

# Allotment Process Training



**DAS** DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

**Chief Financial Office: Statewide Audit & Budget Reporting Section (SABRS)**



# PRESENTATION OVERVIEW

## Topics:

- ❑ Allotments
- ❑ Why and How we use allotment plans
- ❑ What is the general allotment process?
- ❑ Allotment Mechanics and Instructions
- ❑ Allotment Revisions
- ❑ Common Allotment Issues and Questions

# Allotments

At the start of the biennium and after the legislative body has adopted the budget **and** the Governor has signed the agency's appropriation bill, SABRS establishes the appropriation amounts on the accounting system (R\*Stars) for each agency.

- SABRS administers and processes the 1<sup>st</sup> quarter allotment for the biennium at 15% of the agency's limitation that was granted in the appropriation budget bill. (There are some agency-specific exceptions that can apply.)
- Agencies then prepare their allotment plans approximately 3 weeks in advance for each of the remaining quarters (2<sup>nd</sup> qtr. through 8<sup>th</sup> qtr.) of the state's fiscal biennium.
- SABRS audits the agency allotment plan and related R\*Stars transactions.
- The CFO agency analyst reviews and approves/denies the allotment plans.
- Once approved, SABRS processes the allotment transactions on R\*Stars.



# Allotments

An agency's budget staff prepares an allocation plan (i.e. allotment) that spreads anticipated spending out of each appropriation over the fiscal year or biennium. In Oregon funds are allotted quarterly.

This periodic release of funds serves several purposes:

- Avoidance of premature exhaustion of funds
- Maintenance of a balanced budget and
- Prevention of deficits.

Allotment planning can be equal amounts spread over the course of the biennium or can be adjusted to follow historical or seasonal spending trends.

Funds can also be allotted as a lump sum or can be allocated on the basis of one or more expenditure categories dictated by the appropriation. (i.e. debt service, special payments)



# Why and how we use allotment plans

- ❑ Allotments are required by ORS 291.234 which states in part, “The Oregon Department of Administrative Services shall make allotments to state officers and agencies of appropriations and funds...”
- ❑ The allotment process allows the Department of Administrative Services (DAS) to estimate the need for revenue to support forecast spending for the biennium.
- ❑ R\*Stars is used to allocate the funds to agencies each quarter on the first days of July, October, January and April.
- ❑ Agencies email allotment plans to SABRS with a “cc” to both their CFO and LFO analysts each quarter based on the general schedule picture
- ❑ SABRS audits the plans and, once approved by CFO analyst, releases the allotment transactions on R\*Stars.

Quarter	Expenditure Timeframe	Allotment Form Submission Guide
1st	July-Sept (odd years)	n/a – DAS administers 1st Qtr
2nd	Oct-Dec	Not later than September 16th
3rd	Jan-Mar	Not later than December 13th
4th	Apr-Jun	Not later than March 16th
5th	July-Sept (even years)	Not later than June 16th
6th	Oct-Dec	Not later than September 16th
7th	Jan-Mar	Not later than December 13th
8th	Apr-Jun	Not later than March 16th

Note: SABRS will send out a listserv for specifics each qtr., the schedule is only for a general reference, but actual deadlines will be +/- a few days from the schedule above.

# Allotment Mechanics- Template Instructions

Using the allotment plan spreadsheets the agency completes all applicable items for each of their appropriations.

- ❑ The Allotment Template is a spending plan tool that the agency will use to estimate anticipated expenditure needs for future quarters.
- ❑ Using your agency's financial plan and projections, determine the quarterly estimates for each account category i.e. Personal Services, Services and Supplies, etc. (Total Allotment across all 8 quarters **must = the R\*Stars 62 screen Total Appropriation.**)
- ❑ Because each appropriation is different, agency budget staff should work with program and accounting staff to ensure that the appropriate allotment estimate is requested.
- ❑ Agencies submit allotment plan requests within three weeks prior to the start of the quarter. (i.e. For quarter beginning October 1<sup>st</sup>, submission should be no later than September 15<sup>th</sup>.)

# Allotment Mechanics- Template Instructions

The allotment need is the total allotment requested through the current period, LESS the current allotment amount on the 62 screen.

