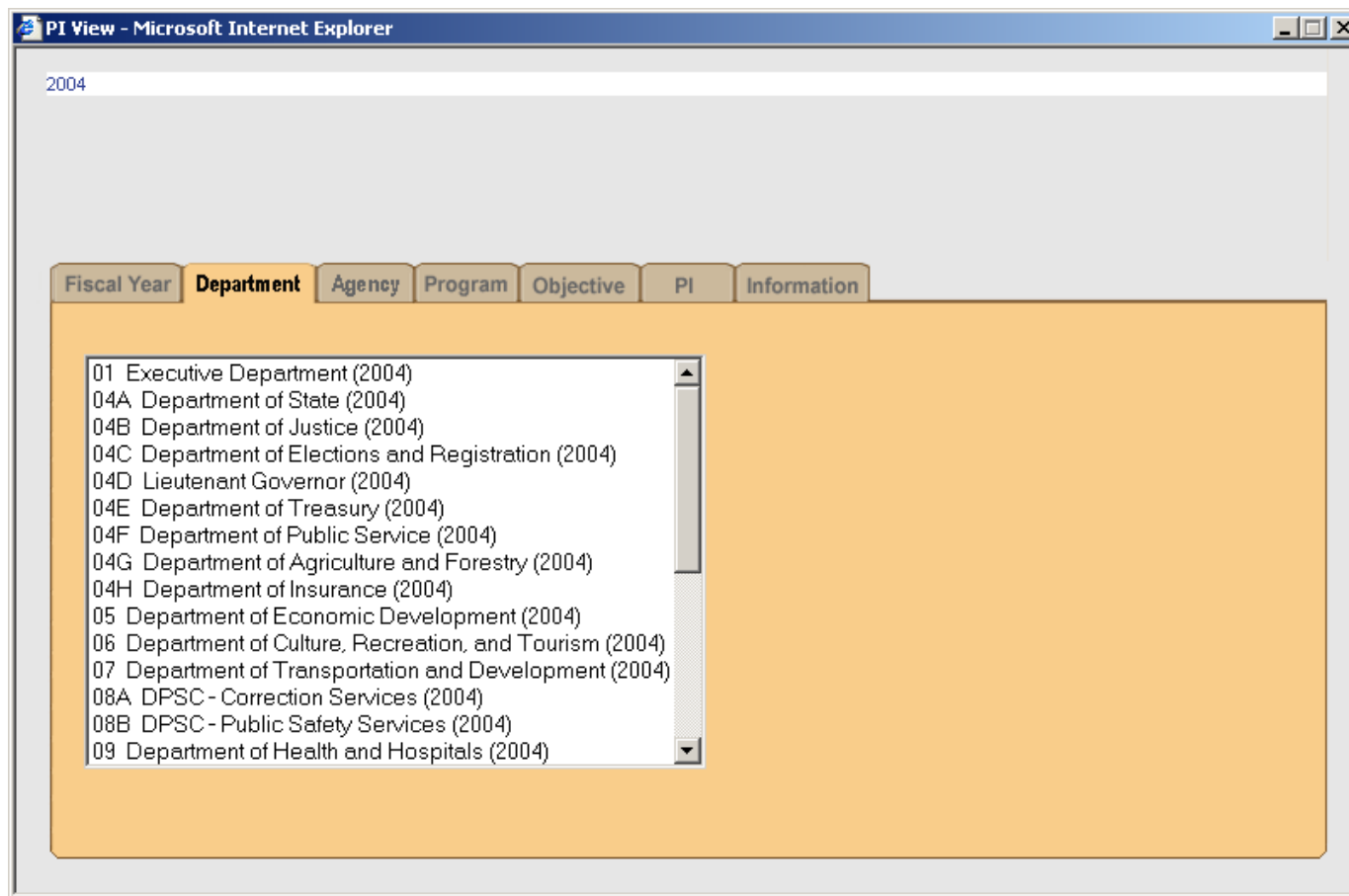
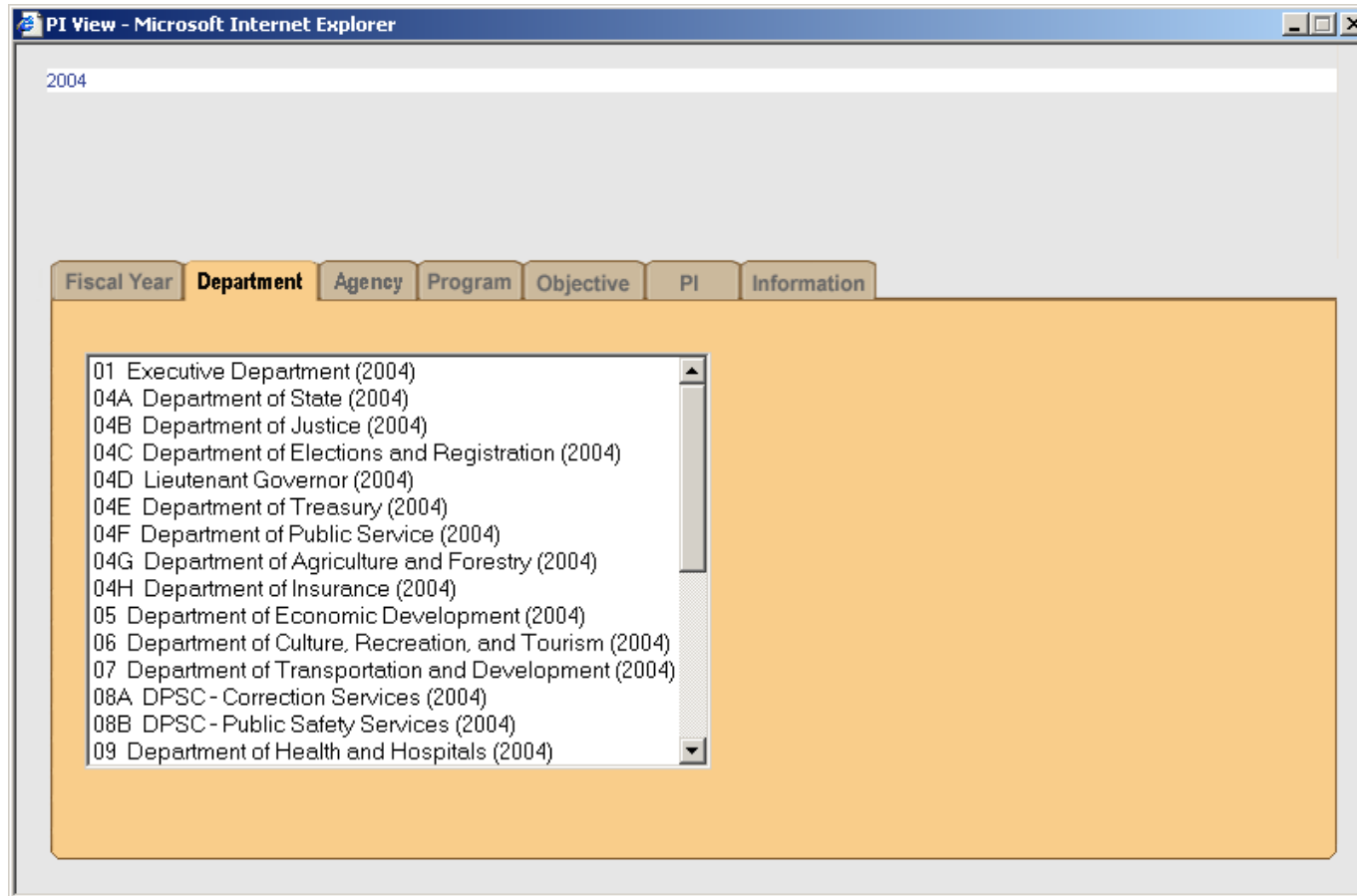


