

## **Chapter 8. Assignment/Operating Budget**

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### **A. Processing an Assignment/Operating Budget (SA) Document**

The Assignment/Operating Budget document distributes budget authority by Budget Fiscal Year (BFY), fund, allotment holder, program/object class, program, organization and budget object code. Distribution by budget object code (BOCT) is optional. One document is used to record distributions to organizations for both administrative and program funds as follows:

u Assignment/Operating Budget (SA)

#### **1. Verify Fund Availability with the Distribution to Program Query (ALLT)**

To verify fund availability, scan the Distribution to Program Query (ALLT) before processing an Assignment.

The Distribution to Program Query (ALLT) is used to review information about the status of an allotment, including the allotted, committed, and expended amounts.

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- 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.

The screenshot shows a software window titled "Distribution to Program Query (ALLT)". At the top, there are several search and input fields: "Budget Fiscal Year(s):", "Fund:", "Organization:", "Allotment Holder:", "Pgm/Obj Cls:", and "Object Code:". Below these are three tabs: "Summary", "Distribution", and "Spending". The "Summary" tab is selected. It contains several sections: "Transaction Types" with sub-sections "Pending:", "Approved:", and "Posted:"; "Budget Amounts" with "Approved Distribution:" and "YTD Distribution to Pgm:"; "Reimbursements" with "Estimated:", "Undistributed:", and "Actual:"; "Spending Amounts" with "Unliquidated Commitments:", "Undelivered Obligations:", and "Expenditures:"; and "Spending Control Override" with radio buttons for "No Override", "Full Control", and "Presence Control". At the bottom right, there are fields for "YTD Available:" and "Funds Available thru Quarter:".

- (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.

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- (9) Click on the **Distribution** tab to view the quarterly **Distribution to Program** and **Quarterly Distributions to Assignment/ Operating Budget** to verify the amount available for further distribution. Additional assignments can be issued for amounts equal to or less than the undistributed balances.

The screenshot shows a software window titled "Distribution to Program Query (ALLT)". At the top, there are search filters: "Budget Fiscal Year(s):" with two input boxes, "Fund:" with an input box and a search icon, "Organization:" with an input box, "Allotment Holder:" with an input box, "Pgm/Obj Cls:" with an input box, and "Object Code:" with an input box. Below the filters are three tabs: "Summary", "Distribution" (which is selected and highlighted), and "Spending". The main content area is divided into two sections. The first section is titled "Distribution to Program" and contains a table with the following structure:

Quarter	Original	Pending	Approved
1			
2			
3			
4			

The second section is titled "Quarterly Distributions to Assignment/Operating Budget" and contains a table with the following structure:

Quarter	Distributed	Undistributed
1		
2		
3		
4		

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

2. Assignment/ Operating Budget (SA) Document

- a. Perform the following steps to process an Assignment/Operating Budget document:
  - (1) Select **File** from the Main menu.
  - (2) Select **New** from the File menu.
  - (3) From the Document drop-down list box, select **Assignment/ Operating Budget (SA)**.
  - (4) Enter the **Document ID**.

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**Note** All SA document IDs referencing a no-year or multi-year fund code include the allotment holder (ex: CFO, HSNB, 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: HSNB 0HA#**). The SA 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.

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The screenshot shows a dialog box titled "Open Document/Batch". It contains the following elements:

- A "Document:" label followed by a dropdown menu showing "Assignment/Operating Budget (SA)".
- A "Batch ID:" label followed by two empty input boxes.
- A "Document ID:" label followed by two empty input boxes.
- A "Security Org:" label followed by one empty input box.
- "OK" and "Cancel" buttons on the right side.

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

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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) Total Revised Assignment/Op. Budget	Enter the sum of the Assignment/ Operating Budget. This field must equal the sum of all amounts entered on the Budget Line(s) tab.
(4) Pending Transaction Type	Enter <b>PN</b> .
(5) Approved Transaction Type	Enter <b>AP</b> .
(6) Posted Transaction Type	Enter <b>01</b> .
(7) Posted Through Quarter	Enter <b>1, 2, 3, Or 4</b> for the quarter thru which funds are available
(8) Pending/Approved/Post Indicator	Enter <b>DP</b> .

Refer to Appendix A for example of populated document. See Example A-7.A.

