
New York State

Division of the Budget

Agency Spending Controls Application

Agency User Guide – 2009

Background

The Agency Spending Controls application (ASCA) is a statewide, web-based, secure application used to capture agency spending requests subject to approval by the Division of the Budget (DOB) and the Office of the Director of State Operations (State Operations) as per revised Budget Bulletin B-1184, "Agency Contracts, Non-Personal Service and Capital Spending Controls."

While agencies are required to enter both Attachments A and B spending requests into ASCA, only Attachment A requests require approval by DOB and State Operations. DOB and State Operations will review and act on Attachment A spending requests using ASCA, which will result in the request being "Approved," "Disapproved" or "Returned to Agency." Agencies should generate hard copy Attachment A forms for approved requests directly from ASCA and submit them, as appropriate, to the Office of the State Comptroller (OSC) for processing upon submission of a contract, lease or other document requiring OSC approval.

Agencies have the ability to generate Attachment B forms from ASCA and should continue to submit Attachment B forms directly to OSC, as appropriate, for processing.

One exception to the approval requirements for Attachment A spending is non-personal service (NPS) spending requests for Commissioner out-of-state travel. Such requests are required to be entered into ASCA; however, they will bypass DOB and be submitted directly to State Operations for review and action. Spending requests for out-of-state travel by staff traveling with a Commissioner are subject to approval by both DOB and State Operations.

Security

Users will have the ability to view, update and/or report on spending requests for a single agency or multiple agencies, depending on access granted via DOB's Agency Information Security User Access Request form. Access to this form was provided to agencies by their budget examiners.

All examples used in these instructions are fictitious and do not represent actual agency spending requests.

Access

To access ASCA:

- Go to DOB's official web page <http://www.budget.state.ny.us/>, click on the Secure Login link located on the left side of the screen and then click on **eBudget Applications**.
- Enter your DOB-issued User ID and Password. If you have any problems logging into the application, contact the DOB Help Desk at (518) 486-HELP (486-4357).



NEW YORK STATE

Division of the Budget

David A. Paterson, Governor
Laura L. Anglin, Budget Director

You must be an authorized user to access DOB eBudget applications. [DOB Home Page](#)

User ID

Password

Please note that the User ID and Password are case sensitive.

- Once logged into the eBudget Applications page, click on the **Agency Spending Controls** link. This will open up the application.

Exit

To exit the application:

- Click on the **Exit** link in the upper right corner of your screen. You will be brought back to the eBudget Applications page.
- To completely log out of the eBudget Applications, click on the **Logout** link located in the upper right corner of the eBudget Applications screen.

Request Listing

After logging into ASCA, the user will be presented with the **Requests** tab screen. This screen has two sections: Filter Requests and Request Listing. The Filter Requests section contains criteria selections by which a user may filter the items displayed in the Request Listing section of the screen. By default, the screen will display requests based on the role of the user. For example, the screen below is defaulted to display all requests with a Request Status of "Agency Review Level 1" and "Returned to Agency." A complete list of agency user roles is located in Appendix B of this document.

An example of the initial screen showing the Filter Requests and Request Listing sections is shown below.

The screenshot shows the 'Request Listing' interface. At the top, there are tabs for 'Requests' and 'Reports'. The main area is divided into 'Filter Requests' and 'Request Listing' sections.

Filter Requests:

- Agency:** A multi-select dropdown menu with options: All, 10000 Correctional Services, Department of, 10010 Auburn Corr Facility, 10020 Clinton Corr Facility, 10030 Watertown Correctional Fa.
- Request Type:** A multi-select dropdown menu with options: All, Contracts - RFP / RFI / Pre-Contract, Contracts - New, Contracts - Amendment, Leases - New.
- NPS Type:** A multi-select dropdown menu with options: All, Contractual Services, Equipment, Leases, Maintenance and Repairs, Out of State Travel - All Other.
- Request Status:** A multi-select dropdown menu with options: Agency Review Level 3, Agency Review Level 2, Agency Review Level 1, Submitted to Agency Head, Returned to Agency.
- Fund Type:** A multi-select dropdown menu with options: All, General Fund, Special Revenue Funds - Other, Special Revenue Funds - Federal, Capital Projects Funds - Other.
- Request #:** A text input field.
- Alternative Tracking #:** A text input field.
- Expedited:** A dropdown menu with 'All' selected.
- Attachment:** A dropdown menu with 'All' selected.
- Buttons:** 'Submit' and 'Reset' buttons.

