

eMARS 320

Enacting Capital Projects in eMARS



Customer Resource Center

eMARS Training

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eMARS Capital and Revenue Budgets

1 – Orientation

This course will provide eMARS users with a working knowledge of how the Capital Project process works from the enactment of the Appropriations Bills through the life of the project. We will walk through the forms, documents, and inquiry screens necessary to establish, change or inactivate a Capital Project.

[Prerequisites](#)

You should have completed the following courses before continuing:

- eMARS 101 Into to eMARS Independent Study Guide
- eMARS 111 Chart of Accounts/Budget and Cash Control

[Learning Objectives](#)

At the conclusion of this session, you will be able to:

- Complete an SAS-14 form (Account Maintenance form)
- Complete an SAS-5 form (Capital Project form)
- Create a Capital Expense (BGE43) document
- Create a Revenue Budget (BGR42) document
- Create a Transfer (JV2T) document
- Review Inquiry screens for Capital Project balances
- Close (Inactivate) a Capital Project



Document Codes

The following table displays budget document codes used in eMARS.

eMARS Code	eMARS Document	Description
BGE43 Level 1	Capital Budget Document	Capital Appropriations
BGE43 Level 2	Capital Budget Document	Capital Allotments
BGR42	Revenue Budget 42 Document	Budgeted Funding
BGPDR*	Program Period Reimbursable	Reimbursable Grant Funding
JV2T	Transfer	Journal Voucher Transfer

*Only required when the capital project is funded in whole or part with federal funds. This document is covered in eMARS 501 Cost Accounting – Projects and Grants.

2 – Budget Basics

Capital Projects

Capital Projects, regardless of the source of cash or other consideration, are defined by KRS 45.750(1)(b) through (f) as:

(b) “Capital construction item” means:

1. The construction, reconstruction, acquisition, and structural maintenance of buildings;
2. The installation of utility services, including roads and sewers;
3. The acquisition or improvement of real property;
4. The purchase and installation initially or during major renovation of equipment, facilities, and furnishings of a permanent nature for buildings;
5. The acquisition of any building to be occupied by any:
 - a. Subdivision of state government as defined in KRS 12.010 or enumerated in KRS 12.020;
 - b. Municipal corporation which exercises its authority on a statewide basis including, but not limited to, the Kentucky Employees Retirement System, Teachers’ Retirement System of the State of Kentucky, Kentucky Higher Education Student Loan Corporation, Kentucky Lottery Corporation, Kentucky Housing Corporation, or any entity with a governing body whose membership is substantially similar to the membership of the governing body of a municipal corporation which exercises its authority on a statewide basis; and
 - c. Institution of higher education.

(c) “Lease” means any lease, lease-purchase, or lease with an option to purchase of any real property space occupied by:

1. Any entity listed in paragraph (b)5. of this subsection;
2. The legislative branch; or
3. The judicial branch when leased from a private sector landlord.

(d) “Equipment” means:

1. Any major item of equipment, including aircraft;
2. Any movable furnishing, appurtenance, or other equipment, necessary to make a building operable; and
3. Equipment purchased or otherwise acquired, or equipment to be purchased or otherwise to be acquired, under a lease or lease-purchase contract or agreement or an arrangement equivalent to a lease or lease-purchase contract or agreement.

(e) “Information technology system” means any related computer or telecommunications components that provide a functional system for a specific business purpose and contain one (1) or more of the following:

1. Hardware;
 2. Software, including application software, systems management software, utility software, or communications software;
 3. Professional services for requirements analysis, system integration, installation, implementation, or data conversion services; or
 4. Digital data products, including acquisition and quality control.
- (f) “Capital projects” means, regardless of the source of cash or other consideration:
1. Any capital construction item, or any combination of capital construction items necessary to make a building or utility installation complete, estimated to cost six hundred thousand dollars (\$600,000) or more in cash or other consideration;
 2. Any lease of real property space with an annual rental cost exceeding two hundred thousand dollars (\$200,000);
 3. The use allowance paid by the judicial branch for a real property space pursuant to KRS 26A.090(s) and 26A.115 when the use allowance for the space exceeds two hundred thousand dollars (\$200,000) on an annual basis;
 4. Any item of equipment estimated to cost two hundred thousand dollars (\$200,000) or more in cash or other consideration;
 5. Any lease of an item of moveable equipment if the annual cost of the lease is two hundred thousand dollars (\$200,000) or more or if the total cost of the lease-purchase or lease with an option to purchase is two hundred thousand dollars (\$200,000) or more; and
 6. Any new acquisition, upgrade, or replacement of an information technology system estimated to cost six hundred thousand dollars (\$600,000) or more in cash or other consideration.

It is key that each agency be thoroughly familiar with the provisions of KRS 45.750 to 45.818 prior to the beginning of the Capital Budget Request process.

- 45.750 Definitions for KRS 45.760 to 45.810 – Application of KRS 45.760 to 45.810
- 45.760 Program recommendations – Budget bill provisions
- 45.763 Requirement for General Assembly authorization before state agencies, institutions of higher education, or affiliated corporations enter into certain real property agreements
- 45.765 Branch budget bills
- 45.770 Contingency account
- 45.775 Capital construction surplus account
- 45.777 Sale of property purchased with capital construction funds
- 45.780 Emergency repair, maintenance, and replacement account
- 45.782 Statewide deferred maintenance fund
- 45.790 Capital Projects and Bond Oversight Committee – Membership – Meetings – Vote required to act
- 45.793 Quarterly status reports on incomplete capital projects to Capital Projects and Bond Oversight Committee



- 45.795 Determinations to be made in reviewing projects – Request for Legislative Research Commission to see injunction
- 45.800 Prerequisites to transfer of money from contingency account or other sources
- 45.810 Procedure for review of proposed bond issue – Annual report to committee
- 45.812 Listing of costs relating to issuance of revenue bonds authorized by appropriation of school district
- 45.814 Itemized listing of costs associated with issuance of revenue bonds or notes authorized by branch budget bill
- 45.816 Listing of costs relating to issuance of revenue bonds by state agency
- 45.818 Status report on information technology systems

Chart of Accounts

In eMARS, chart of account elements are used to identify and classify all financial and budget data. For capital project budgets, eMARS will utilize the following central chart of account elements:

- **Fund** – used to uniquely define a capital project and track the cash balance of the capital project. All capital project funds will start with the letter “C”.
- **Department** - defines the Organizational element department
- **Appropriation Unit** – will be defined as “CPTL”
- **Bureau** – will be defined as “CPTL”
- **Unit** – Organizational element established by the agency
- **Object** – used to define the various expense elements of a capital project
- **Activity/Sub-Activity** – for projects administered by Facilities and Support Services. Agencies must contact Facilities and Support Services to have them assign the Activity and Sub-Activity code.
- **Accounting Template ID** – for projects administered by Facilities and Support Services, agencies must create an accounting template which contains the required accounting elements (fund, department, unit, appropriation unit), plus any agency defined accounting elements and the Activity and Sub-Activity codes assigned by Facilities and Support Services. The accounting template should not contain an object or revenue source code. The Accounting Template ID should be named with the first letter as assigned by the Finance and Administration Cabinet followed by the Fund code (e.g. Health and Family Services project would be: HC***)

Budget Structure and Levels

A budget structure is the framework that determines the type of budget: Expense or Revenue. Budget structures consist of levels that correspond to increasingly more detailed levels of budgeting. Kentucky’s capital budget structure is composed of two levels with the following chart of account elements:

Level 1 (Appropriation) – Fund, Department, Appropriation Unit

Level 2 (Allotment) – Fund, Department, Appropriation Unit, Bureau, Object



eMARS Budget Structure

Level 1	Appropriation	C21H-758-CPTL
Level 2	Allotment	C21H-758-CPTL-CPTL-E701

Kentucky's revenue budget structure is composed of two levels with the following chart of account elements:

Level 1 (Budgeted Funding Summary) – Fund, Department

Level 2 (Budgeted Funding Detail) – Fund, Department, Revenue Source

eMARS Revenue Budget Structure

Level 1	Budgeted Funding Summary	C21H-758
Level 2	Budgeted Funding Detail	C21H-758-Revenue Source

Budget Fiscal Year is not included as part of the capital budget or revenue budget structures in eMARS. The budget fiscal year on all capital projects is "9999". This will allow the project to continue from one fiscal year to another for the life of the project.

[Type of Capital Projects](#)

There are two major types of capital projects: Line-item capital projects and non line-item capital projects. Line-item capital projects are those projects which are authorized by the Appropriation Acts. Non line-item capital projects are those projects which are authorized through statutory authority, or projects that are less than the statutory dollar threshold but are procured by Facilities and Support Services.

Non line-item capital projects under \$600,000, to be financed from an Agency's line-item appropriation pool, must consult with Facilities and Support Services, Division of Engineering and Contract Administration on the proposed Project Estimate for the project. Non line-item capital projects that are approved by the authority set forth in KRS Chapter 45A or by the enacted appropriations bill and are greater that \$600,000 must be reported to the Capital Project and Bond Oversight Committee.

Regardless of the type of capital project, each capital project must have the following documents processed to establish the project:

- **SAS-14 Account Maintenance form** – this will establish the Fund for the capital project
- **SAS-5 Capital Project form** – this will authorize the budget and transfer of funds for the capital project
- **Capital Budget (BGE43) document** – this will establish the Appropriation and Allotment for the capital project
- **Revenue Budget (BGR42) document** – this will establish the budgeted funding for the capital project



- **Transfer (JV2T) document** – this will transfer cash for the capital project

Each of these documents will be covered in detail later in the manual. The type of capital project determines where the BGE43 and BGR42 documents originate. The following table outlines these differences:

Document Type	KBUD	eMARS
Original Appropriation to establish line-item project Appropriation	X	
Original Appropriation to establish non line-item project Appropriation		X
Appropriation modification to both line-item and non line-item project Appropriations		X
Original Allotments to establish line-item and non line-item project Allotments		X
Allotment modifications to line-item and non line-item project Allotments		X
Original Revenue Budget to establish line-item project budgeted funding	X	
Original Revenue Budget to establish non line-item project budgeted funding		X
Revenue Budget modifications to line-item and non line-item project budgeted funding		X

3 – SAS-14 Account Maintenance

The SAS-14, Account Maintenance Form, is used to Establish, Inactivate or Change a Capital Project. The form is split into two distinct sections: FUNCTION and FUND. For Capital Projects the Function area should be left blank, this area is for operating accounts only. Drop down lists have been provided for the Fiscal Year, Department, and Fund Type fields. The instructions for completing the form are slightly different when dealing with Operating Accounts vs Capital Projects. Completing the form for Operating Accounts will be covered in the Chart of Accounts/Budget and Cash Control course material.

The SAS-14 form and instructions can be found on the eMARS website at:
<http://finance.ky.gov/internal/eMARS/forms/>.



SAS-14 08/10	Commonwealth of Kentucky ACCOUNT MAINTENANCE FORM	Date: 9/1/2010							
<input type="radio"/> Establish Reason for Change: <input style="width:500px;" type="text"/> <input type="radio"/> Inactivate <input type="radio"/> Change									
FY: <input style="width:50px;" type="text"/> DEPT: <input style="width:50px;" type="text"/>									
FUNCTION	ALLOTMENT (FUNCTION TYPE)								
	Function Group (AP)	Function Type (AL) Function Type Name (AL)							
	<input type="checkbox"/> Override Allotment From: <input style="width:50px;" type="text"/> To: <input style="width:50px;" type="text"/> Provide justification for allotment override: <input style="width:500px; height:20px;" type="text"/>								
	FUNCTION								
FUND	FUND								
	Fund Type	Fund Fund Name							
	For Restricted Funds Only - Is the Fund: <input checked="" type="radio"/> On Budget Enter the Function Code this Fund is to be expended from: <input style="width:50px;" type="text"/> <input type="radio"/> Off Budget								
	For Capital Projects Only - If the Capital Project is funded from Bond Proceeds are the Bonds: <input type="radio"/> General Fund Supported <input type="radio"/> Agency Bonds <input checked="" type="radio"/> Not Funded from Bond Proceeds								
	<input style="width:50px;" type="text"/> Is the Capital Project funded from an existing Bond Pool? If Yes, enter the Fund Code: <input style="width:50px;" type="text"/>								
	<input type="checkbox"/> Does this Fund Accrue Interest Income? If yes, state the legal authority for the accrual of interest income. Legal Authority: _____								
	Enter the account information where the interest income should post:								
	Fund	Dept Unit Function Sub-Function Activity Sub-Activity Program							
	Program Period	Location Task Sub-Task Task-Order Reporting Code Sub-Reporting Code Dept Revenue Source							
	<input type="checkbox"/> Override Cash From: <input style="width:50px;" type="text"/> To: <input style="width:50px;" type="text"/> Provide justification for cash override: <input style="width:500px; height:20px;" type="text"/>								
<table style="width:100%;"> <tr> <td style="width:50%;">Spending</td> <td style="width:50%;">Revenue</td> </tr> <tr> <td><input type="checkbox"/> Require Sub-Function</td> <td><input type="checkbox"/> Require Sub-Function</td> </tr> <tr> <td><input type="checkbox"/> Require Activity</td> <td><input type="checkbox"/> Require Activity</td> </tr> <tr> <td><input type="checkbox"/> Require Sub-Activity</td> <td><input type="checkbox"/> Require Sub-Activity</td> </tr> </table>		Spending	Revenue	<input type="checkbox"/> Require Sub-Function	<input type="checkbox"/> Require Sub-Function	<input type="checkbox"/> Require Activity	<input type="checkbox"/> Require Activity	<input type="checkbox"/> Require Sub-Activity	<input type="checkbox"/> Require Sub-Activity
Spending	Revenue								
<input type="checkbox"/> Require Sub-Function	<input type="checkbox"/> Require Sub-Function								
<input type="checkbox"/> Require Activity	<input type="checkbox"/> Require Activity								
<input type="checkbox"/> Require Sub-Activity	<input type="checkbox"/> Require Sub-Activity								
_____ Agency Contact _____ Governor's Office for Policy and Management									
FINANCE USE ONLY	Fund Class	Fund Category	Fund Type	Fund Group	CAFR Fund Type	Investment Pool	Template ID		
		#N/A	0		#N/A	#N/A			



REQUIRED ELEMENTS:

- **Establish** – Requesting a new Capital Project
- **Inactivate** – Requesting to inactivate a Capital Project
- **Change** – Requesting to change an account element (e.g. overrides, interest income posting). Any requests for changes must have a corresponding explanation in the **Reason for Change** box.
- **FY** – Select the fiscal year from the drop down list.
- **Dept** – Select the department requesting this account from the drop down list.

FUNCTION AREA:

Leave Blank

FUND AREA:

- **FUND** – Complete this section when requesting to establish, inactivate or change a Capital Project Fund.
 - Select Fund Type 0200 from the drop down list.

To inactivate or change an existing Capital Project, enter the Fund. To request a new Capital Project, leave the Fund field blank. This Fund code will be assigned by the Office of State Budget Director and submitted to Statewide Accounting Services for processing. They will also notify the agency contact listed on the form that the Fund has been assigned.
 - Enter the Capital Project name.
- **For Restricted Funds Only** – Leave Blank.
- **For Capital Projects Only** –
 - If the Capital Project is funded from Bond Proceeds check the box whether they are General Fund Supported or Agency Bonds?
 - Is the Capital Project funded from an existing Capital Project Bond Pool: Yes or No. If yes, enter the Fund code for the Capital Project Bond Pool.
- **Does this Fund accrue interest income?** –
 - If the Capital Project does not accrue interest income leave this section blank.
 - If the Capital Project does accrue interest income, check this box. The legal authority for the accrual of interest income (ex: IRS-IRC Section 148 & 149) as well as the account information where the interest income should post must be completed. **Fund, Dept and Unit** is required except where the interest is posting to the new Fund. In this case, leave the Fund blank and it will be completed by the Governor's Office for Policy and Management. If the interest posts to an operating budget fund, the **Function** field is also required. All remaining fields are discretionary.
- **Override Cash** – If requesting cash override on the Fund check this box. Justification and the From/To dates for the override must be completed.
- **Spending and Revenue** – If this project is maintained by Finance and Administration Cabinet, Facilities and Support Services, check the "Require Activity" and "Require Sub-Activity" box on Spending. Contact Facilities and Support Services at (502) 564-3155 ext. 224 to obtain an Activity and Sub-Activity code.

Agency Contact – Enter the agency contact for this request.



SAS-14
08/10

Commonwealth of Kentucky
ACCOUNT MAINTENANCE FORM

Date: 9/1/2010

- Establish
- Inactivate
- Change

Reason for Change:

FY:

DEPT:

ALLOTMENT (FUNCTION TYPE)

Function Group (AP)	Function Type (AL)	Function Type Name (AL)

Override Allotment From: To:

Provide justification for allotment override:

FUNCTION

Fund	Function Group (AP)	Function Type (AL)	Function	Function Name

FUND

Fund Type	Fund	Fund Name
0200		DH-Golf Course and Club House

For Restricted Funds Only -

Is the Fund: On Budget Enter the Function Code this Fund is to be expended from:
 Off Budget

For Capital Projects Only -

If the Capital Project is funded from Bond Proceeds are the Bonds:
 General Fund Supported Agency Bonds Not Funded from Bond Proceeds

Is the Capital Project funded from an existing Bond Pool? If Yes, enter the Fund Code:

Does this Fund Accrue Interest Income? If yes, state the legal authority for the accrual of interest income.

Legal Authority: _____

Enter the account information where the interest income should post:

Fund	Dept	Unit	Function	Sub-Function	Activity	Sub-Activity	Program

Program Period	Location	Task	Sub-Task	Task-Order	Reporting Code	Sub-Reporting Code	Dept Revenue Source

Override Cash From: To:

Provide justification for cash override:

Spending

- Require Sub-Function
- Require Activity
- Require Sub-Activity

Revenue

- Require Sub-Function
- Require Activity
- Require Sub-Activity

Agency Contact _____

Governor's Office for Policy and Management _____

FINANCE
USE ONLY

Fund Class	Fund Category	Fund Type	Fund Group	CAFR Fund Type	Investment Pool	Template ID
	CPTL	0200		CPTL	INT	

Completed SAS-14's should be submitted to the Office of State Budget Director for approval. If requesting a new Capital Project, the Office of State Budget Director will assign the Fund code and submit the form to Statewide Accounting Services for processing and notify the agency contact listed on the form that the Fund has been assigned.

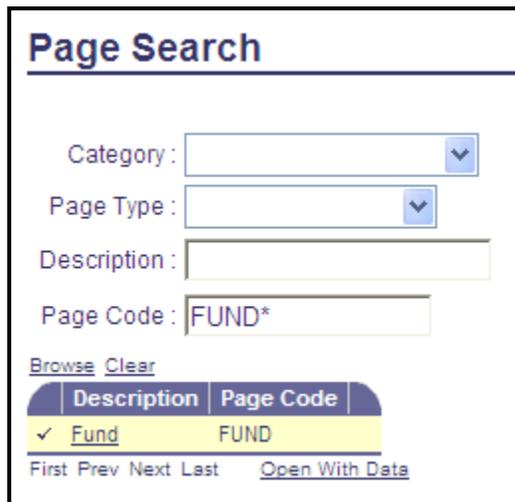
SAS-14 Account Maintenance forms are not required to establish a Line-item project. However, if the project will be administered by Facilities and Support Services, the agency must contact Facilities and Support Services at (502) 565-3155 ext. 224 to obtain an Activity and Sub-Activity code.

Once the Fund has been set up in eMARS, agencies will be able to view the Fund on the Fund (Fund) table or the Valid Fund Department Combination (VFD) table. The Fund table is searchable by the name but not by department. The Valid Fund Department table is searchable by Department but not by the name.

Fund Table

To access the Fund table:

1. Go to Page Search on the secondary navigation panel and enter Fund in the Page Code field and select Browse.



The screenshot shows the 'Page Search' interface. It includes a title 'Page Search' and several input fields: 'Category' (dropdown), 'Page Type' (dropdown), 'Description' (text), and 'Page Code' (text) containing 'FUND*'. Below the fields are 'Browse' and 'Clear' buttons. A table displays search results with columns 'Description' and 'Page Code'. The first row shows 'Fund' and 'FUND'. At the bottom, there are navigation links: 'First', 'Prev', 'Next', 'Last', and 'Open With Data'.

Description	Page Code
✓ Fund	FUND

2. Select Open With Data.

Fund

[Menu](#) [Quick Search](#)

Fiscal Year	Fund	Name	Active	Effective From	Effective To
✓ 2006	0100	General Fund	Yes		
2006	0300	Debt Service Fund	Yes		
2006	1100	Transportation Fund	Yes		
2006	1200	Federal Fund	Yes		
2006	1300	Agency Revenue Fund	Yes		

First Prev [Next](#) [Last](#)

Save Undo Delete Insert Copy Paste Search

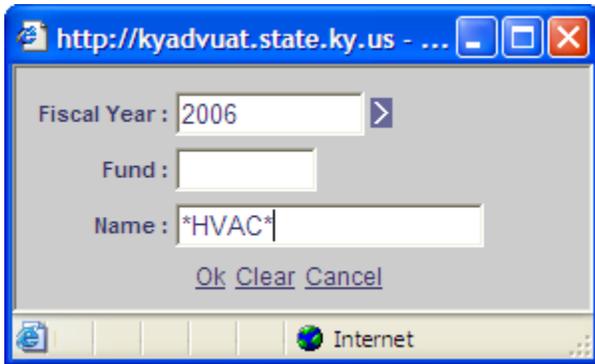
▼General Information

*Fiscal Year: <input type="text" value="2006"/>	Effective From: <input type="text"/>
*Fund: <input type="text" value="0100"/>	Effective To: <input type="text"/>
*Name: <input type="text" value="General Fund"/>	Active: <input checked="" type="checkbox"/>
*Short Name: <input type="text" value="General"/>	Budgeting: <input checked="" type="checkbox"/>
*Bank: <input type="text" value="G1"/>	Component Unit: <input type="checkbox"/>
*EFT Bank: <input type="text" value="G1"/>	Pool Fund: <input type="checkbox"/>
*Master Bank: <input type="text" value="G1"/>	Major Fund: <input type="checkbox"/>
	General Capital Assets (GCA) Fund: <input checked="" type="checkbox"/>
	Responsibility Center Posting: <input checked="" type="checkbox"/>
	Allow Override of Responsibility Center Posting: <input type="checkbox"/>
	Allow Negative Investment Balance: <input type="checkbox"/>

3. Select Search

The screenshot shows a web browser window with the address bar containing "http://kyadvuat.state.ky.us". A search dialog box is open, featuring three input fields: "Fiscal Year:" with a dropdown arrow, "Fund:" with a dropdown arrow, and "Name:" with a text input field. Below the fields are three buttons: "Ok", "Clear", and "Cancel". The browser's status bar at the bottom shows "Internet".

4. Enter the search criteria and select Ok.



Fund

[Menu](#) [Quick Search](#)

Fiscal Year	Fund	Name	Active	Effective From	Effective To
✓ 2006	CX00	Governor's Mansion HVAC and Window Replacement	Yes		
2006	CZ37	Thompson Hall HVAC	Yes		
2006	CZ42	Replace HVAC System - Winchester OET	Yes		
2006	CZ65	Replace HVAC Flemingsburg Dist.Ofc.	Yes		
2006	CZ66	HVAC Maintenance & Repair	Yes		

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼General Information

*Fiscal Year: 2006	Effective From: <input type="text"/>
*Fund: CX00	Effective To: <input type="text"/>
*Name: Governor's Mansion HVAC	Active: <input checked="" type="checkbox"/>
*Short Name: 785	Budgeting: <input checked="" type="checkbox"/>
*Bank: G1	Component Unit: <input type="checkbox"/>
*EFT Bank: G1	Pool Fund: <input type="checkbox"/>
*Master Bank: G1	Major Fund: <input type="checkbox"/>
	General Capital Assets (GCA) Fund: <input type="checkbox"/>
	Responsibility Center Posting: <input type="checkbox"/>
	Allow Override of Responsibility Center Posting: <input checked="" type="checkbox"/>
	Allow Negative Investment Balance: <input type="checkbox"/>

[Valid Fund Department Combination Table](#)

To access the Valid Fund Department Combination (VFD) table:

1. Go to Page Search on the secondary navigation panel and enter VFD in the Page Code field and select Browse.

Page Search

Category:

Page Type:

Description:

Page Code:

[Browse](#) [Clear](#)

Description	Page Code
✓ Valid Fund Dept Combination	VFD

[First](#) [Prev](#) [Next](#) [Last](#) [Open With Data](#)

2. Select [Open With Data](#).

Valid Fund Department Combination

[Menu](#) [Quick Search](#)

Fiscal Year	Fund	Fund Name	Department	Department Name
✓ 2006	CX00	Governor's Mansion HVAC and Window Replacement	785	Department For Facilities Management
2006	CX01	FORAGE TESTING VAN	035	Department Of Agriculture
2006	CX02	PACE - AGR ENHANCEMENT FUND	035	Department Of Agriculture
2006	CX03	LARGE SCALE TEST TRUCK	035	Department Of Agriculture
2006	CX04	Maintenance Pool	074	Department Of Veterans Affairs

[First](#) [Prev](#) [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Fiscal Year:

*Fund:

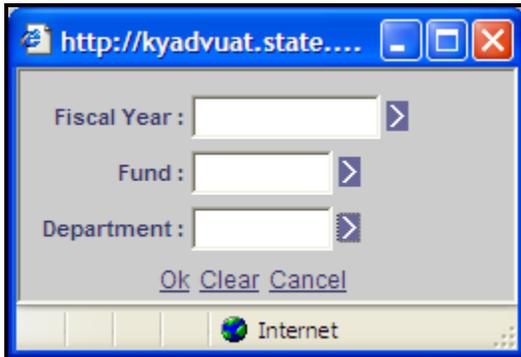
Governor's Mansion HVAC and Window Replacement

*Department:

Department For Facilities Management

[Invalid Fund Dept Combination](#)

3. Select Search



http://kyadvuat.state....

Fiscal Year :

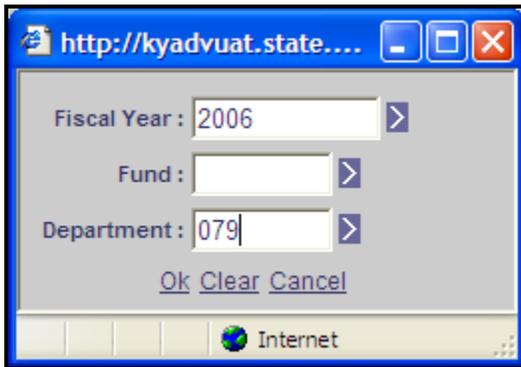
Fund :

Department :

[Ok](#) [Clear](#) [Cancel](#)

Internet

4. Enter the search criteria and select Ok



http://kyadvuat.state....

Fiscal Year : 2006

Fund :

Department : 079

[Ok](#) [Clear](#) [Cancel](#)

Internet

Valid Fund Department Combination

[Menu](#) [Quick Search](#)

Fiscal Year	Fund	Fund Name	Department	Department Name
✓ 2006	CX05	Data Center Readiness	079	Commonwealth Office Of Technology
2006	CX06	Ky Information Highway Expansion 06-08	079	Commonwealth Office Of Technology
2006	CX07	Enterprise Server (z/OS) Upgrade/Replacement	079	Commonwealth Office Of Technology
2006	CX08	Public Safety Comm. Infrastructure - KEWS	079	Commonwealth Office Of Technology
2006	CX09	Enterprise Project Management Information System	079	Commonwealth Office Of Technology

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Fiscal Year : 2006

*Fund : CX05
Data Center Readiness

*Department : 079
Commonwealth Office Of Technology

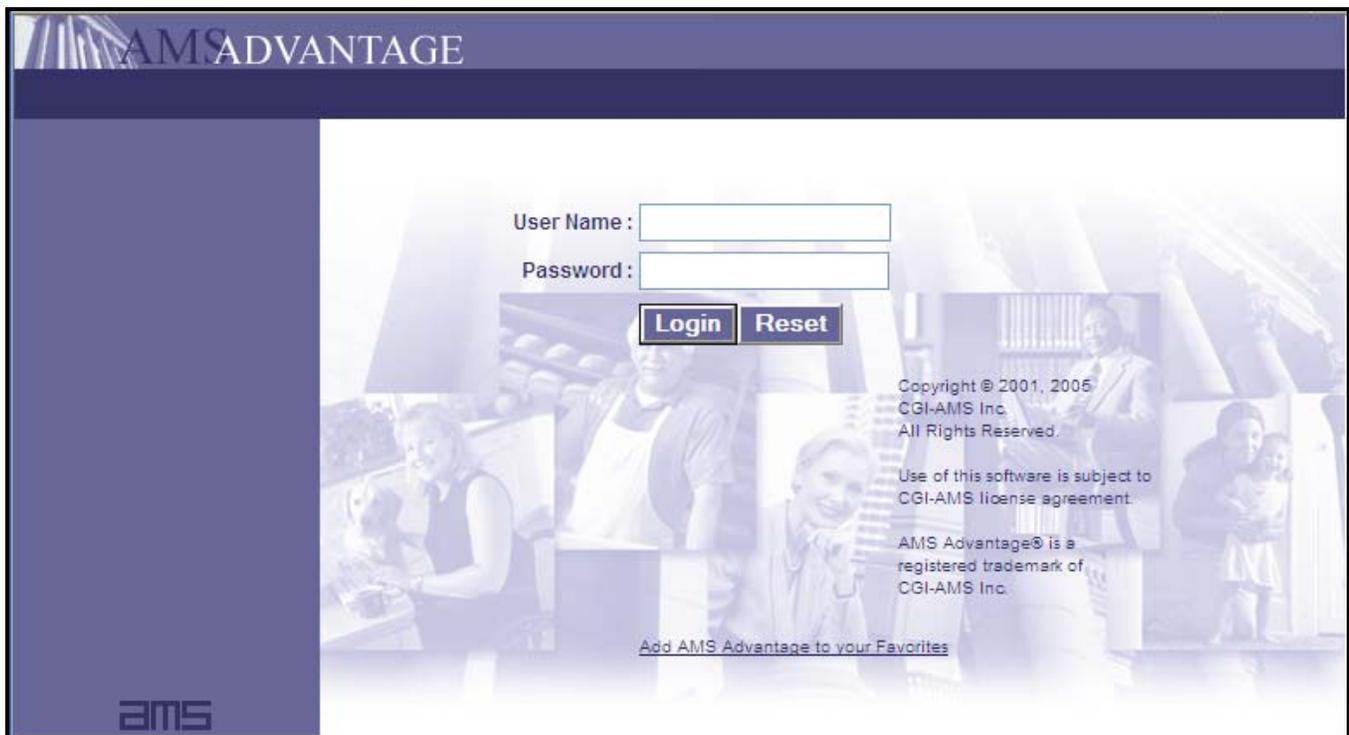
[Invalid Fund Dept Combination](#)

Exercise – Log in to eMARS

You will use a Student ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment will be the assigned Employee ID by the Personnel Cabinet.

1. From the Login page, enter the following information:

Required Fields	Values
User Name	Enter the Student ID shown on your student card. Note: User Names are case sensitive.
Password	Enter the Password and click Login . Note: Passwords are case sensitive.



The Home Page appears

eMARS Home Page



Exercise 1 – Review Valid Fund Department Combination Table

Scenario

Agencies need the ability to find the fund assigned to a particular capital project.

Task Overview

Use the Valid Fund Department Combination table to identify the fund for a particular capital project.

Procedures

- Go to Page Search on the Secondary Navigation panel and enter VFD in the Page Code field and select Browse.

Page Search

Category:

Page Type:

Description:

Page Code:

[Browse](#) [Clear](#)

	Description	Page Code
✓	Valid Fund Dept Combination	VFD

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Open With Data](#)

- Select [Open With Data](#).

Valid Fund Department Combination

[Menu](#) [Quick Search](#)

Fiscal Year	Fund	Fund Name	Department	Department Name
✓ 2006	CX00	Governor's Mansion HVAC and Window Replacement	785	Department For Facilities Management
2006	CX01	FORAGE TESTING VAN	035	Department Of Agriculture
2006	CX02	PACE - AGR ENHANCEMENT FUND	035	Department Of Agriculture
2006	CX03	LARGE SCALE TEST TRUCK	035	Department Of Agriculture
2006	CX04	Maintenance Pool	074	Department Of Veterans Affairs

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

*Fiscal Year:

*Fund:
Governor's Mansion HVAC and Window Replacement

*Department:
Department For Facilities Management

[Invalid Fund Dept Combination](#)

3. Select Search

http://kyadvuat.state....

Fiscal Year :

Fund :

Department :

[Ok](#) [Clear](#) [Cancel](#)

Internet

4. Enter "2006" in the Fiscal Year field and the Department from the Student Card. Select Ok.

5. The Valid Fund Department Combination table will display based on the search criteria.

Valid Fund Department Combination

[Menu](#) [Quick Search](#)

Fiscal Year	Fund	Fund Name	Department	Department Name
✓ 2006	CX05	Data Center Readiness	079	Commonwealth Office Of Technology
2006	CX06	Ky Information Highway Expansion 06-08	079	Commonwealth Office Of Technology
2006	CX07	Enterprise Server (z/OS) Upgrade/Replacement	079	Commonwealth Office Of Technology
2006	CX08	Public Safety Comm. Infrastructure - KEWS	079	Commonwealth Office Of Technology
2006	CX09	Enterprise Project Management Information System	079	Commonwealth Office Of Technology

First Prev [Next](#) [Last](#)

Save Undo Delete Insert Copy Paste Search

*Fiscal Year :

*Fund :
Data Center Readiness

*Department :
Commonwealth Office Of Technology

[Invalid Fund Dept Combination](#)



4 - SAS-5 Capital Projects

The SAS-5, Capital Project, form is used as the authority for the financial activity pertaining to capital projects. The document is completed by the agency and submitted to the Finance and Administration Cabinet, Facilities and Support Services, located on the First Floor of the Bush Building, 403 Wapping Street. After Facilities and Support Services reviews and approves the SAS-5, it will then be forwarded to the Office of State Budget Director often accompanied by the B210 form. This form is used to establish the overall project scope for each allotment object. If assistance is necessary Facilities and Support Services will help the agency in the development of the cost breakdown in order to complete this document. The Office of State Budget Director checks for legal authority, funds availability, timeliness and priority, and ensures the requested action is in compliance with the capital project statutes.

Agencies are required to create the eMARS **Appropriation (BGE43 Level 1), Allotment (BGE43 Level 2), Revenue Budget (BGR42), and Transfer (JV2T)** documents.

The SAS-5 form and instructions can be found on the eMARS website at:
<http://finance.ky.gov/internal/eMARS/forms/>.



eMARS 320 Enacting Capital Projects in eMARS

SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/17/2006
Page 1 of 2

Fund	Dept	Unit	Activity	Sub-Activity	Accounting Template ID	Project Manager

Agency _____	eMARS Document Numbers
Project Name _____	
Project Location _____	
Project Estimate _____	

	Appropriation (BGE43 Level 1)		Allotment (BGE43 Level 2)		Receipts/Transfers (JV2T)	
	Event Type	Amount (+/-)	Object	Amount (+/-)	Object	Amount (+/-)
	Current Amount		Current Amount		Current Amount	
Increase/Decrease						
Increase/Decrease						
Increase/Decrease						
Increase/Decrease						
Increase/Decrease						
Revised Amount		0.00	Revised Amount	0.00	Revised Amount	0.00

Cash Transfers (JV2T)							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount

Revenue Budget (BGR42)			
Revenue Source Code	Current Amount	Increase/Decrease	Revised Amount
			0.00
Total	0.00	0.00	0.00

JV2T Audit Check	
Receipts/Transfers	0.00
Cash Transfers	0.00
Balance	0.00

Fund	Dept	Event Type	Amount (+/-)

Pool Increase/Decrease
Appropriation (BGE43 Level 1)

Fund	Dept	Event Type	Amount (+/-)

Dept. for Facilities and Support Services, Finance and Administration Cabinet

Policy and Budget Analyst, Governor's Office for Policy and Management

Agency Signature

Deputy State Budget Director, Governor's Office for Policy and Management



SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/17/2006
Page 2 of 2

Cash Transfers (JV2T) Continued							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount

Project Description or Information:

CODE LISTING TO COMPLETE THE CAPITAL PROJECT FORM

APPROPRIATION (BGE43 LEVEL 1) EVENT TYPE

- X001 Regular Budget
- X010 Other Budget Revision
- X050 Maintenance Pool Appropriation
- X060 Appropriation from Non-Maintenance Pool
- X070 Appropriation - Heritage Land Conservation
- X080 Appropriation - Coal Severance Tax
- X500 Equipment/Purchase Contingency Fund
- X600 Emergency, Repair, Maintenance and Replacement
- X640 Statewide Deferred Maintenance Fund
- X866 Backout for Closed Projects

ALLOTMENT (BGE43 LEVEL 2) OBJECT

- E701 Architect and Engineer Fees
- E703 General Construction
- E704 Liens
- E710 Computer Equipment
- E712 Movable Equipment Furnishings
- E717 Land/Right of Way
- E718 Legal and Administration Costs
- E723 Aircraft and Related Equipment
- E724 Special Mobile Equipment
- E725 Miscellaneous Expenses
- E726 Agency Labor
- E727 Agency Material and Equipment
- E728 Service by Other Agencies
- E729 Capital Construction Grant
- E732 University Construction Reimbursement
- E734 Economic Development Bond Loans

REVENUE SOURCE CODE (BGR42)

- BFBF Bond Fund
- BFCO Equipment/Purchase Contingency Fund
- BFDM Statewide Deferred Maintenance Fund
- BFEM Emergency Repair, Maintenance & Replacement Fund
- BFFF Federal Fund
- BGFF General Fund
- BFII Investment Income
- BFOF Other Fund
- BFRD Road Fund
- BFRF Agency Revenue Fund
- BFSU Capital Construction Surplus Fund
- BFTB Tobacco Fund

JV2T TRANSFER FROM OPERATING FUND TO CAPITAL FUND

- T60C Will always be used to transfer from an Operating Fund to Capital Fund
- N1 __ Plus the Operating Fund Type you're transferring from
Example: N113 for 1300 Fund Type

JV2T TRANSFER FROM CAPITAL FUND TO OPERATING FUND

- T6 __ Plus the Operating Fund Type you're transferring to
Example: T613 for 1300 Fund Type
- N10C Will always be used to transfer from a Capital Fund to Operating Fund

OPERATING FUND TYPES

- | | |
|-------------------------------|-------------------------------|
| 01 General Fund | 03 Debt Service Fund |
| 11 Transportation Fund | 12 Federal Fund |
| 13 Agency Revenue Fund | 14 Other Special Revenue Fund |
| 21 State Parks Fund | 22 State Fair Board Fund |
| 29 Horse Park Commission Fund | 32 Computer Services Fund |
| 35 Prison Industries Fund | 36 Central Printing Fund |
| 37 Property Management Fund | 65 Tobacco Fund |

JV2T INTRA-FUND CODES - Capital Fund to Capital Fund

Each Object Code will begin with an " N " or a " T "

- 873 General Fund
- 874 Federal Fund
- 875 Bond Fund
- 876 Emergency, Repair, Maintenance & Replacement Fund
- 877 Equipment/Purchase Contingency Fund
- 878 Agency Fund
- 879 Investment Income Fund
- 880 Other Fund
- 881 Road Fund
- 882 Capital Construction Surplus Fund
- 883 Surplus Bond Proceeds
- 884 Statewide Deferred Maintenance Fund
- 885 Coal Severance



SAS-5 Page 1 Instructions

Fund (Required) - A unique four (4) character code beginning with the letter (**C**) is assigned on the SAS-14 Account Maintenance Form when requested by the agency and approved by the Office of State Budget Director for new projects. (Example: C123).

Department (Required) - Three (3) character department code where the project is established (Example: 670).

Unit (Required) - Four (4) character organizational element defined by the agency.

Activity - Four (4) character field that agencies must request from Facilities and Support Services for all Facilities administered projects.

Sub-Activity – Two (2) character field that agencies must request from Facilities and Support Services for all Facilities administered projects.

Accounting Template ID - 6 character field for the agency and Facilities use in order to specify an accounting string for contracts and payment documents. For projects administered by Facilities and Support Services agencies must create an accounting template which contains the required accounting elements (fund, department, unit, appropriation unit), any agency defined accounting elements and the Activity and Sub-Activity codes assigned by Facilities and Support Services. The accounting template should not contain an object or revenue source code. The Accounting Template ID should be named with the first letter as assigned by the Finance and Administration Cabinet followed by the Fund code (e.g. Health and Family Services project would be: HC***)

Project Manager (Required) - Manager responsible for the project.

Agency (Required) - Name of agency where project is located.

Project Name (Required) - 60 characters as reflected on the SAS-14 Account Maintenance Form.

Project Location (Required) - The location of the project (Example: County, City, State Park, or Building).

Project Estimate (Required) - Estimated cost of the project.

eMARS Document Numbers (Required) – Enter the eMARS document numbers. When creating the eMARS documents (do not use automatic numbering) the document number should begin with “CPTL-” followed by the Fund and a sequential number. (Example: CPTL-CY01-1).

APPROPRIATION (BGE43 LEVEL 1)

Information provided below is used to create the eMARS **Appropriation (BGE43 Level 1)** document to establish or modify project Appropriation amounts.

Current Amount (Required) - Enter the total life-to-date Appropriation of the project.

Event Type - The drop-down provides a list of valid Appropriation event types (Example: X050).



Amount - Enter the amount of the increase/decrease requested.

Revised Amount - This amount is automatically calculated by adding the increases and subtracting the decreases from the Current Amount.

ALLOTMENT (BGE43 LEVEL 2)

Information provided here is used to create the eMARS **Allotment (BGE43 Level 2)** document to establish or modify project Allotment amounts.

Current Amount (Required) - Enter the total Allotments to-date of the project.

Object - The drop-down provides a list of valid object codes (Example: E703).

Amount - Enter the amount of the increase/decrease requested.

Revised Amount - This amount is automatically calculated by adding the increases and subtracting the decreases from the Current Amount.

RECEIPTS/TRANSFERS (JV2T)

The following section, **Receipts/Transfers (JV2T)**, is used in creating the eMARS **JV2T** document.

Current Amount (Required) - Enter the total life-to-date receipts of the project.

Object - The drop-down provides a list of valid receipt codes (Example: N879).

Amount - Enter the amount of the increase/decrease requested.

Revised Amount - This amount is automatically calculated by adding the increases and subtracting the decreases from the Current Amount.

CASH TRANSFERS (JV2T)

Information provided below, combined with the Receipts/Transfers section described above, are used to create the eMARS **JV2T** document to transfer cash to and from the project.

BFY - Four (4) digit budget fiscal year associated with the source/destination cash account. If the source/destination cash account is a capital account, enter “9999”.

Fund - Four (4) character fund associated with the source/destination cash account.

Dept - Three (3) character department code associated with the source/destination cash account.

Unit - Four (4) character organizational element associated with the source/destination cash account.

Function - Four (4) character budgetary code associated with the source/destination cash account. This field is required for operating source/destination accounts.

Object - Four (4) character object code associated with the source/destination cash account. The drop-down list provides valid codes.



Description – Sixty (60) character field provided for the name of the source/destination account.

Amount - Amount of the increase/ decrease associated with the source/destination cash account.

Additional lines are provided on the second page for Cash Transfers (**JV2T**) Continued Information.

REVENUE BUDGET (BGR42)

The information provided below is used to create the eMARS **Revenue Budget (BGR42)** document for establishing/modifying the projects budgeted funding.

Revenue Source Code - Four (4) character revenue source code funding the project. The drop-down provides a list of valid codes (Example: BFII).

Current Amount - Enter the life-to-date revenue budget for the revenue source code.

Increase/Decrease - Enter the amount of the increase/decrease requested.

Revised Amount - This field is automatically calculated by adding the increases and subtracting the decreases from the Current Amount.

Total - The total entered above for all revenue source codes are automatically calculated.

POOL INCREASE/DECREASE APPROPRIATION (BGE43 LEVEL 1)

Pool Increase/Decrease Appropriation fields are REQUIRED if Appropriations are being transferred from/to the source/destination pool account such as: Maintenance Pools, Appropriated Clearing Accounts, etc. This information will be used to create the necessary eMARS **Appropriation (BGE43 Level 1)** documents for transferring the pool Appropriation amounts.

Fund - Four (4) character code pertaining to the Appropriation for a Capital Project (Example: C123)

Dept - Three (3) character department code where project is established (Example: 670).

Event Type - The drop-down provides a list of valid appropriation event types (Example: X050).

Amount - Enter the Appropriation increase/decrease amount requested.

SAS-5 Page 2 Instructions

Cash Transfers (JV2T) Continued – Additional lines (if necessary) have been provided for the JV2T information. Follow the instructions from page 1 in completing this section.

Project Description or Information - This field provides narrative information so policy makers can make informed decisions. The information should include all pertinent facts related to the requested action(s).



eMARS 320 Enacting Capital Projects in eMARS

SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 6/21/2006
Page 1 of 2

Fund	Dept	Unit	Activity	Sub-Activity	Accounting Template ID	Project Manager
CY05	670	UNIT	1234	00	CCY05	Doug Price

Agency Department of Parks

eMARS Document Numbers

Project Name BL - Miscellaneous Campsite Repairs

CPTL-CY05-0

Project Location Blue Licks State Resort Park Project Estimate 11,500.00

	Appropriation (BGE43 Level 1)		Allotment (BGE43 Level 2)		Receipts/Transfers (JV2T)	
	Event Type	Amount (+/-)	Object	Amount (+/-)	Object	Amount (+/-)
	Current Amount	0.00	Current Amount	0.00	Current Amount	0.00
Increase/Decrease	X050	11,500.00	E701	5,000.00	N879	11,500.00
Increase/Decrease			E703	6,500.00		
Increase/Decrease						
Increase/Decrease						
	Revised Amount	11,500.00	Revised Amount	11,500.00	Revised Amount	11,500.00

Cash Transfers (JV2T)							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount
9999	CZ86	670	UNIT		T879	Investment Maintenance Pool	-11,500.00

Revenue Budget (BGR42)			
Revenue Source Code	Current Amount	Increase/Decrease	Revised Amount
BFII	0.00	11,500.00	11,500.00
Total	0.00	11,500.00	11,500.00

JV2T Audit Check	
Receipts/Transfers	11,500.00
Cash Transfers	-11,500.00
Balance	0.00

Fund	Dept	Event Type	Amount (+/-)
CZ86	670	X050	-11,500.00

Pool Increase/Decrease
Appropriation (BGE43 Level 1)

Fund	Dept	Event Type	Amount (+/-)

Dept. for Facilities and Support Services, Finance and Administration Cabinet

Policy and Budget Analyst, Governor's Office for Policy and Management

Agency Signature

Deputy State Budget Director, Governor's Office for Policy and Management



SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 6/21/2006
Page 2 of 2

Cash Transfers (JV2T) Continued							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount

Project Description or Information:

The Department of Parks requests that a project be established to perform miscellaneous repairs to the campsites at Blue Licks State Resort Park.

