



## Office of Financial Management

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# The Allotment System- Allotment Management & Review (TALS-AMR) for the OFM Budget Analyst

## Approving Allotments

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## About this Tutorial

This tutorial was developed to take OFM budget staff through the sequential steps of reviewing and approving an initial allotment submittal using The Allotment System (TALS) Allotment Management and Review (AMR).

The tutorial can be used in many formats including formal training sessions, individual practice, or for assistance in developing the agency allotment submittal.

Tutorial conventions:

- Values to be entered for training and practice are **highlighted**, if using your own values, please use your best judgment.
- Functions are in **Bold**.
- Each task is preceded by a brief explanation of the task, its importance, and general business rules.
- Specific business rules and recommendations are noted with the task
- A complete listing of all Business Rules can be found in [Appendix 1](#).

Every effort is made to ensure that the TALS AMR tutorial and OFM Allotment Instructions agree in every way. In cases where a discrepancy exists, the OFM Allotment Instructions take precedence.

This guide is for the OFM Budget Analyst and covers information relative to that role. The TALS AMR User Guide contains information on the full functionality of the TALS AMR application and is written for the Agency User preparing allotments. TALS-AMR is part of the BudgetWorks Suite documentation on those systems is available on the IT Systems Page.

## Getting Started

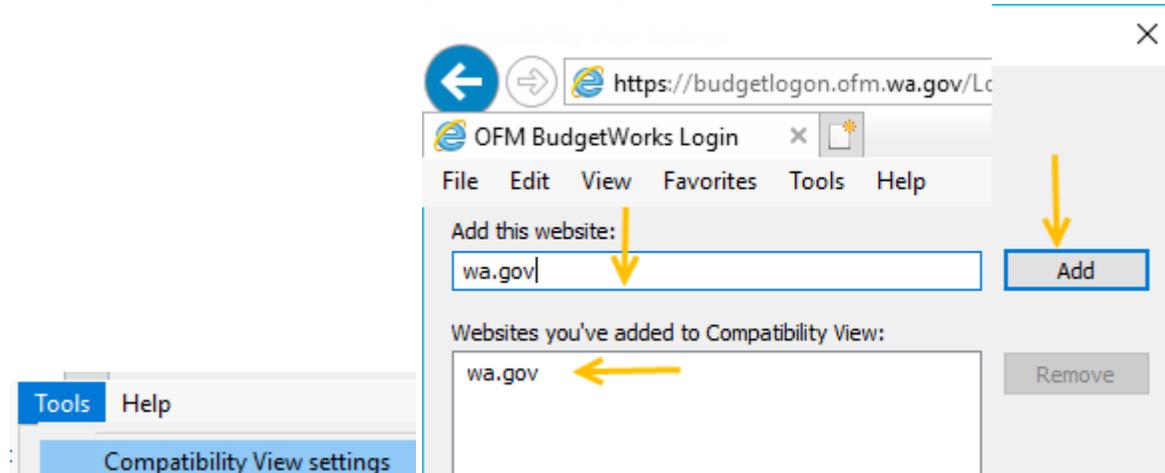
The most important part of having a good experience using TALS is making sure your browser settings are correct. Follow the steps in this section to ensure your browser is set up correctly and learn the tips to make for the best experience.

### Browser Settings

TALS-AMR requires the use of **Internet Explorer** with very specific settings.

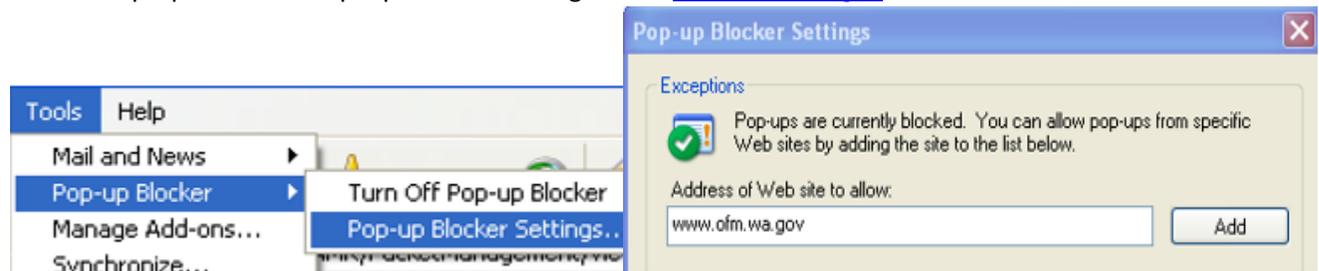
- ☞ Compatibility Mode enabled

Tools > Compatibility View Settings > Type in wa.gov (if not already there) > Click Add



- ☞ Pop-up Blocker Disabled

Tools > Pop-up Blocker > Pop-Up Blocker Settings > add [www.ofm.wa.gov](http://www.ofm.wa.gov)

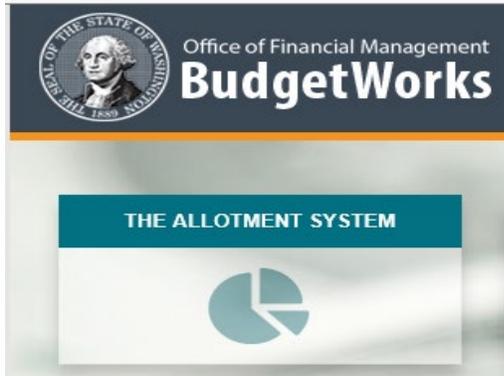


- ☞ The Application does not support the use of the browser back or forward buttons



## Logging into TALS

1. Using **Internet Explorer**, open the Budget Works [Logon](#) Page
2. Enter your Login ID and Password
  - ☞ If you need a Login ID and Password a [Security Form](#) will need to be submitted)
3. Select the icon for TALS AMR



*\*Please note for classroom training you may be provided access to the training environment which will have a unique address and log in details.*

## Getting to know TALS

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

**Application Bar** – this bar is always available and includes a tab for the functional areas



- ☞ **View Packet List** – view the list of your agency’s allotment packets for the biennium and navigate to the detail related to the packet you select.
- ☞ **Online Views** – view the allotment data for analytical purposes.
- ☞ **Enterprise Reporting (ER)** – opens up the ER login page
- ☞ **Charts** – Run a variety of charts displaying allotment (pending, review and approved packet Information vs actual data.

**Breadcrumb Bar** - allows you to navigate back to a previously viewed screen based on your current screen.



### Select Boxes & Load Button

Biennium  Rows

- ☞ Biennium Selection - Choose the Biennium you want to work in.
- ☞ Row Selection – Choose the number of rows you would like to see on your screen.
- ☞ Load – Loads the data for the Biennium and Row selections made. You must hit this button after making your selections.

## Contact, Help & Logout

Contact  
Help  
Logout

- ☞ Contact takes you to the OFM Budget Staff Agency Assignments so you can find your Budget Analyst for assistance.
- ☞ Help – Opens the System Help & Tutorials page.
- ☞ Logout - Exit the TALS Application

## Review a Packet

Allotments are detailed plans (or amendments to plans) of the scheduled revenues and expenditures authorized in the budget and the related cash receipts and disbursements. Agencies submit these allotment plans to OFM for review using the TALS AMR system.

## Filtering the Packet

The following steps will take you through filtering Packet Status to locate the packet for review. After Logging in to TALS AMR, The OFM Packet Status Screen is displayed.

The screenshot shows the 'Allotment Management & Review' interface. At the top, there are tabs for 'Enterprise Reporting' and 'OFM Packet Status'. Below the tabs, there is a 'Filter' button and a callout box that says 'Select Filter button to change the default list of packets'. The main area displays a table of packets with columns for Agency, Number, Purpose, Title, Status, Program, Exp, Cash / Rev, Analyst, Oper. Analyst, Cap. Analyst, and Rev.

Agency	Number	Purpose	Title	Status	Program	Exp	Cash / Rev	Analyst	Oper. Analyst	Cap. Analyst	Rev
105	0001	Capital Initial Allotment	Initial Capital Allotments	Approved	900 - Capital	✓	✓	Masse, Steve	✓	✓	
105	0002	Operating Initial Allotment	Initial Operating Allotments	Approved		✓	✓	[Name not on record]	✓		
105	0005	Capital Amendment	Coviltz River Sediment	Approved		✓	✓	Masse, Steve		✓	
105	0006	Operating Allocations	Savings Incentive Allotments	Approved		✓	✓	[Name not on record]	✓		

To change the default of the list of packets select the **Filter** button to display the Packet Status Filter screen:

You may filter by Biennium, Analyst, Agency, Status, Data Type and/or Purpose.

**Defaults:**

- current biennium
  - Logged in User
- ☞ If you are working on behalf of another Analyst, select them from the Analyst Dropdown
- The 'All' selection will give you all packets (for all analysts) submitted to OFM for approval
- ☞ Select an agency or agencies if you want to view only certain agencies from the **Agency** dropdown box.
- To select a range of agencies hold down the Shift key. To select more than one agency not in a range, hold down the Ctrl key.
- ☞ Select a status or statuses if you want to filter on certain **Statuses**.
- To select a range of statuses hold down the Shift key. To select more than one status not in a range, hold down the Ctrl key.
- ☞ Select a purpose if you are looking for only certain packets, such as supplemental packets or quarterly adjustment packets from the **Purpose** dropdown box.
- *Purpose has replaced the need for smart coding of packet numbers, such as the B001 was always the initial operating packet in the past. Now you'll find the Initial Operating Allotment in the purpose field instead.*
- ☞ When you've finished making your selections press the **OK** button and see the new list you've created.