Request Listing:

Request #	Request Type	Request Title	Request Value	Expedite	Request Status	Status Date	Modify/View
10000-45-2008	Contracts - New	Contract with DF Consulting Services	\$100,000.00	No	Agency Review Level 1	01/20/2009	
10090-1-2008	NPS - Equipment	Laptops for Warden and staff	\$2,800.00	No	Agency Review Level 1	01/09/2009	
10000-49-2008	NPS - Leases, Maintenance and Repairs	10 New Computers	\$30,000.00	No	Returned to Agency	12/10/2008	

3 records found, displaying 1 to 3.

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Most of the selection choices available in the Filter Requests section of the screen allow for multiple selections. The exceptions are the Expedited and Attachment dropdown lists, which only allow single selections. Use the Request # or the Alternative Tracking # text fields to find a specific request.

Once all Filter Request criteria have been selected, click **Submit** to change the requests displayed in the Request Listing section of the screen. The total number of requests returned for the selected filters will be displayed at the bottom of the list. In the above example, the selected filter resulted in "3 records found, displaying 1 to 3." The Request Listing will list a maximum of 15 requests per page. If there are more than 15 records found, request listing pages may be toggled by selecting the **Previous** or **Next** links, or by selecting the link for the specific page that is desired. Alter the Filter Requests criteria if the result set is too large. Click **Reset** to return the filter criteria to the default selections.

Create a New Request

Click on the **Create New Request** link located in the upper right corner of the Requests screen. This will bring the user to the **New Request** screen. A red asterisk (“*”) next to a field indicates that it is a required field and a user will not be able to save a request until all the required fields have been entered.

An example of a blank **New Request** screen is shown below:

The screenshot shows the 'New Request' form with the following fields and options:

- Attachment B Only:** This request contains expenditures that:
 - Are critical to protect public health and/or public safety
 - Involve Federal reimbursement of at least 75 percent
- Fiscal Year:** 2008-09
- *Agency:** [Dropdown menu]
- *Agency Contact:** Last Name: [Text box], First Name: [Text box]
- *Phone:** [Text box] - [Text box] - [Text box] x [Text box]
- *Request Type:** [Dropdown menu]
- *Request Title:** [Text box]
- *Contract Term:** From: [Text box: N/A], To: [Text box: N/A]
- *NPS Type:** [Dropdown menu: Not Applicable]
- *Fund Type:** [Dropdown menu]
- *Description:** [Text area]
- *Justification:** [Text area]
- Additional Information:** [Enter Additional Information](#)
- Supporting Files:** [Attach Files](#)
- *Estimated Total Value This Request:** [Text box]
- *2008-09 Fiscal Year Disbursements:** [Text box]
- Estimated 2009-10 Disbursements:** [Text box] (If Applicable)
- Estimated 2010-11 Disbursements:** [Text box] (If Applicable)
- Alternative Tracking Number:** [Text box]
- Internal Agency Comment:** [Text box]
- Expedite Request:**

Buttons: Save, Submit to Agency Head, Reset

*Indicates required field

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To create a new spending request, enter the following:

- **Attachment B Only:** Determine if the request is Attachment A or B. If you are entering an Attachment B request, select one or both of the check boxes that pertain to the request.
- **Fiscal Year:** Will be preselected based on the date of entry.
- **Agency:** Select the agency associated with the request.

- **Agency Contact:** Enter in the **Last Name, First Name** and **Phone Number** of the agency contact person for the request.
- **Request Type:** Select the type of request from the available list.
- **Request Title:** Enter a brief, self-explanatory title that describes the request. This will be used to identify the request on the **Requests** tab screen and on all reports (70 character limit).
- **Contract Term:** These date fields are only enabled and required if a Contract request type is selected. Enter the **From** and **To** date range of the contract term.

