

Chapter Four - Executive Planning Process (EPP)

The Executive Planning Process (EPP) provides state agencies the opportunity to identify and request funding for program modifications and new initiatives. Agency EPP requests provide information for prioritizing new programs and initiatives, and for allocating financial resources. All proposals submitted through the EPP process are reviewed and considered for inclusion in the Executive Budget Recommendation.

This chapter deals with creating, deleting, working with, completing, submitting, and accessing EPP request items in the following sections:

- 4.1 EPP Request
- 4.2 Working With An EPP Request
 - 4.2.1 EPP Request Details
 - 4.2.1.1 Related Agency Requests
 - 4.2.2 EPP Request Justification
 - 4.2.3 EPP Request Resource Requirements
 - 4.2.3.1 1st Level Costs
 - 4.2.3.2 Funding
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 - 4.2.5 EPP Request OBPP Planning Details
- 4.3 Updating Version Status and Access; Submitting the Version
- 4.4 Copying an EPP Request
 - 4.4.1 Copying an EPP Request to an EPP Request
 - 4.4.2 Copying an EPP Request to a DP Request
- 4.5 Generating EPP Reports

When a screen print is shown for illustration purposes, that screen's navigation path, purpose, and data entry instructions are specified.

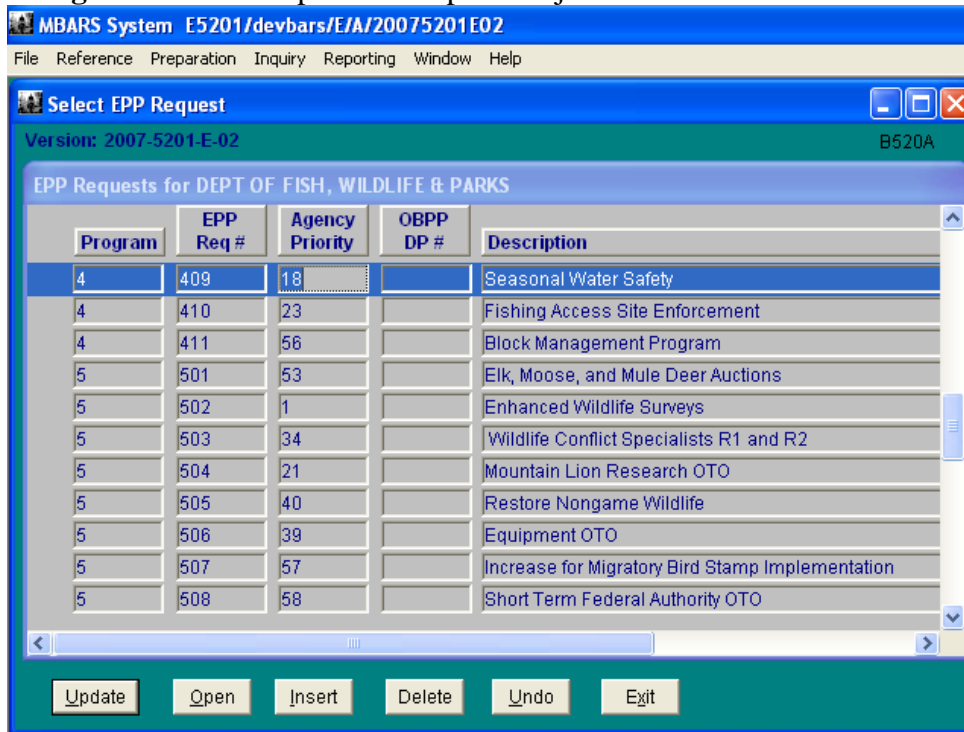
NOTE: *The OBPP distributes policy instructions specific to the EPP process, which should be referenced by users.*

TIP: *Refer to Chapter Fourteen "Navigation Aids" to gain a high level, comprehensive understanding of all screens, reports, and versions that are available for MBARS EPP processing.*

NOTE: *The information presented in this chapter applies when an EPP version has been selected on the Version Control Screen. Versions E01, E02, B10, and W10 are used for EPP work.*

4.1 EPP Request

Navigation Path: Preparation/Capital Projects and EPP/EPP



Screen: Select EPP Request – B520A

Purpose: The Select EPP Request screen allows users to ‘Open,’ ‘Insert,’ or ‘Delete’ EPP items. This screen only shows data after EPP requests have been defined using the ‘Insert’ button. After insertion, all EPP requests entered into the system can be edited using the ‘Open’ button, or if desired the “Agency Priority” values can be edited directly on the B520A screen. Requests can be deleted using the ‘Delete’ button.

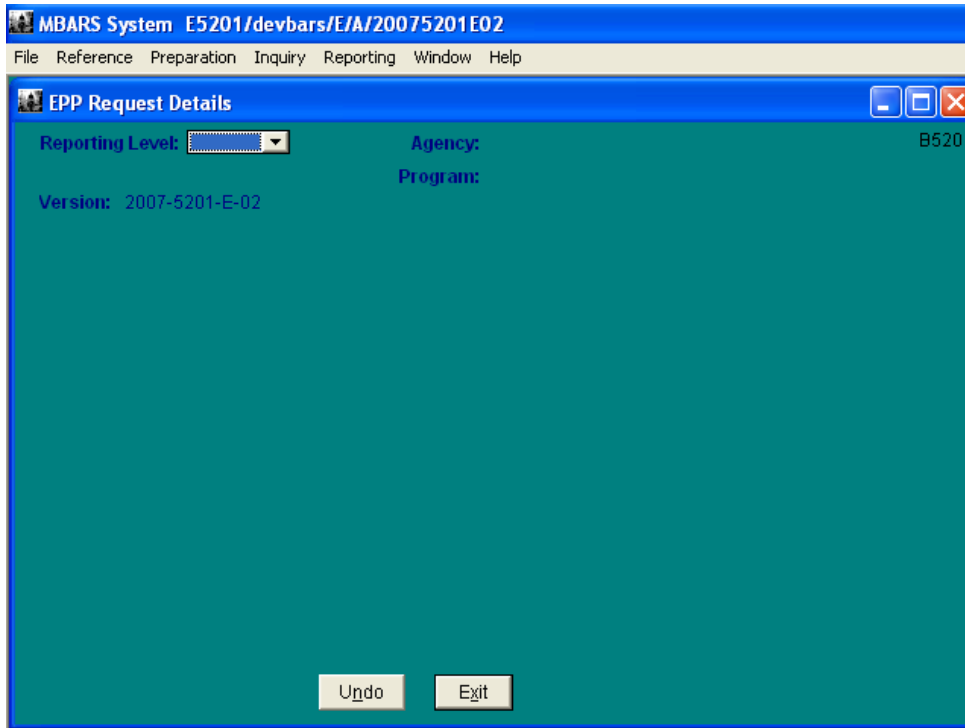
Using The Screen: Users can click on the column headings “Program,” “EPP Request #,” “Agency Priority,” “OBPP DP #,” or “Description” to activate a sort of the information by the heading selected. By clicking once on the heading data is sorted into ascending order and by clicking again on the heading data is sorted into descending order. The default sort upon entry to this screen is ascending by program number. In order to work with a specific item, highlight the item by clicking on it and then utilize one of the command buttons described below. Double clicking on an item is the same as highlighting it and clicking on ‘Open.’

