WASHINGTON TECHNOLOGY SOLUTIONS

ENTERPRISE TECHNOLOGY SOLUTIONS

TALS – AMR

REPORT DESCRIPTIONS AND SAMPLES

August 2015
AMR001 – Allotment Expenditure Summary

Purpose and Overview of Report
The AMR001 report provides a summary of expenditure allotment and FTE allotment data by program, account, account type, expenditure authority or expenditure authority index and object for fiscal year and biennial time periods. The report displays information in five categories: 1) the report summary; 2) allotted expenditures; 3) unallotted; 4) reserve and 5) comments. The report may not be run below the sub-program level.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on expenditure and FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability
All reports are available through the Reporting Portal. Go to the Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One packet program within an agency.
5. Expenditure data by account
6. Expenditure data by account and Expenditure Authority or Expenditure Authority Index
7. Data at the program or sub-program level.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.
Report Tutorial Appendix 2

The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

The following report parameters are available for selection:
  1) Instance Title
  2) Format (Default is Crystal Reports)
  3) Personal Title
  4) User Group (Required to make selection)
  5) Biennium
  6) Agency (Default is your agency)
  7) Packet Program
  8) Packet Purpose
  9) Packet Status
 10) Packet Number
 11) Display Comments
 12) Account
 13) Expenditure Authority Code
 14) Expenditure Authority Index
 15) Level of Detail for Account/EA
 16) Program
 17) Level of Detail for Program
### Allotment Summary

<table>
<thead>
<tr>
<th></th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennial Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Allotted</td>
<td>238,027,780</td>
<td>305,212,534</td>
<td>544,140,314</td>
<td></td>
</tr>
<tr>
<td>Total Unallotted*</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total Reserve*</td>
<td>1,000</td>
<td>20,000</td>
<td>21,000</td>
<td></td>
</tr>
<tr>
<td>Total Agency 179 Allotment*</td>
<td>238,528,780</td>
<td>305,232,534</td>
<td>562,484,377</td>
<td></td>
</tr>
<tr>
<td>Total Other FTE Staff Years</td>
<td>1,071.50</td>
<td>1,062.83</td>
<td>1,067.17</td>
<td></td>
</tr>
<tr>
<td>Average Salary</td>
<td>4,888</td>
<td>4,992</td>
<td>4,940</td>
<td></td>
</tr>
</tbody>
</table>

### Allotted Expenditures

<table>
<thead>
<tr>
<th>Program</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennial Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>010 Support Services</td>
<td>885,194</td>
<td>1,006,923</td>
<td>1,894,117</td>
<td>0.4</td>
</tr>
<tr>
<td>020 Finance</td>
<td>13,038,100</td>
<td>13,410,734</td>
<td>27,448,834</td>
<td>5.0</td>
</tr>
<tr>
<td>030 Enterprise Technology Solutions</td>
<td>47,123,838</td>
<td>54,023,585</td>
<td>101,147,423</td>
<td>18.6</td>
</tr>
<tr>
<td>040 Personnel Services</td>
<td>7,075,533</td>
<td>6,237,568</td>
<td>13,313,001</td>
<td>2.5</td>
</tr>
<tr>
<td>050 Business Resources</td>
<td>53,040,621</td>
<td>61,214,146</td>
<td>114,254,767</td>
<td>21.1</td>
</tr>
<tr>
<td>060 Enterprise Facility Services</td>
<td>72,760,749</td>
<td>73,302,810</td>
<td>146,063,559</td>
<td>26.8</td>
</tr>
<tr>
<td>080 Contracts and Legal</td>
<td>25,784,314</td>
<td>23,228,880</td>
<td>48,013,194</td>
<td>9.0</td>
</tr>
<tr>
<td>850 Non Appropriated/ Non Budgeted</td>
<td>38,374,087</td>
<td>38,374,087</td>
<td>76,748,174</td>
<td>14.3</td>
</tr>
<tr>
<td>900 Capital Programs</td>
<td>18,010,351</td>
<td>34,403,796</td>
<td>52,414,147</td>
<td>9.6</td>
</tr>
<tr>
<td><strong>Total Agency 179 Allotted</strong></td>
<td>238,827,780</td>
<td>305,212,534</td>
<td>544,140,314</td>
<td>100.0</td>
</tr>
</tbody>
</table>

### Account and Expenditure

<table>
<thead>
<tr>
<th>Authority Type</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennial Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-1 General Fund-State</td>
<td>3,659,680</td>
<td>3,593,000</td>
<td>7,252,680</td>
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<tr>
<td>03K-8 Industrial Insurance Premium</td>
<td>94,156</td>
<td>94,156</td>
<td>188,312</td>
<td></td>
</tr>
<tr>
<td>042-1 Char/Ed/Penal/Reform/Instu</td>
<td>490,002</td>
<td>500,000</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>045-1 State Vehicle Parking</td>
<td>1,000,040</td>
<td>430,564</td>
<td>2,430,004</td>
<td></td>
</tr>
<tr>
<td>045-6 State Vehicle Parking</td>
<td>1,977,190</td>
<td>1,899,970</td>
<td>3,877,160</td>
<td></td>
</tr>
<tr>
<td><strong>Total 045 State Vehicle Parking Account</strong></td>
<td>3,478,126</td>
<td>2,430,024</td>
<td>5,908,150</td>
<td></td>
</tr>
</tbody>
</table>
Report Tutorial Appendix 2

AMR002 – Allotment Expenditure Detail

Purpose and Overview of Report
The AMR002 report provides a detail of expenditure allotment and FTE allotment data by program, account, account type, expenditure authority or expenditure authority index and object for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. There are two options available. Both options contain the following sections 1) Expenditure Data; 2) FTE Data; 4) Summary for Agency, Program, Organization, Project, Budget Unit, Budget Activity, User Defined and Section 5) Comments. Only option 1 contains the additional section 3) Object Data.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on expenditure and FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One packet program within an agency.
5. Expenditure data by account
6. Expenditure data by account and Expenditure Authority or Expenditure Authority Index
7. Data at the program or sub-program level.
Report Tutorial Appendix 2