For Request Type “Contracts – Amendment,” the contract term would be for the contract amendment. The contract term for the original contract should be noted in the Description field.

- **NPS Type:** This field is only enabled if the NPS request type is selected. Select the NPS type from the available list.
- **Fund Type:** Select the appropriate fund type from the available list.
- **Description:** The Description field can be used to further define the spending request. This field may be optionally viewed on reports (500 character limit).
- **Justification:** Use the Justification field to describe why this spending is needed. This field may be optionally viewed on reports (500 character limit).
- **Additional Information:** This is an optional text field which can include additional supporting explanation or justification for the request. Its contents cannot be displayed on any reports (4,000 character limit).
- **Supporting Files:** Up to three (3) supporting documents may be attached to each request. The files must be in PDF format and be no larger than 3 MB each.
- **Estimated Total Value This Request:** Enter in the dollar value for this request of at least \$500.
- **2008-09 Fiscal Year Disbursements:** Enter in the dollar value of the current year disbursements on this request.
- **Estimated 2009-10 Disbursements:** Enter in the dollar value of the first out year disbursements on this request, if applicable.
- **Estimated 2010-11 Disbursements:** Enter in the dollar value of the second out year disbursements on this request, if applicable.
- **Alternative Tracking Number:** This is an optional field which can be used to enter an agency’s internal tracking number for the request. The field permits entry of alpha, numeric and special characters (20 character limit).

- **Internal Agency Comment:** This is an optional text field for internal agency use only. DOB and State Operations users will not have access to this field (70 character limit).
- **Expedite Request:** Check this box if you wish to expedite the request. This field is only enabled for Attachment A requests.

A complete Data Dictionary is located in Appendix A of this document.

Modify/View Existing Requests

On the **Request** tab in the Request Listing section, you may access the details of any saved request by clicking the **Pencil** icon in the "Modify/View" column to the right of the request. This will open either the **Update Request** or **View/Modify Request** screen, depending on its Request Status (e.g., users cannot modify requests with an Approved or Disapproved request status).

An example of the **Update Request** screen is shown below.

The screenshot shows the 'Update Request' interface for Request #10090-1-2008. The form is titled 'Update Request' and includes the following elements:

- Attachment B Only:** This request contains expenditures that:
 - Are critical to protect public health and/or public safety
 - Involve Federal reimbursement of at least 75 percent
- *Agency:** 10090 Albion Correctional Facil
- *Agency Contact:** Last Name: Jones, First Name: James
- *Phone:** 518 - 555 - 5555 x
- *Request Type:** NPS
- *Request Title:** Laptops for Warden and staff
- *Contract Term:** From: N/A, To: N/A
- *NPS Type:** Equipment
- *Fund Type:** General Fund
- *Description:** New laptops needed for warden and staff
- *Justification:** Laptops needed to update technology and to allow for mobility.
- Additional Information:** [Enter Additional Information](#)
- Supporting Files:** [Attach Files](#)
- *Estimated Total Value This Request:** 2,800.00
- *2008-09 Fiscal Year Disbursements:** 2,800.00
- Estimated 2009-10 Disbursements:** (If Applicable)
- Estimated 2010-11 Disbursements:** (If Applicable)
- Alternative Tracking Number:**
- Internal Agency Comment:**
- Expedite Request:**
- Status:** Agency Review Level 1
- Buttons:** Save, Submit to Agency Head, Return to Agency Level 2, Withdraw, Delete, Reset

*Indicates required field

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An example of the **Modify/View** Request screen is shown below:

The screenshot displays a web interface for managing requests. At the top, there are tabs for 'Requests' and 'Reports'. In the upper right corner, there are links for 'Request Listing' and 'Create New Request', along with a 'Print' icon. The main content area is titled 'Request #10090-1-2008' and is divided into two sections: 'Request Details' and 'Request Status'.

