### **Miami-Dade County**



# **Department End User Training Guide**

Course Code: HYP.DEP.OP

Course Title: Hyperion Department Operating End User Training Guide

#### Table of Contents

Module 1: Course Introduction	7
Module 2: Big Picture Items	10
Module 3: Hyperion Basics	17
Lesson 1: Logging into the application	19
Lesson 2: Hyperion Account Set Up	21
Lesson 3: Using member selectors	24
Lesson 4: Using data form point of views (POVs)	28
Lesson 5: Saving data to a data form	31
Module 4: Operating Expense Input	
Lesson 1: Expense Input – ChartFields in POV	
Lesson 2: Expense Input – ChartFields in Rows	44
Module 5: Revenue Input	52
Lesson 1: Revenue Input – ChartFields in POV	54
Lesson 2: Revenue Input – ChartFields in Rows	59
Module 6: Budget Review / Budget Check	65
Lesson 1: Budget Review – Account Detail	67
Lesson 2: Budget Review – Fund Detail	69
Lesson 3: Budget Review – Grant Detail	71
Lesson 4: Budget Review – Project Activity Detail	73
Lesson 5: Rounded Revenue Expense Balance Check	75
Lesson 6: FTE Check	78
Module 7: Expanded Requests	81
Lesson 1: Creating New Request	83
Lesson 2: Edit Request	86
Lesson 3: Delete Request	98
Lesson 4: Submit Request	
Lesson 5: Review Requests	102
Module 8: Budget Presentation (RFRO) Input	105
Lesson 1: Reimbursement True Ups	107

Lesson 2: Current Year and Long Term Vacancy Inputs	113
Module 9: Actuals Mapping (RFRO)	116
Lesson 1: Revenue Description Allocation – ChartFields in POV	117
Lesson 2: Revenue Description Allocation – ChartFields in Rows	122
Lesson 3: Reimbursement True Ups	127
Lesson 4: FTE Input	132
Module 10: Reporting	135
Lesson 1: Operating Reports	137
Lesson 2: Budget Request Reports	147
Lesson 3: Budget Publication Reports	151
Lesson 4: Quarterly Budget Reports	157
Module 11: Course Summary	167



	Course Overview
Course Description	This course provides a comprehensive review of the Hyperion Financial planning processes.
	This course consists of the following modules:
	Module 1: Course Introduction
	Module 2: Big Picture Items
	Module 3: Hyperion Basics
	Module 4: Operating Expense Input
	Module 5: Revenue Input
	Module 6: Budget Review / Budget Check
	Module 7: Expanded Requests
	<ul> <li>Module 8: Budget Presentation (RFRO) Input</li> </ul>
	Module 9: Actuals Mapping (RFRO)
	Module 10: Reporting
	Module 11: Course Summary
Training Audiences	The following audience(s), by Hyperion Security role(s), are required to complete this course prior to being granted related system access:
	Department Users with both Personnel and Financials access
	Department Users with only Financials access
Delivery Method	This course is intended to be delivered through Instructor-led Training.
Estimated Duration	The total duration of this course, when delivered through Instructor-led Training, is 6 hours.

Course Outline			
Content	06:00		
Module 1: Course Introduction	00:10		
Module 2: Big Picture Items	00:20		
Module 3: Hyperion Basics	00:20		
<ul> <li>Lesson 1: Logging into the application</li> </ul>			
Lesson 2: Hyperion Account Set Up			
Lesson 3: Using member selectors			
Lesson 4: Using data form point of views (POVs)			
Lesson 5: Saving data to a data form			
Module 4: Operating Expense Input	00:45		
<ul> <li>Lesson 1: Expense Input – ChartFields in POV</li> </ul>			
Lesson 2: Expense Input – ChartFields in Rows			
Module 5: Revenue Input	00:45		
Lesson 1: Revenue Input – ChartFields in POV			
Lesson 2: Revenue Input – ChartFields in Rows			
Module 6: Budget Review / Budget Check	00:40		
Lesson 1: Budget Review – Account Detail			
<ul> <li>Lesson 2: Budget Review – Fund Detail</li> </ul>			
<ul> <li>Lesson 3: Budget Review – Grant Detail</li> </ul>			
<ul> <li>Lesson 4: Budget Review – Project Activity Detail</li> </ul>			
Lesson 5: Rounded Revenue Expense Balance Check			
Lesson 6: FTE Check			
Module 7: Expanded Requests	00:50		
Lesson 1: Creating New Request			
Lesson 2: Edit Request			
Lesson 3: Delete Request			
Lesson 4: Submit Request			
Lesson 5: Review Requests			
Module 8: Budget Presentation (RFRO) Input	00:35		
Lesson 1: Reimbursement True Ups			
Lesson 2: Current Year and Long Term Vacancy Inputs			
Module 9: Actuals Mapping (RFRO)	00:40		
<ul> <li>Lesson 1: Revenue Description Allocation – ChartFields in POV</li> </ul>			
<ul> <li>Lesson 2: Revenue Description Allocation – ChartFields in Rows</li> </ul>			
Lesson 3: Reimbursement True Ups			



Lesson 4: FTE Input	
Module 10: Reporting	00:45
Lesson 1: Operating Reports	
Lesson 2: Budget Request Reports	
Lesson 3: Budget Publication Reports	
Lesson 4: Quarterly Budget Reports	
Module 11: Course Summary	0:10
Total Duration	6:00



# Module 1: Course IntroductionTopicsThis module covers the following topics:

- Course Administrative and Logistical Matters
- Course Learning Objectives

	Module 1: Course Introduction
Course Administration	To receive credit for completing this course, which is necessary to be granted system access for performing related tasks in Hyperion, participants must:
and Logistics	Stay logged into the Training Teams session
	To get the most benefit from this course, participants should:
	<ul> <li>Actively participate in the training, and ask questions as needed</li> <li>Please keep your computer microphone on mute unless speaking</li> <li>There will be breaks throughout the training</li> </ul>

	Module 1: Course Introduction
Learning	At the conclusion of this course, participants will be able to:
Objectives	Understand big picture concepts related to the Hyperion financial model
	Understand Hyperion end user functionality basics
	<ul> <li>Enter operating expense budget and current year forecasts</li> </ul>
	Enter revenue budgets and current year forecasts
	<ul> <li>Perform budget reviews and budget checks</li> </ul>
	Create and edit expanded requests
	<ul> <li>Enter budget and forecast adjustments required for RFRO</li> </ul>
	<ul> <li>Enter Actuals presentation adjustments required for RFRO</li> </ul>
	Run financial reports



# Module 2: Big Picture ItemsOverviewThis module includes the following topics:• Topic 1: Index Codes Gone• Topic 2: Supplemental Information for Index Code Mapping• Topic 3: WASD and Aviation Chart of Accounts in Hyperion• Topic 4: Operating Projects Only• Topic 5: Application Architecture• Topic 6: Data Maps and Rounding Schedule

#### **Topic 1: Index Codes Gone**

With the introduction of the new INFORMS ERP system, the old Chart of Account (COA) structure will be replaced by a new layout which will no longer use the index code. This new outline will require the user to familiarize themselves with the ChartField strings found in PeopleSoft Financials. These shared intersections will allow for the free flow of information between systems. This should streamline data entry and reporting as users will now only use one intersection to accurately map data across INFORMS systems. Please note that the names of dimension members will be changing as a result of change in COA (for example, the General Fund will be changing from GF01010 to G1001). A copy of the crosswalks by dimension can be found on our webpage here: <a href="https://www.miamidade.gov/global/management/budget/fy-2022-budget-process.page">https://www.miamidade.gov/global/management/budget/fy-2022-budget-process.page</a>

In addition to the change in member names, the new BAT system will also require the addition of one dimension. Whereas before we had four dimensions to complete a valid intersection, ChartField strings now consist of five dimensions (shown below).

#### Legacy BAT System:

ask List Status						
Task - Develop Forecast and Budget by Entity Task Ins	structions					
AU205690-INTERNAL AUDIT GEI 💌 GENERAL FUND C		o Operating Program		Operating Grant	▼ →	
	FY18-19 Actual	FY19-20	FY19-20	FY20-21	FY20-21	FY20-21
	YearTotal	Budget YearTotal	Forecast BegBalance	Budget BegBalance	Budget BegBalance	Budget BegBalance
	Working	Adopted Budget	Working	Working	Enhancement	Working Proposed
EMPLOYEE REGULAR (00110)	2,630,022	3,267,000	3,267,000	3,275,969	62,600	3,338,569
EMPLOYEE REGULAR ATTRITION (00110A)				(65,519)		(65,519)
FLEX DOLLARS (00122)	34,658	37,000	37,000	37,400	1,100	38,500
FLEX DOLLARS ATTRITION (00122A)				(748)		(748)
LONGEVITY PAYMENTS (00125)	26,945	29,000	29,000	24,891		24,891
JURY DUTY PAY (00133)	4,767					
SICK PAY (00150)	46,715					
HOLIDAY PAY (00151)	140.002					

#### **New BAT System:**

sk List Status					
ask - Expense Input - Charfields in POV Task Instru	uctions				
4					
AU01010000 - AUDIT OPERATI 🔽 G1001 - GENER	RAL FUND OPER/	No Grant	Vo Proj	ect 🔹 No Activity	<b>v</b>
Operating Expense Input CY Forecast Personnel I	Input				
	FY20	FY21	FY21	FY21	FY22
	Actuals	Budget	Department Forecast	Department Forecast	Budget
	Actuals Final	Budget Final		Department Forecast Working	Budget Working
			Forecast		
5001330000 - JURY DUTY PAY	Final	Final	Forecast Working	Working	Working
5001330000 - JURY DUTY PAY 5001390000 - AWARDS & SPECIAL RECOGNITION	Final YearTotal	Final	Forecast Working	Working	Working

#### **Topic 2: Supplemental Information for Index Code Mapping**

See supplemental information provided

- 1. Index Code Crosswalk
- 2. Financial Crosswalk Sub-Objects

#### **Topic 3: WASD and Aviation CoA in Hyperion**

WASD and Aviation chart of accounts have been merged into the County ChartField dimensions.

WASD can find their chart of account values in the following dimensions:

WASD ChartField	Hyperion Dimension				
Account	Account				
Department	Department				
Fund	Fund				
OM Activity	Project          Plan Type <all plan="" types=""> &gt; Dimension       Project       &gt; Image: Sort Descendants &gt; Image: Sort Name         Actions = View = Actions = View = Allas (Default)       &gt; Image: Detach = The The Name       &gt; Image: Sort Descendants &gt; Image: Sort Descendant</all>				
	✓     WSGL Operating Projects     All OSM Activities (WS)       >     WSOM_EXCLUDE_OVERHEAD     OM Excluding Overhead (WS)       >     WSOVERHEAD     Overhead (WS)       >     WSNO_OM_ACTIVITY     No 08M Activity (WS)				

Aviation can find their chart of account values in the following dimensions:

Aviation ChartField	Hyperion Dimension					
Account	Account					
Department	Department					
Fund	Fund					
Operating	Project					
	Dimensions Performance Setting Plan Type <all plan="" types="">  Actions  View</all>		1 Search Name 🖂 💣 🐄 🔽			
	Name Project All Projects	Alas (Default)				
	No_Project     Total Project     AVGL Projects	No Project				
	<ul> <li>P14</li> <li>P16</li> <li>P15</li> </ul>	MIAMI INT'L AIRPORT - LANDSIDE (AV14) MIAMI INT'L AIRPORT-RAMP (AV16) MIAMI INT'L AIRPORT-TERMINAL (AV15)				
	▷ P13 ▷ P12 ▷ P11	MIAMI INT'L AIRPORT - FIELD (AV13) MIAMI INT'L AIRPORT - AIRSIDE (AV12) MIAMI INT'L AIRPORT-GENERAL (AV11)				
	> P51 > P61 > P71	MIAMII EXECUTIVE AIRPORT (AV51) MIAMI-OPA LOCKA EXECUTIVE AIRP (AV61) MIAMI HOMESTEAD GENERAL AVIATI (AV71)				
	▷ P81 ▷ P91 ▷ P92	OPA LOCKA WEST (AV81) TRAINING & TRANSITION (AV91) ULTRA LIGHT AIRPORT (AV92)	G			
	wsgr oberating Projects	AILORM ACTIVITIES (W5)				

The following ChartField dimensions do not apply to WASD and Aviation and therefore should always be set to the "**No**" member

Hyperion Dimension	Always Set Value To:
Grant	No_Grant
Activity	No_Activity

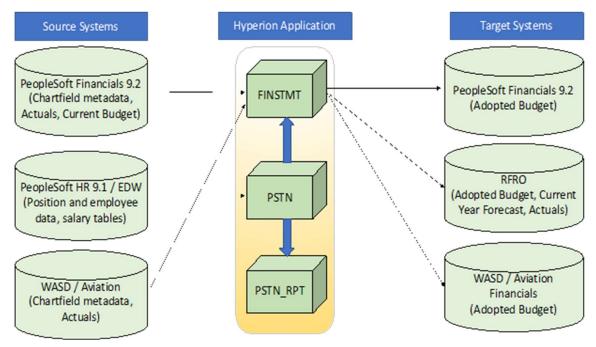
#### **Topic 4: Operating Projects Only**

Only operating projects should be used for planning purposes in the Hyperion application.

#### **Topic 5: Application Architecture**

The Hyperion application, MDCBUD, is made up of three "cubes" (databases):

- 1. PSTN: The position cube (PSTN) is used for position, employee, personnel bucket and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN\_RPT on a scheduled basis
- 2. FINSTMT: The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
- 3. PSTN\_RPT: The position reporting cube (PSTN\_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.



Inbound Integrations:

- 1. PeopleSoft Financials 9.2: Miami Dade chart of account values along with Actuals and Current Budget data is loaded into Hyperion on a nightly basis
- 2. PeopleSoft HR 9.1 / EDW: Position and employee data is loaded into Hyperion on a nightly basis. This data is then copied into the budget on a nightly basis until OMB turns the feed off
- 3. WASD / Aviation: WASD and Aviation ChartField values and Actuals data is loaded into Hyperion on an ad hoc basis

Outbound Integrations:

- 1. PeopleSoft Financials 9.2: The Adopted Budget is loaded back into PeopleSoft Financials
- 2. RFRO: Hyperion will interface with RFRO and source budget, current year forecast and actuals data on a regular basis
- 3. WASD / Aviation: The Adopted Budget for WASD and Aviation is sent back to WASD and Aviation

#### **Topic 6: Data Maps and Rounding Schedule**

During the budget cycle, data is mapped between PSTN and FINSTMT and then PSTN and PSTN\_RPT on an ongoing basis. In addition, the budget is rounded in FINSTMT into a rounded period member (YearTotal-Rounded) as part of the scheduled mapping. During these times, users might notice that data has been cleared from the target databases while the mapping are in process.

Each scheduled data map is expected to take approximately 10 minutes to complete. The noon mapping will include a recalculation of the PSTN database.

The mid-day mappings will run at the following times:

- 1. 6:00 AM
- 2. 9:00 AM
- 3. 12:00 PM (Mapping includes a recalculation of the PSTN database, approximately 30 minutes)
- 4. 3:00 PM
- 5. 6:00 PM
- 6. 9:00 PM

	Module 3: Hyperion Basics
Overview	This module includes the following lessons:
	<ul> <li>Lesson 1: Logging into the application</li> <li>Lesson 2: Hyperion Account Set Up</li> <li>Lesson 3: Using member selectors</li> <li>Lesson 4: Using data form point of views (POVs)</li> </ul>
	<ul> <li>Lesson 5: Saving data to a data form</li> </ul>



#### Module 3: Key Terms

The following key terms are used in this Module:

Term	Definition	
Point of View (POV)	A dimension selection that applies to an entire data form or report	
Member Selector	Out of the box Hyperion functionality to select a dimension member to for a business rule, user variable or report	



	Lesson 1: Logging into the Application
Lesson Overview	This lesson will guide users through the steps to log into the application.
In this lesson you will learn:	<ul> <li>Navigate to the portal</li> <li>Log into Hyperion with your user eKey and password</li> </ul>



Step	Action	Notes
1	From Google Chrome or Microsoft Edge, enter the following URL,	
1	https://informsuat.miamidade.gov/.	
2	You will then arrive at the Single Sign On landing page shown below:	Please note that the
	<u>inf⊮rms</u> номе <b>∦</b> ♀ : ☴	Single Sign uses
	Finance / Supply Chain (FSCM) Approvals Budget Scorecard	network credentials
		to log you into the system.
		system
	Employee Self-Service Manager Self-Service Human Resources (HCM) Laarning (ELM)	
	Analytics (OBIA) Capital Security Request Form About	
	This page will have tiles that will allow you log into all INFORMS systems that	
	you currently have access to.	
3	You will then click on the Budget tile shown below:	
	номе	
	Finance / Supply Chain (FSCM) Approvals Budget Scorecard	
	0 Employee Self-Service Manager Self-Service Human Resources (HCM) Learning (ELM)	
	After clicking on the tile shown above, INFORMS will automatically take you	
4	to the Hyperion home page shown below:	
	Contraction: Enterprise Performance Putaspaneet System Workspace, Fusion Molecular Topic of the Log OF Contraction Topic of th	
	A & A & Demons	
	Forms         Form and Allice Cold Hanagement           J Form Folder         ● H #0 100 µ           Torms         → H #0 100 µ           Forms         Form	
	✓ forms in Forms	
	inem No data te deploy	
	Hanage Task Lats     Hyr Task Lats     Homesian	
	<ul> <li>&gt; Jeulences Roke Society</li> <li>&gt; Performances</li> <li>&gt; Diagnostics</li> </ul>	
	And you will have successfully logged into Hyperion.	



	Lesson 2: Hyperion Account Set Up
Lesson Overview	This lesson will guide users through the steps to set up their application settings, reporting settings, and user variable.
In this lesson you will learn:	<ul> <li>Set the application as your home page</li> <li>Set up your financial reporting preferences</li> <li>Set up your department user variable</li> </ul>

Step	Action	Notes
1	To set the application to your home page, first click "File" in the toolbar, then select "Preferences" from the drop-down menu.	
2	Ensure you have selected the "General" vertical tab, then using the drop- down menus, make the following selections: Content: "Application" Application: "MDCBUD"	
3	To set Financial Reporting preferences, select the third vertical tab titled "Financial Reporting".	
4	Select the radio buttons to make the following selections: <b>Default Preview Mode: PDF Preview</b> <b>User Point of View: On</b> Leave all other preferences at their default selections and click "OK".	

	Preferences ×
	Financial Reporting
	General Default Preview Mode Merge Equivalent Prompts
	Explore OPEP Preview Annotation Print Details
	User Point of View Thousands Separator
	Financial Reporting
	On     On     On     Space
	Planning Setup Members Decimal Separator
	Mode Export To  Period
	Smart View     Worksheet     Cunderscore     Excel Grid     Workbook     Space
	O Disabled Date Value Format
	Word Export
	Export As
	O Image Document(.docx)
	Help QK Cance
5	To see these changes take place, click "Log Off" in the top right area of the
_	screen.
	Logged in as TrainingTest Help Log Off Q
	Search: O Advanced
	<u>V</u> iew ▼
6	Log back in by entering your ekey and password and click "Log On".
0	
	User Name: ekey
	Password:
	Log On
7	To set your Department user variable, select the arrow next to
	"Preferences" in the bottom left of your screen.
	Preferences
	Select the 4th horizontal tab titled "User Variable Options".
8	select the 4th horizontal tab trice osci variable options :
	Select your Department User Variable to the top level of your department
9	by either typing in the department member name, or by using the
	member selector to navigate through the hierarchy. Click "Save".
	User Preferences
	Application Settings Display Options Printing Options User Variable Options
	Dimension User Variable Name Selected Member
	Department User V DPFN00000000



#### **Lesson 3: Using Member Selectors**

Lesson This lesson will guide users through the steps to open and use member selectors throughout the application.

In this lesson you will learn:

- Navigate to the Manage Expanded Requests form
- Use the member selector to select a member in a runtime prompt

Step	Action	Notes
1	Navigate to the Manage Expanded Requests form by going to My Task List → Expanded Requests → Manage Expanded Requests.	
2	Right click on this form, then click "Add Request->Add Request - Enhancement" from the right click menu. This will display a runtime prompt.	
3	In the first field that says "Enter Department", you can either type in the Department ID, or use the <b>member selector</b> to select your Department by clicking the member selector icon to the right of the input field. Click on the member selector icon.	
4	The member selection window now displays a list of all the departments that you have access to.	
5	On the left side of the window, click on a department to select it. Then click on the blue "Add" arrow to move the selected department to the right side of the window. Click "OK".	You can also search for a member by typing all or part of the member name in the search bar

	Runtime Prompts - FIRSTHT_Add_Budget_Reguest       *         Hembers       *         Hembers       *         PR020400       FR0204000         > DFR020400       FR0204000         > DFR020400       FR0204000         > DFR0204000       FR0204000         > DFR020000       FR0204000         > DFR020000       FR0204000         > DFR020000       FR020000         > DFR020000       FR0200000         > DFR020000       FR0200000         > DFR020000       FR0200	and then clicking the search icon. To clear filtered search results, clear the search criteria and then click the Refresh icon
6	Now the "Enter Department" field displays with the department that you	The member
	selected using the member selector.	selector tool is
	Runtime Prompts - FINSTHT_Add_Budget_Request_Enhancement × Prompt Text Vision DFW06020000* Vision Vi	useful when you are unsure of the exact
	Enter Request Title:	dept ID number that
	Select Request Priority: 1-High V	you would like to
		select.
7	When using the member selector within report prompts, there are a few	
	differences to be aware of. Navigate to the "Explore" page, then click on the Operating Reports folder to open it.	
	CRACLE: Enterprise Performance Management System Workspace, Fusion Edition	
	Bavigate       File       Yew       Favorities       Tods       Help         MDCRUD - Task List Statue       Explore:       /Operating Reports       ×         Folders       /Operating Reports       /Operating Reports       ×         BAT Appropriations Report - Summary       Financial Reporting       10/12/20 12:45 PM         BAT Appropriations Report - Detail       Financial Reporting       10/12/20 12:45 PM         BAT Appropriations Report Pund       Financial Reporting       10/12/20 12:45 PM         BAT Appropriations Report Pund       Financial Reporting       10/12/20 12:45 PM         BAT Appropriations Report Pund       Financial Reporting       10/12/20 12:45 PM         BAT Appropriations Report Pund       Financial Reporting       10/12/20 12:45 PM         BAT Revenue by Entity       Financial Reporting       10/12/20 12:49 PM         BAT Revenue by Entity       Financial Reporting       10/12/20 12:51 PM         BAT Revenue Report - Cetail       Financial Reporting       10/12/20 12:51 PM         BAT Revenue Report - Summary       Financial Reporting       10/12/20 12:53 PM	
8	Double click on the BAT Expense by Entity report to open it—the prompt	
	window will display.	
9	The first prompt entry, "Enter Department", also has the member selector icon next to the text box. Click on the member selector icon.	
	Respond to Prompts	
	The following prompts have been defined in the report. You may use the default values shown, or select other members. Respond to Prompts at Report Level	
	Prompt Selecton Type Source Report: BAT Expense by Entity Grid-AL	
	Enter Version: Working Report Report: BAT Expense by Entity Grid: Grid:	
	Enter Period: YearTotal-Working Report Report: BAT Expense by Entity Grid: Grid.	
	Enter Fund: All Funds Report Report: BAT Expense by Entity	
	Enter Activity: All Activities Report Report Report SAT Expense by Entity	
	All Activities Grid: Gri	
	teb CK Cancel Beset	
10	This member selector is a little different in these ways:	

1. The default rows per page is set to 20 rows at first. To change this, click on the drop-down arrow and change the number to a larger amount.			
2. If you want to search for a department and don't spell out the whole name,			
you will need to put wild cards (asterisks *) before and after the search			
criteria.			
Respond to Prompts ×			
Available:       Department (1-2 of 2)       Selected:         Find:       Name			
5 Default Name			
Department 10			
Isubstitution Variable 50			
100			
250			
500			



	Lesson 4: Using Data Form Point of Views (POVs)
Lesson Overview	This lesson will guide users through the steps to change the Point of View (POV) on a data form.
In this lesson you will learn:	<ul><li>Navigate to a form that utilizes the point of view feature</li><li>Change the point of view on a data form</li></ul>

Step	Action	Notes
1	Navigate to the Manage Employees by Department form by going to My Task List $\rightarrow$ Operating Preparation $\rightarrow$ Operating Expense Input $\rightarrow$ Expense Input – ChartFields in POV.	
	My Task List  Personnel Management  Operating Preparation  Operating Expense Input  Operating Expense Input - Charfields in POV  Expense Input - Chartfields in Row  Personnel Management  Personnel Management  Personnel Management  Personnel Management  Operating Preparation  Personnel Management  Personnel Management  Personnel Management  Operating Preparation  Personnel Management  Personnel Management  Operating Preparation  Personnel Management  Personnel Management Personnel Management Personnel Manag	
2	At the top of this form, you will see the Point of View bar with a "Go" arrow to the right of the POV. On this form, the Department and Version dimensions are located in the POV.	
3	To change your Point of View and select a different Department, click on the arrow next to the Department dimension. This will display the list of Department members that you are able to select.	
4	Select a new Department member from the drop-down list, then click the "Go" arrow to save your POV selection.	After changing your POV, you must click the "Go" arrow to save your changes. The search bar will filter down the list

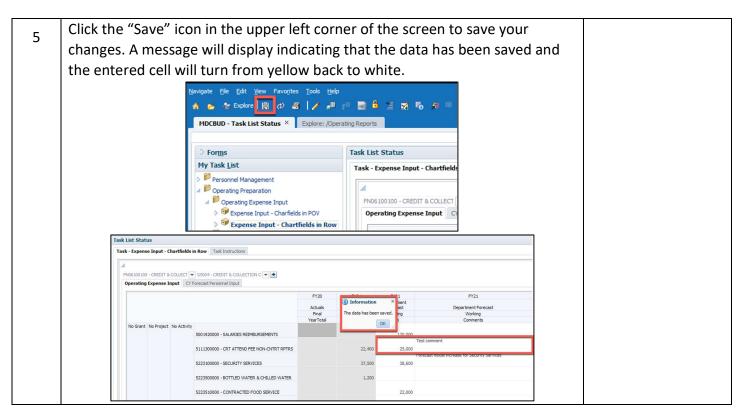


	PN02040300 - PAYROLL G5004 - CREDIT & COL Page Dimension		lo Grant	▼ No	Project   No Activity		of members. Wild cards (*) are not
	Member FN0204000 - PAYROLL FN0204000 - BANK RECONCLETION FN0204000 - SANK RECONCLETION FN0301000 - ACCOUNTS PAYABE WORKFLOW FN03020000 - ERP SUPPORT FN03020000 - ERP SUPPORT FN0302000 - ERP SUPPORT FN04010000 - ADMINISTRATION	FY20 Actuals Final earTotal	FY21 Budget Final YearTotal 22.400	FY21 Department Forecast Working Sep 120,000 25,000	Test comment	FY22 Budget Working > YearTotal 150,000	need for the search bar
5	After hitting the "Go" arro	-	ou will n	ow see	Forecast model increase for Security Services e that the form ren	ders to	



	Lesson 5: Saving Data to a Data Form
Lesson Overview	This lesson will guide users through the steps to enter and save data on a data form.
In this lesson you will learn:	<ul> <li>Navigate to a writeable form where users can enter and save data</li> <li>Enter data to a data form</li> <li>Save the data you entered to the form</li> </ul>

Step	Action	Notes
1	Navigate to the Expense Input – ChartFields in Row form by going to My Task List → Operating Preparation → Operating Expense Input → Expense Input – ChartFields in Row. Forms My Task List Personnel Management Personnel Management Poperating Expense Input Personnel Management Personnel Management Port Personnel Management Personnel Management Port Personnel Management Port Pe	
2	Click on the drop-down arrows next to the Department and Fund dimensions in the point of view (POV) and select your Department and Fund. Click the "Go" arrow to save your selection.	
3	Click in a white cell and begin typing in a number to enter data at that intersection. After typing in an amount, the cell color will change from white to yellow, signifying that the data has not yet been saved.	White cells signify a writeable cell, while gray cells signify that they are read- only.
4	Right click the cell and select Edit from the menu to view additional options including Cut, Copy, Paste and Clear.	



	Module 4: Operating Expense Input
Overview	This module includes the following lessons:
	<ul> <li>Lesson 1: Expense Input – ChartFields in POV</li> <li>Lesson 2: Expense Input – ChartFields in Rows</li> </ul>



#### Module 4: Key Terms

The following key terms are used in this Module:

Term	Definition
Point-of-View	Point-of-View describes the intersection, or combination of dimension members, used to source data the data shown on a form or report. Also referred to as POV.
PSTN	The position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.
FINSTMT	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
PSTN_RPT	The position reporting cube (PSTN_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.
Data Push	Process to share data between the different database cubes: PSTN; FINSTMT; and PSTN_RPT. Also referred to as 'mapping data', data push operations occur on a scheduled basis.

Hyperion Department O	perating End User Training Guide	inf <u>e</u> rms
	Lesson 1: Expense Input – ChartFields in POV	
Lesson Overview	<ul> <li>Expense Input – ChartFields in POV presents information on two tabs:</li> <li>Operating Expense Input</li> <li>CY Forecast Personnel Input</li> </ul>	
	The forms presented in this lesson are intended to enter operating expense ChartFields in the POV. This version of the forms may be better suited for departments. Comparison scenarios exist to show the Account intersection for the department to use. Users can add new Account intersections via to Account menu item.	larger ons available
In this lesson you will learn:	<ul> <li>Navigate to the Expense Input – ChartFields in POV feature</li> <li>Enter Operating Expense values for the future year's budget</li> <li>Enter Operating Expense values for the current year's forecast</li> <li>Add a new Operating Expense Account to the Operating Expense Input</li> <li>Enter Personnel Expense values for the current year's forecast</li> <li>Add a new Personnel Expense Account to the CY Forecast Personnel In</li> </ul>	

Step	Action	Notes
1	To navigate to the Expense Input – ChartFields in POV feature: A. From the home screen, select <b>My Task List</b> , navigate to <b>Operating</b>	The forms covered in Lesson 1 may be better suited for
	Preparation > Operating Expense Input > Expense Input - ChartFields in POV B. After the Expense Input – ChartFields in POV task displays, select the	larger departments. The forms covered
	<b>Operating Expense Input</b> tab.	in Lesson 2 may be better suited for smaller departments.
2	The Operating Expense Input tab displays:	
	A. Point-of-View bar	
	B. Accounts are displayed on the rows.	
	C. Prior Year Actuals column for comparison reference.	
	D. Current Year Budget column for comparison reference.	
	<ul> <li>E. Current Year Forecast column for financial value data entry.</li> <li>A single, full annual amount is entered into the September period.</li> <li>Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</li> </ul>	
	F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.	
	G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u> .	
	H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.	
	A       FN06100100 - CREDIT & COLLEC S G5004 - CREDIT & COLLECTION I NO Grant NO Project No Activity         Operating Expense Input       CY Forecast Personnel Input         FY20       FY21       FY21       FY22       FY22         Actuals       Budget       Department       Department       Forecast       Budget       Starter       Budget       Starter       Budget       Starter       Budget       Budget       Starter       Starter	



3	Set the Point-of-View for the form by performing these steps for each of the 5 dimensions as needed: A. Click on the drop-down arrow next to the dimension in the Point-of-View	The drop-down menus for dimensions in the POV are displayed		
	bar. B. Select an appropriate member for your department's data.	in the following order: • Department • Fund		
	Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.	<ul><li>Grant</li><li>Project</li><li>Activity</li></ul>		
	For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics</i> .			
4	To enter Operating Expense values for Current Year Forecast: A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value	Ideally the values in step 'A' on this form are entered as		
	<ul><li>for one of the operating expense accounts on the form.</li><li>B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a</li></ul>	rounded to the nearest hundreds.		
	supporting comment. C. Click <b>Save</b> .			
5	<ul> <li>To enter Operating Expense values for Future Year Budget:</li> <li>A. In the Budget-&gt;Working-&gt;YearTotal column enter a dollar value for one of the operating expense accounts on the form.</li> </ul>	Ideally the values in step 'A' on this form are entered as rounded to the		
	B. In the <b>Budget-&gt;Working-&gt;Comments</b> column enter a supporting comment.	nearest hundreds.		
	C. Click Save.			

