

General Fund and Grant Budget Inquiry Training

Objectives:

1. Monitor and track expense budgets
2. Monitor and track revenue budgets

Objective 1
Monitor and track expense budgets

Objective 1: Monitor and track expense budgets

Current Budget Inquiry Tables

ESUM

EXP2

EXPD

EXPB

APP2

APPR

New Budget Inquiry Pages

BQ29LV2 (Expense Budget)

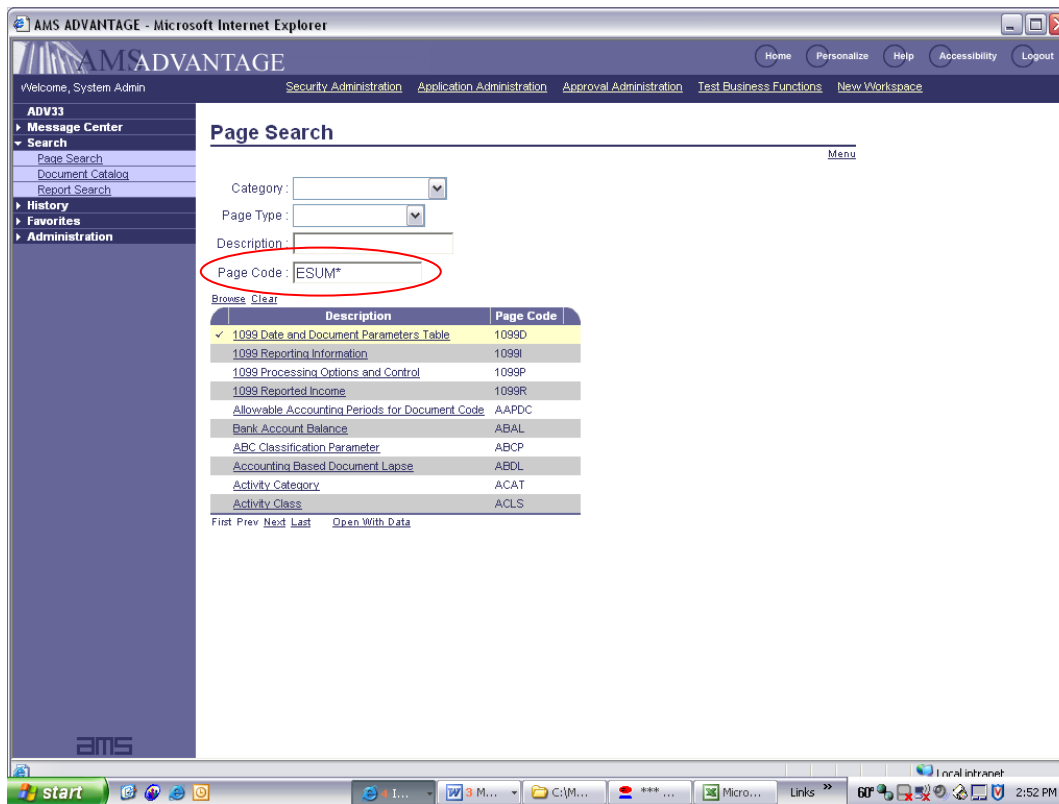
ESUM292 (Budget Structure 29 Level 2 ESUM)

BQ29LV1 (Appropriation Budget)

ESUM292
Budget Structure 29 Level 2 ESUM

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

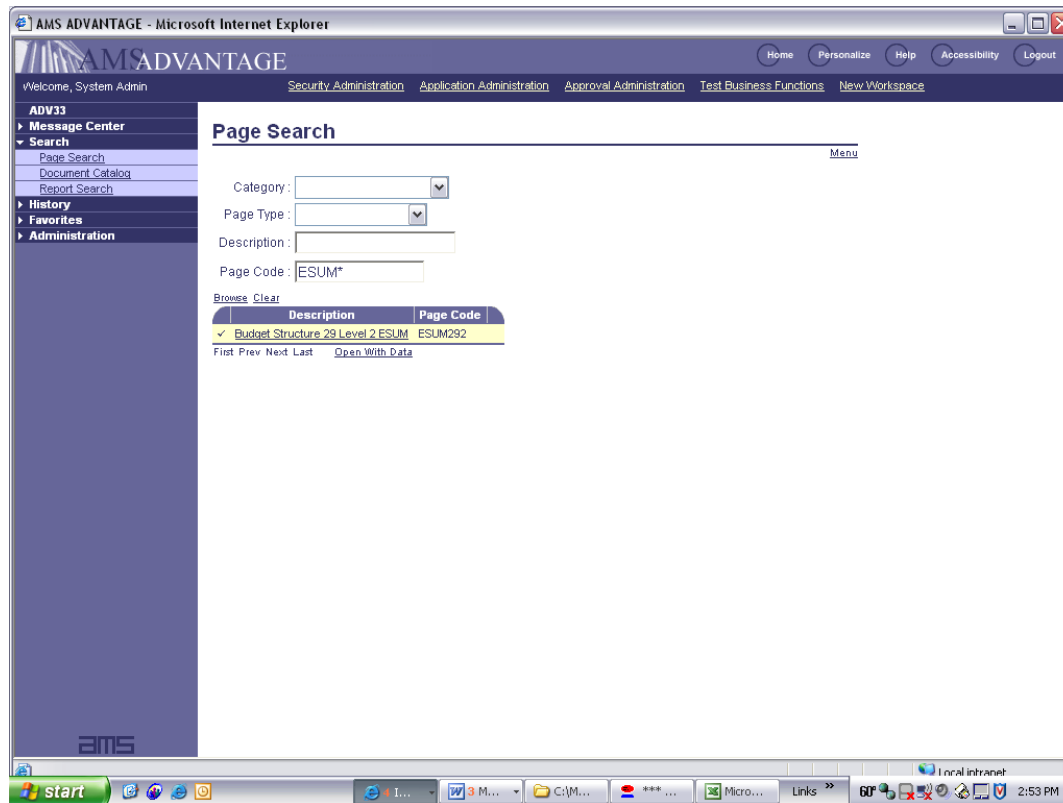


Notes

Browse for the ESUM292 (Budget Structure 29 Level 2 ESUM) table from within Page Search (located on the left navigation panel). The search can be accomplished by entering the table name (Description field) or the page code. Use of wildcards (*) can be utilized to help your search if you are not sure of the exact table name or page code. A wildcard before and after your search will bring back all tables with that fragment in the table name or page code.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292



Notes

The Page Search of ESUM* results in all tables starting with ESUM. In this case, there is only one table. Select the Budget Structure 29 Level 2 ESUM page by clicking on the hyperlink.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

The screenshot shows the AMS ADVANTAGE web application running in a Microsoft Internet Explorer browser. The browser's address bar displays 'AMS ADVANTAGE - Microsoft Internet Explorer'. The application's header includes a navigation menu with links: Home, Personalize, Help, Accessibility, and Logout. Below the header, a sub-menu lists: Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. The left sidebar contains a 'Message Center' with links to Page Search, Document Catalog, and Report Search, along with 'History', 'Favorites', and 'Administration' sections. The main content area is titled 'Expense Budget Summary' and features a 'Browse Clear' section with input fields for BFY, Fund, Department, Appr Unit, Unit, and Object, and a 'Detail' dropdown menu. Below these fields are two identical sets of tabs: 'BFY Fund Department Appr Unit Unit Object Current Budget Encumbered Actual Expenses Unobligated'. Each set includes 'First Prev Next Last' navigation links. The bottom of the browser window shows the Windows taskbar with the Start button and several open applications, including Internet Explorer, Word, and Excel. The system clock in the bottom right corner indicates the time is 2:56 PM.

