

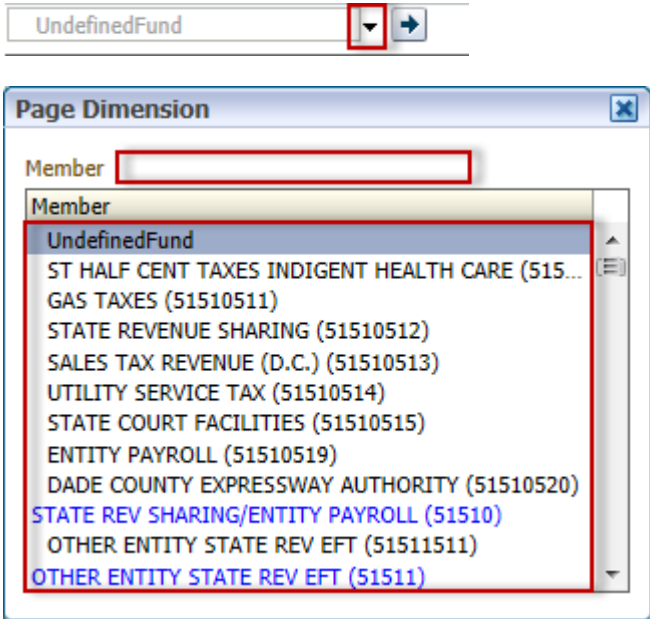

# Job Aide: Financial to Budgetary Mapping – Department Level

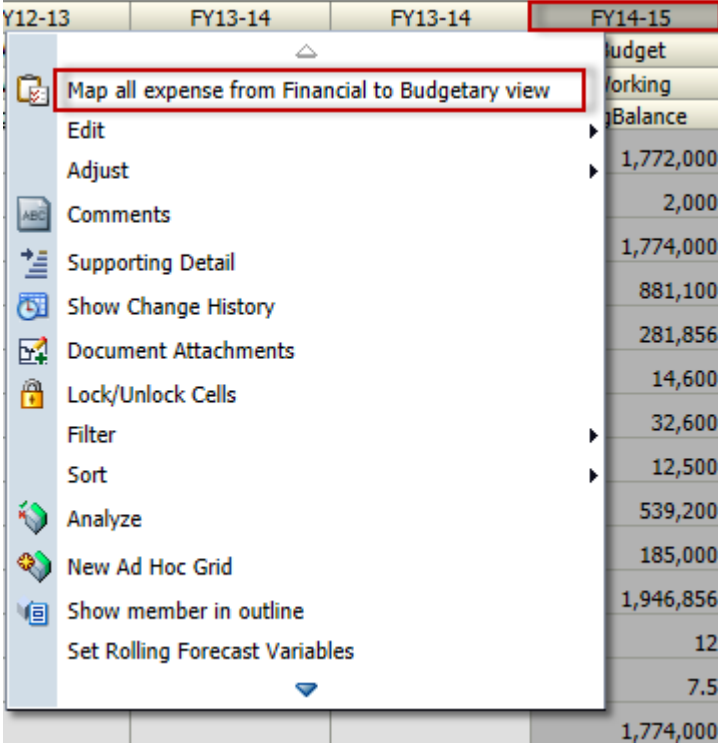

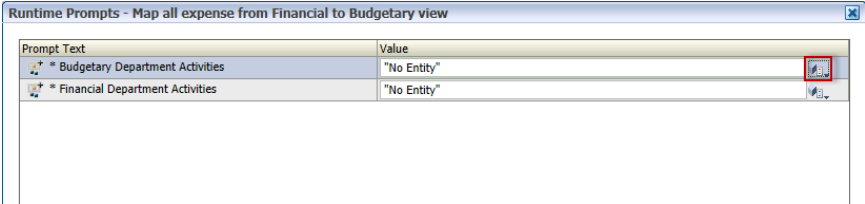
This job aide will guide you through the steps to map Financial View to Budgetary View data at the department level.

