

Report Descriptions & Samples The Allotment System - AMR

# The Allotment System (TALS) Allotment Management & Review Report Descriptions & Samples

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# **Guide Overview**

This guide serves as an allotment report overview. Each report listed will display different allotment and expenditure data based on the source and filters requested. If the report options do not apply, they can be left blank. The reports listed below can be found on the TALS View Packet List page. The Enterprise Report Tab will navigate to Enterprise Reports. Each of these reports and other reports, can be found there. To get access to TALS or Enterprise Reports please go to <u>ofm.wa.gov/IT-systems</u>.

- Note: The report examples in this document are created in Enterprise Reports. They can be located in the Budget Reports folder/ Allotment Reports subfolder.
- Note: Assigned OFM and legislative staff can select to view one, multiple, or all agency information in these and other reports. Options for report views are based on available information and permissions. If the report does not show the requested data, the information is unavailable, or the requested details do not match system data.

### **Report Parameters**

Report detail selections will vary depending on the information needed in the report. Below is the list of parameters and definition, some of the parameters will be required depending on the report. **Biennium**, **User Group**, and **Agency** is always required. The list below is in the order of ER report parameters.

- 1. Instance Title: Report Title
- 2. Format: Default is Crystal Reports which can be saved as a PDF
- 3. Personal Title: Optional Preferred Title
- 4. User Group: Agency
- 5. Biennium: Select the biennium needed for results
- 6. Agency: Assigned State Agency code and name of state agency
- 7. Packet Program: List of program names or codes from AFRS
- 8. Agency Allotment Option
  - 1: Objects by Total Funds (Default)
  - 2: Objects by Expenditure Authority
- 9. Packet Purpose: Initial or Supplemental Allotment, Unanticipated Receipts, Internal Adjustments, or Capital
- 10. Packet Status: Draft, Approved, Returned, or Denied
- 11. Packet Number: TALS Packet Number
- 12. Display Comments: Yes / No Internal or OFM
- 13. Account: Fund code or name from AFRS
- **14. Expenditure Authority Code:** The three-character code assigned by OFM to identify each legislative or executive authorization to incur expenditures.
- 15. Expenditure Authority Index: Refers to the AFRS index structure for EA Codes
- 16. Level of Detail for Account / EA: Account (default), EA Code, or EA Index
- 17. Program: Any of the major activities of an agency expressed as a primary function or organizational unit
- 18. Sub Program: Sub-Program within the agency, if applicable
- **19. Activity:** Something an organization does to accomplish its goals and objectives. An activity consumes resources and produces a product, service, or result.
- 20. Sub Activity: Agency reported Sub-Activity
- **21. Task:** Any Task related to Sub-Activity
- 22. Program Index: Five-to-six-digit code assigned to a program in AFRS
- **23. Level of Detail for Program**: Agency, Program (default), Sub Program, Activity, Sub Activity, Task, Program Index
- 24. Division: Two-character alphanumeric field that identifies the first level of organization structure below agency
- **25. Branch:** Two-character alphanumeric field that identifies the level of organization structure below Division and establishes the relationship of Branch to Division

- **26. Section:** a two-character alphanumeric field that identifies the level of the organization structure below Branch and establishes the relationship of Section to Branch.
- 27. Unit: If agency is broken up by unit and a specific unit is required on report
- **28. Cost Center:** two-character alphanumeric field that identifies the level of the organization below Unit and is the lowest level in the Organization structure.
- **29. Organization Index:** four-character alphanumeric code that identifies a unique organizational hierarchy
- **30. Level of Detail for Organization:** Agency (default), Division, Branch, Section, Unit, Cost Center, or Organization Index
- **31. Budget Unit:** a three-character alphanumeric field used by designated agencies to provide lower-level organizational information required by the Legislative Evaluation & Accountability Program (LEAP) office.
- 32. Display Budget Unit: Yes / No (default)
- **33. Project:** Four-character alphanumeric field that identifies the Project code associated with a particular Organization Index
- 34. Sub Project: Two-character alphanumeric field that identifies a further division within a Project
- 35. Project Phase: Two-character alphanumeric field which identifies a further division within a Sub-Project
- 36. Level of Detail for Project: Agency(default), Project, Sub-project, or Project Phase
- **37. Budget Activity:** Major systems and business processes used by the agency to achieve it's strategic goals and mission
- 38. Display Budget Activity: Yes / No
- 39. User Defined: Internal agency comments added to the packet
- 40. Display User Defined: Yes / No
- 41. Object: Expenditures relating to particular items or item categories
- 42. Sub Object: Breakdown of object of expenditures relating to particular items or item categories.
- **43. Sub-Sub Object:** Further breakdown of Sub-Object of expenditures relating to particular items or item categories.
- 44. Level of Detail for Object: Object (default), Sub-Object, or Sub Sub-Object
- 45. Major Source: Major Source of Revenue AFRS code or title
- 46. Source: Breakdown of Major Source
- 47. Sub Source: Breakdown of Source
- 48. Level of Detail for Revenue: Major Source (default), Agency, Source, or Sub-Source
- 49. Capital Project Number: List of agency's Project Numbers

# **AMR001 – Allotment Expenditure Summary**

#### **Purpose & Overview**

This report provides a summary of expenditure allotment and Full-Time Equivalent (FTE) allotment data by program, account, account type, expenditure authority or expenditure authority index and object for fiscal year and biennial time periods. The report may not run below the sub-program level. The report displays information in five categories:

- 1. Report summary
- 2. Allotted expenditures
- 3. Unallotted
- 4. Reserve and
- 5. Comments

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on expenditure and FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