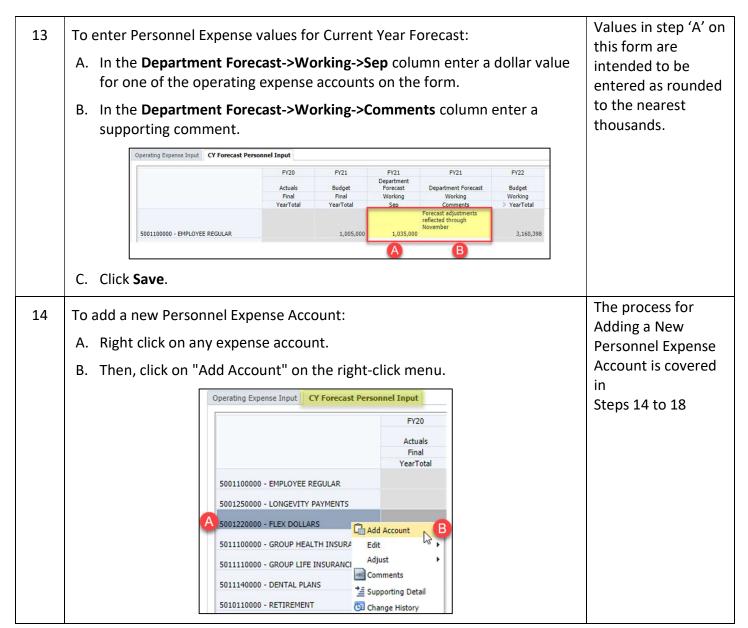


6	To add a new Operating Expense Account: A. Right click on any expense account. B. Then, click on "Add Account" on the right-click menu.	The process for Adding a New Operating Expense Account is covered in Steps 6 to 10
7	<ul> <li>The Add Operating Expense form opens.</li> <li>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</li> <li>B. Choose a new expense account to add. Also select the Fund, Grant, Project, and Activity if applicable.</li> <li>C. Click the "Go" arrow in the point of view.</li> </ul> Expense Input - Chartfields in POV > Add Operating Expense S22350000 - BOTTLED WATER & CHILLED WATER & COLLEC Page Dimension Member S22350000 - ROTTLED WATER & CHILLED WATER S22350000 - ROTTLED WATER & CHILLED WATER S22350000 - INSURANCE CONT PREM	
8	The form display updates for the selected Point-of-View. Enter a value in one or more of the available cells for the account, then click <b>Save</b> .	
9	Click on the blue breadcrumbs hyperlink "Expense Input - ChartFields in POV" above the point of view to return to the previous form. Task - Expense Input - Charfields in POV Task Instruction Expense Input - Charfields in POV > Add Operating Expense 5223510000 - CONTRACTED FOO S G5004 - CREDIT & CO FY21 Department	

#### Verify the new account is added to the form. 10 FN06100100 - CREDIT & COLLEC 💌 G5004 - CREDIT & COLLECTION I 💌 No Grant ▼ No Operating Expense Input CY Forecast Personnel Input FY20 FY21 FY21 Department Forecast Actuals Budget Final YearTotal Final YearTotal Working Sep 5111300000 - CRT ATTEND FEE NON-CNTRT RPTRS 22,400 5223100000 - SECURITY SERVICES 37,500 38,600 5223500000 - BOTTLED WATER & CHILLED WATER 1,200 5223510000 - CONTRACTED FOOD SERVICE 22,000 Select the CY Forecast Personnel Input tab. 11 Task - Expense Input - Charfields in POV Task Instructions FN06100100 - CREDIT & COLLEC V G5004 - CREDIT & COLLECTION V No Grant Operating Expense Input CY Forecast Personnel Input FY20 FY21 Actuals Budget Final Final YearTotal YearTotal 5001100000 - EMPLOYEE REGULAR 1,005,000 5001250000 - LONGEVITY PAYMENTS 12,000

<ul> <li>12 The CY Porecast Personnel input tab displays:</li> <li>A. Point-of-View bar</li> <li>B. Accounts are displayed on the rows.</li> <li>C. Prior Year Actuals column for comparison reference.</li> <li>D. Current Year Budget column for comparison reference.</li> <li>E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest thousands, <u>1,000's</u>.</li> <li>F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.</li> <li>G. Future Year Budget column for comparison reference, can be expanded to show monthly periods.</li> <li>Future Year Budget column for comparison reference, can be expanded to show monthly periods.</li> <li>Future Year Budget column for comparison reference, can be expanded to show monthly periods.</li> <li>Future Year Budget column for comparison reference, can be expanded to show monthly periods.</li> <li>Future Year Budget column for tower work were the budget activities detailed cost elements for sale benefits, and tax are managed at 'individual Positic and Employee lee</li> <li>PSTN values are calculated and summarized to t GL Accounting segment level ar pushed to FINST</li> <li>FINSTMT refers to MDCBUD's Operating Budget</li> </ul>											1
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B SO01100000 - EMPLOYEE REGULAR S001100000 - EMPLOYEE REGULAR S001250000 - LONGEVITY PAYMENTS S001220000 - FLEX DOLLARS S01120000 - GROUP HEALTH INSURANCE 230,000 S011100000 - GROUP HEALTH INSURANCE S011100000 - GROUP HEALTH INSURANCE S00000000000000000000000000				Operating Expense Input CY Forecast Pers	onnel Input						
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B       5001100000 - EMPLOYEE REGULAR       C       D05,000       E       C       Calculated and summarized to t         S001220000 - FLEX DOLLARS       19,000       59,136       S00,400       S00,400       Segment level ar         D       S011100000 - GROUP HEALTH INSURANCE       230,000       806,400       Segment level ar       pushed to FINST         FINSTMT refers t       MDCBUD's       Operating Budge       Segmenting Budge       Segment Budge					Final	Final	Working	Working	Working		DCTN values are
S001220000 - LONGEVITY PAYMENTS       12,000       21,676         S001220000 - FLEX DOLLARS       19,000       59,136         S011100000 - GROUP HEALTH INSURANCE       230,000       806,400         S011100000 - GROUP HEALTH INSURANCE       20,000       Both Payment I evel ar         FINSTMT refers t       MDCBUD's       Operating Budge				5001100000 - EMPLOYEE REGULAR	-	-	Sep	Comments			
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segment level ar pushed to FINST FINSTMT refers t MDCBUD's Operating Budge				5001220000 - FLEX DOLLARS		19,000			59,136		
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15	The Add CY Forecast Personnel Expense form opens.	
	A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.	
	B. Choose a new personnel expense account to add. Also select the Fund, Grant, Project, and Activity if applicable.	
	C. Click the "Go" arrow in the point of view.	
	Expense Input - Chartfields in POV > Add CY Forecast Personnel Expense         5001100000 - EMPLOYEE REGL         G5004 - CREDIT & COLLECTION         Page Dimension         Member         S001120000 - EMPLOYEE REGUL AR         S001120000 - PART TIME EMPLOYEE         S001130000 - VACATION RELF & SEASONAL HELKS         S001130000 - EMPLOYEE OVERTIME OT	
16	The form display updates for the selected Point-of-View.	
	Enter a value in one or more of the available cells for the account, then click <b>Save</b> .	
	Expense Input - Chartfields in POV > Add CY Forecast Personnel Expense	
	5001120000 - PART TIME EMPLO S5004 - CREDIT & COLLECTION	
	FY21 Department	
	Forecast Working	
	Sep	
	FN06100100 - CREDIT & COLLECTIONS 10,000	
17	Click on the blue breadcrumbs hyperlink "Expense Input - ChartFields in POV"	
	above the point of view to return to the previous form.	
	Task - Expense Input - Charfields in POV Task Instructions	
	Expense Input - Chartfields in POV > Add CY Forecast Personnel Expense	
	5001120000 - PART TIME EMPLO V G5004 - CREDIT & COLLECTION (	
	Department	
18	Verify the new account is added to the form.	
	FN06100100 - CREDIT & COLLEC 🔽 G5004 - CREDIT & COLLECTION I 🔽 No Grant 🔍 Operating Expense Input CY Forecast Personnel Input	
	FY20 FY21 FY21	
	Actuals Budget Forecast Final Final Working	
	YearTotal         YearTotal         Sep           5001100000 - EMPLOYEE REGULAR         1,005,000         1,035,000	
	5001120000 - PART TIME EMPLOYEE 10,000	
	5001250000 - LONCEUTY PAYMENTS 12 000	

	Lesson 2: Expense Input – ChartFields in Rows
Lesson Overview	<ul> <li>Expense Input – ChartFields in Rows presents information on two tabs:</li> <li>Operating Expense Input</li> <li>CY Forecast Personnel Input</li> </ul>
	The forms presented in this lesson are intended to enter operating expenses with the ChartFields in the Row. This form has the same column layout and structure as the <i>Expense Input - ChartFields in POV</i> form, however instead of having all the ChartFields in the point of view, the form brings Grant, Project, and Activity down into the rows. This version of the expense input form may work better for smaller departments. Comparison scenarios exist to show the Account intersections available for the department to use. Users can add new Account segments via the <i>Add Account</i> menu item.
In this lesson you will learn:	<ul> <li>Navigate to the Expense Input – ChartFields in Row feature</li> <li>Enter Operating Expense values for the future year's budget</li> <li>Enter Operating Expense values for the current year's forecast</li> <li>Add a new Operating Expense Account to the Operating Expense Input form</li> <li>Enter Personnel Expense values for the current year's forecast</li> <li>Add a new Personnel Expense Account to the CY Forecast Personnel Input form</li> </ul>

Step	Action	Notes
1	<ul> <li>To navigate to the Expense Input – ChartFields in POV feature:</li> <li>A. From the home screen, select My Task List, navigate to Operating Preparation &gt; Operating Expense Input &gt; Expense Input - ChartFields in Row</li> <li>B. After the Expense Input – ChartFields in Row task displays, select the Operating Expense Input tab.</li> </ul>	The forms covered in Lesson 1 may be better suited for larger departments. The forms covered in Lesson 2 may be better suited for smaller departments.
2	The Operating Expense Input tab displays:	
	A. Point-of-View bar with 2 dimensions	
	B. 4 GL Accounting Segments on the Rows, in the following order: Grants, Project, Activity, and Account	
	C. Prior Year Actuals column for comparison reference.	
	D. Current Year Budget column for comparison reference.	
	<ul> <li>E. Current Year Forecast column for financial value data entry.</li> <li>A single, full annual amount is entered into the September period.</li> <li>Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</li> </ul>	
	F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.	
	G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u> .	
	H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.	
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3	<ul> <li>Set the Point-of-View for the form by performing these steps for each of the 2 dimensions as needed:</li> <li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li> <li>B. Select an appropriate member for your department's data.</li> <li>Once all the Point-of-View selections have been made, click the Go button at the right side of the POV bar.</li> <li>For more information about using the member selectors and setting the</li> </ul>	The drop-down menus for dimensions in the POV are displayed in the following order: • Department • Fund
	Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics</i> .	
4	<ul> <li>To enter Operating Expense values for Current Year Forecast:</li> <li>A. In the Department Forecast-&gt;Working-&gt;Sep column enter a dollar value for one of the operating expense accounts on the form.</li> <li>B. In the Department Forecast-&gt;Working-&gt;Comments column enter a supporting comment.</li> <li>C. Click Save.</li> </ul>	Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.
5	<ul> <li>To enter Operating Expense values for Future Year Budget:</li> <li>A. In the Budget-&gt;Working-&gt;YearTotal column enter a dollar value for one of the operating expense accounts on the form.</li> <li>B. In the Budget-&gt;Working-&gt;Comments column enter a supporting comment.</li> <li>C. Click Save.</li> </ul>	Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.
6	To add a new Operating Expense Account: A. Right click on any expense account. B. Then, click on "Add Account" on the right-click menu.	The process for Adding a New Operating Expense Account is covered in Steps 6 to 10



7	The Add Operating Expense form opens.					
	A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.					
	<ul> <li>B. Choose a new expense account to add. Also select the Fund, Grant,</li> <li>Project, and Activity if applicable.</li> </ul>					
	C. Click the "Go" arrow in the point of view.					
	Expense Input - Chartfields in Row > Add Operating Expense A S223500000 - BOTTLED WATER I GS004 - CREDIT & COLLEC Page Dimension Member B S223500000 - BOTTLED WATER & CHILLED WATER S223510000 - BOTTLED WATER & CHILLED WATER S223510000 - AIDS INSURANCE CONT PAGM S22350000 - AIDS INSURANCE CONT PAGM S223550000 - INSURANCE DEDUCTIBLES S223550000 - PRESCRIPTION CO PAYMENT					
8	The form display updates for the selected Point-of-View.					
	Enter a value in one or more of the available cells for the account, then click <b>Save</b> .					
	Expense Input - Chartfields in Row > Add Operating Expense					
	5223510000 - CONTRACTED FOO     ▼     G5004 - CREDIT & COLLECTION (       FY21     Department					
	Forecast Working Sep					
	FN06100100 - CREDIT & COLLECTIONS 22,000					
9	Click on the blue breadcrumbs hyperlink "Expense Input - ChartFields in POV" above the point of view to return to the previous form.					
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	Task - Expense Input - Chartfields in Row Task Instru					
	Expense Input - Chartfields in Row > Add Operating Expense 5223510000 - CONTRACTED FOO 🔽 G5004 - CREDIT &					
	FY21 Department					
10	Verify the new account is added to the form.					
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	FY20 FY21 FY21 Department					
	Actuals Budget Forecast Final Final Working YearTotal YearTotal Sep					
	No Grant No Project No. Activity 5111300000 - CRT ATTEND FEE NON-CNTRT RPTRS 22,400					
	5223100000 - SECURITY SERVICES 37,500 38,600 5223500000 - BOTTLED WATER & CHILLED WATER 1,200					
	S223510000 - CONTRACTED FOOD SERVICE 22,000					

	Select the CV Ferencet Demonstral Input tob	
11	Select the <b>CY Forecast Personnel Input</b> tab. Task - Expense Input - Chartfields in Row Task Instructions	
	FN06100100 - OREDIT & COLLEC ▼ GS004 - CREDIT & COLLECTION   ▼ ◆         Operating Expense Input         CY Forecast Personnel Input	
	FY20 FV21 Actuals Budget	
	Final Final YearTotal YearTotal	
	No Grant No Project No Activity 5001100000 - EMPLOYEE REGULAR 1,005,000 5001250000 - LONGEVITY PAYMENTS 12,000	
		The values shown
12	The CY Forecast Personnel Input tab displays:	under the Budget
	A. Point-of-View bar	column (G) are
	B. 4 GL Accounting Segments on the Rows, in the	generated from the
	following order: Grants, Project, Activity, and Account	PSTN portion of the
	C. Prior Year Actuals column for comparison reference.	MDCBUD
	D. Current Year Budget column for comparison reference.	application.
		PSTN refers to
	<ul> <li>E. Current Year Forecast column for financial value data entry.</li> <li>A single, full annual amount is entered into the September period.</li> </ul>	MDCBUD's Position
	Ideally the value should be entered as a rounded value to the nearest	Management
	thousands, <u>1000's</u> .	features where
	F. Current Year Forecast column for text comment data entry to support the	budget activities on detailed cost
	financial value entry in the previous column.	elements for salary,
	G. Future Year Budget column for comparison reference, can be expanded	benefits, and taxes
	to show monthly periods.	are managed at the
		individual Position
	Operating Expense Input CY Forecast Personnel Input	and Employee level.
	FY20         FY21         FY21         FY21         FY21         FY22           Atuals         Budget         Department         Department         Budget         Budget         Forecast         Budget         Budget         Forecast         Forecast         Forecast         Forecast         Budget         Forecast         Forecast <t< td=""><td></td></t<>	
	No Grant No Project No Activity S001100000 - EMPLOYEE REGULAR O D005,000 C G G G 60,338	PSTN values are calculated and
	5001250000 - LONGEVITY PAYMENTS         12,000         21,676           5001220000 - FLEX DOLLARS         19,000         59,136	summarized to the
	5001220000 - FLEX DOLLARS         19,000         59,136           5011100000 - GROUP HEALTH INSURANCE         230,000         806,400	GL Accounting
		segment level and
		pushed to FINSTMT.
		FINSTMT refers to
		MDCBUD's Operating Budget
		and Forecasting
		features where data
		is presented by GL
		Accounting
		segments.



13	To optor Dersonnal Evidence values for Current Vear Forecast	Values in step 'A' on
12	<ul> <li>To enter Personnel Expense values for Current Year Forecast:</li> <li>A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value for one of the operating expense accounts on the form.</li> </ul>	this form are intended to be entered as rounded
	B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a supporting comment.	to the nearest thousands.
	Operating Expense Input         PY20       FY21       EY21       FY21	
14	To add a new Personnel Expense Account: A. Right click on any expense account. B. Then, click on "Add Account" on the right-click menu.	The process for Adding a New Personnel Expense Account is covered
	Operating Expense Input  Operating Expense Input  FY20  Actuals Final YearTotal  S001100000 - EMPLOYEE REGULAR  S001220000 - FLEX DOLLARS  S01120000 - GROUP HEALTH INSURA  S011110000 - GROUP LIFE INSURANCI S011110000 - GROUP LIFE INSURANCI S011110000 - DENTAL PLANS  S011140000 - DENTAL PLANS  S010110000 - RETIREMENT  Comments  S010110000 - RETIREMENT  Comments  S010110000 - RETIREMENT  Comments  S010110000 - RETIREMENT  CY Forecast Personnel Input  FY20  Actuals Final YearTotal  Fy20  Actuals Final YearTotal  Comments  S01110000 - GROUP LIFE INSURANCI Comments  S01110000 - DENTAL PLANS  Comments  S010110000 - RETIREMENT  COMMENT  COMMENT	in Steps 14 to 18
15	<ul><li>The Add CY Forecast Personnel Expense form opens.</li><li>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</li></ul>	
	<ul> <li>B. Choose a new personnel expense account to add. Also select the Fund, Grant, Project, and Activity if applicable.</li> </ul>	
	C. Click the "Go" arrow in the point of view.	
	Expense Input - Chartfields in Row > Add CY Forecast Personnel Expense         5001100000 - EMPLOYEE REGL          G5004 - CREDIT & COLLECTION         Page Dimension         Member         S001100000 - EMPLOYEE REGLI AR         5001120000 - PART TIME EMPLOYEE         S001130000 - VACATION RELF & SEASONAL HELKS         S001600000 - EMPLOYEE OVERTIME OT	

		_						
16	The form display updates for the selected Poir	nt-of-View.						
	Enter a value in one or more of the available cells for the account, then click							
	Save.							
	Expense Input - Chartfields in Row > Add							
	5001120000 - PART TIME EMPI	5004 - CREDI	F & COLLE					
		FY21						
		Departme						
		Forecast						
		Working Sep						
		Sep						
	FN06100100 - CREDIT & COLLECTIONS	1	0,000					
				J				
17	Click on the blue breadcrumbs hyperlink "Expe	ense Input	- ChartF	ields in l	POV"			
	above the point of view to return to the previo	ous form.						
	Task - Expense Input - Chartfields in Row Task Instri							
	Expense Input - Chartfields in Row > Add CY Forecast Perso							
	5001120000 - PART TIME EMPLO	G5004 - CREDIT	8.					
		FY21	2-7.J2					
		Departme	nt					
18	Verify the new account is added to the form.							
	FN06100100 - CREDIT & COLLEC 🔽 G5004 - CREDIT & COLLECTION I 🗶 🌩							
	Operating Expense Input CY Forecast Personnel Input							
		FY20	FY21	FY21				
		Actuals	Budget	Department Forecast				
		Final YearTotal	Final YearTotal	Working Sep				
	No Grant No Project No Activity	rearrotal						
	5001100000 - EMPLOYEE REGULAR		1,005,000	1,035,000				
	5001120000 - PART TIME EMPLOYEE			10,000				



	Module 4: Course Summary	
Objectives Achieved		
	<ul> <li>Expense Input – ChartFields in POV</li> <li>Expense Input – ChartFields in Row</li> <li>Use these forms contained within either of these features to: <ul> <li>Enter Operating Expense values for the future year's budget</li> <li>Enter Operating Expense values for the current year's forecast</li> <li>Add a new Operating Expense values for the current year's forecast</li> <li>Enter Personnel Expense values for the current year's forecast</li> <li>Add a new Personnel Expense Account to the CY Forecast Personnel Input form</li> </ul> </li> </ul>	



	Module 5: Revenue Input
Overview	This module includes the following lessons:
	<ul> <li>Lesson 1: Revenue Input – ChartFields in POV</li> </ul>

• Lesson 2: Revenue Input – ChartFields in Rows



### Module 5: Key Terms

The following key terms are used in this Module:

Term	Definition
Point-of-View	Point-of-View describes the intersection, or combination of dimension members, used to source data the data shown on a form or report. Also referred to as POV.
PSTNThe position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.	
FINSTMT	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
PSTN_RPT	The position reporting cube (PSTN_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.
Data PushProcess to share data between the different database cubes: PSTN; FIData PushPSTN_RPT. Also referred to as 'mapping data', data push operations of scheduled basis.	
Revenue Description (Dimension)	A new dimension that adds an additional level of detail to the GL revenue accounts. This dimension is specifically used for revenue values only. Expense values are always keyed to the ' <i>No_Revenue_Description</i> ' member in this dimension. <i>Revenue Description</i> member values are managed in Hyperion and integrated with the RFRO system. The values are not integrated with PeopleSoft.

### Lesson 1: Revenue Input – ChartFields in POV

LessonThe forms presented in this lesson are intended to enter revenues with the ChartFieldOverviewin the POV. This version of the forms may be better suited for larger departments.<br/>Comparison scenarios exist to show the Account intersections available for the<br/>department to use. Users can add new Account segments via the Add Account menu<br/>item.

In this lesson you will learn:

- Navigate to the Revenue Input ChartFields in POV feature
- Enter Revenue values for the future year's budget
- Enter Revenue values for the current year's forecast
- Add a new Revenue Account to the Revenue Input form
- Learn key aspects about the new *Revenue Description* dimension

Step	Action	Notes
1	To navigate to the Revenue Input – ChartFields in POV feature: A. From the home screen, select <b>My Task List</b> , navigate to <b>Operating</b> <b>Preparation &gt; Revenue Input &gt; Revenue Input - ChartFields in POV</b>	The forms covered in Lesson 1 may be better suited for larger departments.
		The forms covered in Lesson 2 may be better suited for smaller departments.
2	<ul> <li>Revenue Input - ChartFields in the POV displays:</li> <li>A. Point-of-View bar</li> <li>B. <u>Revenue Description</u> and Accounts are displayed on the rows.</li> <li>C. Prior Year Actuals column for comparison reference.</li> <li>D. Current Year Budget column for comparison reference.</li> <li>E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</li> <li>F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.</li> <li>G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u>.</li> <li>H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.</li> </ul>	The Revenue Description dimension is specifically used for revenue values only. Expense values are always keyed to the 'No_Revenue_Descri ption' member in this dimension. Revenue Description member values are managed in Hyperion and integrated with the RFRO system. The values are not integrated with PeopleSoft.
	Bit     Actual Rapping     Budget     Forecast     Forecast     Budget     Budget       Working     Working     Working     Working     Working     Working     Working       VexTotal     YearTotal     YearTotal     Sep     Comments     YearTotal     Comments       CW - General Fund Countywide     449100001 - INTERNAL SRV FUND FEES & CHGG     1     D     E     F     G     H       PROP_BOND - Code Compliance Fees     454000001 - VIOLATIONS OF LOCAL ORDINANCES     1.881,000     F     G     H       PROP_BOND - Credit and Collections     449100001 - INTERNAL SRV FUND FEES & CHGG     6,781,000     F     G     H       REVENUE DESCRIPTION REQUIRED <sup>1</sup> 499900001 - OTHER NON REV-BUDGET CARRYOVER     \$36,000     F     F     G	



3	<ul> <li>Set the Point-of-View for the form by performing these steps for each of the 5 dimensions as needed:</li> <li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li> <li>B. Select an appropriate member for your department's data.</li> <li>Once all the Point-of-View selections have been made, click the Go button at the right side of the POV bar.</li> <li>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics.</i></li> </ul>	The drop-down menus for dimensions in the POV are displayed in the following order: • Department • Fund • Grant • Project • Activity
4	<ul> <li>To enter Revenue values for Current Year Forecast:</li> <li>A. In the Department Forecast-&gt;Working-&gt;Sep column enter a dollar value for one of the revenue accounts on the form.</li> <li>B. In the Department Forecast-&gt;Working-&gt;Comments column enter a supporting comment.</li> <li>C. Click Save.</li> </ul>	Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.
5	<ul> <li>To enter Revenue values for Future Year Budget:</li> <li>A. In the Budget-&gt;Working-&gt;YearTotal column enter a dollar value for one of the revenue accounts on the form.</li> <li>B. In the Budget-&gt;Working-&gt;Comments column enter a supporting comment.</li> <li>C. Click Save.</li> </ul>	Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.
6	To add a new Revenue Account: A. Right click on any revenue account. B. Then, click on "Add Revenue Account" on the right-click menu.	The process for Adding a New Revenue Account is covered in Steps 6 to 10



7	The Add Revenue form opens.
	A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.
	B. Choose a new expense account to add.
	Repeat steps A and B as needed for the remaining dimensions: <i>Revenue Description</i> , Fund, Grant, Project, and Activity if applicable.
	C. Click the "Go" arrow in the point of view.
	Revenue Input - Chartfields in POV > Add Revenue         4491000001 - INTERNAL SRV FUI         PROP_BOND - Fees for Services         Page Dimension         Member         Member         PROP_BOND - Fees for Services         PROP_BOND - Fees for Services         PROP_BOND - Fies and Forfeitures         PROP_BOND - Fies and Forfeitures         PROP_BOND - Fies and Forfeitures         PROP_BOND - Fies and Forfeitures
8	The form display updates for the selected Point-of-View.
	Enter a value in one or more of the available cells for the account, then click <b>Save</b> .
9	Click on the blue breadcrumbs hyperlink "Revenue Input - ChartFields in POV" above the point of view to return to the previous form. Revenue Input - Chartfields in POV > Add Revenue 4491000001 - INTERNAL SRV FUI  G5004 - CREDI PROP_BOND - Fees for Services  FY21 Department
10	Verify the new revenue account and revenue description combination are added to the form.
	FN06100100 - CREDIT & COLLEC V     GS004 - CREDIT & COLLECTION I     No Grant     No Project     V       FY20     FY21     FY21     Epartment       Actuals Mapping     Budget     Forecast       Working     Final     Working       YearTotal     YearTotal     Sep
	CW - General Fund Countywide     4491000001 - INTERNAL SRV FUND FEES & CHRG     1       PROP_BOND - Code Compliance Fees     4540000001 - VIOLATIONS OF LOCAL ORDINANCES     1,881,000       PROP_BOND - Credit and Collections     4491000001 - INTERNAL SRV FUND FEES & CHRG     6,781,000
	PROP_BOND - Fees for Services 4491000001 - INTERNAL SRV FUND FEES & CHRG 6,783,000 ID(000) - INTERNAL SRV FUND FEES & CHRG 10,000

11	About the new <i>Revenue Description</i> dimension in MDCBUD:
	<ul> <li>Revenue Description dimension provides additional level of detail for GL Revenue Accounts.</li> </ul>
	<ul> <li>The member names for this dimension are categorized into items such as: County Wide; UMSA; Property Bond; State Grant; Federal Grant; Interfund Transfer; and Intradepartmental Transfer.</li> </ul>
	<ul> <li>The member names for this dimension do not exist in PeopleSoft FMS 9.2, they are maintained in MDCBUD. Data shared from MDCBUD to RFRO will include the Revenue Description members.</li> </ul>
	<ul> <li>Financial values imported from PeopleSoft are set to the No_Revenue_Description member of this dimension.</li> </ul>
	<ul> <li>Please refer to the Actuals Mapping module for more information regarding the process to distribute Revenue actuals to their appropriate Revenue Description members.</li> </ul>

### Lesson 2: Revenue Input – ChartFields in Row

- Lesson The forms presented in this lesson are intended to enter revenues with the ChartField Overview in the Row. This version of the forms may be better suited for smaller departments. Comparison scenarios exist to show the Account intersections available for the department to use. Users can add new Account segments via the Add Account menu item.
- In this lesson you will learn:
- Navigate to the Revenue Input ChartFields in Row feature
- Enter Revenue values for the future year's budget
- Enter Revenue values for the current year's forecast
- Add a new Revenue Account to the Revenue Input form
- Learn key aspects about the new *Revenue Description* dimension

Ste p	Action	Notes
1	To navigate to the Revenue Input – ChartFields in Row feature: A. From the home screen, select <b>My Task List</b> , navigate to <b>Operating</b>	The forms covered in Lesson 1 may be better suited for larger
	Preparation > Revenue Input > Revenue Input - ChartFields in Row	departments.
		The forms covered in Lesson 2 may be better suited for smaller departments.
2	Revenue Input - ChartFields in the Row displays:	The <i>Revenue Description</i> dimension is specifically
	<ul> <li>A. Point-of-View bar</li> <li>B. GL Accounting Segments plus the <u>Revenue Description</u> are on the Rows, in the following order: Grants, Project, Activity, <u>Revenue</u> <u>Description</u>, and Accounts are displayed on the rows.</li> </ul>	used for revenue values only. Expense values are always keyed to the 'No_Revenue_Description
	C. Prior Year Actuals column for comparison reference.	' member in this dimension.
	<ul> <li>D. Current Year Budget column for comparison reference.</li> <li>E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</li> </ul>	<i>Revenue Description</i> member values are managed in Hyperion and integrated with the RFRO system. The values are
	F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.	not integrated with PeopleSoft.
	G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u> .	
	H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.	
	A mesione occur a concernance of a sour-occur a concernance of a source o	



3	<ul> <li>Set the Point-of-View for the form by performing these steps for each of the 5 dimensions as needed:</li> <li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li> <li>B. Select an appropriate member for your department's data.</li> <li>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</li> </ul>	The drop-down menus for dimensions in the POV are displayed in the following order: • Department • Fund
	For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics</i> .	
4	<ul> <li>To enter Revenue values for Current Year Forecast:</li> <li>A. In the Department Forecast-&gt;Working-&gt;Sep column enter a dollar value for one of the revenue accounts on the form.</li> <li>B. In the Department Forecast-&gt;Working-&gt;Comments column enter a supporting comment.</li> <li>C. Click Save.</li> </ul>	Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.
5	<ul> <li>To enter Revenue values for Future Year Budget:</li> <li>A. In the Budget-&gt;Working-&gt;YearTotal column enter a dollar value for one of the revenue accounts on the form.</li> <li>B. In the Budget-&gt;Working-&gt;Comments column enter a supporting comment.</li> <li>C. Click Save.</li> </ul>	Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.
6	To add a new Revenue Account: A. Right click on any revenue account. B. Then, click on "Add Account" on the right-click menu. $ (W - General Fund Countywide 4491000001 - INTERNAL SRV FUND FEES & CHRG PROP_BOND - Code Compliance Fees 454000001 - VIOLATIONS OF LOCAL ORDINANCES PROP_BOND - Credit and Collections 4491000001 - INTE Add Revenue Account B REVENUE DESCRIPTION REQUIRED 4899000001 - OTH Edit Adjust Comments Comments Comments$	The process for Adding a New Revenue Account is covered in Steps 6 to 10

7	The Add Revenue form opens.
	A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.
	B. Choose a new revenue account to add.
	Repeat steps A and B as needed for the remaining dimensions: <i>Revenue Description</i> , Fund, Grant, Project, and Activity if applicable.
	C. Click the "Go" arrow in the point of view.
	Revenue Input - Chartfields in POV > Add Revenue         4491000001 - INTERNAL SRV FUI         PROP_BOND - Fees for Service:         Page Dimension         Member         Member         PROP_BOND - Fees for Services         PROP_BOND - Fees for Services         PROP_BOND - Fees for Services         PROP_BOND - Fines and Forfeitures         PROP_BOND - Fines and Forfeitures         PROP_BOND - Fines and Forfeitures
8	The form display updates for the selected Point-of-View.
	Enter a value in one or more of the available cells for the account, then click <b>Save</b> .
9	Click on the blue breadcrumbs hyperlink "Revenue Input - ChartFields in Row" above the point of view to return to the previous form.
	Revenue Input - Chartfields in POV >       Add Revenue         4491000001 - INTERNAL SRV FUI       G5004 - CREDT         PROP_BOND - Fees for Service:       Image: Comparison of the service of the
10	Verify the new account is added to the form.
	FN06100100 - CREDIT & COLLECTON I     No Grant
	FY20     FY21       Actuals Mapping     Budget       Vorking     Final       YearTotal     YearTotal
	CW - General Fund Countywide 4491000001 - INTERNAL SRV FUND FEES & CHRG 1
	PROP_BOND - Code Compliance Fees         4540000001 - VIOLATIONS OF LOCAL ORDINANCES         1,881,000         1,881,000           PROP_BOND - Credit and Collections         4491000001 - INTERNAL SRV FUND FEES & CHRG         6,781,000         1,881,000
	PROP_BOND - Fees for Services 4491000001 - INTERNAL SRV FUND FEES & CHRG 10,000

11	About the new <i>Revenue Description</i> dimension in MDCBUD:	
	Revenue Description dimension provides additional level of detail for GL Revenue Accounts.	
	• The member names for this dimension are categorized into items such as: County Wide; UMSA; Property Bond; State Grant; Federal Grant; Interfund Transfer; and Intradepartmental Transfer.	
	<ul> <li>The member names for this dimension do not exist in PeopleSoft FMS 9.2, they are maintained in MDCBUD. Data shared from MDCBUD to RFRO will include the Revenue Description members.</li> </ul>	
	<ul> <li>Financial values imported from PeopleSoft are set to the No_Revenue_Description member of this dimension.</li> </ul>	
	Please refer to the Actuals Mapping module for more information regarding the process to distribute Revenue actuals to their appropriate Revenue Description members.	



	Module 5: Course Summary		
Objectives Achieved	<ul> <li>Congratulations! You have completed the <u>Revenue Input</u> course. You should now be able to:</li> <li>Navigate to the Revenue Input features <ul> <li>Expense Input – ChartFields in POV</li> <li>Expense Input – ChartFields in Row</li> </ul> </li> <li>Use the forms contained within either of these features to: <ul> <li>Enter Revenue values for the future year's budget</li> <li>Enter Revenue values for the current year's forecast</li> </ul> </li> </ul>		
	<ul> <li>Add a new Revenue Account to the Operating Expense Input form</li> <li>Understand key aspects about the new <i>Revenue Description</i> dimension</li> </ul>		

Module 6: Budget Reviews / Budget Checks			
Overview	This module includes the following lessons:		
	<ul> <li>Lesson 1: Budget Review – Account Detail</li> <li>Lesson 2: Budget Review – Fund Detail</li> <li>Lesson 3: Budget Review – Grant Detail</li> <li>Lesson 4: Budget Review – Project Activity Detail</li> </ul>		

- Lesson 5: Rounded Revenue Expense Balance Check
- Lesson 6: FTE Check



### Module 6: Key Terms

The following key terms are used in this Module:

Term	Definition
Period: YearTotal	Unrounded, sum of the months.
Period: YearTotal- Working	Unrounded, sum of months, plus one-time dollars in approved requests.
Period: YearTotal- Rounded	YearTotal-Working, rounded.