The screen will default to display 10 rows of data. If more data exists you'll see the page numbers listed at the bottom of the display. You can either use those navigation page numbers to scroll through your data or use the **Rows** and **Load** button to change the display.

Allotment Management & Review													
Enterprise Reporting   OFM Packet Status													
OFM Packet Status													
Filter		Biennium: 2017-19		Analyst: Steinmann, Linda		Agency: Multiple		Status: Approved		Purpose: All			
Agency	Number	Purpose	Title	Status	Program	Exp.	Cash / Rev.	Analyst	Oper. Analyst	Cap. Analyst	Rev. Analyst	Last Update	Rows 10
<input type="checkbox"/>	460	0001	Operating Initial Allotment	Approved	Initial 17-19 Allotment Plan	✓	✓	Steinmann, Linda	✓		✓	Steinmann, Linda	1
<input type="checkbox"/>	460	0002	Operating Unanticipated Receipts	Approved	Klickitat County Planner Agreement	✓	✓	Steinmann, Linda	✓		✓	Steinmann, Linda	2
<input type="checkbox"/>	460	0005	Operating 1st Supplemental	Approved	2018 March Supplemental	✓	✓	Steinmann, Linda	✓		✓	Steinmann, Linda	3
<input type="checkbox"/>	460	0006	Operating 6th Qtr Adjustments	Approved	Allot OR E Funds and WA match	✓	✓	Steinmann, Linda	✓		✓	Steinmann, Linda	4
<input type="checkbox"/>	461	0001	Operating Initial Allotment	Approved	2017-19 Operating Initial Allotment	✓	✓	Steinmann, Linda	✓		✓	Steinmann, Linda	5
<input type="checkbox"/>	461	0002	Capital Initial Allotment	Approved	2017-19 Capital Initial Allotment	✓	✓	Baldini, Myra	✓	✓	✓	Baldini, Myra	6
<input type="checkbox"/>	461	0018	Revenue and Cash Adjustments	Approved	Revenue Adjustments Mixed Waste Fee and Drought	✓	✓	[Name not on record]	✓		✓	Steinmann, Linda	7
<input type="checkbox"/>	461	0027	Capital Amendment	Approved	Reappropriation Update	✓	✓	Baldini, Myra	✓	✓	✓	Baldini, Myra	8
<input type="checkbox"/>	461	0028	Revenue and Cash Adjustments	Approved	MTCA Transfer Adjustment	✓	✓	[Name not on record]	✓	✓	✓	Myhre, Les	9
<input type="checkbox"/>	461	0032	Operating Allocations	Approved	Initial Allocations Allotment for 03K and 277	✓	✓	Steinmann, Linda	✓		✓	Steinmann, Linda	10



**Hands on Opportunity:** Try creating filters by selecting other analysts, agencies, statuses and purposes.

## Updating the OFM Packet Status Screen

This is the screen where you can check that certain parts of the packet have been reviewed, see the packet's history, approve or return the packet, or navigate to the Review Checklist and/or Review Issues area of TALS AMR.

**Allotment Management & Review**

Contact BASS  
BASS Help  
Logout

OFM Packet Status Enterprise Reporting | OFM Packet Status OFM Analyst OFM Analyst

Filter: Biennium: 2007-09 Analyst: OFM Analyst, OFM Analyst Agency: 105 - Office of Financial Management Status: All Purpose: All

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Agency #1	Number	Purpose	Title	Status	Program	Exp	Cash / Rev	Analyst	Oper. Analyst	Cap. Analyst	Rev. Analyst	Last Update #2
<input type="checkbox"/>	105	0043	Operating 4th Qtr Adjustments	Test for ED4 AFRS Error	Approved		✓	[Name not on record]				Overman, Art
<input type="checkbox"/>	105	0051	Operating Unanticipated Receipts	Test PDF Link in Email	Review		✓	[Name not on record]				OFM Analyst, OFM Analyst
<input type="checkbox"/>	105	0001	Capital Initial Allotment	Initial Capital Allotments	Approved	900 - Capital	✓	Masse, Steve	✓	✓	✓	[Name not on record]
<input type="checkbox"/>	105	0002	Operating Initial Allotment	Initial Operating Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0005	Capital Amendment	Cowlitz River Sediment	Approved		✓	Masse, Steve		✓	✓	[Name not on record]
<input type="checkbox"/>	105	0006	Operating Allocations	Savings Incentive Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0007	Operating Allocations	Retro Fund Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0008	Operating Allocations	Parking Account Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0009	Revenue and Cash Adjustments	Risk Management Revenue Correction	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0011	Operating Unanticipated Receipts	NGA Interoperability Grant	Approved		✓	[Name not on record]	✓		✓	[Name not on record]

1 2 3

You may sort any of the columns in ascending or descending order by clicking on the column title until the arrow appears

Budget and Allotment Support System (BASS) : AlphaQA

1. **Update Review** — allows you to mark when a portion of the packet has been reviewed, such as operating, capital, or revenue when the packet is in pending or review status.
2. **View History** — allows you to view the history of the packet, who performed the action, what action, and the date performed when in pending, review, returned, or approved status.
3. **Approve** — allows you to approve the packet and an email notification will be sent to the agency contact alerting them of the approval action when in pending or review status.
4. **Return** — allows you to return a packet, this action will generate an email notification to the agency contact alerting them of the returned packet when in pending or review status.
  - ☞ *A packet returned due to retroactivity will happen automatically.*
  - ☞ *When a packet is in returned status only the Review Issues tab is enabled.*
5. **Review Checklist** — allows access to the checklist used to review your packet when in pending, review, or approved status.
6. **Review Issues** — allows access to the issues communication area when in pending, review, returned, or approved status.
7. **Enterprise Reporting** — this link takes you to the Enterprise Reporting login page. From here you can log into Enterprise Reporting or the AD Hoc Tool.

## Packet Status Screen

Contact BASS  
BASS Help  
Logout

**Allotment Management & Review**

OFM Packet Status      Enterprise Reporting      OFM Packet Status      OFM Analyst OFM Analyst

Filter      Biennium: 2007-09      Analyst: OFM Analyst, OFM Analyst      Agency: 105 - Office of Financial Management      Status: All      Purpose: All

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Agency #1	Number	Purpose	Title	Status	Program	Exp	Cash / Rev	Analyst	Oper. Analyst	Cap. Analyst	Rev. Analyst	Last Update
<input type="checkbox"/>	105	0043	Operating 4th Qtr Adjustments	Test for ED4 AFRS Error	Approved		✓	[Name not on record]				Overman, Art
<input type="checkbox"/>	105	0051	Operating Unanticipated Receipts	Test PDF Link in Email	Review		✓	[Name not on record]				OFM Analyst, OFM Analyst
<input type="checkbox"/>	105	0001	Capital Initial Allotment	Initial Capital Allotments	Approved	900 - Capital	✓	Masse, Steve	✓	✓	✓	[Name not on record]
<input type="checkbox"/>	105	0002	Operating Initial Allotment	Initial Operating Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0005	Capital Amendment	Coviltz River Sediment	Approved		✓	Masse, Steve		✓	✓	[Name not on record]
<input type="checkbox"/>	105	0006	Operating Allocations	Savings Incentive Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0007	Operating Allocations	Retro Fund Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0008	Operating Allocations	Parking Account Allotments	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0009	Revenue and Cash Adjustments	Risk Management Revenue Correction	Approved		✓	[Name not on record]	✓		✓	[Name not on record]
<input type="checkbox"/>	105	0011	Operating Unanticipated Receipts	NGA Interoperability Grant	Approved		✓	[Name not on record]	✓		✓	[Name not on record]

1 2 3

You may sort any of the columns in ascending or descending order by clicking on the column title until the arrow appears

Budget and Allotment Support System (BASS) : AlphaQA

1. **Packet Selection Box** — allows you to work with a particular packet by checking the box
2. **Agency** — displays agency code
3. **Number** — displays packet number
4. **Purpose** — displays packet purpose
5. **Title** — displays the packet title (the agency creates this title)
6. **Status** — displays packet status.
  - ☞ When a packet is submitted to OFM the status is Pending, it becomes Review when anyone at OFM selects that packet for any reason.
7. **Program** — only applicable for use when reviewing DSHS
8. **Exp** — a check mark displays when the packet contains expenditure allotments
9. **Cash/Rev** — a check mark displays when the packet contains cash and/or revenue allotments
10. **Analyst** — the analyst's name that is assigned to the packet
11. **Oper. Analyst** — this is where a check mark will display when the operating analyst has reviewed the packet from the 'Update Review' button.
12. **Cap. Analyst** — this is where a check mark will display when a capital analyst has reviewed the packet from the 'Update Review' button.
13. **Rev. Analyst** — this is where a check mark will display when the revenue analyst has reviewed the cash/revenue portion of the packet from the 'Update Review' button.
14. **Last Update** — displays who performed the action and when the packet's status last changed.
  - ☞ To see the date of the last action hover over the field with your mouse.



