Directive Number: F000.1G

# Examples of Populated Documents and Populated Inquiry Tables

The following appendix provides examples of how populated documents and inquiry tables may look in HUDCAPS. These examples are primarily to offer the user a visual idea of where data is to be entered. In no way are the following examples to be used to enter the given data into the system. Each example has been provided for the corresponding procedures provided in the Data Entry Procedures portion of this guide.

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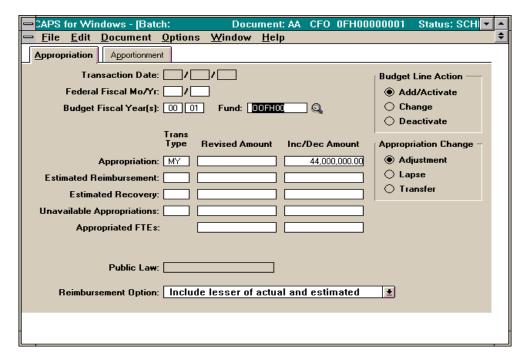
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# A - 1. Appropriation/Apportionment for No-Year and Multi-Year Funds

A. Appropriation/Apportionment (AA) Document for Appropriation of No-Year and Multi-Year Funds

#### EXAMPLE A-1.A.

- 1. Record Appropriation Amount to Master Fund Code With an AA Document
  - a. Enter the following fields on the Appropriation tab for a No-Year fund:



Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00HA00
Budget Line Action	Select Add/Activate if this is the first AA document for the BFY/fund code, or select Change if previous AA documents have been processed for the BFY/fund code.	Add/Activate

Appropriation Trans Type	Enter 01 for an apportioned No-Year fund.	01
	Enter 03 for an inactive, unanticipated, unapportioned No-Year fund.	
	Enter 04 for an unapportioned No-Year fund.	
Appropriation - Inc/Dec Amount	Enter the appropriation amount from the SF-132.	\$978,534,543.00

a. Enter the following fields on the
 Appropriation tab for a Multi-Year fund:

APS for Windows - [Batch: Document: AA CFO 0FH000	00001 Status: SCH 💌 📤
<u>File Edit Document Options Window H</u> elp	<u> </u>
Appropriation Apportionment	
Transaction Date:///	Budget Line Action —
Federal Fiscal Mo/Yr: /	Add/Activate
Budget Fiscal Year(s): 00 01 Fund: 00FH00 Q	○ Change
	○ Deactivate
Trans Type Revised Amount Inc/Dec Amount	Appropriation Change –
Appropriation: MY 44,000,000.00	<ul><li>Adjustment</li></ul>
Estimated Reimbursement:	○ Lapse
Estimated Recovery:	○ Transfer
Unavailable Appropriations:	
Appropriated FTEs:	
Public Law:	
Reimbursement Option: Include lesser of actual and estimated	*

Field	Description	Data In Example
1. Budget Fiscal Year(s)  For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.		00 01
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	OOFH00
Budget Line Action	Select Add/Activate if this is the first AA document for the BFY/fund code, or select Change if previous AA documents have been processed for the BFY/fund code.	Add/Activate
Appropriation Trans Type	Enter MY for an apportioned Multi-Year fund.	MY
Appropriation - Inc/Dec Amount	Enter the appropriation amount from the SF-132.	\$44,000,000.00

### EXAMPLE A-1.A.

Document

- 2. Create Component Fund Record with an AA
  - a. Enter the following fields on the Appropriation tab for a No-Year fund:

٥	Batch:	Document: A	A CFO 0	HA00000002	Status: I	NEW	▼ ▲
	Appropriation Ap	portionment					
	Transacti	on Date://			Bu	dget Line Action	n —
	Federal Fisca	al Mo/Yr:/				Add/Activate	
	Budget Fiscal	Year(s): 00 Fi	und: 00HAI	ig Q		Change	
						Deactivate	
		Trans Type Revis	ed Amount	Inc/Dec Amo	ount Ap	propriation Cha	nge –
	Appro	opriation:			@	Adjustment	
	Estimated Reimbu	rsement:			$\square \mid \bigcirc$	) Lapse	
	Estimated R	ecovery:				) Transfer	
	Unavailable Approp	oriations:					
	Appropriate	ed FTEs:					
	Pul	blic Law:					
-	Reimbursemen	t Option: Include les	ser of actu	al and estima	ted 🗓		

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the component fund code, or click on the search icon for a listing of valid fund codes.	00HAHG
Budget Line Action	Choose Add/Activate to add a new budget line.	Add/Activate
Appropriation Trans Type	Enter 01 for an apportioned No-Year fund.	
7,10	Enter 03 for an inactive, unanticipated, unapportioned No-Year fund.	
	Enter <b>04</b> for an unapportioned <b>No-Year</b> fund.	
Inc/Dec Amount	Enter zero or leave blank (the system will interpret the Inc/Dec Amount as zero when this field is left blank).	

EXAMPLE A-1.A.continued

a. Enter the following fields on the Appropriation tab for a Multi-Year

fund:

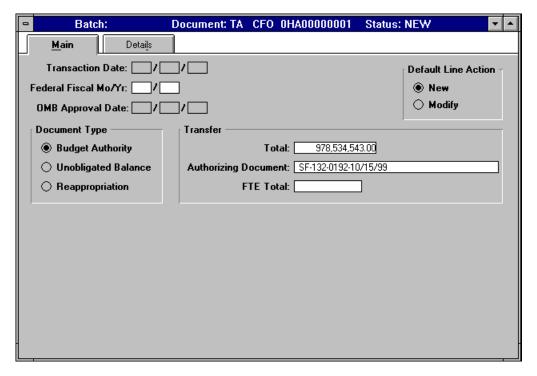
CAPS for Windows - [Bate	h: Document: AA CFO 0FHI00	00001 Status: SCH[ 💌 📤
<u>File Edit Document</u>	<u>O</u> ptions <u>W</u> indow <u>H</u> elp	<b>‡</b>
Appropriation Apportionmen	t	
Transaction Date:	<b>□'</b> □'□	Budget Line Action —
Federal Fiscal Mo/Yr:	/	Add/Activate
Budget Fiscal Year(s):	00 01 Fund: 00FHF Q	○ Change
		○ Deactivate
	Trans Type Revised Amount Inc/Dec Amount	Appropriation Change –
Appropriation:	MY 24,000,000.00	<ul><li>Adjustment</li></ul>
Estimated Reimbursement:		○ Lapse
Estimated Recovery:		○ Transfer
Unavailable Appropriations:		
Appropriated FTEs:		
Public Law:		
Reimbursement Option:	Include lesser of actual and estimated	<u>*</u>
1		

Field	Description	Data In Example
1. Budget Fiscal Year(s)  For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.		00 01
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00FHFI
Budget Line Action	Select Add/Activate if this is the first AA document for the BFY/fund code, or select Change if previous AA documents have been processed for the BFY/fund code.	Add/Activate
Appropriation Trans Type	Enter MY for an apportioned Multi-Year fund.	MY
Appropriation - Inc/Dec Amount	Enter the appropriation amount from the SF-132.	\$24,000,000.00

