AUTOMATED BUDGET DEVELOPMENT SYSTEM USER'S MANUAL

Office of Management and Budget
&
Information Technology Department

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PART 1: INTRODUCTION TO ABDS

Welcome to the *Automated Budget Development System User's Manual.* This manual explains how to use the Automated Budget Development System or, as it is commonly known, ABDS. This system is a powerful budgeting tool, particularly useful in forecasting salary, fringe benefit, and personnel figures; and it offers a host of other features making it easier and faster for you to prepare budget information. It does not, however, replace your experience and judgment in making difficult budget decisions that are part of the overall budget development process, nor can it substitute for your knowledge of historical, current and prospective service needs specific to your department such as those for supplies, equipment and other items essential for your operations.

The *ABDS User's Manual* will help you learn and perform computer budgeting functions used to:

- forecast salary and fringe benefit expenditures
- verify and modify personnel and salary information
- produce personnel summaries (tables of organization)
- develop proposed operating expenditures
- justify in writing all expenditures by subobject code/index
- apply attrition rates to salaries and fringe expenditures
- incorporate service level adjustments (SLAs) into the base budget and proposed additions (PATCs) into the core budget
- prepare revenue information
- generate a number of budgetary reports for your use and for submission to OMB, and
- transfer expenditure and revenue figures from ABDS to FAMIS in September

Staff from the Office of Management and Budget (OMB) and the Department of Information Technology (ITD) continue to improve this budgeting system. This introduction highlights the minor modifications made to ABDS since the last time any major changes were made to the system (February 1994). It also identifies certain conventions and defines terms used throughout the manual, summarizes the manual's organization, and offers an overview of the entire system.

Please note that this manual focuses on how to use ABDS to develop your budget submissions. OMB will issue another document (sometimes with the *ABDS Manual)* called the *Annual Budget Submission Manual.* This contains general guidelines and specific instructions on how to put together the information created by ABDS and you for your total budget package. This *Annual Submission Manual* also contains the budget summary chart, a report submission check list, non-ABDS forms, some capital budget guidelines, rates for fringe benefits, rent, insurance, and phone costs, and other information essential for completing your budget and submitting the final package to OMB.

What's New

Minor changes have been made to ABDS over the last few years.
No programming changes have been made since February, 1994.

The only changes made to ABDS are:

- the appearance of some of the screens and reports in order to accommodate the new FAMIS 4.2 system, such as:
  - expanded Index Code field
  - expanded Subobject field
  - the Fund field was dropped on some of the screens (e.g. BUDMDEPT) in order to accomodate the expanded fields.

- due to the intricacies of database conversion and interfacing (i.e. going from FAMIS 3.2 to FAMIS 4.2) the text justification from prior years cannot be carried over. You must type in the text justification as needed while preparing the FY 1997-98 budget submission. For subsequent years, the text justification carryover function will be available.

Conventions and Definitions

Throughout the manual, certain terms and conventions--typefaces, use of bold letters, and other devices--are used to help explain the material. These conventions and terms are discussed below.

Conventions

- Words, letters, and numbers you type into the system are shown between single quotation marks. For example, to select the expenditure update function, type '31' in the FUNCTION NBR: field and press **ENTER**. You do not type the single quotation marks in the field, only what is between them.
- All messages displayed by ABDS are shown between two quotation marks. For example, when you update a screen the message "UPDATE SUCCESSFUL" is displayed in the lower left corner of the screen.
- All fields discussed in the narrative are shown in small capital letters with a different type style as they appear on the screen, often abbreviated and followed by a colon. The term "field" is defined below. For example, to select a division level search of records, type the division number in the DIV: field before pressing **ENTER**.
- All function and other computer keys that you press to perform some activity are shown in bold. For example, **PF6**, delete, is used to delete a personnel record from the personnel data base.
- Menus and screen names begin with capital letters, for example, the Personnel and Rates Menu is shown on Screen 2.1.

Definitions

- Base: The first budget developed in ABDS is called base. It should be viewed as if it were the budget necessary to maintain the current level of services for the new budget year. All personnel-related salary and fringe benefits are originally down loaded into the base column on expenditure screens and reports. The number of base and end-of-year projection positions should be the same. Operating and capital subobject dollar amounts are also first entered by you into the base column. The base budget is the starting point from which you apply service adjustments to reach the core budget.

- Core: Also called preliminary budget, core is the total, bottom line budget figure provided by OMB to all general fund departments at the beginning of the budget process. This figure is the target for which all expenditures ultimately are prepared, probably using service adjustments, as the primary budget submission to OMB. For departments that generate their own revenue, core is the expenditure level allowed with no change in fees or charges. Core is reached by applying service adjustments to base figures.
- Field: This is the area on a screen where you enter selection criteria, function numbers, or budget information.
- System: This means the entire ABDS program.
- Subsystem: This means one of the major functions of ABDS such as Personnel and Rates, Expenditures, or Service Level Adjustments.
- Default: This means the value, descriptive word or term or other information (such as job classification titles, occupation code titles, pay steps, retirement codes and dates) that ABDS will place in a blank field on a screen after you update or add a record, if you do not enter the corresponding information first. For example, when adding a vacant position, if you do not specify a pay step in the PAY STEP: field, ABDS will automatically put a "1" in that field; that is, the field will default to "1." Not all blank fields have default values, since they do not affect salary or fringe forecasts or personnel counts.

Other terms used in budget development are defined in the *Annual Budget Submission Manual* and in this manual when a definition is relevant to the understanding of a specific function or screen.

Organization of the *ABDS Manual*

The rest of part 1 provides an overview of ABDS. The remainder of the manual is organized as follows:

Part 2, **Personnel and Salaries**, explains how to look up personnel records, including fringe benefit rates, how to add, update, and delete records; how to update personnel counts; and how to apply attrition.

Part 3, **Expenditures**, explains how to review expenditure information, add subobject and index codes, include text justification for proposed expenditures, and how to enter projected and proposed dollar amounts by subobject/index.

Part 4, **Service Adjustments and Proposed Additions**, covers how to reduce base budget dollars to reach the core or preliminary budget provided by OMB and to increase the core budget for maintaining, expanding, or adding new services to your department. For proprietary departments, core expenditure levels are assumed to be at the level of revenue with no fee increases.

Part 5, **Revenue**, describes features and operations of the revenue subsystem of ABDS.

Part 6, **Workload Measures**, reviews how to use ABDS to prepare workload measures for submission as part of your budget.

Part 7, **Report Processing**, tells you how to request various reports for your use in preparing and reviewing your budget and for submission to OMB. (See *Annual Budget Submission Manual* for a budget report checklist.)

Part 8, **Information Tables**, is where you will find information related to budget development such as department, division, and index code details, a listing of subobject codes, the pay plan, and pay exception information.

Part 9, **ABDS Forecasting**, provides details on how ABDS forecasts salary and fringe benefit numbers.

Part 10, **Link**, explains a feature within ABDS that will enable you to move about quickly from one function to another without using menus.

Part 11, **B-PREP**, identifies the steps necessary to prepare your budget for transmission from ABDS to FAMIS once the Board of County Commissioners has authorized new year appropriations. Usually, the full set of instructions for B-PREP is sent to you in August.

Overview of ABDS

This section provides information on getting IDs and help, use of function keys, signing on and off ABDS, screen formats, response time, and the first steps in getting started.

IDs, Passwords and Security Access

To use ABDS, you must have an ID and password that gives you entry into the main frame (host) computer at ITD. Generally, you will only have one such ID and password for all applications residing on the host computer; however, to gain entry to most applications like ABDS, your ID and password must be approved specifically for this program.

1. If you do not have an ID/password to any main frame application, you can get one by completing an ABDS security access form and submitting it to OMB. Forms are available from your budget analyst and one is included at the back of this manual. Instructions for completing the form are on the form itself. It takes about two weeks to get a new user ID and password.
2. If you already have an ID/password for another host application, but need access to ABDS, you also must complete an ABDS security access form and submit it to OMB. It takes about a week to activate your ID/password for ABDS

Security within ABDS is by department or division(s), by function, and by inquiry or update. You may have access to your entire department or only to a specific division or divisions. You may be restricted to inquiry only with no ability to change any information. You may have inquiry access to some functions and update access to others. You may have access to all substyems within ABDS or only those specifically identified on the security access form such as Personnel and Rates, Expenditures, and Service Level Adjustments. As you complete your security access form, you will establish the type of security for your ID; this form must be approved and signed by the department director or designated representative before submitting it to OMB.

Forms with each department's ABDS personnel with IDs/passwords and security choices are sent to you each November for your review. All IDs used in ABDS last year will be re-activated automatically. It will be the responsibility of departmental liaisons to add new IDs, modify existing IDs, or delete unneeded IDs by submitting new or modified security access forms to OMB.

You may view your security information from any screen within ABDS. Just press **PF1**, help, and then press **PF11**, security. You may change your own ABDS password (not ID) from the CICS sign-on screen by typing in the old password, then typing in the new password in the verification field and pressing **ENTER**. After this you must use the new password to sign on to ABDS (or any other host program). Remember, only you know your password. If you forget your password, you must contact ITD to arrange for use of a new one. If you forget your ID, OMB may be able to help you find it; ITD can also locate IDs.

Help

Training on ABDS is offered every year, usually in December. This training and the *ABDS User's Manual* should answer virtually all your questions about using the system. If you have questions about material in the manual, call your budget analyst at 375-5143. For technical problems related to ABDS, you may be referred by OMB to ABDS personnel at ITD. Please call OMB with technical questions first. Non-ABDS related technical problems with your terminals or PCs should be addressed to the ITD HELP desk (596-4357).

Function Keys

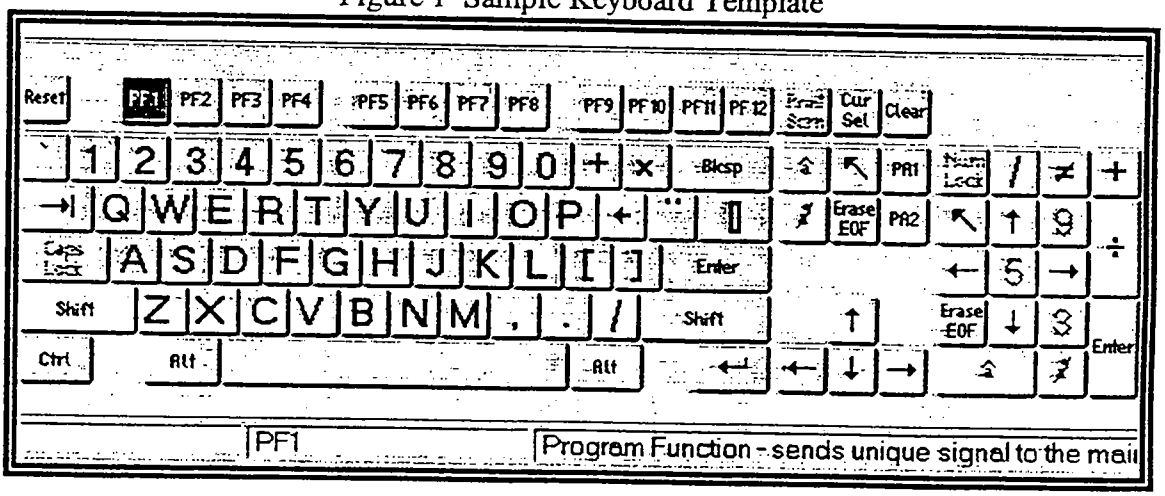
Function keys perform specific tasks within ABDS depending on the screen displayed. Function keys include **ENTER**, **CLEAR**, and **PF**. By pressing the **CLEAR** key or a specific **PF** key, the requested function will be performed. If your terminal/PC does not contain a required **PF** key, you may type the specific **PF** key needed in the RESPONSE: field and press **ENTER** to perform the same

function; for example, enter **'PF8'**, page forward, in this field and press **ENTER** to perform the **PF8** function.

Many terminals and PCs label function keys only with the letter "F" and the number, for example F1, F2, F3, and so on. On ABDS screens and in this manual the label is identified with a "PF", for example PF1, PF2, PF3, and so on. They mean the same thing.

Depending on the software and hardware (emulation card/type of keyboard) you are using in a PC for terminal emulation (host access), your function and other keys (clear, escape, delete) may not work as labeled. (Letter and number keys always work the same.) Every terminal emulation software/card comes with a template that should show you the new address of function keys or key combinations that serve as function keys. For example some software may require you to press the **ALT** key in combination with one of the numeric keys along the top of the keyboard to perform a function (in this case **ALT 5** is the same as **PF5** or **F5**). The **CLEAR** key may be the **ESC** key, the **BREAK** key or some other key. If you have a PC, you must use your template to see which function keys correspond to those described below. If your function keys do not work in ABDS and you do not have a keyboard template, you must experiment with various key combinations to find the correct match. An example of a keyboard template is shown below.

Figure 1 Sample Keyboard Template



Several function keys are common to the entire system and will always perform the same functions. Others have a couple of different functions. All are defined below:

- **CLEAR** - takesyou one screen back to the previous function or menu.
- **ENTER** - is used to move to requested functions, scroll through files (display records/screens one at a time), or display a record specifically requested. The **ENTER** key function varies with screen displayed. Section 4 of the screen will define **ENTER** key functions for that screen (see Screen 1.3).

- **PF1** - (Help) displays a description of the current function.
- **PF2** - displays messages regarding ABDS, which you should read prior to each session on ABDS.
- **PF4** - always adds a new record to the database from an add function.
- **PF5** - always updates a requested record when you are within an update screen.
- **PF6** - always deletes a requested record when in a delete function.
- **PF7** - obtains the previous group of records on file in the personnel, expenditure and revenue subsystems (page backward).
- **PF8** - obtains the next group of records on file for inquiry/update screens (the page forward or browse function).
- **PF9** - allows you to go directly to any authorized function requested through the LINK command.
- **PF10** - signs you off ABDS from anywhere in the system.

NOTE: DUE TO SECURITY REQUIREMENTS, YOU WILL BE SIGNED OFF COUNTY SOFTWARE PROGRAMS SUCH AS ABDS IF THE COMPUTER/ TERMINAL YOU ARE USING IS INACTIVE FOR APPROXIMATELY TEN MINUTES. IF SUCH A SIGNOFF OCCURS, YOU WILL NOT LOSE ALL INFORMATION THAT HAS BEEN ENTERED IN A GIVEN SESSION. AT MOST, ONLY INFORMATION RELATED TO THE SCREEN BEING VIEWED COULD BE LOST IF THE SCREEN HAS NOT BEEN UPDATED. IF THE MESSAGE "BACK-END SYSTEM IS NOT ACTIVE" APPEARS FOLLOWING A TRANSACTION, PERFORM STEP 3 OF THE SIGN ON PROCEDURE EXPLAINED LATER TO GET BACK INTO ABDS.

- **PF11** - moves you to personnel detail screens within the personnel, PATC and SLA sections of ABDS, as well as to expenditure justification text from the expenditure update screen.
- **PF12** - moves you between expenditure update and subobject add screens for quick access between these two functions. **PF12** also forwards you to the next function within the PATC and SLA sections of ABDS.
- **PF13** - moves you between personnel update/inquiry screens to expenditure inquiry screen and back to personnel inquiry (but not back to update).
- **PF14** - clears an update screen of data to provide room for the next update. This is called the **REFRESH** function.
- **PF19** - moves you to the justification text screen within the PATC and SLA sections of ABDS.
- **ERASE EOF** - This key is usually located to the left of the main part of the typing keyboard on a terminal. The main purpose of this key is to clear an active field on the screen of its old value and prepare it for a new entry. The fastest way to replace old data in a field with new data is to press the **ERASE EOF** key before entering new data into the field. On a PC keyboard, this key may be represented by any number of other keys, the **END** key for example; again please review the keyboard template for the terminal emulation software you are using to locate corresponding **PF** keys

described here. You may also use the **DELETE** or **SPACE BAR** to erase data.

- **RESET** - This key is usually located immediately to the left of the **SPACE BAR** on the terminal keyboard. If for any reason the keyboard gets locked up and you are unable to enter data into an active field, press the **RESET** key. If this does not work, you may not be in a valid space on the screen for data entry. Check the **CURSOR** placement on the screen, press **RESET** and then **TAB** to the correct field. When you lock up the keyboard, you should get a symbol in the lower left corner of your screen like a "?" or an "X." Pressing **RESET** clears the "?" or "X" from the screen. If you see a symbol for a clock, the computer is still processing your request.
- **TAB KEYS** - These keys have arrows on them pointing in the direction the cursor will move (several spaces at a time) if you press them. The quickest, safest and most effective keys for advancing the cursor are those with the cursor pointing to the left/right with a vertical bar immediately in front of the arrow. These are the left and right **TAB** keys. The **TAB** key will cause the cursor to jump forward or backward one field at a time in ABDS. Other cursor advance keys (**ARROW KEYS**) will not guarantee the placement of the cursor in the correct position within an active field, but may help you navigate close to the field where you want to go.

Screen 1.1 Metro-Dade Logo

```
            CCCCCCCCCCCC
            CCCCCCCCCCCCCC
                        CCCC        I N F O R M A T I O N
 M E T R O  -  D A D E   CCC        T E C H N O L O G Y
                        CCCC        D E P A R T M E N T
CCCCCCCCCCCC CCCCCCCCCCCCCC
CCCCCCCCCCCC CCCCCCCCCCCC


RESIDENT APPLICATIONS:
----------------------

C = CRIMINAL JUSTICE AND COURTS      B = CRIMINAL JUSTICE BACKUP
P = POLICE SYSTEMS                   M = WASAD MILLENNIUM
F = FINANCIAL SYSTEMS
G = GENERAL GOV'T SYSTEMS            H = HCF (HOST COMMAND FACILITY)
W = WATER AND SEWER SYSTEMS          D = DEVELOPMENT CICS
T = TRES / MMS (INVENTORY)           A = POLICE AS
I = IBM GATEWAY                      K = DEVELOPMENT TSO

PLEASE ENTER APPLICATION CODE:
```

Signing On and Off ABDS

Some departments with major in-house computer systems may not sign on exactly as explained below. If you do not get Screen 1.1 when you access the host, you may be operating in one of these systems. Check with your department data

processing staff. For all others, to sign on to ABDS, you must follow these steps after establishing a link with the host computer:

1. From the Metro-Dade County logo screen (Screen 1.1), type 'G' in the PLEASE ENTER APPLICATION CODE: field and press the **ENTER** key. This will advance you to the CICS sign on screen (Screen 1.2).
2. Enter your user ID and password in the corresponding fields on the CICS sign on screen and press the **ENTER** key. (For security reasons, your password will not show on this screen.) If you are successful, the screen will clear and give you a message in the lower left corner that says "SIGNON IS COMPLETE," as shown on Screen 1.3. You are now signed on to the host computer in the CICS environment.
3. Type 'BUDAMENU' (see Screen 1.3) and press the **ENTER** key.
4. You are now within ABDS application, and the Departmental Menu with the major functions of ABDS will be on the screen (Screen 1.4.)

Screen 1.2 CICS Sign on Screen

```
   MN    MN  EEEEEE  TTTTTTTT  RRRRRR  000000    Information
  MMM   MMM  EE        TT     RR  RR  00  00     Technology
 MM MM MM  EEEE       TT     RRRRRR  00  00      Department
MM    MM  EE         TT     RR R    00  00
MM    MM  EEEEEE     TT     RR  RR  000000

                                        DDDDD    AAA    DDDDD   EEEEEE
CICS/MVS RELEASE 2.1.2                 DD  DD  AA  AA  DD  DD  EE
Region ID:     CICSPRD2               DD  DD  AAAAAA  DD  DD  EEEE
Startup date:  11/10/96              DD  DD  AA  AA  DD  DD  EE
Startup time:  18:16:37             DDDDD   AA  AA  DDDDD   EEEEEE

PLEASE ENTER - USERID:
               PASSWORD:
           NEW PASSWORD:            NEW PASSWORD VERIFY:



FOR PROBLEM RESOLUTION PLEASE CALL THE HELP DESK AT: 596-HELP

Date: 11/13/96 Time: 08:58:23 Term Id: L107 Net Id: RBUDL107 User Id: ********
```

To sign off ABDS, you:

1. Press **PF10**, exit, from anywhere in the system, or keep pressing the **CLEAR** key until you get a blank screen.
2. Type 'BYE', press **ENTER** and you will return to the Metro-Dade logo screen.

Screen 1.3 ABDS Budamenu

```
BUDAMENU

DFH3504I 13:30:08 SIGN-ON IS COMPLETE
```

Screen 1.4 ABDS Menu

```
 11/13/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM          BUDMDEPT
 08:00:34                  DEPARTMENTAL MENU                    BUDADEPT
                 +-------------+-------------------------------+
                 |  FUNC NBR   |        DESCRIPTION            |
                 +-------------+-------------------------------+
                 |     01      | WORKLOAD MEASURES             |
                 |     02      | EXPENDITURES (BASE)           |
                 |     03      | PERSONNEL & RATES             |
                 |     04      | PROPOSED ADDITIONS TO CORE    |
                 |     05      | SERVICE LEVEL ADJUSTMENTS     |
                 |     06      | REVENUE                       |
                 |     07      |                               |
                 |     08      | BPREP PROCESSING              |
                 |     09      | TABLE INQUIRIES               |
                 |     99      | REPORT REQUEST                |
                 +-------------+-------------------------------+

FUNCTION NBR:                          LINK:            RESPONSE:
USER: ST2       FY: 97  ENT: 01  DEPT: IT  DIV:     INX:

** PLEASE CHECK YOUR BULLETINS FOR UP-TO-DATE INFORMATION ABOUT ABDS **
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
DEPTPM-01 KEY IN SELECTION DATA - DEPRESS <ENTER>
```

Screen Formats

Each screen in ABDS has a similar layout. Referring to Screen 1.5, Personnel and Salary Update, note that the screen is divided into five sections. Each section has a specific purpose:

- Section 1, the first two lines, are header lines. The first line consists of the date, system name (ABDS), and screen name. The second line consists of the time, function or screen title, and function or screen name. The last

four characters of the function or screen name make up the link code this function. (On Screen 1.5 the link code is PS60. See part 10 for an explanation of link.)

- Section 2 is the main body of the screen and will contain personnel information, expenditure data, menus, or other subsystem information with additional functions. You will be able to enter data into section 2 only in the update and add functions.
- Section 3 is the area where you must enter information in order for a specific function to be selected, a specific action to occur and a level (department, division, index) of access to be determined or allowed due to security. The USER:, FY:, ENT:, and DEPT: fields are loaded when you sign on. The DIV: field will be loaded if you have division security. Two budget years are maintained within ABDS. You may view prior year ABDS information by typing over the fiscal year (in the FY: field) with the prior year designation. The fields displayed in this section will vary depending on the function currently being used. Menus display available functions, while work screens (screens where specific budget information is accessed or updated) display criteria relevant to that function only.
- Section 4 lists the function keys available for each screen displayed. Each function key performs a specific task within that screen. (Note that on Screen 1.5 the function keys are **CLEAR, ENTER, PF1, PF2, PF4, PF5, PF6, PF9, PF10, PF11, PF12, PF13,** and **PF14.**)
- Section 5 contains the message line. All messages relating to the displayed screen will appear here, such as error messages, informational messages or messages requesting a specific user action.

Error Messages

As you progress through the system, you may inadvertently enter incorrect information in a field where no data may go or where the data is inappropriate for the field on the screen. If the screen responds back with "??" (question marks) in any field or if any field is highlighted (brighter than the other fields), then you must make corrections to those fields before taking to the next step. ABDS recognizes errors only after you attempt to perform a function or if you try to enter data in protected part of a field.

In the personnel and revenue subsystems of ABDS when a data entry error occurs in one or more fields, the cursor jumps to the first place an error occurred (top to bottom, right to left) and a "?" is displayed to the left of the field. To find out more about the error, press **PF12**, errors?, and a message indicating the correct type of response to fix the error will be displayed on the bottom of the screen. Screen 1.6 indicates an error occurred when trying to add a new record.

Screen 1.5 Screen Layout

```
11/13/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS60
08:17:50                 PERSONNEL AND SALARY  UPDATE                      BUDAPS60

POSITION INFORMATION:                                                        VPA:
 LNAME:                        FIRST:                MI:          SSN:   000000000
 POS-TYPE:     RET-CODE:       EXEC-BEN:       EXEC-ADJ:     0000.0000 (P/D):
 HDATE:   00/00/0000  ADATE:   00/00/0000   LONG-YRS:   00 BDATE:   00/00/0000
 INDEX CODE:                   ENT:        DEPT        DIV        SEC:      FUND:
 BUDGET-ST:        JOB-ST:        EMP-ST:            TERM-ST:        FTE:  0.00
 OCC CODE:   0000                                          BARG-UNIT:
 PAY-STEP:   00   RATE:        0.00   PAY-PER-BUDGETED:        BIWLY-HRS:   000
 PAY-EXP:
SALARY INFORMATION:                                                          FI:
   PP   ELIG DATE      STEP      RATE       EXP VAL   AMOUNT



                                                   SAL:            FOR:

 SSN: 000000000      DEL: (Y/N)              LINK:        RESPONSE:
 USER: ST2        FY: 97  ENT: 01  DEPT: IT  DIV:     INX:                FUND:
CLEAR-RETN   ENTER-REQ/SCR   PF1-HELP   PF2-BLTN   PF4-ADD   PF5-UPD   PF6-DEL
PF9-LINK  PF10-EXIT  PF11-DETAIL  PF12-ERRORS?   PF13-EXPENDITURE  PF14-REFRESH
PS60PM-02 POSITION RECORD NOT FOUND
```

Screen 1.6 Error Message

```
11/13/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS60
14:53:50                 PERSONNEL AND SALARY  UPDATE                      BUDAPS60

POSITION INFORMATION:                                                     VPA: ?
 LNAME: ?                      FIRST: ?              MI:          SSN: ?
 POS-TYPE:   F RET-CODE:   21 EXEC-BEN:       EXEC-ADJ:     0000.0000 (P/D):
 HDATE:   01/17/1997  ADATE:   01/17/1997   LONG-YRS:   00 BDATE:   00/00/0000
 INDEX CODE:   IT254870       ENT:   01  DEPT IT    DIV 03    SEC: 05  FUND: 050
 BUDGET-ST:   1   JOB-ST:   1   EMP-ST:   AB        TERM-ST:        FTE:  0.00
 OCC CODE:   0021   OFF SUPPORT SPEC 2                   BARG-UNIT: H
 PAY-STEP:   01   RATE:      674.00   PAY-PER-BUDGETED:   26   BIWLY-HRS:   080
 PAY-EXP:
SALARY INFORMATION:                                                          FI: S
   PP   ELIG DATE      STEP      RATE       EXP VAL   AMOUNT



                                                   SAL:            FOR:

 SSN: 266432465      DEL: (Y/N)              LINK:        RESPONSE:
 USER: ST2        FY: 97  ENT: 01  DEPT: IT  DIV:     INX:                FUND:
CLEAR-RETN   ENTER-REQ/SCR   PF1-HELP   PF2-BLTN   PF4-ADD   PF5-UPD   PF6-DEL
PF9-LINK  PF10-EXIT  PF11-DETAIL  PF12-ERRORS?   PF13-EXPENDITURE  PF14-REFRESH
PSUP-ERROR(S) HAVE BEEN DETECTED AND MARKED WITH A "?". PF12 TO SEE ERROR MSG.
```

In this example, when the person tried to add a record that had incorrect information on the screen, ABDS responded with an error message as shown on the bottom of Screen 1.6: "'ERROR(S) HAVE BEEN DETECTED AND MARKED WITH A "?," PF12 TO SEE ERROR MSG." After pressing **PF12**, ABDS attempts to explain the error, giving you some idea of how to correct it. Screen 1.7 shows the error message after pressing **PF12**: "VPA CAN NOT BE

USED WITH FILLED POSITION; CORRECT AND RESUBMIT." It appears that someone tried to add two vacant positions but inadvertently entered an "F" (for filled) in the POS TYPE: field. For vacant positions, a "V" must be entered in the POS TYPE: field in order to add the record. To correct this error, simple type a "V" in the POS TYPE: field and press **PF4** to add the record.

If information is entered into a space that is not designated to receive it (invalid typing area), the system may return with a message that looks like "ERROR AT 6,25." The system is attempting to tell you that row '6', column '25' has invalid characters in a field on the screen. Refer to the field where you typed the data to see if it was invalid.