Subject to your approval, we are requesting the transfer of \$11,500 from the Department's Miscellaneous Maintenance Pool (CZ86-670) and allotted to the following object codes:
E701 - \$5,000 and E703 - \$6,500

CODE LISTING TO COMPLETE THE CAPITAL PROJECT FORM

APPROPRIATION (BGE43 LEVEL 1) EVENT TYPE

- X001 Regular Budget
- X010 Other Budget Revision
- X050 Maintenance Pool Appropriation
- X060 Appropriation from Non-Maintenance Pool
- X070 Appropriation - Heritage Land Conservation
- X080 Appropriation - Coal Severance Tax
- X500 Equipment/Purchase Contingency Fund
- X600 Emergency, Repair, Maintenance and Replacement
- X640 Statewide Deferred Maintenance Fund
- X666 Backout for Closed Projects

ALLOTMENT (BGE43 LEVEL 2) OBJECT

- E701 Architect and Engineer Fees
- E703 General Construction
- E704 Liens
- E710 Computer Equipment
- E712 Movable Equipment Furnishings
- E717 Land/Right of Way
- E718 Legal and Administration Costs
- E723 Aircraft and Related Equipment
- E724 Special Mobile Equipment
- E725 Miscellaneous Expenses
- E726 Agency Labor
- E727 Agency Material and Equipment
- E728 Service by Other Agencies
- E729 Capital Construction Grant
- E732 University Construction Reimbursement
- E734 Economic Development Bond Loans

REVENUE SOURCE CODE (BGR42)

- BFBF Bond Fund
- BFCO Equipment/Purchase Contingency Fund
- BFDM Statewide Deferred Maintenance Fund
- BFEM Emergency Repair, Maintenance & Replacement Fund
- BFFF Federal Fund
- BGFF General Fund
- BFII Investment Income
- BFOF Other Fund
- BFRD Road Fund
- BFRF Agency Revenue Fund
- BFSU Capital Construction Surplus Fund
- BFTB Tobacco Fund

JV2T TRANSFER FROM OPERATING FUND TO CAPITAL FUND

- T60C Will always be used to transfer from an Operating Fund to Capital Fund
- N1 __ Plus the Operating Fund Type you're transferring from
Example: N113 for 1300 Fund Type

JV2T TRANSFER FROM CAPITAL FUND TO OPERATING FUND

- T6 __ Plus the Operating Fund Type you're transferring to
Example: T613 for 1300 Fund Type
- N10C Will always be used to transfer from a Capital Fund to Operating Fund

OPERATING FUND TYPES

- | | |
|-------------------------------|-------------------------------|
| 01 General Fund | 03 Debt Service Fund |
| 11 Transportation Fund | 12 Federal Fund |
| 13 Agency Revenue Fund | 14 Other Special Revenue Fund |
| 21 State Parks Fund | 22 State Fair Board Fund |
| 29 Horse Park Commission Fund | 32 Computer Services Fund |
| 35 Prison Industries Fund | 36 Central Printing Fund |
| 37 Property Management Fund | 65 Tobacco Fund |

JV2T INTRA-FUND CODES - Capital Fund to Capital Fund

Each Object Code will begin with an " N " or a " T "

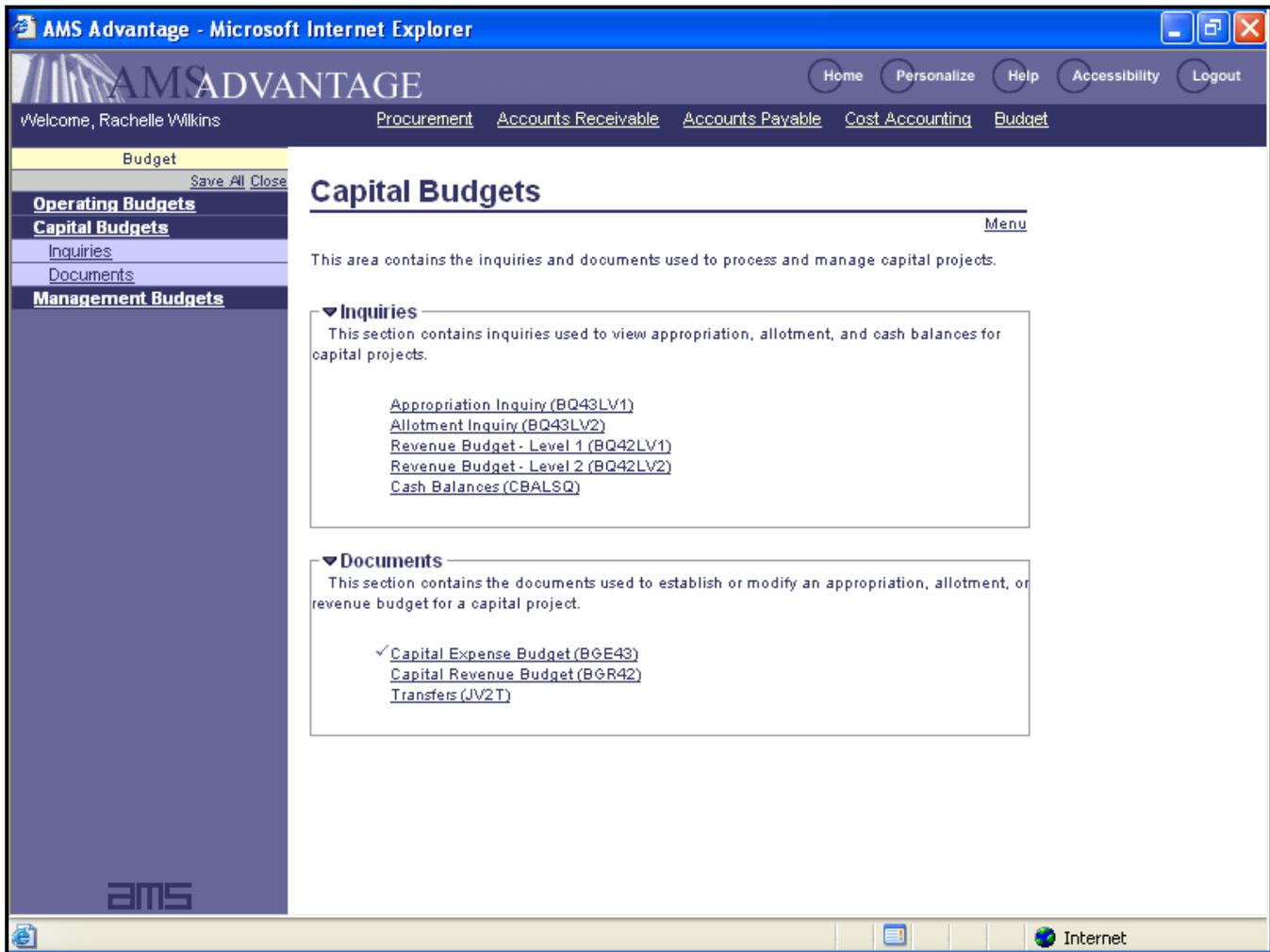
- 873 General Fund
- 874 Federal Fund
- 875 Bond Fund
- 876 Emergency, Repair, Maintenance & Replacement Fund
- 877 Equipment/Purchase Contingency Fund
- 878 Agency Fund
- 879 Investment Income Fund
- 880 Other Fund
- 881 Road Fund
- 882 Capital Construction Surplus Fund
- 883 Surplus Bond Proceeds
- 884 Statewide Deferred Maintenance Fund
- 885 Coal Severance

5 – Capital Budget (BGE43) Document

The Capital Budget (BGE43) document is used to establish or modify an Appropriation or Allotment for a capital project.

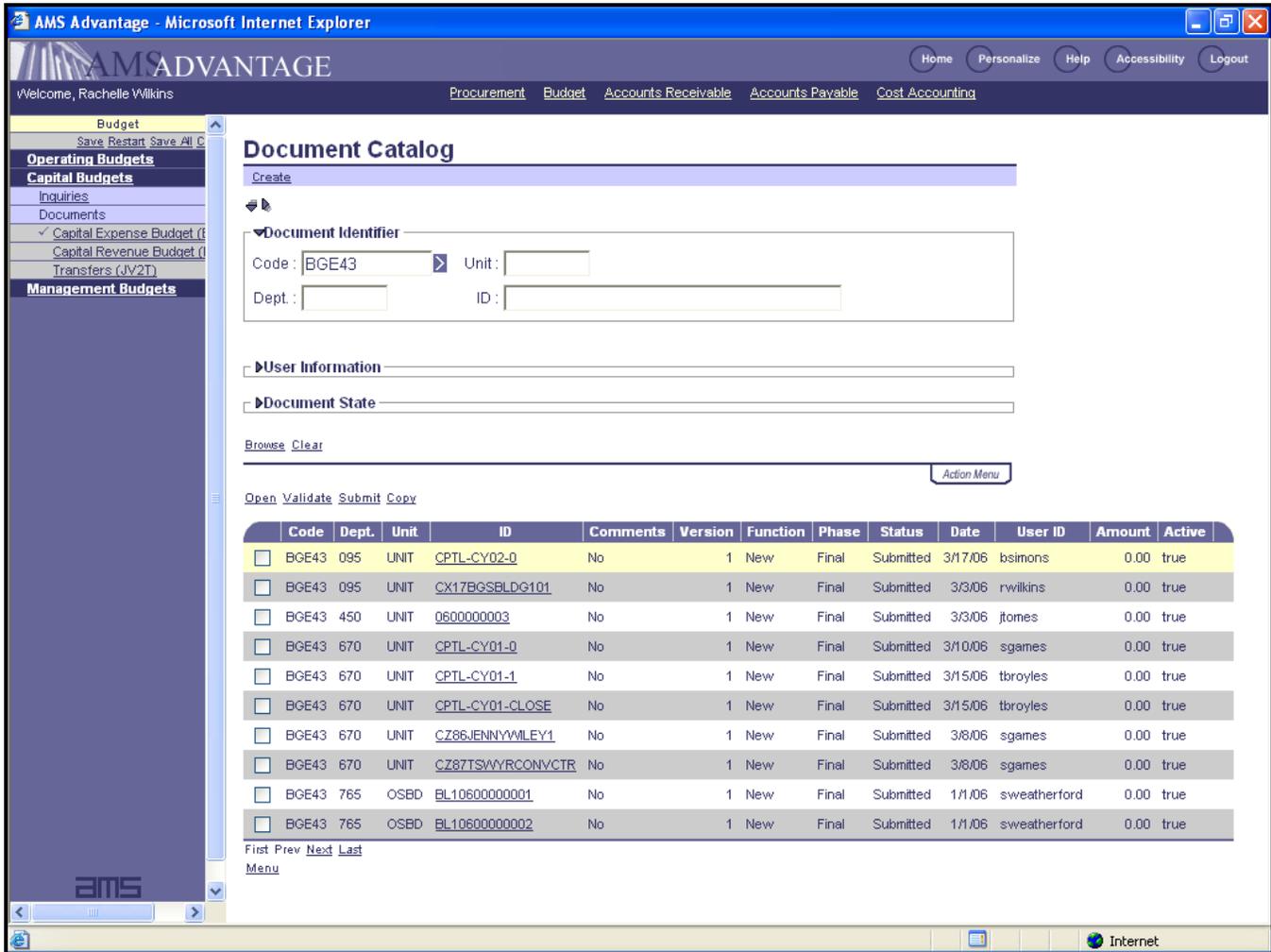
Let's look at how to create a Capital Budget Document (BGE43).

1. From the Capital Budgets Workspace, expand the Documents section on the page or select Documents from the secondary navigation panel.



The screenshot shows the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area is titled "Capital Budgets" and includes a "Menu" link. A descriptive text states: "This area contains the inquiries and documents used to process and manage capital projects." There are two expandable sections: "Inquiries" and "Documents". The "Inquiries" section lists: Appropriation Inquiry (BQ43LV1), Allotment Inquiry (BQ43LV2), Revenue Budget - Level 1 (BQ42LV1), Revenue Budget - Level 2 (BQ42LV2), and Cash Balances (CBALSQ). The "Documents" section lists: Capital Expense Budget (BGE43) (checked), Capital Revenue Budget (BGR42), and Transfers (JV2T). A left-hand navigation pane shows a tree structure with "Capital Budgets" selected. The footer of the application displays the "AMS" logo and the "Internet" browser icon.

2. Select Capital Expense Budget (BGE43).



The screenshot shows the 'AMS Advantage' web application. The main content area is titled 'Document Catalog' and features a 'Create' button at the top. Below this is a 'Document Identifier' section with input fields for 'Code' (set to BGE43), 'Unit', 'Dept.', and 'ID'. There are also sections for 'User Information' and 'Document State'. A table below lists various documents with columns for Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table contains 12 rows of data, all with a status of 'Submitted' and an amount of '0.00'. At the bottom of the table are navigation links: 'First Prev Next Last Menu'.

3. Complete the following information:

Dept	Enter the requesting department number
Unit	Enter a Unit code for the department
ID	CPTL-FUND-# (Fund will equal the fund of the project, # will be a sequential number assigned by the user. Example: CPTL-CY00-0)

Select Create.

Document Catalog

Search

▼Document Identifier

Code: Unit:

Dept.: ID:

▼Other Options

Auto Numbering:

Create Template:

[Create](#)

[Menu](#)

4. Select Create.

AMS ADVANTAGE

Welcome, Rachelle Wilkins

[Procurement](#)
[Budget](#)
[Accounts Receivable](#)
[Accounts Payable](#)
[Cost Accounting](#)

Budget

Save Restart Save All C

BGE43 670 CPTL-CY00-0 1

Document View

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

BGE43 - 670- CPTL-CY00-0- 1- New- Draft

Action Menu

Load Constraints

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: rwilkins

Created On: 03/25/2006

Modified By: rwilkins

Modified On: 03/26/2006

Menu



- 5. This is the Header of the document. Always enter "9999" in the Budget FY. The remaining fields leave blank.

AM ADVANTAGE Home Personalize Help Accessibility

Welcome, Rachelle Wilkins Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

Budget Save Restart Save All C BGE43 670 CPTL-CY00-0 1

Document View

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

BGE43 - 670- CPTL-CY00-0- 1- New- Draft Action Menu

Load Constraints

Header

Transaction Date :

Budget FY : 9999

Fiscal Year :

Period :

Start Date :

End Date :

Created By : rwilkins
Created On : 03/25/2006
Modified By : rwilkins
Modified On : 03/26/2006

Save Undo Print Validate Submit Close

Menu

- 6. Select Appropriation Budget from the secondary navigation panel.

AM ADVANTAGE Home Personalize Help Accessibility

Welcome, Rachelle Wilkins Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

Budget Save Restart Save All C BGE43 670 CPTL-CY00-0 1

Document View

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

BGE43 - 670- CPTL-CY00-0- 1- New- Draft Action Menu

Budget FY Fund Department Appr Unit Dollar Amount Increase/Decrease

Insert New Line Insert Copied Line First Prev Next Last

Appropriation Budget

Action :

Budget FY :

Event Type :

Fiscal Year :

Name :

Period :

Start Date :

Fund :

End Date :

Department :

Dollar Amount :

Appr Unit :

Increase/Decrease :

Contact :

Contact Name :

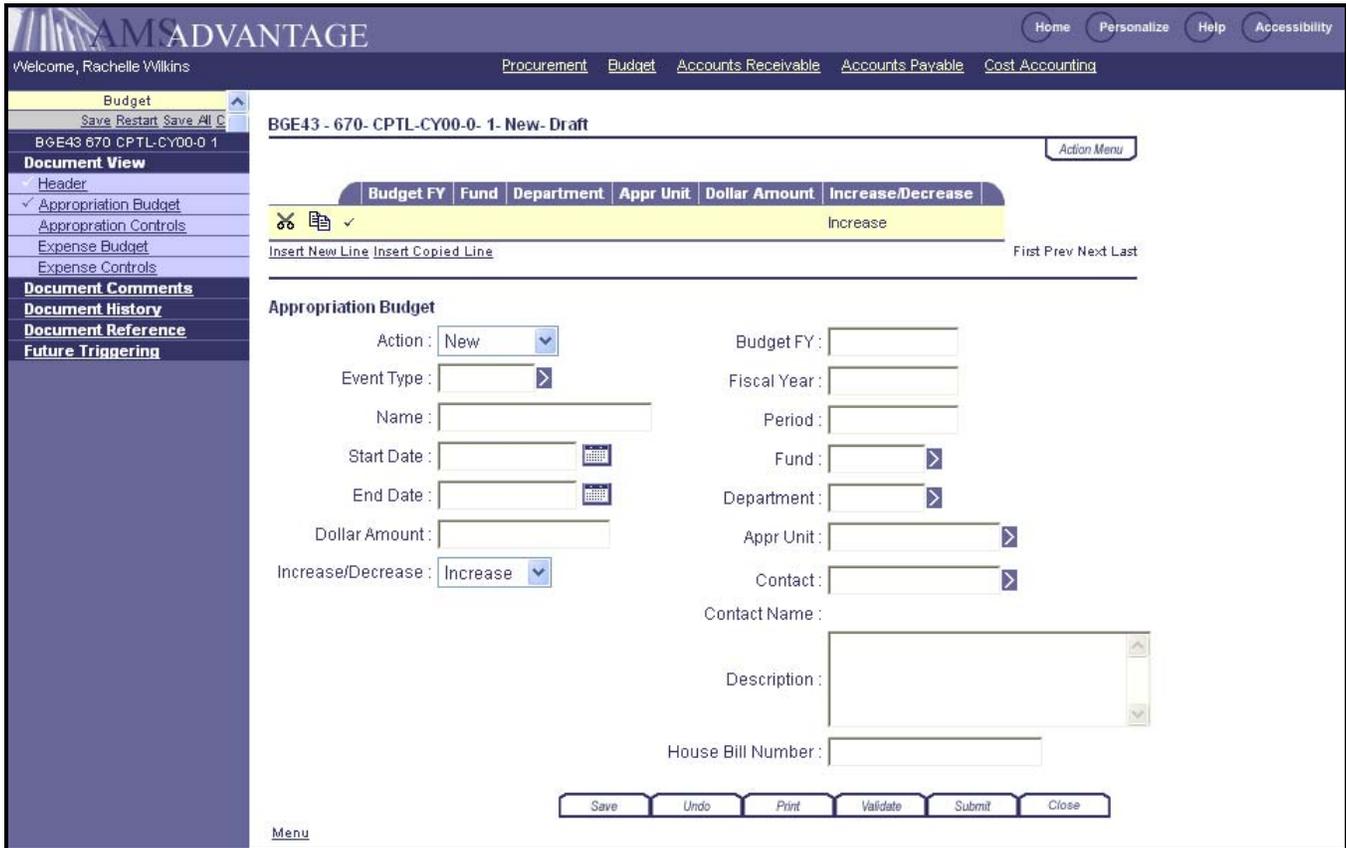
Description :

House Bill Number :

Save Undo Print Validate Submit Close

Menu

7. Use this screen to enter the Appropriation for the capital project. Select Insert New Line.



8. The following table defines the fields used on the Appropriation Budget screen:

Action	New or Modify. New if this is a new Appropriation. Modify if modifying an existing Appropriation.
Event Type	This is used to differentiate different “types” of Appropriation budgets such as: Regular Budget, Maintenance Pool Appropriation and Other Budget Revision.
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	Enter the dollar amount. Enter whole dollar values. Do not enter decimal amounts unless closing the project.
Increase/Decrease	Increase or Decrease indicator. Determines if the amount is an increase to the budget or a decrease.
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.



Period	Leave blank. It will be inferred from the system date.
Fund	Fund code assigned to the capital project.
Department	Department code for the department responsible for the capital project.
Appr Unit	“CPTL”
Contact	Leave blank. Not used on this document.
Description	May be used to enter a description.
House Bill Number	Enter the year the Capital Project was established or the first year of the biennium for line item capital projects.

9. Select Expense Budget from the secondary navigation panel.

The screenshot shows the AMS Advantage web application in Microsoft Internet Explorer. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Budget, Accounts Receivable, Accounts Payable, and Cost Accounting. The main content area displays the "Expense Budget" form for document "BGE43 - 670- CPTL-CY00-0- 1- New- Draft".

Left Navigation Panel:

- Budget
 - Save, Restart, Save All
 - BGE43 670 CPTL-CY00-0 1
 - Document View
 - Header
 - Appropriation Budget
 - Appropriation Controls
 - Expense Budget
 - Expense Controls
 - Document Comments
 - Document History
 - Document Reference
 - Future Triggering

Main Form Fields:

- Document View:** BGE43 - 670- CPTL-CY00-0- 1- New- Draft (Action Menu)
- Table Headers:** Budget FY, Fund, Department, Appr Unit, Bureau, Object, Dollar Amount, Increase/Decrease
- Form Fields:**
 - Action: [Dropdown]
 - Event Type: [Dropdown]
 - Name: [Text Box]
 - Start Date: [Calendar]
 - End Date: [Calendar]
 - Dollar Amount: [Text Box]
 - Increase/Decrease: [Dropdown]
 - Budget FY: [Text Box]
 - Fiscal Year: [Text Box]
 - Period: [Text Box]
 - Fund: [Dropdown]
 - Department: [Dropdown]
 - Appr Unit: [Dropdown]
 - Bureau: [Dropdown]
 - Object: [Dropdown]
 - Contact: [Dropdown]
 - Contact Name: [Text Box]
 - Description: [Text Area]
 - House Bill Number: [Text Box]

Bottom Buttons: Save, Undo, Print, Validate, Submit, Close

10. Use this screen to enter the Allotment(s) for the capital project. Select Insert New Line.

The screenshot shows the 'AMS Advantage' web application in a Microsoft Internet Explorer browser. The user is logged in as 'Rachelle Wilkins'. The main menu includes 'Procurement', 'Budget', 'Accounts Receivable', 'Accounts Payable', and 'Cost Accounting'. The current page is titled 'BGE43 - 670 - CPTL-CY00-0 - 1 - New - Draft'. The 'Expense Budget' form contains the following fields:

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

Buttons at the bottom include Save, Undo, Print, Validate, Submit, and Close. A 'Menu' link is also present.

11. The following table defines the fields used on the Expense Budget screen:

Action	New or Modify. New if this is a new Allotment. Modify if modifying an existing Allotment.
Event Type	Enter XCAP if adding or modifying allotments, X666 if closing a capital project.
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	Enter the dollar amount. Enter whole dollar values. Do not enter decimal amounts unless closing the project.
Increase/Decrease	Increase or Decrease indicator. Determines if the amount is an increase to the



	budget or a decrease.
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	Fund code assigned to the capital project.
Department	Department code for the department responsible for the capital project.
Appr Unit	“CPTL”
Bureau	“CPTL”
Object	Enter the expenditure object code. Capital project Allotments are at the Object level. Example: E703.
Contact	Leave blank. Not used on this document.
Description	May be used to enter a description.
House Bill Number	Enter the year the Capital Project was established or the first year of the biennium for line item capital projects.

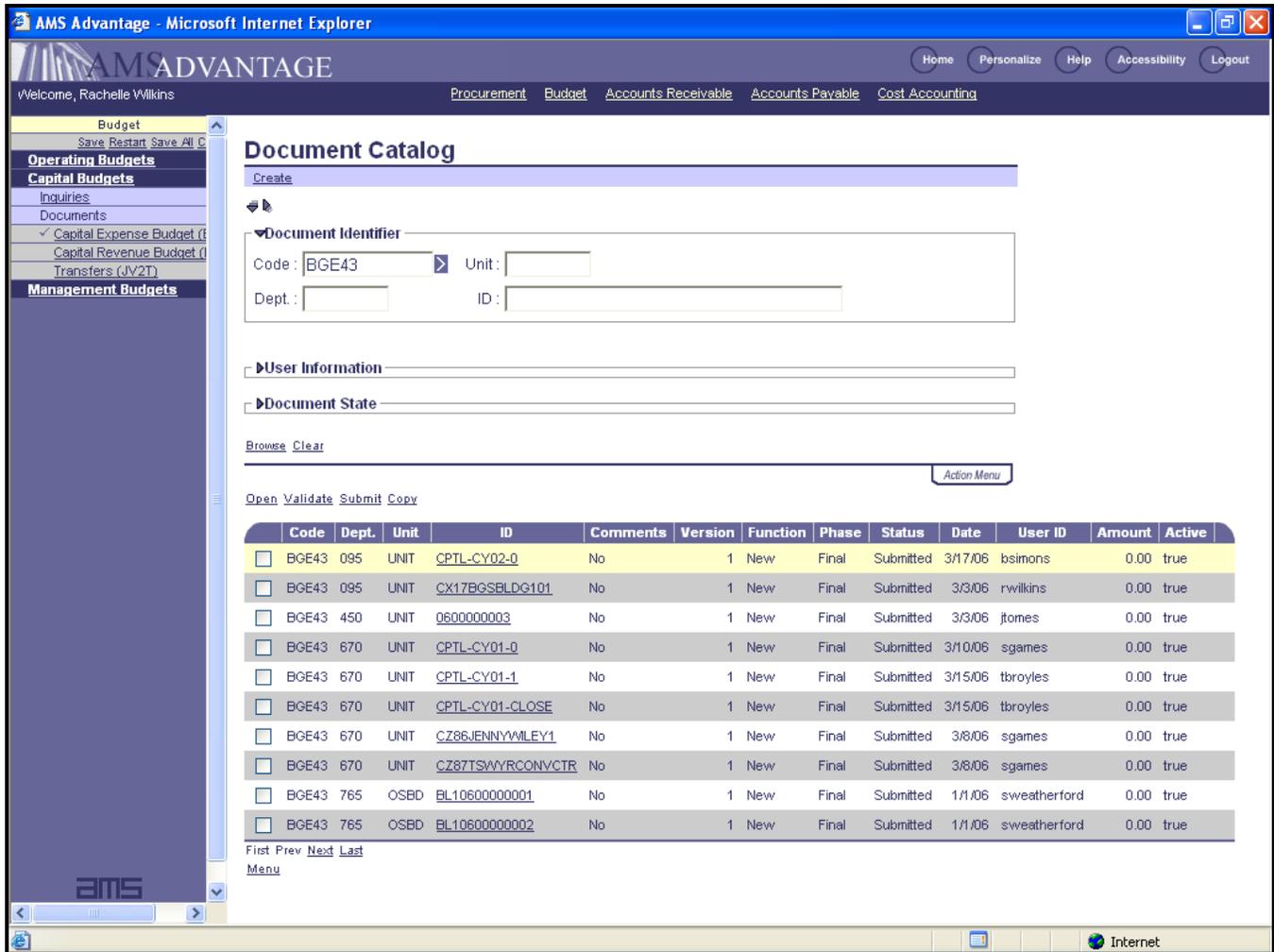
Let's walk through the steps for the two types of capital projects:

[Line-Item Capital Project](#)

The 2004-2006 Appropriation bill as enacted contains a line-item Appropriation for \$875,000 funded from the General Fund. The project is within the Finance and Administration Cabinet, Department of Revenue. The Office of State Budget Director has assigned Fund – CY06 to the project and loaded the Appropriation and Revenue Budget from the Appropriations bill into eMARS. The agency has determined that the Allotments will be as follows:

E701 Architect and Engineer Fees	\$425,000
E703 General Construction	\$450,000

1. From the Capital Budgets Workspace select Capital Expense Budget (BGE43) from the secondary navigation panel under documents.



Document Catalog

Create

Document Identifier

Code : BGE43 Unit :

Dept : ID :

User Information

Document State

Browse Clear

Action Menu

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGE43	095	UNIT	CPTL-CY02-0	No	1	New	Final	Submitted	3/17/06	bsimons	0.00	true
<input type="checkbox"/>	BGE43	095	UNIT	CX17BGSBLDG101	No	1	New	Final	Submitted	3/3/06	rwilkins	0.00	true
<input type="checkbox"/>	BGE43	450	UNIT	0600000003	No	1	New	Final	Submitted	3/3/06	jtomes	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CPTL-CY01-0	No	1	New	Final	Submitted	3/10/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CPTL-CY01-1	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CPTL-CY01-CLOSE	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CZ86JENNYWILEY1	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CZ87TSWYRCONVCTR	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD	BL10600000001	No	1	New	Final	Submitted	1/1/06	sweatherford	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD	BL10600000002	No	1	New	Final	Submitted	1/1/06	sweatherford	0.00	true

First Prev Next Last Menu

2. Complete the following information:

Dept	130
Unit	This will be different depending on the department. For this example, we will use UNIT.
ID	CPTL-CY06-0

Select Create.

Document Catalog

Search

▼ Document Identifier

Code : Unit :

Dept : ID :

▼ Other Options

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

3. Select Create.

Welcome, Rachelle Wilkins

[Procurement](#)
[Accounts Receivable](#)
[Accounts Payable](#)
[Cost Accounting](#)
[Budget](#)

Budget

Save Restart Save All C

BGE43 130 CPTL-CY06-0 1

Document View

▼ Header

[Appropriation Budget](#)

[Appropriation Controls](#)

[Expense Budget](#)

[Expense Controls](#)

Document Comments

Document History

Document Reference

Future Triggering

BGE43 - 130- CPTL-CY06-0- 1- New- Draft [Action Menu](#)

[Load Constraints](#)

Header

Transaction Date :

Budget FY :

Fiscal Year :

Period :

Start Date :

End Date :

Created By : rwilkins

Created On : 05/18/2006

Modified By : rwilkins

Modified On : 05/18/2006

Save
Undo
Print
Validate
Submit
Close

[Menu](#)



4. Budget FY: 9999

Welcome, Rachelle Wilkins Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget Save Restart Save All C

BGE43 130 CPTL-CY06-0 1 **BGE43 - 130- CPTL-CY06-0- 1- New- Draft** Action Menu

Document View

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

Load Constraints

Header

Transaction Date :

Budget FY :

Fiscal Year :

Period :

Start Date :

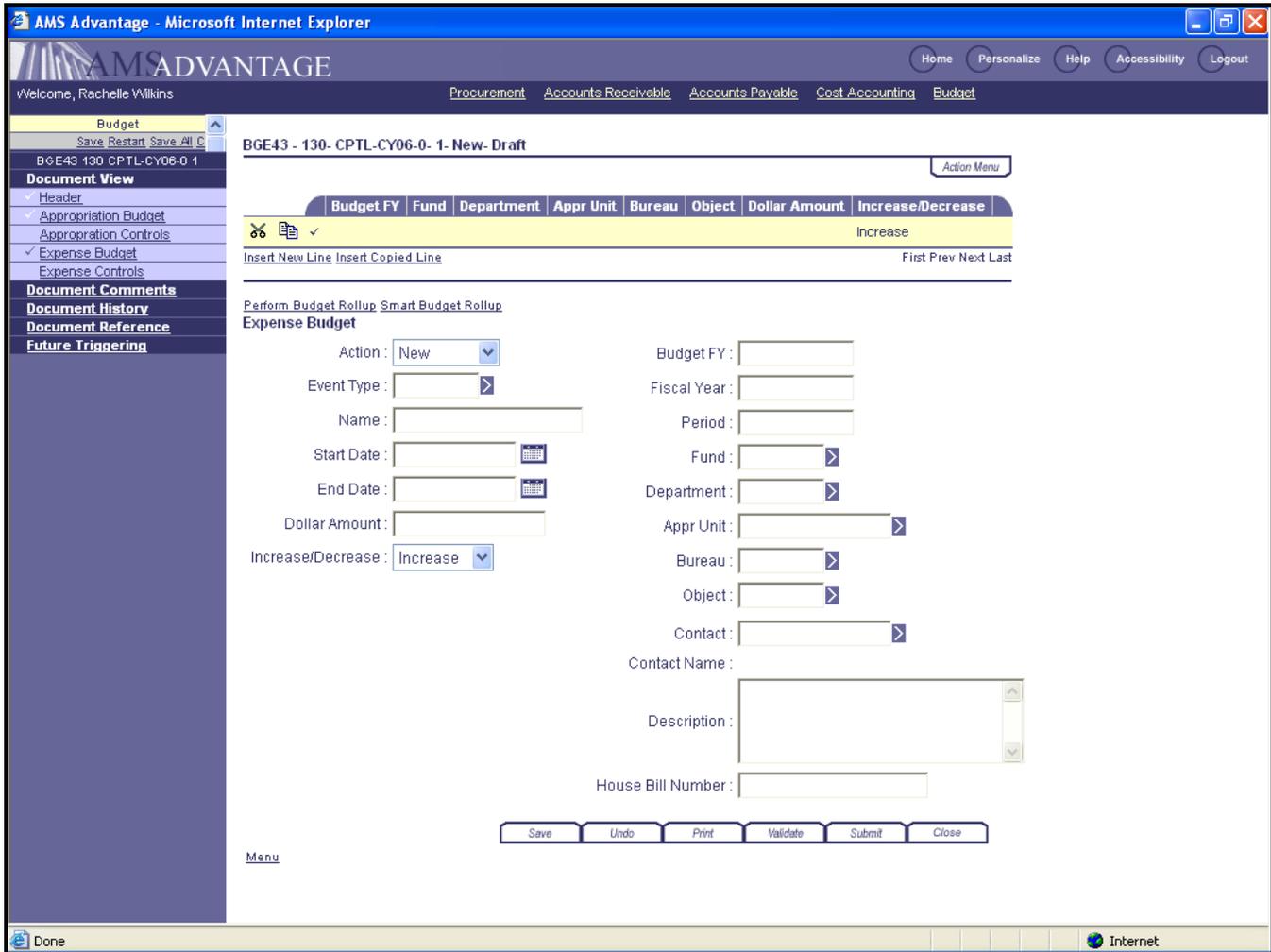
End Date :

Created By : rwilkins
Created On : 05/18/2006
Modified By : rwilkins
Modified On : 05/18/2006

Save Undo Print Validate Submit Close

Menu

5. Select Expense Budget from the secondary navigation panel and then select Insert New Line.

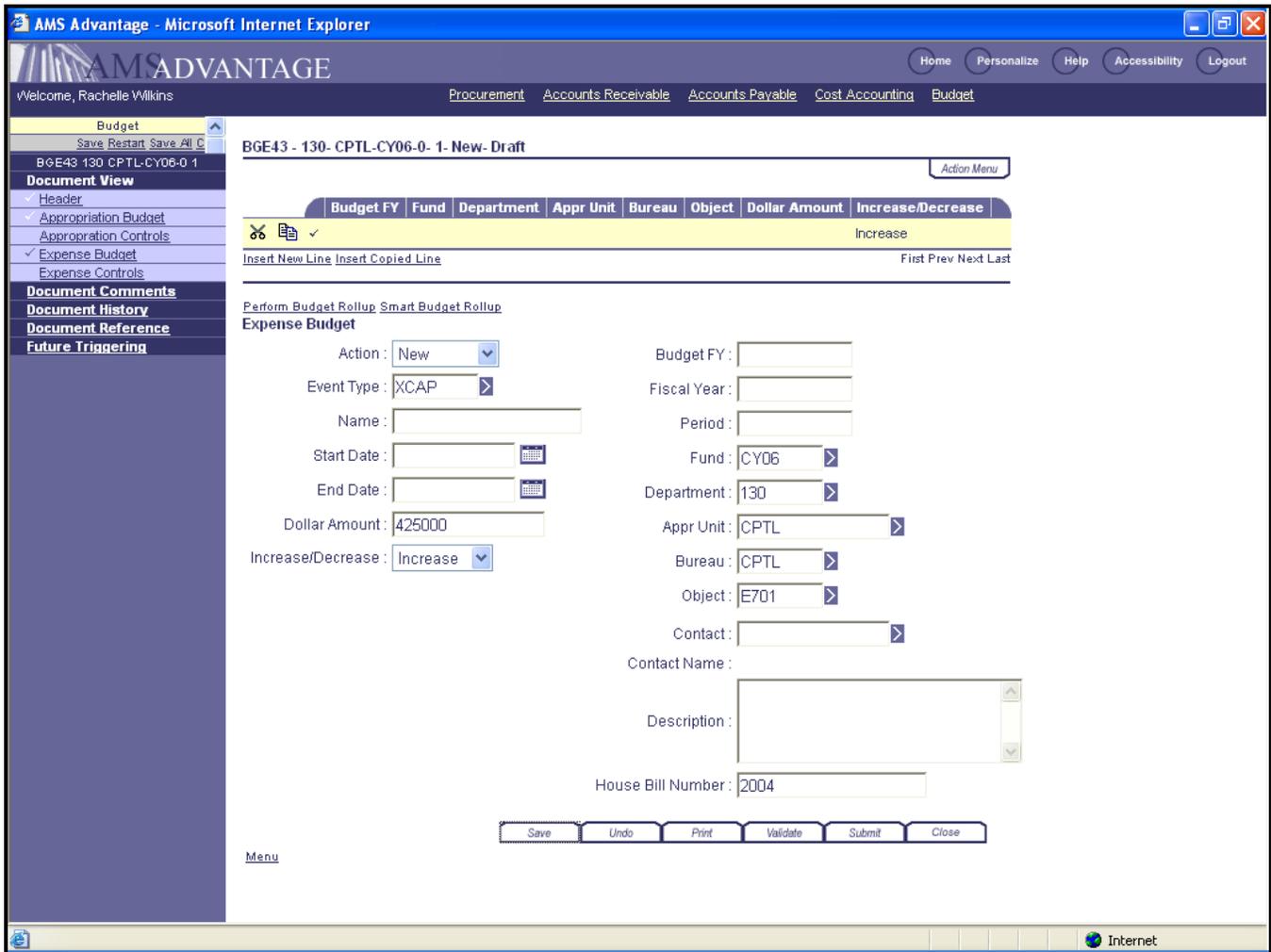


6. Enter the following:

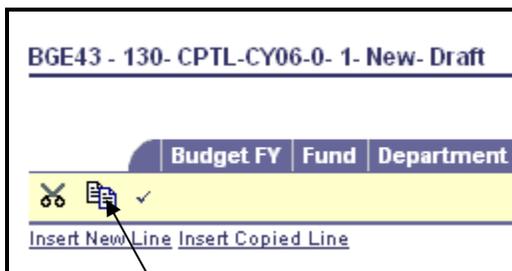
Action	New. Even though the Appropriation already exists, this is the first time it has been allotted.
Event Type	XCAP
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	425000
Increase/Decrease	Increase



Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CY06
Department	130
Appr Unit	“CPTL”
Bureau	“CPTL”
Object	E701
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004



- There are two ways to create a second line. Insert New Line will insert a new line. Using this option, the user will have to enter all of the information for the line. If the second line is for the same Appropriation but a different object, the easiest way is to copy the line and change only the fields that need to change.



To copy the line, select the copy line icon.



8. Select Insert Copied Line.

The screenshot shows the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area is titled "Budget" and shows a document view for "BGE43 - 130 - CPTL-CY06-0- 1 - New- Draft". A table displays budget line items with columns for Budget FY, Fund, Department, Appr Unit, Bureau, Object, Dollar Amount, and Increase/Decrease. The second row is highlighted in yellow, indicating it is the selected line. Below the table, there are links for "Insert New Line" and "Insert Copied Line". The "Expense Budget" section contains various input fields for Action, Event Type, Name, Start Date, End Date, Dollar Amount, Increase/Decrease, Budget FY, Fiscal Year, Period, Fund, Department, Appr Unit, Bureau, Object, Contact, Contact Name, Description, and House Bill Number. At the bottom, there are buttons for Save, Undo, Print, Validate, Submit, and Close, along with a "Menu" link.

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
CY06	130	CPTL	CPTL	E701		\$425,000.00	Increase
CY06	130	CPTL	CPTL	E701		\$425,000.00	Increase

Expense Budget

Action: Budget FY:

Event Type: Fiscal Year:

Name:

Start Date: Period:

End Date: Fund:

Dollar Amount: Department:

Increase/Decrease: Appr Unit:

Bureau:

Object:

Contact:

Contact Name:

Description:

House Bill Number:

9. Change the Dollar Amount to 450000 and the Object to E703.

BGE43 - 130- CPTL-CY06-0- 1- New- Draft

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
CY06	130	CPTL	CPTL	E701		\$425,000.00	Increase
CY06	130	CPTL	CPTL	E701		\$425,000.00	Increase

Perform Budget Rollup Smart Budget Rollup
Expense Budget

Action: Budget FY:
 Event Type: Fiscal Year:
 Name: Period:
 Start Date: Fund:
 End Date: Department:
 Dollar Amount: Appr Unit:
 Increase/Decrease: Bureau:
 Object:
 Contact:
 Contact Name:
 Description:
 House Bill Number:

Buttons: Save, Undo, Print, Validate, Submit, Close

10. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

View All (1 of 1): Document validated successfully

BGE43 - 130- CPTL-CY06-0- 1- New- Draft

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
9999	CY06	130	CPTL	CPTL	E701	\$425,000.00	Increase
9999	CY06	130	CPTL	CPTL	E703	\$450,000.00	Increase

11. Select Close. Agencies are not permitted to Submit to workflow the Capital Budget (BGE43) documents.

Exercise 2 – Complete Capital Expense (BGE43) Line-Item Project

Scenario

HB 380 of the 2006-2008 General Assembly enacted a capital project for \$2,500,000 for a new information system. The agency has determined that the \$2,500,000 should be allotted as follows:

E710 Computer Equipment \$2,500,000

Task Overview

Complete the Capital Expense Budget (BGE43) document to create the Allotments for the capital project.

Procedures

1. From the Capital Budgets Workspace select Capital Expense Budget (BGE43) from the secondary navigation panel under documents.

The screenshot shows the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes "AMS ADVANTAGE" and navigation links: Home, Personalize, Help, Accessibility, Logout. Below the header, there are tabs for Procurement, Budget, Accounts Receivable, Accounts Payable, and Cost Accounting. The left sidebar shows a navigation tree with categories like Budget, Operating Budgets, Capital Budgets, and Management Budgets. The main content area is titled "Document Catalog" and contains a form for creating a new document. The form includes fields for Document Identifier (Code: BGE43, Unit, Dept, ID), User Information, and Document State. Below the form is a table listing existing documents.

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGE43	095	UNIT CPTL-CY02-0	No	1	New	Final	Submitted	3/17/06	bsimons	0.00	true
<input type="checkbox"/>	BGE43	095	UNIT CX17BGSBLDG101	No	1	New	Final	Submitted	3/3/06	rwilkins	0.00	true
<input type="checkbox"/>	BGE43	450	UNIT 0600000003	No	1	New	Final	Submitted	3/3/06	jtomes	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CPTL-CY01-0	No	1	New	Final	Submitted	3/10/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CPTL-CY01-1	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CPTL-CY01-CLOSE	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CZ86JENNYWILEY1	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CZ87TSWYRCONVCTR	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD BL106000000001	No	1	New	Final	Submitted	1/1/06	swetherford	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD BL106000000002	No	1	New	Final	Submitted	1/1/06	swetherford	0.00	true

2. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter fund from Student Card-0 Example: CPTL-CY09-0

Select Create.

Document Catalog

Search




▼Document Identifier

Code : > Unit :

Dept. : ID :

▼Other Options

Auto Numbering :

Create Template :

[Create](#)
[Menu](#)



3. Select Create.

AM ADVANTAGE Home Personalize Help Accessibility

Welcome, Rachelle Wilkins Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

BGE43 130 CPTL-CY09-0 1

Document View BGE43 - 130- CPTL-CY09-0- 1- New- Draft Action Menu

Header

Appropriation Budget

Appropriation Controls

Expense Budget

Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

Load Constraints

Header

Transaction Date :

Budget FY :

Fiscal Year :

Period :

Start Date :

End Date :

Created By : rwilkins
Created On : 03/25/2006
Modified By : rwilkins
Modified On : 03/26/2006

Save Undo Print Validate Submit Close

Menu

4. Budget FY: 9999

AM ADVANTAGE Home Personalize Help Accessibility

Welcome, Rachelle Wilkins Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

BGE43 130 CPTL-CY09-0 1

Document View BGE43 - 130- CPTL-CY09-0- 1- New- Draft Action Menu

Header

Appropriation Budget

Appropriation Controls

Expense Budget

Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

Load Constraints

Header

Transaction Date :

Budget FY : 9999

Fiscal Year :

Period :

Start Date :

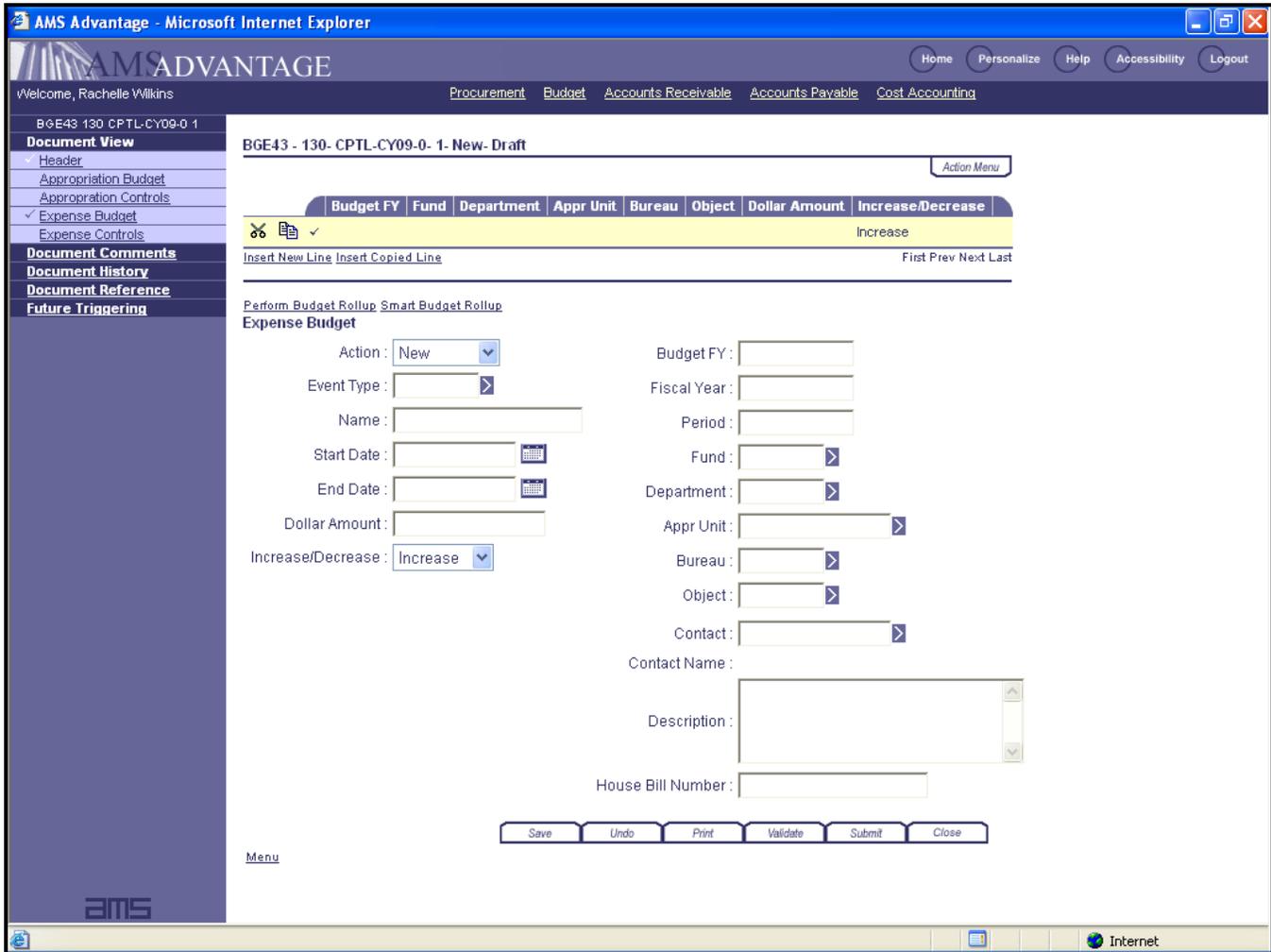
End Date :

Created By : rwilkins
Created On : 03/25/2006
Modified By : rwilkins
Modified On : 03/26/2006

Save Undo Print Validate Submit Close

Menu

5. Select Expense Budget from the secondary navigation panel and then select Insert New Line.



6. Enter the following:

Action	New. Even though the Appropriation already exists, this is the first time it has been allotted.
Event Type	XCAP
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	2500000
Increase/Decrease	Increase



Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	See Student Card
Department	See Student Card
Appr Unit	“CPTL”
Bureau	“CPTL”
Object	E710
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2006

7. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.
8. Select Close. Agencies are not permitted to Submit to workflow the Capital Budget (BGE43) documents.

[Non Line-Item Capital Project](#)

The Department of Parks needs to make some repairs on the campsites at the Blue Lick State Resort Park. They have determined that the cost of these repairs is \$11,500 and will fund the repairs from their 2004-2006 Maintenance Pool. They have determined that the Allotments will be as follows:

E701 Architect and Engineer Fees	\$5,000
E703 General Construction	\$6,500

Fund CY05 is assigned to BL-Miscellaneous Campsite Repairs project and Fund CZ86 is assigned to the 2004-2006 Maintenance Pool for Parks.

1. From the Capital Budgets Workspace select Capital Expense Budget (BGE43) from the secondary navigation panel under documents.

The screenshot shows the 'AMS Advantage - Microsoft Internet Explorer' window. The main content area is titled 'Document Catalog' and features a 'Create' button at the top. Below this is a form for entering document details, including fields for 'Code', 'Unit', 'Dept.', and 'ID'. A 'Document Identifier' section is expanded, showing these fields. There are also sections for 'User Information' and 'Document State'. Below the form is an 'Action Menu' with options: 'Open', 'Validate', 'Submit', and 'Copy'. A table of document entries is displayed below the form, with columns for Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table contains 12 rows of data, each with a checkbox in the first column.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGE43	095	UNIT	CPTL-CY02-0	No	1	New	Final	Submitted	3/17/06	bsimons	0.00	true
<input type="checkbox"/>	BGE43	095	UNIT	CX17BGSBLDG101	No	1	New	Final	Submitted	3/3/06	rwilkins	0.00	true
<input type="checkbox"/>	BGE43	450	UNIT	0600000003	No	1	New	Final	Submitted	3/3/06	jtomes	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CPTL-CY01-0	No	1	New	Final	Submitted	3/10/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CPTL-CY01-1	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CPTL-CY01-CLOSE	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CZ86JENNYWMLEY1	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT	CZ87TSWYRCONVCTR	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD	BL10600000001	No	1	New	Final	Submitted	1/1/06	sweatherford	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD	BL10600000002	No	1	New	Final	Submitted	1/1/06	sweatherford	0.00	true

2. Complete the following information:

Dept	670
Unit	This will be different depending on the department. For this example, we will use UNIT.
ID	CPTL-CY05-0

Select Create.