Request Details:

- Agency Code : 10090
- Agency Name : Albion Correctional Facil
- Request # : 10090-1-2008
- Agency Contact : James Jones
- Phone Number : 518-555-5555
- Date Submitted to DOB : 01/21/2009
- Request Title : Laptops for Warden and staff
- Description : New laptops needed for warden and staff
- Attachment Type : A
- Expedited : No
- Contract Term : N/A
- Fund Type : GEN
- Request Type : NPS
- NPS Type : Equipment
- Justification : Laptops needed to update technology and to allow for mobility.
- Additional information :
- Supporting Files :
- Alternative Tracking Number :
- Internal Agency Comment :
- Estimated Total Value This Request : \$2,800.00
- 2008-09 Fiscal Year Disbursements : \$2,800.00
- Estimated 2009-10 Disbursements :
- Estimated 2010-11 Disbursements :

Request Status:

- Status : Submitted to DOB
- Status Date : 01/21/2009
- Agency Head/Designee : Victoria Delaney

A 'Withdraw' button is located in the bottom right corner of the 'Request Status' section. At the very bottom of the page, there is a footer that reads 'DOB Help Desk : 518-486-4357'.

To return to the **Request** tab, click the **Request Listing** link in the upper right corner of the **Requests** screen.

Agency Work Flow Actions

Agency Review Level Users

Once a request is ready for review, the user should Submit the Request to the next Agency Review Level or to the Agency Head / Designee. Depending on your provisioned role, you will see one of three buttons listed below on the New or Update Request screens:

- **Submit to Agency Review Level 2:** Users provisioned in the "Agency Review Level 3" role will see this button.
- **Submit to Agency Review Level 1:** Users provisioned in the "Agency Review Level 2" role will see this button.
- **Submit to Agency Head / Designee:** Users provisioned in the "Agency Review Level 1" role will see this button.

Agency Head / Designee Users

Once a request has been submitted to Agency Head / Designee, users in this role will see the buttons listed below on the New or Update Request screens, dependent on the type of request and whether it is an Attachment A or Attachment B request.

- **Submit to DOB:** Users will see this button for all Attachment A requests, with the exception of "Out of State Travel - Commissioner Only" requests. Users will use this button to submit these requests to DOB for action.
- **Submit to State Operations:** Users will see this button for all Attachment A "Out of State Travel - Commissioner Only" requests. These requests do not require action by DOB, so users will use this button to submit these requests directly to State Operations for action.
- **Approve Exemption:** Users will see this button for all Attachment B requests. Attachment B requests follow the same agency review level approval process as Attachment A requests; however, Attachment B requests do not require DOB or State Operations approval. Once the request reaches the Agency Head / Designee level for action, users should use this button to approve these requests.

All Agency Users

Once the request has been submitted to the next review level status, users in the former review level can no longer make changes to the request. For example, if an Agency Review Level 3 user submits the request to Agency Level 2, the Agency Review Level 3 user can no longer change the request. A list of agency user roles is located in Appendix B.

Other actions a user may take on the Update Request screen are:

- **Withdraw:** A user should withdraw a request if it no longer needs to be considered for approval by an Agency Head, DOB or State Operations. “Withdrawn” requests will be accessible in the application and can be viewed on the Request Listing screen and reports; however, they cannot be modified and can no longer be processed.
- **Delete:** A user should delete a request if it was entered in error or otherwise should no longer remain in the application. Deleted requests are no longer active and cannot be viewed from within the application.

DOB / State Operations Work Flow Actions

Once requests have been submitted to DOB for approval, the status of the request will read "Submitted to DOB," or "Submitted to State Operations" for "Out of State Travel - Commissioner Only" requests. DOB and State Operations will review and act on the request, resulting in a change to one of three statuses: "Approved," "Disapproved" or "Returned to Agency." All three Request Statuses may be viewed on the Request Listing screen and Reports.

Approved Requests

Attachment A

Once Attachment A requests are approved, the Attachment A form should be printed from the application and submitted to OSC. A link to this form may be found on the **Modify/View Request** screen on all Approved requests, located at the top of the screen.