Notes

The Expense Budget Summary page opens.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

The screenshot shows the AMS ADVANTAGE web application interface. The title bar indicates it is running in Microsoft Internet Explorer. The page header includes navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Welcome, System Admin, Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. The left sidebar contains a navigation menu with sections: ADV33, Message Center, Search (with sub-links: Page Search, Document Catalog, Report Search), History, Favorites, and Administration. The main content area is titled "Expense Budget Summary" and includes a "Menu Quick Search" link. A red circle highlights the input fields for the following parameters: BFY: 2004, Fund: 101, Department: 15, Appr Unit: (blank), Unit: 1000, and Object: (blank). Below these fields is a "Detail:" dropdown menu set to "Object". At the bottom of the form, there are two table headers. The first table header is: BFY Fund Department Appr Unit Unit Object Current Budget Encumbered Actual Expenses Unobligated. The second table header is identical. Below the headers are links for "First Prev Next Last" and a "Budget Inquiry Page" link. The Windows taskbar at the bottom shows the Start button, several icons, and the system clock displaying 10:05 AM.

Notes

To display information similar to the current ESUM or EXPB tables, parameters will need to be entered in the blank fields at the top of the page. In this screen print, the user would like to see all expense budgets for Budget Fiscal Year 2004, Fund 101, Department 15 and Unit 1000 by object code. To view the results of the query, click Browse.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Expense Budget Summary

Browse Clear

BFY: 2004

Fund: 101

Department: 15

Appr Unit:

Unit: 1000

Object:

Detail:

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15		1000		\$357,769,452.00	\$799,495.00	\$252,529.84	\$356,717,427.16

First Prev Next Last

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15		1000	1010	\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00
2004	101	15		1000	1200	\$3,150.00	\$0.00	\$0.00	\$3,150.00
2004	101	15		1000	1400	\$11,712.00	\$0.00	\$0.00	\$11,712.00
2004	101	15		1000	2400	\$100,000.00	\$0.00	\$0.00	\$100,000.00
2004	101	15		1000	3600	\$250,000,000.00	\$799,495.00	\$250,517.84	\$248,949,987.16
2004	101	15		1000	3700	\$100,000,000.00	\$0.00	\$0.00	\$100,000,000.00
2004	101	15		1000	4380	\$6,500,000.00	\$0.00	\$0.00	\$6,500,000.00

First Prev Next Last

Budget Inquiry Page

Notes

The result of the query is presented here. Notice that the first group shows a summary of the data specified in the blank fields. The second group shows a summary of the specified fields by the detail selected - object.

Although this example was used to illustrate displays similar to ESUM and EXPB in the current system, other queries can be requested. Simply type in the field codes you would like to examine and select the Detail level you would like to display. (An example of how to query an appropriation similar to APP2 or APPR follows.)

Use of wildcards (*) can be utilized to help your search if you are not sure of the exact code. A wildcard before and after your search will bring back all codes with that fragment in the code.

If your query results in multiple pages of data, click on the First, Previous (Prev), Next and Last hyperlinks directly under the detail data to view the additional data.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Expense Budget Summary

Browse Clear

BFY: 2004

Fund: 101

Department: 15

Appr Unit:

Unit:

Object:

Detail: Appropriation

BFY Fund Department Appr Unit Unit Object Current Budget Encumbered Actual Expenses Unobligated

First Prev Next Last

BFY Fund Department Appr Unit Unit Object Current Budget Encumbered Actual Expenses Unobligated

First Prev Next Last

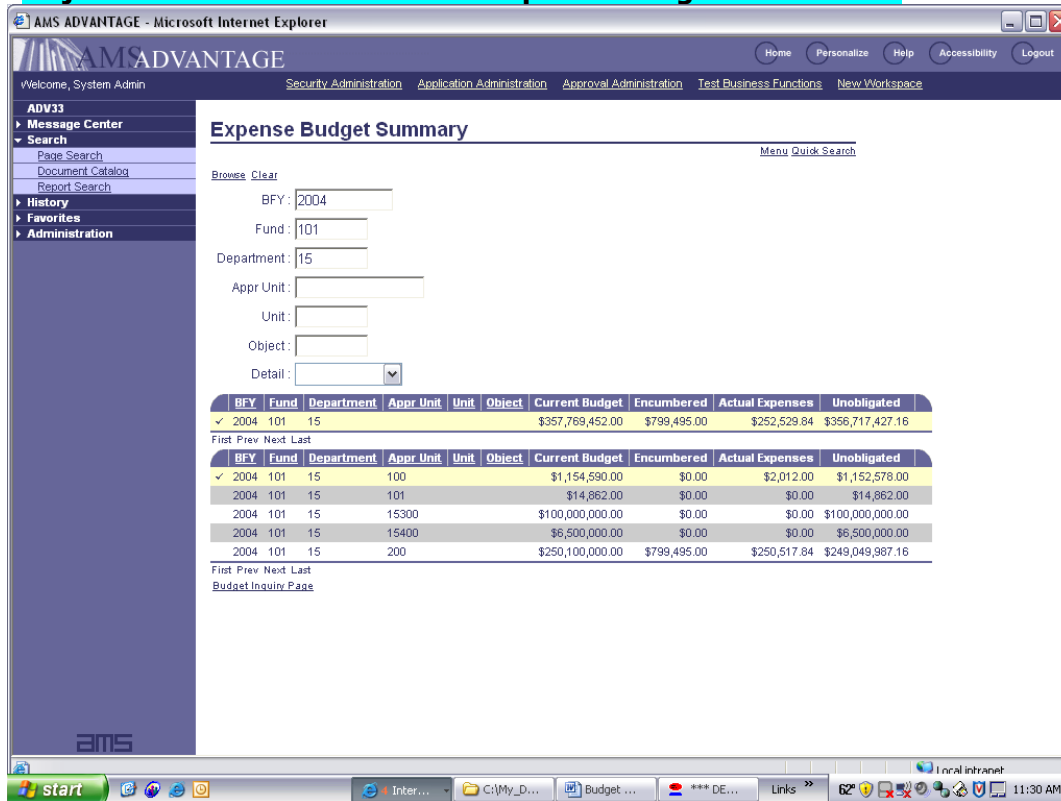
Budget Inquiry Page

Notes

To display information similar to the current APP2 or APPR tables, parameters will need to be entered in the blank fields at the top of the page. In this screen print, the user would like to see all budgets for Budget Fiscal Year 2004, Fund 101, and Department 15 by appropriation unit. To view the results of the query, click Browse.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292



AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Expense Budget Summary

Menu Quick Search

Browse Clear

BFY: 2004

Fund: 101

Department: 15

Appr Unit:

Unit:

Object:

Detail:

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15				\$357,769,452.00	\$799,495.00	\$252,529.84	\$356,717,427.16

First Prev Next Last

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15	100			\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00
2004	101	15	101			\$14,862.00	\$0.00	\$0.00	\$14,862.00
2004	101	15	15300			\$100,000,000.00	\$0.00	\$0.00	\$100,000,000.00
2004	101	15	15400			\$6,500,000.00	\$0.00	\$0.00	\$6,500,000.00
2004	101	15	200			\$250,100,000.00	\$799,495.00	\$250,517.84	\$249,049,987.16

First Prev Next Last

Budget Inquiry Page

Notes

The result of the query is presented here. Again, notice that the first group shows a summary of the data specified in the blank fields. The second group shows a summary of the specified fields by the detail selected - appropriation.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Expense Budget Summary

Menu Quick Search

Browse Clear

BFY: 2004

Fund: 101

Department: 15

Appr Unit:

Unit: 1000

Object:

Detail:

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15		1000		\$357,769,452.00	\$799,495.00	\$252,529.84	\$356,717,427.16
First Prev Next Last									
✓ 2004	101	15		1000	1010	\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00
2004	101	15		1000	1200	\$3,150.00	\$0.00	\$0.00	\$3,150.00
2004	101	15		1000	1400	\$11,712.00	\$0.00	\$0.00	\$11,712.00
2004	101	15		1000	2400	\$100,000.00	\$0.00	\$0.00	\$100,000.00
2004	101	15		1000	3600	\$250,000,000.00	\$799,495.00	\$250,517.84	\$248,949,987.16
2004	101	15		1000	3700	\$100,000,000.00	\$0.00	\$0.00	\$100,000,000.00
2004	101	15		1000	4380	\$6,500,000.00	\$0.00	\$0.00	\$6,500,000.00
First Prev Next Last									
Budget Inquiry Page									

Notes

The next couple screen prints illustrate how to obtain data similar to that currently found on EXP2. Continuing with the ESUM example from page 9, click on the Budget Inquiry Page hyperlink underneath the detail data. This will display more detailed information for the detailed data row that is checked.

