General Fund and Grant Budget Document Entry Training Objectives:

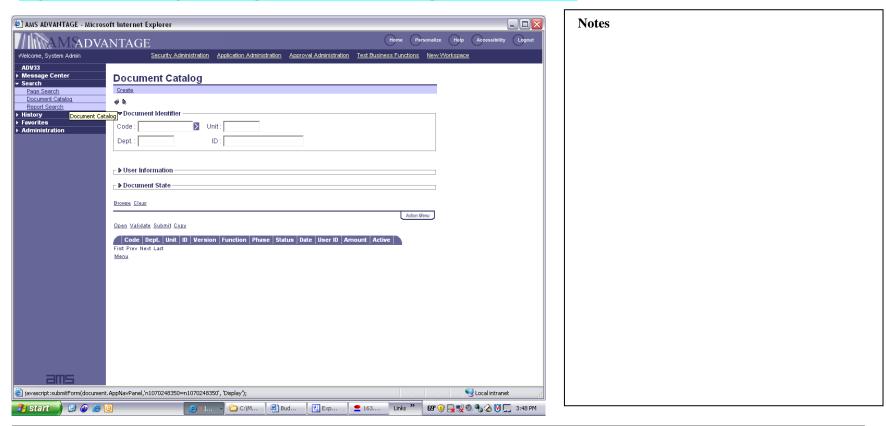
- 1. Enter expense budget documents
- 2. Enter revenue budget documents



Objective 1
Enter expense budget documents

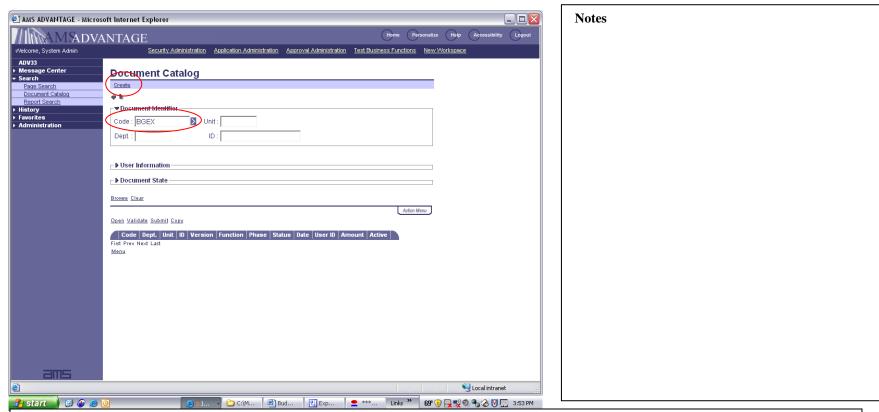
Objective 1: Enter expense budget documents	
Current Expense Budget Documents	New Expense Budget Documents
EB	
TB	
AA	BGEX (OC Expense Budget Document)
A1	

Objective 1: Enter expense budget documents: Creating a BGEX Document



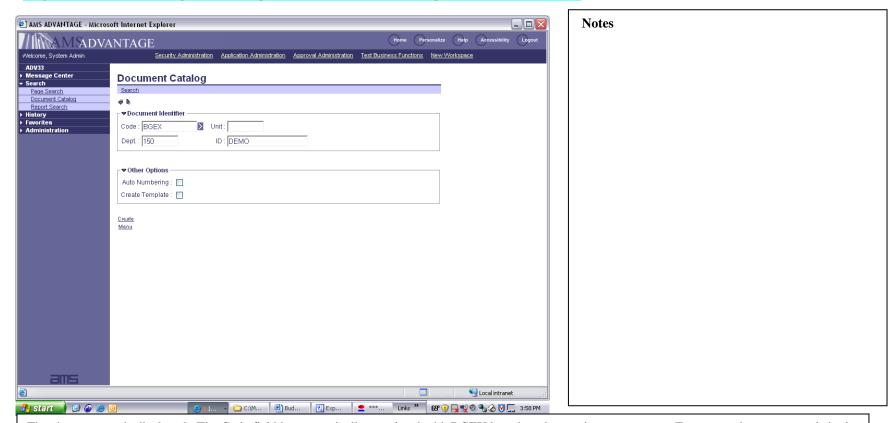
To create a BGEX document, go to the left-hand navigation panel and select the Document Catalog under the Search folder. The Document Catalog page appears.

Objective 1: Enter expense budget documents: Creating a BGEX Document



Under the Document Identifier section type or select BGEX in the Code field. Then click on Create.

Objective 1: Enter expense budget documents: Creating a BGEX Document



The above screen is displayed. The Code field is automatically populated with BGEX based on the previous page entry. Enter your department code in the Dept field. Leave the Unit field blank. Click the Auto Numbering checkbox or use the numbering sequence recommended by the County. Click on Create.

Objective 1: Enter expense budget documents: Document Overview (a) AMS ADVANTAGE - Microsoft Internet Explorer Notes AMSADVANTAGE Welcome, System Admin BGEX 150 DEMO 1 RGEX - 150 - DEMO - 1 - New - Draft Action Menu Load Constraints Expense Budget Transaction Date: Budget FY: Future Triggering Fiscal Year: Period: Start Date : End Date : Created By: sa Created On: 10/13/04 Modified By: sa Modified On: 10/13/04 Save Undo Print Validate Submit Close Menu

The document has now been created and appears in the Document Catalog. The Document Identifier appears at the top of the page along with the Function (New) and Phase (Draft). Budget documents cannot be modified; therefore, the Function will always be New.

S Local intranet

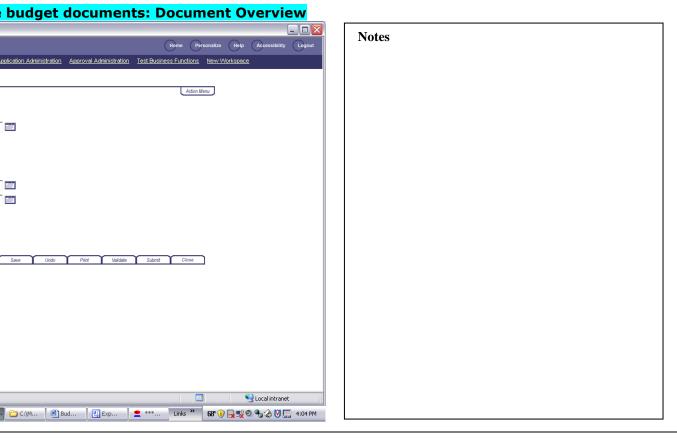
The document's Header component appears as is illustrated by the check mark next to the component name on the secondary navigation panel.