Open Button

Clicking on the ‘Open’ button opens the details screen for the item highlighted.

Insert Button

Clicking on the ‘Insert’ button produces the following screen.



A user must select the reporting level for which the EPP item is being requested from the dropdown list. The reporting level choices available for EPP purposes are at the program level, or RL2.

NOTE: If an EPP request is approved, the OBPP will assign the request to a lower reporting level (RL4) on the EPP Request OBPP Planning Details screen.

Once a reporting level is selected, the screen in the following section appears, which is the first screen where information concerning the new item is input. The agency number and name, and program number and name associated with the reporting level selected are populated by MBARS.

Delete Button

Clicking on the 'Delete' button will produce a warning message that asks users if they are certain they want to delete the request. This message pertains to the EPP item that is currently highlighted and clicking on 'Yes' will delete that request and clicking on 'No' will cancel the delete. Be careful, an item deleted in error will have to be reconstructed.

4.2 Working With An EPP Request

The screens available after choosing 'Open' or 'Insert' are identical except that upon the insertion of a new EPP request, no information will show on screens until the user inputs data. When working with an existing request, data will have already been input and it will show on

screens. For illustration purposes, all screen prints in this chapter are for an existing EPP request and data will be shown.

4.2.1 EPP Request Details

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button

MBARS System E5201/devbars/E/A/20075201E02

File Reference Preparation Inquiry Reporting Window Help

EPP Request Details

Reporting Level: 5210.04 Agency: 5201 DEPT OF FISH, WILDLIFE & PARKS B520
 Program: 04 ENFORCEMENT DIVISION
 Version: 2007-5201-E-02

EPP Request Number 409 Agency Priority 18 Request Date 04/30/2004
 Agency Contact Jim Kropp Phone 444-5657

EPP Request Name
 Seasonal Water Safety

Budget Level Present Law New Proposal
 Bill Number Regular HB 0002 DP Category None
 Special Considerations None

Other Agencies involved in this EPP Request
 Add

Update Undo Exit Justification Resources Legislation OBPP

Screen: EPP Request Details – B520

Purpose: This screen is the main screen for EPP request information, leading the way to many subordinate screens also containing EPP request information.

Using The Screen: Use the ‘Tab’ key to move ahead to the next field and the Shift/Tab keys to return to the previous field. Using the ‘Enter’ key will return you to the previous screen.

The ‘Reporting Level’ can be changed to any valid value in the dropdown list and the agency number and name, and the program number and name will be updated.

The ‘EPP Request Number’ is an agency-assigned number that can be up to 5 digits in length. The ‘Agency Priority Number’ is limited to 5 digits and must be unique within agency. The ‘EPP Request Date’ should be entered as 8 digits, with MBARS inserting the slashes.

‘Agency Contact’ should show the name of the agency person most knowledgeable about the request, with that person’s phone number in the ‘Phone’ field. MBARS formats the phone number by inserting the dash.

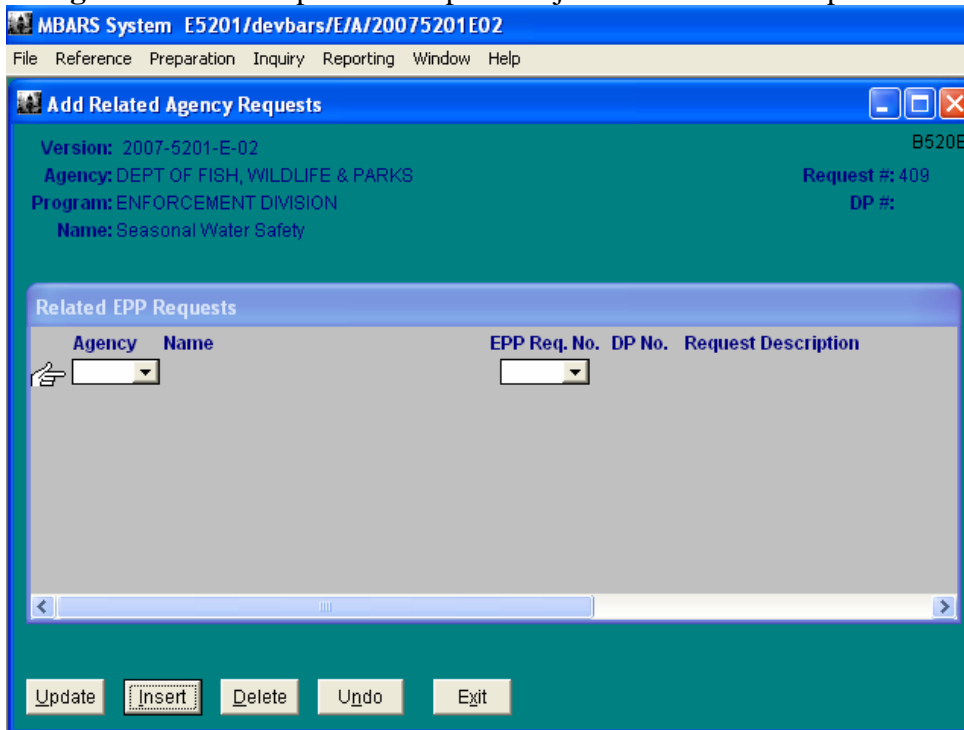
‘EPP Request Name’ should provide a descriptive name for this request, is limited to 50 characters, and must be unique within program. For ‘Budget Level,’ select a radio button to indicate whether the request is a ‘Present Law Adjustment’ or ‘New Proposal.’ The value ‘Present Law’ is defaulted in upon an ‘Insert.’

Information in the ‘Bill Number,’ ‘DP Category,’ and ‘Special Considerations’ fields may be utilized to categorize requests to aid in reporting. Users may choose valid values from the dropdown lists. The default value upon an ‘Insert’ for ‘DP Category’ and ‘Special Considerations’ is ‘None.’

4.2.1.1 Related Agency Requests

If other agencies are involved in the EPP request (i.e. reorganizing functions, moving FTE), this must be identified in order to coordinate companion requests. To do this, click on the ‘Add’ button in the lower right hand corner of screen B520. The following screen will appear.

