

2017
Monthly Allocation Plan
Seminar



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Fiscal 2017 Monthly Allocation Plan Development Calendar

Date	Activity
12/15	Adopted Fiscal 2017 Budget approved by NIFA
1/10, 1/11	Spending Plan Seminars and Distribution of Materials
1/10	Apex Monthly Allocation open
1/31	Apex Monthly Allocation Plan Submissions cut-off date
2/1 – 2/8	OMB Review of Plan Submissions
2/21	FY17 Monthly Allocation Plan due to NIFA
2/21	January Monthly County Budget Report due to NIFA
Around the 21 st of each month	Following Monthly County Budget Report due to NIFA



Monthly Allocation Plan

- The Monthly Allocation Plan distributes 2017 Adopted Budget on monthly basis for projected spending.
- Departments are required to input their 2017 spending and revenue plans into the Monthly Allocation Application in APEX
- The Adopted amounts are loaded by Sub-Object codes
 - Departments must allocate their budget, monthly for each Sub-Object code (including Month 13). This will serve as each Department's Allocation Plan for 2017.
- After NIFS monthly close , within 2 weeks Departments are required to enter variance explanations for each sub-object code.
 - A write-up is necessary where a substantial difference exists from the current obligation spending/revenue from the submitted Monthly Allocation Plan. Most Departments were performing this task in 2016.



Monthly Allocation Plan



NASSAU COUNTY, NY Budget Department
B - Prep Application



atusr Change Password Support Logout

Home Budget Reports **Monthly Allocation**

Allocation Plan Allocation Plan Report Allocation Explanations Allocation Explanations Report Allocation by Exp/Rev Reports

Total Orig Budget **Total Spend Plan** **Total Variance to Budget**

Choose Criteria

Year Fund Dept & CC Object EXP

Monthly Allocation Input Form

Sub Object	Original Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Mont
AAPT FT SALARIES AND WAGES	7,676,338	<input type="text" value="0"/>												
AAPT PT SALARIES AND WAGES	296,826	<input type="text" value="0"/>												
AATAK TERMINAL LEAVE	132,562	<input type="text" value="0"/>												
AATAL LONGEVITY	50,604	<input type="text" value="0"/>												
AAYY9 HEALTH INSURANCE BUYBACK	24,600	<input type="text" value="0"/>												



Apex Application Sub-tabs

The Monthly Allocation Plan is comprised of five Sub-tabs:

- **1st Tab**
 - **Allocation Plan** : Departments will allocate their 2017 Adopted Budget by month for expense and revenue Object and Sub-object codes. This sub-tab can access previous years data if available and is downloadable.
- **2nd Tab**
 - **Allocation Plan Report** : Create reports of Allocation Plan data – similar to the Budget Prep Application report feature (including available monthly historical data)



Apex Application Sub-tabs

- **Third Tab**
 - **Allocation Explanations** : Departments enter their variance explanations each month for expense and revenue codes. The General Notes box is used to explain the overall object code. An individual Sub-object box is used if an explanation is necessary for this specific Sub-object. The sub-tab can access previous months and is downloadable
- **Fourth & Fifth Tab**
 - **Allocation Explanations Report & Allocation by Exp/Rev Reports** : Again, similar capabilities to the other report features discussed earlier, plus ability to see previous years, monthly Current Obligation data.



Data Input Responsibility

OMB responsibility

- Full-Time Salary – OMB will use actual 2017 number of periods per month and include salary structure according to the labor agreements (CSEA, PBA, DAI, SOA and COBA) applied to 2017 Adopted Budget
- Part-Time & Seasonal Salary – OMB will use historical data applied to 2017 Adopted Budget.
- Longevity, Terminal Leave, Health Insurance Buy Back and Comp Time cash – OMB will use the preset rules from Labor Contracts.
- BJ/HF, a member of the OMB Staff will be coordinating the ISA process



Data Input Responsibility

Department responsibility

- Salary Extras, with the exception of Longevity, Terminal Leave, Health Insurance Buy Back and Comp Time cash
- Other Than Personal services
- Revenues



How Do I Enter The Data?

- Go to the Monthly Allocation Tab between January 10th and January 31st
- Choose the Allocation Plan sub-tab
- Select Criteria :
 - ✓ Year 2017
 - ✓ Fund
 - ✓ Control Center
 - ✓ Object
- Enter Data at the Sub-Object level by Month, including Month 13
- Monthly amount should be entered **without decimals**
- Verify that box “Total Orig Budget” equals box “Total Spend Plan” (or box “Total Variance to Budget” is at zero)
- APEX has built in check balances by Object level and color coded Totals. The total allocated by Object cannot be above the Adopted Budget.