A. Appropriation Transfer (TA) Document for Transfer from a Master Fund to a Component Fund

## EXAMPLE A-1.B.

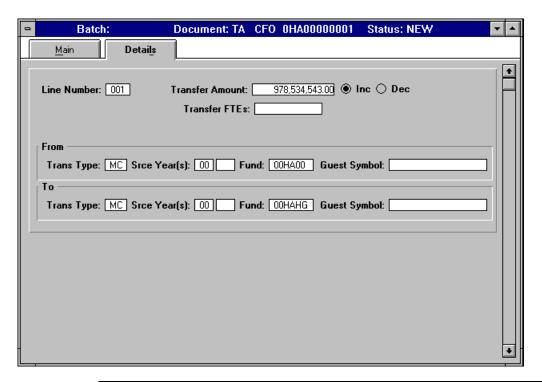
- 1.Transfer Funds from Master Fund to Component Fund(s) with a TA Document  $\left( s \right)$ 
  - a.Enter the following fields on the Main tab:



Field	Description	Data In Example
1. Default Line Action		
Document Type	Select Budget Authority.	Budget Authority
Transfer Total	Enter the amount to be transferred.	\$978,534,543.00
Transfer Authorizing Document	Enter SF-132, appropriation symbol and approved date.	SF-132-0192-10/15/99

#### EXAMPLE A-1.B.

a. Enter the following fields on the Details
 tab:



Field	Description	Data In Example	
1. Line Number	Enter the appropriate three digit line number (001 for the first line, 002 for the second line, etc.).	001	
Transfer Amount	Enter the dollar amount to transfer.	\$978,534,543.00	
• Inc	Select the radio button to increase funds.	Inc	
From Trans Type	Enter the transaction type MC for current year funds.	МС	
From Srce Year(s)	Enter the last two digits of the Budget Fiscal Year.	00	
From Fund	Enter the fund code of the Master fund from which the amount is being transferred.	00HA00	
To Trans Type	Enter the transaction type MC for current year funds.	МС	
To Srce Year(s)	Enter the last two digits of the Budget Fiscal Year.	00	
To Fund	Enter the fund code of the Component fund to which the amount is being transferred.	00HAHG	

A. Appropriation Transfer Approval (TC) Document for No-Year Funds  $\,$ 

## EXAMPLE A-1.C.

1. Approve Transfer with TC Document

a.Enter the following fields on an
Appropriation Transfer Approval (TC)
document:

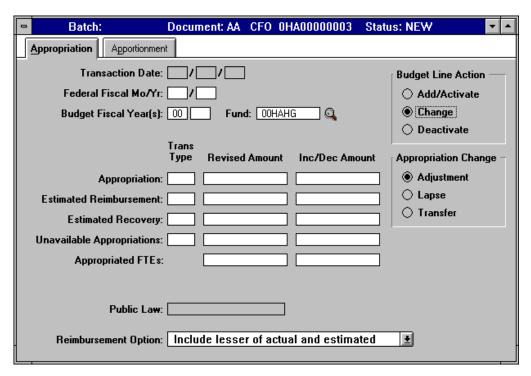
٥	Batch:	Document: TC	CFO	OHA00000001	Status: NEW	▼ ▲
	Transaction Date: Federal Fiscal Mo/Yr: Transfer Document: Transfer Total: Treasury Voucher Number:	TA 0HA0000000 978,534,543.00	11		ve Anticipated Amour and Clear Anticipate	

Field	Field Description	
Transfer Document  Enter the document ID of the Appropriation Transfer (TA) being approved. Enter TA in the first box and the Document ID in the second box.		TA 0HA00000001
Transfer Total	Enter the total dollar amount to approve (as entered on the Main tab of the TA).	\$978,534,543.00
Treasury Voucher Number	Enter SF-132.	SF-132
Action	Select Approve Anticipated Amounts or Reject and Clear Anticipated Amounts.	Approve Anticipated Amounts

A.Appropriation/Apportionment (AA) Document for Apportionment of No-Year Funds

## EXAMPLE A-1.D.

1.Apportion Funds with an AA Document
 a.Enter the following fields on the
 Appropriation tab for a No-Year fund
 (component fund code):



Field Description		Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the Component fund code.	00HAHG
Budget Line Action	Defaults to Add/Activate. Select Change.	Change

EXAMPLE A-1.D. continued

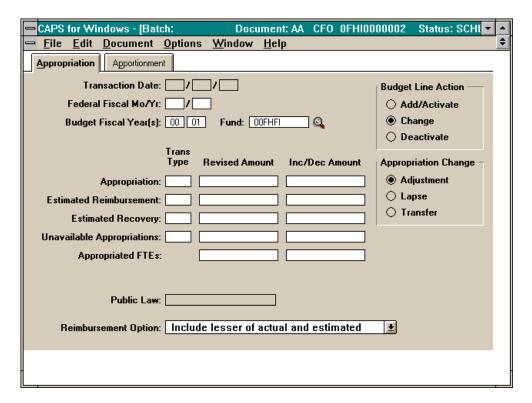
a. Select the Apportionment tab and enter the following fields for a No-Year fund:

Batch:	Document: AA	CFO OHAOO	000003	Status: NE	w 🔽	
Appropriation Apportion	ment					
Total Apportionment: [		Apportionment	t Distributior	n ———		_
Total FTE Apportionment: [		Quarter	Pendi	ing	Inc/Dec	
Apportionment Transaction	n Types	1			978,534,543.0	g
Period 1-4: [	PA	2				
Deferred:		3				
L		4				
		Deferred				
		FTE Apportion	nment Distrib	oution ——		
		Quarter	Pendi	ing	Inc/Dec	
		1				
		2				]
		3				
		4				

Field	Description	Data In Example
1. Apportionment Transaction Types Period 1-4	Enter PA (Pending Apportionment).	PA
Apportionment     Distribution Inc/Dec	Enter the dollar amount of the transaction. The amount must include a decimal and cents (enter two zeros if it is an even dollar amount)	\$978,534,543.00

EXAMPLE A-1.D.continued

a.Select the Appropriation tab and enter the
following fields for a Multi-Year fund
(component fund code):



Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00 01
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00FHFI
Budget Line Action	Defaults to Add/Activate. Select Change.	Change

EXAMPLE A-1.D. continued

a.Select the Apportionment tab and enter the
following fields for a Multi-Year fund
(component fund code):

CAPS for Windows - [Batch:	Document: AA	CFO OFHIOOOOO	2 Status: NEW 🔽 🔺
<u>File Edit Document Options Wind</u>	dow <u>H</u> elp		<b>\$</b>
Appropriation Apportionment			
Total Apportionment:	Apportionment	Distribution ———	
Total FTE Apportionment:	Quarter	Pending	Inc/Dec
Apportionment Transaction Types ———	1		24,000,000.00
Period 1-4: PA	2		
Deferred:	3		
	4		
	Deferred		
	FTE Apportion	ment Distribution ——	
	Quarter	Pending	Inc/Dec
	1		
	2		
	3		
	4		

Field	Description	Data In Example
Apportionment     Transaction     Types Period 1-4	Enter PA (Pending Apportionment).	PA
Apportionment     Distribution Inc/Dec	Enter the dollar amount of the transaction. The amount must include a decimal and cents (enter two zeros if it is an even dollar amount)<>	\$24,000,000.00

A. Apportionment Approval (PA) Document: for No-Year Funds and Multi- Year Funds

## EXAMPLE A-1.E.

- 1. Approve Pending Apportionment with a PA Document
  - a. Enter the following fields on the Apportionment Approval (PA) document for a No-Year fund:

ū	Batch:	Document: PA	CFO	OHA00000001	Status: NEW	<b>T</b>
	Transaction Date:  Federal Fiscal Mo/Yr:  Budget Fiscal Year(s):  Fund:  Total Amount:			○ Reject	oval ve Pending Amounts t and Clear Pending Amo proval Transaction Type: proval Transaction Type:	: [AP]
				⊠ Post YT	ability Posting  D Budget Authority osting Transaction Type: osting Transaction Type: Apportionment Period:	: 🗀 📗

