



**BAS User**





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**BAS User**

# Training Guide



## Creating an Amendment Header

**Learning Objective:** In this topic you will learn how to create an amendment header.

Upon completion of this topic you will be able to:

Create an Amendment Header.

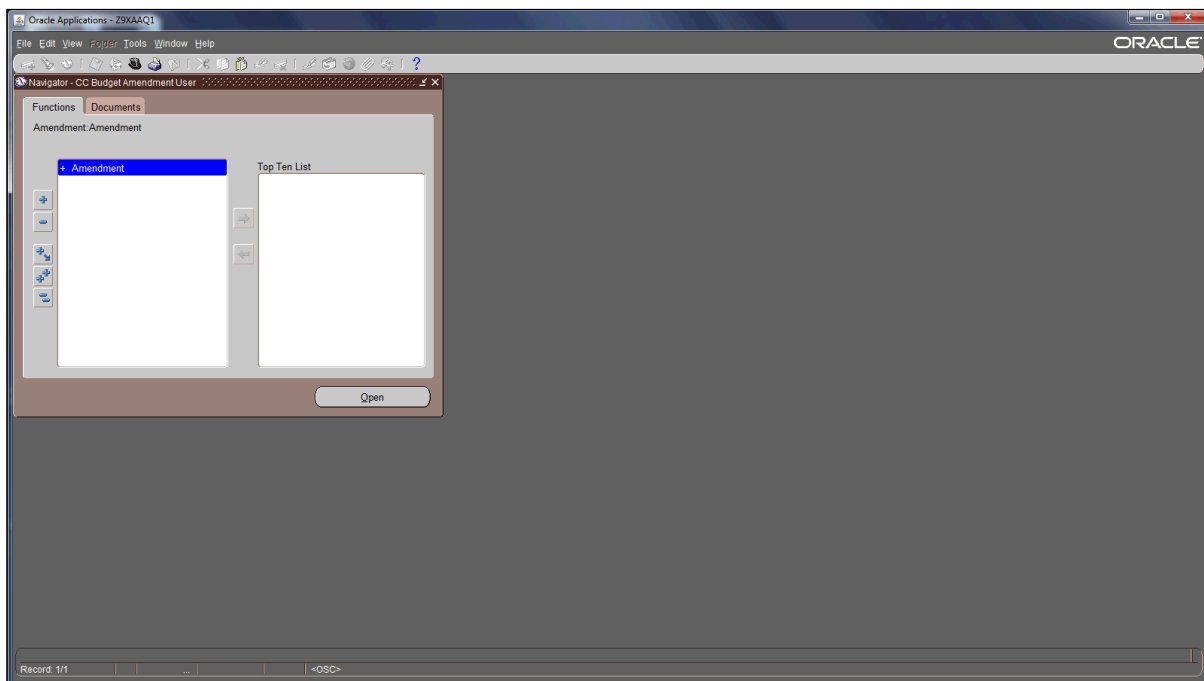
### Procedure

**This topic will cover:**

- Creating an Amendment Header


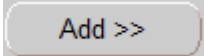
Estimated time to complete this topic: **4 minutes**

Step	Action
1.	In order to access the <b>Cook County Budget Amendment System (BAS)</b> , you must have a username and password in Oracle Application (EBS).





## Training Guide

Step	Action
2.	The user should be a valid employee attached with his/her User ID.  In this example, double-click the <b>Amendment</b> list item.
3.	Double-click the <b>Amendment</b> list item. 
4.	The <i>Find Amendments</i> window is displayed.  This window is used to search for amendments using a variety of criteria and the <b>Find</b> button or creating a new amendment by using the <b>New</b> button.
5.	In this example, we are creating a new amendment header.  Click the <b>New</b> button.
6.	The <i>Select Budget Amendment User Group</i> window is displayed.  Click the <b>User Group LOV</b> button to view more options.
7.	The available User Group is selected by default.  Click the <b>Select</b> button.
8.	The <i>Cook County Budget Amendment Information</i> window is displayed.  The <i>Header - Sponsor</i> tab is active.  The list of <b>Available Sponsors</b> list is displayed.  Click on the <b>Check Box</b> next to the sponsor to select one or more sponsors.  In this example, click the <b>Check Box</b> next to <b>Commissioner Butler</b> .
9.	Select as many sponsors by clicking the check box next to their name.  In this example, we have selected 3 commissioners.
10.	Click the <b>Add &gt;&gt;</b> button to select the chosen sponsors. 

# Training Guide




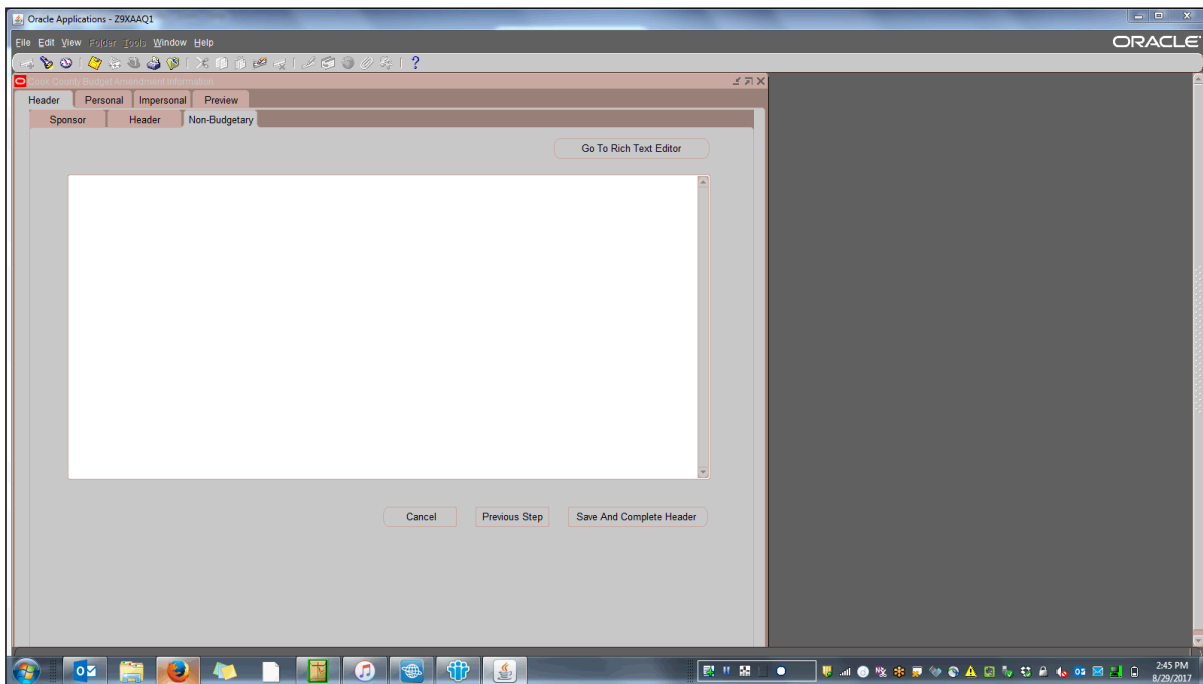
Step	Action
11.	<p>Once you select the list of sponsors, you can change the order in which they appear on the list.</p> <p>Click on the check box next to the name of the sponsor and click on the <b>Up</b> or <b>Down</b> button to change the order.</p>
12.	<p>All the chosen sponsors are selected.</p> <p>To change the order of <b>Commissioner Sims</b>, click the check box.</p> <p>Click the <b>Commissioner Sims</b> option.</p>
13.	<p>Click the <b>Up</b> button.</p> <div data-bbox="362 785 560 842" style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;">Up</div>
14.	<p><b>Note:</b> The order of the sponsor name has moved up.</p> <p>Click the <b>Up</b> button once more to move the sponsor name again.</p> <div data-bbox="362 974 560 1031" style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;">Up</div>
15.	<p><b>Note:</b> The sponsor name has been moved to the top of the list.</p> <p>Click the <b>Next Step</b> button.</p>
16.	<p>The <i>Header - Header</i> tab is active.</p> <p>Enter the appropriate name into the <b>Amendment Name:</b> field.</p> <p>In this example, enter "<b>f18 amendment ck</b>".</p>
17.	<p>Impact of Amendment can be auto-calculated if leaves this field as 0 (Zero). The actual cost will be calculated and saved automatically if 0 (Zero) is shown in the "Impact of Amendment" field.</p> <p>However, "Impact of Amendment" can be overridden by entering a number of your choice in this field.</p>
18.	<p>Click the <b>Next Step</b> button.</p> <div data-bbox="362 1677 560 1734" style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;">Next Step</div>
19.	<p>The <i>Header - Non-Budgetary</i> tab is active.</p> <p>You can enter any comments in the available text box on this tab or enter the comments via the <b>Rich Text Editor</b>.</p>