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

The following report parameters are available for selection:
   1) Instance Title
   2) Format (Default is Crystal Reports)
   3) Personal Title
   4) User Group (Required to make selection)
   5) Biennium
   6) Agency (Default is your agency)
   7) Packet Program
   8) Agency Allotment Option (Default is 1)
   9) Packet Purpose
   10) Packet Status
   11) Packet Number
   12) Display Comments
   13) Account
   14) Expenditure Authority Code
   15) Expenditure Authority Index
   16) Level of Detail for Account/EA
   17) Program
   18) Sub Program
   19) Sub Activity
   20) Task
   21) Program Index
   22) Level of Detail for Program
   23) Division
   24) Branch
   25) Section
   26) Unit
   27) Cost Center
   28) Organization Index
   29) Level of Detail for Organization (Default is Agency)
   30) Budget Unit
   31) Display Budget Unit
   32) Project

6 of 52
33) Sub Project
34) Project Phase
35) Level of Detail for Project (Default is Agency)
36) Budget Activity
37) Display Budget Activity (Default is No)
38) User Defined
39) Display User Defined (Default is No)
40) Object
41) Sub Object
42) Sub Sub Object
43) Level of Detail for Object (Default is Object)
44) Capital Project Number
AMR002FTE – Allotment Detail

Purpose and Overview of Report
The AMR002FTE report provides a detail of the FTE allotment data by account, expenditure authority, expenditure authority index and object for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. The report will contain two sections: 1) the data and 2) the comments. All agencies are treated the same. Objects may be entered with FTE but are not required.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. FTE data by account
5. FTE data by account and Expenditure Authority Code or Expenditure Authority Index.
6. Data at the Program (program index, program, sub program, activity, sub activity, and task); Organizational Structure (organization index, division, branch, section, unit, and cost center); or Budget Unit, Budget Activity, User Defined, or Project (project, sub project, and project phase); depending on the level at which the data was entered.
7. FTE data by object, sub object and sub-sub-object level at which the data was entered.
Report Tutorial Appendix 2

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

The following report parameters are available for selection:
   1) Instance Title
   2) Format (Default is Crystal Reports)
   3) Personal Title
   4) User Group (Required to make selection)
   5) Biennium
   6) Agency (Default is your agency)
   7) Packet Program
   8) Agency Allotment Option (Default is 1)
   9) Packet Purpose
  10) Packet Status
  11) Packet Number
  12) Display Comments
  13) Account
  14) Expenditure Authority Code
  15) Expenditure Authority Index
  16) Level of Detail for Account/EA
  17) Program
  18) Sub Program
  19) Sub Activity
  20) Task
  21) Program Index
  22) Level of Detail for Program
  23) Division
  24) Branch
  25) Section
  26) Unit
  27) Cost Center
  28) Organization Index
  29) Level of Detail for Organization (Default is Agency)
  30) Budget Unit
  31) Display Budget Unit
  32) Project
  33) Sub Project
Report Tutorial Appendix 2

34) Project Phase
35) Level of Detail for Project (Default is Agency)
36) Budget Activity
37) Display Budget Activity (Default is No)
38) User Defined
39) Display User Defined (Default is No)
40) Object
41) Sub Object
42) Sub Sub Object
43) Level of Detail for Object (Default is Object)
44) Capital Project Number

![Table Image]

OFM

179 - Department of Enterprise Services
FTE Allotment Detail
2013-15 Biennium

Packet Purpose: Capital Internal Adjustments
Packet Number: 0004
Packet Status: Approved

Program Structure
000 - Capital Programs

FTE Staff by Account-EA Type and Object

<table>
<thead>
<tr>
<th>Account-State</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennium Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Object ~ Not Specified</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>0.00</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>0.00</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>0.00</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>0.00</td>
<td>53.00</td>
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<tr>
<td>Nov</td>
<td>0.00</td>
<td>53.00</td>
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<td>Dec</td>
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<td>Jan</td>
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<td>Feb</td>
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<tr>
<td>Mar</td>
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<tr>
<td>Apr</td>
<td>0.00</td>
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</tr>
<tr>
<td>May</td>
<td>0.00</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>0.00</td>
<td>53.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Staff Months
Total FTE Average

**Total Staff Months**
Total FTE Average

0.00 636.00 636.00
0.00 53.00 26.50

0.00 636.00 636.00
0.00 53.00 26.50

Report Number: AMR002FTE
Date Run: 3/27/2015 9:16AM
Print Date: 3/27/2015 9:16AM

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AMR003 – Allotment Revenue Summary

Purpose and Overview of Report
The AMR003 report provides a summary of the revenue allotment data by account and by category of major sources for fiscal year and biennial time periods. The report displays information by fiscal year and biennium. The report is a tool for comparing state expenditures from other reports to the state revenues on this report by account. Additionally, it can be used to compare federal expenditures and revenues as well as those for private/local expenditures and revenues.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on revenue allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Revenue data by account.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.
The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number
11) Display Comments
12) Account
**AMR004 – Allotment Revenue Detail**

**Purpose and Overview of Report**
The AMR004 report provides a detail of the revenue allotment data by account, by major source, and source for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. This report is divided into two sections. The first being the data and the second being the comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on revenue allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

**Availability**
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

**Report Views**
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Revenue data by account.
5. Revenue data by account and by major source; or by account, major source and source; or by account, major source, source and sub source.
6. Revenue data by expenditure authority index (EAI)
7. Revenue data by capital project number
8. Revenue data the program (program index, program, sub program, activity, sub activity, and task); organizational structure (organization index, division, branch, section, unit, and cost center); or budget unit, budget activity, used defined, or project (project, sub project, and project phase) depending on the level at which the data was entered.
Report Tutorial Appendix 2

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

The following report parameters are available for selection:
1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number
11) Display Comments
12) Account
13) Expenditure Authority Code
14) Expenditure Authority Index
15) Level of Detail for Account/EA
16) Program
17) Sub Program
18) Activity
19) Sub Activity
20) Task
21) Program Index
22) Level of Detail for Program
23) Division
24) Branch
25) Section
26) Unit
27) Cost Center
28) Organization Index
29) Level of Detail for Organization (Default is Agency)
30) Budget Unit
31) Display Budget Unit
32) Project
33) Sub Project
34) Project Phase
35) Level of Detail for Project (Default is Agency)
36) Budget Activity
37) Display Budget Activity (Default is No)
38) User Defined
39) Display User Defined (Default is No)
40) Major Source
41) Source
42) Sub Source
43) Level of Detail for Revenue (Default is Source)
44) Capital Project Number

