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# BUDGETARY USER MANUAL

## DIVISION OF FINANCIAL MANAGEMENT AND STATE CONTROLLER RELEASE AND REPORTS

### INTRODUCTION

After an agency approves budgetary transactions, those that require Division of Financial Management (DFM) approval will automatically generate an e-mail message to DFM. The DFM analyst will then open the Budgetary application to view and release the transactions to the State Controller's Office (SCO), or return them to the agency if the transactions need to be corrected. After DFM releases the transactions, SCO will view and release the transactions to STARS, or return them to DFM if the transactions need to be corrected.

For agencies 100, 101, 102, 104 and 110, appropriation transactions will route from the Agency to SCO for approval, without going through DFM Release. When appropriation transactions are entered and approved by the agency, e-mail notification of the related batch will be automatically sent to SCO. The batch will route to SCO for approval and release into STARS.

### VIEW AND RELEASE OR RETURN TRANSACTIONS

1. From the Budgetary main menu, select **DFM Release** or **SCO Release**.
2. Select an agency from the **Agency** drop down menu. (**DFM Release** will not include agencies 100, 101, 102,104, or 110.)
3. Click **Find**.

Figure 1 - Select an agency

			Atch	Agency	GL Type	Batch	Rel Date	Total Amt	Doc#	Released by	Description
<a href="#">View</a>	<a href="#">Release</a>	<a href="#">Return</a>	N.A.	140	Appropriation			\$40.00	900007	JUSTIN MANN	2015budg
<a href="#">View</a>	<a href="#">Unrelease</a>	<a href="#">Return</a>		140	Appropriation	122	02/08/2016 12:54 PM	(\$10.00)	test	ANDREW BILLS	test appropriation
<a href="#">View</a>	<a href="#">Unrelease</a>	<a href="#">Return</a>	N.A.	140	Appropriation	132	02/17/2016 9:09 AM	(\$1,000,000.00)	final123	MARY EVERILL	123456789012345678901

4. Click **View** to view the details of the transactions. (Scroll down if needed.)

Figure 2 - View details

Agency: 140 - State Controller

Batch #: [ ] Date: [ ] Doc #: [ ]

	View	Release	Return	Atch	Agency	GL Type	Batch	Rel Date	Total Amt	Doc#	Released by
	View	Release	Return	N.A.	140	Appropriation			\$40.00	900007	JUST
	View	Unrelease	Return	[ ]	140	Appropriation	122	02/08/2016 12:54 PM	(\$10.00)	test	ANDRE
	View	Unrelease	Return	N.A.	140	Appropriation	132	02/17/2016 9:09 AM	(\$1,000,000.00)	final123	MARY

Agenc: 140 BatchNo: [ ] GL Type: Appropriation Effective Date: 4/6/2015

**Awaiting DFM Release**

Description: 2015budg Doc #: 900007 Group: F

Comments: [ ]

TC	R	Total Amt	Index	PCA	ExpSub	Dtl	RevSub	Dtl	Grant	Phs	Project	Phs	BU	Fund	Dtl	Invoice #	Description	Vendo
012		\$10.00	1218	01010	4101				BUSINT	00	ADABAS	01	SCAA	0001			2015BUDG	
017		\$20.00	1010	01010									SCAA	0001			2015BUDG	
022		\$30.00	1010	01010									SCAA	0001			2015BUDG	

5. Click **Release** to release the transactions to SCO. (If SCO, release the transactions to STARS).

Figure 3 - Release to agency

Agency: 140 - State Controller

Batch #: [ ] Date: [ ]

	View	Release	Return	Atch	Agency	GL Type
	View	Release	Return	N.A.	140	Appropriation
	View	Unrelease	Return	[ ]	140	Appropriation
	View	Unrelease	Return	N.A.	140	Appropriation

Message from webpage

Release Document to SCO?

OK Cancel

6. Click **Return** to return the transactions to the agency for corrections. Enter comments for the agency to explain why the transactions are being returned, and then click **Return**. (If SCO, return the transactions to DFM.) Do not use special characters or symbols, such as **&**, **'**, **“**, **<**, and **\**, in the **Notes** field.
7. If you have released the document, click **Unrelease**, then return the document.

Figure 4 - Return to agency

Budgetary Menu Applications Logoff

Release Reports

Agency: 140 - State Controller

Batch #: [ ] Date: [ ]

	View	Release	Return	Atch
	View	Release	Return	N.A.
	View	Unrelease	Return	[ ]
	View	Unrelease	Return	N.A.

Notes for 900007

Return Cancel

Explanation: [ ]

## REPORTS

Both DFM Release and SCO Release can run reports to view the status of budgetary documents. The reports will display the fiscal coding as well as the approval history of the documents

1. From the Budgetary main menu, select **DFM Release** or **SCO Release**.
2. Click the **Reports** tab.
3. Click the **Agency** drop down menu to select an agency.
4. Click the **Status** drop down menu to select a status.

Figure 5 - Select Agency

The screenshot shows a web interface for generating reports. At the top, there are two tabs: 'Release' (blue) and 'Reports' (red). Below the tabs, the text '\*Choose Report Criteria' is displayed. The 'Agency' dropdown menu is set to '140 - State Controller'. The 'Status' dropdown menu is open, showing a list of status options: 'All', 'Awaiting DFM Release', 'Awaiting SCO Release', 'Sent To STARS', and 'Returned by DFM'. There are two input fields for 'Batch #' and 'Date'. A checkbox labeled 'Show Invoice Detail (PDF only)' is checked. At the bottom of the form, there are four buttons: 'PDF Report', 'TXT Report', 'CSV Report', and 'Reset'.

5. Click **PDF Report**, **TXT Report**, or **CSV Report** to generate a report.