OFM		fice of Financial M ment Expenditure 2021-23 Biennium TALS-AMR	Summary	t		
Packet Purpose: Operating 1st Su Packet Number: 0009 Packet Status: Approved	pplemental	Example		Date Run	umber: AMR001 : 8/30/2022 7:11, a: 8/30/2022 7:1	
Allotment Summary						
Total Allotted Total Unallotted*			FY 2022	FY 2023	Biennial Total	
Total Agency 105 Allotment*						
Total General Fund-State FTE Stat Total Other FTE Staff Years						
Total Agency 105 FTE Staff Year	rs					
Allotted Expenditures						
Program			FY 2022	FY 2023	Biennial Total	% of Total
Account and Expenditure Authority Type	EA Code		FY 2022	FY 2023	Biennial Total	
Object			FY 2022	FY 2023	Biennial Total	% of Total
A Salaries and Wages B Employee Benefits C Professional Service Contracts E Goods and Services G Travel J Capital Outlays S Interagency Reimbursements						
Total Agency 105 Allotted						
Unallotted*						
Program			FY 2022	FY 2023	Biennial Total	
Total Agency 105 Unallotted*						
Account and Expenditure Authority Type	EA Code		FY 2022	FY 2023	Biennial Total	

# **AMR002 – Allotment Expenditure Detail**

#### **Purpose & Overview**

The AMR002 report provides a detail of expenditure allotment and FTE allotment data by program, account, account type, expenditure authority or expenditure authority index and object for fiscal year and biennial time periods. The report displays information by month, fiscal year, and biennium.

There are two options available. Both options contain the following sections: Expenditure Data, FTE Data, Summary for Agency, Program, Organization, Project, Budget Unit, Budget Activity, User Defined and Section Comments. Option 1 contains; Objects by Total Funds and Option 2 contains; Objects by Expenditure Authority.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on expenditure and FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

OFM			2021-23		anagement e Detail	1	
Packet Purpose: Ope	erating 1st Suppleme	ental				Report Number:	
Packet Number: 000		2000 C				Date Run: 8/30/2	
Packet Status: Appro	oved	Ev	ampla			Print Date: 8/30/	2022 8:00AM
			ample				
Program Structure 020 - Budget							
Expenditures by	Account-EA Typ	e and Expen	diture Aut	hority Co	de		
				_	FY 2022	FY 2023	Biennium Total
001-1 General Fund-S	State			Jul	0	0	
011 Salaries and Ex	cpenses - FY1			Aug	0	0	
Total 011 Allotted						0	
					FY 2022	FY 2023	Biennium Total
001-1 General Fund-S	State			Jul	0		
012 Salaries and Ex	kpenses - FY2			Aug	0		
Total 012 Allotted	l.				0		
Program Structure							
FTE Staff							
Fiscal Year	General Fund-	Other	Total				
2022	State	Accounts					
Total Staff Months	0.00	0.00	0.00				
Annual Average	0.00	0.00	0.00				
Fiscal Year	General Fund-	Other					
2023	State	Accounts	Total				
Total Staff Months		0.00					
Annual Average		0.00					
020 - Budget							
Program Structure 020 - Budget Expenditures By (					FY 2022	FY 2023	Biennium Total
020 - Budget Expenditures By (	Object			Jul	FY 2022	FY 2023	Biennium Total
020 - Budget Expenditures By ( A Salaries and Wages	Object			Jul		FY 2023	Biennium Total
020 - Budget	Object		_	Jul		FY 2023	Biennium Total
020 - Budget Expenditures By ( A Salaries and Wages	Object		_	Jul	0		

# **AMR002 – FTE Allotment Detail**

#### **Purpose and Overview of Report**

The AMR002FTE report provides a detail of the FTE allotment data by account, expenditure authority, expenditure authority index and objects for the chosen fiscal year and biennium. Objects may be entered with FTEs but are not required. The report displays information by month, fiscal year, and biennium and contains two sections: Data and comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effects of the incremental change proposed.

OFM	105 - Office of Financial Manag FTE Allotment Detail 2019-21 Biennium	ement		
Packet Purpose: ALL Packet Number: ALL Packet Status: Approved Packet Program: Various			Report Number: Date Run: 9/2/20 Print Date: 9/6/2	22 2:50PM
FTE Staff by Account-EA Typ	e and Object			
		FY 2020	FY 2021	Biennium Total
001-1 General Fund-State	Jul	0.00	1.00	
Object Net Secsified	Aug	0.00	1.00	
Object ~ Not Specified	Sep Oct	0.00	1.00	
	Nov	0.00	1.00 1.00	
	Dec	0.00	1.00	
	Jan	0.00	1.00	
	Feb	0.00	1.00	
Example	Mar	0.00	1.00	
Example	Apr	0.00	1.00	
	May	0.00	1.00	
	Jun	0.00	1.00	
Total ~~ Staff Months	5	0.00	12.00	12.00
Total ~~ FTE Average	12	0.00	1.00	0.50
Total Object ~ Staff Months Total Object ~ FTE Average		0.00 0.00	12.00 1.00	12.00 0.50
		FY 2020	FY 2021	Biennium Total
001-1 General Fund-State	Jul			
	Aug			
Object A Salaries and Wages	Sep			
	Oct Nov			
	Dec			
	Jan			
	Feb			
	Mar			
	Apr			
	May			
	Jun			
Total A~ Staff Months Total A~ FTE Average				
Total Object A Staff Months Total Object A FTE Average				
Total 001-1 General Fund-State Staff Mont				

# **AMR003 – Allotment Revenue Summary**

#### **Purpose & Overview**

The AMR003 report provides a summary of the revenue allotment data by account and fund category for the chosen biennium. The report is a tool for comparing state expenditures to state revenues, the report displays which fund category, both fiscal years, and biennium total

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on revenue allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effects of the incremental change proposed.