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**OFM**

179 Department of Enterprise Services
Allotment Revenue Detail
2013-15 Biennium

Packet Purpose: Operating Internal Adjustments
Packet Number: 0093
Packet Status: Approved

Revenue by Account, Major Source and Source

<table>
<thead>
<tr>
<th>422 Enterprise Services Account</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennium Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0420 Charges for Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>(428,749)</td>
<td>(428,749)</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>(428,749)</td>
<td>(428,749)</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>(428,749)</td>
<td>(428,749)</td>
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</tr>
<tr>
<td>Oct</td>
<td>(428,749)</td>
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</tr>
<tr>
<td>Nov</td>
<td>(428,749)</td>
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<td>Dec</td>
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<td>Mar</td>
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</tr>
<tr>
<td>Apr</td>
<td>(428,749)</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Jun</td>
<td>(428,749)</td>
<td>(428,749)</td>
<td></td>
</tr>
<tr>
<td>0420 Charges for Services Total</td>
<td>(5,145,000)</td>
<td>(5,145,000)</td>
<td>(10,290,000)</td>
</tr>
</tbody>
</table>
AMR005 – Allotment Cash Disbursement Detail

Purpose and Overview of Report
The AMR005 report provides a detail of the cash disbursements allotment data by account, and optionally by expenditure authority code or expenditure authority index for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. It is divided into two sections. The first being the data and the second being the comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on cash disbursement allotments. OFM and the State Treasurer use cash receipt and disbursement allotments for statewide cash management. The accuracy of the individual cash disbursement allotments is important.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Cash Disbursement data by account.
5. Cash Disbursement data by account and expenditure authority code (EA)
6. Cash Disbursement data by expenditure authority index (EAI)
7. Data the program (program index, program, sub program, activity, sub activity, and task); organizational structure (organization index, division, branch, section, unit, and cost center); or budget unit, budget activity, used defined, or project (project, sub project, and project phase) depending on the level at which the data was entered.
Report Tutorial Appendix 2

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

The following report parameters are available for selection:
1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number
11) Display Comments
12) Account
13) Expenditure Authority Code
14) Expenditure Authority Index
15) Level of Detail for Account/EA
16) Program
17) Sub Program
18) Activity
19) Sub Activity
20) Task
21) Program Index
22) Level of Detail for Program
23) Budget Unit
24) Display Budget Unit
25) Project
26) Sub Project
27) Project Phase
28) Level of Detail for Project (Default is Agency)
29) Budget Activity
30) Display Budget Activity (Default is No)
31) User Defined
32) Display User Defined (Default is No)
### Cash Disbursements by Account

<table>
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<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>057 State Building Construction Account</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>849,398</td>
<td>(79,734)</td>
<td>929,132</td>
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<tr>
<td>289 Thurston County Capital Facilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>704,719</td>
<td>703,218</td>
<td>1,407,937</td>
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</table>

Total 057 State Building Construction Account 0 129,095 129,095

Total 289 Thurston County Capital Facilities 0 0 0
AMR007 – Allotment Cash Receipts Detail

Purpose and Overview of Report
The AMR007 report provides a detail of the cash receipts allotment data by account and source codes for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. It is divided into two sections. The first containing the data and the second containing the comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on cash receipts allotments. OFM and the State Treasurer use cash receipt and disbursement allotments for statewide cash management. The accuracy of the individual cash receipt allotments is important.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Cash Receipts data by account.
5. Cash Receipts data by account and by major source; or by account, major source and source; or by account, major source, source and sub source.
6. Data at the program (program index, program, sub program, activity, sub activity, and task) or budget unit, budget activity, user defined, or project (project, sub project, and project phase) depending on the level at which the data was entered.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the
Report Tutorial Appendix 2

personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various sub-sections. The data presented will depend on the report parameters selected.

The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number
11) Display Comments
12) Account
13) Program
14) Sub Program
15) Activity
16) Sub Activity
17) Task
18) Program Index
19) Level of Detail for Program (Default is Program)
20) Budget Unit
21) Display Budget Unit (Default is No)
22) Project
23) Sub Project
24) Project Phase
25) Level of Detail for Project (Default is Agency)
26) Budget Activity
27) Display Budget Activity (Default is No)
28) User Defined
29) Display User Defined (Default is No)
30) Major Source
31) Source
32) Sub Source
33) Level of Detail for Revenue (Default is Source)
### Cash Receipts by Account

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<tr>
<th>Account Description</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennium Total</th>
</tr>
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<tbody>
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<td>422 Enterprise Services Account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Apr</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>May</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>(464,443)</td>
<td>0</td>
<td>(464,443)</td>
</tr>
</tbody>
</table>

**Total 422 Enterprise Services Account**

(464,443) 0 (464,443)
AMR008 – Allotted vs. EA Schedule

Purpose and Overview of Report
The AMR008 report provides a comparison of allotments to expenditure authority schedule (EAS) for the biennial time period. The report displays information by fiscal year and biennium. There are two sections to this report Biennial Comparison and Fiscal Comparison.

The report is used to identify variances between the allotment data and the expenditure authority schedule control numbers. This report is primarily used during the preparation and review of allotments.

Both the expenditure authority schedule control numbers and the allotment data are either at or summed to an agency level by fiscal year for each account.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.

Report Detail
The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will be broken down between the Biennial Comparison and the Fiscal comparison. The Biennial Comparison will contain two columnar divisions. The first contains all the allotment information and the second contains the EAS information. The Fiscal Comparison will contain three main columnar divisions. The first consists of
Allotments by each fiscal year, the second contains the Expenditure Authority Schedule by each fiscal year and the third column contains the Variance by each fiscal year.

