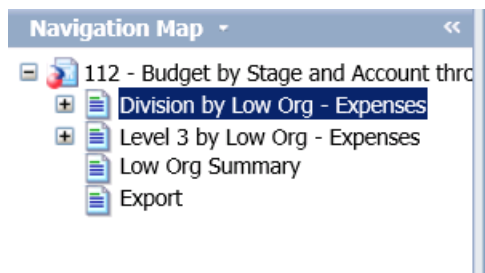
### 3.5. Report Navigation – Document Tabs

Different views of the same data can be captured in report tabs. First, click on the “Navigation Map” button on the far left side. The Navigation Map will appear. There are two ways to move between tabs within a report: the Navigation Map or the Tab Strip.

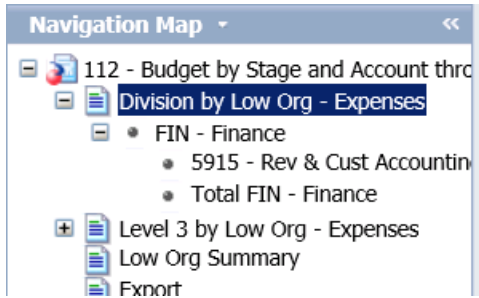


#### 3.5.1 Navigation Map

- 1) To display the tab, click on the tab in the Navigation Map. The tab currently displayed is highlighted.

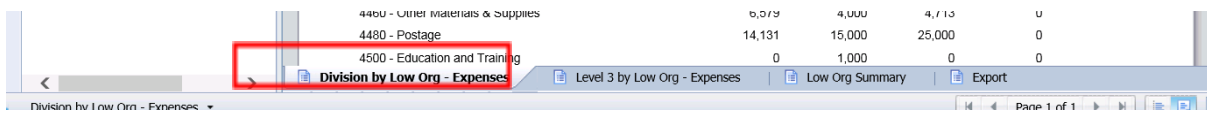


- 2) If a tab has a plus sign, report sections have been added to the navigation map.
- 3) Clicking on the sub-tab navigation item will display that specific section in the report.



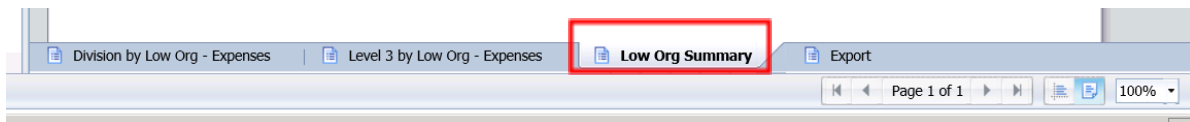
### Tab Strip

To display the tab, click on the tab in the Tab Strip. The tab displayed currently is highlighted.

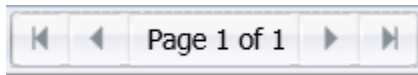


### Paging

To move between pages of a report, click the arrows or enter a page number.



To advance pages, click the **inner arrows** to move one page at a time and the **outer arrows** to move to either the first or last page.



To select a specific page, click on the **Page 1 of 1** to enter a page number and then click **Enter**.

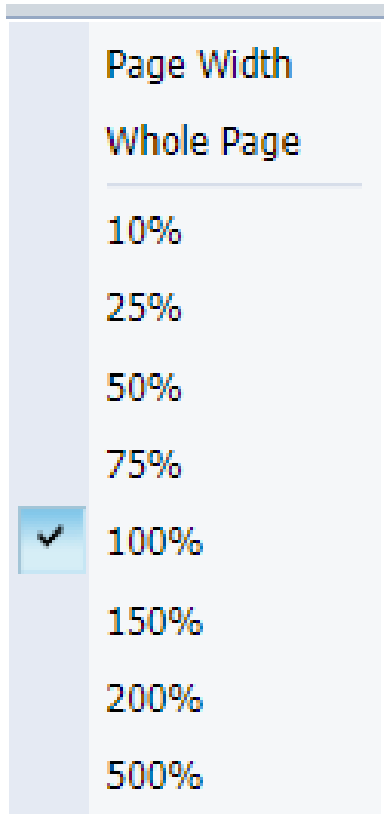


### Zoom

To change the viewable portion of a report, change the zoom percentage on the bottom tool bar.