Objective 1: Enter expense budget documents: Document Overview (a) AMS ADVANTAGE - Microsoft Internet Explorer Logout AMSADVANTAGE BGEX 150 DEMO 1 cument View BGEX - 150 - DEMO - 1 - New - Draft Action Menu Appropriation Budget Appropriation Controls Load Constraints Expense Budget Header Transaction Date : Linked OC Revenue Budget Document History Document Reference Budget FY: Future Triggering Fiscal Year:

Period:

Start Date :

End Date : Created By : sa Created On: 10/13/04 Modified By: sa Modified On: 10/13/04



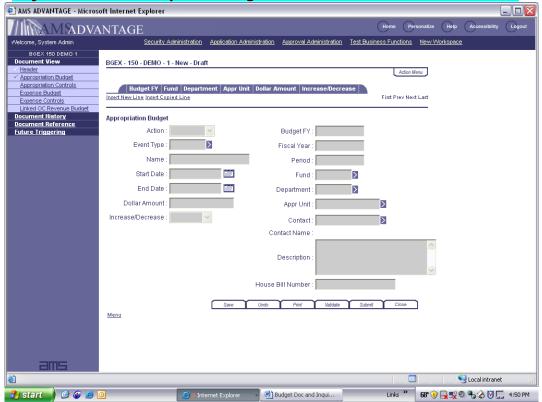
Header

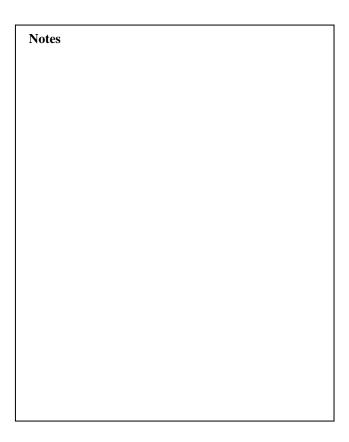
🦺 start 🌖 🥬 🐠 👂 💿

The header contains information that pertains to the document in its entirety and to the accounting lines within the document.

Save Undo Print Validate Submit Close

Objective 1: Enter expense budget documents: Document Overview

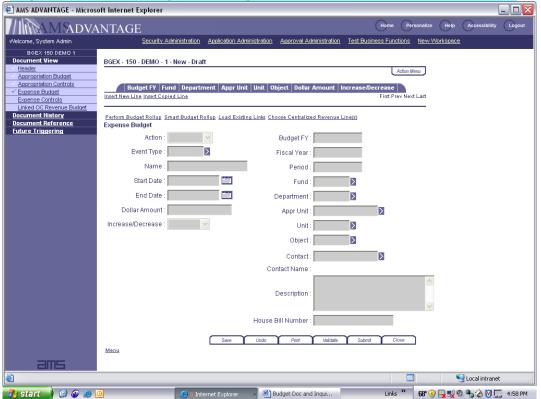


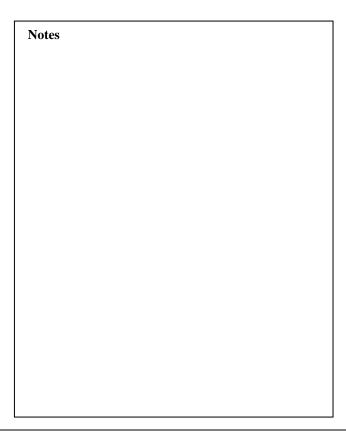


The Appropriation Budget component replaces the AA and A1 documents. This page allows a user to modify an appropriation budget.

The Appropriation Controls component will not be used.

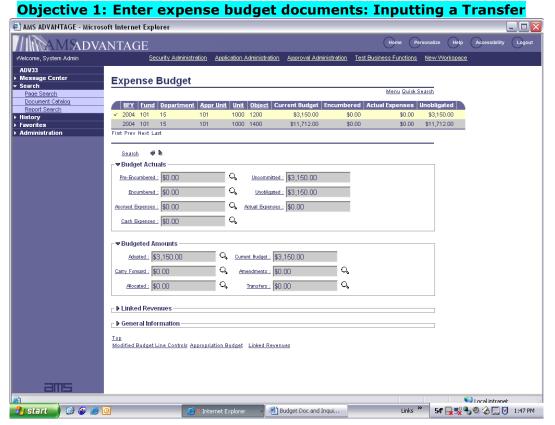
Objective 1: Enter expense budget documents: Document Overview

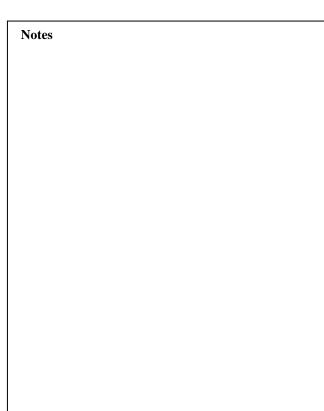




The Expense Budget Component replaces the TB and EB documents. This page allows a user to transfer or establish new budget lines.

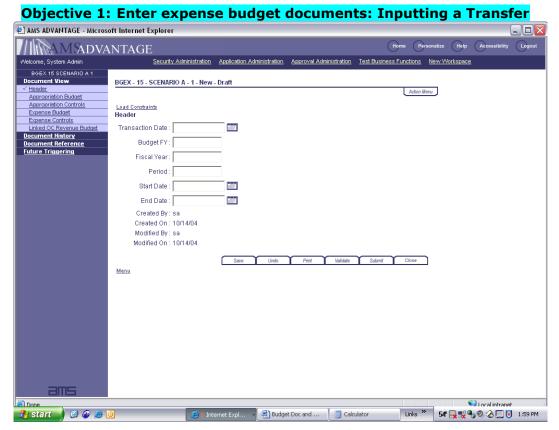
The Expense Controls Component and Linked OC Revenue Budget Component will not be used.

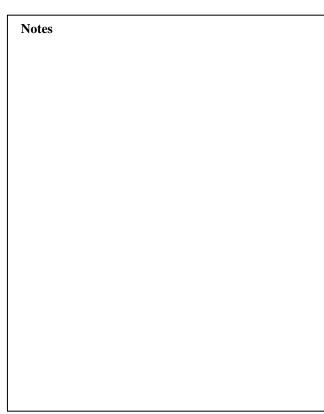




SCENARIO: Department 15, Unit 1000 wants to purchase a new printer from the 2004 budget. The printer costs \$5,000.00 and needs to be purchased from funds in object 1200. However, object 1200 only has \$3,150.00 currently budgeted and unobligated. The department would like to transfer the \$1,850.00 from object 1400. The object codes involved in the transfer are both assigned to appropriation unit 101.

Note: The use of chart of account elements in this example does not reflect the definitions employed by the County.





A BGEX document needs to be created following the directions on pages 4 through 7.

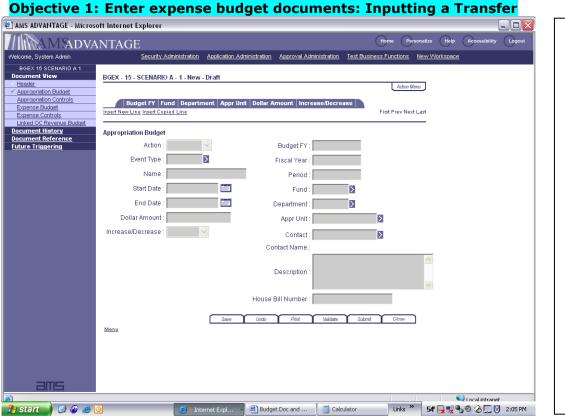
The fields in the Header component of the document can be left blank and default. A description of the fields and the default values are listed below.