Lesson 1: Budget Review – Account Detail			
Lesson Overview	The <u>Budget Review – Account Detail</u> feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by revenue and expenditure categories.		
In this lesson you will learn:	<ul> <li>Navigate to the <u>Budget Review – Account Detail</u> feature</li> <li>Set the Point-of-View</li> <li>Learn key aspects about the form layout and the information it provides</li> </ul>		



Step		Actio	า				No	otes			
1	To navigate to the Budget	Review – Accou	nt Detail fe	eature:							
T											
	A. From the home screer	n. select <b>Mv Tas</b>	<b>k List</b> . navig	gate to	Operat	ing					
	Preparation > Budget	· -	, (	5	•	U					
	Budget Review – Acco	bunt Detail									
2	Budget Review – Account	Detail form layo	ut:								
	A. Point-of-View bar: the	POV can be up	dated for D	epartm	nent an	d Fund.					
	B. Accounts are displayed	•					۵				
	high-level summary ca	ategories from t	ne Account	ability	Oruman	ice					
	hierarchy.										
	C. Prior Year Actuals colu	umn for compar	ison referer	nce.							
	D. Current Year Budget c	olumn for comp	arison refe	erence.							
	•	•			<b>`</b>						
			•								
	F. Future Year Base Budget column for comparison reference.										
		-	•	reierei	nce.						
	G. Future Year Total New	-	•	reierei	nce.						
		/ Requests Budg	et column			l new					
	G. Future Year Total New H. Future Year Total Req	/ Requests Budg	et column			l new					
	<ul><li>G. Future Year Total New</li><li>H. Future Year Total Requests)</li></ul>	v Requests Budg uests Budget co	et column			l new					
	G. Future Year Total New H. Future Year Total Requ requests)	v Requests Budg uests Budget co	et column lumn (base								
	<ul><li>G. Future Year Total New</li><li>H. Future Year Total Requests)</li></ul>	v Requests Budg uests Budget co	et column			l new					
	G. Future Year Total New H. Future Year Total Requests)	v Requests Budg uests Budget co	et column lumn (base								
	G. Future Year Total New H. Future Year Total Requests)	✓       Requests Budg         ✓       Requests Budget co         structions       EDIT & COLLECTION ▼ ●         FY20       FY21         Actuals Mapping       Budget	et column lumn (base	FY22 Budget	t + tota FY22 Budget	FY22 Budget					
	G. Future Year Total New H. Future Year Total Requests)	V Requests Budg uests Budget co structions EDIT & COLLECTION V V FY20 FY21 Actuals Mapping Budget Working Final	et column lumn (base	FY22 Budget Working	t + tota FY22 Budget Working Total New	FY22 Budget Working					
	G. Future Year Total New H. Future Year Total Requests)	✓       Requests Budg         ✓       Requests Budget co         structions       EDIT & COLLECTION ▼ ●         FY20       FY21         Actuals Mapping       Budget	et column lumn (base	FY22 Budget Working Base	t + tota FY22 Budget Working Total New Requests	FY22 Budget					
	G. Future Year Total New H. Future Year Total Requests)	V Requests Budg uests Budget co structions EDIT & COLLECTION V P21 Actuals Mapping Budget Working Final Base Base	et column lumn (base	FY22 Budget Working Base	t + tota FY22 Budget Working Total New Requests	FY22 Budget Working Total Requests					
	G. Future Year Total New H. Future Year Total Requests)	A Requests Budget co structions EDIT & COLLECTION  FY20 FY21 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal YearTotal C D_5,000	et column lumn (base	FY22 Budget Budget Working Base Total-Working Ye	t + tota FY22 Budget Working Total New Requests	P/22 FY22 Budget Working Total Requests YearTotal-Working					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task International Generation of the State of the Stat	A Requests Budg uests Budget co atructions EDIT & COLLECTION ▼ FY20 FY21 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal C D_5,000 70,000	et column lumn (base	FY22 Budget Working Base	t + tota FY22 Budget Working Total New Requests	FY22 Budget Working Total Requests					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task in Grants: Al Grants Phos 100 100 - CREDIT & COLLE Score 4 Charges For Services Fines and Forfetts Other Sources Of Revenues County Revenue Account Kickouts - FY21 Budget	A Requests Budget uests Budget co structions EDIT & COLLECTION ▼ ↑ FY20 FY21 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal C Dp5,000 70,000 2,492,000	et column lumn (base	FY22 Budget Working Base Total-Working Ye 70,000	t + tota FY22 Budget Working Total New Requests	Pr22 Budget Working Total Requests YearTotal Working Pr0000 70,000					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task - Budget Review - Account Detail Task - Budget Review - Account Detail Task - Budget Review - Account Detail Charges For Services Fines and Forfeits Other Sources Of Revenues County Revenue Account Kickouts - FY21 Budget ✓ Total Revenues	A Requests Budget uests Budget co structions EDIT & COLLECTION V V FY20 FY21 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal VearTotal YearTotal 0,000 2,492,000 9,451,000	et column lumn (base	FY22 Budget Working Base Total-Working 70,000 70,000	t + tota FY22 Budget Working Total New Requests	Przz Frzz Budget Working Total Requests YearTotal Working 70,000 70,000					
	G. Future Year Total New H. Future Year Total Requ requests) Task - Budget Review - Account Detail Task International Control (Charges For Services) FN06100100 - CREDIT & COLLE( Store G5004 - CR Charges For Services Fines and Forfelts Other Sources Of Revenues County Revenue Account Kickouts - FY21 Budget Total Revenues Salaries	v Requests Budge uests Budget co structions EDIT & COLLECTION ♥ ♥ Y20 FY21 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal VearTotal YearTotal 0,000 2,492,000 9,451,000 4,554,000	et column lumn (base	FY22 Budget Working Base Total-Working 70,000 70,000 3,330,183	t + tota FY22 Budget Working Total New Requests	Pr22 FY22 Budget Working Total Requests YearTotal Working 70,000 70,000 3,330,183					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task - Budget Review - Account Detail Task - Budget Review - Account Detail Task - Budget Review - Account Detail Charges For Services Fines and Forfeits Other Sources Of Revenues County Revenue Account Kickouts - FY21 Budget ✓ Total Revenues	Actuals Mapping Budget Working Final Base Base YearTotal YearTotal YearTotal 70,000 2,492,000 9,451,000 4,554,000 1,873,000	et column lumn (base	E budge FY22 E Budget Morking Base Total-Working Ye F 70,000 3,330,183 1,484,870	t + tota FY22 Budget Working Total New Requests	FY22           Budget           Working           Total Requests           YearTotal-Working           70,000           70,000           3,330,183           1,484,870					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task - Budget Review - Account Detail Task - Budget Review - Account Detail Review - Account Detail Task - Budget Review - Account Detail Charges For Services Fines and Forfelts Other Sources Of Revenues County Revenue Account Kickouts - FY21 Budget Total Revenues Balaries Fringes	Actuals Mapping Budget Working Final Base Base YearTotal YearTotal YearTotal 70,000 2,492,000 9,451,000 4,554,000 1,873,000 6,427,000	et column lumn (base	FY22 Budget Working Base Total-Working 70,000 70,000 3,330,183	t + tota FY22 Budget Working Total New Requests	Pr22 FY22 Budget Working Total Requests YearTotal Working 70,000 70,000 3,330,183					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task Ins Requests) Task - Budget Review - Account Detail Task Ins Reveals - Budget Review - Account Detail Task Ins Reveals - Budget Review - Account Detail Task Ins Reveals - Budget Review - Account Detail Task Ins Charges For Services Fines and Forfelts Other Sources Of Revenues County Revenues County Revenues County Revenues Salaries Fringes Personnel Costs	Actuals Mapping Budget Working Final Base Base YearTotal YearTotal YearTotal 70,000 2,492,000 9,451,000 4,554,000 1,873,000	et column lumn (base	E budge FY22 E Budget Morking Base Total-Working Ye F 70,000 3,330,183 1,484,870	t + tota FY22 Budget Working Total New Requests	FY22           Budget           Working           Total Requests           YearTotal-Working           70,000           70,000           3,330,183           1,484,870					
	G. Future Year Total New H. Future Year Total Requ requests) Task - Budget Review - Account Detail Task Int Grants: Al Grants FN06100100 - CREDIT & COLLEY GS004 - CR Fines and Forfelts Other Sources Of Revenues County Revenue Account Kickouts - FY21 Budget Total Revenues Salaries Fringes Personnel Costs Court Costs	A Requests Budget uests Budget co structions EDIT & COLLECTION ▼ FY20 FY21 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal C D 5,000 2,492,000 9,451,000 1,873,000 6,427,000 82,500	et column lumn (base	E budge FY22 E Budget Morking Base Total-Working Ye F 70,000 3,330,183 1,484,870	t + tota FY22 Budget Working Total New Requests	FY22           Budget           Working           Total Requests           YearTotal-Working           70,000           70,000           3,330,183           1,484,870					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task Int Grants: Al Grants Pro6100100 - CREDIT & COLLE G G5004 - CR Charges For Services Fines and Forfelts Other Sources Of Revenues County Revenues County Revenues B Salaries Fringes Pringes Pringes Pringes Pringes Personnel Costs Contractual Services	A Requests Budget uests Budget co structions EDIT & COLLECTION ♥ ♥ 1 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal ♥ ₽ 1000 2,492,000 9,451,000 1,873,000 6,427,000 82,500 343,500	et column lumn (base	E budge FY22 E Budget Morking Base Total-Working Ye F 70,000 3,330,183 1,484,870	t + tota FY22 Budget Working Total New Requests	FY22           Budget           Working           Total Requests           YearTotal-Working           70,000           70,000           3,330,183           1,484,870					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task Inc Grants: Al Grants Pro6:100:00 - CREDIT & COLLE G G5004 - CR Pro6:100:00 - CREDIT & COLLE G G5004 - CR Prose For Services Fines and Forfelts Other Sources Of Revenues County Revenues County Revenues County Revenues County Revenues County Revenues Salaries Pringes Personnel Costs Court Costs Contractual Services Other Operating Costs	A Requests Budget co structions EDIT & COLLECTION V VI FY20 FY21 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal C D 5,000 2,492,000 9,451,000 4,554,000 1,873,000 6,427,000 82,500 343,500 775,500	et column lumn (base	E budge FY22 E Budget Morking Base Total-Working Ye F 70,000 3,330,183 1,484,870	t + tota FY22 Budget Working Total New Requests	FY22           Budget           Working           Total Requests           YearTotal-Working           70,000           70,000           3,330,183           1,484,870					
	G. Future Year Total New H. Future Year Total Requests) Task - Budget Review - Account Detail Task Inc Grants: Al Grants Pho6:100:00 - CREDIT & COLLE Store Grants: Al Grants Charges For Services Fines and Forfeits Other Sources Of Revenues County Revenues County Revenues Salaries Fings Prings Prings Prings Contractual Services Other Operating Costs Charges for County Services	Actuals Mapping Budget Working Final Base Base YearTotal YearTotal VearTotal YearTotal C 2,492,000 9,451,000 4,554,000 1,873,000 6,427,000 343,500 343,500 343,500 152,951 743,000	et column lumn (base	E budge FY22 E Budget Morking Base Total-Working Ye F 70,000 3,330,183 1,484,870	t + tota FY22 Budget Working Total New Requests	FY22           Budget           Working           Total Requests           YearTotal-Working           70,000           70,000           3,330,183           1,484,870					
	G. Future Year Total New H. Future Year Total Requ requests) Task - Budget Review - Account Detail Task Ind Grants: Al Grants PN06100100 - CREDIT & COLLET © G5004 - CR PN06100100 - CREDIT & COLLET © G5004 - CREDIT & COLLET © G7004 - CREDIT & COLLET © G7004 - CREDIT & COLLET © CREDIT & COLLET © CREDIT & CREDI	A Requests Budget co structions EDIT & COLLECTION P121 Actuals Mapping Budget Working Final Base Base YearTotal YearTotal VearTotal YearTotal C 2,492,000 9,451,000 4,554,000 1,873,000 6,427,000 82,500 343,500 775,500 152,951 743,000	et column lumn (base	E budge FY22 E Budget Morking Base Total-Working Ye F 70,000 3,330,183 1,484,870	t + tota FY22 Budget Working Total New Requests	FY22           Budget           Working           Total Requests           YearTotal-Working           70,000           70,000           3,330,183           1,484,870					



_			
	3	Set the Point-of-View for the form by performing these steps for each of the 2	The drop-down
	0	dimensions as needed:	menus for
		A. Click on the drop-down arrow next to the dimension in the Point-of-View	dimensions in the
		bar.	POV are displayed
		B. Select an appropriate member for your department's data.	in the following
		Once all the Point-of-View selections have been made,	order:
		click the <b>Go button</b> at the right side of the POV bar.	<ul> <li>Department</li> </ul>
		For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics.</i>	• Fund



	Lesson 2: Budget Review – Fund Detail
Lesson Overview	The <u>Budget Review – Fund Detail</u> feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by Funds which are listed in the rows.
In this lesson you will learn:	<ul> <li>Navigate to the <u>Budget Review – Fund Detail</u> feature</li> <li>Set the Point-of-View</li> <li>Learn key aspects about the form layout and the information it provides</li> </ul>

Step	Action	Notes
1	To navigate to the Budget Review – Fund Detail feature:	
	<ul> <li>A. From the home screen, select My Task List, navigate to Operating</li> <li>Preparation &gt; Budget Review &gt;</li> <li>Budget Review - Fund Detail</li> </ul>	
2	Budget Review – Fund Detail form layout:	
	A. Point-of-View bar: the POV can be updated for Department.	
	B. Funds are displayed on the rows.	
	C. Prior Year Actuals for comparison reference, columns are broken out for revenue and expenditures.	
	D. Current Year Budget for comparison reference, columns are broken out for revenue and expenditures.	
	E. Current Year Forecast for comparison reference, columns are broken out for revenue and expenditures.	
	F. Future Year Base Budget for comparison reference, columns are broken out for revenue and expenditures.	
	G. Future Year Total New Requests Budget column	
	<ul> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> </ul>	
	Task - Budget Review - Fund Detail Task Instructions	
	A Crants:All Grants FN06 100 100 - CREDIT & COLLECT  FY20 FY20 FY21 FY21 FY21 Actuals Mapping Budget Department Forecast Working Base Base Base Base Base Base Base Base	
	B G5004 - CREDIT & COLLECTION OP. 152,951 9,451,000 9,450,500 70,000 185,000 All Funds 152,951 9,451,000 9,450,500 70,000 185,000	
	Activity:All Activities	
	<b>F</b> FY22 FY22 FY22	
	Budget Budget Budget Budget	
	Base Total New Requests Total Requests	
	▷ Total	
	Total Revenue         Expenditures         Total Revenue         Expenditures         Expenditures           92,201         92,201         92,201         92,201         92,201	
	70,000 4,815,052 70,000 4,815,052	
	70,000 4,907,254 70,000 4,907,254	



3	<ul> <li>Set the Point-of-View for the form by performing these steps:</li> <li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li> <li>B. Select an appropriate member for your department's data.</li> </ul>	The drop-down menus for dimensions in the POV are displayed in the following order:
		Department



Lesson 3: Budget Review – Grant Detail			
Lesson Overview	The <u>Budget Review – Grant Detail</u> feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by Grants which are listed in the rows.		
In this lesson you will learn:	<ul> <li>Navigate to the <u>Budget Review – Grant Detail</u> feature</li> <li>Set the Point-of-View</li> <li>Learn key aspects about the form layout and the information it provides</li> </ul>		

Step	Action	Notes				
1	To navigate to the Budget Review – Grant Detail feature:					
	<ul> <li>A. From the home screen, select My Task List, navigate to Operating</li> <li>Preparation &gt; Budget Review &gt;</li> <li>Budget Review – Grant Detail</li> </ul>					
2	Budget Review – Grant Detail form layout:					
	A. Point-of-View bar: the POV can be updated for Department and Fund.					
	B. Grants are displayed on the rows.					
	C. Prior Year Actuals for comparison reference, columns are broken out for revenue and expenditures.					
	D. Current Year Budget for comparison reference, columns are broken out for revenue and expenditures.					
	E. Current Year Forecast for comparison reference, columns are broken out for revenue and expenditures.					
	F. Future Year Base Budget for comparison reference, columns are broken out for revenue and expenditures.					
	G. Future Year Total New Requests Budget column					
	<ul> <li>Future Year Total Requests Budget column (base budget + total new requests)</li> </ul>					
	Task - Budget Review - Grant Detail         Task Instructions					
	Projects					
	FN06100100 - CREDIT & COLLECT V G5004 - CREDIT & COLLECTION C V V FY20 FY21 E FY21 Actuals Mapping Working Budget Final Working					
	Base     Base     Base       YearTotal     YearTotal     Sep       Total Revenue     Expenditures     Total Revenue     Expenditures					
	No Grant         152,951         9,451,000         9,450,500         70,000         185,000           All Grants         152,951         9,451,000         9,450,500         70,000         185,000					
	S. Activity:All Activities					
	F FY22 FY22 FY22 FY22					
	Budget Budget Budget					
	Working     Working     Working       Base     Total New Requests     Total Requests					
	YearTotal-Working YearTotal-Working YearTotal-Working > Total > Total > Total					
	Total Revenue         Expenditures         Total Revenue         Expenditures         Total Revenue         Expenditures           70,000         4,815,052         70,000         4,815,052					
	70,000 4,815,052 70,000 4,815,052					



3	Set the Point-of-View for the form by performing these steps for each of the 2 dimensions as needed:	The drop-down menus for dimensions in the
	A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.	POV are displayed in the following
	B. Select an appropriate member for your department's data.	order: • Department • Fund
	Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.	
	For more information about using the member selectors and setting the Point- of-View, please refer to the lessons in <i>Module 3: Hyperion Basics</i> .	

	Lesson 4: Budget Review – Project Activity Detail
Lesson Overview	The <u>Budget Review – Project Activity Detail</u> feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by Project and Activity which are listed in the rows.
In this lesson you will learn:	<ul> <li>Navigate to the <u>Budget Review – Project Activity Detail</u> feature</li> <li>Set the Point-of-View</li> <li>Learn key aspects about the form layout and the information it provides</li> </ul>

Step	Action	Notes
1	To navigate to the Budget Review – Project Activity Detail feature:	
	<ul> <li>A. From the home screen, select My Task List, navigate to Operating</li> <li>Preparation &gt; Budget Review &gt;</li> <li>Budget Review - Project Activity Detail</li> </ul>	
2	Budget Review – Project Activity Detail form layout:	
	A. Point-of-View bar: the POV can be updated for Department and Fund.	
	B. Project and Activity are displayed on the rows.	
	C. Prior Year Actuals column for comparison reference, columns are broken out for revenue and expenditures.	
	D. Current Year Budget column for comparison reference, columns are broken out for revenue and expenditures.	
	E. Current Year Forecast column for comparison reference, columns are broken out for revenue and expenditures.	
	F. Future Year Base Budget column for comparison reference, columns are broken out for revenue and expenditures.	
	G. Future Year Total New Requests Budget column	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> </ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> </ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detail Task Instructions</li></ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detal Task Instructors</li></ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detail Task Instructions</li> <li>Review - Project Activity Detail Task Instructions</li> <li>Revenue Collection C + 100 - 100</li></ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detail Task Instructors</li> <li>Pros 100100 - CREDIT &amp; COLLECT ♥ GS004 - CREDIT &amp; COLLECTION ♥ ♥ 100 • F121 ■ Department Forecast Base</li> <li>Base</li> <li>Base</li> <li>Base</li> <li>Base</li> <li>Base</li> <li>Base</li> <li>Base</li> <li>Base</li> <li>Base</li> <li>YearTotal = Votal Revenue Department Forecast Total Revenue Departme</li></ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detail Task Instructions</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY21</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY21</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY21</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY21</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY21</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY21</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY21</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; COLLECT © GS004 - CREDIT &amp; COLLECTION C P PY20</li> <li>Pros 100100 - CREDIT &amp; C</li></ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detail Task Instructions</li> <li>Procision 100 - CREDIT &amp; COLLECT ♥ GS004 - CREDIT &amp; COLLECT ION ♥ ♥ 121 ♥</li></ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detail Task Instructors</li> <li>Task - Budget Review - Project Activity Detail Task Instructors</li> <li>Review - Project Review - Project Activity Detail Task Instructors</li> <li>Review - Project Review - Project Activity Detail Task Instructors</li> <li>Review - Project Review - Project Review - Project Review - Project Total Revenue - Expenditures Total Revenue - Expenditures Total Revenue - Expenditures Total Revenue - Expenditures - Total Reve</li></ul>	
	<ul> <li>G. Future Year Total New Requests Budget column</li> <li>H. Future Year Total Requests Budget column (base budget + total new requests)</li> <li>Task - Budget Review - Project Activity Detai Task Instructions</li> <li>Rosson - CREDIT &amp; COLLECT V C V C V C V C V C V C V C V C V C V</li></ul>	



3	Set the Point-of-View for the form by performing these steps for each of the 2 dimensions as needed:	The drop-down menus for dimensions in the
	A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.	POV are displayed in the following order:
	B. Select an appropriate member for your department's data.	<ul><li>Department</li><li>Fund</li></ul>
	Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.	
	For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics</i> .	

#### Lesson 5: Rounded Revenue Expense Balance Check

Lesson The <u>Rounded Revenue Expense Balance Check</u> feature in MDCBUD is a read-only form that that allows department users to check whether the rounded operating/non-operating revenues and expenses are in balance.

As the name of the form suggests, it contains *rounded* values. These values are sourced from a period member named *YearTotal-Rounded*. When data is entered into the system by end users for their departments it is stored under a period member named *YearTotal*. A scheduled business rule for rounding handles the task of copying and rounding the YearTotal values and stores them in *YearTotal-Rounded*. The rounding rule is scheduled to run every 3 hours.

In this lesson you will learn:

- Navigate to the *Rounded Revenue Expense Balance Check* feature
- Set the Point-of-View
- Learn key aspects about the form layout and the information it provides



Step	Action	Notes
1	To navigate to the Rounded Revenue Expense Balance Check feature:	
	<ul> <li>A. From the home screen, select My Task List, navigate to Operating</li> <li>Preparation &gt; Budget Check &gt;</li> <li>Rounded Revenue Expense Balance Check</li> </ul>	
2	Rounded Revenue Expense Balance Check form layout:	
	A. Point-of-View bar: the POV can be updated for Department.	
	B. Funds are displayed on the rows.	
	C. Total Operating Revenues.	
	D. Total Operating Expenditures.	
	E. Operating Variance (Rev – Exp): red cells indicate that Operating Revenues and Expenditures are out of balance; green cells indicate the two values are in balance.	
	F. Total Non-Operating Revenues.	
	G. Total Non-Operating Expenditures.	
	<ul> <li>H. Non-Operating Variance (Rev – Exp): red cells indicate that Non-Operating Revenues and Expenditures are out of balance; green cells indicate the two values are in balance.</li> </ul>	
	Requests:Total Requests       Years:FY22       Requests:Character         AD0000000 - ANIMAL SERVICES       Image: Comparing Revenue       Image: Compari	
3	<ul><li>Set the Point-of-View for the form by performing these steps:</li><li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li></ul>	The drop-down menus for dimensions in the
	B. Select an appropriate member for your department's data.	POV are displayed in the following order:
	Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.	<ul> <li>Department</li> </ul>

4	A few important items to remember about this form:
	<ul> <li>The form will always show data from the YearTotal-Rounded period member.</li> </ul>
	- The data in this member is a rounded copy of the data that comes from the <i>YearTotal</i> period member.
	<ul> <li>The rounding/copy process is a business rule that is scheduled to run every 3 hours.</li> </ul>
	<ul> <li>Changes that users enter through data entry forms will not show up on this form until <i>after</i> the rounding/copy process has completed.</li> </ul>

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	Lesson 6: FTE Check
Lesson Overview	The <u>FTE Check</u> feature in MDCBUD is a read-only form that provides a way to check budgeted FTE totals and variances between the current year and the budget year. Department users access this form to review FTE balances by Department at a summary level across All Funds, All Grants, All Projects, and All Activities. FTE balances are broken down by FT, PT, Temp and Seasonal.
In this lesson you will learn:	<ul> <li>Navigate to the <u>FTE Check</u> feature</li> <li>Set the Point-of-View</li> <li>Learn key aspects about the form layout and the information it provides</li> </ul>



Step		Action	1			Notes
1	To navigate to the FTE Check feature:					
	<ul> <li>A. From the home screen, select My Task List, navigate to Operating</li> <li>Preparation &gt; Budget Check &gt; FTE Check</li> </ul>					
2	FTE Check form layout:					
	A. Point-of-View bar: the POV ca	n be upd	ated for De	epartment.		
	B. Accounts are displayed on the	rows.				
	C. Current Year Budget column f	or compa	irison refei	ence.		
	D. Future Year Budget column fo	-				
	<ul> <li>FTE Check Variance: compares the two prior columns; red cells indicate a variance; green cells indicate no variance.</li> </ul>					
	Task - FTE Check         Task Instructions					
	Superoject: All Projects Supervisional Activity: All .					
	A FN00000000 - FINANCE DEPAR	RTM 🔻 🔶 Budget	Budget	FTE		
		Final FY21	Working FY22	Check Variance		
	Full Time Filled FTE	415.00	334.00	-81.00		
	Full Time Vacant FTE	415.00	24.00	-57.00		
	B Part Time Filled FTE	6.00	2.97	-3.03		
	Part Time Vacant FTE					
	Part Time FTE Temp and Seasonal FTE	6.00	2.97 31.41	-3.03 31.41		
	Total FTE	421.00	392.38	-28.62		
		C	D	E		
3	Set the Point-of-View for the form A. Click on the drop-down arrow		-	-	oint-of-View	The drop-down menus for dimensions in the
	bar.					POV are displayed
	B. Select an appropriate member for your department's data.				in the following order:	
	C. Click the Go button.					Department



	Module 6: Course Summary			
Objectives Achieved	Congratulations! You have completed the <b><i>Budget Reviews / Budget Checks</i></b> course. You should now be able to:			
	<ul> <li>Navigate to the Budget Review forms</li> <li>Use Budget Review forms to review summary departmental budget data by four key aspects aligned to GL segments:         <ul> <li>By Account</li> <li>By Fund</li> <li>By Grant</li> <li>By Project and Activity</li> </ul> </li> </ul>			
	<ul> <li>Navigate to the Budget Check forms</li> <li>Use Budget Check forms to check for variances for:         <ul> <li>FTE's, comparing current year's budget vs. next year's budget</li> <li>Rounded Operating Revenues vs. Expenditures for the next year's budget</li> <li>Rounded Non-Operating Revenues vs. Expenditures for the next year's budget</li> </ul> </li> <li>Understand key aspects about the scheduled, automatic process that copies and rounds YearTotal budget values into YearTotal-Rounded budget values.</li> </ul>			



	Module 7: Expanded Requests
Overview	This module includes the following lessons:
	Lesson 1: Creating New Request
	<ul><li>Lesson 2: Edit Request</li><li>Lesson 3: Delete Request</li></ul>

- Lesson 4: Submit Request
- Lesson 5: Review Requests



#### Module 7: Key Terms

The following key terms are used in this Module:

Term	Definition
PSTN	The position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.
FINSTMT	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
PSTN_RPT	The position reporting cube (PSTN_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.
Data Push	Process to share data between the different database cubes: PSTN; FINSTMT; and PSTN_RPT. Also referred to as 'mapping data', data push operations occur on a scheduled basis.

#### Lesson 1: Creating a New Request

Lesson Overview The <u>Expanded Requests</u> feature in MDCBUD is centered around the **Manage Expanded Requests** feature, which provides forms to create and manage budget requests. Each request is tracked within the **Manage Expanded Requests** interface by its status.

A request is assigned its status based on where it is in the overall approval process:

- In Process: a request is *in process* while it is being created or modified.
- <u>Submitted</u>: once the request is prepared it can be *submitted* and then becomes available for budgetary review.
- <u>Approved</u>: a request that has been *approved* during budgetary review; it is included in the working budget.
- <u>Unmet Needs</u>: a request that has been identified as an **unmet need** during budgetary review; it is not included in the working budget.

*Lesson 1: Create New Request* is the entry point for getting started with the *Manage Expanded Requests* feature. In the lessons that follow you will learn more about the request submission and management aspects described above.

In this lesson you will learn:

- Navigate to the <u>Manage Expanded Requests</u> feature
- Review the screen layout of the tabbed interface
- Create a New Request
- Learn key aspects about the form layout and the information it provides



Step	Action	Notes
1	To navigate to the Manage Expanded Requests feature:	
	From the home screen, select <b>My Task List</b> , navigate to <b>Expanded</b> Requests > Manage Expanded Requests	
2	Manage Expanded Requests tabbed form layout:	
	A. <u>In Process Tab</u> : List of expanded requests that are under development. A request can only be modified or edited while it is shown on this tab.	
	B. <u>Submitted</u> : List of expanded requests that have been submitted for budgetary review.	
	C. <u>Approved</u> : List of expanded requests that have been reviewed and are included in the budget.	
	D. <u>Unmet Needs</u> : List of expanded requests that have been reviewed and are not included in the budget.	
	Task - Hanage Expanded Request:         Non-Section in Process         In Process       Submitted Approval Ummet Needs         Image: Submitted Approval Ummet Needs       Image: Submitted Approval Ummet Needs         Image: Submitted Approval Ummet Needs       Image: Submitted Approval Ummet Needs         Image: Submitted Approval Ummet Needs       Request 100 Process         Image: Submitted Approval Ummet Needs       Request 110 Process         Request 12       Process       Reduction In Process       Reduction         Request 12       Process       Reduction In Process       Reduction         Reduction 1       Process       Reduction       Test       Test         Reduction 2       Process       Reduction       Reduction       Test       Test	
3	The form design is driven by the <i>Department User Variable</i> .	This variable should have been set up
	Department User Variable: FN00000000 - FINANCE DEPARTMENT	initially in <i>Module 3:</i> <i>Hyperion Basics,</i> as part of the <i>Hyperion</i>
	This variable's current value is displayed at the top of each tabbed form. The information displayed on the tabs represents the expanded requests for the Department defined in the variable. If needed, switching between departments can be accomplished by clicking on the variable link at the top of the form, and using the member selector to pick a new variable value.	Account Set Up lesson. If the Department User Variable has not been set prior to accessing this feature, the forms will not display properly.
4	On the <i>In Process</i> page, right-click on the form to access the form's menu. Then select the <i>Add Request-&gt;Add Request - Enhancement</i> menu item.	
	CCOL     Enhancement       Image: Enhancement     Image: Enhancement	

5	<ul> <li>The Runtime Prompts dialog appears.</li> <li>Fill in the fields for the request and then click Launch to run the business rule that creates the new request record:</li> <li><u>Department</u>: type the department member name or use the member selector to choose the department member name from a list</li> <li><u>Request Title</u>: text field for the name of the request</li> <li><u>Justification</u>: text field to describe the justification for the request</li> <li><u>Request Priority</u>: pick the priority level: 1- High; 2-Medium; 3-Low</li> </ul>	
6	A message displays indicating the rule ran successfully. The new request and request title are displayed on the In Process form.	
7	Repeat steps 1-6, but this time create a Reduction instead of an Enhancement Request         Image: Comparison of the steps of the	<ul> <li>The Request Type column is auto- populated based on the Add Request rule that you run.</li> </ul>

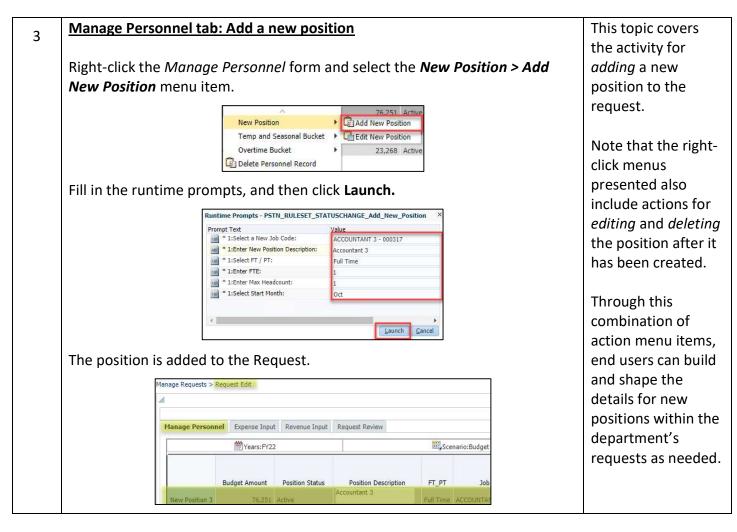


	Lesson 2: Edit Request
Lesson Overview	The inner details of a request can contain personnel management information as well as financial information for operating expenditures and revenues. This lesson covers the steps necessary to provide those details.
In this lesson you will learn:	<ul> <li>Navigate to the Request Edit feature</li> <li>Use the Manage Personnel form to add positions, overtime bucket and seasonal buckets</li> <li>Use the Expense Input form to add operating expenses</li> </ul>

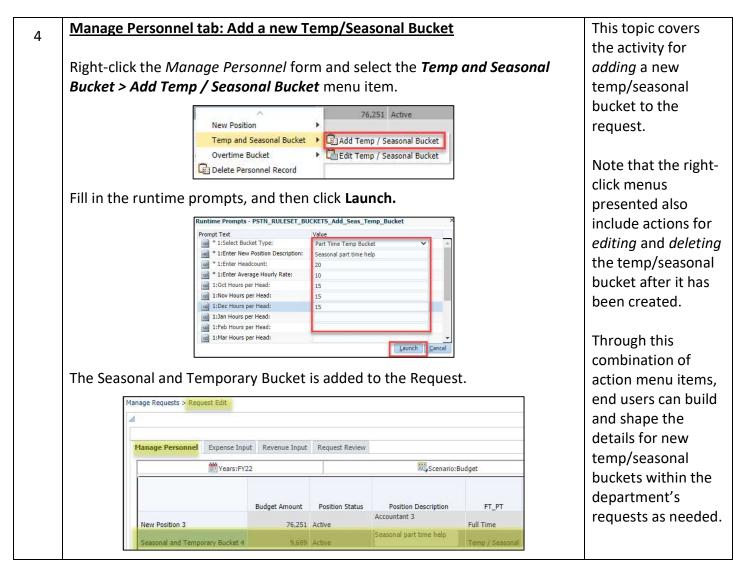
- Use the Revenue Input form to add revenues
- Use the Request Review form to review the total value for the budget request

Step	Action	Notes
1	The Request Edit feature provides access to a collection of forms that cover all the fine details used to define a request. To edit a request's details, right-click on the Department name within the row for the request and choose <b>Edit Request</b> from the menu. In Process Submitted Approved Unmet Needs Request 5 FN02020300 - FINANCIAL REPORTING In Pro Request 6 FN04020000 - OPERATIONS In Pro Request 7 FN0 Edit Request	<i>Request 7</i> is highlighted in the image below. The <b>Edit Request</b> menu item is being executed on the row for <i>Request 7</i> .
2	The Request Edit feature displays the details for the selected request.	The Request Edit feature is displayed with details for Request 7. This is confirmed by the page dimension reference to the Requests
	<ul> <li>The Request Edit Form contains 4 tabs:</li> <li>A. <u>Manage Personnel</u>: create and manage personnel management items</li> <li>B. <u>Expense Input</u>: add and manage expenditure account entries</li> <li>C. <u>Revenue Input</u>: add and manage revenue account entries</li> <li>D. <u>Request Review</u>: review the total value for the budget request</li> </ul>	dimension, highlighted in the image.



