

### **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**

## **Westchester County User Guide – General Fund and Grant Budget Documents**

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### **Objective 1: Enter expense budget documents**

#### **Current Expense Budget Documents**

EB

TB

AA

A1

#### **New Expense Budget Documents**

BGEX (OC Expense Budget Document)

## Westchester County User Guide – General Fund and Grant Budget Documents

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

The screenshot displays the AMS ADVANTAGE web application interface within a Microsoft Internet Explorer browser window. The application title bar reads "AMS ADVANTAGE - Microsoft Internet Explorer". The main header includes the "AMS ADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, a secondary navigation bar contains links for Welcome, System Admin, Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. A left-hand navigation panel lists various sections: ADV33, Message Center, Search (with sub-links for Page Search, Document Catalog, and Report Search), History, Favorites, and Administration. The "Document Catalog" link under the Search folder is highlighted. The main content area is titled "Document Catalog" and features a "Create" button. Below this, there is a "Document Identifier" section with input fields for Code, Unit, Dept, and ID. Further down, there are sections for "User Information" and "Document State", each with a corresponding input field. At the bottom of the form area, there are "Browse" and "Clear" buttons, and an "Action Menu" button. Below the form, there is a table with columns: Code, Dept, Unit, ID, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table currently shows no data. At the very bottom of the browser window, the Windows taskbar is visible, showing the Start button, several open applications (including Internet Explorer, File Explorer, and a terminal window), and the system clock indicating 3:48 PM on 12/1/2004.

Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

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

The screenshot shows the AMS ADVANTAGE web application interface. The left sidebar contains navigation links: Message Center, Search (with sub-links: Page Search, Document Catalog, Report Search), History, Favorites, and Administration. The main content area is titled 'Document Catalog' and features a 'Create' button at the top. Below it is the 'Document Identifier' section, which includes a 'Code' field containing 'BGEX', a 'Unit' field, a 'Dept.' field, and an 'ID' field. The 'Create' button and the 'BGEX' code are circled in red. At the bottom of the form, there are links for 'Open', 'Validate', 'Submit', and 'Copy', and an 'Action Menu' button. A table header is visible at the bottom of the page, listing columns: Code, Dept., Unit, ID, Version, Function, Phase, Status, Date, User ID, Amount, and Active.

Notes

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

## Westchester County User Guide – General Fund and Grant Budget Documents

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

The screenshot shows the AMS ADVANTAGE web application in a Microsoft Internet Explorer browser window. The application has a dark blue header with the title 'AMS ADVANTAGE' and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header is a sub-header with 'Welcome, System Admin' and several administrative links: Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. A 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 'Document Catalog' and contains a 'Search' section with a search bar. Below this is a 'Document Identifier' section with fields for Code (populated with 'BGEX'), Unit (blank), Dept (populated with '150'), and ID (populated with 'DEMO'). There is also an 'Other Options' section with checkboxes for 'Auto Numbering' and 'Create Template'. At the bottom of the form are links for 'Create' and 'Menu'. The Windows taskbar at the bottom shows the start button, several open applications (I..., C:\M..., Bud..., Exp..., \*\*\*...), and the system clock showing 3:58 PM on 6/9.

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Document Overview

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 panel on the left lists various document types: Document View (selected), Appropriation Budget, Appropriation Controls, Expense Budget, Expense Controls, Linked OC Revenue Budget, Document History, Document Reference, and Future Triggering. The main content area shows the 'Document Overview' for a new document titled 'BGEX - 150 - DEMO - 1 - New - Draft'. The 'Header' component is selected, indicated by a checkmark in the left panel. The header fields include Transaction Date, Budget FY, Fiscal Year, Period, Start Date, and End Date, each with a calendar icon. Below these fields, the document's creation and modification details are listed: Created By: sa, Created On: 10/13/04, Modified By: sa, and Modified On: 10/13/04. At the bottom of the form, there are buttons for Save, Undo, Print, Validate, Submit, and Close. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock indicating 4:04 PM on 10/13/04.

#### Notes

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.

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

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Document Overview

The screenshot displays the AMS ADVANTAGE web application interface within a Microsoft Internet Explorer browser window. The page title is "AMS ADVANTAGE". The top navigation bar includes links for "Home", "Personalize", "Help", "Accessibility", and "Logout". Below this, a secondary navigation bar lists "Welcome, System Admin", "Security Administration", "Application Administration", "Approval Administration", "Test Business Functions", and "New Workspace".