To select another detailed row, click on the row with the mouse.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search Document Catalog Report Search

History

Favorites

Administration

Expense Budget

Menu Quick Search

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15	100	1000	1010	\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00

First Prev Next Last

▼ Budget Actuals

Pre-Encumbered: \$0.00 Uncommitted: \$1,152,578.00

Encumbered: \$0.00 Unobligated: \$1,152,578.00

Accrued Expenses: \$1,009.00 Actual Expenses: \$2,012.00

Cash Expenses: \$1,003.00

▼ Budgeted Amounts

Adopted: \$1,154,590.00 Current Budget: \$1,154,590.00

Carry Forward: \$0.00 Amendments: \$0.00

Allocated: \$0.00 Transfers: \$0.00

▼ General Information

BFY: 2004 Name: Net-Annual Regular

Fund: 101 Description:

Department: 15 Active: true

Appr Unit: 100

Unit: 1000

Object: 1010

Notes

The results of clicking the Budget Inquiry Page hyperlink are above. When the page first opens, only the Budget Actuals section is open. To expand or collapse the sections, click on the arrows to the left of the section names. Or, to expand or collapse all of the sections at once, click the arrows above the first section.

This page gives you all the information presently found on EXP2 that is not found on ESUM such as the pre-encumbered amount, adopted amount, appropriation unit, and status of the budget line.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Expense Budget

Menu Quick Search

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15	100	1000	1010	\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00

First Prev Next Last

Budget Actuals

Pre-Encumbered:	\$0.00	Uncommitted:	\$1,152,578.00
Encumbered:	\$0.00	Unobligated:	\$1,152,578.00
Accrued Expenses:	\$1,009.00	Actual Expenses:	\$2,012.00
Cash Expenses:	\$1,003.00		

Budgeted Amounts

Adopted:	\$1,154,590.00	Current Budget:	\$1,154,590.00
Carry Forward:	\$0.00	Amendments:	\$0.00
Allocated:	\$0.00	Transfers:	\$0.00

General Information

BFY:	2004	Name:	Net-Annual Regular
Fund:	101	Description:	
Department:	15	Active:	true
Appr Unit:	100		
Unit:	1000		
Object:	1010		

Notes

Notice that amount field names are underlined on the Budget Inquiry Page. Clicking on them will either provide Field Details or the Formula Definition.

Objective 1: Monitor and track expense budgets: ESUM292

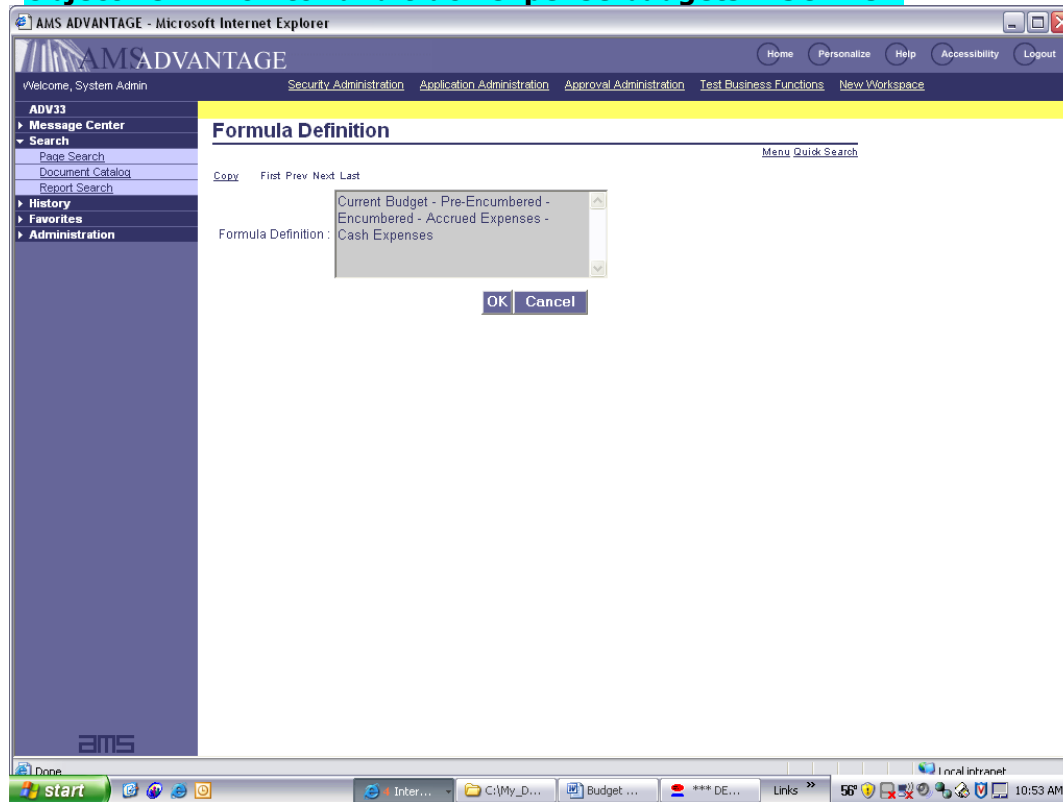
The screenshot shows the AMS ADVANTAGE web application running in Microsoft Internet Explorer. The page title is "AMS ADVANTAGE - Microsoft Internet Explorer". The application header includes "Welcome, System Admin" and navigation links: "Security Administration", "Application Administration", "Approval Administration", "Test Business Functions", and "New Workspace". A left sidebar contains a menu with "ADV33", "Message Center", "Search" (with sub-items: Page Search, Document Catalog, Report Search), "History", "Favorites", and "Administration". The main content area is titled "Field Details" and displays three input fields: "Pre-Encumbered" with a value of "\$0.00", "Pending Increases to Pre-Encumbered" with a value of "\$0.00", and "Pending Decreases to Pre-Encumbered" with a value of "\$0.00". Above these fields are "First", "Prev", "Next", and "Last" buttons, and a "Menu Quick Search" link. Below the fields are "OK" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Inter..., C:\My_D..., Budget..., *** DE...), and the system clock showing 10:59 AM on Dec 15, 2004.

Notes

For instance, the above screen shot illustrates what is displayed when the Pre-Encumbered field is selected. Since this field is not a calculation based on other fields, the Field Details displays what the current pre-encumbered amount is and what increases and decreases are pending approval. Increases and decreases pending approval include documents that have been created but have yet to be finalized. For example, User A enters a RQS document. Once User A is done with the document and submits it, the document requires User B's approval prior to becoming final. At the point User A submits the document it is said to be Pending.

