Washington State Department of
Enterprise Services

The Allotment System (TALS-AMR)
Allotment Management & Review
User Guide

Version 3.0 Final
March 2013

About this Tutorial

This tutorial was developed to take budget staff through the sequential steps of building an initial allotment submittal using The Allotment System (TALS) Allotment Management and Review (AMR). The sample allotment submittal created in this tutorial is developed using the most basic features of TALS AMR. It is recommended that users with the various TALS AMR security access levels (Budget Operations, Edit Access, and Read-only) should complete this tutorial. The tutorial will outline differences in access and system usage based on security level where it applies.

The tutorial can be used in a formal training session, for individual practice, or for developing the agency allotment submittal. Some tutorial conventions:

- Actual values to be entered when using for training or for practice are highlighted.
- Functions to use will be in **Bold.**
- If using on your own, please use your judgment to determine values to be used for practice or actual allotment development.
- Each task is preceded by a brief explanation of the task, its importance in your allotment development, and general business rules.
- Specific business rules and recommendations for entering your allotment submittals are denoted with a 🕮 under the task.
- Additionally, Appendix 1 contains a central listing of all the business rules.

Every effort is made to ensure that the TALS AMR tutorial and OFM Allotment Instructions agree in every way. In cases where a discrepancy exists, the OFM Allotment Instructions take precedence. The *OFM Allotment Instructions* can be found at http://www.ofm.wa.gov/budget/instructions/default.asp

The *TALS AMR Tutorial* is available online in the BASS Help Library at

http://bass.ofm.wa.gov/BASSPR/library/default.htm - or –

https://fortress.wa.gov/ofm/bass/BASSPR/library/default.htm for those using Fortress.

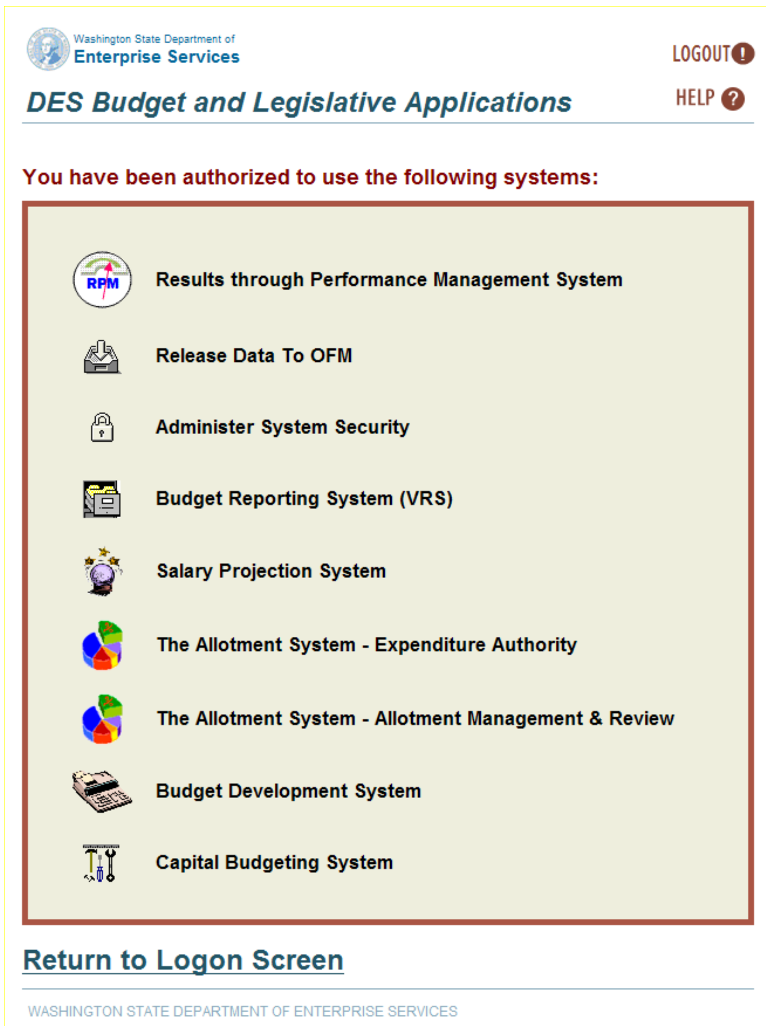
The library may also be accessed by the help links available in all BASS applications. You can also contact the Department of Enterprise Services (DES) Solutions Center at (360) 407-9100 option 2 or e-mail the DES Solutions Center at solutioncenter@des.wa.gov.

Getting Started – Logging on to TALS and System Navigation

1. Open Internet Explorer and enter the login address http://bass.ofm.wa.gov/BASSLogon_pr/ (or https://fortress.wa.gov/ofm/bass/BASSLogon_pr/ for those using Fortress) in the address bar of the browser.
   If in a training session, use the link provided in class.

2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form can be found in the BASS library at the appropriate site listed on page 4.*
   If in a training session, use the login ID and password provided in class.

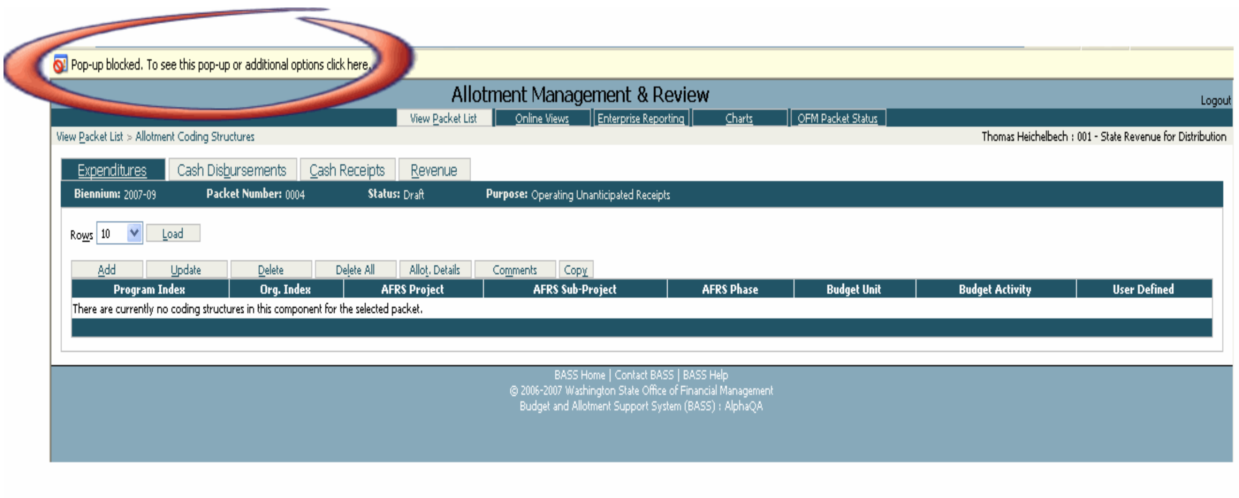
3. Select the pie chart icon for TALS AMR (The Allotment System – Allotment Management and Review).

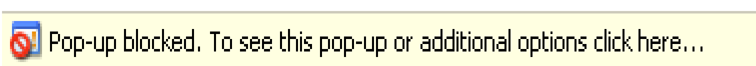


All navigation bars and selection tabs are in the same place on every page. The selection tabs run horizontally across the top of each screen, allowing for the selection of screen features and system navigation. Shortcut links on the application tab bar (3) and the breadcrumb bar (4) allow for the ability to "jump" to previously viewed pages without using the browser Back button.

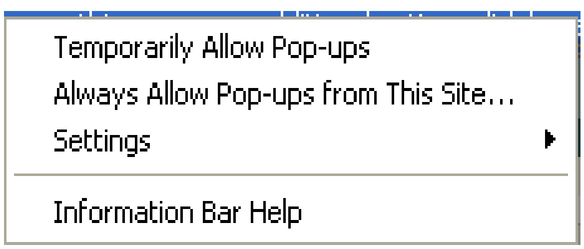
How to Disable Pop-Up Blockers

🕮 *Note: In order for the application to work, you must disable your pop up blocker for this site. The easiest way to do this if your security is set to block pop ups, is to take the following actions when the message below appears as you try to work in the application:*



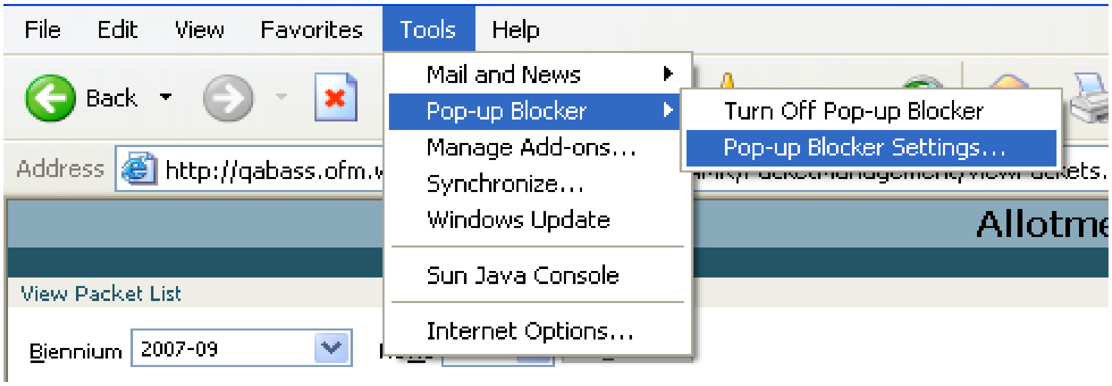
Click on 

and the following choices will appear:

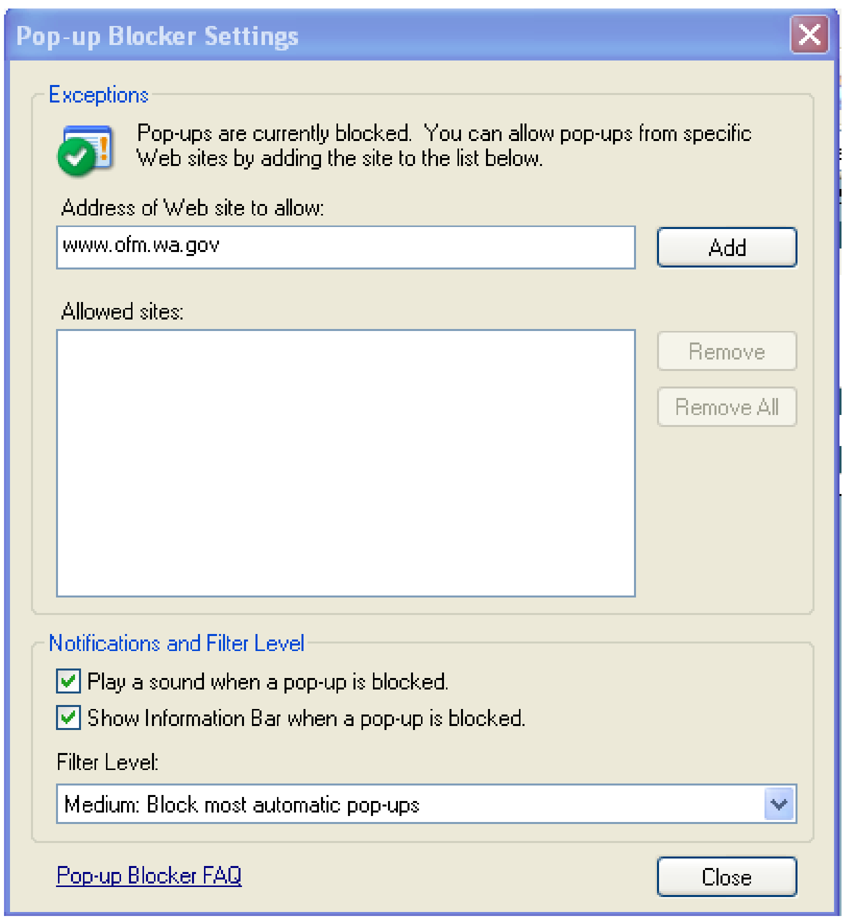


Choose "Always Allow Pop-ups from this Site…" This will put the site in your security settings automatically.

Or, while in Internet Explorer, select Tools, Pop-up Blocker, Pop-up Blocker Settings as seen below:

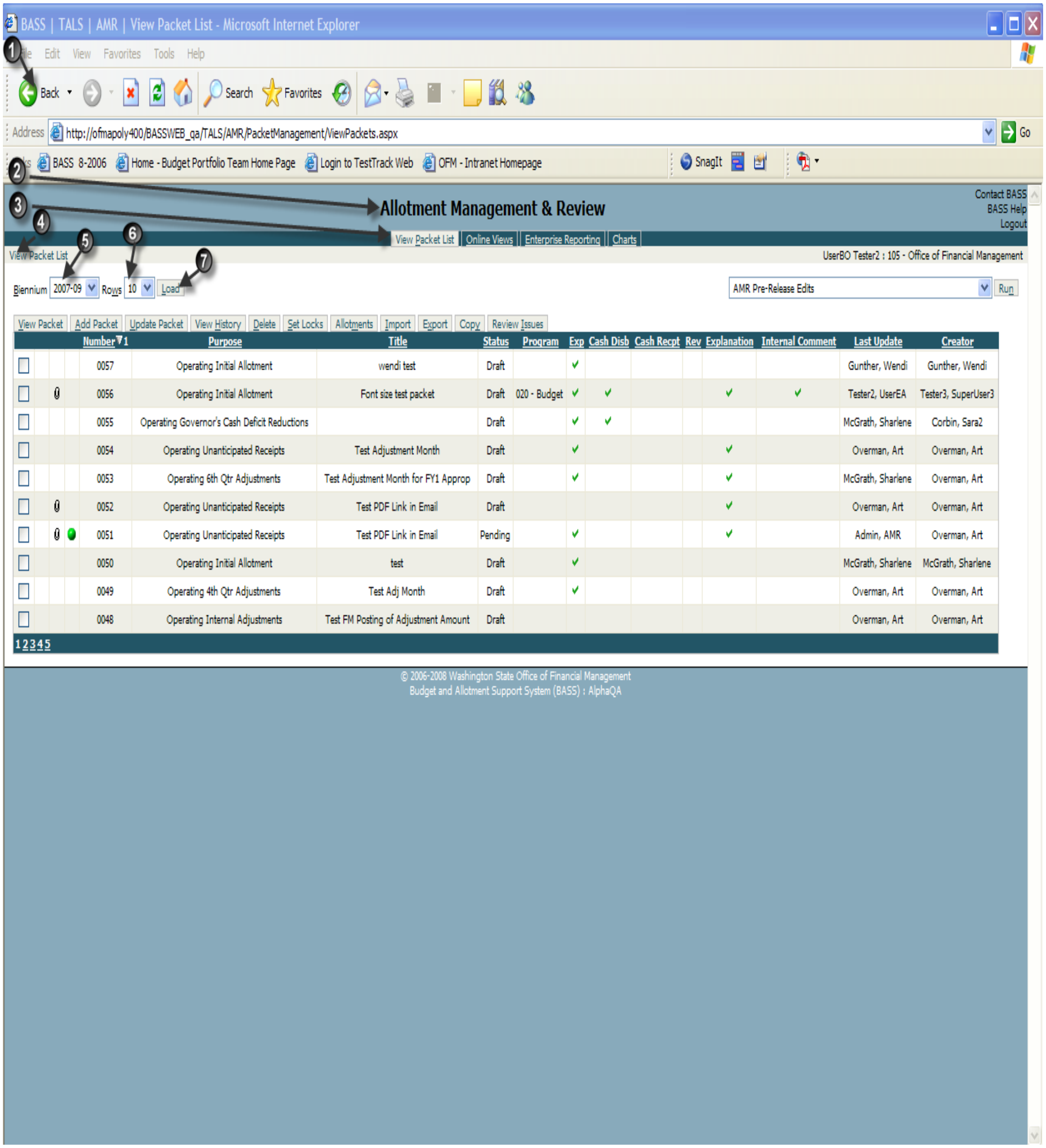


This will bring you to the following:



Type in under the "Address of Web Site to allow:" bass.ofm.wa.gov or fortress.wa.gov and click Add.

Key Navigation Features



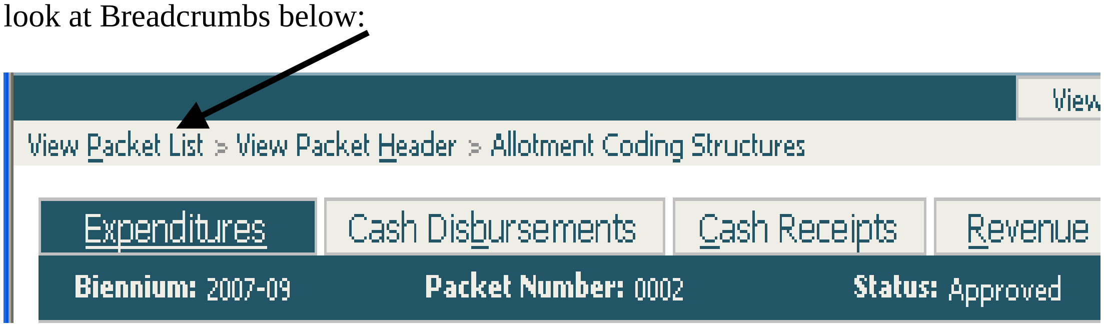
1. **Internet browser navigation buttons.** 🕮 *Note: The BASS suite of applications does not support the use of internet browser navigation buttons, i.e. 'back arrow' and 'forward arrow'. You should avoid using the back arrow and forward arrow buttons available on your web browser tool bar when working in BASS. Using these buttons will give unpredictable results depending on the screen you are on when used.*

2. **Page Header includes Application Title (Allotment Management & Review) and Logout Link**. 🕮 *Note: It is extremely important to properly logout of the system when not in use. There is a timeout provision included in the system. If your session is inactive for 120 minutes the system will time you out. Your packet may be flagged as "in use." If you login again with*

the same user ID it will clear the in use flag and you will be able to access your packet. The in use flag will be removed nightly. You will know a packet has been flagged as in use when you try to work with it and it the system tells you that someone is using it.

3. **Application Tab Bar** is always available, and includes a tab for each major functional area in the system including View Packet List, Online Views, Enterprise Reporting, and Charts.
    - The **View Packet List** tab enables you to view a list of the agency's allotment packets for the biennium and to navigate to all the detail related to a chosen packet.
    - The **Online Views** tab allows you to view allotment data for analytical purposes. See Lesson 11 – Online Views for more information.
    - The **Enterprise Reporting** tab opens up the Enterprise Reporting login page. See Lesson 15 – Reports for more information.
    - The **Charts** tab allows you to run a variety of charts displaying allotment (pending, review and approved packet information only) vs. actual data. See Lesson 14 – Chart Features for more information.
4. **Breadcrumb Bar** serves as a trail to navigate back to any previously viewed screen in the application. The breadcrumb bar is dynamic in that any given page will show a different breadcrumb trail based on how the page was reached.

Closer look at Breadcrumbs below:



5. **Biennium Selection Box**—allows you to choose which biennium you wish to work with.
6. **Row Selection Box**—allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. This makes it so you can scroll to choose a packet rather than go from page to page. 🕮 *Note: The row selection box can be found on the view packet list, allotment coding structure and allotment details screens.*
7. **Biennium and Row Load Button**—after you choose the biennium and number of rows you would like to see; you must hit the **Load** button to get what you asked for.
8. **BASS Contact, BASS Help and Logout --** includes BASS Home link which takes you to the BASS system main menu page, Contact BASS link which tells how to contact the BASS help staff, and BASS Help link which takes you to BASS Help documentation.

LESSON 1 – PREPARE AN ALLOTMENT PACKET

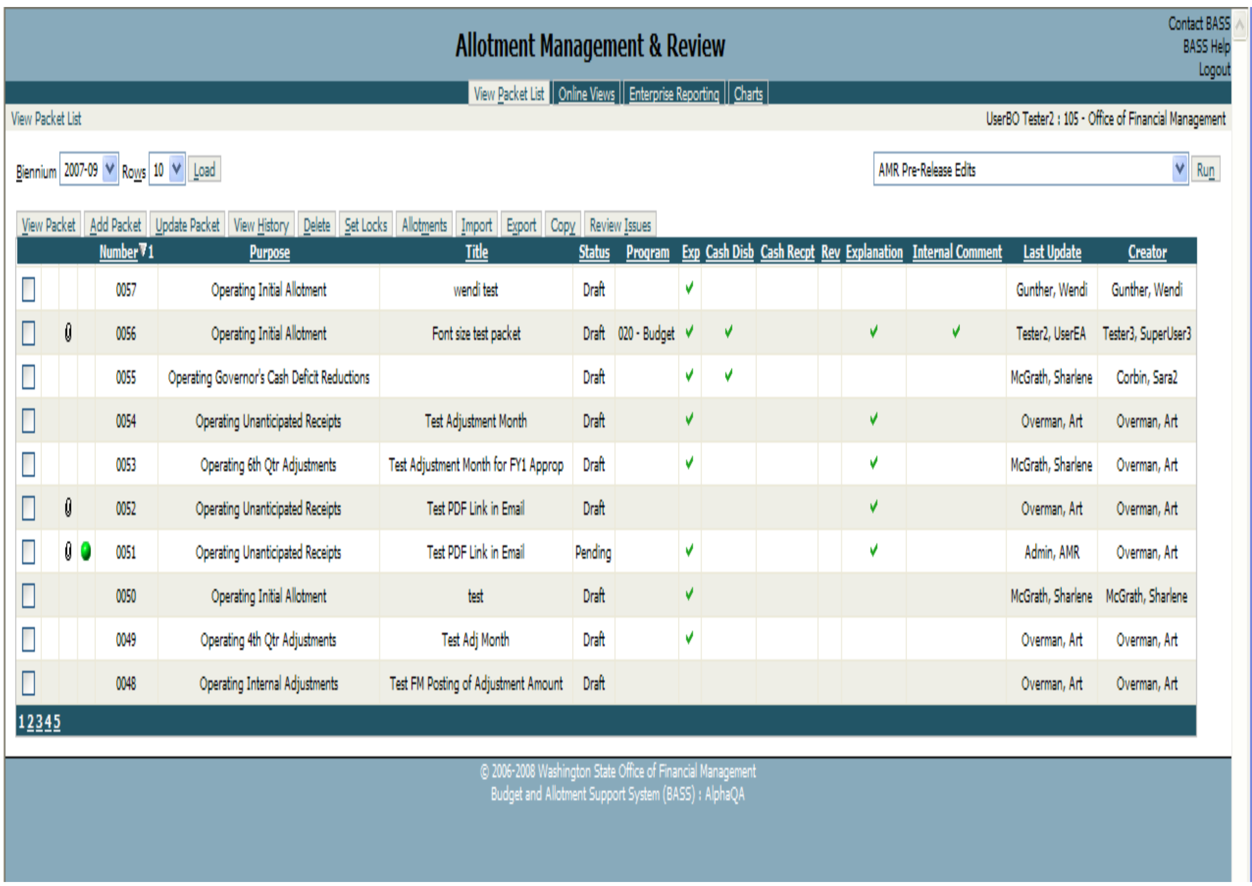
Lesson 1, Task 1 – Establish an AMR Allotment Packet

Allotments are detailed plans (or amendments to plans) of the scheduled revenues and expenditures authorized in the budget and the related cash receipts and cash disbursements. Agencies submit these allotment plans to OFM for review using the TALS AMR system. Prior to entering new allotment data into AMR, the agency needs to establish a new allotment packet. An allotment packet is a container in which allotment records are created for a specific allotment purpose.

The **Add Packet** feature creates a new allotment packet on the **View Packet List** screen. This packet will be assigned a system generated four digit number used to identify the allotment packet and will display descriptive information pertaining to the packet. 🕮 *Note*: *This feature is not available for those with read only security access.*

The following steps will take you through entering the new allotment packet with the appropriate packet descriptive elements, adding narrative comments that support the allotment, as well as, adding attachments that will be needed by an OFM budget analyst in the allotment review process.

After Logging in to TALS AMR, the **View Packet List** screen is displayed. See below.



1. Select the appropriate **Biennium** using the dropdown box, and then the **Load** button. 🕮 *Note: You will know the data is loading by the status bar in the lower right hand corner. This shows quickly, so you might miss it.*

2. Select the **Add Packet** tab in the upper left hand corner of the **View Packet List** screen.

3. On the **Add Packet** screen, 🕮 *Note: The Packet Number will remain listed as [unassigned] until the required packet elements have been selected and saved for the packet being added. This is a system generated number and deleted packet numbers will not be reused.* See below.

4. Verify the Biennium. 🕮 *Note*: *This dropdown will default to the biennium selected on the View Packet List screen. Once a packet has been saved this field cannot be updated.*

5. Select a packet type from the **Purpose** dropdown box. 🕮 *Note: The packet purpose describes the reason for the allotment submittal. The initial allotment requires an initial allotment packet purpose type. Please see the allotment instructions for more information on the correct packet purpose to use for allotment amendments.*

   Operating Initial Allotment

6. Program. 🕮 *Note: The dropdown list displays official agency programs. This is required for DSHS.*

   No program is needed for this task.

   To forgo assigning a program for the packet, verify that the **Program** field displays [No Program Selected].

7. Enter a packet **Title** that provides a quick description for further reference.

   Working Draft of Initial Allotment Data

8. Enter a **Packet Explanation** for information needing to be communicated to your OFM budget analyst. 🕮 *Note: Field is not required to save an allotment packet, but an explanation is required by the OFM allotment instructions in certain cases. Explanation text is required for official allotment submittals when a pre-release edit check warning message requires an explanation. This text is visible to your OFM budget analyst.*

   Staff month increase in September and October of 2007 for Program 100 due to enhancement package approved by the Legislature.

9. Enter **Agency Internal Comments** that capture detailed agency assumptions. 🕮 *Note: For informational use for the agency.*

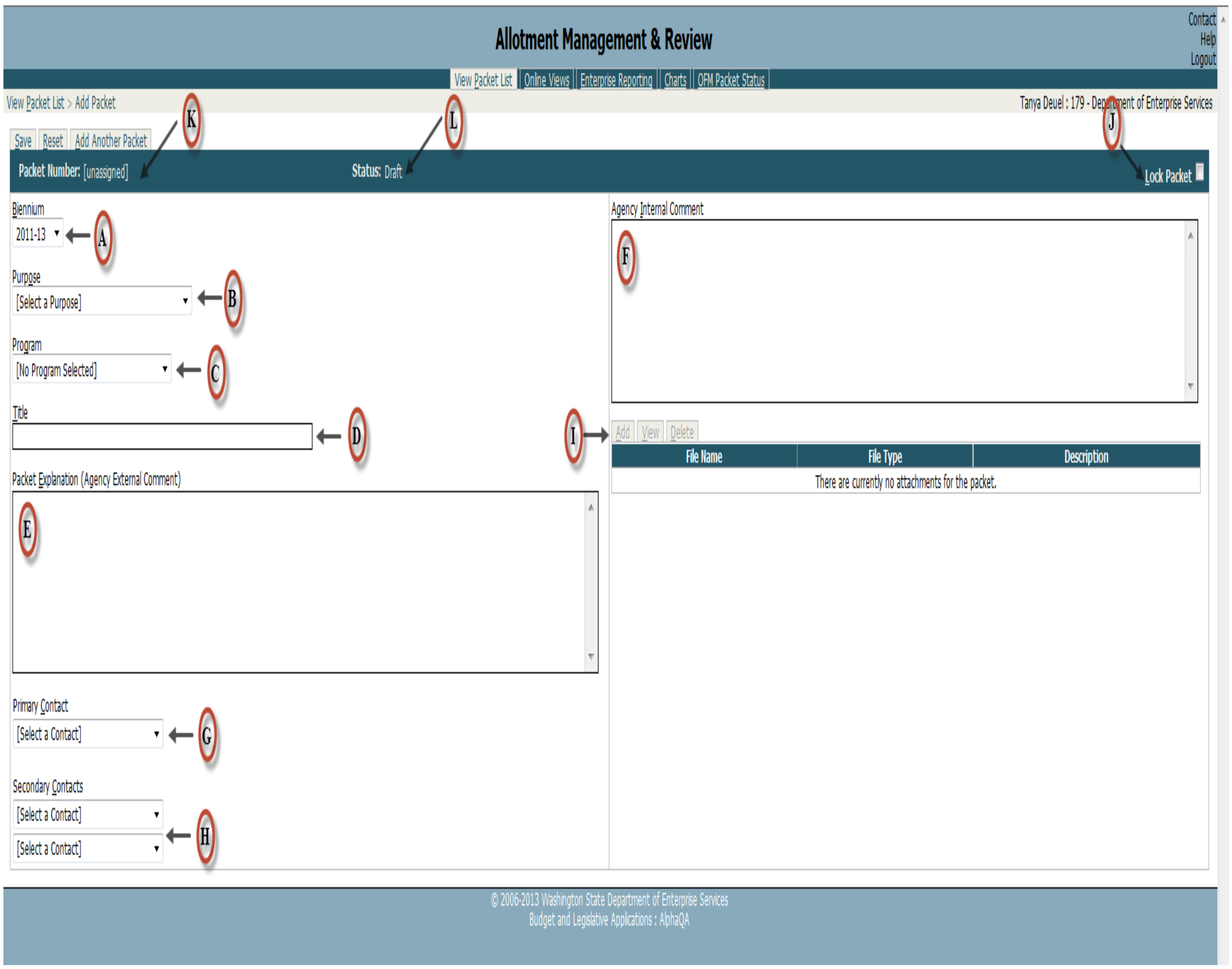
   Budget and Accounting Manager to review policy decisions with agency director at May retreat. Program 200 assumptions in staffing have not been approved.

10. Select an individual from the **Primary Contact** dropdown list who is the agency spokesperson for questions concerning the allotment data and its assumptions. 🕮 *Note: The contact field is populated based on security forms submitted to BASS. The chosen contact will be the person receiving e-mail issues in relation to the packet.* 🕮 *Note: The contact can be changed in review and approved status.*

Verify your name is listed in the contact field. If in a training session, skip this part.

11. Select an individual from the **Secondary Contact** dropdown list who is a secondary contact for you agency.

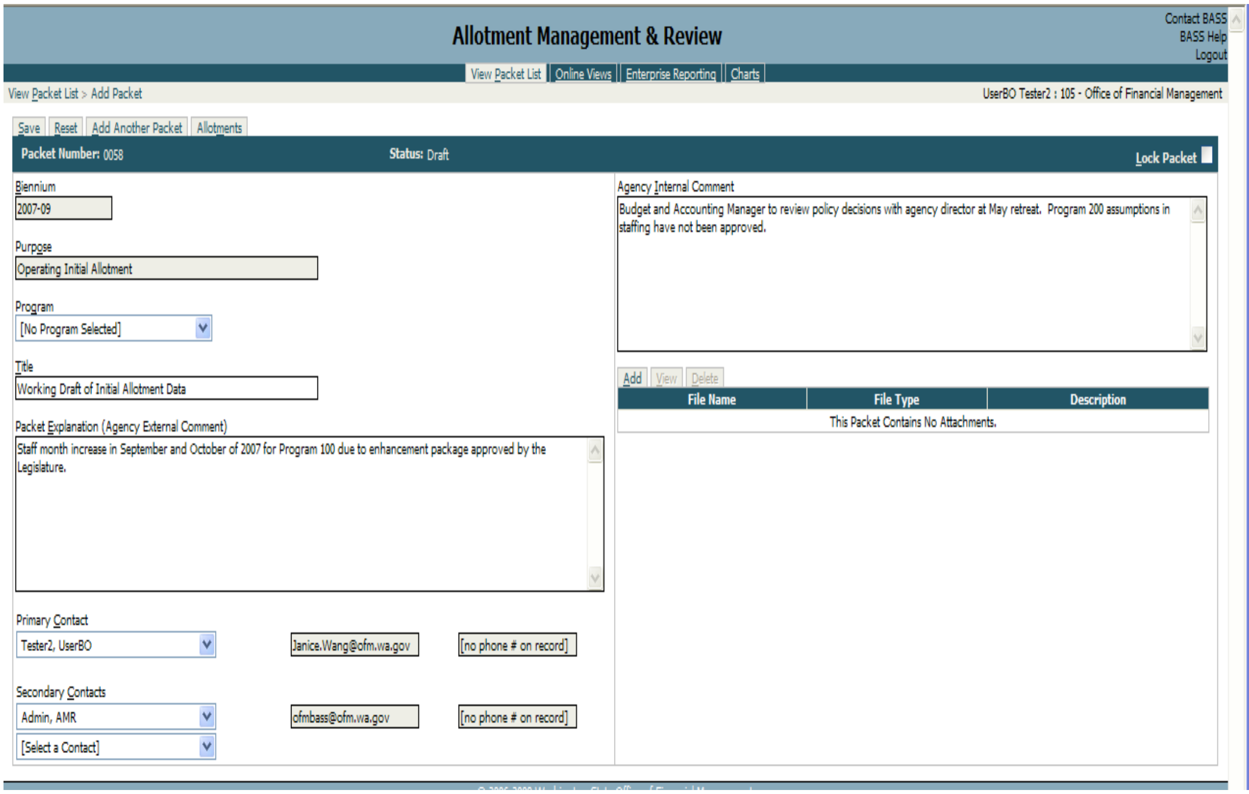
12. Attachments. 🕮 *Note: Optional field, except for unanticipated receipts. If adding a packet, the **Add Attachments** button will only be enabled after the packet details have been saved.* Select the **Save** tab.



Field	Required?	🕮 Notes
A. Biennium	Yes	Once a packet has been saved, this field cannot be updated.
B. Purpose	Yes	Describes the purpose or type of allotment. Once a packet has been saved, this field cannot be updated.
C. Program	No, except DSHS	For informational use to quickly identify and sort allotment packets that contain allotment detail for one program. There is no system edit between the Program field selection and the allotment detail included in the packet.

Field	Required?	Notes
D. Title	No	For informational use to quickly identify and describe the allotment packets data. Visible on the View Packets List screen. This field can be updated for an allotment packet with a packet status of Draft or Returned.
E. Packet Explanation	Sometimes	Use this field to communicate to OFM the key assumptions and decisions in the allotment packet data. While this field is not required to save a packet, the OFM allotment instructions do require agencies to submit explanations in certain cases.
F. Agency Internal Comment	No	Comments visible only to the agency. Used to document agency decisions and assumptions for the allotment packet data.
G. Primary Contact	Yes	The field is required, and defaults to the contact name, e-mail address, and phone number of the person who created the packet.
H. Secondary Contacts	No	You may select up to two more contacts, the email address and phone number will display, once selected.
I. Attachments	No	You may attach Word, Excel and PDF files.
J. Lock Packet	No	Allows staff with budget operations security to lock packets. Once saved a lock will appear to the left of packet number and the Lock Packet title will change to Unlock Packet. To unlock, simply click on the Unlock packet selection box and save again. This function can also be performed from the View Packet List Screen by choosing the Set Locks option.
K. Packet Number	Automatic	Automatically assigned by the application. Until the packet is saved it will display as [unassigned].
L. Status	Automatic	Will remain in Draft status until the packet has been released for review by an OFM budget analyst for official packets or submitted for posting to AFRS for internal packets.

RESULTS * You have created a container into which you can enter your allotment spending plan. See below.



TO DO - Hands on: Create three more packets. Create at least one capital packet. 🕮 *Note: It is intended that all agencies, except DSHS, submit one packet for initial Operating and one for initial Capital allotments, if appropriate. DSHS must create separate initial operating packets for each program and submit all of these packets at the same time.*

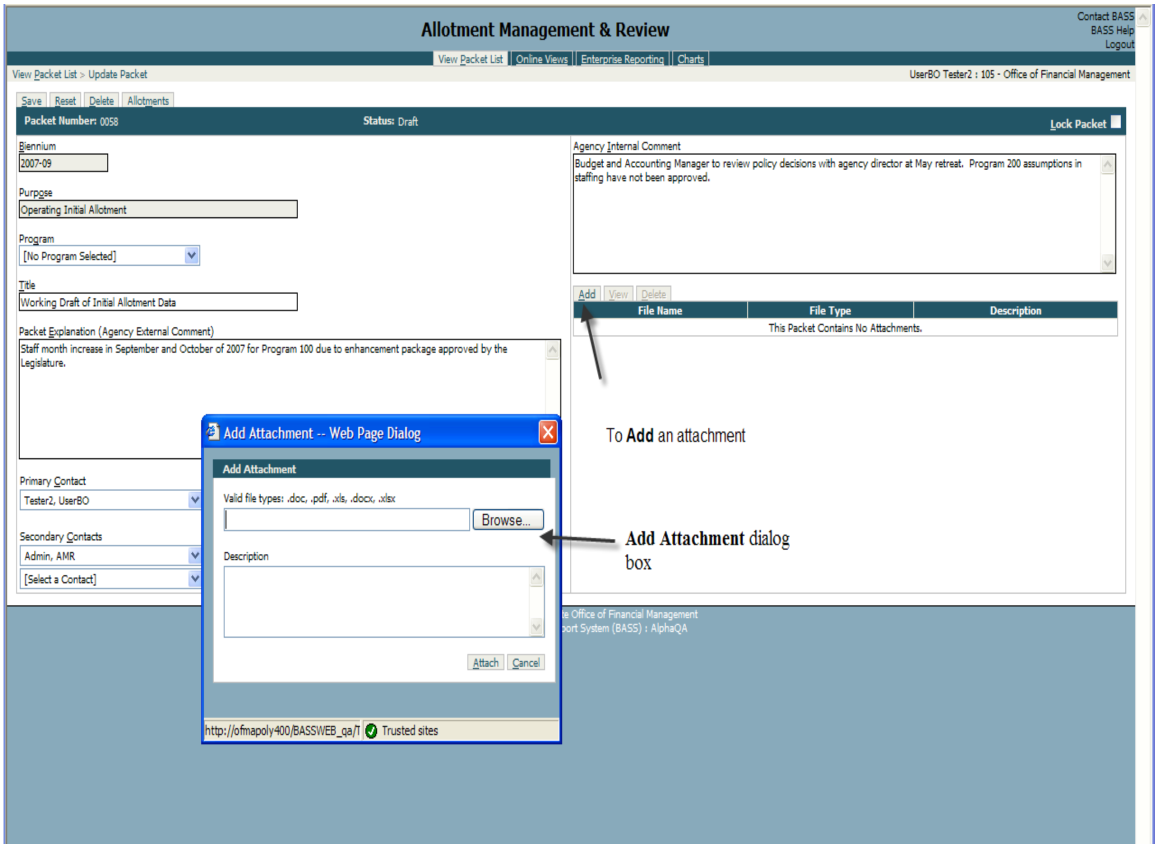
Lesson 1, Task 2 – Include Packet Attachments

TALS AMR supports Excel, Word, and PDF formats. Documents attached to an allotment packet are saved to the TALS AMR database. Attachments added become an artifact of the allotment packet, and are available for viewing until the packet is deleted. For modifications to documents previously attached, you must update the document on your agency network or workstation, and delete and reattach to the allotment packet in AMR. Unanticipated receipt allotment packets should include attachments for the Grant and Award documentation, prior to submitting for OFM budget analyst review and approval.

🕮 *Note: You must save your packet before it will allow you to add an attachment.*
🕮 *Note: Attachment files are limited in size to 3MB.*

1. On the Add Packet screen or Update Packet screen, select the **Add** selection tab, located on the right hand side of the screen.

2. The **Add Attachment** dialogue box will display. See below.



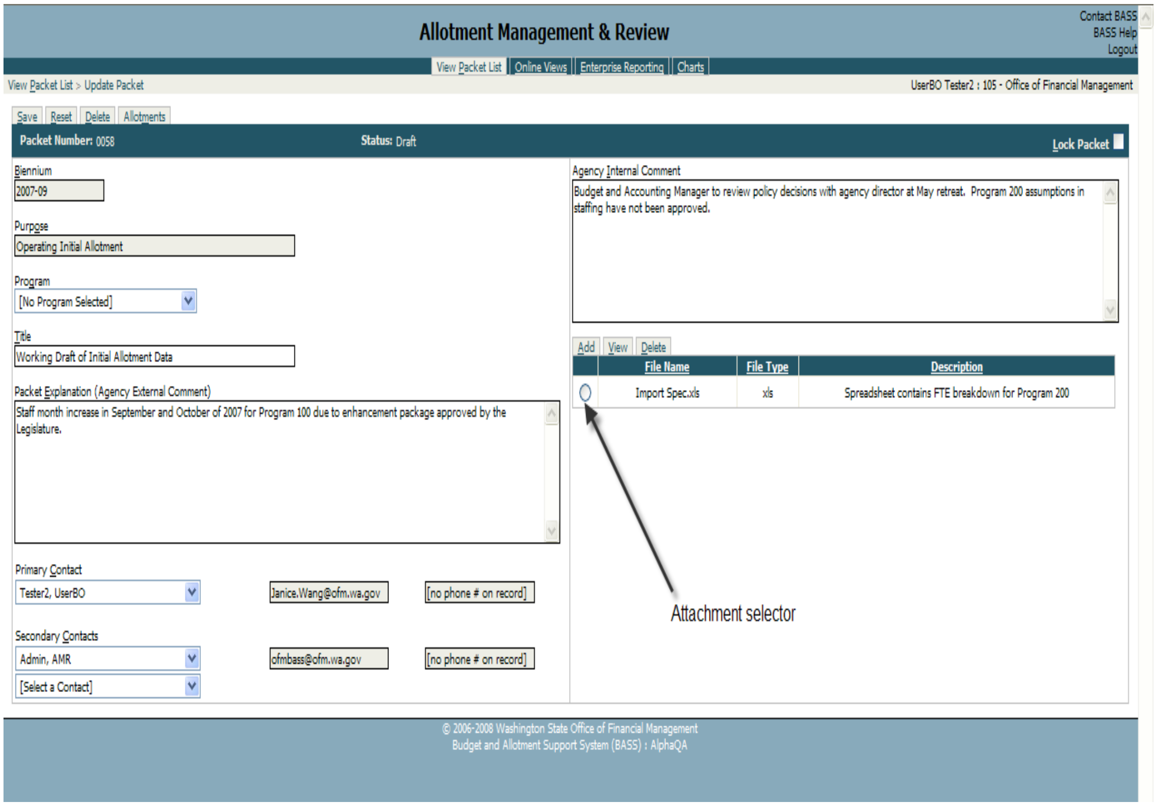
3. Select the **Browse** button to search on your agency network or workstation for the document to be attached for your allotment packet.

4. After locating the document, double click the file name or single click and click the open button. The Choose file dialogue box will close upon your selection of the file.
   Locate an excel document on the training room workstation.

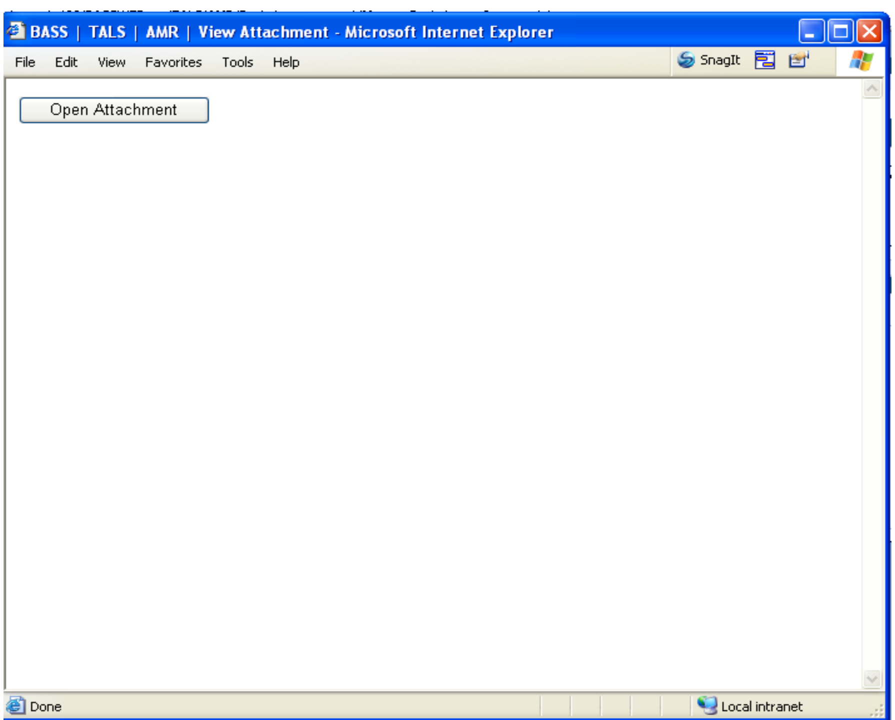
5. Verify that the selected attachment name and file location displays in the field to the left of the browse button.

6. **Enter a description** of the document for future reference. 🕮 *Note: The Description field is optional, and provides the ability to include a synopsis of the material for quick reference. The description included will display on the View/Add/Update Packet screens.*
   Spreadsheet contains FTE breakdown for Program 200.

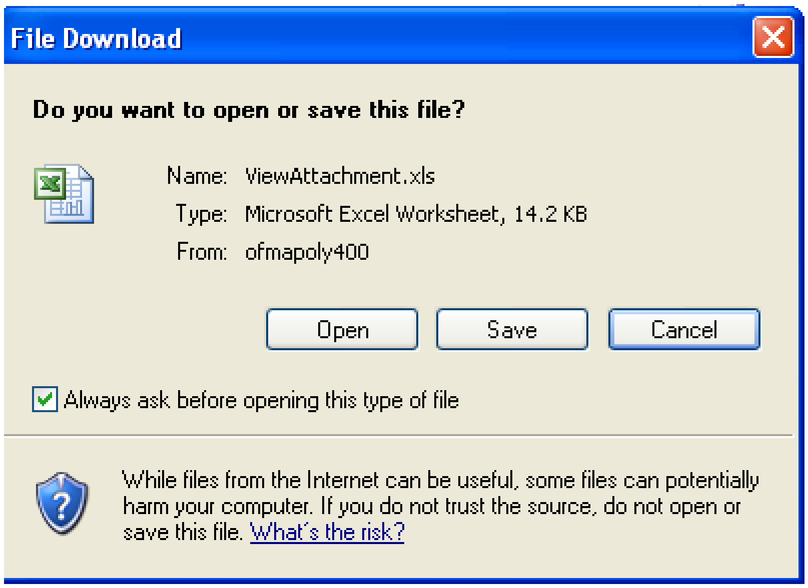
7. Select the **Attach** button. A dialog box will display "File Uploaded!" Click **Ok**. Close the Add Attachment Dialog box by choosing cancel or "X" out of it. The attached file name, file type and description now displays in the attachment section of the screen. See below.



8. View the newly added file. Click the attachment selector (circle to the left of the file name), and then select the **View** tab. 🕮 *Note: The file must be selected prior to clicking the View tab.* The following toolbox will be displayed:



9. Click **Open Attachment** to display the dialog box below**.** If the “Always ask before opening the type of file” box is unchecked, the dialog box will not display. 🕮 *Note: The view attachment toolbox will remain open even after you have closed the attachment. To close, “X” out of it.*

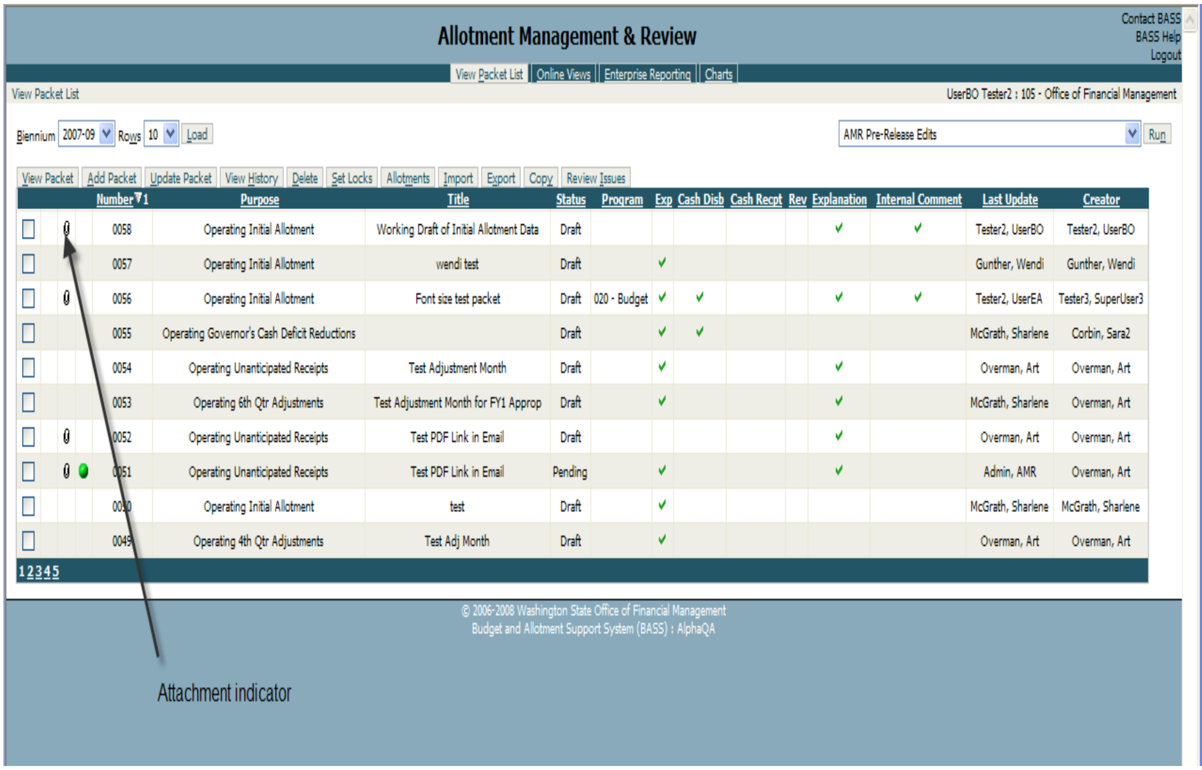


10. Click **Open**, then look at the attachment and close the file.

11. If this is the wrong attachment or it is not necessary, simply click the attachment selector and click the Delete button in the attachment section of the screen. **Do not do this at this time. Instead, click Save**.

12. Go back to the **View Packet List** screen.

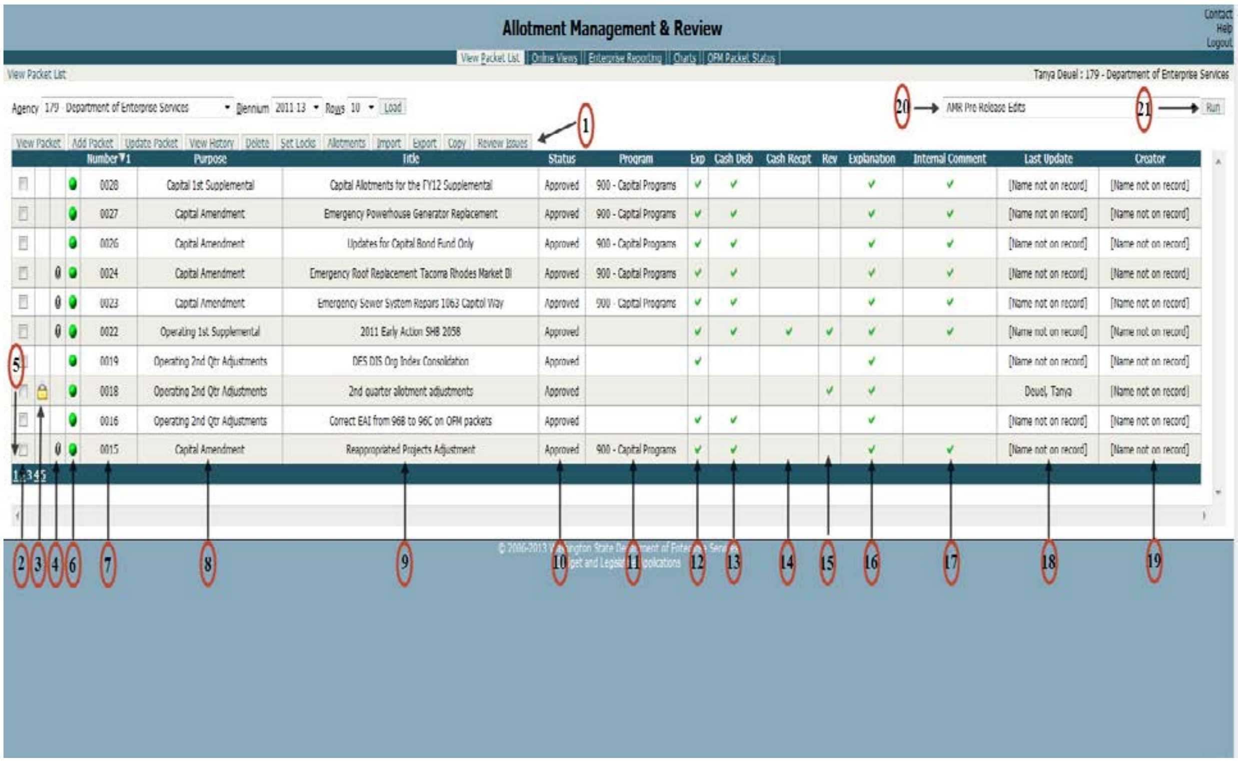
RESULTS * You have added an attachment to your allotment packet. See below.



TO DO – Hands on: Add a Word and PDF attachment to the packet.

Lesson 1, Task 3 – View Packet List (View/Update, Delete and Set Packet Locks)

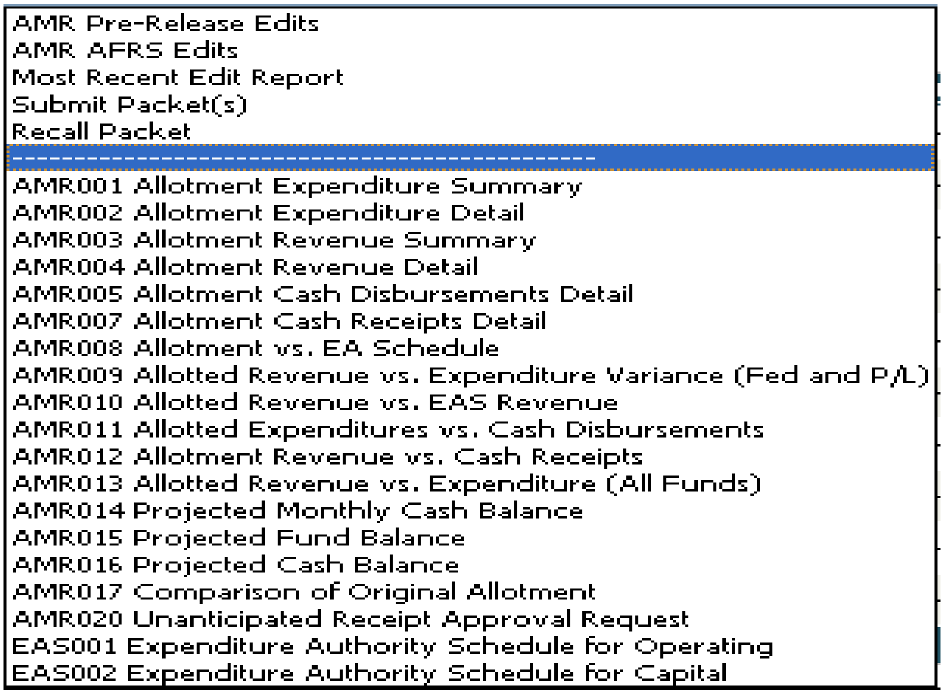
The **View Packet List** screen enables you to view a list of the agency's allotment packets for the selected biennium. 🕮 Note: *Your security access will determine which functions are available to you. There are three levels of security access: Read only, edit access and budget operations.*



1. **Activities Bar**—allows you to perform actions related to a chosen packet or to add a packet. This includes View Packet, Add Packet, Update Packet, View History, Delete, Set Locks, Allotments, Import, Export, Copy and Review Issues.
   - The View Packet allows you to look at the packet container information.
   - The Add Packet tab allows you to add a new packet.
   - The Update Packet tab allows you to update information in the packet container excluding Biennium, Purpose and Contact.
   - The View History tab allows you to see actions that have been taken on the packet including the action, the user ID, the date and the time.
   - The Delete tab allows you to delete a packet.
   - The Set Locks tab allows budget operations staff to lock and unlock packets.
   - The Allotments tab allows you to go into the allotment information of the packet. *See Lesson 2 – Create the Expenditure Allotment Data through Lesson 5 – Create the Revenue Allotment Data for more information.*
   - The Import tab allows you to import data into the packet. *See Lesson 9 – Import Text File and Lesson 10 - Import SPS Data for more information.*

- The Export tab allows you to export data out of the packet to change or use in other packets. This information remains in the original packet. *See Lesson 8 - Export for more information.*
- The Copy tab allows you to copy data from one packet into another packet. *See Lesson 6 – Copy Features for more information.*
- The Review Issues tab allows you to see issues created by OFM and respond or to create new issues. *See Lesson 12 – Review Issues for more information.*

2. **Packet Selection Box—**allows you to work with a particular packet or packets.
3. **Packet Lock Indicator—**displays a lock symbol when packet lock is set.
4. **Packet Attachment Indicator—**displays a paperclip if an attachment has been added to the packet.
5. **Page Indicator—**specifies the page you are on. The number without the underline is the page you are on.
6. **Traffic Light Indicator—**shows where you are in the AFRS edit check process and the submittal process. You will see a green, yellow, red or no traffic light depending on where you are in this process. *See Lesson 13 – Pre-Release Edit Check for more information.*
7. **Packet Number—**number automatically assigned by the system and is the default sort showing the most recent packets first, descending order. Deleted Packet # will not be reused.
8. **Packet Purpose—**displays what type of packet it is i.e. operating initial allotment, operating internal adjustments, Capital 1st supplemental.
9. **Packet Title—**displays chosen title.
10. **Packet Status**: Draft, Pending, Review, Returned, and Approved.
11. **Packet Program—**displays number and title if populated when packet was created.
12. Displays check mark if allotment packet contains expenditure data.
13. Displays check mark if allotment packet contains cash disbursement data.
14. Displays check mark if allotment packet contains cash receipt data.
15. Displays check mark if allotment packet contains revenue data.
16. Displays check mark if allotment packet contains agency external comments.
17. Displays check mark if allotment packet contains agency internal comments.
18. **Last update—**displays the last user that edited the packet. Holding your cursor over this field displays a tool tip with the date and time of the last edit to the packet.
19. **Creator—**displays the user that created the packet.
20. **Action/Report Selection Drop Down Box—**allows you to choose certain actions to perform on your chosen packet(s) and run reports on chosen packets. *See Lesson 13 – Pre-Release Edit Check for more information on action selections (AMR Pre-release Edits, AMR AFRS Edits, Most Recent Edit Report, Submit Packet(s) and Recall Packet) and Lesson 15 - Reports for more information on report selections.* This includes:



21. **Run Button**—this triggers what you have chosen from the **Action/Report Selection Drop Down Box** to either perform the task or produce the report.

From the **View Packet List** screen you can navigate to view, add, or update the packet details. *Note: Those with read only access will only be able to view. Edit access (as long as the packet is unlocked) and budget operations can do all three.*

1. Check the **Packet Selection** box, and then click on the **Update Packet** tab.
2. Change **Title** to:

   Working Draft of Initial Allotment Data Updated

3. **Save** and go back to **View Packet List**.
4. Select one of your packets, and then choose the **Set Locks** tab.

Note: The system will allow you to sort on none, or one or more columns. Each column header has three possible states (not sorted—indicated with no arrow, sorted ascending—indicated with an up arrow, sorted descending—indicated with a down arrow), which can be selected by clicking the text in the column header. On the View Packet List screen, the sort default is Number in descending order.

TO DO – Hands on: Practice sorting

LESSON 2 – CREATE THE EXPENDITURE ALLOTMENT DATA

Lesson 2, Task 1 – Add Expenditure Coding Structure & Allotment Detail

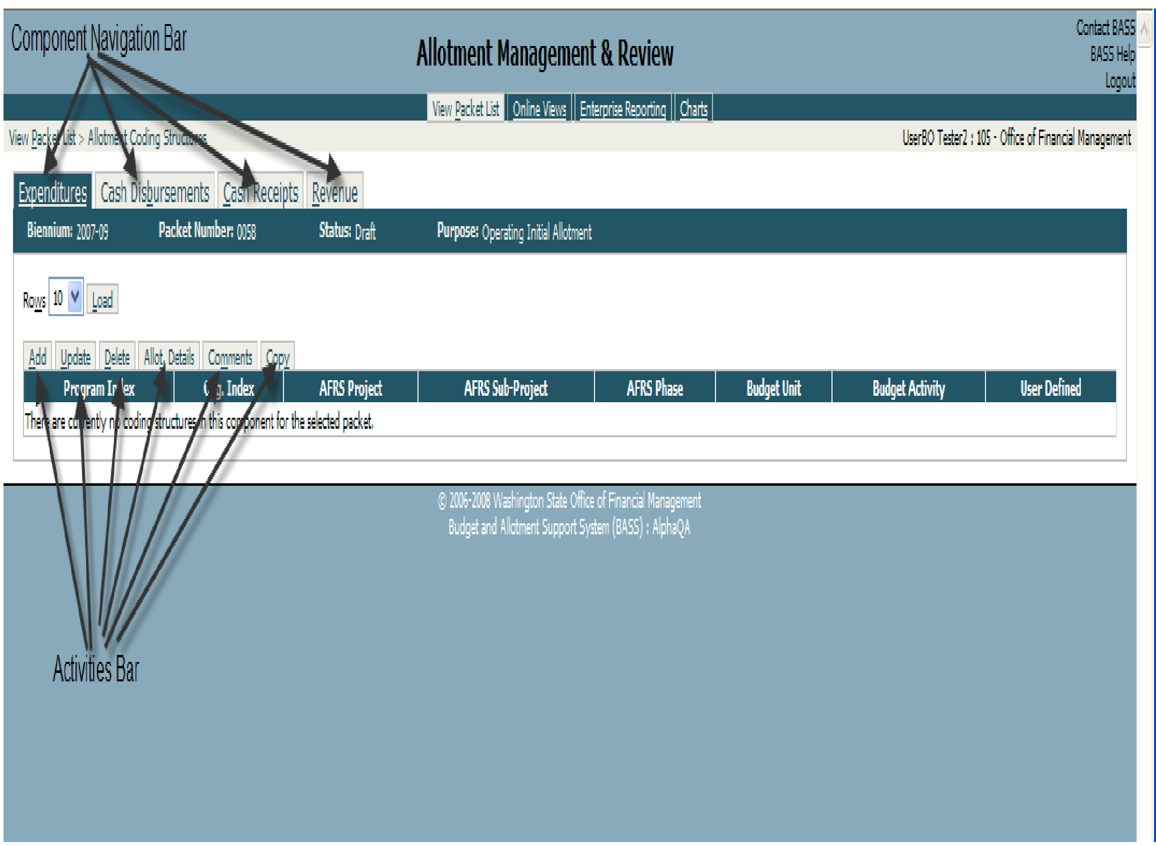
After creating a container—the packet—for your allotments, you must next define the program, project, and organization coding level detail for any data you want to enter in the packet. This is called the "coding structure."

📖 *Note: Coding Structures and Allotment Details can be added and updated for any packet in a status of draft or returned.*

To add, update, delete, or view coding structures for a packet, place a check mark in the packet selection box and select the **Allotments** tab.

📖 *Note: The Breadcrumb Bar now includes the Allotment Coding Structure.*

The Component Navigation Bar provides the means to switch between the four allotment components (Expenditures, Cash Disbursements, Cash Receipts and Revenue). The highlighted "tab" indicates the component which is currently being viewed, and displays all coding structure records established for the component. In the diagram below, Expenditures is the selected component.



The Activities Bar allows you to perform actions related to a chosen coding. This includes Add, Update, Delete, Allotment Details, Comments, Pattern (only on the Cash Disbursements and the Cash Receipts components) and Copy.

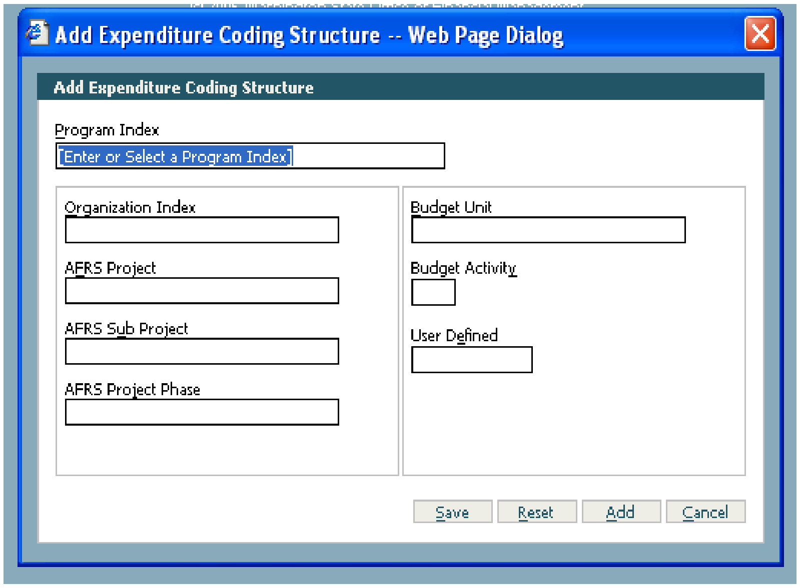
- The Add tab allows you to add a new coding structure.
- The Update tab allows you to update a coding structure.

- The Delete tab allows you to delete a coding structure.
- The Allotment Details tab allows you to add, update, and delete the detail related to a chosen coding structure.
- The Comments tab is a place where you can make comments about the entire component (expenditure, cash disbursements, cash receipts or revenue.) 🕮 *Note: The comment tab within coding structure is where you put comments referred to in the Pre-Release Edits as component level comments.* The copy tab allows you to copy coding structures. See Lesson 6 – Copy Features for more information.
- The Pattern tab allows you to create a pattern for cash receipts and cash disbursements. See Lesson 3 – Create the Cash Disbursement Allotment Data and Lesson 4 – Create the Cash Receipts Allotment Data for more information.

🕮 *Note: The allotment coding structure screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click* ***Load****.*

First you must create the coding structure.

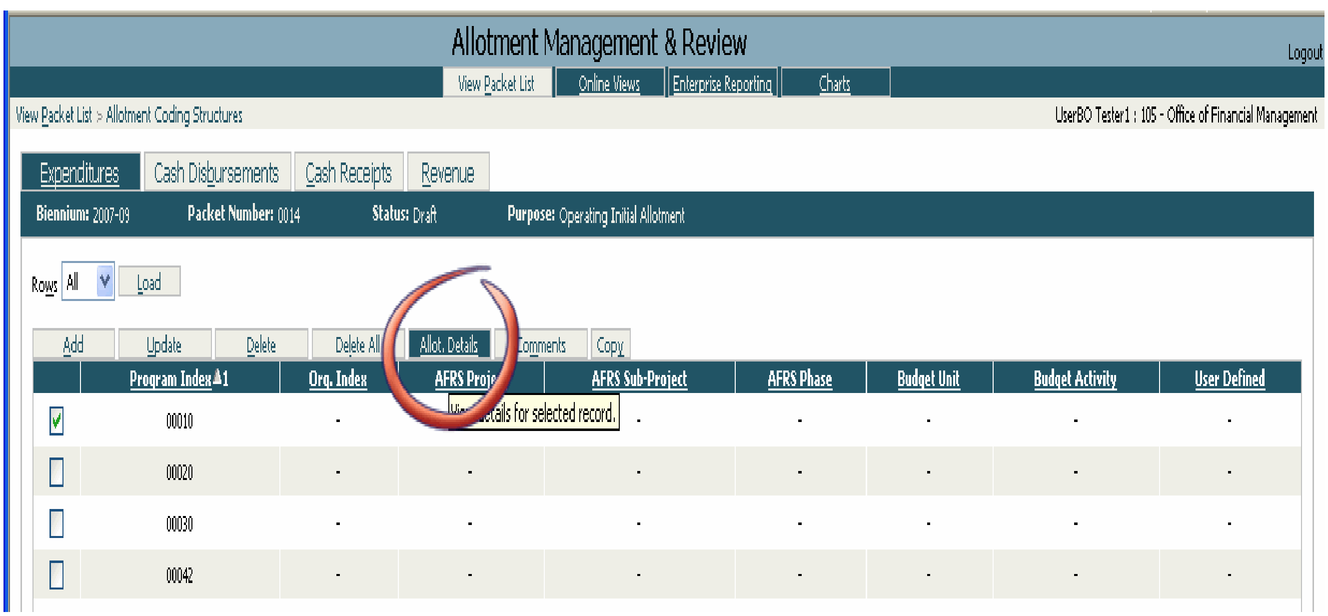
1. Click **Add** while in the Expenditures tab.
2. The following Dialog box will be displayed:

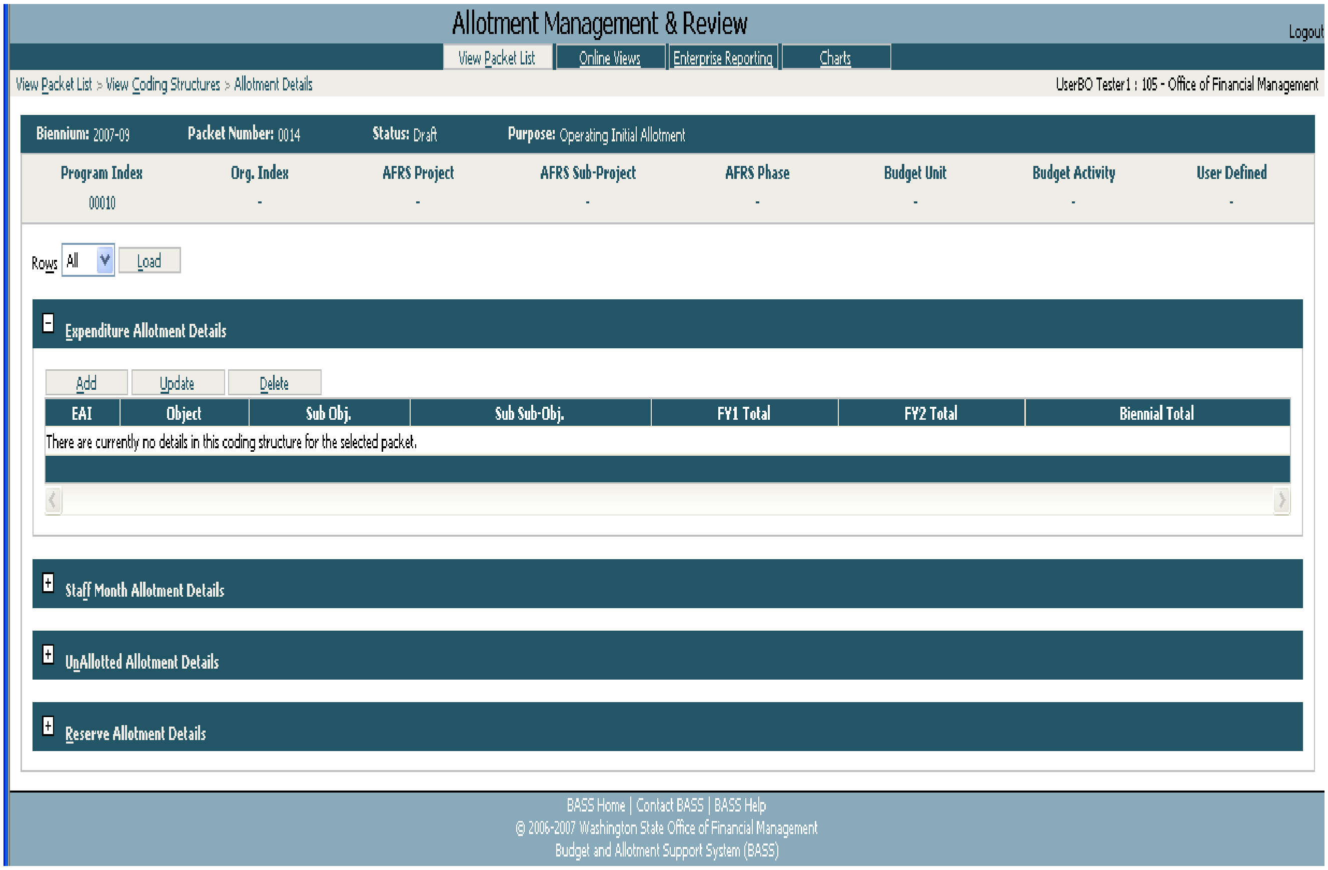


3. A highlighted selection box appears for program index [Enter or Select a Program Index] 🕮 *Note: This is a required field.*
4. Add a **program index**. 🕮 *Note: While the [Enter or Select a Program Index] box is highlighted you can hit the keyboard down arrow to see all program indexes available in your agency, or you can start typing which will bring up a series of program indexes, or type in the whole thing. If the agency has many program indexes, it cannot hold them all and will show a '…' at the bottom. To get to the codes further down you will need to start typing to reach them.*

5. If you allot at the lower levels (Organization Index, AFRS Project, AFRS Sub Project, AFRS Project Phase, Budget Unit, Budget Activity, User Defined) the rest of the coding structure operates the same as program index. 🕮 *Note: Only program index is required, the rest of the coding structure is optional.* 🕮 *Note: Project is a hierarchical field, so if you want to enter a sub project you must enter a project first or if you want to enter a project phase you must enter both project and sub project first.*
6. Add additional coding structure by hitting the down arrow in the program index field, choose a **program index**, then hit save. 🕮 *Note: To add additional coding you can choose the Add button at the bottom of the screen.* 🕮 *Note: By clicking the "Add" button the data is saved automatically; however, after the last code make sure to click the "Save" button.*
7. To leave the dialog box click cancel or "X" out of it.

