



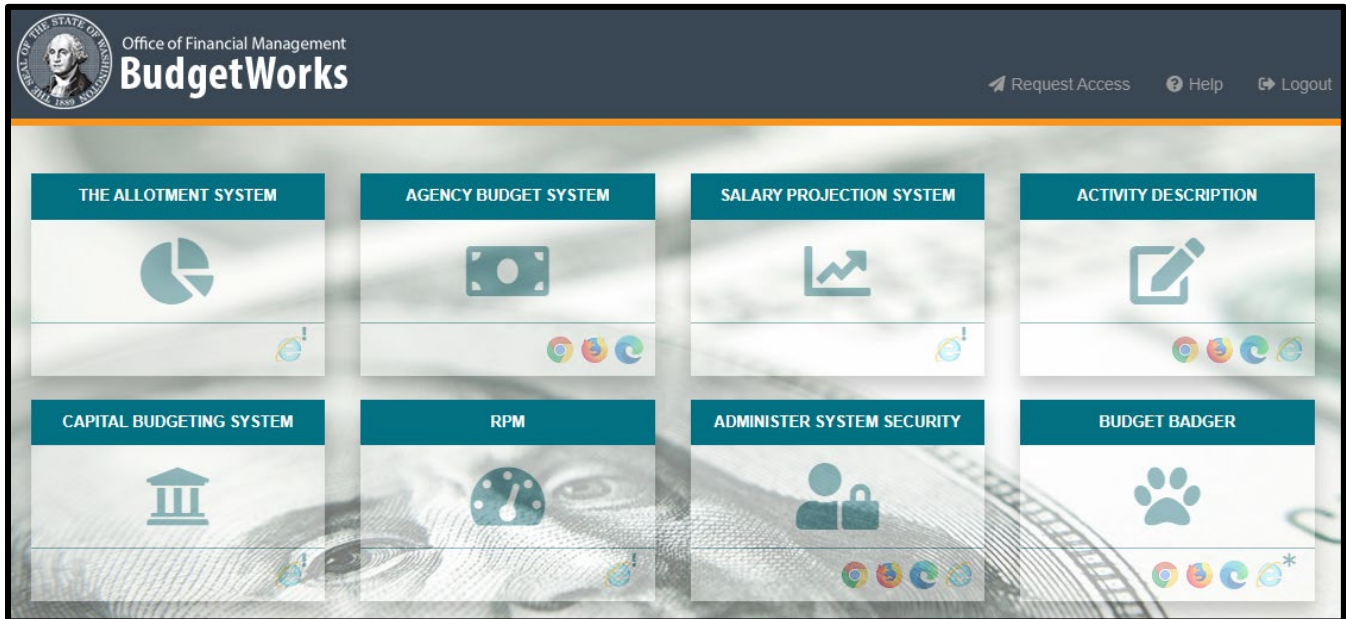
**The Allotment System -
Allotment Management & Review
(TALS-AMR) for the OFM
Budget Analyst**

Table of Contents

LOGGING ON	3
INTERNET EXPLORER (IE) MODE SET UP	4
ABOUT THIS GUIDE	6
GETTING TO KNOW TALS	6
OFM PACKET STATUS: DISPLAYS AND OPTIONS	7
FILTERING THE PACKET	7
OFM PACKET STATUS TABS	8
PACKET STATUS COLUMNS	8
REVIEWING A TALS PACKET	9
REVIEW CHECKLIST NAVIGATION	9
REVIEW CHECKLIST QUESTIONS	10
REVIEW ISSUES	10
ONLINE VIEWS	11
ONLINE VIEWS FOR OPTION 1 AGENCIES	12
ONLINE VIEWS FOR OPTION 2 AGENCY	14
REPORTS	17
RUNNING REPORTS	17
ADDITIONAL INFORMATION – HELP DESK	17

Logging On

Open Microsoft Edge or Google Chrome and follow the link to budgetlogon.ofm.wa.gov. Enter your login ID and password to log into BudgetWorks. If you do not have access please use the [Security Request Form](#) to request it through the OFM Helpdesk at HereToHelp@ofm.wa.gov. The menu will only show the applications that the user has permission to access.

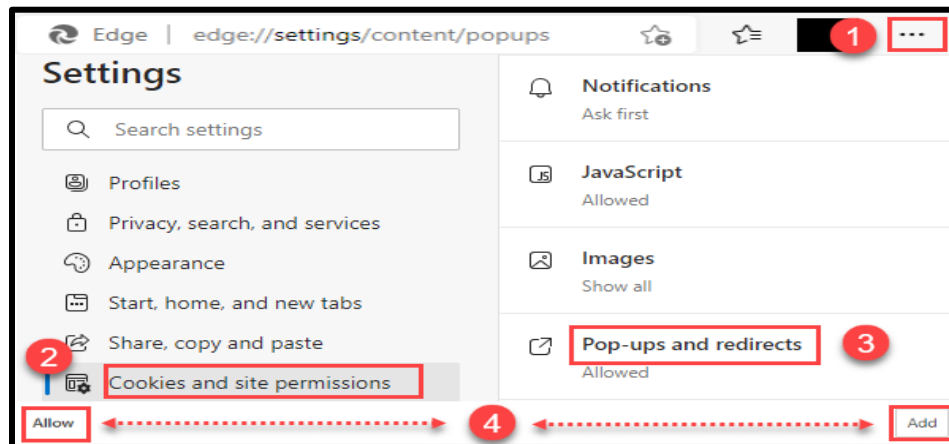


How to Disable Pop-Up Blockers

CBS has pop-up notifications and instructions, to enable pop-ups or verify pop-ups are allowed, please follow the steps below.

1. Beside the address bar, select the ... which will display a drop-down menu
2. Select **Settings**, this will open a new menu, on the left side select **Cookies and site permissions**
3. Scroll down to **Pop-ups and redirects**, **Allow**
4. Select **Add**, enter the site <https://budgetlogon.ofm.wa.gov> and click **Add** again.

In Edge:

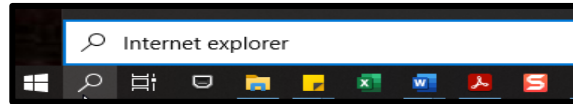


Note: Documents downloaded in Edge may appear in a new browser tab instead of a document reader such as Adobe or Excel and the following warning may appear.