The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number

<table>
<thead>
<tr>
<th>Account/EA Type</th>
<th>Allotted</th>
<th>Unallotted</th>
<th>Reserve</th>
<th>Allotment Total</th>
<th>Expenditure Authority from EAS</th>
<th>Allotment to EAS Variance</th>
<th>EAS Required Reserve</th>
<th>Reserve Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>081 General Fund-State</td>
<td>327,000</td>
<td>1,000</td>
<td>373,000</td>
<td>374,000</td>
<td>(120)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>082 Legislative Facilities and Operations</td>
<td>3,287,000</td>
<td>2,280,000</td>
<td>3,267,000</td>
<td>3,267,000</td>
<td>2,250,000</td>
<td>2,260,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>083 Biennium</td>
<td>2,250,000</td>
<td>2,250,000</td>
<td>2,250,000</td>
<td>2,250,000</td>
<td>2,250,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>084 Total General Fund-State</td>
<td>7,252,000</td>
<td>21,000</td>
<td>7,273,000</td>
<td>6,524,000</td>
<td>(2,650,000)</td>
<td>21,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>306 Industrial Insurance Premium Refund-Non-Appropriated</td>
<td>188,312</td>
<td>188,312</td>
<td>188,312</td>
<td>188,312</td>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>442 Char/Ed/Penso/Reform/Institutions-State</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>451 State Vehicle Parking Account-State</td>
<td>730,000</td>
<td>730,000</td>
<td>730,000</td>
<td>730,000</td>
<td>730,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>514 East Plaza-Water &amp; Sewer</td>
<td>769,000</td>
<td>769,000</td>
<td>769,000</td>
<td>769,000</td>
<td>769,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>517 Engineering &amp; Operations</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>451 Total State Vehicle Parking</td>
<td>2,031,000</td>
<td>2,031,000</td>
<td>2,031,000</td>
<td>2,031,000</td>
<td>2,031,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456 State Vehicle Parking Account-Non-Appropriated</td>
<td>3,877,150</td>
<td>4,540,000</td>
<td>4,540,000</td>
<td>4,540,000</td>
<td>4,540,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>456 Total State Vehicle Parking</td>
<td>5,608,150</td>
<td>6,371,000</td>
<td>6,371,000</td>
<td>6,371,000</td>
<td>6,371,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>607 State Building Construction Account-State</td>
<td>33,459</td>
<td>33,459</td>
<td>33,459</td>
<td>33,459</td>
<td>33,459</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>607 Total State Building Construction Account-State</td>
<td>1,231,936</td>
<td>1,332,138</td>
<td>1,332,138</td>
<td>1,332,138</td>
<td>1,332,138</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AMR009 – Allotted Revenue vs. Expenditure Variance (Federal and Private/Local Funds Only)

Purpose and Overview of Report
The AMR009 report provides a comparison of revenue allotments to expenditures for Federal and Private/Local funds for the fiscal year time period. The report displays information by fiscal year. There is one section to this report.

The report is used to identify variances between the revenue data and expenditure data. This report is primarily used during the fiscal year to make sure that the allotted revenue and expenditures are balanced.

Both the allotment data and expenditure data are either at or summed to an agency level by fiscal year for each account.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.

Report Detail
The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain three columnar divisions. The first contains all the allotment revenue information, the second contains the expenditure information and the third contains the variance. Each column will consist of the first fiscal year, the second fiscal year and the biennium total.
Report Tutorial Appendix 2

The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number

OFM
Packet Purpose: ALL
Packet Number: ALL
Packet Status: Approved

103 - Department of Commerce
Allotted Revenue vs. Expenditure Variance
Federal and Private/Local Funds Only
2013-15 Biennium

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>301 - General Fund Private/Local</td>
<td>1,129,018</td>
<td>1,187,764</td>
<td>3,117,582</td>
<td>1,129,020</td>
<td>1,187,702</td>
<td>3,117,582</td>
<td>(2)</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>15P - Energy Recovery Act Account Federal</td>
<td>1,700,000</td>
<td>0</td>
<td>1,700,000</td>
<td>3,700,000</td>
<td>0</td>
<td>3,700,000</td>
<td>(2,000,000)</td>
<td>0</td>
<td>(2,000,000)</td>
</tr>
</tbody>
</table>
Report Tutorial Appendix 2

AMR010 – Allotted Revenue vs. EAS Revenue Variance

Purpose and Overview of Report
The AMR010 report provides a comparison of revenue allotments to expenditure authority schedule (EAS) revenue control numbers for fiscal year and biennial time periods. The report displays information by fiscal year and biennium. There is only one section to this report.

The report is used to identify variances between the revenue allotment data and the expenditure authority schedule revenue control numbers. This report is primarily used during the preparation and review of revenue allotments.

Both the expenditure authority schedule control numbers and the revenue allotment data are either at or summed to an agency level by fiscal year for each account and source for comparison.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Allotted and EAS control revenue data by account, major source and source code, fiscal year and biennial total.
5. The variance between the allotted revenue and the EAS control numbers.

Report Detail
The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.
Report Tutorial Appendix 2

The body of the report will contain four main columnar divisions. The first consists of two columns containing account and revenue source code with a short description. The next three main columnar divisions contain information on revenue allotment, expenditure authority schedule, and finally the variance. Each of the main columnar sections contains individual columns for fiscal year 1 and fiscal year 2 and a biennial total. For example for the 1315 biennium, the report will show individual columns for FY2014 and FY2015 and the Biennium Total in each of the columnar sections.

The following report parameters are available for selection:
1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number