Screen 1.7 Error Message Displayed

```
12/11/96              AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS60
17:02:50               PERSONNEL AND SALARY  UPDATE                      BUDAPS60

POSITION INFORMATION:                                                   VPA: ?  I
 LNAME:   ?                  FIRST:   ?            MI:          SSN: ? 000000000
 POS-TYPE:   F RET-CODE:   21 EXEC-BEN: ? 21 EXEC-ADJ:    0000.0000 (P/D):
 HDATE:   01/17/1997  ADATE:   01/17/1997   LONG-YRS:   00 BDATE:   00/00/0000
 INDEX CODE: ? ITZE4STU      ENT:   22  DEPT       DIV       SEC:      FUND:
 BUDGET-ST:   1   JOB-ST:   1   EMP-ST:   AB       TERM-ST:       FTE:  0.00
 OCC CODE:   0021   OFF SUPPORT SPEC 2                   BARG-UNIT: H
 PAY-STEP:   01   RATE:     674.00   PAY-PER-BUDGETED:   26   BIWLY-HRS:   080
 PAY-EXP:
SALARY INFORMATION:                                                     FI: S
   FP   ELIG DATE      STEP     RATE       EXP VAL   AMOUNT



                                                SAL:            FOR:

 SSN: 000000000      DEL: (Y/N)                LINK:        RESPONSE:
 USER: ST2        FY: 97  ENT: 22  DEPT: CS  DIV:     INX:              FUND:
CLEAR-RETN   ENTER-REQ/SCR   PF1-HELP   PF2-BLTN   PF4-ADD   PF5-UPD   PF6-DEL
PF9-LINK  PF10-EXIT  PF11-DETAIL  PF12-ERRORS?   PF13-EXPENDITURE  PF14-REFRESH
VPA CAN NOT BE USE WITH FILL POSITION: CORRECT & RESUBMIT.
```

Bulletin Board

The bulletin board function **(PF2)** will allow OMB and ITD to communicate important information to you on-line. The **PF2** function will contain information about system features, problems, and other messages related to ABDS. This information is updated regularly during budget development. This function is accessible from any screen in ABDS. Please review these messages each time you begin work on ABDS. For example, occasionally a subsystem (like expenditures) will be closed to make a programming change. If you try to use this subsystem you will get a message saying it is unavailable. The bulletin board should have information telling you why the subsystem is down and when it will become available again.

Response Time

ABDS functions may be performed from any host connected personal computer, displaywriter or terminal. With over one hundred transactions available, this system provides extensive flexibility in budget development. For most of you, the response time for all transactions will be good; however, some functions may take longer for the computer to process. The following situations will affect response time:

- Host connected personal computers may run slightly slower than a standard terminal directly connected to the host computer.
- PCs or terminals connected via a telephone modem will run up to four times slower than a standard terminal.
- The number of records that must be processed by a transaction will also directly impact on the speed of the transaction.

A list of potentially slow transactions follows:

A. Expenditure Inquiries:

- Function 01: Expenditure Inquiry by Fund/Department
- Function 02: Expenditure Inquiry by Division/Fund
- Function 03: Expenditure Inquiry by Index/Fund
- Function 04: Expenditure Inquiry by Index/Division
- Function 09: Aggregate Inquiry by Subobject/Department
- Function 10: Aggregate Inquiry by Subobject/Division
- Function 13: Index Total by Project within Subfund

B. Position Adds/Updates:

- Function 60: Position Record Add/Update

C. Proposed Additions to the Core/Service Adjustments

- Function 07: PATC/SLA Department Summary
- Function 08: PATC/SLA Fund Summary
- Function 55: PATC/SLA Total Dollars

Departments most affected by the above transactions will be those with a large number of funds, divisions, and index codes within their organization. Due to the large number of records to be read, processing time will be slower.

Should you discover other sources of consistently slow response time, please bring them to the attention of your OMB analyst so that the problem may be reviewed.

Getting Started

Once you have signed onto ABDS, the Departmental Menu Screen will appear, showing the primary ABDS functions (Screen 1.8).

The functions listed on this screen are the major subsystems of ABDS. Within each function on this screen are additional menus with options available to you for that specific subsystem. By selecting these menu options, from general options on initial menu screens to very specific options in later menus, you are telling ABDS to execute a specific feature of the system.

To proceed to the desired budget functions from the departmental menu:

1. Review the menu options and determine the item to be selected.
2. Type the number of the desired function in the FUNCTION NBR: field.
3. Type any additional selection criteria you want (division, index, or fund). (Use the **TAB** key to move from field to field.)
4. Press the **ENTER** key. This will send you on your way to the requested ABDS subsystem.

Screen 1.8 ABDS Departmental Menu

```
 11/13/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMDEPT
 08:00:34                        DEPARTMENTAL MENU                          BUDADEPT
                  +-------------+-------------------------------+
                  |  FUNC NBR   |        DESCRIPTION            |
                  +-------------+-------------------------------+
                  |     01      | WORKLOAD MEASURES             |
                  |     02      | EXPENDITURES (BASE)           |
                  |     03      | PERSONNEL & RATES             |
                  |     04      | PROPOSED ADDITIONS TO CORE    |
                  |     05      | SERVICE LEVEL ADJUSTMENTS     |
                  |     06      | REVENUE                       |
                  |     07      |                               |
                  |     08      | BPREP PROCESSING              |
                  |     09      | TABLE INQUIRIES               |
                  |     99      | REPORT REQUEST                |
                  +-------------+-------------------------------+

FUNCTION NBR:                          LINK:              RESPONSE:
USER: ST2        FY: 97  ENT: 01  DEPT: IT  DIV:      INX:

** PLEASE CHECK YOUR BULLETINS FOR UP-TO-DATE INFORMATION ABOUT ABDS **
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
DEPTPM-01 KEY IN SELECTION DATA - DEPRESS <ENTER>
```

Initial Steps

If this is the first or even the seventh time you have used ABDS to prepare your budget information, you should request several reports before you make any changes to personnel or expenditure screens. The following is a list of some key reports you may want to have printed right away by report title with the ABDS report number in parenthesis. Part 7 of this manual explains how to request reports.

- ☐ B-2 Salary Forecast (742)--All filled positions as of the down load will be showing on this report. A part-time filled report also comes with the B-2.
- ☐ Personnel Summary by index (750)
- ☐ Expenditure by department (720), division (728) and index (721)

These reports contain the personnel counts and expenditure data first generated by ABDS. Once you start making changes in the ABDS subsystems, then a host of other reports will be of value to you for information internal to your department and for submission to OMB.

NOTES

PART 2: PERSONNEL AND SALARIES

One of the first steps in preparing departmental budgets is calculating salary and fringe benefit figures. ABDS will assist you with most of these calculations. In December each year, payroll files for each filled full-time and part-time position are down-loaded by department into the ABDS personnel system. With this information, ABDS automatically calculates subobject codes related to salary and fringe benefits, those shown in Table 2.1. These subobject codes can be updated for expenditure screens and reports only through the ABDS personnel, SLA and PATC subsystems. All other salary/fringe subobjects codes are open to you for direct input in the expenditure subsytem. ABDS also automatically computes the number of full-time positions by occupation code (personnel summaries) through the personnel subsystem and provides a report for all part-time positions.

TABLE 2.1 SUBOBJECT CODES AUTOMATICALLY CALCULATED BY ABDS		
"Old" Codes FAMIS 3.2	DESCRIPTION	"New" Codes FAMIS 4.2
0101	regular salaries	00110
0120	part-time salaries	00112
0140	social security	01010
0141	retirement	01011
0143	life insurance	01111
0150	holiday pay*	00151
0151	vacation pay*	00152
0154	longevity pay	00125
0157	executive benefits	00120
0169	sick leave reimbursement*	00195
0171	overtime for social security*	01094
0172	overtime for retirement*	01095
0175	flex benefit dollars	00122
0176	overtime retirement/high risk*	01096
* These codes require some other action by you before ABDS will enter figures in them. For example, when you flag a person for retirement, the accumulated holiday, vacation and sick leave payouts are computed and entered here by ABDS. Entering figures in codes 00160 or 00161 will cause ABDS to compute regular or high risk retirement for overtime and for social security.		

Vacant positions are not loaded into ABDS in December. Vacant positions do not exist in the payroll file; therefore, ABDS can not place them within a department. ABDS does have a feature that will allow for the addition of up to ten vacant positions with minimum effort at one time.

NOTE: THIS MANUAL DESCRIBES HOW TO USE ALL FUNCTIONS OF ABDS REGARDLESS OF SECURITY ACCESS.

The main functions within the personnel subsystem of ABDS are to:

- View and update multiple position record summaries by name, social security number or occupation code order (Functions 01, 02, 03).
- View individual detail records by social security number (Function 04).
- Add, modify, and delete individual detail records by social security number (Function 60).
- Add vacant and newly filled positions (Functions 01, 02, 03 and 60).
- View personnel summary data by department, fund, division, section, subfund, project, or index code. These inquiries show the number of positions by occupation code (Functions 21 through 27).
- Update personnel summaries at the index level (Function 68).
- View county fringe benefit and insurance rates (Functions 50).
- View attrition by department, division, and index (Functions 51 through 53).
- Update attrition by department, division, and index (Functions 71 through 73).

Personnel and Salary Inquiries and Updates

Entering '03' in the FUNCTION NBR: field on the Departmental Menu Screen and pressing **ENTER** will bring up the Personnel and Rates Menu (Screen 2.1). The Personnel and Salary subsystem of ABDS is divided into three sections--Personnel Detail, Personnel Summary, and Fringe and Attrition Rates. Updates and inquiries are on the same menu.

Each of the personnel detail functions is described next.

- **Function 01** Multiple by Name - displays summary information for multiple position records in alphabetical order within the level you selected (department, division, or index).
- **Function 02** Multiple by Social Security Number - displays summary information for multiple records in social security number order for the level you selected (lowest to highest)

- **Function 03** Multiple by Occupation Code - displays summary information for multiple records in a occupation code sequence (lowest to highest) at the level you selected.
- **Function 04** Inquiry Detail by Social Security Number - displays a specific individual detail record for viewing only.
- **Function 60** Personnel and Salary Update - usually displays a blank update screen where you can add vacant or filled positions that were not part of the payroll down load in February. You can also update and delete individual records with this function.

To review, update, and add personnel records, you select from among the functions under personnel detail. These records are the source for most of the salary and fringe benefit figures automatically loaded in the appropriation (expenditure) reports and shown on expenditure screens. You can view both multiple summary screens and individual detail screens from this menu. You may also use Function 60 to select a specific individual record to update, using a person's social security number, by-passing the multiple update screens.

Multiple personnel functions are described next.

Screen 2.1 Personnel and Rates Menu

```
11/13/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMPSMN
12:06:56               PERSONNEL AND RATES MENU                          BUDAPSMN

+-------------------------+-------------------------+-------------------------+
|    PERSONNEL DETAIL     |   PERSONNEL SUMMARY     | FRINGE & ATTRITION RATES |
+-------------------------+-------------------------+-------------------------+
| 01 MULTIPLE   BY NAME   | 21  INQ DEPT    LEVEL   | 50 INQ COUNTY RATES      |
| 02 MULTIPLE   BY SSN    | 22  INQ FUND    LEVEL   | 51 INQ DEPT  LEVEL ATTR  |
| 03 MULTIPLE   BY OCC    | 23  INQ DIV     LEVEL   | 52 INQ DIV   LEVEL ATTR  |
| 04 INQ DETAIL BY SSN    | 24  INQ SECT    LEVEL   | 53 INQ INDEX LEVEL ATTR  |
| 60 UPD DETAIL BY SSN    | 25  INQ INDEX   LEVEL   | 71 UPD DEPT  LEVEL ATTR  |
|        ADD/MOD/DEL      | 26  INQ SUBFUND LEVEL   | 72 UPD DIV   LEVEL ATTR  |
|                         | 27  INQ PROJECT LEVEL   | 73 UPD INDEX LEVEL ATTR  |
|                         | 68  UPD INDEX   LEVEL   |                          |
|                         |                         |                          |
+-------------------------+-------------------------+-------------------------+

FUNCTION NBR:                          LINK:                  RESPONSE:
USER: ST2       FY: 97  ENT: 01  DEPT: IT  DIV:     INX:              FUND:
OCC:        SSN:            PROJ:          SFUND:
LNAME:                  FNAME:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF9-LINK  PF10-EXIT
PSMN-PM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Multiple Position Record Inquires and Updates

You may review multiple summary position records by employee name, social security number, and occupation code. Records may be displayed at the department, division, or index level, depending on what you enter in the DIV:, INX: and FUND: fields near the bottom of the screen (or for which you are limited by your security access level). Table 2.2 displays the selection choices with available access levels for personnel detail.

TABLE 2.2 MULTIPLE POSITION RECORD FUNCTIONS AND ACCESS LEVEL RELATIONSHIPS	
Function 01 Name (Alphabetical Order)	Department
	Division
	Index
Function 02 SSN (Lowest to Highest)	Department
	Division
	Index
Function 03 Occ Code (Lowest to Highest)	Department
	Division
	Index

Screen 2.2, Position Summary by Name, displays a number of summary personnel records at the department level. Once you have this screen showing, you have several choices for further action. These choices work in all multiple personnel detail functions.

Screen 2.2 Position Summary by Name

```
11/13/96                    AUTOMATED BUDGET SYSTEM                          BUDMPS01
12:09:25                   POSITION SUMMARY BY NAME                          BUDAPS01

DEPARTMENT : IT            ITD-INFORMATION TECHNOLOGY DEPARTMENT

I/U SOCIAL SEC      NAME      OCC   OCC TITLE      INDEX      S FS  BI-RATE SALARY
  174-        : A                                IT254870     1 10  2054.00  53404
  078-        : AB                               IT304980     1 99  1208.00  31408
  267-        : AB                               IT265637     1 10  1503.00  39078
  261-        : AC                               IT254474     1 07  1732.00  47216
  262-        : AD                               IT324491     1 08  1816.00  49530
  594-        : AD                               IT265637     1 03  1172.00  33044
  301-        : AG                               IT254870     1 09  1790.00  48802
  202-        : AH                               IT254854     1 10  2265.00  58890
  590-        : AL                               IT254870     1 03  1496.00  42160
  266-        : AL                               IT254169     1 10  2481.00  70694

LAST NAME:                    FIRST INIT:     LINK:        RESPONSE:
USER: ST2        FY: 97   ENT: 01  DEPT: IT  DIV:    INX:              FUND:
CLR-RETN ENTER-REQ PF1-HELP PF2-BLT PF7-BWD PF8-FWD PF9-LINK PF10-EXIT PF13-EXP
PS01PM-14  USE PF7 OR PF8 TO SCROLL THRU POSITIONS
```

1. Select **PF8** to page forward to see more records for the level you chose (i.e., more records in the department, division or index). When you get to the last record for the level, you will get a message "ALL RECORDS DISPLAYED; PF8 TO BEGIN AGAIN"; pressing **PF8** will bring you back to where you started.

2. If you have used **PF8** to go to a second or more screens, you can press **PF7**; this will page backwards until you get back to the first screen you brought up. **PF7** and **PF8** work in all screens under personnel detail.
3. You can enter a different division number in the DIV: field, press **ENTER**, and bring up records for that division.
4. You can enter an index code in the INX: field, press **ENTER** and bring up records for that index code only.
5. You can erase the division number and index code from their respective fields, press **ENTER** and bring up records for the department.
6. You may also position yourself at a specific place within the multiple records by typing a partial name, social security number or occupation code (in Functions 01, 02 or 03, respectively) in the corresponding field and performing the record function. For example, if you type "W" or "Will" in the LAST NAME: field (using Function 01) and press **ENTER**, ABDS will take you directly to the names beginning with "W" or "Will."

TIP

TO VIEW VACANT POSITIONS, USE THE SOCIAL SECURITY NUMBER FUNCTION, SINCE VACANT POSITIONS ARE NUMBERED SEQUENTIALLY USING THE LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER FIELD (001, 002, 003), OR YOU CAN ALSO USE THE NAME INQUIRY SINCE ALL VACANT POSITIONS USE "VACANT", AS A DEFAULT IN THE LAST NAME FIELD.

Once you finish reviewing multiple records (inquiry only), you have three choices for selecting detail records.

1. You enter an 'I' for inquiry in the far left column headed by I/U for one or more records for which you want to see more detailed information than is shown on the summary screen; pressing the **ENTER** key will bring up the first detailed inquiry record you selected; pressing **ENTER** or **CLEAR** will bring up the second record you selected and so on. When the last record you selected for a detailed view is showing, pressing **ENTER** or **CLEAR** will bring you back to the multiple summary screen where you started.
2. You enter a 'U' for update in the far left column headed by I/U and press **ENTER** to bring up the detailed update screen, which looks identical to the detailed inquiry screen. You may also select more than one record to update by placing a 'U' to the left of all the records you wish to update and press **ENTER** to bring up the first record you selected. Pressing **ENTER** or **CLEAR** after each record comes will bring up another record you indicated or, after updating the last record you selected, will bring you back to the multiple summary screen.
3. You may select both inquiry and update on the multiple screen by typing an 'I' for inquiry and 'U' for update in the far left column and press **ENTER** to bring up the first record and continue as explained above.

TIP

OFTEN THE FASTEST WAY TO GET TO THE TOP OF THE I/U FIELD, WITH A PC, IS TO PRESS THE **HOME** KEY OR **TAB** KEY.

Screen 2.3 displays multiple position summary records by social security number from lowest to highest at the index level, and Screen 2.4 shows multiple position summary records by occupation code from lowest to highest at the department level. Screen 2.5 shows a detailed personnel record for one person selected using Function 04, detail inquiry by social security number; note the social security number is showing would be showing in the SOC SEC: field in the lower left corner, except it has been blanked out since real records are being used in these screens.

Screen 2.3 Position Summary by Social Security Number

```
11/13/96                    AUTOMATED BUDGET SYSTEM                    BUDMPS02
12:10:09                  POSITION SUMMARY BY SOC SEC                  BUDAPS02

DEPARTMENT : IT            ITD-INFORMATION TECHNOLOGY DEPARTMENT

I/U SOCIAL SEC      NAME      OCC   OCC TITLE      INDEX      S PS  BI-RATE SALARY
  003-                                            IT254854     1 11  2152.00  55952
  023-                                            IT248104     1 07  1306.00  37028
  023-                                            IT324491     1 10  1503.00  40878
  023-                                            IT254870     1 10  2054.00  58448
  036-                                            IT254870     1 11  2372.00  61672
  044-                                            IT254409     1 11  2719.00  70694
  044-                                            IT254292     1 10  1450.00  39285
  049-                                            IT254292     1 08  1910.00  58604
  052-                                            IT254136     1 12  1438.00  37388
  052-                                            IT254441     1 99  3357.00  87282

SOC SEC:                                        LINK:        RESPONSE:
USER: ST2       FY: 97  ENT: 01  DEPT: IT  DIV:     INX:                FUND:
CLR-RETN ENTER-REQ PF1-HELP PF2-BLT PF7-BWD PF8-FWD PF9-LINK PF10-EXIT PF13-EXP
PS02PM-14  USE PF7 OR PF8 TO SCROLL THRU POSITIONS
```

Screen 2.4 Position Summary by Occupation Code

```
11/13/96                    AUTOMATED BUDGET SYSTEM                    BUDMPS03
12:11:48                  POSITION SUMMARY BY OCC CODE                 BUDAPS03

DEPARTMENT : IT            ITD-INFORMATION TECHNOLOGY DEPARTMENT

I/U SOCIAL SEC      NAME      OCC   OCC TITLE      INDEX      S PS  BI-RATE SALARY
  095-                        0012 CLERK 3       IT324491     1 11  1104.00  29432
  105-                        0012 CLERK 3       IT324509     1 12  1156.00  30056
  263-                        0012 CLERK 3       IT324491     1 12  1156.00  30056
  561-                        0012 CLERK 3       IT248096     1 04   818.00  22276
  586-                        0012 CLERK 3       IT254847     1 11  1104.00  29640
  593-                        0012 CLERK 3       IT265637     1 05   854.00  23900
  262-                        0013 CLERK 4       IT254136     1 11  1377.00  35802
  078-                        0061 ADMIN SECR 1  IT304980     1 99  1208.00  31408
  264-                        0061 ADMIN SECR 1  IT265637     1 99  1208.00  31408
  264-                        0063 SEC/ASST DEP  IT324525     1 99  1183.00  30758

OCC CODE:       SOC SEC:                        LINK:        RESPONSE:
USER: ST2       FY: 97  ENT: 01  DEPT: IT  DIV:     INX:                FUND:
CLR-RETN ENTER-REQ PF1-HELP PF2-BLT PF7-BWD PF8-FWD PF9-LINK PF10-EXIT PF13-EXP
PS03PM-14  USE PF7 OR PF8 TO SCROLL THRU POSITIONS
```

Screen 2.5 Detail Personnel Record

```
11/13/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS60
12:14:40           PERSONNEL AND SALARY  INQUIRY                     BUDAPS04

POSITION INFORMATION:
 LNAME:                    FIRST:                MI:      SSN:
 POS-TYPE:   F RET-CODE:   01 EXEC-BEN:      EXEC-ADJ:    0000.0000 (F/D):
 HDATE:   09/29/1980  ADATE:   08/26/1996   LONG-YRS:   17 BDATE:   03/10/1939
 INDEX CODE:   ITCS4136      ENT:   01  DEPT IT    DIV 01    SEC: 02  FUND: 010
 BUDGET-ST:   1   JOB-ST:   1   EMP-ST:   AA      TERM-ST:        FTE:  1.00
 OCC-CODE:   0013   CLERK 4                                BARG-UNIT: K
 PAY-STEP:   11   RATE:    1377.00   PAY-PER-BUDGETED:   26   BWLY-HRS:   080
 PAY-EXP:
SALARY INFORMATION:                                                   FI: L
   PP   ELIG DATE      STEP     RATE       EMP VAL   AMOUNT
   26   08/26/1996      11      1,377                 35,802


                                                SAL:  35,802    FOR:  50,589
 SSN:
                                          LINK:        RESPONSE:
 USER: ST2       FY: 97  ENT: 01  DEPT: IT  DIV:    INX:              FUND:
CLEAR-RETN   ENTER-REQ/SCR   PF1-HELP   PF2-BLTN   PF9-LINK  PF10-EXIT
             PF11-DETAIL     PF13-EXPENDITURE
```

You may also view a salary and fringe detail screen for a an individual record by pressing **PF11** from the detailed record screen. (See Screen 2.6.) This screen displays the person's social security number, name, occupation title and code and the breakdown of fringe benefits forecast for the new year. This screen also displays termination and sick leave pay for those individuals who are flagged for retirement, which is explained later in this part of the manual. Press **CLEAR** to return to the previous screen.

Screen 2.6 Salary/Fringe Detail

```
11/13/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS98
12:16:02               SALARY AND FRINGE DETAIL                      BUDAPS98

          SALARY AMOUNT:              35,802
                  FICA:      2,289
                  MICA:        526
     RETIREMENT AMOUNT:      6,319
     HEALTH INS AMOUNT:      4,350
     LIFE   INS AMOUNT:        106              SSN:
      LONGEVITY AMOUNT:        537             NAME:
 PROFESSIONAL LIABILITY:         0              OCC:
   EXEC BENEFIT AMOUNT:          0
        HOLIDAY AMOUNT:          0
         ANNUAL AMOUNT:          0
           SICK AMOUNT:          0
           FLEX AMOUNT:        660
          FRINGE TOTAL:              14,787
                                    ----------
  TOTAL FORECAST AMOUNT:             50,589

                                 LINK:        RESPONSE:
USER: ST2      FY: 98 ENT: 19 DEPT: IT DIV: 01 INX:              FUND:

PS98-PM-03 PRESS CLEAR TO RETURN.
```

Individual Detail Records--Adding, Updating, and Deleting

Detail records can be added, updated, and deleted by using Function 60 on the Personnel and Rates Menu or by using Functions 01, 02 and 03 then moving to a

detailed screen. You need to add records if someone has been hired into a position that was vacant after the personnel records were loaded into ABDS (no vacant positions are down-loaded when records are transferred from the payroll system to ABDS) or if you have vacant positions that should be shown in the base budget, i.e. the vacant positions you need to add are part of your current year authorized positions. Remember the following guidelines when adding new positions or when updating existing personnel information.

- Requested funding should be calculated using the appropriate pay steps and occupation codes at pay plan rates. (See ABDS pay plan and pay exception codes in the information tables.) Positions scheduled for less than full year staffing should include funding sufficient only for the scheduled period that the position will be filled. (Use the hire date field to control pay periods.)
- Salaries do not have to be adjusted for wage accruals. The FAMIS system accrues earned wages and fringe benefits from one year to the next, and, as a result, only the annual salary of each position is forecast. Wage accruals adjust for the number of days of actual work during the month rather than for pay days or pay periods.
- As a rule, personnel counts for base budget and end-of-year projection positions should be equal as shown in the Personnel Summary. Positions for new or expanded services should be identified and added in the proposed additions subsystem.

Adding New Position Records

There are two ways to add a new position record;

1. Select Function 60 from the Personnel and Rates Menu. Screen 2.7, blank personnel detail screen, will usually appear; however, if fields on the screen contain personnel information, you can clear the screen of this data by pressing **PF14**, refresh. If, however, the record details are similar to the one you wish to add, then just over type those fields that need changing and press **PF4**, add, and the new record will be added to your personnel data base. (The original record that you over-typed will remain in the data base.) On a blank screen fill in the appropriate information in the blank fields. Use the **TAB** keys to move around this screen most efficiently. Fields required for adding a position are highlighted on the screen and explained below.
2. When in a update record (detail) from Functions 01, 02 or 03, you may over-type any fields with new information for a filled position and press **PF4** to add the new record to the data base. You can also use the **PF14** key to clear the screen and type in position information; then press **PF4** to add the record.

Screen 2.7 Blank Personnel Detail

```
11/13/95              AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS60
12:17:27               PERSONNEL AND SALARY  UPDATE                      BUDAPS60

POSITION INFORMATION:                                                     VPA:
 LNAME:                        FIRST:                MI:          SSN:   000000000
 POS-TYPE:     RET-CODE:       EXEC-BEN:       EXEC-ADJ:     0000.0000 (P/D):
 HDATE:   00/00/0000  ADATE:   00/00/0000   LONG-YRS:   00 BDATE:   00/00/0000
 INDEX CODE:                   ENT:       DEPT       DIV        SEC:      FUND:
 BUDGET-ST:       JOB-ST:       EMP-ST:            TERM-ST:        FTE:  0.00
 OCC CODE:   0000                                   BARG-UNIT:
 PAY-STEP:   00   RATE:       0.00   PAY-PER-BUDGETED:        BIWLY-HRS:   000
 PAY-EXP:
SALARY INFORMATION:                                                       FI:
   PP   ELIG DATE      STEP     RATE       EXP VAL   AMOUNT



                                                SAL:            FOR:

