

# 2013 Budget Prep Seminar



# 2013 Budget Development Calendar

<b>Date</b>	<b>Activity</b>
6/6	○ Conduct Budget Preparation Webinar
6/22	○ Departmental Narratives Due to OMB
7/6	○ Budget Submissions Due to OMB (With Signed Budget Form)
7/6 – 8/3	○ OMB & County Executive Review of Budget Submissions
9/17	○ Fiscal 2013 Proposed Budget & Fiscal 2013 – 2016 Multi Year Plan Released
TBD	○ Legislative Budget Hearings
10/30	○ Deadline for Legislature to Adopt Budget & Multi Year Plan



# 2013 New BPREP System

## ADVANTAGES

- Web based system that is user friendly
- Eliminates Budget submission forms and supporting schedules
- Ability to download reports to Excel on a global basis allowing the user to analyze data in a more comprehensive manner
- Allows user to create reports according to needs
- Sets up historical data that would be used for next Budget Season



# How Do I Access The System?

The steps to get into the new BPREP system are as follows:

- The URL address to log is:  
[http://ncoraprod01:8080/apex/f?p=BU\\_BP\\_P:101:0](http://ncoraprod01:8080/apex/f?p=BU_BP_P:101:0)
- User name (As it appears in your e-mail address)  
EX: E-mail: jschiliro1@nassaucountyny.gov  
Login: **jschiliro1**
- Temporary password will be provided
- Once logged in there will be an option to change current password
- The home page screen provides access for data entry by clicking on the **B Prep Input** tab
- Departmental Targets are preloaded



# How Do I Access The System?

The screenshot shows a Windows Internet Explorer browser window titled "BU\_BP\_W Login - Windows Internet Explorer provided by Nassau County Government". The address bar contains the URL: [http://ncorawksp01:8080/apex/f?p=279:101:3529531038172876&notification\\_msg=Invalid%20Login%20Credentials/54C914EC5333E76B8D4C7D7ABA011BF6/](http://ncorawksp01:8080/apex/f?p=279:101:3529531038172876&notification_msg=Invalid%20Login%20Credentials/54C914EC5333E76B8D4C7D7ABA011BF6/). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. A single tab titled "BU\_BP\_W Login" is open. The page content features a grey error message box at the top that reads "Invalid Login Credentials". Below this is a login form titled "BU\_BP\_W Login" with a sub-header "Budget B - Prep BP". The form contains two input fields: "Username" with the value "jschiliro1" and "Password" with masked characters. A "Login" button is positioned to the right of the password field. Below the password field, the text "NCITDev, BU\_SCHEMA" is displayed. At the bottom of the form, there is a "Login Trouble?" section with a blue button labeled "Reset My Password". The browser's status bar at the bottom indicates "Local intranet" and "200%" zoom.



# Departmental Targets

- Full-Time HC & Salary Targets are preloaded at the level of the 5/17/2012 Payroll
- Part-Time & Seasonal Targets are preloaded at the level of the 2012 Projections
- Salary Extras, with the exception of Longevity and Terminal Leave are preloaded at the level of the 2012 Projections
- OTPS & Revenue Targets are preloaded at the level of the 2012 Projections
- 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 Enter The Data?

- Data is entered at the index level by object
- Enter total **Departmental Requests** instead of adjustments to the targets
- The new system allows users to provide more information to explain budgetary needs – **Edit & Notes**
- Mandated vs. Non-Mandated – Include Notes
  - Reimbursable – State/Federal Aid, Capital Chargeback or None
  - Include reimbursable rates
  - Reference mandate law
- Staffing
- Submitting Departmental requests



# How Do I Enter The Data?

BPI Input - Windows Internet Explorer provided by Nassau County Government

http://incorawks01:8080/apex/f?p=279:500:2410873912828194::NO::

