MAY 2020

INTRODUCTION TO THE ALLOTMENT SYSTEM (TALS) TRAINING

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OFM
OFFICE OF FINANCIAL MANAGEMENT

WELCOME!

Please Silence Your Cell Phones

Sign In Sheet and Handouts

Amenities

Restrooms

Building Emergency Exits

Training Material Available at ofm.wa.gov

Evaluations

AGENDA

Introductions

What is The Allotment System (TALS)?

What are Allotments?

What’s New?

Browser Requirements

Learning Objectives and Exercises

Help and Resources

INTRODUCTIONS

LEARNING OBJECTIVES

Logging into TALS

How to Navigate in TALS

Understanding Packet Types

How to Create a Packet

Understanding Coding Structure

How to Add Data to a Packet

How to Import/Export from Excel

Understanding Online Views

Understanding TALS/ER Reporting

How to Release to OFM

Most topics include a paired exercise in a training environment

WHAT IS TALS?

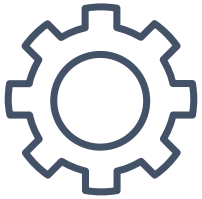
Browser-based tool for submitting allotments

Supports the allotment development, management, review, reporting and monitoring needs for state agencies, the Legislature, the Office of Financial Management (OFM), and the public

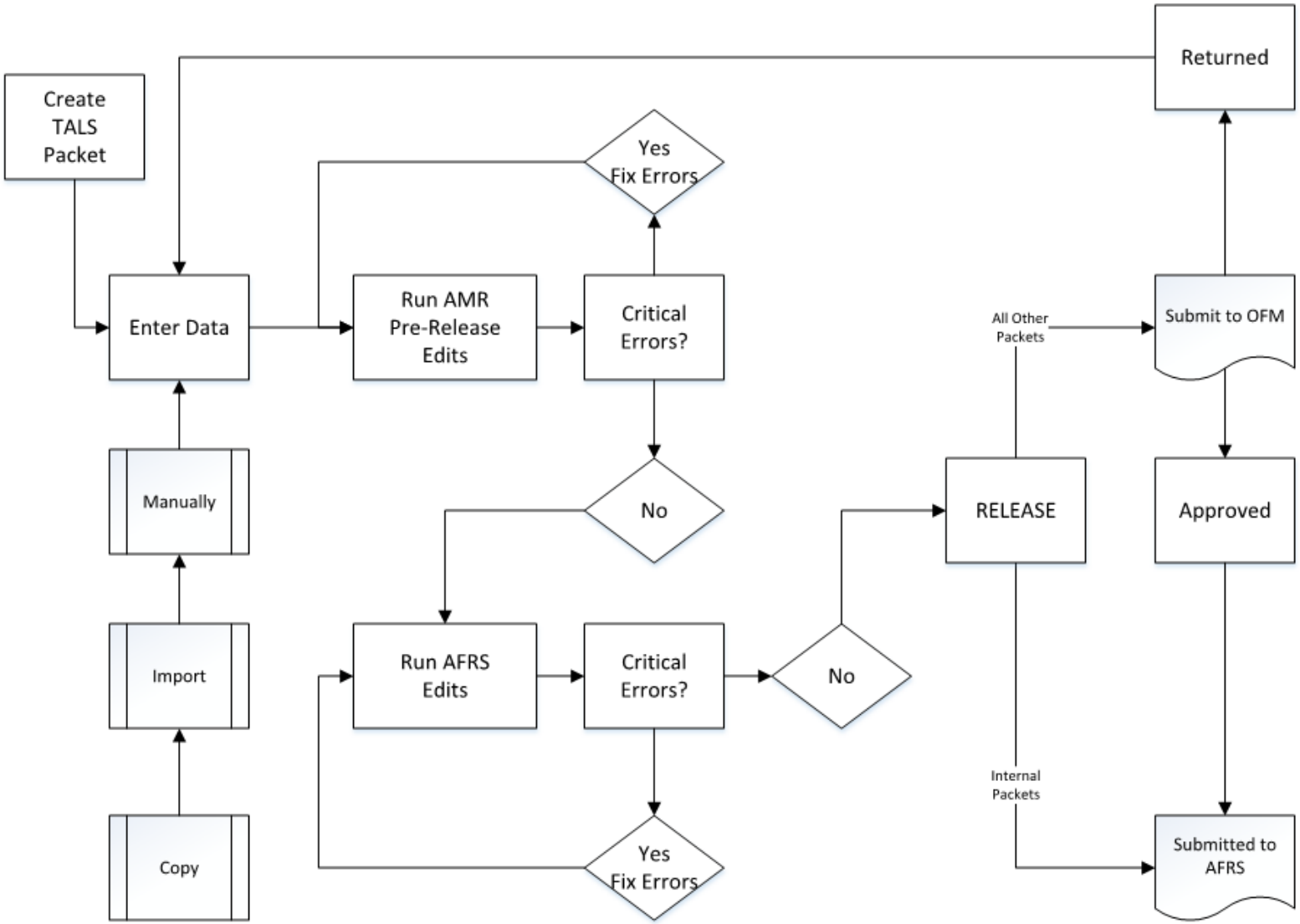
Includes electronic submittal to OFM

Allows for quarterly allotment adjustments

Allows for internal adjustments



HIGH LEVEL FLOW OF TALS



WHAT ARE ALLOTMENTS?