An example of an Approved request with an Attachment A link is shown below:

The screenshot displays the 'Request #10090-1-2008' details page. At the top, there are tabs for 'Requests' and 'Reports', and navigation links for 'Request Listing' and 'Create New Request'. The main content area is titled 'Request #10090-1-2008' and includes a sub-header 'DOB/Office of the Director of State Operations Approved Request'. A red circle highlights a link labeled 'Request 10090-1-2008 Approval Form (Attachment A)'. Below this, the 'Request Details' section provides the following information:

Agency Code : 10090	Agency Contact : James Jones
Agency Name : Albion Correctional Facil	Phone Number : 518-555-5555
Request # : 10090-1-2008	Date Submitted to DOB : 01/21/2009
Request Title : Laptops for Warden and staff	Attachment Type : A
Description : New laptops needed for warden and staff	Expedited : No
Fund Type : GEN	Contract Term : N/A
Request Type : NPS	
NPS Type : Equipment	
Justification : Laptops needed to update technology and to allow for mobility.	

Additional Information:
Supporting Files :
Alternative Tracking Number :
Internal Agency Comment :

Estimated Total Value This Request : \$2,800.00
2008-09 Fiscal Year Disbursements : \$2,800.00
Estimated 2009-10 Disbursements :
Estimated 2010-11 Disbursements :

The 'Request Status' section shows:

Status : Approved	Agency Head/Designee : Victoria Delaney
Status Date : 01/21/2009	
NYS Division of Budget : Nick Hildred	
Public Protection Unit	
Validated by the Office of the Director of State Operations	

At the bottom of the page, there is a footer: 'DOB Help Desk : 518-486-4357'.

The Attachment A form will look similar to this:

DOB/Office of the Director of State Operations Approved Request									
Agency Code: 10090	Agency: Albion Correctional Facil								
Request #: 10090-1-2008									
Request Type: NPS									
NPS Type: Equipment									
Agency Contact: James Jones - 518-555-5555									
Date Submitted to DOB: 01/21/2009									
Request Title: Laptops for Warden and staff									
Description: New laptops needed for warden and staff									
Justification: Laptops needed to update technology and to allow for mobility.									
<table border="1"><thead><tr><th>Status</th></tr></thead><tbody><tr><td>Status: Approved</td></tr><tr><td>Date Approved: 01/21/2009</td></tr><tr><td>DOB Approver: Nick Hildred</td></tr><tr><td>Unit: Public Protection Unit</td></tr><tr><td>Validated by the Office of the Director of State Operations</td></tr></tbody></table>	Status	Status: Approved	Date Approved: 01/21/2009	DOB Approver: Nick Hildred	Unit: Public Protection Unit	Validated by the Office of the Director of State Operations	<table border="1"><thead><tr><th>Estimated Value</th></tr></thead><tbody><tr><td>This Request:\$ 2,800.00</td></tr></tbody></table>	Estimated Value	This Request: \$ 2,800.00
Status									
Status: Approved									
Date Approved: 01/21/2009									
DOB Approver: Nick Hildred									
Unit: Public Protection Unit									
Validated by the Office of the Director of State Operations									
Estimated Value									
This Request: \$ 2,800.00									

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Attachment B

Once approved, the Attachment B form should be printed from the application and submitted, as appropriate, to OSC. A link to this form may be found on the **View Request** screen on all Approved Attachment B requests, located at the top of the screen, in the same location as the Attachment A link.

The example shown below shows an approved Attachment B request and the link to the Attachment B form.

Request #10000-46-2008

Agency Head Approved Request

[Request 10000-46-2008 Exemption Form \(Attachment B\)](#)

Request Details

Agency Code : 10000	Agency Contact : James Jones
Agency Name : Correctional Services, Department of	Phone Number : 518-555-5555
Request # : 10000-46-2008	Date Submitted to DOB : 01/21/2009
Request Title : Renewal of Supplemental Staffing Contract	Attachment Type : B (Health/Safety)
Description : Renewal of Supplemental Staffing Contract to supply guard services during peak periods.	Expedited : N/A
Fund Type : GEN	Contract Term : 04/01/2009 to 03/31/2010
Request Type : Contracts - New	
NPS Type : N/A	
Justification : Needed due to unforeseen illness or injuries to regular staff requiring the need to suppliment staffing.	

