

Departmental Expense Document (BGDN)

Document Name:	Departmental Expense Document
Document Acronym:	BGDN
Document Function:	This document is used to establish/modify departmental expense budgets.
Functional Area:	Budgets
CTR Bureau:	Accounting Bureau
CTR Document Approval:	None
CTR Reviewing Bureau(s):	None

Header

Field Name	Attribute	Field Description	Requirements
Transaction Date	DOC_REC_DT_DC	The record date manually entered on the document header. If not manually entered, the date becomes the one when the document was submitted successfully.	Defaults to Submission Date, but can be manually entered.
Budget FY	DOC_BFY	When on the header of a document, this is the default budget fiscal year that will be pushed to all accounting lines.	Defaults to Accounting Budget Fiscal Year but can be manually entered.
Fiscal Year	DOC_FY_DC	A period of 12 consecutive months chosen by an entity as its accounting period for annual reports. The Commonwealth operates on a fiscal year, which begins on July 1 and ends on June 30. The number of the fiscal year is that of the calendar year in which the fiscal year ends., e.g. fiscal year 2004 extends from July 1, 2003 to June 30, 2004 (often written FY2004).	Defaults to current FY, but can be manually entered.
Period	DOC_PER_DC	When on the header of a document, this is the default accounting period that is pushed to all accounting lines. If not manually entered, the field remains blank until the document is submitted successfully. At this point it is set to the current accounting period. This field is automatically blanked out by the application on any modification or cancellation draft.	Defaults to Current Accounting Period, but can be manually entered.
Start Date	DOC_STRT_DT	The first calendar day that a vendor/customer can be used as part of a process or transaction; an entity is not valid before this calendar day.	Optional
End Date	DOC_END_DT	The last calendar day that a vendor/customer can be used as part of a process or transaction; an entity is not valid after this day. For Budgets, the End Date is the date that the budget	

Budget Level 1

Field Definitions

Below are the field definitions for the Budget Level 1 section of the BGDN document.

Budget Level 1

Field Name	Attribute	Field Description	Requirements
Action	ACTN_CD		Defaults to New, but can be manually entered.
Fiscal Year	FY	A period of 12 consecutive months chosen by an entity as its accounting period for annual reports. The Commonwealth operates on a fiscal year, which begins on July 1 and ends on June 30. The number of the fiscal year is that of the calendar year in which the fiscal year ends., e.g. fiscal year 2004 extends from July 1, 2003 to June 30, 2004 (often written FY2004).	Defaults to current FY, but can be manually entered.
Event Type	EVNT_TYP	Defines specific activity within a document. For example, all budget activity will be posted on the same document defined for that budget structure. For an appropriation with subsidiaries, the BGCS is the document for ALL budget activity. Event type BG01 is used to adopt the original budget and BG03 is used to amend the budget. There may be several event types for each document.	Required
Period	PER	The identification number associated with the period within a fiscal year. A period of 12 consecutive months is used by the Commonwealth as its accounting period.	Defaults to current accounting period, but can be manually entered.
Start Date	STRT_DT	For Budgets, it is the date that the budget structures are available for use.	Optional
Budget FY	BFY	This is the default budget fiscal year.	Defaults to current BY, but can be manually entered
End Date	END_DT	The date on which the budget is no longer available for use.	Optional
Appr Unit	APPR_CD	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element. The appropriation field may be used as an input field on a document, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the appropriation value on a historical record.	Required
Dollar Amount	LN_AM	The amount of an individual record of a document component, be it the header, vendor line,	Required

		commodity line, accounting line, budget line, or allotment. The amount could also be the amount recorded to a table that tracks document updates such as the Statement Detail table or a journal.	
Department	DSCR	<p>An identification code assigned to a central organizational level element where the decentralized structure is set. The department field may be used as an input field on a document, an additional key to another chart of account element, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the department value on a historical record.</p> <p>In most cases the value entered in a department field must be valid on the Department or Department Fiscal Year Controls table. However, certain pages for rules and batch parameters will allow a value of ALL to be entered so that the rule applies to all department codes or so that a batch parameter will select all departments. Other such wildcards can exist, and the particular page's help should be consulted.</p>	Required
Increase/Decrease			Defaults to Increase, but can be manually entered.
Division	DIV_CD	The unique identification code assigned to the division. Division is a decentral organizational Chart of Accounts element.	Required
Parent Dept	CNTAC_CD	Department to whom the account was appropriated	Required
Description	DSCR	The three letter code assigned to each department	Optional
Legal Cite	HS_BILL_NO	Non-validated text field that can be used to indicate the piece of legislation that resulted in the budget	Optional

Budget Level 2

Field Definitions

Below are the field definitions for the Budget Level 2 section of the BGDN document.

Field Name	Attribute	Field Description	Requirements
Action	ACTN_CD		Defaults to New, but can be manually entered.