Cocal FY 2020 \$100 \$100 5,765,865 2,320,500	Date Run: 9/	ber: AMR003 (6/2022 10:26AM 9/6/202210:18AM Biennial Tota \$100 \$100 94,769,263
FY 2020 \$100 \$100 5,765,865	\$100 \$100	\$100 \$100
\$100 \$100 5,765,865	\$100 \$100	\$100 \$100
\$100 5,765,865	\$100	\$100
220 500	19,003,398	
2.320.500		
	32,320,500	64,641,000
2,181,000	12,481,000	24,962,000
,400,000	5,400,000	10,800,000
1,454,000	1,454,000	2,908,000
	6,649,000	13,298,000
0,355,000	10,355,000	20,710,000
3,719,500	35,219,500	68,939,000
((	2,181,000 5,400,000 1,454,000 6,649,000 0,355,000 3,719,500 8,144,865	6,649,0006,649,0000,355,00010,355,0003,719,50035,219,500

# **AMR004 – Allotment Revenue Detail**

#### **Purpose & Overview**

The AMR004 report provides a detail of the revenue allotment data by account and fund for the fiscal years and biennium. The report is divided into two sections data and comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on revenue allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effects of the incremental change proposed.

ul ug ep ict ov ec an eb lar pr lay un	FY 2022 0 4,063,375 0 4,063,375 0 4,063,375 0 0 4,063,375 0 0	Report Number: Date Run: 9/6/20 Print Date: 9/6/2 FY 2023 61,919 4,125,294 61,919 61,919 4,125,294 61,919 61,919 4,125,294 61,919	22 1:32PM
ug ep ov ec an eb lar pr lay	0 4,063,375 0 4,063,375 0 4,063,375 0 4,063,375 0	FY 2023 61,919 4,125,294 61,919 4,125,294 61,919 4,125,294 61,919 61,919 4,125,294	2022 1:32PM
ug ep ov ec an eb lar pr lay	0 4,063,375 0 4,063,375 0 4,063,375 0 4,063,375 0	FY 2023 61,919 4,125,294 61,919 61,919 4,125,294 61,919 61,919 61,919 4,125,294	0
ug ep ov ec an eb lar pr lay	0 4,063,375 0 4,063,375 0 4,063,375 0 4,063,375 0	61,919 4,125,294 61,919 61,919 4,125,294 61,919 61,919 61,919 4,125,294	Biennium Tota
ug ep ov ec an eb lar pr lay	0 4,063,375 0 4,063,375 0 4,063,375 0 4,063,375 0	61,919 4,125,294 61,919 61,919 4,125,294 61,919 61,919 61,919 4,125,294	Biennium Tota
ug ep ov ec an eb lar pr lay	4,063,375 0 4,063,375 0 4,063,375 0	4,125,294 61,919 61,919 4,125,294 61,919 61,919 4,125,294	
ep ov ec an eb lar pr lay	0 0 4,063,375 0 0 4,063,375 0	61,919 61,919 4,125,294 61,919 61,919 4,125,294	
ct ov ec an eb lar pr lay	0 4,063,375 0 4,063,375 0	61,919 4,125,294 61,919 61,919 4,125,294	
ov ec an eb lar pr lay	4,063,375 0 4,063,375 0	4,125,294 61,919 61,919 4,125,294	
ec an eb lar pr lay	0 0 4,063,375 0	61,919 61,919 4,125,294	
an eb lar pr lay	0 4,063,375 0	61,919 4,125,294	
eb lar pr lay	4,063,375 0	4,125,294	
lar pr lay	0		
pr lay		61,919	
lay	0		
	4 44 4 955	61,919	
	4,114,355 50,980	4,125,294 61,931	
un	16,355,460	16,996,540	33,352,000
	FY 2022	I FY 2023	Biennium Tota
ul			Dicimiani Tota
	0		
ov	66,375	66,375	
ec	0	0	
an	0	0	
eb	66,375	66,375	
lar	0	0	
	0	0	
-			
un	•	-	8253672
	265,500	265,500	531,000
	ul Sep Joct Jov Joc Jan Aan Aar Aay Jun	ul         0           kug         66,375           Sep         0           lov         66,375           Dec         0           lan         0           eb         66,375           Aar         0           kapr         0           Apr         0           Apr	ul         0         0           Aug         66,375         66,375           Sep         0         0           Joct         0         0           Jov         66,375         66,375           Joce         0         0           Joce         265,500         265,500

# **AMR005 – Allotment Cash Disbursements Detail**

#### **Purpose & Overview**

The AMR005 report provides a detail of allotment cash disbursements data by account and fund for the fiscal years and biennium. The report is divided into two sections data and comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on allotment cash disbursements. TALS combines information stored in AFRS with approved packets and those under review to see the total effects of the incremental change proposed.

OFM	1/9 - Depa	artment of Ent	erprise Servic	es	
	Allotmen	t Cash Disbur 2013-15 Bienn	sements Deta	il	
Packet Purpose: Revenue	e and Cash Adjustments			Report Numbe	r: AMR005
Packet Number: 0067					7/2015 9:47AM
Packet Status: Approved				Print Date: 3/	27/2015 9:48AM
Program Structure ~ Not Specified					
Cash Disbursements	by Account				
			FY 2014	FY 2015	Biennium Total
057 State Building Cons	struction Account	Jul	0	849,398	
		Aug	0	(79,734)	
		Sep	0	(95,284)	
		Oct	0	(95,284)	
		Nov	0	(96,659)	
Evamo		Dec	0	(82,746)	
Examp		Jan	0	(72,106)	
		Feb	0	(70,469)	
		Mar	0	(44,279)	
		Apr	0	(44,279)	
		May	0	(24,636)	
		Jun	0	(14,827)	
Total 057 Sta	te Building Construction	Account	0	129,095	129,095
			FY 2014	FY 2015	Biennium Total
289 Thurston County Ca	apital Facilities	Jul	0	(704,719)	
		Aug	0	78,318	
		Sep	0	93,868	
		Oct	0	93,868	
		Nov	0	95,244	
		Dec	0	81,331	
		Jan	0	70,691	
		Feb	0	69,054	
		Mar	0	42,864	
		Apr	0	42,864	
		May	0	23,221	
			0	13.396	

# **AMR007 – Allotment Cash Receipts Detail**

#### **Purpose and Overview of Report**

The AMR007 report provides a detail of the cash receipts allotment data by account and source codes for fiscal year and biennial time periods. The report displays information by month, fiscal year, and biennium. It is divided into two sections. The first containing the data and the second containing the comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on cash receipts allotments. OFM and the State Treasurer use cash receipt and disbursement allotments for statewide cash management. The accuracy of the individual cash receipt allotments is important.