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<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>General Fund</td>
<td>24,227</td>
<td>41,532</td>
<td>65,759</td>
<td>313,000</td>
<td>0</td>
<td>313,000</td>
<td>(289,773)</td>
<td>41,532</td>
<td>(247,241)</td>
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<tr>
<td>0402 Income From Property</td>
<td>3,643,092</td>
<td>3,669,148</td>
<td>7,312,240</td>
<td>3,380,000</td>
<td>3,023,000</td>
<td>7,312,000</td>
<td>264,092</td>
<td>(263,852)</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>0410 Charges for Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>0465 Other Revenue</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>0621 Operating Transfers In</td>
<td>145,590</td>
<td>145,560</td>
<td>291,150</td>
<td>155,000</td>
<td>136,000</td>
<td>291,000</td>
<td>(9,410)</td>
<td>6,590</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>0622 Operating Transfers Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(126,000)</td>
<td>0</td>
<td>(126,000)</td>
<td>126,000</td>
<td>0</td>
<td>(126,000)</td>
<td></td>
</tr>
<tr>
<td>0409 State Vehicle Parking</td>
<td>3,788,582</td>
<td>3,833,389</td>
<td>7,622,971</td>
<td>3,422,000</td>
<td>4,074,000</td>
<td>7,496,000</td>
<td>369,952</td>
<td>(240,111)</td>
<td>126,571</td>
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</tr>
<tr>
<td>084 Building Code Council Account</td>
<td>610,000</td>
<td>617,000</td>
<td>1,227,000</td>
<td>297,000</td>
<td>617,000</td>
<td>1,024,000</td>
<td>210,000</td>
<td>0</td>
<td>210,000</td>
<td></td>
</tr>
<tr>
<td>299 Thurston County Capital Facilities</td>
<td>3,702,684</td>
<td>3,702,684</td>
<td>7,405,368</td>
<td>3,714,000</td>
<td>3,812,000</td>
<td>7,526,000</td>
<td>49,604</td>
<td>(49,306)</td>
<td>(632)</td>
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</tr>
<tr>
<td>0410 Charges for Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(202,048)</td>
<td>201,963</td>
<td>(81)</td>
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<tr>
<td>299 Total Thurston County</td>
<td>3,958,040</td>
<td>3,968,647</td>
<td>7,926,787</td>
<td>4,782,000</td>
<td>3,916,000</td>
<td>8,698,000</td>
<td>(703,360)</td>
<td>192,647</td>
<td>(640,713)</td>
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<tr>
<td>415 Personnel Service Account</td>
<td>2,684,000</td>
<td>2,684,000</td>
<td>2,684,000</td>
<td>2,684,000</td>
<td>2,684,000</td>
<td>2,684,000</td>
<td>0</td>
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<tr>
<td>419 Data Processing Revolving Account</td>
<td>50,079,800</td>
<td>51,248,652</td>
<td>101,328,452</td>
<td>51,102,000</td>
<td>51,614,000</td>
<td>102,716,000</td>
<td>(1,022,139)</td>
<td>(385,150)</td>
<td>(1,407,289)</td>
<td></td>
</tr>
<tr>
<td>0403 Sales of Goods &amp; Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(114,000)</td>
<td>0</td>
<td>(114,000)</td>
<td></td>
</tr>
<tr>
<td>0468 Other Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Report Tutorial Appendix 2

AMR011 – Allotted Expenditures vs. Cash Disbursements

Purpose and Overview of Report
The AMR011 report provides a comparison of allotted expenditure data to cash disbursement allotments. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare allotted expenditure data to cash disbursement allotment data and to analyze the trends in relation to each other. This report is primarily used during the preparation and review of expenditure and cash disbursement allotments.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One, all or several packet programs collectively within an agency.
5. One, all or several accounts individually.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.
The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number
11) Account
12) Expenditure Authority Code
### OFM

**179 - Department of Enterprise Services**

**Allotted Expenditures vs. Cash Disbursements**

**Trend Comparison**

**2013-15 Biennium**

**Packet Purpose:** ALL  
**Packet Number:** ALL  
**Packet Status:** Approved

#### 001 General Fund

<table>
<thead>
<tr>
<th>Month</th>
<th>Expenditures</th>
<th>Cash Disbursements</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 13</td>
<td>40,641</td>
<td>306,651</td>
<td>(266,210)</td>
</tr>
<tr>
<td>Aug 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Sep 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Oct 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Nov 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Dec 13</td>
<td>195,641</td>
<td>304,287</td>
<td>(108,646)</td>
</tr>
<tr>
<td>Jan 14</td>
<td>1,053,844</td>
<td>304,287</td>
<td>1,054,557</td>
</tr>
<tr>
<td>Feb 14</td>
<td>314,841</td>
<td>304,287</td>
<td>10,554</td>
</tr>
<tr>
<td>Mar 14</td>
<td>40,641</td>
<td>306,628</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Apr 14</td>
<td>42,974</td>
<td>306,628</td>
<td>(263,646)</td>
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<tr>
<td>May 14</td>
<td>42,474</td>
<td>306,120</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Jun 14</td>
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<td>555,850</td>
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<td>Jul 14</td>
<td>209,406</td>
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<td>(581,735)</td>
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<td>Aug 14</td>
<td>299,431</td>
<td>487,443</td>
<td>(188,012)</td>
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<tr>
<td>Sep 14</td>
<td>299,406</td>
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<td>(188,037)</td>
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<tr>
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<td>299,406</td>
<td>487,443</td>
<td>(188,037)</td>
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<td>487,443</td>
<td>(188,037)</td>
</tr>
<tr>
<td>Dec 14</td>
<td>299,406</td>
<td>487,443</td>
<td>(188,037)</td>
</tr>
<tr>
<td>Jan 15</td>
<td>289,406</td>
<td>487,443</td>
<td>(198,037)</td>
</tr>
<tr>
<td>Feb 15</td>
<td>289,406</td>
<td>487,443</td>
<td>(198,037)</td>
</tr>
<tr>
<td>Mar 15</td>
<td>289,406</td>
<td>487,443</td>
<td>(198,037)</td>
</tr>
<tr>
<td>Apr 15</td>
<td>299,437</td>
<td>487,429</td>
<td>(187,992)</td>
</tr>
</tbody>
</table>

**Total 001 General Fund:** 7,253,830

<table>
<thead>
<tr>
<th>Month</th>
<th>Expenditures</th>
<th>Cash Disbursements</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 13</td>
<td>40,641</td>
<td>306,651</td>
<td>(266,210)</td>
</tr>
<tr>
<td>Aug 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Sep 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Oct 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Nov 13</td>
<td>40,641</td>
<td>304,287</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Dec 13</td>
<td>195,641</td>
<td>304,287</td>
<td>(108,646)</td>
</tr>
<tr>
<td>Jan 14</td>
<td>1,053,844</td>
<td>304,287</td>
<td>1,054,557</td>
</tr>
<tr>
<td>Feb 14</td>
<td>314,841</td>
<td>304,287</td>
<td>10,554</td>
</tr>
<tr>
<td>Mar 14</td>
<td>40,641</td>
<td>306,628</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Apr 14</td>
<td>42,974</td>
<td>306,628</td>
<td>(263,646)</td>
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<tr>
<td>May 14</td>
<td>42,474</td>
<td>306,120</td>
<td>(263,646)</td>
</tr>
<tr>
<td>Jun 14</td>
<td>661,963</td>
<td>306,113</td>
<td>555,850</td>
</tr>
<tr>
<td>Jul 14</td>
<td>209,406</td>
<td>791,141</td>
<td>(581,735)</td>
</tr>
<tr>
<td>Aug 14</td>
<td>299,431</td>
<td>487,443</td>
<td>(188,012)</td>
</tr>
<tr>
<td>Sep 14</td>
<td>299,406</td>
<td>487,443</td>
<td>(188,037)</td>
</tr>
<tr>
<td>Oct 14</td>
<td>299,406</td>
<td>487,443</td>
<td>(188,037)</td>
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<tr>
<td>Nov 14</td>
<td>299,406</td>
<td>487,443</td>
<td>(188,037)</td>
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<tr>
<td>Dec 14</td>
<td>299,406</td>
<td>487,443</td>
<td>(188,037)</td>
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<tr>
<td>Jan 15</td>
<td>289,406</td>
<td>487,443</td>
<td>(198,037)</td>
</tr>
<tr>
<td>Feb 15</td>
<td>289,406</td>
<td>487,443</td>
<td>(198,037)</td>
</tr>
<tr>
<td>Mar 15</td>
<td>289,406</td>
<td>487,443</td>
<td>(198,037)</td>
</tr>
<tr>
<td>Apr 15</td>
<td>299,437</td>
<td>487,429</td>
<td>(187,992)</td>
</tr>
</tbody>
</table>

