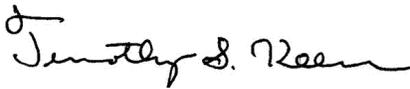




OBM

May 1, 2006

MEMORANDUM TO: Fiscal Officers of All Departments, Agencies, Boards and Commissions

FROM: Timothy S. Keen, Director
Office of Budget and Management 

SUBJECT: **Instructions for Completing Budget Allotments for Fiscal Year 2007**

The primary purpose of this memorandum is to give you instructions for preparing Fiscal Year Allotment Plans for FY 2007. Attached to this memorandum are detailed instructions and other items that will help you with this task. A copy of the allotment instructions and the attachments are also available on OBM's web page at <http://www.obm.ohio.gov/budget/>. Please click on *Allotment Planning Guidance for FY 2007*.

Allotment Planning Instructions

This memo covers the following topics:

- I. Deadlines for submitting allotment plans to OBM
- II. Major allotment planning issues, including changes to the allotment planning process
- III. Methods available to agencies to prepare and submit allotment plans
- IV. What happens after allotment plans are submitted to OBM
- V. Assistance available to agencies

Please read this memo and the attachments carefully and call your budget analyst or other OBM staff if you have any questions about the allotment planning process.

I. DEADLINES FOR SUBMITTING ALLOTMENT PLANS TO OBM

You should prepare and submit your agency's allotment plans to OBM as soon as possible. The submission **deadline is Friday, June 2, 2006**. This is the deadline for all agencies regardless of how they submit their allotment plan to OBM.

On-line agencies in CAS are expected to complete on line entry of allotment plans on or before May 31st. Agencies that enter their allotment plans on line should notify Betty Johnson (466-6731) or Michele Williams (466-2832) as soon as data entry is complete.

Off-line agencies in CAS (OHS, OLA, UST) are expected to submit one complete copy of the FYA worksheets by the June 2nd deadline to: OBM/State Accounting, Attention: Betty Johnson, 30 E. Broad St., 34th Floor, Columbus, OH 43215-3457.

II. MAJOR ALLOTMENT PLANNING ISSUES

The following issues are covered in this section:

- A. FYA data entry work session available
- B. Allotment control totals and pay periods in FY 2007
- C. CAS setups
- D. At what level should an agency plan?
- E. Avoiding duplicate SACs

A. FYA data entry work session available

As indicated in Mame Greulich's memo of April 24, 2006, we are offering data entry work sessions during the third week of May (May 15 and 16) to assist agency staff that want to practice entering an FYA in CAS. If you have determined a need for training in this area and have not done so already, please call Mame at (614) 466-3600 or e-mail her at mame.greulich@obm.state.oh.us to make a reservation for a training session. Mame can also answer CAS-related questions you may have about the allotment planning process.

B. Allotment control totals and pay periods in FY 2007

The FY 2007 allotment control totals for your agency have been entered in CAS. The control totals are shown on a CAS report, RAPP06A, which will be provided to you by your OBM budget analyst.

Control Totals. For most agencies the allotment control totals are either the numbers in enacted version of Am. Sub. H.B. 66 or, if applicable, as amended by any subsequent actions. For agencies in the Industrial Commission Bill (H.B. 65), the Workers' Compensation Bill (Am. H.B. 67), and the Transportation Bill (Am. Sub. H.B. 68) the appropriations as enacted or, if applicable, as amended by any subsequent actions will be the control totals. Appropriations provided under the As Introduced version of the tobacco budget bill will also be included in the control totals.

Regardless of what happens with the tobacco bill, the allotment control totals are unlikely to change before agencies' allotment plans are due on June 2nd. Agencies are to develop allotment plans based on the As Introduced version and work with OBM after Governor Taft has signed the bill to bring allotment plans into line with the final appropriations for FY 2007.

Timing of GRF Expenditures. Agencies should make every effort to disburse GRF appropriations evenly throughout the fiscal year. To the degree possible, GRF subsidy payments should be made no less often than quarterly or monthly. In addition, for programs that are funded from a combination of GRF and non-GRF funds, agencies should avoid completely expending their GRF appropriations before utilizing other funds.