Now that you have established a coding structure, you may enter allotment data for that structure. TALS refers to allotment data as Allotment Details. To add or view allotment details for a coding structure, place a check mark in the coding structure selection box and select the **Allot. Details** tab. 🕮 *Note: Allotment details can only be added for an existing coding structure and only 1 coding structure can be selected at a time.* See below.





📖 *Note: You have the ability to hide or expand grid details from view on the Expenditure Allotment Details screen. By selecting the '+' plus symbol to the left of the grid title, the grid expands for adding or viewing details. Likewise the '-' negative symbol to the left of the grid title collapses the grid. By default the only grid expanded on entry of a coding structure with no allotment details is Expenditure Allotment Details.*

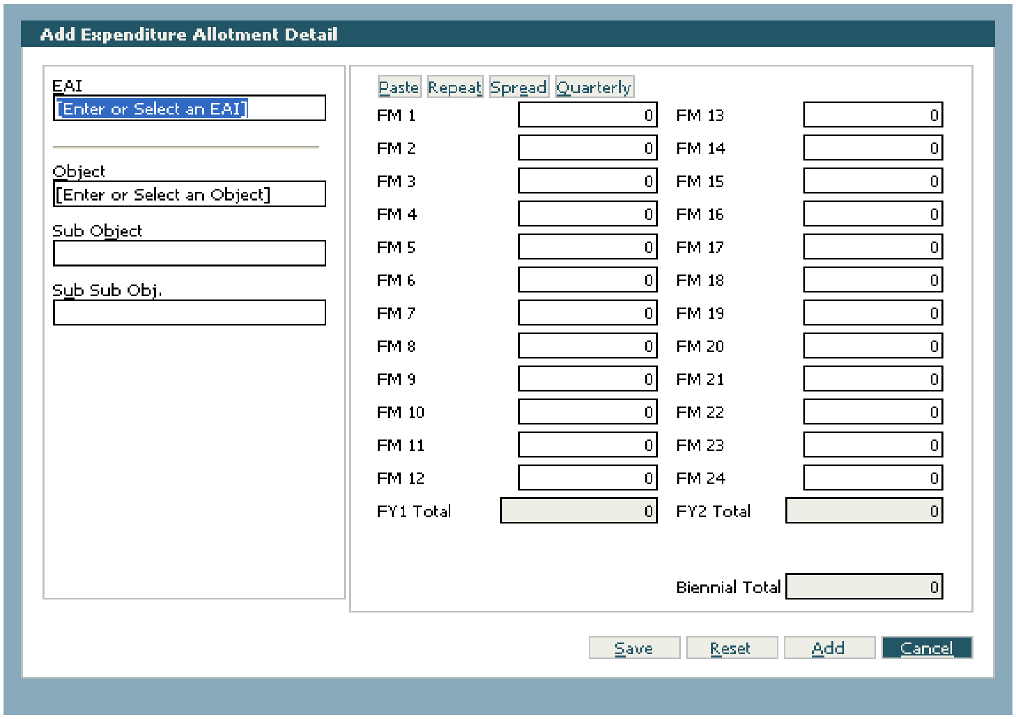
📖 *Note: The allotment coding structure screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All for all four components. To get this to display the number of rows, make a selection and click **Load**.*

Steps for Option 1 agencies – Add Allotment Detail:

Option 1 agencies are required to enter both an Expenditure Authority Index and an Object when adding allotment detail. However, for Option 1 agencies these two required fields are entered as separate allotment detail records within the same coding structure. If you are an **Option 2** agency skip steps 1 through 6.

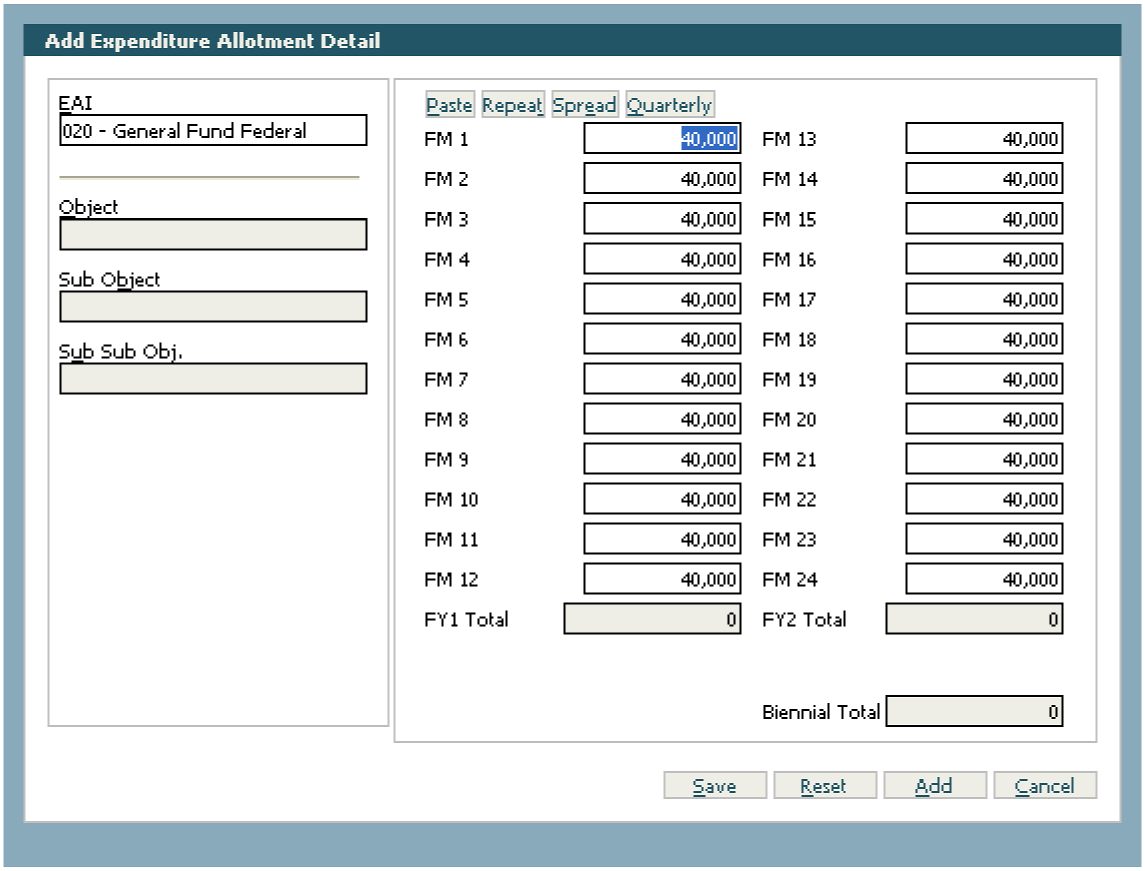
1. To add expenditure allotment detail, click the **Add** tab within the allotment details.

2. The following dialog box appears:

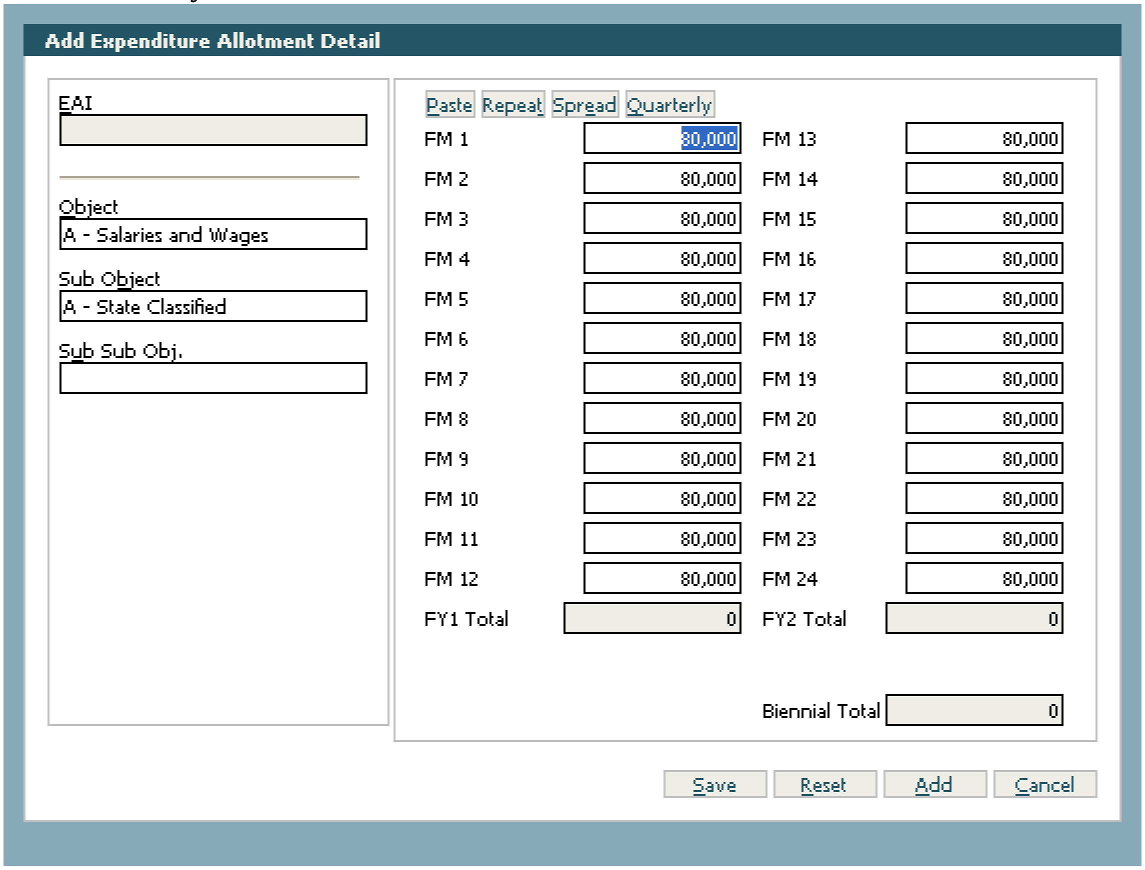


3. Choose an **EAI** (Expenditure Authority Index is also referred to as Appropriation Index or AI) by clicking the down arrow or typing in the EAI, now the Object, Sub Object and Sub Sub Object are disabled. Enter **fiscal year dollar amounts by month** and click **Save**.

Note: Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure. Note: The EAI determines what fiscal period dollar amounts will be available. For example if you choose a first year EAI, the second year dollar amounts will be grayed out and not available for input. Note: For records that have an EAI that cannot be found in the statewide tables, the fiscal period is assumed to be Biennial.



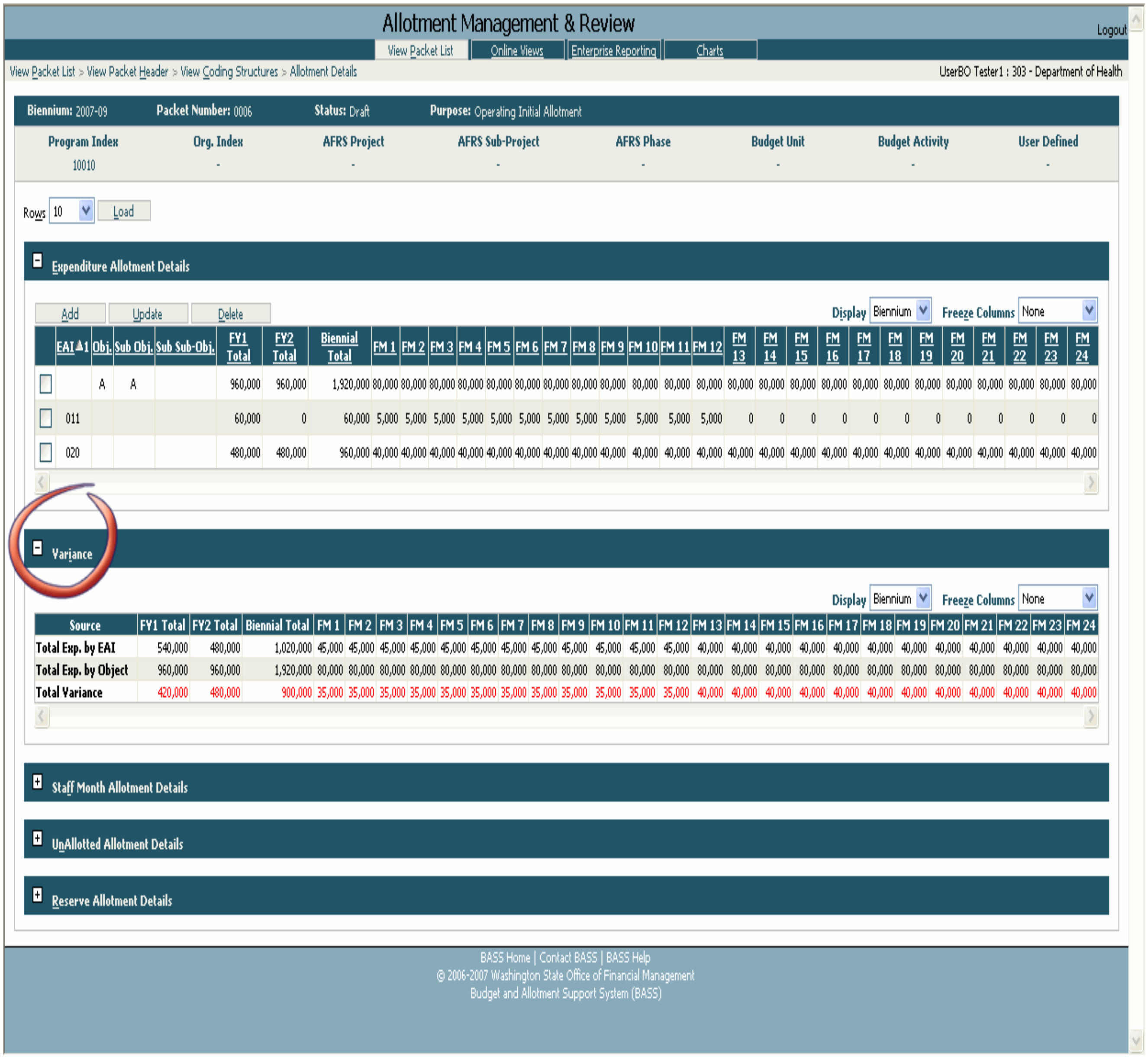
4. Click **Add**, then choose an **Object** and **Sub Object,** now the EAI is disabled. Enter **fiscal year dollar amounts by month** and **Save.**



5. Add further allotment details by clicking the **Add** selection box and following step 3.

6. Exit the dialog box by hitting cancel or "X"**.**

🕮 *Note: For Option 1 Agencies when there is a variance the variance is displayed in the expenditure grid under variance. Variance displays the difference between the sum of the objects and the sum of the appropriation indexes for each month.* See below.



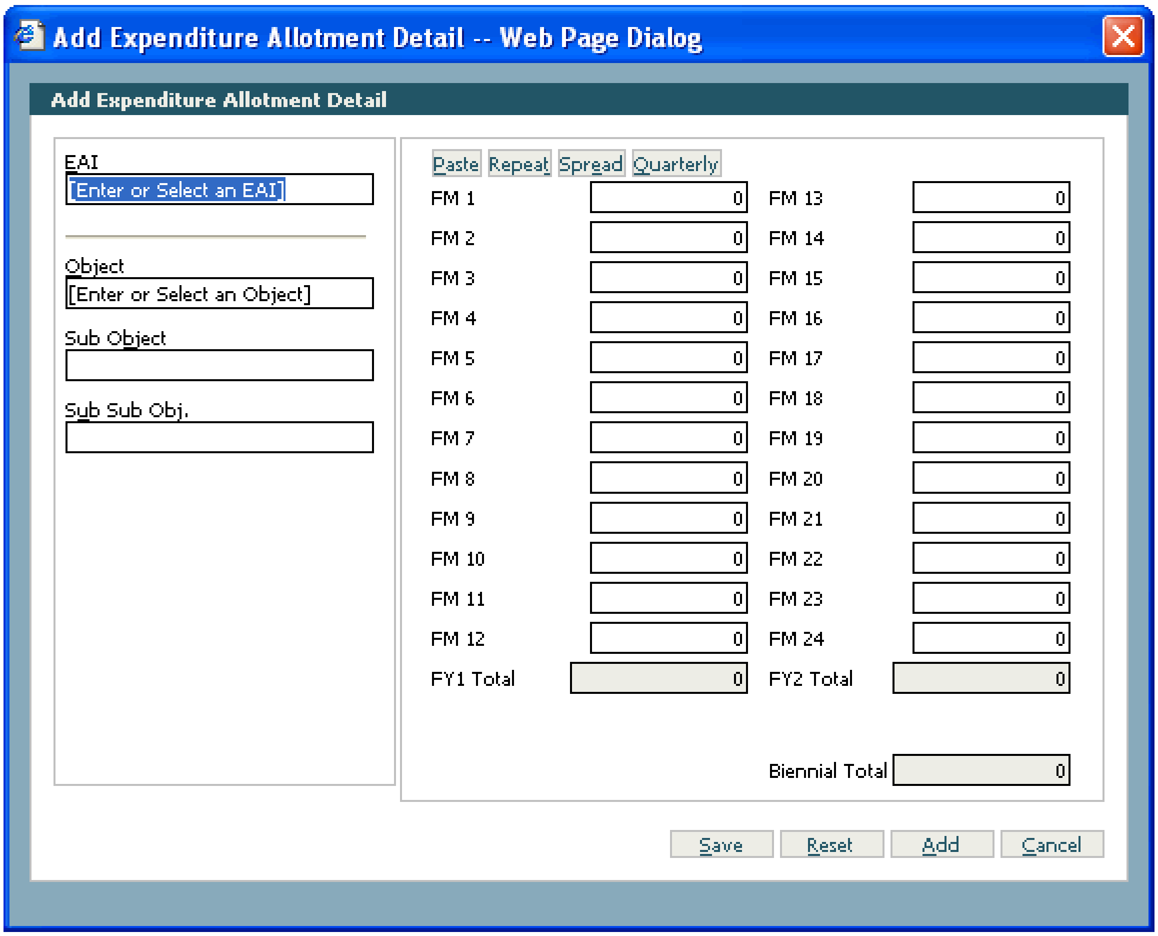
🕮 *Note: The Expenditure Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.*

Steps for Option 2 agencies – Add Allotment Detail:

Option 2 agencies are required to enter both an EAI (Expenditure Authority Index) and an Object from the Add Expenditure Allotment Detail screen. If you are an **Option 1** agency, skip steps 7 through 11.

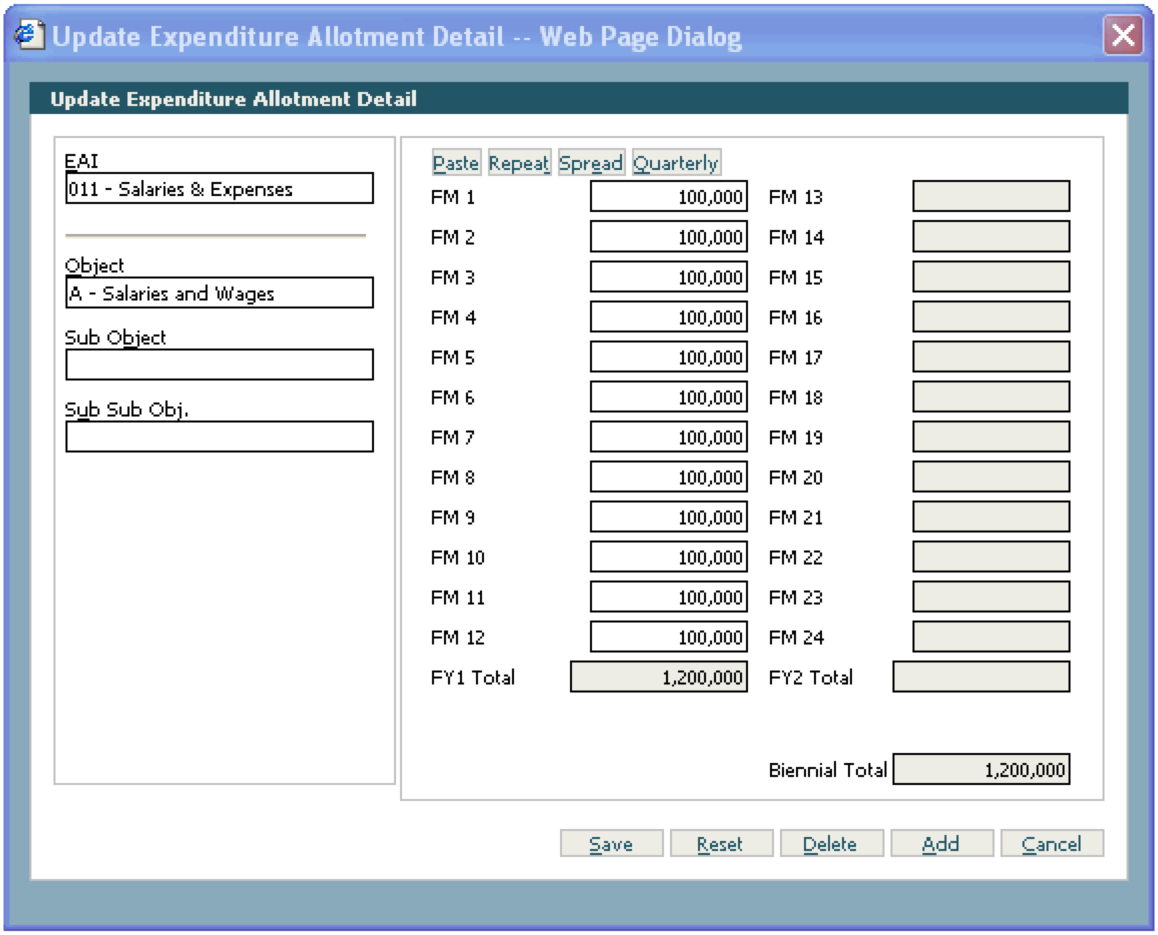
1. To add expenditure allotment detail, click the **Add** tab within the allotment details.

2. The following dialog box appears:



3.Choose an **EAI** (Expenditure Authority Index is also referred to as Appropriation Index Or AI) by clicking the down arrow or typing in the EAI, choose an **object**, and enter **fiscal year dollar amounts by month** and click **Save**.

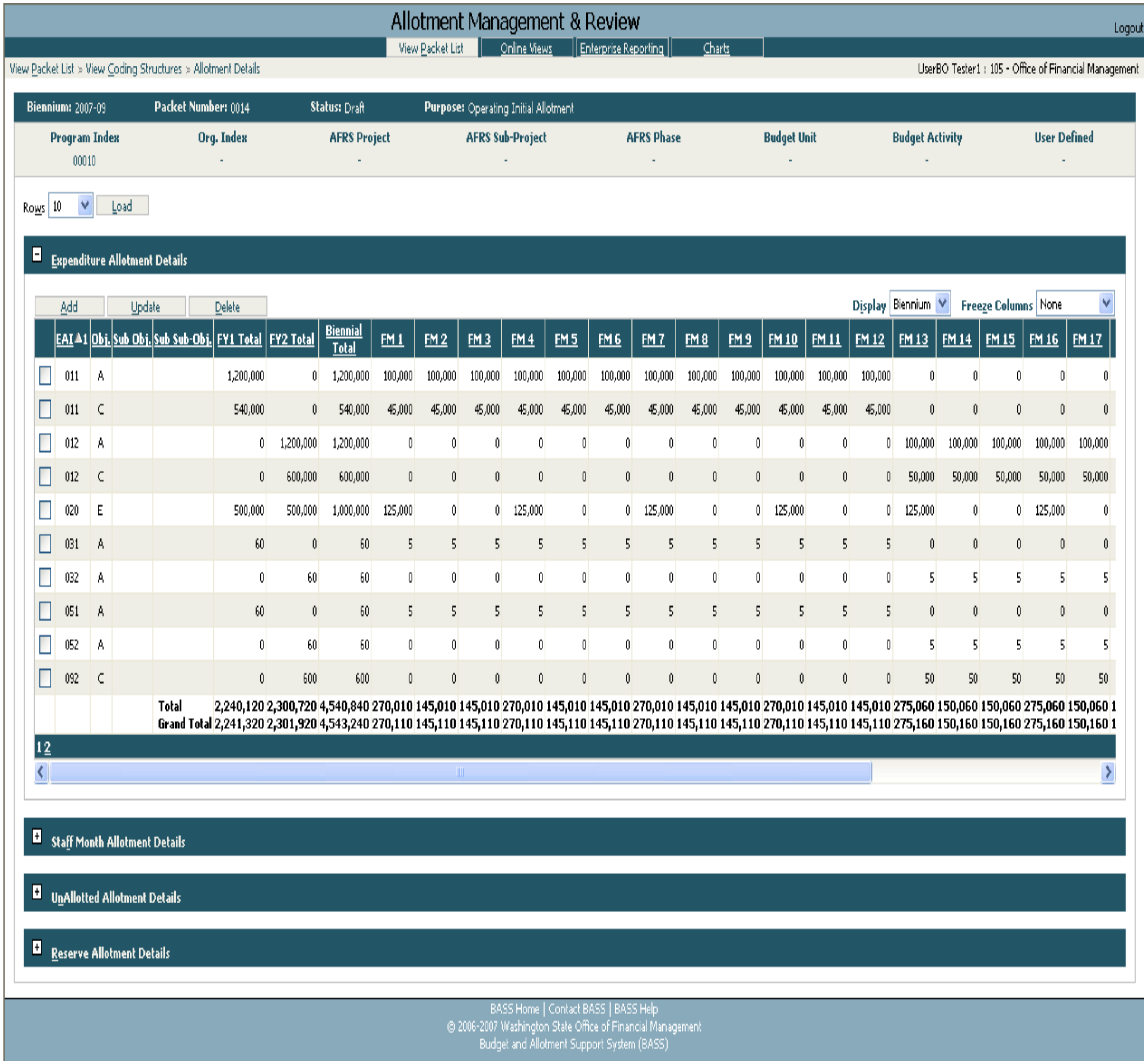
📖 *Note: Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure. For option 2 agencies, these two required fields are entered together in one allotment detail as depicted below.* 📖 *Note: The EAI determines what fiscal period dollar amounts will be available. For example if you choose a first year EAI, the second year dollar amounts will be grayed out and not available for input.* 📖 *Note: For records that have an EAI that cannot be found in the statewide tables, the fiscal period is assumed to be Biennial.* 📖 *Note: Once you hit save the dialog box will display as an "update" rather than an "add".*



4. Add further allotment details by clicking the **Add** selection box and following step 3. *Note: Your allotment detail should equal your EA schedule when complete.*

5. Exit the dialog box by hitting cancel or "X".

*Note: The Expenditure Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**. Note: For option 2 agencies: If all details aren't displayed, the first row "Total" will be a sub-total of all the amounts displayed in the grid. The second row, Grand Total, will be a total of all the amounts if multiple pages of data exist. In the image below the Grand Total would be the total of all the amounts on page 1 and 2.* See below.



Allotment Management & Review

Logout

View Packet List | Online Views | Enterprise Reporting | Charts

View Packet List > View Coding Structures > Allotment Details

UserBO Tester1 : 105 - Office of Financial Management

Biennium: 2007-09 **Packet Number:** 0014 **Status:** Draft **Purpose:** Operating Initial Allotment

Program Index	Org. Index	AFRS Project	AFRS Sub-Project	AFRS Phase	Budget Unit	Budget Activity	User Defined
00010	-	-	-	-	-	-	-

Rows 10 Load

Expenditure Allotment Details

Add Update Delete

Display Biennium Freeze Columns None

EAI 1	Obj.	Sub Obj.	Sub Sub-Obj.	FY1 Total	FY2 Total	Biennial Total	FM 1	FM 2	FM 3	FM 4	FM 5	FM 6
011	A			1,200,000	0	1,200,000	100,000	100,000	100,000	100,000	100,000	100,000
011	C			540,000	0	540,000	45,000	45,000	45,000	45,000	45,000	45,000
012	A			0	1,200,000	1,200,000	0	0	0	0	0	0
012	C			0	600,000	600,000	0	0	0	0	0	0
020	E			500,000	500,000	1,000,000	125,000	0	0	125,000	0	0
031	A			60	0	60	5	5	5	5	5	5
032	A			0	60	60	0	0	0	0	0	0
051	A			60	0	60	5	5	5	5	5	5
052	A			0	60	60	0	0	0	0	0	0
092	C			0	600	600	0	0	0	0	0	0
			Total	**2,240,120**	**2,300,720**	**4,540,840**	**270,010**	**145,010**	**145,010**	**270,010**	**145,010**	**145,010**
			Grand Total	**2,241,320**	**2,301,920**	**4,543,240**	**270,110**	**145,110**	**145,110**	**270,110**	**145,110**	**145,110**

EAI 1	Obj.	FM 7	FM 8	FM 9	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17
011	A	100,000	100,000	100,000	100,000	100,000	100,000	0	0	0	0	0
011	C	45,000	45,000	45,000	45,000	45,000	45,000	0	0	0	0	0
012	A	0	0	0	0	0	0	100,000	100,000	100,000	100,000	100,000
012	C	0	0	0	0	0	0	50,000	50,000	50,000	50,000	50,000
020	E	125,000	0	0	125,000	0	0	125,000	0	0	125,000	0
031	A	5	5	5	5	5	5	0	0	0	0	0
032	A	0	0	0	0	0	0	5	5	5	5	5
051	A	5	5	5	5	5	5	0	0	0	0	0
052	A	0	0	0	0	0	0	5	5	5	5	5
092	C	0	0	0	0	0	0	50	50	50	50	50
Total		**270,010**	**145,010**	**145,010**	**270,010**	**145,010**	**145,010**	**275,060**	**150,060**	**150,060**	**275,060**	**150,060**
Grand Total		**270,110**	**145,110**	**145,110**	**270,110**	**145,110**	**145,110**	**275,160**	**150,160**	**150,160**	**275,160**	**150,160**

1 2

Staff Month Allotment Details

UnAllotted Allotment Details

Reserve Allotment Details

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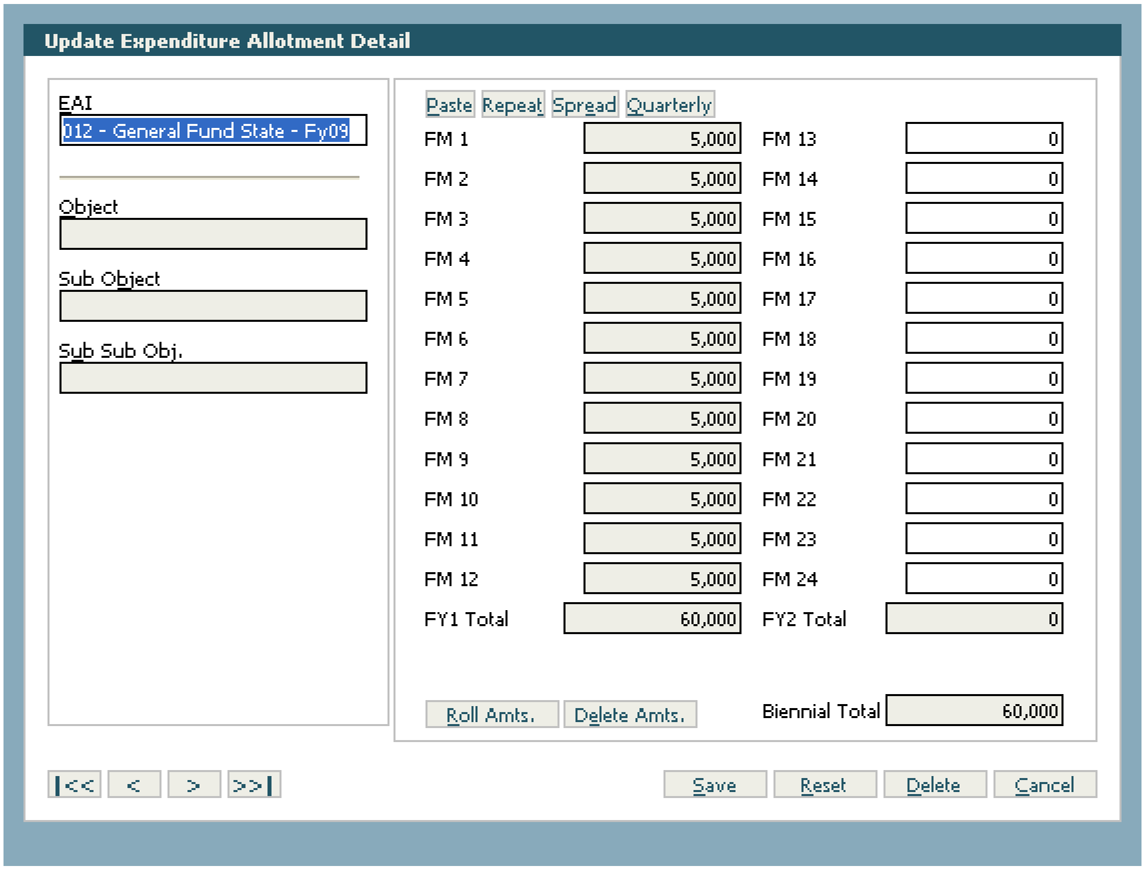
Budget and Allotment Support System (BASS)

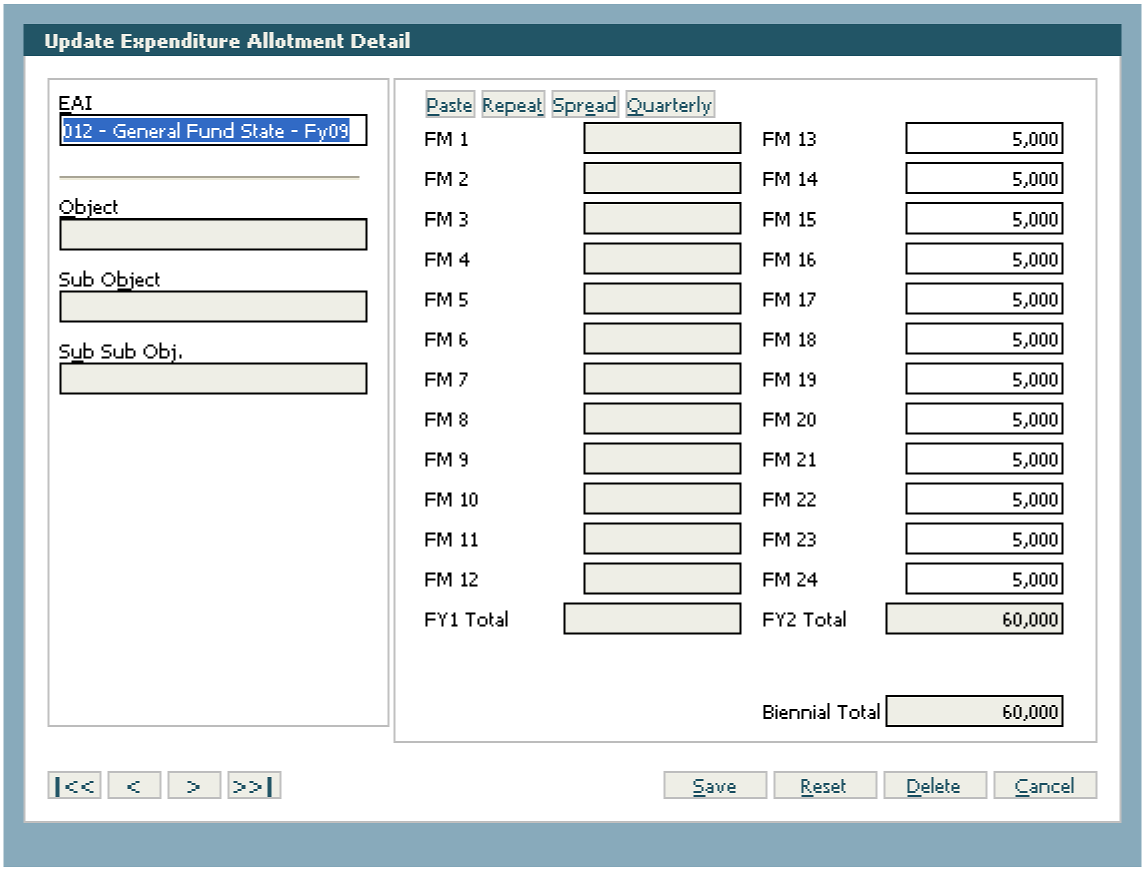
Option 1 and Option 2 agencies:

Note: Fiscal month fields are available for input based on the EA code used to establish the expenditure authority index. When updating, if dollars exist in fiscal months not consistent with the fiscal period control of the EA code, a Roll amounts button will be available. See below.



Note: To remove dollar amounts from the read-only fiscal months, you can select a new expenditure authority index (consistent with the entry fiscal months) or select the Roll Amounts button.

Note: The Roll Amounts button will move dollar amounts to their corresponding fiscal month amount for the fiscal year control of the EAI. (For example: an EAI with a Fiscal Year 2 control, Fiscal Month 1 dollars are moved to Fiscal Month 13.) See below.



TO DO – Hands On: Practice Allotment Detail.

📖 *Note: Within Allotment Details for allotted expenditures and FTEs (as well as cash disbursements, cash receipts and revenue) you have several choices on how to enter the dollar amounts. You can manually enter them one at a time, paste them from an excel spreadsheet, enter one amount to repeat over the fiscal period, enter one amount to spread over the fiscal period, or enter one amount to spread quarterly over the fiscal period. It is always recommended that you choose your EAI first to determine which dollar fields should be available to enter into.*

1. Add allotment detail dollar amounts using the manual process. 📖 *Note: To enter dollar amounts manually you can use the tab and enter keys or highlight the dollar amount and do a Ctrl "C" for copy and go to the next dollar amount area and do a Ctrl "V" for paste.*

2. Add allotment detail dollar amounts using the paste function. 📖 *Note: To enter dollar amounts using the paste function choose dollar amounts from an excel spreadsheet going either vertically or horizontally by highlighting them and doing either an edit/copy or Ctrl C, then click in the fiscal month you want to start pasting in, then click the paste button. You can paste up to 24 dollar amounts; however, if you choose more amounts than you have months it will only paste the first 24 if a biennial EAI, or 12 if a fiscal year EAI. So be careful to choose the right beginning month when pasting dollar amounts.*
3. Add allotment detail dollar amounts using the repeat function. 📖 *Note: To enter dollar amounts using the repeat function choose which month you want it to start and then enter the amount you want repeated, then click the repeat button.*

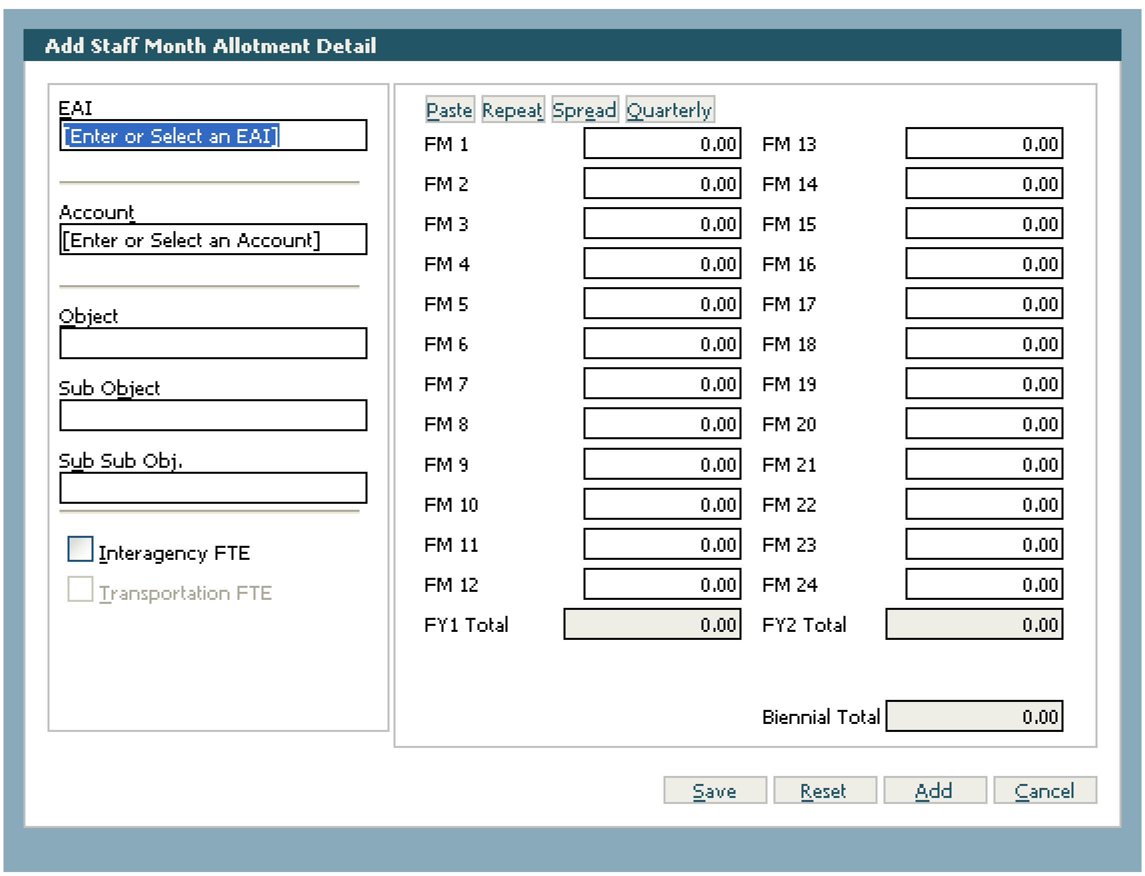
4. Add allotment detail dollar amounts using the spread function. 🕮 *Note: To enter dollar amounts using the spread function choose which month you want it to start and then enter the amount you want spread over the fiscal period. If necessary, it will round the last month of the fiscal period to equal the total amount you wished to spread.*

5. Add allotment detail dollar amounts using the quarterly function. 🕮 *Note: To enter dollar amounts using the quarterly function, choose which month you want it to start and then enter the amount you want spread quarterly over the fiscal period. If necessary, it will round the last month of the fiscal period to equal the total amount you wished to spread. If you use this function after using the other functions, it will only replace the quarterly amounts.*

Lesson 2, Task 2 – Add FTE, Unallotted and Reserve Allotment Detail

The application also allows you to enter unallotted, reserve and FTE allotment detail within the expenditure component in allotment detail.

1. Choose an existing coding structure by clicking the coding structure selection box or create a new structure, then click the **Allot. Details** tab.
2. Expand **Staff Month Allotment Details** and click **Add**.
3. The following dialog box will be displayed:

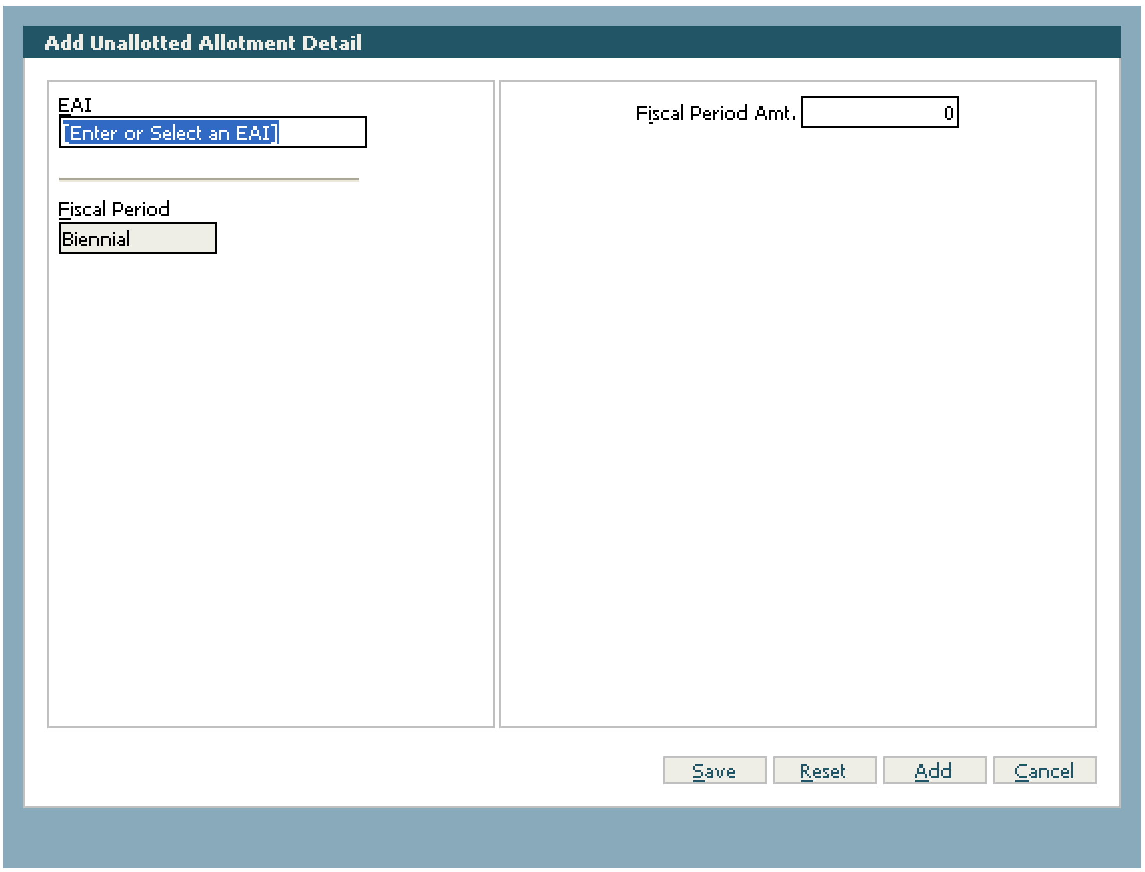


4. Choose an **Account** and enter FTEs by month. Then click **Save**, then **Cancel**. 🕮 *Note: If you choose Account, EAI will not be available. If you choose EAI, account will automatically fill in. OFM only requires that FTEs be by GF-S 001 account or 996 for all other; however, you can indicate specific accounts detail if you wish.* 🕮 *Note: You can choose to mark FTEs as Interagency FTEs for tracking purposes.* 🕮 *Note: The Transportation FTE box will be automatically flagged if the Account chosen is associated with a transportation Account.*

5. You have successfully added FTE allotment detail.

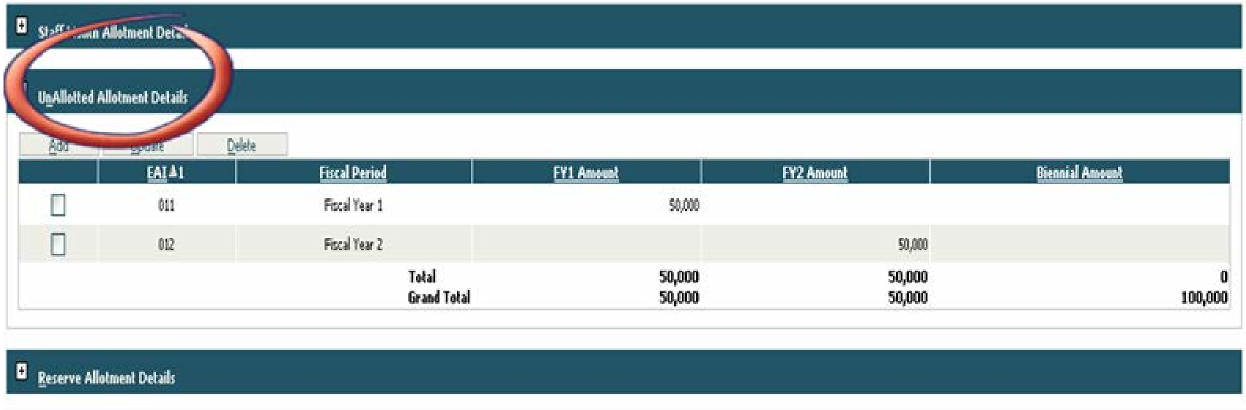
6. Expand the **Unallotted Allotment Details grid** by clicking the '+" sign, and then click **Add.**

7. The following dialog box will be displayed:



8. Add a fiscal year one **EAI** and **Fiscal Period Amt.,** click **Add** and add a fiscal year two **EAI** and amount and click **Save,** and then **Cancel**.

9. You have added Unallotted allotment detail. See below:



10. Follow steps 1-4 except this time enter information into **Reserve Allotment Details**.

Data Views (Display) - There are currently three different data views in allotment details to select from:

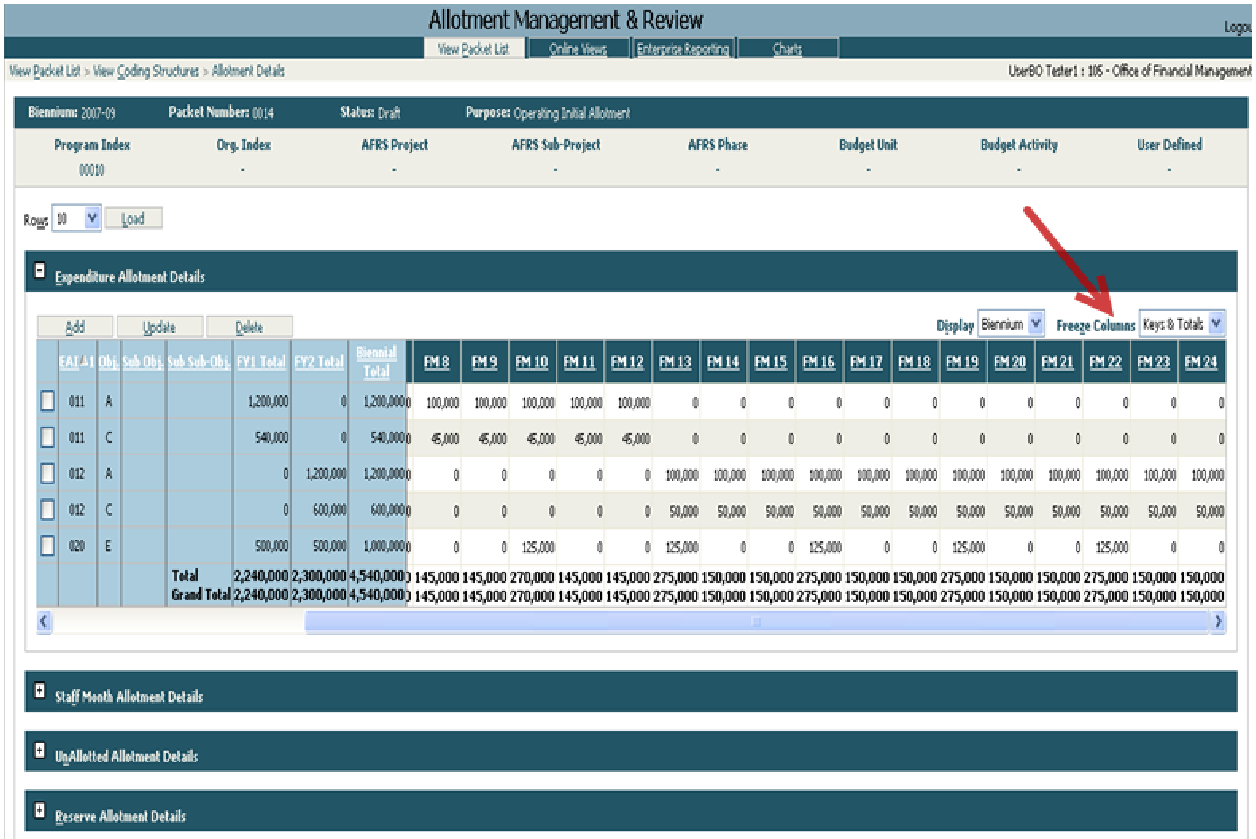
- Biennial (displays 3 total columns and 24 amount columns)
- Fiscal Year 1 (Displays 1 total column and amount columns 1-12)
- Fiscal Year 2 (Displays 1 total column and amount columns 13-24)

TO DO – Hands on: Choose different views to see effects.

Column Locking (Freeze Columns) allows you to select from a drop down certain sets of columns to "lock" to the left side of the grid. 🕮 *Note: When columns are locked the amount columns scroll underneath them. You will only see the scroll bar if the display is smaller than the grid.*
Options are:

- *None (unlocks locked columns)*
- *Keys (all code related columns)*
- *Keys and Totals (all codes and the FY1, FY2 and Biennial Total columns)*

TO DO – Hands On: Choose different options to see the effects. Displayed below is the "Keys and Totals" option.



TO DO – Hands On: Create coding structure and allotment detail in your previously created capital packet.

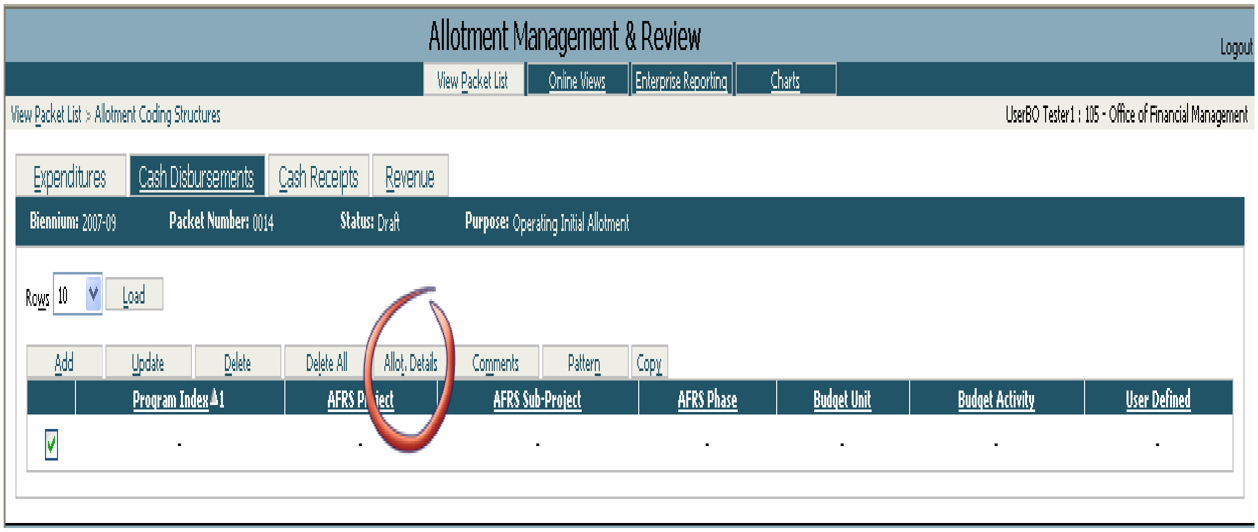
📖 *Note: Capital project number is derived by using biennium, EA code (Expenditure Authority Index), and agency for all allotments. For unanticipated receipts this field will only be derived if it has been previously entered otherwise, the agency must enter it and it is editable. For allotments other than unanticipated receipts this field is not editable. In order for the system to derive capital project number, you must choose an expenditure authority index associated with a capital appropriation. The dropdown menu returns all expenditure authority indexes valid for the agency, not just capital expenditure authority indexes.*

LESSON 3 – CREATE THE CASH DISBURSEMENT ALLOTMENT DATA

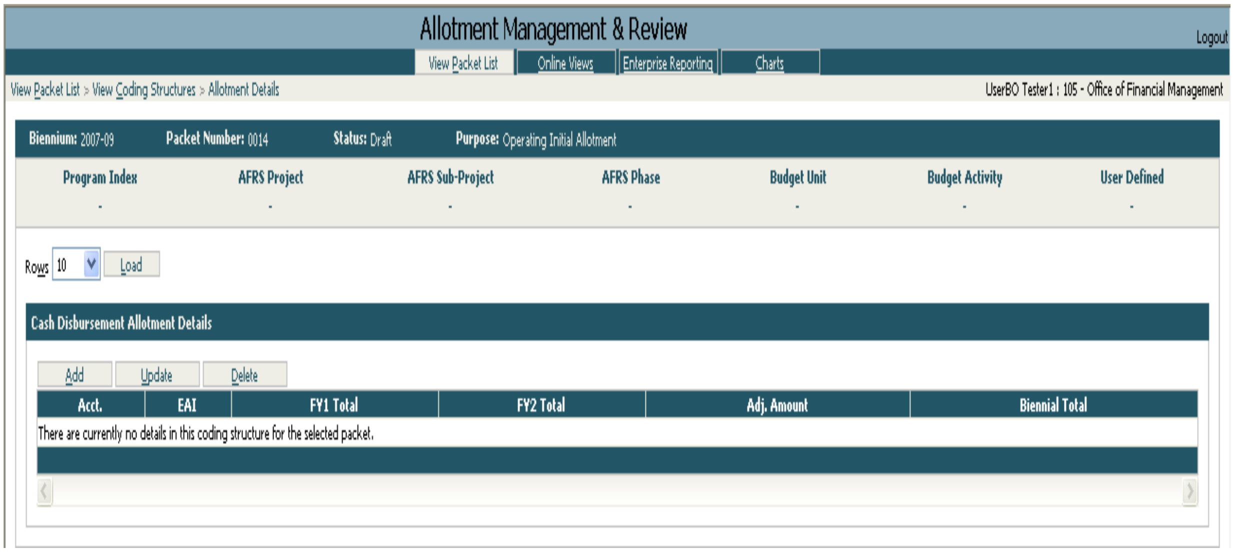
Lesson 3, Task 1 – Cash Disbursement Coding Structure and Allotment Detail

Agency allotments must include monthly estimates of the cash they will disburse by account. As an agency prepares initial or adjusted expenditure allotments, they almost always will need to include an allotment for the related cash disbursements. 🕮 *Note: Coding structure is optional for cash disbursements allotments; however, the account must be identified as part of the allotment detail. A blank coding structure would imply that the cash disbursement is allotted at the agency level.*

1. Go to **View Packet List,** choose a packet, and click the **Allotments** tab.
2. On the component navigation bar, select **Cash Disbursements.**
3. Select a blank coding structure check box and click the **Allot. Details** tab, as shown below:

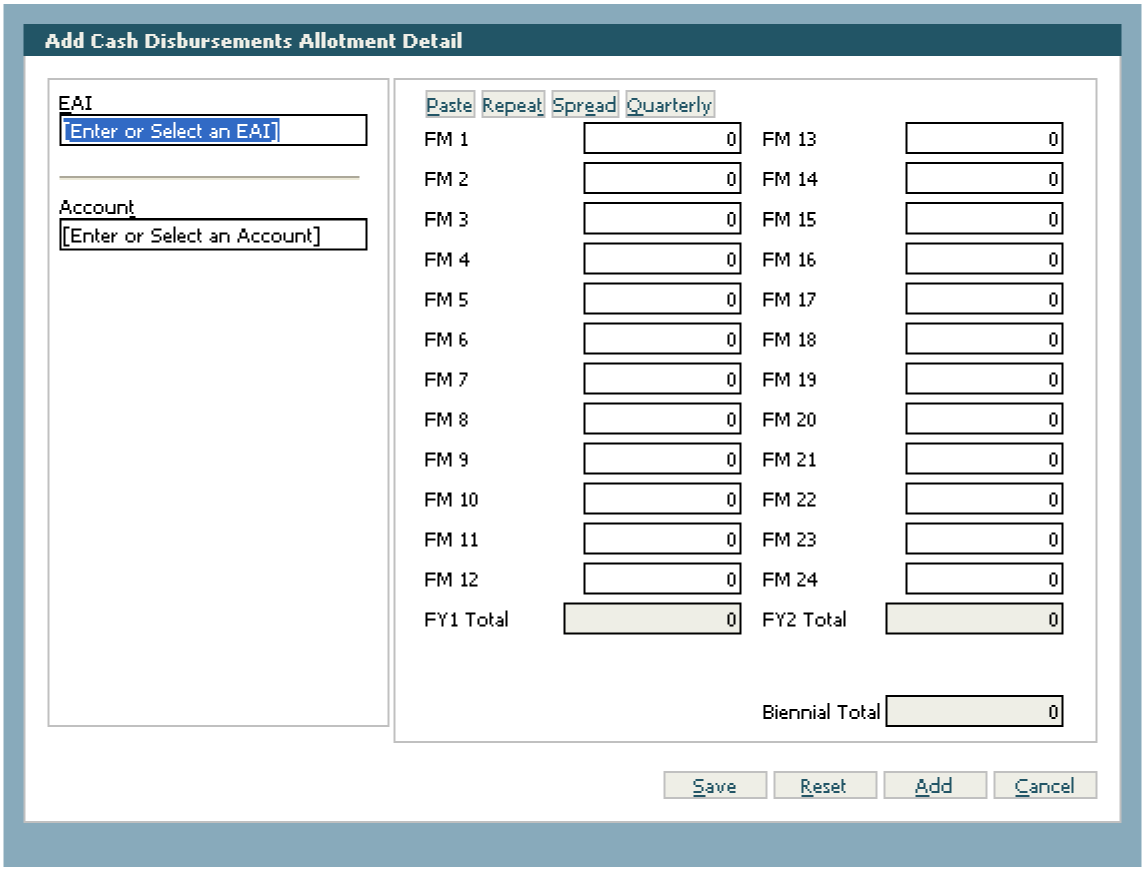


4. This will bring up the cash disbursements allotment detail grid as shown below:



*Note: The Cash Disbursements Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.*

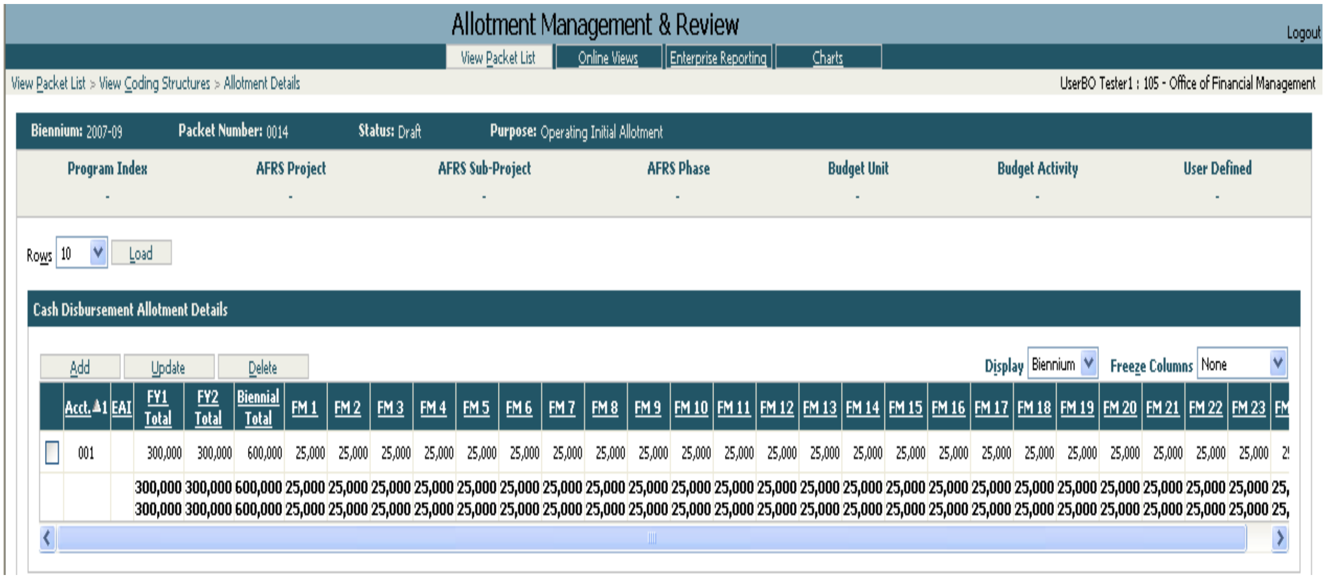
5. Click the **Add** tab. The following dialog box will be displayed:



6. Choose an **Account** and enter dollar figures. *Note: EAI is an optional field. Account will automatically be entered if an EAI is chosen. Account is a required field.*

7. Click **Save** and exit the dialog box

8. You have successfully added cash disbursement allotment details. See below:

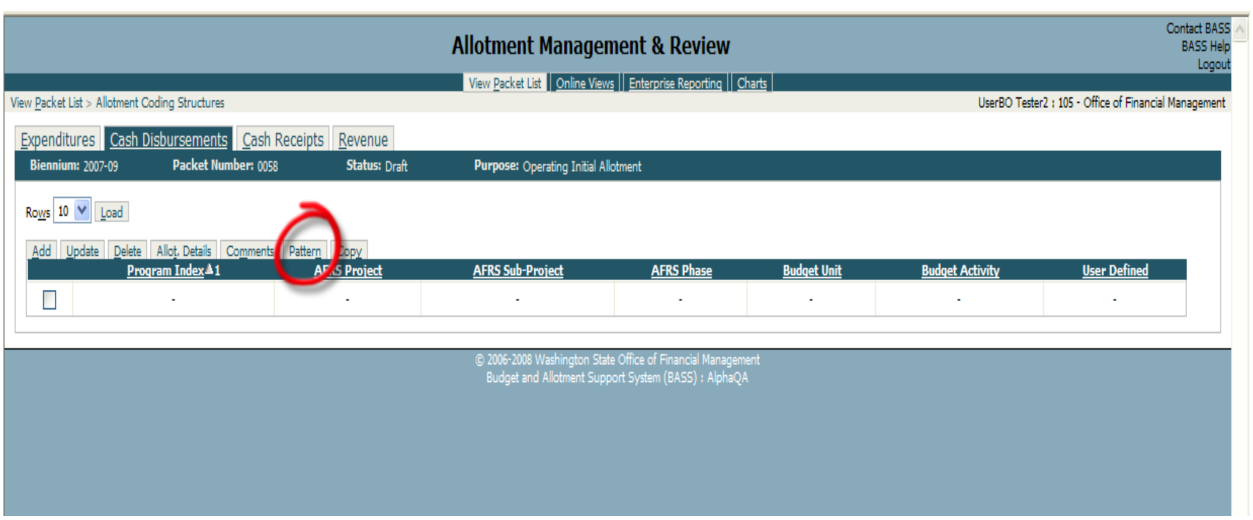


Lesson 3, Task 2 – Patterning Cash Disbursements

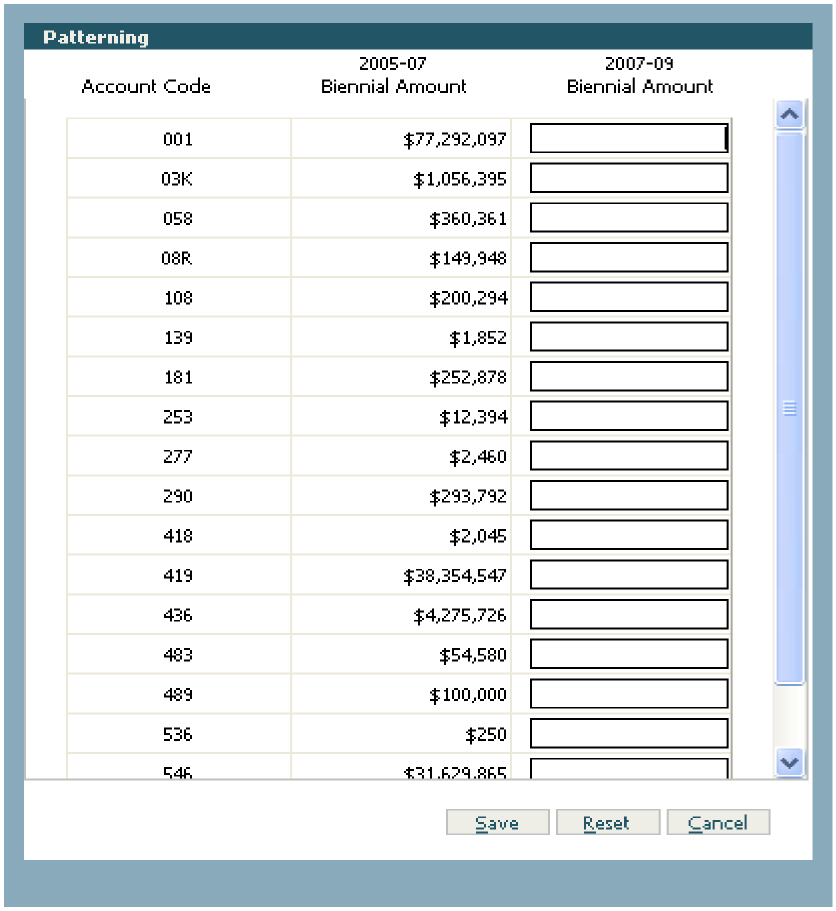
A patterning tool is available for creating Cash Disbursement and Cash Receipt Allotment detail for the initial allotment. Patterning allows you to easily create an allotment based on the pattern of actuals from the previous biennium. 🕮 *Note: Patterning is performed at the account level.* 🕮 *Note: The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.* 🕮 *Note: If all months of the biennium are not final the pattern will use the allotment for those months.* 🕮 *Note: A pattern will only be created for accounts that have amounts entered. If the amount is left blank it is considered to be zero and no pattern will be created for that account. It will replace any data previously in that account with a zero.* 🕮 *Note: A pattern cannot be created on an account that did not exist the prior biennium.* 🕮 *Note: A pattern can only be performed using a blank coding structure.*

1. Go to the **Allotment Coding Structures** and select a blank coding structure or create one by doing an **Add**, then **Save** without entering any information.

