

Issue Details Instructions

Purpose

- To provide a distinct “decision point” developed by the agency for its budget request within which the agency requests a change in appropriation and/or personal service limitation for consideration by the Governor and Legislature (the change is relative to the base appropriation and personal service limit level). Issues are categorized into Issue Types. They include Agency Issues (specific to the agency), IT Issues (an issue created by an IT Project Proposal being submitted to the NITC), Multi-Agency Issues (an issue in which two or more agencies collaborate), and Enterprise Issues (an issue common to most, if not all, agencies). Multi-Agency and Enterprise issues are created by the State Budget Division and assigned to agencies (see the Content Instructions below for more information regarding Enterprise Issues for the 2017 - 2019 biennial budget request). Multi-Agency Issues are created and assigned at the request of an agency or agencies.

Start-Up TIP

If any of the drop-down menus fail to show expected choices, you may need to have your [Security](#) settings adjusted.

Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

Getting Started

In the left-margin menu, under **Issues**, click “**Issue Details**”.

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip #1 on the right margin).

Create a New Agency Issue

1. Select **Agency Issue** from the **Issue Type** drop-down menu and then select “**=== New ===**” from **Issue**.
 - The system will enter NEW mode. While in NEW mode, the **Issue Name** must be entered and saved before you can continue.

The screenshot shows the 'Issue Details' form with the following values: Budget Cycle: 2017-2019, Agency: 065 - ADMINISTRATIVE SERVICES, Version: A1 - AGENCY REQUEST, Issue Type: Agency Issue, and Issue: === NEW ===. A red 'View Only' button is visible in the top right corner.

Time-Saver TIP #1

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press

Save.

2. Enter **Issue Name** and **Description** for the Issue and click **Save**.
 - The name of the Issue will now appear beside **Issue**.
 - The **Description** field allows more explanation regarding the nature of the selected **Issue** and should only be about a sentence long. Use the **General Description** narrative tab to provide a more detailed explanation of the **Issue**.

The screenshot shows the 'Issue Narrative' form with 'Issue Name' set to 'New Issue' and a 'Description' field with the placeholder text 'Enter a short description of the Issue.'

3. Continuing on the Issue's **Narrative** tab, begin to enter narrative information. The Issue Details narrative contains five tabs. See the Narrative Content section below for content guidelines on each tab.
 - The narrative tab currently selected appears in the **information bar**.
 - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
 - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when **Refresh** or **Save** are clicked.
 - The **General Description** and **Research, Analysis, and Justification** tabs contain two edit windows. The **Impact**, **Performance Indicators**, and **Implementation Plan** tabs offer just one, unlimited edit window.

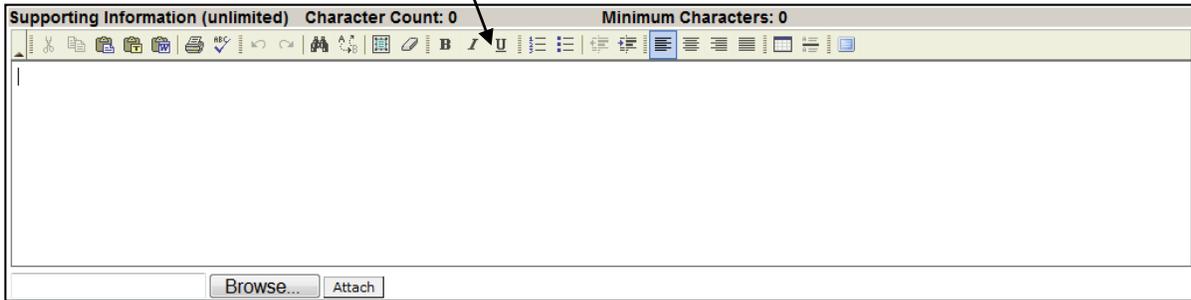
The screenshot shows the 'General Description' narrative tab. It features a rich text editor with a toolbar. The 'Information for Publication (limited)' section shows a character count of 0, with a minimum of 50 and a maximum of 700 characters. The 'Supporting Information (unlimited)' section also shows a character count of 0.