1. Select the View option on the LaPAS Mainpage.



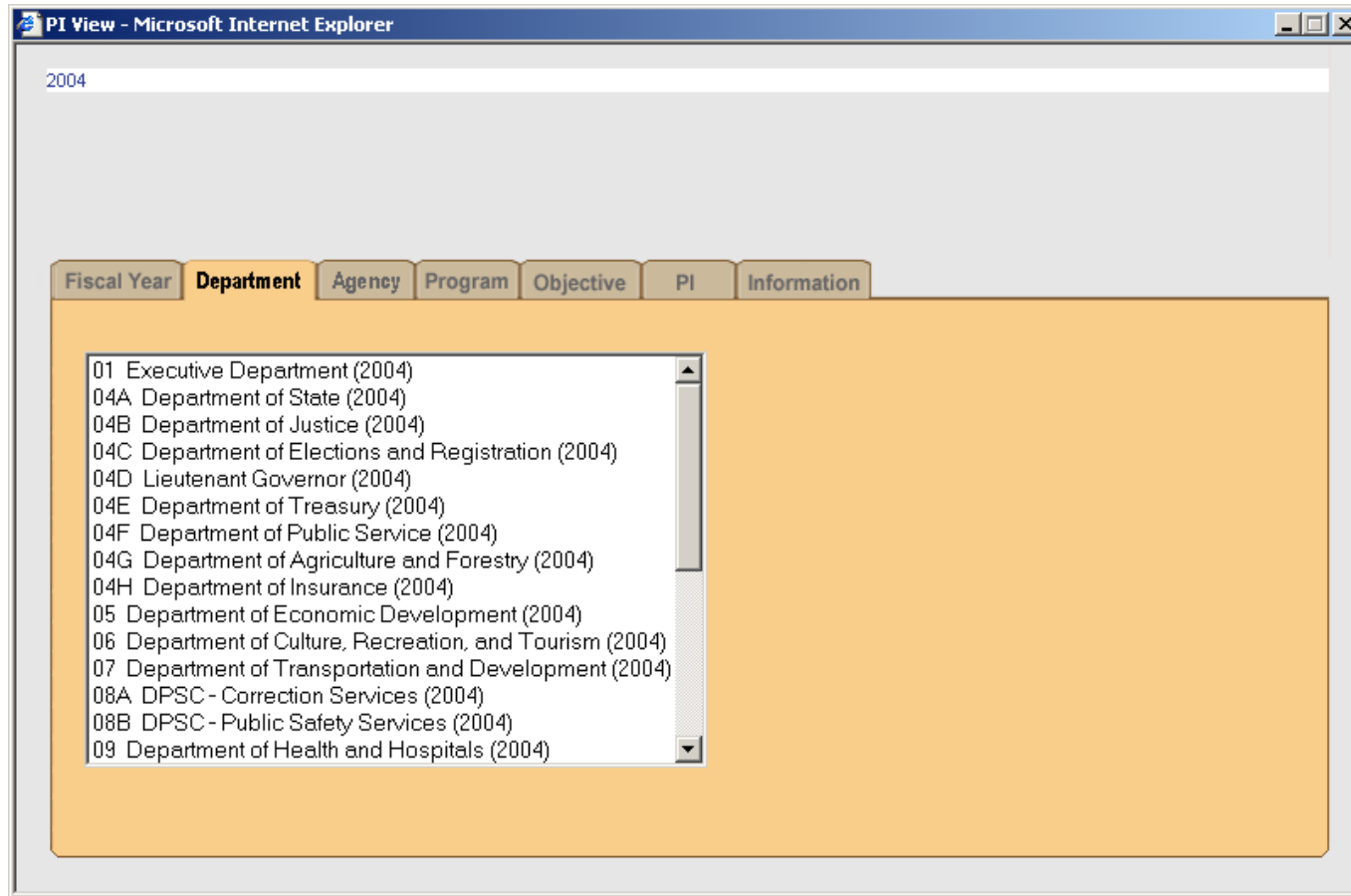
2. The LaPAS View Function page will open. This page allows you to go directly to the View function or select links to reporting guidelines or instructions for using the LaPAS View function.