Note: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

OFM				
Allotn	nent Cash Rec			
	2017-19 Bienn			
	TALS-AMR			
Packet Purpose: Operating 1st Supplemental			Report Number	: AMR007
Packet Number:				1/2022 1:37PM
Packet Status: Approved			Print Date: 11/	21/2022 1:37PM
Packet Program:				
Program Structure				
Cash Receipts by Account				
	1.154	FY 2018	FY 2019	Biennium Total
001 General Fund	Jul	0	(68,001)	
	Aug	0	(68,001)	
	Sep	0	(68,001)	
	Oct	AMPLE	(68,001)	
	Nov	MPLEOJ	(68,001)	
	Dec EX	0	(68,001)	
	Jan	0	(68,001)	
	Feb	0	(68,001)	
	Mar	0	(68,001)	
	Apr	0	(68,001)	
	May	0	(68,001)	
	Jun	319,000	(67,989)	
Total 001 General Fund		319,000	(816,000)	(497,000)

# **AMR008 – Allotted vs. EA Schedule**

#### **Purpose and Overview of Report**

The AMR008 report provides a comparison of allotments to expenditure authority schedule (EAS) for the biennial time period. The report displays information by fiscal year and biennium. There are two sections to this report Biennial Comparison and Fiscal Comparison.

The report is used to identify variances between the allotment data and the expenditure authority schedule control numbers. This report is primarily used during the preparation and review of allotments.

Both the expenditure authority schedule control numbers and the allotment data are either at or summed to an agency level by fiscal year for each account.

Note: This report has two options:

- **AMR008 (A):** This packet Only
- AMR008 (B): All Packets

Packet Purpose: Capital Amendment Packet Number: 0034 Packet Status: Approved		et Number: 0034 2017-19 Biennium						Report Number: AMR008 Date Run: 11/21/2022 1:50PM Print Date: 11/21/2022 1:50PM		
Biennial Comparison										
Agency Level Expenditu	re Authority									
Account-EA Type EA Code	Allotted	Unallotted	Reserve	Allotment Total	Expenditure Authority from EAS	Allotment to EAS Variance	EAS Required Reserve	Reserve Variance		
057-1 State Building Constru-	ction Account-State									
Catastrophic Flood F	Relief		1	1	19,974,520	(19,974,520)				
Cowlitz River Dredgi	ng	/	MPLE	1	239,594	(239,594)				
Cost Effective K-3		TEX	AMPLE		55,000	(55,000)				
Higher Education Fa	acility	E			150,000	(150,000)				
Behavioral Health		-			200,000	(200,000)				
Basic Law Enforcen	1000	(368,759)		(368,759)	300,000	(300,000)				
Emergency Repairs 057-1 Total State Building		(368,759)		(368,759)	20,919,114	(368,759) (21,287,873)				
289-1 Capit	al Facilities-State					anesgen 1997 H. S.				
Oversight of State	ai i aointico-otato				2.458.000	(2.458.000)				
Oversignt of State	Staff				1,222,000	(1,222,000)				
289-1 County					3,680,000	(3,680,000)				
Total Agency		(368,759		(368,759)	24,599,114	(24,967,873)				

# AMR009 – Allotted Revenue vs. Expenditure Variance (Federal and Private/Local Funds Only)

### **Purpose and Overview of Report**

The AMR009 report provides a comparison of revenue allotments to expenditures for Federal and Private/Local funds for the fiscal year time period. The report displays information by fiscal year. There is one section to this report.

The report is used to identify variances between the revenue data and expenditure data. This report is primarily used during the fiscal year to make sure that the allotted revenue and expenditures are balanced.

Both the allotment data and expenditure data are either at or summed to an agency level by fiscal year for each account.

	Allott	Federal and I	Report Number: AMR009 Date Run: 3/27/2015 11:47AM Print Date: 3/27/2015 11:48AM					
	Revenue		Ex	penditure			Variance	
FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total
1,129,818	1,987,764	3,117,582	1,129,820	1,987,762	3,117,582	(2)	2	0
1,700,000	0	1,700,000	3,700,000	0	3,700,000	(2,000,000)	0	(2,000,000)
	1,129,818	Revenue           FY 2014         FY 2015           1,129,818         1,987,764           1,700,000         0	Federal and I         20           Revenue         Elem Total           1,129,818         1,987,764         3,117,582           1,700,000         0         1,700,000	Federal and Private/Local Fu           Revenue         Ex           FY 2014         FY 2015         Bien Total         FY 2014           1,129,818         1,987,764         3,117,582         1,129,820           1,700,000         0         1,700,000         3,700,000	Federal and Private/Local Funds Only 2013-15 Biennium           Revenue         Expenditure           FY 2014         FY 2015         Bien Total         FY 2014         FY 2015           1,129,818         1,987,764         3,117,582         1,129,820         1,987,762           1,700,000         0         1,700,000         3,700,000         0	2013-15 Biennium           Expenditure           FY 2014         FY 2015         Bien Total         FY 2014         FY 2015         Bien Total           1,129,818         1,987,764         3,117,582         1,129,820         1,987,762         3,117,582           1,700,000         0         1,700,000         3,700,000         0         3,700,000	Federal and Private/Local Funds Only 2013-15 Biennium         Date Print           Revenue         Expenditure           FY 2014         FY 2015         Bien Total         FY 2014         FY 2015         Bien Total         FY 2014         Image: Print           1,129,818         1,987,764         3,117,582         1,129,820         1,987,762         3,117,582         (2)           1,700,000         0         1,700,000         0         3,700,000         0         3,700,000	Federal and Private/Local Funds Only 2013-15 Biennium         Date Run: 3/27/2019 Print Date: 3/27/2019 Print Date: 3/27/2019           Revenue         Expenditure         Variance           FY 2014         FY 2015         Bien Total         FY 2014         FY 2015         Bien Total         FY 2015         Colspan="4">Print Date: 3/27/2019           1,129,818         1,987,764         3,117,582         1,129,820         1,987,762         3,117,582         (2)         2           1,700,000         0         1,700,000         3,700,000         0         3,700,000         0         3,700,000         0

# **AMR010 – Allotted Revenue vs. EAS Revenue Variance**

### **Purpose and Overview**

The AMR010 report provides a comparison of revenue allotments to expenditure authority schedule (EAS) revenue control numbers for fiscal year and biennial time periods. The report displays information by fiscal year and biennium. There is only one section to this report

The report is used to identify variances between the revenue allotment data and the expenditure authority schedule revenue control numbers. This report is primarily used during the preparation and review of revenue allotments.