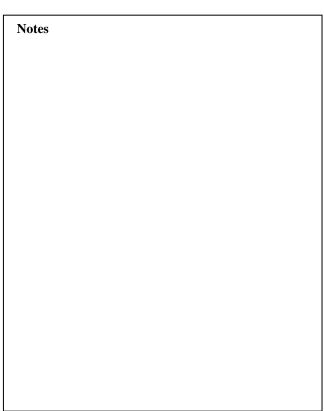
<u>Transaction Date:</u> Date of record. Can be entered in manually. If left blank, will default to the date the document is successfully submitted. <u>Budget Fiscal Year:</u> Budget fiscal year applied to the budget lines in the document. If left blank, the current budget fiscal year will be defaulted.

Fiscal Year: Fiscal Year the document was created in. If left blank, the current fiscal year will default.

<u>Period:</u> Accounting Period applied to all budget lines. If left blank, the current accounting period will be defaulted.

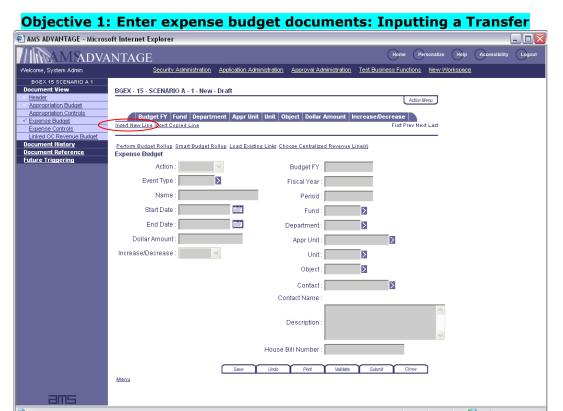
<u>Start Date/End Date:</u> Used only for multi-year and partial year budgets. Field not utilized for general fund budget.

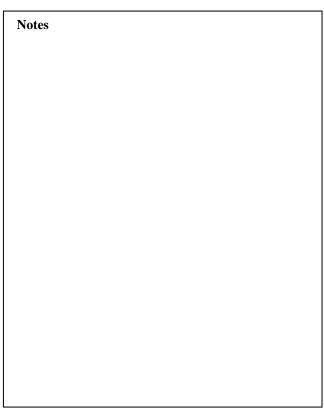




Next, go to the Appropriation Budget Component of the document by clicking on the hyperlink on the left-hand navigation panel.

Since this transfer does not cross appropriation units, this component can be bypassed. Nothing needs to be entered in this component.





Click on the Expense Budget Component on the left navigation panel. The component's page will appear and all the fields will be dimmed.

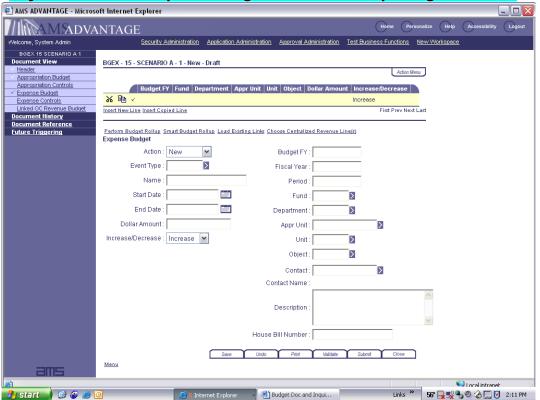
Links " 54" 🖳 📡 🖜 🕖 🏠 🛄 🤘 2:07 PM

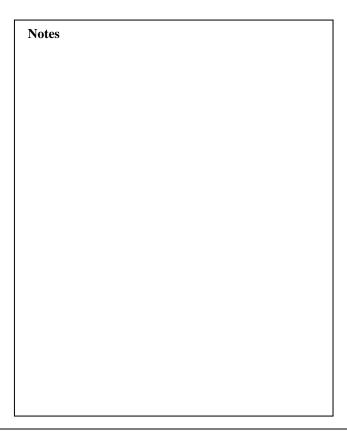
This transfer requires a change to the expense (object) budget. To start the process, click on the Insert New Line hyperlink.

🦺 start 🥒 🥬 🥭 🗿

Budget Doc and ...

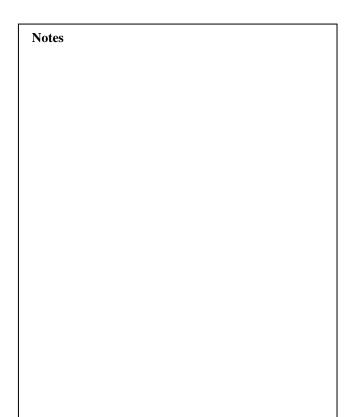
Objective 1: Enter expense budget documents: Inputting a Transfer





The fields are now active and the request can be data entered.

Objective 1: Enter expense budget documents: Inputting a Transfer AMS ADVANTAGE - Microsoft Internet Explorer Logout ////AMSADVANTAGE Welcome, System Admin Security Administration Application Administration Approval Administration Test Business Functions New Workspace BGEX 15 SCENARIO A 1 cument View BGEX - 15 - SCENARIO A - 1 - New - Draft Appropriation Budget Appropriation Controls Expense Budget **₩** 🖶 🗸 \$1,850.00 Increase 1000 1200 Linked OC Revenue Budget First Prev Next Last Insert New Line Insert Copied Line cument History ument Reference Perform Budget Rollup Smart Budget Rollup Load Existing Links Choose Centralized Revenue Line(s) Future Triggering Action : Modify Budget FY: 2004 Event Type : BG06 Fiscal Year Period: Start Date : Fund: 101 End Date : Department: 15 Dollar Amount: \$1,850.00 Appr Unit: 101 Increase/Decrease : Increase Unit: 1000 Object: 1200 Hourly Wages Contact: Contact Name Description House Bill Number



First, the budget for object 1200 needs to be increased by \$1,850. The directions field by field are provided below and on the next page. Items in grey can be left blank and default.

Local intranet

Action: Since the object code 1200 already exists in the budget, the budget needs to be modified. Modify can be selected from the drop-down box.

Event Type: The Event Type selected from the drop-down box should always be **BG06** which is defined as Transfer in an Expense Budget.

Name: This field is for memo only. It is not necessary to fill out this field.

<u>Start Date/End Date:</u> The dates are informational only and will infer dates based on the Budget Fiscal Year.if entered on the Header page. Dates will also infer for multi year budgets when '9999' is entered as the Budget Fiscal Year. Fields are not displayed on the Appropriation and Expense inquiry pages.

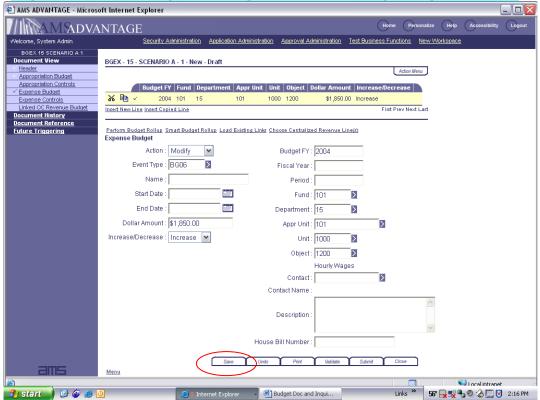
<u>Dollar Amount:</u> Enter the dollar amount by which you want to increase or decrease the budget. In this case, we want to increase the budget for object 1200 by \$1,850.00 in order for the total budget to be \$5,000.00.