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Add Button



Screen: Add Related Agency Requests – B520B

Purpose: Users can identify other agencies that are involved in the EPP request.

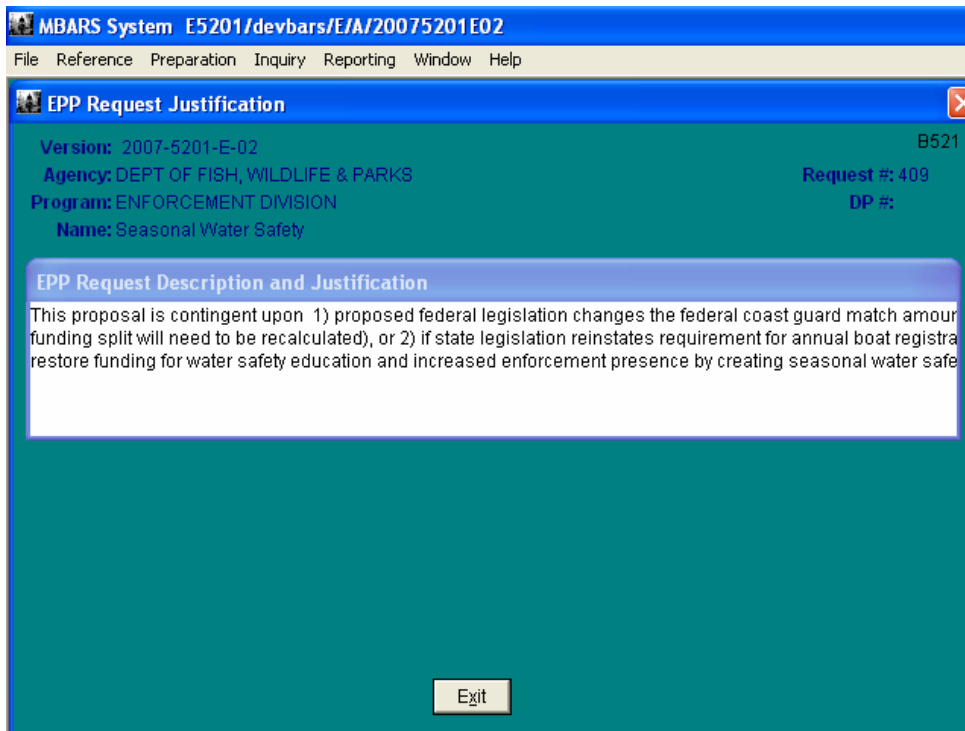
Using The Screen: Information is added by using the ‘Insert’ button (as shown) and deleted by using the ‘Delete’ button. A dropdown list allows the user to select the number for the agency with the related request. Upon selection of an agency number, MBARS will populate the agency name. A dropdown list allows the user to select that agency’s related EPP request number. Upon selection of the request number, MBARS will populate the OBPP decision package number, if present, and the request description. Users should insert as many agencies as needed.

NOTE: *The dropdown list will only show agencies with EPP requests defined in the selected version.*

NOTE: *A system warning message will display if a user attempts to delete either an EPP request that has an association with another request or a version that includes such a request.*

4.2.2 EPP Request Justification

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Justification Button



Screen: EPP Request Justification – B521

Purpose: This screen allows the user to enter required justification narrative to an expanded text box. Reference the narrative style sheet distributed by the OBPP for specific narrative style directions.

NOTE: *For all “approved” or “pending” EPP items, this justification will be seen in the August budgeting version as “DP Narrative.”*

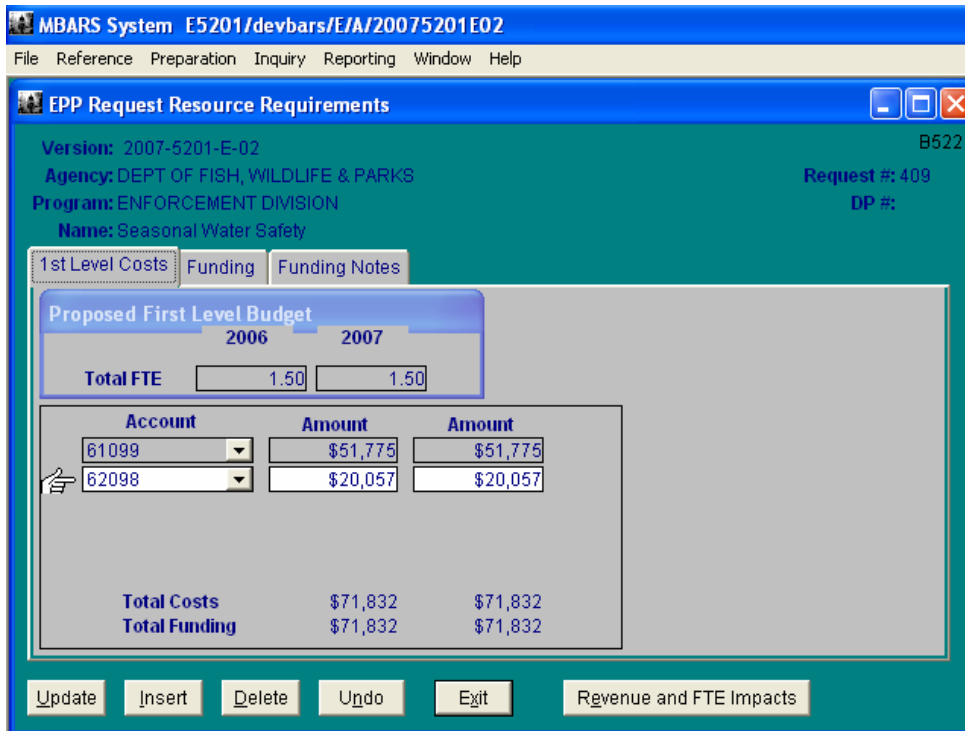
Using The Screen: To “expand” the text box, double click inside the box. When the expanded text box appears, you will notice ‘Spell Check,’ ‘Copy,’ and ‘Paste’ buttons in the upper right hand corner of the screen. Use of the ‘Spell Check’ button will spell check all narrative in the text box, and use of the ‘Copy’ and ‘Paste’ buttons facilitates the retrieval of text prepared elsewhere. Do not use ‘Enter’ to advance to another line; MBARS automatically wraps text

when it reaches the end of a line. If you need to advance to a new line, or if you need a blank line between paragraphs, use the Ctrl/Enter keys. Every time you use Ctrl/Enter the cursor will advance to the line beyond its current location, taking any text following the cursor with it.

NOTE: Formatting such as bullet points, indentation, italics, and bolding will not “stick” with EPP narrative.