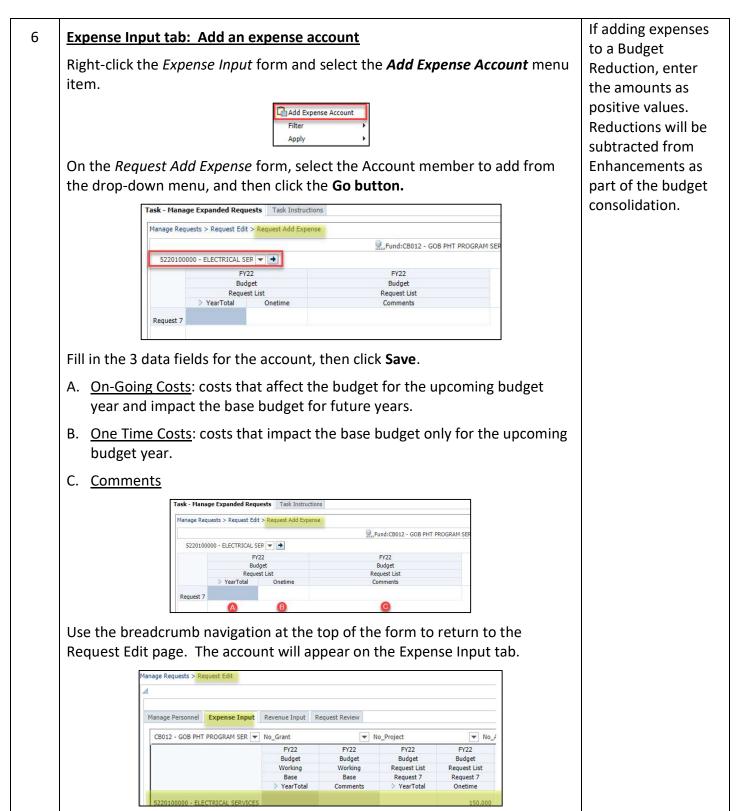


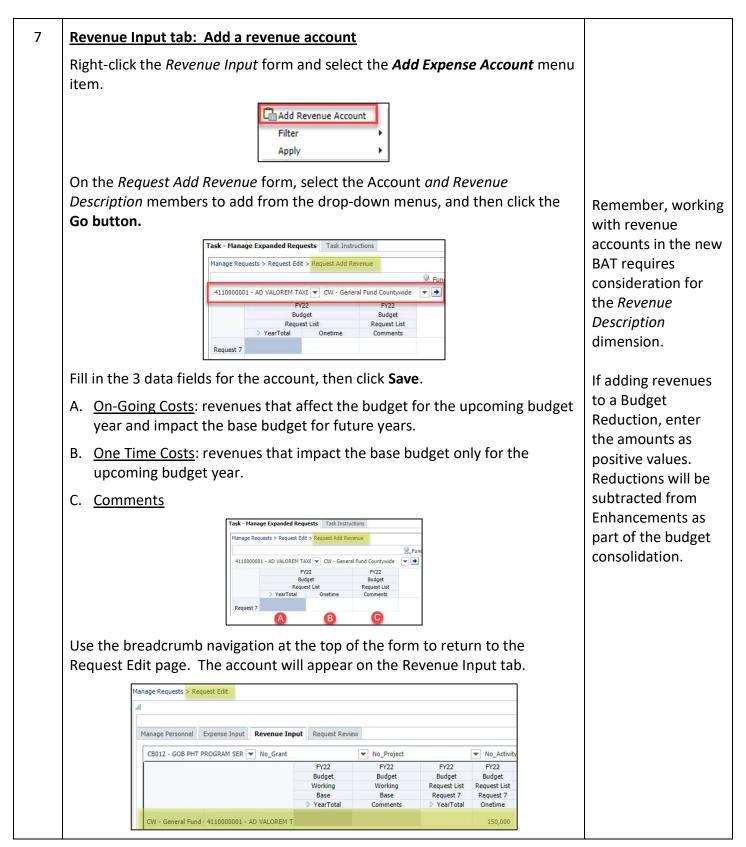






5	Manage Personnel tab: Add a new Overtime Bucket	This topic covers
		the activity for
	Right-click the <i>Manage Personnel</i> form and select the <i>Overtime Bucket &gt; Add</i>	adding a new
	<i>Overtime Bucket</i> menu item.	overtime bucket to
	New Position       76,251 Active         Temp and Seasonal Bucket       9,689 Active         Overtime Bucket       Add Overtime Bucket         Delete Personnel Record       Edit Overtime Bucket         Fill in the runtime prompts, and then click Launch.         Runtime Prompts - PSTN_RULESET_BUCKETS_Add_Overtime_Bucket         "Isselet Overtime Type:         Regular Overtime Bucket         "Isselet Overtime Type:         Regular Overtime Bucket	the request. Note that the right- click menus presented also include actions for <i>editing</i> and <i>deleting</i> the overtime bucket after it has been created.
	Image Requests > Request Edit         Image Requests > Request Edit         Image Requests > Request Edit         Image Personnel       Expense Input         Request Review         Image Personnel       Expense Input         Request Review         Image Personnel       Expense Input         Revenue Input       Request Review         Image Personnel       Expense Input         Revenue Input       Request Review         Image Personnel       Expense Input         Revenue Input       Request Review         Image Personnel       Expense Input         Revenue Input       Request Review         Image Personnel       Expense Input         Revenue Input       Request Review         Image Personnel       Expense Input         Revenue Input       Request Review         Image Personnel       Expense Input         Revenue Input       Request Review         Image Personnel       Expense Input         Revenue Input       Respect         Revenue Input	Through this combination of action menu items, end users can build and shape the details for new overtime buckets within the department's requests as needed.
	Overtime Request Bucket 4 23,268 Active Overtime Res	





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	있 Grants: All Grants	FY22 Budget	FY22	-	Revenue and
				-	
		Request List Request 7 YearTotal	Budget Request List Request 7 Onetime	- - - TOTAL	Expenditure inp values should
12 - GOB PHT PROGRAM SERIES 2015C	5220100000 - ELECTRICAL SERVICES		150,000	150,000	always show on
01 - GENERAL FUND OPERATIONS	5001100000 - EMPLOYEE REGULAR	52,971		52,971	form because th
	5001130000 - VACATION RELF & SEASONAL HELP	9,000		9,000	
	5001220000 - FLEX DOLLARS	772		772	are stored in the
	5001600000 - EMPLOYEE OVERTIME OT	20,000		20,000	FINSTMT cube.
	5010100000 - SOCIAL SECURITY	5,010		5,010	
	5010110000 - RETIREMENT	6,272		6,272	
	5011100000 - GROUP HEALTH INSURANCE			10,523	Details for
					personnel are
			150.000		stored in the PS
AL FUND	TOTAL EXPENDITURES	105,999	150,000	255,999	stored in the PS
12 - GOB PHT PROGRAM SERIES 2015C	4110000001 - AD VALOREM TAYES		150.000	150.000	cube, and then
		105 000	150,000		
AL FUND			150.000		'pushed' into th
		200/222	200,000	200/000	FINSTMT cube.
AL FUND	TOTAL REVENUES LESS EXPENDITURES	0	0	0	
	01 - GENERAL FUND OPERATIONS	S001100000 - EMPLOTEE REGOLAR S001130000 - VACATION RELF & SEASONAL HELP S001220000 - FILEX DOLLARS S001600000 - EMPLOYEE OVERTIME OT S010100000 - SOCIAL SECURITY S010110000 - GROUP HEALTH INSURANCE S01110000 - GROUP HEALTH INSURANCE S011110000 - GROUP LIFE INSURANCE S011110000 - GROUP LIFE INSURANCE S011110000 - DENTAL PLANS TOTAL EXPENDITURES 	01 - GENERAL FUND OPERATIONS         5001100000 - EMPLOYEE REGULAR         52,971           5001130000 - VACATION RELF & SEASONAL HELP         9,000           5001220000 - FLEX DOLLARS         772           5001600000 - EMPLOYEE OVERTIME OT         20,000           5011100000 - SOCIAL SECURITY         5,010           501010000 - SOCIAL SECURITY         5,010           501110000 - GROUP HEALTH INSURANCE         10,523           5011110000 - GROUP HEALTH INSURANCE         109           5011110000 - GROUP LIET INSURANCE         109           5011110000 - MICA MEDICARE HOSPITAL INS         1,172           5011110000 - DENTAL PLANS         105,999           112 - GOB PHT PROGRAM SERIES 2015C         411000001 - AD VALOREM TAXES           434900002 - OTHER STATE GRANTS         105,999           7AL FUND         TOTAL REVENUES         105,999	101 - GENERAL FUND OPERATIONS         5001100000 - EMPLOYEE REGULAR         52,971           5001130000 - VACATION RELF & SEASONAL HELP         9,000         1           5001220000 - FLEX DOLLARS         772         1           5001600000 - EMPLOYEE OVERTIME OT         20,000         1           5001100000 - SOCIAL SECURITY         5,010         1           501110000 - RETIREMENT         6,272         1           501110000 - GROUP HEALTH INSURANCE         10,523         1           5011110000 - GROUP LIFE INSURANCE         109         1           5011110000 - GROUP LIFE INSURANCE         100         1           7AL FUND         TOTAL EXPENDITURES         105,999         150,000           74L FUND         TOTAL EXPENDITURES         150,900         150,000           74L FUND         TOTAL REVENUES         105,999         150,000           74L FUND         TOTAL REVENUES         105,999         150,000	01 - GENERAL FUND OPERATIONS         5001100000 - EMPLOYEE REGULAR         52,971         52,971           5001130000 - VACATION RELF & SEASONAL HELP         9,000         9,000           5001220000 - FLEX DOLLARS         772         772           5001600000 - EMPLOYEE OVERTIME OT         20,000         20,000           501100000 - SOCIAL SECURITY         5,010         5,010           501100000 - SOCIAL SECURITY         5,010         5,010           501110000 - RETIREMENT         6,272         6,272           501110000 - GROUP HEALTH INSURANCE         10,523         10,523           501110000 - GROUP HEALTH INSURANCE         109         109           501110000 - GROUP HEALTH INSURANCE         109         101,722           501110000 - GROUP HEALTH INSURANCE         109         101,722           501110000 - GROUP LIFE INSURANCE         109         107           7AL FUND         TOTAL EXPENDITURES         105,999         150,000           7AL FUND         TOTAL EXPENDITURES         150,000         150,000           74. FUND         TOTAL REVENUES         150,000         150,000           75.999         150,000         150,000         150,000           75.999         150,000         255,999         105,999

# Lesson<br/>OverviewRequests can be deleted in their entirety from the Manage Expanded Requests<br/>feature. Deleting a request will remove all Personnel Management and Operating<br/>Rev/Exp entries associated with the request across all Department members assigned<br/>to it. Only requests that are listed on the In Process page can be deleted.In this lesson<br/>you will learn:• Navigate to the Manage Expanded Requests<br/>feature.Delete a request



Step	Action	Notes
1	To navigate to the Manage Expanded Requests feature: From the home screen, select <b>My Task List</b> , navigate to <b>Expanded</b> <b>Requests &gt; Manage Expanded Requests</b>	
2	Right click on the Requests member to be removed and select Delete Request from the Action Menu In Process Submitted Approved Unmet Needs Wears:FY22 Budget Request Approval Status Request 1 FN06100100 - CREDIT & COLLECTIONS In Process Request Collect Request Add Request Submit Request Submit Request Submit Request	In the image, <i>Request 8</i> is selected.
3	Verify the correct Request is going to be deleted in the runtime prompts window. Then click Launch to delete the request.	If the value presented in the prompt does not match the Request ID that you clicked on, then click 'Cancel' and retry the operation. It is possible the mouse pointer was not aligned to the item as intended when you performed the right-click.
4	The row for the selected Department is removed from the Request.	<i>Request 8</i> has been deleted.

Submit a request

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#### Lesson 4: Submit Request

Lesson Once a request has been completely defined, it can be submitted. The submission process moves the request from the *In Process* page to the *Submitted* page. After the request is submitted it cannot be modified or deleted. If any modifications are necessary, then the request must be sent back to the *In Process* page by OMB.

- In this lesson you will learn:
- Navigate to the *Manage Expanded Requests* feature



Step	Action	Notes
1	To navigate to the Manage Expanded Requests feature: From the home screen, select <b>My Task List</b> , navigate to <b>Expanded Requests &gt;</b> Manage Expanded Requests	
2	Right click on the Requests member to be submitted and select Submit Request from the Action Menu In Process Submitted Approved Unmet Needs Years:FY22 Escenario:Budget Scenario:Budget Scenario:Budget Request Request 1 FN06100100 - CREDIT & COLLECTIONS In Process Request 1 FN06100100 - CREDIT & COLLECTIONS In Process Request 2 Add Request Delete Request Submit Request Submit Request	In the image, <i>Request 7</i> is selected.
3	When a request is submitted, its status is changed from <b>In Process</b> to <b>Submitted</b> . The Request no longer appears on the <i>In Process</i> page.	In the <b>Submitted</b> status, the request can be viewed on read-only forms. It cannot be edited or deleted.
	Years:FY22     Budget Request Approval Status     Request Type       Request 5     FN02020300 - FINANCIAL REPORTING     In Process     Enhancement     Sample R       Request 6     FN04020000 - OPERATIONS     In Process     Reduction     Sample R	If a request requires edits or deletion after it has been submitted, the item will need to be returned to the <b>In</b>
	The Request now appears on the Submitted page.	Process status.



	Lesson 5: Review Requests
Lesson Overview	Once a request has moved from <i>In Process</i> page to one of the later statuses, it can no longer be modified. However, end users may still review the detailed information contained within the request at any time.
In this lesson you will learn:	<ul> <li>Navigate to the <u>Manage Expanded Requests</u> feature</li> <li>Review requests from the Submitted page</li> <li>Review requests from the Approved page</li> <li>Review requests from the Unmet Needs page</li> </ul>

Step	Action	Notes
1	To navigate to the Manage Expanded Requests feature:	
	From the home screen, select <b>My Task List</b> , navigate to <b>Expanded Requests &gt;</b> Manage Expanded Requests	
2	Request review can happen from any of the status pages.	
	Right-click the request and choose <b>Review Request</b> from the Action Menu.	
	Submitted:	
	In Process Submitted Approved Unmet Needs	
	Approved:	
	In Process Submitted Approved Unmet N Years:FY22 Request 3 FN01010000 - DIRECTOR'S ADMIN FN02020300 - FINANCIAL REPORTIN Request 4 Request 4 FN06100100 Change Status	
	Unmet Needs:	
	In Process Submitted Approved Unmet Needs	
3	The details of the Request are displayed for review, the forms are read only.	
	Manage Requests > Request Edit - Read Only         Review Personnel       Review Expense Input       Review Revenue Input       Request Review         Manage Review Personnel       Review Expense Input       Review Revenue Input       Request Review         Manage Review Personnel       Review Expense Input       Review Revenue Input       Request Review         Manage Review Personnel       Review Expense Input       Review Revenue Input       Request Review         Manage Review Personnel       Review Expense Input       Review Revenue Input       Request Review         Manage Review Personnel       Review Expense Input       Review Revenue Input       Request Review         Manage Review Personnel       Review Expense Input       Review Revenue Input       Request Review         Manage Review Personnel       Review Personnel       Review Revenue Input       Request Review         Manage Review Personnel       Years: FY22       Manage Review Personnel       Review Review Review         Manage Review Personnel       Personnel       BegBalance       BegBalance       BegBalance         Budget Amount       Position Status       Position Description       FT_P         New Position 2       70,551       Active       Full Time	



	Module 7: Course Summary
Objectives Achieved	Congratulations! You have completed the <i>Expanded Requests</i> course. You should now be able to:
	<ul> <li>Navigate to the Expanded Request feature and perform the following tasks         <ul> <li>Create new requests</li> <li>Add personnel management details to requests</li> <li>Add operating expense and revenue values to requests</li> <li>Submit requests for budgetary review</li> <li>Delete requests from the In Process page</li> <li>Review request details and statuses</li> </ul> </li> <li>Understand key aspects about the <i>Expanded Request</i> process and the 4 key request statuses:         <ul> <li>In Process</li> <li>Submitted</li> <li>Approved</li> <li>Unmet Needs</li> </ul> </li> </ul>



	Module 8: Budget Presentation (RFRO) Input	
Overview	This module includes the following lessons:	
	Lesson 1: Reimbursement True Ups	

• Lesson 2: Current Year and Long Term Vacancy Inputs



#### Module 8: Key Terms

The following key terms are used in this Module:

Term	Definition
PSTN	The position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.
FINSTMT	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.

#### Lesson 1: Reimbursement True Ups

Lesson Overview The <u>Budget Presentation Input</u> feature in MDCBUD is a collection of forms that support the new reporting input workflow between RFRO and Hyperion as it relates to data for the *Budget scenario in Hyperion*.

Previously the data for Budget, Forecast and Actuals were allocated to revenue descriptions in the RFRO application. Now, in this latest edition of MDCBUD, revenue description allocations occur in Hyperion and then the allocated data is integrated to RFRO.

*Reimbursement True Ups* are part of a new reporting input activity in Hyperion. In this lesson the topic is addressed for two slices of data:

- Current Year Department Forecast
- Budget Year's Working Budget

Consider the following example: A department enters an expense for reimbursements which will be a negative number. The value is a budget amount of -393,000 in salary reimbursements that is paid for by a different department. The negative expense amount is how the value is sent back to PeopleSoft. However, this is not how the amount is <u>presented</u> in the publishing of the budget. Reimbursement true ups are used to clear out the negative expense and enter the same amount as a revenue. The true ups allow the values to be presented in the budget correctly.

In this lesson you will learn:

- Navigate to the <u>Reimbursement True Ups</u> form
- Create a Reimbursement True Up
- Add a Revenue Description to a Reimbursement True Up
- Delete a Reimbursement True Up



Step	Action	Notes
1	To navigate to the Reimbursement True Ups feature:	
	From the home screen, select <b>My Task List</b> , navigate to <b>Operating</b>	
	Preparation > Budget Presentation Input > Reimbursement True Ups	
2	The Reimbursement True Ups form displays:	
	A. Point-of-View bar	
	B. Requests Dimension	
	C. Fund Dimension	
	D. Grants Dimension	
	E. Project Dimension	
	F. Activity Dimension	
	G. Account Dimension – Reimbursement account(s)	
	H. Revenue Description Dimension	
	I. Current Year Forecast	
	J. Next Year Budget	

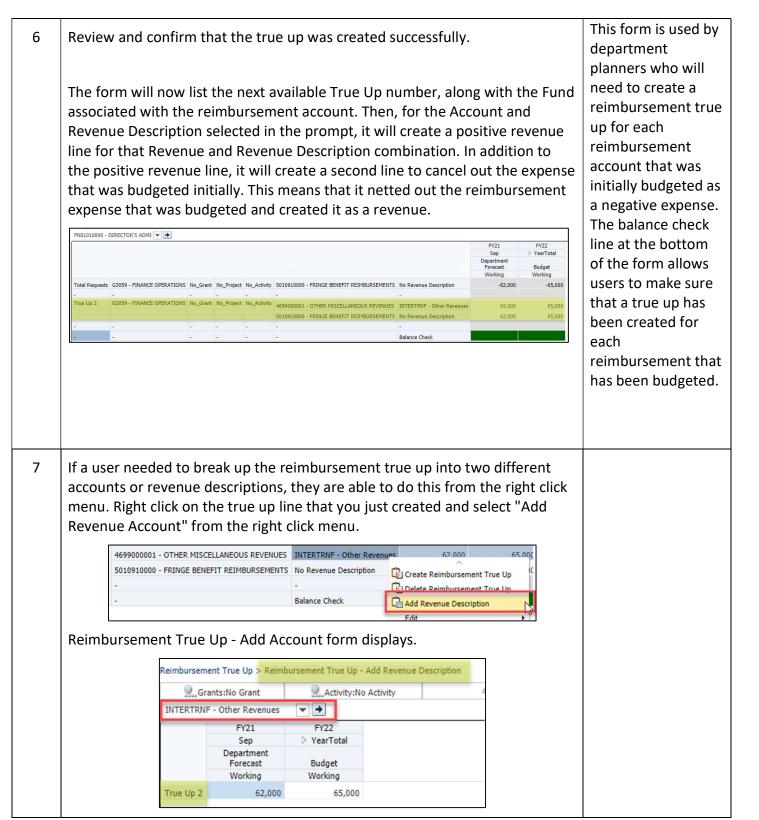
#### Image for Step 2:

Ð	FN01010000 - DIRECTOR'S ADMI 👻 🏓								
								FY21	FY22
								Sep	YearTotal
								Department Forecast	Budget
								Working	Working
	Total Requests	G3059 - FINANCE OPERATIONS	No_Grant	No_Project	No_Activity	5010910000 - FRINGE B	No Revenue Description	-62,000	-65,000
	-	-	-	-	-	-			
		-		-	-	-	-		
- 11							Balance Check	-124.000	-130,000

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3	Set the Point-of-View for the desired Department value, then click <b>Go</b> .	Provided the Department selected has reimbursement values to work with, they are displayed on the form. If no reimbursement accounts have values in the Current Year Forecast or the Next Year Budget, then the form will not have data.
4	Each reimbursement account within the Total Requests row at the top of the page need to have a true up created. To create a reimbursement true up, right click on one of the reimbursement accounts and select "Create Reimbursement True Up" from the right click menu.	
5	Enter or use the member selector to select a <i>Revenue Description</i> for the reimbursement true up. Click Launch.	







8	Click on the drop-down arrow next to the Revenue Description dimension in the point of view and select a member from the list.	
	Then click <b>Go.</b>	
	Reimbursement True Up > Reimbursement True Up - Add Revenue Description	
	Grants:No Grant Que Activity:No Activity	
	INTERTRNF - User Access Program	
	FY21     FY22       Sep     > YearTotal       Department     Budget       Working     Working       True Up 2	
9	Enter Department Forecast and Budget Working values for the selected Revenue Description and click <b>Save</b> .	
	Reimbursement True Up > Reimbursement True Up - Add	
10	Click on the blue breadcrumbs hyperlink "Reimbursement True Up" above the point of view to return to the previous form.	
11	Verify that the new Revenue Description is added to the form and that the amounts you entered previously are now showing on the form.	The added line has caused the Balance Check to turn red.
	Department Forecast Budget Working Working	This is expected,
	hty 5010910000 - FRINGE BENEFIT REIMBURSEMENTS No Revenue Description -62,000 -65,000	and the original entries must be
	ity 4699000001 - OTHER MISCELLANEOUS REVENUES INTERTRNF - Other Revenues 62,000 65,000	updated to
	INTERTRNF - User Access Program Fees         20,000         21,000           5010910000 - FRINGE BENEFIT REIMBURSEMENTS         No Revenue Description         62,000         65,000           -         -         -         -         -         -	rebalance the data.
	- Balance Check 20.600 21.600	



12	Rebalance: Adjust the original revenue entries to account for the new	In this example,
	revenue description line, and then click <b>Save</b> .	Department
		forecast was
	FY21         FY22           Sep         ▷ YearTotal	adjusted from
	Department Forecast Budget Working Working	62,000 to 42,000
	5010910000 - FRINGE BENEFIT REIMBURSEMENTS No Revenue Description -62,000 -65,000	And Budget
	4699000001 - OTHER MISCELLANEOUS REVENUES INTERTRNF - Other Revenues 42,000 44,000	Working was
	INTERTRNF - User Access Program Fees 20,000 21,000	adjusted from
	5010910000 - FRINGE BENEFIT REIMBURSEMENTS No Revenue Description 62,000 65,000	65,000 to 44,000
	- Balance Check Balance Check	, ,
13	To delete a True Up reference, right-click the True Up reference member and select <b>Delete Reimbursement True Up</b> .	
	Confirm the True Up member is correct in the runtime prompt and click Launch.	
	Runtime Prompts - FINSTMT_BUDPRES_Delete_Reimbursement_TrueUp	
	Prompt Text Value	
	True Up 2"	

I	esson 2: Current Year and Long Term Vacancy Inputs
Lesson Overview	As part of the <u>Budget Presentation Input</u> feature in MDCBUD, the data entry activity to support the reporting of FTE's is now included in Hyperion.
	<i>Current Year and Long Term Vacancy Inputs</i> is a form to collect data that is strictly used for reports that present current year department forecast for FTE's and long term vacant positions.
	The form also contains a read-only section that allows users to review budget working FTE data.
In this lesson you will learn:	<ul> <li>Navigate to the <u>Current Year and Long Term Vacancy Inputs</u> form</li> <li>Update the Current Year Department Forecast for FTE's</li> <li>Update the Budget Year Long Term Vacant Positions</li> <li>Learn key aspects about the source of FTE values in MDCBUD</li> </ul>



Step	Action	Notes
1	To navigate to the Current Year and Long Term Vacancy Inputs form:	
	From the home screen, select My Task List, navigate to Operating Preparation > Budget Presentation Input > Current Year and Long Term Vacancy Inputs	
2	The Current Year and Long Term Vacancy Inputs form displays:	
	A. Point-of-View bar	
	B. Current Year Forecast FTE values	
	C. Budget Year Long Term Vacant Positions	
	D. Budget Year FTE values	
	FV21     FV22     FV22       Department Forecast     Budget       Working       Working       Working       FU21       FV22       Department Forecast       Budget       Working       Working       FILITIME Filled       FILITIME Vacant       FILITIME Vacant	
3	Click on the drop-down arrows next to the Department dimension in the point of view and select a Department from the drop-down list of members and click <b>Go.</b>	
4	The purpose of this form is to allow users to input FTE data that is necessary for reporting purposes.	If the data form is blank, right click on the form and select
	Input FTE data for each column in the row of your choice. (That is, enter FTE data for Full Time Filled FTE, Full Time Vacant FTE, Part Time Filled FTE, Part Time Vacant FTE, Temp and Seasonal FTE, and Long Term Vacant Positions.) Then click <b>Save</b> .	"Add FTE" to begin entering FTE data.
5	About this form:	
	FTE Values for the current year forecast must be provided to MDCBUD so they can be presented on reports.	
	The read-only cells on the form, for the Budget Year, are populated form the Position Planning feature of MDCBUD, which is stored in the PSTN cube. Values are summarized from the position and employee data in PSTN, then pushed into the FINSTMT cube, which is where the values on this form come from.	



Module 8: Course Summary			
Objectives Achieved	Congratulations! You have completed the <u>Budget Presentation (RFRO) Input</u> course. You should now be able to:		
	<ul> <li>Navigate to the Budget Presentation (RFRO) Input features</li> <li>Use the Reimbursement True Ups form to         <ul> <li>Create a Reimbursement True Up</li> <li>Add a Revenue Description to a Reimbursement True Up</li> <li>Delete a Reimbursement True Up</li> </ul> </li> <li>Use the Long Term Vacancy Inputs form to         <ul> <li>Update the Current Year Department Forecast for FTE's</li> <li>Update the Budget Year Long Term Vacant Positions</li> </ul> </li> </ul>		

	Module 9: Actuals Mapping (RFRO)		
Overview	This module includes the following lessons:		
	Lesson 1: Revenue Description Allocation – ChartFields in POV		
	<ul> <li>Lesson 2: Revenue Description Allocation – ChartFields in Rows</li> </ul>		

- Lesson 3: Reimbursement True Ups
- Lesson 4: FTE Input

#### Lesson 1: Revenue Description Allocation – ChartFields in POV

Lesson Overview The <u>Actuals Mapping</u> feature in MDCBUD is a collection of forms that support the new reporting input workflow between RFRO and Hyperion.

Previously the data for Budget, Forecast and Actuals were allocated to revenue descriptions in the RFRO application. Now, in this latest edition of MDCBUD, revenue description allocations occur in Hyperion and then the allocated data is integrated to RFRO.

*Revenue Description Allocation* is a process to break down values for revenue actuals coming from PeopleSoft FMS into the Revenue Description level. This process is expected to be completed each quarter to support the Quarterly Reporting activity. This data processing activity will normally be applied to the Current Year Actual values on an on-going basis. For the first year, however, as the organization transitions to using the new Hyperion system this process will need to be applied to the prior year's actual data as well, for FY20. The form provides access to both FY20 and FY21 currently.

As revenue actuals come in from PeopleSoft, they are stored under a Scenario/Version intersection called **Actuals->Final**. The entries end users will make for the *Revenue Description Allocation* process are stored in a Scenario/Version intersection called

**Actuals Mapping->Working.** The Balance Check page provides a quick method for you to verify that there are no +/- variances between the original revenue actual values, and the values mapped to Revenue Descriptions.

\*\*PLEASE NOTE: Until Hyperion is fully integrated with RFRO, revenue actuals loaded from PeopleSoft will be auto populated into the REVENUE DESCRIPTION REQUIRED revenue description member on a nightly basis. The rule takes into account any revenue actuals you have already allocated to legitimate revenue descriptions.\*\*

In this lesson you will learn:

- Navigate to the <u>Revenue Description Allocation ChartFields in POV</u> form
- Add a Revenue Description Allocation
- Review the Balance Check



Step	Action	Notes
1	From the home screen, select "My Task List" in the pane on the left side of the screen and select the arrow next to the "Actuals Mapping" task list to expand this folder.	
2	To access the Revenue Description Allocation - ChartFields in POV form, select the first task: "Revenue Description Allocation - ChartFields in POV" Revenue Description Allocation form is displayed. Year, Department, Fund, Grant, Project, and Activity are displayed in the point of view.	This version of the Revenue Description Allocation form includes the ChartFields in the point of view. This version may be better suited for larger departments.
3	<ul><li>Set the Point-of-View for the form by performing these steps for each of the 6 dimensions as needed:</li><li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li></ul>	The drop-down menus for dimensions in the POV are displayed in the following
	<ul> <li>B. Select an appropriate member for your department's data.</li> <li>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</li> </ul>	order: • Year • Department • Fund • Grant • Activity
	For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics</i> .	<ul> <li>Project</li> </ul>



4	<ul> <li>The form displays, on the <i>Input</i> tab:</li> <li>A. Point of View – with entries for: Year; Department; Fund; Grant; Activity; Project</li> <li>B. Account and Revenue Description dimensions on the row</li> <li>C. Budget</li> <li>D. Q1 Actuals and Actuals Mapping</li> <li>E. Q2 Actuals and Actuals Mapping</li> <li>F. Q3 Actuals and Actuals Mapping</li> <li>G. Q4 Actuals and Actuals Mapping</li> <li>G. Q4 Actuals and Actuals Mapping</li> <li>The reason that year is in the POV is because when they roll over into next fiscal year, Q4 is not closed yet, so users need to be able to go back into last year and finish the allocation exercise once Q4 is finalized.</li> </ul>	The first column Budget Final YearTotal (C) is meant to show where users budgeted revenues for the fiscal year. The second column Actuals Final Q1 displays the sum of all the actuals data in the months that make up Q1 (D). These first two columns are entirely read-only and display in gray. The bottom part of the third column Actuals Mapping Working Q1 is used to allocate actuals down to the Revenue Description level.
5	Choose a revenue amount from the second column (Actuals Final Q1) and enter that amount at the appropriate Revenue Description in the third column (Actuals Mapping Working Q1) to allocate the revenue to a Revenue Description. Then click <b>Save.</b>	If there are no revenue descriptions listed on the form, you will need to add a revenue description to allocate the revenue amount to. These instructions are listed later steps below.

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6	To add a new Revenue Description to the form, right click on a Revenue account and select "Add Revenue Description" on the right-click menu.
7	From the point of view, click on the drop down arrow next to the Revenue Description dimension and choose a new Revenue Description you would like to allocate to. Click the "Go" arrow in the point of view. The form will now render and reflect the correct data according to the Revenue Description you chose.
8	Update the data for the quarter and then click Save.
9	Click on the blue breadcrumbs hyperlink "Revenue Description Allocation - ChartFields in POV" above the point of view to return to the previous form. Verify the new Revenue Description that you added in the previous steps is added to the form.



