Office of Financial Management

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

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About this Tutorial

This tutorial will help budget staff with building an initial allotment submittal using The Allotment System (TALS) Allotment Management and Review (AMR). The sample allotment submittal created uses the basic features of TALS AMR. It is recommended that all users should complete this tutorial. The tutorial will outline differences in access and system usage based on security level where needed.

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 in your allotment development, and general business rules.
- Specific business rules and recommendations for entering your allotment submittals are denoted with a 🕮 under the task.
- 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.

The *TALS AMR Tutorial* is available online in the Budget Works Library. The library may also be accessed by the help link within the application.

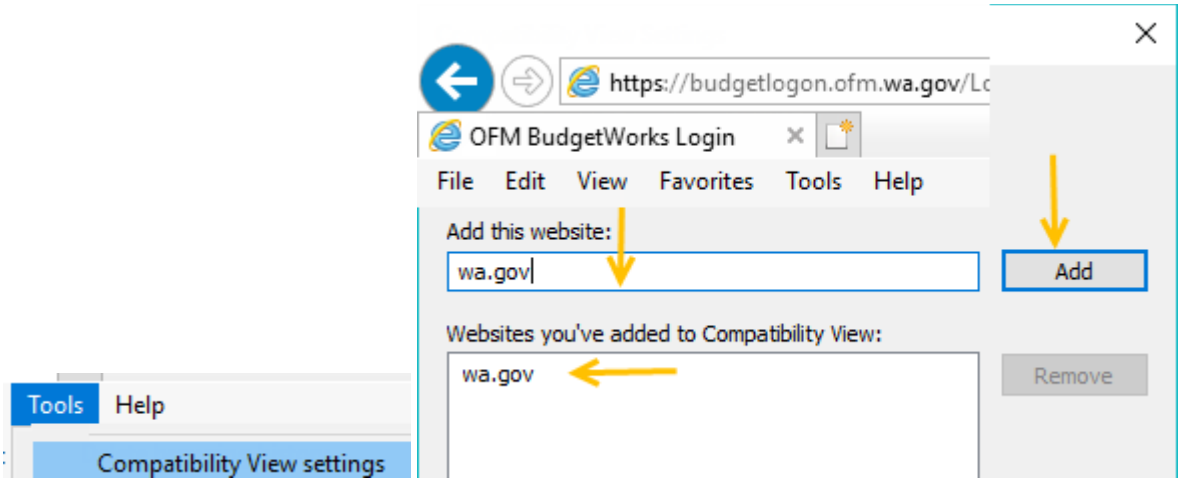
Getting Started

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

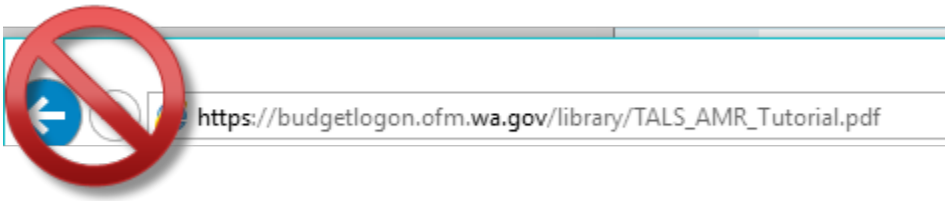
TALS-AMR requires the use of **Internet Explorer** with very specific settings.

- 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

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

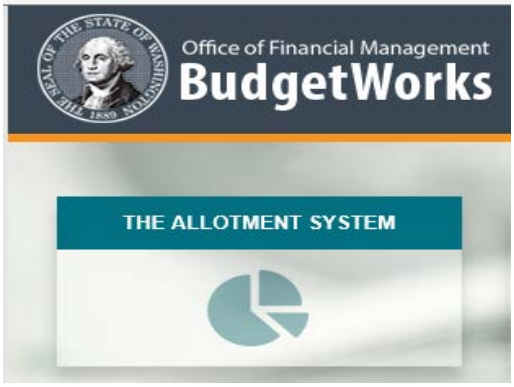


Logging into TALS

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.

1. 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 bie4nnium 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.

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

3. Select Boxes & Load Button

- 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.

4. 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

Allotment Packet(s)

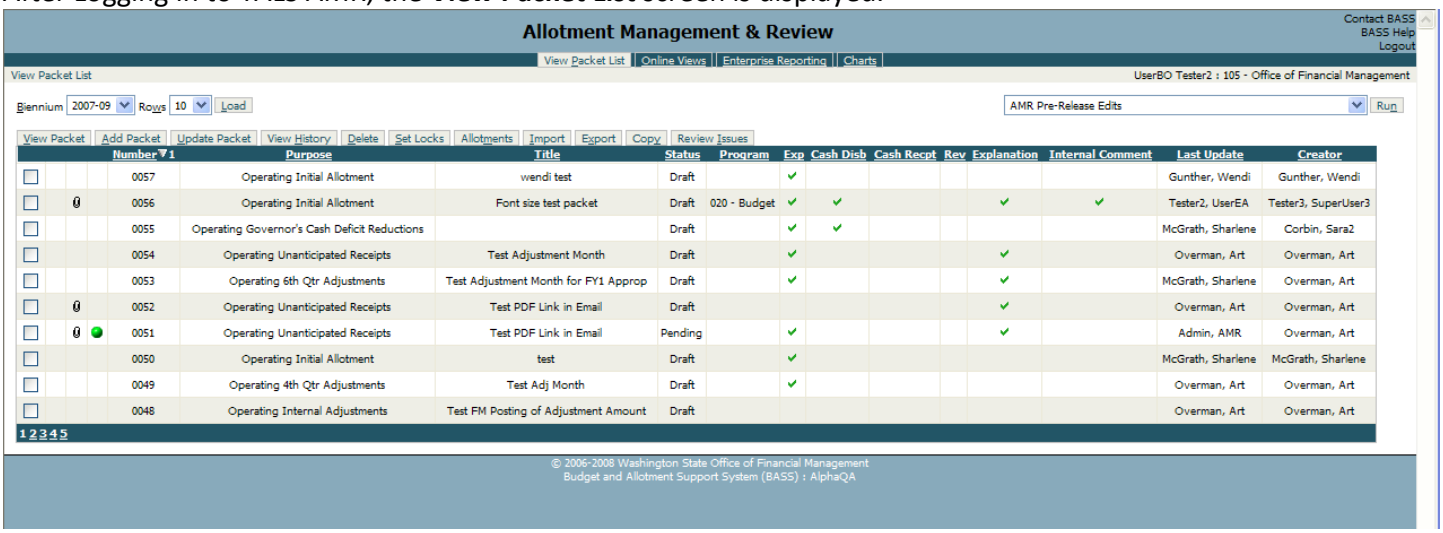
Allotments are detailed plans (or amendments to plans) of the scheduled revenues and expenditures authorized in the budget and the related cash receipts and cash disbursements. Agencies submit these allotment plans to OFM for review using the TALS AMR system. Prior to entering new allotment data into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

Create the Allotment Packet

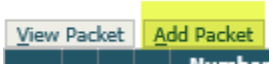
The **Add Packet** feature creates a new allotment packet on the **View Packet List** screen. This packet will be assigned a system generated four digit number used to identify the allotment packet and displays descriptive information pertaining to the packet.
🕮: *This feature is not available for those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

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

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



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

2. Select the **Add Packet** tab 

in the upper left hand corner of the **View Packet List** screen.

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

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

5. Select a packet type from the **Purpose** dropdown box.

The packet purpose describes the reason for the allotment submittal. The initial allotment requires an initial allotment packet purpose type. Please see the allotment instructions for more information on the correct packet purpose to use for allotment amendments.
Operating Initial Allotment

6. Select a **Program** from the dropdown list.
🕮: *This is required for DSHS.*

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

7. Enter a packet **Title** that provides a quick description.
Working Draft of Initial Allotment Data

8. Enter a **Packet Explanation** for information needing to be communicated to your OFM budget analyst.
🕮: *While this field is not required to save an allotment packet, an explanation is often required by the OFM allotment instructions. If an explanation is required, but missing a critical pre-release edit check message is returned during the submission process and you will need to update the field. This text is visible to your OFM budget analyst.*

Staff month increase in September and October of 2019 for Program 100 due to enhancement package approved by the Legislature.

9. Enter **Agency Internal Comments** that capture detailed agency assumptions or comments intended only for internal use. Comments in this section are not viewable by OFM.
🕮 *Informational use for the agency.*

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

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

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

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

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

Select the **Save** tab.

➡ You have created a container into which you can enter your allotment spending plan.

Add Packet Screen Fields:

Field	Required	Description	Comments
Biennium	Yes		Not editable after save
Purpose	Yes	Purpose or type of allotment	Not editable after save
Program	No*	Used to identify and sort allotment packets that contain allotment detail for one program *Required for DSHS	There is no system edit between the Program field selection and the allotment detail included in the packet
Title	No	Identify and describe the allotment packet data. Visible on the View Packets List screen.	Editable when packet is in a Draft or returned status.
Packet Explanation	*	Communicates to OFM the key assumptions and decisions in the allotment packet data.	*Not required to save the packet but the OFM allotment instructions do require agencies to submit explanations in certain cases.
Agency Internal Comment	No	Documents agency decisions and assumptions	Visible only to the agency
Primary Contact	Yes	Defaults to the name, email address and phone number of the person who created the packet	
Secondary Contacts	No	Add additional contact information for the packet	
Attachments	No		Word, Excel & PDF documents only
Lock Packet	No	Once saved a lock will appear to the left of packet number and the Lock Packet title will change to Unlock Packet. To unlock, simply click on the Unlock packet selection box and save again. This function can also be performed from the View Packet List Screen by choosing the Set Locks option.	Users with Budget Operations Security can lock packets.
Packet Number	Auto	Packet Number is automatically generated by the application Will show unassigned until saved	Number appears after the Save action has been completed
Status	Auto	Will remain in Draft status until the packet has been released for review by an OFM budget analyst for official packets or submitted for posting to AFRS for internal packets.	

Hands on Opportunity: Create three more packets. Create at least one capital packet. 🕮*: It is intended that all agencies, except DSHS, submit one packet for initial Operating and one for initial Capital allotments. DSHS must create separate initial operating packets for each program and submit all of these packets at the same time. For additional clarification contact your OFM Budget Analyst.*

Packet Attachments

TALS AMR allows attachments in the Excel, Word, and PDF formats. Documents attached to an allotment packet are saved to the TALS AMR database. Attachments added become an artifact of the allotment packet, and are available for viewing until the packet is deleted. For modifications to documents previously attached, you must update the document on your agency network or workstation, delete and reattach to the allotment packet in AMR.

🕮: Unanticipated receipt allotment packets should include the Grant and Award documentation as attachments for OFM budget analyst review and approval.

Important things to know for Attachments!

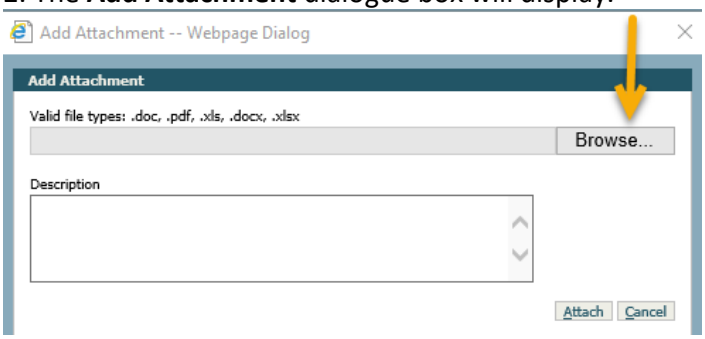
🕮: You must save your packet before it will allow you to add an attachment.

🕮: **Attachment files are limited in size to 3MB**.

Adding Attachments

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

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



3. Select the **Browse** button to search for the document to be attached for your allotment packet.

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

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

6. **Enter a description** of the document. Spreadsheet contains FTE breakdown for Program 200.
📖: *The Description field is optional, but provides the ability to include a summary of what you are attaching for reference. The description included will display on the View/Add/Update Packet screens.*

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

8. View the newly added file. Click the attachment selector (**circle** to the left of the file name), and then select the **View** tab.

📖: The file must be selected prior to clicking the View tab.

9. Click Open Attachment

to display the dialog box below. If the "Always ask before opening the type of file" box is unchecked, the dialog box will not display.
📖: *The view attachment toolbox will remain open even after you have closed the attachment. To close, "**X**" out of it.*

10. Click **Open**, view attachment & close the file

11. Click **Save**

➡ You have now added an attachment to your packet

✋ **Hands on Opportunity:** Add a Word and PDF attachment to the packet

Modifying Attachments

If you need to modify the document in the packet, you will need to remove the document in the packet (see next section), make the modifications on the document then reattach it to the packet.

Removing Attachments

To remove the attachment simply click the attachment selector and click Delete.

Viewing Packet List (View/Update, Delete & Set Packet Locks)

Getting to know the View Packet List Screen

The **View Packet List** screen enables you to view a list of the agency's allotment packets for the selected biennium.

📖: *Your security access will determine which functions are available to you.*

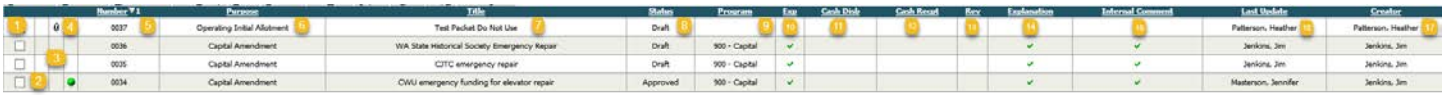
The **Activities Bar**— allows you to perform actions related to a chosen packet or to add a packet.

View Packet | Add Packet | Update Packet | View History | Delete | Set Locks | Allotments | Import | Export | Copy | Review Issues

- ☞ **View Packet** allows you to look at the packet container information.
- ☞ **Add Packet** tab allows you to add a new packet.
- ☞ **Update Packet** tab allows you to update information in the packet container excluding Biennium, Purpose and Contact.
- ☞ **View History** tab allows you to see actions that have been taken on the packet including the action, the user ID, the date and the time.
- ☞ **Delete** tab allows you to delete a packet.
- ☞ **Set Locks** tab allows budget operations staff to lock and unlock packets.
- ☞ **Allotments** tab allows you to go into the allotment information of the packet.

- ☞ **Import** tab allows you to import data into the packet. See Importing Text Files and Importing SPS Data for more information.
- ☞ **Export** tab allows you to export data out of the packet to change or use in other packets. This information remains in the original packet. See Exporting Files for more information.
- ☞ **Copy** tab allows you to copy data from one packet into another packet. See Copy Features for more information.
- ☞ **Review Issues** tab allows you to see issues created by OFM and respond or to create new issues. See Review Issues for more information.

Packet Information Table – List of packets and associated details



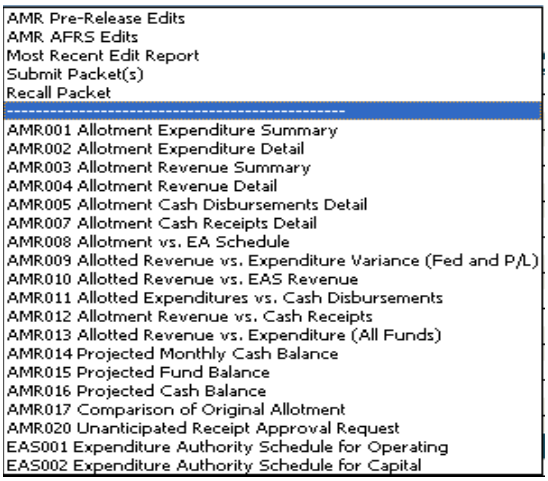
		Number ▼1	Purpose	Title	Status	Program	Exp	Cash Disb	Cash Recpt	Rev	Explanation	Internal Comment	Last Update	Creator
1	4	0037	Operating Initial Allotment	Test Packet Do Not Use	Draft								Patterson, Heather	Patterson, Heather
		0036	Capital Amendment	WA State Historical Society Emergency Repair	Draft	900 - Capital	✓				✓	✓	Jenkins, Jim	Jenkins, Jim
	3	0035	Capital Amendment	CTTC emergency repair	Draft	900 - Capital	✓				✓	✓	Jenkins, Jim	Jenkins, Jim
2		0034	Capital Amendment	CWU emergency funding for elevator repair	Approved	900 - Capital	✓				✓	✓	Masterson, Jennifer	Jenkins, Jim

1. **Packet Selection Box**—allows you to work with a particular packet or packets.
2. **Packet Lock Indicator**—displays a lock symbol when packet lock is set.
3. **Packet Attachment Indicator**—displays a paperclip if an attachment has been added to the packet.
4. **Traffic Light Indicator**—shows where you are in the AFRS edit check process and the submittal process. You will see a green, yellow, red or no traffic light depending on where you are in this process. See Pre-Release Edit Checks for more information.
5. **Packet Number**—number automatically assigned by the system and is the default sort showing the most recent packets first, descending order. Deleted Packet # will not be reused.
6. **Packet Purpose**—displays what type of packet it is i.e. operating initial allotment, operating internal adjustments, Capital 1st supplemental.
7. **Packet Title**—displays chosen title.
8. **Packet Status** - Draft, Pending, Review, Returned, and Approved.
9. **Packet Program**—displays number and title if populated when packet was created.
10. **Exp** - Displays check mark if allotment packet contains expenditure data.
11. **Cash Disb** - Displays check mark if allotment packet contains cash disbursement data.
12. **Cash Recpt** - Displays check mark if allotment packet contains cash receipt data.
13. **Rev** - Displays check mark if allotment packet contains revenue data.
14. **Explanation** - Displays check mark if allotment packet contains agency external comments.
15. **Internal Comment** - Displays check mark if allotment packet contains agency internal comments.
16. **Last Update**—displays the last user that edited the packet. Holding your cursor over this field displays a tool tip with the date and time of the last edit to the packet.
17. **Creator**—displays the user that created the packet.

