

Budget Execution Data Entry Guide

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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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

<ul style="list-style-type: none"> • Appropriation Trans Type 	<p>Enter 01 for an apportioned No-Year fund.</p> <p>Enter 03 for an inactive, unanticipated, unapportioned No-Year fund.</p> <p>Enter 04 for an unapportioned No-Year fund.</p>	01
<ul style="list-style-type: none"> • 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:

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.

2. Create Component Fund Record 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 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. Enter 03 for an inactive, unanticipated, unapportioned No-Year fund. Enter 04 for an unapportioned No-Year 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 - [Batch: Document: AA CFO 0FHI0000001 Status: SCHI]

File Edit Document Options Window Help

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): 00 01 Fund: 00FHF

Budget Line Action

Add/Activate

Change

Deactivate

Appropriation Change

Adjustment

Lapse

Transfer

	Trans Type	Revised Amount	Inc/Dec Amount
Appropriation:	MY		24,000,000.00
Estimated Reimbursement:			
Estimated Recovery:			
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.	00FHF
• 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
 - a. Enter the following fields on the Main tab:

Batch: Document: TA CFO OHA00000001 Status: NEW

Main Details

Transaction Date: / /

Federal Fiscal Mo/Yr: /

OMB Approval Date: / /

Document Type

Budget Authority

Unobligated Balance

Reappropriation

Transfer

Total:

Authorizing Document:

FTE Total:

Default Line Action

New

Modify

Field	Description	Data In Example
1. Default Line Action	Select New.	New
• 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:

Batch: Document: TA CFO 0HA00000001 Status: NEW

Main Details

Line Number: 001 Transfer Amount: 978,534,543.00 Inc Dec
 Transfer FTEs:

From

Trans Type: MC Srce Year(s): 00 Fund: 00HA00 Guest Symbol:

To

Trans Type: MC Srce Year(s): 00 Fund: 00HAHG Guest Symbol:

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.	MC
• 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.	MC
• 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:

Batch: Document: TC CFO OHA00000001 Status: NEW	
Transaction Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	Action <input checked="" type="radio"/> Approve Anticipated Amounts <input type="radio"/> Reject and Clear Anticipated Amounts
Federal Fiscal Mo/Yr: <input type="text"/> / <input type="text"/>	
Transfer Document: TA <input type="text"/> OHA00000001	
Transfer Total: <input type="text"/> 978,534,543.00	
Treasury Voucher Number: <input type="text"/> SF-132	

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 OHA00000001
• 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):

Batch: Document: AA CFO 0HA00000003 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): Fund:

Budget Line Action

Add/Activate

Change

Deactivate

Appropriation Change

Adjustment

Lapse

Transfer

	Trans Type	Revised Amount	Inc/Dec Amount
Appropriation:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Reimbursement:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Recovery:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unavailable Appropriations:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appropriated FTEs:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Public Law:

Reimbursement Option:

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 0HA00000003 Status: NEW

Appropriation **Apportionment**

Total Apportionment:

Total FTE Apportionment:

Apportionment Transaction Types

Period 1-4:

Deferred:

Apportionment Distribution

Quarter	Pending	Inc/Dec
1	<input type="text"/>	<input type="text" value="978,534,543.00"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
Deferred	<input type="text"/>	<input type="text"/>

FTE Apportionment Distribution

Quarter	Pending	Inc/Dec
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

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):

CAPS for Windows - [Batch: Document: AA CFO 0FH10000002 Status: SCHI

File Edit Document Options Window Help

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): Fund:

Trans Type Revised Amount Inc/Dec Amount

Appropriation:

Estimated Reimbursement:

Estimated Recovery:

Unavailable Appropriations:

Appropriated FTEs:

Public Law:

Reimbursement Option:

Budget Line Action

Add/Activate

Change

Deactivate

Appropriation Change

Adjustment

Lapse

Transfer

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 0FHI0000002 Status: NEW

File Edit Document Options Window Help

Appropriation **Apportionment**

Total Apportionment:

Total FTE Apportionment:

Apportionment Transaction Types

Period 1-4:

Deferred:

Apportionment Distribution

Quarter	Pending	Inc/Dec
1	<input type="text"/>	<input type="text" value="24,000,000.00"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
Deferred	<input type="text"/>	<input type="text"/>