**Hands on Opportunity:** Select Update Review to check that a portion of the packet has been reviewed. Return or Approve a packet to view the dialog box. View the history of a packet.

## Review Checklist

The checklist is a series of questions to ask yourself about the allotments contained in the packet. These questions are broken into categories. Some questions have a flag preceding them, this flag signifies that it is a pre-release edit and you may want to check if the agency received that edit and has commented on it.

### Reviewing the Checklist

Now you are ready to review the checklist for the packet being reviewed. An analyst can mark, or unmark, a question as completed by selecting the Toggle Completed button.

1. The Review Checklist is a tool to aid the review of the packet – the packet may be approved or returned regardless of whether the questions have been checked or unchecked as complete.

To add a note or check a question as complete for a packet, place a check mark in the box to the left of the question and select the **Add Note** or **Toggle Completed** button.

2. The breadcrumb bar now includes the Review Checklist.

The Navigation Bar now provides the means to switch between the Enterprise Reporting, OFM Packet Status, Charts, or Online Views. The highlighted “tab” indicates the area which is currently being viewed. In the diagram below, OFM Packet Status is the selected area.

The Review Checklist has 4 tabs with the following data:

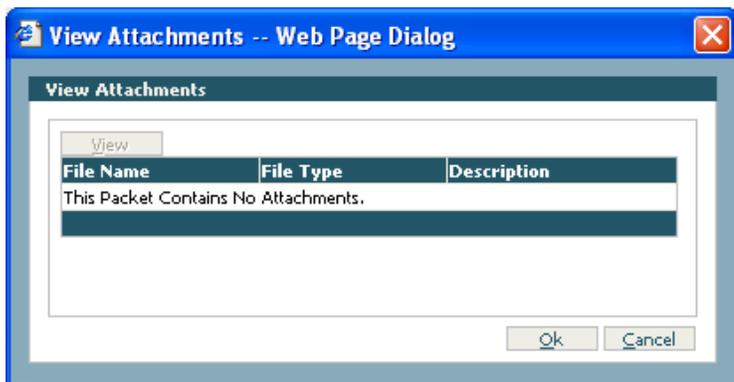
1. **Packet Info** — displays the data within the packet by program
2. **Packet Comments** — displays the comments that the agency included within their packet
3. **Packet Attachments** — displays any attachments that the agency included within their packet
4. **Review Issues** — allows access to the issues communication area

In the **Packet Info** tab you may select one of the 4 components within the packet to view – expenditures, revenue, cash disbursements, or cash receipts. **Select one and click on the Load** button.

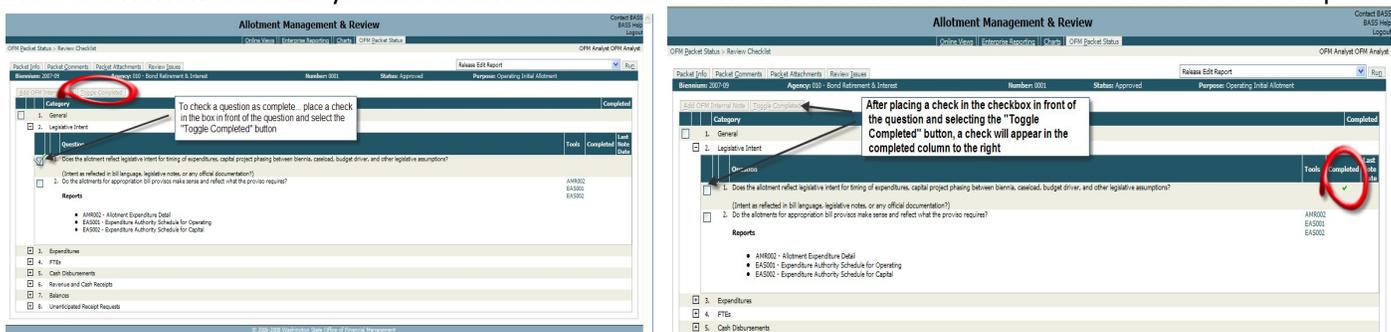
In the **Packet Comments** tab you may view the comments entered by the agency.

1. **Packet Explanation** — displays the comments pertaining to the packet (rather than a component)
2. **Expenditures** — displays the comments that pertain to the expenditures within the packet
3. **Cash Disbursements** — displays the comments that pertain to the cash disbursements within the packet
4. **Cash Receipts** — displays the comments that pertain to the cash receipts within the packet
5. **Revenue** — displays the comments that pertain to the revenue within the packet

In the **Packet Attachments** tab you may view any attachments an agency may have included in their packet. (There may not be any since an attachment is not required)



From the **Review Checklist** you will be able to Add OFM Internal Notes and check items on the list that are complete.



To check a question as complete, place a check mark in the box to the left of the question and select the **Toggle Completed** button.

A check will be placed in the Completed column.

### Running a Report

From the Review Checklist screen there are a number of reports available to view. To run a report, simply select it from the dropdown list (see screen print below) and press the **Run** button. A separate window will open presenting the report in PDF format. The AMR reports may also be scheduled in Enterprise Reporting. The reports run through TALS-AMR have pre-determined parameters. If a different view is preferred, the reports can be scheduled through Enterprise Reporting

The reports to choose from are the following edit reports, AMR reports, and EAS reports:

**Release Edit Report** — displays the warning edits that the agency received upon submittal of their packet. See appendix 2 for a complete list of the Pre-release Edits.

**Most Recent Release Edit Report** — displays the last edit report you ran.

1. Each time you run a release edit report it will replace the most recent release edit report.

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

**AMR002 Allotment Expenditure Detail** – provides a detail of expenditure and FTE allotment by program, account, account type, expenditure authority, and object by fiscal month, fiscal year and biennium. This report can be requested at any level the data was entered into TALS-AMR.

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

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

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

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

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

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

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

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

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

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

**AMR014 Projected Monthly Cash Balance** – enables OFM and administering agencies to determine if an account will have a temporary cash deficit during the course of the biennium based on actual cash balances to date plus proposed and approved cash allotments for the remainder of the biennium.

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

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

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

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

**EAS001 Expenditure Authority Schedule for Operating** – the most up to date expenditure authority schedule for Operating.

**EAS002 Expenditure Authority Schedule for Capital** – the most up to date expenditure authority schedule for Capital.



**Hands on Opportunity:** Look at the packet information by selecting the tabs above the checklist questions. Mark questions as complete and Run Reports

## Adding an Internal (OFM) Note to a Checklist Question

To add a note first you must select a category of questions. Then select the question.

1. Click on the box to the left of the question to Add OFM Internal Note concerning the question selected.
2. To add an **Online View Link** to your new Note or Issue, click the **Attachments and Links** tab. Your previously stored Online Views will be displayed in the **Stored Filters** box (Storing Online Views will be covered later.) You may choose one or more Stored Filters to be displayed along with your Note or Issue. Simply highlight your selection and click the right-handed directional arrow to move the items to the **Selected Links** box.
  - ☞ You can remove Online View links from the Selected Links box by highlighting the link and clicking on the left-handed directional arrow.
3. Use the Add Note textbox to add a Note for yourself or other OFM analysts to view. If you wanted to enter a note or issue for the agency analyst to respond to that would be done in the Add Issue section.
  - ☞ 'Note' is for OFM eyes only, 'Add Issue' is the communication tool between OFM and the agency. You may add issues for agencies in this area or in the 'Review Issues' area which will be covered in the next lesson.
4. Add an **E-Mail Notify** if you wish to have someone notified.
  - ☞ E-Mail Notify is optional for a Note.
5. To add an Online View Link to your new Note or Issue, click the Attachments and Links tab. Your previously stored Online Views will be displayed in the Stored Filters box (Storing Online Views will be covered later.) You may choose one or more Stored Filters to be displayed along with your Note or Issue. Simply highlight your selection and click the right-handed directional arrow to move the items to the Selected Links box.
6. To add an Attachment, click the Attachments and Links tab. Select the Browse button to locate the file, click Add followed by the Save button.
  - ☞ You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the File name.
  - ☞ Attachments can be Word, Excel or PDF formats, and are limited in size to **3MB**.

