

A360

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# Budget Queries & Document Look Up in Financial Management

Kent County Training Manual

April 2016





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# Budget Inquiries

To get to any of the budget queries, you will use the **Jump to** field. You will enter the inquiry code, and then will search for your department or fund code.

## Budget Inquiries

When creating budget lines using any of the A360 budget documents, all budget levels are displayed on a single document. In contrast, there is a unique budget inquiry page for each level of a budget structure.

The naming convention for budget inquiries is BQXXLV#, where XX is the budget structure ID and # is the budget structure level.

### Budget Inquiries

Page Description	A360 Page Code	Notes
Expense Level 1	BQ80LV1	Summary inquiry at the Fund, Department, and Appropriation Unit level
Expense Level 2	BQ80LV2	Inquiry at the individual Object and Unit levels
Revenue Budget	BQ30LV1	All revenue budget lines are at this single budget level
Major Program Budget: Level 1	BQ37LV1	Summary inquiry at the Major Program level for project activity
Program Budget: Level 2	BQ37LV2	Program level inquiry for projects
Major Program Budget	BQ38LV1	Summary inquiry at the Major Program level for grant activity
Program Budget	BQ38LV2	Program level inquiry for grants
Program Period Budget	BQ38LV3	Program Period level inquiry for grants

The budget inquiries can be accessed by entering the page code in the **Page Code** field on **Page Search** or by using the **Jump to** field. Once you navigate to one of the budget inquiries, you may also use the links at the bottom of the page to navigate between the different levels of the budget structure.

Program Budget									
Department	Major Program	Program	Name	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue	
✓ 150	DOT001	DOT001	150-DOT001-DOT001	\$100,000.00	\$535.50	\$0.00	\$99,464.50	\$0.00	
150	DOT001	DOT002	150-DOT001-DOT002	\$40,000.00	\$3,500.00	\$0.00	\$36,500.00	\$0.00	

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Search

▼ Expense Actuals

<b>Purchase Reservations:</b> \$0.00	<b>Uncommitted:</b> \$99,464.50
<b>Pre-Encumbered:</b> \$0.00	<b>Unobligated:</b> \$99,464.50
<b>Encumbered:</b> \$0.00	<b>Unexpended Accrued:</b> \$99,464.50
<b>Accrued Expenses:</b> \$0.00	<b>Unexpended Cash:</b> \$99,464.50
<b>Cash Expenses:</b> \$535.50	
<b>Actual Expenses:</b> \$535.50	
<b>Charges:</b> \$107.10	

► Revenue Actuals

► Budgeted Amounts

► General Information

Top

Program Budget Controls
  Program Period Budget
  Major Program Budget

From the budget inquiry, you can: search for a specific budget line, drill down to view details of specific budget buckets, view allotments, navigate between budget levels, and view budget bucket formulas.

### Tracking Amounts

The information displayed on the inquiry page includes the following budget tracking amounts.

#### Expense Budget Structures (Centralized and Decentralized)

Here is a list of fields found on the budget structure.

- **Expense Actuals** - Pre-encumbered, Encumbered, Accrued Expenses, Cash Expenses, Actual Expenses, Uncommitted, Unobligated, Unexpended Cash, and Unexpended Accrued budget amounts

▼ Budget Actual	
<b>Purchase Reservations:</b> \$0.00	<b>Uncommitted:</b> (\$1,001,646.50)
<b>Pre-Encumbered:</b> \$18,300.00	<b>Unobligated:</b> (\$983,346.50)
<b>Encumbered:</b> \$116,430.00	<b>Unexpended Cash:</b> (\$810,060.50)
<b>Accrued Expenses:</b> \$56,856.00	<b>Unexpended Accrued:</b> (\$866,916.50)
<b>Cash Expenses:</b> \$1,084,060.50	
<b>Actual Expenses:</b> \$1,140,916.50	

- **Budgeted Amounts** - Adopted, Allocated, Amendments, Carry Forward, Original Budget, Budget Reserve, Reversions, Transfers Out, Transfers In, and Current Budget

▼ Budget Amounts	
<b>Adopted :</b> \$276,000.00	<b>Budget Reserve :</b> \$0.00
<b>Allocated :</b> \$0.00	<b>Reversions :</b> \$0.00
<b>Amendments :</b> (\$2,000.00)	<b>Transfer Out :</b> \$1,000.00
<b>Carry Forward :</b> \$0.00	<b>Transfer In :</b> \$1,000.00
<b>Original Budget :</b> \$276,000.00	<b>Current Budget :</b> \$274,000.00

*Revenue Budget Structures (Centralized and Decentralized)*

Here is a list of fields found on the budget structure.

- **Revenue Actuals** - Billed Earned Revenue, Unbilled Earned Revenue, Collected Earned Revenue, Total Revenue, and Unrecognized Revenue

▼ Budget Actuals	
<b>Billed Earned Revenue :</b> \$250.00	<b>Total Revenue :</b> \$0.00
<b>Unbilled Earned Revenue :</b> \$0.00	<b>Unrecognized :</b> \$0.00
<b>Collected Earned Revenue :</b> \$0.00	

- **Budgeted Amounts** - Adopted, Carry Forward, Allocated, Current Budget, Amendments, and Transfers

▼ Budgeted Amounts	
<b>Adopted :</b> \$200,000.00	<b>Current Budget :</b> \$200,000.00
<b>Carry Forward :</b> \$0.00	<b>Amendments :</b> \$0.00
<b>Allocated :</b> \$0.00	<b>Transfers :</b> \$0.00

*Types of Budget Inquiry Fields*

Budget inquiries consist of standalone budget fields and calculated budget fields

*Calculated Budget Fields*

Calculated budget fields display budget details calculated by A360. Click the field link to view the formula used to calculate the amount for the selected field. The Formula Definition page opens showing the formula set for the calculated budget amount.