- ❑ The total request is always the actuals for the closed periods plus the estimates for the next **two** unclosed periods.
  - ❑ For example, if request is for the 6th quarter the total allotment is the actuals from Q1-Q4 PLUS estimates for Q5 & Q6. Using this value subtract the allotment amount from the 62 screen to get the net request for the 6<sup>th</sup> quarter allotment.
  - ❑ The 6<sup>th</sup> quarter allotment amount is what is entered into R\*STARS for the appropriation.

The allotment plan spreadsheet totals (“Actual”, “Biennial Total” and “Allot to Date”) must balance to the R\*STARS 62 screen for each appropriation. Agencies can use R\*Stars to access the information on the 62 screen or if you have multiple appropriations you can run a query on the SFMA DataMart to gather this information.

**Example of R\*Stars 62 Screen:**

S062 UC: 03	STATE OF OREGON	10/24/18 09:58 AM	
LINK TO:	APPROPRIATION FINANCIAL INQUIRY	PROD	
AGY: 119 APPN YEAR: 19 APPN #: 30000	OTHER FUNDS LIMITATION		
APPR FUND: 3400 FUND:	COMP SRCE/GRP:	OBJ/COMP OBJ:	
PRG CD: 4000 LVL: 02 OPERATING REVENUE	ORG CD:	LVL:	
INQ TYPE: MC INQ YEAR: 19 INQ MONTH: 04	DETAIL/SUMMARY: D		
CASH BASIS BUD:	332,390.91	ADJ BUD: 1,042,020.00	
ACCR BASIS BUD:	332,265.91	REM APPN ALLOT: 103,749.91	
ENC BASIS BUD:	332,265.91	ALLOT TO BUD \$ : 78.00	
EXP TO BUD \$ : 68.10		UNSCHE TO BUD \$ : 0.00	
BT TITLE	AMOUNT	BT TITLE AMOUNT	
01 ORIG BUDGT	1,060,855.00		
02 REVISIONS-	18,835.00-		
12 CASH REVEN	700,631.66		
14 ACCRD REVE	1,031,843.41		
15 CASH EXPEN	709,629.09		
17 ACCRD EXPE	125.00		
23 ALLOTMENT-	813,504.00		
30 UNITS ACCU	6,448.17		
F1-HELP	F2-DOC INQ	F5-NEXT	F9-INTERRUPT
ENTER-INQUIRE	CLEAR-EXIT		

**ADJ BUDG:**  
 +BALANCE TYPES 01, 02, 04, 06  
 -BALANCE TYPES 03, 05, 07, 08

The “Biennial Total” on the Allotment Form equals Balance Type 01 Original Appropriation plus Balance Type 02 Revisions.

The “Allot to Date” field on the Allotment Form equals the Balance Type 23 Allotment.

# Allotment Mechanics- Template Instructions

- ❑ Enter the actuals from the last closed quarter (amount from R\*Stars or DataMart query).
- ❑ Update the expenditure estimates for future quarters.
- ❑ Biennial Total amount must match the R\*Stars 62 screen or DataMart query “ADJ BUD” amount.
- ❑ The R\*Stars batch transaction amount for each appropriation should match the allotment plan amount in the Allot Request cell (column N with yellow highlight).
- ❑ Verify all amounts match between the allotment plan spreadsheets, R\*Stars transaction/batch entries, and the 62 appropriation values.
- ❑ Submit the allotment plan workbook along with the agency request cover memo by email to [Orbits.help@Oregon.gov](mailto:Orbits.help@Oregon.gov) (cc both CFO and LFO agency analysts).