The left sidebar contains a "Document View" menu with the following items: "Header" (selected), "Appropriation Budget", "Appropriation Controls", "Expense Budget", "Expense Controls", "Linked OC Revenue Budget", "Document History", "Document Reference", and "Future Triggering".

The main content area is titled "BGEX - 150 - DEMO - 1 - New - Draft". It includes an "Action Menu" button. Below the title, there is a "Load Constraints" link and a "Header" section. The "Header" section contains the following fields:

- Transaction Date:
- Budget FY:
- Fiscal Year:
- Period:
- Start Date:
- End Date:

Below these fields, the following information is displayed:

- Created By: sa
- Created On: 10/13/04
- Modified By: sa
- Modified On: 10/13/04

At the bottom of the form, there is a row of buttons: "Save", "Undo", "Print", "Validate", "Submit", and "Close". A "Menu" link is located at the bottom left of the main content area.

The Windows taskbar at the bottom shows the "start" button, several application icons, and the system clock displaying "4:04 PM".

#### Notes

#### Header

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



## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Document Overview

The screenshot displays the AMS ADVANTAGE web application interface within a Microsoft Internet Explorer browser window. The application title bar reads 'AMS ADVANTAGE - Microsoft Internet Explorer'. The main header area includes the 'AMS ADVANTAGE' logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, a 'Welcome, System Admin' message is followed by a list of administrative functions: Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace.

The left sidebar contains a 'Document View' menu with the following items: Header, Appropriation Budget (selected), Appropriation Controls, Expense Budget, Expense Controls, and Linked OC Revenue Budget. Below this is a 'Document History' section with links for Document Reference and Future Triggering.

The main content area is titled 'BGEX - 150 - DEMO - 1 - New - Draft'. It features a table with columns: Budget FY, Fund, Department, Appr Unit, Dollar Amount, and Increase/Decrease. Below the table are links for 'Insert New Line' and 'Insert Copied Line', and a 'First Prev Next Last' navigation set.

The 'Appropriation Budget' form contains the following fields:

- Action: (dropdown menu)
- Event Type: (dropdown menu)
- Name: (text input)
- Start Date: (calendar icon)
- End Date: (calendar icon)
- Dollar Amount: (text input)
- Increase/Decrease: (dropdown menu)
- Budget FY: (text input)
- Fiscal Year: (text input)
- Period: (text input)
- Fund: (dropdown menu)
- Department: (dropdown menu)
- Appr Unit: (dropdown menu)
- Contact: (dropdown menu)
- Contact Name: (text input)
- Description: (text area)
- House Bill Number: (text input)

At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close. A 'Menu' link is located at the bottom left of the form area.

The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system tray with the time '4:50 PM'.

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Document Overview

The screenshot displays the AMS ADVANTAGE web application interface within a Microsoft Internet Explorer browser. The application title bar reads "AMS ADVANTAGE - Microsoft Internet Explorer". The main header area includes the "AMS ADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, a sub-header shows "Welcome, System Admin" and a list of administrative functions: Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace.

The left sidebar contains a navigation menu with the following items: Document View (selected), Header, Appropriation Budget, Appropriation Controls, Expense Budget, Expense Controls, Linked OC Revenue Budget, Document History, Document Reference, and Future Triggering.

The main content area is titled "BGEX - 150 - DEMO - 1 - New - Draft". It features a table with columns: Budget FY, Fund, Department, Appr Unit, Unit, Object, Dollar Amount, and Increase/Decrease. Below the table are links for "Insert New Line", "Insert Copied Line", and "First Prev Next Last".

Below the table, there are several sections: "Perform Budget Rollup", "Smart Budget Rollup", "Load Existing Link", and "Choose Centralized Revenue Line(s)". The "Expense Budget" section contains a form with the following fields: Action (dropdown), Event Type (dropdown), Name (text), Start Date (calendar), End Date (calendar), Dollar Amount (text), Increase/Decrease (dropdown), Budget FY (text), Fiscal Year (text), Period (text), Fund (dropdown), Department (dropdown), Appr Unit (dropdown), Unit (dropdown), Object (dropdown), Contact (dropdown), Contact Name (text), Description (text area), and House Bill Number (text). At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 4:58 PM.

Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

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

BEY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15	101	1000	1200	\$3,150.00	\$0.00	\$0.00	\$3,150.00
2004	101	15	101	1000	1400	\$11,712.00	\$0.00	\$0.00	\$11,712.00

First Prev Next Last

Search

#### Budget Actuals

Pre-Encumbered: \$0.00 Uncommitted: \$3,150.00

Encumbered: \$0.00 Unobligated: \$3,150.00

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

Cash Expenses: \$0.00

#### Budgeted Amounts

Adopted: \$3,150.00 Current Budget: \$3,150.00

Carry Forward: \$0.00 Amendments: \$0.00

Allocated: \$0.00 Transfers: \$0.00

Linked Revenues

General Information

Top

Modified Budget Line Controls Appropriation Budget Linked Revenues

Notes

**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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

The screenshot displays the AMS ADVANTAGE web application interface. The title bar indicates 'AMS ADVANTAGE - Microsoft Internet Explorer'. The application header includes navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, a sub-header shows 'Welcome, System Admin' and a list of administrative functions: Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. The main content area is titled 'BGEX - 15 - SCENARIO A - 1 - New - Draft' and features an 'Action Menu' button. The form is divided into sections: 'Document View' (with sub-sections like Header, Appropriation Budget, Appropriation Controls, Expense Budget, Expense Controls, and Linked OC Revenue Budget), 'Document History', 'Document Reference', and 'Future Triggering'. The 'Header' section contains the following fields: Transaction Date, Budget FY, Fiscal Year, Period, Start Date, and End Date. Below these fields, the system information is displayed: Created By: sa, Created On: 10/14/04, Modified By: sa, and Modified On: 10/14/04. At the bottom of the form, there is a 'Menu' link and a row of action buttons: Save, Undo, Print, Validate, Submit, and Close. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Budget Doc, Calculator, and Links, with a system clock indicating 1:59 PM on 10/14/04.

#### Notes

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.

Transaction Date: Date of record. Can be entered manually. If left blank, will default to the date the document is successfully submitted.

Budget Fiscal Year: 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.

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

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

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

The screenshot displays the AMS ADVANTAGE web application interface within a Microsoft Internet Explorer browser window. The page title is 'AMS ADVANTAGE'. The navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. Below the navigation bar, there are tabs for Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. The left-hand navigation panel shows a tree structure with 'Document View' selected, containing sub-items like Header, Appropriation Budget, Appropriation Controls, Expense Budget, Expense Controls, and Linked OC Revenue Budget. The main content area is titled 'BGEX - 15 - SCENARIO A - 1 - New - Draft'. It features a table with columns: Budget FY, Fund, Department, Appr Unit, Dollar Amount, and Increase/Decrease. Below the table, there are buttons for 'Insert New Line' and 'Insert Copied Line', and a 'First Prev Next Last' navigation set. The 'Appropriation Budget' form is displayed, with fields for Action, Event Type, Name, Start Date, End Date, Dollar Amount, Increase/Decrease, Budget FY, Fiscal Year, Period, Fund, Department, Appr Unit, Contact, Contact Name, Description, and House Bill Number. At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Budget Doc and ..., Calculator, and Links, with a system clock showing 2:05 PM.

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

The screenshot displays the AMS ADVANTAGE web application interface. The left navigation panel shows the 'Expense Budget' component selected. The main content area displays the 'Expense Budget' form for 'BGEX - 15 - SCENARIO A - 1 - New - Draft'. The form includes fields for Action, Event Type, Name, Start Date, End Date, Dollar Amount, Increase/Decrease, Budget FY, Fiscal Year, Period, Fund, Department, Appr Unit, Unit, Object, Contact, Contact Name, Description, and House Bill Number. The 'Insert New Line' hyperlink is circled in red. The bottom of the screen shows the Windows taskbar with the Start button and several open applications.

#### Notes

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

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

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

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: Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. The main content area is titled 'BGEX - 15 - SCENARIO A - 1 - New - Draft' and features a table with columns for Budget FY, Fund, Department, Appr Unit, Unit, Object, Dollar Amount, and Increase/Decrease. The 'Increase/Decrease' column is currently set to 'Increase'. Below the table, there are several input fields for creating a new expense budget, including Action (New), Event Type, Name, Start Date, End Date, Dollar Amount, Increase/Decrease (Increase), Budget FY, Fiscal Year, Period, Fund, Department, Appr Unit, Unit, Object, Contact, Contact Name, Description, and House Bill Number. At the bottom of the form, there are buttons for Save, Undo, Print, Validate, Submit, and Close. The AMS logo is visible in the bottom left corner of the application window.