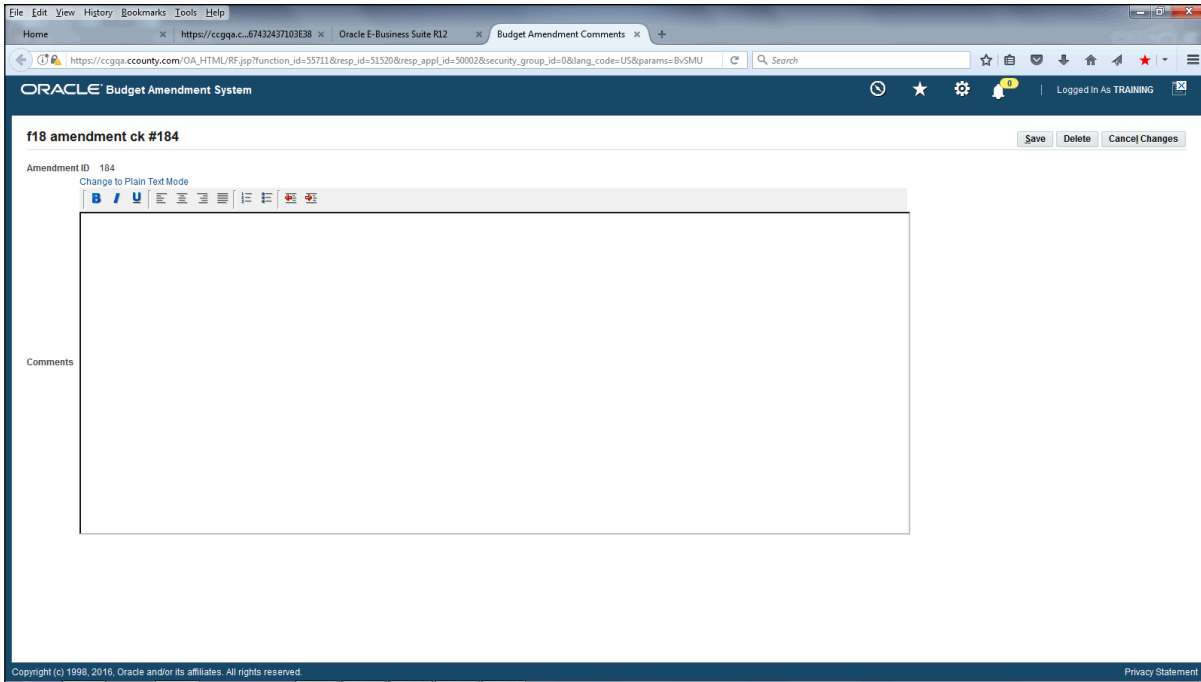
# Training Guide



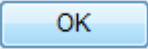
Step	Action
20.	To write comments in this example, click the <b>Go To Rich Text Editor</b> button . 
21.	The <i>Note</i> window is displayed. <b>Do not</b> click on <b>OK</b> button until you had a chance to add the comments in the <b>Rich Text Editor</b> .



Step	Action
22.	The rich text editor opens via an internet browser. In this example, click the internet browser icon.

# Training Guide




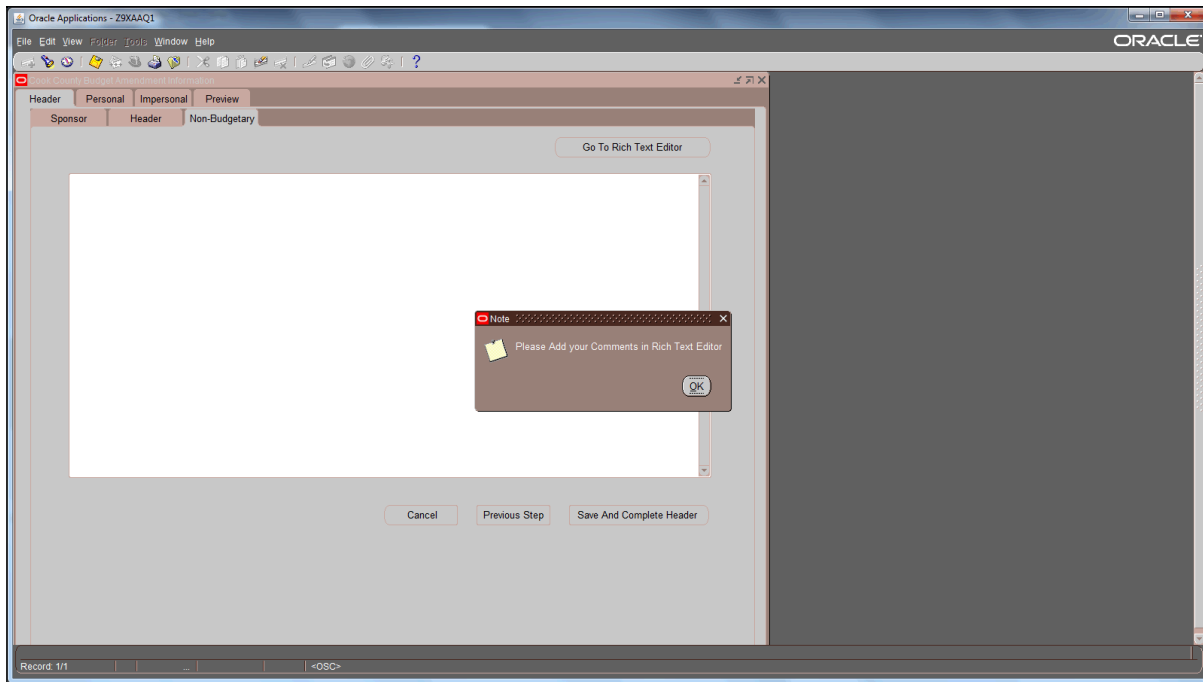
Step	Action
23.	The <i>Budget Amendment System</i> page is displayed.  Click in the <b>Comments</b> text box to enter the comments.
24.	Enter the appropriate comment into the <b>Enter Amendment Comments</b> field.  In this example, enter " <b>Sample Amendment F2018</b> ".
25.	Click the <b>Save</b> button to save the comments.  
26.	<b>Note:</b> The comments were successfully saved.  Click the <b>Close Window</b> button to get back to the Oracle forms.  
27.	Click the <b>OK</b> button to close the window.  

