



Introduction to TALS Training Exercises

Exercise 1. Logging into TALS

1. Open Internet Explorer and enter the Washington BudgetWorks address: <https://budgetlogon.ofm.wa.gov/Logon.aspx>, or use the link from the TALS product page on <https://ofm.wa.gov>. If you are in a training session, use the link provided in class.
2. Use your **Login ID** and **Password** to log in to Washington BudgetWorks. If you are in a training session, use the **Login ID** and **Password** provided in class.
3. Select the icon for **The Allotment System**.

Logging out of TALS

1. Select **Logout** in the upper right-hand corner of the page. This will return you to the Login page.

Exercise 2. Creating a Packet

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 displays descriptive information pertaining to the packet.

NOTE: This feature is not available for those with read-only security access.

1. Select the **Biennium** using the dropdown box, and then select **Load**.
2. Select the **Add Packet** tab in the **View Packet List** page.
3. On the **Add Packet** page, the **Packet Number** will remain listed as **[unassigned]** until the required packet elements have been selected and saved for the packet being added.
4. Verify that the correct **Biennium** is shown. This dropdown will default to the biennium selected on the **View Packet List** page.
5. Select a packet type from the **Purpose** dropdown box.
6. The **Program** dropdown list displays official agency programs. This field is required for DSHS. For the training exercise, no program is needed so choose **[No Program Selected]** from the dropdown box.
7. Enter a packet **Title** and provide a quick description for further reference.
8. Enter a **Packet Explanation** and provide the information that needs to be communicated to your OFM Budget Analyst.
9. Enter the **Agency Internal Comments** that capture detailed agency assumptions.
10. Select an individual from the **Primary Contact** dropdown list who is the agency spokesperson for questions concerning the allotment data and its assumptions. Verify that your name is listed in the contact field.
11. Select an individual from the **Secondary Contact** dropdown list who is a secondary contact for your agency.
12. Select the **Save** sub-tab.
13. You have now created a container into which you can enter your allotment spending plan.

Exercise 3. What Option am I?

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.

1. From the **View Packet List** page, look for an **Approved** packet with **Operating Initial Allotment** displayed as its **Purpose**.
2. Select the packet by putting a checkmark in the packet selection box on the left.
3. Select the **Allotments** tab.
4. Select a **Program Index** by placing a checkmark in the checkbox, and then select the **Allot. Details** sub-tab.
5. Look for values in the **EAI** and **Obj.** columns to occupy separate rows (Option 1 agency) or the same row (Option 2 agency).

Exercise 4. Adding Data to a Packet

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 into the packet. This is called the “coding structure.”

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

The Component Navigation Bar provides the means to switch between the four allotments 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.

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

2. Select **Add** while in the **Expenditures** tab. The **Add Expenditure Coding Structure** dialog box will be displayed.
3. Enter a **Program Index**. While **[Enter or Select a Program Index]** is highlighted, you can use the keyboard down arrow to see all program indexes available in your agency, or you can start typing to bring up a series of program indexes. If the agency has more program indexes that can be displayed, it will show a ‘...’ at the bottom of the list. To get to the codes further down you will need to start typing to select them.
4. 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.

5. Add additional coding structure by using the down arrow in the fields as needed, then select **Save**.
6. Select **Cancel** to close the dialog box and return to the previous page.

Note: To add additional coding, you can choose the **Add** button at the bottom of the window.

Now that you have established a coding structure, you may enter allotment data for that structure. TALS refers to allotment data as Allotment Details.

7. Place a check in the checkbox for the coding structure just added, and then select **Allot Details**.
8. Select the **Add** tab under the expandable **Expenditure Allotment Details** section.
9. In the **Add Expenditure Allotment Detail** dialog box, select the appropriate **EAI** by using the down arrow or by typing in the **EAI** field.
10. If you are in an Option 2 agency, then an **Object** is required. If you are in an Option 1 agency, then one or the other field is required, but not both.
11. If a Sub Object or Sub Sub Object, enter them in the respective fields.
12. Enter the allotment dollar amount in the appropriate Fiscal Month (**FM**) field, and then select **Repeat**, **Spread**, or **Quarterly** as needed to distribute the allotment.
13. Select **Save**, or **Add** another allotment as needed.
14. When finished with your allotment details, select **Cancel** to close the dialog box and return to the previous screen.

Exercise 5. Import and Export from Excel

The Import tool gives agencies the ability to import data from agency internal allotment systems or from Excel spreadsheets. Agencies may also want to make changes to an existing allotment packet. A best practice is to export the allotment data, make modifications, and then import the data back into TALS. This will ensure that the template you are using is correctly configured.

