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	New Budget Inquiry Pages
ESUM	BQ29LV2 (Expense Budget)
EXP2	
EXPD	
EXPB	ESUM292 (Budget Structure 29 Level 2 ESUM)
APP2	
APPR	
	BQ29LV1 (Appropriation Budget)

ESUM292

Budget Structure 29 Level 2 ESUM

**Objective 1: Monitor and track expense budgets: ESUM292**
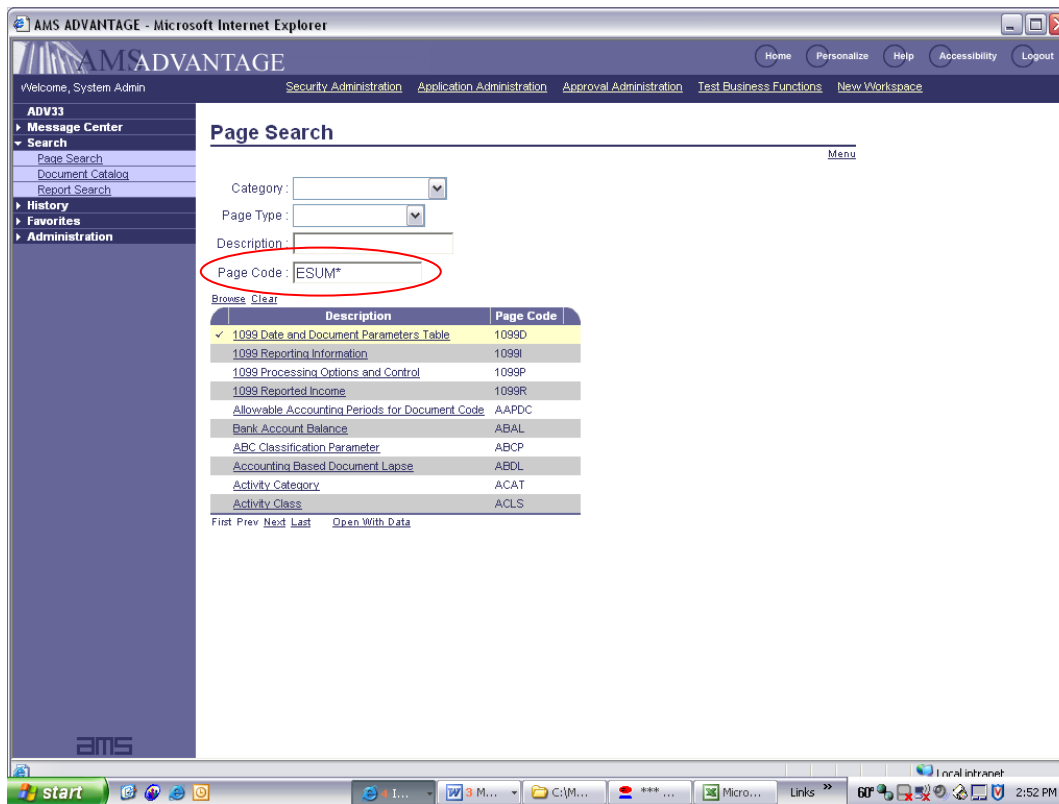
Notes

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.