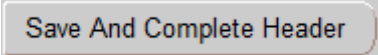


# Training Guide



Step	Action
28.	Click the <b>Oracle Form</b> window icon. 



Step	Action
29.	<p>A <i>Note</i> window is displayed.</p> <p>Once you add comments in the <b>Rich Text Editor</b>, click the <b>OK</b> button.</p> 
30.	<p>Oracle forms window is displayed.</p> <p>Click the <b>Save And Complete Header</b> button to complete the process.</p> 
31.	<p>The new amendment has been successfully created.</p>
32.	<p><b>This topic covered:</b></p> <ul style="list-style-type: none"> <li>- Creating an Amendment Header</li> </ul> <p><b>End of Procedure.</b></p>



## Entering Personal/Impersonal Information

**Learning Objective:** In this topic you will learn how to enter personal and impersonal information to the amendment.

Upon completion of this topic you will be able to:

Enter personal and impersonal information.

### Procedure

**This topic will cover:**


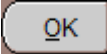
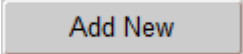
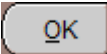

- Entering Personal and Impersonal Information

Estimated time to complete this topic: **6 minutes**

Step	Action
1.	This is a continuation of the topic which shows you how to create amendments.  This topic will show you how to add Personal and Impersonal information.

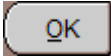


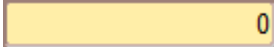
# Training Guide



Step	Action
2.	<p>The <i>Cook County Budget Amendment Information</i> window is displayed.</p> <p>This window is used to enter personal information.</p> <p>Click the <b>Select a Department: LOV</b> button to view more information.</p> 
3.	<p>The <i>Department Name List</i> window is displayed.</p> <p>Select the appropriate department from the list.</p> <p>In this example, click the <b>1007 - Revenue</b> department.</p> <p>1007 - Revenue</p>
4.	<p>Click the <b>OK</b> button.</p> 
5.	<p>The <b>Personal Details</b> section under the selected department is displayed.</p> <p>You can edit the personal details or add new to the list. In this example we will add a new line.</p>
6.	<p>Click the <b>Add New</b> button.</p> 
7.	<p>The <i>Cook County Budget Amendment Personal Data</i> window is displayed.</p> <p>Click the <b>Fund LOV</b> button to view more information.</p>
8.	<p>The <i>Fund</i> window is displayed.</p> <p>Select the appropriate fund option from the list.</p> <p>In this example, click the <b>11100 - Public Safety Fund</b> option.</p> <p>11100                      11100 - Public Safety Fund</p>
9.	<p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>Program LOV</b> button to view more options.</p> 



## Training Guide

Step	Action
11.	<p>The <i>Program</i> window is displayed.</p> <p>Select the appropriate program option from the list.</p> <p>In this example, click the <b>10155 - Administration</b> option.</p> <p>10155                      10155 - Administration</p>
12.	<p>Click the <b>OK</b> button.</p> <p></p>
13.	<p>Click the <b>Job Title LOV</b> button to view options.</p> <p></p>
14.	<p>The <i>Job Title</i> window is displayed.</p> <p>Select the appropriate job option from the list.</p> <p>In this example, click the <b>0005.County Clerk</b> option.</p> <p>0005.County Clerk</p>
15.	<p>Click the <b>OK</b> button.</p> <p></p>
16.	<p>Enter the appropriate grade information into the <b>Grade</b> field.</p> <p>In this example, enter "<b>1</b>".</p>
17.	<p>Click in the <b>FTE</b> field.</p> <p></p>
18.	<p>Enter the appropriate FTE information into the <b>FTE</b> field.</p> <p>In this example, enter "<b>1</b>".</p>
19.	<p>Click in the <b>Salary</b> field.</p> <p></p>
20.	<p>Enter the appropriate salary information into the <b>Salary</b> field.</p> <p>In this example, enter "<b>3000</b>".</p>
21.	<p>Make sure you have added appropriate information in all the mandatory fields.</p> <p>Then, click the <b>Add New</b> button.</p>

# Training Guide



Step	Action
22.	<p>Click the <b>Vertical Scrollbar</b> to view more options.</p> <p><b>Note:</b> You can also filter for newly added job using the <b>Job Name</b> and <b>Grade</b> field, instead of scrolling to find it.</p>
23.	<p>The newly added line is displayed at the end of the list.</p> <p>You can add another line, edit the existing line or move to the next step.</p>
24.	<p>Clicking on the “<b>Reset Personal Section</b>” button will remove all the dollar impact of currently open department. In this example, it will be <b>1007 - Revenue</b>.</p> <p>Click on the “<b>Reset Line Item</b>” to revert the “Comm Salaries” changes for that particular line.</p> <p>Click on “<b>Save</b>” button to save the amendment changes into database table.</p>
25.	<p>Click the <b>Save</b> button after each individual department entry to save the entered data.</p> <div data-bbox="362 940 599 999" style="border: 1px solid gray; padding: 2px; text-align: center;">Save</div>
26.	<p>Click the <b>Next</b> button.</p> <div data-bbox="362 1062 599 1121" style="border: 1px solid gray; padding: 2px; text-align: center;">Next</div>
27.	<p>The <i>Impersonal</i> tab is displayed.</p> <p>This window is used to enter impersonal information.</p> <p>Click the <b>Select a Department: LOV</b> button to view more information.</p> <div data-bbox="362 1318 391 1360" style="border: 1px solid gray; padding: 2px; text-align: center;">...</div>
28.	<p>The <i>Department Name List</i> window is displayed.</p> <p>The list of department are displayed, select the appropriate department from the list.</p> <p>In this example, click the <b>1008 - Risk Management</b> department.</p> <p><b>Note:</b> The “&lt;IN USE&gt;” label at the end of the department name is used to denote that an amendment has been entered for the respective department in that amendment.</p> <div data-bbox="362 1730 699 1759" style="border-bottom: 1px solid green; padding-bottom: 2px;">1008 - Risk Management</div>
29.	<p>Click the <b>OK</b> button.</p> <div data-bbox="362 1822 469 1881" style="border: 1px solid gray; padding: 2px; text-align: center;">OK</div>



