

OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

The Allotment System (TALS)

Allotment Management and Review (AMR)

USING TALS AMR FOR APPROVING ALLOTMENTS

TUTORIAL – FOR OFM BUDGET STAFF

Version 2.1
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About this Tutorial

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

The tutorial can be used in a formal training session or for individual practice. Some tutorial conventions:

- Actual values to be entered when using for training or for practice are **highlighted**.
- Functions to use will be in **Bold**.
- If using on your own, please use your judgment to determine values to be used for practice.
- Each task is preceded by a brief explanation of the task, its importance, and general business rules.
- Specific business rules and recommendations are denoted with a  under the task.
- Additionally, Appendix 1 contains a central listing of all the business rules.

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 *OFM Allotment Instructions* can be found at <http://www.ofm.wa.gov/budget/instructions/default.asp> Please complete the *Tutorial Evaluation* at the back of this tutorial to report any discrepancies found.

Not every feature of TALS AMR will be covered in training. The *TALS AMR Complete System Manual* explains every function of TALS AMR, screen by screen, and is all-inclusive. It is available on-line in the BASS Library at <http://bass.ofm.wa.gov/BASSPR/library/default.htm> or <https://fortress.wa.gov/ofm/bass/BASSPR/library/default.htm> for those using Fortress. The library may also be accessed by the help links available in all BASS applications.

Getting Started – Logging on to TALS and System Navigation

1. Open Internet Explorer and enter the login address
http://bass.ofm.wa.gov/BASSLogon_pr/ (or
https://fortress.wa.gov/ofm/bass/BASSLogon_pr/ for those using Fortress) in the address bar of the browser.
If in a training session, skip this step
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form can be found in the BASS library at the appropriate site listed on page 3.*
User ID - <Agency Number>00<train>
10500train1
Password - <Train1>
Train1
3. Select the pie chart icon for TALS AMR (The Allotment System – Allotment Management and Review).

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 (3) and the breadcrumb bar (4) allow for the ability to “jump” to previously viewed pages without using the browser Back button.

Key Navigation Features

1. **Internet browser navigation buttons.**  *Note: The BASS 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 BASS. Using these buttons will give unpredictable results depending on the screen you are on when used.*
2. **Page Header includes Application Title (Allotment Management & Review), Contact BASS, BASS Help and Logout Link.**  *Note: It is important to properly logout of the system when not in use. The system will automatically time you out after 120 minutes.*

Page Features:

- 1) Internet browser navigation buttons
- 2) Page header
- 3) Application tab bar
- 4) Breadcrumb bar
- 5) Page footer

3. **Application tab bar**, is always available, and includes a tab for each major functional area in the system.
4. **Breadcrumb bar** serves as a trail to navigate back to any previously viewed screen in the application. The breadcrumb bar is dynamic in that any given page will show a different breadcrumb trail based on how the page was reached.
5. **Page footer** includes BASS Home link which takes you to the BASS system main menu page, Contact BASS link which tells how to contact the BASS help staff, and BASS Help link which takes you to BASS Help documentation.

Closer look at Breadcrumbs below:

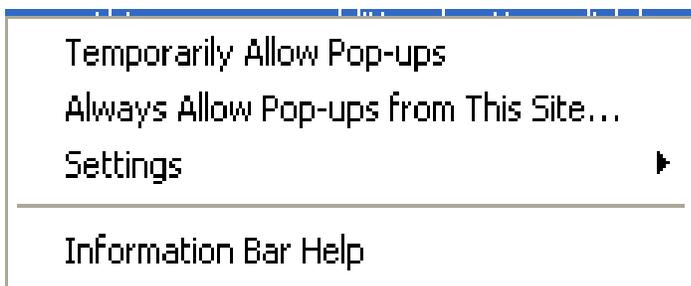
This is the line that will track where you have been in the system

How to Disable Pop-Up Blockers

 *Note: In order for the application to work, you must disable your pop up blocker for this site. The easiest way to do this is if your security is set to block pop ups, is to take the following actions when the message below appears as you try to work in the application:*

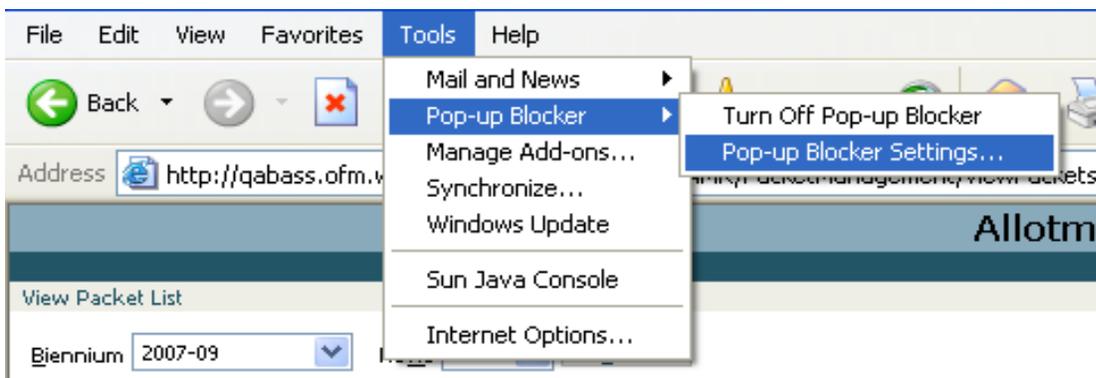


Click on  Pop-up blocked. To see this pop-up or additional options click here... and the following choices will appear:



Choose “Always Allow Pop-ups from this Site...” This will put the site in your security settings automatically.

Or, while in internet explorer you can go into tools, Pop-up Blocker, Pop-up Blocker Settings as seen below:



This will bring you to the following:



Type in under the “Address of Web Site to allow:” bass.ofm.wa.gov or fortress.wa.gov and click Add.

LESSON 1 – REVIEW A PACKET

Lesson 1, Task 1 – Filter the OFM Packet Status View

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

The OFM Packet Status screen will default to the agencies assigned to the person logged into the application.

The following steps will take you through filtering Packet Status to locate the packet for review.

After Logging in to TALS AMR, The OFM Packet Status Screen is displayed. See below.

OFM Packet Status

Enterprise Reporting | OFM Packet Status

Filter

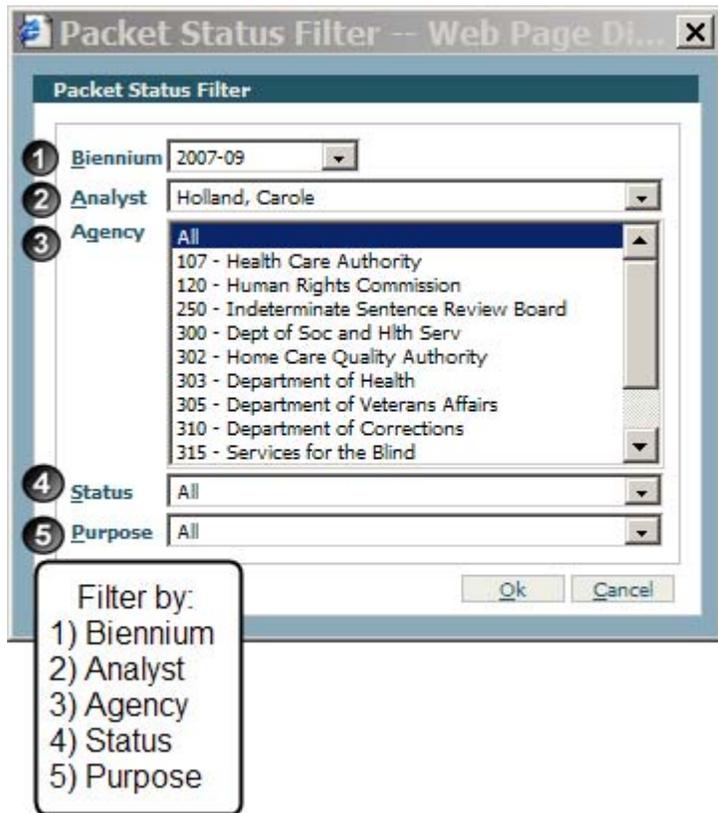
Agency: 105 - Office of Financial Management

Status: A

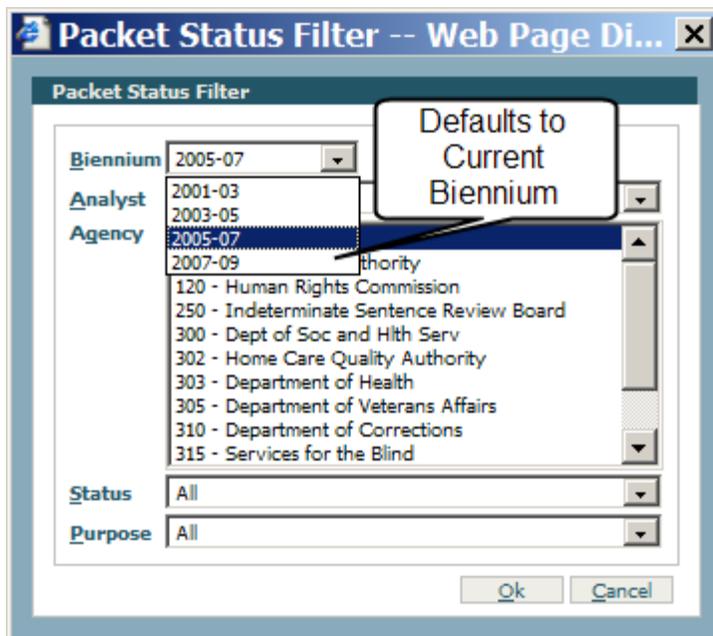
Update Review | View History | Approve | Return | Review Checklist | Review Issues

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

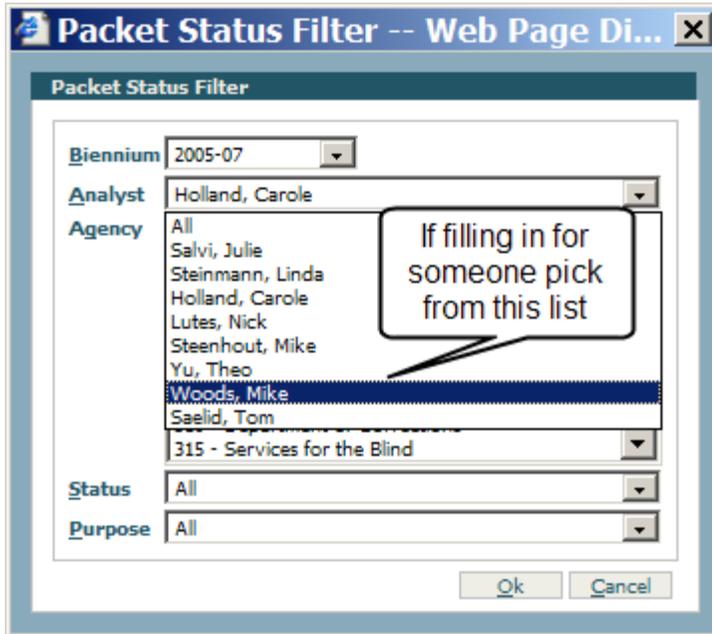
1. To change the default of the list of packets select the **Filter** button. You may filter by Biennium, Analyst, Agency, Status, and/or Purpose.



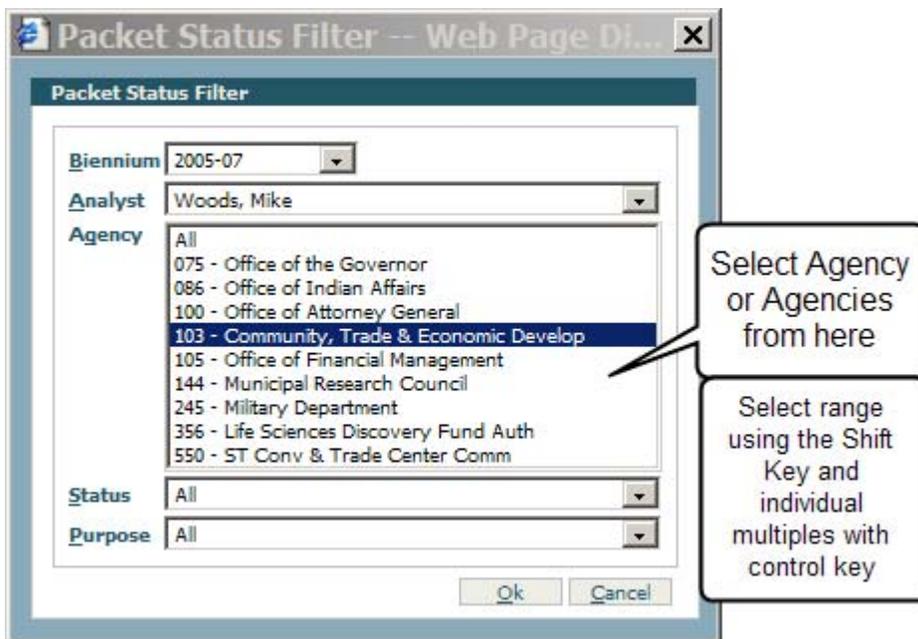
2. Verify the Biennium. Note: This dropdown will default to the current biennium.



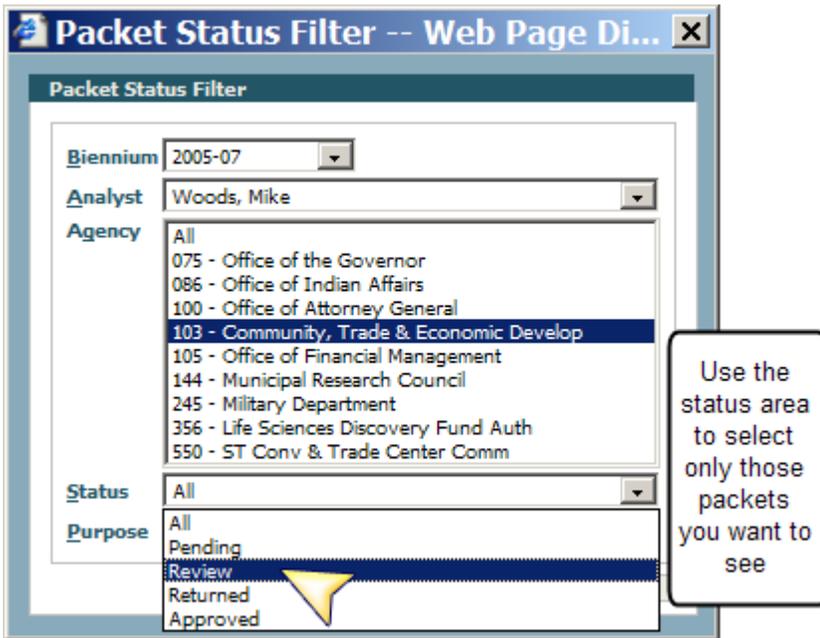
3. Select a different analyst if you are filling in for someone from the **Analyst** dropdown box. *Note: The 'All' selection will give you all packets (for all analysts) submitted to OFM for approval.*



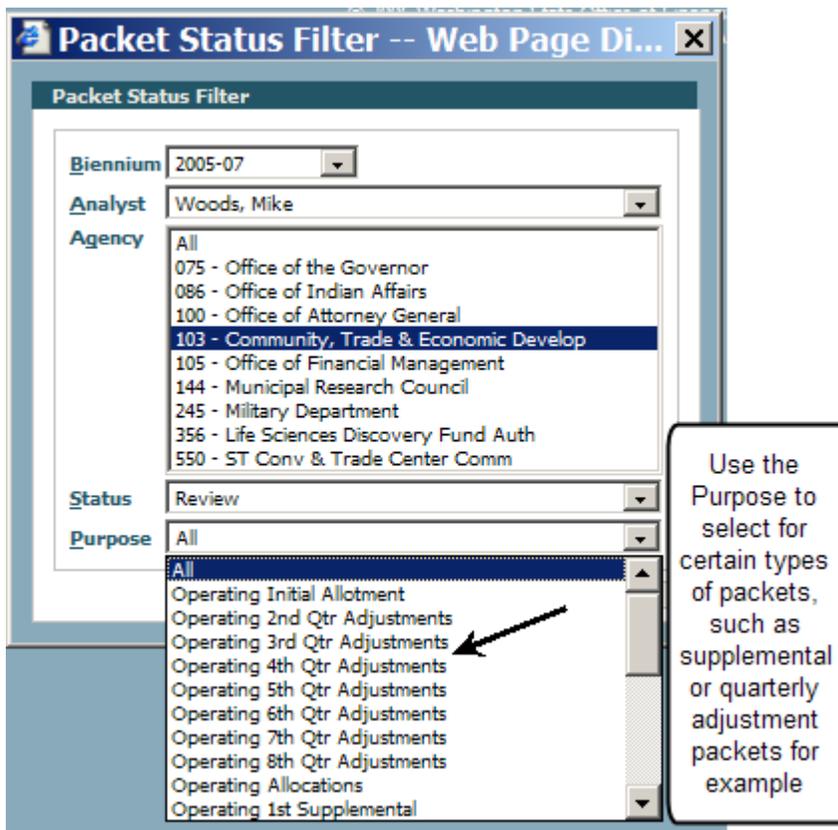
4. Select an agency or agencies if you want to view only certain agencies from the **Agency** dropdown box. *Note: To select a range of agencies hold down the Shift key. To select more than one agency not in a range, hold down the Ctrl key.*



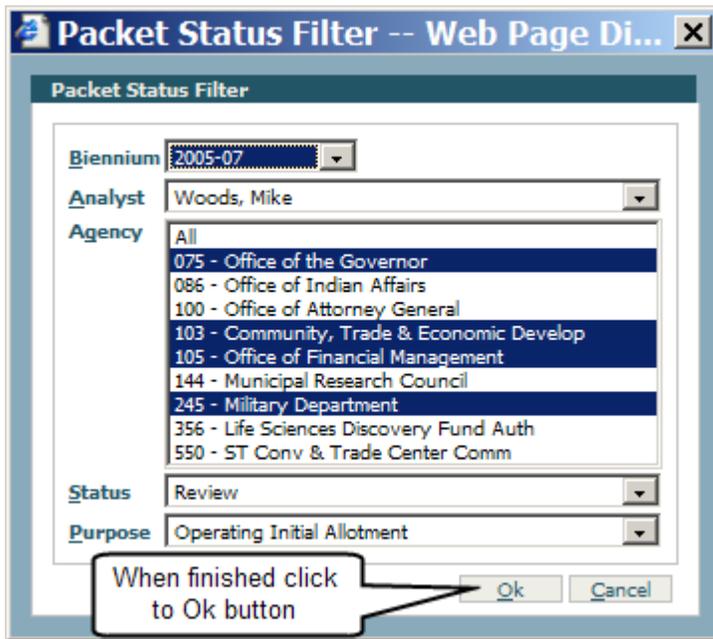
5. Select a status or statuses if you want to filter on certain **Statuses**. *Note: To select a range of statuses hold down the Shift key. To select more than one status not in a range, hold down the Ctrl key.*



6. Select a purpose if you are looking for only certain packets, such as supplemental packets or quarterly adjustment packets from the **Purpose** dropdown box. *Note: Purpose has replaced the need for smart coding of packet numbers, such as the B001 was always the initial operating packet in the past. Now you'll find the Initial Operating Allotment in the purpose field instead.*



7. When you've finished making your selections press the **OK** button and see the new list you've created.



Allotment Management & Review

Contact BASS
BASS Help
Logout

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

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

Update Review View History Approve Return Review Checklist Review Issues

You can change the number of rows that show on a page here Rows: 10 Load

Agency #1	Number	Purpose	Title	Status	Program	Exp	Cash / Rev	Anal	Last Upd
<input type="checkbox"/>	105 0043	Operating 4th Qtr Adjustments	Test for ED4 AFRS Error	Approved		✓		[Name not on record]	20
<input type="checkbox"/>	105 0051	Operating Unanticipated Receipts	Test PDF Link in Email	Review		✓		[Name not on record]	30
<input type="checkbox"/>	105 0001	Capital Initial Allotment	Initial Capital Allotments	Approved	900 - Capital	✓	✓	Masse, Steve	All
<input type="checkbox"/>	105 0002	Operating Initial Allotment	Initial Operating Allotments	Approved		✓	✓	[Name not on record]	OFM Analyst, OFM Analyst
<input type="checkbox"/>	105 0005	Capital Amendment	Cowlitz River Sediment	Approved		✓	✓	Masse, Steve	[Name not on record]
<input type="checkbox"/>	105 0006	Operating Allocations	Savings Incentive Allotments	Approved		✓	✓	[Name not on record]	[Name not on record]
<input type="checkbox"/>	105 0007	Operating Allocations	Retro Fund Allotments	Approved		✓	✓	[Name not on record]	[Name not on record]
<input type="checkbox"/>	105 0008	Operating Allocations	Parking Account Allotments	Approved		✓	✓	[Name not on record]	[Name not on record]
<input type="checkbox"/>	105 0009	Revenue and Cash Adjustments	Risk Management Revenue Correction	Approved			✓	[Name not on record]	[Name not on record]
<input type="checkbox"/>	105 0011	Operating Unanticipated Receipts	NGA Interoperability Grant	Approved		✓	✓	[Name not on record]	[Name not on record]

1 2 3

If more than 10 rows exist, then additional pages are indicated here

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Budget and Allotment Support System (BASS) - AlphaQA

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

TO DO - Hands on: Create filters by selecting other analysts, agencies, statuses and purposes.

