

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)

The screenshot shows a web browser window titled "SGI input - Mozilla Firefox". The address bar contains the URL: `ncoratlsm01.nassaucountyny.gov:7001/apex/apexstg/f?p=279:660:13187454951024::::`. The page header includes the Nassau County logo and the text "NASSAU COUNTY, NY Budget Department B - Prep Application". A navigation menu contains links for Home, Budget Input, Budget Reports, SGI, Projections, Archives, and Maint. Below the menu, there are buttons for "SGI Input" and "SGI Reports".

The main content area features a red text prompt: **=== This is the Smart Government Initiatives Input Screen ===**. Below this, there are input fields for "Index Code" (set to "PWGEN0200"), "Object" (set to "AA"), and "Display Lines" (set to "25"), along with a "Go" button. A "Tabular Form" section contains a table with the following columns: Sub Object, Subobj Title, Target HC Amount, Orig Dept Req HC: Amt, Dept Hc, Dept Amount, Dept Notes, Budget Adj Hc, Budget Adj Amount, and BU Notes. The table currently displays "No data found." and includes "Cancel", "Delete", "Submit", and "Add Row" buttons.

At the bottom left of the page, there is a link for "Set Screen Reader Mode On" with the text "release 1.0".



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?

Nassau County - Webconnect - Windows Internet Explorer provided by Nassau County Government

http://webconnect/

File Edit View Favorites Tools Help

Links Customize Links

Nassau County - Webconnect

Home Apps Departments Preferences Email Documents Links Help Login

Webconnect
Nassau County Government Intranet

Welcome to Nassau County's Web Connect.

My Applications

My Department

inTime

GIS

NEWS
Nassau Enterprise Wide Solution

H R Employee Documents

ADAPT - User Tips

Nassau County Website

EEO Policy

IT Policies Procedures, & Forms

News

County Employee Discounts

Computer Training

Ed's List
Inter-Office Trade / Share Program

County Executive Corner

May 28 - Mangano And O'Connell Honor Claire Millman As Nassau County's Senior Woman Of The Year

Nassau County Executive Edward P. Mangano and Nassau County Clerk Maureen O'Connell announced today that Claire Millman is Nassau County's 2014 Senior Woman of the Year. Mrs. Claire Millman was presented an award at the 40th Annual May Luncheon/Conference in Observance of Older Americans Month on May 20th... [Click here to see the full News Release](#)

5-30-2014: [Mangano And American Red Cross Urge Residents To Prepare For Hurricane Season](#)

5-28-2014: [Mangano And O'Connell Honor Claire Millman As Nassau County's Senior Woman Of The Year](#)

5-9-2014: [Attention Pet Owners: Mangano And Bosworth Announce Free Rabies Vaccination Clinic For Dogs, Cats, And Ferrets](#)

5-8-2014: [Mangano Encourages Residents To Help Island Harvest Stamp Out Hunger](#)