2. Select the **Pattern** tab. See below.

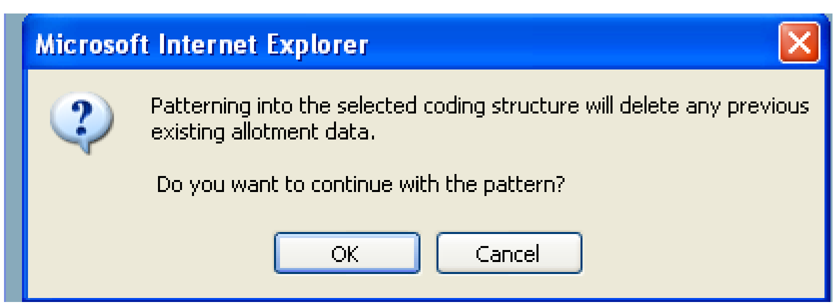


3. The following dialog box will be displayed:



4. Add in the total amount you need to pattern for the account codes you wish to pattern. Then click **Save**.

5. The following warning will be displayed: 🕮 *Note: This message does not mean that it will delete account data already created in other coding structures. Be careful not to duplicate your cash disbursements by creating coding structures with the same accounts used in patterning.*

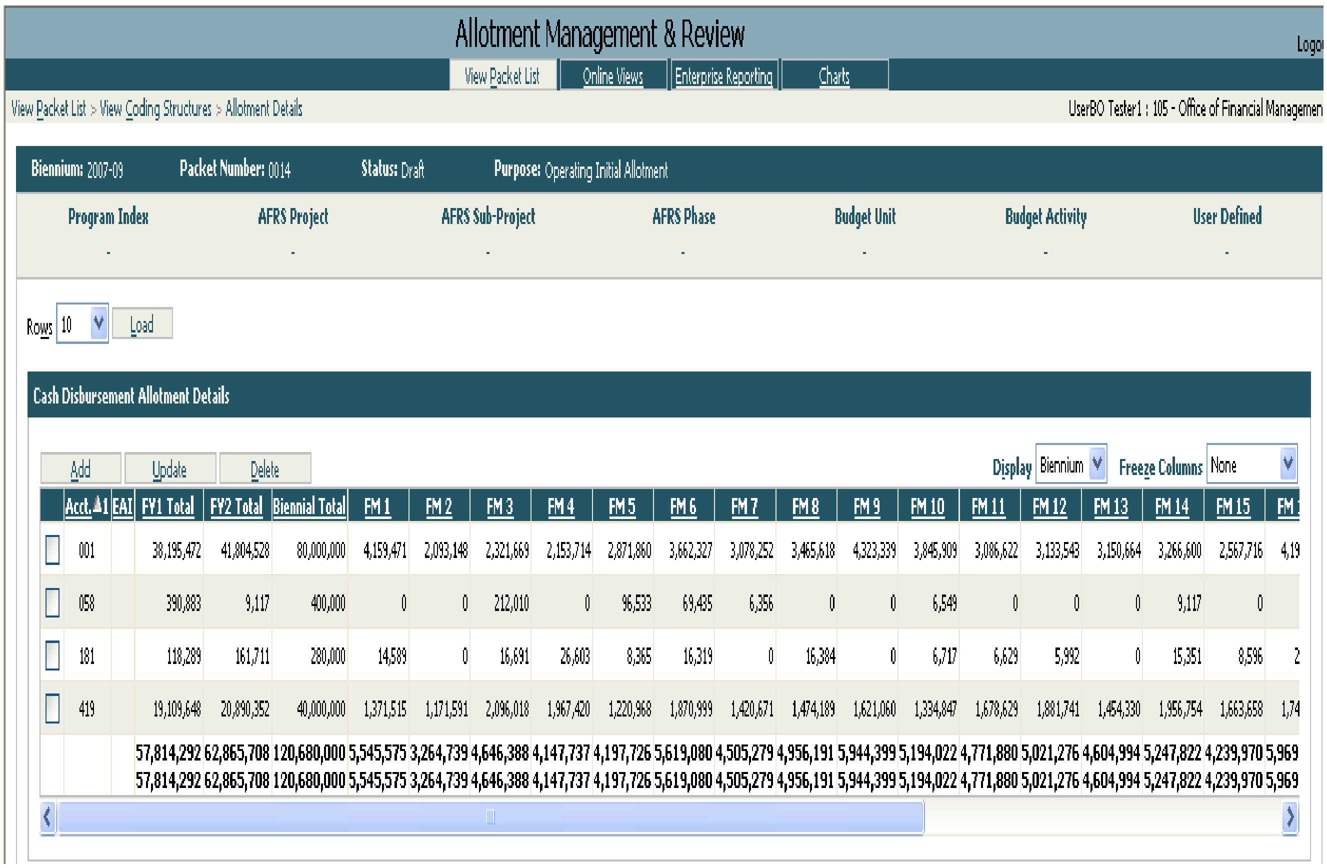


6. Click **OK.**

7. The following message will be displayed:

8. Click **OK.**

9. To view the allotment detail created from using patterns click on the blank coding structure selection box, then **Allot. Details**. See below for detail:



	Acct. 1	EAI	FY1 Total	FY2 Total	Biennial Total	FM 1	FM 2	FM 3	FM 4	FM 5	FM 6	FM 7	FM 8	FM 9	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 1
	001		38,195,472	41,804,528	80,000,000	4,159,471	2,093,148	2,321,669	2,153,714	2,871,860	3,662,327	3,078,252	3,465,618	4,323,339	3,845,909	3,086,622	3,133,543	3,150,664	3,266,600	2,567,716	4,19
	058		390,883	9,117	400,000	0	0	212,010	0	96,533	69,435	6,356	0	0	6,549	0	0	0	9,117	0	
	181		118,289	161,711	280,000	14,589	0	16,691	26,603	8,365	16,319	0	16,384	0	6,717	6,629	5,992	0	15,351	8,596	2
	419		19,109,648	20,890,352	40,000,000	1,371,515	1,171,591	2,096,018	1,967,420	1,220,968	1,870,999	1,420,671	1,474,189	1,621,060	1,334,847	1,678,629	1,881,741	1,454,330	1,956,754	1,663,658	1,74
			57,814,292	62,865,708	120,680,000	5,545,575	3,264,739	4,646,388	4,147,737	4,197,726	5,619,080	4,505,279	4,956,191	5,944,399	5,194,022	4,771,880	5,021,276	4,604,994	5,247,822	4,239,970	5,969
			57,814,292	62,865,708	120,680,000	5,545,575	3,264,739	4,646,388	4,147,737	4,197,726	5,619,080	4,505,279	4,956,191	5,944,399	5,194,022	4,771,880	5,021,276	4,604,994	5,247,822	4,239,970	5,969

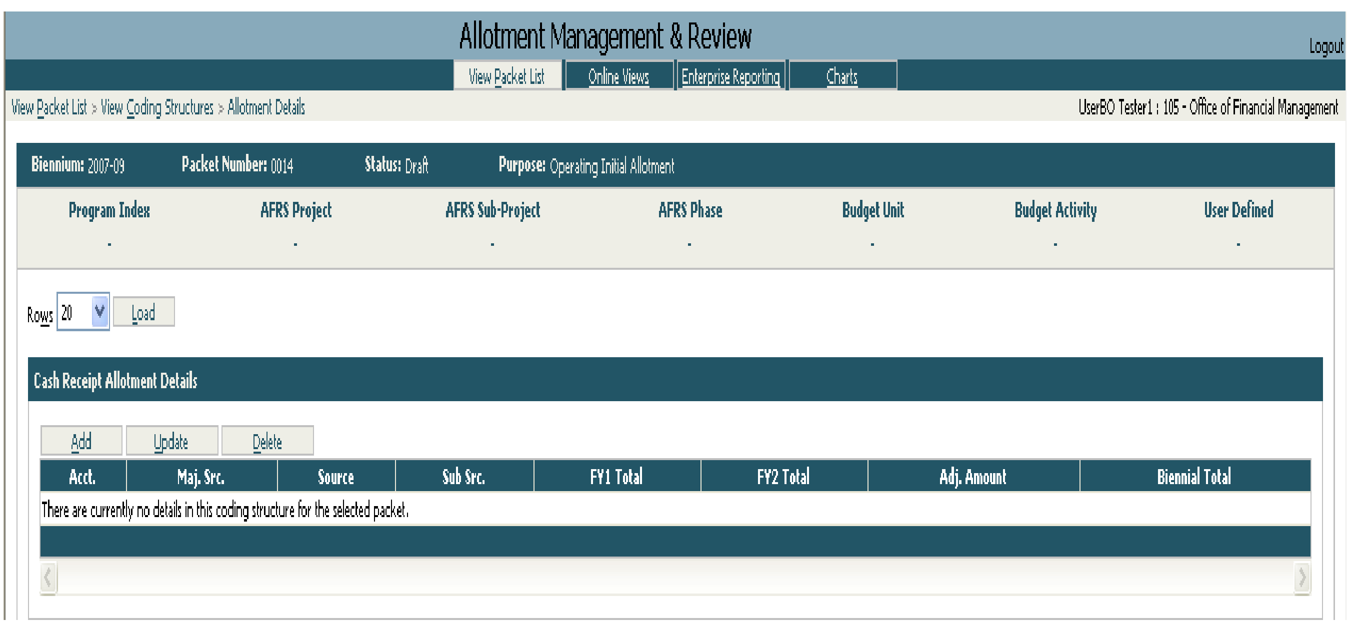
LESSON 4 – CREATE THE CASH RECEIPTS ALLOTMENT DATA

Lesson 4, Task 1 – Cash Receipt Coding Structure and Allotment Detail

Agency allotments must include monthly estimates of the cash they will receive by account. As an agency prepares initial or adjusted revenue allotments, they almost always will need to include an allotment for the related cash receipts. 🕮 *Note: Coding structure is optional for cash receipts allotments; however, the account must be identified as part of the allotment detail. A blank coding structure would imply that the cash receipt is allotted at the agency level.*

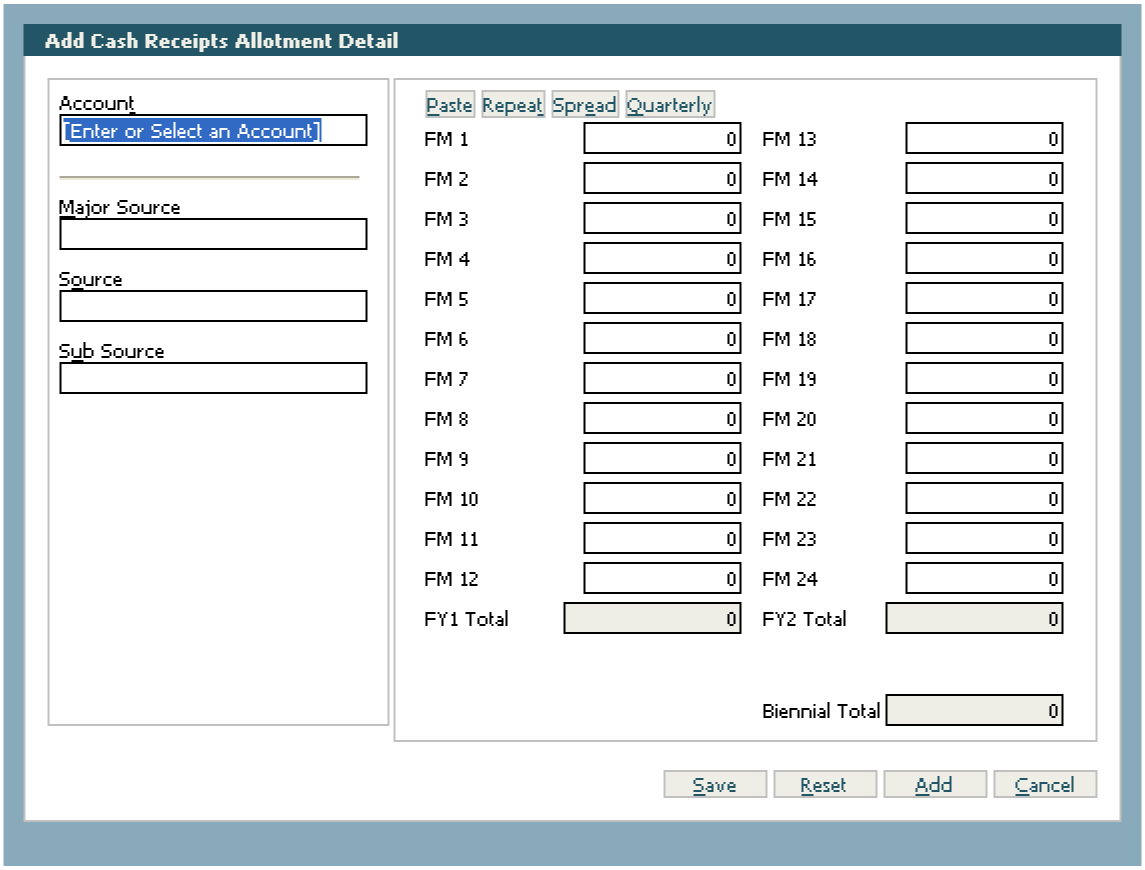
1. Go to **View Packet List** and choose a packet and click the **Allotments** tab.
2. On the component navigation bar select **Cash Receipts.**
3. Select a blank coding structure check box and click the **Allot. Details** tab, as shown below:

4. This will bring up the cash receipts allotment detail grid as shown below:

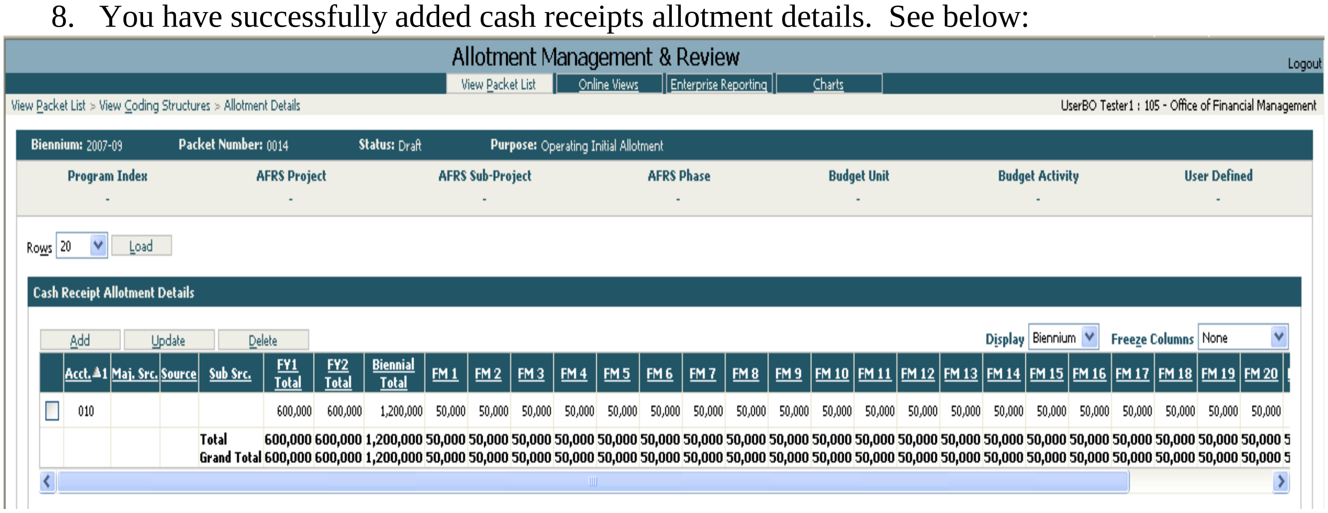


📖 *Note: The Cash Receipts Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click* ***Load****.*

5. Click the **Add** tab. The following dialog box will be displayed:



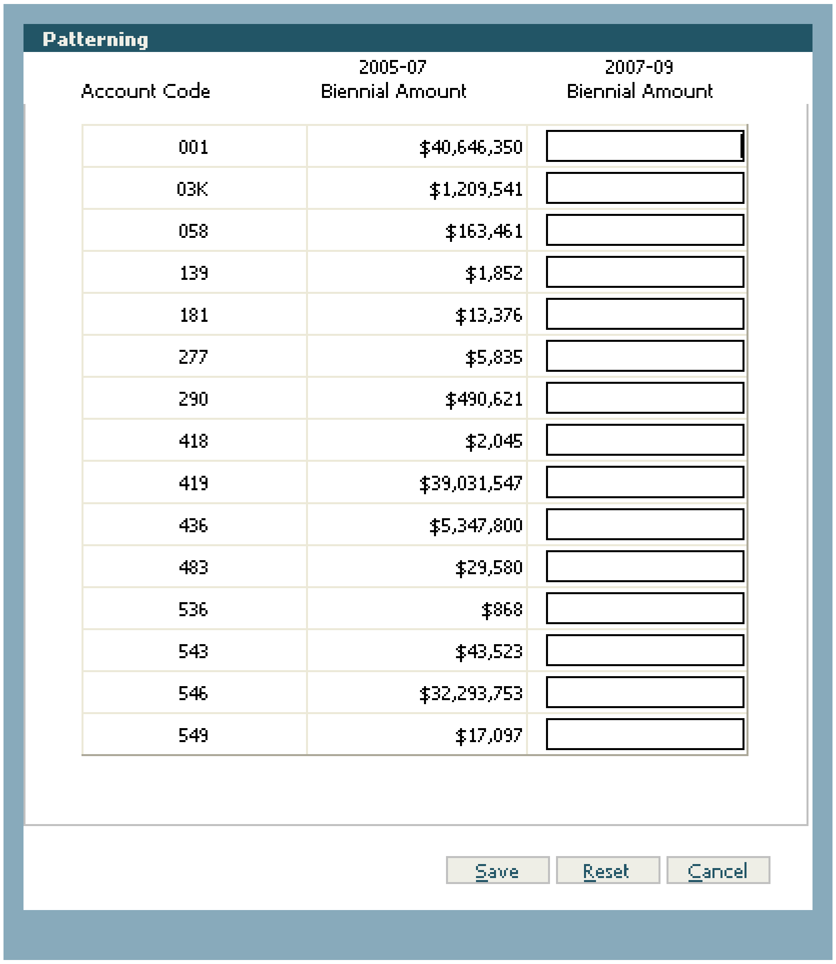
6. Choose an **Account** and enter **dollar amounts**. 📖 *Note: Account is a required field while major source and source are optional fields for cash receipt allotments.*
7. Click **Save** and exit the dialog box.
8. You have successfully added cash receipts allotment details. See below:



Lesson 4, Task 2 – Patterning Cash Receipts

A patterning tool is available for creating Cash Disbursement and Cash Receipt Allotment detail in the initial packet only. Patterning allows you to easily create an allotment based on the pattern of actuals from the previous biennium. 🕮 *Note: Patterning is performed at the account level.* 🕮 *Note: The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.* 🕮 *Note: If all months of the biennium are not final the pattern will use the allotment for those months.* 🕮 *Note: A pattern will only be created for accounts that have amounts entered. If the amount is left blank it is considered to be zero and no pattern will be created for that account. It will replace any data previously in that account with a zero.* 🕮 *Note: A pattern cannot be created on an account that did not exist the prior biennium.* 🕮 *Note: A pattern can only be performed using a blank coding structure.*

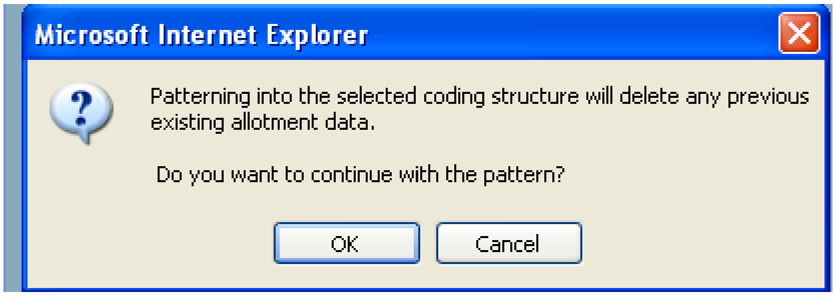
1. Go to the **Allotment Coding Structure** and select a blank coding structure or create one by doing an **Add**, then **Save** without entering any information.
2. Then select the **Pattern** tab as was done in the cash disbursements exercise.
3. The following dialog box will be displayed:



Account Code	2005-07 Biennial Amount	2007-09 Biennial Amount
001	$40,646,350	
03K	$1,209,541	
058	$163,461	
139	$1,852	
181	$13,376	
277	$5,835	
290	$490,621	
418	$2,045	
419	$39,031,547	
436	$5,347,800	
483	$29,580	
536	$868	
543	$43,523	
546	$32,293,753	
549	$17,097	

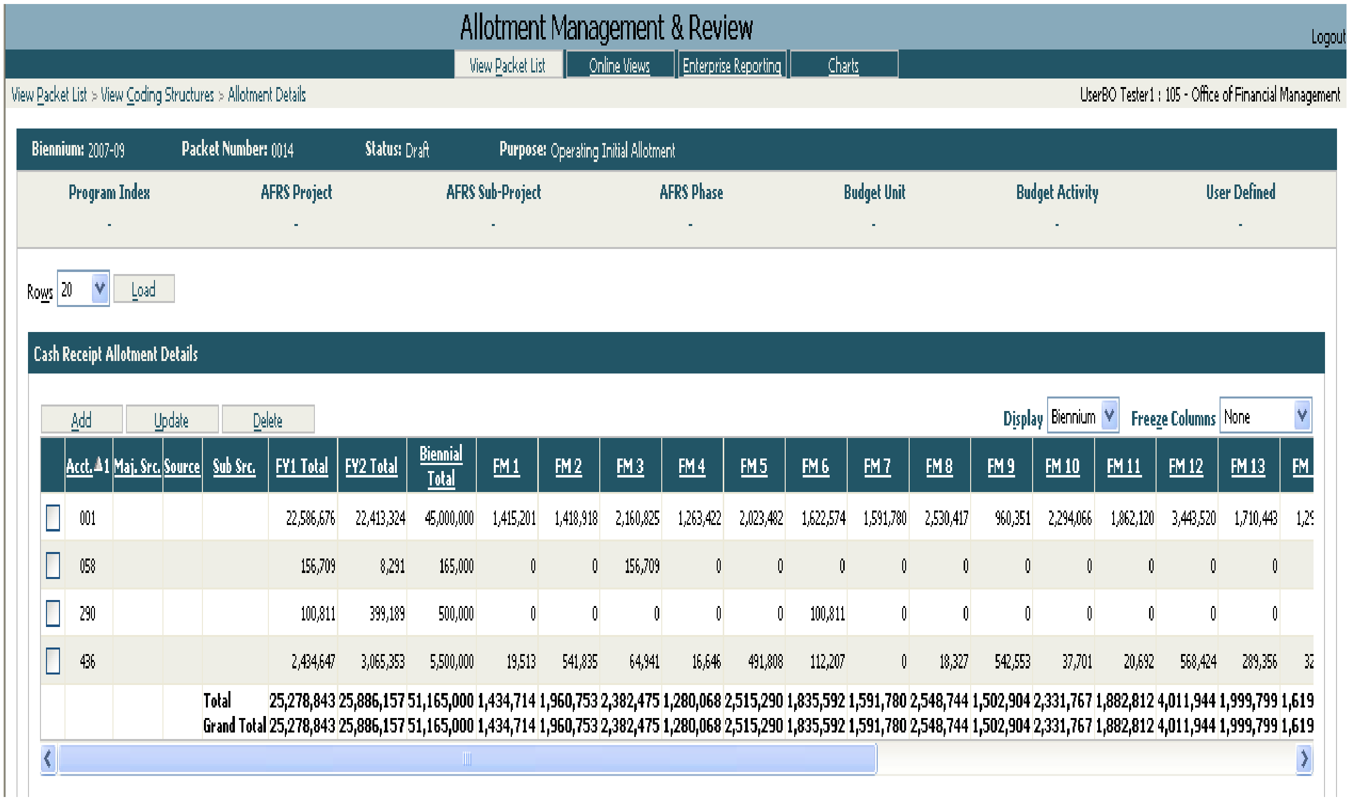
4. Add in the total amount you need to pattern for the various account codes you wish to pattern. Then click **Save**.

5. The following warning will appear. 🕮 *Note: This message does not mean that it will delete account data already created in other coding structures. Be careful not to duplicate your cash receipts by creating coding structures with the same accounts used in patterning.*



6. Click **OK.**
7. A message will display "Pattern was successful" as it did in the cash disbursements exercise.
8. Click **OK.**

9. To view the allotment detail created from using patterns click on the blank coding structure selection box, then **Allot. Details**. See below for details:



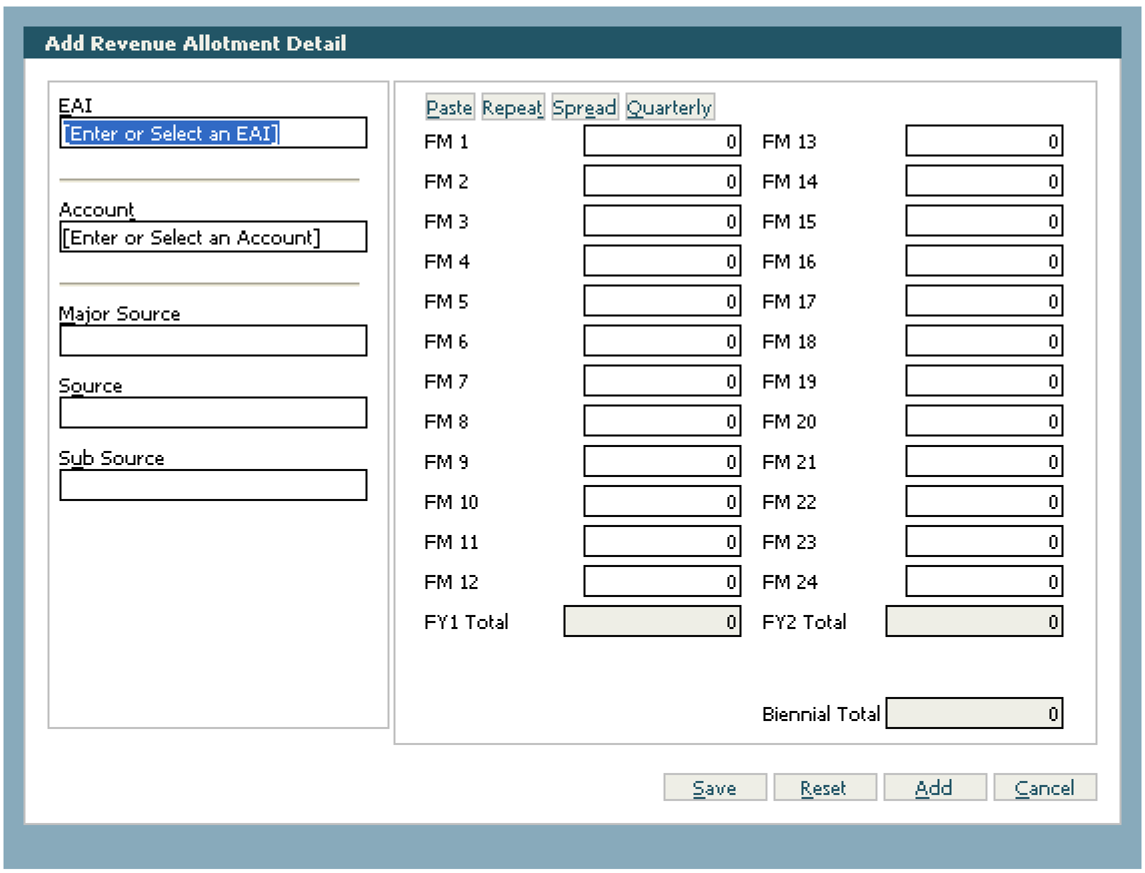
Acct. 1	Maj. Src.	Source	Sub Src.	FY1 Total	FY2 Total	Biennial Total	FM 1	FM 2	FM 3	FM 4	FM 5	FM 6	FM 7	FM 8	FM 9	FM 10	FM 11	FM 12	FM 13	FM
001				22,586,676	22,413,324	45,000,000	1,415,201	1,418,918	2,160,825	1,263,422	2,023,482	1,622,574	1,591,780	2,530,417	960,351	2,294,066	1,862,120	3,443,520	1,710,443	1,2
058				156,709	8,291	165,000	0	0	156,709	0	0	0	0	0	0	0	0	0	0	
290				100,811	399,189	500,000	0	0	0	0	0	100,811	0	0	0	0	0	0	0	
436				2,434,647	3,065,353	5,500,000	19,513	541,835	64,941	16,646	491,808	112,207	0	18,327	542,553	37,701	20,692	568,424	289,356	32
			Total	**25,278,843**	**25,886,157**	**51,165,000**	**1,434,714**	**1,960,753**	**2,382,475**	**1,280,068**	**2,515,290**	**1,835,592**	**1,591,780**	**2,548,744**	**1,502,904**	**2,331,767**	**1,882,812**	**4,011,944**	**1,999,799**	**1,619**
			Grand Total	**25,278,843**	**25,886,157**	**51,165,000**	**1,434,714**	**1,960,753**	**2,382,475**	**1,280,068**	**2,515,290**	**1,835,592**	**1,591,780**	**2,548,744**	**1,502,904**	**2,331,767**	**1,882,812**	**4,011,944**	**1,999,799**	**1,619**

LESSON 5 – CREATE THE REVENUE ALLOTMENT DATA

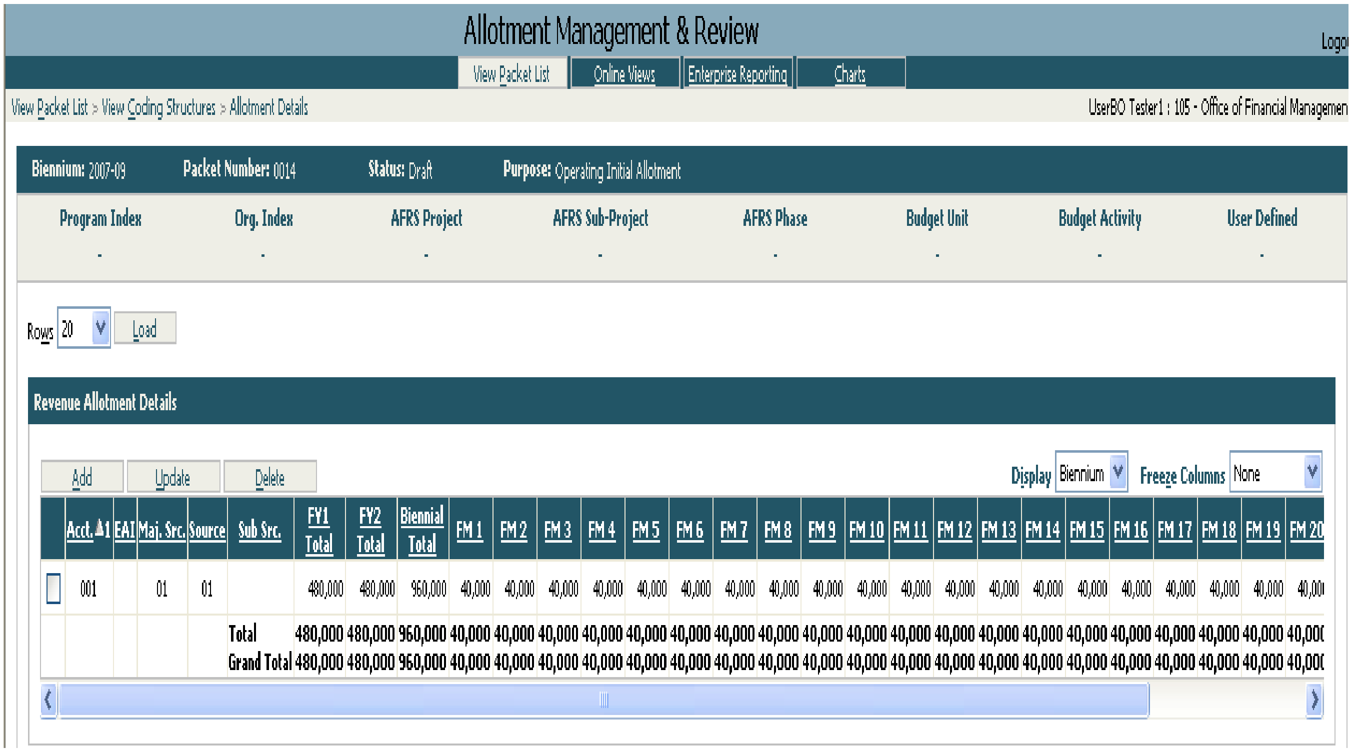
Lesson 5, Task 1 – Revenue Coding Structure and Allotment Detail

Revenue allotment information is entered into TALS AMR in a manner similar to the coding structure and allotment detail instructions described previously in the tutorial. 🕮 *Note: Coding structure is optional for revenue allotments; however, the account, major source and source levels must be identified as part of the allotment detail. A blank coding structure means the revenue is allotted at the agency level.*

1. Go to **View Packet List** and choose a packet and click the **Allotments** tab.
2. On the component navigation bar select **Revenue.**
3. Select a blank coding structure check box and click the **Allot. Details** tab. Then click the **Add** tab. The following dialog box will be displayed:



4. Choose an **Account**, **Major Source** and **Source** and enter dollar amounts. 🕮 *Note: EAI is an optional field for revenue allotments, but account, major source and source are required.* 🕮 *Note: Major source is a hierarchical field, so if you want to enter a source you must enter a major source first or if you want to enter sub source you must enter both major source and source first.* 🕮 *Note: The Revenue Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.*
5. Click **Save** and exit the dialog box.
6. You have successfully added revenue allotment details. See below:

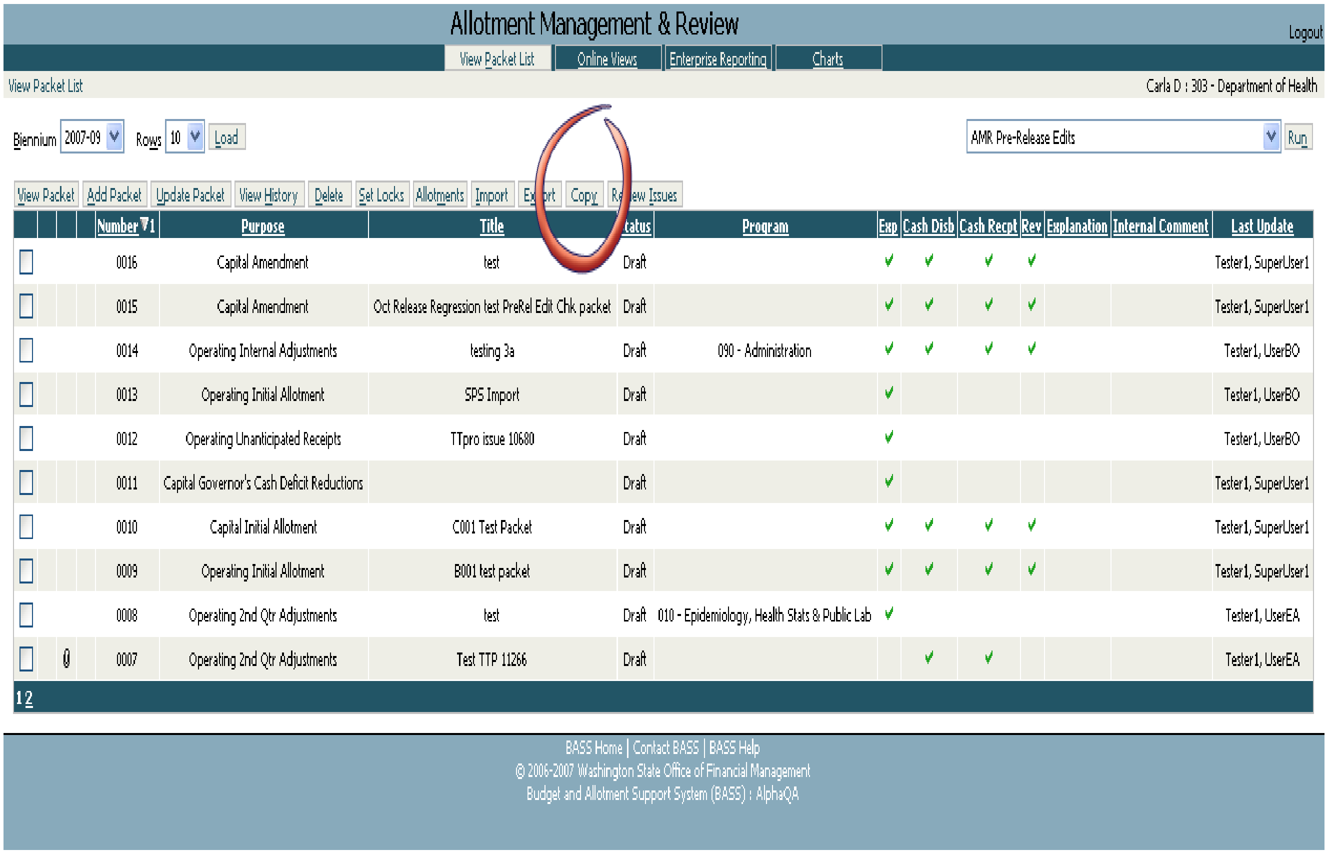

Allotment Management & Review
View Packet List
Online Views
Enterprise Reporting
Charts
View Packet List > View Coding Structures > Allotment Details
UserBO Tester1 : 105 - Office of Financial Managemen
Biennium: 2007-09
Packet Number: 0014
Status: Draft
Purpose: Operating Initial Allotment
Program Index
Org. Index
AFRS Project
AFRS Sub-Project
AFRS Phase
Budget Unit
Budget Activity
User Defined
Rows 20
Load
Revenue Allotment Details
Add
Update
Delete
Display Biennium
Freeze Columns None
Acct. EAI Maj. Src. Source Sub Src. FY1 Total FY2 Total Biennial Total FM 1 FM 2 FM 3 FM 4 FM 5 FM 6 FM 7 FM 8 FM 9 FM 10 FM 11 FM 12 FM 13 FM 14 FM 15 FM 16 FM 17 FM 18 FM 19 FM 20
001 01 01 480,000 480,000 960,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000
Total 480,000 480,000 960,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000
Grand Total 480,000 480,000 960,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000 40,000

LESSON 6 – COPY FEATURES

Lesson 6, Task 1 – Copy a Packet

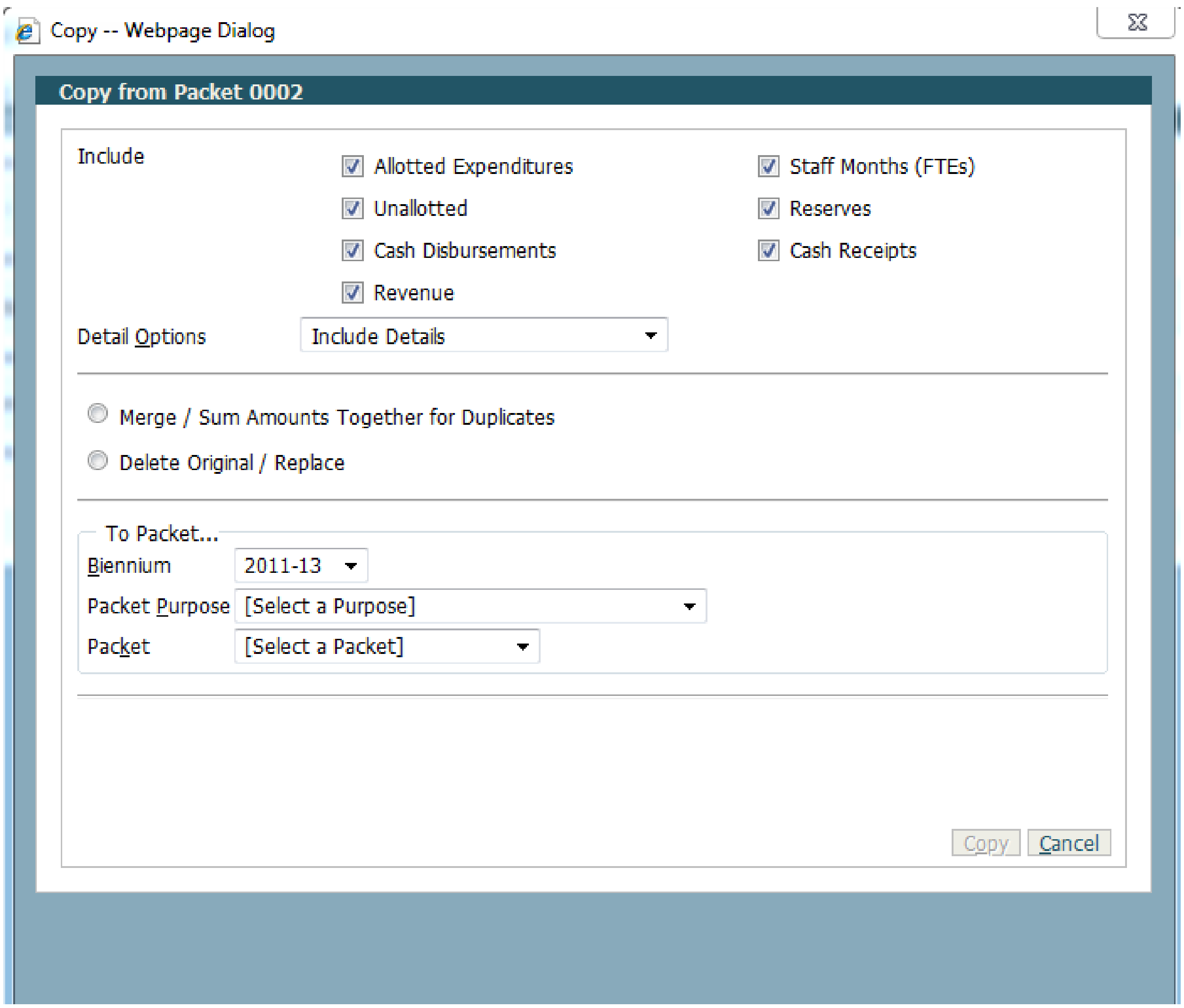
To copy a packet means to copy the coding structures and allotment details contained in one packet to another packet. You may select to copy the entire packet or any part of it.

1. Go to **View Packet List** and choose a packet and click the **Copy** tab. 🕮 *Note: Any packet can be copied from, but only packets in draft status can be copied to.*

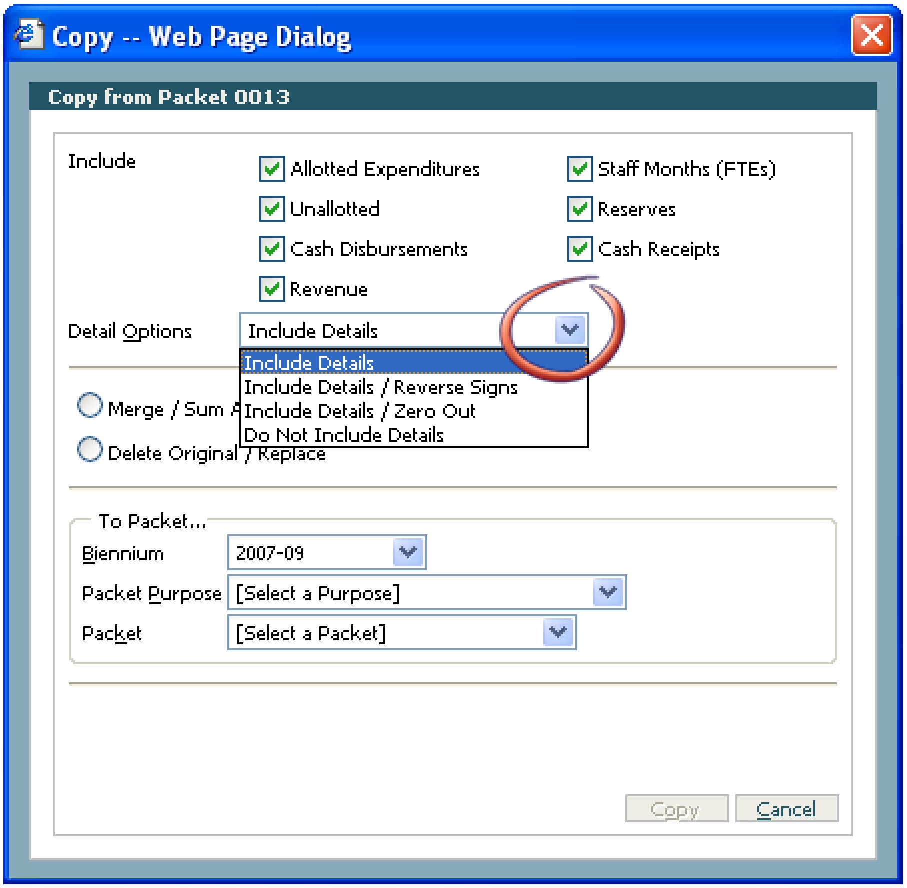


In the **Copy** tab you make your selections.

- **Include –** is used to include all components or deselect the items not needed.
- **Detail Options –** is used to include details or not, to reverse signs, or zero out the amounts.
- **What Action to take –** choose between Merge/Sum Amounts Together for Duplicates and Delete Original/Replace.
- **To Packet –** is used to designate where you want the data being copied to go to.

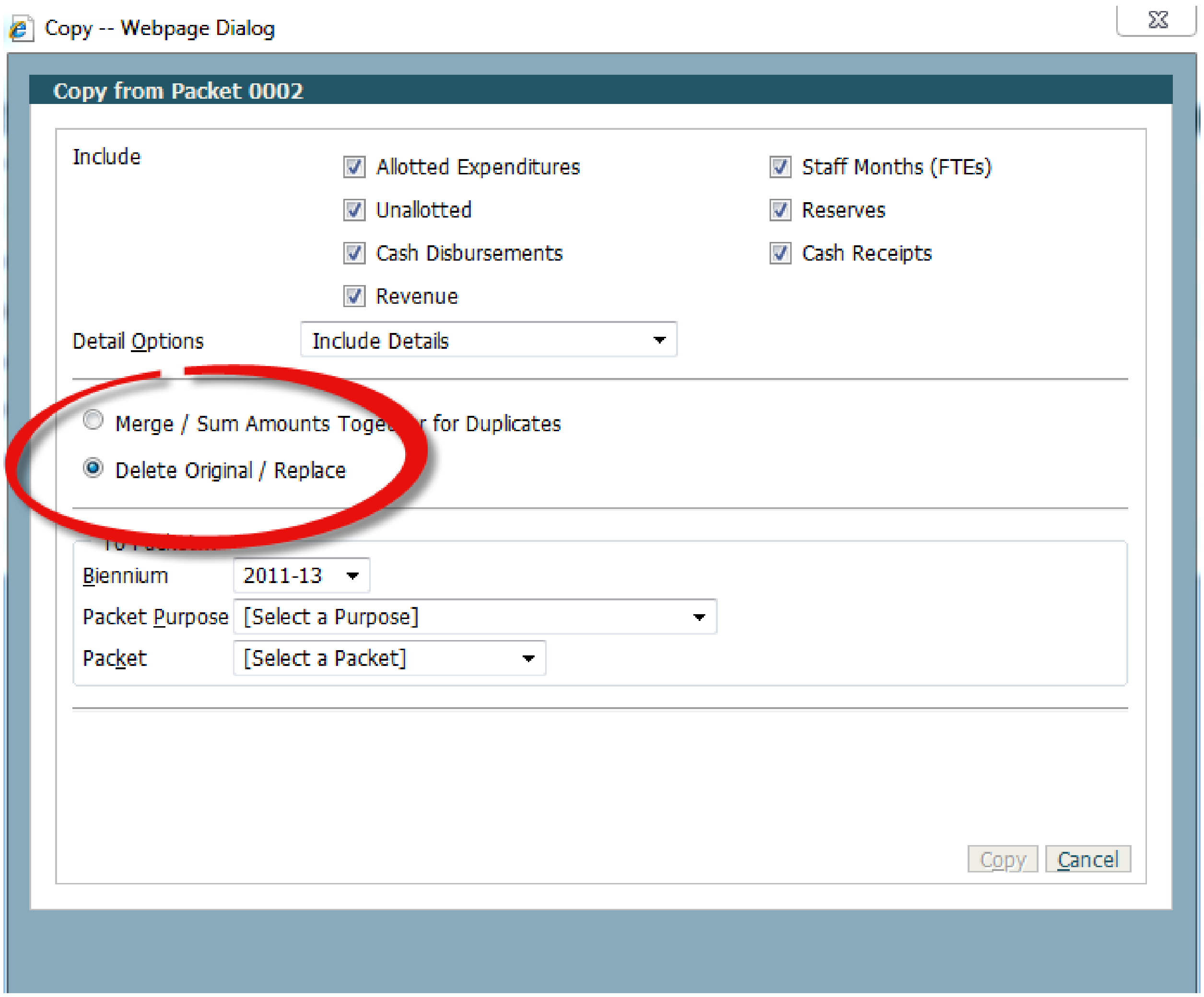


2. The dropdown arrow for **Detail Options** allows you to:
    - **Include Details –** includes allotment details and amounts.
    - **Include Details/Reverse Signs –** includes allotment details and changes all positive amounts to negative and all negative amounts to positive.
    - **Include Details/Zero Out -** includes coding structure and allotment details with no amounts.
    - **Do Not Include Details –** copies only the coding structures.

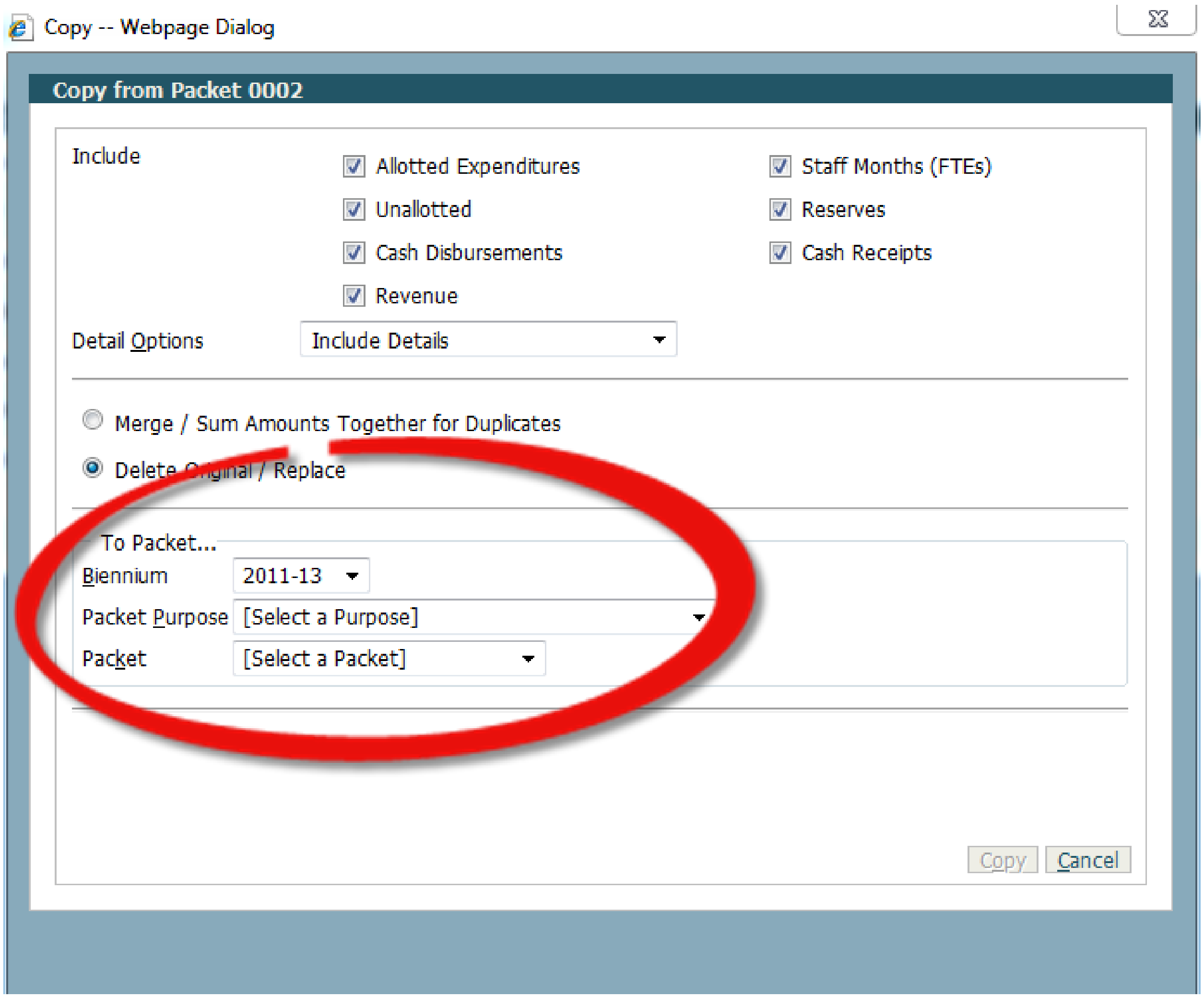


📖 *Note: When a user wants to merge multiple packets and reverse the signs, here are the steps: First merge all the packets you want to merge into one packet, create a new packet, copy the packet with the merged packets into the new packet and reverse the signs.*

3. Select what action you would like to take:
    - **Merge/Sum Amounts Together for Duplicates –** this action will add coding structures that do not exist in the 'to' packet and where there are duplicate coding structures it will add the amounts together.
    - **Delete Original/Replace –** this action will delete everything in the 'to' packet and only bring in the selected items.

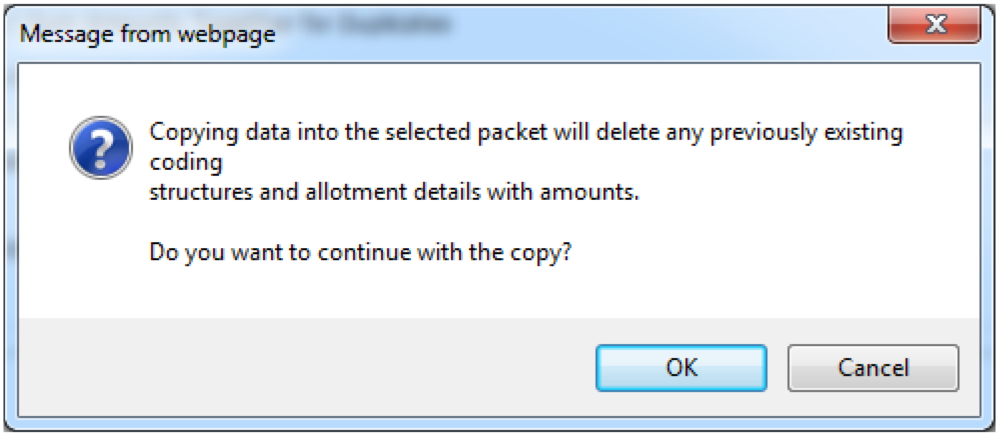


4. Select which packet to copy to:
    - **Biennium –** use the dropdown arrow to select the biennium for the 'to packet'.
    - **Packet Purpose –** use the dropdown arrow to select the packet purpose to reduce the packets to choose from for the 'to packet'. 🕮 *Note: You do not need to select a packet purpose, you may go directly to Packet and make your selection.*
    - **Packet –** use the dropdown arrow to select the packet to copy into.

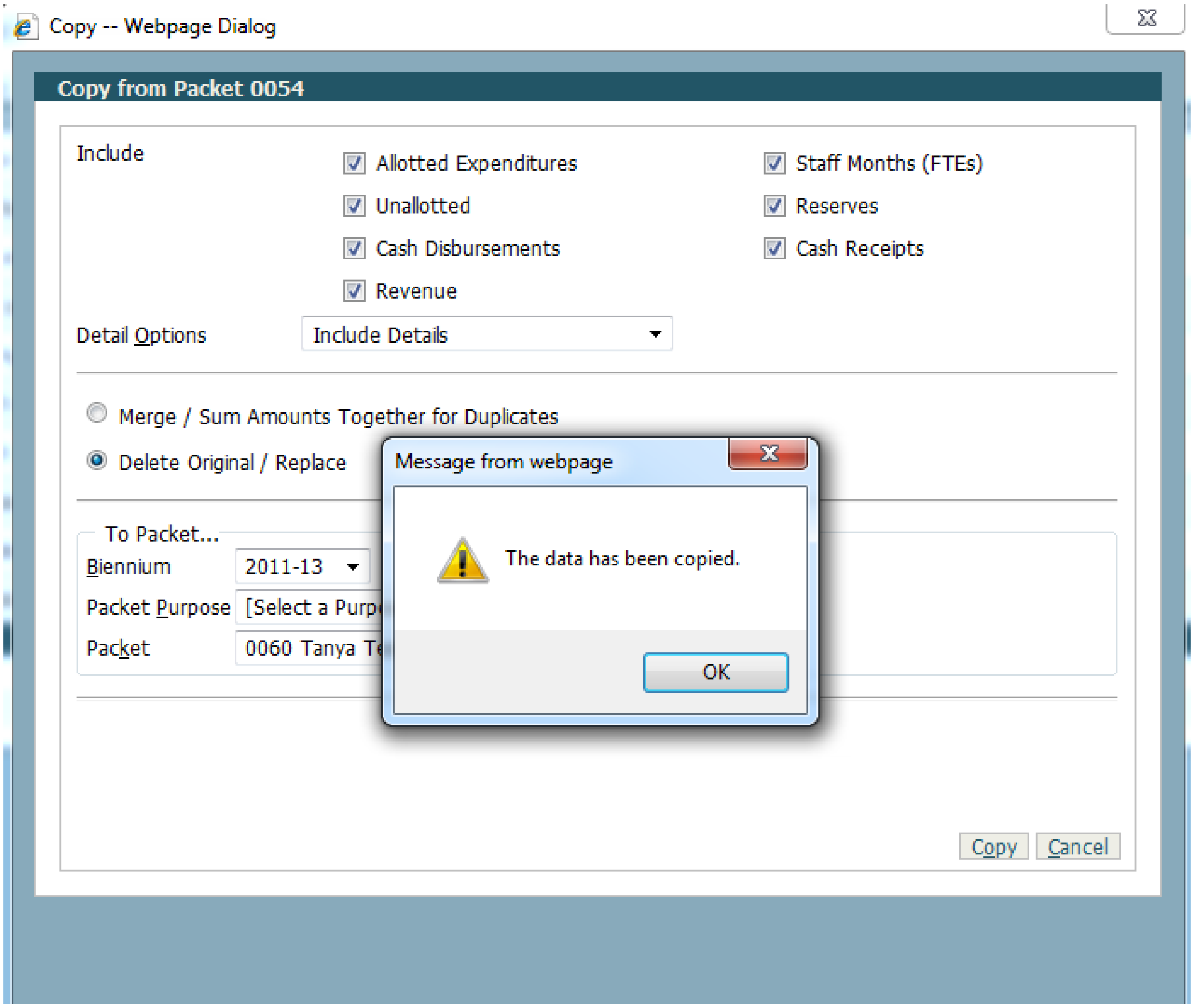


5. Once you've made your selections click the **Copy** button and a message will appear warning you of the action that will be taken.

6. If this is the action you intended click the **OK** button.



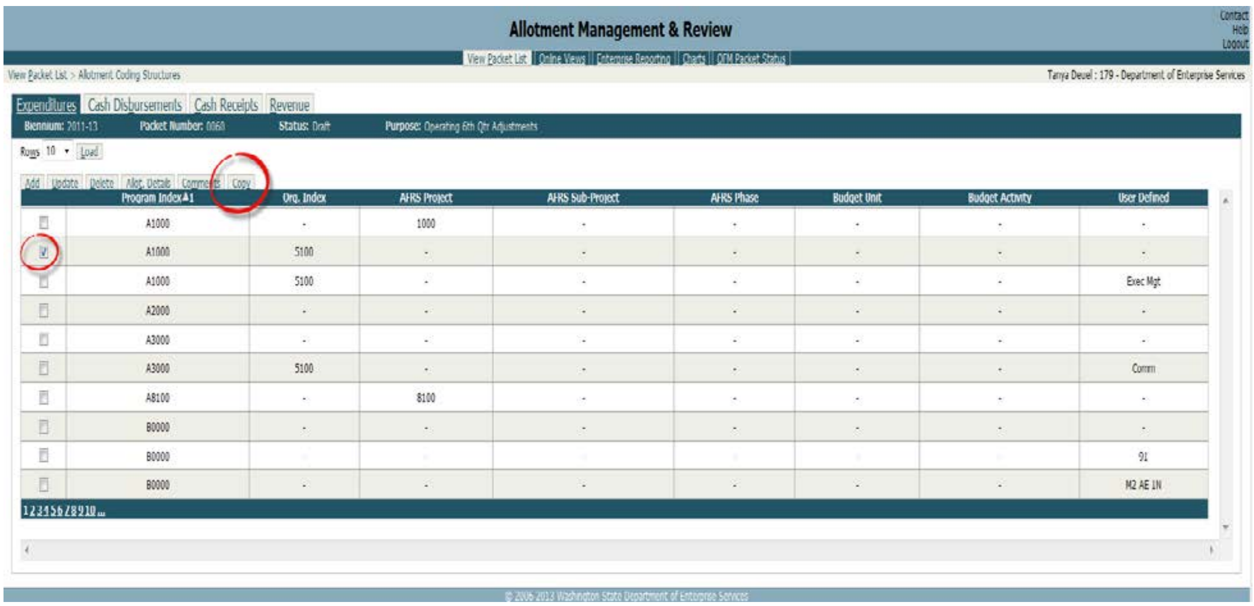
7. A message will appear saying that the action was completed.



Lesson 6, Task 2 – Copy Coding Structure

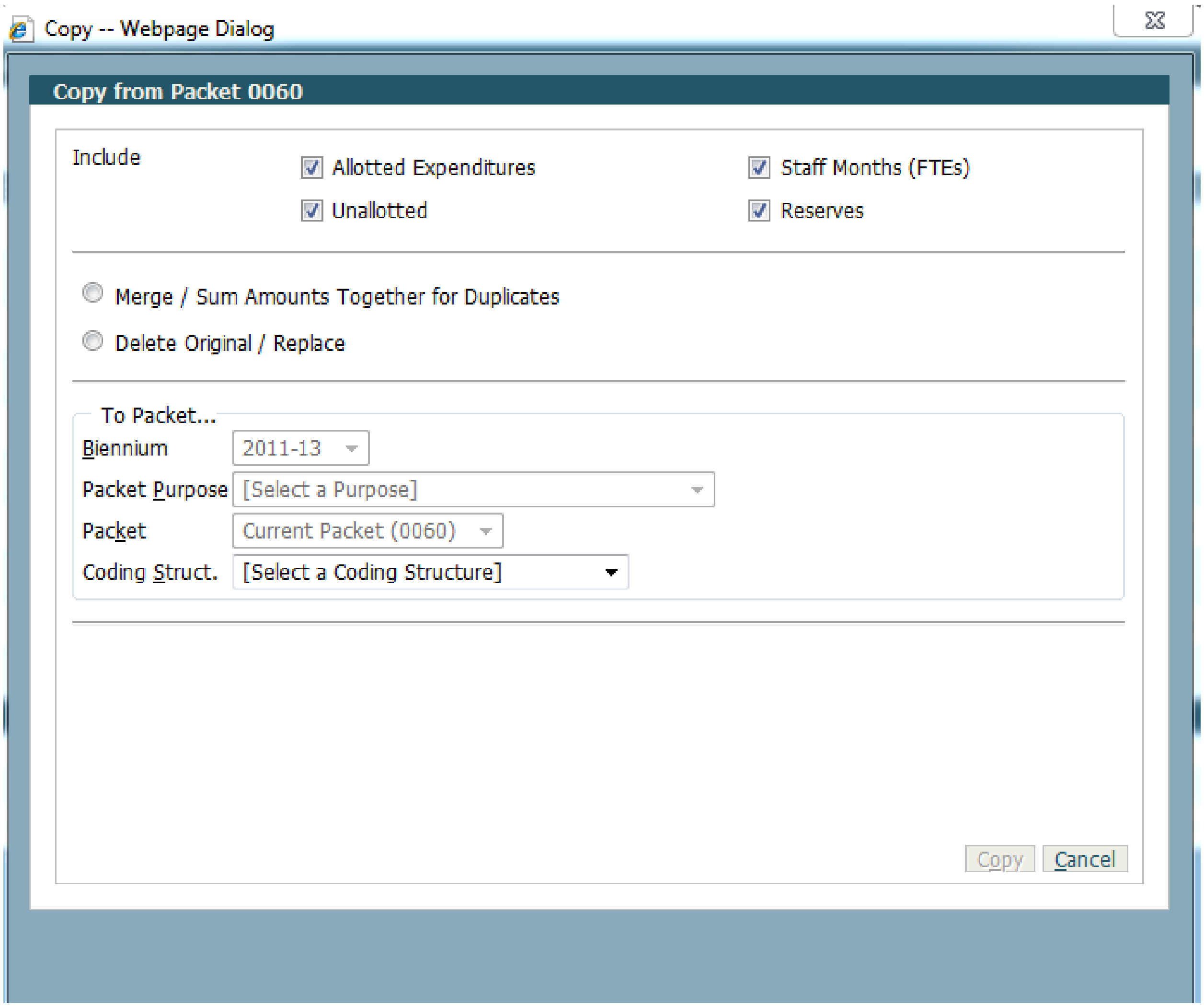
Copy coding structure means to copy the selected coding structure contained in one packet to another coding structure within the same packet. You may select to copy the coding structure with or without the allotment details.

1. From **View Packet List** choose a packet and click the **Allotments** tab. Then select the coding structure you wish to copy and click the **Copy** tab. 🕮 *Note: Only one coding structure can be copied at a time*



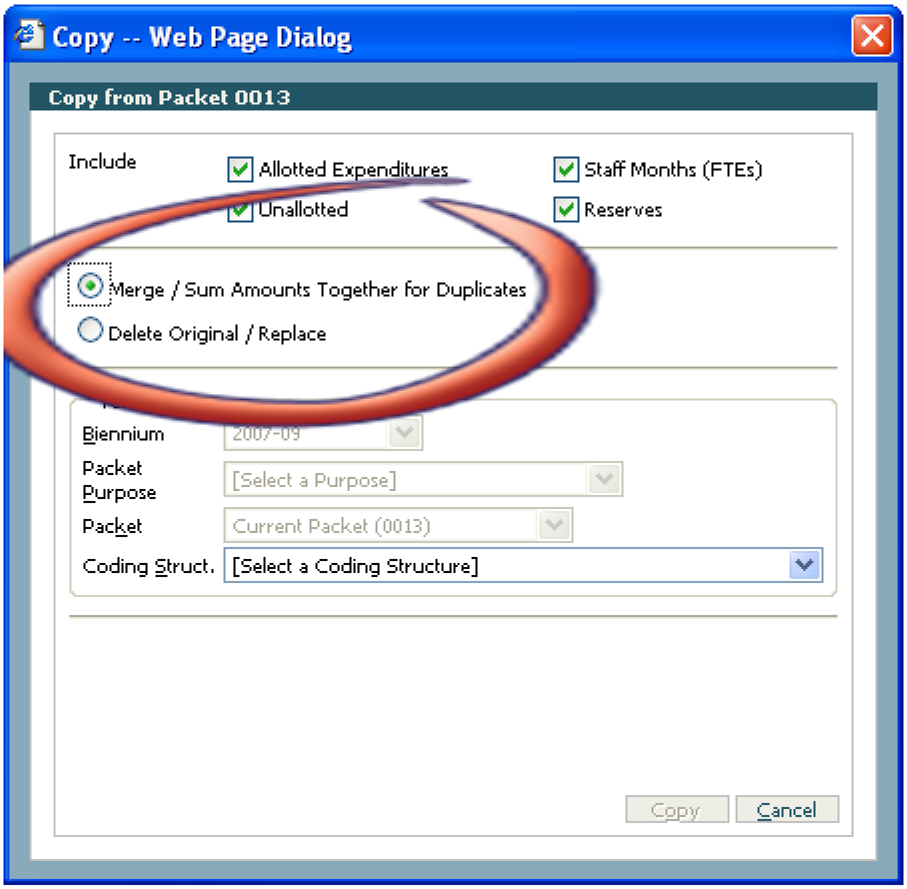
In the **Copy** tab you make your selections.