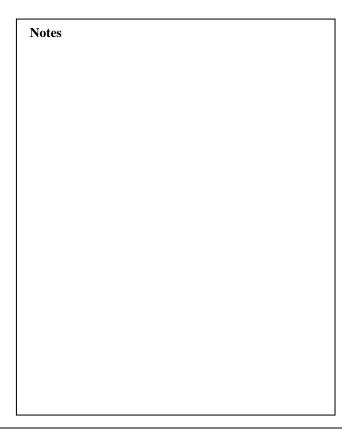
<u>Increase/Decrease:</u> Select the correct option. In this case we need to increase the budget.

🦺 start 🥒 🧭 🏈 🥭 🔘

Budget Doc and Inqui...

Objective 1: Enter expense budget documents: Inputting a Transfer





Budget FY: The current BFY will default. Leave the field blank.

Fiscal Year: The current Fiscal Year will default. Leave the field blank.

Period: The current accounting period will default. Leave the field blank.

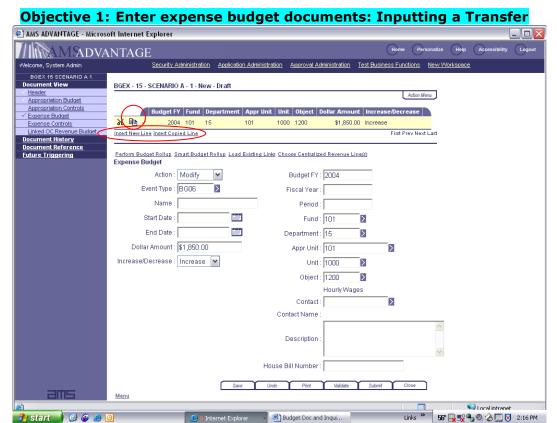
<u>Fund, Department, Appr Unit, Unit, Object:</u> The account code pertaining to the transfer. In this case it is Fund 101, Department 15, Appropriation Unit 101, Unit 100 and Object 1200.

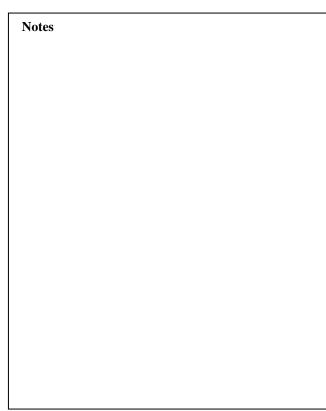
Contact: This field is for memo only and does not need to be completed.

Description: This field is for memo only and does not need to be completed.

House Bill Number: This field is for memo only and does not need to be completed.

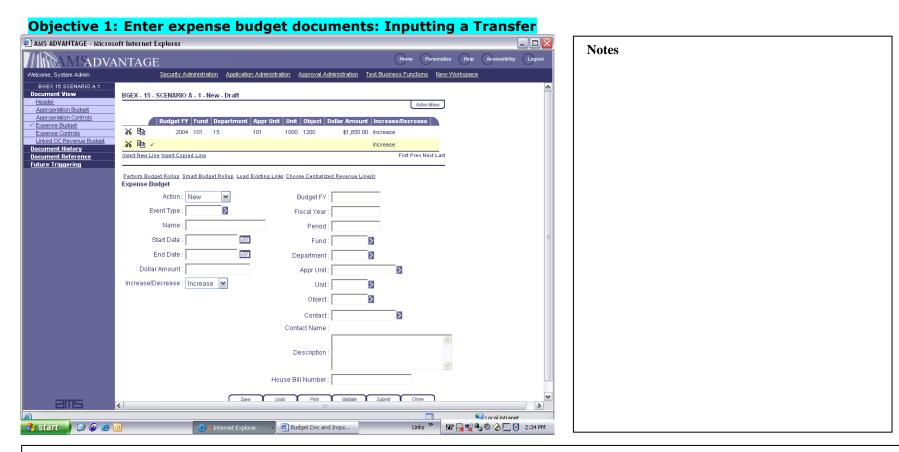
Click on the Save button at the bottom of the screen.





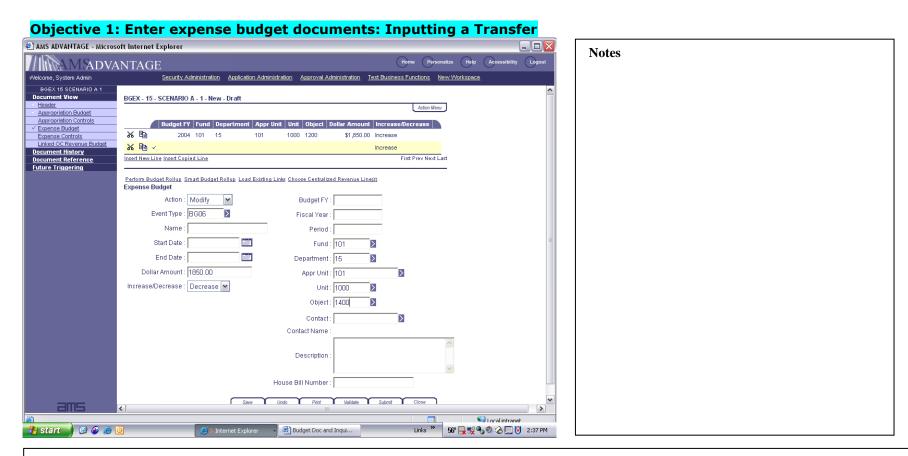
Next, the budget for object 1400 needs to be decreased. However, we first need to insert another line. To do this, click on the Insert New Line hyperlink at the top of the page.

Alternatively, if the next line you need to enter is similar to the one just entered, you may copy the line by clicking the icon to the left of the summary line at the top of the page. Then click on the Insert Copied Line link under the summary. You may then make your changes.

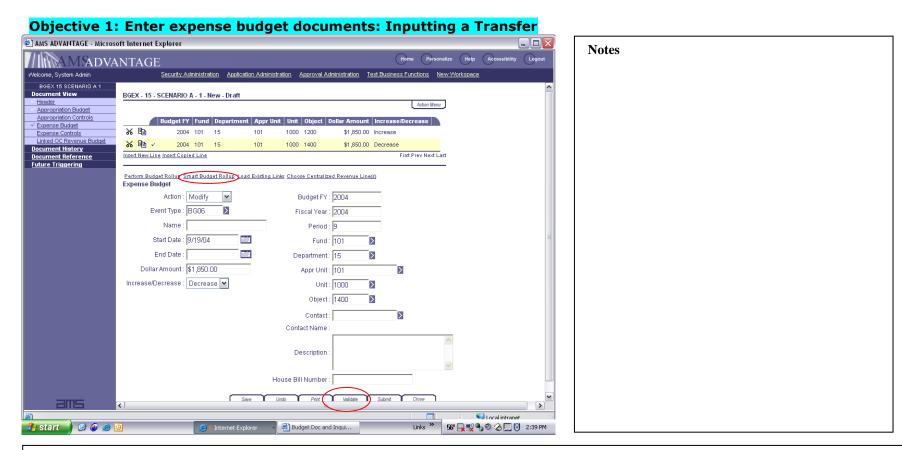


Another blank page appears. Notice that every line that is added is summarized at the top of the page. If you make a mistake and would like to delete one of the lines, click on the scissors. If you would like to copy an existing line to reduce data entry, click on the two sheets of paper.