Document Catalog

Search

Document Identifier

Code : BGE43 Unit : UNIT

Dept : 670 ID : CPTL-CY05-0

Other Options

Auto Numbering :

Create Template :

Create

Menu

3. Select Create.

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget

Save Restart Save All C

BGE43 670 CPTL-CY05-0 1

Document View

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

BGE43 - 670- CPTL-CY05-0- 1- New- Draft Action Menu

Load Constraints

Header

Transaction Date : 

Budget FY :

Fiscal Year :

Period :

Start Date : 

End Date : 

Created By : rwilkins

Created On : 05/18/2006

Modified By : rwilkins

Modified On : 05/18/2006

Save Undo Print Validate Submit Close

Menu



4. Budget FY: 9999

The screenshot shows the 'Budget' section of the eMARS interface. The user is logged in as 'Rachelle Wilkins'. The main title is 'BGE43 - 670- CPTL-CY05-0- 1- New- Draft'. The left sidebar contains a 'Document View' menu with options: Header (selected), Appropriation Budget, Appropriation Controls, Expense Budget, and Expense Controls. Below this are 'Document Comments', 'Document History', 'Document Reference', and 'Future Triggering'. The main form area is titled 'Header' and contains the following fields: Transaction Date, Budget FY (set to 9999), Fiscal Year, Period, Start Date, and End Date. It also shows 'Created By: rwilkins', 'Created On: 05/18/2006', 'Modified By: rwilkins', and 'Modified On: 05/18/2006'. At the bottom, there are buttons for 'Save', 'Undo', 'Print', 'Validate', 'Submit', and 'Close'. A 'Menu' button is located at the bottom left of the form area.

5. Select Appropriation Budget from the secondary navigation panel and select Insert New Line.

The screenshot shows the 'Appropriation Budget' form in the eMARS interface. The user is logged in as 'Rachelle Wilkins'. The main title is 'BGE43 - 670- CPTL-CY05-0- 1- New- Draft'. The left sidebar contains a 'Document View' menu with options: Header, Appropriation Budget (selected), Appropriation Controls, Expense Budget, and Expense Controls. Below this are 'Document Comments', 'Document History', 'Document Reference', and 'Future Triggering'. The main form area is titled 'Appropriation Budget' and contains the following fields: Action (set to New), Event Type, Name, Start Date, End Date, Dollar Amount, Increase/Decrease (set to Increase), Budget FY, Fiscal Year, Period, Fund, Department, Appr Unit, Contact, Contact Name, Description, and House Bill Number. At the bottom, there are buttons for 'Save', 'Undo', 'Print', 'Validate', 'Submit', and 'Close'. A 'Menu' button is located at the bottom left of the form area.



6. Enter the following Appropriation information:

Action	New.
Event Type	X050 – Maintenance Pool Appropriation
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	11500
Increase/Decrease	Increase
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CY05
Department	670
Appr Unit	“CPTL”
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget

BGE43 670 CPTL-CY05-0-1

Document View

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

BGE43 - 670- CPTL-CY05-0- 1- New- Draft

Action Menu

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease
					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:

Contact:

Contact Name:

Description:

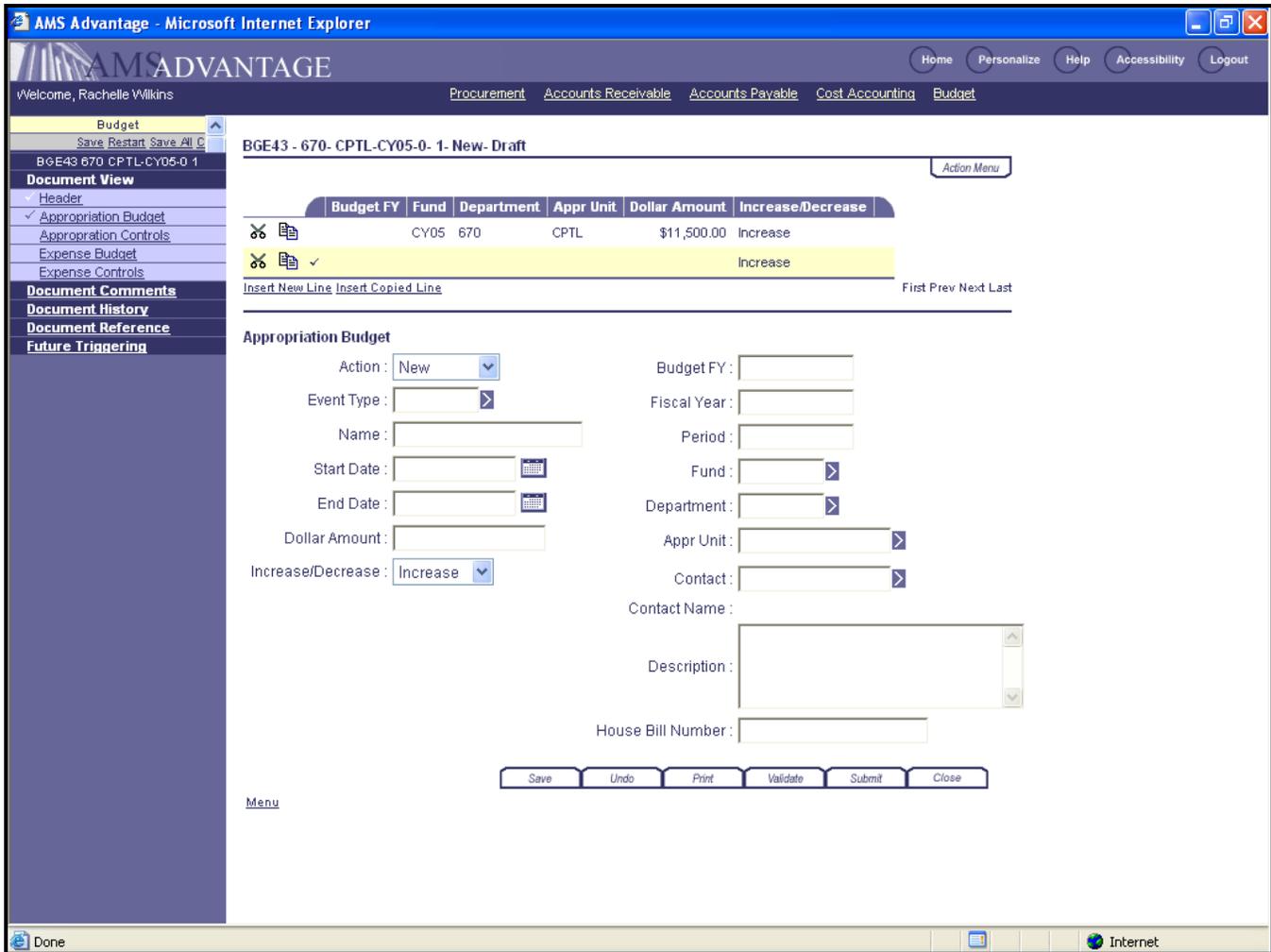
House Bill Number:

Save Undo Print Validate Submit Close

Menu

Internet

7. Select Insert New Line. This line will be used to reduce the Appropriation on the 2004-2006 Maintenance Pool project. Multiple documents are not necessary.



8. Enter the following Appropriation information:

Action	Modify
Event Type	X050 – Maintenance Pool Appropriation
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	11500
Increase/Decrease	Decrease



Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CZ86
Department	670
Appr Unit	"CPTL"
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004

The screenshot shows the AMS Advantage web application in a Microsoft Internet Explorer browser. The user is logged in as Rachele Wilkins. The main menu includes Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The current page is titled "BGE43 - 670- CPTL-CY05-0- 1- New- Draft".

Document View:

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls
- Document Comments
- Document History
- Document Reference
- Future Triggering

Table:

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease
	CY05	670	CPTL	\$11,500.00	Increase
					Increase

Appropriation Budget Form:

- Action: New
- Event Type: X050
- Name: [Empty]
- Start Date: [Empty]
- End Date: [Empty]
- Dollar Amount: 11500
- Increase/Decrease: Decrease
- Budget FY: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Fund: CZ86
- Department: 670
- Appr Unit: CPTL
- Contact: [Empty]
- Contact Name: [Empty]
- Description: [Empty]
- House Bill Number: 2004

Buttons: Save, Undo, Print, Validate, Submit, Close

9. Select Expense Budget from the secondary navigation panel and Insert New Line.

10. Enter the following Allotment information:

Action	New.
Event Type	XCAP
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	5000
Increase/Decrease	Increase



Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CY05
Department	670
Appr Unit	"CPTL"
Bureau	"CPTL"
Object	E701
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004

The screenshot displays the 'AMS Advantage' web application in a Microsoft Internet Explorer browser window. The page title is 'AMS Advantage - Microsoft Internet Explorer'. The application header includes navigation links for Home, Personalize, Help, Accessibility, and Logout. The main content area shows a 'Budget' document titled 'BGE43 - 670 - CPTL - CY05 - 0 - 1 - New - Draft'. A table with columns for Budget FY, Fund, Department, Appr Unit, Bureau, Object, Dollar Amount, and Increase/Decrease is visible, with a row for 'Increase' and a value of '5000'. Below the table, there are fields for 'Expense Budget' with various attributes: Action (New), Event Type (XCAP), Name, Start Date, End Date, Dollar Amount (5000), Increase/Decrease (Increase), Budget FY, Fiscal Year, Period, Fund (CY05), Department (670), Appr Unit (CPTL), Bureau (CPTL), Object (E701), Contact, Contact Name, Description, and House Bill Number (2004). At the bottom, there are buttons for Save, Undo, Print, Validate, Submit, and Close.



11. Select the copy line icon and then Insert Copied Line.

The screenshot shows 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 "Budget" and displays a table of budget lines for "BGE43 - 670 - CPTL-CY05-0- 1- New- Draft".

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
CY05	670	CPTL	CPTL	E701		\$5,000.00	Increase
CY05	670	CPTL	CPTL	E701		\$5,000.00	Increase

Below the table is the "Expense Budget" form with the following fields:

- Action: New
- Event Type: XCAP
- Name: [Empty]
- Start Date: [Empty]
- End Date: [Empty]
- Dollar Amount: \$5,000.00
- Increase/Decrease: Increase
- Budget FY: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Fund: CY05
- Department: 670
- Appr Unit: CPTL
- Bureau: CPTL
- Object: E701
- Contact: [Empty]
- Contact Name: [Empty]
- Description: [Empty]
- House Bill Number: 2004

At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close. A "Menu" link is also present.

12. Change the Dollar Amount to 6500 and the Object to E703.

13. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

14. Select Close. Agencies are not permitted to Submit to Workflow the Capital Budget (BGE43) documents.

Exercise 3 – Complete Capital Expense (BGE43) Non Line-Item Project

Scenario

Your agency has a Maintenance Pool that will be used to perform Roof Repair. The cost of the Roof Repair is \$76,000. The agency has determined that the money should be allotted as follows:

E703	General Construction	\$73,000
E701	Architect and Engineer Fees	\$3,000

Task Overview

Complete the Capital Expense Budget (BGE43) document to create the Appropriation and Allotments for the capital project and reduce the pool appropriation.

Procedures

- From the Capital Budgets Workspace select Capital Expense Budget (BGE43) from the secondary navigation panel under documents.

The screenshot shows 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 "Document Catalog" and features a "Create" button. Below this, there are input fields for "Document Identifier" (Code: BGE43, Unit: [empty], Dept.: [empty], ID: [empty]), "User Information", and "Document State". A "Browse" button is also present. At the bottom of the form, there are "Open", "Validate", "Submit", and "Copy" buttons. Below the form is a table listing various documents with columns for Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table contains 13 rows of data, all with a status of "Submitted" and an amount of "0.00".

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGE43	095	UNIT CPTL-CY02-0	No	1	New	Final	Submitted	3/17/06	bsimons	0.00	true
<input type="checkbox"/>	BGE43	095	UNIT CX17BGSBLDG101	No	1	New	Final	Submitted	3/3/06	rwilkins	0.00	true
<input type="checkbox"/>	BGE43	450	UNIT 0600000003	No	1	New	Final	Submitted	3/3/06	jtomes	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CPTL-CY01-0	No	1	New	Final	Submitted	3/10/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CPTL-CY01-1	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CPTL-CY01-CLOSE	No	1	New	Final	Submitted	3/15/06	tbroyles	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CZ86JENNYWILEY1	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	670	UNIT CZ87TSWYRCONVCTR	No	1	New	Final	Submitted	3/8/06	sgames	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD BL10600000001	No	1	New	Final	Submitted	1/1/06	sweatherford	0.00	true
<input type="checkbox"/>	BGE43	765	OSBD BL10600000002	No	1	New	Final	Submitted	1/1/06	sweatherford	0.00	true

2. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter ID Fund from Student Card-0 Example: CPTL-CY09-0

Select Create.

Document Catalog

Search




▼ Document Identifier

Code : ▶ Unit :

Dept : ID :

▼ Other Options

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)



3. Select Create.

AM ADVANTAGE Home Personalize Help Accessibility

Welcome, Rachelle Wilkins Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

BGE43 130 CPTL-CY09-0 1

Document View BGE43 - 130- CPTL-CY09-0- 1- New- Draft Action Menu

Header

Appropriation Budget

Appropriation Controls

Expense Budget

Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

Load Constraints

Header

Transaction Date :

Budget FY :

Fiscal Year :

Period :

Start Date :

End Date :

Created By : rwilkins
Created On : 03/25/2006
Modified By : rwilkins
Modified On : 03/26/2006

Save Undo Print Validate Submit Close

Menu

4. Budget FY: 9999

AM ADVANTAGE Home Personalize Help Accessibility

Welcome, Rachelle Wilkins Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

BGE43 130 CPTL-CY09-0 1

Document View BGE43 - 130- CPTL-CY09-0- 1- New- Draft Action Menu

Header

Appropriation Budget

Appropriation Controls

Expense Budget

Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

Load Constraints

Header

Transaction Date :

Budget FY : 9999

Fiscal Year :

Period :

Start Date :

End Date :

Created By : rwilkins
Created On : 03/25/2006
Modified By : rwilkins
Modified On : 03/26/2006

Save Undo Print Validate Submit Close

Menu



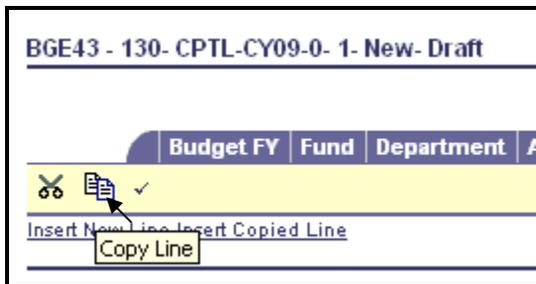
5. Select Appropriation Budget from the secondary navigation panel and then select Insert New Line.

6. Enter the following:

Action	New.
Event Type	X050 – Maintenance Pool Appropriation
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	76000
Increase/Decrease	Increase

Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	Enter Non-line Item Fund from Student Card
Department	See Student Card
Appr Unit	“CPTL”
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2006

7. Select the copy line icon.



8. Select Insert Copied Line.

9. Change the following information:

Action	Change to Modify
Increase/Decrease	Change to Decrease
Fund	Enter Maintenance Pool Fund from Student Card

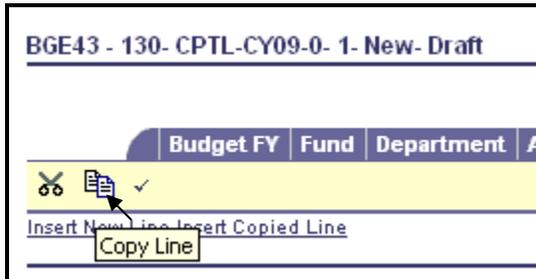
10. Select Expense Budget from the secondary navigation panel and then select Insert New Line.

11. Enter the following:

Action	New. Even though the Appropriation already exists, this is the first time it has been allotted.
Event Type	XCAP
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	73000
Increase/Decrease	Increase

Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	Enter Non-line Item Fund from Student Card
Department	See Student Card
Appr Unit	“CPTL”
Bureau	“CPTL”
Object	E703
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2006

12. Select the copy line icon.



13. Select Insert Copied Line.

14. Change the Dollar Amount to 3000 and the Object to E701.

15. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

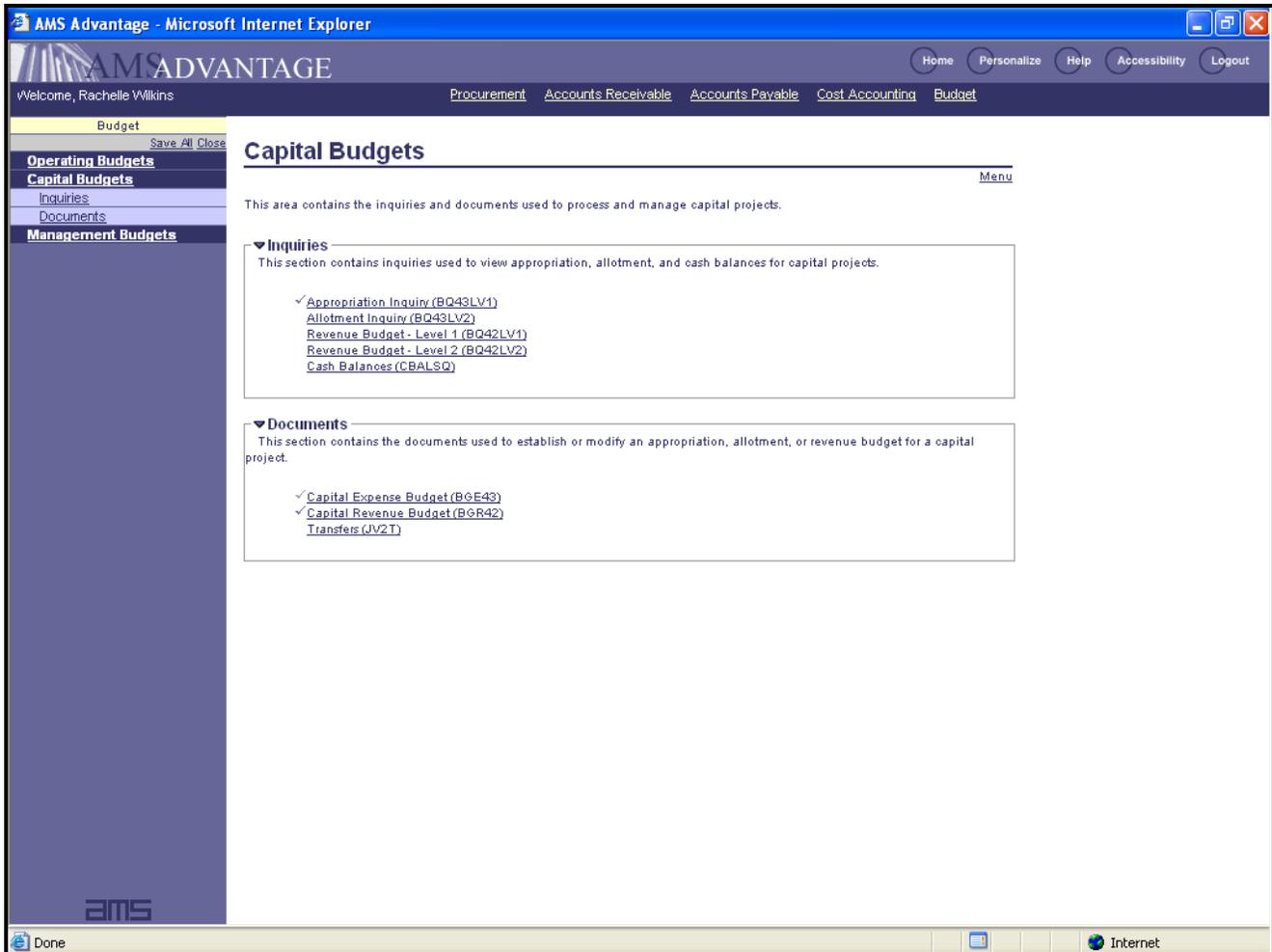
16. Select Close. Agencies are not permitted to Submit to workflow the Capital Budget (BGE43) documents.

6 – Revenue Budget (BGR42) Document

Revenue Budget (BGR42) document is used to record the budgeted funding for a capital project.

Let's look at how to create a Revenue Budget (BGR42) document.

1. From the Capital Budgets Workspace select Capital Revenue Budget (BGR42) from the secondary navigation panel under documents.



2. Complete the following information:

Dept	Enter the requesting department number
Unit	Enter a Unit code for the department
ID	CPTL-FUND-# (Fund will equal the fund of the project, # will be a sequential number assigned by the user. Example: CPTL-CY00-0)

Select Create.

Document Catalog

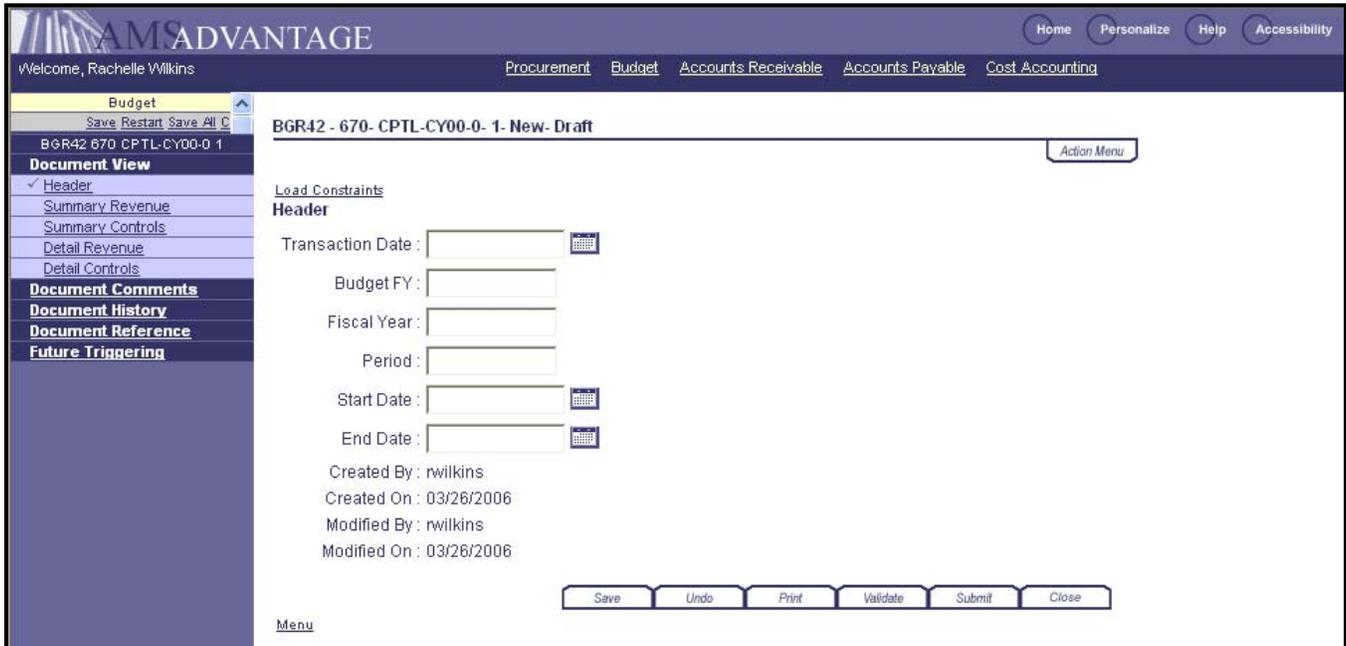
Search

Document Identifier
 Code : Unit :
 Dept : ID :

Other Options
 Auto Numbering :
 Create Template :

[Create](#)
[Menu](#)

3. Select Create.



AMS ADVANTAGE

Welcome, Rachelle Wilkins

Home Personalize Help Accessibility

Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

Budget

Save Restart Save All C

BGR42 670 CPTL-CY00-0 1

BGR42 - 670- CPTL-CY00-0- 1- New- Draft

Action Menu

Document View

- Header
- Summary Revenue
- Summary Controls
- Detail Revenue
- Detail Controls

Document Comments

Document History

Document Reference

Future Triggering

Load Constraints

Header

Transaction Date : 

Budget FY :

Fiscal Year :

Period :

Start Date : 

End Date : 

Created By : rwilkins
 Created On : 03/26/2006
 Modified By : rwilkins
 Modified On : 03/26/2006

Save Undo Print Validate Submit Close

Menu



- 4. This is the Header of the document. Always enter "9999" in the Budget FY. The remaining fields leave blank.

The screenshot shows the 'Header' form in the eMARS ADVANTAGE system. The document title is 'BGR42 - 670- CPTL-CY00-0- 1- New- Draft'. The 'Budget FY' field is populated with '9999'. Other fields such as 'Transaction Date', 'Fiscal Year', 'Period', 'Start Date', and 'End Date' are currently empty. The form also displays metadata: 'Created By : rwilkins', 'Created On : 03/26/2006', 'Modified By : rwilkins', and 'Modified On : 03/26/2006'. A secondary navigation panel on the left lists options like 'Header', 'Summary Revenue', 'Summary Controls', 'Detail Revenue', and 'Detail Controls'. The 'Header' option is selected. At the bottom, there are buttons for 'Save', 'Undo', 'Print', 'Validate', 'Submit', and 'Close'.

- 5. Select Detail Revenue from the secondary navigation panel.

The screenshot shows the 'Detail Revenue' form in the eMARS ADVANTAGE system. The document title remains 'BGR42 - 670- CPTL-CY00-0- 1- New- Draft'. The 'Detail Revenue' section is active, displaying various fields for data entry. Fields include 'Action', 'Event Type', 'Name', 'Start Date', 'End Date', 'Dollar Amount', 'Increase/Decrease', 'Budget FY', 'Fiscal Year', 'Period', 'Fund', 'Department', 'Revenue', 'Contact', 'Contact Name', 'Description', and 'House Bill Number'. The 'Detail Revenue' option is selected in the secondary navigation panel on the left. At the bottom, there are buttons for 'Save', 'Undo', 'Print', 'Validate', 'Submit', and 'Close'.

6. Use this screen to enter the budgeted funding for the capital project. Select Insert New Line.

The screenshot shows the AMS Advantage web application in a Microsoft Internet Explorer browser window. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Budget, Accounts Receivable, Accounts Payable, and Cost Accounting. The "Budget" tab is active, showing a document titled "BGR42 - 670- CPTL-CY00-0- 1- New- Draft".

On the left side, there is a navigation menu with sections: Document View (Header, Summary Revenue, Summary Controls, Detail Revenue, Detail Controls), Document Comments, Document History, Document Reference, and Future Triggering. The "Detail Revenue" section is expanded.

The main content area displays a table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, and Increase/Decrease. A single row is visible with a value of "Increase" in the Increase/Decrease column. Below the table, there are links for "Insert New Line" and "Insert Copied Line".

Below the table, there are several form fields for entering details:

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

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



7. The following table defines the fields used on the Detail Revenue screen:

Action	New or Modify. New if this is a new Revenue Budget. Modify if modifying a Revenue Budget.
Event Type	Use XREV for the original Revenue Budget and XRMD for any modifications to the Revenue Budget.
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	Enter the dollar amount. Enter whole dollar values. Do not enter decimal amounts unless closing the project.
Increase/Decrease	Increase or Decrease indicator. Determines if the amount is an increase to the budget or a decrease.
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	Fund code assigned to the capital project.
Department	Department code for the department responsible for the capital project.
Revenue	Enter the revenue source. Each revenue source for capital projects begins with "BF" (Budgeted Funding).
Contact	Leave blank. Not used on this document.
Description	May be used to enter a description.
House Bill Number	Enter the year the Capital Project was established or the first year of the biennium for line item capital projects.

8. Select Smart Budget Rollup.

BGR42 - 670- CPTL-CY00-0- 1- New- Draft

Action Menu

Budget FY	Fund	Department	Revenue	Dollar Amount	Increase/Decrease
					Increase

Insert New Line Insert Copied Line

First Prev Next Last

Perform Budget Rollup **Smart Budget Rollup**

Detail Revenue

Action : New

Event Type :

Name :

Start Date :

End Date :

Dollar Amount :

Increase/Decrease : Increase

Budget FY :

Fiscal Year :

Period :

Fund :

Department :

Revenue :

Contact :

Contact Name :

Description :

House Bill Number :

Save Undo Print Validate Submit Close

Menu

This will create the Summary Revenue line for the document that is required to process the document.

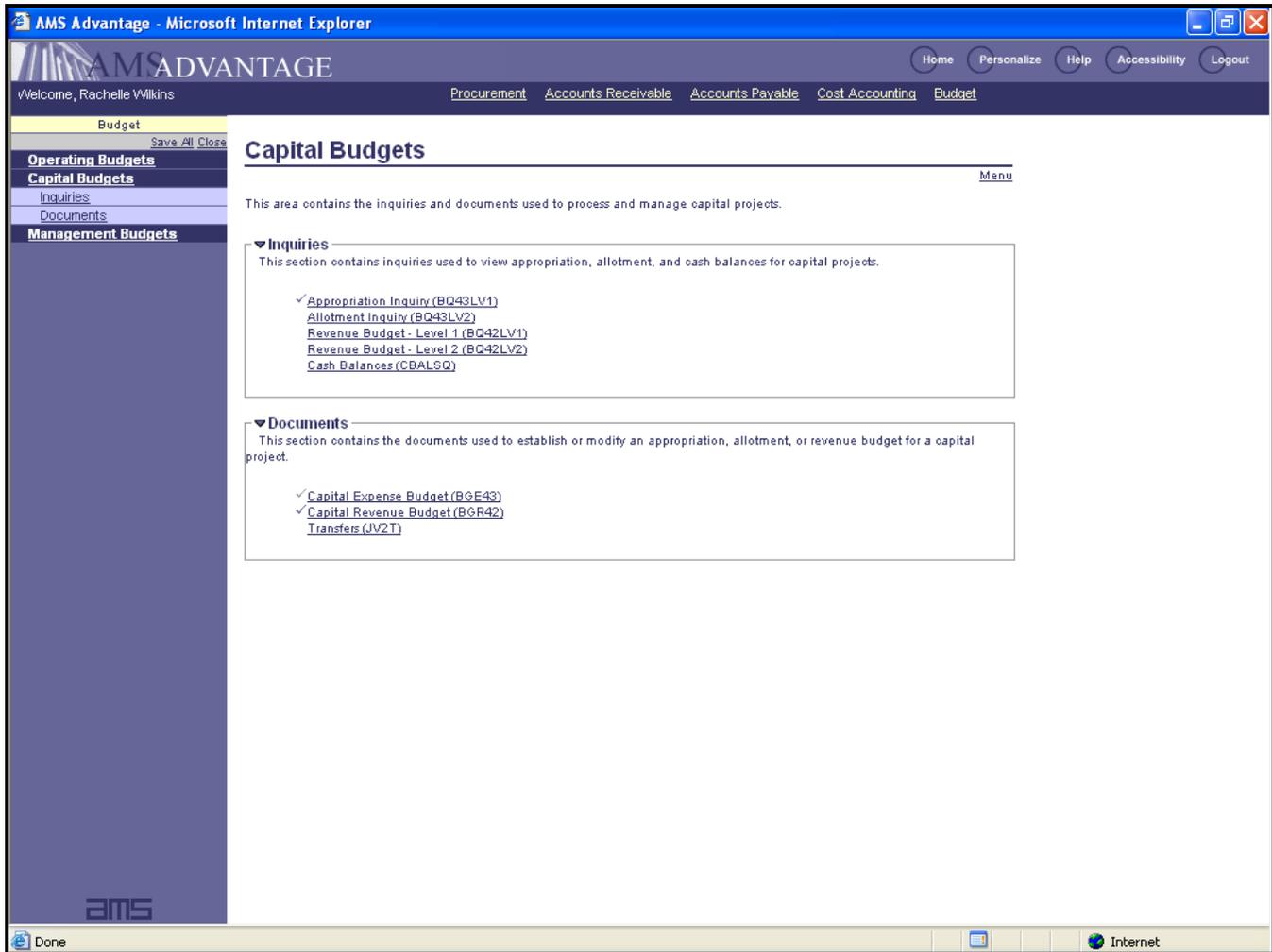
[Line-Item Capital Project](#)

For line-item capital projects, the Revenue Budget (BGR42) documents will be loaded from BRASS.

[Non Line-Item Capital Project](#)

Let's walk through the steps for the Non Line-Item Capital Project. From our previous example, the Department of Parks is requesting to make some repairs on the campsites at the Blue Lick State Resort Park. We have created the Capital Expense Budget document and now need to create the Revenue Budget document to record the budgeted funding.

1. From the Capital Budgets Workspace select Capital Revenue Budget (BGR42) from the secondary navigation panel under documents.



2. Complete the following information:

Dept	670
Unit	This will be different depending on the department. For this example, we will use UNIT.
ID	CPTL-CY05-0

Select Create.

Document Catalog

Search

▼ Document Identifier

Code : > Unit :

Dept. : ID :

▼ Other Options

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

3. Select Create.

Welcome, Rachelle Wilkins

[Procurement](#)
[Accounts Receivable](#)
[Accounts Payable](#)
[Cost Accounting](#)
[Budget](#)

Budget

Save Restart Save All C

BGR42 670 CPTL-CY05-0 1

Document View

✓ Header

Summary Revenue

Summary Controls

Detail Revenue

Detail Controls

Document Comments

Document History

Document Reference

Future Triggering

BGR42 - 670- CPTL-CY05-0- 1- New- Draft

Action Menu

Load Constraints

Header

Transaction Date :

Budget FY :

Fiscal Year :

Period :

Start Date :

End Date :

Created By : rwilkins
 Created On : 05/18/2006
 Modified By : rwilkins
 Modified On : 05/18/2006

Save Undo Print Validate Submit Close

[Menu](#)



- 4. This is the Header of the document. Always enter "9999" in the Budget FY. The remaining fields leave blank.

Welcome, Rachelle Wilkins Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget Save Restart Save All C

BGR42 670 CPTL-CY05-0 1 **BGR42 - 670- CPTL-CY05-0- 1- New- Draft** Action Menu

Document View

- ✓ Header
- Summary Revenue
- Summary Controls
- Detail Revenue
- Detail Controls

Document Comments

Document History

Document Reference

Future Triggering

Load Constraints

Header

Transaction Date :

Budget FY :

Fiscal Year :

Period :

Start Date :

End Date :

Created By : rwilkins
Created On : 05/18/2006
Modified By : rwilkins
Modified On : 05/18/2006

Save Undo Print Validate Submit Close

Menu



5. Select Detail Revenue from the secondary navigation panel.

The screenshot shows the AMS Advantage web application in a Microsoft Internet Explorer browser window. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMSADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area is titled "BGR42 - 670- CPTL-CY05-0- 1- New- Draft" and includes an "Action Menu" button. A secondary navigation panel on the left lists options such as Document View, Header, Summary Revenue, Summary Controls, Detail Revenue (which is selected), Detail Controls, Document Comments, Document History, Document Reference, and Future Triggering. The main form area is titled "Detail Revenue" and contains various input 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), Revenue (dropdown), Contact (dropdown), Contact Name (text), Description (text area), and House Bill Number (text area). At the bottom of the form, there is a row of buttons: Save, Undo, Print, Validate, Submit, and Close. The browser's status bar at the bottom shows "Done" and "Internet".



6. Use this screen to enter the budgeted funding for the capital project. Select Insert New Line.

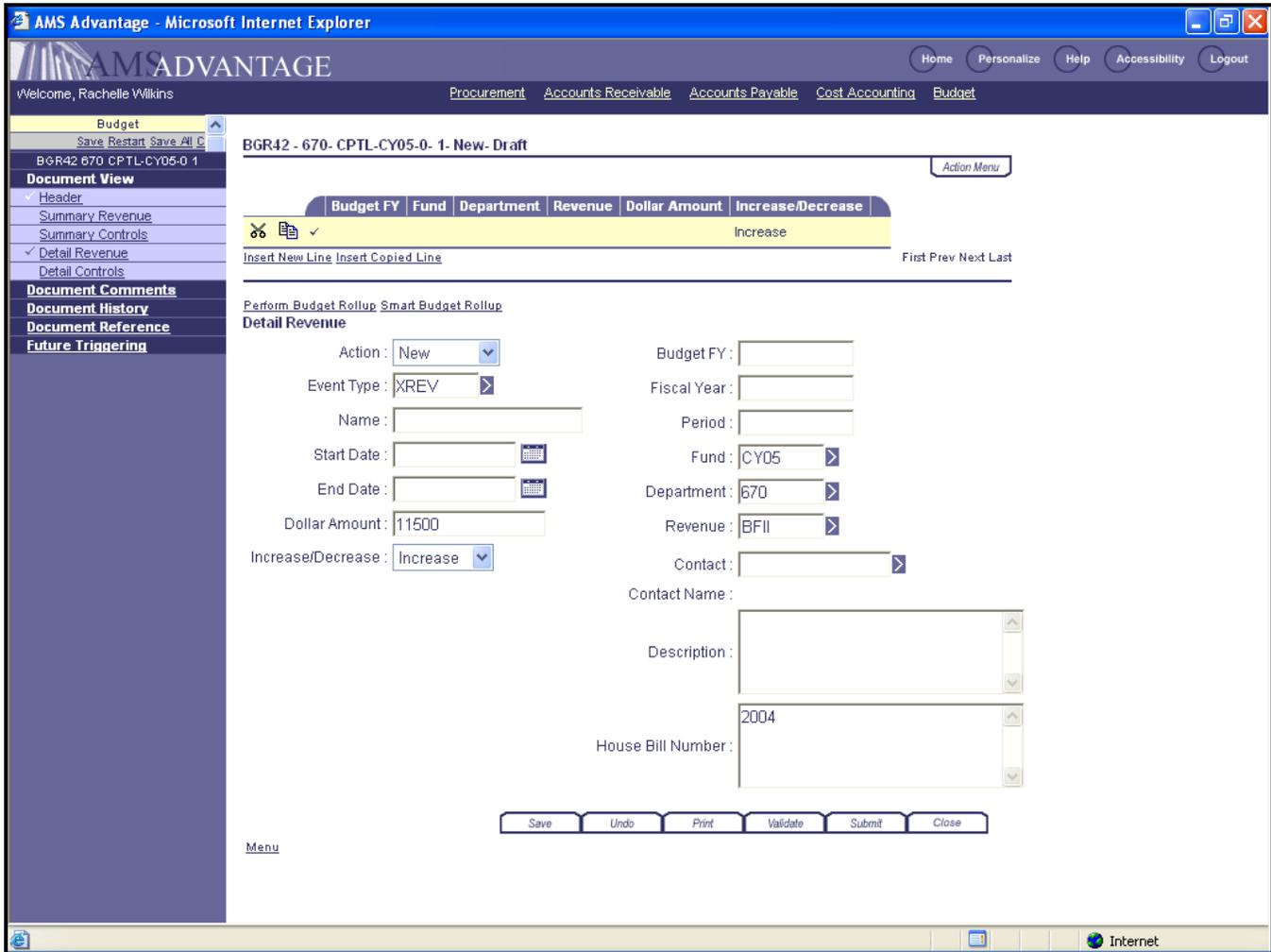
The screenshot shows the AMS Advantage web application in a Microsoft Internet Explorer browser window. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are navigation tabs for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area is titled "Budget" and displays the document ID "BGR42 - 670- CPTL-CY05-0- 1- New- Draft". A left-hand navigation menu is visible, with "Detail Revenue" selected. The main form area is titled "Detail Revenue" and contains several input fields: Action (New), Event Type, Name, Start Date, End Date, Dollar Amount, Increase/Decrease (Increase), Budget FY, Fiscal Year, Period, Fund, Department, 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 browser's status bar at the bottom shows "Done" and "Internet".



7. Enter the following budgeted funding information:

Action	New
Event Type	XREV
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	11500
Increase/Decrease	Increase
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CY05
Department	670
Revenue	BFII
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004

This will create the budgeted funding for the non line-item capital project.



8. Select Insert New Line and enter the following information to reduce the budgeted funding for the line-item capital project that is being used to fund the repairs on the campsites at the Blue Lick State Resort Park.

Action	Modify
Event Type	XRMD
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	11500



Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CZ86
Department	670
Revenue	BFII
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004

This will reduce the budgeted funding for the line-item capital project.

The screenshot shows the 'AMS Advantage' web application in a Microsoft Internet Explorer browser. The page title is 'AMS Advantage' and the user is logged in as 'Rachelle Wilkins'. The navigation menu includes 'Procurement', 'Accounts Receivable', 'Accounts Payable', 'Cost Accounting', and 'Budget'. The current page is titled 'BGR42 - 670 - CPTL-CY05-0 - 1 - New - Draft'.

The main content area displays a table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, and Increase/Decrease. The table contains one row with the following values: Budget FY (blank), Fund (CY05), Department (670), Revenue (BFII), Dollar Amount (\$11,500.00), and Increase/Decrease (Increase). Below the table, there are options to 'Insert New Line' and 'Insert Copied Line', and navigation buttons 'First', 'Prev', 'Next', 'Last'.

The 'Detail Revenue' section contains the following fields and values:

- Action: Modify
- Event Type: XRM
- Name: (empty)
- Start Date: (empty)
- End Date: (empty)
- Dollar Amount: 11500
- Increase/Decrease: Decrease
- Budget FY: (empty)
- Fiscal Year: (empty)
- Period: (empty)
- Fund: CZ86
- Department: 670
- Revenue: BFII
- Contact: (empty)
- Contact Name: (empty)
- Description: (empty)
- House Bill Number: 2004

At the bottom of the page, there is a 'Menu' button and a set of action buttons: Save, Undo, Print, Validate, Submit, and Close.

9. Select Smart Budget Rollup.

The screenshot shows the AMS Advantage web application interface. The top navigation bar includes 'Home', 'Personalize', 'Help', 'Accessibility', and 'Logout'. The main content area displays a document titled 'BGR42 - 670- CPTL-CY05-0- 1- New- Draft'. Below the title is a table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, and Increase/Decrease. The table contains two rows of data:

Budget FY	Fund	Department	Revenue	Dollar Amount	Increase/Decrease
9999	CY05	670	BFil	\$11,500.00	Increase
9999	CZ66	670	BFil	\$11,500.00	Decrease

Below the table, the 'Perform Budget Rollup' menu is open, and the 'Smart Budget Rollup' option is highlighted with a red box. The 'Detail Revenue' form is visible below the menu, with the following fields:

- Action: New
- Event Type: XREV
- Name: [Empty]
- Start Date: [Empty]
- End Date: 12/31/2040
- Dollar Amount: \$11,500.00
- Increase/Decrease: Increase
- Budget FY: 9999
- Fiscal Year: 2007
- Period: 1
- Fund: CY05
- Department: 670
- Revenue: BFil
- Contact: [Empty]
- Contact Name: [Empty]
- Description: [Empty]
- House Bill Number: 2004

At the bottom of the form, there are buttons for Save, Undo, Print, Validate, Submit, and Close. The 'Menu' label is visible at the bottom left of the form area.

This will create the Summary Revenue lines that are required to complete the document.

10. You can click the Summary Revenue link from the secondary navigation panel to see that the summary revenue lines have been created as show in the screen shot below.

11. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

12. Select the Close button to close the document. Agencies are not permitted to Submit to Workflow the Capital Revenue Budget (BGR42) documents.

Exercise 4 – Complete Revenue (BGR42) Non Line-Item Project

Scenario

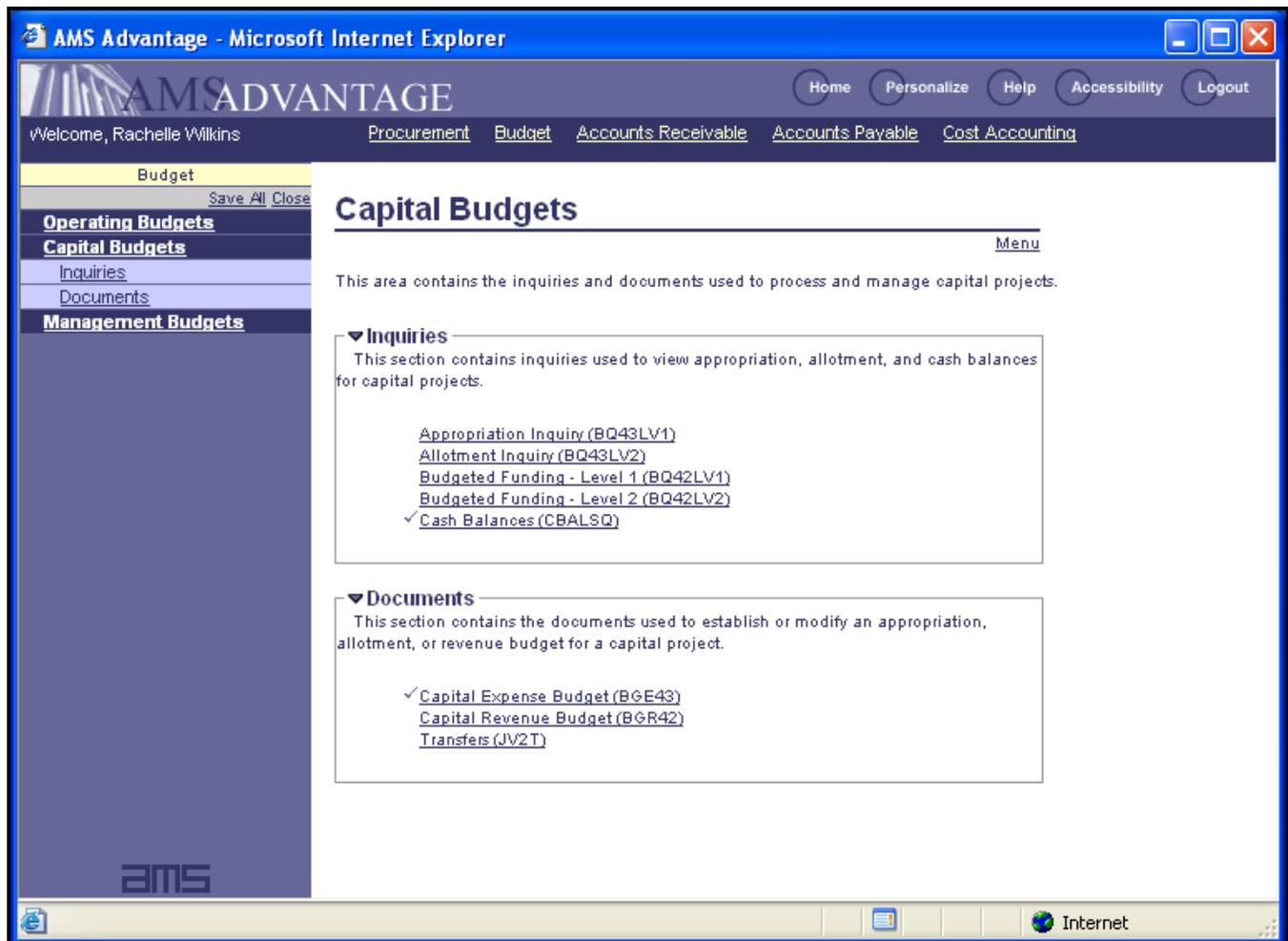
Your agency has a Maintenance Pool that will be used to perform Roof Repair. The cost of the Roof Repair is \$76,000. The funding for the Maintenance Pool is from Investment Income.

Task Overview

Complete the Revenue Budget (BGR42) document to create the Budgeted Funding for the capital project and reduce the Budgeted Funding for the Maintenance Pool.

Procedures

1. From the Capital Budgets Workspace select Capital Revenue Budget (BGR42) from the secondary navigation panel under documents.



The screenshot displays the AMS Advantage web application interface within a Microsoft Internet Explorer browser window. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for "Home", "Personalize", "Help", "Accessibility", and "Logout". Below the header, a navigation bar shows the user's name "Welcome, Rachele Wilkins" and menu items for "Procurement", "Budget", "Accounts Receivable", "Accounts Payable", and "Cost Accounting".