Action/Report Selection Drop Down Box & Run Button —allows you to choose certain actions to perform on your chosen packet(s) and run reports on chosen packets.

See Pre-Release Edit Check for more information on action selections (AMR Pre-release Edits, AMR AFRS Edits, Most Recent Edit Report, Submit Packet(s) and Recall Packet) and Reports for more information on report selections.

This includes:



Page Indicator—specifies the page you are on.

The number without the underline is the page you are on.

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

1. Check the **Packet Selection** box, and then click on the **Update Packet** tab.

2. Change **Title** to: Working Draft of Initial Allotment Data Updated

3. **Save** and go back to **View Packet List**.

4. Select one of your packets, and then choose the **Set Locks** tab.

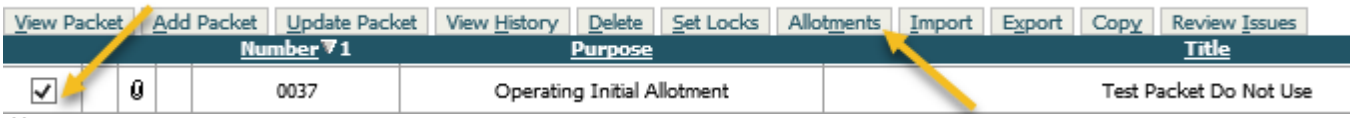
📖: *The system will allow you to sort on none, or one or more columns. Each column header has three possible states (not sorted—indicated with no arrow, sorted ascending—indicated with an up arrow, sorted descending—indicated with a down arrow), which can be selected by clicking the text in the column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

Hands on Opportunity: Practice Sorting

Creating the Expenditure Allotment Data

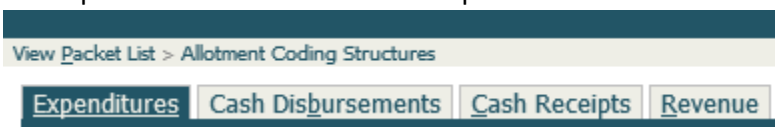
After creating a container—the packet—for your allotments, you must next define the program, project, and organization coding level detail for any data you want to enter in the packet. This is called the "coding structure."
🕮: *Coding Structures and Allotment Details can be added and updated for any packet in a status of draft or returned.*

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



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

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



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

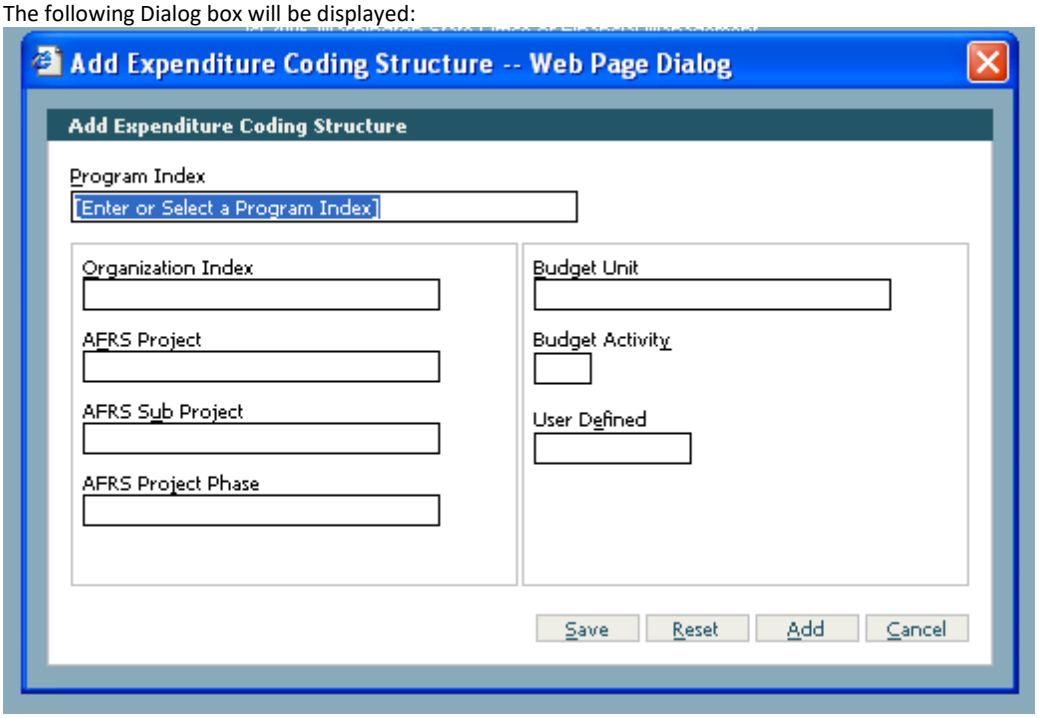
- **Add** - add a new coding structure.
- **Update** - update a coding structure.
- **Delete** - delete a coding structure.
- **Allotment Details** - Add, update, and delete the detail related to a chosen coding structure.
- **Comments** - Make comments about the entire component (expenditure, cash disbursements, cash receipts or revenue.)
  🕮*: The comment tab within coding structure is where you put comments referred to in the Pre-Release Edits as component level comments.*
- **Copy** - Copy coding structures. See Copy Features for more information.
- **Pattern –** Create a pattern for cash receipts and cash disbursements. See Creating the Cash Disbursement Allotment Data & Creating the Cash Receipts Allotment Data for more information.

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

First, create the coding structure:

1. Click **Add** while in the Expenditures tab.

The following Dialog box will be displayed:



A highlighted selection box appears for program index [Enter or Select a Program Index]

🕮: *This is a required field.*

NEW! 🕮: ***User Defined****: While this is not a required field, OFM strongly encourages users to populate this field with "Interagency" to indicate Interagency FTEs when appropriate.*

2. Add a **program index**.

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

3. If you allot at the lower levels (Organization Index, AFRS Project, AFRS Sub Project, AFRS Project Phase, Budget Unit, Budget Activity, User Defined) the rest of the coding structure operates the same as program index.

🕮: *Only program index is required, the rest of the coding structure is optional.*

🕮: *Project is a hierarchical field, so if you want to enter a sub project you must enter a project first or if you want to enter a project phase you must enter both project and sub project first.*

🕮: ***User Defined****: While this is not a required field, OFM strongly encourages users to populate this field with "Interagency" to indicate Interagency FTEs when appropriate.*

4. Add additional coding structure by hitting the down arrow in the program index field, choose a **program index**, then hit save.

🕮: *To add additional coding you can choose the Add button at the bottom of the screen.*

🕮: *By clicking the "Add" button the data is saved automatically; however, after the last code make sure to click the "Save" button.*

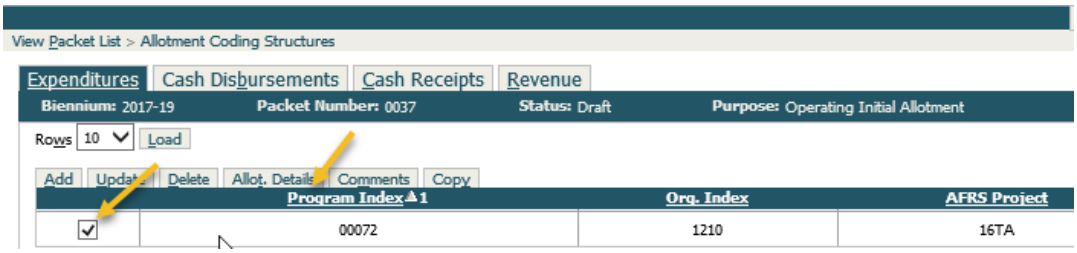
5. To leave the dialog box click cancel or “X” out of it.

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

To add or view allotment details for a coding structure:

- ☞ Place a check mark in the coding structure selection box
- ☞ Select the **Allot. Details** tab.

  🕮: *Allotment details can only be added for an existing coding structure and only 1 coding structure can be selected at a time.* See below



The allotment details screen is returned

🕮: *You can hide or expand grid details by selecting the ‘+’ plus symbol to the left of the grid title, the grid expands for adding or viewing details. Likewise the ‘-’ negative symbol to the left of the grid title collapses the grid. By default the only grid expanded on entry of a coding structure with no allotment details is Expenditure Allotment Details.*

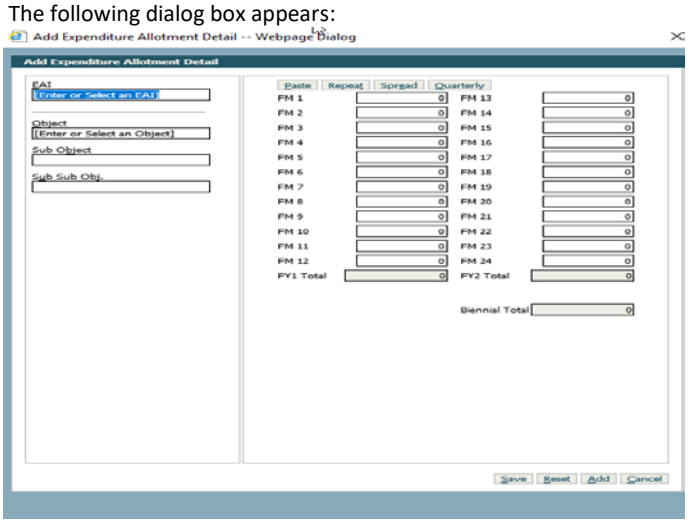
🕮: *The allotment coding structure screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click* ***Load****.*

Adding Allotment Detail - Option 1 Agencies

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

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

The following dialog box appears:



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

📖: *Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure.*

📖: *The EAI determines what fiscal period dollar amounts will be available. For example if you choose a first year EAI, the second year dollar amounts will be grayed out and not available for input.*

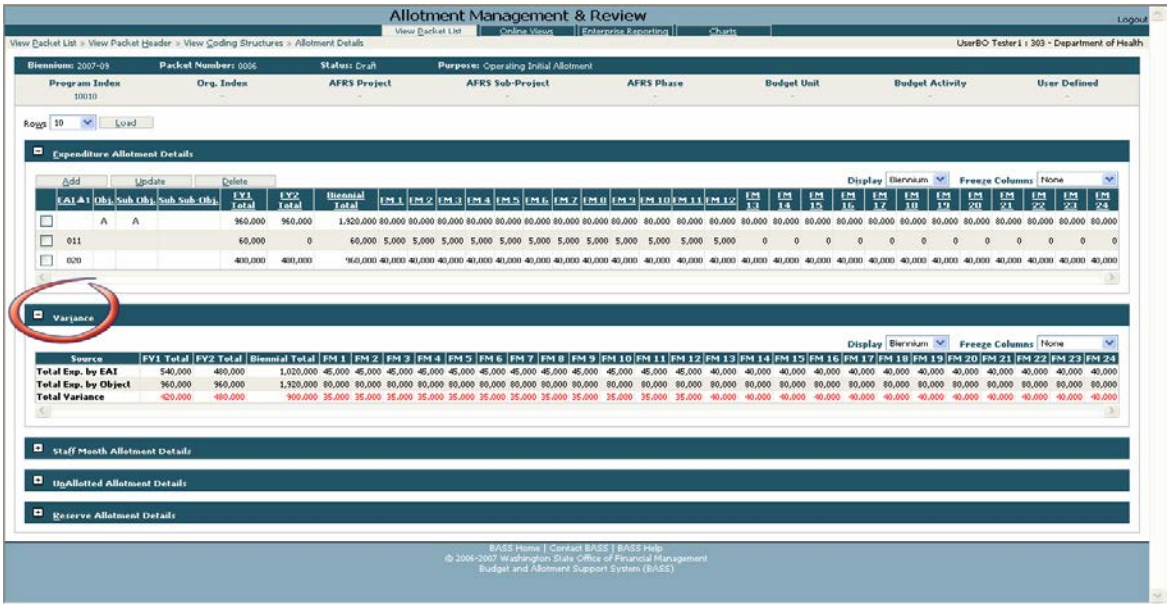
📖: *For records that have an EAI that cannot be found in the statewide tables, the fiscal period is assumed to be Biennial.*

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

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

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

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

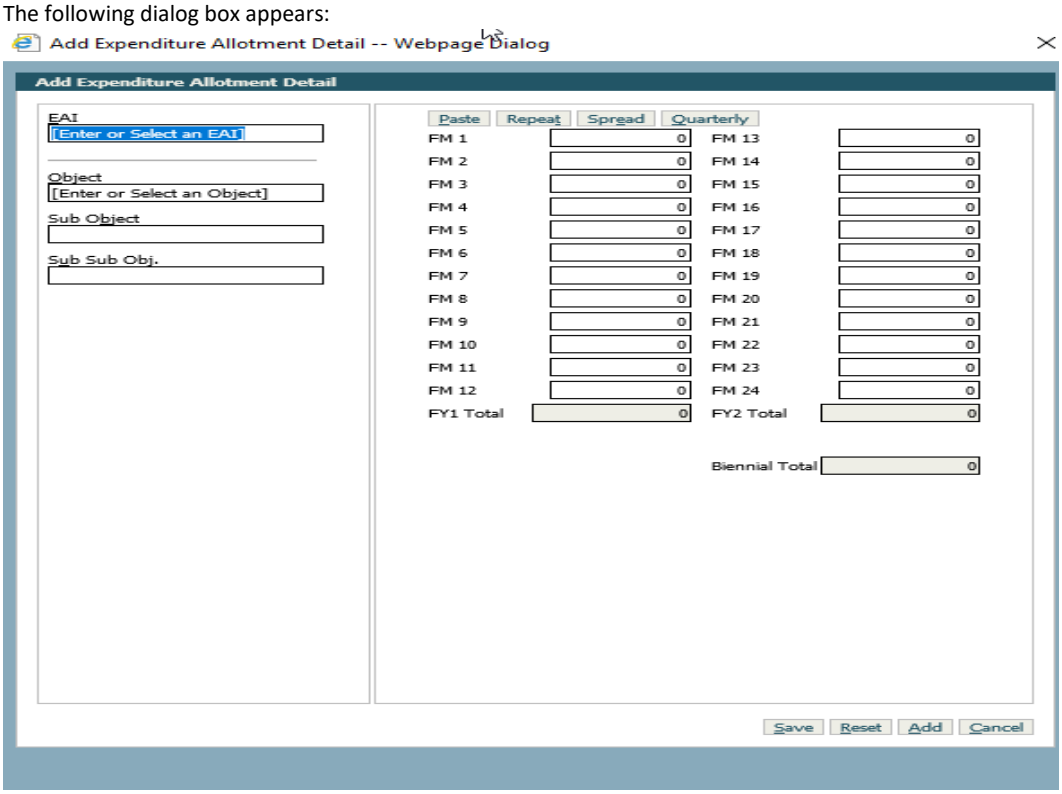


📖: *The Expenditure Allotment Details screen also includes a row selection box which allows you to choose how many rows of data you would like to see with the choice of 10, 20, 30 or All. To get this to display the number of rows, make a selection and click* ***Load****.*

Adding Allotment Detail - Option 2 Agencies

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

1. To add expenditure allotment detail, click the **Add** tab within the allotment details.
The following dialog box appears:



2.Choose an **EAI** (Expenditure Authority Index is also referred to as Appropriation Index Or AI) by clicking the down arrow or typing in the EAI, choose an **object**, and enter **fiscal year dollar amounts by month** and click **Save**.
🕮: *Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure. For option 2 agencies, these two required fields are entered together in one allotment detail as depicted below.*
🕮: *The EAI determines what fiscal period dollar amounts will be available. For example if you choose a first year EAI, the second year dollar amounts will be grayed out and not available for input.*
🕮: *For records that have an EAI that cannot be found in the statewide tables, the fiscal period is assumed to be Biennial.*
🕮: *Once you hit save the dialog box will display as an "update" rather than an "add".*

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

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

📖: *For option 2 agencies: If all details aren't displayed, the first row "Total" will be a sub-total of all the amounts displayed in the grid. The second row, Grand Total, will be a total of all the amounts if multiple pages of data exist. In the image below the Grand Total would be the total of all the amounts on page 1 and 2.* See below.