Enter A Help Desk Trouble Ticket Here

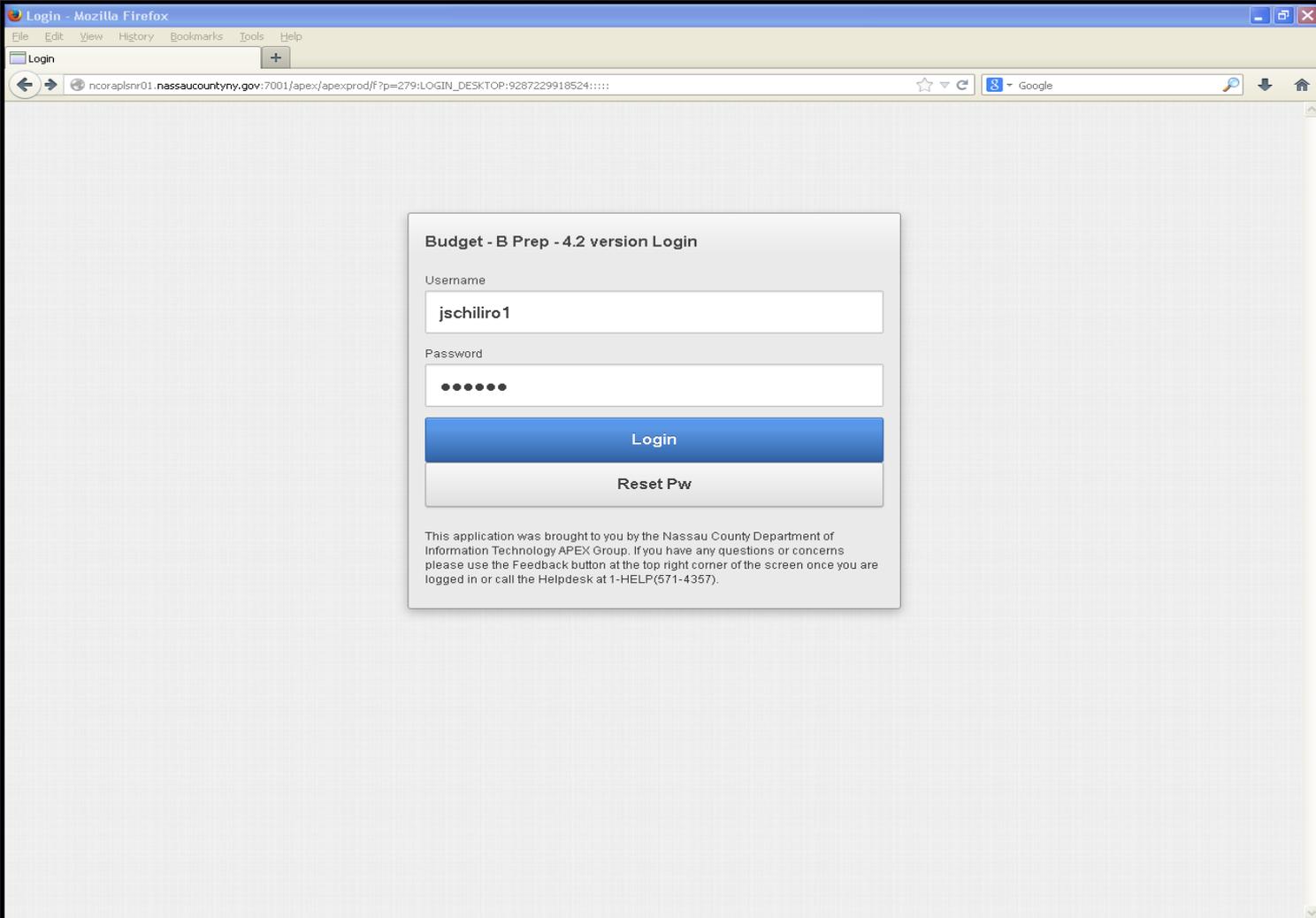
NEW 2015 Budget Prep Application NEW

B-Prep Reference Document

Nassau County NEWS NETWORK
Check Out The Nassau County News Network...
For the latest happenings in Nassau County.
[CLICK HERE](#)

Local intranet 100%

How Do I Access The System?



The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title: Login - Mozilla Firefox
- Address Bar: ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:LOGIN_DESKTOP:9267229918524::::
- Page Title: Login
- Page Content:
 - Budget - B Prep - 4.2 version Login**
 - Username field: jschiliro1
 - Password field: masked with 7 dots
 - Buttons: Login (blue), Reset Pw (grey)
 - Footer text: "This application was brought to you by the Nassau County Department of Information Technology APEX Group. If you have any questions or concerns please use the Feedback button at the top right corner of the screen once you are logged in or call the Helpdesk at 1-HELP(571-4357)." (Note: the text in the image is "1-HELP(571-4357)", but the image shows "1-HELP(571-4357)", I will transcribe what is visible: "1-HELP(571-4357)".)



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?

BU_BP_P DR B Prep - Mozilla Firefox

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:500:9287229918524:...

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Input Budget Reports

Department Request Budget Examiner Budget Director County Executive Legislature

=== This is the Department Request Input Screen ===

Index Code: Object: Display Lines: Dept: Total Exp: Total Rev:

***-All Objects-" does not include object code "DE"

Department Request: BUGEN1000 -- OFFICE OF MANAGEMENT AND BUDGET

Budget Sub Object	2 Prior Years Actual	Prior Year Actual	Curr. Yr. Budget	Target HC Amt.	Mandated	Re-imbursable	Rate	Dept Request HC	Dept. Request Amt.	See Detail	Department Request Notes
DD419 MISCELLANEOUS SUPPLIES AND EXPENSES	1,038	1,779	5,100	5,100	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5,100"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD404 EDUCATIONAL & TRAINING SUPPLIES & EXPENSE	0	289	2,100	2,100	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2,100"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD402 POSTAGE DELIVERY	248	224	500	500	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD384 MEMBERSHIP FEE	0	16,386	0	0	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD30R RAIL/AIR TRAVEL EXPENSE	0	0	1,000	1,000	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1,000"/>	<input type="button" value="EDIT"/>	<input type="text"/>
DD300 OFFICE SUPPLIES & COPY PAPER	6,647	3,915	8,400	8,400	<input type="text" value="n"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8,400"/>	<input type="button" value="EDIT"/>	<input type="text"/>

1 - 6



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?