Objective 1: Monitor and track expense budgets: ESUM292
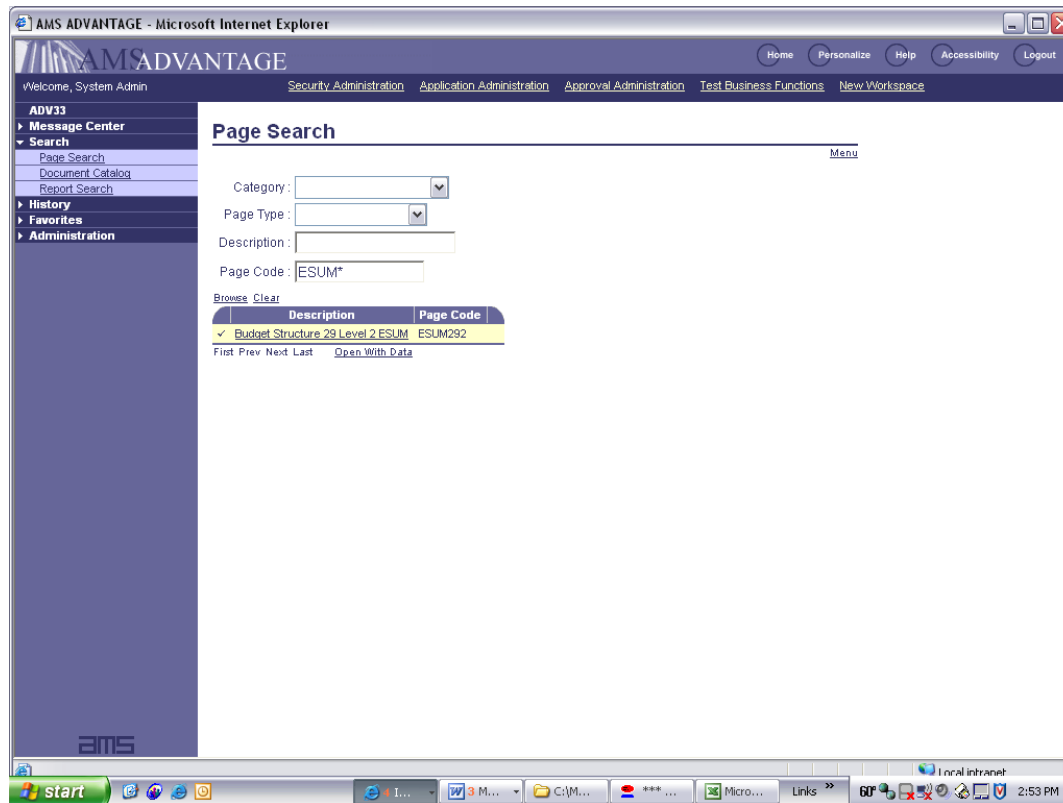
Notes

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.

Objective 1: Monitor and track expense budgets: ESUM292

Notes

The Expense Budget Summary page opens.

Objective 1: Monitor and track expense budgets: ESUM292

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.

Objective 1: Monitor and track expense budgets: ESUM292

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.
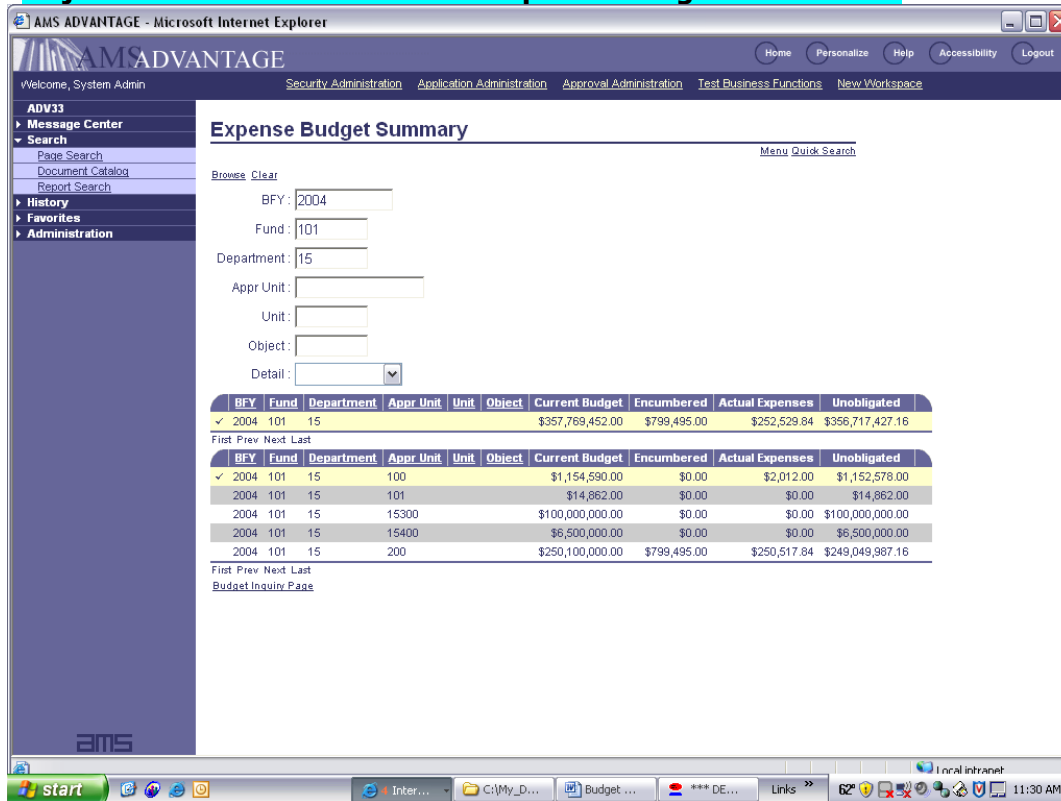
Objective 1: Monitor and track expense budgets: ESUM292