Lesson 1, Task 2 – Update the OFM Packet Status Screen

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

The screenshot displays the 'Allotment Management & Review' interface. At the top, there is a navigation bar with 'Enterprise Reporting' and 'OFM Packet Status' links. Below this is a filter section with 'Biennium: 2007-09' and 'Analyst: OFM Analyst, OFM Analyst'. The main area contains a table of allotment packets. The table has columns for Agency, Number, Purpose, Title, Status, Program, Cash/Exp/Rev, Analyst, Oper. Analyst, Cap. Analyst, Rev. Analyst, and Last Update. The first row is selected, showing details for Agency 014, Number 0004, Purpose Capital 1st Supplemental, Title 1st Supplemental Capital Budget, Status Review, Program 900 - Capital, and Analyst Olson, Craig. Below the table are navigation links 1, 2, 3, 4, 5, 6 and a footer with copyright information: © 2006-2008 Washington State Office of Financial Management Budget and Allotment Support System (BASS) : AlphaQA

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

Below explains the columns on the OFM Packet Status screen.

The screenshot shows the 'Allotment Management & Review' interface. At the top, there are navigation links for 'Enterprise Reporting' and 'OFM Packet Status'. The main area displays a table of packets with columns: Agency, Number, Purpose, Title, Status, Program, Exp, Cash / Rev, Analyst, Oper. Analyst, Cap. Analyst, Rev. Analyst, and Last Update. A callout box at the bottom states: 'You may sort any of the columns in ascending or descending order by clicking on the column title until the arrow appears'.

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

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

LESSON 2 – REVIEW CHECKLIST

Lesson 2, Task 1 – Review Checklist

Now you are ready to review the checklist for the packet being reviewed. The checklist is a series of questions to ask yourself about the allotments contained in the packet. These questions are broken into categories. Some questions have a flag preceding them, this flag signifies that it is a pre-release edit and you may want to check if the agency received that edit and has commented on it. An analyst can mark, or unmark, a question as completed by selecting the Toggle Completed button.

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

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

Allotment Management & Review

Online Views | Enterprise Reporting | Charts | **OFM Packet Status**

OFM Packet Status > Review Checklist

OFM Analyst OFM Analyst

Packet Info | Packet Comments | Packet Attachments | Review Issues | Release Edit Report | Run

Biennium: 2007-09 | Agency: 001 - State Revenue for Distribution | Number: 0001 | Status: Approved | Purpose: Operating Initial Allotment

Add OFM Internal Note | Toggle Completed

Category	Completed
<input type="checkbox"/> 1. General	
<input checked="" type="checkbox"/> 2. Legislative Intent	

Question	Tools	Completed	Last Note Date
<input type="checkbox"/> Does the allotment reflect legislative intent for timing of expenditures, capital project phasing between biennia, caseload, budget driver, and other legislative assumptions? (Intent as reflected in bill language, legislative notes, or any official documentation?)			
<input type="checkbox"/> 2. Do the allotments for appropriation bill provisos make sense and reflect what the proviso requires?	AMR002 EAS001 EAS002		

Reports

- AMR002 - Allotment Expenditure Detail
- EAS001 - Expenditure Authority Schedule for Operating
- EAS002 - Expenditure Authority Schedule for Capital

<input type="checkbox"/> Expenditures
<input type="checkbox"/> 4. FTEs
<input type="checkbox"/> 5. Cash Disbursements
<input type="checkbox"/> 6. Revenue and Cash Receipts
<input type="checkbox"/> 7. Balances
<input type="checkbox"/> 8. Unanticipated Receipt Requests

 *Note: The breadcrumb bar now includes the Review Checklist.*

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

Notice the Breadcrumb bar now includes Review Checklist

Allotment Management & Review

OFM Analyst OFM Analyst

OFM Packet Status

Online Views | Enterprise Reporting | Charts | OFM Packet Status

Packet Info | Packet Comments | Packet Attachments | Review Issues

You may now also switch to the different Reports using the drop down list to the right

1 2 3 4

1. Does the allotment reflect legislative intent as reflected in bill language? (Intent as reflected in bill language)

2. Do the allotments for appropriation

Reports

- AMR002 - Allotment Expenditure Detail
- EAS001 - Expenditure Authority Schedule for Operating
- EAS002 - Expenditure Authority Schedule for Capital

3. Expenditures

4. FTEs

5. Cash Disbursements

6. Revenue and Cash Receipts

7. Balances

8. Unanticipated Receipt Requests

Completed

Tools Completed Last Note Data

AMR002
EAS001
EAS002

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The Review Checklist has 4 tabs with the following data:

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

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

Allotment Management & Review

Contact BASS
BASS Help
Logout

OFM Packet Status > Review Checklist OFM Analyst OFM Analyst

Online Views | Enterprise Reporting | Charts | OFM Packet Status

Packet Info | Packet Comments | Packet Attachments | Review Issues Release Edit Report Run

Biennium: 2007-09 Agency: 010 - Bond Retirement & Interest Number: 0001 Status: Approved Purpose: Operating Initial Allotment

Add OFM Internal Note | Toggle Completed

Category

- 1. General
- 2. Legislative Intent
- 3. Expenditures
- 4. FTEs
- 5. Cash Disbursements
- 6. Revenue and Cash Receipts
- 7. Balances
- 8. Unanticipated Receipt Requests

Packet Information -- Web Page Dialog

Expenditures Load Cancel

Biennium: 2007-09 Agency: 010 - Bond Retirement & Interest Number: 0001 Status: Approved Purpose: Operating Initial Allotment

Expenditure Data by EA (1)

Packet Number	Packet Title	Packet Purpose Title	Packet Status Title	Packet Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03
0001	Bond Retirement Operating and Interest Allotment	Operating Initial Allotment	Approved		1,127,521,200	1,235,862,000	0	2,363,383,200	328,451,000	34,280,000	138,744

Expenditure Data by Object (1)

Packet Number	Packet Title	Packet Purpose Title	Packet Status Title	Packet Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03
0001	Bond Retirement Operating and Interest Allotment	Operating Initial Allotment	Approved		1,127,521,200	1,235,862,000	0	2,363,383,200	328,451,000	34,280,000	138,744

Staff Month Data returned no data matching the filter.

Unallotted Data (1)

Packet Number	Packet Title	Packet Purpose Title	Packet Status Title	Packet Program Code	FY1 Total	FY2 Total	Bien. Total
0001	Bond Retirement and Interest Allotment	Operating Initial Allotment	Approved		0	0	44,468,800

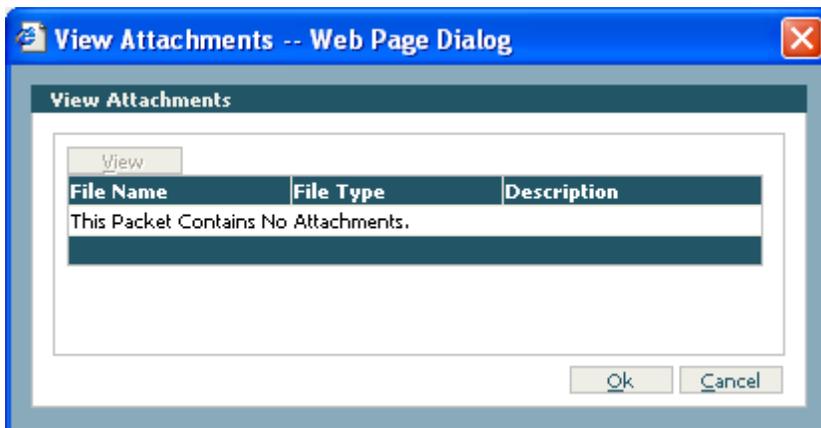
http://ofmapoly400/BASSWEB_qa/TALS/AMR/OnlineViews/OFMOnlineView.aspx?OFMReview=true&packetid=142 Trusted sites

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

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



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



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

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

Allotment Management & Review

Contact BASS
BASS Help
Logout

OFM Packet Status > Review Checklist

Online Views | Enterprise Reporting | Charts | OFM Packet Status

OFM Analyst OFM Analyst

Packet Info | Packet Comments | Packet Attachments | Review Issues

Release Edit Report

Biennium: 2007-09 Agency: 010 - Bond Retirement & Interest Number: 0001 Status: Approved Purpose: Operating Initial Allotment

Add OFM Internal Note | **Toggle Completed**

Category	Question	Tools	Completed	Last Note Date
<input type="checkbox"/> 1. General				
<input checked="" type="checkbox"/> 2. Legislative Intent				
	<input checked="" type="checkbox"/> 1. Does the allotment reflect legislative intent for timing of expenditures, capital project phasing between biennia, caseload, budget driver, and other legislative assumptions? (Intent as reflected in bill language, legislative notes, or any official documentation?)			
	<input type="checkbox"/> 2. Do the allotments for appropriation bill provisos make sense and reflect what the proviso requires?	AMR002 EAS001 EAS002		
	Reports			
	<ul style="list-style-type: none"> • AMR002 - Allotment Expenditure Detail • EAS001 - Expenditure Authority Schedule for Operating • EAS002 - Expenditure Authority Schedule for Capital 			
<input checked="" type="checkbox"/> 3. Expenditures				
<input checked="" type="checkbox"/> 4. FTEs				
<input checked="" type="checkbox"/> 5. Cash Disbursements				
<input checked="" type="checkbox"/> 6. Revenue and Cash Receipts				
<input checked="" type="checkbox"/> 7. Balances				
<input checked="" type="checkbox"/> 8. Unanticipated Receipt Requests				

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2. A check will be placed in the Completed column.

Allotment Management & Review

Contact BASS
BASS Help
Logout

OFM Packet Status > Review Checklist

Online Views | Enterprise Reporting | Charts | OFM Packet Status

OFM Analyst OFM Analyst

Packet Info | Packet Comments | Packet Attachments | Review Issues

Release Edit Report

Biennium: 2007-09 Agency: 010 - Bond Retirement & Interest Number: 0001 Status: Approved Purpose: Operating Initial Allotment

Add OFM Internal Note | **Toggle Completed**

Category	Question	Tools	Completed	Last Note Date
<input type="checkbox"/> 1. General				
<input checked="" type="checkbox"/> 2. Legislative Intent				
	<input checked="" type="checkbox"/> 1. Does the allotment reflect legislative intent for timing of expenditures, capital project phasing between biennia, caseload, budget driver, and other legislative assumptions? (Intent as reflected in bill language, legislative notes, or any official documentation?)			
	<input type="checkbox"/> 2. Do the allotments for appropriation bill provisos make sense and reflect what the proviso requires?	AMR002 EAS001 EAS002		
	Reports			
	<ul style="list-style-type: none"> • AMR002 - Allotment Expenditure Detail • EAS001 - Expenditure Authority Schedule for Operating • EAS002 - Expenditure Authority Schedule for Capital 			
<input checked="" type="checkbox"/> 3. Expenditures				
<input checked="" type="checkbox"/> 4. FTEs				
<input checked="" type="checkbox"/> 5. Cash Disbursements				

Lesson 2, Task 2 – Running a Report

From the Review Checklist screen there are a number of reports available to view. To run a report, simply select it from the dropdown list (see screen print below) and press the **Run** button. A separate window will open presenting the report in PDF format. The AMR reports may also be scheduled in Enterprise Reporting. The reports run through TALS-AMR have pre-determined parameters. If a different view is preferred, the reports can be scheduled through Enterprise Reporting, which is covered in Lesson 6.

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

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

Most Recent Release Edit Report — displays the last edit report you ran.  *Note: Each time you run a release edit report it will replace the most recent release edit report.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

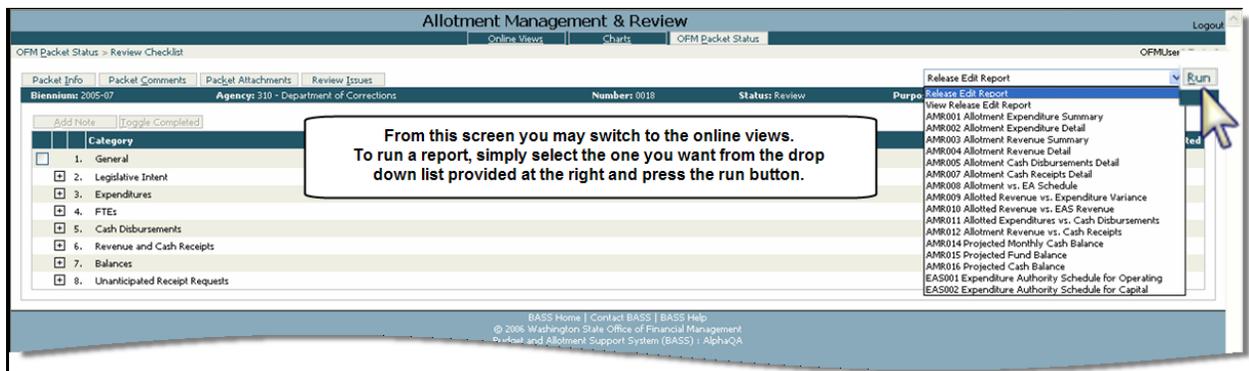
AMR016 Projected Cash Balance – shows the projected ending cash balance for each fiscal year based on the allotment data under review and previously approved. This report will not include data from packets in Draft status.

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

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

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

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



TO DO - Hands on: Look at the packet information by selecting the tabs above the Checklist Questions. Mark questions as completed. Run reports.

Lesson 2, Task 3 – Adding an OFM Internal Note to a Checklist Question

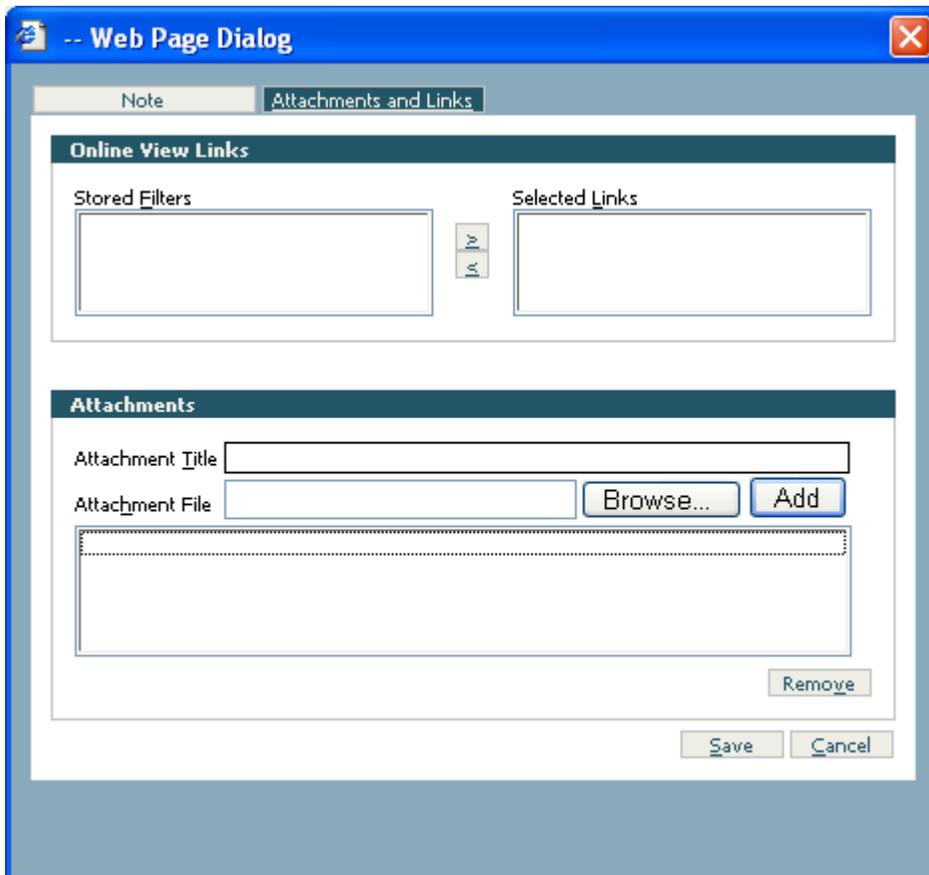
To add a note first you must select a category of questions. Then select the question.

1. Click on the box to the left of the question to **Add OFM Internal Note** concerning the question selected.
2. The following Dialog box will be displayed:

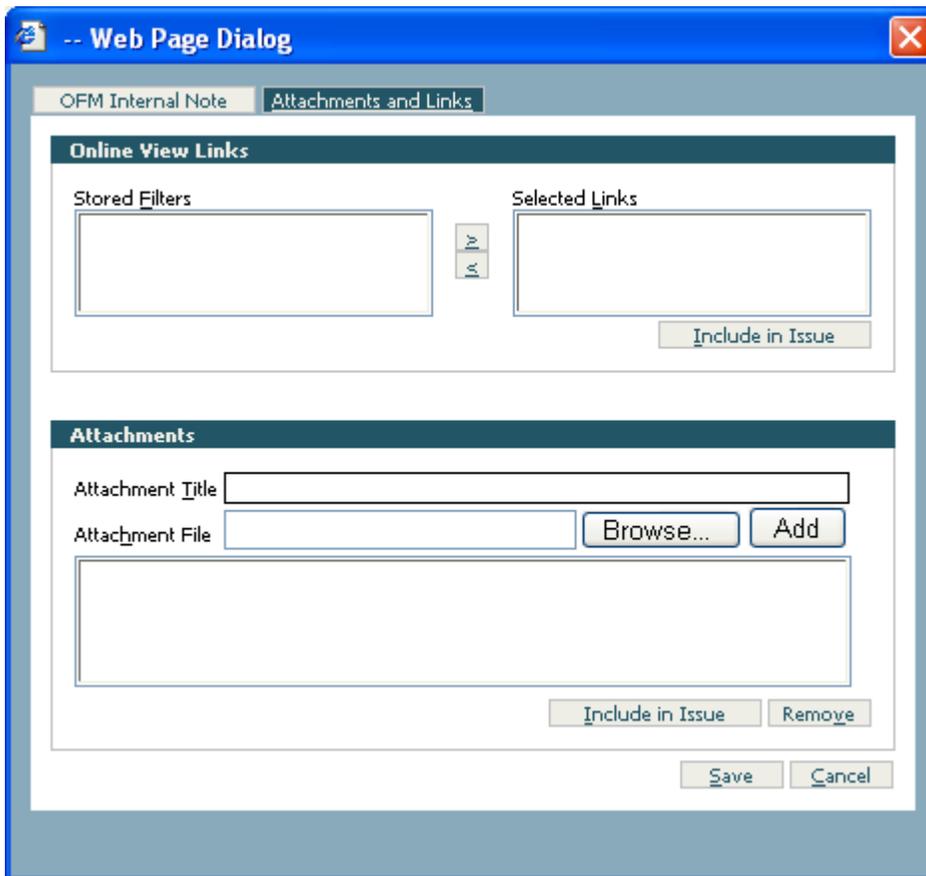
The dialog box is titled "Add Note -- Web Page Dialog" and features two tabs: "Note" and "Attachments and Links". The "Note" tab is active and contains a text area with the instruction: "Add notes to yourself or other OFM Analysts here. Include email address if you want someone notified." Below this text area is an "E-Mail Notify" field with a dropdown arrow. The "Add Issue" section contains an "Issue Title" field with a "Copy Note" button. Below this is another text area with the instruction: "Use the add issue area... if you want or need to communicate between OFM and the agency". Below this text area is an "E-Mail Notify" field containing the email address "Laura.Nolting@ofm.wa.gov" and a dropdown arrow. At the bottom right are "Save" and "Cancel" buttons.

