INTRODUCTION TO THE ALLOTMENT SYSTEM (TALS) TRAINING

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Heather Patterson
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WELCOME!

Please Silence Your Cell Phones
Sign In Sheet and Handouts
Amenities
Bathrooms
Building Access and Emergency Exits
New Training Material Available Soon!
Evaluations
AGENDA

Introductions
What is The Allotment System (TALS)?
What are Allotments?
Browser Requirements
Learning Objectives and Exercises
Help and Resources
LEARNING OBJECTIVES

Logging into TALS
How to Navigate in TALS
Understanding Packet Types
How to Create a Packet
Understanding Coding Structure
How to Add Data to a Packet
How to Import/export from Excel
Understanding Online Views
Understanding TALS/ER Reporting
How to Release to OFM
WHAT IS TALS?

Required tool for submitting allotments

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

Includes electronic submittal to OFM

Allows for quarterly allotment adjustments

Allows for internal adjustments
HIGH LEVEL FLOW OF TALS

Create TALS Packet

Enter Data

Run AMR Pre-Release Edits

Yes

Fix Errors

Critical Errors?

No

Run AFRS Edits

Critical Errors?

No

Yes

Fix Errors

Returned

Submit to OFM

Released

Approved

Submitted to AFRS

Internal Packets
WHAT ARE ALLOTMENTS?

Allotments are a detailed plan of expenditures authorized in the budget, the assumed revenue estimates, and the related FTE estimates required by law (RCW 43.88.110).

Agencies, OFM, the Legislature, and the public monitor an agency’s actual spending and revenue against its allotments. Helps prevent over-expenditure and improves the assumptions upon which budgets, spending plans, and other financial decisions are based.

Allotments support good financial management.

Allotment Instructions:

- [https://www.ofm.wa.gov/budget/budget-instructions/allotment-instructions](https://www.ofm.wa.gov/budget/budget-instructions/allotment-instructions)
WHAT ARE ALLOTMENTS?

Allotments must:

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

Allotments and allotment controls help ensure that:

• Appropriations are used only for purposes that meet legislative intent
• Sufficient funding exists to allow the state to incur financial obligations
• Changes in the original budget assumptions are communicated and understood
TALS is part of the BudgetWorks suite and requires Internet Explorer running in “Compatibility View” mode.

How to enable Compatibility View:

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

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

Using other browsers or not using compatibility view may result in the compromise of TALS features and is not recommended or supported.
TURN OFF THE POP-UP BLOCKER
EXERCISE #1

LOGGING INTO TALS

Follow the printed instructions to complete the exercise
LOGIN TO TALS

Welcome to Washington BudgetWorks

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

System Login

Login ID
Password

Forgot your Login ID or Password?

Access

More Info

Stay Connected

Forgot your Login ID or Password?
Need to change your Password?
Security Request Form
System Support
System Tutorials
Budget Instructions
Budget Staff Agency Assignments
Budget Forms

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

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WHEN YOU FIRST ENTER TALS

![Allotment Management & Review](image_url)
HOW TO NAVIGATE WITHIN TALS

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

<table>
<thead>
<tr>
<th>View Packet</th>
<th>Add Packet</th>
<th>Update Packet</th>
<th>View History</th>
<th>Delete</th>
<th>Set Locks</th>
<th>Allotments</th>
<th>Import</th>
<th>Export</th>
<th>Copy</th>
<th>Review Issues</th>
<th>Number</th>
<th>Purpose</th>
<th>Title</th>
</tr>
</thead>
</table>
There are different Packet Purpose Types that agencies can use to indicate the allotment purpose.

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

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

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

• 1st Supplemental (Operating or Capital)
• 2nd Supplemental (Operating or Capital)
• Legislative Allotment Reduction (Operating or Capital)
• Governor’s Cash Deficit Reductions (Operating or Capital)
• Unanticipated Receipts (Operating or Capital)
• Internal Adjustments (Operating or Capital)
WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

Initial Allotments (Operating or Capital)

• Are a detailed plan of expenditures, revenue, cash receipts and disbursements:
  o Authorized by the enacted budget
  o Monitoring of agency’s actuals to allotments
  o Conform to conditions of legislative appropriations
  o Provide monthly best estimate of agency’s expected cash flow
  o Requires OFM approval
WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

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

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

- Agencies can revise their detailed plan of expenditures, revenue, cash receipts and disbursements throughout the biennium
  - There are 7 quarterly adjustment time periods
  - Monitoring of agency’s actuals to allotments
  - Correct monthly estimates of agency’s expected cash flow
  - Due to OFM on the 25th of the month preceding the quarter
  - Requires OFM approval
WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