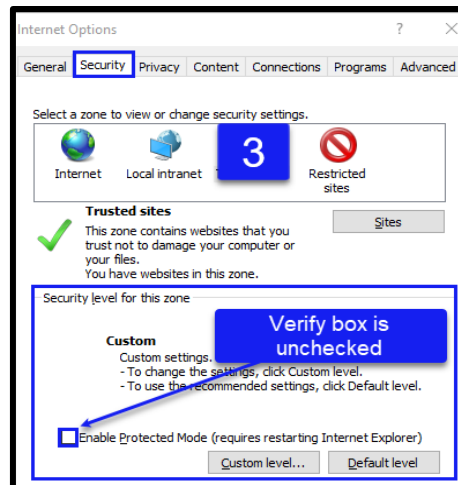
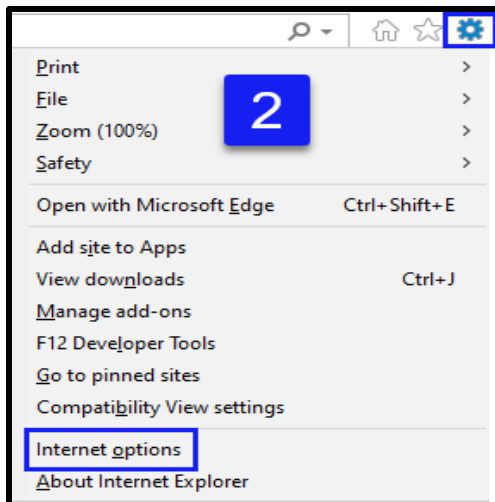
Internet Explorer (IE) Mode Set Up

NOTE: Internet Explorer settings have to be applied for all other browser IE settings to work correctly. TALS Functions will not work correctly without these settings.

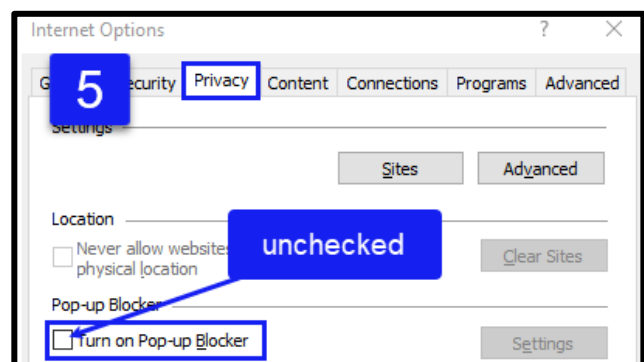
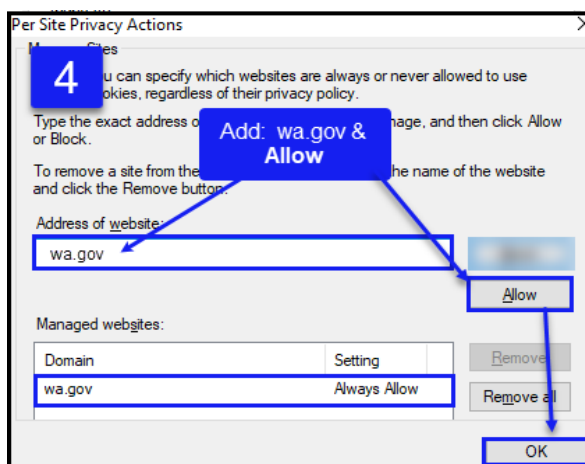
1. **Open Internet Explorer:** Use the Search option on the taskbar if it's not immediately found.



2. Beside the Address bar, select the **Cog**, and **Internet options**
3. Open the **Security Tab**: Uncheck **“Enable Protected Mode”**

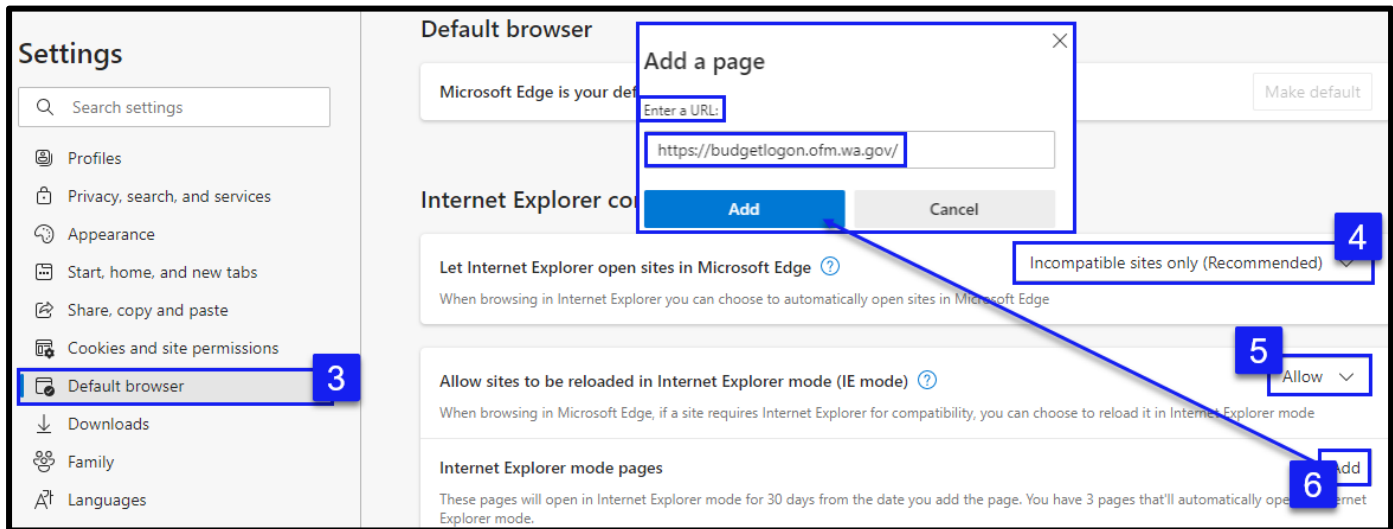


4. Open the **Privacy Tab**: Select Sites
 - Enter site address as shown
 - Click Allow
 - Select OK and close
5. **Pop-Up Blockers**: should be unchecked
 - Click Apply