Additional Information :

Supporting Files : [Attach Files](#)

Alternative Tracking Number :

Internal Agency Comment :

Estimated Total Value This Request : \$1,400,000.00
2008-09 Fiscal Year Disbursements : \$0.00
Estimated 2009-10 Disbursements : \$1,400,000.00
Estimated 2010-11 Disbursements :

Request Status

Status : Approved	Agency Head/Designee : Victoria Delaney
Status Date : 01/21/2009	

Save Withdraw

DOB Help Desk : 518-486-4357

Disapproved Requests

If a request is disapproved, no further action may be taken on this request by the agency and no Attachment A form will be created by the application.

Returned to Agency

DOB or State Operations may require changes to a request before it can be approved and may return a request back to the agency. When a request is returned, the original request is withdrawn automatically by the application and a new, duplicate request is created with a status of "Returned to Agency." The original "Withdrawn" request may no longer be modified or acted upon by the agency, DOB or State Operations; thereby, keeping the original request intact. All changes needed for the request should be made to the new request. For "Returned to Agency" requests, "Supersedes" and "Superseded By" links will be displayed on the **Modify/View Request** screens.

An example of a Request with a "Supersedes" link is shown below:

The screenshot displays a web application interface for managing requests. At the top, there are tabs for 'Requests' and 'Reports'. The current page is titled 'Request #10000-45-2008' and includes links for 'Request Listing' and 'Create New Request'. A 'Print' icon is also visible.

The main content area is titled 'Update Request' and contains the following information:

- Attachment B Only:** This request contains expenditures that:
 - Are critical to protect public health and/or public safety
 - Involve Federal reimbursement of at least 75 percent
- *Agency:** 10000 Correctional Services, Department of
- *Agency Contact:** Last Name: Brown, First Name: Erin
- *Phone:** 444 - 444 - 4444 x 4444
- *Request Type:** Contracts - New
- *Request Title:** Contract with DF Consulting Services
- *Contract Term:** From: 03/02/2009, To: 08/31/2009
- *NPS Type:** Not Applicable
- *Fund Type:** General Fund
- *Description:** Contract with DF Consulting Services for work on time and attendance application
- *Justification:** Critical to maintaining DOBS time and attendance system.

Additional Information: [Enter Additional Information](#)
Supporting Files: [Attach Files](#)

*Estimated Total Value This Request: 100,000.00
*2008-09 Fiscal Year Disbursements: 100,000.00
Estimated 2009-10 Disbursements: (If Applicable)
Estimated 2010-11 Disbursements: (If Applicable)
Alternative Tracking Number:
Internal Agency Comment:

Expedite Request:

Supersedes: 10000-5-2008 (highlighted in red)

Status: Agency Review Level 1

Buttons: Save, Submit to Agency Head, Return to Agency Level 2, Withdraw, Delete, Reset

*Indicates required field

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Reports

ASCA provides users with a **Summary Report** which allows agency, State Operations and DOB users to generate reports by selecting a variety of reporting criteria.

To access the ASCA Summary Report, click on the **Reports** tab. The **Filter Summary Reports** screen will open.

An example of a **Filter Summary Report** screen is shown below.

The screenshot shows the 'Filter Summary Report' interface. It features several dropdown menus for selection: Agency (with options like '10000 Correctional Services, Department of'), Request Status (with options like 'Agency Review Level 3'), Request Type (with options like 'Contracts - RFP / RFI / Pre-Contract'), Fund Type (with options like 'General Fund'), NPS Type (with options like 'Contractual Services'), Expedited (set to 'All'), and Attachment (set to 'All'). There are also date range selection fields for 'Submitted to DOB Date Range' and 'Status Date Range', each with 'From' and 'To' input boxes. Checkboxes for 'Show Description' and 'Show Justification' are present. 'Submit' and 'Reset' buttons are located at the bottom right. A note at the bottom left states: 'Note: If you have trouble viewing PDF files, please read the PDF Help page.' The bottom right corner of the page contains the text 'DOB Help Desk : 518-486-4357'.

The screen provides selection filters (many of which are multi-select) which can be used to generate reports. Multi-selections are available for the following fields: Agency, Request Status, Request Type, Fund Type and NPS Type. The Expedited and Attachment selections are single-select. In addition, users may filter or narrow the scope of reports by using the date range selection fields: **Submitted to DOB** and **Status Date**.