 SSN: 000000000      DEL: (Y/N)              LINK:        RESPONSE:
 USER: ST2       FY: 97  ENT: 01  DEPT: IT  DIV: 01 INX:              FUND:
CLEAR-RETN   ENTER-REQ/SCR   PF1-HELP   PF2-BLTN   PF4-ADD   PF5-UPD   PF6-DEL
PF9-LINK  PF10-EXIT  PF11-DETAIL  PF12-ERRORS?  PF13-EXPENDITURE  PF14-REFRESH
PS60PM-02 POSITION RECORD NOT FOUND
```

If you are adding a vacant position, you must fill in the following:

- POS-TYPE: 'V' must be entered
- OCC CODE: occupation code number
- INDEX CODE: position's index code

If you are adding a filled positions, you must fill in the following:

- POS-TYPE: 'F' must be entered
- OCC CODE: occupation code number
- LNAME: employee's last name
- SSN: employee's social security number
- INDEX CODE: employee's index code

If a vacant position is being added for an occupation code not currently in the pay plan, use occupation code 9900, titled "new class." This is a step 99 position so the biweekly rate must be entered by you in the RATE: field. Be sure to write the intended title on the personnel summary report.

Multiple vacant positions can be added (maximum of 10 identical positions at one time) by entering the number of positions in the VPA: vacant positions to be added field in the upper right part of the screen. All of the position information will be identical with the exception of the social security number, which ABDS automatically assigns when you press **PF4**. The more positions added at one time, the longer this function will take.

Multiple vacancies, once added, are numbered sequentially beginning with 1 in the last four digits of the social security number field.

You may view a salary and fringe detail screen for a particular position by pressing **PF11** from the personnel and salary record add screen. Pressing **CLEAR** will return you to the previous screen.

TIP

AFTER ADDING OR UPDATING A RECORD, YOU MAY WISH TO VIEW THE IMPACT ON SALARY/FRINGE FIGURES. YOU CAN DO THIS QUICKLY USING THE PF13 KEY, WHICH PROVIDES A DIRECT LINK TO THE EXPENDITURE INQUIRY SCREEN TO WHICH THE SALARY/FRINGE FIGURES WILL BE POSTED FOR THE PERSONNEL RECORD YOU WERE WORKING ON. YOU MAY RETURN TO A PERSONNEL INQUIRY SCREEN FROM THE EXPENDITURE UPDATE SCREEN JUST AS QUICKLY BY AGAIN PRESSING PF13.

The following defines other fields on the position add screen:

- JOB ST: Job Status Code
- EMPL ST: Employee Status Code
- RET CODE: Retirement Code
- BARG UNIT: Bargaining Unit Code
- EXEC BEN: Executive Benefits (if applicable)
- EXEC-ADJ: Salary adjustment field for step 99
- P/D: Percent or dollar code for executive adjustment value
- FTE: Full-time equivalent calculation
- FI: Forecast indicator. "S" means system forecast; "L" means load forecast; "O" means system override.
- PP: An updatable field that can help you attain an accurate salary forecast for non-standard positions.
- ELIG DATE: Date individual is eligible for a merit raise.
- PAY EXP: Pay Exception--Up to twenty pay exceptions are possible. The same exception codes should be used as those used in the county's payroll system. This is not a commonly used field. The step and rate will be adjusted based on the pay exceptions.

NOTE: CODE TRANSLATIONS FOR JOB STATUS, BUDGET STATUS, EMPLOYMENT STATUS, RETIREMENT STATUS, BARGAINING UNIT, PAY EXCEPTIONS, AND EXECUTIVE BENEFITS ARE AVAILABLE FROM YOUR DEPARTMENTAL PERSONNEL OFFICER OR THE ADMINISTRATIVE SERVICES DIVISION OF THE PERSONNEL DEPARTMENT. IN ADDITION, PAY EXCEPTIONS CAN BE VIEWED BY SELECTING FUNCTION 03 IN THE PERSONNEL TABLE INQUIRIES. EXECUTIVE BENEFITS CODES CAN BE FOUND IN THE COUNTY RATES (FUNCTION 50) SECTION ON THE PERSONNEL AND RATES

Salaries for positions are forecast by determining the number of pay periods that are required before going on to the next pay step. See part 9 of the manual for a discussion of how ABDS forecasts salaries, including 3-step, 6-step, and 8-step pay ranges.

Most departments should use the automatic forecasting available in the personnel subsystem when adding or modifying records. For those of you with positions that are going to be added to your department that do not readily fall under the standard pay step forecasting method, review the procedures explained below under the heading "Controlling Salary Forecasts" to see how you can manipulate certain fields to change salary/fringe forecasts.

Table 2.3 on the next page identifies most fields that can be modified, default values (information that ABDS supplies if you leave a field blank) for both filled and vacant positions, optional and required fields, impact on salary/fringe forecast, and brief explanatory notes.

Updating Detail Records

Function 60 on the ABDS Personnel and Rates Menu can also be used for updating existing position records, as well as Functions 01, 02 and 03. Individual records are accessed by social security number in Function 60. If you need to access an individual position record from the multiple update screen, place a 'U' in the I/U column at the left of the screen and press **ENTER**.

To update a detail record, follow these steps:

1. **TAB** to the data fields you want to change.
2. Enter the desired changes where the **TAB** key takes you.
3. Erase or over-type old data.
4. Press **PF5** to update the record.

Once in the detail update screen for the desired position, pressing **PF11** will access the salary detail screen. Pressing **CLEAR** will return you to the detail screen.

Step 99 positions do not have merit raises tied to the step system. You can give step 99 employees merit raises in the detail record. Follow these steps:

1. On the detail screen, **TAB** to the EXEC-ADJ: field and type in a bi-weekly dollar amount.
2. **TAB** to the (P/D): field and type in 'D' for dollar to indicate to ABDS that the increase is a biweekly dollar.
3. Press **PF5** to update the record, or
4. **TAB** to the EXEC-ADJ: field and type in a percent increase (just the number, not the percent sign)
5. **TAB** to the (P/D): field and type in 'P' for dollar to indicate to ABDS that the increase is a percent increase.
6. Press **PF5** to update the record.

ABDS will compute the bi-weekly amount for either the dollar or percent update; this amount will be displayed in the EXP VAL field. The biweekly rate plus the

amount in the EXP VAL field times the number of pay periods totals the salary forecast.

Executive benefits are calculated for eligible positions by entering the appropriate benefit code in the EXEC BEN: field. This amount can be seen in the salary/fringe detail screen by pressing **PF11** from a detail record.

Part-time, temporary and seasonal positions (budget status 3) are updated and added in the same manner as full-time positions. Default values for part-time positions for pay periods worked and biweekly hours are lower than for full-time positions. Part-time positions are not included in personnel summary totals.

Table 2.3 below indicates default values and other information for all position fields on personnel detail screens.

Table 2.3 Default Values for Personnel Subsystem

Field Name	Filled	Vacant	Affects Forecast	Default Value/Notes
LNAME	Required	Default	N	Vacant
FNAME	Required	Default	N	Vacant
MI	Optional	Optional	N	
RET CODE	Default	Default	Y	21
SSN	Required	Default	N	000-00-001, then in sequence
EXEC-BEN	Optional	Optional	Y	Use for step 99 fringe
EXEC-ADJ	Optional	Optional	Y	Used to give step 99 pay raise
(P/D)	Required	Required	Y	Only if EXEC-ADJ is used
VPA	N/A	Optional	N	Vacant positions to be added-max of 10
HDATE	Default	Default	Y	Current Date
ADATE	Default	Default	Y	Hire Date
LONG-YRS	Optional	Optional	Y/N	Over 15 years $ variable
BDATE	Optional	Optional	Y/N	Could affect retirement eligibility
INDEX CODE	Required	Required	N	Defines department/division/index relationship
BUDGET-ST	Default	Default	Y	1=Full-time
JOB-ST	Default	Default	N	1
EMP-ST	AB or AE	AB or AE	y	BS 1 or 2; BS3
TERM-ST	Optional	Optional	Y	"T" flagged for termination
OCC-CODE	Required	Required	Y	
PAY-STEP	Default	Default	Y	Step 1
RATE	Default	Default	Y	Based on occ code and step
PAY-PER-BUDGETED	Default	Default	Y	26 for full-time; 9 for part-time
BI-WEEKLY HRS	Default	Default	Y	80 hrs for full-time; 40 hrs for part-time
PAY-EXCP	Optional	Optional	Y	
PP1	Optional	Optional	Y	

NOTE: SINCE THERE IS NO STEP SYSTEM FOR STEP 99 EMPLOYEES, ADJUSTING FOR MERIT RAISES IS NOT ALWAYS A SIMPLE PROCESS. OFTEN YOU MUST MAKE TWO ADJUSTMENTS BECAUSE AN ANNIVERSARY DATE MAY BE AFTER THE DOWNLOAD IN THE CURRENT FISCAL YEAR AND AGAIN IN THE NEW BUDGET YEAR. DEPENDING ON THE ANNIVERSARY DATE, YOU MAY BE MORE ACCURATE DETERMINING A TRUE SALARY INCREASE MANUALLY, THEN ENTERING THE BI-WEEKLY DOLLAR AMOUNT IN THE EXEC-ADJ: FIELD TO AT LEAST ALLOW ABDS TO COMPUTE THE FRINGE BENEFITS. IF YOU HAVE TROUBLE WITH THIS, CONTACT YOUR

Flagging Records for Termination

It is difficult to identify with certainty those individuals who will retire during the next fiscal year. An individual retirement can affect the budget because of certain payouts required to be made for such items as accumulated annual leave, sick leave, and holiday pay.

To help you assess your department's potential liability for retirement payouts, you can flag records for retirement by following this steps:

1. When you have a detail record on the screen (in update mode), **TAB** to the TERM-ST: field.
2. Type a 'T' in that field.
3. Indicate the number of pay periods to be worked during the year in the PAY-PER-BUDGETED: field. The number should be less than 26.
4. Then press **PF5**. This will trigger a calculation of subobject codes 00151, holiday, 00152, annual, and 00195, sick leave.

You can view these calculated amounts on a Salary/Fringe Detail Screen by pressing **PF11** from an individual record. See Screens 2.8, individual record, and 2.9, detail salary fringe, for examples. ABDS Retirement Eligibility Report will list the names and other data of those individuals in your department who meet the county and state requirements for retirement.

ABDS computes the payouts based on the cumulated leave as of the date the payroll records were down loaded into ABDS and the last pay period to be worked. Generally, these amounts would be more than the actual payouts because ABDS cannot foretell how many days of vacation or sick time an individual may take over this time period. It is suggested that you flag records only to get a general idea of the impact of retirement on your budgets. Then remove the flag from the record. After discussing this amount with your budget analyst, you can add a figure in the budget only subobject codes 9101 or 9102 to budget for reasonable retirement expectations.

Screen 2.8 Detail Record Flagged for Retirement

```
11/22/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS60
19:07:07                 PERSONNEL AND SALARY  UPDATE                      BUDAPS60

POSITION INFORMATION:
 LNAME:                          FIRST:                M     MI:   R     SSN:                UPA:
 POS-TYPE:   F REI-CODE:   21 EXEC-BEN:   E5 EXEC-ADJ:    0000.0000 (F/D):
 HDATE:   02/05/1990  ADATE:   07/31/1995   LONG-YRS:   07 EDATE:   05/22/1938
 INDEX CODE:   CS2E5922      ENT:   22  DEPT CS    DIV 02    SEC: 01  FUND: 030
 BUDGET-ST:   1   JOB-ST:   3   EMP-ST:   AC      TERM-ST:   T   FTE:  1.00
 OCC CODE:   0304   ADMIN ASSIST 2                          BARG-UNIT: L
 PAY-STEP:   99   RATE:    1964.00   PAY-PER-BUDGETED:   13   BIWLY-HRS:   080
 PAY-EXP:
SALARY INFORMATION:                                                          FI: L
   FP   ELIG DATE      STEP     RATE       EXP VAL   AMOUNT
   22   07/31/1995      99      1,964                 51,064


                                                SAL:  51,064    FOR:  69,044

 SSN:                 DEL: (Y/N)                LINK:        RESPONSE:
 USER: ST2       FY: 97  ENT: 22  DEPT: CS  DIV:    INX:                FUND:
CLEAR-RETN   ENTER-REQ/SCR   PF1-HELP   PF2-BLTN   PF4-ADD   PF5-UPD   PF6-DEL
PF9-LINK  PF10-EXIT  PF11-DETAIL  PF12-ERRORS?  PF13-EXPENDITURE  PF14-REFRESH
PS60-PM-01 UPDATE INFORMATION AND PRESS APPROPRITATE PF KEY
```

Screen 2.9 Salary/Fringe with Leave Payouts

```
11/22/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS98
19:08:23                SALARY AND FRINGE DETAIL                     BUDAPS98

          SALARY AMOUNT:              25,532
                   FICA:     2,233
                   MICA:       515
      RETIREMENT AMOUNT:     6,275
      HEALTH INS AMOUNT:     2,175
      LIFE   INS AMOUNT:        76                 SSN:
       LONGEVITY AMOUNT:         0                NAME:
 PROFESSIONAL LIABILITY:         0                 OCC:
    EXEC BENEFIT AMOUNT:         0
          HOLIDAY AMOUNT:        0
           ANNUAL AMOUNT:    10,023
             SICK AMOUNT:         0
             FLEX AMOUNT:       530
            FRINGE TOTAL:              21,827
                                      --------
  TOTAL FORECAST AMOUNT:              47,359

                                 LINK:        RESPONSE:
USER: ST2      FY: 98 ENT: 19 DEPT: CS DIV: 02 INX:                FUND:

PS98-PM-03 PRESS CLEAR TO RETURN.
```

Controlling Salary Forecasts

Occasionally, a situation will occur that will require you to override the automatic forecasting features of ABDS for a particular position or group of positions. This may arise due to required training steps out of the normal step increase range or full-time seasonal work such as a teacher, who is employed for only nine months of the work year.

ABDS will allow you to alter certain fields in order to assist you in coming up with the most accurate forecast for your extraordinary situation. Before making a lot of changes to records, it is suggested that you pick one or two test cases and forecast the salary outside of ABDS to see the results. If the non-ABDS forecast differs greatly from the ABDS loaded forecast, then determine which of the following methods comes closest to the "correct" salary. Most of you will not have to use any of the methods described below.

One way to alter a particular forecast is to change the pay step associated with the record. You do this by simply over-typing the pay step showing on the PAY-STEP: field on the record and pressing **PF5**. Part 9, Forecasting, explains how the merit raises are computed for the three different step ranges used by the county. In this, as well as the examples below, you must press **PF5** to make the change you want.

A second way to modify a forecast is to change the anniversary date. This date affects the timing of merit raises. The standard merit raise is given annually. Again part 9 of the manual covers the step ranges for merit raises.

A third alternative is to override the pay periods budgeted field (PAY-PER-BUDGET:) located in the left center part of the screen. The default for full-time, budget status 1, is 26 pay periods. If you type in 19 pay periods, you are in effect telling ABDS to budget this person for nine months of the year at full-time pay. When you override this field, the PP field in the left center part of the screen will also change to accommodate the revised number of pay periods.

Finally, you can also over-type the number of pay periods showing in the field directly below the PP designation on the left center part of the screen. This will alter any forecast merit as shown on the original screen.

Again, if you have a unique problem that requires manipulating the ABDS salary forecast, work with one or two records to try to get the most accurate forecast before changing a large number of records.

NOTE: PLEASE WORK WITH YOUR BUDGET ANALYST BEFORE MAKING WHOLESALE CHANGES TO EXISTING RECORDS OR TO A LARGE GROUP OF NEW RECORDS.

Deleting Position Records

To delete one position from the system, display the individual detail record screen for that position; **TAB** to the DEL: field; type in 'Y' and press **PF6**. Refer to Screen 2.7 to view an individual update screen. You can select a number of records at one time for deleting , but you must go to the detail record to perform the delete function, one record at a time. From any of the multiple summary screens, place a 'U' in the I/U column of all the records you wish to delete, then press **ENTER** to bring up the detail screen and follow the same steps above to delete the record. Pressing **ENTER** again will bring up the second record you selected from the multiple summary screen for further action.

Personnel Summary Inquiries

Personnel summary inquiries are available at various levels (department, fund, division, section, index, subfund, and project -- Functions 21-27). These inquiries display number of full-time positions by occupation code. The grand total of each column for the appropriate level is displayed at the bottom of each screen. You may browse through more than one screen of position count information by pressing the **PF8** key. The grand totals may not equal what you see on the screen because the total is for all positions within the level selected, not necessarily just those on the screen. Screen 2.10 is an example of the personnel summary inquiry by division. The other inquiries (department, fund, subfund, project, section, and index) have the same format.

For all of the personnel summary inquiry screens, personnel counts are displayed for prior year, current year's approved budget, current year projection, base, in-stationed/out-stationed positions, service adjustment (SLA) positions, preliminary (core) budget level, proposed addition (PATC) positions, and the total. ABDS computes the core column by adding together the base column plus the in-stationed/out-stationed column plus the service adjustment column. ABDS computes the total column by adding together the core column and the proposed additions to the core column.

Screen 2.10 Personnel Summary by Division

```
11/13/96        AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMPS23
12:31:50        PERSONNEL SUMMARY - DIVISION INQUIRY                   BUDAPS23

01     ADMINISTRATION AND POLICY

OCC        OCCUPATIONAL    PRIOR BUDGET EOY-PRJ BASE IN/  SRV
CODE          TITLE        95-96 96-97          97-98 OUT ADJ  CORE  PATC  TOTAL

0013 CLERK 4                          1            1              1          1
0061 ADMIN SECR 1                     1            1              1          1
0273 BUYER                            2            2              2          2
0310 ACCOUNT CLERK                    1            1              1          1
0316 ACCOUNTANT 2                     2            2              2          2
0317 ACCT 3                           1            1              1          1
0402 PERS TECHNICIAN                  2            2              2          2
0410 PERS SPEC 1                      1            1              1          1

     GRAND TOTALS:                   23           23             23         23

                                                LINK:          RESPONSE:
USER: ST2      FY: 97 ENT: 01 DEPT: IT DIV: 01 INX:                FUND:
CLEAR-RETN ENTER-REQ/SCR PF1-HELP PF2-RLTN PF7-BACK PF8-FORW PF9-LINK PF10-EXIT
421AIM-01 PRESS <PF8> TO CONTINUE BROWSE
```

Updating Personnel Summary Counts

The personnel summary update (Function 68 on the Personnel and Rates Menu) allows you to update full-time personnel counts by occupation code within an

index code. You may update the prior year, the current year's budget, the end-of-year projection, and the in/out (in-stationed/out-stationed) columns.

You also have the option of browsing forward by pressing **PF8**. A personnel summary update screen is shown below (screen 2.11).

Screen 2.11 Personnel Summary Update

```
11/20/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMPS68
07:15:09          PERSONNEL SALARY SUMMARY -  INDX UPD                   BUDAPS68

CS205922       PROTECT/ADVOCATE CONSUMER
-------------------------------------------------------------------------------
OCC        OCCUPATIONAL    PRIOR BUDGET EOY-PRJ BASE IN/  SRV
CODE          TITLE        95-96 96-97  FEB 97 97-98 OUT  ADJ  CORE  PATC  TOTAL
-------------------------------------------------------------------------------
0021 OFF SUPPORT SPEC 2              1            1                1          1
0062 ADMIN SECR 2                    1            1                1          1
0304 ADMIN ASSIST 2                  1            1                1          1
2534 CONS PROT INSP                  6            6                6          6
2560 CONS ADVOCATE                   1            1                1          1

                                 ----------------------------------------------
     TOTALS FOR INDEX:              10           10               10         10

                                                LINK:        RESPONSE:
USER: ST2       FY: 97 ENT: 22 DEPT: CS DIV:     INX: CS205922       FUND: 030
ENTER-REQ PF1-HELP PF2-BL PF4-ADD PF5-UPD PF6-DEL PF7-BW PF8-FW PF14-RF PF10-EX
PS68PM-OS END OF DISPLAY, PF5 (TO UPD) OR SUBMIT NEXT REQUEST
```

The prior year and end-of-year projection columns will not have position counts in them until you enter this information, which you are required to do.

Prior year means all budgeted positions as of September 30 of the prior fiscal year, while end-of-year projection means all authorized budgeted and overage positions as of September 30 of the existing fiscal year. The budget column will show all current year full-time positions; you can change numbers in this column in case corrections are necessary to reflect accurately the original personnel authorization by the Board of County Commissioners for the fiscal year. You cannot change the base column here. This column includes the full-time positions existing or created by you in the personnel detail section just discussed.

The service adjustment and proposed additions to core column figures are loaded from their respective subsystems of ABDS. You cannot change these column numbers on this screen. The core and total columns also are not updatable here. The core column equals the base column plus in-stationed/out-stationed and service adjustment positions; while the total column equals the core column plus any PATC positions.

In-stationed/out-stationed positions should be entered (positive or negative as appropriate) by occupation code to reconcile departmental position counts.

An in-stationed employee is funded by another department but assigned to yours for work. In-stationed employees must be listed on the personnel summary as a positive number under the IN/OUT column.

An out-stationed employee is funded by your department but assigned to another for work. Out-stationed employees are shown on the personnel summaries as negative numbers (by occupation code) under the IN/OUT column.

Steps to Updating Personnel Summaries

The steps for changing or adding position counts on the personnel summary screens are explained next:

1. From the Personnel and Rates Menu, type '68' in the FUNCTION NBR: field and press **ENTER**. You may also type an index code in the INX: field. If you leave this field blank, the lowest numbered expenditure code will come first.
2. Press the **TAB** key; this will take you to the top row under the PRIOR column at the left side of the column.
3. You may change the prior year number if wrong by typing the correct number *where the TAB takes you*, erasing the number that is still in the field, or
4. **TAB** to the BUDGET field, making any changes, if necessary, again typing *where the TAB takes you.*
5. **TAB** to the end-of-year projection column and type your projection; again, you will be on the left side of the column.
6. **TAB** to the IN/OUT column (ABDS will skip the BASE field, since you cannot type there anyway) and enter any such positions, or
7. **TAB** again and you will go to the second row left of the prior year column, skipping the SLA, core, PATC and total columns.
8. Continue on this screen until you have made all your changes.
9. Then press **PF5** to update the data and the position numbers will become right justified under each column.
10. Press **PF8** to see and update more occupation codes associated with this index code.
11. When you have completed all your updates to the index code, press **ENTER** to bring up the next index code in numeric sequence or type another index code in the INX: field and press **ENTER** to bring up that one.

To add new occupation codes to the personnel summary, press **PF14** (refresh) to clear the screen; enter the new occupation code, related position counts, and press **PF4** (add). To delete occupation codes, press **PF14** to clear the screen; enter the occupation code you want deleted, and press **PF6** (delete). Positions to be deleted must have all zeros for position counts.

Be sure to **TAB** from column to column. You will note that the cursor will stop on the left side of the column (left justified) when you press **TAB**. This is where you type new or revised personnel figures; erase old figures within the field (old figures will be on the right side of the column (right justified). Then press **PF5** to update your data. The new data will then move from the left side of the column to the right side.

Fringe and Attrition Inquiries and Updates

The third part of the Personnel and Rates Menu contains county fringe benefit rates, and inquiry and update functions for attrition rates.

County Rates

Function 50 allows for inquiry of fringe benefit rates as entered into ABDS by OMB. Such rates include social security, retirement, health and life insurance, and executive benefits. The affected subobject codes are also displayed. See part 9 of the manual for an explanation of how ABDS calculates salary and fringe benefits. The rates are informational only.

Attrition

Attrition is an amount of salary that will not be used next fiscal year due primarily to vacancies. For example, suppose your department has 100 employees, with an average salary of $30,000 each. The salary budget would be $3 million and fringes about $1.1 million. If over a period of a year, you always have 10 vacant positions, then you only need to budget $2.7 million for salaries and $.95 million for fringe benefits. Budgeting for attrition means you would only need $3.65 million in total salary and fringes for 100 positions instead of $4.1 million. The attrition rate should be based on prior years of experience, current vacancy rates, and proposed staffing pattern changes. Attrition is applied to fringe benefits as well as salary. Work with your budget analyst to ensure an appropriate attrition rate is used for your department. The attrition rate functions are described below.

Attrition is applied to the average of all the salaries within the level you select, i.e., department, division or index. Salaries for your vacancies may be average, below average or above average for the attrition level you select. Keep this in mind when determining what percentage attrition you should apply to your situation.

- **Functions 51** - is the inquiry for department level attrition.
- **Function 52** - is the inquiry for division level inquiry.
- **Function 53** - is the inquiry for index level inquiry.
- **Function 71**--Allows attrition to be applied at the department level and the rate entered will be used department-wide. Screen 2.12 shows department attrition.

- **Function 72**--Allows attrition to be applied at the division level. If no division is indicated in the selection field of the personnel and salary menu, all divisions for the department will be displayed. You may then proceed to enter the desired rate for each division. Screen 2.13 shows division attrition.
- **Function 73**--Allows attrition to be applied at the index level. If no index code is indicated in the selection field of the Personnel and Rates Menu, all of the index codes for a department will be displayed and you may enter the rate for each index code. Once the desired attrition rates are entered, press **PF5** to apply them. The salary/fringe expenditure value will automatically be adjusted. Screen 2.14 shows index attrition.

To apply attrition, you simply **TAB** to the row on the screen representing the department, division or index code; type in the percent number (no percent sign) and press **PF5** to update the screen. ABDS will then reduce your salary/fringe requirement for the level you selected to apply attrition (department, division or index). The attrition rate will show on expenditure screens and Reconciliation of Salary Reports with corresponding dollar amounts.

Screen 2.12 Attrition by Department

```
11/20/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMPS71
 7:03:53              DEPARTMENT LEVEL ATTRITION                          BUDAPS71



          DEPARTMENT: CONSUMER SERVICES

                RATE: 05.00000 ___ ___ ___
```

Screen 2.13 Attrition by Division

```
11/20/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS72
 7:16:18               DIVISION LEVEL ATTRITION                      BUDAPS72

DIVISION        DESCRIPTION                                          RATE
-----------------------------------------------------------------------------
01        DIRECTOR'S OFFICE                                         01.00000
02        CONSUMER PROT. ADVOCATE                                   02.00000
03        COOPERATIVE EXTENSION                                     04.00000
04        PASSANGER TRANSP. REGULATORY DIV.                         05.00000
07        CABLE TV REGULATION                                       04.00000

                                                LINK:       RESPONSE:
USER: ST2        FY: 97 ENT: 22 DEPT: CS DIV:    INDEX: CS205922      FUND 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF5-UPD PF7-BW PF8-FW PF9-LINK PF10-EXIT
PS72PM-07 KEY IN ATTRITION RATE(S), DEPRESS <PF5> TO UPDATE
```

Screen 2.14 Attrition by Index

```
11/20/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS73
 7:17:05                INDEX LEVEL ATTRITION                         BUDAPS73

   INDEX                        DESCRIPTION                          RATE
-----------------------------------------------------------------------------
CS205922       PROTECT/ADVOCATE CONSUMER                            03.00000
CS249060       RE-METERING OPERATIONS                               03.00000
CS344028       MOTOR VEHICLE REPAIR SEC OPERATIONS                  04000000
CS345199       LOCKSMITH OPERATIONS                                 04.00000
CS347914       TOWING LICENSE OPERATIONS                            03.00000
CS468611       MOVING REGULATION OPERATIONS                         03.00000

                                                LINK:       RESPONSE:
USER: ST2        FY: 97 ENT: 22 DEPT: CS DIV: 02 INDEX: CS205922      FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF5-UPD PF7-BW PF8-FW PF9-LINK PF10-EXIT
PS73PM-04 KEY IN ATTRITION RATE(S), PRESS <PF5> TO UPDATE
```

ABDS Personnel Reports

The following three screens show the personnel reports available within ABDS. The personnel summary reports will reflect in- and out-stationed figures, if you have entered them. See part 7 of the manual for procedures on how to request reports.

Screen 2.15 ABDS Personnel Reports

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR02
07:18:05                     PERSONNEL REPORTS                             BUDAPR02

S  RPT     REPORT DESCRIPTION      PTR  CY FY EN DP DV    INDEX      FD  PROJ
-  --- -------------------------- ---  -- -- -- -- -- ------------  --- ------
_  742 B2 SALARY FORECAST - FT    N1    1 97 22 CS
U  743 B2 SALARY FORECAST - PT
_  747 RECONCILIATION OF SAL      N1    1 97 22 CS
_  749 PERSN SUMMARY ENTITY LEVEL N1    1 97 22
_  750 PERSN SUMMARY INDEX LEVEL  N1    1 97 22 CS
_  752 PERSN SUMMARY DIVN LEVEL   N1    1 97 22 CS
_  754 PERSN SUMMARY DEPT LEVEL   N1    1 97 22 CS
_  756 EMPLOYEE SOC SEC EXCESS    N1    1 97 22 CS
_  758 ACCELERATED INCR ELIGIBILT N1    1 97 22 CS
_  760 RETIREMENT ELIGIBILITY     N1    1 97 22 CS
_  762 LONGEVITY BONUS            N1    1 97 22 CS
_  764 EXPEND & PERSONNEL SUMMARY N1    1 97 22 CS
_  766 POSITION AUDIT (ALL)       N1    1 97 22 CS

JOB NAME: J0127012                                LINK:        RESPONSE:
USER: ST2        FY: 97 ENT 22 DEPT CS DIV 02 INDEX: CS205022        FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR02PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

Screen 2.16 ABDS Personnel Reports Continued

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR02
07:19:39                     PERSONNEL REPORTS                             BUDAPR02

S  RPT     REPORT DESCRIPTION      PTR  CY FY EN DP DV    INDEX      FD  PROJ
-  --- -------------------------- ---  -- -- -- -- -- ------------  --- ------
_  767 POSITION AUDIT (MONETARY)  N1    1 97 22 CS
_  772 PERSN SUMMARY FUND LEVEL   N1    1 97 22 CS
_  774 PERSN SUMMARY PROJECT LEVE N1    1 97 22 CS
_  781 EXECUTIVE BENEFIT SUMMARY  N1    1 97 22 CS
_  782 PARTTIMER SUMMARY REPORT   N1    1 97 22 CS
_  811 MERIT INCREASE-DEPT/DIV    N1    1 97 22 CS
_  812 MERIT INCREASE-FUND        N1    1 97 22 CS
_  815 VACANCY SUMMARY DEPT/DIV   N1    1 97 22 CS
_  817 VACANCY SUMMARY FUND       N1    1 97 22 CS
_  855 FRINGE REPORT - DP/DV/IX   N1    1 97 22 CS
_  856 FRINGE REPORT - DP/FD/DV   N1    1 97 22 CS
_  857 RETIREMENT REPORT          N1    1 97 22 CS
_  858 SALARY FORECAST DP/DV      N1    1 97 22 CS

JOB NAME: J0127012                                LINK:        RESPONSE:
USER: ST2        FY: 97 ENT 22 DEPT CS DIV 02 INDEX: CS205022        FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR02PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

Screen 2.17 ABDS Personnel Reports Continued

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR02
07:19:11                   PERSONNEL REPORTS                               BUDARR02

S  RPT     REPORT DESCRIPTION      PTR  CY FY EN DP DV    INDEX      FD  PROJ
-  --- ------------------------- --- -- -- -- -- -- ------------ --- ------
_  860 B2 SALARY-DEPT/LOC (HUD)   N1    1 97 22 CS

JOB NAME: J0127012                                LINK:       RESPONSE:
USER: ST2       FY: 97 ENT 22 DEPT CS DIV 02 INDEX: CS205922       FUND: 030
CLEAR-PETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR02PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

NOTES

NOTES

PART 3: EXPENDITURES

This subsystem of ABDS contains expenditure inquiries and updates. Inquiries allow you to view a range of expenditure data from subobject code at the index level to department totals. Several functions allow you to view expenditure data going back two fiscal years. Update functions focus on entering line item expenditure figures (subobject code) for end-of-year projection, next year's base budget and text justification. There is very little forecasting done within this subystem. Most of the numbers you enter here will have been determined by work you have done outside of ABDS, although ABDS can help with its historical and current year data base, and, of course, ABDS will add up all numbers you enter by object, index, division and department.

The base budget figures you enter here should enable the department to maintain current level of services for the new budget year, not enhanced or new services. Use the PATC subsytem for enhanced or new programs.

Some subobject codes are not open in this subsystem for you to enter base budget dollar amounts. These are the salary/fringe codes that ABDS automatically calculates in the personnel component, three subobject codes related to overtime fringe benefits (01094, 01095, 01096), which are calculated and loaded automatically based on the dollars you enter in overtime salary subobject codes in this subsystem, and three subobject codes automatically computed in the personnel subsystem when you flag a record for retirement (00151, 00152, and 00195). (See Table 2.1 for a list of the salary/fringe subobject codes automatically calculated by ABDS.)

The expenditure functions of ABDS are:

- Inquiries at all levels of budget detail from department summary figures to subobject by index at fund, subfund, and project levels, including two prior year's of expenditure data for each subobject/object code
- Updates and additions for all operating and capital subobject codes and for open salary and fringe codes by subobject at the index level, including end-of-year projections
- Entering text justification for proposed expenditures by subobject code/index
- Adding new subobject and index codes to your budget, and
- carrying over text justification from last year's ABDS records to this year's budget by index and subobject (this function is not available for the FY 1997-98 budget)

From the Department Menu, type '02' in the FUNCTION NBR: field and press ENTER. This will bring up Screen 3.1, Expenditures Menu. There are two sets of functions on this screen: on the left side are sixteen inquiry functions and on the right side four update functions. Inquiries are explained first, then the update functions.

Screen 3.1 Expenditures Menu

```
11/15/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMENMN
07:45:56                        EXPENDITURES MENU                          BUDAEXMN
+-------------------------------------------------------------------------------+
|            INQUIRIES                          |          UPDATES              |
+-------------------------------------------------------------------------------+
| 01 FUND - DEPT  | 07 DIV    - DEPT          | 21  ADD SUBOBJECT                |
| 02 DIV  - FUND  | 08 PROJ   - FUND          | 28  SUBOBJECT TEXT UPD           |
| 03 INDX - FUND  | 09 SUBOBJ - DEPT          | 31  SUBOBJECT DOLLAR             |
| 04 INDX - DIV   | 10 SUBOBJ - DIV           | 32  SUBOBJ TEXT CARRYOVER        |
| 05 OBJ  - INDX  | 11 SUBOBJ - FUND          |                                  |
| 06 SOBJ - OBJ   | 12 SUBOBJ - PRJ/FUND      |                                  |
|                 | 13 INDX   - PRJ/SFUND     |                                  |
|                 | 14 SUBOBJ - TEXT          |                                  |
|                 | 15 OBJ    - FUND          |                                  |
|                 | 16 OBJ    - PRJ/FUND      |                                  |
|                 |                           |                                  |
+-------------------------------------------------------------------------------+
FUNCTION NBR:                                   LINK:          RESPONSE:
USER: ST2       FY: 97  ENT: 01  DEPT: IT  DIV:     INX:              FUND:
OBJ:        SOBJ:        PRJ:

CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
EXMNPM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Expenditure Inquiries

Expenditure inquiries can be made from the fund level by department to the subobject level for text. There are eleven detail inquiry functions and five aggregate levels of inquiry where multiple fiscal year data are displayed. Detail inquiries are discussed next followed by aggregate inquiries.

