

BUDGETARY CONTROL

MODULE

PROCEDURES

MANUAL

BUDGETARY CONTROL MODULE PROCEDURES

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BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT ENTRY PROCEDURES

OVERVIEW: All types of journal vouchers and encumbrance adjustments can be entered using the following procedures. Specific differences for each document type are identified at the appropriate place of a procedure.

In order to use document entry screens, sign-on to the South Dakota Financial Systems and navigate to the Budgetary Control Main Menu Screen. Sign-on procedures are found in section 20-070 of the [accounting systems overview procedures manual](#).

BC	BUDGETARY CONTROL MENU	001
NEXT FUNCTION: _____	ACTION: _____	
=====		
1. INQUIRY		
2. DOCUMENT PROCESSING		
3. SECURITY		

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT ENTRY PROCEDURES

PROCEDURE: From the Budgetary Control Main Menu Screen, select DOCUMENT PROCESSING and press the Enter key. The Budgetary Control Document Entry Menu Screen appears. You can get to the Document Processing Screen by typing 200 in the NEXT FUNCTION field of any budgetary control (BC) screen and pressing Enter.

BC	BUDGETARY CONTROL DOCUMENT ENTRY MENU	200
NEXT FUNCTION: _____	ACTION: _____	
=====		
1. JOURNAL VOUCHER		
2. BUDGET TRANSFER		
3. BUDGET CREATION		
4. ENCUMBRANCE ADJUSTMENT		
5. COMMITMENT ADJUSTMENT		
7. POLICY		

Journal voucher entry is used for cash receipts, expenditure adjustments, revenue adjustments, noncash vouchers, prior period adjustments, accrual adjustments, accrual statements, and most other BC entry except encumbrance adjustments.

Encumbrance adjustment entry is used for encumbrance adjustments only.

Journal Voucher Entry: Type 1 in NEXT FUNCTION field on the menu screen above, or type 211 in NEXT FUNCTION field of any budgetary control screen.

Encumbrance Adjustment Entry: Type 4 in NEXT FUNCTION field on the menu screen above, or type 241 in NEXT FUNCTION field of any budgetary control screen.

Three screens must be completed in order to enter a voucher. They are: 1) Key Information, screen 211 or 241; 2) General Information, screen 212 or 242; and, 3) Detail Line, screen 213 or 243.

BUDGETARY CONTROL MODULE PROCEDURES KEY INFORMATION SCREEN

KEY INFORMATION SCREEN: Use BC screen 211 to add new journal vouchers or to continue documents on hold.

```
BC                                JOURNAL VOUCHER ENTRY                                211
NEXT FUNCTION: _____ ACTION: ____
=====
                                ENTER KEY INFORMATION

                                OPTION:
                                DOCUMENT ID:      _____
                                APPLICATION AREA: 62
                                DATE FORMAT:      MDY

OPTIONS: (A)DD OR (C)ONTINUE
```

Use BC screen 241 to add new encumbrance adjustments or to continue documents on hold.

```
BC                                ENCUMBRANCE ADJUSTMENT ENTRY                                241
NEXT FUNCTION: _____ ACTION: ____
=====
                                ENTER KEY INFORMATION

                                OPTION:
                                DOCUMENT ID:      _____
                                APPLICATION AREA: 62
                                DATE FORMAT:      MDY

OPTIONS: (A)DD OR (C)ONTINUE
```

REQUIRED FIELDS

OPTION: Select the type of processing you want to do:

A...Add New Document.

C...Continue Document. Continue processing a document currently on hold.

BUDGETARY CONTROL MODULE PROCEDURES KEY INFORMATION SCREEN

DOCUMENT IDENTIFICATION: Enter the document identification number; ten digits are available.

- The first digit must be a letter designating the type of document entered (see list below).
- The second and third digits must be the department number, i.e., first two digits of center.
- The fourth digit must indicate the fiscal year to which document pertains.
- Positions five through ten are agency assigned.

Using a fiscal year indicator in position four of the document ID helps prevent duplicates and allows for more centrally created accruals. Here are example document IDs: cash receipt: C03800161, expenditure adjustment: E128000243, non-cash voucher: N168000646.

<u>PREFIX</u>	<u>DOCUMENT TYPE</u> (see Notes below)
A	Other Adjustment
B	Budget Transfer or Budget Maintenance
C	Cash Receipt
D	Electronic Payment
E	Expenditure or Encumbrance Adjustment
I	Investment Adjustment
N	Generic Noncash Billing Agency-to-Agency
P	Prior Period Adjustment
R	Revenue Adjustment
T	Operating Transfer
W	Imprest Adjustment (State Auditor use only)
Z	Advance Travel Repayment