Zoom options include:

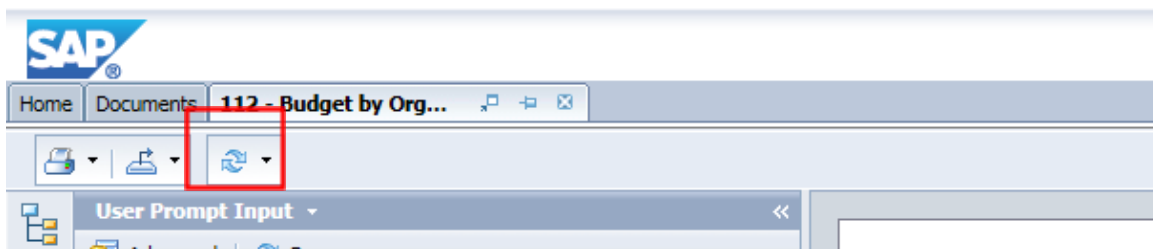


### 3.6. Refreshing a Report While Open

Once a report is opened, the values in the report can be updated by refreshing the report.

#### 3.6.1 Refresh with Prompts

- 1) Click the Refresh button in the tool bar under the report name:



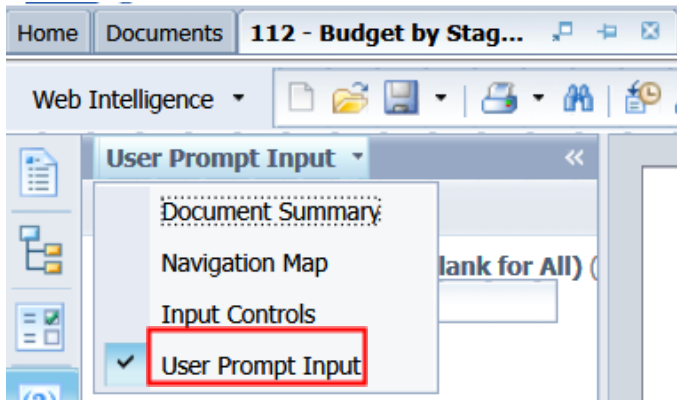
- 2) The prompt screen reappears. Complete the report prompts as directed above.

#### 3.6.2 Refresh From User Prompt Input

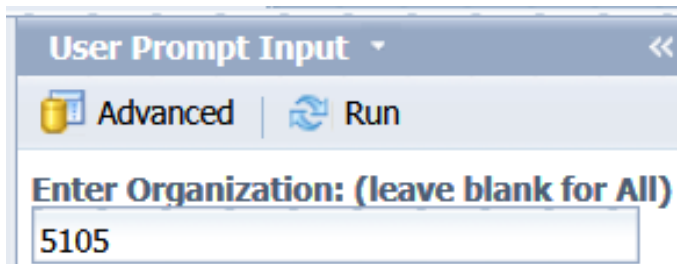
In the upper left-hand corner, the Navigation Map/Document Summary drop down contains an option for User Prompt Input. Selecting this allows you to change values by simply typing in new

values and clicking Run. There is a slight time savings to using this method if constantly refreshing the report.

- 1) Select User Prompt Input



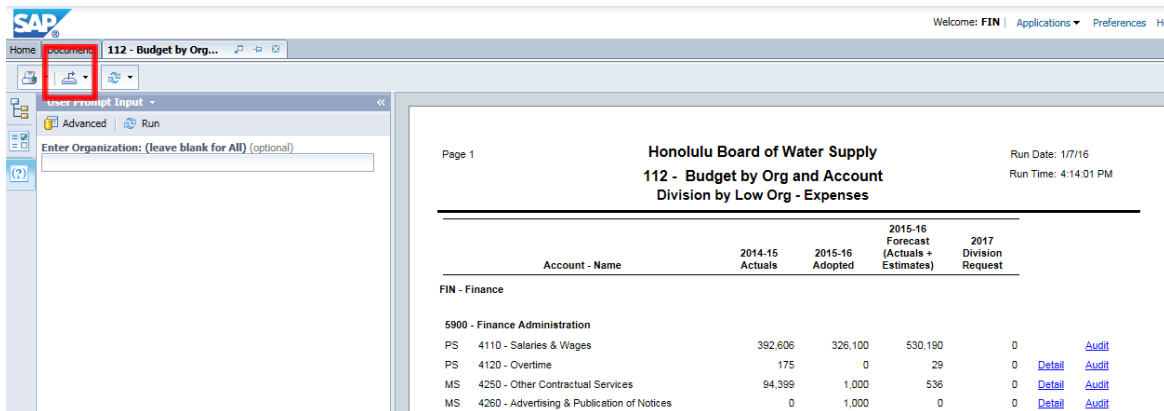
- 2) Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.