3. Use the Add Note textbox to add a Note for your self or other OFM analysts to view. If you wanted to enter a note or issue for the agency analyst to respond to that would be done in the Add Issue section. Note: 'Note' is for OFM eyes only, 'Add Issue' is the communication tool between OFM and the agency. You may add issues for agencies in this area or in the 'Review Issues' area which will be covered in the next lesson.
4. Add an **E-Mail Notify** if you wish to have someone notified. Note: E-Mail Notify is optional for a Note.

- To add an **Online View Link** to your new Note or Issue, click the **Attachments and Links** tab. Your previously stored Online Views will be displayed in the **Stored Filters** box (Storing Online Views will be covered later in Lesson 5.) You may choose one or more Stored Filters to be displayed along with your Note or Issue. Simply highlight your selection and click the right-handed directional arrow to move the items to the **Selected Links** box.  *Note: you can remove Online View links from the Selected Links box by highlighting the link and clicking on the left-handed directional arrow.*
- To add an **Attachment**, click the **Attachments and Links** tab. Select the **Browse** button to locate the file, click **Add** followed by the **Save** button.  *Note: You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the File name.*  *Note: Attachments can be Word, Excel or PDF formats, and are limited in size to 3MB.*



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



TO DO - Hands on: Practice adding OFM internal notes and attachments.

LESSON 3 – REVIEW ISSUES

Lesson 3, Task 1 – Review Issues

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

1. Go to **OFM Packet Status** and choose a packet and click the **Review Issues** tab.

The screenshot shows the 'Allotment Management & Review' interface. At the top, there are navigation tabs: 'Enterprise Reporting', 'OFM Packet Status', and 'OFM Analyst OFM Analyst'. Below this, a filter bar shows 'Biennium: 2007-09', 'Agency: 105 - Office of Financial Management', and 'Status: All'. The main table has columns for Agency, Number, Purpose, Title, Status, Program, Exp, Cash / Rev, Analyst, Oper. Analyst, Cap. Analyst, Rev. Analyst, and Last Update. The 'Review Issues' tab is highlighted with an arrow.

Agency	Number	Purpose	Title	Status	Program	Exp	Cash / Rev	Analyst	Oper. Analyst	Cap. Analyst	Rev. Analyst	Last Update
105	0051	Operating Unanticipated Receipts	Test PDF Link in Email	Review		✓		[Name not on record]				OFM Analyst, OFM Analyst
105	0043	Operating 4th Qtr Adjustments	Test for ED4 AFRS Error	Approved		✓		[Name not on record]				Overman, Art
105	0042	Capital Amendment	Chehalis River Basin Flood Mitigation Project	Approved	900 - Capital	✓	✓	Masse, Steve		✓		[Name not on record]
105	0041	Capital 1st Supplemental	Chehalis River Basin Flood Mitigation Project	Approved	900 - Capital	✓	✓	Masse, Steve		✓	✓	[Name not on record]
105	0040	Capital 1st Supplemental	capital 1st supplemental	Approved		✓	✓	Masse, Steve	✓	✓	✓	[Name not on record]
105	0039	Operating 4th Qtr Adjustments	Quarterly Allotment Amendment	Approved		✓	✓	[Name not on record]	✓		✓	[Name not on record]
105	0038	Operating 4th Qtr Adjustments	Quarterly Allotment Amendment	Approved		✓	✓	[Name not on record]	✓		✓	[Name not on record]
105	0037	Operating 1st Supplemental	1st Year Supplemental Allotments	Approved		✓	✓	[Name not on record]	✓		✓	[Name not on record]
105	0026	Capital Amendment	Higher Education Cost Escalation Adjustment	Approved	900 - Capital	✓		Masse, Steve	✓	✓	✓	[Name not on record]
105	0025	Operating 3rd Qtr Adjustments	Quarterly Allotment Amendment	Approved		✓		[Name not on record]	✓			[Name not on record]
105	0014	Operating Allocations	Constituent Relationship Management System	Approved		✓	✓	[Name not on record]	✓		✓	[Name not on record]
105	0013	Operating Allocations	Grants Contracts and Loans Management System	Approved		✓	✓	[Name not on record]	✓		✓	[Name not on record]
105	0012	Operating Allocations	Roadmap Enterprise Data Definition COA Project	Approved		✓	✓	[Name not on record]	✓		✓	[Name not on record]
105	0011	Operating Unanticipated Receipts	NGA Interoperability Grant	Approved		✓	✓	[Name not on record]	✓		✓	[Name not on record]
105	0009	Revenue and Cash Adjustments	Risk Management Revenue Correction	Approved		✓		[Name not on record]	✓		✓	[Name not on record]

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

1. **Add Issue** – is used to add a new issue.
2. **Add Response** – is where you would respond to an existing issue.
3. **Toggle Resolved** – is where you would check that an issue has been resolved. *Note: Only OFM can check that an issue has been resolved.*

The screenshot shows the 'Allotment Management & Review' interface for a specific packet. The 'Review Issues' tab is active. A callout box highlights the 'Add Issue', 'Add Response', and 'Toggle Resolved' buttons. The table below shows the details of the issue.

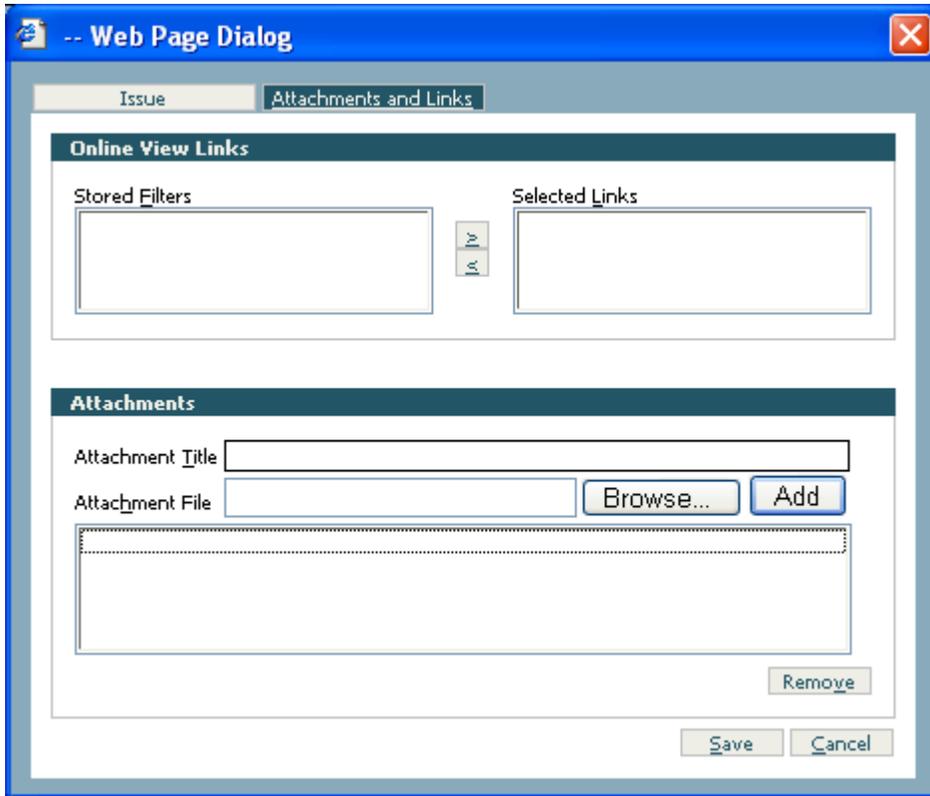
Resolved	Date Created	Last Update
	11/6/2008 4:45:09 PM	11/6/2008 4:45:09 PM

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

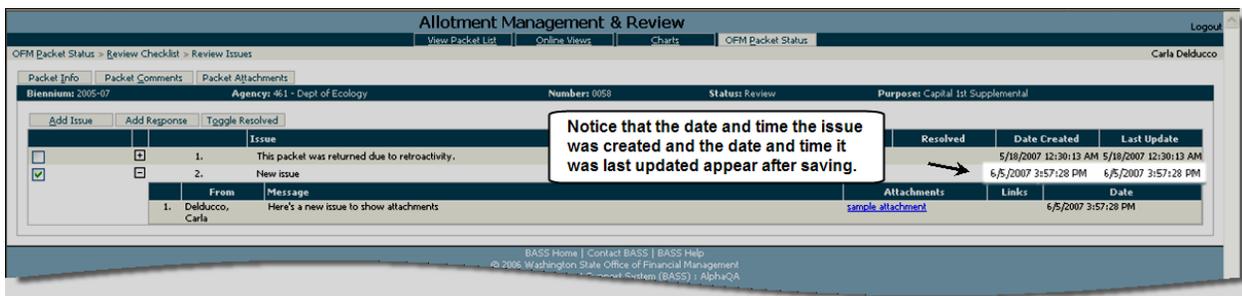
The screenshot shows a web browser dialog box titled "Add Issue -- Web Page Dialog". It has two tabs: "Issue" (which is selected) and "Attachments and Links". The "Add Issue" section contains an "Issue Title" text input field, a large text area with the following text: "Give the issue a title that makes it easy to identify, then in this area describe the issue. [NOTE: The title is what is displayed on the review issues screen, The body of the text can only be seen when you expand the issue by selecting the [+] plus sign.]", an "E-Mail Notify" text input field containing the email address "Laura.Nolting@ofm.wa.gov" and a dropdown arrow, and "Save" and "Cancel" buttons at the bottom right.

2. **Describe** the issue in the body of the dialog box.
3. Give the issue a **title** that easily identifies it. *Note: The title is displayed on the review issues screen. The body of the issue can only be seen when you expand the issue by selecting the “+”.*
4. **Select** who you want notified in the **E-Mail Notify** box. *Note: For a dropdown list select the “...”.*

5. Select the **Attachments and Links** tab to add attachments and/or links to the issue.

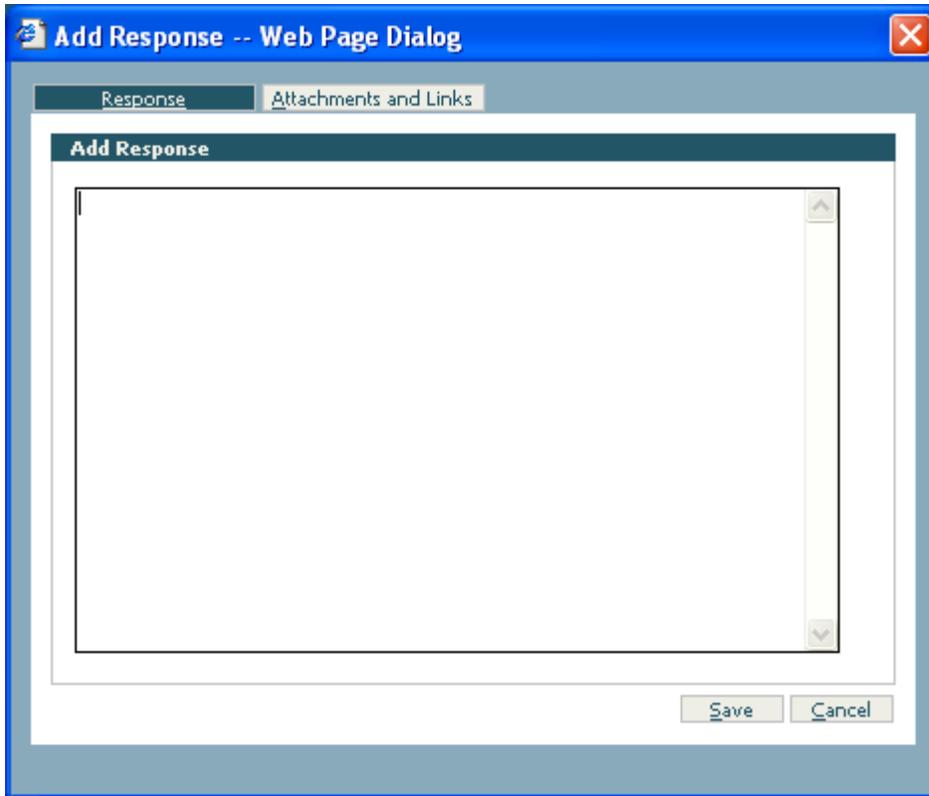


6. To add an **Online View Link** to your new issue, click the **Attachments and Links** tab. Your **previously** stored Online Views will be displayed in the **Stored Filters** box. (Storing Online Views will be covered later in Lesson 5.) You may choose one or more Stored Filters to be displayed along with your Issue. Simply highlight your selection and click the right-handed directional arrow to move the items to the **Selected Links** box. *Note: you can remove Online Views links from the Selected Links box by highlighting the link and clicking on the left-handed directional arrow.*
7. To add an **Attachment**, click the **Attachments and Links** tab. Select the **Browse** button to locate the file, click **Add** followed by the **Save** button. *Note: You have the option to specify an Attachment Title. If an Attachment Title is not entered, it will default to the File name.* *Note: Attachments can be Word, Excel, or PDF formats, and are limited in size to 3MB.*
8. When finished **select** the **Save** button.

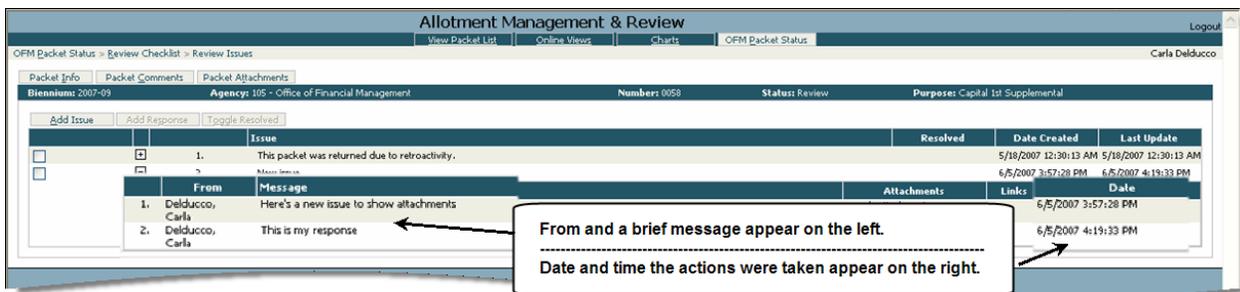


Lesson 3, Task 2 –Responding to an Issue

1. To respond to an issue **select** an issue and the **Add Response** tab and the following dialog box will appear:



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



Toggle Resolved function

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

The screenshot displays the 'Allotment Management & Review' interface. At the top, there are navigation tabs: 'View Packet List', 'Online View', 'Charts', and 'OFM Packet Status'. Below this, there are sub-tabs: 'Packet Info', 'Packet Comments', and 'Packet Attachments'. The main content area shows a packet summary with fields for 'Biennium: 2007-09', 'Agency: 105 - Office of Financial Management', 'Number: 0058', 'Status: Review', and 'Purpose: Capital Ist Suppleme'. A table of issues is visible, with the first issue selected. A red circle highlights the 'Toggle Resolved' button. A callout box with a white background and black border contains the following text: 'To record the resolution of an issue... Select the issue by placing a check in the box to the left of the issue. Then click on the Toggle Resolved button. After this is done a check will appear in the Resolved Column on the right.' An arrow points from the callout box to the 'Resolved' column header in the table. The footer of the page reads: '© 2006 Washington State Office of Financial Management Allotment Support System (BASS) : AlphaQA'.

TO DO - Hands on: Practice adding Issues and attachments. Toggle one as resolved.

LESSON 4 – CHARTS

Lesson 4, Task 1 – Viewing Charts

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

In 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 packet 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 packet 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 packet 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 packet you are viewing.
5. **Allotted vs. Past Biennium Actual Expenditures-by Object** — you have the choice of displaying the information by percentages or dollars and fiscal period.
6. **Allotted vs. Past Biennium Actual Expenditures-by Program** — you have the choice of displaying the information by percentages or dollars and fiscal period.
7. **Allotment vs. Actual Current Biennium Activity – By Account** – you have the choice of displaying for Cash or GAAP.
 - The system will run a biennial projection for an account.
 - There will be a beginning balance; the actual information will be based on transactions posted in AFRS, unclosed AFRS months will be provided from the allotments in TALS-AMR. The allotment data will contain only official packets and will include operating and capital allotment data. Users will have the option to include allotment packets that are in Pending and Review statuses.
 - The chart will display the projected account balance for the entire account (all agencies). The user can export the chart; the exported chart will show the detail for the account by agency.
 - The user will have the ability to export the data. The data will export into a text file.
 - 1) execute a Cash or GAAP report for an account of your choice.
 - 2) click the "Export Agency Details" button on the bottom right of the output, and save text file to a location of your choice.
 - 3) Open an Excel worksheet.
 - 4) Select the open file option and change "Files of Type" option to include "all file types"
 - 5) Find your saved text file and double click to open.
 - 6) Follow the steps to import the text file to Excel as a "tab, delimited" file.