If you need to change a line already input, select it so it is highlighted and a check mark appears to the left of it. You'll notice that the fields are dimmed. To make changes, click on the Edit button.

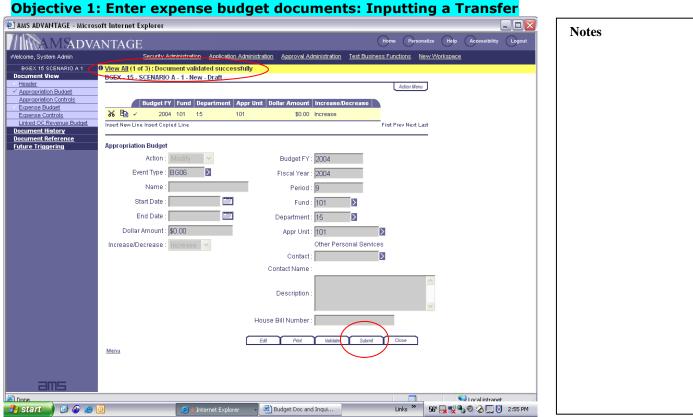


On the blank page, follow the directions provided for the first line, but this time enter a decrease of \$1,850 and type in the object code 1400. Then click Save.



Once Save is selected, the information that defaults appears. In addition, the information pertaining to the line appears at the top of the screen in the summary.

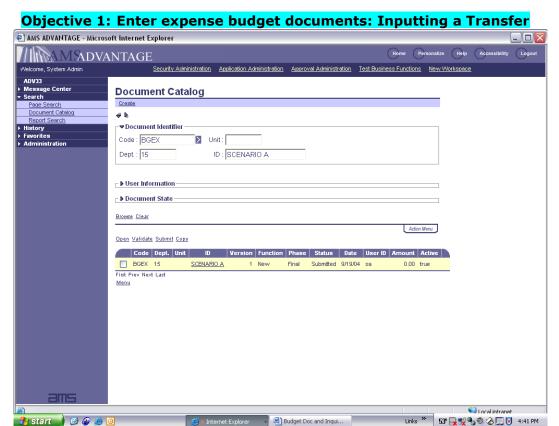
Then click on the Smart Budget Rollup hyperlink and then the Validate button.

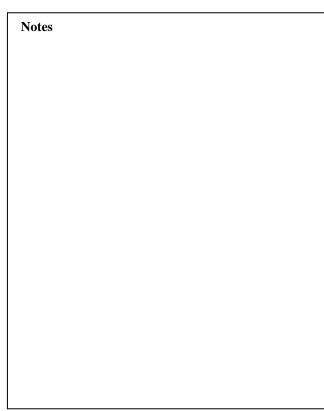


Validating the document edits the document to evaluate if there are any errors. If there are errors, the document enters a rejected status. The error messages would appear at the top of the page and are highlighted in yellow. To view the error messages click on the View All hyperlink. In this case, there are no errors. Therefore, the message is that the document validated successfully.

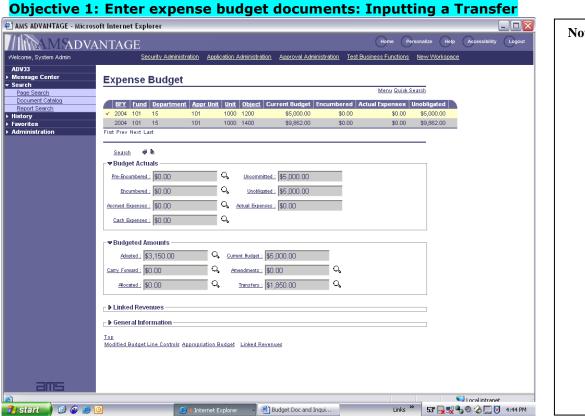
Notice that the above screen print is of the Appropriation Budget component. Although nothing was manually entered into this component, clicking the Smart Budget Rollup on the Expense Budget component, created the entry here. The system did not need to adjust the appropriation amount since the transfer did not cross appropriation units.

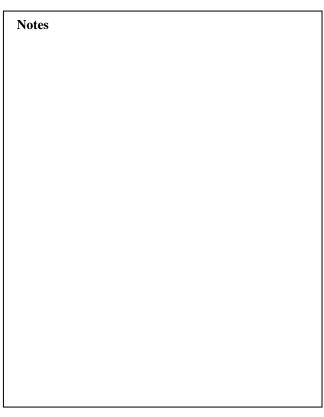
The last step is to Submit the document by clicking the button at the bottom of the screen. BGEX documents may require approval by a department user and always require the approval of the Budget Department. Once Submit is clicked, the document enters a Pending status and follows the appropriate Workflow rules.



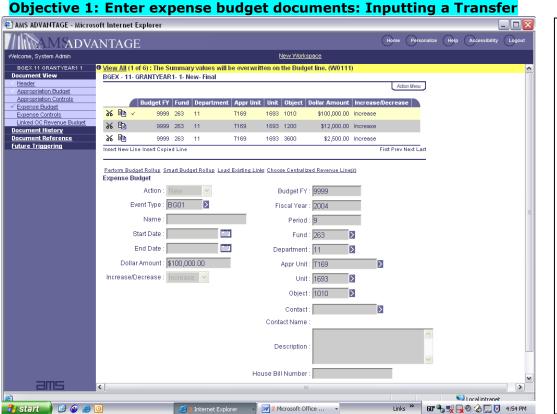


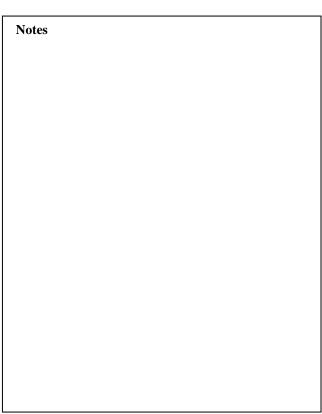
Once the document is finalized, the Document Catalog appears as above. The Phase turns from Draft to Pending and now to Final.





As a result of the transfer, the Current Budget for object 1200 is \$5,000.00 and the Current Budget for object 1400 is \$9,862.00 as reflected in the summary at the top of the page. Also note that the detail for object 1200, which is presented on the lower portion of the page, has been updated as well. Although the Adopted Budget remained at \$3,150.00, the Current Budget is \$5,000.00 and the Transfers are \$1,850.00. The detail information for object 1400 has also been updated and can be seen if the row is selected in the summary section.





Although the screen prints above were for General Fund budgets, the BGEX document can also be used by grants. As with budget inquiry pages, the Budget Fiscal Year needs to be entered as 9999. In addition, the Appropriation Unit for grants 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.

Summary of Steps to Create a BGEX Document

- 1. Go to Search: Document Catalog
- 2. Select or type BGEX in the Code Field of the Document Catalog
- 3. Click Create
- 4. Enter your department code in the Dept field
- 5. Click Auto Numbering or use the numbering sequence recommended by the County
- 6. Click on Create
- 7. Leave the fields in the Header Component blank; they will default
- 8. Click on the Expense Budget Component on the left navigation panel
- 9. Click on Insert New Line
- 10. Select the Action Modify
- 11. Select the Event Type BG06
- 12. Enter the Dollar Amount you would like to increase (or decrease) the budget by
- 13. Select Increase (or Decrease)
- 14. Enter the Fund, Department, Appropriation Unit and Object
- 15. Click Save
- 16. Repeat steps 9 15 for the decreasing entry
- 17. Click Smart Budget Rollup
- 18. Click Validate
- 19. Once the document successfully validates, click Submit
- 20. The document enters a Pending phase and enters the Workflow approval process. Once all approvals are applied, the document enters a Final phase.