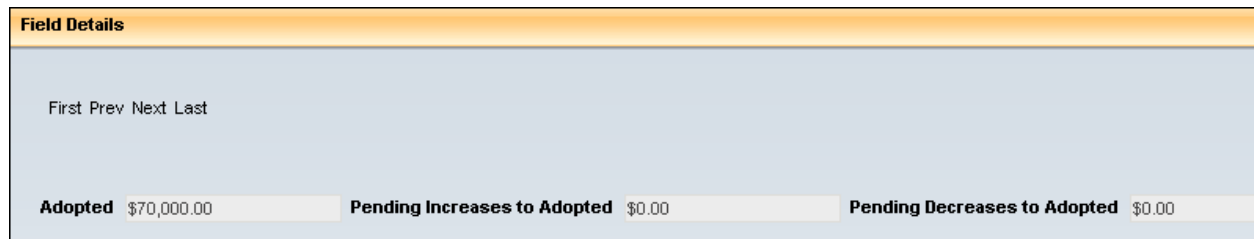
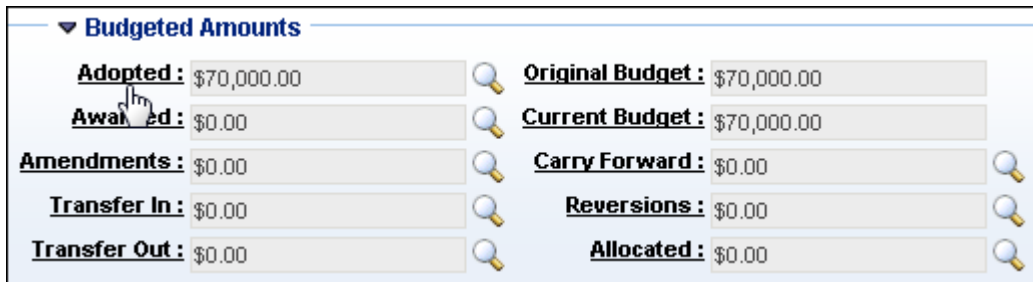
▼ Expense Actuals	
<b>Purchase Reservations :</b> \$0.00	<b>Uncommitted :</b> \$65,000.00
<b>Pre-Encumbered :</b> \$0.00	<b>Unobligated :</b> \$65,000.00
<b>Encumbered :</b> \$0.00	<b>Unexpended Accrued :</b> \$65,000.00
<b>Accrued Expenses :</b> \$5,000.00	<b>Unexpended Cash :</b> \$70,000.00
<b>Cash Expenses :</b> \$0.00	
<b>Actual Expenses :</b> \$5,000.00	
<b>Charges :</b> \$0.00	



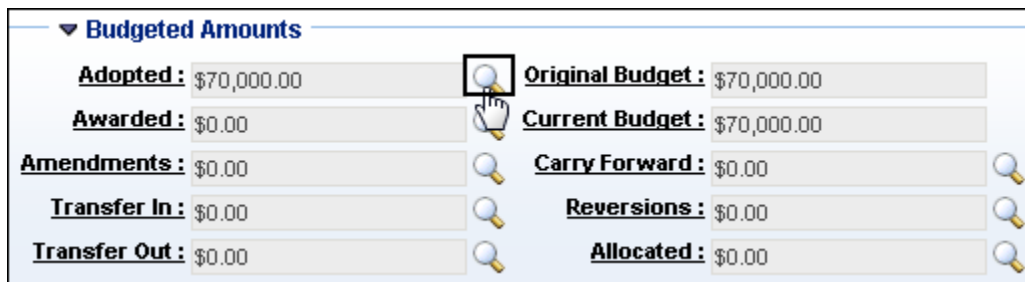
*Stand Alone Budget Fields*

Standalone budget fields are populated from values entered on expenditure, revenue, or budget documents. This type of field is often referred to as a budget bucket.

For each standalone budget field, you can select the field link to display the Field Details page. This page displays the accepted amount (documents that have been submitted to Final phase) for a bucket along with pending increases and pending decreases (documents that are in workflow with Pending status).



For standalone budget fields, you can also drill down to the Detailed Transaction Listing page to view the finalized documents that have updated the amount field. Cancelled documents, zero-dollar documents, and documents modified to zero will not be displayed as they do not have an impact on the total amount. To access the Detailed Transaction Listing page, click the Magnifying Glass icon to the right of the standalone budget field.





Detailed Transaction Listing				
Doc Code	Doc Dept	Doc ID	Document Identifier	Adopted
✓ BGPHE	150	12291400000000000002	<a href="#">BGPHE 150 12291400000000000002</a>	\$50,000.00
BGPHE	150	12291400000000000001	<a href="#">BGPHE 150 12291400000000000001</a>	\$20,000.00

First Prev Next Last [Download](#)

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**Doc Code :**       **Adopted**

**Doc Dept :**

**Doc ID :**

On the Detailed Transaction Listing page, the documents that updated the amount most recently are listed first. Each record in the grid has a link to allow a document to be opened for review. The scalar section of the page, beneath the grid, contains an amount field, which displays the total budget amount from all versions of the document selected in the grid. Navigation actions are present beneath the grid along with the search feature.

The Download action, found just below the grid of documents, creates an Excel file of all the documents for the budget amount being viewed. That file can then be saved locally with a name provided by the user.

## 1.1. Expense Budget Level 1: BQ80LV1 (By Department)

This is the Budget at the overall Department Level

**Current Budget** = Adopted Budget + Any Board Authorized Amendments (*Original Budget - Budget Reserve + Amendments + Transfers In - Transfers Out*)

**Encumbered** = Outstanding Purchase Orders

**Actual Expenses** = Expenses Charged to Date (*Accrued Expenses + Cash Expenses*)

**Unobligated** = Available Budget Balance (*Current Budget - Encumbered - Accrued Expenses - Cash Expenses*)

The screenshot displays the 'Expense Budget: Level 1' interface in CGI Advantage. At the top, there's a navigation bar with 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. A search bar shows 'Jump to: BQ80LV1'. The main content area features a table with the following data:

BFY	Fund	Department	Appr Unit	Name	Current Budget	Encumbered	Actual Expenses	Unobligated
2016	101	191	101191000	Fiscal Services	\$1,742,895.00	\$0.00	\$24,827.14	\$1,718,067.86
2016	864	191	664100000	Office Equipment Fund	\$5,000.00	\$0.00	\$0.00	\$5,000.00

Below the table, there are sections for 'Budget Actual' and 'Budget Amounts'. The 'Budget Actual' section includes: Purchase Reservations (\$0.00), Pre-Encumbered (\$0.00), Encumbered (\$0.00), Accrued Expenses (\$6,807.00), Cash Expenses (\$17,820.14), and Actual Expenses (\$24,827.14). The 'Budget Amounts' section includes: Adopted (\$1,743,995.00), Allocated (\$0.00), Amendments (\$300.00), Carry Forward (\$0.00), Original Budget (\$1,743,995.00), Budget Reserve (\$0.00), Reversions (\$0.00), Transfer Out (\$3,000.00), Transfer In (\$2,000.00), and Current Budget (\$1,742,895.00). A 'General Information' section at the bottom shows details for BFY: 2016, Fund: 101, Department: 191, Appr Unit: 101191000, Name: Fiscal Services, and Active: . A red box highlights the 'Next Level' link at the bottom of the page.

If you click **Next Level**, you can see the object level. Which is the same as BQ80LV2

## 1.2. Expense Budget Level 2: BQ80LV2 (By Object)

This is the Departmental Budget Detailed by Object Code

The screenshot displays the 'Expense Budget: Level 2' interface in CGI Advantage. At the top, there is a navigation bar with 'Jump to: BQ80LV2' and a 'Go' button. Below this is a sidebar with navigation options like 'Message Center', 'Search', and 'History'. The main content area features a table with columns: BFY, Fund, Department, Appr Unit, Unit, Object, Current Budget, Encumbered, Actual Expenses, and Unobligated. The table lists several rows for the year 2018, with object codes ranging from 7030 to 7180. Below the table are sections for 'Budget Actual' (showing values for Purchase Reservations, Pre-Encumbered, Encumbered, Accrued Expenses, Cash Expenses, and Actual Expenses), 'Budget Amounts' (showing Adopted, Allocated, Amendments, Carry Forward, Original Budget, Budget Reserve, Reversions, Transfer Out, and Transfer In), and 'General Information' (showing fields for BFY, Fund, Department, Appr Unit, Unit, Object, Name, Description, Active, and House Bill Number). At the bottom, there are navigation buttons: 'Top', 'Modified Budget Line Controls', 'Previous Level' (highlighted with a red box), and 'Next Level'.