Allotment Management & Review

Contact BASS
BASS Help
Logout

[Online Views](#) | [Enterprise Reporting](#) | [Charts](#) | [OFM Packet Status](#)

OFM Packet Status > Review Checklist

OFM Analyst OFM Analyst

[Packet Info](#) | [Packet Comments](#) | [Packet Attachments](#) | [Review Issues](#) |

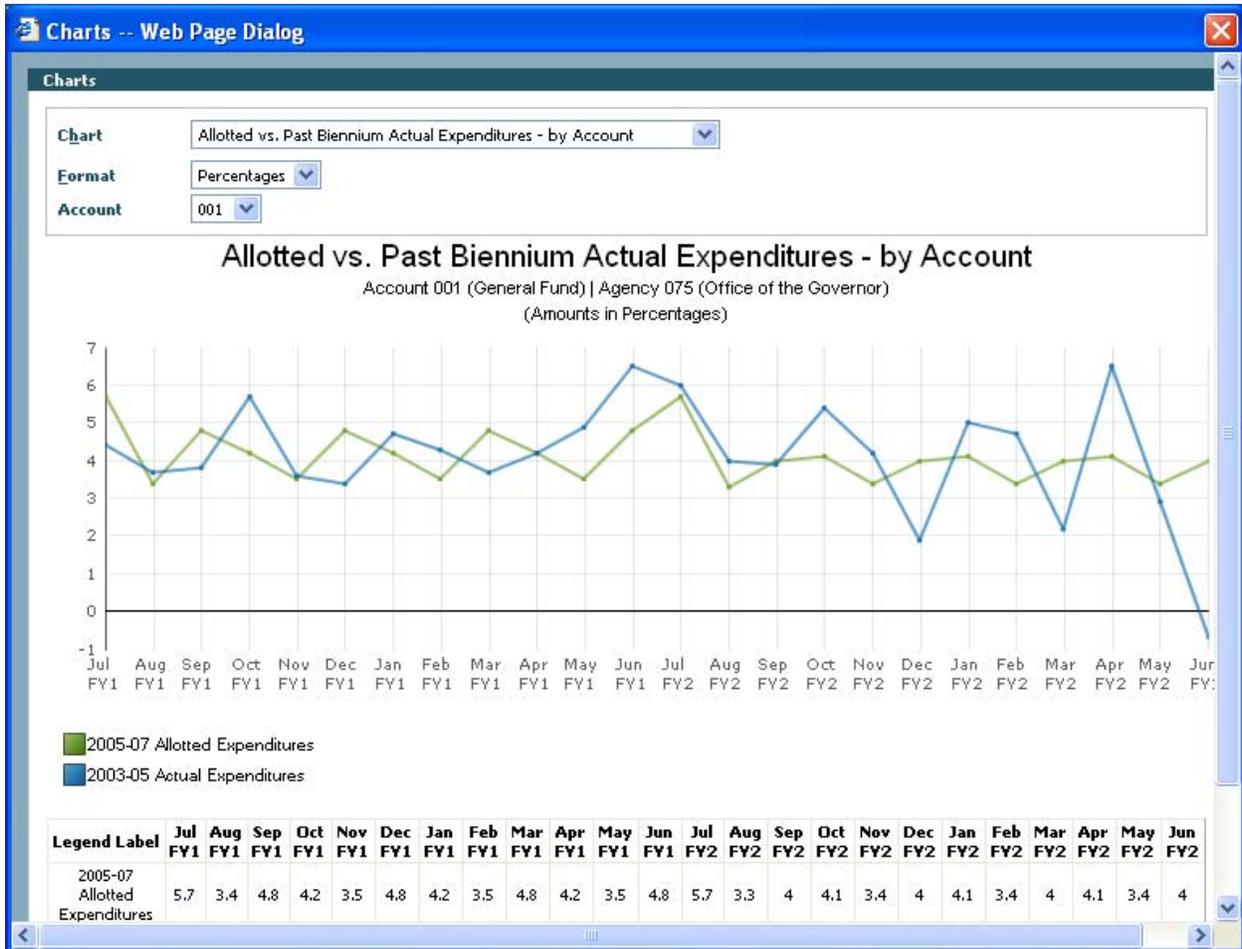
Biennium: 2007-09 **Agency:** 105 - Office of Financial Management **Number:** 0051 **Status:** Review **Purpose:** Operating Unanticipated Receipts

|

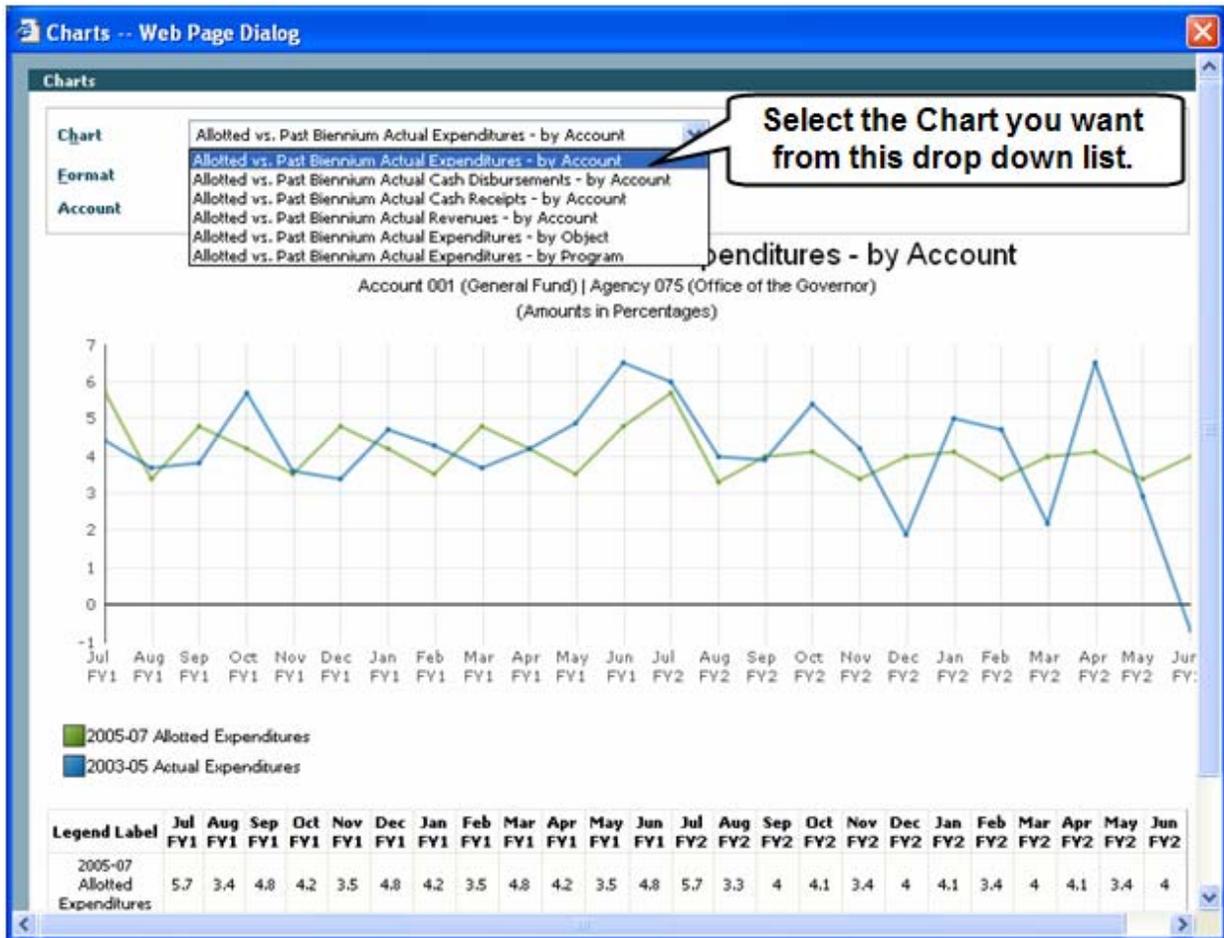
To view charts select the Charts Tab

	Category	Completed
<input type="checkbox"/>	1. General	
<input type="checkbox"/>	2. Legislative Intent	
<input type="checkbox"/>	3. Expenditures	
<input type="checkbox"/>	4. FTEs	
<input type="checkbox"/>	5. Cash Disbursements	
<input type="checkbox"/>	6. Revenue and Cash Receipts	
<input type="checkbox"/>	7. Balances	
<input type="checkbox"/>	8. Unanticipated Receipt Requests	

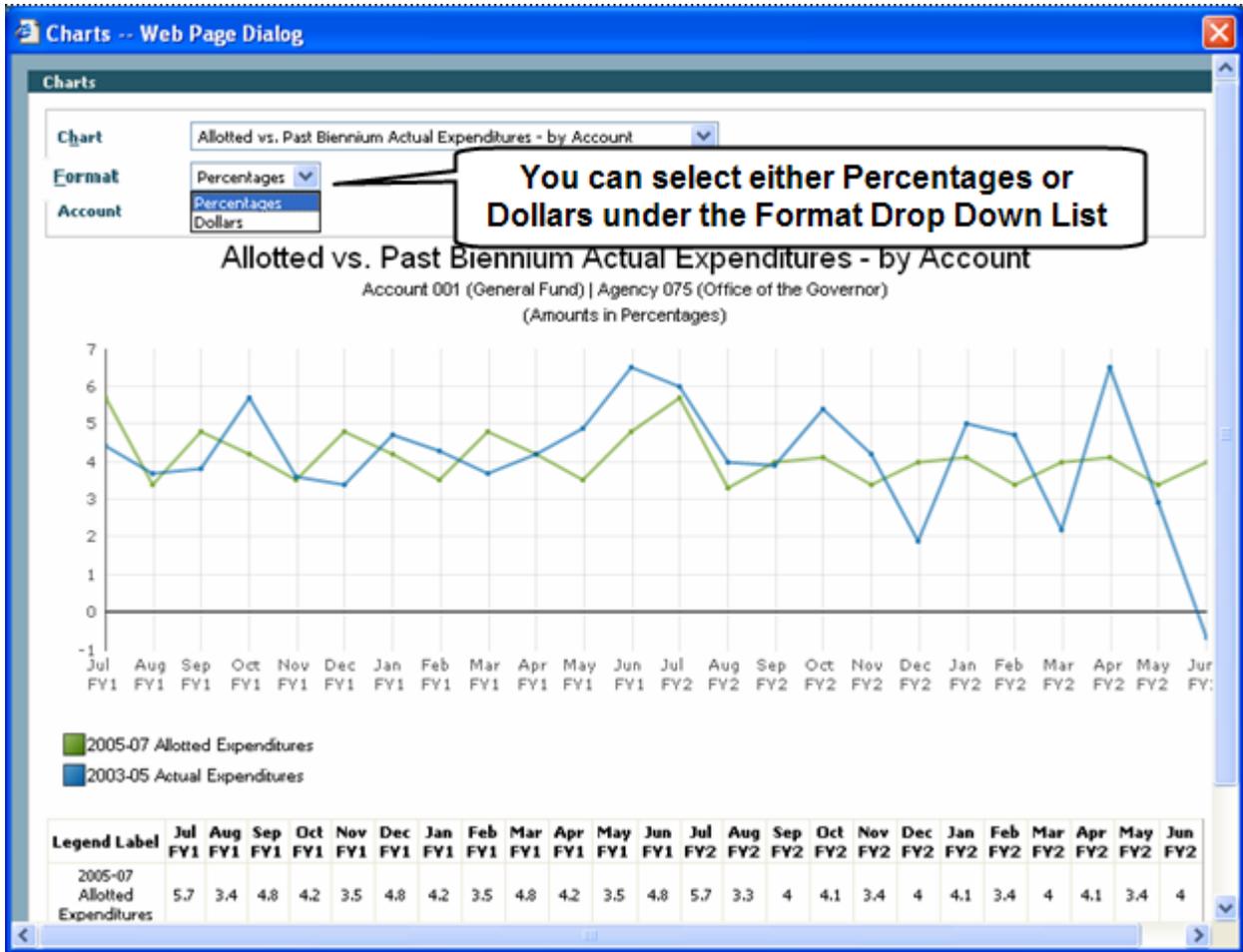
1. To view a chart select the **Charts** tab. The first chart will appear.



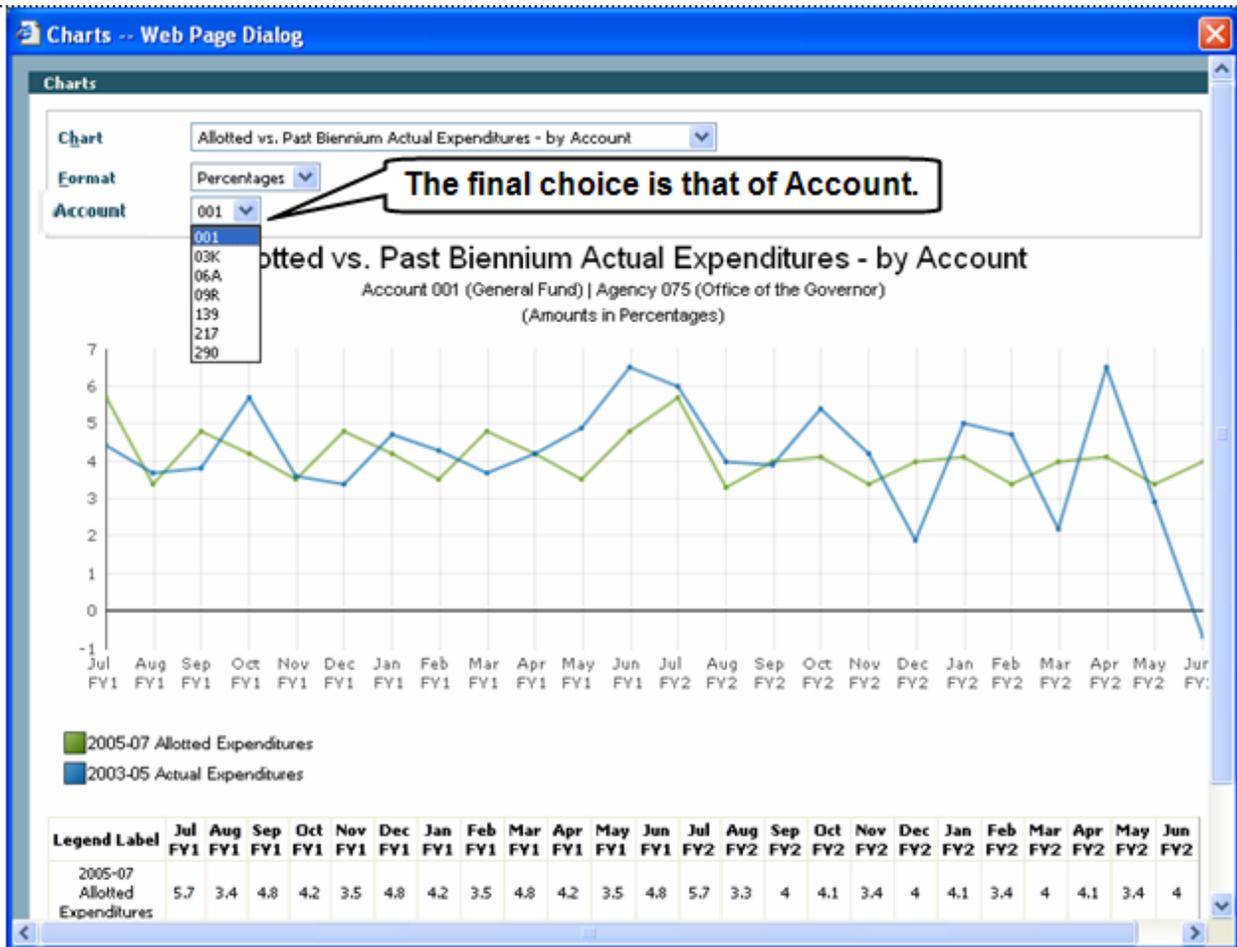
- To view another chart **select** the chart from the dropdown arrow at the top of the dialog page.



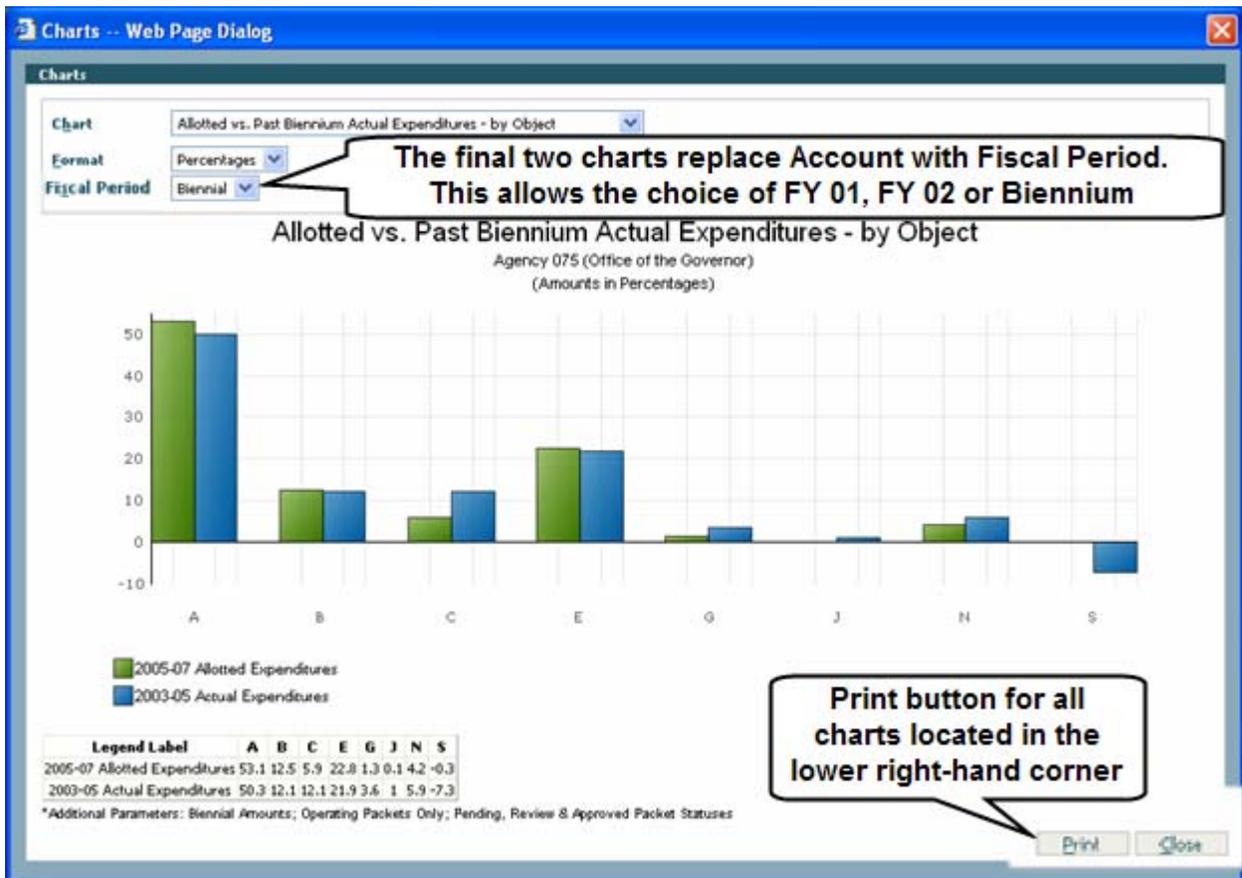
3. Select the **Format** you'd like to view – Percentages or Dollars



- The first 4 charts have another selection choice of Account – **select** the account you want to view.  Note: *The account choices will be the accounts contained in the packet you are viewing.*



- The remaining 2 charts have another selection choice of Fiscal Period – **select** the entire biennium, or one fiscal year. *Note: 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.*



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

TO DO - Hands on: View charts and make selections between dollars and percentages, account, and/or fiscal periods.

LESSON 5 – ONLINE VIEWS

Lesson 5, Task 1 – Using Online Views

Online Views allows you to view allotment data for analytical purposes. Online Views enables you:

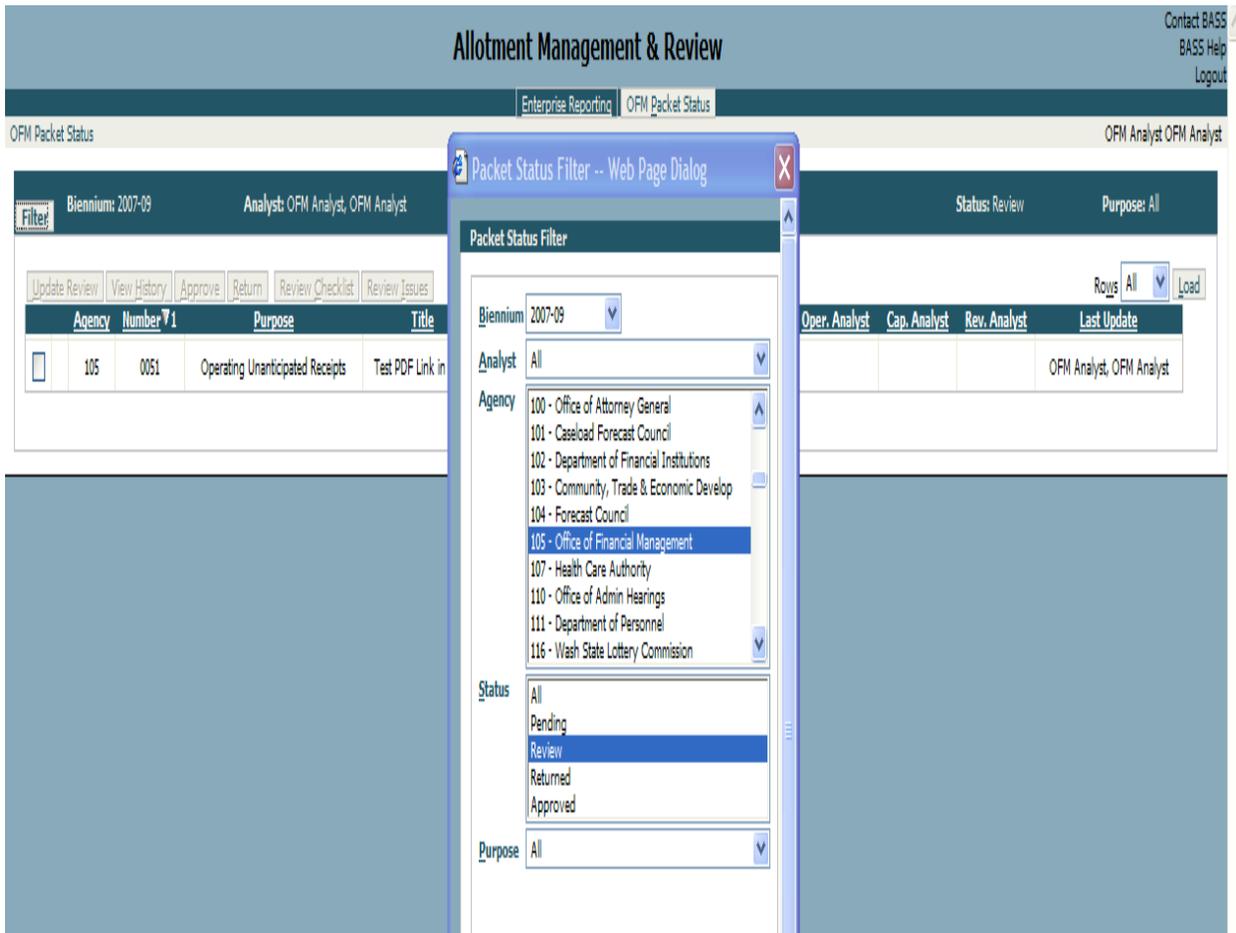
- To specify the data you want to view by way of creating a query—called a “Filter” in the system. The filter contains 4 tabs:
 1. **Packet** – choice of expenditure, cash disbursement, cash receipt, and revenue component information. Contains selections for packet number, purpose, status, program, and title.  *Note: The Packet Status field criteria are limited to Approved, Review and Pending packet statuses only. The application will not accept Online Views Filters for Draft or Returned packets.*
 2. **Organization** – contains coding structure information for program, organization, and project
 3. **Account** – contains expenditure authority, account, and object choices
 4. **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’re able to drill down to the data as needed from your filter.