File Edit View Favorites Tools Help

BPI Input



**Nassau County NY**  
NCF Development

Home

Department Request | Budget Examiner |

Index Code: SSGEN2400 Object: DD Display Lines: 25 Go Dept: SS Tot Amt: 0

Department Request SSGEN2400 -- MEDICAL ASSISTANCE Cancel Submit

Budget Sub Object ▲	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Man-Dated	Re-Im-Bursable	Dept. Request HC	Dept. Request Amt.	See Detail	Department Request Notes
<b>DD301</b> TRAVELING EXPENSE	0	500	500	n	None	0	500	EDIT	Investigation travel expense
<b>DD403</b> INFORMATION TECH SUPPLIES & EXPENSES	6,180	10,000	10,000	n	None	0	6200	EDIT	Toner for printers and fax machines
<b>DD419</b> MISCELLANEOUS SUPPLIES AND EXPENSES	0	5,000	5,000	n	None	0	5000	EDIT	Various supplies (see edit detail)

1 - 3

Local intranet 125%



# How Do I Enter Contract Detail?

The screenshot shows a web browser window titled "BPI Detail - Windows Internet Explorer provided by Nassau County Government". The address bar contains a URL starting with "http://ncorawsp01:8080/apex/f?p=279:510:2410873912828194::NO:::8success\_msg=1%20row(s)%20updated%2C%200%20row(s)%20inserted.%2FF27AAF31DC4B56568". The page header includes the Nassau County NY logo and the text "Nassau County NY" with "N.C.I.T. Development" below it. A message bar indicates "1 row(s) updated, 0 row(s) inserted." Below this, a "Subject Item" section shows "Budget Sub Object: DE500 Title: MISCELLANEOUS CONTRACTUAL SERV Detail Total Amt. 300,000". The "Item Details" section contains a table with three rows of contract items, each with a checkbox, an "Item" field, an "Amt" field, and a "Notes" field with a dropdown arrow. The table is numbered "1 - 3" and has an "Add Row" button below it. The browser's status bar at the bottom shows "Local intranet" and "150%".

1 row(s) updated, 0 row(s) inserted.

**Subject Item**

Budget Sub Object: **DE500** Title: **MISCELLANEOUS CONTRACTUAL SERV** Detail Total Amt. **300,000**

**Item Details** [GoBack](#) [Delete](#) [Submit](#)

<input type="checkbox"/>	Item	Amt	Notes
<input type="checkbox"/>	Custom Parts	200,000	Misc parts for various computer equipment
<input type="checkbox"/>	Oracle	100,000	Technical support for Oracle applications
<input type="checkbox"/>	Dell Marketing	50000	Govt UPG-X Protection suite - protection for

1 - 3

[Add Row](#)



# How Do I Enter Contract Detail?

BPI Detail - Windows Internet Explorer provided by Nassau County Government

http://ncorawsp01:8080/apex/f?p=279:510:2410873912828194::NO::&success\_msg=1%20row(s)%20updated%2C%200%20row(s)%20inserted.%2FF27AAF31DC4B56568

File Edit View Favorites Tools Help

BPI Detail



**Nassau County NY**  
BIP Development

1 row(s) updated, 0 row(s) inserted.

**Subject Item**

Budget Sub Object: **DE500 Title: MISCELLANEOUS CONTRACTUAL SERV** Detail Total Amt. 250,000

**Item Details**

<input type="checkbox"/>	Item	Amt	Notes
<input type="checkbox"/>	American Quality Review	250,000	Investigation Services, reimburse rate 100%
<input type="checkbox"/>	Salient Medicaid Fraud & Abuse	30000	Investigation Medicaid Fraud, reimburse rate 75%

1 - 2

Local intranet 150%



# How Do I Enter Revenue Detail?

The screenshot shows a web browser window titled "BPI Detail - Windows Internet Explorer provided by Nassau County Government". The address bar contains a URL starting with "http://ncorawsp01:8080/apex/". The page header includes the Nassau County NY logo and the text "Nassau County NY" and "NCP Development". A status message indicates "1 row(s) updated, 0 row(s) inserted." Below this, a "Subject Item" section shows "Budget Sub Object: R9805 Title: LEISURE PASS FEE" and "Detail Total Amt. 2,500". An "Item Details" section contains a table with columns for "Item", "Amt", and "Notes". The table lists two items: "Leisure Pass for disabled" with an amount of 2,500 and "Leisure Pass" with an amount of 5000. A "GoBack" button, "Delete" button, and "Submit" button are located above the table. A "1 - 2" indicator and an "Add Row" button are at the bottom of the table.