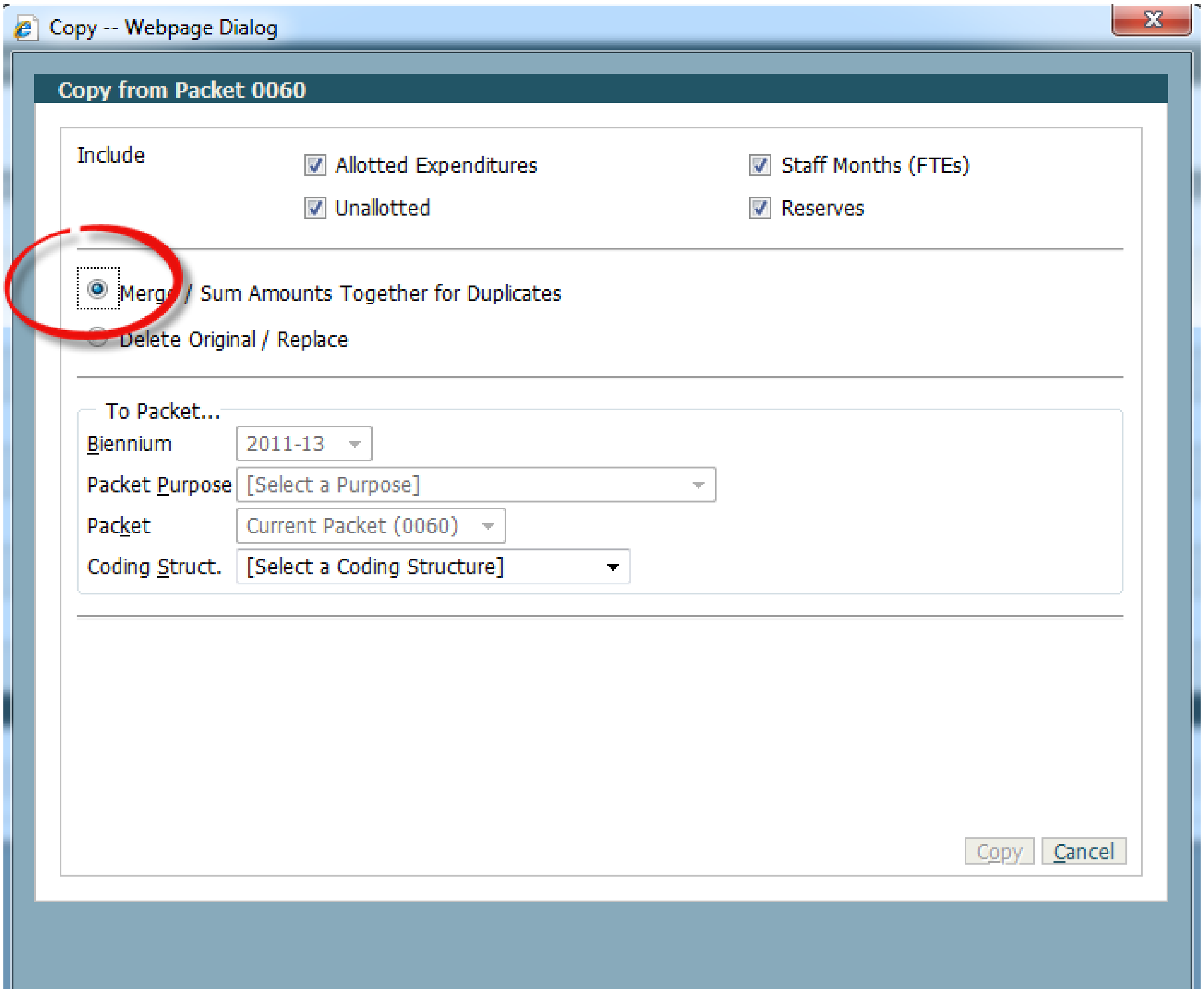
- **Include –** is used to include all allotment details or deselect the items not needed.
- **What Action to take -** choose between Merge/Sum Amounts Together for Duplicates and Delete Original/Replace.
- **To Packet –** is used to designate what coding structure you want the data being copied to go to.



2. Select what action you'd like to take:

- **Merge/Sum Amounts Together for Duplicates –** this action will add allotment details that do not exist in the 'to' packet coding structure and where there are duplicate coding elements it will add the amounts together.
- **Delete Original/Replace –** this action will delete everything in the 'to' packet coding structure and only bring in the selected items.

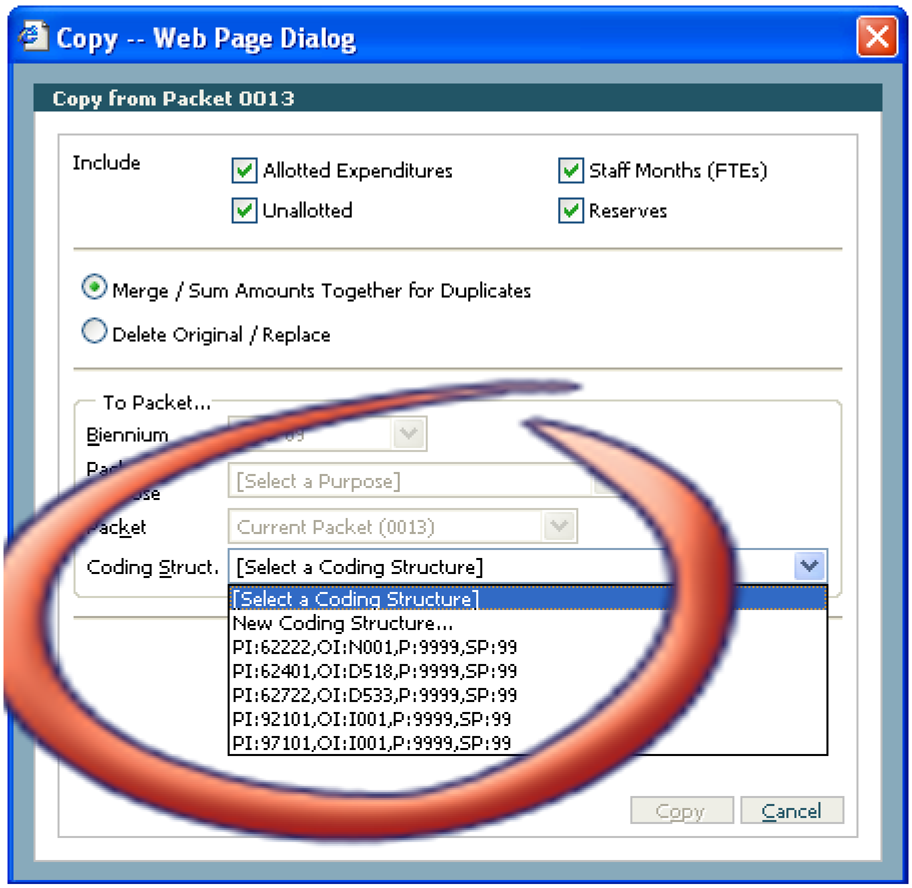


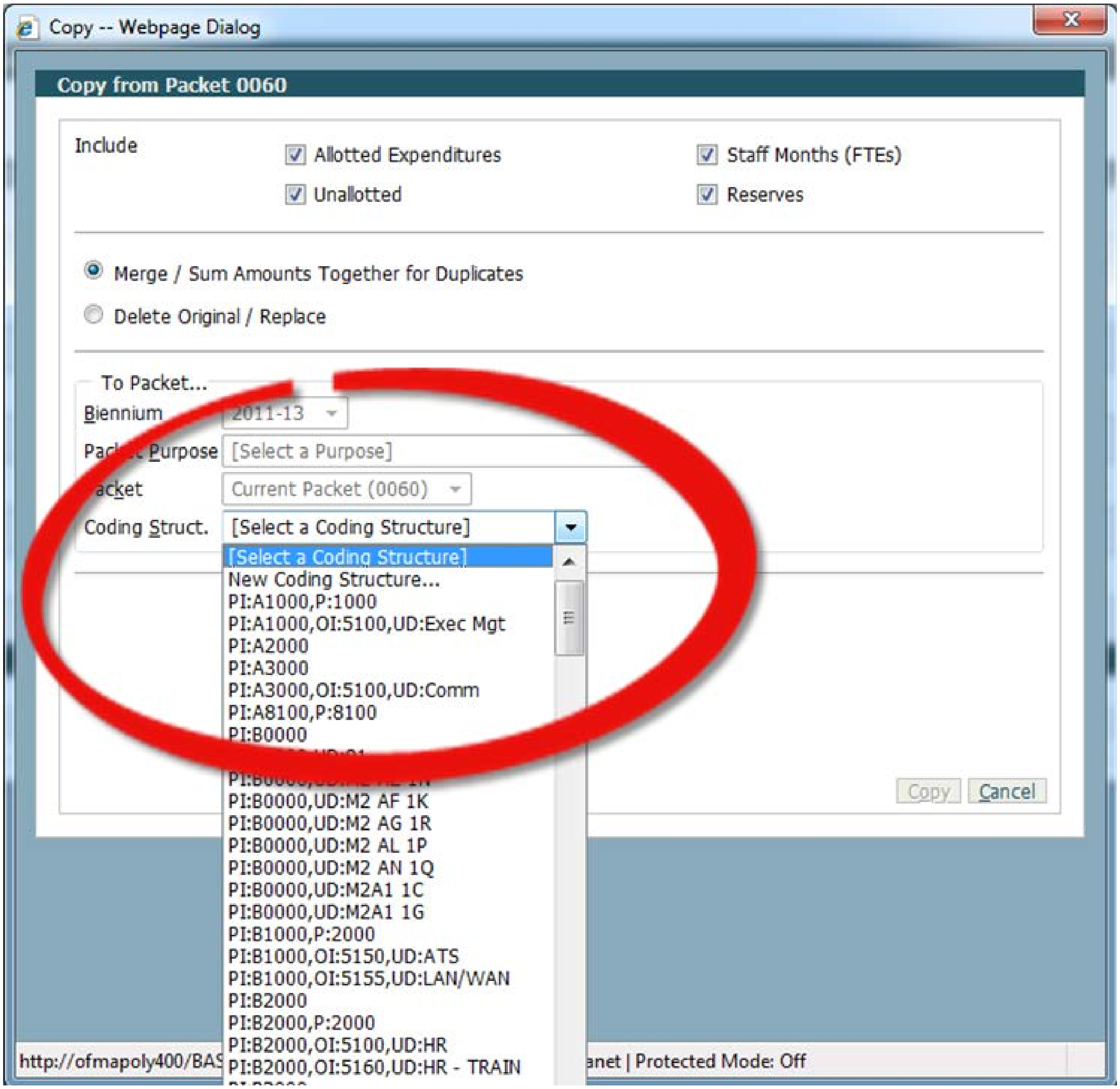

Copy -- Webpage Dialog
Copy from Packet 0060
Include
Allotted Expenditures
Staff Months (FTEs)
Unallotted
Reserves
Merge / Sum Amounts Together for Duplicates
Delete Original / Replace
To Packet...
Biennium
2011-13
Packet Purpose
[Select a Purpose]
Packet
Current Packet (0060)
Coding Struct.
[Select a Coding Structure]
Copy
Cancel

3. Select which coding structure to copy to:

- **New Coding Structure –** use the dropdown arrow to select a new coding structure.
- **Existing Coding Structures –** use the dropdown arrow to select the coding structure you wish to copy to.

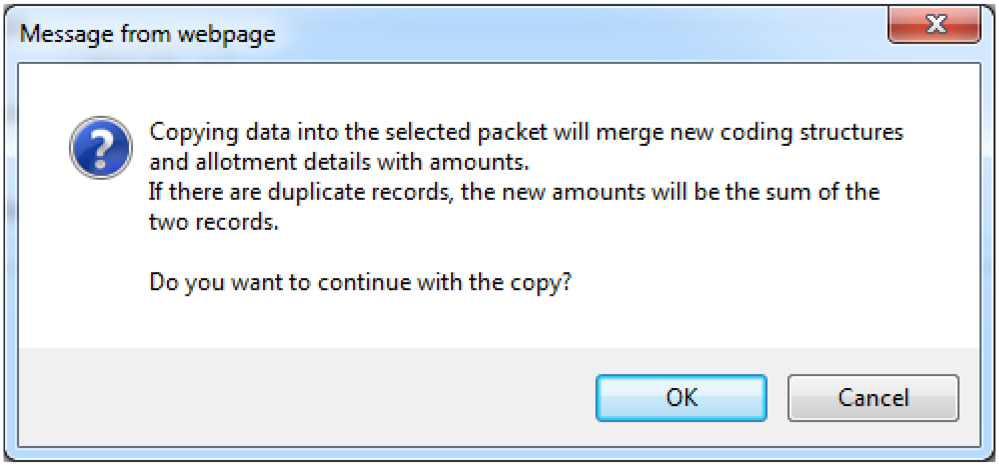
📖 *Note: Biennium, Packet Purpose, and Packet are not options at this time and are grayed out.*



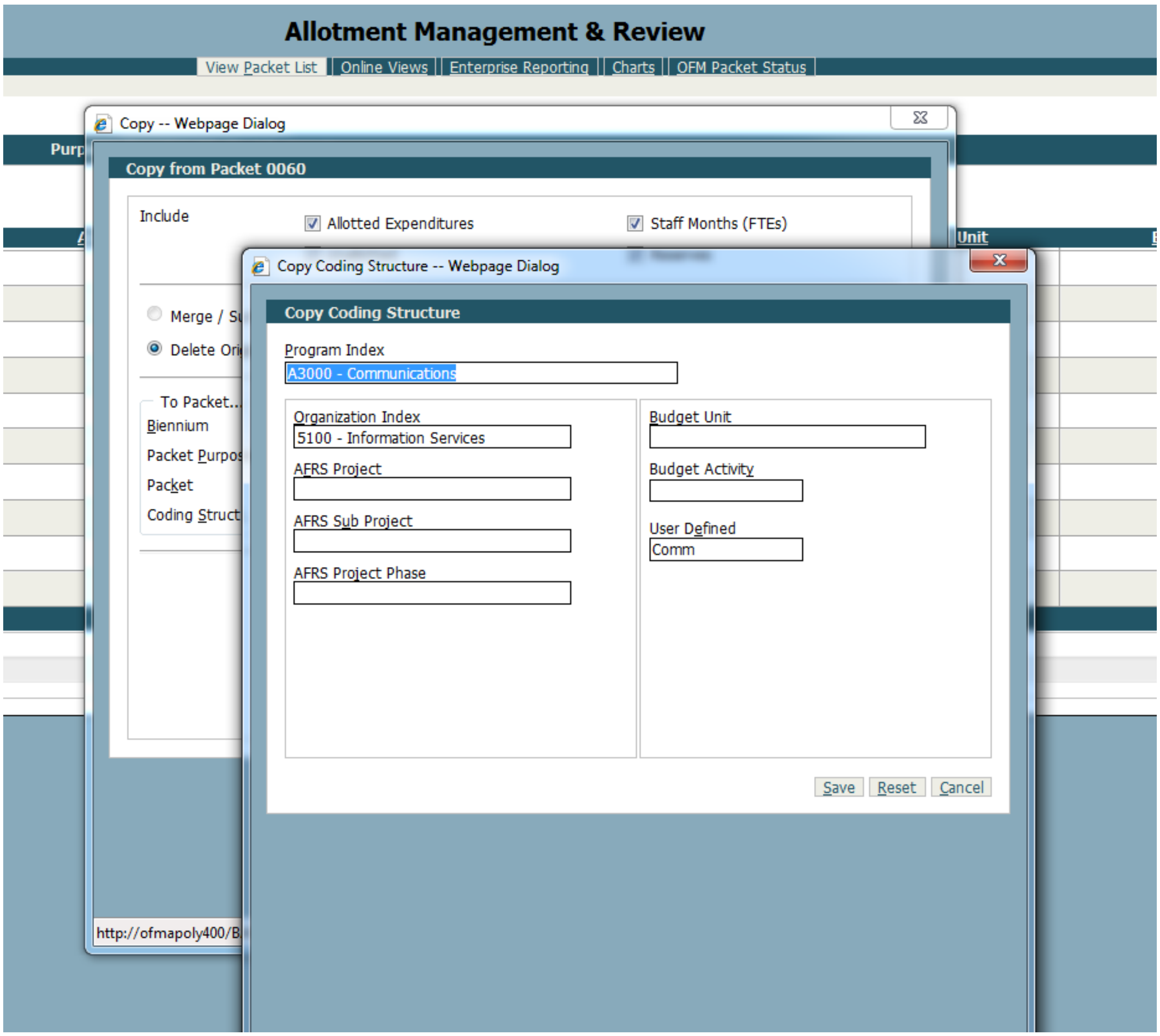


4. Once you've made your selections click the **Copy** button. If you selected an existing coding structure, a message will appear warning you of the action that will be taken.

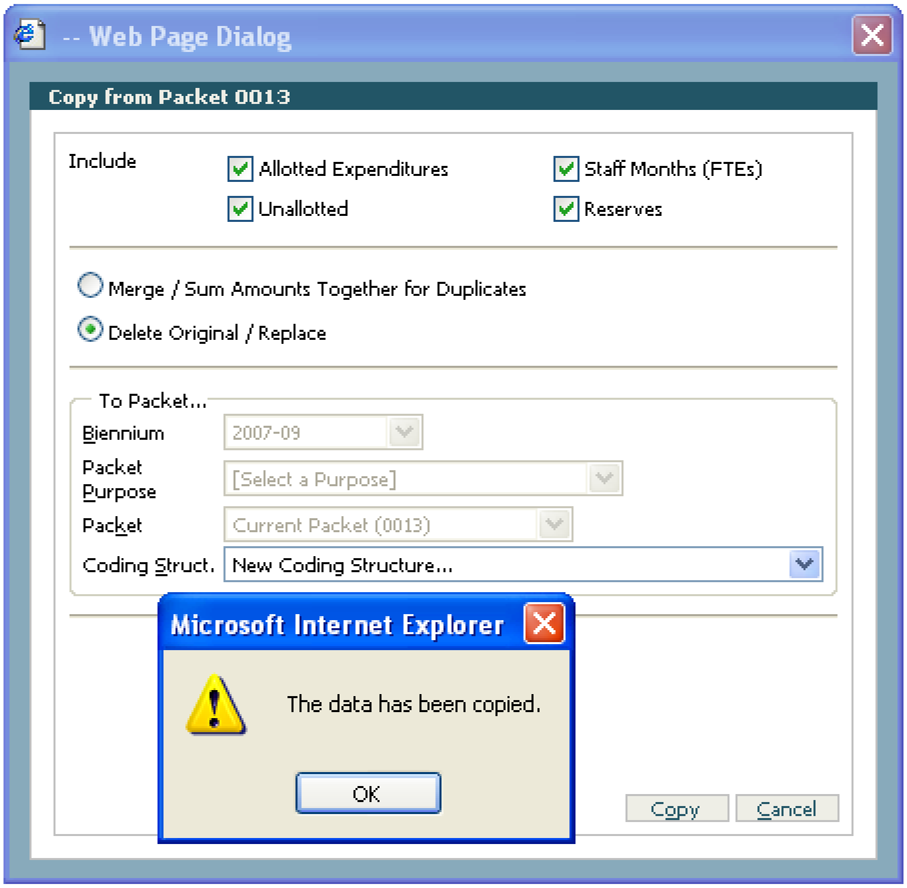
5. If this is the action you intended click the **OK** button.



6. If you selected New Coding Structure another dialog box will appear. This dialog box will show the coding structure you are copying from. Enter your new coding structure and click Save.



7. A message will appear saying that the action was completed.



TO DO - Hands on: Practice copying packets, copying coding structures to new coding structures and existing coding structures.

LESSON 7 – FEATURES NOT INCLUDED IN INITIAL & INTERNAL PACKET PREPARATION

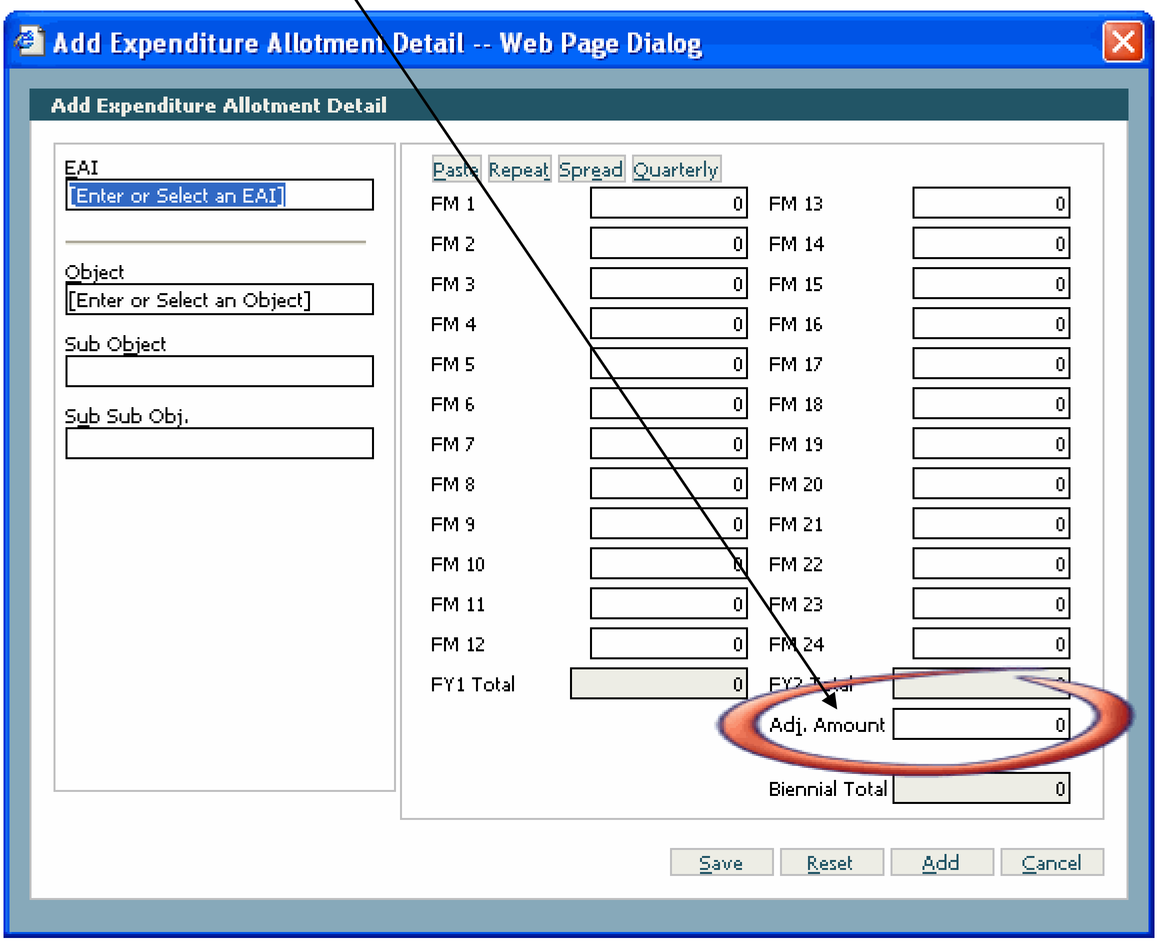
Lesson 7, Task 1 – Adjustment Amount

📖 *Note: The adjustment amount field was created to allow agencies to move allotment capacity from closed fiscal months without skewing the current month or changing the official allotment record for closed months. The total adjustment from closed months can be placed into the adjustment month field and the current month amount will contain the actual change desired for that month. The adjustment amount will show as a separate entry on the TALS-AMR reports. The adjustment amount will however be posted to AFRS in the current fiscal month.*

1. Create a new packet with packet purpose

   Operating 2nd Qtr Adjustments

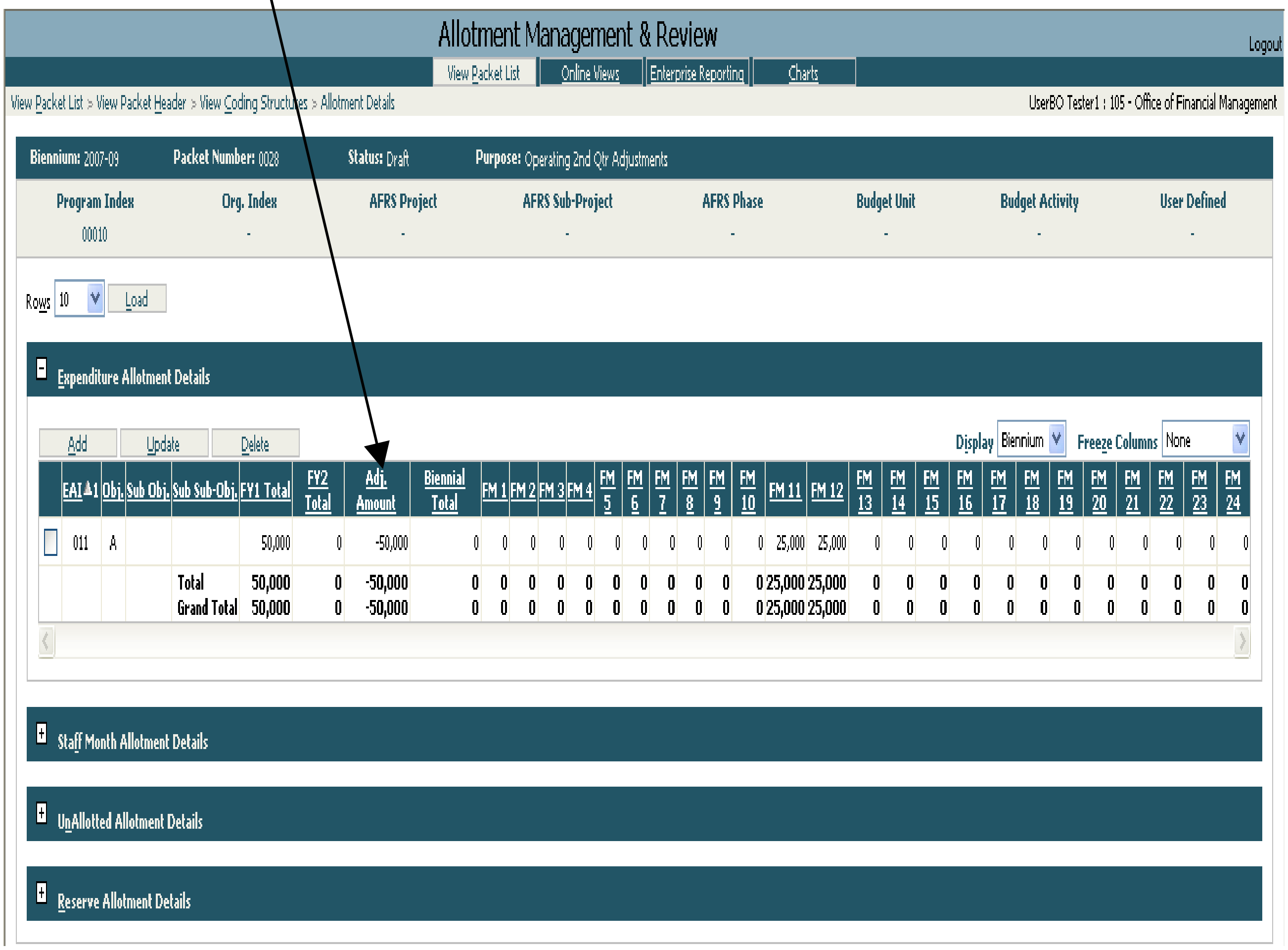
2. Add a new coding structure and allotment details. Notice that a new amount tab is available (Adj. Amount). See below:



3. After choosing an **EAI** and **Object** put a negative dollar amount in **Adj. Amount** and spread that amount in open months, then click **Save** and **Cancel**.

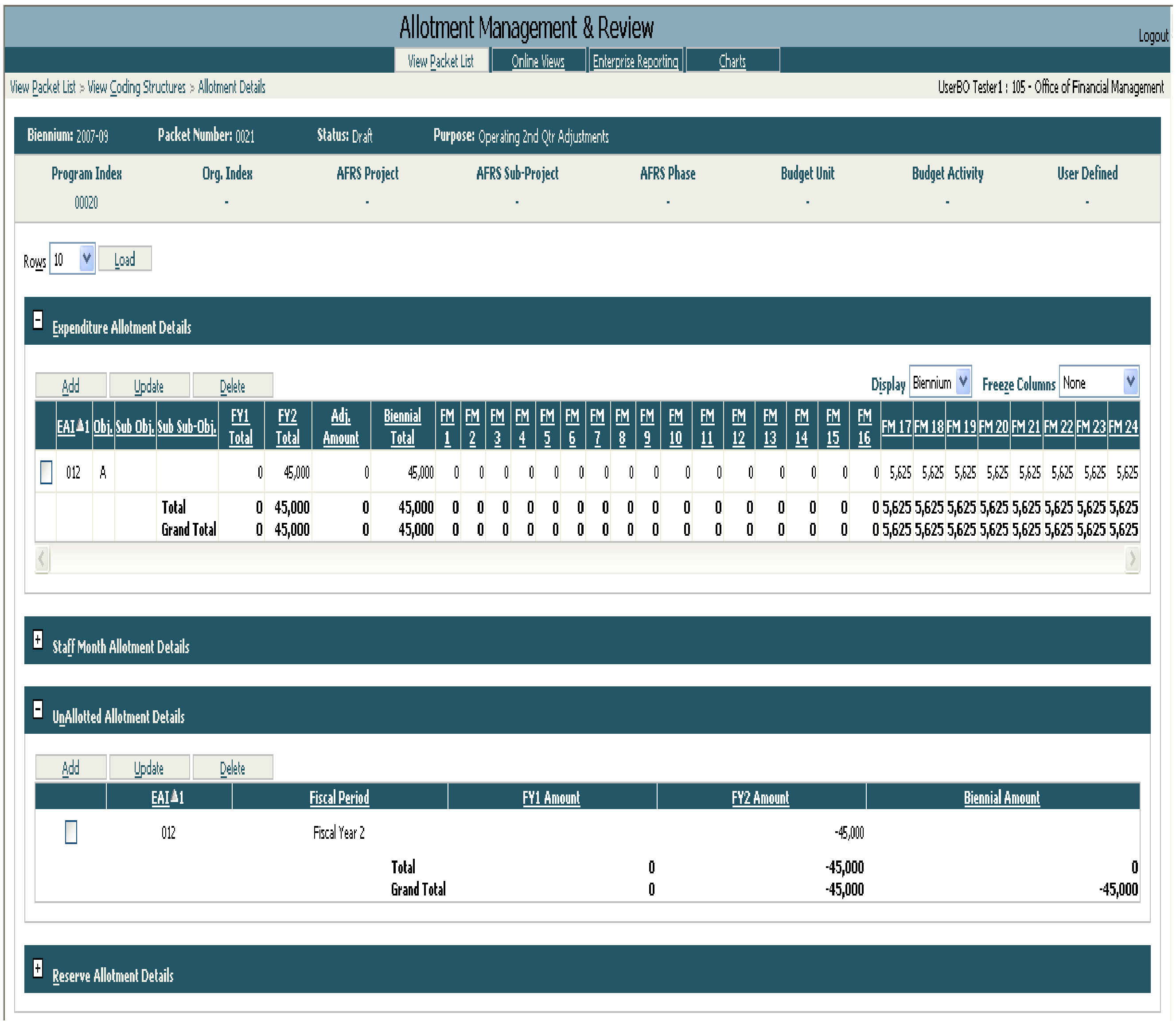
4. You have created an adjustment allotment. See below:

Adjustment Amount



Lesson 7, Task 2 – Moving Unallotted Funds into Allotted

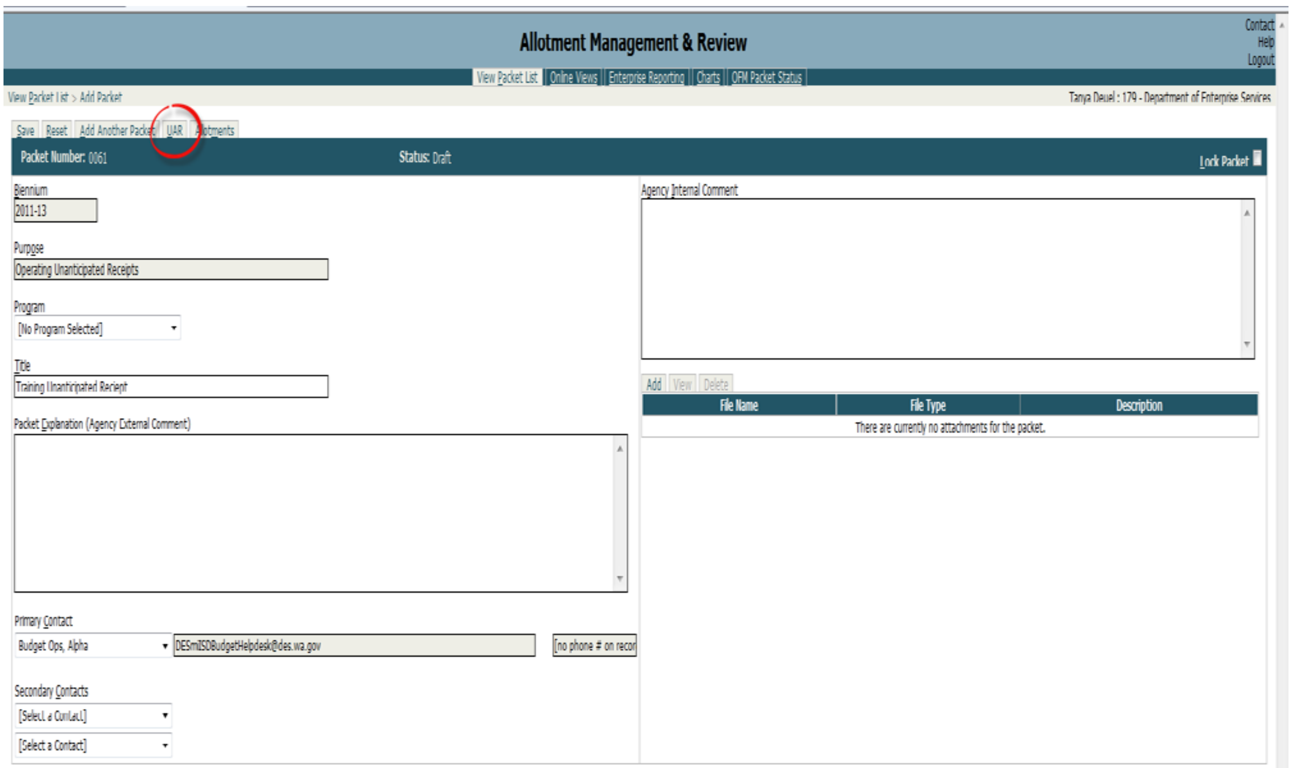
1. Create a quarterly adjustment packet.
2. Expand the **UnAllotted Allotment Details** grid, choose the **Add** tab, choose an **EAI**, then put in a negative dollar amount, click **Save** and **Cancel**.
3. Now take that amount and allot it in open months.
4. Go to the **Expenditure Allotment Details** grid and expand it, click the **Add** tab and choose an **EAI** and **Object,** and put the amount in.
5. You have successfully moved unallotted funds into allotted.



Lesson 7, Task 3 – Unanticipated Receipt (UAR)

📖 *Note: The unanticipated receipt (UAR) packet purpose requires that you use the unanticipated receipt form from within the application. This keeps all documentation of the UAR in one location.*

1. Create an unanticipated receipt packet by choosing 2011-2013 Biennium, Purpose “Operating Unanticipated Receipts” and choosing a contact. After you click **Save** you will see a new tab available “UAR.”



2. Click on the **UAR** tab. This is how you get to the Unanticipated Receipt Approval Request form. Fill in the following:

Contact Person: Your Name

Phone Number: Your Phone

Purpose of grant…: UAR Training Grant

Begin Date: Today’s Date

End Date: One year from today

Type of Grant: Choose “new”

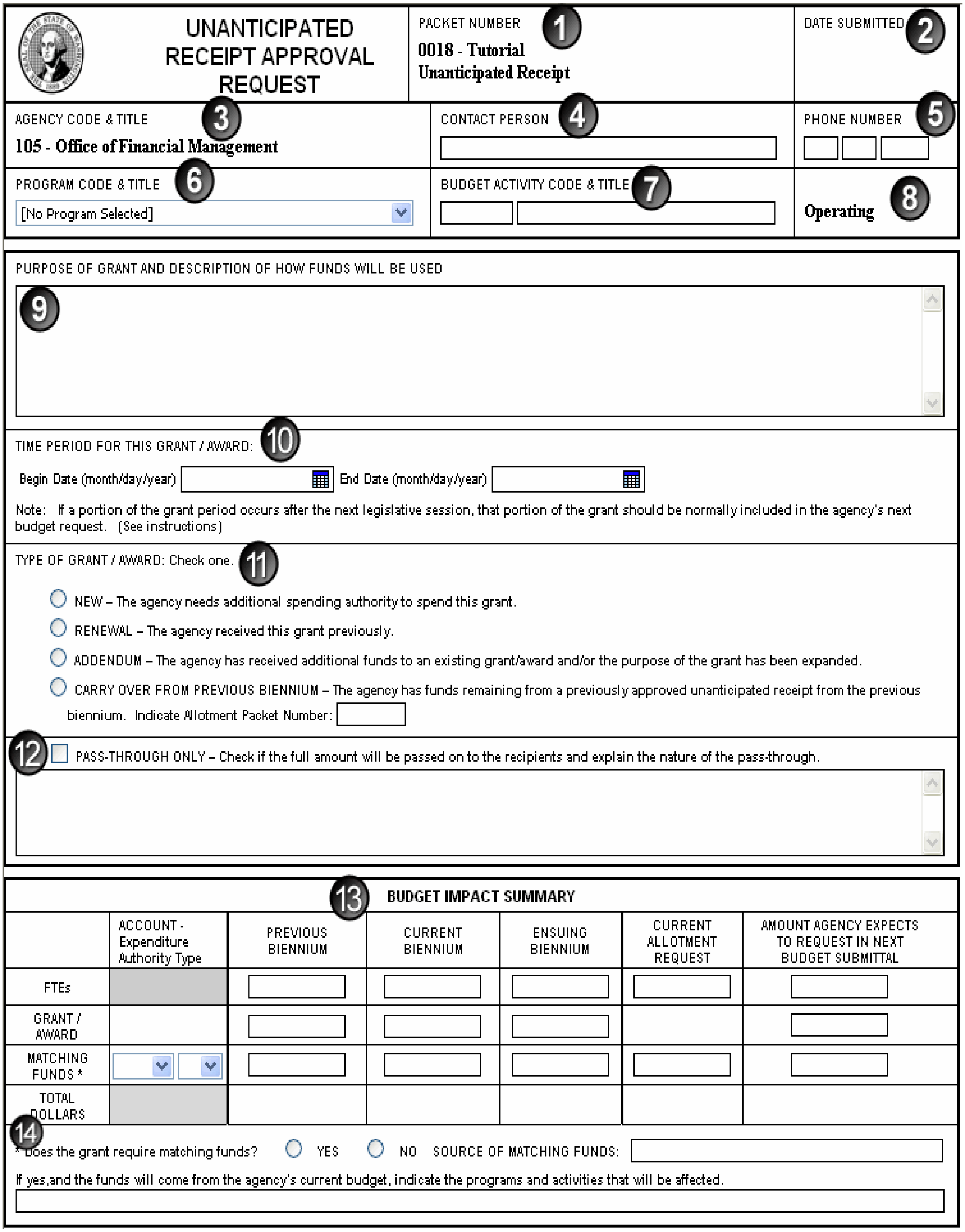
Budget Impact Summary Grant Award: $10,000, no matching funds

Analysis: Choose “no” on all of them

3. Click **Ok.**

4. Click on the **Allotments** tab and set up a coding structure and allotment detail for the $10,000 award. 📖 *Note: When establishing an UAR you must set up an Appropriation Index through the AFRS tables as described in the Allotment Instructions and the State Administrative and Accounting Manual (SAAM) with at least one of them having an appropriation type of a 3 or 9. This information must be in the AFRS tables before you submit your UAR or it will not pass the*

pre-release edits. 🕮 *Note: For capital UAR packets, you must establish your coding in AFRS prior to creating the allotment in order for the capital project number to be editable in the system.* 🕮 *Note: All UAR packets must include an attachment of the grant award.*



UNANTICIPATED RECEIPT APPROVAL REQUEST

PACKET NUMBER 1
0018 - Tutorial Unanticipated Receipt

DATE SUBMITTED 2

AGENCY CODE & TITLE 3
105 - Office of Financial Management

CONTACT PERSON 4

PHONE NUMBER 5

PROGRAM CODE & TITLE 6
[No Program Selected]

BUDGET ACTIVITY CODE & TITLE 7

Operating 8

PURPOSE OF GRANT AND DESCRIPTION OF HOW FUNDS WILL BE USED

9

TIME PERIOD FOR THIS GRANT / AWARD: 10

Begin Date (month/day/year) End Date (month/day/year)

Note: If a portion of the grant period occurs after the next legislative session, that portion of the grant should be normally included in the agency's next budget request. (See instructions)

TYPE OF GRANT / AWARD: Check one. 11

- NEW – The agency needs additional spending authority to spend this grant.
- RENEWAL – The agency received this grant previously.
- ADDENDUM – The agency has received additional funds to an existing grant/award and/or the purpose of the grant has been expanded.
- CARRY OVER FROM PREVIOUS BIENNIUM – The agency has funds remaining from a previously approved unanticipated receipt from the previous biennium. Indicate Allotment Packet Number:

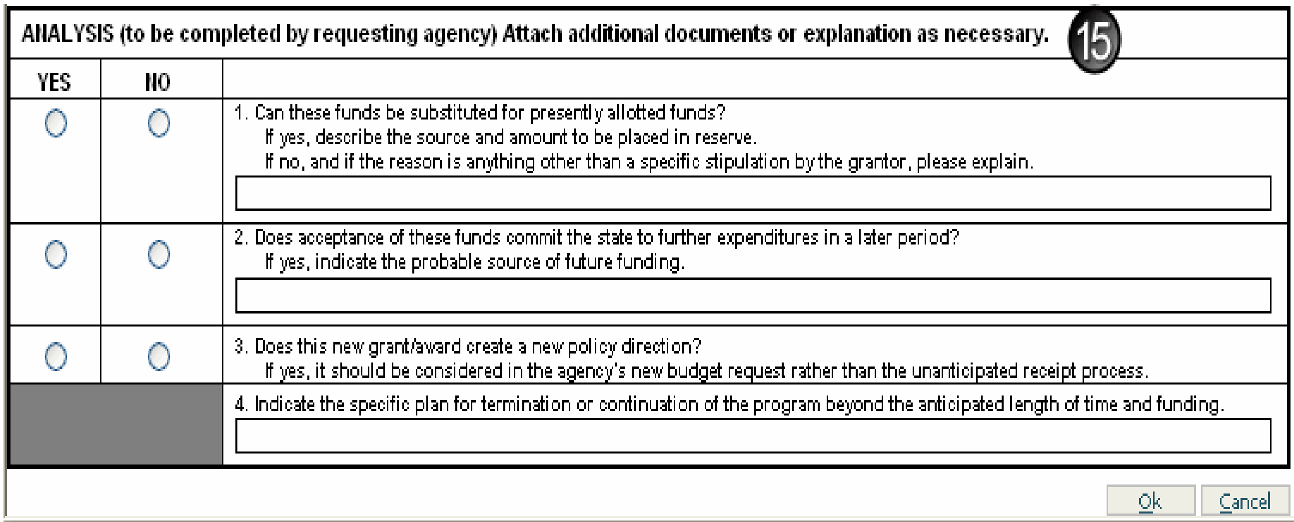
12 PASS-THROUGH ONLY – Check if the full amount will be passed on to the recipients and explain the nature of the pass-through.

13 BUDGET IMPACT SUMMARY

	ACCOUNT - Expenditure Authority Type	PREVIOUS BIENNIUM	CURRENT BIENNIUM	ENSUING BIENNIUM	CURRENT ALLOTMENT REQUEST	AMOUNT AGENCY EXPECTS TO REQUEST IN NEXT BUDGET SUBMITTAL
FTEs						
GRANT / AWARD						
MATCHING FUNDS *						
TOTAL DOLLARS						

14 * Does the grant require matching funds? YES NO SOURCE OF MATCHING FUNDS:

If yes,and the funds will come from the agency's current budget, indicate the programs and activities that will be affected.


ANALYSIS (to be completed by requesting agency) Attach additional documents or explanation as necessary. 15

YES	NO	
○	○	1. Can these funds be substituted for presently allotted funds? If yes, describe the source and amount to be placed in reserve. If no, and if the reason is anything other than a specific stipulation by the grantor, please explain.
○	○	2. Does acceptance of these funds commit the state to further expenditures in a later period? If yes, indicate the probable source of future funding.
○	○	3. Does this new grant/award create a new policy direction? If yes, it should be considered in the agency's new budget request rather than the unanticipated receipt process.
		4. Indicate the specific plan for termination or continuation of the program beyond the anticipated length of time and funding.

Ok Cancel

- Packet Number—Will be derived from the packet and will also display the packet title.
- Date Submitted—Will automatically fill in once the packet is submitted with that date.
- Agency Code & Title—Will be derived from the packet.
- Contact Person—A required text field.
- Phone Number—A required text field for the contact person's phone number.
- Program Code & Title—A drop down field the user can choose for the appropriate program. It is an optional field.
- Budget Activity Code & Title—Two text fields that are optional.
- Operating/Capital—This field is derived from the packet type.
- Purpose of Grant and Description of How Funds will be Used—A required text field.
- Time Period for this Grant Award—The begin and end dates are two required date fields.
- Type of Grant/Award—Four choices of new, renewal, addendum, or carry over from the previous biennium. One of these must be chosen. If carry over from previous biennium is chosen, you must indicate the previous packet number.
- Pass-Through Only—an optional check box. If this is selected, an explanation must be given.
- Budget Impact Summary—This table captures FTEs, grant/award and matching fund information for previous, current and ensuing biennia as well as current allotment request and amount agency expect to request in the next budget submittal. The details are described in the following table:

	Account	**EA Type**	**Previous Biennium**	**Current Biennium**	**Ensuing Biennium**	**Current Allotment Request**	**Amount Agency Expects to Request in Next Budget Submittal**
FTEs	N/A	N/A	FTE amount field / optional	FTE amount field / optional	FTE amount field / optional	FTE amount field / optional	FTE amount field / optional
Grant/Award	derived from packet	derived from packet	dollar amount field / optional	dollar amount field / required	dollar amount field / optional	derived from packet based on account/ EA type	dollar amount field / optional
Matching Funds	combo field /	combo field /	dollar amount	dollar amount	dollar amount	dollar amount	dollar amount field / optional

	optional	optional	field / optional	field / optional	field / optional	field / optional	
Total Dollars	N/A	N/A	calculated sum of dollar amounts above	calculated sum of dollar amounts above	calculated sum of dollar amounts above	calculated sum of dollar amounts above	calculated sum of dollar amounts above

- Does the Grant Require Matching Funds?—Must choose yes or no, if yes is chosen, you must indicate the source of matching funds and programs and activities that will be affected by using these funds.
- Analysis section—A series of four questions, the first three of which a choice of yes or no must be selected, the last question is optional. In the first question "Can these funds be substituted for presently allotted funds?" If yes is selected, at least one matching reserve allotment detail record must exist in the packet before it can be submitted. If no is selected and the reason is anything other than a specific stipulation by the grantor, it must be explained. In the second question "Does acceptance of these funds commit the state to further expenditures in a later period?" If yes is selected, then the probable source of future funding must be explained.

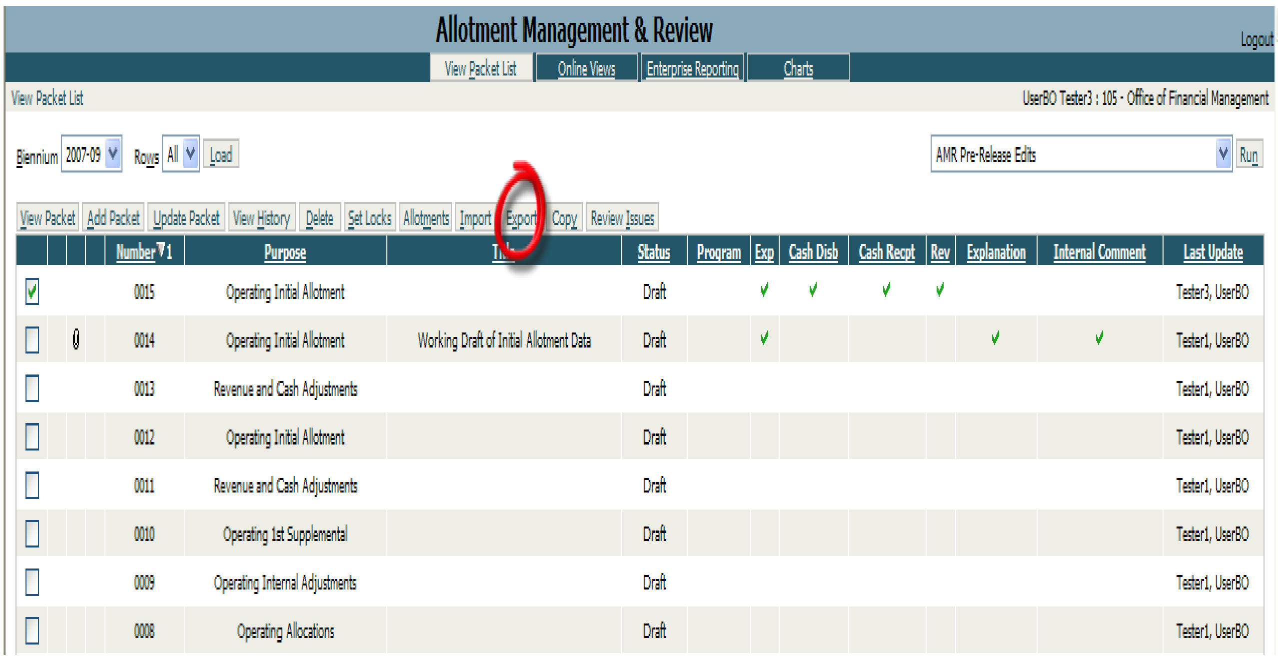
LESSON 8 – EXPORT

Lesson 8, Task 1 – Export/Import Coding Structure & Allotment Data

Agencies may want to make changes to an existing allotment packet. The Export tool can be used to export allotment data, make modification and then import back into TALS-AMR.

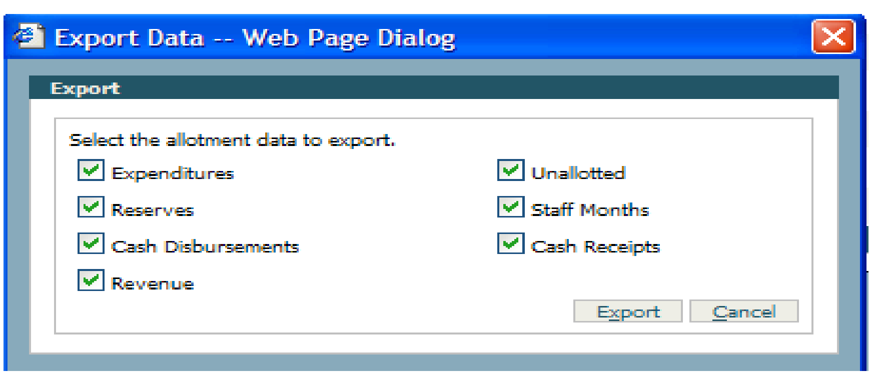
🕮 *Note: Can export only one packet at a time.* 🕮 *Note: Will export allotment data into a tab delimited text file.* 🕮 *Note: If modifications are needed, it is best to save the export text file into Excel, make your changes, save back to a tab delimited text file and then import back into TALS-AMR.*

1. From the View Packet screen, select the allotment packet that you want to export, then the **Export** tab. Make sure to select an allotment packet that has allotment data. The Export Data dialog box will be displayed:

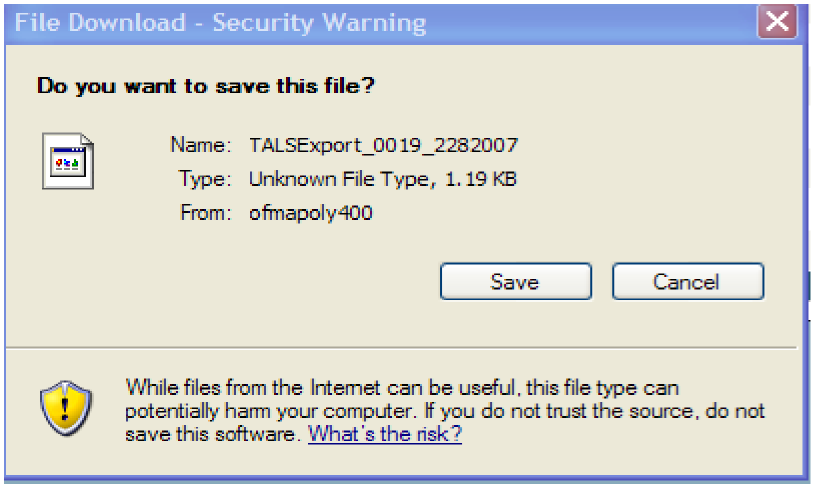


2. All data elements are selected by default when the Export Data dialog box opens. Select the **Export** button. The File Download – Security Warning dialog box will display:

🕮 *Note: You can deselect the appropriate selections by clicking the check boxes.*



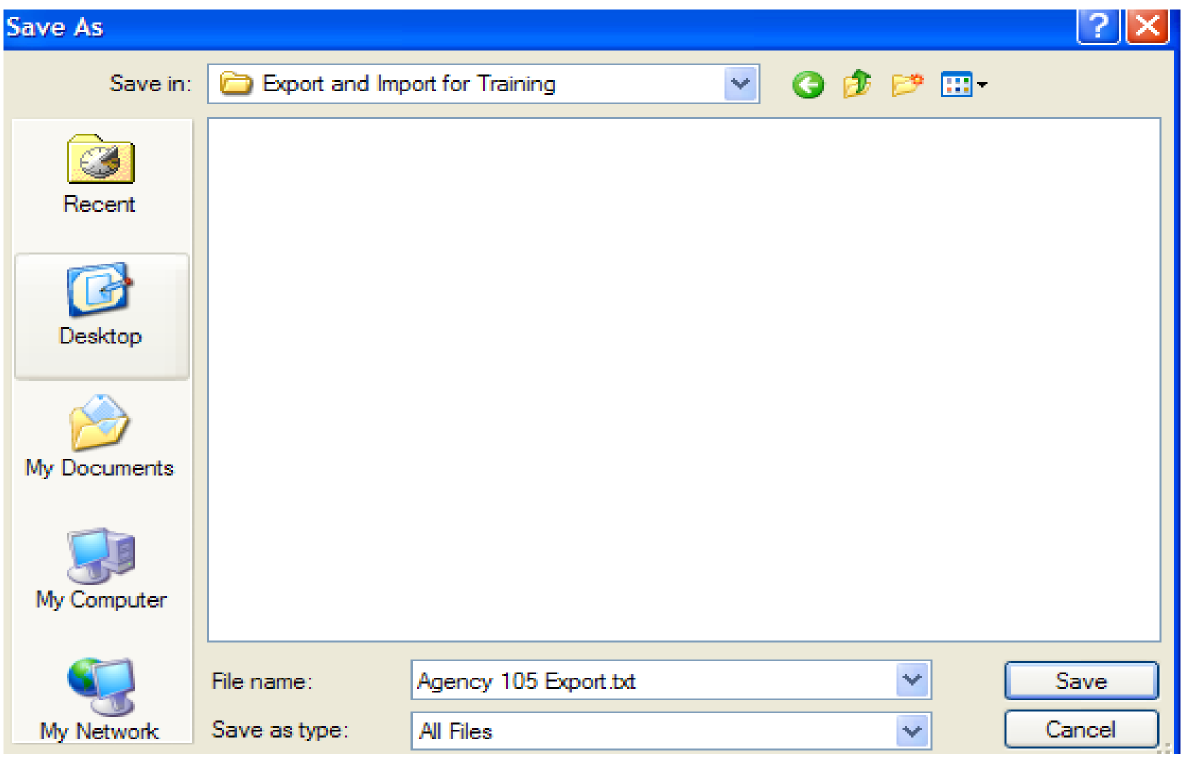
3. Select **Save** to save this file.



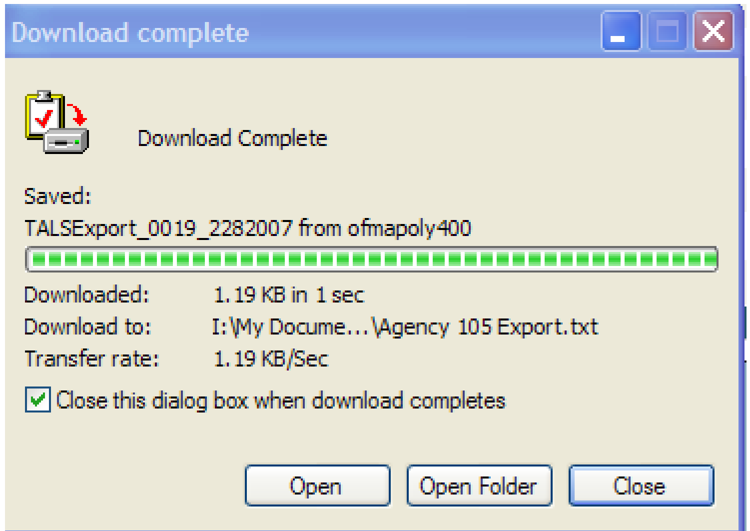
4. You will be prompted to confirm the save location of the export file. In training, choose the **Desktop** icon. The system will generate a file name with the packet number and date (i.e. TALSExport_0019_2282007.txt). You can decide to change the file name or leave the file name as is. In training leave the file name as is.

   Change the Save as Type to: All Files

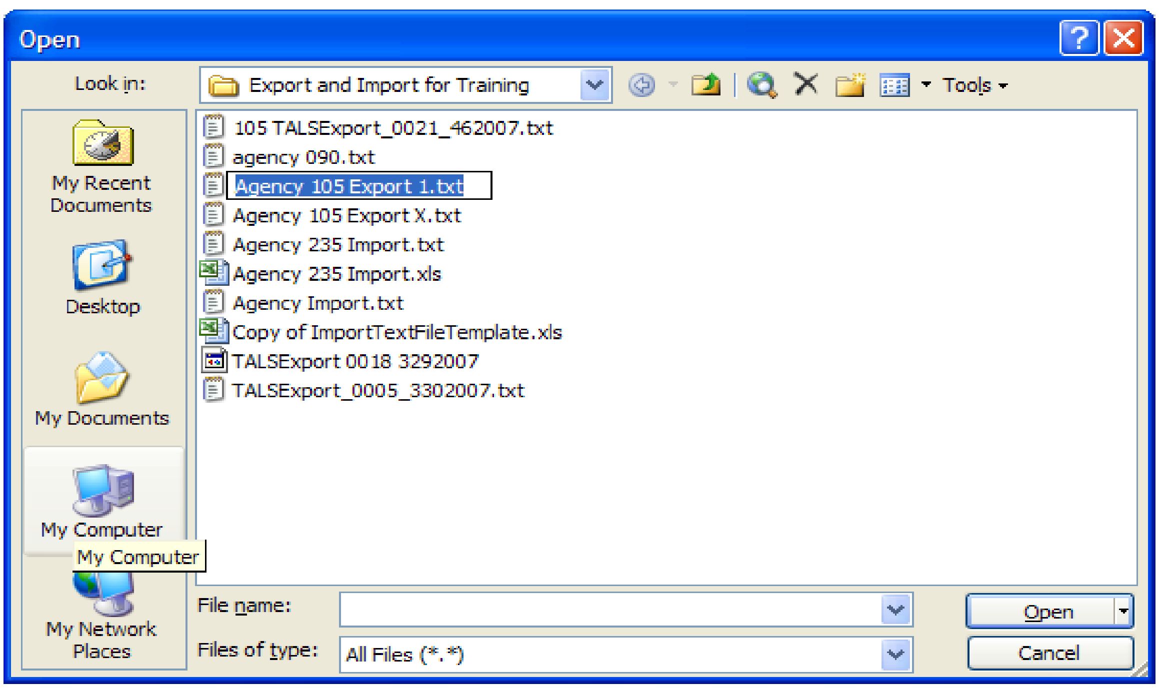
   Select **Save**.



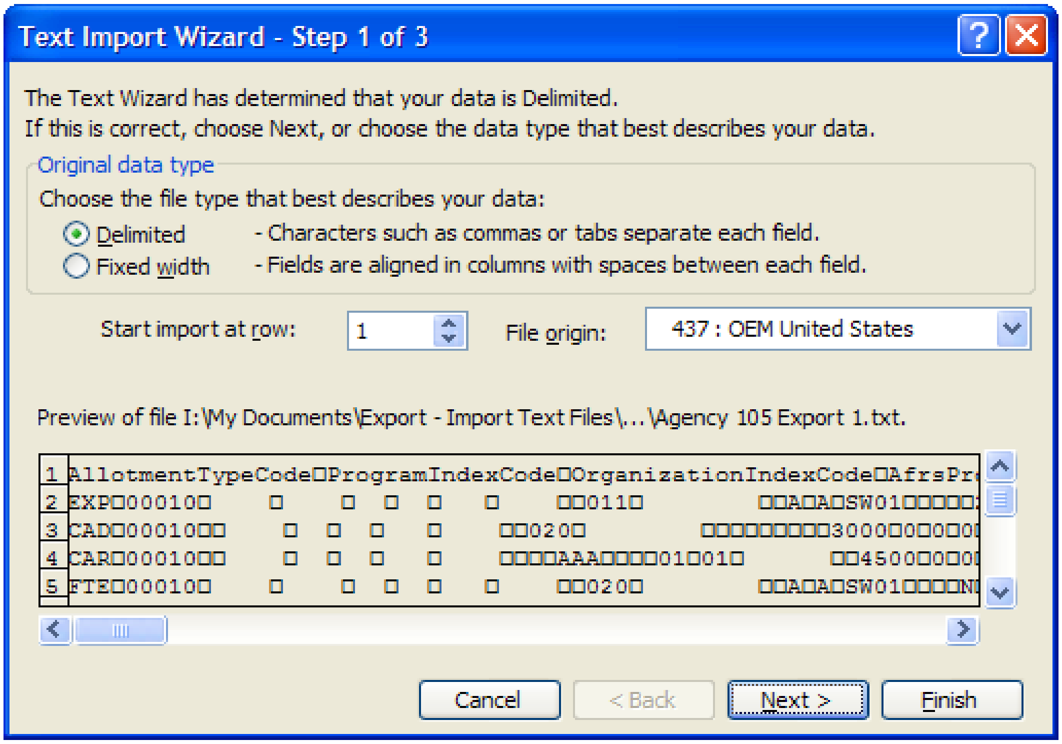
5. A Download Complete dialog box will be displayed. Select **Close**. The packet has been exported into a tab delimited text file.



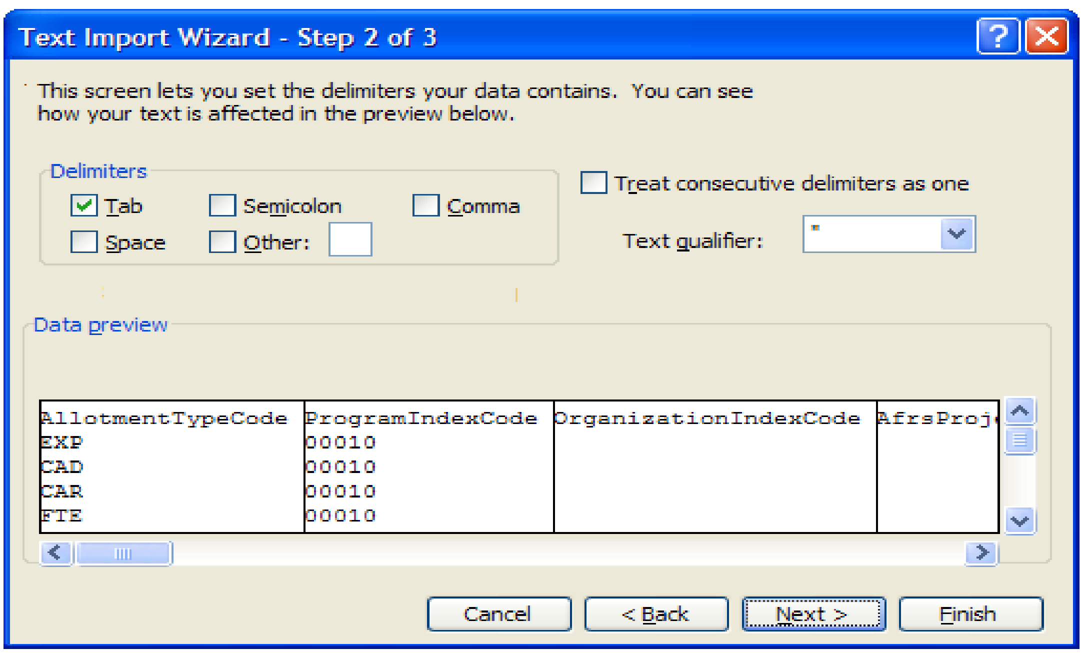
6. To make modification to exported allotments you will want to make your changes in Excel. You have a couple of options. One option is to open the exported text file and copy and paste into the Excel Import Template. The other option and **in training** perform the following. **Open Excel**, **change "Files of type" to Text Files,** browse until you find the exported text file, **double click** on the text file. 🕮 *Note: When you want to modify the text file, it is best to make changes in an Excel file rather than in the text file (the reason is because columns do not line up with the headings in a text file).*



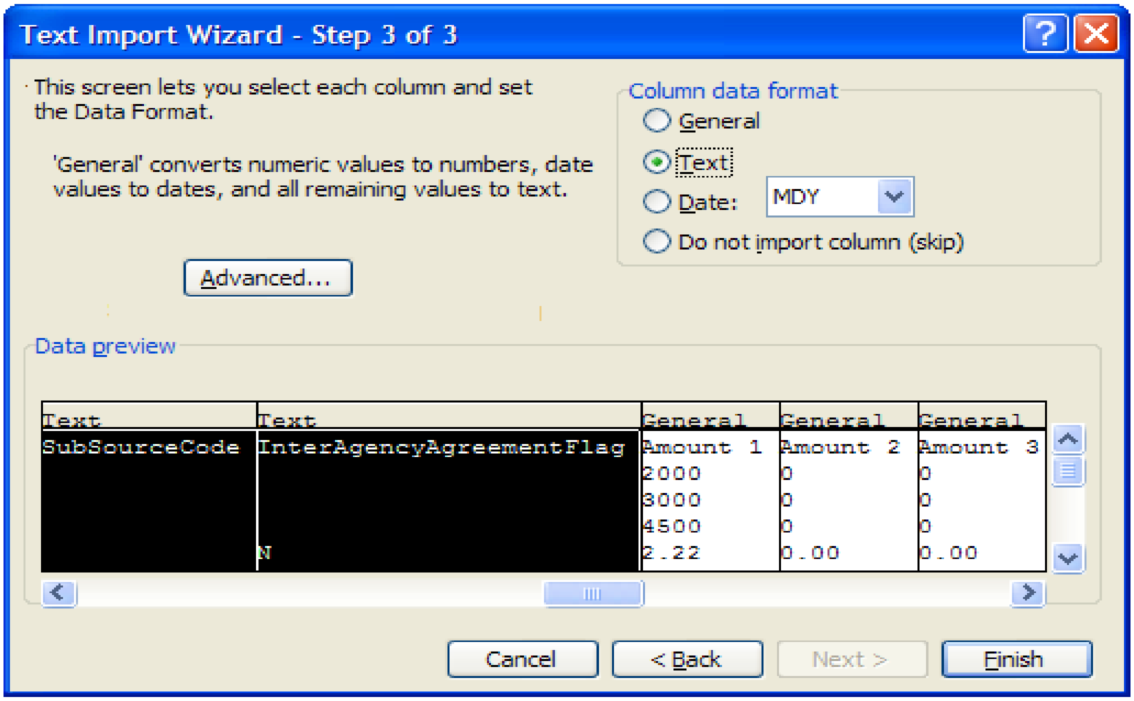
7. The Text Import Wizard – Step 1 of 3, dialog box will open. **Select "**Delimited" data type. Then **select** "Next>".



8. The Text Import Wizard – Step 2 of 3 dialog box will open. **Select** "Tab" (Tab is selected by default), then **select** next.

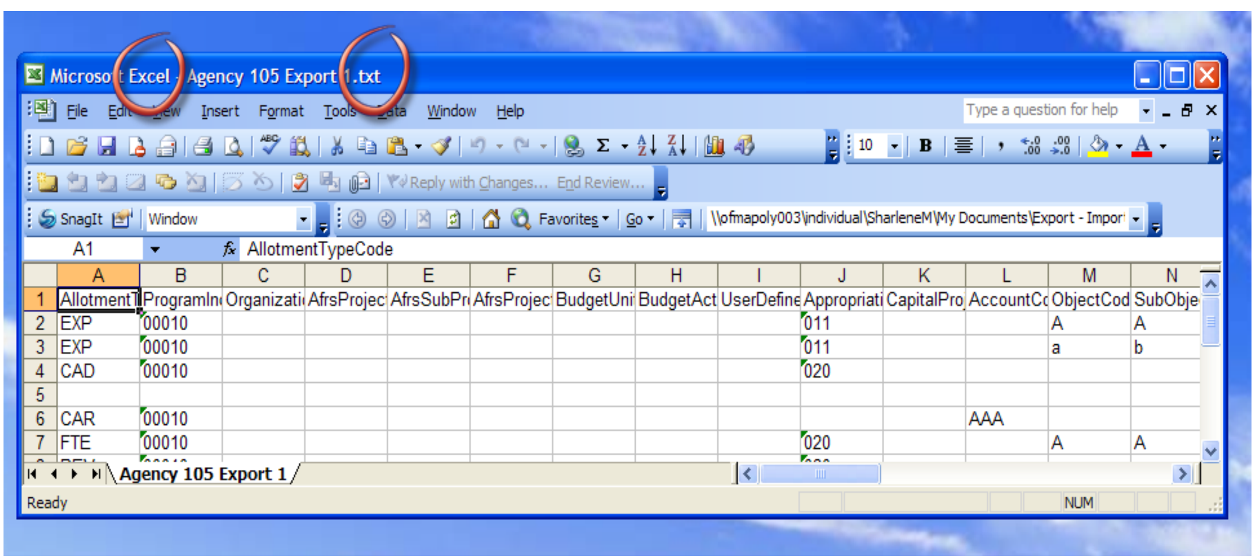


9. The Text Import Wizard Step 3 of 3 will open. **Highlight** all the coding columns by **holding down the shift key**, do not highlight the Amounts columns. Then **Select "Text" for the Column data format.** You do not want to make the Amounts columns text in case you want to use formulas or links to other spreadsheets. Select the **Finish** button.



10. Now your Exported text file will open in Excel, however the file extension is .txt. After your file is open, **highlight the coding columns, select Format, select Cells, select Text and then select OK.** The coding columns are formatted to text; this will ensure your codes with leading zeros will not be lost.

📖 *Note: In the diagram below, notice the file opens in Excel and has a file extension of .txt.*



11. Freeze the column headings by clicking in spreadsheet cell A2. Selecting Windows from the tool bar and then select Freeze Panes.

