

eMARS 320

Executing Capital Projects in eMARS



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eMARS Enacting 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 statutes governing capital projects, specifically:

- 45.750 Definitions for KRS 45.760 to 45.810 – Application of KRS 45.760 to 45.810
- 45.760 Limitations on project/equipment expenditures, Project increases, New projects, Purpose and Location
- 45.770 Section 5: Requirements for acceptance and closing capital project
- 45.763 Requirement for General Assembly authorization before enter into certain third-party capital project agreements
- 45.777 Disposition of sale proceeds of property purchased with capital construction funds
- 45.780 Emergency repair, maintenance, and replacement account
- 45.790 Capital Projects and Bond Oversight Committee – Membership – Meetings
- 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



48.110 Section(6)(e): a budget bill capital project consists of budget unit, purpose, appropriation amount by each fund source

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: those appropriated in a branch budget bill and those approved under KRS 45.760, 45.780, or those projects that are less than the statutory dollar threshold, or permitted by the budget bill, but are procured by Facilities and Support Services, such as projects funded from a Maintenance Pool.

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 (the appropriation broken down by fund source)
- **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:



eMARS 320 Executing Capital Projects in eMARS

Document Type	KBUD	eMARS
Original Appropriation to establish project Appropriation from budget bills	X	
Original Appropriation to establish all other project Appropriation		X
Appropriation modification		X
Original Allotments to establish project Allotments		X
Allotment modifications to project Allotments		X
Original Revenue Budget to establish budget bill project's budgeted funding	X	
Original Revenue Budget to establish all other project budgeted funding		X
Revenue Budget modifications		X



3 – SAS-14 Account Maintenance

The SAS-14, Account Maintenance Form, is used to Establish, Inactivate (Close) 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/services/statewideacct/Pages/eMARSForms.aspx>.



SAS-14
07/16

Commonwealth of Kentucky
ACCOUNT MAINTENANCE FORM

Date: 5/12/2017

ACTION

- Establish
- Inactivate
- Change

Reason for Change:

FY:

DEPT:

Update Valid Fund Dept Function (VDF) Table

FUNCTION

ALLOTMENT (FUNCTION TYPE)

Function Group (AF)	Function Type (AL)	Function Type Name (AL)

Override Allotment From: To:

Provide justification for allotment override:

FUNCTION

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

FUND

FUND

Fund Type	Fund	Fund Name	Function

For Restricted Funds Only - Is the Fund: On Budget Off Budget

For Fund Types 1300, 1400, 6300, 6310 and 6350:

Legal citation, if any, authorizing the receipt of funds into a special revenue fund:

Legal citation, if any, that restricts the spending from the source of funds:

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:

Require Chart of Accounts Elements for Spending (S) or Revenue (R):

- | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> S | <input type="checkbox"/> R | <input type="checkbox"/> S | <input type="checkbox"/> R | <input type="checkbox"/> S | <input type="checkbox"/> R |
| <input type="checkbox"/> | Require Sub-Function | <input type="checkbox"/> | Require Appropriation Unit | <input type="checkbox"/> | Require Dept Object |
| <input type="checkbox"/> | Require Activity | <input type="checkbox"/> | Require Reporting Code | <input type="checkbox"/> | Require Location |
| <input type="checkbox"/> | Require Sub-Activity | <input type="checkbox"/> | Require Sub-Reporting Code | <input type="checkbox"/> | Require Sub-Location |

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 appropriate department 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 Governor’s Office for Policy and Management.
 - Enter the Capital Project name.
 - Function should be blank unless agency requires function codes to be entered on capital project transactions.
- **For Restricted Funds Only** – Do not change.
- **For Fund Types 1300, 1400, 6300, 6310 and 6350:**
 - **Legal citation, if any, authorizing the receipt of funds into a special revenue fund:** Leave blank.
 - **Legal citation, if any, that restricts the spending from the source of funds:** Leave blank.
- **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
07/16

Commonwealth of Kentucky
ACCOUNT MAINTENANCE FORM

Date: 5/12/2017

ACTION

- Establish
- Inactivate
- Change

Reason for Change:

FY:

DEPT:

Update Valid Fund Dept Function (VDF) Table

FUNCTION

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

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

For Restricted Funds Only - Is the Fund: On Budget Off Budget

For Fund Types 1300, 1400, 6300, 6310 and 6350:

Legal citation, if any, authorizing the receipt of funds into a special revenue fund:

Legal citation, if any, that restricts the spending from the source of funds:

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:

Require Chart of Accounts Elements for Spending (S) or Revenue (R):

- | | | | | | | | | |
|----------------------------|----------------------------|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------|
| <input type="checkbox"/> S | <input type="checkbox"/> R | Require Sub-Function | <input type="checkbox"/> S | <input type="checkbox"/> R | Require Appropriation Unit | <input type="checkbox"/> S | <input type="checkbox"/> R | Require Dept Object |
| <input type="checkbox"/> | <input type="checkbox"/> | Require Activity | <input type="checkbox"/> | <input type="checkbox"/> | Require Reporting Code | <input type="checkbox"/> | <input type="checkbox"/> | Require Location |
| <input type="checkbox"/> | <input type="checkbox"/> | Require Sub-Activity | <input type="checkbox"/> | <input type="checkbox"/> | Require Sub-Reporting Code | <input type="checkbox"/> | <input type="checkbox"/> | Require Sub-Location |

Agency Contact: _____

Governor's Office for Policy and Management

FINANCE USE ONLY

Fund Class	Fund Category	Fund Type	Fund Group	CAPR 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 project appropriated in a budget bill. 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 a 'Page Search' window with the following fields and results:

- Category: [Dropdown menu]
- Page Type: [Dropdown menu]
- Description: [Text input field]
- Page Code: FUND*
- Buttons: [Browse](#) [Clear](#)
- Table with columns: Description, Page Code
- Table Row: [Fund](#) FUND
- Navigation: First Prev Next Last

2. Select the underlined link "Fund".

Fund

Fiscal Year	Fund	Name	Active	Effective From	Effective To
✓ 2007	0100	General Fund	Yes		
2007	01AP	Abandoned Property Fund	Yes		
2007	01NE	Unredeemed Check Fund 0100	Yes		
2007	0301	Adair County Debt Service Fund	Yes		
2007	0302	Allen County Debt Service Fund	Yes		

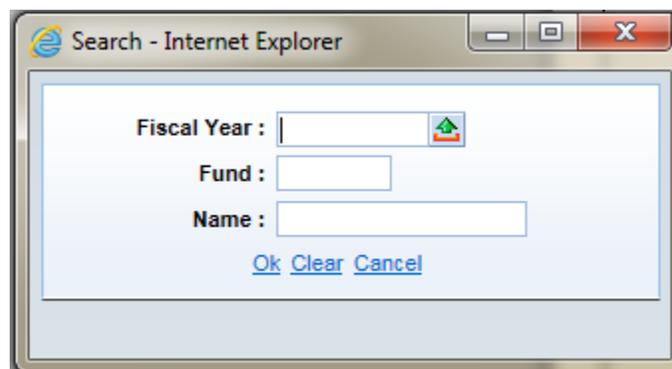
First Prev [Next](#) [Last](#)

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

▼ General Information

<p>*Fiscal Year : 2007 </p> <p>*Fund : 0100</p> <p>*Name : General Fund</p> <p>*Short Name : General</p> <p>*Bank : G1 </p> <p>*EFT Bank : G1 </p> <p>*Master Bank : G1 </p> <p>FY Beginning Balance : <input type="text"/></p> <p>Debt ID : <input type="text"/> </p>	<p>Effective From : <input type="text"/> </p> <p>Effective To : <input type="text"/> </p> <p>Active : <input checked="" type="checkbox"/></p> <p>Budgeting : <input checked="" type="checkbox"/></p> <p>Component Unit : <input type="checkbox"/></p> <p>Pool Fund : <input type="checkbox"/></p> <p>Major Fund : <input type="checkbox"/></p> <p>General Capital Assets (GCA) Fund : <input checked="" type="checkbox"/></p> <p>Responsibility Center Posting : <input checked="" type="checkbox"/></p> <p>Allow Override of Responsibility Center Posting : <input checked="" type="checkbox"/></p> <p>Allow Negative Investment Balance : <input type="checkbox"/></p> <p>Fixed Asset Intent Fund : <input type="checkbox"/></p>
--	---

3. Select Search



4. Enter the search criteria and select Ok.

Search - Internet Explorer

Fiscal Year : 2016

Fund :

Name : *HVAC*

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

Fund

Fiscal Year	Fund	Name	Active	Effective From	Effective To
2016	13C6	HBC HVAC Fund	Yes		
✓ 2016	C02F	Vocational Classroom HVAC Impr	No	06/09/2015	06/09/2015
2016	C0MK	FH HVAC Pan Coil Phase II	No	05/06/2015	05/06/2015
2016	C1AX	LLCC-HVAC Improvements	No	09/15/2014	09/15/2014
2016	C1DM	Bowling Green OET HVAC Renovat	No	12/10/2015	12/10/2015

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

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

General Information

*Fiscal Year : 2016	Effective From : 06/09/2015
*Fund : C02F	Effective To : 06/09/2015
*Name : Vocational Classroom HV	Active : <input type="checkbox"/>
*Short Name : 523	Budgeting : <input checked="" type="checkbox"/>
*Bank : GA	Component Unit : <input type="checkbox"/>
*EFT Bank : GA	Pool Fund : <input type="checkbox"/>
*Master Bank : GA	Major Fund : <input type="checkbox"/>
FY Beginning Balance : \$0.00	General Capital Assets (GCA) Fund : <input checked="" type="checkbox"/>
Debt ID :	Responsibility Center Posting : <input checked="" type="checkbox"/>
	Allow Override of Responsibility Center Posting : <input type="checkbox"/>
	Allow Negative Investment Balance : <input type="checkbox"/>
	Fixed Asset Intent Fund : <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
	Valid Fund Dept Function Combination	VDFD

First Prev Next Last

2. Select the underlined link “Valid Fund Dept Combination”.

Valid Fund Department Combination

	Fiscal Year	Fund	Fund Name	Department	Department Name
✓	2007	0100	General Fund	010	Legislative Research Commission
	2007	0100	General Fund	020	Judicial Form Retirement System
	2007	0100	General Fund	025	Judicial Department
	2007	0100	General Fund	030	Unified Prosecutorial System
	2007	0100	General Fund	035	Department Of Agriculture

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

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

*Fiscal Year : 

*Fund : 

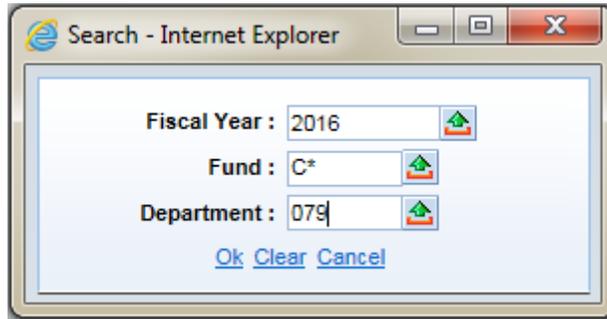
General Fund

*Department : 

Legislative Research Commission

[Invalid Fund Dept Combination](#)

3. Select Search and enter the search criteria and select Ok



Valid Fund Department Combination					
	Fiscal Year	Fund	Fund Name	Department	Department Name
✓	2016	C012	Enterprise Infrastructure Security	079	Commonwealth Office Of Technology
	2016	C013	Public Safety Commission Infrastructure - KEWS	079	Commonwealth Office Of Technology
	2016	C014	KIH Information Highway Upgrade Expansion	079	Commonwealth Office Of Technology
	2016	C0AP	Ky Information Highway Expansion 06-08	079	Commonwealth Office Of Technology
	2016	C0AS	Enterprise Applications Upgrade	079	Commonwealth Office Of Technology

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

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

*Fiscal Year : 2016

*Fund : C012
Enterprise Infrastructure Security

*Department : 079
Commonwealth Office Of Technology

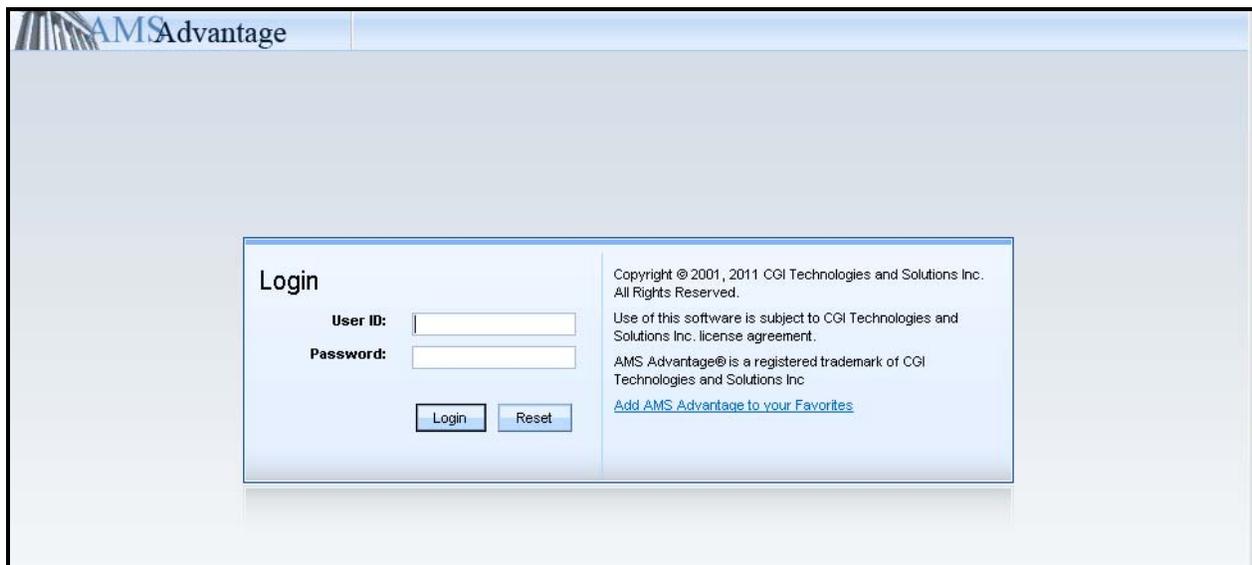
[Invalid Fund Dept Combination](#)

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.

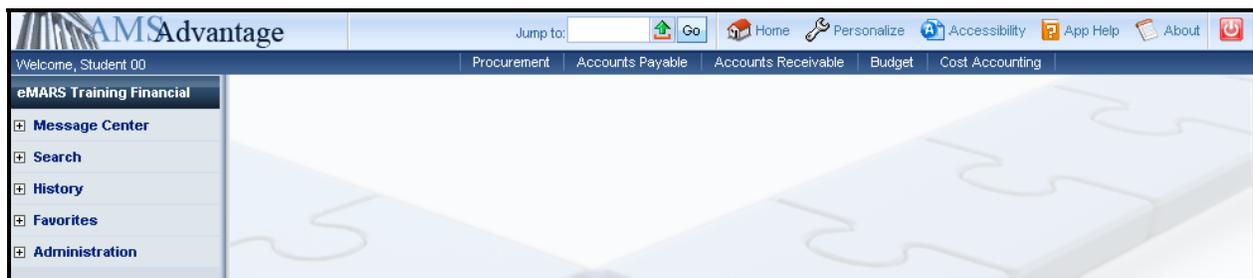
1. From the Login page, enter the following information:

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

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
	Valid Fund Dept Function Combination	VDFD

First Prev Next Last

2. Select underlined link “Valid Fund Dept Combination”.

Valid Fund Department Combination [Menu](#)

	Fiscal Year	Fund	Fund Name	Department	Department Name
✓	2007	0100	General Fund	005	General Assembly
	2007	0100	General Fund	010	Legislative Research Commission
	2007	0100	General Fund	020	Judicial Form Retirement System
	2007	0100	General Fund	025	Judicial Department
	2007	0100	General Fund	030	Unified Prosecutorial System

First Prev [Next](#) Last

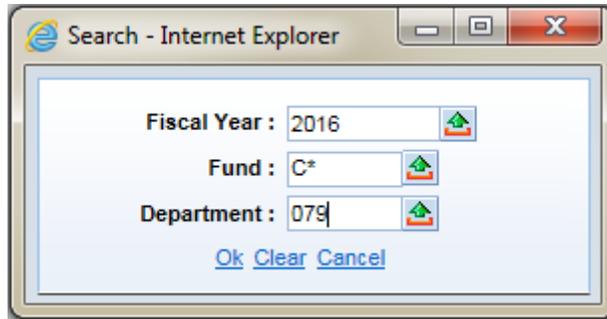
Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

*Fiscal Year : 

*Fund : 
 General Fund

*Department : 
 General Assembly

3. Select Search and enter "2016" in the Fiscal Year field, enter "C*" in the Fund field and the Department from the Student Card in the Department field. Select Ok.



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

Valid Fund Department Combination					
	<u>Fiscal Year</u>	<u>Fund</u>	<u>Fund Name</u>	<u>Department</u>	<u>Department Name</u>
✓	2016	C012	Enterprise Infrastructure Security	079	Commonwealth Office Of Technology
	2016	C013	Public Safety Commission Infrastructure - KEWS	079	Commonwealth Office Of Technology
	2016	C014	KIH Information Highway Upgrade Expansion	079	Commonwealth Office Of Technology
	2016	C0AP	Ky Information Highway Expansion 06-08	079	Commonwealth Office Of Technology
	2016	C0AS	Enterprise Applications Upgrade	079	Commonwealth Office Of Technology

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

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

*Fiscal Year : 2016

*Fund : C012
Enterprise Infrastructure Security

*Department : 079
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 prepared by Facilities and Support Services. This form is used to determine the amount 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/services/statewideacct/Pages/eMARSForms.aspx>.



eMARS 320 Executing 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



eMARS 320 Executing Capital Projects in eMARS

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 Executing 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



eMARS 320 Executing Capital Projects in eMARS

SAS-5
2/2/2006

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 "

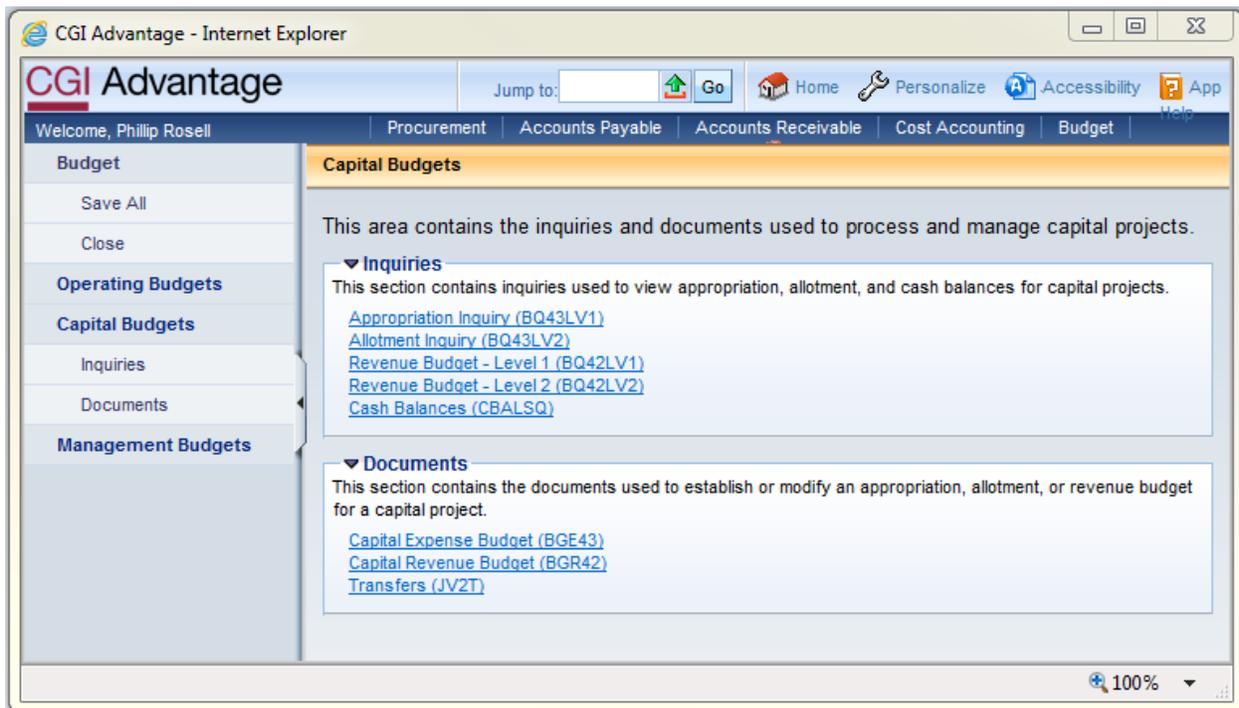
- 873 General Fund
- 874 Federal Fund
- 875 Bond Fund
- 876 Emergency, Repair, Maintenance & Replacement Fund
- 877 Equipment/Purchase Contingency Fund
- 878 Agency Fund
- 879 Investment Income Fund
- 880 Other Fund
- 881 Road Fund
- 882 Capital Construction Surplus Fund
- 883 Surplus Bond Proceeds
-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

5 – Capital Budget (BGE43) Document

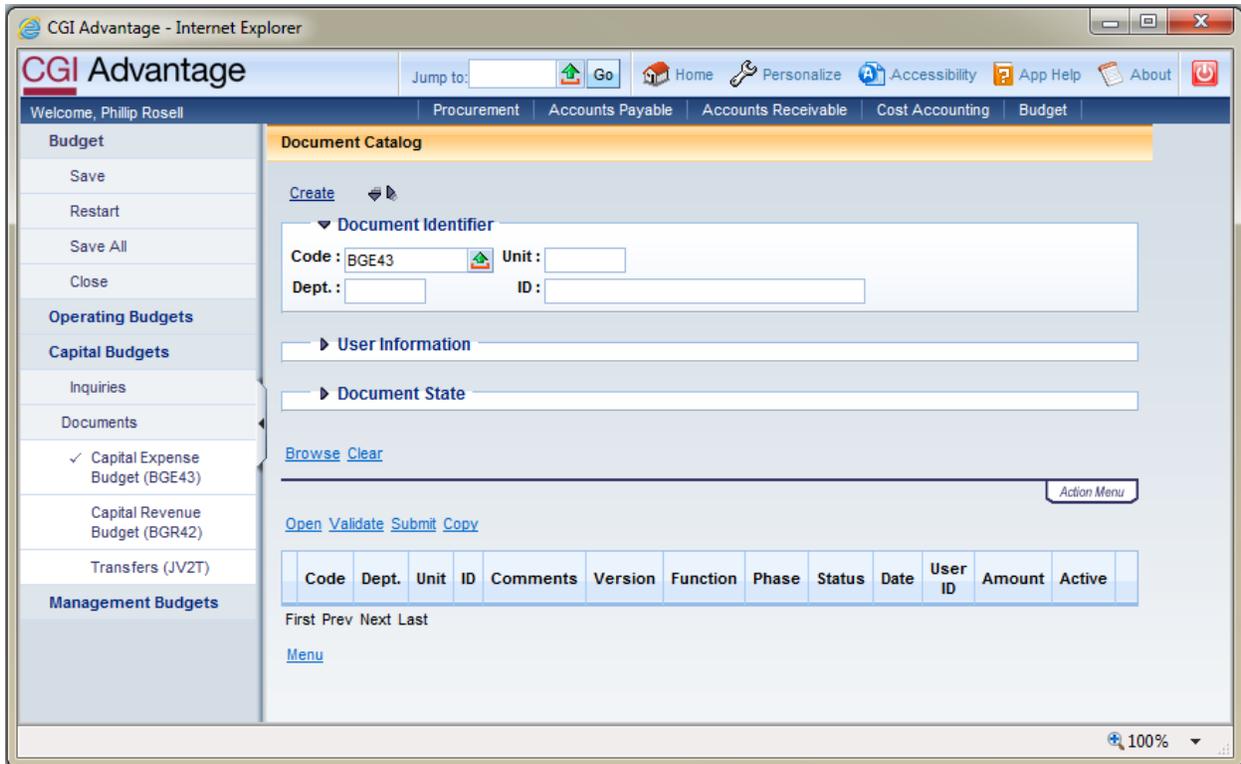
The Capital Budget (BGE43) document is used to establish or modify an Appropriation or Allotment for a capital project.

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

1. From the Budget Workspace – select Capital Budgets. Expand the Documents section on the page or select Documents from the secondary navigation panel.



2. Select Capital Expense Budget (BGE43).



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-CY00-1)

Select Create.

Document Catalog

[Search](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

4. Select Create.

The screenshot shows the AMS Advantage software interface. At the top, there is a navigation bar with 'Welcome, Rachelle Wilkins' and various menu items like 'Procurement', 'Accounts Payable', etc. Below this is a header bar for the 'Capital Budget Document(BGE43)' with fields for 'Dept: 670', 'ID: CPTL-C6PV-1', 'Ver.: 1', 'Function: New', and 'Phase: Draft'. The main area is titled 'Header' and contains several input fields for 'Transaction Date', 'Budget FY', 'Fiscal Year', 'Period', 'Start Date', and 'End Date'. Below these fields, it shows 'Created By: PTT0004', 'Created On: 03/27/2013', 'Modified By: PTT0004', and 'Modified On: 05/21/2013'. At the bottom, there is a toolbar with buttons for 'Save', 'Undo', 'Load Constraints', 'Appropriation Budget', 'Appropriation Controls', 'Expense Budget', and 'Expense Controls', each with a 'Total Lines: 0' indicator. A final row of buttons includes 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

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

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: PTT0004

Created On: 03/27/2013

Modified By: PTT0004

Modified On: 05/21/2013

Save Undo Load Constraints

- Select the Appropriation Budget accordion.

AMS Advantage Jump to: Go Home Personalize Accessibility App Help About

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

Capital Budget Document(BGE43) Dept: 670 ID: CPTL-C6PV-1 Ver.: 1 Function: New Phase: Draft Modified by PTT0004 , 03/27/2013

Header

Appropriation Budget Total Lines: 0

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:

Insert New Line Insert Copied Line Edit with Grid

Appropriation Controls Total Lines: 0

Expense Budget Total Lines: 0

Expense Controls Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close

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

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. Deactivate, Reactivate and Delete are only used centrally.
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 the Expense Budget accordion.

The screenshot displays the eMARS Advantage interface. At the top, the header includes the logo and navigation links. Below the header, a status bar shows 'Capital Budget Document(BGE43)' with various identifiers and a 'Phase: Draft' dropdown. The main content area features an accordion menu with three sections: 'Appropriation Budget' (Total Lines: 1), 'Appropriation Controls' (Total Lines: 0), and 'Expense Budget' (Total Lines: 0), which is currently expanded. The 'Expense Budget' section contains a table with columns for Budget FY, Fund, Department, Appr Unit, Bureau, Object, Dollar Amount, Increase/Decrease, and Event Type. Below the table is a form with 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, and Contact. At the bottom, there are buttons for 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', 'Smart Budget Rollup', 'Expense Controls' (Total Lines: 0), 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

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

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. Deactivate, Reactivate and Delete are only used centrally.
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:

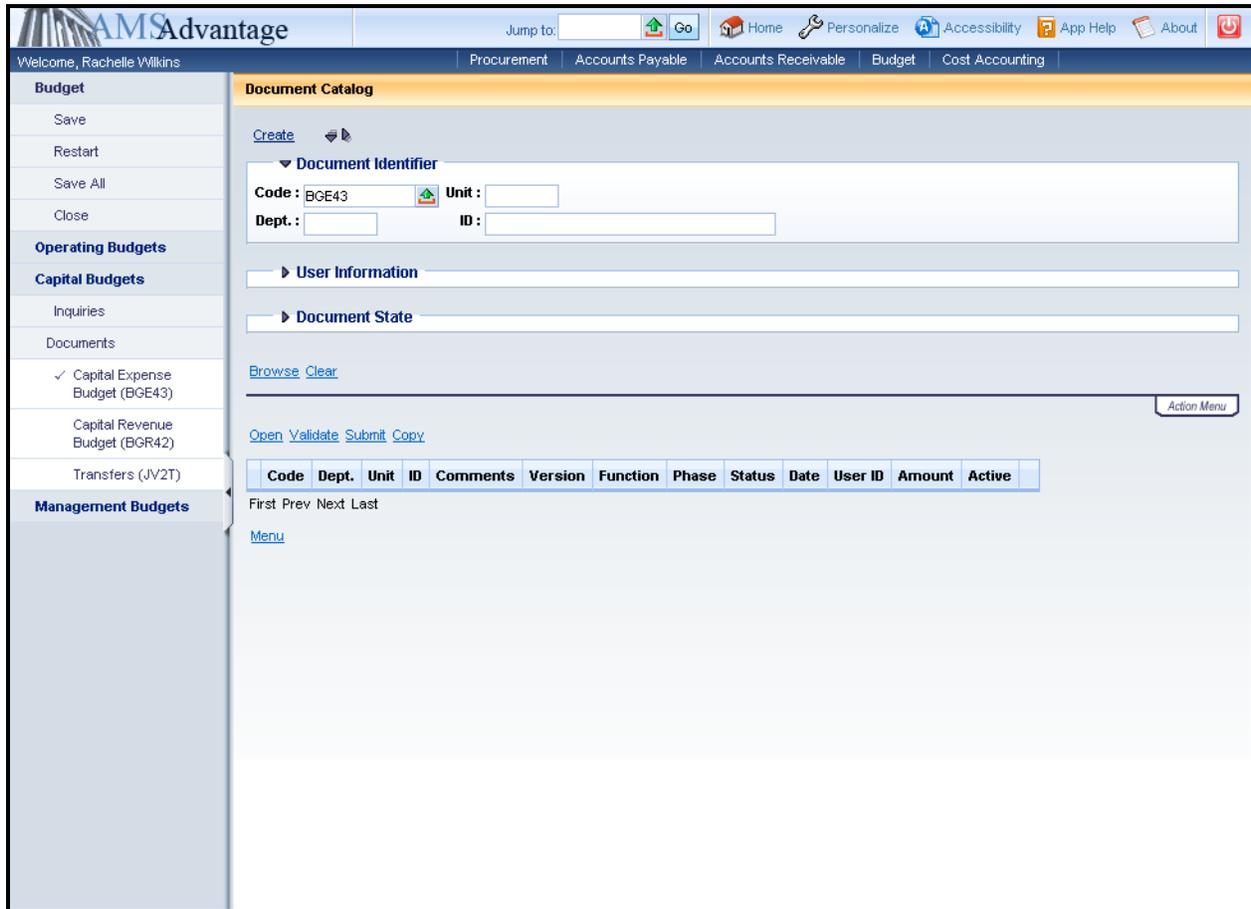
[Capital Project Appropriated in a Budget Bill](#)

The 2012-2014 Appropriation bill as enacted contains a capital project 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. Facilities and Support Services has worked with the agency to determine that the Allotments will be as follows:

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



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



- Complete the following information:

Dept	130
Unit	This will be different depending on the department. For this example, we will use D130.
ID	CPTL-CY06-1

Select Create.

Document Catalog

Search

▼ **Document Identifier**

Code : BGE43 **Unit :** D130

Dept. : 130 **ID :** CPTL-CY06-1

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

3. Select Create.

The screenshot shows the AMS Advantage software interface. At the top, there is a navigation bar with 'Jump to:' and 'Go' buttons, and a menu with 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this is a status bar with 'Welcome, Rachelle Wilkins' and navigation tabs for 'Procurement', 'Accounts Payable', 'Accounts Receivable', 'Budget', and 'Cost Accounting'. The main header area displays 'Capital Budget Document(BGE43) Dept: 130 ID: CPTL-CY06-1 Ver.: 1 Function: New Phase: Draft' and 'Modified by PTT0004, 03/27/2013'. The 'Header' section contains the following fields:

- Transaction Date:
- Budget FY:
- Fiscal Year:
- Period:
- Start Date:
- End Date:
- Created By: PTT0004
- Created On: 03/27/2013
- Modified By: PTT0004
- Modified On: 05/21/2013

At the bottom, there is a toolbar with 'Save', 'Undo', and 'Load Constraints' buttons. Below the toolbar is a summary table:

Appropriation Budget	Total Lines: 0	
Appropriation Controls	Total Lines: 0	
Expense Budget	Total Lines: 0	
Expense Controls	Total Lines: 0	

At the very bottom, there is another toolbar with 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close' buttons.



4. Budget FY: 9999

AMS Advantage | Jump to: | Home | Personalize | Accessibility | App Help | About

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

Capital Budget Document(BGE43) | Dept: 130 | ID: CPTL-CY06-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004 , 03/27/2013

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: PTT0004
Created On: 03/27/2013
Modified By: PTT0004
Modified On: 05/21/2013

Appropriation Budget	Total Lines: 0	<input type="button" value="Expand"/>
Appropriation Controls	Total Lines: 0	<input type="button" value="Expand"/>
Expense Budget	Total Lines: 0	<input type="button" value="Expand"/>
Expense Controls	Total Lines: 0	<input type="button" value="Expand"/>

5. Select the Expense Budget accordion and then select the Insert New Line button.

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.



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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	2012

AMS Advantage

Welcome, Rachelle Wilkins

Capital Budget Document(BGE43) Dept: 130 ID: CPTL-CY06-1 Ver.: 1 Function: New Phase: Draft Modified by PTT0004 , 03/27/2013

Header

Appropriation Budget Total Lines: 0

Appropriation Controls Total Lines: 0

Expense Budget Total Lines: 1

Expense Budget

Action: New

Event Type: XCAP

Name:

Start Date:

End Date:

Dollar Amount: 425000

Increase/Decrease: Increase

Budget FY:

Fiscal Year:

Period:

Fund: CY06

Department: 130

Appr Unit: CPTL

Bureau: CPTL

Object: E701

Contact:

Contact Name:

Description:

House Bill Number: 2012

Save Undo Insert New Line Insert Copied Line Edit with Grid Perform Budget Rollup Smart Budget Rollup

Expense Controls Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close

- There are two ways to create a second line. The Insert New Line button 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.

