Office of State Budget and Management
June 2003
Allotment Processes

**Create an allotment from agency**

1. Start Internet Explorer browser.
2. Go to http://scca.its.state.nc.us:1200/neon/govhome.html
3. Click on Allot Budget.
4. Choose appropriate budget code, fiscal year, and quarter from menu boxes.
5. Click on Continue.
6. If this is the first allotment for the quarter, the BD601 web form is displayed. If there are previous allotments for the quarter, a list of allotments will be displayed; mark the NEW allotment, click on "Detail for marked item", and click on Continue.
7. Type month and day for which allotment will be spent. Type amount for total requirements, receipts and appropriation.
8. Optionally, type subcategories for requirements or receipts.
9. Click on "Update" and click on Continue.
10. Optionally, click on Narrative and type freeform text; click on "Update" and Continue.
11. From the BD601 web form, click on "Actions" and Continue. From Allotment Menu, chose "Act on pending allotment requests" and click on Continue.
12. The allotment request can be approved and passed to someone other than OSBM, or it can be approved and submitted to OSBM in one step.
13. After the allotment has been approved by OSBM, a notification message will be sent to the appropriate agency person. This message can be viewed by the IMS mail function. If the OSBM security table contains the e-mail address of that person, the notification message will be forwarded to e-mail. The notificatioin message will contain the allotment number assigned at approval time.
14. Using the allotment number, choose "Display approved allotment (BD302)", and click Continue.
15. Click on "print version".
16. Click on File; click on Print to get a copy of official allotment form.
17. Approved allotments will be processed overnight and sent to Office of State Controller in an electronic file and in report format (X/PTR and X/TND). OSC is responsible for posting allotment to the Cash Management Control System.