- When adding an OFM internal note and an issue at the same time the Attachments and Links tab will have additional buttons 'Include in Issue'. The attachments and links are automatically added to the OFM internal note, if you want them also included in the issue you must **select the 'Include in Issue' button and select Save.**

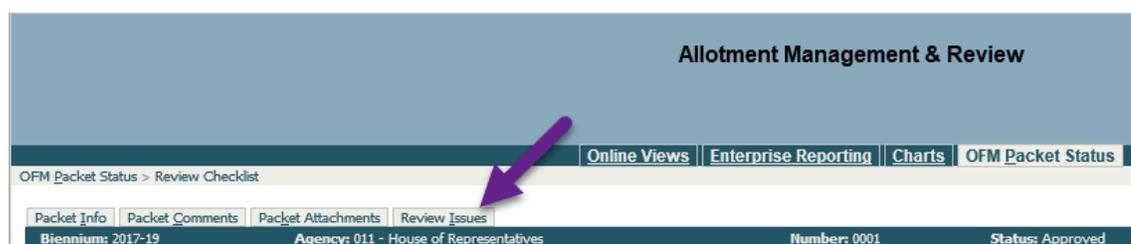


**Hands on Opportunity:** Practice adding OFM internal notes and attachments

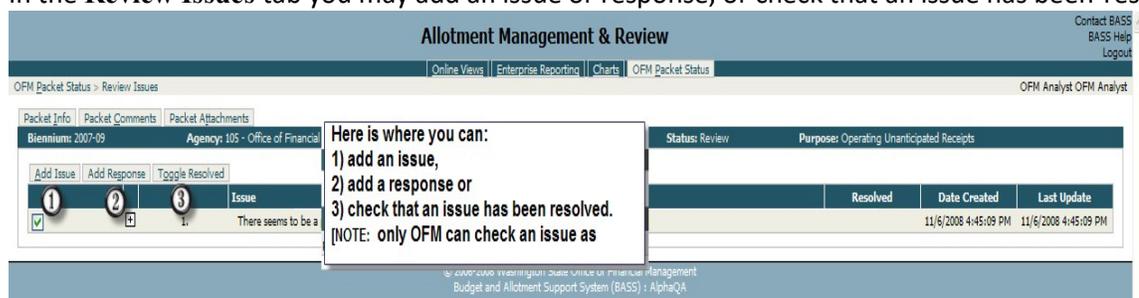
## Review Issues

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

### Reviewing Issues



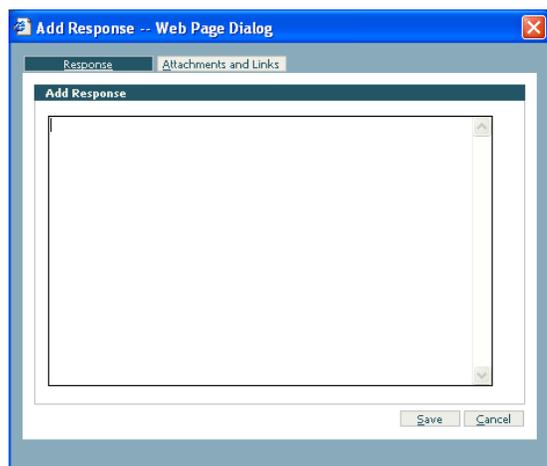
In the **Review Issues** tab you may add an issue or response, or check that an issue has been resolved.



- To add an issue Select the Add Issue tab
- Describe the issue in the body of the dialog box.
- Give the issue a title that easily identifies it. WI Note: The title is displayed on the review issues screen. The body of the issue can only be seen when you expand the issue by selecting the "+".
- Select who you want notified in the E-Mail Notify box.
  - ☞ For a dropdown list select the "...".
- Select the Attachments and Links tab to add attachments and/or links to the issue.
- To add an **Online View Link** to your new issue, click the **Attachments and Links** tab. Your **previously** stored Online Views will be displayed in the **Stored Filters** box. (Storing Online Views will be covered later in Lesson 5.) You may choose one or more Stored Filters to be displayed along with your Issue. Simply highlight your selection and click the right-handed directional arrow to move the items to the **Selected Links** box.
  - ☞ You can remove Online Views links from the Selected Links box by highlighting the link and clicking on the left-handed directional arrow.

7. To add an **Attachment**, click the **Attachments and Links** tab. Select the **Browse** button to locate the file, click **Add** followed by the **Save** button.
  - ☞ You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the file name.
  - ☞ Attachments can be Word, Excel, or PDF formats, and are limited in size to **3MB**.
8. When finished **select** the **Save** button.

## Responding to an Issue



1. To respond to an issue **select** an issue and the **Add Response** tab and the following dialog box will appear:
2. Enter your response. You may also add attachments and links by selecting the Attachments and Links tab. This is the same dialog box that is used in the previous lesson when adding an issue. When finished select the Save button and the following screen print displays the results:

Issue	Resolved	Date Created	Last Update
1. This packet was returned due to retroactivity.		5/18/2007 12:30:13 AM	5/18/2007 12:30:13 AM
		6/5/2007 3:57:28 PM	6/5/2007 4:19:33 PM

From	Message	Attachments	Links	Date
1. Delduccio, Carla	Here's a new issue to show attachments			6/5/2007 3:57:28 PM
2. Delduccio, Carla	This is my response			6/5/2007 4:19:33 PM

## Toggle Resolved function

The screenshot shows the 'Allotment Management & Review' interface. At the top, there are navigation tabs: 'OFM Packet Status', 'Review Checklist', and 'Review Issues'. Below this, there are sub-tabs: 'Packet Info', 'Packet Comments', and 'Packet Attachments'. The main content area displays a list of issues. The first issue is selected, and a red circle highlights the 'Toggle Resolved' button. A callout box provides instructions: 'To record the resolution of an issue... Select the issue by placing a check in the box to the left of the issue. Then click on the Toggle Resolved button. After this is done a check will appear in the Resolved Column on the right.' The 'Resolved' column is visible on the right side of the interface, and a checkmark is shown in the first row of this column. The interface also shows a 'From' and 'Message' table for the selected issue.

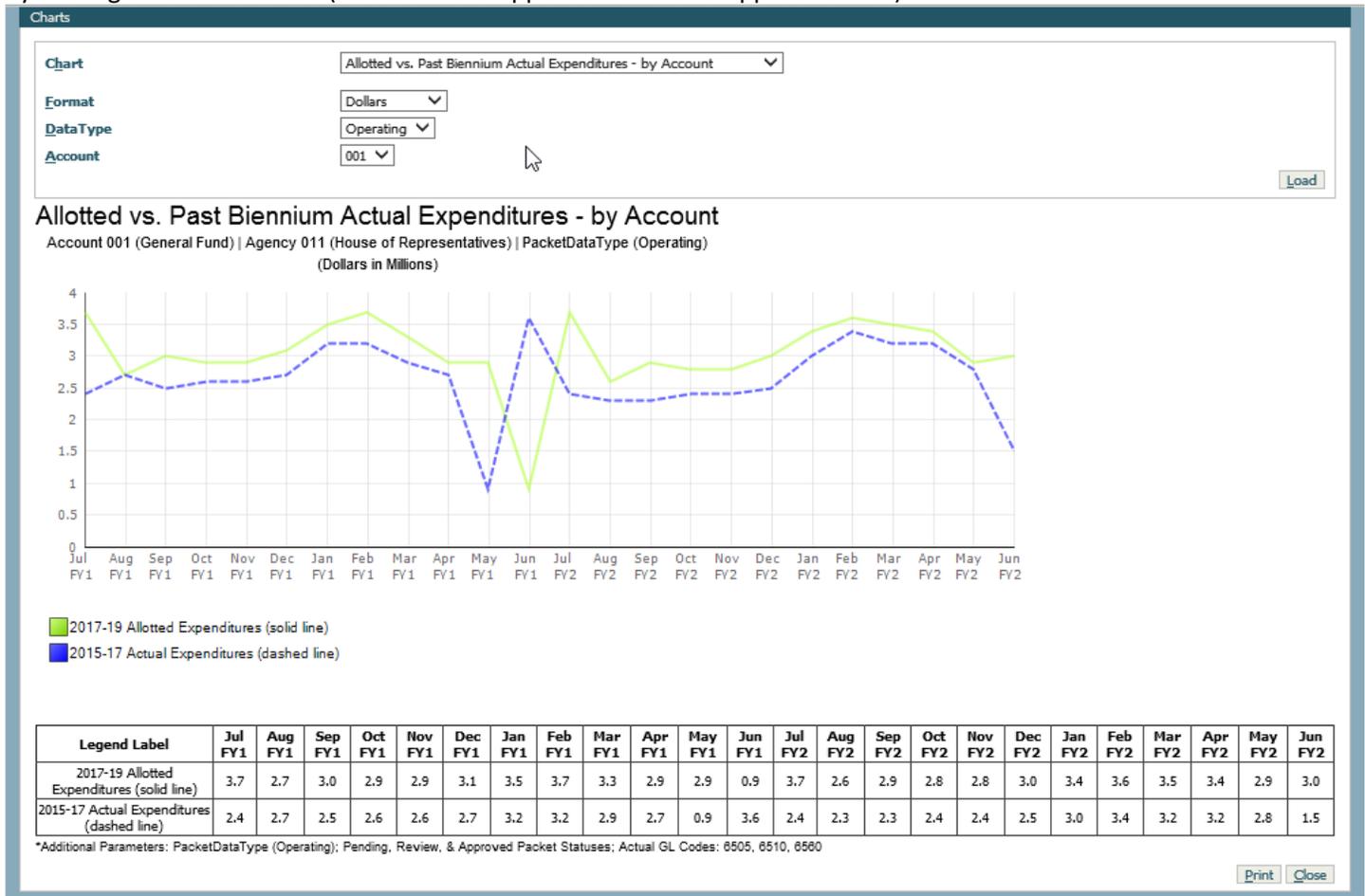
1. First select the issue by clicking the selection box to the left of the issue.
2. Click the Toggle Resolved button. The system will place a checkmark in the **Resolved** column to the right of the issue.
  - ☞ Only an OFM analyst may check that an issue has been resolved.



**Hands on Opportunity:** Practice adding Issues and Attachments. Toggle one as resolved

## Charts

Charts comparing data for allotments and actuals can be viewed from the **Review Checklist** or **Review Issues** screens by clicking on the Charts tab (located in the upper center of the Application Bar).



