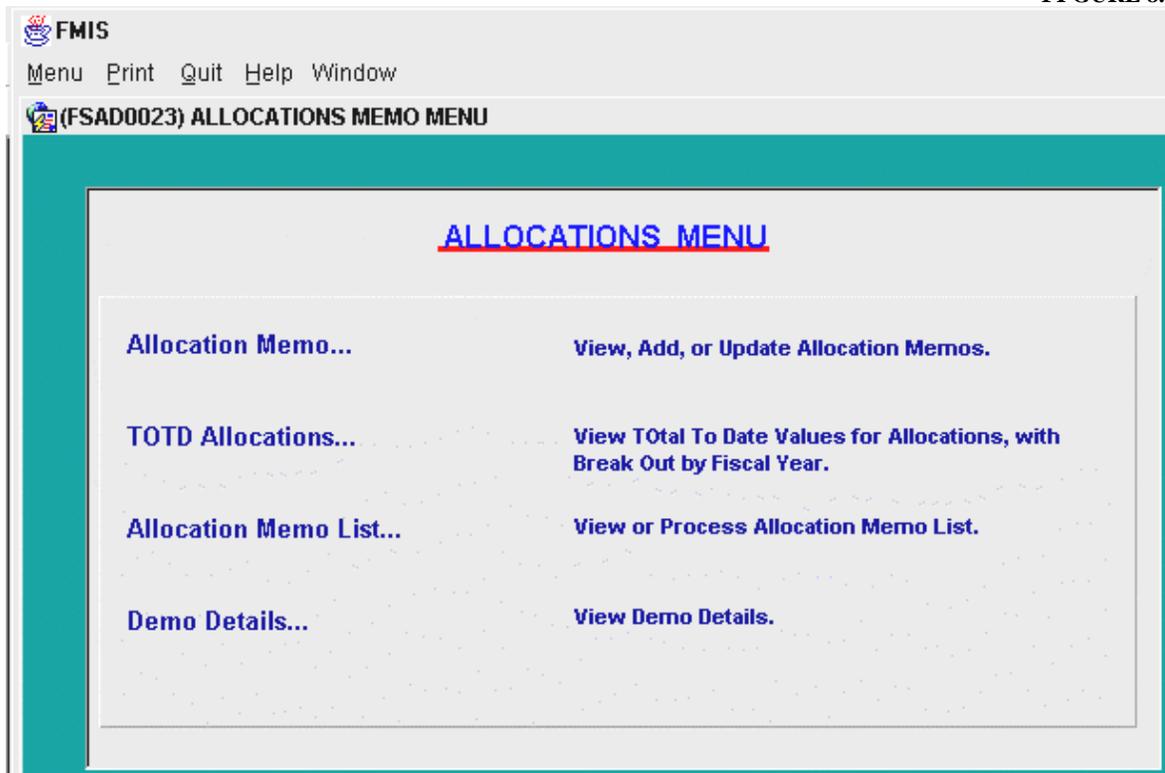


## CHAPTER 8 ALLOCATION OF FUNDS (NON-FORMULA)

### 8.1 ALLOCATION MENU

Allocations are the administrative distribution of funds for programs that do not have statutory distribution formulas. The FHWA Program Offices, designated office for specific programs, and FMIS Team have authority to enter and update allocations via the ALLOCATIONS MENU (FIGURE 8.1). Access to this menu is from the FHWA-FMIS 4.0 menu (FIGURE 2.2) by selecting ALLOCATIONS.

FIGURE 8.1



### 8.2 ALLOCATION MEMO

The ALLOCATION MEMO BY PROGRAM OFFICE screen is shown in FIGURE 8.2. The FMIS Team enters most allocation memos. However, the FHWA Program Office users with update authority may enter the allocation memo. In this case, the funds are not available and the memo is a pending action until approved by the FMIS Team. All users may view the allocation memo by entering program code then selecting FY, Program Office and Date Signed. Refer to Section 8.3.