To leave this screen and return to the Budget Inquiry Page, click the OK button.

Objective 1: Monitor and track expense budgets: ESUM292



Notes

The above screen shot illustrates what is displayed when the Uncommitted field is selected. Since this field is a formula based on other fields, the formula is presented.

To leave this screen and return to the Budget Inquiry Page, click on the OK button.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

The screenshot shows the AMS ADVANTAGE web application interface. The main content area is titled "Expense Budget". At the top, there is a table with columns: BFY, Fund, Department, Appr Unit, Unit, Object, Current Budget, Encumbered, Actual Expenses, and Unobligated. The table shows data for BFY 2004, Fund 101, Department 15, Appr Unit 100, Unit 1000, and Object 1010. Below the table, there are three sections: "Budget Actuals", "Budgeted Amounts", and "General Information".

Budget Actuals:

Field	Value
Pre-Encumbered	\$0.00
Encumbered	\$0.00
Accrued Expenses	\$1,009.00
Cash Expenses	\$1,003.00
Uncommitted	\$1,152,578.00
Unobligated	\$1,152,578.00
Actual Expenses	\$2,012.00

Budgeted Amounts:

Field	Value
Adopted	\$1,154,590.00
Current Budget	\$1,154,590.00
Carry Forward	\$0.00
Amendments	\$0.00
Allocated	\$0.00
Transfers	\$0.00

General Information:

Field	Value
BFY	2004
Fund	101
Department	15
Appr Unit	100
Unit	1000
Object	1010
Name	Net-Annual Regular
Description	
Active	true

Red circles highlight magnifying glass icons next to the following fields: Uncommitted, Unobligated, Actual Expenses, Adopted, Current Budget, Amendments, and Transfers.

Notes

To display a list of documents that constitute a particular amount field, click on the magnifying glass to the right of the field.

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Detailed Transaction Listing

Menu Quick Search

Doc Code	Doc Dept	Doc ID	Document Identifier
✓ AD	15	AUTO0519040000000001	AD 15 AUTO0519040000000001
AD	15	AUTO0519040000000002	AD 15 AUTO0519040000000002
GAX	15	05130400000000000004	GAX 15 05130400000000000004
GAX	15	05180400000000000001	GAX 15 05180400000000000001
GAX	15	05180400000000000002	GAX 15 05180400000000000002
GAX	15	05180400000000000003	GAX 15 05180400000000000003
GAX	15	06090400000000000001	GAX 15 06090400000000000001
GAX	15	06090400000000000002	GAX 15 06090400000000000002
GAX	15	06090400000000000003	GAX 15 06090400000000000003
GAX	15	06100400000000000001	GAX 15 06100400000000000001
GAX	15	40	GAX 15 40
GAX	15	55	GAX 15 55
GAX	15	56	GAX 15 56
GAX	15	57	GAX 15 57

First Prev Next Last

Search

Doc Code: AD

Doc Dept: 15

Doc ID: AUTO0519040000000001

Accrued Expenses (\$1,000.00)

OK Cancel

Notes

In this example, the magnifying glass next to the Accrued Expenses field was selected. As a result, the Detailed Transaction Listing pertaining to this field is displayed. This is similar to the current EXPD table.

The row that is checked off at the top of the page is the record for which more detailed information is displayed below. To select another record, simply click on the row with the mouse.

Notice that the Document Identifier is underlined.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

AD - 15 - AUTO0519040000000001 - 1 - New - Final

Document View

Header

General Info

Consolidation Object

Payee

Cancellation

Additional Amounts

Document Information

Vendor

Accounting

Posting

Document History

Document Reference

Future Triggering

General Info

Document Name :

Record Date : 5/19/04

Budget FY : 2004

Fiscal Year : 2004

Period : 5

Bank Account : 01

Check/EFT Number : 0000000000000000

Routing ID Number :

Transit Routing Number :

Check/EFT Amount : \$1,000.00

Cleared Date :

Check/EFT Issue Date : 5/19/04

Disbursement Category :

Internal Reconciliation : N/A

Run ID : 16

Consolidation Object

Payee

Cancellation

Additional Amounts

Document Information

Top

Edit Print Copy Forward Close

Menu

Notes

Clicking on the Document Identifier hyperlink will open the document in the Document Catalog.

From here the document may be viewed in its entirety. In addition, all the features of the Document Catalog are available such as Document History, Document Reference, copying the document, etc.

To exit the document and return to the Detailed Transaction Listing, click on the close button on the bottom right-hand side of the page.

To exit the Detailed Transaction Listing and return to the Budget Inquiry Page, click on OK.

To exit the Budget Inquiry Page and return to the ESUM292 Page, click OK again.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: ESUM292

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Financial 3.4 - Prototyping

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Expense Budget Summary

Browse Clear

BFY: 9999

Fund: 263

Department: 11

Appr Unit: T169

Unit: 169*

Object:

Detail:

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	263	11	T169	1693		\$114,500.00	\$0.00	\$0.00	\$114,500.00

First Prev Next Last

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	263	11	T169	1693	1010	\$100,000.00	\$0.00	\$0.00	\$100,000.00
9999	263	11	T169	1693	1200	\$12,000.00	\$0.00	\$0.00	\$12,000.00
9999	263	11	T169	1693	3600	\$2,500.00	\$0.00	\$0.00	\$2,500.00

First Prev Next Last

Budget Inquiry Page

Notes

Up until this point, all the screen prints were for General Fund accounts. The screens and functionality are the same for grants. However, there are a few changes in coding between Advantage Financial 2.2 and Advantage Financial 3.4.

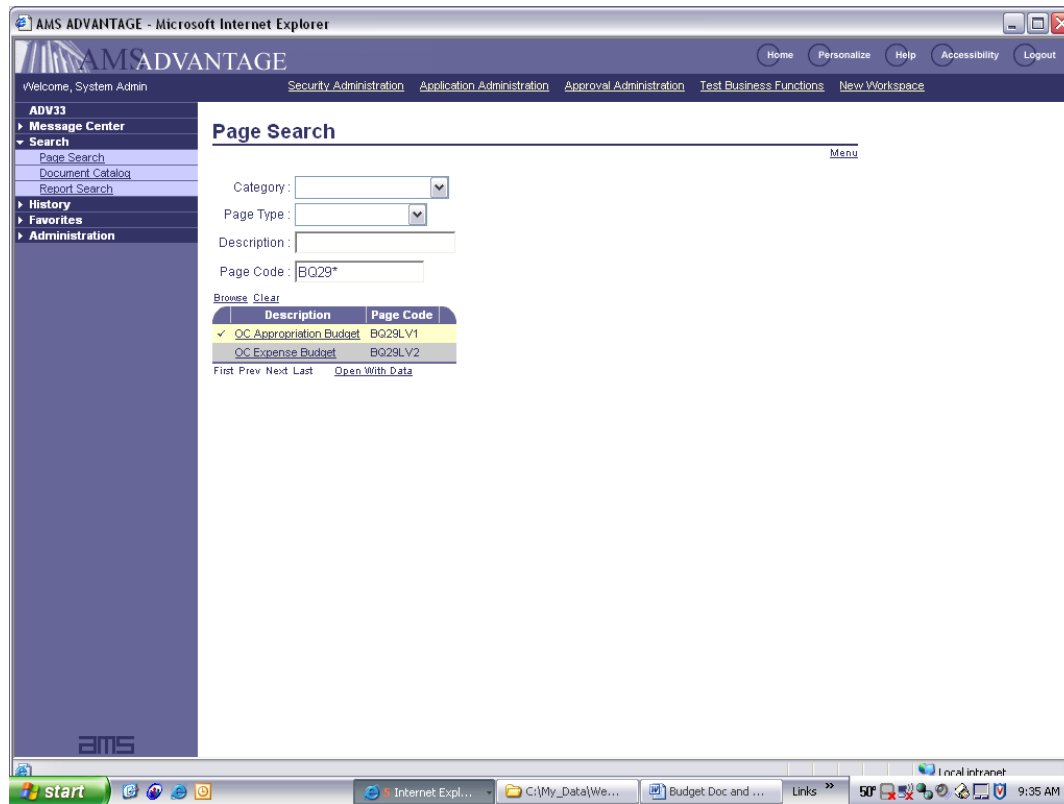
In the current system, grants use fiscal year, MY or MYMY depending on the entry screen. In the new system, the Budget Fiscal Year on the ESUM292 page needs to be entered as 9999.