### Reviewing Charts

In the Charts tab you may view the following charts:

**Allotted vs. Past Biennium Actual Expenditures-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the packet you are viewing.

**Allotted vs. Past Biennium Actual Cash Disbursements-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the packet you are viewing.

**Allotted vs. Past Biennium Actual Cash Receipts-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the packet you are viewing.

**Allotted vs. Past Biennium Actual Revenue-by Account** — you have the choice of displaying the information by percentages or dollars and may select an account from the accounts contained in the packet you are viewing.

**Allotted vs. Past Biennium Actual Expenditures-by Object** — you have the choice of displaying the information by percentages or dollars and fiscal period.

**Allotted vs. Past Biennium Actual Expenditures-by Program** — you have the choice of displaying the information by percentages or dollars and fiscal period.

Allotment vs. Actual Current Biennium Activity – By Account – you have the choice of displaying for Cash or GAAP.

- ☞ The system will run a biennial projection for an account.
- ☞ There will be a beginning balance; the actual information will be based on transactions posted in AFRS, unclosed AFRS months will be provided from the allotments in TALS-AMR. The allotment data will contain only official packets and will include operating and capital allotment data. Users will have the option to include allotment packets that are in Pending and Review statuses.
- ☞ The chart will display the projected account balance for the entire account (all agencies). The user can export the chart; the exported chart will show the detail for the account by agency.
- ☞ The user will have the ability to export the data. The data will export into a text file.
  - Execute a Cash or GAAP report for an account of your choice.
  - Click the 'Export Agency Details' button on the bottom right of the output, and save text file to a location of your choice.
  - Open an Excel worksheet.
  - Select the open file option and change "Files of Type" option to include "all file types"
  - Find your saved text file and double click to open.
  - Follow the steps to import the text file to Excel as a "tab, delimited" file.

## Viewing Charts

1. View the chart by selecting the **Charts** tab.



2. Select the Chart & Criteria:

 A screenshot of the 'Charts' configuration window. The window has a title bar 'Charts' and a 'Load' button in the bottom right corner. On the left side, there are labels for 'Chart', 'Format', 'DataType', and 'Account'. On the right side, there are corresponding dropdown menus. The 'Chart' dropdown is set to 'Allotted vs. Past Biennium Actual Cash Disbursements - by Account'. The 'Format' dropdown is set to 'Percentages'. The 'DataType' dropdown is set to 'Operating'. The 'Account' dropdown is set to '211'.

Criteria will depend on chart selected:

- ☞ Format: Percentage or Dollars
- ☞ Data Type: Operating, Capital or Other
- ☞ Account: Accounts contained in the selected packets
- ☞ Fiscal Period: Entire biennium or one fiscal year
  - FY1 compares the first fiscal year of allotments to the first fiscal year of expenditures from the past biennium. FY2 compares the second fiscal year of allotments to the second fiscal year of expenditures from the past biennium

3. Print or Close Screen

- ☞ Depending on chart selected you may also be able to Export Agency Details into a text, tab delimited file.



**Hands on Opportunity:** View charts and make selections between dollars and percentages, account, and/or fiscal periods.

## Online Views

Online Views allows you to view allotment data for analytical purposes. Online Views enables you to specify the specific data you want to view by way of creating a query—called a “filter” in the system.

The filter contains 4 tabs:

- ☞ Packet – choice of component for expenditures, cash disbursements, cash receipts, and revenue information. Contains selections for packet number, purpose, status, packet program, and title.
  - *The Packet Status field criteria are limited to Approved, Review and Pending packet statuses only. The application will not accept Online Views Filters for Draft or Returned packets.*
- ☞ Organization – contains coding structure information for program, organization, and project
- ☞ Account – contains expenditure authority, account, and object choices
- ☞ Summary – lists the filter summary

To organize the data requested in a hierarchy of your choice. This is done by the grouping level selected in the filter tab. You may select up to 4 grouping levels, 1 grouping level must be selected.

To quickly view the amounts requested at a summary level as well as the detailed data contributing to that summary. By grouping and displaying you are able to drill down to the data as needed from your filter.

Online Views are not intended for printing, the AMR reports through Review Checklist or Enterprise Reporting can be used for printing allotment data

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

## Using an Online View

To access **Online Views** you must first **select** an agency from **OFM Packet Status**, then **select** a packet and finally navigate to the **Review Checklist** or the **Review Issues** screen. The **Online Views** tab is displayed in the upper Application Bar.

- ☞ If the packet selected is in Returned status, the Review Checklist button is disabled. Use the Review Issues button to access the Online Views function tab.

1. Select the agency via the **Filter** tab on the **OFM Packet Status** screen.
2. Select a packet from the list on the **OFM Packet Status** screen and click the **Review Checklist** tab to navigate to the **Review Checklist** screen. The **Online Views** tab appears in the upper Application Bar.
3. Click the **Online Views** tab to navigate to the **Online Views** screen.

## Online Views for OPTION 2 Agency

If you are an Option 1 agency, skip to the Option 1 agency section of this lesson.

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

Allotment Management & Review																								
Online Views   Enterprise Reporting   Charts   OFM Packet Status																								
Filter   Save Filter   Open Filter   Expand Rows   Collapse Rows   Export Data																								
Biennium: 2017-19 Agency: 105 - Office of Financial Management																								
Expenditure Data (18)																								
Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19	
0001	65,331,022	65,405,355	0	130,736,377	5,309,072	5,316,483	5,448,158	5,465,866	5,446,803	5,443,746	5,495,481	5,477,481	5,477,481	5,495,480	5,477,480	5,477,491	5,462,614	5,444,614	5,443,986	5,461,649	5,442,586	5,439,529	5,463	
0002	10,454,992	10,400,008	0	20,855,000	866,666	866,666	921,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666
0003	1,257,000	803,000	0	2,060,000	0	0	0	435,000	483,375	48,375	48,375	48,375	48,375	48,375	48,375	48,375	48,375	66,917	66,917	66,917	66,917	66,917	66,917	66
0006	68,897	95,876	0	164,773	0	0	0	0	7,989	7,989	8,820	8,820	8,820	8,820	8,820	8,820	8,819	7,989	7,989	7,989	7,989	7,989	7,989	7
0007	1,600,000	2,400,000	0	4,000,000	0	0	0	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200

## Creating the Online View – Option 2 Agency

1. Select the **Online Views** option from the application tab bar, next to the Charts button.
  - ☞ Remember you get to Online Views from **OFM Packet Status**, **select** a packet and the **Review Checklist** tab. The **Online Views** tab now appears.
2. The 'No filter has been defined for the Online View' message will prompt you to create a filter.
3. Select the **Filter** tab.
  - ☞ The Filter tab allows you to specify the data and level of detail you want to see and how that data should be displayed to you on the screen. The filter contains 4 tabs:
    - Packet – choice of expenditure, cash disbursement, cash receipt, and revenue component information. Contains selections for packet number, purpose, status, program, and title. You also have the choice of viewing expenditures, staff months, unallotted, and reserves within the expenditures components.
    - Organization – contains coding structure information for program, organization, and project
    - Account – contains expenditure authority, account, and object choices
    - Summary – lists the filter summary

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

The screenshot shows the 'Allotment Review Filter' dialog box. At the top, there are tabs for 'Packet', 'Organization', 'Account', and 'Summary'. The 'Packet' tab is active. Under 'Components', 'Expenditures' is selected. Below this, there are checkboxes for 'Expenditures' (checked), 'Staff Months', 'Unallotted', and 'Reserves'. The 'Packet Information' section contains a table with columns 'Group Lvl.', 'Disp.', and 'Criteria'. The 'Number' row has '1' in the 'Group Lvl.' column, an unchecked 'Disp.' checkbox, and a criteria box containing '1' and '2'. Other rows for 'Purpose', 'Status', 'Pkt. Pgm.', and 'Title' have empty criteria boxes.

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

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

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

- ☞ You may narrow your filter by defining the criteria you wish to view. The Criteria may be entered manually into the criteria box or click on the “...” for a list and make your selections from the list. You may enter criteria up to 255 characters. A blank criteria box means all data will be returned.
- ☞ The filter will automatically fill in Status as **Group Lvl 1** and Approved, Review, and Pending as criteria since these are the only statuses that OFM analysts can view.

Web Page Dialog

Allotment Review Filter

Open Filter

Packet | Organization | Account | Summary

Components

Expenditures

Expenditures  Staff Months  Unallotted  Reserves

Packet Information

	Group Lvl.	Disp.	Criteria	
Number	1	<input checked="" type="checkbox"/>	0001,0005	...
Purpose	-	<input type="checkbox"/>		...
Status	1	<input checked="" type="checkbox"/>	Approved,Review	...
Pkt. Pgm.	-	<input type="checkbox"/>		...
Title	-	<input type="checkbox"/>		...