Expenditure Inquiries--Detail

All detail inquiry screens have the same columns of data: current budget, expenditures-to-date, end-of-year projection, base budget, service adjustments, core budget, and proposed additions to core. The current budget column will reflect numbers existing in FAMIS when the down load occurs for payroll and FAMIS data in early February. If your budget numbers in FAMIS and payroll records are not correct as of the down load, they will not be correct in ABDS either, but you can update the current year column numbers in ABDS and move/modify personnel records in the personnel subsystem; you should also submit budget transactions to the Finance Department to ensure your budget numbers reflect the Board of County Commission authorized spending and revenue levels. The expenditures-to-date column is updated monthly during the budget development cycle. No data will show in end-of-year projection, SLA or PATC columns until you enter data or use the SLA/PATC subsystems to generate

figures. The expenditure inquiry levels--by function number--are defined below, along with sample screens for most inquiry functions.

- **01 Fund/Department** - This inquiry displays the department total along with each associated fund.

Screen 3.2 Expenditure Inquiry by Fund/Department

DEPARTMENT NUMBER AND DESCRIPTION ON TOP.

FUNDS WITH DESCRIPTION LISTED IN NUMERIC ORDER BELOW.

```
 11/15/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMEX01
  7:46:46             EXPENDITURE INQUIRY - DEPT                          BUDAEX01

IT      ITD-INFORMATION TECHNOLOGY DEPARTMENT
    CURRENT     EXP-TO-DT  EOY-PRJTN    BASE       SRU ADJ     CORE         PATC
     96-97       6-30-97     96-97     97-98
                                       31011702                31011702

 ------------------------------------ FUND ------------------------------------
010     GENERAL FUND OPERATIONS
                                       15466544                15466544
050     INTERNAL SERVICE FUND
                                       15545158                15545158

                                                LINK:            RESPONSE:
 USER: ST2        FY: 97  ENT: 01  DEPT: IT  DIV:     INX:                    FUND:
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF8-FORW PF9-LINK PF10-EXIT
EX01PM-04 INQUIRY OF FUNDS WITHIN DEPARTMENT
```

- **02 Division/Fund** - This inquiry displays fund totals for a department along with each division associated with each fund (Screen 3.3).

Screen 3.3 Expenditure Inquiry Division/Fund (02)

FUND NUMBER AND DESCRIPTION ON TOP.

DIVISIONS WITH DESCRIPTION LISTED IN NUMERIC ORDER BELOW.

```
 11/15/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMEX02
  7:47:44             EXPENDITURE INQUIRY - FUND                          BUDAEX02

010     GENERAL FUND OPERATIONS
    CURRENT     EXP-TO-DT  EOY-PRJTN    BASE       SRU ADJ     CORE         PATC
     96-97       6-30-97     96-97     97-98
                                       15466544                15466544

 ------------------------------------ DIVISION --------------------------------
01      ADMINISTRATION AND POLICY
                                        1458391                 1458391
02      DATA PROCESSING
                                        7406716                 7406716
03      SYSTEMS DEVELOPMENT AND SUPPORT
                                        6236018                 6236018
04      TELECOMMUNICATIONS
                                         365419                  365419

                                                LINK:            RESPONSE:
 USER: ST2        FY: 97  ENT: 01  DEPT: IT DIV:     INX:                    FUND: 010
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF8-FORW PF9-LINK PF10-EXIT
EX02PM-05 INQUIRY OF DIVISIONS WITHIN FUND
```

- **03 Index/Fund** - This inquiry displays fund totals for a department along with totals for each index code associated with each fund.
- **04 Index/Division** - This inquiry displays division level totals for a department along with totals for each index code associated with each division (Screen 3.4).

Screen 3.4 Expenditure Inquiry Index/Division

```
 11/15/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMEN04
 T:48:18             EXPENDITURE INQUIRY - DIVISION                       BUDAEN04

01            ADMINISTRATION AND POLICY
    CURRENT    EXP-TO-DT  ENV-PRJTN    BASE      SPU ADJ    CORE        PATC
     96-97      6-30-97     96-97    97-98
                                     1670846               1670846

 ------------------------------- INDEX -------------------------------
IT254136      ADMINISTRATIVE SERVICES
                                      526393                526393
IT254144      PERSONNEL SERVICES
                                      231544                231544
IT254466      ADMINISTRATIVE SERVICES
                                       62369                 62369
IT304980      DIRECTORS OFFICE
                                      407570                407570
IT323972      ARCHITECTURE & STANDARDS EXPENSE
                                      292884                292884
                                        LINK:            RESPONSE:
USER: ST2       FY: 97 ENTITY: 01 DEPT: IT DIV: 01 INX:              FUND: 010
CLEAR-RETN ENTER-PEQ/SCR PF1-HELP PF2-BLTN PF8-FORM PF9-LINK PF10-EXIT
EXDSPM-04 INQUIRY OF INDEXES WITHIN DIVISION
```

- **05 Object/Index** - This inquiry displays index code level totals for a department along with totals for each object code associated with each index code.
- **06 Subobject/Object** - This inquiry displays object code level totals for each index code in a department along with each subobject code associated with each object code (Screen 3.5). This is most like an index level appropriation report or a FAMIS 103 report.

NOTE: AS YOU CAN SEE, IN THE FUNCTION NAME, THE FIRST IDENTIFIER INDICATES THE MORE DETAILED LEVEL FOR THE BREAKOUT OF EXPENDITURE DATA AND THE SECOND IDENTIFIER IS THE HIGHER, ROLL-UP LEVEL. USING FUNCTION 04 INDEX/DIVISION AS AN EXAMPLE, THE FIRST IDENTIFIER–INDEX–MEANS THAT ALL THE INDEX CODES FOR THE SECOND IDENTIFIER–DIVISION–WILL BE LISTED ON THE LOWER PART OF THE SCREEN WITH THEIR SUMMARY TOTALS FOR THE DIFFERENT BUDGET FIELDS ROLLED UP TO THE DIVISION TOTALS.

Screen 3.5 Expenditure Inquiry Subobject/Object (06)

```
 11/15/96        AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMEX06
  7:48:49            EXPENDITURE INQUIRY -  OBJECT                      BUDMEX06

IT221937        CUSTOMER SUPPORT EXPENSE
001             SALARIES
   CURRENT       EXP-TO-DT    EOY-PRJTN    BASE    SRV ADJ     CORE        PATC
    96-97         6-30-97       96-97     97-98
                                          1033696                1033696
 ------------------------------- SUBOBJECT -------------------------------
00110           EMPLOYEE REGULAR
                                          1017730                1017730
00122           FLEX DOLLARS
                                             9950                   9950
00125           LONGEVITY PAYMENTS
                                             6016                   6016


          SUBOBJ:                         LINK:        RESPONSE:
USER: ST2        FY: 97 ENT: 01 DEPT: IT DIV: 03 INX: IT221937      FUND: 050

EX31-IM-CALC-01 END OF SUBOBJECT DISPLAY FOR CURRENT OBJECT
```

- **07 Division/Department** - This inquiry displays the requested department level totals along with each division associated with the department.
- **08 Project/Fund** - This inquiry displays the requested fund level totals along with totals for each project associated with each fund (Screen 3.6).

Screen 3.6 Expenditure Inquiry Project/Fund (08)

```
 11/15/96        AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMEX08
  7:49:16            EXPENDITURE INQUIRY - FUND                         BUDMEX08

050             INTERNAL SERVICE FUND
   CURRENT       EXP-TO-DT    EOY-PRJTN    BASE      SRV ADJ     CORE        PATC
    96-97         6-30-97       96-97     97-98
                                         15545158               15545158
 ------------------------------- PROJECT ---------------------------------
056101          TELEPHONE SYSTEM OPERATIONS
                                          2514568                2514568
056102          COMPUTER EQUIPMENT MAINTENANCE
                                           675625                 675625
056103          COMPUTER EQUIPMENT INSTALLATION
                                           448011                 448011
056104          RADIO INFRASTRUCTURE
                                          1422200                1422200
056105          RADIO INSTALLATION
                                          1158764                1158764
                                           LINK:        RESPONSE:
USER: ST2        FY: 97 ENT: 01 DEPT: IT DIV: 03 INX: IT221937      FUND: 050
CLEAR-RETN ENTER-REQ/SCR PF1-HELP PF2-RLTN PF6-FORM PF9-LINK PF10-EXIT
EX08PM-04 DEPRESS <PF8> TO CONTINUE FUND/PROJECT BROWSE
```

- **13 Index/Project/Subfund** - This inquiry displays project level totals for a department along with totals for each index code associated with each project.
- **14 Subobject/Text** - This inquiry displays text justification for subobjects at the index code level.

When you have selected an inquiry function, you have three ways of displaying additional information:

1. **Scroll** - By pressing the **ENTER** key, you will display the next record on file for the requested level inquiry, such as object code to object code, fund to fund or division to division.
2. **Specific request** - You may also type a new code in the appropriate field in the selection area of the screen; press **ENTER** and that record will be displayed.
3. **Browse forward** - By pressing the **PF8** key, you will obtain the next set of records in a multiple record display, such as additional subobject codes within an object code, more projects within a fund or additional objects within an index.

These selection options work for Functions 01-08 in the expenditure menu.

Aggregate Inquiries

Aggregate inquiries show actual expenditures for second prior year and prior year, current year budget, expenditures-to-date, end-of-year projections, base, service adjustment, core (base minus SLAs), proposed addition, and total (core plus PATCs) for one subobject or object at a time. Of course, if you have not entered end-of-year projection figures or worked in the SLA or PATC subsystems, no numbers will show in these fields. To see another subobject or object, you must enter the desired code in the corresponding field in the selection area of the screen and press **ENTER**. Other function keys like **PF8** do not work for aggregate inquiries. You can view these codes at several levels as described next:

- **09 Subobject/Department** - This inquiry displays the requested department level totals for a given subobject code.
- **10 Subobject/Division** - This inquiry displays the requested division level total for a given subobject code.
- **11 Subobject/Fund** - This inquiry displays the requested fund level totals for a given subobject code.
- **12 Subobject/Project/Subfund** - This inquiry displays the requested project level totals for a given subobject code
- **15 Object/Fund** - This inquiry displays the requested object code totals for the fund selected.

Screen 3.7 shows the level of detail for a multi-year/field display of subobject code 00110, employee regular salaries, by department (Function 09), and Screen 3.8a shows the multi-year detail for object code 001, salaries, by division (Function 15).

Screen 3.7 Aggregate Subobject Inquiry by Department

```
11/15/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMEX09
 9:18:10              SUBOBJECT AGGREGATE INQUIRY                     BUDAEX09

        DEPARTMENT: IT      ITD-INFORMATION TECHNOLOGY DEPARTMENT
        SUBOBJECT:  00110   EMPLOYEE REGULAR


                  2ND PRIOR YEAR:
                  PRIOR YEAR:
                  CURRENT FY:          1,800,000
                  EXP-TO-DATE:
                  EOY-PROJECTION:      2,000,000
                  BASE:               22,750,205
                  SERV ADJ:
                  CORE:               22,750,205
                  PATC:
                  TOTAL:              22,750,205


 OBJ: 001       SOBJ: 00110              LINK:                RESPONSE:
USER: ST2        FY: 97 ENT: 01 DEPT: IT DIV: 03 INX: IT221937      FUND:
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
EX09PM-06 END OF DEPARTMENT/DIVISION INQUIRY TOTAL DISPLAY
```

Screen 3.8a Aggregate Inquiry

```
11/15/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMEX15
 9:21:21              OBJECT    AGGREGATE INQUIRY                     BUDAEX15

        DEPARTMENT: IT      ITD-INFORMATION TECHNOLOGY DEPARTMENT
        FUND:       050     INTERNAL SERVICE FUND
        OBJECT:     001     SALARIES

                  2ND PRIOR YEAR:
                  PRIOR YEAR:
                  CURRENT FY:          1,818,500
                  EXP-TO-DATE:
                  EOY-PROJECTION:      2,023,500
                  BASE:               11,587,106
                  SERV ADJ:
                  CORE:               11,587,106
                  PATC:
                  TOTAL:              11,587,106


 OBJ: 001                                 LINK:                RESPONSE:
USER: ST2        FY: 97 ENT: 01 DEPT: IT DIV: 03 INX: IT221937      FUND: 050
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT           SFD:
EX15PM-08 OBJECT AGGREGATE INQUIRY AT FUND LEVEL
```

Expenditure Updates

This part of the expenditure subsystem is one of the most often used in ABDS. Here is where you enter end-of-year projections and proposed expenditures in the base column by subobject code at the index code level. All but a dozen or so subobject codes are open in the base column for your data entry. Also, there is a

function that enables you to enter text justification for each line item of your proposed budget.

ABDS will automatically give you text justification for subobject codes 01010, social security, 01011 retirement, 01110 group health and 01111 group life. For example, under retirement 01011, ABDS will enter something like this if you have 35 base positions, 15 with high risk retirement: "20 POSITIONS AT 17.710% OF GROSS SALARY, 15 POSITIONS AT 27.580% OF GROSS SALARY." For social security 01010, ABDS will print: "35 POSITIONS AT 6.20% OF GROSS SALARY LIMITED TO 59,300."

You may also add subobject and index codes to your ABDS budget (as long as they exist in FAMIS), and carry over last year's justification text to this year's ABDS base budget (except for the FY 97-98 budget cycle).

Update features available in this section of ABDS are those in the right hand column of the Expenditures Menu (see Screen 3.1), namely, Functions 21, 28, 31, and 32. These are described below.

Adding Subobject and Index Codes--Function 21

Departmental budget information contained in FAMIS (index/subobject codes as well as historical and current dollar figures) is transferred to the ABDS system each December. You may have added new index codes after the December date because of a reorganization or some other reason, or you may want to better define your expenditures with subobject codes that you have not used before. With Function 21 you can add subobject and index codes to your department's budget files. Only codes that currently exist in the FAMIS system can be used in the ABDS. (Contact the Finance Department if a new index or subobject code is required that does not currently exist in FAMIS.)

To add a subobject code to an index code that exists both in ABDS and FAMIS, from the Expenditure menu, type '21' in the FUNCTION NBR: field and press **ENTER**. Adding a subobject code from this menu is a two-step process (If you type the subobject code in the SUBJ: field on the Expenditure Menu screen before doing Function 21, go to step 2 below because step 1 will already have been performed):

1. On the subobject add screen, type the subobject code in the SUBJ: field. Make sure the index code is showing in the INX: field or the function will not work. Then press the **ENTER** key and the entire FAMIS relationship of this code will be displayed with descriptions.
2. If this is the subobject code you want, press **PF4** to add it to your budget file to the index showing in the INX: field.

You may add additional subobject codes by typing the code in the subobject field on the subobject add screen, press **ENTER** to bring up all the descriptive information related to the subobject code; verify that this is what you want, including the correct index code; then press **PF4** to add the subobject. Note the message on Screen 3.8b states that **PF4** must still be pressed to add the subobject. This screen reflects the first step in the subobject add function: the desired

subobject and index have been typed in and **ENTER** has been pressed; the second step is to press **PF4**.

Screen 3.8b Subobject Add

```
11/21/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMEN21
20:19:31                          SUBOBJECT ADD                            BUDMEN21

    ENTITY  22
DEPARTMENT  CS            CONSUMER SERVICES
  DIVISION  02            CONSUMER PROT. ADVOCATE
   SECTION  01            CONSUMER PROTECTION
      FUND  03            OTHER GENERAL FUND OPERATIONS
   SUBFUND  032           CENTRAL SUPPORT - GOC CENTER
   PROJECT  032210        ???
  FUNCTION  52            CONSUMER AFFAIRS
   PROGRAM  PP            CONSUMER PROTECTION
     INDEX  CS205922      PROTECT/ADVOCATE CONSUMER
 CHARACTER  01            PERSONNEL SERVICES
    OBJECT  001           SALARIES
 SUBOBJECT  00161         OT HIGH RISK (ABDS ONLY)


 SUBOBJECT:                                        LINK:        RESPONSE:
USER: ST2       FY: 97  ENT: 22  DEPT: CS  DIV: 02  INX: CS205922     FUND: 030
CLEAR-RETN   ENTER-REQ   PF1-HELP   PF2-BLTN   PF4-ADD   PF9-LINK   PF10-EXIT
PF12-EX31/BF01
EX21PM-07 PRESS PF4 TO ADD SUBOBJECT
```

A subobject code may be added to an existing index code within the user's available security access. Object records will be created automatically to insure the proper subobject/object relationship.

If you want to add a new index code to your ABDS files that already exists in FAMIS, use Function 21 and enter the new index code in the INX: field as well as a subobject code as explained above. Press **ENTER** to see the subobject description displayed; then press **PF4** and both the subobject and index code will be added to your ABDS files.

Keep in mind that when you create a new index code in FAMIS, there will have been no FAMIS activity for that code; therefore, no subobject codes are associated with the new index. You will have to add each subobject code you wish to use for that index in ABDS.

TIP

YOU MAY QUICKLY ADD SALARY AND FRINGE SUBOBJECT CODES TO A NEW INDEX CODE AFTER AT LEAST ONE SUBOBJECT CODE HAS BEEN ASSOCIATED WITH IT. YOU DO THIS BY ADDING A POSITION IN THE PERSONNEL SUBSYSTEM USING THE NEW INDEX CODE. ABDS WILL AUTOMATICALLY ADD ALL THE SALARY/FRINGE SUBOBJECT CODES ASSOCIATED WITH THE NEW POSITION. FOR OPERATING AND CAPITAL SUBOBJECT CODES THAT YOU INTEND TO USE WITH THE NEW INDEX, YOU MUST ADD THEM ONE AT A TIME USING FUNCTION 21.

By pressing **PF12**, the subobject dollar update screen (Function 31) can be accessed and dollar values can be entered into the subobject code that was just

added. Pressing **PF12** again will return you to the subobject add screen (Function 21). This allows you to move quickly back and forth between expenditure update to enter your budget number and subobject add to create a new subobject code, if you wish.

Subobject Code Dollar Updates--Function 31

This is where the end-of-year projection and base budget subobject code dollars are entered into ABDS and where you can correct current year figures if necessary. The only exceptions are the salary/fringe subobject codes in which base amounts are generated in the personnel and salary subsystem of ABDS and 01094, 01095, and 01096 (overtime fringe). All dollar updates are made at the subobject level by index. Function 31 on the Expenditures Menu will display the multiple subobject update feature (Screen 3.10).

Screen 3.10 Subobject Dollar Updates

```
 11/20/98            AUTOMATED BUDGET DEVELOPMENT SYSTEM              BUDMEX31
  7:21:19      UPDATE CURRENT, END OF YEAR PROJECTION AND BASE        BUDAEX31

                                          CURRENT     EOY-PRJTN      BASE
INDEX:                                     96-97        96-97        97-98
CS205922      PROTECT/ADVOCATE CONSUM      809400        11700       550517
OBJECT:
001   SALARIES                               12000        11700        10793

---------------------------- SUBOBJECTS -----------------------------------
00120  EXECUTIVE BENEFIT PAYMENTS            10000         9900        10075
00125  LONGEVITY PAYMENTS                     2000         1800          718



OBJ: 001 SUBO:                ATTR:          .0000  LINK:      RESPONSE:
USER: ST2      FY: 97 ENT: 22 DEPT: CS DIV: 02 INX: CS205922      FUND: 030
CLEAR-RETN ENTER-REQ/SCR PF1-HELP PF2-BLTN PF5-UPD PF7-BACK PF8-FWD  PF09-LINK
PF10-EXIT PF11-TEXT PF12-EX21
EX31-IM-CALC-01 END OF SUBOBJECT DISPLAY FOR CURRENT OBJECT
```

The expenditure update screen shows index code totals for the current year, end-of-year projection, base budget, and object code levels along the top of each screen. The middle of each screen lists the subobjects associated with the object code with the same three budget columns. When you change numbers at the subobject level and press **PF5**, the index and object totals are automatically recalculated to accommodate the subobject numbers. The attrition rate (ATTR:), indicating level and percentage applied, is also displayed in the selection area near the bottom center on the screen, if it has been applied in the personnel subsystem of ABDS.

YOU must enter projected dollar figures for each subobject code in the EOY-PROJTN (end-of-year projection) and BASE columns for which activity shows.

TIP	TRY TO ENTER ALL NUMBERS TO THE NEAREST $1,000 OR, IF THAT IS NOT POSSIBLE, TO THE NEAREST $100 . THIS WILL HELP YOU DURING B-PREP. ABDS B-PREP WILL AUTOMATICALLY ROUND SALARY/FRINGE DOLLARS TO THE NEAREST $1,000 AND ALL OTHER SUBOBJECTS TO THE NEAREST $100 WHEN

This is how you enter numbers.

1. Use the **TAB** key to find the correct fields in which to enter your numbers. These fields are generally to the left of the column you are updating. When you first **TAB**, the cursor will go to left of the number in the CURRENT YEAR column field; if that number is wrong, enter the correct number *where the TAB key has taken you*; erase the remaining wrong numbers from this field. (Most data entry in ABDS will begin at the left side of the column; when data is updated or added, the numbers move to the right side of the column.)
2. If the number in the CURRENT YEAR COLUMN is correct, **TAB** to the next field, EOY-PRJTN, and enter your projection number. Again, you will be on the left side of the column. Erase any wrong numbers remaining within this field, and **TAB** to the next column field, BASE. Enter your base figures. (ABDS will not let you TAB into base fields for those subobjects automatically calculated.)
3. **TAB** again and you will move to the next subobject code under the CURRENT YEAR column. Continue as above.
4. When you have finished entering new or revised data for all the subobjects on this screen, press **PF5** to update the new data. When you press **PF5**, your end-of-year projection and base figures will be right justified and the object and index code figures will be adjusted. For the **PF5** function to work you must erase or over-type existing numbers you are replacing with new numbers. If you do not press **PF5** and you move on to another screen or function, all data you entered will be lost.
5. If more subobject codes exist for the object code showing near the top left of the screen, press **PF8** (after you press **PF5**) to bring up a second screen of subobject codes and update or revise as necessary; then press **PF5**. You may use **PF7** to go back to the previous screen of subobject codes.
6. If you have updated all subobjects within the object on the screen, you can move to the next object code by pressing **ENTER** and a new series of subobject codes will be available for data entry. (Pressing **ENTER** in this function will cycle you through all object codes with related subobject codes for the index code selected.)

7. When you complete data entry in the last object/subobject that exists for the index code, pressing **ENTER** will bring up the next index code in numeric order. You can continue entering data, making sure to press **PF5** to update new data before leaving any screen.

TIP	SEE APPENDICES IN THE *ANNUAL BUDGET SUBMISSION MANUAL* FOR SPECIFIC DOLLAR AMOUNTS FOR RENT INSURANCE, FLEET, WORKERS COMP, COMMUNICATION AND OTHER CHARGES ALREADY ESTABLISHED BY SUBOBJECT CODE FOR YOUR DEPARTMENT.

Subobject codes 01094 (social security overtime), 01095 (retirement regular overtime), and 01096 (retirement high risk overtime) are updated by entering dollar values in the base columns of 00160 (overtime regular) and 00161 (overtime high risk). Updating subobject code 00160 results in the automatic computation of social security (01094) and regular retirement figures (01095). Updating subobject code 00161 results in the update of social security (01094) and high risk retirement figures (00196). It may be necessary to add subobject code 00161 to an index code prior to entering a dollar value. (The only departments that should use subobject code 00161 are police, corrections, fire and aviation.)

Other functions available to you when in expenditure dollar update are:

- Justification Text--Function 28: You can go directly from the subobject dollar update function screen to the subobject text function (28), where justification text can be entered, bypassing the menu, by pressing the **PF11** key. Once the text is successfully added, pressing **PF11** will return you to the multiple subobject update screen.
- Subobject Add--Function 21: You can go directly from the subobject dollar update screen to the subobject add function (21), where subobject/index codes can be added, by pressing the **PF12** key. Once the subobject is successfully added, pressing **PF12** will return you to the multiple subobject update screen.

To move through the subobject update function, you have the following options:

- **Browse** - Pressing the **PF8** key will obtain additional subobject codes, if any more exist, for the object code displayed. **PF7** will take you back one screen at a time within an object code after using the **PF8** key.
- **Scroll** - Pressing the **ENTER** key will obtain for you the subobject records for the next object code for the current index.
- **Direct request** - At the bottom of the subobject update screen are the fields INX:, OBJ:, and SUBO:. You may select the index, object or subobject for the subobjects to be displayed. When the selection is made, press the **ENTER** key and the records will display on the screen.

Subobject Code Text Update–Function 28

To provide an accompanying written explanation (justification) for a subobject code, use Function 28. The text will appear on the expenditure justification report that is required for submission to OMB.

To access the subobject text update screen from the Expenditure Menu screen, you should type '28' in the FUNCTION NBR: field, the desired index code and subobject in their appropriate fields; then press the **ENTER** key. You should see a screen like 3.11, only no text will be showing. Note that a specific index code and subobject code are showing. If you do not enter an index code when accessing this function, ABDS will take you to the lowest index code number in the department, since this function is done by subobject at index.

Follow these steps to enter text:

1. The cursor will be just to the right of the TEXT: field. Type your text; when you finish on the screen (12 lines of text are possible for each screen), press PF5 to update/add the text on the screen to your departments' data base.
2. Pressing **ENTER** will take you to the next subobject code in order for the index code displayed.
3. If you have more text to enter for this subobject code, after pressing **PF5** to update/add the text, press **PF14** to clear the screen and continue entering text. You can type text on virtually as many screens as you want to for each subobject, but before leaving any screen, press **PF5** to update the text and use **PF14** to clear each screen before entering new text.
4. You can change text already entered by typing over it or erasing each line and entering new text; then press **PF5** to update the revised text.

Keep in mind that ABDS is not a word processor; there is no spell check, insert or formatting feature. So take your time entering text. This function is, however, an effective means for keeping text justification tied to specific line items for reporting purposes.

> NOTE: ON ALL TEXT SCREENS, ABDS WILL MAKE ALL LETTERS CAPITAL WHEN YOU UPDATE, EVEN IF YOU TYPE LOWER CASE LETTERS.

Once you are within the text update:

- **PF8** allows you to browse through text information if more than one screen of information exists per subobject code. **PF7** allows you to go backwards after using the **PF8** key.
- Specific subobject, object or index codes can be accessed by entering the desired information in the appropriate selection fields and pressing the **ENTER** key.
- **PF14** (refresh) should be used to clear the screen before adding text, if text already exists. This can be used to place more than one screen of text for a

particular subobject code; please press **PF5** before **PF14** in order to save the first text you entered for the subobject code.