Notes on using the document prefixes above

- **A** Use for adjustments not otherwise covered by any other prefix
- **B** Used by BFM for budget load, budget transfers and budget maintenance
- **C** Use for cash receipts, including those received electronically (use Z for repayments of advance travel)
- **D** Use for electronic payments (wires and ACH transactions approved by the State Auditor's Office and sent by State Treasurer's Office, and those set up to occur automatically)
- **E** Use to adjust expenditures or encumbrances, or to make interfund reimbursements. An interfund reimbursement is a repayment or refund from funds responsible for particular expenditures to the funds that initially paid for them. Use E for returns of electronic payments
- **I** Use for investment activity or adjustments
- **N** Use for inter-agency billings of goods and/or services only; billings typically involve credits to revenues (not including 49 accounts) by the billing agency and debits to expenditures (not including 522800x or 52x804xx accounts) by the billed agency. See D for electronic payments; see E for interfund reimbursements
- **P** Use for prior period equity adjustments
- **R** Use for revenue adjustments and for returns of cash receipts
- **T** Use for operating (cash) transfers only. See D for electronic payments
- **W** Used by the State Auditor for payment imprest fund (company 9000) adjustments
- **Z** Use for cash receipts repaying advance travel amounts

BUDGETARY CONTROL MODULE PROCEDURES KEY INFORMATION SCREEN

The fiscal year indicator in two-digit non-cash voucher prefixes appears in the third position of document number, e.g., CD707021, FM709034.

<u>PREFIX</u>	<u>CENTRAL NON-CASH BILLINGS</u>
AV	Aviation Insurance
BB	Bonded Building Insurance
BG	Buildings and Grounds
BL	Boiler Insurance
CD	Central Duplicating
CS	Cyber Security
DC	Airline Billing
DP	Data Processing
FB	Fidelity Bond Insurance
FL	State Flag
FM	Bureau of Finance and Management
FP	Federal Surplus Property
IN	Insurance (various)
MP	Motor Pool
MR	Use Allowance
MS	Mail Services
PE	PEPL General Liability Insurance
PL	Bureau of Human Resources
PM	Property Management
PP	Office of Procurement Management
RD	Rural Development
RM	Records Management
SE	State Engineer
SU	Surplus Property Clearing
TD	Telephone Directories
TL	Telecommunications
TR	Training Services (BHR)
VL	Vehicle Insurance (PEPL)

<u>PREFIX</u>	<u>OTHER AGENCY NON-CASH BILLINGS</u>
AB	Special Aviation Fund Billing (DOT)
HL	Health Lab Billing (DOH)
PI	Pheasantland Industries (DOC)
PS	Public Safety Inspections (DPS)

APPLICATION AREA: Enter the two-digit code assigned by the Bureau of Finance and Management. A valid list of application areas can be found in procedure 20-050 of the [accounting systems overview procedures manual](#).

OPTIONAL FIELD

DATE FORMAT: Carried over from general policy. The format should always be MDY.

BUDGETARY CONTROL MODULE PROCEDURES GENERAL INFORMATION SCREEN

REQUIRED FIELDS

EFFECTIVE DATE: Enter the effective date of transactions; this is the effective date transactions will be posted in general ledger (GL). If prior period dates are used and that period is closed in GL, the system will change the date to one in the current period. Future dated transactions will not be posted to GL until that period is open in GL. This date applies to all document lines unless changed at the detail line level (data type 1 JV document only).

TOTAL: For a data type 1 document, enter the total of all lines. For a data type 2 document, enter the total of all credit OR all debit lines on the document. Debits and credits must equal on a data type 2 document (only one company can be used). See below for a definition of data type.

COMPANY ID: Enter the company number of the transaction to be entered. This company identification is carried forward to the detail entry screen. It can be changed there if needed, on a data type 1 journal voucher document. It cannot be changed on the detail entry screen for a data type 2 JV document, or on an encumbrance adjustment document.

DATA TYPE CODE: Use 1 for data type 1; use 2 for data type 2.

Data Type 1

The system creates an offsetting transaction for all lines of the document. For example, if you code an expense line (debit), the system generates a cash line (credit). Generated lines are created in financial controller (FC) based on the applicable accounting rule and posted to GL. Most documents will be entered as data type 1.

Data Type 2

The system does not create an offsetting transaction for any line of the document. For example, you code a debit to expense and a credit to payables. Only the entries you enter will be posted to GL. Most year-end accruals are data type 2 documents.

OPTIONAL FIELD(S)

**LEVEL OF FUNDS CHK
UPDATE AFF**

The above fields remain blank, except if authorized to override. For these documents, enter a 2 in both fields.

Six blank lines at the bottom of screen may be used for document description and justification. Information typed here is for print-screen purposes only; it is not retained in budgetary control.

BUDGETARY CONTROL MODULE PROCEDURES DETAIL LINE SCREEN

DETAIL LINE SCREEN: After completing screen 212 or 242, press Enter. The first detail line screen (213 or 242) will be presented. This screen is used to enter accounting transaction information for a journal voucher or encumbrance adjustment. One accounting transaction line is entered per screen.