4.2.3 EPP Request Resource Requirements

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Resources Button



Screen: EPP Request Resource Requirements (1st Level Costs Tab) – B522

Purpose: The EPP Request Resource Requirements screen consists of a series of screens. The “1st Level Costs,” “Funding,” and “Funding Notes” tabs in the upper portion of the screen allow the user to input and/or view specific cost and funding information for an EPP request. Additionally, the ‘Revenue and FTE Impacts’ command button in the lower portion of the screen leads the user to the EPP Request Revenue and FTE Impacts screen. This screen includes two tabs, “\$ Revenue” and “FTE Details,” which allow the user to input specific revenue and position information for an EPP request. Refer to the following sections for more information on each tab’s associated screen.

4.2.3.1 1st Level Costs

Purpose: Upon entry to the EPP Request Resource Requirements screen, the screen associated with the first tab, “1st Level Costs,” is presented as shown above. This screen allows the user to

view total FTE and total position costs that were calculated on the EPP Request Revenue and FTE Impacts screen (“FTE Details” tab). The screen also allows users to input other cost information for the EPP request.

Using The Screen: The system automatically carries forward FTE totals and position cost totals from the EPP Request Revenue and FTE Impacts screen (“FTE Details” tab) and displays them on this screen. The FTE totals post in the ‘Total FTE’ boxes and total position costs post in the ‘Amount’ boxes and are associated with ‘Account’ “61099”. These amounts cannot be adjusted by users on this screen.

Users must manually enter other accounts and cost amounts. Users must ‘Insert’ new rows, and select applicable account values from the dropdown list, until all necessary account values needed to create the first level EPP request are present. Account dropdown values reflect unallocated accounts for each cost category (i.e. 61098, 62098, 63098, etc.).

NOTE: *If a user selects “61099” from the dropdown list of account values, the system displays the message “The account you have selected cannot be accessed.”*

NOTE: *Users can ‘Insert’ records with an ‘Account’ value of “61098” if they wish to request personal services authority not directly related to “61099” position costs.*

Next, users can enter amounts for each year of the biennium for each account value selected and MBARS will calculate ‘Total Costs’ amounts. For reference, the system also displays the ‘Total Funding’ figures from the Funding screen near the bottom of this screen.

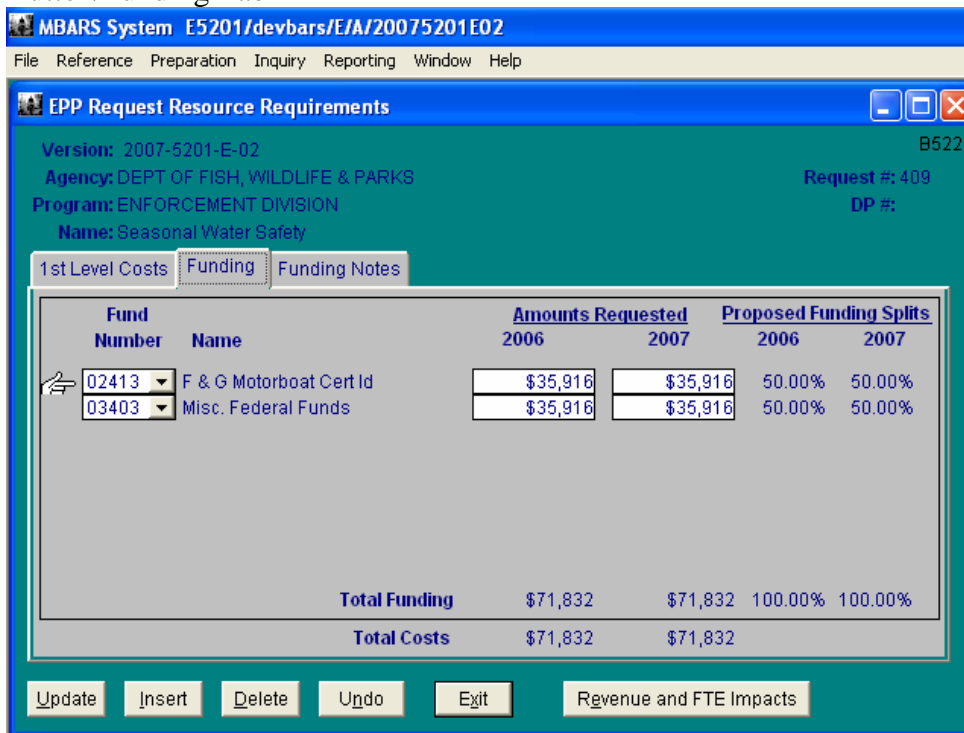
NOTE: *Upon exiting from this screen, if EPP costs do not equal funding an informational message will appear alerting the user to this fact. The system allows the user to save data even when out-of-balance, assuming that the data is work-in-progress. The system will not allow users to flag the version as “Complete” on the Budget Control Checklist screen, however, until cost and funding data balance.*

DON'T PANIC: *A user may receive the ‘costs do not equal funding’ informational error message even if he/she has entered the balancing amount, as updated totals will not display until the user exits the screen and the data is “refreshed”. When the user reenters the screen after exiting, the updated totals should display and the message will not appear if the cost and funding amounts balance.*

NOTE: *“Approved” and “pending” EPP requests will be loaded into the General Budgeting version (A01 or A02) and users will have an opportunity to fine-tune their request and provide third level detail as part of regular budget request activity. Exception: Values associated with account “61099” will NOT be copied forward and posted to decision packages. Rather, position costs will be posted to third level accounts from the general budgeting personal services B124 screens instead.*

4.2.3.2 Funding

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Resources Button/Funding Tab



Screen: EPP Request Resource Requirements (Funding Tab) – B522

Purpose: Clicking on the second tab, “Funding,” presents the screen shown above. This screen allows the user to input detailed funding information for the EPP request.

Using The Screen: Users must ‘Insert’ new rows, and select applicable fund values from the dropdown list, until all necessary fund values needed to fund the first level EPP request are present. When a fund value is selected, MBARS will populate the fund name automatically.