1 row(s) updated, 0 row(s) inserted.

**Subject Item**

Budget Sub Object: **R9805 Title: LEISURE PASS FEE** Detail Total Amt. **2,500**

**Item Details** [GoBack](#) [Delete](#) [Submit](#)

<input type="checkbox"/>	Item	Amt	Notes
<input type="checkbox"/>	Leisure Pass for disabled	2,500	100 leisure passes at \$25 each
<input type="checkbox"/>	Leisure Pass	5000	200 leisure passes at \$25 each

1 - 2 [Add Row](#)



# Additional HC

BU\_BP\_P BPI Detail - Windows Internet Explorer provided by Nassau County Government

http://ncoraprod01:8080/apex/f?p=279:510:1653048816886915::NO:::8success\_msg=2%20row(s)%20updated%2C%200%20row(s)%20inserted.%2F20A64B1C74E4E2865E

2 row(s) updated,

**Subject Item**

Budget Sub Object: **AA9SG** Title: **SENIOR BUDGET EXAMINER** Detail Total Amt. **450,557**

GoBack Delete Submit

**Item Details**

<input type="checkbox"/>	Item	Amt	Notes
<input type="checkbox"/>	Senior Budget Examiners	375,557	5 Senior Budget Examiners on Board
<input type="checkbox"/>	Senior Budget Examiner	75,000	1 Senior Budget Examiner On Board 5/30/2012

1 - 2

Add Row

Done Local intranet 200%



# Additional HC

BU\_BP\_P BPI Input - Windows Internet Explorer provided by Nassau County Government

http://ncoraprod01:8080/apex/f?p=279:500:1653048816886915::NO::

File Edit View Favorites Tools Help

BU\_BP\_P BPI Input

Index Code:  Object:  Display Lines:  Go Dept:  Tot Amt:

Department Request BUGEN1100 -- BUDGET DEVELOPMENT AND ANALYSIS Cancel Submit

Budget Sub Object	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Man-Dated	Re-Im-Bursable	Dept. Request HC	Dept. Request Amt.	See Detail	Department Request Notes
AA90K MANAGER OF FISCAL REPORTING	0	0	80,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AA9PE OPERATIONS ANALYST	64,096	72,000	72,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AA9RJ BUDGET EXAMINER	255,021	130,000	190,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AA9SD DEPUTY DIRECTOR OF THE BUDGET	335,800	362,000	231,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AA9SG SENIOR BUDGET EXAMINER	370,557	370,557	375,557	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="6"/>	<input type="text" value="450,557"/>	<input type="button" value="EDIT"/>	See Edit Notes
AA9UA OPERATIONS ANALYST (PART-TIME)	13,693	0	0	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AAHHJ ASSISTANT DIRECTOR P/T	69,465	83,200	83,200	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AAHIP PROG SVCS COORD	19,904	0	0	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AAHJF PROGRAM COORDINATOR	70,000	70,000	70,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	
AAHJS RISK MGMT ANALYST	50,250	65,000	65,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	

row(s) 1 - 10 of 16

RyanS as USR in NC.BU. Env: APEXPROD01SCHEMA in: NCITProd01. Prev login: 06-JUN-2012 15:36:52 en-us

Local intranet 125%



# Available Reports

The reports readily available are:

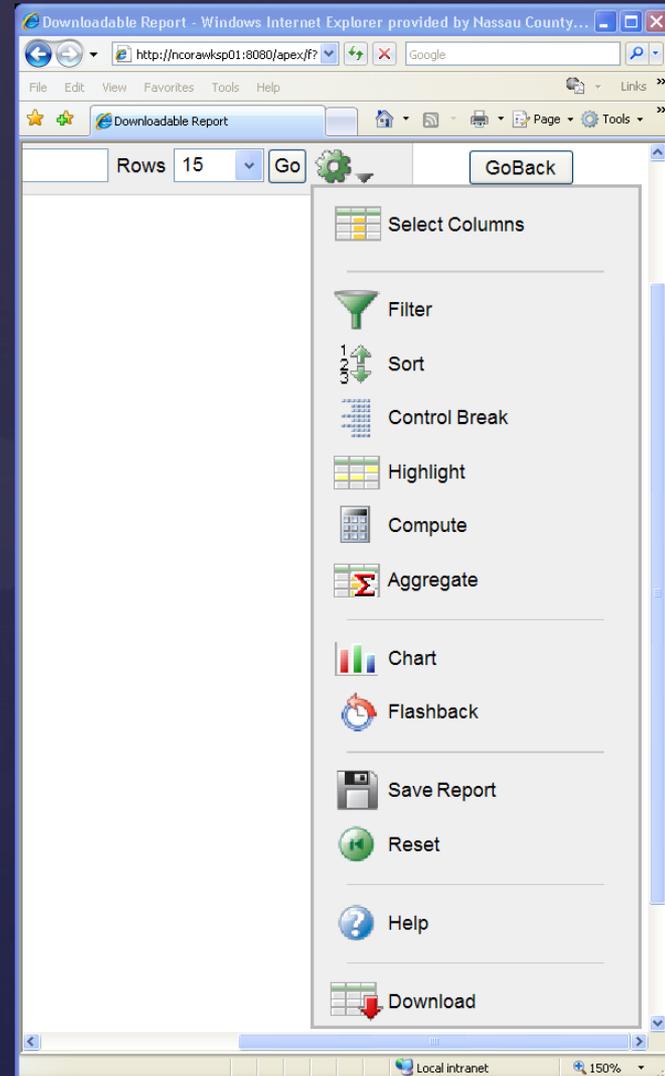
- By Department by Object Code
- By CC by Object Code
- By Object by sub object by CC
- By Index code by sub object
- Headcount Reports



# Creating Reports

## Green Wheel Drop Down Menu

- Select columns
- Manipulate data
- Save and name reports
- Download data to Excel
- Help (provides detailed information for each icon, [See Help Slide](#))



# Creating Reports

Downloadable Report - Windows Internet Explorer provided by Nassau County Government

http://ncorawsp01:8080/apex/f?p=279:521:1057662872474842::NO:::#

Downloadable Report

Nassau County NY

BU\_BP\_W Logout

Rows 10 Go

GoBack

Filter

Column: Bix Operator: = Expression: BUGEN1000

Cancel Delete Apply

Bix = 'BUGEN1000'

Bix	Index	Bso	Bso Title	Pv Amt	Cyb He	Cyb	Fy	Bpi Mandate	Bpi Reimbursed	Bpi Dr Notes	Bpi Status
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AA9QT	CO TREASURER	4003.83	0	0	0	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AA9RM	DEBT MANAGER AND FINANCIAL ANALYST	55553.17	0	0	130,625	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AAHIF	CLERK SEASONAL	15614.78	0	0	0	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AAHJF	PROGRAM COORDINATOR	0	1	70000	0	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AATAK	TERMINAL LEAVE	0	0	101592	0	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AATCA	DEPUTY DIRECTOR	103879.43	1	112500	112,500	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AATFA	DIRECTOR OF FINANCE	3879.31	0	0	0	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AAYY8	HEALTH INS BUYBACK RETIREES	6000	0	0	200,000	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	AAYY9	HEALTH INSURANCE BUYBACK	0	0	8000	8,000	N	N	-	A
BUGEN1000	OFFICE OF MANAGEMENT AND BUDGET	DD300	OFFICE SUPPLIES & COPY PAPER	4549.47	0	8400	8,400	N	N	-	A

1 - 10

RyanS as USR in NC.BU. Env: BU\_SCHEMA in: NCTDev. Prev login: 05-JUN-2012 12:29:10 en-us

Local intranet 100%



# Help Screen

HELP - Windows Internet Explorer provided by Nassau County Government

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## Interactive Report Help

An Interactive Report displays a predetermined set of columns. The report may be further customized with an initial filter clause, a default sort order, control breaks, highlighting, computations, aggregates and a chart. Each Interactive Report can then be further customized and the results can be viewed, or downloaded, and the report definition can be stored for later use.