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a <b>no-year</b> fund enter the last two digits of the Budget Fiscal Year. For a <b>multi-year</b> fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00HAHG
Budget Approval	Defaults to Approve Pending Amounts. Must select Reject and Clear Pending Amounts to reject and clear pending amounts.	Approve Pending Amounts
Approval Transaction Type	Enter AP.	АР
Post YTD Budget Authority	Select the box (ensure that there is an x in the box).	Х
Posting Transaction Type	Enter 01.	01
Apportionment Period	Enter the appropriate period through which you are posting authority. Valid values are 1, 2, 3, 4.	4

EXAMPLE A-1.E. continued

a. Enter the following fields on the
Apportionment Approval (PA) document for
a Multi-Year fund:

CAPS for Windows - [Batch: Document:	: PA CFO 0FH10000001 Status: NEV 🔻 🔺
<u>File Edit Document Options Window Help</u>	<b>\$</b>
Transaction Date://  Federal Fiscal Mo/Yr:/  Budget Fiscal Year(s): 00 01  Fund: 00FHF  Q	Budget Approval
	Funds Availability Posting  Post YTD Budget Authority  Posting Transaction Type: 01  Deferred Posting Transaction Type: 4

1. Budget Fiscal Year(s)  For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.		00 01	
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00FHFI	
Budget Approval     Defaults to Approve Pending Amounts. Must select Reject and Clear Pending Amounts to reject and clear pending amounts.		Approve Pending Amounts	
Approval     Transaction Type	Enter AP.	АР	
Post YTD Budget Authority	Select the box (ensure that there is an x in the box).	Х	
Posting Transaction Type  Enter 01.		01	
Apportionment Period	Enter the appropriate period through which you are posting authority. Valid values are 1, 2, 3, 4.	4	

 $\label{eq:A-1.A-2.} Appropriation/Apportionment for Annual Funds$ A.Appropriation/Apportionment (AA) Document for Annual Funds

EXAMPLE A-2.A.

1.Record Appropriation Amount with an AA Document a.Enter the following fields on the Appropriation tab:

Batch:	Document: AA CFO 00143000004 Stat	tus: NEW
<b>Appropriation</b> Apportion	ment	
Transaction Da	ate://	Budget Line Action —
Federal Fiscal Mod	Yc/	Add/Activate
Budget Fiscal Year	(s): 00 Fund: 0143 Q	○ Change
		○ Deactivate
	Trans Type Revised Amount Inc/Dec Amount	Appropriation Change –
Appropriati	on: 01 989,295,977.00	<ul><li>Adjustment</li></ul>
Estimated Reimburseme	ent:	○ Lapse
Estimated Recove	ery:	○ Transfer
Unavailable Appropriation	ons:	
Appropriated FT	Es:	
Public L	aw:	
Reimbursement Opti	ion: Include lesser of actual and estimated	<b>•</b>

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the appropriate fund code for the annual fund, or click on the search icon for a listing or valid fund codes	0143
Budget Line Action	Select Add/Activate if this is the first AA document for the BFY/fund code, or select Change if previous AA documents have been processed for the BFY/fund code.	Add/Activate
Appropriation Trans Type	Enter transaction type 01.	01
Appropriation - Inc/Dec Amount	Enter the appropriation amount from the SF-132.	\$989,295,977.00

EXAMPLE A-2.A continued.

a.Select the Apportionment tab and enter the
following fields:

Batch: Docume	ent: AA	CFO 00143	000004 5	Status: NEV	w <b>\</b>
Appropriation Apportionment					
Total Apportionment:		Apportionment	t Distribution	n ———	
Total FTE Apportionment:		Quarter	Pendi	ing	Inc/Dec
Apportionment Transaction Types —		1			376,087,957.00
Period 1-4: PA		2			205,646,908.00
Deferred:		3			194,496,230.00
		4			213,064,882.00
		Deferred			
		FTE Apportion	nment Distrib	oution ——	
		Quarter	Pendi	ing	Inc/Dec
		1			
		2			
		3			
		4			

Field	Description	Data In Example
Apportionment     Transaction     Types Period 1- 4	Enter PA (Pending Apportionment).	PA
Apportionment     Distribution Inc/Dec	Enter the dollar amount of the transaction. The amount must include a decimal and cents (enter two zeros if it is an even dollar amount)	\$376,087,957.00 \$205,646,908.00 \$194,496,230.00 \$213,064,882.00

 $\mbox{A.Apportionment Approval (PA) Document for Annual Funds} \\ \mbox{EXAMPLE A-2.B.}$ 

1.Approve Apportionment with PA Document a.Enter the following fields on the Apportionment Approval (PA) document:

0	Batch:	Document: PA	CFO 001	43000002	Status: NEW
	Transaction Date:  Federal Fiscal Mo/Yr:  Budget Fiscal Year(s): 00  Fund: 014  Total Amount:			○ Rejec	ve Pending Amounts t and Clear Pending Amounts proval Transaction Type: AP proval Transaction Type:
				⊠ Post YT	ability Posting  D Budget Authority osting Transaction Type: 01 osting Transaction Type: Apportionment Period: 4

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	0143
Budget Approval	Defaults to Approve Pending Amounts. Must select Reject and Clear Pending Amounts to reject and clear pending amounts.	Approve Pending Amounts
Approval Transaction Type	Enter AP.	AP
Post YTD Budget Authority	Select the box (ensure that there is an x in the box).	X
Posting Transaction Type	Enter 01.	01
Apportionment Period	Enter the appropriate period through which you are posting authority. Valid values are 1, 2, 3, 4.	4

A - 1. Appropriation/Apportionment Transactions for Recoveries, Reimbursements, and Transfers
A.Estimated Recoveries

## EXAMPLE A-3.A.

1.Record Estimated Recoveries
 a.Enter the following fields on the
 Appropriation tab:

Batch:	Document: AA CFO 0	HM000000005 Sta	tus: NEW
<b>Appropriation</b> Apportion	nment		
Transaction D	ate://		Budget Line Action —
Federal Fiscal Mo	/Yr:/		○ Add/Activate
Budget Fiscal Yea	r(s): 00 Fund: 00HM	00 🔍	Change
			○ Deactivate
	Trans Type Revised Amount	Inc/Dec Amount	Appropriation Change –
Appropria	tion:		<ul><li>Adjustment</li></ul>
Estimated Reimbursen	nent:		○ Lapse
Estimated Recov	very: RU	500,000.00	○ Transfer
Unavailable Appropriati	ons:		
Appropriated F	TEs:		
Public I	.aw:		
Reimbursement Op	tion: Include lesser of actu	al and estimated	•

Field	d Description	
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the appropriate fund code for the annual fund, or click on the search icon for a listing or valid fund codes.	00HM00
Budget Line Action	Select Change.	Change
Estimated Recovery Trans Type	Enter RU.	RU
Estimated Recovery Inc/Dec Amount	Amount of estimated recovery.	\$500,000.00

A.Estimated Reimbursements

## EXAMPLE A-3.B.

1.Record Estimated Reimbursements
 a.Enter the following fields on the
 Appropriation tab:

Batch:	Document: AA	CFO 00	143000006	Statu	s: NEW
<b>Appropriation</b> Apportionme	nt				
Transaction Date	://_	]			Budget Line Action —
Federal Fiscal Mo/Y	: 🔲/ 🗀				○ Add/Activate
Budget Fiscal Year(s)	: 00 Fun	<b>d</b> : 0143	Q_		Change
	-				○ Deactivate
	Trans Type Revised	d Amount	Inc/Dec Amo	ount	Appropriation Change –
Appropriation	:				<ul><li>Adjustment</li></ul>
Estimated Reimbursement	: AR		533,127,9	77.00	○ Lapse
Estimated Recovery	:				○ Transfer
Unavailable Appropriations	:				
Appropriated FTEs	:				
Public Law	:				
Reimbursement Option	Include estin	ated rein	bursements		<u>±</u>