 *Note: Online Views are not intended for printing. The AMR reports through Review Checklist or Enterprise Reporting can be used for printing allotment data. See Lessons 2 & 6.*

 *Note: Online Views behaves differently depending on whether it’s an Option 1 or 2 agency. Since Option 1 agencies enter their expenditure data by Object and EAI separately they will also view that data separately.*

To access **Online Views** you must first **select** an agency from **OFM Packet Status**, then **select** a packet and finally navigate to the **Review Checklist** or the **Review Issues** screen. The **Online Views** tab is displayed in the upper Application Bar.  *Note: If the packet selected is in Returned status, the Review Checklist button is disabled. Use the Review Issues button to access the Online Views function tab.*

1. Select the agency via the **Filter** tab on the **OFM Packet Status** screen.



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

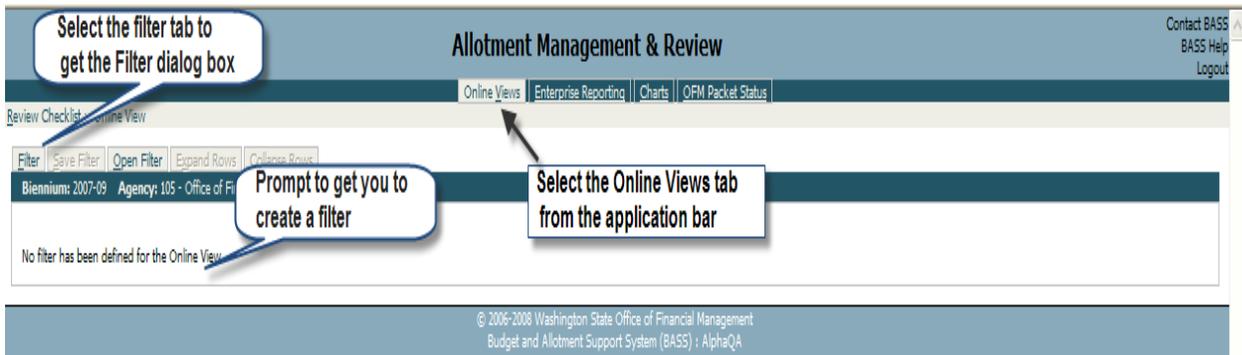
ONLINE VIEW FOR AN OPTION 2 AGENCY

If your agency is an Option 1 agency, skip to the Option 1 agency section of this lesson.

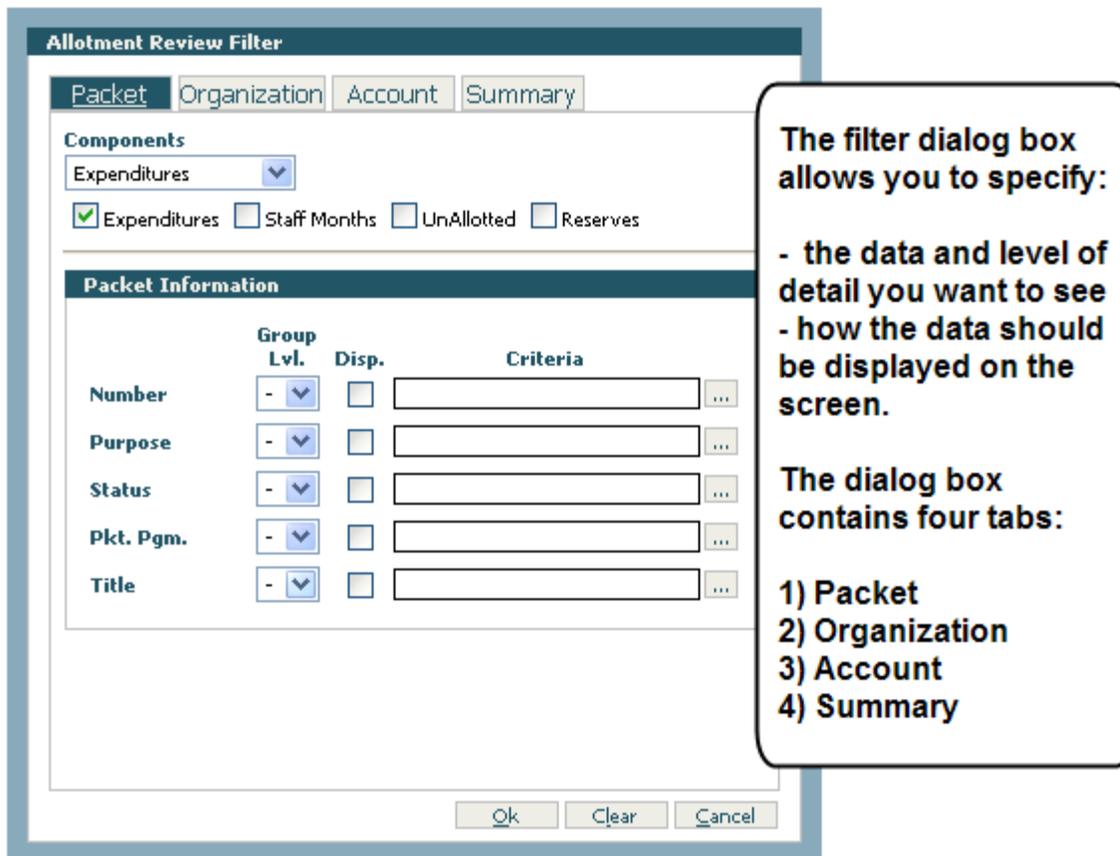
Below you'll see a sample online view for Program, Account, EA code, and object detail in 2 packets for an Option 2 agency. Following will be the steps that show you how to create this display. Group level 1 is Packet Number, group level 2 is Program, group level 3 is Account, and group level 4 is EA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

Now we will see how to create this online view step by step:

1. Select the **Online Views** option from the application tab bar, next to the Charts button.
 *Note: Remember you get to Online Views from **OFM Packet Status**, select a packet and the **Review Checklist** tab. The **Online Views** tab now appears.*
2. The ‘No filter has been defined for the Online View’ message will prompt you to create a filter.



3. Select the **Filter** tab. The following dialog box will be displayed:



Note: 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**.

Allotment Review Filter

Packet Organization Account Summary

Components

Expenditures

Expenditures
Cash Disbursements
Cash Receipts
Revenue

Staff Months UnAllotted Reserves

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

Ok Clear Cancel

5. When **Expenditures** is selected, you may select to display Expenditures, Staff months, Unallotted and Reserves. For this example we will only select **Expenditures**. *Note: Any one or all may be selected.*

Note: 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. Note: A Group Lvl. must be chosen if a criterion is entered. Note: At least one element must be selected to display.

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

The screenshot shows a web browser window with a dialog box titled "Allotment Review Filter". The dialog has several tabs: "Packet", "Organization", "Account", and "Summary". The "Packet" tab is active. Under the "Components" section, there is a dropdown menu set to "Expenditures" and four checkboxes: "Expenditures" (checked), "Staff Months", "Unallotted", and "Reserves". The "Packet Information" section contains a table with columns for "Number", "Group Lvl.", "Disp.", and "Criteria".

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

At the bottom of the dialog are "Ok", "Clear", and "Cancel" buttons. The browser's address bar shows a URL starting with "http://ofmapoly400/BASSWEB_qa/TALS/AMR/OnlineView" and a "Trusted sites" icon.

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

- The filter will automatically fill in Status as **Group Lvl 1** and Approved, Review, and Pending as criteria since these are the only statuses that OFM analysts can view.

Web Page Dialog

Allotment Review Filter

Open Filter

Packet Organization Account Summary

Components

Expenditures

Expenditures Staff Months Unallotted Reserves

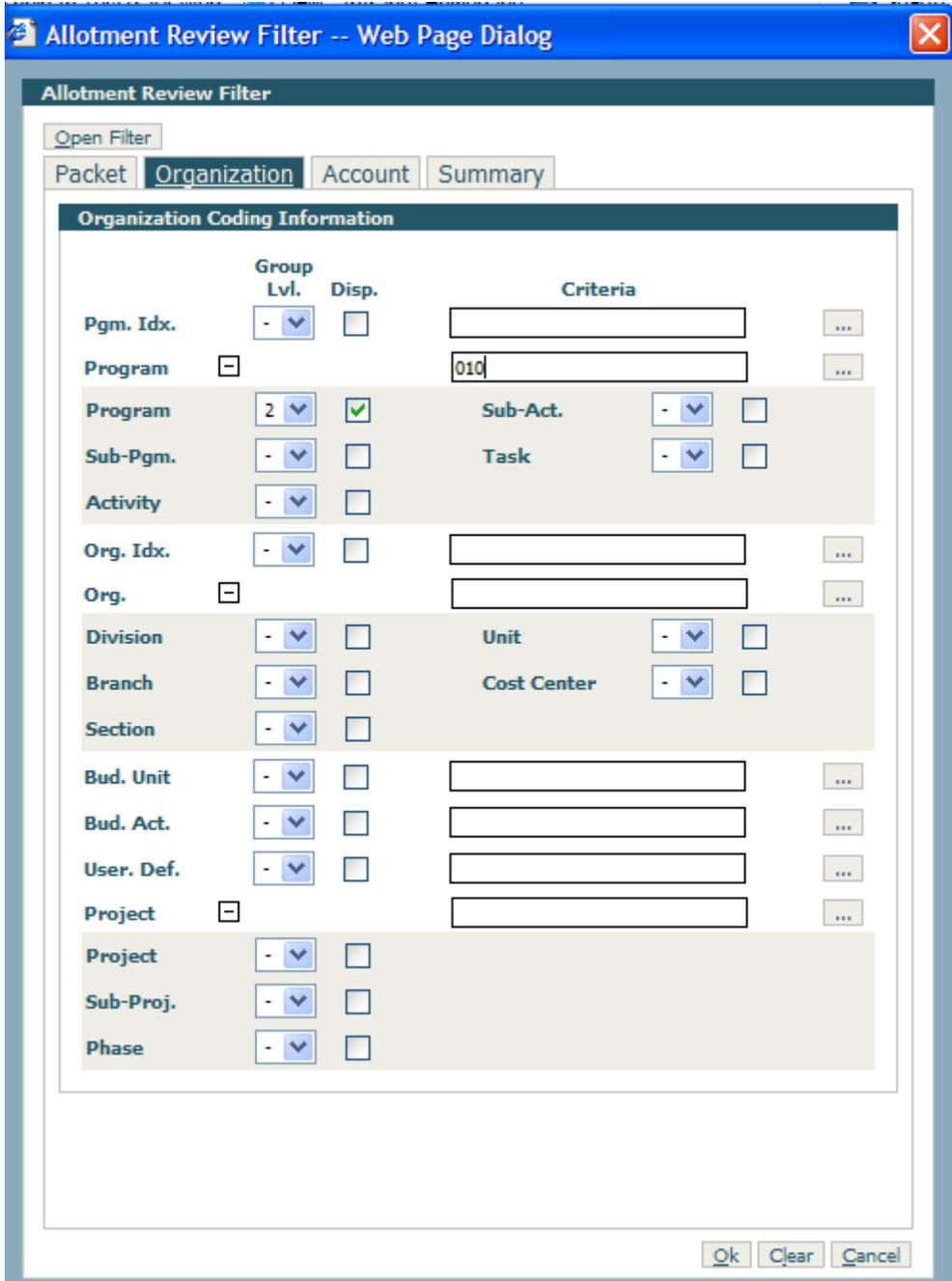
Packet Information

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

Ok Clear Cancel

http://ofmapoly400/BASSWEB_qa/TALS/AMR/OnlineView Trusted sites

8. From the **Organization** tab, select the '+' next to Program, select **Group Lvl 2** and **check display Program**.  *Note: The '+' indicates coding elements that contain hierarchically related data and can be expanded to group and display by those elements. For example, Program expands into Program, Sub Program, Activity, Sub Activity and Task.*



The screenshot shows the "Allotment Review Filter -- Web Page Dialog" window. The "Organization" tab is selected. The "Organization Coding Information" section contains the following fields:

	Group Lvl.	Disp.	Criteria	
Pgm. Idx.	-	<input type="checkbox"/>		...
Program	[-]		010	...
Program	2	<input checked="" type="checkbox"/>	Sub-Act.	-
Sub-Pgm.	-	<input type="checkbox"/>	Task	-
Activity	-	<input type="checkbox"/>		
Org. Idx.	-	<input type="checkbox"/>		...
Org.	[-]			...
Division	-	<input type="checkbox"/>	Unit	-
Branch	-	<input type="checkbox"/>	Cost Center	-
Section	-	<input type="checkbox"/>		
Bud. Unit	-	<input type="checkbox"/>		...
Bud. Act.	-	<input type="checkbox"/>		...
User. Def.	-	<input type="checkbox"/>		...
Project	[-]			...
Project	-	<input type="checkbox"/>		
Sub-Proj.	-	<input type="checkbox"/>		
Phase	-	<input type="checkbox"/>		

Buttons at the bottom: Ok, Clear, Cancel

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

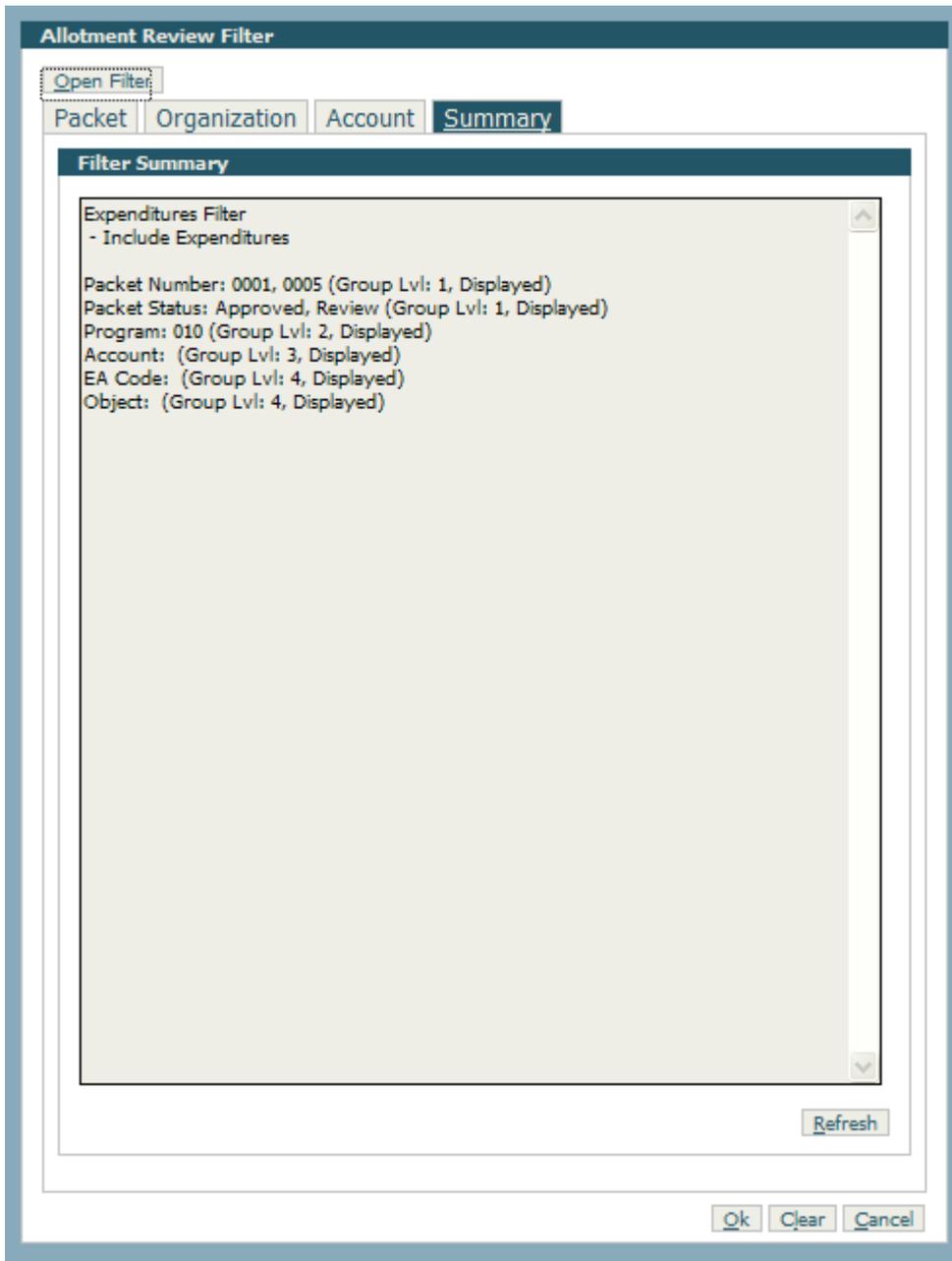
9. From the **Account** tab select to **group** and **display** the **Account (Group Lvl 3)**, **EA Code**, and **Object (Group Lvl 4)**.

The screenshot shows a dialog box titled "Allotment Review Filter -- Web Page Dialog". It has four tabs: "Packet", "Organization", "Account", and "Summary". The "Account" tab is selected. Below the tabs is a section titled "Account Coding Information" containing a table of filter settings.

	Group Lvl.	Disp.	Criteria
Account	3	<input checked="" type="checkbox"/>	<input type="text"/>
EA Idx.	-	<input type="checkbox"/>	<input type="text"/>
EA Code	4	<input checked="" type="checkbox"/>	<input type="text"/>
EA Type	-	<input type="checkbox"/>	<input type="text"/>
EA Char.	-	<input type="checkbox"/>	<input type="text"/>
Object	<input type="checkbox"/>		<input type="text"/>
Object	4	<input checked="" type="checkbox"/>	
Sub-Obj.	-	<input type="checkbox"/>	
Sub Sub-Obj.	-	<input type="checkbox"/>	
Cap. Proj.	-	<input type="checkbox"/>	<input type="text"/>

At the bottom of the dialog are three buttons: "Ok", "Clear", and "Cancel".

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



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

12. 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.