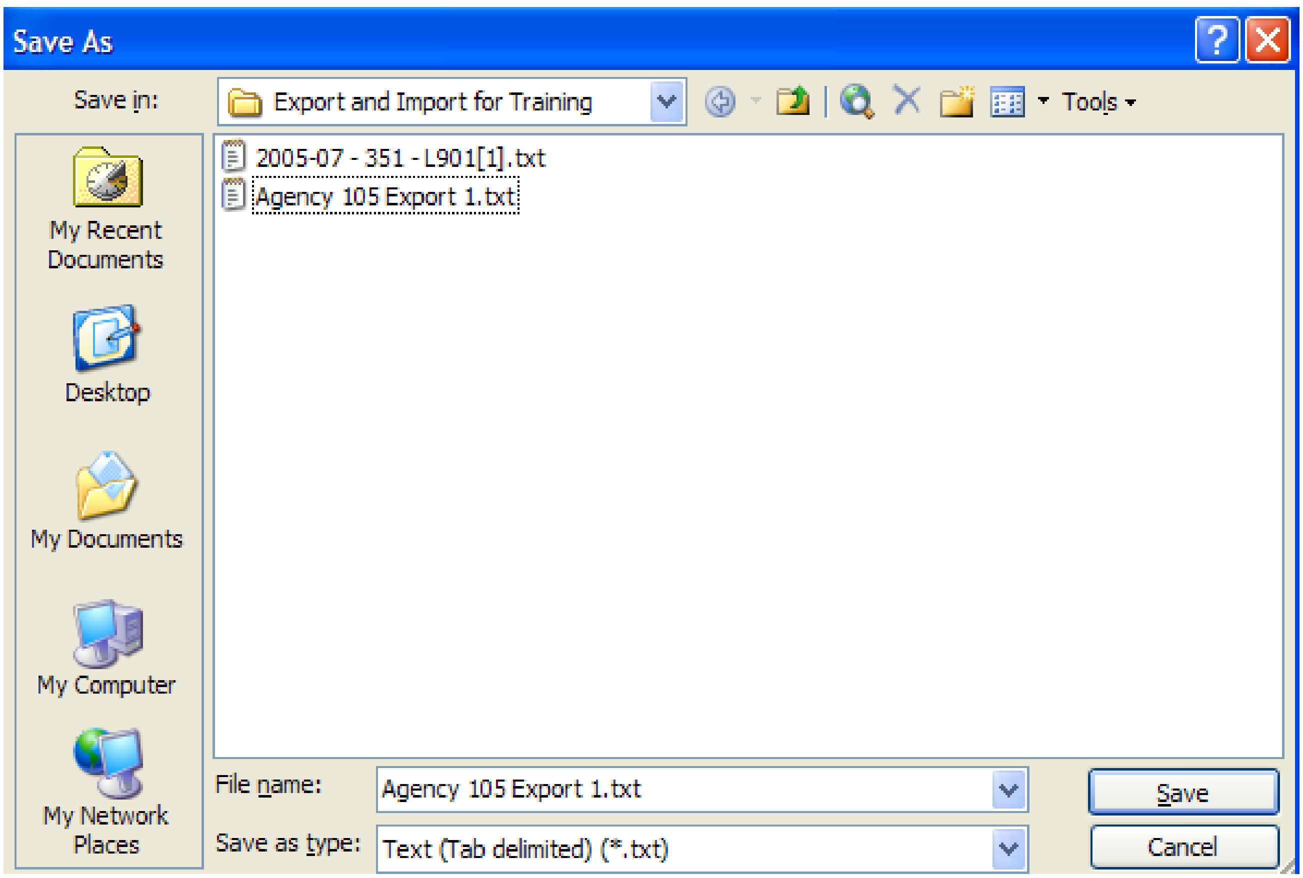
12. Add a row of coding for your agency with amounts for each of the following allotment types: Expenditure, FTE, Reserve, Unallotted, Revenue, Cash Disbursement, and Cash Receipt.

📖 *Note: Allotment Type Code for the following: (see appendix 3 for the Import Specification)*
📖 *Note: Option 1 agencies must have a separate row for expenditure EA Indexes and Objects.*

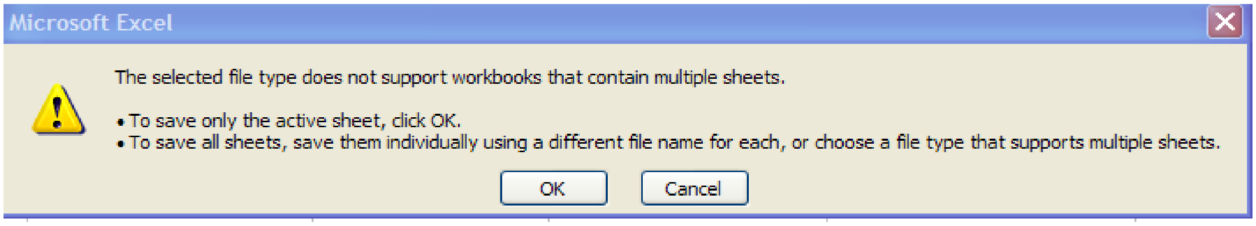
Expenditure = EXP
FTE = FTE
Reserves = RES
Unallotted = UNA
Cash disbursement = CAD
Revenue = REV
Cash receipt = CAR

13. Save this file as a text, tab delimited file:

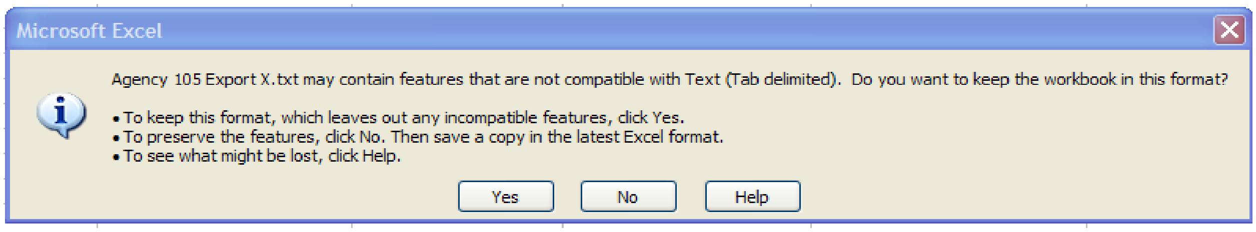
    Select **File, Save As**, click the **Desktop** icon, and change the File Name: Agency XXX Export X.txt
    Save as Type: **Text (Tab delimited) (*.txt)**
    Select **Save.**



14. You will be prompted with the following message. Select **OK.**



15. You will be prompted with the following message. Select **Yes**.



16. The text file has been saved. **Import** this text file back into the packet that was exported in this lesson. The next lesson will walk you through importing the text file.

LESSON 9 – IMPORT TEXT FILE

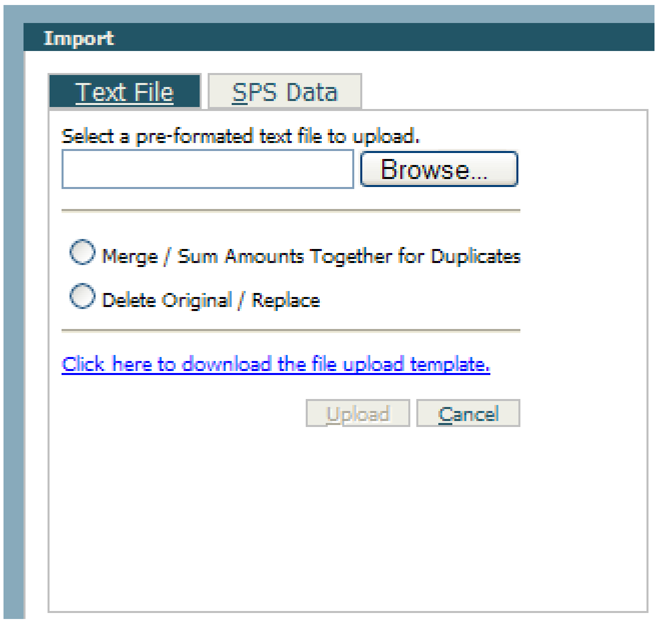
Lesson 9, Task 1 – Download the Import Template

The Import tool gives agencies the ability to import data from agency internal allotment systems or from Excel spreadsheets. The Excel template that you are about to download is the format that is required to import allotment data into the application.

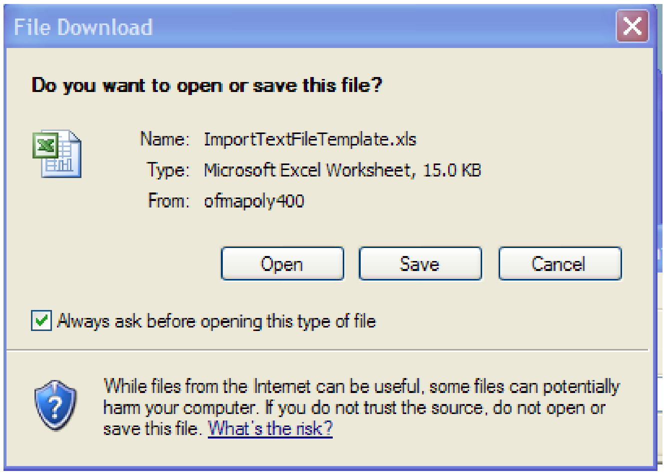
🕮 *Note: The template format is in the required Import format. Do not add, delete or rearrange columns.* 🕮 *Note: It will be the agency's responsibility to ensure that the import file is in the proper format and the fields within the file meet the prescribed format (see appendix 3 for the Import Specification).*

1. From the View Packet screen, **add a new packet**. In the packet title **enter** Import Packet.

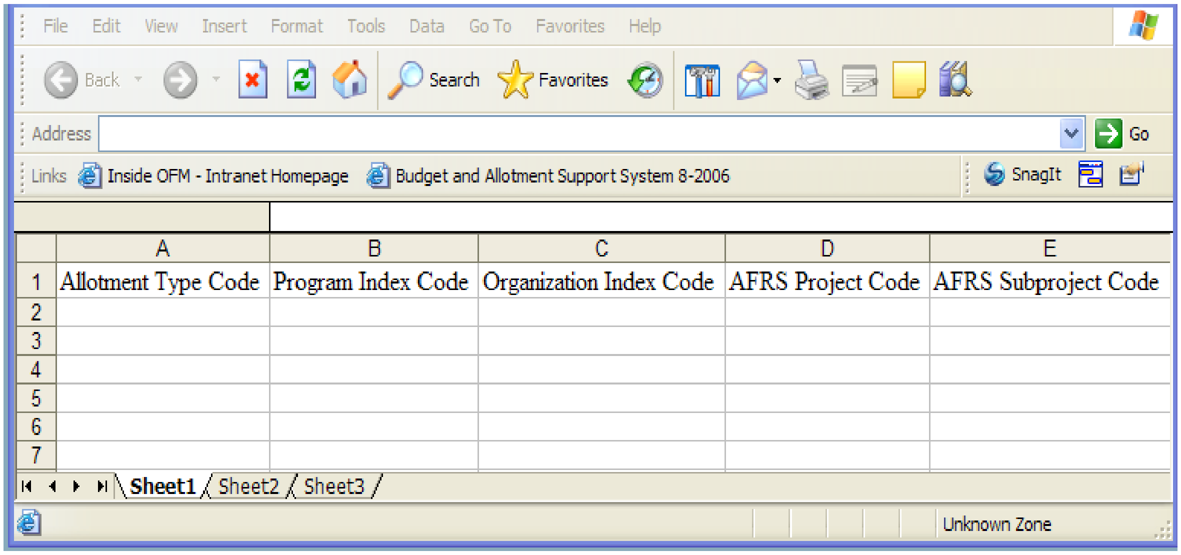
2. Select the new packet and then select the **Import** tab. The following dialog box will display:



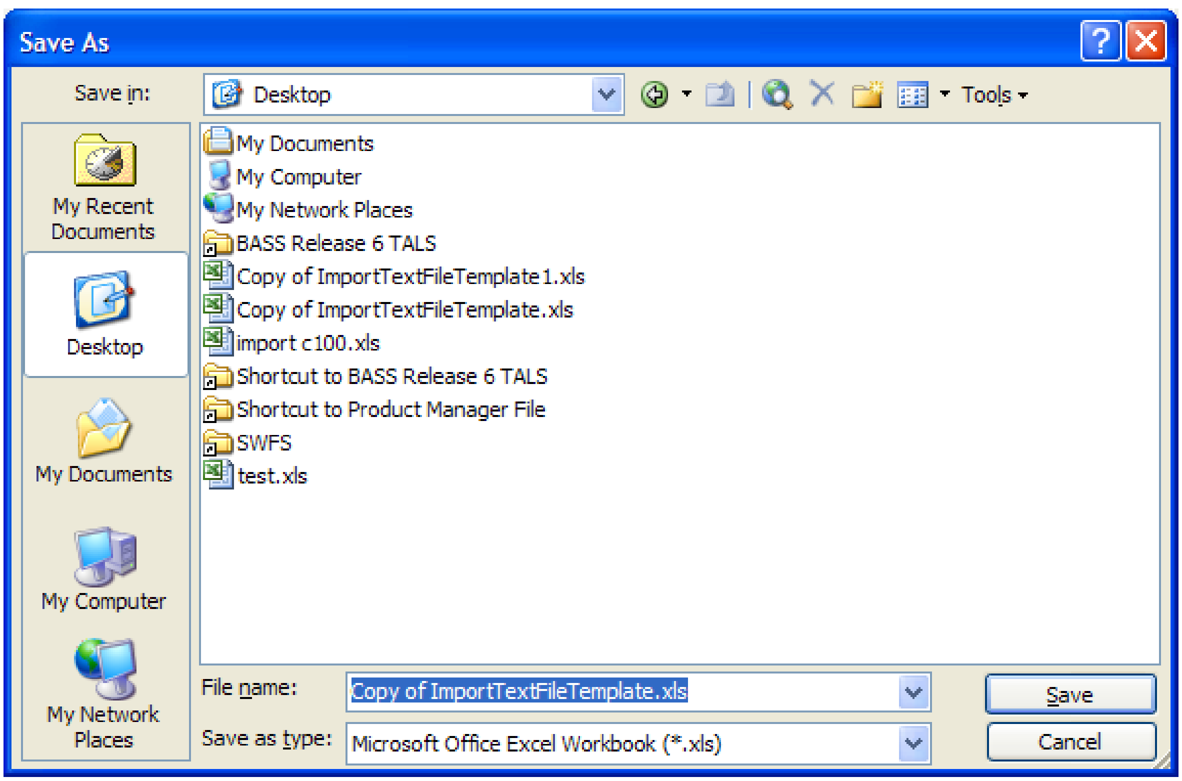
3. Select the **Click here to download the file upload template** link. A File Download dialog box will be displayed. Select **Open**.



4. The AMR Import template will open.



5. Select **Save As** and save this template as an Excel file. In training, **save** to your **Desktop**.



The import template is now ready for you to create your allotments to import into TALS-AMR. See appendix 3 for Import specification.

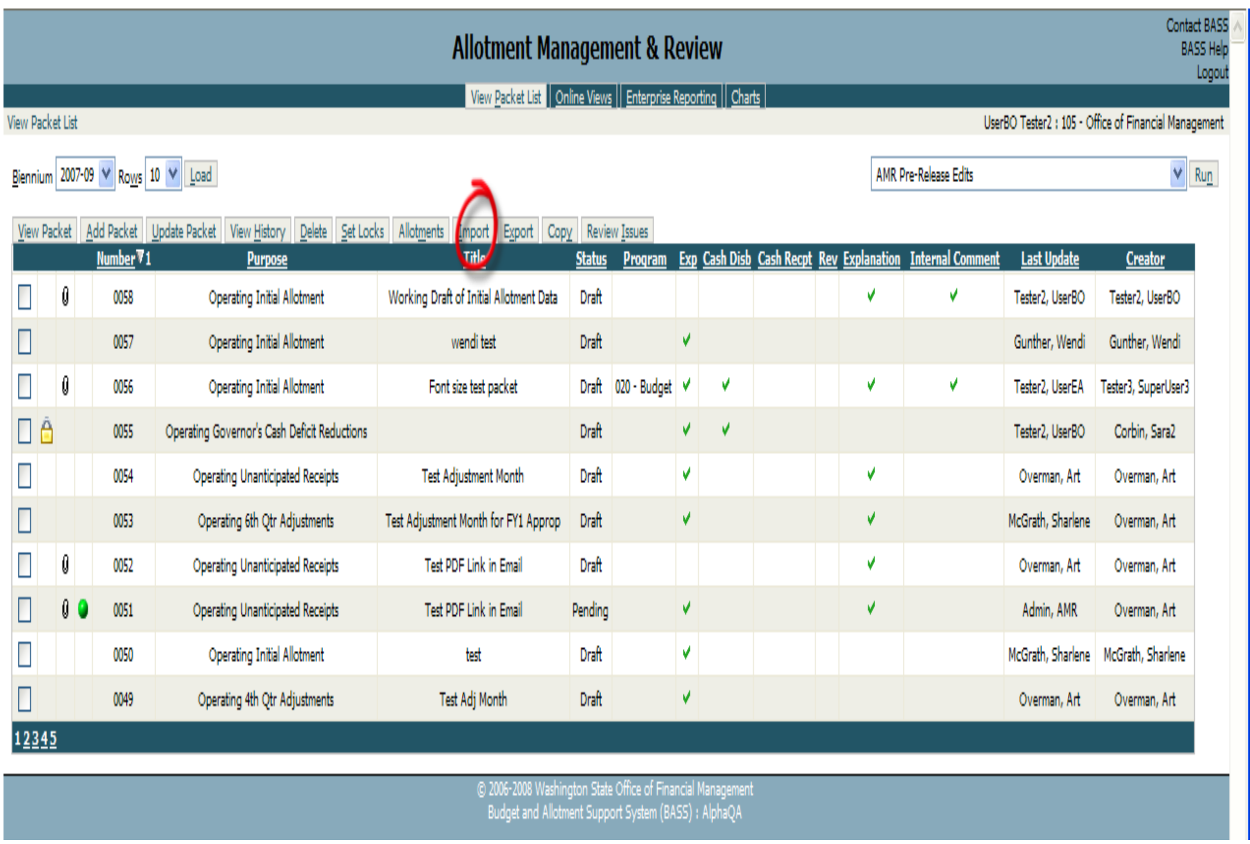
Lesson 9, Task 2 – Import Text File

Once you have created your allotment data in the proper import format and saved as a text file, you can now import into TALS-AMR.

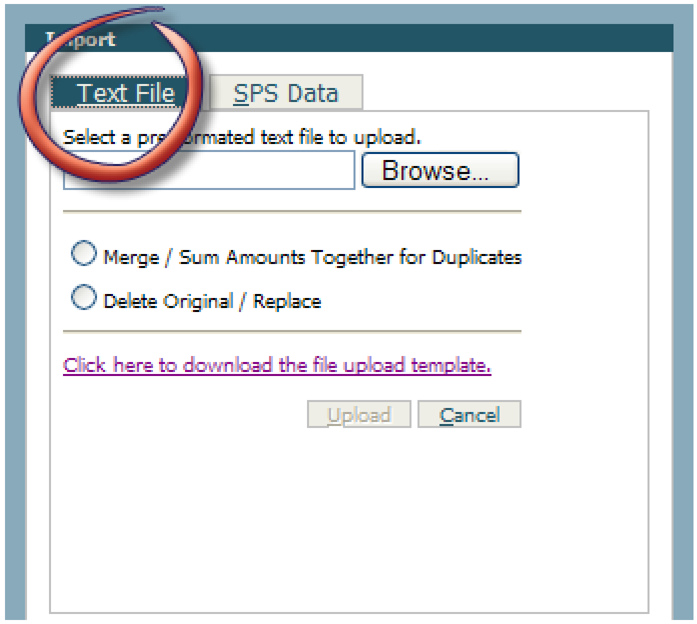
🕮 *Note: The packet into which the data will be imported must exist prior to selecting the Import tab.* 🕮 *Note: Data can be imported into a packet in draft or returned status only.* 🕮 *Note: Can merge together a text file into an existing packet that already has data.* 🕮 *Note: When the Merge/Sum Amounts Together for Duplicates radio button is selected, the import will merge all new coding structure and allotment detail data, for all components. When there are duplicate coding structures and allotment details, the amounts will be summed together.* 🕮 *Note: When the Delete Original/Replace radio button is selected, the import will replace all Coding Structure and Allotment Detail data for all components.* 🕮 *Note: If there are import errors, the text file will not import into the application.* 🕮 *Note: Imported files cannot be larger than 3MB.*

🕮 *Note: If you perform an import for both the SPS Import and the text file import, you should import the text file first then the SPS Import. The reason the import should be performed in this order is because the Import Text File replaces or merges all data and the SPS Import only replaces or merges FTE, and expenditure object A and B data. See the Import SPS Data lesson for more information.*

1. From the View Packet List, select the allotment packet you wish to import into. Then select the **Import** tab.

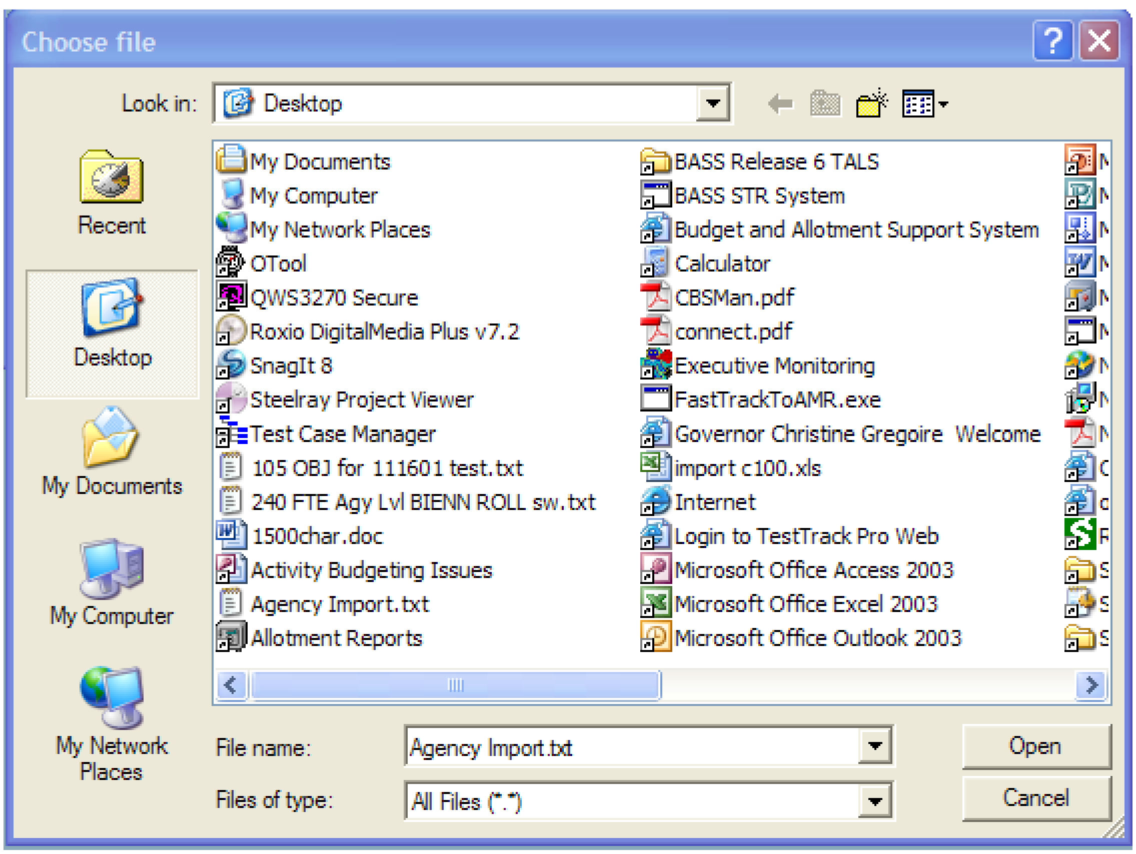


2. Select the **Text File** tab.



3. Select the **Browse** button, search for the text file you updated in the prior lesson. To import, **double click** the file for import.

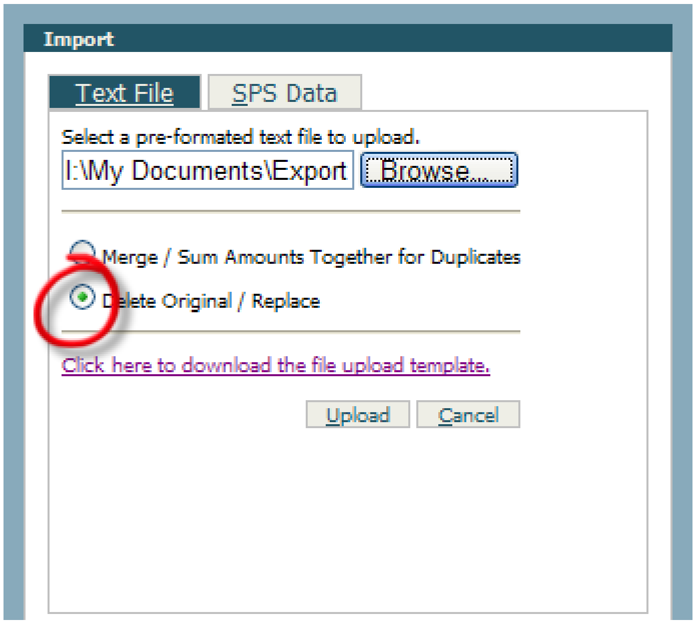
📖 *Note: The file must be a text file.*



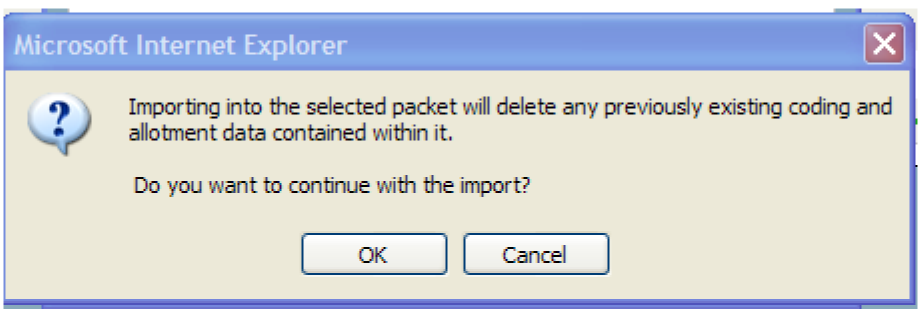
4. After selecting the File, the File location and name will appear to the left of the Browse button on the Import dialogue box. Select the **Delete Original/Replace** radio button.

🕮 *Note: By selecting the Delete Original/Replace radio button, this import will delete and replace all data in the selected packet.*

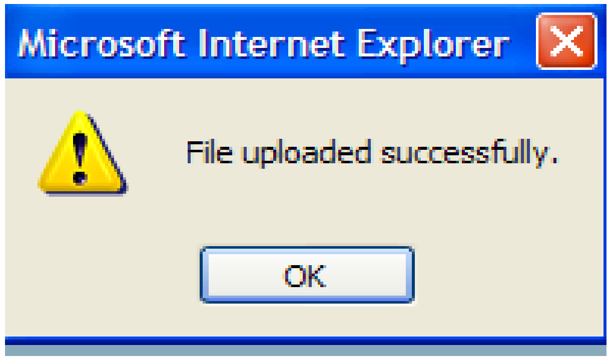
🕮 *Note: By selecting the Merge/Sum Amounts Together for Duplicates, it will merge all new data and sum duplicate data amounts together, but will not delete data previously in the packet before the import. This functionality would be used when you want to merge a text file into a packet that already has data.*



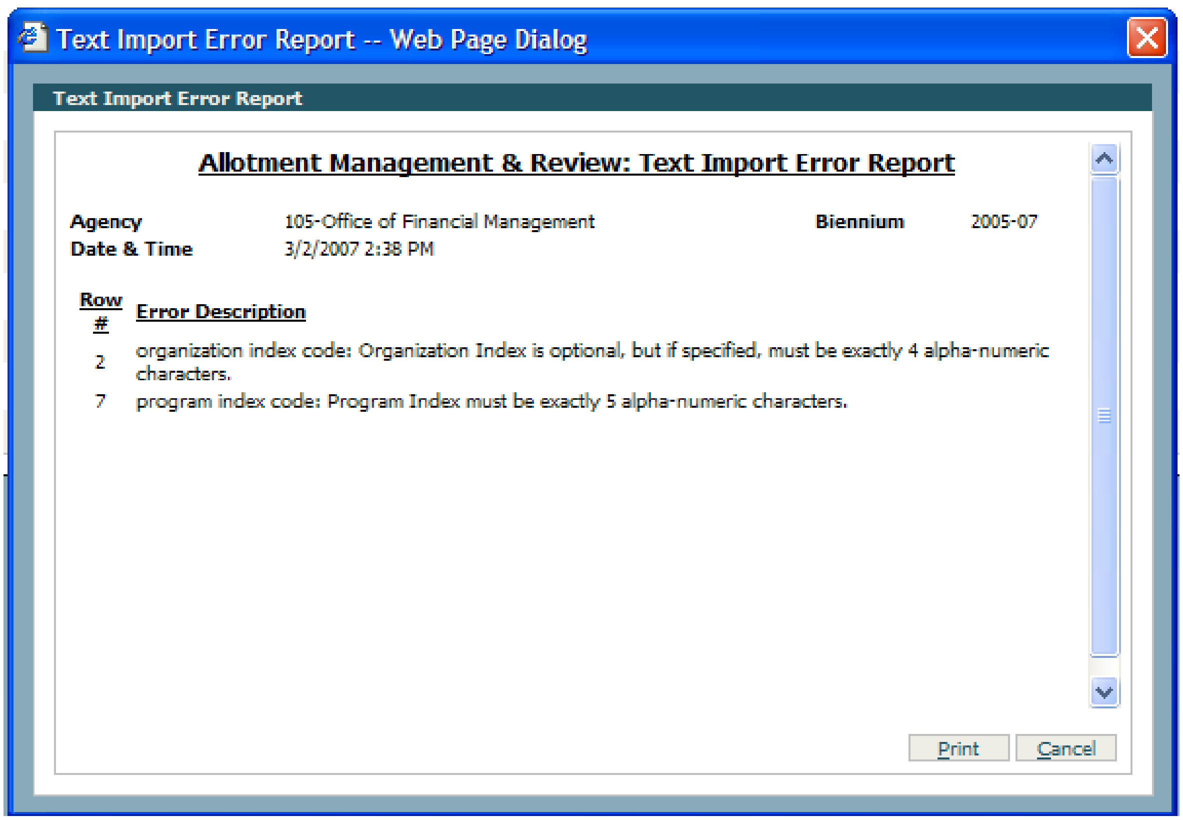
5. Select the **Upload** Button. The system will display a warning message about deleting existing data, click **OK**.



6. On completion of the Text File Import, the system will display a successful message, click **OK**.



📖 *Note: For an unsuccessful import you will receive a Text Import Error Report. See Appendix 3 for the required import format. The errors must be corrected before the import will upload successfully. It is best to make your corrections in Excel rather than in the text file.*



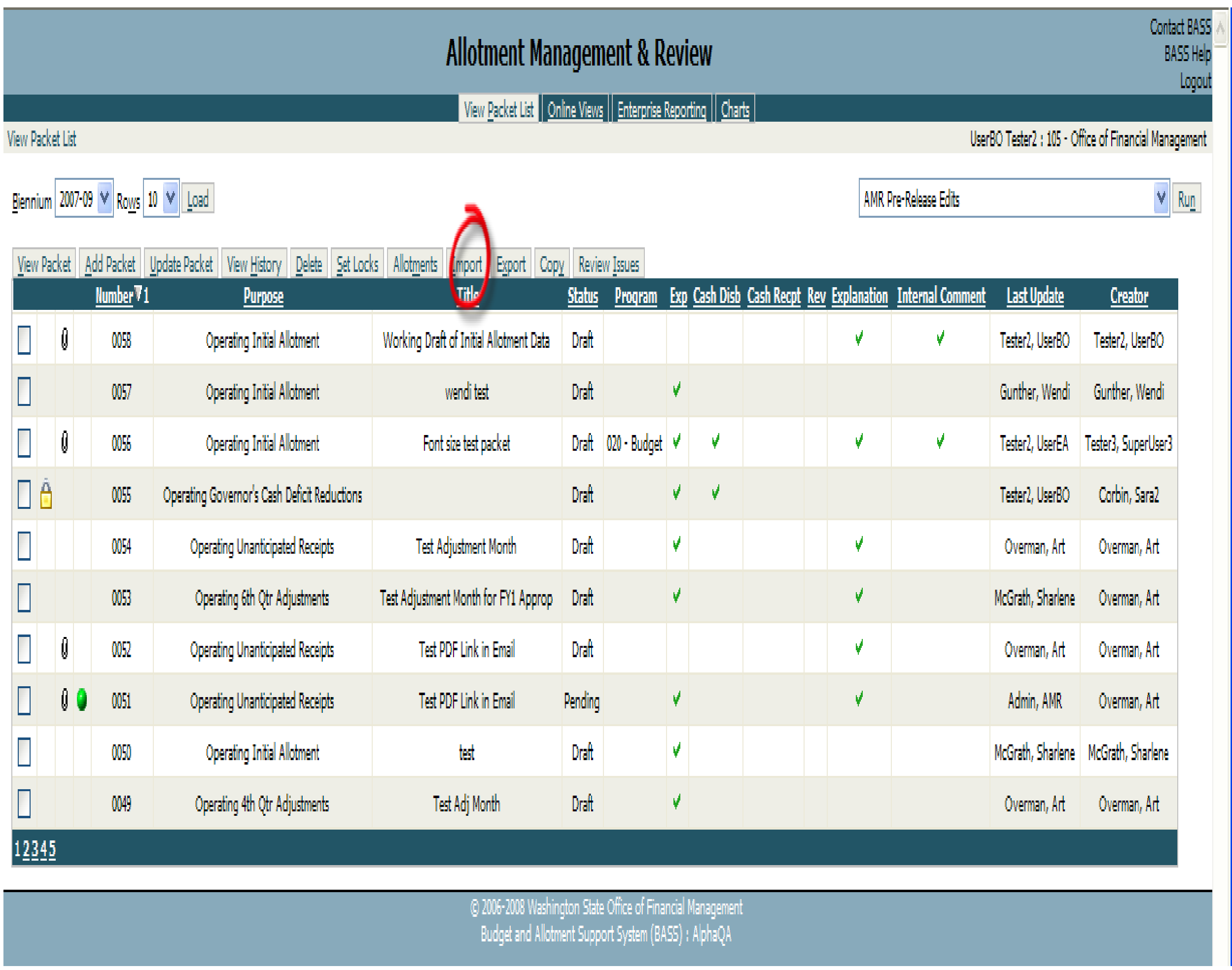
LESSON 10 – IMPORT SPS DATA

Lesson 10, Task 1 – Import SPS Data

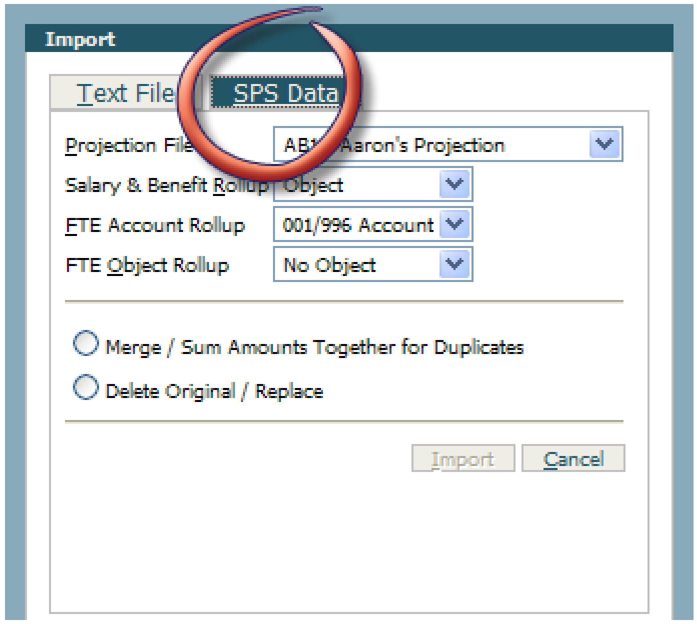
Agencies can create SPS Projection files that can be used to import allotment data for FTEs and expenditures for objects A and B.

🕮 *Note: The packet into which the data will be imported must exist prior to selecting the import tab.* 🕮 *Note: Data can be imported into any packet in a status of draft or returned.* 🕮 *Note: An SPS Projection file can be imported into a packet that has existing data.* 🕮 *Note: When the Merge/Sum Amounts Together for Duplicates radio button is selected, this import will merge any new data into the selected packet for FTEs and expenditure objects A and B only. If there is duplicate data with the same coding structure and allotment detail for FTEs and expenditure objects A and B, the amounts will be summed together.* 🕮 *Note: When the Delete Original/Replace radio button is selected, this import will delete and replace any data in the selected packet for FTEs and expenditure objects A and B only. If importing both the Text File and SPS Data, import the Text File first and then the SPS Data.* 🕮 *Note: For Option 1 agencies, allotment details with an EA index will not be deleted, but will have their EA index amounts added to any new amounts from SPS.*

1. From the **View Packet List** screen, select the allotment packet, then the **Import** tab.

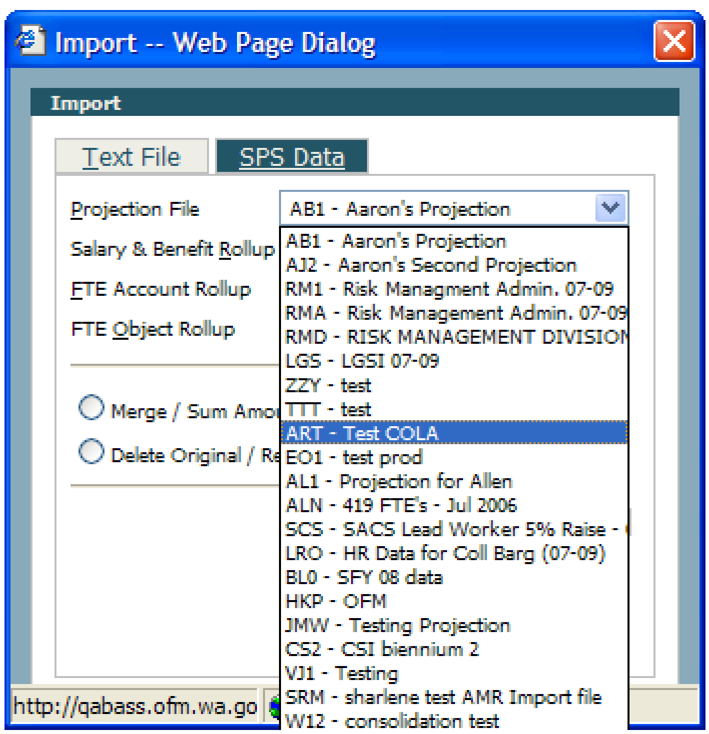


2. Select the **SPS Data** tab.



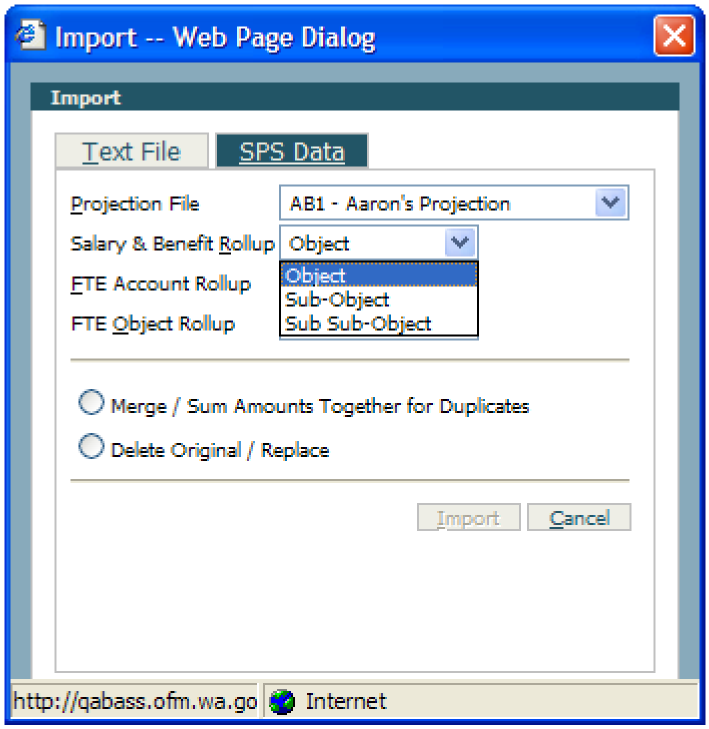
3. Click the down arrow for the Projection File. Select the **Projection File** to be imported.

Note: The Projection File list only includes projection files for the specific biennium of the selected packet.
*Note: **Both program index and EA index** must exist in the SPS Projection File for the SPS data to be imported into TALS-AMR.*



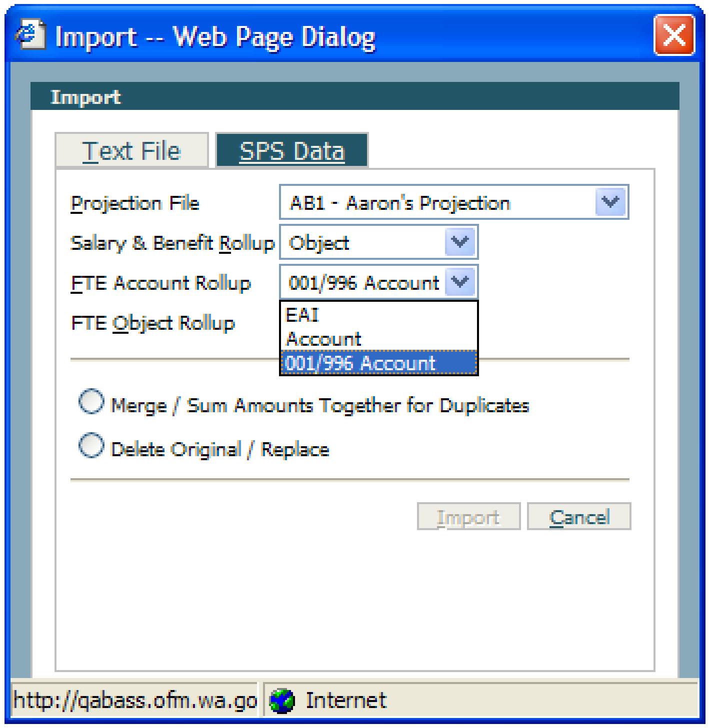
4. Click the down arrow for Salary & Benefit Rollup to select the level of detail to be imported. Select **Object.**

🕮 *Note: The Salary & Benefit Rollup is referring to Expenditure Allotment Details EAI and not FTE.*



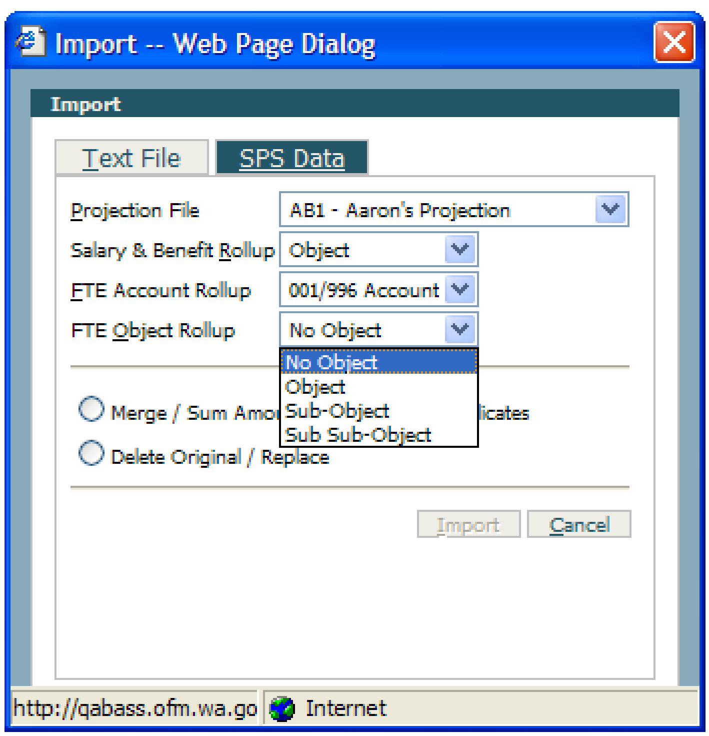
5. Click the down arrow for FTE Account Rollup to select the FTE detail level at account or EAI. Select **001/996 Account.**

🕮 *Note: By selecting 001/996 Account, the FTEs that are 001-1 (GFS) will be imported as 001 and all other FTEs will be imported as 996. If you have 001-2 (GF), this will be imported as 996.* 🕮 *Note: By selecting Account, the FTEs will be imported by account.* 🕮 *Note: By selecting EAI, the FTEs will be imported by EAI.*

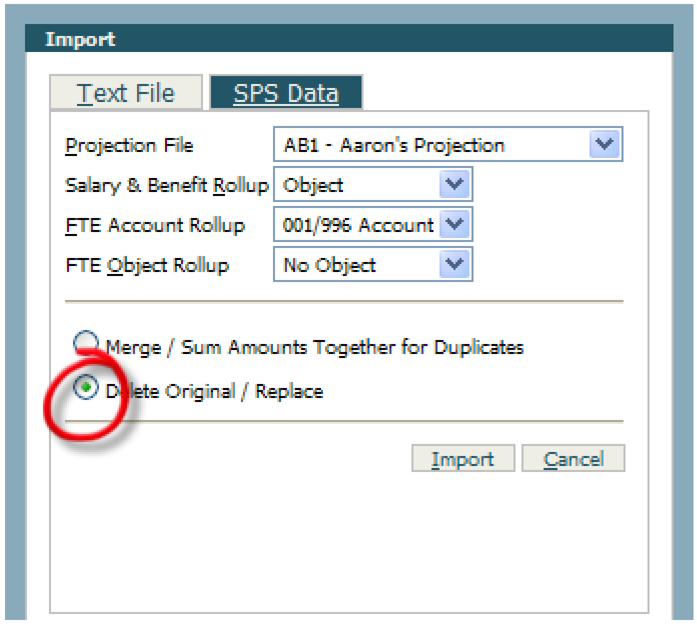


6. Click the down arrow for FTE Object Rollup to select the FTE object level. Select **No Object.**

📖 *Note: By selecting No Object, FTEs will be imported with no object*
📖 *Note: By selecting Object, FTEs will be imported at the object level*
📖 *Note: By selecting Sub-Object, FTEs will be imported at the sub-object level*
📖 *Note: By selecting Sub Sub-Object, FTEs will be imported at the sub sub-object level*



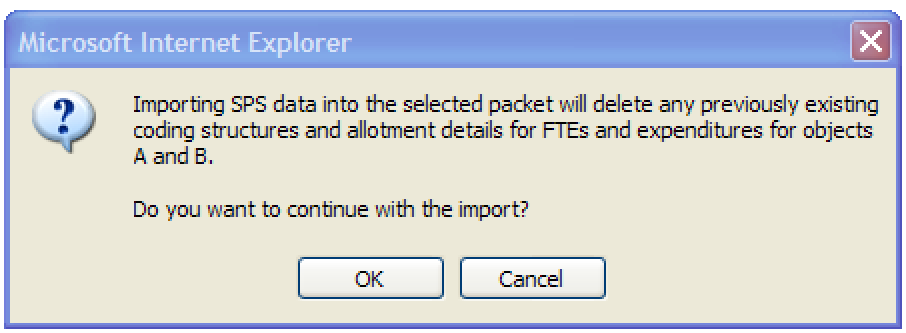
7. Select the **Delete Original/Replace** radio button.



Note: By selecting the Delete Original/Replace radio button, this import will delete and replace any data in the selected packet for FTEs and expenditure object A and B only.

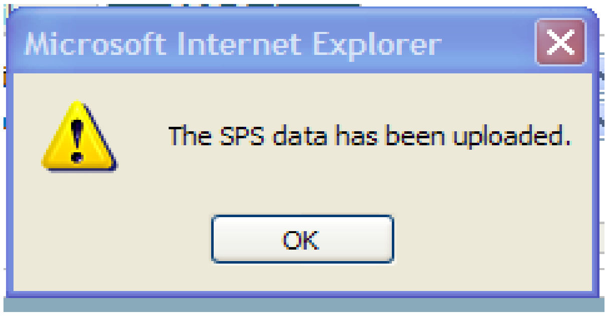
Note: By selecting the Merge/Sum Amounts Together for Duplicates radio button, this import will merge any new data into the selected packet for FTEs and expenditure object A and B only. Plus, if there is duplicate data (same coding structure and allotment detail for FTEs and expenditure object A and B only) the amounts will be summed together.

8. Select the **Import** button, the system will display a warning message, click **OK**.

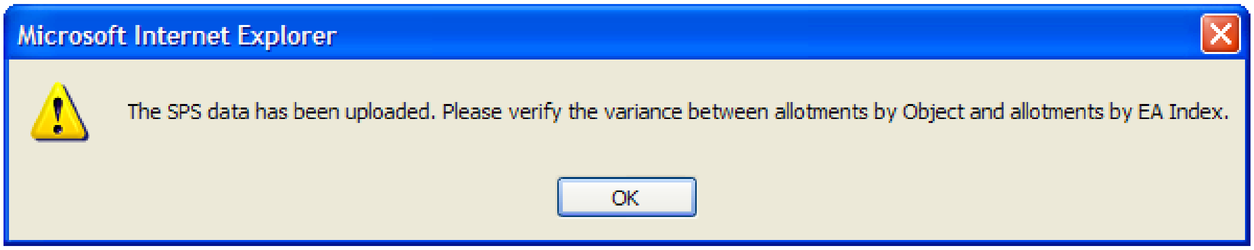


9. On completion of the SPS import, the system will display a successful message, click **OK.**

Note: Option 2 agencies will receive the following message, select OK.



📖 *Note: Option 1 agencies will receive the following message, select OK.*



LESSON 11 – ONLINE VIEWS

Lesson 11, Task 1 – Using Online Views

Online Views allows you to view allotment data for analytical purposes. Online Views enables you:

- To specify the specific data you want to view by way of creating a query—called a “filter” in the system. The filter contains 4 tabs:
  1. Packet – choice of component for either expenditures, cash disbursements, cash receipts, and revenue information. Contains selections for packet number, purpose, status, packet program, and title.
  2. Organization – contains coding structure information for program, organization, and project
  3. Account – contains expenditure authority, account, and object choices
  4. Summary – lists the filter summary
- To organize the data requested in a hierarchy of your choice. This is done by the grouping level selected in the filter tab. You may select up to 4 grouping levels, 1 grouping level must be selected.
- To quickly view the amounts requested at a summary level as well as the detailed data contributing to that summary. By grouping and displaying you are able to drill down to the data as needed from your filter.

📖 *Note: Online Views are not intended for printing. The AMR reports through Enterprise Reporting can be used for printing allotment data. See Lesson 15.*

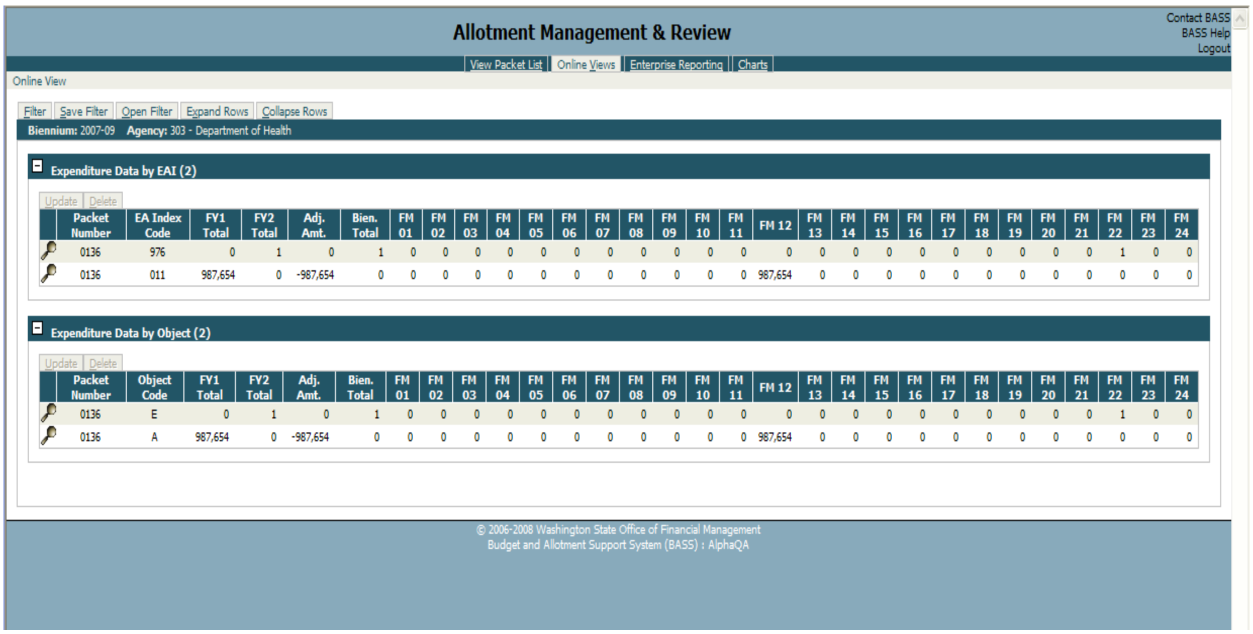
📖 *Note: Online Views behaves differently depending on the Option of your agency. Since Option 1 agencies enter their expenditure data by Object and EAI separately they will also view that data separately.*

ONLINE VIEW for OPTION 1 AGENCY

If you are an Option 2 agency,
skip to the Option 2 agency section of this lesson.

Since an option 1 agency enters expenditure data by Object and EAI separately, they need to view the data separately as well. 🕮 *Note: If no criteria is selected for either Object or EAI on the Account tab, Expenditures by Account or EAI will display by default. If Object criteria is selected on the account tab, but no EAI criteria, then only the Expenditures by Object will display. If both Object and EAI criteria (leave the EAI Criteria field blank, however, select Group Lvl. and check Disp.) are selected on the account tab then both grids will be displayed.*

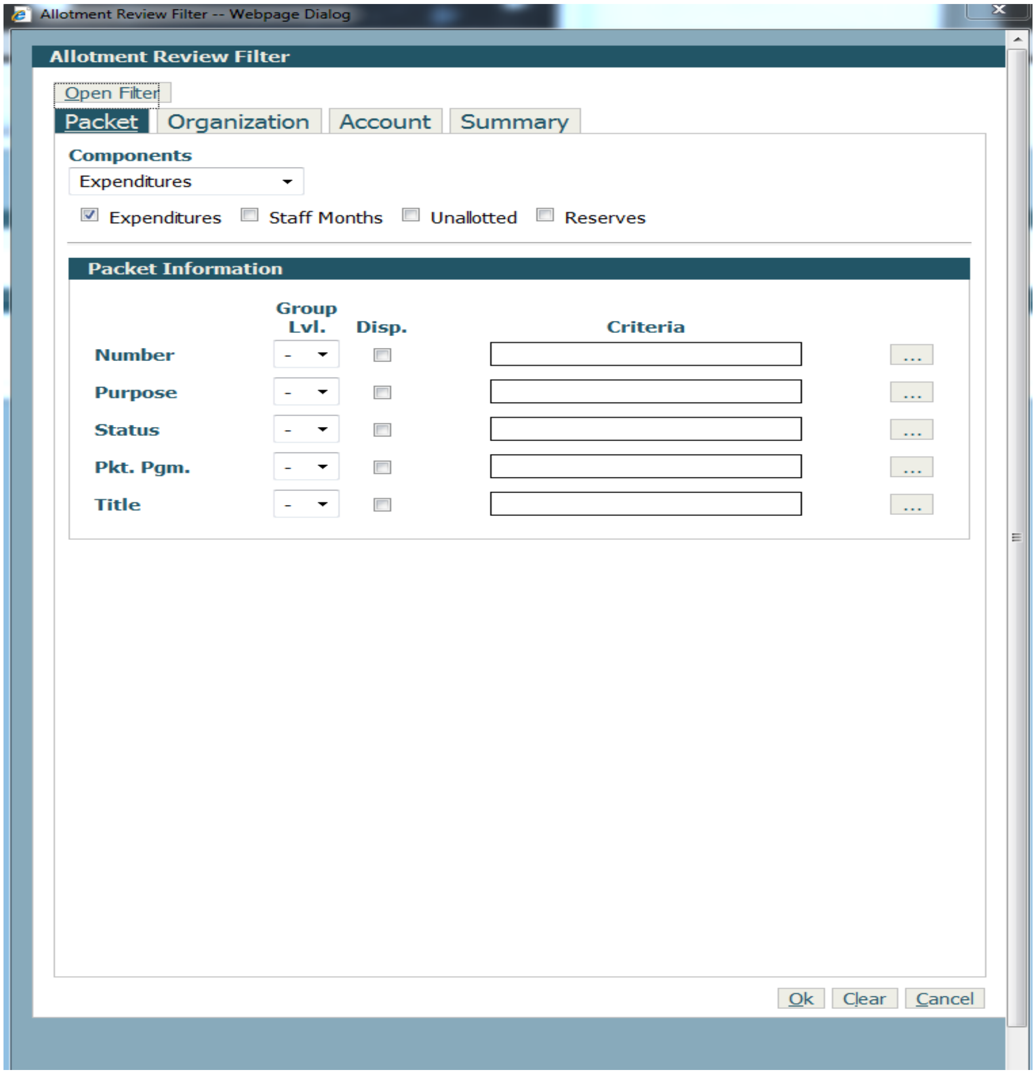
Below you will see a sample online view for Program, Account, EAI, and object detail in 3 packets for an Option 1 agency. Following will be the steps that show you how to create this display. Group level 1 is Packet Number, group level 2 is Program, group level 3 is Account, and group level 4 is EAI and Object, and displaying packet number, program, account, EAI, and object.



Now we will see how to create this online view step by step:

1. Select the **Online Views** option from the application tab bar, next to the View Packet List button.
2. The 'No filter has been defined for the Online View' message will prompt you to create a filter.

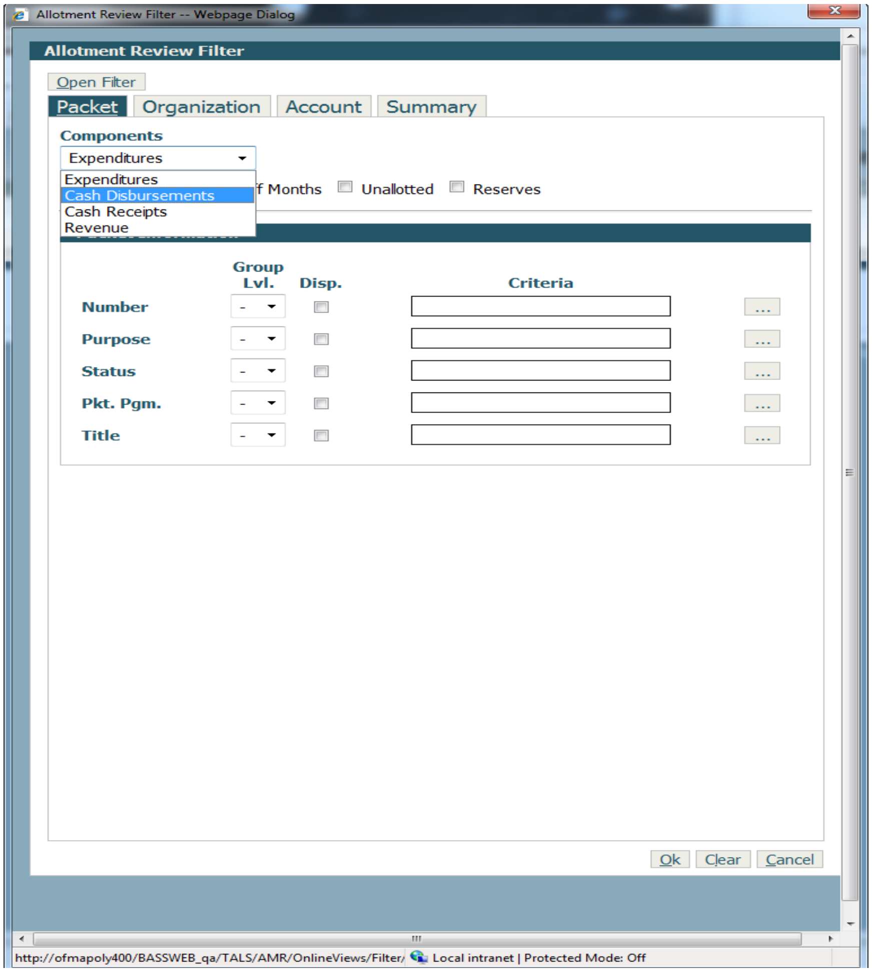
3. Select the **Filter** tab. The following dialog box will be displayed:



📖 *Note: The Filter tab allows you to specify the data and level of detail you want to see and how that data should be displayed to you on the screen. The filter contains 4 tabs:*

- *Packet – choice of expenditure, cash disbursement, cash receipt, and revenue component information. Contains selections for packet number, purpose, status, program, and title. You also have the choice of viewing expenditures, staff months, unallotted, and reserves within the expenditures components.*
- *Organization – contains coding structure information for program, organization, and project*
- *Account – contains expenditure authority, account, and object choices*
- *Summary – lists the filter summary*

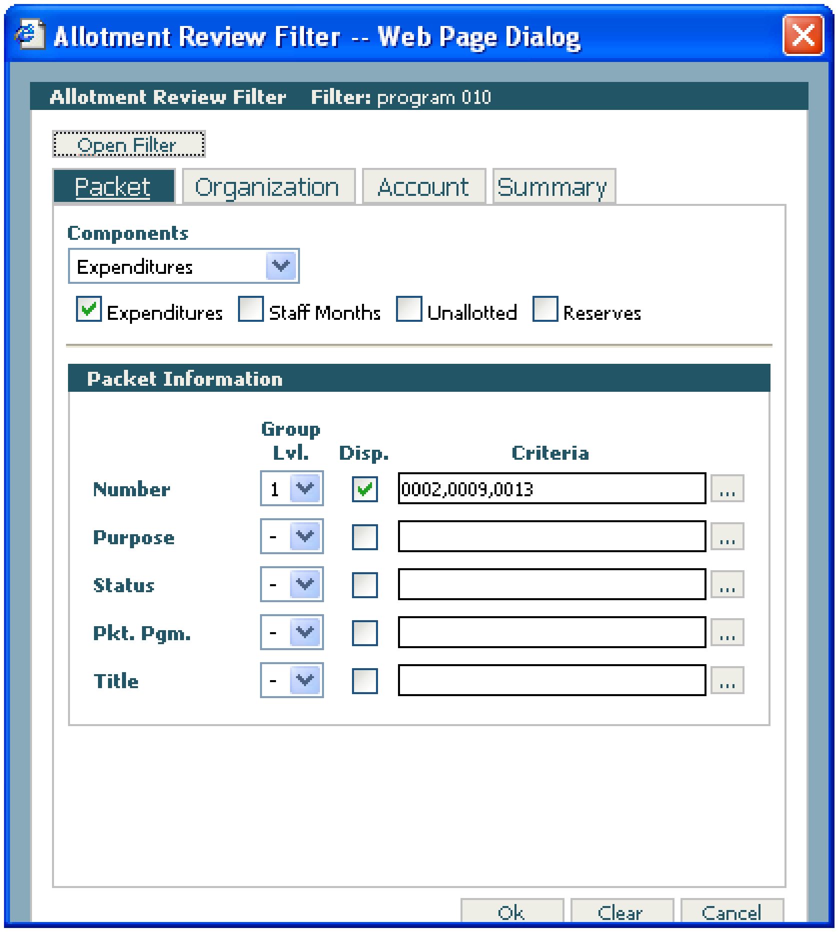
4. From the **Packet** tab first select the **Expenditures Component**.



5. When **Expenditures** is selected, you may select to display Expenditures, Staff months, Unallotted and Reserves. For this example we will only select **Expenditures**.

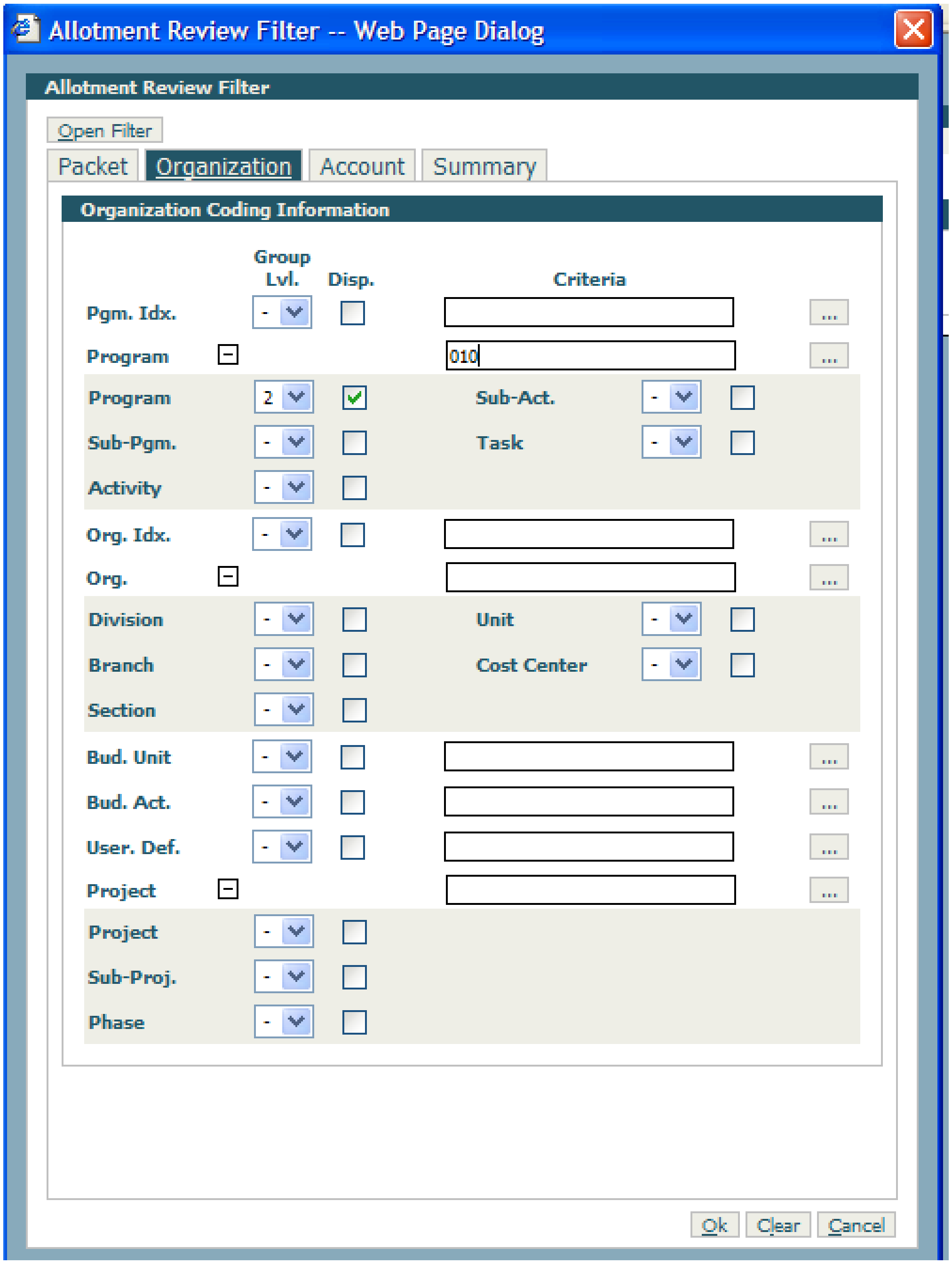
🕮 *Note: Any one or all may be selected.* 🕮 *Note: Grouping and Displaying data – you will have the ability to create hierarchies of data by selecting to display elements at a particular group level by using the Group Lvl. combo box. Up to 4 group levels may be selected. Each group level is displayed in the online view as a summary row with a "+" to expand the rows that contribute to that rollup. If the element is to be displayed in the online view the Disp. box must be checked. You may specify criteria to filter on or leave blank to return all data.* 🕮 *Note: A Group Lvl. must be chosen if a criterion is entered.* 🕮 *Note: At least one element must be selected to display.*

6. Select **Group Lvl 1** and check **Display** for packet number and enter three **packet numbers** in the Criteria box.



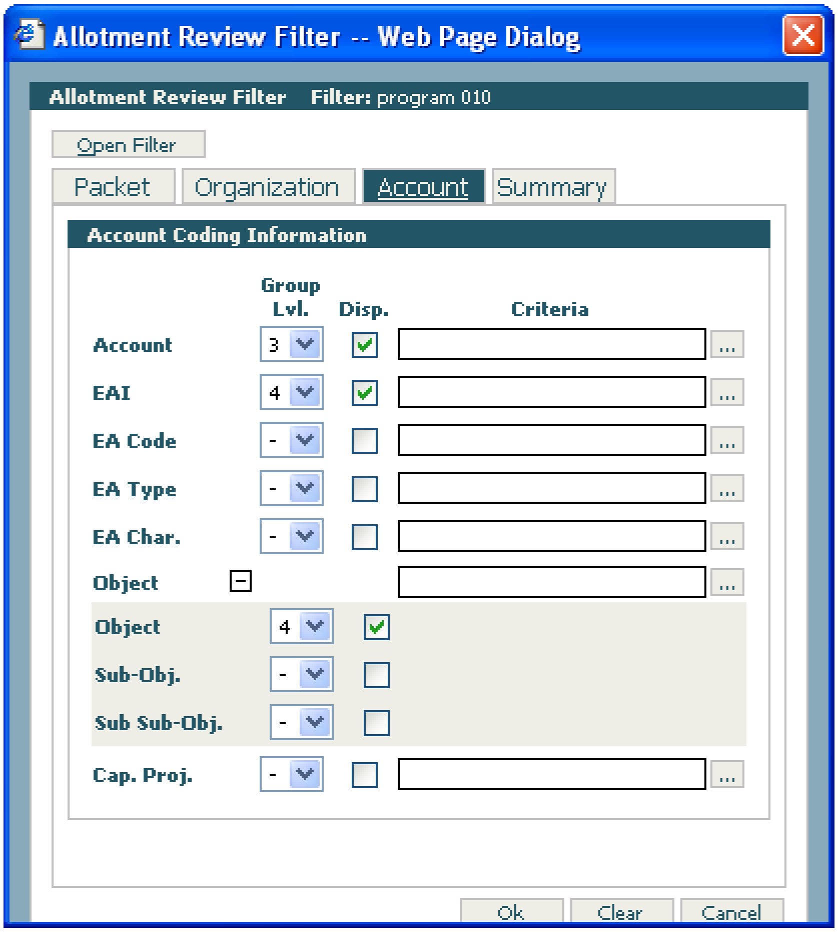
Note: You may narrow your filter by defining the criteria you wish to view. The Criteria may be entered manually into the criteria box or click on the "…" for a list and make your selections from the list. You may enter criteria up to 255 characters. A blank criteria box means all data will be returned.