The Appropriation Unit for grants now starts with a “T” (i.e. T169).

The Unit starts with the last three characters of the Appropriation Unit followed by a character that represents the year of the grant. Grant years prior to year 2000 will use the last digit of the year. For example, the Unit associated with T169 for a grant year of 1993 would be 1693. Grant years beginning with year 2000 will use an alpha character for the last character of the Unit. For example, the Unit associated with T169 for a grant year of 2003 would be 169D.

BQ29LV1
Budget Structure 29 Level 1
Appropriation Budget

Objective 1: Monitor and track expense budgets: BQ29LV1



Notes

In addition to ESUM292, BQ29LV1 allows you to look at appropriation budgets similar to APPR or APP2. To open this page type BQ29LV1 in the Page Code field of the Page Search page and click Browse. Then click the hyperlink.

In this screen shot, BQ29* was entered in the Page Code field to return all pages that start with BQ29. The result is BQ29LV1 and BQ29LV2. BQ29LV1 is for appropriation budgets while BQ29LV2 is for expense budgets.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: BQ29LV1

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Appropriation Budget

Menu Quick Search

BFY	Fund	Department	Appr Unit	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2003	263	65	T686-2003	\$843,557.00	\$0.00	\$0.00	\$843,557.00
2004	101	10	10200	\$500.00	\$0.00	\$0.00	\$500.00
2004	101	13	300	\$10,085.00	\$173.00	\$527.00	\$9,385.00
2004	101	13	599	\$207,857.00	\$1,770.00	\$3,246.00	\$202,841.00
2004	101	13	TEST	\$1,000.00	\$50.00	\$0.00	\$950.00
2004	101	13	VETTE	\$100.00	\$0.00	\$0.00	\$100.00
2004	101	15	100	\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00
2004	101	15	101	\$14,862.00	\$0.00	\$0.00	\$14,862.00

First Prev Next Last

Search

Budget Actuals

Pre-Encumbered :	\$0.00	Uncommitted :	\$843,557.00
Encumbered :	\$0.00	Unobligated :	\$843,557.00
Accrued Expenses :	\$0.00	Actual Expenses :	\$0.00
Cash Expenses :	\$0.00		

Budgeted Amounts

Linked Revenues

General Information

Top

Modified Budget Line Controls Expense Budgets

Notes

Notice that this page opens populated. It provides a list of all appropriation budgets by budget fiscal year, fund and department. If the record you are looking for does not appear on the first screen, use the navigation buttons First, Prev (Previous), Next and Last.

Alternately, you can use the Search feature.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: BQ29LV1

The screenshot shows the AMS ADVANTAGE web application interface. The main content area is titled "Appropriation Budget". A search window is open, displaying a table of budget data and a summary section.

BFY	Fund	Department	Appr Unit	Current Budget	Encumbered	Actual Expenses	Unobligated
2003	263	85	T686-2003	\$843,557.00	\$0.00	\$0.00	\$843,557.00
				\$500.00	\$0.00	\$0.00	\$500.00
				,085.00	\$173.00	\$527.00	\$9,385.00
				,857.00	\$1,770.00	\$3,246.00	\$202,841.00
				,000.00	\$50.00	\$0.00	\$950.00
				\$100.00	\$0.00	\$0.00	\$100.00
				,590.00	\$0.00	\$2,012.00	\$1,152,578.00
				,862.00	\$0.00	\$0.00	\$14,862.00

Search - Microsoft Intern...

BFY: 2004
Fund: 101
Department: 15
Appr Unit:
Ok Clear Cancel

Budget Review

Pre-Encumbered: \$0.00 Uncommitted: \$843,557.00
Encumbered: \$0.00 Unobligated: \$843,557.00
Accrued Expenses: \$0.00 Actual Expenses: \$0.00
Cash Expenses: \$0.00

Budgeted Amounts
Linked Revenues
General Information

Top
Modified Budget Line Controls Expense Budgets

Notes

Clicking the Search hyperlink opens the Search window. Type in the parameters you are looking for. You may use wildcards (*). Then click OK.

In this example, all appropriation units assigned to Budget Fiscal Year 2004, Fund 101 and Department 15 are requested.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: BQ29LV1

The screenshot shows the AMS ADVANTAGE web application interface. The left sidebar contains navigation links: Message Center, Search, History, Favorites, and Administration. The main content area is titled 'Appropriation Budget' and features a table with columns: BEY, Fund, Department, Appr Unit, Current Budget, Encumbered, Actual Expenses, and Unobligated. The first row is highlighted and checked. Below the table, there is a 'Budget Actuals' section with fields for Pre-Encumbered, Encumbered, Accrued Expenses, Cash Expenses, Uncommitted, and Actual Expenses. At the bottom, there are links for 'Top', 'Modified Budget Line Controls', and 'Expense Budgets' (which is circled in red).

BEY	Fund	Department	Appr Unit	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15	100	\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00
2004	101	15	101	\$14,862.00	\$0.00	\$0.00	\$14,862.00
2004	101	15	15300	\$100,000,000.00	\$0.00	\$0.00	\$100,000,000.00
2004	101	15	15400	\$6,500,000.00	\$0.00	\$0.00	\$6,500,000.00
2004	101	15	200	\$250,100,000.00	\$799,495.00	\$250,517.84	\$249,049,987.16

First Prev Next Last

Search

▼ Budget Actuals

Pre-Encumbered: \$0.00 Uncommitted: \$1,152,578.00

Encumbered: \$0.00 Unobligated: \$1,152,578.00

Accrued Expenses: \$1,009.00 Actual Expenses: \$2,012.00

Cash Expenses: \$1,003.00

► Budgeted Amounts

► Linked Revenues

► General Information

[Top](#)

[Modified Budget Line Controls](#) [Expense Budgets](#)

Notes

Note that the results here are similar to those found when using ESUM292 when querying by appropriation unit (see page 11).

The row highlighted and checked at the top of the page is the row for which more detailed information is displayed below.

The page operates like ESUM292. The underlined amount fields, when selected, will provide the Field Details or Formula Definitions as found on page 14 and 15. Clicking on the magnifying glass will provide a list of documents that make up the field amount. From there, the documents can be opened. Sections may be expanded or collapsed by using the arrows next to the section names.

Next, click the Expense Budgets hyperlink at the bottom of the screen. (The Modified Budget Line Controls is not used by the County.)

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: BQ29LV1

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Expense Budget

Menu Quick Search

BEY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15	100	1000	1010	\$1,154,590.00	\$0.00	\$2,012.00	\$1,152,578.00

First Prev Next Last

Search

Budget Actuals

Pre-Encumbered : \$0.00 Uncommitted : \$1,152,578.00

Encumbered : \$0.00 Unobligated : \$1,152,578.00

Accrued Expenses : \$1,009.00 Actual Expenses : \$2,012.00

Cash Expenses : \$1,003.00

Budgeted Amounts

Linked Revenues

General Information

Top

Modified Budget Line Controls Appropriation Budget Linked Revenues

Notes

Clicking the Expense Budgets hyperlink displays all object level budgets assigned to the selected appropriation unit. In this case, only one object code is assigned to appropriation unit 100 for Budget Fiscal Year 2004, Fund 101 and Department 15.