**Total 001 General Fund:** 7,253,830

5,583,006  (2,250,824)

---

**Graph:**

- Expenditure
- Cash Disbursements

**Trend Comparison**

**Dollars in Thousands**

- Jul 13 to Jun 15

---

30 of 52
Report Tutorial Appendix 2

AMR012 Allotment Revenue vs. Cash Receipts

Purpose and Overview of Report
The AMR012 report provides a comparison of revenue allotment data to cash receipt allotment data. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare revenue allotment data to cash receipt allotment data and to analyze the trends in relation to each other. This report is primarily used during the preparation and review of revenue and cash receipts allotments.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One, all or several accounts individually.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.
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1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number
11) Account
## 179 - Department of Enterprise Services

### Allotment Revenue vs. Cash Receipts

**Trend Comparison**

<table>
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<tr>
<th></th>
<th>Revenue</th>
<th>Cash Receipts</th>
<th>Difference</th>
</tr>
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<tr>
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<td>304,500</td>
<td>(304,500)</td>
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<tr>
<td>Aug 13</td>
<td>0</td>
<td>304,500</td>
<td>(304,500)</td>
</tr>
<tr>
<td>Sep 13</td>
<td>0</td>
<td>304,500</td>
<td>(304,500)</td>
</tr>
<tr>
<td>Oct 13</td>
<td>0</td>
<td>304,500</td>
<td>(304,500)</td>
</tr>
<tr>
<td>Nov 13</td>
<td>0</td>
<td>304,500</td>
<td>(304,500)</td>
</tr>
<tr>
<td>Dec 13</td>
<td>3,461</td>
<td>304,500</td>
<td>(301,039)</td>
</tr>
<tr>
<td>Jan 14</td>
<td>3,461</td>
<td>304,500</td>
<td>(301,039)</td>
</tr>
<tr>
<td>Feb 14</td>
<td>3,461</td>
<td>304,500</td>
<td>(301,039)</td>
</tr>
<tr>
<td>Mar 14</td>
<td>3,461</td>
<td>304,500</td>
<td>(301,039)</td>
</tr>
<tr>
<td>Apr 14</td>
<td>3,461</td>
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<td>(301,039)</td>
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<tr>
<td>May 14</td>
<td>3,461</td>
<td>304,500</td>
<td>(301,039)</td>
</tr>
<tr>
<td>Jun 14</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Jul 14</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Aug 14</td>
<td>3,461</td>
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<td>(298,872)</td>
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<tr>
<td>Nov 14</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Dec 14</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Jan 15</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Feb 15</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Mar 15</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Apr 15</td>
<td>3,461</td>
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<tr>
<td>May 15</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
<tr>
<td>Jun 15</td>
<td>3,461</td>
<td>302,333</td>
<td>(298,872)</td>
</tr>
</tbody>
</table>

**Total 001 - General Fund**

<table>
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<tr>
<th>Revenue</th>
<th>Cash Receipts</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>65,759</td>
<td>7,282,000</td>
<td>(7,216,241)</td>
</tr>
</tbody>
</table>

### Allotted Revenue vs. Cash Receipts

**Trend Comparison**

[Graph showing trend comparison]
AMR013 Allotment Revenue vs. Expenditure (All Funds)

Purpose and Overview of Report
The AMR013 report provides a comparison of revenue allotment data to expenditures data for all fund types (includes state, federal, private/local, and nonappropriated funds). The report displays information by fiscal year and biennium. There is only one section to this report.

The report is used to identify variances between the revenue allotment data and expenditures. This report is primarily used review of revenue allotments in relation to the actual expenditures.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make selection)
5) Biennium
6) Agency (Default is your agency)
7) Packet Program
8) Packet Purpose
9) Packet Status
10) Packet Number
AMR014 Projected Monthly Cash Balance

Purpose and Overview of Report
The AMR014 report provides a projection of the cash balance. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare allotted cash receipts to allotted cash disbursements data to beginning cash balance data and to analyze the trends in relation to each other. This report is primarily used to estimate cash balance for the biennium by fund.

Note: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:
1. One, all or several packet statuses collectively within the state.
2. One, all or several accounts collectively within the state.
3. All packets numbers within the state.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
Report Tutorial Appendix 2

The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) Biennium
5) Agency (Default is all)
6) Packet Status
7) Account
8) Only Accounts with Projected Negative Balances (Default is No)
9) Packet Number (Default is All Packet Numbers)
Report Tutorial Appendix 2