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
2018	101	191	101191000	1000	7030	\$1,210,989.00	\$0.00	\$27.44	\$1,210,941.56
2018	101	191	101191000	1000	7040	\$0.00	\$0.00	\$0.00	\$0.00
2018	101	191	101191000	1000	7070	\$39,581.00	\$0.00	\$0.00	\$39,581.00
2018	101	191	101191000	1000	7080	\$2,170.00	\$0.00	\$0.00	\$2,170.00
2018	101	191	101191000	1000	7090	\$90,731.00	\$0.00	\$0.00	\$90,731.00
2018	101	191	101191000	1000	7130	\$7,878.00	\$0.00	\$0.00	\$7,878.00
2018	101	191	101191000	1000	7170	\$92,118.00	\$0.00	\$0.00	\$92,118.00
2018	101	191	101191000	1000	7180	\$182,320.00	\$0.00	\$0.00	\$182,320.00

Clicking Previous Level will bring you back to level 1

### 1.3. Revenue Budget: BQ30LV1 (By Department)

All revenue budget lines are at this single budget level

CGI Advantage Jump to: BQ30LV1 [Go](#) [Home](#) [Pe](#)

Welcome, Learner 01 Procurement | Budgeting | Accounts Receivable | Accounts Payable

- Message Center
- Search
- History
- Favorites
- Administration

#### Revenue Budget

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2015	215	289	1000 5610	\$6,321,302.00	\$0.00	\$0.00	
2015	215	289	1000 6080	\$148,000.00	\$0.00	\$0.00	
2015	215	289	1000 6240	\$478,000.00	\$0.00	\$0.00	
2015	215	289	1000 6250	\$224,000.00	\$0.00	\$0.00	
2015	215	289	1000 6580	\$3,000.00	\$0.00	\$0.00	
2015	215	289	1000 6990	\$1,867,902.00	\$0.00	\$0.00	
2015	221	430	1000 4850	\$9,000.00	\$0.00	\$0.00	
2015	221	430	1000 4930	\$340,000.00	\$0.00	\$0.00	

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[Search](#)

**Budget Actuals**

**Billed Earned Revenue:** \$0.00 **Total Revenue:** \$0.00

**Unbilled Earned Revenue:** \$0.00 **Unrecognized:** \$0.00

**Collected Earned Revenue:** \$0.00

**Budgeted Amounts**

**Adopted:** \$6,321,302.00 **Current Budget:** \$6,321,302.00

**Carry Forward:** \$0.00 **Amendments:** \$0.00

**Allocated:** \$0.00 **Transfers:** \$0.00

**General Information**

**BFY:** 2015 **Name:** TestBG30

**Fund:** 215 **Description:**

**Department:** 289 **Active:**

**Unit:** 1000

**Revenue:** 5610

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

## 1.4. Major Program Budget Level 1: BQ37LV1 (CIP)

This is for CIP fund projects

This is a summarization of projects by Major Program which is basically a summarization of similar projects For example CIPIT is a summarization of all CIP projects for the Information Technology department.

**CGI Advantage**
Jump to: BQ37LV1

Welcome, MaryBeth Beighley
Procurement   Budgeting   Accounts Receivable   Accounts Pay

- Message Center
- Search
- History
- Favorites
- Administration

**Major Program Budget: Level 1**

Department	Major Program	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue
100	CIPDS	\$1,726,396.00	\$0.00	\$0.00	\$1,726,396.00	\$0.00
✓ 228	CIPIT	\$3,395,954.00	\$0.00	\$0.00	\$3,395,954.00	\$0.00
265	CIPFM	\$260,000.00	\$0.00	\$0.00	\$260,000.00	\$0.00
351	CIPSD	\$1,340,000.00	\$0.00	\$0.00	\$1,340,000.00	\$0.00
751	CIPPD	\$1,092,052.00	\$0.00	\$0.00	\$1,092,052.00	\$0.00
774	CIPZO	\$137,853.00	\$0.00	\$0.00	\$137,853.00	\$0.00

First Prev Next Last

[Search](#)

**▼ Expense Actuals**

<b>Purchase Reservations:</b> \$0.00 <input type="button" value="🔍"/>	<b>Uncommitted:</b> \$3,395,954.00 <input type="button" value="🔍"/>
<b>Pre-Encumbered:</b> \$0.00 <input type="button" value="🔍"/>	<b>Unobligated:</b> \$3,395,954.00 <input type="button" value="🔍"/>
<b>Encumbered:</b> \$0.00 <input type="button" value="🔍"/>	<b>Unexpended Accrued:</b> \$3,395,954.00 <input type="button" value="🔍"/>
<b>Accrued Expenses:</b> \$0.00 <input type="button" value="🔍"/>	<b>Unexpended Cash:</b> \$3,395,954.00 <input type="button" value="🔍"/>
<b>Cash Expenses:</b> \$0.00 <input type="button" value="🔍"/>	
<b>Actual Expenses:</b> \$0.00 <input type="button" value="🔍"/>	
<b>Charges:</b> \$0.00 <input type="button" value="🔍"/>	

**▼ Revenue Actuals**

<b>Expected Revenue:</b> \$0.00 <input type="button" value="🔍"/>	<b>Total Revenue:</b> \$0.00 <input type="button" value="🔍"/>
<b>Unbilled Earned Revenue:</b> \$0.00 <input type="button" value="🔍"/>	<b>Revenue Credits:</b> \$0.00 <input type="button" value="🔍"/>
<b>Billed Earned Revenue:</b> \$0.00 <input type="button" value="🔍"/>	
<b>Collected Earned Revenue:</b> \$0.00 <input type="button" value="🔍"/>	
<b>Collected Unearned/Deferred Revenue:</b> \$0.00 <input type="button" value="🔍"/>	
<b>Unrecognized Revenue:</b> \$0.00 <input type="button" value="🔍"/>	

**▼ Budgeted Amounts**

<b>Adopted:</b> \$3,395,954.00 <input type="button" value="🔍"/>	<b>Original Budget:</b> \$3,395,954.00 <input type="button" value="🔍"/>
<b>Awarded:</b> \$0.00 <input type="button" value="🔍"/>	<b>Current Budget:</b> \$3,395,954.00 <input type="button" value="🔍"/>
<b>Amendments:</b> \$0.00 <input type="button" value="🔍"/>	<b>Carry Forward:</b> \$0.00 <input type="button" value="🔍"/>
<b>Transfer In:</b> \$0.00 <input type="button" value="🔍"/>	<b>Reversions:</b> \$0.00 <input type="button" value="🔍"/>
<b>Transfer Out:</b> \$0.00 <input type="button" value="🔍"/>	<b>Allocated:</b> \$0.00 <input type="button" value="🔍"/>

**▼ General Information**

Department: 228	Name: 228-CIPIT
Major Program: CIPIT	Description:
	Active: <input checked="" type="checkbox"/>
	Manager Name:
	Start Date: 01/31/2016
	End Date:

[Top](#)

[Major Program Budget Controls](#)   [Program Budget](#)

## 1.5. Major Program Budget Level 2: BQ37LV2 (CIP)

### This is for CIP fund projects

Level 2 provides the individual project detail that was summarized in Level 1. For example IT0020 is a specific project under the CIPIT major program category.