Allotment Management & Review

Logout

View Packet List | Online Views | Enterprise Reporting | Charts

View Packet List > View Coding Structures > Allotment Details

UserBO Tester1 : 105 - Office of Financial Management

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

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

Rows 10 Load

Expenditure Allotment Details

Add Update Delete Display Biennium Freeze Columns None

	EAI 1	Obj.	Sub Obj.	Sub Sub-Obj.	FY1 Total	FY2 Total	Biennial Total	FM 1	FM 2	FM 3	FM 4	FM 5	FM 6	FM 7	FM 8	FM 9	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17
☐	011	A			1,200,000	0	1,200,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	0	0	0	0
☐	011	C			540,000	0	540,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	0	0	0	0	0
☐	012	A			0	1,200,000	1,200,000	0	0	0	0	0	0	0	0	0	0	0	0	100,000	100,000	100,000	100,000	100,000
☐	012	C			0	600,000	600,000	0	0	0	0	0	0	0	0	0	0	0	0	50,000	50,000	50,000	50,000	50,000
☐	020	E			500,000	500,000	1,000,000	125,000	0	0	125,000	0	0	125,000	0	0	125,000	0	0	125,000	0	0	125,000	0
☐	031	A			60	0	60	5	5	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0
☐	032	A			0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	5	5	5	5	5
☐	051	A			60	0	60	5	5	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0
☐	052	A			0	60	60	0	0	0	0	0	0	0	0	0	0	0	0	5	5	5	5	5
☐	092	C			0	600	600	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50	50	50
				Total	**2,240,120**	**2,300,720**	**4,540,840**	**270,010**	**145,010**	**145,010**	**270,010**	**145,010**	**145,010**	**270,010**	**145,010**	**145,010**	**270,010**	**145,010**	**145,010**	**275,060**	**150,060**	**150,060**	**275,060**	**150,060**
				Grand Total	**2,241,320**	**2,301,920**	**4,543,240**	**270,110**	**145,110**	**145,110**	**270,110**	**145,110**	**145,110**	**270,110**	**145,110**	**145,110**	**270,110**	**145,110**	**145,110**	**275,160**	**150,160**	**150,160**	**275,160**	**150,160**

1 2

Staff Month Allotment Details

UnAllotted Allotment Details

Reserve Allotment Details

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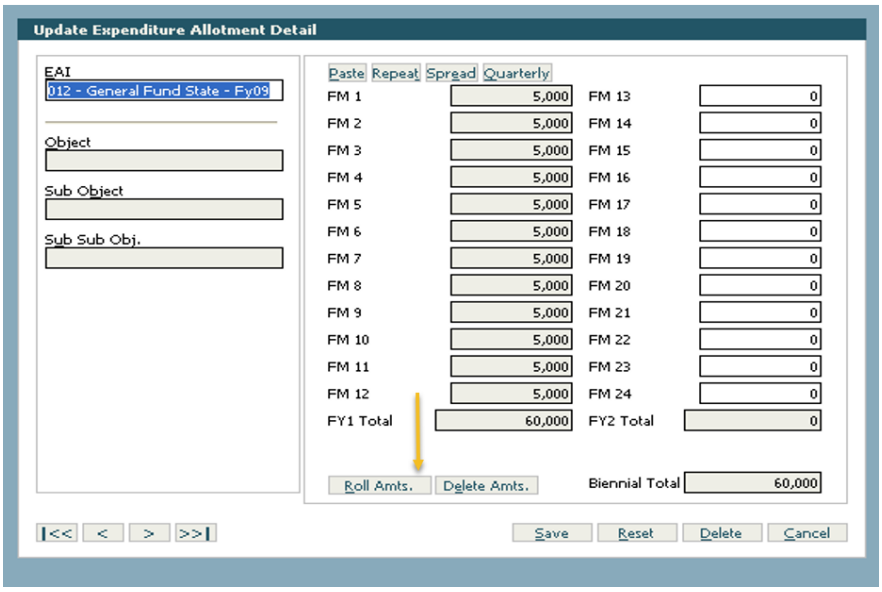
Budget and Allotment Support System (BASS)

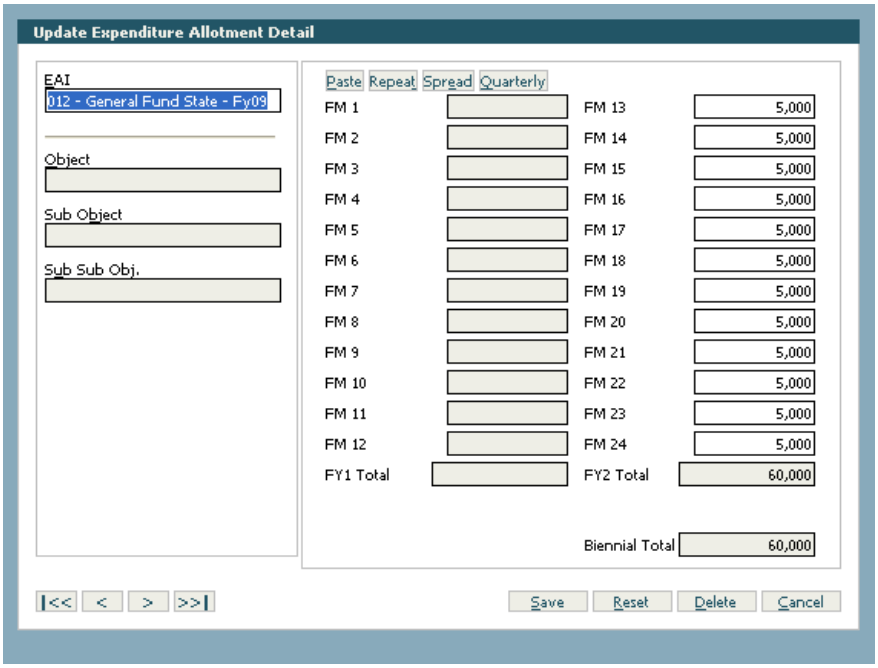
Option 1 and Option 2 agencies:

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



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

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



Hands on Opportunity: Practice Allotment Detail

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

1. Add allotment detail dollar amounts using the manual process.

🕮: *To enter dollar amounts manually you can use the tab and enter keys or highlight the dollar amount and do a Ctrl "C" for copy and go to the next dollar amount area and do a Ctrl "V" for paste.*

2. Add allotment detail dollar amounts using the paste function.

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

3. Add allotment detail dollar amounts using the repeat function.

🕮: *To enter dollar amounts using the repeat function choose which month you want it to start and then enter the amount you want repeated, then click the repeat button.*

4. Add allotment detail dollar amounts using the spread function.

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

5. Add allotment detail dollar amounts using the quarterly function.

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

Adding FTE, Unallotted and Reserve Allotment Detail

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

1. Choose an existing coding structure by clicking the coding structure selection box or create a new structure, then click the **Allot. Details** tab.

2. Expand **Staff Month Allotment Details** and click **Add**.

3. Choose an **Account** and enter FTEs by month. Then click **Save**, then **Cancel**.

🕮: *If you choose Account, EAI will not be available. If you choose EAI, account will automatically fill in. OFM only requires that FTEs be by GF-S 001 account or 996 for all other; however, you can indicate specific accounts detail if you wish.*

🕮: *You can choose to mark FTEs as Interagency FTEs for tracking purposes.*

📖: *The Transportation FTE box will be automatically flagged if the Account chosen is associated with a transportation Account.*

➡ You have successfully added FTE allotment detail.

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

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

➡ You have added unallotted allotment detail.

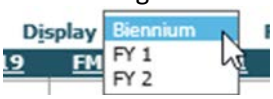
Follow steps 1-4 entering information into **Reserve Allotment Details**.

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

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

✋ **Hands on Opportunity: Choose different views to see effects**

Column Locking (**Freeze Columns**) allows you to select from a drop down certain sets of columns to "lock" to the left side of the grid.



📖: *When columns are locked the amount columns scroll underneath them. You will only see the scroll bar if the display is smaller than the grid.*

Options are:

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

✋ **Hands on Opportunity: Choose different options to see the effects.**

✋ **Hands on Opportunity: Create coding structure and allotment detail in your previously created capital packet.**

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

Creating the Cash Disbursement Allotment Data

Agency allotments must include monthly estimates of the cash they will disburse by account. As an agency prepares initial or adjusted expenditure allotments, they almost always will need to include an allotment for the related cash disbursements.

Cash Disbursement Coding Structure and Allotment Detail

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

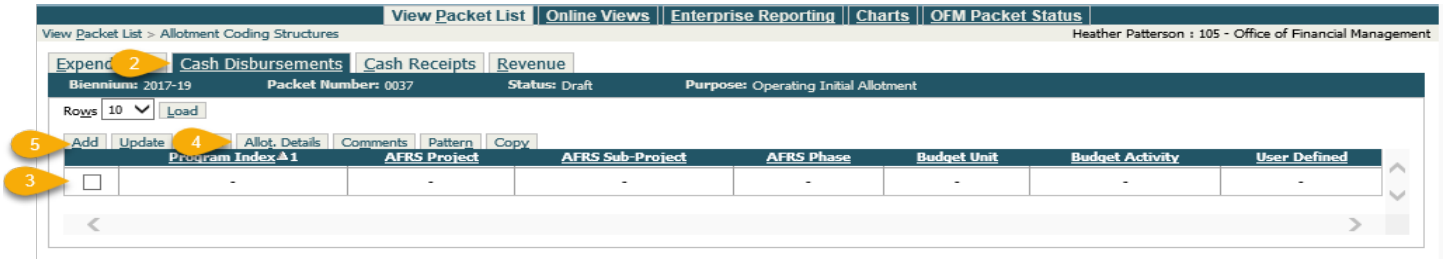
1. From the View Packet List Screen, choose a packet, and click the **Allotments** tab.

2. On the component navigation bar, select **Cash Disbursements**.

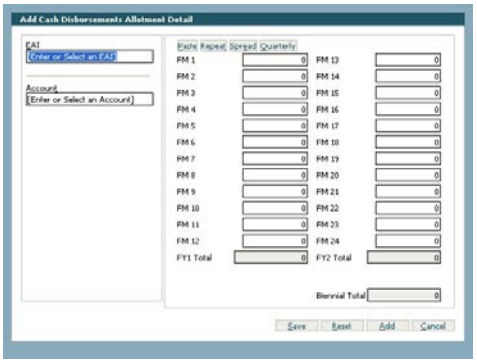
3. Select a blank coding structure check box

4. Click the **Allot. Details** tab, this will bring up the cash disbursements allotment detail grid.

5. Click the **Add** tab



The Add tab will return the Add Cash Disbursements Allotment Detail dialog box



6. Choose an Account and enter dollar figures.

📖: EAI is an optional field. Account will automatically be entered if an EAI is chosen. Account is a required field.

7. Click Save and Exit the dialog box

➡ You have successfully added cash disbursement allotment details

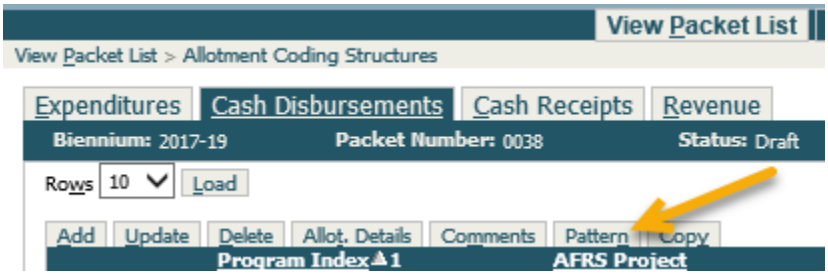
Patterning Cash Disbursements

A patterning tool is available for creating Cash Disbursement and Cash Receipt Allotment detail for the initial allotment. Patterning allows you to easily create an allotment based on the pattern of actuals from the previous biennium.

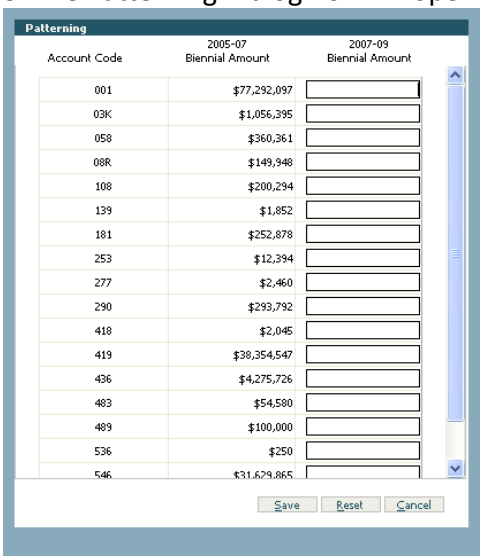
📖: Patterning is performed at the account level.
📖: The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.
📖: If all months of the biennium are not final the pattern will use the allotment for those months.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

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

2. Select the **Pattern** tab.

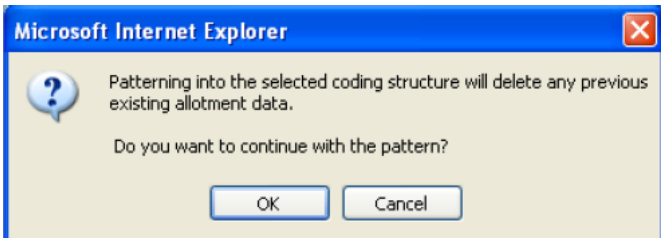


3. The Patterning Dialog Box will open



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

5. The following warning will be displayed:



📖: *This message does not mean that it will delete account data already created in other coding structures. Be careful not to duplicate your cash*

6. Click **OK,** confirmation will be displayed, Click **OK** again

7. To view the allotment detail created from using patterns click on the blank coding structure selection box, then **Allotment Details**.

Creating the Cash Receipts Allotment Data

Agency allotments must include monthly estimates of the cash they will receive by account. As an agency prepares initial or adjusted revenue allotments, they almost always will need to include an allotment for the related cash receipts.

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

Cash Disbursement Coding Structure and Allotment Detail

1. Go to **View Packet List** and choose a packet and click the **Allotments** tab.

2. On the component navigation bar select **Cash Receipts.**

3. Select a blank coding structure check box and click the **Allot. Details** tab, this will bring up the cash receipts allotment detail grid

4. Choose an **Account** and enter **dollar amounts**.

📖: *Account is a required field while major source and source are optional fields for cash receipt allotments*.

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

➡ You have successfully added cash receipts allotment details

Patterning Cash Receipts

A patterning tool is available for creating Cash Disbursement and Cash Receipt Allotment detail in the initial packet only. Patterning allows you to easily create an allotment based on the pattern of actuals from the previous biennium.

📖: *Patterning is performed at the account level.*

📖: *The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.*

📖: *If all months of the biennium are not final the pattern will use the allotment for those months.*

📖: *A pattern will only be created for accounts that have amounts entered. If the amount is left blank it is considered to be zero and no pattern will be created for that account. It will replace any data previously in that account with a zero.*

📖: *A pattern cannot be created on an account that did not exist the prior biennium.*

📖: *A pattern can only be performed using a blank coding structure.*

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

2. Then select the **Pattern** tab as was done in the cash disbursements exercise, the Patterning Dialog box is displayed.

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

4. The following warning will appear.

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

5. Click **OK,** confirmation will be displayed, Click **OK** again.

6. To view the allotment detail created from using patterns click on the blank coding structure selection box, then **Allot. Details**.

Creating the Revenue Allotment Data

Revenue allotment information is entered into TALS AMR in a manner similar to the coding structure and allotment detail instructions described previously in the tutorial.

Revenue Coding Structure and Allotment Data

📖: Coding structure is optional for revenue allotments; however, the account, major source and source levels must be identified as part of the allotment detail. A blank coding structure means the revenue is allotted at the agency level.