- **PF5** modifies and adds text information. You must overlay any text to be changed with new text. Text may also be deleted by pressing the **ERASE EOF** key (or its equivalent on your keyboard) at the beginning of the text line or by using the space bar to erase the text record prior to pressing the **PF5** key.
- **PF11** allows you to access the multiple subobject update screen (Function 31) where dollar values can be entered in the specific subobject code listed in the selection portion of the screen. Pressing **PF11** from Function 31 will return you to the subobject text update screen.
- The **CLEAR** key will return you to the expenditure update menu screen.

Screen 3.11 Subobject Text

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMEX2S
 7:21:55                    ADD/MODIFY TEXT - SUBOBJECT                    BUDAEX2S

INDEX  : CS205922       PROTECT/ADVOCATE CONSUMER
SUBOBJ : 00110          EMPLOYEE REGULAR
CURRENT:     482000      EOY-PRJTN:                 BASE:     392350
TEXT:  THIS IS WHERE THE USER INPUTS A WRITTEN EXPLANATIO
       N (JUSTIFICATION) FOR A SUBOBJECT CODE.

SUBOBJ: 00110                          LINK:                 RESPONSE:
USER: ST2      FY: 97 ENT: 22 DEPT: CS DIV: 02  INX: CS205922       FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF5-UPD PF7-BKW  PF8-FWD  PF9-LINK
PF10-EXIT PF11-SOBJ PF14-REFH
EX28PM-10 KEY IN SUBOBJ TEXT, DEPRESS <PF5> TO ADD/UPDATE
```

Subobject Text Carryover—Function 32 (NOT AVAILABLE FOR FY 1997-98)

Function 32 (subobject text carryover) allows for copying text overnight from the previous year's budget to the current year's budget. This feature works only for those departments that maintain the same index/division relationships from year to year. If you reorganized or substantially altered your FAMIS set up, this carryover feature may not work for you.

1. To use this function, enter '32' in the FUNCTION NBR: field on the Expenditures Menu, and press **ENTER**. This will bring up Screen 3.12.
2. Type in the department or division number, index code or subobject code, as desired, and press **PF4** to add the text. This process occurs overnight; so

you will not see the current year's text on the text screens or in reports until the day after you use this function.

Screen 3.12 Subobject Text Carryover

```
 11/15/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMENU2
 10:01:30               SUBOBJECT TEXT CARRYOVER                          BUDAEN32


                                YEAR: 96
                              ENTITY: 01
                          DEPARTMENT: IT
                            DIVISION:
                               INDEX:
                           SUBOBJECT:



                                     LINK:        RESPONSE:
 USER: ST2      FY: 97 ENT: 01 DEPT: IT DIV:    INX:              FUND:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-RLTN  PF4-ADD  PF9-LINK  PF10-EXIT
EN32IM-01  PRIOR YEAR NOT FOUND
```

Text is carried over according to the following options:

- Department--If you select department, this function will carry over **all** text existing within last year's budget to the current year (all index and subobject codes that existed last year and match this year).
- Division--If you select division, this function will carry over all last year's text to the current year for only that specific division you entered (all index and subobject codes within the division selected). You can select another division and perform the carry over function again. You can do this for all or just one division within your department.
- Index code--carry over all last year's text to the current year for only that specific index code you entered (all subobjects within the index code). You then can select another index code and perform this function again.
- If both index code and subobject code are selected, only that specific subobject text will be copied to the current year. You can then select another subobject code and perform this function again.

NOTE: WHILE THIS FEATURE MAY SAVE YOU A LOT OF TYPING TIME, YOU STILL NEED TO REVIEW THE TEXT TO INSURE YOUR INFORMATION IS ACCURATE FOR THE NEW FISCAL YEAR, ESPECIALLY WITH REFERENCE TO NUMBERS MENTIONED IN THE TEXT.

ABDS Expenditure Reports

The following screen (3.13) shows the expenditure reports that are available within ABDS. See part 7 of this manual to review report request/processsing procedures.

Screen 3.13 Expenditure Reports

```
11/20/96                 AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR01
09:19:27                      APPROPRIATION REPORTS                         BUDARR01

S  RPT     REPORT DESCRIPTION      PTR  CY FY EN DP DV    INDEX      FD  PROJ
-  ---  -------------------------- ---  -- -- -- -- -- ------------  --- ------
_  719  SUBOBJ ENTITY LEVEL        N1    1 97 22
X  720  SUBOBJ DEPARTMENT LEVEL     N1    1 97 22 CS
X  721  SUBOBJ AT INDEX LEVEL       N1    1 97 22 CS
X  728  SUBOBJ DIVISION LEVEL       N1    1 97 22 CS
_  745  EXPENDITURE JUSTIFICATION   N1    1 97 22 CS
_  769  SUBOBJ FUND LEVEL           N1    1 97 22 CS
_  770  SUBOBJ PROJECT LEVEL        N1    1 97 22 CS
_  771  SUBOBJ SUBFUND LEVEL        N1    1 97 22 CS
_  851  EXP. VARIANCE(%) DP/DV/IX   N1    1 97 22 CS
_  852  EXP. VARIANCE(%) DP/FD/DV   N1    1 97 22 CS
_  853  EXP. VARIANCE($) DP/DV/IX   N1    1 97 22 CS
_  854  EXP. VARIANCE($) DP/FD/DV   N1    1 97 22 CS


JOB NAME: J0127012                                LINK:        RESPONSE:
USER: ST2        FY: 97 ENT 22 DEPT CS DIV    INDEX:                 FUND: C30
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
PR01PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

NOTES

NOTES

PART 4: SERVICE ADJUSTMENTS AND PROPOSED ADDITIONS

A service level adjustment (SLA) is a reduction to the base budget that is necessary in order to reach the preliminary budget (core). When identifying a service adjustment, you are determining those positions by occupation code and pay step with associated salary and fringe benefit figures (automatically calculated) and operating and capital expenses by subobject code/index that you intend to remove from your ABDS base budget. A proposed addition to the core (PATC) can be a restoration of an SLA, an entirely new program, a program enhancement, capital equipment, or any other new funding request. PATCs are positive adjustments to the core budget. For PATCs, you are determining those positions by occupation code and pay step with associated salary/fringe benefits (automatically calculated) and operating and capital expenses that you intend to add to your core budget by subobject and index code.

The Service Level Adjustment and Proposed Additions to Core subsystems can be accessed directly from the Departmental Menu by selecting Function 05 for SLAs and Function 04 for PATCs. Both inquiry and update features for PATCs and SLAs are found on their respective menus. Screen 4.1 shows the Service Level Adjustments Menu.

Screen 4.1 SLA Menu

```
11/15/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSFMN
11:14:12                   SERVICE LEVEL ADJUSTMENTS MENU                  BUDASAMN
+-------------------------------------+-------------------------------------+
|            INQUIRIES                |              UPDATES                |
+-------------------------------------+-------------------------------------+
| 01  GENERAL DESC                    | 51  GENERAL DESC                    |
| 02  GENERAL TEXT                    | 52  GENERAL TEXT                    |
| 03  PERSONNEL                       | 53  PERSONNEL                       |
| 04  OTHER OPER/CAPITAL EXPENSES     | 54  OTHER OPER/CAPITAL EXPENSES     |
| 05  TOTAL DOLLARS                   | 55  TOTAL DOLLARS                   |
| 06  JUSTIFICATION TEXT              | 56  JUSTIFICATION TEXT              |
| 07  DEPT SUMMARY                    |                                     |
| 08  FUND SUMMARY                    |                                     |
|                                     |                                     |
|                                     |                                     |
+-------------------------------------+-------------------------------------+

FUNCTION NBR:                                LINK:          RESPONSE:
USER: ST2        FY: 97  ENT: 01  DEPT: IT  DIV:     INX:              FUND:
                         SADJ NBR:

CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
SPMNPM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Since both PATC and SLA functions are virtually identical, this section of the manual focuses on the SLA subsystem of ABDS. In fact all update and inquiry functions within the PATC subsystem of ABDS are identical with those for service adjustments, with one minor exception explained later, different titles on the screens and reports and, of course, the results of the computations show up in different columns on personnel and expenditure screens and reports. Screen 4.2 below shows the PATC Menu. Note the functions and descriptions are identical to the SLA Menu.

Screen 4.2 PATC Menu

```
11/15/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSPMN
11:15:31                  PROPOSED ADDITIONS TO CORE MENU                  BUDAPAMN
+-------------------------------------+-------------------------------------+
|            INQUIRIES                |              UPDATES                |
+-------------------------------------+-------------------------------------+
| 01  GENERAL DESC                    | 51  GENERAL DESC                    |
| 02  GENERAL TEXT                    | 52  GENERAL TEXT                    |
| 03  PERSONNEL                       | 53  PERSONNEL                       |
| 04  OTHER OPER/CAPITAL EXPENSES     | 54  OTHER OPER/CAPITAL EXPENSES     |
| 05  TOTAL DOLLARS                   | 55  TOTAL DOLLARS                   |
| 06  JUSTIFICATION TEXT              | 56  JUSTIFICATION TEXT              |
| 07  DEPT SUMMARY                    |                                     |
| 08  FUND SUMMARY                    |                                     |
|                                     |                                     |
|                                     |                                     |
+-------------------------------------+-------------------------------------+

FUNCTION NBR:                                LINK:          RESPONSE:
USER: ST2        FY: 97  ENT: 01  DEPT: IT  DIV:     INX:              FUND:
PATC NBR:

CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
SPMNPN-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Service Adjustments Updates

Once in the SLA Menu, choosing Functions 51-56 will bring up SLA update screens. Of course prior to bringing up this function in ABDS, you will have thought out in some detail what adjustments you plan to make to your base budget to reach the core. Your first step in ABDS begins with Function 51 on the SLA Menu and then proceeds through the remaining SLA update functions in numerical order. Once you use Function 51 to create an SLA, you do not have to return to the menu for the other functions (52-56), as explained below. After creating an SLA, you may change data on any screen by using the menu to go directly to the desired screen and update/change data there without regard to numerical sequence of the SLA. Each step in creating an SLA is explained next by function number.

General Description Update--Function 51

Function 51 (Screen 4.3) is where the SLA number, general description, and department priority are created. (You may change the department priority number at any time after you create a SLA by over-typing the existing number on this screen and pressing **PF5**.)

Screen 4.3 SLA General Description Update

```
11/20/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSPS1
07:27:46        SRV ADJ - GENERAL DESCRIPTION UPDATE                 BUDASAE1



      DEPARTMENT:  CS  CONSUMER SERVICES

        SADJ NBR:  00001

     DESCRIPTION:  THIS IS A SAMPLE SERVICE ADJUSTMENT

   DEPT PRIORITY:  000    SUBPRIORITY:



SADJ NBR: 00001                                  LINK:          RESPONSE:
USER: ST2      FY: 97 ENT: 22 DEPT: CS DIV: 02 INDX: C0205922     FUND: 030

CLEAR-RETN ENTER-REQ/SCR PF1-HELP PF2-BLTN PF4-ADD PF5-UPD PF6-DEL PF9-LINK
                                          PF10-EXIT PF11-PERSN PF12-GTEXT
SP51RP-09 THE SRV ADJ RECORD HAS BEEN SUCCESSFULLY ADDED
```

Once on this screen you enter the SLA descriptive title. You *must* enter a title in the DESCRIPTION: field. The DEPARTMENT: and SADJ NBR: fields are automatically generated by ABDS when you press **PF4** to add the SLA. Each SLA (or PATC) will have a unique number assigned by ABDS. You may, as desired, enter a departmental priority and/or subpriority ranking. The following are important points to note regarding this screen:

- Users with division security are not allowed to enter a departmental priority or subpriority.
- **PF4** - adds a new SLA descriptive title.
- **PF5** - updates an existing SLA descriptive title.
- **PF6** - deletes an unwanted SLA descriptive title after all dollar figures have been deleted from all other appropriate SLA screens.
- **PF11** - sends you to the personnel update screen (Function 53) without having to return to the main SLA menu.
- **PF12** - transfers you to the general text screen where overall narrative information regarding the SLA may be entered.
- When you are at the title screen, pressing the **ENTER** key will take you to the next existing SLA descriptive title for reviewing or editing and so on. You may locate a specific existing SLA by entering the desired SLA number in the SADJ NBR: field and pressing the **ENTER** key. These features are common for all SLA function screens in ABDS.
- The DEPT PRIORITY: field uses digits (001-999); the SUBPRIORITY: field uses letters (A-Z), e.g., priority 2b will come before 2c, and 1f will come before 2a. Priority determines the order SLAs will be shown on summary SLA screens, printed on reports and subtracted from the base budget, not necessarily the SLA number, i.e., priority 1 will be subtracted first, priority 2 second, and so on--regardless of SLA number. PATC priority works the

same way for reports and summary PATC screens, e.g., priority 1 will be added back first, priority 2 second, and so on.

General Text--Function 52

Once you add the descriptive title, pressing **PF12** (or using Function 52 from the SLA menu) will bring up the SLA General Description Text screen. This is where you may enter text information to describe in general terms a service adjustment. If your service adjustment is easy to understand and is confined to one index code, this may be the only text justification you need to enter into ABDS. See the section on justification text (Function 56) to learn how to enter more complicated, multiple index code text justification.

Screen 4.4 SLA General Description

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSP52
07:34:07                SRV ADJ - GENERAL DESCRIPTION TEXT                 BUDASA52

DEPARTMENT:  CS CONSUMER SERVICES
SADJ NBR: 00001 THIS IS A SAMPLE SERVICE ADJUSTMENT

   A BRIEF DESCRIPTION OF YOUR PROPOSED REDUCTION IS APPROPRIATE HERE.
   IDENTIFY THE IMPACTS ON SERVICES, INDICATE HOW THIS FITS INTO THE
   DEPARTMENT PURPOSE, AND IF PERSONNEL AND OTHER OPERATING COSTS REDUCTI
   ONS ARE MINIMAL, INDICATE THE POSITIONS AND DOLLARS ASSOCIATED WITH TH
   E PROPOSED REDUCTIONS. IF THE SLA IS LARGE OR HAS MULTIPLE INDEX CODES
   AFFECTED, YOU MAY WISH TO USE THE OTHER TEXT FEATURES OF THE SLA SUBSY
   STEM.

SADJ NBR: 00001                                   LINK:          RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: CS  DIV: 02  INX: CS205922     FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF5-UPD PF8-FORM PF9-LINK PF10-EXIT
                                                          PF12-PERSN PF14-REF
SP52RP-05 TEXT RECORDS SUCCESSFULLY UPDATED. SUBMIT NEXT REQST
```

You may add up to twelve lines of text per screen. ABDS will allow as many screens of text as you wish to enter; however, it should be noted again that ABDS is not a word processor. You may type lengthy text justification on a word processor rather than ABDS and submit it along with the ABDS SLA report.

Guidelines for Using the SLA Text Screen

- The department code, name, and SLA number are shown at the top left of the screen to confirm the SLA being updated.
- Type all desired text and press **PF5** to add or update text information.
- Text may be deleted using the **ERASE EOF** key (or a similar key as shown on your keyboard template) and pressing **PF5**.
- Once a screen is filled with text and **PF5** has been pressed, you should press **PF14** to clear the existing screen of text information before entering additional information.

- When updating existing text, you can scroll through multiple screens of text using **PF8**.
- **PF12** will send you to the Personnel Update Screen (Function 53) without having to return to the SLA Menu.

TIP	IF YOU DO NOT HAVE A **PF14** KEY, TYPE 'PF14' IN THE RESPONSE: FIELD AND PRESS **ENTER** TO PERFORM SAME FUNCTION. THIS WORKS FOR ALL PF KEYS.

Personnel Updates–Function 53

To reach the screen where you enter personnel information for the SLA, press **PF11** from the General Description Screen, **PF12** from the General Text Screen or through Function 53 from the SLA menu. The salary/fringe update screen will appear (Screen 4.5). You enter position related service adjustments on this screen.

Screen 4.5 SLA Salary/Fringe Update

```
11/20/96              AUTOMATED BUDGET DEVELOPMENT SYSTEM              BUDMSP53
07:39:34               SRV ADJ -  SALARY/FRINGE UPDATE                 BUDASA53

SADJ NBR:      00001 THIS IS A SAMPLE SERVICE ADJUSTMENT            DEPARTMENT
DIVISION:         02 CONSUMER PROT. ADVOCATE                        PRI SUBPRI
INDEX: CS205922      PROTECT/ADVOCATE CONSUMER                      000

SEL PER BUD PAY  PAY HIRE  RET EXEC OCC  BI-W      DESCRIPTION         FORECAST
    NBR STA STEP PER M/D/Y CODE BEN CODE RATE
-----------------------------------------------------------------------------
     -1 1  01   26  112096 21      0012   726  CLERK 3                  -29864
     -1 1  01   26  112096 21      0011   626  CLERK 2                  -26301




SADJ NBR: 00001                          LINK:              RESPONSE:
USER: ST2       FY: 97 ENT: 22 DEPT: CS DIV: 02 INX: CS205922     FUND: 030
CLEAR-RETN ENTER-REQ/SCR PF1-HELP PF2-BLTN PF5-UPD PF8-FORW PF9-LINK PF10-EXIT
                                 PF11-DET PF12-CAP PF14-REFRESH PF19-JTEXT
SP53RP-05  UPDATE SUCCESSFUL
```

Guidelines for Salary/Fringe Update Screen

- Before position information can be entered, you must have created the SLA on the General Description Screen.
- The desired index code must appear in the upper left hand section of the screen along with the SLA descriptive title and number. ABDS automatically enters the division code and title based on the index code you previously entered. If no code appears in the upper left hand section of the screen or if a code other than the one desired appears, you must enter the desired code in the INX: field in the lower section of the screen and press the

ENTER key. The desired index, its descriptive title along with the related division code, and title will now appear in the upper left hand section of the screen.

Steps for Using the Personnel Feature in SLAs

These are the steps for adding personnel in the SLA subsytem.

1. When first in the salary/fringe screen, pressing the **TAB** key will bring you under the SEL field. This field is explained later. Press **TAB** again and you will be on the left side of the PER NBR column field. (Like other subsystems in ABDS, when entering data here, you start on the left side of the column *where the TAB key takes you*, and when you update the screen, the numbers will move to the right side of the column.)
2. Under the PER NBR field, you enter a minus sign and the number of positions that you plan to cut from your base budget (e.g., -2).
3. Then you **TAB** to the BUD STA field; if you leave this field blank, ABDS will default this to "1", which is appropriate for full-time positions. Enter a '3' if you are cutting a part-time position.
4. Then you **TAB** to the PAY STEP field and enter the appropriate pay step. If you do not enter a pay step, ABDS will assign pay step "1" to the position when you update the screen. If this is a step 99 position, enter 99 in this field and then you must also enter your own bi-weekly rate in the BI-W RATE field in order for ABDS to calculate the salary/fringe forecast. Also, if the position gets executive benefits, enter the appropriate code in the EXEC BEN field (E1, E2, E3).
5. Then you **TAB** to the PAY PER field and enter the number of pay periods you are eliminating by cutting the position, or leave the field blank and ABDS will default to the number of pay periods based on the effective date in the new budget year; i.e., if you enter the effective date January 1 of the next budget year and make no entry in the pay period field, ABDS will project the remaining pay periods in the fiscal year. Enter the date without slashes or dashes between the month, day and year (e.g., 100197 for October 1, 1997). If you enter a number in this field, ABDS will calculate the salary/fringe savings using the number of pay periods regardless of what you enter in the EFFEC M/D/Y field (effective date).
6. **TAB** to the EFFEC M/D/Y field; leave blank if you want the effective date to be October 1 of the new budget year, or enter a date as described above.
7. **TAB** to the retirement code field. Leave it blank and ABDS will default it to "21." If you need another retirement code, enter the code number here. See the rates function under personnel to find retirement codes.
8. **TAB** to the executive benefits field; leave this blank unless you have a step 99 position that gets executive benefits. If so, enter the correct code (E1, E2, or E3).

9. **TAB** to the OCC CODE field. Enter an occupation code. There is no default for this field. You must enter a code.
10. When you **TAB** again, the cursor will return to the SEL column, one row down. Continue from step 1 above to add more occupation codes to the service adjustment.
11. Once all position related information has been entered for a given index code. Press **PF5** to update, and ABDS will forecast the salaries and fringe benefits, bring up the default values for blank fields and the description of the occupation code for the personnel component of the SLA.
12. At this point if you want to add another index code to the same SLA, you may enter a new index code in the INX: field in the bottom section of the screen, press the **ENTER** key and then enter personnel information for that code following the steps above; press **PF5**, update, and so on. You may have several index codes with budgetary information within one SLA by following the preceding process. You may also go to a text justification screen (**PF19**) or to the other operating/capital screen (**PF12 CAP**).

The SEL field is where you would enter a 'D' for delete to eliminate a row of position related information or an 'X' to request further salary/fringe information for a given row. **TAB** to the SEL field to find the right spot to type the "D" or "X." Once the 'D' has been entered, you then must press **PF5** to process the desired deletion. If an 'X' is in the SEL field, you then press **PF11** to see the Salary/Fringe Detail Screen. You may place an 'X' next to several rows of information and then press **PF11**. The detail screen for the first row will appear first. You then press **CLEAR** to see the detail screen for the next row and so on. (The detail salary/fringe numbers will be for the total number of positions under the PER NBR field.) Pressing **CLEAR** after all detail screens have been viewed will return you to the Salary/Fringe Update Screen. See Screen 4.6 for an example of a salary/fringe detail screen.

The following function keys can help you move around these screens:

- **PF8**, the browse function, is used to scroll through multiple screens of personnel information within the same SLA when viewing information or when searching for a row of information requiring an update or deletion.
- **PF11** will move you to the Salary/Fringe Detail Screen (informational only) for a given row for which an 'X' has been entered in the SEL field.
- **PF12** will send you to the Other Operating Capital Update Screen.
- **PF19** will send you to the Justification Text Screen.

You may enter specific index codes or specific SLA codes on the lower left part of the screen in the INX: or SADJ NBR: fields, respectively, and press **ENTER** to go to a desired index within a specific SLA.

Screen 4.6 SLA Salary/Fringe Detail

```
11/20/96            AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSP49
07:41:04          SRV ADJ -  SALARY/FRINGE DETAIL INQUIRY              BUDASP49

SADJ NBR: 00001 THIS IS A SAMPLE SERVICE ADJUSTMENT
INDEX:    CS2059 PROTECT/ADVOCATE CONSUMER

PER NBR: -01 STAT: 1 PAY STP: 01 PRD: 26 HIRE: 112096 RET: 21 EXEC:    OCC: 0011
          SALARY AMOUNT:                          -17065
                    FICA:          -1088
                    MICA:           -247
      RETIREMENT AMOUNT:           -3012
      HEALTH INS AMOUNT:           -4350
        LIFE INS AMOUNT:             -51
 LONGEVITY BONUS AMOUNT:
 PROFESSIONAL LIABILITY:
    EXEC BENEFIT AMOUNT:
            FLEX AMOUNT:           -488
           FRINGE TOTAL:                          -9236
                                              ----------
  TOTAL FORECAST AMOUNT:                          -26301
                                                          RESPONSE:
USER: ST2        FY: 97 ENT: 22 DEPT: CS DIV: 02 INDEX: CS2059 FUND: 050
CLEAR-RETN PF1-HELP PF2-BLTN PF10-EXIT
SP49PM-02 SRV ADJ SALARY/FRINGE DETAIL INQUIRY
```

NOTE: FOR STEP 99 POSITIONS, YOU MUST ENTER A BIWEEKLY RATE IN THE SALARY FIELD. BE SURE TO ENTER AN EXECUTIVE BENEFIT CODE TO CORRECTLY COMPUTE ALL THE FRINGE BENEFITS ASSOCIATED WITH STEP 99 EXECUTIVE BENEFIT LEVELS.

Justification Text–Function 56

The Justification Text Screen (Screen 4.7) is intended to serve as detailed index code specific justification or explanation for proposed budgetary actions. Use of this screen is optional. This screen works the same as the General Text Screen discussed earlier. The only difference is that this justification should be more detailed than the overall justification provided on the General Text Screen. This screen can be accessed from the Personnel Update or Other Operating/Capital Update Screens through the **PF19** key or from the SLA menu through Function 56. You should be sure the index and SLA numbers in the upper left section of the screen are the ones desired. The steps for adding text are:

1. Once in the text screen, the cursor will be at the top left corner where you begin entering text. Begin typing. You may enter up to 12 lines of text per screen. Press **PF5** to update/add the text to the SLA record.
2. If you need more screens for text, press **PF14** to clear (electronically refresh) the screen and continue typing. Press **PF5** when finished with this screen and continue or press **CLEAR** to take you back to the personnel screen.

When you complete the text justification for the index code first associated with the SLA and press **PF5**, you may then change to another index code if the SLA affects more than one index code. You do this by clearing the screen using the

PF14, refresh, entering the new index code in the selection area of the screen (INX: field) and pressing **ENTER**; then type in the additional text justification for the second index code and press **PF5**, update, to add the text to the SLA.

Screen 4.7 SLA Justification Text

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSP56
07:42:58                   SRV ADJ - JUSTIFICATION TEXT                    BUDASA56

INDEX: CS205922      PROTECT/ADVOCATE CONSUMER
SADJ NBR:      00001 THIS IS A SAMPLE SERVICE ADJUSTMENT

   USE THIS SCREEN TO EXPLAIN MORE ELOBORATE SERVICE REDUCTIONS. THIS IS
   ESPECIALLY USEFUL FOR SLAS THAT HAVE MULTIPLE INDEX CODES BECAUSE EACH
   INDEX CODE CAN HAVE TEXT ASSOCIATED WITH IT.









SADJ NBR: 00001                                LINK:          RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: CS  DIV: 02  INX: CS205922     FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF5-UPD PF8-FORW PF9-LINK PF10-EXIT
                                                                  PF14-REF
SP02AIM-04 NO JUSTIFICATION TEXT RECORDS FOUND FOR REQUESTED SRV ADJ
```

Other Operating/Capital Updates

The Other Operating/Capital Update Screen (4.8) is accessed through **PF12** from the Personnel Update Screen or through Function 54 from the SLA main menu.

All non-position related budgetary information is entered here; however, you may enter any salary/fringe data not entered on the personnel update screen such as overtime or pay exceptions. You must enter both salary and fringe related values for any items not calculated by the personnel component of the SLA subsystem, or else you may be underestimating the dollar value of the SLA. You do this by entering subobject code 00199 for salary and 01099 for fringe dollars. These amounts will show up under salary and fringe expenditures.

Guidelines for Using the Other Operating/Capital Update Screen

- Before information can be entered, the SLA must have been created on the general description screen, but you need not have entered any personnel information.
- Accessing desired index codes and entering new index codes works the same on this screen as the Personnel Update Screen. You should insure that you are working on the current SLA and index code by reviewing the descriptive information in the upper left hand area of the screen.

Steps for Using the Operating/Capital Feature in SLAs

The steps for adding other operating and capital subobject codes are as follows:

1. When this screen comes up, press the **TAB** key; it will take you to the left column, first row under the D field. **TAB** again to go to the SOBJ field. (You will skip over the OBJ field.)
2. Under the subobject column, you enter the subobject code that you plan to reduce as part of this service adjustment. When you update this screen, ABDS will automatically add the descriptive title and object code.
3. **TAB** to the quantity field (QTY), and enter a minus number (e.g., -4).
4. **TAB** to the UNIT PRICE field and enter the unit price.
5. **TAB** again and the cursor will go back to the D field. You may continue to add subobject codes, negative quantities and unit prices until the screen is full.
6. Press **PF5** to update the screen and ABDS will add the titles of the subobject codes and multiply the unit price numbers times the quantity to give you the total cost, which should be a negative number.

At this point you may clear the screen using **PF14**, refresh, to clear the screen and then add more subobject codes, negative quantities and unit price dollars. Press **PF5** to update this screen. Or you can go to text justification by pressing **PF19**. You may also go to the total dollars screen by pressing **PF12**.

The D field is where you would enter a 'D' to delete a given row of information; **TAB** to the desired line, enter the 'D', then press **PF5** to carry out the deletion. The following keys can help you get around in this screen:

- **PF8** is used to scroll through multiple screens when viewing information or when searching for a row of information requiring update or deletion.
- **PF12** will send you to the Total Dollars Update Screen.
- **PF19** will send you to the Justification Text Screen.
- You may enter specific index codes or specific SLA codes in the lower section of the screen and press **ENTER** to go to a desired index within a specific SLA.

Total Dollars Update--Function 55

This screen (Screen 4.9) is accessed through **PF12** from the Other Operating/Capital Update Screen or through Function 55 from the SLA main menu.

This screen provides summary financial and position related information for a given SLA based on information you entered on previous screens. The financial fields in the TOTAL VALUE: field of the screen along with priority and position count number are strictly informational. You cannot update these figures directly on this screen.

Listed below the financial information are all affected index codes with dollar totals associated with them. If more than one screen of index codes exists within an SLA, the remainder can be viewed by pressing **PF8** until all index codes are shown. Next to each index code is a column labeled A/R/D for **Accept, Reject, Delete**. The default value shown next to each existing index is "A" for accept. This means that the dollar total associated with each index code has been included in all reported dollar totals for that SLA and subtracted from the base budget figures to reach the core.

