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:

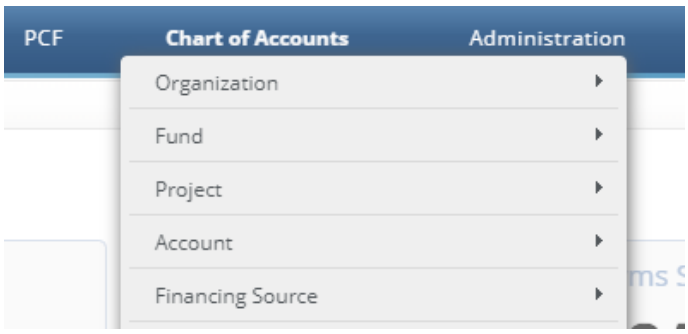
- Google Chrome
- Microsoft Edge
- Mozilla Firefox

1.3 Appearance

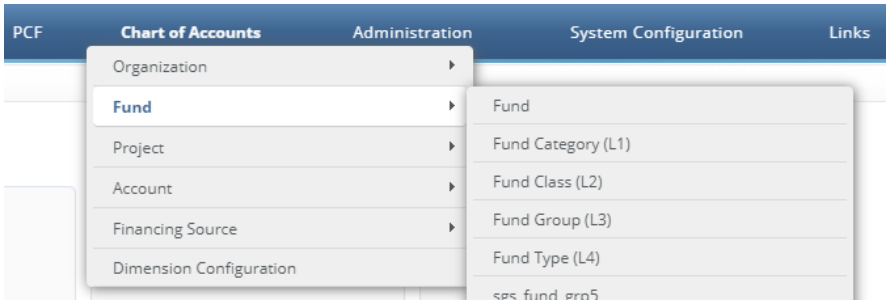
ABS includes the capability to apply a skin, which is the color scheme applied to an individual client. The screenshots shown in this, and other documents, may show different skins and these skins may not match the skin used in the Arizona system. The steps and navigation are the same, regardless of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

1.4 Navigation

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

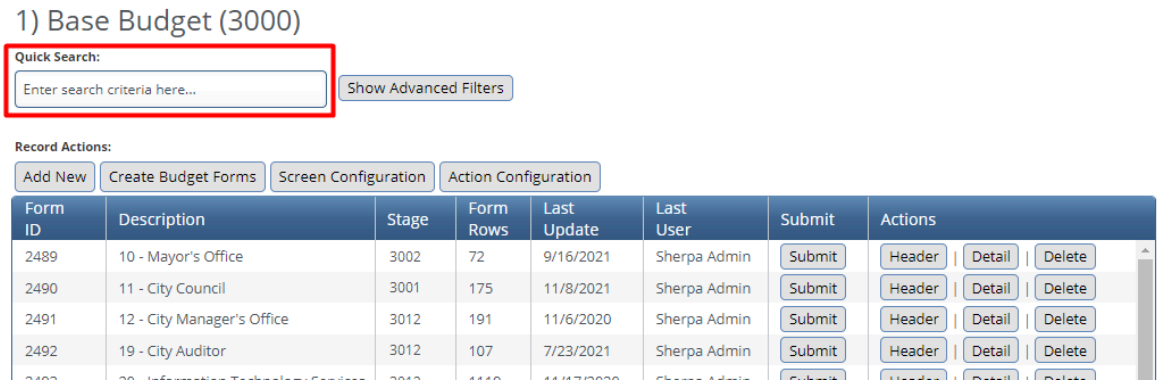


Drop your cursor directly below and click to select any menu item. Any menu item with additional levels will show a right arrow and automatically display the additional levels.



1.5 Quick Search

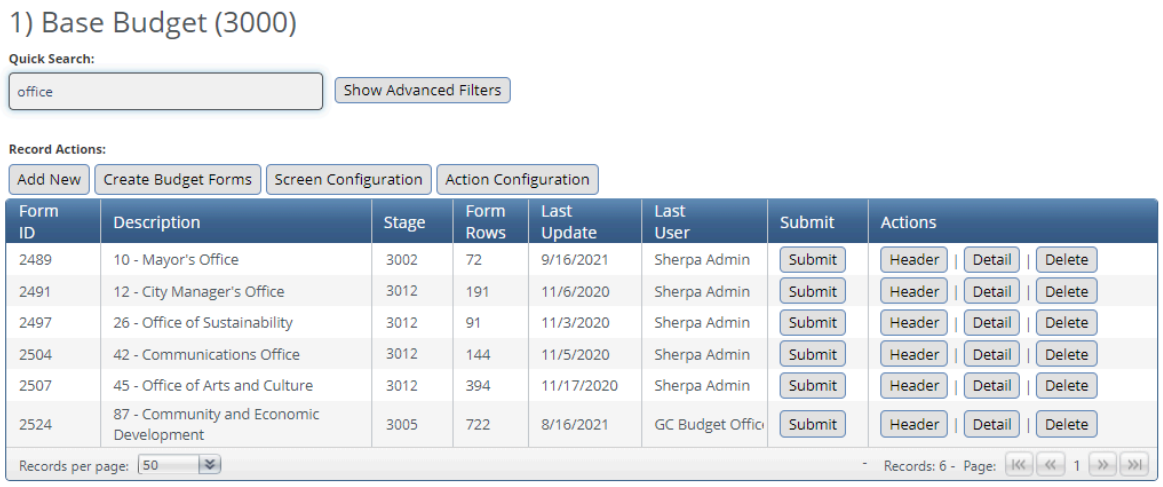
Instead of paging through records, often a quicker option to find a record is the **Search** function. *While the examples here say "Quick Search," the search bar may only say "Search" in ABS.* This function is an option for most of the menu screens. For example, select any budget form to which you have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



1.6 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.

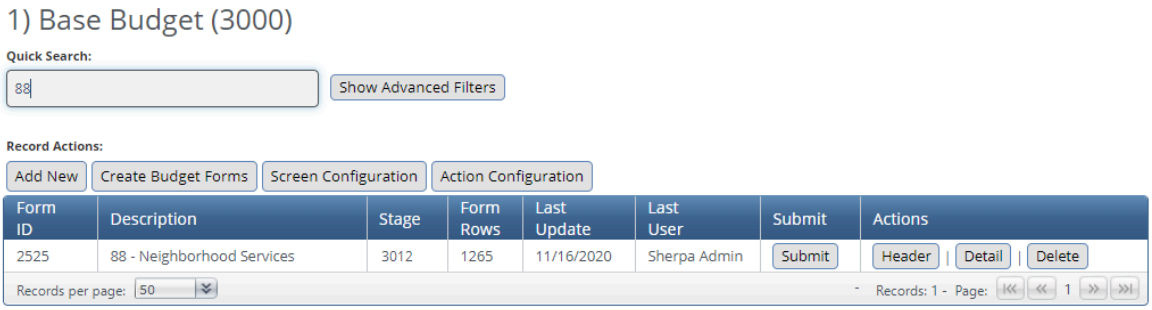
Example 1: Searching by text.
Search: "office".
Result: All entries that include the word "office".



Example 2: Searching by a number.

Search: "88".

Result: All entries that contain 88.

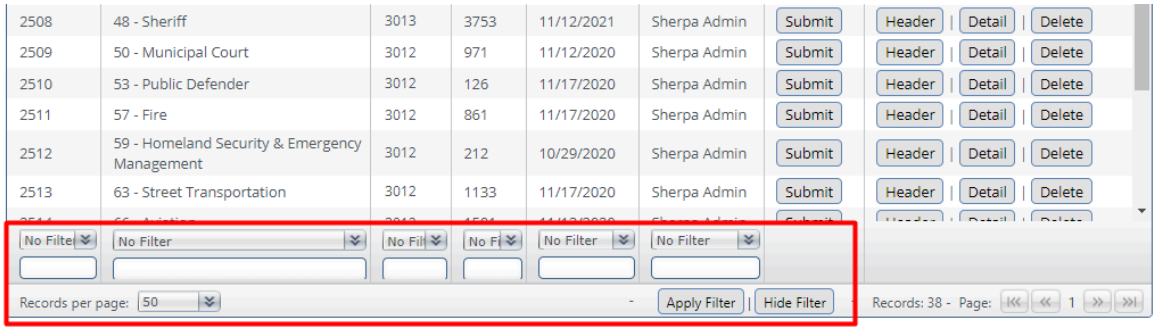


1.7 Advanced Filters

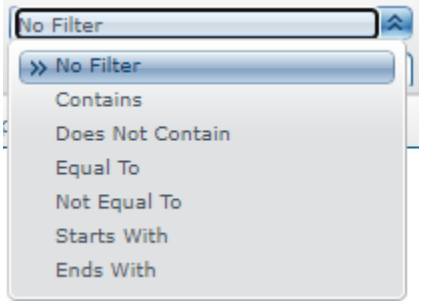
Most ABS screens come with the ***Show Advanced Filters*** option. This allows searching on every column in the table. *While the examples here say "Show Advanced Filters," the button in ABS may say "Advanced Search."*

1.8 Enable Show Advanced Filters

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

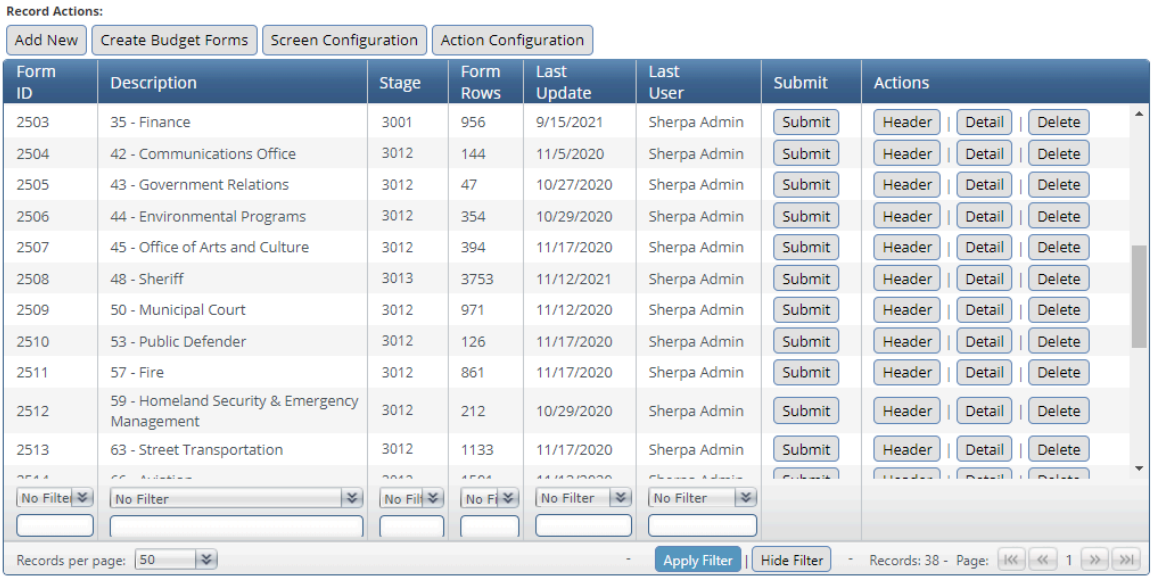


When searching text fields, the following options are available:

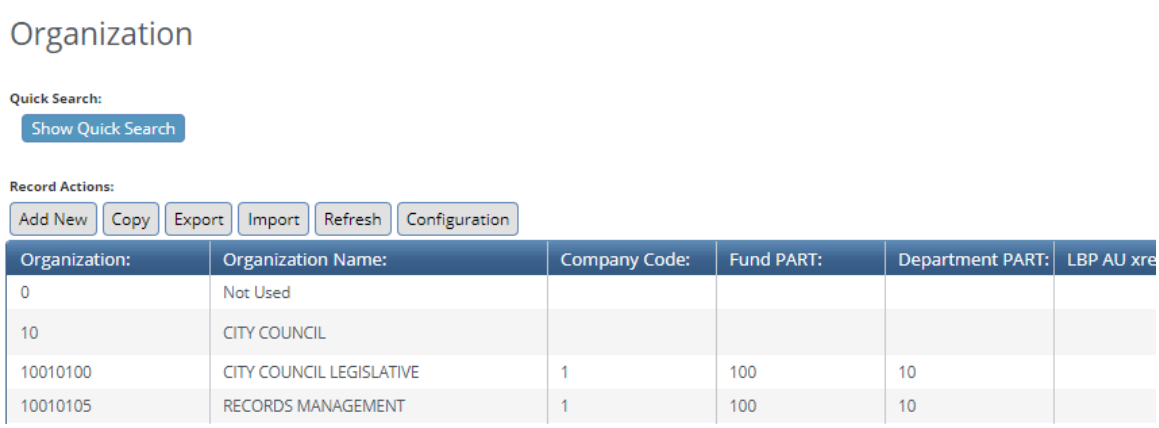


When searching check boxes, ***equal to*** is the only option. Equal to **1** means the box is checked and equal to **0** means the box is not checked.

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



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



1.9 Paging through records

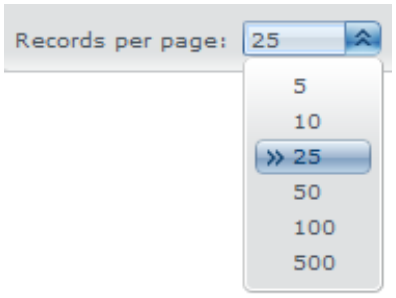
The bottom panel determines how many records are visible per page and allows you to page through records.

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.

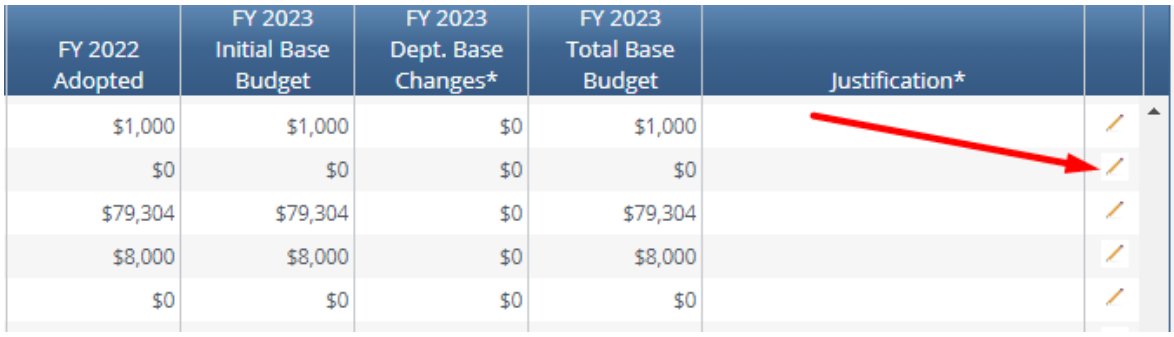
Click the Records Per Page dropdown and select the desired number of records to display.

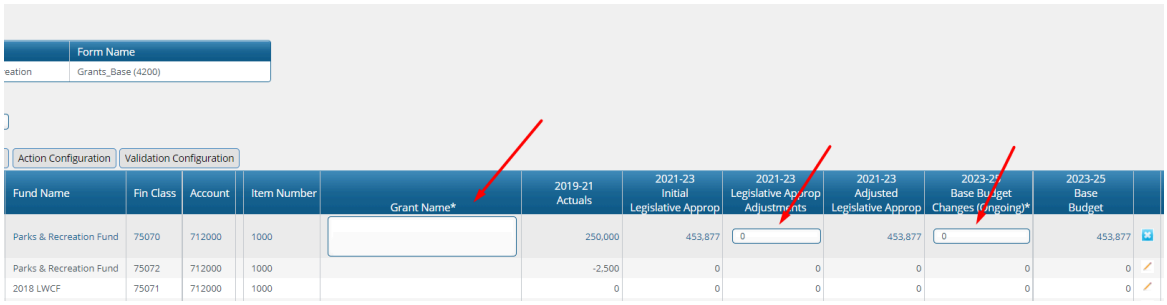


Click on the on the double arrow (next page) or double arrow with an end line (last page) to page through available records.

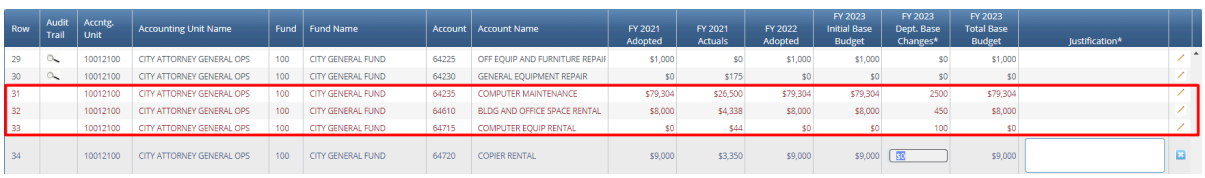
1.11 Saving records in Budget Forms (Save All)

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.





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.



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.

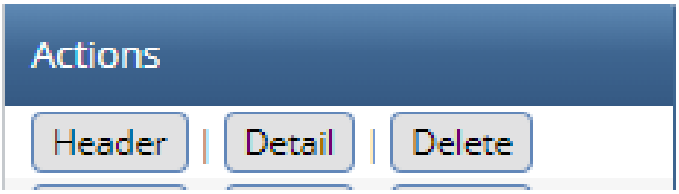
Stage: Stages are used in ABS to create workflow associated with forms. End users will enter data into a budget form at a particular stage. Some departments may have additional internal review that requires an additional stage for review and approval before it is submitted to the Budget Office.

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

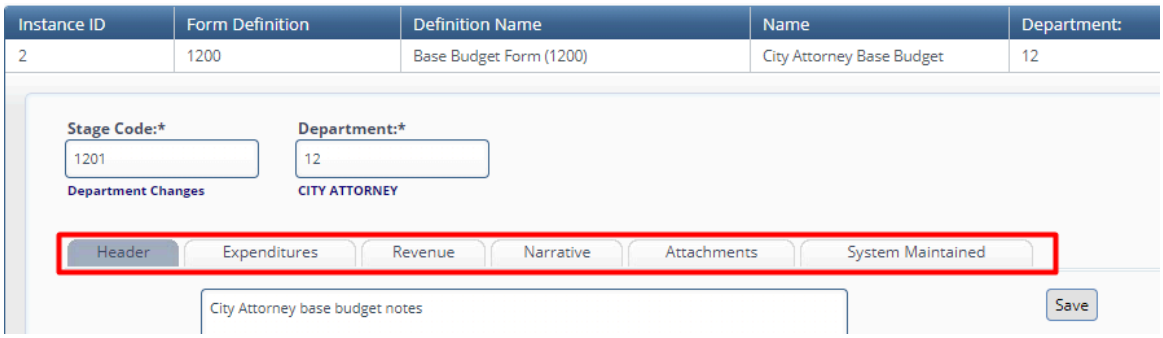
Report: Reports are used to compile data in ABS in order to present budget information for decision-making and analysis or to summarize data for various uses.

1.13 To Edit Records in a Form

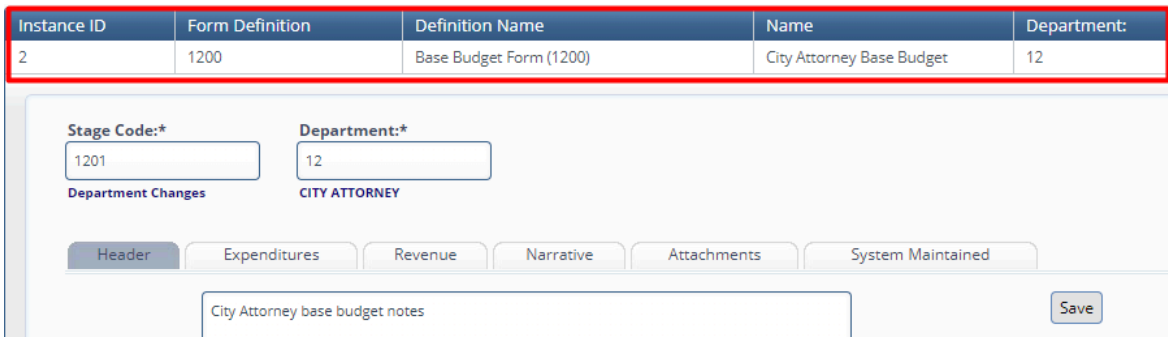
Click the ***Header*** button on any row to update the data for a record. Depending on Action Security, you may have Header, Delete, Detail, and/or Submit buttons available.



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.



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.



1.14 Button Commands

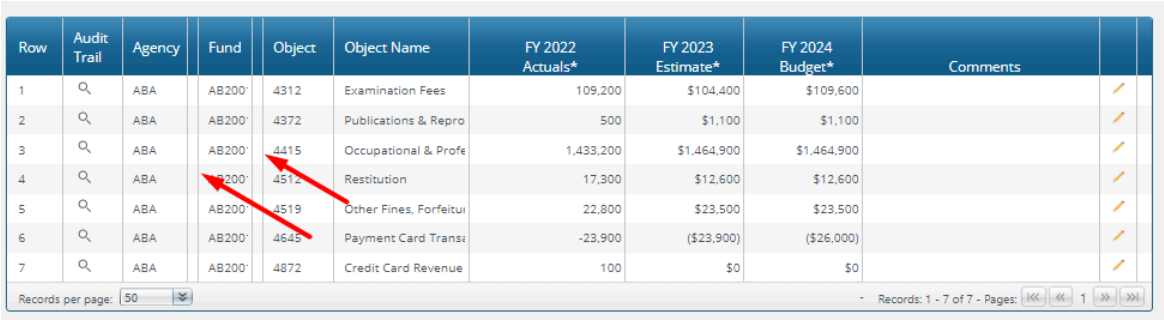
All buttons are assigned actions, meaning you click on them and something will happen.

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

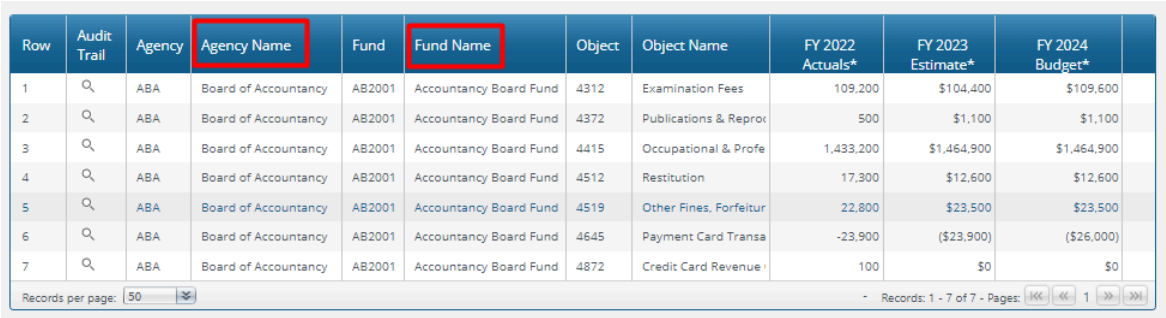
To reduce clutter on the data entry screens, some columns are minimized to hide Chart of Accounts dimension names. These columns can be expanded to reveal the Chart of Accounts dimension names if needed. In the screenshot below, the blank spaces in the budget grid can be pulled to the right to reveal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



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

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

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		ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4312	Examination Fees	109,200	$104,400	$109,600
2		ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4372	Publications & Reproc	500	$1,100	$1,100
3		ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4415	Occupational & Profe	1,433,200	$1,464,900	$1,464,900
4		ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4512	Restitution	17,300	$12,600	$12,600
5		ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4519	Other Fines, Forfeitur	22,800	$23,500	$23,500
6		ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4645	Payment Card Transa	-23,900	($23,900)	($26,000)
7		ABA	Board of Accountancy	AB2001	Accountancy Board Fund	4872	Credit Card Revenue	100	$0	$0

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

1.16 Codes

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

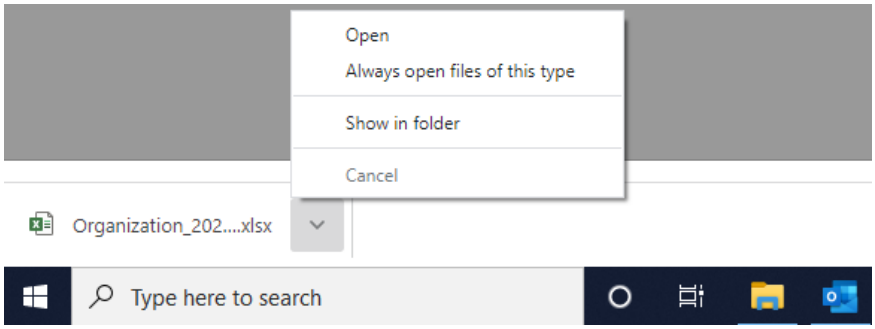
1.17 Export to Excel

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.

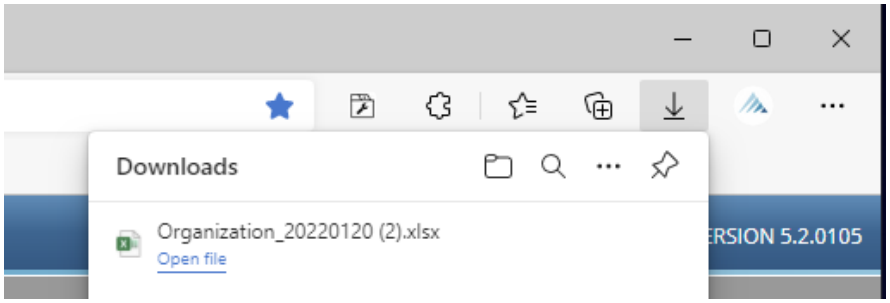
Click on ***Export.***

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

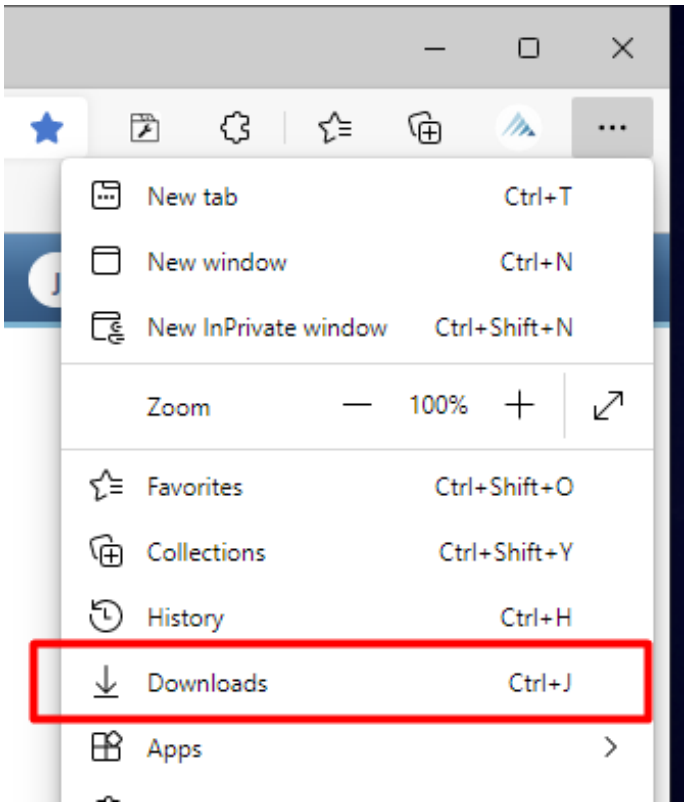
a. Using Google Chrome, it might look like this (lower left of the screen):



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

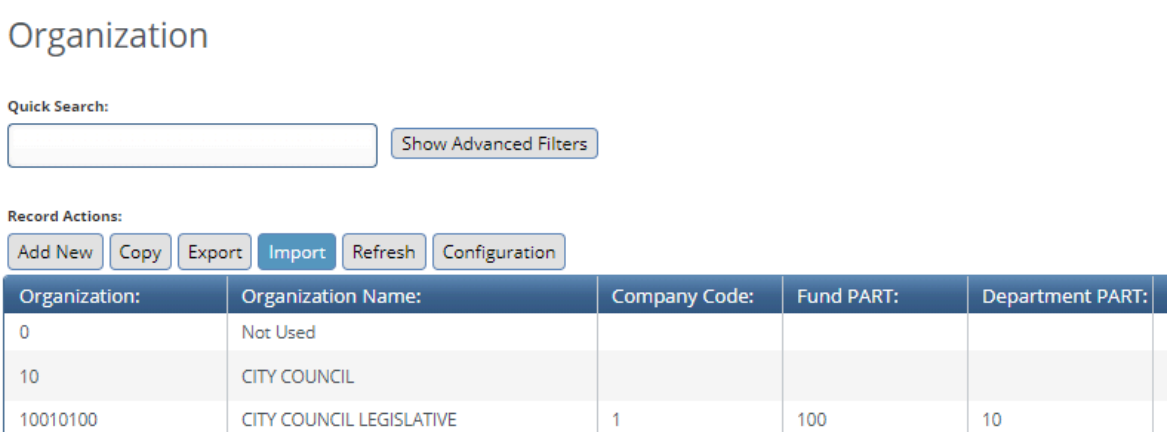


TIP: When using Microsoft Edge, you can find previous exports by clicking on the dot-dot-dot icon and selecting 'Downloads'.



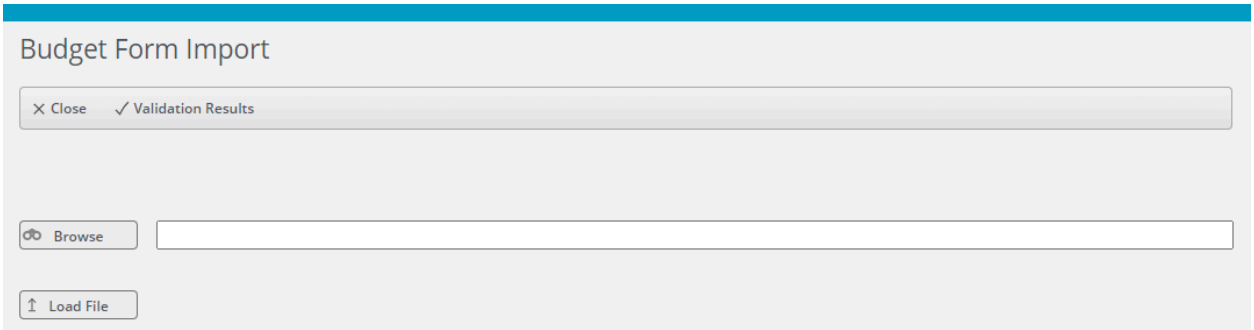
1.18 Import from Excel.

Click ***Import***.



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.

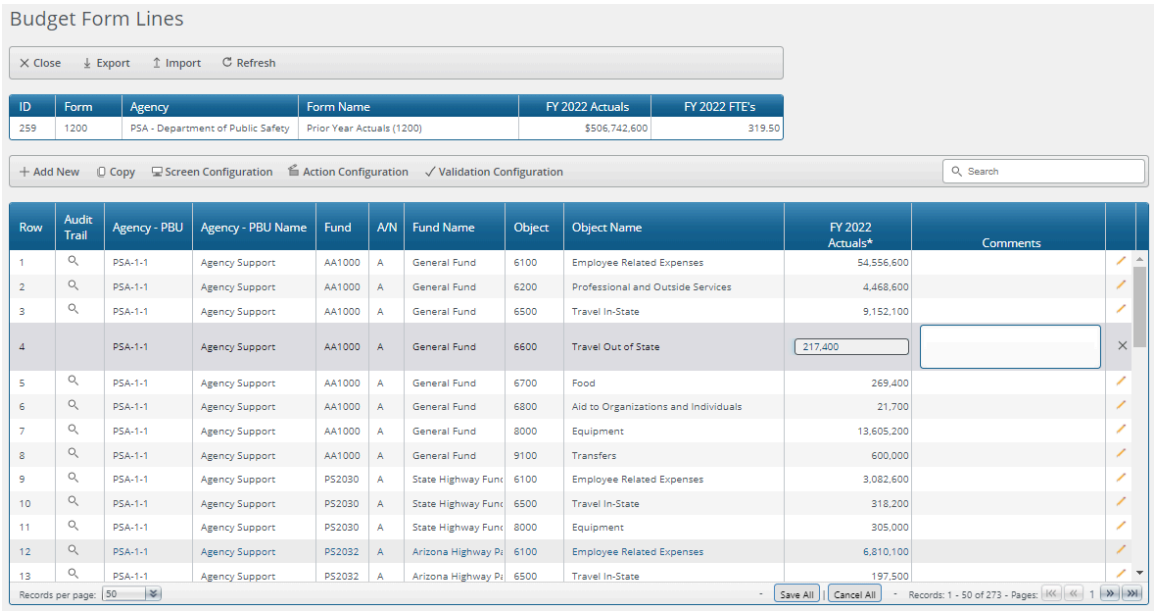
Also, please note, end of year actual spending data comes from the General Accounting Office (GAO), and could be loaded into ABS as late as early August. Agencies are welcome to enter their actual spending data into Form 1200 before that point, **but when OSPB loads the data from GAO it will overwrite 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.