The main content area is titled "Capital Budgets" and includes a "Menu" link. A descriptive text states: "This area contains the inquiries and documents used to process and manage capital projects." The interface is divided into two sections:

- Inquiries:** This section contains inquiries used to view appropriation, allotment, and cash balances for capital projects. The list includes:
 - [Appropriation Inquiry \(BQ43LV1\)](#)
 - [Allotment Inquiry \(BQ43LV2\)](#)
 - [Budgeted Funding - Level 1 \(BQ42LV1\)](#)
 - [Budgeted Funding - Level 2 \(BQ42LV2\)](#)
 - [Cash Balances \(CBALSQ\)](#)
- Documents:** This section contains the documents used to establish or modify an appropriation, allotment, or revenue budget for a capital project. The list includes:
 - [Capital Expense Budget \(BGE43\)](#)
 - [Capital Revenue Budget \(BGR42\)](#)
 - [Transfers \(JV2T\)](#)

The left sidebar contains a navigation menu with categories: "Budget", "Operating Budgets", "Capital Budgets", "Inquiries", "Documents", and "Management Budgets". The "Capital Budgets" category is currently selected. The AMS logo is visible in the bottom left corner of the application area.

2. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter ID Fund from Student Card-0 Example: CPTL-CY08-0

Select Create.

Document Catalog

Search




▼ Document Identifier

Code :  Unit :

Dept. : ID :

▼ Other Options

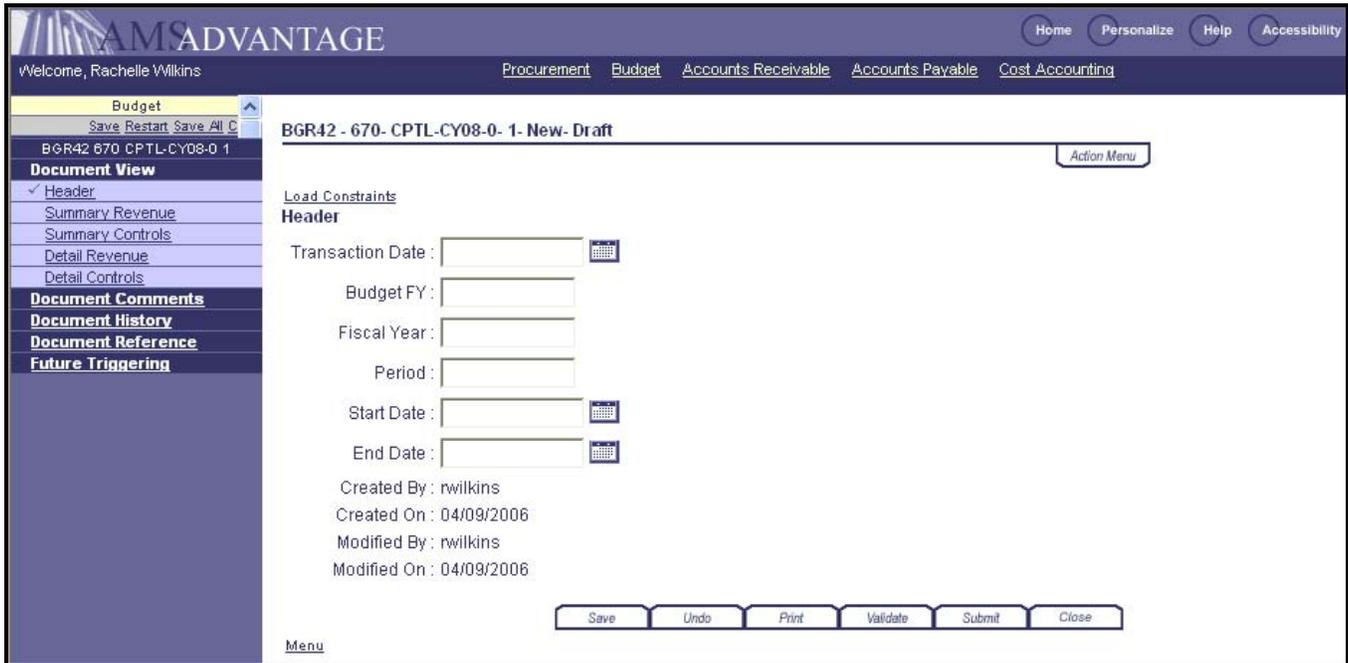
Auto Numbering :

Create Template :

[Create](#)

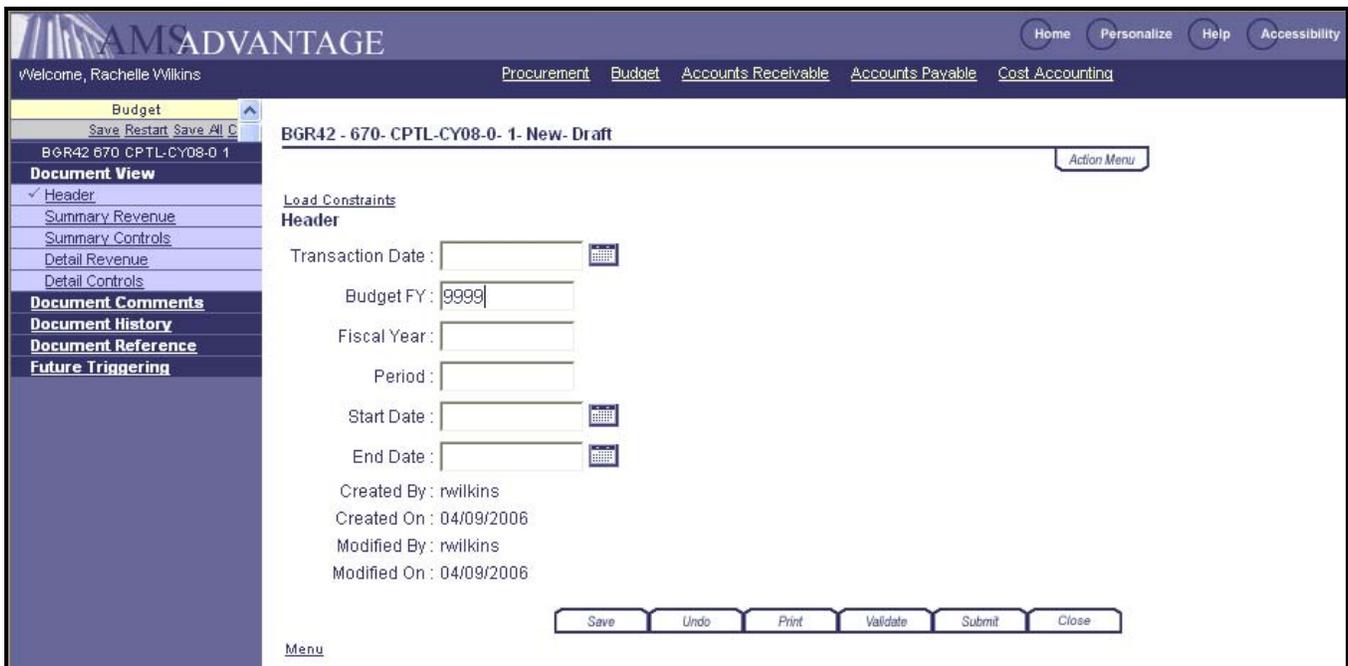
[Menu](#)

3. Select Create.



The screenshot shows the AMS ADVANTAGE web application interface. The top navigation bar includes 'Home', 'Personalize', 'Help', and 'Accessibility'. Below this is a breadcrumb trail: 'Welcome, Rachele Wilkins' followed by 'Procurement', 'Budget', 'Accounts Receivable', 'Accounts Payable', and 'Cost Accounting'. The left sidebar contains a 'Budget' menu with options like 'Save', 'Restart', and 'Save All C'. Below that is a 'Document View' menu with 'Header' selected. The main content area displays the document title 'BGR42 - 670- CPTL-CY08-0- 1- New- Draft' and an 'Action Menu'. The 'Header' section includes fields for 'Transaction Date', 'Budget FY', 'Fiscal Year', 'Period', 'Start Date', and 'End Date'. Below these fields, it shows 'Created By : rwilkins', 'Created On : 04/09/2006', 'Modified By : rwilkins', and 'Modified On : 04/09/2006'. At the bottom, there is a row of buttons: 'Save', 'Undo', 'Print', 'Validate', 'Submit', and 'Close'. A 'Menu' label is visible at the bottom left of the main content area.

4. This is the Header of the document. Always enter “9999” in the Budget FY. The remaining fields leave blank.



This screenshot is identical to the previous one, but the 'Budget FY' field now contains the value '9999'. All other elements, including the navigation bar, sidebar, document title, and other form fields, remain the same.

5. Select Detail Revenue from the secondary navigation panel.

The screenshot shows the AMS Advantage web application in a Microsoft Internet Explorer browser window. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Budget, Accounts Receivable, Accounts Payable, and Cost Accounting. The "Budget" tab is active, and the secondary navigation panel on the left is expanded to show "Detail Revenue".

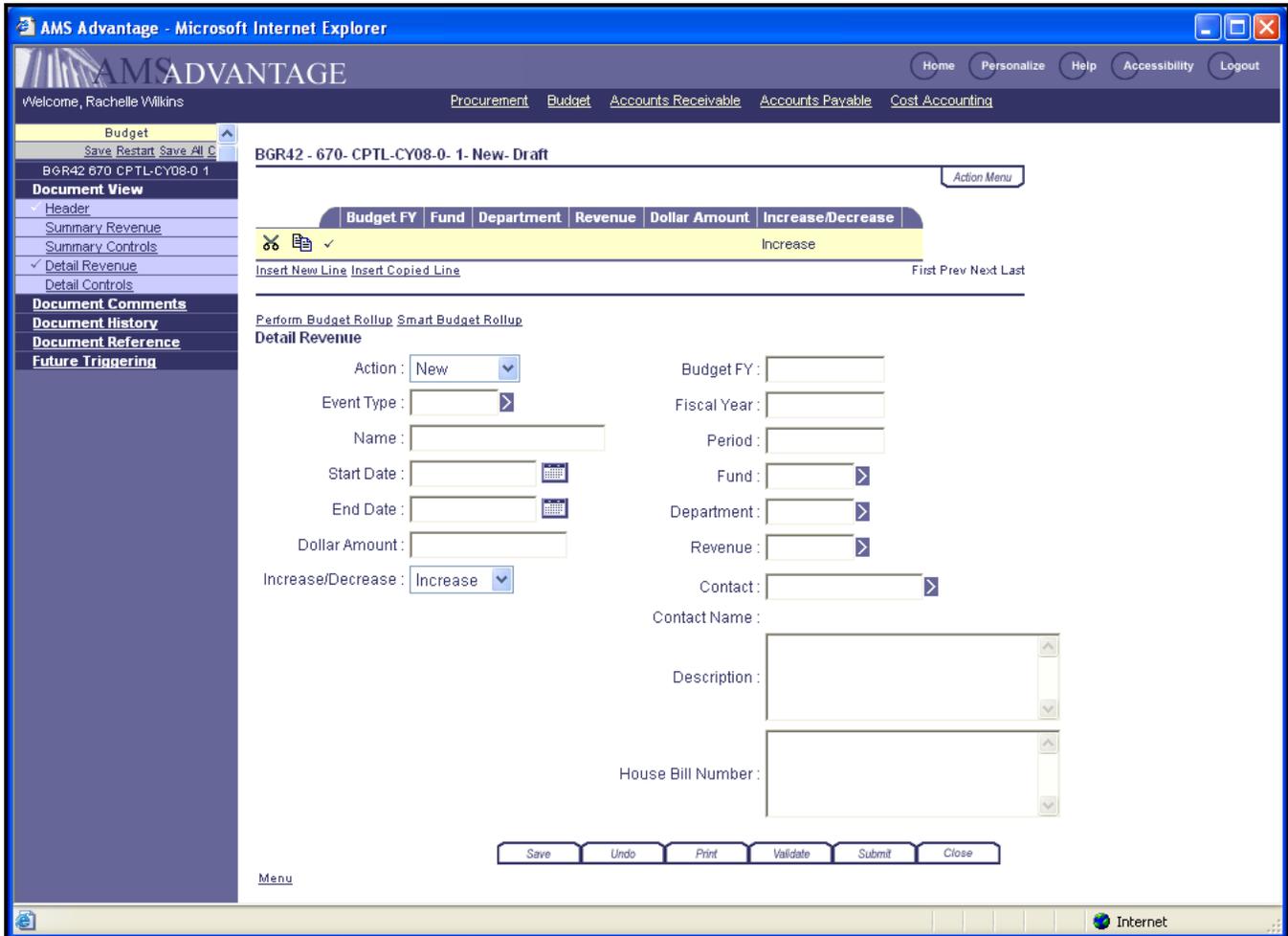
The main content area displays the "BGR42 - 670- CPTL-CY08-0- 1- New- Draft" document. Below this, there is an "Action Menu" and a table header with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, and Increase/Decrease. There are links for "Insert New Line" and "Insert Copied Line", and navigation buttons "First", "Prev", "Next", and "Last".

The "Detail Revenue" form contains the following fields:

- Action: [Dropdown]
- Budget FY: [Text]
- Event Type: [Dropdown]
- Fiscal Year: [Text]
- Name: [Text]
- Period: [Text]
- Start Date: [Text] [Calendar Icon]
- Fund: [Dropdown]
- End Date: [Text] [Calendar Icon]
- Department: [Dropdown]
- Dollar Amount: [Text]
- Revenue: [Dropdown]
- Increase/Decrease: [Dropdown]
- Contact: [Dropdown]
- Contact Name: [Text]
- Description: [Text Area]
- House Bill Number: [Text Area]

At the bottom of the form, there is a "Menu" label and a row of buttons: Save, Undo, Print, Validate, Submit, and Close. The browser status bar at the bottom shows "Done" and "Internet".

6. Use this screen to enter the budgeted funding for the capital project. Select Insert New Line.



7. Enter the following budgeted funding information:

Action	New
Event Type	XREV
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	76000
Increase/Decrease	Increase
Budget FY	Leave blank. It will be inferred from the Header.



Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	Enter Non-line Item Fund from Student Card
Department	See Student Card
Revenue	BFII
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2006

8. Select Insert New Line and enter the following information to reduce the budgeted funding for the Maintenance Pool project that is being used to fund the repairs.

Action	Modify
Event Type	XRMD
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	76000
Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	Enter Maintenance Pool Fund from the Student Card
Department	See Student Card
Revenue	BFII
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2006

9. Select Smart Budget Rollup.
 10. You can click the Summary Revenue link from the secondary navigation panel to see that the summary revenue lines have been created.
 11. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.
 12. Select the Close button to close the document. Agencies are not permitted to Submit to Workflow the Capital Revenue Budget (BGR42) documents.
-

7 – Capital Project Accounting Templates

Accounting Templates should be established for each capital project. The Accounting Template ID should begin with the prefix as assigned by the Finance and Administration Cabinet followed by the fund assigned to the capital project (e.g.: FCY00). Capital Project accounting transactions require the **Fund, Dept, Unit, and Appr Unit**. **Appr Unit** will always be a value of "CPTL". Refer to the eMARS 110: Chart of Account manual for instructions on creating Accounting Templates.

Projects administered by Facilities and Support Services will require that an Accounting Template be established. This Accounting Template must contain the **Fund, Dept, Unit, Appr Unit, Activity, and Sub-Activity** codes. The **Activity** and **Sub-Activity** codes will be assigned by Facilities and Support Services.

Direct billing agencies (e.g. COT, Printing, etc.) will also require that Accounting Templates be established so that these agencies will be able to bill the Capital Project.

8 – On/Off Budget Transfers

A Transfer (JV2T) document is used to move cash between funds. The Commonwealth will use the On Budget transfer to move cash from one fund to another, decreasing the budget as well as the cash. The Off Budget transfer will be used to move cash between funds with no budgetary impact.

Transfer document details:

- The Transfer (JV2T) document will be approved centrally.
- The sum of the accounting lines must always equal zero (0).
- Three event types¹ will be used:
 - XC01 (On-Budget Transfer Out) – will be used to transfer the funds out of a budget.
 - XC02 (Off-Budget Transfer Out) – will be used to transfer funds that do not affect a budget.
 - XC03 (Transfer In) – will be used to receive the funds. The dollar amount associated with this event type will always be a negative value so that the total value of the accounting lines will equal zero (0).
- Objects codes (which begin with a "T") are used to make transfers out of a fund.
- Revenue Source codes (which begin with an "N") are used to make transfers into a fund.

¹ An event type is a higher level accounting activity assigned to a document's accounting line. Event types are covered in more detail in the eMARS 201: General Accounting course.

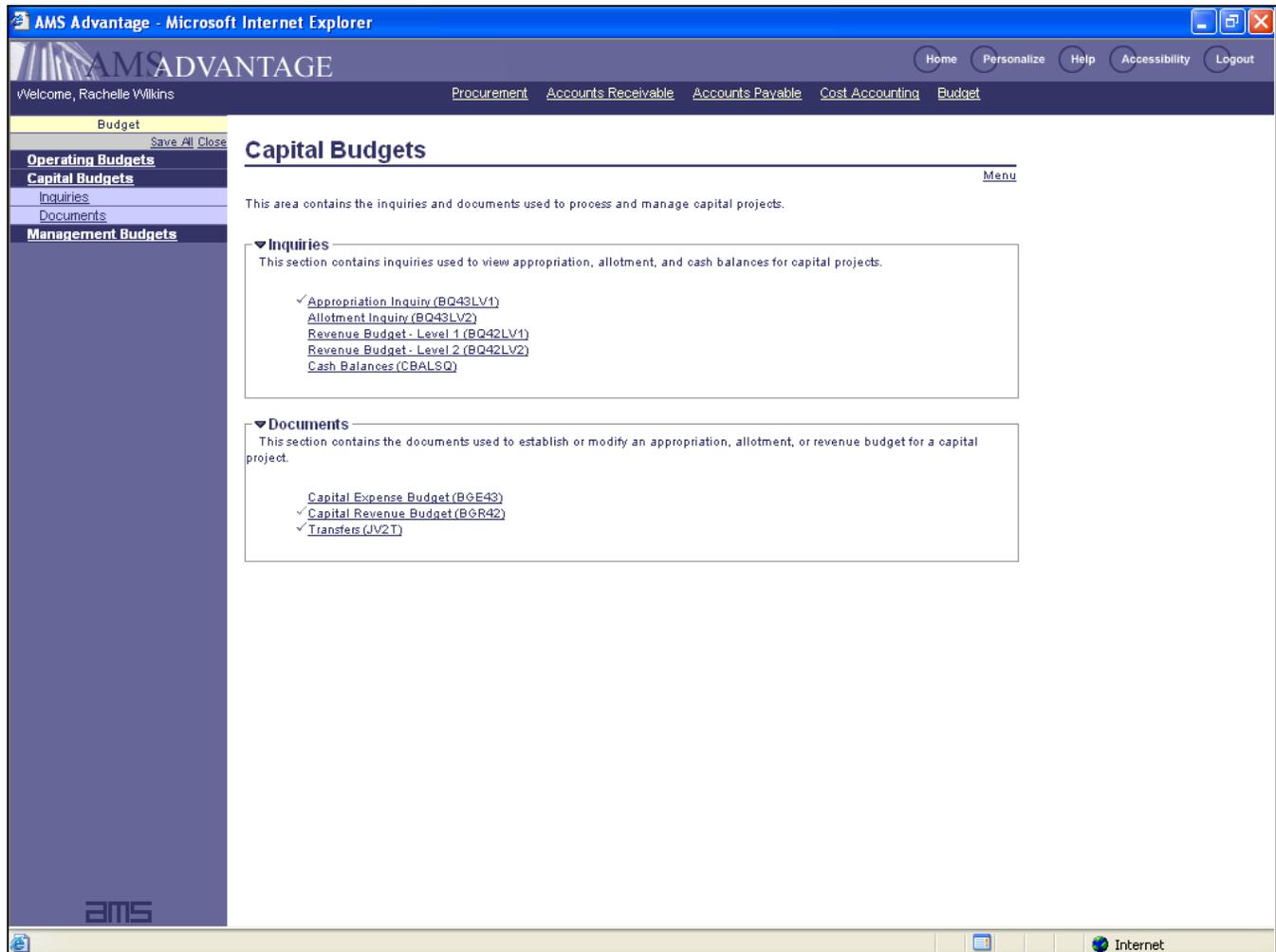
How a capital project is budgeted determines whether the cash transfer to the capital project is an on budget transfer or an off budget transfer.

If the transfer from an operating budget account to a capital project was included as a part of the operating budget's appropriation, then the transfer shall be an on budget transfer. If the transfer was not included as a part of the operating budget's appropriation, then the transfer shall be an off budget transfer.

In both examples, the transfer from the operating budget would be coded with an object code of T60C. Transfer balancing will be done at the fund type roll-up.

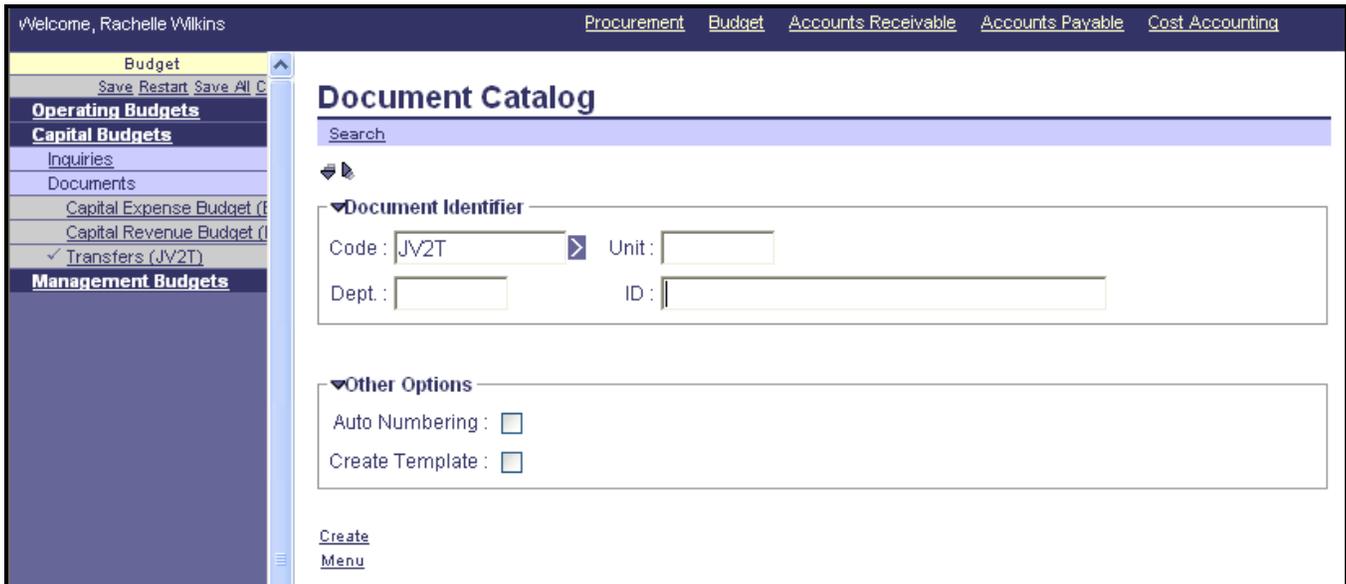
Let's look at how to create and complete the Transfer (JV2T) document.

1. From the Capital Budgets Workspace, expand the Documents section on the page or select Documents from the secondary navigation panel.



The screenshot displays the AMS Advantage web application interface. At the top, the browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, a secondary navigation bar lists Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area is titled "Capital Budgets" and contains a description: "This area contains the inquiries and documents used to process and manage capital projects." There are two expandable sections: "Inquiries" and "Documents". The "Inquiries" section lists: Appropriation Inquiry (BQ43LV1), Allotment Inquiry (BQ43LV2), Revenue Budget - Level 1 (BQ42LV1), Revenue Budget - Level 2 (BQ42LV2), and Cash Balances (CBALSQ). The "Documents" section lists: Capital Expense Budget (BGE43), Capital Revenue Budget (BGR42), and Transfers (JV2T). A left-hand navigation menu is visible, with "Capital Budgets" selected. The browser's taskbar at the bottom shows the Internet Explorer icon and the word "Internet".

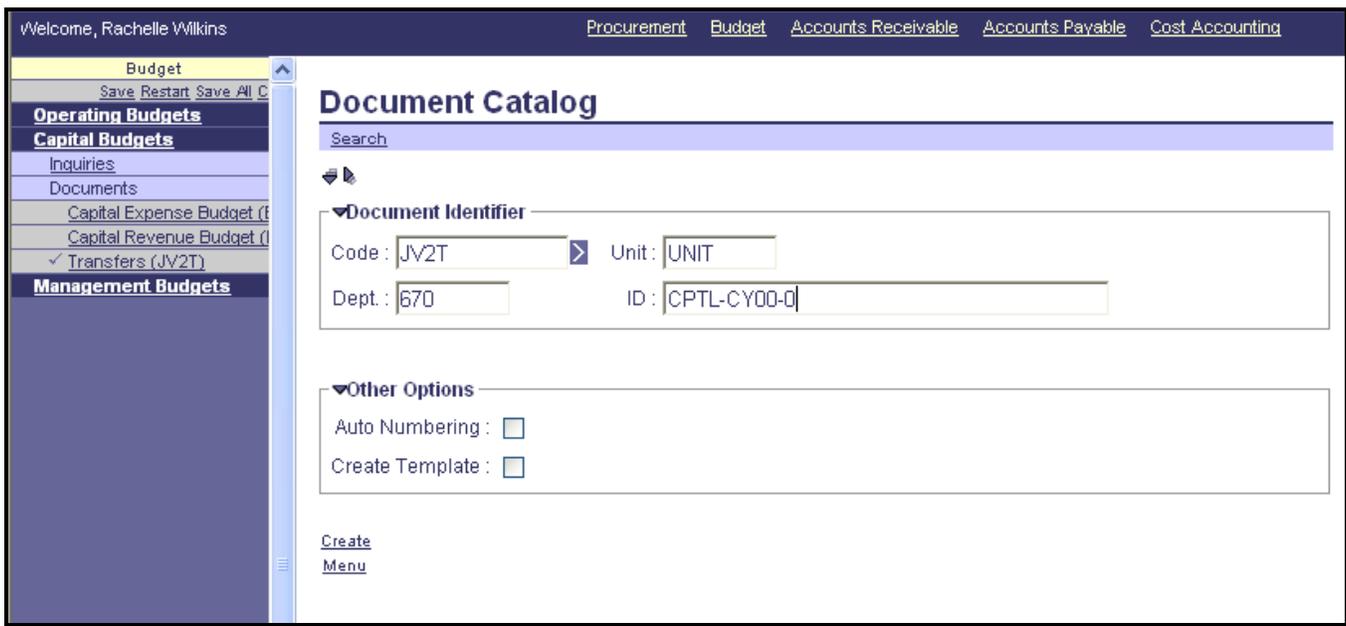
2. Select Transfers (JV2T). On the Document Catalog screen select Create.



3. Complete the following information:

Dept	Enter the requesting department number
Unit	Enter a Unit code for the department
ID	CPTL-FUND-# (Fund will equal the fund of the project, # will be a sequential number assigned by the user. Example: CPTL-CY00-0)

Select Create.

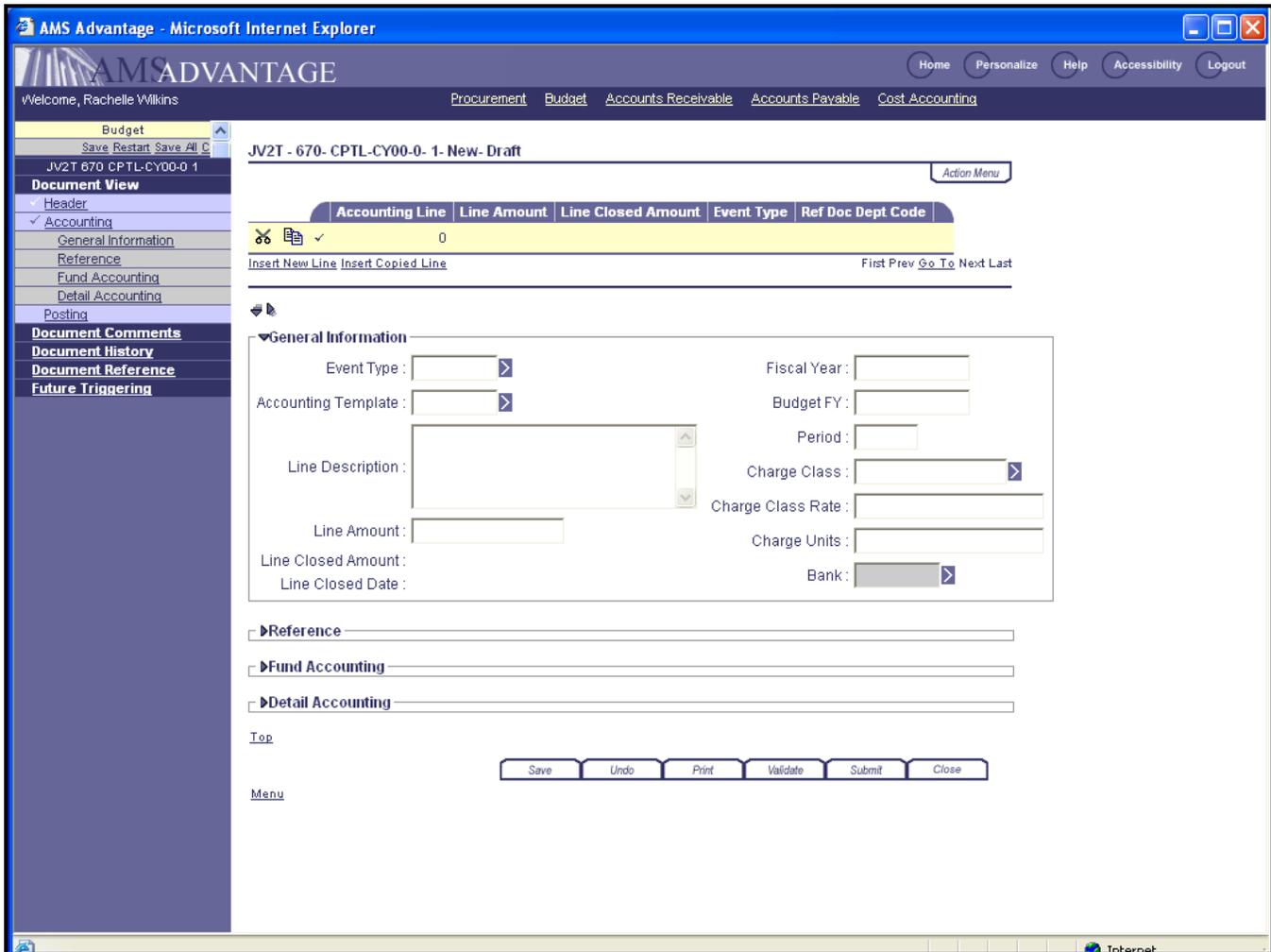




- This is the Header of the document. You can enter information in the **Document Name** and **Document Description** fields. Leave the **Record Date**, **Budget FY**, **Fiscal Year** and **Period** blank.

The screenshot displays the AMS Advantage web application in a Microsoft Internet Explorer browser window. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area shows a document titled "JV2T - 670- CPTL-CY00-0- 1- New- Draft". On the left, a navigation menu is visible with options like Budget, Document View, Header, General Information, Document Information, Accounting, Posting, Document Comments, Document History, Document Reference, and Future Triggering. The "General Information" section is expanded, showing input fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, and Document Description. Below these fields, it displays "Actual Amount: \$0.00", "Closed Amount: \$0.00", and "Closed Date:". At the bottom of the form, there are buttons for Save, Undo, Print, Validate, Submit, and Close. The browser's status bar at the bottom shows "Internet".

5. Select Accounting from the secondary navigation panel and then select Insert New Line.



6. The following table defines the fields used on the JV2T in the **General Information** section:

Event Type	XC01 – On-Budget Transfer Out XC02 – Off-Budget Transfer Out XC03 – Transfer In
Accounting Template	Select the appropriate accounting template from the pick list.
Line Description	May be used to enter a description.
Line Amount	Enter the dollar amount. Transfer Out dollar amounts should be entered as a positive amount and Transfer In amounts should be entered as a negative amount.
Fiscal Year	Leave blank unless this is during the two book period at the beginning of a new fiscal year. During this period, you may need to enter the previous fiscal year if the transaction should post to the old fiscal year.



Budget FY	For Capital Project accounting lines enter “9999”. For Operating accounting lines, leave blank unless this is during the two book period at the beginning of a new fiscal year. During this period, you may need to enter the previous fiscal year if the transaction should post to the old fiscal year.
Period	Leave blank unless this is during the two book period at the beginning of a new fiscal year. During this period, you may need to enter 13 if the transaction should post to the old fiscal year.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.
Charge Units	Leave blank.

7. Expand the **Fund Accounting** and **Detail Accounting** sections.

▼Fund Accounting

Fund : <input type="text"/>	Department : <input type="text"/>	OBSA : <input type="text"/>	
Sub Fund : <input type="text"/>	Unit : <input type="text"/>	Sub OBSA : <input type="text"/>	
Object : <input type="text"/>	Sub Unit : <input type="text"/>	Dept Object : <input type="text"/>	
Sub Object : <input type="text"/>	Appr Unit : <input type="text"/>	Dept Revenue : <input type="text"/>	
Revenue : <input type="text"/>	BSA : <input type="text"/>		
Sub Revenue : <input type="text"/>	Sub BSA : <input type="text"/>		

▼Detail Accounting

Location : <input type="text"/>	Reporting : <input type="text"/>	Major Program : <input type="text"/>	
Sub Location : <input type="text"/>	Sub Reporting : <input type="text"/>	Program : <input type="text"/>	
Activity : <input type="text"/>	Task : <input type="text"/>	Phase : <input type="text"/>	
Sub Activity : <input type="text"/>	Sub Task : <input type="text"/>	Program Period : <input type="text"/>	
Function : <input type="text"/>	Task Order : <input type="text"/>		
Sub Function : <input type="text"/>			

This majority of this information should be populated from the accounting template selected for the line once the document is validated.

The following is a list of the Object or Revenue codes that will be used for Capital Projects:

Operating Account to Capital Project

Transfer Out

- T60C Operating Transfer to Capital Projects Fund

Transfer In

- N101 Operating Transfer from General Fund
- N103 Operating Transfer from Debt Service Fund
- N111 Operating Transfer from Road Fund
- N112 Operating Transfer from Federal Fund
- N113 Operating Transfer from Agency Revenue Fund
- N114 Operating Transfer from Other Special Revenue Fund
- N121 Operating Transfer from State Parks Fund
- N122 Operating Transfer from State Fair Board Fund
- N129 Operating Transfer from Horse Park Fund
- N132 Operating Transfer from Computer Services Fund
- N135 Operating Transfer from Prison Industries Fund
- N136 Operating Transfer from Center Printing Fund
- N137 Operating Transfer from Property Management Fund
- N165 Operating Transfer from Tobacco Fund

Capital Project to Operating Account

Transfer Out

- T601 Operating Transfer to General Fund
- T603 Operating Transfer to Debt Service Fund
- T611 Operating Transfer to Road Fund
- T612 Operating Transfer to Federal Fund
- T613 Operating Transfer to Agency Revenue Fund
- T614 Operating Transfer to Other Special Revenue Fund
- T621 Operating Transfer to State Parks Fund
- T622 Operating Transfer to State Fair Board Fund
- T629 Operating Transfer to Horse Park Fund
- T632 Operating Transfer to Computer Services Fund
- T635 Operating Transfer to Prison Industries Fund
- T636 Operating Transfer to Center Printing Fund
- T637 Operating Transfer to Property Management Fund
- T665 Operating Transfer to Tobacco Fund

Transfer In

- N10C Operating Transfer from Capital Project Fund

Capital Project to Capital Project

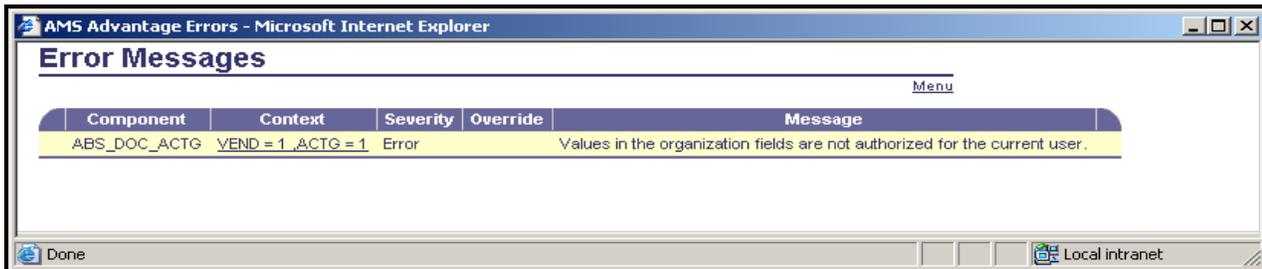
- T873 or N873 Intra-Fund Transfer General Fund
- T874 or N874 Intra-Fund Transfer Federal Fund
- T875 or N875 Intra-Fund Transfer Bond Proceeds
- T876 or N876 Intra-Fund Transfer Emergency, Repair, Maintenance and Replacement Fund
- T877 or N877 Intra-Fund Transfer Equipment/Purchase Contingency Fund
- T878 or N878 Intra-Fund Transfer Agency Fund
- T879 or N879 Intra-Fund Transfer Investment Income
- T880 or N880 Intra-Fund Transfer Other Funds
- T881 or N881 Intra-Fund Transfer Road Fund
- T882 or N882 Intra-Fund Transfer Capital Construction Surplus
- T883 or N883 Intra-Fund Transfer Surplus Bond Proceeds
- T884 or N884 Intra-Fund Transfer Statewide Deferred Maintenance Pool
- T885 or N885 Intra-Fund Transfer Coal Severance

8. In the Fund Accounting section, enter either an Object or Revenue code.
9. Select Validate. If there are no errors, you will receive a message “Document validated successfully”.

View All (1 of 3) : Document validated successfully

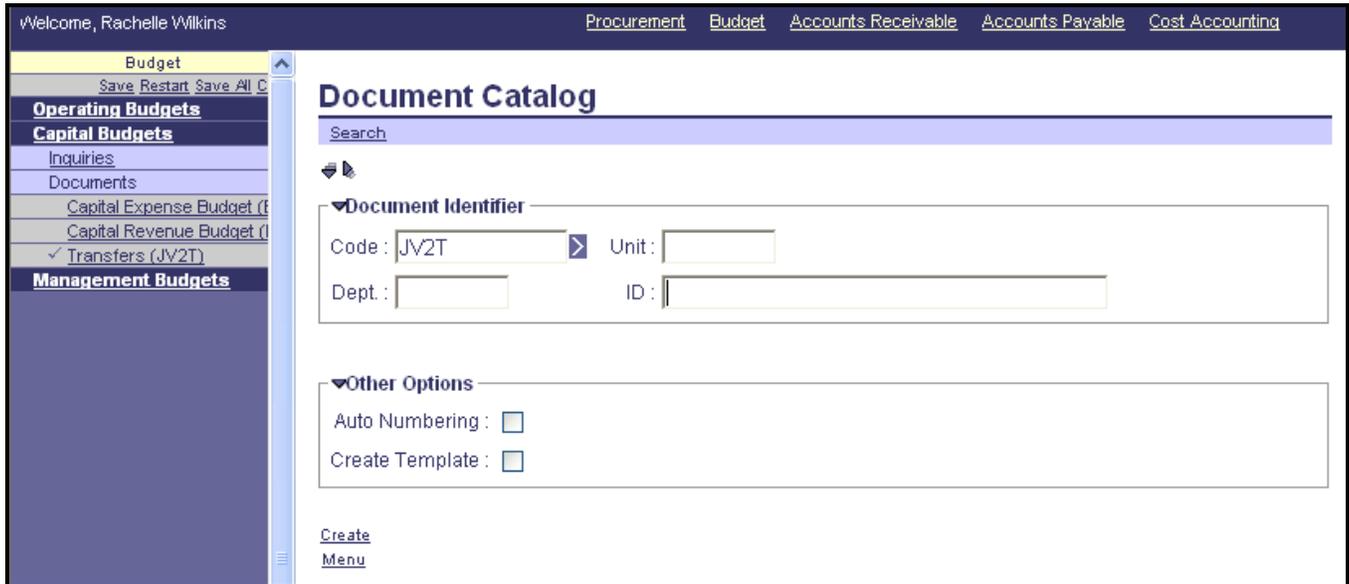
10. Select submit. This is the only document that you will submit. Remember that on the BGE43 and BGR42 you will not submit these documents.

If the JV2T contains a line with a department other than your department you will receive an error. This error is because of security at the department level. If this is the case, you will not be able to submit the document. Include the document information on the SAS-5 and it will be processed by OSBD as if it had been submitted.



Think back to our Line-Item Capital Project example. The Appropriations Bills includes a project for the Department of Revenue for \$875,000 which is funded from the General Fund. Since this is a General funded project the operating budget authority for this project is included in the Capital Construction Appropriation and Allotments (GNRL-31-CC00-CC01-0100-6).

1. From the Capital Budgets Workspace select Transfers (JV2T). On the Document Catalog screen select Create.



2. Complete the following information:

Dept	130
Unit	UNIT
ID	CPTL-CY06-0

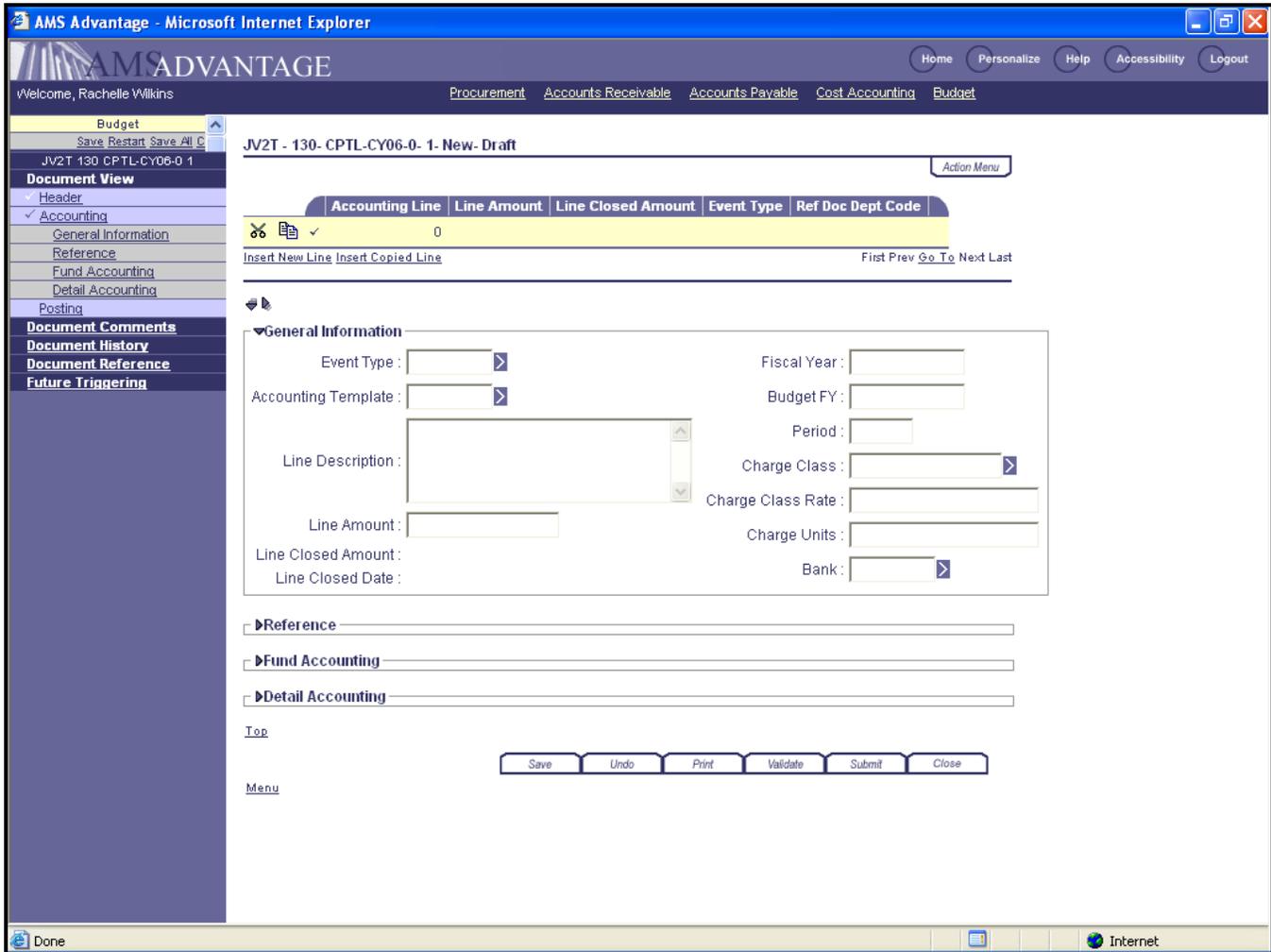
Select Create.



3. This is the Header of the document. Enter "Scanner Replacement" in the **Document Name** field.

The screenshot shows the AMS Advantage web application interface in Microsoft Internet Explorer. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area displays the document header for "JV2T - 130- CPTL-CY06-0- 1- New- Draft". The "Document Name" field is populated with "Scanner Replacement". Other fields include Record Date, Budget FY, Fiscal Year, Period, and Document Description. Summary statistics show Actual Amount: \$0.00, Closed Amount: \$0.00, and Closed Date. An "Action Menu" is visible at the top right of the form area. At the bottom of the page, there are buttons for Save, Undo, Print, Validate, Submit, and Close, along with a "Menu" link and a "Top" link.

4. Select Accounting from the secondary navigation panel. Select Insert New Line.



5. Enter the following information in the General Information

Event Type	XC01 – On-Budget Transfer Out
Accounting Template	GCC00 – Accounting Template for Capital Construction Account
Line Description	Leave blank.
Line Amount	875000
Fiscal Year	Leave blank.
Budget FY	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.



Charge Class Rate	Leave blank.
Charge Units	Leave blank.

6. Expand the Fund Accounting section. Enter "T60C" in the Object field.

The screenshot shows the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The page header includes "AMSADVANTAGE" and navigation links: Home, Personalize, Help, Accessibility, Logout. Below the header, there are tabs for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The main content area displays "JV2T - 130- CPTL-CY06-0- 1- New- Draft". A table with columns "Accounting Line", "Line Amount", "Line Closed Amount", "Event Type", and "Ref Doc Dept Code" is shown, with a single row containing the value "0". Below the table, there are sections for "General Information", "Reference", and "Fund Accounting". The "Fund Accounting" section is expanded, showing fields for Fund, Department, OBSA, Sub Fund, Unit, Sub OBSA, Object (set to "T60C"), Sub Unit, Dept Object, Sub Object, Appr Unit, Dept Revenue, Revenue, BSA, Sub Revenue, and Sub BSA. The "Line Amount" field is set to "875000".



7. Select Insert New Line. Enter the following information in the General Information section:

Event Type	XC03 – Transfer In
Accounting Template	FCY06 – Accounting Template for Scanner Replacement Project.
Line Description	Leave blank.
Line Amount	-875000
Fiscal Year	Leave blank.
Budget FY	Enter “9999”.
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.
Charge Units	Leave blank.

8. Expand the Fund Accounting section. Enter “N101” in the Revenue field.

The screenshot displays the eMARS software interface for a new draft entry. The left sidebar shows a navigation menu with options like 'Document View', 'Accounting', 'Fund Accounting', and 'Posting'. The main window title is 'JV2T - 130-CPTL-CY06-0-1-New-Draft'. A table at the top lists accounting lines with columns for 'Accounting Line', 'Line Amount', 'Line Closed Amount', 'Event Type', and 'Ref Doc Dept Code'. Below this, the 'General Information' section is expanded, containing several input fields: Event Type (XC03), Accounting Template (FCY06), Line Amount (-875000), Fiscal Year, Budget FY (9999), Period, Charge Class, Charge Class Rate, Charge Units, and Bank. The 'Fund Accounting' section is also expanded, showing fields for Fund, Department, Sub Fund, Unit, Object, Sub Unit, Sub Object, Appr Unit, Revenue (N101), and BSA. The bottom of the screen shows a taskbar with the Internet Explorer icon and the number 10.