How Do I Enter The Data?

- Preparing with Historical Data Spending

NASSAU COUNTY, NY Budget Department
B - Prep Application

Home Targets Target Reports Budget Input Budget Reports **Monthly Allocation** SGI Projections Archives Maint

Allocation Plan Allocation Plan Report Allocation Explanations Allocation Explanations Report Allocation by Exp/Rev Reports

Choose Criteria
Year: 2015

Q- Go Reports: 1. Current Obligation Actions

Saved Report = "Current Obligation"

Plan Year	Fund	Dept	CC	Obj	E/R	SubObject	Original Budget	Jan Cur Oblig	Feb Cur Oblig	Mar Cur Oblig	Apr Cur Oblig	May Cur Oblig	Jun Cur Oblig	Jul Cur Oblig
2015	GEN	PW	01	BH	R	R081B - BUS FARE BOX	0	11,594,657.67	-11,594,657.67	0.00	0.00	11,594,657.67	233,728.32	3,934,462.00
2015	GEN	PW	01	BH	R	R0808 - FEES	0	15,500.00	30,850.00	350.00	11,450.00	13,250.00	4,200.00	7,550.00
2015	GEN	PW	01	AA	E	AAZY0 - COMP TIME CASH	0	3,601.80	0.00	0.00	0.00	0.00	0.00	0.00
2015	GEN	PW	01	AA	E	AAZML - AUTO MILEAGE	0	501.17	528.73	623.14	499.73	483.12	443.96	308.89
2015	GEN	AT	10	AA	E	AAFT - FT SALARIES AND WAGES	0	431,962.35	803,601.11	540,344.09	538,087.01	535,855.64	530,663.14	808,595.06
2015	GEN	BU	10	93	E	93993 - INSURANCE ON BLDGS	0	0.00	0.00	346,868.00	0.00	0.00	0.00	0.00
2015	GEN	BU	10	AB	E	AB76F - OPTICAL - RETIREES	0	938.40	938.40	938.40	929.20	929.20	929.20	910.80
2015	GEN	BU	10	BF	R	R07MC - ENTERPRISE FUND	0	0.00	0.00	47.45	0.00	0.00	0.00	193.55



How Do I Enter The Data?

- o Entering Data

Monthly spending Input

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NASSAU COUNTY, NY Budget Department B - Prep Application

Home Budget Reports Monthly Allocation

Allocation Plan Allocation Plan Report Allocation Explanations Allocation Explanations Report Allocation by Exp/Rev Reports

Total Orig Budget: 605,108 Total Spend Plan: 0 Total Variance to Budget: 605,108

Choose Criteria

Year: 2017 Fund: GEN Dept & CC: AT 10 Object: DD

Monthly Allocation Input Form

Sub Object	Original Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	M
DD300 OFFICE SUPPLIES & COPY PAPER	24,165	0	0	0	0	0	0	0	0	0	0	0	0	0
DD301 TRAVELING EXPENSE	5,800	0	0	0	0	0	0	0	0	0	0	0	0	0
DD303 MAINT OF EQUIPMENT	500	0	0	0	0	0	0	0	0	0	0	0	0	0
DD30R RAIL/AIR TRAVEL EXPENSE	966	0	0	0	0	0	0	0	0	0	0	0	0	0
DD401 COPYING	5,316	0	0	0	0	0	0	0	0	0	0	0	0	0



How Do I Enter The Data?

- o Check and Balances / Color coded totals

1 error has occurred
 • The total of the requested spending plan is \$631,000 This is more than the total budget amount of \$605,108

Total Object Code Higher than Budget

Total Orig Budget: 605,108
 Total Spend Plan: 631,000
 Total Variance to Budget: 25,892

Choose Criteria
 Year: 2017 Fund: GEN Dept & CC: AT 10 Object: DD

Monthly Allocation Input Form

Sub Object	Original Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Month 13	Tot Plan
DD300 OFFICE SUPPLIES & COPY PAPER	24,165	25,000	0	0	0	0	0	0	0	0	0	25,000
DD301 TRAVELING EXPENSE	5,800	5,800	0	0	0	0	0	0	0	0	0	5,800
DD303 MAINT OF EQUIPMENT	500	200	0	0	0	0	0	0	0	0	0	200
DD30R RAIL/AIR TRAVEL	988	600000	0	0	0	0	0	0	0	0	0	600,000

Higher Amount (points to DD300)

Same Amount (points to DD301)

