Chapter 5. Advice of Allotment

A. Processing an Advice of Allotment (B4/BE) Document

The Advice of Allotment document distributes budget authority by BFY, fund, and allotment holder. Two documents are used to record allotments that are identical in form and content but have different titles and transaction codes. One is used to record allotments for administrative funds and the other is used to record allotments for program funds as follows:

I. Budget Execution (BE)—use for administrative funds.

II. PAS Advice of Allotment (B4)—use for program funds.

The following data entry instructions apply to both documents. Unique requirements for administrative or program funds are identified and explained in the description for each key field. Only the B4 document is shown for illustration purposes.

1. Verify Funds with the Apportionment Query (APOR)

The Apportionment Query (APOR) is used to review information about the status of an apportionment, including the year-to-date appropriated, committed, obligated, and expended amounts.

a. The Apportionment Query (APOR) is displayed as follows:

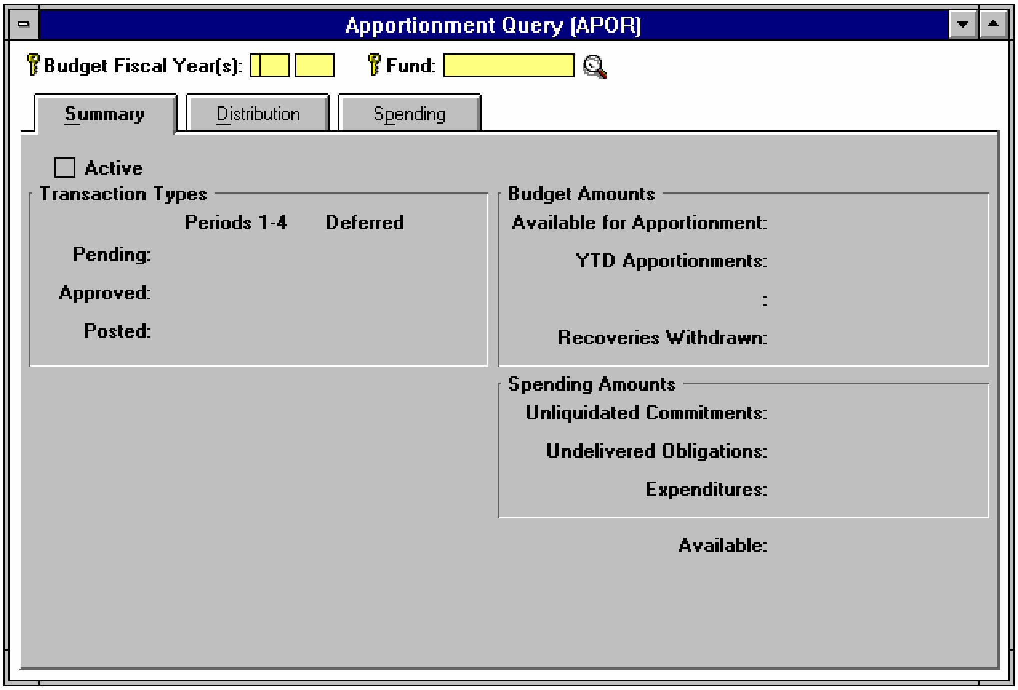
(1) Select **Options** from the Main menu.

(2) Select **Tables and Queries** from the Options menu.

(3) Click on the **Category** drop-down list and select **Budget Execution**.

(4) Select the **Apportionment Query (APOR)**.

(5) Choose the **OK** button.



(6) Enter the last two digits of the Budget Fiscal Year(s) in the **Budget Fiscal Year(s)** field (for a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year), and enter the fund code in the **Fund** field. Click on the search icon for a listing of valid fund codes.

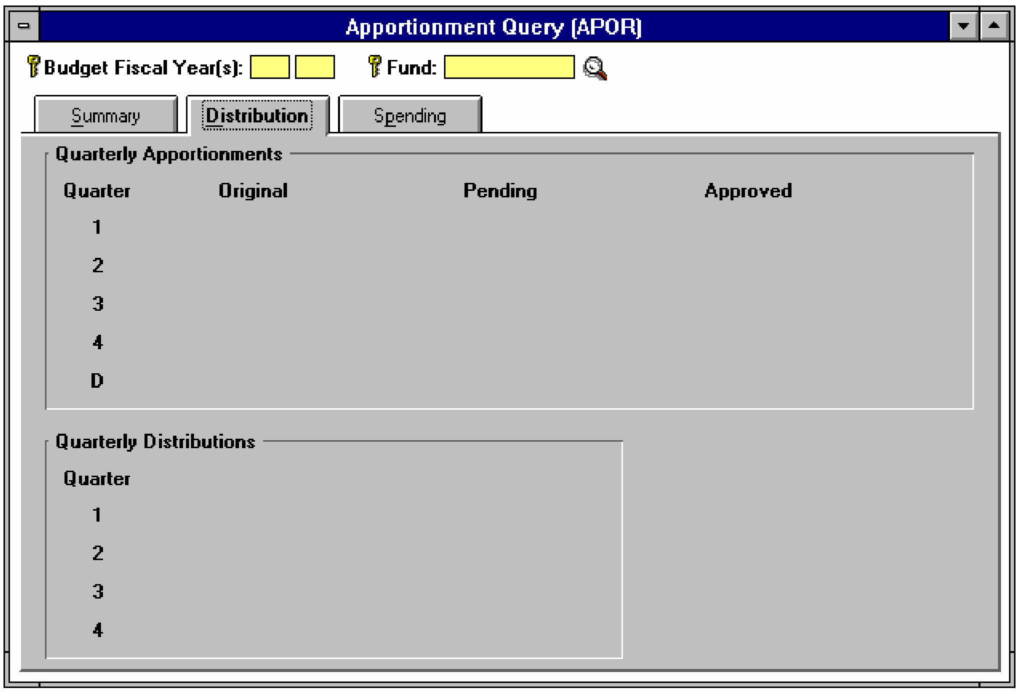
(7) Select **Actions** from the Main menu.

(8) Select **Display** from the Actions menu.

Refer to Appendix A for example of populated document. See Example A-9.A.

(9) Click on the **Distribution** tab to view quarterly distributions and verify amounts available for allotment. The column headings for Quarterly Distributions are misnomers and should be interpreted as follows:

ALLOCATION = DISTRIBUTED
UNALLOCATED = UNDISTRIBUTED
Additional allotments can be issued for amounts equal to or less than the undistributed balances.



Refer to Appendix A for example of populated document. See Example A-9.B.

2. Advice of Allotment (B4/BE) Document

a. Perform the following steps to process the Advice of Allotment (B4/BE) document:

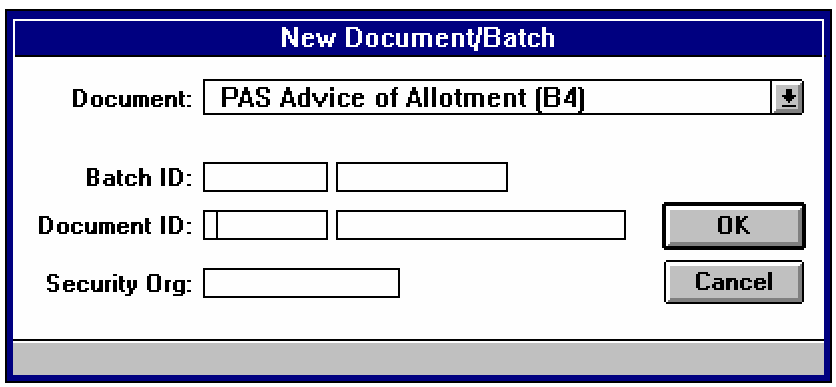
(1) Select **File** from the Main menu.

(2) Select **New** from the File Select menu.

(3) From the Document drop-down list box, select **PAS Advice of Allotment (B4)** for program funds, or select **Budget Execution (BE)** for administrative funds.