1. Go to **View Packet List** and choose a packet and click the **Allotments** tab.

2. On the component navigation bar select **Revenue**.

3. Select a blank coding structure check box and click the **Allot. Details** tab. Then click the **Add** tab, the **Add** Revenue Allotment Detail Dialog Box will be displayed

4. Choose an **Account**, **Major Source** and **Source** and enter dollar amounts.
📖: EAI is an optional field for revenue allotments, but account, major source and source are required. ℹ Note: Major source is a hierarchical field, so if you want to enter a source you must enter a major source first or if you want to enter sub source you must enter both major source and source first.

5. Click Save and exit the dialog box.

➡ You have successfully added FTE allotment detail.

Copying Features

To copy a packet means to copy the coding structures and allotment details contained in one packet to another packet.

🕮: You may select to copy the entire packet or any part of it.

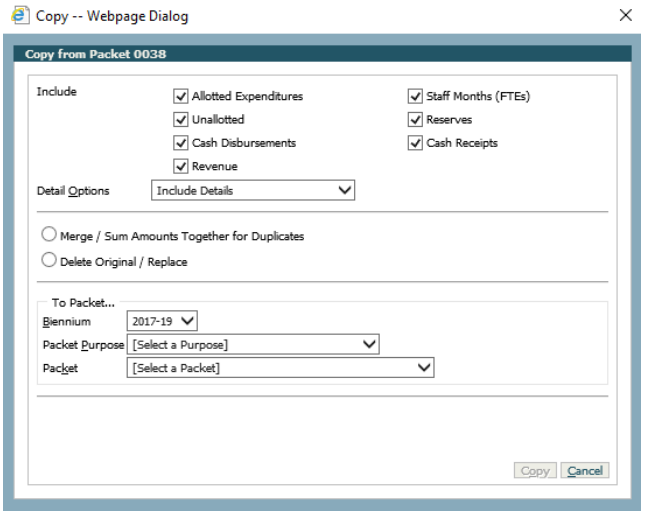
Copy a Packet

1. Go to **View Packet List** and choose a packet and click the **Copy** tab.

🕮: *Any packet can be copied from, but only packets in draft status can be copied to.*

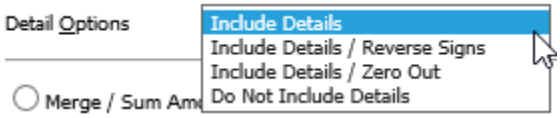
In the Copy tab you make your selections.

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



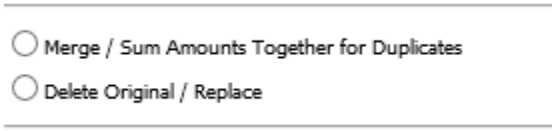
2. The dropdown arrow for **Detail Options** allows you to:

- ☞ **Include Details –** includes allotment details and amounts.
- ☞ **Include Details/Reverse Signs –** includes allotment details and changes all positive amounts to negative and all negative amounts to positive.
- ☞ **Include Details/Zero Out -** includes coding structure and allotment details with no amounts.
- ☞ **Do Not Include Details –** copies only the coding structures.



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

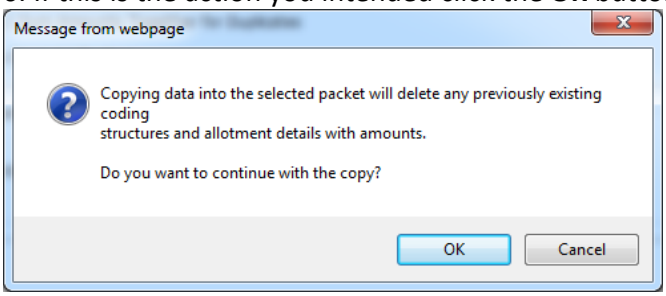
3. Select what action you would like to take:
   - ☞ Merge/Sum Amounts Together for Duplicates – this action will add coding structures that do not exist in the 'to' packet and where there are duplicate coding structures it will add the amounts together.
   - ☞ Delete Original/Replace – this action will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



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

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

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



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

Copying the Coding Structure

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

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

2. In the Copy tab make your selections:
   - ☞ Include – is used to include all allotment details or deselect the items not needed.
   - ☞ What Action to take :
     - **Merge/Sum Amounts Together for Duplicates** - add allotment details that do not exist in the 'to' packet coding structure and where there are duplicate coding elements it will add the amounts together.
     - **Delete Original/Replace** - delete everything in the 'to' packet coding structure and only bring in the selected items.
   - ☞ To Packet – designate what coding structure you want the data being copied to go to.
     - **New Coding Structure** – use the dropdown arrow to select a new coding structure.
     - **Existing Coding Structures –** use the dropdown arrow to select the coding structure you wish to copy to.

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

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

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

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

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

✋**Hands on Opportunity:** Practice copying packets, copying coding structures to new coding structures and existing coding structures

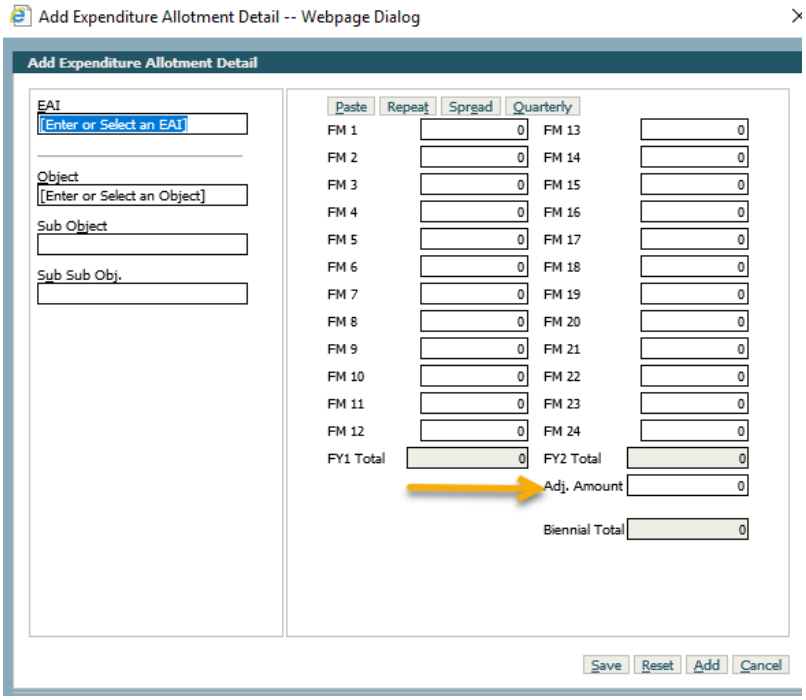
Features Not Included In Initial & Internal Packet Preparation

Adjustment Amount

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

1. Create a new packet with packet purpose
Operating 2nd Qtr Adjustments

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



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

4. You have created an adjustment allotment.

EAI	Obj.	Sub Obj.	Sub Sub-Obj.	FY1 Total	FY2 Total	Adj. Amount	Biennial Total
011	A			20,000	1,000	0	21,000
011	B			-1,000	0	-4,000	-5,000
			Total	19,000	1,000	-4,000	16,000
			Grand Total	19,000	1,000	-4,000	16,000

Moving Unallotted Funds into Allotted

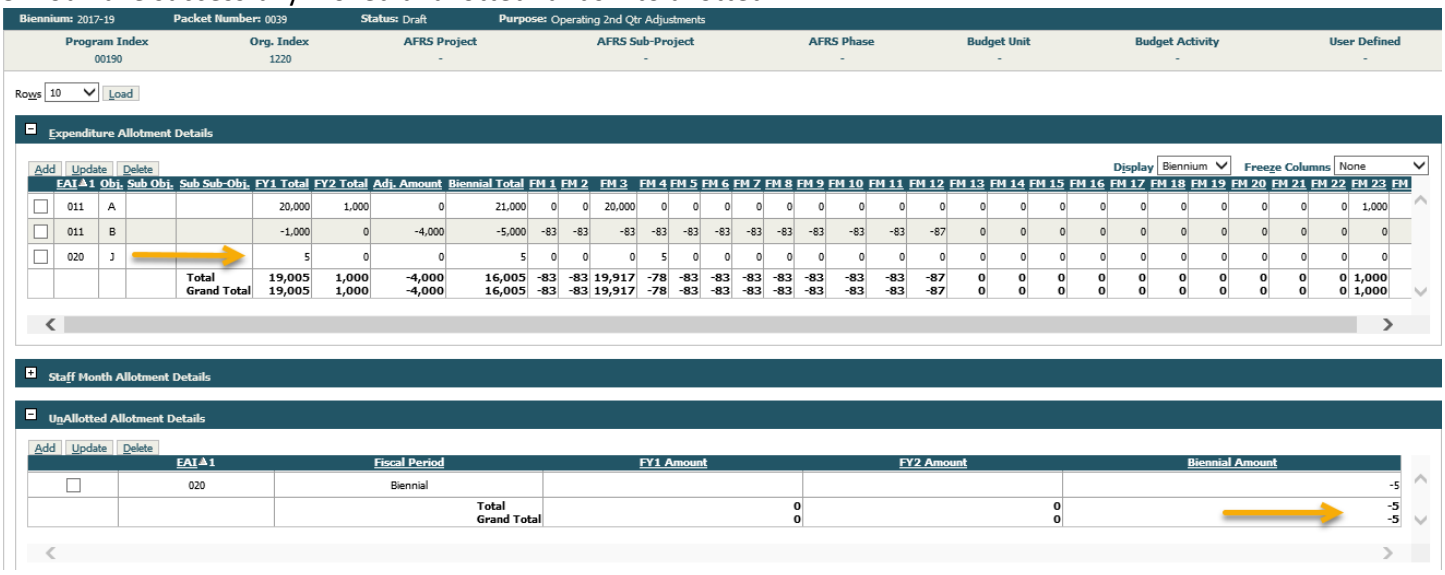
1. Create a quarterly adjustment packet.

2. Expand the **UnAllotted Allotment Details** grid, choose the **Add** tab, choose an **EAI**, then put in a negative dollar amount, click **Save** and **Cancel**.

3. Now take that amount and allot it in open months.

4. Expand the **Expenditure Allotment Details** grid, click the **Add** tab and choose an **EAI** and **Object,** and put the amount in and click **Save** and **Cancel**.

5. You have successfully moved unallotted funds into allotted.



Biennium: 2017-19 Packet Number: 0039 Status: Draft Purpose: Operating 2nd Qtr Adjustments

Program Index	Org. Index	AFRS Project	AFRS Sub-Project	AFRS Phase	Budget Unit	Budget Activity	User Defined
00190	1220	-	-	-	-	-	-

Rows 10 Load

Expenditure Allotment Details

Add Update Delete Display Biennium Freeze Columns None

	EAI	Obj.	Sub Obj.	Sub Sub-Obj.	FY1 Total	FY2 Total	Adj. Amount	Biennial Total	FM 1	FM 2	FM 3	FM 4	FM 5	FM 6	FM 7	FM 8	FM 9	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19	FM 20	FM 21	FM 22	FM 23	FM
☐	011	A			20,000	1,000	0	21,000	0	0	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	
☐	011	B			-1,000	0	-4,000	-5,000	-83	-83	-83	-83	-83	-83	-83	-83	-83	-83	-83	-87	0	0	0	0	0	0	0	0	0	0	0	
☐	020	J			5	0	0	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
				Total	19,005	1,000	-4,000	16,005	-83	-83	19,917	-78	-83	-83	-83	-83	-83	-83	-83	-87	0	0	0	0	0	0	0	0	0	0	1,000	
				Grand Total	19,005	1,000	-4,000	16,005	-83	-83	19,917	-78	-83	-83	-83	-83	-83	-83	-83	-87	0	0	0	0	0	0	0	0	0	0	1,000	

Staff Month Allotment Details

UnAllotted Allotment Details

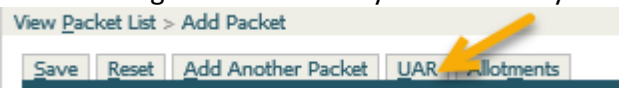
Add Update Delete

	EAI	Fiscal Period	FY1 Amount	FY2 Amount	Biennial Amount
☐	020	Biennial			-5
		Total	0	0	-5
		Grand Total	0	0	-5

Unanticipated Receipt (UAR)

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

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



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

UNANTICIPATED RECEIPT APPROVAL REQUEST

PACKET NUMBER: 0040 - Documentation Updates UAR Do Not Use

DATE SUBMITTED

AGENCY CODE & TITLE: 105 - Office of Financial Management

CONTACT PERSON

PHONE NUMBER

PROGRAM CODE & TITLE: [No Program Selected]

BUDGET ACTIVITY CODE & TITLE

Operating

PURPOSE OF GRANT AND DESCRIPTION OF HOW FUNDS WILL BE USED

TIME PERIOD FOR THIS GRANT / AWARD:

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

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

TYPE OF GRANT / AWARD: Check one.

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

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

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

Ok Cancel

- Packet Number— Derived from the packet and will also display the packet title.
- Date Submitted— Automatically fill in once the packet is submitted with that date.
- Agency Code & Title—Derived from the packet.
- Contact Person— Required field.
- Phone Number— Required field for the contact person's phone number.
- Program Code & Title— Drop down field the user can choose for the appropriate program. It is an optional field.
- Budget Activity Code & Title—Optional
- Operating/Capital— Derived from the packet type.
- Purpose of Grant and Description of how the funds will be used—Required field.
- Time Period for this Grant Award—Beginning and end dates are two required date fields.
- Type of Grant/Award—Valid choices are: new, renewal, addendum, or carry over from the previous biennium. One of these must be chosen. If carry over from previous biennium is chosen, you must indicate the previous packet number.
- Pass-Through Only—Optional check box. If selected, an explanation must be given.

- Budget Impact Summary—Captures FTEs, grant/award and matching fund information for previous, current and ensuing biennia as well as current allotment request and amount agency expect to request in the next budget submittal.

	Account	EA Type	Previous Biennium	Current Biennium	Ensuing Biennium	Current Allotment Request	Amount Agency Expects to Request in Next Budget Submittal
FTEs	--	--	FTE Amount (O)	FTE Amount (O)	FTE Amount (O)	FTE Amount (O)	FTE Amount (O)
Grant/Award	Derived From Packet	Derived From Packet	Dollar Amount(O)	**Dollar Amount (R)**	Dollar Amount(O)	Dollar Amount(O)	Dollar Amount(O)
Matching Funds	Drop Down (O)	Drop Down (O)	Dollar Amount(O)	Dollar Amount(O)	Dollar Amount(O)	Dollar Amount(O)	Dollar Amount(O)
Total Dollars	--	--	Calculated Sum of dollar amounts above	Calculated Sum of dollar amounts above	Calculated Sum of dollar amounts above	Calculated Sum of dollar amounts above	Calculated Sum of dollar amounts above

(R) – Required (O) - Optional

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

3. Fill in the following then click **Ok**

Contact Person: Your Name
Phone Number: Your Phone
Purpose of grant…: UAR Training Grant
Begin Date: Today's Date
End Date: One year from today
Type of Grant: Choose "new"
Budget Impact Summary Grant Award: $10,000, no matching funds
Analysis: Choose "no" on all of them

4. Click on the **Allotments** tab and set up a coding structure and allotment detail for the $10,000 award.
🕮: *When establishing an UAR you must set up an Appropriation Index through the AFRS tables as described in the Allotment Instructions and the State Administrative and Accounting Manual (SAAM) with at least one of them having an appropriation type of a 3 or 9. This information must be in the AFRS tables before you submit your UAR or it will not pass the pre-release edits.*
🕮: *For capital UAR packets, you must establish your coding in AFRS prior to creating the allotment in order for the capital project number to be editable in the system.*
🕮: *All UAR packets must include an attachment of the grant award.*

Exporting Files

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

🕮: *Can export only one packet at a time.*

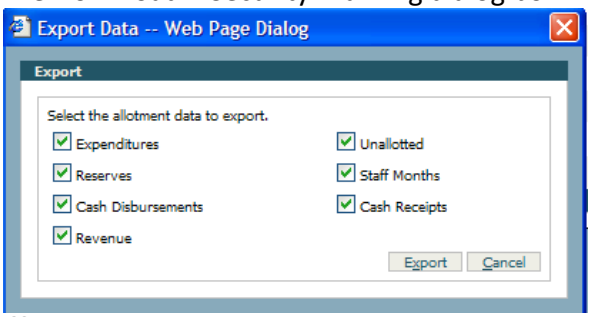
🕮: *Will export allotment data into a tab delimited text file.*

🕮: *If modifications are needed, it is best to save the export text file into Excel, make your changes, save back to a tab delimited text file and then import back into TALS-AMR.*

Export/Import Coding Structure & Allotment Data

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

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



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

3. Save the file by clicking **Save**

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

Change the Save as Type to: All Files

Select **Save**

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

6. To make modification to exported allotments you will want to make your changes in Excel. You have a couple of options. One option is to open the exported text file and copy and paste into the Excel Import Template. The other option and in training perform the following. **Open Excel**, **change "Files of type" to Text Files,** browse until you find the exported text file, **and double click** on the text file.