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the appropriate fund code.	0143
Budget Line Action	Select Add/Activate if this is the first AA document for the BFY/fund code, or select Change if previous AA documents have been processed for the BFY/fund code.	
Estimated     Reimbursement Trans     Type	t Trans	
Estimated     Reimbursement Inc/Dec     Amount	Enter the dollar amount of the estimated reimbursement.	\$533,127,977.00
Reimbursement Option	Select Include Lesser of Actual and Estimated for program funds, or select Include Estimated Reimbursements for administrative funds.	Include Estimated Reimbursements

## A.Transferring Carryover Funds

## EXAMPLE A-3.C.

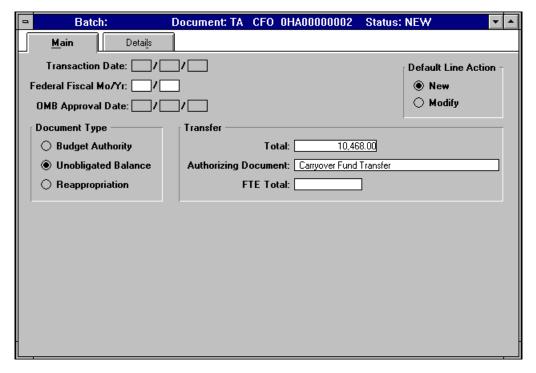
1.Create Master Fund Record with an AA Document a.Enter the following fields on the Appropriation tab:

Batch:	Document: AA	CFO OH	A00000007	Status: NE	w <b>T</b> A
<b>Appropriation</b> Apportionme	ent				
Transaction Date	: [[]/[]/[	]		Budge	et Line Action —
Federal Fiscal Mo/Y	:/			● A	dd/Activate
Budget Fiscal Year(s)	: 00 Fun	<b>d</b> : 00HA00		0.0	hange
	_			00	eactivate
	Trans Type Revised	l Amount	Inc/Dec Amo	ount Appro	priation Change –
Appropriation	:			® A	djustment
Estimated Reimbursement	:			Or	apse
Estimated Recovery	:			$\square \mid \circ$ '	ransfer
Unavailable Appropriations	:				
Appropriated FTEs	:				
Public Law	:				
Reimbursement Option	: Include lesse	r of actua	l and estima	ted <u>₹</u>	

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code or click on the search icon for a listing of valid fund codes.	00HA00
Budget Line Action	Choose Add/Activate to add a new budget line.	Add/Activate
Appropriation Trans Type	· · · ·	
Inc/Dec Amount	Enter zero or leave blank (the system will interpret the Inc/Dec Amount as zero when this field is left blank).	

EXAMPLE A-3.C. continued

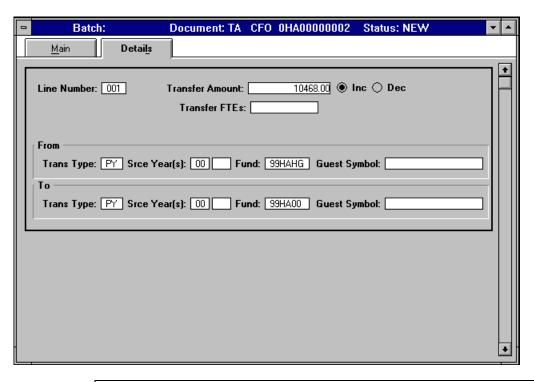
- 1.Transfer Carryover Funds from the Component Fund to the Master Fund  $\,$ 
  - a.Enter the following fields on the Main Tab:



Field	Description	Data In Example
1. Default Line Action	Select New.	New
Document Type	Select Unobligated Balance.	Unobligated Balance
Transfer Total	Enter the dollar amount of the appropriation transfer.	\$10,468.00
Transfer Authorizing     Document	Enter Carryover Fund Transfer.	Carryover Fund Transfer

EXAMPLE A-3.C. continued

a.Enter the following fields on the Details
tab:



Field	Description	Data In Example
1. Line Number	Enter the appropriate three digit line number (001 for the first line, 002 for the second line, etc.).	001
Transfer Amount	Enter the amount to be transferred with a decimal and cents (enter two zeros if it is an even dollar amount).	\$10,468.00
Inc/Dec	Select the appropriate radio button to Increase or Decrease funds.	Inc
From Trans Type	Enter PY	PY
From Srce Year(s)	Enter the Budget Fiscal Year(s).	00
From Fund	Enter the fund from which the amount is being transferred.	99HAHG
To Trans Type	Enter PY	PY
To Srce Year(S)	Enter the Budget Fiscal Year(s).	00
To Fund	Enter the fund to which the amount is being transferred.	99HA00

## EXAMPLE A-3.C. continued

1.Approve the Appropriation Transfer with a TC Document  $\,$ 

a.Enter the following fields on the
Appropriation Transfer Approval (TC)
document:

0	Batch:	Document: TC	CF0	0HA00000002	Status: NEW	~	
	Transaction Date: [ Federal Fiscal Mo/Yr: [ Transfer Document: [ Transfer Total: [ Treasury Voucher Number: [	TA 0HA0000000 10,468.00	2		re Anticipated Amounts and Clear Anticipated		:

Field	Description	Data In Example
1. Transfer Document	Enter the document ID of the Appropriation Transfer (TA) being approved. Enter TA in the first box and the Document ID in the second box.	TA 0HA00000002
Transfer Total     Enter the total dollar amount to approve, as entered on the Main tab of the Appropriation Transfer (TA).		\$10,468.00
Treasury Voucher Number	Enter SF-132.	SF-132
Action	Ensure that this field correctly defaults to Approve Anticipated Amounts.	Approve Anticipated Amounts

## A.Transferring Recaptured Funds

## EXAMPLE A-3.D.

1.Transfer Funds Out of the Prior BFY Component Funds with an Appropriation/Apportionment (AA) Document

a.Enter the following fields on the
Appropriation tab:

Batch:	Document: AA	CFO OF	1A00000009	Status	: NEW	▼ ▲
<b>Appropriation</b> Apportionme	ent					
Transaction Date	://_	]		П	Budget Line Actio	on
Federal Fiscal Mo/Y	:/				○ Add/Activate	е
Budget Fiscal Year(s)	: 99 Fun	<b>d</b> : 99HAH	G Q		Change	
	T				O Deactivate	
	Trans Type Revised	d Amount	Inc/Dec Amo	ount /	Appropriation Cha	ange –
Appropriation	: RO		-50	00.00	○ Adjustment	
Estimated Reimbursement	:				○ Lapse	
Estimated Recovery	:				● Transfer	
Unavailable Appropriations	:					
Appropriated FTEs	s:					
Public Law	ı: [					
					_	
Reimbursement Option	: Include lesse	r of actua	al and estima	ted	<u>±</u>	

Field	Field Description		
1. Budget Fiscal Year(s)	For a <b>no-year</b> fund enter the last two digits of the Budget Fiscal Year. For a <b>multi-year</b> fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	99	
Fund     Enter the fund code or click on the search icon for a listing of valid fund codes.		99HAHG	
Budget Line Action	Choose Change to change the existing budget line.	Change	
Trans Type	Enter RO for the amount to transfer out.	RO	
Inc/Dec Amount	Enter the negative dollar amount to transfer out of the prior BFY component fund (the amount must include a decimal and cents).	-500.00	
Appropriation Change	Choose Transfer.	Transfer	