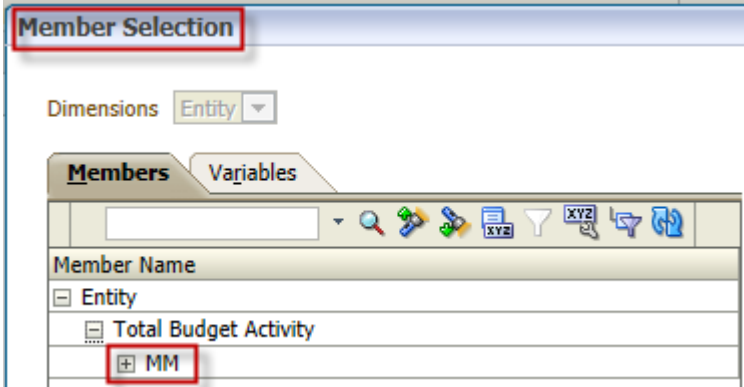
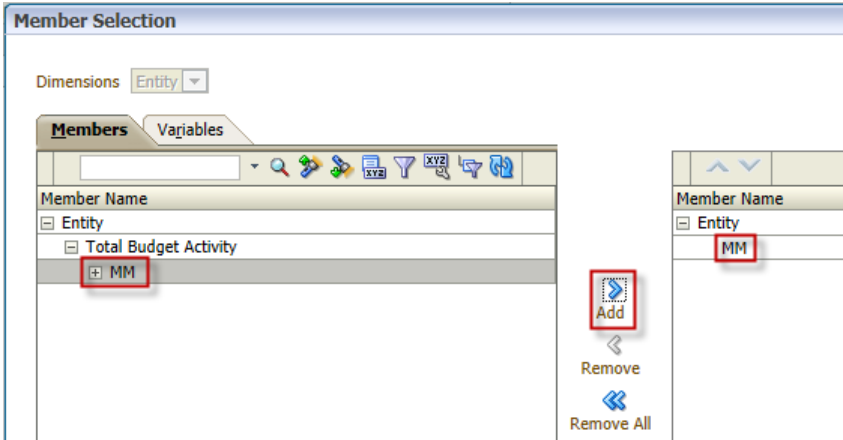
In the steps below you will:

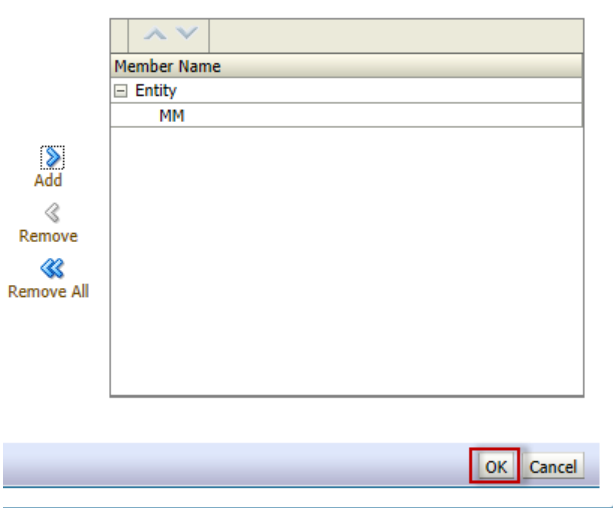

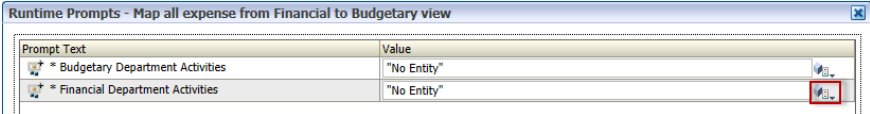
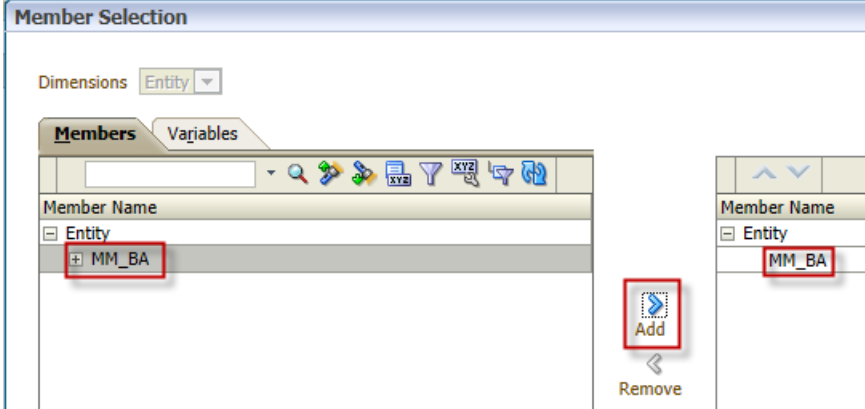
- Navigate the Task List to choose the Map All Expense from Financial to Budgetary View
- Map expenses from Financial to Budgetary View at the department level
- Verify that expenditures have been mapped from Financial to Budgetary View correctly
- View mapping results