Your OBM analyst will be reviewing the allotments to verify that a fairly even distribution of GRF is planned. This is necessary insure the state has an adequate cash flow throughout the year. If there are specific limitations (e.g., ORC requirements) that preclude your agency from disbursing GRF over the full fiscal year, you should make your budget analyst aware of them at the time you submit your allotment plan.

Pay Periods. As you prepare your allotment plans, keep in mind that there are 26 pay periods in FY 2007 and they should be allotted by quarter as 7/6/7/6.

C. CAS setups

An agency's CAS setup for FY 2007 is the framework for its allotment plan. Your agency's setup for FY 2006 will be rolled forward into FY 2007 and is shown on CAS report RAPPR07A, which you should have received from Betty Johnson as part of the "red lining" exercise distributed on April 21, 2006. Please examine this report closely. If you either need or want to change your agency's setup for FY 2007, discuss the changes you want to make with your budget analyst and submit them prior to the May 8th deadline.

For most changes, all that is necessary is that the changes be "red lined" or marked up on the RAPPR07A, by the agency or analyst, and then OBM will enter the changes in CAS. In some situations however, the agency or the analyst will have to complete an OBM/SAC Definition form (CAS Document Type OAL) to make setup changes. Your analyst can determine whether a form must be completed for the changes you want to make. After changes are made in CAS to your agency's setup, you can request an updated version of the setup report, the RAPPR07A. **Any changes you want to make will have to be completed before your agency's allotments can be entered in CAS.**

D. At what level should an agency plan?

Agencies are strongly encouraged to plan at the object class level. CAS can provide agencies with information that compares actual spending to planned spending by object class, but this can be done only if agencies prepare their allotments by object class. Further, agencies should give serious consideration to aligning their allotments with their agency program series and program structures, which were used to develop the Executive Budget for Fiscal Years 2006 and 2007.

E. Avoiding duplicate SACs when planning

Remember that each SAC can only be used once by an agency. A CAS report (RAPPR30A) that lists all of your agency's SACs will be provided to you by your budget analyst.

III. METHODS AVAILABLE TO AGENCIES TO PREPARE AND SUBMIT ALLOTMENT PLANS

There are two methods available, one for on-line agencies and one for agencies that are not on line.

A. On-line agencies

On-line agencies are to use the FYA (fiscal year allotment plan worksheet) form and enter their allotment plans on-line in CAS (refer to Attachments 1 and 2 for instructions, examples and the FYA form).

B. Off-line Agencies

Off-line agencies must fill out fiscal year allotment plan worksheets (FYAs) and submit a copy of them to OBM. Attachments 1 and 2 contain instructions and examples showing how to complete the forms. The FYA form is attached to this memo and is also available as a fill-in form at http://www.obm.ohio.gov/forms/fya_fill.pdf

IV. WHAT HAPPENS AFTER ALLOTMENT PLANS ARE SUBMITTED TO OBM

Once the allotment information is in CAS, and the agency has notified either Betty Johnson or Michele Williams in State Accounting, a CAS report will be provided to the agency and its budget analyst. The report is the RAPPR04A, Spending Authority Not Yet Approved For The Fiscal Year 2007. During June, agencies and their OBM analysts will review the RAPPR06A, Detailed Appropriation Summary by

Agency For The Budget Fiscal Year, which can be run whenever the agency or analyst needs to see it, and make necessary adjustments to the allotment plans. Via SAD(s) sent to your OBM analyst, allotment plans will be adjusted, if necessary, to reflect final appropriations and posted in CAS as soon as possible after July 1 and a CAS report, RAPPR05A, Spending Authority Approved For The Fiscal Year 2007, will be provided to agencies and analysts.