NOTE: *Dropdown values include all valid funds for the selected agency. If a new fund value is needed, contact your OBPP budget analyst.*

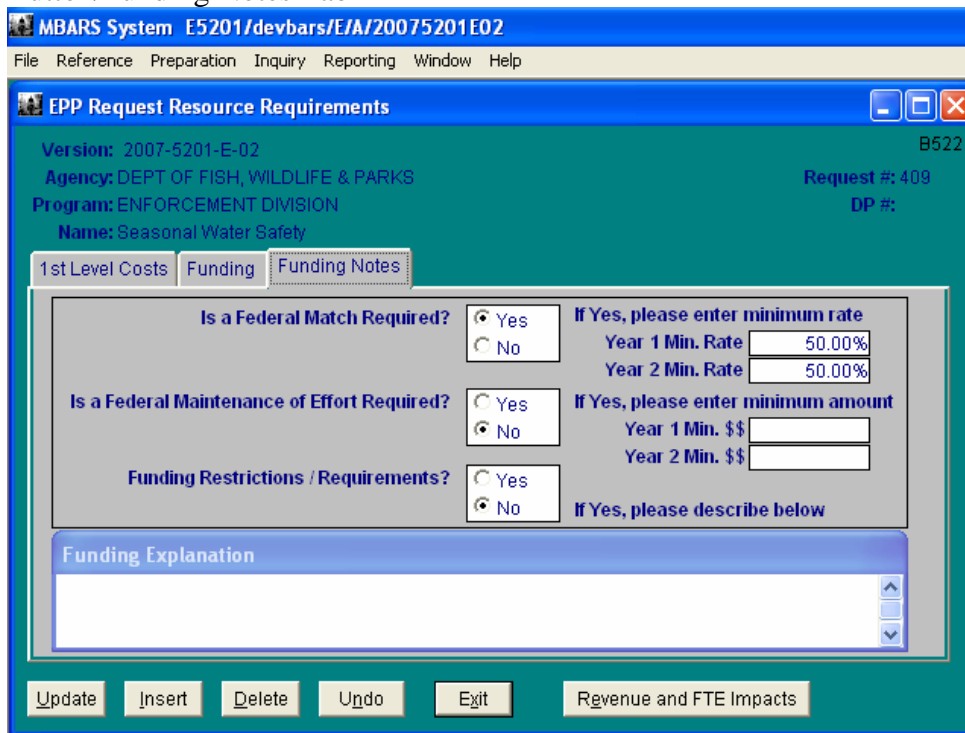
Next, users can enter amounts for each year of the biennium for each fund value selected and MBARS will calculate ‘Total Funding’ amounts and ‘Proposed Funding Splits’ based upon information entered. For reference, the system also displays the ‘Total Costs’ figures from the 1st Level Costs screen near the bottom of this screen.

NOTE: *Upon exiting from this screen, if EPP costs do not equal funding an informational message will appear alerting the user to this fact. The system allows the user to save data even when out-of-balance, assuming that the data is work-in-progress. The system will not allow users to flag the version as “Complete” on the Budget Control Checklist screen, however, until cost and funding data balance.*

DON'T PANIC: *A user may receive the ‘costs do not equal funding’ informational message even if he/she has entered the balancing amount, as updated totals will not display until the user exits the screen and the data is “refreshed”. When the user reenters the screen after exiting, the updated totals should display and the message will not appear if the cost and funding amounts balance.*

4.2.3.3 Funding Notes

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Resources Button/Funding Notes Tab



Screen: EPP Request Resource Requirements (Funding Notes Tab) – B522

Purpose: Clicking on the third tab, “Funding Notes,” presents the screen shown above. This screen allows the user to input additional funding information for the EPP request. This screen

identifies when federal match, or maintenance of effort, is required. It is also a place to identify any funding restrictions or special information.

Using The Screen: Users must select the radio button that indicates the proper answer to the questions presented ('No' is the default value). If 'Yes' is selected for either of the first two questions, the match rate and/or maintenance of effort amounts for each year are to be input in the fields provided. If 'Yes' is selected concerning 'Funding Restrictions/Requirements,' users should enter explanatory narrative in the Funding Explanation text box. Double clicking inside the text box expands the box and allows for text input.

4.2.3.4 Revenue and FTE Impacts - \$ Revenue

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Resources Button/Revenue and FTE Impacts Button

The screenshot shows the MBARS System interface for 'EPP Request Revenue and FTE Impacts'. The window title is 'EPP Request Revenue and FTE Impacts' and the version is '2007-5201-E-02'. The agency is 'DEPT OF FISH, WILDLIFE & PARKS' and the program is 'ENFORCEMENT DIVISION'. The request name is 'Seasonal Water Safety'. The screen has two tabs: '\$ Revenue' (selected) and 'FTE Details'. Below the tabs, there are radio buttons for 'New Revenue Source?' (Yes/No) and a 'Collecting Agency' dropdown menu. A table below shows revenue for 2006 and 2007. The table has columns for 'Fund', 'Name', 'Revenue Account', '2006', and '2007'. The '2006' and '2007' columns show '\$0'. At the bottom, there are buttons for 'Update', 'Insert', 'Delete', 'Undo', 'Exit', and 'Calc Payroll'.

Fund	Name	Revenue Account	2006	2007
			\$0	\$0
Totals			\$0	\$0

Screen: EPP Request Revenue and FTE Impacts (\$ Revenue Tab) - B523

Purpose: Upon entry to the EPP Request Revenue and FTE Impacts screen, the screen associated with the first tab, "\$ Revenue," is presented as shown above. This screen allows the user to input specific revenue information for an EPP request.

Using The Screen: If the EPP request does not provide a new source of revenue to the state, the user leaves the radio button set to 'No' (this is the default value). If the EPP request does provide a new source of revenue to the state, the user must select the 'Yes' radio button. When 'Yes' is selected, the user must enter additional information.

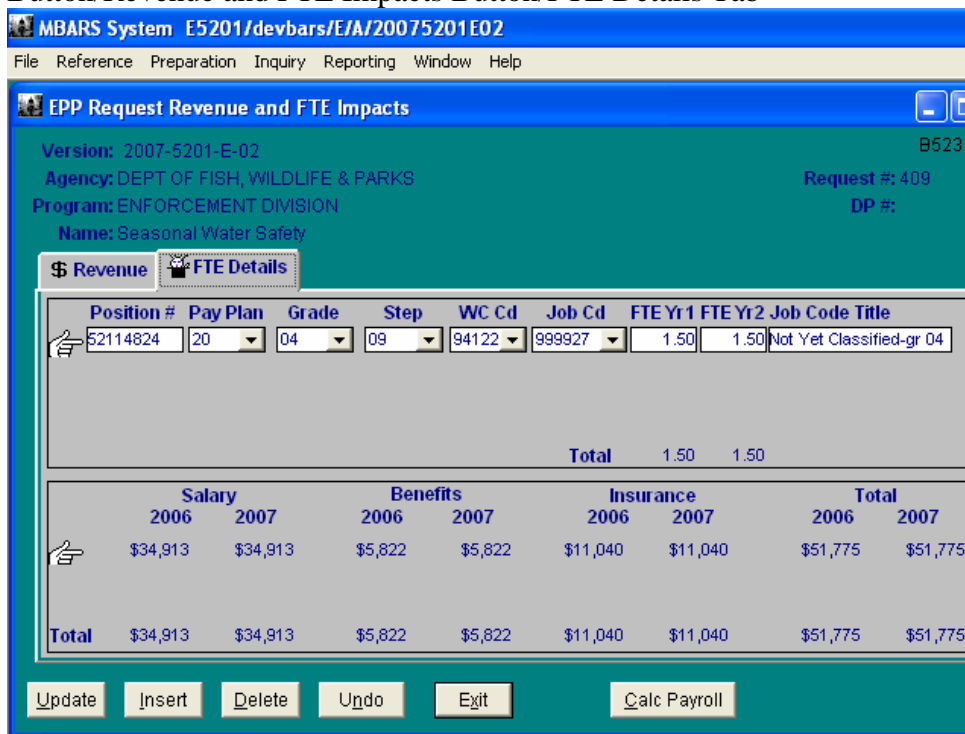
First, a user must select the appropriate 'Collecting Agency' from the dropdown list, and must then add fund information by using the 'Insert' button (as shown above). They may insert as