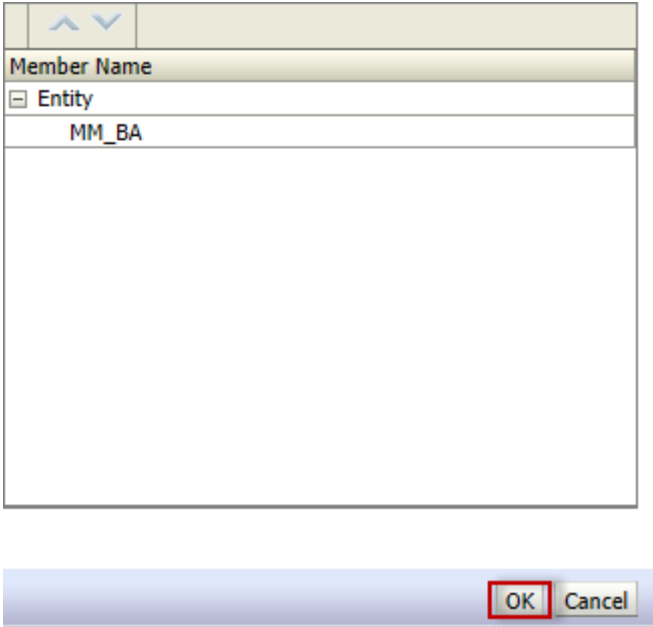
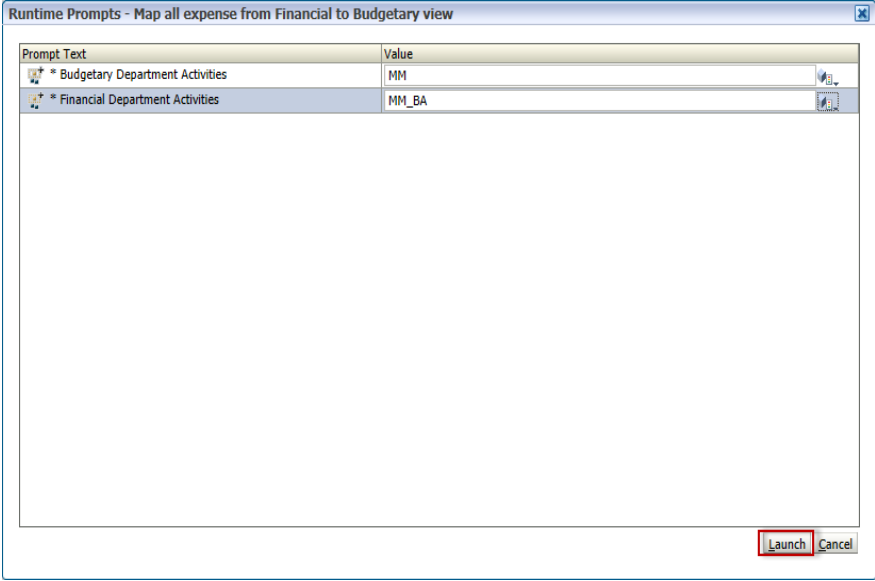
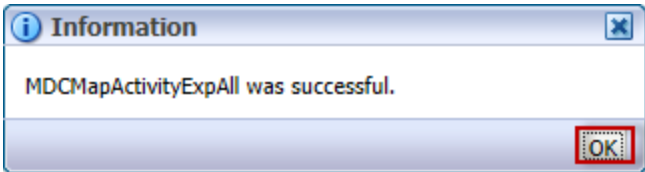
Step	Action	Notes
1.	<p>On the left-hand navigation pane, select My Task List &gt; Operating Preparation &gt; Budgetary &gt; Budget Activity Summary.</p>  <p>The screenshot shows a navigation pane titled 'My Task List'. It contains a tree structure of folders and tasks. The folders are: Budget Administration, Budget Preparation, Operating Administration, Operating Preparation (expanded), Financial, and Budgetary (expanded). Under 'Operating Preparation', there is a task 'Map Financial to Budgetary View'. Under 'Budgetary', there is a task 'Budget Activity Summary'. The 'Budget Activity Summary' task is highlighted with a red box. Other tasks include 'Activity Narrative, Comments, and Issues'.</p>	