V. ASSISTANCE AVAILABLE TO AGENCIES

If You Have Questions About:	Call:
On line data entry of allotment plans	Betty Johnson (466-6731), Michele Williams (466-2832), or Mame Greulich (466-3600)
Fiscal year allotment plan data entry classes	Mame Greulich (466-3600)
Completing the allotment plan forms (FYAs)	Betty, Michele, Mame, or your budget analyst
Your agency's control totals	Your budget analyst
Changing your agency's CAS setup	Your budget analyst
Additional FYA forms	Printable fill-in form available on the OBM web site at http://www.obm.ohio.gov/forms/

There are materials that agencies will need to prepare their allotments. These materials were either already provided by OBM as part of the "red lining" exercise discussed above, are included with this memo or will be provided to agencies at a later date by their budget analyst. Please call your analyst if you have any questions about these materials:

- CAS Report RAPPR06A - showing FY 2007 allotment control totals.
- CAS Report RAPPR07A - showing FY 2006 CAS setups rolled forward into FY 2007.
- CAS Report RAPPR30A - showing an agency's SACs.
- Fiscal Year Allotment Plan (FYA) forms.
- OBM analysts will make an Excel file available to agencies that is for informational purposes. It will show what agencies have committed, by SAC, for each of the first three quarters of FY 2006 and what they have planned for the fourth quarter.

VI. ITEMS ATTACHED TO THE MEMO

Six items needed to complete this process are attached to this memorandum, or will be sent to you by your OBM analyst:

Attachment 1	Instructions for Preparing Fiscal Year Allotment Plan Worksheets (FYAs)
Attachment 2	FYA Worksheet Examples and a blank FYA form
Attachment 3	Excel file showing FY 2006 history
Attachment 4	FY 2007 Allotment Control Totals, CAS Report RAPPR06A
Attachment 5	FY 2006 CAS setups rolled forward into FY 2007, CAS Report RAPPR07A
Attachment 6	List of an agency's SACs, CAS Report RAPPR30A

Attachments (6)

ATTACHMENT 1

INSTRUCTIONS FOR PREPARING FISCAL YEAR ALLOTMENT PLAN (FYA) WORKSHEETS

General Instructions

1. How On-Line Agencies Should Use FYAs

- a. Fill out FYAs but do not submit them to OBM. Enter your allotment plan on line. You may begin entering your FY 2007 FYAs into CAS as soon as any setup changes that are needed have been made. Examples of completed FYA worksheets and information to help you with on line entry can be found in Attachment 2.
- b. Call Betty Johnson (466-6731) or Michele Williams (466-2832) if you have problems entering your allotment plan on line. Call Betty, Michele, or your budget analyst if you have problems completing your FYAs.
- c. Complete on line entry by Friday, June 2, 2006, and notify Betty or Michele when your allotment plan has been entered so that a CAS report can be run showing what has been accepted in CAS but not yet approved by OBM.

2. How Agencies That Are Not On Line Should Use FYAs

- a. Complete the FYAs and submit one copy of the forms by Friday, June 2, 2006, to OBM/State Accounting, State Office Tower, 30 East Broad Street, 34th Floor, Columbus OH 43215-3457, ATTENTION: Betty Johnson. Examples of completed FYAs are attached to these instructions. (Refer to Attachment 2.)
- b. Call Betty Johnson (466-6731), Michele Williams (466-2832), or your budget analyst if you have problems completing your allotment plan work sheets.

3. Object Category and Class Coding Structure

- a. For personal service:

OBJECT CATEGORY 1 - Personal Service	
Object Class 10	Payroll Expense
Object Class 13	Purchased Personal Services
Object Class 15	Awards, Prizes, Bonuses, & Other

- b. For maintenance:

OBJECT CATEGORY 2 - Maintenance	
Object Class 20	Edible Products & Food Handling
Object Class 21	Supplies, Materials & Minor Expenditures
Object Class 22	Motor Vehicle, Aircraft, & Watercraft Expense
Object Class 23	Travel
Object Class 24	Communications & Shipping Expenses
Object Class 25	Fuels & Utilities
Object Class 26	Maintenance & Repairs
Object Class 27	Rentals & Leases
Object Class 28	Printing, Binding, & Advertising
Object Class 29	General & Other Expenses

c. For equipment that is to be purchased:

OBJECT CATEGORY 3 - Equipment	
Object Class 30	Food Handling Equipment
Object Class 31	Office Equipment
Object Class 32	Motor Vehicles, Aircraft, & Watercraft
Object Class 33	Construction, Agriculture, & Groundskeeping Equipment
Object Class 34	Communications Equipment
Object Class 35	Medical, Laboratory, & Therapeutic Equipment
Object Class 36	Laundry, Cleaning, Maint, Educational, & Recreational Equip
Object Class 37	Data Processing & Telecommunication Equipment
Object Class 38	Copying & Printing Equipment
Object Class 39	Recycled & Other Equipment (Not Elsewhere Classified)

d. For equipment that is to be obtained through a lease/purchase arrangement:

OBJECT CATEGORY 3 - L/P Equipment	
Object Class 3A	Food Handling Equipment
Object Class 3B	Office Equipment
Object Class 3C	Motor Vehicles, Aircraft, & Watercraft
Object Class 3D	Construction, Agriculture, & Groundskeeping Equipment
Object Class 3E	Communications Equipment
Object Class 3F	Medical, Laboratory, and Therapeutic Equipment
Object Class 3G	Laundry, Cleaning, Maint, Educational, & Recreational Equip
Object Class 3H	Data Processing Equipment
Object Class 3J	Copying and Printing Equipment
Object Class 3K	Other Equipment (Not Elsewhere Classified)

e. For debt service:

OBJECT CATEGORY 4 - Debt Services	
Object Class 91	Debt Service

f. For subsidies:

OBJECT CATEGORY 5 - Subsidy	
Object Class 50	Subsidies and Shared Revenue

g. For resale:

OBJECT CATEGORY 6 - Resale	
Object Class 60	Goods and Services for Resale

h. For judgments, settlements, bonds:

OBJECT CATEGORY 8 - Judgments Settlements, Bonds	
Object Class 90	Judicial Actions—Payments

i. For transfers:

OBJECT CATEGORY 9 - Transfers & Non-Expense Items	
Object Class 95	Transfers and Non-Expense Disbursements

4. When to Start a New Worksheet

OBM suggests that agencies treat each FYA worksheet, i.e., each piece of paper, as a new CAS document, with a new document number. Agencies should allot as much of an ALI as possible on that one-page document. If an ALI cannot be completely allotted on one worksheet, when the worksheet is filled an agency should start a new one, assign it a new document number, and continue to allot the ALI. This approach is probably the best one to follow when agencies allot a long, complicated ALI. If agencies try to allot under a single document number an ALI that requires many worksheets (many pieces of paper), it may be more difficult to edit and correct the document in CAS.

However, if an agency elects to enter the entire plan for an ALI under a single document number and it requires more than one worksheet page, the following procedure is recommended (refer to Figure 2 of Attachment 2):

When multiple sheets are used to allot an ALI, complete all the Header Information on the first page. Number the pages for the item using the convention "Page ___ of ___" in the lower right hand corner of the page. All of the pages used to allot an item should have the same document number.

Remember, whichever approach is chosen, the amount entered in the "Total Allotment Plan" field in the header of each FYA document must equal the total of the plan lines on the document. CAS will not accept "unplanned" dollars. All the dollars in an allotment plan for an ALI must be planned. If the total of the plan lines within a document does not equal the "Total Allotment Plan" amount for the document, it will not pass CAS edits.

In most years in the past, OBM has required agencies to account for the entire appropriation for each ALI in the Fiscal Year Allotment Plan. This requirement will be enforced again for FY 2007.

Block-by-Block Instructions

Block-by-block instructions are as follows: The block numbers correspond to the numbered blocks of the sample form on page 6 of this attachment

BLOCK # HEADER INFORMATION

(1)	ACTION CODE - E (enter) is pre-coded for all transactions done using an FYA worksheet.
(2)	DOCUMENT NO. - Enter a six-character alphanumeric code uniquely identifying the document. This code is assigned by the agency. All six characters must be used. Begin a separate form and use a new document number for the allotment of each appropriation line item.
(3)	FY - Enter "07", the state fiscal year, identified by its last two digits.
(4)	AGY (AGENCY) - Enter the three-character alphabetic CAS code of the agency for which the Fiscal Year Allotment Plan is being established.