many rows as necessary to identify new sources of revenue. A user must select valid ‘Fund’ and ‘Revenue Account’ values from the dropdown lists. When fund and revenue account values are selected, MBARS will populate the description fields. Next, the user must enter the anticipated revenue amounts for each source of revenue for Year 1 and Year 2. MBARS will calculate revenue totals.

NOTE: Dropdown values include all valid fund and revenue account values. If new values are needed, contact your OBPP budget analyst.

4.2.3.5 Revenue and FTE Impacts – FTE Details

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Resources Button/Revenue and FTE Impacts Button/FTE Details Tab



Screen: EPP Request Revenue and FTE Impacts (FTE Details Tab) - B523

Purpose: Clicking on the second tab, “FTE Details,” presents the screen shown above. This screen allows the user to input specific FTE and position attribute information for an EPP request. The total FTE and total position costs that are calculated on this screen automatically post to the EPP Request Resource Requirements screen (“1st Level Costs” tab).

Using The Screen: Information required for this screen includes a ‘Position #’ to identify the requested position; the appropriate ‘Pay Plan’ matrix number; the requested ‘Grade,’ ‘Step,’ ‘WC Code,’ and ‘Job Cd’ for each position; and the amount of ‘FTE’ (full time equivalents) for each year of the biennium. MBARS will format the FTE number to two decimal places, however users must enter a decimal point when whole FTE amounts are not entered. MBARS will populate the ‘Job Code Title’ based upon the ‘Job Cd’ selected.

When all position attribute information has been entered, click on the ‘Calc Payroll’ button and ‘Salary,’ ‘Benefits,’ ‘Insurance,’ and ‘Total’ costs will be calculated by MBARS based upon the attribute details entered. The ‘Calc Payroll’ button should not be used until all position attributes have been entered. The total FTE and total position costs that are calculated on this screen automatically post to the EPP Request Resource Requirements screen (“1st Level Costs” tab).

Pay plans other than pay plan 20: Selecting step ‘01’ will capture the entry salary for the selected pay plan and grade and selecting step ‘13’ will capture the market rate for the selected pay plan and grade.

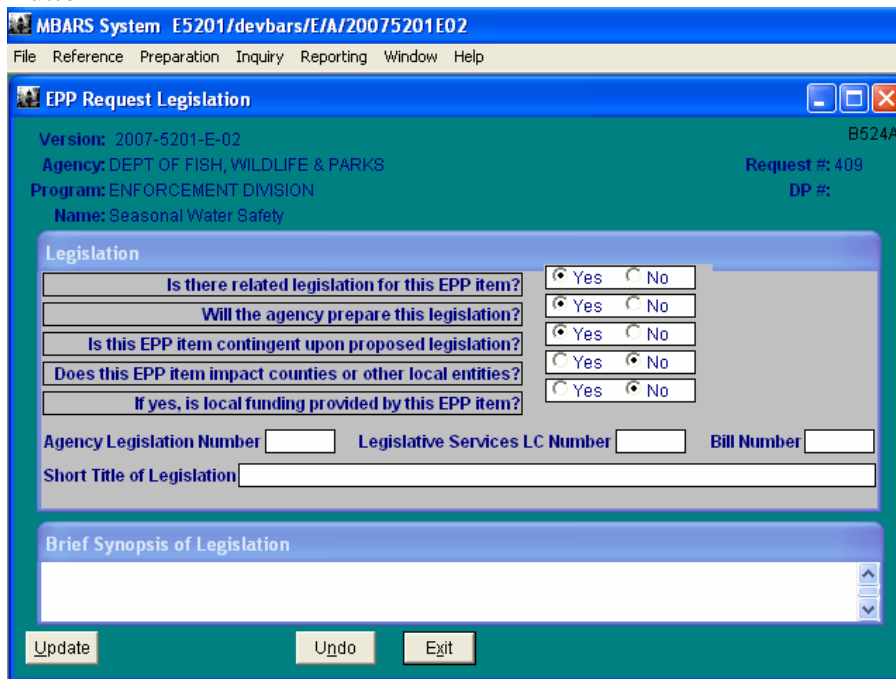
NOTE: *Pay plan 20: Because pay plan 20 salary rates vary by job code, and because numerous job codes exist within a single pay band (grade), the user must select the appropriate step that approximates the pay plan 20 position’s base salary.*

The estimated position cost figures produced by MBARS are an approximation and should be considered as such. MBARS utilizes default values such as 2080 hours in a year, projected Workers’ Compensation rates, and PERS as the retirement system. Do not spend time during the EPP process trying to fine-tune these figures. If EPP requests involving FTE are approved by the OBPP, you will have an opportunity to make FTE attribute adjustments and fine-tune costs prior to submitting your final budget request.

NOTE:

4.2.4 EPP Request Legislation

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/Legislation Button



Screen: EPP Request Legislation – B524A

Purpose: This screen allows for the input of information concerning legislation related to the EPP request.

Using The Screen: There are several questions presented on the screen, each with radio button 'Yes' and 'No' choices. The default answer to each question is 'No,' and users must update this information when there is related legislation. If there is related legislation, then for coordination purposes, users must enter the 'Agency Legislation Number,' 'Legislative Services LC Number,' and/or the 'Bill Number.' If the LC or bill numbers are not available, users should leave those fields blank and the OBPP will update them when the numbers become available. The 'Short Title of Legislation' should be similar to that used on the actual legislation submitted for approval, and the 'Brief Synopsis of Legislation' should provide a brief description of the purpose of the legislation. Double clicking inside the 'Brief Synopsis of Legislation' text box will expand the box and allow for text input.

