2015 Budget Prep Seminar

2015 Budget Development Calendar

Date	Activity
16-May	Departmental narrative Due Back to OMB
4-Jun, 5-Jun	Budget Seminars and Distribution of Budget Preparation Materials
3-Jul	Budget Submissions Due Back to OMB
3-Jul - 8-Aug	OMB and County Executive Review of Budget Submissions
15-Sep	Proposed Fiscal 2015 Budget and 2015-2018 Multi-Year Plan Released
TBD	Legislative Budget Hearings
TBD	Deadline for Legislature to Adopt Budget and Multi-Year Plan

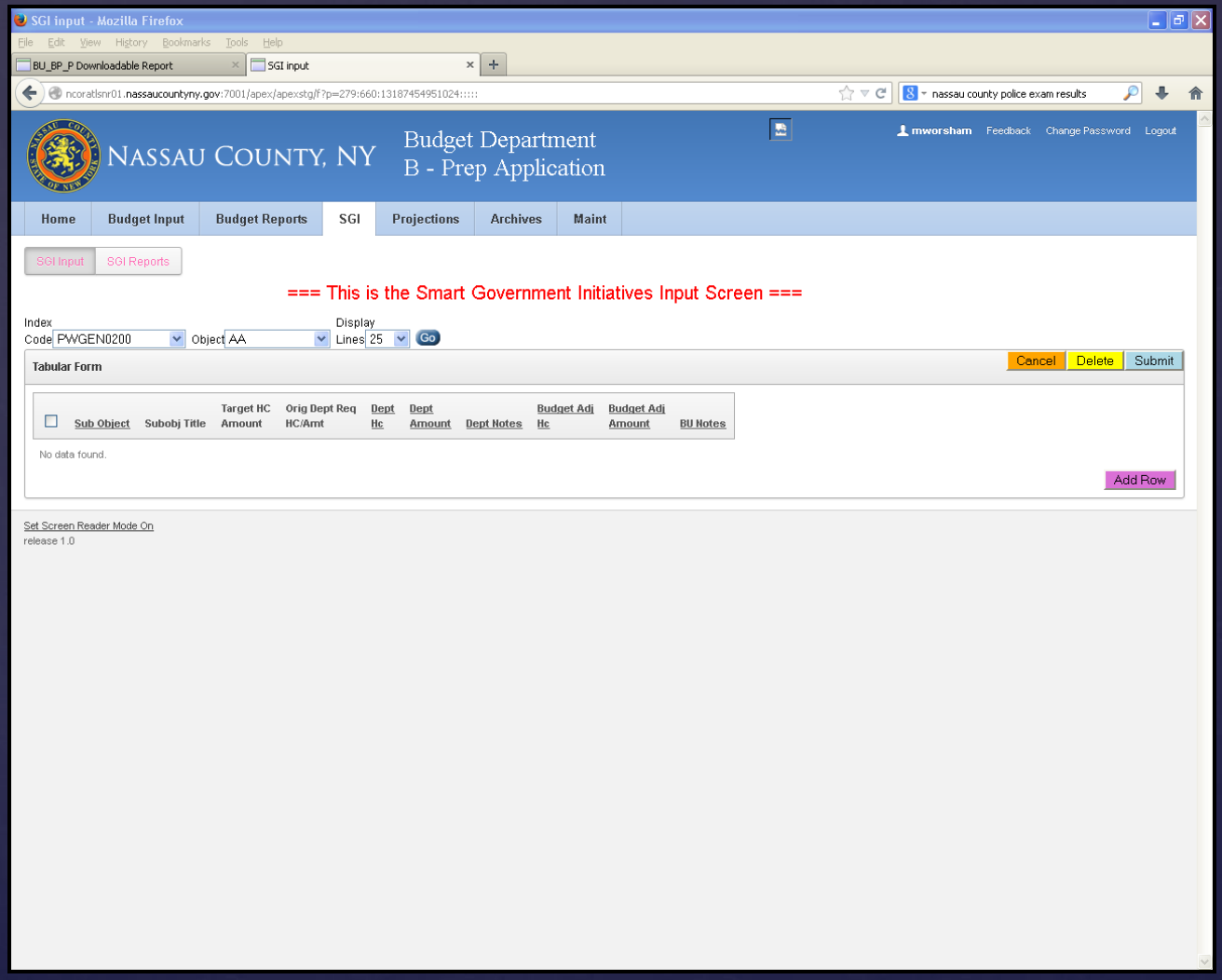
2015 APEX Upgrades

- APEX has been upgraded to version 4.2
  - The overall look of APEX has been changed to be more user friendly and increase functionality
  - Distinct headers indicating which screen you are currently in
  - Speed of APEX has dramatically improved
- Budget Report Upgrades
  - The "Green Wheel" is now the "Action" button
  - There is no longer a "Downloadable Report Screen" , you can download your report through the "Action" button
  - Ability to create a report by Object Code
- Smart Government Initiative (SGI)
  - New tab for departments to propose initiatives that will mitigate the gap by proposing new revenues or eliminating expenses

Smart Government Initiative (SGI)