## Example of Allotment Form

2017-2019 Biennium Annual Allotment Report												Agency Name: Dept of State Agency		
												Agency #: 10200		
Gen Fund -- Appn			84017 Dept of State Agency			Analyst: J. Jones			Statutory Authority: Chapter 123, Section 01, Subsection 01, 2017					
1 Quarter												Agy #: 10200		
Operating Expenses														
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Year Subtotal	5th Quarter	6th Quarter	7th Quarter	8th Quarter	2nd Year Subtotal	Unscheduled	Biennial Total		
<b>Personal Services</b>														
1 Estimate	0	0	0	0	0	0	0	0	0	0	0	0		
2 Actual	0	0	0	0	0	0	0	0	0	0	0	0		
3 Deviation	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Services &amp; Supplies</b>														
1 Estimate	0	0	0	0	0	0	0	0	0	0	0	0		
2 Actual	0	0	0	0	0	0	0	0	0	0	0	0		
3 Deviation	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Capital Outlay</b>														
1 Estimate	0	0	0	0	0	0	0	0	0	0	0	0		
2 Actual	0	0	0	0	0	0	0	0	0	0	0	0		
3 Deviation	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Special Payments</b>														
1 Estimate	0	0	0	0	0	0	0	0	0	0	0	0		
2 Actual	0	0	0	0	0	0	0	0	0	0	0	0		
3 Deviation	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Total</b>														
1 Estimate	0	0	0	0	0	0	0	0	0	0	0	0		
2 Actual	0	0	0	0	0	0	0	0	0	0	0	0		
3 Deviation	0	0	0	0	0	0	0	0	0	0	0	0		
Quarter Start Date	07/01/17	10/01/17	01/01/18	04/01/18	0	07/01/18	10/01/18	01/01/19	04/01/19		1st Qtr Allot:	0		
<b>Gen Fund -- Appn</b>												Analyst: J. Jones		
84017 Dept of State Agency												Statutory Authority: Chapter 123, Section 01, Subsection 01, 2017		
<b>2 Quarter</b>												Agy #: 10200		
Operating Expenses														
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Year Subtotal	5th Quarter	6th Quarter	7th Quarter	8th Quarter	2nd Year Subtotal	Unscheduled	Biennial Total		
<b>Personal Services</b>														
1 Estimate	0	0	0	0	0	0	0	0	0	0	0	0		
2 Actual	0	0	0	0	0	0	0	0	0	0	0	0		
3 Deviation	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Services &amp; Supplies</b>														
1 Estimate	0	0	0	0	0	0	0	0	0	0	0	0		
2 Actual	0	0	0	0	0	0	0	0	0	0	0	0		



## Allotment Mechanics- Estimations

Agency budget staff should use prior quarter information as well as historical data to estimate the quarterly allotment needs of the agency. Future estimates can be adjusted based on agency needs and prior actual amounts. Budget staff should work with Accounting staff, Capital Finance Staff (if applicable), and Agency Program offices to assist in analyzing the following items for each quarter allotment estimates:

- ❑ Any contracts that have deliverable amount in that quarter being estimated
- ❑ Personal service costs (wages, OPE, and other personnel related costs)
- ❑ Spending trends based off historical expenditures for that quarter
- ❑ Upcoming, large service and supply expenses that are known at time of estimate
- ❑ Upcoming debt service or other special payments



## Allotment Mechanics- Allotment Request Values

Your Allotment Form must be balanced before submission. This means:

- ❑ The “biennial total” (total appropriation i.e. ADJ BUD) and “allotted to date” (i.e. 23 ALLOTMENT) must balance to R\*STARS screen 62.
- ❑ The actuals from the last completed quarter are entered and match to R\*Stars. (If no expenditure for that quarter enter a placeholder of “.001”.)
- ❑ Variances from closed quarter actuals to original estimates should be moved to future quarters only to balance with R\*Stars.
- ❑ No prior quarter adjustments were made – all adjustments can only be made in the “new” requesting quarter and forward.
- ❑ Only use whole dollar amounts to avoid rounding issues (there are no cents in budget).
- ❑ When balanced for each appropriation, your accounting or budget staff make the R\*Stars entries for each appropriation matching the "Allot Request" amount on the worksheets.

# Allotment Mechanics- Entering Allotment into SFMA Instructions:

- ❑ Log into R\*Stars as UC 40
- ❑ Go to the 500 screen to create the batch header:
  - ❑ Batch Date = current date
  - ❑ Batch Type = 1
  - ❑ Batch Edit Mode = 1
  - ❑ Effective Date = the OSPA Run 1 Cutoff date for current month or later
  - ❑ F10 to Save and move to transaction entry screen

\*The information in the table to the right should be used as a guide only.