Screen 4.8 SLA Other Operating/Capital Update

```
12/12/96            AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSP54
16:52:05          SRV ADJ - OTHER OPERATING/CAPITAL UPDATE             BUDASA54

SADJ NBR:      00001 THIS IS A SAMPLE SERVICE ADJUSTMENT              DEPARTMENT
DIVISION:         02 CONSUMER PROT. ADVOCATE                          PRI SUBPRI
INDEX: CS205922      PROTECT/ADVOCATE CONSUMER                        000

 D OBJ  SOBJ     D E S C R I P T I O N              QTY  UNIT PRICE TOTAL COST
 - ---  ------   ------------------------------------ ---  ---------- ----------
   310 31010  TELEPHONE-REGULAR                      -1        1000       -1000

SADJ NBR: 00001                                LINK:            RESPONSE:
USER: ST2        FY: 97 ENT: 22 DEPT: CS DIV: 02 INX: CS205922     FUND: 030
CLEAR-RETN ENTER-REQ/SCR PF1-HELP PF2-BLTN PF5-UPD PF8-FWD PF9-LINKPF10-EXIT
                                               PF12-TOTAL PF14-REFRESH PF19-JTEXT
 SP54RP-05  UPDATE SUCCESSFUL
```

Screen 4.9 SLA Total Dollars Update

```
11/15/96            AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSP55
13:13:22              SRV ADJ - TOTAL DOLLARS UPDATE                   BUDASA55

SADJ NBR: 00001 THIS IS A SAMPLE SERVICE ADJUSTMENT
 TOTAL VALUE:
          SALARY        -59,462          PRIORITY IN DEPT:  002  A
          FRINGE        -24,956
   TOTAL SAL/FRNG               -84,418  TOTAL POSITION COUNTS:
  OTHER OPERATING                          FULL TIME:       -2
          CAPITAL                          PART TIME:
     GRAND TOTAL               -84,418

A/R/D DIV  INDEX          $AMOUNT
  A   04 IT324491           -84,418

SADJ NBR: 00001                                LINK:            RESPONSE:
USER: ST2        FY: 97 ENT: 01 DEPT: IT DIV: 04 INX: IT324491     FUND: 050
CLEAR-RET ENTER-REQ/SCR PF1-HELP PF2-BLTN PF5-UPD PF8-FORW PF9-LINK PF10-EXIT
SP05PM-02 SRV ADJ TOTAL DOLLARS DISPLAY
```

By entering an 'R' for reject next to an index or multiple index codes and pressing **PF5**, you are telling ABDS to suppress the dollar totals for such index codes from the total reported value of a given SLA. Consequently, these values will not be subtracted from the base budget figures. You can later change the 'R' back to an 'A' and press **PF5** again to include such dollar amounts for a given SLA. When you reject an index code, the dollars are removed from the salary/fringe summary, reports, and expenditure screens; however, the total dollars still show in the AMOUNT field for each rejected index code.

By entering a 'D' for delete and pressing **PF5**, you will delete *all* information for a given index code including dollars and text. Once deleted, this information cannot be recovered.

To delete an entire SLA, including the SLA number and title, you must first delete all financial information for each index code within an SLA. This can be done by placing a 'D' next to each index code shown for an SLA on the Total Dollars Update Screen and pressing **PF5** for each screen of codes. Once all budgetary information has been deleted for each index code within an SLA, you may delete the SLA descriptive title and SLA number by returning to the General Description Screen (Function 51 from the SLA menu), verifying that the SLA number and title shown are correct. If not, enter the desired SLA number in the SADJ NBR: field on the lower left hand side of the screen and press the **ENTER** key. Then, press **PF6** to delete the SLA code and title. The number ABDS had assigned to this SLA can no longer be used.

Service Adjustment Inquiries

After creating SLAs, you many select the inquiry functions to view all information entered for them. Functions 01 through 08 from the SLA Menu will access the various inquiry screens. It should be noted that the inquiry screens accessed in Functions 01-06 are identical to the SLA update screens, and, in fact, will display identical information, the only difference being no updates are allowed. Since inquiry screens for Functions 01-06 are identical in appearance to update screens for Functions 51-56, please review these screens in the previous sections of this part of the manual.

Functions 07-08, the department and fund level SLA inquiries, respectively, are useful for viewing summary listings of all SLAs entered for a department or fund within a department. These do not have comparable screens in the update section. Function 07 is useful in tracking where a department or division's adjusted base budget stands in relation to the required preliminary or core budget figure. The department level summary inquiry screen is shown on the next page (Screen 4.10). Note that for each SLA its number is shown, then a descriptive title, followed by the department priority, the amount or value of the SLA and the adjustment to base total.

Near the top of this screen, the base budget total is displayed for the fund; the calculated core is right below the base dollar line. This shows the net total budget figure for the fund (by subtracting the SLA amounts from the base figure to arrive at the core number). On this screen the department priority number controls which SLA is listed first. (SLA reports will also print in department priority number if used.) This means the priority number determines the order SLAs are subtracted from the base to reach the core budget, not the SLA number that ABDS assigns to an SLA when it is created. This is useful for rearranging SLA priority listings if service adjustment decisions change during budget development.

Screen 4.10 SLA Department Level Inquiry

```
12/12/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSP07
18:14:18                 SRV ADJ - DEPT SUMMARY FOR DEPT CS                BUDASA07

BASE DOLLARS FOR DEPARTMENT  CS  :        4,411,814
CALCULATED  CORE:         4,327,396
TOTAL VALUE     :           -84,418                    DEPT                ADJUSTMENT
SRV ADJ DESCRIPTIVE TITLE                              PRIORITY    VALUE    TO BASE
--------- ------------------------                     --- -     -------  ----------
     1 THIS IS A SAMPLE SERVICE ADJUSTMENT             002 A      -1000     4410814
     2 THIS IS ANOTHER SERVICE ADJUSTMENT              003 A     -83418     4327396

                                          LINK:                  RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: CS  DIV: 02  INX: CS205922     FUND: 030
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-RLTN  PF8-FORW  PF9-LINK  PF10-EXIT
SP07PM-02  ALL SRV ADJ SUMMARIES DISPLAYED
```

Proposed Additions - Inquiries and Updates

ABDS inquiry and update screens and procedures are virtually identical within the PATC and SLA subsystems of ABDS. Only three differences need to be noted. First, to access the PATC component of ABDS, select Function 04 from ABDS Department Menu. Second, on the Total Dollars Update Screen for PATCs (Function 55 from the main PATC menu) an additional field exists where you may enter any estimated revenue or cost savings associated with a PATC (**TAB** to this field and enter your amount). Once **PF5** is pressed, ABDS will calculate the net cost of the PATC. Third, PATC dollar and position numbers are displayed under the PATC column in expenditure screens and reports.

Screen 4.11 displays the Total Dollar Update Screen. Note the net impact is informational only; it does not carry forward to any appropriation screen or report, but it will print this on a detailed PATC report.

Since the PATC and SLA components are generally identical, you should refer to the SLA section of this manual to understand how to enter any proposed additions to the preliminary budget (core), keeping in mind that PATCs are positive adjustments, so you would not use negative numbers in any of the fields. If you use negative numbers in the PATC system, then the PATCs will be subtracted from the core budget rather than added to it.

Screen 4.11 PATC Total Dollars Update

```
11/15/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMSPSS
13:15:11                    PATC -  TOTAL DOLLARS UPDATE                   BUDAPASS

PATC NBR: 00001 TEST
 TOTAL VALUE:
          SALARY          35,646            PRIORITY IN DEPT:  000
          FRINGE          16,211
   TOTAL SAL/FRNG                 51,857    TOTAL POSITION COUNTS:
  OTHER OPERATING                            FULL TIME:        2
         CAPITAL                             PART TIME:
     GRAND TOTAL                 51,857
                                            ESTIMATED REVENUE OR
A/R/D DIV  INDEX          $AMOUNT           COST SAVINGS (IF ANY):
  A   03 IT221937            51,857                   NET EFFECT:      -51,857

PATC NBR: 00001                                   LINK:        RESPONSE:
USER: STC       FY: 97 ENT: 01 DEPT: IT DIV: 04 INX: IT324491      FUND: 050
CLEAR-RET ENTER-REQ/SCR PF1-HELP PF2-DLTN PF5-UPD PF8-FORW PF9-LINK PF10-EXIT
SP@SPM-01 PATC TOTAL DOLLARS DISPLAY
```

ABDS SLA/PATC Reports

The following screens show the SLA and PATC reports that are available in ABDS. See part 7 of the manual to review report request procedures.

Screen 4.12 ABDS SLA Reports

```
01/29/94                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR01
16:18:34                     SERVICE ADJUSTMENT REPORTS                    BUDARR04

S  RPT     REPORT DESCRIPTION      PTR   CY  FY  EN  DP  DV  INDEX   FD  PROJ
-  ---  ------------------------  ---   --  --  --  --  --  -----   --  -----
_  734 SADJ - SUMMARY DEPT LEVEL  136    1  93  01  01
_  736 SADJ - DETAIL REPORT       136    1  93  01  01
_  740 SADJ - SUMMARY FUND LEVEL  136    1  93  01  01

JOB NAME: J0127008                                  LINK:       RESPONSE:
USER: JPT       FY: 93  ENT: 01  DEPT: 01  DIV:     INDEX:          FUND:
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR01PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

Screen 4.13 ABDS PATC Reports

```
01/29/94                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR01
16:19:19                  PROPOSED ADDITION TO CORE REPORTS                BUDARR03

S  RPT     REPORT DESCRIPTION      PTR   CY  FY  EN  DP  DV  INDEX   FD  PROJ
-  ---  ------------------------  ---   --  --  --  --  --  -----   --  -----
_  734 PATC - SUMMARY DEPT LEVEL  136    1  93  01  01
_  736 PATC - DETAIL REPORT       136    1  93  01  01
_  740 PATC - SUMMARY FUND LEVEL  136    1  93  01  01

JOB NAME: J0127008                                  LINK:       RESPONSE:
USER: JPT       FY: 93  ENT: 01  DEPT: 01  DIV:     INDEX:          FUND:
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR01PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

PART 5: REVENUE

The revenue subsystem of ABDS is simple in design and operation. Of course, you only need to use this subsystem if you have revenue to budget such as from fees, grants, charges for services that you provide to the public and county departments. Generally, you do not need to use this subsystem for general fund appropriations. If you are unsure about how to handle revenue, check with your budget analyst.

Historical and current revenue figures are loaded into ABDS at the same time as personnel and expenditure data in early December. If you have not correctly loaded these figures in FAMIS prior to the ABDS down load, then incorrect figures will also show up in ABDS; however, you can update all revenue fields except the PRIOR YR field to reflect the Board of County Commissioners approved revenue levels.

There are four inquiry and one update functions in the revenue subsystem. These functions are explained in this part of the *ABDS Manual*.

Revenue Functions

To reach the revenue subystem, you type '06' in the FUNCTION NBR: field on the ABDS Departmental Menu and press **ENTER**. Screen 5.1, Revenue Menu, will be showing with the five revenue functions. The revenue inquiry screens have similar formats, although not all screens have the same fields or in the same order. The following fields in column form can be found on the inquiry screens:

- INDEX: shows the FAMIS revenue index code number.
- PROJECT: shows the FAMIS project number associated with the index code
  DESCRIPTION: shows the index code or project description, depending of the function selected.
- PRIOR YR: displays the prior year actual reported revenue.
- CURRENT: displays the current year's revenue appropriation as shown in FAMIS.

- EOY-PRJTN: shows either a blank field or the figures that you have entered using the revenue update function.
- FORECAST: Shows either a blank field or the figures that you have entered using the revenue update function.

Again, as in other subsystems, you select the level you wish to review (department, division, index and fund) by what you enter in the related fields in the selection area of the screen.

Screen 5.1 Revenue Menu

```
11/19/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRUMN
07:55:14                          REVENUE MENU                             BUDARUMN

                  +-------------+-------------------------------------+
                  | FUNC NBR    |   DESCRIPTION                       |
                  +-------------+-------------------------------------+
                  |    01       | INQUIRY  INDEX LEVEL                |
                  |    02       | INQUIRY  FUND LEVEL                 |
                  |    03       | INQUIRY  FUND/PROJECT LEVEL         |
                  |    04       | INQUIRY  SUMMARY FUND/PROJECT       |
                  |             |                                     |
                  |             |                                     |
                  |    50       | UPDATE   FUND/PROJECT  LEVEL        |
                  |             |                                     |
                  +-------------+-------------------------------------+

FUNCTION NBR:                                   LINK:        RESPONSE:
USER: ST2          FY: 97   ENT: 22   DEPT: CS   DIV:        INDEX:
FUND:
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
RUMNPM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Revenue Inquiry--Functions 01, 02, 03 and 04

Each of the revenue functions is summarized below.

- **Function 01** allows you to review revenue by index code. You can select the level of detail (department or division) in the fields below the data. Screen 5.2 depicts this function at the department level. You can see the level selected both on the top left of the screen under department description as well as in the DEPT: field near the lower right corner of the screen, where you would make this level selection.
- **Function 02** allows you to review revenue by fund and index for the department or division. This function is displayed on Screen 5.3 at the department level. No index description is shown here, but the fund is displayed in the top left part of the screen. This screen also indicates updates have been done, with figures showing in the end-of-year projection and forecast columns.

- **Function 03** lets you see revenue at the fund level by project in index code order. Screen 5.4 shows Function 03. The project number and description are in the upper left corner and index descriptions are also shown. Note this function is shown at the department level.
- **Function 04** shows you revenue by fund and project with the project description displayed at the department level. (Screen 5.5)

You can browse forward **(PF8)** and backward **(PF7)** through revenue records.

Screen 5.2 Revenue Inquiry by Index/Locator

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDNRU50
08:18:16                   REVENUE INDEX                             BUDARV01
DEPARTMENT :  CS   CONSUMER SERVICES

                                  PRIOR YR     CURRENT    EOY-PRJTN   FORECAST
      INDEX          PROJECT       95-96        96-97      96-97       97-98
 ---------------------------------------------------------------------------
    CSR021170        114131        2160
    CSR021741        114131         243
    CSR050013        032400       740424      740000     740000      750000
    CSR050021        032400        42800       43000      44000       45000
    CSR050039        032400        31835       32000      32000       33000
    CSR050047        032400        17687       18000      18000       19000
    CSR050054        032400        31763       32000      33000       33000
    CSR050062        032400       140425      141000     140000      142000
    CSR050070        032400         4858        5000       5900        6000
    CSR050096        032400          159         300        300         400
 PJ:  032400                                  LINK:      RESPONSE:
 USER: ST2      FY: 97 ENT: 22 DEPT: CS DIV:    INX:                FUND: 030
CLEAR-RETN ENTER-REQ/SCR PF1-HELP PF2-BLTN PF7-BKWD PF8-FORW PF9-LINK

RV01PM-13 USE PF7 OR PF8 TO SCROLL THRU REVENUE
```

Screen 5.3 Revenue Inquiry by Fund/Index

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDNRU50
08:18:35                   REVENUE FUND                              BUDARV02
DEPARTMENT :  CS   CONSUMER SERVICES
FUND       :  030  OTHER GENERAL FUND OPERATIONS

                                  PRIOR YR     CURRENT    EOY-PRJTN   FORECAST
      INDEX          PROJECT       95-96        96-97      96-97       97-98
 ---------------------------------------------------------------------------
    CSR050013        032400       740424      740000     740000      750000
    CSR050021        032400        42800       43000      44000       45000
    CSR050039        032400        31835       32000      32000       33000
    CSR050047        032400        17687       18000      18000       19000
    CSR050054        032400        31763       32000      33000       33000
    CSR050062        032400       140425      141000     140000      142000
    CSR050070        032400         4858        5000       5900        6000
    CSR050096        032400          159         300        300         400
    CSR050112        032400       203955      210000     210000      210000
    CSR050120        032400        12628       13000      13000       14000
 PJ:  032400                                  LINK:      RESPONSE:
 USER: ST2      FY: 97 ENT: 22 DEPT: CS DIV:    INX:                FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BKWD PF8-FORW PF9-LINK PF10-EXIT

RV02PM-13 USE PF7 OR PF8 TO SCROLL THRU REVENUES
```

Screen 5.4 Revenue Inquiry by Fund/Project/Index

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMRU03
08:20:45              REVENUE FUND BY PROJECT                            BUDARU03
DEPARTMENT : CS     CONSUMER SERVICES
FUND       : 030    OTHER GENERAL FUND OPERATIONS

                                   PRIOR YR    CURRENT   EOY-PRJTN   FORECAST
  INDEX        DESCRIPTION          95-96       96-97      96-97      97-98
 ------------------------------------------------------------------------------
 CSR152512    TR FR CATV SF 11      90000
 CSR152520    MISCELLANEOUS RE      19000
 CSR050013    FHV TAXI PERMIT      740424     740000     740000     750000
 CSR050021    FHV LIMO PERMIT       42800      43000      44000      45000
 CSR050039    FHV SCHOOL BUS I      31835      32000      32000      33000
 CSR050047    NEW NON EMERGENC      17687      18000      18000      19000
 CSR050054    NEW FMC CERTIFIC      31763      32000      33000      33000
 CSR050062    FMC CERTIFICATE      140425     141000     140000     142000
 CSR050070    RETURN CHECK SER       4858       5000       5900       6000
 CSR050096    DEPOSITION/SUBPO        159        300        300        400
 PJ:                                                LINK:       RESPONSE:
 USER: ST3      FY: 97 ENT: 22 DEPT  CS DIV:    INX:                FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BKWD PF8-FORW PF9-LINK PF10-EXIT

RU03PF7-03 TOP OF REVENUE  INQUIRY REACHED
```

Screen 5.5 Revenue Inquiry by Fund/Project

```
11/22/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMRU04
14:37:26              SUMMARY FUND BY PROJECT                            BUDARU04
DEPARTMENT : CS     CONSUMER SERVICES
FUND       : 030    OTHER GENERAL FUND OPERATIONS

                                   PRIOR YR    CURRENT   EOY-PRJTN   FORECAST
 PROJECT  DESCRIPTION                95-96       96-97      96-97      97-98
 ------------------------------------------------------------------------------
 032100 DIRECTOR'S OFFICE           323500     338000
 032210 PROCTECT/ADVOCATE CONS      760051     809100
 032220 MOTOR VEHICLE REPAIR R      819952     916400
 032230 REMETERING REGULATION         1526     167200
 032240 MOVING REGULATION            38489      49000
 032250 TOWING REGULATION           329353     352200
 032260 LOCKSMITH REGULATION         56360      87100
 032300 COOPERATIVE EXTENSION       876000     885000
 032400 PASSENGER TRANSPORTATI     1865393    2190000

 PJ:                                                LINK:       RESPONSE:
 USER: GASS     FY: 97 ENT: 01 DEPT: CS DIV:    INX:                FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BKWD PF8-FORW PF9-LINK PF10-EXIT

RU04PM-12 ALL REVENUE RECORDS DISPLAYED
```

Revenue Update–Function 50

Function 50 allows you to update revenue related information such as index, project, current, end-of-year projection, and forecast. Screen 5.6 on the next page is a revenue update screen accessed by using Function 50. The primary difference between the update and inquiry screens is that the update screen has a DEL field at the left margin of the screen it does not include index code or project descriptions. This screen displays all the index codes grouped by project within a fund.

Steps to Update Revenue Screens

There are several steps in updating revenue screens.

1. From the Revenue Menu Screen type '50' in the FUNCTION NBR: field and press **ENTER**. The cursor will be to the left of the index code in the top row under the DEL column.
2. If you want to delete an index code with its row of data, type "D" in the DEL field next to index and data you want to delete; then press **PF5**, or
3. **TAB** to each field of existing data you want to change; type in the correct data, and **TAB** to the next field. Like other update screens, the **TAB** key will take you to the left side of the column. Enter your new data where the **TAB** key takes you; erase any remaining data in the field. Then, when you press **PF5** to update, the new data will become right justified.
4. **TAB** to as many rows of data you wish to change. When you finish entering data on the screen, press **PF5** to update and store the data in ABDS.
5. You may then press **PF8** to bring up more index codes within the level you selected, and continue entering new or revised data as explained above.
6. When you finish with all index codes within the level (department, division, fund), you may press **PF8** to begin again, or, if you are working at the division level, type a new division number in the DIV: field and press **ENTER** to go to records for that division, or press **CLEAR** to return to the Revenue Menu.

Be sure to update the screen before moving to another screen, otherwise your new data will be lost.

Screen 5.6 Revenue Update

```
11/20/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRV50
07:57:57                    REVENUE UPDATE                           BUDARV50
DEPARTMENT :  CS   CONSUMER SERVICES


DEL                                PRIOR YR     CURRENT    EOY-PRJTN   FORECAST
      INDEX          PROJECT        95-96        96-97       96-97       97-98
-----------------------------------------------------------------------------
    CSR078998        032210        471000       480000      490000      500000
    CSR088716        032210          1460         1500        1500        1600
    CSR140566        032210         10353        11000       11000       12000
    CSR140574        032210           924         1000         900         800
    CSR140608        032210        108340       111000      111000      110000
    CSR140640        032210        167974       160000      170000      170000
    CSR073643        032220
    CSR075226        032220        523447       500000      510000      510000
    CSR075234        032220         90225        90000       92000       93000
    CSR075242        032220        120163       120000      120000      122000
PJ:  032210                                   LINK:       RESPONSE:
USER: ST2      FY: 97 ENT: 22 DEPT: CS DIV: 02 INX:                 FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF5-UPD PF7-BKWD PF8-FORW PF9-LINK
                                     PF10-EXIT PF12-ERRORS PF14-REFRESH
RV50-PF5 09 ALL UPDATE WERE SUCCESSFUL. CONTINUE AS DESIRED
```

Adding a Revenue Index Code

To add a revenue code, use Function 50 to bring up a Revenue Update Screen. At the bottom of the screen after the last line of revenue code information (if space allows), type in the new revenue code. If there is not enough space, press **PF14**, refresh, to clear the screen; then type in the new index code. Add end-of-year projection and forecast amounts, then press **PF5**, update, to add the index code to your revenue data base.

ABDS Revenue Reports

There are five revenue reports available from ABDS as shown on Screen 5.7. See part 7 of the manual to review procedures for requesting reports.

Screen 5.7 ABDS Revenue Reports

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR05
07:58:39                          REVENUE REPORTS                          BUDARR05

S  RPT     REPORT DESCRIPTION     PTR  CY FY EN DP DV    INDEX      FD  PROJ
-  --- ------------------------- ---  -- -- -- -- -- ------------  --- ------
_  800 REVENUE INDEX BY FUND     N1    1 97 22 CS
_  801 REVENUE LOCATOR BY DEPT/DI N1   1 97 22 CS
_  802 REVENUE INDEX BY DEPT/DIV  N1   1 97 22 CS
_  803 REVENUE INDEX BY DEPT/FUND N1   1 97 22 CS
_  804 REVENUE SUMMARY DP/FD/PJ   N1   1 97 22 CS

JOB NAME: J0127012                                LINK:       RESPONSE:
USER: ST2       FY: 97 ENT 22 DEPT CS DIV 02 INDEX:                 FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR05PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

NOTES

NOTES

PART 6: WORKLOAD MEASURES

Workload measures are quantitative descriptions of department or division activities, indicating the type and levels of work that are necessary to operate the department. They do not necessarily reflect goals or objectives, but rather the main business or activity of the department or division. These measures are tracked over time. Thus it is important not only to reflect accurately the measures for last year, current year projection, and next year's estimate, but to ensure that over the years these measures have been consistently reported. One way to do this is to examine past *Proposed Budgets*, which contain historical records for workload measures of most departments. As you will see, these measures have been reported to the Board of County Commissioners and to the public on an annual basis.

You may find it more convenient to use a word processor or other software to create you workload measure numbers and descriptions, especially if you have lengthy text justification. Use your judgment on whether or not to use ABDS or another method for preparing workload measures. ABDS does no forecasting or projections for workload measures, all of which you must do outside of ABDS anyway; it merely records the information you enter and makes it convenient for you to print workload measure reports along with all the other budget reports you request.

Workload Measure Functions

To use ABDS workload measures subsystem, select Function 01 (workload measures) on the Departmental Menu by entering '01' in the FUNCTION NBR: field and pressing the **ENTER** key. Screen 6.1, showing the Workload Measures Menu, will appear. The functions shown here allow you to modify, delete, inquire and carryover workload measure information.

The specific workload measure functions are described below:

Add--Function 01

Workload measures may be added by department or division. Screen 6.2 shows a sample workload measure that was just added. A new workload measure number is automatically assigned for each measure when you add it.

Screen 6.1 Workload Measures Menu

```
11/19/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMXLMN
08:23:54                        WORKLOAD MEASURES                          BUDAXLMN

                  +-------------+--------------------+
                  | FUNC NBR    | DESCRIPTION        |
                  +-------------+--------------------+
                  |    01       | ADD                |
                  |    02       | MODIFY             |
                  |    03       | DELETE             |
                  |    04       | INQUIRY            |
                  |    05       | CARRY OVER         |
                  +-------------+--------------------+

FUNCTION NBR:                                LINK:                RESPONSE:
USER: ST2        FY: 97  ENT: 02  IPT: 03  DIV:      INK:                    FUND: 000
WLM: 000

CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF9-LINK  PF10-EXIT
NFMNPM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

To add a workload measure, follow these steps:

1. Type '01' in the FUNCTION NBR: field on the Workload Measures Menu screen.
2. Press the **ENTER** key to go to the Workload Add Screen.
3. The cursor should be just to the right of the workload number under the MEASURE DESCRIPTION column.
4. Type a description of the measure.
5. **TAB** to the LAST YEAR field, type in your new number for the measure *where the TAB takes you*; erase the old number if it is there; **TAB** to the CURRENT YEAR field; type the workload measure number; **TAB** to the NEXT YEAR field and type the forecast number for next year. This includes: last year's actual total, end-of-year projection, next year's estimate, the workload description, and workload text. All amounts and the description are required.
6. **TAB** to the TEXT: field and type an explanation of the measure.
7. Press the **PF4** key to add the record.
8. Press the **PF14** key to refresh the screen (to clear the screen of previous data) and you are ready to add a second workload measure by typing your data in the clear fields.
9. Type data for the workload measure over the previous data if any exists after refreshing.
10. Press the **PF4** key to add the record; ABDS will assign it the next workload measure number in sequence

NOTE: ZERO VALUES CAN BE ENTERED IN ANY COLUMN.

Screen 6.2 Workload Measure--Add

```
 11/20/98              AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMWL01
 08:04:39                  WORKLOAD MEASURES - DIVISION                   BUDAWL01

 DIVISION  02     CONSUMER PROT. ADVOCATE
 ---------------------------------------------------------------------------
 WLM          MEASURE                LAST YEAR     CURRENT YEAR    NEXT YEAR
 CODE       DESCRIPTION              (ACTUAL)      (PROJECTION)    (ESTIMATE)
 ---------------------------------------------------------------------------
00001 ROUNDS OF GOLF/PALMETTO          35000.00      38000.00       48000.00



 TEXT:
       DUE TO THE SUCCESSFUL RESTORATION AFTER HURRICANE ANDREW AND
       THE REDESIGN OF THE COURSE ALONG WITH THE LIGHTING OF THE
       PRACTICE RANGE. MORE GOLF IS PROJECTED AT THIS COURSE



 WLM: 00001                                LINK:            RESPONSE:
 USER: ST2       FY: 97  ENT: 22  DEPT: CS DIV: 02  INX:                 FUND: 030
CLEAR-RETN PF1-HELP PF2-BLTN PF4-ADD PF9-LINK PF10-EXIT PF14-REFH
200RP-01A   PRESS <PF14> TO REFRESH THE SCREEN
```

Modify--Function 02

Existing workload measures may be modified by using Function 02 on the Workload Measures Menu Screen. Screen 6.3 shows the modify screen.

Follow these steps to modify an existing workload measure:

1. From the Workload Measure Menu, type "02" in the FUNCTION NBR: field and the workload measure number in the WLM: field and press **ENTER**. This will bring you the existing workload measure as shown on Screen 6.3.
2. Use the **TAB** key to take you to fields you want to modify.
3. Over-type the information you want to change.
4. Press the **PF5** key to modify the record.

To modify an additional workload measure:

1. Type the requested workload measure number in the WLM: field on the lower left part of the screen.
2. Press the **ENTER** key to display the new workload.
3. Type in the modifications for the workload measure.
4. Press the **PF5** key to modify the record

Delete--Function 03

When the requested workload measure has been displayed by using Function 03 from the Workload Measures Menu (see Screen 6.4), the **PF6** key may be pressed to delete the record.

1. Type the desired workload measure number in the WLM: field.

2. Press the **ENTER** key to display the workload measure you wish to delete.
3. Press the **PF6** key to delete the record.

NOTE: ONCE A WORKLOAD MEASURE IS DELETED, ITS NUMBER CAN NOT BE USED AGAIN.

6.3 Workload Meausre--Modify

```
 11/20/98              AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMWL01
 08:06:35                  WORKLOAD MEASURES - MODIFY                     BUDAWL02

DIVISION  02     CONSUMER PROT. ADVOCATE
-----------------------------------------------------------------------------------
WLM          MEASURE                  LAST YEAR     CURRENT YEAR    NEXT YEAR
CODE       DESCRIPTION                (ACTUAL)      (PROJECTION)    (ESTIMATE)
-----------------------------------------------------------------------------------
00001 ROUNDS OF GOLF/PALMETTO            28000.00       38000.00       48000.00


TEXT:
      DUE TO THE SUCCESSFUL RESTORATION AFTER HURRICANE ANDREW AND
      THE NEW LIGHTS FOR THE PRACTICE RANGE - MORE GOLF IS EXPECTE
      D


WLM: 00001                                  LINK:            RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: CS DIV: 02  INX:                  FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF5-UPD PF9-LINK PF10-EXIT
201RP-04 REQUESTED WLM RECORD HAS BEEN SUCCESSFULLY UPDATED
```

Screen 6. 4 Workload Measure--Delete

```
 11/19/98              AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMWL01
 08:34:48                  WORKLOAD MEASURES - DELETE                     BUDAWL03

-----------------------------------------------------------------------------------
WLM          MEASURE                  LAST YEAR     CURRENT YEAR    NEXT YEAR
CODE       DESCRIPTION                (ACTUAL)      (PROJECTION)    (ESTIMATE)
-----------------------------------------------------------------------------------
00001 ROUNDS OF GOLF/PALMETTO            28000.00       40000.00       44000.00


TEXT:
      DUE TO THE SUCCESSFUL RESTORATION AFTER HURRICANE ANDREW AND
       THE REDESIGN OF THE COURSE ALONG WITH THE LIGHTING OF THE P
      RACTICE RANGE, MORE GOLF IS PROJECTED AT THIS COURSE


WLM: 00001                                  LINK:            RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: CS DIV:     INX:                  FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF6-DEL PF9-LINK PF10-EXIT
202IN-13 TO DELETE RECORD DEPRESS PF6, OTHERWISE PRESS CLEAR
```

Inquiry--Function 04

You may look at any workload measure that you have created either by scrolling through the file (look at the workload measures in the order they reside on the file) or making a request to look at a specific workload measure. If you make a specific request and press **ENTER**, the requested workload measure will appear. If you make no request, the next workload measure on file in numeric order will appear when you press **ENTER**.

To use the inquiry function:

1. Type '04' in the FUNCTION NBR: field and the workload measure number in the WLM: field on the Workload Measure Menu.
2. Press the **ENTER** key to display the workload measure inquiry screen.
3. To display an additional workload measure, type the requested workload measure number in the WLM: field.
4. If you want to scroll through the file, no input is required; just continue pressing **ENTER** for each new measure you wish to see.

Screen 6.5 Workload Measure--Carryover

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMNL05
08:35:24             WORKLOAD MEASURES CARRY OVER                    BUDAWL05



                      FISCAL YEAR: 96
                          ENTITY: 22
                      DEPARTMENT: CS
                        DIVISION:



                                        LINK:            RESPONSE:
USER: ST2       FY: 97  ENT: 22  DPT: CS  DIV:     INX:                FUND: 030

CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF4-ADD  PF9-LINK  PF10-EXIT
PRESS <PF4> TO PROCESS YOUR REQUEST
```

Carry Over--Function 05

This function will transfer workload measure data over night from the previous year to the current fiscal year. If you have department security, you can either carry over all of the department's workload measures by leaving only the department's number on the carry over screen, or you may carry over the workload measures for a specific division(s) by selecting that division(s). Screen 6.5 shows the Workload Measures Carry Over Screen. Be sure to update the numbers and any text for the new year.