		Budget	Actuals	Actuals Mapping	Actuals	Actuals Mapping	report that compares actuals to
		Final YearTotal	Final Q1	Working Q1	Final Q2	Working ▷ Q2	the budget. There
	No_Revenue_Description		1,133,746.21		1,069,971.23 1,069,971.23		are columns here
	CW - General Fund Countywide FEDGRANT - Miscellaneous Revenues		1/200// 10122	1,000,000.00 133,746.21 1,133,746.21	1,000,072120	1,000,000.00 69,971.23	for each quarter of the fiscal year. Onc
							the prior year is completely closed out users can come to this form and se that all the dollars that got loaded from PeopleSoft match with what the users allocated to revenue descriptions.
	eview data entry dur he second horizontal	-	nce Chec	k.		n process, click	This form is used to ensure that users are allocating the actuals dollar amounts in the
	4491000001 - INTERNAL SRV FUND FEES &	No_Revenue_Descr Q1	Total Revenue Descriptions	- No_Revenue_D	Descr Descriptions Q2	Q2 Balance Check	same account that they were loaded in
actu	revenue description al dollars and add a r ars should stay in the	revenue d	escriptio	•		-	

#### Lesson 2: Revenue Description Allocation – ChartFields in Rows

LessonThe information covered in this lesson is identical to the information covered in<br/>Lesson 1, with one key difference. This form moves the ChartFields for Grants,<br/>Project, and Activity from the Point-of-View down into the rows. This form layout<br/>may be more suitable for smaller departments.

The <u>Actuals Mapping</u> feature in MDCBUD is a collection of forms that support the new reporting input workflow between RFRO and Hyperion.

Previously the data for Budget, Forecast and Actuals were allocated to revenue descriptions in the RFRO application. Now, in this latest edition of MDCBUD, revenue description allocations occur in Hyperion and then the allocated data is integrated to RFRO.

*Revenue Description Allocation* is a process to break down values for revenue actuals coming from PeopleSoft FMS into the Revenue Description level. This process is expected to be completed each quarter to support the Quarterly Reporting activity. This data processing activity will normally be applied to the Current Year Actual values on an on-going basis. For the first year, however, as the organization transitions to using the new Hyperion system this process will need to be applied to the prior year's actual data as well, for FY20. The form provides access to both FY20 and FY21 currently.

As revenue actuals come in from PeopleSoft, they are stored under a Scenario/Version intersection called **Actuals->Final**. The entries end users will make for the *Revenue Description Allocation* process are stored in a Scenario/Version intersection called

**Actuals Mapping->Working.** The Balance Check page provides a quick method for you to verify that there are no +/- variances between the original revenue actual values, and the values mapped to Revenue Descriptions.

\*\*PLEASE NOTE: Until Hyperion is fully integrated with RFRO, revenue actuals loaded from PeopleSoft will be auto populated into the REVENUE DESCRIPTION REQUIRED revenue description member on a nightly basis. The rule takes into account any revenue actuals you have already allocated to legitimate revenue descriptions.\*\*

In this lesson you will learn:

- Navigate to the <u>Revenue Description Allocation ChartFields in Rows</u> form
- Add a Revenue Description Allocation
- Review the Balance Check



Step	Action	Notes
1	From the home screen, select "My Task List" in the pane on the left side of the screen and select the arrow next to the "Actuals Mapping" task list to expand this folder.	
2	To access the Revenue Description Allocation - ChartFields in Rows form, select the first task: "Revenue Description Allocation - ChartFields in Rows" Revenue Description Allocation form is displayed. Year, Department, Fund are displayed in the point of view.	This version of the Revenue Description Allocation form includes the ChartFields in the rows. This version may be better suited for larger departments.
3	<ul><li>Set the Point-of-View for the form by performing these steps for each of the 3 dimensions as needed:</li><li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li><li>B. Select an appropriate member for your department's data.</li></ul>	The drop-down menus for dimensions in the POV are displayed in the following order: • Year
	Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar. For more information about using the member selectors and setting the	<ul><li>Department</li><li>Fund</li></ul>
	Point-of-View, please refer to the lessons in <i>Module 3: Hyperion Basics</i> .	



4	<ul> <li>The form displays, on the <i>Input</i> tab:</li> <li>A. Point of View – with entries for: Year; Department; Fund.</li> <li>B. Grant, Project, Activity, Account and Revenue Description dimensions on the row</li> <li>C. Budget</li> <li>D. Q1 Actuals and Actuals Mapping</li> <li>E. Q2 Actuals and Actuals Mapping</li> <li>F. Q3 Actuals and Actuals Mapping</li> <li>G. Q4 Actuals and Actuals Mapping</li> <li>G. Q4 Actuals and Actuals Mapping</li> <li>The reason that year is in the POV is because when they roll over into next fiscal year, Q4 is not closed yet, so users need to be able to go back into last year and finish the allocation exercise once Q4 is finalized.</li> </ul>	The first column Budget Final YearTotal (C) is meant to show where users budgeted revenues for the fiscal year. The second column Actuals Final Q1 displays the sum of all the actuals data in the months that make up Q1 (D). These first two columns are entirely read-only and display in gray. The bottom part of the third column Actuals Mapping Working Q1 is used to allocate actuals
5	Choose a revenue amount from the second column (Actuals Final Q1) and enter that amount at the appropriate Revenue Description in the third column (Actuals Mapping Working Q1) to allocate the revenue to a Revenue Description. Then click <b>Save</b> .	down to the Revenue Description level. If there are no revenue descriptions listed on the form, you will need to add a revenue description to allocate the revenue amount to. These instructions are listed later steps
6	To add a new Revenue Description to the form, right click on a Revenue account and select "Add Revenue Description" on the right-click menu.	below.

7	From the point of view, click on the drop down arrow next to the Revenue Description dimension and choose a new Revenue Description you would like to allocate to. Click the "Go" arrow in the point of view. The form will now render and reflect the correct data according to the Revenue Description you chose.				
8	Update the data for the quarter and then click Save.				
	Actuals Revenue Allocation - Chartfields in POV > Actuals Revenue Allocation - Add Revenue Description				
	Years:FY20				
	EDGRANT - Miscellaneous Rever				
	Actuals Mapping Actuals Mapping Actuals Mapping Actuals Mapping				
	Working         Working         Working           ▷ Q1         ▷ Q2         ▷ Q3         ▷ Q4				
	4491000001 - INTERNAL SRV FUND FEES & CHRG 133,746.21				
9	Click on the blue breadcrumbs hyperlink "Revenue Description Allocation - ChartFields in POV" above the point of view to return to the previous form.				
	Verify the new Revenue Description that you added in the previous steps is				
	added to the form.				
	P/20     ▼     FN06100100 - CREDIT & COLLEC ▼     GS004 - CREDIT & COLLECTION •     ▼       No Project     ▼     ●       Input     Balance Check				
	Budget         Actuals         Actuals           Final         Final         Working           YearTotal         Q1         > Q1				
	449100001 - INTERNAL SRV FUND FEES & CHRG No. Revenue_Description 1,133,746-21				
	Total Revenues - No Revenue Description         -         1,133,746.21           449100001 - INTERNAL SRV FUND FEES 8. CHRG         Cw - General Fund Countywide         1,000,000.00				
	FEDGRANT - Morellaneous Revenues         133,746.21           Total Revenue - Revenue Description Allocated         -         1,133,746.21				



		Budget Final YearTotal	Actuals Final Q1	Actuals Mapping Working > Q1	Actuals Final Q2	Actuals Mapping Working D Q2	report that compares actuals to
	No_Revenue_Description		1,133,746.21		1,069,971.23	V Q2	the budget. There are columns here
	CW - General Fund Countywide FEDGRANT - Miscellaneous Revenues -			1,000,000.00 133,746.21 1,133,746.21		1,000,000.00 69,971.23	for each quarter of the fiscal year. Onc the prior year is
							completely closed out users can come to this form and se that all the dollars that got loaded from PeopleSoft match with what the users allocated to revenue descriptions.
11	To review data entry dur on the second horizonta	l tab: Bala neom a coulec (▼) cooo4 - coa	Actuals Final No_Revenue_Descri Q1 Q1 Q	K.	Actuals Marking Actuals Marking Final Workin Tota Revenue_Description Q2 Q2 Q2	ppng - g - mue	This form is used to ensure that users are allocating the actuals dollar amounts in the same account that they were loaded in
.2	The revenue description actual dollars and add a dollars should stay in the	revenue d	escriptio	•		0	e
	The "Balance Check" cell These cells display in gre					t of balance.	

	Lesson 3: Reimbursement True Ups
Lesson Overview	<i>Reimbursement True Ups</i> are part of a new reporting input activity in Hyperion. In this lesson the topic is addressed as it relates to the Actuals Mapping process.
	Each quarterly reporting cycle requires the actuals for reimbursement accounts to be addressed.
	Consider the following example: A department enters an expense for reimbursements which will be a negative number. The value is a budget amount of - 393,000 in salary reimbursements that is paid for by a different department. The negative expense amount is how the value is sent back to PeopleSoft. However, this is not how the amount is <u>presented</u> in the publishing of the budget. Reimbursement true ups are used to clear out the negative expense and enter the same amount as a revenue. The true ups allow the values to be presented in the budget correctly.
In this lesson you will learn:	<ul> <li>Navigate to the <u>Reimbursement True Ups</u> form</li> <li>Create a Reimbursement True Up</li> <li>Add a Revenue Description to a Reimbursement True Up</li> <li>Delete a Reimbursement True Up</li> </ul>

Step	Action	Notes
1	To navigate to the Reimbursement True Ups feature:	
	From the home screen, select <b>My Task List</b> , navigate to <b>Actuals Mapping &gt;</b> Reimbursement True Ups	
2	The Reimbursement True Ups form displays:	
	A. Point-of-View bar, with Year and Department	
	B. Requests Dimension	
	C. Fund Dimension	
	D. Grants Dimension	
	E. Project Dimension	
	F. Activity Dimension	
	G. Account Dimension – Reimbursement account(s)	
	H. Revenue Description Dimension	
	I. Actuals Mapping -> Working -> Q1 to Q4          Fi21       FH02040300 - PAYROLL         Fi21       FH02040300 - PAYROLL         Working       Working         Actuals Mapping       Actuals Mapping         Actuals Mapping       Actuals Mapping         Base       G3059 - FIHAHC No_Grant         No       -         -       -	
3	Set the Point-of-View for the desired Department value, then click <b>Go.</b> Provided the Department selected has reimbursement values to work with, they are displayed on the form. If no reimbursement accounts have values in the Current Year Forecast or the Next Year Budget, then the form will not have data.	
4	Each reimbursement account within the Total Requests row at the top of the page need to have a true up created. To create a reimbursement true up, right click on one of the reimbursement accounts and select "Create Reimbursement True Up" from the right click menu.	

#### 5 Enter or use the member selector to select a Revenue Description for the reimbursement true up. Click Launch. Runtime Prompts - FINSTMT\_BUDPRES\_Add\_Reimbursement\_TrueUp Prompt Text Inter "To" Revenue Description: "INTERTRNF - Other Revenues Launch Cancel This form is used by 6 Review and confirm that the true up was created successfully. department planners who will need to create a The form will now list the next available True Up number, along with the Fund reimbursement true associated with the reimbursement account. Then, for the Account and up for each Revenue Description selected in the prompt, it will create a positive revenue reimbursement line for that Revenue and Revenue Description combination. In addition to the account that was positive revenue line, it will create a second line to cancel out the expense initially budgeted as that was budgeted initially. This means that it netted out the reimbursement a negative expense. expense that was budgeted and created it as a revenue. The balance check line at the bottom of the form allows FN02040300 - PAYROLL - users to make sure G3059 - FINANCE OPERATIONS No Grant No Project No Activity 5321320 that a true up has been created for Balance Check each reimbursement that has been budgeted. 7 If a user needed to break up the reimbursement true up into two different accounts or revenue descriptions, they are able to do this from the right click menu. Right click on the true up line that you just created and select "Add Revenue Account" from the right click menu. 4699000001 - OTHER MISCELLANEOUS REVENUES INTERTRNF - Other Revenue 62,000 5010910000 - FRINGE BENEFIT REIMBURSEMENTS No Revenue Description Create Reimbursement True Up Delete Reimbursement True Ur **Balance Check** Add Revenue Description Reimbursement True Up - Add Account form displays.

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8	Click on the drop-down arrow r the point of view and select a n Then click <b>Go.</b>				
9	Enter Department Forecast and Budget Working values for the selected Revenue Description and click Save. Reimbursement True Up > Reimbursement True Up - Add         @Grants:No Grant         INTERTRNF - User Access Prograi         FY21       FY22         Sep       YearTotal         Department       Budget         Working       Working         True Up 2       20,000				
10	Click on the blue breadcrumbs point of view to return to the p	••	nent True L	Jp" above the	
11	Verify that the new Revenue De amounts you entered previous	Actuals Mapping Actuals Mapping Working Working Working Overlag and a constraint of the second secon	the form.	Actuals Mapping Norking Working Q4 YearTotal 34,330 34,330 34,330	The added line has caused the Balance Check to turn red. This is expected, and the original entries must be updated to rebalance the data.
12	Rebalance: Adjust the original r description line, and then click	Save.	Actuals Mapping Working > Q1	Actuals Mapping Working	In this example, Department forecast was adjusted from 62,000 to 42,000
	5321320000 - REIMB FOR G&A EXPENSE - 4699000001 - OTHER MISCELLANEOUS REVENUES 5321320000 - REIMB FOR G&A EXPENSE -	No Revenue Description INTERTRNF - Other Revenues INTERTRNF - User Access Program Fees No Revenue Description -	-23,010 19,010 4,000 23,010	-11,320 7,320 4,000 11,320	And Budget Working was adjusted from 65,000 to 44,000
	2	Balance Check		-0.	



13	To delete a True Up reference, r select <b>Delete Reimbursement T</b>	ight-click the True Up reference me <b>rue Up.</b>	ember and
		G3059 - FINANCE OPERATIONS N Create Reimbursement True Up Delete Reimbursement True Up Add Revenue Description	click
	Runtime Prompts - FINSTM	_BUDPRES_Delete_Reimbursement_TrueUp	
	Prompt Text	Value	
	Fromperexe		



	Lesson 4: FTE Input
Lesson Overview	As part of the <u>Budget Presentation Input</u> feature in MDCBUD, the data entry activity to support the reporting of FTE's is now is now included in Hyperion.
	<i>FTE Input</i> is a form to collect data that is strictly used for reports that present current year Actuals for FTE's and Long-Term Vacant Positions (LTVP).
	The data is collected on a quarterly basis using this form.
In this lesson you will learn:	<ul> <li>Navigate to the <u>FTE Input</u> form for the Actuals Mapping feature</li> <li>Update FTE information for the quarter</li> <li>Update the Budget Year Long Term Vacant Positions for the quarter</li> </ul>

Step	Action	Notes
1	To navigate to the FTE Inputs form:	
	From the home screen, select <b>My Task List</b> , navigate to <b>Actuals Mapping &gt; FTE</b> Input	
2	The FTE Input form displays:	LTVP: Long-Term Vacant Positions
	A. Point-of-View bar: Year and Department	
	B. Fund on the rows	Items E, F, G not
	C. Budget Year FTE and LTVP values	pictured
	D. Q1 (Dec) Actuals Mapping FTE and LTVP values	
	E. Q2 (Mar) Actuals Mapping FTE and LTVP values	
	F. Q3 (Jun) Actuals Mapping FTE and LTVP values	
	G. Q4 (Sep) Actuals Mapping FTE and LTVP values	
	Task - FTE Input Task Instructions       P120     PI0010000 - DIRECTOR'S ADMI       P120     Pi0010000 - DIRECTOR'S ADMI       Final     Pinal       Vex/Total     Vex/Total       Full Time Filed     Full Time Filed       File     Full Time Filed       File     Full Time Filed       File     File       File <t< th=""><th></th></t<>	
3	Click on the drop-down arrows next to the Department dimension in the point of view and select a Department from the drop-down list of members and click <b>Go.</b>	
4	The purpose of this form is to allow users to input FTE data that is necessary for reporting purposes.	If the data form is blank, right click on the form and select
	Input FTE data for each column in the row of your choice. Then click <b>Save</b> .	"Add FTE" to begin entering FTE data.
5	About this form:	
	FTE Values for the current year Actuals Mapping must be provided to MDCBUD so they can be presented on reports.	



	Module 9: Course Summary
Objectives Achieved	<ul> <li>Congratulations! You have completed the <u>Actuals Mapping (RFRO)</u> course. You should now be able to:</li> <li>Navigate to the Actuals Mapping (RFRO) features</li> <li>Use the Revenue Description Allocation forms to</li> </ul>
	<ul> <li>Allocate revenue actuals down to Revenue Descriptions</li> <li>Use the Balance Check form to ensure all revenues have been properly allocated for your department</li> <li>Use the Reimbursement True Ups form to <ul> <li>Create a Reimbursement True Up</li> <li>Add a Revenue Description to a Reimbursement True Up</li> <li>Delete a Reimbursement True Up</li> </ul> </li> <li>Use the Long-Term Vacancy Inputs form to <ul> <li>Update the Current Year Department Forecast for FTE's</li> <li>Update the Budget Year Long Term Vacant Positions</li> </ul> </li> </ul>



#### Module 10: Reporting

Overview

#### This module includes the following lessons:

- Lesson 1: Operating Report
- Lesson 2: Budget Request Reports
- Lesson 3: Budget Publication Reports
- Lesson 4: Quarterly Reports



### Module 10: Key Terms

The following key terms are used in this Module:

Term	Definition
Period: YearTotal	Unrounded, sum of the months.
Period: YearTotal- Working	Unrounded, sum of months, plus one-time dollars in approved requests.
Period: YearTotal- Rounded	YearTotal-Working, rounded.
Requests: Base	Base budget.
Requests: Total Request	Base budget plus approved requests. The PeopleSoft version of the budget.
Requests: Total Budget Presentation	Total Request +/- adjustments required for RFRO.
Version: Working	Budget data input from departments.
Version: Budget Submission	Budget snapshot at the time the department submits its budget.
Version: Proposed	Snapshot version representing the Proposed version of the budget.
Version: Adopted	Snapshot version representing the Adopted version of the budget.



	Lesson 1: Operating Reports
Lesson Overview	The reports covered in this lesson are designed to provide information regarding the revenue and expenditure values for the upcoming budget year.
	To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L1R1 stands for Lesson 1, Report 1.
	<ul> <li>The following reports focus on expenditures:</li> <li>Report L1R1: BAT Appropriations Report – Summary</li> <li>Report L1R2: BAT Appropriations Report – Detail</li> <li>Report L1R3: BAT Appropriations Report by Fund</li> </ul>
	<ul> <li>Report L1R4: BAT Expense by Entity</li> <li>The following reports focus on revenues:</li> <li>Report L1R5: BAT Revenue Report - Summary</li> <li>Report L1R6: BAT Revenue Report - Detail</li> <li>Report L1R7: BAT Revenue by Entity</li> </ul>
In this lesson you will learn:	<ul> <li>Navigate to the Operating Reports folder in Explore</li> <li>Run each of the reports outlined above</li> <li>Learn key aspects about the purpose and content of each report</li> </ul>

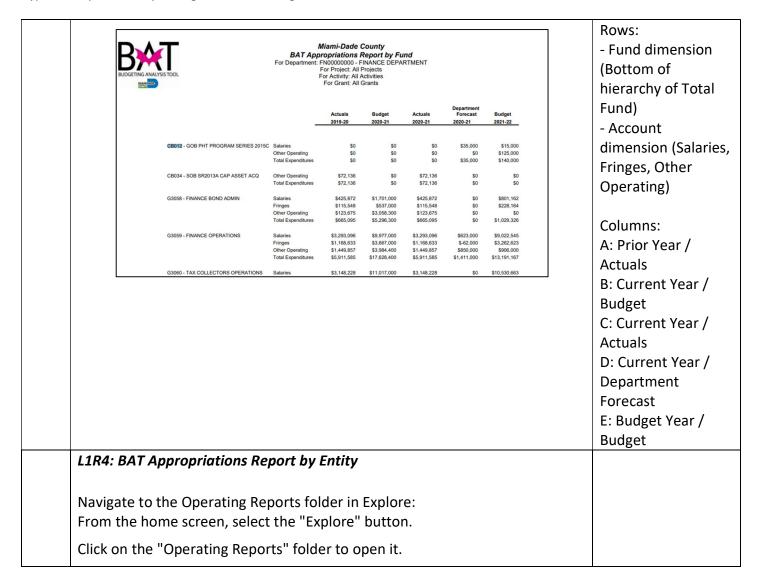
• Learn key aspects about the purpose and content of each report

Step	Action	Notes
	L1R1: BAT Appropriations Report – Summary	
	Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button.	
	Click on the "Operating Reports" folder to open it. Run the BAT Appropriations Report - Summary in PDF by double clicking on	This report is a
	<ul> <li>Run the BAT Appropriations Report - Summary in PDF by double clicking on the report name.</li> <li>Provide entries for each of the items in the prompt window.</li> <li>For example: <ul> <li>Version: Working</li> <li>Period: YearTotal-Working</li> <li>Department: type in Department or use member selector to select a Department</li> <li>Fund: select a fund or leave as All Funds</li> <li>Project: select a project or leave as All Projects</li> <li>Activity: select an activity or leave as All Activities</li> <li>Grants: select a grant or leave as All Grants</li> <li>Requests: select Base</li> </ul> </li> <li>Then click "OK" to run the report.</li> </ul>	This report is a summary version of the BAT Appropriations Report—users will run this report to see data at the highest-level expenditure account categories based on the Department, Fund, Project, Activity, and Grant selected.
	Miami-Dade County BAT Summary Appropriations Report For Department: FN00000000 - FINANCE DEPARTMENT For Fund: All Funds For Fund: All Projects	Rows: Account dimension (Children of



	– Detail				
Navigate to the Operating Reports From the home screen, select the		•			
Click on the "Operating Reports" fo	older to op	pen it.			
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BUDGETING ANALYSIS TOOL F	<b>liami-Dade Cour</b> <b>ropriations Rep</b> (N0000000 - FINAN For Fund: All Funds for Project: All Project or Activity: All Activit For Grant: All Grant	Dort - Detail NCE DEPARTMEI ds ects ities	NT		Rows: Account dimensio (Level 0 descendants of Accountability
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L1R3: BAT Appropriations Report by Fund	
Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button.	
Click on the "Operating Reports" folder to open it.	
Run the BAT Appropriations Report by Fund in PDF by double clicking on the report name.	This report shows the high level categories within
<ul> <li>Provide entries for each of the items in the prompt window.</li> <li>For example: <ul> <li>Version: Working</li> <li>Period: YearTotal-Working</li> <li>Department: type in Department or use member selector to select a Department</li> <li>Project: select a project or leave as All Projects</li> <li>Grants: select a grant or leave as All Grants</li> <li>Activity: select an activity or leave as All Activities</li> <li>Requests: Base</li> <li>Then click "OK" to run the report.</li> </ul> </li> <li>The <i>Key Terms</i> section for this module includes helpful descriptions for Period, Requests, and Version.</li> </ul>	total expenditures (Salaries, Fringes, Other Operating) level 0 Fund when the Funds are liste in the rows. This is another version o the appropriation report where the user can view expenditures by fund.