Formatting TIP

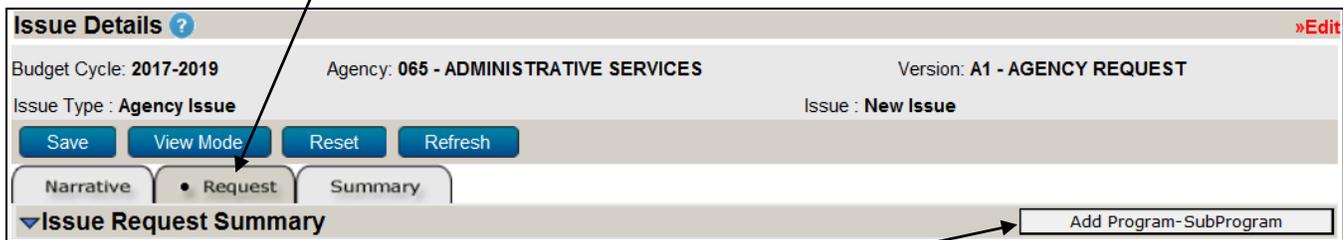
Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text “wrap” and hinders publication.

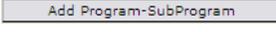
Issue Details Instructions

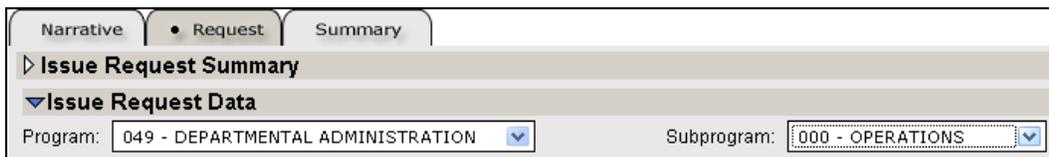
- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either Ctrl-C and Ctrl-V features, or by using the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- **Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the  button to locate the desired file and then clicking the  button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.



4. Click  to commit the narrative entered to the database.
5. Select the Issue's **Request** tab to provide detailed financial information for the Issue by Job Code, Object Code and Fund Type at the subprogram level. The contents of this screen tab are blank at the creation of a new Issue.



6. Begin adding **Issue Detail** (Program / Subprogram combinations) to the Issue:
 - Click  to add financial data for each respective Program / Subprogram combination affected by the Issue.
 - You may add as many Program / Subprogram combinations as are needed and relevant to the Issue.
 - Click on the blue Program link in the **Issue Request Summary** section to load a specific previously entered Program / Subprogram combination.
7. Select a **Program** and **Subprogram** from the drop-downs to add job code, object code, and funding detail for that subprogram.
 - Be sure to click  before attempting to change or add a Program / Subprogram combination.



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8. To add Job Codes, either enter a known Job Code and click the **Add** button; or click the **Search Job Codes** button to search by Job Code or Job Title.
- On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters contained in the Title. Click on **Search**.

Search for JobCodes (Agency: 065 - ADMINISTRATIVE SERVICES)

Job Code: Job Title:

Show: 30 per page

0 Job Codes found, displaying 0 to 0. Page 0 / 0

Select	Job Code↑	Job Title
<input type="checkbox"/>	S01112	OFFICE CLERK II
<input type="checkbox"/>	S01113	OFFICE CLERK III
<input checked="" type="checkbox"/>	S01120	OFFICE SUPERVISOR

- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.

Issue Request Summary

Program: 049 - DEPARTMENTAL ADMINISTRATION Subprogram: 000 - OPERATIONS

Copy Job Codes and Object Codes:
Issue Program/Subprogram: --Select

Permanent Salaries

Job Code:

Job Code↑	Job Title	FY18 FTE	FY18 Sal	FY19 FTE	FY19 Sal	Delete
N31100	STAFF ATTORNEY	0.50	50,000	0.50	50,000	<input type="button" value="Delete"/>
X29222	REVENUE AGENT			1.00	25,000	<input type="button" value="Delete"/>
Totals		0.50	\$50,000	1.50	\$75,000	

- Job Codes added unnecessarily can be deleted by clicking the **Delete** button.

9. Enter FTE and Salary request amounts for the Job Code(s) added for the currently selected subprogram. Amounts entered are relative to the base year (i.e. the requested change from the Base Appropriation).
- Note that negative numbers may be entered.
 - If an FTE amount is entered, then a Salary amount is required.
 - Note that common salary-related Object Codes are added automatically if a Job Code is added.
 - Click to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.
10. Click to commit the data entered to the database. The FY18 and FY19 salary totals will be automatically inserted into the 511100 Object Code.

Time-Saver TIP #2
To copy data from the **FY18** column to the **FY19** column, use the button.

Caution: This will overwrite any amounts already entered in **FY19**.