Lower Amount (points to DD303)



Creating Reports

- Select one of the Reports Sub-Tab :
 - ✓ Allocation Plan Report
 - ✓ Allocation Explanation Report
 - ✓ Allocation by Exp/Rev Reports
- Select the criteria
- Click on Actions Button and choose how to manipulate your 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 Matt Ronan, Martha Worsham or your Budget Analyst (Contact list on last slide)



Creating Reports

Monthly spending Input - n x

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Apps ApeX Apex Stage Nassau County - Webco TaxMap Download In Time Cognos Prod Cognos Training How to create a pivot table Other bookmarks

NASSAU COUNTY, NY Budget Department B - Prep Application atusr Change Password Support Logout

Home Budget Reports Monthly Allocation

Allocation Plan Allocation Plan Report Allocation Explanations Allocation Explanations Report Allocation by Exp/Rev Reports

Choose Criteria

Year - select Year -
- select Year -
2012
2013
2014
2015
2016
2017

Go Actions

No d

Set SO... release 1.0



Creating Reports

Monthly spending Input - r X

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NASSAU COUNTY, NY Budget Department B - Prep Application

Home Budget Reports Monthly Allocation

Allocation Plan Allocation Plan Report Allocation Explanations Allocation Explanations Report Allocation by Expr/Rev Reports

Choose Criteria

Year 2016

Q- Go Actions

Plan Year	Dept	CC	Fund	Object	SubObject	Plan Jan	Plan Feb	Plan Mar	Plan Apr	Plan May	Plan Jun	Plan Jul	Plan Aug	Plan Sep	Plan Oct	Plan Nov	Plan Dec	Plan Mon13	Total Plan		
2016	AT	10	GEN	AA	AATAK - TERMINAL	911	07924	48919	16878	1578	2322	241	1902	402	-904	1074	6582	-1704	-8002	188,012	
2016	AT	10	GEN	BJ	R7800 - INTERDEPAR REVENUES				47865	0	0	147865	0	0	147863	0	0	147865	0	560,658	
2016	AT	10	GEN	AA	AAZMM - SUPPER M				458	114	212	0	212	474	98	245	408	0	278	2,409	
2016	AT	10	GEN	AA	AAZY0 - COMP TIME				0	0	0	0	0	0	0	0	0	0	0	628	30,000
2016	AT	10	GEN	AA	AAZY3 - DIFFERENT				49	27	-1	26	27	11	110	12	25	12	0	951	
2016	AT	10	GEN	BF	R0701 - CASH REC				3000	0	5000	0	0	0	5000	0	2000	3000	2000	20,000	
2016	AT	10	GEN	BF	R0706 - RECVRY WR				000	1212	1212	606	909	606	909	909	909	909	303	0	9,099
2016	AT	10	GEN	BH	R0801 - MISC RECEIPTS	R	75,000	1768	20013	14067	19732	4819	9282	2017	885	351	330	175	1621	160	75,000
2016	AT	10	GEN	BH	R0813 - CONTRACTUAL SERVICES	R	30,000	3749	2879	3219	1740	3728	2092	2340	2382	1243	3977	621	2030	0	30,000
2016	AT	10	GEN	DD	DD300 - OFFICE SUPPLIES & COPY PAPER	E	25,000	25000	0	0	0	0	0	0	0	0	0	0	0	0	25,000
2016	AT	10	GEN	DD	DD303 - MAINT OF EQUIPMENT	E	500	0	0	0	500	0	0	0	0	0	0	0	0	0	500
2016	AT	10	GEN	DD	DD401 - COPYING BLUEPRINT SUPPLIES AND EXPENSES	E	5,500	61	954	505	154	896	695	185	157	93	531	357	888	120	5,409
2016	AT	10	GEN	DD	DD404 - EDUCATIONAL & TRAINING SUPPLIES & EXPENSE	E	75,000	5787	2074	23232	24784	8513	0	7891	2102	0	3688	-6574	3205	0	75,000
2016	AT	10	GEN	DD	DD409 - MOTOR VEHICLES EXPENSES	E	1,000	0	0	0	0	0	0	0	0	0	0	0	1000	0	1,000
2016	AT	10	GEN	DD	DD413 - INVESTIGATIVE EXPENSES	E	250,000	0	96750	20000	20000	22500	12500	30000	0	5000	0	10000	15000	16250	250,000
2016	AT	10	GEN	AA	AASE - SE SALARIES AND WAGES	E	200,000	10157	15326	15326	15326	15326	22989	15326	15326	15326	15326	19624	0	200,004	
2016	AT	10	GEN	AA	AAZML - AUTO MILEAGE	E	11,400	83	2904	980	755	994	996	439	1159	174	203	507	526	2013	11,400

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Creating Reports

- Allocation Explanation Report Sub-Tab

The screenshot shows the 'Allocation Explanation Report' sub-tab in the Nassau County Budget Department system. The page includes a navigation menu with options like 'Home', 'Budget Reports', and 'Monthly Allocation'. Below the navigation, there are tabs for 'Allocation Plan', 'Allocation Plan Report', 'Allocation Explanations', 'Allocation Explanations Report', and 'Allocation by Exp/Rev Reports'. The 'Allocation Explanations Report' tab is active.