Field/Topic	Example
User Class	40
Batch Agency	120
Batch Type	1
Batch Number	3 digit number
Save	F10
Doc Date	current date
Eff Date	always use the first day of the following month (e.g.070115)
Ref Doc/Sufx	appropriation number
Cur Doc/Sfx	AL(Quarter) Agy number e.g. AL02A581
Trans code	allotment 002, (unscheduling 014 only)
Index	enter index number for allotment (if applicable)
PCA	enter PCA number for allotment
Amount	enter allotment amount requesting 000.00 (always use decimal .00)
Description	Quarter entering (e.g. Quarter 2 Allotment)
Edit Save	F4
Save	F10

# Allotment Revisions

The allotment process will allow for an agency to adjust estimates during a current “open” quarter known as an Allotment Revision. However, the agency must provide the justification of why a mid-quarter adjustment (reduction/increase) is necessary.

## Allotment Revision Basic Steps:

- Allotment submittal with:
  - Allotment Memo stating the reason for the reason (i.e. unanticipated expense, eboard adjustment, etc.)
  - Revised allotment spreadsheet for the appropriation(s) being adjusted
  - Batch already entered prior to submitting the revision
- Things to Remember for revisions:
  - When processing an allotment revision for the current quarter you will copy the current quarter and paste the copy beneath that current quarter. (see next slide)
  - Make sure the quarter reflects the current quarter number (this usually requires a manual adjustment) with the word “Revision” placed somewhere next to the quarter number.
  - Then make your revisions in this new revised quarter section
- Email Signed memo, justification and spreadsheet to:
  - CFO SABRs [ORBITS.Help@Oregon.gov](mailto:ORBITS.Help@Oregon.gov)
  - CFO Analyst
  - LFO Analyst
  - Haylee Morse-Miller (LFO)
  - Laurie Byerly (LFO)

# Allotment Revisions

This is an example of a 7th qtr. Revised Plan that includes an eboard adjust (SalPot) as the reason for the revision. In the example, you can see that the “Biennial Total” amount changed because SABRS loaded the appropriation with the new limitation authorized in the eboard and can be seen on the 62 screen (note: in a revised allotment, the biennial total will not always change, this example is due to new legislation/limitation).

General Funds - Appn		80000 State Library				Analyst: T. Brickman		Statutory Authority: Chapter 040, Section 1, Subsection xx, 2019				
7 Quarter		Operating Expenses				Agg #: 54300						
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Year Subtotal	5th Quarter	6th Quarter	7th Quarter	8th Quarter	2nd Year Subtotal	Unsched	Biennial Total
Personal Services												
<sup>1</sup> Estimate	250,000	255,000	269,203	281,271		324,855	223,795	273,795	283,058			
<sup>2</sup> Actual	235,797	228,727	204,348	217,740	886,612	224,696	0	0	0	1,005,344	0	1,891,956
<sup>3</sup> Deviation	14,203	26,273	64,855	63,531		100,159	223,795	273,795	283,058			
Services & Supplies												
<sup>1</sup> Estimate	100,423	80,000	71,109	38,503		96,641	90,000	60,000	84,570			
<sup>2</sup> Actual	109,317	121,496	74,468	(34,062)	271,219	61,875	0	0	0	296,445	0	567,664
<sup>3</sup> Deviation	(8,894)	(41,496)	(3,359)	72,565		34,766	90,000	60,000	84,570			
Capital Outlay												
<sup>1</sup> Estimate	0	0	9,737	(0)		9,737	0	0	9,737			
<sup>2</sup> Actual	0	0	0	0	0	0	0	0	0	9,737	0	9,737
<sup>3</sup> Deviation	(0)	(0)	9,737	(0)		9,737	0	0	9,737			
Special Payments												
<sup>1</sup> Estimate	280,000	490,000	280,000	0		331,392	430,779	200,000	131,392			
<sup>2</sup> Actual	0	759,221	0	0	759,221	0	0	0	0	762,171	0	1,521,392
<sup>3</sup> Deviation	280,000	(269,221)	280,000	(0)		331,392	430,779	200,000	131,392			
Total												
<sup>1</sup> Estimate	630,423	825,000	630,049	319,774		762,625	744,574	533,795	508,757			
<sup>2</sup> Actual	345,114	1,109,444	278,816	183,678	1,917,052	286,571	0	0	0	2,073,697	0	3,990,749
<sup>3</sup> Deviation	285,309	(284,444)	351,233	136,096		476,054	744,574	533,795	508,757			
Quarter Start Date	07/01/19	10/01/19	01/01/20	04/01/20	3,481,992	07/01/20	10/01/20	01/01/21	04/01/21			
											Allot to Date:	3,424,251
											Allot Request:	57,741

