WELCOME!

Please Silence Your Cell Phones
Sign In Sheet and Handouts
Amenities
Restrooms
Building Emergency Exits
Training Material Available at ofm.wa.gov
Evaluations
AGENDA

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

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

Most topics include a paired exercise in a training environment
WHAT IS TALS?

Browser-based tool for submitting allotments

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

Includes electronic submittal to OFM

Allows for quarterly allotment adjustments

Allows for internal adjustments
WHAT ARE ALLOTMENTS?

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

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

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

Allotments support good financial management
WHAT ARE ALLOTMENTS?

Allotments must:

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

Allotments and allotment controls help ensure that:

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

Allotment Instructions:
• [https://www.ofm.wa.gov/budget/budget-instructions/allotment-instructions](https://www.ofm.wa.gov/budget/budget-instructions/allotment-instructions)

OFM TALS Product Page:
WHAT'S NEW FOR 2020?

Option 1 vs Option 2 training focus
WEB BROWSER REQUIREMENTS

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

How to enable Compatibility View:

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

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

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

LOGGING INTO TALS

Follow the printed instructions to complete the exercise
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
[Enter Login ID]

Password
[Enter Password]

Login
Reset

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 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)

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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:
What is a Packet?

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

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

The OFM instructions will direct you as to which packet purpose type you must use during different times of the year.
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
WHAT TYPES OF ALLOTMENTS CAN BE USED INTO TALS?

Operating Quarterly Adjustments

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

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

CREATING A PACKET

Follow the printed instructions to complete the exercise
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
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)
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 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 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”
  o This report is used to identify variances between the allotment data and the expenditure authority schedule control number
  o This report is primarily used during the preparation and review of allotments
  o 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)”
**Biennial Comparison**

**Agency Level Expenditure Authority**

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<tr>
<th>Account-EA Type</th>
<th>EA Code</th>
<th>Allotted</th>
<th>Unallotted</th>
<th>Reserve</th>
<th>Allotment Total</th>
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<th>Allotment to EAS Variance</th>
<th>EAS Required Reserve</th>
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</table>
### OFM

**179 Department of Enterprise Services**

**Allotment vs. EA Schedule**

**2013-15 Biennium**

**TALS-AMR**

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<th>Account-EA Type</th>
<th>EA Code</th>
<th>Allotted</th>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></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>6,371,000</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
## Allotment Summary

<table>
<thead>
<tr>
<th>Description</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>(15,479,887)</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 Allotment</td>
<td>(15,479,964)</td>
<td>(15,479,887)</td>
<td></td>
</tr>
</tbody>
</table>

## Allotted Expenditures

### Program

<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>(9,284,000)</td>
<td>(9,293,913)</td>
<td>(18,577,913)</td>
<td>60.0</td>
</tr>
<tr>
<td>050 Business Resources</td>
<td>(6,185,964)</td>
<td>(6,185,964)</td>
<td>(12,371,928)</td>
<td>40.0</td>
</tr>
<tr>
<td><strong>Total Agency 179 Allotted</strong></td>
<td>(15,479,964)</td>
<td>(15,479,887)</td>
<td>(30,959,861)</td>
<td>100.0</td>
</tr>
</tbody>
</table>

### Account and Expenditure

<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>413-6 Data Processing Revolving</td>
<td>967 Salaries and Expenses</td>
<td>(9,284,000)</td>
<td>(9,293,913)</td>
<td>(18,577,913)</td>
<td>60.0</td>
</tr>
<tr>
<td>422-6 Enterprise Services</td>
<td>969 Salaries and Expenses</td>
<td>(6,185,964)</td>
<td>(6,185,964)</td>
<td>(12,371,928)</td>
<td>40.0</td>
</tr>
<tr>
<td><strong>Total Agency 179 Allotted</strong></td>
<td>(15,479,964)</td>
<td>(15,479,887)</td>
<td>(30,959,861)</td>
<td>100.0</td>
<td></td>
</tr>
</tbody>
</table>

### Object

<table>
<thead>
<tr>
<th></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>(12,235,964)</td>
<td>(24,471,952)</td>
<td>79.0</td>
</tr>
<tr>
<td>J Capital Outlays</td>
<td>(4,749,098)</td>
<td>(4,750,000)</td>
<td>(9,499,998)</td>
<td>30.7</td>
</tr>
<tr>
<td>P Debt Service</td>
<td>1,506,000</td>
<td>1,506,087</td>
<td>3,012,087</td>
<td>(9.7)</td>
</tr>
<tr>
<td><strong>Total Agency 179 Allotted</strong></td>
<td>(15,479,964)</td>
<td>(15,479,887)</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**

**OFM**

*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>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>(774,500)</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>(774,500)</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>(774,500)</td>
<td>(774,500)</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>(774,500)</td>
<td>(774,413)</td>
<td></td>
</tr>
</tbody>
</table>

| Total 967 Allotted | (9,294,000) | (9,293,913) | (18,587,913) |
| Total 967 Unallotted |             |             | 18,587,913    |

*Total 967 Allotment*  

(9,294,000)  

(9,293,913)  

0
## OFM

### 179 - Department of Enterprise Services

**Allotment Expenditure Detail**

**2013-15 Biennium**

TALS-AMR

<table>
<thead>
<tr>
<th>Packet Purpose</th>
<th>Operating 2nd Qtr Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet Number</td>
<td>0006</td>
</tr>
<tr>
<td>Packet Status</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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

### Program Structure

030 - Enterprise Technology Solutions

### Expenditures By Object

<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>(504,163)</td>
<td></td>
</tr>
</tbody>
</table>

| Total Object E      | (6,050,004) | (6,050,000) | (12,100,004) |
EXERCISE #6

TALS REPORTING

Follow the printed instructions to complete the exercise
RELEASE FLOW

Packet Ready for Release

Run Pre-Release Edit Checks

Yes
Fix

Critical Errors?

No

Run AMR AFRS Edit Checks

Critical Errors?

Yes
Fix

No

Submit to AFRS (Internal Only)

Submit to OFM
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, 9 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>
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?
STAYING INFORMED

To get copies of the latest system documentation:

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

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

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

Sign up for TALS GovDelivery:

• https://public.govdelivery.com/accounts/WAGOV/subscriber/new
WHO TO CONTACT WITH QUESTIONS?

TALS:

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

Find your OFM Budget Analyst:

- [https://www.ofm.wa.gov/budget/budget-staff-agency-assignments](https://www.ofm.wa.gov/budget/budget-staff-agency-assignments)
RECOMMENDED TRAINING

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

Look for the Training section on the right-hand side of most product pages.
PLEASE COMPLETE OUR SURVEY!

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

Any questions?