BUDGETARY USER MANUAL

ENTERING ALLOCATIONS, FINANCIAL PLANS, OR REVENUE PLANS

INTRODUCTION

Allocations are a way of collecting and recording expenditure information for reporting purposes or for online viewing. If an agency does not want to control the recording and collection information at a more detailed level, Grants or Financial Plans may be more appropriate.

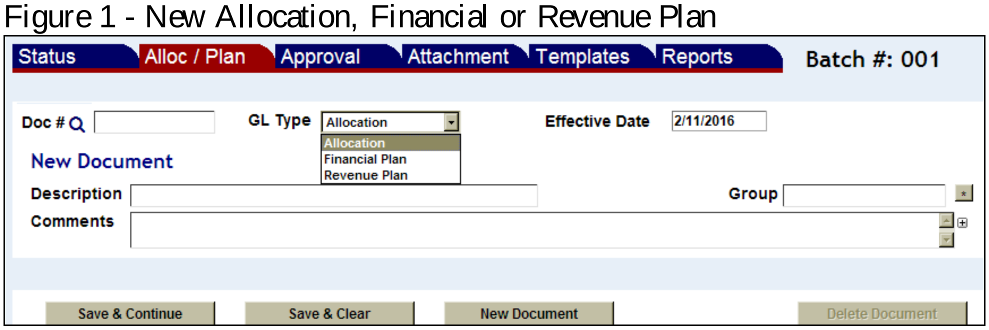
Financial and Revenue Plans allow an agency to record projections and to monitor how the actual expenditures and revenues are progressing compared to the projections. Financial Plans allow an agency to distribute the appropriation at a lower level within the agency than required in the appropriation bill. The use of Financial and Revenue Plans is optional for an agency.

See also the STARS Budgeting documentation for more information about setting up Allocations, Financial Plans, and Revenue Plans.

ENTER THE DOCUMENT INFORMATION

1. Select **Alloc/Plans** from the main menu.
2. Click the **Alloc/Plan** tab.
3. Enter an eight character (alphanumeric) document number in the **Doc #** field.
4. Click the **GL Type** drop down menu and select one of the following:
   - **Allocation**
   - **Financial Plan**
   - **Revenue Plan**

Figure 1 - New Allocation, Financial or Revenue Plan

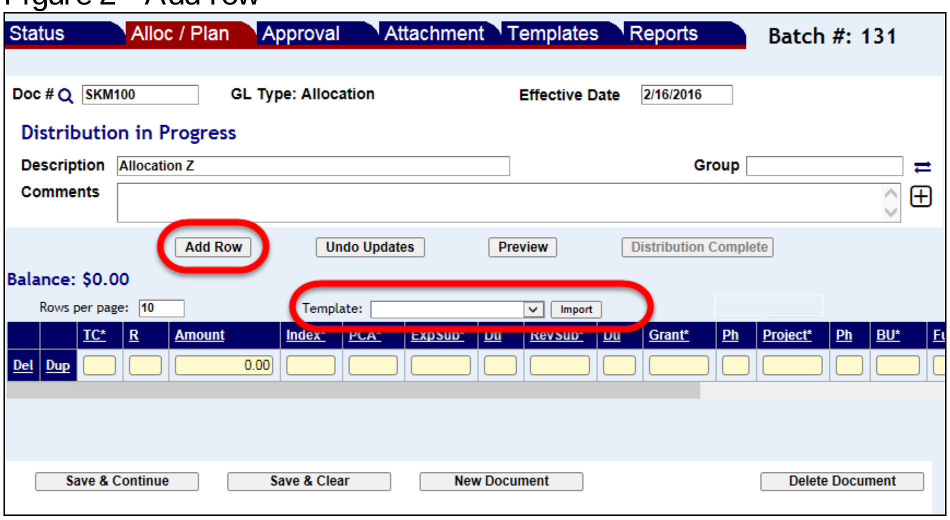


5. Enter an **Effective Date** or select a date from the calendar.
6. Type a **Description** and **Comments** to describe and explain the document. Do not use special characters or symbols, such as **&**, ', **“**, <, and \.
7. Select a **Group** from the drop down menu, if your agency uses **Group** names.
8. Click **Save & Continue** or **Save & Clear**.
   - **Save & Continue** will save the document and open a “grid” in which you can add rows of transactions and fiscal coding.
   - **Save & Clear** will save the document and clear the screen.
   - Click **Delete Document** if you saved the document (before **Distribution Complete**) and need to start over with a different GL Type.