Contact BASIS
BASIS Help
Logout

Allotment Management & Review

[Online Views](#) | [Enterprise Reporting](#) | [Charts](#) | [OFM Packet Status](#)

Online View

Biennium: 2007-09 Agency: 105 - Office of Financial Management

Expenditure Data (5)

Packet Number	Packet Status Title	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19	FM 20
0002	Approved	1,696,398	1,714,869	0	3,411,267	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,511	206,606	111,056	111,056	206,606	111,056	111,056	206,606	111,056
0006	Approved	221,706	295,608	0	517,314	0	0	0	73,902	0	0	73,902	0	0	73,902	0	0	73,902	0	0	73,902	0	0	73,902	0
0007	Approved	10,713	14,287	0	25,000	0	0	0	3,571	0	0	3,571	0	0	3,571	0	0	3,571	0	0	3,571	0	0	3,571	0
0008	Approved	2,715	3,621	0	6,336	0	0	0	905	0	0	905	0	0	905	0	0	905	0	0	905	0	0	905	0
0037	Approved	17,000	-6,120	0	10,880	0	0	0	0	0	0	0	0	0	5,667	5,667	5,666	-510	-510	-510	-510	-510	-510	-510	-510

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Budget and Allotment Support System (BASIS) - Alpha 01

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

Contact BASS
BASS Help
Logout

Allotment Management & Review

Online View | Enterprise Reporting | Charts | OFM Packet Status

Online View

Filter | Save Filter | Open Filter | Expand Rows | Collapse Rows

Biennium: 2007-09 Agency: 105 - Office of Financial Management

Expenditure Data (5)

Packet Number	Packet Status Title	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19	FM 20
0002	Approved	1,696,398	1,714,869	0	3,411,267	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,511	206,606	111,056	111,056	206,606	111,056	111,056	206,606	111,056
010		1,696,398	1,714,869	0	3,411,267	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,511	206,606	111,056	111,056	206,606	111,056	111,056	206,606	111,056
001		1,696,398	1,714,869	0	3,411,267	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,517	205,067	109,517	109,511	206,606	111,056	111,056	206,606	111,056	111,056	206,606	111,056
EA Code	Object Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19	FM 20
011	E	588,400	0	0	588,400	118,233	16,683	16,683	112,233	16,683	16,683	112,233	16,683	16,683	112,233	16,683	16,687	0	0	0	0	0	0	0	0
011	G	8,000	0	0	8,000	667	667	667	667	667	667	667	667	667	667	667	663	0	0	0	0	0	0	0	0
011	S	-60,650	0	0	-60,650	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,056	0	0	0	0	0	0	0	0
011	A	881,890	0	0	881,890	68,908	73,908	73,908	73,908	73,908	73,908	73,908	73,908	73,908	73,908	73,908	73,902	0	0	0	0	0	0	0	0
011	B	218,108	0	0	218,108	17,259	18,259	18,259	18,259	18,259	18,259	18,259	18,259	18,259	18,259	18,259	18,259	0	0	0	0	0	0	0	0
011	C	60,650	0	0	60,650	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,056	0	0	0	0	0	0	0	0
012	E	0	582,400	0	582,400	0	0	0	0	0	0	0	0	0	0	0	112,233	16,683	16,683	112,233	16,683	16,683	112,233	16,683	112,233
012	G	0	8,000	0	8,000	0	0	0	0	0	0	0	0	0	0	0	667	667	667	667	667	667	667	667	667
012	S	0	-60,650	0	-60,650	0	0	0	0	0	0	0	0	0	0	0	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054	-5,054
012	A	0	893,961	0	893,961	0	0	0	0	0	0	0	0	0	0	0	74,497	74,497	74,497	74,497	74,497	74,497	74,497	74,497	74,497
012	B	0	230,508	0	230,508	0	0	0	0	0	0	0	0	0	0	0	19,209	19,209	19,209	19,209	19,209	19,209	19,209	19,209	19,209
012	C	0	60,650	0	60,650	0	0	0	0	0	0	0	0	0	0	0	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054	5,054
0006	Approved	221,706	295,608	0	517,314	0	0	0	0	0	0	0	0	0	0	0	73,902	0	0	73,902	0	0	73,902	0	0
0007	Approved	10,713	14,287	0	25,000	0	0	0	0	0	0	0	0	0	0	0	3,571	0	0	3,571	0	0	3,571	0	0
0008	Approved	2,715	3,621	0	6,336	0	0	0	0	0	0	0	0	0	0	0	905	0	0	905	0	0	905	0	0
0037	Approved	17,000	-6,120	0	10,880	0	0	0	0	0	0	0	0	0	0	0	5,667	5,666	-510	-510	-510	-510	-510	-510	-510

Magnifying glass indicates that the lowest grouping level of data has been reached.

Clicking on the magnifying glass will take you to:
The Packet
The coding Structure
The Allotment Detail

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

Allotment Management & Review

Online Views | Charts | OFM Packet Status

Review Checklist >

Filter

If you would like to select a new filter, click on the filter button. The prior filter will be repopulated and you can now modify it or clear it and create a new one.

Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06
0012	90,401,000	90,191,000	0	180,592,000	7,349,255	7,340,063	7,385,165	7,691,637	7,522,943	8,252,600
Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06
300	90,401,000	90,191,000	0	180,592,000	7,349,255	7,340,063	7,385,165	7,691,637	7,522,943	8,252,600
Account Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06
001	82,210,000	81,646,000	0	163,856,000	6,666,421	6,657,229	6,702,331	7,008,803	6,840,100	7,682,834
					16,736,000	682,834	682,834	682,834	682,834	682,834

ONLINE VIEW for OPTION 1 AGENCY

If you are an Option 2 agency,
skip steps 1 through 14.

Since an option 1 agency enters expenditure data by Object and EAI separately they need to view the data separately as well. *Note: If no criteria is selected for either Object or EAI (or Code) on the Account tab, Expenditures by Account or EAI (or Code) will display by default. If Object criteria is selected on the account tab, but no EAI (or Code) criteria then the Expenditures by Object will display only. If both Object and EAI (or Code) criteria are selected on the account tab then both grids will be displayed.*

Below you'll see a sample online view for Program, Account, EA Code, and object detail in 2 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 EA Code and Object. I've asked to display packet number, program, account, EA Code, and object.

Online View for an Option 1 Agency

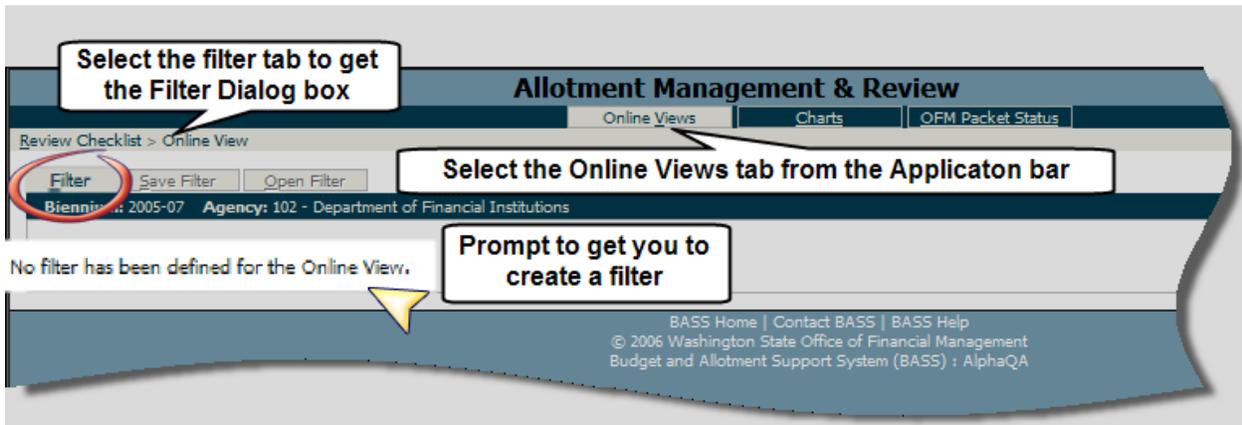
Biennium: 2007-09 Agency: 303 - Department of Health

Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	F
0001	500,135,459	505,352,967	0	1,005,488,426	31,540,052	39,276,211	43,547,153	33,072,413	38,836,424	38,721,953	45,309,153	38,192,005	37,685,218	40,381,870	42,355,238	71,217,769	36,672,367	39,943,377	50,355,118	30
0019	20,000	0	0	20,000	0	0	13,306	6,348	244	102	0	0	0	0	0	0	0	0	0	0

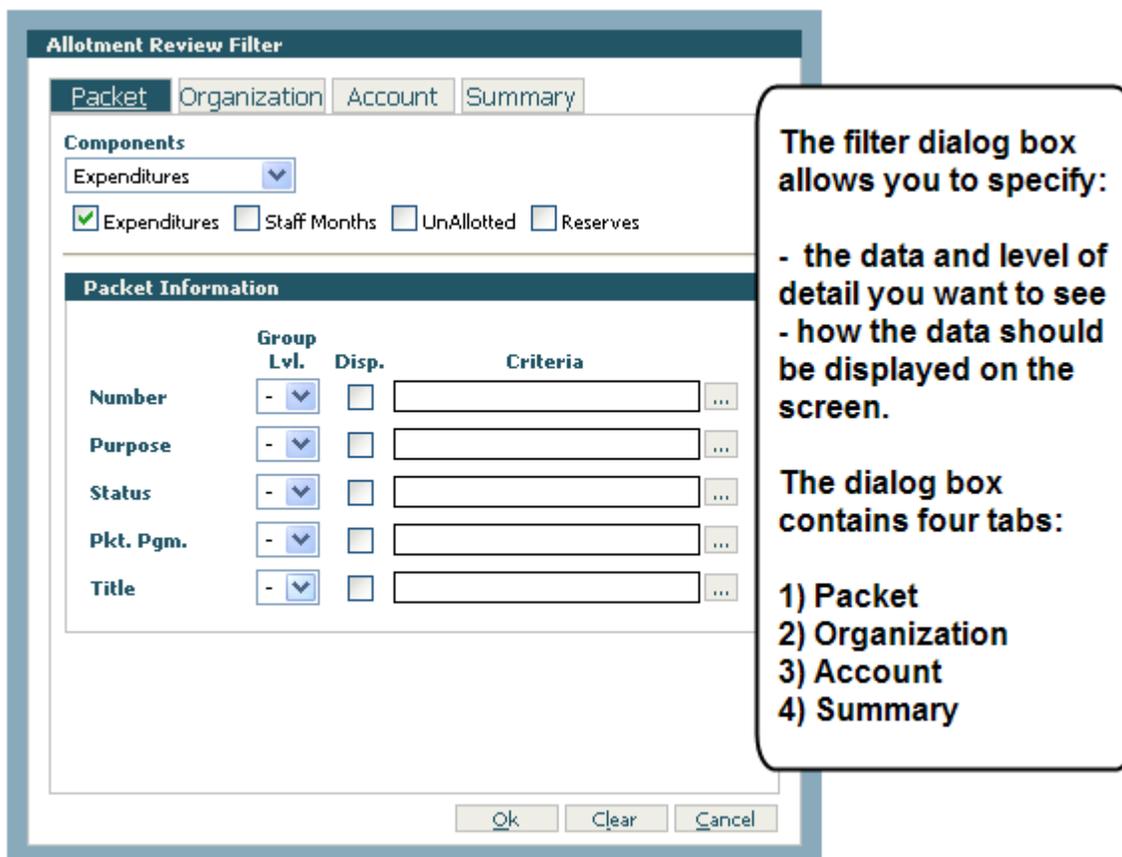
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Budget and Allotment Support System (BASS) / AlohaOA

Now we will see how to create this online view step by step:

1. Select the **Online Views** option from the application tab bar, next to the Charts button.
Note: Remember you get to Online Views from OFM Packet Status screen by selecting a packet and the Review Checklist tab. The Online Views tab now appears. If the packet selected is in Returned Status, you will get to Online Views by clicking the Review Issues tab.
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 following dialog box will be displayed:



Note: 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**.

Allotment Review Filter

Packet Organization Account Summary

Components

Expenditures

Expenditures
Cash Disbursements
Cash Receipts
Revenue

Staff Months UnAllotted Reserves

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

Ok Clear Cancel

5. When **Expenditures** is selected, you may select to display Expenditures, Staff months, Unallotted and Reserves. For this example we will only select **Expenditures**. *Note: Any one or all may be selected.*

*Note: 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. *Note: A Group Lvl. must be chosen if a criterion is entered. *Note: At least one element must be selected to display.***

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

The screenshot shows the 'Allotment Review Filter -- Web Page Dialog' window. It has a 'Packet' tab selected. Under 'Components', 'Expenditures' is checked. The 'Packet Information' table is as follows:

	Group Lvl.	Disp.	Criteria	
Number	1	<input checked="" type="checkbox"/>	0001,0019	...
Purpose	-	<input type="checkbox"/>		...
Status	-	<input type="checkbox"/>		...
Pkt. Pgm.	-	<input type="checkbox"/>		...
Title	-	<input type="checkbox"/>		...

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

- The filter will automatically fill in Status as **Group Lvl 1** and Approved, Review, and Pending as criteria since these are the only statuses that OFM analysts can view.

-- Web Page Dialog

Allotment Review Filter

Open Filter

Packet Organization Account Summary

Components

Expenditures

Expenditures Staff Months Unallotted Reserves

Packet Information

	Group Lvl.	Disp.	Criteria	
Number	1	<input checked="" type="checkbox"/>	0001,0019	...
Purpose	-	<input type="checkbox"/>		...
Status	1	<input checked="" type="checkbox"/>	Approved,Pending,Returned	...
Pkt. Pgm.	-	<input type="checkbox"/>		...
Title	-	<input type="checkbox"/>		...

Ok Clear Cancel

8. From the **Organization** tab, select the '+' next to Program, select **Group Lvl 2** and **check display Program**. Note: 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. Note: The "-" can be selected to close the coding element.

The screenshot shows the 'Allotment Review Filter' dialog box with the 'Organization' tab selected. The 'Organization Coding Information' section contains the following elements:

Pgm. Idx.	Group Lvl.	Disp.	Criteria
Program	-	<input type="checkbox"/>	[Text Box] ...
Program	2	<input checked="" type="checkbox"/>	[Text Box] ...
Sub-Pgm.	-	<input type="checkbox"/>	[Text Box] ...
Activity	-	<input type="checkbox"/>	[Text Box] ...
Org. Idx.	-	<input type="checkbox"/>	[Text Box] ...
Org.	-	<input type="checkbox"/>	[Text Box] ...
Division	-	<input type="checkbox"/>	[Text Box] ...
Branch	-	<input type="checkbox"/>	[Text Box] ...
Section	-	<input type="checkbox"/>	[Text Box] ...
Bud. Unit	-	<input type="checkbox"/>	[Text Box] ...
Bud. Act.	-	<input type="checkbox"/>	[Text Box] ...
User. Def.	-	<input type="checkbox"/>	[Text Box] ...
Project	-	<input type="checkbox"/>	[Text Box] ...
Project	-	<input type="checkbox"/>	[Text Box] ...
Sub-Proj.	-	<input type="checkbox"/>	[Text Box] ...
Phase	-	<input type="checkbox"/>	[Text Box] ...

At the bottom of the dialog are buttons for 'Ok', 'Clear', and 'Cancel'.

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

- From the **Account** tab select to **group** and **display** the **Account (Group Lvl 3)**, **EA Code**, and **Object (Group Lvl 4)**. As stated above for Option 1 agencies, in order for both EA Code and Object to appear in online views you must select to display both.

-- Web Page Dialog

Allotment Review Filter

Open Filter

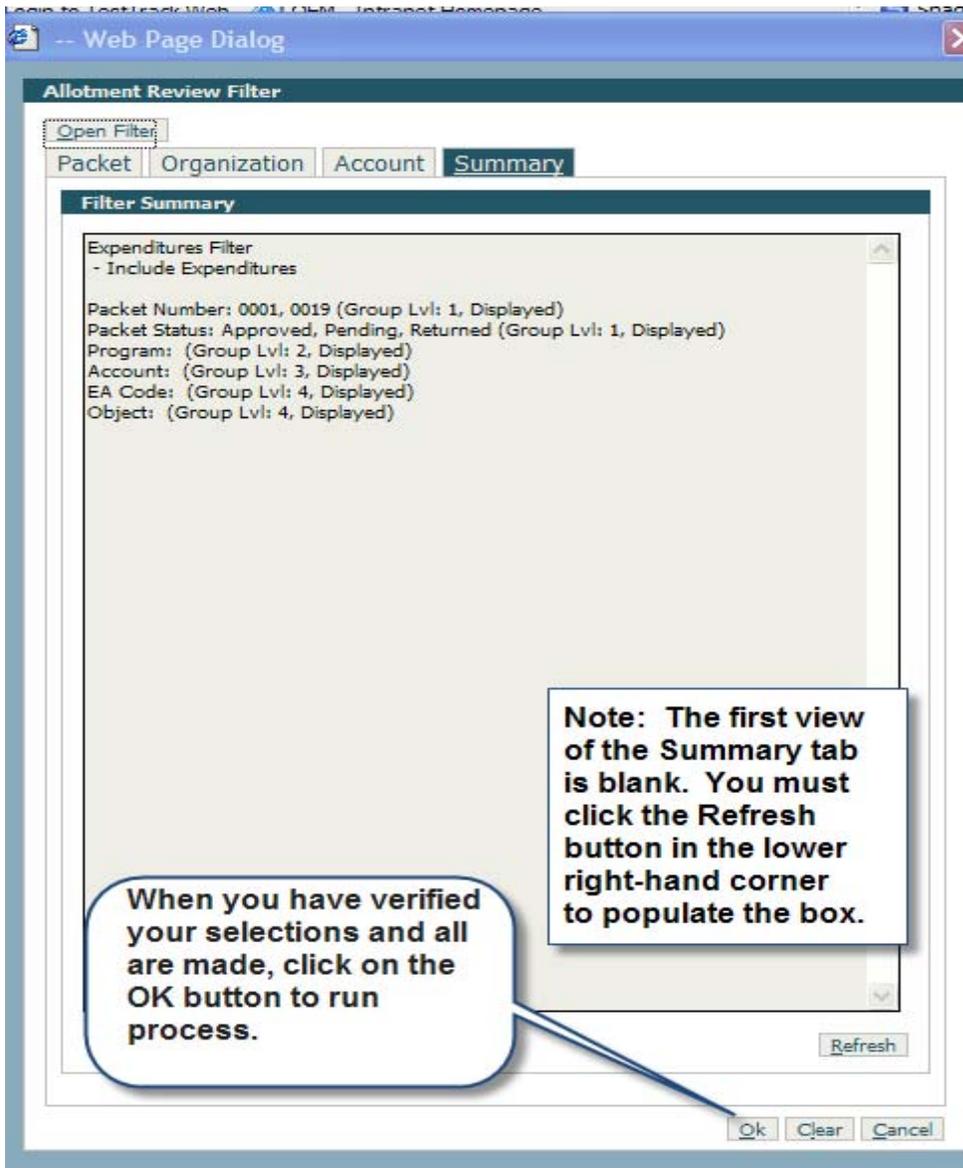
Packet Organization **Account** Summary

Account Coding Information

	Group Lvl.	Disp.	Criteria	
Account	3	<input checked="" type="checkbox"/>	<input type="text"/>	...
EAI	-	<input type="checkbox"/>	<input type="text"/>	...
EA Code	4	<input checked="" type="checkbox"/>	<input type="text"/>	...
EA Type	-	<input type="checkbox"/>	<input type="text"/>	...
EA Char.	-	<input type="checkbox"/>	<input type="text"/>	...
Object	<input type="checkbox"/>		<input type="text"/>	...
Object	4	<input checked="" type="checkbox"/>		
Sub-Obj.	-	<input type="checkbox"/>		
Sub Sub-Obj.	-	<input type="checkbox"/>		
Cap. Proj.	-	<input type="checkbox"/>	<input type="text"/>	...

Ok Clear Cancel

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



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

12. 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.