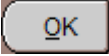

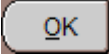
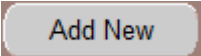
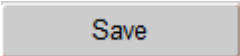
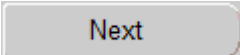


## Training Guide

Step	Action
30.	<p>The <b>Impersonal Details</b> under the selected department is displayed.</p> <p>You can now edit the details or add new to the list. In this example we will edit an existing entry.</p>
31.	<p>Select the line which needs to be edited.</p> <p>In this example the system defaults to the first line, <b>560225 - Computer and Data Processing Supplies</b> account.</p> <p><b>Note:</b> The only field available to edit is the <b>Comm Rec</b> field. All other fields are protected fields and cannot be updated.</p> <p>Enter the appropriate amount into the <b>Comm Rec</b> field.</p> <p>In this example, enter "<b>1000</b>".</p>
32.	<p><b>Note:</b> Clicking on the "<b>Reset Personal Section</b>" button will remove all the dollar impact of currently open department.</p> <p>Click on the "<b>Reset Line Item</b>" to revert the "Comm Salaries" changes for that particular line.</p> <p>Click the <b>Save</b> button.</p> <div data-bbox="362 1098 602 1157" style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 0 auto;">Save</div>
33.	<p>The <b>Difference</b> field is auto populated once the entry is saved.</p>
34.	<p>Now click the <b>Add New</b> button to add a new entry to the list.</p> <p><b>Note:</b> This step is optional. In this example, the topic shows you can either edit an existing line or add a new line to the list.</p> <div data-bbox="362 1367 602 1425" style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 0 auto;">Add New</div>
35.	<p>The <i>Cook County Budget Amendment Impersonal Data</i> window is displayed.</p> <p>Click the <b>Fund LOV</b> button to view more information.</p>
36.	<p>The <i>Fund</i> window is displayed.</p> <p>Select the appropriate fund option from the list.</p> <p>In this example, click the <b>11250 - Self Insurance Fund</b> option.</p> <p>11250                      11250 - Self Insurance Fund</p>

# Training Guide



Step	Action
37.	Click the <b>OK</b> button. 
38.	Click the <b>Account LOV</b> button to view more options. 
39.	The <i>Account Name</i> window is displayed.  Select the appropriate account option from the list.  In this example, click the <b>501050 - Vacation Dollars</b> option. 501050 - Vacation Dollars
40.	Click the <b>OK</b> button. 
41.	Enter the appropriate recommendation into the <b>Commissioner's Recommendation</b> field.  In this example, enter " <b>500</b> ".
42.	Click the <b>Add New</b> button. 
43.	Click the <b>Vertical Scrollbar</b> to view more options.
44.	The newly added line is displayed at the end of the list.  You can add another line, edit the existing line or move to the next step.
45.	Click the <b>Save</b> button after each individual department entry to save the entered data.  
46.	Click the <b>Next</b> button to preview the changes. 
47.	The <i>Preview</i> tab is displayed.  The changes made to the <b>Personal</b> and <b>Impersonal</b> tabs are displayed in one single page.



## Training Guide

Step	Action
48.	<b>This topic covered:</b>  - Entering Personal and Impersonal Information <b>End of Procedure.</b>

# Training Guide



## Previewing an Amendment

**Learning Objective:** In this topic you will learn how to preview an amendment.

Upon completion of this topic you will be able to:

Preview an Amendment.

### Procedure

**This topic will cover:**

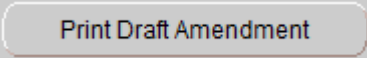

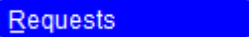

- Previewing an Amendment

Estimated time to complete this topic: **2 minutes**

Step	Action
1.	This is a continuation of the topics which show you how to create amendments. This topic will show you how to preview amendments and print them.
2.	The <i>Preview</i> tab is displayed. The changes made to the <b>Personal</b> and <b>Impersonal</b> tabs are displayed in one single page.

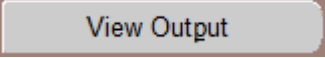


# Training Guide

Step	Action
3.	Click the <b>Print Draft Amendment</b> button to print the amendment. 
4.	Pressing the <b>Print Draft Amendment</b> button auto submits a report. Click the <b>OK</b> button.
5.	To view the report, click the <b>View</b> menu. 
6.	Click the <b>Requests</b> menu. 
7.	The <i>Find Requests</i> window is displayed. To view the submitted report, click the <b>Find</b> button. 
8.	The <i>Requests</i> window is displayed. The <b>CC Budget Amendment Report</b> has been auto submitted and is ready to view.

# Training Guide



Step	Action
9.	Click the <b>View Output</b> button. 
10.	The <i>Draft Amendment Report</i> is displayed. You can save it to your local machine for future reference.
11.	<b>This topic covered:</b> - Previewing an Amendment <b>End of Procedure.</b>



## Editing an Amendment

**Learning Objective:** In this topic you will learn how to edit an existing amendment.

Upon completion of this topic you will be able to:

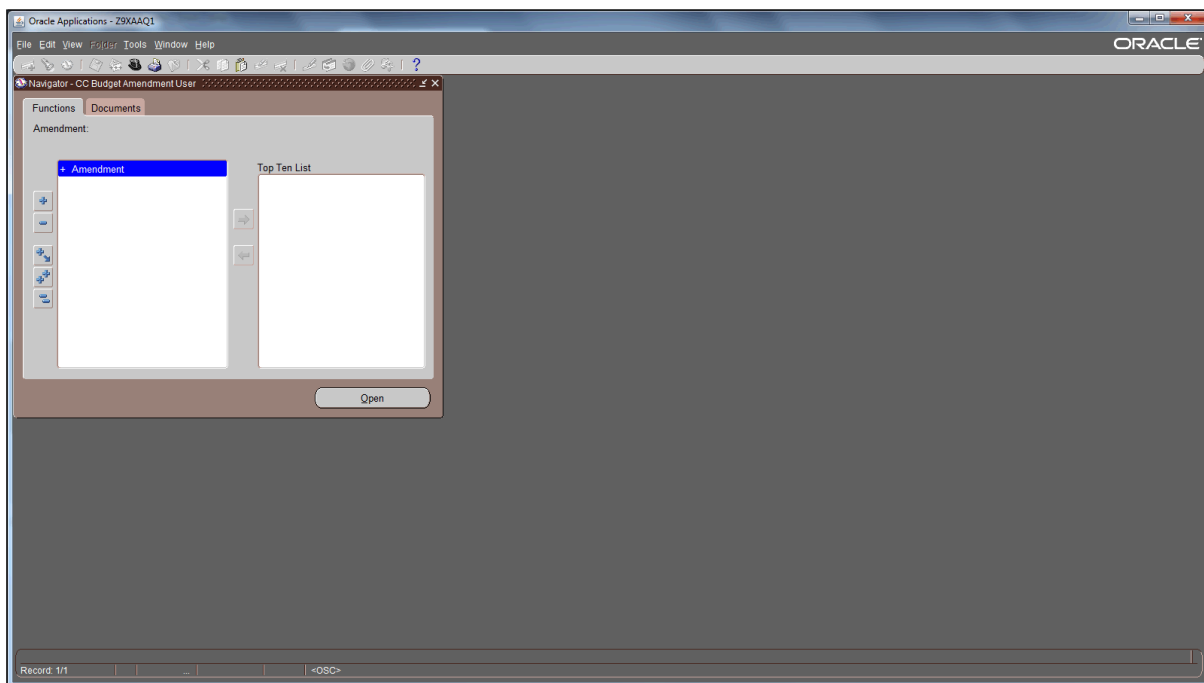
Edit an amendment.


### Procedure

**This topic will cover:**

- Editing an Amendment



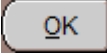

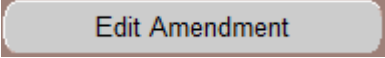

Estimated time to complete this topic: **3 minutes**



Step	Action
1.	The user should be a valid employee attached with his/her User ID.  In this example, double-click the <b>Amendment</b> list item.
2.	Double-click the <b>Amendment</b> list item.  

# Training Guide

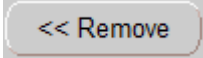
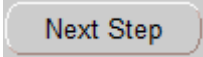



Step	Action
3.	<p>The <i>Find Amendments</i> window is displayed.</p> <p>This window is used to search for amendments using a variety of criteria and the <b>Find</b> button or creating a new amendment by using the <b>New</b> button.</p>
4.	<p>Click in the <b>Amendment Name</b> field.</p> 
5.	<p>Click the <b>Amendment Name LOV</b> button to view more options.</p> 
6.	<p>The <i>Amendment Name</i> window is displayed.</p> <p>Select the appropriate option.</p> <p>In this example, click the <b>f18 amendment ck</b> option.</p> <p><b>f18 amendment ck</b></p>
7.	<p>Click the <b>OK</b> button.</p> 
8.	<p>Click the <b>Find</b> button to execute the search.</p> 
9.	<p>The <i>Cook County Budget Amendment</i> window is displayed.</p> <p>The queried amendment is displayed.</p> <p>Click the <b>Edit Amendment</b> button to edit the amendment.</p> <p><b>Note:</b> You can also create a new amendment from this form by clicking on the <b>Add New Amendment</b> button.</p> 
10.	<p>The <i>Cook County Budget Amendment Information</i> window is displayed.</p> <p>On this page you can add more sponsors, remove selected sponsors, and/or change the order of the selected sponsors.</p> <p>In this example, select <b>Commissioner Moore</b> to be removed from the selected sponsors list.</p> 





## Training Guide

Step	Action
11.	Click the << <b>Remove</b> button. 
12.	<b>Note:</b> The commissioner has been removed from the list. Click the <b>Next Step</b> button.
13.	The <i>Header - Header</i> tab is active. Click in the <b>Amendment Name:</b> field.
14.	Edit the name with the appropriate option. <b>Note:</b> You can choose to change the entire name or modify the existing name. In this example, type " <b>f18 amendment ck 2018</b> ".
15.	Click the <b>Next Step</b> button. 
16.	Click the <b>Save And Complete Header</b> button once you complete all of the edits. <b>Note:</b> Click on the <b>Rich Text Editor</b> to access any comments made using the same and to edit it if necessary. 
17.	The amendment has been successfully updated. Click the <b>Close</b> button.
18.	<b>This topic covered:</b> - Editing an Amendment <b>End of Procedure.</b>



## Print Previewing the PDF version of an Amendment

**Learning Objective:** In this topic you will learn how to print preview the PDF of an amendment.

Upon completion of this topic you will be able to:

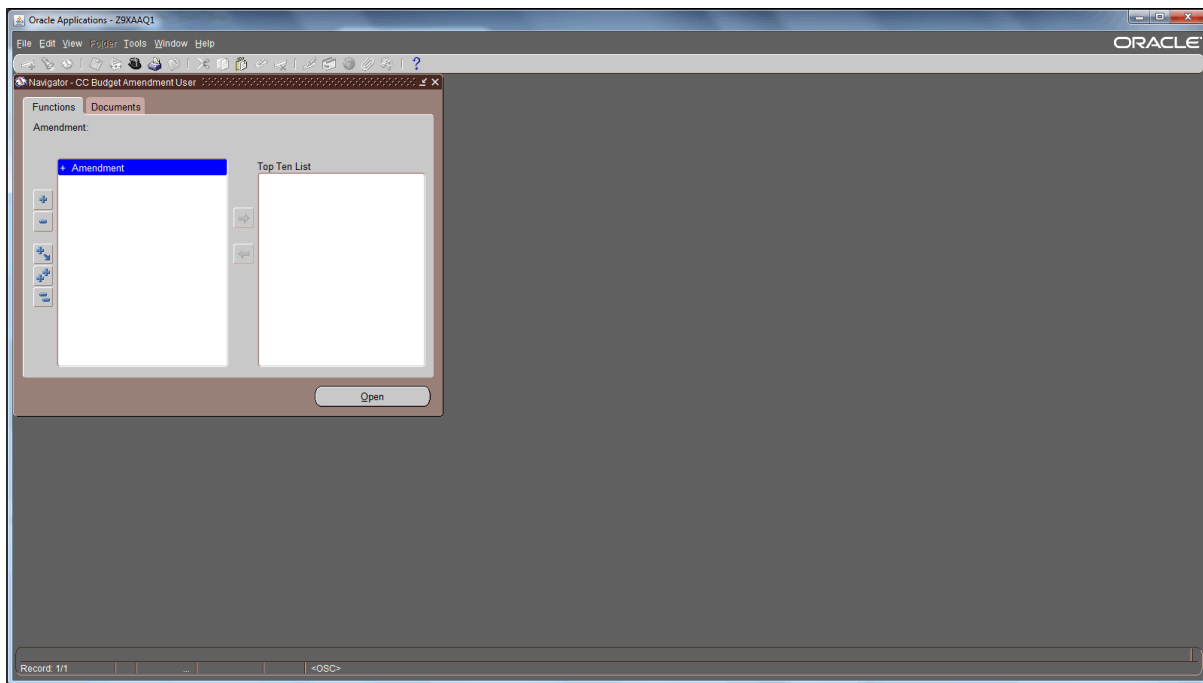
Print Preview the PDF of an Amendment


### Procedure

**This topic will cover:**

- Print Previewing the PDF Version of an Amendment


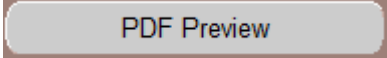




Estimated time to complete this topic: **2 minutes**



Step	Action
1.	The user should be a valid employee attached with his/her User ID.  In this example, double-click the <b>Amendment</b> list item.
2.	Double-click the <b>Amendment</b> list item.  