Journal voucher detail entry screen 213:

BC	JOURNAL VOUCHER ENTRY	213
NEXT FUNCTION: _____ ACTION: _____		
BC 202: END OF DOCUMENT		
=====		
APP: 20		
DOCUMENT ID: E017000243	TOTAL:	4,350.00
LINE 1____ TRANSACTION CODE A		
COMP/ACCT/CNTR	6010 52050200_____	0111301635__
DEBIT/CREDIT AMOUNT	4350.00_____	
DEBIT/CREDIT CODE	DR	
DESCRIPTION	EXPENDITURE ADJUSTMENT_____	
PROJECT COMP/CODE	_____	ACCOUNTING RULE ____
EFFECTIVE DATE	02/20/2017	SOURCE CODE _____
LEVEL OF FUNDS CHK	-	UPDATE AFF _____
TRANSFER COMPANY	_____	
OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE _____		

Encumbrance adjustment detail entry screen 243:

BC	ENCUMBRANCE ADJUSTMENT ENTRY	243
NEXT FUNCTION: _____ ACTION: _____		
BC 202: END OF DOCUMENT		
=====		
APP: 20		
DOCUMENT ID: E017000646	TOTAL:	1,500.00
LINE 1____ TRANSACTION CODE A		
COMP/ACCT/CNTR	1000 52050200_____	01111_____
DEBIT/CREDIT AMOUNT	1500.00_____	
DEBIT/CREDIT CODE	DR	
DESCRIPTION	ENCUMBRANCE ADJUSTMENT_____	
PROJECT COMP/CODE	_____	ACCOUNTING RULE ____
EFFECTIVE DATE	02/20/2017	SOURCE CODE _____
LEVEL OF FUNDS CHK	-	UPDATE AFF _____
OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE _____		

Key in data to the required fields and optional fields as needed.

BUDGETARY CONTROL MODULE PROCEDURES DETAIL LINE SCREEN

REQUIRED FIELD(S)

LINE: Type the specific line number (you don't need to enter leading zeroes). A document can have from 0001 to 9998 lines.

TRANSACTION CODE: This code specifies the way in which the line should be processed.

A....Add a line	The system reserves funds on the available funds file (AFF).
D....Delete a line	The system releases funds reserved by the line on the AFF.
C....Change	Any data on a previously entered line can be changed. The system makes adjustments to the available funds file if company, account, or center (or any combination) changes.
*....Ignore	If unable to enter a line due to insufficient funds or coding not on GL, use * to ignore the line. See also NOTE below.

COMPANY/ACCOUNT/CENTER: Type the company/account/center combination for each line of the document. The combination entered on a screen carries forward to the next line screen and can be modified if needed, rather than reentering all coding.

NOTE: The company/account/center combination must be on general ledger (GL) prior to being used on a document. The system will issue an error message if coding is not on general ledger. If this happens, type * in the transaction code, .GL in the ACTION field and press Enter. This will take you to GL where the combination can be added using screen 286 (to add account, if needed), and/or screen 287 (to add account/center).

After completing GL maintenance, enter .BC in the ACTION field and press Enter. This will return you to the document line. If you receive an "account distribution invalid" message after adding an account/center to general ledger, you must wait for an available funds file (AFF) rebuild to enter that line. Type an asterisk (*) in the transaction code, and put the document on hold.

You cannot code lines directly to cash accounts, i.e., those beginning with 114.

Coding Specific Document Lines (on screen 213 unless otherwise noted):

CASH RECEIPTS: The ACCOUNT number with the following exceptions will be a class 4 revenue account.

- When a payment is received on an outstanding loan or due from employee, the ACCOUNT number will be a class 1 receivable account according to the loan type.
- When a refund is received due to an overpayment in the current year, the ACCOUNT number will be a class 5 expense account.
- When cash is received for an agency fund (8000, 8010), the ACCOUNT number will be a class 2 liability account.

ELECTRONIC PAYMENTS: The ACCOUNT number is often a class 5 expense account, coded to the subobject level, e.g., 52050200. Other account classes may be used, where appropriate, e.g., 1, 2, or 4.

BUDGETARY CONTROL MODULE PROCEDURES DETAIL LINE SCREEN

EXPENDITURE ADJUSTMENTS: The ACCOUNT number will be a class 5 expense account, coded to the subobject level, e.g., 52050200.

ENCUMBRANCE ADJUSTMENTS (screen 243): The ACCOUNT number will be a class 5 expense account, coded to the subobject level, e.g., 52050200.

INVESTMENTS: The ACCOUNT number will generally be a 14 investment account, sometimes in combination with other account classes, e.g., a class 4 revenue account.

NONCASH VOUCHERS: Will generally have class 4 revenue accounts on the billing side and class 5 expense accounts on the billed side.

PERIOD-ENDING ADJUSTMENTS: Generally include a class 3 equity account and may have other ACCOUNT classes depending on the transactions needed. Refer to the chart of accounts in section 20-044 of the [accounting systems overview procedures manual](#).

REVENUE ADJUSTMENTS: ACCOUNT will generally be a class 4 revenue account.

OPERATING TRANSFERS: The ACCOUNT number for transfers OUT will be 522800x or 52x804xx. The ACCOUNT number for transfers IN will be 491xxxx. See also a [summary of account requirements](#) specific to stimulus fund. Operating transfers are not possible in agency funds, e.g., company 8000.

ALL OTHER ADJUSTMENTS: May include a variety of ACCOUNT numbers. Refer to the chart of accounts.