Contact BASS
BASS Help
Logout

Allotment Management & Review

View Packet List | Online Views | Enterprise Reporting | Charts

Online View

Filter | Save Filter | Open Filter | Expand Rows | Collapse Rows

Biennium: 2007-09 Agency: 303 - Department of Health

Expenditure Data by EAI & Account (1)

Update | Delete

Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16
- 0009	42,637,431	41,106,319	0	83,743,750	3,515,887	4,295,626	2,657,502	4,330,649	3,370,727	3,442,641	3,372,713	3,589,909	3,361,789	3,534,866	3,325,037	3,840,085	3,313,030	3,440,934	3,398,692	3,417,320
Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16
- 010	42,637,431	41,106,319	0	83,743,750	3,515,887	4,295,626	2,657,502	4,330,649	3,370,727	3,442,641	3,372,713	3,589,909	3,361,789	3,534,866	3,325,037	3,840,085	3,313,030	3,440,934	3,398,692	3,417,320
Account	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16
+ 001	41,759,803	40,247,226	0	82,007,029	3,452,394	4,227,135	2,579,744	4,255,158	3,302,236	3,370,350	3,298,165	3,514,416	3,289,296	3,466,373	3,256,421	3,748,115	3,249,928	3,372,778	3,318,220	3,335,16
+ 002	545,896	513,227	0	1,059,123	40,886	42,180	46,144	44,180	42,180	45,980	42,180	44,180	46,180	42,180	42,180	67,446	42,041	43,298	43,438	50,29
+ 760	331,732	345,866	0	677,598	22,607	26,311	31,614	31,311	26,311	26,311	32,368	31,313	26,313	26,436	24,524	21,061	24,858	37,034	31,85	

Expenditure Data by Object (1)

Update | Delete

Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16
- 0009	42,637,431	41,106,319	0	83,743,750	3,515,887	4,295,626	2,657,502	4,330,649	3,370,727	3,442,641	3,372,713	3,589,909	3,361,789	3,534,866	3,325,037	3,840,085	3,313,030	3,440,934	3,398,692	3,417,320
Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16
+ 010	42,637,431	41,106,319	0	83,743,750	3,515,887	4,295,626	2,657,502	4,330,649	3,370,727	3,442,641	3,372,713	3,589,909	3,361,789	3,534,866	3,325,037	3,840,085	3,313,030	3,440,934	3,398,692	3,417,320

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

Allotment Management &

View Packet List | Online Views | Enterprise Reporting

Online View

Filter | Save Filter | Open Filter | Expand Rows | Collapse Rows

Biennium: 2007-09 Agency: 303 - Department of Health

Expenditure Data by Account (2)

Update | Delete

Packet Number	Packet Status Title	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05
+ 0001	Approved	500,135,459	505,352,967	0	1,005,488,426	31,540,052	39,276,211	43,547,153	33,072,413	38,836,424
- 0019	Approved	20,000	0	0	20,000	0	0	13,306	6,348	244
Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	
+ 020	18,902	0	0	18,902	0	0	12,497			
- 090	1,098	0	0	1,098	0	0	809			
Account Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	
- 001										
- EA Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	
- 011										
- 611										
Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	
+ 0019	Op									

Expenditure Data by Object (2)

Update | Delete

Packet Number	Packet Status Title	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05
+ 0001	Approved	500,135,459	505,352,967	0	1,005,488,426	31,540,052	39,276,211	43,547,153	33,072,413	38,836,424
+ 0019	Approved	20,000	0	0	20,000	0	0	13,306	6,348	244

Magnifying glass indicates that the lowest grouping level of data has been reached.

Clicking on the magnifying glass will take you to:

- The Packet
- The Coding Structure
- The Allotment Detail

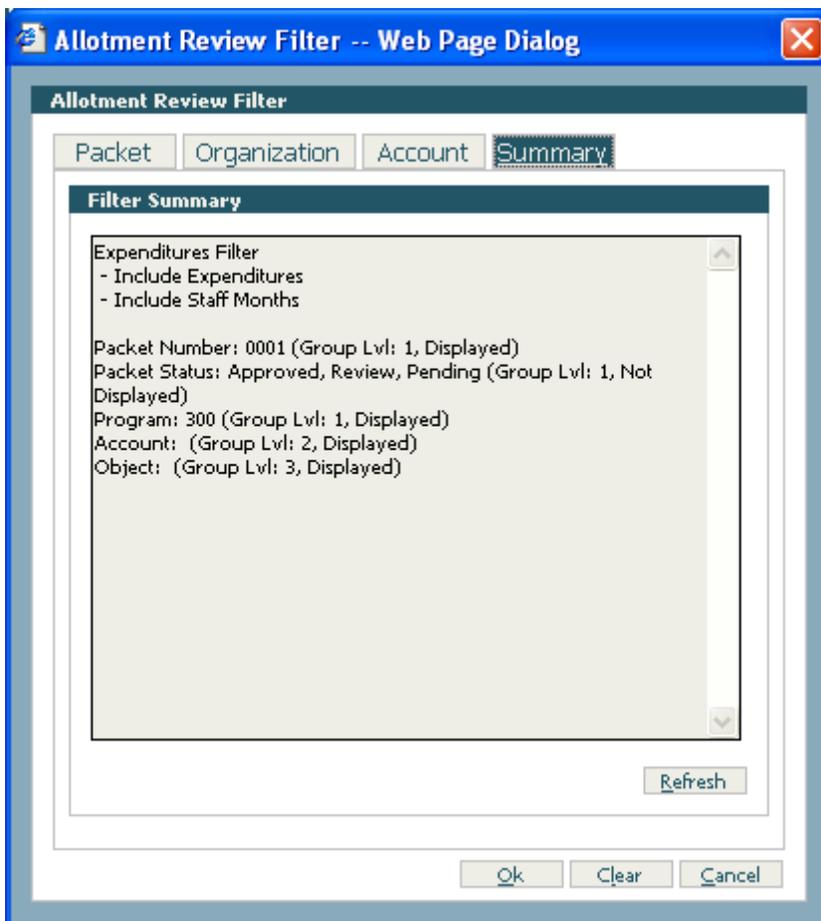
Allows agencies to update and delete data before releasing packet to OFM.

- 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.

TO DO – Hands on: Here are 3 suggested online views for you to create

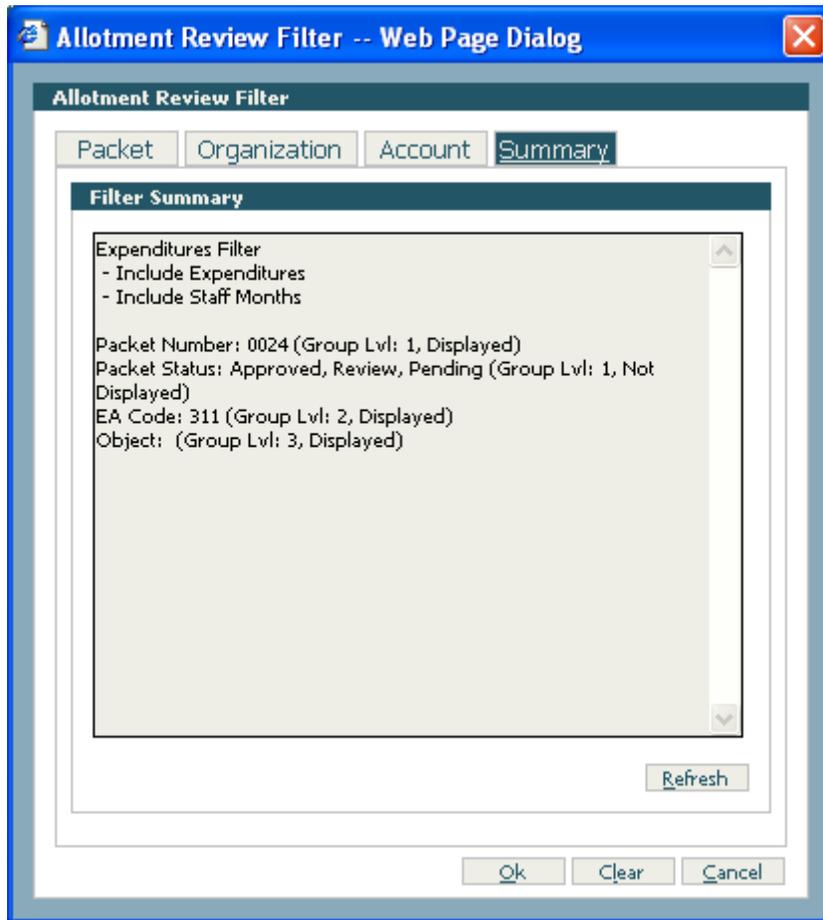
Let's say I want to look at the expenditure and FTE allotments for a new program, first by account, then by object. The following steps will show how to create that online view:

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



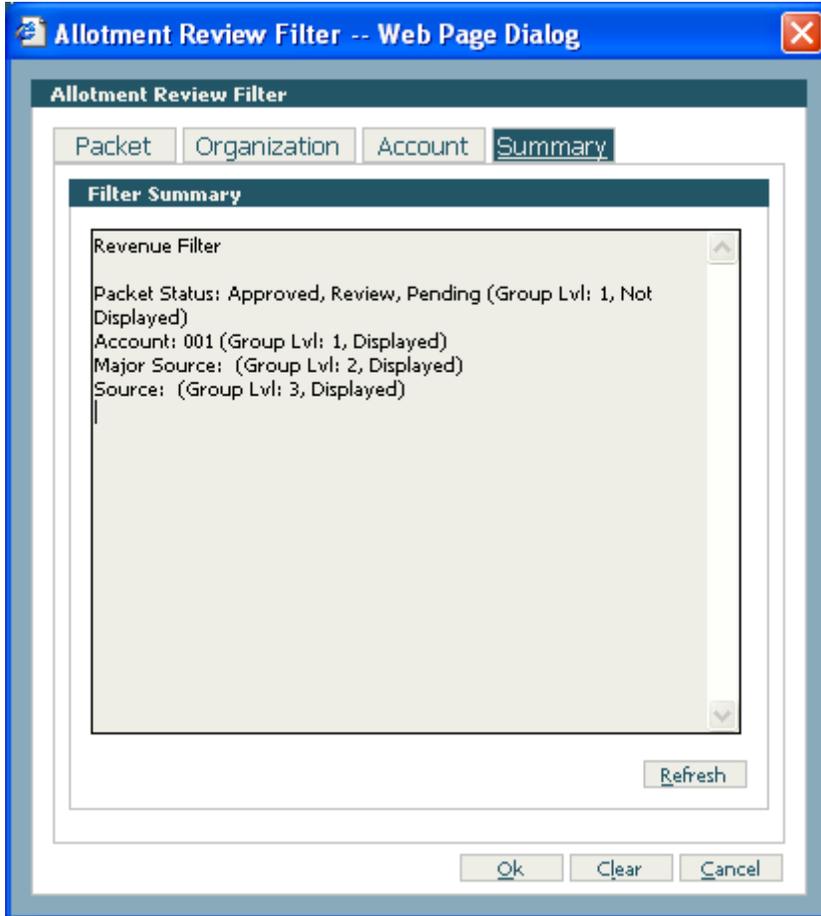
Let's say for this example that I want to look at an allotment for a specific proviso by object. The following steps will show how to create that online view:

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



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

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



Lesson 5, Task 2 – Storing Online View Links

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

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

Allotment Management & Review

Review Checklist | Online View | Online Views | Enterprise Reporting | Charts | OFM Packet Status

Filter | **Save Filter** | Open Filter | Expand Rows | Collapse Rows

Biennium: 2007-08 | Agency: 105 - Office of Financial Management

Expenditure Data (5)

Packet Number	FV1 Total	FV2 Total	Adj. Amt.	FM 07	FM 08	FM 09
0001	17,661,000	459,000	0	0	38,250	38,250
0002	67,746,088	66,428,912	0	643	4,373,113	5,887,450
0005	242,500	0	0	0	0	0
0006	221,706	295,608	0	517,314	0	0
0007	10,713	14,287	0	25,000	0	0

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Filter -- Web Page Dialog

Filter Store

Title

Filter Title here

Stored Filters

Once the dialog box is open give the filter a Title and click Ok.

Upon clicking Ok the filter for this session is stored.

Ok Cancel

- To **open** a saved filter, first **select** the **Open Filter** tab and the following dialog box appears. **Select** the stored filter and press the **Ok** button.

Allotment Management & Review

Review Checklist > Online M... | Online Views | Enterprise Reporting | Charts | OFM Packet Status

Filter | Save Filter | **Open Filter** | Expand Rows | Collapse Rows

Biennium: 2007-09 | Agency: 100 - Office of Financial Management

Expenditure Data (5)

Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bien. Tot								08	FM 09
0001	17,661,000	459,000	0	18,120,000								250	38,250
0002	67,746,088	66,428,912	0	134,175,000								7,373,113	5,887,450
0005	242,500	0	0	242,500	0	0	242,500	0	0	0	0	0	0
0006	221,706	295,608	0	517,314	0	0	0	73,902	0	0	73,902	0	0
0007	10,713	14,287	0	25,000	0	0	0	3,571	0	0	3,571	0	0

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Budget and Allotment Support System (BASS) : AlphaQA

Filter -- Web Page Dialog

Filter Store

Stored Filters

- Packets in Review Status

By clicking Ok you will open the stored filter

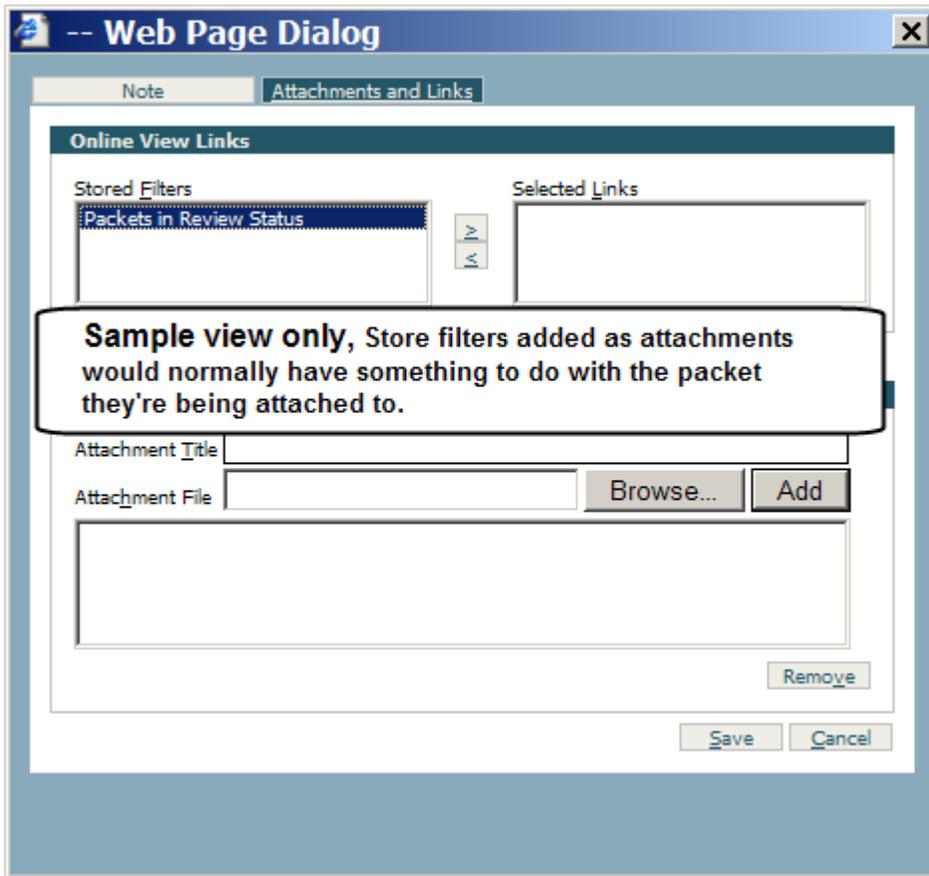
Ok Cancel

Lesson 5, Task 3 – Retrieving Online View Links

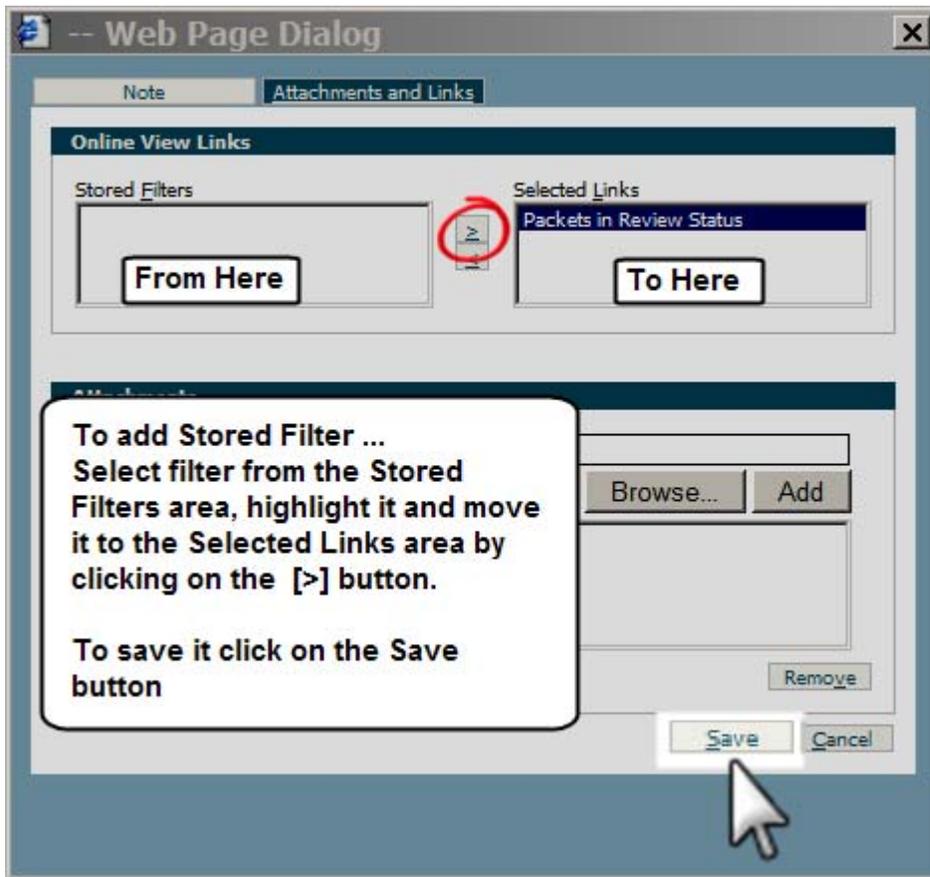
Online Views previously ‘Stored’ during the user’s current session, can be retrieved and permanently saved to a Note, Issue, or Response via the Review Checklist or Review Issues. By this means, the Online View date is saved as part of those items and can be reopened at a later time.

1. After creating a **Note** (using the **Add Note** function on the **Review Checklist** screen) you may link a previously ‘Stored’ Online View to the Note by **selecting the Attachments and Links** tab. The following dialog box is then displayed.