Step	Action	Notes
2.	<p>Click down-arrow to search Funds and select a Fund from the list.</p> <p>You may also type any or all of the Fund Name or Number in the Search field.</p>  <p>The screenshot shows a search field containing the text 'UndefinedFund' with a dropdown arrow and a search button. Below it is a 'Page Dimension' dialog box with a 'Member' search field and a list of fund names including 'UndefinedFund', 'ST HALF CENT TAXES INDIGENT HEALTH CARE (515...', 'GAS TAXES (51510511)', 'STATE REVENUE SHARING (51510512)', 'SALES TAX REVENUE (D.C.) (51510513)', 'UTILITY SERVICE TAX (51510514)', 'STATE COURT FACILITIES (51510515)', 'ENTITY PAYROLL (51510519)', 'DADE COUNTY EXPRESSWAY AUTHORITY (51510520)', 'STATE REV SHARING/ENTITY PAYROLL (51510)', 'OTHER ENTITY STATE REV EFT (51511511)', and 'OTHER ENTITY STATE REV EFT (51511)'.</p>	
3.	<p>Click GO.</p>  <p>The screenshot shows a search field containing the text 'JUDICIAL ADMINISTRATION PRC' with a search button.</p>	

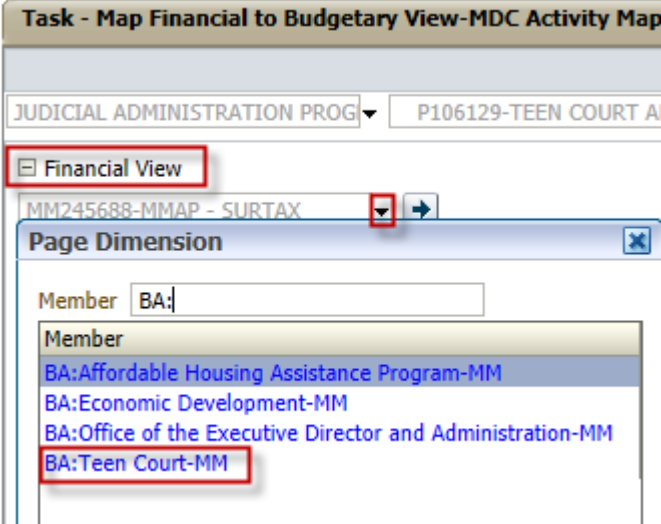
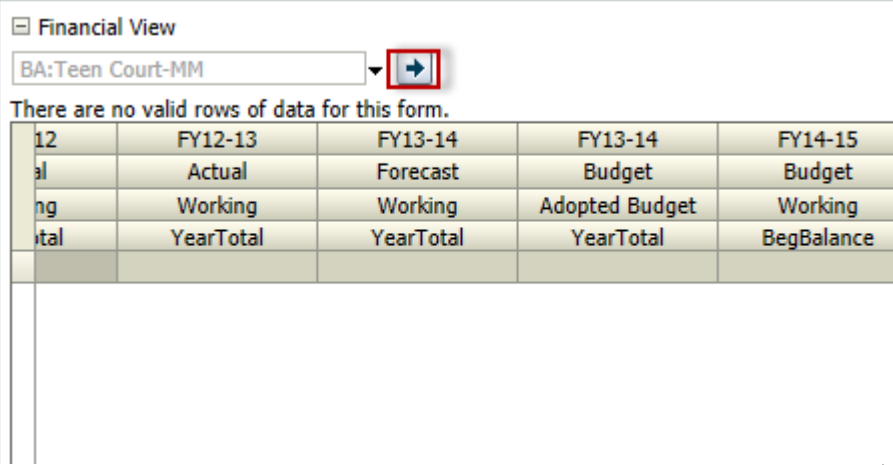
Step	Action	Notes
4.	<p>Right-click the FY14-15 column header and select Map all expense from Financial to Budgetary view.</p> 	
5.	<p>On the Prompt screen, click the Member Selection Icon  to choose the Budgetary Department Activities member.</p> 	