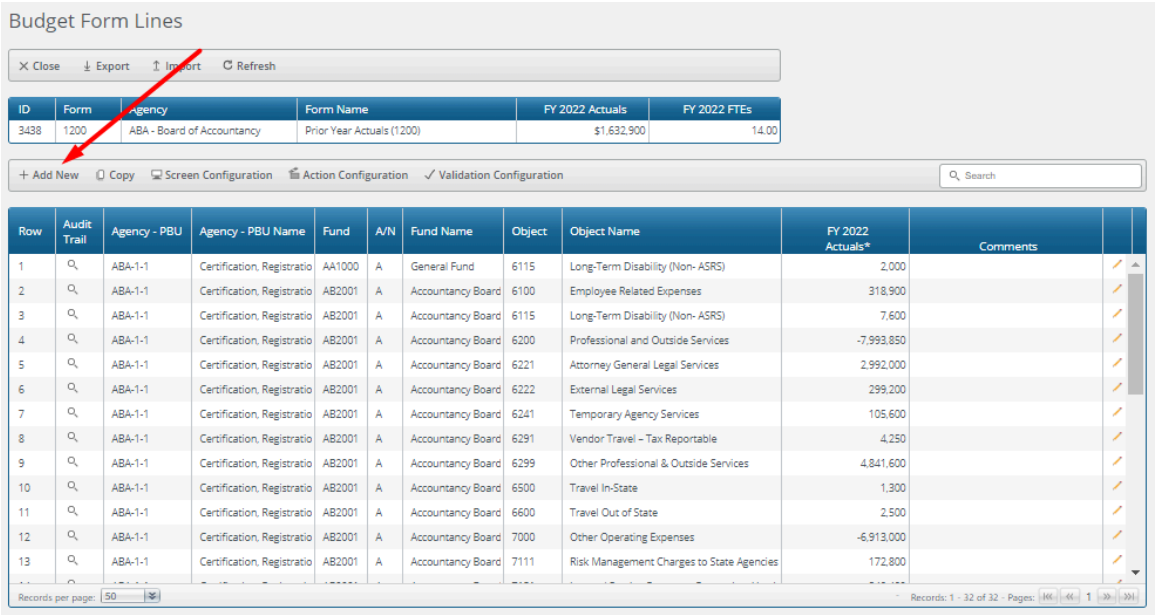
Form 1200 also captures the number of FTEs in each retirement plan for each agency, as well as the salaries that are related to each of the retirement plans. This provides the data necessary for OSPB to calculate the retirement costs for each agency as part of the overall Employee-Related Expense (ERE)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

Expenditures Tab

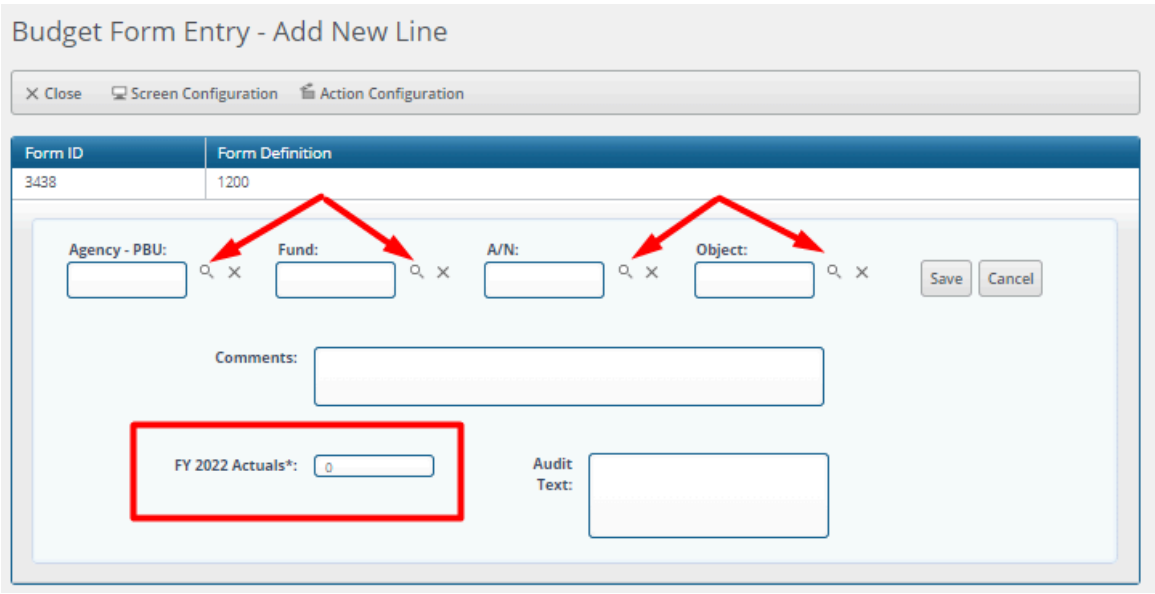
The Expenditures tab provides the template for entering actuals from the prior year (in this example the prior year is FY 2022). It includes a column to enter actuals as well as a column to enter any explanatory comments.



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

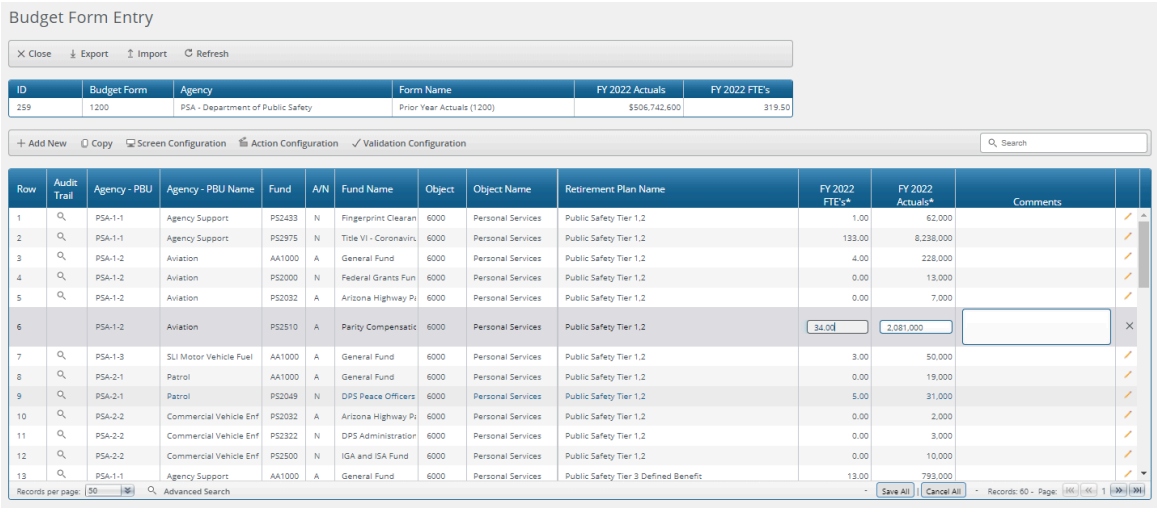


Select the Agency – PBU, Fund, Appropriation Status ("A" or "N"), and Object using the value help dropdowns (by clicking on the magnifying glass) and enter the amount for the prior year actuals.

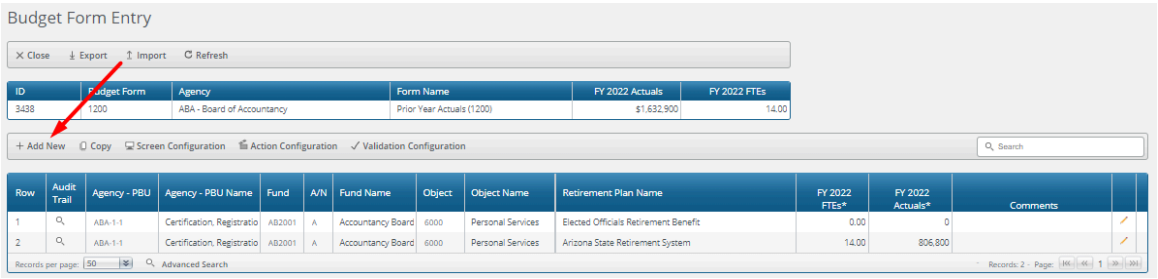


Personal Services Tab

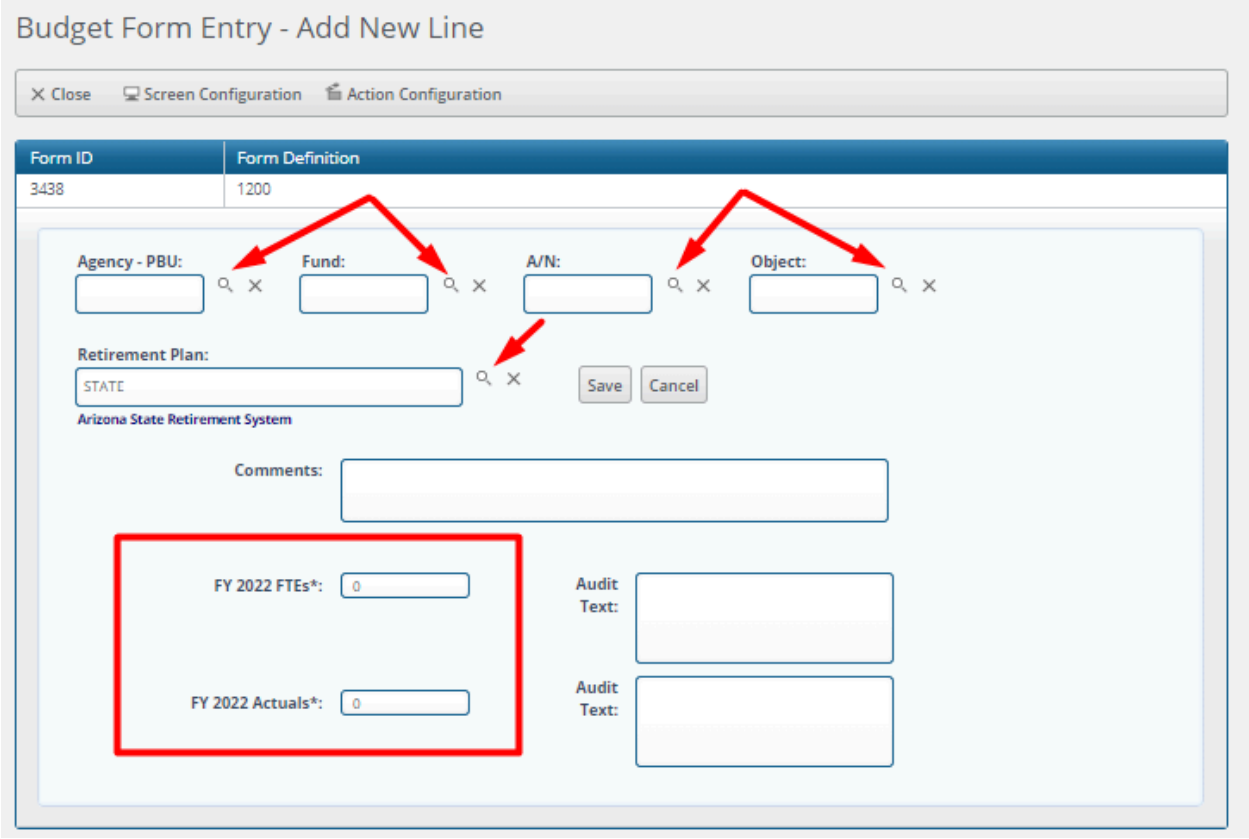
The Personal Services tab is used to capture FTE and retirement system-related data. There are data entry columns for both the number of FTEs as well as the total dollar value of salaries for such employees associated with each retirement plan from the previous year. There is also a column to enter any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



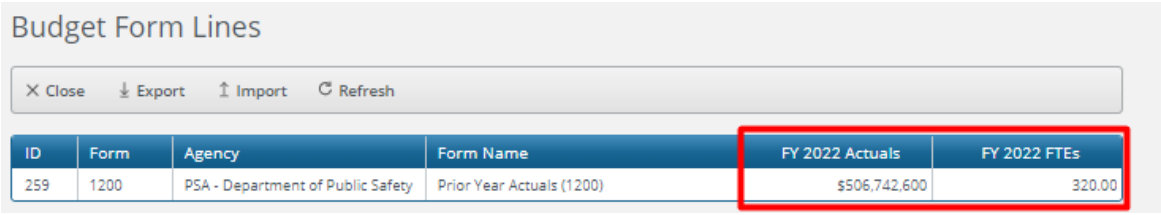
In order to add a new row, click "Add New."



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.



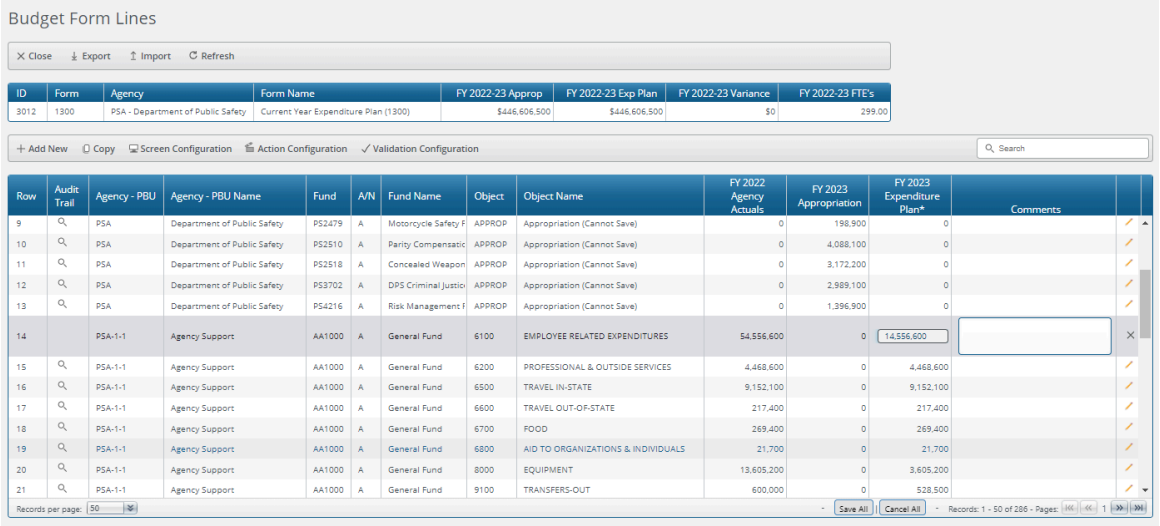
2.1.2 Current Year Expenditure Plan (Form 1300)

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.

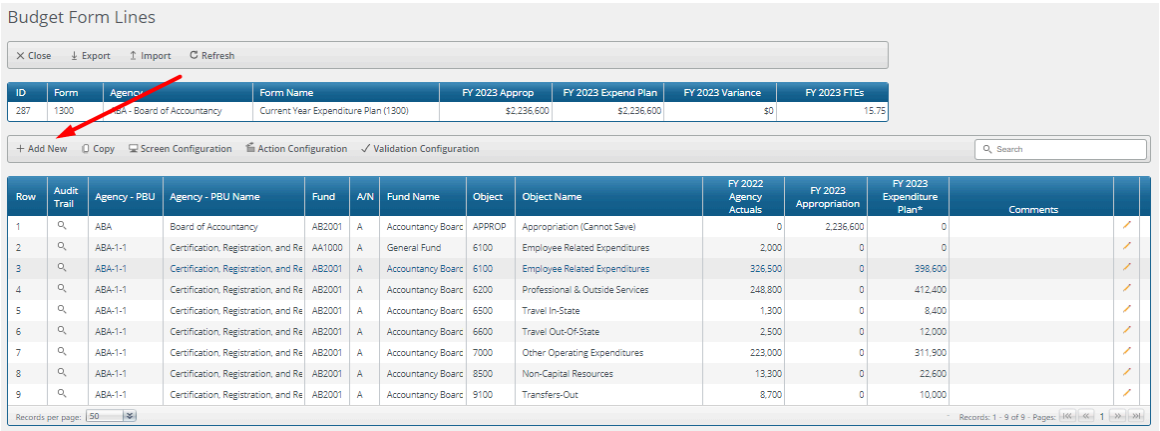
Total amounts entered for the expenditure plan must equal the total appropriation exactly in order for the form to be submitted (any variance is displayed on the header table).

Expenditures Tab

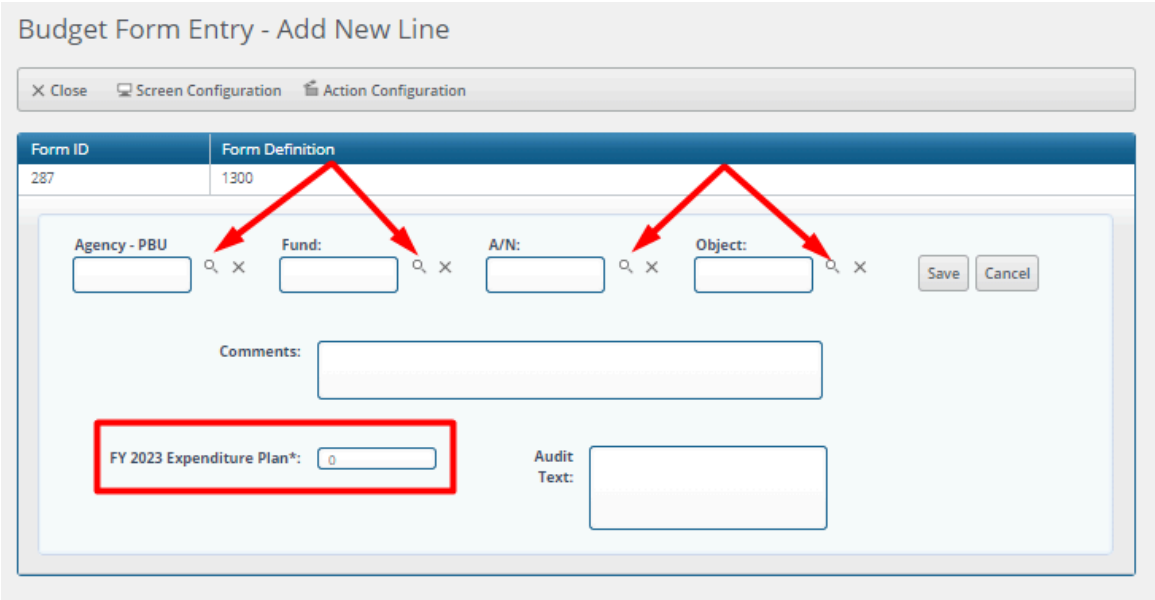
The Expenditures tab includes a display column for actuals from Form 1200 (rolled up to the object class level), a display column for current year appropriations (at the agency level by fund), and a data entry column for expenditure plan amounts. There is also a column to enter any explanatory comments.



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

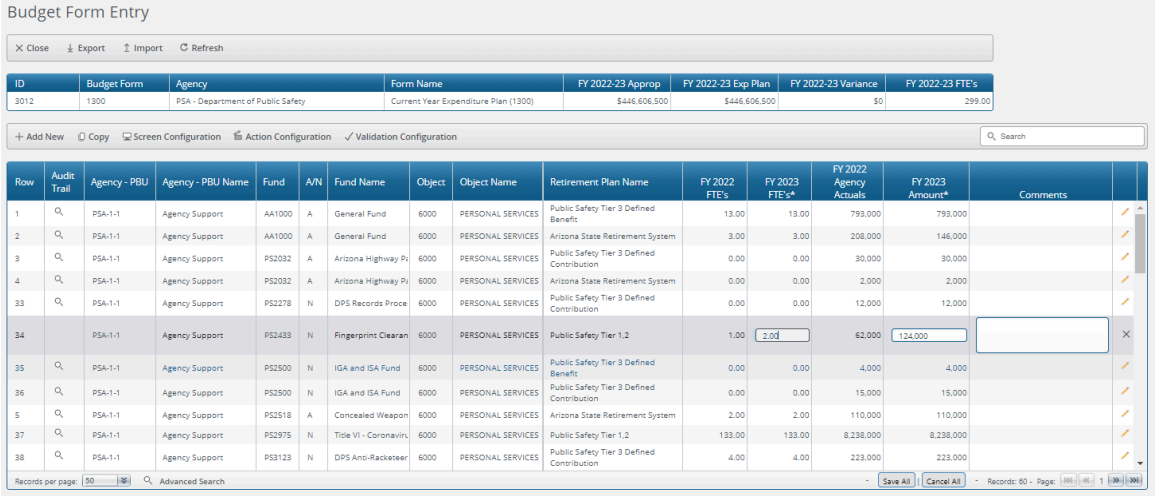


Select the Agency – PBU, Fund, Appropriation Status ("A" or "N"), and Object using the value help dropdowns (by clicking on the magnifying glass) and enter the amount for the current year expenditure plan.

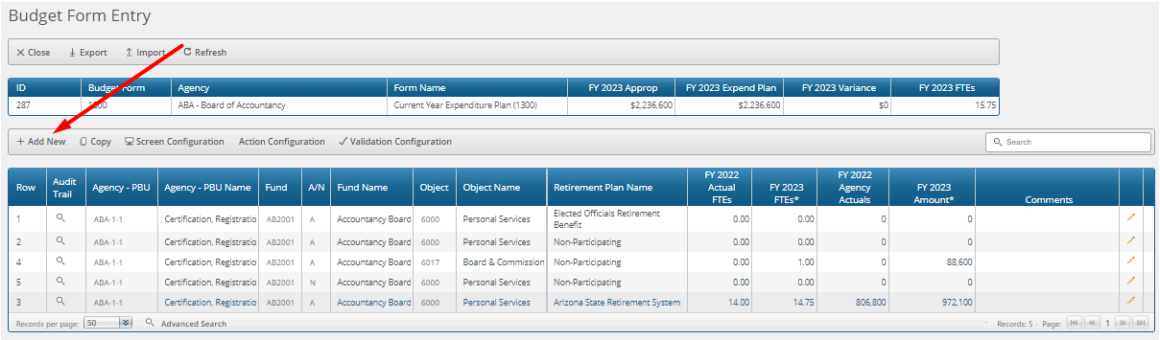


Personal Services Tab

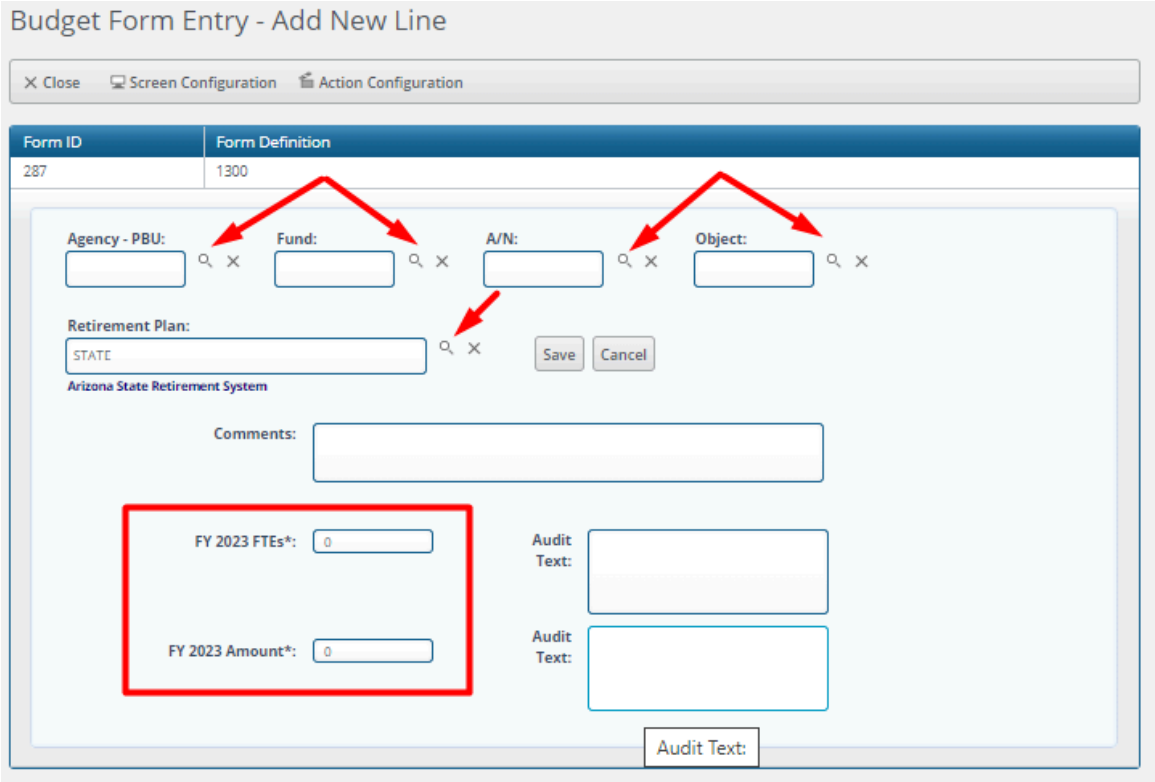
The Personal Services tab is used to capture FTE and retirement system-related data. There are display columns for the number of FTEs and total dollar value of salaries for such employees associated with each retirement plan from Form 1200 for the prior year and data entry columns to enter such estimates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



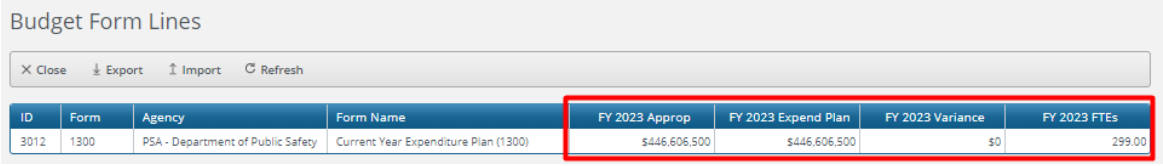
In order to add a new row, click “Add New.”



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 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.

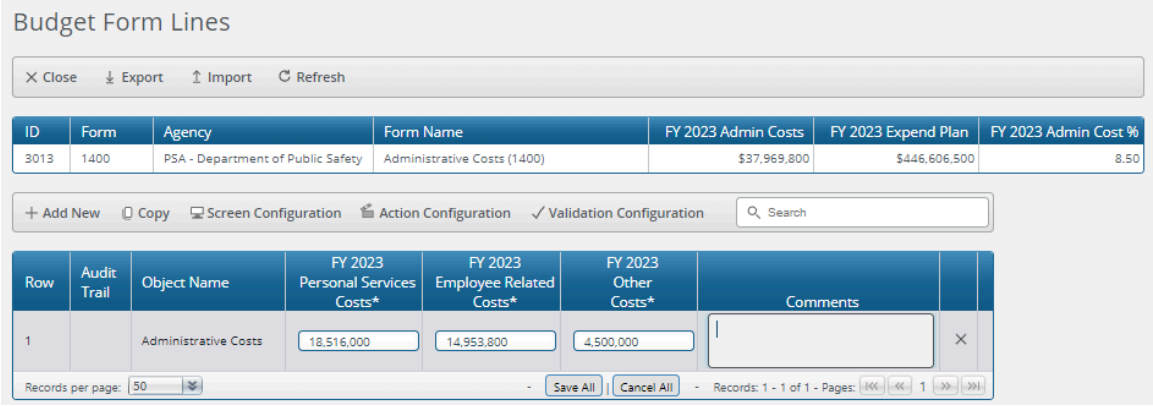


2.1.3 Administrative Costs & Other ERE Info (Form 1400)

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

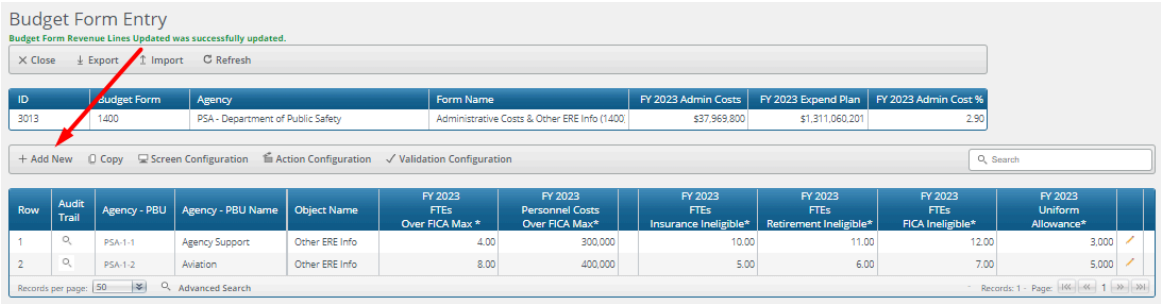
The Administrative Costs tab includes data entry columns for current year personal services costs, employee-related costs, and other administrative costs. There is also a column to enter any explanatory comments.



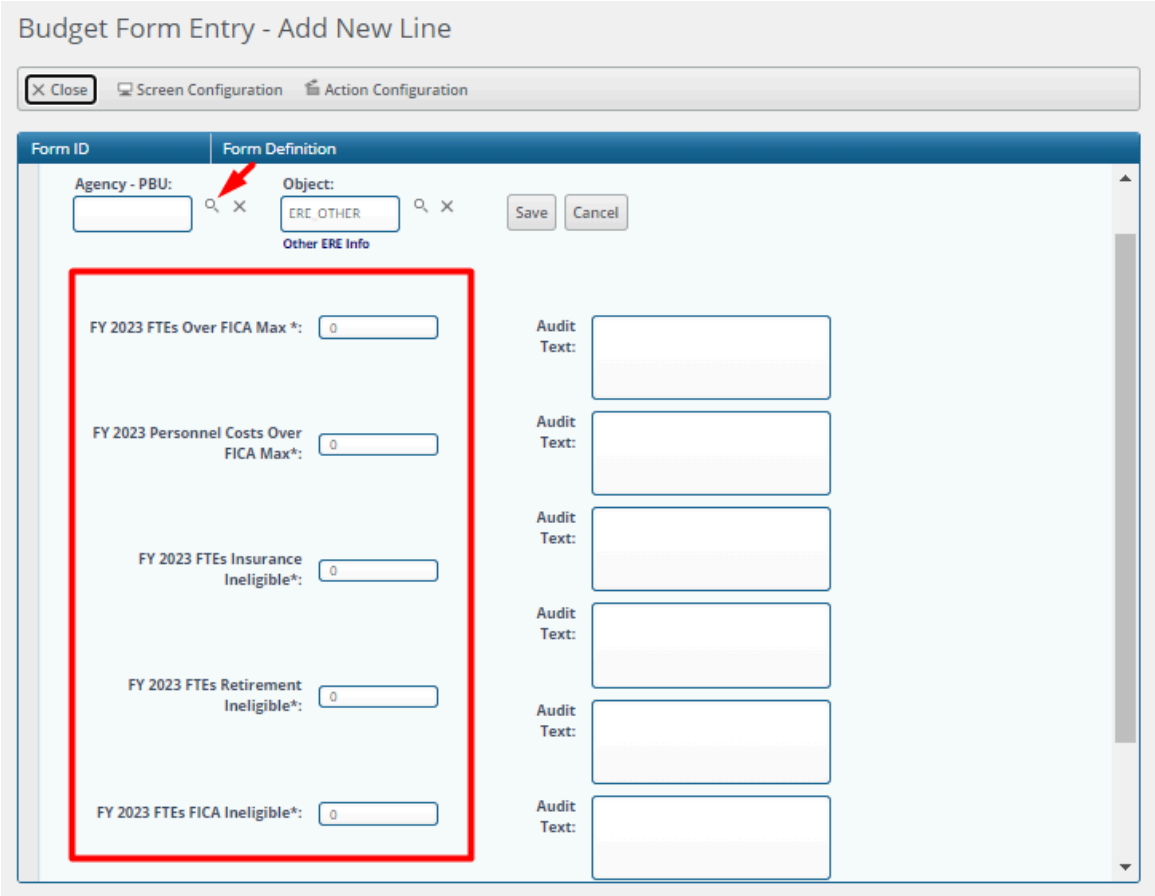
Other ERE Info Tab

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.

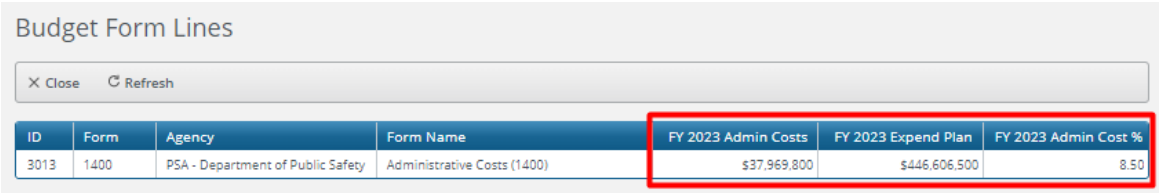
In order to add a new Agency - PBU, click “Add New.”