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

From 1 to 1 Total: 1

First Previous Next Last

To copy the line, select the copy line icon.



8. Select Insert Copied Line.

The screenshot displays the eMARS Advantage application interface. At the top, there is a navigation bar with tabs for Procurement, Accounts Payable, Accounts Receivable, Budget, and Cost Accounting. Below this, a header section shows the user's name (Rachelle Wilkins) and various system parameters like Dept: 130, ID: CPTL-CY06-1, and Phase: Draft. The main content area is divided into sections: Header, Appropriation Budget, Appropriation Controls, and Expense Budget. The Expense Budget section is currently active, showing a table with two lines of budget data. Below the table, there is a detailed form for editing an expense budget line, with 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, and Contact. The 'Insert Copied Line' button is highlighted in the bottom toolbar.

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

From 1 to 2 Total: 2

Expense Budget

Action: New
Event Type: XCAP
Name:
Start Date:
End Date:
Dollar Amount: \$425,000.00
Increase/Decrease: Increase

Budget FY:
Fiscal Year:
Period:
Fund: CY06
Department: 130
Appr Unit: CPTL
Bureau: CPTL
Object: E701
Contact:

Save Undo Insert New Line **Insert Copied Line** Edit with Grid Perform Budget Rollup Smart Budget Rollup

Expense Controls Total Lines: 0
Copy Validate Submit Discard Print Processing Workflow File Close



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

The screenshot shows the eMARS Advantage interface. At the top, there is a navigation bar with options like 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this, a status bar indicates 'Capital Budget Document(BGE43) Dept: 130 ID: CPTL-CY06-1 Ver.: 1 Function: New Phase: Draft' and 'Modified by PTT0004, 03/27/2013'. The main content area is divided into sections: 'Header' (Appropriation Budget, Appropriation Controls, Expense Budget), a table of budget lines, and an 'Expense Budget' form. The table shows two lines with a total of 2 lines. The 'Expense Budget' form has fields for Action (New), Event Type (XCAP), Name, Start Date, End Date, Dollar Amount (450000), Increase/Decrease (Increase), Budget FY, Fiscal Year, Period, Fund (CY06), Department (130), Appr Unit (CPTL), Bureau (CPTL), Object (E703), and Contact. At the bottom, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', 'Smart Budget Rollup', 'Expense Controls', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and '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.

The screenshot shows the eMARS Advantage interface after validation. At the top, a message bar says 'View All 1 of 1 | Document validated successfully'. The status bar remains the same. The 'Expense Budget' section now shows a table with two lines. The first line has Budget FY 9999, Fund CY06, Department 130, Appr Unit CPTL, Bureau CPTL, Object E701, Dollar Amount \$425,000.00, Increase/Decrease Increase, and Event Type XCAP. The second line has Budget FY 9999, Fund CY06, Department 130, Appr Unit CPTL, Bureau CPTL, Object E703, Dollar Amount \$450,000.00, Increase/Decrease Increase, and Event Type XCAP. The total is still 2 lines. The 'Expense Budget' form is no longer visible.

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

Exercise 2 – Complete Capital Expense (BGE43) Budget Bill Project

Scenario

HB 265 of the 2012-2014 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:

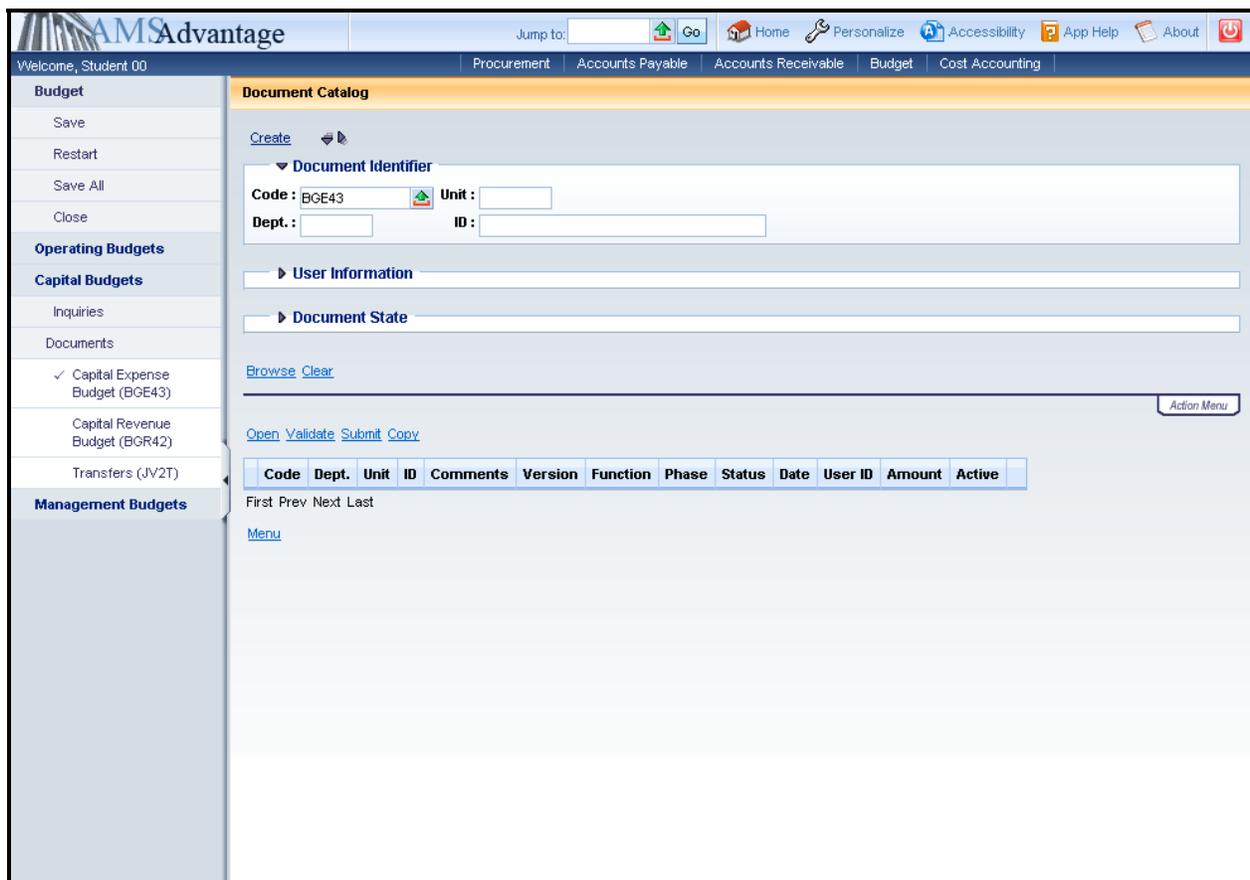
E710 Computer Equipment \$2,500,000

Task Overview

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

Procedures

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



The screenshot displays the eMARS Advantage web application interface. The top navigation bar includes the 'AMS Advantage' logo, a 'Jump to:' search field, and various utility icons like Home, Personalize, Accessibility, App Help, and About. Below the navigation bar, a secondary navigation panel on the left lists budget categories: Budget, Operating Budgets, Capital Budgets, and Management Budgets. The 'Capital Budgets' section is expanded, showing 'Capital Expense Budget (BGE43)' as the selected item. The main content area, titled 'Document Catalog', contains a 'Create' button and a 'Document Identifier' section with input fields for Code (BGE43), Unit, Dept., and ID. Below this are sections for 'User Information' and 'Document State'. At the bottom, there are links for 'Browse', 'Clear', 'Open', 'Validate', 'Submit', and 'Copy', along with an 'Action Menu' button. A table header is visible at the bottom of the main area, listing columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active.

2. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter fund from Student Card-1 Example: CPTL-CY09-1

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 Payable | Accounts Receivable | Budget | Cost Accounting

Capital Budget Document(BGE43) | Dept: 130 | ID: CPTL-CY09-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 03/27/2013

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: PTT0004

Created On: 03/27/2013

Modified By: PTT0004

Modified On: 05/21/2013

Save Undo Load Constraints

4. Budget FY: 9999

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

Capital Budget Document(BGE43) | Dept: 130 | ID: CPTL-CY09-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 03/27/2013

Header

Transaction Date:

Budget FY: 9999

Fiscal Year:

Period:

Start Date:

End Date:

Created By: PTT0004

Created On: 03/27/2013

Modified By: PTT0004

Modified On: 05/21/2013

Save Undo Load Constraints



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

- 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	2012

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.

[Other 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 2012-2014 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 2012-2014 Maintenance Pool for Parks.

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



2. Complete the following information:

Dept	670
Unit	This will be different depending on the department. For this example, we will use 1810.
ID	CPTL-CY05-1

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 eMARS Advantage application interface. At the top, there is a navigation bar with the following items: Home, Personalize, Accessibility, App Help, and About. Below this is a breadcrumb trail: Procurement > Accounts Payable > Accounts Receivable > Budget > Cost Accounting. The main header area displays the document details: Capital Budget Document(BGE43) | Dept: 670 | ID: CPTL-CY05-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by: PTT0004 | 03/27/2013.

The main content area is titled "Header" and contains the following fields:

- Transaction Date:
- Budget FY:
- Fiscal Year:
- Period:
- Start Date:
- End Date:
- Created By: PTT0004
- Created On: 03/27/2013
- Modified By: PTT0004
- Modified On: 05/21/2013

At the bottom of the screen, there is a toolbar with the following buttons: Save, Undo, Load Constraints, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

Below the toolbar, there is a summary table:

Appropriation Budget	Total Lines: 0	
Appropriation Controls	Total Lines: 0	
Expense Budget	Total Lines: 0	
Expense Controls	Total Lines: 0	

4. Budget FY: 9999

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: PTT0004

Created On: 03/27/2013

Modified By: PTT0004

Modified On: 05/21/2013

5. Select the Appropriation Budget accordion and select the Insert New Line button.

AMS Advantage

Welcome, Rachelle Wilkins

Capital Budget Document(BGE43) Dept: 670 ID: CPTL-CY05-1 Ver.: 1 Function: New Phase: Draft Modified by PTT0004 03/27/2013

Header

Appropriation Budget Total Lines: 1

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease	Event Type
					Increase	

From 1 to 1 Total: 1

Appropriation Budget

Action: New

Event Type:

Name:

Start Date:

End Date:

Dollar Amount:

Increase/Decrease: Increase

Budget FY:

Fiscal Year:

Period:

Fund:

Department:

Appr Unit:

Contact:

Contact Name:

Description:

Save Undo **Insert New Line** Insert Copied Line Edit with Grid

Appropriation Controls Total Lines: 0

Expense Budget Total Lines: 0

Expense Controls Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close



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	2013



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AMS Advantage | Welcome, Rachelle Wilkins | Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Jump to:

Capital Budget Document(BGE43) | Dept: 670 | ID: CPTL-CY05-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 05/24/2013

Header

Appropriation Budget Total Lines: 1

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease	Event Type
					Increase	

From 1 to 1 Total: 1

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:

Appropriation Controls	Total Lines: 0
Expense Budget	Total Lines: 0
Expense Controls	Total Lines: 0

7. Select the Insert New Line button. This line will be used to reduce the Appropriation on the 2012-2014 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.



eMARS 320 Executing Capital Projects in eMARS

Period	Leave blank. It will be inferred from the system date.
Fund	C6C6
Department	670
Appr Unit	“CPTL”
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2012

The screenshot displays the eMARS Advantage software interface. At the top, the user is logged in as 'Rachelle Wilkins'. The main header shows 'Capital Budget Document(BGE43)' with details: Dept: 670, ID: CPTL-CY05-1, Ver.: 1, Function: New, Phase: Draft, and Modified by PTT0004 on 03/27/2013. Below the header is a table for 'Appropriation Budget' with 2 total lines. The first line shows a dollar amount of \$11,500.00, an increase, and event type X050. The second line shows a decrease of \$11,500.00 with event type X050. The main form area is titled 'Appropriation Budget' and contains various input fields: Action (Modify), Event Type (X050), Name, Start Date, End Date, Dollar Amount (\$11,500.00), Increase/Decrease (Decrease), Budget FY, Fiscal Year, Period, Fund (C6C6), Department (670), Appr Unit (CPTL), Contact, Contact Name, and Description. At the bottom, there are control buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close. Summary statistics at the bottom show: Appropriation Controls (Total Lines: 0), Expense Budget (Total Lines: 0), and Expense Controls (Total Lines: 0).



9. Select the Expense Budget accordion and the Insert New Line button.

The screenshot shows the eMARS Advantage interface. At the top, there's a navigation bar with 'Jump to:' and 'Go' buttons, and a menu with 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below that, a breadcrumb trail shows 'Capital Budget Document(BGE43) Dept: 670 ID: CPTL-CY05-1 Ver.: 1 Function: New Phase: Draft Modified by PIT0004 03/27/2013'. The main content area has an accordion menu with 'Appropriation Budget' (Total Lines: 2), 'Appropriation Controls' (Total Lines: 0), and 'Expense Budget' (Total Lines: 1) selected. Below the accordion is a table with columns: Budget FY, Fund, Department, Appr Unit, Bureau, Object, Dollar Amount, Increase/Decrease, Event Type. The table shows one line with 'Increase' in the Increase/Decrease column. Below the table is the 'Expense Budget' form with various input fields and a toolbar with buttons like 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', and 'Smart Budget Rollup'.

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.



eMARS 320 Executing Capital Projects in eMARS

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	2013

AMS Advantage | Jump to: [] Go | Home | Personalize | Accessibility | App Help | About

Welcome, Rachele Wilkins | Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Capital Budget Document(BGE43) | Dept: 670 | ID: CPTL-CY05-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by: PTT0004, 03/27/2013

Header

Appropriation Budget	Total Lines: 2
Appropriation Controls	Total Lines: 0
Expense Budget	Total Lines: 1

Expense Budget

Action: New	Budget FY: []
Event Type: XCAP	Fiscal Year: []
Name: []	Period: []
Start Date: []	Fund: CY05
End Date: []	Department: 670
Dollar Amount: 5000	Appr Unit: CPTL
Increase/Decrease: Increase	Bureau: CPTL
	Object: E701
	Contact: []
	Contact Name: []
	Description: []
	House Bill Number: 2012

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid | Perform Budget Rollup | Smart Budget Rollup

Expense Controls | Total Lines: 0

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close



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

The screenshot displays the eMARS Advantage interface. At the top, the user is logged in as 'Rachelle Wilkins'. The main header shows 'Capital Budget Document(BGE43)' with details: Dept: 670, ID: CPTL-CY05-1, Ver.: 1, Function: New, Phase: Draft, and Modified by: PTD004 on 03/27/2013. Below this is a 'Header' section with a table:

Header	Total Lines
Appropriation Budget	2
Appropriation Controls	0
Expense Budget	2

The main table below has the following columns: Budget FY, Fund, Department, Appr Unit, Bureau, Object, Dollar Amount, Increase/Decrease, and Event Type. It contains two rows of data:

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

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

- Action: New
- Event Type: XCAP
- Name: [Empty]
- Start Date: [Calendar icon]
- End Date: [Calendar icon]
- 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]

At the bottom, there is a toolbar with buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup, Expense Controls, Total Lines: 0, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.



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

The screenshot shows the eMARS Advantage interface for editing a Capital Budget Document (BGE43). The document is in the 'Draft' phase. The 'Expense Budget' section is active, showing a table with two lines. The second line is selected, and the 'Expense Budget' form is open below it. The form fields are as follows:

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

The 'Expense Budget' form fields are:

- Action: New
- Event Type: XCAP
- Name: (empty)
- Start Date: (empty)
- End Date: (empty)
- Dollar Amount: 6500
- Increase/Decrease: Increase
- Budget FY: (empty)
- Fiscal Year: (empty)
- Period: (empty)
- Fund: CY05
- Department: 670
- Appr Unit: CPTL
- Bureau: CPTL
- Object: E703
- Contact: (empty)

Buttons at the bottom include Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

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.

The screenshot shows the eMARS Advantage interface after the document has been validated successfully. The 'Expense Budget' section is still active, and the table now shows two lines with updated values:

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease	Event Type
9999	CY05	670	CPTL	CPTL	E701	\$5,000.00	Increase	XCAP
9999	CY05	670	CPTL	CPTL	E703	\$6,500.00	Increase	XCAP

A message at the top left of the interface reads: 'View All 1 of 1 | Document validated successfully'. The 'Expense Budget' form fields are now empty.

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

Exercise 3 – Complete Capital Expense (BGE43) Other 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:

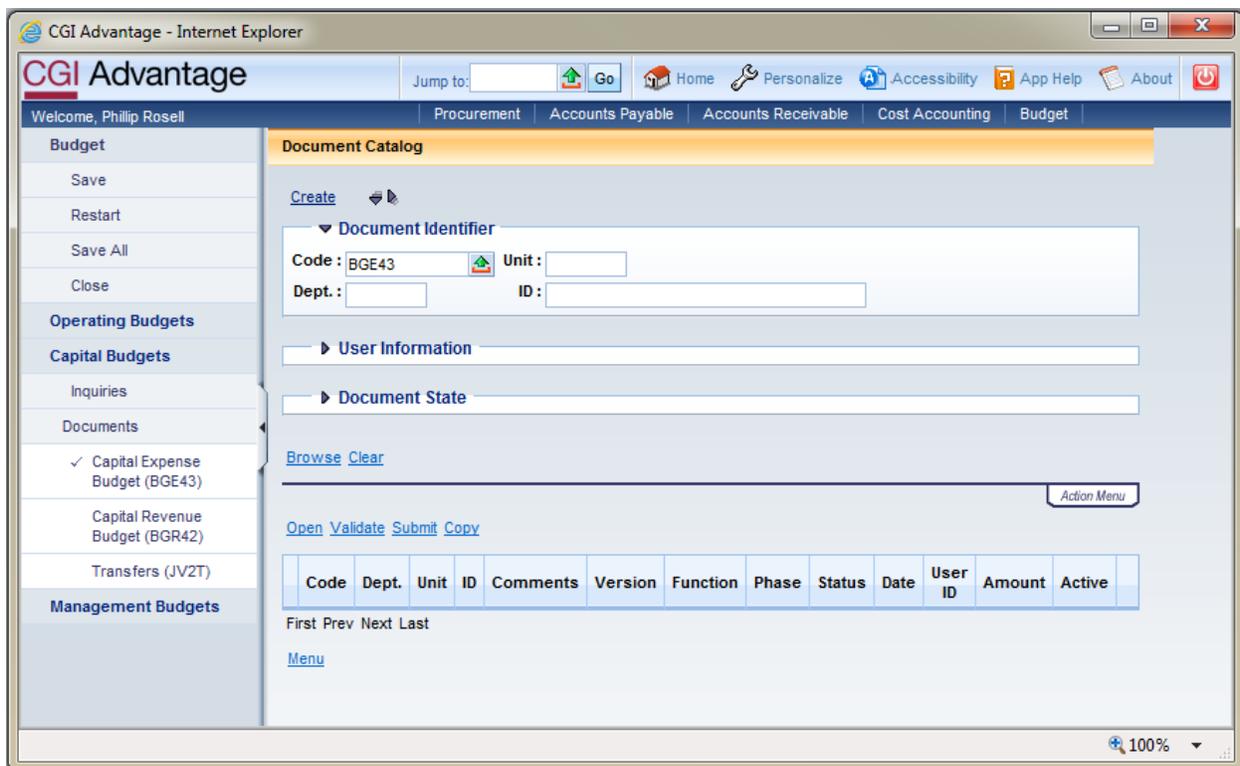
E703	General Construction	\$73,000
E701	Architect and Engineer Fees	\$3,000

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

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



2. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter ID Fund from Student Card-1 Example: CPTL-CY09-1

Select Create.

Document Catalog

[Search](#) 

▼ **Document Identifier**

Code : BGE43  Unit :

Dept. : ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)



3. Select Create.

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

Capital Budget Document(BGE43) | Dept: 130 | ID: CPTL-CY09-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 03/27/2013

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

Start Date:

End Date:

Created By: PTT0004
Created On: 03/27/2013
Modified By: PTT0004
Modified On: 05/21/2013

Save Undo Load Constraints

4. Budget FY: **9999**

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

Capital Budget Document(BGE43) | Dept: 130 | ID: CPTL-CY09-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 03/27/2013

Header

Transaction Date:

Budget FY:

Fiscal Year:

Period:

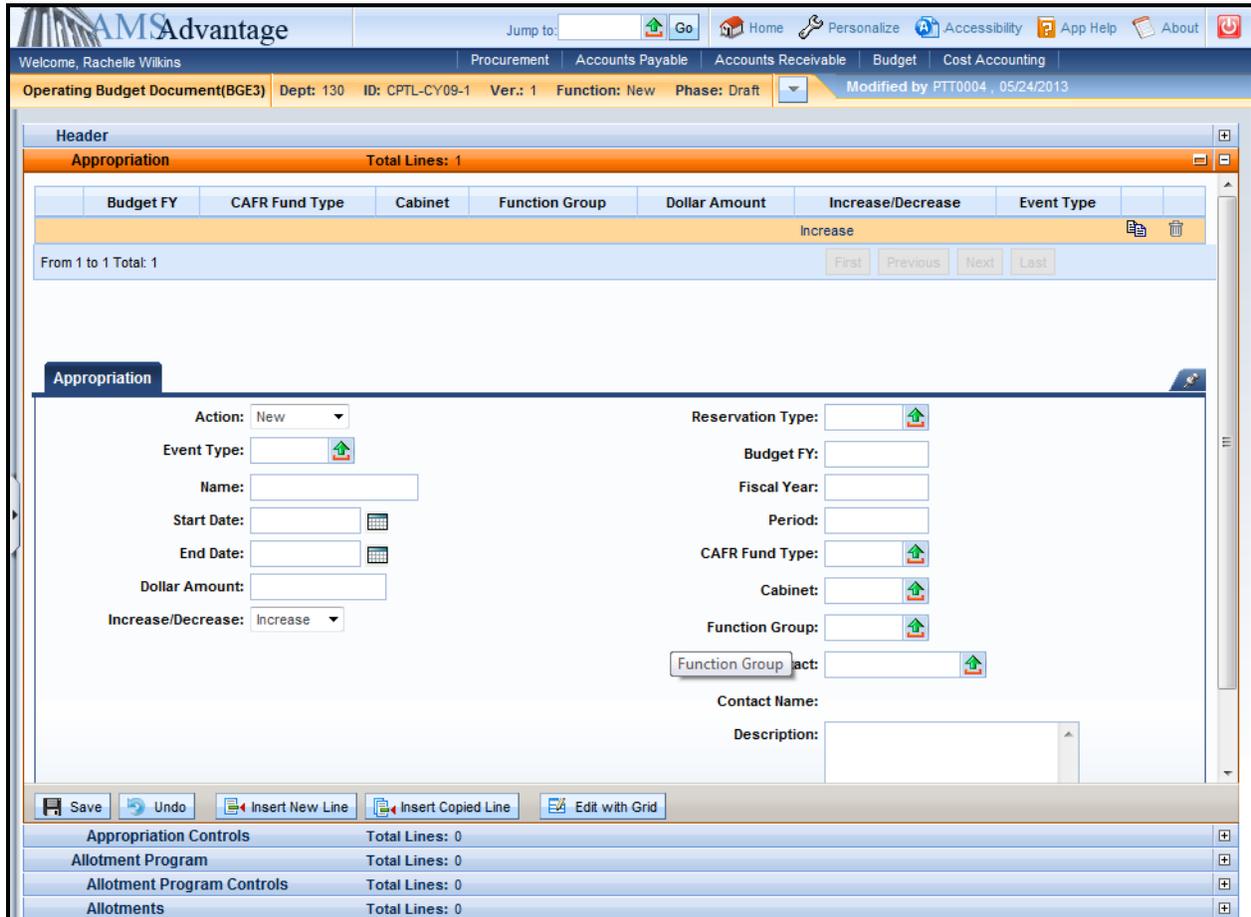
Start Date:

End Date:

Created By: PTT0004
Created On: 03/27/2013
Modified By: PTT0004
Modified On: 05/21/2013

Save Undo Load Constraints

5. Select the Appropriation Budget accordion and then select the Insert New Line button.



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	2013

7. Select the copy line icon.



8. Select the Insert Copied Line button.

9. Change the following information:

Action	Change to Modify
Increase/Decrease	Change to Decrease
Fund	Enter Maintenance Pool Fund from Student Card
House Bill Number	Change to 2012

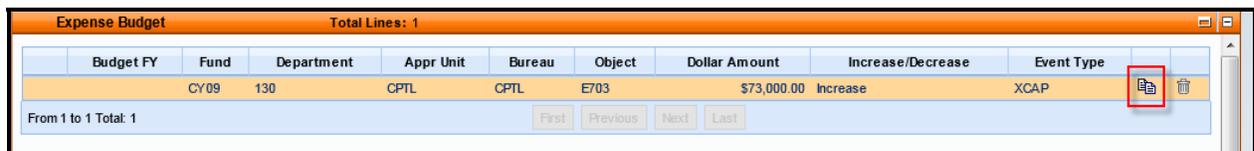
10. Select the Expense Budget accordion and then select the Insert New Line button

11. Enter the following:

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	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	2013

12. Select the copy line icon.



13. Select the Insert Copied Line button.

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.



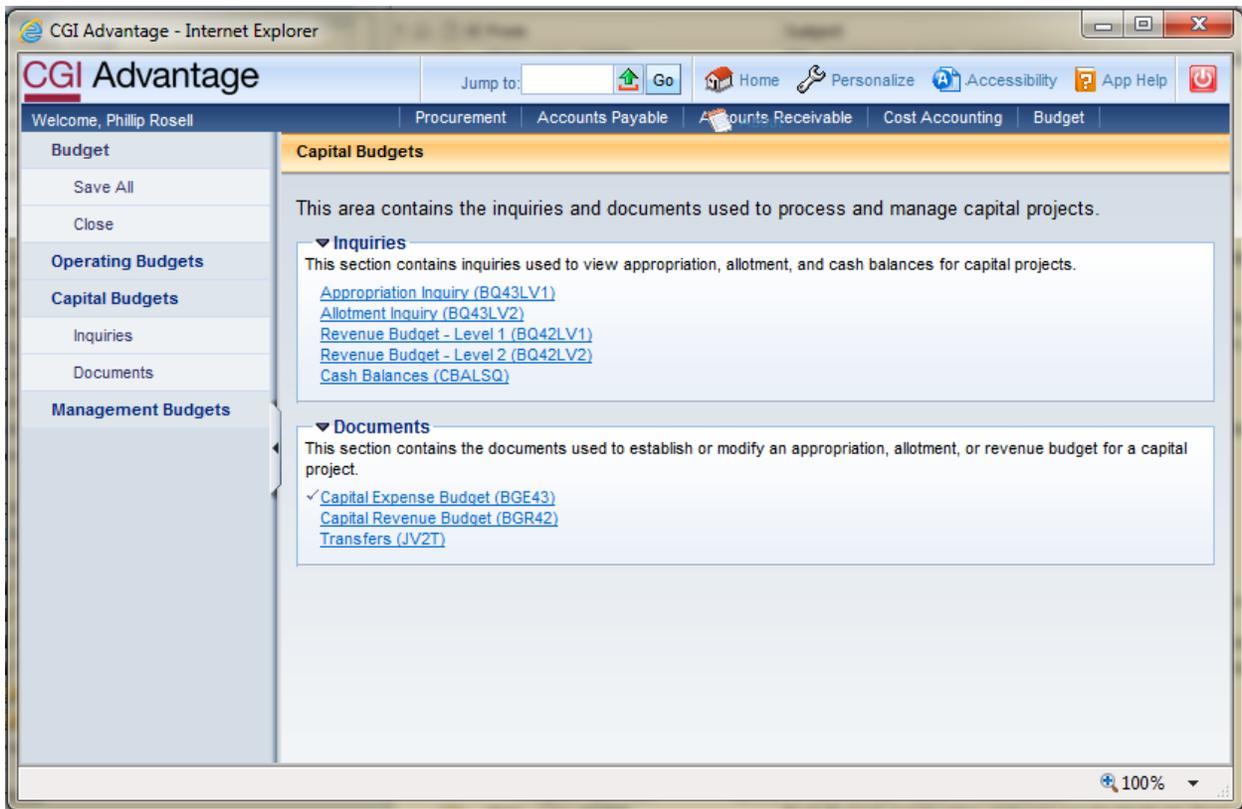
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6 – Revenue Budget (BGR42) Document

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 Budget Workspace select Capital Revenue Budget (BGR42) from the secondary navigation panel under Capital Budgets - 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-CY00-1)

Select Create.

Document Catalog

[Search](#) 

▼ **Document Identifier**

Code : BGR42  Unit : 1810

Dept. : 670 ID : CPTL-CY00-1

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

3. Select Create.

AMS Advantage Jump to: [Go](#) [Home](#) [Personalize](#) [Accessibility](#) [App Help](#) [About](#) 

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

Revenue Budget 42 Document(BGR42) Dept: 670 ID: CPTL-CY00-1 Ver.: 1 Function: New Phase: Draft Modified by PTT0004 , 03/27/2013

Header

Transaction Date: 

Budget FY:

Fiscal Year:

Period:

Start Date: 

End Date: 

Created By: PTT0004

Created On: 05/22/2013

Modified By: PTT0004

Modified On: 05/22/2013

[Save](#) [Undo](#) [Load Constraints](#)

Summary Revenue	Total Lines: 0	
Summary Controls	Total Lines: 0	
Detail Revenue	Total Lines: 0	
Detail Controls	Total Lines: 0	

[Copy](#) [Validate](#) [Submit](#) [Discard](#) [Print](#) [Processing](#) [Workflow](#) [File](#) [Close](#)



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

AMS Advantage

Welcome, Rachelle Wilkins

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Revenue Budget 42 Document(BGR42) Dept: 670 ID: CPTL-CY00-1 Ver.: 1 Function: New Phase: Draft Modified by PTT0004, 03/27/2013

Header

Transaction Date:

Budget FY: 9999

Fiscal Year:

Period:

Start Date:

End Date:

Created By: PTT0004
Created On: 05/22/2013
Modified By: PTT0004
Modified On: 05/22/2013

Save Undo Load Constraints

Summary Revenue	Total Lines: 0
Summary Controls	Total Lines: 0
Detail Revenue	Total Lines: 0
Detail Controls	Total Lines: 0

Copy Validate Submit Discard Print Processing Workflow File Close



5. Select the Detail Revenue accordion.

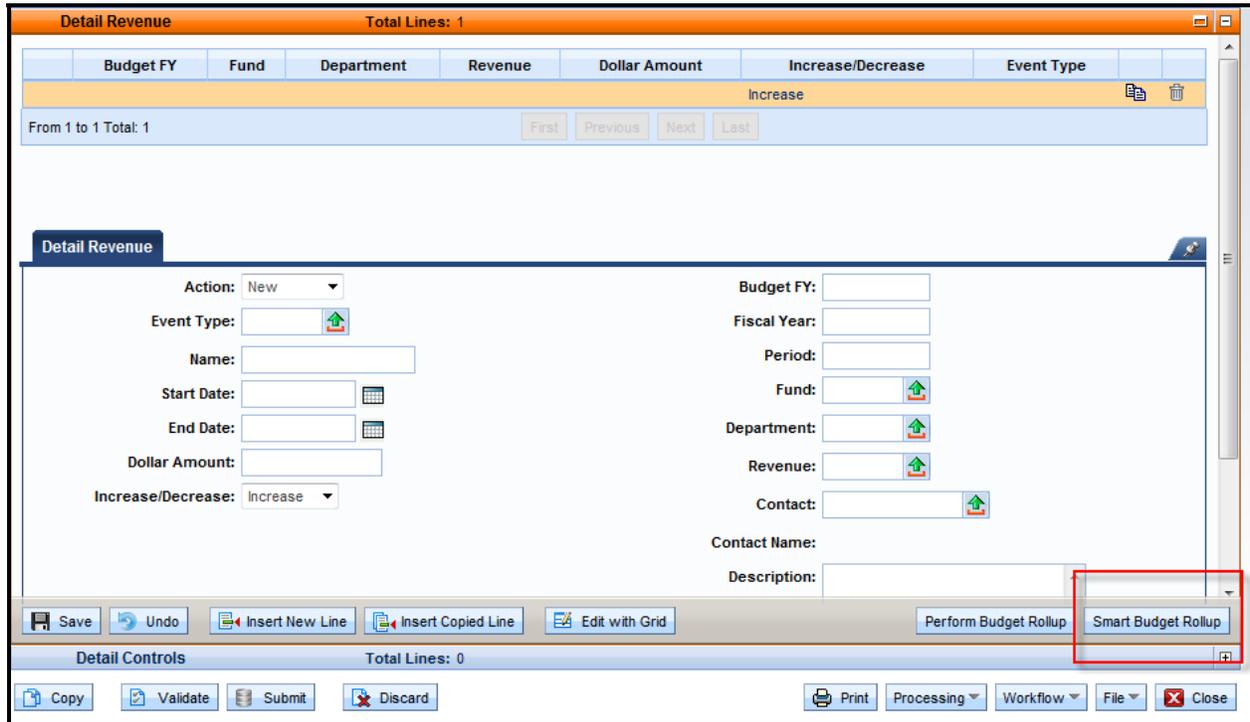
6. Use this screen to enter the budgeted funding for the capital project. Select the Insert New Line button.