Step	Action	Notes
6.	<p>The Member Selection screen appears. Click the + to expand Total Budget Activity. Continue to expand the hierarchy until you see your 2 digit Department Code.</p> 	
7.	<p>Select your Department Code and click the Right – Arrow to move the member to the Selection area.</p> 	

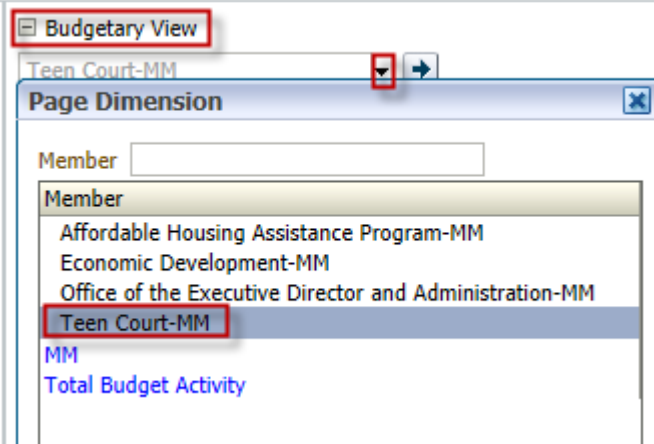
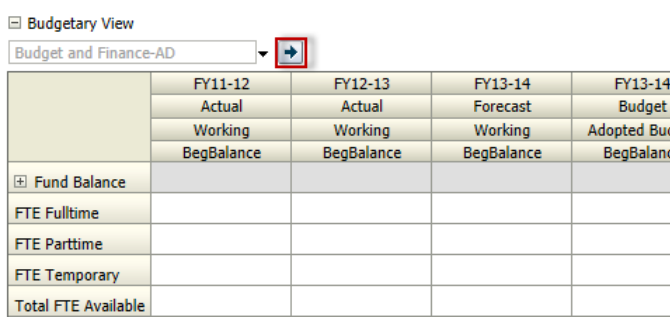
Step	Action	Notes
8.	<p>Click OK.</p> 	
9.	<p>Make an Entity selection for Financial Department Activities.</p> <p>Note: You may use the Member Selection Icon  to locate your Entity.</p> 	
10.	<p>Click the Right - Arrow to move the member to the Selection area.</p> 	

Step	Action	Notes
11.	<p>Click OK.</p> 	
12.	<p>Click Launch.</p> 	
13.	<p>At the confirmation screen, click OK.</p> 	

Step	Action	Notes
14.	<p>To view the mapping results, select My Task List &gt; Operating Preparation &gt; Budgetary &gt; Map Financial to Budgetary View.</p>  <p>The screenshot shows a tree view titled 'My Task List'. The following items are highlighted with red boxes: 'My Task List', 'Operating Preparation', 'Budgetary', and 'Map Financial to Budgetary View'. Other items include Budget Administration, Budget Preparation, Operating Administration, Financial, Budget Activity Summary, Activity Narrative, Comments, and Issues, and Manage Performance Measures.</p>	
15.	<p>In the Point of View select appropriate Fund, Activity and Project.</p> <p>Note: Use the down-arrow to make selections.</p>  <p>The screenshot shows a form titled 'Task - Map Financial to Budgetary View-MDC Activity Map'. It has two tabs: 'Task Instructions' and 'Context Request: Current Service Level'. The first screenshot shows the 'Context Request' section with three dropdown menus: 'JUDICIAL ADMINISTRATION PROG', 'No Operating Program', and 'No Operating Grant'. The second screenshot shows the same form with the third dropdown menu set to 'No Operating Grant' and a red box around the 'GO' button.</p> <p>Click GO.</p>	