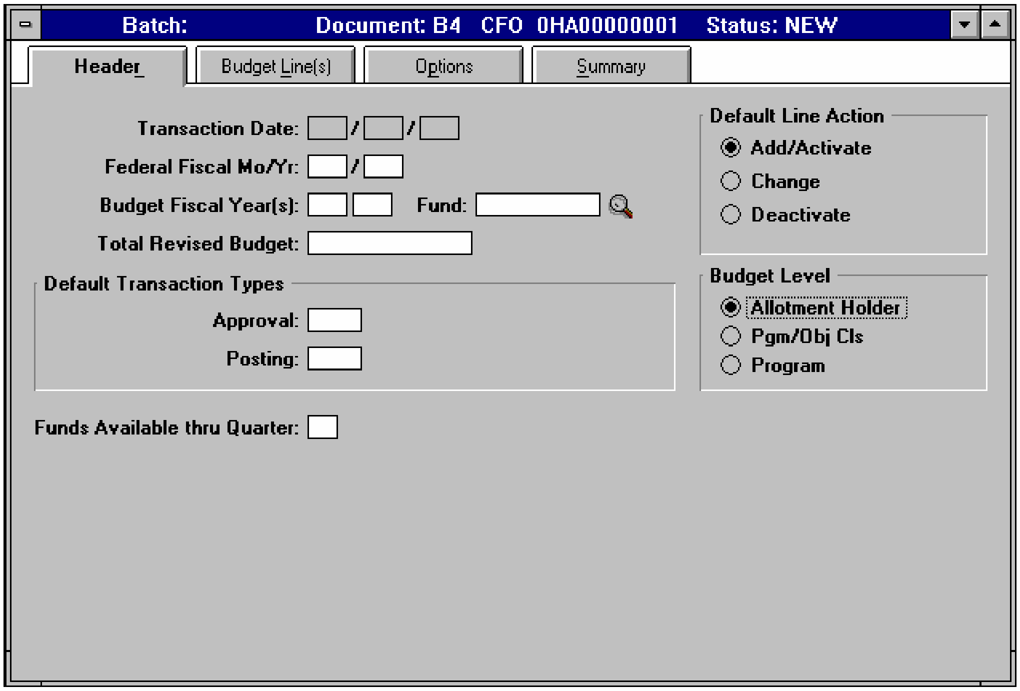
(4) Enter the Document ID.

Note All B4 or BE document IDs referencing a no-year or multi-year fund code include the allotment holder (ex: CFO, HSNG, CPD, PIH, etc.) in the first field. The last digit of the current fiscal year, the third and fourth digit of the fund code and the # sign are included in the second field **(Example: CFO 0HA#)**. The B4 or BE Document ID referencing an annual fund includes the last digit of the current fiscal year, the last 4 digits of the Treasury symbol and the # sign in the second field **(Example: CFO 00143#)**. By entering the # sign, the system will assign the next available sequential number for the document ID prefix entered.



(5) Select **OK** or press the **Enter** key.

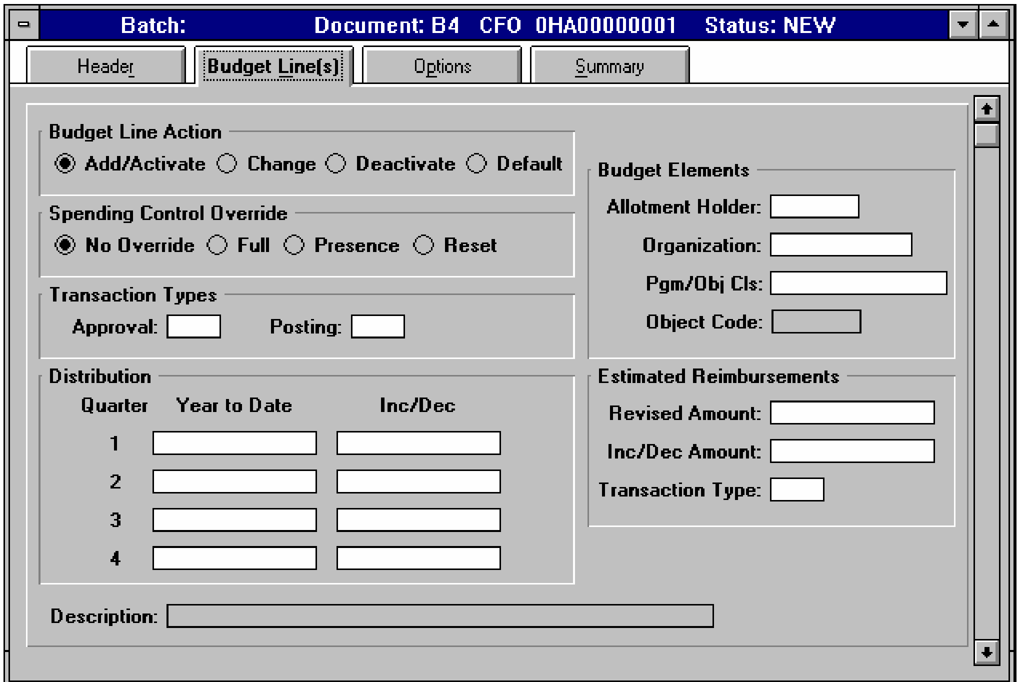
b. Enter the following fields on the **Header** tab:



Field	Description
(1) Budget Fiscal Year(s)	Enter the last two digits of the Budget Fiscal Year(s). For a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year.
(2) Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.
(3) Default Line Action	Defaults to **Add/Activate**. Ignore this default. The operative Default Line Action is entered on the next tab for Budget Line(s).
(4) Default Transaction Types Approval	Enter **AP**.
(5) Default Transaction Types Posting	Enter **01**.
(6) Budget Level	Select **Allotment Holder**.
(7) Funds Available thru Quarter	Enter **1**, **2**, **3**, or **4** for the quarter thru which funds are available.

Refer to Appendix A for example of populated document. See Example A-4.A.

c. Select the **Budget Line(s)** tab and enter the following fields:



Field	Description
(1) Budget Line Action	Budget Line Action defaults to **Add/Activate** which is to be used if this is the first BE or B4 document for the budget line. Select **Change** if previous documents have been processed for this budget line.
(2) Budget Elements Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).
(3) Distribution Quarter Inc/Dec	Amounts must be entered as dollars and cents with a decimal. Decrease amounts must be preceded with a minus sign (-). Apportion all program funds in quarter 1, and distribute administrative funds by the applicable quarters.

Note No data needs to be entered on the Options and Summary tabs at this budget level.

(4) Select **Document** from the Main menu.
(5) Select **Edit** from the Document menu.
(6) View the message area at the bottom of the window for warning or error messages and make the necessary changes.

Note If an error message occurs, use the Online Error Guide by double clicking on the error message. If unable to resolve the error with the Online Error Guide, call the HUDCAPS Help desk.

(7) Select **Document** from the Main menu.
(8) Select **Process** from the Document menu.
(9) When the message, “The document has been accepted, do you want to close the document?” appears, select **Yes** to close the document, or **No** to keep the document open.

Refer to Appendix A for example of populated document. See Example A-4.A.

3. Advice of Allotment Query (ALOC)

The Advice of Allotment Query (ALOC) shows the current status of the selected allotment budget line and is automatically updated when BE and B4 documents are processed. View this query after processing a BE/B4 document to ensure that funds have been distributed as intended.

a. The Advice of Allotment Query (ALOC) is displayed as follows:

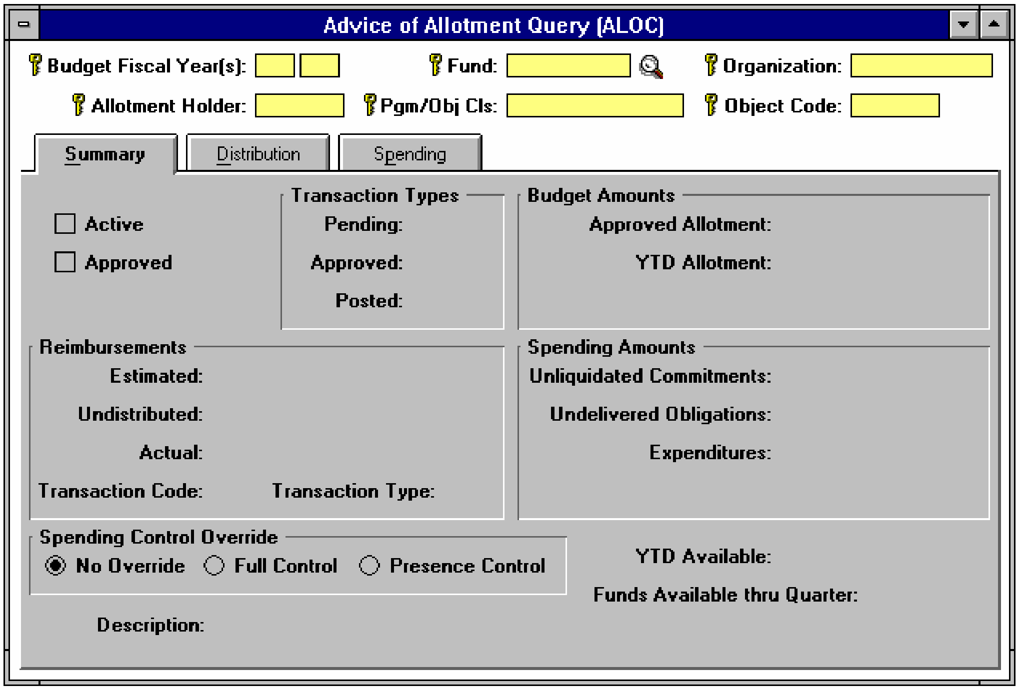
(1) Select **Options** from the Main menu.

(2) Select **Tables and Queries** from the Options menu.

(3) Click on the **Category** drop-down list and select **Budget Execution**.

(4) Select the **Advice of Allotment Query (ALOC)**.

(5) Choose the **OK** button.



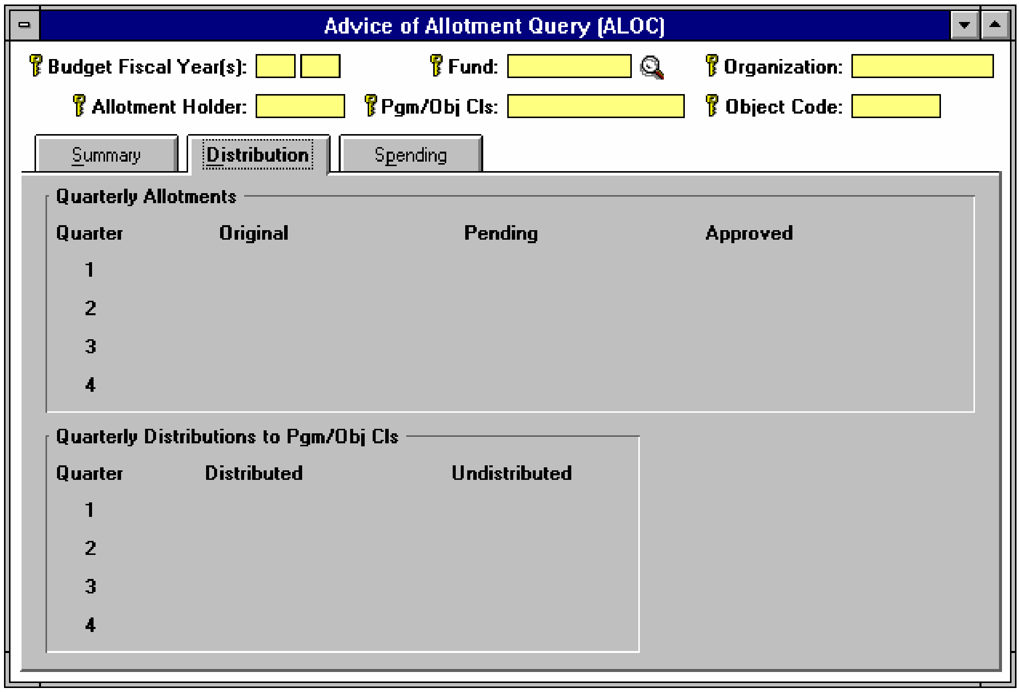
(6) Enter the Budget Fiscal Year(s) in the **Budget Fiscal Year(s)** field (for a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year), the fund code in the **Fund** field and the allotment holder in the **Allotment Holder** field

(7) Select **Actions** from the Main menu.

(8) Select **Display** from the Actions menu.

Refer to Appendix A for example of populated document. See Example A-10.A.

(9) Click on the **Distribution** tab to view the current status of **Quarterly Allotments** and **Quarterly Distributions to Program/Object Class**.



Refer to Appendix A for example of populated document. See Example A-10.B

Chapter 6. Distribution to Program/Object Class

A. Processing a Distribution to Program/Object Class (B5/BE) Document

The Distribution to Program/Object Class document distributes budget authority by Budget Fiscal Year (BFY), fund, allotment holder, and program class. Two documents are used to record distributions to program/object class that are identical in form and content but have different titles and transaction codes. One is used to record distributions to program/object class for administrative funds and the other is used to record distributions to program/object class for program funds as follows:

I. Budget Execution (BE)—use for administrative funds.

II. PAS Distribution to Pgm/Obj Cls (B5)—use for program funds.

The following data entry instructions apply to both documents. Unique requirements for administrative or program funds are identified and explained in the description for each key field. Only the B5 document is shown for illustration purposes.

1. Verify Fund Availability with the Advice of Allotment Query (ALOC)

To verify fund availability, scan the Advice of Allotment Query (ALOC) before processing a Distribution to Program/Object Class (B5/BE) document.

a. The Advice of Allotment Query (ALOC) is displayed as follows:

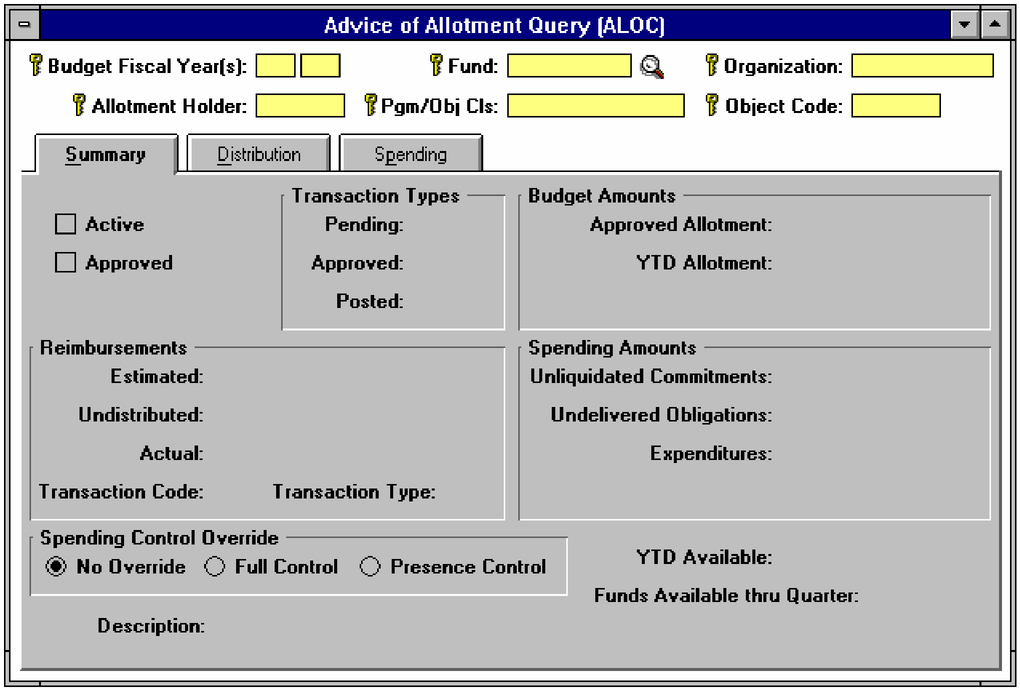
(1) Select **Options** from the Main menu.

(2) Select **Tables and Queries** from the Options menu.

(3) Click on the Category drop-down list and select **Budget Execution**.

(4) Select the Advice of Allotment Query (ALOC).

(5) Choose the **OK** button.