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.



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.



2.1.4 Funding Issues (Form 1500)

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

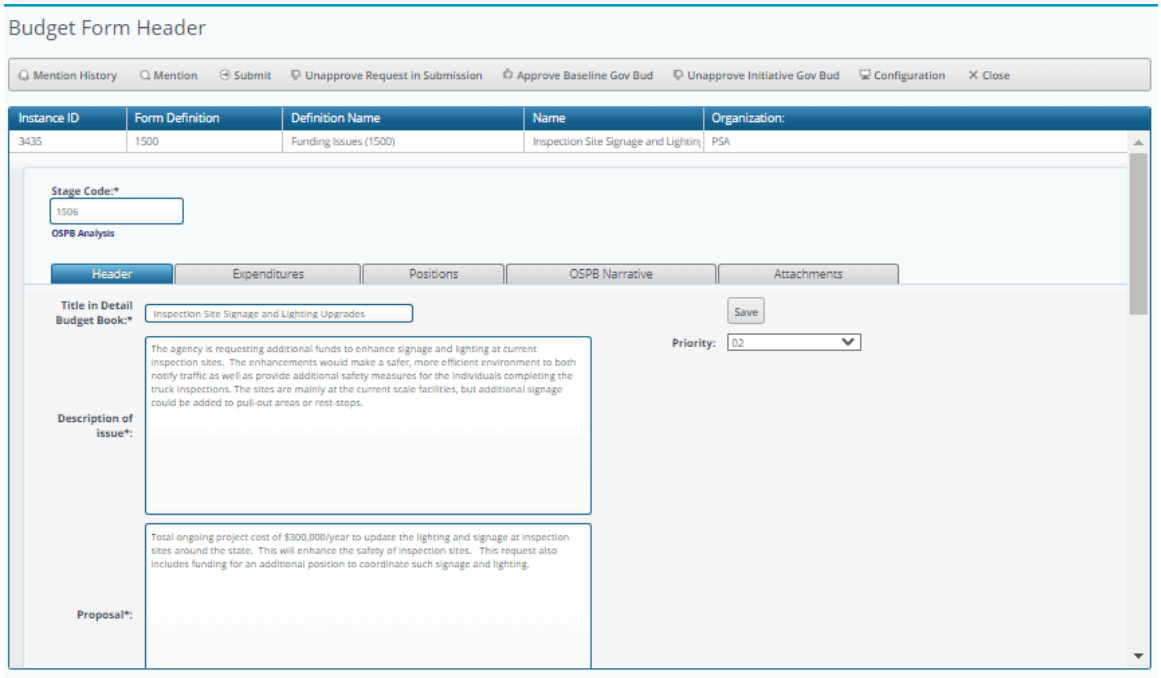
Header Tab

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.

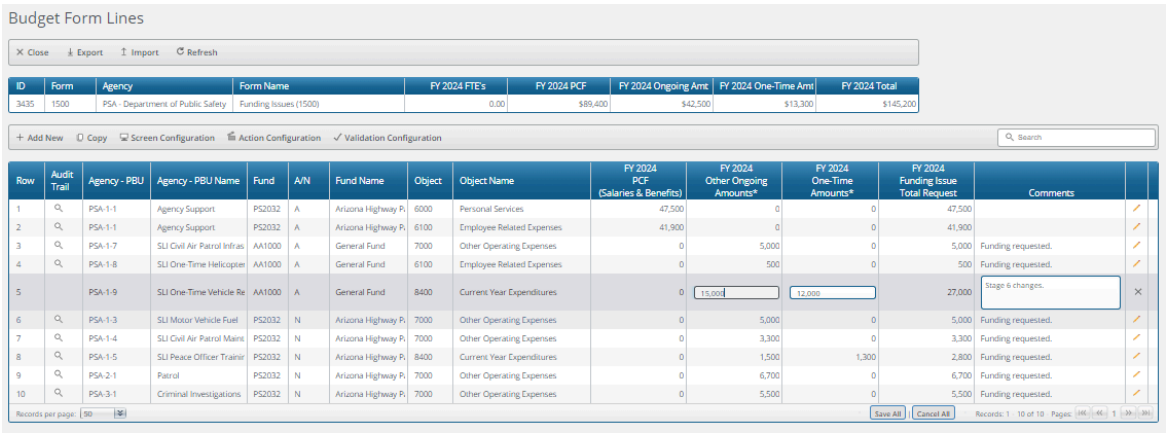


In addition, the Header tab includes a link used to indicate whether or not the request should be included in the agency's submission. The link is a "toggle," i.e., they toggle between "Approve" and "Unapprove."

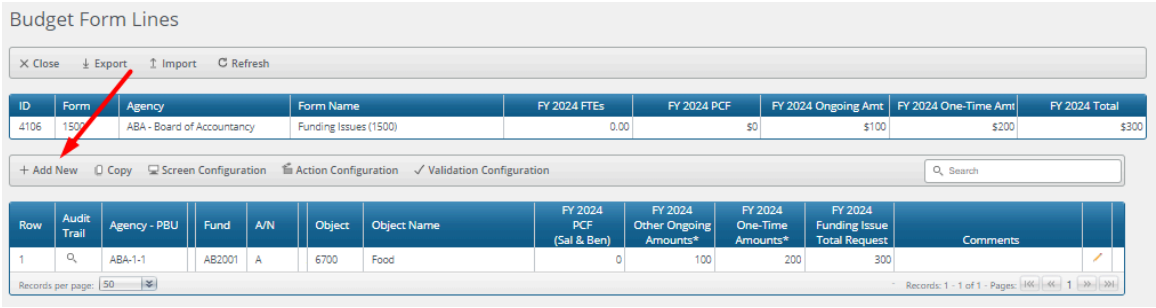
Approve/Unapprove Request in Submission. This link indicates whether or not the request should be included in the agency's final budget submission.

Expenditures Tab

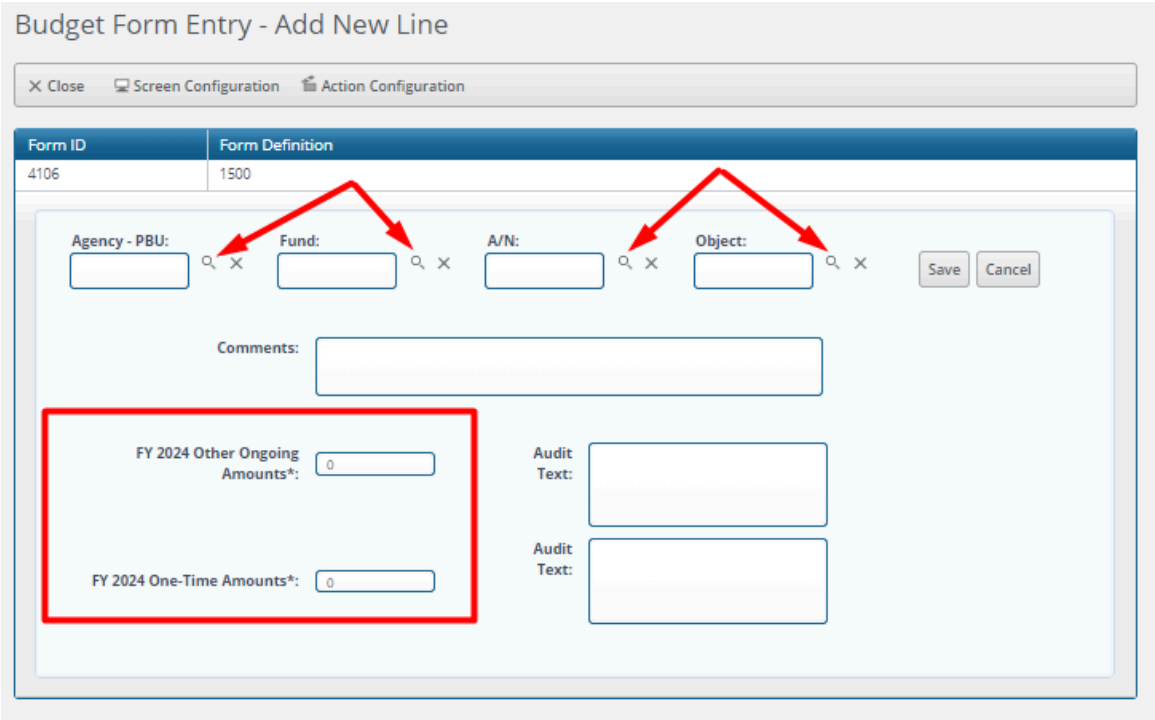
The Expenditures tab includes a display column for salary and benefits costs related to new positions requested on the Position tab (see discussion below). It also includes data entry columns for other ongoing costs (in addition to salary and benefit costs) and one-time costs, and a display column that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



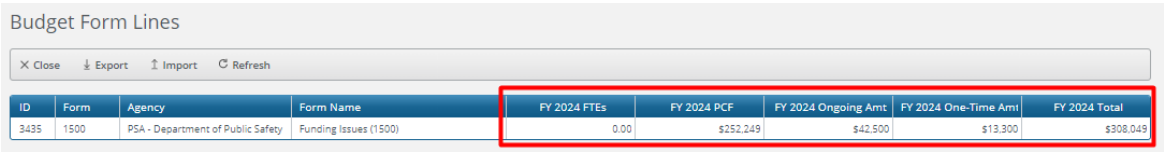
In order to add a new row, click "Add New."



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.



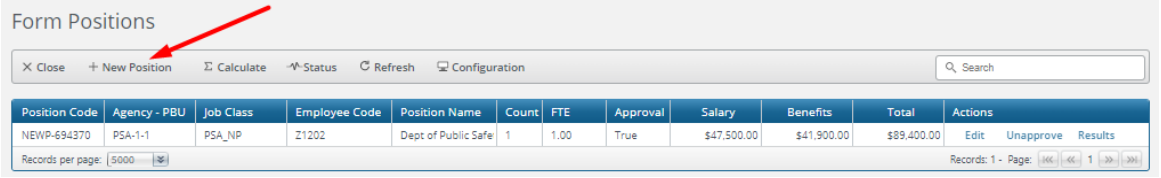
Header Table. The header table displays the total number of FTEs requested, total salary and benefit costs, total ongoing costs, total one-time costs, and the total costs associated with the funding issue.



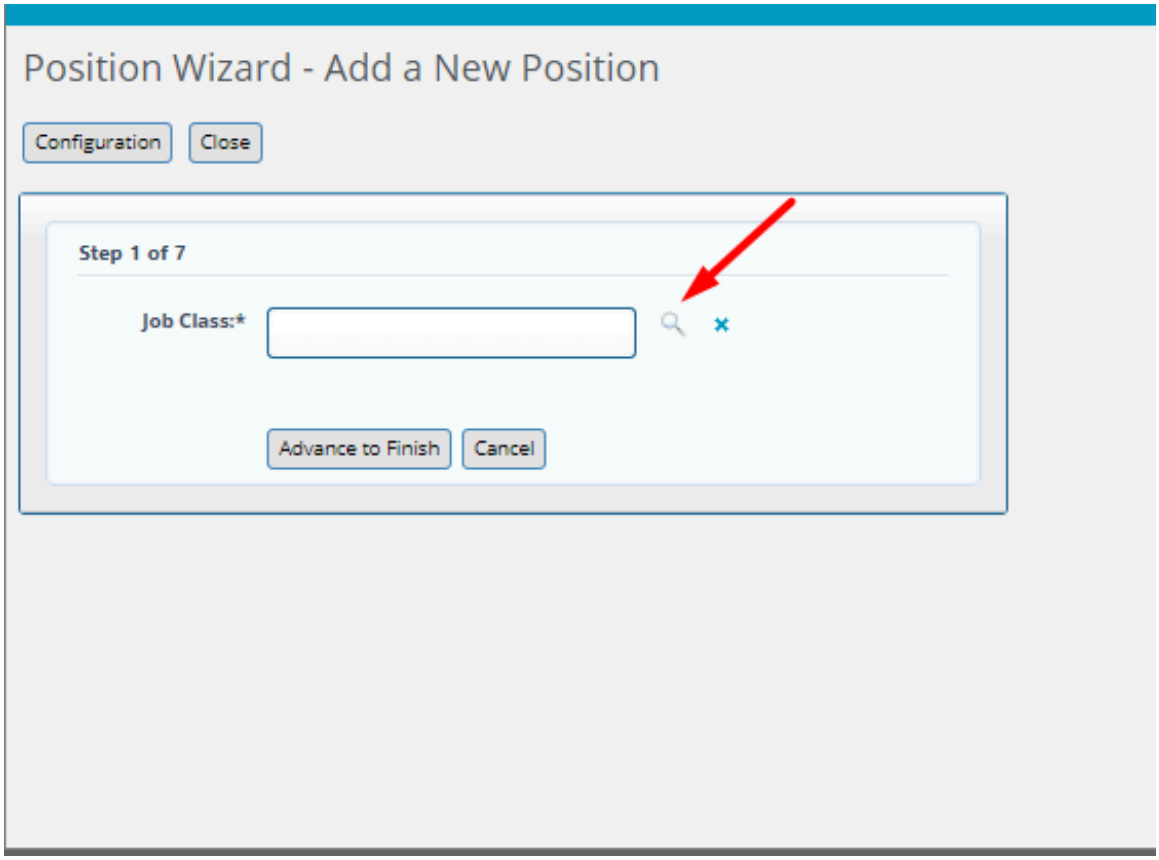
Positions Tab

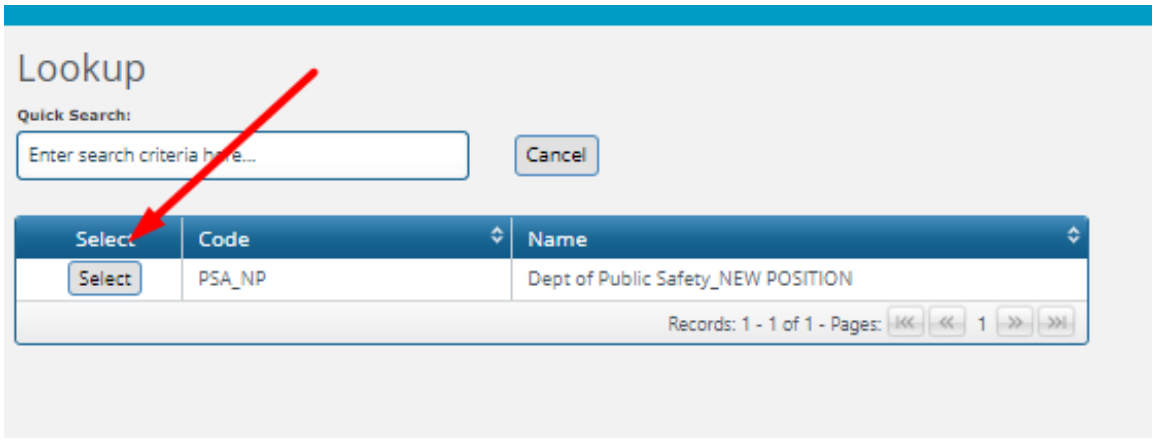
The Positions tab is used to request new positions as part of a funding issue request.

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

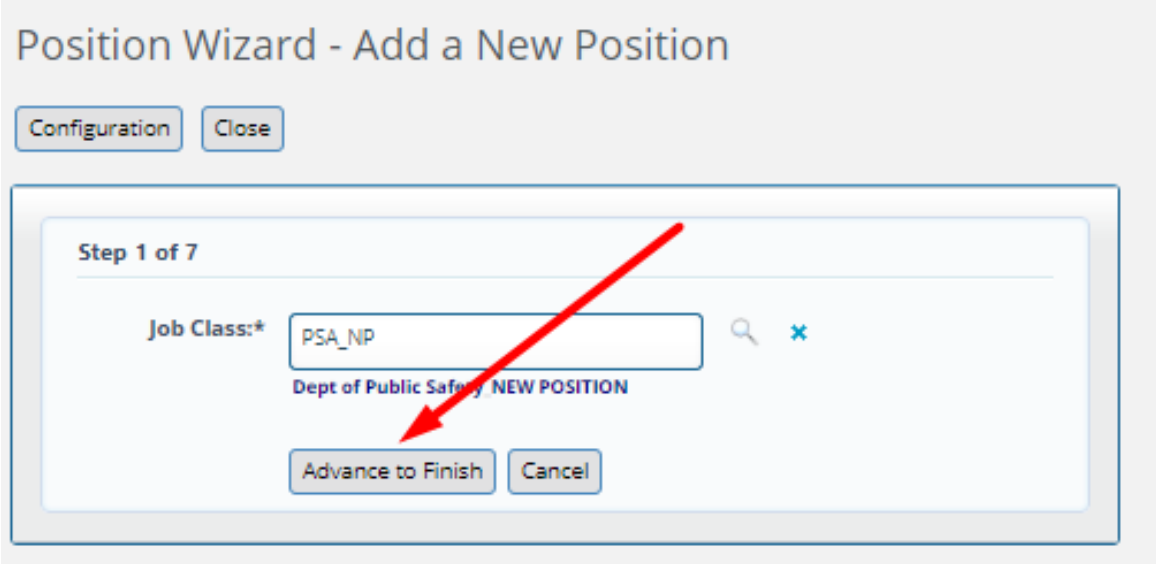


Each agency has a single, "dummy" job classification used only for new positions. Click the magnifying glass and then make the only selection available.





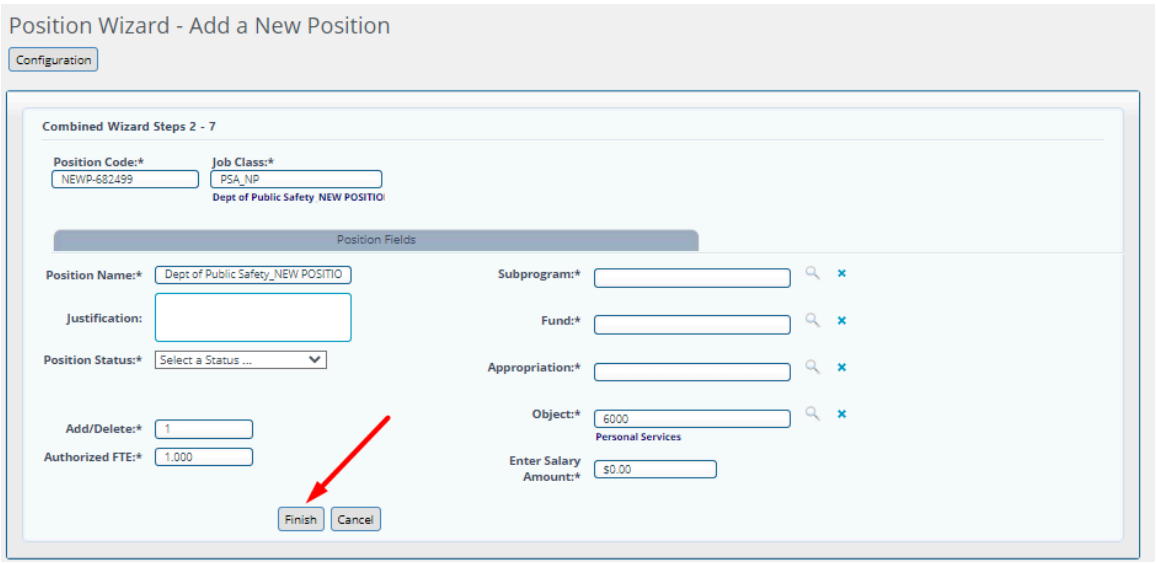
Then click "Advance to Finish."



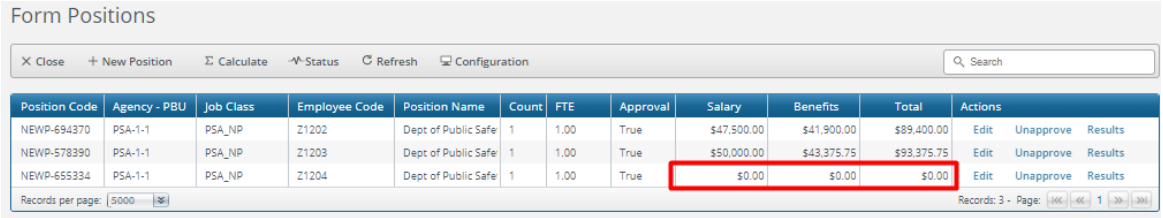
There are a number of fields that must be completed:

- 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.

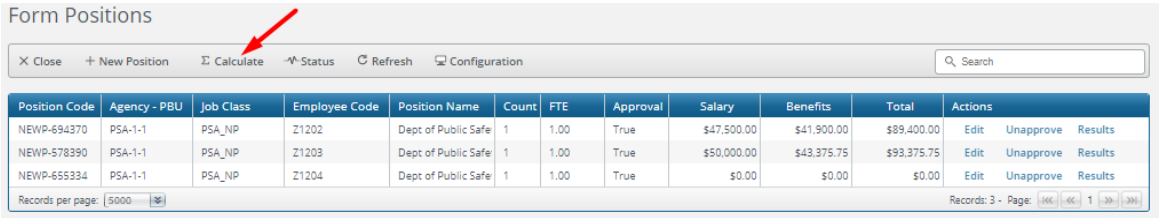
After all required information has been entered click “Finish.”



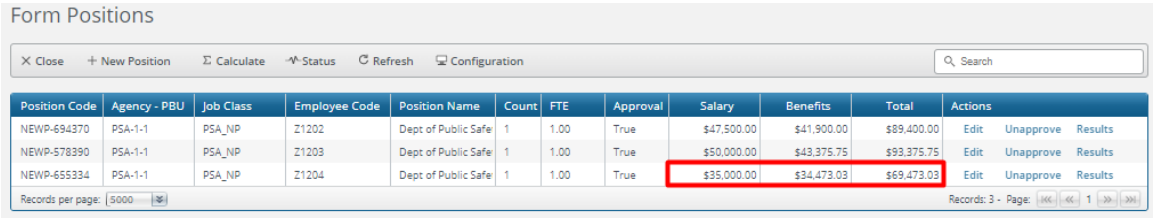
The position will be displayed in the grid but with no salary or benefit costs.



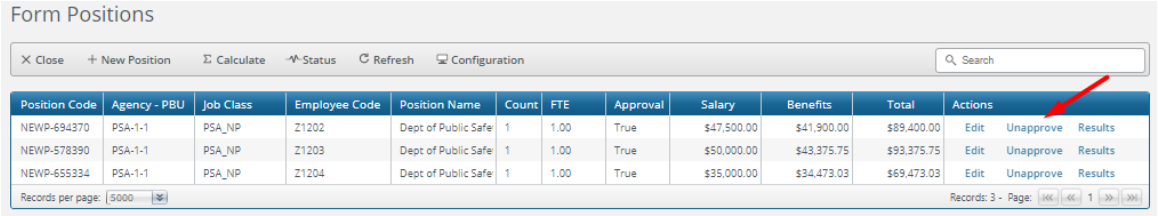
In order to calculate the costs, click the “Calculate” link.



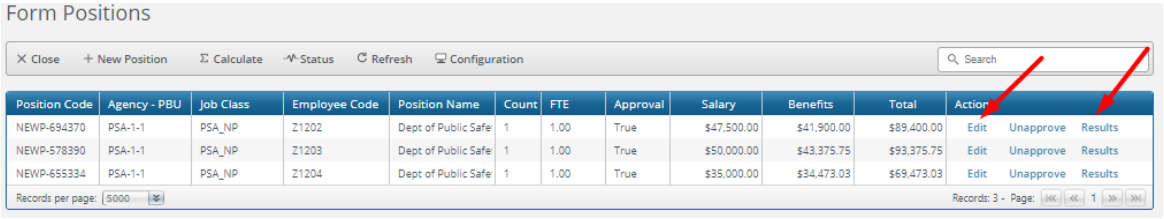
Refresh the page and the costs will be displayed. This may take a little time, and you may need to click refresh again before the updates are displayed.



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



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



Results link:

(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.)

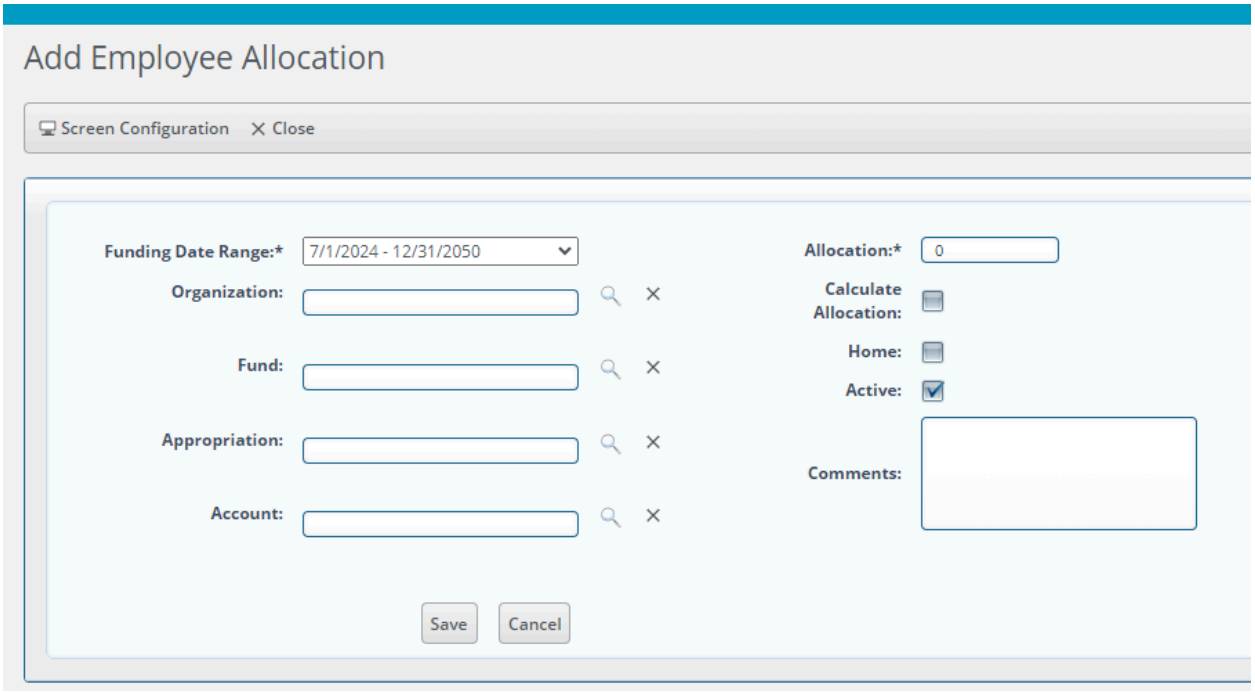
Edit Form Position:

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

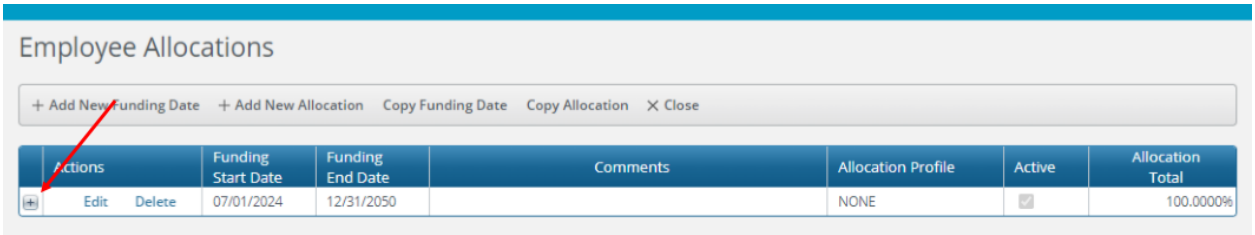
In the Salary tab, you can adjust the salary percentage, benefit percentage, employee count, and employee FTE.

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

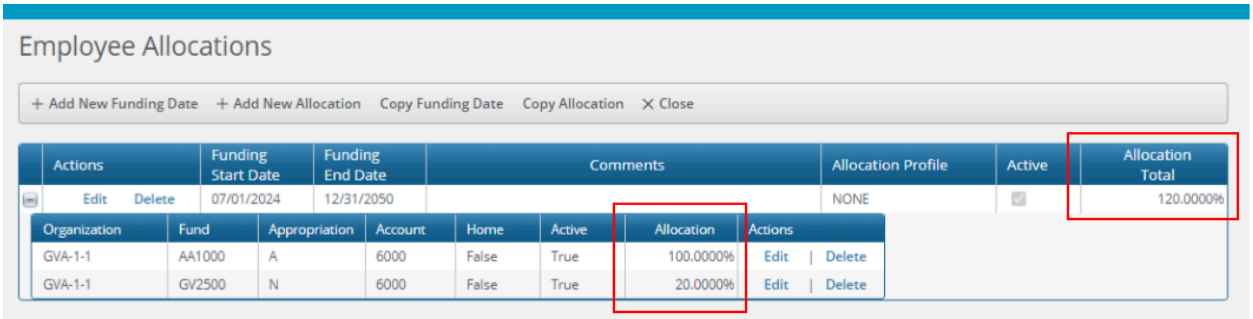
You can split positions across programs and funds using “Manage Funding Date and Allocation Records.” This is useful, for example, if a position will be paid using more than one fund. Select Add New Allocation, then fill in the Organization, Fund, Appropriation, and Account. In the Allocation field, 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.)



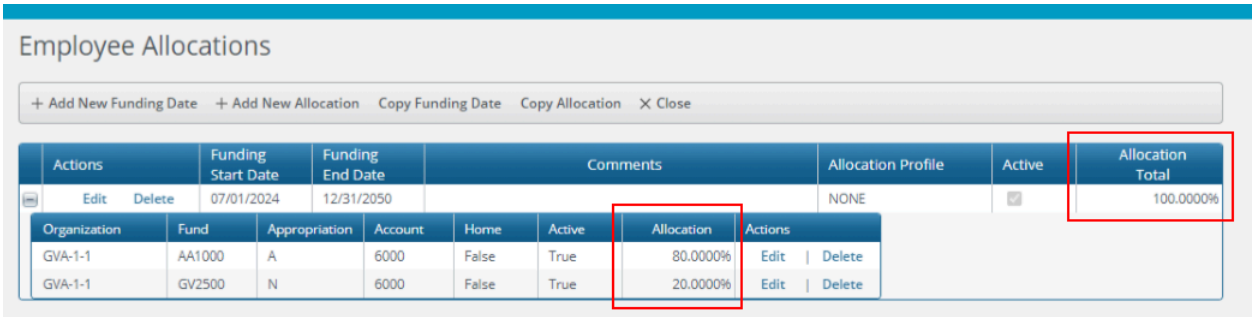
After saving, click the plus sign in the Employee Allocations popup window to see all of the allocation lines.



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



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



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)

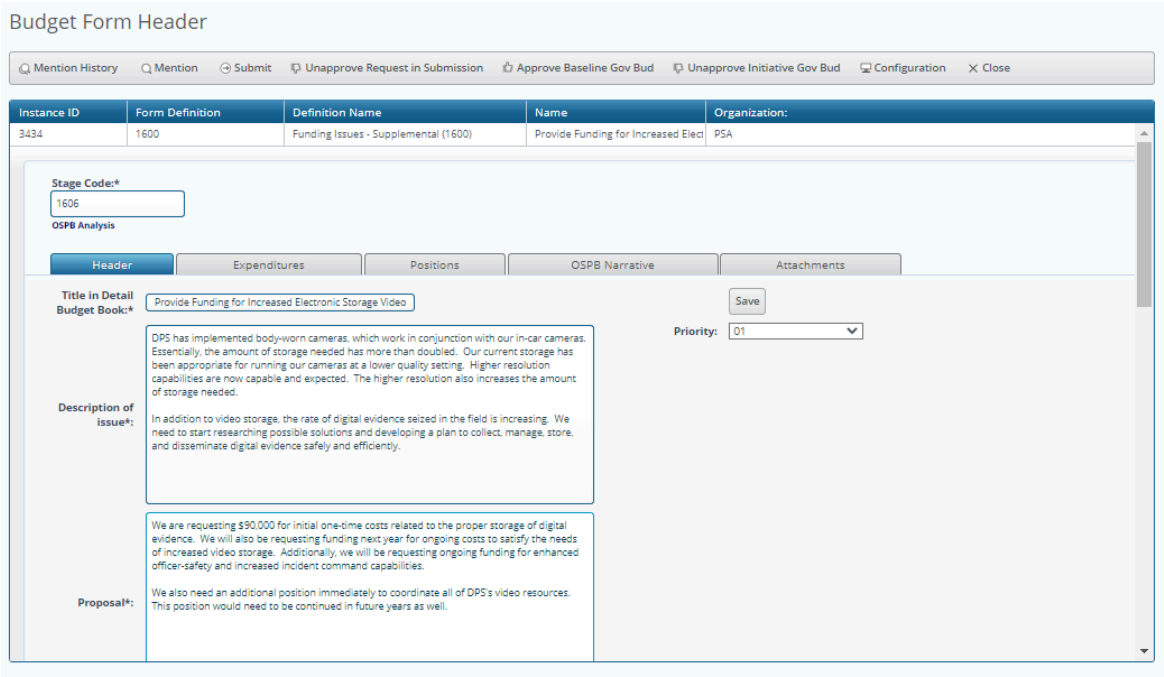
Form 1600 (Funding Issues – Supplemental) is used for agencies to request changes to their current year funding. All such funding requests are considered to be "one-time" and if funding is intended to be ongoing a separate request using Form 1500 must be submitted.