9. Select Validate. The fields from the templates will populate the Fund Accounting and Detailed Accounting sections.

▼Fund Accounting

Fund :	<input type="text" value="0100"/>	Department :	<input type="text" value="765"/>	OBSA :	<input type="text"/>
Sub Fund :	<input type="text"/>	Unit :	<input type="text" value="UNIT"/>	Sub OBSA :	<input type="text"/>
Object :	<input type="text" value="T60C"/>	Sub Unit :	<input type="text"/>	Dept Object :	<input type="text"/>
Sub Object :	<input type="text"/>	Appr Unit :	<input type="text"/>	Dept Revenue :	<input type="text"/>
Revenue :	<input type="text"/>	BSA :	<input type="text"/>		
Sub Revenue :	<input type="text"/>	Sub BSA :	<input type="text"/>		

▼Detail Accounting

Location :	<input type="text"/>	Reporting :	<input type="text"/>	Major Program :	<input type="text"/>
Sub Location :	<input type="text"/>	Sub Reporting :	<input type="text"/>	Program :	<input type="text"/>
Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text" value="CC02"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

▼Fund Accounting

Fund :	<input type="text" value="CY06"/>	Department :	<input type="text" value="130"/>	OBSA :	<input type="text"/>
Sub Fund :	<input type="text"/>	Unit :	<input type="text" value="UNIT"/>	Sub OBSA :	<input type="text"/>
Object :	<input type="text"/>	Sub Unit :	<input type="text"/>	Dept Object :	<input type="text"/>
Sub Object :	<input type="text"/>	Appr Unit :	<input type="text" value="CPTL"/>	Dept Revenue :	<input type="text"/>
Revenue :	<input type="text" value="N101"/>	BSA :	<input type="text"/>		
Sub Revenue :	<input type="text"/>	Sub BSA :	<input type="text"/>		

▼Detail Accounting

Location :	<input type="text"/>	Reporting :	<input type="text"/>	Major Program :	<input type="text"/>
Sub Location :	<input type="text"/>	Sub Reporting :	<input type="text"/>	Program :	<input type="text"/>
Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

One of the accounting lines is for a department outside of your security settings. Because of this, you will receive the following error. This error is expected and will be corrected by OSBD. If you have any other errors, they will need to be corrected before submitting the SAS-5 Capital Project form. For this example, you will not be able to submit the document because of the error.



Exercise 5 – Complete Transfer (JV2T)

Scenario

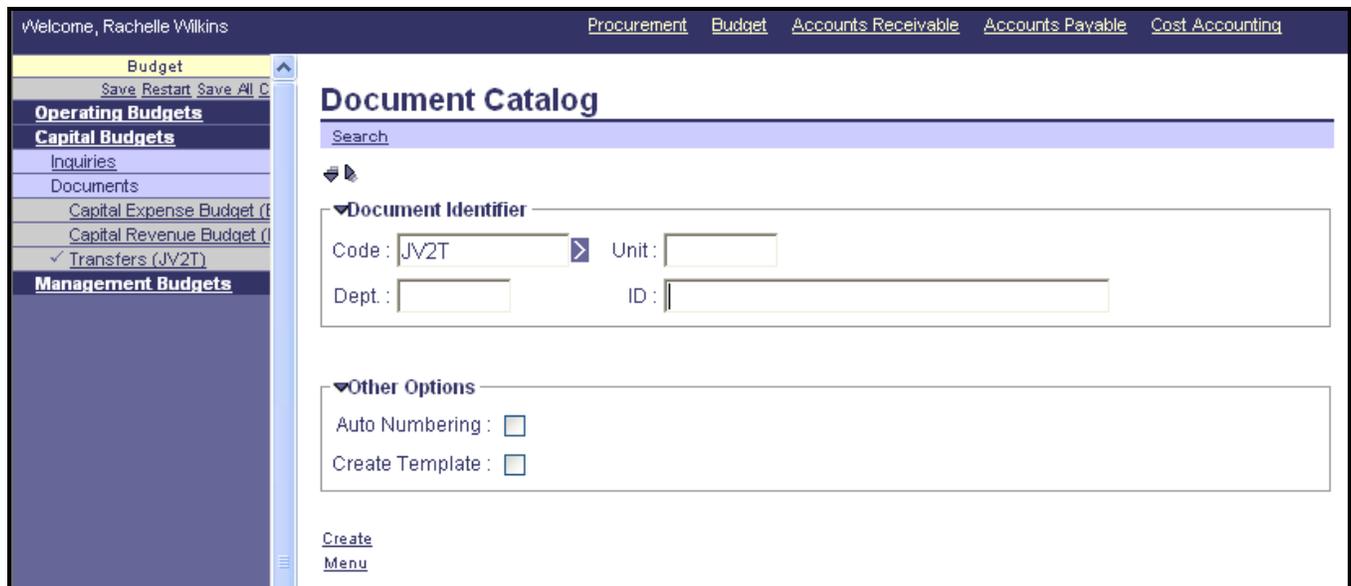
Your agency has a Maintenance Pool that will be used to perform Roof Repair. The cost of the Roof Repair is \$76,000. The funding for the Maintenance Pool is from Investment Income.

Task Overview

Complete the Transfer document to transfer the Cash from the Maintenance Pool to the Roof Repair project.

Procedures

- From the Capital Budgets Workspace select Transfers (JV2T). On the Document Catalog screen select Create.



- Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter ID Fund from Student Card-0 Example: CPTL-CY08-0

Select Create.

Document Catalog

Search

▼ Document Identifier

Code : > Unit :

Dept : ID :

▼ Other Options

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

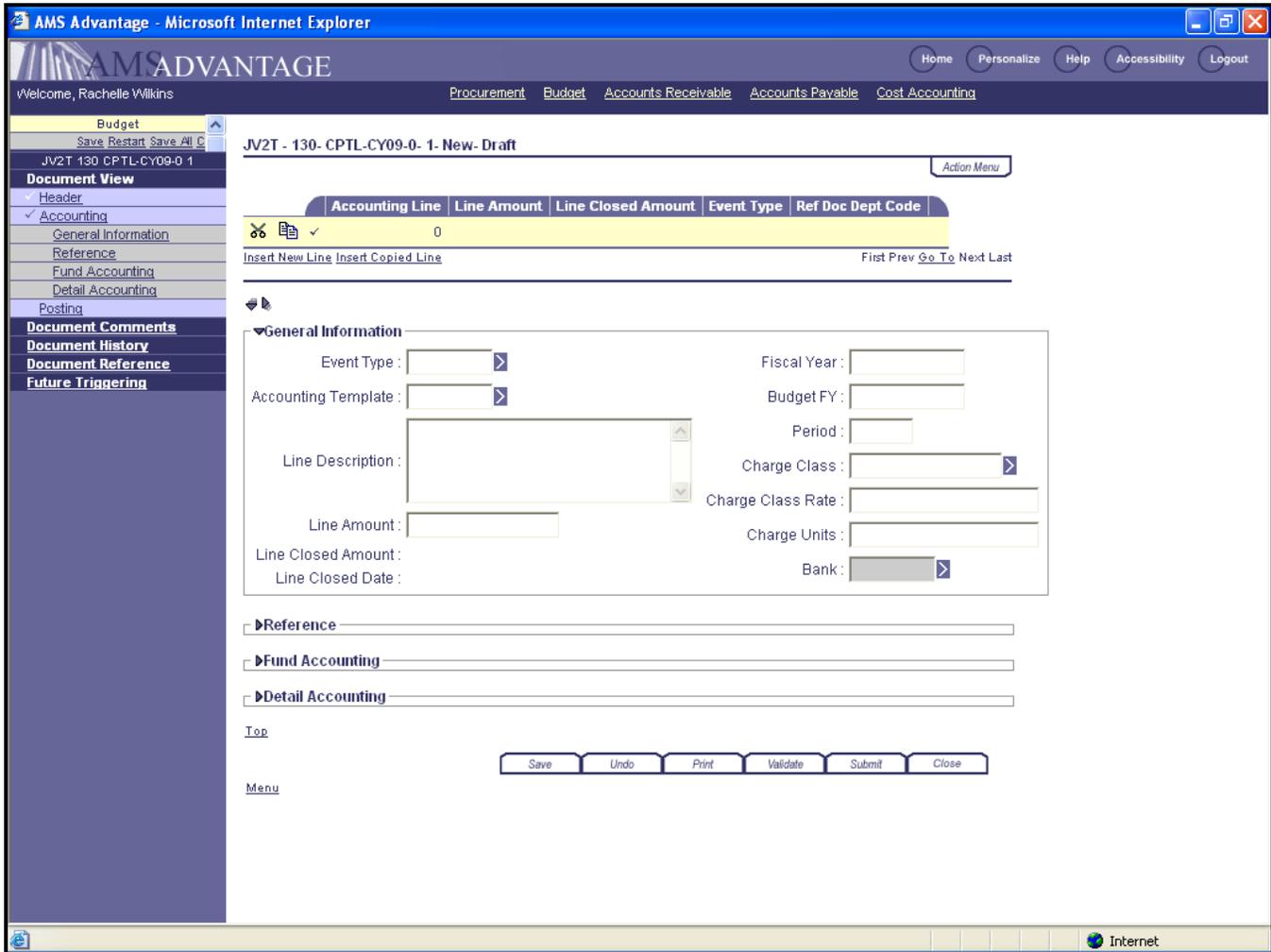
3. This is the Header of the document. Enter "Roof Repair" in the **Document Name** field.

The screenshot shows the AMS Advantage web application interface. The browser address bar displays "http://kyadvuat.state.ky.us - AMS Advantage - Microsoft Internet Explorer". The application header includes "AMS ADVANTAGE" and navigation links for Home, Personalize, Help, Accessibility, and Logout. A user greeting "Welcome, Rachelle Wilkins" is visible. The main navigation menu lists various functional areas: Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The current document is identified as "JV2T - 765- CPTL-CY08-0- 1- New- Draft". The left sidebar contains a tree view with "Document View" selected, and sub-items including Header, General Information, Document Information, Accounting, Posting, Document Comments, Document History, Document Reference, and Future Triggering. The main content area shows the "General Information" section with the following fields:

- Document Name:
- Record Date:
- Budget FY:
- Fiscal Year:
- Period:
- Document Description:
- Actual Amount: \$0.00
- Closed Amount: \$0.00
- Closed Date:

 Below the form fields, there is a "Document Information" section, a "Top" link, and a row of buttons: Save, Undo, Print, Validate, Submit, and Close. A "Menu" link is also present. The footer of the application shows the "AMS" logo and the text "Done" and "Internet".

4. Select Accounting from the secondary navigation panel. Select Insert New Line.



5. Enter the following information in the General Information

Event Type	XC02 – Off-Budget Transfer Out
Accounting Template	Enter Accounting Template Transfer Out from Student Card
Line Description	Leave blank.
Line Amount	76000
Fiscal Year	Leave blank.
Budget FY	Enter “9999”
Period	Leave blank.
Charge Class	Leave blank.



Charge Class Rate	Leave blank.
Charge Units	Leave blank.

- Expand the Fund Accounting section. Enter "T879" in the Object field.
- Select Insert New Line. Enter the following information in the General Information section:

Event Type	XC03 – Transfer In
Accounting Template	Enter Accounting Template Transfer In from Student Card
Line Description	Leave blank.
Line Amount	-76000
Fiscal Year	Leave blank.
Budget FY	Enter "9999"
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.
Charge Units	Leave blank.

- Expand the Fund Accounting section. Enter "N879" in the Revenue field.
- Select Validate. The fields from the templates will populate the Fund Accounting and Detailed Accounting sections. The document should Validate Successfully.
- Select Submit.

9 – Inquiry Screens

How will you know when your SAS-5, Capital Project, form has been processed? There are two ways:

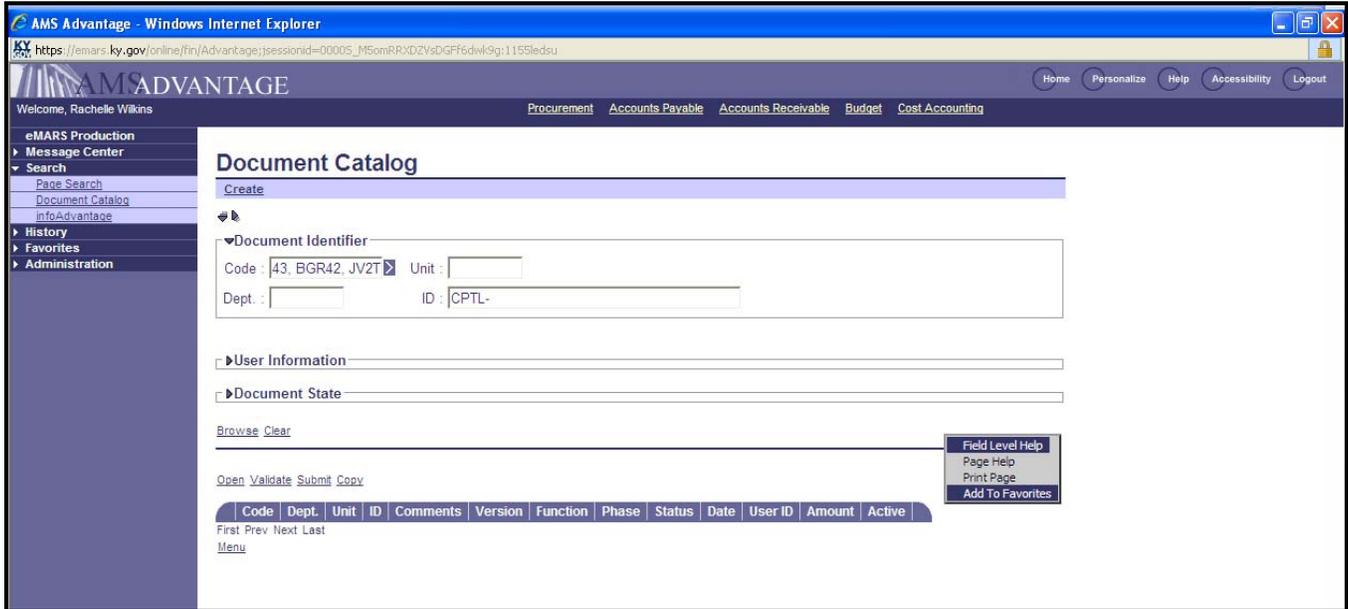
- Create a Favorite to the Document Catalog
- Use the Capital Budget Inquiry screens

eMARS has functionality to save pages as favorites for easy reference. Favorites are covered in the Intro to eMARS course. Using this functionality we can save the document catalog page with pre-populated information as a favorite by performing the following steps:

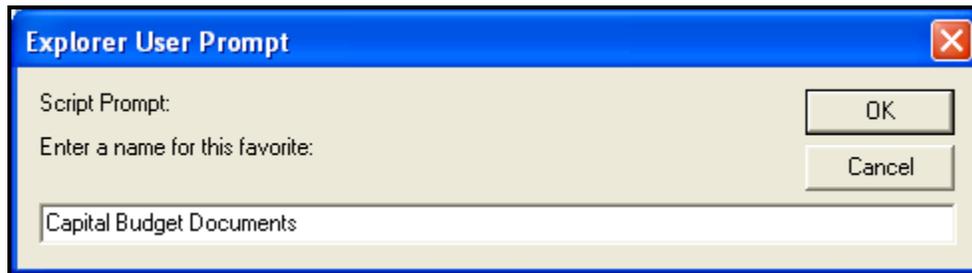
1. Click **Document Catalog** from the secondary navigation panel.

2. In the **Code** field, enter “BGE43, BGR42, JV2T” and in the **ID** field enter “CPTL-”

3. Right click on the page and select **Add to Favorites** from the new menu displayed.



4. Enter a name to assign to the favorite – for example “Capital Budget Documents”.



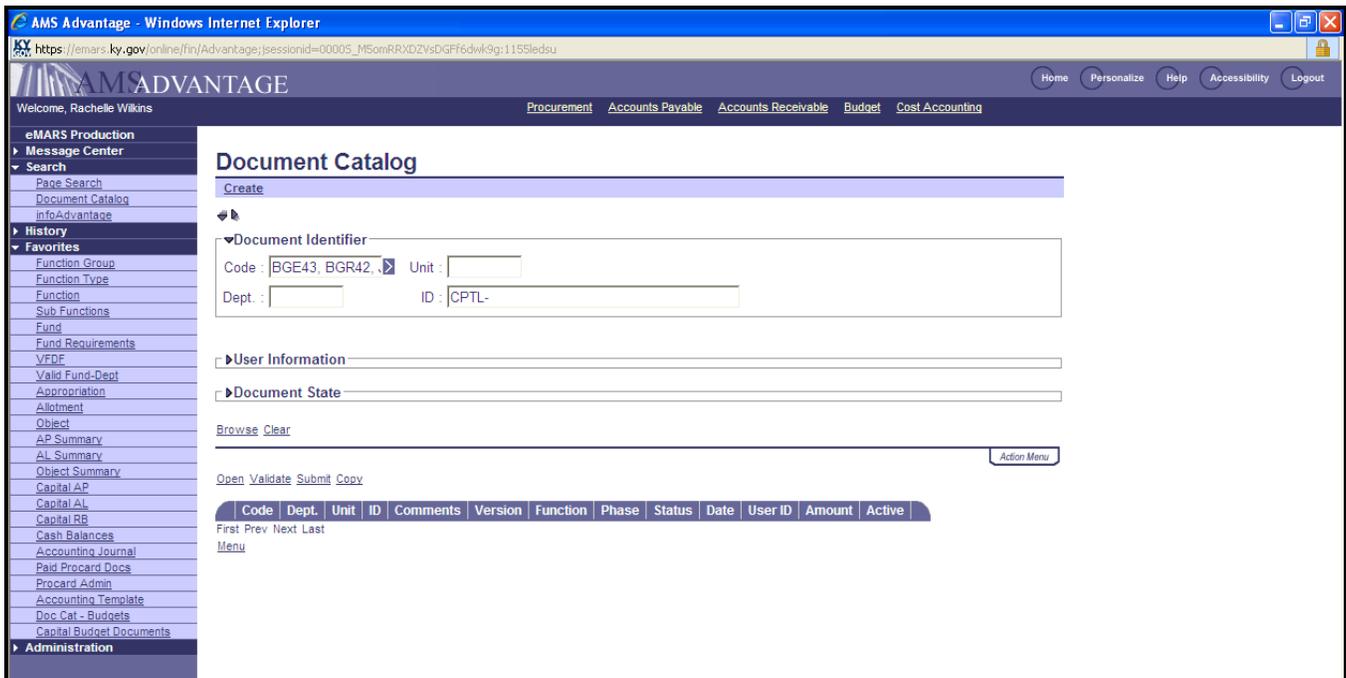
5. Click **OK**. A message displays indicating the favorite was added.

View All (1 of 1) : The favorite was successfully added.

6. Click **Favorites** in the secondary navigation panel to see the entry you just created.



7. Select this entry to open the document catalog page with the information pre-populated.



8. In the **ID** field after the “CPTL-“, enter the fund and sequential number for the documents in question (i.e. CPTL-CS89-1).



9. Select the **Browse** link or hit the <Enter> key.

The screenshot shows the 'Document Catalog' page in the AMS Advantage application. The page includes a navigation menu on the left and a main content area with a 'Create' button and a search form. Below the search form is a table of documents.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGE43	075	UNIT	CPTL-CS89-1	No	1	New	Final	Submitted	8/10/10	rwilkins	0.00	true
<input type="checkbox"/>	BGR42	075	UNIT	CPTL-CS89-1	No	1	New	Final	Submitted	8/10/10	rwilkins	0.00	true
<input type="checkbox"/>	JV2T	075	UNIT	CPTL-CS89-1	No	1	New	Final	Submitted	8/10/10	rwilkins	0.00	true

10. The documents will be displayed. The **Phase** column will display “Final” when the documents have been processed. If user’s need to see the date the documents were processed, open the document and the “Modified On” date shown on the Header is the date the document was processed.

The screenshot shows the 'Document View' page for document BGE43-075-CPTL-CS89-1-1-New-Final. The page displays various details and constraints for the document.

Header

Transaction Date : 08/10/2010

Budget FY : 9999

Fiscal Year :

Period :

Start Date :

End Date : 12/31/2040

Created By : rwilkins

Created On : 08/10/2010

Modified By : rwilkins

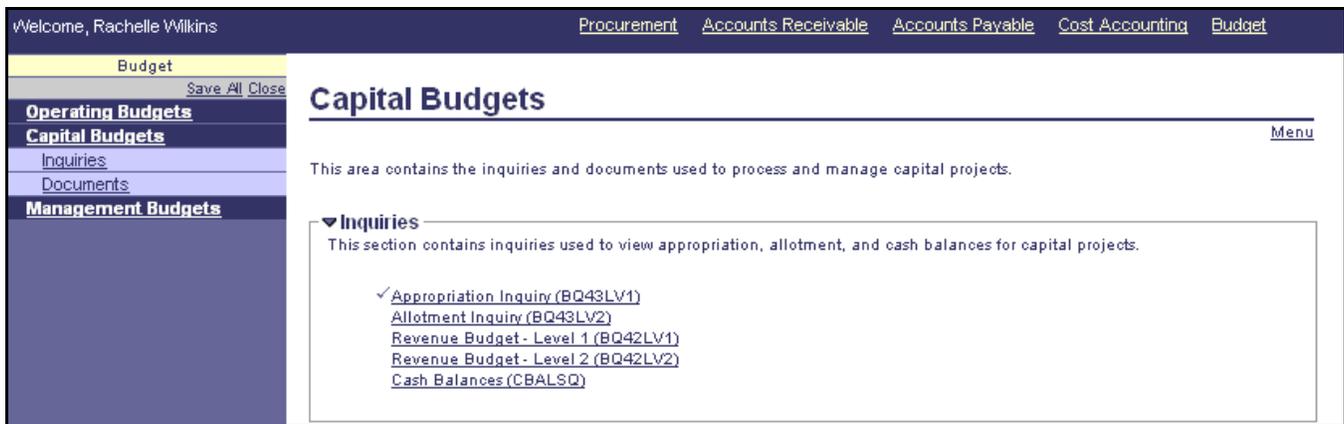
Modified On : 09/01/2010

There are four Capital Budget inquiry screens available in eMARS to break down the budget balances and look at the individual transactions that make up the budget balances. They are:

- Appropriation Inquiry (BQ43LV1)
- Allotment Inquiry (BQ43LV2)
- Revenue Budget – Level 1 (BQ42LV1)
- Revenue Budget – Level 2 (BQ42LV2)

In addition to the inquiry screens, there is a Cash Balance (CBALSQ) inquiry screen which is used to establish and track cash balances.

These inquiry screens can be accessed from the Budget Workspace under Capital Budgets.



The screenshot shows the eMARS interface for Capital Budgets. At the top, there is a navigation bar with links for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. Below this is a sidebar menu with categories: Budget, Operating Budgets, Capital Budgets (selected), Inquiries, Documents, and Management Budgets. The main content area is titled "Capital Budgets" and contains a description: "This area contains the inquiries and documents used to process and manage capital projects." Underneath, there is a section for "Inquiries" with a list of links: Appropriation Inquiry (BQ43LV1) (checked), Allotment Inquiry (BQ43LV2), Revenue Budget - Level 1 (BQ42LV1), Revenue Budget - Level 2 (BQ42LV2), and Cash Balances (CBALSQ).

[Appropriation Inquiry](#)

The Appropriation Inquiry page provides information for Capital Project Appropriation balances.

1. On the Budget Workspace, select Capital Budgets from the secondary navigation panel.

The screenshot shows the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The page header includes "AMS ADVANTAGE" and navigation links for "Home", "Personalize", "Help", and "Accessibility". Below the header, there are tabs for "Procurement", "Accounts Receivable", "Accounts Payable", "Cost Accounting", and "Budget". The left navigation pane is expanded to "Capital Budgets", with sub-items for "Inquiries" and "Documents". The main content area is titled "Capital Budgets" and contains a description: "This area contains the inquiries and documents used to process and manage capital projects." Below this, there are two sections: "Inquiries" and "Documents". The "Inquiries" section lists several links: "Appropriation Inquiry (BQ43LV1)", "Allotment Inquiry (BQ43LV2)", "Revenue Budget - Level 1 (BQ42LV1)", "Revenue Budget - Level 2 (BQ42LV2)", and "Cash Balances (CBALSQ)".

2. Select the Appropriation Inquiry (BQ43LV1) link.

The screenshot shows the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The page header includes "AMS ADVANTAGE" and navigation links for "Home", "Personalize", "Help", and "Accessibility". Below the header, there are tabs for "Procurement", "Accounts Receivable", "Accounts Payable", "Cost Accounting", and "Budget". The left navigation pane is expanded to "Capital Budgets", with sub-items for "Inquiries" and "Documents". The main content area is titled "Appropriation Budget" and contains a description: "This section contains the inquiries used to view appropriation, allotment, and cash balances for capital projects." Below this, there are two sections: "Inquiries" and "Documents". The "Inquiries" section lists several links: "Appropriation Inquiry (BQ43LV1)", "Allotment Inquiry (BQ43LV2)", "Revenue Budget - Level 1 (BQ42LV1)", "Revenue Budget - Level 2 (BQ42LV2)", and "Cash Balances (CBALSQ)". A search dialog box is open over the page, with fields for "BFY", "Fund", "Department", and "Appropriation". The "Appropriation" tab is selected in the navigation pane. The main content area also shows a table with columns for "Uncommitted", "Unobligated", "Depended Accrued", "Depended Cash", and "Actual Expenses".

3. The Search popup box will appear that will allow you to define the search criteria. The following table defines the fields in the Search box:

BFY	The Budget Fiscal Year for all Capital Projects is "9999". You can enter the "9999" or leave this field blank.
Fund	The fund assigned to the Capital Project.
Department	The department associated with the Capital Project.
Appropriation	The Appropriation assigned to all Capital Projects is "CPTL". You can enter the "CPTL" or leave this field blank.

Select Ok.

AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Appropriation Budget

Menu Quick Search

BFY	Fund	Department	Appropriation	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CY06	130	CPTL	\$875,000.00	\$0.00	\$0.00	\$875,000.00

First Prev Next Last

Search

Expense Actuals

Purchase Reservations : \$0.00 Uncommitted : \$875,000.00

Pre-Encumbered : \$0.00 Unobligated : \$875,000.00

Encumbered : \$0.00 Unexpended Accrued : \$875,000.00

Accrued Expenses : \$0.00 Unexpended Cash : \$875,000.00

Cash Expenses : \$0.00 Actual Expenses : \$0.00

Budgeted Amounts

Adopted : \$875,000.00 Budget Reserve : \$0.00

Allocated : \$0.00 Original Budget : \$875,000.00

Amendments : \$0.00 Current Budget : \$875,000.00

Transfer In : \$0.00

Transfer Out : \$0.00

Carry Forward : \$0.00

Reversions : \$0.00

General Information

Top
Modified Budget Line Controls Next Level

4. The following tables defines some of the key fields on the Appropriation Inquiry page:

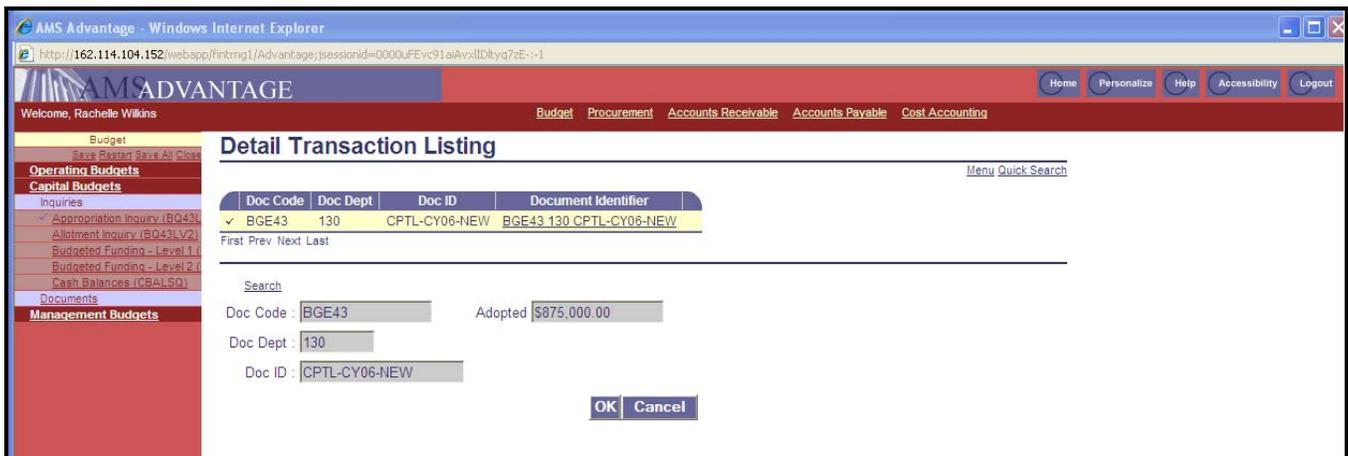
Budget Actuals

Encumbered	Money set aside in anticipation of a future expenditure.
Accrued Expenses	Expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)
Cash Expenses	Expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)
Unobligated	Current Budget – Encumbered – Accrued Expenses – Cash Expenses
Unexpended Cash	Current Budget – Cash Expenses
Actual Expenses	Accrued Expenses + Cash Expenses

Budgeted Amounts

Adopted	Line-item Capital Projects
Amendments	Non Line-item Capital Projects
Original	Same as Adopted
Current Budget	Adopted + Amendments

5. The magnifying glass next to some of the fields will provide a drill down to the documents that make up the amount in the field. This can be a useful tool when troubleshooting issues and to determine when documents have posted.

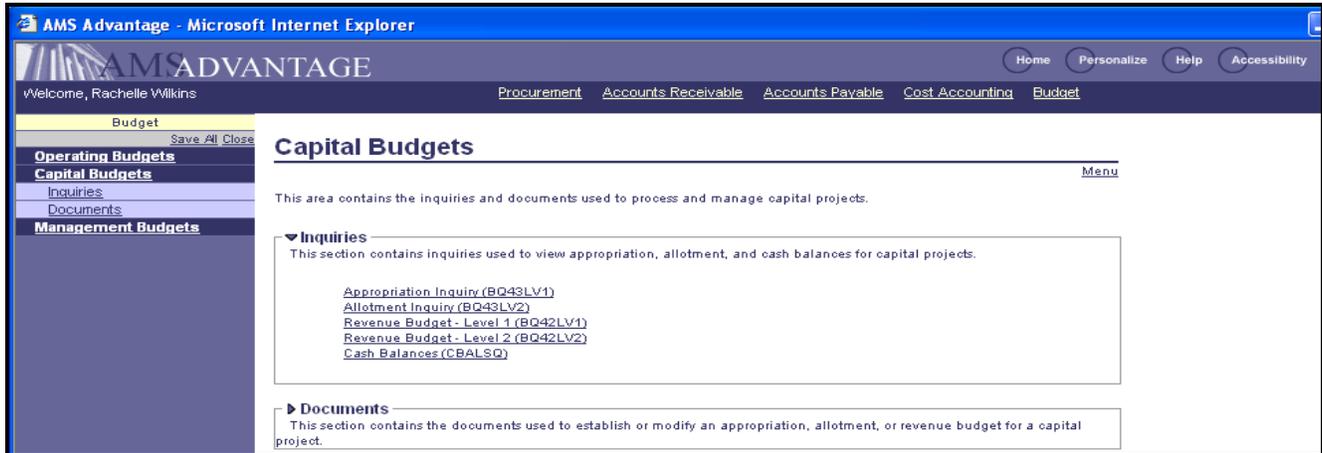


6. The Next Level link at the bottom of the screen will display the Allotment Inquiry screen for the selected Appropriation.

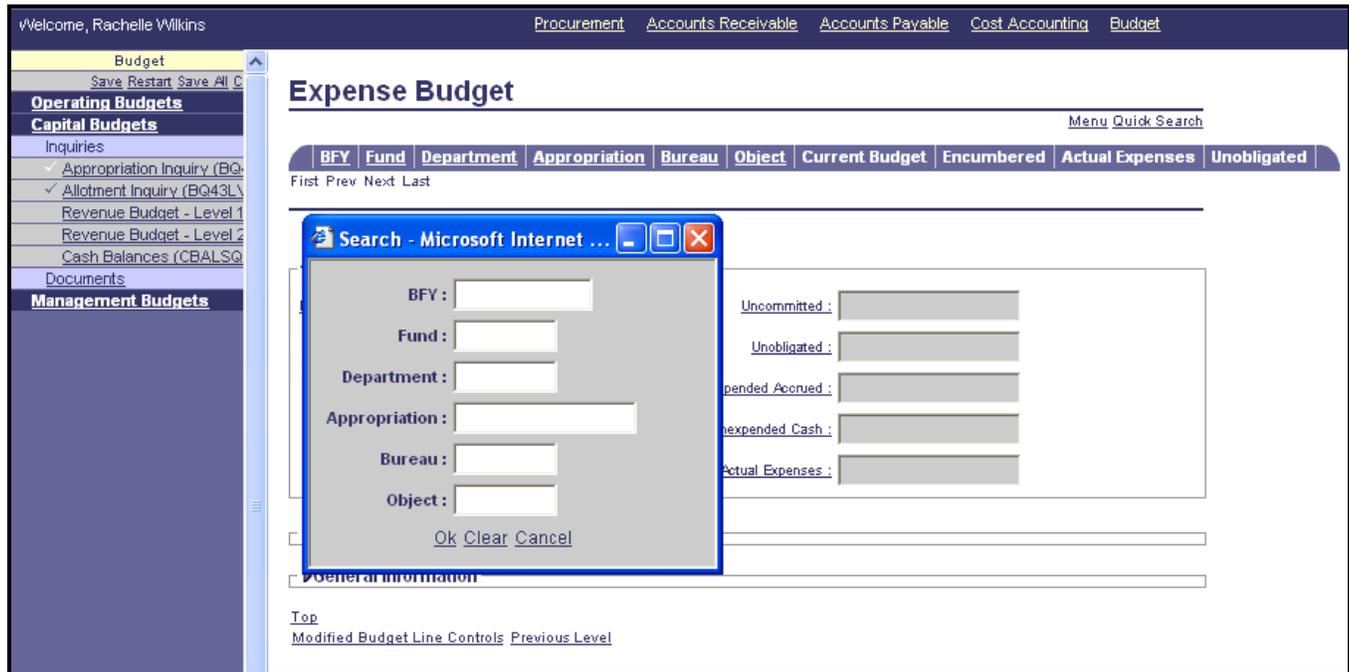
Allotment Inquiry

The Allotment Inquiry page provides information for Allotment balances.

1. On the Budget Workspace, select Capital Budgets from the secondary navigation panel.



2. Select the Allotment Inquiry (BQ43LV2) link.



3. The Search popup box will appear that will allow you to define the search criteria. The following table defines the fields in the Search box:

BFY	The Budget Fiscal Year for all Capital Projects is "9999". You can enter the "9999" or leave this field blank.
Fund	The fund assigned to the Capital Project.

Department	The department associated with the Capital Project.
Appropriation	The Appropriation assigned to all Capital Projects is “CPTL”. You can enter the “CPTL” or leave this field blank.
Bureau	The Bureau assigned to all Capital Projects is “CPTL”. You can enter the “CPTL” or leave this field blank.
Object	Defines the object of expenditure.

Select Ok.

The screenshot shows the 'Expense Budget' page in the AMS Advantage system. The main table displays budget data for two lines:

BFY	Fund	Department	Appropriation	Bureau	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
9999	CY06	130	CPTL	CPTL	E701	\$425,000.00	\$0.00	\$0.00	\$425,000.00
9999	CY06	130	CPTL	CPTL	E703	\$450,000.00	\$0.00	\$0.00	\$450,000.00

Below the table, there are sections for 'Expense Actuals' and 'Budgeted Amounts', each containing various financial metrics with input fields and magnifying glass icons for search.

4. The following tables defines some of the key fields on the Allotment Inquiry page:

Budget Actuals

Encumbered	Money set aside in anticipation of a future expenditure.
Accrued Expenses	Expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)



Cash Expenses	Expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)
Unobligated	Current Budget – Encumbered – Accrued Expenses – Cash Expenses
Unexpended Cash	Current Budget – Cash Expenses
Actual Expenses	Accrued Expenses + Cash Expenses

Budgeted Amounts

Amendments	All Allotment amounts will be defined as Amendments
Current Budget	Adopted + Amendments

5. The magnifying glass next to some of the fields will provide a drill down to the documents that make up the amount in the field. This can be a useful tool when troubleshooting issues and to determine when documents have posted.
6. The Previous Level link at the bottom of the screen will display the Appropriation Inquiry screen for the selected Allotment.

Exercise 6 – Review Appropriation and Allotment Inquiry Pages

Scenario

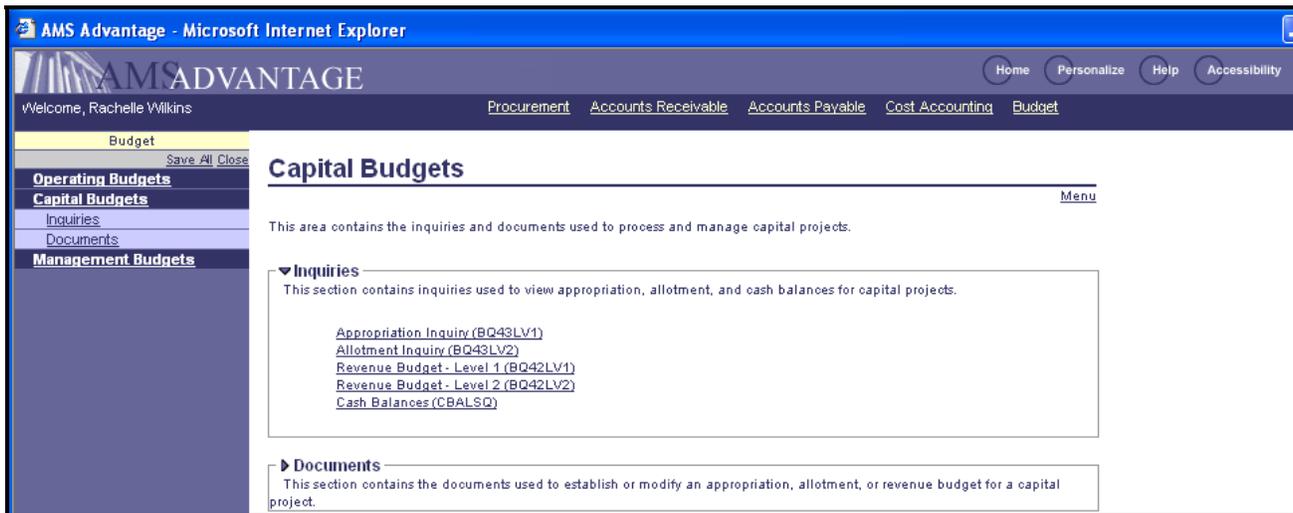
Review the budget inquiry pages to ensure sufficient balances.

Task Overview

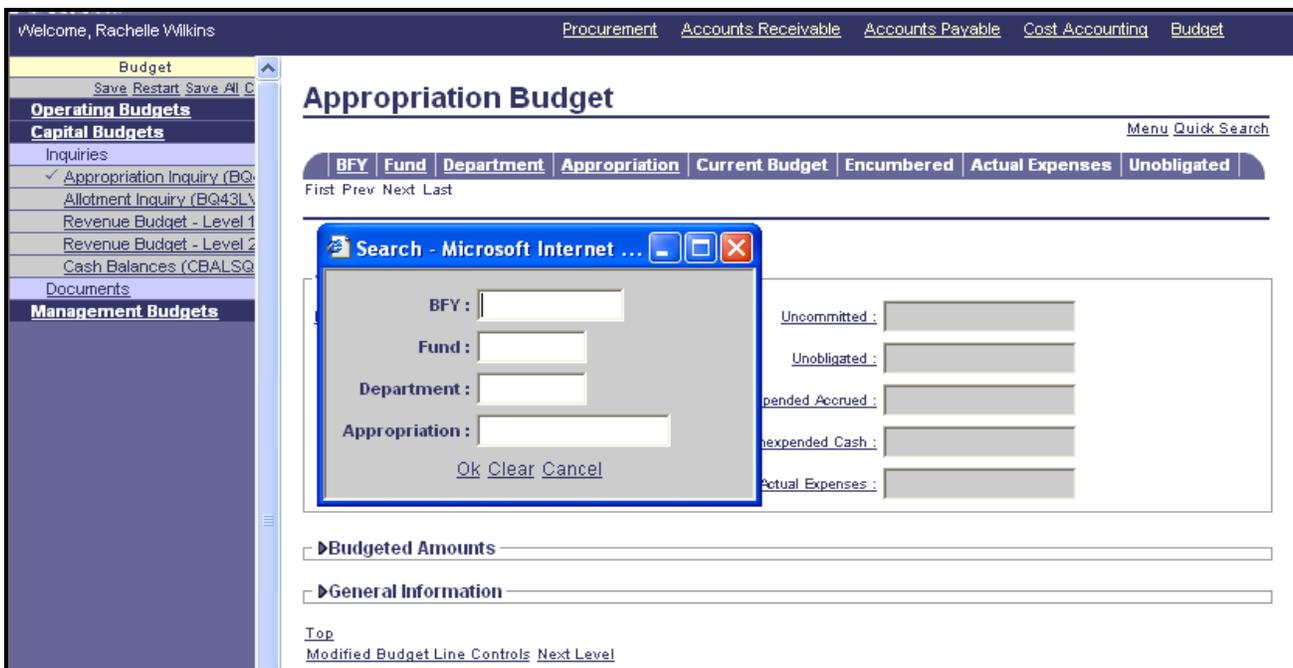
Open the Appropriation and Allotment Inquiry pages for a capital project.

Procedures

1. On the Budget Workspace, select Capital Budgets from the secondary navigation panel.



2. Select the Appropriation Inquiry (BQ43LV1) link.





3. The Search popup box will appear that will allow you to define the search criteria. The following table defines the fields in the Search box:

BFY	The Budget Fiscal Year for all Capital Projects is "9999". You can enter the "9999" or leave this field blank.
Fund	See Student Card
Department	See Student Card
Appropriation	The Appropriation assigned to all Capital Projects is "CPTL". You can enter the "CPTL" or leave this field blank.

Select Ok.

AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Appropriation Budget

Menu Quick Search

BFY	Fund	Department	Appropriation	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CY08	670	CPTL	\$11,500.00	\$0.00	\$11,251.57	\$248.43

First Prev Next Last

Search

Expense Actuals

Purchase Reservations :	\$0.00	Uncommitted :	\$248.43
Pre-Encumbered :	\$0.00	Unobligated :	\$248.43
Encumbered :	\$0.00	Unexpended Accrued :	\$248.43
Accrued Expenses :	\$0.00	Unexpended Cash :	\$248.43
Cash Expenses :	\$11,251.57	Actual Expenses :	\$11,251.57

Budgeted Amounts

Adopted :	\$0.00	Budget Reserve :	\$0.00
Allocated :	\$0.00	Original Budget :	\$0.00
Amendments :	\$11,500.00	Current Budget :	\$11,500.00
Transfer In :	\$0.00		
Transfer Out :	\$0.00		
Carry Forward :	\$0.00		
Reversions :	\$0.00		

General Information

Top
[Modified Budget Line Controls](#) [Next Level](#)

- The Next Level link at the bottom of the screen will display the Allotment Inquiry screen for the selected Appropriation.

AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE Home Personalize Help Accessibility Logout

Welcome, Rachelle Wilkins Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget

Save Restart Save All

Operating Budgets

Capital Budgets

Inquiries

- ✓ Appropriation Inquiry (BQ433)
- Allotment Inquiry (BQ434)
- Revenue Budget - Level 1
- Revenue Budget - Level 2
- Cash Balances (CBALSO)

Documents

Management Budgets

Expense Budget Menu Quick Search

BFY	Fund	Department	Appropriation	Bureau	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CY08	670	CPTL	CPTL	E712	\$5,000.00	\$0.00	\$4,851.57	\$148.43
9999	CY08	670	CPTL	CPTL	E727	\$6,500.00	\$0.00	\$6,400.00	\$100.00

First Prev Next Last

Search

▼ Expense Actuals

Purchase Reservations :	\$0.00	Uncommitted :	\$148.43
Pre-Encumbered :	\$0.00	Unobligated :	\$148.43
Encumbered :	\$0.00	Unexpended Accrued :	\$148.43
Accrued Expenses :	\$0.00	Unexpended Cash :	\$148.43
Cash Expenses :	\$4,851.57	Actual Expenses :	\$4,851.57

▼ Budgeted Amounts

Adopted :	\$0.00	Budget Reserve :	\$0.00
Allocated :	\$0.00	Original Budget :	\$0.00
Amendments :	\$5,000.00	Current Budget :	\$5,000.00
Transfer In :	\$0.00		
Transfer Out :	\$0.00		
Carry Forward :	\$0.00		
Reversions :	\$0.00		

► General Information

Top
[Modified Budget Line Controls](#) [Previous Level](#)

AMS Internet

Revenue Budget – Level 1

The Revenue Budget – Level 1 Inquiry page provides information on the total funding for a Capital Project.

1. On the Budget Workspace, select Capital Budgets from the secondary navigation panel.

The screenshot shows the 'AMS Advantage - Microsoft Internet Explorer' browser window. The page title is 'Capital Budgets'. The left navigation pane has 'Capital Budgets' selected. The main content area contains a 'Menu' link and a description: 'This area contains the inquiries and documents used to process and manage capital projects.' Below this, there is a section for 'Inquiries' with a list of links: 'Appropriation Inquiry (BQ43LV1)', 'Allotment Inquiry (BQ43LV2)', 'Revenue Budget - Level 1 (BQ42LV1)', 'Revenue Budget - Level 2 (BQ42LV2)', and 'Cash Balances (CBALSQ)'. There is also a 'Documents' section with a description.

2. Select Revenue Budget – Level 1 link.

The screenshot shows the 'AMS Advantage' web application with the 'Revenue Budget 42: Level 1' page. The left navigation pane has 'Revenue Budget - Level 1' selected. The main content area shows a table with columns: 'BFY', 'Fund', 'Department', 'Current Budget', 'Total Revenue', and 'Unrecognized Revenue'. A search dialog box is open over the table, with fields for 'BFY', 'Fund', and 'Department'. Below the table, there are sections for 'Budgeted Amounts' and 'General Information'. The search dialog box has 'Ok', 'Clear', and 'Cancel' buttons.

3. The Search popup box will appear that will allow you to define the search criteria. The following table defines the fields in the Search box:

BFY	The Budget Fiscal Year for all Capital Projects is “9999”. You can enter the “9999” or leave this field blank.
Fund	The fund assigned to the Capital Project.
Department	The department associated with the Capital Project.

Select Ok.

The screenshot shows the AMS Advantage web application interface. The main content area displays 'Revenue Budget 42: Level 1'. A table at the top shows budget details for BFY 9999, Fund CY06, and Department 130, with a Current Budget of \$875,000.00, Total Revenue of \$875,000.00, and Unrecognized Revenue of \$875,000.00. Below the table are sections for 'Revenue Actuals' and 'Budgeted Amounts', each containing several input fields for financial values like 'Unbilled Earned Revenue', 'Billed Earned Revenue', 'Adopted', and 'Allocated'. The interface also includes a search bar and navigation links like 'Top' and 'Modified Budget Line Controls'.