An Interactive Report can be customized in three ways: the search bar, actions menu and column heading menu.

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### Search Bar

At the top of each report page is a search region. The region provides the following features:

- **Select columns icon** allows you to identify which column to search (or all).
- **Text area** allows for case insensitive search criteria (no need for wild cards).
- **Rows** selects the number of records to display per page.
- **[Go] button** executes the search.
- **Actions Menu icon** displays the actions menu (discussed next).

Please note that all features may not be available for each report.

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### Actions Menu

The actions menu is used to customize the display of your Interactive Report.

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### Select Columns

Used to modify the columns displayed. The columns on the right are displayed. 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 \*\*.

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### Filter

Used to add or modify the where clause on the query. You first select a column (it does not need to be one that is displayed), select from a list of standard Oracle operators (=, !=, not in, between), and enter an expression to compare against. The expression is case sensitive and you can use % as a wild card (e.g. STATE\_NAME like A%).

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### Sort

Used to change the column(s) to sort on and whether to sort ascending or descending. You can also specify how to handle nulls (use the default setting, always display them last or always display them first). The resulting sorting is displayed to the right of column headings in the report.

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### 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.

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### Highlight

Highlighting allows you to define a filter. The rows that meet the filter are highlighted using the characteristics associated with the filter.

- **Name** is used only for display.
- **Sequence** identifies the sequence in which the rules will be evaluated.
- **Enabled** identifies if the rule is enabled or disabled.
- **Highlight Type** identifies whether the Row or Cell should be highlighted. If Cell is selected, the column referenced in the Highlight Condition is highlighted.
- **Background Color** is the new color for the background of the highlighted area.
- **Text Color** is the new color for the text in the highlighted area.
- **Highlight Condition** defines your filter condition.

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### Save Report



# Interdepartmental Service Agreements

- Seller Departments must complete the ISA form available in the 2013 Budget Preparation Manual.
- Once completed and signed by Seller the form is sent to the Buyer for signature
- Signed ISA form is then sent to OMB along with summary
- Seller receives interdepartmental revenue (BJ code), Buyer receives interdepartmental chargeback/expense (HF code)
- When calculating fringe please use updated rates
- All information is provided in the 2013 Budget Preparation Manual



# Performance Management

For your Fiscal 2013 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
  - Four Departments with Direct Budget
    - PDD
    - PDH
    - CC
    - DPW
  - All other WC budget are managed by Risk Management
- See 2013 Budget Manual for more information & Forms



# Contact List

## OMB STAFF

Eric Naughton	Budget Director	571-0528
Bob Birbiglia	General Claims Manager	571-0529
Doug Cioffi	Manager, Performance Management	571-6333
Bob Conroy	Deputy Budget Director	571-6335
Roseann D'Alleva	Director	571-0525
Joseph Devito	Senior Budget Analyst	571-0113
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
Chris Nolan	Deputy Director	571-4269
Irfan Qureshi	Senior Budget Analyst	571-0462
Anthony Romano	Senior Budget Analyst	571-4385
Joseph Schiliro	Budget Analyst	571-4373
Vivek Singh	Manager, Budget Analysis	571-4372
Ryan Studdert	Budget Analyst	571-6260
Martha Worsham	Manager of Fiscal Reporting	571-1459

## Technical Support

Paul Dipietro	Central Programmer Analyst II	571-6079
Keith Hill	Systems Programmer II	571-4150
Bruce Mathis	Manager of Computer Operations	<a href="mailto:bmathis@nassaucountyny.gov">bmathis@nassaucountyny.gov</a>