## Training Guide

Step	Action
3.	<p>The <i>Find Amendments</i> window is displayed.</p> <p>Click the <b>Amendment User Group LOV</b> button to view more options.</p> 
4.	<p>The only available option is filled in by default.</p> <p>Click the <b>Find</b> button.</p>
5.	<p>The <i>Cook County Budget Amendment</i> window is displayed.</p> <p>The amendment to be printed is selected by default. The first amendment listed is always pre-selected by default..</p> <p>Click the <b>PDF Preview</b> button.</p> 
6.	<p>The <i>Note</i> window is displayed.</p> <p>Make note of the Request ID: <b>3212685</b>. This is how you will find your specific amendment.</p> <p>Click the <b>OK</b> button.</p> 
7.	<p>To view the report, click the <b>View</b> menu.</p> 
8.	<p>Click the <b>Requests</b> menu.</p> 
9.	<p>The <i>Find Requests</i> window is displayed.</p> <p>To view the already submitted report, click the <b>Find</b> button.</p> 
10.	<p>The <b>CC Budget Amendment Report</b> has been auto submitted and ready to view.</p> <p>Click the <b>View Output</b> button.</p>

# Training Guide



Step	Action
11.	The <i>Draft Amendment Report</i> is displayed. You can save it to your local machine for future reference.
12.	<b>This topic covered:</b> - Print Previewing the PDF Version of an Amendment <b>End of Procedure.</b>



## Printing an Amendment

**Learning Objective:** In this topic you will learn how to print an amendment.

Upon completion of this topic you will be able to:

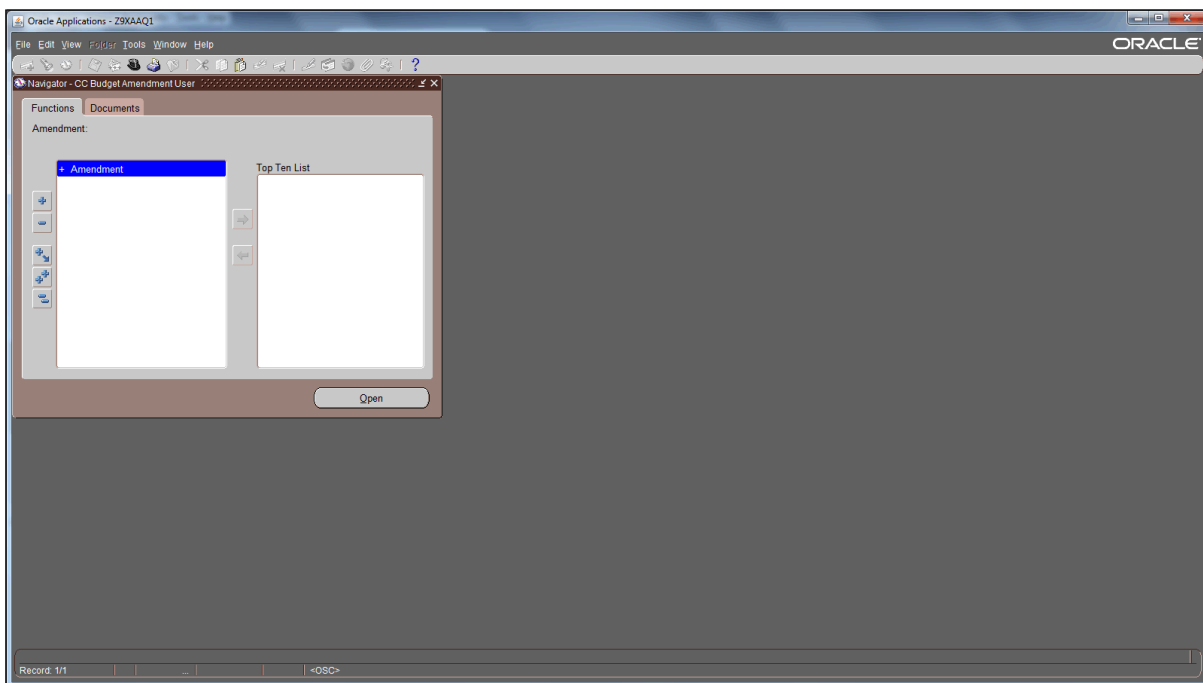
Print an amendment.


### Procedure

**This topic will cover:**

- Printing an Amendment



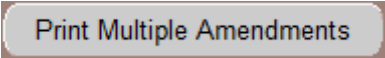


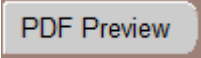
Estimated time to complete this topic: **3 minutes**



Step	Action
1.	The user should be a valid employee attached with his/her User ID.  In this example, double-click the <b>Amendment</b> list item.
2.	Double-click the <b>Amendment</b> list item.  

# Training Guide



Step	Action
3.	<p>The <i>Find Amendments</i> window is displayed.</p> <p>Click the <b>Amendment User Group LOV</b> button to view more options.</p> 
4.	<p>The available User Group is selected by default.</p> <p>Click the <b>Find</b> button.</p>
5.	<p>The <i>Cook County Budget Amendment</i> window is displayed.</p> <p>The queried amendments are displayed. Select the amendment line you want to print.</p> <p>In this example, click the <b>f18 amendment ck2018</b> option.</p> 
6.	<p>Click the <b>Print Multiple Amendments</b> button to print multiple amendments at the same time.</p> 
7.	<p>The <i>Print Multiple Amendments</i> window is displayed.</p> <p>All the available amendments are listed. Click the check box option next to the amendments you wish to print. You can print more than one amendment from the list.</p> <p>In this example, select <b>Draft No. 184 - f18 amendment ck2018</b>.</p> 
8.	<p>You can select "Draft" mode or "Final" mode. For this example, we will choose "Final" mode.</p> <p>Click the <b>Final</b> option.</p> 
9.	<p>Click the <b>PDF Preview</b> button.</p> 