4. The following tables defines some of the key fields on the Allotment Inquiry page:

Revenue Actuals

Billed Earned Revenue	Revenue that has been billed (Project Billing) but not received
Collected Earned Revenue	Revenue that has been received
Total Revenue	Billed Earned Revenue + Collected Earned Revenue

Budgeted Amounts

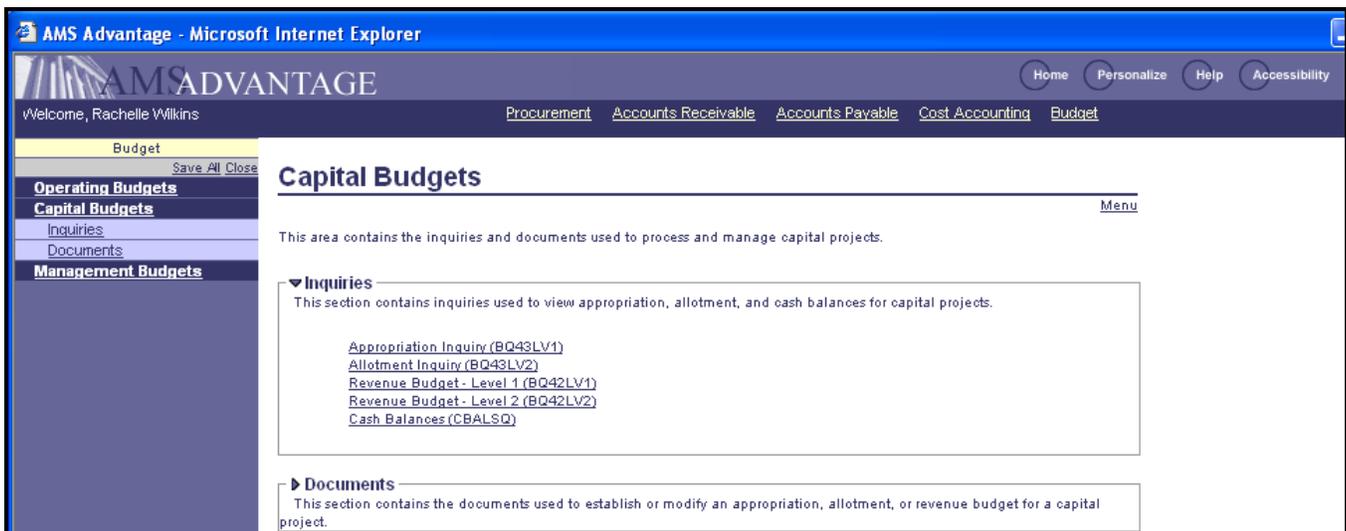
Adopted	Original Budgeted Funding for the Capital Project
Amendments	All modifications to the budgeted funding for the Capital Project
Current Budget	Adopted + Amendments

- The magnifying glass next to some of the fields will provide a drill down to the documents that make up the amount in the field. This can be a useful tool when troubleshooting issues and to determine when documents have posted.
- The Next Level link at the bottom of the screen will display the detailed Budgeted Funding for the selected Capital Project.

Revenue Budget – Level 2

The Revenue Budget – Level 2 Inquiry page provides information on the detail funding for a Capital Project.

- On the Budget Workspace, select Capital Budgets from the secondary navigation panel.



2. Select the Revenue Budget – Level 2 link.

3. The Search popup box will appear that will allow you to define the search criteria. The following table defines the fields in the Search box:

BFY	The Budget Fiscal Year for all Capital Projects is “9999”. You can enter the “9999” or leave this field blank.
Fund	The fund assigned to the Capital Project.
Department	The department associated with the Capital Project.
Revenue Source	Defines the source of the revenue.

Select Ok.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget

Save Restart Save All

Operating Budgets

Capital Budgets

Inquiries

- Appropriation Inquiry (BQ)
- Allotment Inquiry (BQ43L)
- Revenue Budget - Level 1
- Revenue Budget - Level 2
- Cash Balances (CBALSQ)

Documents

Management Budgets

Revenue Budget 42: Level 2

Menu Quick Search

BFY	Fund	Department	Revenue Source	Current Budget	Total Revenue	Unrecognized Revenue
✓ 9999	CY06	130	BFGF	\$875,000.00	\$0.00	\$0.00
9999	CY06	130	N101	\$0.00	\$875,000.00	\$875,000.00

First Prev Next Last

Search

Revenue Actuals

Unbilled Earned Revenue: \$0.00 Total Revenue: \$0.00

Billed Earned Revenue: \$0.00 Unrecognized Revenue: \$0.00

Collected Earned Revenue: \$0.00

Collected Unearned/Deferred Revenue: \$0.00

Billed Unearned/Deferred Revenue: \$0.00

Budgeted Amounts

Adopted: \$875,000.00 Original Budget: \$875,000.00

Allocated: \$0.00 Current Budget: \$875,000.00

Amendments: \$0.00

Carry Forward: \$0.00

Reversions: \$0.00

Transfers: \$0.00

General Information

Top

Modified Budget Line Controls Previous Level Supported Expense Budgets

4. The following tables defines some of the key fields on the Allotment Inquiry page:

Revenue Actuals

Billed Earned Revenue	Revenue that has been billed (Project Billing) but not received
Collected Earned Revenue	Revenue that has been received
Total Revenue	Billed Earned Revenue + Collected Earned Revenue



Budgeted Amounts

Adopted	Original Budgeted Funding for the Capital Project
Amendments	All modifications to the budgeted funding for the Capital Project
Current Budget	Adopted + Amendments

- 5. The magnifying glass next to some of the fields will provide a drill down to the documents that make up the amount in the field. This can be a useful tool when troubleshooting issues and to determine when documents have posted.
- 6. The Previous Level link at the bottom of the screen will display the summarized Budgeted Funding for the selected Capital Project.

Exercise 7 – Review Revenue Budget Inquiry Pages

Scenario

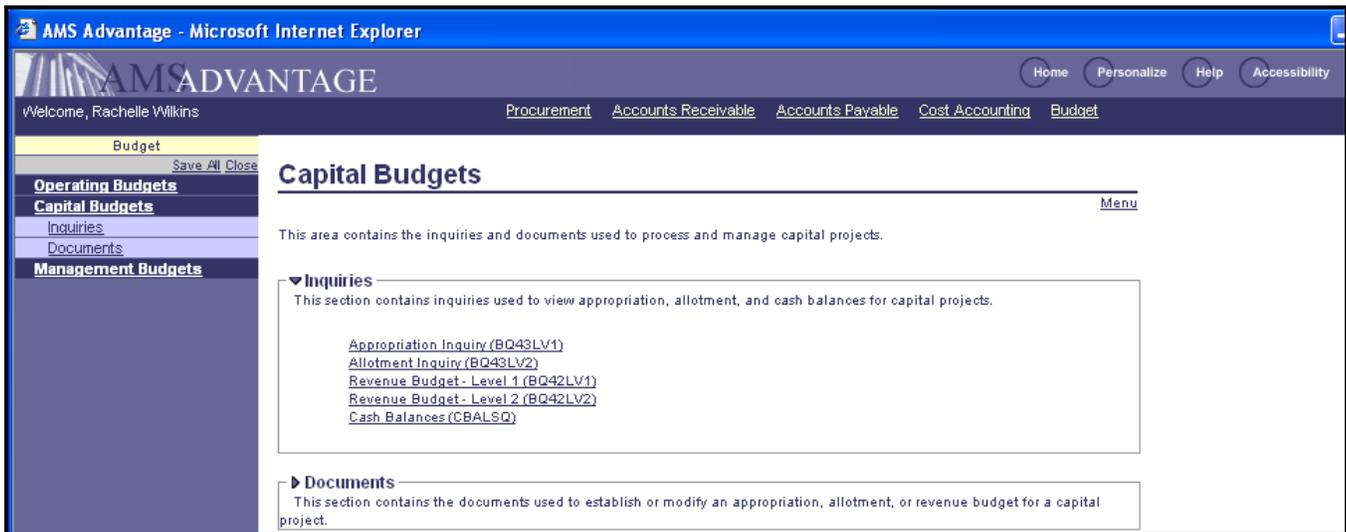
Review the Revenue budget inquiry pages to verify budgeted funding.

Task Overview

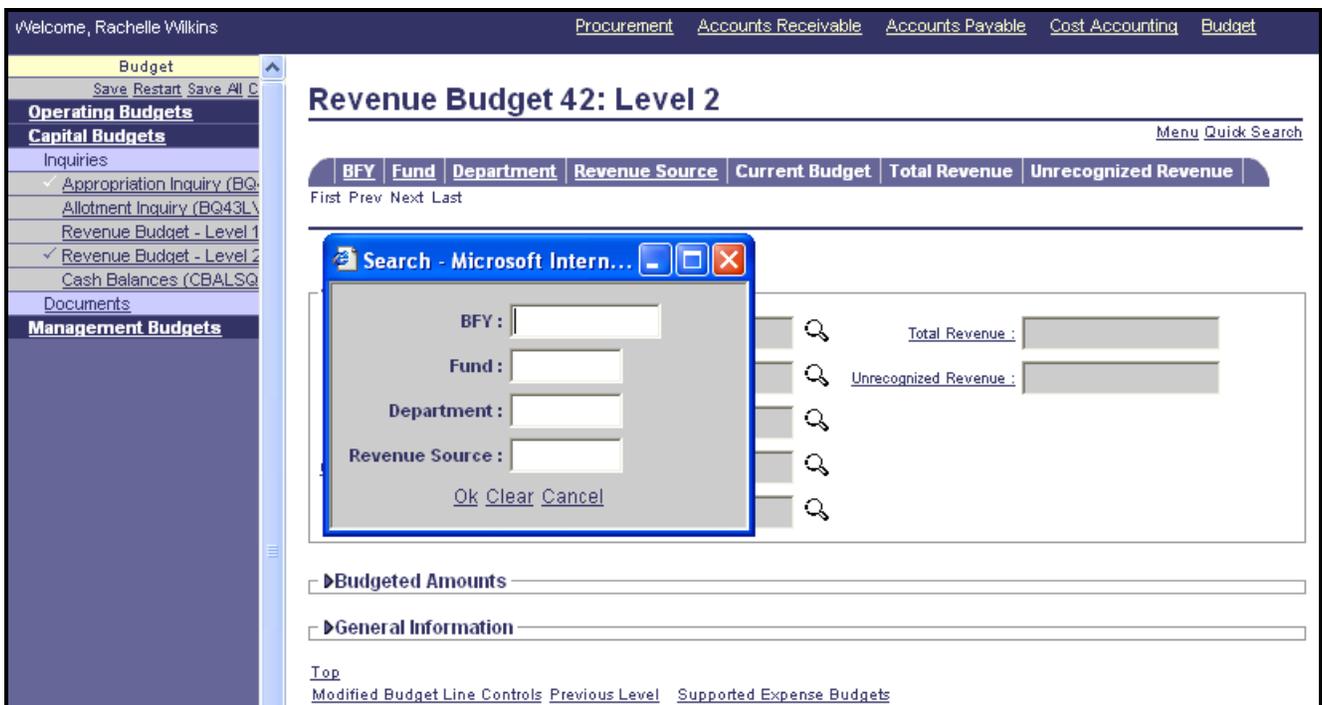
Open the Revenue Budget Inquiry pages.

Procedures

1. On the Budget Workspace, select Capital Budgets from the secondary navigation panel.



2. Select the Revenue Budget – Level 2 link.



3. The Search popup box will appear that will allow you to define the search criteria. The following table defines the fields in the Search box:

BFY	The Budget Fiscal Year for all Capital Projects is "9999". You can enter the "9999" or leave this field blank.
Fund	See Student Card
Department	See Student Card
Revenue Source	Leave blank

The screenshot shows the AMS Advantage web application interface. The browser address bar displays "http://kyadvuat.state.ky.us - AMS Advantage - Microsoft Internet Explorer". The application header includes "Welcome, Rachelle Wilkins" and navigation links for "Procurement", "Accounts Receivable", "Accounts Payable", "Cost Accounting", and "Budget".

The main content area is titled "Revenue Budget 42: Level 2". It features a table with the following data:

BFY	Fund	Department	Revenue Source	Current Budget	Total Revenue	Unrecognized Revenue
✓ 9999	CY09	130	BFGF	\$875,000.00	\$0.00	\$0.00
9999	CY09	130	N101	\$0.00	\$875,000.00	\$875,000.00

Below the table, there are sections for "Revenue Actuals" and "Budgeted Amounts".

Revenue Actuals:

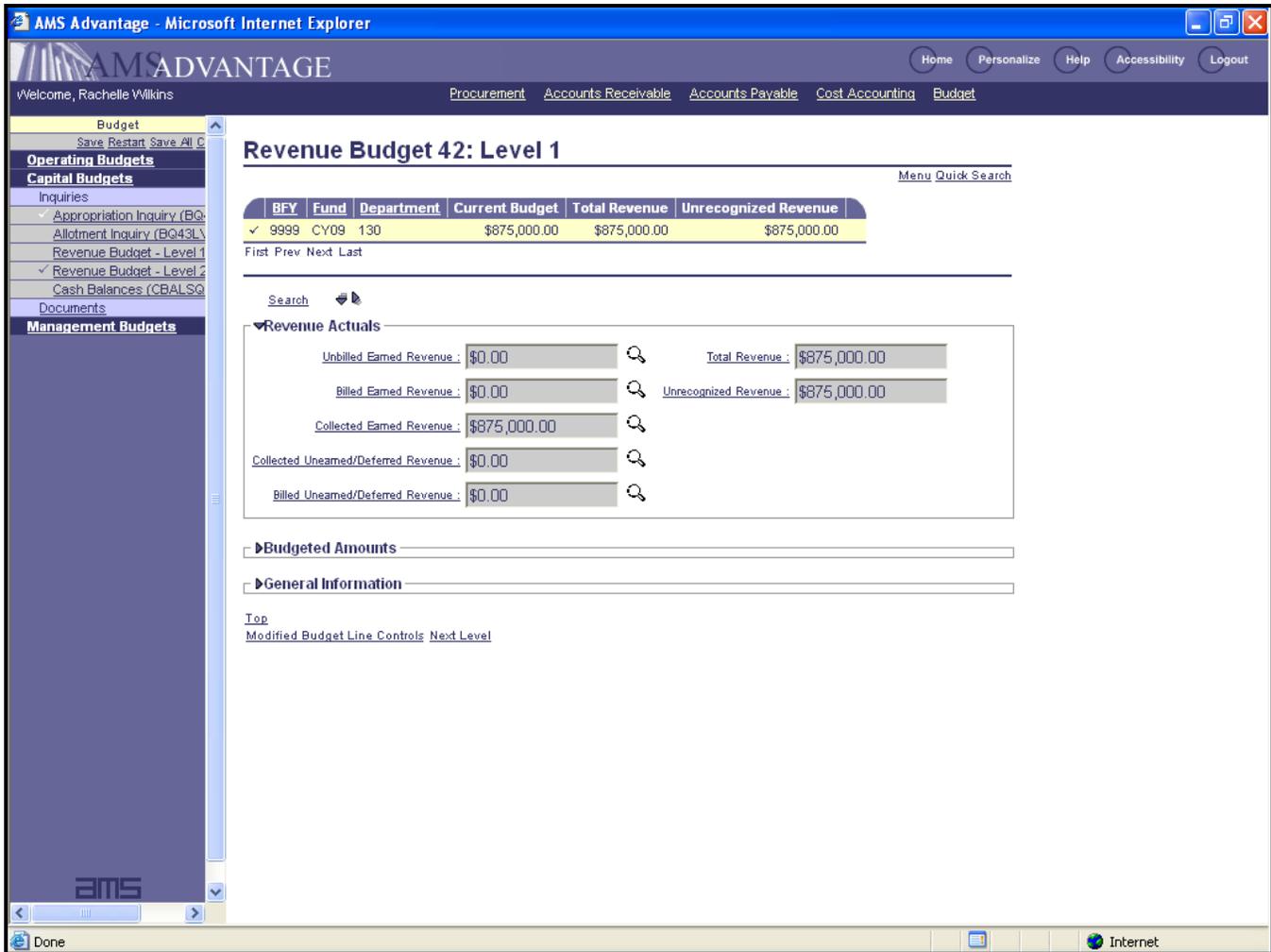
- Unbilled Earned Revenue: \$0.00
- Billed Earned Revenue: \$0.00
- Collected Earned Revenue: \$0.00
- Collected Unearned/Deferred Revenue: \$0.00
- Billed Unearned/Deferred Revenue: \$0.00
- Total Revenue: \$0.00
- Unrecognized Revenue: \$0.00

Budgeted Amounts:

- Adopted: \$875,000.00
- Original Budget: \$875,000.00
- Allocated: \$0.00
- Current Budget: \$875,000.00
- Amendments: \$0.00
- Carry Forward: \$0.00
- Reversions: \$0.00
- Transfers: \$0.00

At the bottom, there is a "General Information" section and a "Top" link. The footer includes "Modified Budget Line Controls", "Previous Level", and "Supported Expense Budgets".

- The Previous Level link at the bottom of the screen will display the summarized Budgeted Funding for the selected Capital Project.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE Home Personalize Help Accessibility Logout

Welcome, Rachelle Wilkins Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget Save Restart Save All

Operating Budgets

Capital Budgets Menu Quick Search

Inquiries

- Appropriation Inquiry (BQ433L)
- Allotment Inquiry (BQ433L)
- Revenue Budget - Level 1
- Revenue Budget - Level 2
- Cash Balances (CBALSQ)

Documents

Management Budgets

Revenue Budget 42: Level 1

BFY	Fund	Department	Current Budget	Total Revenue	Unrecognized Revenue
✓ 9999	CY09	130	\$875,000.00	\$875,000.00	\$875,000.00

First Prev Next Last

Search

Revenue Actuals

Unbilled Earned Revenue: \$0.00 Total Revenue: \$875,000.00

Billed Earned Revenue: \$0.00 Unrecognized Revenue: \$875,000.00

Collected Earned Revenue: \$875,000.00

Collected Unearned/Deferred Revenue: \$0.00

Billed Unearned/Deferred Revenue: \$0.00

► Budgeted Amounts

► General Information

Top
Modified Budget Line Controls Next Level

Cash Balances

The Cash Balance Summary (CBALSQ) page will display the available cash balance for a fund (Capital Project).

- On the Budget Workspace, select Capital Budgets from the secondary navigation panel.



AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget Save All Close

Capital Budgets

Menu

This area contains the inquiries and documents used to process and manage capital projects.

Inquiries
This section contains inquiries used to view appropriation, allotment, and cash balances for capital projects.

- [Appropriation Inquiry \(BQ43LV1\)](#)
- [Allotment Inquiry \(BQ43LV2\)](#)
- [Revenue Budget - Level 1 \(BQ42LV1\)](#)
- [Revenue Budget - Level 2 \(BQ42LV2\)](#)
- [Cash Balances \(CBALSQ\)](#)

Documents
This section contains the documents used to establish or modify an appropriation, allotment, or revenue budget for a capital project.

2. Select the Cash Balances link.

http://kyadvuat.state.ky.us - AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget Save Restart Save All C

Cash Balance Summary

Menu Quick Search

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0100	General	(\$41,909,518.87)	(\$41,914,499.76)	(\$41,914,499.76)
0300	Debt Service	\$0.00	\$0.00	\$0.00
1100	Road	\$1,432,139.35	\$124,889,171.25	\$124,889,171.25
1200	Federal	(\$7,351,260.34)	(\$7,351,313.22)	(\$7,351,313.22)
1300	Agency Rev	\$1,861,065.29	\$1,860,950.29	\$1,860,950.29
13RV	Rec Clearing	\$0.00	\$0.00	\$0.00
1400	Other Rev	(\$1,600.00)	(\$1,600.00)	(\$1,600.00)
1500	Invest Pools	\$0.00	\$0.00	\$0.00
2100	Parks	\$9,935,900.00	\$9,935,900.00	\$9,935,900.00
2200	Fair Board	\$0.00	\$0.00	\$0.00

First Prev Next Last

Search

Fund : 0100

Cash Balance : (\$41,909,518.87)

Pending Increase Non-Cash : \$1,600.00

Pending Decrease Non-Cash : \$5,639,172.84

Pending Increase Cash : \$5,513.77

Pending Decrease Cash : \$10,494.66

Accepted Increase Non-Cash : \$27,201.54

Accepted Decrease Non-Cash : \$19,074,123.08

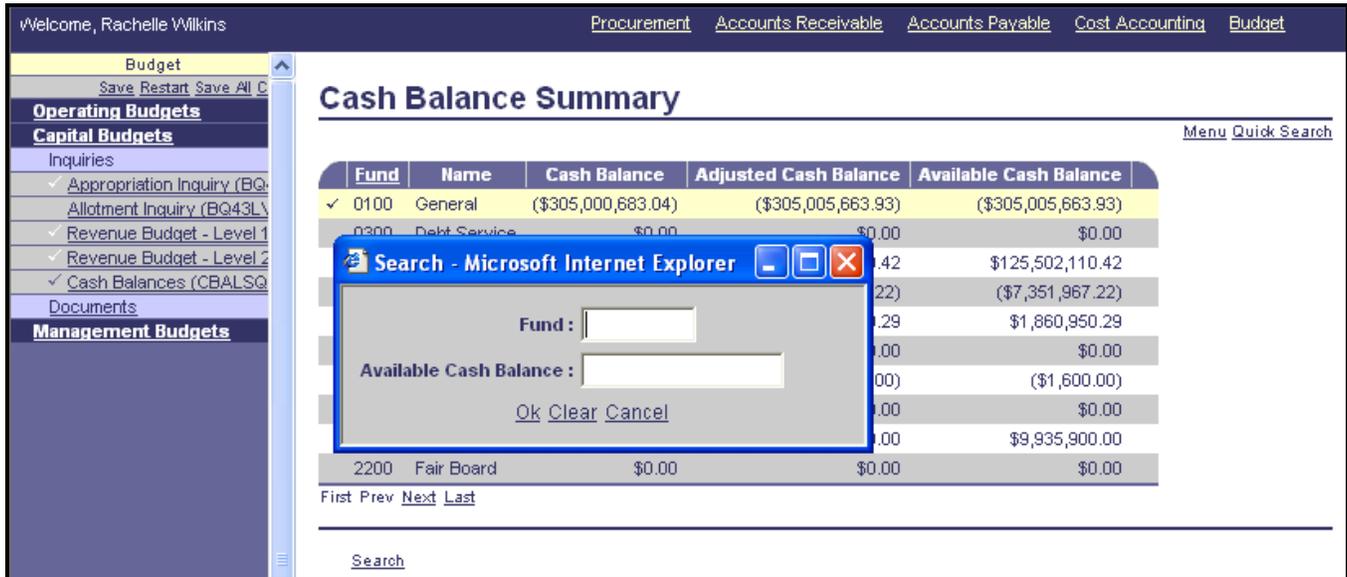
Adjusted Cash Balance : (\$41,914,499.76)

Cash Balance Minimum : \$0.00

Available Cash Balance : (\$41,914,499.76)

Cash Balance Detail Cash Balance Summary Maintenance

3. Click Search.



The screenshot shows the 'Cash Balance Summary' page in eMARS. A search popup box is overlaid on the table, containing the following fields and options:

- Fund :** [Text Input Field]
- Available Cash Balance :** [Text Input Field]
- Buttons: [Ok](#) [Clear](#) [Cancel](#)

The background table has the following data:

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0100	General	(\$305,000,683.04)	(\$305,005,663.93)	(\$305,005,663.93)
0300	Debt Service	\$0.00	\$0.00	\$0.00
				125,502,110.42
				(\$7,351,967.22)
				\$1,860,950.29
				\$0.00
				(\$1,600.00)
				\$0.00
				\$9,935,900.00
2200	Fair Board	\$0.00	\$0.00	\$0.00

4. The Search popup box will appear that will allow you to define the search criteria. The following table defines the fields in the Search box:

Fund	The fund assigned to the Capital Project.
Available Cash Balance	The available cash of the fund.

Select Ok.

AMS Advantage - Microsoft Internet Explorer

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ CY06	06	\$875,000.00	\$875,000.00	\$875,000.00

Search

Fund:

Cash Balance:

Pending Increase Non-Cash:

Pending Decrease Non-Cash:

Pending Increase Cash:

Pending Decrease Cash:

Accepted Increase Non-Cash:

Accepted Decrease Non-Cash:

Adjusted Cash Balance:

Cash Balance Minimum:

Available Cash Balance:

[Cash Balance Detail](#) [Cash Balance Summary Maintenance](#)

- The **Available Cash Balance** is the cash available in the fund. It is calculated as Cash Balance + Pending Increase Cash – Pending Decrease Cash.

Exercise 8 – Review Cash Balance Inquiry Pages

Scenario

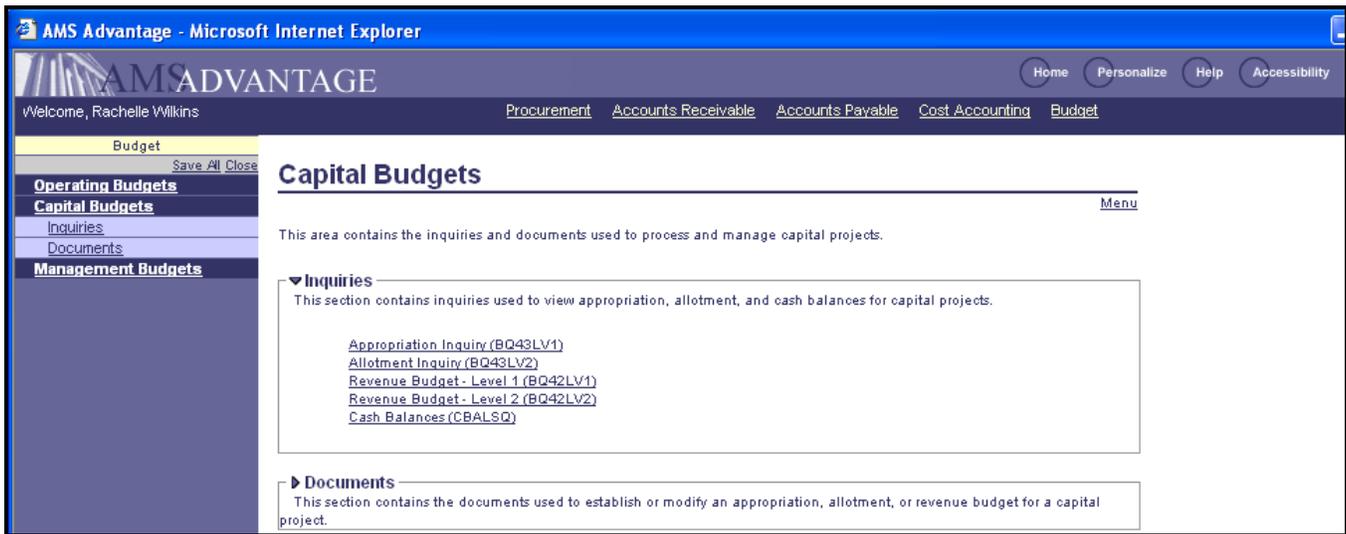
Determine the available amount of cash for a particular project.

Task Overview

Open the Cash Balance Inquiry page to determine amount of available cash.

Procedures

1. On the Budget Workspace, select Capital Budgets from the secondary navigation panel.



The screenshot displays the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for "Home", "Personalize", "Help", and "Accessibility". Below the header, a secondary navigation bar shows "Welcome, Rachelle Wilkins" and links for "Procurement", "Accounts Receivable", "Accounts Payable", "Cost Accounting", and "Budget". The main content area is titled "Capital Budgets" and contains a description: "This area contains the inquiries and documents used to process and manage capital projects." Under the "Inquiries" section, there is a list of links: "Appropriation Inquiry (BQ43LV1)", "Allotment Inquiry (BQ43LV2)", "Revenue Budget - Level 1 (BQ42LV1)", "Revenue Budget - Level 2 (BQ42LV2)", and "Cash Balances (CBALSD)". A "Documents" section is also visible, with a description: "This section contains the documents used to establish or modify an appropriation, allotment, or revenue budget for a capital project."



2. Select the Cash Balances link.

AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget Save Restart Save All O

Operating Budgets

Capital Budgets Menu Quick Search

Inquiries

- Appropriation Inquiry (BQ)
- Allotment Inquiry (BQ43L)
- Revenue Budget - Level 1
- Revenue Budget - Level 2
- Cash Balances (CBALSQ)

Documents

Management Budgets

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0100	General	(\$300,127,540.73)	(\$300,132,521.62)	(\$300,132,521.62)
0300	Debt Service	\$0.00	\$0.00	\$0.00
1100	Road	\$1,432,139.35	\$125,502,110.42	\$125,502,110.42
1200	Federal	(\$7,351,914.34)	(\$7,351,967.22)	(\$7,351,967.22)
1300	Agency Rev	\$1,861,065.29	\$1,860,950.29	\$1,860,950.29
13RV	Rec Clearing	\$0.00	\$0.00	\$0.00
1400	Other Rev	(\$1,600.00)	(\$1,600.00)	(\$1,600.00)
1500	Invest Pools	\$0.00	\$0.00	\$0.00
2100	Parks	\$9,935,900.00	\$9,935,900.00	\$9,935,900.00
2200	Fair Board	\$0.00	\$0.00	\$0.00

First Prev Next Last

Search

Fund: 0100

Cash Balance: (\$300,127,540.73)

Pending Increase Non-Cash: \$1,600.00

Pending Decrease Non-Cash: \$5,639,271.84

Pending Increase Cash: \$5,513.77

Pending Decrease Cash: \$10,494.66

Accepted Increase Non-Cash: \$26,325.00

Accepted Decrease Non-Cash: \$19,075,988.54

Adjusted Cash Balance: (\$300,132,521.62)

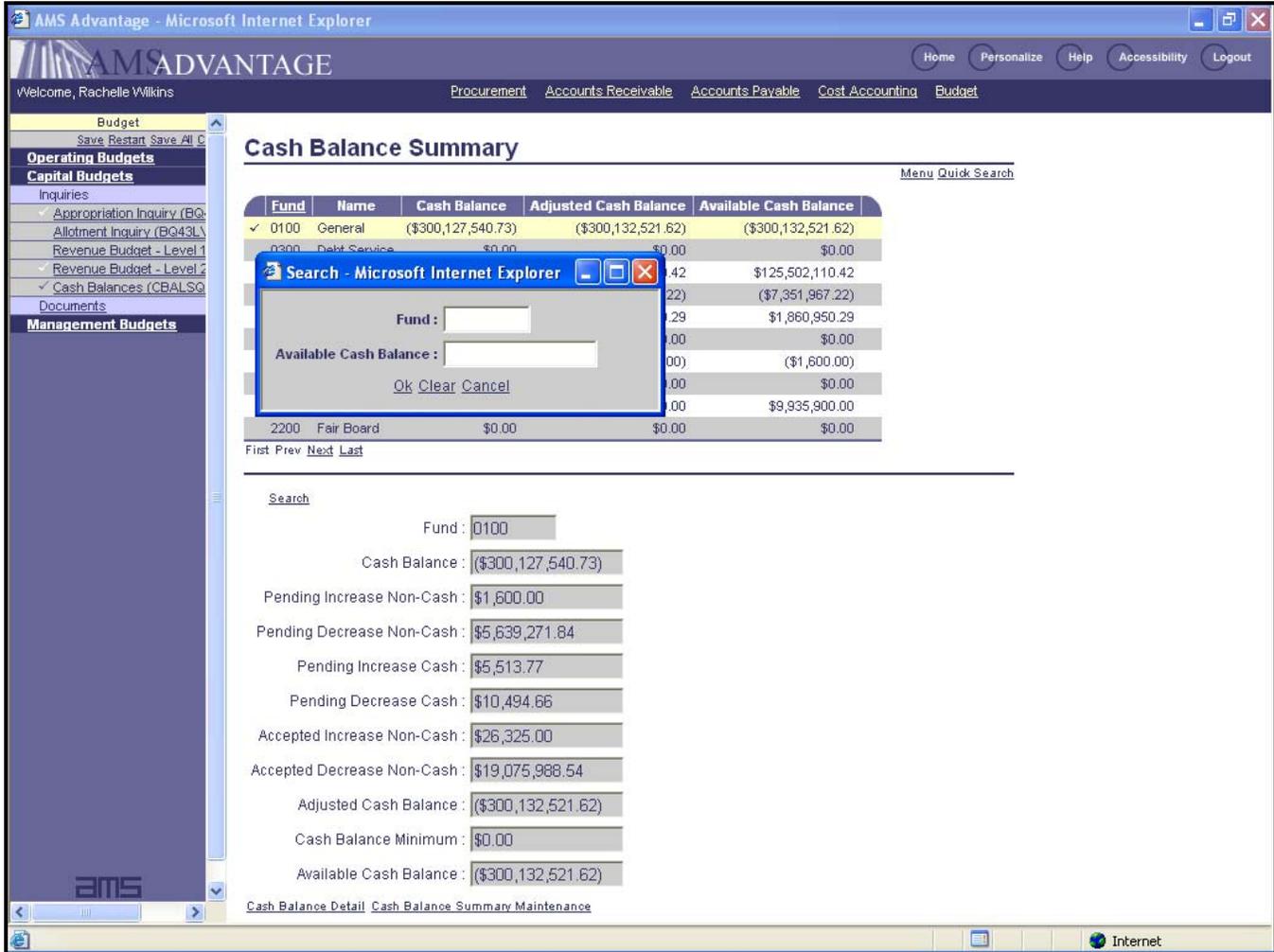
Cash Balance Minimum: \$0.00

Available Cash Balance: (\$300,132,521.62)

Cash Balance Detail Cash Balance Summary Maintenance

Done Internet

3. Click Search.



The screenshot shows the AMS Advantage web application interface. The main content area displays the "Cash Balance Summary" for Fund 0100. A search popup box is overlaid on the table, allowing the user to filter the data. The popup has two input fields: "Fund:" and "Available Cash Balance:". Below the inputs are "Ok", "Clear", and "Cancel" buttons.

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0100	General	(\$300,127,540.73)	(\$300,132,521.62)	(\$300,132,521.62)
0300	Debt Service	\$0.00	\$0.00	\$0.00
			.42	\$125,502,110.42
			.22)	(\$7,351,967.22)
			.29	\$1,860,950.29
			.00	\$0.00
			.00)	(\$1,600.00)
			.00	\$0.00
			.00	\$9,935,900.00
2200	Fair Board	\$0.00	\$0.00	\$0.00

Below the table, there is a "Search" section with the following values:

- Fund: 0100
- Cash Balance: (\$300,127,540.73)
- Pending Increase Non-Cash: \$1,600.00
- Pending Decrease Non-Cash: \$5,639,271.84
- Pending Increase Cash: \$5,513.77
- Pending Decrease Cash: \$10,494.66
- Accepted Increase Non-Cash: \$26,325.00
- Accepted Decrease Non-Cash: \$19,075,988.54
- Adjusted Cash Balance: (\$300,132,521.62)
- Cash Balance Minimum: \$0.00
- Available Cash Balance: (\$300,132,521.62)

4. The Search popup box will appear that will allow you to define the search criteria.

Fund	See Student Card
Available Cash Balance	Leave blank

AMS Advantage - Microsoft Internet Explorer

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ CY08	670	\$248.43	\$248.43	\$248.43

Search

Fund:

Cash Balance:

Pending Increase Non-Cash:

Pending Decrease Non-Cash:

Pending Increase Cash:

Pending Decrease Cash:

Accepted Increase Non-Cash:

Accepted Decrease Non-Cash:

Adjusted Cash Balance:

Cash Balance Minimum:

Available Cash Balance:

[Cash Balance Detail](#) [Cash Balance Summary Maintenance](#)

- The **Available Cash Balance** is the cash available in the fund. It is calculated as Cash Balance + Pending Increase Cash – Pending Decrease Cash.

10 – Closing (Inactivate) a Capital Project

Our previous discussions centered on establishing a capital project. Once a project is complete, it must be closed. When closing a capital project, there are several steps that should be followed. The steps differ if there is cash remaining or not.

The following steps should be taken when closing a project with a cash balance:

- All Encumbrances and Pre-Encumbrances must be liquidated prior to closing the project.
- All transactions must be final (no pendencies).
- Accrued Expenses must be zero.
- The SAS-5 Capital Project form must be completed by the agency and sent to Facilities and Support Services. Following the review and approval by Facilities and Support Services, the SAS-5 will be forwarded to the Office of State Budget Director for final processing.
- The SAS-14 Account Maintenance form should be completed to Inactivate the Capital Project Fund and attached to the SAS-5.
- A Capital Budget (BGE43) document should be completed to close the project. Event Type X666 should be used on the Appropriation Budget and Expense Budget lines.
- A Transfer (JV2T) document should be completed to transfer the remaining cash back to the appropriation source.

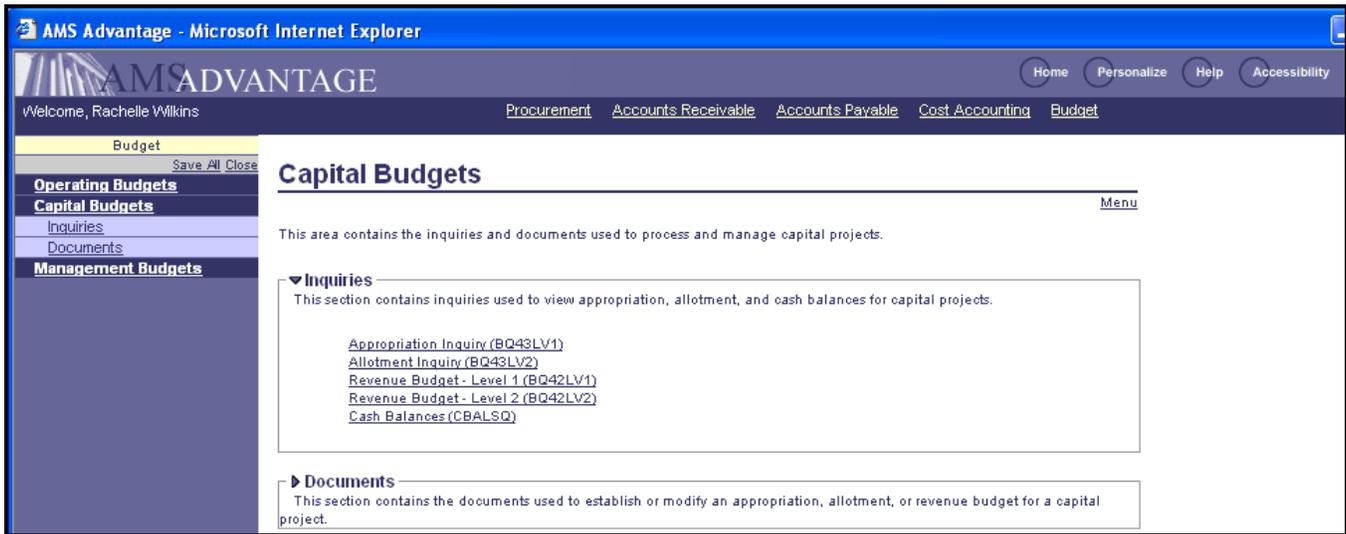
Once the SAS-5 form has been processed and the documents finalized, the SAS-14 form will be sent to Statewide Accounting Services to be processed to inactivate the Capital Project fund.

If the Capital Project's cash balance is zero then you only have to complete an SAS-14 Account Maintenance form to Inactivate the Capital Project Fund.

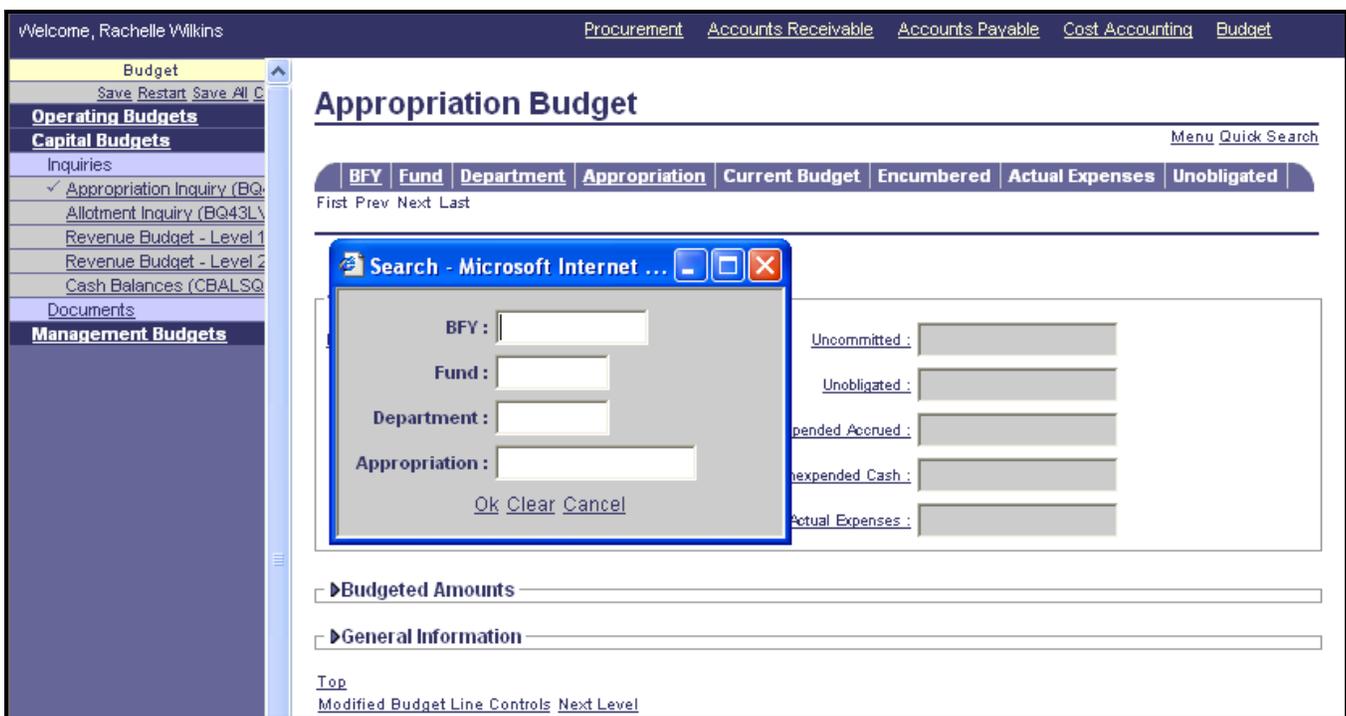
Let's look at closing a capital project with a cash balance:

1. Before closing a capital project, you should verify the amounts to be used on the SAS-5 and the eMARS documents. You should look at the following tables:
 - Appropriation and Allotment Inquiry
 - Revenue Budget – Level 2
 - Cash

2. From the Budget Workspace, select Capital Budgets.



3. Select Appropriation Inquiry.



4. The Search popup box will appear. Enter the fund for the project and select Ok.



Welcome, Rachelle Wilkins [Procurement](#) [Accounts Receivable](#) [Accounts Payable](#) [Cost Accounting](#) [Budget](#)

Budget
Save Restart Save All C

Operating Budgets
Capital Budgets
Inquiries
✓ Appropriation Inquiry (BQ)
Allotment Inquiry (BQ43L)
Revenue Budget - Level 1
Revenue Budget - Level 2
Cash Balances (CBALSG)
Documents
Management Budgets

Appropriation Budget

[Menu](#) [Quick Search](#)

BFY	Fund	Department	Appropriation	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CY05	670	CPTL	\$11,500.00	\$0.00	\$11,251.57	\$248.43

First Prev Next Last

Search

▼Expense Actuals

Purchase Reservations :	\$0.00	Uncommitted :	\$248.43
Pre-Encumbered :	\$0.00	Unobligated :	\$248.43
Encumbered :	\$0.00	Unexpended Accrued :	\$248.43
Accrued Expenses :	\$0.00	Unexpended Cash :	\$248.43
Cash Expenses :	\$11,251.57	Actual Expenses :	\$11,251.57

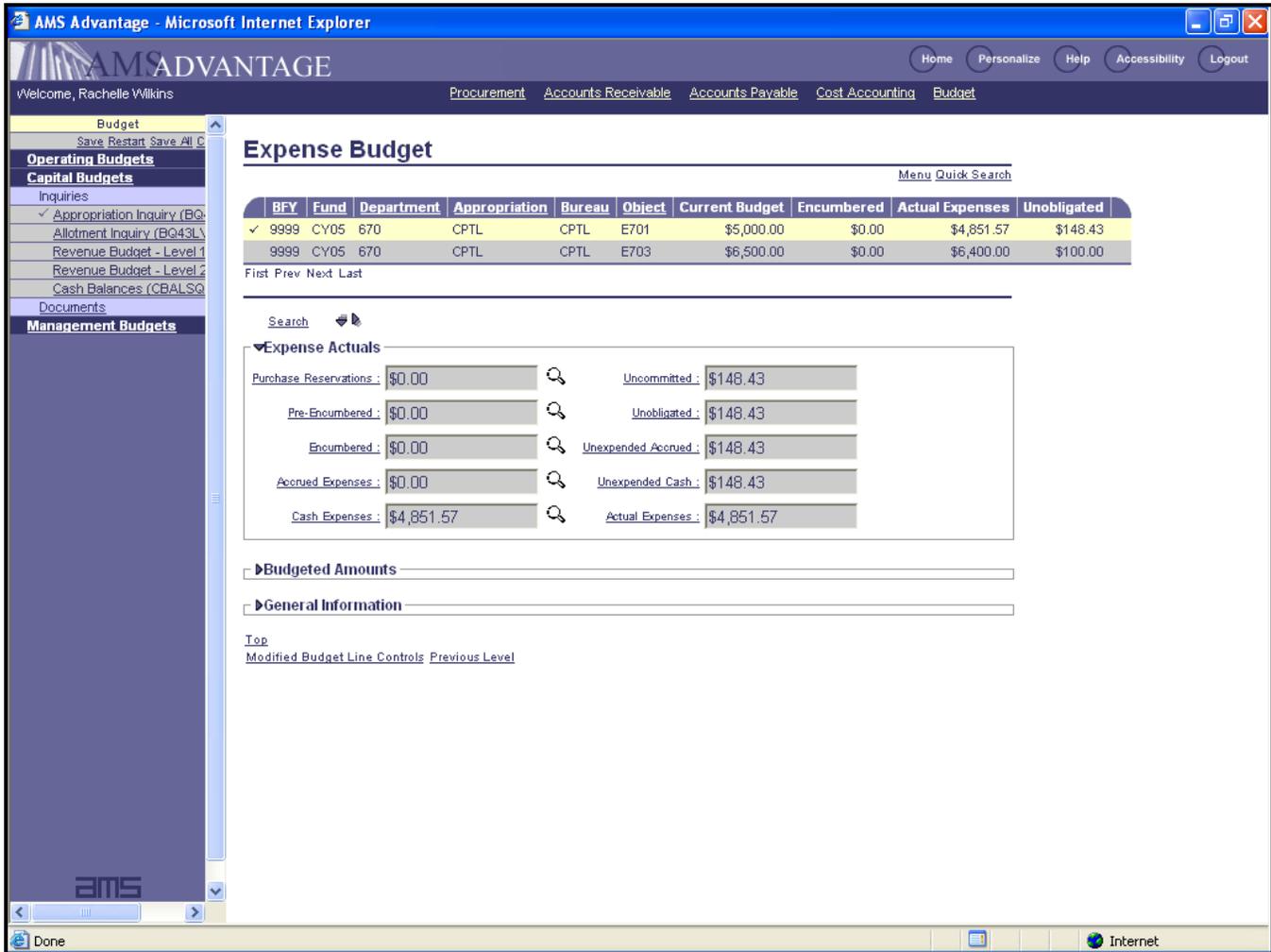
►Budgeted Amounts

►General Information

[Top](#)
[Modified Budget Line Controls](#) [Next Level](#)

5. Confirm that the Encumbered and Accrued Expenses amounts are zero. Note the Unobligated amount of \$248.43.

6. Select the Next Level link. This will open up the Allotment Inquiry page.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Expense Budget Menu Quick Search

BFY	Fund	Department	Appropriation	Bureau	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CY05	670	CPTL	CPTL	E701	\$5,000.00	\$0.00	\$4,851.57	\$148.43
9999	CY05	670	CPTL	CPTL	E703	\$6,500.00	\$0.00	\$6,400.00	\$100.00

First Prev Next Last

Search

▼Expense Actuals

Purchase Reservations :	\$0.00	Uncommitted :	\$148.43
Pre-Encumbered :	\$0.00	Unobligated :	\$148.43
Encumbered :	\$0.00	Unexpended Accrued :	\$148.43
Accrued Expenses :	\$0.00	Unexpended Cash :	\$148.43
Cash Expenses :	\$4,851.57	Actual Expenses :	\$4,851.57

►Budgeted Amounts

►General Information

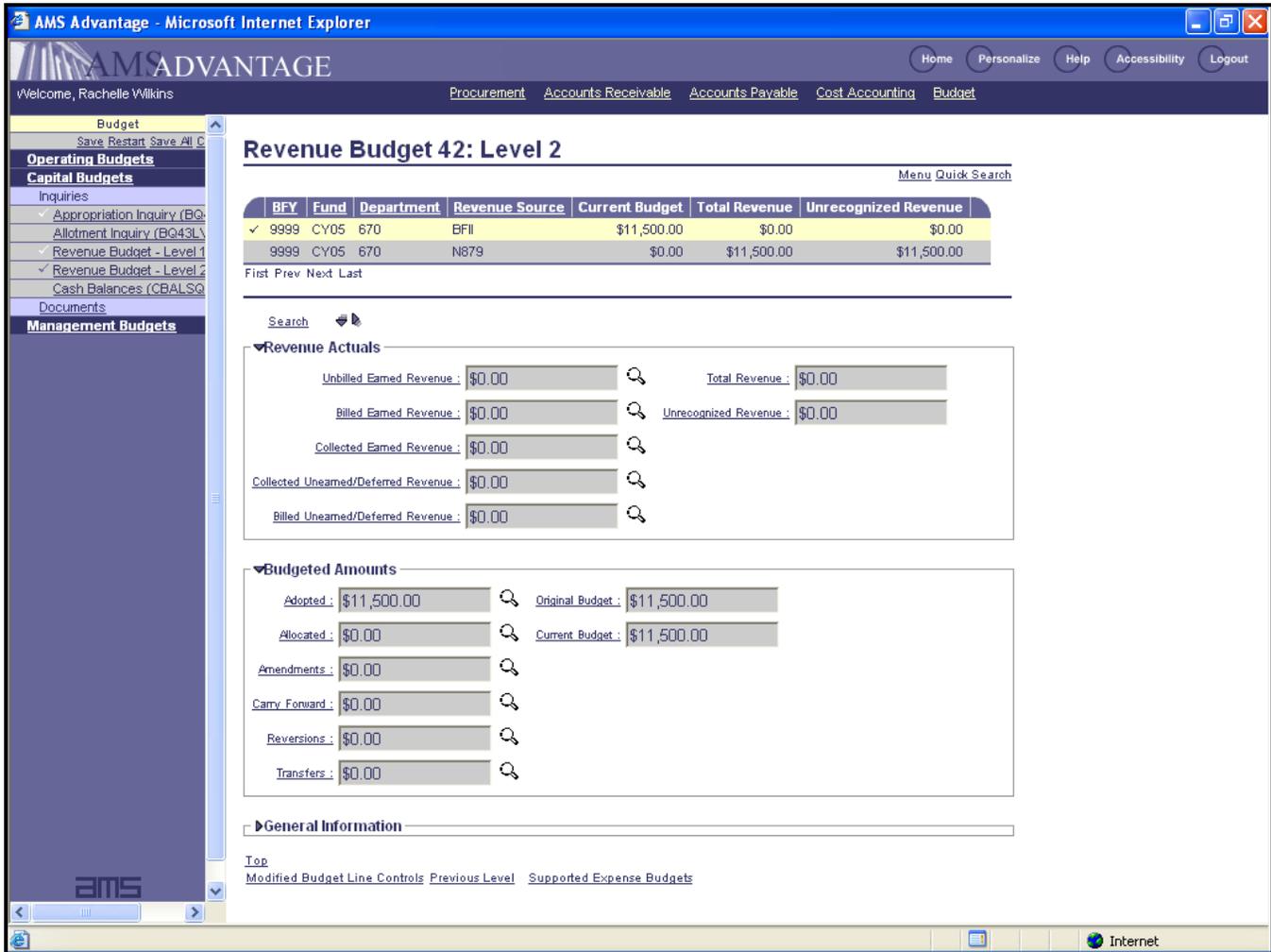
Top
[Modified Budget Line Controls](#) [Previous Level](#)

7. Note the Unobligated amount for each Object. Object E701 - \$148.43 and Object E703 - \$100.00.

8. From the Secondary Navigation panel, select the Revenue Budget – Level 2 link.

The screenshot displays the eMARS web interface. At the top, a navigation bar includes links for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. A left-hand navigation pane shows a tree structure with categories like Budget, Operating Budgets, Capital Budgets, and Management Budgets. The main content area is titled 'Revenue Budget 42: Level 2' and features a sub-navigation bar with tabs for BFY, Fund, Department, Revenue Source, Current Budget, Total Revenue, and Unrecognized Revenue. A modal dialog box is overlaid on the page, containing input fields for BFY, Fund, Department, and Revenue Source, along with 'Ok', 'Clear', and 'Cancel' buttons. The background page also shows search icons and summary fields for Total Revenue and Unrecognized Revenue.