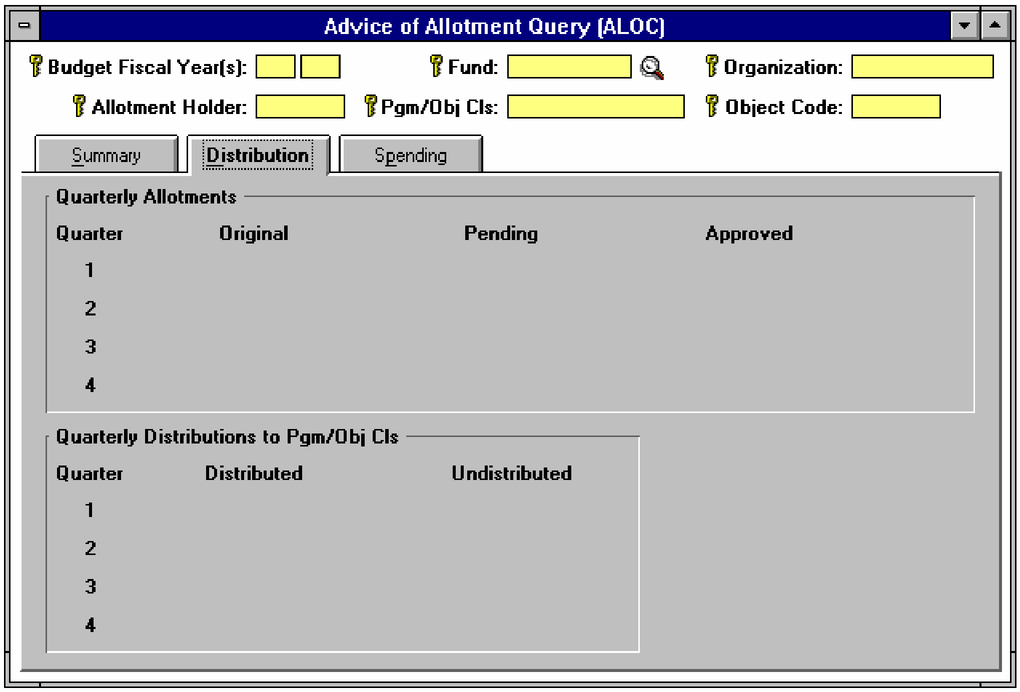
(6) Enter the Budget Fiscal Year(s) in the **Budget Fiscal Year(s)** field (for a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year), the fund code in the **Fund** field**,** and the allotment holder in the **Allotment Holder** field.

(7) Select **Actions** from the Main menu.

(8) Select **Display** from the Actions menu.

Refer to Appendix A for example of populated document. See Example A-10.A.

(9) Click on the **Distribution** tab to view the **Quarterly Distributions To Pgm/Obj Cls** and **Undistributed** amounts by quarter to verify the amount available for further distribution. Additional distributions to program/object class can be issued for amounts equal to or less than the undistributed balance.



Refer to Appendix A for example of populated document. See Example A-10.B

2. Distribution to Program/Object Class (B5/BE) Document

a. Perform the following steps to process a Distribution to Program/Object Class document:

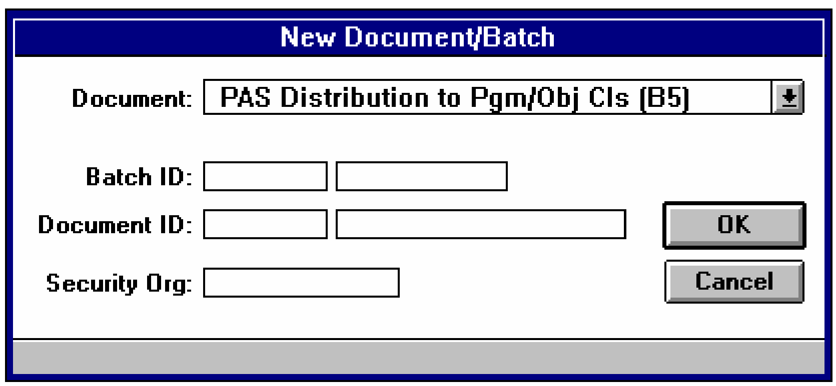
(1) Select **File** from the Main menu.

(2) Select **New** from the File menu.

(3) From the Document drop-down list box, select **PAS Distribution to Pgm/Obj Cls (B5)** for program funds, or select **Budget Execution (BE)** for administrative funds.

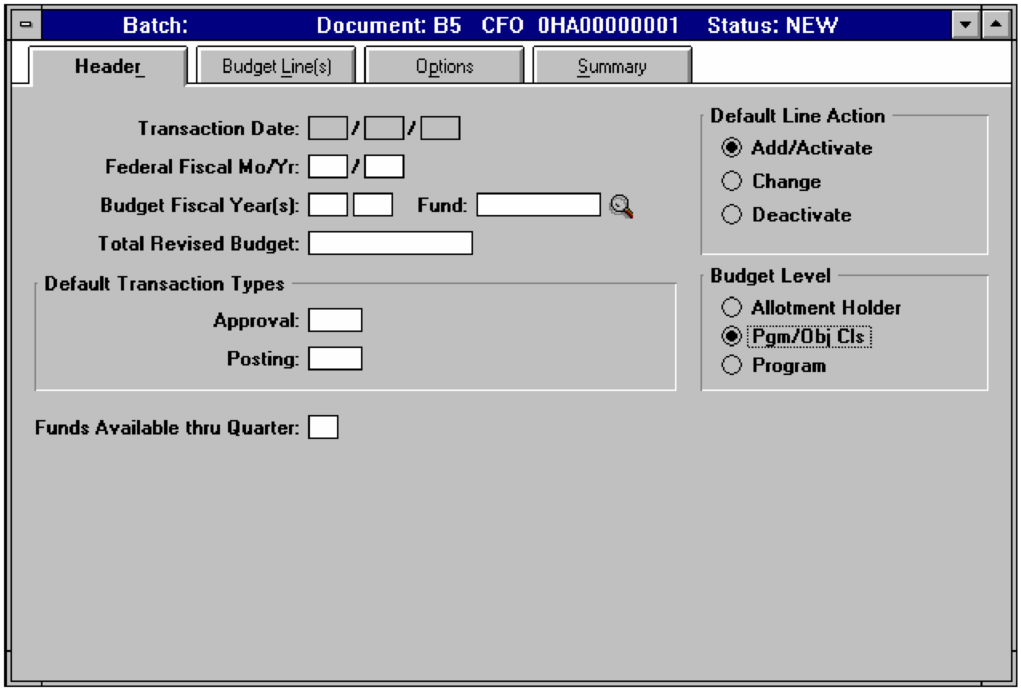
(4) Enter the **Document ID**.

Note All B5 or BE document IDs referencing a no-year or multi-year fund code include the allotment holder (ex: CFO, HSNG, CPD, PIH, etc.) in the first field. The last digit of the current fiscal year, the third and fourth digit of the fund code and the # sign are included in the second field **(Example: CFO 0HA#)**. The B5 or BE Document ID referencing an annual fund includes the last digit of the current fiscal year, the last 4 digits of the Treasury symbol and the # sign in the second field **(Example: CFO 00143#)**. By entering the # sign, the system will assign the next available sequential number for the document ID prefix entered.



(5) Select **OK** or press the **Enter** key.