The screenshot displays the 'Program Budget: Level 2' interface in CGI Advantage. The top navigation bar includes 'Welcome, MaryBeth Beighley', 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main content area shows a table of budget data for various programs under the CIPIT major program category.

Department	Major Program	Program	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue
✓ 228	CIPIT	IT0020	\$49,700.00	\$0.00	\$0.00	\$49,700.00	\$0.00
228	CIPIT	IT0021	\$2,921,454.00	\$0.00	\$0.00	\$2,921,454.00	\$0.00
228	CIPIT	IT0022	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00
228	CIPIT	IT0023	\$84,000.00	\$0.00	\$0.00	\$84,000.00	\$0.00
228	CIPIT	IT0024	\$140,800.00	\$0.00	\$0.00	\$140,800.00	\$0.00

Below the table, there are navigation links: 'First', 'Prev', 'Next', 'Last'. A search bar is also present.

The 'Expense Actuals' section is expanded, showing the following data:

Category	Amount	Category	Amount
Purchase Reservations	\$0.00	Uncommitted	\$49,700.00
Pre-Encumbered	\$0.00	Unobligated	\$49,700.00
Encumbered	\$0.00	Unexpended Accrued	\$49,700.00
Accrued Expenses	\$0.00	Unexpended Cash	\$49,700.00
Cash Expenses	\$0.00		
Actual Expenses	\$0.00		
Charges	\$0.00		

Additional sections include 'Revenue Actuals', 'Budgeted Amounts', and 'General Information'. A 'Top' link and navigation links for 'Program Budget Controls', 'Major Program Budget', and 'Program Phase Budget' are also visible.

## 1.6. Major Program Budget Level 1: BQ38LV1 (Grants)

### This is for Grants and other Special Revenue Programs

This is a summarization of grants and special revenue programs by Major Program which is basically a summarization of similar projects. For example

Jump to: BQ38LV1 Go

Procurement | Budgeting | Accounts Receivable | Accounts P

**Major Program Budget**

Department	Major Program	Name	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue
✓ 601	CPBC	601-CPBC	\$612,865.42	\$0.00	\$0.00	\$612,865.42	\$0.00
605	CPBC	605-CPBC	\$1,534,996.99	\$0.00	\$0.00	\$1,534,996.99	\$0.00
611	CPBC	611-CPBC	\$8,514,536.01	\$0.00	\$0.00	\$8,514,536.01	\$0.00
615	CPBC	615-CPBC	\$6,443,734.48	\$0.00	\$0.00	\$6,443,734.48	\$0.00
625	CPBC	625-CPBC	\$1,705,196.68	\$0.00	\$0.00	\$1,705,196.68	\$0.00
626	CPBC	626-CPBC	\$917,002.03	\$0.00	\$0.00	\$917,002.03	\$0.00

First Prev Next Last

Search

▼ Expense Actuals

<b>Purchase Reservations:</b> \$0.00	<b>Uncommitted:</b> \$612,865.42
<b>Pre-Encumbered:</b> \$0.00	<b>Unobligated:</b> \$612,865.42
<b>Encumbered:</b> \$0.00	<b>Unexpended Accrued:</b> \$612,865.42
<b>Accrued Expenses:</b> \$0.00	<b>Unexpended Cash:</b> \$612,865.42
<b>Cash Expenses:</b> \$0.00	
<b>Actual Expenses:</b> \$0.00	
<b>Charges:</b> \$0.00	

▼ Revenue Actuals

<b>Expected Revenue:</b> \$0.00	<b>Total Revenue:</b> \$0.00
<b>Unbilled Earned Revenue:</b> \$0.00	<b>Revenue Credits:</b> \$0.00
<b>Billed Earned Revenue:</b> \$0.00	
<b>Collected Earned Revenue:</b> \$0.00	
<b>Collected Unearned/Deferred Revenue:</b> \$0.00	
<b>Unrecognized Revenue:</b> \$0.00	

▼ Budgeted Amounts

<b>Adopted:</b> \$5,267,633.42	<b>Original Budget:</b> \$5,267,633.42
<b>Awarded:</b> \$0.00	<b>Current Budget:</b> \$612,865.42
<b>Amendments:</b> (\$4,654,768.00)	<b>Carry Forward:</b> \$0.00
<b>Transfer In:</b> \$0.00	<b>Reversions:</b> \$0.00
<b>Transfer Out:</b> \$0.00	<b>Allocated:</b> \$0.00

▼ General Information

<b>Department:</b> 601	<b>Name:</b> 601-CPBC
<b>Major Program:</b> CPBC	<b>Description:</b>
	<b>Active:</b> <input checked="" type="checkbox"/>
	<b>Manager Name:</b>
	<b>Start Date:</b> 01/31/2016
	<b>End Date:</b>

## 1.7. Major Program Budget Level 2: BQ38LV2 (Grants)

This is a summarization of grants and special revenue programs by Major Program which is basically a summarization of similar projects. For example

Jump to: BQ38LV2

Procurement | Budgeting | Accounts Receivable | Accounts Payable

**Program Budget**

Department	Major Program	Program	Name	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue
801	CPBC	ADM	801-CPBC-ADM	\$96,850.00	\$0.00	\$0.00	\$96,850.00	\$0.00
✓ 801	CPBC	EBOLA	801-CPBC-EBOLA	\$52,906.00	\$0.00	\$0.00	\$52,906.00	\$0.00
801	CPBC	EPI	801-CPBC-EPI	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00
801	CPBC	GCD-ELPHS	801-CPBC-GCD-ELPHS	\$415,200.91	\$0.00	\$0.00	\$415,200.91	\$0.00
801	CPBC	IBPIE	801-CPBC-IBPIE	\$13,358.00	\$0.00	\$0.00	\$13,358.00	\$0.00
801	CPBC	ISS	801-CPBC-ISS	\$27,050.51	\$0.00	\$0.00	\$27,050.51	\$0.00
805	CPBC	GCD-ELPHS	805-CPBC-GCD-ELPHS	\$252,000.88	\$0.00	\$0.00	\$252,000.88	\$0.00
805	CPBC	HIVPREV	805-CPBC-HIVPREV	\$385,739.83	\$0.00	\$0.00	\$385,739.83	\$0.00