FTE Apportionment Distribution

Quarter	Pending	Inc/Dec
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

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)<>	\$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:

Batch: Document: PA CFO 0HA00000001 Status: NEW

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s):

Fund:

Total Amount:

Budget Approval

Approve Pending Amounts
 Reject and Clear Pending Amounts

Approval Transaction Type:

Deferred Approval Transaction Type:

Funds Availability Posting

Post YTD Budget Authority

Posting Transaction Type:

Deferred Posting Transaction Type:

Apportionment Period:

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
• 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

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: NEW]

File Edit Document Options Window Help

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): 00 01

Fund: 00FHFI

Total Amount:

Budget Approval

Approve Pending Amounts
 Reject and Clear Pending Amounts

Approval Transaction Type: AP

Deferred Approval Transaction Type:

Funds Availability Posting

Post YTD Budget Authority

Posting Transaction Type: 01

Deferred Posting Transaction Type:

Apportionment Period: 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.	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. 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 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): 00 Fund: 0143

Trans Type Revised Amount Inc/Dec Amount

Appropriation: 01 989,295,977.00

Estimated Reimbursement:

Estimated Recovery:

Unavailable Appropriations:

Appropriated FTEs:

Public Law:

Reimbursement Option: Include lesser of actual and estimated

Budget Line Action

Add/Activate

Change

Deactivate

Appropriation Change

Adjustment

Lapse

Transfer

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: Document: AA CFO 00143000004 Status: NEW

Appropriation **Apportionment**

Total Apportionment:

Total FTE Apportionment:

Apportionment Transaction Types

Period 1-4:

Deferred:

Apportionment Distribution

Quarter	Pending	Inc/Dec
1	<input type="text"/>	376,087,957.00
2	<input type="text"/>	205,646,908.00
3	<input type="text"/>	194,496,230.00
4	<input type="text"/>	213,064,882.00
Deferred	<input type="text"/>	<input type="text"/>

FTE Apportionment Distribution

Quarter	Pending	Inc/Dec
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

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) <>	\$376,087,957.00 \$205,646,908.00 \$194,496,230.00 \$213,064,882.00

A. Apportionment Approval (PA) Document for Annual Funds
 EXAMPLE A-2.B.


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

Batch: Document: PA CFO 0014300002 Status: NEW

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s):

Fund: 

Total Amount:

Budget Approval

Approve Pending Amounts
 Reject and Clear Pending Amounts

Approval Transaction Type:

Deferred Approval Transaction Type:

Funds Availability Posting

Post YTD Budget Authority

Posting Transaction Type:

Deferred Posting Transaction Type:

Apportionment Period:

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 0HM0000005 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): 00 Fund: 00HM00

Add/Activate
 Change
 Deactivate

	Trans Type	Revised Amount	Inc/Dec Amount
Appropriation:			
Estimated Reimbursement:			
Estimated Recovery:	RU		500,000.00
Unavailable Appropriations:			
Appropriated FTEs:			

Public Law:

Reimbursement Option: Include lesser of actual and estimated

Adjustment
 Lapse
 Transfer

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.	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 00143000006 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): Fund:

Budget Line Action

Add/Activate

Change

Deactivate

Appropriation Change

Adjustment

Lapse

Transfer

	Trans Type	Revised Amount	Inc/Dec Amount
Appropriation:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Reimbursement:	AR	<input type="text"/>	533,127,977.00
Estimated Recovery:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unavailable Appropriations:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appropriated FTEs:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Public Law:

Reimbursement Option: **Include estimated reimbursements**

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.	Change
• Estimated Reimbursement Trans Type	Enter AR.	AR
• 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 0HA0000007 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): Fund:

Add/Activate
 Change
 Deactivate

	Trans Type	Revised Amount	Inc/Dec Amount
Appropriation:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Reimbursement:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Recovery:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unavailable Appropriations:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appropriated FTEs:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Public Law:

Reimbursement Option:

Adjustment
 Lapse
 Transfer

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	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.C. continued

1. Transfer Carryover Funds from the Component Fund to the Master Fund

a. Enter the following fields on the Main Tab:

Batch: Document: TA CFO OHA00000002 Status: NEW

Main Details

Transaction Date: / /

Federal Fiscal Mo/Yr: /

OMB Approval Date: / /

Document Type

Budget Authority

Unobligated Balance

Reappropriation

Transfer

Total:

Authorizing Document:

FTE Total:

Default Line Action

New

Modify

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:

Batch: Document: TA CFO OHA00000002 Status: NEW

Main Details

Line Number: 001 Transfer Amount: 10468.00 Inc Dec
 Transfer FTEs:

From

Trans Type: PY Srce Year(s): 00 Fund: 99HAHG Guest Symbol:

To

Trans Type: PY Srce Year(s): 00 Fund: 99HA00 Guest Symbol:

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:

Batch: Document: TC CFO 0HA00000002 Status: NEW

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Transfer Document: TA

Transfer Total:

Treasury Voucher Number:

Action

Approve Anticipated Amounts

Reject and Clear Anticipated Amounts

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 0HA00000009 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): 99 Fund: 99HAHG

Trans Type Revised Amount Inc/Dec Amount

Appropriation: RO -500.00

Estimated Reimbursement:

Estimated Recovery:

Unavailable Appropriations:

Appropriated FTEs:

Public Law:

Reimbursement Option: Include lesser of actual and estimated

Budget Line Action

Add/Activate

Change

Deactivate

Appropriation Change

Adjustment

Lapse

Transfer

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.	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 0HA0000010 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): 00 Fund: 99HA00

Trans Type Revised Amount Inc/Dec Amount

Appropriation: RI 500.00

Estimated Reimbursement:

Estimated Recovery:

Unavailable Appropriations:

Appropriated FTEs:

Public Law:

Reimbursement Option: Include lesser of actual and estimated

Budget Line Action

Add/Activate

Change

Deactivate

Appropriation Change

Adjustment

Lapse

Transfer

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 Change to change the existing budget line.	Change
• Trans Type	Enter RI for the amount to transfer in.	RI
• Inc/Dec Amount	Enter the positive dollar amount to transfer into the current BFY master fund (the amount must include a decimal and cents).	500.00
• Appropriation Change	Choose Transfer.	Transfer

A. Transfer Appropriation from an External Agency

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 ODP00000008 Status: NEW

Appropriation Apportionment

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): 00 Fund: ODP00

Trans Type Revised Amount Inc/Dec Amount

Appropriation: Estimated Reimbursement: Estimated Recovery: Unavailable Appropriations: Appropriated FTEs:

Public Law:

Reimbursement Option: Include lesser of actual and estimated

Budget Line Action

Add/Activate
 Change
 Deactivate

Appropriation Change

Adjustment
 Lapse
 Transfer

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.	ODP00
• Budget Line Action	Choose Add/Activate to add a new budget line.	Add/Activate
• 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 HUD Fund with a TA Document
 - a. Enter the following fields on the Main tab:

Batch: Document: TA CFO ODP00000004 Status: NEW

Main Details

Transaction Date: / /

Federal Fiscal Mo/Yr: /

OMB Approval Date: / /

Document Type

Budget Authority

Unobligated Balance

Reappropriation

Transfer

Total:

Authorizing Document:

FTE Total:

Default Line Action

New

Modify

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:

Batch: Document: TA CFO ODP00000004 Status: NEW

Main Details

Line Number: 001 Transfer Amount: 2,120,000.00 Inc Dec
 Transfer FTEs:

From

Trans Type: Srce Year(s): Fund: Guest Symbol: 46x0200

To

Trans Type: AT Srce Year(s): 00 Fund: 00DP00 Guest Symbol:

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:

Batch: Document: TC CFO ODP00000004 Status: NEW

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Transfer Document: TA

Transfer Total:

Treasury Voucher Number:

Action

Approve Anticipated Amounts

Reject and Clear Anticipated Amounts

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 ODP00000004
• 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:

Batch: Document: DT CFO 0527000001 Status: NEW

Header | Line(s) | Quick Entry

OPAC/Deposit Number:

Date Accomplished: / /

Disbursing Office:

Transaction Date: / / Accounting Period: /

Budget Fiscal Year(s): Fund:

Document Type:

Document Action

Original Entry

Modification

Cancellation

Document Total: Transaction Type:

Reference

Transaction Code: Document Number:

Billed Fund Symbol:

Override Cash Account:

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 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 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:

The screenshot shows a software window titled "Batch: Document: DT CFO 05270000001 Status: NEW". The "Line(s)" tab is active. The form contains the following fields and values:

- Line Number: 001
- Reference Doc/Line: [] [] [] Partial Final
- Amount: 37,922.00 Inc Dec
- Transaction Type: IM
- Vendor Code: MISC
- Check Number: []
- Description: October Deposit
- Accounting Elements:
 - BFYS: 00
 - Fund: 5270
 - Program: []
 - Budget Organization: H / []
 - Cost Organization: [] / []
 - Budget Object Code: [] / []
 - Revenue Source: REIM / []
 - Job Number: []
 - Reporting Category: []
 - G/L Account: []
- Action Out: []
- Travel Advance No.: []
- Travel Type: []
- Customer Agreements:
 - Agreement Number: []
 - Collection is for an Advance
- Closed Appropriation:
 - BFYS: [] []
 - Fund: []

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).	H
• 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:

Batch: Document: B4 CFO 0HA0000001 Status: NEW

Header Budget Line(s) Options Summary

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): Fund:

Total Revised Budget:

Default Transaction Types

Approval:

Posting:

Funds Available thru Quarter:

Default Line Action

Add/Activate

Change

Deactivate

Budget Level

Allotment Holder

Pgm/Obj Cls

Program

Field	Description	Data In
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		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
• 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:

Batch: Document: B4 CFO OHA00000001 Status: NEW

Header Budget Line(s) Options Summary

Budget Line Action
 Add/Activate Change Deactivate Default

Spending Control Override
 No Override Full Presence Reset

Transaction Types
 Approval: Posting:

Distribution

Quarter	Year to Date	Inc/Dec
1	<input type="text"/>	978,534,543.00
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

Budget Elements
 Allotment Holder:
 Organization:
 Pgm/Obj Cls:
 Object Code:

Estimated Reimbursements
 Revised Amount:
 Inc/Dec Amount:
 Transaction Type:

Description:

Field	Description	Data In Example
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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 (DVSJN).	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 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

• 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

<ul style="list-style-type: none"> • 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)	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
<ul style="list-style-type: none"> • Fund 	Enter the fund code, or click on the search icon for a listing of valid fund codes.	00HAHG
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Default Transaction Types Approval 	Enter AP.	AP
<ul style="list-style-type: none"> • 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	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 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:

Batch: Document: B6 CPD OHA00000001 Status: NEW

Header Budget Line(s) Options Summary

Assign by Organization: Yes No Default

Assign by Pgm/Obj Cls: Yes No Default

Assign by Object Code: Yes No Default

Assignment/Operating Budget Spending Controls

Full Presence Ignore Reset

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:

Batch: Document: SA CPD OHA00000001 Status: NEW

Header Budget Line(s) FTE Line(s)

Transaction Date: / /

Federal Fiscal Mo/Yr: /

Budget Fiscal Year(s): Fund:

Total Revised Assignment/Op. Budget:

Total Revised Assigned FTEs:

Pending Transaction Type:

Approved Transaction Type:

Posted Transaction Type:

Posted Through Quarter:

Pending/Approved/Post Indicator:

Default Estimated Reimbursement Transaction 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	Enter the sum of the Assignment/ Operating Budget. This field must equal the sum of all amounts entered on the Budget Line(s) tab.	\$1,884,510.00
• Pending Transaction Type	Enter PN.	PN
• Approved Transaction Type	Enter AP.	AP
• Posted Transaction Type	Enter 01.	01
• Posted Through Quarter	Enter 1, 2, 3, Or 4 for the quarter thru which funds are available	4
• Pending/Approved/Post Indicator	Enter DP.	DP

EXAMPLE A-7.A. continued

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

Batch: Document: SA CPD OHA00000001 Status: NEW

Header Budget Line(s) FIE Line(s)

Budget Line Action
 Add/Activate Change Deactivate Default

Budget Type
 Dollars FTEs Dollars and FTEs Default

Spending Control Override
 No Override Full Control Presence Control

Assignment/Op. Budget Distribution

Quarter	Pending	Inc/Dec
1		1,884,510.00
2		
3		
4		

Assignment/Op. Budget Level: 01

Budget Elements
Allotment Holder: CPD
Organization From:
Organization To: OED
Program/Obj Cls: GPC
Object Code:

Estimated Reimbursements
Revised Amount:
Inc/Dec Amount:
Transaction Type:

Description:

Field	Description	Data In Example
1. Budget Line Action	Budget Line Action defaults to Default. Select Add/Activate if this is the first SA document for this budget line. Select Change if previous SA documents have been processed for this budget line. Add/Activate	
• 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	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.	