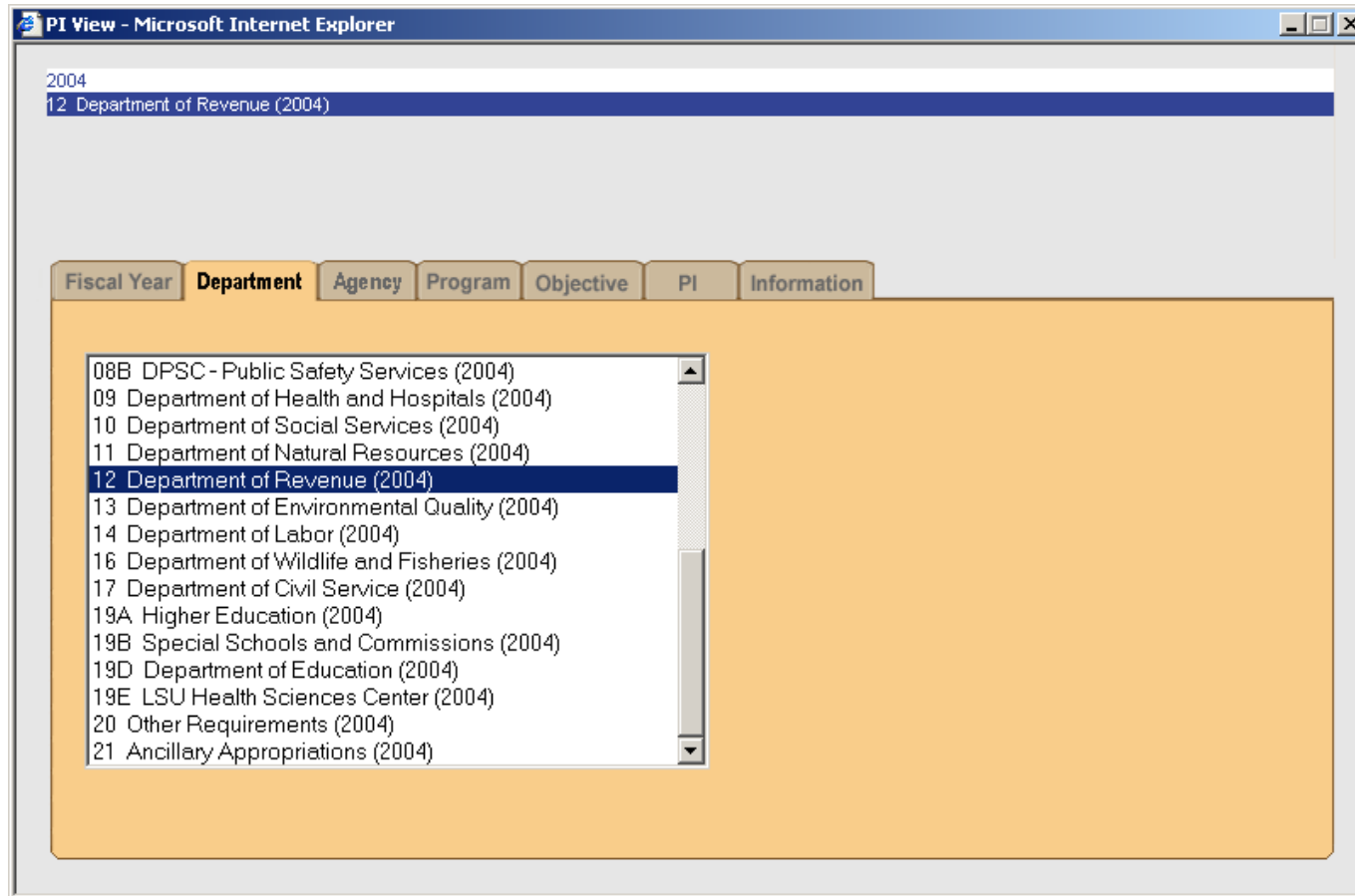
- When you select [CLICK HERE TO GO DIRECTLY TO THE LaPAS VIEW FUNCTION](#), a page containing a list of fiscal years for which performance information is available will appear. LaPAS defaults to the most recent fiscal year. If you wish to view some other fiscal year, select that fiscal year. The default or selected fiscal year appears at the top of the screen.



4. Click on the Department tab in order to display a list of all the state department numbers and their schedule numbers.