Ok Clear Cancel

http://ofmapoly400/BASSWEB\_qa/TALS/AMR/OnlineView Trusted sites

7. From the **Organization** tab, select the '+' next to Program, select **Group Lvl 2** and check **display Program**.
  - ☞ The '+' indicates coding elements that contain hierarchically related data and can be expanded to group and display by those elements. For example, Program expands into Program, Sub Program, Activity, Sub Activity and Task.
  - ☞ The criteria for these coding elements are entered in the text box next to its associated coding level, or can be selected from the lookup dialog. You may enter a single criterion or multiple criteria elements by separating them with a comma.
  - ☞ Click on the '.' at the right of the text box for the lookup dialog.
8. From the **Account** tab select to **group** and **display** the **Account (Group Lvl 3)**, **EAI**, and **Object (Group Lvl 4)**.
9. The **Summary** tab will display the filter criteria you have selected after the **Refresh** button has been pressed.
10. When all your selections have been made, press the **OK** button.
11. The data can now be expanded and collapsed as needed. Expand where there is a '+' and collapse where there is a '-'. When the data has been expanded, it will remain expanded throughout the session, as long as a new filter is not created. You also have the option to select the Expand Rows tab; this will expand all rows down to the magnifying glass. When you want to collapse all rows, select the Collapse Rows tab.
12. The magnifying glass icon indicates the lowest grouping level of data has been reached. When the magnifying glass has been clicked you will then go to the Packet, Coding Structure and Allotment Detail information where you may select an item to update or delete. The Coding Structure and Allotment Detail rows will have check boxes to allow the selection of those records to open for updating, or for deleting.
  - ☞ When delete is selected a confirmation dialog box will appear.

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

### Online Views for OPTION 1 Agency

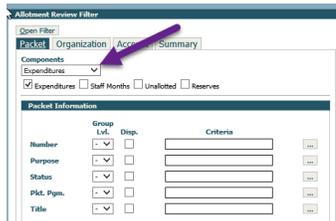
If you are an Option 2 agency, skip to the Option 2 agency section of this lesson.

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

Allotment Management & Review																							
																				Contact Help Logout			
																				Online Views	Enterprise Reporting	Charts	OFM Packet Status
Review Checklist - Online View																							
Filter Save Filter Open Filter Expand Rows Collapse Rows Export Data																							
Biennium: 2017-19 Agency: 303 - Department of Health																							
Expenditure Data (12)																							
FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18		
0	17,122,350	0	17,122,350	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	0	46,092	0	46,092	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.6		
	0	954,133	-867,820	86,313	0	0	0	0	0	0	0	0	0	0	0	0	64,694	79,123	134,143	174,077	159,6		
	0	3,536,000	0	3,536,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	0	20,000,000	0	20,000,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	0	350,000	0	350,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	59,870,835	31,526,108	0	91,396,943	0	0	0	0	0	0	21,929,943	30,000	11,437,797	11,531,297	14,941,798	5,390,417	477,087	7,793,457	7,855,627	4,830,1			
	8,300,000	0	0	8,300,000	250,000	250,000	6,050,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0	0	0	0	0	0	0		
	598,499,019	601,420,097	0	1,199,919,116	40,285,931	42,644,611	51,109,799	47,835,960	48,531,686	55,397,228	47,520,751	51,975,791	52,147,807	48,211,984	51,697,334	61,140,137	44,999,410	48,231,203	53,171,021	47,954,546	48,707,9		
	1,666,706	10,752,294	0	12,419,000	0	0	0	0	0	0	0	0	0	171,830	332,582	1,162,294	2,171,284	983,280	661,152	1,351,934	581,0		
	0	75,000	0	75,000	0	0	0	0	0	0	0	0	0	0	0	5,000	7,000	9,500	10,000	12,0			
	679,429	3,712,674	0	4,392,103	0	0	0	0	0	0	0	0	364,341	91,913	112,755	110,420	63,150	71,426	267,721	238,614	244,3		

### Creating the Online View – Option 1 Agency

1. Select the **Online Views** option from the application tab bar, next to the Charts button.
  - Remember you get to Online Views from **OFM Packet Status**, select a packet and the **Review Checklist** tab. The **Online Views** tab now appears.
2. The 'No filter has been defined for the Online View' message will prompt you to create a filter.
3. Select the **Filter** tab.
  - The Filter tab allows you to specify the data and level of detail you want to see and how that data should be displayed to you on the screen. The filter contains 4 tabs:
    - Packet – choice of expenditure, cash disbursement, cash receipt, and revenue component information. Contains selections for packet number, purpose, status, program, and title. You also have the choice of viewing expenditures, staff months, unallotted, and reserves within the expenditures components.
    - Organization – contains coding structure information for program, organization, and project
    - Account – contains expenditure authority, account, and object choices
    - Summary – lists the filter summary
4. From the **Packet** tab first select the **Expenditures Component**.



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

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

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

- ☞ You may narrow your filter by defining the criteria you wish to view. The Criteria may be entered manually into the criteria box or click on the “...” for a list and make your selections from the list. You may enter criteria up to 255 characters. A blank criteria box means all data will be returned.
- ☞ The filter will automatically fill in Status as **Group Lvl 1** and Approved, Review, and Pending as criteria since these are the only statuses that OFM analysts can view.

Number	Group Lvl.	Disp.	Criteria
1	1	<input checked="" type="checkbox"/>	0001,0005
Purpose	-	<input type="checkbox"/>	
Status	1	<input checked="" type="checkbox"/>	Approved,Review
Pkt. Pgm.	-	<input type="checkbox"/>	
Title	-	<input type="checkbox"/>	

7. From the **Organization** tab, select the ‘+’ next to Program, select **Group Lvl 2** and check **display Program**.

- ☞ The ‘+’ indicates coding elements that contain hierarchically related data and can be expanded to group and display by those elements. For example, Program expands into Program, Sub Program, Activity, Sub Activity and Task.
- ☞ The criteria for these coding elements are entered in the text box next to its associated coding level, or can be selected from the lookup dialog. You may enter a single criterion or multiple criteria elements by separating them with a comma.
- ☞ Click on the ‘...’ at the right of the text box for the lookup dialog.

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

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

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

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

12. The magnifying glass icon indicates the lowest grouping level of data has been reached. When the magnifying glass has been clicked you will then go to the Packet, Coding Structure and Allotment Detail information. This is a feature that enables the agency user to update or delete data before the packet is released to OFM for approval. When delete is selected a confirmation dialog box will appear.

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



### Hands on Opportunity: Create 3 Online Views

View One: Let's say I want to look at the expenditure and FTE allotments for a new program, first by account, then by object.

The following steps will show how to create that online view:

1. Organization tab selection: Program = Group Lvl. 1, check Disp., and enter a Program in the criteria box.
2. Account tab selection: Account = Group Lvl. 2, check Disp., Object = Group Lvl. 3, check Disp.
3. Packet tab selection: Component = Expenditures and Staff Months. Number = Group Lvl. 1, check Disp., and enter a packet number in the criteria box.
4. Click OK for online view.
  - a. The filter will automatically fill in Status as Group Lvl. 1 and Approved, Review, and Pending as criteria since these are the only statuses that OFM analysts can view.

View Two: Let's say for this example that I want to look at an allotment for a specific proviso by object. The following steps will show how to create that online view:

1. Account tab selection: EA Code = Group Lvl. 2, check Disp., and enter a 3 digit EA code in the criteria box, and Object = Group Lvl. 3, check Disp.
2. Packet tab selection: Component = Expenditures and Staff Months. Number = Group Lvl. 1, check Disp.
3. Click OK for online view

View Three: Let's say for this example I want to see all proposed revenue by month for a particular account and revenue source. The following steps will show how to create that online view:

1. Packet tab selection: Component = Revenue.
2. Account tab selection: Account = Group Lvl. 1, check Disp., for Rev. Src. Click the '+', Major Src. = Group Lvl. 2, check Disp., Source = Group Lvl. 3, check Disp.
3. Click OK for online view

### Saving Online View Filters

Online Views can be stored temporarily, i.e. for the life of the current session, using the Store Filter function on the Online Views screen. However, once the work session is closed, the 'Stored' Views will be deleted. Once a filter is saved as part of a Note, Issue, or Response in Review Checklist or Review Issues however, it is saved as part of those items and can be re- opened at a later time.

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

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

## Retrieving Online Views Filters

1. After creating a **Note** (using the **Add Note** function on the **Review Checklist** screen) you may link a previously 'Stored' Online View to the Note by **selecting the Attachments and Links** tab.

2. **Select** the 'Stored' View (or Views) you want to include in the Note and move it to the Selected Links box by pressing the '>' and the Save button.

3. The note appears in the Question view and contains a link to the online view:

Category	Question	Tools	Completed	Last Note Date															
1. General	<p>1. Did the agency provide comments explaining all significant variances in the allotment? If not, you may wish to return the packet for proper documentation.</p> <p>Review the Release Edit Report and any comments made by the agency included in the packet.</p>	Release Edit Report		7/8/2019 3:21:37 PM															
	<table border="1"> <thead> <tr> <th>Analyst</th> <th>Note</th> <th>Attachments</th> <th>Links</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1. Analyst, OFM Budget Analyst</td> <td>This is a note</td> <td></td> <td><a href="#">Heathers Test</a></td> <td>7/8/2019 3:20:59 PM</td> </tr> <tr> <td>2. Analyst, OFM Budget Analyst</td> <td>Note</td> <td></td> <td><a href="#">Heathers Test</a></td> <td>7/8/2019 3:21:37 PM</td> </tr> </tbody> </table>	Analyst	Note	Attachments	Links	Date	1. Analyst, OFM Budget Analyst	This is a note		<a href="#">Heathers Test</a>	7/8/2019 3:20:59 PM	2. Analyst, OFM Budget Analyst	Note		<a href="#">Heathers Test</a>	7/8/2019 3:21:37 PM			
Analyst	Note	Attachments	Links	Date															
1. Analyst, OFM Budget Analyst	This is a note		<a href="#">Heathers Test</a>	7/8/2019 3:20:59 PM															
2. Analyst, OFM Budget Analyst	Note		<a href="#">Heathers Test</a>	7/8/2019 3:21:37 PM															



**Hands on Opportunity: Practice saving and Retrieving filters**

## Reports

### Viewing and Running Reports

There are two ways to view TALS reports, Enterprise Reporting (ER) and the Reports list on the OFM Packet Status >Review Checkclickst Screen.