4.2.5 EPP Request OBPP Planning Details

Navigation Path: Preparation/Capital Projects and EPP/EPP/Open or Insert Button/OBPP Button

MBARS System E5201/devbars/E/A/20075201E02

File Reference Preparation Inquiry Reporting Window Help

EPP Office of Budget and Program Planning Details

Version: 2007-5201-E-02 B524B
 Agency: DEPT OF FISH, WILDLIFE & PARKS Request #: 409
 Program: ENFORCEMENT DIVISION DP #:
 Name: Seasonal Water Safety

OBPP Status

Reporting Level [dropdown]
 Decision Package Number [text]
 OBPP Approval for Executive Budget Pending [dropdown]
 OBPP Priority Among Agency Requests [text]
 Governor's Priority Statewide [text]

OBPP Analyst Comments

[Update] [Exit]

Screen: EPP Office of Budget and Program Planning Details – B524B

Purpose: This screen is available to the OBPP for capturing additional information concerning an EPP request. Agency and LFD users are able to view this screen but they are not allowed to update it with the exception of agency users being able to update the 'Reporting Level' field (if values are loaded).

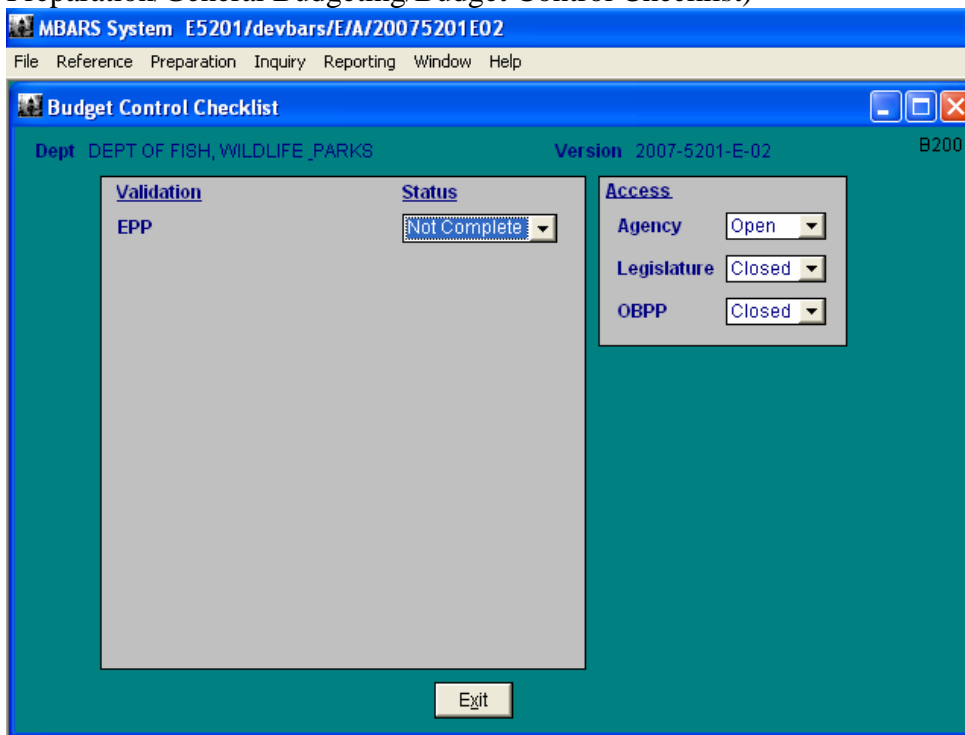
Using The Screen:

When users initially submit EPP requests, the requests are attached to a program at reporting level two. The ‘Reporting Level’ field on this screen allows users to associate an EPP request with a lower reporting level, RL4. Also, it is on this screen that the OBPP assigns a ‘Decision Package Number,’ designates the ‘OBPP Approval for Executive Budget’ status of the request (default value is “Pending”), and potentially assigns an ‘OBPP Priority Among Agency Requests’ and/or a ‘Governor’s Priority Statewide.’ There is also a text box available for any ‘OBPP Analyst Comments.’

NOTE: The ‘Decision Package Number’ field is limited to 5 digits. The ‘OBPP Priority Among Agency Requests’ and ‘Governor’s Priority Statewide’ fields are limited to 3 digits.

4.3 Updating Version Status and Access; Submitting the Version

Navigation Path: Preparation/Capital Projects and EPP/Budget Control Checklist (or Preparation/General Budgeting/Budget Control Checklist)



Screen: Budget Control Checklist – B200

Purpose: This screen allows users to change an EPP version’s status and access rights.

Using The Screen:

Version Status

EPP activity is identified on the left side of the screen. To the right of this activity is the “Status” column, which allows agencies to indicate progress with that particular EPP version. Two values are available, “Complete” and “Not Complete,” and these values may be changed by using the dropdown list. Users must change the value to “Complete” before submitting the EPP version to OBPP. In order to change the value to “Complete,” all EPP requests must have balanced costs and funding and must have a unique agency priority assigned. If these conditions are not met, the system will prompt the user to correct the situation in one or more specified requests.

When an agency has finished its EPP work and changed the version status to “Complete,” they submit the version to OBPP for review on the Version Control screen by highlighting the ‘E02’ version to be submitted and clicking on ‘EPP’ in the “Submit” group box. MBARS then creates the ‘B10’ version from the ‘E02’ version.

NOTE: If users change EPP request information after the version status equals “Complete,” system validations will automatically change the status back to “Not Complete” in order to force a new validation after the change.

NOTE: If the EPP version is not flagged as “Complete” at the time the user attempts to submit it, the system will not allow the submit to process.

NOTE: Once created, the system does not allow B10 versions to be modified. If an agency has a need to modify a submitted EPP request, they should notify their OBPP budget analyst.