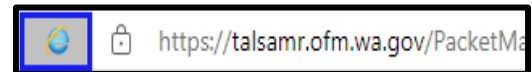


IE Compatibility Mode In Edge

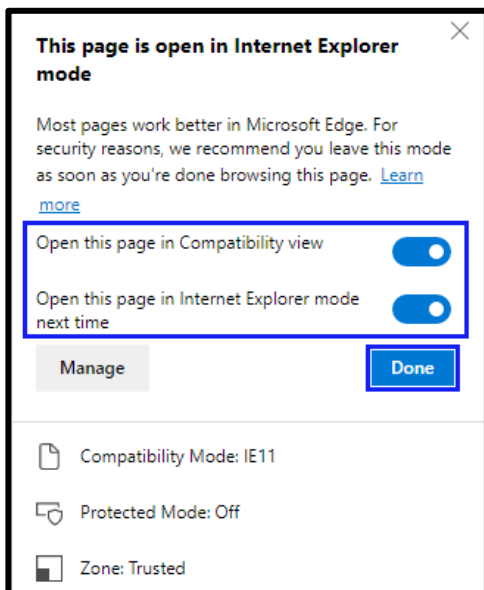
1. Beside the address bar, select the **ellipses (...)** which will display a drop-down menu
2. Select **Settings** (as shown in steps 1 and 2 above)
3. This will open a new menu, on the left side select **Default Browser**
4. Scroll down to “**Let Internet Explorer open sites in Microsoft Edge**”, choose “**Incompatible Sites Only**”
5. Under “**Allow sites to be reloaded in Internet Explorer mode**”, select **Allow**
6. **Add** enter the site **address**, and click **Add**



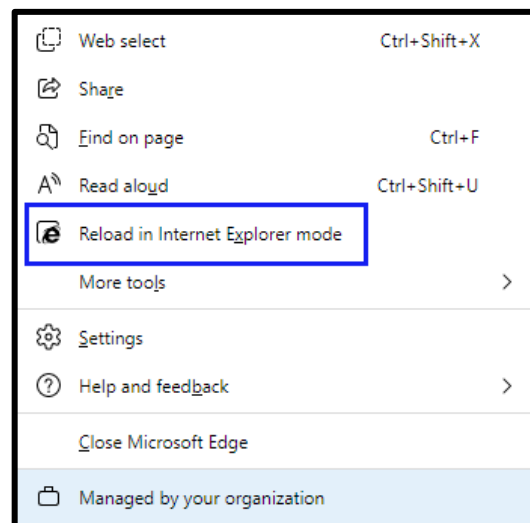
Once the steps are complete, the address bar should display the 'e' in the address bar. An options box may populate; verify or change the settings to match the display.



Note: IE7 may vary depending on which IE version has been downloaded by the agency.



If the compatibility mode is not showing after these steps reopen the **settings** and scroll down and select **Reload in Internet Explorer mode**



If the application is not running correctly after these settings have been applied, contact HereToHelp@ofm.wa.gov.

About this Guide

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.

This guide is for the OFM Budget Analyst and covers information relative to that role. The [TALS AMR User Guide](#) contains information on the full functionality of the TALS AMR application and is written for the Agency User preparing allotments. TALS-AMR is part of the BudgetWorks Suite documentation, which can be found on [OFM IT Systems](#).

Getting to know TALS

All navigation bars and selection tabs remain in the same place on each page. The selection tabs run horizontally across the top of each screen, allowing for the selection of screen features and system navigation. Shortcut links on the application tab bar and the breadcrumb bar can “jump” to previously viewed pages without using the browser Back button.

Application Bar: This bar is always available and includes a tab for the functional areas

- **View Packet List:** View the list of agency allotment packets for the biennium, by selecting a specific packet other tabs and choices will be enabled.
- **Online Views:** Filter options for the selected packet to export specific information in Excel.
- **Enterprise Reporting (ER):** Opens the Enterprise Reporting login page to access other available reports. A list of common reports can be found on page
- **Charts:** Run a variety of charts displaying allotment packets that are in pending, review, and approved statuses. Charts can run scenario vs actual data by account, program, or object.
- **OFM Packet Status:** Check on packet status once submitted to OFM

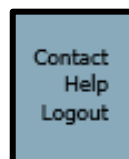


Breadcrumb Bar: allows navigation back to a previously viewed screen based on the current screen.



Contact, Help & Logout:

- **Contact:** Opens the OFM Budget Staff Agency Assignment page for a list of current agency specific Budget Analysts for further assistance.
- **Help:** Opens the System Help & Tutorials page.
- **Log out:** Exit the TALS Application



OFM Packet Status: Displays and Options

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 their allotment packet to OFM for review, using the TALS AMR system.

Filtering the Packet

The following show how to filter the Packet components to view and find the packets that are ready for review. After logging in to TALS AMR, select the OFM Packet Status.

The screenshot shows the 'Allotment Management & Review' interface. At the top right, there are links for 'Contact', 'Help', and 'Logout'. Below the header, there are navigation buttons: 'View Packet List', 'Enterprise Reporting', and 'OFM Packet Status'. The 'OFM Packet Status' page has a 'Filter' button and several filter options: 'Biennium: 2021-23', 'Analyst: [blank]', 'Agency: All', 'Status: Multiple', and 'Purpose: All'. Below these filters are buttons for 'Update Review', 'View History', 'Approve', 'Return', 'UAR Unlock', 'Review Checklist', 'Review Issues', and 'Contact'. At the bottom right, there is a 'Rows' dropdown set to '10' and a 'Load' button. The table below has columns: 'Agency Number', 'Purpose', 'Title', 'Status', 'Program', 'Exp', 'Cash / Rev', 'Analyst', 'Oper. Analyst', 'Cap. Analyst', 'Rev. Analyst', and 'Last Update'.

To change the default view of Packet Status, select **Filter** to display the filter options:

- **Biennium:** Current biennium; prior biennium are available in dropdown
- If a prior biennium is selected, the results will be blank as OFM does not review past biennium
- **Analyst:** If working on behalf of another Analyst, select their name. "All" will display all packets (for all analysts) submitted to OFM for approval
- **Agency:** Select an agency or agencies to view
- **Status:** All, Pending, Review, Returned, Approved
- **Data Type:** Operating, Capital, Other
- **Purpose:** Allotments, Adjustments, Amendments, Supplementals, Capital, Operating, etc.