## EXAMPLE A-3.D continued

1.Transfer Funds Into the Current BFY Master Fund with an Appropriation/Apportionment (AA) Document

a.Enter the following fields on the Appropriation tab:

Batch:	Document: AA	CFO OH	IA00000010	Status: N	EW 🔽 🚣
<b>Appropriation</b> Apportionm	ent				
Transaction Dat	e://	]		Bud	get Line Action —
Federal Fiscal Mo/Y	r: 🔲 / 📗				Add/Activate
Budget Fiscal Year(s	:): 00 Fun	<b>d</b> : 99HA00		•	Change
					Deactivate
	Trans Type Revised	d Amount	Inc/Dec Amo	ount App	ropriation Change –
Appropriatio	n: RI		50	00.00	Adjustment
Estimated Reimbursemer	nt:			_	Lapse
Estimated Recover	y:			$\square \mid {\color{red} ullet}$	Transfer
Unavailable Appropriation	s:				
Appropriated FTE	s:				
Public La	w:				
Reimbursement Optio	n: Include lesse	r of actua	al and estima	ted <u>▼</u>	

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a <b>no-year</b> fund enter the last two digits of the Budget Fiscal Year. For a <b>multi-year</b> fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code or click on the search icon for a listing of valid fund codes.	00HA00
Budget Line Action	Choose Change to change the existing budget line.	Change
Trans Type	Enter RI for the amount to transfer in.	RI
Inc/Dec Amount	nount Enter the positive dollar amount to transfer into the current BFY master fund (the amount must include a decimal and cents).	
Appropriation Change	Choose Transfer.	Transfer

 $\hbox{A.Transfer Appropriation from an External Agency } \\ \hbox{EXAMPLE A-3.E.}$ 

1.Create Master Fund Record with an AA Document a.Enter the following fields on the Appropriation tab:

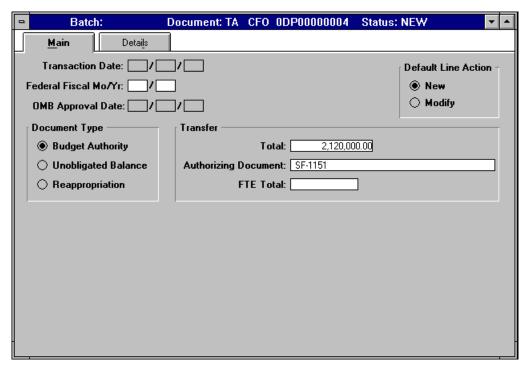
Batch:	Document: AA	CFO OD	P00000008	Status: NEW
<b>Appropriation</b> Apportionme	ent			
Transaction Date	e:	]		Budget Line Action —
Federal Fiscal Mo/Y	r:/			Add/Activate
Budget Fiscal Year(s	): 00 Fun	<b>d</b> : 00DP00		○ Change
				○ Deactivate
	Trans Type Revised	d Amount	Inc/Dec Amo	ount Appropriation Change -
Appropriation	n:			Adjustment
Estimated Reimbursemen	t:			C Lapse
Estimated Recovery	y:			☐ ○ Transfer
Unavailable Appropriation	s:			
Appropriated FTE	s:			
Public Lav	v:			
Reimbursement Option	n: Include lesse	er of actua	al and estima	nted 👤

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code or click on the search icon for a listing of valid fund codes.	00DP00
Budget Line Action	Budget Line Action	
Appropriation Trans Type  Leave blank.		
Inc/Dec Amount	Enter zero or leave blank (the system will interpret the Inc/Dec Amount as zero when this field is left blank).	

EXAMPLE A-3.E. continued

1. Transfer Funds from an External Agency to a  $\ensuremath{\mathsf{HUD}}$  Fund with a TA Document

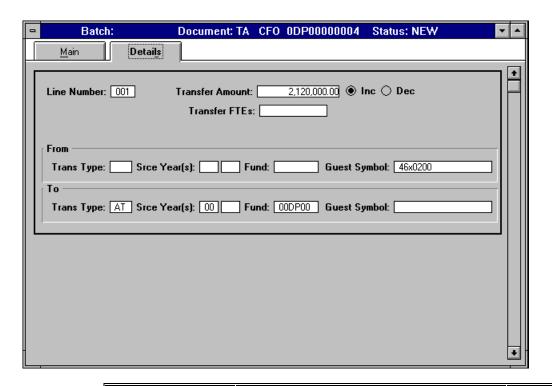
a.Enter the following fields on the Main tab:



Field	Description	Data In Example
1. Default Line Action	Select New.	New
Document Type	Select Budget Authority as the type of appropriation transfer.	Budget Authority
Transfer Total	Enter the appropriation transfer amount.	\$2,120,000.00
Transfer     Authorizing     Document	Enter the Document ID of the SF-1151.	SF-1151

EXAMPLE A-3.E. continued

a.Enter the following fields on the Details tab:



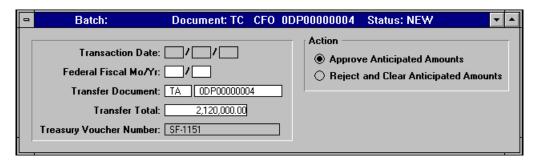
Field	Description	Data In Example
1. Line Number	Enter the appropriate three digit line number (001 for the first line, 002 for the second line, etc.).	001
Transfer Amount	Enter the dollar amount to transfer.	\$2,120,000.00
• Inc	Select the radio button to increase funds.	Inc
From Guest Symbol	Enter the Appropriation Guest Symbol for the external agency from which the funds are being transferred.	46x0200
To Trans Type	Enter the transaction type AT.	AT
To Srce Year(s)	Enter the Budget Fiscal Year(s).	00
To Fund	Enter the fund code to which the amount is being transferred.	00DP00

### EXAMPLE A-3.E. continued

1. Approve Transfer to Master Fund with TC

Document

a. Enter the following fields on the Appropriation Transfer Approval (TC) document:

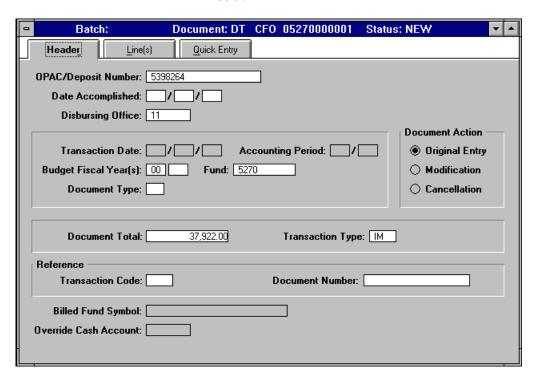


Field	Description	Data In Example
1. Transfer Document	Enter the document ID of the Appropriation Transfer (TA) being approved. Enter TA in the first box and the Document ID in the second box.	TA 0DP00000004
Transfer Total	Enter the total dollar amount to approve (as entered on the Main tab of the TA).	\$2,120,000.00
Treasury Voucher Number	Enter SF-1151.	Sf-1151
Action	Ensure that the system has correctly defaulted to Approve Anticipated Amounts.	Approve Anticipated Amounts