Allotments are a detailed plan of authorized expenditures, the revenue estimates, and the FTE estimates as required by law (RCW 43.88.110)

They're used by agencies, OFM, the Legislature, and the public to monitor an agency's spending and revenue against

They help to prevent over-expenditure and improve budgets, spending plans, and other financial decisions

Allotments support good financial management

WHAT ARE ALLOTMENTS?

Allotments must:

- Conform to the terms, limits, or conditions of legislative appropriations
- Reflect the priorities of the agency's strategic plan, the implementation of those strategies, and the achievement of performance targets
- Serve as the agency's best estimate of how its authorized expenditures will be spent and the revenue it will earn each month of the biennium

Allotments and allotment controls help ensure that:

- Appropriations are used only for purposes that meet legislative intent
- Sufficient funding exists to allow the state to incur financial obligations
- Changes in the original budget assumptions are communicated and understood

WHERE CAN I GET MORE INFORMATION?

Allotment Instructions:

- https://www.ofm.wa.gov/budget/budget-instructions/allotment-instructions

OFM TALS Product Page:

- https://www.ofm.wa.gov/it-systems/budget-and-legislative-systems/allotment-system-tals

WHAT'S NEW FOR 2020?

Option 1 vs Option 2 training focus

WEB BROWSER REQUIREMENTS

TALS is part of the BudgetWorks suite and requires Internet Explorer running in “Compatibility View” mode

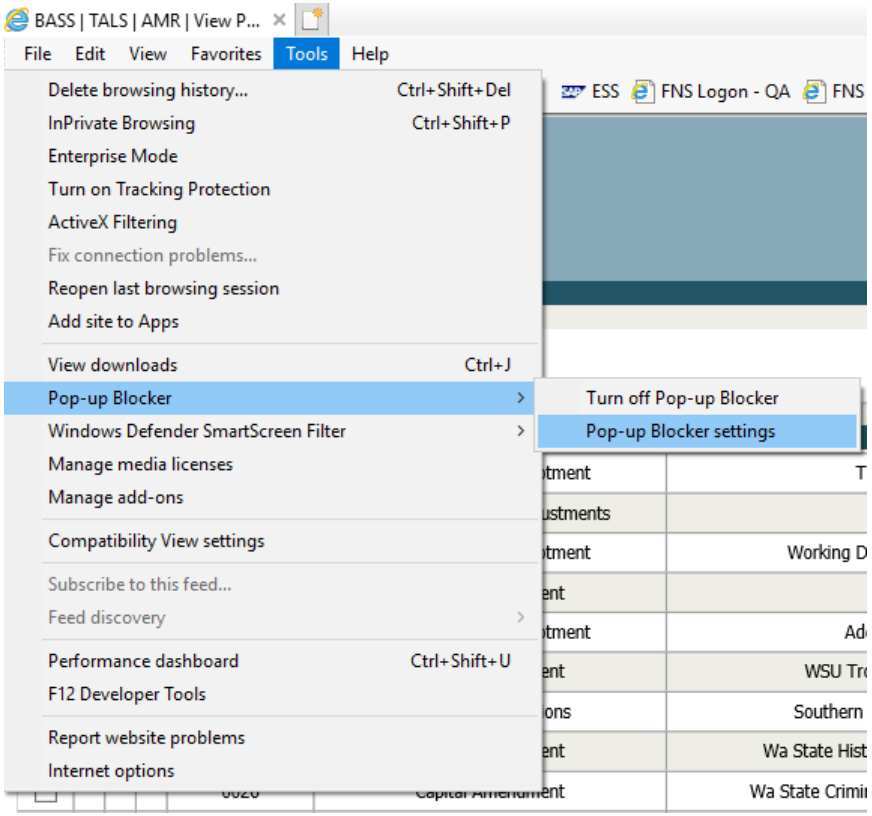
How to enable Compatibility View:

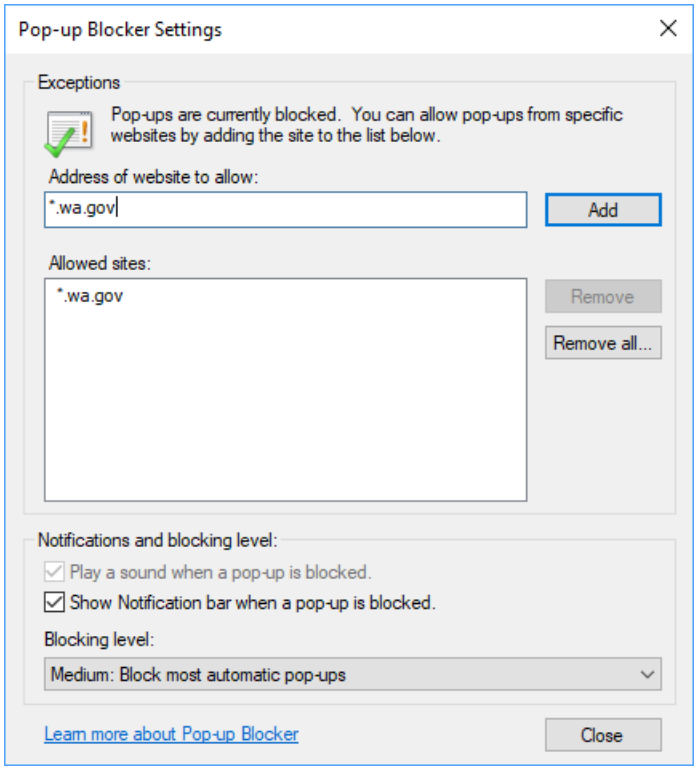
1. Select **Tools** from the menu
2. Select **Compatibility View settings**
3. Enter **ofm.wa.gov** in the **Add this website:** field
4. Select **Add** and then you may **Close** this window