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. Deactivate, Reactive and Delete are only used centrally.
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.



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

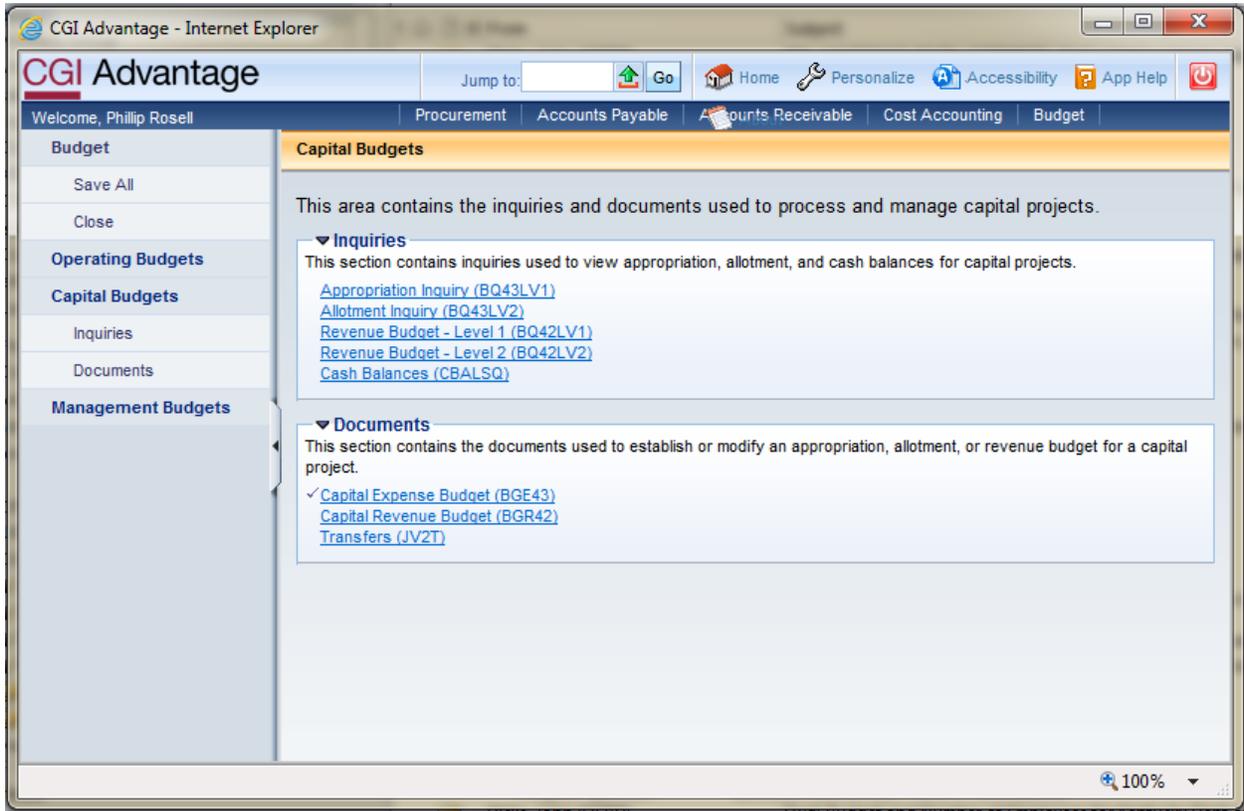
[Budget Bill Capital Projects](#)

For capital projects appropriated in a budget bill, the Revenue Budget (BGR42) documents will be loaded from KBUD.

[Other Capital Projects](#)

Let's walk through the steps for other Capital Projects. 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.

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



- Complete the following information:

Dept	670
Unit	This will be different depending on the department. For this example, we will use 1810.
ID	CPTL-CY05-1



Select Create.

Document Catalog

Search

▼ **Document Identifier**

Code : BGR42 Unit : 1810
Dept. : 670 ID : CPTL-CY05-1

▼ **Other Options**

Auto Numbering :
Create Template :

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

3. Select Create.

AMS Advantage | Jump to: | Home Personalize Accessibility App Help About

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

Revenue Budget 42 Document(BGR42) | Dept: 670 | ID: CPTL-CY05-1 | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 05/22/2013

Header

Transaction Date:
Budget FY:
Fiscal Year:
Period:
Start Date:
End Date:
Created By: PTT0004
Created On: 05/22/2013
Modified By: PTT0004
Modified On: 05/22/2013

Save Undo Load Constraints

Summary Revenue	Total Lines: 0	
Summary Controls	Total Lines: 0	
Detail Revenue	Total Lines: 0	
Detail Controls	Total Lines: 0	

Copy Validate Submit Discard Print Processing Workflow File Close



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

The screenshot displays the 'AMS Advantage' software interface. At the top, there is a navigation bar with options like 'Jump to', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this, a status bar shows 'Welcome, Rachelle Wilkins' and various menu options: 'Procurement', 'Accounts Payable', 'Accounts Receivable', 'Budget', and 'Cost Accounting'. The main header area contains the following information:

- Document: Revenue Budget 42 Document(BGR42)
- Dept: 670 ID: CPTL-CY05-1 Ver.: 1 Function: New Phase: Draft
- Modified by: PTT0004, 05/22/2013

The 'Header' section is highlighted in orange and contains the following fields:

- Transaction Date: []
- Budget FY: 9999
- Fiscal Year: []
- Period: []
- Start Date: []
- End Date: []
- Created By: PTT0004
- Created On: 05/22/2013
- Modified By: PTT0004
- Modified On: 05/22/2013

Below the header, there is a toolbar with 'Save', 'Undo', and 'Load Constraints' buttons. A table at the bottom shows the following summary and detail lines:

Summary Revenue	Total Lines: 0	[+]
Summary Controls	Total Lines: 0	[+]
Detail Revenue	Total Lines: 0	[+]
Detail Controls	Total Lines: 0	[+]

At the bottom of the interface, there is another toolbar with 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close' buttons.



5. Select the Detail Revenue accordion.

The screenshot displays the eMARS Advantage web application interface. At the top, the header includes the 'AMS Advantage' logo, a navigation menu with 'Procurement', 'Accounts Payable', 'Accounts Receivable', 'Budget', and 'Cost Accounting', and a user welcome message for 'Rachelle Wilkins'. Below the header, a status bar shows 'Revenue Budget 42 Document(BGR42)' with details: Dept: 670, ID: CPTL-CY05-1, Ver.: 1, Function: New, Phase: Draft, and Modified by PTT0004 on 05/22/2013.

The main content area features an accordion menu with three sections: 'Header', 'Summary Revenue', and 'Detail Revenue'. The 'Detail Revenue' section is expanded, showing a table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, Increase/Decrease, and Event Type. Below the table, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. The 'From 0 to 0 Total: 0' text is visible.

Below the table is a 'Detail Revenue' form with various input fields and dropdown menus:

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

At the bottom of the form, there are buttons for 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', and 'Smart Budget Rollup'. Below the form is a 'Detail Controls' section with buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.



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

The screenshot displays the eMARS Advantage software interface. At the top, the header shows the user's name (Rachelle Wilkins) and navigation options like Home, Personalize, Accessibility, App Help, and About. Below the header, the document information is displayed: Revenue Budget 42 Document (BGR42), Dept: 670, ID: CPTL-CY05-1, Ver.: 1, Function: New, Phase: Draft, and Modified by: PTT0004, 05/22/2013.

The main content area is divided into sections. The 'Header' section shows 'Summary Revenue' and 'Summary Controls' with 'Total Lines: 0'. The 'Detail Revenue' section shows 'Total Lines: 1'. Below this is a table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, Increase/Decrease, and Event Type. The table contains one row with the value 'Increase' in the 'Increase/Decrease' column. Navigation buttons (First, Previous, Next, Last) are present below the table.

The 'Detail Revenue' form is open, showing fields for: 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, and Description. The 'Insert New Line' button is highlighted in the bottom toolbar.

The bottom toolbar contains buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.



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	BFBF
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2013



This will create the budgeted funding for Other capital projects.

The screenshot shows the AMS Advantage software interface. At the top, there is a navigation bar with options like Home, Personalize, Accessibility, App Help, and About. Below this is a header section with document details: "Revenue Budget 42 Document(BGR42)", "Dept: 670", "ID: CPTL-CY05-1", "Ver.: 1", "Function: New", "Phase: Draft", and "Modified by PTT004, 05/24/2013".

The main content area is divided into sections: "Header", "Summary Revenue", "Summary Controls", and "Detail Revenue". The "Detail Revenue" section shows a table with one line item:

Budget FY	Fund	Department	Revenue	Dollar Amount	Increase/Decrease	Event Type
9999	CY05	670	BFBF	\$11,500.00	Increase	XRMD

Below the table, there are navigation buttons: "From 1 to 1 Total: 1", "First", "Previous", "Next", "Last".

The "Detail Revenue" form is open, showing fields for:

- Action: New
- Event Type: XRMD
- Name: (blank)
- Start Date: (blank)
- End Date: 12/31/2040
- Dollar Amount: \$11,500.00
- Increase/Decrease: Increase
- Budget FY: 9999
- Fiscal Year: 2013
- Period: 11
- Fund: CY05
- Department: 670
- Revenue: BFBF
- Contact: (blank)
- Contact Name: (blank)
- Description: (blank)
- House Bill Number: 2013

At the bottom of the form, there are buttons for "Save", "Undo", "Insert New Line", "Insert Copied Line", "Edit with Grid", "Perform Budget Rollup", and "Smart Budget Rollup". Below the form is a "Detail Controls" section with buttons for "Copy", "Validate", "Submit", "Discard", "Print", "Processing", "Workflow", "File", and "Close".

- Select the Insert New Line button and enter the following information to reduce the budgeted funding for the 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

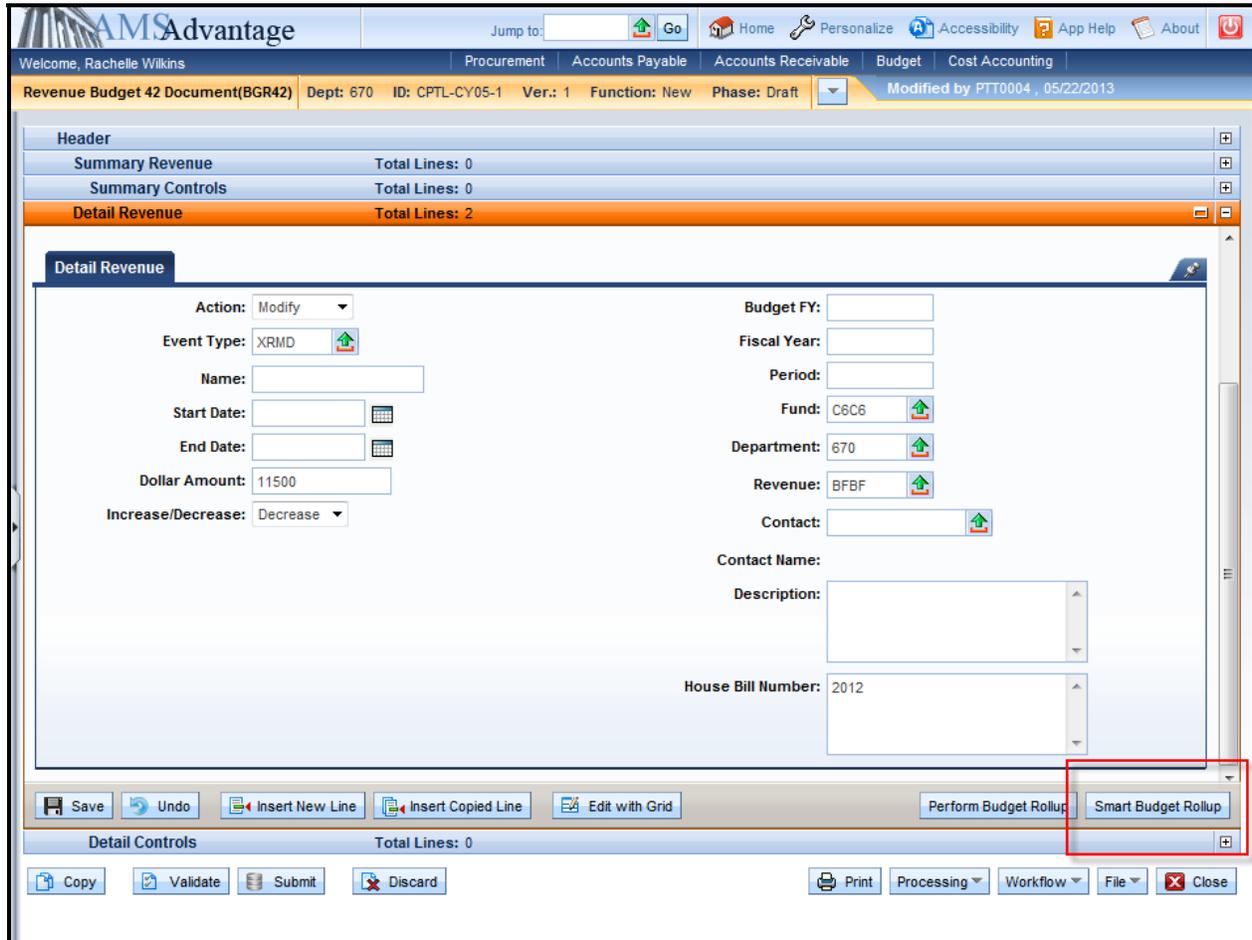


Budget FY	Leave blank. It will be inferred from the Header.
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	CZ86
Department	670
Revenue	BFII
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2012

This will reduce the budgeted funding for the capital project.

The screenshot displays the 'eMARS Advantage' software interface. At the top, there is a navigation bar with 'Jump to:' and 'Go' buttons, along with links for Home, Personalize, Accessibility, App Help, and About. Below this is a header section with 'Welcome, Rachelle Wilkins' and tabs for Procurement, Accounts Payable, Accounts Receivable, Budget, and Cost Accounting. The main content area shows a 'Revenue Budget 42 Document(BGR42)' with details: Dept: 670, ID: CPTL-CY05-1, Ver.: 1, Function: New, Phase: Draft, and Modified by PTT0004, 05/22/2013. The 'Detail Revenue' section is active, showing a form with the following fields: Action: Modify, Event Type: XRMD, Name: (empty), Start Date: (empty), End Date: (empty), Dollar Amount: 11500, Increase/Decrease: Decrease, Budget FY: (empty), Fiscal Year: (empty), Period: (empty), Fund: C6C6, Department: 670, Revenue: BFBF, Contact: (empty), Contact Name: (empty), Description: (empty), and House Bill Number: 2012. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup, Detail Controls, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

9. Select Smart Budget Rollup.



The screenshot shows the AMS Advantage software interface. At the top, there is a navigation bar with the logo and user information. Below that, a menu bar includes options like Procurement, Accounts Payable, Accounts Receivable, Budget, and Cost Accounting. The main header displays document information: "Revenue Budget 42 Document(BGR42)", "Dept: 670", "ID: CPTL-CY05-1", "Ver.: 1", "Function: New", "Phase: Draft", and "Modified by PTT0004, 05/22/2013".

The central part of the screen is the "Detail Revenue" form. It contains several input fields and dropdown menus for configuring a revenue line. The "Action" is set to "Modify". The "Event Type" is "XRMD". The "Name" field is empty. The "Start Date" and "End Date" fields are empty with calendar icons. The "Dollar Amount" is set to "11500". The "Increase/Decrease" is set to "Decrease". Other fields include "Budget FY", "Fiscal Year", "Period", "Fund" (set to "C8C6"), "Department" (set to "670"), "Revenue" (set to "BFBF"), "Contact", "Contact Name", "Description", and "House Bill Number" (set to "2012").

At the bottom of the form, there is a toolbar with buttons for "Save", "Undo", "Insert New Line", "Insert Copied Line", "Edit with Grid", "Perform Budget Rollup", and "Smart Budget Rollup". The "Smart Budget Rollup" button is highlighted with a red box. Below the toolbar, there is a "Detail Controls" section with buttons for "Copy", "Validate", "Submit", "Discard", "Print", "Processing", "Workflow", "File", and "Close".

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

10. You can click the Summary Revenue accordion to see that the summary revenue lines have been created as show in the screen shot below.

The screenshot shows the eMARS Advantage interface. At the top, there's a navigation bar with 'Welcome, Rachelle Wilkins' and various menu items like 'Procurement', 'Accounts Payable', etc. Below that, a document header shows 'Revenue Budget 42 Document(BGR42)' with details like 'Dept: 670', 'ID: CPTL-CY05-1', and 'Phase: Draft'. The main content area is divided into sections. The 'Summary Revenue' section is expanded, showing a table with two lines:

Budget FY	Fund	Department	Dollar Amount	Increase/Decrease	Event Type
9999	CY05	670	\$11,500.00	Increase	XRMD
9999	C6C6	670	\$11,500.00	Decrease	XRMD

Below the table is a form for editing a line item. The form includes fields for 'Action' (set to 'New'), 'Event Type' (XRMD), 'Name', 'Start Date', 'End Date' (12/31/2040), 'Dollar Amount' (\$11,500.00), 'Increase/Decrease' (Increase), 'Budget FY' (9999), 'Fiscal Year' (2013), 'Period' (11), 'Fund' (CY05), 'Department' (670), 'Contact', 'Contact Name', and 'Description'. At the bottom of the form are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. Below the form is a 'Summary Controls' section showing 'Total Lines: 0' for Summary, Detail Revenue, and Detail Controls. At the very bottom are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

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.

This screenshot is similar to the previous one, showing the same 'Summary Revenue' section with the two lines in the table. However, at the top left of the interface, there is a message that says 'View All 1 of 1 Document validated successfully'. The rest of the interface, including the table and the bottom buttons, remains the same.

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) Other Project

Scenario

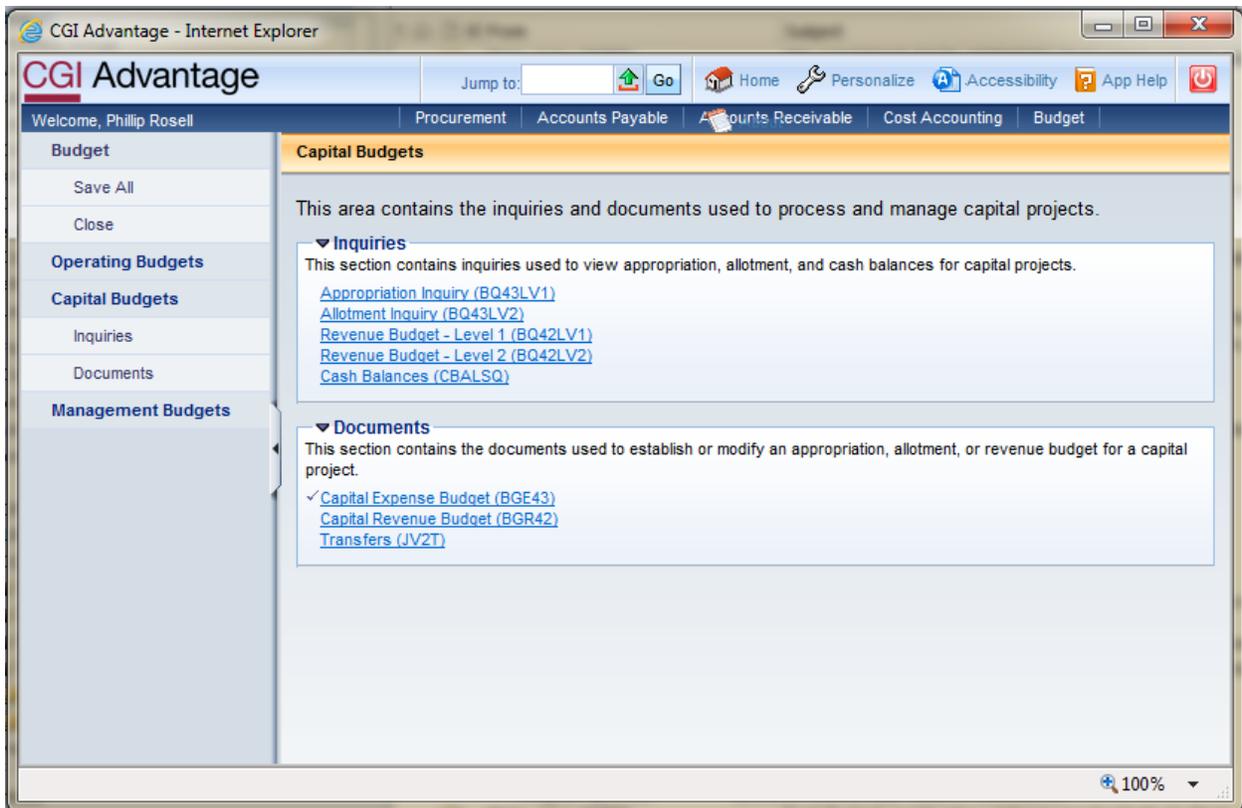
Your agency has a Maintenance Pool that will be used to perform Roof Repair. The cost of the Roof Repair is \$76,000. The funding for the Maintenance Pool is from Investment Income.

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 Budget Workspace select Capital Revenue Budget (BGR42) from the secondary navigation panel under Capital Budgets - Documents.



2. Complete the following information:

Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter ID Fund from Student Card-1 Example: CPTL-CY08-1

Select Create.

Document Catalog

[Search](#) 

▼ **Document Identifier**

Code : BGR42  Unit :

Dept. : ID :

▼ **Other Options**

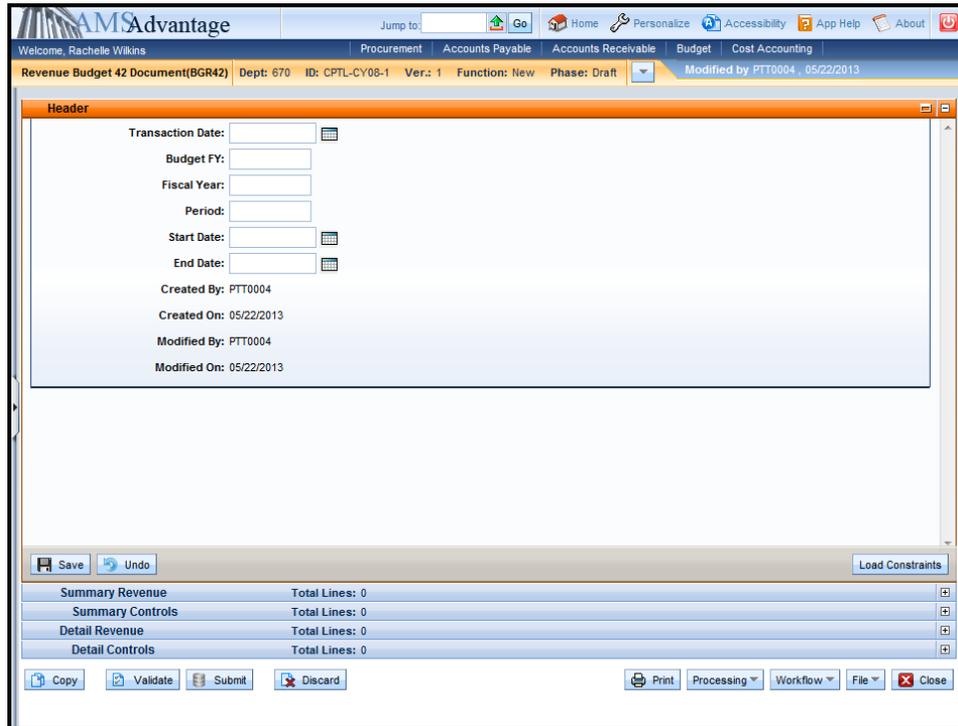
Auto Numbering :

Create Template :

[Create](#)

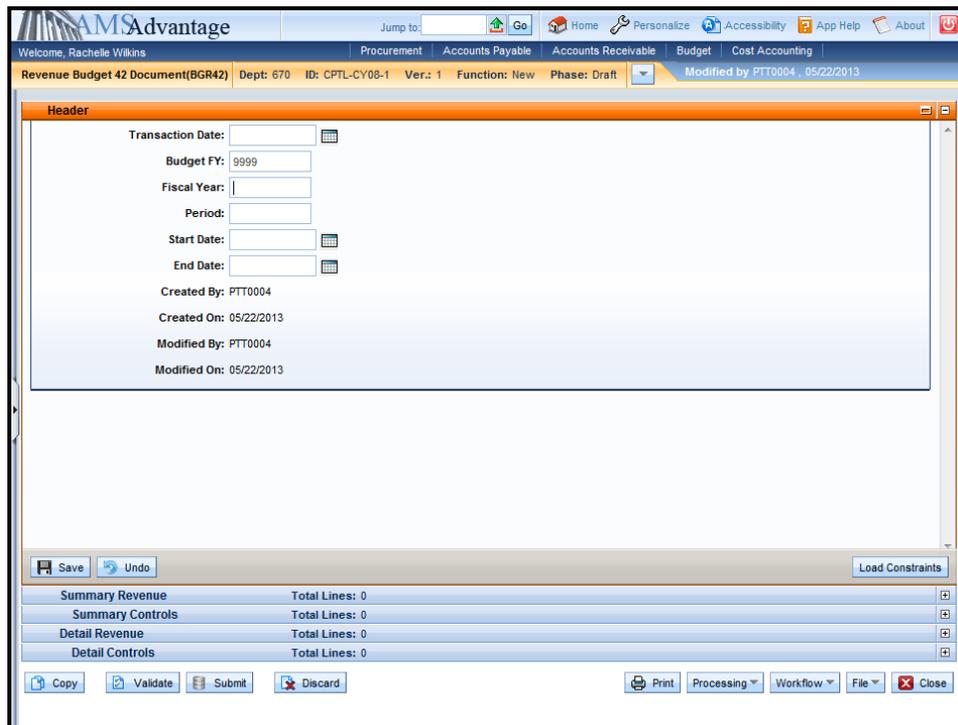
[Menu](#)

3. Select Create.



The screenshot shows the AMS Advantage interface. The top navigation bar includes 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. The main header area displays document information: 'Revenue Budget 42 Document(BGR42)', 'Dept: 670', 'ID: CPTL-CY08-1', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by PTT0004, 05/22/2013'. Below this is a 'Header' section with the following fields:
Transaction Date:
Budget FY:
Fiscal Year:
Period:
Start Date:
End Date:
Created By: PTT0004
Created On: 05/22/2013
Modified By: PTT0004
Modified On: 05/22/2013
Below the header section are buttons for 'Save', 'Undo', and 'Load Constraints'. At the bottom, there is a table with four rows: 'Summary Revenue', 'Summary Controls', 'Detail Revenue', and 'Detail Controls', each with a 'Total Lines: 0' value. At the very bottom are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

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 in the 'Header' section is now populated with the value '9999'. All other fields and the interface elements remain the same.



5. Select the Detail Revenue accordion.

The screenshot displays the AMS Advantage software interface. At the top, there is a navigation bar with the logo and user information: "Welcome, Rachelle Wilkins". Below this is a menu bar with options like "Procurement", "Accounts Payable", "Accounts Receivable", "Budget", and "Cost Accounting". The main header area shows document details: "Revenue Budget 42 Document(BGR42)", "Dept: 670", "ID: CPTL-CY08-1", "Ver.: 1", "Function: New", "Phase: Draft", and "Modified by PTT0004, 05/22/2013".

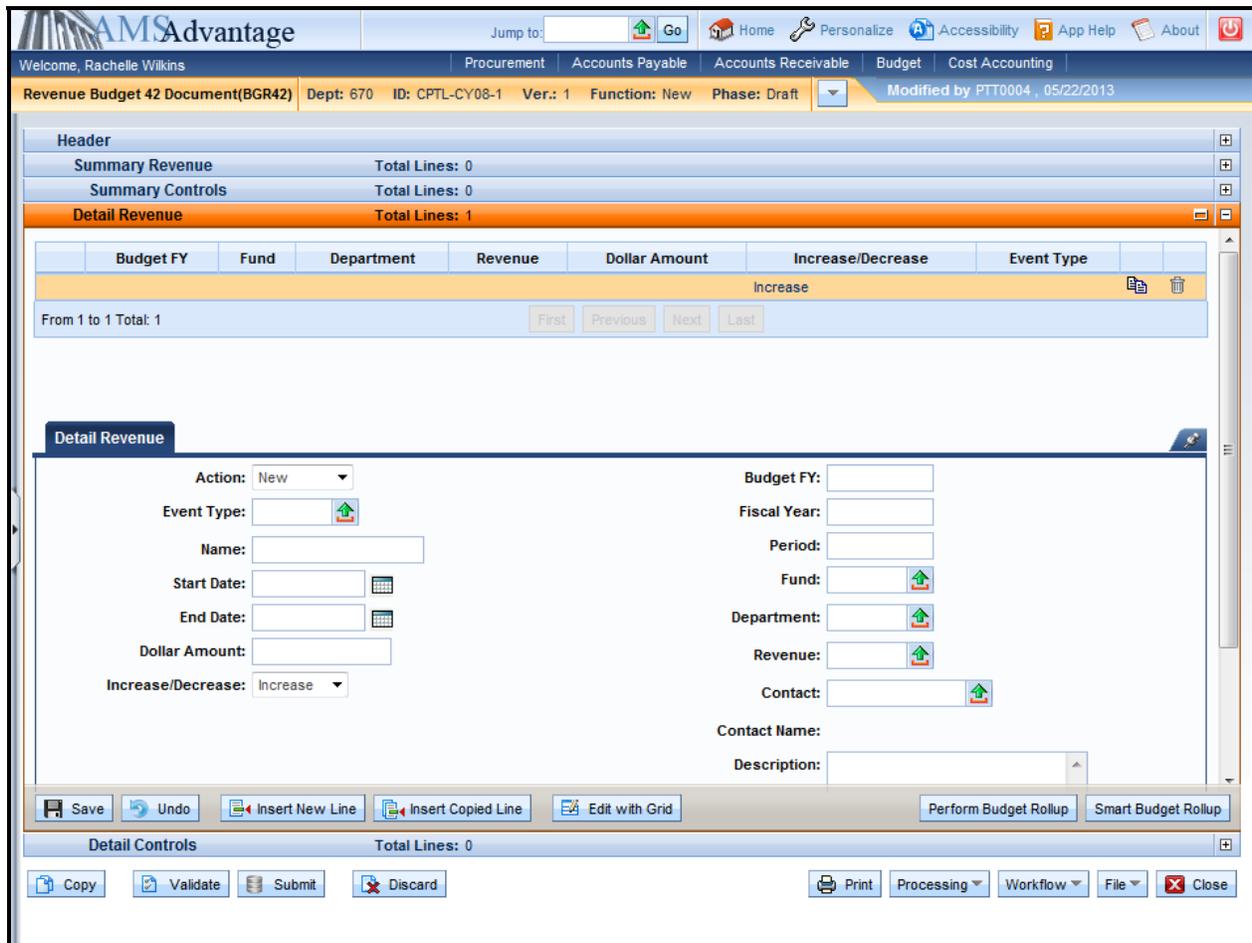
The interface features an accordion menu on the left with the following items: "Header", "Summary Revenue", "Summary Controls", and "Detail Revenue". The "Detail Revenue" item is currently expanded, showing a table with columns: "Budget FY", "Fund", "Department", "Revenue", "Dollar Amount", "Increase/Decrease", and "Event Type". Below the table, there are navigation buttons: "From 0 to 0 Total: 0", "First", "Previous", "Next", and "Last".

Below the table is a "Detail Revenue" form with various input fields and dropdown menus:

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

At the bottom of the form, there are buttons for "Insert New Line", "Insert Copied Line", "Edit with Grid", "Perform Budget Rollup", and "Smart Budget Rollup". Below the form is a "Detail Controls" section with buttons for "Copy", "Validate", "Submit", "Discard", "Print", "Processing", "Workflow", "File", and "Close".

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



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	2013

8. Select the Insert New Line button 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	2012



9. Select the Smart Budget Rollup button.

The screenshot displays the AMS Advantage software interface. At the top, there is a navigation bar with the logo and user information: "Welcome, Rachelle Wilkins". Below this is a menu bar with options like "Procurement", "Accounts Payable", "Accounts Receivable", "Budget", and "Cost Accounting". The main header area shows document details: "Revenue Budget 42 Document(BGR42)", "Dept: 670", "ID: CPTL-CY08-1", "Ver.: 1", "Function: New", "Phase: Draft", and "Modified by PTT0004, 05/22/2013".