Submitted to DOB Range is used to list requests which were submitted to DOB between a range of dates (e.g., between 01/19/09 and 02/20/09).

Status Date Range is used to list the requests which changed to a certain status between a range of dates (e.g., to generate a report that lists requests that changed to "Approved" between 01/01/09 and 03/31/09).

Users may also optionally choose to have the report display the Description and/or Justification text fields by selecting the appropriate check boxes.

Select your report criteria and click **Submit** to generate a report. Click **Reset** to set the criteria back to its default state.

A sample Summary Report is shown below.

New York State Division of the Budget						
Agency Spending Controls Attachments A & B Summary Report						
Agencies : 10000		Status Date : Not selected		Expedited : All		
Submitted Date : Not selected		Request Status : Agency Review Level 1		NPS Type : All		
Request Type : All				Attachment : All		
Fund Type : All						
Request Id	Title	Fund Type	Submitted Date	Status Date	Requested Value	
Attachment A						
10000-Correctional Services, Department of						
Agency Review Level 1						
Contracts - New						
10000-45-2008	Contract with DF Consulting Services	General Fund	12/09/2008	01/20/2009	\$ 100,000.00	
Subtotal Contracts - New - 1					\$ 100,000.00	
Subtotal Agency Review Level 1 - 1					\$ 100,000.00	
Total 10000-Correctional Services, Department of - 1					\$ 100,000.00	
Total Attachment A					\$ 100,000.00	
Grand Total					\$ 100,000.00	

Appendix A: Data Dictionary

Agency Spending Controls Application Data Dictionary			
Field Name	User Definition	Required	Valid Values*
Attachment A Spending	Contracts, Capital, NPS and local assistance spending at or over \$500 that requires approval by DOB and the Office of the Director of State Operations pursuant to B-1184.	n/a	
Attachment B Spending	Contracts, Capital, NPS and local assistance spending which 1) involve Federal reimbursement of at least 75 percent or 2) directly impacts immediate public health and/or safety are exempt from pre-approval and considered to be Attachment B spending.	n/a	
Fiscal Year	The Fiscal Year in which the request is initially entered and saved.	n/a	Preselected.
Agency Code	The code assigned to the agency by OSC.	Yes	Agency code(s) user is provisioned to access.
Agency	The name of the OSC detail agency.	Yes	Agency(ies) user is provisioned to access.
Agency Contact	The first and last name of the person to contact regarding the request.	Yes	Text field. First name 25 character limit. Last name 25 character limit.
Phone	The phone number of the contact person.	Yes	3 digit area code. 7 digit phone number. 5 digit extension number.
Request #	A system generated number assigned to each request. The number will be unique within agency and will be assigned sequentially.	n/a	System generated number (e.g., 10000-3-2008). The first 5 digits are the agency code. The next digits are the sequential numbers assigned by the system for each request entered and the last 4 digits represent the fiscal year in which the request is entered and saved. In the example 10000-3-2008, the request # is for the Department of Correctional Services. It is the 3 rd request entered for the agency in fiscal year 2008-09.