NOTE: If you are unable to add the website, please contact your IT staff

Using other browsers or not using compatibility view may result in the compromise of TALS features and is not recommended or supported

TURN OFF THE POP-UP BLOCKER





EXERCISE #1

LOGGING INTO TALS

Follow the printed instructions to complete the exercise

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LOGIN TO TALS

Office of Financial Management
BudgetWorks

Request Access | Contact | Help

Welcome to Washington BudgetWorks

BudgetWorks is the agency portal to access systems and resources to support budgetary functions for the State of Washington. Agency information is used by OFM to perform ongoing planning, analysis, and implementation of the state's operating and capital budgets.

System Login

Login ID

Login ID

Password

Password

Login | Reset

Forgot your Login ID or Password?

Access

- Forgot your Login ID or Password?
- Need to change your Password?
- Security Request Form
- System Support

More Info

- System Tutorials
- Budget Instructions
- Budget Staff Agency Assignments
- Budget Forms

Stay Connected

- Subscribe to Budget Email List
- Budget & Accounting Dates of Interest
- One Washington Portal Page
- Publications and Reports

Privacy Notice | OFM Website | © 2018 - OFM

WHEN YOU FIRST ENTER TALS

Allotment Management & Review

Contact
Help
Logout

View Packet List | Online Views | Enterprise Reporting | Charts

View Packet List — One Train : 085 - Office of the Secretary of State

Biennium 2013-15 Rows 10 Load — AMR Pre-Release Edits Run

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

Number ▼1	Purpose	Title	Status	Program	Exp	Cash Disb	Cash Recpt	Rev	Explanation	Internal Comment	Last Update	Creator
0023	Operating Internal Adjustments	09140 09142 Library Adjustments	Approved		✔						Admin, AMR	Allen, Temple
0022	Operating Internal Adjustments	Program 040 Adjustments	Approved		✔						Admin, AMR	Allen, Temple
0021	Operating Internal Adjustments	LSTA FFY14 Adjustments	Approved		✔						Admin, AMR	Allen, Temple
0020	Operating Internal Adjustments	09xxx Adjustments for Library Adjustments	Approved		✔						Admin, AMR	Allen, Temple
0019	Revenue and Cash Adjustments	Archives Central Services Revenue Adjustment	Approved				✔	✔			Cody, Kathy	Allen, Temple
0018	Operating Internal Adjustments	Hava Internal Adjustments	Approved		✔						Admin, AMR	Allen, Temple
0017	Operating Legislative Allotment Reductions	Central Service Allotment Reduction S718 3essb5034	Approved		✔	✔					Feinstein, Deborah	Allen, Temple
0016	Operating 4th Qtr Adjustments	4th Quarter Adjustments	Approved		✔	✔	✔	✔	✔		Cody, Kathy	Allen, Temple
0015	Operating Internal Adjustments	Internal Library Adjustments including LSTA correc	Approved		✔						Admin, AMR	Allen, Temple
0014	Capital Amendment	ofm error not used K98 Reapp Update EA Schedule	Draft								Allen, Temple	Allen, Temple

1 2 3

HOW TO NAVIGATE WITHIN TALS

On the View Packet List Tab you will see the following tabs that you will use when creating your allotments:

PACKETS AND PACKET PURPOSE TYPES

What is a Packet?

There are different Packet Purpose Types that agencies can use to indicate the allotment purpose

OFM and the Legislature need to view the allotments by purpose type

The OFM instructions will direct you as to which packet purpose type you must use during different times of the year

PACKET PURPOSE TYPES

Available Purpose Types:

- Initial Allotment (Operating or Capital)
- Operating 2nd Quarter Adjustments through 8th Quarter Adjustments
- Revenue and Cash Adjustments
- Capital Amendment (Add Project to description)
- Capital Transfer
- Operating Allocations (Example: for Savings Incentive Account and Parking Revenues Account)

PACKET PURPOSE TYPES

Available Purpose Types (continued)

- 1st Supplemental (Operating or Capital)
- 2nd Supplemental (Operating or Capital)
- Legislative Allotment Reduction (Operating or Capital)
- Governor’s Cash Deficit Reductions (Operating or Capital)
- Unanticipated Receipts (Operating or Capital)
- Internal Adjustments (Operating or Capital)

WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

Initial Allotments (Operating or Capital)

- Are a detailed plan of expenditures, revenue, cash receipts and disbursements:
  - Authorized by the enacted budget
  - Monitoring of agency's actuals to allotments
  - Conform to conditions of legislative appropriations
  - Provide monthly best estimate of agency's expected cash flow
  - Requires OFM approval

WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

1st and 2nd Supplemental Allotments (Operating or Capital)

- Funding adjustments during the 1st and 2nd year of a biennium:
  - Authorized by the enacted budget
  - Monitoring of agency's actuals to allotments
  - Conform to conditions of legislative appropriations
  - Provide monthly best estimate of agency's expected cash flow
  - Requires OFM approval

WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

Operating Quarterly Adjustments

- Agencies can revise their detailed plan of expenditures, revenue, cash receipts and disbursements throughout the biennium
  - There are 7 quarterly adjustment time periods
  - Monitoring of agency's actuals to allotments
  - Correct monthly estimates of agency's expected cash flow
  - Due to OFM on the 25th of the month preceding the quarter
  - Requires OFM approval

WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

Internal Adjustments (Operating or Capital)

- Agencies can revise their detailed plan of expenditures, revenue, cash receipts and disbursements throughout the biennium for internal monitoring
  - Monitoring of agency's actuals to allotments
  - Correct monthly estimate of agency's expected cash flow
  - Does not require OFM approval
  - Must equal zero (0)

DEMONSTRATION

CREATING A PACKET

Follow along on the instructor's PC

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REQUIRED AND OPTIONAL ELEMENTS

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.	