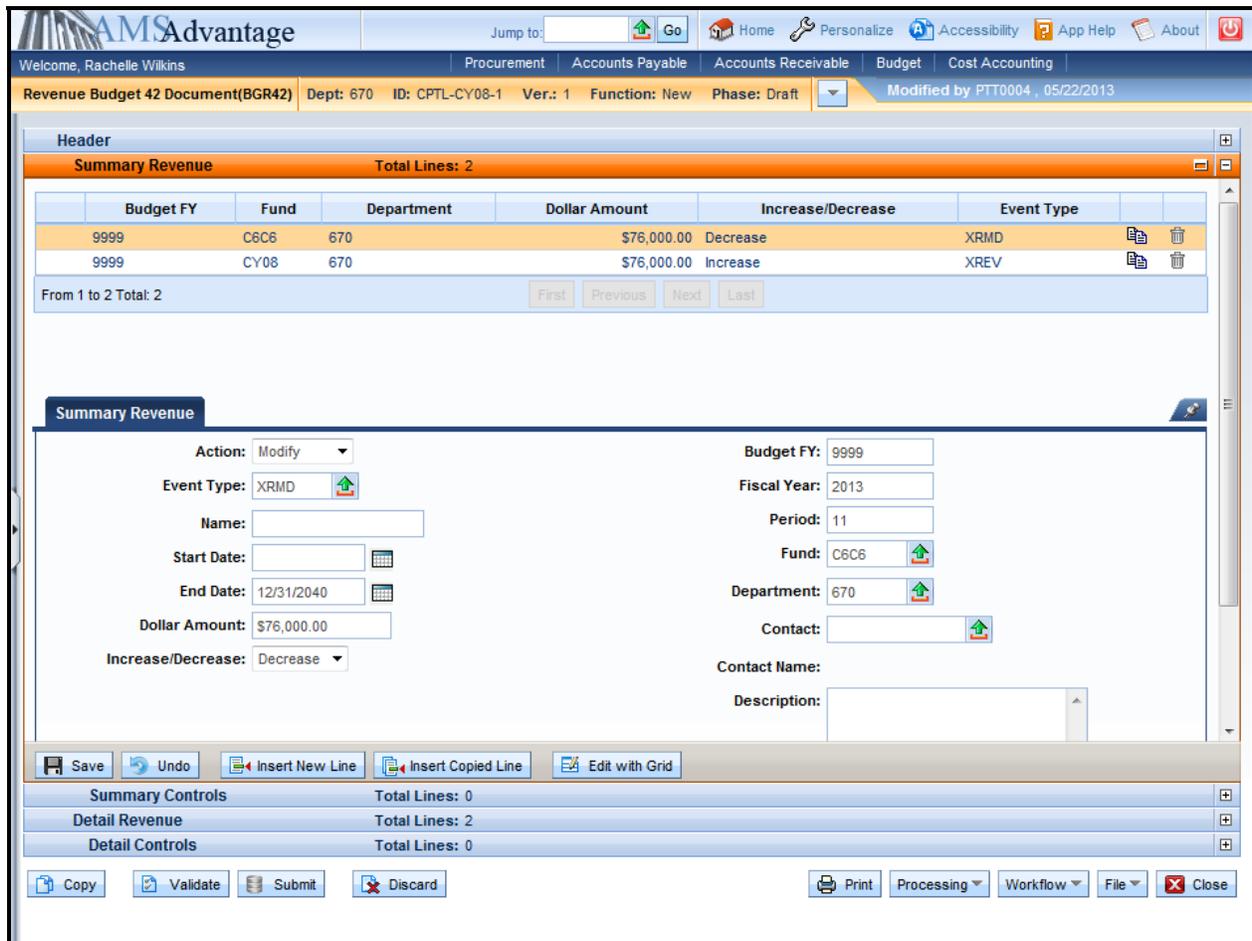
The central part of the screen is a "Detail Revenue" form. It contains several input fields and dropdown menus:

- Action: Modify
- Event Type: XRMD
- Name: [Empty]
- Start Date: [Empty]
- End Date: [Empty]
- Dollar Amount: 76000
- Increase/Decrease: Decrease
- Budget FY: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Fund: C8C6
- Department: 670
- Revenue: BFI
- Contact: [Empty]
- Contact Name: [Empty]
- Description: [Empty]
- House Bill Number: 2012

At the bottom of the form, there is a toolbar with buttons: "Save", "Undo", "Insert New Line", "Insert Copied Line", "Edit with Grid", "Perform Budget Rollup", and "Smart Budget Rollup". The "Smart Budget Rollup" button is highlighted with a red rectangular box.

Below the form is a "Detail Controls" section with buttons: "Copy", "Validate", "Submit", "Discard", "Print", "Processing", "Workflow", "File", and "Close".

- You can click the Summary Revenue accordion to see that the summary revenue lines have been created.



The screenshot displays the eMARS Advantage interface for a 'Revenue Budget 42 Document (BGR42)'. The document is in 'Draft' phase and was modified on 05/22/2013. The 'Summary Revenue' section shows two lines:

Budget FY	Fund	Department	Dollar Amount	Increase/Decrease	Event Type
9999	C6C6	670	\$76,000.00	Decrease	XRMD
9999	CY08	670	\$76,000.00	Increase	XREV

The 'Summary Revenue' accordion is expanded, showing the following details:

- Action:** Modify
- Event Type:** XRMD
- Name:** [Empty field]
- Start Date:** [Empty field]
- End Date:** 12/31/2040
- Dollar Amount:** \$76,000.00
- Increase/Decrease:** Decrease
- Budget FY:** 9999
- Fiscal Year:** 2013
- Period:** 11
- Fund:** C6C6
- Department:** 670
- Contact:** [Empty field]
- Contact Name:** [Empty field]
- Description:** [Empty field]

At the bottom, the 'Summary Controls' section shows 'Total Lines: 0', 'Detail Revenue' shows 'Total Lines: 2', and 'Detail Controls' shows 'Total Lines: 0'. The interface includes buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

- 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.
- 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 111: Chart of Accounts/Budget and Cash Control 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.



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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.

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.

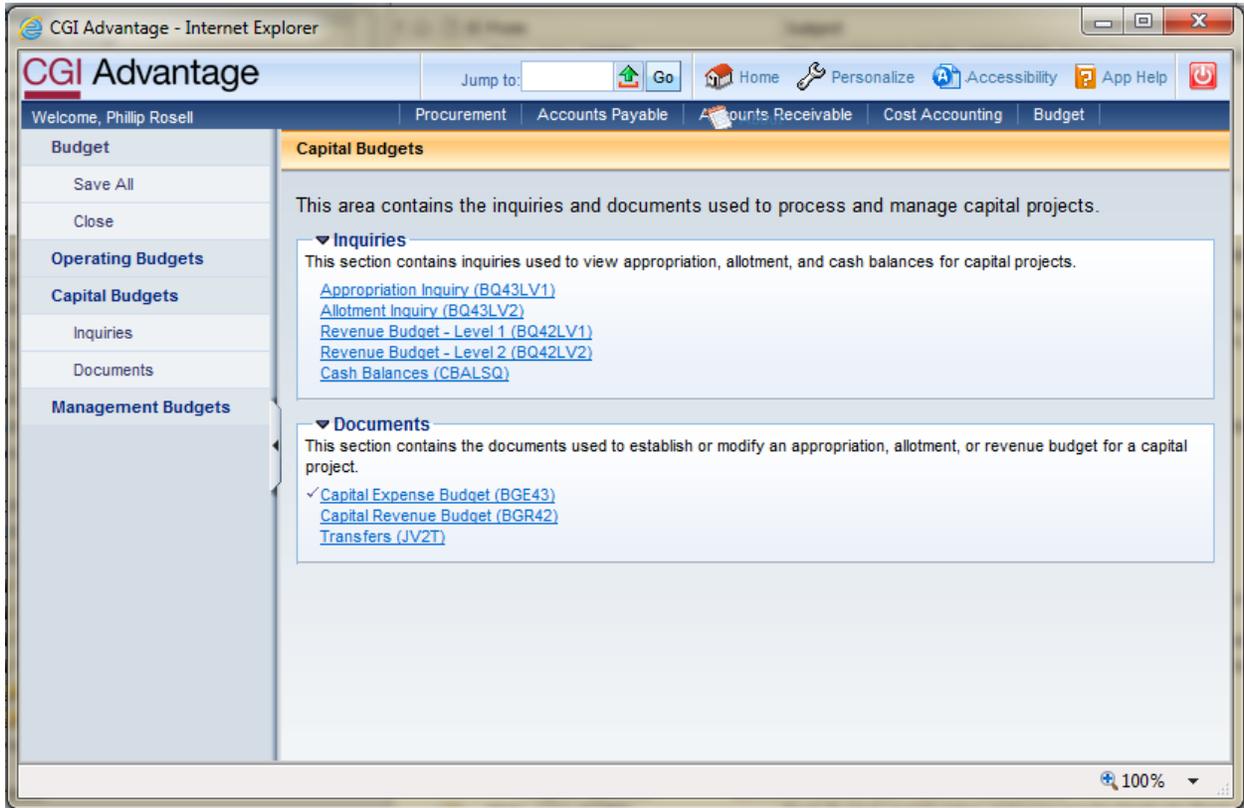
In both examples, the transfer from the operating budget would be coded with an object code of T60C.

Transfer balancing will be done at the fund type roll-up.

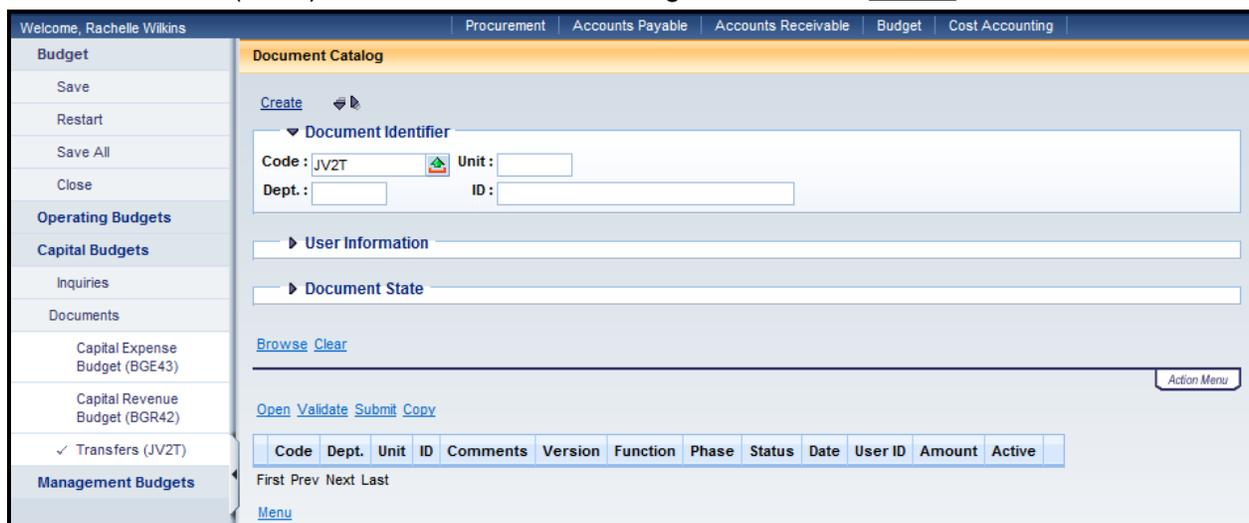
¹ An event type is a higher level accounting activity assigned to a document’s accounting line. Event types are covered in more detail in the eMARS 201: General Accounting course.

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

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



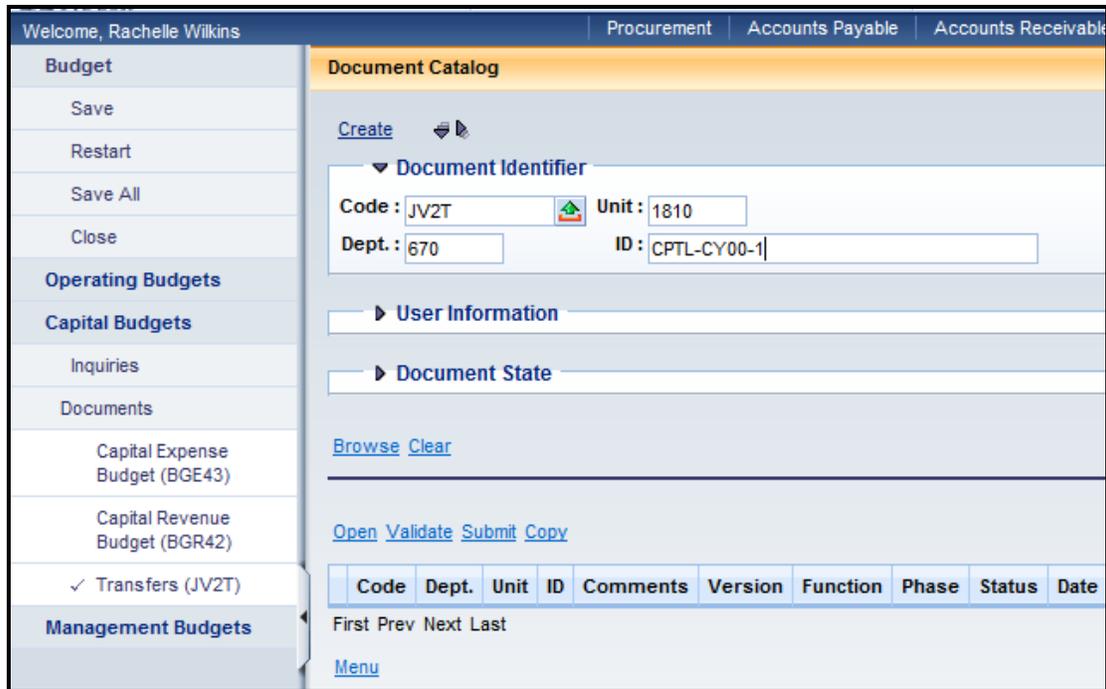
2. Select Transfers (JV2T). On the Document Catalog screen select Create.



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-CY00-1)

Select Create.



Welcome, Rachele Wilkins | Procurement | Accounts Payable | Accounts Receivable

Budget

- Save
- Restart
- Save All
- Close
- Operating Budgets**
- Capital Budgets**
- Inquiries
- Documents
 - Capital Expense Budget (BGE43)
 - Capital Revenue Budget (BGR42)
 - ✓ Transfers (JV2T)
 - Management Budgets**

Document Catalog

[Create](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

▶ **User Information**

▶ **Document State**

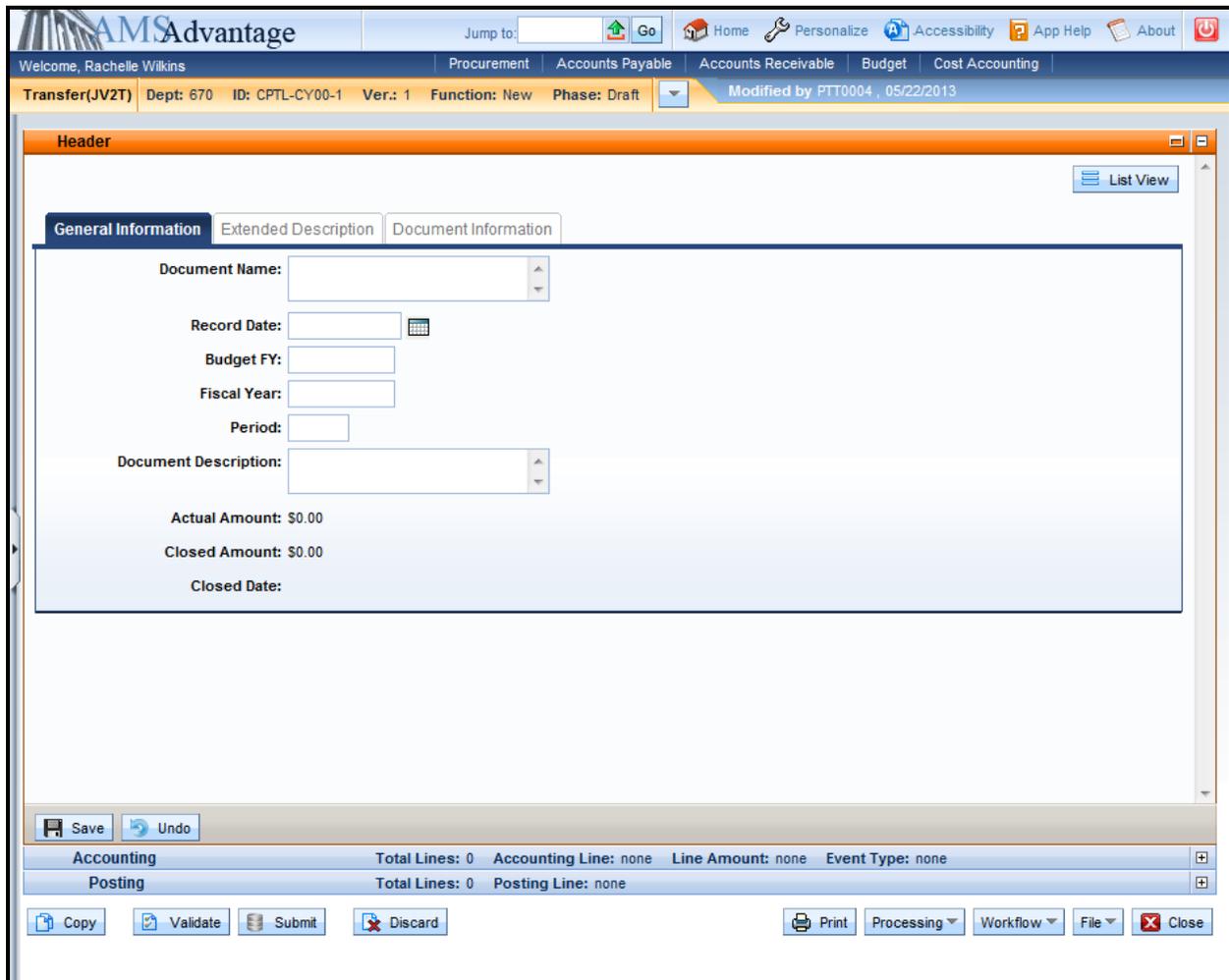
[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date
First Prev Next Last									

[Menu](#)

4. 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.

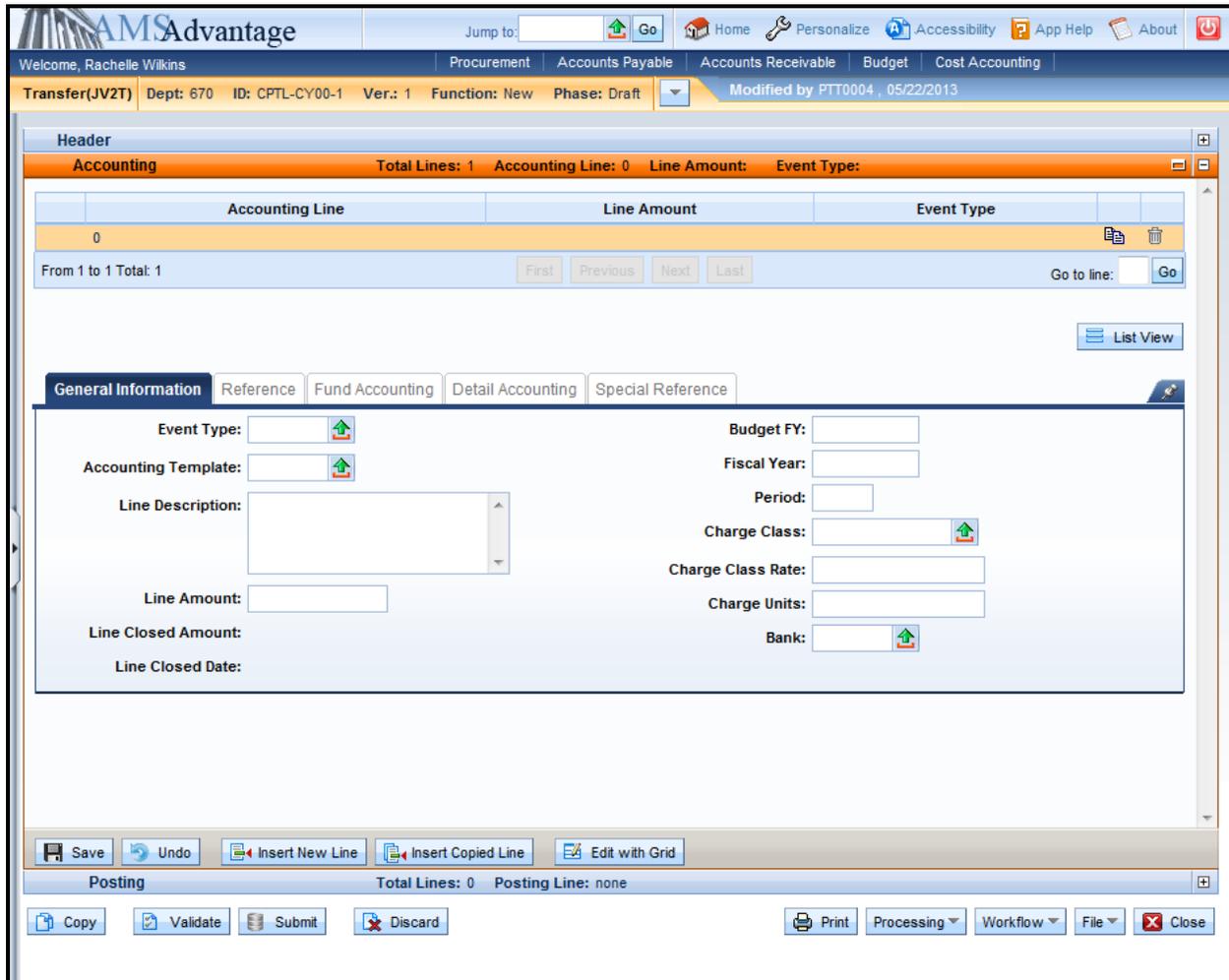


The screenshot displays the 'Header' section of the eMARS Advantage application. The top navigation bar includes the 'AMS Advantage' logo and various utility icons. Below this, a breadcrumb trail shows the user's location: 'Welcome, Rachele Wilkins' > 'Procurement' > 'Accounts Payable' > 'Accounts Receivable' > 'Budget' > 'Cost Accounting'. The main header area contains document metadata: 'Transfer(JV2T) Dept: 670 ID: CPTL-CY00-1 Ver.: 1 Function: New Phase: Draft' and 'Modified by PTT0004, 05/22/2013'. The 'Header' window is divided into three tabs: 'General Information' (selected), 'Extended Description', and 'Document Information'. The 'General Information' tab contains the following fields:

- Document Name: [Text Field]
- Record Date: [Date Picker]
- Budget FY: [Text Field]
- Fiscal Year: [Text Field]
- Period: [Text Field]
- Document Description: [Text Field]
- Actual Amount: \$0.00
- Closed Amount: \$0.00
- Closed Date: [Text Field]

At the bottom of the window, there is a toolbar with buttons for 'Save', 'Undo', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'. A status bar at the very bottom shows 'Accounting Total Lines: 0 Accounting Line: none Line Amount: none Event Type: none' and 'Posting Total Lines: 0 Posting Line: none'.

5. Select the Accounting accordion and then select the Insert New Line button.

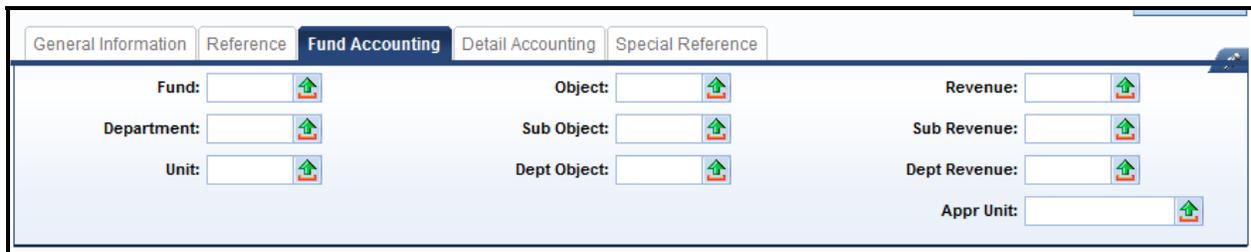


6. The following table defines the fields used on the JV2T on the **General Information** tab:

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.
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.

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.
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.
Bank	Leave blank.

7. Select the **Fund Accounting** and **Detail Accounting** tabs.



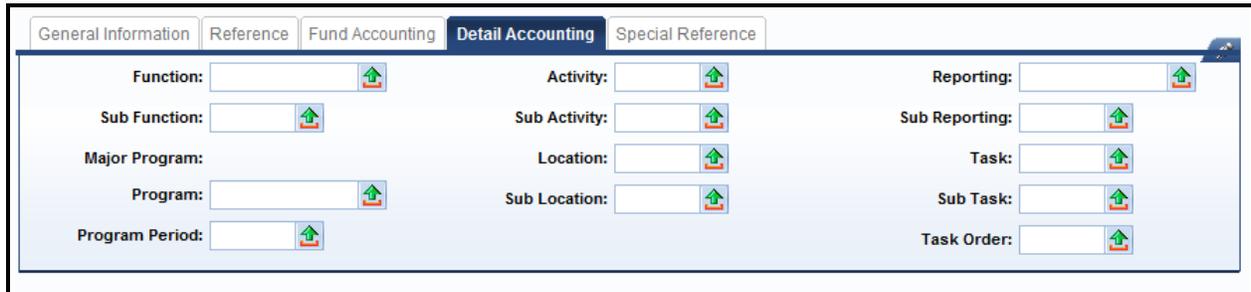
General Information | Reference | **Fund Accounting** | Detail Accounting | Special Reference

Fund:  Object:  Revenue: 

Department:  Sub Object:  Sub Revenue: 

Unit:  Dept Object:  Dept Revenue: 

Appr Unit: 



General Information | Reference | Fund Accounting | **Detail Accounting** | Special Reference

Function:  Activity:  Reporting: 

Sub Function:  Sub Activity:  Sub Reporting: 

Major Program:  Location:  Task: 

Program:  Sub Location:  Sub Task: 

Program Period:  Task Order: 

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



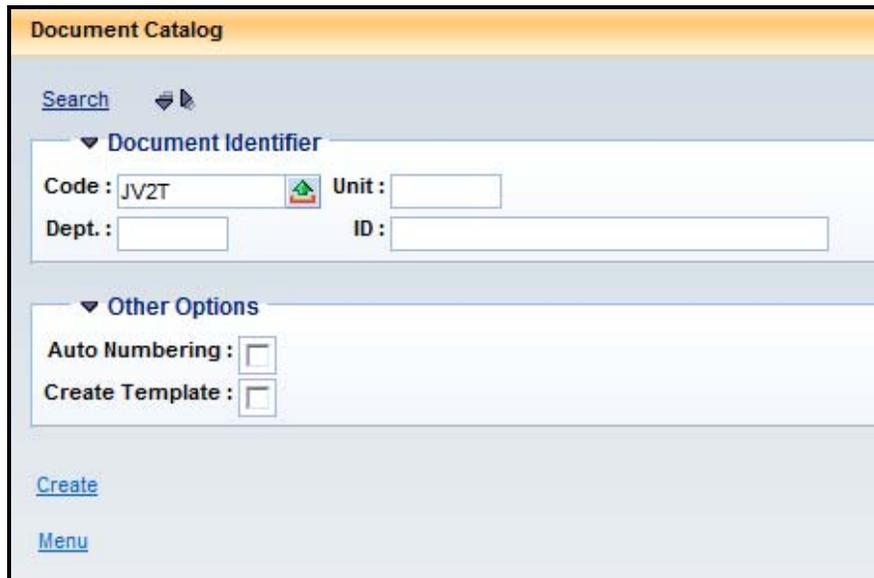
10. Select submit. This is the only document that you will submit. Remember that on the BGE43 and BGR42 you will not submit these documents.

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.

Severity	Component	Line Number	Override	Message	Description
Error	CH_DOC_ACTG	ACTG Line 1	--	Values in the organization fields are not authorized for the current user.	

Think back to our Budget Bill Capital Project example. The Appropriations Bill 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 Budget Workspace select Transfers (JV2T) from the Capital Budgets – Document section. On the Document Catalog screen select Create.



2. Complete the following information:

Dept	130
Unit	D130
ID	CPTL-CY06-1

Select Create.



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

The screenshot displays the eMARS Advantage software interface. At the top, there is a navigation bar with the eMARS Advantage logo and various utility icons like Home, Personalize, Accessibility, App Help, and About. Below this is a breadcrumb trail: Welcome, Rachelle Wilkins | Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting. A status bar shows: Transfer(JV2T) Dept: 130 ID: CPTL-CY06-1 Ver.: 1 Function: New Phase: Draft Modified by PTT0004, 05/22/2013.

The main content area is titled "Header" and contains a "General Information" tab. The form fields are as follows:

- Document Name: Scanner Replacement
- Record Date: [Empty field with calendar icon]
- Budget FY: [Empty field]
- Fiscal Year: [Empty field]
- Period: [Empty field]
- Document Description: [Empty field]
- Actual Amount: \$0.00
- Closed Amount: \$0.00
- Closed Date: [Empty field]

At the bottom of the form, there are buttons for Save, Undo, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close. A summary bar at the very bottom shows Accounting and Posting sections, both with Total Lines: 0 and no Accounting or Posting Lines.

4. Select the Accounting accordion. Select the Insert New Line button.

5. Enter the following information in the General Information

Event Type	XC01 – On-Budget Transfer Out
Accounting Template	GCC02 – Accounting Template for Capital Construction Account
Line Description	Leave blank.
Line Amount	875000
Budget FY	Leave blank.
Fiscal Year	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.



Charge Class Rate	Leave blank.
Charge Units	Leave blank.
Bank	Leave blank.

6. Select the Fund Accounting tab. Enter "T60C" in the Object field.

General Information Reference Fund Accounting Detail Accounting Special Reference

Event Type: XC01

Accounting Template: GCC02

Line Description:

Line Amount: \$875,000.00

Line Closed Amount: \$0.00

Line Closed Date:

Budget FY:

Fiscal Year:

Period:

Charge Class:

Charge Class Rate:

Charge Units:

Bank: GA

General Information Reference Fund Accounting Detail Accounting Special Reference

Fund:

Department:

Unit:

Object: T60C

Sub Object:

Dept Object:

Revenue:

Sub Revenue:

Dept Revenue:

Appr Unit:



7. Select the Insert New Line button. 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
Budget FY	Enter “9999”.
Fiscal Year	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.
Charge Units	Leave blank.
Bank	Leave blank.

8. Select the Fund Accounting tab. Enter “N101” in the Revenue field.

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



eMARS 320 Executing Capital Projects in eMARS

General Information	Reference	Fund Accounting	Detail Accounting	Special Reference
Fund:	0100	Object:	T60C	Revenue:
Department:	765	Sub Object:		Sub Revenue:
Unit:	OSBD	Dept Object:		Dept Revenue:
				Appr Unit:

General Information	Reference	Fund Accounting	Detail Accounting	Special Reference
Function:	CC02	Activity:		Reporting:
Sub Function:		Sub Activity:		Sub Reporting:
Major Program:		Location:		Task:
Program:		Sub Location:		Sub Task:
Program Period:				Task Order:

General Information	Reference	Fund Accounting	Detail Accounting	Special Reference
Fund:	CY06	Object:		Revenue:
Department:	130	Sub Object:		Sub Revenue:
Unit:	D130	Dept Object:		Dept Revenue:
				Appr Unit:

General Information	Reference	Fund Accounting	Detail Accounting	Special Reference
Function:		Activity:		Reporting:
Sub Function:		Sub Activity:		Sub Reporting:
Major Program:		Location:		Task:
Program:		Sub Location:		Sub Task:
Program Period:				Task Order:

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.

Severity	Component	Line Number	Override	Message	Description
Error	CH_DOC_ACTG	ACTG Line 1	---	Values in the organization fields are not authorized for the current user.	

Exercise 5 – Complete Transfer (JV2T)

Scenario

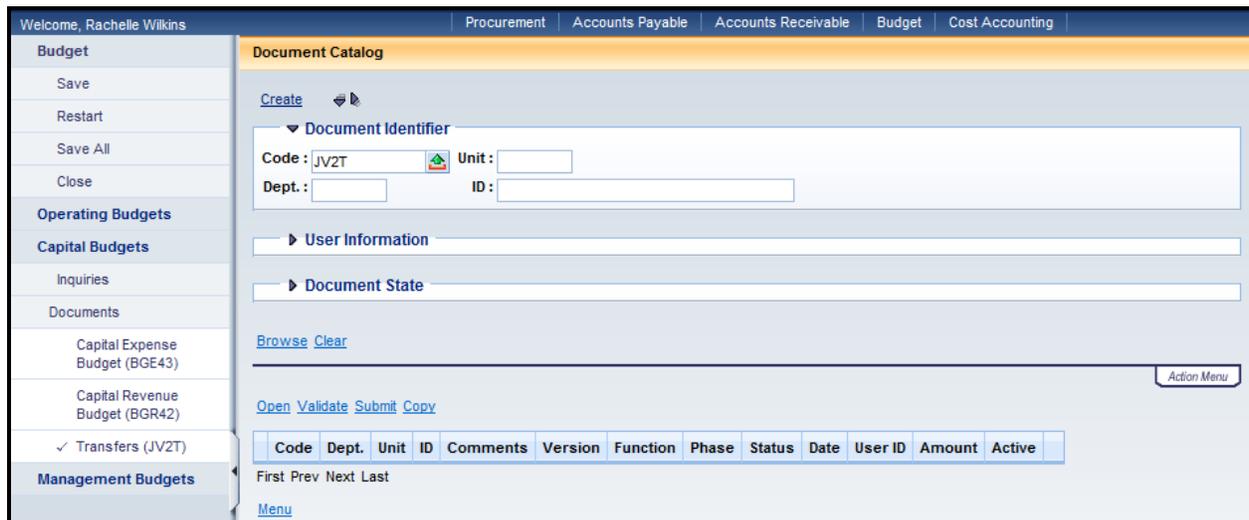
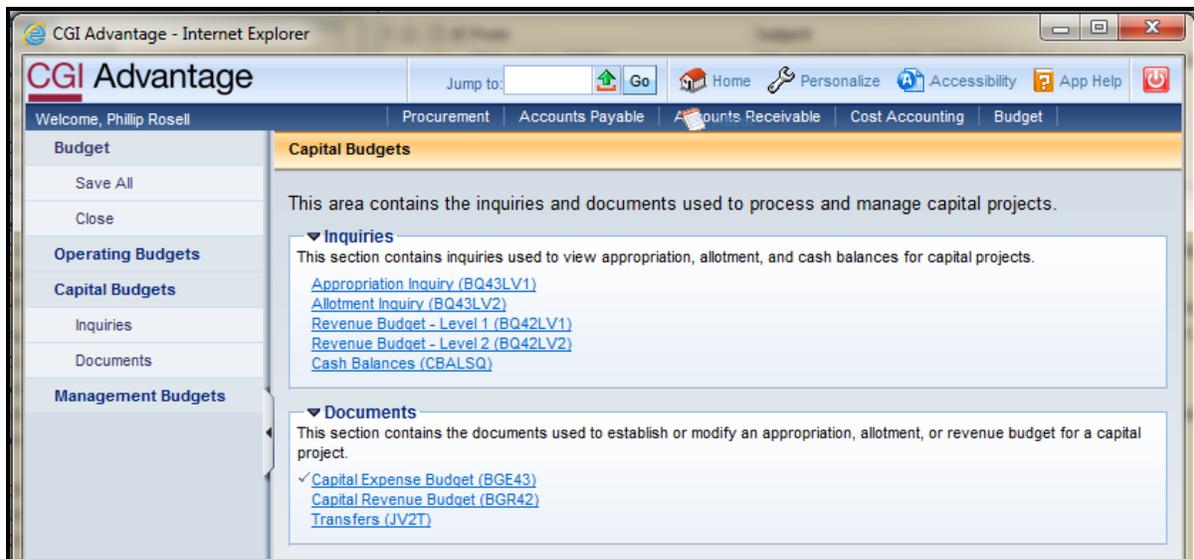
Your agency has a Maintenance Pool that will be used to perform Roof Repair. The cost of the Roof Repair is \$76,000. The funding for the Maintenance Pool is from Investment Income.