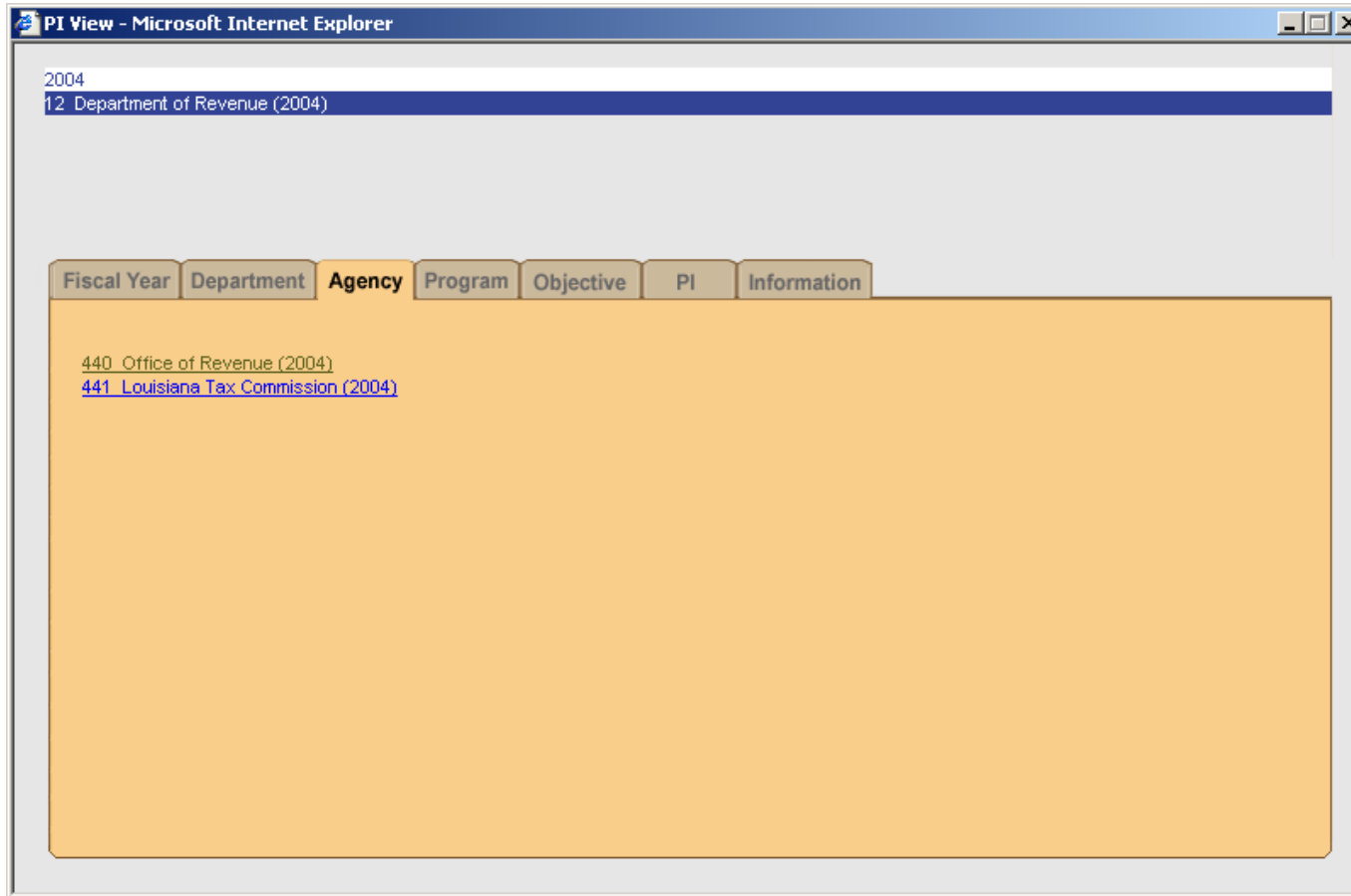


5. Select the department for which you want to view performance. The schedule number and name of the selected department will appear at the top of the screen.

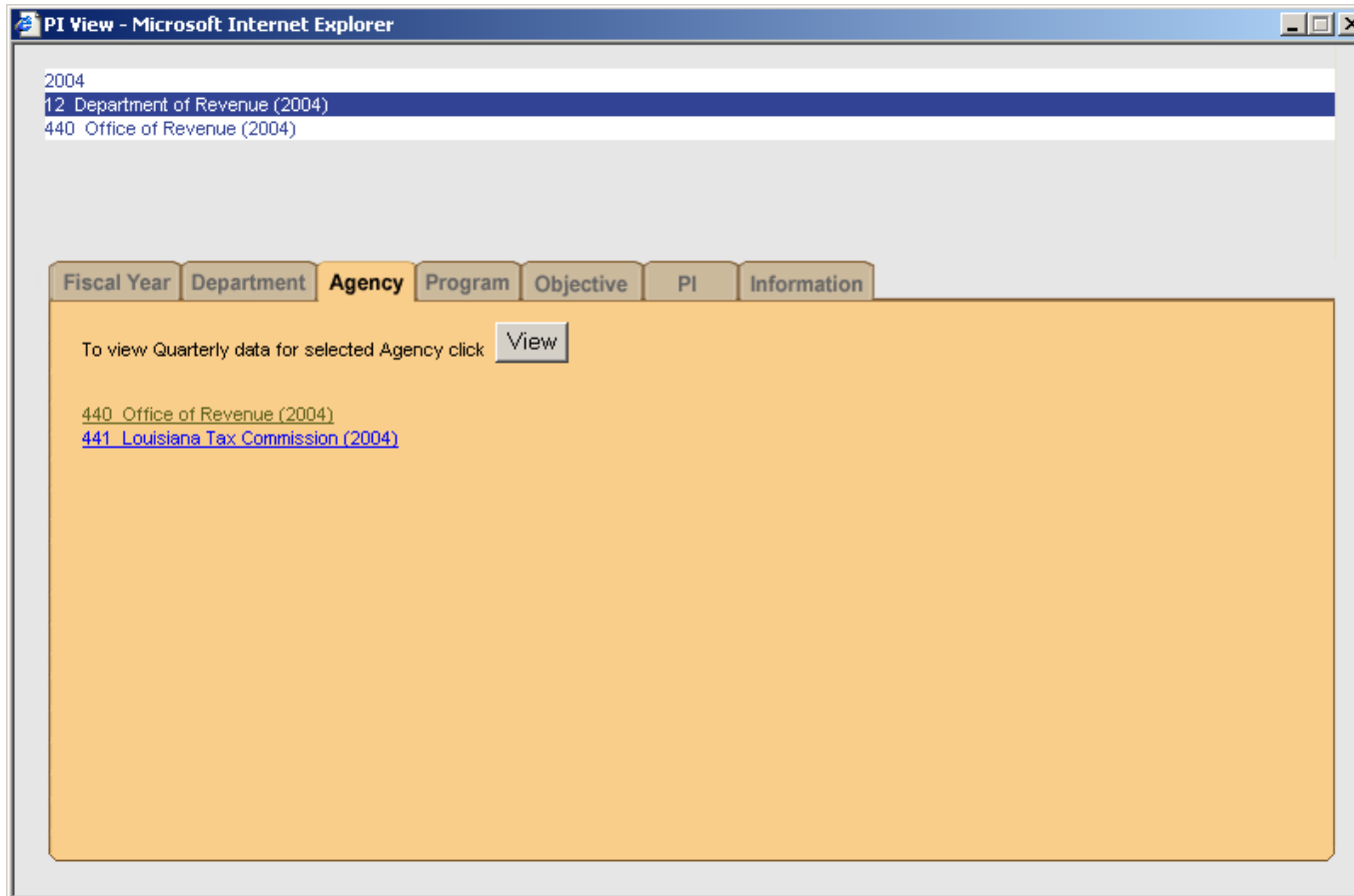


Then click on the Agency tab to display a list of the agencies (budget units) in the department you selected.

- When you click on the Agency tab, a list of the agencies (budget units) that are part of the department that you have selected will be displayed.