ENTER THE FISCAL CODING

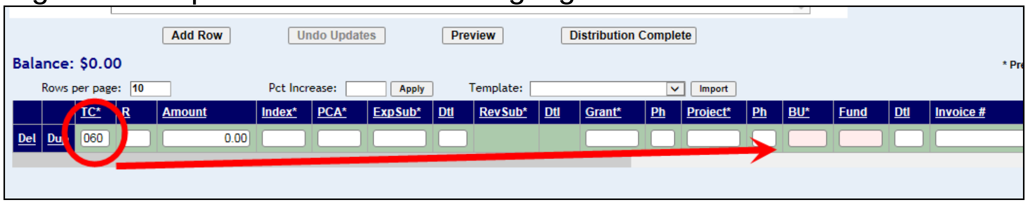
1. If you plan on entering more than the default number of 10 rows of transactions, change the number of **Rows per page** so that all of your transactions can be viewed on one page.
2. Click **Add Row**. To use a template, click the **Template** drop down menu, select the template, and then click **Import**.

Figure 2 - Add row



3. Enter a transaction code in the **TC** field, or press F3 to search for a transaction code, and then press TAB or click into another fiscal code field. Other fiscal codes required by the transaction code will be highlighted. Fiscal codes not used by the transaction code will not be available.

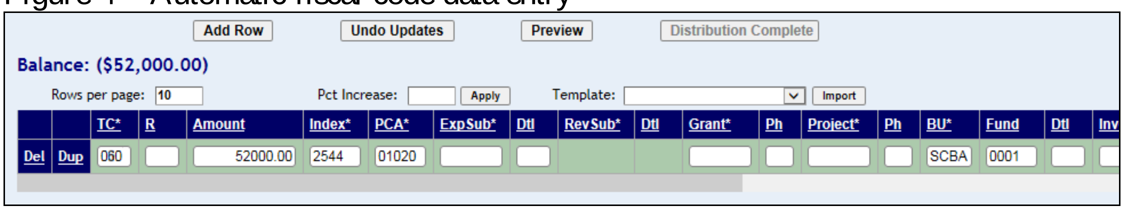
Figure 3 - Required fiscal codes are highlighted



4. Enter the fiscal coding (**Amount**, the **PCA**, **Index**, the Subobject, etc.) as needed. You can enter the codes directly or search for appropriate fiscal codes (see below).Do not use special characters or symbols, including **&**, ', **"**, <, and \, in the **Description** field.

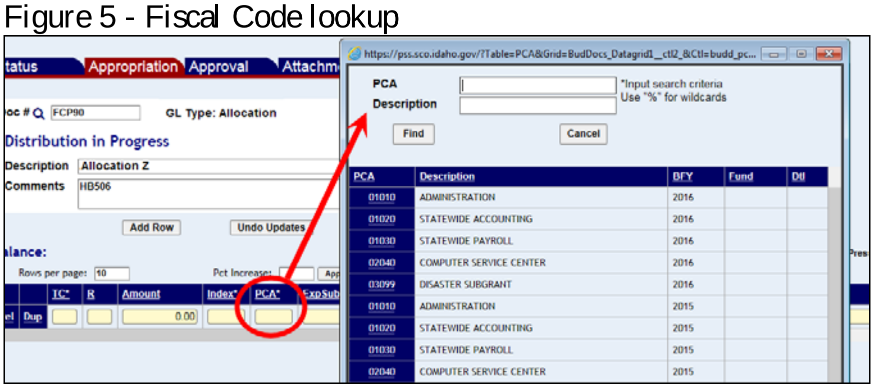
   Enter or select the **PCA** or **Index** and press TAB or click in another fiscal code field, any other related fiscal codes, such as the Budget Unit and Fund, will be entered automatically as long as the PCA or Index have been set up in STARS to do this.

Figure 4 – Automatic fiscal code data entry



5. You can search for a fiscal code in those fields marked with an asterisk (also known as doing a "look up"):
   a. Place the cursor in the field and press F3.
   b. In the 'look up' dialog box, enter any combination of search criteria – transaction code number or the title. You can enter just the first few numbers or letters or use the wildcard (%).
   c. Click **Find**.