Task Overview

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

Procedures

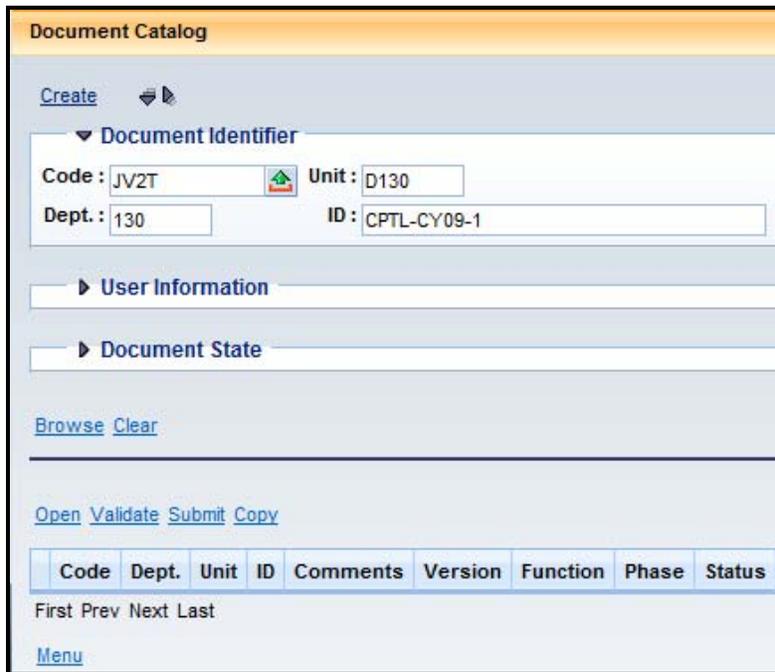
1. From the Budget Workspace select Transfers (JV2T) from the Capital Budgets – Documents section. On the Document Catalog screen select Create.



2. Complete the following information:

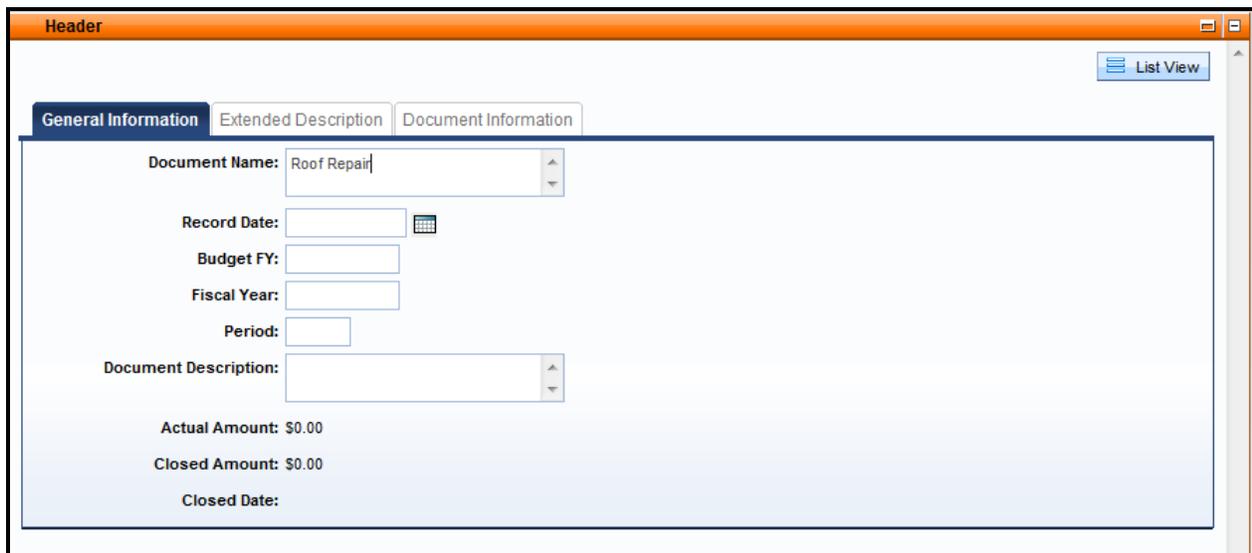
Dept	See Student Card
Unit	UNIT
ID	CPTL-Enter ID Fund from Student Card-1 Example: CPTL-CY09-1

Select Create.



The screenshot shows the 'Document Catalog' form. At the top, there is a 'Create' button with a dropdown arrow. Below it is a 'Document Identifier' section with the following fields: 'Code' (JV2T), 'Unit' (D130), 'Dept.' (130), and 'ID' (CPTL-CY09-1). There are also expandable sections for 'User Information' and 'Document State'. At the bottom, there are links for 'Browse' and 'Clear', and a table with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status. Below the table are navigation buttons: 'First', 'Prev', 'Next', 'Last', and a 'Menu' link.

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



The screenshot shows the 'Header' form with three tabs: 'General Information', 'Extended Description', and 'Document Information'. The 'General Information' tab is active. The 'Document Name' field contains 'Roof Repair'. Other fields include 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', and 'Document Description'. At the bottom, there are labels for 'Actual Amount: \$0.00', 'Closed Amount: \$0.00', and 'Closed Date:'. A 'List View' button is in the top right corner.

4. Select the Accounting accordion. Select the Insert New Line button.

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
Budget FY	Enter “9999”
Fiscal Year	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.



Charge Class Rate	Leave blank.
Charge Units	Leave blank.
Bank	Leave blank.

6. Select the Fund Accounting tab. Enter “T879” in the Object field.

7. Select the Insert New Line button. Enter the following information on the General Information tab:

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

8. Select the Fund Accounting tab. Enter “N879” in the Revenue field.

9. Select Validate. The fields from the templates will populate the Fund Accounting and Detailed Accounting tabs. The document should Validate Successfully.

10. Select Submit.



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9 – Inquiry Screens

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

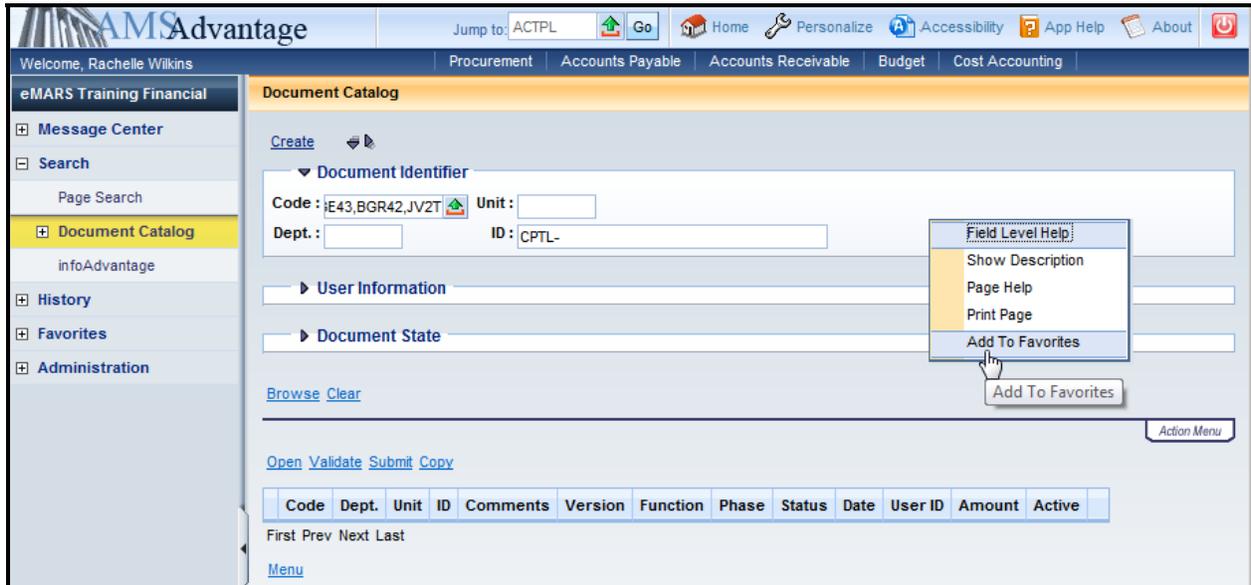
- Create a Favorite to the Document Catalog
- Use the Capital Budget Inquiry screens

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:

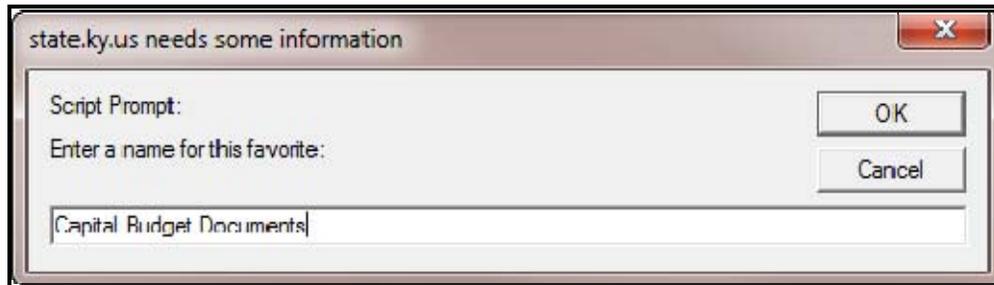
1. Click **Document Catalog** from the secondary navigation panel.

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

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



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



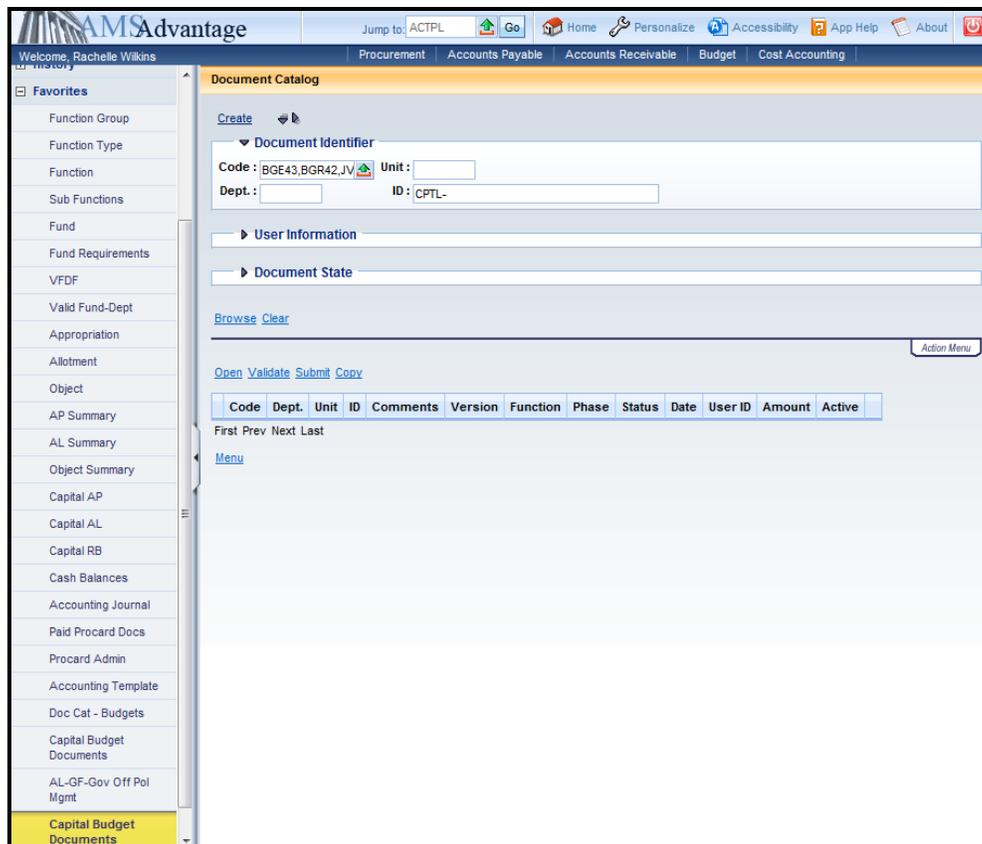
- Click **OK**. A message displays indicating the favorite was added.



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.

Document Catalog

[Create](#)

▼ **Document Identifier**

Code : BGE43,BGR42,JV Unit :

Dept. : ID : CPTL-C6L7-1

▶ **User Information**

▼ **Document State**

Function : Status :

Phase :

[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	785	0000	CPTL-C6L7-1	No	1	New	Final	Submitted	10/1/12	HMS0005	\$0.00	Yes
<input type="checkbox"/>	BGR42	785	0000	CPTL-C6L7-1	No	1	New	Final	Submitted	10/1/12	HMS0005	\$0.00	Yes
<input type="checkbox"/>	JV2T	785	0000	CPTL-C6L7-1	No	1	New	Final	Submitted	10/1/12	HMS0005	\$0.00	Yes

First Prev Next Last

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.

AMS Advantage Jump to: ACTPL Go Home Personalize Accessibility App Help About

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

Capital Budget Document(BGE43) Dept: 785 ID: CPTL-C6L7-1 Ver.: 1 Function: New Phase: Final Modified by JMT0019 , 10/02/2012

Header

Transaction Date: 10/02/2012

Budget FY: 9999

Fiscal Year:

Period:

Start Date:

End Date: 12/31/2040

Created By: HMS0005

Created On: 10/01/2012

Modified By: JMT0019

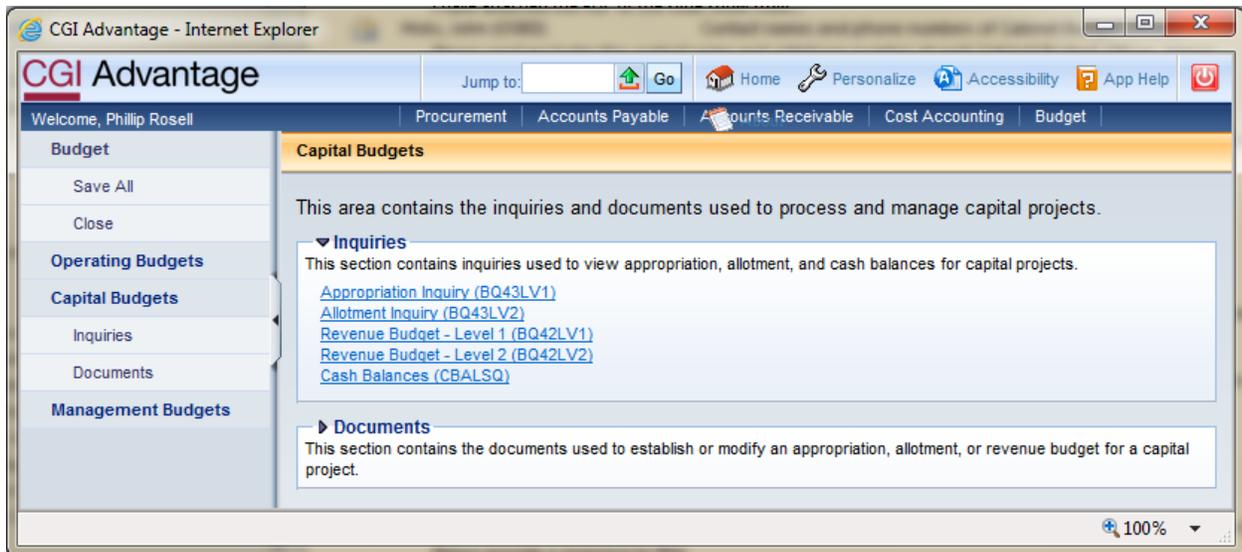
Modified On: 10/02/2012

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.

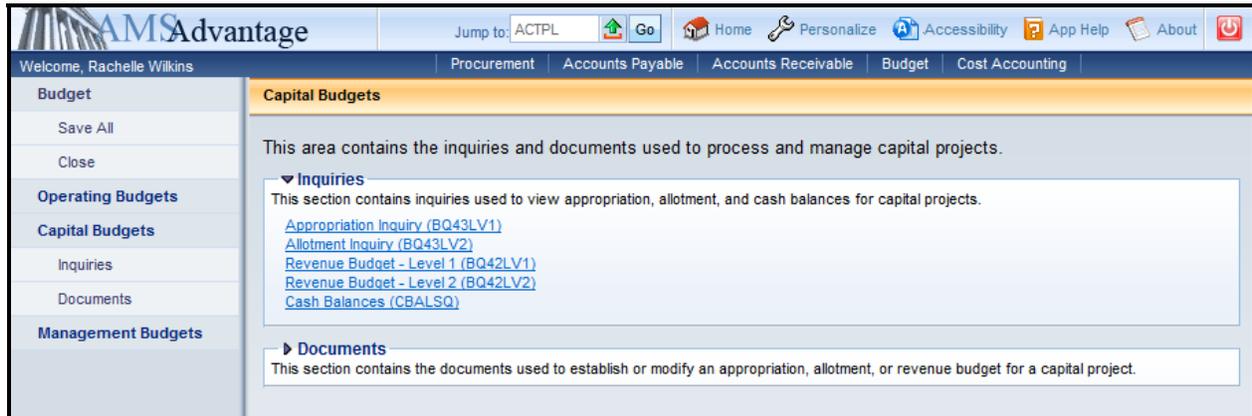
These inquiry screens can be accessed from the Budget Workspace under Capital Budgets.



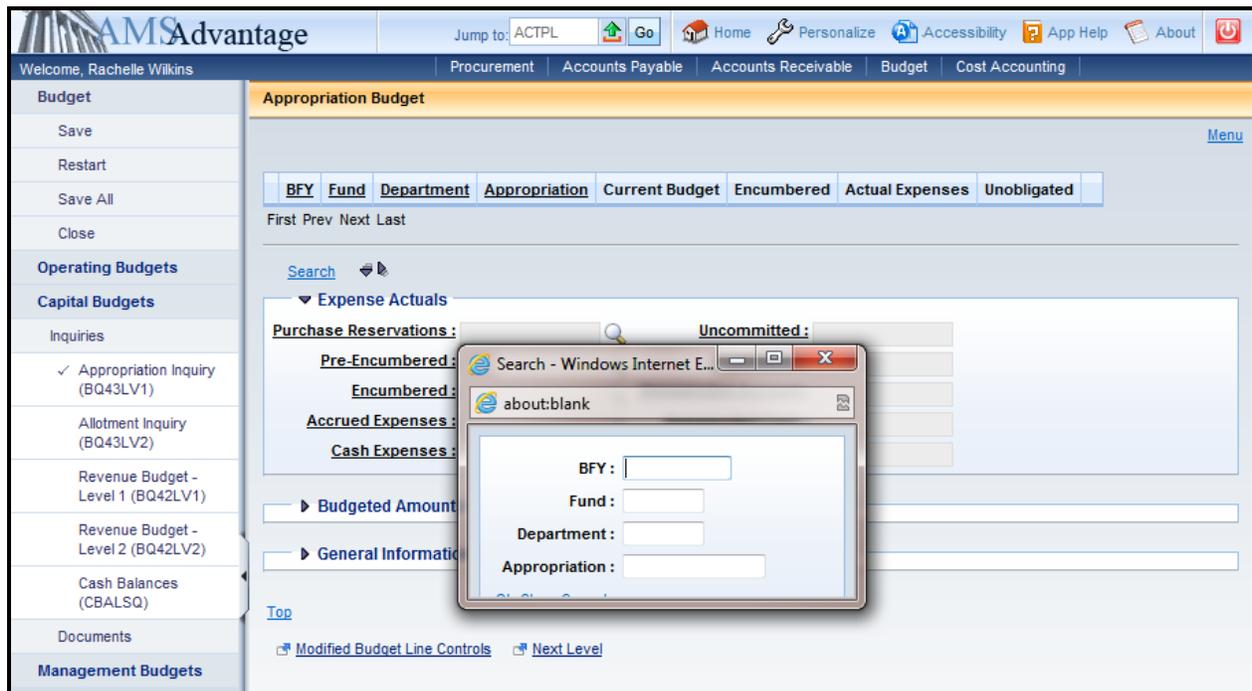
[Appropriation Inquiry](#)

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

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



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	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.

The screenshot shows the AMS Advantage software interface. The top navigation bar includes "Jump to: ACTPL", "Go", "Home", "Personalize", "Accessibility", "App Help", and "About". The main content area displays the "Appropriation Budget" for the selected criteria: BFY 9999, Fund CY06, Department 130, and Appropriation CPTL. The current budget is \$875,000.00, with no encumbered or actual expenses recorded. The interface includes a search bar and sections for "Expense Actuals" and "Budgeted Amounts".

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

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	Budget Bill Capital Projects
Amendments	Other 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. There is also a download feature available which will download the list of documents to Excel.

Detail Transaction Listing [Menu](#)

Doc Code	Doc Dept	Doc ID	Document Identifier	Adopted
✓ BGE43	765	CPTL-CY06-0	BGE43 765 CPTL-CY06-0	\$875,000.00

First Prev Next Last [Download](#)

[Search](#)

Doc Code : Adopted \$875,000.00

Doc Dept :

Doc ID :

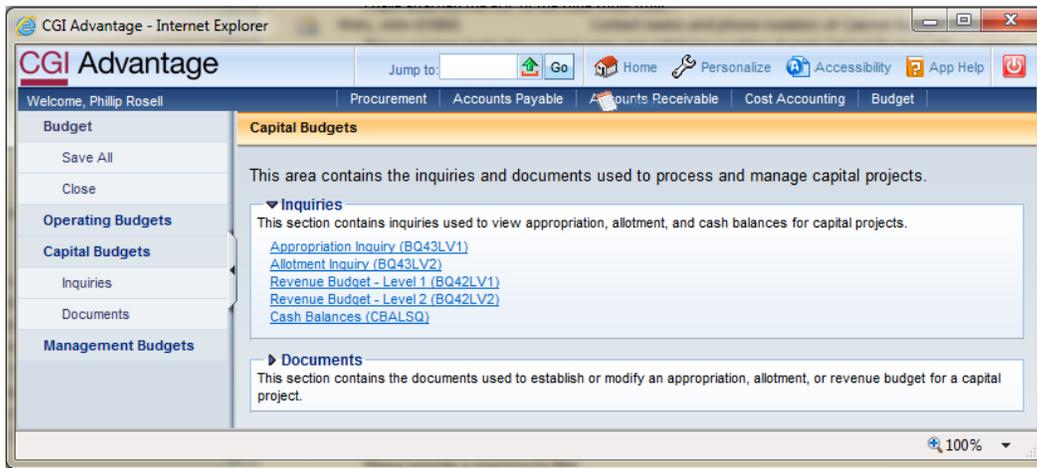
	A	B	C	D	E	F
1	Budget Inquiry Report					
2						
3	Document Code	Document Department Code	Document ID	Adopted	Concat Key	Table Last Date
4	BGE43	765	CPTL-CY06-0	875,000.00	9999^CY06^130^CPTL^^^BGE43^765^CPTL-CY06-0	5/21/2013 21:44:47
5						
6						

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

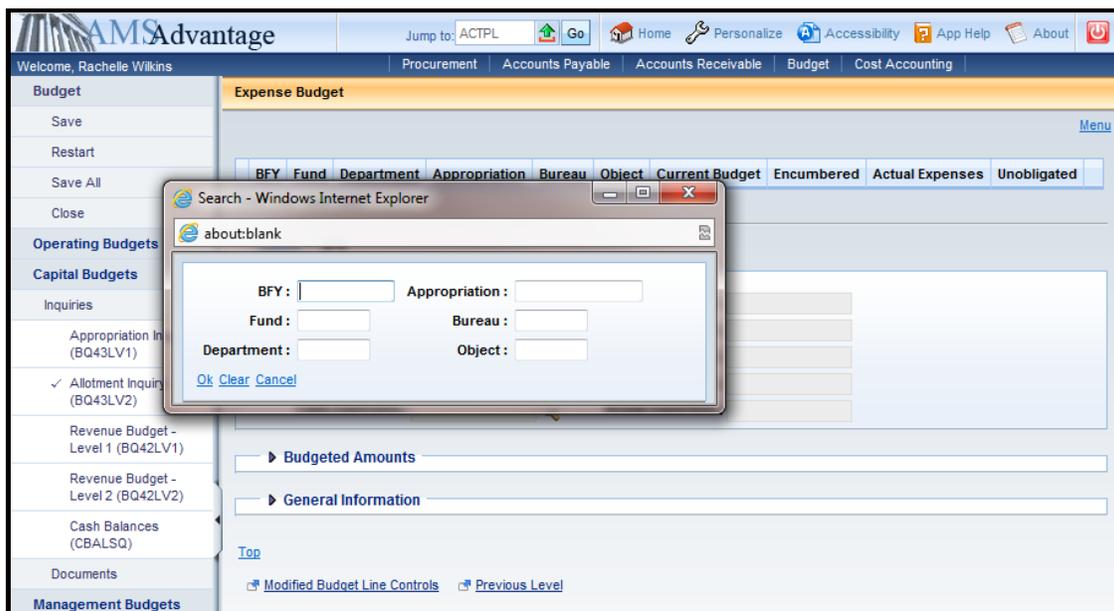
Allotment Inquiry

The Allotment Inquiry page provides information for Allotment balances.

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



- 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 eMARS Advantage interface. At the top, there is a navigation bar with 'Jump to: ACTPL' and 'Go' buttons, along with links for Home, Personalize, Accessibility, App Help, and About. Below this is a breadcrumb trail: 'Welcome, Rachelle Wilkins' > 'Procurement' > 'Accounts Payable' > 'Accounts Receivable' > 'Budget' > 'Cost Accounting'. The main content area is titled 'Expense Budget' and contains a table with columns: BFY, Fund, Department, Appropriation, Bureau, Object, Current Budget, Encumbered, Actual Expenses, and Unobligated. Two rows are visible, both with BFY '9999', Fund 'CY06', Department '130', and Appropriation 'CPTL'. The first row has Bureau 'CPTL', Object 'E701', Current Budget '\$425,000.00', Encumbered '\$0.00', Actual Expenses '\$0.00', and Unobligated '\$425,000.00'. The second row has Bureau 'CPTL', Object 'E703', Current Budget '\$450,000.00', Encumbered '\$0.00', Actual Expenses '\$0.00', and Unobligated '\$450,000.00'. Below the table are navigation links: 'First Prev Next Last'. A search section is visible with a search icon and a dropdown menu for 'Expense Actuals'. This menu includes: Purchase Reservations: \$0.00, Uncommitted: \$425,000.00; Pre-Encumbered: \$0.00, Unobligated: \$425,000.00; Encumbered: \$0.00, Unexpended Accrued: \$425,000.00; Accrued Expenses: \$0.00, Unexpended Cash: \$425,000.00; Cash Expenses: \$0.00, Actual Expenses: \$0.00. Below this is a 'Budgeted Amounts' section with: Adopted: \$0.00, Budget Reserve: \$0.00; Allocated: \$0.00, Original Budget: \$0.00; Amendments: \$425,000.00, Current Budget: \$425,000.00; Transfer In: \$0.00; Transfer Out: \$0.00; Carry Forward: \$0.00; Reversions: \$0.00. At the bottom, there is a 'General Information' section and a 'Top' link. Navigation links at the very bottom include 'Modified Budget Line Controls' and 'Previous Level'.



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

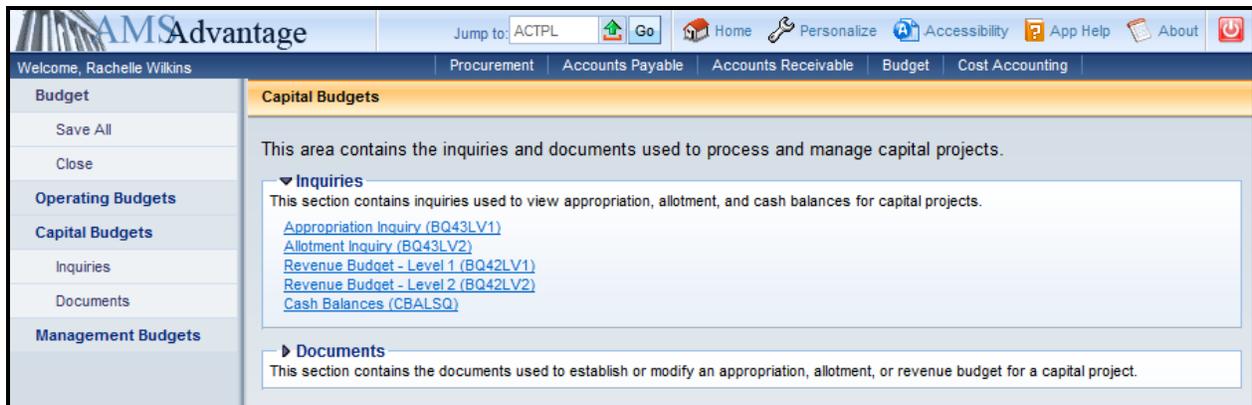
Amendments	All Allotment amounts will be defined as Amendments
Current Budget	Adopted + Amendments

- 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. There is also a download feature available which will download the list of documents to Excel.
- The Previous Level link at the bottom of the screen will display the Appropriation Inquiry screen for the selected Allotment.

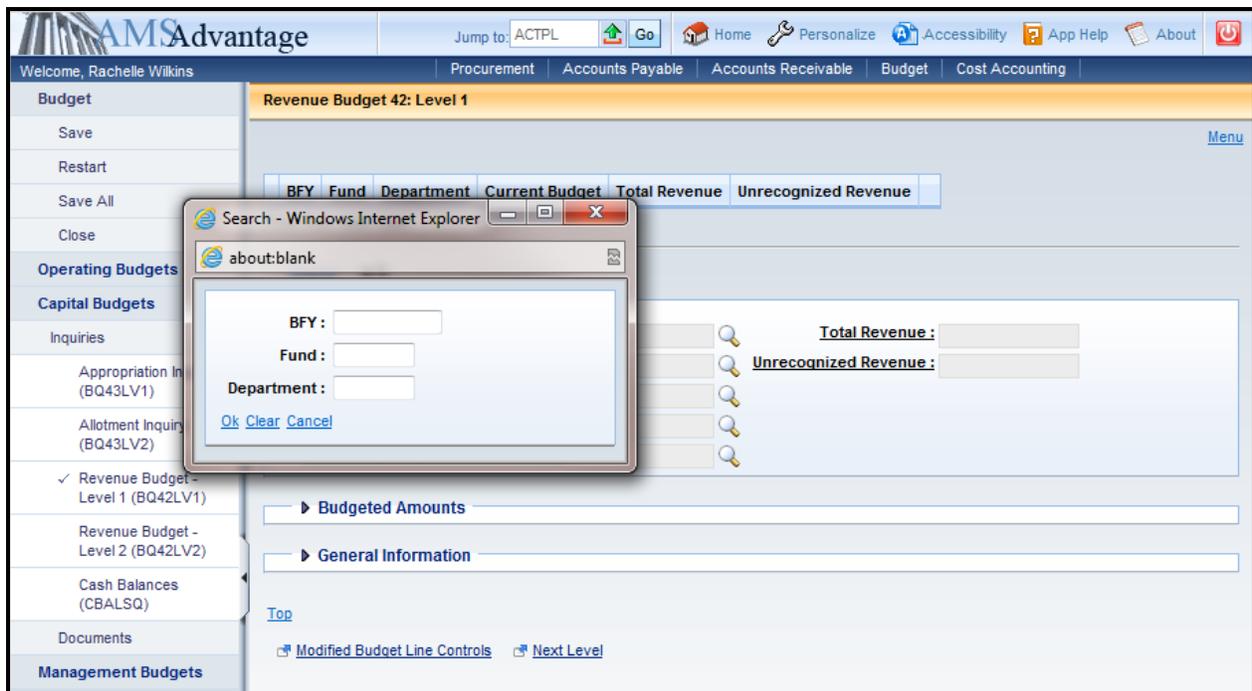
Revenue Budget – Level 1

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.



2. Select Revenue Budget – Level 1 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.

Select Ok.

The screenshot shows the eMARS Advantage interface. The left sidebar contains navigation options: Budget, Operating Budgets, Capital Budgets, Inquiries, Documents, and Management Budgets. The main content area displays 'Revenue Budget 42: Level 1' with a search table and a 'Revenue Actuals' section.