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.

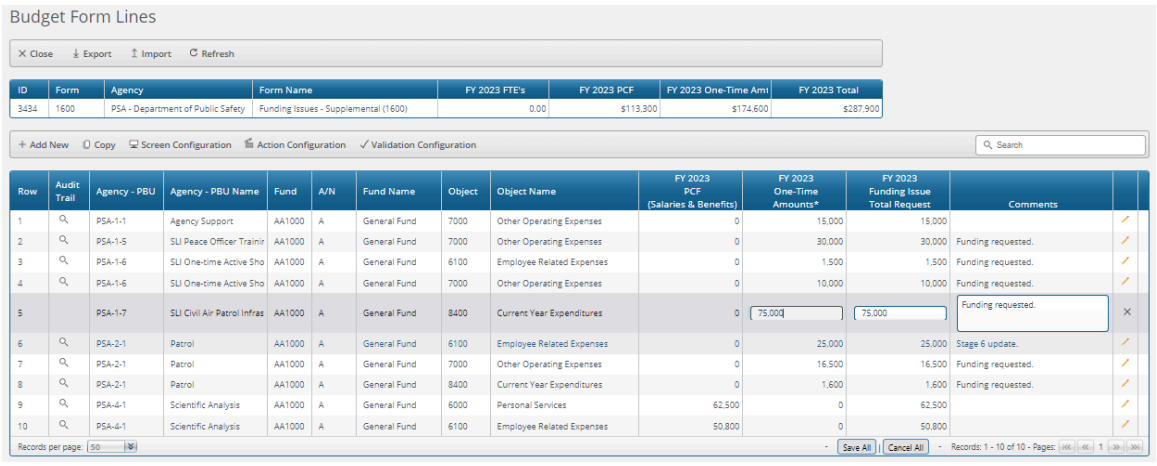


In addition, the Header tab includes a link used to indicate whether or not the request should be included in the agency's submission. The link is a "toggle," i.e., they toggle between "Approve" and "Unapprove."

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

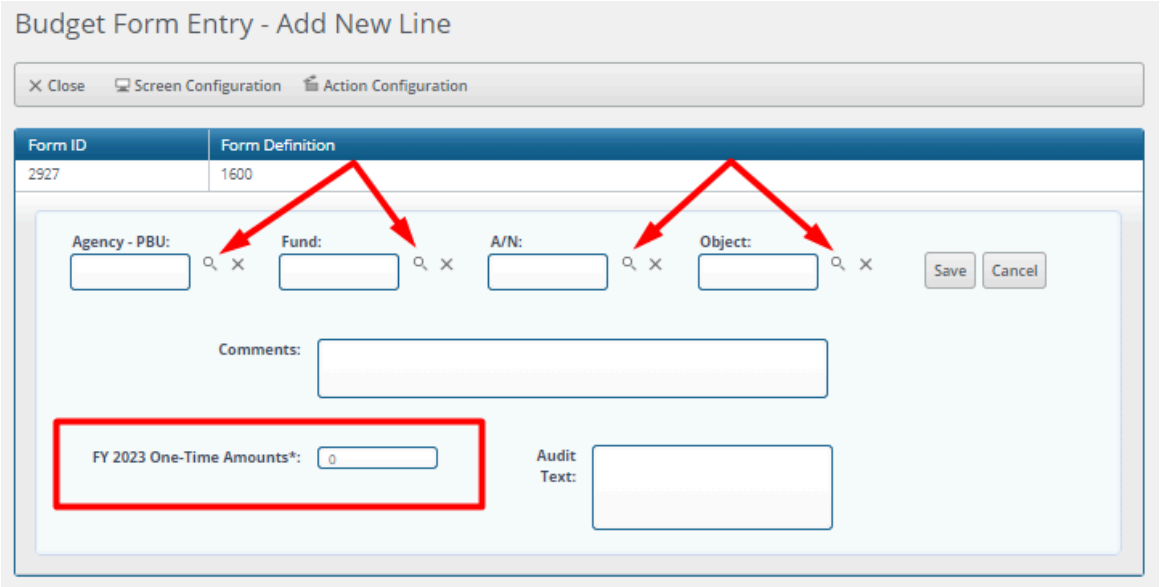
Expenditures Tab

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.

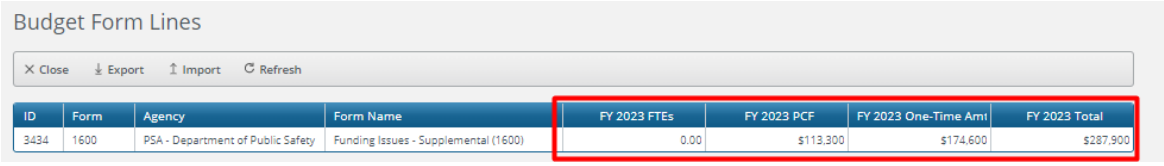


In order to add a new row, click “Add New.”

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.



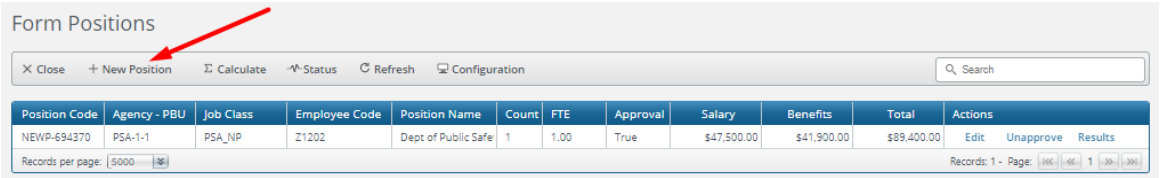
Header Table. The header table displays the total number of FTEs requested, total salary and benefit costs, total one-time costs, and the total costs associated with the funding issue.



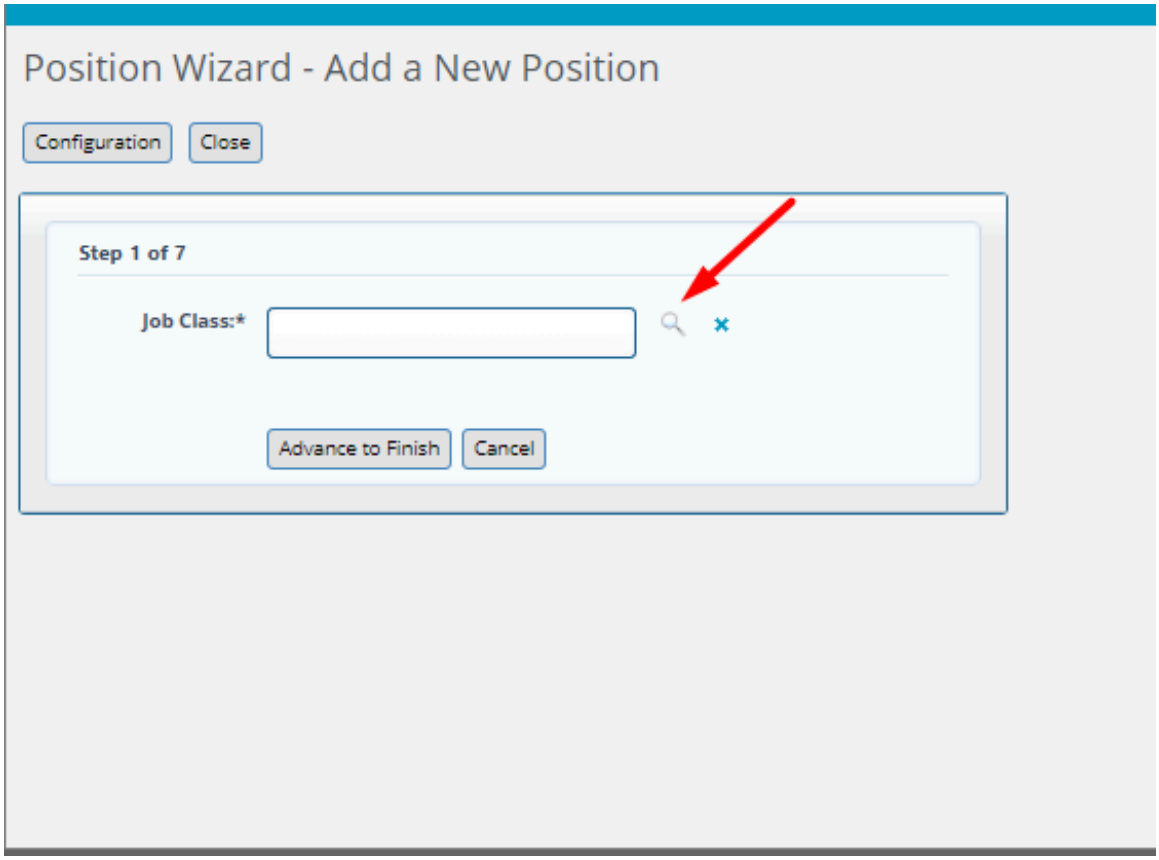
Positions Tab

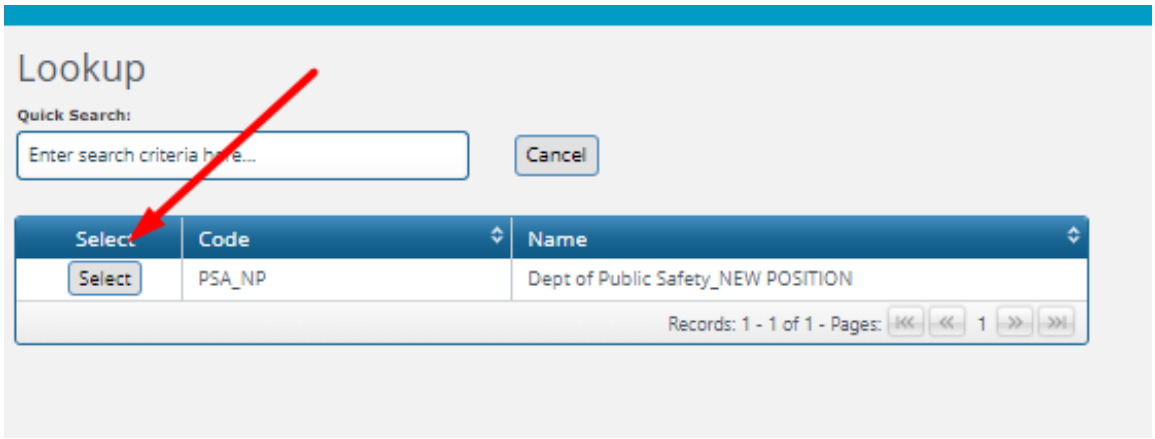
The Positions tab is used to request new positions as part of a supplemental funding issue request.

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

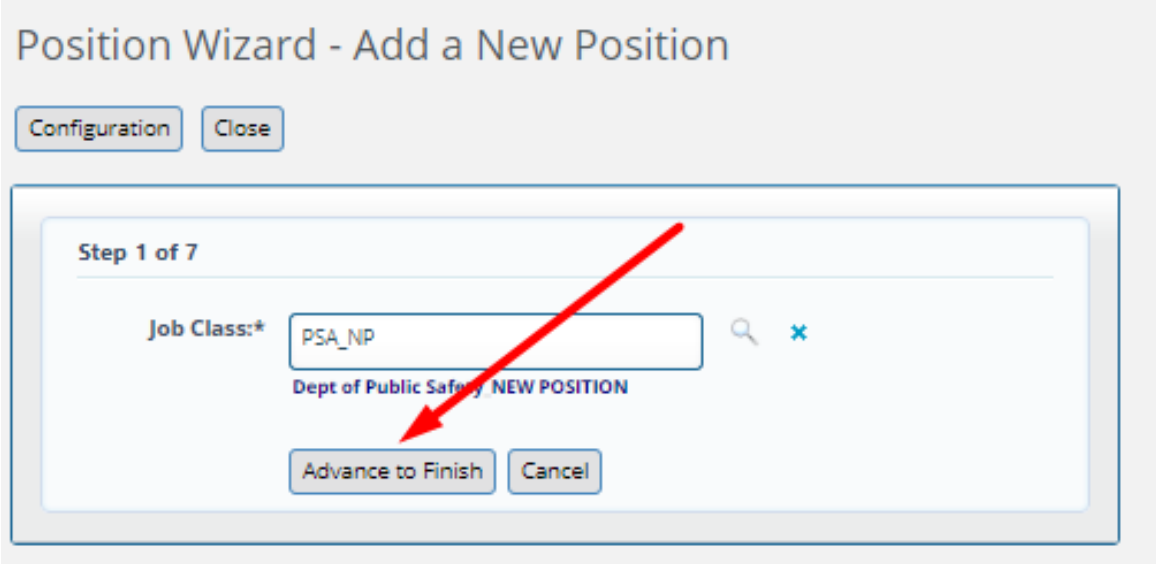


Each agency has a single, "dummy" job classification used only for new positions. Click the magnifying glass and then make the only selection available.





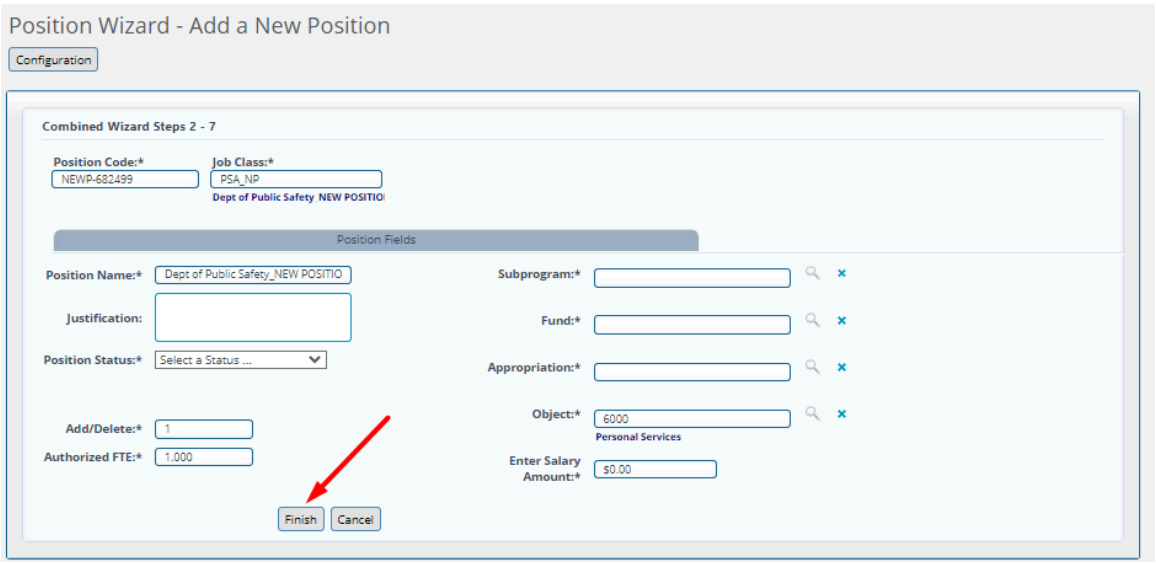
Then click "Advance to Finish."



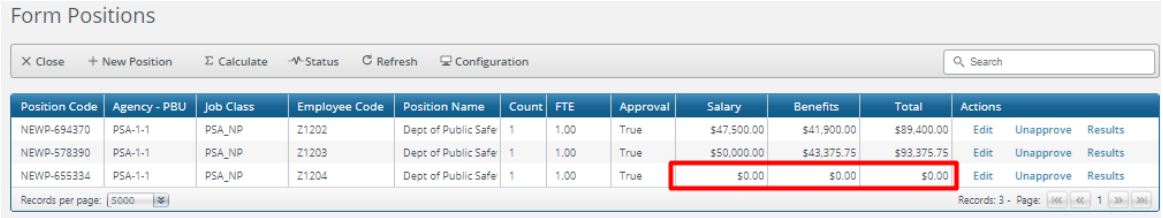
There are a number of fields that must be completed:

- 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.

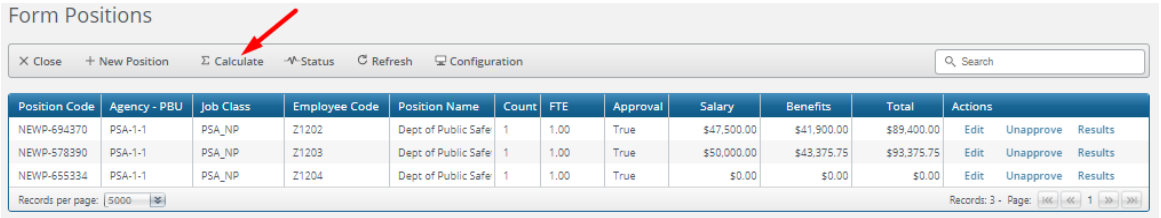
After all required information has been entered click “Finish.”



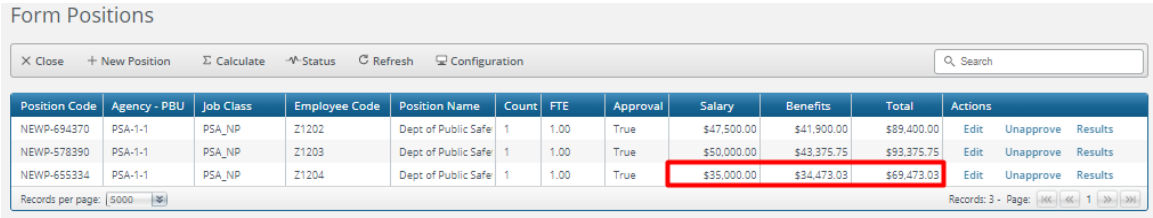
The position will be displayed in the grid but with no salary or benefit costs.



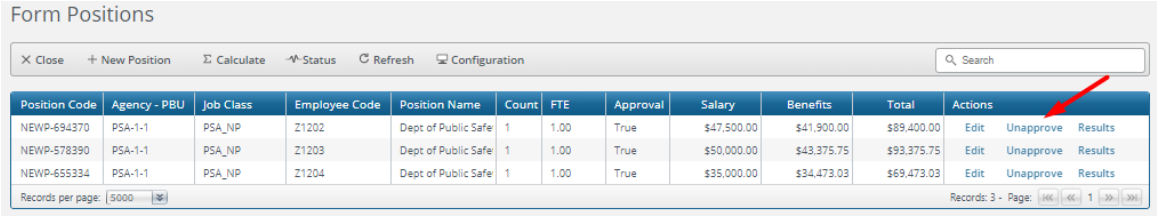
In order to calculate the costs, click the “Calculate” link.



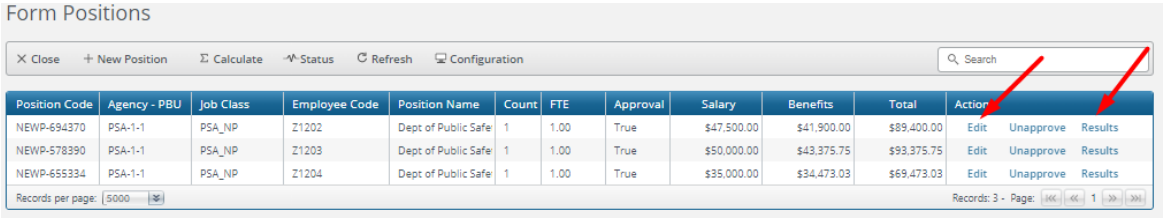
Refresh the page and the costs will be displayed. This may take a little time, and you may need to click refresh again before the updates are displayed.



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



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



Results link:

(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.)

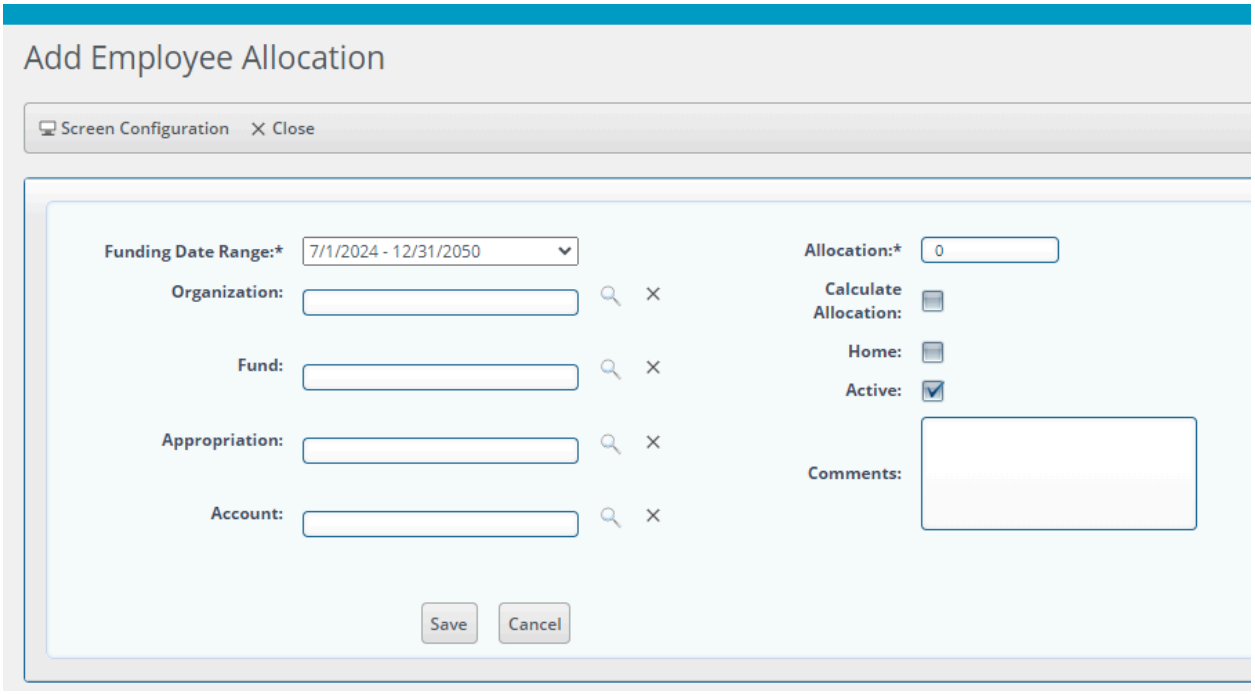
Edit Form Position:

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

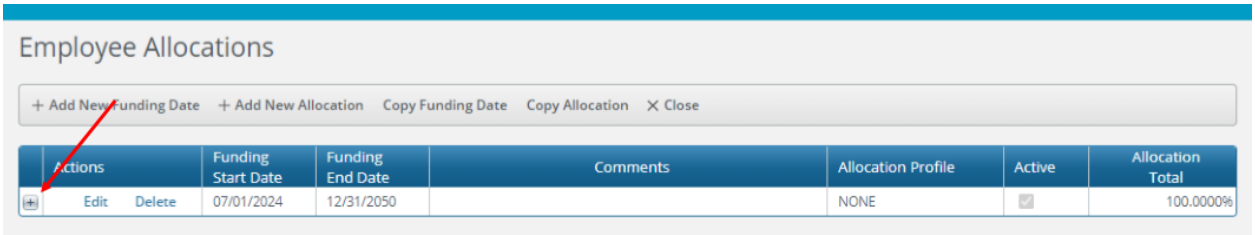
In the Salary tab, you can adjust the salary percentage, benefit percentage, employee count, and employee FTE.

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

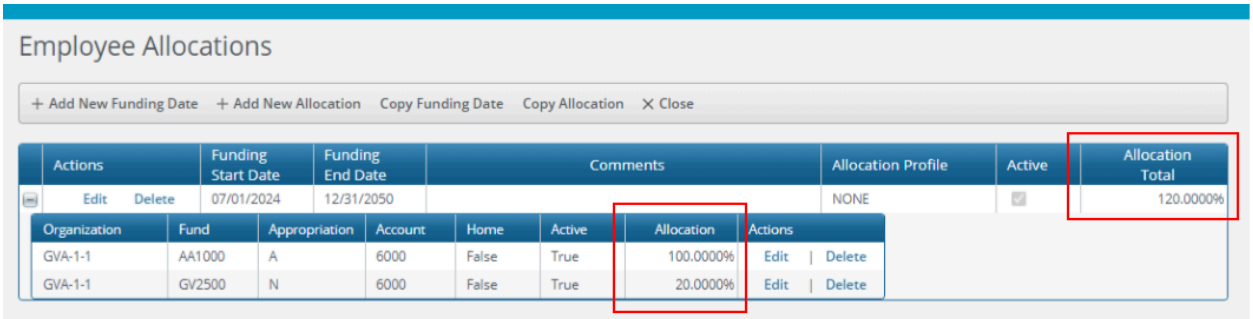
You can split positions across programs and funds using “Manage Funding Date and Allocation Records.” This is useful, for example, if a position will be paid using more than one fund. Select Add New Allocation, then fill in the Organization, Fund, Appropriation, and Account. In the Allocation field, 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.)



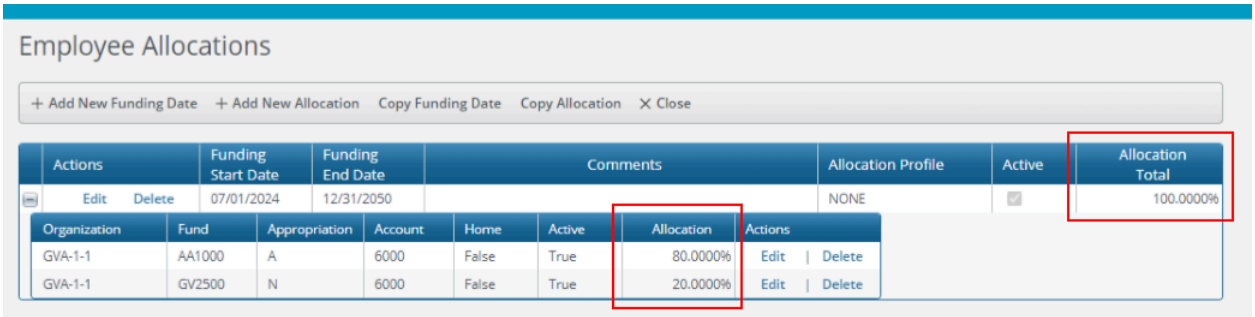
After saving, click the plus sign in the Employee Allocations popup window to see all of the allocation lines.



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



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



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

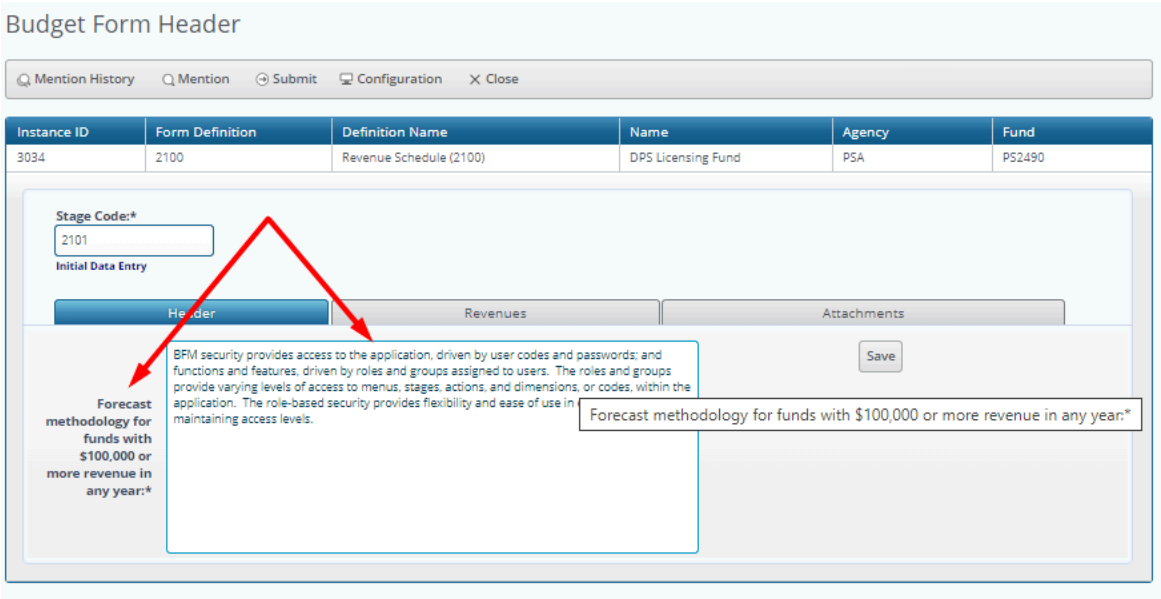
2.1.6 Revenue Schedule (Form 2100)

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

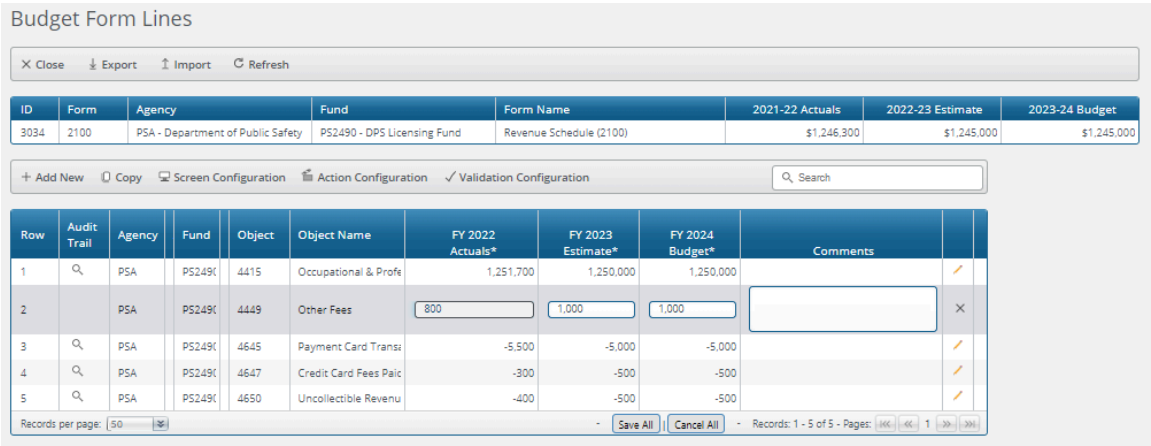
The Header tab includes a narrative text box for agencies to enter their forecast methodology for funds with $100,000 or more revenue in any year. This field must be completed in order for the form to be submitted. If users choose to attach an explanation, they should put "See Attachment" in

the text box. If the fund's revenue is below $100,000 every year, the user can put "N/A" in the text box.