Internal Adjustments (Operating or Capital)

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

CREATING A PACKET

Follow along on the instructor’s PC
### REQUIRED AND OPTIONAL ELEMENTS

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biennium</td>
<td>Yes</td>
<td>Not editable after save</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>Yes</td>
<td>Purpose or type of allotment</td>
<td>Not editable after save</td>
</tr>
<tr>
<td>Program</td>
<td>No*</td>
<td>Used to identify and sort allotment packets that contain allotment detail for one program</td>
<td>There is no system edit between the Program field selection and the allotment detail included in the packet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Required for DSHS</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>No</td>
<td>Identify and describe the allotment packet data.</td>
<td>Editable when packet is in a Draft or returned status.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visible on the View Packets List screen.</td>
<td></td>
</tr>
<tr>
<td>Packet Explanation</td>
<td>*</td>
<td>Communicates to OFM the key assumptions and decisions in the allotment packet data.</td>
<td>*Not required to save the packet but the OFM allotment instructions do require agencies to submit explanations in certain cases.</td>
</tr>
<tr>
<td>Agency Internal Comment</td>
<td>No</td>
<td>Documents agency decisions and assumptions</td>
<td>Visible only to the agency</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Yes</td>
<td>Defaults to the name, email address and phone number of the person who created the packet</td>
<td></td>
</tr>
<tr>
<td>Secondary Contacts</td>
<td>No</td>
<td>Add additional contact information for the packet</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td>No</td>
<td>Word, Excel &amp; PDF documents only</td>
<td>Word, Excel &amp; PDF documents only</td>
</tr>
<tr>
<td>Lock Packet</td>
<td>No</td>
<td>Once saved a lock will appear to the left of packet number and the Lock Packet title will change to Unlock Packet. To unlock, simply click on the Unlock packet selection box and save again. This function can also be performed from the View Packet List Screen by choosing the Set Locks option.</td>
<td>Users with Budget Operations Security can lock packets.</td>
</tr>
<tr>
<td>Packet Number</td>
<td>Auto</td>
<td>Packet Number is automatically generated by the application</td>
<td>Number appears after the Save action has been completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Will show unassigned until saved</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Auto</td>
<td>Will remain in Draft status until the packet has been released for review by an OFM budget analyst for official packets or submitted for posting to AFRS for internal packets.</td>
<td></td>
</tr>
</tbody>
</table>
EXERCISE #2

CREATING A PACKET

Follow the printed instructions to complete the exercise
CODING STRUCTURE FLOW

1. Import
2. Copy
3. Manually
   - Use Excel Template
   - Find Existing Packet to Copy
   - Enter Data
   - Create Text File
   - Save
4. Upload
Coding structure within TALS comes from the Statewide Titles database and is loaded on a nightly basis.

Updates to tables within AFRS are near real time.

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

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

NOTE: You cannot add allotments for closed fiscal months.
Coding Structure into Packets

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

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

**NOTE:** These designations are required when using the Import process.
CODING STRUCTURE

Fields that are required for specific Allotment Types:

- Allotment Type (Import Only) = All allotment types
- Program Index = EXP, FTE, RES, UNA
- EA index code = EXP, RES, UNA
- Account code = FTE, REV, CAD, CAR
- Object Code = EXP
- Major Source Code = REV
- Source Code = REV
OPTION 1 VS. OPTION 2

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

• Option 1 agencies enter objects and expenditure authority indexes as separate entries
• Option 2 agencies enters both at the same time
EXERCISE #3

WHAT OPTION AM I?

Follow the printed instructions to complete the exercise
CODING STRUCTURE INTO PACKETS

Manually

• Add coding structure individually to each of the following Tabs:
  o Expenditure
  o Cash Disbursements
  o Cash Receipts
  o Revenue

• Reference the Import Specification Document (Appendix 3) as needed
EXERCISE #4

ADDING DATA TO A PACKET

Follow the printed instructions to complete the exercise
CODING STRUCTURE INTO PACKETS

Copy

• Find a packet that has the majority of coding structure that you want to use and copy into an empty or draft packet

• Select the information that you want to Copy
  o Include – Allotted Expenditures, Unallotted, Cash Disbursements, Revenue, Staff Months (FTEs), Reserves, Cash Receipts
  o Detail Options – Include Details, Include details reverse signs, Include details – zero amounts or Do Not Include details
CODING STRUCTURE INTO PACKETS