BUDGET TRANSFER OR MAINTENANCE (screen 223 or 233): The ACCOUNT number will be a class 5 account. Budget transactions must be made at the 010 subobject level, e.g., 52040100. These adjustments are prepared and entered in the budget system by agencies. BFM Budget approves them in the budget system and BFM Accounting enters them in the accounting system.

DEBIT/CREDIT AMOUNT: Enter the amount relating to this line.

DEBIT/CREDIT CODE: Enter the appropriate value as follows.

DR = Debit, CR = Credit

<u>CLASS</u>	<u>ACCOUNT</u>	<u>DEBIT</u>	<u>CREDIT</u>
Assets	1xxxxxx	Increase	Decrease
Liability	2xxxxxx	Decrease	Increase
Equity	3xxxxxx	Decrease	Increase
Revenue	4xxxxxx	Decrease	Increase
Expense	5xxxxxx	Increase	Decrease
Budget	7xxxxxx	Decrease	Increase
Encumbrance	8xxxxxx	Increase	Decrease

NOTE: Application area, document ID, and document total are carried over from the general information (header) screen.

BUDGETARY CONTROL MODULE PROCEDURES DETAIL LINE SCREEN

OPTIONAL FIELD(S)

TOTAL: Document total is carried over from the general information screen for informational purposes. It may be changed on any detail line. When balancing a document, any difference between document total amount and total document lines amount will be displayed at the top of the screen.

DESCRIPTION FIELDS: You can use the first and third description lines to identify a transaction. The description-2 field is reserved for central approval purposes. Description-1 is 30 spaces long and description-3 has room for ten spaces. If the account begins with 1246 (due from employees), positions 1-6 of description-3 field must contain the six-digit employee number.

To use project company and project code: type project company (0008 or 0009) and project code in the description-1 field starting in position one with no spaces in between, e.g., 0008PROJECT01. The project code may be up to twelve digits long (following project company). See also the [project procedures manual](#).

PROJECT COMPANY/CODE: Leave these two fields blank (see DESCRIPTION FIELDS).

ACCOUNTING RULE: The system will supply default values.

EFFECTIVE DATE: This field defaults to the date entered on the header screen (212 or 242). You can change the effective date on each line, but debits and credits must balance by period. **Do not change effective dates on a non-cash voucher; effective date on all lines of a non-cash voucher must be the same.**

LEVEL OF FUNDS CHK AND UPDATE AFF: The system will supply default values.

NEXT LINE: Press Enter to access the next line of a document. Edit checks will be performed by the system when this occurs and the next screen will appear if you are successful. If not, an error message will be displayed. If you cannot interpret the message, contact the Bureau of Finance and Management.

Go directly to a particular line by typing that line number here and Enter. You can return to the header screen by entering a zero (0).

DOCUMENT OPTIONS: You can HOLD, KILL, or END a document. A description concerning each option follows.

HOLD: Enter H or HOLD in the OPTIONS field and press Enter. Documents remain unfinished on the document file until Ended by the user, or until centrally approved, or until deleted. **Successfully entered lines, even those on Hold, update the available funds file (AFF).**

KILL (DELETE DOCUMENT): Enter K or KILL in the OPTIONS field and press Enter. This action deletes the document. All detail lines must be deleted first (by typing D in the TRANSACTION CODE field of each detail line and pressing Enter).

END: Enter E or END in the OPTIONS field and press Enter when all lines have been entered and you wish to finish a document. The system allows you to finish documents only if all on-line edits are passed.

BUDGETARY CONTROL MODULE PROCEDURES HOLD INDICATORS and MESSAGES

The following criteria will cause the system to place a document on hold.

10th POS. <u>DOC ID</u>	<u>BC EDITS (In Sequence)</u>	<u>RESULTING DOCUMENT STATUS</u>
&	Document is a commitment or encumbrance adjustment, or is a budget transfer or budget maintenance.	HOLD APPVL
*	Document is a cash receipt with a debit.	HOLD COMPL
(Document is an electronic payment with a credit.	HOLD COMPL
+	Document has a line with something entered in description-2 field (non-approval operator only).	HOLD COMPL
=	Document approval number was not entered in description-2 field (approval operator only).	HOLD COMPL
^	Document includes a line coded to due from employees (1246) account, but description-3 field does not contain the employee number in positions 1-6.	HOLD COMPL
\$	Document does not balance, i.e., the debits do not equal the credits.	HOLD APPVL
!	Document with an XFM, XNG, or XST prefix (used for accruals documents only).	HOLD APPVL
?	Document with a general fund or company 2000 operating transfer in or out.	HOLD APPVL
#	Document with a line coded to an equity (class 3) account.	HOLD APPVL
%	Document does not net to zero for total resources, i.e., debits do not equal credits for accounts beginning with 114 and/or 14.	HOLD APPVL
@	Document does not balance for operating transfers. The debits and credits for operating transfers out do not equal the debits and credits for operating transfers in.	HOLD COMPL
~	Document does not balance for personal services accounts, i.e., debits and credits are not equal for lines with accounts beginning 51.	HOLD COMPL