EXERCISE #2

CREATING A PACKET

Follow the printed instructions to complete the exercise

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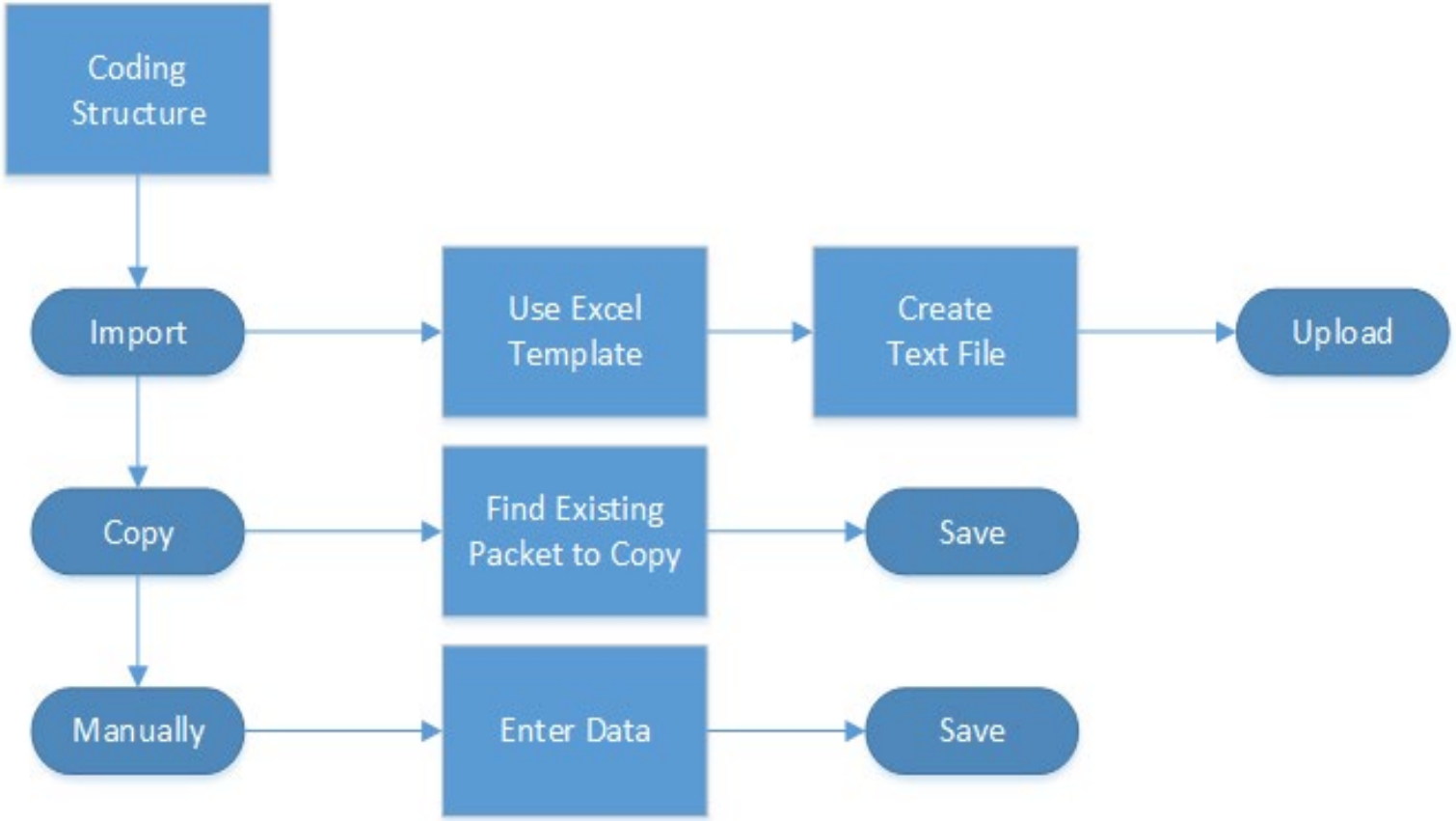
CODING STRUCTURE FLOW



CODING STRUCTURE

Coding structure within TALS comes from the Statewide Titles database and is loaded on a nightly basis

Updates to tables within AFRS are near real time

New Biennium Coding is available within TALS after the following events:

- AFRS Table Roll at the End of the Biennium
- Budgets are passed by the Legislature

NOTE: You cannot add allotments for closed fiscal months

CODING STRUCTURE INTO PACKETS

Import process identifies the Allotment Type Code that corresponds with the tabs within TALS. They are:

- EXP = Expenditure
- REV = Revenue
- CAD = Cash Disbursement
- CAR = Cash Receipt
- FTE = Full Time Equivalent
- RES = Reserve
- UNA = Unallotted

NOTE: These designations are required when using the Import process

CODING STRUCTURE

Fields that are required for specific Allotment Types:

- Allotment Type (Import Only) = All allotment types
- Program Index = EXP, FTE, RES, UNA
- EA index code = EXP, RES, UNA
- Account code = FTE, REV, CAD, CAR
- Object Code = EXP
- Major Source Code = REV
- Source Code = REV

OPTION 1 VS. OPTION 2

There are minor differences in how Option 1 agencies vs Option 2 agencies enter their allotments and view them in the application

- Option 1 agencies enter objects and expenditure authority indexes as separate entries
- Option 2 agencies enters both at the same time

EXERCISE #3

WHAT OPTION AM I?