9. Enter the fund for the project and select Ok.



The screenshot shows the 'AMS Advantage' web application in Microsoft Internet Explorer. The user is logged in as 'Rachelle Wilkins'. The main content area displays 'Revenue Budget 42: Level 2'. A table lists budget items with columns for BFY, Fund, Department, Revenue Source, Current Budget, Total Revenue, and Unrecognized Revenue. Below the table are sections for 'Revenue Actuals' and 'Budgeted Amounts', each with input fields for various revenue categories and budget types.

BFY	Fund	Department	Revenue Source	Current Budget	Total Revenue	Unrecognized Revenue
✓ 9999	CY05	670	BFII	\$11,500.00	\$0.00	\$0.00
9999	CY05	670	N879	\$0.00	\$11,500.00	\$11,500.00

Revenue Actuals

- Unbilled Earned Revenue: \$0.00
- Billed Earned Revenue: \$0.00
- Collected Earned Revenue: \$0.00
- Collected Unearned/Deferred Revenue: \$0.00
- Billed Unearned/Deferred Revenue: \$0.00
- Total Revenue: \$0.00
- Unrecognized Revenue: \$0.00

Budgeted Amounts

- Adopted: \$11,500.00
- Allocated: \$0.00
- Amendments: \$0.00
- Carry Forward: \$0.00
- Reversions: \$0.00
- Transfers: \$0.00
- Original Budget: \$11,500.00
- Current Budget: \$11,500.00

General Information

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

10. Note the Revenue Source of BFII and the Current Budget amount of \$11,500.

11. From the Secondary Navigation panel, select the Cash Balances link.

AMS ADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0100	General	(\$300,127,540.73)	(\$300,132,521.62)	(\$300,132,521.62)
0300	Debt Service	\$0.00	\$0.00	\$0.00
1100	Road	\$1,432,139.35	\$125,502,110.42	\$125,502,110.42
1200	Federal	(\$7,351,914.34)	(\$7,351,967.22)	(\$7,351,967.22)
1300	Agency Rev	\$1,861,065.29	\$1,860,950.29	\$1,860,950.29
13RV	Rec Clearing	\$0.00	\$0.00	\$0.00
1400	Other Rev	(\$1,600.00)	(\$1,600.00)	(\$1,600.00)
1500	Invest Pools	\$0.00	\$0.00	\$0.00
2100	Parks	\$9,935,900.00	\$9,935,900.00	\$9,935,900.00
2200	Fair Board	\$0.00	\$0.00	\$0.00

Search

Fund : 0100

Cash Balance : (\$300,127,540.73)

Pending Increase Non-Cash : \$1,600.00

Pending Decrease Non-Cash : \$5,639,271.84

Pending Increase Cash : \$5,513.77

Pending Decrease Cash : \$10,494.66

Accepted Increase Non-Cash : \$26,325.00

Accepted Decrease Non-Cash : \$19,075,988.54

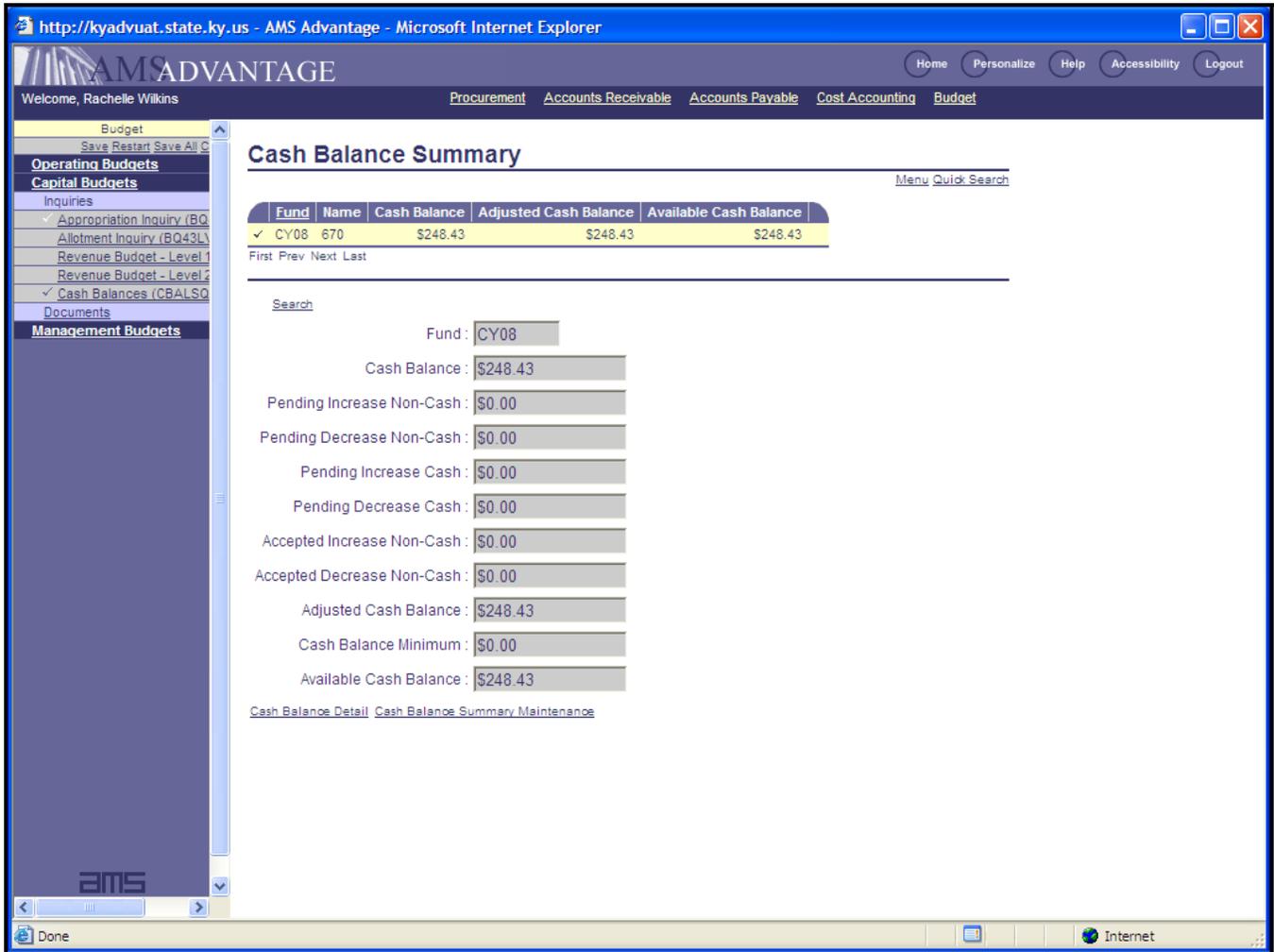
Adjusted Cash Balance : (\$300,132,521.62)

Cash Balance Minimum : \$0.00

Available Cash Balance : (\$300,132,521.62)

Cash Balance Detail Cash Balance Summary Maintenance

12. Select Search, enter the Fund for the project and select Ok.



The screenshot displays the 'Cash Balance Summary' page in the AMS Advantage system. The page title is 'Cash Balance Summary' and it includes a search bar and navigation links. A table lists the cash balance details for Fund CY08 670.

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ CY08	670	\$248.43	\$248.43	\$248.43

Below the table, there is a search section with the following values:

- Fund: CY08
- Cash Balance: \$248.43
- Pending Increase Non-Cash: \$0.00
- Pending Decrease Non-Cash: \$0.00
- Pending Increase Cash: \$0.00
- Pending Decrease Cash: \$0.00
- Accepted Increase Non-Cash: \$0.00
- Accepted Decrease Non-Cash: \$0.00
- Adjusted Cash Balance: \$248.43
- Cash Balance Minimum: \$0.00
- Available Cash Balance: \$248.43

At the bottom of the search section, there are links for 'Cash Balance Detail', 'Cash Balance Summary Maintenance', and 'Maintenance'.

13. Note the Cash Balance of \$248.43.

14. Once you have noted the amounts that are needed to close the project, you will now complete the SAS-5 form. Based on the Unobligated balances identified on the Appropriation Inquiry screen, we will reduce the Appropriation by \$248.43. At the Allotment level, Object E701 will be reduced by \$148.43 and Object E703 will be reduced by \$100. Assuming that the project is being closed after the close of the biennium in which the pool was created, the remaining cash of \$248.43 will be transferred from the project to the Capital Construction Surplus account. In addition, we will need to reduce the Budgeted Funding by the remaining funding of \$248.43. Let's look at the SAS-5.



eMARS 320 Enacting Capital Projects in eMARS

SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/18/2006
Page 1 of 2

Fund	Dept	Unit	Activity	Sub-Activity	Accounting Template ID	Project Manager
CY05	670	UNIT	1234	00	CCY05	Doug Price

Agency	Department of Parks		eMARS Document Numbers	
Project Name	BL - Miscellaneous Campsite Repairs		CPTL-CY05-CLOSE	
Project Location	Blue Licks State Resort Park	Project Estimate	11,251.57	

Appropriation (BGE43 Level 1)		Allotment (BGE43 Level 2)		Receipts/Transfers (JV2T)	
Event Type	Amount (+/-)	Object	Amount (+/-)	Object	Amount (+/-)
Current Amount	11,500.00	Current Amount	11,500.00	Current Amount	11,500.00
Increase/Decrease	X666 -248.43	E701	-148.43	T879	-248.43
Increase/Decrease		E703	-100.00		
Increase/Decrease					
Increase/Decrease					
Revised Amount	11,251.57	Revised Amount	11,251.57	Revised Amount	11,251.57

Cash Transfers (JV2T)							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount
9999	C21M	765	OSBD		N879	Capital Construction Surplus	248.43

Revenue Budget (BGR42)			
Revenue Source Code	Current Amount	Increase/Decrease	Revised Amount
BFI1	11,500.00	-248.43	11,251.57
Total	11,500.00	-248.43	11,251.57

JV2T Audit Check	
Receipts/Transfers	-248.43
Cash Transfers	248.43
Balance	0.00

Fund	Dept	Event Type	Amount (+/-)

Pool Increase/Decrease
Appropriation (BGE43 Level 1)

Fund	Dept	Event Type	Amount (+/-)

Dept. for Facilities and Support Services, Finance and Administration Cabinet

Policy and Budget Analyst, Governor's Office for Policy and Management

Agency Signature

Deputy State Budget Director, Governor's Office for Policy and Management



SAS-5
2/2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/18/2006
Page 2 of 2

Cash Transfers (JV2T) Continued							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount

Project Description or Information:

Complete - close project.

CODE LISTING TO COMPLETE THE CAPITAL PROJECT FORM

APPROPRIATION (BGE43 LEVEL 1) EVENT TYPE

- X001 Regular Budget
- X010 Other Budget Revision
- X050 Maintenance Pool Appropriation
- X060 Appropriation from Non-Maintenance Pool
- X070 Appropriation - Heritage Land Conservation
- X080 Appropriation - Coal Severance Tax
- X500 Equipment/Purchase Contingency Fund
- X600 Emergency, Repair, Maintenance and Replacement
- X640 Statewide Deferred Maintenance Fund
- X666 Backout for Closed Projects

ALLOTMENT (BGE43 LEVEL 2) OBJECT

- E701 Architect and Engineer Fees
- E703 General Construction
- E704 Liens
- E710 Computer Equipment
- E712 Movable Equipment Furnishings
- E717 Land/Right of Way
- E718 Legal and Administration Costs
- E723 Aircraft and Related Equipment
- E724 Special Mobile Equipment
- E725 Miscellaneous Expenses
- E726 Agency Labor
- E727 Agency Material and Equipment
- E728 Service by Other Agencies
- E729 Capital Construction Grant
- E732 University Construction Reimbursement
- E734 Economic Development Bond Loans

REVENUE SOURCE CODE (BGR42)

- BFBF Bond Fund
- BFCO Equipment/Purchase Contingency Fund
- BFDM Statewide Deferred Maintenance Fund
- BFEM Emergency Repair, Maintenance & Replacement Fund
- BFFF Federal Fund
- BFGF General Fund
- BFII Investment Income
- BFOF Other Fund
- BFRD Road Fund
- BFRF Agency Revenue Fund
- BFSU Capital Construction Surplus Fund
- BFTB Tobacco Fund

JV2T TRANSFER FROM OPERATING FUND TO CAPITAL FUND

- T60C Will always be used to transfer from an Operating Fund to Capital Fund
- N1 __ Plus the Operating Fund Type you're transferring from
Example: N113 for 1300 Fund Type

JV2T TRANSFER FROM CAPITAL FUND TO OPERATING FUND

- T6 __ Plus the Operating Fund Type you're transferring to
Example: T613 for 1300 Fund Type
- N10C Will always be used to transfer from a Capital Fund to Operating Fund

OPERATING FUND TYPES

- | | |
|-------------------------------|-------------------------------|
| 01 General Fund | 03 Debt Service Fund |
| 11 Transportation Fund | 12 Federal Fund |
| 13 Agency Revenue Fund | 14 Other Special Revenue Fund |
| 21 State Parks Fund | 22 State Fair Board Fund |
| 29 Horse Park Commission Fund | 32 Computer Services Fund |
| 35 Prison Industries Fund | 36 Central Printing Fund |
| 37 Property Management Fund | 65 Tobacco Fund |

JV2T INTRA-FUND CODES - Capital Fund to Capital Fund

Each Object Code will begin with an " N " or a " T "

- 873 General Fund
- 874 Federal Fund
- 875 Bond Fund
- 876 Emergency, Repair, Maintenance & Replacement Fund
- 877 Equipment/Purchase Contingency Fund
- 878 Agency Fund
- 879 Investment Income Fund
- 880 Other Fund
- 881 Road Fund
- 882 Capital Construction Surplus Fund
- 883 Surplus Bond Proceeds
- 884 Statewide Deferred Maintenance Fund
- 885 Coal Severance

15. Next, we will complete the eMARS documents necessary to close the project. From the secondary navigation panel, select Capital Expense Budget (BGE43). On the Document Catalog screen select Create.

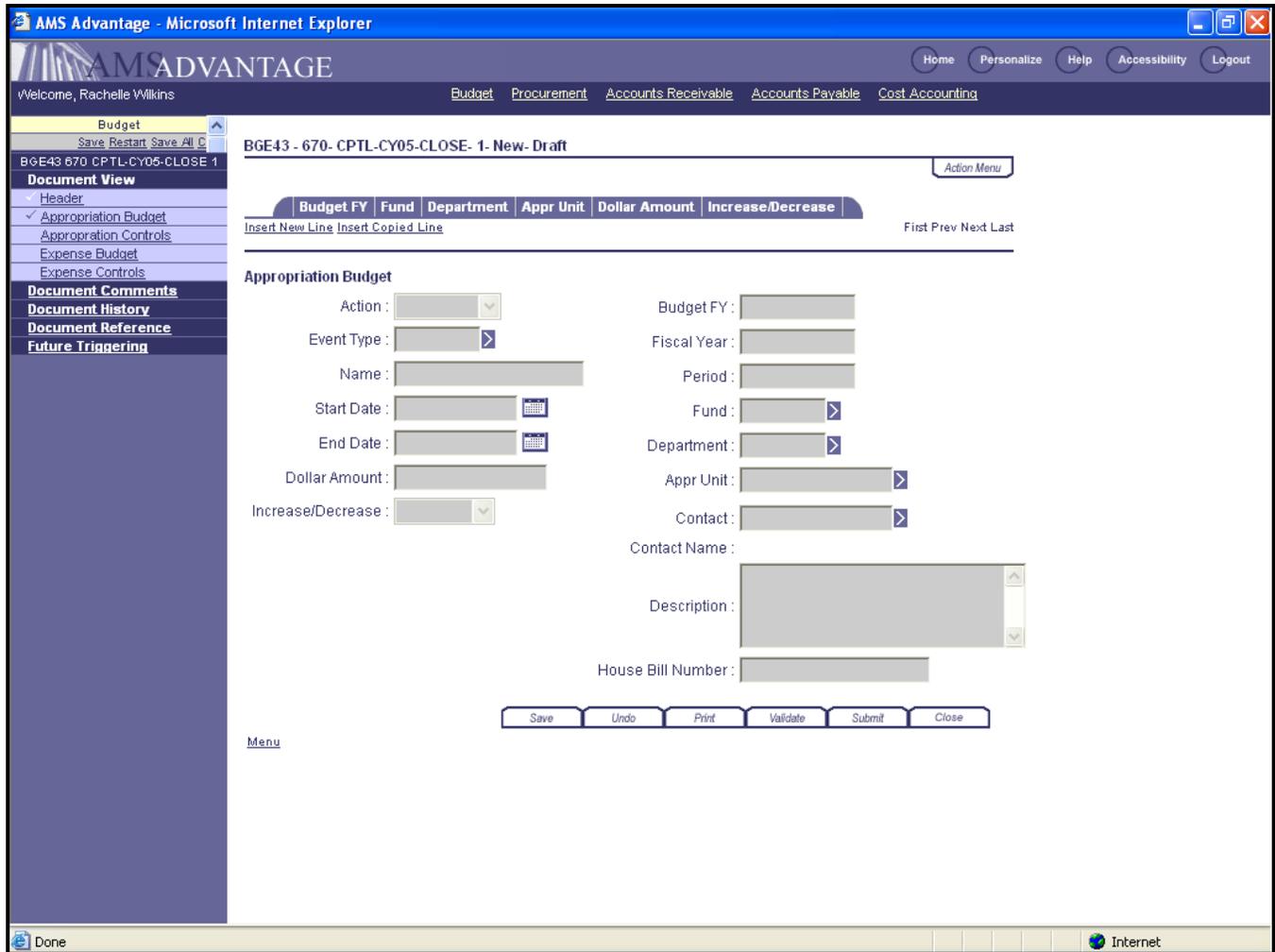
16. Complete the following information:

Dept	670
Unit	UNIT
ID	CPTL-CY05-CLOSE

Select Create.



17. On the Header, enter “9999” in the **Budget FY** and then select Appropriation Budget from the secondary navigation panel.



18. Select Insert New Line and complete the following information:

Action	Modify
Event Type	X666 – Backout for Closed Projects
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	248.43
Increase/Decrease	Decrease



Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CY05
Department	670
Appr Unit	"CPTL"
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004

The screenshot displays the AMS Advantage web application in a Microsoft Internet Explorer browser window. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Budget, Procurement, Accounts Receivable, Accounts Payable, and Cost Accounting. The main content area shows a document titled "BGE43 - 670- CPTL-CY05-CLOSE- 1- New- Draft". A left-hand navigation menu lists options such as Budget, Document View, Document Comments, Document History, Document Reference, and Future Triggering. The central form is titled "Appropriation Budget" and contains various input fields: Action (Modify), Event Type (X666), Name, Start Date, End Date, Dollar Amount (248.43), Increase/Decrease (Decrease), Budget FY, Fiscal Year, Period, Fund (CY05), Department (670), Appr Unit (CPTL), Contact, Contact Name, Description, and House Bill Number (2004). At the bottom of the form, there are buttons for Save, Undo, Print, Validate, Submit, and Close.



19. Select Expense Budget from the secondary navigation panel, Insert New Line and enter the following:

Action	Modify
Event Type	X666 – Backout for Closed Projects
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	148.43
Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CY05
Department	670
Appr Unit	“CPTL”
Bureau	“CPTL”
Object	E701
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2004



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins

Budget Procurement Accounts Receivable Accounts Payable Cost Accounting

Budget

BGE43 - 670- CPTL-CY05-CLOSE- 1- New- Draft

Action Menu

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
							Increase

Insert New Line Insert Copied Line First Prev Next Last

Perform Budget Rollup Smart Budget Rollup

Expense Budget

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Appr Unit:

Bureau:

Object:

Contact:

Contact Name:

Description:

House Bill Number:

Save Undo Print Validate Submit Close

Menu

Internet

20. Select the Copy Line icon and then Insert Copied Line. Change the following fields:

Dollar Amount	100
Object	E703

The screenshot shows the 'AMS Advantage' web application in a Microsoft Internet Explorer browser. The user is logged in as 'Rachelle Wilkins'. The main menu includes 'Budget', 'Procurement', 'Accounts Receivable', 'Accounts Payable', and 'Cost Accounting'. The current document is 'BGE43 - 670- CPTL-CY05-CLOSE- 1- New- Draft'. A table displays budget lines:

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
CY05	670	CPTL	CPTL	CPTL	E701	\$148.43	Decrease
CY05	670	CPTL	CPTL	CPTL	E701	\$148.43	Decrease

Below the table is the 'Expense Budget' form with the following fields:

- Action:
- Event Type:
- Name:
- Start Date:
- End Date:
- Dollar Amount:
- Increase/Decrease:
- Budget FY:
- Fiscal Year:
- Period:
- Fund:
- Department:
- Appr Unit:
- Bureau:
- Object:
- Contact:
- Contact Name:
- Description:
- House Bill Number:

Buttons at the bottom include Save, Undo, Print, Validate, Submit, and Close. A status bar at the bottom shows 'Done' and 'Internet'.

21. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

View All (1 of 1) : Document validated successfully

22. Select Close. Agencies are not permitted to Submit to workflow the Capital Budget (BGE43) documents.

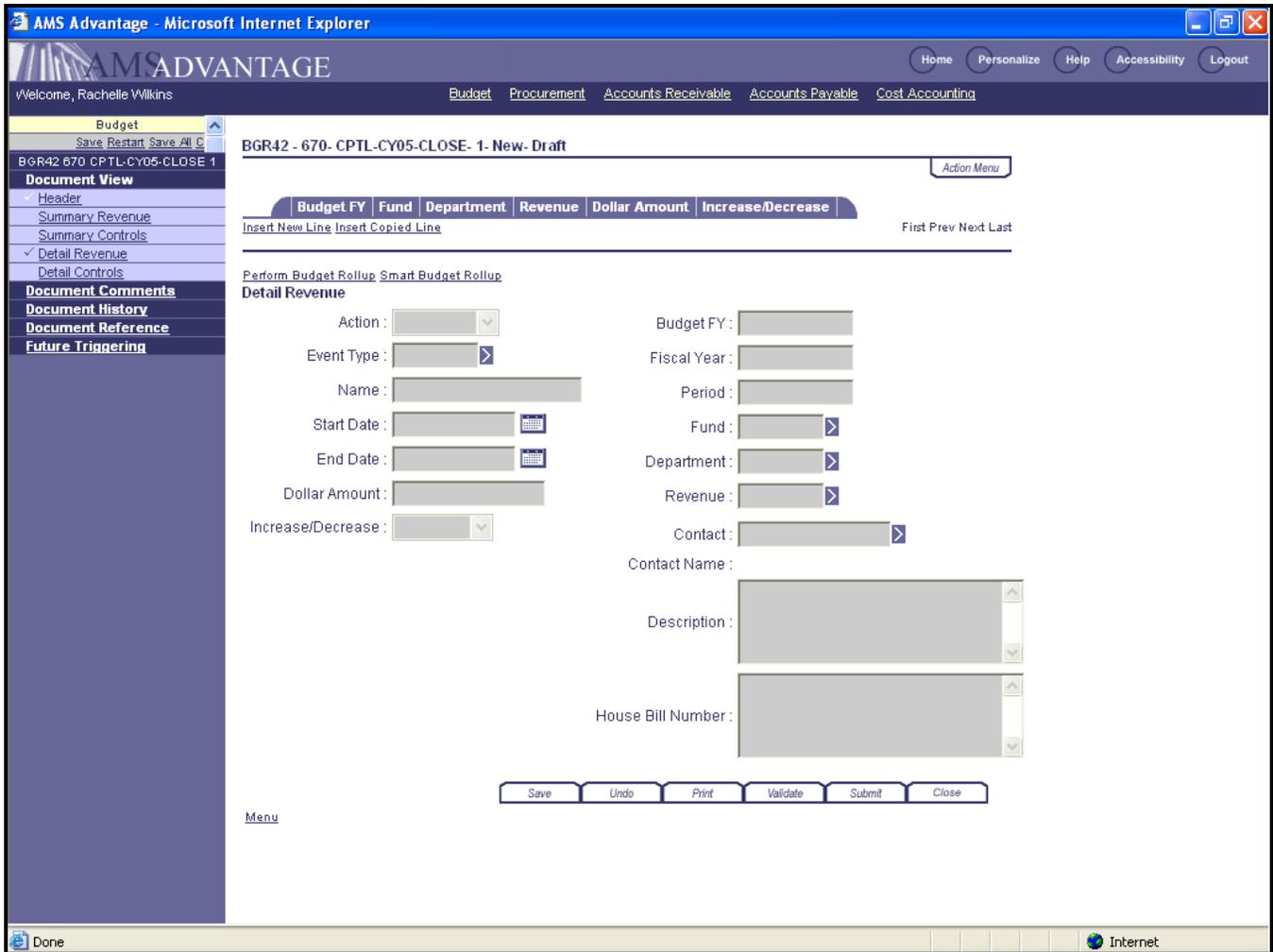
23. From the secondary navigation panel, select Capital Revenue Budget (BGR42). On the Document Catalog screen select Create.

24. Complete the following information:

Dept	670
Unit	UNIT
ID	CPTL-CY05-CLOSE

Select Create.

25. On the Header, enter “9999” in the **Budget FY** and then select Detail Revenue from the secondary navigation panel.



26. Select Insert New Line and complete the following information:

Action	Modify
Event Type	XRMD
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	248.43
Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.



Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CY05
Department	670
Revenue	BFII
Contact	Leave blank. Not used on this document.
Description	May be used to enter a description.
House Bill Number	2004

The screenshot shows the AMS Advantage web application in Microsoft Internet Explorer. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes "AMS ADVANTAGE" and navigation links for Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Budget, Procurement, Accounts Receivable, Accounts Payable, and Cost Accounting. The main content area displays a document titled "BGR42 - 670- CPTL-CY05-CLOSE- 1- New- Draft". A table with columns for Budget FY, Fund, Department, Revenue, Dollar Amount, and Increase/Decrease is visible, with a row showing an increase of 248.43. Below the table, there are fields for Action (Modify), Event Type (XRMD), Name, Start Date, End Date, Dollar Amount (248.43), Increase/Decrease (Decrease), Budget FY, Fiscal Year, Period, Fund (CY05), Department (670), Revenue (BFII), Contact, Contact Name, Description, and House Bill Number (2004). At the bottom, there are buttons for Save, Undo, Print, Validate, Submit, and Close.

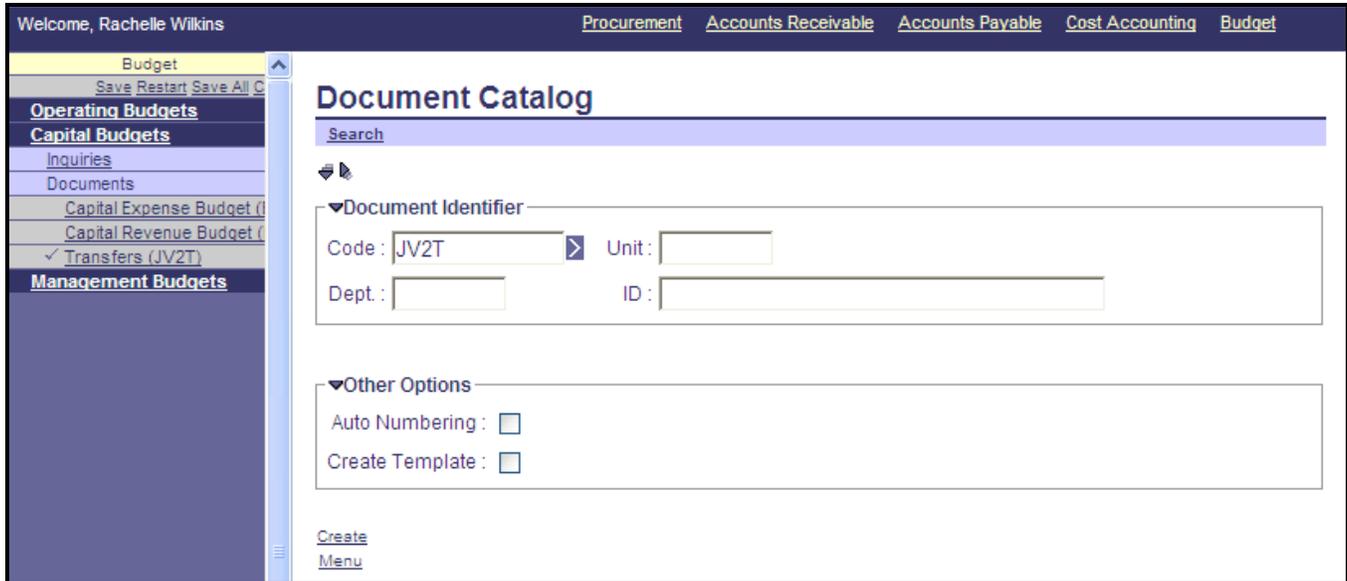
27. Select Smart Budget Rollup. This will create the Summary Revenue line that is required to process the document.

28. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

View All (1 of 1) : Document validated successfully

29. Select the Close button to close the document. Agencies are not permitted to Submit to Workflow the Capital and Revenue Budget (BGR42) documents.

30. From the secondary navigation panel, select Transfers (JV2T). On the Document Catalog screen select Create.



31. Complete the following information:

Dept	670
Unit	UNIT
ID	CPTL-CY05-CLOSE

Select Create.

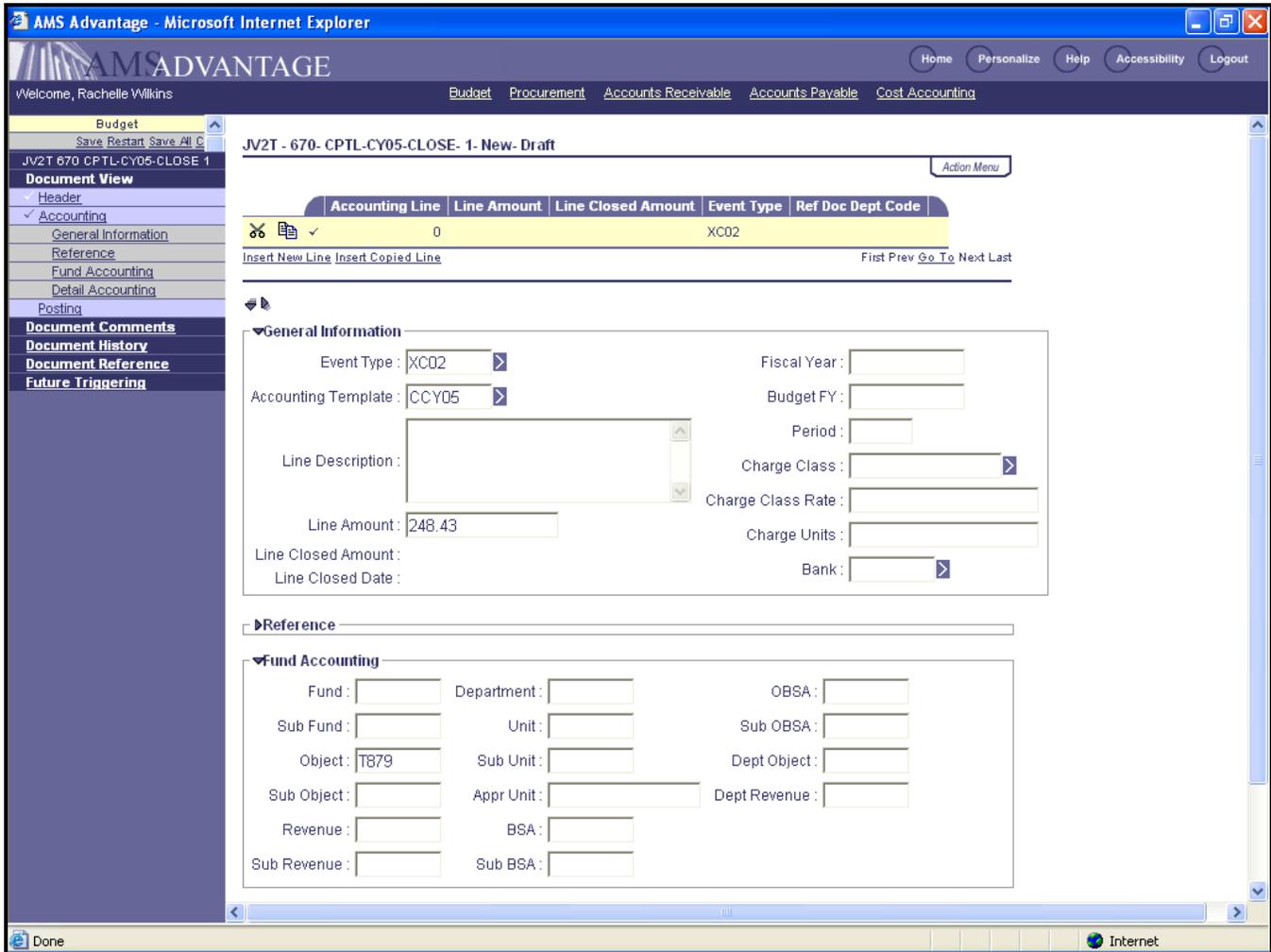
32. Leave the Header screen blank. Select Accounting from the secondary navigation panel and select Insert New Line.



33. Complete the following information in the General Information section:

Event Type	XC02 – Off-Budget Transfer Out
Accounting Template	CCY05 – Accounting template for project
Line Description	Leave blank.
Line Amount	248.43
Fiscal Year	Leave blank.
Budget FY	Enter “9999”
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.
Charge Units	Leave blank.

34. Expand the Fund Accounting section. Enter "T879" in the Object field.



35. Select Insert New Line. Enter the following information in the General Information section:

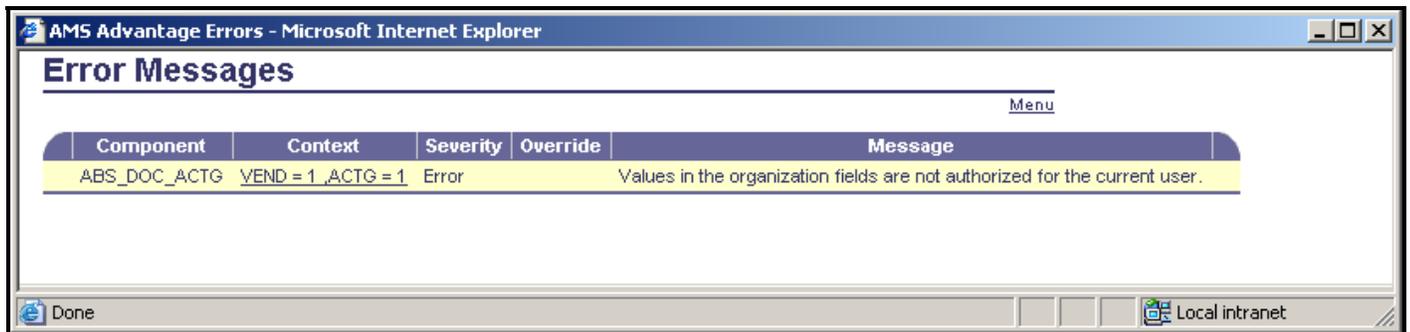
Event Type	XC03 – Transfer In
Accounting Template	GC21M – Capital Construction Surplus
Line Description	Leave blank.
Line Amount	-248.43
Fiscal Year	Leave blank.
Budget FY	Enter "9999"
Period	Leave blank.
Charge Class	Leave blank.

Charge Class Rate	Leave blank.
Charge Units	Leave blank.

36. Expand the Fund Accounting section. Enter "N879" in the Revenue field.

37. Select Validate. The fields from the templates will populate the Fund Accounting and Detailed Accounting sections.

38. One of the accounting lines is for a department outside of your security settings. Because of this, you will receive the following error:



This error is expected and will be corrected by OSBD. If you have other errors, they will need to be corrected before submitting the SAS-5 form. For this example, you will not be able to submit the document due to the error.

39. Once the SAS-5 form, SAS-14 form, Capital Budget (BGE43) document, Revenue Budget (BGR42) document and Transfer (JV2T) document are completed, the SAS-5 should be submitted to Facilities and Support Services, located on the First Floor of the Bush Building, 403 Wapping Street. After Facilities and Support Services reviews and approves the SAS-5, it will be forwarded to the Office of State Budget Director. Once approved by the Office of State Budget Director, the Capital Budget (BGE43) document, Revenue Budget (BGR42) document and Transfer (JV2T) document will be Submitted to Final. The SAS-14 will be sent to Statewide Accounting Services to Inactivate the Fund and a copy of the SAS-5 marked POSTED will be returned to Facilities and Support Services and the requesting agency for their records.

Exercise 9 – Complete SAS-14, SAS-5 and eMARS documents to Close Capital Project

Scenario

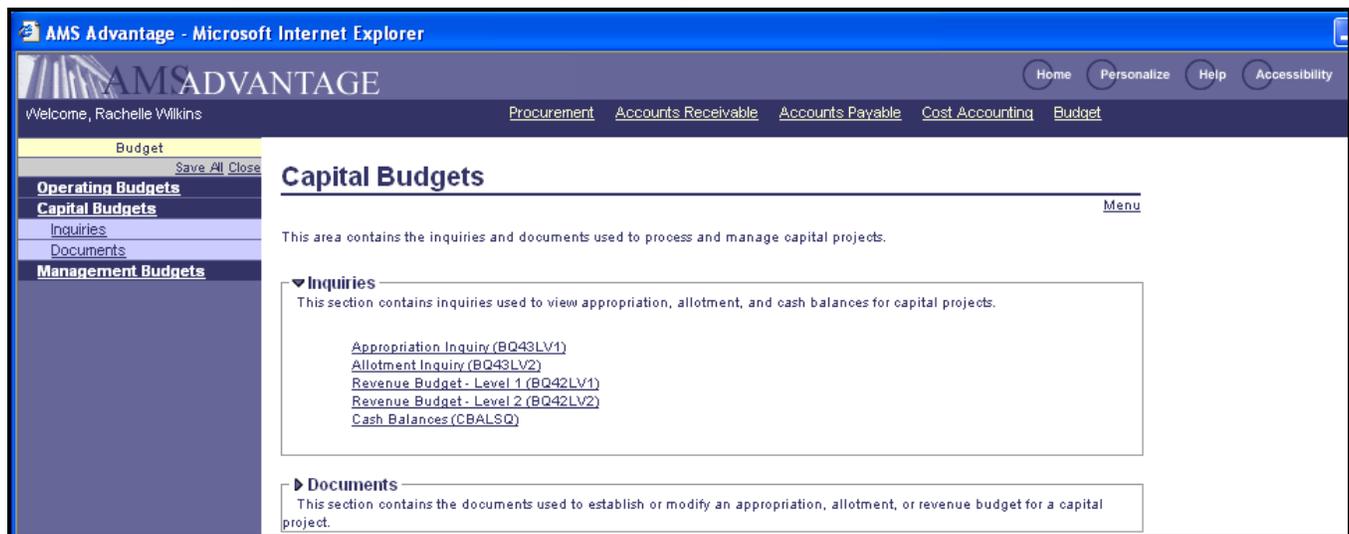
HB 321 of the 1998-2000 Regular Session authorized a capital project for Paintsville Lake Campground. The project has now been completed and needs to be closed.

Task Overview

Review the inquiry screens, process the SAS-14, SAS-5, Capital Expense Budget (BGE43), Revenue Budget (BGR42) and Transfer (JV2T) to close the project.

Procedures

1. Before closing a capital project, you should verify the amounts to be used on the SAS-5 and the eMARS documents. You should look at the following tables:
 - Appropriation and Allotment Inquiry
 - Revenue Budget – Level 2
 - Cash
2. From the Budget Workspace, select Capital Budgets.



The screenshot shows the AMS Advantage web application interface. The browser title is "AMS Advantage - Microsoft Internet Explorer". The page header includes "AMS ADVANTAGE" and navigation links for "Home", "Personalize", "Help", and "Accessibility". Below the header, there is a navigation menu with "Procurement", "Accounts Receivable", "Accounts Payable", "Cost Accounting", and "Budget". The "Budget" section is active, showing a sidebar with "Operating Budgets", "Capital Budgets", "Inquiries", "Documents", and "Management Budgets". The main content area is titled "Capital Budgets" and contains a "Menu" link. Below the title, there is a description: "This area contains the inquiries and documents used to process and manage capital projects." There are two expandable sections: "Inquiries" and "Documents". The "Inquiries" section is expanded, showing a list of inquiries: "Appropriation Inquiry (BQ43LV1)", "Allotment Inquiry (BQ43LV2)", "Revenue Budget - Level 1 (BQ42LV1)", "Revenue Budget - Level 2 (BQ42LV2)", and "Cash Balances (CBALSQ)". The "Documents" section is collapsed.

3. Select Appropriation Inquiry.

The screenshot shows the 'Appropriation Budget' page in eMARS. A search popup box is open, allowing the user to enter search criteria. The popup box contains the following fields:

- BFY :
- Fund :
- Department :
- Appropriation :

Buttons for 'Ok', 'Clear', and 'Cancel' are at the bottom of the popup. In the background, the main interface shows a table with columns: BFY, Fund, Department, Appropriation, Current Budget, Encumbered, Actual Expenses, and Unobligated. The 'Appropriation Budget' title is at the top, and a navigation menu is visible on the left.

4. The Search popup box will appear. Enter the fund for the project from your Student Card.

The screenshot shows the 'Appropriation Budget' page in eMARS after a search. The search results are displayed in a table with the following data:

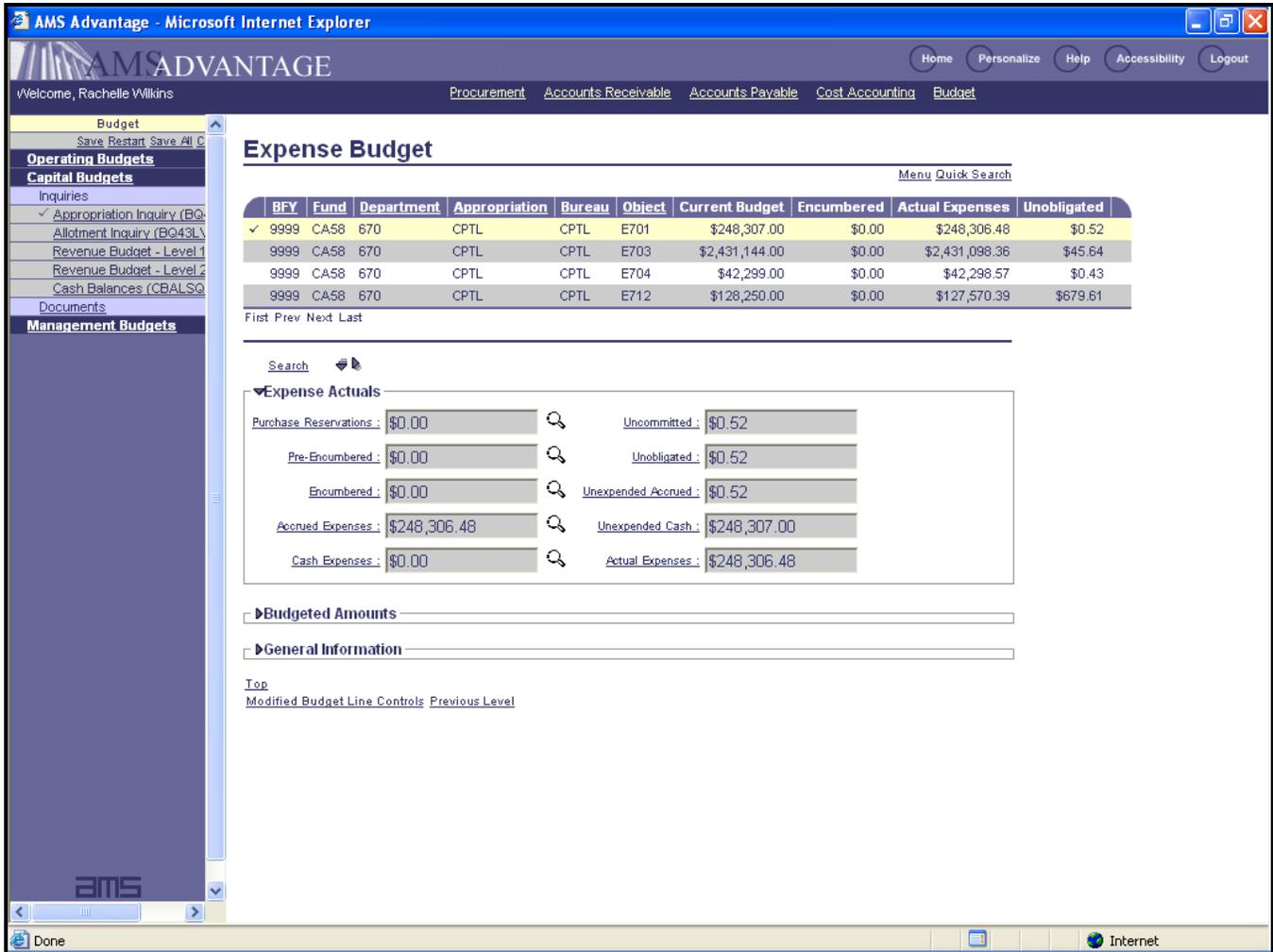
BFY	Fund	Department	Appropriation	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CA58	670	CPTL	\$2,850,000.00	\$0.00	\$2,849,273.80	\$726.20

Below the table, there is a 'Search' section with a magnifying glass icon. Underneath, there is an 'Expense Actuals' section with a dropdown arrow. This section contains several rows of data, each with a label, a value in a text box, and a magnifying glass icon:

- Purchase Reservations : \$0.00
- Pre-Encumbered : \$0.00
- Encumbered : \$0.00
- Accrued Expenses : \$2,849,273.80
- Cash Expenses : \$0.00
- Uncommitted : \$726.20
- Unobligated : \$726.20
- Unexpended Accrued : \$726.20
- Unexpended Cash : \$2,850,000.00
- Actual Expenses : \$2,849,273.80

The interface also includes a navigation menu on the left and a 'Top' link at the bottom.