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

Below the table, there is a 'Revenue Actuals' section with the following data:

- Unbilled Earned Revenue: \$0.00
- Billed Earned Revenue: \$0.00
- Collected Earned Revenue: \$875,000.00
- Collected Unearned/Deferred Revenue: \$0.00
- Billed Unearned/Deferred Revenue: \$0.00
- Total Revenue: \$875,000.00
- Unrecognized Revenue: \$875,000.00

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

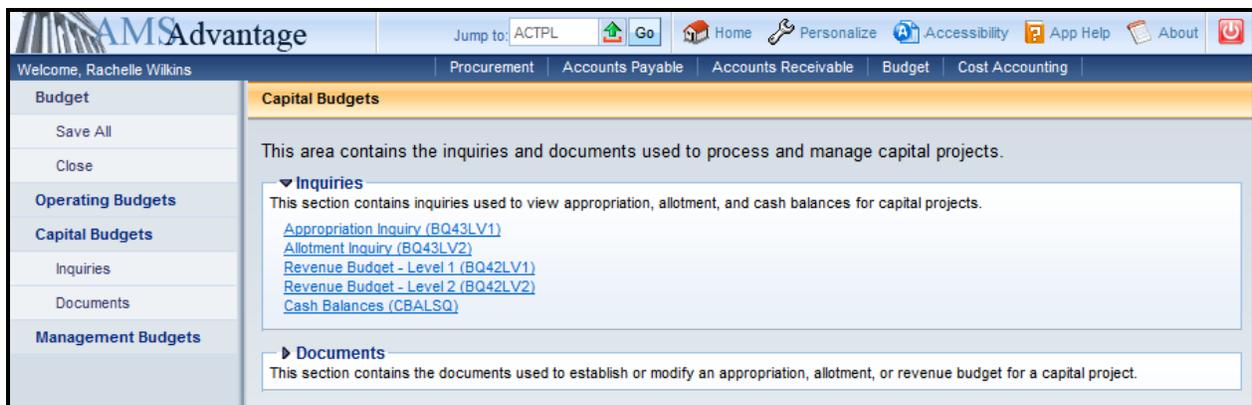
Adopted	Original Budgeted Funding for the Capital Project
Amendments	All modifications to the budgeted funding for the Capital Project
Current Budget	Adopted + Amendments

- 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. There is also a download feature available which will download the list of documents to Excel.
- The Next Level link at the bottom of the screen will display the detailed Budgeted Funding for the selected Capital Project.

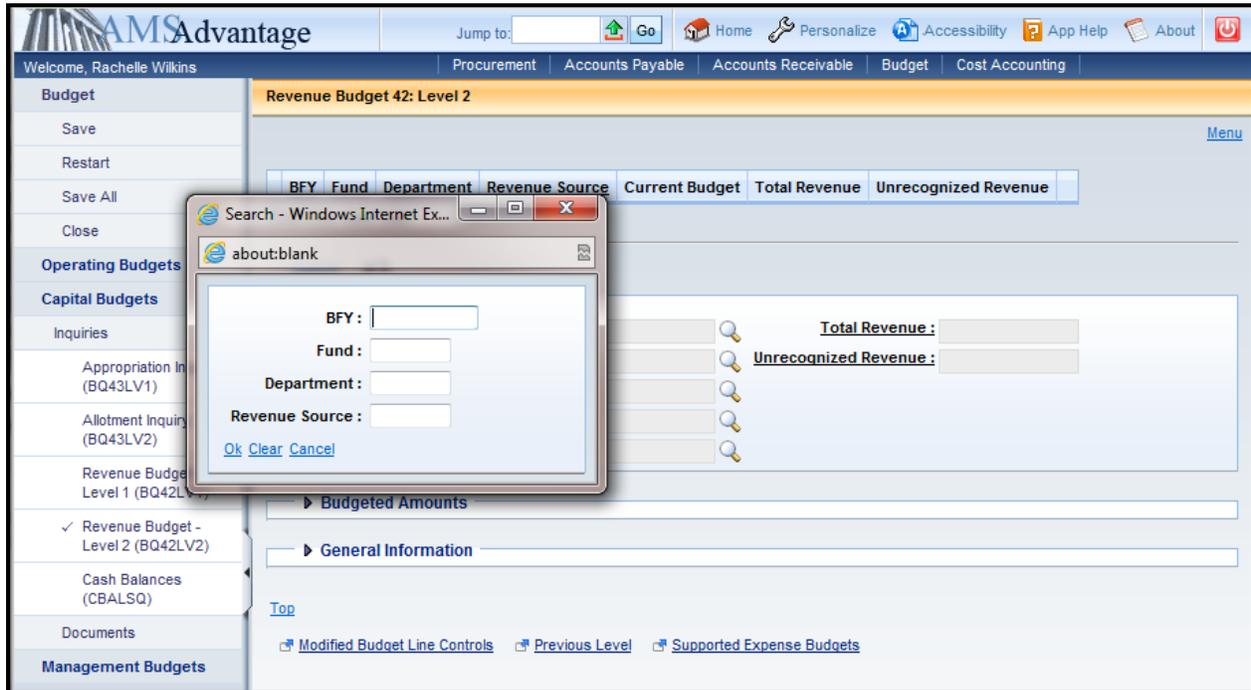
Revenue Budget – Level 2

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.



- Select the Revenue Budget – Level 2 link.



- 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

Welcome, Rachelle Wilkins

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Revenue Budget 42: Level 2

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

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

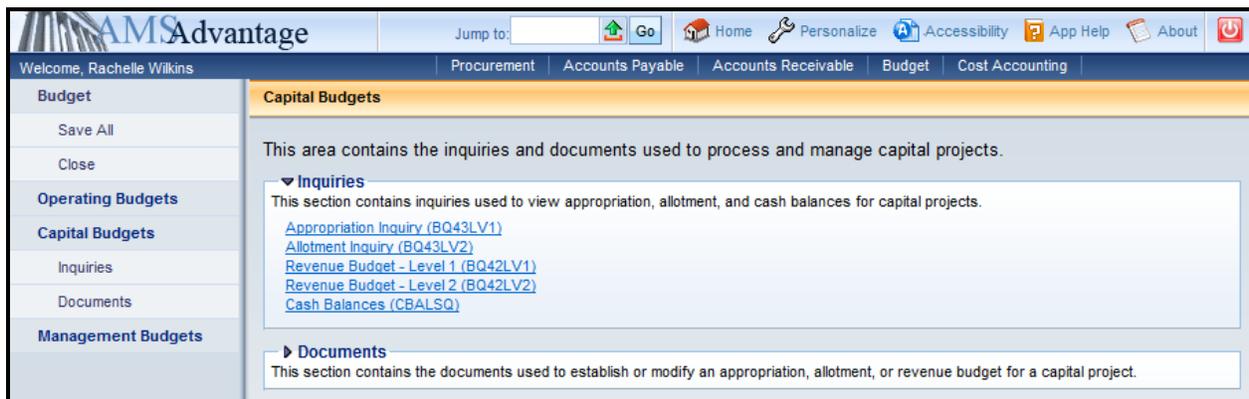
Adopted	Original Budgeted Funding for the Capital Project
Amendments	All modifications to the budgeted funding for the Capital Project
Current Budget	Adopted + Amendments

- 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. There is also a download feature available which will download the list of documents to Excel.
- The Previous Level link at the bottom of the screen will display the summarized Budgeted Funding for the selected Capital Project.

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.



The screenshot shows the AMS Advantage web application interface. The top navigation bar includes a search field, a 'Go' button, and links for Home, Personalize, Accessibility, App Help, and About. The main navigation menu on the left lists Budget, Operating Budgets, Capital Budgets, and Management Budgets. The 'Capital Budgets' section is active, displaying a list of inquiries and documents. The 'Inquiries' section includes links for Appropriation Inquiry (BQ43LV1), Allotment Inquiry (BQ43LV2), Revenue Budget - Level 1 (BQ42LV1), Revenue Budget - Level 2 (BQ42LV2), and Cash Balances (CBALSQ). The 'Documents' section is currently collapsed.



2. Select the Cash Balances link.

AMS Advantage

Welcome, Rachele Wilkins

Jump to: Go Home Personalize Accessibility App Help About

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Budget

- Save
- Restart
- Save All
- Close
- Operating Budgets**
- Capital Budgets**
- Inquiries
 - Appropriation Inquiry (BQ43LV1)
 - Allotment Inquiry (BQ43LV2)
 - Revenue Budget - Level 1 (BQ42LV1)
 - Revenue Budget - Level 2 (BQ42LV2)
 - Cash Balances (CBALSQ)**
- Documents
- Management Budgets**

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 0100	General	(\$1,061,666,963.74)	(\$1,062,505,857.54)	(\$1,062,505,857.54)
01AP	Aband Prop	\$365,805,170.80	\$365,805,170.80	\$365,805,170.80
01NE	Unredeemed	\$21,706,436.38	\$21,706,436.38	\$21,706,436.38
01ZZ	CAFR USE ONLY	\$0.00	\$0.00	\$0.00
0301		\$0.00	\$0.00	\$0.00
0302		\$0.00	\$0.00	\$0.00
0303		\$0.00	\$0.00	\$0.00
0304		\$0.00	\$0.00	\$0.00
0305		\$0.00	\$0.00	\$0.00
0306		\$0.00	\$0.00	\$0.00

First Prev [Next](#) Last

[Search](#)

Fund : 0100

Cash Balance : (\$1,061,666,963.74)

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$32,287,076.62

Pending Increase Cash : \$4,609,611.00

Pending Decrease Cash : \$5,448,504.80

Accepted Increase Non-Cash : (\$26.49)

Accepted Decrease Non-Cash : \$64,123,973.96

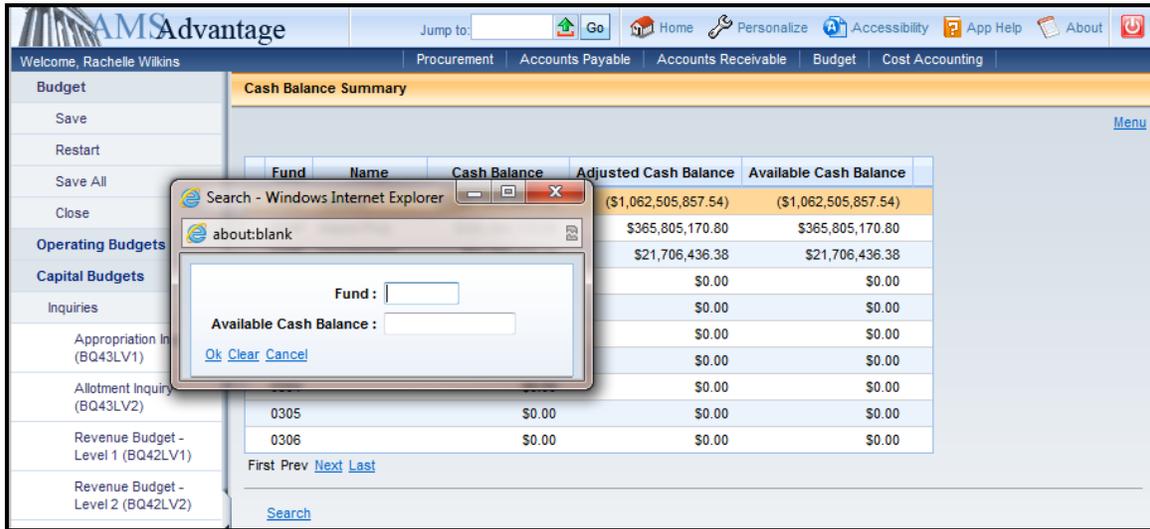
Adjusted Cash Balance : (\$1,062,505,857.54)

Cash Balance Minimum : \$0.00

Available Cash Balance : (\$1,062,505,857.54)

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

3. Click Search.



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.



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



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10 – Closing (Inactivate) a Capital Project

Our previous discussions centered on establishing a capital project. Once a project is complete, it must be closed. KRS 45.770(5) states that no later than 30 days after a project has been accepted by the Commonwealth and the contracts encumbered against that project has been closed, the project should 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 pendings).
- 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.

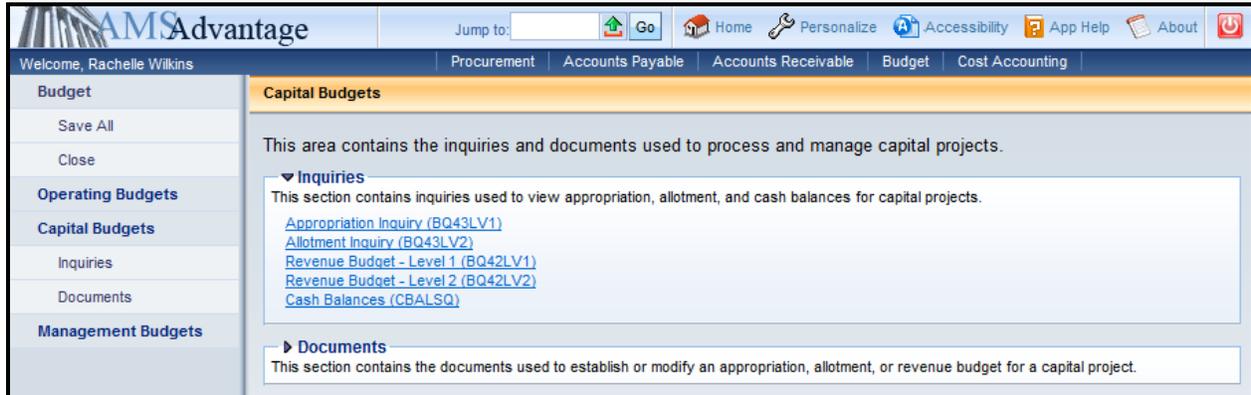
Once the SAS-5 form has been processed and the documents finalized, the SAS-14 form will be sent to Statewide Accounting Services to be processed to inactivate the Capital Project fund.

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

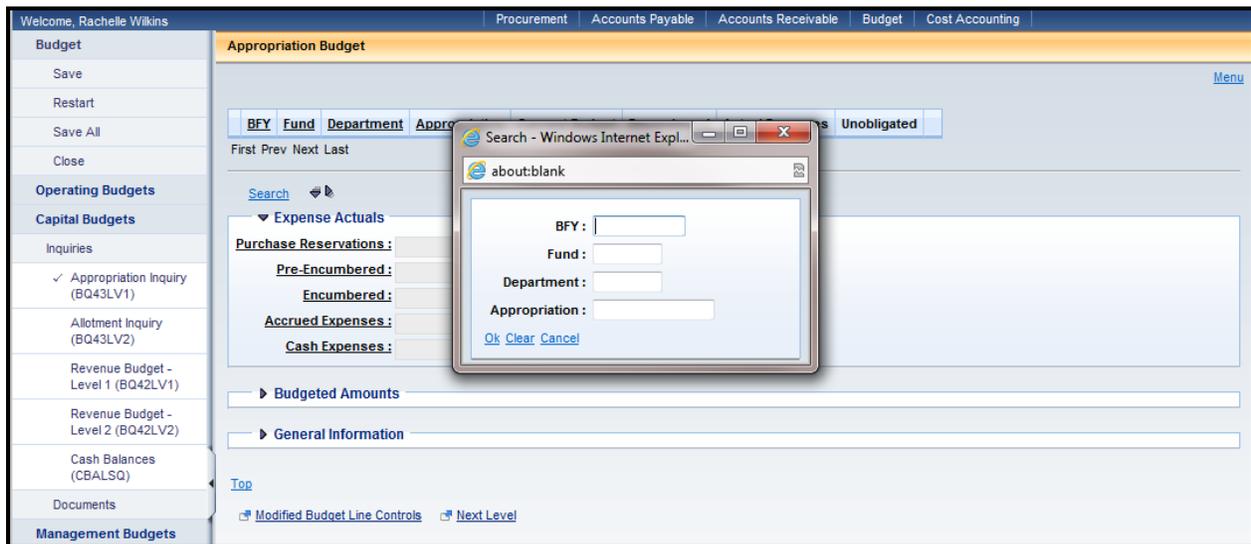
Let's look at closing a capital project with a cash balance:

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

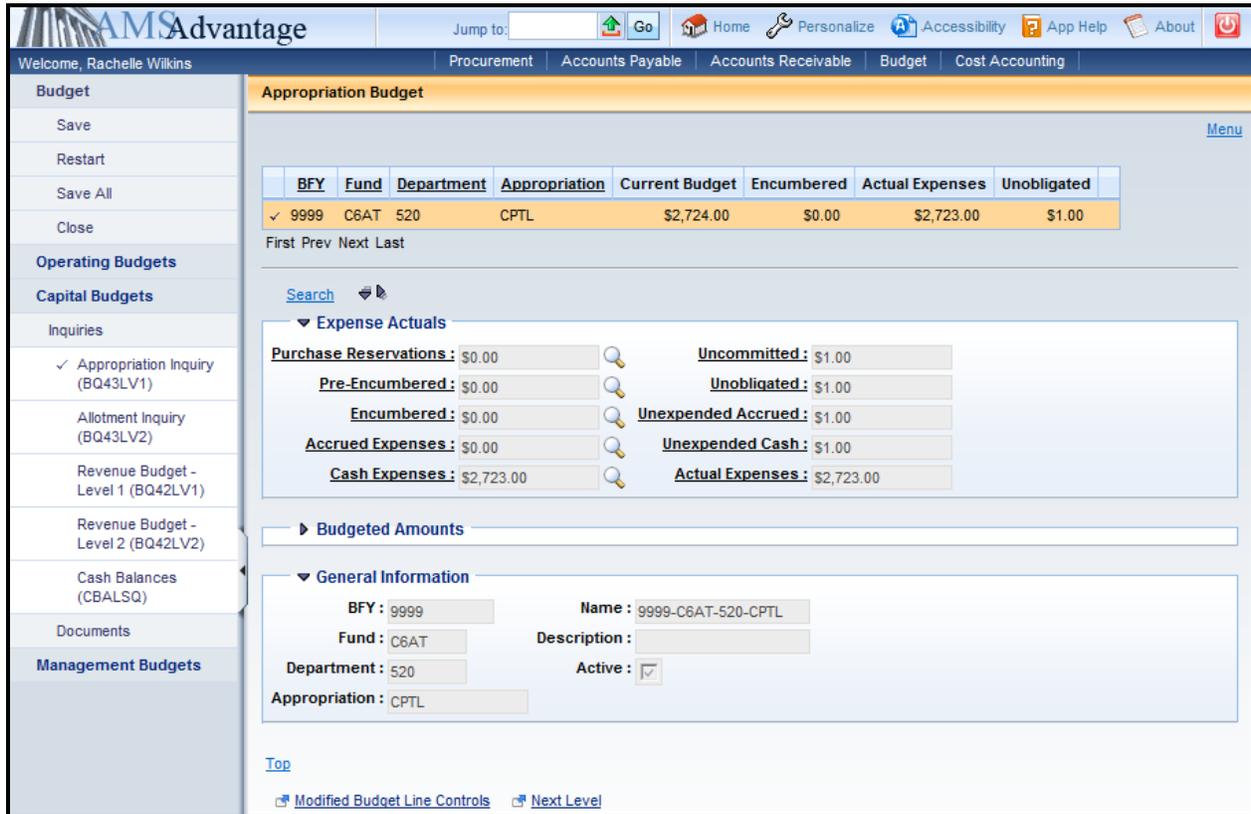
2. From the Budget Workspace, select Capital Budgets.



3. Select Appropriation Inquiry.



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



AMS Advantage

Welcome, Rachelle Wilkins

Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Appropriation Budget

BFY	Fund	Department	Appropriation	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	C6AT	520	CPTL	\$2,724.00	\$0.00	\$2,723.00	\$1.00

First Prev Next Last

Search

Expense Actuals

Purchase Reservations: \$0.00	Uncommitted: \$1.00
Pre-Encumbered: \$0.00	Unobligated: \$1.00
Encumbered: \$0.00	Unexpended Accrued: \$1.00
Accrued Expenses: \$0.00	Unexpended Cash: \$1.00
Cash Expenses: \$2,723.00	Actual Expenses: \$2,723.00

Budgeted Amounts

General Information

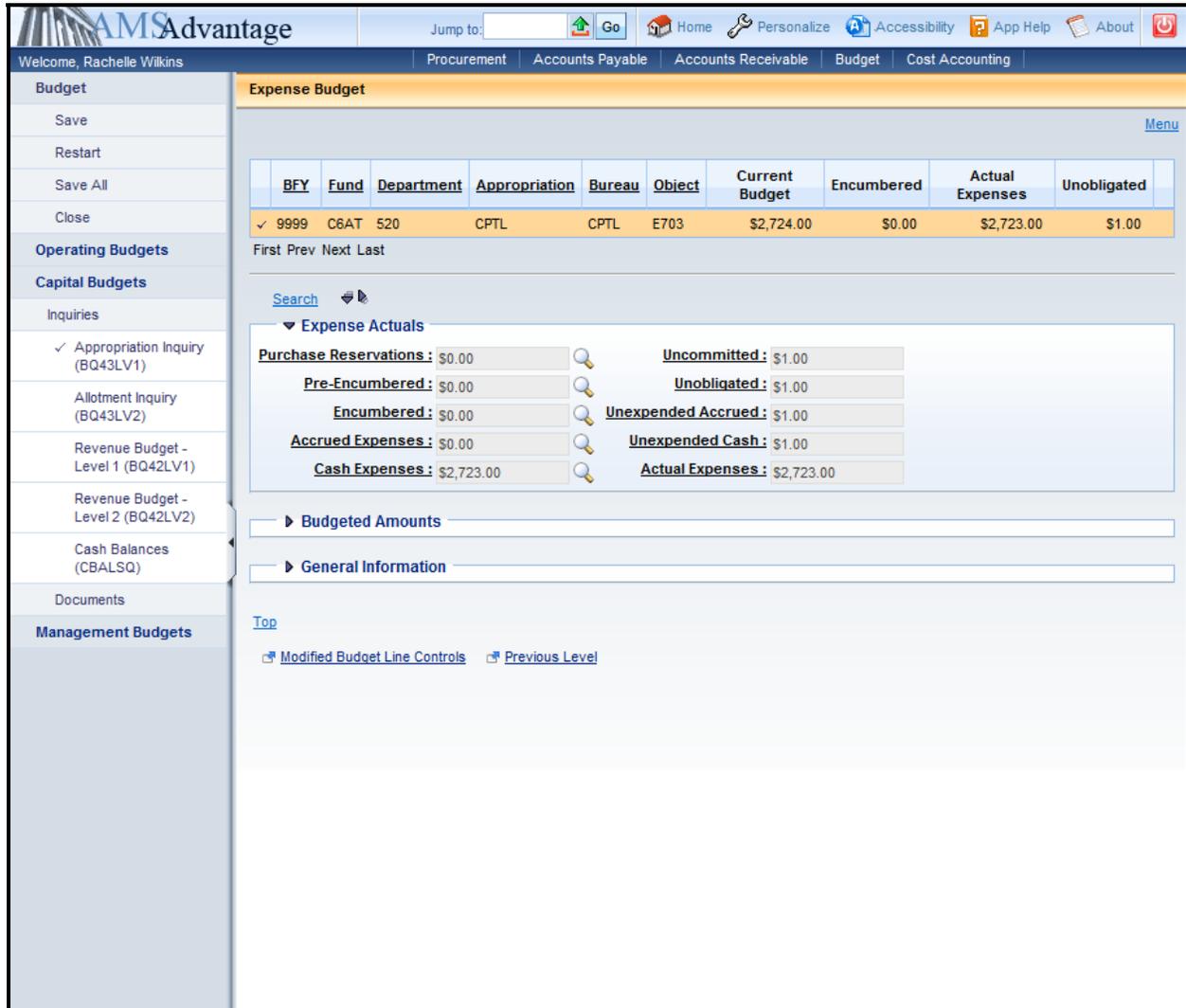
BFY: 9999 Name: 9999-C6AT-520-CPTL
Fund: C6AT Description:
Department: 520 Active:
Appropriation: CPTL

Top

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

- Confirm that the Encumbered and Accrued Expenses amounts are zero. Note the Unobligated amount of \$1.00.

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



The screenshot shows the 'Expense Budget' page in the AMS Advantage system. The left sidebar contains a 'Budget' menu with options like 'Save', 'Restart', and 'Close', as well as 'Operating Budgets', 'Capital Budgets', and 'Management Budgets'. The top navigation bar includes 'Jump to:', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. The main content area features a table with columns: BFY, Fund, Department, Appropriation, Bureau, Object, Current Budget, Encumbered, Actual Expenses, and Unobligated. A single row is displayed for BFY 9999, Fund C6AT, Department 520, Appropriation CPTL, Bureau CPTL, and Object E703, with a Current Budget of \$2,724.00, Encumbered of \$0.00, Actual Expenses of \$2,723.00, and Unobligated of \$1.00. Below the table is a search bar and an 'Expense Actuals' section with various financial metrics and their values.

BFY	Fund	Department	Appropriation	Bureau	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	C6AT	520	CPTL	CPTL	E703	\$2,724.00	\$0.00	\$2,723.00	\$1.00

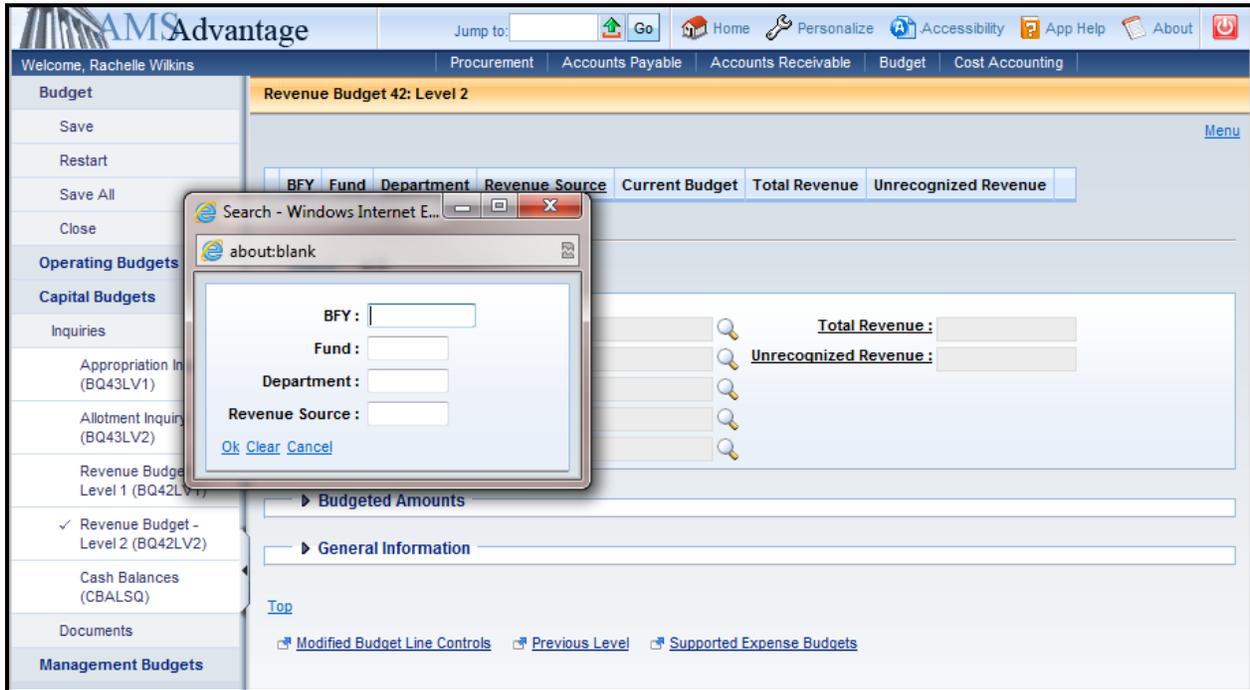
Expense Actuals

Purchase Reservations : \$0.00	Uncommitted : \$1.00
Pre-Encumbered : \$0.00	Unobligated : \$1.00
Encumbered : \$0.00	Unexpended Accrued : \$1.00
Accrued Expenses : \$0.00	Unexpended Cash : \$1.00
Cash Expenses : \$2,723.00	Actual Expenses : \$2,723.00

Below the 'Expense Actuals' section are expandable sections for 'Budgeted Amounts' and 'General Information'. At the bottom, there are links for 'Top', 'Modified Budget Line Controls', and 'Previous Level'.

7. Note the Unobligated amount for each Object. Object E703 - \$1.00.

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



The screenshot displays the eMARS Advantage web application interface. The top navigation bar includes links for Procurement, Accounts Payable, Accounts Receivable, Budget, and Cost Accounting. The left sidebar contains a navigation menu with sections for Budget, Operating Budgets, Capital Budgets, and Management Budgets. The main content area is titled "Revenue Budget 42: Level 2" and features a table with columns for BFY, Fund, Department, Revenue Source, Current Budget, Total Revenue, and Unrecognized Revenue. A modal dialog box is overlaid on the screen, containing input fields for BFY, Fund, Department, and Revenue Source, along with "Ok", "Clear", and "Cancel" buttons. The background interface also includes search and filter options for Total Revenue and Unrecognized Revenue.



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

The screenshot shows the AMS Advantage software interface. The top navigation bar includes 'Jump to:', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. 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	C6AT	520	BFII	\$2,724.00	\$0.00	\$0.00
9999	C6AT	520	N879	\$0.00	\$2,724.00	\$2,724.00

Below the table, there is a 'Revenue Actuals' section with the following data:

Revenue Type	Amount
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

10. Note the Revenue Source of BFII and the Current Budget amount of \$2,724.



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

AMS Advantage

Welcome, Rachele Wilkins

Jump to: Go

Home Personalize Accessibility App Help About

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Budget

Save

Restart

Save All

Close

Operating Budgets

Capital Budgets

Inquiries

Appropriation Inquiry (BQ43LV1)

Allotment Inquiry (BQ43LV2)

Revenue Budget - Level 1 (BQ42LV1)

Revenue Budget - Level 2 (BQ42LV2)

Cash Balances (CBALSQ)

Documents

Management Budgets

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 0100	General	(\$1,061,666,963.74)	(\$1,062,505,857.54)	(\$1,062,505,857.54)
01AP	Aband Prop	\$365,805,170.80	\$365,805,170.80	\$365,805,170.80
01NE	Unredeemed	\$21,706,436.38	\$21,706,436.38	\$21,706,436.38
01ZZ	CAFR USE ONLY	\$0.00	\$0.00	\$0.00
0301		\$0.00	\$0.00	\$0.00
0302		\$0.00	\$0.00	\$0.00
0303		\$0.00	\$0.00	\$0.00
0304		\$0.00	\$0.00	\$0.00
0305		\$0.00	\$0.00	\$0.00
0306		\$0.00	\$0.00	\$0.00

First Prev [Next](#) Last

[Search](#)

Fund: 0100

Cash Balance: (\$1,061,666,963.74)

Pending Increase Non-Cash: \$0.00

Pending Decrease Non-Cash: \$32,287,076.62

Pending Increase Cash: \$4,609,611.00

Pending Decrease Cash: \$5,448,504.80

Accepted Increase Non-Cash: (\$26.49)

Accepted Decrease Non-Cash: \$64,123,973.96

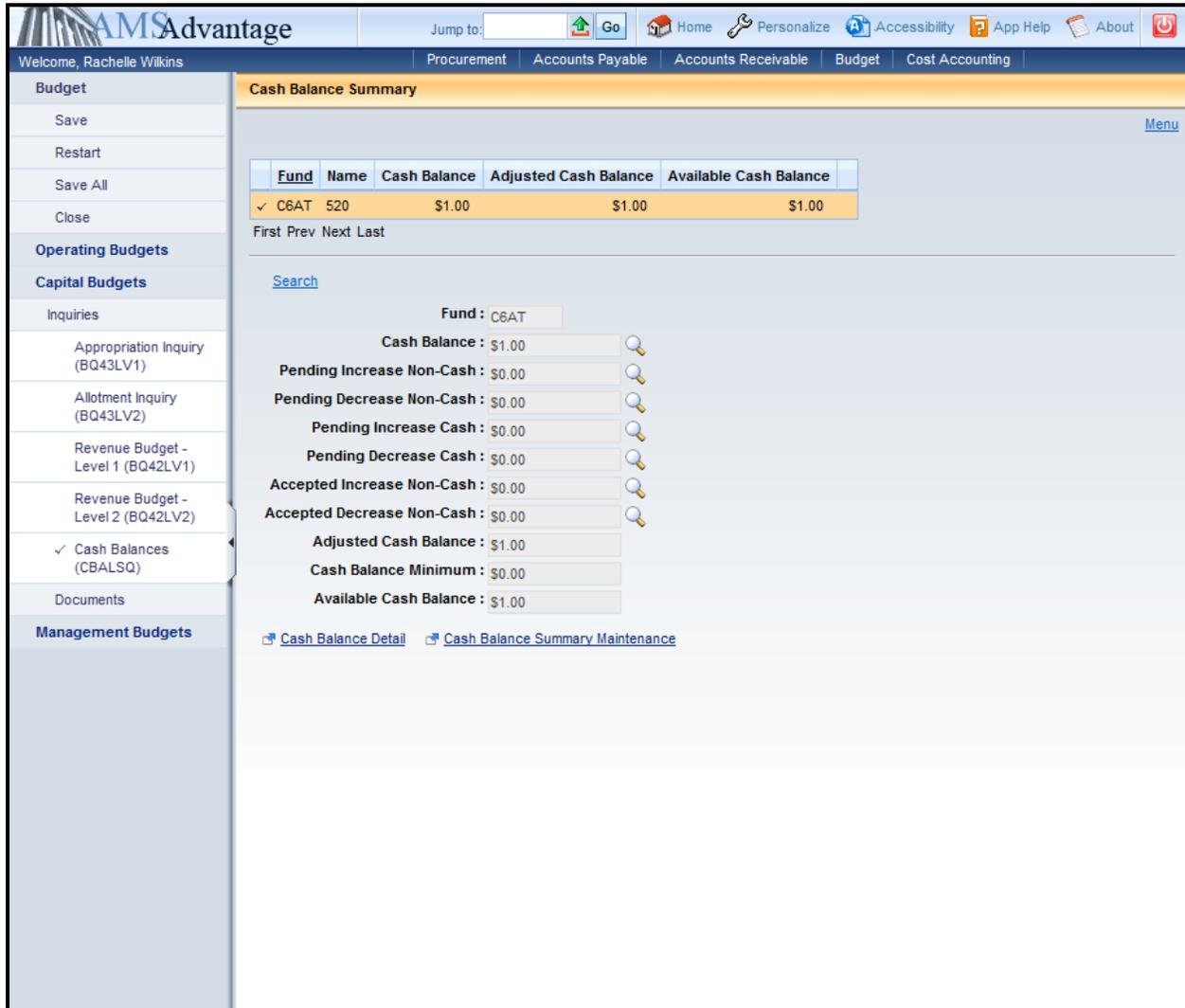
Adjusted Cash Balance: (\$1,062,505,857.54)

Cash Balance Minimum: \$0.00

Available Cash Balance: (\$1,062,505,857.54)

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

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



The screenshot shows the 'Cash Balance Summary' screen in the AMS Advantage application. The interface includes a navigation menu on the left with options like 'Budget', 'Operating Budgets', 'Capital Budgets', 'Inquiries', and 'Management Budgets'. The main content area displays a table with the following data:

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ C6AT	520	\$1.00	\$1.00	\$1.00

Below the table, there are search fields for various budget components. The 'Fund' field is set to 'C6AT'. The 'Cash Balance' field is set to '\$1.00'. Other fields include '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', and 'Available Cash Balance', all currently set to '\$0.00' or '\$1.00'. There are also links for 'Cash Balance Detail' and 'Cash Balance Summary Maintenance'.