To select a range of results, hold the Shift key, to select specific multiple results, hold the Ctrl key. When finished, select **OK** to see the results.

The screen will default to display 10 rows of data. If more data exists, page numbers will be listed at the bottom of the display. Use page numbers to scroll through data or choose the number of rows, then **Load**. This will change the display.

The screenshot shows a table with columns: 'Oper. Analyst', 'Cap. Analyst', 'Rev. Analyst', and 'Last Update'. The 'Rev. Analyst' column contains green checkmarks. The 'Last Update' column contains names: 'Myhre, Les', 'Du, Jean', and 'Halverstadt, Stacey'. A red box highlights the 'Rows' dropdown menu, which is set to '10' and has options for '20', '30', and 'All'. A red arrow points from the 'Rows' dropdown to the 'Load' button. At the bottom left, there is a page indicator '12'.

OFM Packet Status Tabs

The OFM Packet Status screen allow users to view and work on packets that have been submitted. Below is the list of options and actions.

- Update Review:** 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.
- View History:** View the history of the packet, who performed an action, what action, and the date performed when in pending, review, returned, or approved status.
- Approve:** Approve a packet which will send an email notification to the agency contact alerting them of the approval when in pending or review status.
- Return:** Return a packet, which will generate an email notification to the agency contact alerting them of the returned packet when in pending or review status.
 - When a packet is returned due to retroactivity, it is returned automatically.
 - When a packet is in returned status only Review Issues is enabled.
- UAR Unlock:** Unlock a packet and cancel the review period
- Review Checklist:** Allows access to the checklist used to review the packet when in pending, review, or approved status.
- Review Issues:** Access the issues communication area when in pending, review, returned, or approved status.
- Contact:** Shows the agency contact name and email



Packet Status Columns

- Packet Selection Box:** work with a particular packet by checking the box
- Untitled (Locked/Unlocked):** This field will display a lock when packet has been locked by the user.
- Agency:** Agency Code
- Number:** Lists the packet number
- Purpose:** Displays packet purpose
- Title:** Displays the packet title (the agency creates this title)
- Status:** Shows which status a packet is in: **Pending** (packet was submitted), **Review** (OFM selects a packet), **Returned**, **Approved**
- Program:** Lists the Program title and code. Only applicable for agencies that has programs
- Exp. (Expenditure):** Displays a checkmark when the packet contains expenditure allotments
- Cash/Rev (Cash or Revenue):** Displays a checkmark when the packet contains cash and/or revenue allotments
- Analyst:** Lists the Analyst assigned to the packet
- Oper. Analyst: (Operations Analyst):** A checkmark will display when the operating analyst has reviewed the packet using **Update Review**.
- Cap. Analyst (Capital Analyst):** A check mark will display when a capital analyst has reviewed the packet using **Update Review**.
- Rev. Analyst (Revenue Analyst):** A check mark will display when the revenue analyst has reviewed the cash/revenue portion of the packet using **Update Review**.
- Last Update:** Lists who performed the action and when the packet's status last changed.
 - Note: Hover over this field to see the date of the last action.


1	Agency	Number	Purpose	Title	Status	Program	Exp	Cash / Rev	Analyst	Oper. Analyst	Cap. Analyst	Rev. Analyst	Last Update	
<input type="checkbox"/>	2	3	4	5	6	7	8	9	10	11	12	13	14	15

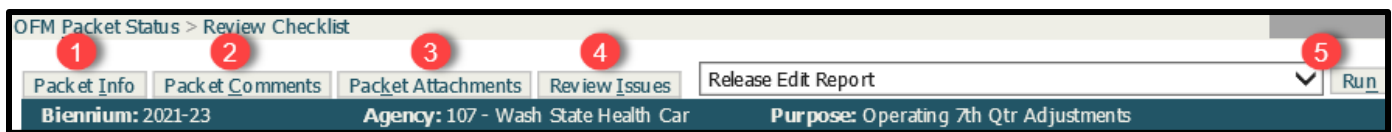
Reviewing a TALS Packet

To begin a TALS packet review, select the agency on the **View Packet List** page and **load** the packets. Once the packets are loaded navigate to the **OFM Packet Status Tab**. Select the packet to review by clicking in the box next to the **Agency Code**. Start the review by selecting the **Review Checklist**.

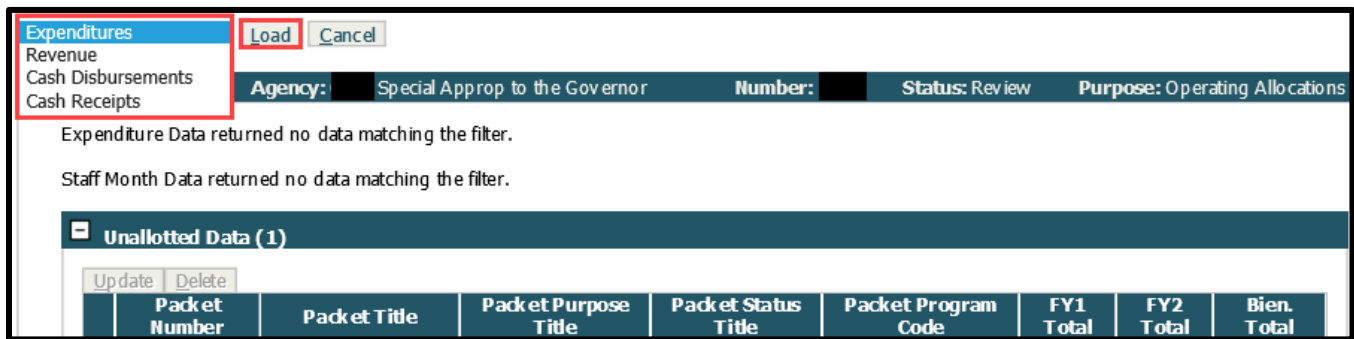
Review Checklist Navigation

Review Checklist cover the areas, options, and definitions for a packet review. Any items with further directions are linked to the corresponding section. The **Review Checklist** breadcrumb is not available until a review is in progress.