BUDGETARY CONTROL MODULE PROCEDURES HOLD INDICATORS and MESSAGES

When any of the above conditions occurs, a message appears informing you that the document was put on **HOLD**. A character (e.g., #, \$, &, *) in position 10 of the document identification indicates the first edit which has failed. For example, for document C017010109:

BC 243: C01701010* HAS BEEN PUT ON HOLD AWAITING APPROVAL

The asterisk above indicates that this is a cash receipt with a line coded as a debit. Note that position 10 of the document identification was replaced only for purposes of this edit. It will not appear anywhere else. After correcting the debit to a credit, and doing an **E** or an **END** you will see:

BC 243: C01701010\$ HAS BEEN PUT ON HOLD AWAITING APPROVAL

This is the normal message after ending a cash receipt document, since its debits do not equal credits. (If you must code a debit on a cash receipt, contact the Bureau of Finance and Management.)

For documents that pass all the edits, you will receive a message like this:

BC 222: N017000156 HAS BEEN ENDED SUCCESSFULLY

Documents requiring central approval include those put on HOLD by the following edits: &, \$, %, !, ?, and #. The original document should be sent to the proper approving agency: the State Treasurer, the State Auditor, or the Bureau of Finance and Management (BFM). Encumbrance adjustments require BFM approval. See section 20-060 in the [accounting systems overview procedures manual](#) for a list of document types approved by approving agency.

BUDGETARY CONTROL MODULE PROCEDURES REQUIRED DOCUMENTATION

REQUIRED DOCUMENTATION: Whether or not a document needs to be approved centrally, a source document must be prepared and kept by the agency for post-audit purposes. Journal voucher and encumbrance adjustment documentation may be: 1) a screen-print of the General Information Screen (211 for journal voucher; 213 for encumbrance adjustment) with signature stamp and justification; **OR**, 2) a completed copy of the state voucher form.

Documents must contain the following minimal information: Transaction type (cash deposit, operating transfer, encumbrance adjustment, etc.); Application Area; Entry Date; Document Number; Document Total; Justification; and, Agency Approval Signature.

NONCASH VOUCHERS: For most types of documents, you decide when they are needed and entered on-line. However, for noncash vouchers, this is not necessarily the case. You must work with other agencies in processing these documents. Noncash vouchers are either 1) automatically generated from central billing systems or, 2) manually prepared by agencies.

Manually Prepared Noncash Vouchers

- 1) The initiating agency enters the document recording revenue on the first line(s) of document and puts it on hold. Document total must be twice the amount of revenue lines so that when the billed agency enters its lines, the total will be correct.
- 2) The initiating agency prepares paper noncash document and forwards it to the billed agency.
- 3) The billed agency, using on-line screens, adds its expense coding lines and finishes (Ends) the document.

Automatically Generated Noncash Vouchers

- 1) The central billing systems prepare an electronic or paper voucher and a batch transaction that puts the document on the journal voucher file with a hold completion status.
- 2) The billing agency sends the electronic or paper document to the billed agency, along with a copy of charges they are to pay. The billed agency finishes the document on-line by adding its expense coding lines and finishes (Ends) the document.

EDIT MESSAGES: You may experience problems in entering information on any of the above screens. The system usually displays error messages when this occurs. Most messages are easily understood, but some may not be. Contact the Bureau of Finance and Management if you need help interpreting a message. See also Appendix B, Common Accounting System Error Messages, in the [accounting systems overview procedures manual](#).

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT INQUIRY

OVERVIEW: All documents entered either on-line or in batch mode to Budgetary Control are stored on a document file where you can inquire against them. Documents are kept on the BC files for at least four months.

In order to inquire documents, you must sign-on to the South Dakota Financial Systems and reach the Budgetary Control Main Menu Screen. Sign-on procedures are found in section 20-070 of the [accounting systems overview procedures manual](#).

BC	BUDGETARY CONTROL MENU	001
NEXT FUNCTION: _____	ACTION: _____	
=====		
1. INQUIRY		
2. DOCUMENT PROCESSING		
3. SECURITY		

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT INQUIRY

MAIN MENU SCREEN: On the Budgetary Control Main Menu Screen, type 1 in the NEXT FUNCTION field and press Enter. The Budgetary Control Inquiry Menu Screen will be displayed. This screen can also be reached by typing 100 in the NEXT FUNCTION field of any budgetary control screen and pressing Enter.

```
BC                                BUDGETARY CONTROL INQUIRY MENU                                100
NEXT FUNCTION:  _____ ACTION:  _____
=====
                                     1. JOURNAL VOUCHER
                                     2. BUDGET TRANSFER
                                     3. BUDGET CREATION
                                     4. ENCUMBRANCE ADJUSTMENT
                                     5. COMMITMENT ADJUSTMENT
                                     6. AVAILABLE FUNDS
                                     7. POLICY
                                     8. UNFINISHED DOCUMENTS
```

Unfinished documents are those that have not been Ended successfully. They may be in progress, on hold for completion, or on hold for approval.

INQUIRY MENU: For finished or unfinished documents: select 1 for Journal Voucher, 2 for Budget Transfer, 3 for Budget Creation, or, 4 for Encumbrance Adjustments. Select 8 for unfinished documents. Press Enter and the Document Inquiry Screen will appear.