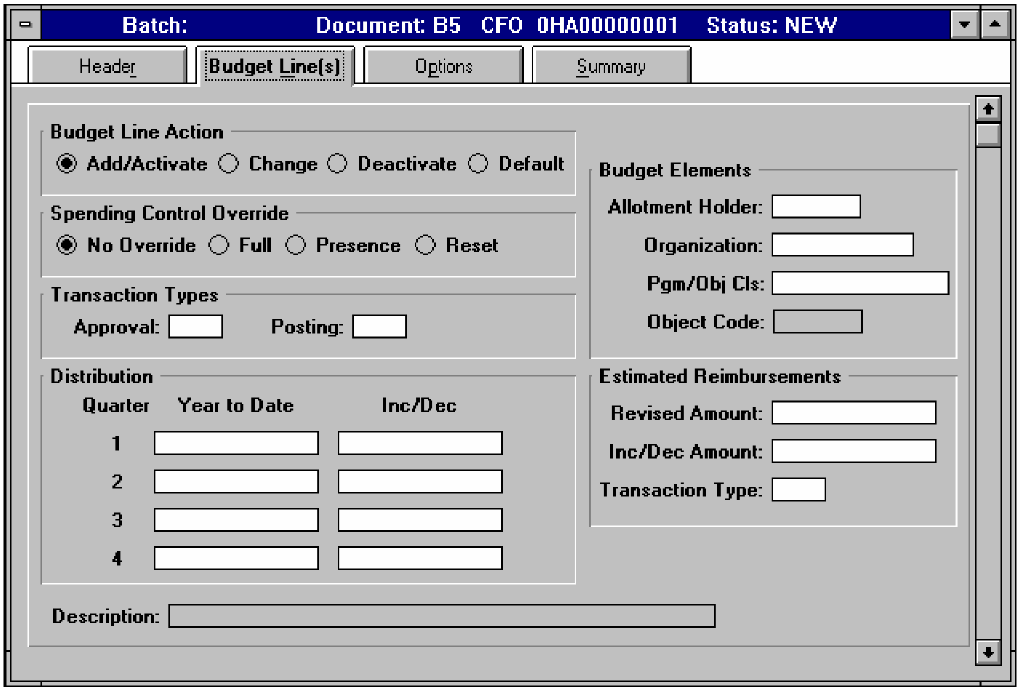
b. Enter the following fields on the **Header** tab:



Field	Description
(1) Budget Fiscal Year(s)	Enter the last two digits of the Budget Fiscal Year(s). For a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year.
(2) Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.
(3) Default Line Action	Default Line Action defaults to **Add/Activate**. Ignore this default. The operative Default Line Action is entered on the next tab for Budget Line(s).
(4) Default Transaction Types Approval	Enter **AP**.
(5) Default Transaction Types Posting	Enter **01**.
(6) Budget Level	Select **Pgm/Obj Cls**.
(7) Funds Available thru Quarter	Enter **1**, **2**, **3**, or **4** for the quarter thru which funds are available.

Refer to Appendix A for example of populated document. See Example A-5.A.

c. Select the **Budget Line(s)** tab and enter the following fields:



Field	Description
Budget Line Action	Budget Line Action defaults to **Add/Activate** which is to be used if this is the first BE or B5 document for this budget line. Select **Change** if previous documents have been processed for this budget line.
Budget Elements Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).
Budget Elements Pgm/Obj Cls	Enter the appropriate program class code. Valid codes can be found on the Program Class Table (PCLS).
Distribution Quarter Inc/Dec	Amounts must be entered as dollars and cents with a decimal. Decrease amounts must be preceded with a minus sign (-). Apportion all program funds in quarter 1, and distribute administrative funds by the applicable quarters.

Refer to Appendix A for example of populated document. See Example A-5.A.

Note No data needs to be entered on the Options and Summary tabs at this budget level.

(5) Select **Document** from the Main menu.
(6) Select **Edit** from the Document menu.

(7) View the message area at the bottom of the window for warning or error messages and make the necessary changes.

Note If an error message occurs, use the Online Error Guide by double clicking on the error message. If unable to resolve the error with the Online Error Guide, call the HUDCAPS Help desk.

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(8) Select **Document** from the Main menu.
(9) Select **Process** from the Document menu.
(10) When the message, "The document has been accepted, do you want to close the document?" appears, select **Yes** to close the document, or **No** to keep the document open.

3. Distribution to Program/Object Class Query (SALC)

The Distribution to Pgm/Obj Query (SALC) shows the currents status of the selected distribution to program/object class budget line and is automatically updated when BE and B5 documents are processed. View this query after processing a BE/B5 document to ensure that funds have been distributed as intended.

a. The Distribution to Pgm/Obj Cls Query (SALC) is displayed as follows:

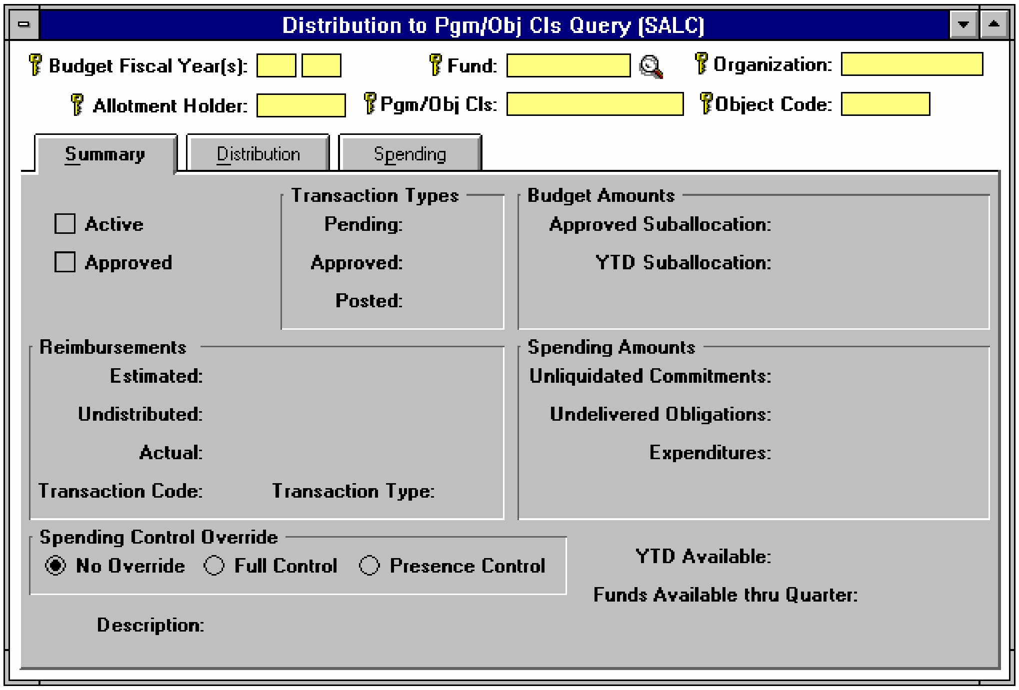
(1) Select **Options** from the Main menu.

(2) Select **Tables and Queries** from the Options menu.

(3) Click on the **Category** drop-down list and select **Budget Execution**.

(4) Select the **Distribution to Pgm/Obj Cls Query (SALC)**.

(5) Choose the **OK** button.



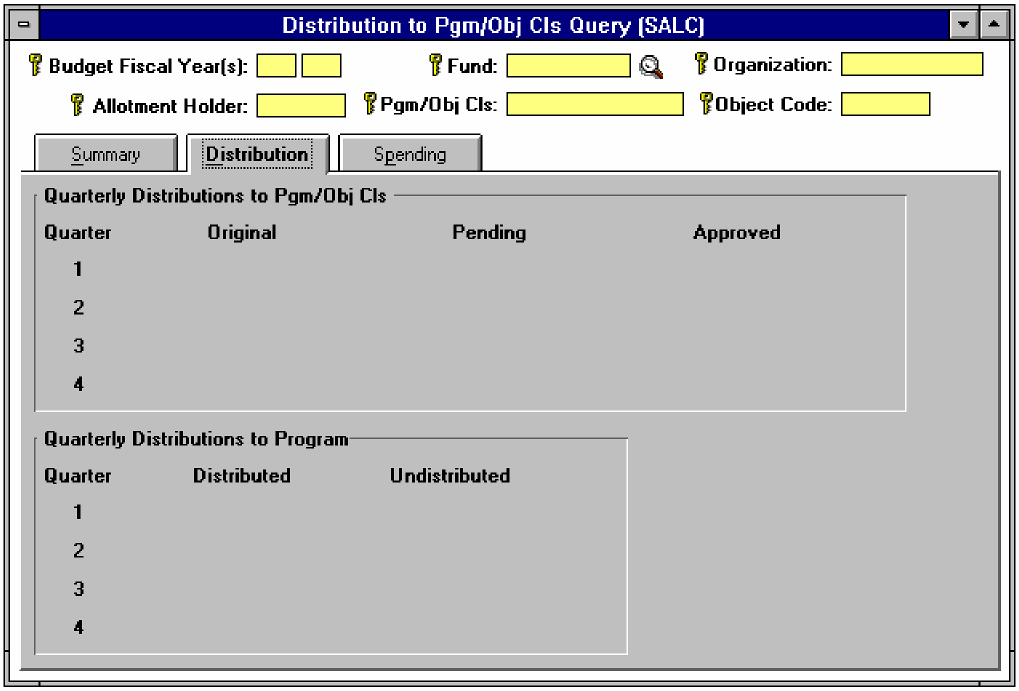
(6) Enter the Budget Fiscal Year(s) in the **Budget Fiscal Year(s)** field (for a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year), the fund code in the **Fund** field, the allotment holder in the **Allotment Holder** field, and the program code in the **Pgm/Obj Cls** field.