(5)	FUND - Enter the three-character code of the fund for which the Fiscal Year Allotment Plan is being established.
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(6)	LINE ITEM - Enter the seven-character code identifying the appropriation line item being allotted. All appropriation line item numbers take the same form (i.e., XXX-XXX); for example, 042-321 is the line item code for the Office of Budget and Management's budget development and implementation appropriation.
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(7)	+ - - Use “plus” to establish each plan line. Use “plus” or “minus” to make adjustments to existing plan lines.
-----	------------------------------------------------------------------------------------------------------------------------

(8)	TOTAL ALLOT. PLAN - In this block enter the total of all the plan lines listed on the document. Any difference between the amount appropriated and the amount in the allotment plan for a specific ALI will be automatically categorized by CAS as “unassigned.” If the document is more than one page, complete this block only on Page 1.
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BLOCK # DETAIL INFORMATION

Notes for the "Plan Line" blocks:

- (A) Enter detail lines or “plan lines” at the object class level for each SAC.
- (B) Plan lines must be prepared for all object classes from which expenditures are anticipated.
- (C) The sum of the plan lines on an FYA document must be equal to the “Total Allotment Plan” for that document.

(9)	SAC - Enter the four-character code identifying the basic spending control unit.
-----	-----------------------------------------------------------------------------------------

(10)	OBJECT CATEGORY - Enter the appropriate one-character code, which must match the spending authority definition information from CAS Report RAPPØ7A for FY 2007. (Setup information also is available using CAS inquiry QAPPØ7.)
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(11)	OBJECT CLASS - Enter the two-character code appropriate to agency spending plan. Object class must fall within the object category designated for the SAC. If the SAC is defined to the object class level, the plan line must match the SAC definition as printed on CAS Report RAPPØ7A for FY 2007. (Setup information also is available using CAS inquiry QAPPØ7.)
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(12)	ALLOT PERIOD - Enter the one-character code indicating the time period the allocated amount should be associated. Values for the field are A = annual; 1 = first quarter; 2 = second quarter; 3 = third quarter; 4 = fourth quarter; and U for unallotted or not yet determined.
(13)	+/- - Enter a plus sign when establishing a plan line for the appropriated amount. After plan lines have been accepted in CAS, enter a plus or minus to make adjustments to established plan lines.
(14)	PLAN LINE AMOUNT - Enter the dollar amount to establish, increase, or decrease the line. Show whole dollars only—no cents.

ATTACHMENT 2

EXAMPLES OF COMPLETED FISCAL YEAR ALLOTMENT PLAN (FYA) WORKSHEETS AND INSTRUCTIONS FOR DATA ENTRY OF FYAs INTO CAS

Figures 1 and 2 of this attachment show FYA worksheets used to plan a \$100,000 appropriated to ALI FAK-321.

Figure 1

STATE OF OHIO					ACTION CODE	DOCUMENT	
Fiscal Year Allotment Plan Worksheet					X	E - ENTER	TYPE
							FYA
DOCUMENT NUMBER 073211	FY 07	AGY FAK	FUND ZZZ	LINE ITEM FAK-321	+/- +	TOTAL ALLOTMENT PLAN 33000	
SAC	OBJECT CATEGORY		OBJECT CLASS	ALLOT PERIOD	+/-	PLAN LINE AMOUNT	
1001	1	10	1	+	7000		
1001	1	10	2	+	7000		
1001	1	10	3	+	7000		
1001	1	10	4	+	7000		
1011	1	13	1	+	1500		
1011	1	13	2	+	1000		
1011	1	13	3	+	1500		
1011	1	13	4	+	1000		

NOTE: This document must be completed in whole dollars only (no cents).

Page 1 of 1

Figure 2

STATE OF OHIO
Fiscal Year Allotment Plan Worksheet

ACTION CODE
 E - ENTER

DOCUMENT
 TYPE

FYA

DOCUMENT NUMBER	FY	AGY	FUND	LINE ITEM	+/-	TOTAL ALLOTMENT PLAN
073212	07	FAK	ZZZ	FAK-321	+	67000
SAC	OBJECT CATEGORY	OBJECT CLASS	ALLOT PERIOD	+/-	PLAN LINE AMOUNT	
2302	2	21	1	+	1500	
2302	2	21	2	+	1500	
2302	2	21	3	+	1500	
2302	2	21	4	+	1500	
2302	2	23	1	+	1900	
2302	2	23	2	+	1900	
2302	2	23	3	+	1900	
2302	2	23	4	+	1900	
2302	2	27	1	+	1500	
2302	2	27	2	+	1500	
2302	2	27	3	+	1500	
2302	2	27	4	+	1500	
2302	2	29	1	+	2100	
2302	2	29	2	+	2100	
2302	2	29	3	+	2100	
2302	2	29	4	+	2100	

NOTE: This document must be completed in whole dollars only (no cents).