Follow the printed instructions to complete the exercise

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CODING STRUCTURE INTO PACKETS

Manually

- Add coding structure individually to each of the following Tabs:
  - Expenditure
  - Cash Disbursements
  - Cash Receipts
  - Revenue
- Reference the Import Specification Document (Appendix 3) as needed

EXERCISE #4

ADDING DATA TO A PACKET

Follow the printed instructions to complete the exercise

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CODING STRUCTURE INTO PACKETS

Copy

- Find a packet that has the majority of coding structure that you want to use and copy into an empty or draft packet
- Select the information that you want to Copy
  - Include – Allotted Expenditures, Unallotted, Cash Disbursements, Revenue, Staff Months (FTEs), Reserves, Cash Receipts
  - Detail Options – Include Details, Include details reverse signs, Include details – zero amounts or Do Not Include details

CODING STRUCTURE INTO PACKETS

Copy

- Select the information that you want to Copy continued
  - What Action to Take
    - Merge/Sum Amounts Together for Duplicates
    - Delete Original/Replace
  - To Packet – Used to designate where you want the data to be copied to.
    - Biennium (Defaults to current & Required)
    - Packet Purpose (Optional)
    - Packet (Required)

COPY/MERGE

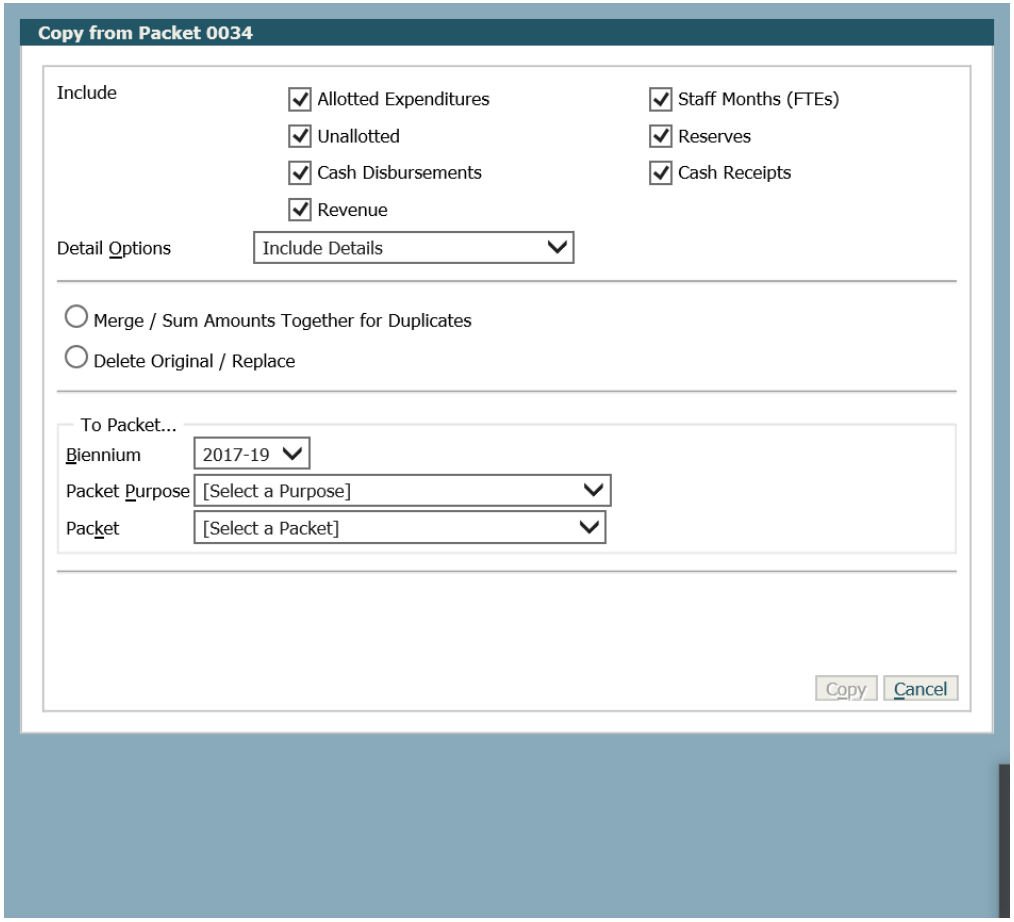
Packet data is incremental

You may want to copy the entire packet or part of it

Can be useful when you're taking internal packet data and putting it into a quarterly adjustment

You might need a packet to reverse a previous internal allotment packet

COPY/MERGE


Copy from Packet 0034
Include
Allotted Expenditures
Staff Months (FTEs)
Unallotted
Reserves
Cash Disbursements
Cash Receipts
Revenue
Detail Options
Include Details
Merge / Sum Amounts Together for Duplicates
Delete Original / Replace
To Packet...
Biennium
2017-19
Packet Purpose
[Select a Purpose]
Packet
[Select a Packet]
Copy
Cancel