(7) Select **Actions** from the Main menu.

(8) Select **Display** from the Actions menu.

Refer to Appendix A for example of populated document. See Example A-11.A

(9) Click on the **Distribution** tab to view the current status of **Quarterly Distribution To Pgm/Obj Cls** and **Quarterly Distributions To Program**.



Refer to Appendix A for example of populated document. See Example A-11.B.

Chapter 7. Distribution to Program

A. Processing a Distribution to Program (B6/BE) Document

The Distribution to Program document distributes budget authority by Budget Fiscal Year (BFY), fund, allotment holder, program/object class, and program. Two documents are used to record distributions to program that are identical in form and content but have different titles and transaction codes. One is used to record distributions to program for administrative funds and the other is used to record distributions to program for program funds as follows:

I. Budget Execution (BE)—use for administrative funds.

II. PAS Distribution to Program (B6)—use for program funds.

The following data entry instructions apply to both documents. Unique requirements for administrative or program funds are identified and explained in the description for each key field. Only the B6 document is shown for illustration purposes.

1. Verify Fund Availability with the Distribution to Pgm/Obj Cls Query (SALC)

To verify fund availability, scan the Distribution to Pgm/Obj Cls Query (SALC) before processing a Distribution to Program.

The Distribution to Pgm/Obj Cls Query (SALC) is used to review information about the status of a suballocation, including the suballocated, committed, obligated, and expended amounts.

a. The Distribution to Pgm/Obj Cls Query (SALC) is displayed as follows:

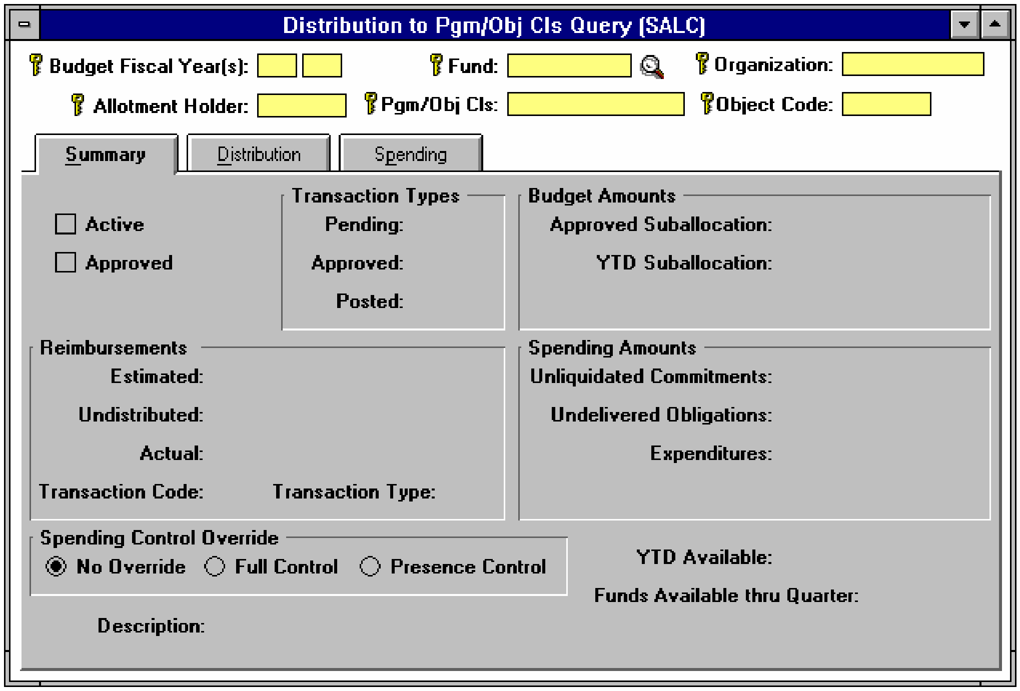
(1) Select **Options** from the Main menu.

(2) Select **Tables and Queries** from the Options menu.

(3) Click on the **Category** drop-down list and select **Budget Execution**.

(4) Select the **Distribution to Pgm/Obj Cls Query (SALC)**.

(5) Choose the **OK** button.



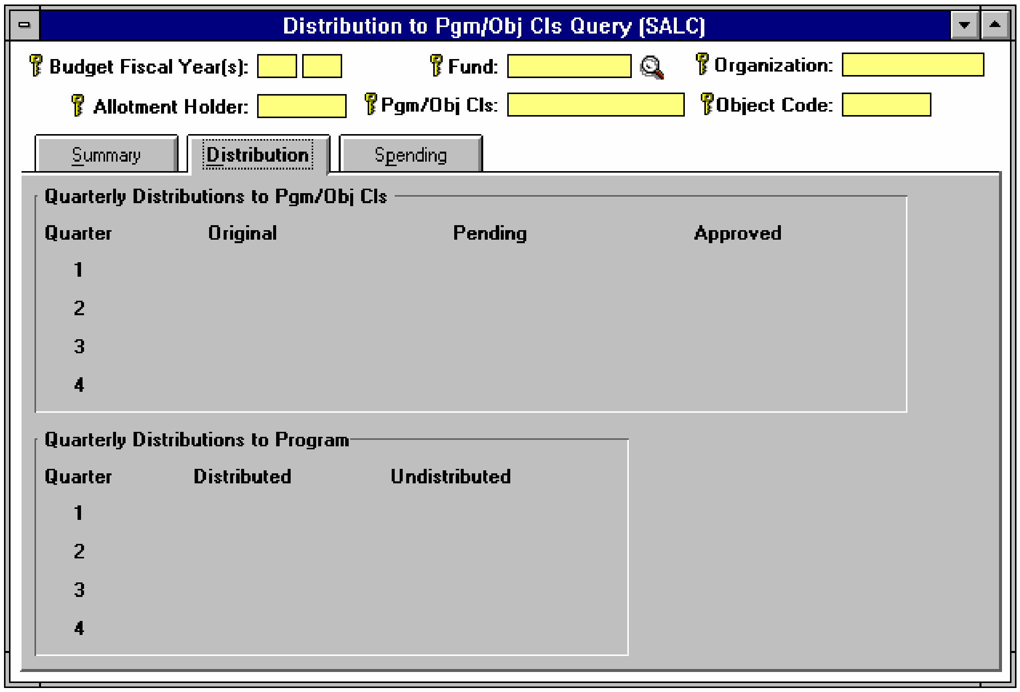
(6) Enter the Budget Fiscal Year(s) in the **Budget Fiscal Year(s)** field (for a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year), the Fund Code in the **Fund** field, the allotment holder in the **Allotment Holder** field**,** and the program code in the **Pgm/Obj Cls** field.

(7) Select **Actions** from the Main menu.

(8) Select **Display** from the Actions menu.

Refer to Appendix A for example of populated document. See Example A-11.A

(9) Click on the **Distribution** tab to view the **Quarterly Distributions To Program** and **Undistributed** amounts by quarter to verify the amount available for further distribution. Additional distributions to program can be issued for amounts equal to or less than the undistributed balances.



Refer to Appendix A for example of populated document. See Example A-11.B.

2. Distribution to Program (B6/BE) Document

a. Perform the following steps to process a Distribution to Program document:

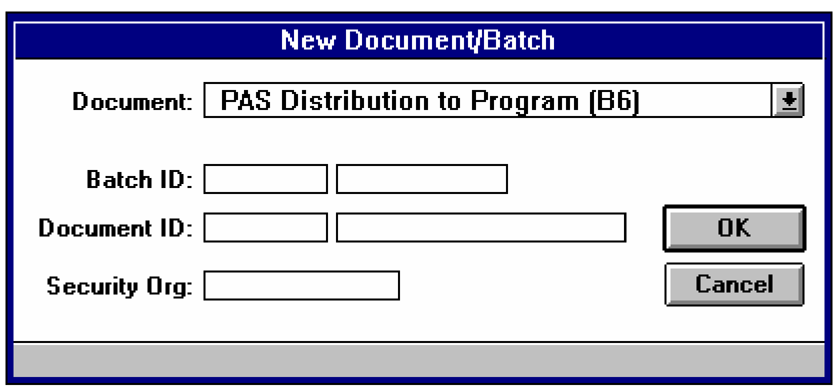
(1) Select **File** from the Main menu.