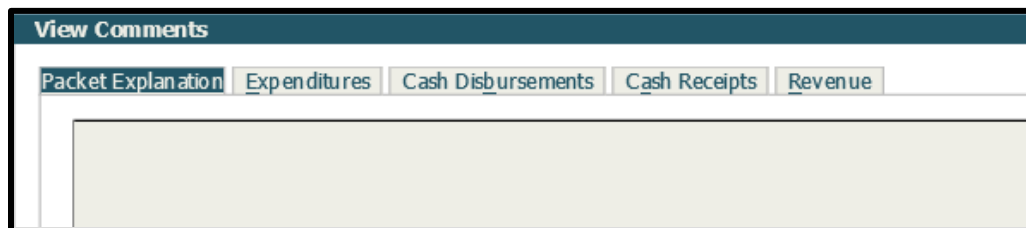
 **Note:** The tabs on this page open as pop-ups if they are not being displayed see the [Pop-up Blocker](#) section.



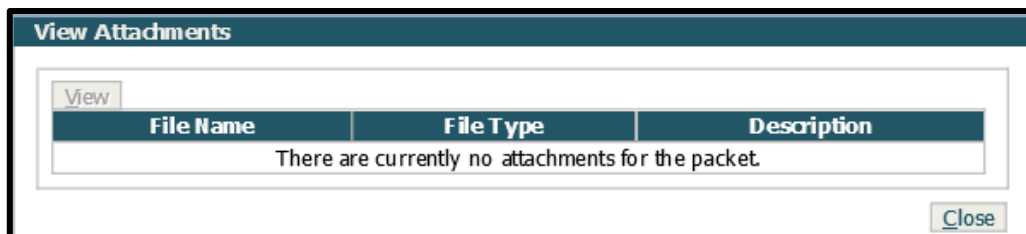
1. **Packet Info:** A pop-up box will bring up the packet allotment information; **Expenditures, Revenue, Cash Disbursements, or Cash Receipts**. Select one to review and click **load**.



2. **Packet Comments:** View any internal comments made by the agency in the allotment section of the packet, click on each tab to view different allotment comments.




3. **Packet Attachments:** Any attachments included with the packet



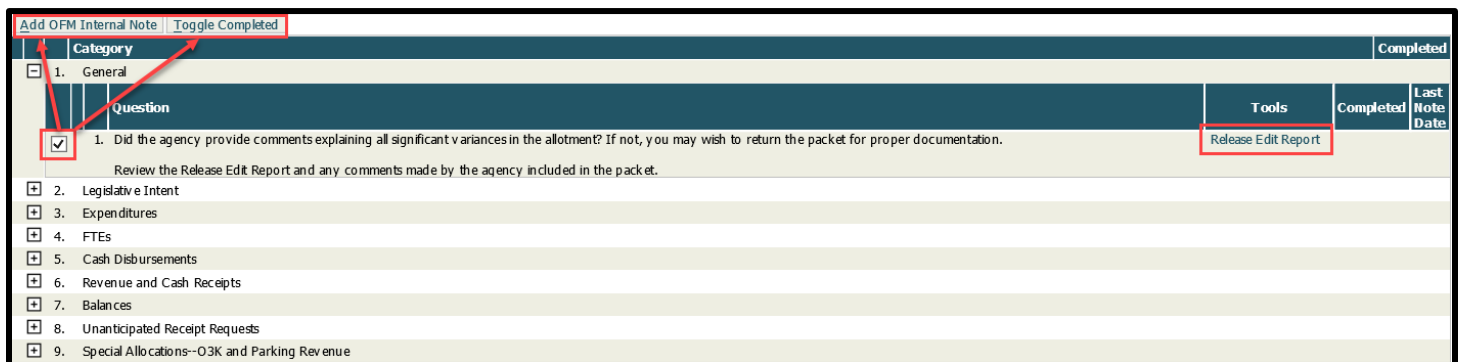
4. **Review Issues:** Add or Respond to a packet review issue that has been added during the review packet information or checklist questions. Further instructions are described below in [Review Issues](#)
5. **Reports:** Run a TALS report; each report is described in the [TALS Report Appendix](#).

Review Checklist Questions

Within the Checklist there are sections that list the **Category** and **Questions, Tools** that link corresponding reports, **Completed** checkmarks when a question is finished, **Add OFM Internal Note, Toggle Complete** and a view the **Last Note Date**. The checklist is a series of questions about the allotments contained in the packet. Each series are broken into **Categories**, if a category is flagged it signifies the packet has a pre-release edit. A comment made by the agency may have more information about the edit.

 **Note:** Pre-Release errors and descriptions can be found in the [TALS AMR User Guide](#) under Pre-Release Edit Checks


1. **Add OFM Internal Note:** Add notes or questions regarding the different categories for the agency. This can be done as the categories are reviewed by checking the box next to the question.
2. **Toggle Completed:** When notes are complete or the question(s) have been reviewed and is complete, check the box next to the question and click on Toggle Completed.
3. **Categories:** The packet review questions is broken up into nine categories, the descriptions below are not all inclusive and is only an example of some of the topics.
 - **General:** Any significant variances
 - **Legislative Intent:** Allotment expenditures or Expenditure Authority explanation
 - **Expenditures:** Allotment spending details
 - **FTE's:** Explanation added by agency if FTEs differ from the EA schedule
 - **Cash Disbursements:** Reasonable and appropriate disbursement
 - **Revenue & Cash Receipts:** Variances, patterns, and amendments for funds
 - **Balances:** Supports allotment proposals
 - **Unanticipated Receipt Requests:** Grants, enacted budget, and expenditures
 - **Special Allocations – 03K and Parking Revenue:** Variations and explanations



Review Issues

Add Issue:

Review Issues section facilitates communication between OFM analysts and agency analysts. These can be entered as errors, problems, concerns, or if further clarification is needed. It provides a means to carry on a threaded conversation about an issue and include attachments or online view links as necessary.

1. **Add Issue:** Opens a new issues box to add an issue, add a response, or check if an issue has been completed.
 -  **Note:** Completions can only be checked off by OFM budget staff.
2. **Title:** Add a title to the comment box

3. **Description:** Add an issue, a comment, or response
4. **Email:** Add a recipient to notify, using the three ellipses (...) will open a drop down list.
5. **Attachments & Links:** Add an attachment or link if needed to provide more information. For an attachment select **Browse** to locate the file, **Add** the file, **Rename** the file if preferred but it is optional, and **Save**.
📖 **Note:** Online Views can be added under links, details are described under [Online Views](#).