## Training Guide

Step	Action
10.	The <i>Note</i> window is displayed. Click the <b>OK</b> button.
11.	To view the report, click the <b>View</b> menu. 
12.	Click the <b>Requests</b> menu. 
13.	The <i>Find Requests</i> window is displayed. Click the <b>Find</b> button.
14.	Click in the correct <b>Request ID</b> field to view the output of the latest report. 
15.	Click the <b>View Output</b> button. 
16.	The <i>Amendment Report</i> is displayed. You can save it to your local machine for future reference or print a hard copy using the print icon on this page.
17.	<b>This topic covered:</b> - Printing an Amendment <b>End of Procedure.</b>

# Training Guide



## Submitting an Amendment

**Learning Objective:** In this topic you will learn how to submit an amendment.

Upon completion of this topic you will be able to:

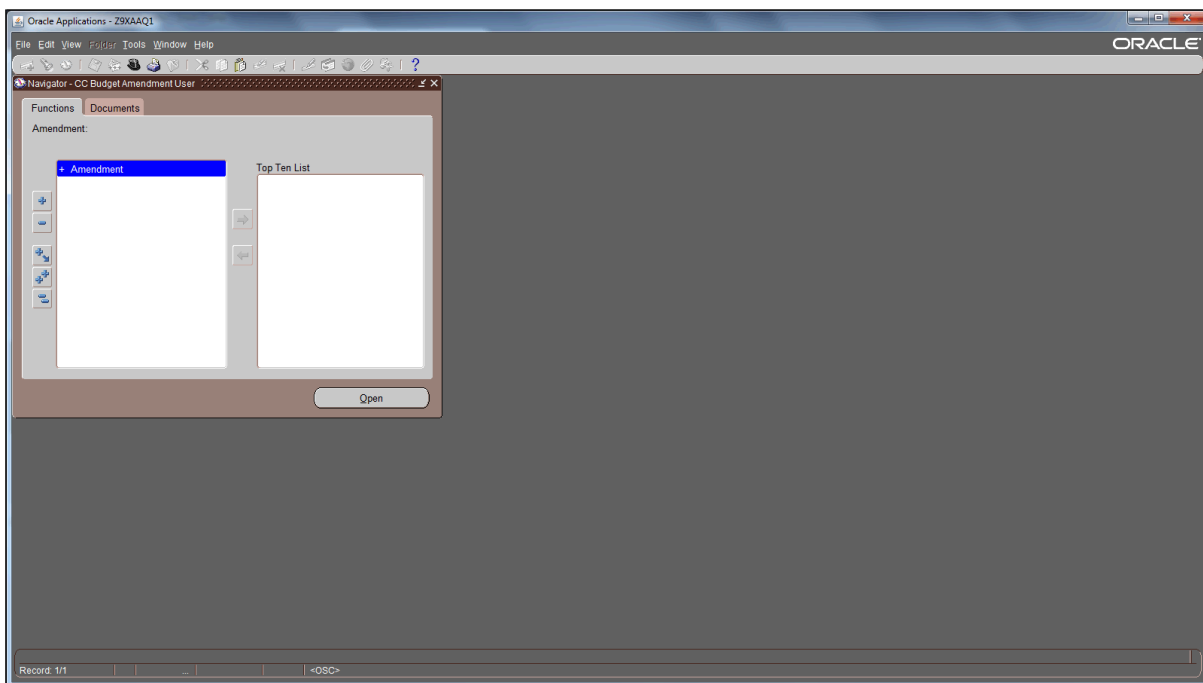
Submit an Amendment.

### Procedure

**This topic will cover:**

- Submitting an Amendment

Estimated time to complete this topic: **2 minutes**








Step	Action
1.	The user should be a valid employee attached with his/her User ID.  In this example, double-click the <b>Amendment</b> list item.
2.	Double-click the <b>Amendment</b> list item.  <u>Amendment</u>





## Training Guide

Step	Action
3.	<p>The <i>Find Amendments</i> window is displayed.</p> <p>Click the <b>Amendment User Group LOV</b> button to view more options.</p> 
4.	<p>The only available option is filled in by default.</p> <p>Click the <b>Find</b> button.</p>
5.	<p>The <i>Cook County Budget Amendment</i> window is displayed.</p> <p>The queried amendments are displayed. Select the amendment line you want to submit.</p> <p>In this example, click the <b>f18 amendment ck2018</b> option.</p> 
6.	<p>Click the <b>Submit?</b> option.</p> 
7.	<p>The <i>Decision</i> window is displayed.</p> <p><b>Note:</b> You can click the <b>No</b> button if the amendment is not ready for submission.</p> <p>Click the <b>Yes</b> button to submit the amendment.</p>
8.	<p>The <i>Note</i> window is displayed.</p> <p>The amendment is ready for review.</p> <p><b>Note:</b> A system generated notification is automatically sent to all the members under that user group and all the members under DBMS user group.</p> <p>Click the <b>OK</b> button.</p> 
9.	<p>Click the <b>Close</b> button.</p> 

# Training Guide



Step	Action
10.	<b>This topic covered:</b>  - Submitting an Amendment <b>End of Procedure.</b>



## Copying an Amendment

**Learning Objective:** In this topic you will learn how to copy an amendment.

Upon completion of this topic you will be able to:

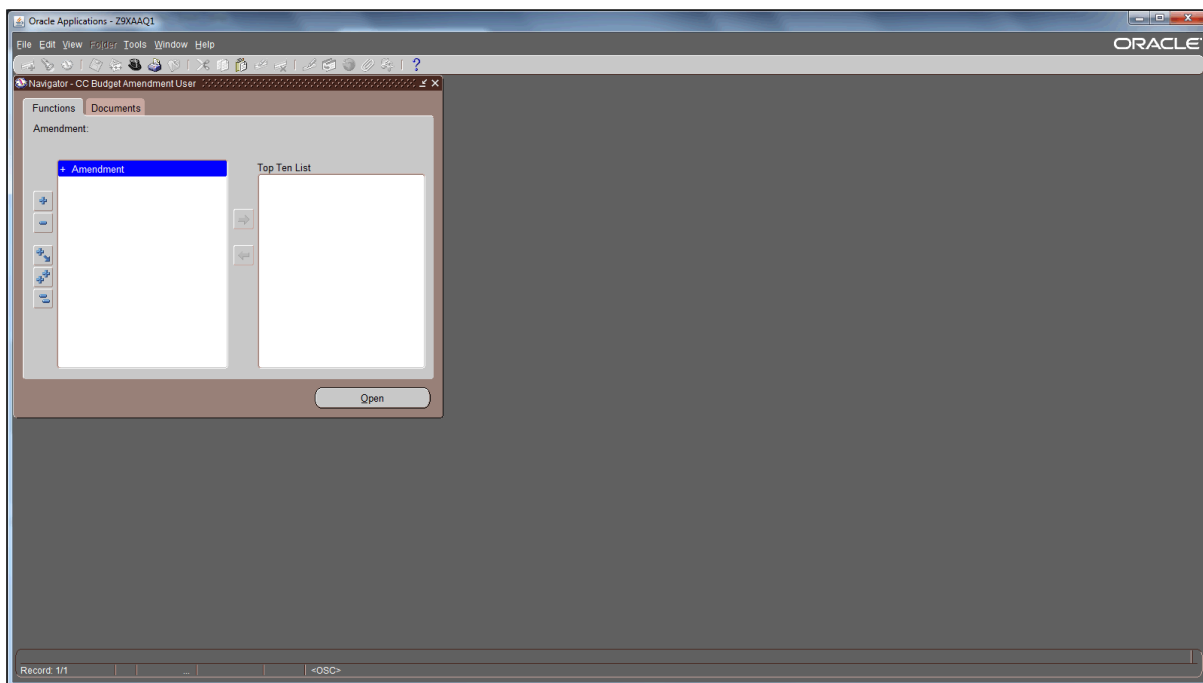
Copy an Amendment.