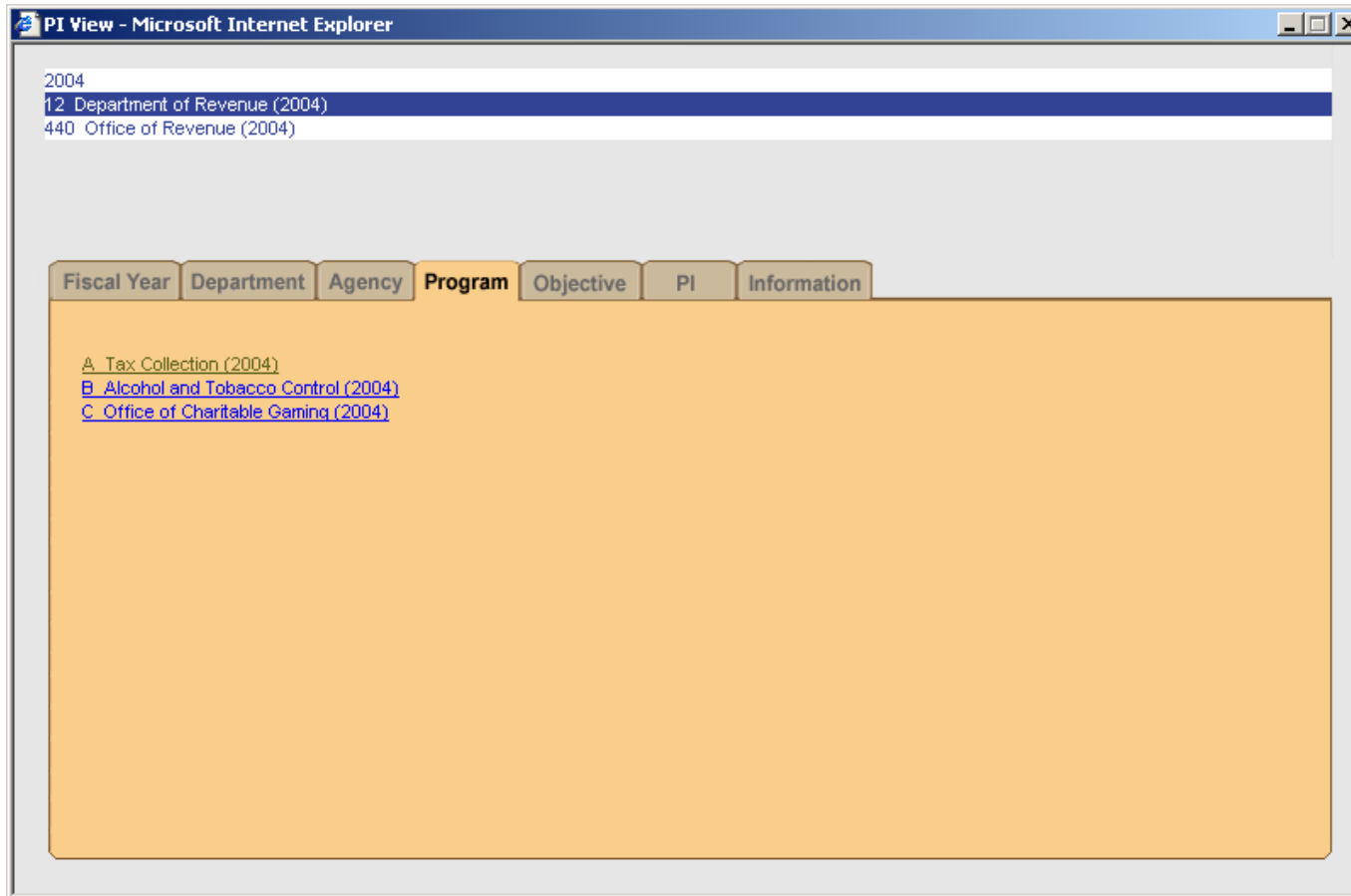


7. Select the agency (budget unit) for which you want to view performance. The number and name of the selected agency will appear at the top of the screen. Click the View button to retrieve and view all performance information for this agency. Or, you may narrow the number of performance indicators displayed by drilling down further—to program, objective, or individual performance indicator.

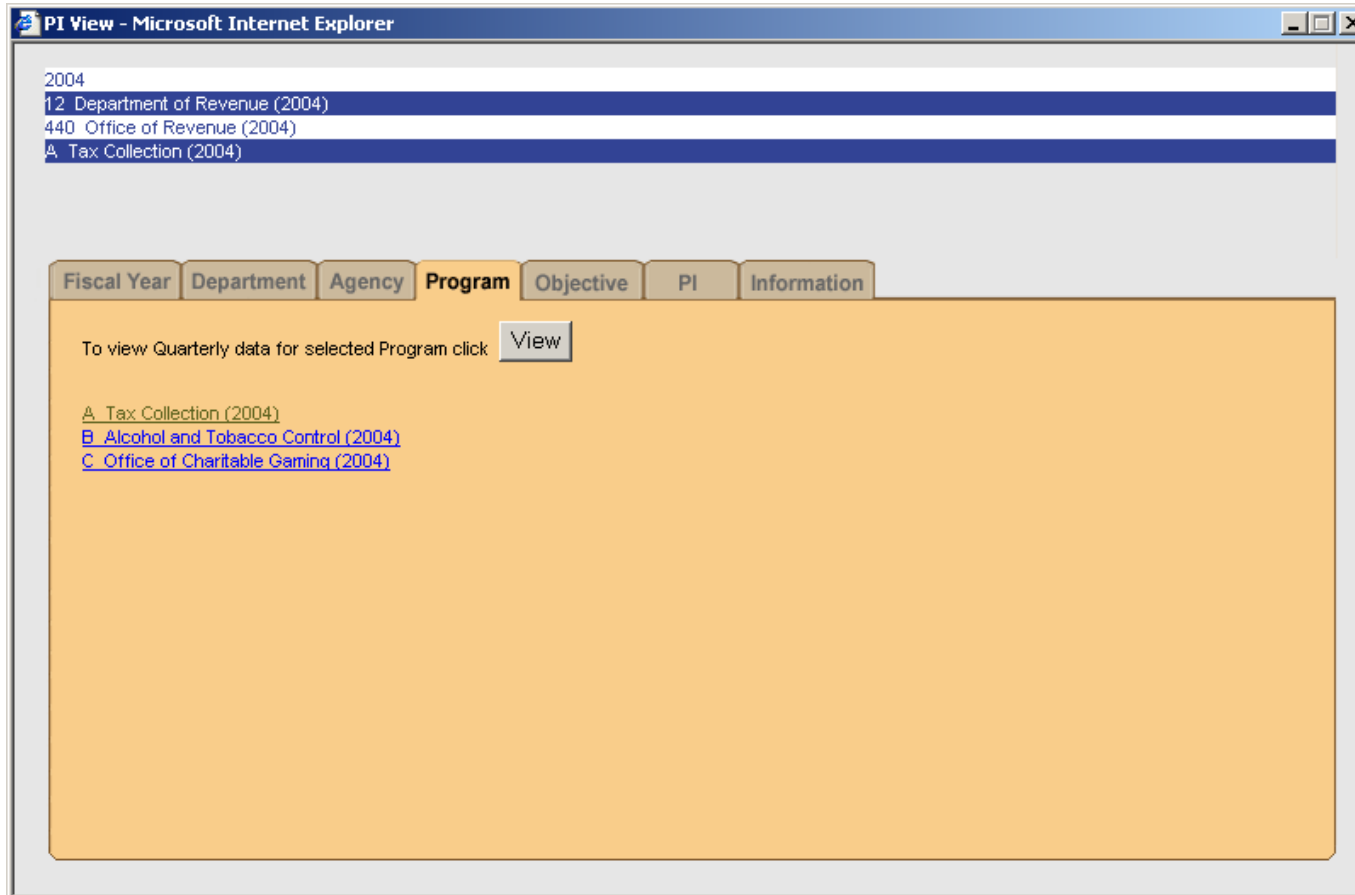


If you wish to drill down further, click on the Program tab.