Respond to an Issue:

1. **Add Response:** Select the issue by clicking the box next to the issue and select Add Response
2. **Title:** Add a title to the comment box
3. **Description:** Add an issue, a comment, or response
4. **Email:** Add a recipient to notify; using the three ellipses (...) will open a drop down list.

📖 **Note:** Respond To an Issue and Adding an Issue use the same dialog box as shown below with identifying labels.

Complete an Issue:

Once a review section or question is complete, click on the box and **Toggle Complete**. This will add a checkmark under **Completed** and add the current date.

	Issue	Resolved	Date Created	Last Update
<input checked="" type="checkbox"/>	1. TEST TEST	✓	3/16/2023 9:23:56 AM	3/16/2023 9:23:56 AM

	From	Message	Attachments	Links	Date
1.	Lentz, Tyler	This is a only a test. There are no issues.			3/16/2023 9:23:56 AM

Online Views

Online Views are available to view allotment data for analytical purposes. Online Views enables a user to specify the specific data to view by way of creating a query, called a **Filter**.

Once the filters have been created they can be organized in different hierarchy choices. This is done by the grouping level selected in the filter tab. There are 4 grouping levels, 1 grouping level must be selected to save the filter.

Filters are there to quickly view the amounts requested at a summary level as well as the detailed data contributing to that summary. By grouping and displaying in a preferred order the user can drill down to the data as needed from the filter.

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

Online Views behaves differently depending on the Option of the agency.


The filter contains 4 tabs:

- **Packet:** Choose between Expenditures, Cash Disbursements, Cash Receipts, and Revenue information with options to add the packet number, purpose, status, packet program, and title.
- **Organization:** The coding structure information for Program, Organization, and Project
- **Account:** Expenditure Authority, Account, and Object
- **Summary:** Lists the filter summary

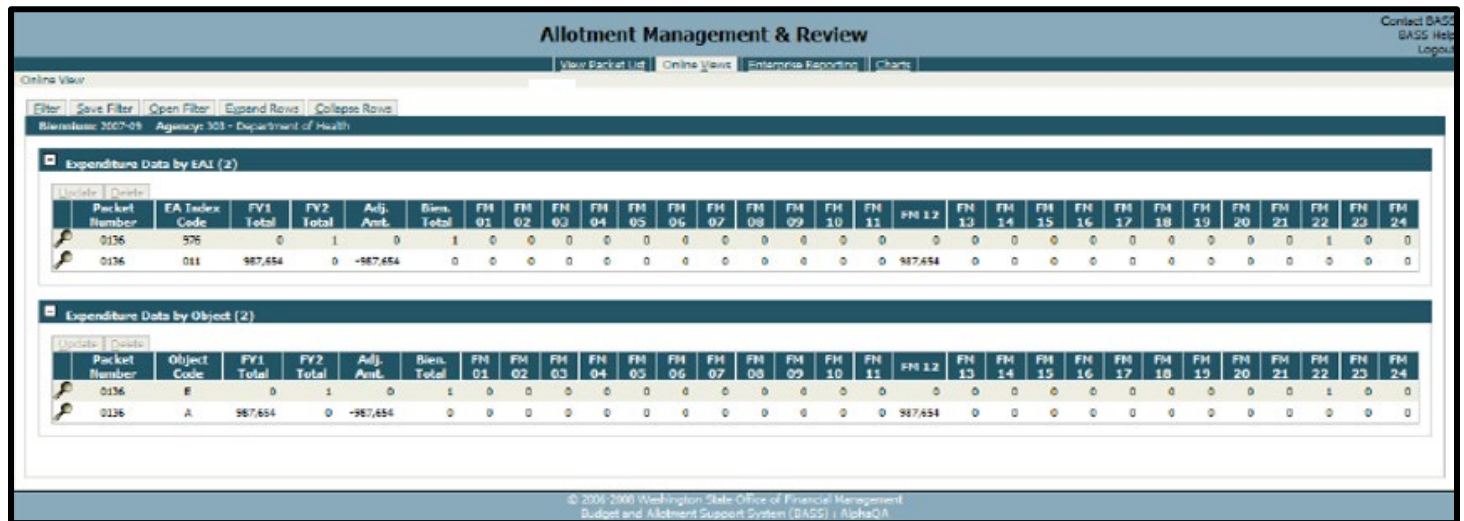
Online Views for OPTION 1 Agencies

Option 2 Agencies are in the next section

Option 1 agency enters expenditure data by Object and EAI separately, so the data separately is viewed.

 **Note:** If criteria is not selected for either Object or EAI on the Account tab, Expenditures by Account or EAI will display by default. If Object criteria are selected on the account tab, but no EAI criteria, then only the Expenditures by Object will display. If both Object and EAI criteria (leave the EAI Criteria field blank, however, select Group Lvl. and check Disp.) are selected on the account tab then both grids will be displayed.

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



The screenshot displays the 'Allotment Management & Review' application interface. At the top, there are navigation tabs: 'View Packet List', 'Online Views', 'Enterprise Reporting', and 'Charts'. Below this, there are buttons for 'Filter', 'Save Filter', 'Open Filter', 'Expand Rows', and 'Collapse Rows'. The main content area shows two data grids. The first grid is titled 'Expenditure Data by EAI (2)' and the second is 'Expenditure Data by Object (2)'. Both grids show data for two packets (0136) across various fiscal years (FY1, FY2) and fiscal months (FM 01 to FM 24). The 'Expenditure Data by EAI' grid shows columns for Packet Number, EA Index Code, FY1 Total, FY2 Total, Adj. Amt., Bies. Total, and then 24 fiscal month columns. The 'Expenditure Data by Object' grid shows columns for Packet Number, Object Code, FY1 Total, FY2 Total, Adj. Amt., Bies. Total, and then 24 fiscal month columns. The data shows a total of 987,654 for both packets in FY1 and a negative adjustment of -987,654 in FY2.