OFM
State of Washington
Projected Monthly Cash Balance
2013-15 Biennium

Packet Status: Various
Date Run: 3/30/2015 9:54AM
Print Date: 3/30/2015 9:56AM

Report Number: AMR014

001 General Fund

<table>
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<tr>
<th>Fiscal Month</th>
<th>Beginning Cash Balance</th>
<th>Allotted Cash Receipts</th>
<th>Allotted Cash Disbursements</th>
<th>Estimated Cash Balance*</th>
<th>Actual Balance To Date**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 13</td>
<td>1,371,864,292</td>
<td>2,069,133,285</td>
<td></td>
<td>(375,571,629)</td>
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<tr>
<td>Aug 13</td>
<td>1,766,404,300</td>
<td>2,161,518,750</td>
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<td>(914,323,311)</td>
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<tr>
<td>Sep 13</td>
<td>1,934,768,672</td>
<td>1,981,947,557</td>
<td></td>
<td>(952,198,201)</td>
<td></td>
</tr>
<tr>
<td>Oct 13</td>
<td>2,522,678,859</td>
<td>2,015,924,097</td>
<td></td>
<td>(617,952,123)</td>
<td></td>
</tr>
<tr>
<td>Nov 13</td>
<td>2,522,678,859</td>
<td>1,762,957,730</td>
<td></td>
<td>(236,318,106)</td>
<td></td>
</tr>
<tr>
<td>Dec 13</td>
<td>2,522,678,859</td>
<td>2,015,959,497</td>
<td></td>
<td>(291,707,562)</td>
<td></td>
</tr>
<tr>
<td>Jan 14</td>
<td>1,912,298,907</td>
<td>2,352,330,273</td>
<td></td>
<td>(675,275,687)</td>
<td></td>
</tr>
<tr>
<td>Feb 14</td>
<td>1,818,243,958</td>
<td>2,132,439,416</td>
<td></td>
<td>(1,048,290,634)</td>
<td></td>
</tr>
<tr>
<td>Mar 14</td>
<td>1,821,398,376</td>
<td>2,064,941,688</td>
<td></td>
<td>(1,252,301,942)</td>
<td></td>
</tr>
<tr>
<td>Apr 14</td>
<td>2,092,600,864</td>
<td>2,164,460,800</td>
<td></td>
<td>(742,241,437)</td>
<td></td>
</tr>
<tr>
<td>May 14</td>
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<td>1,959,536,851</td>
<td></td>
<td>(366,122,846)</td>
<td></td>
</tr>
<tr>
<td>Jun 14</td>
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<td>2,216,822,495</td>
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<td>(401,227,473)</td>
<td></td>
</tr>
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<td></td>
<td>(155,232,422)</td>
<td></td>
</tr>
<tr>
<td>Aug 14</td>
<td>2,046,089,359</td>
<td>2,424,822,610</td>
<td></td>
<td>(354,322,774)</td>
<td></td>
</tr>
<tr>
<td>Sep 14</td>
<td>2,150,986,553</td>
<td>2,139,383,122</td>
<td></td>
<td>(711,600,815)</td>
<td></td>
</tr>
<tr>
<td>Oct 14</td>
<td>2,050,868,086</td>
<td>2,183,378,280</td>
<td></td>
<td>(764,484,747)</td>
<td></td>
</tr>
<tr>
<td>Nov 14</td>
<td>3,794,367,842</td>
<td>2,902,078,021</td>
<td></td>
<td>343,725,064</td>
<td></td>
</tr>
<tr>
<td>Dec 14</td>
<td>2,306,894,670</td>
<td>2,363,579,092</td>
<td></td>
<td>102,278,405</td>
<td></td>
</tr>
<tr>
<td>Jan 15</td>
<td>2,150,593,709</td>
<td>2,444,622,934</td>
<td></td>
<td>(241,505,052)</td>
<td></td>
</tr>
<tr>
<td>Feb 15</td>
<td>2,086,520,942</td>
<td>2,314,378,559</td>
<td></td>
<td>(622,392,024)</td>
<td></td>
</tr>
<tr>
<td>Mar 15</td>
<td>1,948,157,296</td>
<td>2,144,633,556</td>
<td></td>
<td>(818,358,364)</td>
<td></td>
</tr>
<tr>
<td>Apr 15</td>
<td>2,197,839,575</td>
<td>2,221,218,222</td>
<td></td>
<td>(842,137,030)</td>
<td></td>
</tr>
<tr>
<td>May 15</td>
<td>2,756,693,089</td>
<td>1,960,230,997</td>
<td></td>
<td>(45,674,936)</td>
<td></td>
</tr>
<tr>
<td>Jun 15</td>
<td>2,510,331,639</td>
<td>2,115,774,506</td>
<td></td>
<td>346,882,453</td>
<td></td>
</tr>
</tbody>
</table>

Total Biennium: 52,107,682,618

Projected Monthly Cash Balance

* Estimated cash balances are the actual balance to date plus allotted cash receipts less cash disbursements for subsequent months.
** Actual balances for closed months come from AFPS and appear after October of odd numbered years.
AMR015 Projected Fund Balance

Purpose and Overview of Report
The AMR015 report provides a projection of the fund balance. The report displays information by fiscal year. There is one section to this report.

The report is used to project the unreserved balance for each fiscal year by fund.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
 Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:
1. One, all or several packet statuses collectively within the state.
2. One, all or several accounts collectively within the state.
3. All packets numbers within the state.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) Biennium
5) Agency (Default is all)
6) Packet Status
7) Account
8) Only Accounts with Projected Negative Balances (Default is No)
9) Packet Number (Default is All Packet Numbers)

<table>
<thead>
<tr>
<th>OFM</th>
<th>State of Washington</th>
<th>Projected Fund Balance</th>
<th>Based on Allotments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2013-14 Biennium</td>
<td></td>
</tr>
</tbody>
</table>

Packet Status: Various

Includes All Official Allotment Packet Purpose Types

Dollars in Thousands

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>002 Hospital Data Collection Account</td>
<td>75</td>
<td>116</td>
<td>111</td>
<td>122</td>
<td>110</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>302 - Department of Health</td>
<td>75</td>
<td>116</td>
<td>111</td>
<td>80</td>
<td>110</td>
<td>110</td>
<td>92</td>
</tr>
<tr>
<td>002 Total Hospital Data Collection</td>
<td>75</td>
<td>116</td>
<td>111</td>
<td>80</td>
<td>110</td>
<td>110</td>
<td>92</td>
</tr>
</tbody>
</table>
AMR016 Projected Cash Balance

Purpose and Overview of Report
The AMR016 report provides a projection of the cash balance. The report displays information by fiscal year. There is one section to this report.

The report is used to project the cash balance for each fiscal year by fund.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:
1. One, all or several packet statuses collectively within the state.
2. One, all or several accounts collectively within the state.
3. All packets numbers within the state.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) Biennium
5) Agency (Default is all)
6) Packet Status
7) Account
8) Only Accounts with Projected Negative Balances (Default is No)
9) Packet Number (Default is All Packet Numbers)
AMR017 Incremental Change from Previous Submittal

Purpose and Overview of Report
The AMR017 report provides an incremental view of the changes made by an agency to their allotments. The report displays information by fiscal year. There is one section to this report.

The report is used for when packets are returned by OFM to the agency for updating. A Packet number is required for this report and it must be available within the dropdown.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:
1. One, all or several packets programs collectively within an agency.
2. One, all or several packets numbers individually.