- Departments propose revenue generating initiatives
- Departments streamline programs and eliminate unnecessary expenses
- SGI's are added by Index-code, Object, Sub-object
- SGI's do not change your Department Request
- You can enter any code you need even if it does not exist yet
- New sub-objects will be created after OMB accepts the SGI

Smart Government Initiative (SGI)



Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 5/15/2014 Payroll. Full-Time targets include salary structure according to the new labor agreements (CSEA, PBA, DAI, SOA)
- Part-Time & Seasonal Targets are preloaded at the level of the 2014 Projections. NO HC will be provided for both PT & SE.
- Salary Extras, with the exception of Longevity and Terminal Leave are preloaded at the level of the 2014 Projections, fringes are budgeted centrally by OMB
- OTPS & Revenue Targets have been preloaded at the level of the 2014 Projections/2013 Year End results including pending clerk items
- BJ/HF should not be entered by the Departments, a member of the OMB Staff will be coordinating the ISA process (See ISA Slide)

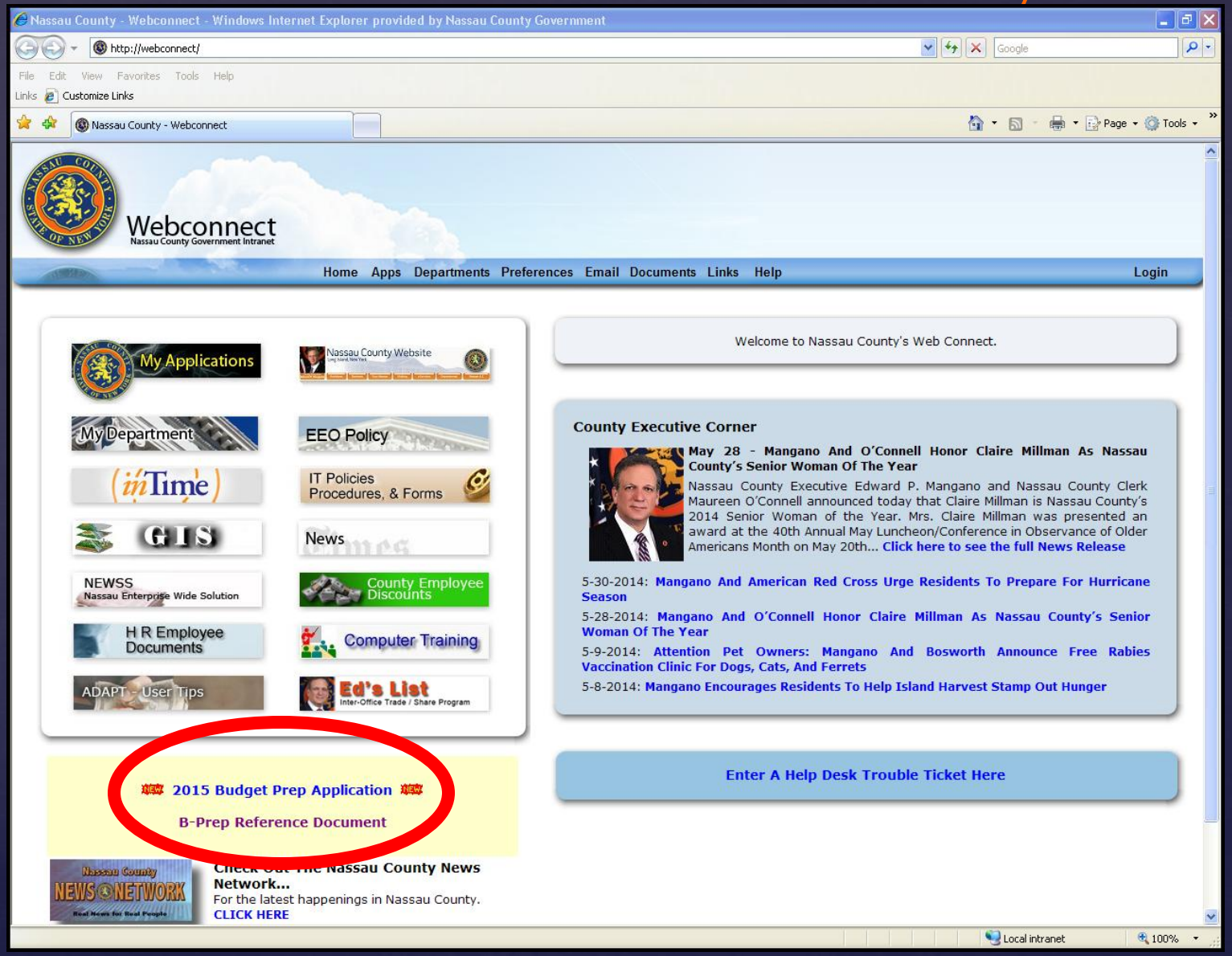
How Do I Access The System?