A.Recording Reimbursement Receipts

#### EXAMPLE A-3.F

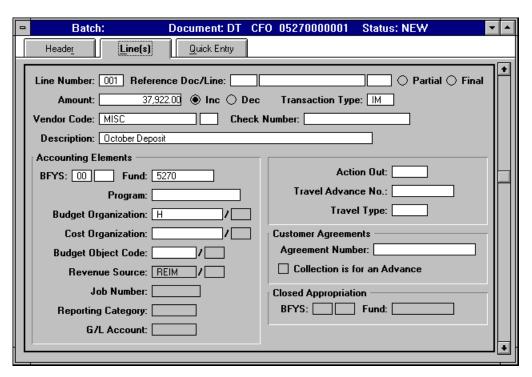
1.Record Reimbursement Receipts with a DT Document
 a.Enter the following fields on the Header
 tab:



Field	Description	Data In Example
1. OPAC/Deposit Number	Enter the Deposit Receipt number as found on the documentation.	5398264
Disbursing Office	Enter the Disbursing Office Code as found on the Treasury Disbursing Office Table (DISB).	11
Budget Fiscal Year(s)	For a <b>no-year</b> fund enter the last two digits of the Budget Fiscal Year. For a <b>multi-year</b> fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the Fund code to which the reimbursement will post.	5270
Document Total	Enter the total amount of the reimbursement.	\$37,922.00
Transaction Type	Enter IM.	IM

EXAMPLE A-3.F continued

a.Enter the following field on the Line(s)
tab:



Field	Description	Data In Example
1. Line Number	Enter a line number.	001

• Amount	Enter the amount of the line transaction.	\$37,922.00
Inc/Dec Radio Buttons	Select the Inc button to record positive reimbursements.	Inc
Transaction Type	Enter IM.	IM
Vendor Code	Enter a valid vendor code as found on the Vendor Table (VEND).	MISC
• BFYS	Enter the last two digits of the Budget Fiscal Year. For multi- year funds, enter the last two digits of the beginning year and the last two digits of the ending year.	00
• Fund	Enter the Fund code to which the reimbursement will post.	5270
Program	Enter a valid program code as found on the Program Table (PGMT).	
Budget Organization	Enter a valid Budget Organization as found on the Organization Table (ORGN).	Н
Revenue Source	Enter REIM.	REIM

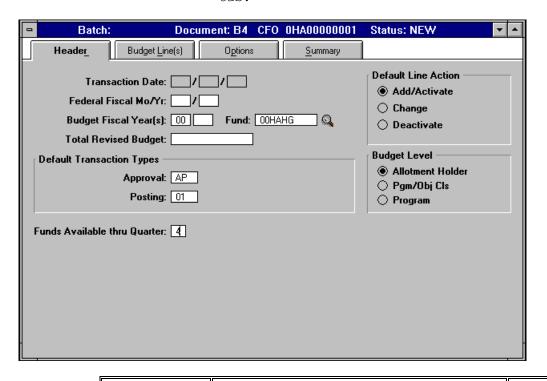
#### A - 1.

Advice of Allotment

A.Advice of Allotment (B4/BE) Document

EXAMPLE A-4.A.

1.Advice of Allotment (B4/BE) Document
 a.Enter the following fields on the Header
 tab:

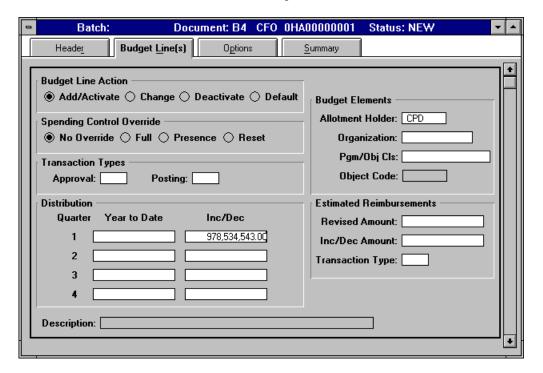


Field	Description	Data In
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		Example
1. Budget Fiscal Year(s)	For a <b>no-year</b> fund enter the last two digits of the Budget Fiscal Year. For a <b>multi-year</b> fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00HAHG
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).	Add/Activate
Default     Transaction Types     Approval	Enter AP.	AP
Default     Transaction Types     Posting	Enter 01.	01
Budget Level	Select Allotment Holder.	Allotment Holder
Funds Available thru Quarter	Enter 1, 2, 3, or 4 for the quarter thru which funds are available.	4

EXAMPLE A-4.A. continued

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



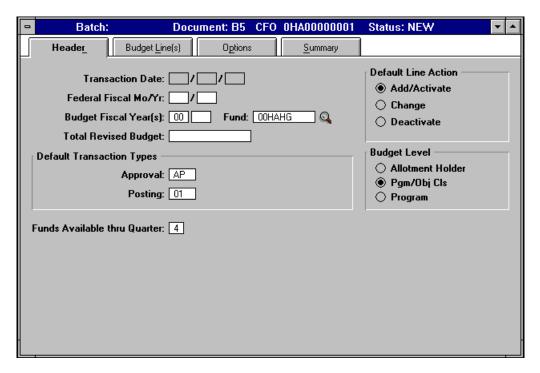
Field	Description	Data In Example
-------	-------------	-----------------

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.	Add/Activate
Budget     Elements     Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).	CDP
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.	\$978,534,543.00

A - 1. Distribution to Program/Object Class A.Distribution to Program/Object Class (B5/BE) Document EXAMPLE A-5.A.

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

a.Enter the following fields on the Header tab:

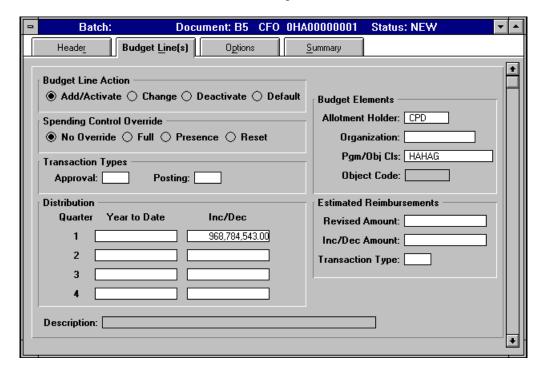


Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a <b>no-year</b> fund enter the last two digits of the Budget Fiscal Year. For a <b>multi-year</b> fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.	00
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00HAHG

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).	Add/Activate
Default     Transaction Types     Approval	Enter AP.	AP
Default     Transaction Types     Posting	Enter 01.	01
Budget Level	Select Pgm/Obj Cls.	Pgm/Obj Cls
Funds Available thru Quarter	Enter 1, 2, 3, or 4 for the quarter thru which funds are available.	4

#### EXAMPLE A-5.A. continued

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



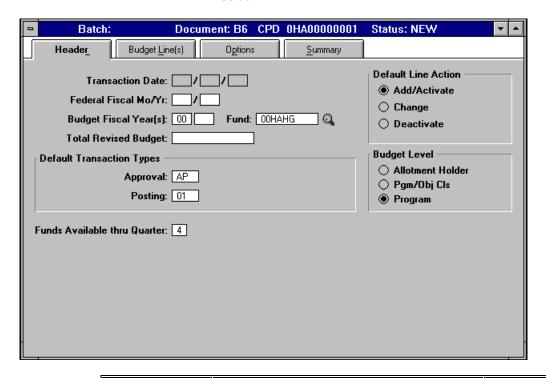
Field	Description	Data In Example
1. Budget Line Action	Budget Line Action defaults to Add/Activate which is to be used if this is the first BE or B5 document for this budget line. Select Change if previous documents have been processed for this budget line.	Add/Activate
Budget Elements     Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).	CPD
Budget Elements     Pgm/Obj Cls	Enter the appropriate program class code. Valid codes can be found on the Program Class Table (PCLS).	HAHAG