Objective 2
Enter revenue budget documents

Objective 2: Enter revenue budget documents

Current Expense Budget Documents

New Expense Budget Documents

RB

BGRV (OC Revenue Budget)

Objective 2: Enter revenue budget documents: Creating a BGRV Document AMS ADVANTAGE - Microsoft Internet Explorer Notes AMSADVANTAGE Security Administration Application Administration Approval Administration Test Business Functions New Workspace ADV33 Message Center **Document Catalog** Page Search Document Catalog Favorites Administration **∑** Unit: Dept.: ID: Browse Clear Open Validate Submit Copy Code Dept. Unit ID Version Function Phase Status Date User ID Amount Active First Prev Next Last Menu Cocal intranet

To create a BGRV document, go to the left-hand navigation panel and select the Document Catalog under the Search folder. The Document Catalog page appears.

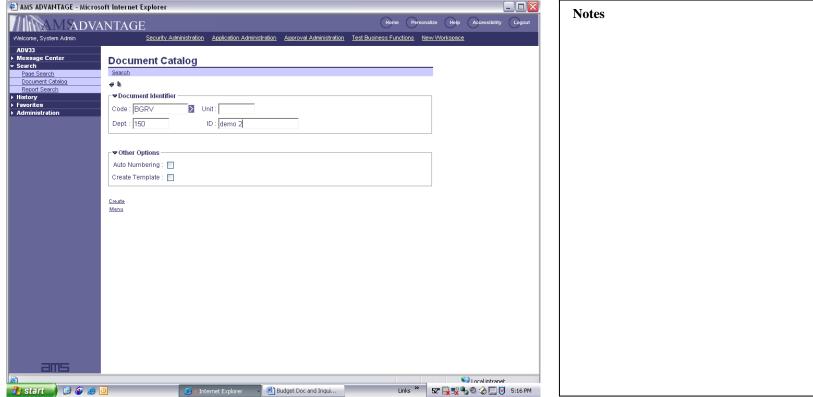
Budget Doc and Inqui...

Links * 52" 🖳 🖫 🗣 🚳 🥋 💟 5:13 PM

Then type or select BGRV and click on Create.

🦺 start 🥒 🥬 🥭 🧿

Objective 2: Enter revenue budget documents: Creating a BGRV Document (a) AMS ADVANTAGE - Microsoft Internet Explorer



The above screen is displayed. The Code field is automatically populated with BGRV based on the previous page entry. Enter your department code in the Dept field. Leave the Unit field blank. You may either manually give the document an ID or select the Auto Number check box under Other Options. In this case, the ID field was manually entered. Click on Create.

Objective 2: Enter revenue budget documents: Creating a BGRV Document AMS ADVANTAGE - Microsoft Internet Explorer Notes Accessibility Logout ////AMSADVANTAGE Welcome, System Admin BGRV 150 DEMO 2 1 cument View BGRV - 150 - DEMO 2 - 1 - New - Draft Revenue Budget Load Constraints Header Document Reference Transaction Date: **Future Triggering** Budget FY Fiscal Year: Period: Start Date : End Date : Created By: sa Created On: 10/14/04 Modified By: sa Modified On: 10/14/04 Undo Print Validate Submit Close

The document has now been created and appears in the Document Catalog. The Document Identifier appears at the top of the page along with the Function (New) and Phase (Draft). Budget documents cannot be modified; therefore, the Function will always be New.

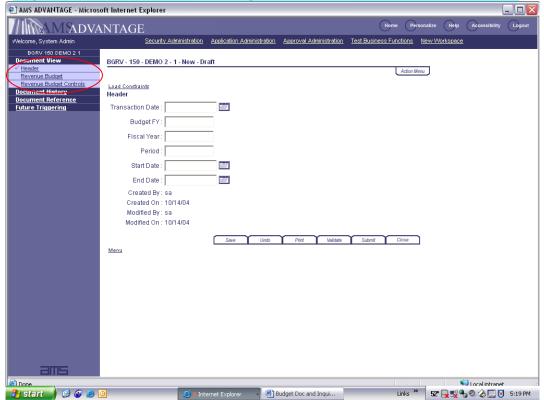
Links * 52° 🔒 🖫 🗣 🗞 🛄 🔰 5:19 PM

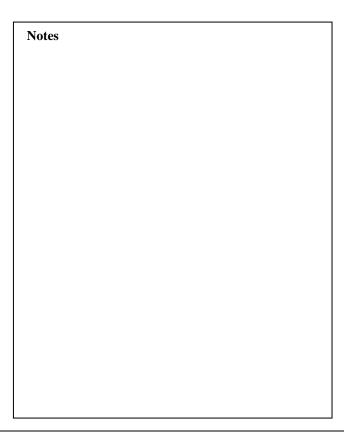
The document's Header component appears as is illustrated by the check mark next to the component name on the secondary navigation panel.

🦺 start 🥒 🥝 🤌 🧕 🔟

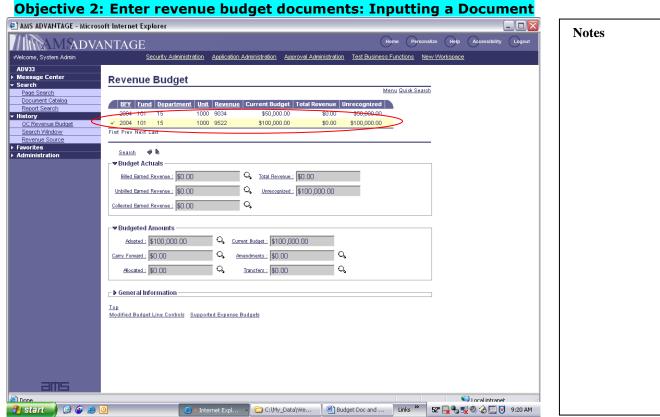
Budget Doc and Inqui...

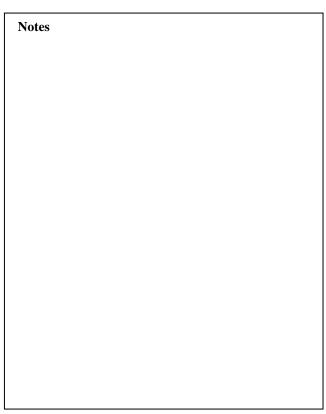
Objective 2: Enter revenue budget documents: Document Overview





The BGRV document has three components as illustrated on the left navigation panel. The County will only be using the Header and the Revenue Budget Components. The Header is similar to the header for the BGEX document. The Revenue Budget component is similar to the Expense Budget component of the BGEX document.