### Procedure

**This topic will cover:**

- Copying an Amendment


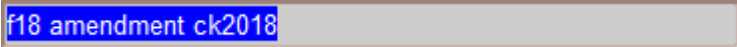
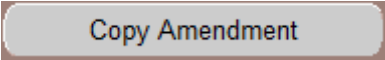


Estimated time to complete this topic: **2 minutes**



Step	Action
1.	The user should be a valid employee attached with his/her User ID.  In this example, double-click the <b>Amendment</b> list item.
2.	Double-click the <b>Amendment</b> list item.  

# Training Guide



Step	Action
3.	<p>The <i>Find Amendments</i> window is displayed.</p> <p>This window is used to search for amendments using a variety of criteria and the <b>Find</b> button or creating a new amendment by using the <b>New</b> button.</p>
4.	<p>Click the <b>Amendment User Group LOV</b> button to view more options.</p> 
5.	<p>The only available option is filled in by default.</p> <p>Click the <b>Find</b> button.</p>
6.	<p>The <i>Cook County Budget Amendment</i> window is displayed.</p> <p>The queried amendments are displayed. Select the amendment line you want to copy.</p> <p>In this example, click the <b>f18 amendment ck2018</b> option.</p> 
7.	<p>Click the <b>Copy Amendment</b> button.</p> 
8.	<p>The <i>Decision</i> window is displayed.</p> <p>Click the <b>Yes</b> button if you want to copy the selected amendment.</p> 
9.	<p>The <i>Note</i> window is displayed.</p> <p>A new Amendment ID is assigned,</p> <p>Click the <b>OK</b> button.</p>
10.	<p>Click the <b>Close</b> button.</p> 
11.	<p><b>This topic covered:</b></p> <ul style="list-style-type: none"> <li>- Copying an Amendment</li> </ul> <p><b>End of Procedure.</b></p>



## Viewing Activity Log

**Learning Objective:** In this topic you will learn how to view the activity log for an amendment.

Upon completion of this topic you will be able to:

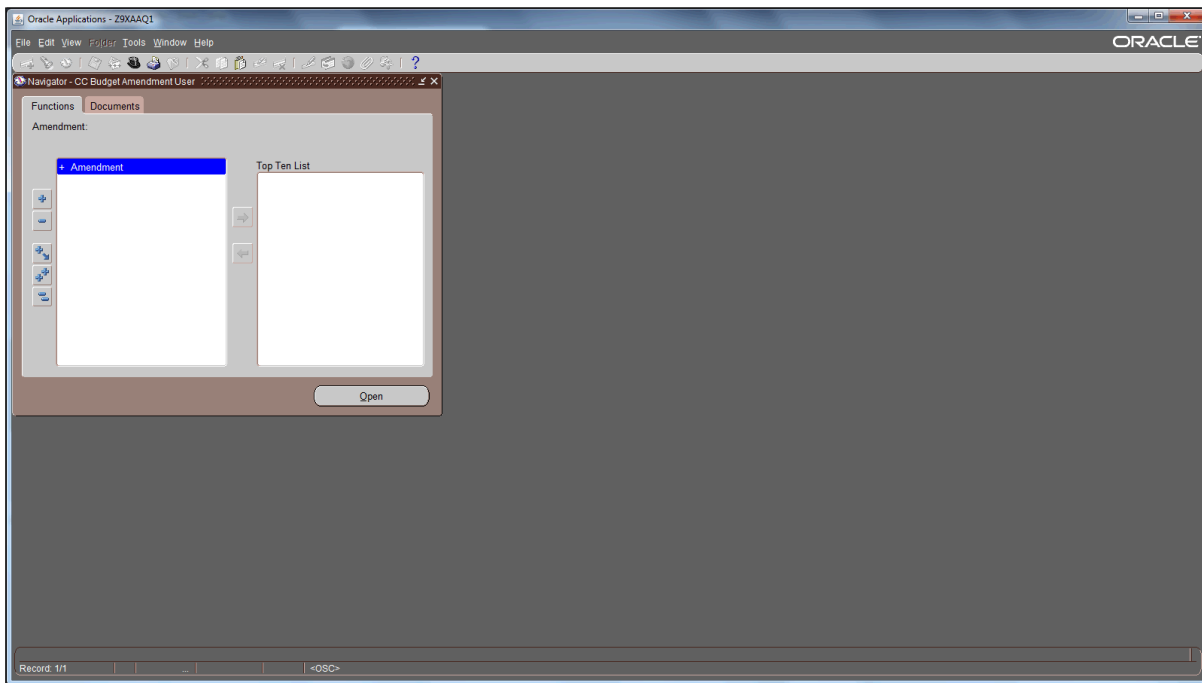
View the Activity Log


### Procedure

**This topic will cover:**

- Viewing the Activity Log



Estimated time to complete this topic: **1 minute**



Step	Action
1.	The user should be a valid employee attached with his/her User ID.  In this example, double-click the <b>Amendment</b> list item.
2.	Double-click the <b>Amendment</b> list item.  

# Training Guide



Step	Action
3.	<p>The <i>Find Amendments</i> window is displayed.</p> <p>Click the <b>Amendment User Group LOV</b> button to view more options.</p> 
4.	<p>The only available option is filled in by default.</p> <p>Click the <b>Find</b> button.</p>
5.	<p>The <i>Cook County Budget Amendment</i> window is displayed.</p> <p>Click the <b>View Activity Log</b> button.</p>
6.	<p>The <i>Amendment Activity Log</i> window is displayed.</p> <p>The activity log for the selected amendment is displayed.</p> <p>Click the <b>Close Activity Log</b> button.</p>
7.	<p>Click the <b>Close</b> button.</p> 
8.	<p><b>This topic covered:</b></p> <p>- Viewing the Activity Log</p> <p><b>End of Procedure.</b></p>