
End-User Training Guide

Course Code: FIN 208

Course Title: Budget Inquiry and Reporting (Department)

Course Overview

Course Description

This course provides a comprehensive review of the Budget Inquiry and Reporting processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Budget Inquiry and Reporting
- Module 3: Course Summary

Training Audiences

The following audience(s), by INFORMS Security role(s), are required to complete this course before being granted related system access:

- Department Appropriation Processor
- Central Appropriation Processor

Prerequisites

Participants are required to complete the following End-User Training courses before starting this course:

- ERP 101 – Overview of INFORMS
- ERP 102 – INFORMS Navigation, Reporting and Online Help
- FIN 101 – Financials Fundamentals
- FIN 206 – Enter and Process Budget Journals (Department)
- FIN 207 – Manage Budget Exceptions (Department)

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 2 hours.

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Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to Business Process
- End-to-End Business Process
- Introduction to Demonstrations, Activities and Exercises

Module 1: Course Introduction

Course Administration and Logistics

To get the most benefit from this course, participants should:

- Actively participate in class and ask questions as needed
- Please turn off cell phones and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Learning Objectives

At the conclusion of this course, users will be able to:

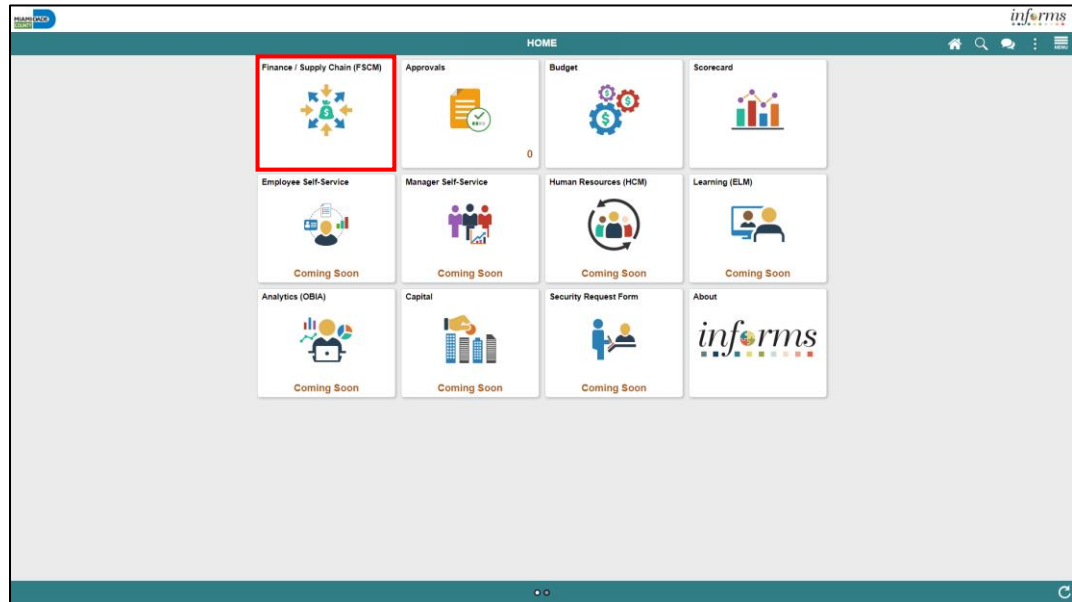
- Identify the End-to-End Process of Budget Inquiry and Reporting
- Inquire and Report on Budgets

Module 1: Course Introduction

Navigation

Below are the steps to navigate to General Ledger, which will be used for navigation in the rest of this course:

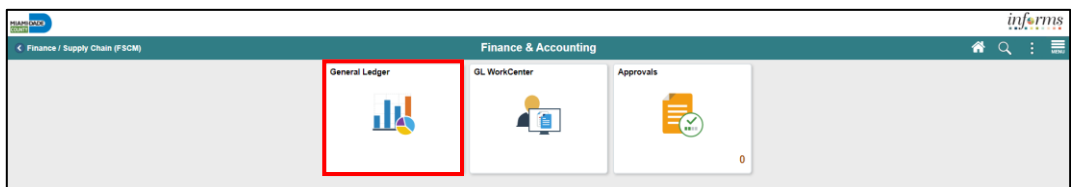
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



2. Select **Finance & Accounting**.



3. Select **General Ledger**.



Module 1: Course Introduction

Training Audience:

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Roles and Responsibilities

- **Department Appropriation Processor:** The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
- **Central Appropriation Processor:** The Central Appropriation Processor has the ability to create countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.