Export

Follow the below steps to export data from TALS.

1. Choose a packet from the **View Packet List** with a checkmark and then select **Export**.
2. On the **Export Data** dialog box, select the allotment data that you want to export.
3. Select **Export**.
4. When prompted to save the downloaded file, choose **Save As** and save as a text file. Avoid changing the file format, and remember where you saved it!
5. Select **Cancel** to close the dialog box.
6. Open Microsoft Excel and browse to find the text file you just downloaded.

Note: The file will not show up by default due to the file type view filtering only for Excel file types (*.xl*, *.xlsx, etc.).

7. Change the file type filter to view **Text Files (*.prn;*.txt;*.csv)** using the dropdown box.

8. Select your file and **Open**. This will start the **Text Import Wizard**.
9. Choose **Delimited** and select **Next**.
10. Select **Tab** by placing a checkmark in the **Delimiters** section and select **Next**.
11. Scroll the **Data preview** below until you find the **InterAgencyAgreementFlag** in the **General** column.
12. Hold down the SHIFT key and click on that column. All columns to that point will be highlighted.
13. In the **Column Data Format** section above, choose **Text**.
14. Select **Finish**. This will open your exported data in Excel with the correct configuration for further importing.

Import

When you have completed your allotment data entry using the exported spreadsheet, you may proceed with the import of the data back into TALS. Remember that the final file type of the spreadsheet will need to remain a tab-delimited text file.

1. To ensure that you are saving your completed file with the correct file type, while in Excel, select **File...Save As** and choose where to **Save** your file. Remember where you save your file!

Note: Verify that you are saving your file using the **Text (Tab delimited) (*.txt)** file type.

2. Choose **Yes** when prompted by Excel to "...keep using that format?"
3. Return to TALS in Internet Explorer.
4. From the **View Packet List**, select the packet that you wish to import the data into with a checkmark.
5. Select the **Import** tab.
6. On the **Import** dialog box, **Browse...** to locate your file and select **Open**.
7. Choose **Merge / Sum Amounts Together** or **Delete Original / Replace**.
8. Select **Upload** and select **OK** when prompted to "...continue with the import?"
 - a. If the **Text Import Error Report** window appears, it will describe any data errors that may need to be corrected before you can import your data into TALS.
 - b. Select **Cancel** and correct the data in the spreadsheet before attempting the import process again.
9. When the **File Uploaded Successfully** message appears, your data has been successfully imported into TALS.
10. From the **View Packet List**, select your packet and select the **Allotments** tab.
11. Choose a **Program Index** and select **Allot. Details**.
12. Ensure that your data is correct.

Exercise 6. TALS Reporting

There are two ways to view TALS reports. The first method is through the Enterprise Reporting (ER) portal. You can use the **Enterprise Reporting** tab to take you directly to the ER portal. This tab can be seen from any screen in TALS.

NOTE: If you don't currently have access to ER, please watch the instructor's PC.

1. Log in to the Enterprise Reporting (ER) Portal.
2. Select the **Budget Reports** folder.
3. Select the **Allotment Reports** folder.
4. Schedule the **AMR002** report using the standard Reporting Portal report creation steps within the **Parameters** page.
 - a. Select your **Packet Number** from the dropdown list.
 - b. The **Level of Detail for Account/EA** parameter will determine at what level of detail you will view your data.
 - c. Select the **Level of Detail for Program** that you want for **Program Index** from the dropdown list. You can select the following: **Agency, Program, Sub-Program, Activity, Sub-Activity, Task, and Program Index.**
 - d. Select **Schedule** to schedule the report.
5. The auto-refresh will keep refreshing until the **Status** states **Success**.
6. Double-click the completed report to view the report.

The other way to run a report is through the **View Packet List**.

1. Choose a report from the dropdown list in the upper right and select the **Run** button.

Exercise 7. Release to OFM

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

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

1. Select a packet from the **View Packet List** that has passed all the Pre-Release and AFRS critical errors.
2. In the upper right-hand corner of the page, choose **Submit Packet(s)** in the dropdown list and then select **Run**.
3. If no critical AMR errors have occurred, you will receive a message confirming this. Select **OK**.
4. After the AFRS edits have run (approximately 15 minutes), you will need to refresh the screen. This can be accomplished by selecting the **View Packet List** tab at the top of the page.
5. Once the packet is submitted, you will receive an email message stating "Packet number XXXX for agency XXX has been submitted."
6. After the packet is submitted to OFM, the Traffic Light Indicator will change from yellow to green and the status will change to Pending.
7. The packet will remain in Pending status until OFM has opened the packet.