First Prev [Next](#) Last

Search

▼ Expense Actuals

Purchase Reservations: \$0.00		Uncommitted: \$52,906.00	
Pre-Encumbered: \$0.00		Unobligated: \$52,906.00	
Encumbered: \$0.00		Unexpended Accrued: \$52,906.00	
Accrued Expenses: \$0.00		Unexpended Cash: \$52,906.00	
Cash Expenses: \$0.00			
Actual Expenses: \$0.00			
Charges: \$0.00			

▼ Revenue Actuals

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

▼ Budgeted Amounts

Adopted: \$52,906.00		Original Budget: \$52,906.00	
Awarded: \$0.00		Current Budget: \$52,906.00	
Amendments: \$0.00		Carry Forward: \$0.00	
Transfer In: \$0.00		Reversions: \$0.00	
Transfer Out: \$0.00		Allocated: \$0.00	

▼ General Information

Department: 801	Name: 801-CPBC-EBOLA
Major Program: CPBC	Description:
Program: EBOLA	Active: <input checked="" type="checkbox"/>
	Manager Name:
	Start Date: 01/31/2016
	End Date:



## 1.8. Major Program Budget Level 3: BQ38LV3 (Grants)

### Program Period Budget

This will reflect the time periods during which grant or other special revenue program dollars are eligible to be spent. This especially comes into play for grants that span multiple fiscal years.

Jump to:

Procurement | Budgeting | Accounts Receivable | Accounts P

**Program Period Budget**

Department	Major Program	Program	Program Period	Name	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue
✓ 801	CPBC	EBOLA	15-16	CNVBG38	\$52,906.00	\$0.00	\$0.00	\$52,906.00	\$0.00

First Prev Next Last

[Search](#) 🔍

▼ Expense Actuals

<u>Purchase Reservations</u> : \$0.00	<u>Uncommitted</u> : \$52,906.00
<u>Pre-Encumbered</u> : \$0.00	<u>Unobligated</u> : \$52,906.00
<u>Encumbered</u> : \$0.00	<u>Unexpended Accrued</u> : \$52,906.00
<u>Accrued Expenses</u> : \$0.00	<u>Unexpended Cash</u> : \$52,906.00
<u>Cash Expenses</u> : \$0.00	
<u>Actual Expenses</u> : \$0.00	
<u>Charges</u> : \$0.00	

▼ Revenue Actuals

<u>Expected Revenue</u> : \$0.00	<u>Total Revenue</u> : \$0.00
<u>Unbilled Earned Revenue</u> : \$0.00	<u>Revenue Credits</u> : \$0.00
<u>Billed Earned Revenue</u> : \$0.00	
<u>Collected Earned Revenue</u> : \$0.00	
<u>Collected Unearned/Deferred Revenue</u> : \$0.00	
<u>Unrecognized Revenue</u> : \$0.00	

▼ Budgeted Amounts

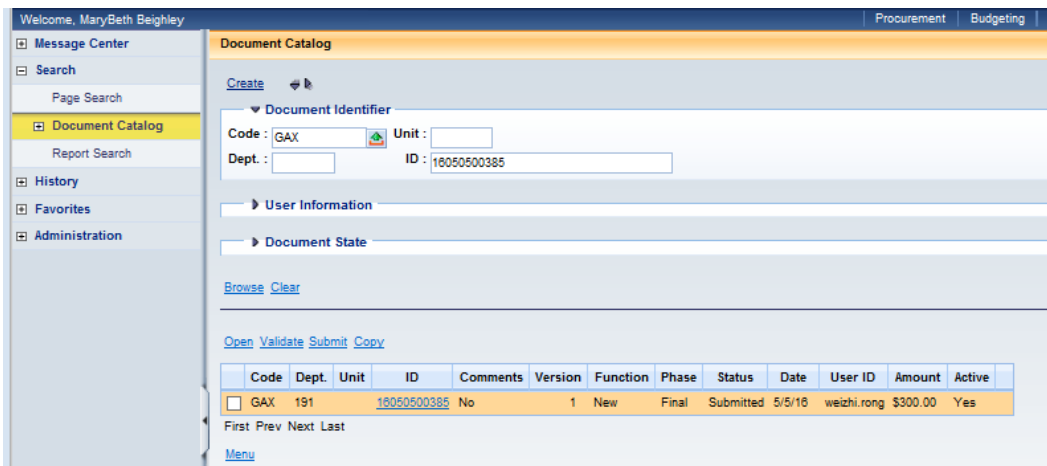
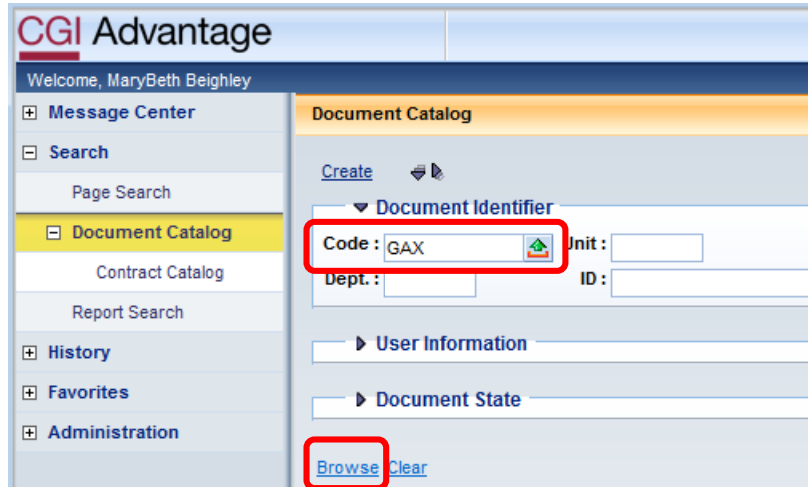
<u>Adopted</u> : \$52,906.00	<u>Original Budget</u> : \$52,906.00
<u>Awarded</u> : \$0.00	<u>Current Budget</u> : \$52,906.00
<u>Amendments</u> : \$0.00	<u>Carry Forward</u> : \$0.00
<u>Transfer In</u> : \$0.00	<u>Reversions</u> : \$0.00
<u>Transfer Out</u> : \$0.00	<u>Allocated</u> : \$0.00