🕮: *When you want to modify the text file, it is best to make changes in an Excel file rather than in the text file (the reason is because columns do not line up with the headings in a text file).*

7. The Text Import Wizard dialog box will open.

Step 1 of 3

Select "Delimited" data type.

Then **select** "Next>".

Step 2 of 3

Select "Tab"

Select "Next"

Step 3 of 3

Highlight all the coding columns (hold the shift key down) – do not highlight the Amounts columns

Select "Text" for the column data format

Select the **Finish button**

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

🕮: *Excel Tip: Freeze the column headings by clicking View > Freeze Panes > Freeze Top Row*

9. Add a row of coding for your agency with amounts for each of the following allotment types:

- Expenditure
- FTE, Reserve
- Unallotted
- Revenue
- Cash Disbursement
- Cash Receipt

🕮: *Option 1 agencies must have a separate row for expenditure EA Indexes and Objects.*

🕮: *Allotment Type Code for the following: (see appendix 3 for the Import Specification)*

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

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

Select **File, Save As**, click the **Desktop** icon, and

Change the File Name: Agency XXX Export X.txt

Save as Type: **Text (Tab delimited) (*.txt)**

Select **Save**

At the prompts click **OK** then **Yes**

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

Importing Text Files

The Import tool gives agencies the ability to import data from an agency internal allotment system or from Excel spreadsheets when the template format is used.

Download the Import Template

The Excel template that you are about to download is the format that is required to import allotment data into the application.
📖: *The template format is in the required Import format.* ***Do not add, delete or rearrange columns.***
📖: *It will be the agency's responsibility to ensure that the import file is in the proper format and the fields within the file meet the prescribed format (see appendix 3 for the Import Specification).*

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

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

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

4. Select **Save As** and save this template as an Excel file.
The import template is now ready for you to create your allotments to import into TALS-AMR.

Import Text File

📖: *The packet into which the data will be imported must exist prior to selecting the Import tab.*
📖: *Data can be imported into a packet in draft or returned status only.*
📖: *Can merge together a text file into an existing packet that already has data.*
📖: *When the Merge/Sum Amounts Together for Duplicates radio button is selected, the import will merge all new coding structure and allotment detail data, for all components. When there are duplicate coding structures and allotment details, the amounts will be summed together.*
📖: *When the Delete Original/Replace radio button is selected, the import will replace all Coding Structure and Allotment Detail data for all components.*
📖: *If there are import errors, the text file will not import into the application.*
📖: *Imported files cannot be larger than* ***3MB****.*
📖: *If you perform an import for both the SPS Import and the text file import, you should import the text file first then the SPS Import. The reason the import should be performed in this order is because the Import Text File replaces or merges all data and the SPS Import only replaces or merges FTE, and expenditure object A and B data. See the Import SPS Data lesson for more information.*

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

2. Select the Text File tab.

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

🕮 *Note: The file must be a tab delimited text file.*

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

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

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

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

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

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

Importing SPS Data

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

🕮: *The packet into which the data will be imported must exist prior to selecting the import tab.*

🕮: *Data can be imported into any packet in a status of draft or returned.*

🕮: *An SPS Projection file can be imported into a packet that has existing data.*

🕮: *When the Merge/Sum Amounts Together for Duplicates radio button is selected, this import will merge any new data into the selected packet for FTEs and expenditure objects A and B only. If there is duplicate data with the same coding structure and allotment detail for FTEs and expenditure objects A and B, the amounts will be summed together.*

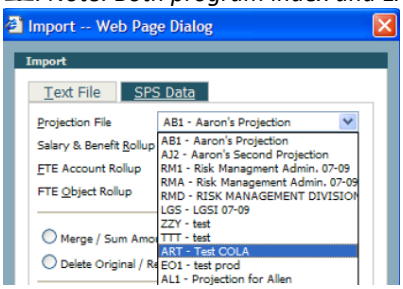
🕮: *When the Delete Original/Replace radio button is selected, this import will delete and replace any data in the selected packet for FTEs and expenditure objects A and B only. If importing both the Text File and SPS Data, import the Text File first and then the SPS Data.*

🕮: *For Option 1 agencies, allotment details with an EA index will not be deleted, but will have their EA index amounts added to any new amounts from SPS.*

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

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

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



4. Click the down arrow for Salary & Benefit Rollup to select the level of detail to be imported. Select **Object.**
🕮: *The Salary & Benefit Rollup is referring to Expenditure Allotment Details EAI and not FTE*

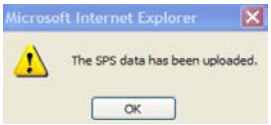
5. Click the down arrow for FTE Account Rollup to select the FTE detail level at account or EAI. Select **001/996 Account.**
🕮: *By selecting 001/996 Account, the FTEs that are 001-1 (GFS) will be imported as 001 and all other FTEs will be imported as 996. If you have 001-2 (GF), this will be imported as 996.*
🕮: *By selecting Account, the FTEs will be imported by account.*
🕮: *By selecting EAI, the FTEs will be imported by EAI.*

6. Click the down arrow for FTE Object Rollup to select the FTE object level. Select **No Object.**
🕮: *By selecting No Object, FTEs will be imported with no object*
🕮: *By selecting Object, FTEs will be imported at the object level*
🕮: *By selecting Sub-Object, FTEs will be imported at the sub-object level*
🕮: *By selecting Sub Sub-Object, FTEs will be imported at the sub sub-object level*

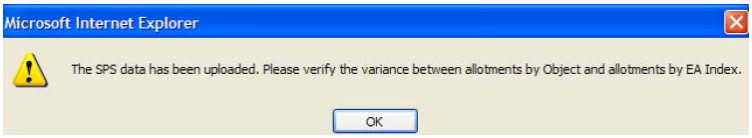
7. Select the **Delete Original/Replace** radio button.
🕮: *By selecting the Delete Original/Replace radio button, this import will delete and replace any data in the selected packet for FTEs and expenditure object A and B only.*
🕮: *By selecting the Merge/Sum Amounts Together for Duplicates radio button,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

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

9. On completion of the SPS import, the system will display a successful message, click **OK.**
🕮: *Option 2 agencies will receive the following message, select OK.*



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



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.
- ☞ 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, however, can be exported by clicking Export Data. Data will export in XML format and will include only Group Level 1 data. For optimal printing of allotment data, use the AMR reports through Enterprise Reporting.

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

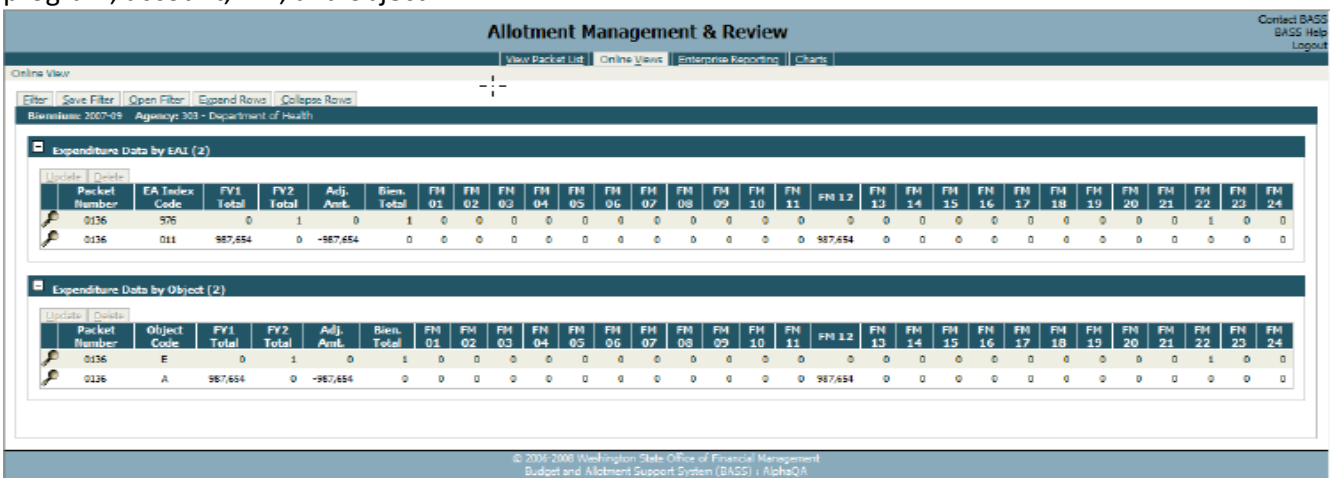
Online Views for OPTION 1 Agency

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

Since an option 1 agency enters expenditure data by Object and EAI separately, they need to view the data separately as well.

🕮: *If no criteria are selected for either Object or EAI on the Account tab, Expenditures by Account or EAI will display by default. If Object criteria are selected on the account tab, but no EAI criteria, then only the Expenditures by Object will display. If both Object and EAI criteria (leave the EAI Criteria field blank, however, select Group Lvl. and check Disp.) are selected on the account tab then both grids will be displayed.*

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



Creating the Online View

1. Select the **Online Views** option from the application tab bar, next to the View Packet List button.

2. The 'No filter has been defined for the Online View' message will prompt you to create a filter.

3. Select the **Filter** tab, the Allotment Review Filter will be displayed.

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**.

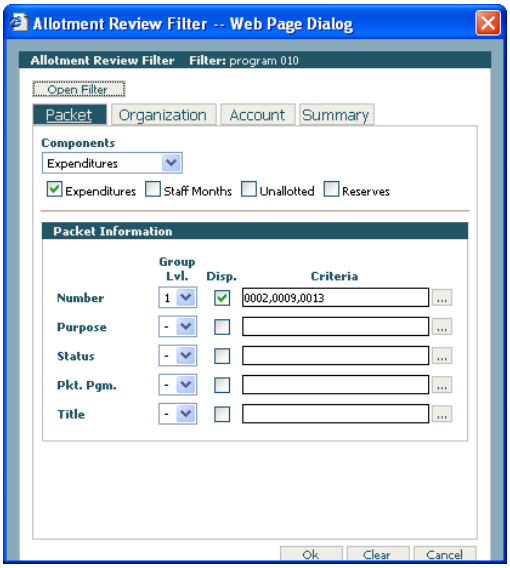
🕮: *Any one or all may be selected.*

🕮: *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 three **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.*



7. From the **Organization** tab, select **Group Lvl 2** for **Program** and check **display Program**.
🕮: *You can select the '-' to close expandable fields for Program, Org. and Project.*
🕮: *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)**. As stated above for Option 1 agencies, in order for both EAI and Object to appear in online views you must select to display both.

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

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

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

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

13. When updating a record the dialog box appears with the data as originally entered, you may make any changes and Save.

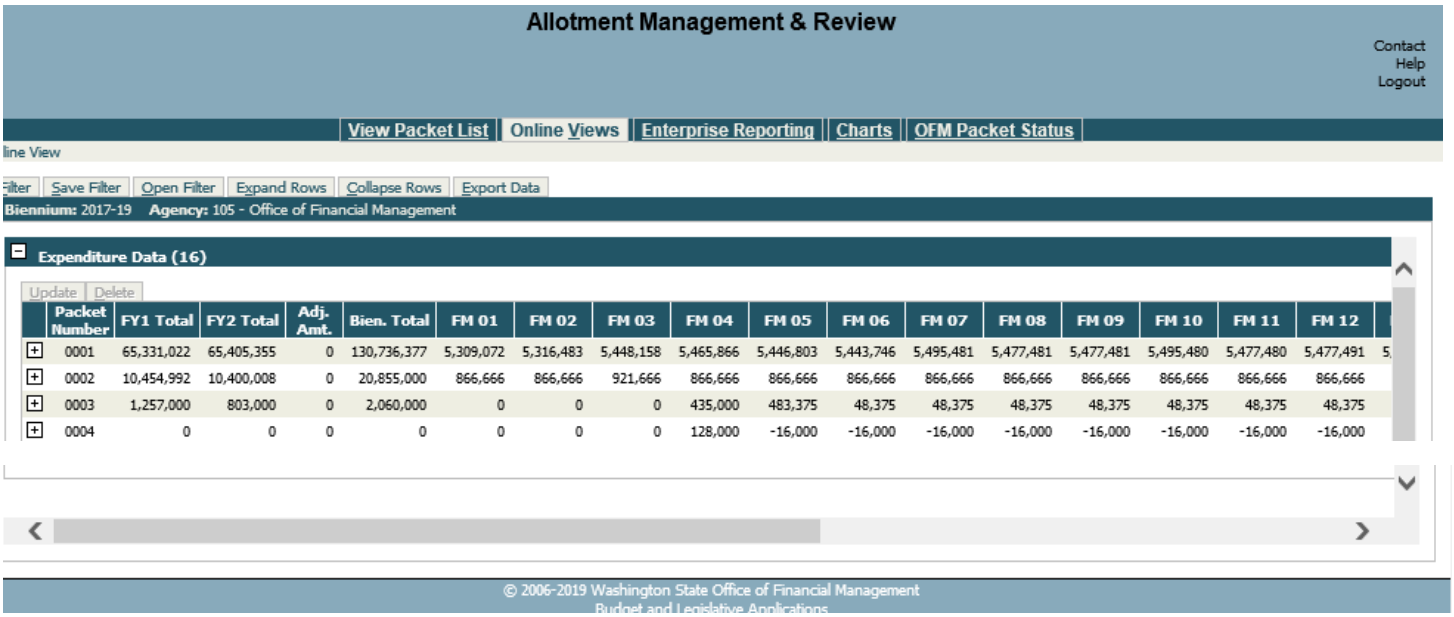
📖: *After you save the dialog box will reappear with the update. Click cancel to close the dialog box. You will return to the previously expanded Online View. If one of your sort criteria is something you change as an update or delete, the filter will re-run and may not display any information.*

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

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



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
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
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
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
0004	0	0	0	0	0	0	0	128,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000

Creating the Online View

1. Select the **Online Views** option from the application tab bar, next to the View Packet List button.

2. The 'No filter has been defined for the Online View' message will prompt you to create a filter.

3. Select the **Filter** tab, the Allotment Review Filter dialog box will be displayed.

🕮: *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.*

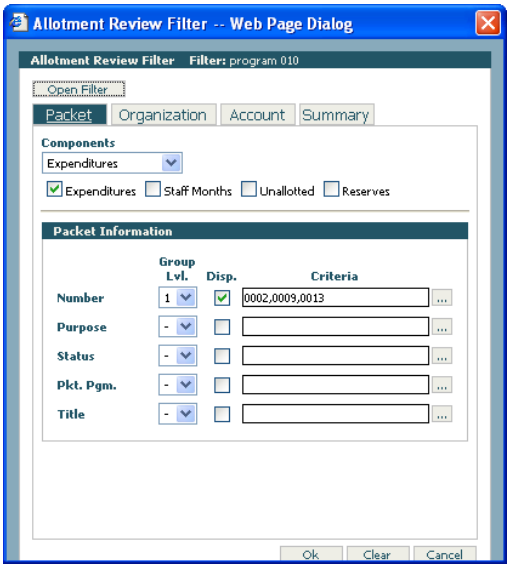
🕮: *Grouping and Displaying data – you will have the ability to create hierarchies of data by selecting to display elements at a particular group level by using the Group Lvl. combo box. Up to 4 group levels may be selected. Each group level is displayed in the online view as a summary row with a "+" 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 three **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.*



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

🕮: *You can select the '-' to close expandable fields for Program, Org. and Project.*

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

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

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

Hands on Opportunity: Create 3 Online Views

<u>View One:</u> Create an online view to see what packets have affected a certain PI by EAI.
1. Organization tab selection: Pgm. Idx. = Group Lvl. 1, check Disp., and enter a PI in the criteria box.
2. Account tab selection: EA Idx. = Group Lvl. 2, check Disp.
3. Packet tab selection: Component = Expenditures. Number = Group Lvl. 3, check Disp.
4. Click OK for online view

<u>View Two:</u> Create an online view to see all data pertaining to one account by PI.
1. Account tab selection: Account = Group Lvl. 1, check Disp., and enter a 3 digit account number in the criteria box.
2. Organization tab selection: Pgm. Idx. = Group Lvl. 2, check Disp.
3. Packet tab selection: Component = Expenditures and Staff Months. Number = Group Lvl. 3, check Disp.
4. Click OK for online view

<u>View Three:</u> Create an online view to see all revenue data in one packet by major source and source.
1. Packet tab selection: Component = Revenue. Number = Group Lvl. 1, check Disp., and enter a 4 digit packet number in the criteria box.
2. Account tab selection: Account = Group Lvl. 2, check Disp., for Rev. Src. Click the '+' and enter Group Lvl. 3, check Disp., Source = Group Lvl. 4, check Disp.
3. Click OK for online view

Saving a Filter

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

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

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

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

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

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

Opening Online View Filters

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

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

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

2. When another users filter is displayed select **Save Filter**, give the filter a title and click **Save**. The filter will now also be saved under your name.