FIGURE 8.2

**ALLOCATION MEMO BY PROGRAM OFFICE**

Fy 2002 Program Code Q640 Program Office 6001 CBU PLANNING & E... Date Sign 01/08/2002

Program Title NAT COR PL DV/COOR BDR INF-TEA Type Of Change Original Amount

Fund Source Code Q640 Pro Rata Share 90.40 Public Law-Section 105-0178 1101

Cost Center	Project	Funds	Limitation
00 MI	Overview	\$715,000.00	\$715,000.00
	Overview		
	Overview		
	Overview		
<b>Total</b>		\$715,000.00	\$715,000.00

Funds Expire For Obligation

Program Office Approval LISA A. FLOYD Date 01/08/2002

Fmis Approval LISA A. FLOYD Date 01/08/2002 Trans No 01/2002-01735

**8.2.1 Allocation Memorandum Report**

To view a summary of the transactions, click REPORT in the ALLOCATION MEMO BY PROGRAM OFFICE screen. The summary report will reflect allocation and limitation by program code and all changes.

**8.2.2 Details**

FIGURE 8.2.2 can be viewed by clicking OVERVIEW next to the STATE from the ALLOCATION MEMO BY PROGRAM OFFICE. The details of an allocation memo indicate the type of change and the change amount for funds and limitation. To view more details, click PRIOR or NEXT. TOTAL OVERVIEW takes the user back to the ALLOCATION MEMO BY PROGRAM OFFICE screen.

FIGURE 8.2.2

**ADD / UPDATE NON-DEMO DETAIL**

**Fy** 2002    **Program Code** Q640    **Program Office** CBU PLANNING & ENVIR    **Public Law** 105-0178    **Date Signed** 01/08/2002    **Type Of Change** Original Amount

**Add**    **Cost Center** 00    **MI**    **Description** \_\_\_\_\_

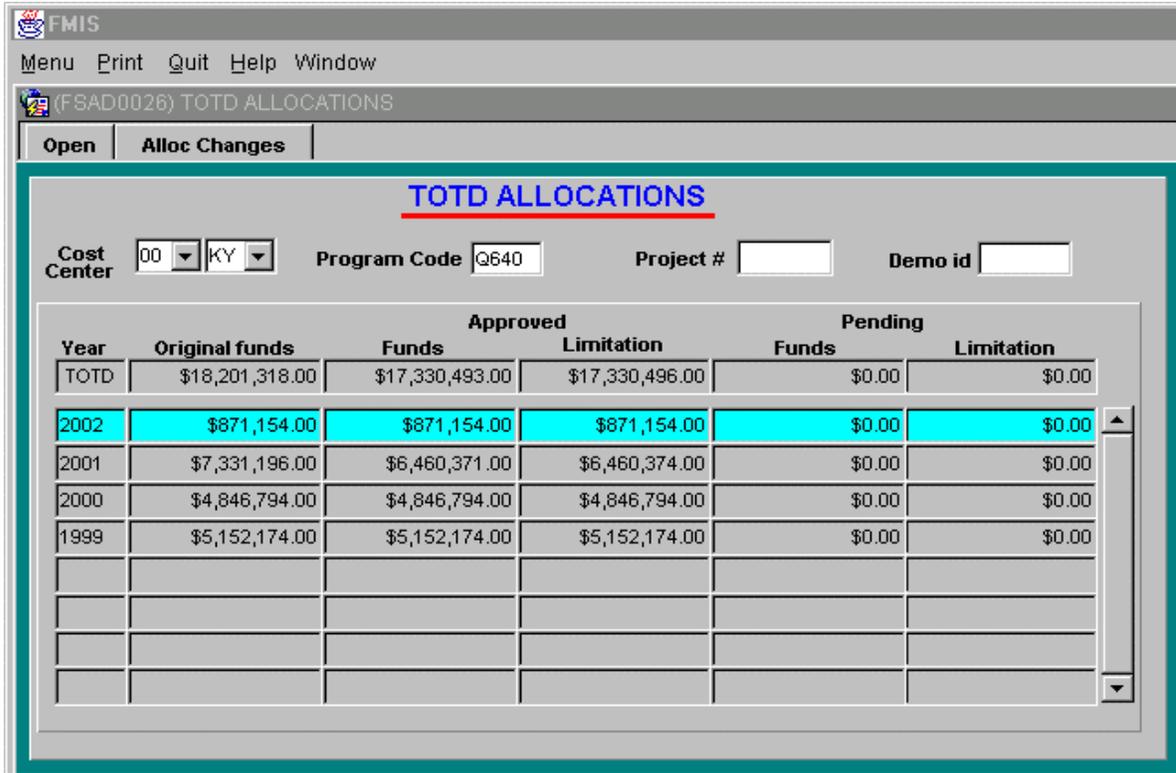
**Proj No** \_\_\_\_\_    **Location** \_\_\_\_\_