Copy

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

Packet data is incremental
You may want to copy the entire packet or part of it
Can be useful when you’re taking internal packet data and putting it into a quarterly adjustment
You might need a packet to reverse a previous internal allotment packet
CODING STRUCTURE INTO PACKETS

Import

• Get the template from the System Tutorials link from the BudgetWorks login page or from the Import dialog box link
  o The template is a tab-delimited text file

• Agencies can use Enterprise Reporting data from the prior year to see spending patterns
  o If coding hasn’t changed, you can copy the coding structure directly to the template
DEMONSTRATION

IMPORT/EXPORT

Follow along on the instructor’s PC
EXERCISE #5

IMPORT/EXPORT

Follow the printed instructions to complete the exercise
ONLINE VIEWS

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

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

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

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

Online Views behave differently depending on the Option of your agency.
DEMONSTRATION

ONLINE VIEWS

Follow along on the instructor’s PC
REPORTS

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

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

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

**2013-15 Biennium**

**TALS.AMR**

#### Biennial Comparison

<table>
<thead>
<tr>
<th>Account-EA Type</th>
<th>EA Code</th>
<th>Allotted</th>
<th>Unallotted</th>
<th>Reserve</th>
<th>Allotment Total</th>
<th>Expenditure Authority from EAS</th>
<th>Allotment to EAS Variance</th>
<th>EAS Required Reserve</th>
<th>Reserve Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-1 General Fund-State</td>
<td>011 Salaries and Expenses</td>
<td>374,000</td>
<td></td>
<td></td>
<td></td>
<td>(374,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>012 Salaries and Expenses</td>
<td>327,000</td>
<td></td>
<td></td>
<td></td>
<td>(327,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>031 Legislative Facilities and</td>
<td>3,287,000</td>
<td></td>
<td></td>
<td></td>
<td>(3,287,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>032 Legislative Facilities and</td>
<td>3,286,000</td>
<td></td>
<td></td>
<td></td>
<td>(3,286,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>052 Electricity</td>
<td>2,250,000</td>
<td></td>
<td></td>
<td></td>
<td>(2,250,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>001-1 Total General Fund-State</strong></td>
<td><strong>9,523,000</strong></td>
<td><strong>5,924,000</strong></td>
<td><strong>21,000</strong></td>
<td><strong>9,524,000</strong></td>
<td><strong>21,000</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03K-6 Industrial Insurance Premium Refund-Non-Appropriated</td>
<td>978 Insurance Premium</td>
<td>188,313</td>
<td></td>
<td></td>
<td></td>
<td>(188,313)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>045-6 State Vehicle Parking Account-Non-Appropriated</td>
<td>903 Salaries and Expenses</td>
<td>4,340,000</td>
<td></td>
<td></td>
<td></td>
<td>(4,340,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>084-1 Building Code Council Account-State</td>
<td>050 Salaries and Expenses</td>
<td>1,223,000</td>
<td></td>
<td></td>
<td></td>
<td>(1,223,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Biennial Comparison

#### Agency Level Expenditure Authority

<table>
<thead>
<tr>
<th>Account-EA Type</th>
<th>EA Code</th>
<th>Allotted</th>
<th>Unallotted</th>
<th>Reserve</th>
<th>Allotment Total</th>
<th>Expenditure Authority from EAS</th>
<th>Allotment to EAS Variance</th>
<th>EAS Required Reserve</th>
<th>Reserve Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-1 General Fund-State</td>
<td>011 Salaries and Expenses</td>
<td>372,880</td>
<td>1,000</td>
<td>373,880</td>
<td>374,000</td>
<td>(120)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>012 Salaries and Expenses</td>
<td>307,000</td>
<td>20,000</td>
<td>327,000</td>
<td>327,000</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>031 Legislative Facilities and</td>
<td>3,287,000</td>
<td></td>
<td>3,287,000</td>
<td>3,287,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>032 Legislative Facilities and</td>
<td>3,286,000</td>
<td></td>
<td>3,286,000</td>
<td>3,286,000</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>052 Electricity</td>
<td>2,250,000</td>
<td></td>
<td>2,250,000</td>
<td>(2,250,000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001-1 Total General Fund-State</td>
<td></td>
<td>7,202,880</td>
<td>21,000</td>
<td>7,223,880</td>
<td>9,224,000</td>
<td>(2,200,120)</td>
<td>21,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03K-6 Industrial Insurance Premium Refund-Non-Appropriated</td>
<td>978 Insurance Premium</td>
<td>188,312</td>
<td></td>
<td>188,312</td>
<td>188,313</td>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>042-1 Char/Ed/Penalty/Reform/Institutions-State</td>
<td>S16 Engineering &amp;</td>
<td>1,000,000</td>
<td></td>
<td>1,000,000</td>
<td>1,000,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>045-1 State Vehicle Parking Account-State</td>
<td>S00 NRB Garage Fire</td>
<td>738,000</td>
<td></td>
<td>738,000</td>
<td>738,000</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>S14 East Plaza-Water &amp;</td>
<td>790,000</td>
<td></td>
<td>790,000</td>
<td>790,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S17 Engineering &amp;</td>
<td>500,000</td>
<td></td>
<td>500,000</td>
<td>500,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>045-1 Total State Vehicle Parking</td>
<td></td>
<td>2,037,000</td>
<td></td>
<td>2,037,000</td>
<td>2,037,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>045-6 State Vehicle Parking Account-Non-Appropriated</td>
<td>963 Salaries and Expenses</td>
<td>3,877,150</td>
<td></td>
<td>3,877,150</td>
<td>4,340,000</td>
<td>(462,850)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>045 Total State Vehicle Parking</td>
<td></td>
<td>5,908,150</td>
<td></td>
<td>5,908,150</td>
<td>9,371,000</td>
<td>(462,850)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Common reports that are used (continued):