FYA ON LINE DATA ENTRY INSTRUCTIONS

Original Entry of the Fiscal Year Allotment Plan

The following example is based on the FYA worksheet labeled as Figure 2 on the previous pages.

Initiate the document from the SCON screen as an UNBATCHED document.

```

ENTER FUNCTION:                STATE OF OHIO - CAS                SCON
                               DOCUMENT CONTROL TABLE INQUIRY

TANT CODE:

   DOC  TRAN  --BATCH ID--  --DOCUMENT ID--
   FUNC TYPE AGCY  NUMBER  AGCY NUMBER ACT  STATUS  APPRVL  -LAST UPDATE-
   -----  -----  -----  -----
H-   n   fya                fak 073212  e
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-

H--DSN01 TYPE TRANS INFO IN H-, ENTER
    
```

Tran Type is **FYA**.

Action Code (ACT) is always **E**.

Press ENTER to receive the Fiscal Year Allotment Plan screen:

Key in the header data including Date, Agency, Fund, ALL, Fiscal Year, +, and the Document Total.

```

FUNCTION:                FISCAL YEAR ALLOTMENT PLAN
DOCUMENT TYPE: FYA  ACTION CODE: E  AGENCY: FAK  DOCUMENT NO: 073212
DATE OF DOCUMENT: 05 16 06  AGENCY: FAK  FUND: ZZZ
LINE ITEM: FAK-321  NET SAC ALLOTMENT PLAN: 67000
+/-: +

----- ALLOTMENT PLAN DETAIL LINES -----
   SAC  OBJ CAT  OBJ CLASS  ALLOT PERIOD  +/-  ALLOTMENT AMOUNT
   ----  -
2302   2       21         1           +    1500
2302   2       21         2           +    1500
2302   2       21         3           +    1500
2302   2       21         4           +    1500
2302   2       23         1           +    1900
2302   2       23         2           +    1900
2302   2       23         3           +    1900
2302   2       23         4           +    1900
2302   2       27         1           +    1500
2302   2       27         2           +    1500
    
```

Key in up to 10 plan lines on this screen. Detail must include SAC, Object Category, Object Class, Allotment Period (1, 2, 3, 4, A, U), the “+” sign, and the dollar amount for the line using whole dollars.

Press ENTER if additional plan lines are needed to complete the transaction. (If “End of Document” appears at the bottom of the screen, press PF9 or key NL in the FUNCTION field for additional lines.)

You may key up to 13 additional plan lines on this screen.

```

FUNCTION:                ALLOTMENT PLAN LINES
DOCUMENT TYPE: FYA  ACTION CODE: E  AGENCY: FAK  DOCUMENT NO: 073212

   SAC  OBJ CAT  OBJ CLASS  ALLOT PERIOD  +/-  ALLOTMENT AMOUNT
   ----  -
2302   2       29         2           +    2100
2302   2       29         3           +    2100
2302   2       29         4           +    2100
2303   3       31         A           +    3000
2303   3       34         A           +    3000
2303   3       36         A           +    5000
2303   3       37         A           +    3000
2303   3       3J        A           +    15000
2303   3       39         A           +    10000

@@-DDB02 END OF DOCUMENT
    
```

Press ENTER if additional plan lines are needed to complete the transaction.

Press PF4 to edit the document for errors when complete.

Modifying an Accepted Fiscal Year Allotment Plan

The following example illustrates an adjustment to the original entry document illustrated on the previous page (Figure 3).

Initiate the document from the
SCON screen as an
UNBATCHED document.