5. Confirm that the Encumbered amount is zero. Note the Unobligated amount of \$726.20
6. Select the Next Level link. This will open up the Allotment Inquiry page.



AMS Advantage - Microsoft Internet Explorer

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Expense Budget

BFY	Fund	Department	Appropriation	Bureau	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CA58	670	CPTL	CPTL	E701	\$248,307.00	\$0.00	\$248,306.48	\$0.52
9999	CA58	670	CPTL	CPTL	E703	\$2,431,144.00	\$0.00	\$2,431,098.36	\$45.64
9999	CA58	670	CPTL	CPTL	E704	\$42,299.00	\$0.00	\$42,298.57	\$0.43
9999	CA58	670	CPTL	CPTL	E712	\$128,250.00	\$0.00	\$127,570.39	\$679.61

First Prev Next Last

Search

Expense Actuals

Purchase Reservations :	\$0.00	Uncommitted :	\$0.52
Pre-Encumbered :	\$0.00	Unobligated :	\$0.52
Encumbered :	\$0.00	Unexpended Accrued :	\$0.52
Accrued Expenses :	\$248,306.48	Unexpended Cash :	\$248,307.00
Cash Expenses :	\$0.00	Actual Expenses :	\$248,306.48

► Budgeted Amounts

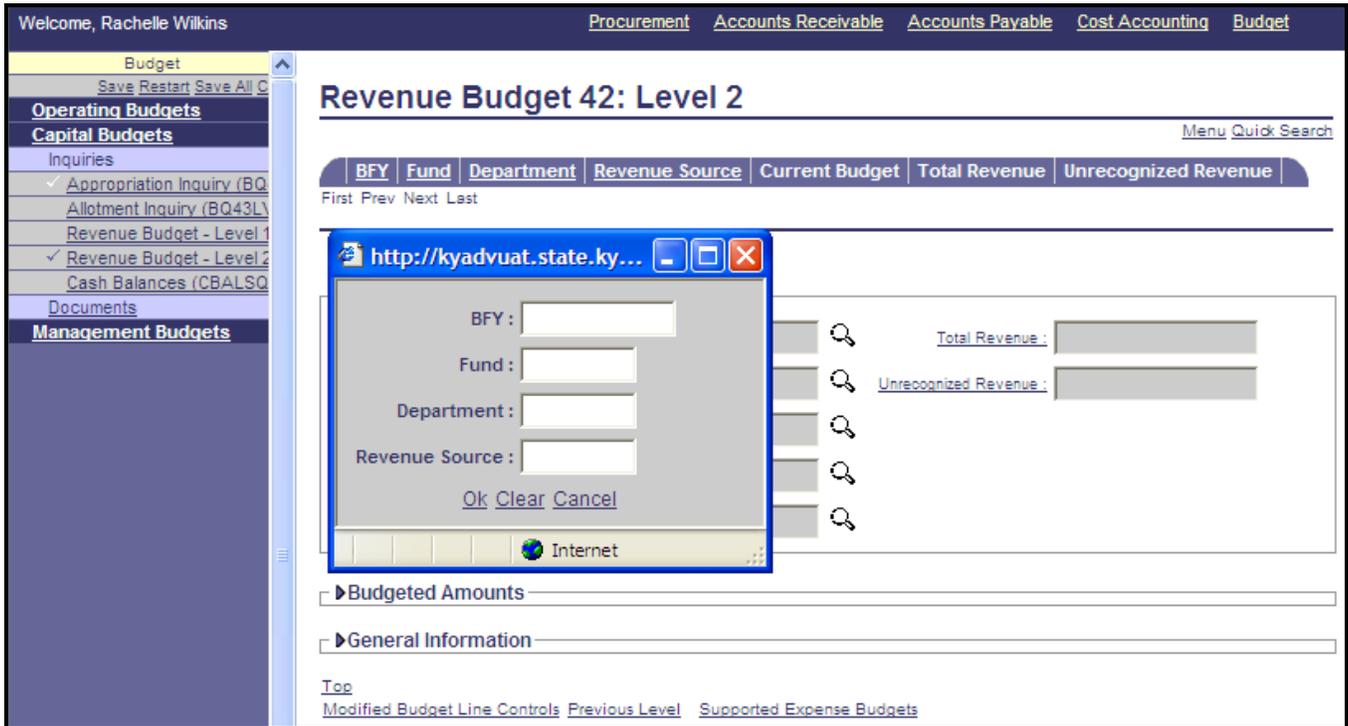
► General Information

Top

Modified Budget Line Controls Previous Level

7. Note the Unobligated amount for each Object. Object E701 - \$.52, Object E703 - \$45.64, Object E704 - \$.43 and Object E712 - \$679.61.

8. From the Secondary Navigation panel, select the Revenue Budget – Level 2 link.



Welcome, Rachele Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget

Save Restart Save All C

Operating Budgets

Capital Budgets

Inquiries

✓ Appropriation Inquiry (BQ43L)

Allotment Inquiry (BQ43L)

Revenue Budget - Level 1

✓ Revenue Budget - Level 2

Cash Balances (CBALSO)

Documents

Management Budgets

Revenue Budget 42: Level 2

Menu Quick Search

BFY Fund Department Revenue Source Current Budget Total Revenue Unrecognized Revenue

First Prev Next Last

http://kyadvuat.state.ky...

BFY :

Fund :

Department :

Revenue Source :

Ok Clear Cancel

Internet

Total Revenue :

Unrecognized Revenue :

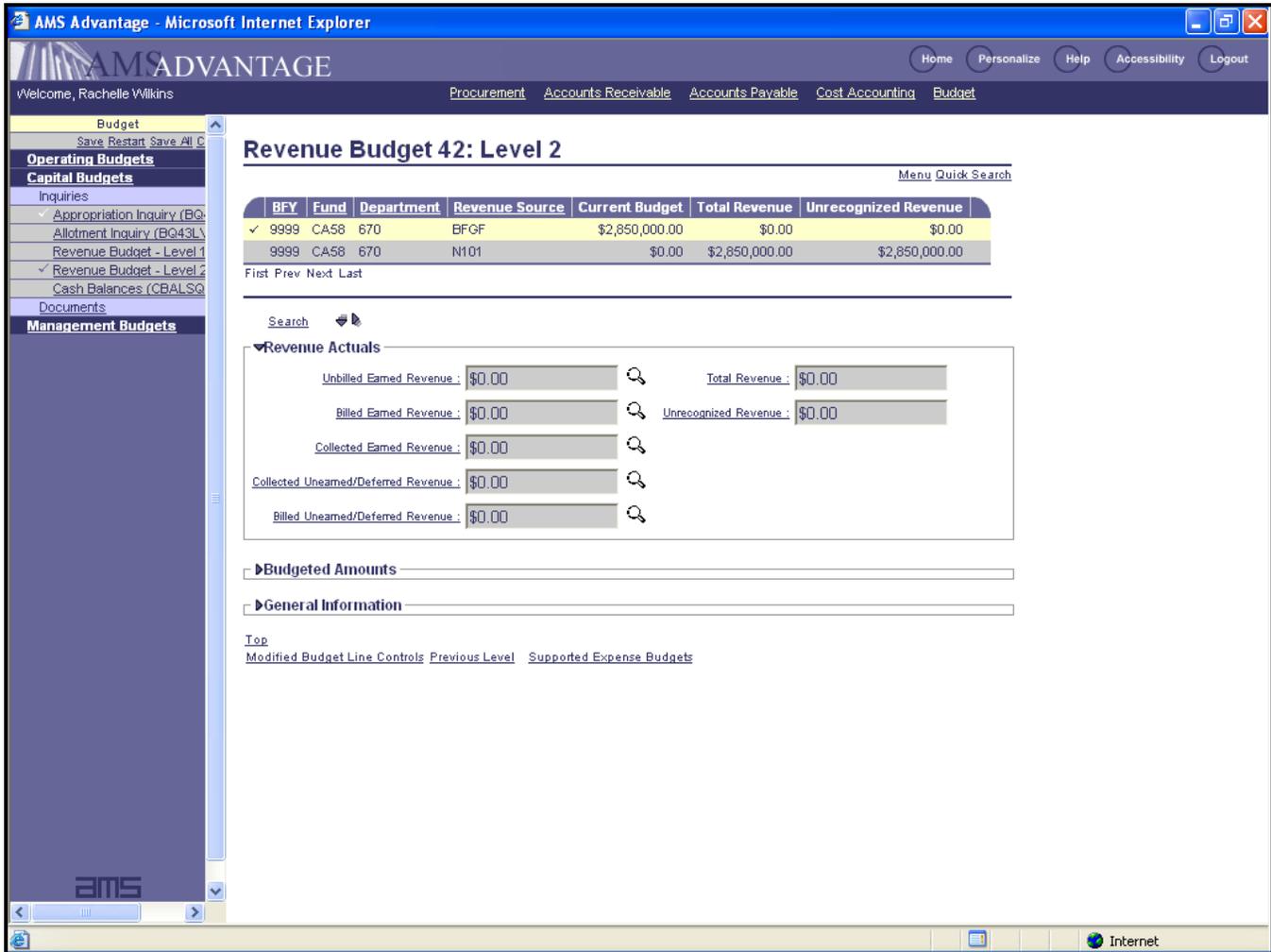
Budgeted Amounts

General Information

Top

Modified Budget Line Controls Previous Level Supported Expense Budgets

9. Enter the fund for the project from your Student Card.



The screenshot shows the AMS Advantage web application interface. The main content area displays the "Revenue Budget 42: Level 2" page. A table lists budget data for various funds and departments. Below the table, there are sections for "Revenue Actuals" with input fields for Unbilled, Billed, and Collected Earned Revenue, and "Budgeted Amounts" and "General Information" sections.

BFY	Fund	Department	Revenue Source	Current Budget	Total Revenue	Unrecognized Revenue
✓ 9999	CA58	670	BFGF	\$2,850,000.00	\$0.00	\$0.00
9999	CA58	670	N101	\$0.00	\$2,850,000.00	\$2,850,000.00

Revenue Actuals:

- Unbilled Earned Revenue: \$0.00
- Billed Earned Revenue: \$0.00
- Collected Earned Revenue: \$0.00
- Collected Unearned/Deferred Revenue: \$0.00
- Billed Unearned/Deferred Revenue: \$0.00
- Total Revenue: \$0.00
- Unrecognized Revenue: \$0.00

Budgeted Amounts: _____

General Information: _____

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

10. Note the Revenue Source of BFGF and the Current Budget amount of \$2,850,000.



11. From the Secondary Navigation panel, select the Cash Balances link.

AMS ADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0100	General	(\$300,127,540.73)	(\$300,132,521.62)	(\$300,132,521.62)
0300	Debt Service	\$0.00	\$0.00	\$0.00
1100	Road	\$1,432,139.35	\$125,502,110.42	\$125,502,110.42
1200	Federal	(\$7,351,914.34)	(\$7,351,967.22)	(\$7,351,967.22)
1300	Agency Rev	\$1,861,065.29	\$1,860,950.29	\$1,860,950.29
13RV	Rec Clearing	\$0.00	\$0.00	\$0.00
1400	Other Rev	(\$1,600.00)	(\$1,600.00)	(\$1,600.00)
1500	Invest Pools	\$0.00	\$0.00	\$0.00
2100	Parks	\$9,935,900.00	\$9,935,900.00	\$9,935,900.00
2200	Fair Board	\$0.00	\$0.00	\$0.00

Search

Fund : 0100

Cash Balance : (\$300,127,540.73)

Pending Increase Non-Cash : \$1,600.00

Pending Decrease Non-Cash : \$5,639,271.84

Pending Increase Cash : \$5,513.77

Pending Decrease Cash : \$10,494.66

Accepted Increase Non-Cash : \$26,325.00

Accepted Decrease Non-Cash : \$19,075,988.54

Adjusted Cash Balance : (\$300,132,521.62)

Cash Balance Minimum : \$0.00

Available Cash Balance : (\$300,132,521.62)

12. Select Search and enter the Fund for the project from your Student Card.

AMS ADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
0100	General	(\$304,125,683.04)	(\$304,130,663.93)	(\$304,130,663.93)
0300	Debt Service	\$0.00	\$0.00	\$0.00
1100	Road	\$1,432,139.35	\$125,502,110.42	\$125,502,110.42
1200	Federal	(\$7,351,914.34)	(\$7,351,967.22)	(\$7,351,967.22)
1300	Agency Rev	\$1,861,065.29	\$1,860,950.29	\$1,860,950.29
13RV	Rec Clearing	\$0.00	\$0.00	\$0.00
1400	Other Rev	(\$1,600.00)	(\$1,600.00)	(\$1,600.00)
1500	Invest Pools	\$0.00	\$0.00	\$0.00
2100	Parks	\$9,935,900.00	\$9,935,900.00	\$9,935,900.00
2200	Fair Board	\$0.00	\$0.00	\$0.00

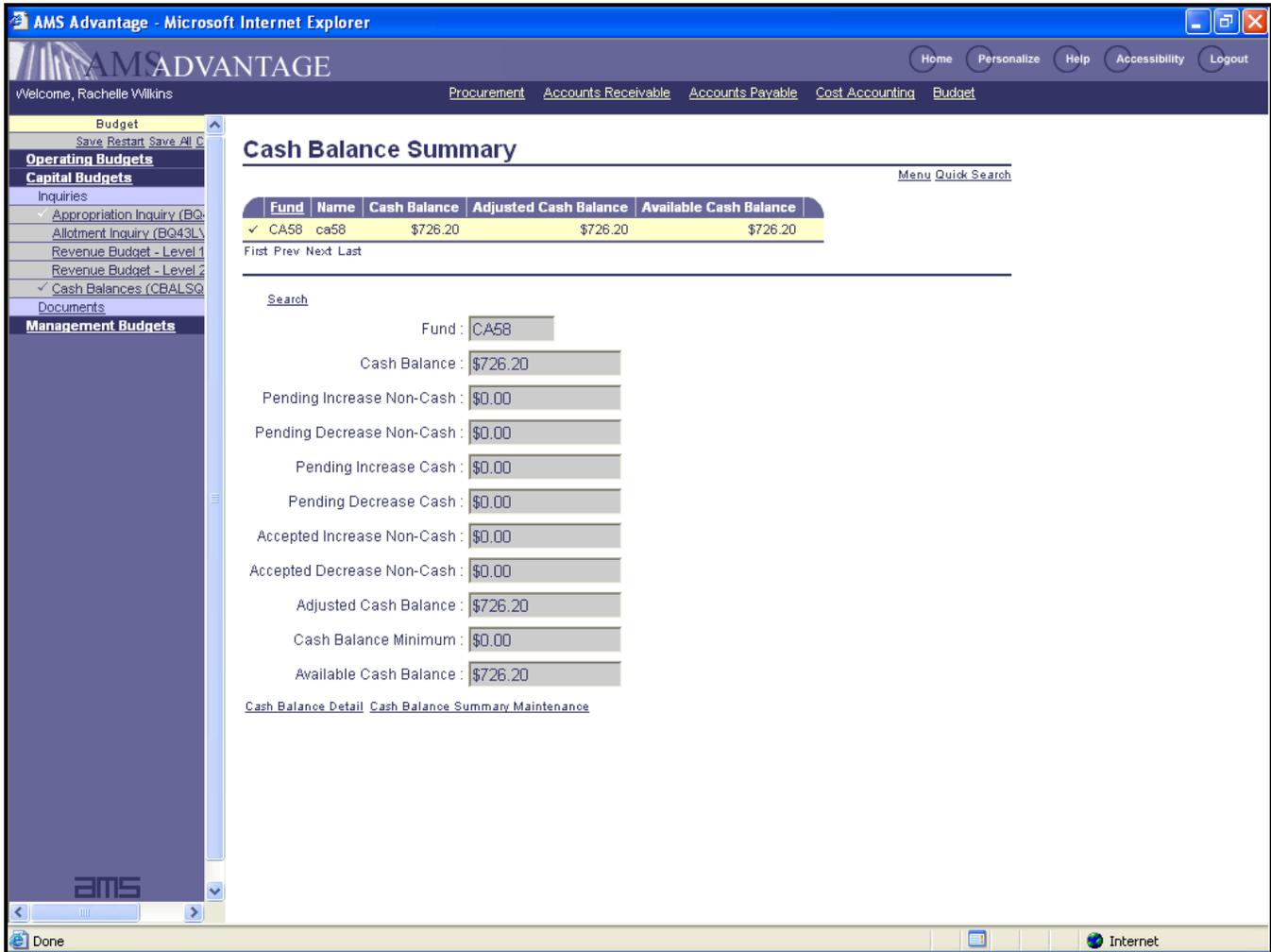
Search - Microsoft Internet Explorer

Fund :

Available Cash Balance :

Ok Clear Cancel

13. Note the Cash Balance of \$726.20.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget

Save Restart Save All

Operating Budgets

Capital Budgets

Inquiries

Appropriation Inquiry (BQ)

Allotment Inquiry (BQ43L)

Revenue Budget - Level 1

Revenue Budget - Level 2

Cash Balances (CBALSQ)

Documents

Management Budgets

Cash Balance Summary

Menu Quick Search

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ CA58	ca58	\$726.20	\$726.20	\$726.20

First Prev Next Last

Search

Fund : CA58

Cash Balance : \$726.20

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$0.00

Pending Increase Cash : \$0.00

Pending Decrease Cash : \$0.00

Accepted Increase Non-Cash : \$0.00

Accepted Decrease Non-Cash : \$0.00

Adjusted Cash Balance : \$726.20

Cash Balance Minimum : \$0.00

Available Cash Balance : \$726.20

[Cash Balance Detail](#) [Cash Balance Summary Maintenance](#)

14. Once you have noted the amounts that are needed to close the project, you will now complete the SAS-5 form. Based on the Unobligated balances identified on the Appropriation Inquiry screen, we will reduce the Appropriation by \$726.20. At the Allotment level, Object E701 will be reduced by \$.52, Object E703 will be reduced by \$45.64, Object E704 will be reduced by \$.43 and Object 712 will be reduced by \$679.61. The remaining cash of \$726.20 will be transferred from the project to the Capital Construction Surplus account. In addition, we will need to reduce the Budgeted Funding by the remaining funding of \$726.20. Let's look at the SAS-5.



eMARS 320 Enacting Capital Projects in eMARS

SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/27/2009
Page 1 of 2

Fund	Dept	Unit	Activity	Sub-Activity	Accounting Template ID	Project Manager
CA58	670	UNIT			CCA58	Doug Price

Agency	Department of Parks	eMARS Document Numbers CTPL-CA58-CLOSE
Project Name	Paintsville Lake Campground	
Project Location	Paintsville Lake State Park	
Project Estimate	2,489,273.80	

Event Type	Appropriation (BGE43 Level 1)		Allotment (BGE43 Level 2)		Receipts/Transfers (JV2T)	
	Amount (+/-)	Object	Amount (+/-)	Object	Amount (+/-)	Object
Current Amount	2,850,000.00		Current Amount	2,850,000.00	Current Amount	2,850,000.00
Increase/Decrease	X666	-726.20	E701	-0.52	T873	-726.20
Increase/Decrease			E703	-45.64		
Increase/Decrease			E704	-0.43		
Increase/Decrease			E712	-679.61		
Increase/Decrease						
Revised Amount	2,849,273.80		Revised Amount	2,849,273.80	Revised Amount	2,849,273.80

Cash Transfers (JV2T)							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount
9999	C21M	765	OSBD		N873	Capital Construction Surplus	726.20

Revenue Budget (BGR42)			
Revenue Source Code	Current Amount	Increase/Decrease	Revised Amount
BFGF	2,850,000.00	-726.20	2,849,273.80
Total	2,850,000.00	-726.20	2,849,273.80

JV2T Audit Check	
Receipts/Transfers	-726.20
Cash Transfers	726.20
Balance	0.00

Fund	Dept	Event Type	Amount (+/-)

Pool Increase/Decrease
Appropriation (BGE43 Level 1)

Fund	Dept	Event Type	Amount (+/-)

Dept. for Facilities and Support Services, Finance and Administration Cabinet

Policy and Budget Analyst, Governor's Office for Policy and Management

Agency Signature

Deputy State Budget Director, Governor's Office for Policy and Management



eMARS 320 Enacting Capital Projects in eMARS

SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/27/2009
Page 2 of 2

Cash Transfers (JV2T) Continued							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount

Project Description or Information:

Project complete ready to close.

CODE LISTING TO COMPLETE THE CAPITAL PROJECT FORM

APPROPRIATION (BGE43 LEVEL 1) EVENT TYPE

- X001 Regular Budget
- X010 Other Budget Revision
- X050 Maintenance Pool Appropriation
- X060 Appropriation from Non-Maintenance Pool
- X070 Appropriation - Heritage Land Conservation
- X080 Appropriation - Coal Severance Tax
- X500 Equipment/Purchase Contingency Fund
- X800 Emergency, Repair, Maintenance and Replacement
- X640 Statewide Deferred Maintenance Fund
- X666 Backout for Closed Projects

JV2T TRANSFER FROM OPERATING FUND TO CAPITAL FUND

- T60C Will always be used to transfer from an Operating Fund to Capital Fund
- N1 __ Plus the Operating Fund Type you're transferring from
Example: N113 for 1300 Fund Type

JV2T TRANSFER FROM CAPITAL FUND TO OPERATING FUND

- T6 __ Plus the Operating Fund Type you're transferring to
Example: T613 for 1300 Fund Type
- N10C Will always be used to transfer from a Capital Fund to Operating Fund

ALLOTMENT (BGE43 LEVEL 2) OBJECT

- E701 Architect and Engineer Fees
- E703 General Construction
- E704 Liens
- E710 Computer Equipment
- E712 Movable Equipment Furnishings
- E717 Land/Right of Way
- E718 Legal and Administration Costs
- E723 Aircraft and Related Equipment
- E724 Special Mobile Equipment
- E725 Miscellaneous Expenses
- E726 Agency Labor
- E727 Agency Material and Equipment
- E728 Service by Other Agencies
- E729 Capital Construction Grant
- E732 University Construction Reimbursement
- E734 Economic Development Bond Loans

OPERATING FUND TYPES

- | | |
|-------------------------------|-------------------------------|
| 01 General Fund | 03 Debt Service Fund |
| 11 Transportation Fund | 12 Federal Fund |
| 13 Agency Revenue Fund | 14 Other Special Revenue Fund |
| 21 State Parks Fund | 22 State Fair Board Fund |
| 29 Horse Park Commission Fund | 32 Computer Services Fund |
| 35 Prison Industries Fund | 36 Central Printing Fund |
| 37 Property Management Fund | 65 Tobacco Fund |

JV2T INTRA-FUND CODES - Capital Fund to Capital Fund

Each Object Code will begin with an " N " or a " T "

REVENUE SOURCE CODE (BGR42)

- BFBF Bond Fund
- BFCO Equipment/Purchase Contingency Fund
- BFDM Statewide Deferred Maintenance Fund
- BFEM Emergency Repair, Maintenance & Replacement Fund
- BFFF Federal Fund
- BFGF General Fund
- BFII Investment Income
- BFOF Other Fund
- BFRD Road Fund
- BFRF Agency Revenue Fund
- BFSU Capital Construction Surplus Fund
- BFTB Tobacco Fund

- 873 General Fund
- 874 Federal Fund
- 875 Bond Fund
- 876 Emergency, Repair, Maintenance & Replacement Fund
- 877 Equipment/Purchase Contingency Fund
- 878 Agency Fund
- 879 Investment Income Fund
- 880 Other Fund
- 881 Road Fund
- 882 Capital Construction Surplus Fund
- 883 Surplus Bond Proceeds
- 884 Statewide Deferred Maintenance Fund
- 885 Coal Severance

Next, we will complete the eMARS documents necessary to close the project. From the secondary navigation panel, select Capital Expense Budget (BGE43). On the Document Catalog screen select Create.

15. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter fund from Student Card-Close Example: CPTL-CA58-CLOSE

Select Create.



16. On the Header, enter “9999” in the **Budget FY** and then select Appropriation Budget from the secondary navigation panel.

17. Select Insert New Line and complete the following information:

Action	Modify
Event Type	X666 – Backout for Closed Projects
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	726.20
Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.



Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	See Student Card
Department	See Student Card
Appr Unit	“CPTL”
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	1998

The screenshot shows the AMS Advantage web application interface. At the top, there is a navigation bar with links for Home, Personalize, Help, Accessibility, and Logout. Below this is a breadcrumb trail: Procurement > Accounts Receivable > Accounts Payable > Cost Accounting > Budget. The main content area displays the document title 'BGE43 - 670- CPTL-CA58-CLOSE- 1- New- Draft' and a table with the following data:

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease
9999	CA58	670	CPTL	\$726.20	Decrease

Below the table is an 'Appropriation Budget' form with the following fields:

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

At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close. The left sidebar contains a 'Document View' menu with options like Header, Appropriation Budget, and Expense Controls. The bottom status bar shows 'Done' and 'Internet'.



18. Select Expense Budget from the secondary navigation panel, Insert New Line and enter the following:

Action	Modify
Event Type	X666 – Backout for Closed Projects
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	.52
Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	See Student Card
Department	See Student Card
Appr Unit	“CPTL”
Bureau	“CPTL”
Object	E701
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	1998



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

BGE43 670 CPTL-CA58-CLOSE 1

Document View

- Header
- Appropriation Budget
- Appropriation Controls
- Expense Budget
- Expense Controls

Document Comments

Document History

Document Reference

Future Triggering

BGE43 - 670- CPTL-CA58-CLOSE- 1- New- Draft

Action Menu

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
9999	CA58	670	CPTL	CPTL	E701	\$0.52	Decrease

Insert New Line Insert Copied Line

Perform Budget Rollup Smart Budget Rollup

Expense Budget

Action:

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease:

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Appr Unit:

Bureau:

Object:

Archit/Eng Fees-1099 Rept

Contact:

Contact Name:

Description:

House Bill Number:

Save Undo Print Validate Submit Close

Menu

AMS

Done Internet



19. Select the Copy Line icon and then Insert Copied Line. Change the following fields:

Dollar Amount	45.64
Object	E703

The screenshot shows the AMS Advantage web application interface. The top navigation bar includes 'Home', 'Personalize', 'Help', 'Accessibility', and 'Logout'. The main content area displays a table of budget lines and an 'Expense Budget' form.

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
9999	CA58	670	CPTL	CPTL	E701	\$0.52	Decrease
9999	CA58	670	CPTL	CPTL	E703	\$45.64	Decrease

The 'Expense Budget' form contains the following fields:

- Action:
- Budget FY:
- Event Type:
- Fiscal Year:
- Name:
- Period:
- Start Date:
- Fund:
- End Date:
- Department:
- Dollar Amount:
- Appr Unit:
- Increase/Decrease:
- Bureau:
- Object:
- General Construction:
- Contact:
- Contact Name:
- Description:
- House Bill Number:

Buttons at the bottom: Save, Undo, Print, Validate, Submit, Close.



20. Select the Copy Line icon and then Insert Copied Line. Change the following fields:

Dollar Amount	.43
Object	E704

The screenshot shows the AMS Advantage web application interface. At the top, there's a navigation bar with 'Home', 'Personalize', 'Help', 'Accessibility', and 'Logout'. Below that, a breadcrumb trail includes 'Procurement', 'Accounts Receivable', 'Accounts Payable', 'Cost Accounting', and 'Budget'. The main content area is titled 'BGE43 - 670 - CPTL-CA58-CLOSE- 1- New- Draft'. It features a table with columns: Budget FY, Fund, Department, Appr Unit, Bureau, Object, Dollar Amount, and Increase/Decrease. The table has three rows, with the third row (9999, CA58, 670, CPTL, CPTL, E704, \$0.43, Decrease) highlighted in yellow. Below the table are buttons for 'Insert New Line' and 'Insert Copied Line'. The 'Expense Budget' form is visible, with fields for Action (Modify), Event Type (X666), Name, Start Date, End Date (12/31/2040), Dollar Amount (\$0.43), Increase/Decrease (Decrease), Budget FY (9999), Fiscal Year (2007), Period (1), Fund (CA58), Department (670), Appr Unit (CPTL), Bureau (CPTL), Object (E704), Liens, Contact, Contact Name, Description, and House Bill Number (1998). At the bottom, there are buttons for Save, Undo, Print, Validate, Submit, and Close.



21. Select the Copy Line icon and then Insert Copied Line. Change the following fields:

Dollar Amount	679.61
Object	E712

AMS Advantage - Microsoft Internet Explorer

Welcome, Rachele Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

BGE43 670 CPTL-CA58-CLOSE 1 BGE43 - 670- CPTL-CA58-CLOSE- 1- New- Draft

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
9999	CA58	670	CPTL	CPTL	E701	\$0.52	Decrease
9999	CA58	670	CPTL	CPTL	E703	\$45.64	Decrease
9999	CA58	670	CPTL	CPTL	E704	\$0.43	Decrease
9999	CA58	670	CPTL	CPTL	E712	\$679.61	Decrease

Perform Budget Rollup Smart Budget Rollup

Expense Budget

Action: Budget FY:

Event Type: Fiscal Year:

Name: Period:

Start Date: Fund:

End Date: Department:

Dollar Amount: Appr Unit:

Increase/Decrease: Bureau:

Object:

Movable Equipment Furnishings

Contact: Contact Name:

Description:

House Bill Number:

22. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

Welcome, Rachele Wilkins

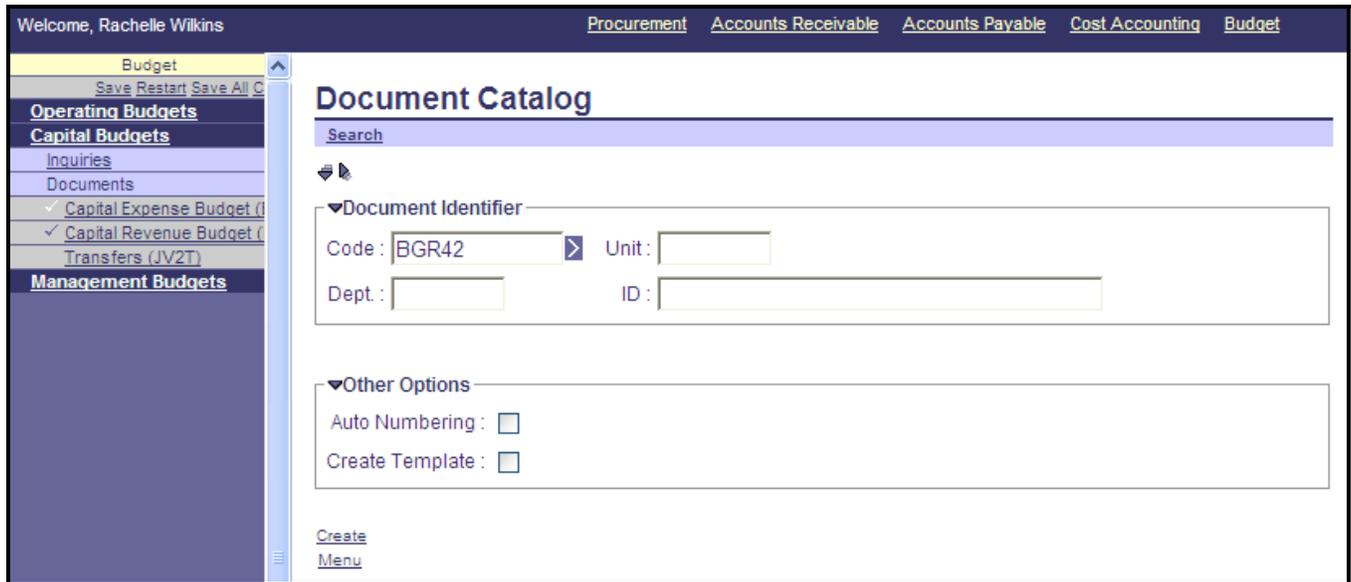
Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

BGE43 670 CPTL-CA58-CLOSE 1 **View All (1 of 1): Document validated successfully**

BGE43 - 670- CPTL-CA58-CLOSE- 1- New- Draft

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease
9999	CA58	670	CPTL	CPTL	E701	\$0.52	Decrease
9999	CA58	670	CPTL	CPTL	E703	\$45.64	Decrease
9999	CA58	670	CPTL	CPTL	E704	\$0.43	Decrease
9999	CA58	670	CPTL	CPTL	E712	\$679.61	Decrease

- 23. Select Close. Agencies are not permitted to Submit to workflow the Capital Budget (BGE43) documents.
- 24. From the secondary navigation panel, select Capital Revenue Budget (BGR42). On the Document Catalog screen select Create.



Welcome, Rachelle Wilkins

Procurement Accounts Receivable Accounts Payable Cost Accounting Budget

Budget

Save Restart Save All C

Operating Budgets

Capital Budgets

Inquiries

Documents

✓ Capital Expense Budget (I

✓ Capital Revenue Budget (I

Transfers (JV2T)

Management Budgets

Document Catalog

Search

▼ Document Identifier

Code : BGR42 Unit :

Dept : ID :

▼ Other Options

Auto Numbering :

Create Template :

Create

Menu



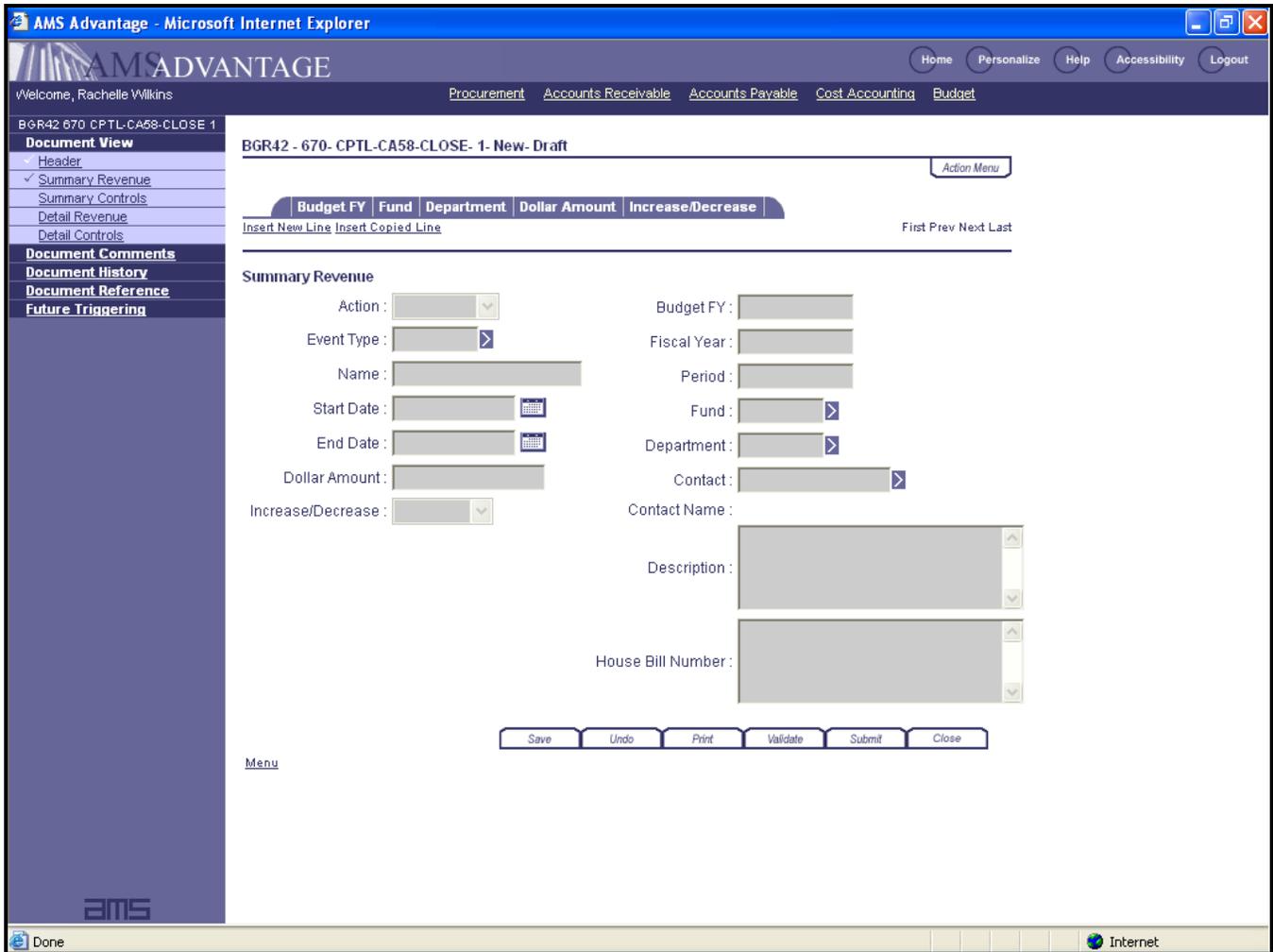
25. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter fund for project-CLOSE Example: CPTL-CA58-CLOSE

Select Create.

The screenshot shows the eMARS software interface. At the top, there is a navigation bar with links for Procurement, Accounts Receivable, Accounts Payable, Cost Accounting, and Budget. The user is logged in as Rachel Wilkins. The main window title is "BGR42 - 670- CPTL-CA58-CLOSE- 1- New- Draft". On the left, there is a sidebar menu with options: Document View (selected), Document Comments, Document History, Document Reference, and Future Triggering. Under "Document View", there are sub-options: Header (checked), Summary Revenue, Summary Controls, Detail Revenue, and Detail Controls. The main content area is titled "Load Constraints Header" and contains several input fields: Transaction Date, Budget FY, Fiscal Year, Period, Start Date, and End Date. Below these fields, it shows "Created By : rwilkins", "Created On : 05/17/2006", "Modified By : rwilkins", and "Modified On : 05/17/2006". At the bottom right, there is a row of buttons: Save, Undo, Print, Validate, Submit, and Close. A "Menu" button is also visible at the bottom left of the main content area.

26. On the Header, enter “9999” in the **Budget FY** and then select Detail Revenue from the secondary navigation panel.



27. Select Insert New Line and complete the following information:

Action	Modify
Event Type	XRMD
Name	Leave blank. The capital project name is maintained on the Fund table.
Start Date	Leave blank. The start date for the capital project is maintained on the Fund table.
End Date	Leave blank. The end date for the capital project is maintained on the Fund table.
Dollar Amount	726.20
Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.



eMARS 320 Enacting Capital Projects in eMARS

Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	See Student Card
Department	See Student Card
Revenue	BFGF
Contact	Leave blank. Not used on this document.
Description	May be used to enter a description.
House Bill Number	1998

The screenshot shows the AMS Advantage web application interface. The main content area displays a document view for 'BGR42 - 670- CPTL-CA58-CLOSE- 1- New- Draft'. A table lists document details:

Budget FY	Fund	Department	Revenue	Dollar Amount	Increase/Decrease
9999	CA58	670	BFGF	\$726.20	Decrease

Below the table is the 'Detail Revenue' form with the following fields:

- Action:
- Event Type:
- Name:
- Start Date:
- End Date:
- Dollar Amount:
- Increase/Decrease:
- Budget FY:
- Fiscal Year:
- Period:
- Fund:
- Department:
- Revenue:
- Contact:
- Contact Name:
- Description:
- House Bill Number:

At the bottom of the form are buttons for Save, Undo, Print, Validate, Submit, and Close.

28. Select Smart Budget Rollup. This will create the Summary Revenue line that is required to process the document.

29. Select the Validate button. If there are any errors, you will need to correct them and re-validate the document until the document validates successfully.

The screenshot shows the eMARS interface with a navigation menu on the left and a main content area. The main content area displays a message: "View All (1 of 1) : Document validated successfully". Below this, there is a table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, and Increase/Decrease. The table contains one row with values: 9999, CA58, 670, BFGF, \$726.20, and Decrease. There are also buttons for "Insert New Line" and "Insert Copied Line" below the table.

30. Select the Close button to close the document. Agencies are not permitted to Submit to Workflow the Capital and Revenue Budget (BGR42) documents.

31. From the secondary navigation panel, select Transfers (JV2T). On the Document Catalog screen select Create.

The screenshot shows the eMARS Document Catalog screen. The left navigation panel has "Transfers (JV2T)" selected. The main content area has a "Document Identifier" section with fields for Code (JV2T), Unit, Dept, and ID. There is also an "Other Options" section with checkboxes for "Auto Numbering" and "Create Template". A "Create" button is visible at the bottom left of the main content area.

32. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter fund for project-CLOSE Example: CPTL-CA58-CLOSE

Select Create.

33. Leave the Header screen blank. Select Accounting from the secondary navigation panel and select Insert New Line.

34. Complete the following information in the General Information section:

Event Type	XC02 – Off-Budget Transfer Out
Accounting Template	See Student Card
Line Description	Leave blank.
Line Amount	726.20
Fiscal Year	Leave blank.
Budget FY	Enter “9999”
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.

Charge Units	Leave blank.
---------------------	--------------

35. Expand the Fund Accounting section. Enter "T873" in the Object field.

36. Select Insert New Line. Enter the following information in the General Information section:

Event Type	XC03 – Transfer In
Accounting Template	GC21M – Capital Construction Surplus
Line Description	Leave blank.
Line Amount	-726.20
Fiscal Year	Leave blank.
Budget FY	Enter "9999"
Period	Leave blank.
Charge Class	Leave blank.

Charge Class Rate	Leave blank.
Charge Units	Leave blank.

37. Expand the Fund Accounting section. Enter "N873" in the Revenue field.

38. Select Validate. The fields from the templates will populate the Fund Accounting and Detailed Accounting sections.

39. One of the accounting lines is for a department outside of your security settings. Because of this, you will receive the following error:



This error is expected and will be corrected by OSBD. If you have other errors, they will need to be corrected before submitting the SAS-5 form. For this example, you will not be able to submit the document due to the error.

40. Complete the SAS-14 form to Inactivate the project.



SAS-14
08/10

Commonwealth of Kentucky

Date: 9/1/2010

ACCOUNT MAINTENANCE FORM

- Establish
- Inactivate
- Change

Reason for Change:

Close Project

FY:

DEPT:

ALLOTMENT (FUNCTION TYPE)

Function Group (AP)	Function Type (AL)	Function Type Name (AL)

Override Allotment From: To:

Provide justification for allotment override:

FUNCTION

Fund	Function Group (AP)	Function Type (AL)	Function	Function Name

FUND

Fund Type	Fund	Fund Name
0200	CA58	Paintsville Lake Campground

For Restricted Funds Only -

Is the Fund: On Budget Enter the Function Code this Fund is to be expended from:
 Off Budget

For Capital Projects Only -

If the Capital Project is funded from Bond Proceeds are the Bonds:
 General Fund Supported Agency Bonds Not Funded from Bond Proceeds

Is the Capital Project funded from an existing Bond Pool? If Yes, enter the Fund Code:

Does this Fund Accrue Interest Income? If yes, state the legal authority for the accrual of interest income.

Legal Authority: _____

Enter the account information where the interest income should post:

Fund	Dept	Unit	Function	Sub-Function	Activity	Sub-Activity	Program

Program Period	Location	Task	Sub-Task	Task-Order	Reporting Code	Sub-Reporting Code	Dept Revenue Source

Override Cash From: To:

Provide justification for cash override:

Spending

- Require Sub-Function
- Require Activity
- Require Sub-Activity

Revenue

- Require Sub-Function
- Require Activity
- Require Sub-Activity

Agency Contact

Governor's Office for Policy and Management

FINANCE USE ONLY

Fund Class	Fund Category	Fund Type	Fund Group	CAFR Fund Type	Investment Pool	Template ID
	CPTL	0200		CPTL	INT	



41. Once the SAS-5 form, SAS-14 form, Capital Budget (BGE43) document, Revenue Budget (BGR42) document and Transfer (JV2T) document are completed, the SAS-5 and SAS-14 forms should be submitted to Facilities and Support Services, located on the First Floor of the Bush Building, 403 Wapping Street. After Facilities and Support Services reviews and approves the SAS-5, they will be forwarded to the Office of State Budget Director. Once approved by the Office of State Budget Director, the Capital Budget (BGE43) document, Revenue Budget (BGR42) document and Transfer (JV2T) document will be Submitted to Final. The SAS-14 will be sent to Statewide Accounting Services to Inactivate the Fund and a copy of the SAS-5 marked POSTED will be returned to Facilities and Support Services and the requesting agency for their records.

11 – Session Summary

Chart of Accounts - The eMARS Chart of Accounts elements used to identify a capital project are: Fund, Department, Appropriation Unit, Bureau and Object.

SAS-14 – This form will be used to establish, inactivate (close) or change a Capital Project.

SAS-5 – This form is used as a Capital Project authorization to record the financial activity pertaining to capital projects.

Capital Budget (BGE43) Document - This document is used to establish or modify an Appropriation or Allotment for a capital project.

Revenue Budget (BGR42) Document – This document is used to record the budgeted funding for a capital project.

Transfer (JV2T) Document – This document is used to move cash between funds.



Review Questions

Question #1: In eMARS the Fund and Department will be used to define a capital project.	
A	True
B	False
Question #2: Which document is used to establish a new fund for a capital project?	
A	Capital Expense Budget (BGE43)
B	SAS-14 Account Maintenance Form
C	SAS-5 Capital Projects
D	Revenue Budget (BGR42)
Question #3: Assuming no errors on the documents, agencies are required to submit which of the following documents to workflow?	
A	Capital Expense Budget (BGE43)
B	Revenue Budget (BGR42)
C	Transfer (JV2T)
D	None of the above
Question #4: Projects maintained by Facilities and Support Services require which of the following Chart of Account elements:	
A	Activity and Sub-Activity
B	Function and Sub-Function
C	Bureau
D	Appropriation Unit
Question #5: To close a capital project with a cash balance which of the following documents must be completed?	
A	SAS-5 Capital Projects
B	Transfer (JV2T)
C	Revenue Budget (BGR42)
D	All of the above



NOTE: Exercises may also be run within the eMARS Learning Environment. For access please see the eMARS website (0H<http://finance.ky.gov/internal/emars/>)

NOTE: Please remember to select Logout prior to closing your Advantage 3 session. Just closing the page will not immediately end your session.

[Review Answers](#)

Question #1: In eMARS the Fund and Department will be used to define a capital project.	
A	True
Question #2: Which document is used to establish a new fund for a capital project?	
B	SAS-14 Account Maintenance Form
Question #3: Assuming no errors on the documents, agencies are required to submit which of the following documents to workflow?	
C	Transfer (JV2T)
Question #4: Projects maintained by Facilities and Support Services require which of the following Chart of Account elements:	
A	Activity and Sub-Activity
Question #5: To close a capital project with a cash balance which of the following documents must be completed?	
D	All of the above



Appendix – Capital Construction Special Accounts Listing

FUND	DEPT	FUNCTION GROUP (AP)	FUNCTION TYPE (AL)	FUNCTION	UNIT	ACCOUNTING TEMPLATE	TITLE	INCREASE/DECREASE AP
C21K	765				OSBD	GC21K	EMERGENCY REPAIR, MAINTENANCE, AND REPLACEMENT FUND	YES
C21L	765				OSBD	GC21L	CAPITAL CONSTRUCTION AND EQUIPMENT PURCHASE CONTINGENCY FUND	YES
C21M	765				OSBD	GC21M	CAPITAL CONSTRUCTION SURPLUS	NO
C21N	765				OSBD	GC21N	STATEWIDE DEFERRED MAINTENANCE	YES
C21P	765				OSBD	GC21P	CAPITAL CONSTRUCTION INVESTMENT POOL	NO
036R	750				D750		SURPLUS BOND PROCEEDS	
0100	765	CC00	CC01	CC02	OSBD	GCC02	CAPITAL CONSTRUCTION GENERAL FUND ACCOUNT	
0100	758			C0NX	D758	GFSFT	GENERAL FUND SURPLUS	