CODING STRUCTURE INTO PACKETS

Import

- Get the template from the System Tutorials link from the BudgetWorks login page or from the Import dialog box link
  - The template is a tab-delimited text file
- Agencies can use Enterprise Reporting data from the prior year to see spending patterns
  - If coding hasn't changed, you can copy the coding structure directly to the template

DEMONSTRATION

IMPORT/ EXPORT

Follow along on the instructor's PC

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EXERCISE #5

IMPORT/ EXPORT

Follow the printed instructions to complete the exercise

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ONLINE VIEWS

Online Views provide a dynamic tool to view allotment data across one or multiple allotment packets

Data is sorted, filtered and viewed on up to 4 levels

Online Views are not intended for printing, however, they can be exported by clicking Export Data (in XML format)

- For optimal printing of allotment data, use the AMR reports through Enterprise Reporting

Online Views behave differently depending on the Option of your agency

DEMONSTRATION

ONLINE VIEWS

Follow along on the instructor's PC

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REPORTS

Reports are available in TALS or in the Enterprise Reporting (ER) Portal

- The reports that are available within TALS have defaults set for them that cannot be changed
- The reports that are available within the ER Portal can be modified to be more specific

REPORTS

Common reports that are used:

- AMR008; “Allotment vs EA Schedule”
  - This report is used to identify variances between the allotment data and the expenditure authority schedule control number
  - This report is primarily used during the preparation and review of allotments
  - In TALS-AMR you have two different AMR-008
    - AMR008-A; “Allotment vs EA Schedule (This packet only)”
    - AMR008-B; “Allotment vs EA Schedule (All packets)”

REPORTS - AMR008-A

OFM

Packet Purpose: Operating 2nd Qtr Adjustments
Packet Number: 0006
Packet Status: Approved

179 Department of Enterprise Services
Allotment vs. EA Schedule
2013-15 Biennium
TALS-AMR

Report Number: AMR008
Date Run: 6/11/2015 9:04AM
Print Date: 6/11/2015 9:04AM

Biennial Comparison

Agency Level Expenditure Authority

Account-EA Type EA Code	Allotted	Unallotted	Reserve	Allotment Total	Expenditure Authority from EAS	Allotment to EAS Variance	EAS Required Reserve	Reserve Variance
001-1 General Fund-State								
011 Salaries and Expenses					374,000	**(374,000)**		
012 Salaries and Expenses					327,000	**(327,000)**		
031 Legislative Facilities and					3,287,000	**(3,287,000)**		
032 Legislative Facilities and					3,286,000	**(3,286,000)**		
052 Electricity					2,250,000	**(2,250,000)**		
001-1 Total General Fund-State					9,524,000	**(9,524,000)**	21,000	**(21,000)**
03K-6 Industrial Insurance Premium Refund-Non-Appropriated								
978 Insurance Premium					188,313	**(188,313)**		
045-6 State Vehicle Parking Account-Non-Appropriated								
963 Salaries and Expenses					4,340,000	**(4,340,000)**		
084-1 Building Code Council Account-State								
050 Salaries and Expenses					1,223,000	**(1,223,000)**		

REPORTS - AMR008-B

OFM

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

179 Department of Enterprise Services
Allotment vs. EA Schedule
2013-15 Biennium
TALS-AMR

Report Number: AMR008
Date Run: 6/11/2015 9:08AM
Print Date: 6/11/2015 9:08AM

Biennial Comparison

Agency Level Expenditure Authority

Account-EA Type EA Code	Allotted	Unallotted	Reserve	Allotment Total	Expenditure Authority from EAS	Allotment to EAS Variance	EAS Required Reserve	Reserve Variance
001-1 General Fund-State								
011 Salaries and Expenses	372,880		1,000	373,880	374,000	**(120)**		
012 Salaries and Expenses	307,000		20,000	327,000	327,000			
031 Legislative Facilities and	3,287,000			3,287,000	3,287,000			
032 Legislative Facilities and	3,286,000			3,286,000	3,286,000			
052 Electricity					2,250,000	**(2,250,000)**		
001-1 Total General Fund-State	7,252,880		21,000	7,273,880	9,524,000	**(2,250,120)**	21,000	
03K-6 Industrial Insurance Premium Refund-Non-Appropriated								
978 Insurance Premium	188,312			188,312	188,313	**(1)**		
042-1 Char/Ed/Penal/Reform/Institutions-State								
S16 Engineering &	1,000,000			1,000,000	1,000,000			
045-1 State Vehicle Parking Account-State								
S00 NRB Garage Fire	738,000			738,000	738,000			
S14 East Plaza-Water &	793,000			793,000	793,000			
S17 Engineering &	500,000			500,000	500,000			
045-1 Total State Vehicle Parking	2,031,000			2,031,000	2,031,000			
045-6 State Vehicle Parking Account-Non-Appropriated								
963 Salaries and Expenses	3,877,150			3,877,150	4,340,000	**(462,850)**		
045 Total State Vehicle Parking	5,908,150			5,908,150	6,371,000	**(462,850)**		

REPORTS

Common reports that are used (continued):

- AMR001; “Allotment Expenditure Summary”
  - This report is used to verify and analyze data entered into TALS during the creation and review process
  - This shows summary information of expenditures and FTE by program, account, account type, expenditure authority or expenditure authority index and object