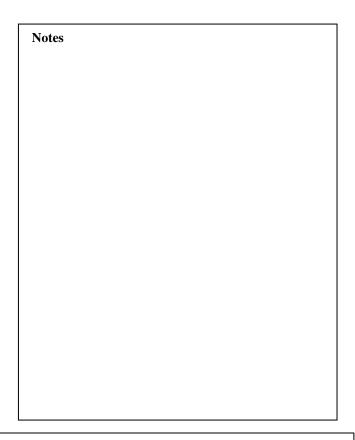




SCENARIO: Department 15, Unit 1000 has \$100,000.00 budgeted in revenue from interest and investment income and \$50,000 budgeted in hotel tax. During the course of the budget fiscal year, the County realizes that the hotel tax should have been budgeted at \$75,000 while the interest and investment income should have been budgeted at \$75,000.

Note: The use of chart of account elements and the scenario in this example may not reflect the practices employed by the County.

Objective 2: Enter revenue budget documents: Inputting a Document AMS ADVANTAGE - Microsoft Internet Explorer Accessibility Logout ////AMSADVANTAGE Welcome, System Admin BGRV 15 SCENARIO 1 Document View BGRV - 15 - SCENARIO - 1 - New - Draft Action Menu Load Constraints Header Document Reference Transaction Date: Future Triggering Budget FY: Fiscal Year: Period: Start Date : End Date : Created By: sa Created On: 10/15/04 Modified By: sa Modified On: 10/15/04 Save Undo Print Validate Submit Close



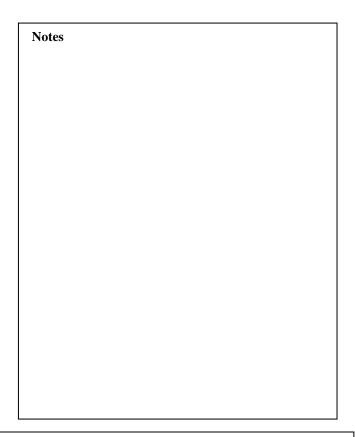
Create a BGRV document pursuant to the directions on pages 28 through 30.

Once the document is created, the Header component will appear. The information on the Header is identical to the information on the BGEX document. Leave the fields blank as they will default.

Click on the Revenue Budget component hyperlink.

🔥 start 🥒 🥝 🤌 🧕 🔟

Objective 2: Enter revenue budget documents: Inputting a Document AMS ADVANTAGE - Microsoft Internet Explorer Logout ////AMSADVANTAGE BGRV 15 SCENARIO 1 Document View BGRV - 15 - SCENARIO - 1 - New - Draft Revenue Budget Insert New Line Usert Copied Line First Prev Next Last Document Reference Future Triggering Action : Name Start Date Dollar Amount Increase/Decrease: Contact Name Description House Bill Number Undo Print Validate

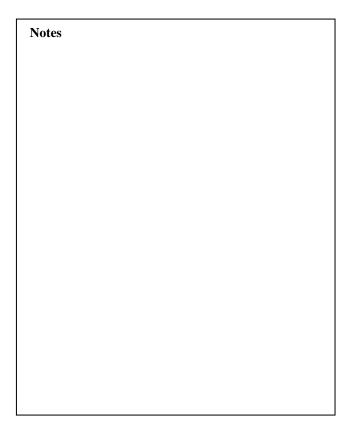


The component's page will appear and all the fields will be dimmed.

This scenario requires a change to the revenue budget. To start the process, click on the Insert New Line hyperlink.

🦺 start 🥒 🥝 🤌 🧕 🔟

Objective 2: Enter revenue budget documents: Inputting a Document AMS ADVANTAGE - Microsoft Internet Explorer Logout AM SADVANTAGE Security Administration Application Administration Approval Administration Test Business Functions New Workspace Welcome, System Admin BGRV 15 SCENARIO 1 ument View BGRV - 15 - SCENARIO - 1 - New - Draft Revenue Budget **%** 🗎 ✓ \$25,000.00 Increase ument Reference Future Triggering First Prev Next Last Insert New Line Insert Copied Line Action: Modify Budget FY: 2004 Event Type: BG28 Fiscal Year: 2004 Name Period: 9 Start Date Fund: 101 End Date: Department: 15 Dollar Amount: \$25,000.00 Unit: 1000 Increase/Decrease : Increase Revenue: 9034 Hotel Tax Contact Name Description House Bill Number: Save Undo Print Validate Local intranet 🦺 start 🧪 🥝 🐠 🚨 🔘 Budget Doc and Inqui...



First, the budget for revenue 9034 needs to be increased by \$25,000. The directions field by field are provided below and on the next page. Items in grey can be left blank and default.

Action: Since revenue source 9034 already exists in the budget, the budget needs to be modified. **Modify** can be selected from the drop-down box.

Event Type: The Event Type selected from the drop-down box should always be BG28 which is defined as Transfer in a Revenue Budget.

Name: This field is for memo only. It is not necessary to fill out this field.

Start Date/End Date: The dates are informational only and will infer dates based on the Budget Fiscal Year. If entered on the Header page. Dates will also infer for multi year budgets when '9999' is entered as the Budget Fiscal Year. Fields are not displayed on the Appropriation and Expense inquiry pages.

Dollar Amount: Enter the dollar amount by which you want to increase or decrease the budget. In this case, we want to increase the budget for revenue source.

<u>Dollar Amount:</u> Enter the dollar amount by which you want to increase or decrease the budget. In this case, we want to increase the budget for revenue source 9034 by \$25,000 in order for the total budget to be \$75,000.00.

Objective 2: Enter revenue budget documents: Inputting a Document AMS ADVANTAGE - Microsoft Internet Explorer Logout MSADVAN<u>TAGE</u> BGRV 15 SCENARIO 1 ument View BGRV - 15 - SCENARIO - 1 - New - Draft Revenue Budget **%** 🗎 ✓ 2004 101 \$25,000.00 Increase ument Reference **Future Triggering** First Prev Next Last Insert New Line Insert Copied Line

Budget FY: 2004

Fiscal Year: 2004

Period: 9

Department: 15

Contact Name

House Bill Number :

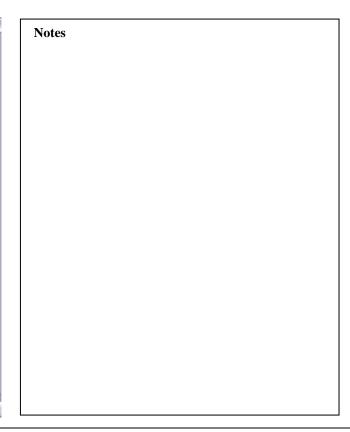
Save Undo Print Validate

Budget Doc and Inqui...

Fund: 101

Unit: 1000

Revenue : 9034



Budget FY: The current BFY will default. Leave the field blank.

Action: Modify

Event Type : BG28

Dollar Amount: \$25,000.00

Increase/Decrease : Increase

Name

Start Date

End Date:

Fiscal Year: The current Fiscal Year will default. Leave the field blank.

Period: The current accounting period will default. Leave the field blank.

Fund, Department, Unit, Revenue: The account code pertaining to the transfer. In this case it is Fund 101, Department 15, Unit 100 and Revenue 9034.

Local intranet

Links * 54 🗐 🖫 🧐 🗞 🛄 🦁 9:48 AM

Contact: This field is for memo only and does not need to be completed.