To submit the carryover for execution, press the **ENTER** key.

1. Type '05' in the FUNCTION NBR: field on the Workload Measure Menu.
2. Press the **ENTER** key to display the carry over screen (Screen 6.5). The FISCAL YEAR: field should show last year's number.
3. Leave only the department number showing and
4. Press the **PF4** key to submit the carryover for execution over night.
5. Or **TAB** to the DIVISION: field , and type in a division number.
6. Then press **PF4** and continue with more divisions if you so desire.

ABDS Workload Measures Reports

The workload measures report (there is only one) can be found under Function 07, miscellaneous reports, on the Reports Request Menu. Also included in the miscellaneous category is a blank ABDS security access form, which you can request as a report. Screen 6.6 shows the Miscellaneous Reports available for you. See part 7 of the manual for procedures on how to request reports.

Screen 6.6 Miscellaneous Reports

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM              BUDMRR07
08:12:02                          MISCELLANEOUS REPORT                   BUDARR07

S  RPT     REPORT DESCRIPTION      PTR  CY FY EN DP DV    INDEX      FD  PROJ
-  --- ------------------------- ---  -- -- -- -- -- ------------  --- ------
_  110 SECURITY ACCESS FORM       N1    1 97 22 CS
_  732 WORKLOAD MEASURES          N1    1 97 22 CS

JOB NAME: J0127012                                LINK:       RESPONSE:
USER: ST2       FY: 97 ENT 22 DEPT CS DIV 03 INDEX:                 FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR01PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

NOTES

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PART 7: REPORT PROCESSING

ABDS will generate a number of reports for proposed expenditures (appropriations), personnel, revenue, SLAs, PATCs, workload measures and B-Prep. These reports are valuable for reviewing your work as you develop your budget and, of course, for preparing final budget submissions to OMB. Be sure to check with your budget analyst to ensure you are submitting all required reports.

Report Menu

Function 99 (report request) on the Departmental Menu brings you to the report request functions. Type '99' in the FUNCTION NBR: field and press **ENTER**; the Report Request Menu will be displayed. This menu (Screen 7.1 below) lists the categories of reports available.

Each function on this screen will bring you to a menu of reports related to that functional title. For example, Function 01 lists all ABDS appropriation reports, and Function 02 lists all ABDS personnel reports. Screen 7.2 shows the Appropriation Reports Menu.

Screen 7.1 Reports Request Menu

```
11/19/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRRMN
08:37:11                      REPORT REQUEST MENU                          BUDARRMN

                  +-----------+-------------------------------+
                  | FUNC NBR  |     DESCRIPTION               |
                  +-----------+-------------------------------+
                  |    01     |   APPROPRIATION REPORTS       |
                  |    02     |   PERSONNEL REPORTS           |
                  |    03     |   PATC REPORTS                |
                  |    04     |   SAD REPORTS                 |
                  |    05     |   REVENUE REPORTS             |
                  |    06     |   BPREP REPORTS               |
                  |    07     |   MISCELLANEOUS REPORTS       |
                  |    98     |   REPORT QUEING BY USER       |
                  |    99     |   REPORT QUEING BY DEPARTMENT |
                  +-----------+-------------------------------+

FUNCTION NBR:                                  LINK:       RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT CS  DIV:     INN:              FUND: 030

CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
RRMNPM-01 KEY IN SELECTION DATA - DEPRESS <ENTER>
```

Screen 7.2 Appropriation Reports

```
11/20/96                 AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR01
08:19:27                      APPROPRIATION REPORTS                         BUDARR01

S  RPT     REPORT DESCRIPTION      PTR  CY FY EN DP DV    INDEX       FD  PROJ
-  --- -------------------------- ---  -- -- -- -- -- ------------  --- ------
_  718 SUBOBJ ENTITY LEVEL        N1    1 97 22
X  720 SUBOBJ DEPARTMENT LEVEL     N1    1 97 22 CS
X  721 SUBOBJ AT INDEX LEVEL       N1    1 97 22 CS
X  723 SUBOBJ DIVISION LEVEL       N1    1 97 22 CS
_  745 EXPENDITURE JUSTIFICATION   N1    1 97 22 CS
_  768 SUBOBJ FUND LEVEL           N1    1 97 22 CS
_  770 SUBOBJ PROJECT LEVEL        N1    1 97 22 CS
_  771 SUBOBJ SUBFUND LEVEL        N1    1 97 22 CS
_  851 EXP. VARIANCE(%) DP/DV/IX   N1    1 97 22 CS
_  852 EXP. VARIANCE(%) DP/FD/DV   N1    1 97 22 CS
_  853 EXP. VARIANCE($) DP/DV/IX   N1    1 97 22 CS
_  854 EXP. VARIANCE($) DP/FD/DV   N1    1 97 22 CS


JOB NAME: J0127012
                                                   LINK:        RESPONSE:
USER: ST2        FY: 97 ENT 22 DEPT CS DIV     INDEX:                 FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR01PM-04 SELECT REPORTS DESIRED PLACING AN "X" AND PRESSING ENTER
```

Follow these steps to request reports:

1. **TAB** to the s (for select) field in the far left column of the screen, and type an "X" for each report to be requested. Default values have been pre-loaded into several fields. You can override default values by entering the desired value or code in the appropriate field for printer (PTR), copies (CY), and fiscal year (FY). Division number will be defaulted if you have division security.
2. Enter the desired codes under the appropriate columns to further define the scope of your reports. The fields DIV, INDEX, FD, PROJ are designed to allow you to define the amount of information that will be printed (e.g., if index level appropriation reports are desired for one division only, then enter the division number in the DIV column and leave the INDEX field blank).
3. Then press **ENTER** to request your reports.
4. Repeat this process for each set of reports you want to print from the other functional subsystems of ABDS (personnel, SLAs, PATCs, revenue, workload measures, and security access form).

NOTE: IF YOU HAVE DIVISION SECURITY, THEN YOU DO NOT HAVE TO SPECIFY THE DIVISION DESIRED FOR PRINTING ANY REPORT. ABDS WILL ALLOW YOU TO PRINT INFORMATION ONLY FOR THE DIVISION TO WHICH YOU HAVE SECURITY. THAT DIVISION NUMBER WILL BE PRE-LOADED .

Other information to consider concerning report requests includes:

- If the report is to be printed at a location other than ITD, the PTR field must have a valid printer ID entered. The PTR will default to the code entered by

you on the security access form. This is the form required in order to get ID and password codes. The ITD printer ID is 'N1.'

- CPY equals the number of copies desired of each report. The default value is one.
- Identical report requests are not allowed. This means that if a request was made earlier on the same day and that request is still pending in the report queue, then, another identical request will not be allowed. If additional copies of a pending reports are desired, go to the Report Queuing by User Screen (Function 98) and change the number of copies.
- Question marks ("?") will appear in all fields that are incorrect. Any submittal that contains "?" will not be processed and should be corrected.
- After selecting all the reports you want, press the **ENTER** key to submit your request. If all of the requests are correct, the message "YOUR REQUESTS HAVE BEEN SUBMITTED FOR PROCESSING" will be displayed in the message area of the screen.
- Only the Personnel Reports exceed the number than can fit on one screen; therefore, when you finish selecting reports from the first personnel reports screen, press **ENTER** to send your reports to the printer; then press **PF8** to go to the second screen of personnel reports for more choices.

ABDS REPORTS

A listing of all ABDS reports follows, according to function numbers on the Report Request Menu. The ABDS report number is also listed with the report title. Please see *Annual Budget Submission Manual* for a summary description of all the required and optional ABDS reports as well as a check list of reports that you should submit as part of your budget package.

Appropriation Reports--Function 01

- ☐ 718 Subobject Entity Level
- ☐ 720 Subobject Department Level
- ☐ 721 Subobject at Index Level
- ☐ 728 Subobject Division Level
- ☐ 745 Expenditure Justification
- ☐ 768 Subobject Fund Level
- ☐ 770 Subobject Project Level
- ☐ 771 Subobject Subfund Level
- ☐ 851 Expenditure Variance (%) Department/Division/Index
- ☐ 852 Expenditure Variance (%) Department/Fund/Division
- ☐ 853 Expenditure Variance ($) Department/Division/Index
- ☐ 854 Expenditure Variance ($) Department/Fund/Division

NOTE: EXPENDITURE JUSTIFICATION, POSITION AUDIT, AND ALL CARRYOVER REPORTS RUN

Personnel Reports--Function 02

- ☐ 742 B2 Salary Forecast
- ☐ 747 Reconciliation of Salary
- ☐ 749 Personnel Summary Entity Level
- ☐ 750 Personnel Summary Index Level
- ☐ 752 Personnel Summary Division Level
- ☐ 754 Personnel Summary Department Level
- ☐ 756 Employee Social Security Excess
- ☐ 758 Accelerated Increase Eligibility
- ☐ 760 Retirement Eligibility
- ☐ 764 Expenditure and Personnel Summary
- ☐ 766 Position Audit (all)
- ☐ 767 Position Audit (monetary)
- ☐ 772 Personnel Summary Fund Level
- ☐ 774 Personnel Summary Project Level
- ☐ 781 Executive Benefit Summary
- ☐ 782 Part-timer Summary Report
- ☐ 811 Merit Increase-Department/Division
- ☐ 812 Merit Increase-Fund
- ☐ 815 Vacancy Summary Department/Division
- ☐ 817 Vacancy Summary Fund
- ☐ 855 Fringe Report-Department/Division/Index
- ☐ 856 Fringe Report-Department/Fund/Division
- ☐ 857 Retirement Report

Proposed Additions to Core Reports--Function 03

- ☐ 734 Summary Department Level
- ☐ 736 Detail Report
- ☐ 740 Summary Fund Level

Service Level Adjustment Reports--Function 04

- ☐ 734 Summary Department Level
- ☐ 736 Detail Report
- ☐ 740 Summary Fund Level

Revenue Reports--Function 05

- ☐ 800 Revenue Index Level by Fund
- ☐ 801 Revenue Locator Level Department
- ☐ 802 Revenue Index Level Department/Division
- ☐ 803 Revenue Index Level by Department/Fund
- ☐ 804 Revenue Summary by Department/Fund/Project

B-Prep Reports--Function 06

- ☐ 708 FAMIS Report
- ☐ 709 FAMIS Report

- ☐ 710 Subobject at Index Level
- ☐ 711 FAMIS Report
- ☐ 723 Subobject at Division Level
- ☐ 726 Subobject at Department Level
- ☐ 798 Revenue by Division
- ☐ 799 Revenue by Project

Miscellaneous Reports--Function 07

- ☐ 110 Security Access Form
- ☐ 732 Workload Measures Report

Print Location Alternatives

Departments have a number of different hardware configurations; some have their own distributed printing setup, either an IBM 8100 subsystem or a 3287-type printer attached to a JES line. These departments may request ABDS reports to be printed at their own site by specifying the "RMT" designation of their printer when requesting a report. If this printer will be used for the majority of print requests, it may be specified as the printer ID on your security access form and that printer ID will be the default for you.

Departments in the MDC that do not have their own **JES** printers should request reports from ITD. These departments should also specify their "department name--MDC--floor #" as the first line of address on their security form. This designation will allow mail room staff at the MDC to properly deliver your reports through the conveyor system.

Departments outside the MDC but in close proximity to it should also use the ITD printer. Reports will be delivered either through interoffice mail or to the MDC or Courthouse mail rooms for pick up by departments that have their own messengers. Departments outside the downtown location will have their reports delivered through interoffice mail if the ITD printer is selected, or you may arrange to pick up your reports at the ITD delivery office.

If you do not have your own printer, but are located near a department that does have one available, you may contact the department liaison directly for authorization to use the printer. Please do not use a printer without first checking with the primary user. This may cause problems with other reports they may be printing. Small departments in the downtown area may use printers available in the Office of Management and Budget for short reports. Please check with OMB before using these printers and to get their remote IDs.

The printer at ITD (5680 S.W. 87 Avenue) is the fastest printer in the county system. Whenever possible, you should make use of this facility. This printer may be requested by specifying 'N1' in the printer ID field on the ABDS report request screen or on the security access form. Large reports should be printed at ITD to

avoid tying up remote printers. The maximum number of lines that can be printed at a remote printer is 10,000. Requests exceeding 10,000 lines will not be printed.

ABDS reports will be produced six times daily. If you need a report that same day, make sure your request is made BEFORE the process time. If reports are not needed until the next day, please wait until after 4:30 p.m. to submit your request. Report processing is a batch operation, meaning that the procedures are not done immediately on-line. Report requests will be run at 8:30 a.m., 10:30 a.m., 12:30 p.m., 2:30 p.m., 4:30 p.m., and 7:00 p.m. The actual time that a particular report for a department runs will vary depending on the number of departments that have requested reports.

Delivery of reports depends on your location and the location of the printer. Regular courier service leaves ITD at 6 a.m., 11 a.m., and 2 p.m. and arrives at the MDC at approximately 7 a.m., noon, and 3 p.m. Regular mail room conveyor deliveries occur at 9 a.m., 11:30 a.m., 2:30 p.m., and 4 p.m. ITD courier service will handle delivery of reports from ITD to non-MDC departments on its regular schedule. Reports printed anywhere other than at ITD *WILL NOT* be delivered. You must pick then up. Make sure you put the correct address on your security access form to ensure timely delivery of reports from ITD.

A job number appears on the bottom of each of the report request screens as a reference for you in the event you have difficulty locating your reports. Having this job number available when talking to ITD print staff about your reports will help locate your reports faster. The job number prints on all reports as well as showing on the report request screens.

Sometimes you may need a report sooner than the normal delivery system can provide it for you. Your best bet to avoid this problem is to plan and work ahead if possible, so that reports can be delivered through the normal process without jeopardizing a meeting or other budget work you are doing. You may also find a remote printer where you can pick up the reports right after they are printed or make arrangements to pick up the reports at ITD after the print run there. It is your responsibility to have reports ready when you need them.

If you have any questions or difficulties in locating a printer, please contact your budget analyst.

Report Queuing

Function 98 on the Report Request Menu will access Report Queuing by User (Screen 7.3 below). The reports you request for a specific print run are displayed with all of the associated defining characteristics like number of copies, divisions, index codes, or project numbers. Queuing screens all look alike except for the titles.

Screen 7.3 Report Queuing by User

```
11/20/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMRR99
08:20:38                  REPORTS REQUESTED BY USER-ID                     BUDARR99

S  RPT   REPORT DESC     REQ-USER PTR  CY FY EN DP DV    INDEX      FD   PROJ
-  --- ---------------- -------- ---  -- -- -- -- -- ----------- --- ------
_  721 SUBOBJ AT INDEX L ST2      N1    1 97 22 CS
_  720 SUBOBJ DEPARTMENT ST2      N1    1 97 22 CS
_  728 SUBOBJ DIVISION L ST2      N1    1 97 22 CS

JOB NAME: J0127012                                LINK:       RESPONSE:
USER: ST2       FY: 97 ENT 22 DEPT CS DIV    INDEX:                FUND: 030
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF7-BACK PF8-FORW PF9-LINK PF12-ERRORS
RR99PM-04 MARK REPORTS WITH D-DELETE OR PF5 AFTER CHANGES.
```

Function 99 will display reports requested for a department for a specific print run with all of the associated defining characteristics.

By using either Function 98 or 99, you can update any request by typing over the existing information in each column for each report. You must place a 'U' to update a portion of the report request or a 'D' to delete the entire report from the request screen in the s (select) column next to the appropriate report. Once all corrections are made, press **PF5** to actually execute the update or deletion.

Sometimes you may request a report print run and you continue working on your budget. The data in your report will reflect all changes you make in the system up until the time the report actually goes to the printer, which may be several hours after the scheduled print time--depending on how many other reports are in line for printing ahead of yours.

NOTES

PART 8: BUDGETARY INFORMATION TABLES

This subsystem lets you view selected FAMIS and payroll information that may be a useful reference while you work on your budget. Information available includes:

- the county's organizational and fund structure as reflected in the FAMIS system,
- the index, subobject, object and character definitions for expenditure as well as revenue codes,
- the county pay plan and
- pay exception codes.

NOTE: NO UPDATING CAN BE DONE WITHIN THESE TABLES. ALL FUNCTIONS ARE FOR INFORMATIONAL PURPOSES ONLY.

To select table inquires from the Departmental Menu, type '09' in the FUNCTION NBR: field, and press **ENTER** to bring up the Tables Inquiry Screen.

These tables are broken down into four categories areas as shown on the Screen 8.1.

Screen 8.1 Tables Inquiry Menu

```
11/19/96        AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMTIMN
08:42:32                    TABLE INQUIRIES                        BUDATIMN

        +-------------------+-------------------------------+
        |   FUNCTION NO     |          TABLES               |
        +-------------------+-------------------------------+
        |                   |                               |
        |       01          |   GENERAL TABLES              |
        |       02          |   EXPENDITURE TABLES          |
        |       03          |   REVENUE TABLES              |
        |       04          |   PERSONNEL TABLES            |
        |                   |                               |
        +-------------------+-------------------------------+

FUNCTION NBR:                          LINK:          RESPONSE:
USER: ST2       FY: 97  ENT: 22  DEPT: CS  DIV:     INX:

CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF9-LINK  PF10-EXIT
TIMNPM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Once at the table inquiry menu, you should perform the following steps to access the desired table:

1. Type the appropriate function number in the ENTER FUNCTION NBR: field.
2. Press the **ENTER** key. This will bring up more functions within the table.
3. Then enter the specific function in the new FUNCTION NBR: field within the sub-table menu, and press **ENTER**; data selected will be displayed.

If no request is made in one of the selection fields (such as division or subobject code), the first record in the table is displayed. Using the **PF8** key will browse through the table starting at the beginning of the file unless you enter a different starting point. Examples follow below.

General Table Inquiries

From the Tables Inquiry Screen, type '01' in the FUNCTION NBR: field will bring up the General Table Inquires Screen (8.2 below). The tables in this section are: department, division, section, fund, subfund, project, program, function. Simply type in the function number in the FUNCTION NBR: field and press **ENTER** to gain access to specific table. Screen 8.3 shows the results after selecting Function 04, fund, displaying all the funds that exist in FAMIS. These inquiries identify the coding structure and title associations as established in the FAMIS system for each general function level. The code column includes the entity number first and the fund number second; the fund description is also shown.

Screen 8.2 General Tables Inquiry

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMTGMN
06:43:11                GENERAL TABLE INQUIRIES                          BUDATGMN

          +-------------------+-------------------------------+
          |   FUNCTION  NO    |            TABLES             |
          +-------------------+-------------------------------+
          |       01          |        DEPARTMENT             |
          |       02          |        DIVISION               |
          |       03          |        SECTION                |
          |       04          |        FUND                   |
          |       05          |        SUBFUND                |
          |       06          |        PROJECT                |
          |       07          |        PROGRAM                |
          |       08          |        FUNCTION               |
          +-------------------+-------------------------------+

FUNCTION NBR:                        LINK:                 RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: 03  DIV:      INX:
OCC:        PROJ: 033400  SFUND:      SEC:      FUNC:      PROGRAM:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF9-LINK  PF10-EXIT
TGNNPM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Screen 8.3 General Tables Inquiry (04-Fund)

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMTG01
08:43:46                  FUND        TABLE                              BUDATG04

        CODE          DESCRIPTION
        22 010        GENERAL FUND OPERATIONS
        22 011        FIRE & RESCUE SPECIAL REVENUE
        22 030        OTHER GENERAL FUND OPERATIONS
        22 040        PARK & RECREATION OPERATIONS
        22 050        INTERNAL SERVICE FUND
        22 080        ENVIRONMENTAL ENDENGER LAND
        22 090        PUBLIC LIBRARY FUND
        22 100        GOVERNMENTAL SERVICES
        22 110        PROTECTIVE SERVICES
        22 120        ECONOMIC ENVIRONMENT PROGRAMS
        22 125        CULTURAL PROGRAMS
        22 130        PARK & RECREATION SPECIAL REVENUE FUND
        22 140        STORMWATER UTILITY-SPEC REV FUND
        22 150        TRANSIENT LODGING AND FOOD & BEV TAXES
        22 201        GENERAL OBLIGATION BONDS
FUND:                                   LINK:              RESPONSE:
USER: ST2       FY: 97   ENT: 22   DEPT: CS  DIV:     INX:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TG04PM-06 PRESS PF8 TO SEE OTHER FUNDS.
```

Expenditure Table Inquiries

The tables in this section (Function 02 from the Tables Inquiry Menu) are: index-summary, character, object, subobject and index-detail. (See Screen 8.4.) These inquiries identify the coding structure and title associations as established in the FAMIS system for each of the function levels. Screen 8.5 shows function 04, subobject. Note, you have a listing beginning with 0101 (salaries) and continuing on. Use **PF8** to bring up new screens of data in these functions.

Screen 8.4 Expenditure Table Inquiry

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMTEMN
08:44:18               EXPENDITURE TABLES                                BUDATEMN

          +-------------------+-------------------------+
          |   FUNCTION NO     |        TABLES           |
          +-------------------+-------------------------+
          |                   |                         |
          |       01          |    INDEX SUMMARY        |
          |       02          |    CHARACTER            |
          |       03          |    OBJECT               |
          |       04          |    SUBOBJECT            |
          |       05          |    INDEX DETAIL         |
          |                   |                         |
          +-------------------+-------------------------+

FUNCTION NBR:                          LINK:          RESPONSE:
USER: ST2       FY: 97  ENT: 22  DEPT: CS  DIV:     INX:
FUND:      CHAR:     OBJ:      SOBJ:

CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF9-LINK  PF10-EXIT
TEMNPM-01 KEY IN SELECTION DATA - PRESS <ENTER>
```

Screen 8.5 Expenditure Subobject

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMTE04
08:44:50            EXPENDITURE SUBOBJECT      TABLE                     BUDATE04

ENT   CHAR  OBJ  SOBJ       DESCRIPTION
22     01   001  00110     EMPLOYEE REGULAR
22     01   001  00111     COMPENSATION OF ELECTED OFFICIALS
22     01   001  00112     PART TIME EMPLOYEE
22     01   001  00113     VACATION RELIEF AND SEASONAL HELP
22     01   001  00114     POLL WORKERS
22     01   001  00115     DEPENDENCY OR CLASSROOM ALLOWANCE
22     01   001  00120     EXECUTIVE BENEFIT PAYMENTS
22     01   001  00121     NON TAXABLE EXECUTIVE BENEFIT PAYMENTS
22     01   001  00122     FLEX DOLLARS
22     01   001  00123     FLEX RETROACTIVE ADJUSTMENT
22     01   001  00124     SALARY BONUS
22     01   001  00125     LONGEVITY PAYMENTS
22     01   001  00126     WORKING OUT OF CLASSIFICATION
22     01   001  00127     SALARIES IN LIEU OF HOLIDAY LEAVE

SOBJ:                                  LINK:              RESPONSE:
USER: ST2        FY: 97   ENT: 22   DEPT: CS   DIV:      INX:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TE04PM-06 PRESS PF8 TO SEE OTHER SUBOBJECT CODES.
```

Two tables of particular value are index-summary (Function 01) and index-detail (Function 05). The index-summary table sequentially lists multiple index codes and their FAMIS relationships for the level designated. (See Screen 8.6.)