	Funds	Limitation
<b>Current</b>	\$0.00	\$0.00
<b>Change</b>	\$715,000.00	\$715,000.00
<b>Revised</b>	\$715,000.00	\$715,000.00

### 8.3 TOTAL TO DATE ALLOCATIONS

To view all allocations for a specific program, select TOTD ALLOCATIONS (FIGURE 8.3) from the ALLOCATIONS MENU (FIGURE 8.1). Select the Cost Center and enter the Program Code. If applicable, enter the Federal Project Number or Demo ID. This is required if funds are allocated by project # or Demo ID. If the funds are subject to limitation, the limitation amount is shown.

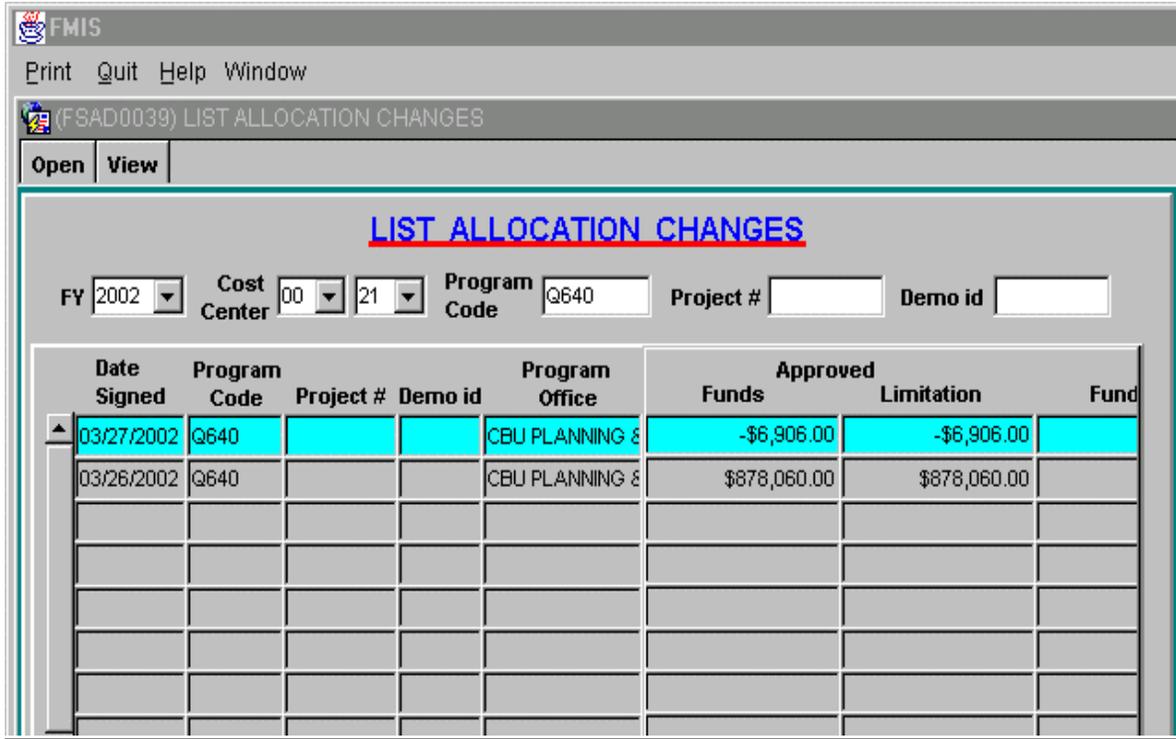
FIGURE 8.3



**8.3.1 Allocation Changes**

To view a list of allocation changes by program code, click ALLOC CHANGES from the TOTD ALLOCATIONS screen. To view a specific transaction, highlight the line and click VIEW. This will take the user to the ALLOCATION MEMO BY PROGRAM OFFICE screen.