Creating the Online View

1. **Online Views:** is located on the application tab bar, next to the View Packet List button. If no filter has been defined for the **Online View**, a message will prompt to create a filter.
2. **Filter:** Select the filter, the **Allotment Review Filter** will be displayed. The Filter tab specifies the data and level of detail viewed and how that data should be displayed on the screen. The filter contains 4 tabs:
 - **Packet:** Choose between Expenditures, Cash Disbursements, Cash Receipts, and Revenue information. There is an option to add the packet number, purpose, status, packet program, and title.

- **Organization:** The coding structure information for Program, Organization, and Project
 - **Account:** Expenditure Authority, Account, and Object
 - **Summary:** Lists the filter summary
3. **Packet type: Expenditures, Staff months, Unallotted and Reserves.** One type or all may be selected.
 - **Grouping and Displaying data:** Create hierarchies of data by choosing 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. Specify criteria to filter or leave it blank to return all data.
 4. **A Group Lvl.:** Required when the above criteria is selected. Select **Group Lvl 1** and check **Display** for packet number and enter three **packet numbers** in the Criteria box.
 - A filter can define the criteria to view. The criteria may be entered manually into the criteria box or click on the ellipses (...) for a list and make the selections from the list. Criteria can be entered up to 255 characters. If the criteria box is blank all data will be returned.
 - 📖 **Note:** At least one element must be selected to display.
 5. **Organization:** Select **Group Lvl 2** for **Program** and check **display Program**.
 - Select the ‘-’ to close expandable fields for Program, Org. and Project.
 - The criteria for these coding elements are entered in the text box next to its associated coding level or can be selected from the lookup dialog. Enter a single criterion or multiple criteria elements by separating them with a comma.
 - Click on the ellipses (...)at the right of the text box for the lookup function.
 6. **Account:** Select to group and display the Account (Group Lvl 3), EAI, and Object (Group Lvl 4). As stated above for Option 1 agencies, in order for both EAI and Object to appear in online views, select to display both.
 7. **Summary:** Will display the filter criteria selected after a **Refresh**. When the selections have been made, press the **OK** button.
 8. **Expand:** Select the ‘+’ When the data has been expanded, it will remain expanded throughout the session, as long as a new filter is not created. If the **Expand Rows** tab is selected; this will expand all rows down to the magnifying glass.
 9. **Collapse:** select the **Collapse Rows** to collapse all roles, to collapse sections use minimize (-)
 10. **Updating data from Online Views:** The magnifying glass icon indicates the lowest grouping level of data has been reached. When the magnifying glass has been clicked, go to the Packet, Coding Structure and Allotment Detail information to select an item to update or delete. The Coding Structure and Allotment Detail rows will have check boxes to allow the selection of those records to open for updating, or for deleting.
 11. **Delete:** a confirmation dialog box will appear.
 12. **Updating a record:** The dialog box appears with the data as originally entered, make any changes, and Save.
 - After saving, the dialog box will reappear with the update. Click cancel to close the dialog box. It will return to the previously expanded Online View. If one of the sort criteria is a change as an update or delete, the filter will re-run and may not display any information.
 13. **To select a new filter:** Click the **Filter** tab. The previous filter will be populated as previously defined. Modify the filter or click **Clear** to start over.

Online Views for OPTION 2 Agency

Option 1 agencies, skip to the Option 1 agency section

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


Allotment Management & Review																
View Packet List Online Views Enterprise Reporting Charts OFM Packet Status																
Filter Save Filter Open Filter Expand Rows Collapse Rows Export Data																
Biennium: 2017-19 Agency: 105 - Office of Financial Management																
Expenditure Data (16)																
Packet Number	FY1 Total	FY2 Total	Adj. Amt.	Bienn. Total	FM 01	FM 02	FM 03	FM 04	FM 05	FM 06	FM 07	FM 08	FM 09	FM 10	FM 11	FM 12
0001	65,331,022	65,405,355	0	130,736,377	5,309,072	5,316,483	5,448,158	5,465,866	5,446,803	5,443,746	5,495,481	5,477,481	5,477,481	5,495,480	5,477,480	5,477,491
0002	10,454,992	10,400,008	0	20,855,000	866,666	866,666	921,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666	866,666
0003	1,257,000	803,000	0	2,060,000	0	0	0	435,000	483,375	48,375	48,375	48,375	48,375	48,375	48,375	48,375
0004	0	0	0	0	0	0	0	128,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000	-16,000

Creating the Online View

- Online Views:** is located on the application tab bar, next to the View Packet List button. If no filter has been defined for the **Online View**, a message will prompt to create a filter.
- Filter:** Select the filter, the Allotment Review Filter will be displayed. The Filter tab specifies the data and level of detail viewed and how that data should be displayed 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. There is also the choice of viewing expenditures, staff months, unallotted, and reserves within the expenditure components.
- Organization:** contains coding structure information for program, organization, and project
- Account:** contains expenditure authority, account, and object choices
- Summary:** lists the filter summary
- Grouping and Displaying data:** 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. Specify criteria to filter or leave it blank to return all data.

- A Group Lvl.:** Required when the above criteria is selected
- Select **Group Lvl 1** and check **Display** for packet number and enter three **packet numbers** in the Criteria box.

- A filter can define the criteria to view. The Criteria may be entered manually into the criteria box or click on the “...” for a list and make the selections from the list. Criteria can be entered up to 255 characters. If the criteria box is blank all data will be returned.
 **Note:** At least one element must be selected to display.
3. **Organization:** Select **Group Lvl 2** for **Program** and check **display Program**.
 - Select the ‘-’ to close expandable fields for Program, Org. and Project.
 - The criteria for these coding elements are entered in the text box next to its associated coding level or can be selected from the lookup dialog. Enter a single criterion or multiple criteria elements by separating them with a comma.
 - Click on the ellipses (...)at the right of the text box for the lookup function.
 4. **Account:** Select to group and display the Account (Group Lvl 3), EAI, and Object (Group Lvl 4). As stated above for Option 1 agencies, in order for both EAI and Object to appear in online views, select to display both.
 5. **Summary:** Will display the filter criteria selected after a **Refresh**. When the selections have been made, press the **OK** button.
 6. **Expand:** Select the ‘+’ When the data has been expanded, it will remain expanded throughout the session, as long as a new filter is not created. If the **Expand Rows** tab is selected; this will expand all rows down to the magnifying glass.
 7. **Collapse:** select the **Collapse Rows** to collapse all roles, to collapse sections use minimize (-)
 8. **Updating data from Online Views:** The magnifying glass icon indicates the lowest grouping level of data has been reached. When the magnifying glass has been clicked, go to the Packet, Coding Structure and Allotment Detail information to select an item to update or delete. The Coding Structure and Allotment Detail rows will have check boxes to allow the selection of those records to open for updating, or for deleting.
 9. **Delete:** a confirmation dialog box will appear.
 10. **Updating a record:** The dialog box appears with the data as originally entered, make any changes, and Save.
 - After saving, the dialog box will reappear with the update. Click cancel to close the dialog box. It will return to the previously expanded Online View. If one of the sort criteria is a change as an update or delete, the filter will re-run and may not display any information.
 11. **To select a new filter:** Click the **Filter** tab. The previous filter will be populated as previously defined. Modify the filter or click **Clear** to start over.