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11. To add Object Codes, either enter a known **Object Code** and click the **Add** button; or click the **Search Object Codes** button to search by Job Code or Job Title.

- On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters contained in the description. Click on **Search**.
- Use the Major Account drop-down to limit the search results.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 509 - BUDGET DIVISION)

Object Code: Object Description: Major Account:

Select	Object Code^	Object Description
<input type="checkbox"/>	521100	POSTAGE EXPENSE
<input type="checkbox"/>	521200	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521290	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521291	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521300	FREIGHT EXPENSE
<input type="checkbox"/>	521400	DATA PROCESSING EXPENSE

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.

Object Codes

Object Code:

Object Code	Description	FY18 Request	FY19 Request	Delete
511100	PERMANENT SALARIES-WAGES	<input type="text" value="50,000"/>	<input type="text" value="50,000"/>	
515100	RETIREMENT PLANS EXPENSE	<input type="text" value="2,500"/>	<input type="text" value="2,500"/>	<input type="button" value="Delete"/>
515200	FICA EXPENSE	<input type="text" value="2,700"/>	<input type="text" value="2,700"/>	<input type="button" value="Delete"/>
515400	LIFE & ACCIDENT INS EXP	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
515500	HEALTH INSURANCE EXPENSE	<input type="text" value="14,000"/>	<input type="text" value="14,000"/>	<input type="button" value="Delete"/>
516300	EMPLOYEE ASSISTANCE PRO	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
Totals		<input type="text" value="\$69,200"/>	<input type="text" value="\$69,200"/>	

- Object Codes added unnecessarily should be deleted by clicking the button.

12. Enter request amounts in the Object Code(s) added for the currently selected subprogram. Amounts entered are relative to the base year (i.e. the requested change from the Base Appropriation).

- Note that negative numbers may be entered.
- Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.
- Click to copy numbers entered in the 1st year of the request to the 2nd year. This will overwrite whatever is currently entered in the 2nd year.

13. Click to commit the data entered to the database.

Time-Saver TIP #3
To insert job codes and/or object codes used historically in the selected Program-Subprogram combination, use the and buttons.

CAUTION: You must click whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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14. Enter **Funding** amounts for both the **FY18 Funding** and **FY19 Funding** columns.

- Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted.
- There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund (if Other Fund is used, the Issue Details narrative should explain the funding source).

▼ Funding		Enter Data In Percentages <input type="checkbox"/> Change			
Operations Funding					
Fund Type	Total	FY18 %	FY18 Funding	FY19 %	FY19 Funding
General Fund	\$0				
Cash Fund	\$0				
Federal Fund	\$163,400	100.00	69,200	100.00	94,200
Revolving Fund	\$0				
Other Fund	\$0				
Total Operations Funding	\$163,400	100.00	\$69,200	100.00	\$94,200
Government Aid Funding					
Fund Type	Total	FY18 %	FY18 Funding	FY19 %	FY19 Funding
General Fund	\$0				
Cash Fund	\$0				
Federal Fund	\$0				
Revolving Fund	\$0				
Other Fund	\$0				
Total Aid Funding	\$0	0.00	\$0	0.00	\$0
Total Funding					
Fund Type	Total	FY18 %	FY18 Funding	FY19 %	FY19 Funding
General Fund	\$0	0	0	0	0
Cash Fund	\$0	0	0	0	0
Federal Fund	\$163,400	100.00	69,200	100.00	94,200
Revolving Fund	\$0	0	0	0	0
Other Fund	\$0	0	0	0	0
Total	\$163,400	100.00	\$69,200	100.00	\$94,200
PSL Request	\$125,000		\$50,000		\$75,000
Variance					
Total	FY18	FY19			
Total Request	\$163,400	69,200	94,200		
Total Funding	\$163,400	69,200	94,200		
Variance	\$0	0	0		

- Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click Change.
 - Un-checking the box and clicking Change returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when Refresh or Save are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage Method*
 - Enter percentage amount, by fund type, for **FY18 Funding** and **FY19 Funding**.
 - If you enter amounts exceeding 100%, you will need to resolve the variance.
 - The system will calculate, based upon the respective object codes, the dollar amounts for both the Operations and Government Aid Funding sections.
 - Upon Refresh or Save, the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
 - **NOTE:** System will only save dollar amounts, not percentages.

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15. Click [Save](#) to commit the data entered to the database and check for Variances.

- Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance	Total	FY18	FY19
Total Request	\$163,400	69,200	94,200
Total Funding	\$133,400	69,200	64,200
Variance	\$30,000	0	30,000

- The system will calculate the variance total for **FY18** and **FY19**. Any variance will be highlighted with red shading.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

16. Click [View Mode](#) to exit Edit Mode. While in View Mode you may switch to a different Issue to continue entering your budget request or change to a different screen from the left-margin menu.

NOTE: The Issue's **Summary** tab displays the Funding data in summary fashion, by year. No data entry is required on this screen tab.

Issue Details Instructions

Edit an Existing Issue

1. Select the desired **Issue Type** (this filters the Issue drop-down) and then select the **Issue** you wish to edit from the Issue drop-down menu.

Program†	Subprogram	FY18 Request	FY19 Request
049 - DEPARTMENTAL ADMINISTRATION	000 - OPERATIONS	\$69,200	\$94,200
171 - MATERIEL DIVISION	000 - ADMIN	-\$50,000	-\$50,000
Total		\$19,200	\$44,200

- The currently selected Issue may be deleted by clicking the **Delete** button while the screen is in View Mode (also see the Issues Summary screen).

2. Click **Edit** to begin editing the Issue.
 - Select the **Narrative**, **Request** or **Summary** tab as needed.

Program†	Subprogram	FY18 Request	FY19 Request	Delete
049 - DEPARTMENTAL ADMINISTRATION	000 - OPERATIONS	\$69,200	\$94,200	
171 - MATERIEL DIVISION	000 - ADMIN	-\$50,000	-\$50,000	
Total		\$19,200	\$44,200	

- To load the request financial data for a specific Program / Subprogram combination which was previously entered, click the "program link" under the Program column in the **Issue Request Summary** section of the Issue's **Request** tab.
- You may delete a Program / Subprogram combination from the Issue in the **Issue Request Summary** section by clicking the button while in Edit Mode.
 - This will only delete the selected Program / Subprogram, not the entire Issue.
- Follow Steps 3-16 under Create a New Issue above to continue editing the existing issue.

Issue Details Instructions

Issues – Narrative Content

The state’s biennial budget process is intended to support the development of budget requests within a strategic results-oriented process. An Issue narrative should document the general purpose of the Issue, any research and analysis to support the Issue, any impact (positive and negative) the Issue may have, how success will be measured by the agency with regards to the Issue, and how the Issue request would be implemented if enacted.

General Description – A brief description of the Issue including the relationship of the Issue to accomplishment of agency goals and program objectives.

Research, Analysis and Justification – Provide the results of your research, analysis, or other study that serves as the justification for the Issue.

Impact – The agency should identify the quantitative and qualitative impacts of the Issue, including:

- a. What services would be continued, adjusted or expanded?
- b. What client groups would be impacted?
- c. What effects would be felt by the general public, etc?
- d. What would happen if funding is not provided for the Issue?

Performance Indicators – State the performance measures (inputs, outputs, efficiency, outcomes, quality) and provide an objective measure that will be used to determine the extent to which the Issue has produced intended results.

Implementation Plan – Outline the actions and time lines that will be followed to implement the Issue.

Issues – Enterprise Issues

Enterprise Issues are used to aggregate information and costs across all agencies of state government for a specific activity.

Two Enterprise Issues have been established for the 2017-2019 biennial budget. Additional Enterprise Issues may be added at the discretion of the State Budget Division.

Issue Name	Purpose
2017-2019 Employee Salary Increase	Use as a placeholder with the assumption that the salary increase provided in FY17 of 2.4% is continued into each year of the next biennium. <ul style="list-style-type: none"> ➤ For purpose of this issue, agencies should use a 2.4% annual increase over the FY17 Permanent Salary Base. ➤ Use Job Code ZZNEWSAL. Combine all employees into this one Job Code. ➤ Retirement and FICA should be included as part of the estimate. ➤ No increase in FTE should be included. ➤ If any Request Issues include additional staff, the 2.4% percent increase should be included in the specific Issue.
2017-2019 Employee Health Insurance	Use as a placeholder with the assumption that the cost related to provide Employee Health Insurance will increase. <ul style="list-style-type: none"> ➤ For purpose of this issue, agencies should use an 8.0% annual increase over the FY17 base appropriation allocated to object code 515500. ➤ Use Object Code 515500 for the percentage increase. ➤ If any Request Issues include additional staff, the 8.0% percent increase should be included in the specific Issue