(2) Select **New** from the File menu.

(3) From the Document Type drop-down list, select **PAS Distribution to Program (B6)** for program funds, or select **Budget Execution (BE)** for administrative funds.

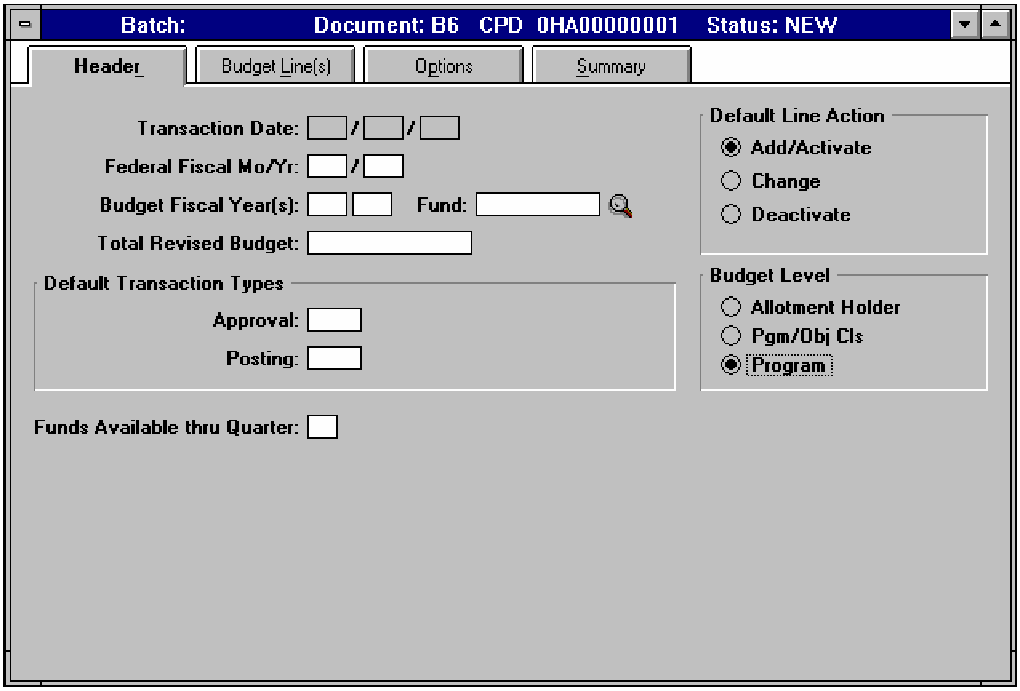
(4) Enter the **Document ID**.

Note All B6 or BE document IDs referencing a no-year or multi-year fund code include the allotment holder (ex: CFO, HSNG, CPD, PIH, etc.) in the first field. The last digit of the current fiscal year, the third and fourth digit of the fund code and the # sign are included in the second field **(Example: HSNG 0HA#)**. The B6 or BE Document ID referencing an annual fund includes the last digit of the current fiscal year, the last 4 digits of the Treasury symbol and the # sign in the second field **(Example: CFO 00143#)**. By entering the # sign, the system will assign the next available sequential number for the document ID prefix entered.



(5) Select **OK** or press the **Enter** key.

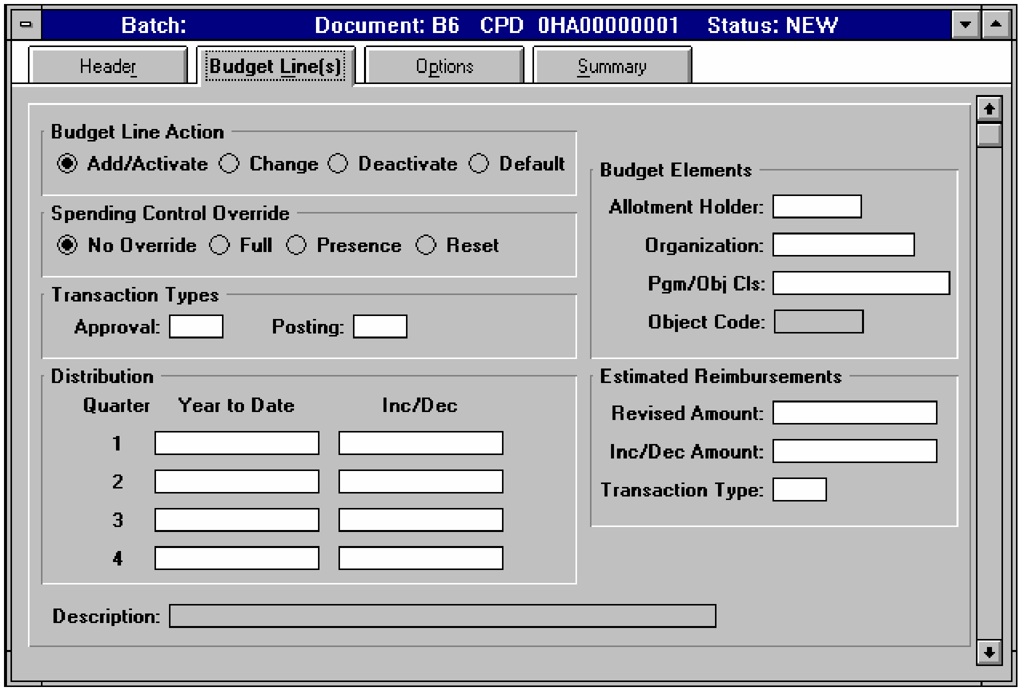
b. Enter the following fields on the **Header** tab:



Field	Description
Budget Fiscal Year(s)	Enter the last two digits of the Budget Fiscal Year(s). For a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year.
Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.
Default Line Action	Default Line Action defaults to **Add/Activate**. Ignore this default. The operative Default Line Action is entered on the next tab for Budget Line(s).
Default Transaction Types Approval	Enter **AP**.
Default Transaction Types Posting	Enter **01**.
Budget Level	Select **Program**.
Funds Available thru Quarter	Enter **1**, **2**, **3**, or **4** for the quarter thru which funds are available.

Refer to Appendix A for example of populated document. See Example A-6.A

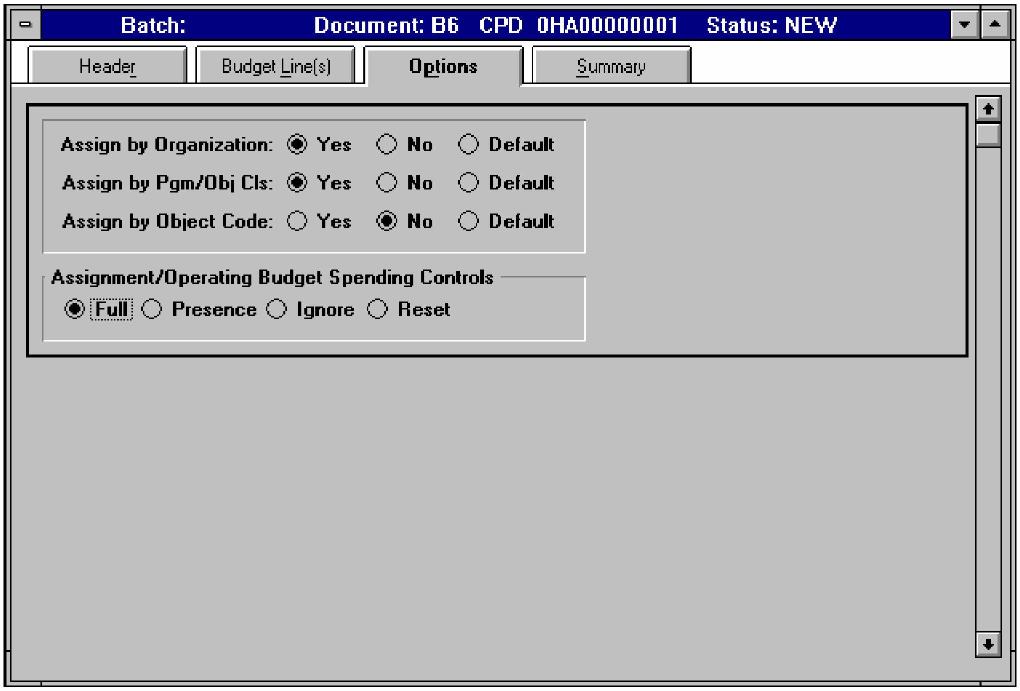
c. Select the **Budget Line(s)** tab and enter the following fields:



Field	Description
(1) Budget Line Action	Budget Line Action defaults to **Add/Activate** which is to be used if this is the first BE or B6 document for this budget line. Select **Change** if previous documents have been processed for this budget line.
(2) Budget Elements Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).
(3) Budget Elements Pgm/Obj Cls	Enter the appropriate program code. Valid codes can be found on the Program Table (PGMT).
(4) Distribution Quarter Inc/Dec	Amounts must be entered as dollars and cents with a decimal. Decrease amounts must be preceded with a minus sign (-). Apportion all program funds in quarter 1, and distribute administrative funds by the applicable quarters.

Refer to Appendix A for example of populated document. See Example A-6.A

d. Select the **Options** tab and select the following fields:



Field	Description
(1) Assign by Organization	Select **Yes**.
(2) Assign by Pgm/Obj Cls	Select **Yes**.
(3) Assign by Object Code	Select **Yes** or **No** at the discretion of the recipient of the Distribution to Program.
(4) Assignment/Operating Budget Spending Controls	Select **Full**.

Refer to Appendix A for example of populated document. See Example A-6.A

Note No data needs to be entered on the Summary tab.

(5) Select **Document** from the Main menu.
(6) Select **Edit** from the Document menu.
(7) View the message area at the bottom of the window for warning or error messages and make the necessary changes.

Note If an error message occurs, use the Online Error Guide by double clicking on the error message. If unable to resolve the error with the Online Error Guide, call the HUDCAPS Help desk.

(8) Select **Document** from the Main menu.
(9) Select **Process** from the Document menu.
(10) When the message, “The document has been accepted, do you want to close the document?” appears, select **Yes** to close the document, or **No** to keep it open.

3. Distribution to Program Query (ALLT)

The Distribution to Program Query (ALLT) shows the current status of the selected program budget line and is automatically updated when BE and B6 documents are processed. View this query after processing a BE/B6 document to ensure that funds have been distributed as intended.

a. The Distribution to Program Query (ALLT) is displayed as follows:

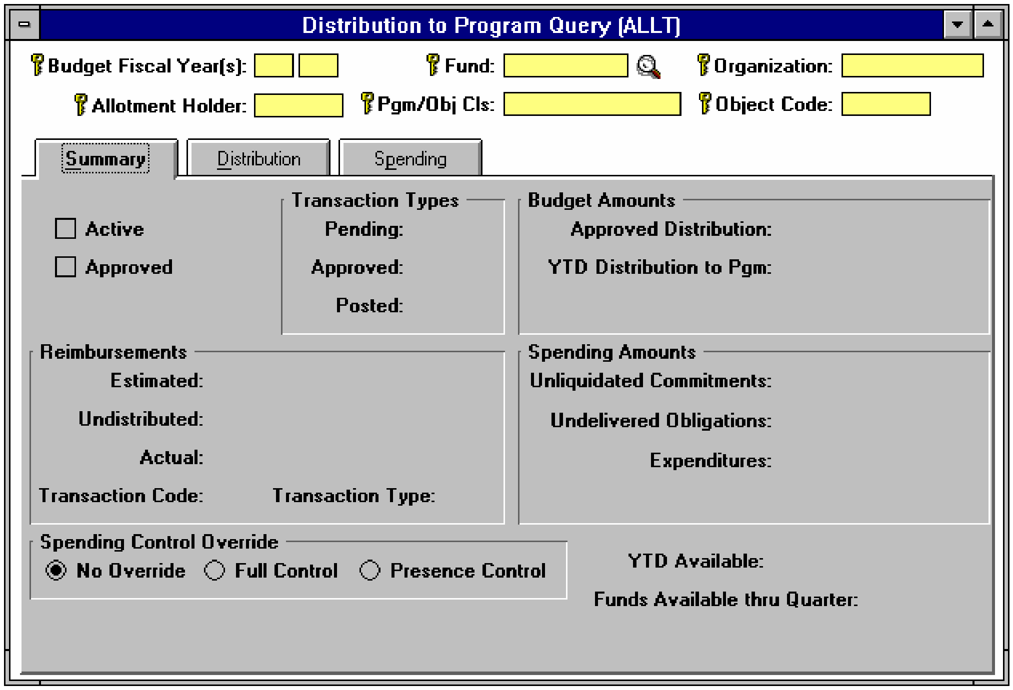
(1) Select **Options** from the Main menu.

(2) Select **Tables and Queries** from the Options menu.

(3) Click on the **Category** drop-down list and select **Budget Execution**.

(4) Select the **Distribution to Program Query (ALLT)**.

(5) Choose the **OK** button.



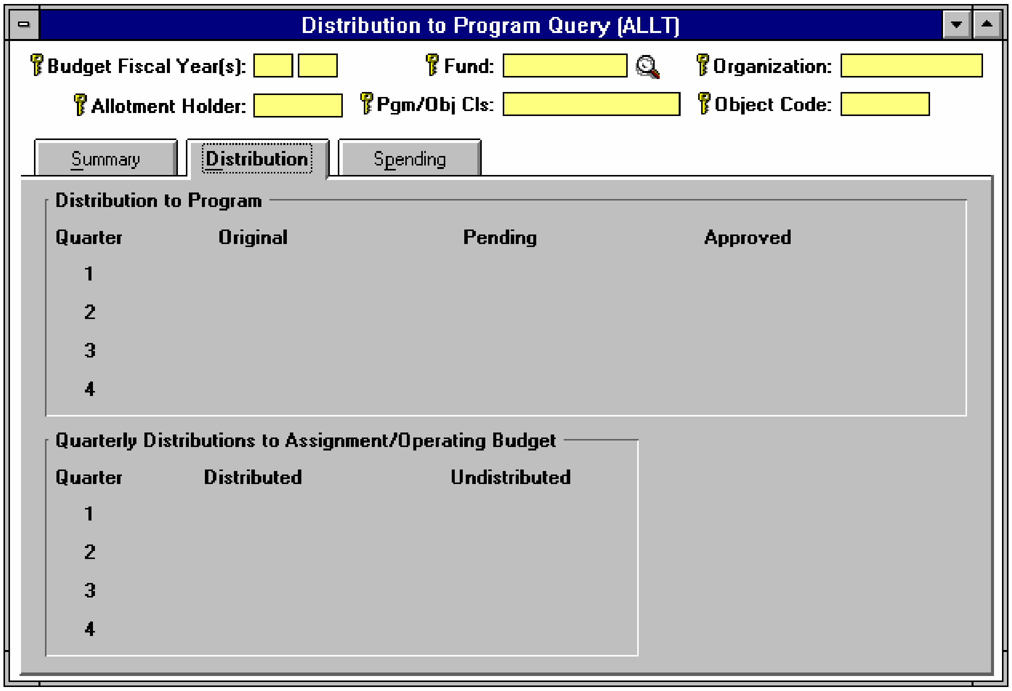
(6) Enter the Budget Fiscal Year(s) in the **Budget Fiscal Year(s)** field (for a multi-year fund, enter the last two digits of the beginning year and the last two digits of the ending year), the fund code in the **Fund** field the allotment holder in the **Allotment Holder** field, and the program code in the **Pgm/Obj Cls** field.

(7) Select **Actions** from the Main menu.

(8) Select **Display** from the Actions menu.

Refer to Appendix A for example of populated document. See Example A-12.A

(9) Click on the **Distribution** tab to view the current status of quarterly **Distribution to Program** and **Quarterly Distributions to Assignment/Operating Budget**.



Refer to Appendix A for example of populated document. See Example A-12.B.