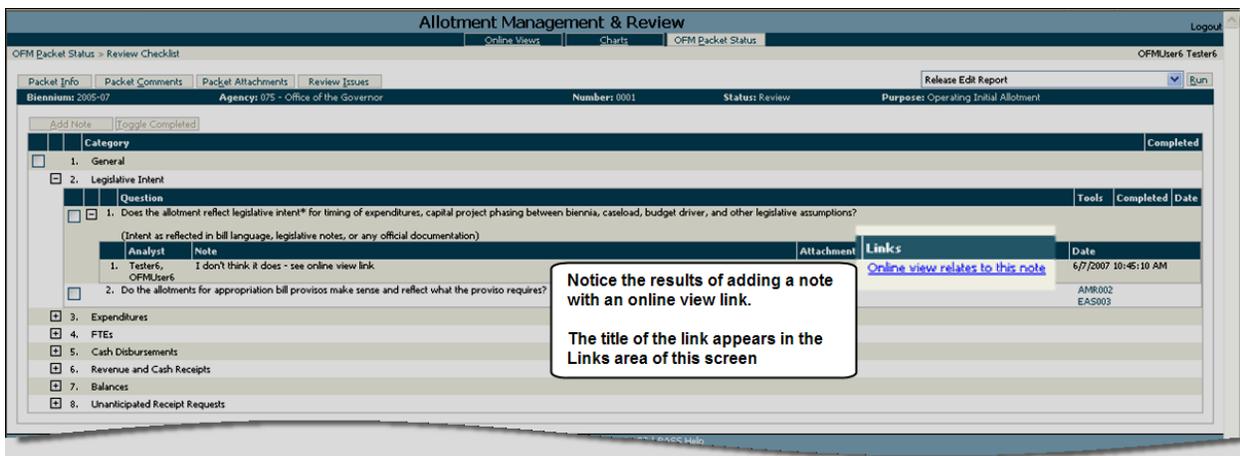
The screenshot shows the 'Allotment Management & Review' interface. At the top, there are tabs for 'Online Views', 'Charts', and 'OFM Packet Status'. Below this, there are sub-tabs for 'Packet Info', 'Packet Comments', 'Packet Attachments', and 'Review Issues'. The main content area is titled 'Review Checklist' and displays a list of categories: 1. General, 2. Legislative Intent, 3. Expenditures, 4. FTEs, 5. Cash Disbursements, 6. Revenue and Cash Receipts, 7. Balances, and 8. Unanticipated Receipt Requests. The 'Legislative Intent' category is expanded, showing two questions. The first question is 'Does the allotment reflect legislative intent for timing of expenditures, capital project phasing between biennia, caseload, budget driver, and other assumptions?'. A green checkmark is placed next to this question, and a callout box points to it with the text 'Select a question'. Another callout box points to the 'Add Note' button at the top left of the checklist area, with the text 'To add a note... Select a question and click on the Add Note tab'. At the bottom of the screen, there is a footer with the text: 'BASS Home | Contact BASS | BASS Help © 2006 Washington State Office of Financial Management Budget and Allotment Support System (BASS) : AlphaQA'.



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



3. The following screen shows the results of adding a note with an online view link:



TO DO - Hands on: Practice storing and retrieving filters. Attach links in a note or issue.

LESSON 6 – REPORTS

Lesson 6, Task 1 – Reports

Enterprise Reporting is used to view the TALS-AMR reports. You request the report using the standard Enterprise Reporting 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 some 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. In future releases, Status, Balance, and more Comparison reports will be available. The reports available to date are:

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 5 categories: a 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.  *Note: 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.  *Note: The categories are State, Federal, and Private/Local.*

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

AMR005 – Allotment Cash Disbursements 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 – Allotment vs. EA Schedule – 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 Report – provides information to the legislative fiscal committees on executive spending authority granted to agencies by OFM.

AMR019– Allotment Status Report – 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.

Task 1 – Hands On – Now we'll request the AMR001 report

1. Log in to Enterprise Reporting
2. Select the BASS Training folder
3. Select the TALS AMR folder

- Schedule the AMR001 report using the standard Enterprise Reporting report creation steps (I usually use the Schedule with Selection Values).

http://reporting.ofm.wa.gov - Enterprise Reporting - Schedule - Microsoft Internet Explorer

Schedule | Schedule | X Cancel

AMR001 Allotment Expenditure Summary

Customize your options: Parameters

Personal Title:
New value: Add
Current value: No current value has been set.

Biennium:
New value: 2005-07 Add
Current value: No current value has been set.

Agency:
New value: 310 - Department of Corrections Add
Current value: No current value has been set.

Packet Program:
New value: * - All Selections Add
Current value: No current value has been set.

Packet Purpose:
New value: * - All Selections Add
Current value: No current value has been set.

Packet Status:
New value: * - All Selections Add
Current value: No current value has been set.

Packet Number:
New value: 0005 0005 - Officials Add
Current value: No current value has been set.

Display Comments:
New value: No Add
Current value: No current value has been set.

Account:
New value: * - All Selections Add
Current value: No current value has been set.

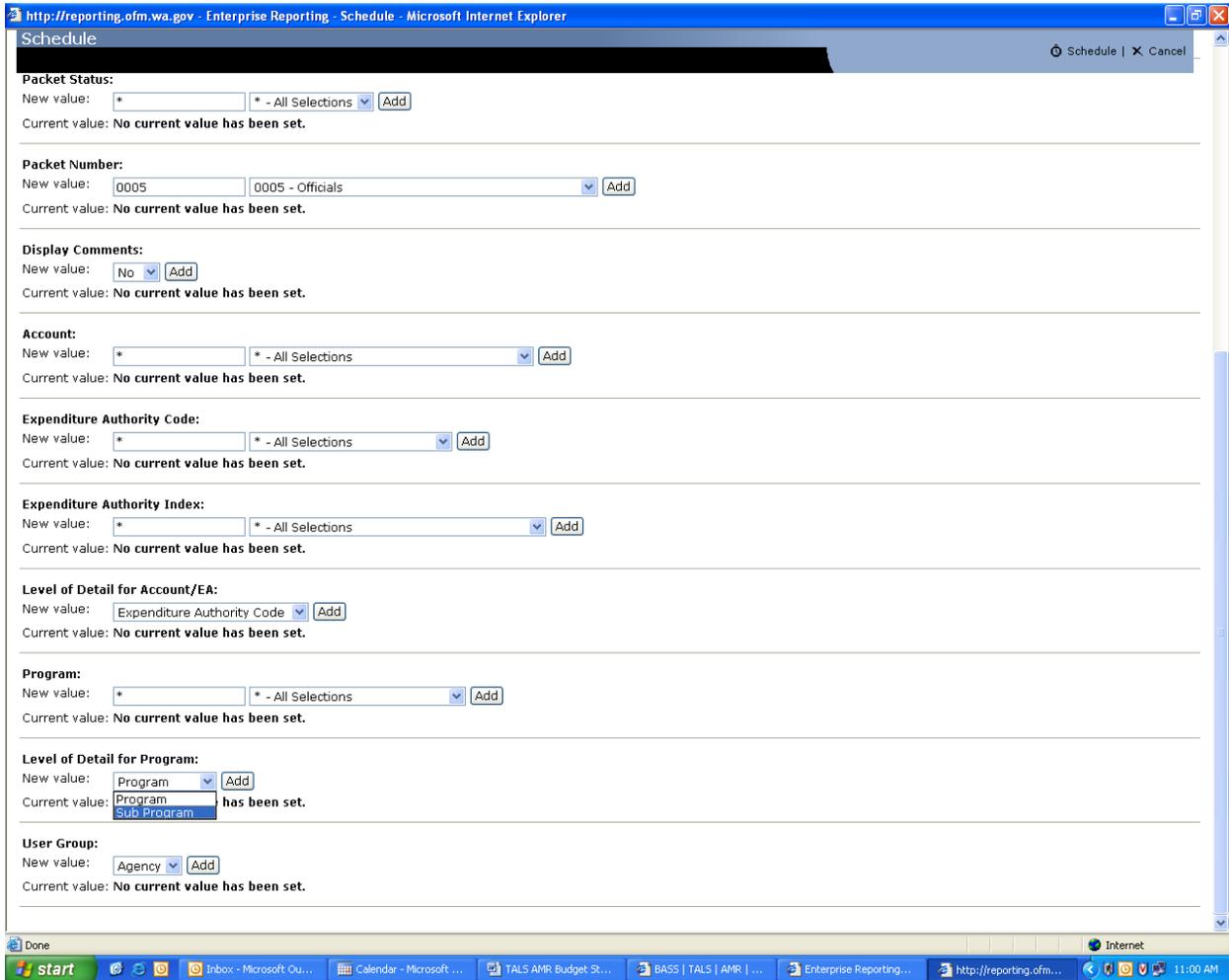
Expenditure Authority Code:
New value: * - All Selections Add

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

- Select the **agency** from the drop down arrow in the **Agency** parameter that you wish to view.
- Select the **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. The choices are the elements that make up the agency’s PI. If you want to view the data as a total for the agency the selection you would make is **Agency**. If you want to see the data at program level, select **Program**. You may select any level between agency and program index.

- Select **Program** or **Sub Program** from the drop down arrow in the **Level of Detail for Program** parameter.



8. **Click the Add** button after any one of the parameters.
9. **Click the schedule** button in the upper right hand corner to schedule the report.
10. **Click refresh** until the status states 'Success'
11. **Click the instance time** to view the report

http://reporting.ofm.wa.gov - Crystal Reports Viewer - Microsoft Internet Explorer

Main Report 1 / 1+ 100% Crystal

1-Summary OPM 310 - Department of Corrections
2-Parameters Allotment Expenditure Summary
2005-07 Biennium

Packet Purpose: ALL Report Number: AMR001
Packet Number: 0005 Date Run: 6/6/2007 11:02AM
Packet Status: ALL

Allotment Summary

	FY 2006	FY 2007	Biennial Total
Total Allotted	34,369,642	36,716,852	71,086,494
Total General Fund-State FTE Staff	6,911.6	7,072.1	6,991.8
Total Other FTE Staff	67.8	72.0	69.9
Total Agency 310 FTE Staff	6,979.4	7,144.1	7,061.7
Average Salary	3,938	4,042	3,990

Allotted Expenditures

Program	FY 2006	FY 2007	Biennial Total	% of Total
100 Admin & Program Support	34,292,051	36,637,628	70,929,679	99.8
200 Institutional Services	20,880	21,360	42,240	0.1
300 Community Corrections	56,711	57,864	114,575	0.2
Total Agency 310 Allotted	34,369,642	36,716,852	71,086,494	100.0

Account and Expenditure

Authority Type	EA Code	FY 2006	FY 2007	Biennial Total
001-1 General Fund-State	111 Salaries and Expenses - FY	33,886,190		33,886,190
001-1 General Fund-State	112 Salaries and Expenses - FY		36,208,886	36,208,886
001-1 General Fund-State	211 Salaries and Expenses - FY	20,880		20,880
001-1 General Fund-State	212 Salaries and Expenses - FY		21,360	21,360
001-1 General Fund-State	311 Salaries and Expenses - FY	56,711		56,711
001-1 General Fund-State	312 Salaries and Expenses - FY		57,864	57,864
Total 001-1 General Fund-State		33,963,781	36,288,110	70,251,891
001-3 General Fund-Federal	730 Salaries and Expenses	83,976	77,040	161,016
Total 001 General Fund		34,047,757	36,365,150	70,412,907
02V-1 Public Safety & Education	150 Salaries and Expenses	201,156	227,520	428,676
03K-6 Industrial Insurance	970 Salaries and Expenses	120,729	124,182	244,911
Total Agency 310 Allotted		34,369,642	36,716,852	71,086,494

Object

Object	FY 2006	FY 2007	Biennial Total	% of Total
A Salaries and Wages	27,481,930	28,879,232	56,361,162	79.3
B Employee Benefits	6,887,712	7,237,620	14,125,332	19.9
E Goods and Services		600,000	600,000	0.8
Total Agency 310 Allotted	34,369,642	36,716,852	71,086,494	100.0

start | Internet | 11:02 AM

This is the first page of the multi-page report.

LESSON 7 – FEATURES NOT INCLUDED IN INITIAL PACKET REVIEW AND APPROVAL

Lesson 7, Task 1 – Quarterly Allotment Amendments using Adjustment Amount

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

1. The adjustment amount will be displayed in the Adj. Amt. column in Packet Information.
📖 Note: This field is only available in the quarterly adjustment packet purposes.
2. This screen print below displays the **Adj. Amt.** column:

Packet Information -- Web Page Dialog

Expenditures [▼] [Load] [Cancel]

Biennium: 2005-07 Agency: 245 - Military Department Number: 0018 Status: Review Purpose: Operating 2nd Qtr Adjustments

Expenditure Data (1)

Packet Number	Packet Title	Packet Purpose Title	Packet Status Title	Packet Program Code	FY1 Total	FY2 Total	Adj. Amt.	Bien. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12	F
0018	2nd retro	Operating 2nd Qtr Adjustments	Review		2,039	0	0	2,039	783	1,256	0	0	0	0	0	0	0	0	0	0	0

Staff Month Data returned no data matching the filter.
 Unallotted Data returned no data matching the filter.
 Reserve Data returned no data matching the filter.

APPENDIX 1 – BUSINESS RULE NOTES

General Application

1. The BASS 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 BASS. Using these buttons will give unpredictable results depending on the screen you are on when used.
2. It is important to properly logout of the system when not in use. The system will automatically time you out after 120 minutes.
3. In order for the application to work, you must disable your pop up blocker for this site.

PACKET STATUS SCREEN

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

REVIEW CHECKLIST SCREEN

1. The Review Checklist is a tool to aid the review of the packet – the packet may be approved or returned regardless of whether the questions have been checked or unchecked as complete.
2. Each time you run a release edit report it will replace the most recent release edit report.
3. 'Note' is for OFM eyes only'; 'Add Issue' is the communication tool between OFM and the agency. You may add issues for agencies in Review Checklist or in the Review Issues areas of the application.

4. E-Mail Notify is optional for a Note.
5. Attachments can be Word, Excel, or PDF formats, and are limited in size to 3MB.

REVIEW ISSUES SCREEN

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

CHARTS

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

ONLINE VIEWS

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

- Organization – contains coding structure information for program, organization, and project
 - Account – contains expenditure authority, account, and object choices
 - Summary – lists the filter summary
5. 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.
 6. A Group Lvl. must be chosen if a criterion is entered.
 7. At least one element must be selected to display.
 8. 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.
 9. 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.
 10. 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.
 11. Click on the ‘...’ at the left of the text box for the lookup dialog.
 12. For Option 1 agencies, if no criterion is selected for either Object or EAI (or Code) on the Account tab, Expenditures by Account or EAI (or Code) will display by default. If Object criteria is selected on the account tab, but no EAI (or Code) criteria then the Expenditures by Object will display only. If both Object and EAI (or Code) criteria are selected on the account tab then both grids will be displayed.

REPORTS

1. In the AMR002-Allotment Expenditure Detail report FTE is by GFS and other only – if detail by account is needed use the AMR002FTE report.
2. In the AMR003-Allotment Revenue Summary the categories are State, Federal, and Private/Local.

FEATURES NOT INCLUDED IN INITIAL PACKET PREPARATION

Quarterly Allotment Amendment

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

APPENDIX 2 – PRE-RELEASE EDITS

Type – C= Critical W= Warning I= Informational

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

		unanticipated receipt packets. Note: this check will only be performed against operating amounts if only operating packets are submitted and against capital amounts if only capital packets are submitted.
20	C	Allotments must be made at or below the subprogram level for expenditure authority on the EA schedule at the subprogram level.
21	C	Allotments must not be made in closed months except for initial packets.
22	C	The total unallotted expenditure dollar amounts by EA code must not be less than zero.
23	C	The total reserve expenditure dollar amounts by EA code must not be less than zero.
26	C	Amounts can only be allotted in the fiscal period specified by the EA code on the EA schedule.
27	C	An organization index used in a coding structure must be predefined in AFRS.
28	C	A program index used in a coding structure must be predefined in AFRS.
29	C	A capital program index can not be used in a coding structure of an operating packet.
30	C	An operating program index can not 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 can not be used in an allotment detail of an operating packet. An operating EA index can not be used in an allotment detail of a capital packet. An EA index with an unanticipated receipt EA code can not be used in an allotment detail of a non-unanticipated receipt packet.
47	C	An account used in an allotment detail must be predefined in AFRS.
49	C	An organization index must be used in the coding structure of an allotment detail that contains an EA index that requires an organization index.
52	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for legislative reserve packets must equal.
53	C	The total reserve expenditure dollar amounts by account, EA type, fiscal period, and EA character along with the total reserve expenditure dollar amounts on the EA schedule for governor's reserve packets must equal.
54	C	An EA index containing an EA code with an EA type of X can not 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 can not be used in revenue or cash receipt allotment details.

62	C	A major source of 09 can not be used in revenue or cash receipt allotment details.
64	C	A program index and organization index used in a coding structure must match a valid program index and organization index combination for agency 300, if both a program index and organization index are used.
65	C	A program and EA index used in a coding structure must match a valid program and EA index combination for agency 300, if both a program and EA index are used.
68	C	Object F or W amounts are required to match the amounts for non-budgeted EA indexes by month.
69	C	An attachment is required for Unanticipated Receipt packets. Please attach grant documentation.
70	C	The Unanticipated Receipt Form must meet certain requirements.
71	C	Unanticipated Receipt packets must have an allotment amount entered for Reserves when the "Yes" is selected for question number 1 on the Unanticipated Receipt Form.
72	C	Unanticipated Receipt packets must contain at least 1 expenditure, unallotted or reserve allotment with an EA Type 3 or 9.
73	C	The allotment packet does not have amounts entered
74	C	Internal packets can only use unanticipated receipt EA codes when it has been used in an unanticipated receipt packet prior to the selected Internal packet.
75	C	For each unanticipated receipt ea code that is used in an internal packet, the sum of allotted, unallotted and reserve expenditures must net to zero.
76	C	For Operating Initial, Operating Supplemental 1 and 2 packet purpose types there must be cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft initial operating packets).
77	W	For all official packet purpose types, except Operating Initial, Operating Supplemental 1 or 2 or Revenue and Cash Adjustment packet purpose types must have a cash disbursement allotment detail amount(s) when there is allotted expenditure detail amount(s) (except for DSHS, which is only for submitted draft operating packets other than initial, supplemental one, supplemental two, and revenue/cash adjustment packets).
78	C	For Operating Initial, Operating Supplemental 1 and 2 packet purpose types there must be cash receipt allotment detail amount(s) when there is revenue allotment detail amount(s) (except for DSHS, which is only for submitted draft initial operating packets).
79	W	For all official packet purpose types, except Operating Initial, Operating Supplemental 1 or 2 packet purpose types must have a cash receipt allotment detail amount(s) when there is allotted revenue detail amount(s) (except for DSHS, which is only for

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

Type – C= Critical W= Warning I= Informational

Tier – See Lesson 10, Task 1 for more details: 1= Titles check, 2= Checks within the packet, 3= Expenditure Authority checks, 4= Checks against prior biennium actuals.

APPENDIX 3 – REPORT SAMPLES

See Report Descriptions and Samples document.

http://bass.ofm.wa.gov/basspr/library/report_tutorial_appendix_2.pdf

APPENDIX 4 – RELEASE NOTES

General

1. Hot Keys (Alt-alpha) don't function consistently. For drop down boxes, you can hit Alt-alpha and it will take you into the drop down box, then you can use the down/up arrow keys. For grayed function tabs and breadcrumbs you must hit Alt-alpha and then enter. On the View packet list screen Alt-V takes you to online views rather than view packet. To get to View Packet, you must tab to it.
2. Capital project numbers will not allow alpha characters.
3. Inconsistency in labeling use of Expenditure Authority Index and Appropriation Index. They are interchangeable terms.
4. If you have internet explorer 7, it may not display properly. We discourage the use of IE7 at this time.
5. For some users dialog boxes may not size properly. Try adjusting through internet explorer through View and go to Text Size. If you still aren't seeing command buttons on dialog boxes, you can use your tab key to get to those buttons. Or you can also try adjusting your DPI (dots per inch) and the screen resolution tab. To get to the DPI setting: Right-click the desktop, select "Properties", click the "Settings" tab, click "Advanced" button, click the "general" tab. 96 DPI should be selected. To get to the resolution tab: Right-click the desktop, select "Properties", click the "Settings" tab. Select "less" resolution to make contents on your screen bigger and "more" resolution to make contents smaller.
6. To set font sizes in dialog boxes, perform the following: a. In Internet Explorer, on the Tools menu, click Internet Options, and then on the General tab click Accessibility. b. In the Accessibility dialog box, select the Ignore font sizes specified on Web pages check box. c. Click OK to close the Accessibility and Internet Options dialog boxes, and then refresh the browser window. Now the font size setting will also affect dialogs.

Packet Attachments

1. When adding an attachment you should use the browse selector rather than typing in a file name. Typing it in will give you an error.

2. Packet attachments cannot be larger than 3MB.

On-Line Views

1. It is currently difficult to know when a request is processing. In future enhancements we hope to have an indicator that the request is in process.

TUTORIAL EVALUATION – THE ALLOTMENT SYSTEM

	Strongly Disagree				Strongly Agree
This tutorial was helpful in getting me through the business process	1	2	3	4	5
This tutorial was helpful in getting me through the system technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business process	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is: _____

The worst feature of this tutorial is: _____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

Other comments: _____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

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