Hands on Opportunity: Practice saving and opening filters.

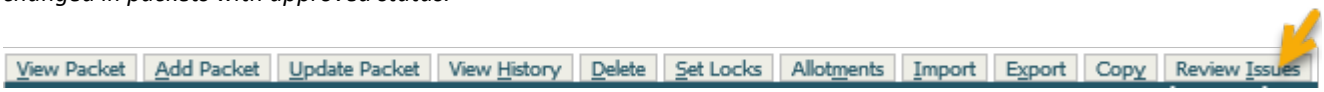
Review Issues

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

Creating and Responding to Review Issues

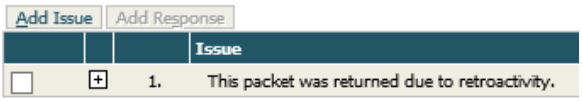
Creating a Response

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



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

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



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

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

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

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

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

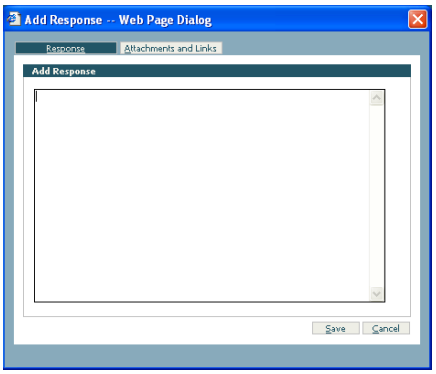
7. To add an **Attachment**, click the **Attachments and Links** tab. Select the **Browse** button to locate the file, click the **Add** button.
📖: *You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the File name.*
📖: *Attachments can be Word, 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 Add Response dialog box will appear.

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



Hands on Opportunity: Practice adding Issues and attachment

Pre-Release Edit Checks

TALS- AMR has a full range of edit checks that ensures the allotment meets all required standards and alerts agencies to other anomalies that may warrant a note to OFM. For many of the edits resulting in errors, the edit check will provide the user with a link to the data elements that are causing the error to facilitate review and corrections.

AMR Pre-Release Edits

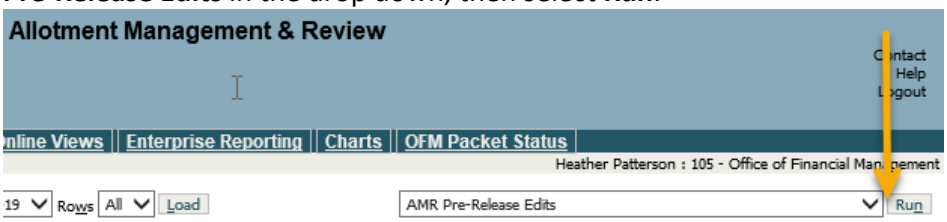
From the View Packet List you can run the AMR Pre-Release Edit Report, which is located in the upper right hand corner of the screen.

🕮: *You can select one or more packets to run the AMR Pre-Release Edits.*

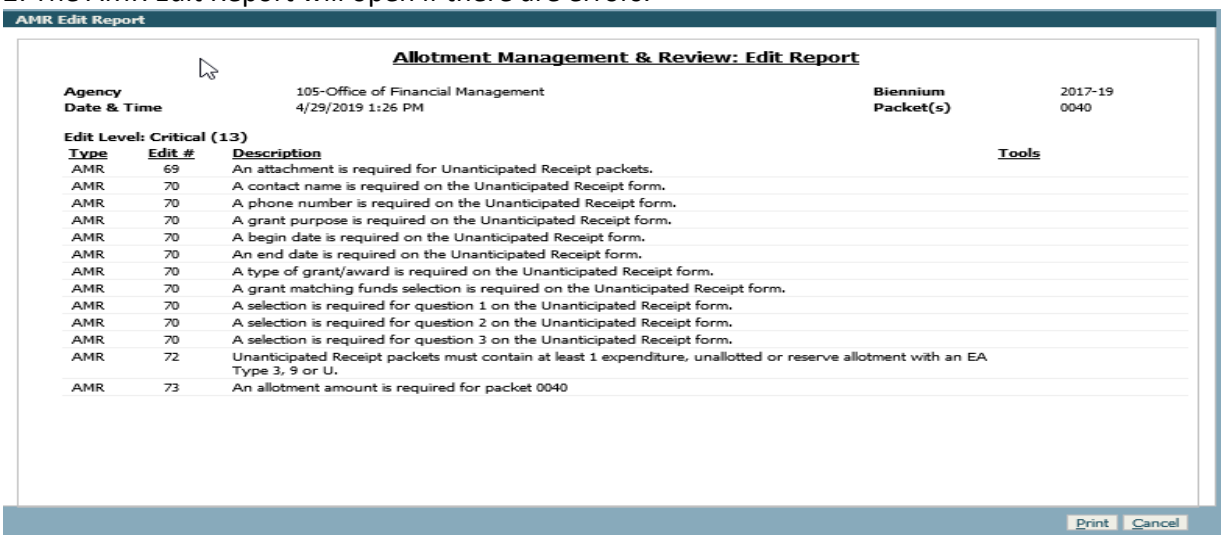
🕮: *There are three types of edits; critical, warnings and informational edits. A number of the warning errors will prompt the user to provide an explanation in the packet for OFM about a particular pattern or condition in the allotments. OFM will be able to see these warning messages as well and will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

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

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



2. The AMR Edit Report will open if there are errors.



AMR Edit Report

Allotment Management & Review: Edit Report

Agency 105-Office of Financial Management **Biennium** 2017-19
Date & Time 4/29/2019 1:26 PM **Packet(s)** 0040

Edit Level: Critical (13)

Type	Edit #	Description	Tools
AMR	69	An attachment is required for Unanticipated Receipt packets.	
AMR	70	A contact name is required on the Unanticipated Receipt form.	
AMR	70	A phone number is required on the Unanticipated Receipt form.	
AMR	70	A grant purpose is required on the Unanticipated Receipt form.	
AMR	70	A begin date is required on the Unanticipated Receipt form.	
AMR	70	An end date is required on the Unanticipated Receipt form.	
AMR	70	A type of grant/award is required on the Unanticipated Receipt form.	
AMR	70	A grant matching funds selection is required on the Unanticipated Receipt form.	
AMR	70	A selection is required for question 1 on the Unanticipated Receipt form.	
AMR	70	A selection is required for question 2 on the Unanticipated Receipt form.	
AMR	70	A selection is required for question 3 on the Unanticipated Receipt form.	
AMR	72	Unanticipated Receipt packets must contain at least 1 expenditure, unallotted or reserve allotment with an EA Type 3, 9 or U.	
AMR	73	An allotment amount is required for packet 0040	

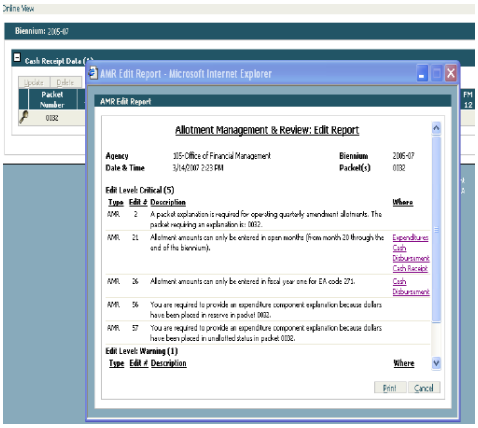
Print Cancel

AMR Edit Report Detail

Field	Detail
Agency	Agency number and name
Biennium	biennium your packets are associated with
Date and Time	current date & time report was ran
Packet(s)	displays packet number(s)
Edit Level: Critical, Warning and Informational (#)	Lists all errors & error count in the following order:
☞ Type	AMR or AFRS
☞ Edit ##	displays number, see Appendix 4 for complete listing of errors
☞ Description	displays written information to the nature of the error 🕮: *The system won't always provide a link depending on the type of error produced*
☞ Where	Links to Online Views to take you to the error
☞ Print	allows you to print the report
☞ Cancel	takes you back to the view packet list

3. Select the **Online Views** link—the link in the Where column.

📖: *Online views will appear behind the AMR edit report so you can minimize or cancel the report (recommend minimizing if more than one error) or click on the online views in the background and the error report will automatically be minimized.*



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

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

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

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

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

Hands on Opportunity: Practice correcting pre-release edit errors.

AMR AFRS Edit Checks

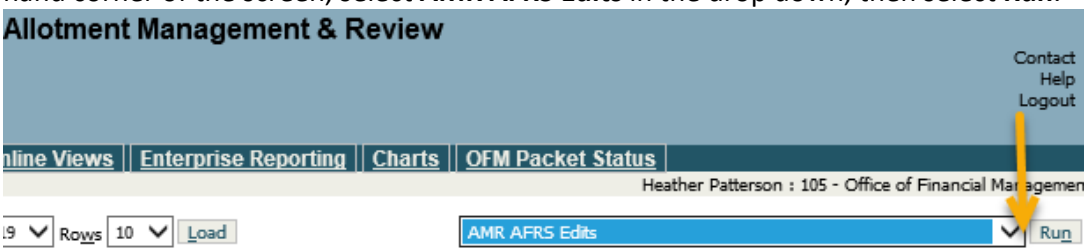
After you have run your AMR Pre-Release Edit checks, corrected all critical errors, and made the necessary changes for warning messages, the next step is to run your AMR AFRS Edit checks.

📖: *The AFRS Edit checks will take a while to run (approximately 15 minutes).*

📖: *You can select one or more packets to run the AMR AFRS Edits.*

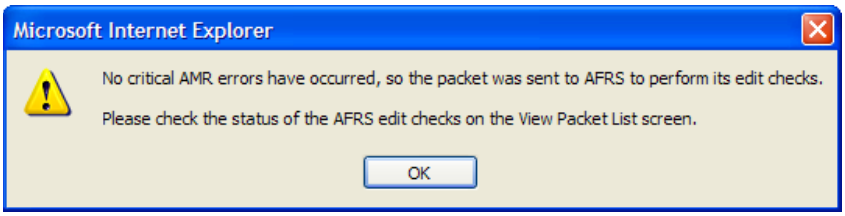
📖: *Another option if you believe your packet is ready to submit to OFM, is to skip the AFRS Edit checks and instead select the Submit Packet(s). This option will run both the Pre-Release edit checks and the AFRS Edit check, if there are critical errors for either the Pre-Release or AFRS, the packet will not be submitted and an edit report will be available. If the packet was not submitted due to an error, check the Most Recent Edit Report to view the error.*

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



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

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



🕮: *Once the Run button is selected a **Traffic Light Indicator** will appear in the row of the selected packet(s). When performing an AFRS edit check you will get a yellow traffic light while it is running through the edit checks. It will remain yellow until AFRS edit checks has finished. You will receive an e-mail indicating whether AFRS has passed or you have errors.*

🕮: *You will need to refresh the screen; this can be accomplished by clicking on the View Packet List tab at the top of the page or the Rows Load button. If the packet has passed the AFRS edit checks, when you refresh your screen the traffic light will disappear. If AFRS edit checks has failed you will receive a red traffic light.*

🕮: *If you receive a red traffic light, this means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the AMR AFRS Edit report is run again.*

🕮: *The AFRS error messages may be difficult to understand what needs to be corrected in order to fix the error.*

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

Submitting & Recalling Packets

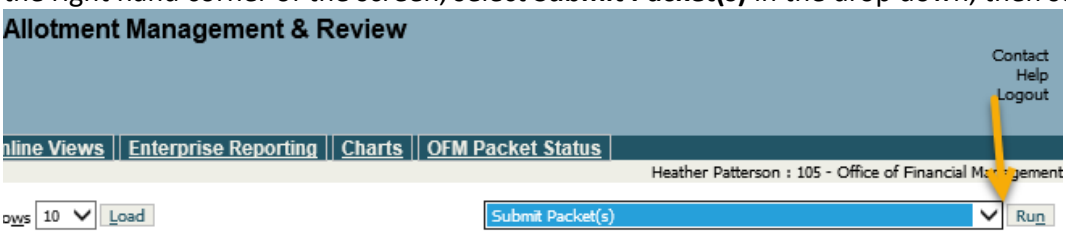
Submit Packet(s)

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

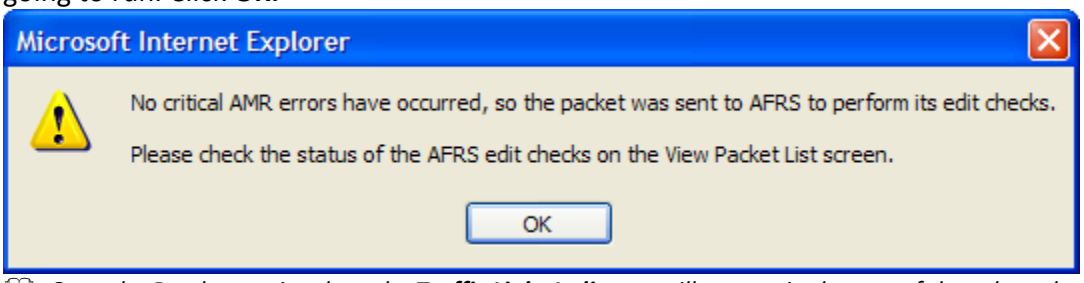
🕮: *The Submit process will run through both the AMR and AFRS edit checks, which will take a while to run (approximately 15 minutes).*

🕮: *You can select one or more packets to run the Submit Packet(s).*

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



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



🕮: *Once the Run button is selected a **Traffic Light Indicator** will appear in the row of the selected packet(s). When performing an AFRS edit check you will get a yellow traffic light while it is running through the edit checks, it will remain yellow while running the AFRS edits.*

🕮: *After the AFRS edits have run (approximately 15 minutes) you will need to refresh the screen, this can be accomplished by clicking on the View Packet List tab at the top of the page or the Rows Load button.*

3. When the packet is submitted, you will receive an email message stating "Packet number XXXX for agency XXX has been submitted".

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

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

If the Submit has failed the following will happen:

- ☞ A **red** traffic light: means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the packet is submitted again.

- ☞ Use the AFRS error messages to understand what needs to be corrected in order to fix the error.
- ☞ If your packet has failed the AFRS edits check; you will also receive the following email message: The AFRS edit checks have been completed and errors have been found. Please view the "Most Recent Edit Report" for more information. The Most Recent Edit Report will allow you to view the AFRS and AMR edits. Most edits will have a link to Online Views. From Online Views, you will see the data that caused the error.

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

Recalling a Packet

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

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

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

2. A confirmation window will pop up, Select **OK** and the packet status will change to draft.

Chart Features

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

🕮: *When selecting the Chart tab and viewing a chart, it is important to know the allotment data is only for packets in Pending, Review and Approved packet status.*
🕮: *The Data Type dropdown provides a selection for Operating or Capital packets, and will display accounts that exist in the allotment packets in the Account dropdown.*
🕮: *Actual data is from the prior biennium. If there are months that are not closed from the prior biennium, the data included will be prior biennium allotments.*
🕮: *Charts can also be found when running a Pre-Release Report for an Operating Initial Allotment packet only. However the only time a chart can be viewed from the Pre-Release Report is if the data in the Operating Initial Allotment packet caused a warning edit. There will be a link to the Chart. The allotment data in this chart does include Draft allotment data from the selected Operating Initial Allotment packet.*

Available Charts

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

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

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

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

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

5. **Allotted vs. Past Biennium Actual Expenditures-by Object** — you have the choice of Data Type packet selection to display the information by percentages or dollars and fiscal period.

6. **Allotted vs. Past Biennium Actual Expenditures-by Program** — you have the choice of Data Type packet selection to display the information by percentages or dollars and fiscal period.