Original allotment request

Revised allotment request copied forward

Manual 7th qtr. renamed and “revised” title added with date

7th and 8th qtrs. revised appropriately for the new requested allotment amount needed for 7th qtr. revision

General Funds - Appn		80000 State Library				Analyst: T. Brickman		Statutory Authority: Chapter 040, Section 1, Subsection xx, 2019				
7 Quarter		Operating Expenses				Agg #: 54300						
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Year Subtotal	5th Quarter	6th Quarter	7th Quarter	8th Quarter	2nd Year Subtotal	Unsched	Biennial Total
Personal Services												
<sup>1</sup> Estimate	250,000	255,000	269,203	281,271		324,855	223,795	323,795	323,512			
<sup>2</sup> Actual	235,797	228,727	204,348	217,740	886,612	224,696	0	0	0	1,095,798	0	1,982,410
<sup>3</sup> Deviation	14,203	26,273	64,855	63,531		100,159	223,795	323,795	323,512			
Services & Supplies												
<sup>1</sup> Estimate	100,423	80,000	71,109	38,503		96,641	90,000	60,000	84,570			
<sup>2</sup> Actual	109,317	121,496	74,468	(34,062)	271,219	61,875	0	0	0	296,445	0	567,664
<sup>3</sup> Deviation	(8,894)	(41,496)	(3,359)	72,565		34,766	90,000	60,000	84,570			
Capital Outlay												
<sup>1</sup> Estimate	0	0	9,737	(0)		9,737	0	0	9,737			
<sup>2</sup> Actual	0	0	0	0	0	0	0	0	0	9,737	0	9,737
<sup>3</sup> Deviation	(0)	(0)	9,737	(0)		9,737	0	0	9,737			
Special Payments												
<sup>1</sup> Estimate	280,000	490,000	280,000	0		331,392	430,779	280,000	51,392			
<sup>2</sup> Actual	0	759,221	0	0	759,221	0	0	0	0	762,171	0	1,521,392
<sup>3</sup> Deviation	280,000	(269,221)	280,000	(0)		331,392	430,779	280,000	51,392			
Total												
<sup>1</sup> Estimate	630,423	825,000	630,049	319,774		762,625	744,574	663,795	469,211			
<sup>2</sup> Actual	345,114	1,109,444	278,816	183,678	1,917,052	286,571	0	0	0	2,164,151	0	4,081,203
<sup>3</sup> Deviation	285,309	(284,444)	351,233	136,096		476,054	744,574	663,795	469,211			
Quarter Start Date	07/01/19	10/01/19	01/01/20	04/01/20	3,611,992	07/01/20	10/01/20	01/01/21	04/01/21			
											Allot to Date:	3,481,992
											Allot Request:	150,000

“Biennial Total” and “Allot to Date” fields should still match the 62 screen

# Common Allotment Issues and Questions

Why is the R\*Stars batch still on the 530 screen?

- The effective date may not have occurred yet. Meaning the batch has been released, but will not process until the effective date is reached.
- There could be a PCA or Index error that caused the batch not to process.
- The batch was opened in Edit mode instead of view only mode (F2) by someone causing the batch to be put back on hold. Contact SABRS to re-release the batch.
- The batch was entered using the wrong User Class Code (note: use User Class 40).

Why doesn't the amount on the spreadsheet balance to the 62 screen?

- The spreadsheet may contain extra formulas or cents creating totaling errors. Use whole dollar amounts in both estimates and actuals to reduce the chances of errors.
- The placeholder of “.001” was not entered for a quarter that did not have any actuals.