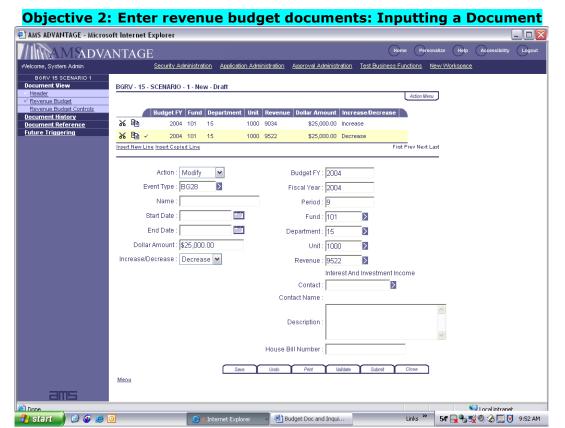
Description: This field is for memo only and does not need to be completed.

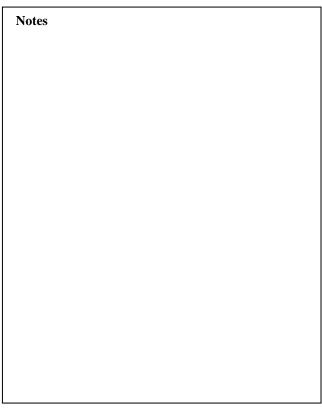
House Bill Number: This field is for memo only and does not need to be completed.

Click on the Save button at the bottom of the screen.

Now revenue 9522 needs to be decreased. To start this, click on the Insert New Line hyperlink.

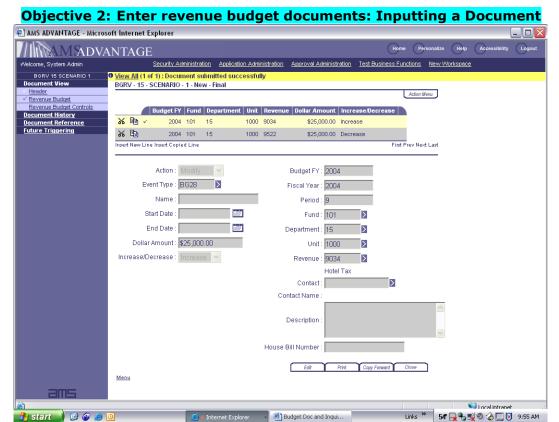
🦺 start 🥒 🥬 🥭 🗿

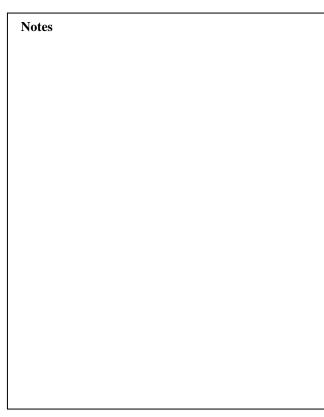




The new line appears. Complete this similar to the first line for revenue 9034 except we want to decrease the line be \$25,000.

Once completed, click Save.

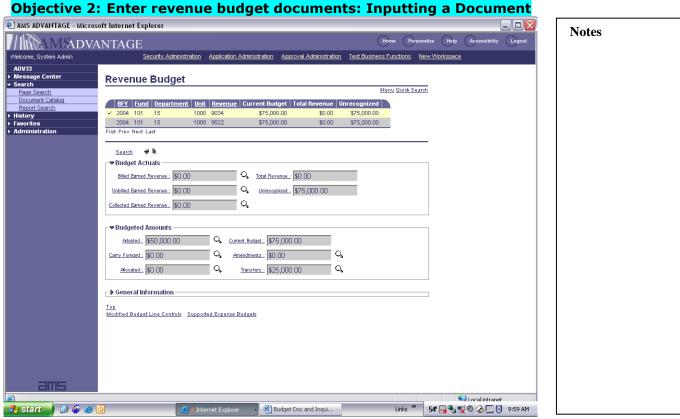




Then click Validate.

Validating the document edits the document to evaluate if there are any errors. If there are errors, the document enters a rejected status. The error messages would appear at the top of the page and are highlighted in yellow. To view the error messages click on the View All hyperlink. In this case, there are no errors.

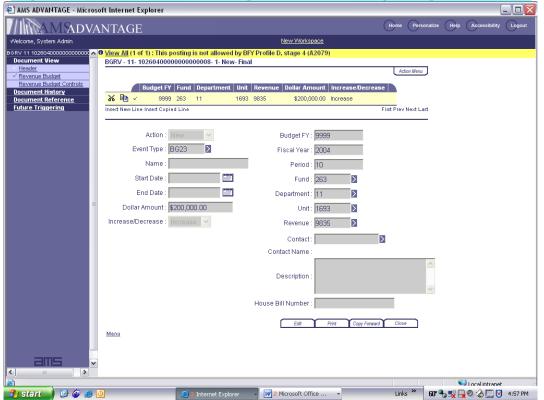
The last step is to Submit the document by clicking the button at the bottom of the screen. BGRV documents may require approval by a department user and always require the approval of the Budget Department. Once Submit is clicked, the document enters a Pending status and follows the appropriate Workflow rules.

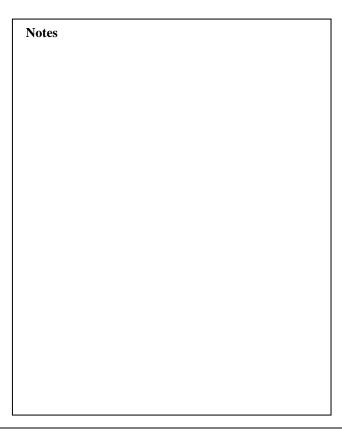


Once the document enters a final phase, the BQ30LV1 table is updated.

The Current Budget for both revenues now equals \$75,000. Also, note that the row for revenue 9034 is highlight. Therefore the detail below applies to this line. The Adopted budget remains at \$50,000, the Current Budget is \$75,000 and the Transfers equal \$25,000.

Objective 2: Enter revenue budget documents: Inputting a Document





Although the screen prints above were for General Fund budgets, the BGRV document can also be used by grants. As with budget inquiry pages, the Budget Fiscal Year needs to be entered as 9999. The Unit will be the 'Trust' number with the associated grant year as the fourth character. For example, Trust number T169 for grant year 2003 would be 169D.

Summary of Steps to Create a BGRV Document

- 1. Go to Search: Document Catalog
- 2. Type of select BGRV in the Code field of the Document Catalog
- 3. Click Create
- 4. Enter your department code in the Dept field
- 5. Select Auto Numbering or use the numbering sequence recommended by the County
- 6. Click Create
- 7. Leave the fields in the Header Component blank; they will default
- 8. Click on the Revenue Budget Component
- 9. Click Insert New Line
- 10. Select the Action Modify
- 11. Select or type the Event Type BG28
- 12. Enter the Dollar Amount you would like to increase or decrease the budget by
- 13. Enter the Fund, Dept, Unit and Revenue (Source)
- 14. Click Save
- 15. Repeat steps 9 14 if other lines need to be modified
- 16. Click Validate
- 17. Once the document successfully validates, click Submit
- 18. The document enters a Pending phase and enters the Workflow approval process. Once all approvals are applied, the document will enter a Final phase and the inquiry tables are updated.