Both the expenditure authority schedule control numbers and the revenue allotment data are either at or summed to an agency level by fiscal year for each account and source for comparison.

Packet Purpose: Operating 4th Qtr Adjust Packet Number: 0029 Packet Status: Approved		djustme	All	201	nue vs. EAS 9-21 Biennium TALS-AMR	Revenue		Date	ort Number: AM Run: 11/21/20 t Date: 11/21/20	22 2:11PM
<b>D</b>		Reven	ue Allotment			hedule Revenue Version 49	1		Variance	
Acct	Revenue Source Code	FY 2020	FY 2021	Bien Total	FY 2020	FY 2021	Bien Total	FY 2020	FY 2021	Bien Total
001 Gen					10 150 000					
	Corp for Natl &	0	0	0	16,456,000 526,000	16,058,000 0	32,514,000 526,000	(16,456,000) (526,000)	(16,058,000)	(32,514,000) (526,000)
	General Fund	0	0	0	16,982,000	16,058,000	33,040,000	(16,982,000)	(16,058,000)	(33,040,000)
	10 1 1 1			C.						
	onnel Service Account Charges for Services	0	0	0	6.814.000	6.814.000	13,628,000	(6,814,000)	(6.814.000)	(13,628,000)
0420 0 436	cation Technology Revolving Charges for Services Labor Relations Service Act	Fund	XAMPL		12,481,000	12,481,000	24,962,000	(12,481,000)	(12,481,000)	(24,962,000)
0420 0	Charges for Services	0	0	0	4,280,000	4,280,000	8,560,000	(4,280,000)	(4,280,000)	(8,560,000)
	er Education Personnel Serv Charges for Services	vices 0	0	0	1,455,000	1,456,000	2,911,000	(1,455,000)	(1,456,000)	(2,911,000)
	ewide Info Tech System Dvlp	Revi Acc	0		40 004 000	40.050.000		140 004 000	(40.050.000)	(22 702 000)
	Charges for Services	U	U	0	16,351,000	16,352,000	32,703,000	(16,351,000)	(16,352,000)	(32,703,000)
468	Central Service Account Charges for Services	0	0	0	10,775,000	10,775.000	21,550,000	(10,775,000)	(10,775,000)	(21,550,000)
			°.	v	10,775,000	10,775,000	21,000,000	(10,775,000)	(10,775,000)	(21,550,000
	ewide Info Tech System Main Charges for Services	t & Oper 1,500,000	3,000,000	4,500,000	34,065,000	34,065,000	68,130,000	(32,565,000)	(31,065,000)	(63,630,000)
	ncy	1,500,000	3,000,000	4,500,000	103,203,000	102,281,000	205,484,000	(101,703,000)	(99,281,000)	(200,984,000)

# **AMR011 – Allotted Expenditures vs. Cash Disbursements**

### **Purpose and Overview**

The AMR011 report provides a comparison of allotted expenditure data to cash disbursement allotments. The report displays information by fiscal month. There are two sections to this report; the first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare allotted expenditure data to cash disbursement allotment data and to analyze the trends in relation to each other. This report is primarily used during the preparation and review of expenditure and cash disbursement allotments.

Note: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.



# **AMR012 – Allotment Revenue vs. Cash Receipts**

#### **Purpose and Overview**

The AMR012 report provides a comparison of revenue allotment data to cash receipt allotment data. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare revenue allotment data to cash receipt allotment data and to analyze the trends in relation to each other. This report is primarily used during the preparation and review of revenue and cash receipts allotments.

Note: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.



# **AMR013 – Allotment Revenue vs. Expenditure (All Funds)**

#### **Purpose and Overview**

The AMR013 report provides a comparison of revenue allotment data to expenditures data for all fund types (includes state, federal, private/local, and non-appropriated funds). The report displays information by fiscal year and biennium. There is only one section to this report

The report is used to identify variances between the revenue allotment data and expenditures. This report is primarily used review of revenue allotments in relation to the actual expenditures.



# **AMR014 – Projected Monthly Cash Balance**

#### **Purpose and Overview**

The AMR014 report provides a projection of the cash balance. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare allotted cash receipts to allotted cash disbursements data to beginning cash balance data and to analyze the trends in relation to each other. This report is primarily used to estimate cash balance for the biennium by fund.

Note: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.



# **AMR015 – Projected Fund Balance**

#### **Purpose and Overview**

The AMR015 report provides a projection of the fund balance. The report displays information by fiscal year and used to project the unreserved balance for each fiscal year by fund.

Note: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

OFM Example Packet Status: Various Includes All Official Allotment Packet Purpose Types		Projected Based of 2019-2	Washington Fund Balance n Allotments M Biennium LS-AMR			Report Number: // Date Run: 11/22/2 Print Date: 11/22/	022 9:23AM
Dollars in Thousands	ose Types						
Account Agency	Beginning Budgetary Unreserved Balance *	FY 2020 Allotted Revenue	FY 2020 Allotted Expenditures	FY 2020 Projected Unreserved Balance	FY 2021 Allotted Revenue	FY 2021 Allotted Expenditures	FY 2021 Projected Unreserved Balance
09R Economic Development Strategic Office Department	2,500		1,000		1,613	7,613	
Office State		3,150	163		4,278	154	
University Office		1000	1,538		1,000	1,543	
09R Total Economic Development	2,500	3,150	2,701	2,949	6,891	9,310	530

# **AMR016 – Projected Cash Balance**

#### **Purpose and Overview**

The AMR015 report provides a projection of the cash balance. The report displays information by fiscal year and used to project the cash balance for each fiscal year by fund.