▼ General Information

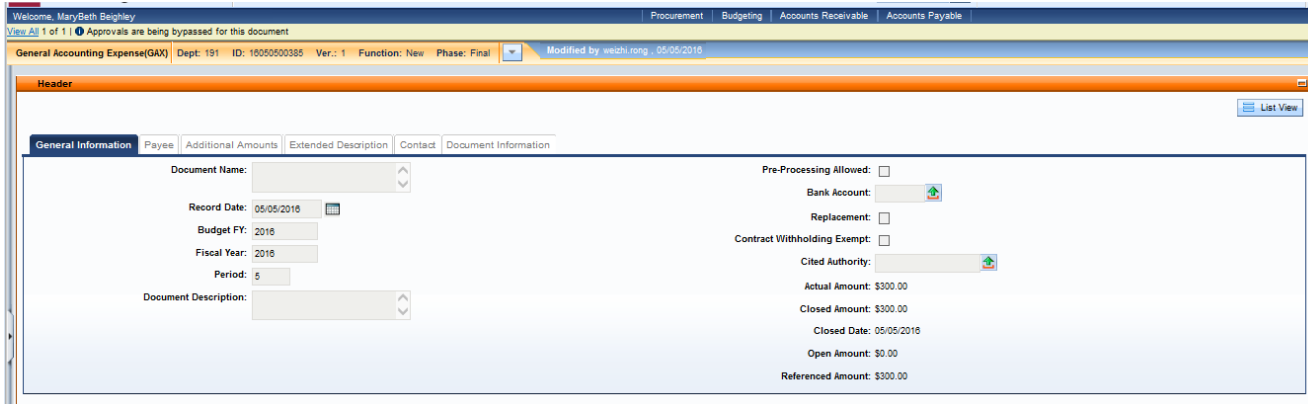
<u>Department</u> : 801	<u>Name</u> : CNVBG38
<u>Major Program</u> : CPBC	<u>Description</u> :
<u>Program</u> : EBOLA	<u>Active</u> : <input checked="" type="checkbox"/>
<u>Program Period</u> : 15-16	<u>Manager Name</u> :
	<u>Start Date</u> : 01/31/2016
	<u>End Date</u> :

# Voucher - GAX (General Accounting Expense)

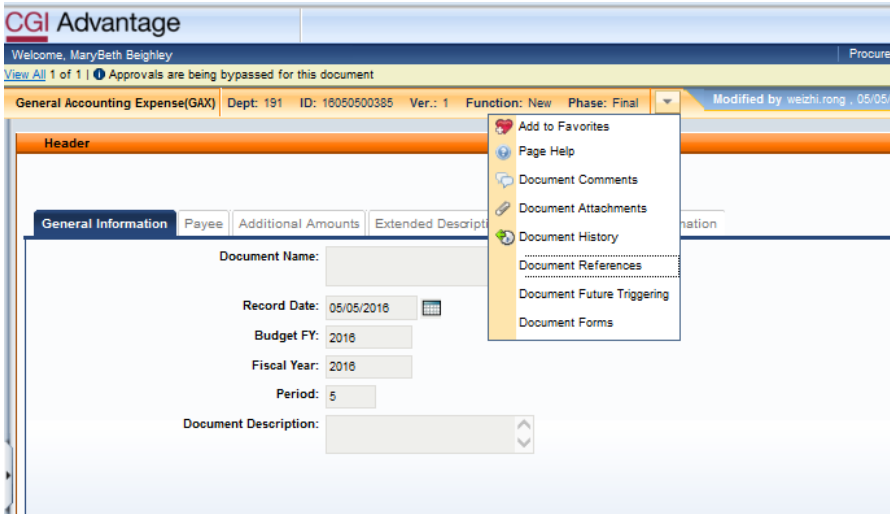
1. Go to **Search > Document Catalog**  
In the Document Identifier enter:
2. **Code:** GAX
3. Click **Browse**



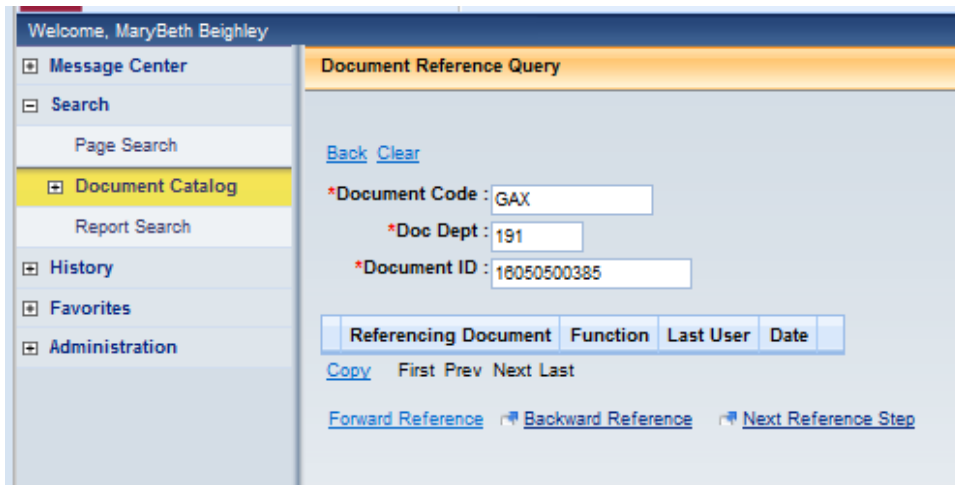
## GAX – Header Section / General Information Tab



GAX – Header Section / General Information Tab – Document References



Document Reference Query



# Checks – AD (Automatic Disbursement)

## AD – Header Section / General Information Tab

The screenshot displays the 'Automated Disbursement(AD)' header section in the CGI Advantage system. The interface includes a navigation bar with the following tabs: General Info, Consolidation Object, Payee, Cancellation, Additional Amounts, and Document Information. The 'General Info' tab is currently selected.

The main content area contains the following fields and labels:

- Document Name:** [Dropdown menu]
- Record Date:** 05/05/2016
- Budget FY:** 2016
- Fiscal Year:** 2016
- Period:** 5
- Bank Account:** KC01
- Check/EFT Number:** 00000000500225
- Routing ID Number:** [Field]
- Transit Routing Number:** [Field]
- Check/EFT Amount:** \$270.00
- Check/EFT Issue Date:** 05/05/2016
- Print Status Indicator:** Printed (Dropdown menu)
- Disbursement Category:** [Field]
- Internal Reconciliation:** N/A
- Run ID:** 23056
- Check Printed Date:** [Field]
- Stub Detail Line Count:** 2
- Check Exported For Printing:**

At the bottom of the screen, there is a summary table with the following data:

<b>Vendor</b>	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC013771	Legal Name: FAITH GROUP, LLC
<b>Accounting</b>	Total Lines: 1	Accounting Line: 1	Line Amount: \$300.00	
<b>Posting</b>	Total Lines: 3	Posting Line: 1		

# Journal Entry – JVA (Journal Voucher Advanced)

1. Go to **Search > Document Catalog**  
In the Document Identifier enter:
2. **Code:** CR           **ID:** 16030800004
3. Click **Browse**

## JVA – Header Section/General Information Tab

The screenshot shows the 'General Information' tab of the JVA header section. The document name is 'Journal Voucher'. The record date is 02/29/2016, budget fiscal year is 2016, and the fiscal year is also 2016. The period is set to 2. The document description is 'To record earned revenue receivable at 2/29/2016'. Total credits and total debits are both \$52,000.00. On the right side, there are checkboxes for 'Budget Control Level Reduction', 'Fund Balance Control Level Reduction', and 'Cash Balance Control Level Reduction', all of which are currently unchecked. The 'Reversal Date' is set to 03/01/2016, and the 'Create Reversal Document on Hold' checkbox is also unchecked.