The first row is automatically selected. The selected row is the data for which more information is provided below. Notice that the screen has the same features as ESUM292.

To return to the Appropriation Budget click the hyperlink at the bottom of the page. (Linked Revenues are not used by the County.)

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: BQ29LV1

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Financial 3.4 - Prototyping

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Appropriation Budget

BFY	Fund	Department	Appr Unit	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	263	11	T169	\$114,500.00	\$0.00	\$0.00	\$114,500.00

First Prev Next Last

Search

Budget Actuals

Pre-Encumbered: \$0.00 Uncommitted: \$114,500.00

Encumbered: \$0.00 Unobligated: \$114,500.00

Accrued Expenses: \$0.00 Actual Expenses: \$0.00

Cash Expenses: \$0.00

Budgeted Amounts

Adopted: \$114,500.00 Current Budget: \$114,500.00

Carry Forward: \$0.00 Amendments: \$0.00

Allocated: \$0.00 Transfers: \$0.00

Linked Revenues

Link Collected Earned Revenue: \$0.00

General Information

BFY: 9999 Name: CFDA Number

Fund: 263 Description: CFDA Number - 2nd optio

Department: 11 Active: ☒

Notes

All the screen prints pertaining BQ29LV1 were for General Fund accounts. The screens and functionality are the same for grants. However, as mentioned earlier, there are a few changes in coding between Advantage Financial 2.2 and Advantage Financial 3.4.

In the current system, grants use fiscal year, MY or MYMY depending on the entry screen. In the new system, the Budget Fiscal Year on the ESUM292 page needs to be entered as 9999.

The Appropriation Unit for grants now starts with a “T” (i.e. T169).

The Unit starts with the last three characters of the Appropriation Unit followed by a character that represents the year of the grant. Grant years prior to year 2000 will use the last digit of the year. For example, the Unit associated with T169 for a grant year of 1993 would be 1693. Grant years beginning with year 2000 will use an alpha character for the last character of the Unit. For example, the Unit associated with T169 for a grant year of 2003 would be 169D.

BQ29LV2
Budget Structure 29 Level 2
Expense Budget

Objective 1: Monitor and track expense budgets: BQ29LV2

The screenshot shows the AMS ADVANTAGE web application interface. The left sidebar contains a navigation menu with options: Message Center, Search (selected), History, Favorites, and Administration. The Search section is expanded, showing sub-options: Page Search, Document Catalog, and Report Search. The main content area is titled 'Page Search' and includes a search form with fields for Category, Page Type, Description, and Page Code. The Page Code field contains 'BQ29*'. Below the search form is a table with two columns: Description and Page Code. The table lists two results: 'QC Appropriation Budget' with Page Code 'BQ29LV1' and 'QC Expense Budget' with Page Code 'BQ29LV2'. The 'QC Expense Budget' row is highlighted. At the bottom of the table are links for 'First', 'Prev', 'Next', 'Last', and 'Open With Data'.

Description	Page Code
QC Appropriation Budget	BQ29LV1
QC Expense Budget	BQ29LV2

Notes

In addition to ESUM292, BQ29LV2 allows you to look at expense budgets similar to EXP2 and EXPD. To open this page type BQ29LV2 in the Page Code field of the Page Search page and click Browse. Then click the hyperlink.

In this screen shot, BQ29* was entered in the Page Code field to return all pages that start with BQ29. The result is BQ29LV1 and BQ29LV2.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 1: Monitor and track expense budgets: BQ29LV2

The screenshot shows the AMS ADVANTAGE web application interface. The left sidebar contains navigation links: Message Center, Search, History, Favorites, and Administration. The main content area is titled "Expense Budget" and features a table with the following columns: BEY, Fund, Department, Appr Unit, Unit, Object, Current Budget, Encumbered, Actual Expenses, and Unobligated. The table lists several budget entries for fiscal years 2003 and 2004. Below the table, there are sections for "Budget Actuals" and "Budgeted Amounts".

BEY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
2003	263	85	T686-2003	2000	1010	\$605,834.00	\$0.00	\$0.00	\$605,834.00
2003	263	85	T686-2003	2000	1540	\$0.00	\$0.00	\$0.00	\$0.00
2003	263	85	T686-2003	2000	1650	\$0.00	\$0.00	\$0.00	\$0.00
2003	263	85	T686-2003	2000	1651	\$47,423.00	\$0.00	\$0.00	\$47,423.00
2003	263	85	T686-2003	2000	1680	\$139,000.00	\$0.00	\$0.00	\$139,000.00
2003	263	85	T686-2003	2000	3010	\$1,300.00	\$0.00	\$0.00	\$1,300.00
2003	263	85	T686-2003	2000	3070	\$50,000.00	\$0.00	\$0.00	\$50,000.00
2004	101	10	10200	1000	1010	\$500.00	\$0.00	\$0.00	\$500.00

Below the table, the "Budget Actuals" section shows summary statistics:

Category	Value
Pre-Encumbered	\$0.00
Encumbered	\$0.00
Accrued Expenses	\$0.00
Cash Expenses	\$0.00
Uncommitted	\$605,834.00
Unobligated	\$605,834.00
Actual Expenses	\$0.00

Notes

Notice that this page opens populated. It provides a list of all expense budgets by budget fiscal year, fund and department and appropriation unit. If the record you are looking for does not appear on the first screen, use the navigation buttons First, Prev (Previous), Next and Last. Alternately, you can use the Search feature.

This page is organized like the BQ29LV1 page. Features pertaining to that page apply here. As with BQ29LV1, grants can also be accessed on this page.

Objective 2
Monitor and track revenue budgets

Objective 2: Monitor and track revenue budgets

Current Budget Inquiry Tables

RSUM

REV2

New Budget Inquiry Pages

RSUM301 (Budget Structure 30 Level 1 RSUM)

BQ30LV1 (Revenue Budget)

RSUM301
Budget Structure 30 Level 1 RSUM

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Page Search

Category:

Page Type:

Description:

Page Code:

Browse Clear

Description	Page Code
✓ 1099 Date and Document Parameters Table	1099D
1099 Reporting Information	1099I
1099 Processing Options and Control	1099P
1099 Reported Income	1099R
Allowable Accounting Periods for Document Code	AAPDC
Bank Account Balance	ABAL
ABC Classification Parameter	ABCP
Accounting Based Document Lapse	ABDL
Activity Category	ACAT
Activity Class	ACLS

First Prev Next Last Open With Data

Notes

Browse for the RSUM301 (Budget Structure 30 Level 1 RSUM) table from within Page Search (located on the left navigation panel). The search can be accomplished by entering the table name (Description field) or the page code. Use of wildcards (*) can be utilized to help your search if you are not sure of the exact table name or page code. A wildcard before and after your search will bring back all tables with that fragment in the table name or page code.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

The screenshot shows the AMS ADVANTAGE web application interface. The left sidebar contains a navigation menu with the following items: ADV33, Message Center, Search (expanded), History, Favorites, and Administration. The Search menu is expanded, showing sub-items: Page Search, Document Catalog, and Report Search. The main content area is titled "Page Search" and contains search filters: Category (dropdown), Page Type (dropdown), Description (text input), and Page Code (text input with "RSUM*" entered). Below the filters are "Browse" and "Clear" buttons. A table displays the search results:

	Description	Page Code
✓	Budget Structure 30 Level 1 RSUM	RSUM301

At the bottom of the table, there are navigation links: "First", "Prev", "Next", "Last", and "Open With Data". The browser window title is "AMS ADVANTAGE - Microsoft Internet Explorer". The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "1:26 PM".