BU_BP_P BPI Detail - Mozilla Firefox

ncoraplsmr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:510:9287229918524::NO::P510_BPI_ID,P510_PG_CAME_FROM,P510_OBJECT:7946,5020,DE

NASSAU COUNTY, NY Budget Department
B - Prep Application

Subject Item [GoBack](#) [Downloadable Report](#)

Budget Title: Detail
Sub Object: MISCELLANEOUS CONTRACTUAL SERV Total HC 0
DE500 Detail
Total Amt. 1,495,094

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

Please enter mandate values prior to submitting changes

<input type="checkbox"/>	Item	Mandate	Reimbursed	Head Count	Rate	Amount	Notes
<input type="checkbox"/>	3-D Indust Coil Re	y	None	0	0	40,000	HVAC Coil Repair - Quest pending at \$40,000
<input type="checkbox"/>	Able Wildlife Solut	y	None	0	0	8,571	Nuisance & Wildlife Trapping
<input type="checkbox"/>	ACE	y	None	0	0	17,143	Fuel Pump Computer equipment repairs
<input type="checkbox"/>	American Cleaner	n	None	0	0	857	**NOT MANDATED** Drape Cleaning
<input type="checkbox"/>	American Ind Clea	y	None	0	0	8,571	**NOT MANDATED** Carpet & Upholstery Cleaning
<input type="checkbox"/>	American Pad EX	n	None	0	0	12,286	**NOT MANDATED** Floor Mats PD Rental, Cleaning
<input type="checkbox"/>	Amity Vacuum	n	None	0	0	8,571	**NOT MANDATED** Floor Cleaning Equipment Maint & Repair
<input type="checkbox"/>	BK Engineering	y	None	0	0	38,095	Fire Suppression Fuel Pumps
<input type="checkbox"/>	Bug Free	y	None	0	0	0	Moved to DE571



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?

BU_BP_P BPI Detail - Mozilla Firefox

File Edit View History Bookmarks Tools Help

BU_BP_P BPI Detail Login

ncoraplsnr01.nassaucountyny.gov:7001/apex/apexprod/f?p=279:510:4524678925028::NO::P510_BPI_ID,P510_PG_CAME_FROM,P510_OBJECT:6295,500,BH

nassau county police exam results

 **NASSAU COUNTY, NY** Budget Department
B - Prep Application

rstuddert Feedback Change Password Logout

Subject Item [Go Back](#) [Downloadable Report](#)

Budget Title: Detail Detail
Sub Object: **R9805 LEISURE PASS FEE** Total HC **0** Total Amt. **0**

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

Please enter mandate values prior to submitting changes

<input type="checkbox"/>	Item	Mandate	Reimbursed	Head Count	Rate	Amount	Notes
<input type="checkbox"/>	Leisure passes	n	None	0	0	250	10 Leisure Passes at \$25 each

1 - 1 [Add Row](#)

[Set Screen Reader Mode On](#)
release 1.0



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

BU_BP_P Downloadable Report - Mozilla Firefox

BU_BP_P Downloadable Report x Login

ncoraplsm01.nassaucountyny.gov:7001/apex/apexprod?ip=279:521:14696688514632:NO

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Budget Reports

DR Index/Subobject DR All Details CE Index/Subobject LO Index/Subobject

Go Rows 10 Actions

EPSS = ET

Dept.	Fund	CC	Index Code	Resp. Ctr.	Index Title	Obj.	BU	Job Title	2 Prior Years Actual Amt	Prior Year Actual Amt.	Cur. Yr. Budget Hc.	Cur. Yr. Budget Amt.	Mandated
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA			42,823.03	42,823	1	42,823	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA		IONER TECH	328,662.39	155,000	2	155,000	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA		IST	53,374.89	53,375	1	53,375	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAEBK	E MULTI-KEYBOARD OPERATOR I	0.00	0	1	44,753	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AADUT	E INFORMATION TECH SPECIALIST II	0.00	0	0	0	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AADUE	E LAN PERSONAL COMPUTER AIDE I	37,382.42	40,838	0	0	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAABP	E CLERK LABORER	20,925.27	0	0	0	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AASPD	E COMMISSIONER OF INFO TECHNOLOGY	130,000.00	130,000	1	130,000	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AAACA	E CLERK III	0.00	0	1	46,256	N
IT	GEN	10	ITGEN1000	1000	INFORMATION TECHNOLOGY	AA	AADUJ	E LOC AREA NET & PERS COMPT AID II	70,407.20	243,258	0	0	N

Get Screen Reader Made On release 1.0



Help Screen

Help - Mozilla Firefox

ncoraplshr01.nassaucountyny.gov:7001/apex/apexprod/www_flow_utilities.show_ir_help?p_app_id=2798p_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)