The steps to get into APEX are as follows:

- Use Mozilla Firefox or Google Chrome instead of Internet Explorer for faster response time
- To access APEX and Budget Documents go to Webconnect and there will be two links on the bottom left of the screen. (See next slide for screen shot)
  - 2015 Budget Prep Application
  - B-Prep Reference Documents
- User name (As it appears in your e-mail address)

  EX: E-mail: jschiliro1@nassaucountyny.gov Login: jschiliro1
- Temporary password for all users is **nassau**
- Once logged in there will be an option to change current password

How Do I Access The System?



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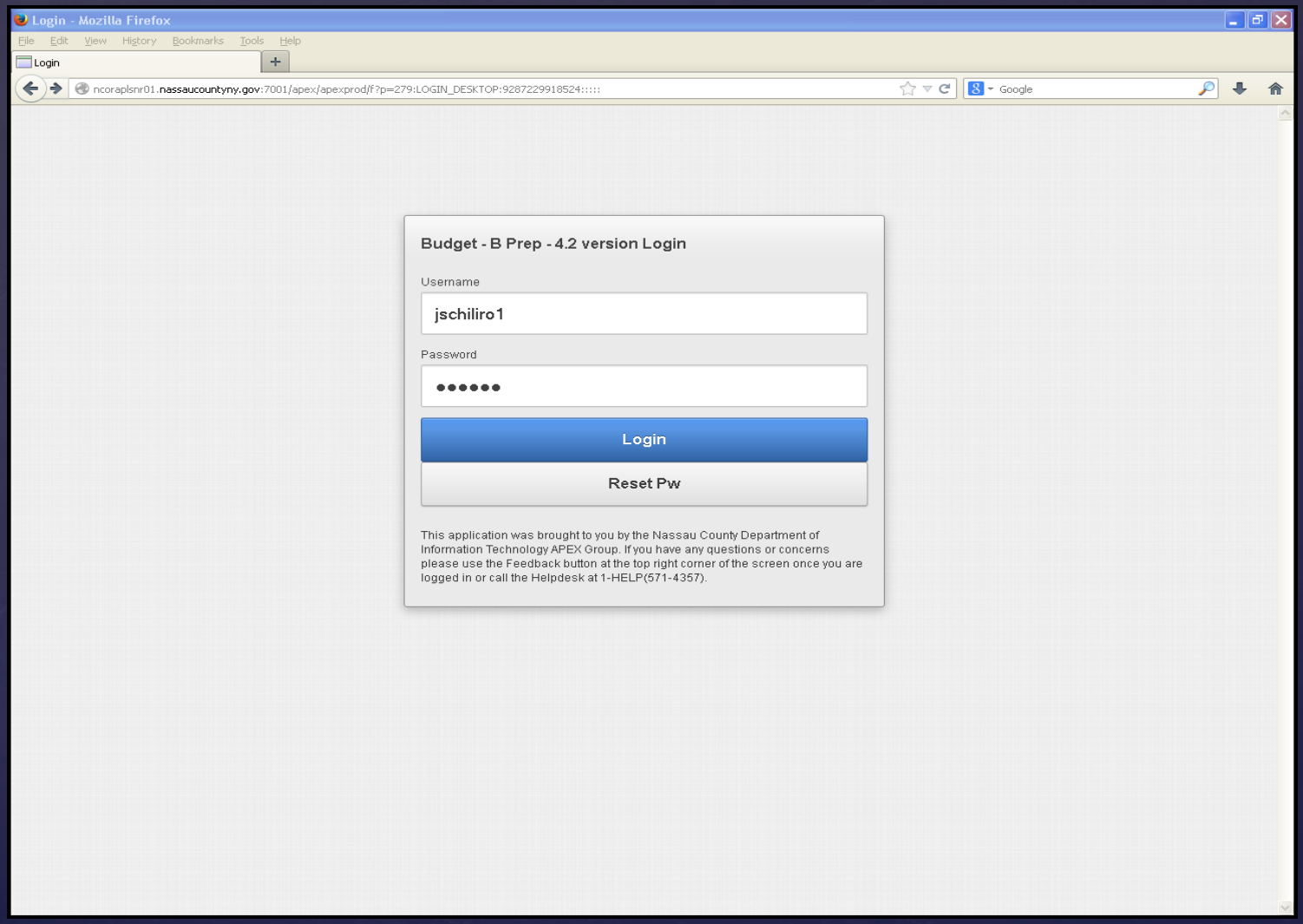
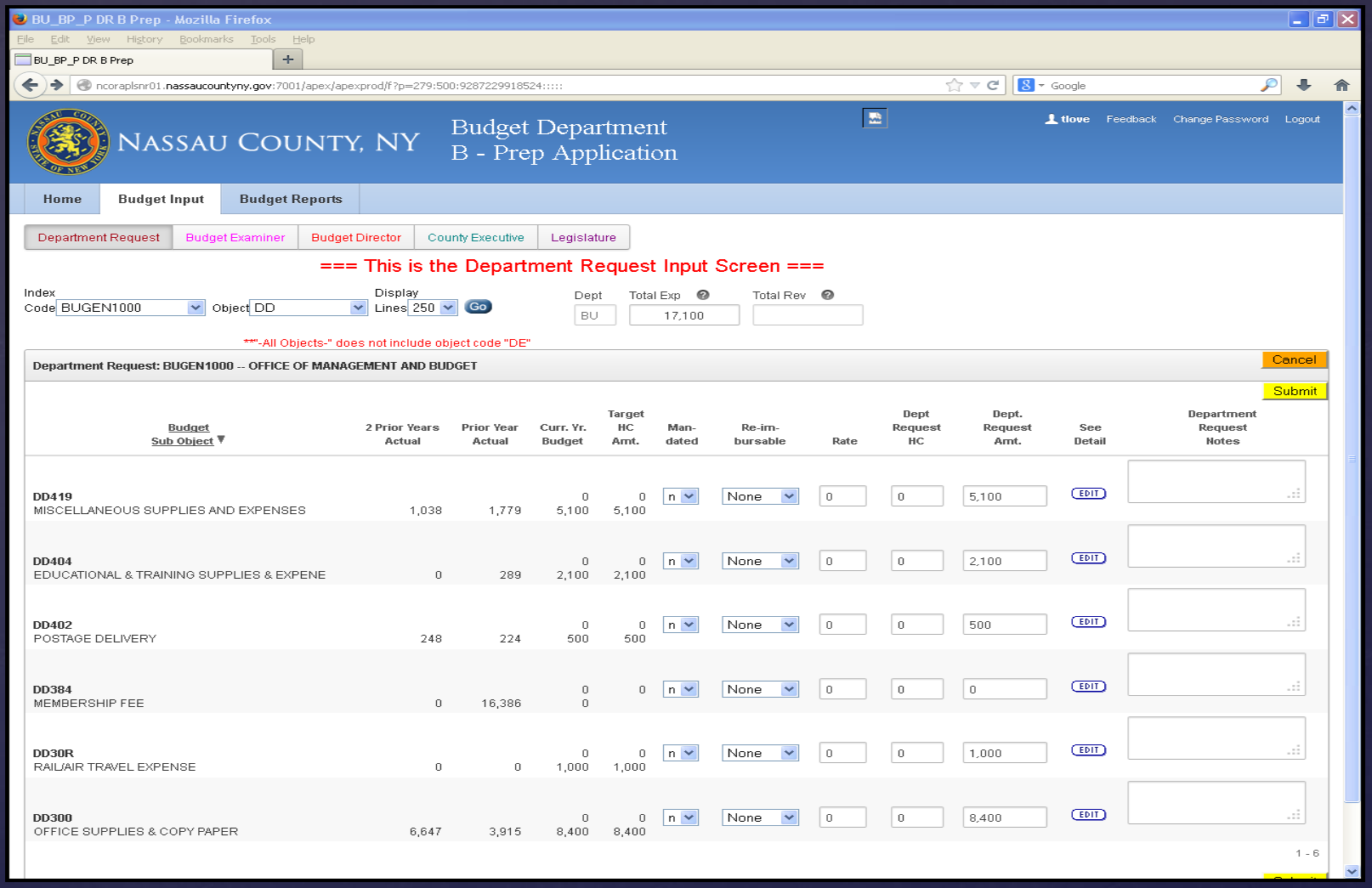