Step	Action	Notes																				
16.	<p>In the Financial View portion of the form, click down-arrow to search for an Entity.</p> <p>Note: You <u>must</u> select a member shaded in blue.</p>  <p>Click GO.</p>  <table border="1" data-bbox="383 1129 1263 1289"> <thead> <tr> <th></th> <th>FY12-13</th> <th>FY13-14</th> <th>FY13-14</th> <th>FY14-15</th> </tr> </thead> <tbody> <tr> <td>al</td> <td>Actual</td> <td>Forecast</td> <td>Budget</td> <td>Budget</td> </tr> <tr> <td>ng</td> <td>Working</td> <td>Working</td> <td>Adopted Budget</td> <td>Working</td> </tr> <tr> <td>tal</td> <td>YearTotal</td> <td>YearTotal</td> <td>YearTotal</td> <td>BegBalance</td> </tr> </tbody> </table>		FY12-13	FY13-14	FY13-14	FY14-15	al	Actual	Forecast	Budget	Budget	ng	Working	Working	Adopted Budget	Working	tal	YearTotal	YearTotal	YearTotal	BegBalance	
	FY12-13	FY13-14	FY13-14	FY14-15																		
al	Actual	Forecast	Budget	Budget																		
ng	Working	Working	Adopted Budget	Working																		
tal	YearTotal	YearTotal	YearTotal	BegBalance																		



Step	Action	Notes
17.	<p>In the Budgetary View portion of the form, click the Entity drop-down arrow.</p> <p>Select the <u>same</u> member that you chose in the Financial View Entity.</p>  <p>Click GO.</p> 	

**Step 18.** Action: Drill down to the lowest level on the Financial and Budgetary View. Expense member.

Notes:

The screenshot shows two side-by-side tables. The left table is the 'Financial View' and the right is the 'Budgetary View'. Both tables show data for FY13-14 and FY14-15. The Financial View shows 'All Financial Expense' at 1,774,000 for FY13-14 and 1,774,000 for FY14-15. The Budgetary View shows 'All Budget Expense' at 1,946,856 for FY13-14 and 1,946,856 for FY14-15. The difference is due to the inclusion of 'Fund Balance' in the Budgetary View.

Financial View		FY13-14		FY14-15	
		Forecast	Budget	Working	Adopted Budget
		YearTotal	YearTotal	YearTotal	YearTotal
All Financial Revenue		496,240	1,774,000		
SALARIES - (EXP)		352,087	765,100		
FRINGE BENEFITS - (EXP)		95,557	225,000		
CONTRACTUAL SERVICES - (EXP)		13,266	14,600		
OTHER OPERATING COSTS - (EXP)		5,051	32,600		
CHARGES FOR COUNTY SERVICES - (E		15,730	12,500		
GRANTS TO OUTSIDE ORGANIZATION		65,863	539,200		
Financial Operating Expense		547,553	1,589,000		
TRANSFERS OUT - (NONOP EXP)			185,000		
Financial Non-Operating Expense			185,000		
All Financial Expense		547,553	1,774,000		
FTE Fulltime					
Total FTE Available					