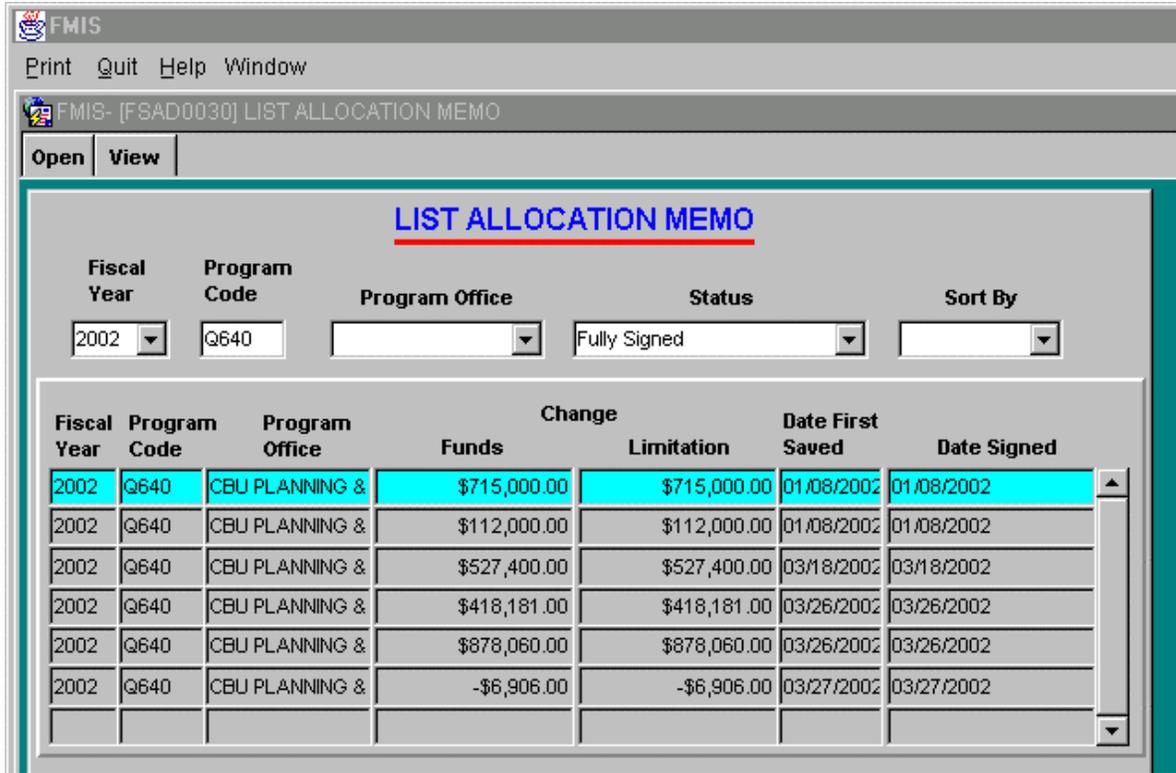
FIGURE 8.3.1



**8.4 LIST ALLOCATION MEMO**

To view all non-formula distributions to the State, select the ALLOCATION MEMO LIST from the ALLOCATION MENU (FIGURE 8.1). All allocations memos are available to view from FIGURE 8.4 by selecting Fiscal Year (current or prior year) and entering the program code. Program Office and Status are optional. The Status values are Fully Signed, Pending FMIS Signature, Pending Program Office Signature, All Pending and All. The list of memos may be sorted by Program Code, Program Office or Date. To select an Allocation Memo for more details, highlight the appropriate line from the list and then click VIEW.

FIGURE 8.4



### 8.5 DEMO DETAILS

Select DEMO DETAILS from the ALLOCATIONS MENU to view information by Demo ID. Once a Demo ID is attached to a project, detail information, such as Demo ID, obligations, authorization amount and description may be viewed. Enter the Demo ID and click OPEN (FIGURE 8.5).

FIGURE 8.5