Fiscal Year	FY	A period of 12 consecutive months chosen by an entity as its accounting period for annual reports. The Commonwealth operates on a fiscal year, which begins on July 1 and ends on June 30. The number of the fiscal year is the of the calendar year in which the fiscal year ends., e.g. fiscal year 2004 extends from July 1, 2003 to June 30, 2004 (often written FY2004)	Defaults to current FY, but can be manually entered.
Event Type	EVNT_TYP	Defines specific activity within a document. For example, all budget activity will be posted on the same document defined for that budget structure. For an appropriation with subsidiaries, the BGCS is the document for ALL budget activity. Event type BG01 is used to adopt the original budget and BG03 is used to amend the budget. There may be several event types for each document.	Required
Period	PER	The identification number associated with the period within a fiscal year. Valid values are 00-99 as defined on the Accounting Period table, which defines accounting periods and other information about them. Many names exist for this time measurement: period, accounting period, and fiscal period. Fiscal years are found in many places: document headers, accounting lines, and posting lines; control tables such as Systems Options; keys to reference tables; historical records such as journals and ledgers; and in batch parameters for selection or for population on generated documents.	Defaults to current accounting period, but can be manually entered.
Start Date	STRT_DT	For Budgets, it is the date that the budget structures are available for use.	Optional
Budget FY	BFY	This is the default budget fiscal year.	Defaults to Current BY, but can be manually entered.
End Date	END_DT	The date on which the budget is no longer available for use.	Optional
Appr Unit	APPR_CD	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element.	Required
Dollar Amount	LN_AM	The amount of an individual record of a document component, be it the header, vendor line, commodity line, accounting line, budget line, or allotment. The amount could also be the amount recorded to a table that tracks document updates such as the Statement Detail table or a journal.	Required
Department	DSCR	The three letter code assigned to each department	Required
Increase/Decrease			Defaults to Increase, but can be manually entered.
Division	DIV_CD	The unique identification code assigned to the division. Division is a decentral organizational Chart of Accounts element.	Required

Summary Link Floor			
District	DSTC_CD	The unique identification code assigned to the district. District is a decentral organizational Chart of Accounts element.	
Summary Link Ceiling			
Parent Dept	CNTAC_CD	Department to whom the account was appropriated.	Required
Summary Link %			
Description	DSCR	The description associated with the particular line or record.	Optional
Legal Cite	HS_BILL_NO	Non-validated text field that can be used to indicate the piece of legislation that resulted in the budget	Optional

Budget Level 3

Field Definitions

Below are the field definitions for the Budget Level 3 section of the BGDN document.

Budget Level 3

Field Name	Attribute	Field Description	Requirements
Action	ACTN_CD		Defaults to New, but can be manually entered.
Fiscal Year	FY	A period of 12 consecutive months chosen by an entity as its accounting period for annual reports. The Commonwealth operates on a fiscal year, which begins on July 1 and ends on June 30. The number of the fiscal year is that of the calendar year in which the fiscal year ends., e.g. fiscal year 2004 extends from July 1, 2003 to June 30, 2004 (often written FY2004).	Defaults to current FY, but can be manually entered.
Event Type	EVNT_TYP	Defines specific activity within a document. For example, all budget activity will be posted on the same document defined for that budget structure. For an appropriation with subsidiaries, the BGCS is the document for ALL budget activity. Event type BG01 is used to adopt the original budget and BG03 is used to amend the budget. There may be several event types for each document.	Required
Period	DOC_PER_DC	When on the header of a document, this is the default accounting period that is pushed to all accounting lines. If not manually entered, the field remains blank until the document is submitted successfully. At this point it is set to	Defaults to current accounting period, but can

		the current accounting period. This field is automatically blanked out by the application on any modification or cancellation draft	manually entered.
Start Date	DOC_STRT_DT	The first calendar day that a vendor/customer can be used as part of a process or transaction; an entity is not valid before this calendar day.	Optional
Budget FY	BFY	When on the header of a document, this is the default budget fiscal year that will be pushed to all accounting lines.	Defaults to current BY, but can be manually entered.
End Date	DOC_END_DT	The last calendar day that a vendor/customer can be used as part of a process or transaction; an entity is not valid after this day. For Budgets, the End Date is the date that the budget structure is no longer available for use.	Optional
Appr Unit	APPR_CD	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element.	Required
Dollar Amount	LN_AM	The amount of an individual record of a document component, be it the header, vendor line, commodity line, accounting line, budget line, or allotment. The amount could also be the amount recorded to a table that tracks document updates such as the Statement Detail table or a journal	Required
Department	DSCR	The three letter code assigned to each department.	Required
Increase/Decrease			Defaults to Increase, but can manually entered.
Division	DIV_CD	The unique identification code assigned to the division. Division is a decentral organizational Chart of Accounts element.	Required
District	DSTC_CD	The unique identification code assigned to the district. District is a decentral organizational Chart of Accounts element.	Required
Object	OBJ_CD	Used to classify all expenditures of the Commonwealth.	Required
Parent Dept	CNTAC_CD	Department to whom the account was appropriated	Required
Description	DSCR	The description associated with the particular line or record	Optional
Legal Cite	HS_BILL_NO	Non-validated text field that can be used to indicate the piece of legislation that resulted in the budget	Optional