13. Note the Cash Balance of \$1.00.

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 \$1.00. At the Allotment level, Object E703 will be reduced by \$1.00. Assuming that the project is being closed after the close of the biennium in which the pool was created, the remaining cash of \$1.00 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 \$1.00. Let's look at the SAS-5.



eMARS 320 Executing Capital Projects in eMARS

SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/22/2013
Page 1 of 2

Fund	Dept	Unit	Activity	Sub-Activity	Accounting Template ID	Project Manager
C6AT	520	D520	JP21	00		

Agency	Kentucky State Police	eMARS Document Numbers CPTL-C6AT-CLOSE
Project Name	Roof Repair Post 13	
Project Location	Post 13 - Hazard	
Project Estimate	2,724.00	

	Appropriation (BGE43 Level 1)		Allotment (BGE43 Level 2)		Receipts/Transfers (JV2T)	
	Event Type	Amount (+/-)	Object	Amount (+/-)	Object	Amount (+/-)
	Current Amount	2,724.00	Current Amount	2,724.00	Current Amount	2,724.00
Increase/Decrease	X666	-1.00	E703	-1.00	T879	-1.00
Increase/Decrease						
Increase/Decrease						
Increase/Decrease						
Increase/Decrease						
	Revised Amount	2,723.00	Revised Amount	2,723.00	Revised Amount	2,723.00

Cash Transfers (JV2T)							
BFY	Fund	Dept	Unit	Function	Object	Description	Amount
9999	C21M	765	OSBD		N879		1.00

Revenue Budget (BGR42)			
Revenue Source Code	Current Amount	Increase/Decrease	Revised Amount
BFI1	2,724.00	-1.00	2,723.00
Total	2,724.00	-1.00	2,723.00

JV2T Audit Check	
Receipts/Transfers	-1.00
Cash Transfers	1.00
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



eMARS 320 Executing Capital Projects in eMARS

SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/22/2013
Page 2 of 2

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

Project Description or Information:

Project Completed - 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

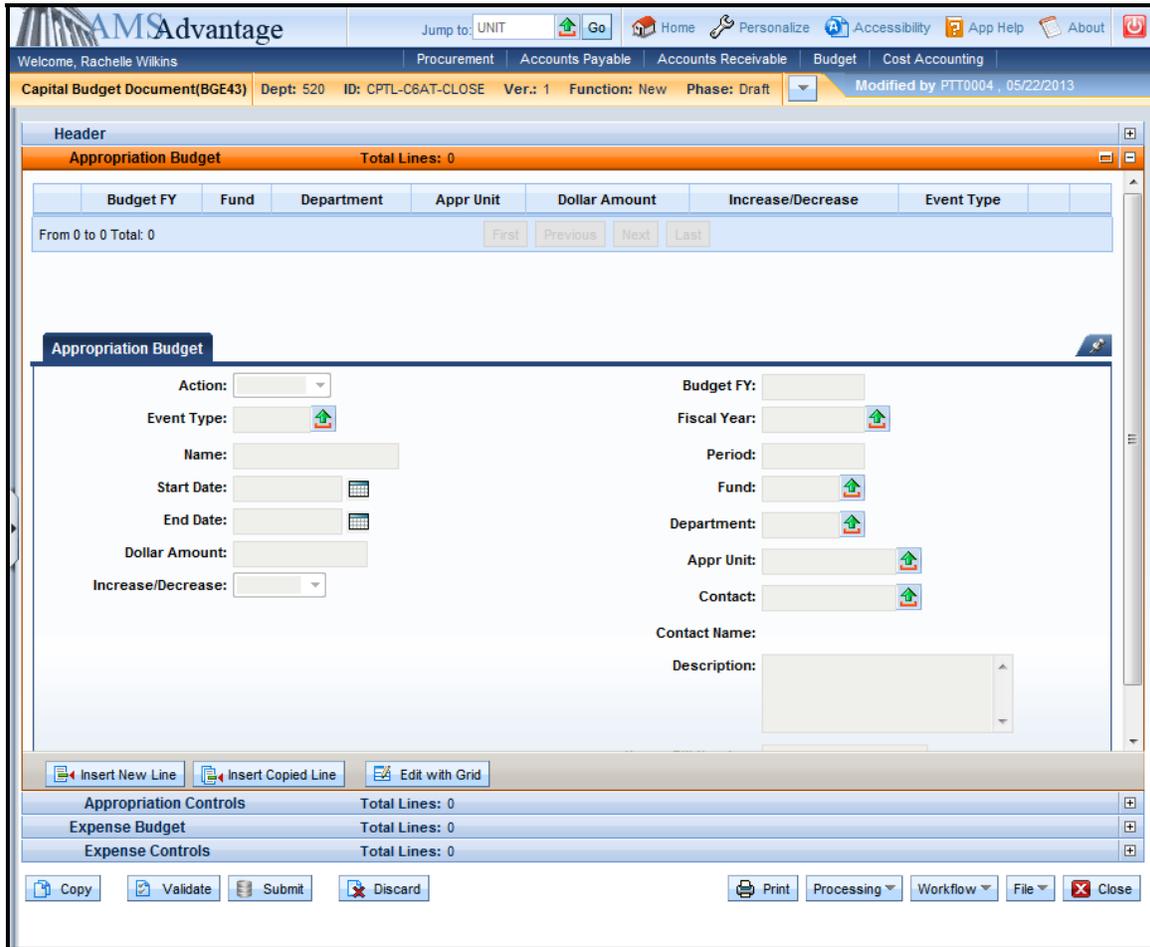
15. Next, we will complete the eMARS documents necessary to close the project. From the secondary navigation panel, select Capital Expense Budget (BGE43). On the Document Catalog screen select Create.

16. Complete the following information:

Dept	520
Unit	D520
ID	CPTL-C6AT-CLOSE

Select Create.

17. On the Header, enter “9999” in the **Budget FY** and then select the Appropriation Budget tab.



18. Select the Insert New Line button 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	1.00
Increase/Decrease	Decrease
Budget FY	Leave blank. It will be inferred from the Header.



eMARS 320 Executing 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	C6AT
Department	520
Appr Unit	“CPTL”
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2010

The screenshot displays the 'Appropriation Budget' form in the eMARS Advantage system. The form is titled 'Capital Budget Document(BGE43)' and is for Department 520, ID CPTL-C6AT-CLOSE, Version 1, Function New, Phase Draft. It was modified by PTT0004 on 05/24/2013.

The form contains the following fields:

- Action:** Modify
- Event Type:** X666
- Name:** [Empty]
- Start Date:** [Calendar icon]
- End Date:** [Calendar icon]
- Dollar Amount:** 1
- Increase/Decrease:** Decrease
- Budget FY:** [Empty]
- Fiscal Year:** [Empty]
- Period:** [Empty]
- Fund:** C6AT
- Department:** 520
- Appr Unit:** CPTL
- Contact:** [Empty]
- Contact Name:** [Empty]
- Description:** [Text area]
- House Bill Number:** 2010

Below the form is a table with the following data:

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease	Event Type
				1	Increase	

At the bottom of the form, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close. Summary statistics show: Appropriation Controls Total Lines: 0, Expense Budget Total Lines: 0, and Expense Controls Total Lines: 0.



19. Select the Expense Budget accordion. Select the Insert New Line button 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	1.00
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	C6AT
Department	520
Appr Unit	“CPTL”
Bureau	“CPTL”
Object	E703
Contact	Leave blank. Not used on this document.
Description	Leave blank.
House Bill Number	2010



eMARS 320 Executing Capital Projects in eMARS

AMS Advantage | Jump to: [] Go | Home | Personalize | Accessibility | App Help | About

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

Capital Budget Document(BGE43) | Dept: 520 | ID: CPTL-C6AT-CLOSE | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 05/24/2013

Header	
Appropriation Budget	Total Lines: 1
Appropriation Controls	Total Lines: 0
Expense Budget	Total Lines: 1

From 1 to 1 Total: 1 | First | Previous | Next | Last | Increase

Expense Budget

Action: Modify	Budget FY: []
Event Type: X666	Fiscal Year: []
Name: []	Period: []
Start Date: []	Fund: C6AT
End Date: []	Department: 520
Dollar Amount: 1	Appr Unit: CPTL
Increase/Decrease: Decrease	Bureau: CPTL
	Object: E703
	Contact: []
	Contact Name: []
	Description: []
	House Bill Number: 2010

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid | Perform Budget Rollup | Smart Budget Rollup

Expense Controls	
Total Lines: 0	

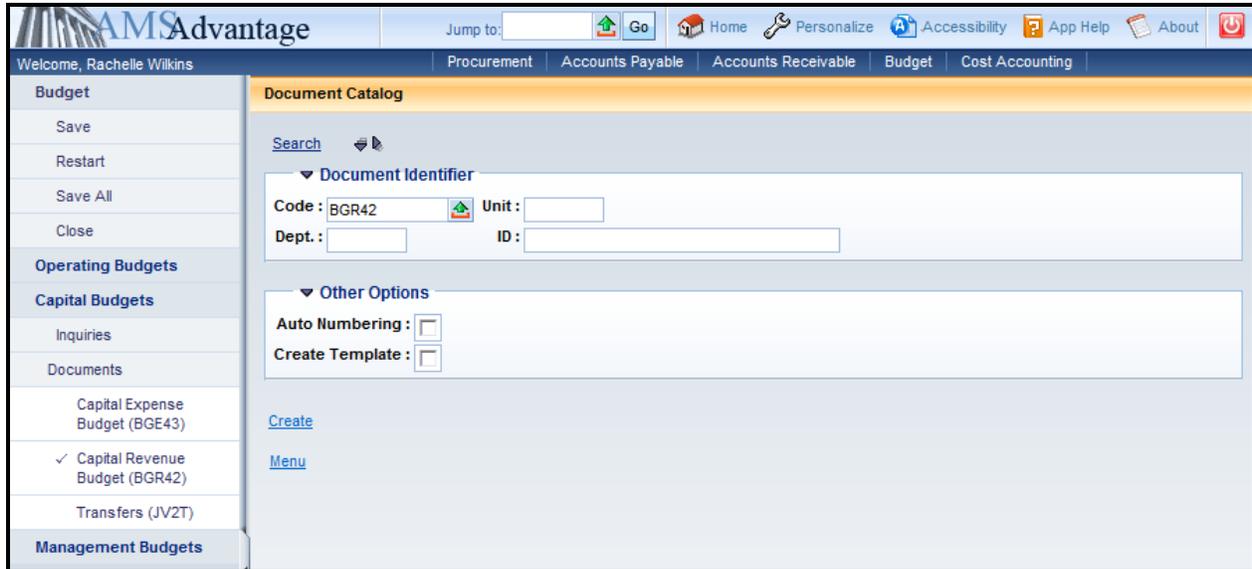
Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close

20. 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

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

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



23. Complete the following information:

Dept	520
Unit	D520
ID	CPTL-C6AT-CLOSE

Select Create.



eMARS 320 Executing Capital Projects in eMARS

The screenshot shows the AMS Advantage interface. At the top, there is a navigation bar with "Home", "Personalize", "Accessibility", "App Help", and "About". Below this is a breadcrumb trail: "Welcome, Rachelle Wilkins" > "Procurement" > "Accounts Payable" > "Accounts Receivable" > "Budget" > "Cost Accounting". The main header area contains the following information: "Revenue Budget 42 Document(BGR42)", "Dept: 520", "ID: CPTL-C6AT-CLOSE", "Ver.: 1", "Function: New", "Phase: Draft", and "Modified by PTT0004 , 05/22/2013".

The "Header" section is expanded, showing the following fields:

- Transaction Date:
- Budget FY:
- Fiscal Year:
- Period:
- Start Date:
- End Date:
- Created By: PTT0004
- Created On: 05/22/2013
- Modified By: PTT0004
- Modified On: 05/22/2013

At the bottom of the header section, there are "Save", "Undo", and "Load Constraints" buttons.

24. On the Header, enter "9999" in the **Budget FY** and then select the Detail Revenue accordion.

This screenshot shows the same AMS Advantage interface as the previous one, but with the "Detail Revenue" accordion expanded. The "Header" section is now collapsed, showing "Summary Revenue Total Lines: 0", "Summary Controls Total Lines: 0", and "Detail Revenue Total Lines: 0".

The "Detail Revenue" section is expanded, showing a table with the following columns: "Budget FY", "Fund", "Department", "Revenue", "Dollar Amount", "Increase/Decrease", and "Event Type". Below the table, there are navigation buttons: "First", "Previous", "Next", and "Last".

Below the table, there is a "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:

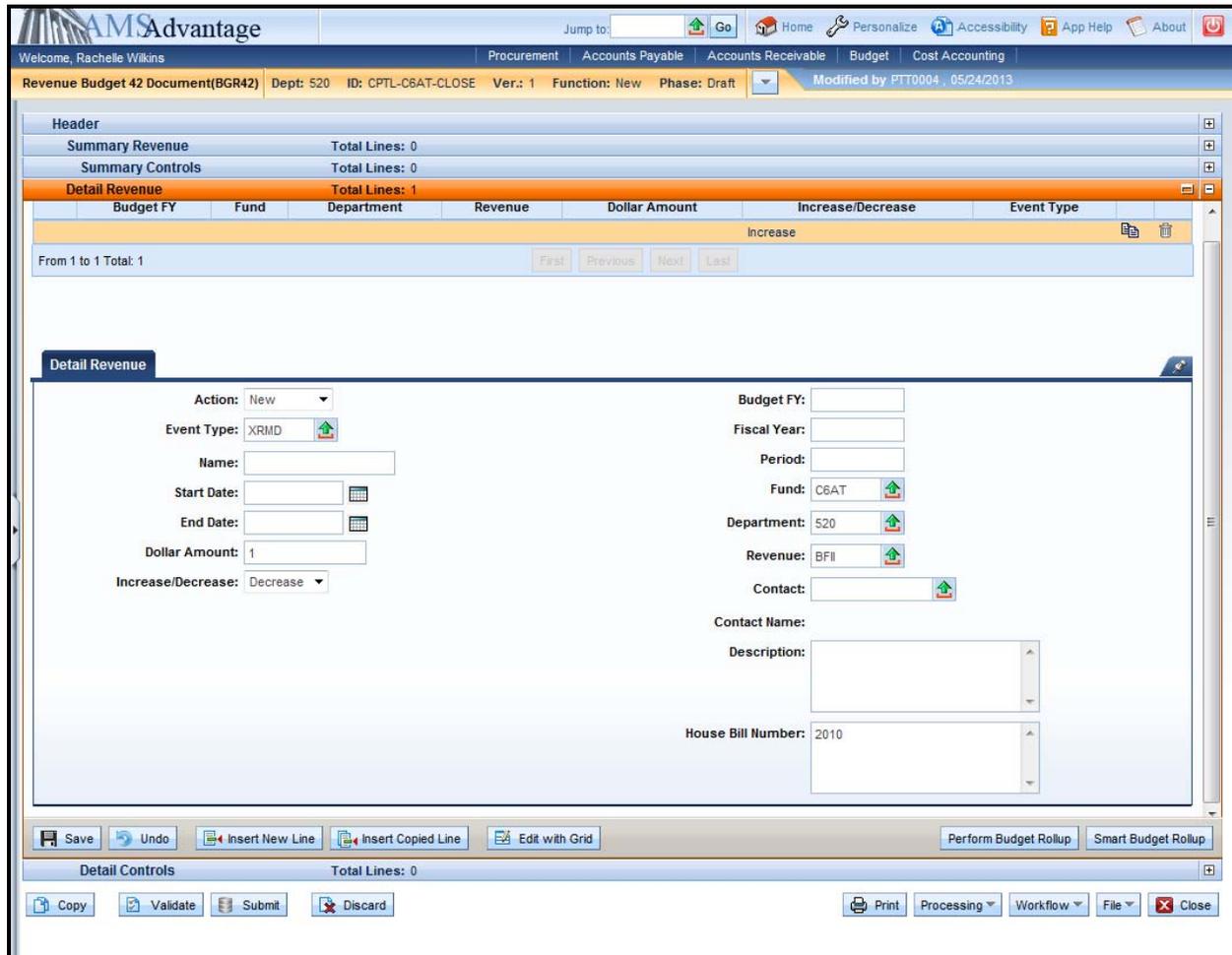
At the bottom of the form, there are buttons: "Insert New Line", "Insert Copied Line", "Edit with Grid", "Perform Budget Rollup", and "Smart Budget Rollup".

At the bottom of the screen, there is a "Detail Controls" section with "Total Lines: 0" and buttons: "Copy", "Validate", "Submit", "Discard", "Print", "Processing", "Workflow", "File", and "Close".



25. Select the Insert New Line button 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	1.00
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	C6AT
Department	520
Revenue	BFII
Contact	Leave blank. Not used on this document.
Description	May be used to enter a description.
House Bill Number	2010



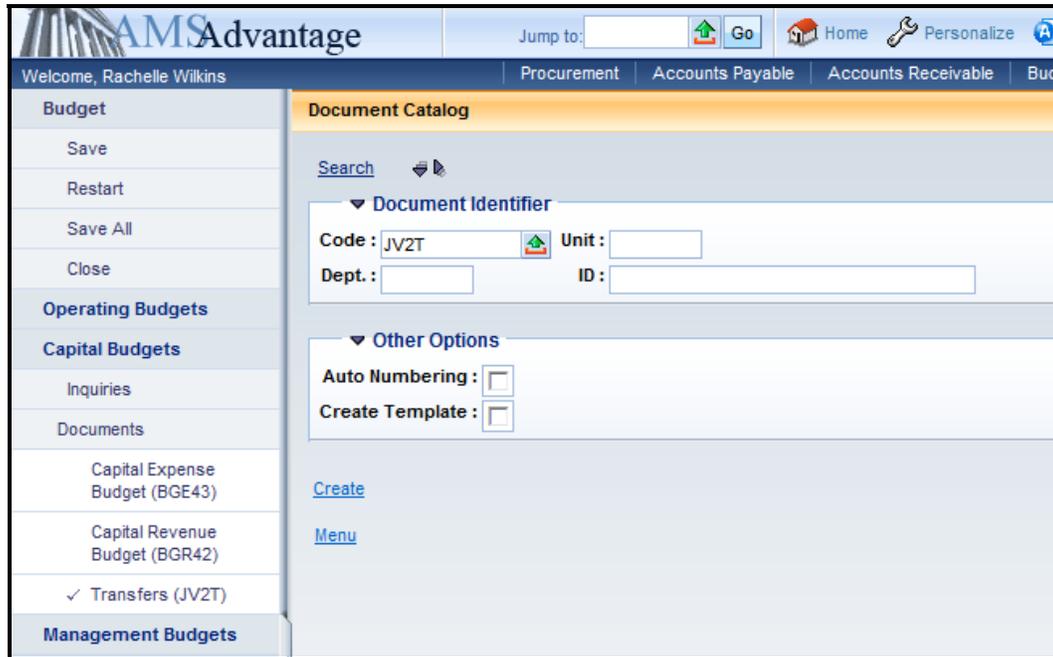
26. Select Smart Budget Rollup. This will create the Summary Revenue line that is required to process the document.

27. 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	520
Unit	D520
ID	CPTL-C6AT-CLOSE

Select Create.

32. Leave the Header screen blank. Select the Accounting accordion and select the Insert New Line button.

The screenshot shows the AMS Advantage software interface. At the top, there is a navigation bar with 'Jump to:' and 'Go' buttons, and a menu with 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this is a breadcrumb trail: 'Welcome, Rachelle Wilkins | Procurement | Accounts Payable | Accounts Receivable | Budget | Cost Accounting'. The main header area displays 'Transfer(JV2T) Dept: 520 ID: CPTL-C6AT-CLOSE Ver.: 1 Function: New Phase: Draft Modified by PTT0004, 05/22/2013'. The 'Accounting' section shows 'Total Lines: 1 Accounting Line: 0 Line Amount: Event Type:'. A table below lists one accounting line with '0' in the 'Accounting Line' column. The 'General Information' tab is active, showing fields for 'Event Type', 'Accounting Template', 'Line Description', 'Line Amount', 'Line Closed Amount', 'Line Closed Date', 'Budget FY', 'Fiscal Year', 'Period', 'Charge Class', 'Charge Class Rate', 'Charge Units', and 'Bank'. At the bottom, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Posting', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

33. Complete the following information on the General Information tab:

Event Type	XC02 – Off-Budget Transfer Out
Accounting Template	JC6AT – Accounting template for project
Line Description	Leave blank.
Line Amount	1.00
Budget FY	Enter “9999”
Fiscal Year	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.



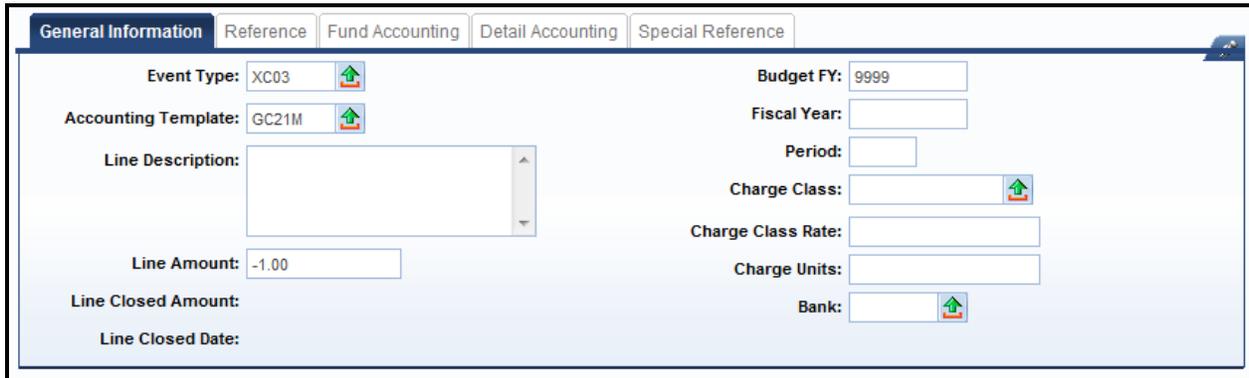
Charge Class Rate	Leave blank.
Charge Units	Leave blank.
Bank	Leave blank.

34. Select the Fund Accounting tab. Enter "T879" in the Object field.

35. Select the Insert New Line button. Enter the following information on the General Information tab:

Event Type	XC03 – Transfer In
Accounting Template	GC21M – Capital Construction Surplus
Line Description	Leave blank.
Line Amount	-1.00
Budget FY	Enter "9999"
Fiscal Year	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.
Charge Units	Leave blank.

36. Select the Fund Accounting tab. Enter "N879" in the Revenue field.



General Information Reference Fund Accounting Detail Accounting Special Reference

Event Type: XC03 Budget FY: 9999

Accounting Template: GC21M Fiscal Year:

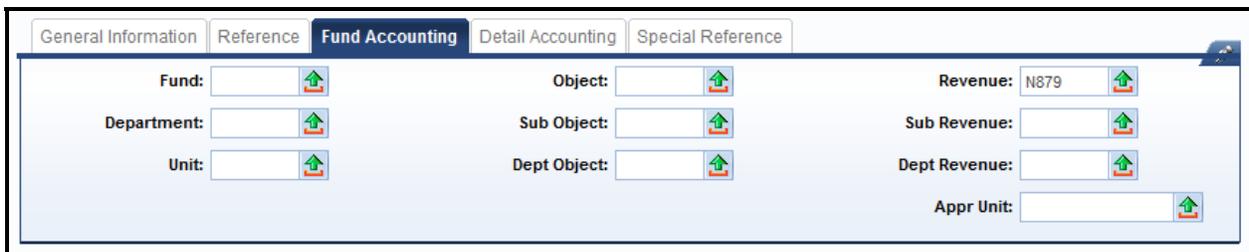
Line Description: Period:

Line Amount: -1.00 Charge Class:

Line Closed Amount: Charge Class Rate:

Line Closed Date: Charge Units:

Bank:



General Information Reference Fund Accounting Detail Accounting Special Reference

Fund: Object: Revenue: N879

Department: Sub Object: Sub Revenue:

Unit: Dept Object: Dept Revenue:

Appr Unit:

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

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

Severity	Component	Line Number	Override	Message	Description 
 Error	CH_DOC_ACTG	ACTG Line 1	---	Values in the organization fields are not authorized for the current user.	 ▾

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.

Exercise 6 – Complete SAS-14, SAS-5 and eMARS documents to Close Capital Project

Scenario

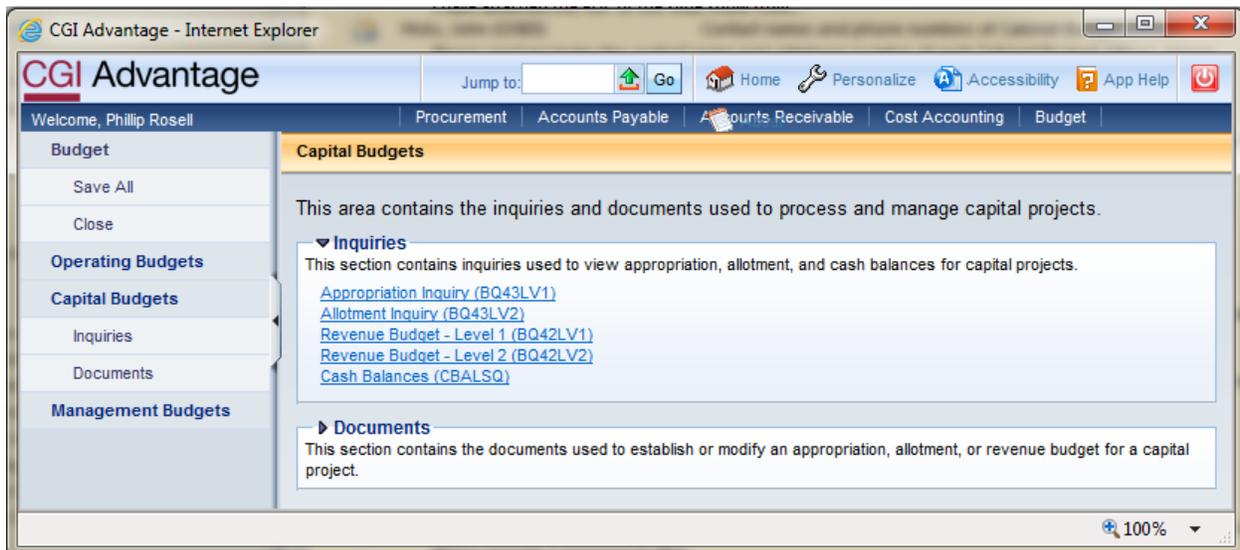
HB 321 of the 1998-2000 Regular Session appropriated a capital project for Paintsville Lake Campground. The project has now been completed and needs to be closed.

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.



3. Select Appropriation Inquiry.

The screenshot shows the AMS Advantage web application interface. The main content area is titled "Appropriation Budget" and contains a table with columns: BFY, Fund, Department, Appropriation, Current Budget, Encumbered, Actual Expenses, and Unobligated. A search popup box is overlaid on the screen, containing input fields for BFY, Fund, Department, and Appropriation. The left sidebar shows a navigation menu with "Appropriation Inquiry (BQ43LV1)" selected. The top navigation bar includes "Jump to: BQ43LV1" and various utility icons.

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

The screenshot shows the same AMS Advantage web application interface, but the search popup box is no longer present. The table in the main content area now displays search results for the selected appropriation. The table has the following data:

BFY	Fund	Department	Appropriation	Current Budget	Encumbered	Actual Expenses	Unobligated
9999	CAS8	670	CPTL	\$2,850,000.00	\$0.00	\$2,849,273.80	\$726.20

Below the table, there are sections for "Expense Actuals" with various metrics and their values:

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

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 Expense Budget (Allotment Inquiry) page.

The screenshot shows the 'Expense Budget' page in eMARS Advantage. The page includes a navigation menu on the left with options like 'Budget', 'Operating Budgets', and 'Capital Budgets'. The main content area features a table with columns for BFY, Fund, Department, Appropriation, Bureau, Object, Current Budget, Encumbered, Actual Expenses, and Unobligated. Below the table, there are summary statistics for 'Expense Actuals' and sections for 'Budgeted Amounts' and 'General Information'.

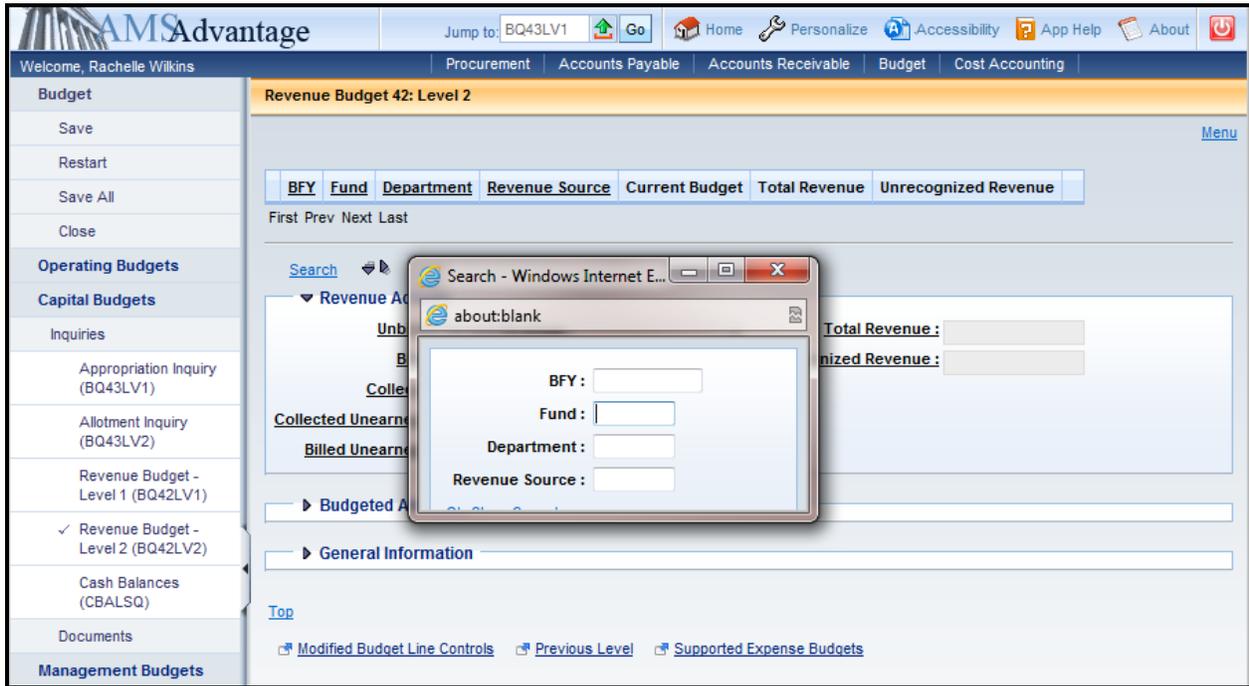
BFY	Fund	Department	Appropriation	Bureau	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 9999	CA58	670	CPTL	CPTL	E701	\$248,307.00	\$0.00	\$248,306.48	\$0.52
9999	CA58	670	CPTL	CPTL	E703	\$2,431,144.00	\$0.00	\$2,431,098.36	\$45.64
9999	CA58	670	CPTL	CPTL	E704	\$42,299.00	\$0.00	\$42,298.57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

Summary Statistics:

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

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.