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

#### 179 - Department of Enterprise Services

**Allotment Expenditure Summary**

**2013-15 Biennium**

<table>
<thead>
<tr>
<th>Packet Purpose: Operating 2nd Qtr Adjustments</th>
<th>Report Number: AMR001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet Number: 0006</td>
<td>Date Run: 6/11/2015 9:10AM</td>
</tr>
<tr>
<td>Packet Status: Approved</td>
<td>Print Date: 6/11/2015 9:10AM</td>
</tr>
</tbody>
</table>

#### Allotment Summary

<table>
<thead>
<tr>
<th></th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennial Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Allotted</td>
<td>(15,479,964)</td>
<td>(15,479,897)</td>
<td>(30,959,861)</td>
</tr>
<tr>
<td>Total Unallotted</td>
<td></td>
<td></td>
<td>(30,959,861)</td>
</tr>
<tr>
<td>Total Agency 179 Allotted</td>
<td>(15,479,964)</td>
<td>(15,479,897)</td>
<td></td>
</tr>
</tbody>
</table>

#### Allotted Expenditures

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

<table>
<thead>
<tr>
<th>Authority Type</th>
<th>EA Code</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennial Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>419-6 Data Processing Revolving</td>
<td>967</td>
<td>(9,294,000)</td>
<td>(9,293,913)</td>
<td>(18,587,913)</td>
<td>60.0</td>
</tr>
<tr>
<td>422-6 Enterprise Services</td>
<td>969</td>
<td>(6,185,964)</td>
<td>(6,185,984)</td>
<td>(12,371,948)</td>
<td>40.0</td>
</tr>
<tr>
<td>Total Agency 179 Allotted</td>
<td>(15,479,964)</td>
<td>(15,479,897)</td>
<td>(30,959,861)</td>
<td>100.0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennial Total</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Goods and Other Services</td>
<td>(12,235,968)</td>
<td>(12,235,984)</td>
<td>(24,471,952)</td>
<td>79.0</td>
</tr>
<tr>
<td>J Capital Outlays</td>
<td>(4,749,996)</td>
<td>(4,750,000)</td>
<td>(9,499,996)</td>
<td>30.7</td>
</tr>
<tr>
<td>P Debt Service</td>
<td>1,005,000</td>
<td>1,095,067</td>
<td>3,012,067</td>
<td>(9.7)</td>
</tr>
<tr>
<td>Total Agency 179 Allotted</td>
<td>(15,479,964)</td>
<td>(15,479,897)</td>
<td>(30,959,861)</td>
<td>100.0</td>
</tr>
</tbody>
</table>
Common reports that are used (continued):

- **AMR002; “Allotment Expenditure Detail”**
  - This report is used to verify and analyze data entered into TALS during the creation and review process.
  - This shows detail information of expenditures and FTE by program, account, account type, expenditure authority or expenditure authority index and object.
## 179 - Department of Enterprise Services
### Allotment Expenditure Detail
#### 2013-15 Biennium