Report Detail
The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose, Packet Number, and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make a selection)
5) Biennium
6) Agency (Default is all)
7) Packet Program
8) Packet Number
9) Level of Detail for Program for Expenditures (Default is Agency)
10) Level of Detail for Program for Revenue (Default is Agency)
11) Level of Detail for Program for Cash Disbursements (Default is Agency)
12) Level of Detail for Program for Cash Receipts (Default is Agency)
13) Display Budget Unit (Default is No)
AMR018 Unanticipated Receipts Allotments (Not available in TALS)

Purpose and Overview of Report
The AMR018 report provides a listing of unanticipated receipt allotments. The report displays information by agency and packet number. There is one section to this report.

The report is used to monitor unanticipated receipts. OFM or Agencies can use this report to verify status of packets.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:
1. One, all or several packet statuses collectively within the agency.
2. One, all or several begin dates.

Report Detail
The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status and Begin Date. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) Biennium
5) Agency (Default is all)
6) Packet Status
7) Begin Date (Default is Entire Biennium)
8) Agency Summary Only (Default is No)
AMR019 Allotment Status (Not available within TALS)

Purpose and Overview of Report
The AMR019 report provides a listing all allotments and what status they are currently in. The report displays information by agency, packet number and packet status. There is one section to this report.

The report is used to monitor allotments through the budgeting process. OFM or Agencies can use this report to verify status of packets.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:
1. One, all or several packets purposes collectively within an agency.
2. One, all or several packet statuses collectively within the agency.
3. One, all or several begin dates.

Report Detail
The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose, Packet Status, Begin Date and Sort Order. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) User Group (Required to make a selection)
5) Biennium
6) Agency (Default is all)
7) Packet Purpose
8) Packet Status
9) Begin Date (Default is Entire Biennium)
10) Sort Order (Default is Agency)
AMR020 Unanticipated Receipt Approval Request

Purpose and Overview of Report
The AMR020 report creates the Unanticipated Receipt Approval Request form with all the data filled in. This report replaced the former B20-1 form.

The report is used by OFM, Legislature & agencies during the Unanticipated Receipt approval process. A Packet number is required for this report and it must be available within the dropdown.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:
1. One packet number within the agency.

Report Detail
The report is printed in portrait. The official title is displayed in the upper left hand corner. The form will be set up in a grid format to resemble the official form.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

The following report parameters are available for selection:
1) Instance Title
2) Format (Default is Crystal Reports)
3) Biennium
4) Agency
5) Packet Number
UNANTICIPATED RECEIPT APPROVAL REQUEST

PACKET NUMBER
0030 - Pacific Tower Gates Foundation Grant

DATE SUBMITTED
5/27/2014 9:16:08AM

AGENCY CODE & TITLE
103 - Department of Commerce

CONTACT PERSON
Tim Hamman

PHONE NUMBER
(360) 451-4829

PROGRAM CODE & TITLE
900 - Capital

BUDGET ACTIVITY CODE & TITLE
Capital

PURPOSE OF GRANT AND DESCRIPTION OF HOW FUNDS WILL BE USED
Pacific Tower is a central location for medical-oriented non-profit organizations to work under one roof. This grant would be used for infrastructure improvements, furniture, and equipment for ten anchored tenants who will form the core of the Pacific Tower and Innovation Center collaborative hub. Convert office space to accommodate classrooms and medical services. Technical equipment and furnishings are also needed for clinical training facilities for tenants such as Neighborcare Health and Seattle Central Community College. Auditorium and conference room improvements are needed as well, plus multi-lingual information displays.

TIME PERIOD FOR THIS GRANT / AWARD
Begin Date (month/day/year) 06/17/2014 End Date (month/day/year) 06/30/2015
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
[ ] NEW - The agency needs additional spending authority to spend the grant.
[ ] RENEWAL - The agency received the 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 BIENNIAL - The agency has funds remaining from a previously approved unanticipated receipt from the previous biennium. Include Addendum Packet Number(s).
[ ] PASS-THROUGH ONLY - Check if the full amount will be passed on to the recipients and explain the nature of the pass-through

BUDGET IMPACT SUMMARY

<table>
<thead>
<tr>
<th>ACCOUNT - Expenditure Activity Type</th>
<th>PREVIOUS BIENNIAL</th>
<th>CURRENT BIENNIAL</th>
<th>ENSUING BIENNIAL</th>
<th>CURRENT ALLOCATION REQUEST</th>
<th>AMOUNT AGENCY EXPECTS TO REQUEST IN NEXT BUDGET SUBMITTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTYES</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GRANT / AWARD</td>
<td>057 - 9</td>
<td>250,000</td>
<td>0.00</td>
<td>250,000</td>
<td>250,000</td>
</tr>
<tr>
<td>MATCHING FUNDS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL DOLLARS</td>
<td>0.00</td>
<td>250,000</td>
<td>0.00</td>
<td>250,000</td>
<td>250,000</td>
</tr>
</tbody>
</table>

* 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

YES  NO

1. Can these funds be substituted for presently allotted funds?  
   If yes, describe the source and the 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 the 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/waive a new policy directive?  
   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 of funding.  
   This grant is one-time funding and will be completed by 04/30/2015
AMR021 Estimated Revenue and Actual Cash Receipts and Disbursements and Balances

Purpose and Overview of Report
The AMR021 report provides the Office of Financial Management (OFM) a monthly view of the Actual Cash and Actual Disbursements for all agencies so that they can monitor the Cash Balance to date and projections through the biennium. The report displays information by month and biennium.

The report is for OFM use but agencies can also run the report.

Note: This report replaces AMR014, AMR015, & AMR016 for cash balance reports with the removal of the requirement to enter Cash Receipts and Cash Disbursements.

Availability
All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views
OFM, legislative staff, and agencies will be able to view all agencies collectively.

All will have the ability to select from the following views:
1. All or several packets status.
2. All or several Accounts.

Report Detail
The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose, Packet Number, and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.
The following report parameters are available for selection:

1) Instance Title
2) Format (Default is Crystal Reports)
3) Personal Title
4) Biennium
5) Agency (Default is all and cannot be changed)
6) Packet Status (Default is all)
7) Account (Default is all)
8) Only Accounts with Projected Negative Balances (Default is No)
9) Packet Number (Default is all and cannot be changed)