Notes

The Page Search of RSUM* results in all tables starting with RSUM. In this case, there is only one table. Select the Budget Structure 30 Level 1 RSUM table by clicking on the hyperlink.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

The screenshot displays the AMS ADVANTAGE web application interface within a Microsoft Internet Explorer browser window. The page title is "Revenue Budget Summary". On the left, a navigation menu includes "ADV33", "Message Center", "Search" (with sub-links for Page Search, Document Catalog, and Report Search), "History", "Favorites", and "Administration". The main content area features a "Browse Clear" link and input fields for "BFY:", "Fund:", "Department:", "Unit:", "Revenue:", and a "Detail:" dropdown menu. Below these fields are two identical table headers, each with columns: "BFY", "Fund", "Department", "Unit", "Revenue", "Current Budget", "Total Revenue", and "Unrecognized". Each header is followed by navigation links: "First", "Prev", "Next", and "Last". The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (Inter..., C:\My_D..., Budget..., Expense..., Links), and a system tray displaying the date and time as 1:27 PM.

Notes

The Revenue Budget Summary page opens.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Revenue Budget Summary

Browse Clear

BFY: 2004

Fund: 101

Department: 15

Unit: 1000

Revenue:

Detail: Revenue Source

BFY Fund Department Unit Revenue Current Budget Total Revenue Unrecognized

First Prev Next Last

BFY Fund Department Unit Revenue Current Budget Total Revenue Unrecognized

First Prev Next Last

Budget Inquiry Page

Notes

To display information similar to the current RSUM table, parameters will need to be entered in the blank fields at the top of the page. In this screen print, the user would like to see all revenue budgets for Budget Fiscal Year 2004, Fund 101, Department 15 and Unit 1000 by Revenue Source. To view the results of the query, click Browse.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Revenue Budget Summary

Browse Clear

BFY: 2004

Fund: 101

Department: 15

Unit: 1000

Revenue:

Detail:

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2004	101	15	1000		\$100,000.00	\$0.00	\$100,000.00

First Prev Next Last

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2004	101	15	1000	9522	\$100,000.00	\$0.00	\$100,000.00

First Prev Next Last

Budget Inquiry Page

Notes

The result of the query is presented here and is very similar to the query results for the Expense Budget Summary. Notice that the first group shows a summary of the data specified in the blank fields. The second group shows a summary of the specified fields by the detail selected – revenue source.

Although this example was used to illustrate displays similar to RSUM in the current system, other queries can be requested. Simply type in the field codes you would like to examine and select the Detail level you would like to display.

Use of wildcards (*) can be utilized to help your search if you are not sure of the exact code. A wildcard before and after your search will bring back all codes with that fragment in the code.

If your query results in multiple pages of data, click on the First, Previous (Prev), Next and Last hyperlinks directly under the detail data to view the additional data.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Revenue Budget Summary

Menu Quick Search

Browse Clear

BFY: 2004

Fund: 101

Department: 15

Unit: 1000

Revenue:

Detail:

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2004	101	15	1000		\$100,000.00	\$0.00	\$100,000.00
First Prev Next Last							
✓ 2004	101	15	1000	9522	\$100,000.00	\$0.00	\$100,000.00
First Prev Next Last							

[Budget Inquiry Page](#)

Notes

Similar to the Expense Budget Summary, additional information pertaining to an individual detail line can be obtained. This information is similar to the current REV2 table. Select the detail line for which you want additional information and click on the Budget Inquiry Page hyperlink.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Revenue Budget

Menu Quick Search

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2004	101	15	1000	9522	\$100,000.00	\$0.00	\$100,000.00

First Prev Next Last

▼ Budget Actuals

Billed Earned Revenue: \$0.00 Total Revenue: \$0.00

Unbilled Earned Revenue: \$0.00 Unrecognized: \$100,000.00

Collected Earned Revenue: \$0.00

▼ Budgeted Amounts

Adopted: \$100,000.00 Current Budget: \$100,000.00

Carry Forward: \$0.00 Amendments: \$0.00

Allocated: \$0.00 Transfers: \$0.00

▼ General Information

BFY: 2004 Name: INTEREST AND INVESTM

Fund: 101 Description:

Department: 15 Active: true

Unit: 1000

Revenue: 9522

Top

AMS

Local intranet

start

C:\M... Bud... Exp... ***... Links 67° 1:44 PM

Notes

The results of clicking the Budget Inquiry Page hyperlink are above. When the page first opens, only the Budget Actuals section is open. To open or collapse the sections, click on the arrows to the left of the section names. Or, to open or collapse all of the sections at once, click the arrows above the first section.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Revenue Budget

Menu Quick Search

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2004	101	15	1000	9522	\$100,000.00	\$0.00	\$100,000.00

First Prev Next Last

Budget Actuals

Billed Earned Revenue: \$0.00

Unbilled Earned Revenue: \$0.00

Collected Earned Revenue: \$0.00

Total Revenue: \$0.00

Unrecognized: \$100,000.00

Budgeted Amounts

Adopted: \$100,000.00

Carry Forward: \$0.00

Allocated: \$0.00

Current Budget: \$100,000.00

Amendments: \$0.00

Transfers: \$0.00

General Information

BFY: 2004 Name: INTEREST AND INVESTMENT

Fund: 101 Description:

Department: 15 Active: true

Unit: 1000

Revenue: 9522

Top

AMS

Local intranet

start

C:\M... Bud... Exp... ***... Links

67° 1:44 PM

Notes

Notice that amount field names are underlined on the Budget Inquiry Page. Clicking on them will either provide Field Details or the Formula Definition.

Since this works the same way as the Expense Budget, there are no screen prints for Field Details or Formula Definitions provided. Please see pages 15 and 16 for details.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Revenue Budget

Menu Quick Search

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2004	101	15	1000	9522	\$100,000.00	\$0.00	\$100,000.00

First Prev Next Last

Budget Actuals

Billed Earned Revenue : \$0.00

Unbilled Earned Revenue : \$0.00

Collected Earned Revenue : \$0.00

Total Revenue : \$0.00

Unrecognized : \$100,000.00

Budgeted Amounts

Adopted : \$100,000.00

Carry Forward : \$0.00

Allocated : \$0.00

Current Budget : \$100,000.00

Amendments : \$0.00

Transfers : \$0.00

General Information

BFY : 2004

Fund : 101

Department : 15

Unit : 1000

Revenue : 9522

Name : INTEREST AND INVESTM

Description :

Active : true

Top

AMS

Local intranet

start

67°

1:44 PM

Notes

To display a list of documents that constitute a particular amount field, click on the magnifying glass to the right of the field.

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

ADV33

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Detailed Transaction Listing

Menu Quick Search

Doc Code	Doc Dept	Doc ID	Document Identifier
✓ BGRV	15	001001	<u>BGRV.15.001001</u>

First Prev Next Last

Search

Doc Code: BGRV

Doc Dept: 15

Doc ID: 001001

Adopted \$100,000.00

OK Cancel

Notes

In this example, the magnifying glass next to the Adopted Budget field was selected. As a result, the Detailed Transaction Listing pertaining to this field is displayed.

The row that is checked off at the top of the page is the record for which more detailed information is displayed below. To select another record, simply click on the row with the mouse.

Notice that the Document Identifier is underlined.