<b>Example</b>		Projected Based or	Washington Cash Balance n Allotments				
Packet Status: Various Includes All Official Allotment Packet Purpose Tyj Dollars in Thousands	2019-21 Biennium TALS-AMR				Report Number: AMR016 Date Run: 11/22/2022 9:49AM Print Date: 11/22/2022 9:49AM		
Donaro III Thousando							
	Beginning Cash Balance	FY 2020 Allotted Cash Receipts	FY 2020 Allotted Cash Dis- bursements	FY 2020 Projected Cash Balance	FY 2021 Allotted Cash Receipts	FY 2021 Allotted Cash Dis- bursements	FY 2021 Projected Cash Balance
Account	Cash	Allotted Cash	Allotted Cash Dis-	Projected Cash	Allotted Cash	Allotted Cash Dis-	Projected Cash

# **AMR017 – Comparison of Original Allotment**

#### **Purpose and Overview**

The AMR017 report provides an incremental view of the changes made by an agency to their allotments. The report displays information by fiscal year. The report is used for when packets are returned by OFM to the agency for updating.

Note: If using Enterprise Reports a Packet number is required and it must be available within the dropdown.

	Incremental Change 2013-	from Previou	is Submitta	1	
Packet Purpos Packet Numbe	e: Capital Amendment	Report Number: AMR017 Date Run: 3/30/2015 10:44AM Print Date: 3/30/2015 10:45AM			
Packet Status:					
Allotment	Expenditure Detail				
xpenditures	by Account-EA Type and Expenditure Au	thority Code			
			FY 2014	FY 2015	Biennium Total
057-1 State Bu	ilding Construction Account-State	Jul			
S12 Public Lands Inventory		Aug			
		Sep			
		Oct			
100000000000		Nov			
91000445	Example	Dec			
	Example	Jan Feb		(415)	
		Mar		(415)	
		Apr		415	
		May			
		Jun			
Total S12 A	llotted				
			FY 2014	FY 2015	Biennium Total
057-1 State Bu	ilding Construction Account-State	Jul			
S14 Transpo	rtation Mitigation Projects	Aug			
		Sep			
		Oct			
		Nov			
30000206		Dec			
		Jan Feb		(11 000)	
				(11,000)	
		Mar			

# **AMR018 – Unanticipated Receipts Allotments**

### (Enterprise Reports Only)

### **Purpose and Overview**

The AMR018 report provides a listing of unanticipated receipt allotments. The report displays information by agency and packet number. The report is used to monitor unanticipated receipts. OFM or Agencies can use this report to verify status of packets. There is one section to this report.

Packet Status Begin Date: Entire Biennium	le	Unanticipated Receipts Allotments 2013-15 Biennium			Report Number: AMR018 Date Run: 3/30/2015 11:09AM Print Date: 3/30/2015 11:11AM		
Agency Packet and Description	FTE Staff Years	Expenditure Amount	Account -EA Type	Allotted Unallotted Reserve	Date Submitted to OFM	Date Approved/ Returned	
057 - Office of Civil Legal Aid							
Packet 0002: QIC Child Representation	0.00	56,500	001-9 General Fund P/L Unanticipated	Allotted	04/24/2014	5/05/2014	
Packet 0003: QIC Child Representation	0.00	29,600	001-9 General Fund P/L Unanticipated	Allotted	04/24/2014	5/05/2014	
Packet 0006: Grants for Civil Legal Aid	0.00	100,000	001-9 General Fund P/L Unanticipated	Allotted	04/28/2014	5/09/2014	
057 Total Office of Civil Legal Aid	0.00	186,100					
085 - Office of the Secretary of State							
Packet 0005: NHPRC Archives	0.00	17,538	001-3 General Fund Fed Unanticipated	Allotted	08/29/2013	9/09/2013	
Packet 0006: City Club Online Mock	0.00	500	001-9 General Fund P/L Unanticipated	Allotted	08/14/2013	8/29/2013	
Packet 0007: TVW US Elections	0.00	2,289	001-9 General Fund P/L Unanticipated	Allotted	08/14/2013	8/29/2013	
Packet 0008: A036 Library Gates	0.00	1,500,000	001-9 General Fund P/L Unanticipated	Allotted	08/15/2013	8/29/2013	
Packet 0012: PAUL ALLEN SMART	0.00	180,000	001-9 General Fund P/L Unanticipated	Allotted	10/16/2013	11/04/2013	
085 Total Office of the Secretary of State	0.00	1,700,327					
103 - Department of Commerce							
Packet 0010: Dept of Energy ARRA	0.00	1,700,000	15P-U Energy Recovery Act Account Operating	Allotted	08/26/2013	9/10/2013	
Packet 0011: Pacific Northwest Solar	0.18	279,471	001-3 General Fund Fed Unanticipated	Allotted	10/29/2013	10/29/2013	
Packet 0030: Pacific Tower Gates	0.00	250,000	057-9 State Building Construction Account P/L Unanticipated	Allotted	05/27/2014	6/12/2014	
103 Total Department of Commerce	0.18	2,229,471					
105 - Office of Financial Management							
Packet 0002: 800 MHz WAve 4	0.00	1,265,058	001-9 General Fund P/L Unanticipated	Allotted	08/08/2013	8/27/2013	
	0.00	17,850	001-9 General Fund P/L Unanticipated	Unallotted	08/08/2013	8/27/2013	
107 - Wash State Health Care Authority							
Packet 0013: ProviderOne Phase2	3.20	13,050,000	001-3 General Fund Fed Unanticipated	Allotted	10/02/2014	10/14/2014	
Packet 0014: Federal Authority for	0.00	1,191,379,000	001-3 General Fund Fed Unanticipated	Allotted	11/12/2014	12/11/2014	
107 Total Wash State Health Care	3.20	1,204,429,000					

# **AMR019 – Allotment Status**

#### (Enterprise Reports Only)

#### **Purpose and Overview**

The AMR019 report provides a listing all allotments and what status they are currently in. The report displays information by agency, packet number and packet status. The report is used to monitor allotments through the budgeting process. OFM or Agencies can use this report to verify status of packets. There is one section to this report.