Tran Type is **FYA**.
Enter a unique 6-character
document number.
Action Code (ACT) is always **E**.

```

ENTER FUNCTION:                STATE OF OHIO - CAS                SCON
                                DOCUMENT CONTROL TABLE INQUIRY

TANT CODE:

      DOC  TRAN  --BATCH ID--  --DOCUMENT ID--
      FUNC TYPE AGCY  NUMBER  AGCY NUMBER ACT   STATUS   APPRVL  -LAST UPDATE-
      -----  -----  -----  -----
H-   n   fya                fak 073213 e
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-

H--DSN01 TYPE TRANS INFO IN H-, ENTER
  
```

Press ENTER to receive the Fiscal Year Allotment Plan screen:

Key in the header data including
Date, Agency, Fund, ALI, Fiscal
Year, + or -, and the Document
Total.

Key in up to 10 plan lines on this
screen. Detail must include SAC,
Object Category, Object Class,
Allotment Period (1, 2, 3, 4, A,
U), the "+ or -" sign, and the
dollar amount of the adjustment
to made to the existing line using
whole dollars.

```

FUNCTION:                FISCAL YEAR ALLOTMENT PLAN
DOCUMENT TYPE: FYA  ACTION CODE: E  AGENCY: FAK  DOCUMENT NO: 073213
DATE OF DOCUMENT: 05 17 06  AGENCY: FAK  FUND: ZZZ
LINE ITEM: FAK-321  FY: 07
+/-: +  NET SAC ALLOTMENT PLAN: 0

----- ALLOTMENT PLAN DETAIL LINES -----
      SAC  OBJ CAT  OBJ CLASS  ALLOT PERIOD  +/-  ALLOTMENT AMOUNT
      ---  ---  ---  ---  ---  ---
2302   2       21         1         -    500
2302   2       21         2         -    500
2302   2       21         3         -    500
2302   2       21         4         -    500
2302   2       27         U         +   2000
  
```

The example above shows a reduction in each of four quarters by \$500 for object class 21, and an additional \$2000 to object class 27 in an Unallotted status (not assigned to any particular quarter).

Press ENTER if additional plan lines are needed to complete the transaction. (If "End of Document" appears at the bottom of the screen, press PF9 or key NL in the FUNCTION field for additional lines.)

Press PF4 to edit the document for errors when complete.

To cancel plan line(s) entered on an accepted FYA document, modify the line amount to "0" by entering the same amount as a negative (-) dollar figure on the plan line.

Note: Adjustments can be made to accepted FYA documents, but once the document has been approved, no adjustments can be made until after the fiscal year begins (July1).

CAS INQUIRIES RELATED TO FISCAL YEAR ALLOTMENT PLANNING

Use CAS inquiries to monitor what has been entered into the system to conform to your agency allotment plan.

QAPPR03 – SAC Allotment Plan Comparison

This inquiry is used by agencies throughout the present fiscal year to view their allotment plan by SAC for a specified quarter. Original allotment plans by object category and class can be viewed and compared to the present status including any adjustments. These figures may be helpful in determining future year allotment planning.

QAPPR08 – SAC Allocation Not Yet Approved

This inquiry allows agencies to review allotment plans for each SAC on line after FYA documents have been accepted in CAS, but before allotment plans have been approved by OBM.

Note: When using character-based CAS press PF8 to view unallotted amount and total plan amount. When using CAS for Windows use the bottom scroll bar to view additional information.

QAPPR09 – Appropriation Plan Not Yet Approved

This inquiry allows agencies to see how much of the appropriation for an ALI has been allotted after an FYA document has been accepted in CAS, but before the agency's allotment plan has been approved by OBM.

Once all FYA documents have been entered and accepted for an Appropriation Line Item check this inquiry to be sure a negative dollar amount does not appear as the *OBM Unassigned Amount*. If a negative amount appears in this field the agency has planned more dollars than appropriated. The agency must then adjust their allotment plan.

QAPPR10 – Report Print

This inquiry allows agencies to print on command several reports related to allotment planning using an AFP or VPS printer. After planning for the coming fiscal year agencies should print RAPPR04A, Spending Authority Not Yet Approved for the Fiscal Year. After July 1, you may want to print CAS report RAPPR05A, Spending Authority Approved for the Fiscal Year, and RAPPR06A, Detailed Appropriation Summary by Agency for the Budget Fiscal Year.