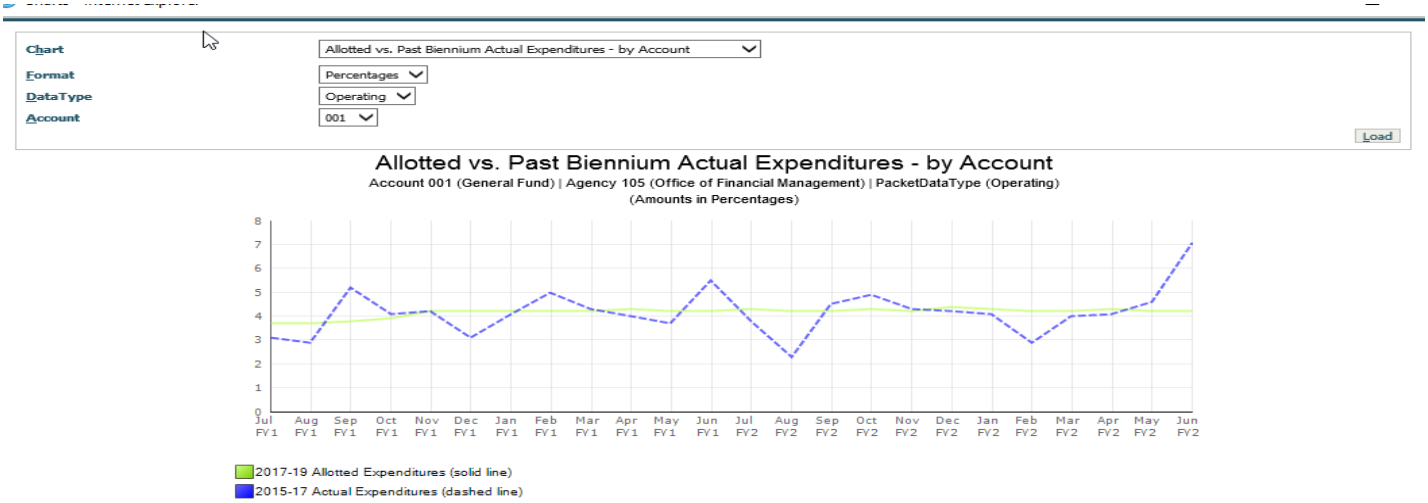
7. **Allotment vs. Actual Current Biennium Activity – By Account –** you have the choice of Data Type packet selection to display Cash or GAAP data.

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

Viewing Charts

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

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



Legend Label	Jul FY1	Aug FY1	Sep FY1	Oct FY1	Nov FY1	Dec FY1	Jan FY1	Feb FY1	Mar FY1	Apr FY1	May FY1	Jun FY1	Jul FY2	Aug FY2	Sep FY2	Oct FY2	Nov FY2	Dec FY2	Jan FY2	Feb FY2	Mar FY2	Apr FY2	May FY2	Jun FY2
2017-19 Allotted Expenditures (solid line)	3.7	3.7	3.8	3.9	4.2	4.2	4.2	4.2	4.2	4.3	4.2	4.2	4.3	4.2	4.2	4.3	4.2	4.4	4.3	4.2	4.2	4.3	4.2	4.2
2015-17 Actual Expenditures (dashed line)	3.1	2.9	5.2	4.1	4.2	3.1	4.1	5.0	4.3	4.0	3.7	5.5	3.8	2.3	4.5	4.9	4.3	4.2	4.1	2.9	4.0	4.1	4.6	7.1

*Additional Parameters: PacketDataType (Operating); Pending, Review, & Approved Packet Statuses; Actual GL Codes: 6505, 6510, 6560

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

3. Select the **Format** you'd like to view – Percentages or Dollars

📖: *By default the Format is Percentages.*

4. The first four charts have another selection choice of Account – select the **account** you want to view.

📖: *The account choices will be the accounts for Operating data only and in Pending, Review and Approved Statuses.*

5. The remaining two charts have another selection choice of Fiscal Period – select the 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.*

6. To print a chart, select the **Print** button at the bottom of the dialog box.

📖: *The charts print in Portrait, in order to change to Landscape you will need to change it manually.*

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

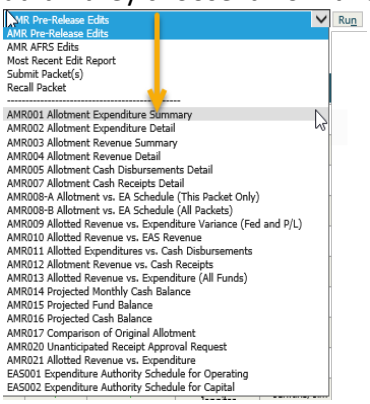
Reports

Viewing and Running Reports

There are two ways to view TALS reports, Enterprise Reporting (ER) and the Reports list on the View Packet Screen.

Running Reports – View Packet List 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 to the preferred view of the OFM budget analysts. This way you can run and view a report exactly the way your OFM budget analyst is looking at it if they choose it from this list of reports.



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.

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

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).

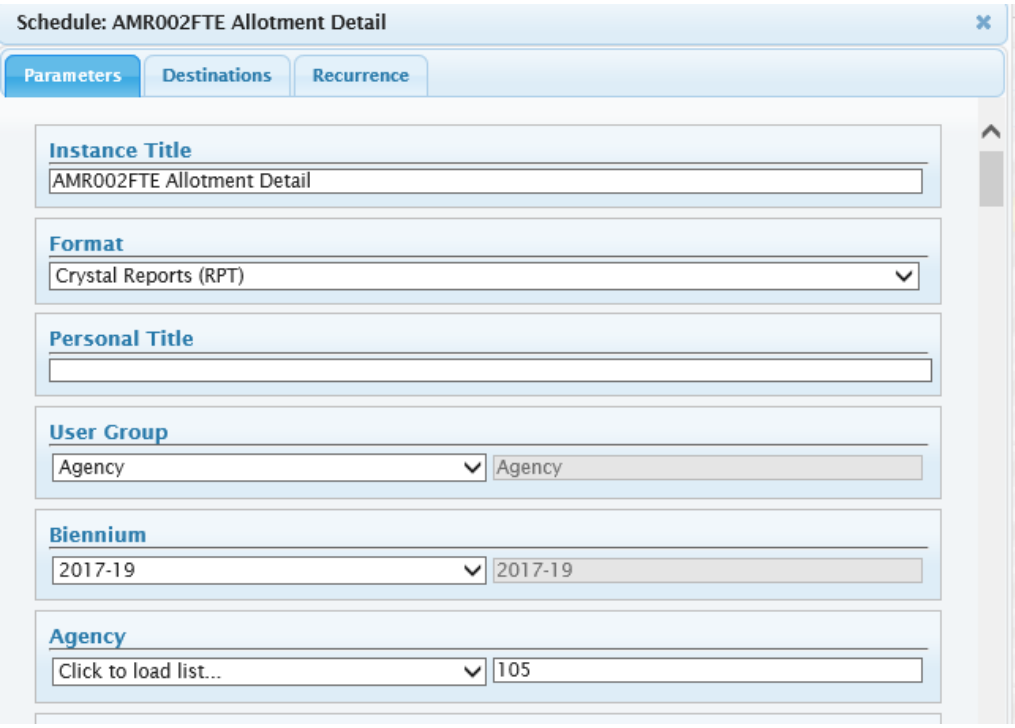
2. Select the Budget Training folder. (skip if not in training)

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.

6. Remember to set you “User Group” to Agency (No dropdown’s will be available and No Data will be returned.)

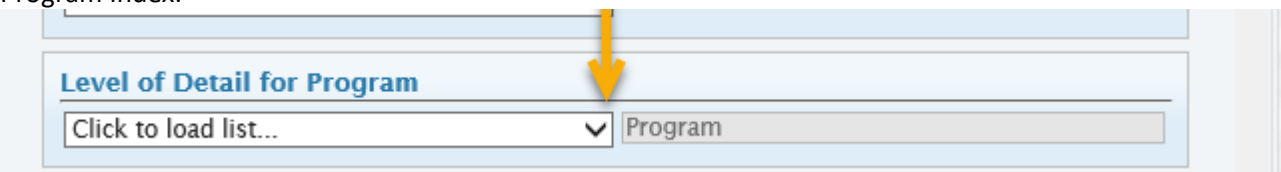


The number of parameters will vary for each report. The AMR002 has more than most of the other reports allowing for the most flexibility. The Packet Number parameter will default "*" (all).

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

Level of Detail parameter – this parameter will determine at what level of detail you will view your data. You have a level of detail parameter for Account/EA, Program, Organization, Project, and Object. If you want to view the data as a total for the agency the selection default will give you this information.

8. Select the Level of Detail that you want for **Program Index** from the drop down arrow in the Level of Detail parameter. You can select the following: Agency, Program (default), Sub-Program, Activity, Sub-Activity, Task, and Program Index.



9. Click the **schedule** button in the lower right hand corner to schedule the report.

10. The **auto refresh** will keep refreshing until the status states 'Success'

11. Click the **instance time** to view the report

OFM

105 - Office of Financial Management
FTE Allotment Detail
2017-19 Biennium

Packet Purpose: Operating 8th Qtr Adjustments
Packet Number: 0041
Packet Status: Approved

Report Number: AMR002FTE
Date Run: 5/1/2019 11:37AM
Print Date: 5/1/2019 11:37AM

Program Structure
190 - Information Technology Services

FTE Staff by Account-EA Type and Object

		FY 2018	FY 2019	Biennium Total
472-6 Statewide Info Tech System Maint &	**Jul**	0.00	0.00	
	Aug	0.00	0.00	
Object A Salaries and Wages	**Sep**	0.00	0.00	
	Oct	0.00	0.00	
	Nov	0.00	0.00	
	Dec	0.00	0.00	
	Jan	0.00	0.00	
	Feb	0.00	0.00	
	Mar	0.00	0.00	
	Apr	0.00	122.00	
	May	0.00	122.00	
	Jun	0.00	122.00	
	Adjustment	0.00	366.00	
Total A~ Staff Months		**0.00**	**732.00**	**732.00**
Total A~ FTE Average		**0.00**	**61.00**	**30.50**
Total Object A Staff Months		**0.00**	**732.00**	**732.00**
Total Object A FTE Average		**0.00**	**61.00**	**30.50**

*Only page 1 is shown

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

3. The row selection box can be found on the view packet list, coding structure and allotment details screens.

4. In order for the application to work, you must disable your pop up blocker for this site.

5. Three levels of security access
- Read-Only
  - View packets
- Edit Access
  - Add packets
  - Modify unlocked allotment packets
  - Update agency internal comments, contact information, and attachments in Pending and Review status
  - Update agency internal comments in Approved status
- Budget Operations
  - Lock/Unlock packets
  - Add packets
  - Delete packets not Locked in a status of Draft and Returned
  - Modify locked allotment packets
  - Update agency internal comments, contact information, and attachments in Pending and Review status
  - Update agency internal comments in Approved status

TALS Component Fields

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

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

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

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

Preparing an Allotment Packet

Establish an AMR Allotment Packet

1. Add Packet feature is not available for those with read only security access.

2. When loading packet information by time period you will know the data is loading by the status bar in the lower right hand corner. This shows quickly, so you might miss it.

3. The Packet Number will remain listed as [unassigned] until the required packet elements have been selected and saved for the packet being added. This is a system generated number and deleted packet numbers will not be reused.

4. Biennium is required field that allows you to choose which one.

5. Purpose is a required field that gives type of allotment.

6. Program field is optional, and for informational use only. There is no link to the Program field and the data contained in the packet. This is required for DSHS.

7. Title is for informational use to quickly identify and describe the allotment packets data. Visible on the View Packets List screen. This field can be updated for an allotment packet with a packet status of Draft or Returned.

8. Packet Explanation (Agency External Comment) field is not required to save a packet, the OFM allotment instructions do require agencies to submit explanations in certain cases.

9. Agency Internal Comment field is optional.

10. Contact field is required, and defaults to contact information of person who created the packet, with option to change contact person.

11. The contact can be changed in review and approved status.

12. Attachments are optional. You can attach Word, Excel, and PDF files.

13. Lock Packet selection box allows staff with budget operations security to lock packets. Once saved a lock will appear to the left of packet number and the Lock Packet title will change to Unlock Packet. To unlock, simply click on the Unlock packet selection box and save again. This function can also be performed from the View Packet List Screen by choosing the Set Locks option.

14. Packet Number is automatically assigned by the application. Until the packet is saved it will display as [unassigned].

15. Status will remain in Draft status until the packet has been released for review by an OFM budget analyst for official packets or submitted for posting to AFRS for internal packets.

16. In the Add Packet Screen the dropdown will default to the biennium selected on the View Packet List screen. Once a packet has been saved this field cannot be updated.

17. Packet Purpose selection is required for establishing a new packet, once a packet has been saved this field cannot be updated. The packet purpose describes the reason for the allotment submittal. Please see the allotment instructions for more information on the correct packet purpose type to use for particular allotments.

18. Program is for informational use to quickly identify and sort allotment packets that contain allotment detail for one program. There is no system edit between the Program field selection and the allotment detail included in the packet. The dropdown lists display official agency programs. DSHS is the only agency that must use this field.

19. Packet explanation is not required to save an allotment packet, but an explanation is required by the OFM allotment instructions in certain cases. Explanation text is required for official allotment submittals when a pre-release edit check warning message requires an explanation. Use this field to communicate to OFM the key assumptions and decisions in the allotment packet data. This text is visible to your OFM budget analyst.

20. Agency internal comments are for informational use for the agency. This text is only visible to your agency staff. Used to communicate agency decisions and assumptions that describe the allotment packet data.

21. The contact field is populated based on BudgetWorks security forms submitted to OFM. The chosen contact will be the person receiving e-mail issues in relation to the packet. Currently there may be only one contact person chosen.

22. Attachments are an optional field except for unanticipated receipts, for informational use only. If adding a packet, the Add Attachments button will only be enabled after the packet details have been saved.

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

Include Packet Attachments

1. You must save your packet before it will allow you to add an attachment.

2. Attachment files are limited in size to **3MB**.

3. When adding an attachment the Description field is optional, and provides the ability to include a synopsis of the material for quick reference. The description included will display on the View/Add/Update Packet screens.

4. To view an attachment, the file must be selected prior to clicking the View tab.

5. The view attachment dialog box will remain open even after you have closed the attachment. To close, “X” out of it.

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

1. Your security access will determine which functions are available to you. There are 3 levels of security access: read only, edit access, and budget operations.

2. Read only access will only be able to view. Edit access (as long as the packet is unlocked) and budget operations can view, add and update packets.

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

Creating the Expenditure Allotment Data

Add Expenditure Coding Structure and Allotment Detail

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

2. Be careful when choosing the Delete All tab. This will give you a warning, but once you say okay, all of your coding structure information and related details will be gone.

3. The comment tab within coding structure is where you put comments referred to in the Pre-Release Edits as component level comments.

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

5. Program index is a required field.

6. While the [Enter or Select a Program Index] box is highlighted you can hit the down arrow to see all program indexes available in your agency, or you can start typing which will bring up a series of program indexes, or type in the whole thing. If the agency has many program indexes, it cannot hold them all and will show a '…' at the bottom. To get to the codes further down you will need to start typing to reach them.

7. Project is a hierarchical field, so if you want to enter a sub project you must enter a project first or if you want to enter a project phase you must enter both project and sub project first.

8. To add additional coding you can choose the Add button at the bottom of the screen. By clicking the "Add" button the data is saved automatically; however, after the last code make sure to click the "Save" button.

9. Allotment details can only be added for an existing coding structure and only one coding structure can be selected at a time.

10. By default the only grid expanded on entry of a coding structure with no allotment details is Expenditure Allotment Details. Expenditure sections: Expenditure Allotment Details, Unallotted Allotment Details, Reserve Allotment Details, Variance (Option 1 agencies only), and Staff Month Allotment Details.

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

12. You have the ability to hide or expand grid details from view on the Expenditure Allotment Details screen. By selecting the '+' plus symbol to the left of the grid title, the grid expands for adding or viewing details. Likewise the '-' negative symbol to the left of the grid title collapses the grid.

13. Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure. For option 2 agencies, these two required fields are entered together in one allotment detail as depicted below.

14. The EAI determines what fiscal period dollar amounts will be available. For example if you choose a first year EAI, the second year dollar amounts will be grayed out and not available for input.

15. For records that have an EAI that cannot be found in the statewide tables, the fiscal period is assumed to be Biennial.