DFM Packet Purpose: ALL Packet Status: Approved Begin Date: Entire Biennium Fort Order: By Agency	Allotr 2013	Report Number: AMR019 Date Run: 3/30/2015 1:04PM Print Date: 3/30/2015 3:43PM				
Agency	Packet Purpose	Packet Number	Packet Status	Budget Analyst	Date Submitted to OFM	Date Approved/ Returned
179 Department of Enterprise Services	Operating Initial Allotment	0001	Approved	Hesse, Regan	09/27/2013	9/27/2013
	Operating 2nd Qtr Adjustments	0006	Approved	Hesse, Regan	10/25/2013	11/12/2013
	Operating 3rd Qtr Adjustments	0026	Approved	Hesse, Regan	01/24/2014	2/12/2014
	Operating 4th Qtr Adjustments	0055	Approved	Hesse, Regan	04/24/2014	4/29/2014
	Operating Allocations	0013	Approved	Hesse, Regan	10/22/2013	11/12/2013
	Operating 1st Supplemental	0054	Approved	Hesse, Regan	05/09/2014	5/09/2014
Example	Revenue and Cash Adjustments Revenue and Cash Adjustments Revenue and Cash Adjustments Revenue and Cash Adjustments Revenue and Cash Adjustments	0027 0065 0066 0067 0104	Approved Approved Approved Approved Approved	Hesse, Regan Hesse, Regan Hesse, Regan Hesse, Regan Hesse, Regan	01/27/2014 07/14/2014 07/14/2014 07/16/2014 02/10/2015	2/12/2014 7/14/2014 7/14/2014 7/25/2014 2/13/2015
	Capital Initial Allotment	0002	Approved	Hesse, Regan Perigo, Maurice	08/12/2013	9/23/2013
	Capital Amendment	0012	Approved	Hesse, Regan Perigo, Maurice	10/25/2013	11/11/2013
	Capital Amendment	0015	Approved	Hesse, Regan Perigo, Maurice	10/25/2013	11/12/2013
	Capital Amendment	0048	Approved	Hesse, Regan Perigo, Maurice	03/31/2014	4/03/2014
	Capital Amendment	0060	Approved	Hesse, Regan Perigo, Maurice	07/15/2014	7/15/2014
	Operating Legislative Allotment Operating Legislative Allotment Operating Legislative Allotment	0058 0059 0068	Approved Approved Approved	Hesse, Regan Hesse, Regan Hesse, Regan	05/21/2014 06/05/2014 08/18/2014	5/22/2014 6/12/2014 9/05/2014
	Capital Transfer	0064	Approved	Hesse, Regan Perigo, Maurice	07/15/2014	7/15/2014
	Capital Transfer	0101	Approved	Hesse, Regan Perigo, Maurice	01/30/2015	2/03/2015

# **AMR020 – Unanticipated Receipt Approval Request**

#### **Purpose and Overview**

The AMR020 report creates the Unanticipated Receipt Approval Request form with all the data filled in. This report replaced the former B20-1 form. The report is used by OFM, Legislature & agencies during the Unanticipated Receipt approval process.

Note: If using Enterprise Reports a Packet number is required and it must be available within the dropdown.

		UNANTIO RECEIPT A REQU	PPROVAL	PACKET NUMBER	ull screen		DATE SUBMITTED
AGENCY	CODE	& TITLE		CONTACT PERSON		PHONE NUMBER	
PROGRA	MCOD	E & TITLE		BUDGET ACTIVITY COD	E & TITLE		Operating
PURPOS	E OF G	RANT AND DESCRIPT	ION OF HOW FUNDS WILL	L BE USED			
Begin D Note: I reques TYPE OF [X] NE [] RE	Date (mo If a port CRAN GRAN W - Th ENEWA	Instructions) T / AWARD le agency needs additio L - The agency received	En I occurs after the next leg nal spending authority to sp I the grant previously.	d Date (month/day/year) jislative session, that portion pend the grant. an existing grant/award and/or t			ncy's next budget
pre	evious b	iennium. Indicate Allotr	nent Packet Number(s):	has funds remaining from a pre	xplain the nature of the pass		
		ACCOUNT - Expenditure Authority Type	PREVIOUS BIENNIUM	CURRENT BIENNIUM		CURRENT ALLOTMENT REQUEST	AMOUNT AGENCY EXPEC TO REQUEST IN NEXT BUDGET SUBMITTAL
FTEs			0.00	0.00	0.00	0.00	0.00
GRANT			0	145,149	0	0	
MATCHIN FUNDS		-	0	0	0	0	
TOTAL			0	145,149	0	0	
SOURC	CE OF M		e agency's current budget, i	no indicate the programs and activ		nation as necessar	y
	x	If yes, describe the s	substituted for presently all ource and the amount to bo on is anything other that a s		r, please explain.		
	x		e of these funds commit the obable source of future fun	e state to further expenditures in ding.	n a later period?		
	x	If yes, it should be or		on? ew budget request rather than t tinuation of the program beyond			

# **AMR021 – Allotted Revenue vs. Expenditure**

Or in Enterprise Reports:

#### Estimated Revenue and Actual Cash Receipt and Disbursements and Balances

#### **Purpose and Overview**

The AMR021 report provides the Office of Financial Management (OFM) a monthly view of the Actual Cash and Actual Disbursements for all agencies so that they can monitor the Cash Balance to date and projections through the biennium. The report displays information by month and biennium. This report is also available to agencies.