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

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

**Program Structure**  
030 - Enterprise Technology Solutions

### Expenditures by Account-EA Type and Expenditure Authority Code

<table>
<thead>
<tr>
<th></th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennium Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>419-8 Data Processing Revolving Account-Non-Appropriated</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>0</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>0</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>0</td>
<td>(774,600)</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>(3,098,000)</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>(774,500)</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>(774,500)</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>(774,500)</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>(774,500)</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>(774,500)</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>(774,500)</td>
<td>(774,600)</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>(774,500)</td>
<td>(774,600)</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>(774,500)</td>
<td>(774,413)</td>
<td></td>
</tr>
<tr>
<td><strong>Total 967 Allotted</strong></td>
<td>(8,294,000)</td>
<td>(8,293,913)</td>
<td>(18,587,913)</td>
</tr>
<tr>
<td><strong>Total 967 Unallotted</strong></td>
<td></td>
<td></td>
<td>18,587,913</td>
</tr>
<tr>
<td><strong>Total 967 Allotment</strong></td>
<td>(8,294,000)</td>
<td>(8,293,913)</td>
<td>0</td>
</tr>
</tbody>
</table>
### OFM

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

#### Program Structure
030 - Enterprise Technology Solutions

#### Expenditures By Object

<table>
<thead>
<tr>
<th></th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Biennium Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E Goods and Other Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>0</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>0</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>0</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>(2,016,668)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>(504,167)</td>
<td>(504,167)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Object E</strong></td>
<td>(6,050,004)</td>
<td>(6,050,000)</td>
<td>(12,100,004)</td>
</tr>
</tbody>
</table>
EXERCISE #6

TALS REPORTING

Follow the printed instructions to complete the exercise
Once you have completed the entry of your data you will need to run it through two edit checks

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

There are three types of errors

- Critical (Must be fixed before release)
- Warning
- Informational
### Allotment Management & Review: Edit Report

<table>
<thead>
<tr>
<th>Type</th>
<th>Edit #</th>
<th>Description</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMR</td>
<td>69</td>
<td>An attachment is required for Unanticipated Receipt packets.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A contact name is required on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A phone number is required on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A grant purpose is required on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A begin date is required on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>An end date is required on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A type of grant/award is required on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A grant matching funds selection is required on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A selection is required for question 1 on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A selection is required for question 2 on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>70</td>
<td>A selection is required for question 3 on the Unanticipated Receipt form.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>72</td>
<td>Unanticipated Receipt packets must contain at least 1 expenditure, unallotted or reserve allotment with an EA Type 3, 5 or U.</td>
<td></td>
</tr>
<tr>
<td>AMR</td>
<td>73</td>
<td>An allotment amount is required for packet 0040.</td>
<td></td>
</tr>
</tbody>
</table>
RELEASE DATA FROM TALS

Once you have completed fixing any critical errors, the user who has release data capability can submit the TALS packet. All packets will be sent to OFM for approval except for Internal Packets which will be posted directly to AFRS.
EXERCISE #7

RELEASE TO OFM

Follow the printed instructions to complete the exercise
Online Views are for analytical purposes and can only be seen within TALS

Patterning is available for Cash Disbursements and Cash Receipts

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

Remember to use the “Bread Crumb” to go back to previous screens
Do not use the back arrow in the browser
Remember “more info is better than no info”
QUESTIONS?
Welcome to Washington BudgetWorks

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

To get copies of the latest system documentation:
  • [https://www.ofm.wa.gov/it-systems](https://www.ofm.wa.gov/it-systems)

Select TALS from the list, and look under Reference Materials.

BudgetWorks main application page provides access to the login page, security form, tutorials, password changes, and announcements
  • [https://budgetlogon.ofm.wa.gov/Logon.aspx](https://budgetlogon.ofm.wa.gov/Logon.aspx)

Sign up for TALS GovDelivery:
  • [https://public.govdelivery.com/accounts/WAGOV/subscriber/new](https://public.govdelivery.com/accounts/WAGOV/subscriber/new)
WHO TO CONTACT WITH QUESTIONS?

TALS:
• WaTech Support Center
  o Phone: 360-586-1000
  o Email: support@watech.wa.gov

Find your OFM Budget Analyst:
• https://www.ofm.wa.gov/budget/budget-staff-agency-assignments

OFM Budget Policy Information:
• http://www.ofm.wa.gov/budget/instructions/allotment.asp
RECOMMENDED TRAINING

Updated TALS eLearning coming this year!
PLEASE COMPLETE OUR SURVEY!

OFM Enterprise Applications Training: Chris.Soots@ofm.wa.gov

Any questions?

OFM OFFICE OF FINANCIAL MANAGEMENT