The main content area features a 'Choose Criteria' section with a 'Year' dropdown menu set to 2016. Below this is a search bar with a 'Go' button and an 'Actions' dropdown. The data is presented in a table with the following columns:

Plan Year	CC	Obj	E/R	SubObject	Original Budget	Jan Plan	Feb Plan	Mar Plan	Apr Plan	May Plan	Jun Plan	Jul Plan	Aug Plan	Sep Plan	Oct Plan	Nov Plan	Dec Plan	Mon13 Plan	Jan Cur Oblig	Feb Cur Oblig	C		
2016	GEN	AT	10	AA	E	AATAK - TERMINAL LEAVE	166911	97,924	48,819	16,678	1,578	2,322	241	1,902	402	-904	1,074	6,582	-1,704	-8,002	163,277.00	16,959.00	
2016	GEN	AT	10	AA	E	AAYY9 - HEALTH INSURANCE BUYBACK	36100	7,015	0	0	0	14,567	0	0	0	0	14,518	0	0	0.00	4,167.00		
2016	GEN	AT	10	AA	E	AAZMM - SUPPER MONEY	2500	0	0	458	114	212	0	212	474	98	245	408	0	278	0.00	15.00	
2016	GEN	AT	10	AA	E	AAZY0 - COMP TIME CASH	30000	29,372	0	0	0	0	0	0	0	0	0	0	628	10,690.00	0.00		
2016	GEN	AT	10	AA	E	AAZY3 - DIFFERENTIAL	350	0	53	49	27	-1	26	27	11	110	12	25	12	0	25.00	0.00	
2016	GEN	AT	10	BF	R	R0701 - CASH RECOVERY	20000	0	0	3,000	0	5,000	0	0	0	5,000	0	2,000	3,000	2,000	0.00	199.00	
2016	GEN	AT	10	BF	R	R0706 - RECVRVY WRKMENS COMP	10000	1,212	1,212	606	909	606	909	909	909	606	909	909	303	0	393.00	393.00	
2016	GEN	AT	10	BH	R	R0801 - MISC RECEIPTS	75000	1,768	20,013	14,067	19,732	4,819	9,262	2,017	685	351	330	175	1,621	160	10,409.00	10.00	



Creating Reports

- Allocation Plan Report Sub-Tab

The screenshot displays the 'Allocation Plan Report' sub-tab in the Nassau County Budget Department application. The interface includes a navigation menu with options like Home, Budget Input, Budget Reports, Monthly Allocation, and SGI. Below the navigation, there are tabs for 'Allocation Plan', 'Allocation Plan Report', 'Allocation Explanations', 'Allocation Explanations Report', and 'Allocation by Exp/Rev Reports'. The 'Allocation Plan Report' tab is active, showing a 'Choose Criteria' section with a 'Year' dropdown set to 2016. A search bar and a 'Go' button are present. The main data table has columns for Dept, CC, Fund, Object, SubObject, and monthly plan values from Feb to Dec, plus a Total Plan column. An 'Actions' dropdown menu is open over the table, showing options like Filter, Rows Per Page, Format, Flashback, Save Report, Reset, Help, and Download.