Note: This report can replace AMR014, AMR015, & AMR016 for cash balance reports with the removal of the requirement to enter Cash Receipts and Cash Disbursements.

### **Report Example:**

Packet Status: Various Packet Status: Various Example Report Number: AMR0: Date Run: 11/22/2022 Print Date: 11/22/2022										
001 General F								Pr	Int Date: 11/22/	2022 12:15PM
	From TALS			Cash for closed r		Actual GAAP From AFRS for closed Months				
Beginning Cash Balance*	Allotted	Allotted	Est. Cash Balance	Act. Receipts/Est. Revenue	Act. Disburse- A ments/Est. Expenditures		Actual	Variance from Estimates	Actual Expenditures	Variance from Estimates
1,010,866,588										
iscal Month						I RECEIPTION OF THE				
Jul 19		3,330,239,308	61,362,303	5,293,832,810	6,459,709,772	(155,010,374)	2,331,981,167	48,753,856	3,627,282,297	(297,042,98
Aug 19		3,252,034,111	(747,028,679)	6,225,602,660	7,566,264,467	(1,495,672,182)	1,302,434,773	1,141,208,356	3,842,385,166	(590,351,05
Sep 19		5,149,277,724	(3,022,640,686)	5,220,329,976	5,506,413,455	(1,781,755,660)	5,531,549,143	(2,657,883,426)	2,722,373,474	2,426,904,25
Oct 19		3,599,452,669	(3,518,325,073)	6,499,984,260	6,226,039,807	(1,507,811,206)	3,094,725,803	9,042,479	3,028,096,652	571,356,01
Nov 19		3,192,284,907	746,263,654	8,229,106,034	6,905,629,517	(184,334,690)	2,810,766,286	4,646,107,348	2,616,685,127	575,599,78
Dec 19		3,686,152,893	447,040,811	5,703,909,351	6,080,424,627	(560,849,966)	2,896,237,303	490,692,747	3,126,542,507	559,610,38
Jan 20		3,750,814,823	(205,460,660)	6,001,653,526	6,252,164,790	(811,361,229)	3,128,786,245	(30,472,893)	3,299,946,368	450,868,45
Feb 20		3,815,082,493	(2,259,176,137)	5,339,002,100	5,970,513,774	(1,442,872,904)	2,970,107,390	(1,208,740,374)	3,937,198,765	(122,116,27
Mar 20		3,557,802,672	(2,946,058,728)	5,186,666,138	5,453,224,476	(1,709,431,242)	4,260,311,183	(1,389,391,102)	2,934,993,844	622,808,82
Apr 20		3,835,994,123	(2,829,658,517)	7,767,001,905	6,201,318,943	(143,748,281)	4,687,278,196	(734,883,862)	2,974,397,547	861,596,57
May 20		3,161,536,182	(1,287,450,940)	7,508,522,404	6,910,033,427	454,740,696	2,210,240,433	2,493,503,326	2,456,204,599	705,331,58
Jun 20		4,167,506,517	(1,464,562,622)	7,847,402,093	5,874,746,149	2,427,396,640	2,096,953,229	1,893,441,606	2,830,679,100	1,336,827,41
Jul 20		4,529,165,581	(2,741,908,067)	6,578,050,890	7,928,608,030	1,076,839,499	2,851,104,787	400,715,349	4,418,913,519	110,252,06
Aug 20		4,764,786,081	(3,975,713,062)	5,651,596,066	6,963,618,023	(235,182,458)	2,689,239,645	841,741,441	3,681,023,525	1,083,762,55
Sep 20		4,698,110,531	(3,712,210,369)	4,835,736,131	5,183,511,060	(582,957,387)	4,549,603,862	412,009,362	3,957,841,606	740,268,92
Oct 20		4,250,457,006	(4,100,442,031)	8,064,845,703	7,846,149,094	(364,260,779)	3,615,955,628	246,269,716	3,320,139,245	930,317,76
Nov 20		3,826,063,819	(2,326,742,697)	7,006,171,627	6,578,800,248	63,110,601	2,983,598,342	2,616,164,811	3,113,677,525	712,386,29
Dec 20		4,830,861,385	(2,805,811,534)	7,655,960,192	7,468,434,532	250,636,261	3,509,109,101	842,683,447	4,074,321,631	756,539,75
Jan 21		3,986,239,591	(3,659,882,592)	6,264,496,603	6,358,419,247	156,713,617	3,493,363,534	(361,195,001)	3,577,215,516	409,024,07
Feb 21		4,714,385,765	(5,304,409,846)	4,012,253,701	5,770,201,234 6,495,094,542	(1,601,233,916) (938,206,651)	2,945,518,873	124,339,638 (788,800,759)	4,018,568,805 3,296,732,002	695,816,96
Mar 21		3,823,917,377 3,869,019,630	(5,201,441,538) (5,564,928,047)	7,158,121,807	7,468,234,641	(1,046,921,950)	4,715,686,444	(445,560,544)	3,375,639,147	527,185,37 493,380,48
Apr 21		3,391,742,393		7,359,519,343 12,356,888,123	7,468,234,641 8,119,272,949	(1,046,921,950) 3,190,693,223	3,951,093,665 6,292,252,539		4.691.832.965	
May 21		2,685,789,387	(3,961,921,102) 644,200,082	9.336.974.369	7,913.031,230		3.641.513.895	(1,297,503,201) 3,650,396,676	4,091,832,905	(1,300,090,57)
Jun 21 Total Bien	1 - 1 - 1	93,868,716,968			159,499,858,037	4,614,636,362	3,641,513,895 82,559,411,464		524,942,892 79,447,633,821	14,421,083,14

**Additional Information – Help Desk** 



except Agency 790.

For assistance with **TALS Reports** please contact the **OFM Help Desk** at <u>HereToHelp@ofm.wa.gov</u> or call 360.407.9100