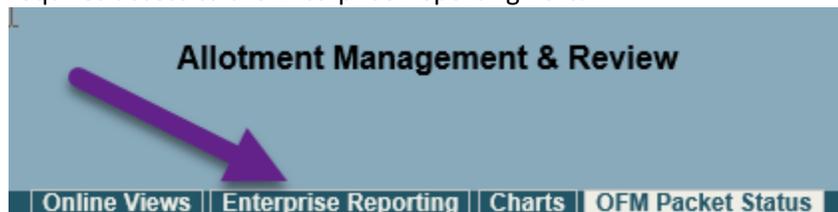
#### Running Reports – Packet Status Screen

The first way to run a report is through the View Packet List. See the reports listed below. Select a report and select the **Run** button. When running the reports this way the parameters are already set.

Release Edit Report
Most Recent Edit Report
AMR001 Allotment Expenditure Summary
AMR002 Allotment Expenditure Detail
AMR003 Allotment Revenue Summary
AMR004 Allotment Revenue Detail
AMR005 Allotment Cash Disbursements Detail
AMR007 Allotment Cash Receipts Detail
AMR008-A Allotment vs. EA Schedule (This Packet Only)
AMR008-B Allotment vs. EA Schedule (All Packets)
AMR009 Allotted Revenue vs. Expenditure Variance (Fed and P/L)
AMR010 Allotted Revenue vs. EAS Revenue
AMR011 Allotted Expenditures vs. Cash Disbursements
AMR012 Allotment Revenue vs. Cash Receipts
AMR013 Allotted Revenue vs. Expenditure (All Funds)
AMR014 Projected Monthly Cash Balance
AMR015 Projected Fund Balance
AMR016 Projected Cash Balance
AMR017 Comparison of Original Allotment
AMR020 Unanticipated Receipt Approval Request
AMR021 Allotted Revenue vs. Expenditure
EAS001 Expenditure Authority Schedule for Operating
EAS002 Expenditure Authority Schedule for Capital

#### Running Reports – Enterprise Reporting

The second way to run a report is through Enterprise Reporting. This tab can be seen from any screen in TALS-AMR. This requires access to the Enterprise Reporting Portal.



- ☞ The number of parameters will vary for each report. The summary reports have fewer parameters than the detail reports.
- ☞ The Packet Number parameter will default to the most recent packet (or highest number).

## Report List

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

**AMR002 – Allotment Expenditure Detail** – provides a detail of expenditure and FTE allotment by program, account, account type, expenditure authority, and object by fiscal month, fiscal year and biennium. This report can be requested at any level the data was entered into TALS-AMR.

☞ FTE is by GFS and other only – if detail by account is needed use the AMR002FTE report.

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

**AMR003 – Allotment Revenue Summary** – provides a summary of the revenue allotment data by account and category for fiscal year and biennial time periods.

☞ The categories are State, Federal, and Private/Local.

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

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

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

**AMR008-A – Allotment vs. EA Schedule (This Packet Only)** – compares allotment expenditure and FTE data with the Expenditure Authority Schedule (EAS) and shows variances.

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

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

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

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

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

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

**AMR014– Projected Monthly Cash Balance** – enables OFM and administering agencies to determine if an account will have a temporary cash deficit during the course of the biennium based on actual cash balances to date plus proposed

and approved cash allotments for the remainder of the biennium. This report will not include data from packets in Draft status.

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

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

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

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

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

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



#### **Hands on Opportunity: Request the AMR002 report**

1. Log in to the Reporting Portal (Enterprise Services).
2. Select the Budget Training folder. (skip if not in training)
3. Select the Budget Reports folder.
4. Select the Allotment Reports folder.
5. Schedule the AMR002 report using the standard Reporting Portal report creation steps within the Parameters page.

## Features Not Included In Initial Packet Review and Approval

### Quarterly Allotment Amendments using Adjustment Amount

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

The adjustment amount will be displayed in the Adj. Amt. column in Packet Information.

 This field is only available in the quarterly adjustment packet purposes.

The screen print below displays the Adj. Amt. column:

Expenditures

Biennium: 2017-19    Agency: 048 - Court of Appeals    Number: 0011    Status: Approved    Purpose: Operating 2nd Supplemental

Expenditure Data (1)																			
Packet Number	Packet Title	Packet Purpose Title	Packet Status Title	Packet Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11
0011	2019 Supplemental	Operating 2nd Supplemental	Approved	010	0	110,000	0	110,000	0	0	0	0	0	0	0	0	0	0	0

Staff Month Data returned no data matching the filter.

Unallotted Data returned no data matching the filter.

Reserve Data returned no data matching the filter.

## Appendix 1 – Business Rule Notes

### General Application

1. The BudgetWorks suite of applications does not support the use of internet browser navigation buttons, i.e. 'back arrow' and 'forward arrow'. You should avoid using the back arrow and forward arrow buttons available on your web browser tool bar when working in BudgetWorks. Using these buttons will give unpredictable results depending on the screen you are on when used.
2. It is extremely important to properly logout of the system when not in use. There is a timeout provision included in the system. If your session is inactive for 120 minutes the system will time you out.
3. In order for the application to work, you must disable your pop up blocker for this site.

### Packet Status Screen

1. The application will default to the current biennium.
2. The 'All' selection will give you all packets (for all analysts) submitted to OFM for approval.
3. To select a range of agencies hold down the Shift key. To select more than one agency not in a range, hold down the Ctrl key.
4. If you select Review Status in the packet status filter it's a quick way to see packets that are ready for review, and weeding out approved packets.
5. Purpose has replaced the need for smart coding of packet numbers, such as the B001 was always the initial operating packet in the past. Now you'll find the Initial Operating Allotment in the purpose field instead.
6. A packet returned due to retroactivity will happen automatically.
7. When a packet is in returned status only the Review Issues tab is enabled.
8. When a packet is submitted to OFM the status is Pending, it becomes Review when anyone at OFM selects that packet for any reason.
9. To see the date of the last action hover over the Last Update field with your mouse.

### Review Checklist Screen

1. The Review Checklist is a tool to aid the review of the packet – the packet may be approved or returned regardless of whether the questions have been checked or unchecked as complete.
2. Each time you run a release edit report it will replace the most recent release edit report.
3. 'Note' is for OFM eyes only; 'Add Issue' is the communication tool between OFM and the agency. You may add issues for agencies in Review Checklist or in the Review Issues areas of the application.
4. E-Mail Notify is optional for a Note.
5. Attachments can be Word, Excel, or PDF formats, and are limited in size to 3MB.

## Review Issues Screen

1. Only OFM can check that an issue has been resolved.
2. The Issue Title is displayed on the review issues screen. The body of the issue can only be seen when you expand the issue by selecting the "+".
3. For a dropdown list of E-Mail addresses select the "...".
4. The Attachment Title will default to the file name if you don't give it one. This is what displays with the message under Attachments.
5. Attachments can be Word, Excel, or PDF formats, and are limited in size to 3MB.

## Charts

1. Selection criteria for account will include the accounts contained in the packet being viewed.
2. FY1 compares the first fiscal year of allotments to the first fiscal year of expenditures from the past biennium. FY2 compares the second fiscal year of allotments to the second fiscal year of expenditures from the past biennium when using the fiscal period selection choice.

## Online Views

1. Online Views are not intended for printing. The AMR reports through Enterprise Reporting can be used for printing allotment data.
2. Online Views behaves differently depending on the Option of your agency. Since Option 1 agencies enter their expenditure data by Object and EAI separately they will also view that data separately.
3. Remember you get to Online Views from OFM Packet Status, select a packet and the Review Checklist or Review Issues tab. The Online Views tab now appears in the upper Application Bar next to the Charts tab.
4. The Filter tab allows you to specify the data and level of detail you want to see and how that data should be displayed to you on the screen. The filter contains 4 tabs:  
 Packet – choice of expenditure, cash disbursement, cash receipt, and revenue component information. Contains selections for packet number, purpose, status, program, and title. You also have the choice of viewing expenditures, staff months, unallotted, and reserves within the expenditures components.

Organization – contains coding structure information for program, organization, and project

Account – contains expenditure authority, account, and object choices

Summary – lists the filter summary

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

A Group Lvl. must be chosen if a criterion is entered.

At least one element must be selected to display.

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

The '+' indicates coding elements that contain hierarchically related data and can be expanded to group and display by those elements. For example, Program expands into Program, Sub Program, Activity, Sub Activity and Task. The criteria for these coding elements are entered in the text box next to its associated coding level, or can be selected from the lookup dialog. You may enter a single criterion or multiple criteria elements by separating them with a comma.

Click on the '...' at the left of the text box for the lookup dialog.