7. From the **Organization** tab, select **Group Lvl 2** for **Program** and check **display Program**.
Note: You can select the '-' to close expandable fields for Program, Org. and Project.

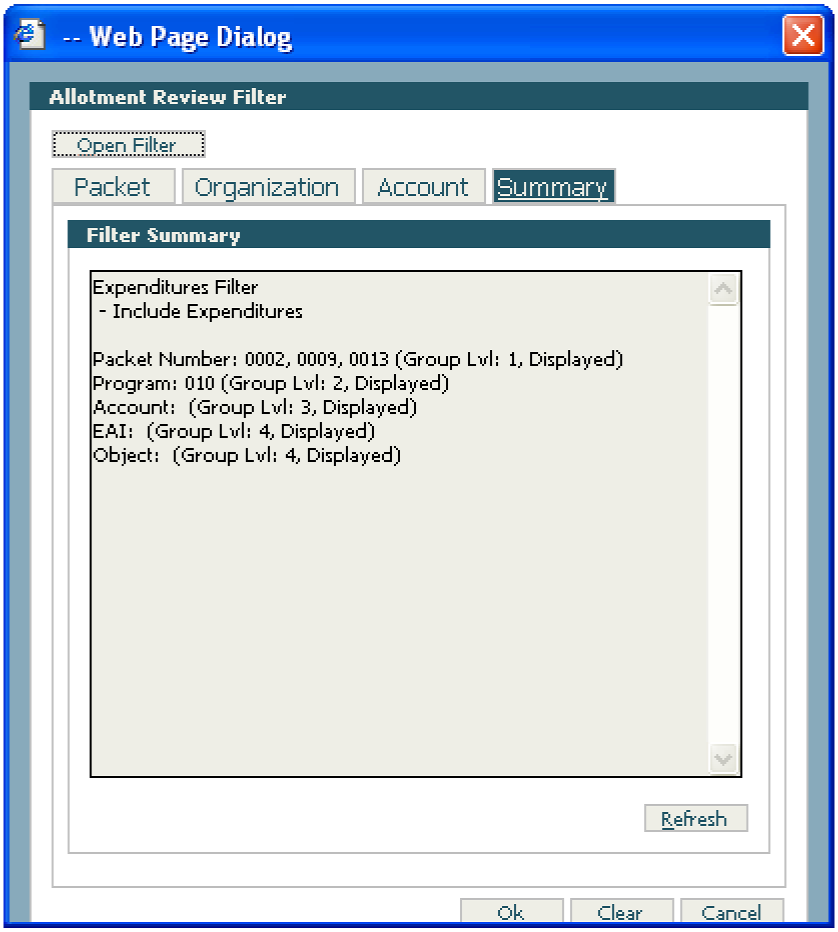


Note: The criteria for these coding elements are entered in the text box next to its associated coding level, or can be selected from the lookup dialog. You may enter a single criterion or multiple criteria elements by separating them with a comma. *Note: Click on the '…' at the right of the text box for the lookup dialog.*

8. From the **Account** tab select to **group** and **display** the **Account (Group Lvl 3)**, **EAI**, and **Object (Group Lvl 4)**. As stated above for Option 1 agencies, in order for both EAI and Object to appear in online views you must select to display both.

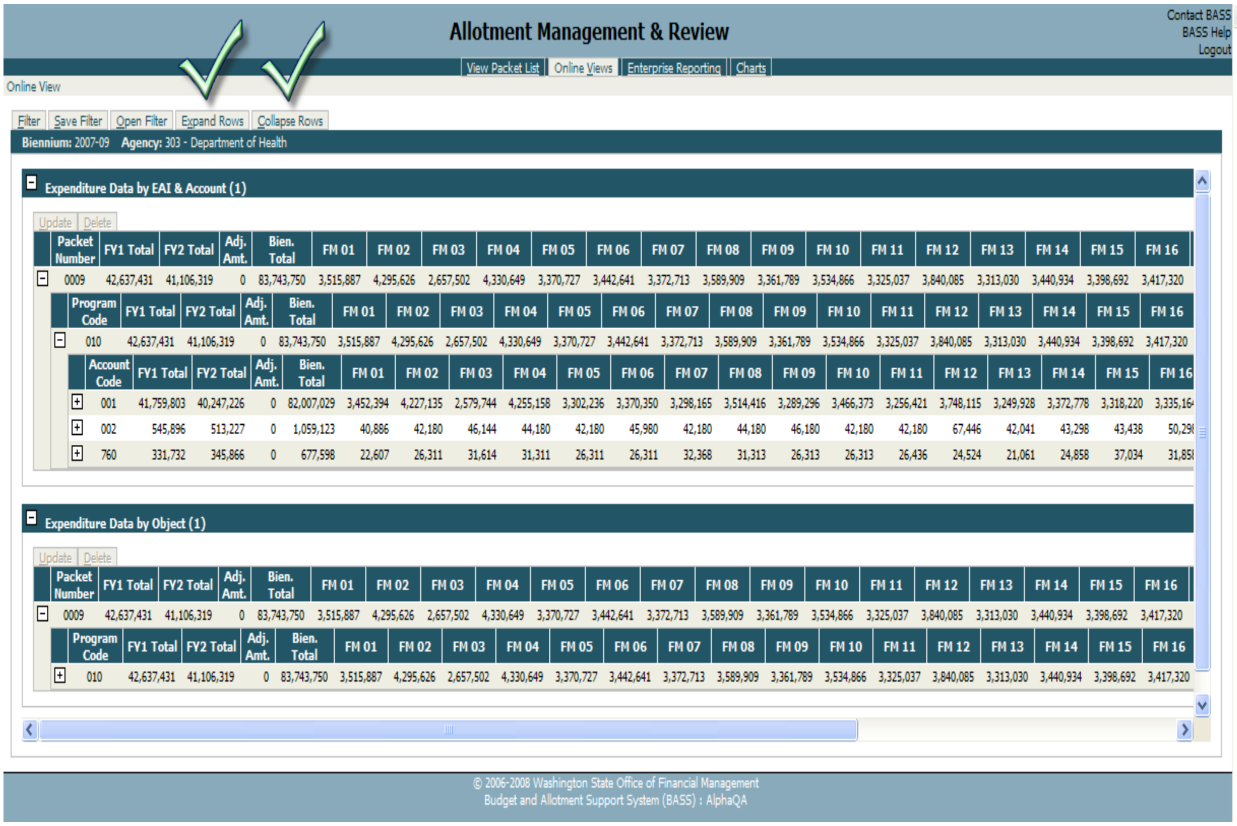


9. The **Summary** tab will display the filter criteria you have selected after the **Refresh** button has been pressed. See below.

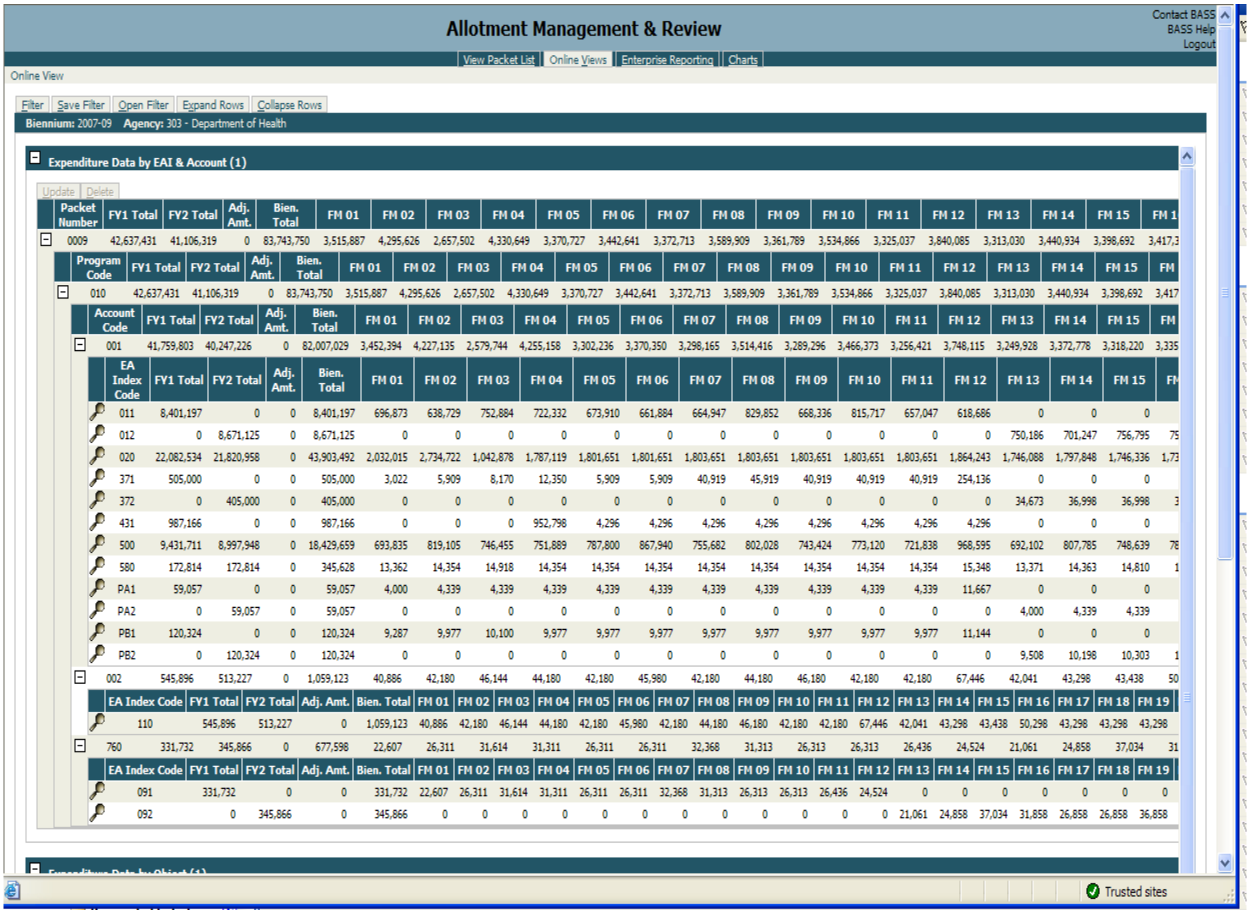


10. When all your selections have been made, press the **OK** button.

11. The data can now be expanded and collapsed as needed. Expand where there is a ‘+’ and collapse where there is a ‘-‘. When the data has been expanded, it will remain expanded throughout the session, as long as a new filter is not created. You also have the option to select the Expand Rows tab; this will expand all rows down to the magnifying glass. When you want to collapse all rows, select the Collapse Rows tab.



12. Updating data from Online Views – the magnifying glass icon indicates the lowest grouping level of data has been reached. When the magnifying glass has been clicked you will then go to the Packet, Coding Structure and Allotment Detail information where you may select an item to update or delete. The Coding Structure and Allotment Detail rows will have check boxes to allow the selection of those records to open for updating, or for deleting. 🕮 *Note: When delete is selected a confirmation dialog box will appear.*



Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15
0009	42,637,431	41,106,319	0	83,743,750	3,515,887	4,295,626	2,657,502	4,330,649	3,370,727	3,442,641	3,372,713	3,589,909	3,361,789	3,534,866	3,325,037	3,840,085	3,313,030	3,440,934	3,398,692

Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15
010	42,637,431	41,106,319	0	83,743,750	3,515,887	4,295,626	2,657,502	4,330,649	3,370,727	3,442,641	3,372,713	3,589,909	3,361,789	3,534,866	3,325,037	3,840,085	3,313,030	3,440,934	3,398,692

Account Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15
001	41,759,803	40,247,226	0	82,007,029	3,452,394	4,227,135	2,579,744	4,255,158	3,302,236	3,370,350	3,298,165	3,514,416	3,289,296	3,466,373	3,256,421	3,748,115	3,249,928	3,372,778	3,318,220

EA Index Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15
011	8,401,197	0	0	8,401,197	696,873	638,729	752,884	722,332	673,910	661,884	664,947	829,852	668,336	815,717	657,047	618,686	0	0	0
012	0	8,671,125	0	8,671,125	0	0	0	0	0	0	0	0	0	0	0	0	750,186	701,247	756,795
020	22,082,534	21,820,958	0	43,903,492	2,032,015	2,734,722	1,042,878	1,787,119	1,801,651	1,801,651	1,803,651	1,803,651	1,803,651	1,803,651	1,803,651	1,864,243	1,746,088	1,797,848	1,746,336
371	505,000	0	0	505,000	3,022	5,909	8,170	12,350	5,909	5,909	40,919	45,919	40,919	40,919	40,919	254,136	0	0	0
372	0	405,000	0	405,000	0	0	0	0	0	0	0	0	0	0	0	0	34,673	36,998	36,998
431	987,166	0	0	987,166	0	0	0	952,798	4,296	4,296	4,296	4,296	4,296	4,296	4,296	4,296	0	0	0
500	9,431,711	8,997,948	0	18,429,659	693,835	819,105	746,455	751,889	787,800	867,940	755,682	802,028	743,424	773,120	721,838	968,595	692,102	807,785	748,639
580	172,814	172,814	0	345,628	13,362	14,354	14,918	14,354	14,354	14,354	14,354	14,354	14,354	14,354	14,354	15,348	13,371	14,363	14,810
PA1	59,057	0	0	59,057	4,000	4,339	4,339	4,339	4,339	4,339	4,339	4,339	4,339	4,339	4,339	11,667	0	0	0
PA2	0	59,057	0	59,057	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,339	4,339
PB1	120,324	0	0	120,324	9,287	9,977	10,100	9,977	9,977	9,977	9,977	9,977	9,977	9,977	9,977	11,144	0	0	0
PB2	0	120,324	0	120,324	0	0	0	0	0	0	0	0	0	0	0	0	9,508	10,198	10,303

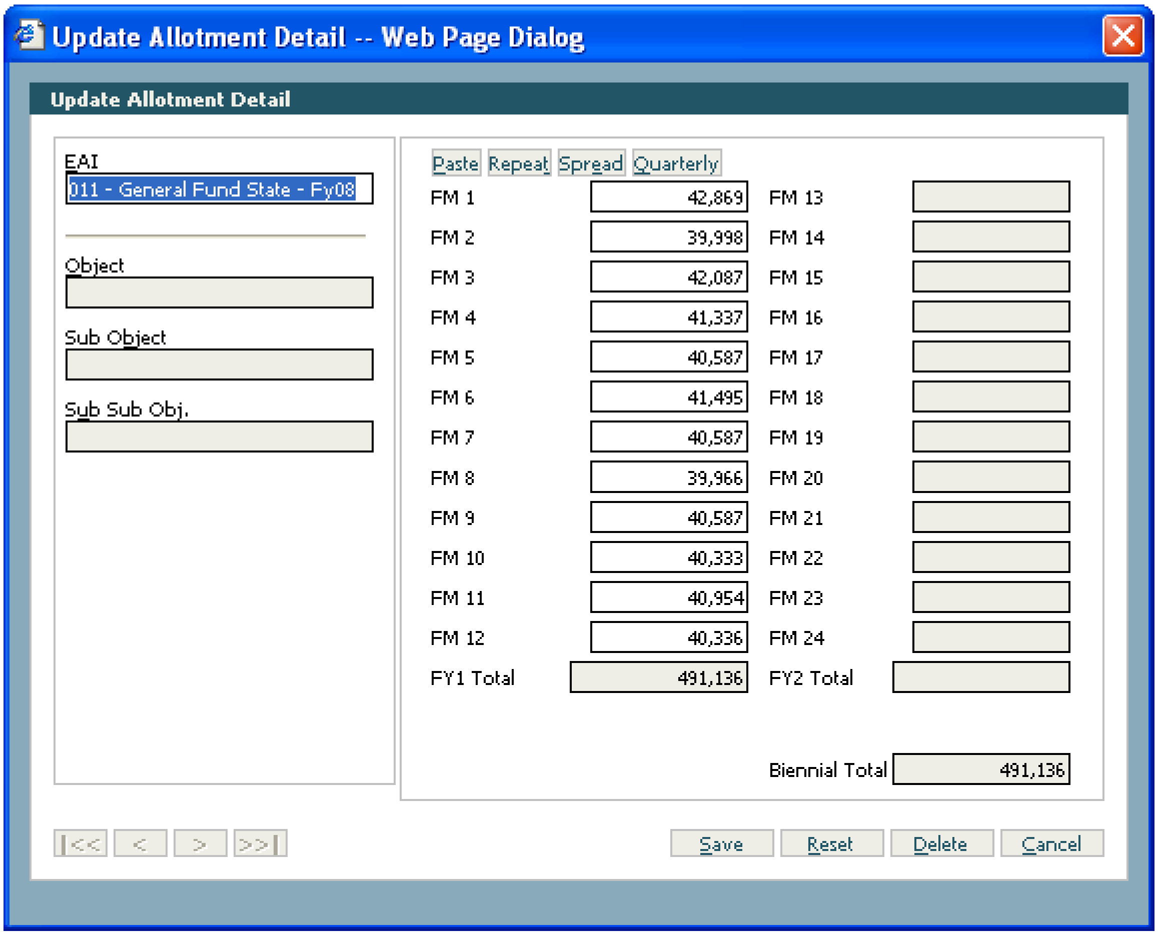
Account Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15
002	545,896	513,227	0	1,059,123	40,886	42,180	46,144	44,180	42,180	45,980	42,180	44,180	46,180	42,180	42,180	67,446	42,041	43,298	43,438

EA Index Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19
110	545,896	513,227	0	1,059,123	40,886	42,180	46,144	44,180	42,180	45,980	42,180	44,180	46,180	42,180	42,180	67,446	42,041	43,298	43,438	50,298	43,298	43,298	43,298

Account Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15
760	331,732	345,866	0	677,598	22,607	26,311	31,614	31,311	26,311	26,311	32,368	31,313	26,313	26,313	26,436	24,524	21,061	24,858	37,034

EA Index Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19
091	331,732	0	0	331,732	22,607	26,311	31,614	31,311	26,311	26,311	32,368	31,313	26,313	26,313	26,436	24,524	0	0	0	0	0	0	0
092	0	345,866	0	345,866	0	0	0	0	0	0	0	0	0	0	0	0	21,061	24,858	37,034	31,858	26,858	26,858	36,858

13. When updating a record the dialog box appears with the data as originally entered, you may make any changes and Save. 🕮 *Note: After you save the dialog box will reappear with the update. Click cancel to close the dialog box. You will return to the previously expanded Online View. If one of your sort criteria is something you change as an update or delete, the filter will re-run and may not display any information.*

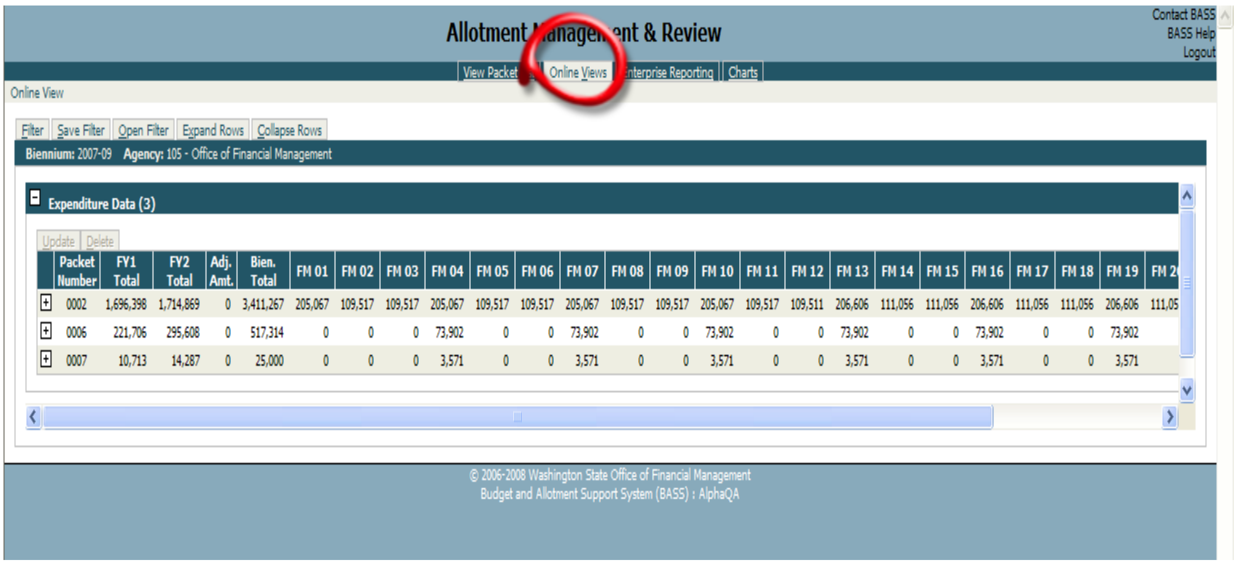


14. When you are finished with this view and would like to select a new filter just click the **Filter** tab. The previous filter will be populated as previously defined. You may modify the filter or click **Clear** to start over.

ONLINE VIEW FOR OPTION 2 AGENCY

If your agency is an Option 1 agency,
skip to the Option 1 agency section of this lesson.

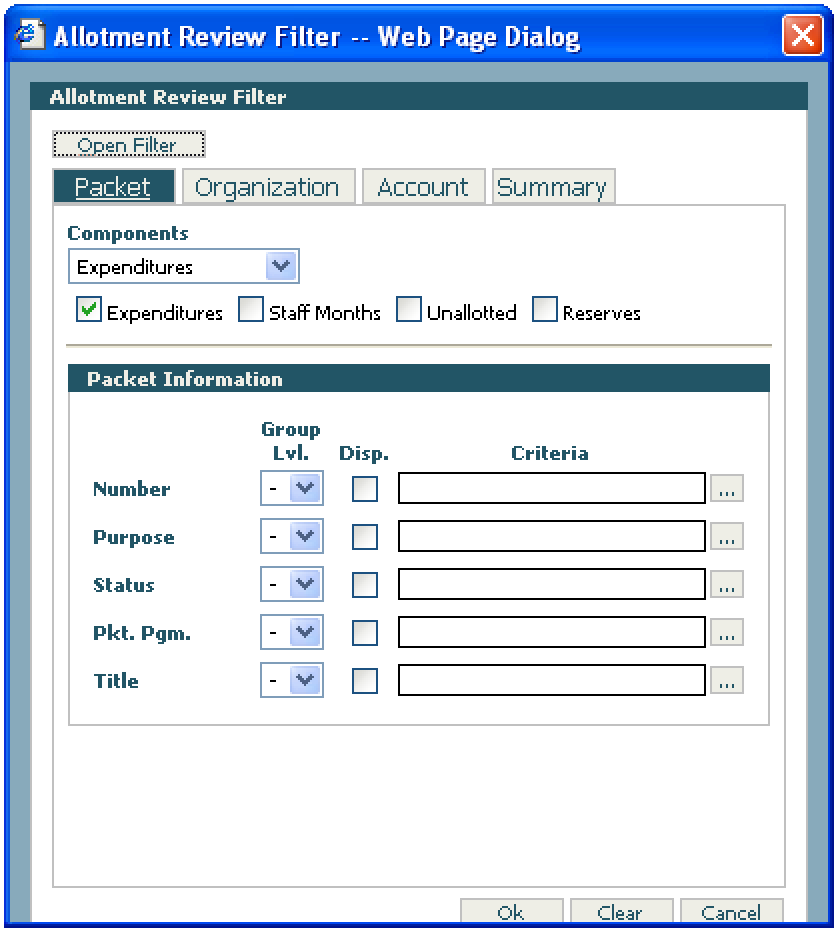
Below you will see a sample online view for Program, Account, EAI, and object detail in 3 packets for an Option 2 agency. Following will be the steps that show you how to create this display. Group level 1 is Packet Number, group level 2 is Program, group level 3 is Account, and group level 4 is EAI and Object. This will display packet number, program, account, EAI, and object.



Now we will see how to create this online view step by step:

1. Select the **Online Views** option from the application tab bar, next to the View Packet List button.
2. The ‘No filter has been defined for the Online View’ message will prompt you to create a filter.

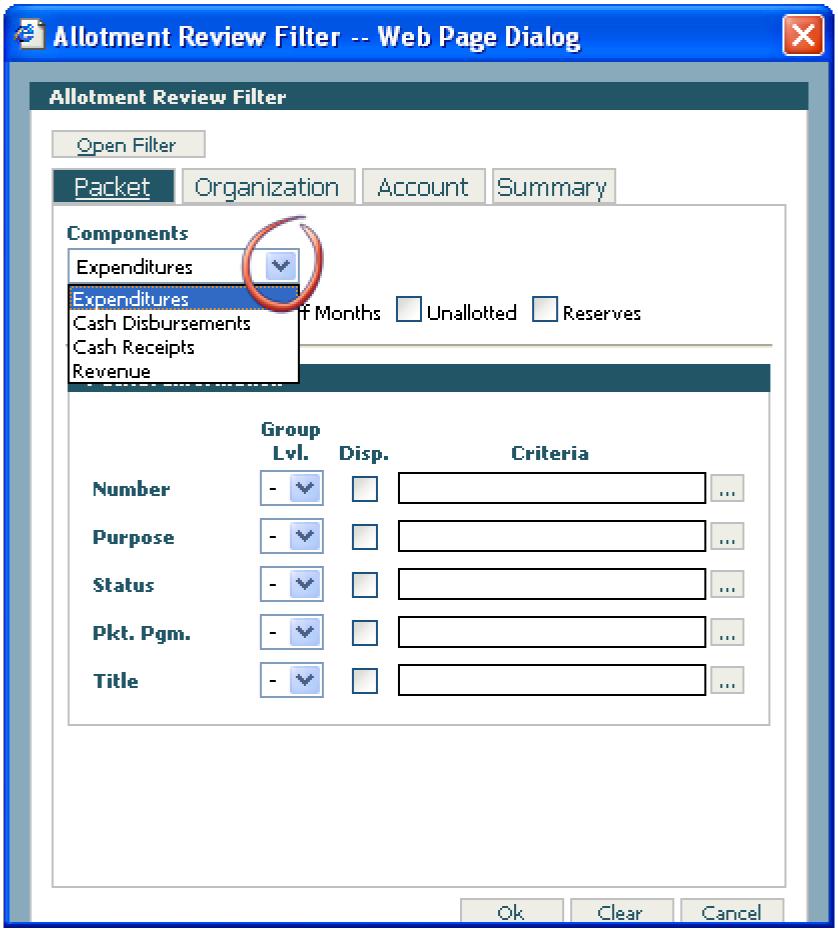
3. Select the **Filter** tab. The following dialog box will be displayed:



📖 *Note: The Filter tab allows you to specify the data and level of detail you want to see and how that data should be displayed to you on the screen. The filter contains 4 tabs:*

- *Packet – choice of expenditure, cash disbursement, cash receipt, and revenue component information. Contains selections for packet number, purpose, status, program, and title. You also have the choice of viewing expenditures, staff months, unallotted, and reserves within the expenditures components.*
- *Organization – contains coding structure information for program, organization, and project*
- *Account – contains expenditure authority, account, and object choices*
- *Summary – lists the filter summary*

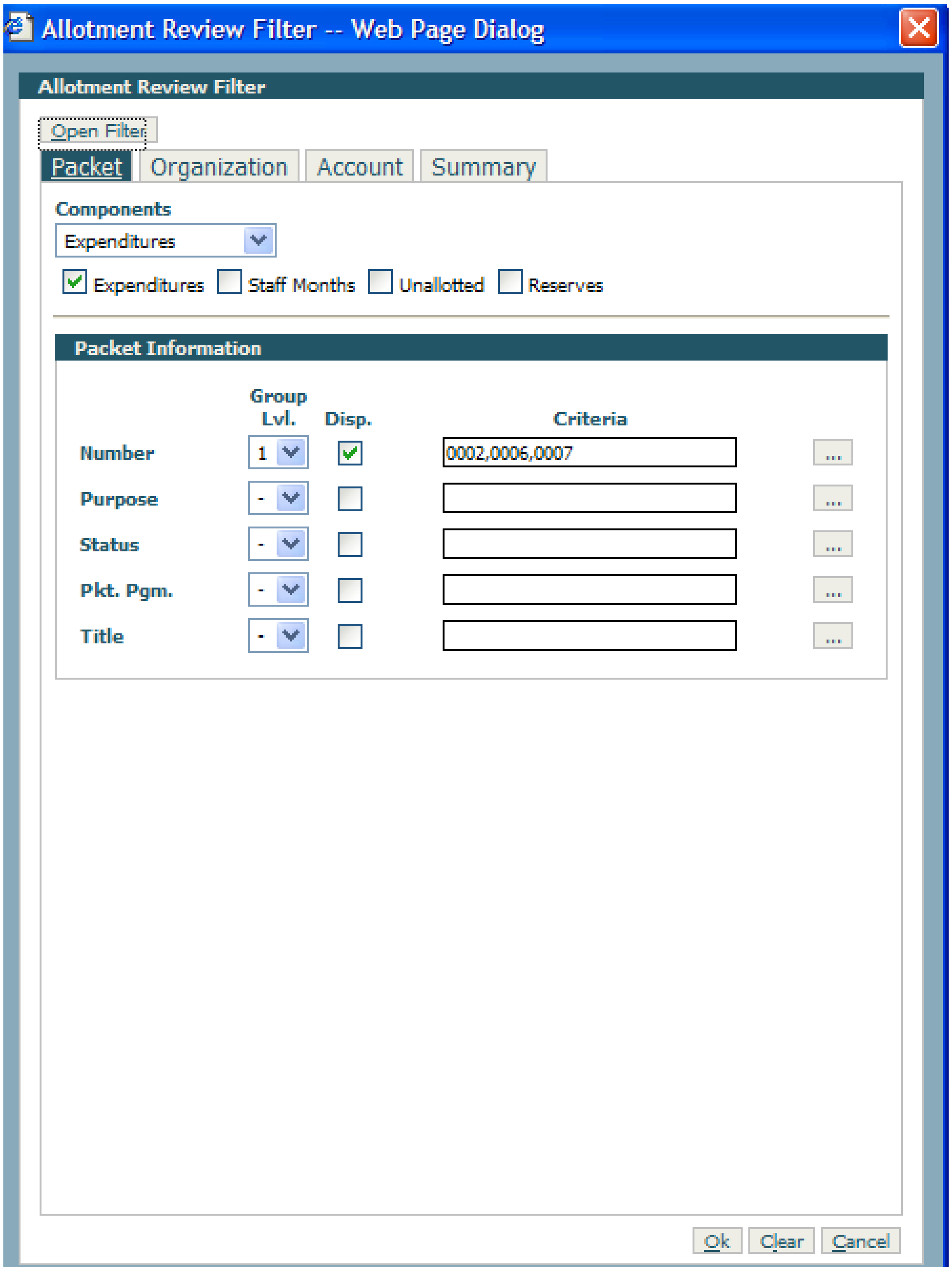
4. From the **Packet** tab first select the **Expenditures Component**.



5. When Expenditures is selected, you may select to display Expenditures, Staff months, Unallotted and Reserves. For this example we will only select **Expenditures**. 🕮 *Note: Any one or all may be selected.*

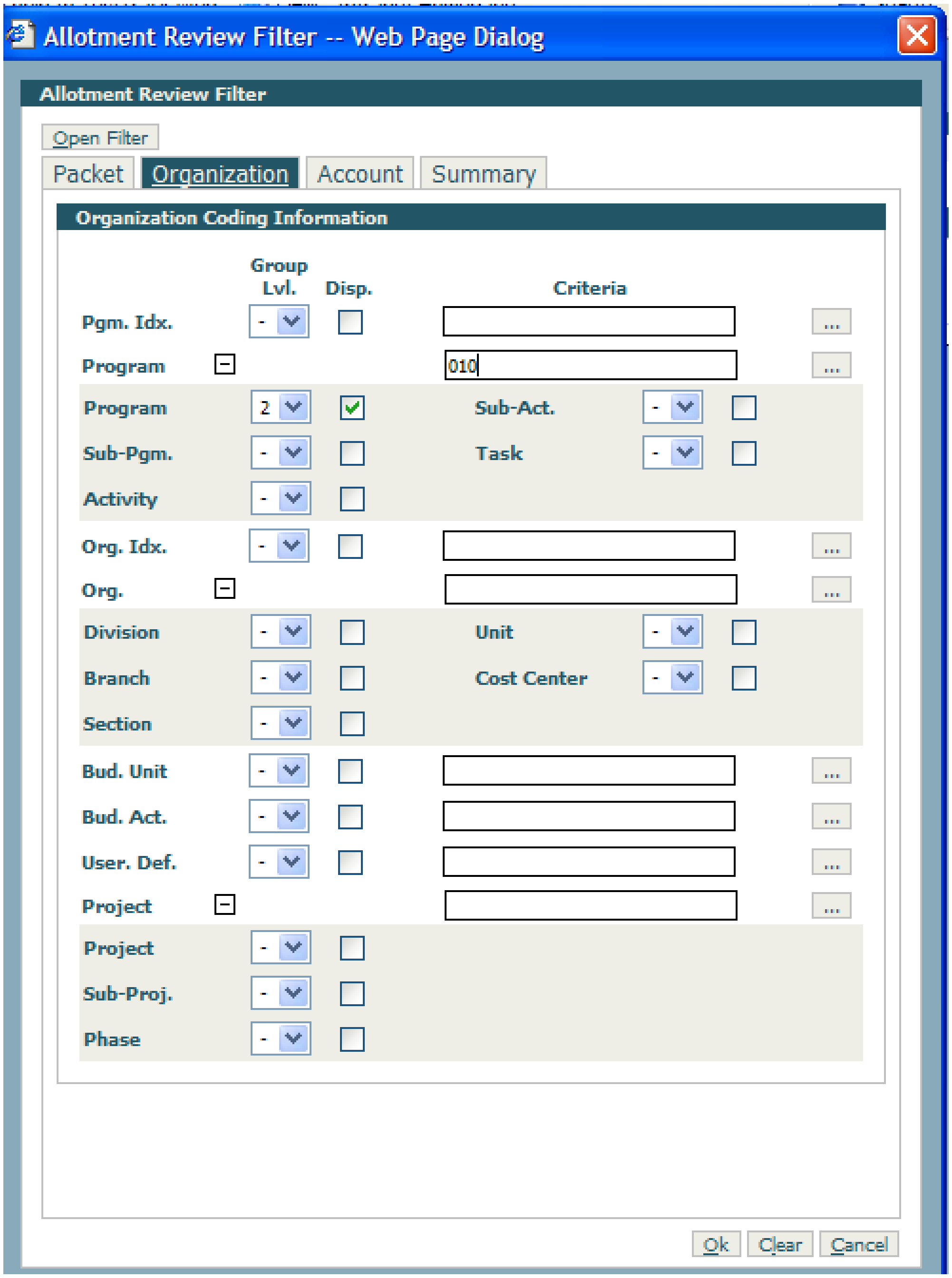
🕮 Note: *Grouping and Displaying data – you will have the ability to create hierarchies of data by selecting to display elements at a particular group level by using the Group Lvl. combo box. Up to 4 group levels may be selected. Each group level is displayed in the online view as a summary row with a "+" to expand the rows that contribute to that rollup. If the element is to be displayed in the online view the Disp. box must be checked. You may specify criteria to filter on or leave blank to return all data.* 🕮 *Note: A Group Lvl. must be chosen if a criterion is entered.* 🕮 *Note: At least one element must be selected to display.*

6. Select **Group Lvl 1** and check **Display** for packet number and enter three **packet numbers** in the Criteria box.



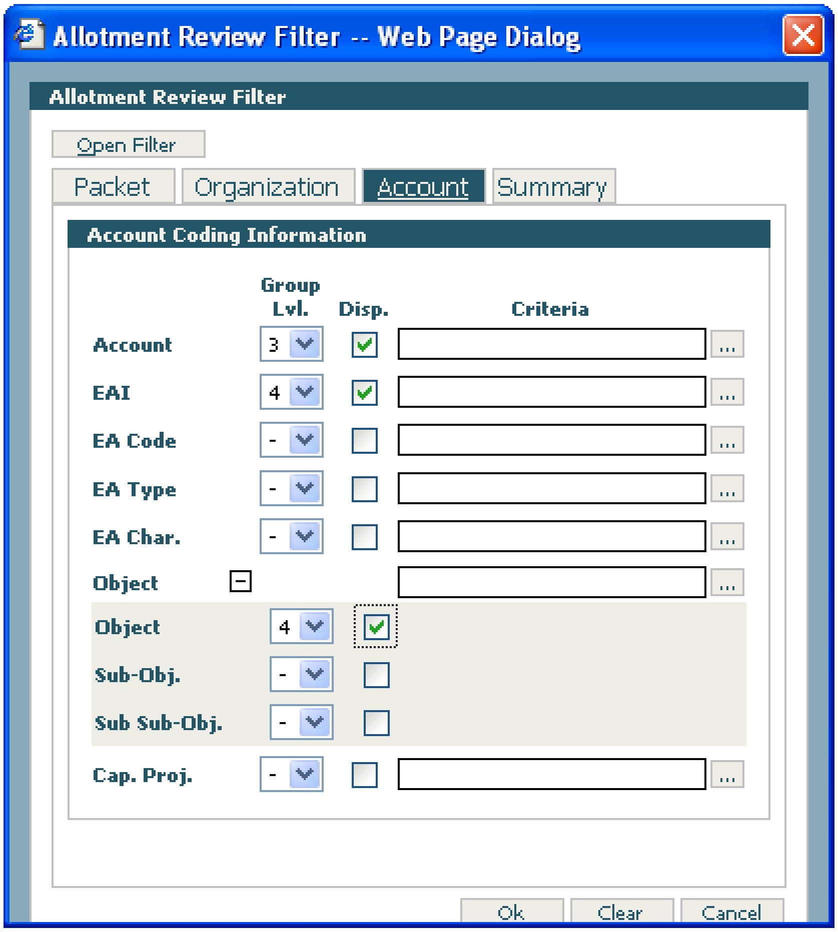
📖 *Note: You may narrow your filter by defining the criteria you wish to view. The Criteria may be entered manually into the criteria box or click on the "…" for a list and make your selections from the list. You may enter criteria up to 255 characters. A blank criteria box means all data will be returned.*

7. From the **Organization** tab, **select** the '+' next to Program, select **Group Lvl 2** and check **display Program**. 🕮 *Note: You can select the '-' to close expandable fields for Program, Org. and Project.*

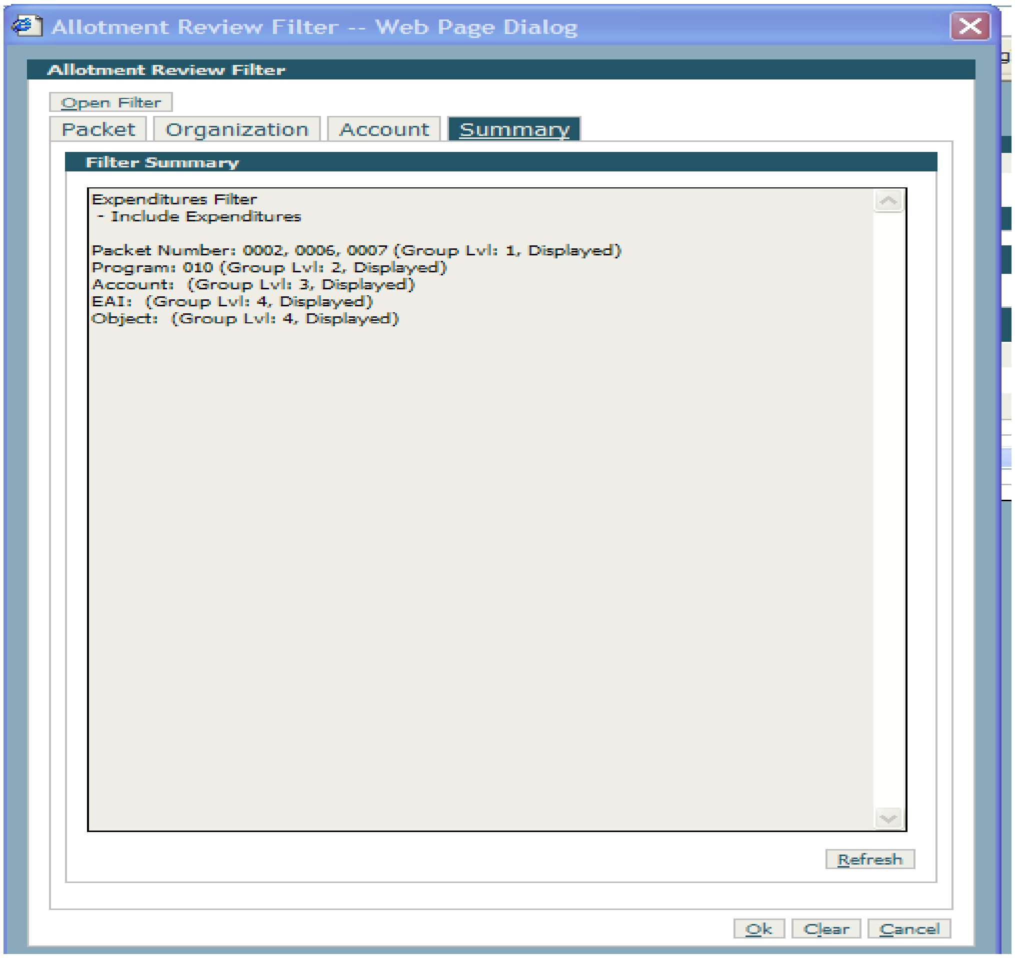


🕮 *Note: The criteria for these coding elements are entered in the text box next to its associated coding level, or can be selected from the lookup dialog. You may enter a single criterion or multiple criteria elements by separating them with a comma.* 🕮 *Note: Click on the '…' at the left of the text box for the lookup dialog.*

8. From the **Account** tab select to **group** and **display** the **Account (Group Lvl 3)**, **EAI**, and **Object (Group Lvl 4)**.

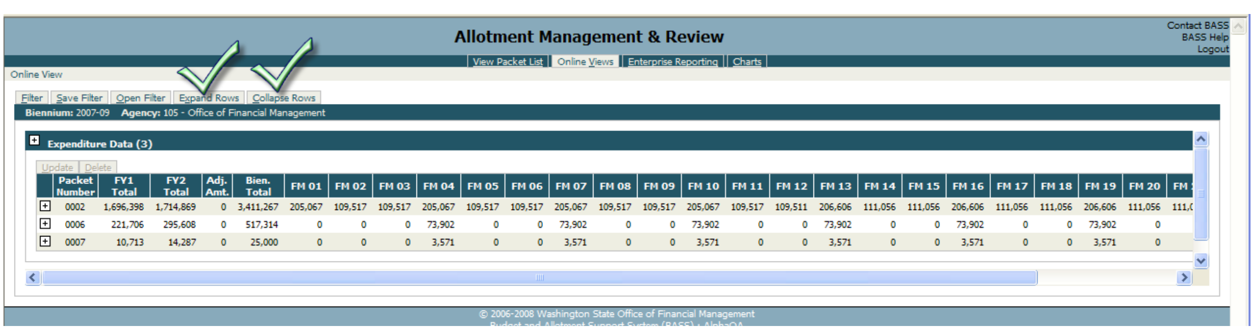


9. The **Summary** tab will display the filter criteria you have selected after the **Refresh** button has been pressed.

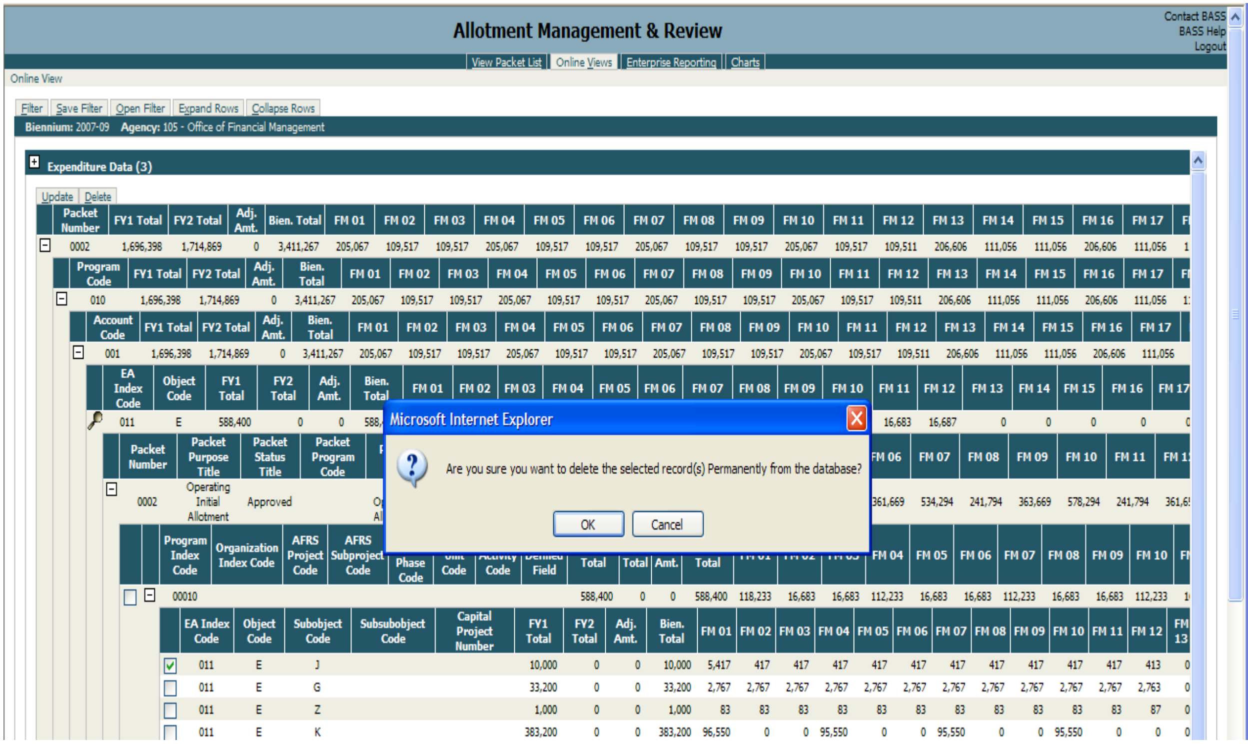


10. When all of your selections have been made, press the **OK** button.

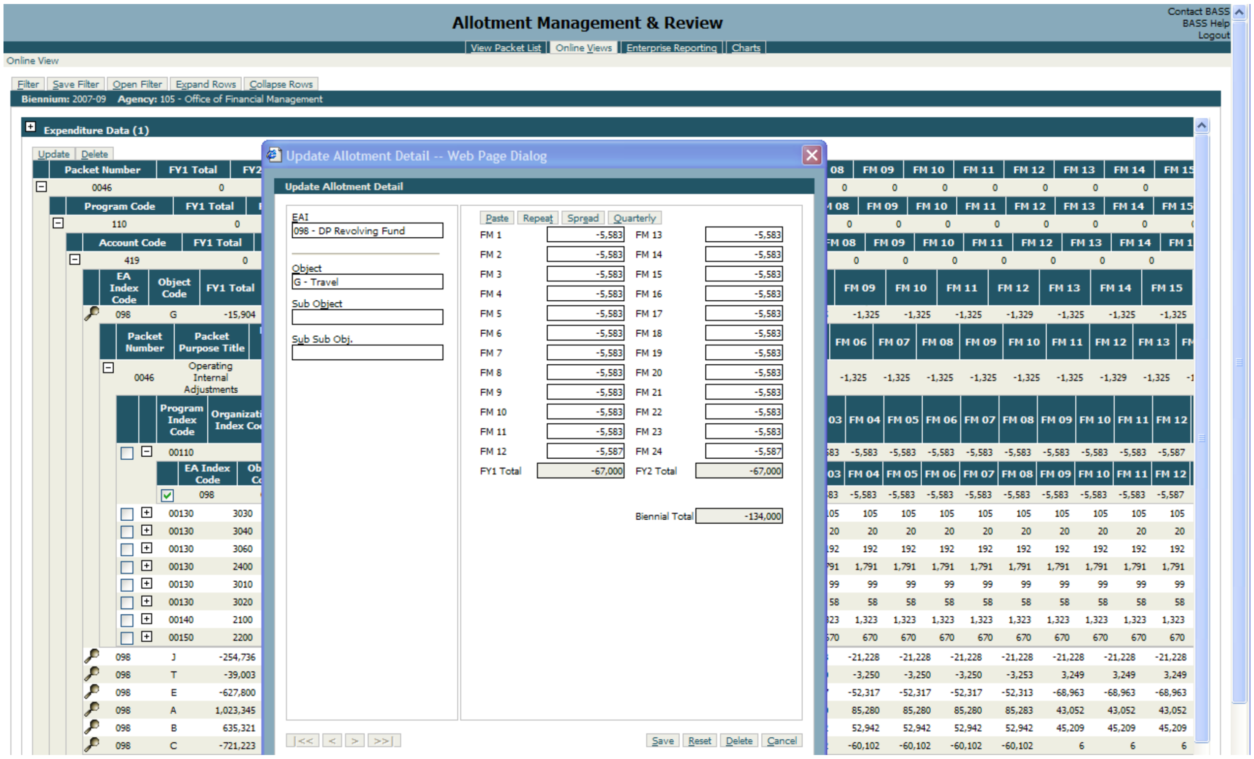
11. The data can now be expanded and collapsed as needed. Expand where there is a '+' and collapse where there is a '-'. When the data has been expanded, it will remain expanded throughout the session, as long as a new filter is not created. You also have the option to select the Expand Rows tab; this will expand all rows down to the magnifying glass. When you want to collapse all rows, select the Collapse Rows tab.



12. Updating data from Online Views – the magnifying glass icon indicates the lowest grouping level of data has been reached. When the magnifying glass has been clicked you will then go to the Packet, Coding Structure and Allotment Detail information where you may select an item to update or delete. The Coding Structure and Allotment Detail rows will have check boxes to allow the selection of those records to open for updating, or for deleting. 🕮 *Note: When delete is selected a confirmation dialog box will appear.*



13. When updating a record the dialog box appears with the data as originally entered, you may make any changes and Save. 🕮 *Note: After you save the dialog box will reappear with the update. Click cancel to close the dialog box. You will return to the previously expanded Online View. If one of your sort criteria is something you change as an update or delete, the filter will re-run and may not display any information.*

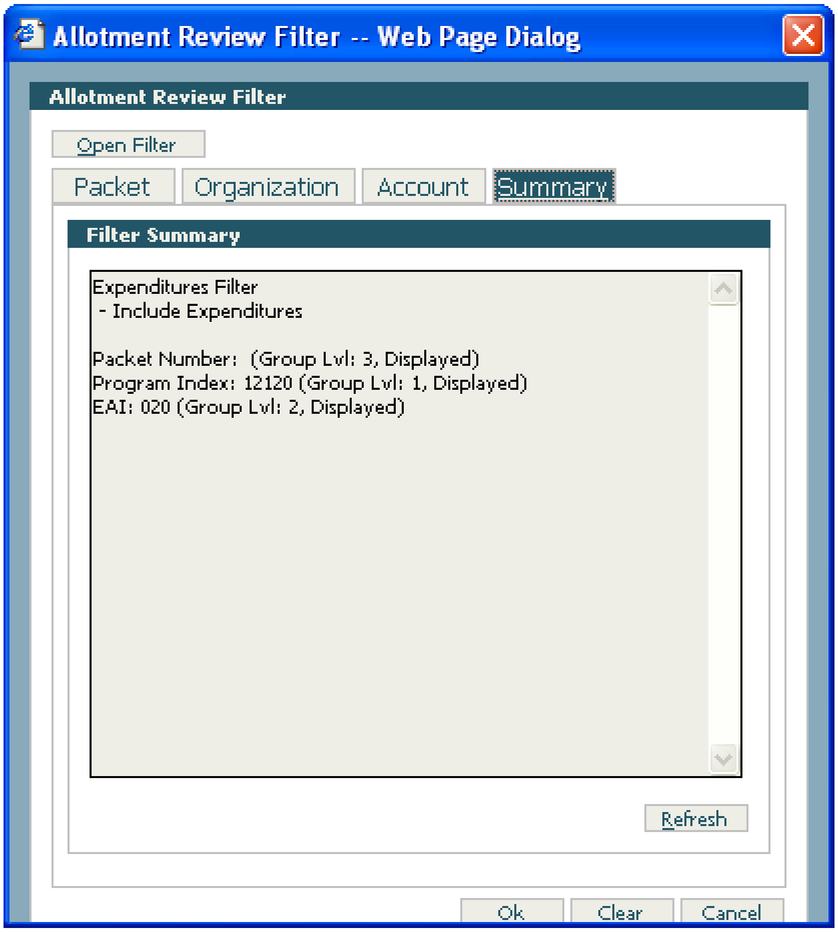


14. When you are finished with this view and would like to select a new filter just click the **Filter** tab. The previous filter will be populated as previously defined. You may modify the filter or click **Clear** to start over.

TO DO – Hands on: Here are 3 suggested online views for you to create

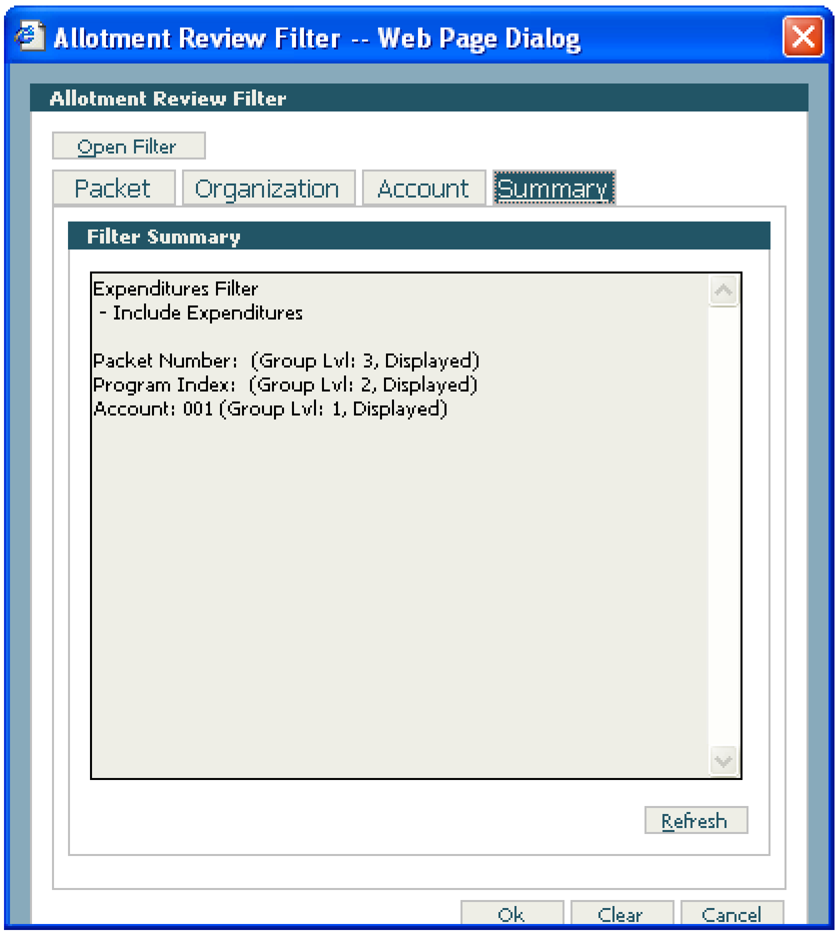
To see what packets have affected a certain PI by EAI. The following steps will show how to create that online view:

1. Organization tab selection: Pgm. Idx. = Group Lvl. 1, check Disp., and enter a PI in the criteria box.
2. Account tab selection: EA Idx. = Group Lvl. 2, check Disp.
3. Packet tab selection: Component = Expenditures. Number = Group Lvl. 3, check Disp.
4. Click OK for online view



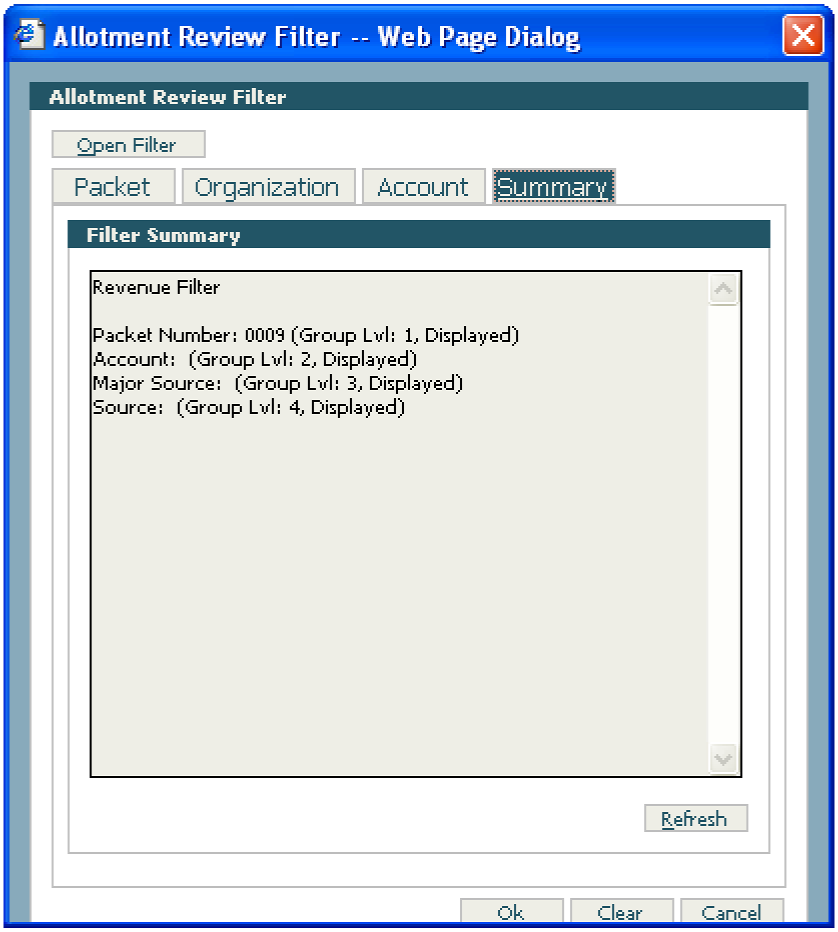
To see all data pertaining to one account by PI. The following steps will show how to create that online view:

1. Account tab selection: Account = Group Lvl. 1, check Disp., and enter a 3 digit account number in the criteria box.
2. Organization tab selection: Pgm. Idx. = Group Lvl. 2, check Disp.
3. Packet tab selection: Component = Expenditures and Staff Months. Number = Group Lvl. 3, check Disp.
4. Click OK for online view



To see all revenue data in one packet by major source and source. The following steps will show how to create that online view:

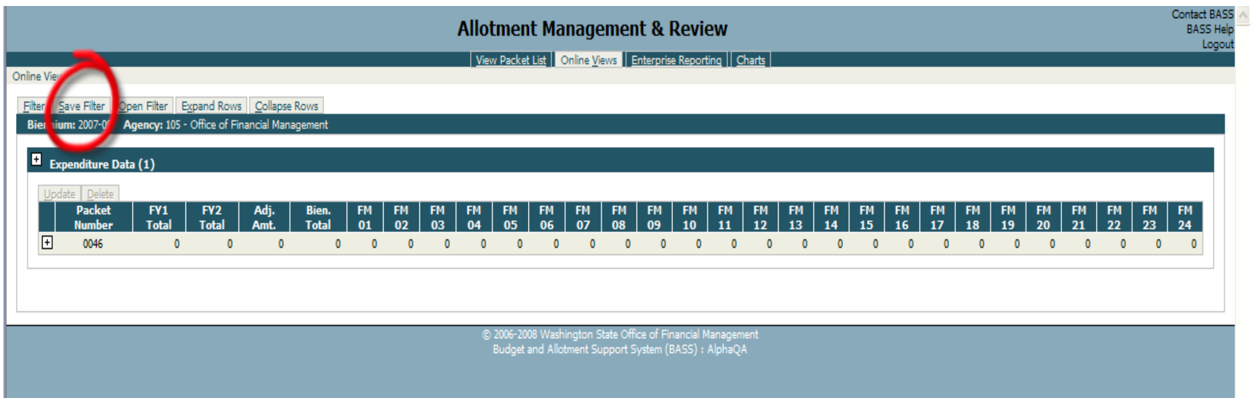
1. Packet tab selection: Component = Revenue. Number = Group Lvl. 1, check Disp., and enter a 4 digit packet number in the criteria box.
2. Account tab selection: Account = Group Lvl. 2, check Disp., for Rev. Src. Click the '+' and enter Group Lvl. 3, check Disp., Source = Group Lvl. 4, check Disp.
3. Click OK for online view

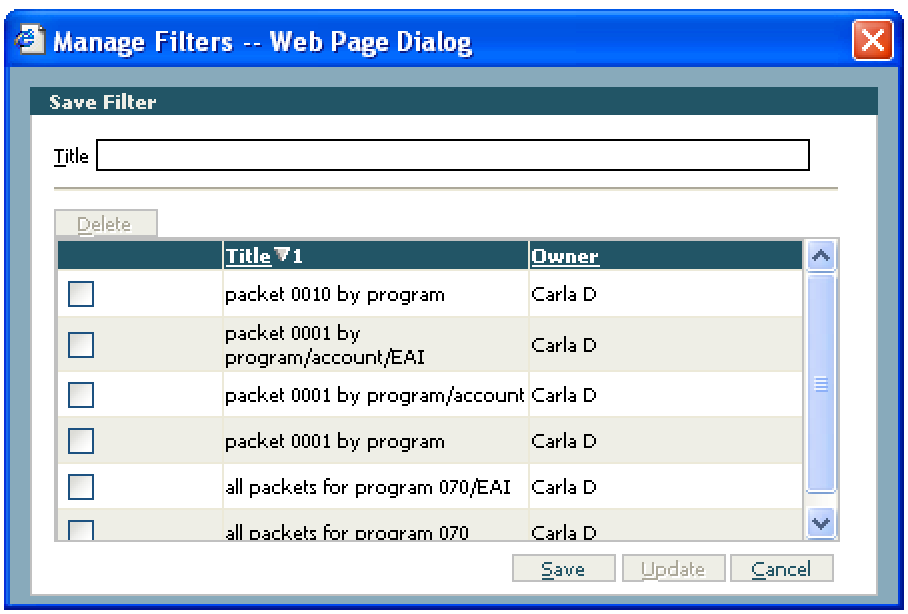


Lesson 11, Task 2 – Saving a Filter

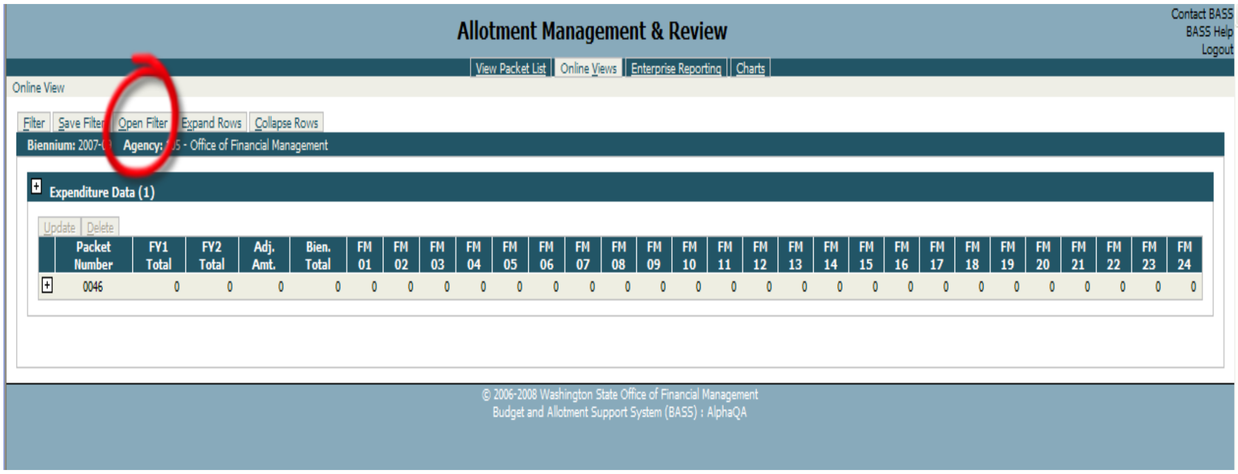
Filters in Online Views can be saved using the Save Filter function on the Online Views screen. Previously saved filters can be viewed by using the Open Filter function.

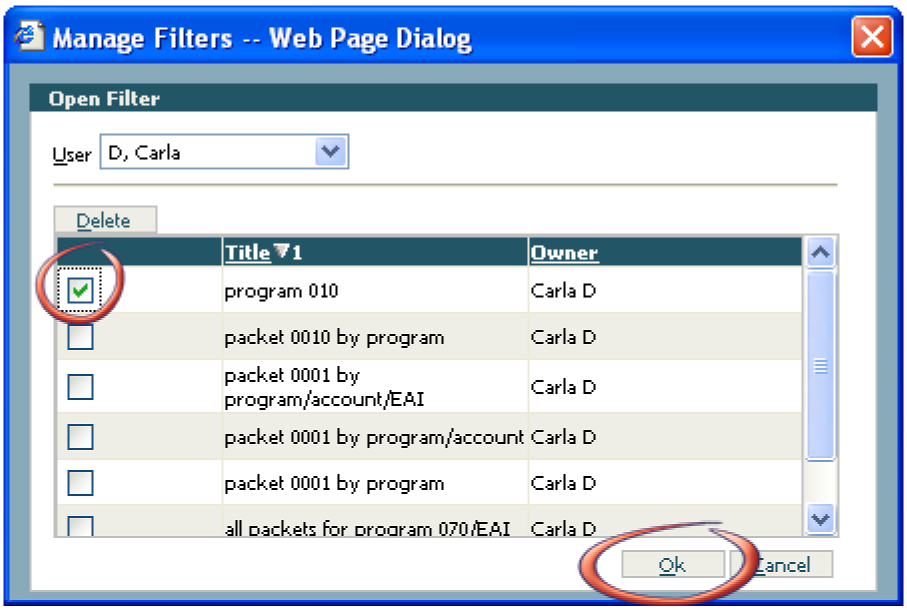
1. To **save** a filter, first create a filter in **Online Views**. Once you hit Ok for the filter and the data is displayed select the **Save Filter** tab and the following dialog box appears. Give the filter a **Title** and press the **Ok** button. Your filter is now saved.





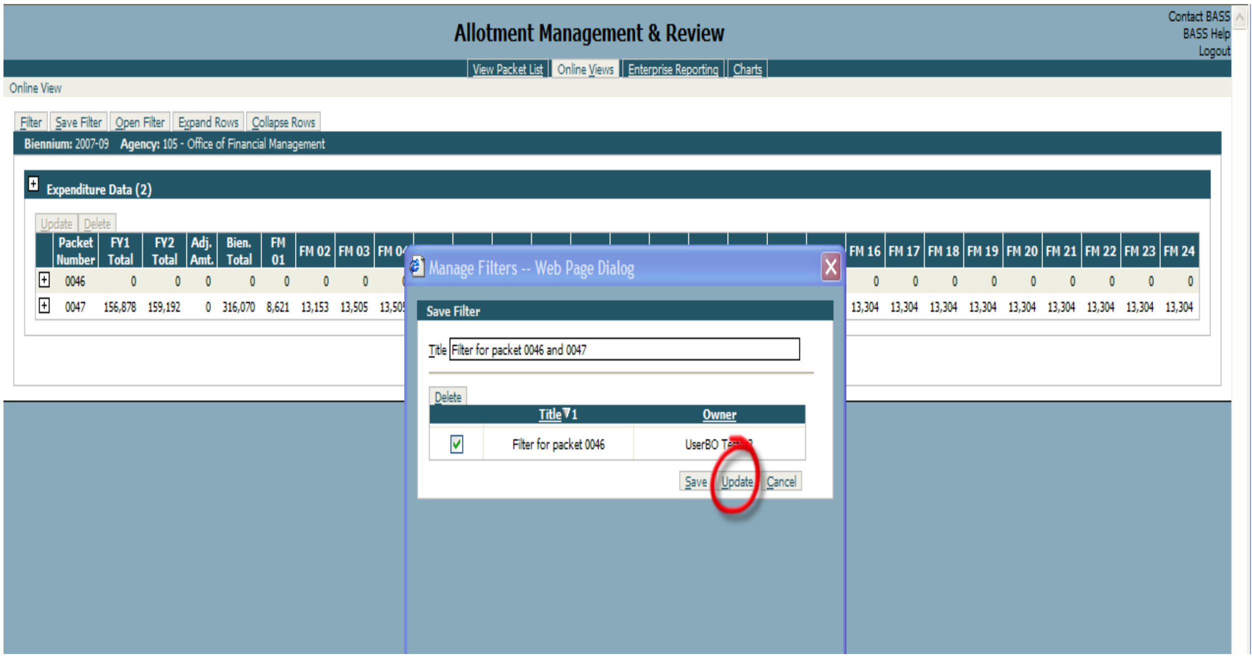
2. To **open** a saved filter, first select the **Open Filter** tab and the following dialog box appears. Select the saved filter and press the **Ok** button and your saved filter will appear.



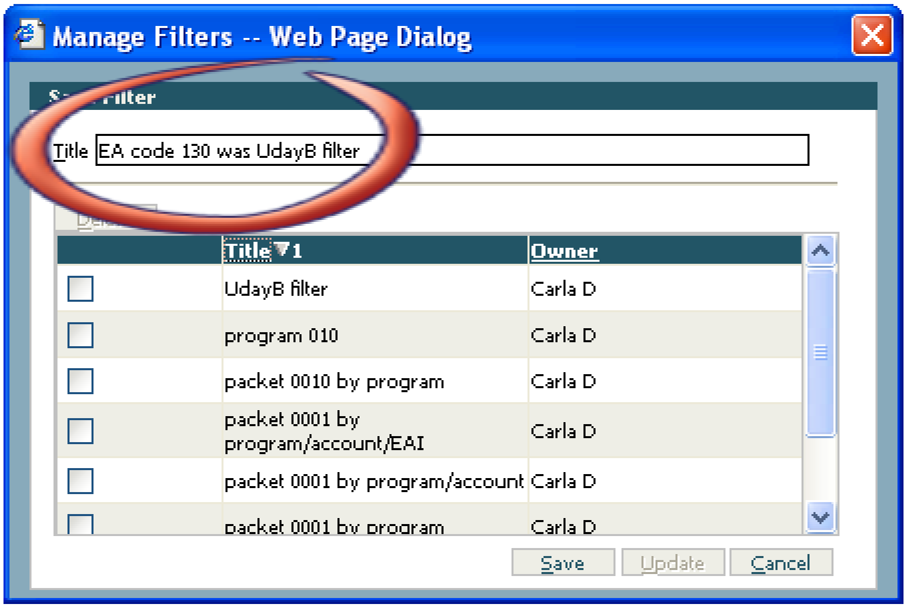


3. To update a saved filter, first select the **Open Filter** tab, then select the saved filter you wish to update and press the **Ok** button and your saved filter will appear. Then select the **Filter** tab to make your changes and click **Ok**.