The screenshot displays the eMARS Advantage web application interface. The top navigation bar includes the eMARS Advantage logo, a search bar with the text "Jump to: BQ43LV1", and several utility icons (Home, Personalize, Accessibility, App Help, About, and a power button). Below the navigation bar, a secondary navigation panel on the left lists various budget categories: Budget, Operating Budgets, Capital Budgets, and Management Budgets. The "Revenue Budget - Level 2 (BQ42LV2)" link is selected and highlighted. The main content area displays the "Revenue Budget 42: Level 2" page, which includes a table with columns for BFY, Fund, Department, Revenue Source, Current Budget, Total Revenue, and Unrecognized Revenue. A search dialog box is overlaid on the page, containing input fields for BFY, Fund, Department, and Revenue Source. The dialog box also includes a "Search" button and a "Close" button. The background page shows a table with columns for "Total Revenue" and "Unrecognized Revenue", and a "General Information" section at the bottom.



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

The screenshot shows the AMS Advantage software interface. The main content area displays 'Revenue Budget 42: Level 2'. A table lists budget lines with columns for BFY, Fund, Department, Revenue Source, Current Budget, Total Revenue, and Unrecognized Revenue. The first row is highlighted in orange and shows a Current Budget of \$2,850,000.00 for Revenue Source BFGF. Below the table, there are sections for 'Revenue Actuals' with various revenue categories all showing \$0.00, 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

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.

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 0100	General	(\$1,061,666,963.74)	(\$1,062,505,857.54)	(\$1,062,505,857.54)
01AP	Aband Prop	\$365,805,170.80	\$365,805,170.80	\$365,805,170.80
01NE	Unredeemed	\$21,706,436.38	\$21,706,436.38	\$21,706,436.38
01ZZ	CAFR USE ONLY	\$0.00	\$0.00	\$0.00
0301		\$0.00	\$0.00	\$0.00
0302		\$0.00	\$0.00	\$0.00
0303		\$0.00	\$0.00	\$0.00
0304		\$0.00	\$0.00	\$0.00
0305		\$0.00	\$0.00	\$0.00
0306		\$0.00	\$0.00	\$0.00

Search Fund: 0100

Cash Balance: (\$1,061,666,963.74)

Pending Increase Non-Cash: \$0.00

Pending Decrease Non-Cash: \$32,287,076.62

Pending Increase Cash: \$4,609,611.00

Pending Decrease Cash: \$5,448,504.80

Accepted Increase Non-Cash: (\$26.49)

Accepted Decrease Non-Cash: \$64,123,973.96

Adjusted Cash Balance: (\$1,062,505,857.54)

Cash Balance Minimum: \$0.00

Available Cash Balance: (\$1,062,505,857.54)

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

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
			(\$1,062,505,857.54)	(\$1,062,505,857.54)
			\$365,805,170.80	\$365,805,170.80
			\$21,706,436.38	\$21,706,436.38
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00

Search - Windows Internet Explorer

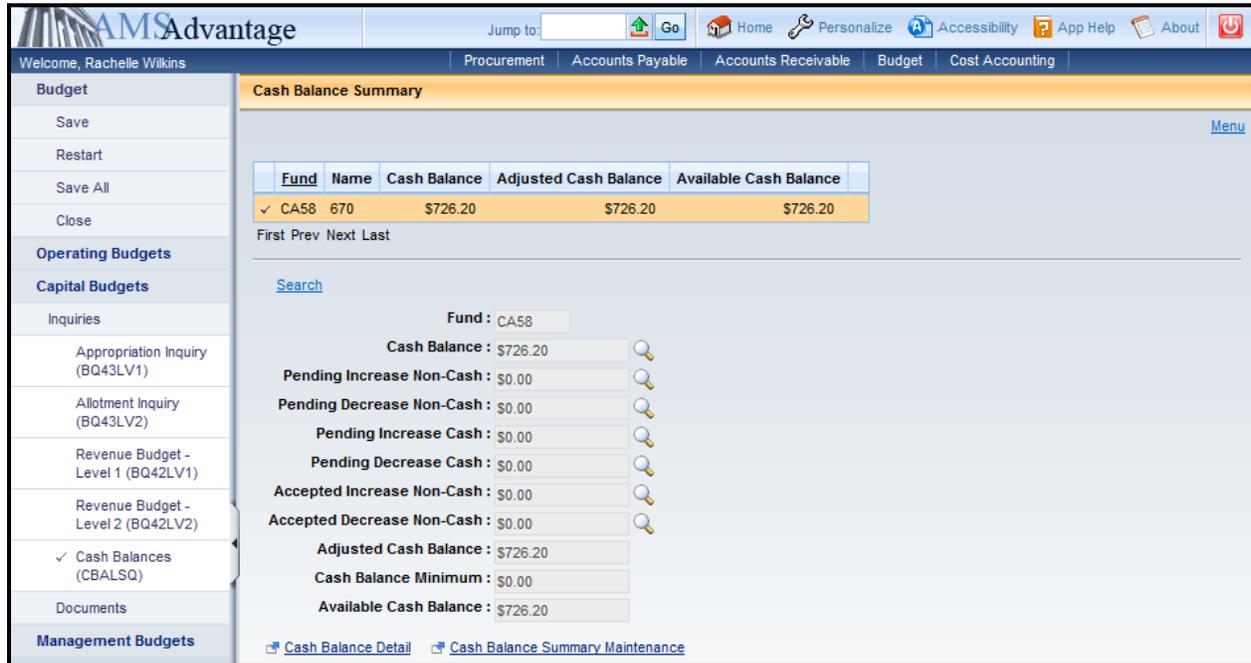
about:blank

Fund:

Available Cash Balance:

Ok Clear Cancel

13. Note the Cash Balance of \$726.20.



The screenshot shows the eMARS Advantage interface. The top navigation bar includes 'Jump to:' with a search field, 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this is a secondary navigation bar with 'Procurement', 'Accounts Payable', 'Accounts Receivable', 'Budget', and 'Cost Accounting'. The main content area is titled 'Cash Balance Summary' and features a table with the following data:

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
CA58	670	\$726.20	\$726.20	\$726.20

Below the table, there are navigation links: 'First', 'Prev', 'Next', 'Last'. A 'Search' link is also present. The 'Fund' is set to 'CA58'. The following summary statistics are displayed:

- 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

At the bottom, there are links for 'Cash Balance Detail' and 'Cash Balance Summary Maintenance'. The left sidebar contains a menu with options like 'Budget', 'Operating Budgets', 'Capital Budgets', 'Inquiries', and 'Management Budgets'.

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.



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SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/22/2013
Page 1 of 2

Fund	Dept	Unit	Activity	Sub-Activity	Accounting Template ID	Project Manager
CA58	670	D670			CCA58	Doug Price

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

	Appropriation (BGE43 Level 1)		Allotment (BGE43 Level 2)		Receipts/Transfers (JV2T)	
	Event Type	Amount (+/-)	Object	Amount (+/-)	Object	Amount (+/-)
	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



SAS-5
2/2006

Commonwealth of Kentucky
CAPITAL PROJECT

Date: 5/22/2013
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
- 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
- BFDL Statewide Deferred Maintenance Fund
- BFEM Emergency Repair, Maintenance & Replacement Fund
- BFFF Federal Fund
- BFGF General Fund
- BFIJ 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

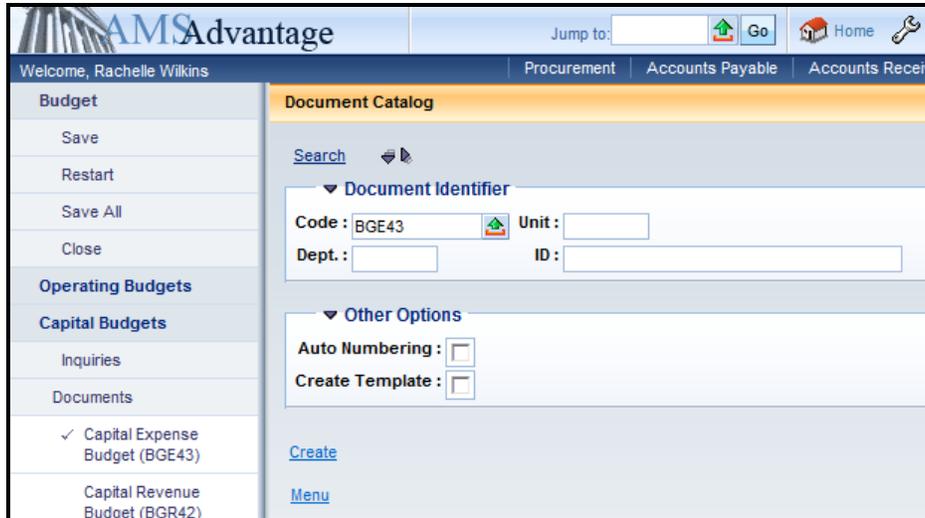
- | | |
|-------------------------------|-------------------------------|
| 01 General Fund | 03 Debt Service Fund |
| 11 Transportation Fund | 12 Federal Fund |
| 13 Agency Revenue Fund | 14 Other Special Revenue Fund |
| 21 State Parks Fund | 22 State Fair Board Fund |
| 29 Horse Park Commission Fund | 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

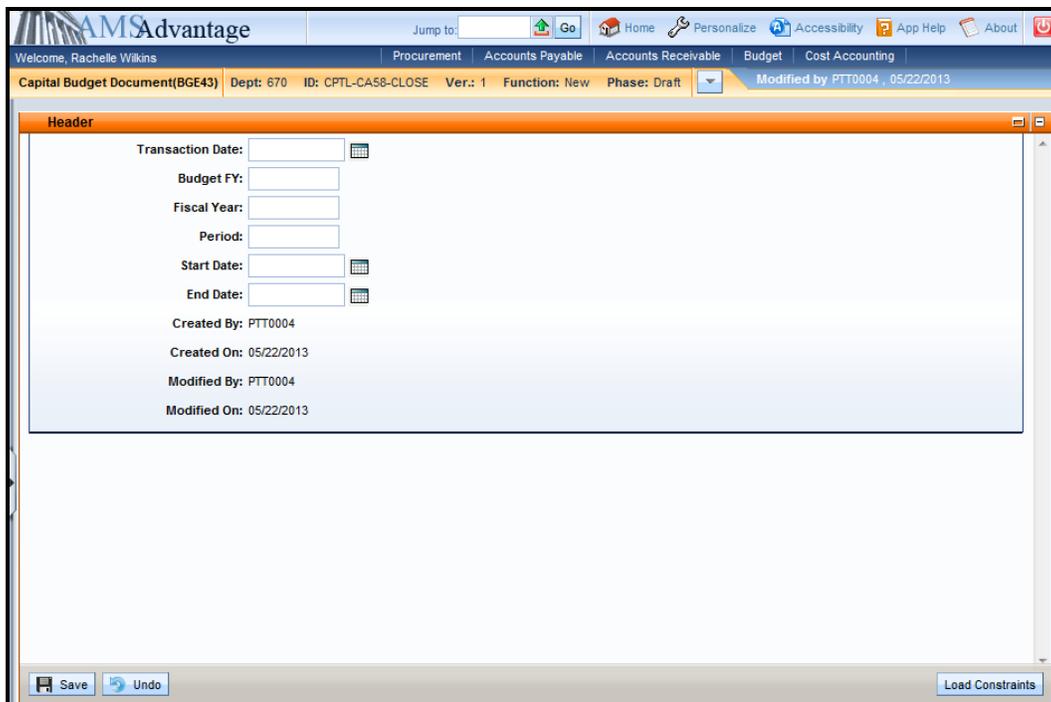
Next, we will complete the eMARS documents necessary to close the project. From the secondary navigation panel, select Capital Expense Budget (BGE43). On the Document Catalog screen select Create.



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.



On the Header, enter “9999” in the **Budget FY** and then select the Appropriation Budget accordion.

16. Select the Insert New Line button 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.



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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 displays the 'Appropriation Budget' form in the eMARS Advantage system. The form is titled 'Capital Budget Document(BGE43)' and is for Department 670, ID: CPTL-CA58-CLOSE, Version 1, Function: New, Phase: Draft. The form includes the following fields:

- Action:** Modify
- Event Type:** X666
- Name:** (empty)
- Start Date:** (empty)
- End Date:** (empty)
- Dollar Amount:** 726.20
- Increase/Decrease:** Decrease
- Budget FY:** (empty)
- Fiscal Year:** (empty)
- Period:** (empty)
- Fund:** CA58
- Department:** 670
- Appr Unit:** CPTL
- Contact:** (empty)
- Contact Name:** (empty)
- Description:** (empty)
- House Bill Number:** 1998

Below the form, a table displays the budget lines:

Budget FY	Fund	Department	Appr Unit	Dollar Amount	Increase/Decrease	Event Type
Increase						
From 1 to 1 Total: 1						

The interface also includes a toolbar with buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.



17. Select the Expense Budget accordion, select the Insert New Line button 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



eMARS 320 Executing Capital Projects in eMARS

AMS Advantage | Jump to: [] Go | Home | Personalize | Accessibility | App Help | About

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

Capital Budget Document(BGE43) | Dept: 670 | ID: CPTL-CA58-CLOSE | Ver.: 1 | Function: New | Phase: Draft | Modified by PTT0004, 05/24/2013

Header	
Appropriation Budget	Total Lines: 1
Appropriation Controls	Total Lines: 0
Expense Budget	Total Lines: 1

From 1 to 1 Total: 1 | First | Previous | Next | Last | Increase

Expense Budget

Action: Modify	Budget FY: []
Event Type: X666	Fiscal Year: []
Name: []	Period: []
Start Date: []	Fund: CA58
End Date: []	Department: 670
Dollar Amount: 52	Appr Unit: CPTL
Increase/Decrease: Decrease	Bureau: CPTL
	Object: E701
	Contact: []
	Contact Name: []
	Description: []
	House Bill Number: 1998

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid | Perform Budget Rollup | Smart Budget Rollup

Expense Controls	
Total Lines: 0	

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close



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

Dollar Amount	45.64
Object	E703

The screenshot displays the 'AMS Advantage' software interface. At the top, there is a navigation bar with options like 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this, a header section shows the user's name 'Welcome, Rachelle Wilkins' and various system menus. The main content area is titled 'Capital Budget Document(BGE43)' and shows details for 'Dept: 670', 'ID: CPTL-CA58-CLOSE', 'Ver.: 1', 'Function: New', and 'Phase: Draft'. A table of budget lines is visible, with the selected line showing 'CA58 670 CPTL CPTL E701 \$0.52 Decrease X666'. Below the table, the 'Expense Budget' form is open, showing fields for 'Action: Modify', 'Event Type: X666', 'Name', 'Start Date', 'End Date', 'Dollar Amount: 45.64', 'Increase/Decrease: Decrease', 'Budget FY', 'Fiscal Year', 'Period', 'Fund: CA58', 'Department: 670', 'Appr Unit: CPTL', 'Bureau: CPTL', 'Object: E703', 'Contact', 'Contact Name', 'Description', and 'House Bill Number: 1998'. At the bottom, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', 'Smart Budget Rollup', 'Expense Controls', 'Total Lines: 0', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.



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

Dollar Amount	.43
Object	E704

The screenshot displays the AMS Advantage software interface. At the top, there is a navigation bar with options like Home, Personalize, Accessibility, App Help, and About. Below this is a header section for a Capital Budget Document (BGE43) with details such as Dept: 670, ID: CPTL-CA58-CLOSE, Ver.: 1, Function: New, Phase: Draft, and Modified by PTT0004 on 05/24/2013.

The main content area shows an Expense Budget table with columns for Fund (CA58), Dept (670), Appr Unit (CPTL), Bureau (CPTL), Object (E701), Amount (\$0.52), and Direction (Decrease). Below the table, there is a detailed form for the Expense Budget line. The form includes fields for Action (Modify), Event Type (X666), Name, Start Date, End Date, Dollar Amount (.43), Increase/Decrease (Decrease), Budget FY, Fiscal Year, Period, Fund (CA58), Department (670), Appr Unit (CPTL), Bureau (CPTL), Object (E704), Contact, Contact Name, Description, and House Bill Number (1998).

At the bottom of the interface, there are several buttons for actions: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup, Expense Controls, Total Lines: 0, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.



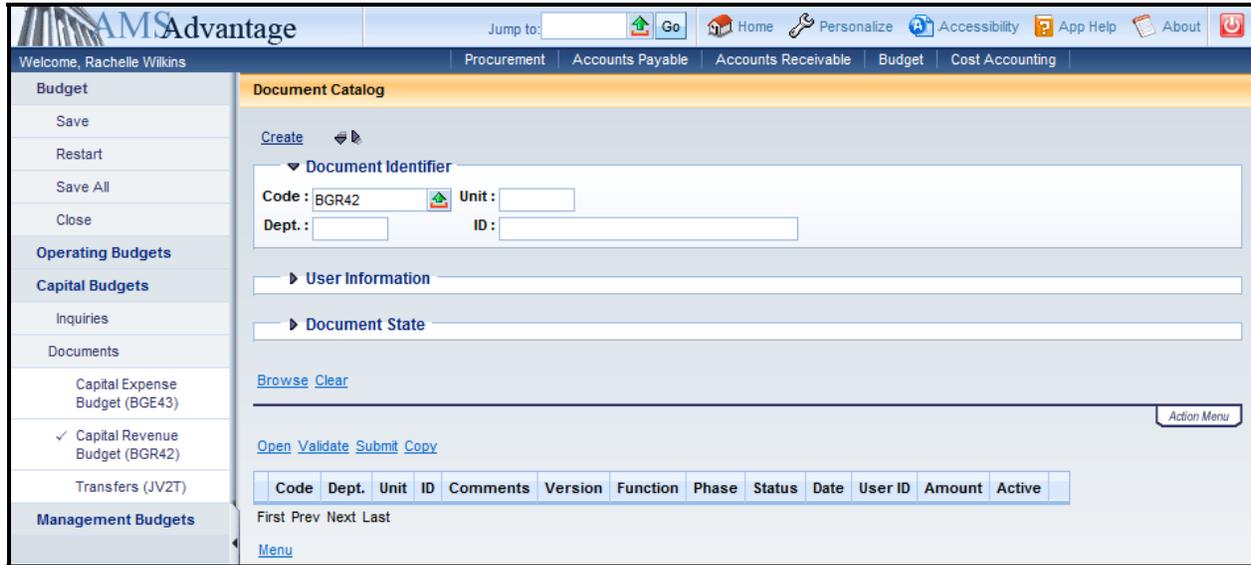
20. Select the Copy Line icon and then Insert Copied Line. Change the following fields:

Dollar Amount	679.61
Object	E712

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.

Budget FY	Fund	Department	Appr Unit	Bureau	Object	Dollar Amount	Increase/Decrease	Event Type
9999	CA58	670	CPTL	CPTL	E701	\$0.52	Decrease	X666
9999	CA58	670	CPTL	CPTL	E703	\$45.64	Decrease	X666
9999	CA58	670	CPTL	CPTL	E704	\$0.43	Decrease	X666
9999	CA58	670	CPTL	CPTL	E712	\$679.61	Decrease	X666

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.

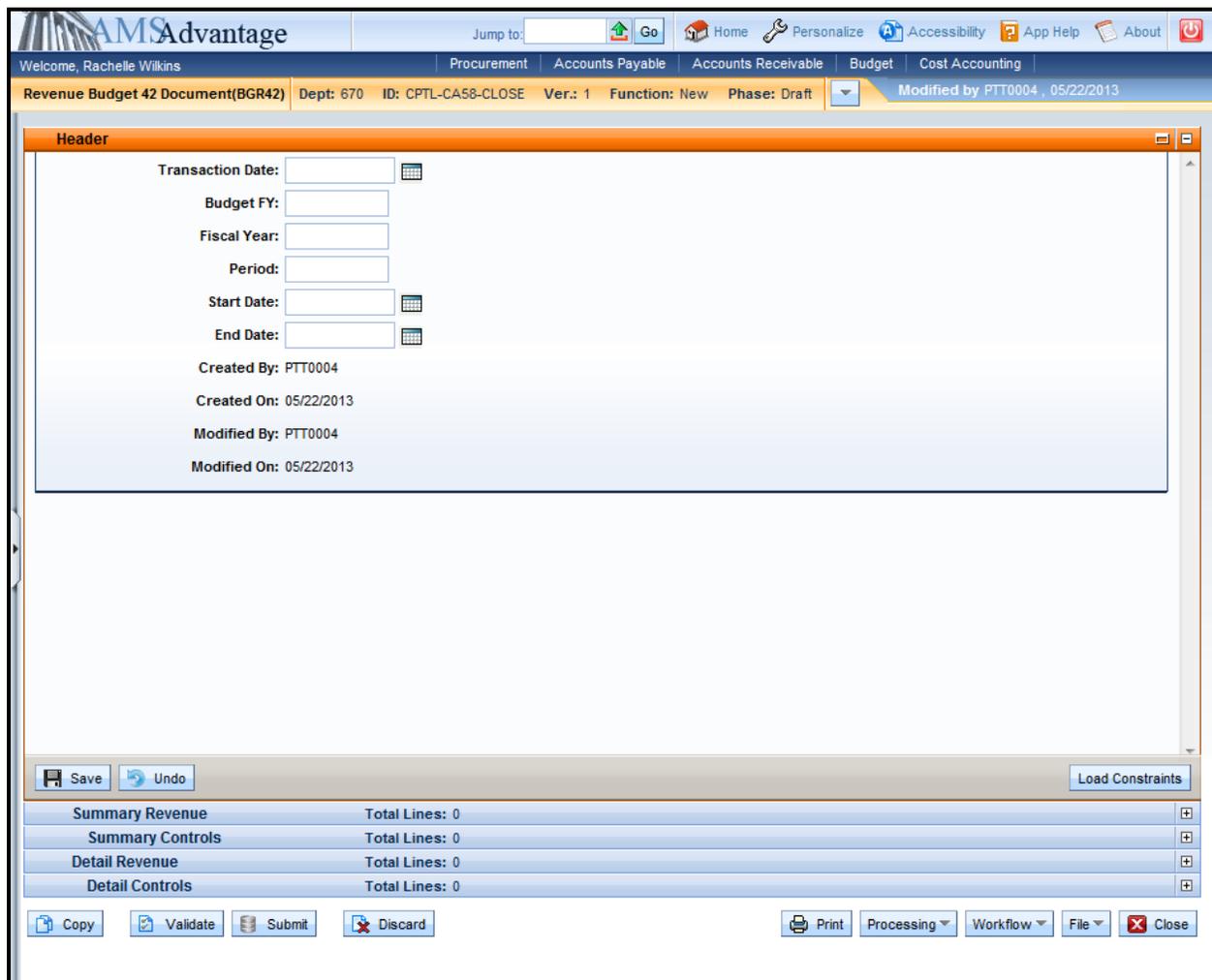


The screenshot displays the eMARS Advantage Document Catalog interface. The left navigation pane is expanded to show 'Capital Revenue Budget (BGR42)' selected. The main content area features a 'Create' button and a 'Document Identifier' section with input fields for Code (pre-filled with BGR42), Unit, Dept., and ID. Below this are expandable sections for 'User Information' and 'Document State'. A 'Browse Clear' link is also present. At the bottom, there is an 'Action Menu' and a table header with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, Active. Navigation links for 'First', 'Prev', 'Next', and 'Last' are also visible.

24. 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 AMS Advantage software interface. The top navigation bar includes 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. The main header area displays 'Welcome, Rachelle Wilkins' and navigation tabs for 'Procurement', 'Accounts Payable', 'Accounts Receivable', 'Budget', and 'Cost Accounting'. The current document is 'Revenue Budget 42 Document(BGR42)' with details: Dept: 670, ID: CPTL-CA58-CLOSE, Ver.: 1, Function: New, Phase: Draft, Modified by PTT0004, 05/22/2013.

The 'Header' form contains the following fields:

- Transaction Date:
- Budget FY:
- Fiscal Year:
- Period:
- Start Date:
- End Date:
- Created By: PTT0004
- Created On: 05/22/2013
- Modified By: PTT0004
- Modified On: 05/22/2013

At the bottom of the form, there are buttons for 'Save', 'Undo', and 'Load Constraints'. Below the form is a summary table:

Summary Revenue	Total Lines: 0	<input type="button" value="⊕"/>
Summary Controls	Total Lines: 0	<input type="button" value="⊕"/>
Detail Revenue	Total Lines: 0	<input type="button" value="⊕"/>
Detail Controls	Total Lines: 0	<input type="button" value="⊕"/>

At the very bottom, there are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.



25. On the Header, enter “9999” in the **Budget FY** and then select the Detail Revenue accordion.

The screenshot shows the eMARS Advantage application window. At the top, the user is logged in as 'Welcome, Rachelle Wilkins'. The main header displays 'Revenue Budget 42 Document(BGR42)' with various system information like 'Dept: 670', 'ID: CPTL-CA58-CLOSE', and 'Phase: Draft'. Below the header, there are sections for 'Summary Revenue', 'Summary Controls', and 'Detail Revenue'. The 'Detail Revenue' section is expanded, showing a table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, Increase/Decrease, and Event Type. Below the table is a 'Detail Revenue' form with fields for 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. At the bottom, there are buttons for 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Perform Budget Rollup', 'Smart Budget Rollup', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

26. Select the Insert New Line button 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.



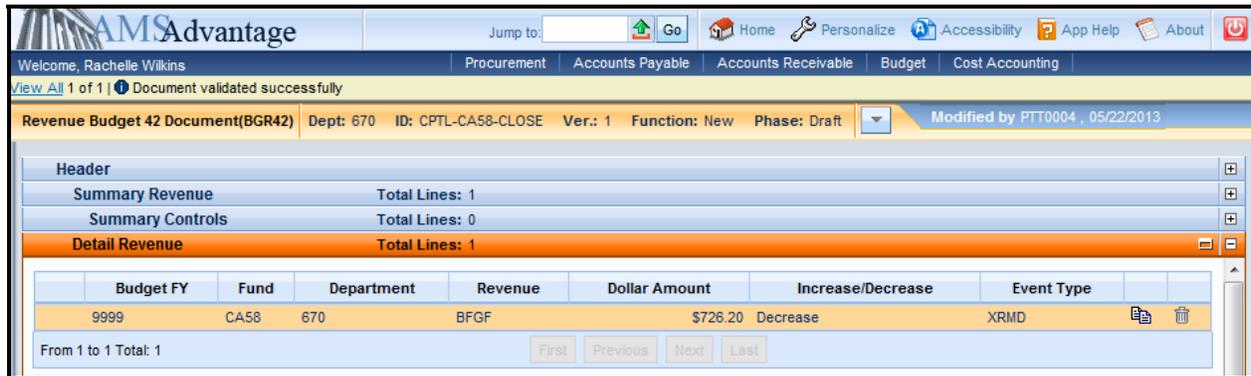
Fiscal Year	Leave blank. It will be inferred from the system date.
Period	Leave blank. It will be inferred from the system date.
Fund	See Student Card
Department	See Student Card
Revenue	BFGF
Contact	Leave blank. Not used on this document.
Description	May be used to enter a description.
House Bill Number	1998

The screenshot shows the eMARS Advantage software interface. At the top, there is a navigation bar with options like Home, Personalize, Accessibility, App Help, and About. Below this is a breadcrumb trail: Procurement > Accounts Payable > Accounts Receivable > Budget > Cost Accounting. The main content area displays a 'Revenue Budget 42 Document(BGR42)' with the following details: Dept: 670, ID: CPTL-CA58-CLOSE, Ver: 1, Function: New, Phase: Draft, Modified by: PTT0004, 05/24/2013.

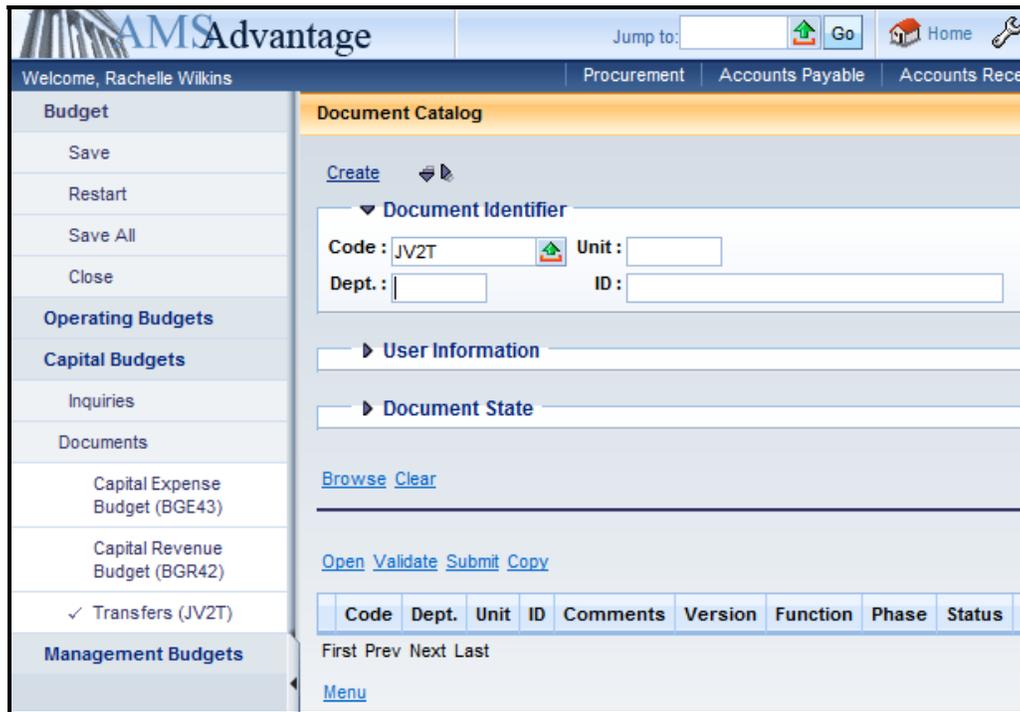
The interface is divided into several sections:

- Header:** Summary Revenue (Total Lines: 0), Summary Controls (Total Lines: 0), and Detail Revenue (Total Lines: 1).
- Table:** A table with columns: Budget FY, Fund, Department, Revenue, Dollar Amount, Increase/Decrease, and Event Type. The table shows one line with 'Increase' in the Increase/Decrease column.
- Detail Revenue Form:** A form for editing the revenue line. Fields include:
 - Action: Modify
 - Event Type: XRMD
 - Name: (empty)
 - Start Date: (empty)
 - End Date: (empty)
 - Dollar Amount: 726.20
 - Increase/Decrease: Decrease
 - Budget FY: (empty)
 - Fiscal Year: (empty)
 - Period: (empty)
 - Fund: CA58
 - Department: 670
 - Revenue: BFGF
 - Contact: (empty)
 - Contact Name: (empty)
 - Description: (empty)
 - House Bill Number: 1998
- Bottom Bar:** Contains buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Perform Budget Rollup, Smart Budget Rollup, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, 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.



- 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	See Student Card
Unit	UNIT
ID	CPTL-Enter fund for project-CLOSE Example: CPTL-CA58-CLOSE

Select Create.

32. Leave the Header screen blank. Select the Accounting accordion and then select the Insert New Line button.

33. Complete the following information on the General Information tab:

Event Type	XC02 – Off-Budget Transfer Out
Accounting Template	See Student Card
Line Description	Leave blank.
Line Amount	726.20
Budget FY	Enter “9999”
Fiscal Year	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.



Charge Units	Leave blank.
Bank	Leave blank.

34. Select the Fund Accounting tab. Enter "T873" in the Object field.

35. Select the Insert New Line button. Enter the following information on the General Information tab:

Event Type	XC03 – Transfer In
Accounting Template	GC21M – Capital Construction Surplus
Line Description	Leave blank.
Line Amount	-726.20
Budget FY	Enter "9999"
Fiscal Year	Leave blank.
Period	Leave blank.
Charge Class	Leave blank.
Charge Class Rate	Leave blank.
Charge Units	Leave blank.
Bank	Leave blank.

36. Select the Fund Accounting tab. Enter "N873" in the Revenue field.

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

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

Severity	Component	Line Number	Override	Message	Description
Error	CH_DOC_ACTG	ACTG Line 1	--	Values in the organization fields are not authorized for the current user.	

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. Complete the SAS-14 form to inactivate the project.



SAS-14

07/16

ACTION

- Establish
- Inactivate
- Change

Commonwealth of Kentucky
ACCOUNT MAINTENANCE FORM

Date: 5/12/2017

Reason for Change:

FY:

DEPT:

Update Valid Fund Dept Function (VDF) Table

FUNCTION

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

Fund Type	Fund	Fund Name	Function
0200	GA58	Paintsville Lake Campground	

For Restricted Funds Only - Is the Fund: On Budget Off Budget

For Fund Types 1300, 1400, 6300, 6310 and 6350:

Legal citation, if any, authorizing the receipt of funds into a special revenue fund:

Legal citation, if any, that restricts the spending from the source of funds:

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:

Require Chart of Accounts Elements for Spending (S) or Revenue (R):

- | | | | | | | | | |
|----------------------------|----------------------------|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------|
| <input type="checkbox"/> S | <input type="checkbox"/> R | Require Sub-Function | <input type="checkbox"/> S | <input type="checkbox"/> R | Require Appropriation Unit | <input type="checkbox"/> S | <input type="checkbox"/> R | Require Dept Object |
| <input type="checkbox"/> | <input type="checkbox"/> | Require Activity | <input type="checkbox"/> | <input type="checkbox"/> | Require Reporting Code | <input type="checkbox"/> | <input type="checkbox"/> | Require Location |
| <input type="checkbox"/> | <input type="checkbox"/> | Require Sub-Activity | <input type="checkbox"/> | <input type="checkbox"/> | Require Sub-Reporting Code | <input type="checkbox"/> | <input type="checkbox"/> | Require Sub-Location |

Agency Contact: _____

Governor's Office for Policy and Management

FINANCE USE ONLY

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



40. 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.

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 (<http://finance.ky.gov/internal/emars/>)

NOTE: Please remember to select Logout prior to closing your eMARS 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	