16. Once you hit save the dialog box will display as an "update" rather than an "add".

17. Your allotment detail should equal your EA schedule when complete.

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

19. Option 2 agencies: The first row, “Total”, will be a sub-total of all the amounts displayed in the grid. The second row, Grand Total, will be a total of all the amounts if multiple pages of data exist. In the image below the Grand Total would be the total of all the amounts on page 1 and 2.

20. Expenditure Authority Index and Object are required allotment detail fields for both option 1 and option 2 agencies. For option 1 agencies these two required fields are entered as separate allotment details within the same coding structure.

21. Option 1 Agencies, variance is displayed in the expenditure grid. Variance displays the difference between the sum of the objects and the sum of the appropriation indexes for each month.

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

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

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

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

26. To enter dollar amounts manually you can use the tab and enter keys or highlight the dollar amount and do a Ctrl “C” for copy and go to the next dollar amount area and do a Ctrl “V” for paste.

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

28. To enter dollar amounts using the repeat function choose which month you want it to start and then enter the amount you want repeated, then click the repeat button.

29. To enter dollar amounts using the spread function choose which month you want it to start and then enter the amount you want spread over the fiscal period. If necessary, it will round the last month of the fiscal period to equal the total amount you wished to spread.

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

Unallotted, Reserve and FTE Allotment Detail

1. If you choose Account, expenditure authority index will not be available. If you choose expenditure authority index, account will automatically fill in. OFM only requires that FTEs be by GF-S 001 account or 996 for all other; however, you may identify specific accounts detail if you wish.

2. You can choose to mark FTEs as Interagency FTEs for tracking purposes.

3. The Transportation FTE box will be automatically flagged if the Account chosen is associated with a transportation Account.

4. When columns are locked the amount columns scroll underneath them. You will only see the scroll bar if the display is smaller than the grid.

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

Creating the Cash Disbursements Allotment Data

Cash Disbursements Coding Structure and Allotment Detail

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

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

3. EAI is an optional field. Account will automatically be entered if an EAI is chosen. Account is a required field.

Patterning Cash Disbursements

1. Patterning is performed at the account level.

2. The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.

3. If all months of the biennium are not final the pattern will use the allotment for those months.

4. A pattern will only be created for accounts that have amounts entered. If the amount is left blank it is considered to be zero and no pattern will be created for that account. It will replace any data previously in that account with a zero.

5. A pattern cannot be created on an account that did not exist the prior biennium.

6. A pattern can only be performed using a blank coding structure.

7. The patterning message warning does not mean that it will delete account data already created in other coding structures. Be careful not to duplicate your cash disbursements by creating coding structures with the same accounts used in patterning.

Creating the Cash Receipts Allotment

Cash Receipts Coding Structure and Allotment Detail

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

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

3. Account is a required field while major source and source are optional fields for cash receipt allotments.

Patterning Cash Receipts

1. Patterning is performed at the account level.

2. The pattern takes the dollar amount you have entered for the account and prorates it monthly based on the previous biennium's actuals or allotments.

3. If all months of the biennium are not final the pattern will use the allotment for those months.

4. A pattern will only be created for accounts that have amounts entered. If the amount is left blank it is considered to be zero and no pattern will be created for that account. It will replace any data previously in that account with a zero.

5. A pattern cannot be created on an account that did not exist the prior biennium.

6. A pattern can only be performed using a blank coding structure.

7. The patterning message warning does not mean that it will delete account data already created in other coding structures. Be careful not to duplicate your cash disbursements by creating coding structures with the same accounts used in patterning.

Creating the Revenue Allotment Data

1. Coding structure is optional for revenue allotments; however, the account, major source and source levels must be identified as part of the allotment detail. A blank coding structure means the revenue is allotted at the agency level.

2. EAI is an optional field for revenue allotments, but account, major source, and source are required.

3. Major source is a hierarchical field, so if you want to enter a source you must enter a major source first, or if you want to enter sub source you must enter both major source and source first.

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

Importing Text Files

Download the Import Template.

1. The template format is in the required Import format. Do not add, delete or rearrange columns.

2. It will be the agency's responsibility to ensure that the import file is in the proper format and the fields within the file meet the prescribed format (see Appendix 3 for the Import Specification).

Import Text File

1. Once your allotment data has been created using the proper import format, this file must be saved as a text file before importing.

2. The packet into which the data will be imported must exist prior to selecting the Import tab.

3. Option 1 agencies must have a separate row for expenditure EA Indexes and Objects.

4. Data can be imported into any packet in draft or returned status only.

5. Can merge together a text file into an existing packet that already has data.

6. When the Merge/Sum Amounts Together for Duplicates radio button is selected, the import will merge all new coding structure and allotment detail data for all components. When there are duplicate coding structures and allotment details, the amounts will be summed together.

7. When the Delete Original/Replace radio button is selected, the import will replace all Coding Structure and Allotment Detail data for all components.

8. If there are import errors, the text file will not import into the application.

9. Importing the text file into a packet with allotment data will replace all Coding Structure and Allotment Detail data for all components.

10. Imported files cannot be larger than 3MB.

11. If you perform an import for both the SPS Import and the Import Text File, first import the text file, then the SPS Import. The reason the import should be performed in this order is because the Import Text File replaces all data and the SPS Import only replaces FTE, and expenditure object A and B data

12. For Option 1 agencies, allotment details with an EA index will not be deleted, but will have their EA index amounts added to any new amounts from SPS.

13. The Import file must be a text file.

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

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

16. Allotment Type Code for the following:

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

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

Importing SPS Data

1. The packet into which the data will be imported must exist prior to selecting the import tab.

2. Data can be imported into any packet in a status of draft or returned.

3. Can import a SPS Projection file into a packet that has existing data.

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

5. When the Delete Original/Replace radio button is selected, this import will delete and replace any data in the selected packet for FTEs and expenditure object A and B only. If importing both the Text File and SPS Data, import the Text File first and then the SPS Data.

6. For Option 1 agencies, allotment details with an EA index will not be deleted, but will have their EA index amounts added to any new amounts from SPS.

7. The Projection File list only includes projection files for the specific biennium of the selected packet.

8. **Both program index and EA index** must exist in the SPS Projection File for the SPS data to be imported into TALS-AMR.

9. The Salary & Benefit Rollup is referring to Expenditure Allotment Details EAI and not FTE.

10. By selecting 001/996 Account, the FTEs that are 001 (GFS) will be imported as 001 and all other FTEs will be imported as 996. If you have 001 (GFF), this will be imported as 996.

11. By selecting Account, the FTEs will be imported by account.

12. By selecting EAI, the FTEs will be imported by EAI.

13. By selecting No Object, FTEs will be imported with no object

14. By selecting Object, FTEs will be imported at the object level

15. By selecting Sub-Object, FTEs will be imported at the sub-object level

16. By selecting Sub-Sub-Object, FTEs will be imported at the sub-sub-object level

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

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

Exporting

1. Can only export one packet at a time.

2. Will export allotment data into tab delimited text file.

3. If modifications are needed, it is best to save the export text file into Excel, make your changes, save back to a tab delimited text file and then import back into TALS-AMR.

4. You can deselect the appropriate Export selections by clicking the check boxes.

5. When you want to modify the text file, it is best to make changes in an Excel file rather than in the text file (the reason is because columns do not line up with the headings in a text file).

Online Views

1. Online Views are not intended for printing, however, can be exported by clicking Export Data. Data will export in XML format and will include only Group Level 1 data. For optimal printing of allotment data, use the AMR reports through Enterprise Reporting.

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

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

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

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

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

6. At least one element must be selected to display.

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

8. The '+' indicates coding elements that contain hierarchically related data and can be expanded to group and display by those elements. For example, Program expands into Program, Sub Program, Activity, Sub Activity and Task.

9. The criteria for these coding elements are entered in the text box next to its associated coding level, or can be selected from the lookup dialog. You may enter a single criterion or multiple criteria elements by separating them with a comma.

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

11. When delete is selected a confirmation dialog box will appear.

12. After you save the dialog box will reappear with the update. Click cancel to close the dialog box. You will return to the previously expanded Online View. If one of your sort criteria is something you change as an update or delete, the filter will re-run and may not display any information.

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

Pre-Release Edit Checks

1. You can select one or more packets to run the AMR Pre-Release Edits

2. There are three types of edits; critical, warnings and informational edits. A number of the warning errors will prompt the user to provide an explanation in the packet for OFM about a particular pattern or condition in the allotments. OFM will be able to see these warning messages as well and will be looking for those comments. Your packet may be returned if the requested information is not provided.

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

4. The system won't always provide a link depending on the type of error produced

5. Online views will appear behind the AMR edit report so you can minimize or cancel the report (recommend minimizing if more than one error) or click on the online views in the background and the error report will automatically be minimized.

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

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

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

9. The AFRS Edit checks will take a while to run (approximately 15 minutes).

10. You can select one or more packets to run the AMR AFRS Edits.

11. Another option if you believe your packet is ready to submit to OFM is to skip the AFRS Edit checks and instead select the Submit Packet(s). This option will run both the Pre-Release edit checks and the AFRS Edit check, if there are critical errors for either the Pre-Release or AFRS, the packet will not be submitted and an edit report. If the packet was not submitted due to an error, check the Most Recent Edit Report to view the error.

12. If there are critical AMR Pre-Release errors, you must correct the critical ARM Pre-Release errors before the AFRS Edit check will run.

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

14. If you receive a red traffic light, this means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the AMR AFRS Edit report is run again.

15. The AFRS errors messages maybe difficult to understand what needs to be corrected in order to fix the error. If you have questions, contact your OFM Budget Analyst or OFM Application Support.

16. If your packet has failed the AFRS edits check, you will also receive the following email message.

17. The last sentence of the email says to view the latest Prerelease report; to view run the Most Recent Edit Report. The Most Recent Edit Report can be found on the View Packet List screen on the right hand side of the screen. The Most Recent Edit Report will allow you to view the AFRS and AMR edits. Most edits will have a link to Online Views. From Online Views, you will see the data that caused the error.

18. The Submit process will run through both the AMR and AFRS edit checks, which will take a while to run (approximately 15 minutes).

19. You can select one or more packets to run the Submit Packet(s).

20. Once the Run button is selected a **Traffic Light Indicator** will appear in the row of the selected packet(s). When performing an AFRS edit check you will get a yellow traffic light while it is running through the edit checks, it will remain yellow while running the AFRS edits.

21. After the AFRS edits have run (approximately 15 minutes) you will need to refresh the screen, this can be accomplished by clicking on the View Packet List tab at the top of the page or the Rows Load button.

22. The packet will remain in Pending status until OFM has opened the packet.

23. If you receive a red traffic light, this means you have AFRS critical errors that will need to be corrected before submitting your packet to OFM. The red traffic light will remain red until the AFRS critical errors are corrected and the packet is submitted again.

24. The AFRS errors messages maybe difficult to understand what needs to be corrected in order to fix the error.

25. The last sentence of the email says to view the latest Prerelease report; instead run the Most Recent Edit Report. The Most Recent Edit Report will allow you to view the AFRS and AMR edits. Most edits will have a link to Online Views. From Online Views, you will see the data that caused the error.

26. In order for a user to recall a packet, they must be set up with the security to submit a packet.

27. The Recall Packet function can only be performed on a packet in Pending

28. Once the packet has been recalled the packet is no longer viewable by OFM

Chart Features

1. When selecting the Chart tab and viewing a chart, it is important to know the allotment data is only data for Operating packets in Pending, Review and Approved packet status.

2. Actual data is from the prior biennium. If there are months that are not closed from the prior biennium, the data included will be prior biennium allotments.

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

4. By default the first chart that is viewable is Allotted vs. Past Biennium Actual Expenditures-by Account.

5. By default the Format is Percentages.

6. The account choices will be the accounts for Operating data only and in Pending, Review and Approved Statuses.

7. FY1 compares the first fiscal year of allotments to the first fiscal year of expenditures from the past biennium. FY2 compares the second fiscal year of allotments to the second fiscal year of expenditures from the past biennium.

8. The charts print in Portrait, in order to change to Landscape you will need to change manually.

Reports

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

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

Copy Features

1. Any packet can be copied from, but only packets in draft status can be copied to.

2. You do not need to select a packet purpose; you may go directly to Packet and make your selection.

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

4. Only one coding structure can be copied at a time.

5. For the copy coding structure the Biennium, Packet Purpose, and Packet are not options at this time and are grayed out.

Review Issues

1. Issues and responses can only be added to packets in review and returned status. Issues and responses can be viewed, but not changed in packets with approved status.

2. The title is displayed on the review issues screen. The body of the issue can only be seen when you expand the issue by selecting the "+".

3. For a dropdown list select the "…".

4. You can remove Online Views links from the Selected Links box by highlighting the link and clicking on the left-handed directional arrow.

5. You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the File name.

6. Attachments can be Word, Excel, or PDF formats, and are limited in size to 3MB.

Features Not Included in Initial Packet Preparation

Quarterly Allotment Amendment

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

Unanticipated Receipt

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

2. When establishing an UAR you must set up an Appropriation Index through the AFRS tables as described in the Allotment Instructions and the State Administrative and Accounting Manual (SAAM) with at least one of them having an appropriation type of a 3 or 9. This information must be in the AFRS tables before you submit your UAR or it will not pass the pre-release edits.

3. For capital UAR packets, you must establish your coding in AFRS prior to creating the allotment in order for the capital project number to be editable in the system.

5. All UAR packets must include an attachment of the grant award.

Additional Information – Help Desk

For additional information about (system name), contact the OFM Help Desk.

HereToHelp@ofm.wa.gov **360.407.9100**

Appendix 2 - Report Samples

See Report Descriptions and Samples document.

Appendix 3 - Import Text File Specifications

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

See Import Specifications Document.

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

Appendix 4 - Pre-Release Edits

Type – C= Critical W= Warning I= Informational

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

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

		packet. An EA index with an unanticipated receipt EA code cannot be used in an allotment detail of a non-unanticipated receipt packet.
47	C	An account used in an allotment detail must be predefined in AFRS.
49	C	An organization index must be used in the coding structure of an allotment detail that contains an EA index that requires an organization index.
52	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for legislative reserve packets must equal.
53	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for governor's reserve packets must equal.
54	C	An EA index containing an EA code with an EA type of X cannot be used in an allotment detail.
55	C	The total allotted expenditure dollar amounts by coding structure, object, and month must match the total allotted expenditure dollar amounts by coding structure, EA index, and month.
56	C	An expenditure component explanation is required if reserve dollars exist. Go to the expenditure coding structure screen for the packet and select the "Comment" tab. Enter your comments in the Agency External Comment field.
57	C	An expenditure component explanation is required if unallotted dollars exist. Go to the expenditure coding structure screen for the packet and select the "Comment" tab. Enter your comments in the Agency External Comment field.
59	I	This is an information message identifying there are non-budget EA indexes in the packet.
60	C	An EA code of an EA index used in an allotment detail must exist on the EA schedule for official non-unanticipated packets except for EA codes of Z96, Z97, Z98, and Z99.
61	C	A major source of 07 cannot be used in revenue or cash receipt allotment details.
62	C	A major source of 09 cannot be used in revenue or cash receipt allotment details.
64	C	A program index and organization index used in a coding structure must match a valid program index and organization index combination for agency 300, if both a program index and organization index are used.
65	C	A program and EA index used in a coding structure must match a valid program and EA index combination for agency 300, if both a program and EA index are used.
68	C	Object F or W amounts are required to match the amounts for non-budgeted EA indexes by month.
69	C	An attachment is required for Unanticipated Receipt packets. Please attach grant documentation.
70	C	The Unanticipated Receipt Form must meet certain requirements.
71	C	Unanticipated Receipt packets must have an allotment amount entered for Reserves when the "Yes" is selected for question number 1 on the Unanticipated Receipt Form.
72	C	Unanticipated Receipt packets must contain at least 1 expenditure, unallotted or reserve allotment with an EA Type 3 or 9.
73	C	The allotment packet does not have amounts entered
74	C	Internal packets can only use unanticipated receipt EA codes when it has been used in an unanticipated receipt packet prior to the selected Internal packet.
75	C	For each unanticipated receipt ea code that is used in an internal packet, the sum of allotted, unallotted and reserve expenditures must net to zero.
76	C	For Operating Initial, Operating Supplemental 1 and 2 packet purpose types there must be cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft initial operating packets).
77	W	For all official packet purpose types, except Operating Initial, Operating Supplemental 1 or 2 or Revenue and Cash Adjustment packet purpose types must have a cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft operating packets other than initial, supplemental one, supplemental two, and revenue/cash adjustment packets).

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