Notes

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

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

Document View

BGEX - 15 - SCENARIO A - 1 - New - Draft

Budget FY	Fund	Department	Appr Unit	Unit	Object	Dollar Amount	Increase/Decrease
2004	101	15	101	1000	1200	\$1,850.00	Increase

Insert New Line Insert Copied Line First Prev Next Last

Perform Budget Rollup Smart Budget Rollup Load Existing Links Choose Centralized Revenue Line(s)

Expense Budget

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Appr Unit:

Unit:

Object:

Hourly Wages

Contact:

Contact Name:

Description:

House Bill Number:

Save Undo Print Validate Submit Close

#### Notes

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.

**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.

**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 object 1200 by \$1,850.00 in order for the total budget to be \$5,000.00.

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



## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

The screenshot shows the AMS ADVANTAGE web application interface. The left sidebar contains a navigation menu with options like 'Document View', 'Document History', 'Document Reference', and 'Future Triggering'. The main content area displays the 'Expense Budget' form for 'BGEX - 15 - SCENARIO A - 1 - New - Draft'. The form includes fields for 'Budget FY' (2004), 'Fund' (101), 'Department' (15), 'Appr Unit' (101), 'Unit' (1000), 'Object' (1200), 'Dollar Amount' (\$1,850.00), and 'Increase/Decrease' (Increase). There are also fields for 'Name', 'Start Date', 'End Date', 'Contact', 'Contact Name', 'Description', and 'House Bill Number'. At the bottom of the form, the 'Save' button is circled in red. The browser window title is 'AMS ADVANTAGE - Microsoft Internet Explorer'.

#### Notes

**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.

**Fund, Department, Appr Unit, Unit, Object:** 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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

Document View

BGEX - 15 - SCENARIO A - 1 - New - Draft

Budget FY	Fund	Department	Appr Unit	Unit	Object	Dollar Amount	Increase/Decrease
2004	101	15	101	1000	1200	\$1,850.00	Increase

Insert New Line Insert Copied Line

Expense Budget

Action: Modify Budget FY: 2004

Event Type: BG06 Fiscal Year:

Name: 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:

Save Undo Print Validate Submit Close

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin | Security Administration | Application Administration | Approval Administration | Test Business Functions | New Workspace

BGEX-15 SCENARIO A-1

**Document View**

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls
- Linked OC Revenue Budget

**Document History**

**Document Reference**

**Future Triggering**

BGEX - 15 - SCENARIO A - 1 - New - Draft

Action Menu

Budget FY	Fund	Department	Appr Unit	Unit	Object	Dollar Amount	Increase/Decrease
2004	101	15	101	1000	1200	\$1,850.00	Increase

Insert New Line Insert Copied Line First Prev Next Last

Perform Budget Rollup Smart Budget Rollup Load Existing Links Choose Centralized Revenue Line(s)

**Expense Budget**

Action: New Budget FY: Fiscal Year: Period: Fund: Department: Appr Unit: Unit: Object: Contact: Contact Name: Description: House Bill Number:

Event Type: Name: Start Date: End Date: Dollar Amount: Increase/Decrease: Increase

Save Undo Print Validate Submit Close

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

The screenshot displays the AMS ADVANTAGE web application interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. The left sidebar contains a 'Document View' menu with options like Appropriation Budget, Expense Budget, and Linked OC Revenue Budget. The main content area shows the 'Expense Budget' form for 'BGEX - 15 - SCENARIO A - 1 - New - Draft'. The form includes a table with columns for Budget FY, Fund, Department, Appr Unit, Unit, Object, Dollar Amount, and Increase/Decrease. Below the table, there are input fields for various details: Action (Modify), Event Type (BG06), Name, Start Date, End Date, Dollar Amount (1850.00), Increase/Decrease (Decrease), Budget FY, Fiscal Year, Period, Fund (101), Department (15), Appr Unit (101), Unit (1000), Object (1400), Contact, Contact Name, Description, and House Bill Number. At the bottom, there are buttons for Save, Undo, Print, Validate, Submit, and Close.