## JVA – Header Section/Document Information Tab

The screenshot shows the 'Document Information' tab of the JVA header section. It displays the creation and modification details: 'Created By: mavisser', 'Created On: 03/08/2016', 'Modified By: mavisser', and 'Modified On: 03/08/2016'.

JVA – Accounting Section / General Information Tab (Line 1)

The screenshot displays the 'General Information' tab for Line 1. The header shows 'Advanced Journal Voucher(JVA)' with details like Dept: 191, ID: 1603000005, and Ver: 2. The 'Accounting' section shows a table with columns for Accounting Line, Posting Code, Posting Code Name, Debit Amount, and Credit Amount. Line 1 has Accounting Line 1, Posting Code A216, Posting Code Name 'Generic Asset', a Debit Amount of \$52,000.00, and a Credit Amount of \$0.00. Line 2 has Accounting Line 2, Posting Code R003, Posting Code Name 'External Collected Earned Revenue', a Debit Amount of \$0.00, and a Credit Amount of \$52,000.00. The 'General Information' section includes fields for Event Type, Posting Pair Name, Posting Code (A216), Posting Code Name (Generic Asset), Accounting Template, Line Description ('Record February 2016 earned revenue received in March 2016'), Debit Amount (\$52,000.00), and Credit Amount (\$0.00). Budget and Fiscal Year are set to 2016, and the Period is 2.

JVA – Accounting Section / Fund Accounting Tab (Line 1)

The screenshot displays the 'Fund Accounting' tab for Line 1. The header and accounting table are identical to the previous screenshot. The 'Fund Accounting' section includes fields for Fund (272), Sub Fund (1000), Department (101), Unit (1000), Sub Unit, and Appr Unit. It also includes Object, Sub Object, Revenue, Sub Revenue, BSA (1076), Sub BSA (1000), OBSA, Sub OBSA, Dept Object, Dept Revenue, Internal Fund, Internal Sub Fund, and Internal Dept.

JVA – Accounting Section / General Information Tab (Line 2)

The screenshot displays the 'General Information' tab for Line 2. The header shows 'Advanced Journal Voucher(JVA)' with details like Dept: 191, ID: 1603000005, and Ver: 2. The 'Accounting' section shows a table with columns for Accounting Line, Posting Code, Posting Code Name, Debit Amount, and Credit Amount. Line 1 has Accounting Line 1, Posting Code A216, Posting Code Name 'Generic Asset', a Debit Amount of \$52,000.00, and a Credit Amount of \$0.00. Line 2 has Accounting Line 2, Posting Code R003, Posting Code Name 'External Collected Earned Revenue', a Debit Amount of \$0.00, and a Credit Amount of \$52,000.00. The 'General Information' section includes fields for Event Type, Posting Pair Name, Posting Code (R003), Posting Code Name (External Collected Earned Revenue), Accounting Template, Line Description ('Record February 2016 earned revenue received in March 2016'), Debit Amount (\$0.00), and Credit Amount (\$52,000.00). Budget and Fiscal Year are set to 2016, and the Period is 2.

JVA – Accounting Section / Fund Accounting Tab (Line 2)

The screenshot displays the 'Fund Accounting' tab within the 'Advanced Journal Voucher' window. The top section shows a table of accounting lines:

Accounting Line	Posting Code	Posting Code Name	Debit Amount	Credit Amount
1	A016	Generic Asset	\$52,000.00	\$0.00
2	R003	External Collected Earned Revenue	\$0.00	\$52,000.00

Below the table, the 'Fund Accounting' section is active, showing the following details:

- Fund:** 272
- Sub Fund:** 1000
- Department:** 245
- Unit:** 1000
- Sub Unit:**
- Appr Unit:**
- Object:**
- Sub Object:**
- Revenue:** 5750
- Sub Revenue:** 1000
- BSA:**
- Sub BSA:**
- ORSA:**
- Sub ORSA:**
- Dept Object:**
- Dept Revenue:**
- Internal Fund:**
- Internal Sub Fund:**
- Internal Dept:**

# Journal Voucher – IET (Internal Exchange Transaction)

1. Go to **Search > Document Catalog**  
In the Document Identifier enter:
2. **Code:** IET ID: 16030800002
3. Click **Browse**

Welcome, MaryBeth Beighley

Document Catalog

Create

Document Identifier

Code : IET Unit :

Dept. :  ID : 16030800002

User Information

Document State

Browse Clear

4. Click on hyperlink

Welcome, MaryBeth Beighley

Procurement Budgeting

Document Catalog

Create

Document Identifier

Code : IET Unit :

Dept. :  ID : 16030800002

User Information

Document State

Browse Clear

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	IET	191	1000	16030800002	No	1	New	Final	Submitted	3/8/16	mavisser	\$536.27	Yes

First Prev Next Last

Menu



IET – Header Section/General Information Tab

The screenshot shows the 'General Information' tab of the 'Internal Exchange Transaction (IET)' header section. The interface includes a top navigation bar with 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main content area contains the following fields:

- Document Name:** Internal Exchange Transaction
- Record Date:** 03/08/2016
- Budget FY:** 2016
- Fiscal Year:** 2016
- Period:** 3
- Document Description:** To request reimbursement of Services Rendered
- Actual Amount:** \$536.27
- Initiator:** Provider/Seller
- Delivery Date:** (empty)
- Additional Information:** (empty)

At the bottom, there is a summary table and a toolbar:

Exchange Details	Total Lines: 1	Line Number: 1	Vendor Customer:	Legal Name:
2nd Party Accounting	Total Lines: 1	Line Number: 1	Line Amount: \$536.27	
Posting	Total Lines: 2	Posting Line: 1		

Toolbar: Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, Close.

IET – Header Section/Document Information Tab

The screenshot shows the 'Document Information' tab of the 'Internal Exchange Transaction (IET)' header section. The interface includes a top navigation bar with 'Procurement' and 'Budgeting'. The main content area displays the following information:

- Created By:** mavisser
- Created On:** 03/08/2016
- Modified By:** semikler
- Modified On:** 03/08/2016

The 'Document Information' tab is highlighted in the navigation bar.