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.

Objective 1: Monitor and track expense budgets: ESUM292

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.

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Objective 1: Monitor and track expense budgets: ESUM292

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.

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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.

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Objective 1: Monitor and track expense budgets: ESUM292

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.

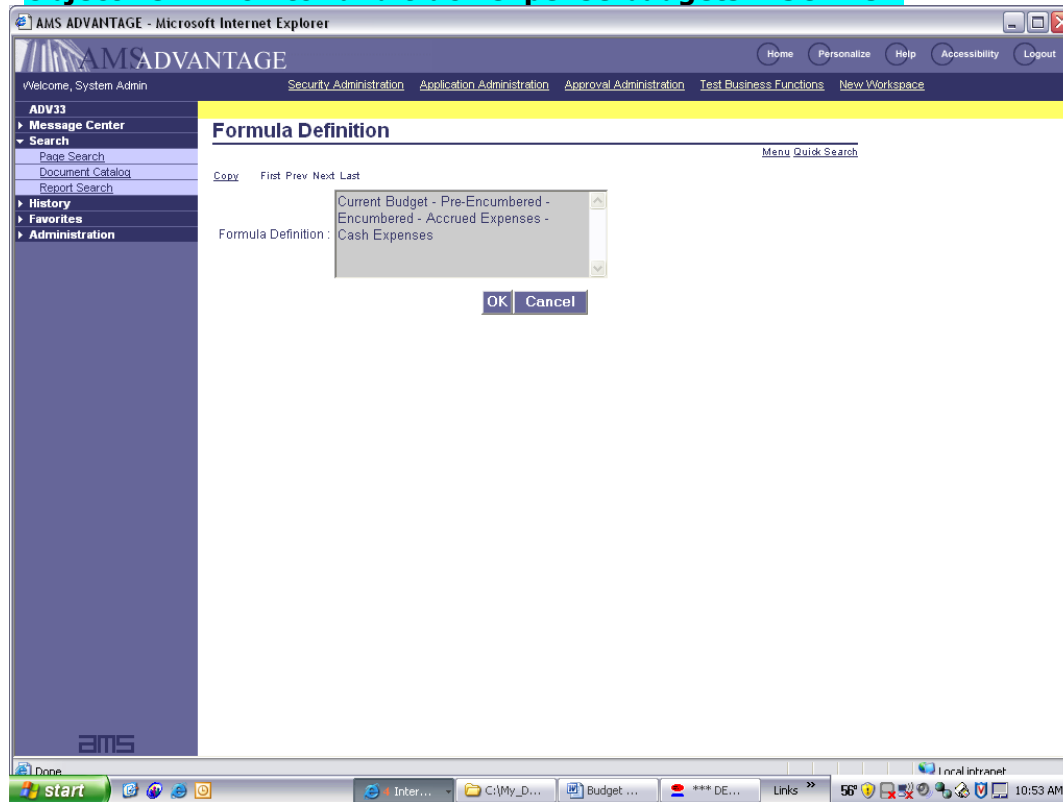**Objective 1: Monitor and track expense budgets: ESUM292**

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.

Objective 1: Monitor and track expense budgets: ESUM292

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

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.

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.