Budget FY	Fund	Department	Appr Unit	Unit	Object	Dollar Amount	Increase/Decrease
2004	101	15	101	1000	1200	\$1,850.00	Increase

Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin | Security Administration | Application Administration | Approval Administration | Test Business Functions | New Workspace

BGEX - 15 - SCENARIO A - 1 - New - Draft

Budget FY	Fund	Department	Appr Unit	Unit	Object	Dollar Amount	Increase/Decrease
2004	101	15	101	1000	1200	\$1,850.00	Increase
2004	101	15	101	1000	1400	\$1,850.00	Decrease

Insert New Line Insert Copied Line First Prev Next Last

Perform Budget Rollup Smart Budget Rollup Load Existing Links Choose Centralized Revenue Line(s)

Expense Budget

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Appr Unit:

Unit:

Object:

Contact:

Contact Name:

Description:

House Bill Number:

Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

BGEX-15 SCENARIO A-1 View All (1 of 3): Document validated successfully

Document View

Header

Appropriation Budget

Appropriation Controls

Expense Budget

Expense Controls

Linked OC Revenue Budget

Document History

Document Reference

Future Triggering

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease
2004	101	15	101	\$0.00	Increase

Insert New Line Insert Copied Line First Prev Next Last

Appropriation Budget

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Appr Unit:

Other Personal Services

Contact:

Contact Name:

Description:

House Bill Number:

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

The screenshot shows the AMS ADVANTAGE web application in Microsoft Internet Explorer. The left sidebar contains navigation links: Message Center, Search (Page Search, Document Catalog, Report Search), History, Favorites, and Administration. The main content area is titled 'Document Catalog' and includes a 'Create' link. Below this is a 'Document Identifier' section with input fields for Code (BGEX), Unit, Dept (15), and ID (SCENARIO A). There are also sections for User Information and Document State, each with a dropdown menu. Below these are links for Browse, Clear, and an Action Menu. A table at the bottom displays document details:

	Code	Dept.	Unit	ID	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGEX	15		SCENARIO A	1	New	Final	Submitted	9/19/04	sa	0.00	true

Below the table are links for Open, Validate, Submit, and Copy. At the bottom of the table are links for First, Prev, Next, Last, and Menu. The Windows taskbar at the bottom shows the start button, Internet Explorer, and a task for 'Budget Doc and Inqui...'. The system clock shows 4:41 PM on 9/19/04.

Notes

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

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

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

BEY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2004	101	15	101	1000	1200	\$5,000.00	\$0.00	\$0.00	\$5,000.00
2004	101	15	101	1000	1400	\$9,862.00	\$0.00	\$0.00	\$9,862.00

First Prev Next Last

Search

#### Budget Actuals

Pre-Encumbered: \$0.00 Uncommitted: \$5,000.00

Encumbered: \$0.00 Unobligated: \$5,000.00

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

Cash Expenses: \$0.00

#### Budgeted Amounts

Adopted: \$3,150.00 Current Budget: \$5,000.00

Carry Forward: \$0.00 Amendments: \$0.00

Allocated: \$0.00 Transfers: \$1,850.00

Linked Revenues

General Information

Top

Modified Budget Line Controls Appropriation Budget Linked Revenues

start

Internet Explorer

Budget Doc and Inqui...

Links

53°

Internal Intranet

4:44 PM

### Notes

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.



## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 1: Enter expense budget documents: Inputting a Transfer

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Document View

BGEX - 11- GRANTYEAR1- 1- New- Final

Budget FY	Fund	Department	Appr Unit	Unit	Object	Dollar Amount	Increase/Decrease
9999	263	11	T169	1693	1010	\$100,000.00	Increase
9999	263	11	T169	1693	1200	\$12,000.00	Increase
9999	263	11	T169	1693	3600	\$2,500.00	Increase

Expense Budget

Action: New

Budget FY: 9999

Event Type: BGD1

Fiscal Year: 2004

Name:

Period: 9

Start Date:

Fund: 263

End Date:

Department: 11

Dollar Amount: \$100,000.00

Appr Unit: T169

Increase/Decrease: Increase

Unit: 1693

Object: 1010

Contact:

Contact Name:

Description:

House Bill Number:

#### Notes

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**

## **Westchester County User Guide – General Fund and Grant Budget Documents**

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### **Objective 2: Enter revenue budget documents**

Current Expense Budget Documents

New Expense Budget Documents

RB

BGRV (OC Revenue Budget)

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Creating a BGRV Document

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

Document Catalog

Create

Document Identifier

Code: bgrv    Unit:    Dept:    ID:    Action Menu

User Information

Document State

Browse    Clear

Open    Validate    Submit    Copy

Code	Dept.	Unit	ID	Version	Function	Phase	Status	Date	User ID	Amount	Active
------	-------	------	----	---------	----------	-------	--------	------	---------	--------	--------

First    Prev    Next    Last

Menu

Notes

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.