report name. Provide entries for each of the items in the prompt window. For example: • Department: type in Department or use member selector to select a Department • Version: Working • Period: YearTotal-Working • Fund: select a fund or leave as All Funds • Activity: select an activity or leave as All Activities • Project: select a project or leave as All Projects • Grants: select a grant or leave as All Projects • Grants: select a grant or leave as All Projects • Grants: select a grant or leave as All Grants • Requests: Base Then click "OK" to run the report. Need more information about some of the prompt choices? The <i>Key Terms</i> section for this module includes helpful descriptions for Period, Requests, and Version. • Mathing the formed information about some of the prompt choices? The <i>Key Terms</i> section for this module includes helpful descriptions for Period, Requests, and Version. • Mathing the formed information about some of the prompt choices? The <i>Key Terms</i> section for this module includes helpful descriptions for Period, Requests, and Version. • Mathing the formed information about some of the prompt choices? • The <i>Key Terms</i> section for this module includes helpful descriptions for Periods - Descripts down • Mathing the formed information about some of the states • States is about some information about some of states is about some is about some is about the states is about the st		5						
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BAT Expense by Entity Report         For Department: FN0000000 - FINANCE DEPARTMENT         For Fund: All Funds         For Grant: All Grants         Department: For Department: For Colspan="2">Budget         Actuals         Partment: Store         Actuals         Partment: Store         Partor Store <td col<="" td=""><td>Period, Requests, and Version.</td><td></td><td></td><td></td><td>ienptio</td><td></td><td></td></td>	<td>Period, Requests, and Version.</td> <td></td> <td></td> <td></td> <td>ienptio</td> <td></td> <td></td>	Period, Requests, and Version.				ienptio		
For Fund: All Funds For Organit: All Activities For Grant: All Grants         Department Process For Activity: All Activities For Grant: All Grants         Department Budget         dimension (Level descendants of th Department 20221           FN01010000 - DIRECTOR'S ADMIN         X475.020         \$1,411.700         \$475.020         \$1,404.333         Budget         - Account dimension (Account dimensio (Account dimension (Account dimension (Account dimension (Account	Period, Requests, and Version.	Miami-Dade Cou					Rows:	
For Activity: All Activities For Grant: All Grants         Department Forcest         Department Forcest         Department Forcest         Department Budget           FN01010000 - DIRECTOR'S ADMIN         Actuals         Budget         Actuals         Department Forcest         Budget         201:22         Department Forcest         Depa	<b>D</b> Л Т ВА	T Expense by Entity	nty y Report				- Department	
Actuals         Budget         Actuals         Department         Forecast         Budget         Department           2019-20         2202-21         YTD         2202-21         2201-22         2202-21         2201-22         2202-21         2201-22         2202-21         2201-22         2201-22         2201-22         220	<b>D</b> Л Т ВА	T Expense by Entity ent: FN00000000 - FINAN For Fund: All Funds	nty y <b>Report</b> NCE DEPART s					
Actuals         Budget         Actuals         Prorecast         Budget         - Account dimension           2019-20         2019-20         2020-21         YD         2020-21         2021-22         - Account dimension           FN02010000 - CONTROLLERS ADMINISTRATION         \$213,742         \$2,771,500         \$1,702,724         \$1,416,000         \$1,938,946         (Account ability           FN02020200 - GENERAL ACCOUNTING         \$1,711,110         \$2,266,400         \$1,711,110         \$0         \$1,938,946         Ordinance)           FN02030200 - FINANCIAL REPORTING         \$223,748         \$963,400         \$234,598         \$0         \$333,3226         Ordinance)           FN02040200 - ACCUNTIS PAYABLE         \$1,126,538         \$903,800         \$1,28,508         \$0         \$333,2264         Columns:           FN02040200 - ACCUNTIS PAYABLE         \$1,126,538         \$90,800         \$1,28,579         \$0         \$86,101         A: Prior Year / Act           FN02040200 - ACCUNTIS PAYABLE WORKFLOW         \$8261,007         \$1,018,000         \$1,975,704         B: Current Year /           FN0301000 - ADMINISTRATION         \$386,097         \$1,204,500         \$260,000         \$1,029,500         \$327,061         B: Quget           FN0402000 - CPERATIONS         SOLUTIONS APP SUPPORT	<b>D</b> Л Т ВА	T Expense by Entity ent: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit	nty y Report NCE DEPART s cts ties				- Department	
2019-20         2020-21         YTD         2020-21         2021-22         - Account dimens           FN0101000 - DIRECTOR'S ADMINISTRATION         \$475,020         \$1,411,700         \$475,020         \$54,000         \$1,404,393         (Account ability           FN02020200 - GENERAL ACCOUNTING         \$213,742         \$1,465,000         \$1,393,216         (Account ability           FN02020300 - FEMA REPORTING         \$213,742         \$1,465,000         \$1,393,216         Ordinance)           FN02020300 - ACCOUNTING         \$234,598         \$0         \$0         \$19,96,948         Ordinance)           FN02040200 - ACCOUNTS PAYABLE         \$1,126,538         \$3,996,000         \$1,126,538         \$0         \$93,332,524         Columns:           FN0204000 - ACCOUNTS PAYABLE         \$1,126,538         \$3,996,000         \$1,126,538         \$0         \$53,332,524         Columns:           FN0204000 - ACCOUNTS PAYABLE         \$1,126,538         \$3,996,000         \$1,126,538         \$0         \$33,32,524         B: Current Year / Acc           FN0204000 - ACCOUNTS PAYABLE WORKFLOW         \$321,1100         \$324,139         \$0         \$327,065         B: Current Year /           FN0302000 - FIR SUPPORT         \$30,35         \$20,305         \$524,000         \$320,365         \$320,199         Budget<	<b>D</b> Л Т ВА	T Expense by Entity ent: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit	nty y Report NCE DEPART s cts ties				- Department dimension (Level 0 descendants of the	
FN82010000 - CONTROLLERS ADMINISTRATION         \$213,742         \$21,742         \$1,465,000         \$1,383,216           FN82020200 - GENERAL ACCOUNTING         \$1,711,110         \$2,564,600         \$1,711,110         \$0         \$1,936,948           FN82020200 - FEMA REPORTING         \$0	<b>D</b> Л Т ВА	T Expense by Entity ent: FN0000000 - FINAN For Fund: All Fund: For Project: All Proje For Activity: All Activit For Grant: All Grant	nty y Report NCE DEPART s cts tiss ts	IMENT	Department		- Department dimension (Level 0 descendants of the Department selected	
FN02020200 - GENERAL ACCOUNTING         \$1,711,110         \$2,564,600         \$1,711,110         \$0         \$1,936,948         Ordinance)           FN02020300 - FINANCIAL REPORTING         \$0         \$0         \$0         \$0         \$1,25,000         \$1,216,000         \$1,225,000         \$1,216,000         \$224,598         \$0         \$234,598         \$0         \$230,784         \$0         \$937,923           FN02040200 - ACCOUNTING         \$2230,784         \$50         \$332,524         \$0         \$68,101           FN02040300 - AVROLL         \$258,179         \$30         \$68,101         \$1,795,704         \$1,295,700         \$339,966         \$5,798,566         \$1,204,500         \$284,179         \$0         \$1,795,704         \$1,204,500         \$244,139         \$0         \$230,764         \$1,204,500         \$244,139         \$0         \$231,7062         \$1         \$1.000         \$239,966         \$1,020,320,67         \$1,020,320,67         \$1,000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322,7061         \$1.000,322	<b>D</b> Л Т ВА	T Expense by Entity nt: FN0000000 - FINAN For Project: All Proje For Activity: All Activi For Grant: All Grant Actuals	nty y Report NCE DEPART scts tiss Budget	TMENT Actuals	Department Forecast	Budget	- Department dimension (Level 0 descendants of the Department selected in the prompt)	
FN02030200 - FEMA REPORTING         \$234,598         \$8,6,000         \$234,598         \$0         \$8654,472           FN02030300 - CAPITAL ACCOUNTING         \$230,784         \$968,3400         \$230,774         \$0         \$937,923           FN02040200 - ACCOUNTIS PAYABLE         \$1,126,538         \$3,996,000         \$1,126,538         \$0         \$53,32,524         A: Prior Year / Act           FN02040300 - PAYROLL         \$258,179         \$30         \$68,101         A: Prior Year / Act           FN02040500 - ACCOUNTS PAYABLE WORKFLOW         \$261,007         \$31,118,00         \$232,061         B: Current Year / Act           FN03010000 - ADMINISTRATION         \$386,097         \$1,204,500         \$244,139         \$0         \$327,061         B: Current Year / Act           FN03020000 - FIN BUS SOLUTIONS APP SUPPORT         \$244,139         \$54,200         \$244,139         \$0         \$327,061         Budget           FN05010000 - OPERATIONS         \$866,095         \$50         \$1,029,326         C: Current Year / Act           FN06010000 - OPERATIONS         \$310,725         \$3,809,500         \$310,725         \$0         \$603,347           FN06010000 - OPERATIONS         \$149,552         \$1,165,593         \$1,408,417         \$1,408,417         \$1,408,417         \$1,408,417         \$1,408,417	FN01010000 - DIRECTOR'S ADMIN	T Expense by Entity nt: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,020	nty y Report NCE DEPART s cts ites its Budget 2020-21 \$1,411,700	Actuals YTD \$475,020	Department Forecast 2020-21 \$-54,000	Budget 2021-22 \$1,404,393	- Department dimension (Level 0 descendants of the Department selected in the prompt) - Account dimension	
FN02030300 - CAPITAL ACCOUNTING         \$230,784         \$963,400         \$230,784         \$0         \$993,923           FN02040200 - ACCOUNTYS PAYABLE         \$1,126,538         \$3,996,000         \$1,126,538         \$0         \$3,332,524         Columns:           FN02040200 - ACCOUNTYS PAYABLE         \$1,26,538         \$3,99,966         \$0         \$58,179         \$0         \$68,101           FN02040300 - AAVROLL         \$258,179         \$30         \$258,179         \$0         \$58,101         A: Prior Year / Act           FN02040300 - ACCOUNTS PAYABLE WORKFLOW         \$220,107         \$3,11,90         \$258,179         \$0         \$1,795,704         B: Current Year / Act           FN03010000 - ADMINISTRATION         \$386,997         \$12,04,500         \$244,139         \$0         \$232,761         Budget           FN03020000 - FIN BUS SOLUTIONS APP SUPPORT         \$70,385         \$239,300         \$70,385         \$320,199         Budget           FN04020000 - OPERATIONS         \$310,725         \$3,89,500         \$310,725         \$5         \$603,347         C: Current Year /           FN06010000 - ADMINISTRATION SECTION         \$199,532         \$11,66,693         \$1,166,693         D: Current Year /           FN06030000 - INFORMATION SERVICES SECTION         \$1,191,810         \$1,151,139	FN01010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION	T Expense by Entity nt: FN0000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activi For Grant: All Grant Actuals 2019-20 \$475.020 \$213.742	nty y Report SCE DEPART S sts Budget 2020-21 \$1,411,700 \$2,771,500	MENT Actuals YTD \$475,020 \$213,742	Department Forecast 2020-21 \$-54,000 \$1,465,000	Budget 2021-22 \$1,404,303 \$1,383,216	<ul> <li>Department</li> <li>dimension (Level 0</li> <li>descendants of the</li> <li>Department selected</li> <li>in the prompt)</li> <li>Account dimension</li> <li>(Accountability</li> </ul>	
FN02040300 - PAYROLL         \$258,179         \$328,000         \$258,179         \$0         \$68,101           FN02040300 - BANK RECONCILIATION         \$339,986         \$71,000         \$339,986         \$0         \$798,566         A: Prior Year / Act           FN02040500 - ACCOUNTS PAYABLE WORKFLOW         \$621,007         \$3,111,800         \$621,007         \$0         \$1,795,704         B: Current Year / Act           FN03010000 - ADMINISTRATION         \$386,097         \$1,204,500         \$244,139         \$0         \$327,061         B: Current Year / Budget           FN03020000 - FIN BUS SOLUTIONS APP SUPPORT         \$70,85         \$293,300         \$70,385         \$320,199         Budget           FN05010000 - OPERATIONS         \$866,095         \$5,296,300         \$310,725         \$0         \$603,347         C: Current Year / Act           FN06010000 - OPERATIONS         \$310,725         \$3,809,500         \$310,725         \$0         \$603,347         C: Current Year / Act           FN06020000 - ACCOUNTING SECTION         \$189,522         \$1,165,693         \$1,408,17         \$0         \$1,306,631         Actuals           FN06030000 - INFORMATION SERVICES SECTION         \$1,151,139         \$1,140,817         \$0         \$1,408,17         \$0         \$2,601,858         D: Current Year / Department Fore      <	FN01010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - GENERAL ACCOUNTING FN02020200 - GENERAL ACCOUNTING FN02020200 - FINANCIAL REPORTING	T Expense by Entity nt: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,020 \$213,742 \$1,711,110 \$0	nty y Report NCE DEPART s cts is Budget 2020-21 \$1,411,700 \$2,771,500 \$2,771,500 \$2,764,600	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,936,948 \$125,000	<ul> <li>Department</li> <li>dimension (Level 0</li> <li>descendants of the</li> <li>Department selected</li> <li>in the prompt)</li> <li>Account dimension</li> <li>(Accountability</li> </ul>	
FN0204000 - BANK RECONCILIATION         \$339,986         \$71,000         \$339,986         \$0         \$798,566         A: Prior Year / Act           FN0204050 - ACCOUNTS PAYABLE WORKFLOW         \$821,007         \$3,11,180         \$621,007         \$0         \$1,795,704         B: Current Year / Act           FN03020000 - ERP SUPPORT         \$12,04,500         \$328,097         \$330,306         \$1,795,704         B: Current Year / Budget           FN03020000 - ERP SUPPORT         \$244,139         \$564,200         \$244,139         \$0         \$327,061         Budget           FN03020000 - FIN BUS SOLUTIONS APP SUPPORT         \$70,385         \$293,300         \$70,385         \$320,199         Budget           FN04020000 - OPERATIONS         \$665,095         \$51,029,326         C: Current Year /           FN06010000 - ADMINISTRATION SECTION         \$198,552         \$1,106,693         Actuals           FN0602000 - ACCOUNTING SECTION         \$1,198,600         \$1,151,139         \$0         \$51,0787           FN06030000 - INFORMATION SERVICES SECTION         \$1,140,817         \$0         \$428,9300         D: Current Year /           FN06060000 - AUVALOREM SECTION         \$1,40,603         \$2,801,865         \$0         \$1,482,690         D: Current Year /           FN06060000 - AUVALOREM SECTION         \$1,40,817	FN01010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - GENERAL ACCOUNTING FN02020200 - FINANCIAL REPORTING FN02020200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING	T Expense by Entity nt: FN0000000 - FINAP For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,020 \$213,742 \$1,711,110 \$0 \$224,598 \$230,784	nty y Report SCE DEPART S cts ities is Budget 2020-21 S1.411.700 S2.564.600 S2.564.600 S2.684.600 S2.63.400	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,784	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1.404.393 \$1.383.216 \$1.936.948 \$125.000 \$654.472 \$937.923	<ul> <li>Department</li> <li>dimension (Level 0</li> <li>descendants of the</li> <li>Department selected</li> <li>in the prompt)</li> <li>Account dimension</li> <li>(Accountability</li> <li>Ordinance)</li> </ul>	
FN03010000 - ADMINISTRATION         \$386,097         \$1,204,500         \$336,097         \$335,000         \$247,062         B: Current Year / Budget           FN03020000 - ERP SUPPORT         \$244,139         \$564,200         \$244,139         \$0         \$327,061         Budget           FN03020000 - OPERATIONS         \$5293,300         \$665,095         \$50         \$1,209,326         C: Current Year /           FN05010000 - OPERATIONS         \$310,725         \$3,899,500         \$310,725         \$0         \$603,347           FN06010000 - ADMINISTRATION SECTION         \$203,654         \$5,479,600         \$203,654         \$0         \$1,366,631           FN06020000 - ACCOUNTING SECTION         \$189,532         \$1,425,500         \$199,532         \$0         \$1,466,593         D: Current Year /           FN06030000 - INFORMATION SERVICES SECTION         \$1,151,139         \$1,918,600         \$1,151,139         \$0         \$510,787         D: Current Year /           FN06030000 - INFORMATION SERVICES SECTION         \$1,140,817         \$59,985,700         \$1,482,690         D: Current Year /           FN06050000 - ADVALOREM SECTION         \$1,140,817         \$59,997,200         \$1,431,319         S0         \$1,482,690         D: Current Year /           FN06050000 - ADVALOREM SECTION         \$1,406,033         \$2,601,858	FN01010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - CONTROLLERS ADMINISTRATION FN02020200 - FINANCIAL REPORTING FN02020200 - FINANCIAL REPORTING FN02002000 - CAPITAL ACCOUNTING FN02002000 - CAPITAL ACCOUNTING FN02040200 - ACCOUNT'S PAYABLE	T Expense by Entity nt: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant <u>Actuals</u> 2019-20 \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,744 \$1,126,538	nty y Report NCE DEPART s cts is Budget 2020-21 \$1,411,700 \$2,574,600 \$2,564,600 \$0 \$-8,000 \$963,400 \$3,996,000	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$230,784 \$1,126,538	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,936,948 \$125,000 \$664,472 \$937,923 \$3,332,524	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns:</li> </ul>	
FN03020000 - ERP SUPPORT         \$244,139         \$564,200         \$244,139         \$0         \$332,061         Budget           FN03030000 - FIN BUS SOLUTIONS APP SUPPORT         \$70,385         \$293,300         \$70,385         \$0         \$322,199         C: Current Year /           FN05010000 - OPERATIONS         \$665,095         \$52,963,300         \$70,385         \$10,225         \$0         \$603,347         C: Current Year /           FN06010000 - ADMINISTRATION SECTION         \$109,3554         \$51,425,900         \$310,725         \$0         \$603,347         Actuals           FN06020000 - ACCOUNTING SECTION         \$119,852         \$0         \$1,166,693         D: Current Year /           FN06030000 - INFORMATION SERVICES SECTION         \$1,151,139         \$1,918,600         \$1,151,139         \$0         \$510,787         D: Current Year /           FN06030000 - FAST PAYMENT SECTION         \$1,140,817         \$0         \$34,82,890         D: Current Year /           FN06060000 - AUTO TAG SECTION         \$1,140,817         \$0         \$2,261,865         D         D: Current Year /           FN06080000 - CONVENTION & TOURIS SECTION         \$1,40,603         \$2,261,865         S1,433,855         E: Budget Year /           FN06080000 - LOCAL BUSINESS TAX SECTION         \$417,846         \$1,433,855         E: Bu	FN01010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - GENERAL ACCOUNTING FN02020200 - FINANCIAL REPORTING FN02020200 - CAPITAL ACCOUNTING FN02040200 - ACCOUNTIS PAYABLE FN02040300 - PAYROLL FN02040300 - PAYROLL	T Expense by Entity Th: FN0000000 - FINAP For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,000 \$213,742 \$1,714,110 \$0 \$224,598 \$230,784 \$1,126,538 \$228,179 \$339,986	nty y Report S cts ities is Budget 2020-21 \$1,411,700 \$2,574,600 \$2,564,600 \$2,564,600 \$3,966,000 \$3963,400 \$3,996,000 \$32,560,000 \$32,560,000 \$32,6000 \$-71,000	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,784 \$1,126,538 \$258,179 \$339,966	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1.404.393 \$1.383.216 \$1.936.948 \$125.000 \$654.472 \$937.923 \$3.332.524 \$681.01 \$798.566	<ul> <li>Department</li> <li>dimension (Level 0</li> <li>descendants of the</li> <li>Department selected</li> <li>in the prompt)</li> <li>Account dimension</li> <li>(Accountability</li> <li>Ordinance)</li> <li>Columns:</li> <li>A: Prior Year / Actual</li> </ul>	
FN04020000 - OPERATIONS         \$665,095         \$5,296,300         \$665,095         \$0         \$1,029,326         C: Current Year /           FN05010000 - ADMINISTRATION SECTION         \$210,654         \$5,479,600         \$203,654         \$0         \$1,306,631         Actuals           FN06020000 - ACCOUNTING SECTION         \$149,532         \$1,425,900         \$199,532         \$0         \$1,166,593         D: Current Year /           FN06020000 - INFORMATION SECTION         \$199,652         \$1,425,900         \$199,532         \$0         \$1,166,593         D: Current Year /           FN06020000 - INFORMATION SERVICES SECTION         \$1,151,139         \$0         \$51,0787         D: Current Year /           FN06050000 - ADVALOREM SECTION         \$1,140,817         \$5,985,700         \$1,482,690         D: Current Year /           FN06050000 - ADVALOREM SECTION         \$1,140,817         \$5,985,700         \$1,404,603         \$0         \$2,601,858         D: Current Year /           FN06050000 - AUVIO TAG SECTION         \$1,140,817         \$5,985,700         \$1,404,603         \$0         \$2,601,858         D: Current Year /           FN06050000 - COVVENTION & TOURIS SECTION         \$1,140,817         \$5,985,700         \$1,404,603         \$0         \$2,601,858         E: Budget Year /           FN06050000 - COVVENTION & TO	FN01010000 - DIRECTOR'S ADMIN FN02010000 - OURECTOR'S ADMIN FN020202000 - CONTROLLERS ADMINISTRATION FN020202000 - GENERAL ACCOUNTING FN020202000 - FINANCIAL REPORTING FN02002000 - CAPITAL ACCOUNTING FN02002000 - CAPITAL ACCOUNTING FN02040200 - ACCOUNTS PAYABLE FN02040200 - PAYROLL FN02040200 - PAYROLL FN02040200 - PAYROLL	T Expense by Entity nt: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant <u>Actuals</u> 2019-20 \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,744 \$1,126,538 \$258,179 \$339,986 \$621,007	nty y Report ICE DEPART s cts is Budget 2020-21 \$1,411,700 \$2,564,600 \$2,564,600 \$3,996,000 \$3,3996,000 \$3,3996,000 \$3,111,800	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404.393 \$1,383.216 \$1,936.948 \$125,000 \$664.472 \$937.923 \$3,332.524 \$58.101 \$798.566 \$1,795,704	<ul> <li>Department</li> <li>dimension (Level 0</li> <li>descendants of the</li> <li>Department selected</li> <li>in the prompt)</li> <li>Account dimension</li> <li>(Accountability</li> <li>Ordinance)</li> <li>Columns:</li> <li>A: Prior Year / Actual</li> </ul>	
FN05010000 - OPERATIONS         \$\$310,725         \$\$0         \$603,347         C: Current Year / Actuals           FN06010000 - ADMINISTRATION SECTION         \$203,654         \$5,479,600         \$203,654         \$0         \$1,306,631         Actuals           FN06020000 - ACCOUNTING SECTION         \$189,532         \$1,426,590         \$1,166,693         D: Current Year / Actuals           FN06030000 - INFORMATION SERVICES SECTION         \$1,151,139         \$1,918,600         \$1,151,139         \$0         \$510,787         D: Current Year / Department Year / Sene5,700           FN06040000 - FAST PAYMENT SECTION         \$39,9685         \$3,192,100         \$393,685         \$0         \$1,482,690         D: Current Year / Department Fore           FN06050000 - ADVALOREM SECTION         \$1,140,817         \$0         \$4,289,300         Department Fore           FN06060000 - AUTO TAG SECTION         \$1,046,603         \$2,817,100         \$1,046,603         \$0         \$2,601,858         E: Budget Year / Department Fore           FN06080000 - CONVENTION & TOURISM SECTION         \$417,846         \$1,279,200         \$417,846         \$0         \$1,133,955         E: Budget Year / Department Fore           FN06080000 - LOCAL BUSINESS TAX SECTION         \$499,183         \$1,533,700         \$499,183         \$0         \$1,474,449         Budget Year / Department Fore	FN01010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - GENERAL ACCOUNTING FN02020200 - GENERAL ACCOUNTING FN02020200 - FINANCIAL REPORTING FN02020200 - CONTROLLERS ADMINISTRATION FN02020200 - CONTROLLERS FN02040200 - ACCOUNTS PAYABLE FN02040200 - ACCOUNTS PAYABLE WORKFLOW FN03020000 - ADMINISTRATION FN03020000 - ADMINISTRATION	T Expense by Entity nt: FN0000000 - FINAP For Fundit All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,000 \$213,742 \$1,711,110 \$0 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$244,139 \$339,986 \$241,007 \$386,007 \$244,139	nty VCE DEPART S cts is Budget 2020-21 S1,411,700 S2,564,600 S2,564,600 S3,996,000 S363,400 S363,400 S363,400 S363,400 S364,400 S1,204,500 S1,204,500	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$336,007 \$336,007 \$386,007 \$386,007	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1.404.393 \$1.383.216 \$1.383.216 \$1.936.948 \$125,000 \$654.472 \$937.923 \$3.332.524 \$68.101 \$798.566 \$1.795,704 \$247.062 \$327.061	<ul> <li>Department</li> <li>dimension (Level 0</li> <li>descendants of the</li> <li>Department selected</li> <li>in the prompt)</li> <li>Account dimension</li> <li>(Accountability</li> <li>Ordinance)</li> <li>Columns:</li> <li>A: Prior Year / Actua</li> <li>B: Current Year /</li> </ul>	
FN08020000 - ACCOUNTING SECTION         \$189,532         \$1,425,900         \$189,532         \$0         \$1,166,593         Actuals           FN08020000 - INFORMATION SERVICES SECTION         \$1,151,139         \$1,918,600         \$1,151,139         \$0         \$510,787         D: Current Year /           FN08020000 - FAST PAYMENT SECTION         \$1,140,817         \$5,965,700         \$1,140,817         \$0         \$51,482,690         D: Current Year /           FN08020000 - ADVALOREM SECTION         \$1,140,817         \$5,965,700         \$1,140,817         \$0         \$2,601,858         D: Current Year /           FN08020000 - AUVO TAG SECTION         \$1,046,603         \$2,817,100         \$1,046,603         \$0         \$2,601,858         E: Budget Year /           FN0802000 - CONVENTION & TOURISM SECTION         \$4199,183         \$0         \$597,4588         E: Budget Year /           FN06020000 - TPP & ENFORCEMENT SECTION         \$569,121         \$1,167,900         \$569,121         \$0         \$1,17,429         Budget	FN01010000 - DIRECTOR'S ADMIN FN02010000 - OURECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - GENERAL ACCOUNTING FN02020200 - FINANCIAL REPORTING FN02030300 - FINANCIAL REPORTING FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040200 - AACCOUNT'S PAYABLE FN02040200 - AACOUNT'S PAYABLE FN02040200 - AACOUNT'S PAYABLE FN02040200 - AACOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE WORKFLOW FN03010000 - ADMINISTRATION FN03020000 - FIN BUS SOLUTIONS APP SUPPORT FN03030000 - FIN BUS SOLUTIONS APP SUPPORT	T Expense by Entity nt: FN00000000 - FINAN For Funce - FINAN For Project: All Proje For Activity: All Activit For Grant: All Grant <u>Actuals</u> 2019-20 \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,744 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,097 \$244,139 \$70,385	nty y Report ICE DEPART s cts is Budget 2020-21 \$1,411,700 \$2,564,600 \$3,996,000 \$3,3996,000 \$3,3996,000 \$3,3996,000 \$3,3996,000 \$3,111,800 \$-71,000 \$3,111,800 \$-71,0000\$-71,000\$-71,000\$-71,000\$-71,000\$-71,000\$	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$234,598 \$230,784 \$1,126,538 \$228,179 \$339,986 \$621,007 \$336,097 \$339,986 \$621,007 \$336,097 \$339,986	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404.393 \$1,383.216 \$1,936.948 \$125,000 \$664.472 \$937.923 \$3,332.524 \$588.101 \$798.566 \$1,795,704 \$247.061 \$320,7061 \$320,199	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget</li> </ul>	
FN06030000 - INFORMATION SERVICES SECTION         \$1,151,139         \$1,918,600         \$1,151,139         \$0         \$510,787         D: Current Year /           FN06040000 - FAST PAYMENT SECTION         \$399,685         \$3,192,100         \$399,665         \$0         \$1,482,690         D: Current Year /           FN06050000 - AUVALOREM SECTION         \$1,140,817         \$0         \$1,408,17         \$0         \$4,289,300         Department Fore           FN06070000 - CONVENTION & TOURISM SECTION         \$1,046,603         \$2,817,100         \$1,046,603         \$0         \$2,601,858         E: Budget Year /           FN06070000 - CONVENTION & TOURISM SECTION         \$41,73,46         \$1,279,200         \$417,846         \$0         \$1,133,955         E: Budget Year /           FN06090000 - LOCAL BUSINESS TAX SECTION         \$499,183         \$0         \$3974,588         E: Budget Year /           FN06090000 - LOCAL BUSINES TAX SECTION         \$569,121         \$1,167,300         \$509,121         \$0         \$1,174,449         Budget	FN01010000 - DIRECTOR'S ADMIN ENCODEDING ANALYSISTOOL	T Expense by Entity Th: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,000 \$213,742 \$1,711,110 \$0 \$234,598 \$235,598 \$339,996 \$234,598 \$234,598 \$235,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$235,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$235,598 \$234,598 \$234,598 \$234,598 \$235,598 \$234,598 \$234,598 \$235,598 \$234,598 \$235,598 \$234,598 \$235,598 \$234,598 \$234,598 \$235,598 \$234,598 \$236	nty y Report ICE DEPART S cts is Budget 2020-21 S1,411,700 S2,571,500 S2,564,600 S3,996,000 S326,000 S326,000 S3,260,000 S1,204,500 S1,204,500 S5,266,300 S5,266,300 S5,266,300	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,007 \$386,007 \$386,005 \$310,725	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$1,383,216 \$1,383,216 \$1,383,216 \$554,472 \$937,923 \$3,332,524 \$68,101 \$798,566 \$1,795,704 \$547,062 \$327,061 \$322,061 \$322,061 \$322,061 \$322,061 \$322,061 \$322,061 \$322,061 \$323,019 \$1,029,326 \$603,347	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year /</li> </ul>	
FN06050000 - ADVALOREM SECTION         \$1,140,817         \$5,965,700         \$1,140,817         \$0         \$4,289,300           FN06050000 - AUTO TAG SECTION         \$1,046,603         \$2,817,100         \$1,046,603         \$0         \$2,601,858         Department Fore           FN06050000 - CONVENTION & TOURISM SECTION         \$1,046,603         \$1,279,200         \$417,846         \$1,133,955         E: Budget Year /           FN06050000 - COLAL BUSINESS TAX SECTION         \$499,183         \$0         \$597,4585         E: Budget Year /           FN06090000 - TPP & ENFORCEMENT SECTION         \$569,121         \$1,167,900         \$569,121         \$0         \$1,174,249         Budget	FN01010000 - DIRECTOR'S ADMIN EN22010000 - OURECTOR'S ADMIN FN022010000 - CONTROLLERS ADMINISTRATION FN02202020 - GENERAL ACCOUNTING FN02202020 - FINANCIAL REPORTING FN02203000 - FINANCIAL REPORTING FN02203000 - FINANCIAL REPORTING FN02203000 - CAPITAL ACCOUNTING FN022040200 - ACCOUNT'S PAYABLE FN022040200 - ACCOUNT'S PAYABLE FN022040400 - BANK REPORTING FN02204000 - BANK REPORTING FN02204000 - ADMINISTRATION FN03030000 - FIN BUS SOLUTIONS APP SUPPORT FN03030000 - OPERATIONS FN05010000 - ODERATIONS	T Expense by Entify nt: FN0000000 - FINAN For Funce - FINAN For Project: All Proje For Activity: All Activit For Grant: All Grant <u>Actuals</u> 2019-20 \$475,020 \$213,742 \$1,711,110 \$234,598 \$230,744 \$1,126,538 \$258,179 \$339,986 \$621,007 \$346,097 \$244,139 \$70,385 \$666,095 \$310,725 \$203,654	nty y Report ICE DEPART s cts is <u>Budget</u> 2020-21 \$1,411,700 \$2,564,600 \$2,564,600 \$3,996,000 \$3,3996,000 \$3,3996,000 \$3,111,800 \$3,111,800 \$3,111,800 \$3,111,800 \$5,479,600	Actuals YTD \$475,020 \$1,711,110 \$234,598 \$230,784 \$1,126,538 \$228,179 \$339,986 \$621,007 \$386,097 \$346,017 \$386,097 \$244,139 \$70,385 \$665,095 \$10,725 \$310,725 \$203,654	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$11,936,948 \$125,000 \$654,472 \$393,923 \$3,332,524 \$68,101 \$798,566 \$1,795,704 \$247,062 \$320,199 \$1,029,326 \$603,347 \$1,306,631	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year /</li> </ul>	
FN06060000 - AUTO TAG SECTION         \$1,046,603         \$2,817,100         \$1,046,603         \$0         \$2,601,858         Department Fore           FN06070000 - CONVENTION & TOURISM SECTION         \$417,846         \$1,279,200         \$417,846         \$0         \$1,133,955         E: Budget Year /           FN06080000 - COLAL BUSINESS TAX SECTION         \$499,183         \$1,533,700         \$499,183         \$0         \$974,588         E: Budget Year /           FN06090000 - TPP & ENFORCEMENT SECTION         \$569,121         \$1,167,900         \$569,121         \$0         \$1,174,249         Budgast	FN01010000 - DIRECTOR'S ADMIN ENCODENTS ANALYSISTOOL	T Expense by Entity Th: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activity For Grant: All Grant Actuals 2019-20 \$475,000 \$213,742 \$1,711,110 \$0 \$234,598 \$235,598 \$234,598 \$234,598 \$234,598 \$235,598 \$234,598 \$234,598 \$235,598 \$234,598 \$234,598 \$234,598 \$235,598 \$234,598 \$234,598 \$235,598 \$234,598 \$235,598 \$234,598 \$235,598 \$234,598 \$235,598 \$235,598 \$236,598 \$236,598 \$236,598 \$236,598 \$236,598 \$236,598 \$236,598 \$236,598 \$236,598 \$236,598 \$256,598 \$256,598 \$257,598 \$258,598 \$25	nty y Report ICE DEPART S cts is Budget 2020-21 S1,411,700 S2,771,500 S2,771,500 S2,771,500 S2,564,600 S3,996,000 S3,264,600 S3,296,000 S1,204,500 S1,204,500 S5,266,300 S5,266,300 S5,266,300 S5,266,300 S1,242,500 S1,425,900 S1,425,900 S1,918,600	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,007 \$3	Department Forecast 2020-21 \$-54,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$1,383,216 \$1,383,216 \$1,383,216 \$554,472 \$937,923 \$3,332,524 \$581,101 \$798,566 \$1,795,704 \$247,062 \$327,061 \$320,199 \$1,029,326 \$603,347 \$1,306,631 \$1,166,593 \$510,787	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year / Actuals</li> </ul>	
FN06090000 - TPP & ENFORCEMENT SECTION \$569,121 \$1.167,900 \$569,121 \$0 \$1,174,249 Pudgot	FN01010000 - DIRECTOR'S ADMIN FN02010000 - OURECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - CONTROLLERS ADMINISTRATION FN02020200 - FINANCIAL REPORTING FN02020200 - FINANCIAL REPORTING FN02002000 - CAPITAL ACCOUNTING FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN0204000 - BANK RECONCILIATION FN0204000 - ADMINISTRATION FN03030000 - FIN BUS SOLUTIONS APP SUPPORT FN03030000 - OPERATIONS FN05010000 - OPERATIONS FN05010000 - OPERATIONS FN05010000 - ADMINISTRATION SECTION FN06010000 - ADMINISTRATION SECTION FN06040000 - FAST PAYMENT SECTION FN06040000 - FAST PAYMENT SECTION	T Expense by Entify nt: FN0000000 - FINAP For Funce - FINAP For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475.020 \$213.742 \$1,711.110 \$0 \$234.598 \$230.744 \$1,126.538 \$258.179 \$339.986 \$621.007 \$346.097 \$244.139 \$70.385 \$665.095 \$310.725 \$203.654 \$199.532 \$1.151.139 \$393.685	nty y Report ICE DEPART s cts is <u>Budget</u> 2020-21 \$1,411,700 \$2,564,600 \$2,564,600 \$3,996,000 \$3,996,000 \$3,996,000 \$3,996,000 \$3,111,800 \$3,111,800 \$5,479,600 \$5,479,600 \$1,918,600 \$3,192,100	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$233,598 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,097 \$244,139 \$70,385 \$665,095 \$310,725 \$203,654 \$189,532 \$1,151,139 \$939,685	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$00 \$00 \$00 \$00 \$00 \$00 \$00 \$00 \$00	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$1,386,348 \$125,000 \$654,472 \$3,332,524 \$33,332,524 \$38,101 \$798,566 \$1,795,704 \$247,061 \$320,199 \$1,029,326 \$403,347 \$1,306,631 \$1,166,593 \$510,787 \$1,482,690	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year / Actuals D: Current Year /</li> </ul>	
FN06090000 - TPP & ENFORCEMENT SECTION \$569,121 \$1,167,900 \$569,121 \$0 \$1,174,249	FN01010000 - DIRECTOR'S ADMIN ENCODENTS ANALYSISTOCI. FN01010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - GENERAL ACCOUNTING FN02020200 - GENERAL ACCOUNTING FN02020200 - GENERAL ACCOUNTING FN02002000 - CANTAL ACCOUNTING FN02002000 - CANTAL ACCOUNTING FN02040200 - AAVROLL FN02040200 - AAVROLL FN02040200 - AAVROLL FN02040200 - AAVROLL FN02040200 - ADMINISTRATION FN03010000 - ADMINISTRATION FN03010000 - ADMINISTRATION FN03010000 - ADMINISTRATION FN0301000 - ADMINISTRATION FN030000 - AST PAYMENT SECTION FN0300000 - FIAST PAYMENT SECTION FN0300000 - FAST PAYMENT SECTION FN0300000 - AST PAYMENT SECTION FN0300000 - AST PAYMENT SECTION FN0300000 - AST PAYMENT SECTION	T Expense by Entify Th: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,000 \$213,742 \$1,711,110 \$0 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$244,139 \$339,986 \$310,725 \$203,654 \$199,532 \$1,151,139 \$399,885 \$1,1046,603	nty VCE DEPART s cts cts is Budget 2020-21 \$1,411,700 \$2,771,500 \$2,564,600 \$2,771,500 \$2,564,600 \$2,771,500 \$2,564,600 \$3,996,000 \$3,296,000 \$3,296,000 \$1,204,500 \$2,847,100 \$3,899,500 \$5,266,300 \$3,899,500 \$5,266,300 \$1,425,900 \$1,425,900 \$1,425,900 \$1,916,600 \$3,192,100 \$5,966,700 \$2,817,100	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,097 \$346,097 \$356,095 \$310,725 \$359,046 \$310,725 \$359,046 \$310,725 \$351,140,140 \$351,140,140 \$351,140,140,175 \$351,140,140,140,175 \$351,140,140,140,175 \$351,140,140,140,175 \$351,140,140,140,175 \$351,140,140,140,175 \$351,140,140,140,175 \$351,140,140,140,175 \$351,140,140,140,175 \$351,140,140,140,140,140,140,140,140,140,14	Department Forecast 2020-21 \$-54,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$1,383,216 \$1,383,216 \$1,383,216 \$554,472 \$937,923 \$3,332,524 \$581,101 \$798,566 \$1,795,704 \$247,062 \$327,061 \$320,199 \$1,029,326 \$603,347 \$1,306,631 \$1,166,593 \$510,787 \$1,482,690 \$2,201,858	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year / Actuals D: Current Year / Department Forecast</li> </ul>	
	FN01010000 - DIRECTOR'S ADMIN FN02010000 - DIRECTOR'S ADMIN FN02010000 - OANTROLLERS ADMINISTRATION FN02020200 - CONTROLLERS ADMINISTRATION FN02020200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040000 - ADMINISTRATION FN03030000 - FIN BUS SOLUTIONS APP SUPPORT FN03030000 - OPERATIONS FN05010000 - OPERATIONS FN05010000 - ADMINISTRATION SECTION FN06010000 - ADMINISTRATION SECTION FN06040000 - AST PAYMENT SECTION FN06040000 - AST PAYMENT SECTION FN06040000 - ADT AST SECTION	T Expense by Entify Int: FN0000000 - FINAN For Funce - FINAN For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$230,744 \$1,126,538 \$258,179 \$339,986 \$621,007 \$346,097 \$244,139 \$70,385 \$665,095 \$310,725 \$203,654 \$199,532 \$1,151,139 \$393,685 \$1,140,817 \$1,046,603	nty y Report ICE DEPART s cts is <u>Budget</u> 2020-21 \$1,411,700 \$2,564,600 \$2,564,600 \$3,996,000 \$3,996,000 \$3,996,000 \$3,996,000 \$3,111,800 \$3,111,800 \$5,479,600 \$5,479,600 \$1,918,600 \$3,192,100 \$5,479,600 \$1,918,600 \$3,192,100 \$5,479,600 \$1,918,600 \$3,192,100 \$5,965,700 \$1,279,200	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$234,598 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,097 \$244,139 \$70,385 \$665,095 \$310,725 \$203,654 \$199,532 \$1,151,139 \$339,685 \$1,140,817 \$1,046,603 \$417,846	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$00 \$00 \$00 \$00 \$00 \$00 \$00 \$00 \$00	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$1,386,348 \$125,000 \$654,472 \$337,923 \$3,332,524 \$68,101 \$798,566 \$1,795,704 \$247,061 \$320,199 \$1,029,326 \$40,347 \$1,306,631 \$1,166,593 \$510,787 \$1,482,690 \$4,289,300 \$2,601,858 \$1,133,955	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year / Actuals D: Current Year /</li> </ul>	
FN06100100 - CREDIT & COLLECTIONS \$2,923,858 \$9,452,500 \$2,923,858 \$1,316,600 \$4,780,289 FN07010000 - ADMINISTRATION \$0 \$500,400 \$0 \$0 \$0 \$0	FN01010000 - DIRECTOR'S ADMIN FN02010000 - ONTROLLERS ADMINISTRATION FN02020200 - CONTROLLERS ADMINISTRATION FN02020200 - CONTROLLERS ADMINISTRATION FN02020200 - CENERAL ACCOUNTING FN02030200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02040200 - ALMA REPORTING FN0204000 - AAMK RECONCILIATION FN0204000 - AAKK RECONCILIATION FN0204000 - AAKK RECONCILIATION FN03010000 - ADMINISTRATION FN03010000 - OPERATIONS FN03010000 - OPERATIONS FN03010000 - OPERATIONS FN03010000 - OPERATIONS FN03010000 - ADVALOREM SECTION FN03030000 - INFORMATION SERVICES SECTION FN03030000 - INFORMATION SERVICES SECTION FN03030000 - ADVALOREM SECTION FN0303000 - ADVALOREM SECTION FN03030000 - AUTO TAS SECTION FN03030000 - AUTO TAS SECTION FN03030000 - CONVENTION & TOURISM SECTION FN03030000 - LOCAL BUSINESS TAX SECTION FN03030000 - LOCAL BUSINESS TAX SECTION	T Expense by Entify Th: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$234,598 \$244,139 \$339,966 \$310,725 \$203,654 \$19,532 \$1,151,139 \$393,965 \$1,1046,603 \$417,846 \$449,183 \$569,121	nty VCE DEPART S Cts tis Budget 2020-21 S1,411,700 S2,564,600 S2,771,500 S2,564,600 S2,771,500 S2,564,600 S3,996,000 S3,260,000 S3,260,000 S3,260,000 S1,204,500 S1,204,500 S5,266,300 S1,224,500 S1,224,500 S1,224,500 S1,224,500 S1,224,500 S1,224,500 S1,224,500 S1,227,200 S1,227,200 S1,227,200 S1,227,200 S1,227,200 S1,227,200 S1,227,200 S1,227,200 S1,277,	Actuals YTD S475,020 S213,742 \$1,711,110 \$0 \$234,598 \$230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,007 \$399,685 \$31,175 \$30,000\$\$30,000\$\$	Department Forecast 2020-21 \$-54,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$1,936,948 \$125,000 \$654,472 \$937,923 \$3,332,524 \$68,101 \$798,566 \$1,795,704 \$247,062 \$327,061 \$320,199 \$1,029,326 \$603,347 \$1,306,631 \$1,166,593 \$510,787 \$1,482,690 \$2,201,858 \$1,133,955 \$974,588 \$1,174,249	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year / Actuals D: Current Year / Department Forecast E: Budget Year /</li> </ul>	
FNCP020000 - FIN - INTANG. CAP - ERP         \$72,136         \$0         \$72,136         \$0         \$0           Total Expenditures:         \$16,040,978         \$61,056,500         \$16,040,978         \$2,762,600         \$34,384,781	FN01010000 - DIRECTOR'S ADMIN FN02010000 - DIRECTOR'S ADMIN FN02010000 - CONTROLLERS ADMINISTRATION FN02020200 - CONTROLLERS ADMINISTRATION FN02020200 - FINANCIAL REPORTING FN02030200 - FINANCIAL REPORTING FN02030300 - CAPITAL ACCOUNTING FN02040200 - ACCOUNT'S PAYABLE FN02040200 - ACCOUNT'S PAYABLE FN02040000 - ADMINISTRATION FN03030000 - FIN BUS SOLUTIONS APP SUPPORT FN03030000 - OPERATIONS FN05010000 - OPERATIONS FN05010000 - ADMINISTRATION SECTION FN06040000 - AST PAYMENT SECTION FN06050000 - AUTO TAG SECTION FN06050000 - AUTO TAG SECTION FN06050000 - AUTO TAG SECTION FN06050000 - AUTO TAG SECTION FN06050000 - COVENTION A TOURISM SECTION	T Expense by Entify Th: FN00000000 - FINAN For Fund: All Fund For Project: All Proje For Activity: All Activit For Grant: All Grant Actuals 2019-20 \$475.020 \$213.742 \$1,711.110 \$0 \$234.598 \$234.598 \$234.598 \$234.598 \$234.598 \$234.598 \$234.598 \$244.139 \$339.986 \$621.007 \$386.097 \$244.139 \$359.956 \$310.725 \$203.654 \$199.532 \$1.140.817 \$1.04.6603 \$417.846 \$499.83 \$569.121 \$2.923.858	nty Report NCE DEPART s cts is Budget 2020-21 \$1,411,700 \$2,771,500 \$2,564,600 \$3,996,000 \$3,996,000 \$3,996,000 \$3,996,000 \$3,966,000 \$3,964,200 \$5,296,300 \$1,204,500 \$5,296,300 \$1,425,900 \$1,425,900 \$1,425,900 \$1,425,900 \$1,425,900 \$1,425,900 \$3,1918,600 \$3,192,100 \$5,965,700 \$1,279,200 \$1,167,900 \$1,167,900 \$9,452,500	Actuals YTD \$475,020 \$213,742 \$1,711,110 \$0 \$234,598 \$2230,784 \$1,126,538 \$258,179 \$339,986 \$621,007 \$386,097 \$244,139 \$0,385 \$665,095 \$310,725 \$203,654 \$189,532 \$1,151,139 \$39,985 \$1,164,803 \$417,846 \$499,183 \$547,846 \$499,183 \$547,846 \$499,183 \$549,128 \$559,129 \$559,128 \$5	Department Forecast 2020-21 \$-54,000 \$1,465,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2021-22 \$1,404,393 \$1,383,216 \$1,383,216 \$1396,948 \$125,000 \$654,472 \$937,923 \$3,332,524 \$68,101 \$798,656 \$1,795,704 \$247,062 \$327,061 \$320,199 \$1,029,326 \$603,347 \$1,36,6531 \$1,36,6531 \$1,482,660 \$4,289,300 \$2,601,858 \$1,133,355 \$374,588 \$1,174,249 \$4,780,289	<ul> <li>Department dimension (Level 0 descendants of the Department selected in the prompt)</li> <li>Account dimension (Accountability Ordinance)</li> <li>Columns: A: Prior Year / Actual B: Current Year / Budget C: Current Year / Actuals D: Current Year / Department Forecast</li> </ul>	