- 3) Click **Run**. The report will be refreshed with the data for the values you entered.

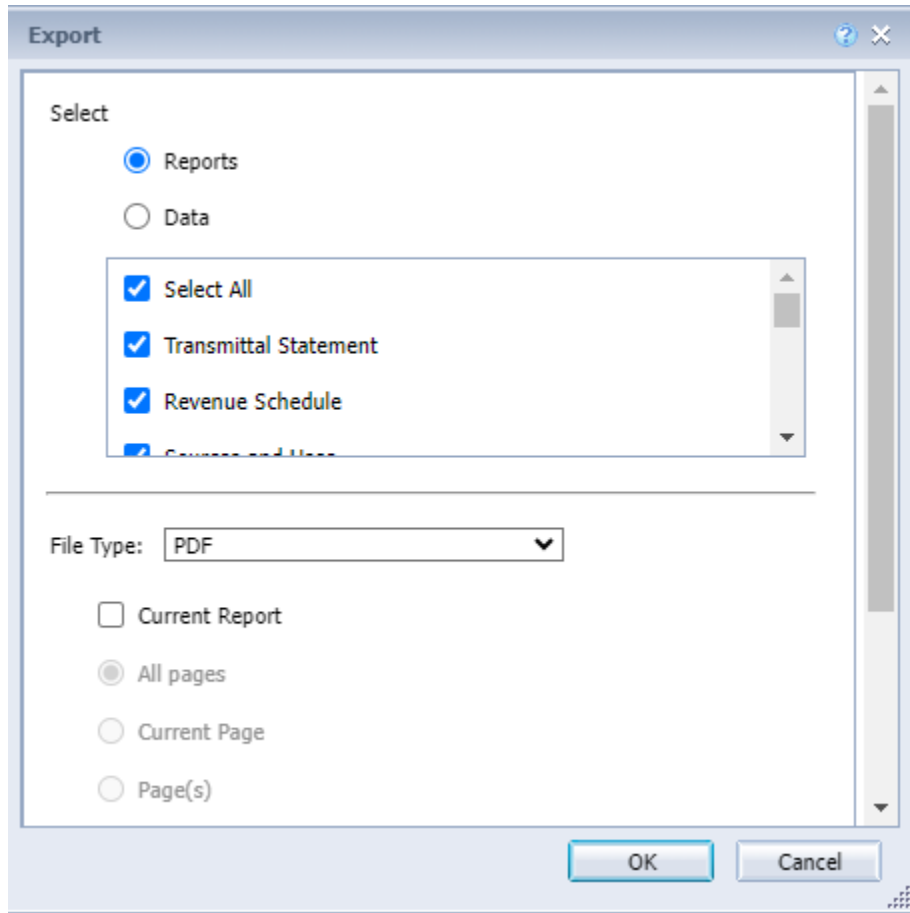
### 3.7. Exporting a report

To export, select the Export icon on the upper tool bar.