Then type or select BGRV and click on Create.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Creating a BGRV Document

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

Document Catalog

Search

Document Identifier

Code : BGRV Unit :

Dept : 150 ID : demo 2

Other Options

Auto Numbering : ☐

Create Template : ☐

Create

Menu

start

Internet Explorer

Budget Doc and Inqui...

Links

5:16 PM

Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Creating a BGRV Document

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 panel on the left lists various document types: Document View (selected), Revenue Budget, Revenue Budget Controls, Document History, Document Reference, and Future Triggering. The main content area is titled 'BGRV - 150 - DEMO 2 - 1 - New - Draft' and features a 'Load Constraints' button. The 'Header' section contains several input fields: Transaction Date, Budget FY, Fiscal Year, Period, Start Date, and End Date. Below these fields, the system displays metadata: Created By: sa, Created On: 10/14/04, Modified By: sa, and Modified On: 10/14/04. At the bottom of the form, there is a row of buttons: Save, Undo, Print, Validate, Submit, and Close. The Windows taskbar at the bottom shows the Start button, Internet Explorer, and a task titled 'Budget Doc and Inqui...'. The system clock indicates 5:19 PM.

#### Notes

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.

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

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Document Overview

The screenshot displays the AMS ADVANTAGE web application interface. The browser title is "AMS ADVANTAGE - Microsoft Internet Explorer". The application 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 main content area is titled "BGRV - 150 - DEMO 2 - 1 - New - Draft". On the left, a navigation pane shows a tree structure with "Document View" selected, containing "Header" and "Revenue Budget Controls". Other options in the tree include "Document History", "Document Reference", and "Future Triggering". The main form area has a "Load Constraints" button and a "Header" section with fields for Transaction Date, Budget FY, Fiscal Year, Period, Start Date, and End Date. Below these fields, it shows "Created By: sa", "Created On: 10/14/04", "Modified By: sa", and "Modified On: 10/14/04". At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close. The Windows taskbar at the bottom shows the Start button, Internet Explorer, and a task titled "Budget Doc and Inqui...". The system clock indicates 5:19 PM.

Notes

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.



## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

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

OC Revenue Budget

Search Window

Revenue Source

Favorites

Administration

### Revenue Budget

Menu Quick Search

BEY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
2004	101	15	1000	9034	\$50,000.00	\$0.00	\$50,000.00
✓ 2004	101	15	1000	9522	\$100,000.00	\$0.00	\$100,000.00

First Prev Next Last

Search

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

Current Budget: \$100,000.00

Carry Forward: \$0.00

Amendments: \$0.00

Allocated: \$0.00

Transfers: \$0.00

General Information

Top

Modified Budget Line Controls Supported Expense Budgets

Notes

**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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

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: Security Administration, Application Administration, Approval Administration, Test Business Functions, and New Workspace. The main content area is titled 'BGRV - 15 - SCENARIO - 1 - New - Draft'. On the left, a sidebar menu shows the 'Document View' section with sub-items: Header (highlighted with a red circle), Revenue Budget Controls, Document History, Document Reference, and Future Triggering. The main form area contains fields for Transaction Date, Budget FY, Fiscal Year, Period, Start Date, and End Date, each with a calendar icon. Below these fields, it shows 'Created By: sa', 'Created On: 10/15/04', 'Modified By: sa', and 'Modified On: 10/15/04'. At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close. The Windows taskbar at the bottom shows the Start button, Internet Explorer, and several open files.

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

The screenshot displays the AMS ADVANTAGE web application interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. The main content area is titled 'BGRV - 15 - SCENARIO - 1 - New - Draft'. On the left sidebar, the 'Document View' section is expanded, showing options like Header, Revenue Budget, Revenue Budget Controls, Document History, Document Reference, and Future Triggering. The 'Document History' section is currently selected, and the 'Insert New Line' hyperlink is circled in red. The main form area contains various input fields for document details, including Action, Event Type, Name, Start Date, End Date, Dollar Amount, Increase/Decrease, Budget FY, Fiscal Year, Period, Fund, Department, Unit, Revenue, Contact, Contact Name, Description, and House Bill Number. At the bottom of the form, there are buttons for Save, Undo, Print, Validate, Submit, and Close. The Windows taskbar at the bottom shows the Start button, Internet Explorer, and several open files.

