

Departmental Subsidiary Expense Document (BGDS)

Document Name:	Departmental Subsidiary Expense
Document Acronym:	BGDS
Document Function:	This departmental document is used to set up a subsidiary expense structure.
Functional Area:	Budgets
CTR Bureau:	Accounting Bureau
CTR Document Approval:	None
CTR Reviewing Bureau(s):	None

Header

Introduction

This page enables you to establish new budgets as well as to modify, deactivate, reactivate, and delete existing budgets.

Each budget structure in your system has a corresponding Budget document designed to create and maintain budgets for that structure.

Dollar amounts on a Budget document always reflect either an increase or a decrease in a **Budget Tracking Amount** field. This differs from other documents in MMARS where dollar amounts equate to actual amounts rather than to a change to an amount. For example, when modifying a line on a Purchase Order document, the line amount reflects the new current amount for the line. In contrast, when modifying an existing budget line with a Budget document, the line amount does not replace the pre-existing Budget Tracking Amount field, rather, either increases or decreases it.

Key features of the Budget document include the ability to:

- Add and modify multiple budget lines for each budget level in a budget structure.
- Roll up budget lines from lower budget levels to each higher budget level. By entering a budget line at the lowest level in a budget structure and using this function to create the necessary higher-level budget lines, this function allows you to quickly set up an entire budget hierarchy.
- Set up budget allotments.
- Configure the default violation actions of the budget control formulas inherited by each budget line.
- Link expense budget lines to revenue budget lines.
- Transitions in the left hand navigation panel provide access to all of the above key features. For example:
 - Budget Levels are each designated by names specific to an application. At each of these, budget lines are defined.
 - Allotments are listed below the budget level, which they redefine by some element of time
 - Budget Line Level Constraints are listed after each budget level, where constraints at the system, budget level, or fund level can be modified for an individual budget line.
 - Links are listed below the budget level that they support. To connect an expense budget line with one or more revenue budget lines, use the transition called Choose Revenue Budget Line(s) located on any budget level that is allowed to be linked. The Link Management transition is used to view, modify, and delete existing links.

Field Definitions

Below are the field definitions for the Header section of the BGDS document.

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 BFY, 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	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	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 structure is no longer available for use.	Optional

Budget Level 1

Field Definitions

Below are the field definitions for the Budget Level 1 section of the BGDS 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).	
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.	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	DEPT_CD	The three letter code assigned to each department	Required
Increase/Decrease			Defaults to Increase, but can be manually entered.
Object Class	OCLS_CD	One of 17 categories being used to classify a type of expenditure (i.e. AA-salaries permanent positions, EE - administrative expenses). Subsidiaries are established by the Legislature at the end of the budget process.	Required
Division	DIV_CD	The unique identification code assigned to the division. Division is a decentralized organizational Chart of Accounts element	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

Budget Level 2

Field Definitions

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

Budget Level 2

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).	
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.	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	DEPT_CD	The three letter code assigned to each department	Required
Increase/Decrease			Defaults to Increase, but can be manually entered.
Object Class	OCLS_CD	One of 17 categories being used to classify a type of expenditure (i.e. AA-salaries permanent positions, EE - administrative expenses). Subsidiaries are established by the Legislature at the end of the budget process.	Required
Summary Link Floor		The amount of revenue which must be deposited before any subsequent revenue will update spending authority in this particular account.	
Division	DIV_CD	The unique identification code assigned to the division. Division is a decentralized organizational Chart of Accounts element	Required
Summary Link Ceiling		The maximum amount of collected revenue which will update a spending account.	
District	DSTC_CD	The unique identification code assigned to the district. District is a decentralized organizational Chart of Accounts element.	Required
Summary Link %			
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

Budget Level 3

Field Definitions

Below are the field definitions for the Budget Level 3 section of the BGDS 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).	
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, 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	DEPT_CD	The three letter code assigned to each department.	Required
Increase/Decrease			Defaults to Increase, but can be manually entered.
Object Class	OCLS_CD	One of 17 categories being used to classify a type of expenditure (i.e. AA-salaries permanent positions, EE - administrative expenses). Subsidiaries are established by the Legislature at the end of the budget process.	Required
Division	DIV_CD	The unique identification code assigned to the division. Division is a decentralized organizational Chart of Accounts element.	Required
District	DSTC_CD	The unique identification code assigned to the district. District is a decentralized organizational Chart of Accounts element.	Required
Object Code	OBJ_CD	Used to classify all expenditures of the Commonwealth.	Required
Parent Dept	CNTAC_CD	The unique identification number assigned to the contact.	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