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.	\$968,784,543.00
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A - 1. Distribution to Program
A.Distribution to Program (B6/BE) Document

#### EXAMPLE A-6.A.

1.Distribution to Program (B6/BE) Document
 a.Enter the following fields on the Header
 tab:

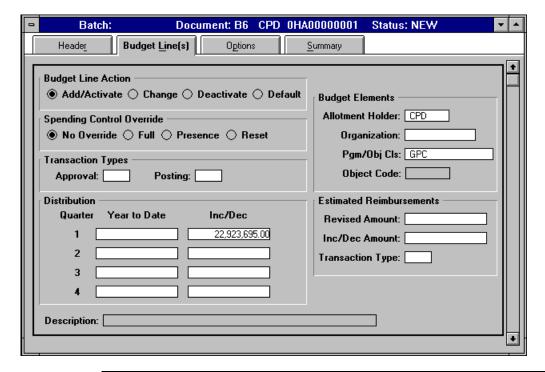


Field	Description	Data In Example
1. Budget Fiscal Year(s)	Fiscal Year. For a multi-year fund enter the last two digits	
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00HAHG
Default Line Action	Default Line Action defaults to Add/Activate. Ignore this default. The operative Default Line Action is entered on the next tab for Budget Line(s).	Add/Activate
Default     Transaction Types     Approval	Enter AP.	АР
Default     Transaction Types     Posting	Enter 01.	01

Budget Level	Select Program.	Program
Funds Available thru Quarter	Enter 1, 2, 3, or 4 for the quarter thru which funds are available.	4

EXAMPLE A-6.A. continued

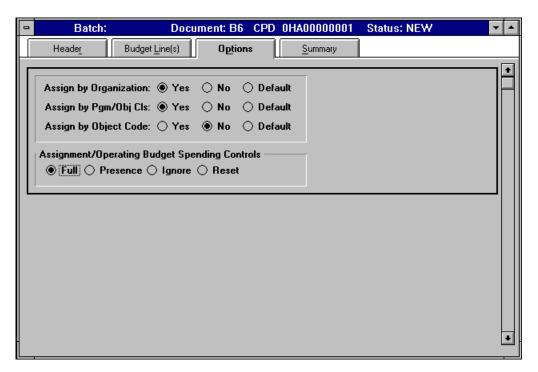
a.Select the Budget Line(s) tab and enter the
following fields:



Field	Field Description	
1. 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.		Add/Activate
Budget Elements     Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).	CPD
Budget Elements     Pgm/Obj Cls	Enter the appropriate program code. Valid codes can be found on the Program Table (PGMT).	GPC
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.	\$22,923,695.00

EXAMPLE A-6.A. continued

a.Select the Options tab and select the
following fields:



Field	Description	Data In Example
1. Assign by Organization	Select Yes.	Yes
Assign by Pgm/Obj Cls	Select Yes.	Yes
Assign by Object Code	Select Yes or No at the discretion of the recipient of the Distribution to Program.	No
Assignment/Operating Budget Spending Controls	Select Full.	Full

A - 1.

A - 2. Assignment/Operating Budget

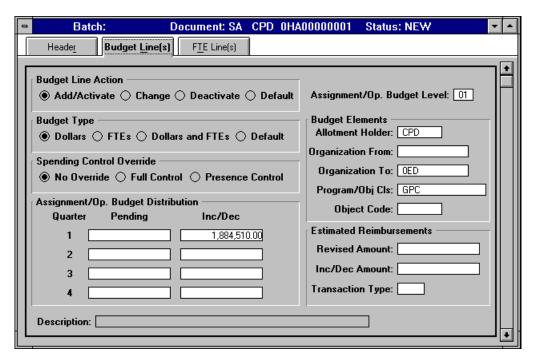
A.Assignment/Operating Budget (SA) Document

EXAMPLE A-7.A.

1.Assignment/Operating Budget (SA) Document
 a.Enter the following fields on the Header
 tab:

0	Batch:	Document: SA	CPD 0HA0	0000001	Status: NEW	▼ ▲
He	Budget <u>L</u> ir	ne(s) F <u>T</u> E Line(s)	<u> </u>			
	Transac	tion Date:/	<b>/</b>			
	Federal Fisc	al Mo/Yr:/				
	Budget Fisca	al Year(s): 00	Fund: 00H	AHG ©	3	
	Total Rev	ised Assignment/Op.	Budget:	1,884,510.	00	
	1	otal Revised Assigne	d FTEs:			
		Pending Transaction	n Type: PN			
		Approved Transactio	n Type: AP			
		Posted Transactio	n Type: 01			
		Posted Through		_		
		ing/Approved/Post In				
De	fault Estimated Reim	bursement Transactio	n Type:			

Field	Description	Data In Example
1. Budget Fiscal Year(s)	For a no-year fund enter the last two digits of the Budget Fiscal Year. For a multi-year fund enter the last two digits of the Beginning Budget Fiscal Year and the last two digits of the Ending Budget Fiscal Year.  .	00
• Fund	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00HAHG
Total Revised     Assignment/Op. Budget	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Pending Transaction Type		
Approved Transaction Type	roved Transaction Enter AP.	
Posted Transaction Type		
Posted Through     Quarter	Enter 1, 2, 3, 0r 4 for the quarter thru which funds are available	
Pending/Approved/Post Indicator  Enter DP.		DP



Field	Description	Data In Example
1. Budget Line Action		
Budget Type	Budget Type defaults to Default. Select Dollars as the budget type.	Dollars
Assignment/Op. Budget Level	Enter 01, 02, or 03 as appropriate.	01
Budget Elements     Allotment Holder	Enter a valid division code to represent the allotment holder. Valid codes can be found on the Division Table (DVSN).	CPD
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.	
Budget Elements Organization To	Enter the valid organization code of the authorized recipient of the assignment/ operating budget from the Organization Table (ORGN).	OED
Budget Elements     Program/Obj Cls	Enter the appropriate program code. Valid codes can be found on the Program Code Table (PGMT).	GPC
Budget Elements     Object Code		

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.

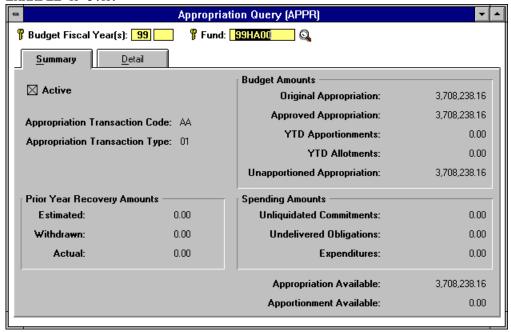
\$1,884,510.00

Examples of Populated Inquiry Tables

The following provides examples of how populated inquiry tables, or "queries," may look in HUDCAPS. These examples are primarily to offer the user a visual idea of where data is to be entered or viewed. Because queries are constantly changing any time a corresponding document is processed, the following inquiry tables are in no way to be used to determine current data in the system. The following examples have been correlated as closely as possible to the corresponding procedures provided in the Data Entry Procedures portion of this guide. However, only one record of each type of query is shown with populated data, so not all documents in the Data Entry Procedures will be reflected in the following inquiry table examples.

A - 8. Appropriation Query (APPR)
A. Summary Tab

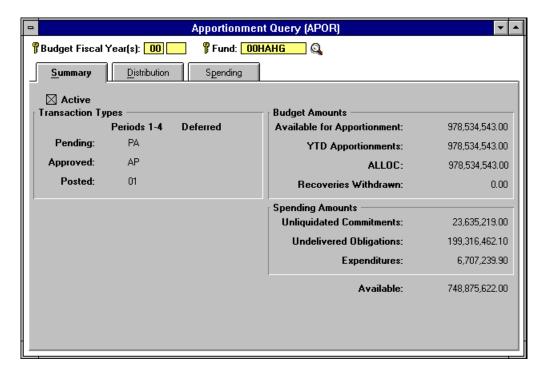
#### EXAMPLE A-8.A.