REPORTS – AMR001

OFM

179 - Department of Enterprise Services
Allotment Expenditure Summary
2013-15 Biennium
TALS-AMR

Packet Purpose: Operating 2nd Qtr Adjustments
Packet Number: 0006
Packet Status: Approved

Report Number: AMR001
Date Run: 6/11/2015 9:10AM
Print Date: 6/11/2015 9:10AM

Allotment Summary

	FY 2014	FY 2015	Biennial Total
Total Allotted	(15,479,964)	(15,479,897)	(30,959,861)
Total Unallotted*			30,959,861
Total Agency 179 Allotment*	**(15,479,964)**	**(15,479,897)**	

Allotted Expenditures

Program	FY 2014	FY 2015	Biennial Total	% of Total
030 Enterprise Technology Solutions	(9,294,000)	(9,293,913)	(18,587,913)	60.0
050 Business Resources	(6,185,964)	(6,185,984)	(12,371,948)	40.0
Total Agency 179 Allotted	**(15,479,964)**	**(15,479,897)**	**(30,959,861)**	**100.0**

Account and Expenditure Authority Type	EA Code	FY 2014	FY 2015	Biennial Total
419-6 Data Processing Revolving	967 Salaries and Expenses	(9,294,000)	(9,293,913)	(18,587,913)
422-6 Enterprise Services	969 Salaries and Expenses	(6,185,964)	(6,185,984)	(12,371,948)
Total Agency 179 Allotted		**(15,479,964)**	**(15,479,897)**	**(30,959,861)**

Object	FY 2014	FY 2015	Biennial Total	% of Total
E Goods and Other Services	(12,235,968)	(12,235,984)	(24,471,952)	79.0
J Capital Outlays	(4,749,996)	(4,750,000)	(9,499,996)	30.7
P Debt Service	1,506,000	1,506,087	3,012,087	(9.7)
Total Agency 179 Allotted	**(15,479,964)**	**(15,479,897)**	**(30,959,861)**	**100.0**

REPORTS

Common reports that are used (continued):

- AMR002; “Allotment Expenditure Detail”
  - This report is used to verify and analyze data entered into TALS during the creation and review process
  - This shows detail information of expenditures and FTE by program, account, account type, expenditure authority or expenditure authority index and object

REPORTS – AMR002

OFM

179 - Department of Enterprise Services
Allotment Expenditure Detail

2013-15 Biennium

TALS-AMR

Packet Purpose: Operating 2nd Qtr Adjustments
Packet Number: 0006
Packet Status: Approved

Report Number: AMR002
Date Run: 6/11/2015 9:13AM
Print Date: 6/11/2015 9:13AM

Program Structure
030 - Enterprise Technology Solutions

Expenditures by Account-EA Type and Expenditure Authority Code

		FY 2014	FY 2015	Biennium Total
419-6 Data Processing Revolving Account-Non-Appropriated	**Jul**	0	(774,500)	
967 Salaries and Expenses	**Aug**	0	(774,500)	
	Sep	0	(774,500)	
	Oct	(3,098,000)	(774,500)	
	Nov	(774,500)	(774,500)	
	Dec	(774,500)	(774,500)	
	Jan	(774,500)	(774,500)	
	Feb	(774,500)	(774,500)	
	Mar	(774,500)	(774,500)	
	Apr	(774,500)	(774,500)	
	May	(774,500)	(774,500)	
	Jun	(774,500)	(774,413)	
Total 967 Allotted		**(9,294,000)**	**(9,293,913)**	**(18,587,913)**
Total 967 Unallotted*				**18,587,913**
Total 967 Allotment*		**(9,294,000)**	**(9,293,913)**	**0**

REPORTS – AMR002

OFM

179 - Department of Enterprise Services
Allotment Expenditure Detail

2013-15 Biennium

TALS-AMR

Packet Purpose: Operating 2nd Qtr Adjustments
Packet Number: 0006
Packet Status: Approved

Report Number: AMR002
Date Run: 6/11/2015 9:13AM
Print Date: 6/11/2015 9:13AM

Program Structure
030 - Enterprise Technology Solutions

Expenditures By Object

		FY 2014	FY 2015	Biennium Total
E Goods and Other Services	**Jul**	0	(504,167)	
	Aug	0	(504,167)	
	Sep	0	(504,167)	
	Oct	(2,016,668)	(504,167)	
	Nov	(504,167)	(504,167)	
	Dec	(504,167)	(504,167)	
	Jan	(504,167)	(504,167)	
	Feb	(504,167)	(504,167)	
	Mar	(504,167)	(504,167)	
	Apr	(504,167)	(504,167)	
	May	(504,167)	(504,167)	
	Jun	(504,167)	(504,163)	
Total Object E		**(6,050,004)**	**(6,050,000)**	**(12,100,004)**