L1R5: BAT Revenue Report – Summary	
Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button.	
Click on the "Operating Reports" folder to open it.	
<ul> <li>Run the BAT Revenue Report – Summary in PDF by double clicking on the report name.</li> <li>Provide entries for each of the items in the prompt window.</li> <li>For example: <ul> <li>Version: Working</li> <li>Period: YearTotal-Working</li> <li>Department: type in Department or use member selector to select a Department</li> <li>Fund: select a fund or leave as All Funds</li> <li>Project: select a project or leave as All Projects</li> <li>Activity: select an activity or leave as All Activities</li> <li>Grants: select a grant or leave as All Grants</li> </ul> </li> </ul>	This report displays data for the summary level (level below Total Revenues) revenue accounts according to the Department, Fund, Project, Activity, and Grant selections that are made in the prompt. Users run this report if they want to view revenue data at a summary level.
Then click "OK" to run the report.	
Need more information about some of the prompt choices? The <i>Key Terms</i> section for this module includes helpful descriptions for Period, Requests, and Version.	



Miami-Dade County BAT Revenue Report - Summary For Department: FN00000000 - FINANCE DEPARTMENT For Proid: All Funds For Project: All Projects For Activity: All Activities For Grant: All Grants	Rows: - Account dimension (Children of Total Revenues)
Taxes         \$0         \$4,200,000         \$0         \$0         \$1           Charges For Services         \$6,018,267         \$85,112,000         \$0         \$31,190,000         \$30,055,500           Fines and Forfeits         \$0         \$1,881,000         \$0         \$1,881,000         \$0           Miscellaneous Revenue         \$16,950         \$100,000         \$0         \$0         \$0           Other Sources Of Revenues         \$0         \$7,478,000         \$0         \$0         \$0           Aviation Revenue (AVA_REVENUE)         \$0         \$0         \$0         \$1,600         \$0           Non WASD Revenue Accounts (WSNON WASD REV)         \$0         \$0         \$34,000         \$0           Total Revenues         \$6,035,217         \$98,771,000         \$0         \$33,076,500         \$30,057,501	Columns: A: Prior Year / Actuals B: Current Year / Budget C: Current Year / Actuals D: Current Year / Department Forecast E: Budget Year / Budget
L1R6: BAT Revenue Report – Detail Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button. Click on the "Operating Reports" folder to open it.	
<ul> <li>For example:</li> <li>Version: Working</li> <li>Period: YearTotal-Working</li> <li>Department: type in Department or use member selector to select a Department</li> <li>Fund: select a fund or leave as All Funds</li> <li>Project: select a project or leave as All Projects</li> <li>Activity: select an activity or leave as All Activities</li> <li>Grants: select a grant or leave as All Grants</li> </ul>	This report displays data for the lowest level (level 0) revenue accounts according to the Department, Fund, Project, Activity, and Grant selections that are made in the prompt. Users run this report if they want to view revenue data at a more detailed level.
Then click "OK" to run the report.	
Need more information about some of the prompt choices? The <i>Key Terms</i> section for this module includes helpful descriptions for Period, Requests, and Version.	



	BUDGETING ANALYSIS TOOL	BAT Rev artment: FN00 For F For A	mi-Dade Co enue Repo 0000000 - FIN. r Fund: All Fur Project: All Pro Activity: All Acti Grant: All Gra	rt - Detail ANCE DEPAR ids jects vities	RTMENT		Rows: - Account dimension (Level 0 descendants of Total Revenues) Columns:
	4110000001 - AD VALOREM TAXES 4160000001 - OCCUPATIONAL LICENSES CTYWD 4415100002 - GF OP AUTO TAG BRANCH LATE PEN. FEE 4415100002 - GF OP AUTO TAG ADD REG FEES 4415100003 - GF OP FLA GAME COMM LIC. FEES 4415100005 - GF OP AUTO TAG MAIL FEES 4491000001 - INTERNAL SRV FUND FEES & CHRG 4459000001 - OTHER COMMIC ENVIRONMINT REV 4490000001 - OTHER CHARGES FOR SERVICES 450000001 - VIOLATIONS OF LOCAL ORDINANCES 4611000001 - INTERST EARNINGS 4699000001 - OTHER MISCELLANEOUS REVENUES 481000001 - OTHER MISCELLANEOUS REVENUES 489000001 - OTHER NON REV-BUDGET CARRYOVER Other Revenues (6441600) Tax Collector Auto Tag Fees (WS6415001) Total Revenues	Actuals 2019-20 \$0 \$0 \$1,915,010 \$0 \$2,203,717 \$1,899,540 \$0 \$16,950 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	Budget 2020-21 \$0 \$4,200,000 \$28,705,000 \$28,705,000 \$28,705,000 \$4,022,000 \$1,807,000 \$1,807,000 \$1,807,000 \$1,881,000 \$1,881,000 \$1,881,000 \$1,881,000 \$30,000 \$30,000 \$9,49,000 \$6,529,000 \$0 \$9,598,771,000	Actuals YTD \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	Department Forecast 2020-21 \$0 \$0 \$1,300,000 \$1,300,000 \$24,000 \$750,000 \$24,000 \$750,000 \$0 \$1,881,000 \$0 \$0 \$0 \$0 \$0 \$0 \$1,500 \$1,500 \$33,076,500	Budget 2021-22 \$1 \$0 \$28,000,000 \$1,300,000 \$0 \$4,500 \$751,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	A: Prior Year / Actuals B: Current Year / Budget C: Current Year / Actuals D: Current Year / Department Forecast E: Budget Year / Budget
Naviga From Click c	<b>BAT Revenue Report by Entit</b> y ate to the Operating Reports f the home screen, select the "E on the "Operating Reports" fol	older in Explore' der to c	" buttor open it.	1.	licking	on the repor	t This report displays
name. Provid For ex • De De • Ve • Pe • Fu • Ac • Pr • Gr • Re		s in the t or use Il Funds ve as Al as All F	prompte memb s l Activit Projects	t windo er selec ies	w.		total revenue data by the lowest level departments (or level 0 departments) which are listed in the rows.
The <b>K</b>	more information about some <b>ey Terms</b> section for this mode d, Requests, and Version.		• •			ons for	

Ε		BAT Re For Department: F For For For For For For For For For For	liami-Dade Cou evenue by Entit N00000000 - FINA For Fund: All Fund or Project: All Proje or Activity: All Activ For Grant: All Gran	ty Report NCE DEPART Is ects ities	MENT			- Department dimension (Leve descendants of t
			Actuals 2019-20	Budget 2020-21	Actuals	Department Forecast 2020-21	Budget 2021-22	Department selected in the
			2019-20	2020-21	TID	2020-21	2021-22	prompt)
	FN02040500 - ACCOUNTS PAYAB	LE WORKFLOW	\$0	\$3,137,000	\$0	\$0	\$0	
	FN04020000 - OPERATIONS		\$1,916,490	\$4,322,000	\$0	\$0	\$0	- Account
	FN05010000 - OPERATIONS FN06010000 - ADMINISTRATION S	ECTION	\$0 \$0	\$3,364,000 \$4,814,000	\$0 \$0	\$0 \$0	\$0 \$0	dimension (Tota
	FN06030000 - INFORMATION SER		\$0 \$0	\$7,310,000	\$0 \$0	\$0 \$0	\$0	
	FN06050000 - ADVALOREM SECT		\$1,915,010	\$20,310,000	\$0	\$0	\$0	Revenues)
	FN06060000 - AUTO TAG SECTIO		\$0	\$28,708,000	\$0	\$31,190,000	\$30,055,500	,
	FN06070000 - CONVENTION & TO		\$0	\$9,386,000	\$0	\$0	SO	
	FN06080000 - LOCAL BUSINESS T FN06100100 - CREDIT & COLLECT		\$0 \$2,203,717	\$8,222,000 \$9,198,000	\$0 \$0	\$0 \$1,881,000	\$0 \$1	Columns:
	FN01010000 - DIRECTOR'S ADMIN		\$0	\$0,100,000	\$0	\$1,500	\$2,000	
	FN06060000 - AUTO TAG SECTIO		\$0	\$0	\$0	\$4,000	\$0	A: Prior Year /
	Total		\$6,035,217	\$98,771,000	\$0	\$33,076,500	\$30,057,501	Actuals
								Actuals
								B: Current Year
								Budget
								C: Current Year
								Actuals
								D: Current Year
								Department
								Forecast
								E: Budget Year /



	Lesson 2: Budget Request Reports
Lesson Overview	The reports covered in this lesson are designed to provide information regarding Expanded Requests for the upcoming budget year.
	<ul> <li>To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L2R1 stands for Lesson 1, Report 1.</li> <li>Report L2R1: BAT Proposed Change to Base - Summary</li> <li>Report L2R2: BAT Proposed Change to Base - Detail</li> </ul>
In this lesson you will learn:	<ul> <li>Navigate to the Budget Request Reports folder in Explore</li> <li>Run each of the reports outlined above</li> <li>Learn key aspects about the purpose and content of each report</li> </ul>

Step	Action	Notes
Step	Action         L2R1: BAT Proposed Change to Base - Summary         Navigate to the Budget Request Reports folder in Explore:         From the home screen, select the "Explore" button.         Click on the "Budget Request Reports" folder to open it.         Run the BAT Appropriations Report - Summary in PDF by double clicking on the report name.         Provide entries for each of the items in the prompt window.         For example:         • Department: type in Department or use member selector to select a Department         Then click "OK" to run the report.	This report displays all requests that are approved, submitted, in process, and unmet needs for the selected Department. This report displays all existing requests with summary level information such as approval status, request type, request
		request type, request title, justification text, request priority, and total revenues, FTEs, and expenditures. This report serves as a summary level review of all requests in a selected Department. Reductions are subtracted from Expanded Requests and the net amount is shown on the total rows.



Approved       Request 3       PRODUCTIONSO- CREATER TELEROTTING         Approved       Request 3       PRODUCTIONSO-CREATER         Approved       Re	Rows: - Approved, Submitted, In Process, and Unmet Needs requests - Request numbers - Associated Department/Division Columns: A: Approval Status B: Request Type C: Request Title D: Justification E: Request Priority F: Total Revenues G: Total FTE H: Total Expenditures
L2R2: BAT Proposed Change to Base - Detail Navigate to the Budget Request Reports folder in Explore: From the home screen, select the "Explore" button.	
Click on the "Budget Request Reports" folder to open it.	
<ul> <li>Run the BAT Appropriations Report - Detail in PDF by double clicking on the report name.</li> <li>Provide entries for each of the items in the prompt window.</li> <li>For example: <ul> <li>Department: type in Department or use member selector to select a Department</li> </ul> </li> <li>Then click "OK" to run the report</li> </ul>	This report mirrors the BAT Proposed Change to Base - Detail report that is in the current state. This report displays all existing requests (one request per page) within the department that was selected. There are 4
Then click "OK" to run the report.	potential sections to display the information for each request: the request text information, expenditures, FTE, and revenues.

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	Rows:
	<ul> <li>First section: request</li> </ul>
	description information
	<ul> <li>Second section:</li> </ul>
	expenditures
	- Third section: FTE data
	- Fourth section:
	revenues
	Columns:
	- First section lists
	request text
	information
	- For revenue and
	expenditure sections,
	the columns list
	YearTotal and Onetime
	amounts added to a
	budget request, as well
	as the total of both of
	those amounts"

#### **Lesson 3: Budget Publication Reports**

Lesson Overview The reports covered in this lesson are designed to provide information regarding Budget Publication values for the upcoming budget year. MDCBUD shares budget data to RFRO for the budget publication. Reports in this lesson are intended to give users a preview of what their numbers will look like coming out of RFRO.

To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L3R1 stands for Lesson 3, Report 1.

- Report L3R1: Expenditures by Category of Spending
- Report L3R2: General Departmental Financial Summary
- Report L3R3: Operating Budget Expenditures by Revenue Source with Total Positions
- Report L3R4: Select Line Item Highlights

In this lesson you will learn:

- Navigate to the Budget Publication Reports folder in Explore
- Run each of the reports outlined above
- Learn key aspects about the purpose and content of each report



	Action		Notes
L3R1: Expenditures by (	ategory of Spending		
From the home screen,	Publication Reports folder select the "Explore" butto plication Reports" folder t	n.	
	Category of Spending rep		This budget presentation report runs for all departments by strategic area. For each
<ul> <li>Project: select a project: select a project: select an ad</li> <li>Activity: select an ad</li> <li>Then click "OK" to run t</li> <li>Need more information</li> </ul>	orking or leave as All Funds t or leave as All Grants fect or leave as All Project tivity or leave as All Activi ne report. about some of the promp or this module includes he	ties ot choices?	department, this report displays expenditures by category of spending such as Salaries, Fringes, Contractual Services, Other Operating Costs, and Charges for County Services. It also includes the department position total calculated by Total FTE
Respond to Prompts	pts have been defined in the report. You may use the defau	It values shown, or select	Rows: - Department dimension

L3R2: General Departmental Financial Summary	
Navigate to the Budget Publication Reports folder in Explore: From the home screen, select the "Explore" button.	
Click on the "Budget Publication Reports" folder to open it.	
Run the General Departmental Financial Summary report in PDF by double clicking on the report name.	This report displays operating budget revenues by revenue description and
Provide entries for each of the items in the prompt window. For example:	operating vs. non- operating expenditures
<ul> <li>Version: Working</li> <li>Period: YearTotal-Working</li> <li>Department: type in Department or use member selector to select Department</li> </ul>	this report also includes a position summary wit totals for "Total Full Tim FTE", "Full Time Filled FTE", "Part Time FTE",
Then click "OK" to run the report.	and "Temp and Seasona FTE"
Need more information about some of the prompt choices? The <i>Key Terms</i> section for this module includes helpful descriptions for Period, Requests, and Version.	or

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Looresta Permits       576       50       80         String Commodities       51:005       50       50         Total Operating Expenditures       52:203.868       51:96.600       54:802.98         Total Commodities       52:203.868       51:96.600       54:802.98         Total Commodities       52:203.868       51:96.600       54:802.98         Total Commodities       52:203.868       51:96.600       54:802.98         Revenues Less Expenditures       51:203.140       5564.400       54:402.288         Revenues Less Expenditures       51:203.140       5564.400       54:400.288         Microard Commodities       60:003.1       201:20       201:20       Columns:         Actuals       Forecast       Budget       A: Prior Year / Actuals       B: Current Year /         Department       O 0       55       S       S       S       S         Mit Time File       0       0       55       S       S       S       S       Columns:         A: Prior Year / Actuals       S       S       S       S       S       S       S       S       S       S         Pat Time File       0       0       S       S       S       S <td>Tax. Loonses and Permits       576       50       80         String String Expenditures       51:005       50       50         Total Coperating Expenditures       52:203.868       51:96.600       54:802.898         Total Coperating Expenditures       52:203.868       51:96.600       54:802.898         Revenues Less Expenditures       52:203.868       51:96.600       54:802.898         Revenues Less Expenditures       52:203.868       51:96.600       54:802.898         Non-Operating and Non-Operating alternation       hierarchy for this report         Actuals       Forecast       Budget         2019-20       200:201       2021-22         Postrions       0       0         Full Time File       0       0         Matter File       0       0         Postrions       0       55         Full Time File       0       0         Pat Time File       0<td>Publications, Subscriptions, Memberships</td><td>\$810 \$0 \$0</td><td></td></td>	Tax. Loonses and Permits       576       50       80         String String Expenditures       51:005       50       50         Total Coperating Expenditures       52:203.868       51:96.600       54:802.898         Total Coperating Expenditures       52:203.868       51:96.600       54:802.898         Revenues Less Expenditures       52:203.868       51:96.600       54:802.898         Revenues Less Expenditures       52:203.868       51:96.600       54:802.898         Non-Operating and Non-Operating alternation       hierarchy for this report         Actuals       Forecast       Budget         2019-20       200:201       2021-22         Postrions       0       0         Full Time File       0       0         Matter File       0       0         Postrions       0       55         Full Time File       0       0         Pat Time File       0 <td>Publications, Subscriptions, Memberships</td> <td>\$810 \$0 \$0</td> <td></td>	Publications, Subscriptions, Memberships	\$810 \$0 \$0	
Total Operating Expenditures       \$2,223,858       \$1,196,600       \$4,832,289         Total Expenditures       \$2,223,858       \$1,196,600       \$4,632,289         Revenues Less Expenditures       \$2,223,858       \$1,196,600       \$4,632,289         Revenues Less Expenditures       \$2,223,858       \$1,196,600       \$4,632,289         Revenues Less Expenditures       \$2,223,858       \$1,196,600       \$4,630,289         Revenues Less Expenditures       \$2,223,858       \$1,196,600       \$4,630,289         Revenues Less Expenditures       \$2,223,858       \$1,196,600       \$4,630,289         Revenues Less Expenditures       \$2,223,858       \$1,956,600       \$4,630,289         PostTons       Columns:       Columns:         Actuals       PostToner TFE       0       0         Put Time FTE       0       0       56         Pet Time FTE       0       0       0         Pet Time FTE       0       0       0	Total Dependitures       \$2.023.88       \$1.196.600       \$4.692.286         Total Spenditures       \$2.023.88       \$1.196.600       \$4.692.286         Total Spenditures       \$2.023.88       \$1.196.600       \$4.692.286         Revenues Less Expenditures       \$2.023.88       \$1.196.600       \$4.692.286         Revenues Less Expenditures       \$2.023.88       \$1.196.600       \$4.692.286         Non-Operating alternation in the second state in th	Total Bopenting Expenditures       12 223.858       51.196.600       54.650.289         Total KonOperating Expenditures       12 223.858       51.196.600       54.650.289         Revenues Less Expenditures       12 2023.200       2021-02       2021-02         Postrioons       2019-20       2020-21       2021-02         Postrioons       0       0       56         Full Time FTE       0       0       56         Part Time FTE       0       0       0	Total Responditures       124223489       15196.600       54.630289       Non-Operating alternatives         Total Responditures       12223.658       15.196.600       14.630289       Non-Operating alternatives         Revenues Less Expenditures       15.700.140       5564.400       54.430289       Non-Operating alternatives         Revenues Less Expenditures       15.700.140       5564.400       54.430289       Non-Operating alternatives         Postrions       2019-20       2020-21       2021-22       Columns:         Actuals       Forecast       Budget       A: Prior Year / Actuals       B: Current Year /         Postrions       0       0       56       City Postrionest       C: Budget Year / Budget         Pat Time FIE       0       0       0       0       0       0	Training	\$744 \$0 \$0	
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				Temp and Seasonal FTE	0 0 0	

L3R3: Operati Positions	ing Budget Expenditures by Revenue Source with Total	
-	ne Budget Publication Reports folder in Explore: ne screen, select the "Explore" button.	
Click on the "I	Budget Publication Reports" folder to open it.	
Positions repo Provide entrie For example: • Version: V	ating Budget Expenditures by Revenue Source with Total ort in PDF by double clicking on the report name. es for each of the items in the prompt window. Vorking earTotal-Working	This budget publication report runs for all departments by strateg area. For each department, this report shows operating budge revenues broken out by Revenue Description
Need more in The <b>Key Term</b>	K" to run the report. formation about some of the prompt choices? section for this module includes helpful descriptions for ests, and Version.	This report also shows total position summary by Department in the last column. The layout and formatting are like how this report display in the current state.
	APPENDX A Operating Budget Expenditures by Revenue Source with Total Expert for the second of the se	Rows: - Department dimensio (displays all departmen by their Strategic Area)
G. France Department     Fr. Book Administrator Desame     Fr. Book Administrator Desame     Fr. Control Control     Fr. Desards Desame     Fr. Desards Desame     Fr. Desards Desame     Fr. Tes Calesco Desame     Desartment	10         90         90         91         91         90         90         90         90         90         90         90         90         90         90         90         90         90         90         90         90         90         91         90         90         91         90         91         90         90         91         90         91         90         91         90         91         90         91         90         91<	Columns: A: General Fund Countywide (Revenue Description) B: General Fund UMSA

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	vigate to the Budget Publication R om the home screen, select the "Ex		
Clic	ck on the "Budget Publication Repo	orts" folder to open it.	
the Pro For •	e report name. ovide entries for each of the items example: Period: YearTotal-Working Version: Working	s report in PDF by double clicking on in the prompt window. or use member selector to select a	This report displays selected line item expenditure highlights for the Department that is selected in the promp
Ine	en click "OK" to run the report.		
The	ed more information about some e <i>Key Terms</i> section for this modul riod, Requests, and Version.	of the prompt choices? le includes helpful descriptions for	
The	e Key Terms section for this module riod, Requests, and Version.		Rows: - Account dimension (Selected Line Item alternate hierarchy) Columns:



	Lesson 4: Quarterly Budget Reports
Lesson Overview	The reports covered in this lesson are designed to provide information at each quarterly period for a given department. These reports display Position, Revenue and Expenditure data for the designated quarter.
	<ul> <li>To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L4R1 stands for Lesson 3, Report 1.</li> <li>Report L4R1: Q1 Quarterly Budget Report</li> <li>Report L4R2: Q2 Quarterly Budget Report</li> <li>Report L4R3: Q3 Quarterly Budget Report</li> <li>Report L4R4: Q4 Quarterly Budget Report</li> </ul>
In this lesson you will learn:	<ul> <li>Navigate to the Quarterly Budget Reports folder in Explore</li> <li>Run each of the reports outlined above</li> </ul>

• Learn key aspects about the purpose and content of each report

Step	Action	Notes
	L4R1: Q1 Quarterly Budget Report	
	Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button. Click on the "Quarterly Budget Reports" folder to open it.	
	Run the Q1 Quarterly Budget Report in PDF by double clicking on the report name.	This report is the Hyperion version of the quarterly budget report for
	<ul> <li>Provide entries for each of the items in the prompt window.</li> <li>For example:</li> <li>Department: type in Department or use member selector to select a Department</li> </ul>	the first quarter. It mirrors the quarterly budget reports in the current state and
	Then click "OK" to run the report.	displays data for the Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the first quarter for the selected Department, as well as any associated comments.

BUDGETING ANALYSIS TOOL		FY21 Budget Total Annual	Actual First Quarter	Budget First Quarter	FYTD	FYTD Budget	dimension (Total Revenues / All Revenue
FN00000000 - FINANCE DEPART Positions: Full Time Filled FTE Positions: Long Term Vacant Po		Total Annual 0 0	65 2	Pirst Quarter 0 0	Actual	Budget	Descriptions)
Positions: Long Term Vacant PC Positions: Full Time Vacant FTE		0	6	0			- Quarterly Repo
Revenue: Carryover Revenue: General Fund		2,590 0	0	648 0	0	648 0	Revenue Comme
Revenue: Proprietary Revenue: State Grant Revenue: Federal Grant		92,632 0 0	5,641 0 0	23,158 0	5,641 0	23,158 0 0	- Account
Revenue: Interagency/Intradepa	artmental Totals:	3,549 98,771	23 5,664	887 24,693	23 5,664	887 24,693	dimension (Tota
							Expenditures)
Increase due to more than expect	ed revenue						- Quarterly Repo
Increase due additional services.							Expenditure Comments
							comments
							Columns:
							A: Current Year
							Budget
							B: First Quarter
							Actuals
							C: First Quarter
							Budget
							D: FYTD / Actual
							E: FYTD / Budget
							, ,

L4R2: Q2 Quarterly Budget Report	
Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button.	
Click on the "Quarterly Budget Reports" folder to open it.	
Run the Q2 Quarterly Budget Report in PDF by double clicking on the report name.	This report is the Hyperion version of the quarterly budget report for
<ul> <li>Provide entries for each of the items in the prompt window.</li> <li>For example:</li> <li>Department: type in Department or use member selector to select a Department</li> </ul>	the second quarter. It mirrors the quarterly budget reports in the current state and displays data for the
Then click "OK" to run the report.	displays data for the Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the second quarter for the selected Department, as well as any associated comments.