<ul style="list-style-type: none"> • Assignment/Op. Budget Distribution Quarter Inc/Dec 	<p>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.</p>	<p>\$1,884,510.00</p>
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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.

Budget Amounts	
Original Appropriation:	3,708,238.16
Approved Appropriation:	3,708,238.16
YTD Apportionments:	0.00
YTD Allotments:	0.00
Unapportioned Appropriation:	3,708,238.16

Spending Amounts	
Unliquidated Commitments:	0.00
Undelivered Obligations:	0.00
Expenditures:	0.00

Prior Year Recovery Amounts	
Estimated:	0.00
Withdrawn:	0.00
Actual:	0.00

Appropriation Available:	3,708,238.16
Apportionment Available:	0.00

A - 9. Apportionment Query (APOR)
A. Summary Tab

EXAMPLE A-9.A.

Apportionment Query (APOR)

Budget Fiscal Year(s): Fund:

Active

Transaction Types		Periods 1-4	Deferred
Pending:	PA		
Approved:	AP		
Posted:	01		

Budget Amounts	
Available for Apportionment:	978,534,543.00
YTD Apportionments:	978,534,543.00
ALLOC:	978,534,543.00
Recoveries Withdrawn:	0.00

Spending Amounts	
Unliquidated Commitments:	23,635,219.00
Undelivered Obligations:	199,316,462.10
Expenditures:	6,707,239.90
Available:	748,875,622.00

B. Distribution Tab

EXAMPLE A-9.B.

Apportionment Query (APOR)

Budget Fiscal Year(s): Fund:

Quarterly Apportionments			
Quarter	Original	Pending	Approved
1	978,534,543.00	0.00	978,534,543.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00
D	0.00	0.00	0.00

Quarterly Distributions		
Quarter	ALLOCATION	UNALLOCATED
1	978,534,543.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

A - 10. Advice of Allotment Query (ALOC)

A. Summary Tab

EXAMPLE A-10.A. continued

Advice of Allotment Query (ALOC)

Budget Fiscal Year(s): Fund: Organization:
 Allotment Holder: Pgm/Obj Cls: Object Code:

<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Approved	Transaction Types Pending: Approved: AP Posted: 01	Budget Amounts Approved Allotment: 978,534,543.00 YTD Allotment: 978,534,543.00	
	Reimbursements Estimated: 0.00 Undistributed: 0.00 Actual: 0.00	Spending Amounts Unliquidated Commitments: 23,635,219.00 Undelivered Obligations: 199,316,462.10 Expenditures: 6,707,239.90	
	Transaction Code: B4 Transaction Type:		

Spending Control Override: No Override Full Control Presence Control

YTD Available: 748,875,622.00
 Funds Available thru Quarter: 4

Description: COMMUNITY PLANNING & DEVELOPMT

B. Distribution Tab

EXAMPLE A-10.B.

Advice of Allotment Query (ALOC)

Budget Fiscal Year(s): Fund: Organization:
 Allotment Holder: Pgm/Obj Cls: Object Code:

Quarterly Allotments			
Quarter	Original	Pending	Approved
1	978,534,543.00	0.00	978,534,543.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00

Quarterly Distributions to Pgm/Obj Cls		
Quarter	Distributed	Undistributed
1	978,534,543.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

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

A. Summary Tab

EXAMPLE A-11.A.

Distribution to Pgm/Obj Cls Query (SALC)

Budget Fiscal Year(s): Fund: Organization:
 Allotment Holder: Pgm/Obj Cls: Object Code:

<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Approved	Transaction Types Pending: Approved: AP Posted: 01	Budget Amounts Approved Suballocation: 968,784,543.00 YTD Suballocation: 968,784,543.00
Reimbursements Estimated: 0.00 Undistributed: 0.00 Actual: 0.00	Spending Amounts Unliquidated Commitments: 23,635,219.00 Undelivered Obligations: 199,316,462.10 Expenditures: 6,707,239.90	
Transaction Code: B5 Transaction Type:		
Spending Control Override <input checked="" type="radio"/> No Override <input type="radio"/> Full Control <input type="radio"/> Presence Control		YTD Available: 739,125,622.00 Funds Available thru Quarter: 4
Description: HOMELESS ASSISTANCE GRANTS		

