

# OFM Training

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## The Allotment System - Allotment Management and Review (TALS-AMR)

**Class Description:** The Allotment System – Allotment Management and Review (TALS-AMR) is used by agencies to prepare and submit allotment data to the Office of Financial Management. TALS-AMR is also used by OFM to review and approve agency allotment submittals. This class will provide participants with an introduction to TALS-AMR and will take them through the sequential steps of building an initial allotment and subsequent amendments. Participants will enter allotment data into TALS-AMR, generate reports, import data from a spreadsheet and the Salary Projection System, export data to a spreadsheet, learn the on-line views functionality, and edit the allotment data.

**Target Group:** Agency personnel who will be inputting allotments into TALS-AMR for submittal to OFM and AFRS.

**Class Objectives:** At the conclusion of this class, participants will be able to:

- Create packets
- Add attachments to packets
- Create expenditure, cash disbursements, revenue and cash receipts allotments
- Create allotment patterns
- Copy packets and copy coding structures
- Import allotments
- Import SPS data
- Export allotments
- Use online views
- Run AMR Pre-release and AFRS edit checks
- View charts
- Run reports
- Submit allotments
- Review Issues (communication tool between OFM and agency)