Screen 8.6 Index Summary

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                    BUDMTE01
08:45:16                EXPENDITURE INDEX SUMMARY                        BUDATE01

CODE          DESCRIPTION                          DP  DV  SC  FD  SFD  PROJ
CS256123      COOPERATIVE EXTENSION OPERATIONS     CS  03  01  010 010
CS256131      CONSUMER SVCS DIRECTOR OFFICE        CS  01  01  010 010
CS381111      CONSUMER SVCS DIRS OFFICE            CS  01  01  030 032  032100
CS205922      PROTECT/ADVOCATE CONSUMER            CS  02  01  030 032  032210
CS344028      MOTOR VEHICLE REPAIR SEC OPERATIONS  CS  02  02  030 032  032220
CS249060      RE-METERING OPERATIONS               CS  02  03  030 032  032230
CS468611      MOVING REGULATION OPERATIONS         CS  02  04  030 032  032240
CS347914      TOWING LICENSE OPERATIONS            CS  02  05  030 032  032250
CS345199      LOCKSMITH OPERATIONS                 CS  02  06  030 032  032260
CS235226      COOPERATIVE EXTENSION OPERATIONS     CS  03  01  030 032  032300
CS256149      PASSENGER TRANSPRT REGULATION        CS  04  01  030 032  032400
CS389080      INSPECTION STATION OPERATIONS        CS  04  01  030 032  032400
CS261974      CATV FEES AND OPERATIONS             CS  07  01  110 114  114020
CS349183      CATV REGULATION ADMINISTRATION       CS  07  01  110 114  114131

PROJECT:                               LINK:              RESPONSE:
USER: ST2        FY: 97   ENT: 22   DEPT: CS DIV:    INDEX:              FUND:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TE01PM-08 ALL EXPENDITURE SUMMARIES DISPLAYED: PF8 TO CONTINUE.
```

This table shows the index code, index description, department, division, section, fund, subfund, and project codes associated with each index. You can scroll through the index records by pressing the **PF8** key or by entering the specific code desired in the appropriate field at the bottom of the screen and pressing **ENTER**.

Information in the index-summary table is sorted according to what you entered in the selection fields:

- If both department and division are entered, data will be in entity/department/division/index code order.
- If department is indicated, but division and fund are not entered, data will be in entity/department/index code order.
- If department, fund, and project are indicated, data will be sorted in entity/department/fund/project/index code order.
- If department and fund are indicated, data will be sorted in entity/department/fund/index code order.
- If no department is indicated, data will be sorted in entity/index code order.

The index-detail table (Function 05 within the expenditure menu) lists, for each index code requested in the expenditure tables menu, the FAMIS coding structure associated with descriptions for each code. See Screen 8.7 for an example of an index detail screen.

Screen 8.7 Index Detail

```
11/19/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMTE05
08:47:01                    EXPENDITURE INDEX DETAIL                       BUDATE05

            CODE                DESCRIPTION
INDEX       CS256123            COOPERATIVE EXTENSION OPERATIONS

DEPARTMENT  CS                  CONSUMER SERVICES
DIVISION    03                  COOPERATIVE EXTENSION
SECTION     01                  COOPERATIVE EXTENSION
FUND        010                 GENERAL FUND OPERATIONS
SUBFUND     010                 DADE COUNTY YOUTH FAIR
FUNCTION    528                 CONSUMER AFFAIRS
PROGRAM     GGCSCE              COOPERATIVE EXTENSION
PROJECT                         DESCRIPTION NOT FOUND
APP TYPE    E                   NOT APPLICABLE
CHARACTER   00                  DESCRIPTION NOT FOUND
OBJECT      000                 DESCRIPTION NOT FOUND
SUBOBJECT                       LIB BKS, PUB /OTHER MEDIA-BUDGET ONLY

                                        LINK:                RESPONSE:
USER: ST2       FY: 97  ENT: 22  DEPT: CS  DIV:     INDEX: CS256123
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TE05PM-07  PRESS PF8 TO SEE OTHER INDEX DETAILS.
```

Revenue Table Inquiries

Revenue tables can be found for index, character, object, subobject, and index detail from Function 02 on the Tables Menu. Simply type in the function number and press **ENTER** to go to one of these tables.

The revenue index-summary (Function 01 within the revenue menu) sorts in the same manner as the expenditure index-summary. (Screen 8.8.)

The index-detail table (Function 05) lists for each index code requested in the revenue tables menu, the FAMIS coding structure associated with descriptions for each code as shown in Table 8.9.

Screen 8.8 Revenue Index Summary

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMTE01
09:47:48                REVENUE INDEX SUMMARY                        BUDATE01

CODE          DESCRIPTION                                DP  DV  SC  FD  SFD  PROJ
CSR048033     STATE REIMBURSEMENT NONGRANT/EOC           CS  01  01  010 010
CSR040833     STATE REIMBURSEMET NONGRANT/EOC            CS  01  01  030 032  032100
CSR074278     CONSUMER SERVICES CARRYOVER                CS  01  01  030 032  032100
CSR075598     AMBULANCE RENEW FEE                        CS  01  01  030 032  032100
CSR075606     AMBULANCE CODE ENFORCEMENT FEE             CS  01  01  030 032  032100
CSR075614     AMBULANCE APPLICATION FEE                  CS  01  01  030 032  032100
CSR147215     TRF FR 114020-CABLE TV REV TO DIR          CS  01  01  030 032  032100
CSR078998     OCCUPATIONAL LICENCE OTHER                 CS  02  01  030 032  032210
CSR088716     SHOPPING CART EXEMPTION FEE                CS  02  01  030 032  032210
CSR140558     TRANSFER FRM CATV-114020 TO CP             CS  02  01  030 032  032210
CSR140559     TRANSFER FRM OCCUPATIONAL LICENSE T        CS  02  01  030 032  032210
CSR140566     WATER METER INSPECTION FEE                 CS  02  01  030 032  032210
CSR140574     MISCELLANEOUS/CPAD                         CS  02  01  030 032  032210
CSR140608     ASSURANCE OF VOLUNTARY COMPLIANCE/C        CS  02  01  030 032  032210
CSR140640     CODE ENFORCEMENT FINES/CPAD                CS  02  01  030 032  032210

PROJECT:                                  LINK:                 RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: CS DIV:     INDEX:                FUND:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TE01PM-09 PRESS PF8 TO SEE OTHER SUMMARIES.
```

Screen 8.9 Revenue Detail

```
11/19/96          AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMTE05
09:49:36                REVENUE INDEX DETAIL                         BUDATE05

            CODE            DESCRIPTION
INDEX       CSR048033       STATE REIMBURSEMENT NONGRANT/EOC

DEPARTMENT  CS              CONSUMER SERVICES
DIVISION    01              DIRECTOR'S OFFICE
SECTION     01              DIRECTOR'S OFFICE
FUND        010             GENERAL FUND OPERATIONS
SUBFUND     010             DADE COUNTY YOUTH FAIR
FUNCTION                    DESCRIPTION NOT FOUND
PROGRAM                     DESCRIPTION NOT FOUND
PROJECT                     DESCRIPTION NOT FOUND
APP TYPE    R               NOT APPLICABLE
CHARACTER   00              DESCRIPTION NOT FOUND
OBJECT      000             DESCRIPTION NOT FOUND
SUBOBJECT   000000          DESCRIPTION NOT FOUND

                                          LINK:                 RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: CS  DIV:      INDEX: CSR048033
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TE05PM-07  PRESS PF8 TO SEE OTHER INDEX DETAILS.
```

Personnel Table Inquiries

Personnel tables (Function 04 from the Tables Menu) cover occupation code-pay scale, occupation title-pay scale, and pay exception codes.

Current pay range information is displayed in both occupation code tables, and the pay exception code table shows the pay exception codes and the corresponding pay increase amounts and percentage adjustments. Screen 8.10 shows the occupation code pay scale table, and Screen 8.11 shows several pay exception codes. Press PF8 to view more screens of information.

Screen 8.10 Personnel Tables Occupation Code

```
11/19/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMTP01
08:51:35                      OCCUPATION CODE DETAIL                       BUDATP01

OCC CODE: 0001  BARG UNIT: H  STEP RANGE: 06
DESCRIPTION: MESSENGER

STEP     *RATE        YEARLY                          STEP     *RATE        YEARLY
----     -----        ------                          ----     -----        ------
  1      522.00     13,572.00                          11      745.00     19,370.00
  2      532.00     13,832.00                          12      777.00     20,202.00
  3      554.00     14,404.00  * RATES DO NOT          13      805.00     20,930.00
  4      575.00     14,950.00      INCLUDE             14      839.00     21,814.00
  5      599.00     15,574.00  FRINGE BENEFITS         15      875.00     22,750.00
  6      621.00     16,146.00                          16      908.00     23,608.00
  7      645.00     16,770.00                          17      942.00     24,492.00
  8      666.00     17,316.00                          18      983.00     25,558.00
  9      693.00     18,018.00                          19    1,021.00     26,546.00
 10      717.00     18,642.00                          20    1,062.00     27,612.00

OCC CODE : 0000                          LINK:                  RESPONSE:
USER: ST2        FY: 97   ENT: 22   DEPT: CS   DIV:       INX:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TP01PM-02 ALL PAYSTEPS DISPLAYED; PF8 TO CONTINUE.
```

Screen 8.11 Pay Exception Codes

```
11/19/96              AUTOMATED BUDGET DEVELOPMENT SYSTEM                   BUDMTP03
08:53:16                PAY EXCEPTION CODE          TABLE                   BUDATP03

PAY      PAY      PAY        PERCENT                  PAY
CODE     INCR     AMOUNT     ADJUST              DESCRIPTION
 01       1                                  LEADWORKER
 02       1                                  FIREFIGHTER/DRIVER OPERATOR
 03       1                                  ASST TRNG OFFCRS CORECTIONL 1 2 3
 04       1                                  SPLIT SHIFT
 05       1                                  NIGHT DIFFERENTIAL
 06       1                                  EDUCATION INCENTIVE PAY
 07       1                                  TRADES
 08       1                                  CERTIFICATION OF FLORIDA EVALUATORS
 09       1                                  FIRE RESCUE
 10       1                                  CPA
 11       1                                  WATER AND SEWER TRADE ALLOWANCE
 12       1                                  FIRE PERSNL BUR OFFICER-IN-CHARGE
 13       1                                  FIRE COLLEGE PERSONNEL

                                        LINK:                RESPONSE:
USER: ST2        FY: 97   ENT: 22   DEPT: CS  DIV:      INX:
CLEAR-RETN  ENTER-REQ  PF1-HELP  PF2-BLTN  PF8-FORW  PF9-LINK  PF10-EXIT
TP03RP-03 PRESS PF8 TO SEE OTHER PAY EXCEPTIONS.
```

NOTES

PART 9: FORECASTING SALARY AND FRINGE AMOUNTS

ABDS forecasts salaries and fringe benefits based on a number of assumptions and data available within the county pay plan and payroll records. The assumptions made within ABDS forecasting are the result of consultations with the Personnel and Finance Departments as well as officials from both the state and federal governments. This part of the *ABDS Manual* explains how both salary and fringe benefit figures are computed. Because of the complexity involved with these calculations, it is doubtful that you can duplicate this forecasting exactly. Moreover, as will be explained, some of the assumptions are generic to a certain class of employees, but actual numbers may vary among the individuals within the class. On average, the salary fringe forecasting done by ABDS is more accurate than any other method currently available. The final determination of the rates used within ABDS rests with the Office of Management and Budget.

Most of the budget rates can also be found using Function 50 on the Personnel and Rates Menu or in the *Annual Budget Submission Manual.*

Salary Forecast

The salary forecast is determined by the occupation code, step range of the occupation code, pay step, and pay periods budgeted. Step 99 positions are treated differently, since the step/occupation code relationship does not exist for this group of employees. Existing step 99 positions are down loaded with current biweekly salaries, which ABDS simply computes for the number of pay periods budgeted for the new fiscal year. Any adjustments to step 99 salaries are done in the personnel subsystem of ABDS.

Table 9.1 summarizes the three step ranges used by the county along with their appropriate pay step and days until merit raise.

Based on the information in the Table 9.1, the days-till-merit is added to the current anniversary date to determine the next anniversary date. At this point, ABDS determines the number of pay periods that have been worked at the current step and increases the pay step by one. This process is repeated until the next anniversary date is greater than the fiscal year end or termination date (set by the number of pay periods).

Table 9.1 County Pay Step/Merit Raise Forecast Data		
Step Range	Pay Step	Days Until Merit
3	1 thru 5	182
3	6	364
3	7 thru 8	1,820
6	1 thru 9	182
6	10 thru 11	1,820
6	others	never
8	1 thru 5	182
8	6 thru 8	364
8	9 thru 10	1,820
8	others	never

The forecast indicator (FI: field on a detailed personnel screen) identifies the type of forecasting that has been applied to a position. Screen 9.1, Personnel Update, shows the FI field with the status as "S."

Screen 9.1 Personnel with Forecast Indicator

```
11/19/96                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMPS60
09:01:29                 PERSONNEL AND SALARY  INQUIRY                     BUDAPS04

POSITION INFORMATION:
 LNAME:                          FIRST:                 MI:   Y     SSN:
 POS-TYPE:   F RET-CODE:   21 EXEC-BEN:       EXEC-ADJ:    0000.0000 (P/D):
 HDATE:   06/19/1989  ADATE:   12/18/1995  LONG-YRS:   08 BDATE:   06/16/1953
 INDEX CODE:   IT304980      ENT:   01  DEPT IT    DIV 01    SEC: 01  FUND: 010
 BUDGET-ST:   1   JOB-ST:   1   EMP-ST:   AC      TERM-ST:       FTE:  1.00
 OCC-CODE:   0061   ADMIN SECR 1                          BARG-UNIT: L
 PAY-STEP:   99   RATE:    1208.00   PAY-PER-BUDGETED:   26   BIWLY-HRS:   080
 PAY-EXP:
SALARY INFORMATION:                                                    FI: L
   PP   ELIG DATE      STEP     RATE       EXP VAL   AMOUNT
   26   12/18/1995      99      1,208                 31,408


                                                SAL:  31,408    FOR:  44,221

 SSN:
 USER: SIZ        FY: 97  ENT: 01  DEPT: IT  DIV:    INX:   LINK:      RESPONSE:
CLEAR-RETN   ENTER-REQ/SCR   PF1-HELP   PF2-BLTN   PF9-LINK  PF10-EXIT   FUND:
             PF11-DETAIL     PF13-EXPENDITURE
```

There are three code letters for this field. One of the three will always be showing. The "L" stands for load, meaning the forecast was done using default values and the information (pay periods, pay step, anniversary date, and occupation code) downloaded with the record at the time record data were transferred from the payroll system to ABDS.

An "S" can also show up in this field. The "S" stands for system, meaning the record has been changed in some manner other than what came from the load. The change could be in the anniversary date, hire date, budget status, or others.

These changes may or may not cause the forecast salary and fringe benefits to change.

The third code letter that can appear here is "O". The "O" stands for override, meaning the forecast has overridden the default forecast (and values). This occurs when the pay periods budgeted are altered from 26 for budget status 1 or from 9 for budget status 3 or when the pay periods under the PP field are adjusted.

Pay Exceptions

Pay exceptions increase the salary and fringe benefits of an individual by either a percentage increase or a dollar amount. Pay exception codes show up in the PAY EXCEPTIONS: field on a personnel detail screen, and the dollar value shows up under the EXP VAL field. Function 50 on the Personnel and Rates Menu will list the various pay exception codes and associated computation values (either a percent or dollar value).

Longevity Bonus

Employees with more than fifteen years of work with the county are entitled to a longevity bonus. This is a percentage of salary varying slightly depending on the number of years between fifteen and thirty or a fixed amount, whichever is greater. The *Annual Budget Submission Manual* contains a table with the most current information related to longevity rates.

Retirement

Temporary employees with employee status of "AD" receive retirement after four months (120 days). Employees other than those with employee status of "AD" will not have retirement applied if they have less than 10 pay periods worked on their personnel detail screen.

The retirement percent for regular, high risk and other categories is based on the current rate and an estimate for the coming calendar year. The State of Florida determines the annual calendar year retirement percent for all categories in the Florida Retirement System. This rate is usually set in January each year; however, the rate is subject to change during the year if actuarial studies or the state legislature so direct. Further, since the rate is for the current calendar year, only three months of the upcoming fiscal year fall under this established rate. Based on history and other factors, OMB determines an estimate for the nine months of the new fiscal year (January through September) not covered by the current rate. Thus the rate used for budgeting is a weighted average of the three-month actual and nine-month estimated rate.

Social Security

Social Security taxes are paid by all but a handful of county employees. In general, social security consists of two parts: FICA, employment insurance, which is a percent of salaries up to a cap and MICA, for health insurance, which

is also a percent of salaries up to a cap. Each component is multiplied by an individual's total salary up to each's salary cap. The salary figure includes the bi-weekly salary forecast, longevity bonus, annual leave, holiday, and sick leave amounts (the latter three for retirement or terminated employees), and executive benefits less any non-taxable amounts such as the reduction in salary for the flexible benefits program.

Since both MICA and FICA rates and caps are subject to change on a calendar year basis (by Congress), these figures are certain for only three months of the next fiscal year (October through December). OMB then estimates the rate and cap figures for the following nine months of the next fiscal year (January through September), and like retirement, a three-month actual and nine-month estimated weighted average is computed and used in ABDS for these rates.

Health Insurance

Individuals are eligible for health insurance after 90 days of employment. ABDS takes this into account when computing health insurance for new positions you enter into the personnel subsystem. Health insurance is not computed for those who do not meet the 90 day test, whose bi-weekly hours are less than 60, or who has an employee status of "AD" or "AG." Health insurance rates are established by the county manager based on recommendations from the health insurance committee, whose members include staff from OMB and GSA.

Life Insurance

Individuals are eligible for life insurance after 90 days of employment. ABDS takes this into account when computing life insurance for new positions you enter into the personnel subsystem. Life insurance is not computed for those who do not meet the 90 day test, whose bi-weekly hours are less than 60, or who has an employee status of "AD" or "AG".

Executive Benefits

The executive benefit rates in ABDS consist of the base dollar amount for each classification and the car allowance. For group three members, ABDS assumes each person receives $75 bi-weekly. While this latter figure may not match each individual's specific level of benefit, on average the group three rate should be correct for the department.

Flexible Benefits

Flexible benefits in effect reduce the taxable salary for those participating in the program. ABDS does not compute the effect of flexible benefits on the savings that accrue in the social security area. In general, the savings for each department is too small to make much difference for budgeting purposes.

NOTES

NOTES

PART 10: LINK FUNCTION

ABDS is an intuitive, user friendly system with menus for every function. As you work in ABDS, you will find yourself using some functions a lot more than others, and you will probably find the menu system a little slow for you when you want to switch from one function to another. The link function can speed up your movement within ABDS.

The link function allows you to move to any function within ABDS (subject to security) without using menus. This is done by typing a code, the link code, in the LINK: field and pressing **PF9**. The link code consists of four items, a combination of two letters and two numbers (or four letters when the link is to a menu rather than a function):

- the subsystem identifier, two letters and
- the function number within the subsystem, two digits

Subsystem identifiers are abbreviations of the subsystem names; most are easy to remember, as shown in Table 10.1.

Table 10.1 Link Codes

Identifier	Subsystem Name
PS	Personnel and Rates
EX	Expenditures
SA	Service Adjustments
PA	Proposed Additions
RV	Revenue
WL	Workload Measures
RR	Report Request
BP	B-Prep
SE	Security
TI	Tables Subsystem
TG	Tables General
TE	Tables Expenditure
TR	Tables Revenue
TP	Tables Personnel

The second part of the link code represents the function number within the menu that normally controls the task or the menu itself. For example, in the

expenditure update menu, Function 31 is selected to perform subobject dollar updates. The link code for this task is EX31 (EX = subsystem identifier, expenditures, and 31 = the function number within the expenditure menu, subobject update). So, if you want to move quickly to that particular function without using the menu system, simply type 'EX31' in the LINK: field and press **PF9**, and, voila, the subobject update function will appear on your screen.

Screen 10.1 shows an ABDS screen with the link code showing in the LINK: field at the bottom center of the screen. Using this link will bring you to the tables subsytem for personnel, pay scale by occupation code title. To go to any menu, the link code consists of the subsytem identifier and MN; for example, to link to the personnel menu, type 'PSMN' in the LINK: field and press **PF9**.

Screen 10.1 Example of Link Function

```
11/22/98                AUTOMATED BUDGET DEVELOPMENT SYSTEM                BUDMDEPT
20:44:01                       DEPARTMENTAL MENU                           BUDADEPT
                 +-------------+-------------------------------+
                 | FUND NBR    |        DESCRIPTION            |
                 +-------------+-------------------------------+
                 |    01       | WORKLOAD MEASURES             |
                 |    02       | EXPENDITURES (BASE)           |
                 |    03       | PERSONNEL & RATES             |
                 |    04       | PROPOSED ADDITIONS TO CORE    |
                 |    05       | SERVICE LEVEL ADJUSTMENTS     |
                 |    06       | REVENUE                       |
                 |    07       |                               |
                 |    08       | BPREP PROCESSING              |
                 |    09       | TABLE INQUIRIES               |
                 |    99       | REPORT REQUEST                |
                 +-------------+-------------------------------+

FUNCTION NBR:                          LINK: EX31        RESPONSE:
USER: ST2        FY: 97  ENT: 22  DEPT: 08  DIV:     INX:

** PLEASE CHECK YOUR BULLETINS FOR UP-TO-DATE INFORMATION ABOUT ABDS **
CLEAR-RETN ENTER-REQ PF1-HELP PF2-BLTN PF9-LINK PF10-EXIT
DEPTPM-01 KEY IN SELECTION DATA - DEPRESS <ENTER>
```

The following is an example of how the link function can save you time when working on your budget. Say you are working in the personnel subsystem adding a new record. You do not know the exact occupation code to use; so you decide to look up codes in the tables inquiries subsytem. The steps you would follow are listed below with and without using the link function. Note that using the link function in this case saves you five separate keyboard entries.

<u>Without Link Function:</u>

1. Press **CLEAR** to go from position add to Personnel Menu.
2. Press **CLEAR** to go from Personnel Menu to ABDS Menu.
3. Enter '09' in FUNCTION NBR: field.
4. Press **ENTER** to go to Tables Inquiry Menu.
5. Enter '04' in FUNCTION NBR: field.

6. Press **ENTER** to go to Personnel Tables Inquiry Menu.
7. Type '02' in FUNCTION NBR: field .
8. Press **ENTER** to go search for occupation codes by title.

With Link Function:

1. **TAB** to LINK: field.
2. Type 'TP02 in the field.'
3. Press **PF9** to go search for occupation codes by title.

Tables 10.2 though 10.8 show the link codes for all ABDS functions by subsystem.

Table 10.2 Personnel Link Codes	
Link Code	Function
PSMN	Personnel and rates menu
Personnel records--multiple and detail	
PS01	by name
PS02	by social security number
PS03	by occupation code
PS04	by social security number
PS60	add, modify, delete detail
Personnel count by occupation code	
PS21	Inquiry by department
PS22	Inquiry by fund
PS23	Inquiry by division
PS24	Inquiry by section
PS25	Inquiry by index
PS26	Inquiry by subfund
PS27	Inquiry by project
PS68	Update by index
Rates	
PS50	Countywide fringe rates
Attrition	
PS51	Inquiry by department
PS52	Inquiry by division
PS53	Inquiry by index
PS71	Update by department
PS72	Update by division
PS73	Update by index

TIP

IDENTIFY THE 4 OR 5 FUNCTIONS YOU USE THE MOST; WRITE THEM ON A PIECE OF PAPER AND TAPE THEM TO YOUR PC FOR EASY REFERENCE.

Table 10.3 Expenditure Link Codes	
Link Code	Function
EXMN	menu
Expenditure Inquiries by	
EX01	fund, department
EX02	division, fund
EX03	index, fund
EX04	index, division
EX05	object, index
EX06	subobject, object
Aggregate Inquires by	
EX07	division, department
EX08	project, fund
EX09	subobject, department
EX10	subobject, division
EX11	subobject, fund
EX12	subobject, project, fund
EX13	index, project, fund
EX14	subobject text inquiry
Expenditure updates	
EX21	Subobject add
EX28	Subobject text update
EX31	Subobject dollar update
EX32	Subobject text carryover

Table 10.4 Service Adjustments	
Link Code	Function
Service Adjustment Inquiries	
SAMN	menu
SA01	general description
SA02	general text
SA03	personnel
SA04	other operating/capital expend
SA05	total dollars
SA06	justification text

SA07	summary by department
SA08	summary by fund
Service Adjustment Updates	
SA51	general description
SA52	general text
SA53	personnel
SA54	other operating/capital expend
SA55	total dollars
SA56	justification text

Table 10.5 Proposed Additions	
Link Code	Function
Proposed Addition Inquiries	
PSMN	menu
PS01	general description
PS02	general text
PS03	personnel
PS04	other operating/capital expend
PS05	total dollars
PS06	justification text
PS07	summary by department
PS08	summary by fund
Proposed Additions Updates	
PS51	general description
PS52	general text
PS53	personnel
PS54	other operating/capital expend
PS55	total dollars
PS56	justification text

Table 10.6 Workload Measures	
Link Code	Function
WLMN	menu
WL01	add
WL02	modify
WL03	delete
WL04	inquiry
WL05	carry over

Table 10.7 Reports	
Link Code	Function
RRMN	menu
RR01	appropriations
RR02	personnel
RR03	proposed additions
RR04	service adjustments
RR05	revenue
RR06	B-Prep
RR07	miscellaneous
RR98	queuing by user
RR99	queuing by department

Table 10.8 Tables	
Link Code	Function
General Tables	
TGMN	menu
TG01	entity/departments
TG02	entity/department/division
TG03	entity/department/division/sec
TG04	entity/funds
TG05	entity/subfunds
TG06	entity/project
TG07	entity/programs
TG08	entity/functions
Personnel Tables	
TPMN	menu
TP01	pay scale by occupation code
TP02	pay scale by occupation title
TP03	pay exceptions
Expenditure Tables	
TEMN	menu
TE01	index code summary
TE02	entity/character
TE03	entity/object
TE04	entity/subobject
TE05	entity/index code detail

Revenue Tables	
TRMN	menu
TR01	index code summary
TR02	entity/character
TR03	entity/object
TR04	entity/subobject
TR05	entity/index code

NOTES

PART 11: B-PREP

The part of the *ABDS Manual* will be sent to you in August.

You should keep in mind, however, several important points.

1. When the B-prep system is activated in August, the budget numbers that are loaded into the B-prep column come from the total column in the expenditure subsystem of ABDS. That means the B-prep numbers will become the sum of base, minus service adjustments, plus proposed additions (or core plus PATCs).
2. You should adjust your numbers within ABDS during the summer months to accurately reflect the county manager's recommended budget, and be prepared to fine tune the number after the public budget hearings in September when the Board of County Commissioners passes the various budget ordinances.
3. When the B-prep system is activated, the numbers in the B-prep total column will automatically be rounded: salary and fringe amounts to the nearest thousand dollar and all other subobject codes to the nearest hundred dollar.
4. You should try to develop your budgets within ABDS with the same rounding. (Of course for those salary/fringe subobjects generated by ABDS, you will not be able to adjust them until the B-prep system is activated.)

NOTES

METROPOLITAN DADE COUNTY
AUTOMATED BUDGET DEVELOPMENT SYSTEM
SECURITY ACCESS FORM

IF THIS IS A NEW USER I.D. ACCESSING ABDS OR IF YOU ARE MODIFYING AN EXISTING USER I.D., FILL IN SECTIONS A, B, AND C ACCORDINGLY. IF YOU ARE REQUESTING A DELETION OF A USER I.D., FILL IN SECTION A. IF YOU ARE REQUESTING A DELETION OF A PARTICULAR ACCESS LEVEL FOR AN EXISTING USER I.D., PLEASE FILL IN SECTIONS A AND C.

USER I.D. : 8 TO 7 CHARACTERS INCLUDING NUMBERS; ID MUST START WITH A LETTER. IF YOU HAVE A USER I.D FOR ANY OTHER SYSTEM, YOU ARE REQUIRED TO USE THE SAME USER I.D. FOR ABDS.

PASSWORD : 1 TO 8 CHARACTERS INCLUDING NUMBERS.

PRINTER RJE # : REMOTE PRINTER WHERE YOU WOULD LIKE YOUR REPORTS PRINTED. (DEFAULT N1-OCSIS)

ACCESS LEVEL : THE ACCESS LEVEL WILL DETERMINE THE SCOPE OF THE DATA ALLOWED TO BE VIEWED.

EXAMPLE1: EN:01 DP:14 DV:** ACCESS WILL BE ALLOWED TO DEPARTMENT 14 AND ALL DIVISIONS WITHIN IT.

EXAMPLE2: EN:01 DP:67 DV:02 ACCESS WILL BE ALLOWED TO DEPARTMENT 67 AND DIVISION 02 ONLY.

NOTE: A USER MAY HAVE MORE THAN ONE ACCESS LEVEL (C.1, C.2, C.8). EACH FORM PROVIDES ROOM FOR THREE ACCESS LEVELS. IF ADDITIONAL ACCESS LEVELS ARE NEEDED, PLEASE SUBMIT ANOTHER FORM.

WHEN FILLING OUT THIS FORM, PLEASE PRINT.

SECTION A.

USER I.D.: _____ NEW _____ MODIFY _____ DELETE _____

PASSWORD: _____ (IF NEW USER-ID).

AUTHORIZING SIGNATURE: _____

SECTION B.

NAME: _____

TITLE: _____

SOCIAL SECURITY #: _____-_____-_____ TELEPHONE #: ___-___-___

WORK ADDRESS: _____

PRINTER RJE #: ____

SEE OTHER SIDE FOR SECTION C.

SECTION C.
WHEN FILLING IN SECTION C, PLEASE MAKE SURE ALL ACCESS LEVEL AND FUNCTION INFORMATION IS COMPLETE. FOR EACH ACCESS LEVEL INDICATE THE FUNCTIONS TO BE ALLOWED BY PLACING A "Y"ES OR "N"O. NO ASSUMPTIONS WILL BE MADE (UPDATE DOES NOT IMPLY INQUIRY ACCESS).

SECTION C.01
ENT: __ DEPT: __ DIV: __ NEW: __ MOD: __ DEL: __

	INQUIRY	UPDATE
WORKLOAD MEASURES		
EXPENDITURES	-	-
PERSONNEL	-	-
PROPOSED ADDITIONS TO CORE	-	-
SERVICE ADJUSTMENTS	-	-
REVENUE	-	-
BPREP	-	-
APPROPRIATION UPDATE		
REVENUE UPDATE		-
TRANSMIT/CANCEL TO FAMIS BPREP SUBSYSTEM		-
OMIT/INCLUDE INDEX FROM BPREP TRANSMIT		-
REPORT REQUEST		-
		-

SECTION C.02
ENT: __ DEPT: __ DIV: __ NEW: __ MOD: __ DEL: __

	INQUIRY	UPDATE
WORKLOAD MEASURES		
EXPENDITURES	-	-
PERSONNEL	-	-
PROPOSED ADDITIONS TO CORE	-	-
SERVICE ADJUSTMENTS	-	-
REVENUE	-	-
BPREP	-	-
APPROPRIATION UPDATE		
REVENUE UPDATE		-
TRANSMIT/CANCEL TO FAMIS BPREP SUBSYSTEM		-
OMIT/INCLUDE INDEX FROM BPREP TRANSMIT		-
REPORT REQUEST		-
		-

SECTION C.08
ENT: __ DEPT: __ DIV: __ NEW: __ MOD: __ DEL: __

	INQUIRY	UPDATE
WORKLOAD MEASURES		
EXPENDITURES	-	-
PERSONNEL	-	-
PROPOSED ADDITIONS TO CORE	-	-
SERVICE ADJUSTMENTS	-	-
REVENUE	-	-
BPREP	-	-
APPROPRIATION UPDATE		
REVENUE UPDATE		-
TRANSMIT/CANCEL TO FAMIS BPREP SUBSYSTEM		-
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