B. Distribution Tab

EXAMPLE A-11.B. continue

Distribution to Pgm/Obj Cls Query (SALC)

Budget Fiscal Year(s): Fund: Organization:
 Allotment Holder: Pgm/Obj Cls: Object Code:

Quarterly Distributions to Pgm/Obj Cls			
Quarter	Original	Pending	Approved
1	968,784,543.00	0.00	968,784,543.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00

Quarterly Distributions to Program		
Quarter	Distributed	Undistributed
1	239,348,614.00	729,435,929.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

A - 12 Distribution to Program Query (ALLT)

A. Summary Tab

EXAMPLE A-12.A

Distribution to Program Query (ALLT)

Budget Fiscal Year(s): Fund: Organization:
 Allotment Holder: Pgm/Obj Cls: Object Code:

<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Approved	Transaction Types Pending: Approved: AP Posted: 01	Budget Amounts Approved Distribution: 22,923,695.00 YTD Distribution to Pgm: 22,923,695.00	
	Reimbursements Estimated: 0.00 Undistributed: 0.00 Actual: 0.00	Spending Amounts Unliquidated Commitments: 3,901,754.00 Undelivered Obligations: 15,726,559.09 Expenditures: 915,902.91	
	Transaction Code: B6 Transaction Type:	Spending Control Override <input checked="" type="radio"/> No Override <input type="radio"/> Full Control <input type="radio"/> Presence Control	YTD Available: 2,379,479.00 Funds Available thru Quarter: 4

B. Distribution Tab

EXAMPLE A-12.B.

Distribution to Program Query (ALLT)

Budget Fiscal Year(s): Fund: Organization:
 Allotment Holder: Pgm/Obj Cls: Object Code:

Distribution to Program			
Quarter	Original	Pending	Approved
1	22,923,695.00	0.00	22,923,695.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00

Quarterly Distributions to Assignment/Operating Budget		
Quarter	Distributed	Undistributed
1	22,923,695.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

A - 13. Assignment Spending Control Query (SASP)

A. Summary Tab

EXAMPLE A-13.A.

Assignment Spending Control Query (SASP)

Budget Fiscal Year(s): **00** Fund: **00HAHG** Organization: **OED**
 Allotment Holder: **CPD** Pgm/Obj Cls: **GPC** Object Code:

Active
 Approve
 Posted Through Quarter: 4

Transaction Code: SA Pending Transaction Type: PN Approved Transaction Type: AP Posted Transaction Type: 01	Budget Amounts Approved Assignment: 1,884,510.00 YTD Assignment: 1,884,510.00 Spending Amounts Unliquidated Commitments: 0.00 Undelivered Obligations: 363,425.00 Expenditures: 32,269.00 YTD Available: 1,488,816.00
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Spending Control Override
 No Override
 Full Control
 Presence Control

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

EXAMPLE A-14.A.

Assignment/Operating Budget Query (SAIN)

BFY(s): **00** Level: **01** Fund: **00HAHG** Allotment Holder: **CPD**
 Organization: **OED** Pgm/Obj Cls: **GPC** Object Code:

Active
 Approve
 Posted Through Quarter: 4

Pending Transaction Type: PN Approved Transaction Type: AP Posted Transaction Type: 01	Budget Amounts (This Level) Approved Assignment: 1,884,510.00 YTD Assignment: 1,884,510.00 Spending Amounts (This Level) Unliquidated Commitments: 0.00 Undelivered Obligations: 363,425.00 Expenditures: 32,269.00 YTD Available: 1,488,816.00
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B. Distribution Tab

EXAMPLE A-14.B.

Assignment/Operating Budget Query (SAIN)

🔑 BFY(s):
 🔑 Level:
 🔑 Fund: 🔍
 🔑 Allotment Holder:

🔑 Organization:
 🔑 Pgm/Obj Cls:
 🔑 Object Code:

Quarterly Assignment/Op. Budget (This Level)

Quarter	Original	Pending	Approved
1	1,884,510.00	0.00	1,884,510.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00

Quarterly Distributions (Lower Level Assignments)

Quarter	Distributed	Undistributed
1	0.00	1,884,510.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00