IET – Exchange Details Section /General Information Tab

The screenshot shows the 'General Information' tab of the 'Internal Exchange Transaction(IET)' window. The window title is 'Welcome, MaryBeth Beighley' and it includes navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main header displays 'Exchange Details' with a table containing one line item: Line Number 1, Vendor Customer, Legal Name, Line Amount \$538.27, and Event Type IN06. Below the table, the 'General Information' section includes fields for Event Type (IN06), Accounting Template, Line Amount (\$538.27), Calculated Amount (\$538.27), and Bank (KC01). At the bottom, there are sections for '2nd Party Accounting' and 'Posting', and a toolbar with buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

IET – Exchange Details Section /1st Party Fund Accounting Tab

The screenshot shows the '1st Party Fund Accounting' tab of the 'Internal Exchange Transaction(IET)' window. The window title is 'CGI Advantage' and it includes navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main header displays 'Exchange Details' with a table containing one line item: Line Number 1, Vendor Customer, Legal Name, Line Amount \$538.27, and Event Type IN06. Below the table, the '1st Party Fund Accounting' section includes fields for Fund (101), Sub Fund (1000), Department (271), Unit (1000), Sub Unit, Appr Unit, Object, Sub Object, Revenue (6380), Sub Revenue (1000), BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue. At the bottom, there are sections for '2nd Party Accounting' and 'Posting', and a toolbar with buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

IET – 2<sup>nd</sup> Party Accounting Section / General Information Tab

**CGI Advantage**

Welcome, MaryBeth Beghley | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Internal Exchange Transaction(IET) | Dept: 191 | ID: 1003080002 | Ver.: 1 | Function: New | Phase: Final | Modified by samkier\_03/08/2016

**Header**

Exchange Details | Total Lines: 1 | Line Number: 1 | Vendor Customer: | Legal Name: |

**2nd Party Accounting** | Total Lines: 1 | Line Number: 1 | Line Amount: \$538.27

Line Number	Line Amount	Event Type
1	\$538.27	IN06

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last, Go to line: [ ] Go, List View

**General Information** | References | Fund Accounting | Detail Accounting | Service Dates

Event Type: IN06 | Budget FY: 2016

Accounting Template: [ ] | Fiscal Year: 2016

Line Description: 24 - 2016 desk calendars and 10 A360 User Guides | Period: 3

Line Amount: \$538.27 | Bank: KC01

PT Accrual/Clearing %: [ ] | Billing Profile: [ ]

AR Dept: [ ] | AR Unit: [ ]

Posting | Total Lines: 2 | Posting Line: 1

Buttons: Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, Close

IET – 2<sup>nd</sup> Party Accounting Section / Fund Accounting Tab

**CGI Advantage**

Welcome, MaryBeth Beghley | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Internal Exchange Transaction(IET) | Dept: 191 | ID: 1003080002 | Ver.: 1 | Function: New | Phase: Final | Modified by samkier\_05/06/2016

**Header**

Exchange Details | Total Lines: 1 | Line Number: 1 | Vendor Customer: | Legal Name: |

**2nd Party Accounting** | Total Lines: 1 | Line Number: 1 | Line Amount: \$538.27

Line Number	Line Amount	Event Type
1	\$538.27	IN06

From 1 to 1 Total: 1

Buttons: First, Previous, Next, Last, Go to line: [ ] Go, List View

**Fund Accounting** | General Information | References | Detail Accounting | Service Dates

Fund: 101 | Object: 9000 | OBSA: [ ]

Sub Fund: 1000 | Sub Object: 1000 | Sub OBSA: [ ]

Department: 191 | Revenue: [ ] | Dept Object: [ ]

Unit: 1000 | Sub Revenue: [ ] | Dept Revenue: [ ]

Sub Unit: [ ] | BSA: [ ]

Appr Unit: 101191000 | Sub BSA: [ ]

Posting | Total Lines: 2 | Posting Line: 1

Buttons: Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, Close

# Deposit Advices – CR (Cash Receipt)

1. Go to **Search > Document Catalog**  
In the Document Identifier enter:
2. **Code: CR ID: 16030800004**
3. Click **Browse**

**CGI Advantage**  
Welcome, MaryBeth Beighley | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Cash Receipt(CR) Dept: 253 ID: 16030800004 Ver.: 1 Function: New Phase: Final Modified by: mgoomes, 03/08/2016

**Header**

**General Information** | Extended Description | Document Information

Document Name: [Field]  
Record Date: 03/08/2016  
Budget FY: 2016  
Fiscal Year: 2016  
Period: 3  
Document Description: PD030816  
Document Total: \$12,000.00  
Actual Amount: \$12,000.00  
Closed Amount: \$0.00  
Closed Date: [Field]  
Original Amount: \$12,000.00

Bank Account: KC05  
Cash Account: [Field]  
Cash Account Sub: [Field]  
Deposit Ticket: [Field]  
Deposit Date: 03/08/2016  
Bank Deposit Date: [Field]  
Date Transmitted for Reconciliation: [Field]  
Date Transmitted for Audit: [Field]  
Method of Deposit: [Field]  
Deposit and Bank Category: [Field]  
Suppress Pend Print:   
Payment Type: Cash  
Misc. Identifier: PD030816  
Mail Code: [Field]  
Number of Checks: [Field]

Auto Apply

Edit Copy Copy Forward Discard Print Processing Workflow File Close

## CR – Vendor Section / General Information Tab

**Vendor** Total Lines: 1 Vendor Line: 1 Vendor Customer: VC009388 Legal Name: SILENT OBSERVER, INC

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC009388	SILENT OBSERVER, INC	\$12,000.00

From 1 to 1 Total: 1

**General Information** | Payment Information | Reference Information | Payment Order | Wire Transfer

Vendor Customer: VC009388  
Billing Profile: [Field]  
Legal Name: SILENT OBSERVER, IN  
Alias/DBA: SILENT OBSERVER, IN  
Misc. Account:   
Address Code: AD002  
Address Line 1: PO BOX 230321  
Address Line 2: [Field]  
City: GRAND RAPIDS  
State: MI  
Zip: 49503  
Country: US  
County: [Field]  
AR Dept: ALL

Vendor Contact ID: PC002  
Vendor Contact Name: [Field]  
Vendor Contact Phone: 616/454-9110  
Vendor Contact Phone Ext.: [Field]  
Vendor Contact Email: [Field]  
Fax: [Field]  
Fax Extension: [Field]  
Web Address http://: [Field]  
Auto Apply:   
Reserve Cr Balance:   
Line Amount: \$12,000.00  
Currency: 0  
Coin: 0.00  
Line Actual Amount: \$12,000.00

Edit Copy Copy Forward Discard Print Processing Workflow File Close

CR – Accounting Section / General Information

The screenshot displays the 'General Information' tab for Accounting Line 1. The top navigation bar includes 'CGI Advantage' and user information. The main header shows 'Cash Receipt(CR)' with details: Dept: 253, ID: 1003080004, Ver.: 1, Function: New, Phase: Final, Modified by: mgcoomes, 03/08/2016. The Accounting section shows a table with 3 lines, where Line 1 has a Line Amount of \$10,000.00 and Event Type AR02. Below the table, the 'General Information' tab is active, showing fields for Event Type (AR02), Line Type (A), Line Type Name (Principal), Accounting Template, Line Description, Line Amount (\$10,000.00), Currency, Coin, Refunded Amount (\$0.00), Budget FY (2016), Fiscal Year (2016), Period (3), Reason, Reclassification Date, Reclassification Held, Serial Deposit Number, Foreign Currency Code, Foreign Currency Amount, Exchange Rate, and Assessment ID. Action buttons at the bottom include Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

CR – Accounting Section / Fund Accounting Tab

This screenshot is identical to the one above, showing the 'General Information' tab. The only difference is the 'Fund Accounting' tab is selected in the navigation bar, although the content area remains the same as in the previous screenshot. The interface elements, including the accounting line table and the 'General Information' fields, are consistent with the previous image.