Saving a Filter

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

1. To **save** a filter, first create a filter in **Online Views**. Once Ok is selected for the filter and the data is displayed, select the **Save Filter** tab. Give the filter a **Title** and press the **Ok** button. The filter is now saved.
2. To **open** a saved filter, first select the **Open Filter** tab and the following dialog box appears. Select the saved filter and press the **Ok** button and the saved filter will appear.
3. To update a saved filter, first select the **Open Filter** tab, then select the saved filter to update and press the **Ok** button and the saved filter will appear. Then select the **Filter** tab to make changes and click **Ok**.
4. Then select the original filter from the **Save Filter** tab and click **Update**. This will update the saved filter with the changes just made.
5. To update a saved filter and save it as another filter, first select the **Open Filter** tab and **select** the saved filter to update and press the **Ok** button and the saved filter will appear. Click the **Filter** tab to bring up the filter criteria. Make changes and click **Save Filter**, then give it a new title and click **Save**. There is now a new filter.

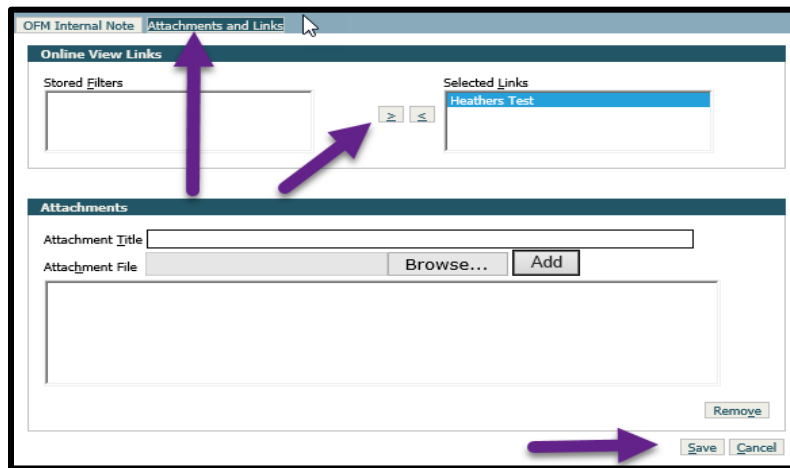
Opening Online View Filters

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

1. After selecting **Open Filter**, use the dropdown arrow to select another user and a list of their saved filters will appear. Select a filter and click **OK**.
2. Update another user's saved filter and save it as the user's own.
3. When another user's filter is displayed select **Save Filter**, give the filter a title and click **Save**. The filter will now also be saved under the user's name.

Retrieving Online Views Filters

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.
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 note appears in the Question view and contains a link to the online view:

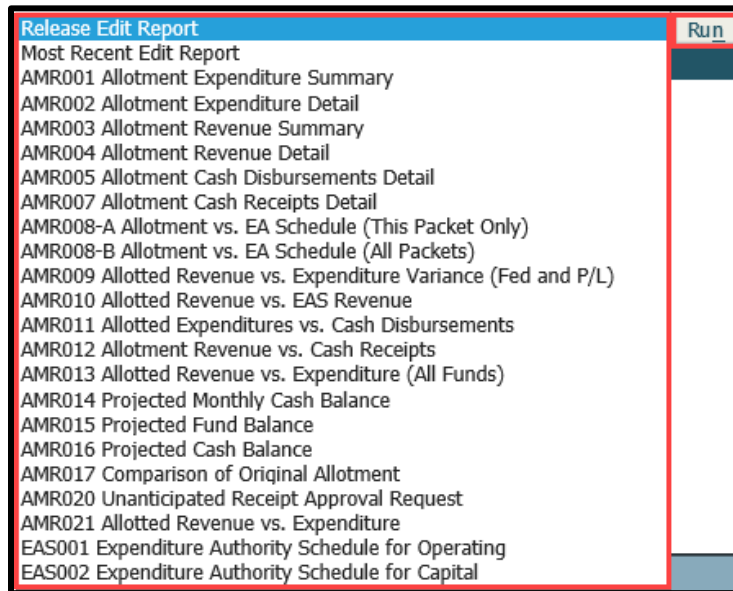
Category	Question	Tools	Completed	Last Note Date
1. General	1. Did the agency provide comments explaining all significant variances in the allotment? If not, you may wish to return the packet for proper documentation.	Release Edit Report		7/8/2019 3:21:37 PM
Review the Release Edit Report and any comments made by the agency included in the packet.				
Analyst	Note	Attachments	Links	Date
1. Analyst, OFM Budget Analyst	This is a note		Heathers Test	7/8/2019 3:20:59 PM

Reports

Running Reports

There are three ways to view TALS reports: **Enterprise Reporting** (ER), the report dropdown option located on the **View Packet List** tab or by opening the **OFM Packet Status** and selecting the **Review Checklist** tab.

In the **View Packet List** or **Review Checklist**: Select a report and click **Run**. When running the reports this way the parameters are already set. More details can be found in the [TALS Report Appendix](#).



In Enterprise Reporting (ER): Select the Enterprise Reporting tab from any main screen in TALS. This will open a new browser tab for Enterprise Reporting. Option parameters will vary for each report and the summary reports have fewer parameters than the detail reports.

Note: ER access is required for this option. For access, please send a request to the OFM Helpdesk at heretohelp@ofm.wa.gov



Additional Information – Help Desk

For additional information about TALS – AMR please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or call 360.407.9100.