Budgetary View		FY13-14		FY14-15	
		Budget	Budget	Working	Adopted Budget
		BegBalance	BegBalance	BegBalance	BegBalance
All Budget Revenue			1,774,000		
SALARIES			881,100		
FRINGE BENEFITS			281,856		
COURT COSTS					
CONTRACTUAL SERVICES			14,600		
OTHER OPERATING COSTS			32,600		
CHARGES FOR COUNTY SERVICES			12,500		
CAPITAL					
GRANTS TO OUTSIDE ORGANIZATIONS			539,200		
Operating Expense			1,761,856		
RESERVE & CONTINGENCIES (Non-Oper)					
TRANSFERS OUT (Non-Oper)			185,000		
DISTRIBUTION OF FUNDS IN TRUST (No					
DEBT PAYMENTS (Non-Oper)					
DEPRECIATION, AMORTIZATIONS AND D					
INTRAFUND TRANSFER (Non-Oper)					
Non-Operating Expense			185,000		
All Budget Expense			1,946,856		
Fund Balance			(172,856)		
FTE Fulltime					12
FTE Parttime					
FTE Temporary					

**Step 19.** Accounts illustrated below are the results after Map all expense from Financial to budgetary view has been run.

Expense values in the Financial View should equal those in the Budgetary View.

The screenshot shows a detailed comparison between the Financial View and the Budgetary View. The Financial View shows 'CHARGES FOR COUNTY SERVICES - (E)' at 12,500 for FY13-14 and 12,500 for FY14-15. The Budgetary View shows 'CHARGES FOR COUNTY SERVICES' at 12,500 for FY13-14 and 12,500 for FY14-15. The values are consistent between the two views.

Financial View		FY13-14		FY14-15	
		Budget	Budget	Working	Adopted Budget
		YearTotal	YearTotal	YearTotal	YearTotal
GSA CENTRAL SERVICE SUPPLIES (470)		4,300	4,300		
CLOTHING AND UNIFORMS (49310)		1,000	1,000		
OTHER OPERATING COSTS - (EXP)		32,600	32,600		
GSA SERVICE TICKET CHARGES (26020)					
GSA AFT-HOUR CHRGS/ASSOC COSTS (		5,000	5,000		
GSA PRINTING & REPRODUCTION (260		4,500	4,500		
GSA POSTAGE (26051)					
FM LT EQ MILEAGE (26062)		2,000	2,000		
FM LT EQ PARTS (26063)					
FM LT EQ COMM SUB (26064)					
FM LT EQ LABOR (26066)					
FM ACC/ABU/MOD (26068)					
FM-POOL VEHICLE HOURLY RENTAL CH		1,000	1,000		
CHARGES FOR COUNTY SERVICES - (E)		12,500	12,500		
GRANTS TO OTHERS (66620)		539,200	539,200		
GRANTS TO OUTSIDE ORGANIZATION		539,200	539,200		
Financial Operating Expense		1,589,000	1,761,856		
OTHER OPERATING TRP OUT (S1098)		185,000	185,000		
TRANSFERS OUT - (NONOP EXP)		185,000	185,000		
Financial Non-Operating Expense		185,000	185,000		
All Financial Expense		1,774,000	1,946,856		
FTE Fulltime					12

Budgetary View		FY13-14		FY14-15	
		Budget	Budget	Working	Adopted Budget
		BegBalance	BegBalance	BegBalance	BegBalance
All Budget Revenue			1,774,000		
SALARIES			881,100		
FRINGE BENEFITS			281,856		
COURT COSTS					
CONTRACTUAL SERVICES			14,600		
OTHER OPERATING COSTS			32,600		
CHARGES FOR COUNTY SERVICES			12,500		
CAPITAL					
GRANTS TO OUTSIDE ORGANIZATIONS			539,200		
Operating Expense			1,761,856		
RESERVE & CONTINGENCIES (Non-Oper)					
TRANSFERS OUT (Non-Oper)			185,000		
DISTRIBUTION OF FUNDS IN TRUST (No					
DEBT PAYMENTS (Non-Oper)					
DEPRECIATION, AMORTIZATIONS AND D					
INTRAFUND TRANSFER (Non-Oper)					
Non-Operating Expense			185,000		
All Budget Expense			1,946,856		
Fund Balance			(172,856)		
FTE Fulltime					12
FTE Parttime					
FTE Temporary					

<b>Step</b>	<b>Action</b>	<b>Notes</b>
20.	You will follow the standard procedures to map all Revenue accounts manually as outlined in the BAT Training Manual.	

--END--