Objective 2: Monitor and track revenue budgets: RSUM301

The screenshot displays the AMS ADVANTAGE web application interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. Below this, a secondary navigation bar lists various administrative functions: Welcome, System Admin, Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. The main content area is titled 'BGRV - 15 - 001001 - 1 - New - Final' and features a left-hand menu with options: Document View (selected), Revenue Budget, Revenue Budget Controls, Document History, Document Reference, and Future Triggering. The central pane shows the 'Header' section with fields for Transaction Date (8/2/04), Budget FY (2004), Fiscal Year, Period, Start Date (1/1/04), and End Date (12/31/04). It also lists creation and modification details: Created By: dpk1, Created On: 8/17/04, Modified By: dpk1, and Modified On: 8/17/04. At the bottom of the main content area, there are buttons for Edit, Print, Copy Forward, and Close. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock indicating 1:57 PM on Dec 15, 2004.

Notes

Clicking on the Document Identifier hyperlink will open the document in the Document Catalog.

From here the document may be viewed in its entirety. In addition, all the features of the Document Catalog are available such as Document History, Document Reference, copying the document, etc.

To exit the document and return to the Detailed Transaction Listing, click on the close button on the bottom right-hand side of the page.

To exit the Detailed Transaction Listing and return to the Budget Inquiry Page, click on OK.

To exist the Budget Inquiry Page and return to the RSUM301 Page, click OK again.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: RSUM301

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Financial 3.4 - Prototyping

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Revenue Budget Summary

Browse Clear

BFY: 9999

Fund: 263

Department: 11

Unit:

Revenue:

Detail:

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 9999	263	11			\$350,000.00	\$0.00	\$350,000.00

First Prev Next Last

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 9999	263	11	9835		\$200,000.00	\$0.00	\$200,000.00
9999	263	11	9858		\$100,000.00	\$0.00	\$100,000.00
9999	263	11	9866		\$50,000.00	\$0.00	\$50,000.00

First Prev Next Last

Budget Inquiry Page

Notes

The RSUM301 page can also be used to look up grant revenue budgets. Just as with expense budgets, the budget fiscal year must be entered as 9999. Then proceed with the fund, department, unit and so forth.

BQ30LV1
Budget Structure 30 Level 1
Revenue Budget

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: BQ30LV1

The screenshot shows the AMS ADVANTAGE web application interface. The left sidebar contains a navigation menu with options: Message Center, Search, History, Favorites, and Administration. The main content area is titled 'Page Search' and includes search filters for Category, Page Type, Description, and Page Code. The search results table displays the following data:

	Description	Page Code
✓	QC Revenue Budget	BQ30LV1

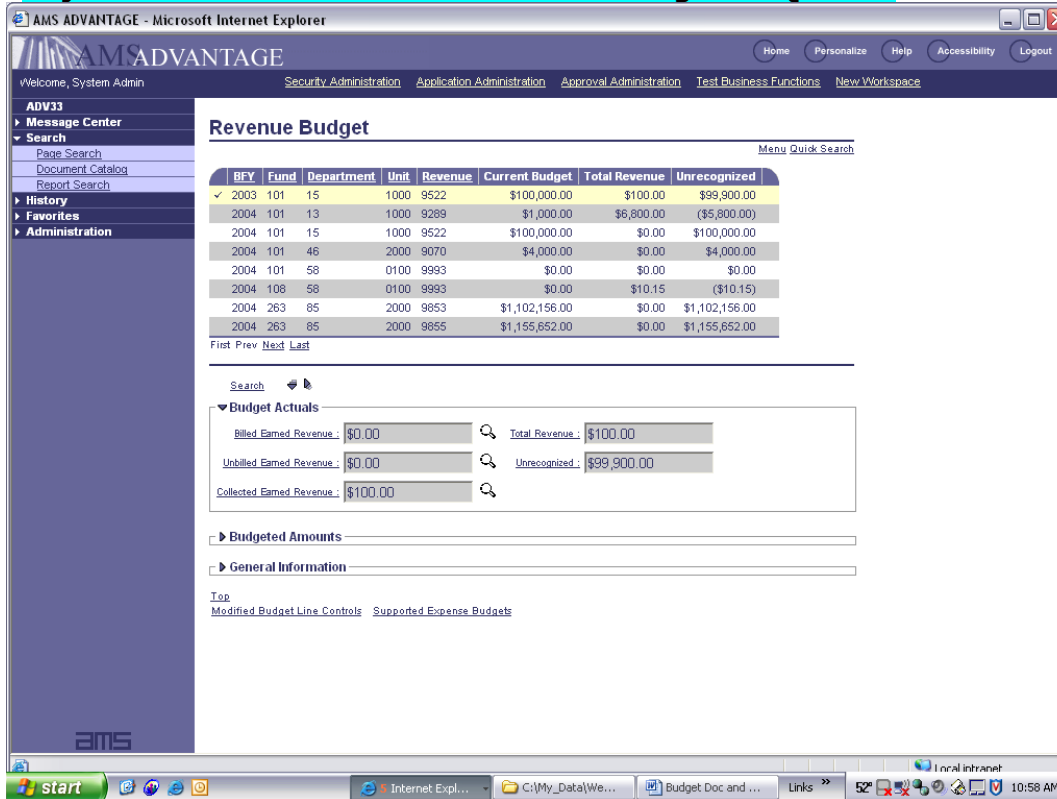
Below the table, there are navigation links: First, Prev, Next, Last, and a hyperlink 'Open With Data'.

Notes

Search for BQ30VL1 in the Page Search screen. Then click on the hyperlink to open the page.

Westchester County User Guide – General Fund and Grant Budget Inquiries

Objective 2: Monitor and track revenue budgets: BQ30LV1



The screenshot shows the AMS ADVANTAGE web application interface. The main content area displays the "Revenue Budget" page. The page includes a table with the following columns: BIFY, Fund, Department, Unit, Revenue, Current Budget, Total Revenue, and Unrecognized. The table lists several budget entries for the years 2003 and 2004, including details for Fund 101, Department 15, and various revenue sources. Below the table, there are sections for "Budget Actuals" and "Budgeted Amounts". The "Budget Actuals" section shows fields for Billed Earned Revenue, Unbilled Earned Revenue, Collected Earned Revenue, Total Revenue, and Unrecognized. The "Budgeted Amounts" section shows fields for Budgeted Amounts and General Information. The page also includes a search bar and a "Top" link.

BIFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
2003	101	15	1000	9522	\$100,000.00	\$100.00	\$99,900.00
2004	101	13	1000	9289	\$1,000.00	\$6,800.00	(\$5,800.00)
2004	101	15	1000	9522	\$100,000.00	\$0.00	\$100,000.00
2004	101	46	2000	9070	\$4,000.00	\$0.00	\$4,000.00
2004	101	58	0100	9993	\$0.00	\$0.00	\$0.00
2004	108	58	0100	9993	\$0.00	\$10.15	(\$10.15)
2004	263	85	2000	9853	\$1,102,156.00	\$0.00	\$1,102,156.00
2004	263	85	2000	9855	\$1,155,652.00	\$0.00	\$1,155,652.00

First Prev Next Last

Search

Budget Actuals

Billed Earned Revenue: \$0.00 Total Revenue: \$100.00

Unbilled Earned Revenue: \$0.00 Unrecognized: \$99,900.00

Collected Earned Revenue: \$100.00

Budgeted Amounts

General Information

Top

Modified Budget Line Controls Supported Expense Budgets

Notes

The page displays all revenue budgets by Budget Fiscal Year, Fund, Department, Unit and Revenue Source. All the features available in the previous pages are available here (Search, Formula Definitions, Detail Listing, etc.) In addition, grant revenue budgets can be displayed.