Figure 5 - Fiscal Code lookup



   d. Click the fiscal code you want to use and the code will be entered automatically. When selecting a **PCA** or **Index**, any other related fiscal codes, such as the Budget Unit and Fund, will be entered automatically as long as the PCA or Index have been set up in STARS to do this.

6. To enter another blank row, click **Add Row**. To create a duplicate of a row, including the amount and fiscal coding, click **Dup** next to that row. You can then change the amount and/or a few fiscal codes as needed.
   If you are entering a large number of rows, click Save & Continue often. If you enter several rows, but do no save your work, and you see a warning message, it is possible that none of your work will be saved.
7. If you enter any codes or rows incorrectly and need to change them, click **Undo Updates**. Anything you have entered and *not saved* will be deleted.
8. To delete a row from the document, click **Del** next to the row.
9. When finished adding the transaction rows, click **Save & Continue** or **Save & Clear**.
   - If there are any data entry errors, these will be highlighted for you to correct.
   - If the **Effective Date** on the document is July 1 or later, but the document is saved before July 1, any TC 060, 061, 062, 063, 064, 070, 080, or 085 entered should default to July's fiscal year (including transactions imported from a template) when the document is saved. For any other TC, the **BFY** defaults to the current BFY.
10. Click **Delete Document** if the document has been saved (but before **Distribution Complete**) and you need to start over with a new GL Type.
11. Click **Distribution Complete**. The document will then be ready for the agency's approval and/or release (if approvals have been enabled by the agency).). After the document has been released and depending on the approval level required by the transaction codes, it will then be ready for DFM release and SCO Release.

CHANGE A DOCUMENT AFTER DISTRIBUTION IS COMPLETE

If the document needs to be changed after the distribution is completed, the Approver will have to undo the approval and set the status of the document to **Awaiting Distribution**.

TRANSACTION CODES FOR ALLOCATIONS

The following transaction codes require an Approval Level 8.

TC	Description
019	GOVERNOR'S HOLDBACK OF AN APPROPRIATION
022	BOARD OF EXAMINER'S REDUCTION OF AN APPROPRIATION
060	ORIGINAL APPROPRIATION & ANNUAL ALLOCATION

The following transaction codes require an Approval Level 3

TC	Description
061	FIRST QUARTER ALLOCATION
062	SECOND QUARTER ALLOCATION
063	THIRD QUARTER ALLOCATION
064	FOURTH QUARTER ALLOCATION
065	NON-COGNIZABLE FUNDS ALLOCATION
068	OBJECT TRANSFER OF ALLOCATIONS BETWEEN OBJECT LEVELS
069	ACTIVITY TRANSFER OF ALLOCATIONS BETWEEN FUNCTIONS/BU
081	ACTIVITY TRANSFER OF ALLOC & FINANCIAL PLAN-BUDGET UNITS
082	OBJECT TRANSFER OF ALLOC & FINANCIAL PLAN -OBJECT LEVELS
083	NON-COGNIZABLE EXP FINANCIAL PLAN/ALLOC
085	EXP FINANCIAL PLAN & ANNUAL ALLOCATION

The following transaction codes require an Approval Level 7

TC	Description
618	NEW FY LOAD PY ENCUMBR ALLOCATION BALANCES - FYE ONLY
622	NEW FY LOAD PY PRE-ENCUMBR - ALLOC POST - FYE ONLY

TRANSACTION CODES FOR FINANCIAL PLANS

The following transaction codes require an Approval Level 3.

TC	Description
080	EXP FINANCIAL PLAN ONLY
081	ACTIVITY TRANSFER OF ALLOC & FINANCIAL PLAN-BUDGET UNITS
082	OBJECT TRANSFER OF ALLOC & FINANCIAL PLAN -OBJECT LEVELS
083	NON-COGNIZABLE EXP FINANCIAL PLAN/ALLOC
085	EXP FINANCIAL PLAN & ANNUAL ALLOCATION

TRANSACTION CODE FOR REVENUE PLANS

The following transaction codes require an Approval Level 3.

TC	Description
070	REVENUE PLAN (ESTIMATED REVENUE)