Objective 1: Monitor and track expense budgets: ESUM292

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
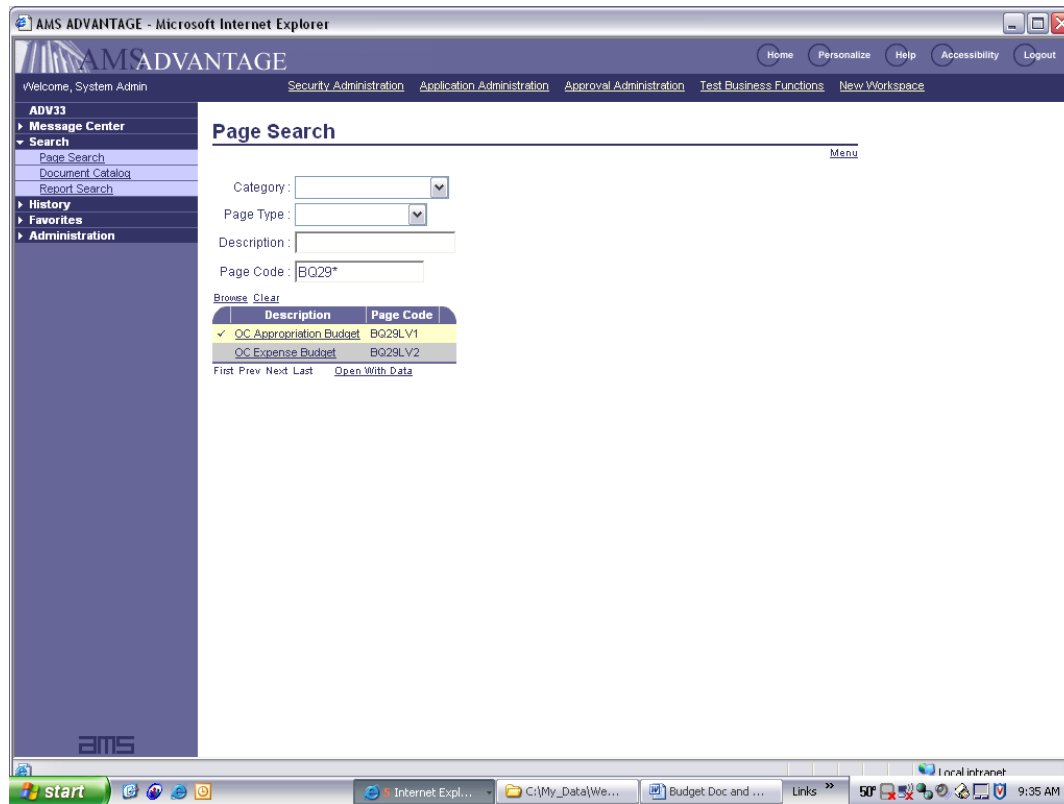
Notes

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.

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Objective 1: Monitor and track expense budgets: BQ29LV1

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.

Objective 1: Monitor and track expense budgets: BQ29LV1

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.

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Objective 1: Monitor and track expense budgets: BQ29LV1

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.)

Objective 1: Monitor and track expense budgets: BQ29LV1

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.)

Objective 1: Monitor and track expense budgets: BQ29LV1

Notes

All the screen prints pertaining BQ29LV1were 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

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.

Objective 1: Monitor and track expense budgets: BQ29LV2

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   **New Budget Inquiry Pages**

RSUM   RSUM301 (Budget Structure 30 Level 1 RSUM)

REV2   BQ30LV1 (Revenue Budget)

RSUM301

Budget Structure 30 Level 1 RSUM

Objective 2: Monitor and track revenue budgets: RSUM301

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.

Objective 2: Monitor and track revenue budgets: RSUM301

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.

Objective 2: Monitor and track revenue budgets: RSUM301

Notes

The Revenue Budget Summary page opens.

Objective 2: Monitor and track revenue budgets: RSUM301

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.

Objective 2: Monitor and track revenue budgets: RSUM301

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.

Objective 2: Monitor and track revenue budgets: RSUM301

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.

Objective 2: Monitor and track revenue budgets: RSUM301

	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.

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Objective 2: Monitor and track revenue budgets: RSUM301

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.

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Objective 2: Monitor and track revenue budgets: RSUM301

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

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

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.

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Objective 2: Monitor and track revenue budgets: RSUM301

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

Objective 2: Monitor and track revenue budgets: BQ30LV1

Notes

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

Objective 2: Monitor and track revenue budgets: BQ30LV1

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.