4. Then select the original filter from the **Save Filter** tab and click **Update**. This will update the saved filter with the changes just made.



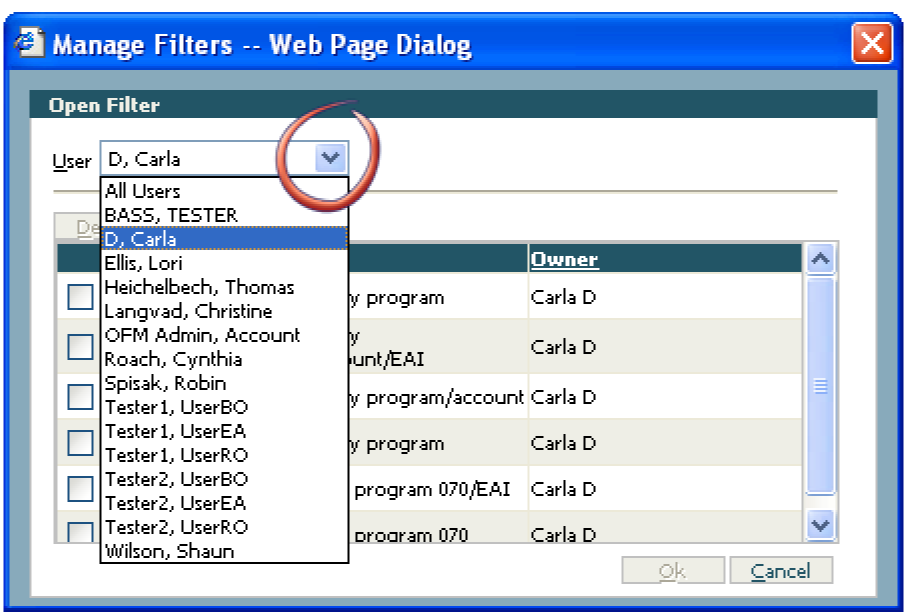
5. To update a saved filter and save it as another filter, first select the **Open Filter** tab and **select** the saved filter you wish to update and press the **Ok** button and your saved filter will appear. Click the **Filter** tab to bring up the filter criteria. Make your changes and click **Save Filter**, then give it a new title and click **Save**. You now have a new filter.

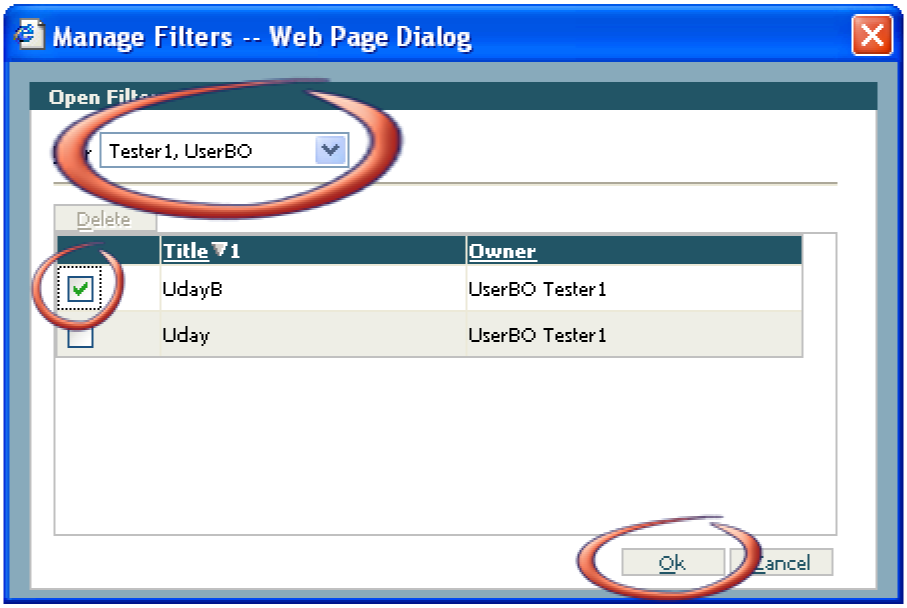


Lesson 11, Task 3 – Opening Online View Filters

Online Views previously Saved by other users can also be viewed.

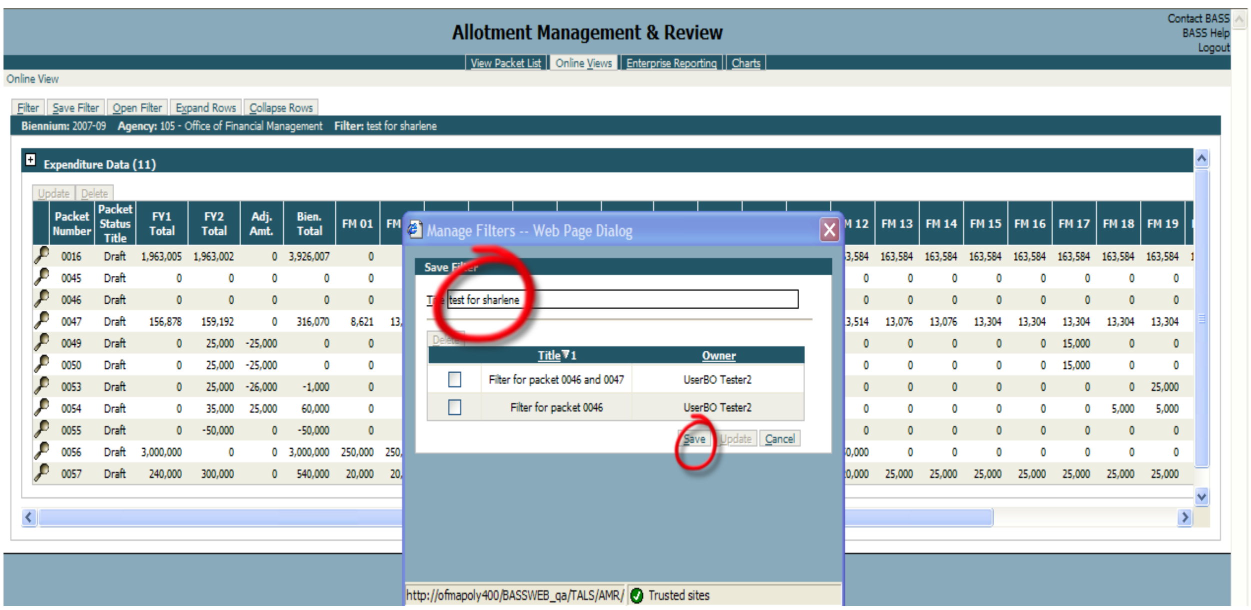
1. After selecting **Open Filter,** use the dropdown arrow to select another user and a list of their saved filters will appear. Select a filter and click **OK**.



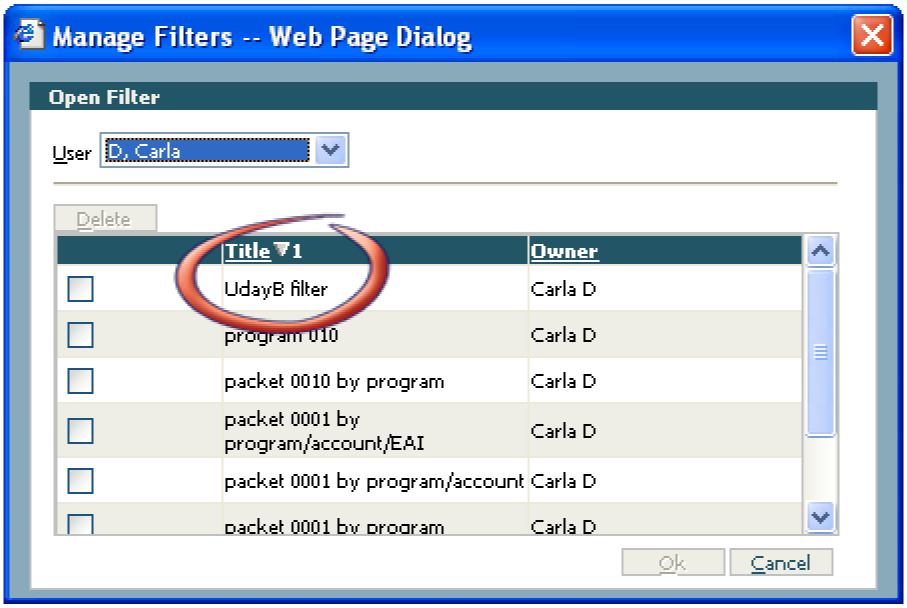


You may also update another users saved filter and save it as your own.

2. When another users filter is displayed select **Save Filter**, give the filter a title and click **Save**.



Note: The filter will also be saved under your name.



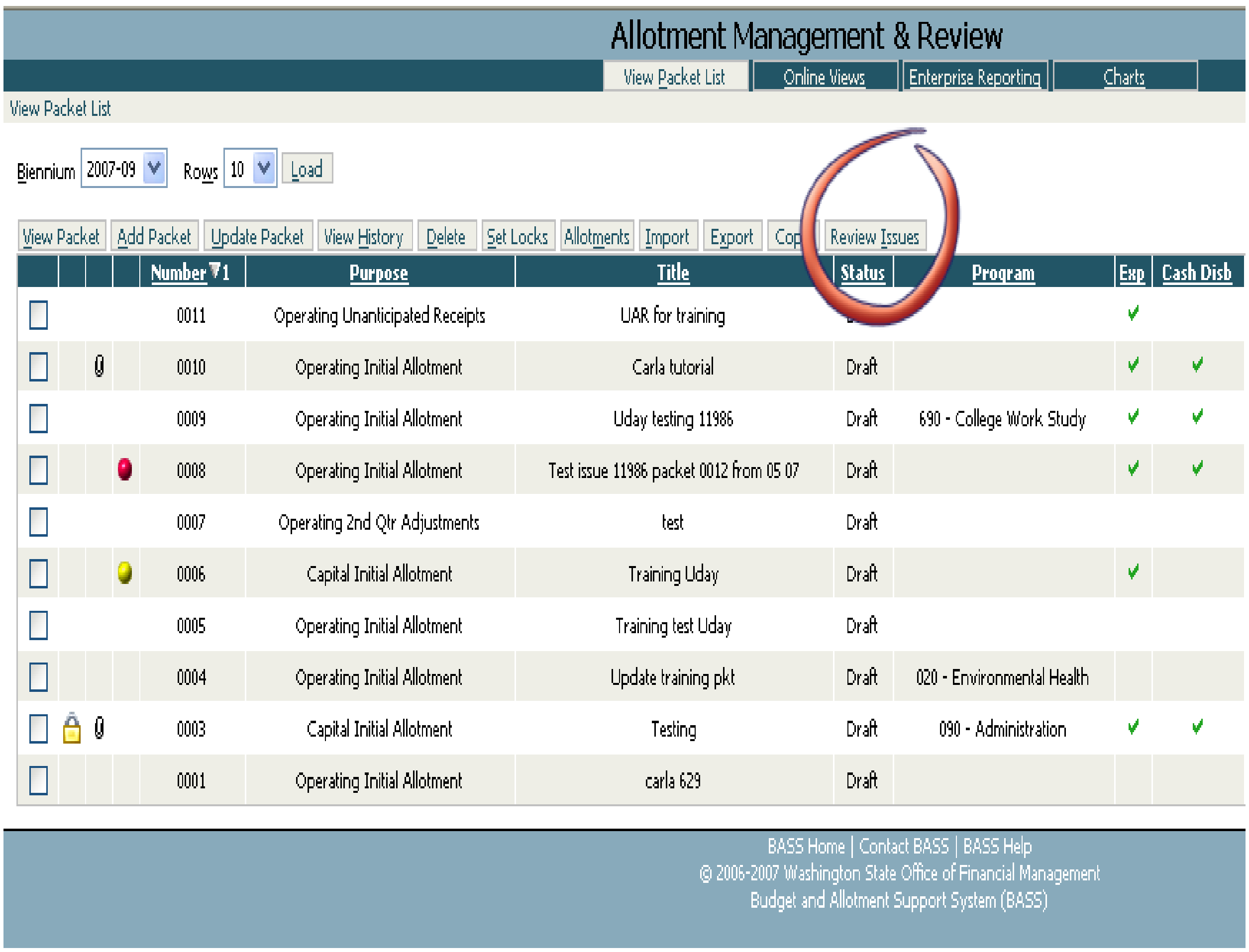
TO DO - Hands on: Practice saving and opening filters.

LESSON 12 – REVIEW ISSUES

Lesson 12, Task 1 – Creating and Responding to Review Issues

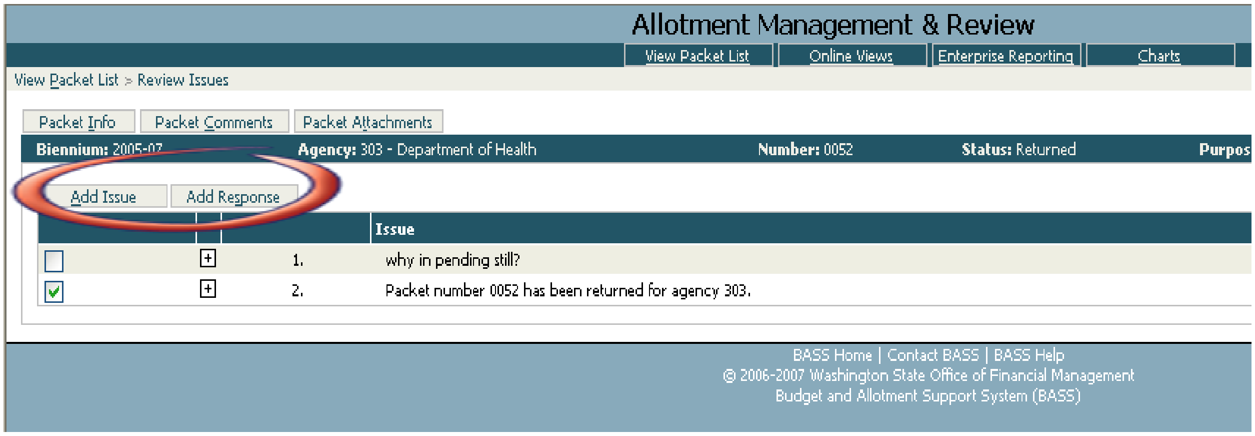
Review Issues is the part of the system that facilitates communication between OFM budget analysts and agency analysts as errors, problems, or concerns arise, or just when further clarification is needed. It provides a means where either the OFM budget analyst or the agency analyst can create issues about a packet and carry on a threaded conversation about an issue, to include attachments and online view links as necessary.

1. Go to **View Packet List** and choose a packet and click the **Review Issues** tab. 🕮 *Note: Issues and responses can only be added to packets in review and returned status. Issues and responses can be viewed, but not changed in packets with approved status.*

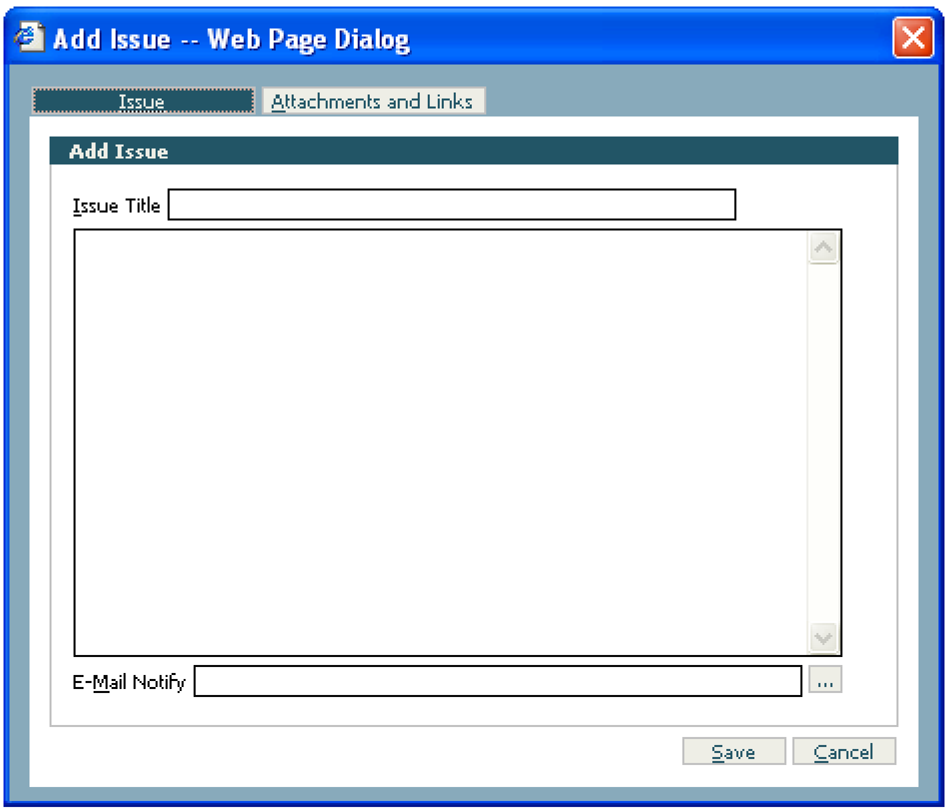


In the **Review Issues** tab you may add an issue or response.

- **Add Issue –** is used to add a new issue.
- **Add Response –** is where you would respond to an existing issue.



2. To add an issue Select the **Add Issue** tab and the following dialog box will appear:



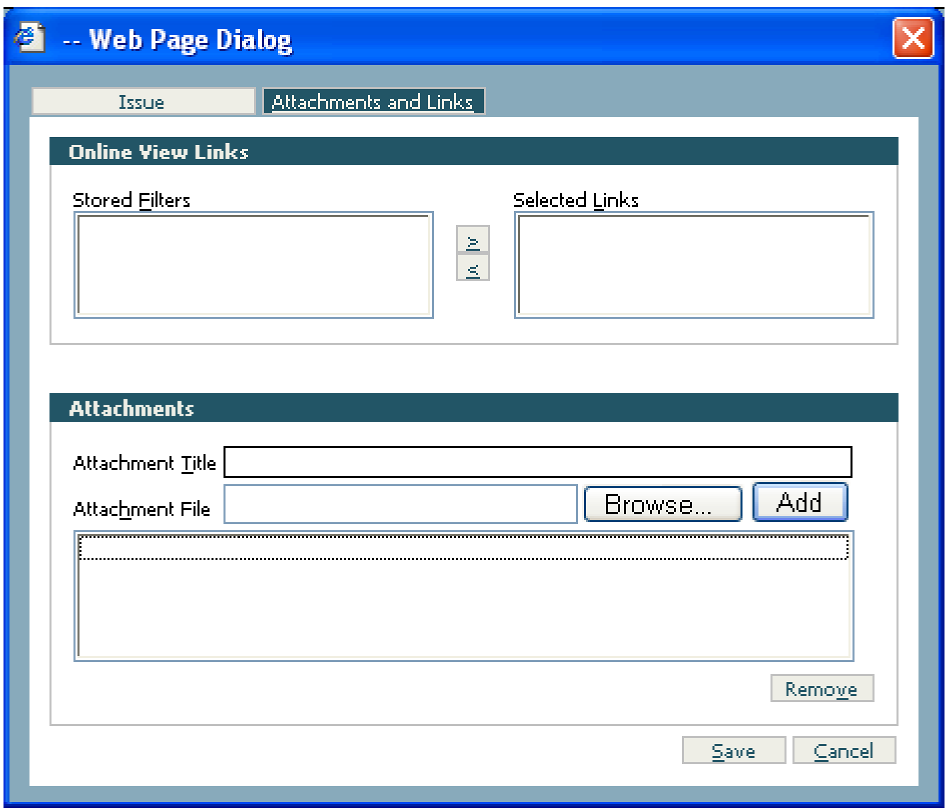
3. Describe the issue in the body of the dialog box.

4. Give the issue a **title** that easily identifies it. 🕮 *Note: The title is displayed on the review issues screen. The body of the issue can only be seen when you expand the issue by selecting the "+".*

5. Select who you want notified in the **E-Mail Notify** box. 🕮 *Note: For a dropdown list select the "…".*

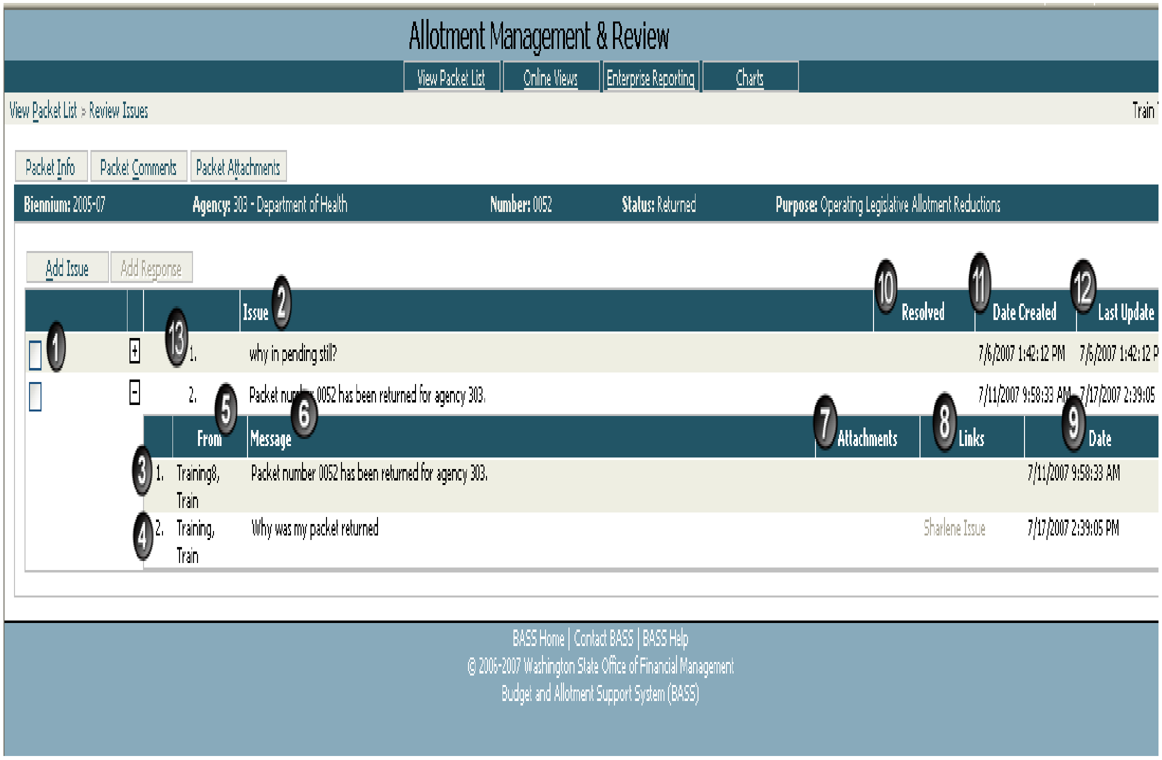
6. To add an **Online View Link** to your new issue, click the **Attachments and Links** tab. Your previously saved Online Views will be displayed in the **Stored Filters** box. You may choose one or more Stored Filters to be displayed along with your Issue. Simply highlight your selection and click the right-handed directional arrow to move the items to the **Selected Links** box. 🕮 *Note: you can remove Online Views links from the Selected Links box by highlighting the link and clicking on the left-handed directional arrow.*

7. To add an **Attachment**, click the **Attachments and Links** tab. Select the **Browse** button to locate the file, click the **Add** button. 🕮 *Note: You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the File name.* 🕮 *Note: Attachments can be Word, Excel, or PDF formats, and are limited in size to 3MB.*



8. When finished select the **Save** button.

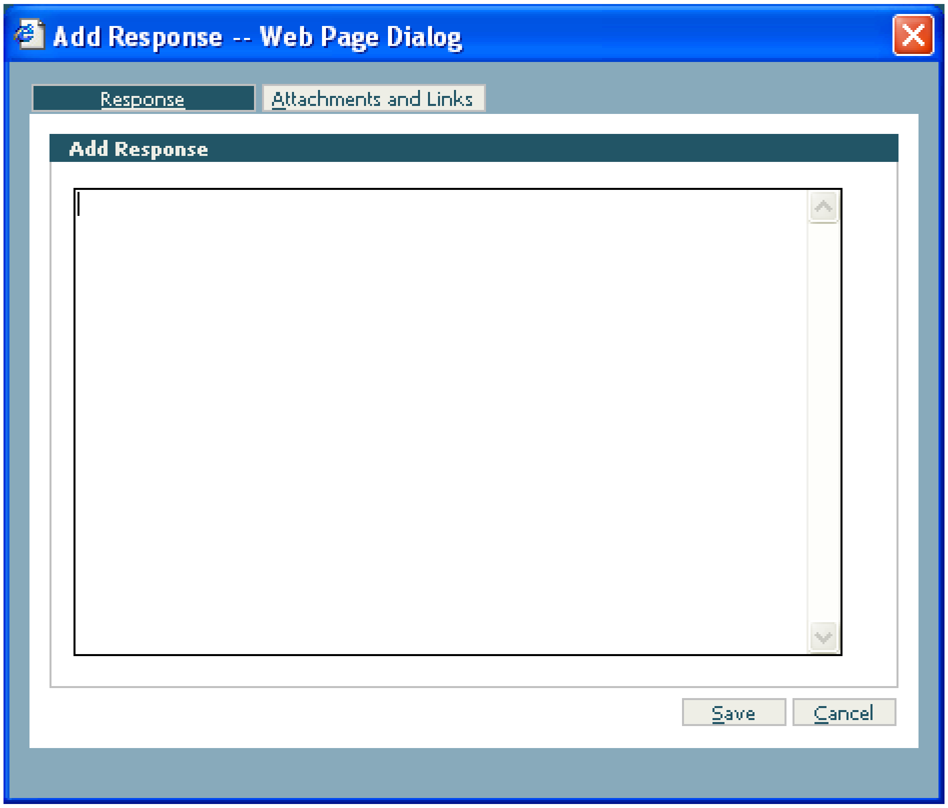
The following screen shot details the fields available from Review Issues:



1. A blank check box related to issue number 1. To add a response to the issue, you must check here and click the Add Response tab.
2. Issue title.
3. Body/Description of issue number 2 (only displayed when expand the issue).
4. Response to issue number 2 (each additional response will be listed in order of response).
5. From tells you who generated the issue or response.
6. Message displays the written body/description of the issue or response.
7. Attachments will show as a link (it will display the title given or default to the file name if no title is given).
8. Links will show as a link if online view links were chosen.
9. Date displays the date and time the issue or response was created.
10. Resolved will show a check mark once your OFM budget analyst has considered and checked off the issue as resolved.
11. Date created is the original date the issue was created.
12. Last Update shows the last date of an issue/response related to the issue.
13. Issue number 1.

Lesson 12, Task 2 – Responding to an Issue

1. To respond to an issue select an issue and the **Add Response** tab and the following dialog box will appear:



Enter your response. You may also add attachments and links by selecting the **Attachments and Links** tab. This is the same dialog box that is used in the previous lesson when adding an issue. When finished select the **Save** button.

TO DO - Hands on: Practice adding Issues and attachment

LESSON 13 – PRE-RELEASE EDIT CHECK

Lesson 13, Task 1 – AMR Pre-release Edit Checks

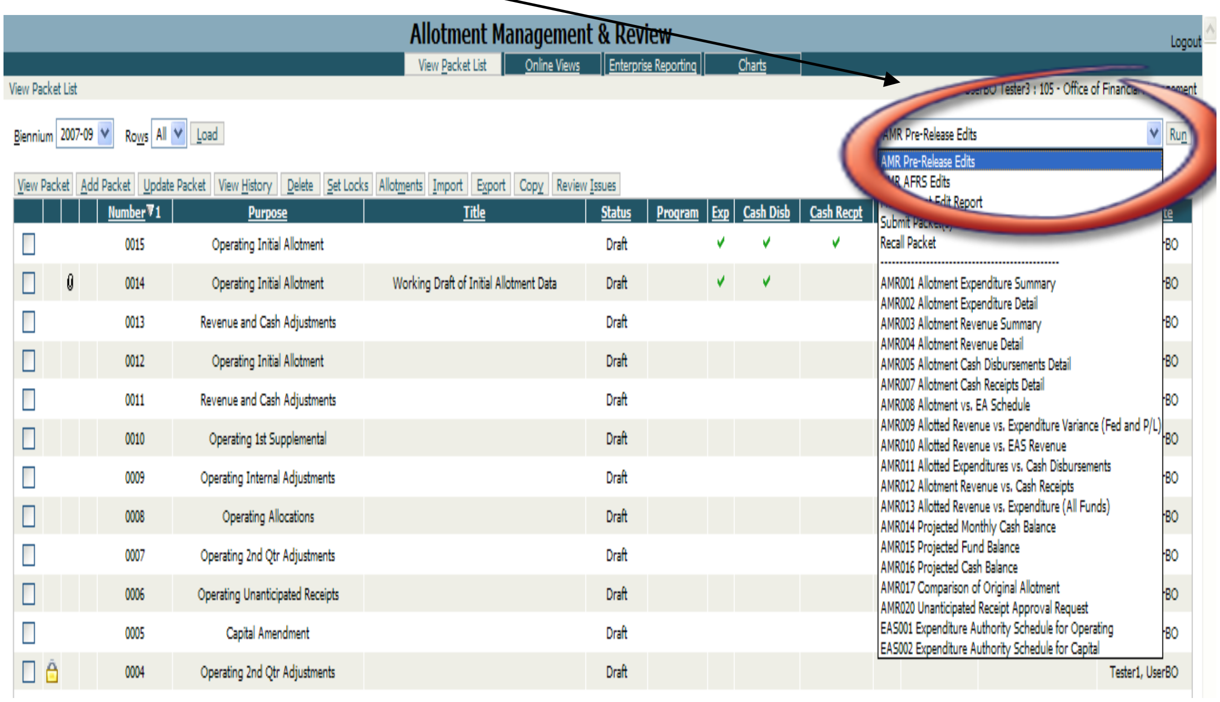
TALS- AMR has a full range of edit checks that ensures the allotment meets all required standards and alerts agencies to other anomalies that may warrant a note to OFM. For many of the edits resulting in errors, the edit check will provide the user with a link to the data elements that are causing the error to facilitate review and corrections. From the View Packet List you can run the AMR Pre-Release Edit Report, which is located in the upper right hand corner of the screen.

🕮 *Note: You can select one or more packets to run the AMR Pre-Release Edits.* 🕮 *Note: There are three types of edits; critical, warnings and informational edits. A number of the warning errors will prompt the user to provide an explanation in the packet for OFM about a particular pattern or condition in the allotments. OFM will be able to see these warning messages as well and will be looking for those comments. Your packet may be returned if the requested information is not provided.*

🕮 *Note*: *There are a couple of edit checks that compares allotments to actuals. This edit check is* ***only performed on an Operating Initial packet*** *purpose type when the* ***Operating Initial packet*** *allotments deviate more than 10% from the historical actuals. When allotments deviate more than 10%, a warning message will display on the AMR Pre-Release report. Also included in this warning message is a link to a chart that will display the comparison.*

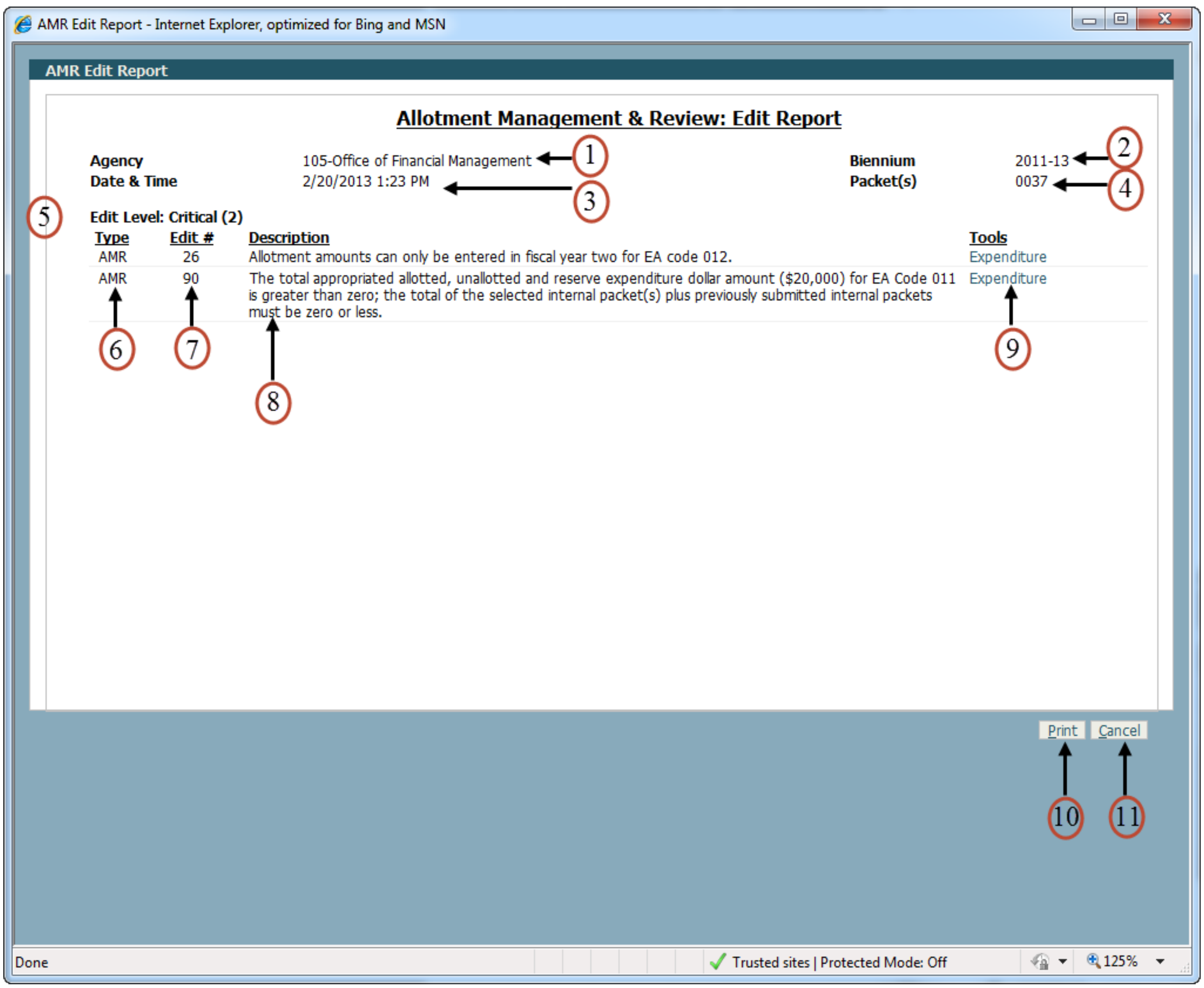
1. Select a packet or packets from the View Packet List screen. In the right hand corner of the screen, select **AMR Pre-Release Edits** in the drop down, then select **Run**.

AMR Pre-Release Edits

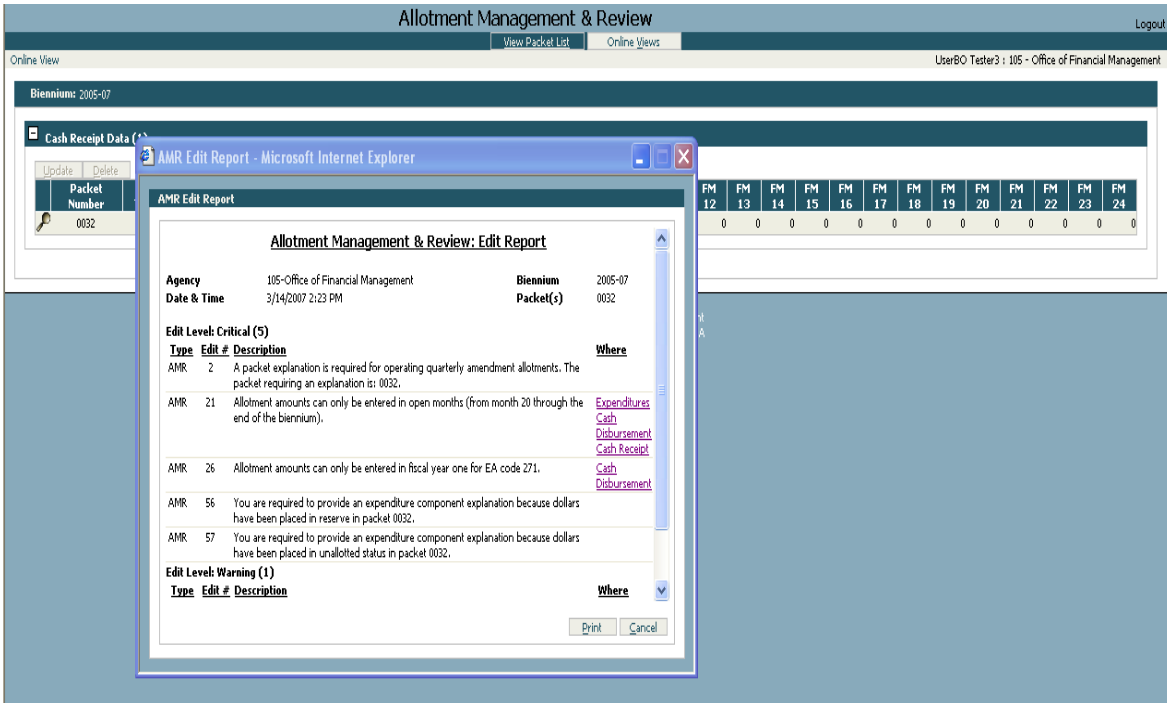


2. The AMR Edit Report will open if there are errors. The following items are viewable on this report:

1. Agency—displays Agency number and name
2. Biennium—displays biennium your packets are associated with
3. Date and Time—displays current date & time report was ran
4. Packet(s)—displays packet number(s)
5. Edit Level: Critical, Warning and Informational—displays all errors in sections in this order
6. Type—AMR or AFRS
7. Edit #--displays number, see Appendix 4 for complete listing of errors
8. Description—displays written information to the nature of the error
9. Where—Links to Online Views to take you to the error 🕮 *Note: The system won't always provide a link depending on the type of error produced*
10. Print—allows you to print the report
11. Cancel—takes you back to the view packet list



3. Select the **Online Views** link—the link in the Where column. 🕮 *Note: Online views will appear behind the AMR edit report so you can minimize or cancel the report (recommend minimizing if more than one error) or click on the online views in the background and the error report will automatically be minimized.*



🕮 *Note: Selecting the online views link from the AMR Edit Report will take you to the data that caused the error in online views. To fix the error you must evaluate if the change needed is to the allotment information or if another action must be taken. For example, if the error says "the program index XXXXX does not exist in AFRS", the fix may be setting it up in AFRS not changing it in TALS AMR.*

🕮 *Note: Going to online views through the AMR Pre-Release edit takes you to the data that caused the error only. However, when coming to online views through AMR Pre-Release Edits, you do not have the option to change your online views filter.*

4. Try fixing an error: Select the magnifying glass and expand the grid to the level of detail where the error occurs. Select the coding structure check box and click **Update**. Change the amount and select **Save,** and then **Cancel** to close Update dialog box.

🕮 *Note: For more information regarding the edits, see appendix 4 – Pre-Release Edits, which identifies the Edit #, Edit Type (Critical, Warning or Informational), and Description (and in some cases gives more detail about the edit than the Pre-Release Edit report does).*

5. Select the View Packet List breadcrumb at the top of the screen to return to the View Packet List screen.

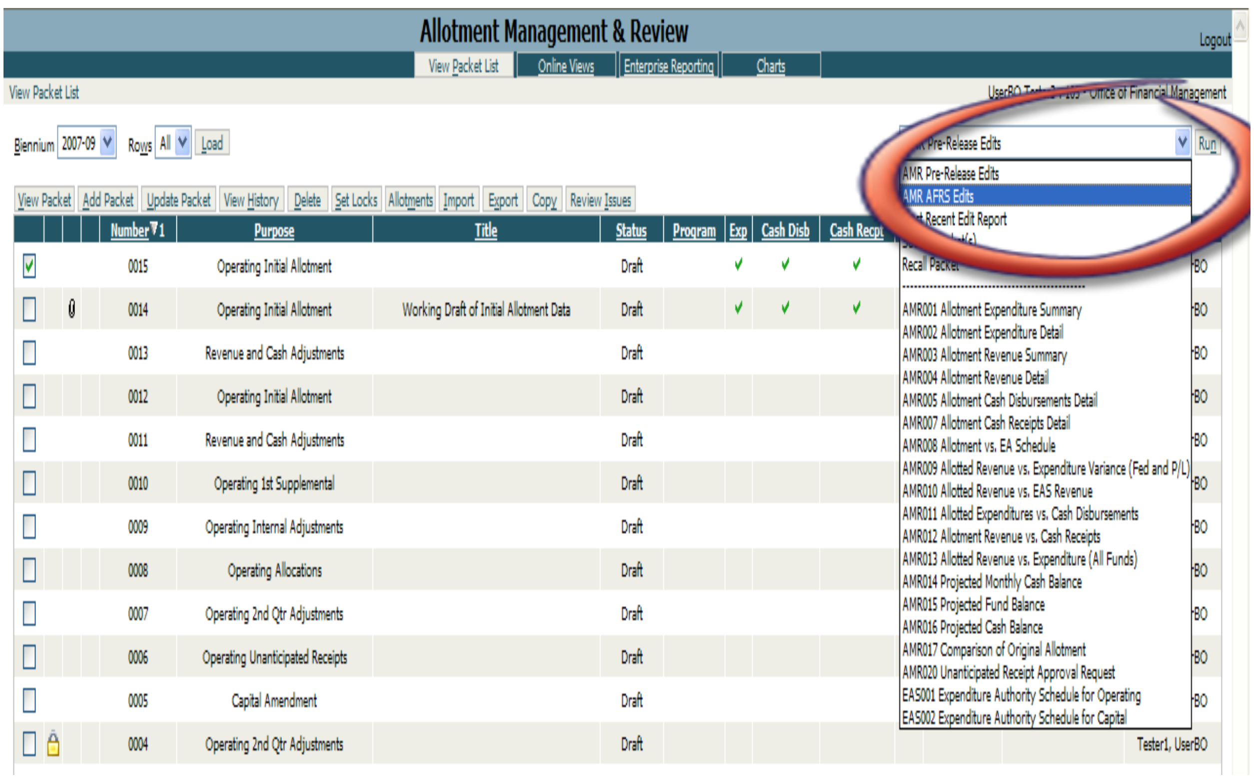
TO DO – Hands on: Practice correcting pre-release edit errors.

Lesson 13, Task 2 – AMR AFRS Edit Checks

After you have run your AMR Pre-Release Edit checks, corrected all critical errors, and made the necessary changes for warning messages, the next step is to run your AMR AFRS Edit checks.

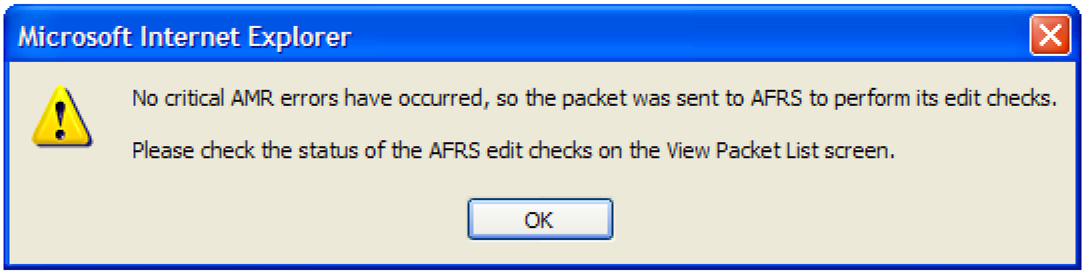
🕮 *Note: The AFRS Edit checks will take a while to run (approximately 15 minutes).* 🕮 *Note: You can select one or more packets to run the AMR AFRS Edits.* 🕮 *Note: Another option if you believe your packet is ready to submit to OFM, is to skip the AFRS Edit checks and instead select the Submit Packet(s). This option will run both the Pre-Release edit checks and the AFRS Edit check, if there are critical errors for either the Pre-Release or AFRS, the packet will not be submitted and an edit report will be available. If the packet was not submitted due to an error, check the Most Recent Edit Report to view the error.*

1. Select a packet from the View Packet List screen that has passed all the Pre-Release critical errors. In the right hand corner of the screen, select **AMR AFRS Edits** in the drop down, then select **Run**.

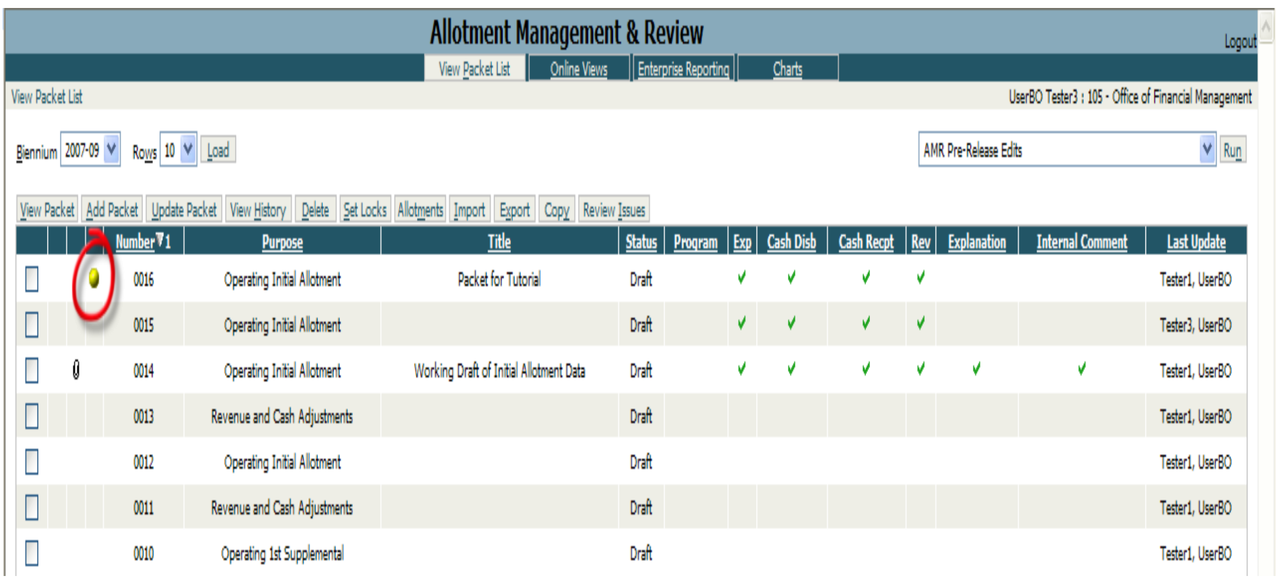


2. If there are no critical AMR Pre-Release errors, you will receive this message. Click **OK.**

🕮 *Note: If there are critical AMR Pre-Release errors, you must correct the critical AMR Pre-Release errors before the AFRS Edit check will run.*



📖 *Note: Once the Run button is selected a* ***Traffic Light Indicator*** *will appear in the row of the selected packet(s). When performing an AFRS edit check you will get a yellow traffic light while it is running through the edit checks. It will remain yellow until AFRS edit checks has finished. You will receive an e-mail indicating whether AFRS has passed or you have errors.* 📖 *Note: You will need to refresh the screen; this can be accomplished by clicking on the View Packet List tab at the top of the page or the Rows Load button. If the packet has passed the AFRS edit checks, when you refresh your screen the traffic light will disappear. If AFRS edit checks has failed you will receive a red traffic light.*



📖 *Note: If you receive a red traffic light, this means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the AMR AFRS Edit report is run again.*
📖 *Note: The AFRS error messages may be difficult to understand what needs to be corrected in order to fix the error. If you have questions, contact the DES Solutions Center.*

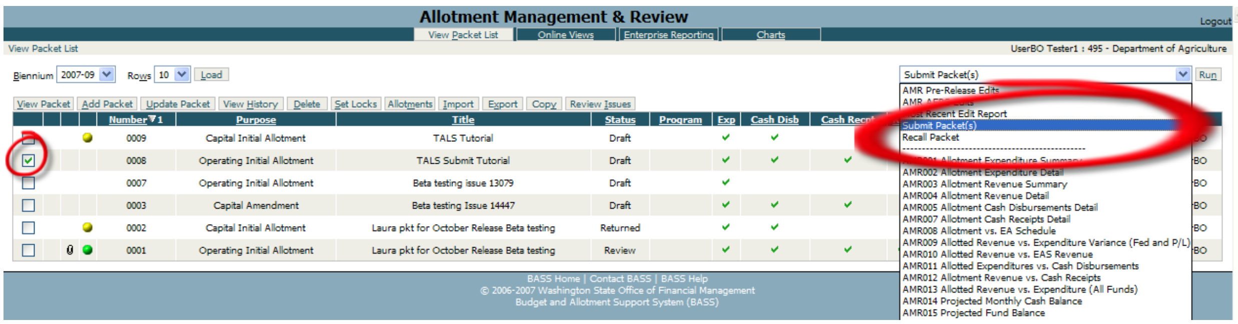
📖 *Note: If your packet has failed the AFRS edits check, you will receive an email message. The message will state the following: The AFRS edit checks have been completed and errors have been found. Please view the "Most Recent Edit Report". The Most Recent Edit Report can be found on the View Packet List screen on the right hand side of the screen. The Most Recent Edit Report will allow you to view the AFRS and AMR edits. Most edits will have a link to Online Views. From Online Views, you will see the data that caused the error.*

Lesson 13, Task 3 – Submit Packet(s)

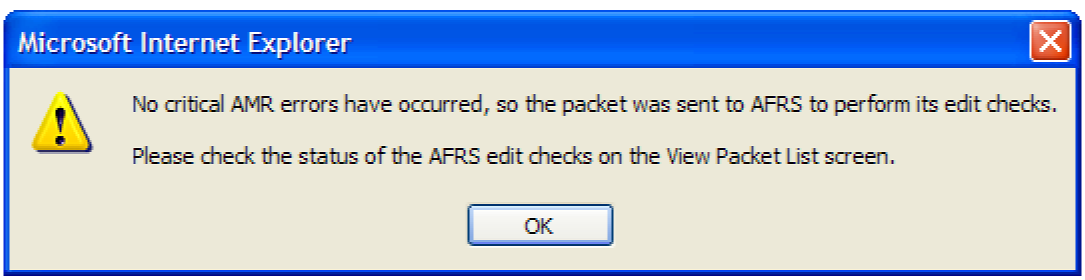
After all critical errors for AFRS and AMR Pre-Release have been corrected the packet can now be submitted to OFM.

📖 *Note: The Submit process will run through both the AMR and AFRS edit checks, which will take a while to run (approximately 15 minutes).* 📖 *Note: You can select one or more packets to run the Submit Packet(s).*

1. Select a packet from the View Packet List screen that has passed all the Pre-Release and AFRS critical errors. In the right hand corner of the screen, select **Submit Packet(s)** in the drop down, then select **Run**.

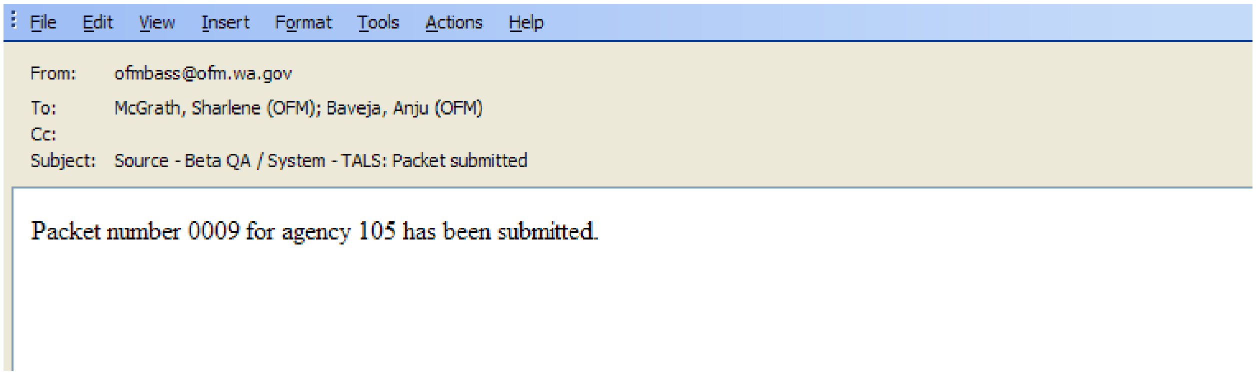


2. If there are no critical AMR errors, you will receive this message. Basically this message is telling you that the AFRS edit check is going to run. Click **OK.**



📖 *Note: Once the Run button is selected a **Traffic Light Indicator** will appear in the row of the selected packet(s). When performing an AFRS edit check you will get a yellow traffic light while it is running through the edit checks, it will remain yellow while running the AFRS edits.* 📖 *Note: After the AFRS edits have run (approximately 15 minutes) you will need to refresh the screen, this can be accomplished by clicking on the View Packet List tab at the top of the page or the Rows Load button.*

3. When the packet is submitted, you will receive the following email message.



File Edit View Insert Format Tools Actions Help

From: ofmbass@ofm.wa.gov
To: McGrath, Sharlene (OFM); Baveja, Anju (OFM)
Cc:
Subject: Source - Beta QA / System - TALS: Packet submitted

Packet number 0009 for agency 105 has been submitted.

4. After the packet is submitted to OFM, the **Traffic Light Indicator** will change from yellow to **green** and the status will change to **Pending.**

🕮 *Note*: *The packet will remain in Pending status until OFM has opened the packet.*

If the Submit has failed the following will happen:

🕮 *Note*: *If you receive a red traffic light, this means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the packet is submitted again.* 🕮 *Note*: *The AFRS error messages may be difficult to understand what needs to be corrected in order to fix the error. If you have questions, contact the DES Solutions Center.*

🕮 *Note*: *If your packet has failed the AFRS edits check; you will also receive the following email message: The AFRS edit checks have been completed and errors have been found. Please view the "Most Recent Edit Report" for more information. The Most Recent Edit Report will allow you to view the AFRS and AMR edits. Most edits will have a link to Online Views. From Online Views, you will see the data that caused the error.*

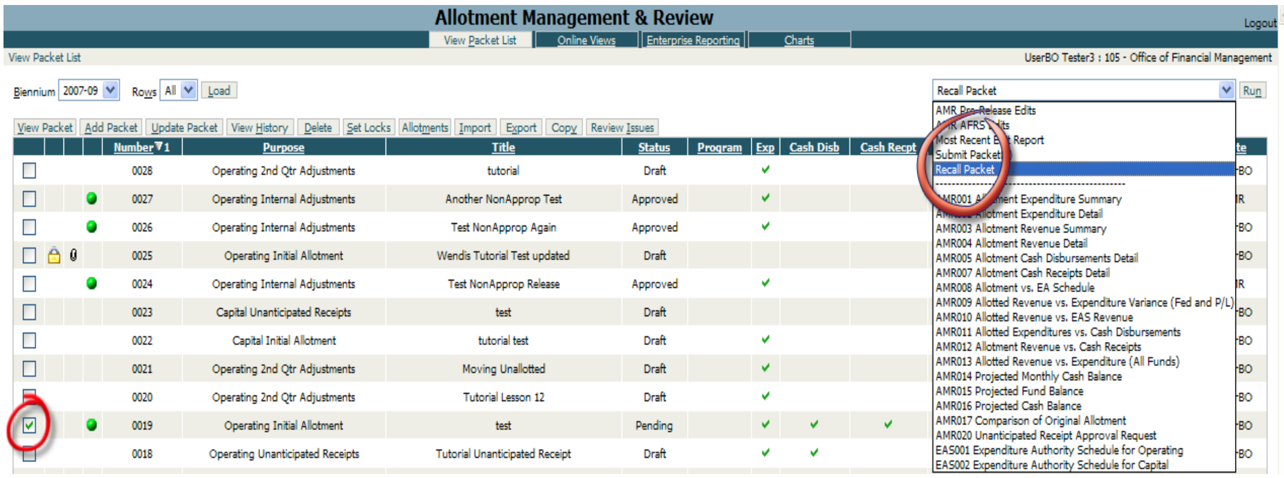
After all critical errors have been fixed; perform steps 1 through 4 again to submit your packet.

Lesson 13, Task 4 – Recall a Packet

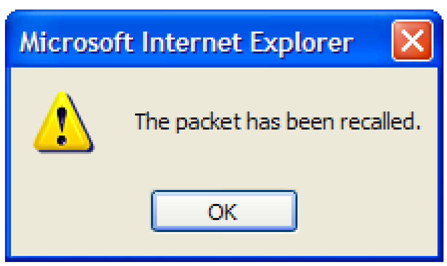
After a packet has been submitted to OFM, you can recall a packet.

📖 Note: *In order for a user to recall a packet, they must be set up with the security to submit a packet.* 📖 Note: *The Recall Packet function can only be performed on a packet in Pending status.* 📖 Note: *Once the packet has been recalled the packet is no longer viewable by OFM.*

1. Select a packet from the View Packet List screen that has been submitted to OFM and is pending status. Select the **Recall Packet** in the drop down, then select **Run**.



📖 Note: *You will receive the following message:*



2. Select **OK** and the packet status will change to draft status.

LESSON 14 – CHART FEATURES

Lesson 14, Task 1 – Viewing Charts

The Charts compare data for allotments and actuals. The Charts tab can be found at the top of the View Packet List screen.

📖 Note: *When selecting the Chart tab and viewing a chart, it is important to know the allotment data is only for packets in Pending, Review and Approved packet status.* 📖 *Note: The Data Type dropdown provides a selection for Operating or Capital packets, and will display accounts that exist in the allotment packets in the Account dropdown.* 📖 Note: *Actual data is from the prior biennium. If there are months that are not closed from the prior biennium, the data included will be prior biennium allotments.*

📖 Note: *Charts can also be found when running a Pre-Release Report for an Operating Initial Allotment packet only. However the only time a chart can be viewed from the Pre-Release Report is if the data in the Operating Initial Allotment packet caused a warning edit. There will be a link to the Chart. The allotment data in this chart does include Draft allotment data from the selected Operating Initial Allotment packet.*

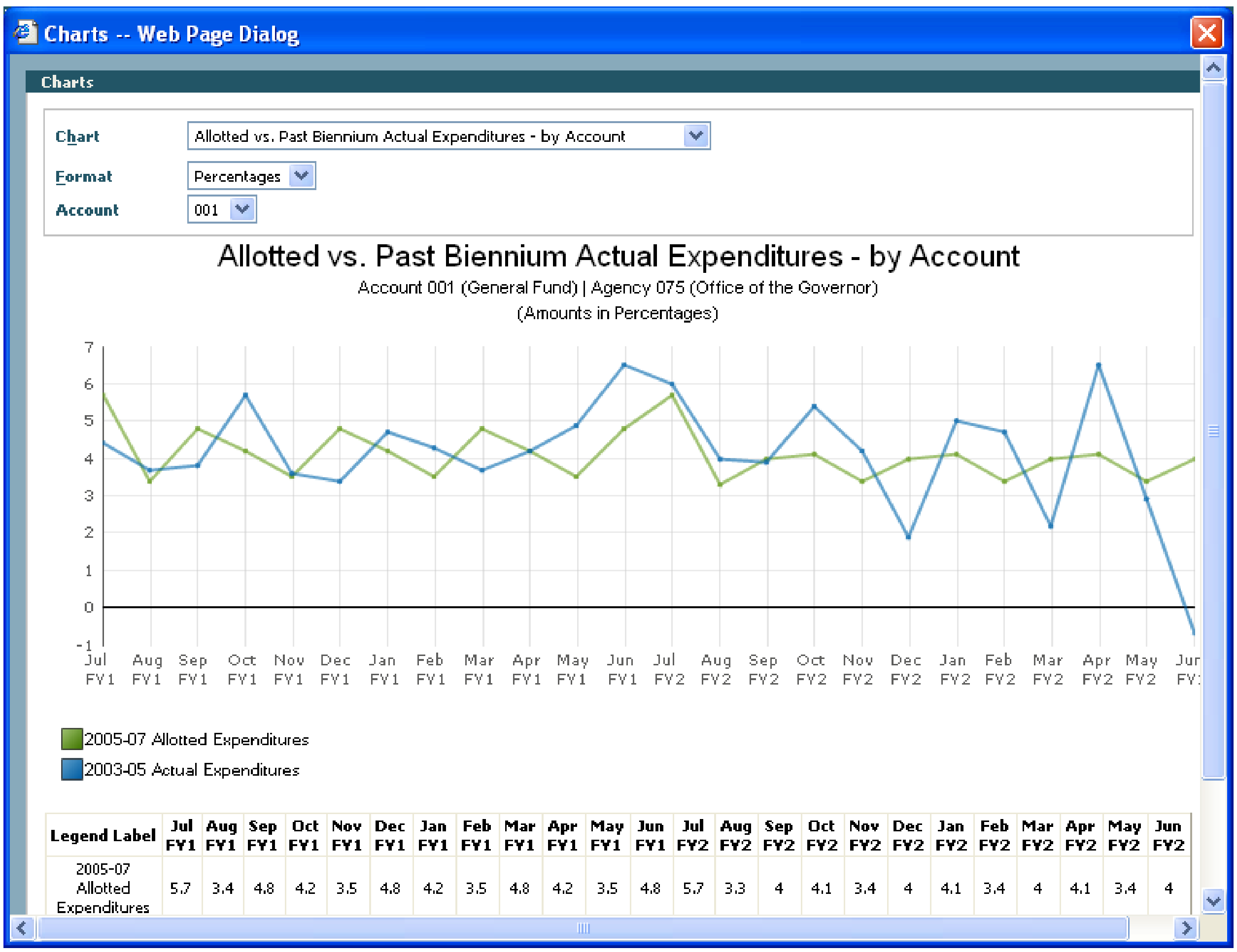
From the **Charts** tab you may view the following charts:

1. **Allotted vs. Past Biennium Actual Expenditures-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the Data Type packet selection you are viewing.
2. **Allotted vs. Past Biennium Actual Cash Disbursements-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the Data Type packet selection you are viewing.
3. **Allotted vs. Past Biennium Actual Cash Receipts-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the Data Type packet selection you are viewing.
4. **Allotted vs. Past Biennium Actual Revenue-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the Data Type packet selection you are viewing.
5. **Allotted vs. Past Biennium Actual Expenditures-by Object** — you have the choice of Data Type packet selection to display the information by percentages or dollars and fiscal period.
6. **Allotted vs. Past Biennium Actual Expenditures-by Program** — you have the choice of Data Type packet selection to display the information by percentages or dollars and fiscal period.
7. **Allotment vs. Actual Current Biennium Activity – By Account –** you have the choice of Data Type packet selection to display Cash or GAAP data.

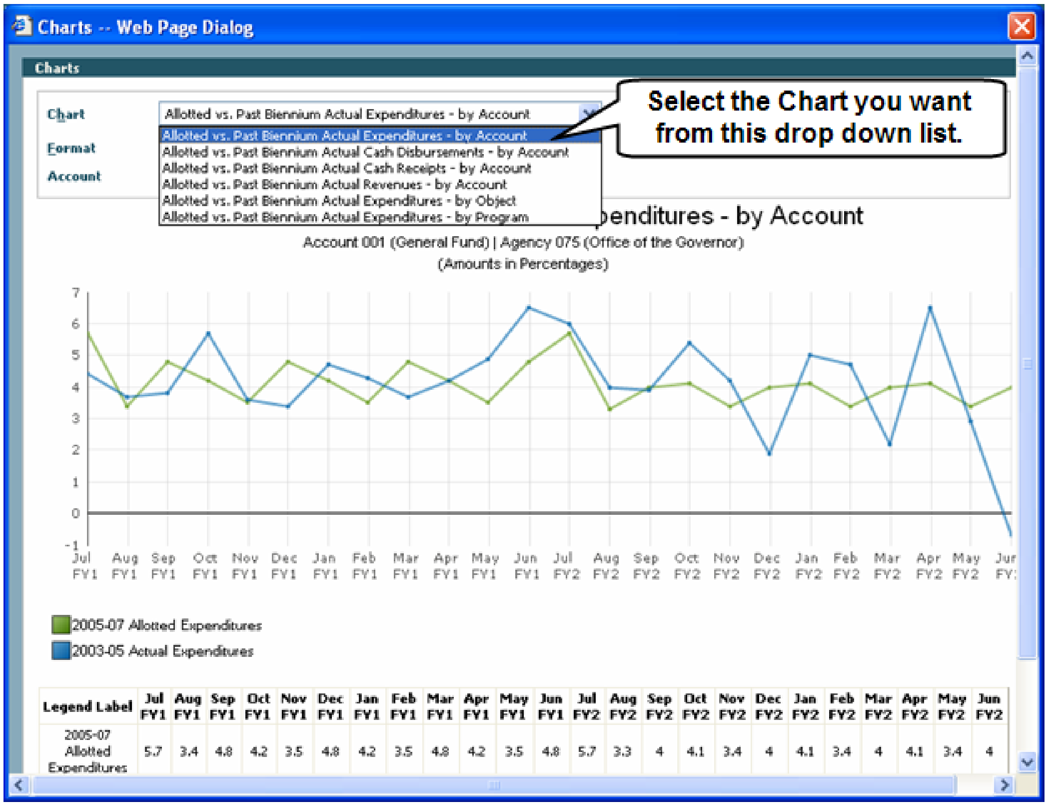
- The system will run a biennial projection for an account.
- There will be a beginning balance; the actual information will be based on transactions posted in AFRS, unclosed AFRS months will be provided from the allotments in TALS-AMR. The allotment data will contain only official packets and will include operating and capital allotment data. Users will have the option to include allotment packets that are in Pending and Review statuses.
- The chart will display the projected account balance for the entire account (all agencies). The user can export the chart; the exported chart will show the detail for the account by agency.
- The user will have the ability to export the data. The data will export into a text file. The user will have the ability to open the text file using "Text Wizard". See Lesson 8, task 1 for more information on using the "Text Wizard".

1. To view a chart select the **Charts** tab.

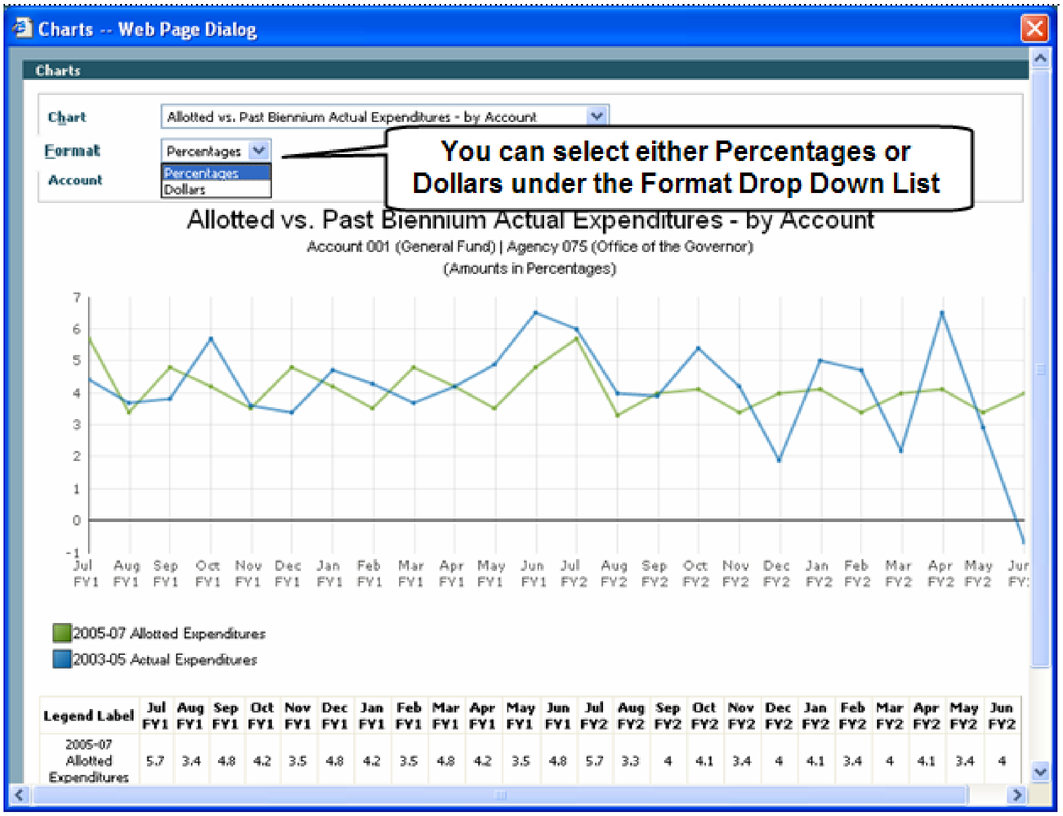
📖 *Note*: *By default the first chart that is viewable is Allotted vs. Past Biennium Actual Expenditures-by Account.*



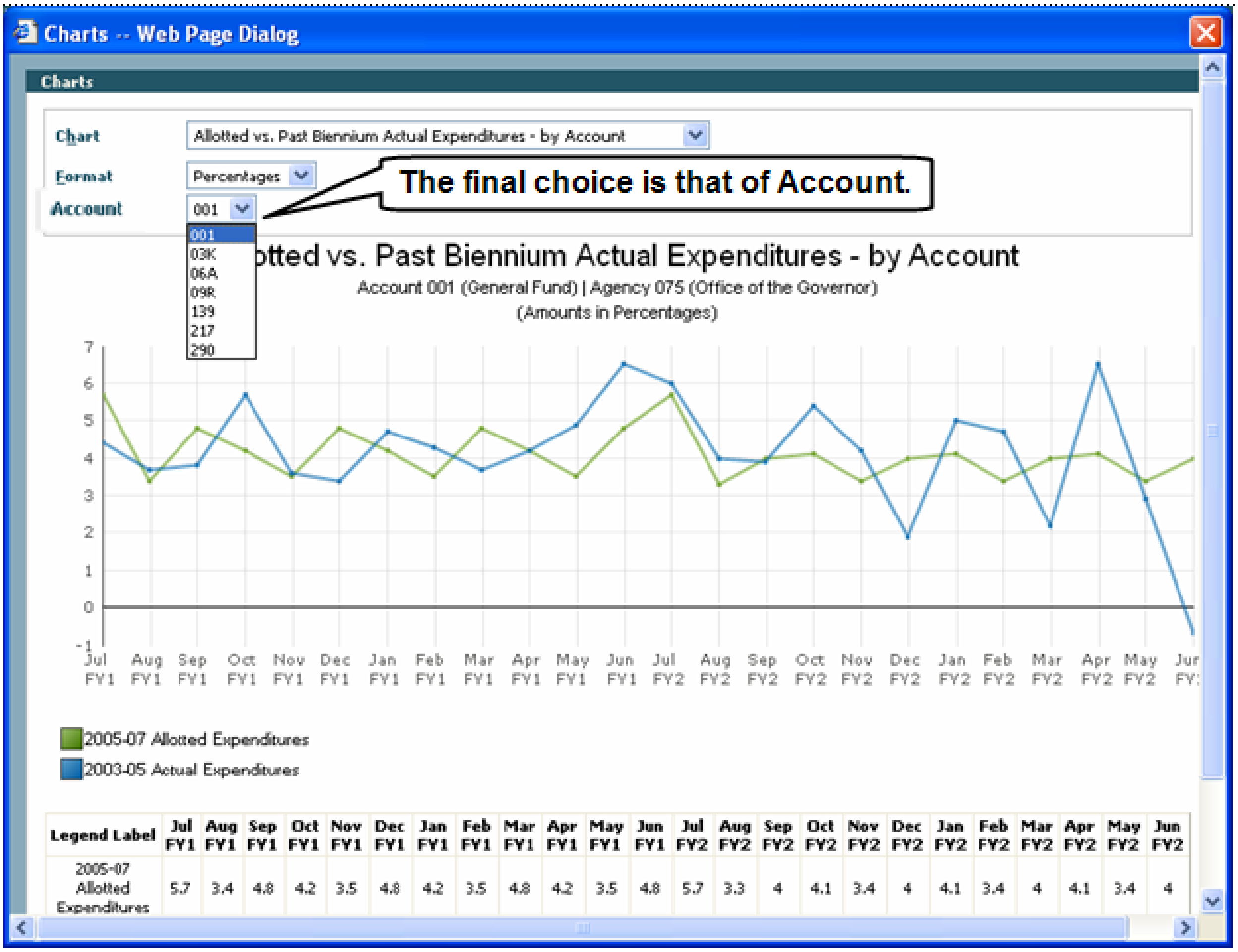
2. To view another chart, select the **chart** from the dropdown arrow at the top of the dialog page.