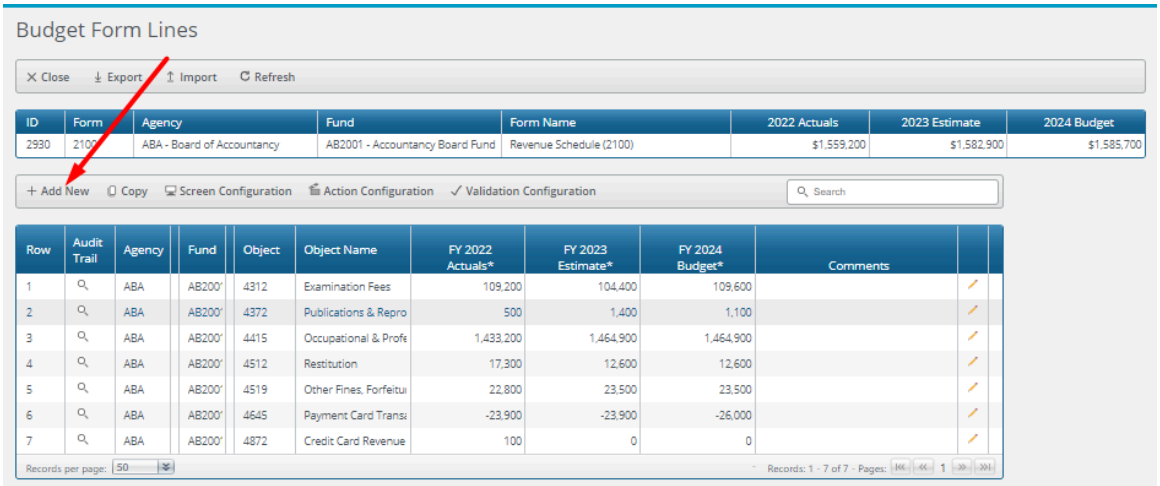


Revenues Tab

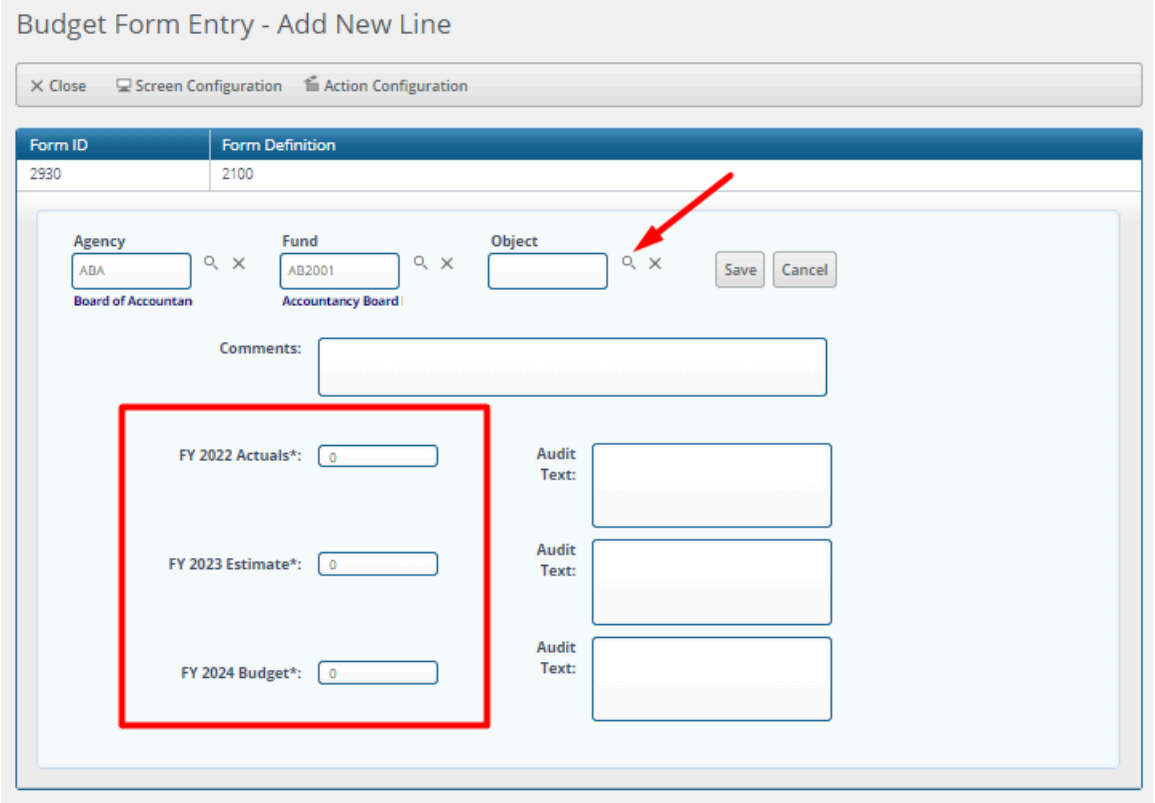
The Revenues tab includes data entry columns for actual revenues for the prior year, estimated revenues for the current year, and estimated revenues for the budget year and out years. Revenues are entered at the agency/fund level by object.



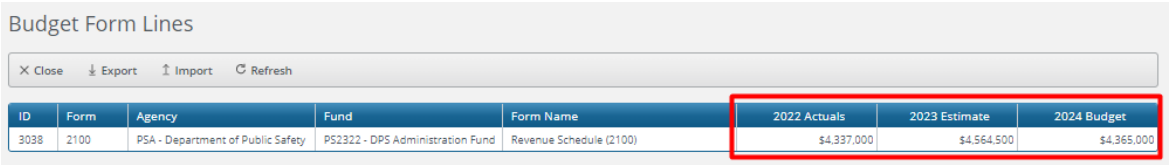
In order to add a new Object, click "Add New."



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.



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



2.1.7 Sources and Uses (Form 2200)

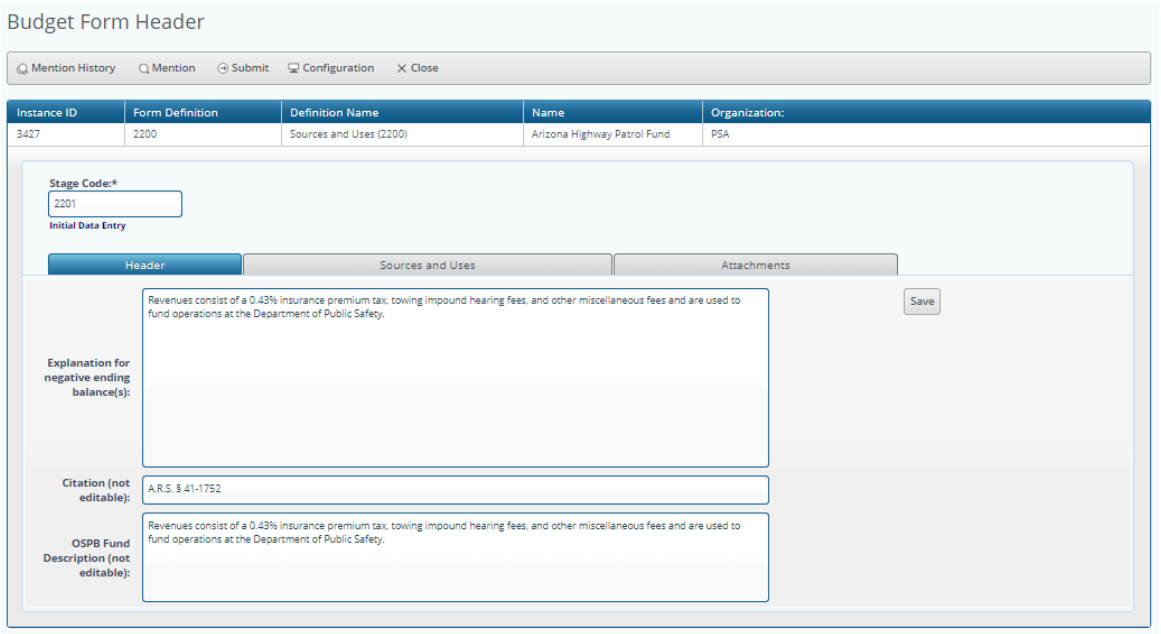
Form 2200 (Sources and Uses) is used to enter adjustments to fund balances that are not captured elsewhere in the system, i.e., fund revenues and expenditures already captured on Forms 1200, 1300, and 2100. These adjustments include:

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.

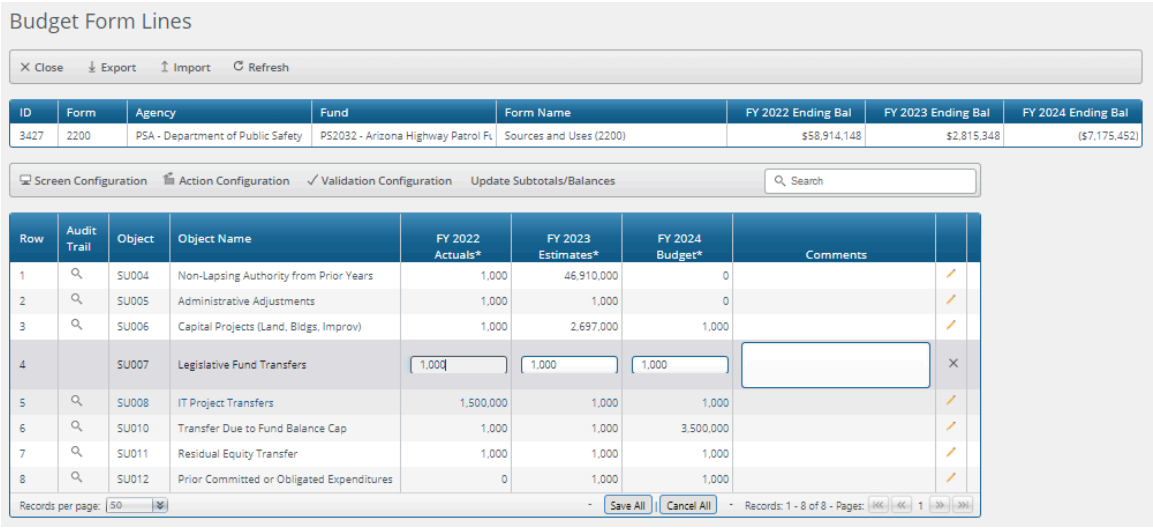
Header Tab

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.



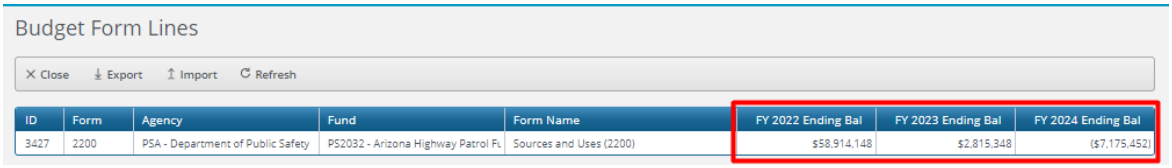
Sources and Uses Tab

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.



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.

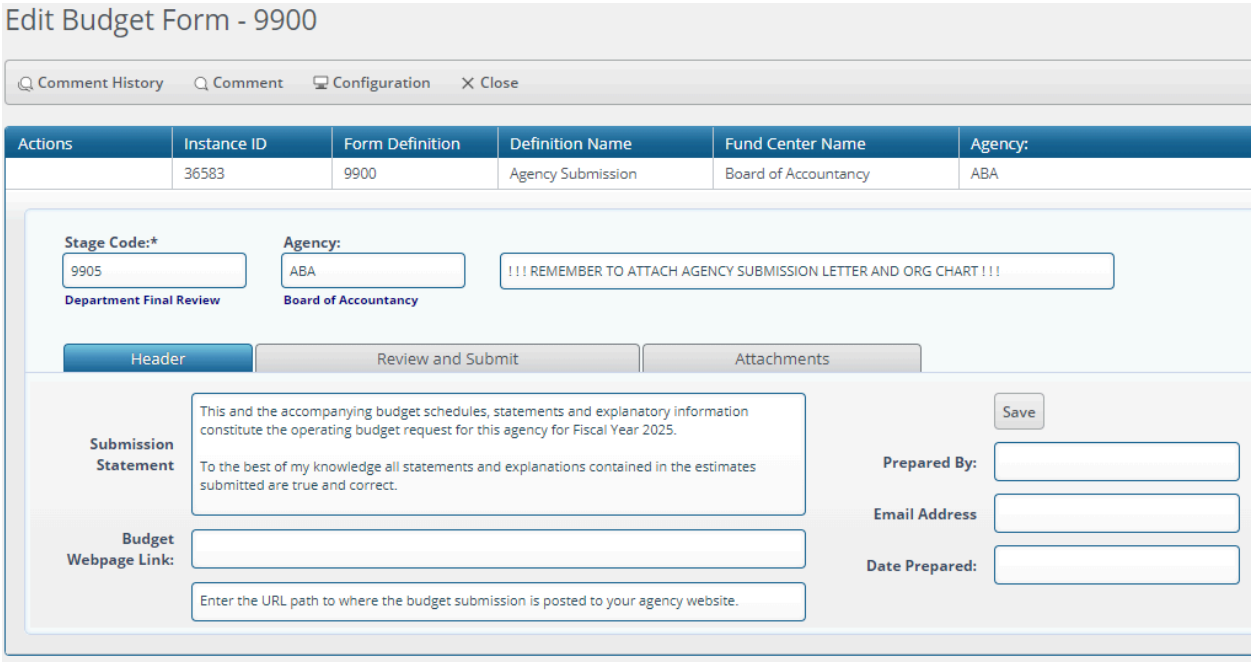


2.1.8 Agency Submission (Form 9900)

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.

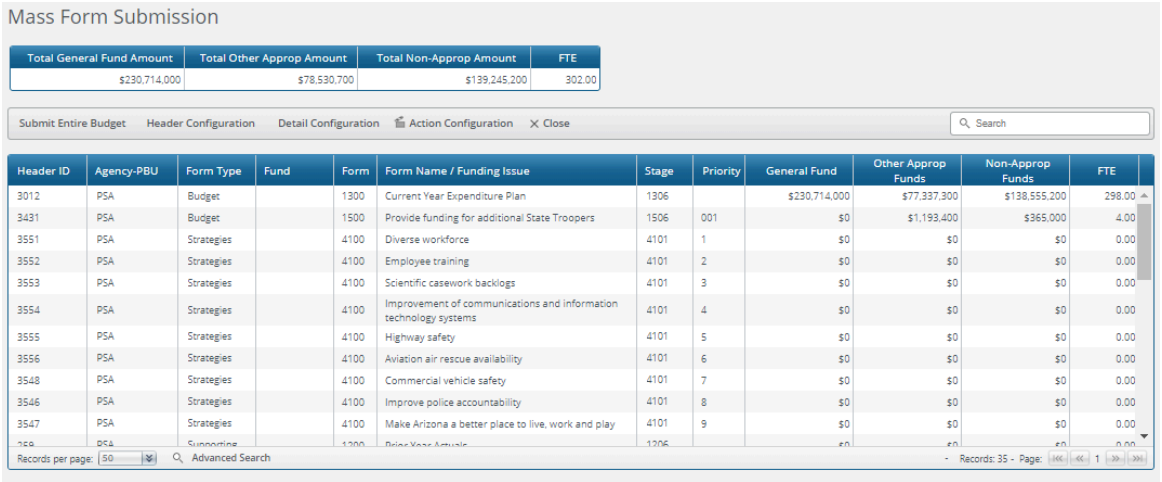
Header Tab

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.

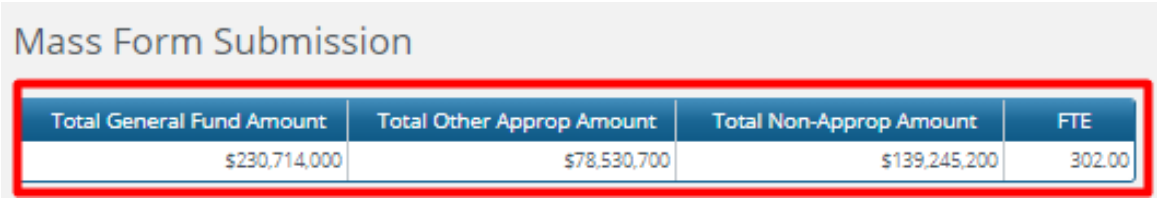


Review and Submit Tab

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.

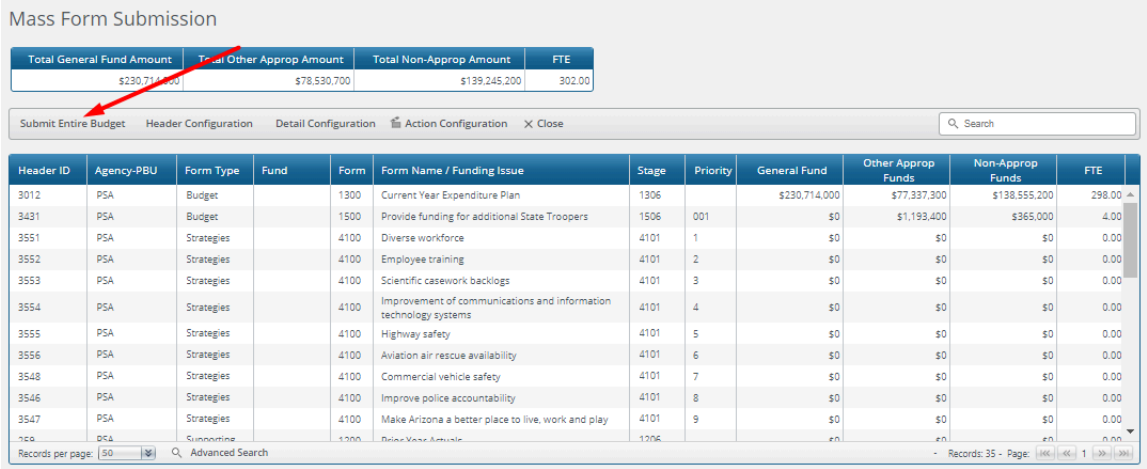


Header Table. The header table displays total general fund amounts, total other appropriated amounts, total non-appropriated amounts, and total FTEs.

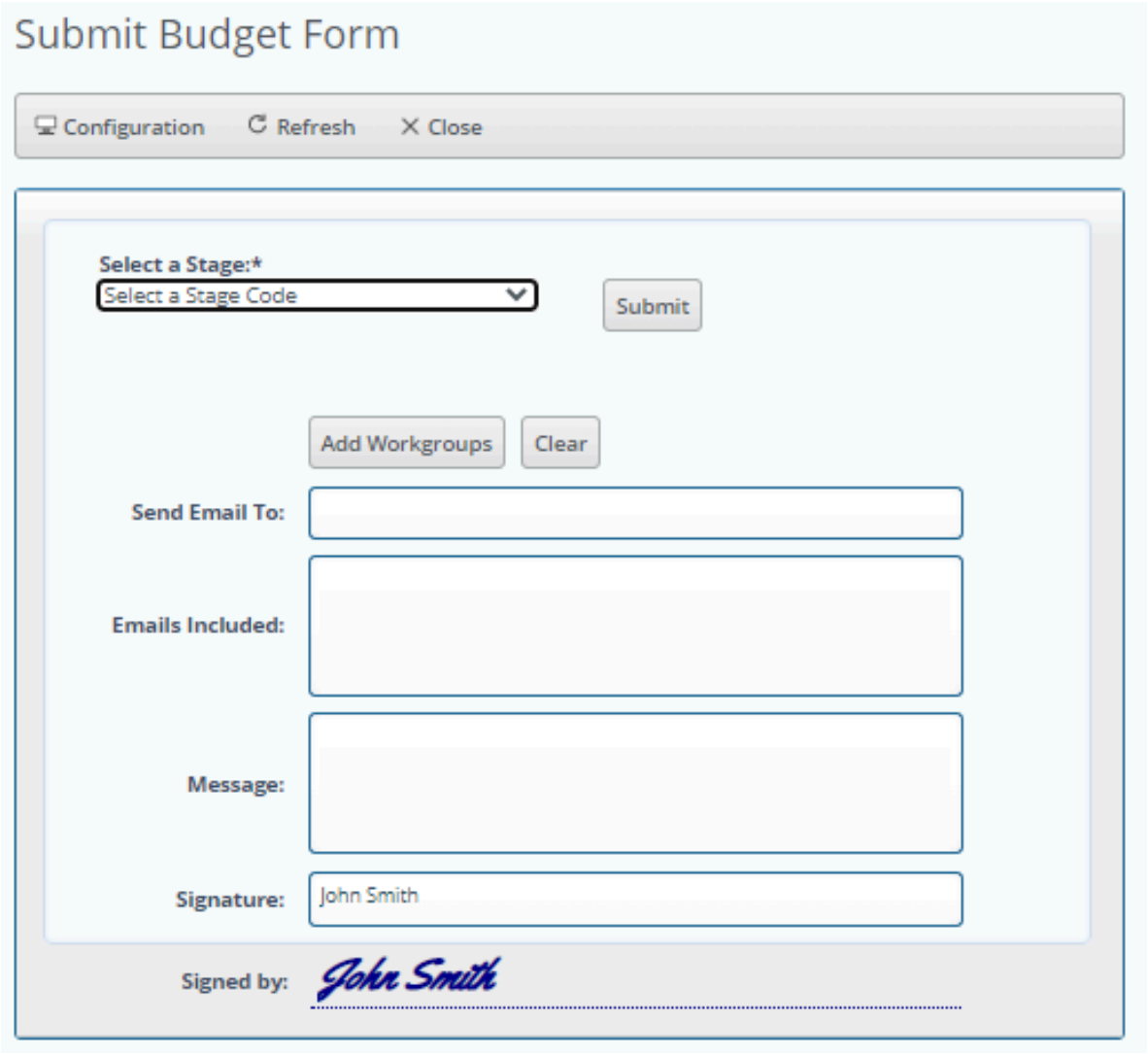


"Submit Entire Budget" Button

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



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

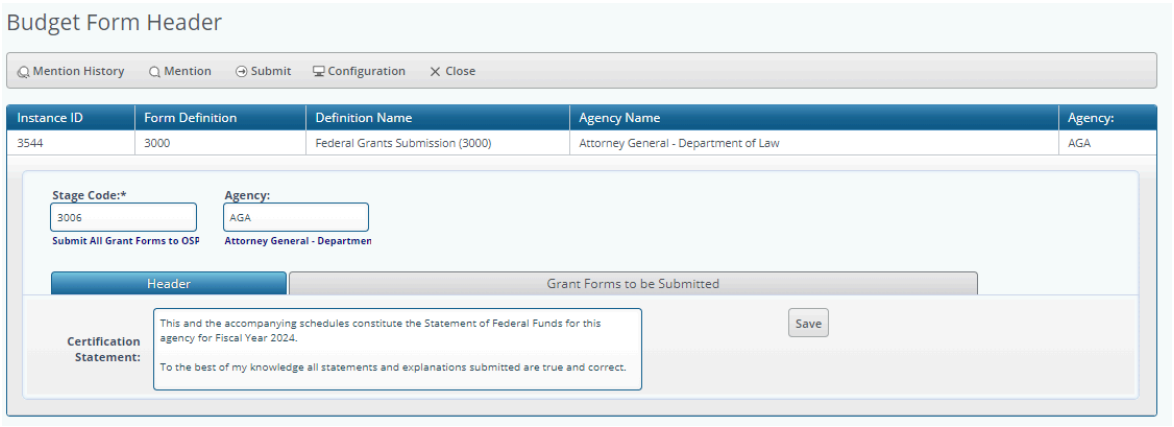
2.2.1 Federal Grants Submission (Form 3000)

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

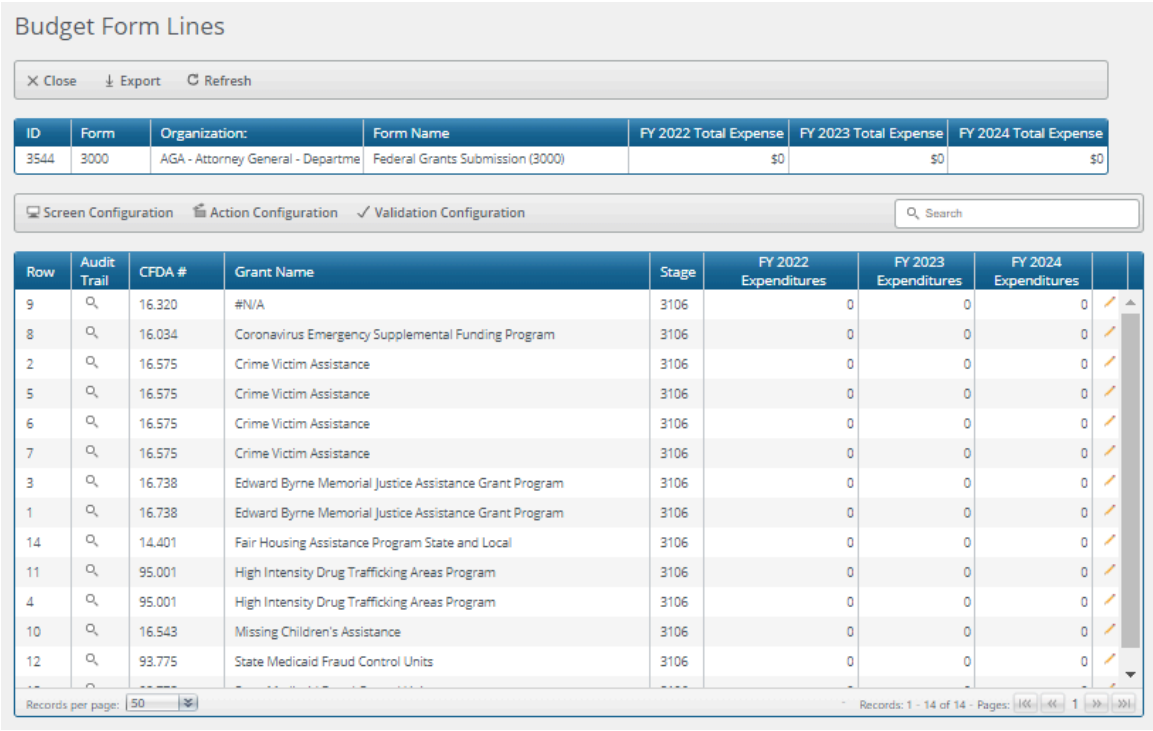
The Header tab includes a box to enter the required submission statement:

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.

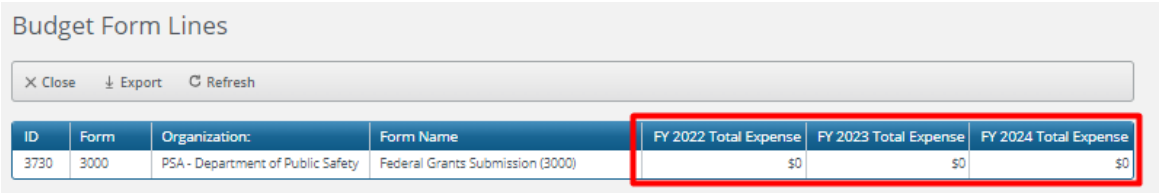


Grant Forms to be Submitted Tab

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.

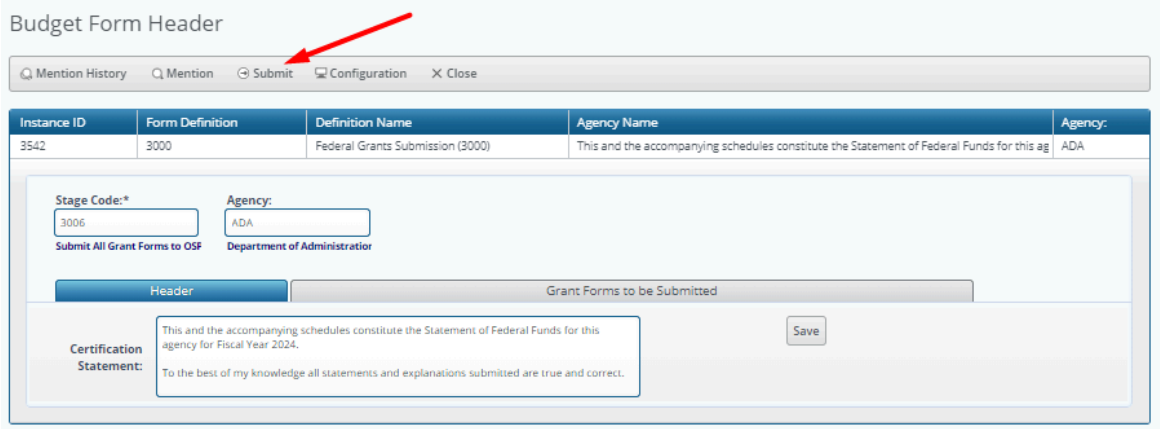


Header Table. The header table displays total expenditures from all forms for each year

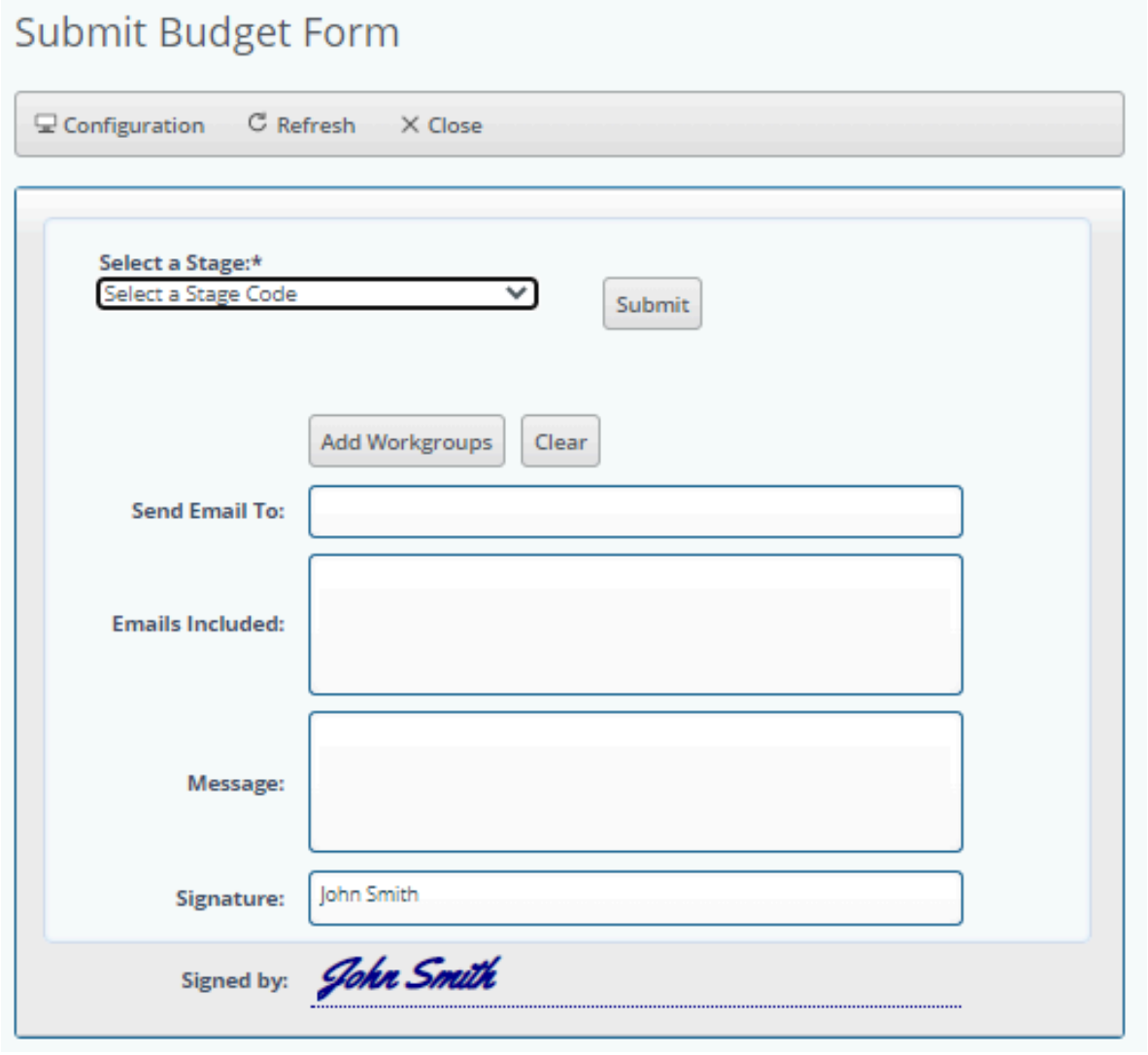


"Submit" Button

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.



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

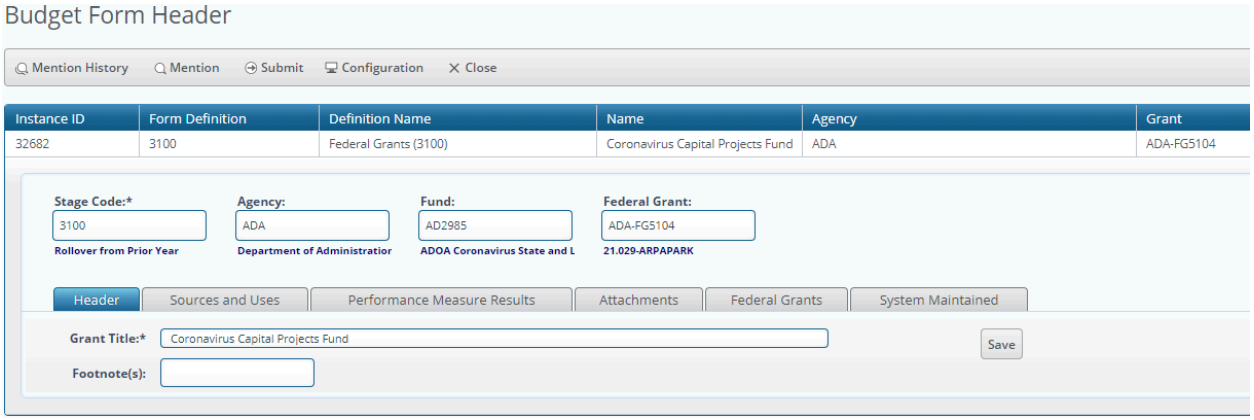


2.2.2 Federal Grants (Form 3100)

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.