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

BGRV 15 SCENARIO 1

Document View

Header

Revenue Budget

Revenue Budget Controls

Document History

Document Reference

Future Triggering

BGRV - 15 - SCENARIO - 1 - New - Draft

Action Menu

Budget FY	Fund	Department	Unit	Revenue	Dollar Amount	Increase/Decrease
2004	101	15	1000	9034	\$25,000.00	Increase

Insert New Line Insert Copied Line First Prev Next Last

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Unit:

Revenue:

Hotel Tax

Contact:

Contact Name:

Description:

House Bill Number:

Save Undo Print Validate Submit Close

Menu

#### Notes

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 9034 by \$25,000 in order for the total budget to be \$75,000.00.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

BGRV 15 SCENARIO 1

Document View

Header

Revenue Budget

Revenue Budget Controls

Document History

Document Reference

Future Triggering

BGRV - 15 - SCENARIO - 1 - New - Draft

Action Menu

Budget FY	Fund	Department	Unit	Revenue	Dollar Amount	Increase/Decrease
2004	101	15	1000	9034	\$25,000.00	Increase

Insert New Line Insert Copied Line First Prev Next Last

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Unit:

Revenue:

Hotel Tax

Contact:

Contact Name:

Description:

House Bill Number:

Save Undo Print Validate Submit Close

Menu

start

Internet Explorer

Budget Doc and Inqui...

Links

54

9:48 AM

#### Notes

**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.

**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.

**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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

AMS ADVANTAGE - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

BGRV 15 SCENARIO 1

**Document View**

Header

Revenue Budget

Revenue Budget Controls

**Document History**

**Document Reference**

**Future Triggering**

BGRV - 15 - SCENARIO - 1 - New - Draft

Action Menu

	Budget FY	Fund	Department	Unit	Revenue	Dollar Amount	Increase/Decrease
✖	2004	101	15	1000	9034	\$25,000.00	Increase
✖	2004	101	15	1000	9522	\$25,000.00	Decrease

Insert New Line Insert Copied Line First Prev Next Last

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Unit:

Revenue:

Interest And Investment Income

Contact:

Contact Name:

Description:

House Bill Number:

Save Undo Print Validate Submit Close

Menu

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, System Admin

Security Administration Application Administration Approval Administration Test Business Functions New Workspace

BGRV 15 SCENARIO 1

**Document View**

View All (1 of 1): Document submitted successfully

BGRV - 15 - SCENARIO - 1 - New - Final

Action Menu

Budget FY	Fund	Department	Unit	Revenue	Dollar Amount	Increase/Decrease
2004	101	15	1000	9034	\$25,000.00	Increase
2004	101	15	1000	9522	\$25,000.00	Decrease

Insert New Line Insert Copied Line First Prev Next Last

Action: Modify Budget FY: 2004

Event Type: BGRV 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: Contact Name:

Description:

House Bill Number:

Edit Print Copy Forward Close

Menu

#### Notes

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.

## Westchester County User Guide – General Fund and Grant Budget Documents

### Objective 2: Enter revenue budget documents: Inputting a Document

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](#)

BEY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2004	101	15	1000	9034	\$75,000.00	\$0.00	\$75,000.00
2004	101	15	1000	9522	\$75,000.00	\$0.00	\$75,000.00

First Prev Next Last

Search

#### Budget Actuals

Billed Earned Revenue :	<input type="text" value="\$0.00"/>		Total Revenue :	<input type="text" value="\$0.00"/>
Unbilled Earned Revenue :	<input type="text" value="\$0.00"/>		Unrecognized :	<input type="text" value="\$75,000.00"/>
Collected Earned Revenue :	<input type="text" value="\$0.00"/>			

#### Budgeted Amounts

Adopted :	<input type="text" value="\$50,000.00"/>		Current Budget :	<input type="text" value="\$75,000.00"/>
Carry Forward :	<input type="text" value="\$0.00"/>		Amendments :	<input type="text" value="\$0.00"/>
Allocated :	<input type="text" value="\$0.00"/>		Transfers :	<input type="text" value="\$25,000.00"/>

#### General Information

[Top](#)  
[Modified Budget Line Controls](#) | [Supported Expense Budgets](#)

Notes

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

## Notes

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.