PROCEDURE: There are three inquiry screens per document for finished or unfinished documents. These screens include: 1) Inquiry Screen (111 or 141); 2) General Information Screen (112 or 142); and, 3) Detail Line Screen (113 or 143). Unfinished Documents inquiry can be done by document type, status, application area, operator id, or terminal id, or any combination of these fields.

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT INQUIRY

DOCUMENT INQUIRY: The following procedures may be used for finished and unfinished documents.

```
BC                                JOURNAL VOUCHER INQUIRY                                111
NEXT FUNCTION: _____ ACTION: _____
=====
ENTER KEY INFORMATION

DOCUMENT ID: E017000243
LINE: _____
DATE FORMAT: MDY
```

PROCEDURE: On the Document Inquiry Screen, you provide information about the document to be inquired.

DOCUMENT IDENTIFICATION: Type the document ID number to be inquired and enter it in the space provided.

LINE: Optionally enter a line number to begin display with that line. When left blank, the display defaults to line zero, the Document General Information (Header) screen (112 or 142).

DATE FORMAT: No entry required; this field defaults from general policy. If a value is entered in this field, it must be MDY.

Press Enter to bring up next screen.

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT INQUIRY

BC	JOURNAL VOUCHER INQUIRY	112
NEXT FUNCTION: _____ ACTION: _____		
=====		
APP: 20		
DOCUMENT ID: E017000243		
EFFECTIVE DATE	02/20/2017	TOTAL
COMPANY ID	6010	DATA TYPE CODE 1
LEVEL OF FUNDS CHK		UPDATE AFF
SOURCE GEN CODE	NO	CLOSED PRD ADJ NO
PROJECT COMPANY		TRANSFER COMPANY
TOTAL		
		4,350.00
OPTIONS: NEXT LINE _____		

PROCEDURE: You can get to this screen from screen 111 if nothing or 0 was typed in the LINE field. You can also get to this screen from any document screen by typing 0 in the OPTIONS: NEXT LINE field and pressing Enter. Information shown on this screen is the same as entered during document entry.

Press Enter to get to detail line one; or type desired line number in OPTIONS: NEXT LINE field and press Enter. It is not necessary to enter leading zeros in line number.

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT INQUIRY

BC	JOURNAL VOUCHER INQUIRY	113
NEXT FUNCTION: _____ ACTION: _____		
=====		
APP: 20		
DOCUMENT ID: E017000243	TOTAL:	4,350.00
LINE 0001		
COMP/ACCT/CNTR	6010 52050200	0111301635
DEBIT/CREDIT AMOUNT	4,350.00	
DEBIT/CREDIT CODE	DR	
DESCRIPTION	EXPENDITURE ADJUSTMENT	
PROJECT COMP/CODE		ACCOUNTING RULE 30
EFFECTIVE DATE	02/20/2017	SOURCE CODE
LEVEL OF FUNDS CHK	ALL BUT ENTRY LVL	UPDATE AFF YES
TRANSFER COMPANY		
OPTIONS: NEXT LINE _____		

PROCEDURE: Screen 113 (or 143) shows the line information entered during document entry. You can view other lines of the document by typing line number in OPTIONS: NEXT LINE field and pressing Enter. You may view other documents by typing a new document number over the existing document number and pressing Enter.

EXIT DOCUMENT: When finished reviewing documents, type 100 in the NEXT FUNCTION field, or CM in the ACTION field and press Enter, to exit the document.

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT INQUIRY

UNFINISHED DOCUMENTS: The following procedure describes unfinished document inquiry.

BC	UNFINISHED DOCUMENTS INQUIRY	181
NEXT FUNCTION: _____ ACTION: _____		
=====		
DOCUMENT TYPE		
- JOURNAL VOUCHER		
- BUDGET TRANSFER		
- BUDGET CREATION		
- ENCUMBRANCE ADJUSTMENT		
- COMMITMENT ADJUSTMENT		
STATUS		
- ON HOLD AWAITING COMPLETION		
- ON HOLD AWAITING APPROVAL		
- IN PROGRESS		
20	APPLICATION AREA	
_____	OPERATOR ID	
_____	TERMINAL ID	
MDY	DATE FORMAT	

DOCUMENT TYPE: Type an S next to the type of document(s) desired. Any combination of document types may be selected. To select all five types of documents, leave these fields blank.

STATUS: Type an S next to the type of status desired. Any combination of status types may be selected. To select all three types of status, leave these fields blank.

APPLICATION AREA/OPERATOR ID/TERMINAL ID: By completing any one or more of these fields, you can narrow the number of documents that will be displayed for review and make it easier to find a particular document. They are not required fields.

DATE FORMAT: This field should always be MDY.

BUDGETARY CONTROL MODULE PROCEDURES DOCUMENT INQUIRY

Press Enter. The Unfinished Document Status Screen will be displayed.