How Do I Enter The Data?

- Data is entered at the index level by object
- Enter **Total Departmental Requests** instead of adjustments to the targets
- APEX allows users to provide more information to explain budgetary needs – **Edit** & **Notes**
- Any additional codes that need to be added contact Irfan Qureshi, Senior Budget Examiner (See Contact List)

How Do I Enter The Data?



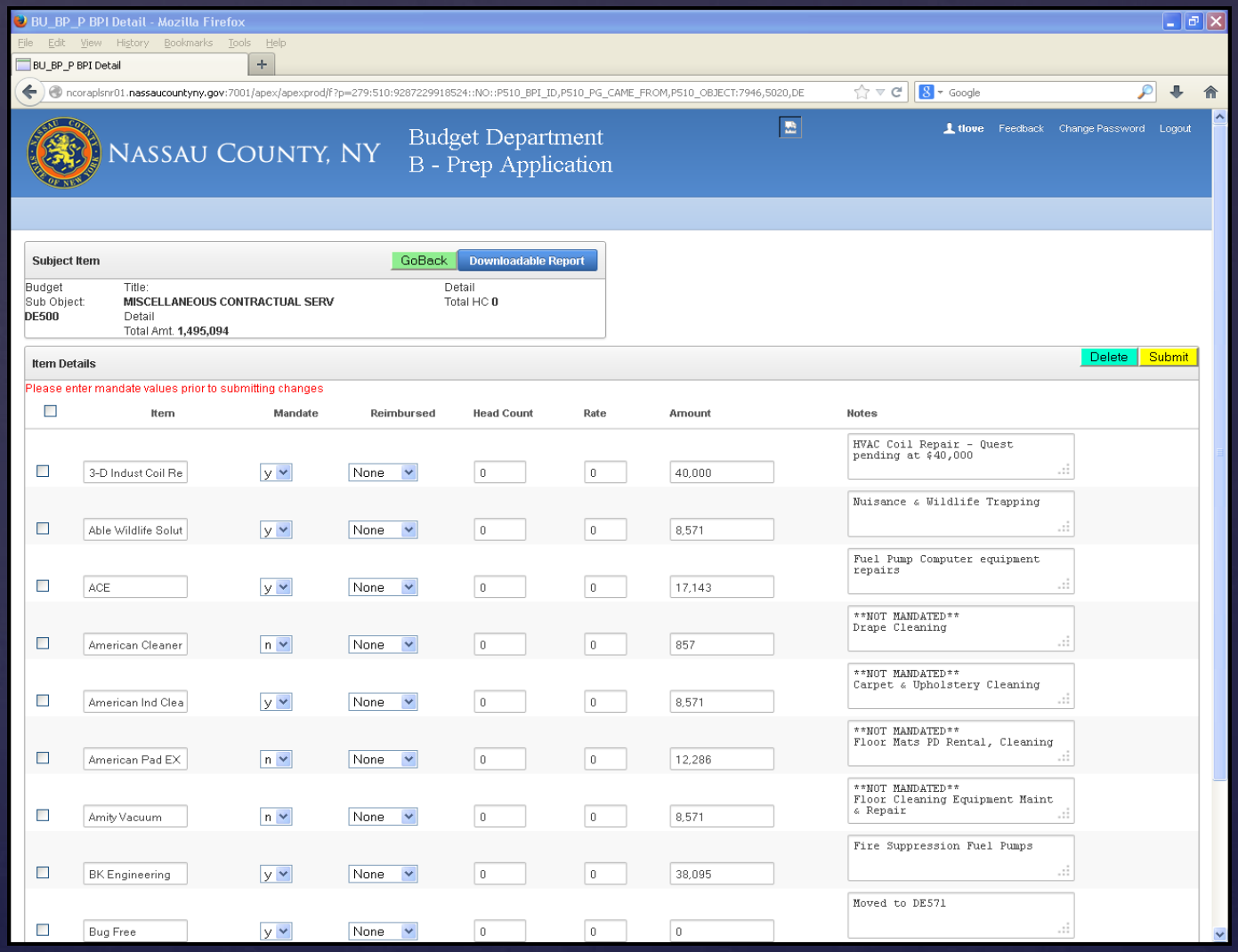
How Do I Enter Contract Detail?

- Select DE in the Object drop down menu
- You will not be allowed to enter a gross number at the sub-object level