Total Annual         Second Quarter Second Quarter         Actual         Budget           FN00000000         Fluid Time Filked FTE         0         11         0           Positions:         Long Term Vacant Positions         0         0         0           Positions:         Full Time Filked FTE         0         1205         1,205         1,205           Revenue:         General Fund         0         0         0         0         0           Revenue:         State Grant         0	FN0000000 - FINANCE DEPARTMENT           Positions:         Full Time Filed FTE         0         11           Positions:         Full Time Filed FTE         0         0         0           Positions:         Full Time Vacant Positions         0         0         0           Positions:         Full Time Vacant Positions         0         0         0           Revenue:         Carryover         2.560         0         0           Revenue:         General Fund         0         0         0           Revenue:         State Grant         0         0         0           Revenue:         State Grant         0         0         0           Revenue:         Interapercylintradepartmental         3.549         11           Totals:         98.771         2.314           A reorgenization of several departments was conducted to provide support for the new Enterprise Resource Planing sy As a result, a total of 6 employees were structemend to the CMB Department, 7 positions were transferred to the HR Dep otheterd, and 6 overages were added           Progretary revenue is not evenly distributed throughout the fiscal year           Expendhure:         Personel Costs         83         9           Expendhure:         Contractual Services         1,33         9 <th>11 0 0 0 0 1295 0 0 2,003 46,316 0 0 11 1775 2,314 49,386 Resource Panning system. ferred to the HR Department, 7 succession 5,057 19,824 9 41</th> <th>0         11         0           0         0         0         0           2,590         0         1,295         1,295           2,502         2,303         46,316         54,260         46,31           0         0         0         0         0         0           3,549         11         1,775         1,809         1,77         98,771         2,314         49,386         57,364         49,38           serie transferred to the MR Department, 7 succession planning positions were transferred to the MR Department, 7 succession planning positions were         39,648         5,057         19,824         31,433         19,82           39,648         5,057         19,824         31,433         19,82         83         9         41         61         4           1,337         213         669         1,160         66         68         1,00         68           8,091         463         4,045         5,718         4,045         5,718         4,045</th>	11 0 0 0 0 1295 0 0 2,003 46,316 0 0 11 1775 2,314 49,386 Resource Panning system. ferred to the HR Department, 7 succession 5,057 19,824 9 41	0         11         0           0         0         0         0           2,590         0         1,295         1,295           2,502         2,303         46,316         54,260         46,31           0         0         0         0         0         0           3,549         11         1,775         1,809         1,77         98,771         2,314         49,386         57,364         49,38           serie transferred to the MR Department, 7 succession planning positions were transferred to the MR Department, 7 succession planning positions were         39,648         5,057         19,824         31,433         19,82           39,648         5,057         19,824         31,433         19,82         83         9         41         61         4           1,337         213         669         1,160         66         68         1,00         68           8,091         463         4,045         5,718         4,045         5,718         4,045
Positions:         Full Time Filled FTE         0         11         0           Positions:         Long Tem Vacant Positions         0         0         0           Positions:         Carryover         2,500         0         1,295         1,295         1,295           Revenue:         General Fund         0         0         0         0         0           Revenue:         State Grant         0         0         0         0         0         0           Revenue:         State Grant         0	Positions:     Full Time Filled FTE     0     11       Positions:     Long Term Vacant Positions     0     0       Positions:     Full Time Vacant Positions     0     0       Revenue:     Carryover     2,590     0       Revenue:     General Fund     0     0       Revenue:     Proprietary     92,532     2,303       Revenue:     State Grant     0     0       Revenue:     State Grant     0     0       Revenue:     Interagencyfinitradopartmental     3,549     11       Totals:     98,771     2,314     1       A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning sy As a result, a total of 8 employees were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 8 owneds were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 8 owneds were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 8 owneds were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 9 owneds were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 9 owneds were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 9 owneds were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 9 owneds were avaitament to me CMB Department, 7 positions were transferred to me HR Dep offecting if 9 owneds were avaitament to me CMB Department, 7 positions were trans	0 0 0 1,295 0 0 2,303 46,316 0 0 0 0 11 1,775 2,314 49,386 Resource Planning system. Renord to the HR Department, 7 succession 5,057 19,824 9 41	0 0 0 0 0 0 1295 1,295 1,29 0 0 0 0 92,632 2,303 46,316 54,260 46,31 0 0 0 0 0 3,549 11 1,775 1,809 1,77 98,771 2,314 49,386 57,364 49,38 w Enterprise Resource Planning system ns were transferred to the HR Department, 7 succession planning positions were 39,648 5,057 19,824 31,433 19,82 83 9 41 61 4 1,337 2,13 669 1,160 66 8,091 463 4,045 5,718 4,04
Postions:     Loop Tem Vacent Postions     0     0       Postions:     Full Time Vacent FTE     0     0       Revenue:     Carryover     2,500     0     1,295     1,295       Revenue:     General Fund     0     0     0     0       Revenue:     Theorema:     Proprietary     22,502     2,303     46,316     54,260       Revenue:     State Grant     0     0     0     0     0       Revenue:     Federal Grant     0     0     0     0       Revenue:     Interagencylintradepartmental     3,549     11     1,775     1,809     1,777       Totals:     08,771     2,314     49,386     57,364     49,38       A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system.     A a recursarization of several departments was conducted to provide support for the new Enterprise Resource Planning system.     A a recursarization of several departments was conducted to provide support for the new Enterprise Resource Planning system.       A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system.     A seconducte: Several departments was conducted to provide support for the new Enterprise Resource Planning system.       A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system.	Positions:     Long Term Vacant Positions     0     0       Positions:     Full Time Vacant FTE     0     0       Revenue:     Carryover     2,590     0       Revenue:     General Fund     0     0       Revenue:     Proprietary     92,532     2,203       Revenue:     State Grant     0     0       Revenue:     State Grant     0     0       Revenue:     State Grant     0     0       Revenue:     Federal Grant     0     0       Revenue:     Interagencylinitradepartmental     3,549     11       Totals:     98,771     2,314	0 0 0 1,295 0 0 2,303 46,316 0 0 0 0 11 1,775 2,314 49,386 Resource Planning system. Renord to the HR Department, 7 succession 5,057 19,824 9 41	0 0 0 0 0 0 1295 1,295 1,29 0 0 0 0 92,632 2,303 46,316 54,260 46,31 0 0 0 0 0 3,549 11 1,775 1,809 1,77 98,771 2,314 49,386 57,364 49,38 w Enterprise Resource Planning system ns were transferred to the HR Department, 7 succession planning positions were 39,648 5,057 19,824 31,433 19,82 83 9 41 61 4 1,337 2,13 669 1,160 66 8,091 463 4,045 5,718 4,04
Position:         Full Time Vacant FTE         0         0         0           Revenue:         Carryover         2,500         0         1,295         1,777         1,777         1,509         1,777         1,214         49,386         5,73,64         49,386         1,777         1,214         49,386         1,777         1,214         49,386         1,777	Positions:     Full Time Vacant FTE     0     0       Revenue:     Carryover     2,590     0       Revenue:     General Fund     0     0       Revenue:     Proprietary     92,632     2,303       Revenue:     State Grant     0     0       Revenue:     Federal Grant     0     0       Revenue:     Interspency/Intradepartmental     3,549     11       Totals:     98,771     2,314	0 0 0 1295 0 0 2,303 46,316 0 0 11 1775 2,314 40,306 Resource Planning system. ferred to the HR Department, 7 succession 5,057 19,824 9 41	0         0         0         0           2,590         0         1,295         1,295         1,29           0         0         0         0         0         0           92,632         2,303         46,316         54,260         46,31           0         0         0         0         0         0           3,549         11         1775         1809         177           98,771         2,314         49,386         57,364         49,38           v Enterprise Resource Planning system.         ns were transferred to the HR Department, 7 succession planning positions were transferred to the HR Department, 7 succession planning positions were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostions, were transferred to the HR Department, 7 succession planning bostion (the trans
Rovenue:       General Fund       0       0       0       0       0         Rovenue:       Prophetary       92,632       2,303       46,316       54,260       46,311         Rovenue:       State Grant       0       0       0       0       0       0         Revenue:       Interagencylinitadepartmental       3,549       11       1,775       1,809       1,777         Revenue:       Interagencylinitadepartmental       3,549       11       1,775       1,809       1,777         Totals:       98,771       2,314       49,386       57,364       49,386         A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system. As a neut, a total of 8 employees were transferred to the CMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were bandlering in the new Enterprise Resource Planning system.         As a neut, a total of 8 employees were transferred to the CMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were bandlering in the new Enterprise Resource Planning system.         As a neut, a total of 8 employees were transferred to the fiscal year       13,433       19,82         Expenditure:       Court Costs       63       9       41       61       4         Expenditure:       Court Cos	Revenue:     General Fund     0     0       Revenue:     Proprietary     92,632     2,303       Revenue:     State Crant     0     0       Revenue:     Federal Grant     0     0       Revenue:     Federal Grant     0     0       Revenue:     Federal Grant     0     0       Revenue:     Interagencylinitradepartmental     3.349     11       Totals:     98,771     2,314	0 0 2,303 46,316 0 0 11 1,775 2,314 49,386 Resource Planning system. ferred to the HR Department, 7 succession 5,057 19,824 9 41	0         0         0         0           92,632         2,303         46,316         54,260         46,31           0         0         0         0         0         0           5,649         11         1,775         1,809         1,77           98,771         2,314         49,386         57,364         49,38           w Enterprise Resource Planning system.         ns were transferred to the HR Department, 7 succession planning positions were           39,648         5,057         19,824         31,433         19,82           83         9         41         61         4           1,337         213         669         1,60         66           8,091         463         4,045         5,718         4,045
Revenue:         Proprietary         92,632         2,303         46,316         54,260         46,317           Revenue:         State Grant         0	Revenue:     Proprietary     92,632     2,303       Revenue:     State Grant     0     0       Revenue:     Federal Grant     0     0       Revenue:     Interagencylintradepartmental     3,549     11       Totals:     98,771     2,314	2,303 46,316 0 0 11 1,775 2,314 49,386 Resource Planning system. ferred to the HR Department, 7 succession 5,057 19,824 9 41	92,632 2,303 46,316 54,260 46,31 0 0 0 0 0 3,549 11 1,775 1,809 1,77 98,771 2,314 49,386 57,364 49,38 w Enterprise Resource Planning system. Insivere transferred to the HR Department. 7 succession planning positions were 39,648 5,057 19,824 31,433 19,82 83 9 41 61 44 1,337 213 669 1,160 66 8,091 463 4,045 5,718 4,04
Revenue:     State Grant     0     0     0     0       Revenue:     Federal Grant     0     0     0     0       Revenue:     Interagencylthradepartmental     3.549     11     1.775     1.809     1.77       Revenue:     Interagencylthradepartmental     3.649     11     1.775     1.809     1.77       A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planing system.     As a result, a tool of a employees were transformed to the CMB Department, 7 positions were transformed to the HR Department, 7 auccession planing positions were deleted, and 0 overages were stated       Expenditure:     Personnel Costs     39,648     5,057     19,824     31,433     19,822       Expenditure:     Contractual Services     1,337     213     669     1160     66       Expenditure:     Contractual Services     1,337     213     669     160     66       Expenditure:     Charges for County Services     4,936     889     2,468     4,763     2,46       Expenditure:     Charges for County Services     0     0     0     0     0       Expenditure:     Capital     455     0     227     22     22       Expenditure:     Capital     6,507     3,254     3,254     3,254	Revenue:     State Grant     0     0       Revenue:     Federal Grant     0     0       Revenue:     Interagency/Intradepartmental     3,549     11       Totals:     98,771     2,314   A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning sy As a result, a total of 8 employees were standement to the CMB Department, 7 positions were transferred to the HR Department, and 8 overages were added       Proprietary revenue is not evenly distributed throughout the fiscal year   Expenditure: Personnel Costs       Spenditure:     Court Costs       Expenditure:     Contractual Services	0 0 11 1.775 2.314 49.386 Resource Planning system. Remote to the HR Department, 7 succession 5.057 19.824 9 41	0 0 0 0 0 3,540 11 1,775 1,809 1,77 98,771 2,314 49,386 57,364 49,38 w Enterprise Resource Planning system. Ins were transferred to the HR Department, 7 auccession planning positions were 39,648 5,057 19,824 31,433 19,82 83 9 41 61 4 1,337 2,13 669 1,160 66 8,091 463 4,045 5,718 4,04
Revenue:     Pederal Grant     0     0     0     0       Revenue:     Interagency/Intradepartmental Totals:     3549     11     1175     109     177       A reorganization of several departmental deleted, and 6 verages were added     98,771     2,314     49,386     57,364     49,38       A reorganization of several departments was conducted to provde support for the new Enterprise Resource Planning system. As a nexult, a total of 8 employees were transformed to the CMB Department, 7 positions were transformed to the HR Department, 7 succession planning positions were deleted, and 6 overages were added       Priprietary revenue is not evenly distributed throughout the fiscal year     53     9     41     61     4       Expenditure:     Court Costs     83     9     41     61     4       Expenditure:     Court Costs     8,091     483     4,045     5,718     4,045       Expenditure:     Charges for County Services     4,936     889     2,468     4,783     2,468       Expenditure:     Charges for County Services     4,936     889     2,468     4,783     2,468       Expenditure:     Castal     455     0     227     227     22       Expenditure:     Grants to Outside Organizations     0     0     0       Expenditure:     Tradies Out     6,507     3,254<	Revenue:         Federal Grant         0         0           Revenue:         Interagency/Intradepartmental         3,549         11           Totals:         98,771         2,314           A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning sy As a result, a total of 8 employees were transferred to the OMB Department, 7 positions were transferred to the HR Department, 7 positions, 8 po	0 0 11 1.775 2.14 49.366 Resource Planning system. ferred to the HR Department, 7 succession 5.057 19.824 9 41	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Revenue:         Interagency/Intradepartmental Totals:         3,549         11         1,775         1,809         1,77           A recognization of several departments was conducted to provide support for the new Enterprise Resource Planning system. As a result, a total of 8 employees were transferred to the OMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were coefficit, and 8 employees were transferred to the OMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were coefficit, and 8 employees were transferred to the OMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were coefficit, and 8 employees were transferred to the fiscal year           Expenditure:         Personnel Costs         39,648         5,057         19,824         31,433         19,825           Expenditure:         Contractual Services         1,337         213         669         1,160         66           Expenditure:         Contractual Services         8,001         453         4,045         5,718         4,046           Expenditure:         Charges for Courty Services         4,936         889         2,248         4,783         2,468           Expenditure:         Grants to Octasis Organizations         0         0         0         0         0           Expenditure:         Grants to Octasis Organizations         6,507         0         3	Revenue:         Interagency/Intradepartmental Totals:         3.549         11           A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning sy As a result, a total of 8 emptoyees were same framework to the CMB Department, 7 positions were transferred to the HR Dep obleted, and 8 overages were associated throughout the fiscal year           Expenditure:         Personnel Costs         39,648         5,057           Expenditure:         Court Costs         83         9           Expenditure:         Court Costs         83         9	2,314 49,386 Resource Planning system. Ferred to the HR Department, 7 successio 5,057 19,824 9 41	3,549         11         1,775         1,809         1,77           98,771         2,314         49,386         57,364         49,38           vEinterprise Resource Planning system. ins were bransferred to the HR Department, 7 succession planning positions wer         39,648         5,057         19,824         31,433         19,82           39,648         5,057         19,824         31,433         19,82         83         9         41         61         4           1,337         213         669         1,160         64         8,091         404         5,718         4,045
Totals:         98,771         2,314         49,386         57,364         49,38           A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system. As a result, a total of 8 employees were transferred to the OME Department, 7 positions were transferred to the HR Department, 7 succession planning positions were obleted, and 8 overages were acaded         49,385           Expenditure:         Personnel Costs         30,648         5,057         19,824         31,433         19,822           Expenditure:         Court Costs         83         9         41         61         4           Expenditure:         Court Costs         83         9         41         61         4           Expenditure:         Court Costs         83         9         41         61         4           Expenditure:         Charges for County Services         4,936         889         2,468         4,783         2,468           Expenditure:         Charges for County Services         4,936         889         2,468         4,783         2,468           Expenditure:         Capital         455         0         227         227         22           Expenditure:         Grants to Outside Organizations         0         0         0         0         0 <td>Totals:         98,771         2,314           A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning sy As a result, a total of 8 employees were structered to the CMB Department, 7 positions were transferred to the HR Dep deleted, and 8 overages were added Proprietary revenue is not evenly distributed throughout the fiscal year           Expenditure:         Personnel Costs         39,648         5,057           Expenditure:         Court Costs         83         9           Expenditure:         Contractual Services         1,337         213</td> <td>2,314 49,386 Resource Planning system. Ferred to the HR Department, 7 successio 5,057 19,824 9 41</td> <td>98,771 2,314 49,386 57,364 49,38 # Enterprise Resource Planning system. is were transferred to the HR Department, 7 succession planning positions were 39,648 5,057 19,824 31,433 19,82 83 9 41 61 4 1,337 213 669 1,160 66 8,091 463 4,045 5,718 4,04</td>	Totals:         98,771         2,314           A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning sy As a result, a total of 8 employees were structered to the CMB Department, 7 positions were transferred to the HR Dep deleted, and 8 overages were added Proprietary revenue is not evenly distributed throughout the fiscal year           Expenditure:         Personnel Costs         39,648         5,057           Expenditure:         Court Costs         83         9           Expenditure:         Contractual Services         1,337         213	2,314 49,386 Resource Planning system. Ferred to the HR Department, 7 successio 5,057 19,824 9 41	98,771 2,314 49,386 57,364 49,38 # Enterprise Resource Planning system. is were transferred to the HR Department, 7 succession planning positions were 39,648 5,057 19,824 31,433 19,82 83 9 41 61 4 1,337 213 669 1,160 66 8,091 463 4,045 5,718 4,04
As a result, a total of 8 employees were transformed to the OMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were obleted, and 8 overages were added Proprietary revenue is not evenly distributed throughout the fiscal year.  Expenditure: Contractual Services 390,648 5,057 19,824 31,433 19,82 Expenditure: Contractual Services 11,337 213 669 1,160 66 Expenditure: Contractual Services 4,936 889 2,468 4,778 4,04 Expenditure: Capital 6045 0 227 227 22 Expenditure: Capital 6045 0 200 0 0 Expenditure: Capital 6045 0 0 0 0 Expenditure: Transfers Out 5045 6,507 0 3,224 3,224 3,225 Expenditure: Distribution of Funds in Trust 0 0 0 0 Expenditure: Destrection, Amortzation, Depletion 0 0 0 Expenditure: Depreciation, Amortzation, Depletion 0 0 0 Expenditure: Depreciation, Amortzation, Depletion 0 0 0 Expenditure: Reserves 0 0 0 0 0	As a result, a total of 8 employees were structemed to the CMB Department, 7 positions were transferred to the HR Dep detects, and 8 overages were added Propretary revenue is not evenly distributed throughout the fiscal year Expenditure: Personnel Costs 39,648 5,057 Expenditure: Court Costs 83 9 Expenditure: Contractual Services 1,337 213	ferred to the HR Department, 7 succession 5,057 19,824 9 41	ns were bansferred to the HR Department, 7 succession planning positions wer 39,648 5,057 19,824 31,433 19,82 83 9 41 61 4 1,337 213 669 1,160 66 8,091 483 4,045 5,718 4,04
Expenditure:         Other Operating Costs         8,091         483         4,045         5,718         4,04           Expenditure:         Charges for County Services         4,006         889         2,468         4,783         2,468           Expenditure:         Capital         455         0         227         227         222           Expenditure:         Grants to Outside Organizations         0         0         0         0         0           Expenditure:         Transfers Out         6,607         0         3,254		213 009	8,091 483 4,045 5,718 4,04
Expenditure:         Charges for County Services         4,936         889         2,468         4,783         2,468           Expenditure:         Captal         455         0         227         227         22           Expenditure:         Grants to Outside Organizations         0         0         0         0         0           Expenditure:         Transfers Out         6,507         0         3,254         3,254         3,255           Expenditure:         Databloan of Funds in Trust         0         0         0         0           Expenditure:         Debt Service         0         0         0         2         2           Expenditure:         Debt Service         0         0         0         0         2           Expenditure:         Depreciation, Amoritzation, Depletion         0         0         0         0           Expenditure:         Reserves         0         0         0         0		483 4.045	
Expenditure:         Capital         455         0         227         227         222           Expenditure:         Grants to Outside Organizations         0         0         0         0         2           Expenditure:         Transfers Out         6,507         0         3,254         3,254         3,255           Expenditure:         Distribution of Funds in Trust         0         0         0         0         2           Expenditure:         Debt Service         0         0         0         32         2           Expenditure:         Debt Service         0         0         0         32         2           Expenditure:         Dependiture:         Reservice         0         0         0         0           Expenditure:         Reservice         0         0         0         0         2           Expenditure:         Intradepartmental Transfers         0         0         0         0         0	Expenditure: Charges for County Services 4.936 889	400	
Expenditure:         Transfers Out         6,507         0         3,254         3,254         3,255           Expenditure:         Datification of Funds in Trust         0         0         0         0         0         2           Expenditure:         Debt Service         0         0         0         3,254         3,255         3,255           Expenditure:         Debt Service         0         0         0         3,254         3,255           Expenditure:         Dependiture:         Dependiture:         0         0         0         2,254           Expenditure:         Intradepartmental Transfers         0         0         0         0         0		0 227	455 0 227 227 22
Expenditure:         Distribution of Funds in Trust         0         0         0         0           Expenditure:         Debgredation, Amortization, Depletion         0         0         0         32           Expenditure:         Debgredation, Amortization, Depletion         0         0         0         0           Expenditure:         Reserves         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0	Expenditure: Grants to Outside Organizations 0 0	0 0	0 0 0 0
Expenditure:         Debt Service         0         0         0         32           Expenditure:         Depreciation, Amortization, Depletion         0         0         0         0           Expenditure:         Reserves         0         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0         0			6 6 7 0 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4 3 7 6 4
Expenditure:         Depreciation, Amoritazion, Depletion         0         0         0         0         0           Expenditure:         Reserves         0         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0         0			6,507 0 3,254 3,254 3,25
Expenditure:         Reserves         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0         0			0 0 0 0
Expenditure: Intradepartmental Transfers 0 0 0 0		0 0	0 0 0 0 0 0 0 32
		0 0 0 0	0 0 0 0 0 0 32 0 0 0 0
		0 0 0 0 0 0	0 0 0 0 0 0 32 0 0 0 0 0 0 0
	Personnel Costs are lower than budgeted due to higher than anticipated attrition Contractual Service. Other Description: Charges for Course Services and Contral are not evenly distributed through the ve	0 0 0 0 0 0 6,651 30,528	0 0 0 0 0 0 0 0 32 0 0 0 0 0 0 0 0 0 0 0 0 0 61.057 6.651 30.528 46.604 30.52
Contractual Service, Uniter Operating, Charges for County Services and Capital are not evenly distributed through the year Transfers Out occur during the fourth quarter	Contractual Service, Other Operating, Charges for County Services and Capital are not evenly distributed through the ye	0 0 0 0 0 0 6,651 30,528	0 0 0 0 0 0 0 0 32 0 0 0 0 0 0 0 0 0 0 0 0 0 61.057 6.651 30.528 46.604 30.52
enditure:         Debt Service         0         0         0         32           enditure:         Depreciation, Amortization, Depletion         0         0         0         0           enditure:         Reserves         0         0         0         0         0           enditure:         Intradepartmental Transfers         0         0         0         0         0	enditure: Transfers Out 6,507 0	0 3,254	6 FOT 0 3 754 3 754 3 75
Dept Service         Debt Service         0         0         32           ixpenditure:         Depterciation, Amortization, Depletion         0         0         0         0           ixpenditure:         Reserves         0         0         0         0         0           ixpenditure:         Intradepartmental Transfers         0         0         0         0			
Expenditure:         Deprediation, Amoritzation, Depletion         0			
Expenditure:         Deprediation, Amoritzation, Depletion         0         0         0         0         0           Expenditure:         Reserves         0         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0         0			
Expenditure:         Reserves         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0         0		0 0	
Expenditure:         Reserves         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0         0			0 0 0 0
Expenditure: Intradepartmental Transfers 0 0 0 0	Expenditure: Depreciation, Amortization, Depletion 0 0		0 0 0 0
Expenditure: Intradepartmental Transfers 0 0 0 0		0 0	0 0 0 0 0 0 0 32
Expenditure: Intradepartmental Transfers 0 0 0 0		0 0	0 0 0 0 0 0 0 32
Expenditure: Intradepartmental Transfers 0 0 0 0		0 0	0 0 0 0 0 0 0 32
Expenditure: Intradepartmental Transfers 0 0 0 0	Expenditure: Depreciation, Amortization, Depletion 0 0	0 0	0 0 0 0 0 0 0 32
Expenditure: Reserves 0 0 0 0 0 0 0 Expenditure: Intradepartmental Transfers 0 0 0 0 0	Expenditure: Depreciation Amortization Depletion 0 0		0 0 0 0
Expenditure:         Reserves         0         0         0         0           Expenditure:         Intradepartmental Transfers         0         0         0         0	Expenditure: Depreciation Americation Depletion 0 0		0 0 0 0
Expenditure: Intradepartmental Transfers 0 0 0 0	Expenditure: Depreciation, Amortization, Depletion 0 0	0 0	0 0 0 0 0 0 0 32
Expenditure: Intradepartmental Transfers 0 0 0 0		0 0	0 0 0 0 0 0 0 32
	Expenditure: Reserves 0 0	0 0	0 0 0 0 0 0 0 32
		0 0 0 0	0 0 0 0 0 0 0 32 0 0 0 0
Totals: 61,057 6,651 30,528 46,604 30,52	Expenditure: Intradepartmental Transfers 0 0	0 0 0 0	0 0 0 0 0 0 0 32 0 0 0 0
Totals: 61,057 6,651 30,528 46,604 30,52	xpenditure: Intradepartmental Transfers 0 0	0 0 0 0	0 0 0 0 0 0 32 0 0 0 0
		0 0 0 0 0 0	0 0 0 0 0 0 32 0 0 0 0 0 0 0
	Totals: 61,057 6,651		0 0 0 0 0 0 0 0 32 0 0 0 0 0 0 0 0 0 0 0 0

Rows: - Account dimension (Total Revenues / All Revenue Descriptions) - Quarterly Report Revenue Comments - Account dimension (Total Expenditures) - Quarterly Report Expenditure Comments Columns: A: Current Year /

A: Current Year / Budget B: Second Quarter / Actuals C: Second Quarter / Budget D: FYTD / Actuals E: FYTD / Budget

L4R3: Q3 Quarterly Budget Report	
Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button.	
Click on the "Quarterly Budget Reports" folder to open it.	
Run the Q3 Quarterly Budget Report in PDF by double clicking on the report name.	This report is the Hyperion version of the quarterly budget report for
Provide entries for each of the items in the prompt window. For example:	the third quarter. It mirrors the
<ul> <li>Department: type in Department or use member selector to select a Department</li> </ul>	quarterly budget reports in the current state and displays data for the
Then click "OK" to run the report.	Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the third quarter for the selected Department, as well as any associated comments.

BAT		rterly Budge 2020-21 Third lues are in 1,0	Quarter				- Account dimension (To
BUDGETING ANALYSIS TOOL							Revenues / Al
		FY21 Budget	Actual	Budget	FYTD	FYTD	Revenue
N00000000 - FINANCE DEPAR				Third Quarter	Actual	Budget	Descriptions)
ositions: Full Time Filled FT ositions: Long Term Vacant		0	11				- Quarterly Re
ositions: Full Time Vacant F	TE	0	0	0			Revenue Com
evenue: Carryover		2,590	0	648	0	1,943	
evenue: General Fund evenue: Proprietary		0 92,632	0		0	0 69,474	- Account
evenue: State Grant evenue: Federal Grant		0	0	0	0	0	dimension (To
evenue: Interagency/Intrade	epartmental Totals:	3,549	0	887	34	2,662	Expenditures)
	Totals.	30,771	0	24,095	1,970	14,076	
A reorganization of several dep	partments was conducted to provide support	t for the new Enterpris	se Resource Plan	ning system.	section strange	and the surger	- Quarterly Re
deleted, and 8 overages were a	ees were transferred to the OMB Departmer added ny distributed throughout the fiscal year	nt, 7 positions were tr	ansterred to the h	HK Department, 7 su	ccession planning	positions were	Expenditure
Proprietary revenue is not ever	iy distributed throughout the fiscal year						Comments
							<b>C 1</b> ···
							Columns:
							A: Current Yea
							Budget
							B: Third Quart
							Actuals
							C: Third Quart
							Budget
							D: FYTD / Actu
							E: FYTD / Bud

L4R4: Q4 Quarterly Budget Report	
Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button.	
Click on the "Quarterly Budget Reports" folder to open it.	
Run the Q4 Quarterly Budget Report in PDF by double clicking on the report name.	This report is the Hyperion version of the quarterly budget report for
<ul> <li>Provide entries for each of the items in the prompt window.</li> <li>For example:</li> <li>Department: type in Department or use member selector to select a Department</li> </ul>	the fourth quarter. It mirrors the quarterly budget reports in the current state and displays data for the
Then click "OK" to run the report.	Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the fourth quarter for the selected Department, as well as any associated comments.

	A	Year 2020-21 Fourth Il \$ values are in 1,0					- Account dimension (Tot Revenues / All
		FY21 Budget	Actual	Budget Fourth	FYTD	FYTD	Revenue
FN00000000	- FINANCE DEPARTMENT	Total Annual	Quarter	Quarter	Actual	Budget	Descriptions)
ositions:	Full Time Filled FTE	0	11	0			
ositions:	Long Term Vacant Positions Full Time Vacant FTE	0	0	0			- Quarterly Rep
Positions:	ruii Time Vacant FTE	U	0	0			Revenue Comm
levenue:	Carryover	2,590	0	648	0	2,590	- Account
tevenue:	General Fund	0	0	0	0	0	- Account
levenue: levenue:	Proprietary State Grant	92,632	0	23,158	7,944	92,632	dimension (Tot
Revenue:	Federal Grant	0	0	0	0	0	
tevenue:	Interagency/Intradepartmental Totals:	3,549 98,771	0	887 24,693	34	3,549 98,771	Expenditures)
							- Quarterly Rep
As a r delete	rganization of several departments was conducted to provio result, a total of 8 employees were transferred to the OMB I d, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca	Department, 7 positions were tra			ccession planning	positions were	Expenditure
As a r delete	result, a total of 8 employees were transferred to the OMB I ad, and 8 overages were added	Department, 7 positions were tra			occession planning	) positions were	
As a r delete	result, a total of 8 employees were transferred to the OMB I ad, and 8 overages were added	Department, 7 positions were tra			iccession planning 11,609	positions were 39,648	Expenditure
As a r delete Propr xpenditure: xpenditure:	result, a total of 8 employees were transferred to the OMB ( a, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs	Department, 7 positions were tra I year 39,648 83	unsferred to the HF 0 0	9,912 21	11,609 20	39,648 83	Expenditure Comments
As a r delete Propr xpenditure: xpenditure: xpenditure:	result, a total of 8 employees were transferred to the OMB ( a, and 8 overages were added letary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Court Costs Contractual Services	Jepartment, 7 positions were tra I year 39,648 83 1,337	ansferred to the HF 0 0 0	9,912 21 334	11,609 20 491	39,648 83 1,337	Expenditure
As a r delete Propr xpenditure: xpenditure:	result, a total of 8 employees were transferred to the OMB ( a, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs	Department, 7 positions were tra I year 39,648 83	unsferred to the HF 0 0	9,912 21	11,609 20	39,648 83	Expenditure Comments Columns:
As a r delete Propr xpenditure: xpenditure: xpenditure: xpenditure:	result, a total of 8 employees were transferred to the OMB I d, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs	Jepartment, 7 positions were tr 39,648 83 1,337 8,091	ansferred to the Hf 0 0 0 0	9,912 21 334 2,023	11,609 20 491 1,672	39,648 83 1,337 8,091	Expenditure Comments Columns: A: Current Year
As a delete Propr Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure:	result, a total of 8 employees were transferred to the OMB I d, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations	39,648 1 year 39,648 83 1,337 8,091 4,936 4,55 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 2.023 1,234 114 0	11,609 20 491 1,672 2,315 0 0	39,648 83 1,337 8,091 4,936 455 0	Expenditure Comments Columns:
As a delete Proper Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure:	result, a total of 8 employees were transferred to the OMB ( a, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations Transfers Out	39,648 39,648 83 1,337 8,091 4,936 455 0 6,507	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 2,023 1,234 114 0 1,627	11,609 20 491 1,672 2,315 0 0 0	39,648 83 1,337 8,091 4,936 455 0 6,507	Expenditure Comments Columns: A: Current Year Budget
As a delete Prope scpenditure: scpenditure: scpenditure: scpenditure: scpenditure: scpenditure: scpenditure: scpenditure:	result, a total of 8 employees were transferred to the OMB I d, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations	39,648 1 year 39,648 83 1,337 8,091 4,936 4,55 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 2.023 1,234 114 0	11,609 20 491 1,672 2,315 0 0	39,648 83 1,337 8,091 4,936 455 0	Expenditure Comments Columns: A: Current Year
As a delete Proper Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure: Sxpenditure:	result, a total of 8 employees were transferred to the OMB ( a, and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations Transfers Out Distribution of Funds in Trust	Jepartment, 7 positions were tr 39,648 83 1,337 8,091 4,936 455 0 6,507 0	ansferred to the Hi 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 2.023 1,234 114 0 1,627 0	11,609 20 491 1,672 2,315 0 0 0 0	39,648 83 1,337 8,091 4,936 455 0 6,507 0	Expenditure Comments Columns: A: Current Year Budget B: Fourth Quart
As a 1 delete Propr Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure:	result, a total of 8 employees were transferred to the OMB ( a), and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations Transfers Out Distribution of Funds in Trust Debt Service Depreciation, Amortization, Depletion Reserves	Jepartment, 7 positions were tr 39,648 83 1,337 8,091 4,336 455 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0	ansferred to the Hf 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 2,023 1,234 114 0 1,627 0 0 0 0 0 0 0 0 0 0 0 0 0	11,609 20 491 1,672 2,315 0 0 0 0 0 32 0 0 0	39,648 83 1,337 8,091 4,936 455 0 6,507 0 0 0 0 0 0 0 0 0	Expenditure Comments Columns: A: Current Year Budget B: Fourth Quart Actuals
As a 1 delete Propr Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure:	result, a total of 8 employees were transferred to the OMB ( a) and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations Transfers Out Distribution of Funds in Trust Debt Service Depreciation, Amortization, Depletion Reserves Intradepartmental Transfers	39,648 83 1,337 8,091 4,936 4,55 0 6,507 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ansferred to the Hi 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 1,234 114 0 1,627 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	11,609 20 491 1,672 2,315 0 0 0 0 0 32 0 0 0 0 0 0 0 0 0 0 0 0 0	39,648 83 1.337 8,091 4.936 455 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Expenditure Comments Columns: A: Current Year Budget B: Fourth Quar Actuals
As a 1 delete Propr Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure:	result, a total of 8 employees were transferred to the OMB ( a), and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations Transfers Out Distribution of Funds in Trust Debt Service Depreciation, Amortization, Depletion Reserves	Jepartment, 7 positions were tr 39,648 83 1,337 8,091 4,336 455 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0	ansferred to the Hf 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 2,023 1,234 114 0 1,627 0 0 0 0 0 0 0 0 0 0 0 0 0	11,609 20 491 1,672 2,315 0 0 0 0 0 32 0 0 0	39,648 83 1,337 8,091 4,936 455 0 6,507 0 0 0 0 0 0 0 0 0	Expenditure Comments Columns: A: Current Year Budget B: Fourth Quar Actuals C: Fourth Quar
As a 1 delete Propr Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure:	result, a total of 8 employees were transferred to the OMB ( a) and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations Transfers Out Distribution of Funds in Trust Debt Service Depreciation, Amortization, Depletion Reserves Intradepartmental Transfers	39,648 83 1,337 8,091 4,936 4,55 0 6,507 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ansferred to the Hi 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 1,234 114 0 1,627 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	11,609 20 491 1,672 2,315 0 0 0 0 0 32 0 0 0 0 0 0 0 0 0 0 0 0 0	39,648 83 1.337 8,091 4.936 455 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Expenditure Comments Columns: A: Current Year Budget B: Fourth Quar Actuals C: Fourth Quar Budget
As a 1 delete Propr Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure: Expenditure:	result, a total of 8 employees were transferred to the OMB ( a) and 8 overages were added ietary revenue is not evenly distributed throughout the fisca Personnel Costs Court Costs Contractual Services Other Operating Costs Charges for County Services Capital Grants to Outside Organizations Transfers Out Distribution of Funds in Trust Debt Service Depreciation, Amortization, Depletion Reserves Intradepartmental Transfers	39,648 83 1,337 8,091 4,936 4,55 0 6,507 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ansferred to the Hi 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9,912 21 334 1,234 114 0 1,627 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	11,609 20 491 1,672 2,315 0 0 0 0 0 32 0 0 0 0 0 0 0 0 0 0 0 0 0	39,648 83 1.337 8,091 4.936 455 0 6,507 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Expenditure Comments Columns: A: Current Year Budget B: Fourth Quart Actuals C: Fourth Quart



	Module 10: Course Summary
Objectives Achieved	Congratulations! You have completed the <i>Reports</i> course. You should now be able to:
	<ul> <li>Navigate to the reporting folders in Explore.</li> <li>Launch a report and respond to any required report prompts</li> <li>Run the following reports from the Operating Reports folder: <ul> <li>BAT Appropriations Report – Summary</li> <li>BAT Appropriations Report – Detail</li> <li>BAT Appropriations Report by Fund</li> <li>BAT Expense by Entity</li> <li>BAT Revenue Report – Summary</li> <li>BAT Revenue Report – Detail</li> <li>BAT Revenue Report – Detail</li> <li>BAT Revenue Report – Detail</li> <li>BAT Revenue Report – Summary</li> <li>BAT Revenue Report – Detail</li> <li>BAT Revenue Report – Detail</li> <li>BAT Revenue Report – Detail</li> <li>BAT Revenue Report – Summary</li> <li>BAT Revenue by Entity</li> </ul> </li> <li>Run the following reports from the Budget Request Reports folder: <ul> <li>BAT Proposed Change to Base - Summary</li> <li>BAT Proposed Change to Base - Detail</li> </ul> </li> <li>Run the following reports from the Budget Publication Reports folder: <ul> <li>Expenditures by Category of Spending</li> <li>General Departmental Financial Summary</li> <li>Operating Budget Expenditures by Revenue Source with Total Positions</li> <li>Select Line Item Highlights</li> </ul> </li> <li>Run the following reports from the Quarterly Budget Reports folder: <ul> <li>Q1 Quarterly Budget Report</li> <li>Q3 Quarterly Budget Report</li> <li>Q4 Quarterly Budget Report</li> </ul> </li> </ul>

Course Summary The Course Summary module covers three topics:

- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation



Objectives Achieved Congratulations on completing the Hyperion Financial Training course. Users now should be able to:



- Enter operating expense budget and current year forecasts
- Enter revenue budgets and current year forecasts
- Perform budget reviews and budget checks
- Create and edit expanded requests
- Enter budget and forecast adjustments required for RFRO
- Enter Actuals presentation adjustments required for RFRO
- Run financial reports

Additional

Training and Job Supplemental training materials will be provided separately Aids



Questionnaire Course questionnaire will be provided separately