3. Select the **Format** you'd like to view – Percentages or Dollars
📖 *Note*: *By default the Format is Percentages.*

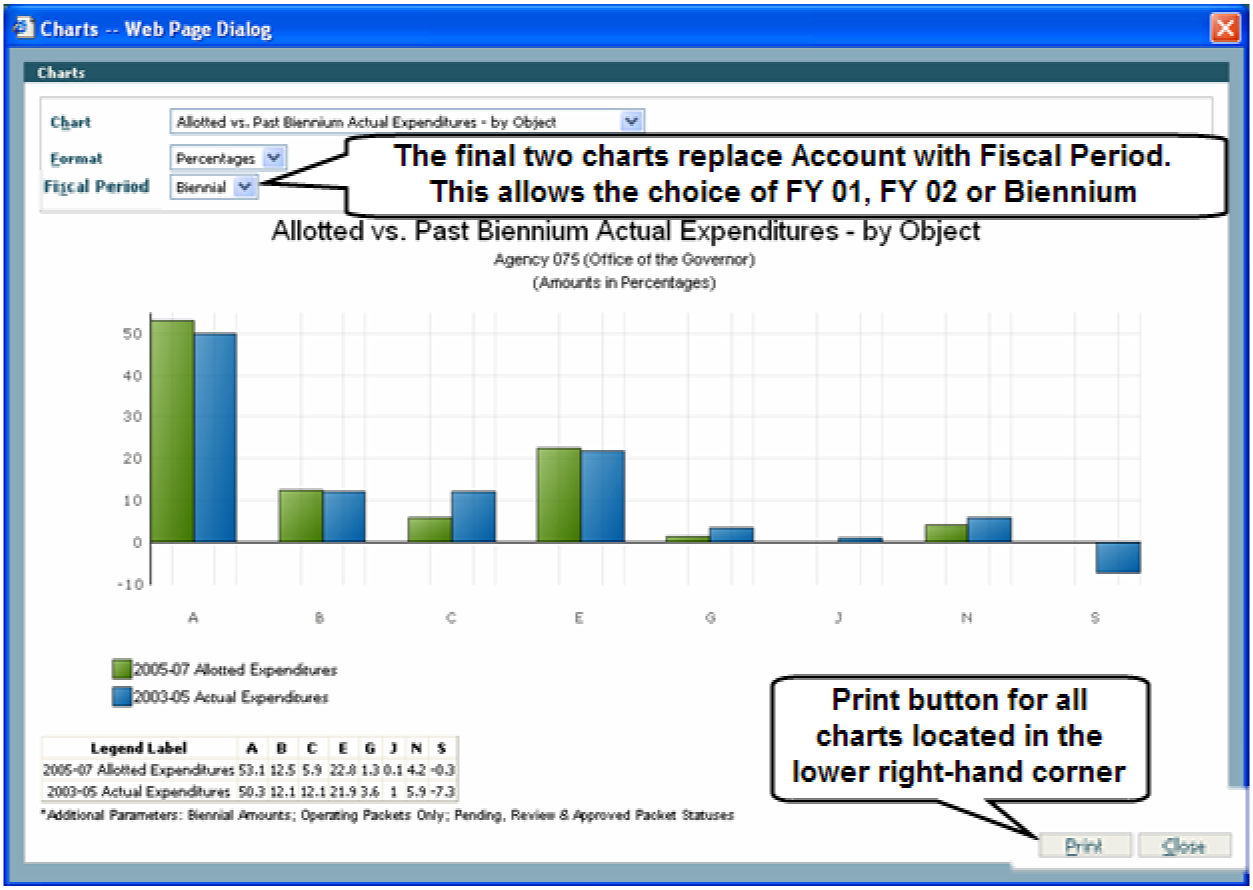


4. The first four charts have another selection choice of Account – select the **account** you want to view. 🕮 Note: *The account choices will be the accounts for Operating data only and in Pending, Review and Approved Statuses.*



Legend Label	Jul FY1	Aug FY1	Sep FY1	Oct FY1	Nov FY1	Dec FY1	Jan FY1	Feb FY1	Mar FY1	Apr FY1	May FY1	Jun FY1	Jul FY2	Aug FY2	Sep FY2	Oct FY2	Nov FY2	Dec FY2	Jan FY2	Feb FY2	Mar FY2	Apr FY2	May FY2	Jun FY2
2005-07 Allotted Expenditures	5.7	3.4	4.8	4.2	3.5	4.8	4.2	3.5	4.8	4.2	3.5	4.8	5.7	3.3	4	4.1	3.4	4	4.1	3.4	4	4.1	3.4	4

5. The remaining two charts have another selection choice of Fiscal Period – select the entire biennium, or one fiscal year. 🕮 *Note: FY1 compares the first fiscal year of allotments to the first fiscal year of expenditures from the past biennium. FY2 compares the second fiscal year of allotments to the second fiscal year of expenditures from the past biennium.*



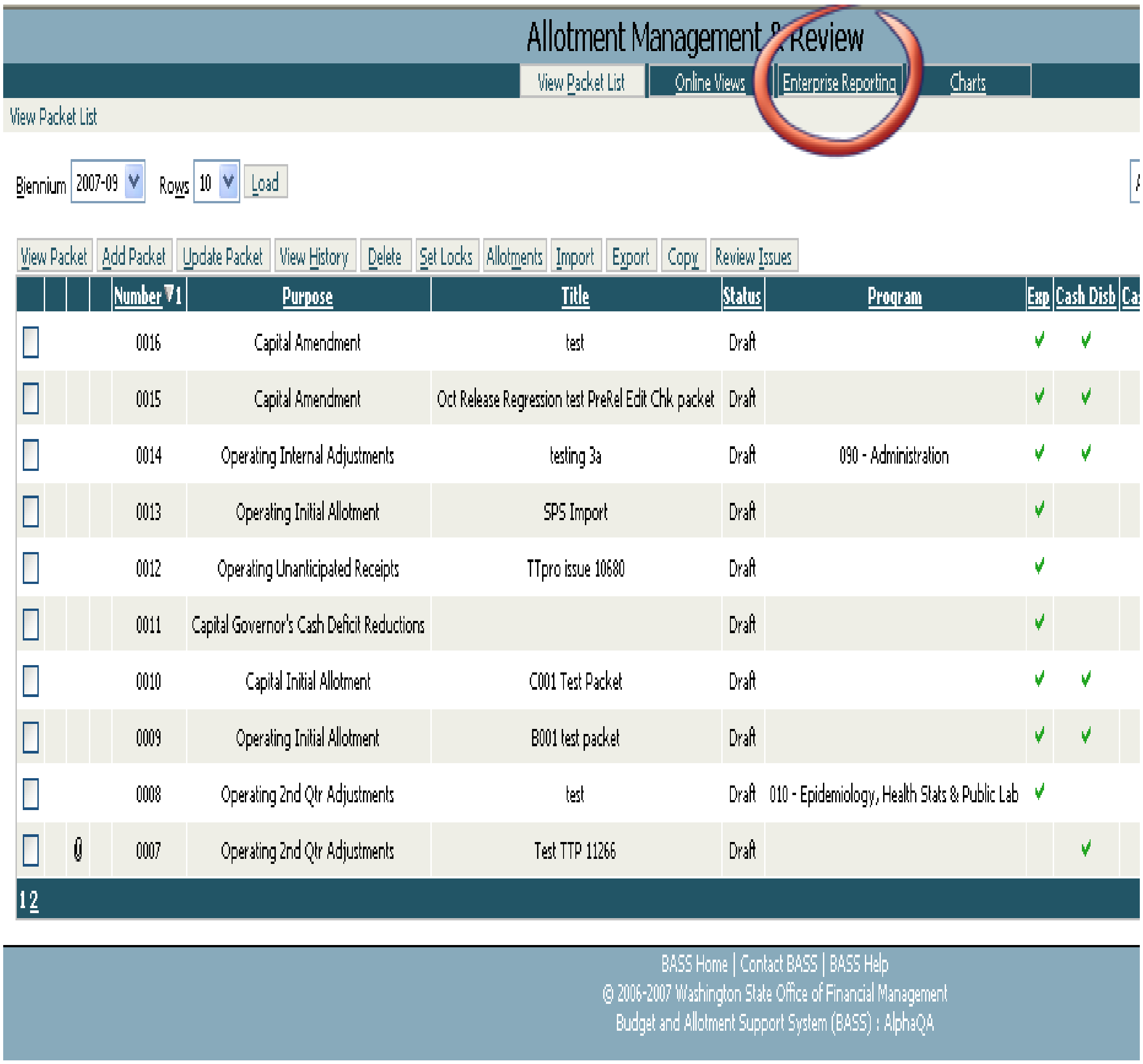
6. To print a chart, select the **Print** button at the bottom of the dialog box. 🕮 *Note: The charts print in Portrait, in order to change to Landscape you will need to change it manually.*

TO DO - Hands on: View charts and make selections between dollars and percentages, account, and/or fiscal periods.

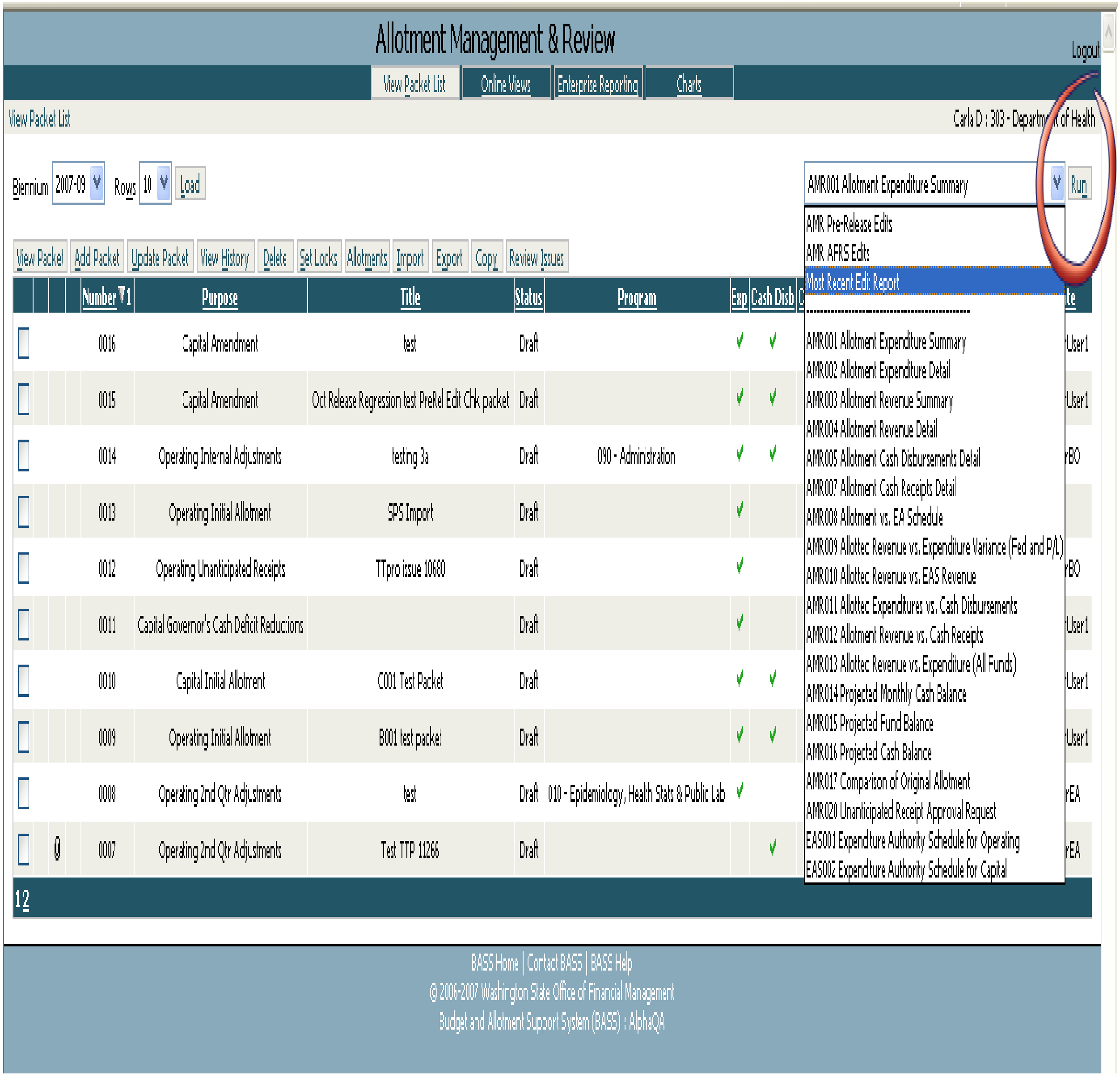
LESSON 15 – REPORTS

Lesson 15, Task 1 – Viewing and Running Reports

There are two ways to view TALS reports. One way is through Enterprise Reporting (ER). See the tab below that takes you to ER to schedule reports. This tab can be seen from any screen in TALS-AMR.



The other way to run a report is through the View Packet List. See the reports listed below. Select a report and click the **Run** button. When running the reports this way the parameters are already set to the preferred view of the OFM budget analysts. This way you can run and view a report exactly the way your OFM budget analyst is looking at it if they choose it from this list of reports.



Enterprise Reporting is used to view the TALS-AMR reports. When you've logged into ER you request the report using the standard ER report creation steps. Each report has a set of parameters available for that report. The detail reports will have more parameters than the summary reports. The defaults for the parameters have been set to a high level view so that you do not need to make a lot of selections to get a usable report. You may want to make some lower level selections to meet your needs. The 'Level of Detail' parameters are used to select what level you want to view the data at, such as 'Level of Detail for Program' would mean do you want to see the data at the program, sub program, activity, sub activity, or task level? There are Expenditure, Revenue, Cash Receipts, Cash Disbursement, and Comparison reports available. The reports available to date are:

AMR001 – Allotment Expenditure Summary – provides a summary of expenditure and FTE allotment by program, account, account type, expenditure authority, and object for fiscal year and biennial periods. The report displays information in five categories: summary, allotted expenditures, unallotted, reserve, and comments.

AMR002 – Allotment Expenditure Detail – provides a detail of expenditure and FTE allotment by program, account, account type, expenditure authority, and object by fiscal month, fiscal year and biennium. This report can be requested at any level the data was entered into TALS-AMR. 🕮 *Note: FTE is by GFS and other only – if detail by account is needed use the AMR002FTE report.*

AMR002FTE – Allotment Detail – provides a detail of the FTE allotments by account, expenditure authority, and object by fiscal month, fiscal year and biennium.

AMR003 – Allotment Revenue Summary – provides a summary of the revenue allotment data by account and category for fiscal year and biennial time periods. 🕮 *Note: The categories are State, Federal, and Private/Local.*

AMR004 – Allotment Revenue Detail – provides a detail of the revenue allotments by account, major source, and source by fiscal month, fiscal year, and biennium.

AMR005 – Allotment Cash Disbursements Detail – provides a detail of the cash disbursements allotments by account by fiscal month, fiscal year, and biennium.

AMR007 – Allotment Cash Receipts Detail – provides a detail of the cash receipts allotments by account by fiscal month, fiscal year, and biennium.

AMR008 – Allotment vs. EA Schedule – compares allotment expenditure and FTE data with the Expenditure Authority Schedule (EAS) and shows variances.

AMR009 – Allotted Revenue vs. Expenditure Variance (Federal and Private/Local Funds Only) – compares federal and private/local revenue and expenditure data for the allotment and shows where the revenue and expenditures do not match as required by Generally Accepted Accounting Principles.

AMR010– Allotted Revenue vs. EAS Revenue Variance – provides a comparison of revenue allotments to the expenditure authority schedule (EAS) revenue control numbers for fiscal year and biennial time periods.

AMR011– Allotted Expenditures vs. Cash Disbursements – provides a comparison of allotted expenditures to cash disbursement allotments. The report displays the information by fiscal month, in spreadsheet form and in graph form.

AMR012– Allotment Revenue vs. Cash Receipts – provides a comparison of revenue allotments to cash receipt allotments. The report displays the information by fiscal month, in spreadsheet form and in graph form.

AMR013– Allotted Revenue vs. Expenditures (All Accounts) – compares allotted expenditures by account with revenue by account.

AMR014– Projected Monthly Cash Balance – enables OFM and administering agencies to determine if an account will have a temporary cash deficit during the course of the biennium based on actual cash balances to date plus proposed and approved cash allotments for the remainder of the biennium. This report will not include data from packets in Draft status.

AMR015– Projected Fund Balance – shows the projected ending fund balance for each fiscal year based on the allotment data under review and previously approved. This report will not include data from packets in Draft status.

AMR016– Projected Cash Balance – shows the projected ending cash balance for each fiscal year based on the allotment data under review and previously approved. This report will not include data from packets in Draft status.

AMR017– Incremental Change from Previous Submittal – isolates changes within a packet that has been returned to the agency for revision and resubmitted to OFM for review.

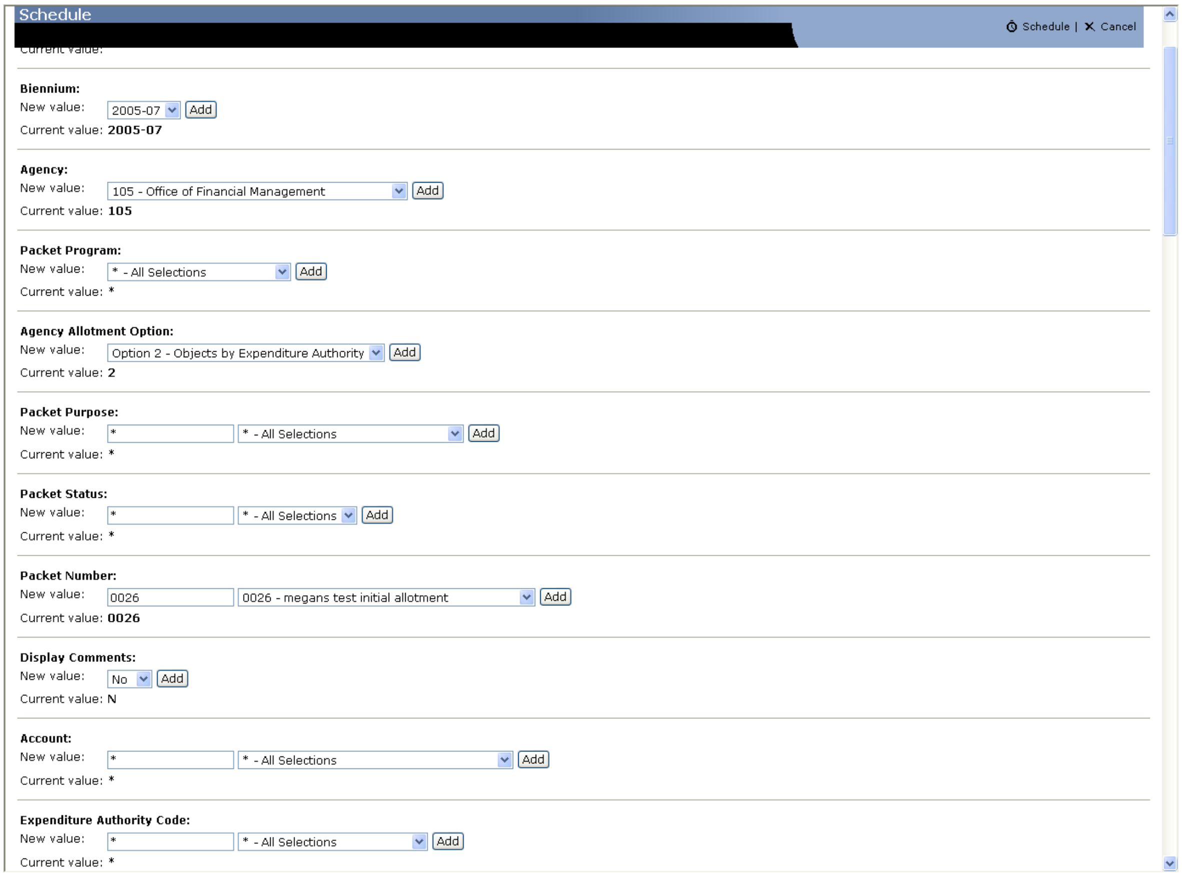
AMR018– Unanticipated Receipt Allotments – provides information to the legislative fiscal committees on executive spending authority granted to agencies by OFM.

AMR019– Allotment Status– facilitates management of the allotment review process. It enables both OFM budget analysts, agency budget analysts, and the Legislature to view the status of allotments and summarizes the number of allotment packets by status and purpose.

AMR020– Unanticipated Receipt Approval Request –This report is used to convey the required information to OFM and the Legislature when requesting spending authority for unanticipated receipts. It replaces the former B20-1 form.

Task 1 – Hands On – Now we'll request the AMR002 report

1. Log in to Enterprise Reporting.
2. Select the BASS Training folder. **(skip if not in training)**
3. Select the Allotment Reports folder.
4. Schedule the AMR002 report using the standard Enterprise Reporting report creation steps (Use the Schedule with Selection Values).

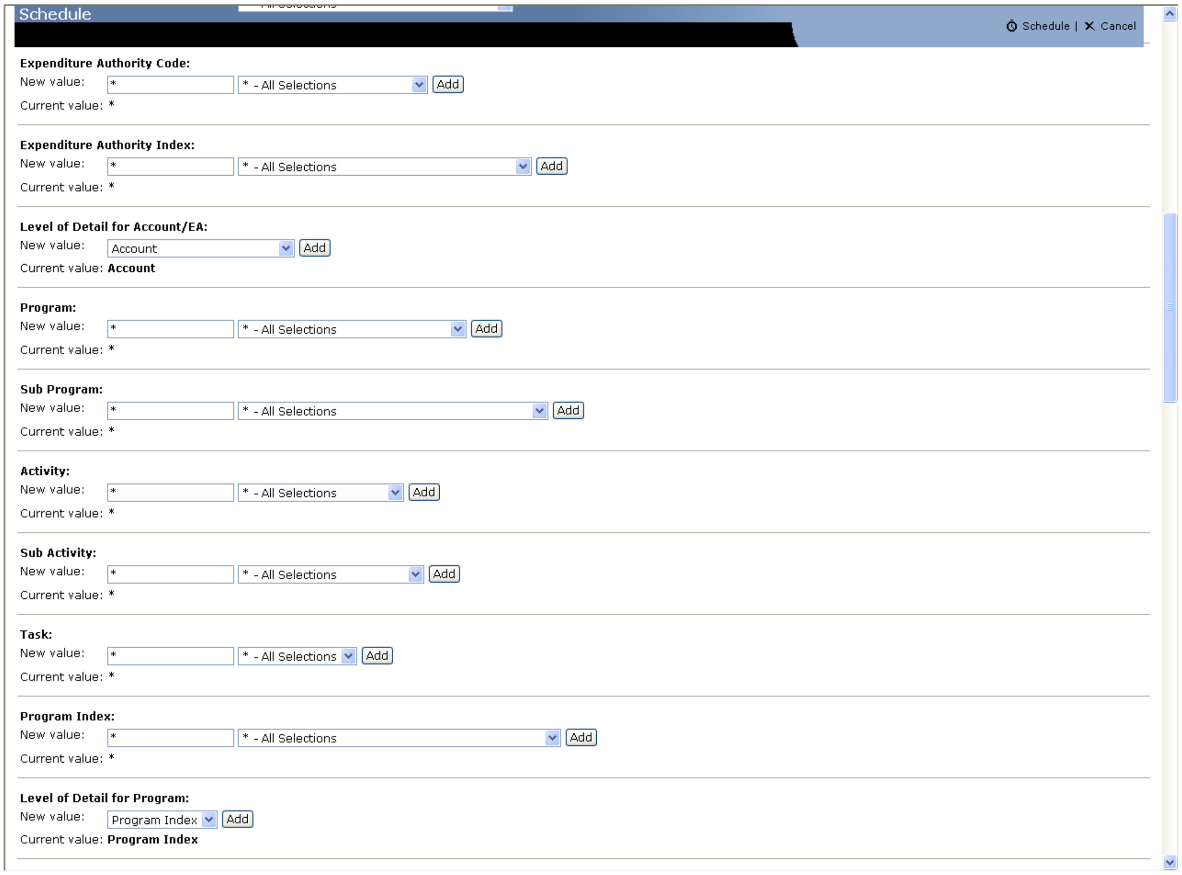


The number of parameters will vary for each report. The AMR002 has more than most of the other reports allowing for the most flexibility. The Packet Number parameter will default to the most recent packet (or highest number).

5. Select your **packet number** from the drop down arrow in the Packet Number parameter that you created in this training session.

Level of Detail parameter – this parameter will determine at what level of detail you will view your data. The choices are the elements that make up your PI. If you want to view the data as a total for the agency the selection you would make is Agency. If you want to see the data as it was entered into the system you would select Program Index. You may select any level between agency and program index.

6. Select **Program Index** from the drop down arrow in the Level of Detail parameter.



7. Click the **schedule** button in the upper right hand corner to schedule the report.
8. Click **refresh** until the status states ‘Success’
9. Click the **instance time** to view the report

1-Summary
2-Parameters

OFM

105 - Office of Financial Management
Allotment Expenditure Detail
2005-07 Biennium

Packet Purpose: ALL
Packet Number: 0026
Packet Status: ALL

Report Number: AMR002
Date Run: 4/6/2007 4:22PM

Program Structure
010 - Administration
~ Not Specified
~ Not Specified
~ Not Specified
~ Not Specified
00010 - Administration

Expenditures by Account-EA Type

		FY 2006	FY 2007	Biennium Total
001-1 General Fund-State	Jul	5,054	5,054	
	Aug	5,054	5,054	
C Personal Service Contracts	Sep	5,054	5,054	
	Oct	5,054	5,054	
	Nov	5,054	5,054	
	Dec	5,054	5,054	
	Jan	5,054	5,054	
	Feb	5,054	5,054	
	Mar	5,054	5,054	
	Apr	5,054	5,054	
	May	5,054	5,054	
	Jun	5,056	5,056	
Total Object C Allotted		**60,650**	**60,650**	**121,300**

		FY 2006	FY 2007	Biennium Total
001-1 General Fund-State	Jul	94,110	96,110	
	Aug	11,847	11,847	
E Goods and Services	Sep	11,847	11,847	
	Oct	94,110	96,110	
	Nov	11,847	11,847	
	Dec	11,847	11,847	
	Jan	94,110	96,110	
	Feb	11,847	11,847	
	Mar	11,847	11,847	
	Apr	94,113	96,113	
	May	11,847	11,847	
	Jun	11,883	11,883	
Total Object E Allotted		**471,255**	**479,255**	**950,510**

This is the first page of the multi-page report.

APPENDIX 1 – BUSINESS RULE NOTES

General Application

1. The BASS suite of applications does not support the use of internet browser navigation buttons, i.e. 'back arrow' and 'forward arrow'. You should avoid using the back arrow and forward arrow buttons available on your web browser tool bar when working in BASS. Using these buttons will give unpredictable results depending on the screen you are on when used.
2. It is extremely important to properly logout of the system when not in use. There is a timeout provision included in the system. If your session is inactive for 120 minutes the system will time you out. Your packet may be flagged as in use. If you login again with the same user ID it will clear the in use flag and you will be able to access your packet. The in use flag will be removed nightly. You will know a packet has been flagged as in use when you try to work with it and it the system tells you that someone is using it.
3. The row selection box can be found on the view packet list, coding structure and allotment details screens.
4. In order for the application to work, you must disable your pop up blocker for this site.
5. Three levels of security access
    - Read-Only
        - View packets
    - Edit Access
        - Add packets
        - Can modify unlocked allotment packets
        - Can update agency internal comments, contact information, and attachments in Pending and Review status
        - Can update agency internal comments in Approved status
    - Budget Operations
        - Lock/Unlock packets
        - Add packets
        - Delete packets not Locked in a status of Draft and Returned
        - Can modify locked allotment packets
        - Can update agency internal comments, contact information, and attachments in Pending and Review status
        - Can update agency internal comments in Approved status

TALS Component Fields

Note: Validation of Codes and Indexes will be completed in the Pre-Release process

	Component				
Fields	Expenditures - Option 1	Expenditures - Option 2	Cash Receipts	Revenue	Cash Disbursements
Allotment Coding Structure					
Program Index	**Required**	**Required**	Optional	Optional	Optional
Organization Index	Optional	Optional	Not allowed	Optional	Not allowed
Budget unit	Optional	Optional	Optional	Optional	Optional
AFRS Project	Optional	Optional	Optional	Optional	Optional
AFRS Sub Project	Optional	Optional	Optional	Optional	Optional
AFRS Project Phase	Optional	Optional	Optional	Optional	Optional
Budget Activity	Optional	Optional	Optional	Optional	Optional
User Identified Field	Optional	Optional	Optional	Optional	Optional
Allotment Detail					
Account	Not allowed	Not allowed	**Required**	**Required**	**Required**
Appropriation Index	**Required**	**Required**	Not allowed	Optional *	Optional *
Capital Project Number	Derived**	Derived**	Not allowed	Derived**	Derived**
Major Source	Not allowed	Not allowed	Optional	**Required**	Not allowed
Source	Not allowed	Not allowed	Optional	**Required**	Not allowed
Sub-source	Not allowed	Not allowed	Optional	Optional	Not allowed
Object	**Required**	**Required**	Not allowed	Not allowed	Not allowed
Sub Object	Optional	Optional	Not allowed	Not allowed	Not allowed
Sub-Sub Object	Optional	Optional	Not allowed	Not allowed	Not allowed
FTES (Number)	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed
Interagency FTE Flag	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed
Transportation FTE Flag	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed
Agency External Comments	Optional	Optional	Optional	Optional	Optional
Agency Internal Comments	Optional	Optional	Optional	Optional	Optional

* For Cash Disbursements, Revenue, and Expenditure FTEs: Appropriation Index is Optional, if used the account will be derived from AI. Either AI or Account can be entered, but not both.

** Capital Project Number will be a derived field for all non-unanticipated receipt packet purposes. For Unanticipated Receipt packet purposes this field will be editable.

Fields	Expenditures – FTEs	Expenditures – Unallotted	Expenditures - Reserve
Allotment Coding Structure			
Program Index	**Required**	**Required**	**Required**
Organization Index	Optional	Optional	Optional
Budget unit	Optional	Optional	Optional
AFRS Project	Optional	Optional	Optional
AFRS Sub Project	Optional	Optional	Optional
AFRS Project Phase	Optional	Optional	Optional
Budget Activity	Optional	Optional	Optional
User Identified Field	Optional	Optional	Optional
Allotment Detail			
Account	**Required**	Not allowed	Not allowed
Appropriation Index	Optional*	**Required**	**Required**
Capital Project Number	Derived**	Derived**	Derived**
Major Source	Not allowed	Not allowed	Not allowed
Source	Not allowed	Not allowed	Not allowed
Sub-source	Not allowed	Not allowed	Not allowed
Object	Optional	Not allowed	Not allowed
Sub Object	Optional	Not allowed	Not allowed
Sub-Sub Object	Optional	Not allowed	Not allowed
FTES (Number)	**Required**	Not allowed	Not allowed
Interagency FTE Flag	Optional	Not allowed	Not allowed
Transportation FTE Flag	Derived	Not allowed	Not allowed
Agency External Comments	Optional	Optional	Optional
Agency Internal Comments	Optional	Optional	Optional

PREPARE AN ALLOTMENT PACKET
Establish an AMR Allotment Packet

1. Add Packet feature is not available for those with read only security access.
2. When loading packet information by time period you will know the data is loading by the status bar in the lower right hand corner. This shows quickly, so you might miss it.
3. The Packet Number will remain listed as [unassigned] until the required packet elements have been selected and saved for the packet being added. This is a system generated number and deleted packet numbers will not be reused.
4. Biennium is required field that allows you to choose which one.
5. Purpose is a required field that gives type of allotment.
6. Program field is optional, and for informational use only. There is no link to the Program field and the data contained in the packet. This is required for DSHS.

7. Title is for informational use to quickly identify and describe the allotment packets data. Visible on the View Packets List screen. This field can be updated for an allotment packet with a packet status of Draft or Returned.
8. Packet Explanation (Agency External Comment) field is not required to save a packet, the OFM allotment instructions do require agencies to submit explanations in certain cases.
9. Agency Internal Comment field is optional.
10. Contact field is required, and defaults to contact information of person who created the packet, with option to change contact person.
11. The contact can be changed in review and approved status.
12. Attachments are optional. You can attach Word, Excel, and PDF files.
13. Lock Packet selection box allows staff with budget operations security to lock packets. Once saved a lock will appear to the left of packet number and the Lock Packet title will change to Unlock Packet. To unlock, simply click on the Unlock packet selection box and save again. This function can also be performed from the View Packet List Screen by choosing the Set Locks option.
14. Packet Number is automatically assigned by the application. Until the packet is saved it will display as [unassigned].
15. Status will remain in Draft status until the packet has been released for review by an OFM budget analyst for official packets or submitted for posting to AFRS for internal packets.
16. In the Add Packet Screen the dropdown will default to the biennium selected on the View Packet List screen. Once a packet has been saved this field cannot be updated.
17. Packet Purpose selection is required for establishing a new packet, once a packet has been saved this field cannot be updated. The packet purpose describes the reason for the allotment submittal. Please see the allotment instructions for more information on the correct packet purpose type to use for particular allotments.
18. Program is for informational use to quickly identify and sort allotment packets that contain allotment detail for one program. There is no system edit between the Program field selection and the allotment detail included in the packet. The dropdown lists display official agency programs. DSHS is the only agency that must use this field.
19. Packet explanation is not required to save an allotment packet, but an explanation is required by the OFM allotment instructions in certain cases. Explanation text is required for official allotment submittals when a pre-release edit check warning message requires an explanation. Use this field to communicate to OFM the key assumptions and decisions in the allotment packet data. This text is visible to your OFM budget analyst.
20. Agency internal comments are for informational use for the agency. This text is only visible to your agency staff. Used to communicate agency decisions and assumptions that describe the allotment packet data.
21. The contact field is populated based on BASS security forms submitted to DES. The chosen contact will be the person receiving e-mail issues in relation to the packet. Currently there may be only one contact person chosen.
22. Attachments are an optional field except for unanticipated receipts, for informational use only. If adding a packet, the Add Attachments button will only be enabled after the packet details have been saved.

23. It is intended that all agencies, except DSHS, submit one packet for initial Operating and one for initial Capital allotments, if appropriate. DSHS must create separate initial operating packets for each program and submit all of these packets at the same time.

Include Packet Attachments

1. You must save your packet before it will allow you to add an attachment.
2. Attachment files are limited in size to 3MB.
3. When adding an attachment the Description field is optional, and provides the ability to include a synopsis of the material for quick reference. The description included will display on the View/Add/Update Packet screens.
4. To view an attachment, the file must be selected prior to clicking the View tab.
5. The view attachment dialog box will remain open even after you have closed the attachment. To close, "X" out of it.

View Packet List (View/Update Packet, Delete Packet, and Set Packet Locks)

1. Your security access will determine which functions are available to you. There are 3 levels of security access: read only, edit access, and budget operations.
2. Those with read only access will only be able to view. Edit access (as long as the packet is unlocked) and budget operations can view, add and update packets.
3. The system will allow you to sort on none, or one or more columns. Each column header has three possible states (not sorted—indicated with no arrow, sorted ascending—indicated with an up arrow, sorted descending—indicated with a down arrow), which can be selected by clicking the text in the column header. On the view packet list screen the sort default is Number in descending order.

CREATE THE EXPENDITURE ALLOTMENT DATA
Add Expenditure Coding Structure and Allotment Detail

1. Coding Structures and Allotment Details can be added and updated for any packet in a status of draft or returned.
2. Be careful when choosing the Delete All tab. This will give you a warning, but once you say okay, all of your coding structure information and related details will be gone.
3. The comment tab within coding structure is where you put comments referred to in the Pre-Release Edits as component level comments.
4. The allotment coding structure screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.
5. Program index is a required field.
6. While the [Enter or Select a Program Index] box is highlighted you can hit the down arrow to see all program indexes available in your agency, or you can start typing which will bring up a series of program indexes, or type in the whole thing. If the agency has many program indexes,

it cannot hold them all and will show a '…' at the bottom. To get to the codes further down you will need to start typing to reach them.

7. Project is a hierarchical field, so if you want to enter a sub project you must enter a project first or if you want to enter a project phase you must enter both project and sub project first.
8. To add additional coding you can choose the Add button at the bottom of the screen. By clicking the "Add" button the data is saved automatically; however, after the last code make sure to click the "Save" button.
9. Allotment details can only be added for an existing coding structure and only one coding structure can be selected at a time.
10. By default the only grid expanded on entry of a coding structure with no allotment details is Expenditure Allotment Details. Expenditure sections: Expenditure Allotment Details, Unallotted Allotment Details, Reserve Allotment Details, Variance (Option 1 agencies only), and Staff Month Allotment Details.
11. The allotment coding structure screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All for all four components. To get this to display the number of rows, make a selection and click **Load**.
12. You have the ability to hide or expand grid details from view on the Expenditure Allotment Details screen. By selecting the '+' plus symbol to the left of the grid title, the grid expands for adding or viewing details. Likewise the '-' negative symbol to the left of the grid title collapses the grid.
13. Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure. For option 2 agencies, these two required fields are entered together in one allotment detail as depicted below.
14. The EAI determines what fiscal period dollar amounts will be available. For example if you choose a first year EAI, the second year dollar amounts will be grayed out and not available for input.
15. For records that have an EAI that cannot be found in the statewide tables, the fiscal period is assumed to be Biennial.
16. Once you hit save the dialog box will display as an "update" rather than an "add".
17. Your allotment detail should equal your EA schedule when complete.
18. The Expenditure Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.
19. For option 2 agencies: The first row, Total, will be a sub-total of all the amounts displayed in the grid. The second row, Grand Total, will be a total of all the amounts if multiple pages of data exist. In the image below the Grand Total would be the total of all the amounts on page 1 and 2.
20. Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure.

21. For Option 1 Agencies, variance is displayed in the expenditure grid. Variance displays the difference between the sum of the objects and the sum of the appropriation indexes for each month.
22. Fiscal month fields are available for input based on the EA code used to establish the expenditure authority index. When updating, if dollars exist in fiscal months not consistent with the fiscal period control of the EA code, a Roll amounts button will be available.
23. To remove dollar amounts from the read-only fiscal months, you can select a new expenditure authority index (consistent with the entry fiscal months) or select the Roll Amounts button.
24. The Roll Amounts button will move dollar amounts to their corresponding fiscal month amount for the fiscal year control of the EAI. (For example: an EAI with a Fiscal Year 2 control, Fiscal Month 1 dollars are moved to Fiscal Month 13.)
25. Within Allotment Details for allotted expenditures and FTEs (as well as cash disbursements, cash receipts and revenue) you have several choices on how to enter the dollar amounts. You can manually enter them one at a time, paste them from an excel spreadsheet, enter one amount to repeat over the fiscal period, enter one amount to spread over the fiscal period, or enter one amount to spread quarterly over the fiscal period. It is always recommended that you choose your EAI first to determine which dollar fields should be available to enter into.
26. To enter dollar amounts manually you can use the tab and enter keys or highlight the dollar amount and do a Ctrl “C” for copy and go to the next dollar amount area and do a Ctrl “V” for paste.
27. To enter dollar amounts using the paste function choose dollar amounts from an excel spreadsheet going either vertically or horizontally by highlighting them and doing either an edit/copy or Ctrl C, then click in the fiscal month you want to start pasting in, then click the paste button. You can paste up to 24 dollar amounts; however, if you choose more amounts than you have months it will only paste the first 24 if a biennial EAI, or 12 if a fiscal year EAI. So be careful to choose the right beginning month when pasting dollar amounts.
28. To enter dollar amounts using the repeat function choose which month you want it to start and then enter the amount you want repeated, then click the repeat button.
29. To enter dollar amounts using the spread function choose which month you want it to start and then enter the amount you want spread over the fiscal period. If necessary, it will round the last month of the fiscal period to equal the total amount you wished to spread.
30. To enter dollar amounts using the quarterly function, choose which month you want it to start and then enter the amount you want spread quarterly over the fiscal period. If necessary, it will round the last month of the fiscal period to equal the total amount you wished to spread. If you use this function after using the other functions, it will only replace the quarterly amounts.

Unallotted, Reserve and FTE Allotment Detail

1. If you choose Account, expenditure authority index will not be available. If you choose expenditure authority index, account will automatically fill in. OFM only requires that FTEs be by GF-S 001 account or 996 for all other; however, you may identify specific accounts detail if you wish.
2. You can choose to mark FTEs as Interagency FTEs for tracking purposes.
3. The Transportation FTE box will be automatically flagged if the Account chosen is associated with a transportation Account.

4. When columns are locked the amount columns scroll underneath them. You will only see the scroll bar if the display is smaller than the grid.
5. Capital project number is derived by using biennium, EA code (expenditure authority index), and agency for all allotments. For unanticipated receipts this field will only be derived if it has been previously entered otherwise, the agency must enter it and it is editable. For allotments other than unanticipated receipts this field is not editable. In order for the system to derive capital project number, you must choose an expenditure authority index associated with a capital appropriation. The dropdown menu returns all expenditure authority indexes valid for the agency, not just capital expenditure authority indexes.

CREATE THE CASH DISBURSEMENTS ALLOTMENT DATA
Cash Disbursements Coding Structure and Allotment Detail

1. Coding structure is optional for cash disbursements allotments; however, the account must be identified as part of the allotment detail. A blank coding structure would imply that the cash disbursement is allotted at the agency level.
2. The Cash Disbursements Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.
3. EAI is an optional field. Account will automatically be entered if an EAI is chosen. Account is a required field.

Patterning Cash Disbursements

1. Patterning is performed at the account level.
2. The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.
3. If all months of the biennium are not final the pattern will use the allotment for those months.
4. A pattern will only be created for accounts that have amounts entered. If the amount is left blank it is considered to be zero and no pattern will be created for that account. It will replace any data previously in that account with a zero.
5. A pattern cannot be created on an account that did not exist the prior biennium.
6. A pattern can only be performed using a blank coding structure.
7. The patterning message warning does not mean that it will delete account data already created in other coding structures. Be careful not to duplicate your cash disbursements by creating coding structures with the same accounts used in patterning.

CREATE THE CASH RECEIPTS ALLOTMENT DATA
Cash Receipts Coding Structure and Allotment Detail

1. Coding structure is optional for cash receipts allotments; however, the account must be identified as part of the allotment detail. A blank coding structure would imply that the cash disbursement is allotted at the agency level.
2.

3. The Cash Receipts Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.
4. Account is a required field while major source and source are optional fields for cash receipt allotments.

Patterning Cash Receipts

1. Patterning is performed at the account level.
2. The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.
3. If all months of the biennium are not final the pattern will use the allotment for those months.
4. A pattern will only be created for accounts that have amounts entered. If the amount is left blank it is considered to be zero and no pattern will be created for that account. It will replace any data previously in that account with a zero.
5. A pattern cannot be created on an account that did not exist the prior biennium.
6. A pattern can only be performed using a blank coding structure.
7. The patterning message warning does not mean that it will delete account data already created in other coding structures. Be careful not to duplicate your cash disbursements by creating coding structures with the same accounts used in patterning.

CREATE THE REVENUE ALLOTMENT DATA

1. Coding structure is optional for revenue allotments; however, the account, major source and source levels must be identified as part of the allotment detail. A blank coding structure means the revenue is allotted at the agency level.
2. EAI is an optional field for revenue allotments, but account, major source, and source are required.
3. Major source is a hierarchical field, so if you want to enter a source you must enter a major source first, or if you want to enter sub source you must enter both major source and source first.
4. The Revenue Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click **Load**.

IMPORT TEXT FILE
Download the Import Template.

1. The template format is in the required Import format. Do not add, delete or rearrange columns.
2. It will be the agency's responsibility to ensure that the import file is in the proper format and the fields within the file meet the prescribed format (see appendix 3 for the Import Specification).

Import Text File

1. Once your allotment data has been created using the proper import format, this file must be saved as a text file before importing.
2. The packet into which the data will be imported must exist prior to selecting the Import tab.
3. Option 1 agencies must have a separate row for expenditure EA Indexes and Objects.
4. Data can be imported into any packet in draft or returned status only.
5. Can merge together a text file into an existing packet that already has data.
6. When the Merge/Sum Amounts Together for Duplicates radio button is selected, the import will merge all new coding structure and allotment detail data for all components. When there are duplicate coding structures and allotment details, the amounts will be summed together.
7. When the Delete Original/Replace radio button is selected, the import will replace all Coding Structure and Allotment Detail data for all components.
8. If there are import errors, the text file will not import into the application.
9. Importing the text file into a packet with allotment data will replace all Coding Structure and Allotment Detail data for all components.
10. Imported files cannot be larger than 3MB.
11. If you perform an import for both the SPS Import and the Import Text File, first import the text file, then the SPS Import. The reason the import should be performed in this order is because the Import Text File replaces all data and the SPS Import only replaces FTE, and expenditure object A and B data
12. For Option 1 agencies, allotment details with an EA index will not be deleted, but will have their EA index amounts added to any new amounts from SPS.
13. The Import file must be a text file.
14. By selecting the Delete Original/Replace radio button, this import will delete and replace all data in the selected packet.
15. By selecting the Merge/Sum Amounts Together for Duplicates will merge all new data and sum duplicate data amounts together, but will not delete data previously in the packet before the import. This functionality would be used when you want to merge a text file into a packet that already has data.
16. Allotment Type Code for the following:

    expenditure = EXP

    FTE = FTE

    reserves = RES

    unallotted = UNA

    cash disbursement = CAD

    revenue = REV

    cash receipt = CAR

17. For an unsuccessful import you will receive a Text Import Error Report. See Appendix 3 for the required import format. The errors must be corrected before the import will upload successfully. It is best to make your corrections in Excel rather than in the text file. The reason is because the columns do not line up in the text file. After making corrections in Excel you will need to save back to a tab delimited text file before importing.

IMPORT SPS DATA

1. The packet into which the data will be imported must exist prior to selecting the import tab.
2. Data can be imported into any packet in a status of draft or returned.
3. Can import a SPS Projection file into a packet that has existing data.
4. When the Merge/Sum Amounts Together for Duplicates radio button is selected this import will merge any new data into the selected packet for FTEs and expenditure object A and B only. Plus, if there is duplicate data (same coding structure and allotment detail for FTEs and expenditure object A and B only) the amounts will be summed together.
5. When the Delete Original/Replace radio button is selected, this import will delete and replace any data in the selected packet for FTEs and expenditure object A and B only. If importing both the Text File and SPS Data, import the Text File first and then the SPS Data.
6. For Option 1 agencies, allotment details with an EA index will not be deleted, but will have their EA index amounts added to any new amounts from SPS.
7. The Projection File list only includes projection files for the specific biennium of the selected packet.
8. **Both program index and EA index** must exist in the SPS Projection File for the SPS data to be imported into TALS-AMR.
9. The Salary & Benefit Rollup is referring to Expenditure Allotment Details EAI and not FTE.
10. By selecting 001/996 Account, the FTEs that are 001 (GFS) will be imported as 001 and all other FTEs will be imported as 996. If you have 001 (GFF), this will be imported as 996.
11. By selecting Account, the FTEs will be imported by account.
12. By selecting EAI, the FTEs will be imported by EAI.
13. By selecting No Object, FTEs will be imported with no object
14. By selecting Object, FTEs will be imported at the object level
15. By selecting Sub-Object, FTEs will be imported at the sub-object level
16. By selecting Sub-Sub-Object, FTEs will be imported at the sub-sub-object level
17. By selecting the Delete Original/Replace radio button, this import will delete and replace any data in the selected packet for FTEs and expenditure object A and B only.
18. By selecting the Merge/Sum Amounts Together for Duplicates radio button, this import will merge any new data into the selected packet for FTEs and expenditure object A and B only. Plus, if there is duplicate data (same coding structure and allotment detail for FTEs and expenditure object A and B only) the amounts will be summed together.

EXPORT

1. Can only export one packet at a time.
2. Will export allotment data into tab delimited text file.
3. If modifications are needed, it is best to save the export text file into Excel, make your changes, save back to a tab delimited text file and then import back into TALS-AMR.
4. You can deselect the appropriate Export selections by clicking the check boxes.
5. When you want to modify the text file, it is best to make changes in an Excel file rather than in the text file (the reason is because columns do not line up with the headings in a text file).

ONLINE VIEWS

1. Online Views are not intended for printing. The AMR reports through Enterprise Reporting can be used for printing allotment data.
2. Online Views behaves differently depending on the Option of your agency. Since Option 1 agencies enter their expenditure data by Object and EAI separately they will also view that data separately.
3. The Filter tab allows you to specify the data and level of detail you want to see and how that data should be displayed to you on the screen. The filter contains 4 tabs:
    - Packet – choice of expenditure, cash disbursement, cash receipt, and revenue component information. Contains selections for packet number, purpose, status, program, and title. You also have the choice of viewing expenditures, staff months, unallotted, and reserves within the expenditures components.
    - Organization – contains coding structure information for program, organization, and project
    - Account – contains expenditure authority, account, and object choices
    - Summary – lists the filter summary
4. Grouping and Displaying data – you will have the ability to create hierarchies of data by selecting to display elements at a particular group level by using the Group Lvl. combo box. Up to 4 group levels may be selected. Each group level is displayed in the online view as a summary row with a "+" to expand the rows that contribute to that rollup. If the element is to be displayed in the online view the Disp. box must be checked. You may specify criteria to filter on or leave blank to return all data.
5. A Group Lvl. must be chosen if a criterion is entered.
6. At least one element must be selected to display.
7. You may narrow your filter by defining the criteria you wish to view. The Criteria may be entered manually into the criteria box or click on the "…" for a list and make your selections from the list. You may enter criteria up to 255 characters. A blank criteria box means all data will be returned.
8. The '+' indicates coding elements that contain hierarchically related data and can be expanded to group and display by those elements. For example, Program expands into Program, Sub Program, Activity, Sub Activity and Task.

9. The criteria for these coding elements are entered in the text box next to its associated coding level, or can be selected from the lookup dialog. You may enter a single criterion or multiple criteria elements by separating them with a comma.
10. Click on the '…' at the left of the text box for the lookup dialog.
11. When delete is selected a confirmation dialog box will appear.
12. After you save the dialog box will reappear with the update. Click cancel to close the dialog box. You will return to the previously expanded Online View. If one of your sort criteria is something you change as an update or delete, the filter will re-run and may not display any information.
13. For Option 1 agencies, if no criterion is selected for either Object or EAI on the Account tab, Expenditures by Account or EAI will display by default. If Object criteria is selected on the account tab, but no EAI criteria then the Expenditures by Object will display only. If both Object and EAI criteria are selected on the account tab then both grids will be displayed.

PRE-RELEASE EDIT CHECK

1. You can select one or more packets to run the AMR Pre-Release Edits
2. There are three types of edits; critical, warnings and informational edits. A number of the warning errors will prompt the user to provide an explanation in the packet for OFM about a particular pattern or condition in the allotments. OFM will be able to see these warning messages as well and will be looking for those comments. Your packet may be returned if the requested information is not provided.
3. There are a couple of edit checks that compares allotments to actual. This edit check is **only performed on an Operating Initial packet** purpose type when the **Operating Initial packet** allotments deviate more than 10% from the historical actuals. When allotments deviate more than 10%, a warning message will display on the AMR Pre-Release report. Also included in this warning message is a link to a chart that will display the comparison.
4. The system won't always provide a link depending on the type of error produced
5. Online views will appear behind the AMR edit report so you can minimize or cancel the report (recommend minimizing if more than one error) or click on the online views in the background and the error report will automatically be minimized.
6. Selecting the online view link from the AMR Edit Report will take you to the data that caused the error in online views. To fix the error you must evaluate if the change needed is to the allotment information or if another action must be taken. For example, if the error says "the program index XXXXX does not exist in AFRS", the fix may be setting it up in AFRS not changing it in TALS AMR.
7. Going to online views through the AMR Pre-Release edit takes you to the data that caused the error only. However, when coming to online views through AMR Pre-Release Edits, you do not have the option to change your online views filter.
8. For more information regarding the edits, see appendix 4 – Pre-Release Edits, which identifies the Edit #, Edit Type (Critical, Warning or Informational) and Description (and in some cases gives more detail about the edit than the Pre-Release Edit report does).
9. The AFRS Edit checks will take a while to run (approximately 15 minutes).
10. You can select one or more packets to run the AMR AFRS Edits.

11. Another option if you believe your packet is ready to submit to OFM, is to skip the AFRS Edit checks and instead select the Submit Packet(s). This option will run both the Pre-Release edit checks and the AFRS Edit check, if there are critical errors for either the Pre-Release or AFRS, the packet will not be submitted and an edit report. If the packet was not submitted due to an error, check the Most Recent Edit Report to view the error.
12. If there are critical AMR Pre-Release errors, you must correct the critical ARM Pre-Release errors before the AFRS Edit check will run.
13. Once the Run button is selected a **Traffic Light Indicator** will appear in the row of the selected packet(s). When performing an AFRS edit check you will get a yellow traffic light while it is running through the edit checks. It will remain yellow until AFRS edit checks has finished. You will receive an e-mail indicating whether AFRS has passed or you have errors. 🕮 Note: You will need to refresh the screen; this can be accomplished by clicking on the View Packet List tab at the top of the page or the Rows Load button. If the packet has passed the AFRS edit checks, when you refresh your screen the traffic light will disappear. If AFRS edit checks has failed you will receive a red traffic light.
14. If you receive a red traffic light, this means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the AMR AFRS Edit report is run again.
15. The AFRS errors messages maybe difficult to understand what needs to be corrected in order to fix the error. If you have questions, contact the DES Solutions Center.
16. If your packet has failed the AFRS edits check, you will also receive the following email message.
17. The last sentence of the email says to view the latest Prerelease report; to view run the Most Recent Edit Report. The Most Recent Edit Report can be found on the View Packet List screen on the right hand side of the screen. The Most Recent Edit Report will allow you to view the AFRS and AMR edits. Most edits will have a link to Online Views. From Online Views, you will see the data that caused the error.
18. The Submit process will run through both the AMR and AFRS edit checks, which will take a while to run (approximately 15 minutes).
19. You can select one or more packets to run the Submit Packet(s).
20. Once the Run button is selected a **Traffic Light Indicator** will appear in the row of the selected packet(s). When performing an AFRS edit check you will get a yellow traffic light while it is running through the edit checks, it will remain yellow while running the AFRS edits.
21. After the AFRS edits have run (approximately 15 minutes) you will need to refresh the screen, this can be accomplished by clicking on the View Packet List tab at the top of the page or the Rows Load button.
22. The packet will remain in Pending status until OFM has opened the packet.
23. If you receive a red traffic light, this means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the packet is submitted again.
24. The AFRS errors messages maybe difficult to understand what needs to be corrected in order to fix the error. If you have questions, contact the DES Solutions Center.

25. The last sentence of the email says to view the latest Prerelease report; instead run the Most Recent Edit Report. The Most Recent Edit Report will allow you to view the AFRS and AMR edits. Most edits will have a link to Online Views. From Online Views, you will see the data that caused the error.
26. In order for a user to recall a packet, they must be set up with the security to submit a packet.
27. The Recall Packet function can only be performed on a packet in Pending
28. Once the packet has been recalled the packet is no longer viewable by OFM

CHART FEATURES

1. When selecting the Chart tab and viewing a chart, it is important to know the allotment data is only data for Operating packets in Pending, Review and Approved packet status.
2. Actual data is from the prior biennium. If there are months that are not closed from the prior biennium, the data included will be prior biennium allotments.
3. Charts can also be found when running a Pre-Release Report for an Operating Initial Allotment packet only. However the only time a chart can be viewed from the Pre-Release Report is if the data in the Operating Initial Allotment packet caused a warning edit. There will be a link to the Chart. The allotment data in this chart does include Draft allotment data from the selected Operating Initial Allotment packet.
4. By default the first chart that is viewable is Allotted vs. Past Biennium Actual Expenditures-by Account.
5. By default the Format is Percentages.
6. The account choices will be the accounts for Operating data only and in Pending, Review and Approved Statuses.
7. FY1 compares the first fiscal year of allotments to the first fiscal year of expenditures from the past biennium. FY2 compares the second fiscal year of allotments to the second fiscal year of expenditures from the past biennium.
8. The charts print in Portrait, in order to change to Landscape you will need to change manually.

REPORTS

1. In the AMR002-Allotment Expenditure Detail report FTE is by GFS and other only – if detail by account is needed use the AMR002FTE report.
2. In the AMR003-Allotment Revenue Summary the categories are State, Federal, and Private/Local.

COPY FEATURES

1. Any packet can be copied from, but only packets in draft status can be copied to.
2. You do not need to select a packet purpose, you may go directly to Packet and make your selection.
3. When a user wants to merge multiple packets and reverse the signs, here are the steps: First merge all the packets you want to merge into one packet, create a new packet, copy the packet with the merged packets into the new packet and reverse the sign.
4. Only one coding structure can be copied at a time.
5. For the copy coding structure the Biennium, Packet Purpose, and Packet are not options at this time and are grayed out.

REVIEW ISSUES

1. Issues and responses can only be added to packets in review and returned status. Issues and responses can be viewed, but not changed in packets with approved status.
2. The title is displayed on the review issues screen. The body of the issue can only be seen when you expand the issue by selecting the "+".
3. For a dropdown list select the "…".
4. You can remove Online Views links from the Selected Links box by highlighting the link and clicking on the left-handed directional arrow.
5. You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the File name.
6. Attachments can be Word, Excel, or PDF formats, and are limited in size to 3MB.

FEATURES NOT INCLUDED IN INITIAL PACKET PREPARATION

Quarterly Allotment Amendment

1. The adjustment amount field was created to allow agencies to move allotment capacity from closed fiscal months without skewing the current month or changing the official allotment record for closed months. The total adjustment from closed months can be placed into the adjustment month field and the current month amount will contain the actual change desired for that month. The adjustment amount will show as a separate entry on the TALS-AMR reports. The adjustment amount will however be posted to AFRS in the current fiscal month.

Unanticipated Receipt

1. The unanticipated receipt (UAR) packet purpose requires that you use the unanticipated receipt form from within the application. This keeps all documentation of the UAR in one location.
2. When establishing an UAR you must set up an Appropriation Index through the AFRS tables as described in the Allotment Instructions and the State Administrative and Accounting Manual (SAAM) with at least one of them having an appropriation type of a 3 or 9. This information must be in the AFRS tables before you submit your UAR or it will not pass the pre-release edits.
3. For capital UAR packets, you must establish your coding in AFRS prior to creating the allotment in order for the capital project number to be editable in the system.
4. All UAR packets must include an attachment of the grant award.

APPENDIX 2 – REPORT SAMPLES

See Report Descriptions and Samples document.
http://bass.ofm.wa.gov/basspr/library/report_tutorial_appendix_2.pdf

APPENDIX 3 – IMPORT TEXT FILE SPECIFICATIONS

EXP=Expenditures
FTE=FTE
RES=Reserves
UNA=Unallotted
REV=Revenue
CAD=Cash Disbursements
CAR=Cash Receipts

See Import Specifications Document.
http://bass.ofm.wa.gov/basspr/library/import_spec_appendix_3.pdf

Note: The Field Names are the column headings for the import text file template. See attached.

ImportTextFileTempl
ate.xls

APPENDIX 4 – PRE-RELEASE EDITS

Type – C= Critical W= Warning I= Informational

Edit #	Type	Description
2	C	A packet explanation is required for operating quarterly amendment allotments.
3	W	The total federal allotted expenditure dollar amounts must match the total federal revenue allotment dollar amounts.
4	W	The total local allotted expenditure dollar amounts must match the total local revenue allotment dollar amounts.
5	W	The difference of the total allotment FTE amounts compared to the total FTE amounts on the EA schedule must not be more than plus or minus one FTE. Note: this check will only be performed against operating FTEs if only operating packets are submitted and against capital FTEs if only capital packets are submitted.
7	W	The total intra-agency transfer (object T) allotment dollar amounts must net to zero at the agency level.
9	W	The difference of the total allotted expenditure dollar amounts by object, fiscal year, and agency appropriated level compared to the actual amounts from the previous biennium must not be more than ten percent for initial operating packets. The agency appropriated level will be the agency level except for agency 300, which will be the program level.
10	W	The difference of the total allotted expenditure dollar amounts by fiscal year and program level compared to the actual amounts from the previous biennium must not be more than ten percent for initial operating packets.
12	W	The difference of the total cash disbursement allotment dollar amounts by account and month compared to the actual amounts from the previous biennium must not be more than ten percent for initial packets.
13	W	The difference of the total cash receipt allotment dollar amounts by account and month compared to the actual amounts from the previous biennium must not be more than ten percent for initial packets.
14	W	The difference of the total revenue allotment dollar amounts by account, major source, and source compared to the total revenue dollar amounts on the EA schedule must not be more than ten percent. The check will compare biennial amounts.
16	C	The total appropriated allotted, unallotted, and reserve expenditure dollar amounts must match the total appropriated expenditure dollar amounts on the EA schedule for official non-unanticipated receipt packets. Note: this check will only be performed against operating amounts if only operating packets are submitted and against capital amounts if only capital packets are submitted.
17	W	The total non-appropriated allotted, unallotted, and reserve expenditure dollar amounts must match the total non-appropriated expenditure dollar amounts on the EA schedule for official non-unanticipated receipt packets. Note: this check will only be performed against operating amounts if only operating packets are submitted and against capital amounts if only capital packets are submitted.

20	C	Allotments must be made at or below the subprogram level for expenditure authority on the EA schedule at the subprogram level.
21	C	Allotments must not be made in closed months except for initial packets.
22	C	The total unallotted expenditure dollar amounts by EA code must not be less than zero.
23	C	The total reserve expenditure dollar amounts by EA code must not be less than zero.
26	C	Amounts can only be allotted in the fiscal period specified by the EA code on the EA schedule.
27	C	An organization index used in a coding structure must be predefined in AFRS.
28	C	A program index used in a coding structure must be predefined in AFRS.
29	C	A capital program index cannot be used in a coding structure of an operating packet.
30	C	An operating program index cannot be used in a coding structure of a capital packet.
32	C	A budget unit used in a coding structure must be predefined in AFRS.
33	W	A budget unit used in a coding structure must match the budget unit of the organization index used in the coding structure, if an organization index is used.
34	C	An AFRS project used in a coding structure must be predefined in AFRS.
35	W	An AFRS project used in a coding structure must match the AFRS project of the organization index used in the coding structure, if an organization index is used.
36	C	An AFRS subproject used in a coding structure must be predefined in AFRS, and must be a valid AFRS subproject of the AFRS project used in the coding structure.
37	W	An AFRS subproject used in a coding structure must match the AFRS subproject of the organization index used in the coding structure, if an organization index is used.
38	C	An AFRS project phase used in a coding structure must be predefined in AFRS, and must be a valid AFRS project phase of the AFRS subproject used in the coding structure.
39	W	An AFRS project phase used in a coding structure must match the AFRS project phase of the organization index used in the coding structure, if an organization index is used.
40	C	A major source used in an allotment detail must be predefined in AFRS.
41	C	A source used in an allotment detail must be predefined in AFRS, and must be a valid source of the major source used in the allotment detail.
42	C	A subsource used in an allotment detail must be predefined in AFRS, and must be a valid subsource of the source used in the allotment detail.
43	C	An object used in an allotment detail must be predefined in AFRS.
44	C	A subobject used in an allotment detail must be predefined in AFRS, and must be a valid subobject of the object used in the allotment detail.
45	C	A subsubobject used in an allotment detail must be predefined in AFRS, and must be a valid subsubobject of the subobject used in the allotment detail.

46	C	An EA index used in an allotment detail must be predefined in AFRS. A capital EA index cannot be used in an allotment detail of an operating packet. An operating EA index cannot be used in an allotment detail of a capital packet. An EA index with an unanticipated receipt EA code cannot be used in an allotment detail of a non-unanticipated receipt packet.
47	C	An account used in an allotment detail must be predefined in AFRS.
49	C	An organization index must be used in the coding structure of an allotment detail that contains an EA index that requires an organization index.
52	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for legislative reserve packets must equal.
53	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for governor’s reserve packets must equal.
54	C	An EA index containing an EA code with an EA type of X cannot be used in an allotment detail.
55	C	The total allotted expenditure dollar amounts by coding structure, object, and month must match the total allotted expenditure dollar amounts by coding structure, EA index, and month.
56	C	An expenditure component explanation is required if reserve dollars exist. Go to the expenditure coding structure screen for the packet and select the “Comment” tab. Enter your comments in the Agency External Comment field.
57	C	An expenditure component explanation is required if unallotted dollars exist. Go to the expenditure coding structure screen for the packet and select the “Comment” tab. Enter your comments in the Agency External Comment field.
59	I	This is an information message identifying there are non-budget EA indexes in the packet.
60	C	An EA code of an EA index used in an allotment detail must exist on the EA schedule for official non-unanticipated packets except for EA codes of Z96, Z97, Z98, and Z99.
61	C	A major source of 07 cannot be used in revenue or cash receipt allotment details.
62	C	A major source of 09 cannot be used in revenue or cash receipt allotment details.
64	C	A program index and organization index used in a coding structure must match a valid program index and organization index combination for agency 300, if both a program index and organization index are used.
65	C	A program and EA index used in a coding structure must match a valid program and EA index combination for agency 300, if both a program and EA index are used.
68	C	Object F or W amounts are required to match the amounts for non-budgeted EA indexes by month.
69	C	An attachment is required for Unanticipated Receipt packets. Please attach grant documentation.

70	C	The Unanticipated Receipt Form must meet certain requirements.
71	C	Unanticipated Receipt packets must have an allotment amount entered for Reserves when the "Yes" is selected for question number 1 on the Unanticipated Receipt Form.
72	C	Unanticipated Receipt packets must contain at least 1 expenditure, unallotted or reserve allotment with an EA Type 3 or 9.
73	C	The allotment packet does not have amounts entered
74	C	Internal packets can only use unanticipated receipt EA codes when it has been used in an unanticipated receipt packet prior to the selected Internal packet.
75	C	For each unanticipated receipt ea code that is used in an internal packet, the sum of allotted, unallotted and reserve expenditures must net to zero.
76	C	For Operating Initial, Operating Supplemental 1 and 2 packet purpose types there must be cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft initial operating packets).
77	W	For all official packet purpose types, except Operating Initial, Operating Supplemental 1 or 2 or Revenue and Cash Adjustment packet purpose types must have a cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft operating packets other than initial, supplemental one, supplemental two, and revenue/cash adjustment packets).
78	C	For Operating Initial, Operating Supplemental 1 and 2 packet purpose types there must be cash receipt allotment detail amount(s) when there is revenue allotment detail amount(s) (except for DSHS, which is only for submitted draft initial operating packets).
79	W	For all official packet purpose types, except Operating Initial, Operating Supplemental 1 or 2 packet purpose types must have a cash receipt allotment detail amount(s) when there is allotted revenue detail amount(s) (except for DSHS, which is only for submitted draft operating packets other than initial, supplemental one, and supplemental two packets).
80	C	Accounts 03K, 277, 290 must only be in operating allocation and internal packet purpose types.
81	W	The total of allotted, unallotted, and reserve for accounts 03K, 277, 290 must not exceed the EA Schedule, but can be less than the EA Schedule.
82	C	Accounts 03K and 290 must not be used in Revenue and Cash Receipt components.
83	C	For DSHS, when submitting a returned packet the total of appropriated allotted, unallotted, and reserve by program and EA code must match EA schedule (every EA code amount within the program for the packet being submitted must match the EA schedule).
84	W	For DSHS, when submitting a returned packet the total of non-appropriated allotted, unallotted, and reserve by program and EA code must match EA schedule (every EA code amount within the program for the packet being submitted must match the EA schedule).
85	W	For DSHS, when submitting a returned packet the total of non-appropriated allotted, unallotted, and reserve at the agency level and EA code must match EA schedule (every EA code amount within the program for the packet being submitted must match the EA schedule).

86	C	The total of allotted, unallotted, and reserve for accounts 03K, 277, 290 must not exceed the EA Schedule, but can be less than the EA Schedule.
87	C	The system requires that the total of allotted, un-allotted, and reserve for each appropriated expenditure authority code in the selected Allocation packet match the EA schedule for official packets.
89	C	The system requires that the total of allotted, un-allotted and reserve for each appropriated expenditure authority code for an Operating Quarterly (2-8) must net to 0 in each packet.
90	C	The system requires that the total of allotted, un-allotted and reserve for each appropriated expenditure authority code for Internal packet must not be greater than 0 for the selected Internal and previously submitted Internal Operating or Capital Internal packets.