- Click the edit button to access the detail screen
- Prior Year submissions are listed by vendor – NO PRIOR YEAR AMOUNTS ARE INCLUDED
- Mandated/Non Mandated must be selected in order to submit

(MUST FILL OUT ALL FIELDS OR DATA WILL CLEAR WHEN SUBMITTED)

- If mandated you must specify the Local Law or Authority in the notes
- Enter reimbursement rate if possible
- After you finished your submission click "Go Back" and check your submission in the "Dept. Request Amt." column

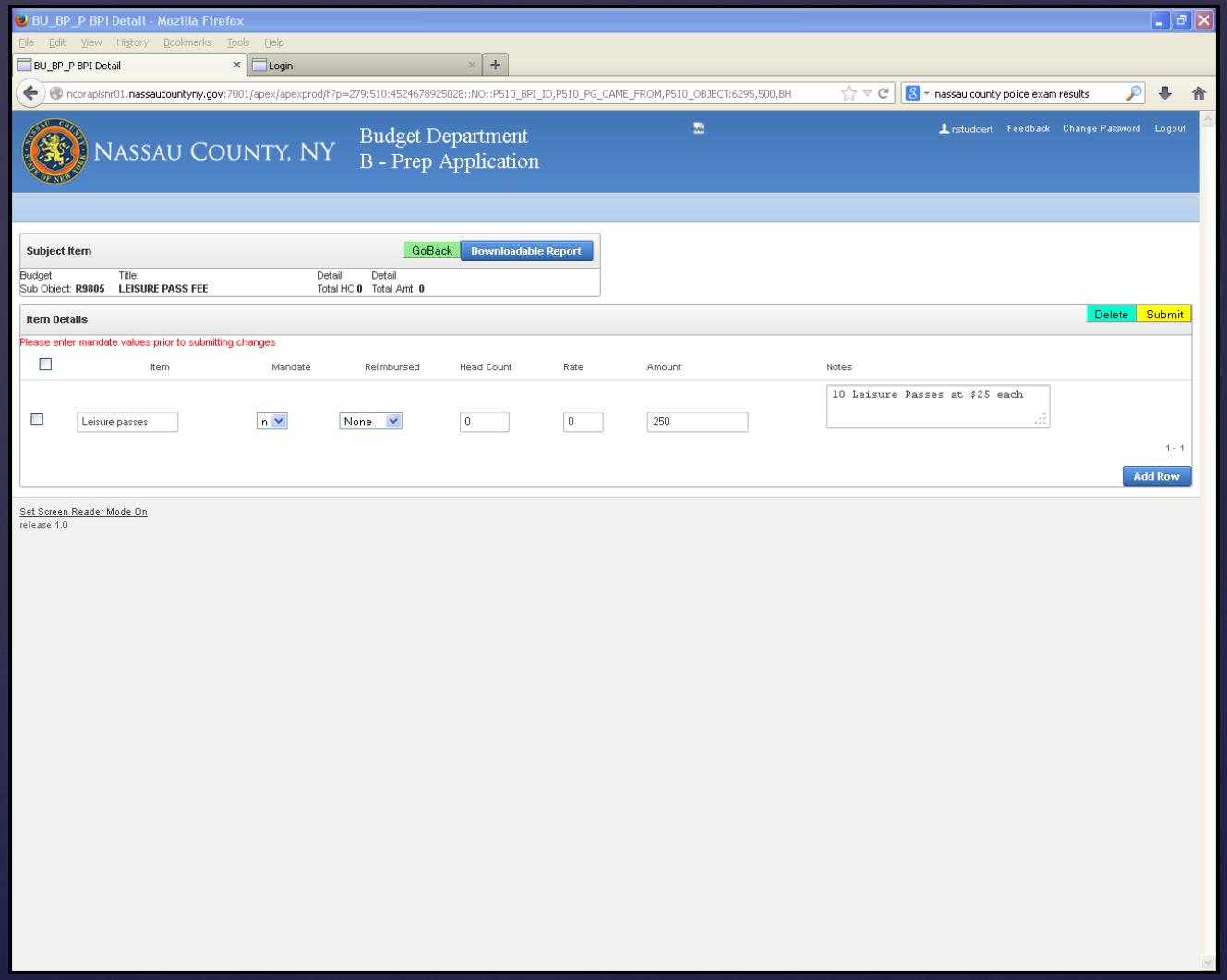
How Do I Enter Contract Detail?