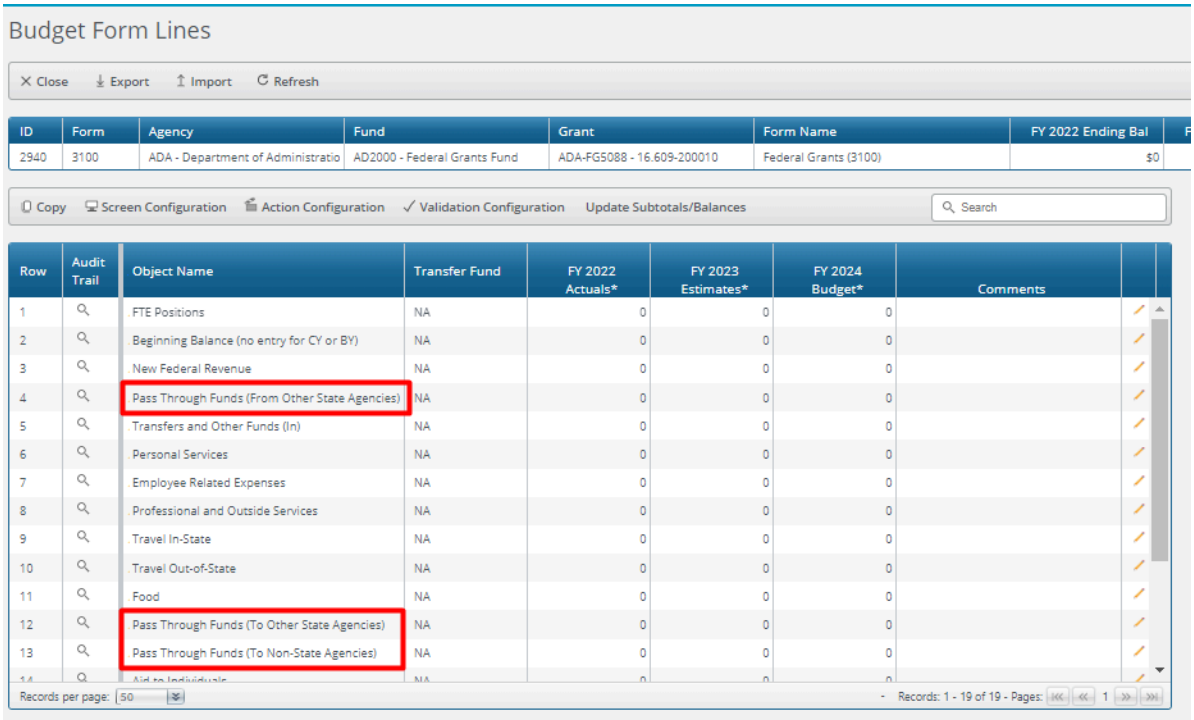
Header Tab

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

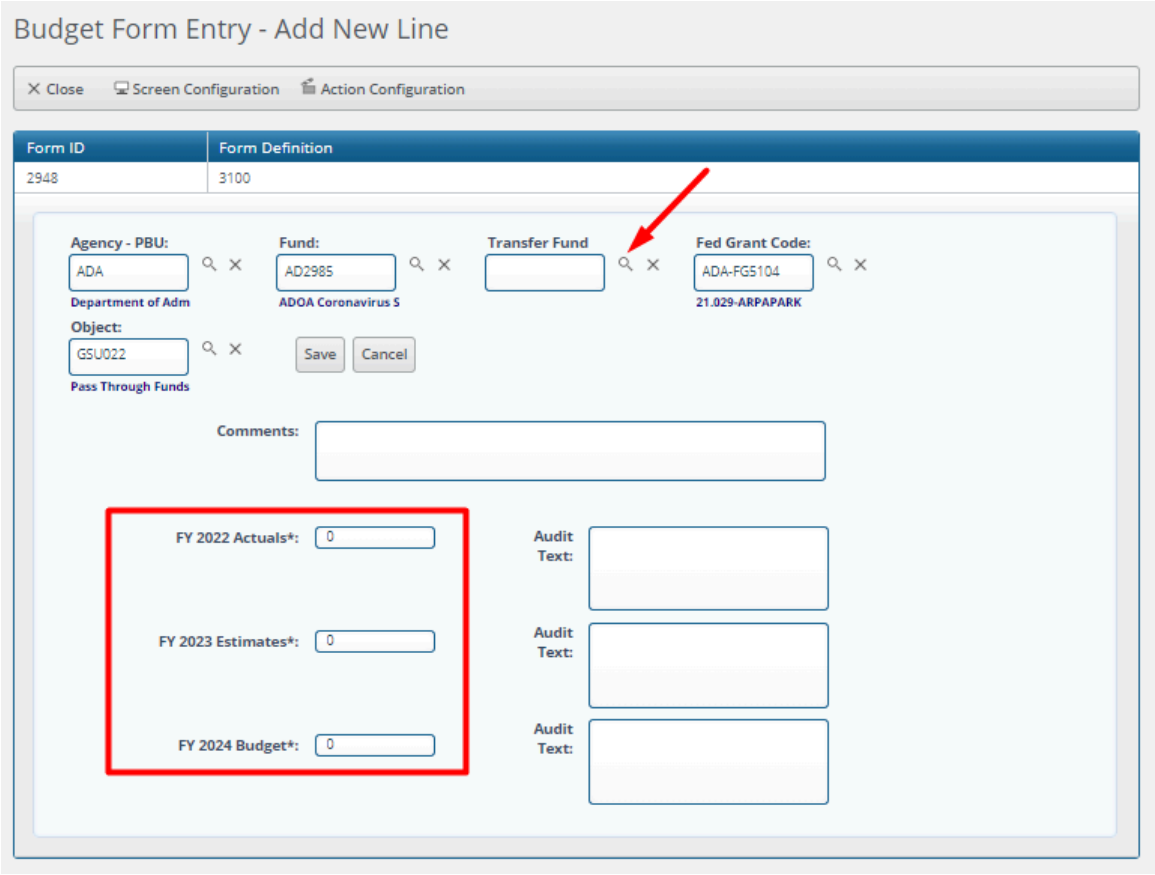


Sources and Uses Tab

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.



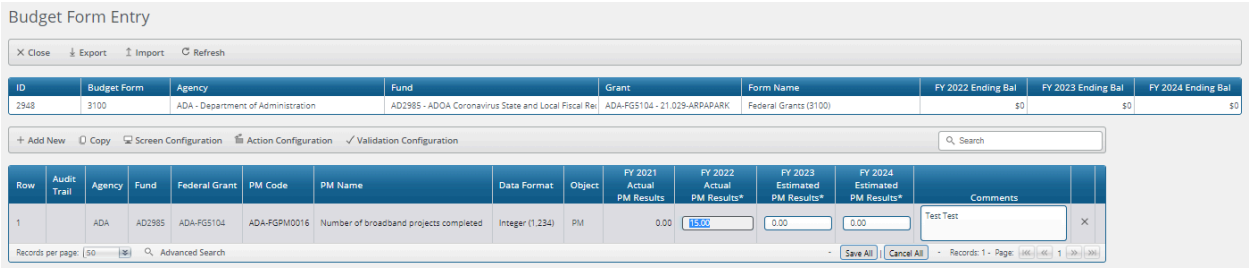
If an agency has such transfer amounts to enter, highlight the appropriate row and click "Copy." All Chart of Accounts elements will be pre-filled in; the only selection necessary is the transfer fund. Use the value help dropdown (by clicking on the magnifying glass) to select the appropriate transfer 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.



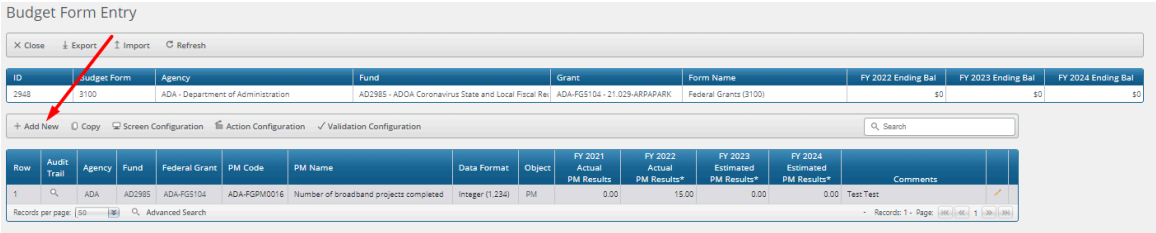
Header Table. The header table displays the calculated ending fund balances for the prior year, the current year, and the budget year based on the beginning fund balance for the prior year and amounts entered into the form.

Performance Measure Results Tab

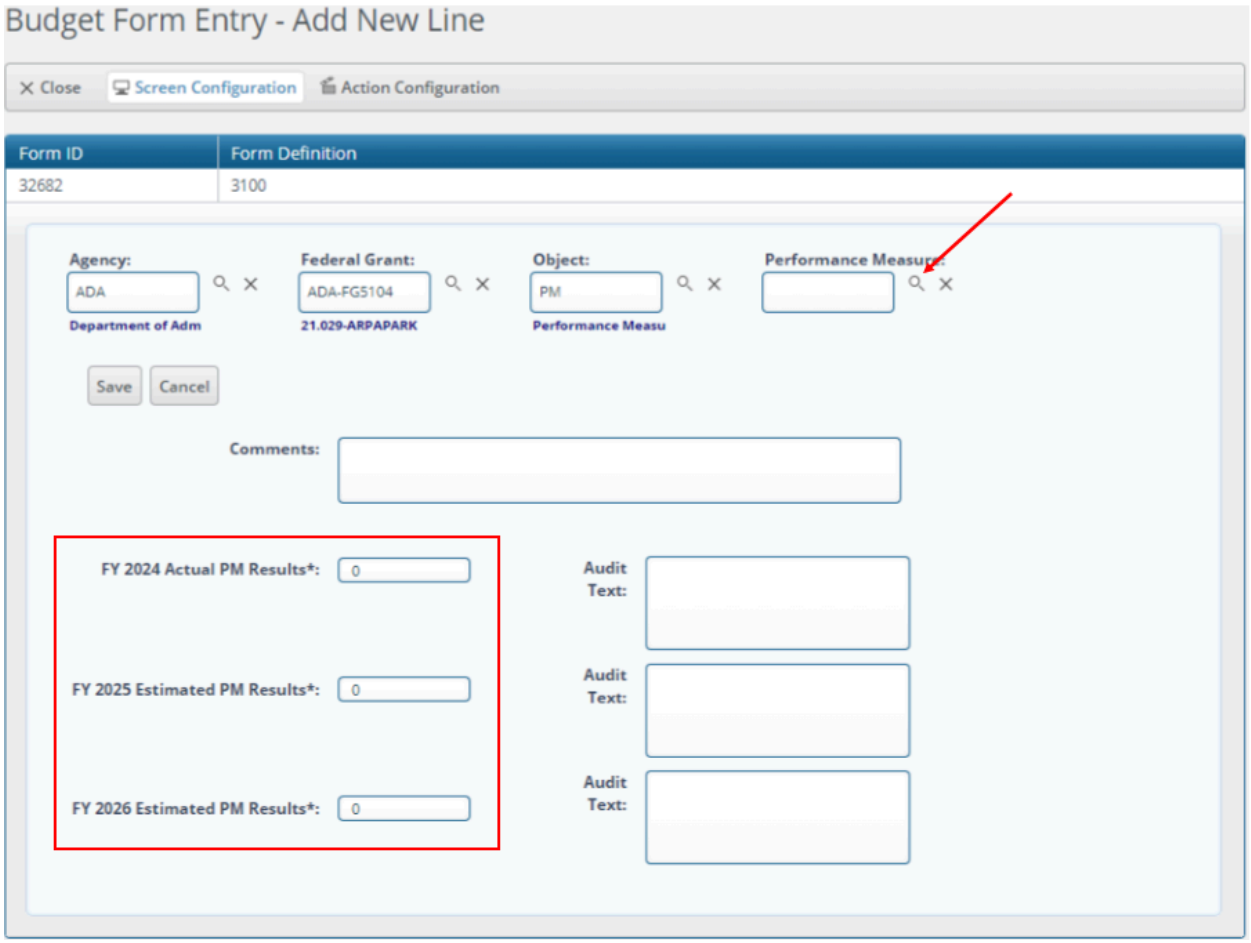
The Performance Measure Results tab (for performance measures associated with federal grants) includes display fields for actual results for the year that is two years prior to the current year as well as for estimated results from the prior year. There are data entry fields for prior year actual results,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



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



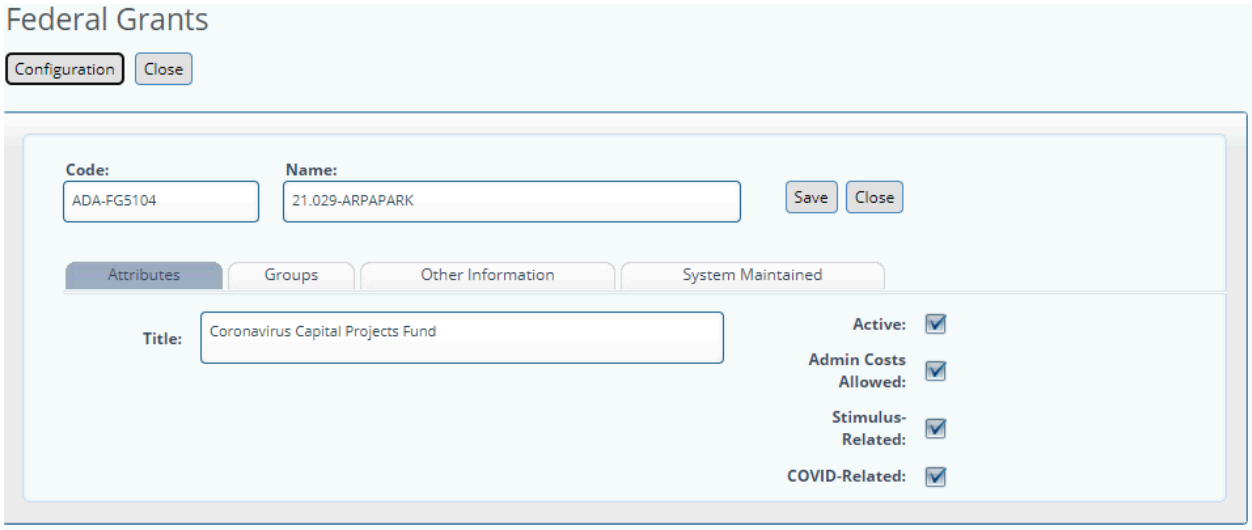
Select the Performance Measure (the Agency, Federal Grant, and Object are pre-filled with the only valid selections) using the value help dropdown (by clicking on the magnifying glass) and enter any results.



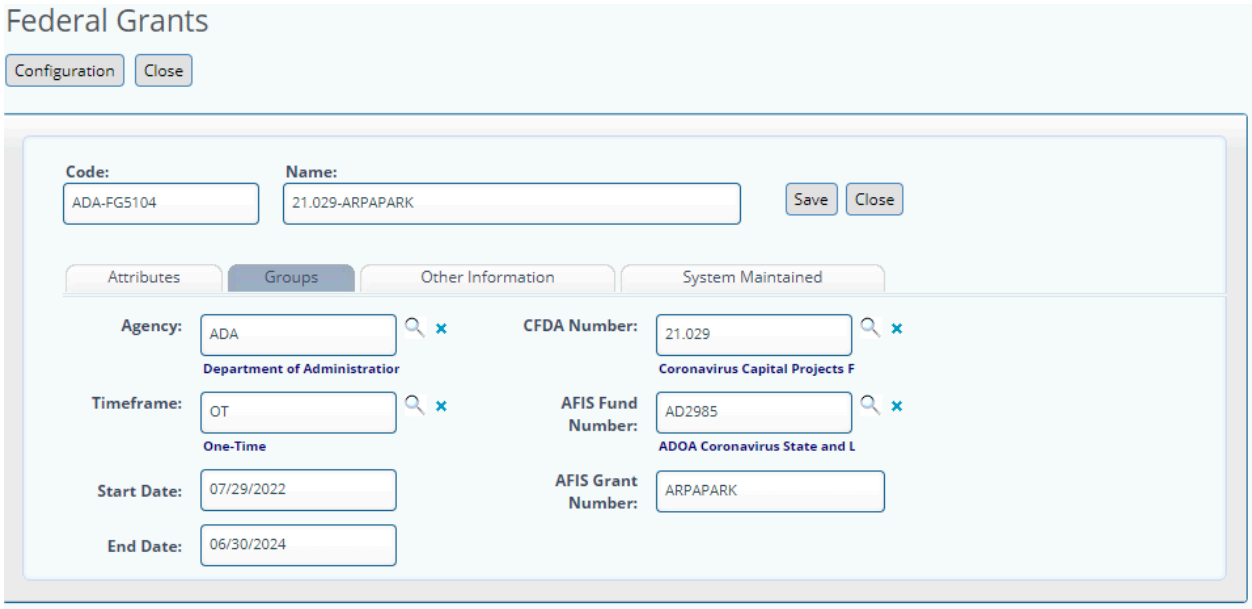
Federal Grants Tab

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

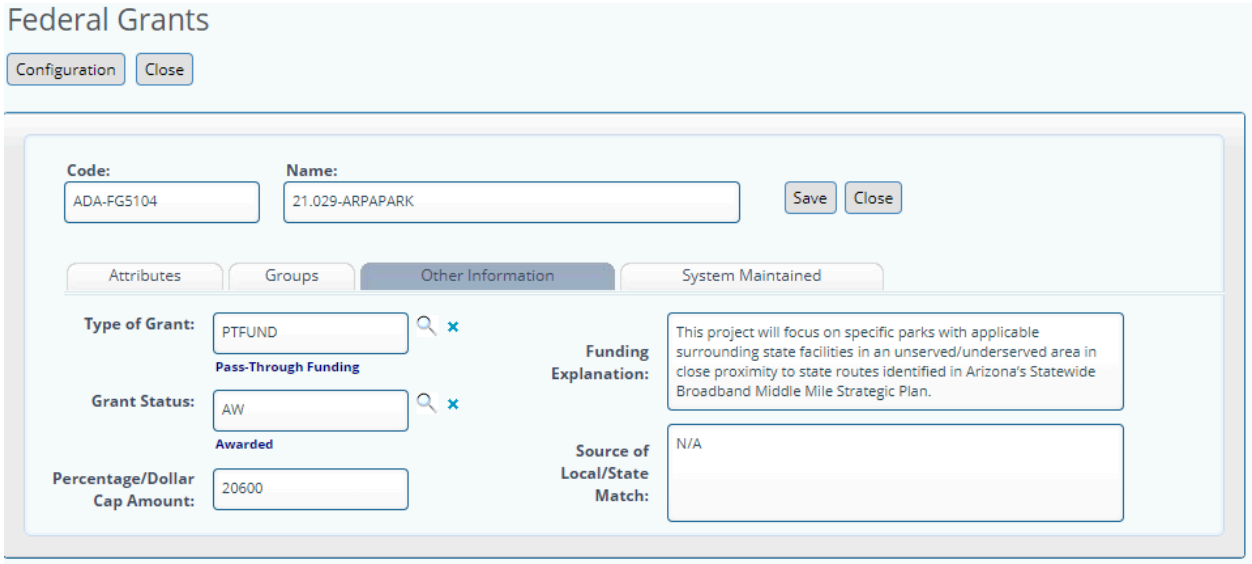
Attributes: Title, Active or inactive status, Admin Costs Allowed status, Stimulus-Related status, and COVID-Related status.



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



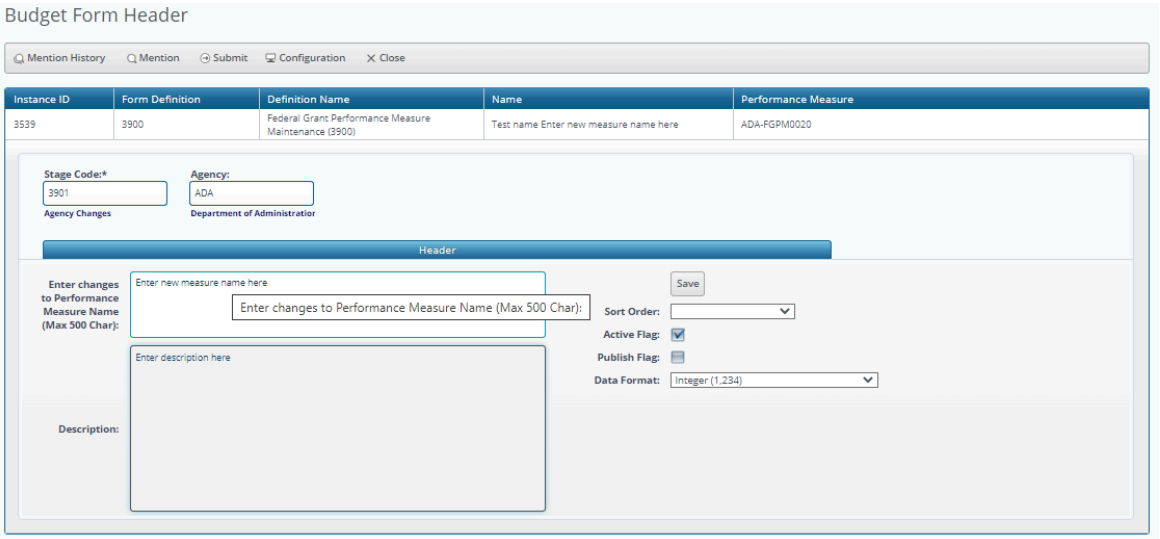
Other Information: Type of Grant, Funding Explanation, Grant Status, Percentage/Dollar Cap Amount, and Source of Local/State Match.



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



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

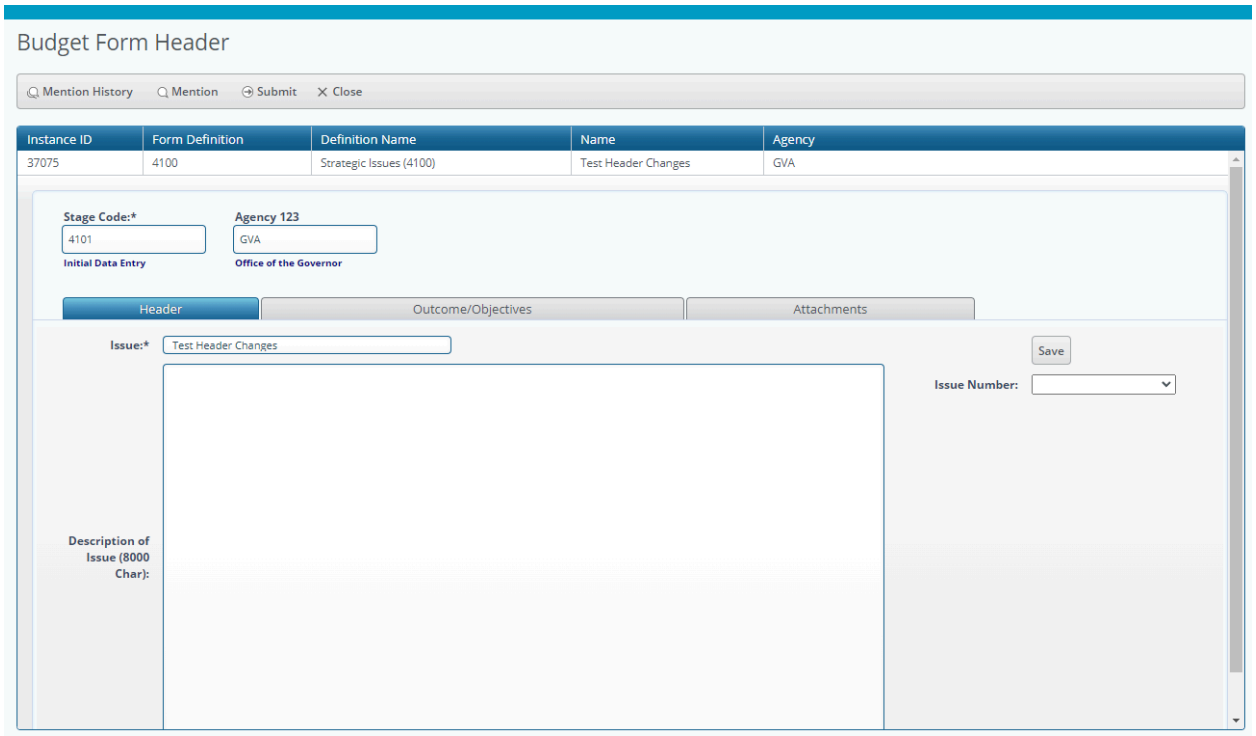
2.3 Strategic Planning Forms

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.



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.*

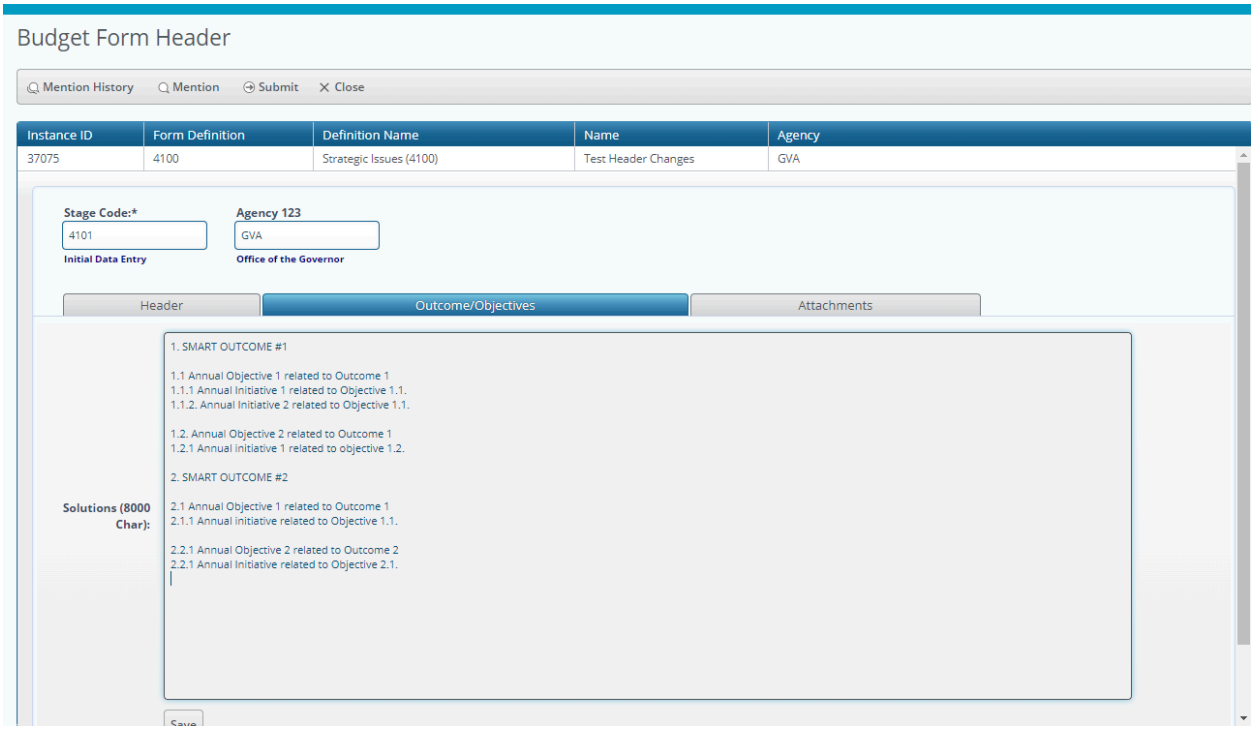
Example:

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

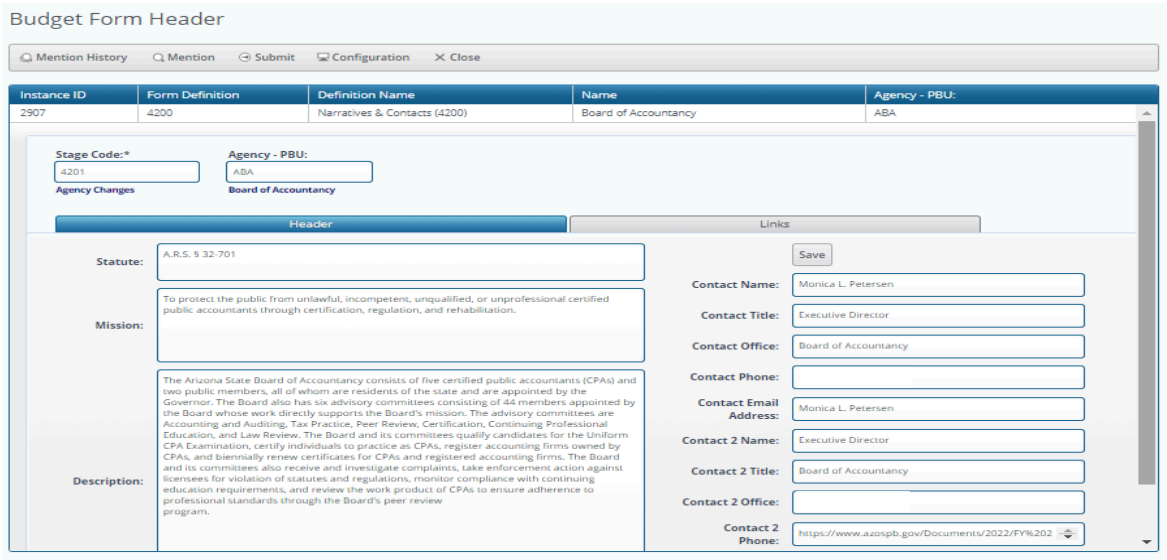


2.3.2 Narratives and Contacts (Form 4200)

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.

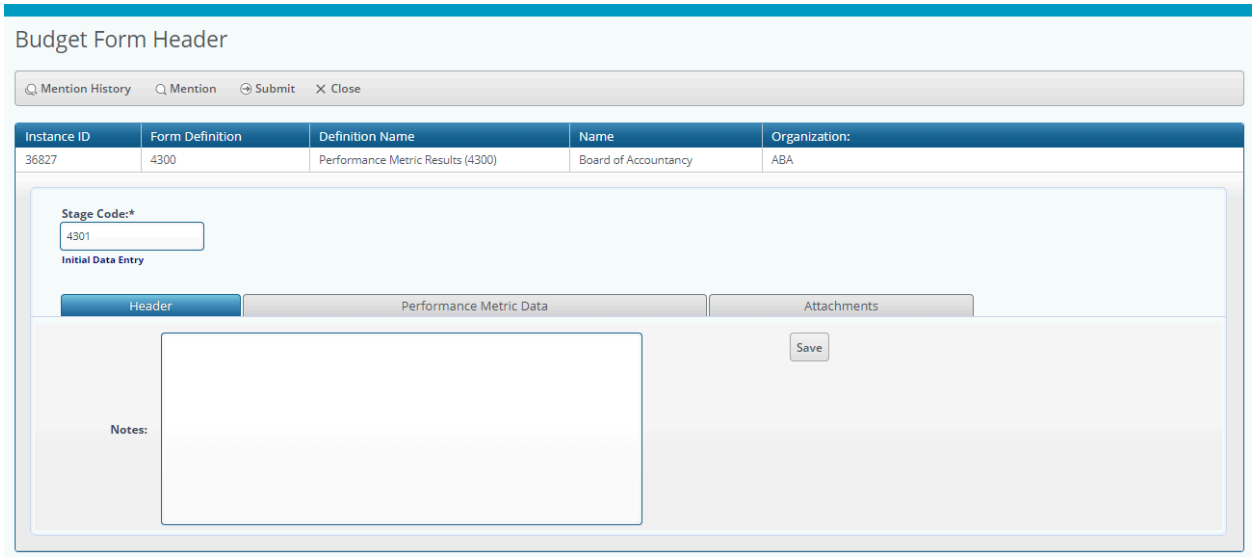


2.3.3 Performance Metric Results (Form 4300)

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.