8. If you click on the Program tab, LaPAS will display a list of programs in the selected agency.

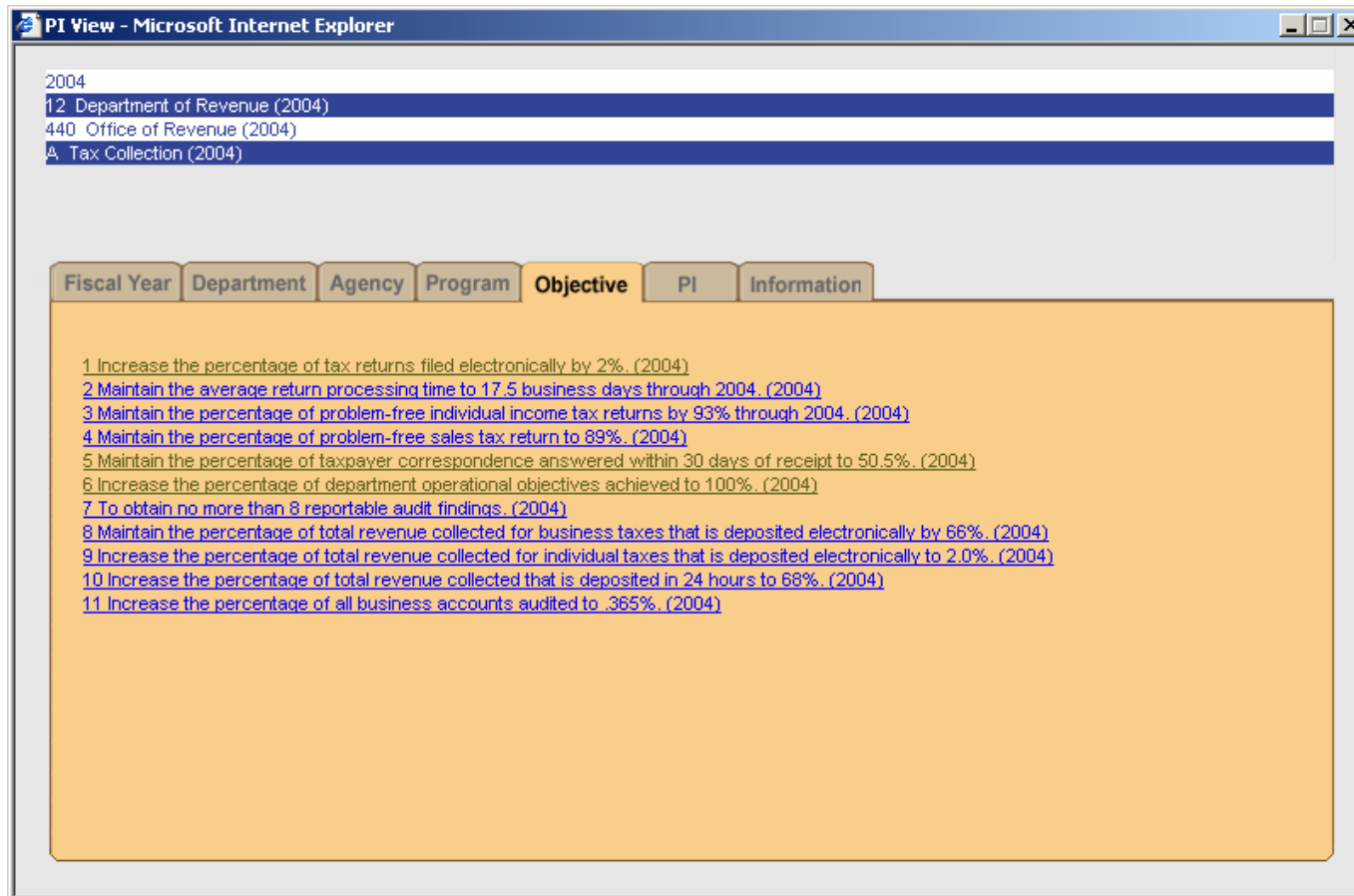


9. Select the program for which you want to view performance. The alpha identifier and name of the selected program will appear at the top of the page. To retrieve all performance information for that program, click on the View button. Or, you may drill down further before retrieving information.



If you wish to drill down further, click on the Objective tab.