Dept	CC	Fund	Object	SubObject	Plan Feb	Plan Mar	Plan Apr	Plan May	Plan Jun	Plan Jul	Plan Aug	Plan Sep	Plan Oct	Plan Nov	Plan Dec	Plan Mon13	Total Plan		
IT	10	GEN	AA	AAZY9 - HEALTH INSURANCE BUYBACK	0	0	0	3446	0	0	0	0	0	3692	0	0	15,999		
IT	40	TCF	DE	DES45 - SOFTWARE CONTRACTS	0	0	0	0	0	0	0	0	0	0	0	0	0		
IT	10	GEN	AA	AAZMM - SUPPER MONEY	1712	2176	1890	1979	1792	2176	2318	2675	2434	2550	2978	2541	27,239		
IT	10	GEN	AA	AAZY3 - DIFFERENTIAL	2856	3504	2782	2636	2468	2440	2936	3708	2552	2070	2239	1504	33,400		
IT	10	GEN	AA	AAZY7 - HOLIDAY PAY	7587	8371	1271	0	1695	864	5124	2765	1787	5233	18844	5305	60,000		
IT	10	GEN	AA	AAZY8 - OVERTIME	938,500	1294	54175	63907	69087	65078	64329	60458	85098	100858	72718	92029	116600	92870	938,501
IT	10	GEN	AA	AAZY5 - STANDBY PAY	14,000	70	1140	1194	938	716	1109	946	1658	1658	1007	854	1276	1433	13,999
IT	10	GEN	AA	AAZZO - CAPITAL BACKCHARGE OT	-318,500	0	0	-79625	0	0	-79625	0	0	-79625	0	0	-79625	0	-318,500
IT	10	GEN	AA	AAZZS - CAPITAL BACKCHARGE ST TIME SAL CREDIT	-1,237,624	0	0	0	0	0	0	0	0	0	-767115	-214152	-256357	-1,237,624	
IT	10	GEN	BJ	R7800 - INTERDEPARTMENTAL REVENUES	8,363,595	0	0	2090899	0	0	2090899	0	0	2090899	0	0	2090898	0	8,363,595



Monthly Explanations Update

- Updated visual and user input screen since mid-2016

The screenshot displays the 'Monthly Allocation' screen within the 'Budget Department B - Prep Application'. The interface includes a navigation menu with 'Home', 'Budget Reports', and 'Monthly Allocation'. Below the menu are buttons for 'Allocation Plan', 'Allocation Plan Report', 'Allocation Explanations', 'Allocation Explanations Report', and 'Allocation by Exp/Rev Reports'. The 'Choose Criteria' section shows filters for Year (2016), Month (JANUARY), Fund (GEN), Dept & CC (AT 10), Object (AA), and EXP, with a 'Go' button. The 'Object Level Totals' table shows data for Object AA. The 'General Notes' section is currently empty. The 'Monthly Allocation Explain Variance Form' table provides a detailed breakdown of budget items for January 2016, including columns for Sub Object, Original Budget, Month chosen, quarterly plans, current obligations, and variances.

Sub Object	Original Budget	Month chosen	JAN PLAN	FEB PLAN	MAR PLAN	Qtr Total	JAN CUR	FEB CUR	MAR CUR	Variance To JAN	YTD Plan	YTD Cur Oblig	Variance YTD	Explain Jan YTD
AAFT FT SALARIES AND WAGES	7,202,920	JAN	689,953	551,945	551,945	1,793,843	656,950.00	526,018.00	528,303.00	33,003.00	689,953	656,950.00	33,003.00	
AAPT PT SALARIES AND WAGES	204,778	JAN	19,615	15,692	15,692	50,999	4,455.00	5,957.00	7,686.00	15,160.00	19,615	4,455.00	15,160.00	
AASE SE SALARIES AND WAGES	200,000	JAN	19,157	15,326	15,326	49,809	.00	.00	.00	19,157.00	19,157	0.00	19,157.00	
AATAK	166,911	JAN	97,924	48,819	16,678	163,421	163,277.00	16,959.00	5,992.00	-65,353.00	97,924	163,277.00	-65,353.00	All Terminal pay was paid in January in one lump sum.



Contact List

OMB STAFF		
Roseann D'Alleva	Budget Director	571-0525
Doug Cioffi	Manager, Performance Management	571-6333
William Cote	Budget Analyst	571-5735
Steve Conkling	Debt Manager and Financial Analyst	571-3023
Robert Conroy	Deputy Budget Director	571-6335
Joseluis Dias	Budget Analyst	571-0556
Richard Haemmerle	Operations Analyst	571-0797
Ann Hulka	Deputy Budget Director	571-0423
Thomas Love	Budget Analyst	571-7713
Steven Munzing	Operations Analyst	571-0799
Chris Nolan	Deputy Director	571-4269
Andrew Persich	Deputy Director, Grants Management	571-0413
Irfan Qureshi	Manager, Performance Management	571-0462
Anthony Romano	Senior Budget Analyst	571-4385
Matthew Ronan	Senior Budget Analyst	571-7735
Joseph Schiliro	Senior Budget Analyst	571-4373
Michael Vocatura	Budget Analyst	571-5788
Martha Worsham	Deputy Budget Director	571-1459
Technical Support	Help Desk	1-HELP (1-4357)