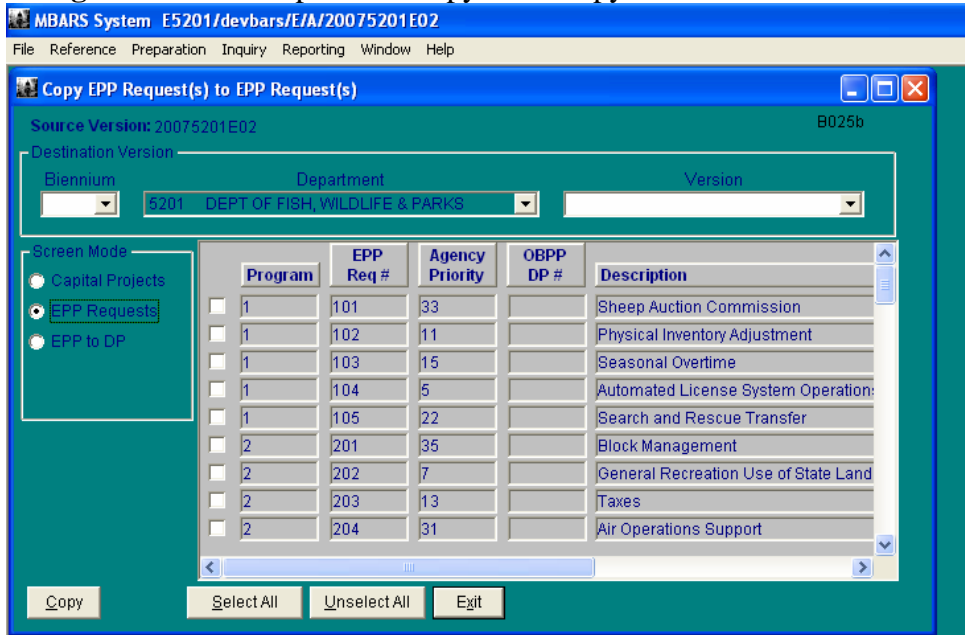
Version Access

On the right side of this screen is the “Access” block that indicates which user groups can view that particular EPP version. Access rights are defaulted by the system upon creation of a version, but the user type that “owns” the version of budget information (i.e. ‘E’ versions for agency users) may change the access rights, should the user wish to allow access to another user group. To change access rights, the user must choose a valid value from the dropdown list. The “Open” option allows access and the “Closed” option disallows access.

4.4 Copying an EPP Request

4.4.1 Copying an EPP Request to an EPP Request

Navigation Path: Preparation/Copy Data/Copy Data



Screen: Copy EPP Request(s) to EPP Request(s) – B025b

Purpose: This screen allows users to copy an existing EPP request to a new EPP request from a specified source version to a specified destination version. The destination version can be in the same biennium or a future biennium.

Using The Screen:

Source Version

The source version that a user selected previously and is currently working in will automatically populate in the top part of the screen.

Destination Version

The user specifies a destination biennium and version by selecting a value from each of the dropdown lists at the top of the screen. The destination department value will default to the source department value.

Source Requests

The system displays requests that are associated with the source version and the user selects one or more requests by clicking the appropriate box on the left side of the screen, or by clicking the ‘Select All’ button. Level F users will only see requests associated with the programs assigned to them.

Once the destination biennium/version and requests have been specified, the user clicks the 'Copy' Button.

Copy Button

Copy functionality allows a user to copy one or more source EPP requests in one version to one or more EPP requests in a destination version.

1. Functionality is available to level A, B, D, E, and F users.
2. Source version can be any EPP version available ('Open') to the user.
3. Allowable destination versions are versions the user "owns." Allowable type and sequence numbers for destination versions are as follows:
 - a. Administrators (level A) – E01, E02, and W10 only
 - b. OBPP Analysts (level B) – W10 only
 - c. LFD Analysts (level C) – no access to this functionality
 - d. Agency Users (level D, E, and F) – E01 and E02 only
4. The source request/version will not be changed
5. Destination request/version – Source information is copied to the destination version with the following exceptions:
 - a. Version identifier is updated to reflect the destination version value
 - b. EPP request number is reset to null
 - c. Request date is reset to null
 - d. Request biennium value matches biennium value of destination version
 - e. Agency priority is reset to null
 - f. OBPP Information is reset to null, except for the "Approval" value which is reset to "Pending"
 - g. Legislative Information is reset to null, except for answers to the five questions which are copied
 - h. Other Agencies Involved in Request information is reset to null
 - i. Program Number is copied only if the program also exists in the biennium/agency to which the request is being copied. If it does not exist, then the program number value is reset to the lowest program number in the destination biennium/agency.
 - j. Expenditure Funding and Revenue Funding records are copied only if the fund value is available to the agency in the destination biennium. If it is no longer available, then the funding record in question is not copied. If "Funding Notes" information exists, it is copied.
 - k. Revenue Account records are copied only if the account value is enabled in the destination biennium. If it is not enabled, then the record in question is not copied.
 - l. Position Information values are copied only if the value is valid for the destination biennium. If a value is invalid, it is reset to null and associated costs will equal zero.
 - m. Position costs are recalculated when the source biennium does not equal the destination biennium because personal services rates may differ between biennia.
 - n. The "Complete" value is reset to "Not Complete" on the Budget Control Checklist screen.

4.4.2 Copying an EPP Request to a DP Request

Navigation Path: Preparation/Copy Data/Copy Data



Screen: Copy EPP Request(s) to DP Request(s) – B025c

Purpose: This screen allows users to copy an existing EPP request to a new DP request from a specified source version to a specified destination version. The destination version can be in the same biennium only.

NOTE: Refer to Chapter Eight “General Budgeting” for instructions on how to create new, and work with existing, decision packages (DPs).

Using The Screen:

Source Version

The source version that a user selected previously and is currently working in will automatically populate in the top part of the screen.

Destination Version

The user specifies a destination biennium and version by selecting a value from each of the dropdown lists at the top of the screen. The destination department value will default to the source department value.

Source Requests

The system displays requests that are associated with the source version and the user selects one or more requests by clicking the appropriate box on the left side of the screen, or by clicking the ‘Select All’ button. Level F users will only see requests associated with the programs assigned to them.

Once the destination biennium/version and requests have been specified, the user clicks the 'Copy' Button.

Copy Button

Copy functionality allows a user to copy one or more source EPP requests in one version to one or more DP requests in a destination version. Note that the copy process will fail if "Reporting Level" or "Decision Package Number" values (OBPP screen) are not present in the request being copied, or if the DP description, type, and number (by program) are already present in the destination version.

1. Functionality is available to level A, B, C, D, E, and F users.
2. Source version can be any EPP version available ('Open') to the user.
3. Allowable destination versions are versions the user "owns." Allowable type and sequence numbers for destination versions are as follows:
 - a. Administrators (level A) – A01-A05, L01-L05, and W01-W05
 - b. OBPP Analysts (level B) – W01-W05 only
 - c. LFD Analysts (level C) – L01-L05 only
 - d. Agency Users (level D, E, and F) – A01-A05 only
4. The source request/version will not be changed
5. Destination request/version – Where possible, source information in the EPP request is copied to a DP request in the destination version. Additionally:
 - a. Version identifier is updated to reflect the destination version.
 - b. Position costs are recalculated as personal services rates in the General Budgeting module are different than rates in the EPP module.
 - c. "Complete" values are reset to "Not Complete" on the Budget Control Checklist screen.

4.5 Generating EPP Reports

For information on MBARS EPP reports, please refer to Chapter 10 “Reports”, specifically to screen B039 (shown below).