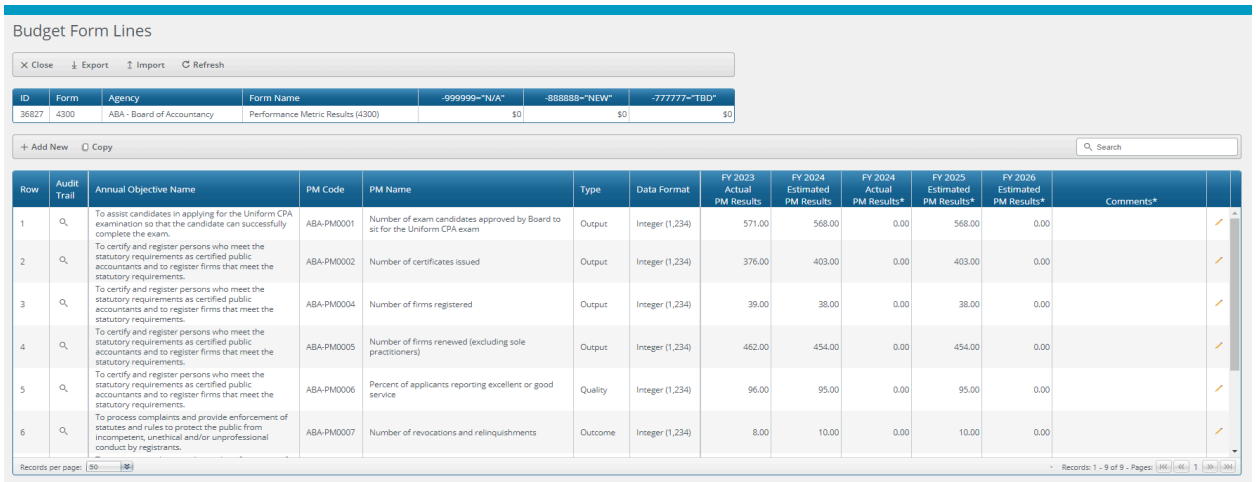
Header Tab

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

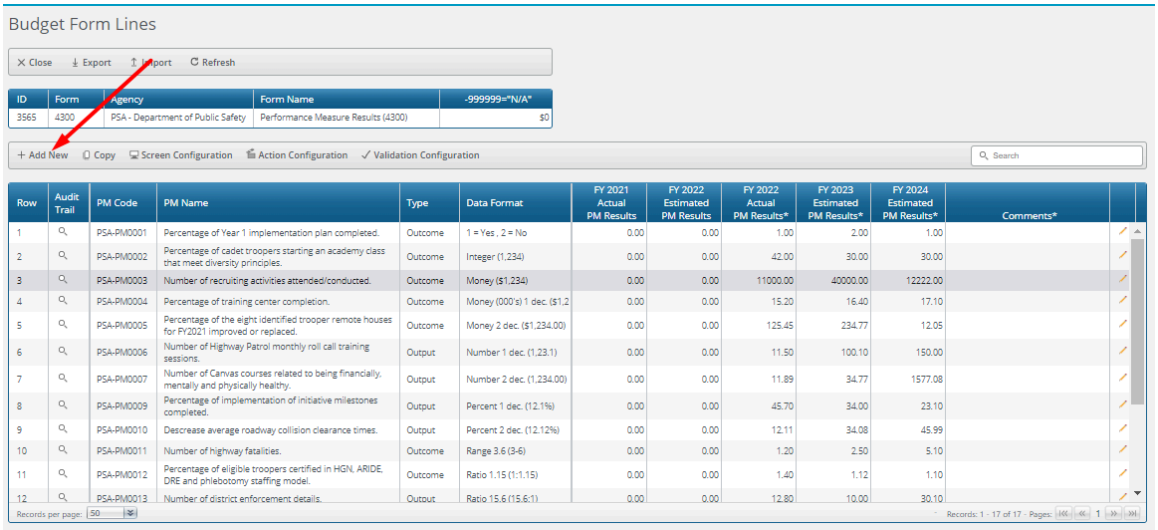


Performance Metric Data Tab

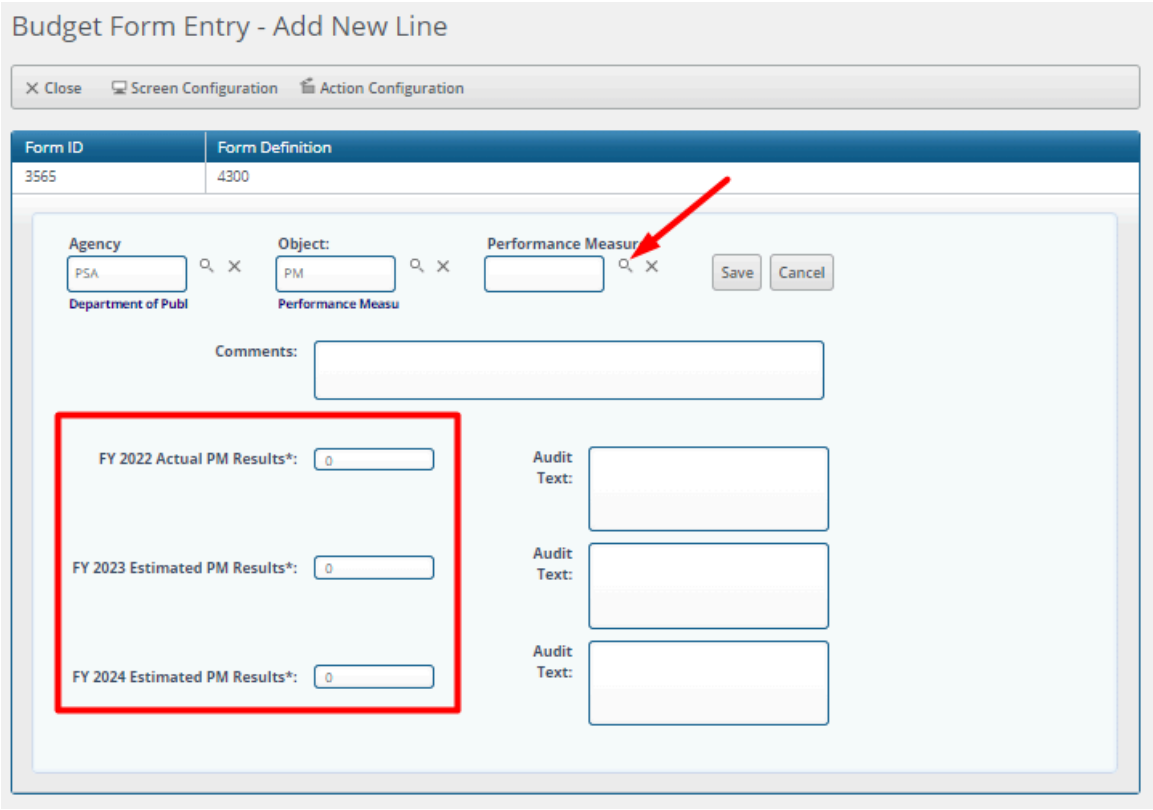
The Performance Metric Data Tab includes display fields for actual results for the year that is two years prior to the current year as well as for estimated results from the prior year. There are data entry fields for prior year actual results, current year estimated results, and budget year estimated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



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



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.

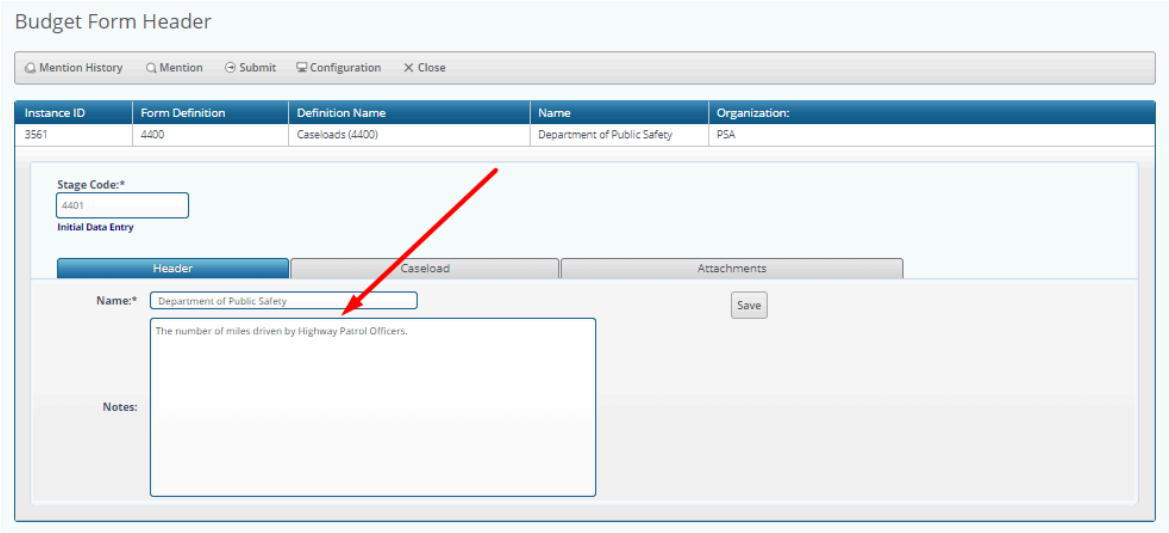


2.3.4 Caseloads (Form 4400)

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

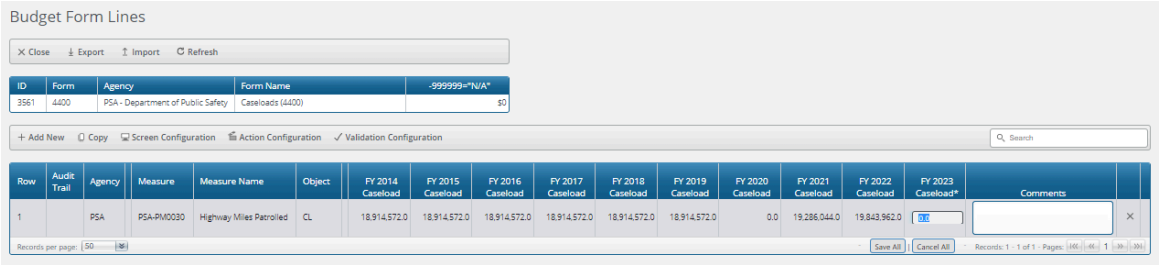
Header Tab

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

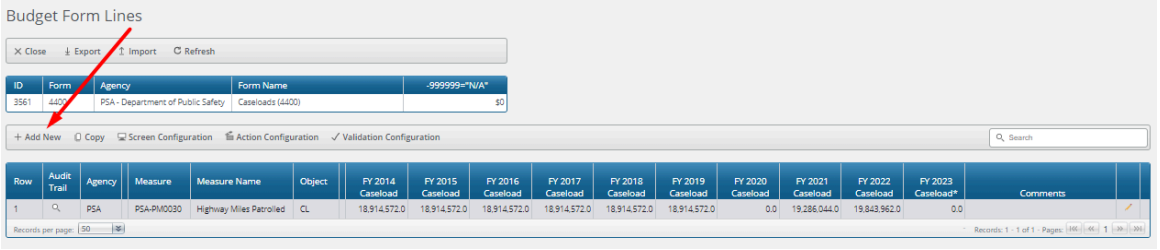


Caseload Tab

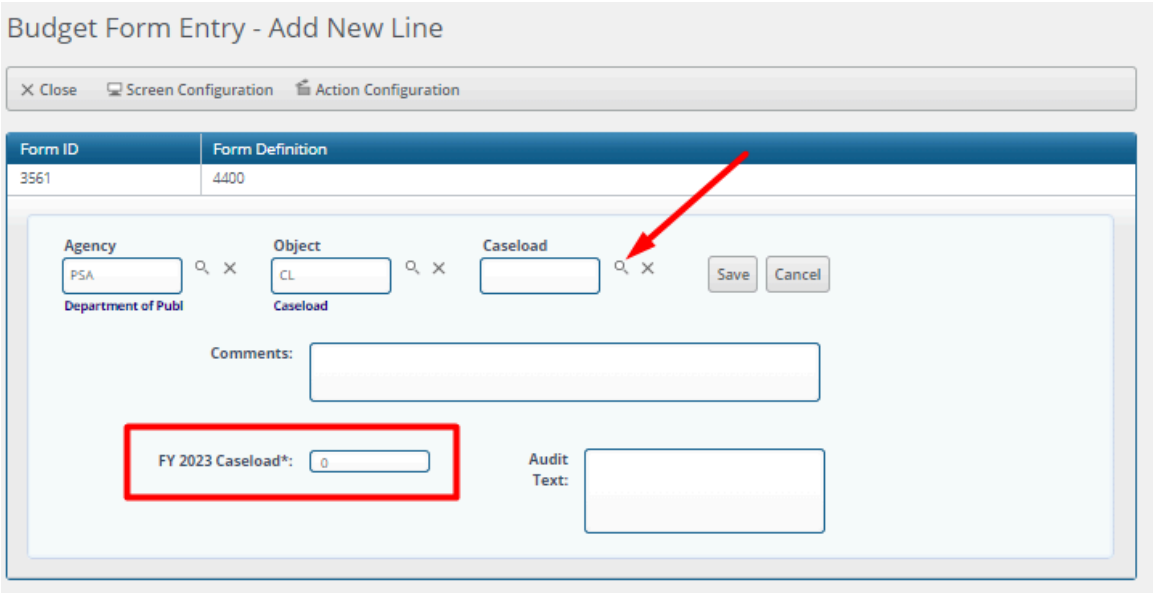
The Caseload tab includes display fields for actual results for the prior nine years and a data entry field for the current year. Agencies are required to update the data for the current year.



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



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.

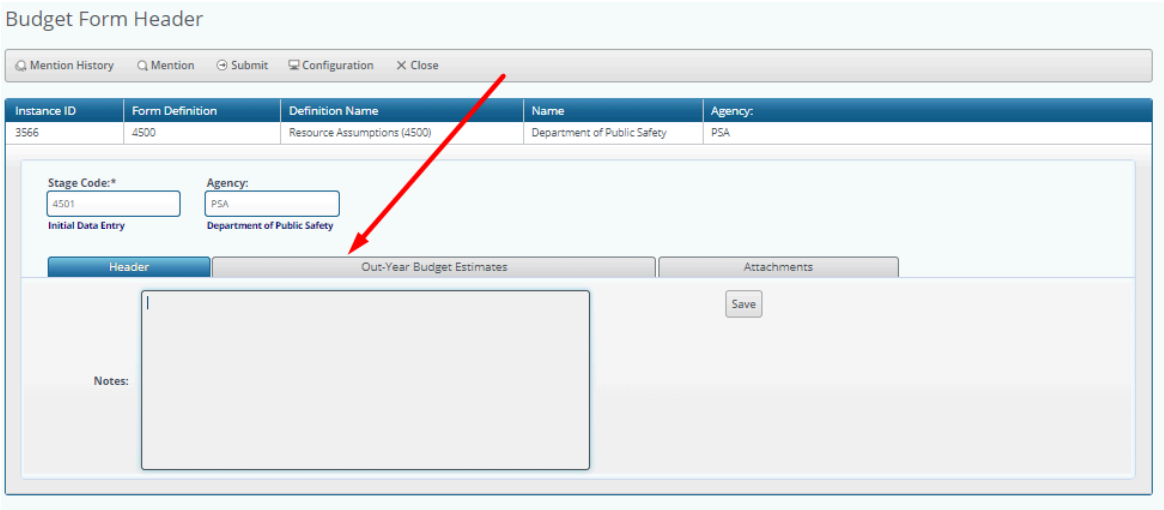


2.3.5 Resource Assumptions (Form 4500)

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.

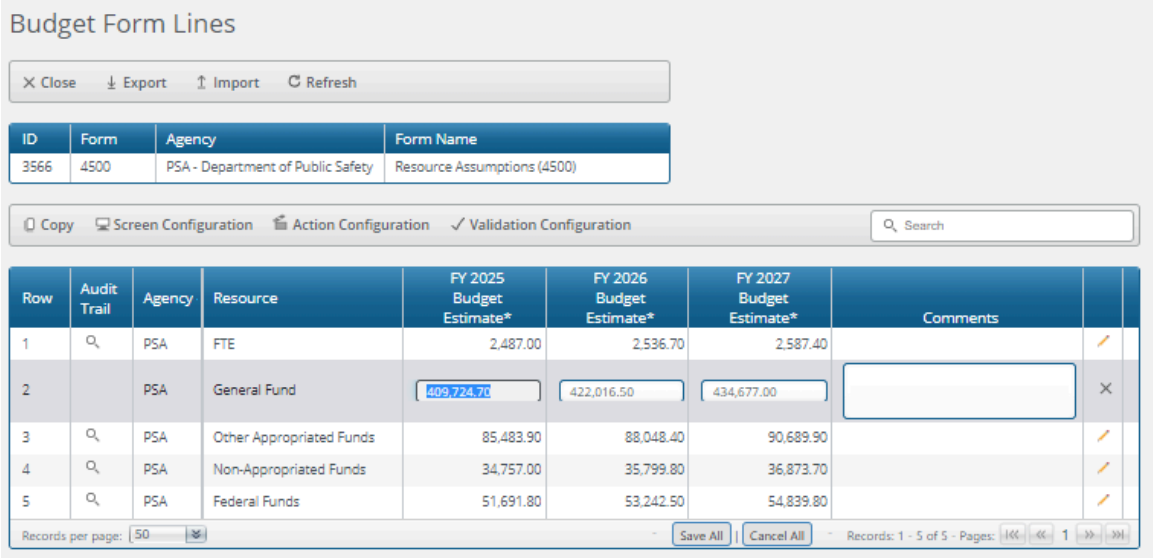
Header Tab

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



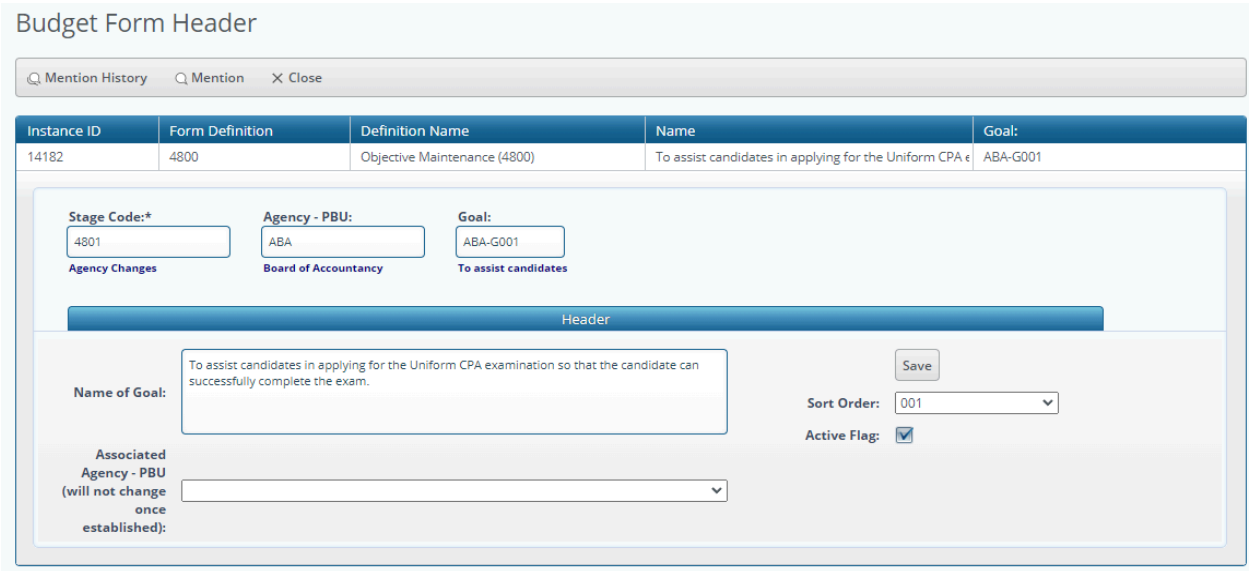
Out-Year Budget Estimates Tab

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.



2.3.6 Objective Maintenance (Form 4800)

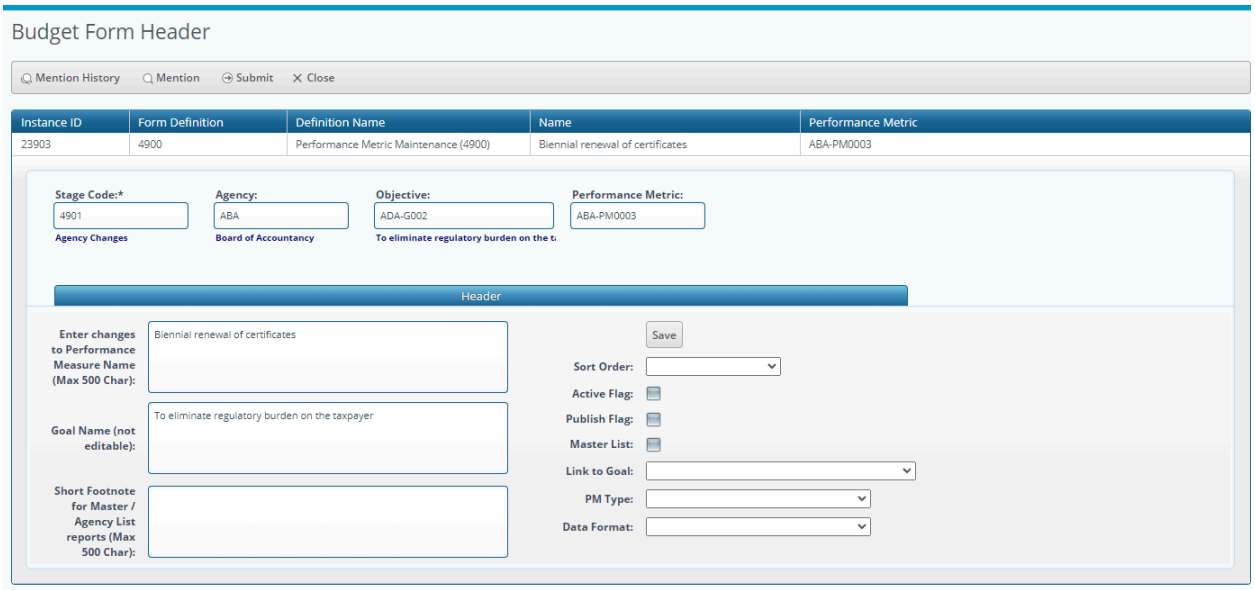
Form 4800 (Objective Maintenance) is used by agencies to change the name and sort order of an objective and to make the objective either active or inactive. Those are the only editable fields on the form; the associated Agency – PBU cannot be changed once it is established. Changes made through Form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



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:

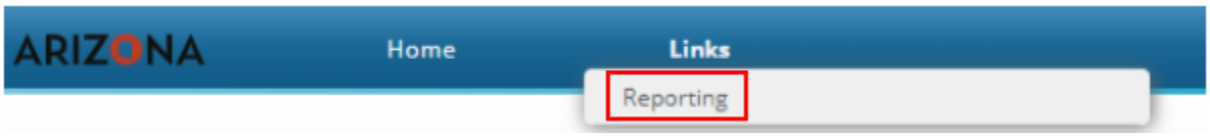
- Performance metric name
- Sort order
- Active or inactive status
- Publish status
- Master List status
- Objective linkage
- Performance Metric type
- Data format



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

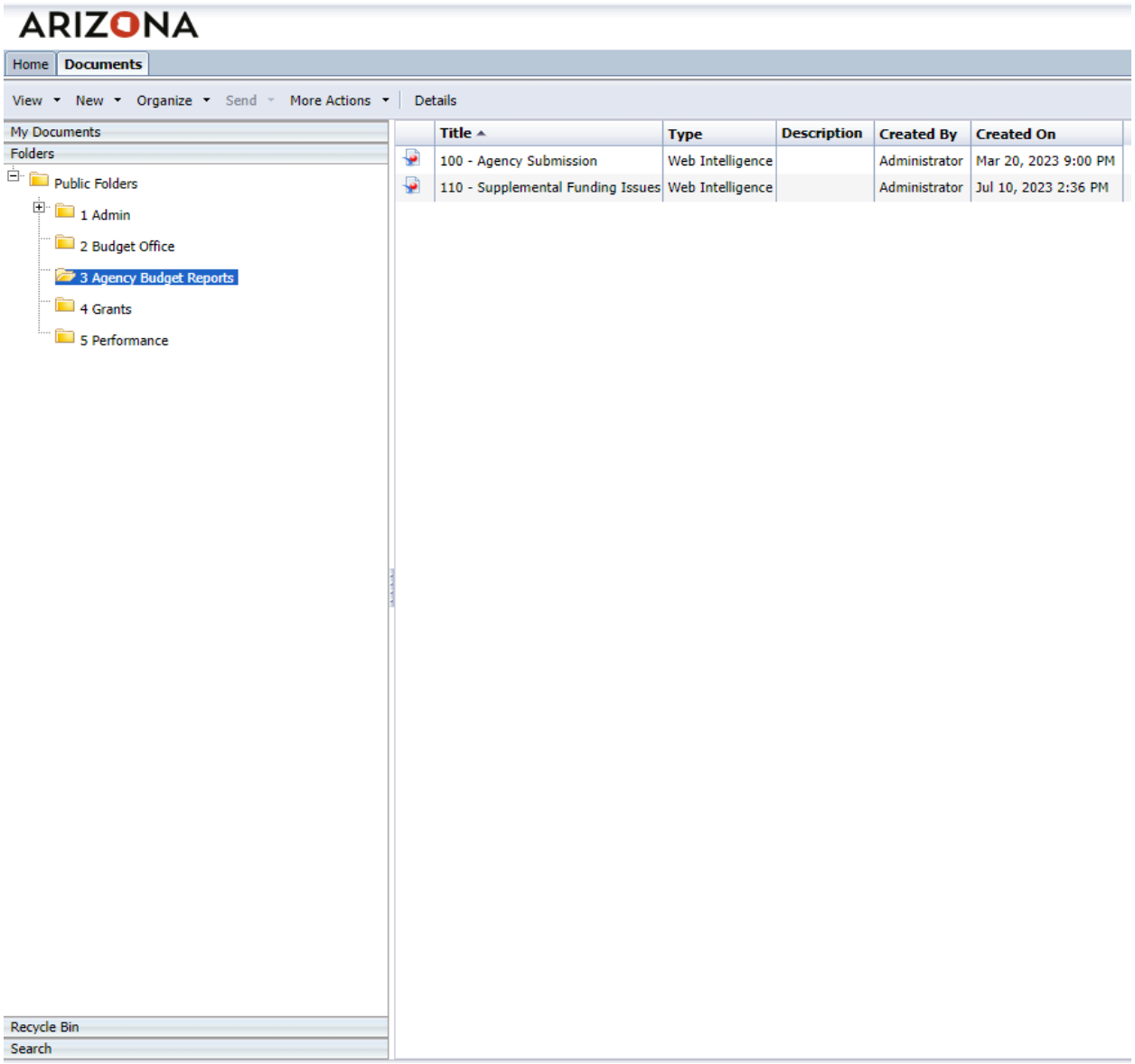
3. Reports

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

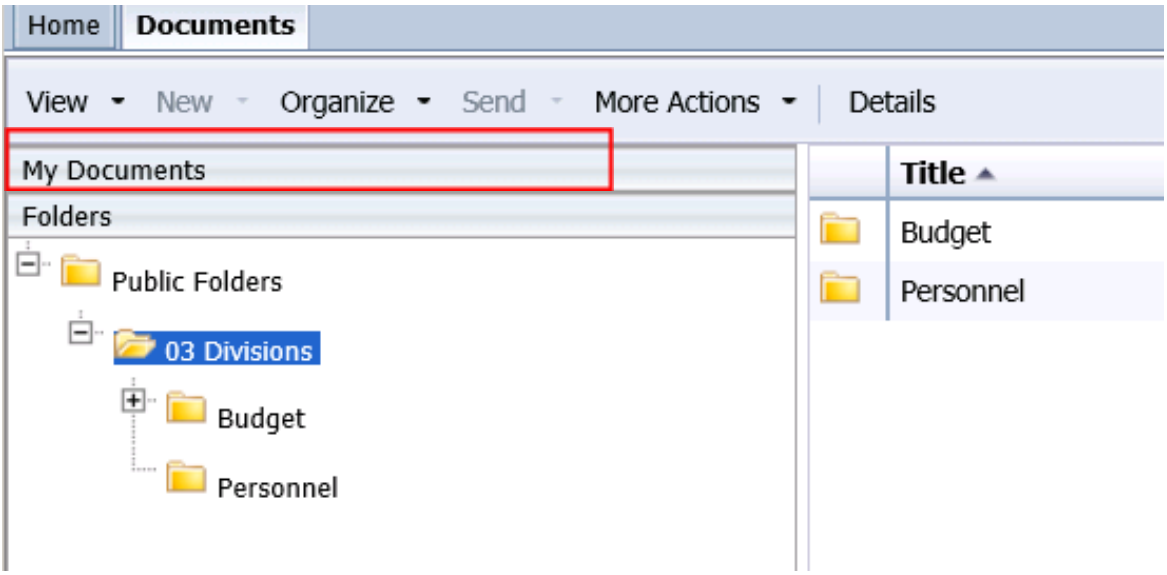


3.1. Report Structure

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

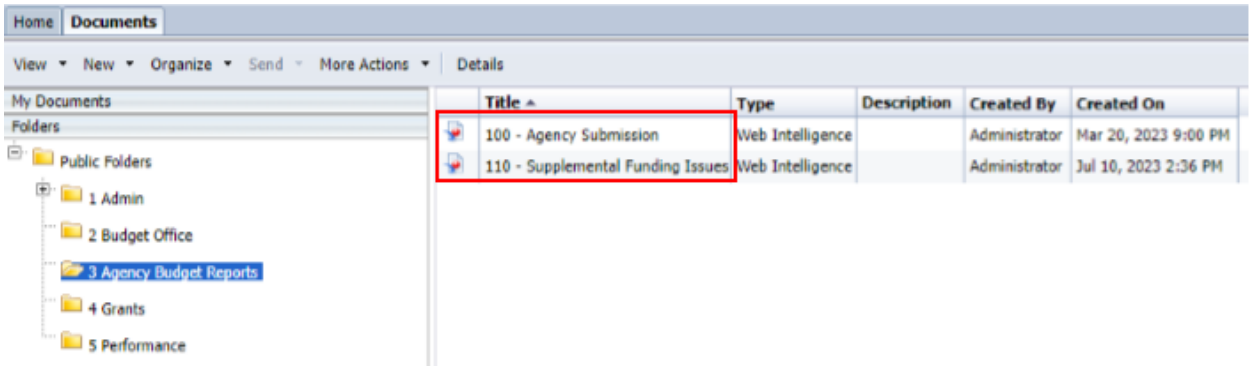


3.2. Basic Navigation



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.

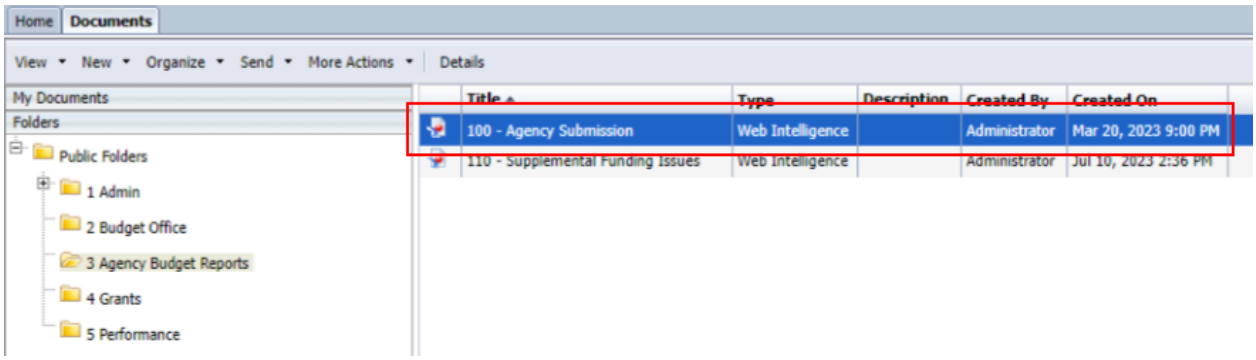
6) Click on any folder see the reports available.



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.