EXERCISE #6

TALS REPORTING

Follow the printed instructions to complete the exercise

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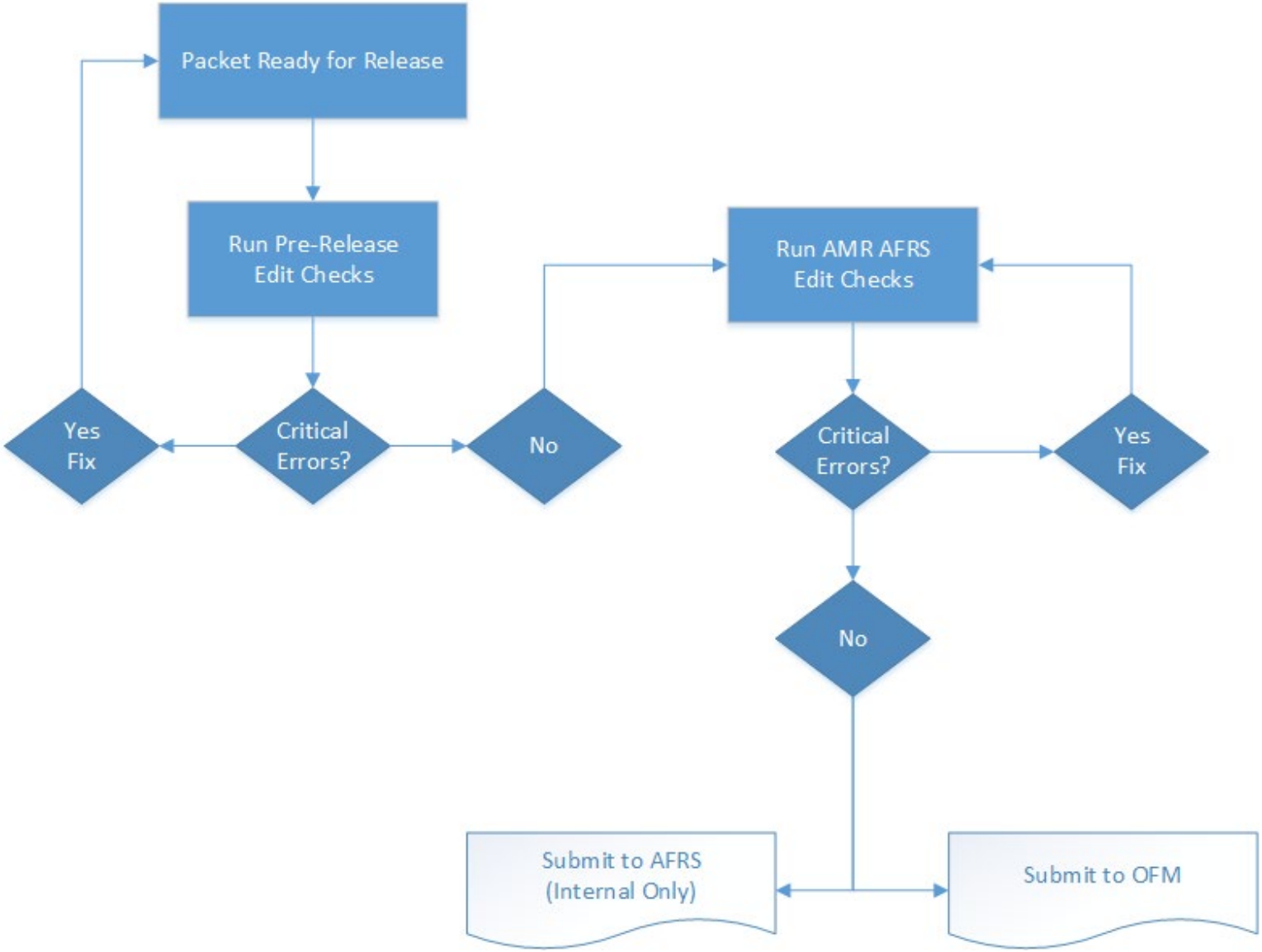
RELEASE FLOW



RELEASE DATA FROM TALS

Once you have completed the entry of your data you will need to run it through two edit checks

- AMR Pre-release Edit Checks
- AMR AFRS Edit Checks

There are three types of errors

- Critical (Must be fixed before release)
- Warning
- Informational

AMR EDIT REPORT

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

RELEASE DATA FROM TALS

Once you have completed fixing any critical errors, the user who has release data capability can submit the TALS packet

All packets will be sent to OFM for approval except for Internal Packets which will be posted directly to AFRS

EXERCISE #7

RELEASE TO OFM

Follow the printed instructions to complete the exercise

OFM

OFFICE OF FINANCIAL MANAGEMENT

ADDITIONAL INFORMATION

Online Views are for analytical purposes and can only be seen within TALS

Patterning is available for Cash Disbursements and Cash Receipts

Attachments can be added to an allotment packet through the Update process

TIPS FOR TALS

Remember to use the “Bread Crumb” to go back to previous screens

Do not use the back arrow in the browser

Remember “more info is better than no info”

QUESTIONS?

STAYING INFORMED

To get copies of the latest system documentation:

- https://www.ofm.wa.gov/it-systems/budget-and-legislative-systems/allotment-system-tals
- Look under Reference Materials

The BudgetWorks application page provides access to the login page, security form, tutorials, password changes, and announcements:

- https://budgetlogon.ofm.wa.gov/Logon.aspx

Sign up for TALS GovDelivery:

- https://public.govdelivery.com/accounts/WAGOV/subscriber/new

WHO TO CONTACT WITH QUESTIONS?

TALS:

- OFM Help Desk
  - Phone: 360-407-9100
  - Email: HereToHelp@ofm.wa.gov

Find your OFM Budget Analyst:

- https://www.ofm.wa.gov/budget/budget-staff-agency-assignments

RECOMMENDED TRAINING

If you enjoyed this training, please visit the OFM product pages at https://www.ofm.wa.gov/it-systems to see what other training offerings are available for your product of interest

Look for the Training section on the right-hand side of most product pages

PLEASE COMPLETE OUR SURVEY!

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Any questions?

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