How Do I Enter Revenue Detail?

- For each Revenue Sub-object code click the “Edit” button
- Enter Revenue Item
- Choose Mandated/Non Mandated
- Enter Reimbursable Capital/State/Federal
- Reimbursable Rate
- Detailed Notes

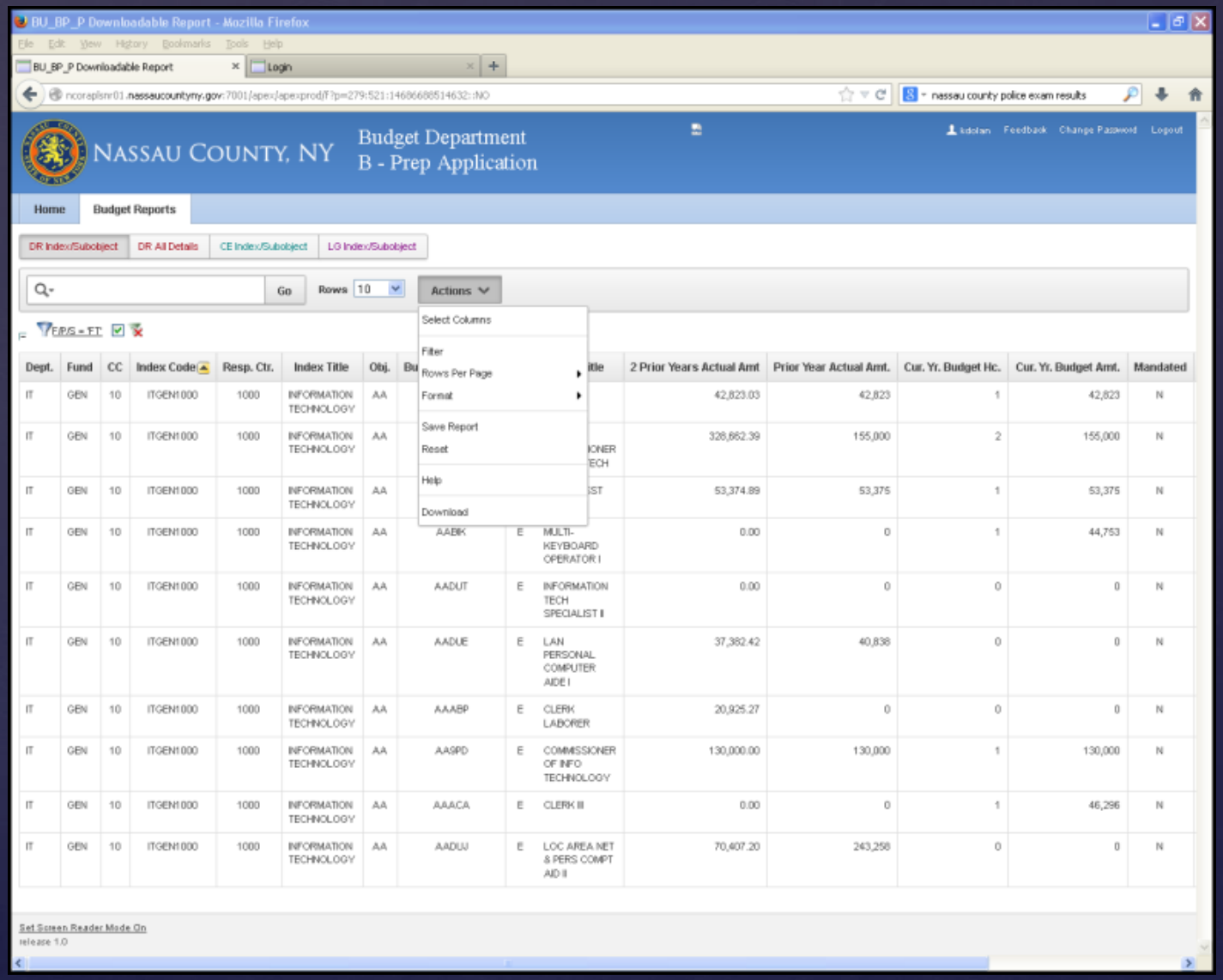
How Do I Enter Revenue Detail?