SEL	DOC TYPE	DOCUMENT ID	APP AREA	STATUS	OPER ID	TERM ID	DATE	TIME
-	ADJ-JV	E017000243	20	HOLD COMPLTN	000015	12J3	02/22/2017	16 43 29
-	ADJ-EA	E017000646	20	HOLD COMPLTN	006004	12J3	02/23/2017	09 53 13

PROCEDURE: You may see several documents displayed on this screen. When not at the end of the documents list, press Enter to page forward.

To select a document for inquiry, type I in the selection field and press Enter. An inquiry screen will be displayed allowing you to view the document header or lines.

To select a document for entry, type an E in the selection field and press Enter. The data entry screen will be displayed and you can make changes and end the document or put it back on hold.

BUDGETARY CONTROL MODULE PROCEDURES AVAILABLE FUNDS INQUIRY

OVERVIEW: Invoices in Accounts Payable, journal vouchers and encumbrance adjustments in Budgetary Control, and requisitions and purchase orders in Purchasing, all update the available funds file (AFF) in Budgetary Control. The AFF is made up of documents that have been entered into any of the previously mentioned modules that have not been extracted for posting to general ledger. It also includes all documents posted to general ledger.

The AFF is updated each time a user processes a detail line on a document except when the AFF update is overridden, or when a line is put in the budgetary control exception queue (BCQ). When a document line is deleted, the AFF is changed as well. This file has the most current status to monitor budgets, commitments, encumbrances, expenses and revenues. Information on the AFF is by company/account/center combination.

In order to use AFF inquiry, sign-on to the South Dakota Financial Systems and navigate to the BC Main Menu Screen. Sign-on procedures are found in section 20-070 of the [accounting systems overview procedures manual](#).

BC	BUDGETARY CONTROL MENU	001
NEXT FUNCTION: _____	ACTION: _____	
=====		
1. INQUIRY		
2. DOCUMENT PROCESSING		
3. SECURITY		

BUDGETARY CONTROL MODULE PROCEDURES AVAILABLE FUNDS INQUIRY

PROCEDURE: On the Budgetary Control Main Menu Screen select 1 for inquiry and press Enter. The Budgetary Control Inquiry Menu Screen will be displayed.

```
BC                                BUDGETARY CONTROL INQUIRY MENU                100
NEXT FUNCTION:  _____ ACTION:  _____
=====
1. JOURNAL VOUCHER
2. BUDGET TRANSFER
3. BUDGET CREATION
4. ENCUMBRANCE ADJUSTMENT
5. COMMITMENT ADJUSTMENT
6. AVAILABLE FUNDS
7. POLICY
8. UNFINISHED DOCUMENTS
```

PROCEDURE: Select 6 for Available Funds. Press Enter and the Available Funds Inquiry Screen will be displayed. You can go directly to this screen from other BC screens by typing 161 in the NEXT FUNCTION field and pressing Enter.

```
BC                                AVAILABLE FUNDS INQUIRY                161
NEXT FUNCTION:  _____ ACTION:  _____
=====
ENTER ACCOUNTING DISTRIBUTION

COMPANY: 6010
ACCOUNT: 52050200
CENTER: 0111301635_
DATE FORMAT: MDY
```

Complete the detail company, account and center fields and press Enter (this is a level-0 inquiry).

BUDGETARY CONTROL MODULE PROCEDURES AVAILABLE FUNDS INQUIRY

PROCEDURE: The screen below will be displayed. Additional company, account, centers may be inquired from this screen. It is not necessary that you return to screen 161. Go directly to this screen from other BC screens by typing 162 in the NEXT FUNCTION field and pressing Enter.

```

BC                               AVAILABLE FUNDS INQUIRY                               162

NEXT FUNCTION: _____ ACTION: _____

=====
      COMP / ACCT / CNTR                ALTERNATE COMP / ACCT / CNTR
0010 52050200                0111301635    6010 52050000                0111301635

ACCT DESC: OFFICE SUPPLIES                ORIG APPROPRIATION:                0.00
CNTR DESC: ACCOUNTING OPERATIONS                LAST ACTIVITY: 02/22/2017

      0.00 (ALLOTMENT )                0.00 (ALLOTMENT )
-      0.00 (COMMITMENT ) -                0.00 (COMMITMENT )
-      0.00 (ENCUMBRANCE ) -                0.00 (ENCUMBRANCE )
-      881.35 (EXPENDITURE ) -                37,259.30 (EXPENDITURE )
-----
=      881.35- (AVAIL BAL) =                37,259.30- (AVAIL BAL)

L      OVEREXPEND                A                E                C G
V      TOLERANCE  BDG YTD P  EST  N                L R                ACTIVE  INACTIVE
L POST AMT  PCT  GRP LTD P  REV EXP  C COMM  S P  STAT  DATE  DATE
0  Y  9999  999                Y  Y  N  Y  Y  N  5 2  0  06/01/1999
  
```

When inquiring account classes 1, 2, 3 or 4, only the class inquired is shown.