For Option 1 agencies, if no criterion is selected for either Object or EAI (or Code) on the Account tab, Expenditures by Account or EAI (or Code) will display by default. If Object criteria is selected on the account tab, but no EAI (or Code) criteria then the Expenditures by Object will display only. If both Object and EAI (or Code) criteria are selected on the account tab then both grids will be displayed.

## Reports

1. In the AMR002-Allotment Expenditure Detail report FTE is by GFS and other only. If detail by account is needed use the AMR002FTE report.

2. In the AMR003-Allotment Revenue Summary the categories are State, Federal, and Private/Local.

## Features Not Included in Initial Packet Preparation

Quarterly Allotment Amendment

The adjustment amount field is only available in the quarterly adjustment packet purposes.

## Appendix 2 – Pre-Release Edits

Type – C= Critical W= Warning I= Informational

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

13	W	The difference of the total cash receipt allotment dollar amounts by account and month compared to the actual amounts from the previous biennium must not be more than ten percent for initial packets.
14	W	The difference of the total revenue allotment dollar amounts by account, major source, and source compared to the total revenue dollar amounts on the EA schedule must not be more than ten percent. The check will compare biennial amounts.
16	C	The total appropriated allotted, unallotted, and reserve expenditure dollar amounts must match the total appropriated expenditure dollar amounts on the EA schedule for official non-unanticipated receipt packets. Note: this check will only be performed against operating amounts if only operating packets are submitted and against capital amounts if only capital packets are submitted.
17	W	The total non-appropriated allotted, unallotted, and reserve expenditure dollar amounts must match the total non-appropriated expenditure dollar amounts on the EA schedule for official non-unanticipated receipt packets. Note: this check will only be performed against operating amounts if only operating packets are submitted and against capital amounts if only capital packets are submitted.
20	C	Allotments must be made at or below the subprogram level for expenditure authority on the EA schedule at the subprogram level.
21	C	Allotments must not be made in closed months except for initial packets.
22	C	The total unallotted expenditure dollar amounts by EA code must not be less than zero.
23	C	The total reserve expenditure dollar amounts by EA code must not be less than zero.
26	C	Amounts can only be allotted in the fiscal period specified by the EA code on the EA schedule.
27	C	An organization index used in a coding structure must be predefined in AFRS.
28	C	A program index used in a coding structure must be predefined in AFRS.
29	C	A capital program index cannot be used in a coding structure of an operating packet.
30	C	An operating program index cannot be used in a coding structure of a capital packet.
32	C	A budget unit used in a coding structure must be predefined in AFRS.
33	W	A budget unit used in a coding structure must match the budget unit of the organization index used in the coding structure, if an organization index is used.
34	C	An AFRS project used in a coding structure must be predefined in AFRS.
35	W	An AFRS project used in a coding structure must match the AFRS project of the organization index used in the coding structure, if an organization index is used.
36	C	An AFRS subproject used in a coding structure must be predefined in AFRS, and must be a valid AFRS subproject of the AFRS project used in the coding structure.
37	W	An AFRS subproject used in a coding structure must match the AFRS subproject of the organization index used in the coding structure, if an organization index is used.
38	C	An AFRS project phase used in a coding structure must be predefined in AFRS, and must be a valid AFRS project phase of the AFRS subproject used in the coding structure.
39	W	An AFRS project phase used in a coding structure must match the AFRS project phase of the organization index used in the coding structure, if an organization index is used.
40	C	A major source used in an allotment detail must be predefined in AFRS.
41	C	A source used in an allotment detail must be predefined in AFRS, and must be a valid source of the major source used in the allotment detail.
42	C	A subsource used in an allotment detail must be predefined in AFRS, and must be a valid subsource of the source used in the allotment detail.
43	C	An object used in an allotment detail must be predefined in AFRS.

44	C	A subobject used in an allotment detail must be predefined in AFRS, and must be a valid subobject of the object used in the allotment detail.
45	C	A subsubobject used in an allotment detail must be predefined in AFRS, and must be a valid subsubobject of the subobject used in the allotment detail.
46	C	An EA index used in an allotment detail must be predefined in AFRS. A capital EA index cannot be used in an allotment detail of an operating packet. An operating EA index cannot be used in an allotment detail of a capital packet. An EA index with an unanticipated receipt EA code can not be used in an allotment detail of a non-unanticipated receipt packet.
47	C	An account used in an allotment detail must be predefined in AFRS.
49	C	An organization index must be used in the coding structure of an allotment detail that contains an EA index that requires an organization index.
52	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for legislative reserve packets must equal.
53	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for governor's reserve packets must equal.
54	C	An EA index containing an EA code with an EA type of X cannot be used in an allotment detail.
55	C	The total allotted expenditure dollar amounts by coding structure, object, and month must match the total allotted expenditure dollar amounts by coding structure, EA index, and month.
56	C	An expenditure component explanation is required if reserve dollars exist. Go to the expenditure coding structure screen for the packet and select the "Comment" tab. Enter your comments in the Agency External Comment field.
57	C	An expenditure component explanation is required if unallotted dollars exist. Go to the expenditure coding structure screen for the packet and select the "Comment" tab. Enter your comments in the Agency External Comment field.
59	I	This is an information message identifying there are non-budget EA indexes in the packet.
60	C	An EA code of an EA index used in an allotment detail must exist on the EA schedule for official non-unanticipated packets except for EA codes of Z96, Z97, Z98, and Z99.
61	C	A major source of 07 cannot be used in revenue or cash receipt allotment details.
62	C	A major source of 09 cannot be used in revenue or cash receipt allotment details.
64	C	A program index and organization index used in a coding structure must match a valid program index and organization index combination for agency 300, if both a program index and organization index are used.
65	C	A program and EA index used in a coding structure must match a valid program and EA index combination for agency 300, if both a program and EA index are used.
68	C	Object F or W amounts are required to match the amounts for non- budgeted EA indexes by month.
69	C	An attachment is required for Unanticipated Receipt packets. Please attach grant documentation.
70	C	The Unanticipated Receipt Form must meet certain requirements.
71	C	Unanticipated Receipt packets must have an allotment amount entered for Reserves when the "Yes" is selected for question number 1 on the Unanticipated Receipt Form.
72	C	Unanticipated Receipt packets must contain at least 1 expenditure, unallotted or reserve allotment with an EA Type 3 or 9.
73	C	The allotment packet does not have amounts entered

74	C	Internal packets can only use unanticipated receipt EA codes when it has been used in an unanticipated receipt packet prior to the selected Internal packet.
75	C	For each unanticipated receipt ea code that is used in an internal packet, the sum of allotted, unallotted and reserve expenditures must net to zero.
76	C	For Operating Initial, Operating Supplemental 1 and 2 packet purpose types there must be cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft initial operating packets).
77	W	For all official packet purpose types, except Operating Initial, Operating Supplemental 1 or 2 or Revenue and Cash Adjustment packet purpose types must have a cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft operating packets other than initial, supplemental one, supplemental two, and revenue/cash adjustment packets).
78	C	For Operating Initial, Operating Supplemental 1 and 2 packet purpose types there must be cash receipt allotment detail amount(s) when there is revenue allotment detail amount(s) (except for DSHS, which is only for submitted draft initial operating packets).
79	W	For all official packet purpose types, except Operating Initial, Operating Supplemental 1 or 2 packet purpose types must have a cash receipt allotment detail amount(s) when there is allotted revenue detail amount(s) (except for DSHS, which is only for submitted draft operating packets other than initial, supplemental one, and supplemental two packets).
80	C	Accounts 03K, 277, 290 must only be in operating allocation and internal packet purpose types.
81	W	The total of allotted, unallotted, and reserve for accounts 03K, 277, 290 must not exceed the EA Schedule, but can be less than the EA Schedule.
82	C	Accounts 03K and 290 must not be used in Revenue and Cash Receipt components.
83	C	For DSHS, when submitting a returned packet the total of appropriated allotted, unallotted, and reserve by program and EA code must match EA schedule (every EA code amount within the program for the packet being submitted must match the EA schedule).
84	W	For DSHS, when submitting a returned packet the total of non- appropriated allotted, unallotted, and reserve by program and EA code must match EA schedule (every EA code amount within the program for the packet being submitted must match the EA schedule).
85	W	For DSHS, when submitting a returned packet the total of non- appropriated allotted, unallotted, and reserve at the agency level and EA code must match EA schedule (every EA code amount within the program for the packet being submitted must match the EA schedule).
86	C	The total of allotted, unallotted, and reserve for accounts 03K, 277, 290 must not exceed the EA Schedule, but can be less than the EA Schedule.
87	C	The system requires that the total of allotted, un-allotted, and reserve for each appropriated expenditure authority code in the selected Allocation packet match the EA schedule for official packets.
89	C	The system requires that the total of allotted, un-allotted and reserve for each appropriated expenditure authority code for an Operating Quarterly (2-8) must net to 0 in each packet.
90	C	The system requires that the total of allotted, un-allotted and reserve for each appropriated expenditure authority code for Internal packet must not be greater than 0 for the selected Internal and previously submitted Internal Operating or Capital Internal packets.

Type –

C= Critical  
W= Warning  
I= Informational

Tier -

1= Titles check  
2= Checks within the packet  
3= Expenditure Authority checks  
4= Checks against prior biennium actua