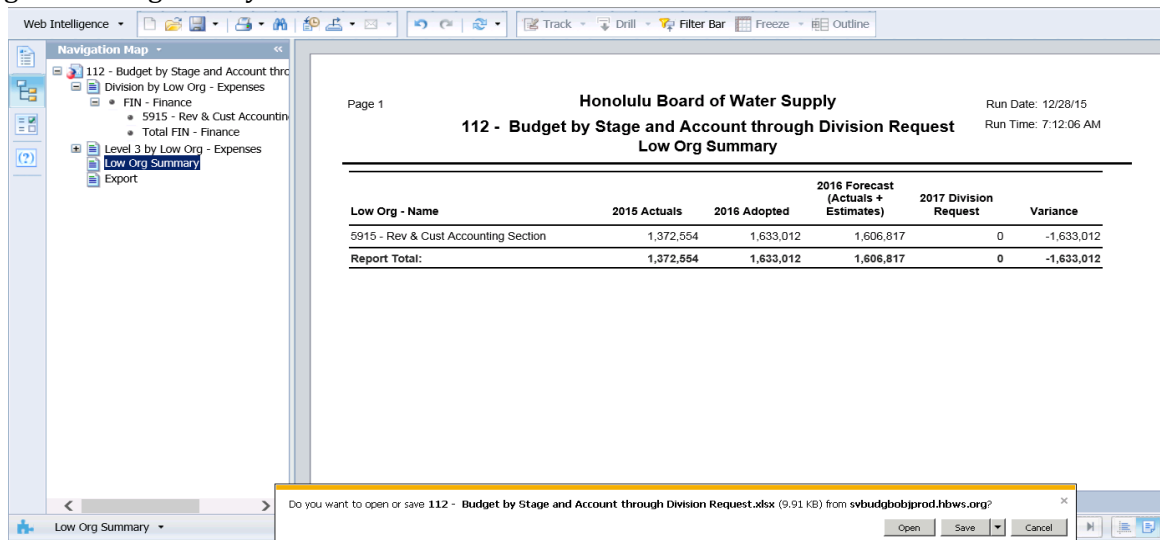


The resulting popup window will allow you to select which tabs of the report to include in the

export, and the format of the export file.



Once an option is selected, depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click Open or Save. If you do not get a message it may have defaulted to Save.



### 3.7.1 Saving as Excel notes

- If you click Save, it may save it in your Downloads folder. It is not always obvious that it saved.
- Go to Downloads and find the file. Note that Downloads is by default a shortcut in the Windows Explorer Favorites section.
- When you open the file and you saved the Document, there may be multiple worksheets created.
- The Excel files will not include the report headers.

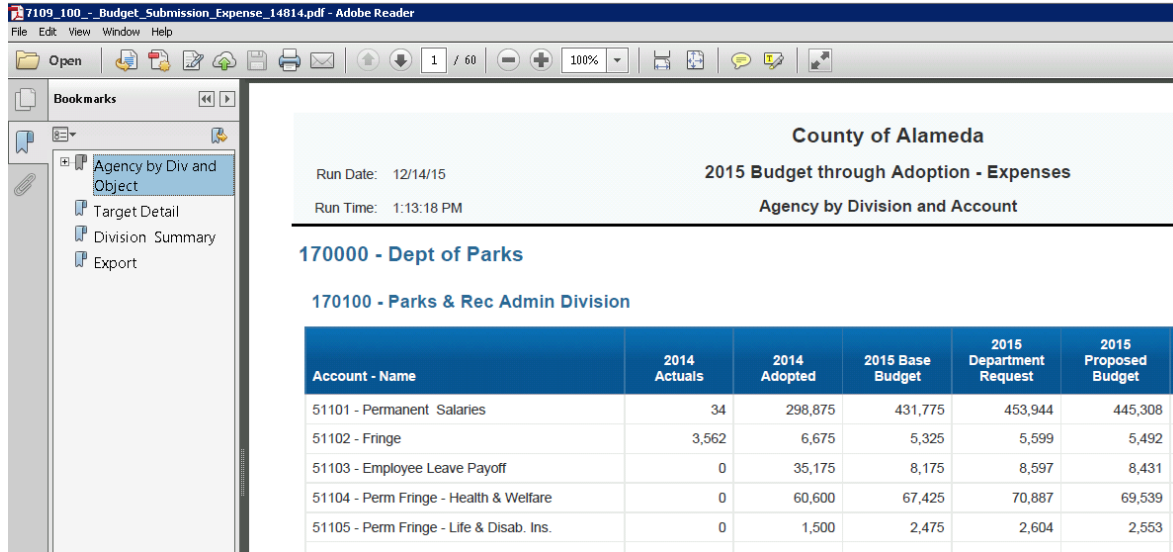
vpcbudg01dev - Remote Desktop Connection