**Agency Spending Controls Application
Data Dictionary**

Field Name	User Definition	Required	Valid Values*
Request Type	The type of request being made by an agency.	Yes	<ul style="list-style-type: none"> ▪ Contracts – RFP / RFI / Pre-contract ▪ Contracts – New ▪ Contracts – Amendment ▪ Leases – New ▪ Leases – Amendment ▪ Leases – Escalation / Holdovers / Other ▪ Local Assistance Grants ▪ Capital – New ▪ Capital – Change Orders / Other ▪ Capital – Multi-Phase Projects ▪ Purchase Orders – as Applicable ▪ NPS
Request Title	Meaningful short hand reference for the request.	Yes	Text field (70 character limit).
Contract Term	The starting and ending dates of the contract, including Capital contracts. Contract term can cross fiscal years.	Conditional	Date fields are only enabled and required if a Contract request type is selected.
NPS Type	The type of non-personal service spending (NPS) requested.	Conditional	<p>This field is only enabled and required if the NPS request type is selected.</p> <ul style="list-style-type: none"> ▪ Contractual Services ▪ Equipment ▪ Leases, Maintenance and Repairs ▪ Out of State Travel – All Other ▪ Out of State Travel – Commissioner Only ▪ Out of State Travel – Staff with Commissioner ▪ Supplies and Materials
Fund Type	The grouping of all funds of similar characteristics and purposes.	Yes	<ul style="list-style-type: none"> ▪ General Fund ▪ Special Revenue Funds – Other ▪ Special Revenue Funds – Federal ▪ Capital Projects Funds – Other ▪ Capital Projects Funds – Federal ▪ Debt Service Funds ▪ Internal Service Funds ▪ Enterprise Funds ▪ Private Purpose Trust Funds ▪ Agency Trust Funds ▪ Pension Trust Funds
Date Submitted	Date the request is submitted to DOB or for “Out of State Travel - Commissioner Only” requests to State Operations.	Yes	
Description	A description of the spending requested including the quantity of items and the vendor (if known).	Yes	Text field (500 character limit).
Justification	Text explaining the need for the spending proposal and its relationship to the agency’s core mission, including the implications or consequences should the spending request not be approved.	Yes	Text field (500 character limit).

**Agency Spending Controls Application
Data Dictionary**

Field Name	User Definition	Required	Valid Values*
Additional Information	An optional field for use by an agency to include information that supports a spending request. The field should be used only when the Description and Justification fields are not long enough for an agency to support the request.	No	Text field (4,000 character limit).
Supporting Files	An optional function for use by an agency to attach up to three supporting pdf files to a request.	No	3 MB per file limit. 3 pdf file limit.
Alternative Tracking Number	An optional field for use by an agency to use an internal tracking number to identify a spending request (e.g. Contract Number).	No	Text field (20 alpha, numeric or special characters limit).
Internal Agency Comment	An optional field for use by an agency to capture internal comments on the request. DOB and State Operations users will not be able to report on this field.	No	Text field (70 character limit).
Estimated Total Value This Request	The full dollar value of the request, even if the request crosses fiscal years.	Yes	Numeric field. Entry value must be at least \$500.
2008-09 Fiscal Year Disbursements	The estimated dollar value of disbursements in the current year expected for the request.	Yes	Numeric field.
Estimated 2009-10 Disbursements	The estimated dollar value of disbursements in the first out-year disbursements expected for the request, if applicable.	No	Numeric field.
Estimated 2010-11 Disbursements	The estimated dollar value of disbursements in the second out-year disbursements expected for the request, if applicable.	No	Numeric field.
Expedite Request	A request identified as a high priority.	No	Yes/No.
Request Status	Indicates the status of the request.	n/a	<ul style="list-style-type: none"> ▪ Agency Review Level 3 (if staffed) ▪ Agency Review Level 2 (if staffed) ▪ Agency Review Level 1 (if staffed) ▪ Submitted to Agency Head ▪ Returned to Agency ▪ Withdrawn ▪ Submitted to DOB ▪ Submitted to State Operations ▪ Approved ▪ Disapproved

Appendix B: Agency User Roles

Role	Description
Agency Review Level 3	Enter and Save Spending Request. Modify Spending Request until submitted to Agency Review Level 2. Submit to Agency Review Level 2. Withdraw Spending Request until action taken by DOB. Optional role. Not all agencies will need users in this role.
Agency Review Level 2	Enter and Save Spending Request. Modify Spending Request until submitted to Agency Review Level 1. Submit to Agency Review Level 1. Withdraw Spending Request until action taken by DOB. Optional role. Not all agencies will need users in this role.
Agency Review Level 1	Enter and Save Spending Request. Modify Spending Request until submitted to Agency Head / Designee. Submit to Agency Head / Designee. Withdraw Spending Request until action taken by DOB.
Agency Head / Designee	Enter and Save Spending Request. Modify Spending Request until submitted to DOB. Submit to DOB or State Operations (for Out of State Travel - Commissioner Only). Withdraw Spending Request until action taken by DOB.