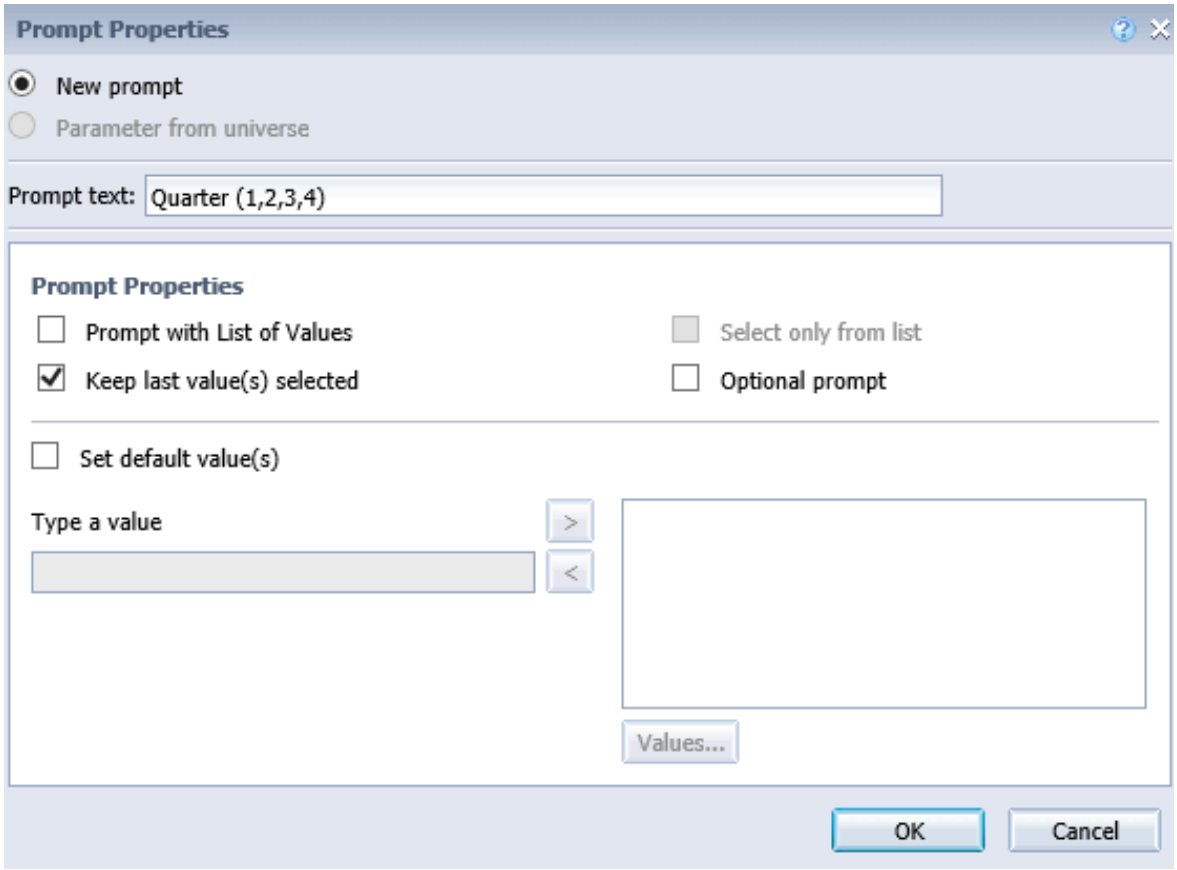
3.4. Report Prompts

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:

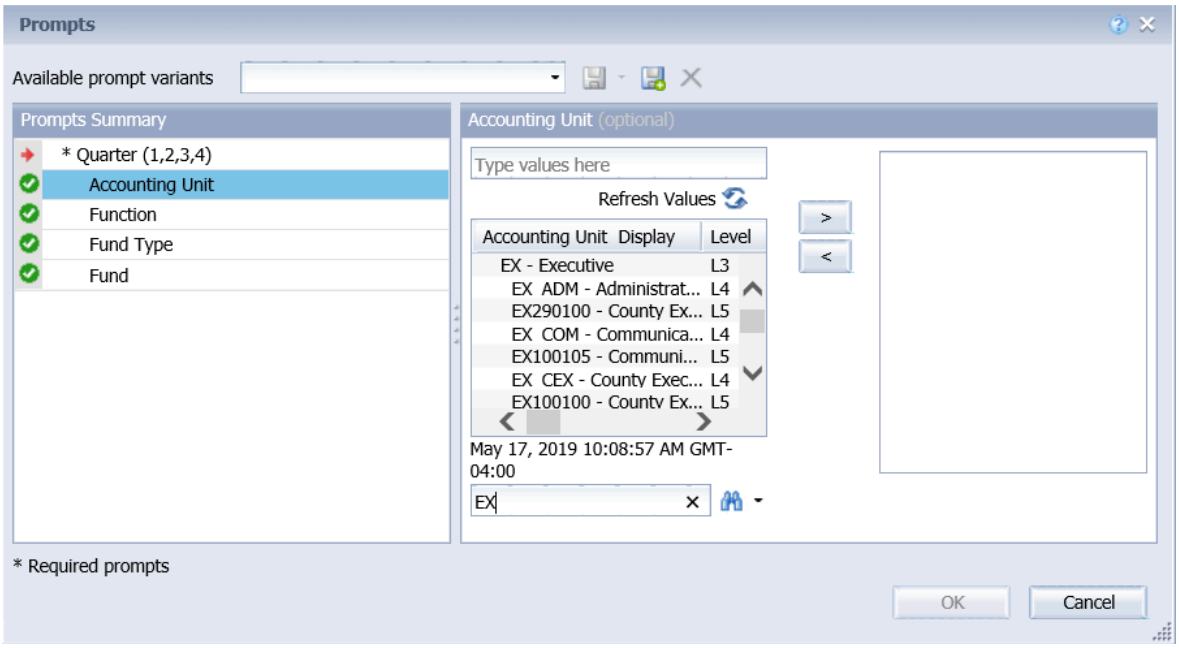
    - Single Value Entry ("Equal to") prompt - the prompt will provide an empty entry box. The user will enter a value and hit the enter key for the value to be updated.



    - 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.

    - 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.

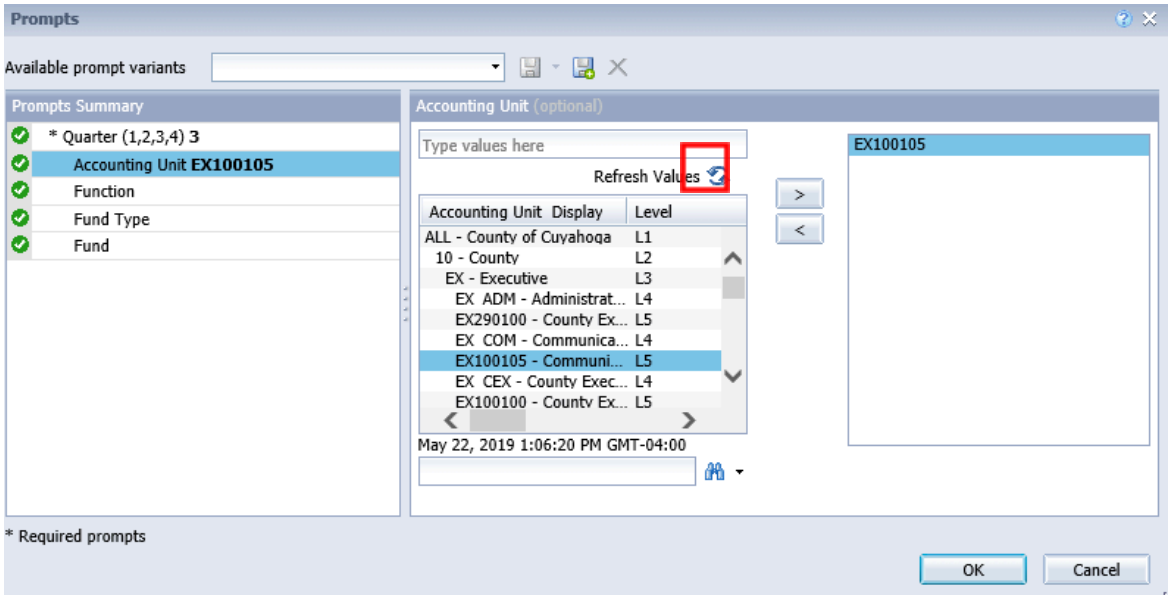


1) To change the default prompt value there are three options:

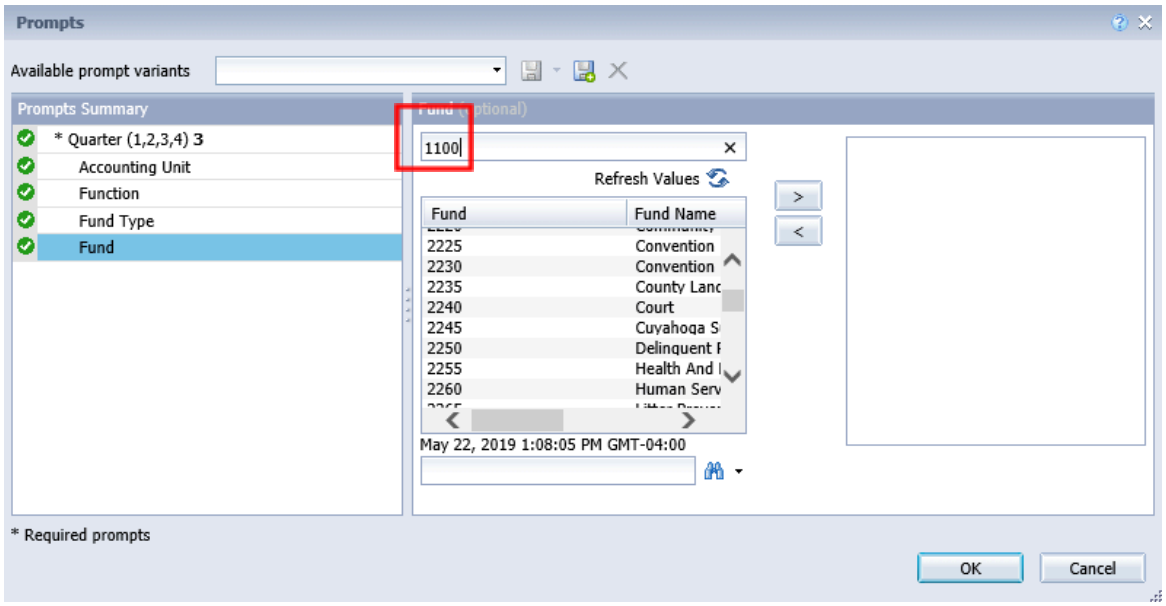
- Selecting a value from a list
- Entering a value
- Searching for a value

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:

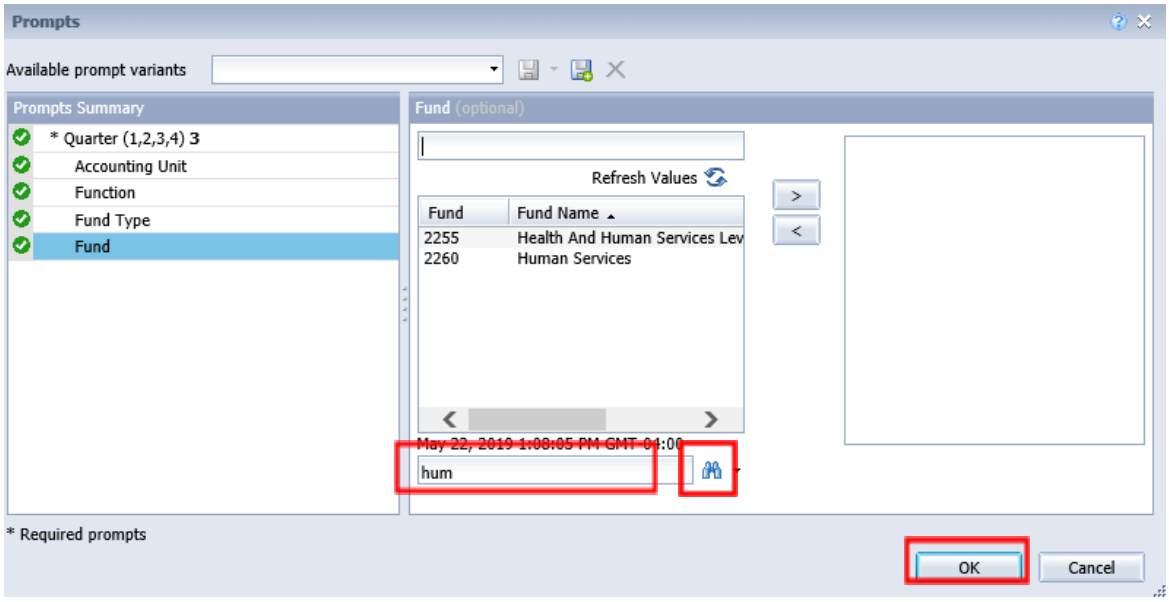


3) To **enter a value**, type the value into the "Type values here" box, then click the ***right arrow*** > .



4) After clicking the ***right arrow***, the default prompt value (if there is one) is replaced:

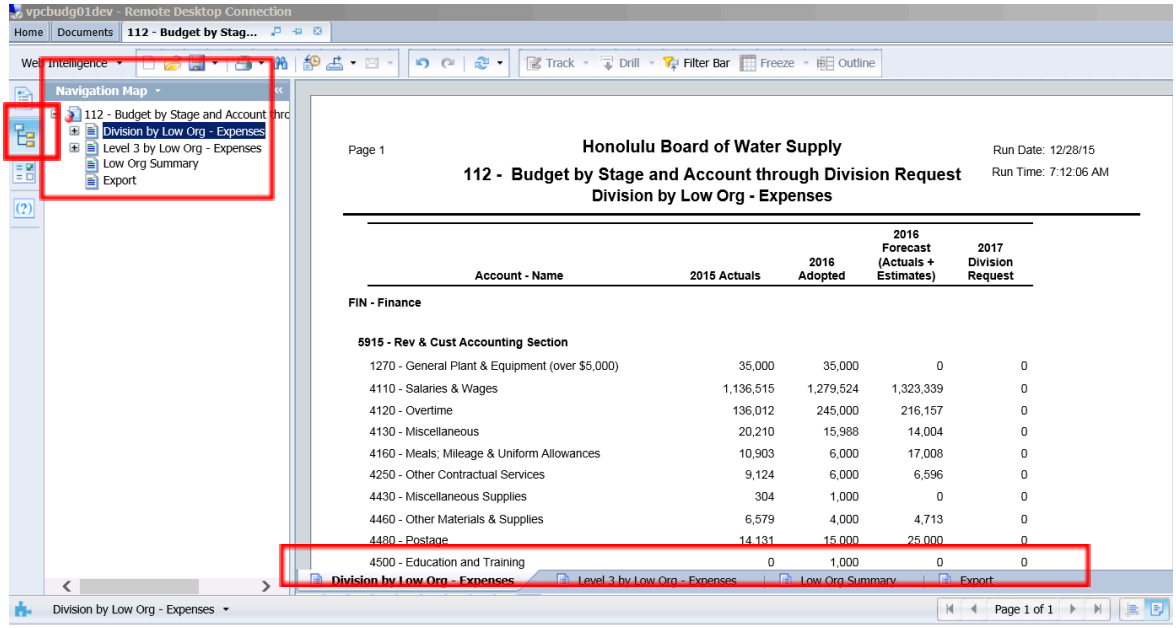
5) In many cases the lists are long. To search for a value, type the value in the field to the left of the ***binoculars,*** then click the ***binoculars***. Partial values can be entered and all values that contain that partial value will be searched. Then ***double-click*** the value to be used for 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.

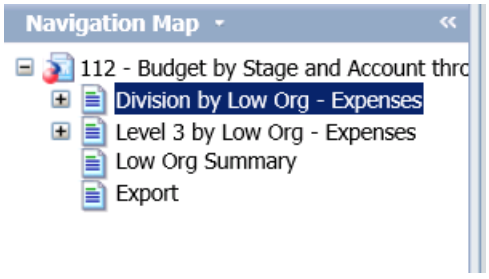
3.5. Report Navigation – Document Tabs

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.



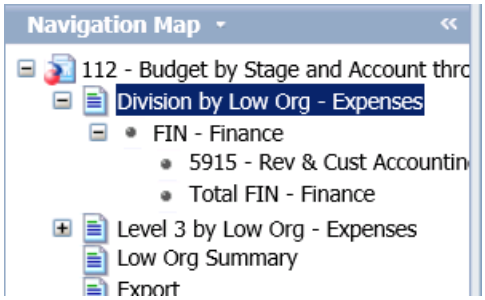
3.5.1 Navigation Map

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



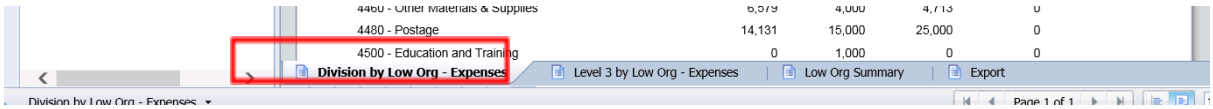
2) If a tab has a plus sign, report sections have been added to the navigation map.

3) Clicking on the sub-tab navigation item will display that specific section in the report.



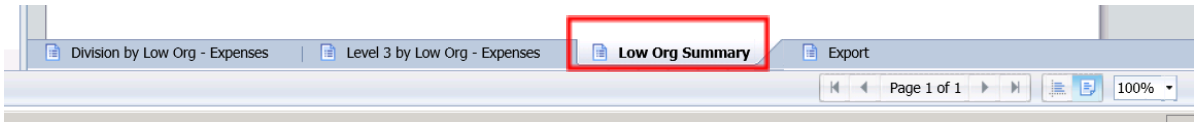
Tab Strip

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

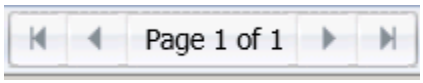


Paging

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.

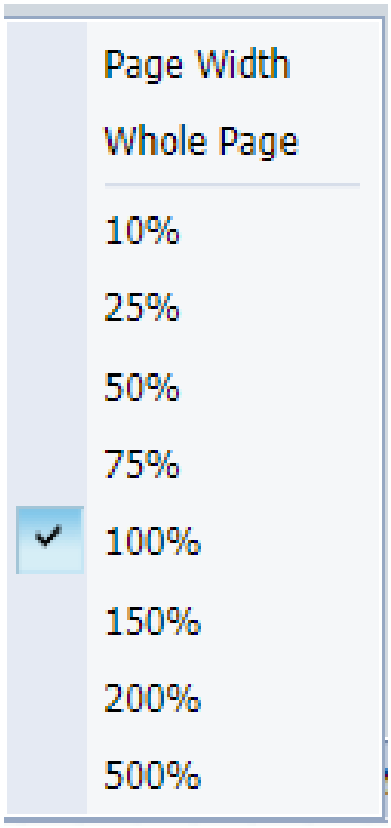


To select a specific page, click on the ***Page 1 of 1*** to enter a page number and then click ***Enter***.

Zoom

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

Zoom options include:

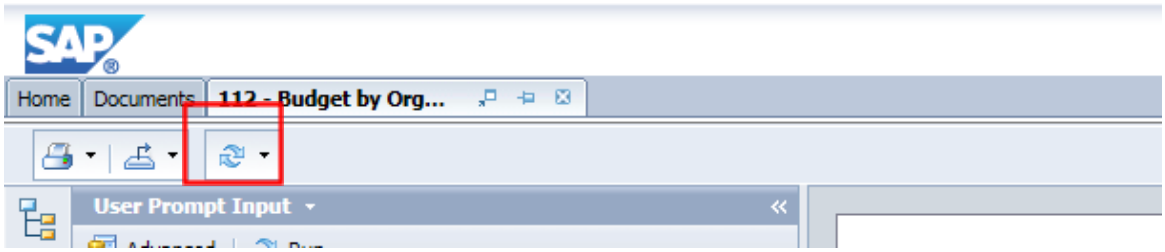


3.6. Refreshing a Report While Open

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:



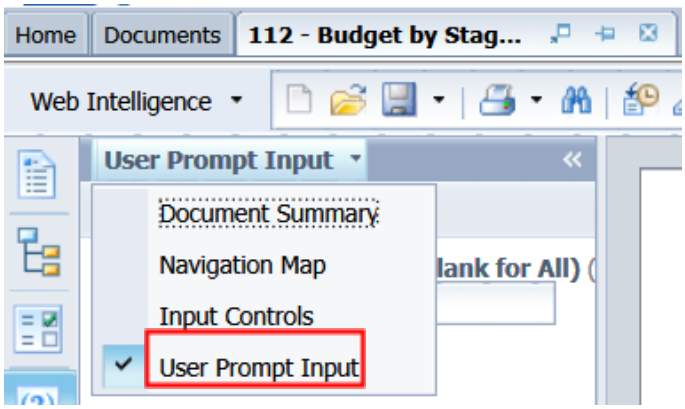
2) The prompt screen reappears. Complete the report prompts as directed above.

3.6.2 Refresh From User Prompt Input

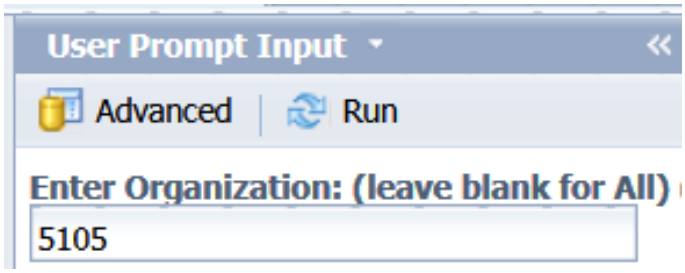
In the upper left-hand corner, the Navigation Map/Document Summary drop down contains an option for User Prompt Input. Selecting this allows you to change values by simply typing in new

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

1) Select User Prompt Input



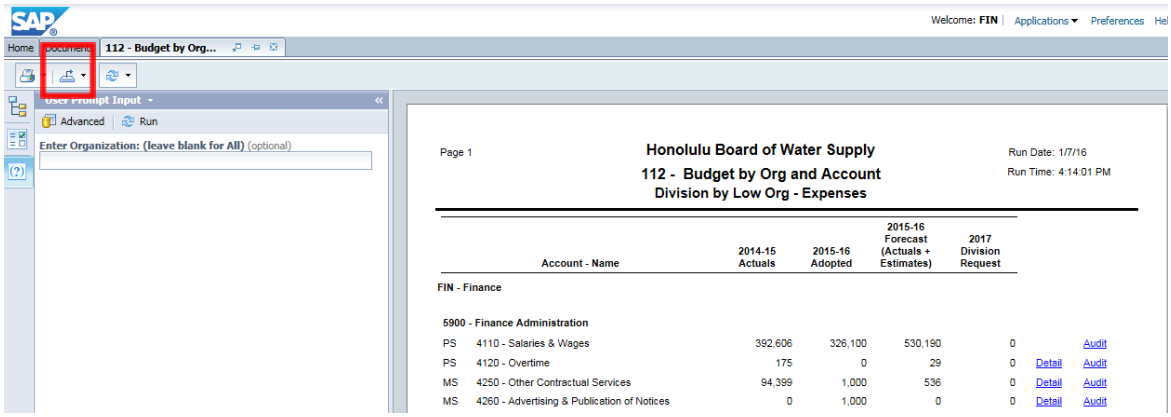
2) Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.



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

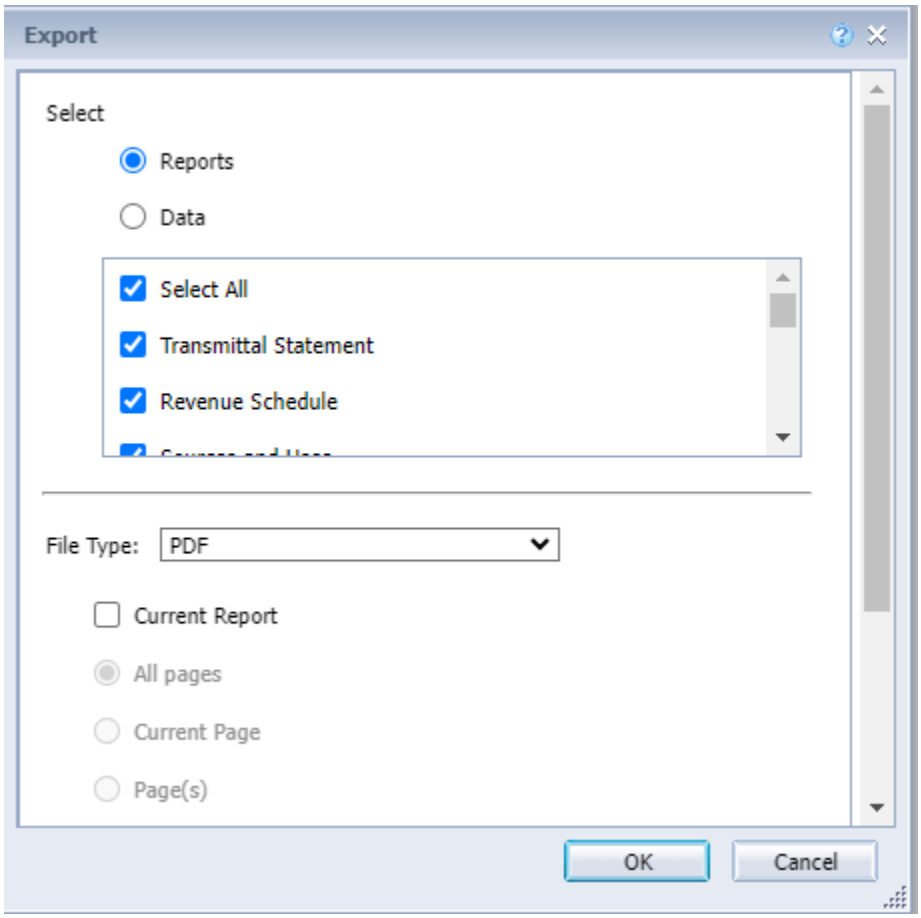
3.7. Exporting a report

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

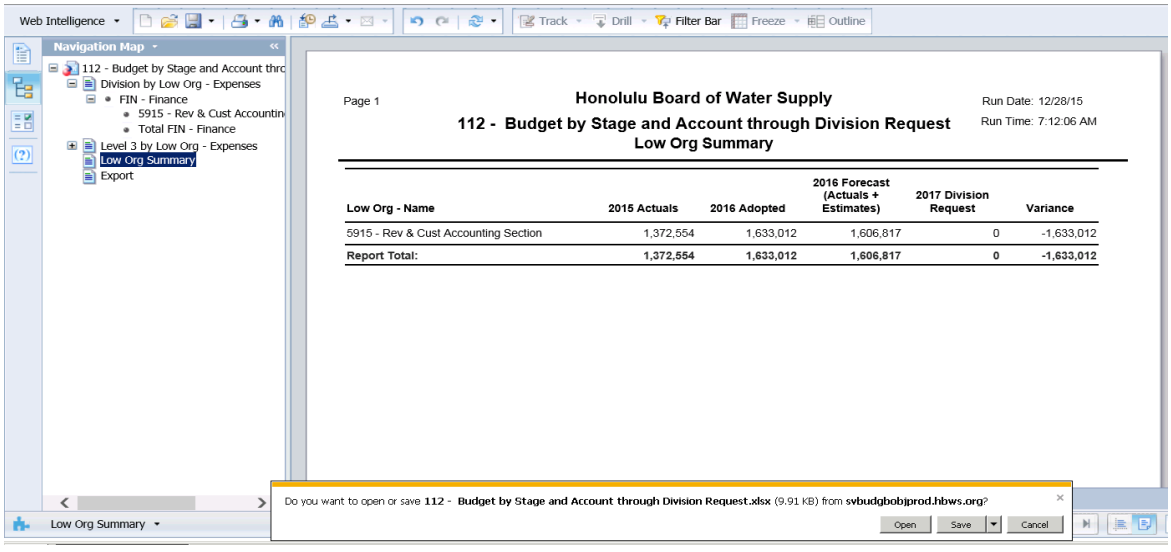


The resulting popup window will allow you to select which tabs of the report to include in the

export, and the format of the export file.

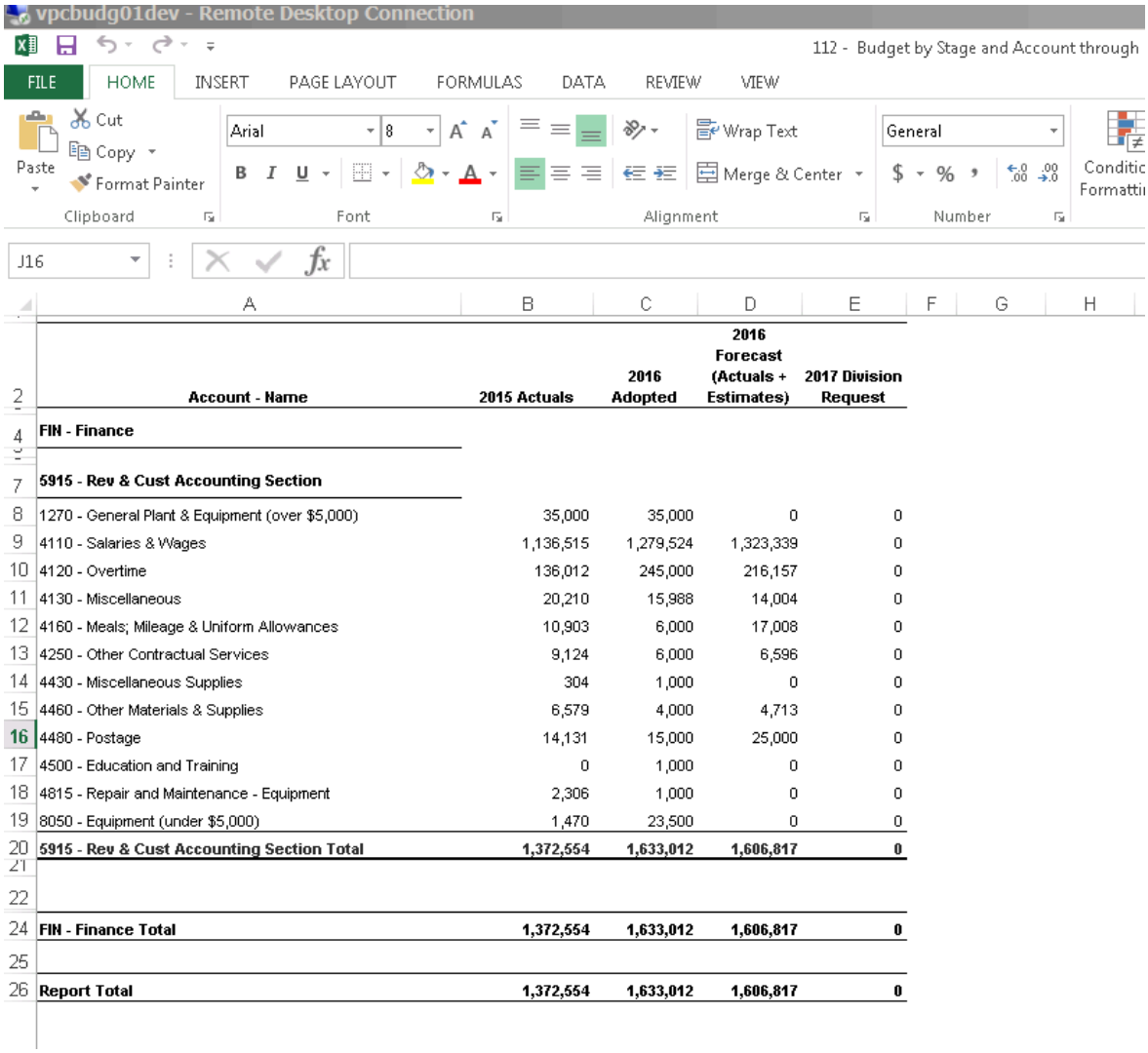


Once an option is selected, depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click Open or Save. If you do not get a message it may have defaulted to Save.



3.7.1 Saving as Excel notes

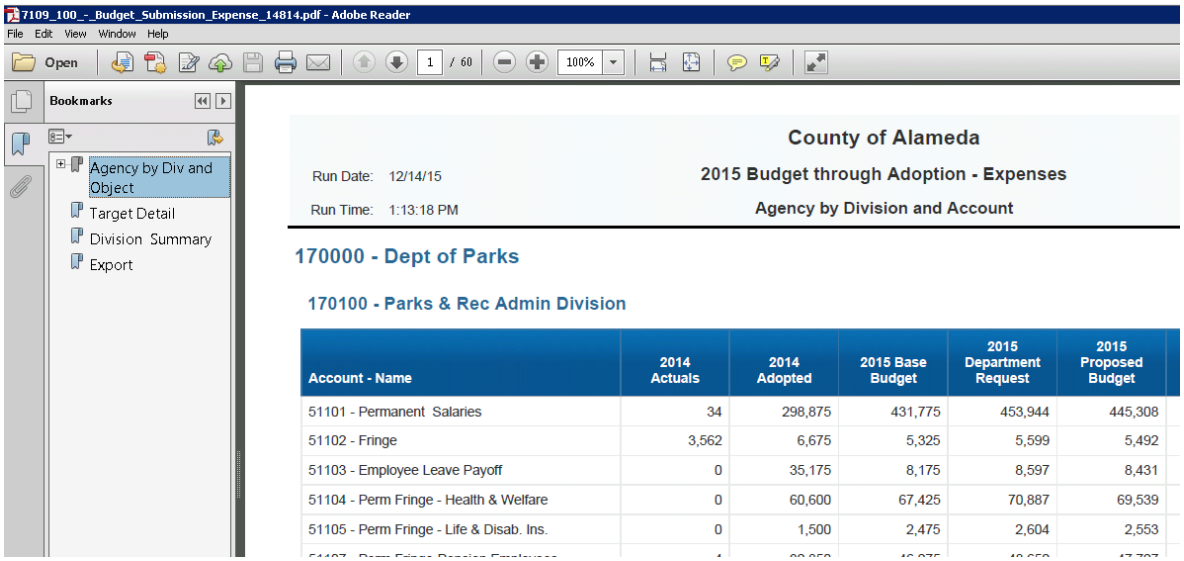
- If you click Save, it may save it in your Downloads folder. It is not always obvious that it saved.
- Go to Downloads and find the file. Note that Downloads is by default a shortcut in the Windows Explorer Favorites section.
- When you open the file and you saved the Document, there may be multiple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



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

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.



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

<u>100 - Agency Submission</u> (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

<u>110 - Supplemental Funding Issues</u> (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