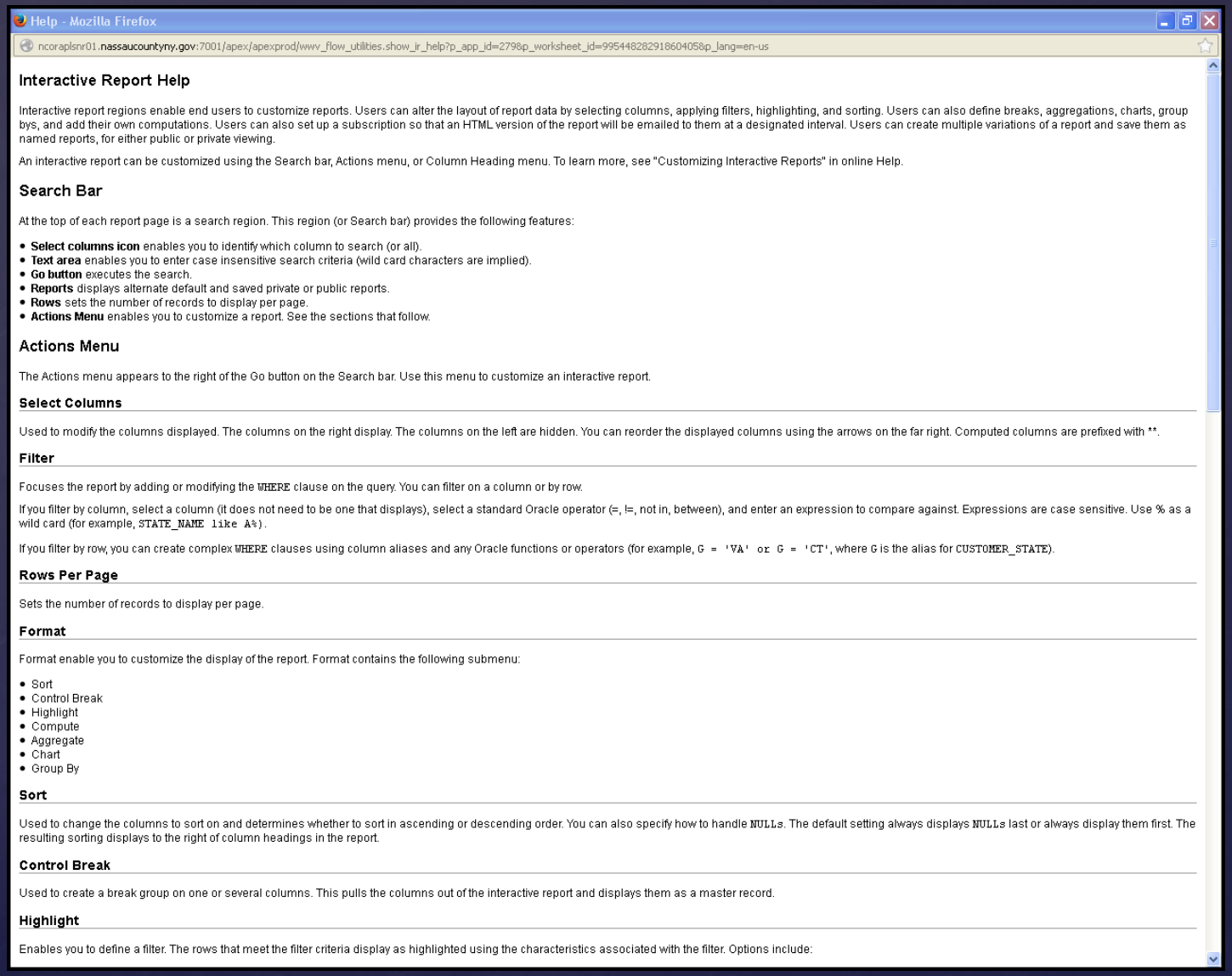
Creating Reports

- Select the Budget Reports Tab
- Click on Actions Button
- Select Columns
- Manipulate data
- Save and name reports
- Download data to Excel (Click on CSV)
  - For your convenience remember to save as an Excel document
- Help (provides detailed information for each icon, See Help Slide)
- For detailed help with creating reports please contact Ryan Studdert, Martha Worsham or your Budget Examiner (Contact list on last slide)