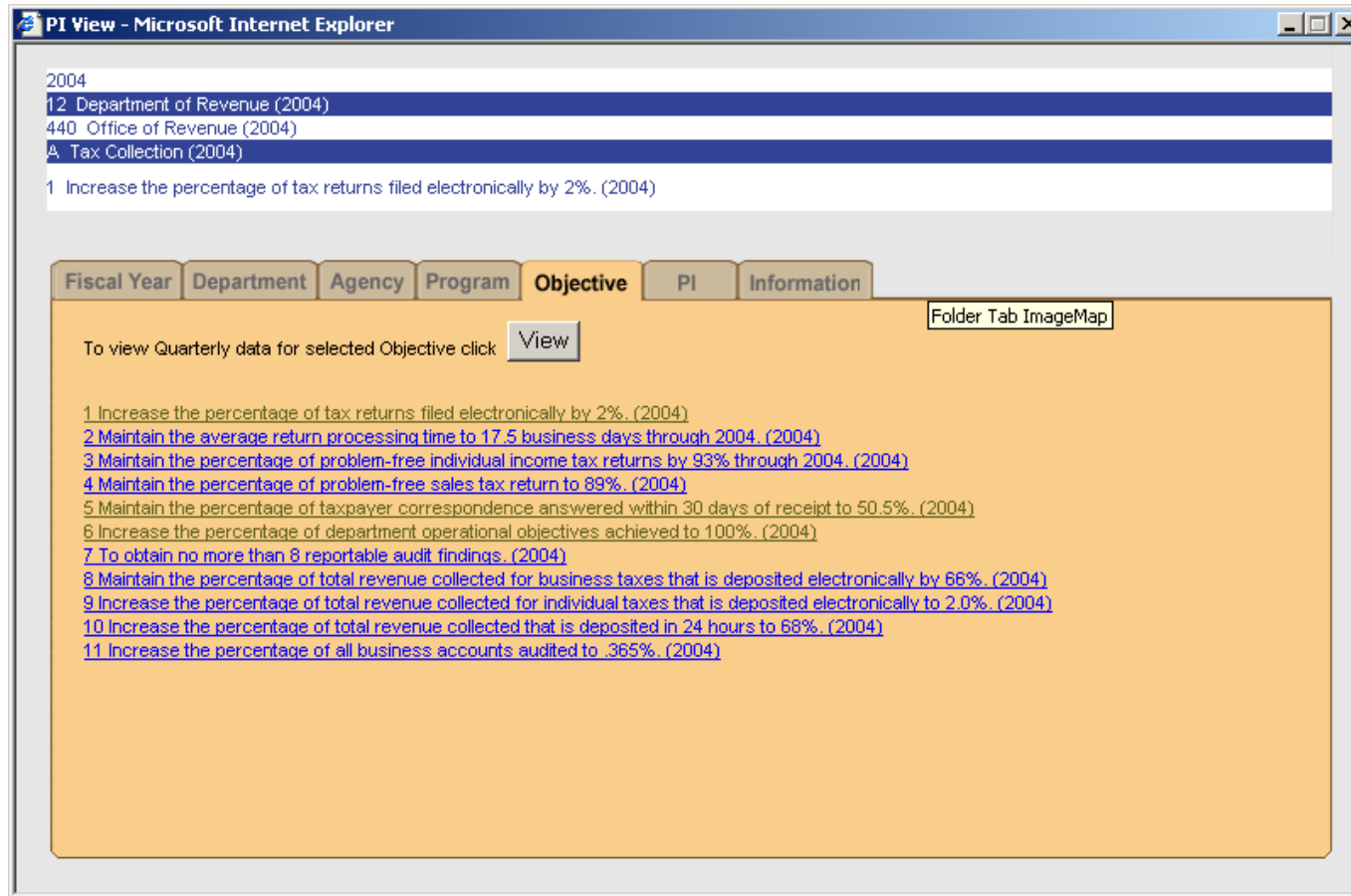
10. If you click on the Objective tab, LaPAS will display a list of objectives in the selected program.



The screenshot shows a web browser window titled "PI View - Microsoft Internet Explorer". The main content area displays a list of objectives for the year 2004. The objectives are numbered 1 through 11 and are presented as blue hyperlinks. Above the list, there are navigation tabs for "Fiscal Year", "Department", "Agency", "Program", "Objective", "PI", and "Information". The "Objective" tab is currently selected. The list of objectives includes:

- 1 Increase the percentage of tax returns filed electronically by 2%. (2004)
- 2 Maintain the average return processing time to 17.5 business days through 2004. (2004)
- 3 Maintain the percentage of problem-free individual income tax returns by 93% through 2004. (2004)
- 4 Maintain the percentage of problem-free sales tax return to 89%. (2004)
- 5 Maintain the percentage of taxpayer correspondence answered within 30 days of receipt to 50.5%. (2004)
- 6 Increase the percentage of department operational objectives achieved to 100%. (2004)
- 7 To obtain no more than 8 reportable audit findings. (2004)
- 8 Maintain the percentage of total revenue collected for business taxes that is deposited electronically by 66%. (2004)
- 9 Increase the percentage of total revenue collected for individual taxes that is deposited electronically to 2.0%. (2004)
- 10 Increase the percentage of total revenue collected that is deposited in 24 hours to 68%. (2004)
- 11 Increase the percentage of all business accounts audited to .365%. (2004)

11. Select the objective for which you want to view performance. The number and text of the selected objective will appear at the top of the screen. Click on the View button to retrieve performance information for the selected objective. Or, you may drill down to the individual Performance Indicator (PI) level.