When class 5 is inquired, other classes may be shown at the same time. Class 5 accounts (expense), class 7 accounts (budget), class 8 accounts (encumbrance), and class 9 accounts (commitment) balances may be shown. There are separate fields on each AFF screen to display these classes. An example follows.

```

( ALLOTMENT ) . . . . . = class 7
( COMMITMENT ) . . . . . = class 9
( ENCUMBRANCE ) . . . . . = class 8
( EXPENDITURE ) . . . . . = class 5
  
```

BUDGETARY CONTROL MODULE PROCEDURES AVAILABLE FUNDS INQUIRY

COMPANY/ACCOUNT/CENTER: Enter the company/account/center desired. If the account is a class 5, you can inquire five different levels (0-4). The chart below shows information displayed at each level. When entering document lines, budget is checked at levels 3 and 4.

Chart A: Information Presented for Account and Center

<u>LEVEL</u>	<u>EXPENSE ACCOUNT</u>	<u>CENTER</u>
0	Subobject	Detail
1	Object	Detail
2	Object	Budget Unit
3	Personal Services or Operating Expense	Budget Unit
4	Total Expenses	Budget Unit

Chart B: Coding Needed for Account and Center (Four-digit budget units)

<u>LEVEL</u>	<u>ACCOUNT CODING</u>				<u>CENTER CODING</u>
0	51010100, 51C10100, 51D10100, 51S10100				XXXXXXXXXXXX
1	51010000, 51C10000, 51D10000, 51S10000				XXXXXXXXXXXX
2	5101	51C1	51D1	51S1	XXXX
3	51	51C	51D	51S	XXXX
4	5	5 C	5 D	5 S	XXXX

Three-digit budget units (levels 0 and 1 are the same as for four-digit budget units):

2	5101	51C1	51D1	51S1	XXX
3	51	51C	51D	51S	XXX
4	5	5 C	5 D	5 S	XXX

Five-digit budget units (levels 0 and 1 are the same as for four-digit budget units):

2	5101	51C1	51D1	51S1	XXXXX
3	51	51C	51D	51S	XXXXX
4	5	5 C	5 D	5 S	XXXXX

Six-digit budget units (levels 0 and 1 are the same as for four-digit budget units):

2	5101	51C1	51D1	51S1	XXXXXX
3	51	51C	51D	51S	XXXXXX
4	5	5 C	5 D	5 S	XXXXXX

Chart C: Classes Displayed at Each Level

<u>LEVEL</u>	<u>CLASS 7 ALLOTTED</u>	<u>CLASS 9 COMMITTED</u>	<u>CLASS 8 ENCUMBERED</u>	<u>CLASS 5 EXPENDED</u>
0	Yes	Yes	Yes	Yes
1	Yes	Yes	Yes	Yes
2	Yes	Yes	Yes	Yes
3	Yes	Yes	Yes	Yes
4	Yes	Yes	Yes	Yes

BUDGETARY CONTROL MODULE PROCEDURES AVAILABLE FUNDS INQUIRY

To advance from lower to higher levels of a company/account/center, simply hit the Enter key. Budget is checked at this level and level 4 (see below).

Level 3 Inquiry:

BC	AVAILABLE FUNDS INQUIRY	162
NEXT FUNCTION: _____ ACTION: _____		
=====		
6010 52	COMP / ACCT / CNTR 0111	ALTERNATE COMP / ACCT / CNTR 6010 5 0111
ACCT DESC: OPERATING EXPENSES		ORIG APPROPRIATION: 2,473,317.00
CNTR DESC: BUREAU OF FINANCE & MGT.		LAST ACTIVITY: 02/23/2017
2,473,317.00	(ALLOTMENT)	4,372,517.00 (ALLOTMENT)
- 0.00	(COMMITMENT) -	- 0.00 (COMMITMENT)
- 93,401.84	(ENCUMBRANCE) -	- 93,401.84 (ENCUMBRANCE)
- 963,860.11	(EXPENDITURE) -	- 2,057,816.55 (EXPENDITURE)

= 1,416,055.05	(AVAIL BAL)	= 2,221,298.61 (AVAIL BAL)
L	OVEREXPEND	A
V	TOLERANCE	BDG YTD P EST N C G
L	POST AMT PCT	GRP LTD P REV EXP C COMM S P STAT
3	N 0 0	Y N N N N N // //

Level 4 Inquiry:

Budget is checked at this level and level 3 (see above).

BC	AVAILABLE FUNDS INQUIRY	162
NEXT FUNCTION: _____ ACTION: _____		
=====		
6010 5	COMP / ACCT / CNTR 0111	ALTERNATE COMP / ACCT / CNTR
ACCT DESC: EXPENSES		ORIG APPROPRIATION: 4,372,517.00
CNTR DESC: BUREAU OF FINANCE & MGT.		LAST ACTIVITY: 02/23/2017
4,372,517.00	(ALLOTMENT)	0.00
- 0.00	(COMMITMENT) -	- 0.00
- 93,401.84	(ENCUMBRANCE) -	- 0.00
- 2,057,816.55	(EXPENDITURE) -	- 0.00

= 2,221,298.61	(AVAIL BAL)	= 0.00 (AVAIL BAL)
L	OVEREXPEND	A
V	TOLERANCE	BDG YTD P EST N C G
L	POST AMT PCT	GRP LTD P REV EXP C COMM S P STAT
4	N 0 0	Y N N N N N // //