112 - Budget by Stage and Account through

		2016			
		2015 Actuals	2016 Adopted	Forecast (Actuals + Estimates)	2017 Division Request
2	<b>Account - Name</b>				
4	<b>FIN - Finance</b>				
7	<b>5915 - Rev &amp; Cust Accounting Section</b>				
8	1270 - General Plant & Equipment (over \$5,000)	35,000	35,000	0	0
9	4110 - Salaries & Wages	1,136,515	1,279,524	1,323,339	0
10	4120 - Overtime	136,012	245,000	216,157	0
11	4130 - Miscellaneous	20,210	15,988	14,004	0
12	4160 - Meals; Mileage & Uniform Allowances	10,903	6,000	17,008	0
13	4250 - Other Contractual Services	9,124	6,000	6,596	0
14	4430 - Miscellaneous Supplies	304	1,000	0	0
15	4460 - Other Materials & Supplies	6,579	4,000	4,713	0
16	4480 - Postage	14,131	15,000	25,000	0
17	4500 - Education and Training	0	1,000	0	0
18	4815 - Repair and Maintenance - Equipment	2,306	1,000	0	0
19	8050 - Equipment (under \$5,000)	1,470	23,500	0	0
20	<b>5915 - Rev &amp; Cust Accounting Section Total</b>	<b>1,372,554</b>	<b>1,633,012</b>	<b>1,606,817</b>	<b>0</b>
24	<b>FIN - Finance Total</b>	<b>1,372,554</b>	<b>1,633,012</b>	<b>1,606,817</b>	<b>0</b>
26	<b>Report Total</b>	<b>1,372,554</b>	<b>1,633,012</b>	<b>1,606,817</b>	<b>0</b>

### 3.7.2 Saving as PDF Notes

The PDF will include the report header and provide navigation through the tabs on the left-hand side.



7109\_100 - Budget\_Submission\_Expense\_14814.pdf - Adobe Reader

File Edit View Window Help

Open

1 / 60 100%

Bookmarks

- Agency by Div and Object
- Target Detail
- Division Summary
- Export

County of Alameda

Run Date: 12/14/15  
Run Time: 1:13:18 PM

2015 Budget through Adoption - Expenses

Agency by Division and Account

170000 - Dept of Parks

170100 - Parks & Rec Admin Division

Account - Name	2014 Actuals	2014 Adopted	2015 Base Budget	2015 Department Request	2015 Proposed Budget
51101 - Permanent Salaries	34	298,875	431,775	453,944	445,308
51102 - Fringe	3,562	6,675	5,325	5,599	5,492
51103 - Employee Leave Payoff	0	35,175	8,175	8,597	8,431
51104 - Perm Fringe - Health & Welfare	0	60,600	67,425	70,887	69,539
51105 - Perm Fringe - Life & Disab. Ins.	0	1,500	2,475	2,604	2,553

### 3.8. Printing a Report

There is no direct print to a printer option. You can click Print, which will create a PDF, and then click the Print button that appears on the bottom of the document. Alternatively, you can Export to PDF then print the PDF.

### 3.9. Specific Reports for the State of Arizona.

#### Agency Budget Reports

100 - Agency Submission (includes the following subreports on separate tabs)

- Transmittal Statement
- Revenue Schedule
- Sources and Uses
- Funding Issue List
- Funding Issue Detail
- Funding Issue Narrative
- Agency Fund Summary
- Agency Fund Individual
- PBU Summary
- PBU Individual
- PCC Summary
- PCC Individual
- Operating Schedules
- Administrative Costs

110 - Supplemental Funding Issues (includes the following subreports on separate tabs)



- Funding Issue List
- Funding Issue Detail
- Funding Issue Narrative

If an agency plans to submit a supplemental funding issue, this report must be run separately from the 100 - Agency Submission report. Users must export Report 110 - Supplemental Funding Issues and integrate the resulting PDF into the PDF of Report 100 in Adobe. The combined file should be used for the agency's paper submission to OSPB and for the PDF that will be uploaded to the agency's website.

## **Grants**

250 - Federal Funds PM Detail

251 - Federal Funds Sources and Uses Detail

252 - Federal Funds Sources and Uses Summary

253 - Federal Funds

254 - Transmittal

255 - Federal Funds - Detail Report for Export

## **Performance**

201 - Master List

202 - 5 Year Plan

203 - Agency List

204 - Budget Measures

205 - Not in Master List

206 - Explore Plans

206 - Explore Plans with Codes