A - 9. Apportionment Query (APOR)

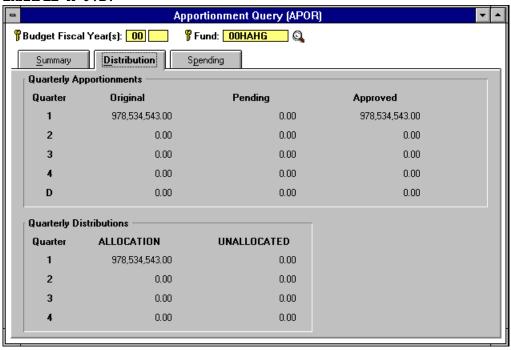
A. Summary Tab

#### EXAMPLE A-9.A.



B. Distribution Tab

#### EXAMPLE A-9.B.



A - 10. Advice of Allotment Query (ALOC)

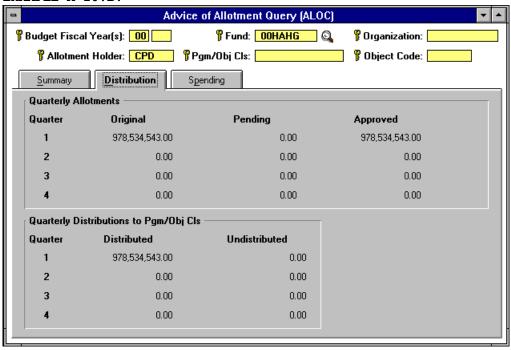
A. Summary Tab

**EXAMPLE A-10.A.** continued

Advice of Allotment Query (ALOC)						
🖁 Budget Fiscal Year(s): 00 💮 💮 🖁 Fund: 00HAHG 🔍 🗣 Organization:						
R Allotment Holder: CPD R Pgm/Obj Cls: R Object Code:						
<u>Summary</u> <u>Distribution</u> Spending						
Transaction Types ── Budget Amounts ── Pending: Approved Allotment: 978,534,543.00						
	Approved: AP	YTD Allotment:	978,534,543.00			
	Posted: 01					
Reimbursements		Spending Amounts				
Estimated:	0.00	Unliquidated Commitments:	23,635,219.00			
Undistributed:	0.00	Undelivered Obligations: 199,316,462.10				
Actual:	0.00	Expenditures:	6,707,239.90			
Transaction Code: B4 Transaction Type:						
Spending Control Override  Type Available: 748.875.622.00						
No Override						
Description: COMMUNITY PLANNING &DEVELOPMT						

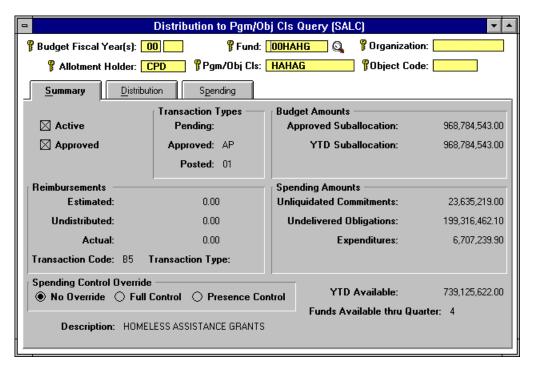
B. Distribution Tab

## EXAMPLE A-10.B.



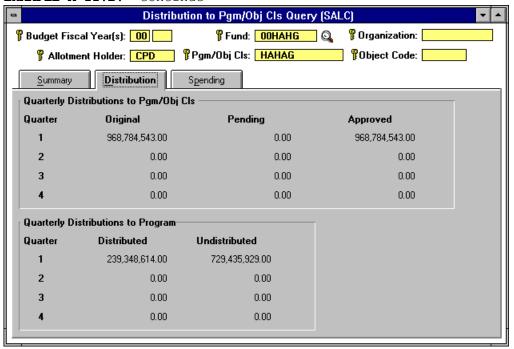
A - 11. Distribution to Program/Object Class Query (SALC)
A. Summary Tab

EXAMPLE A-11.A.



B. Distribution Tab

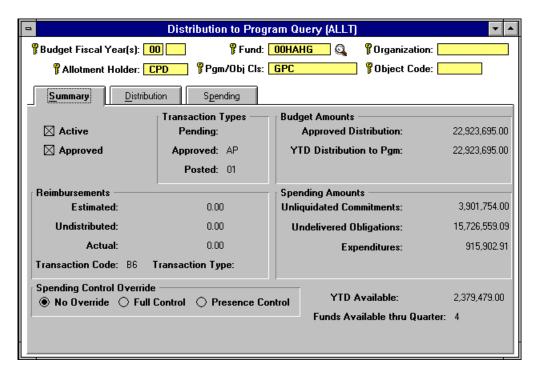
**EXAMPLE A-11.B.** continue



A - 12 Distribution to Program Query (ALLT)

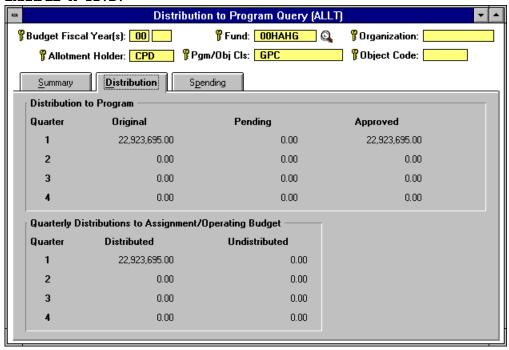
A. Summary Tab

#### EXAMPLE A-12.A



B. Distribution Tab

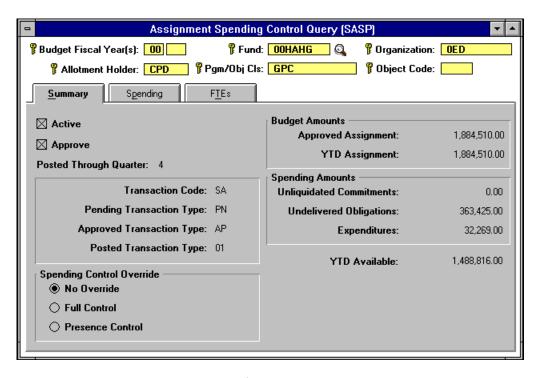
EXAMPLE A-12.B.



A - 13. Assignment Spending Control Query (SASP)

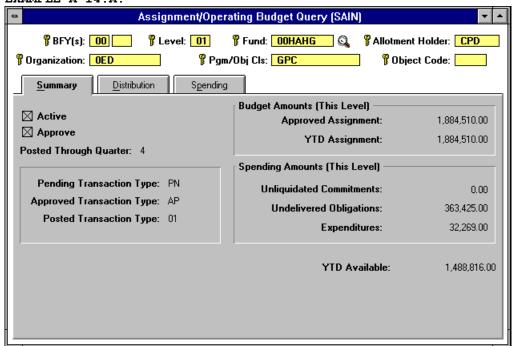
A. Summary Tab

#### EXAMPLE A-13.A.



A - 14. Assignment/Operating Budget Query (SAIN)
A. Summary Tab

#### EXAMPLE A-14.A.



B. Distribution Tab

EXAMPLE A-14.B.