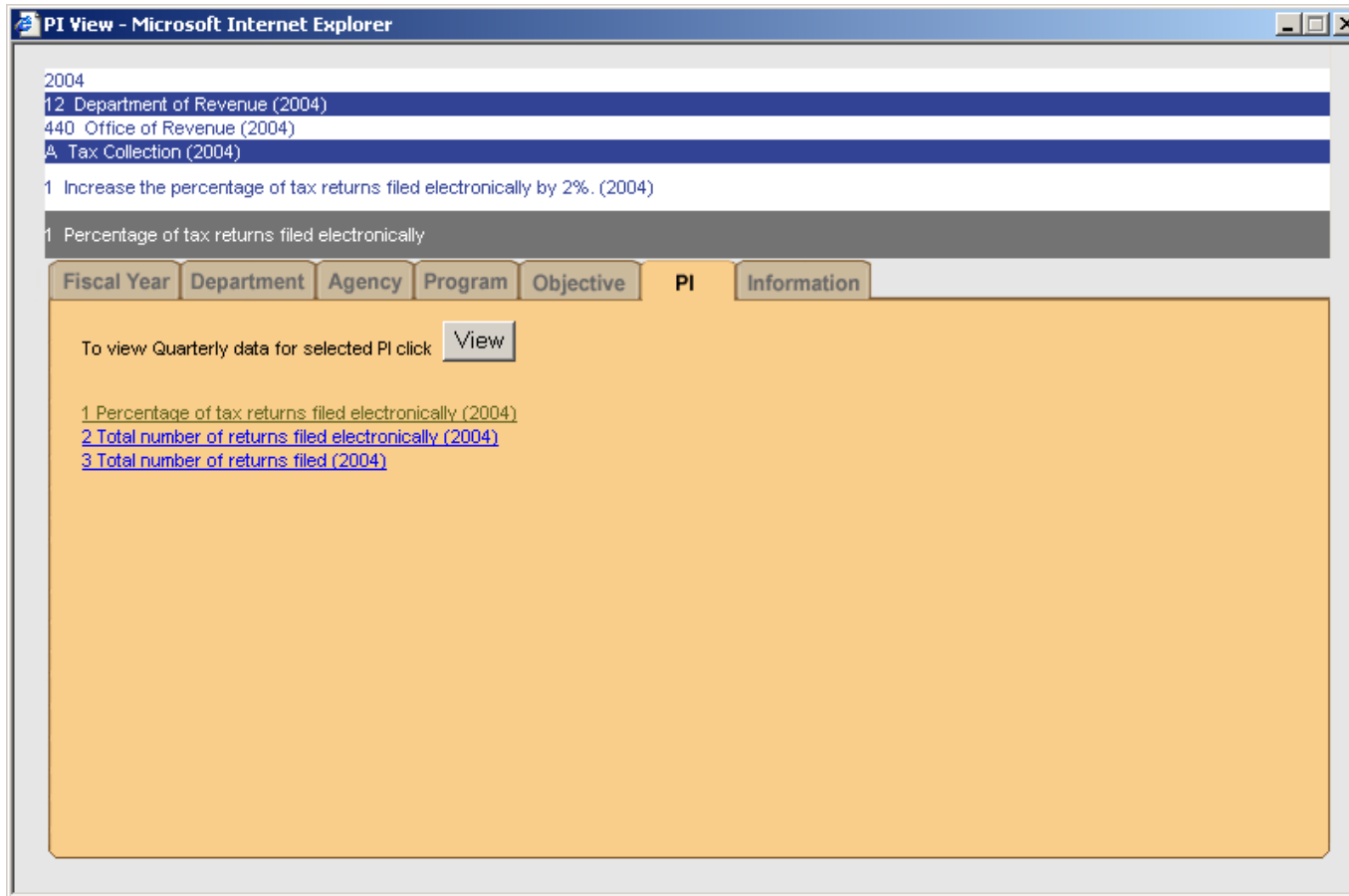


If you wish to view information for an individual performance indicator under an objective, click on the PI tab.

12. If you click on the PI tab, LaPAS will display a list of performance indicators under the selected objective.



13. Select the performance indicator for which you want to view performance information. The number and name of the selected performance indicator will appear at the top of the screen. Click on the View button to retrieve performance information for the selected performance indicator. There are no lower or more specific levels after the PI level.



The information displayed for each performance indicator, or PI, includes the following:

- PI Number – This number reflects the order in which the performance indicator appeared under its objective.
- PI Name
- PI Level – The indicator will be key (K), supporting (S), or general performance information (G) level. Key PIs are reported each quarter; supporting and general indicators at mid-year (Second Quarter) and yearend (Fourth Quarter).
- PI Format – All PI values in LaPAS are numeric. This field indicates whether the values represent numbers, dollars, or percentages.
- Prior Year Actual – This is the prior fiscal year yearend value for the PI.
- Performance Standard – This is the expected level of performance at the budgeted level for the current fiscal year.
- Performance Standard Revised – If the performance standard at initial enactment of the appropriation instrument has been modified during the fiscal year, then a “Y” will appear in this cell.
- Final Variance (%) – At yearend, LaPAS compares the annual performance standard and the cumulative yearend (Fourth Quarter) actual performance. LaPAS calculates and displays a variance. Variance is the percentage difference between performance standard and yearend actual performance for the current fiscal year.
- Variance Indicator – A “P” in this cell indicates that a positive variance from standard is a good thing; an “N,” that a negative variance is a good thing. LaPAS defaults to “P” but agencies have the ability to designate “N” if desired.
- PI Code- This is the permanent tracking code assigned by LaPAS to an individual performance indicator. PI Code allows the indicator to be tracked and viewed across fiscal years.
- Quarter – This column identifies the four quarterly reporting periods for the current fiscal year.
- Target – This column contains quarterly interim targets for the current fiscal year. Agencies may manage their own targets in a forward manner. Targets for all key and supporting indicators are first entered during the First Quarter. After that, agencies may modify quarter targets in those quarters that occur after the one in which the agency is reporting. For example, in the second quarter, an agency may revise targets for Third Quarter and Fourth Quarter. Targets should be cumulative.
- Actual – This column contains figures for quarterly actual performance in the current fiscal year. Actuals should be cumulative.
- Variance (%) – This column displays the variance (percentage difference) between quarterly interim targets and actual quarterly performance figures.
- Agency Head Approval – This column displays a “Y” if the information reported by the agency each quarter was approved by a designated agency approval authority.
- Period Code – This column indicates the reporting period during which performance information was submitted by the agency. If a cell in this column is blank, then the indicator was not reported for that quarter. Period codes are:
 - Regular Period (RP) – Report was submitted during the regular reporting period—that is, by the statutory deadline.
 - Late Period (LP) – Report was submitted during the late reporting period—that is, after the statutory deadline but before the end of the 10-day grace period allowed by law. Any report not submitted by 10 days after the statutory deadline is considered delinquent.
 - Closed Period (CP) – Report was submitted during a period in which LaPAS was closed for regular and late reporting. Since special access is required for reporting during closed period, this generally signifies that the agency’s report was delinquent.

- Q1 Notes – Explanatory notes or comments related to Quarter 1.
- Q2 Notes – Explanatory notes or comments related to Quarter 2.
- Q3 Notes – Explanatory notes or comments related to Quarter 3.
- Q4 Notes – Explanatory notes or comments related to Quarter 4.
- Yearend Notes – Explanatory notes or comments related to yearend performance and the variance between annual performance standard and yearend actual performance.

By statute, agencies are required to explain any quarterly or yearend variance that exceeds 5%. Agencies also may use the notes fields to explain why quarterly targets have been modified or provide explanatory information about the way in which actual data were gathered, analyzed, or reported. The notes fields are generous; up to 8,000 characters may be entered.

15. Click on the Information tab of any View screen to see information about that screen.
16. Using your browser print function, you may print performance indicator quarterly information. Once you retrieve a quarterly report screen, simply click on your browser print icon or select File/Print. Because explanatory note fields may vary in size (depending upon how lengthy agency notes are), no automatic page breaks have been programmed in the LaPAS quarterly information screens. If you opt to print the quarterly PI information at a high level (agency or program), then printout volume may be large. It is suggested that you drill down to the level that you wish to view and/or print.