Creating Reports



Help Screen


Help - Mozilla Firefox
ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/wwv_flow_utilities.show_ir_help?p_app_id=279&p_worksheet_id=99544828291860405&p_lang=en-us
Interactive Report Help
Interactive report regions enable end users to customize reports. Users can alter the layout of report data by selecting columns, applying filters, highlighting, and sorting. Users can also define breaks, aggregations, charts, group bys, and add their own computations. Users can also set up a subscription so that an HTML version of the report will be emailed to them at a designated interval. Users can create multiple variations of a report and save them as named reports, for either public or private viewing.
An interactive report can be customized using the Search bar, Actions menu, or Column Heading menu. To learn more, see "Customizing Interactive Reports" in online Help.
Search Bar
At the top of each report page is a search region. This region (or Search bar) provides the following features:
Select columns icon enables you to identify which column to search (or all).
Text area enables you to enter case insensitive search criteria (wild card characters are implied).
Go button executes the search.
Reports displays alternate default and saved private or public reports.
Rows sets the number of records to display per page.
Actions Menu enables you to customize a report. See the sections that follow.
Actions Menu
The Actions menu appears to the right of the Go button on the Search bar. Use this menu to customize an interactive report.
Select Columns
Used to modify the columns displayed. The columns on the right display. The columns on the left are hidden. You can reorder the displayed columns using the arrows on the far right. Computed columns are prefixed with **.
Filter
Focuses the report by adding or modifying the WHERE clause on the query. You can filter on a column or by row.
If you filter by column, select a column (it does not need to be one that displays), select a standard Oracle operator (=, !=, not in, between), and enter an expression to compare against. Expressions are case sensitive. Use % as a wild card (for example, STATE_NAME like A%).
If you filter by row, you can create complex WHERE clauses using column aliases and any Oracle functions or operators (for example, G = 'VA' or G = 'CT', where G is the alias for CUSTOMER_STATE).
Rows Per Page
Sets the number of records to display per page.
Format
Format enable you to customize the display of the report. Format contains the following submenu:
Sort
Control Break
Highlight
Compute
Aggregate
Chart
Group By
Sort
Used to change the columns to sort on and determines whether to sort in ascending or descending order. You can also specify how to handle NULLs. The default setting always displays NULLs last or always display them first. The resulting sorting displays to the right of column headings in the report.
Control Break
Used to create a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record.
Highlight
Enables you to define a filter. The rows that meet the filter criteria display as highlighted using the characteristics associated with the filter. Options include:

Interdepartmental Service Agreements

- Seller departments must complete the ISA form and summary sheet available in the 2015 Budget Preparation Manual located on the County website: (http://www.nassaucountyny.gov/agencies/OMB/budgetdocs.html)
- When ISA form is completed and signed by Seller the form is sent to the Buyer for signature and returned back to the seller
- Seller must submit a copy of the signed ISA form to OMB (Attn: Anthony Romano, Senior Budget Examiner) along with summary sheet available in the 2015 Budget Preparation Manual
- When calculating indirect cost and fringe please use updated rates found in the 2015 Budget Preparation Manual
- Any questions or concerns related to the completion of the ISA form please contact Anthony Romano (See Contact List)

Performance Management

For your Fiscal 2015 submittal, existing CPAR performance measures and new proposed CPAR performance measures should be:

- Consistent with the goals & objectives described in your Departmental narrative
- Numeric & monitored on a monthly or quarterly basis
- Within your Department's direct managerial control or influence
- Assigned a realistic annual target (given the current economic environment) with the expectation for year improvement where feasible

Risk Management

Budgeting for Risk Management

- Three Forms
  - Safety – Related Training Programs
  - Safety – Related Equipment
  - Insurance

- Workers Compensation
  - Three Departments with Direct Budget
    - PD (PDD & PDH)
    - CC
    - DPW (GEN & SSW)
  - All other WC budget are managed by Risk Management

- See 2015 Budget Preparation Manual for more information & Forms

Contact List

OMB STAFF

Roseann D'Alleva	Acting Budget Director	571-0525
Doug Cioffi	Manager, Performance Management	571-6333
Robert Conroy	Deputy Budget Director	571-6335
Steve Feiner	Director, Grants Management	571-0413
Randy Ghisone	Assistant to the DCE	571-4221
Richard Haemmerle	Operations Analyst	571-0797
Narda Hall	Senior Budget Analyst	571-0556
Ann Hulka	Deputy Budget Director	571-0423
Thomas Love	Budget Analyst	571-7713
Chris Nolan	Deputy Director	571-4269
John Quinlan	Risk Management Analyst	571-1959
Irfan Qureshi	Senior Budget Analyst	571-0462
Matthew Ronan	Budget Analyst	571-7735
Anthony Romano	Senior Budget Analyst	571-4385
Steven Munzing	Operations Analyst	571-0799
Joseph Schiliro	Budget Analyst	571-4373
Ryan Studdert	Senior Budget Analyst	571-6260
Martha Worsham	Manager of Fiscal Reporting	571-1459
Technical Support	Help Desk	1-HELP (1-4357)