## Budget Execution Data Entry Guide

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

Field	Description
(1) Budget Line Action	Budget Line Action defaults to <b>Default</b> . Select <b>Add/Activate</b> if this is the first SA document for this budget line. Select <b>Change</b> if previous SA documents have been processed for this budget line.
(2) Budget Type	Budget Type defaults to <b>Default</b> . Select <b>Dollars</b> as the budget type.
(3) Assignment/Op. Budget Level	Enter <b>01</b> , <b>02</b> , or <b>03</b> as appropriate.
(4) Budget Elements Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).
(5) Budget Elements Organization From	For Assignment/Op. Budget Levels 2 and 3, enter the organization code of the issuer of the assignment/operating budget. The referenced organization must have already received an assignment from its parent organization.
(6) Budget Elements Organization To	Enter the valid organization code of the authorized recipient of the assignment/ operating budget from the Organization Table (ORGN).
(7) Budget Elements Program/Obj Cls	Enter the appropriate program code. Valid codes can be found on the Program Code Table (PGMT).
(8) Budget Elements Object Code	Enter a valid object code from the Budget Object Code Table (BOCT) if this option is required by the recipient of the Distribution to Program.

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Field	Description
(9) Assignment/Op. Budget 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. The sum of this field must match the amount entered on the Header tab.

Refer to Appendix A for example of populated document. See Example A-7.A.

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**Note** No data needs to be entered on the FTE Line(s) tab.

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- (10) Select **Document** from the Main menu.
  - (11) Select **Edit** from the Document menu.
  - (12) View the message area at the bottom of the window for warning or error messages and make the necessary changes.
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**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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- (13) Select **Document** from the Main menu.
- (14) Select **Process** from the Document menu.
- (15) 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. Assignment Spending Control Query (SASP)

The Assignment Spending Control Query (SASP) is used to review information about the status of an assignment/operating budget in total, which includes all assignments to levels 2 and 3, if any. View this query after processing an SA document to ensure that funds have been distributed as intended.

- a. The Assignment Spending Control Query (SASP) 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 Assignment Spending Control Query (SASP).
  - (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 organization in the **Organization** field, the allotment holder in the **Allotment Holder** field, the program code in the **Pgm/Obj Cls** field, and the Budget Object Code in the **Object Code** field, if applicable.

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- (7) Select **Actions** from the Main menu.
- (8) Select **Display** from the Actions menu.
- (9) View the fund availability in the **YTD Available** field.

Refer to Appendix A for example of populated document. See Example A-13.A.

### 4. Assignment Operating Budget Query (SAIN)

The Assignment Operating Budget Query (SAIN) is used to review information about the status of a specific assignment/operating budget level, which includes levels 1, 2 and 3. View this query after processing an SA document to ensure that funds have been distributed to the proper level as intended.

- a. The Assignment Operating Budget Query (SAIN) 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 Assignment Operating Budget Query (SAIN).
  - (5) Choose the **OK** button.

The screenshot shows the 'Assignment/Operating Budget Query [SAIN]' window. At the top, there are search criteria fields: BFY(s), Level, Fund, Allotment Holder, Organization, Pgm/Obj Cls, and Object Code. Below these are three tabs: Summary, Distribution, and Spending. The Summary tab is selected. The main area contains a grid with the following data:

Budget Amounts (This Level)	
Approved Assignment:	
YTD Assignment:	

  

Spending Amounts (This Level)	
Unliquidated Commitments:	
Undelivered Obligations:	
Expenditures:	

  

YTD Available:	

## Budget Execution Data Entry Guide

- (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 level of the assignment in the **Level** field, the fund code in the **Fund** field, the organization in the **Organization** field, the allotment holder in the **Allotment Holder** field, the program code in the **Pgm/Obj Cls** field, and the Budget Object Code in the **Object Code** field, if applicable.
- (7) Select **Actions** from the Main menu.
- (8) Select **Display** from the Actions menu.
- (9) View the fund availability for the specific assignment level being viewed in the **YTD Available** field.

Refer to Appendix A for example of populated document. See Example A-14.A.

- (10) Select the **Distribution** tab to view **Quarterly Assignment/Op Budget (This Level)** and **Quarterly Distributions Lower Level Assignments** to verify the amount available for spending. Additional assignments can be issued for amounts equal to or less than the undistributed balances.

Quarter	Original	Pending	Approved
1			
2			
3			
4			

  

Quarter	Distributed	Undistributed
1		
2		
3		
4		

Refer to Appendix A for example of populated document. See Example A-14.B.