Module 1: Course Introduction

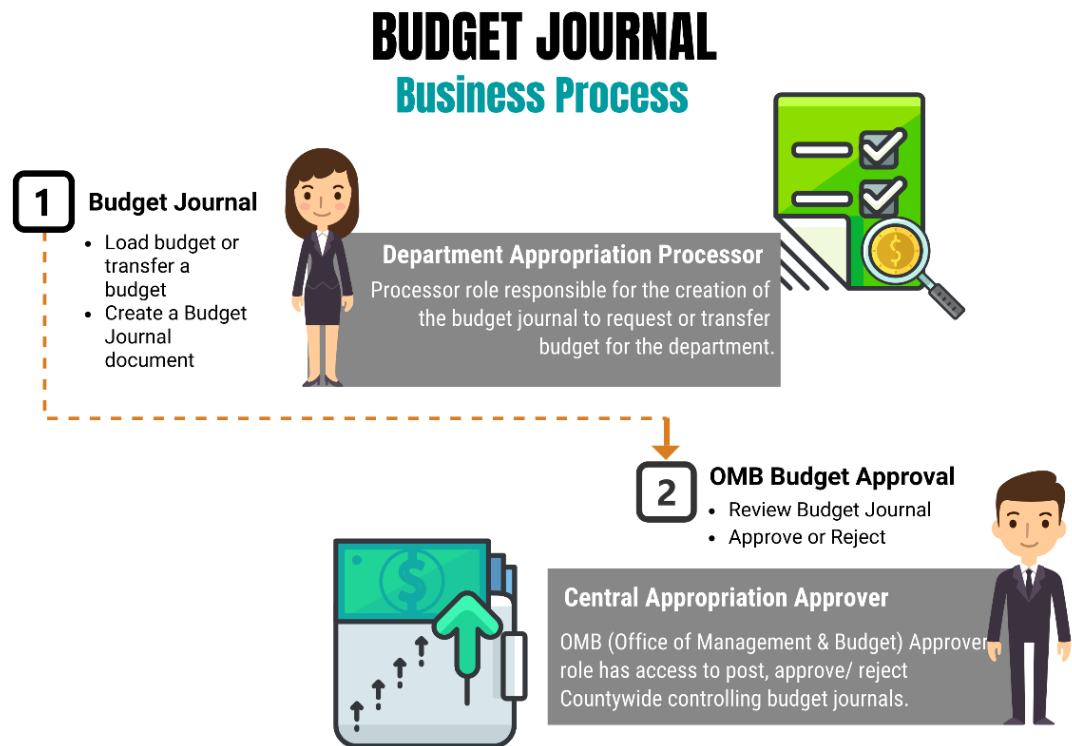
Key Changes to Business Process

The Key Changes in the Business Process to Budget Reporting and Inquiry include:

- Ability to view in real-time a budget's remaining spending authority
- Ability to drill down to see what transactions have impacted a budget

Module 1: Course Introduction

End-to-End Business Process



Module 1: Course Introduction

Introduction to Demonstrations Activities and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities and Training Exercises- The definitions and descriptions of each are below.

Instructor Demonstrations



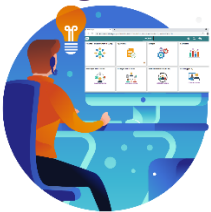
Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Training Activities



Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided and by using this training guide as a reference.

Training Exercises



The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content.

Module 1: Course Introduction

- Module 1:** This module covers the following topics:
Course
Introduction
Summary
- Course Administration and Logistics
 - Learning Objectives
 - Roles and Responsibilities
 - Navigation
 - Key Changes to Business Process
 - End-to-End Business Process
 - Introduction to Demonstrations, Activities and Exercises

Module 2: Budget Inquiry and Reporting

Lessons

This module includes the following lesson:

- Budget Inquiry and Reporting

Lesson 1: Budget Inquiry and Reporting

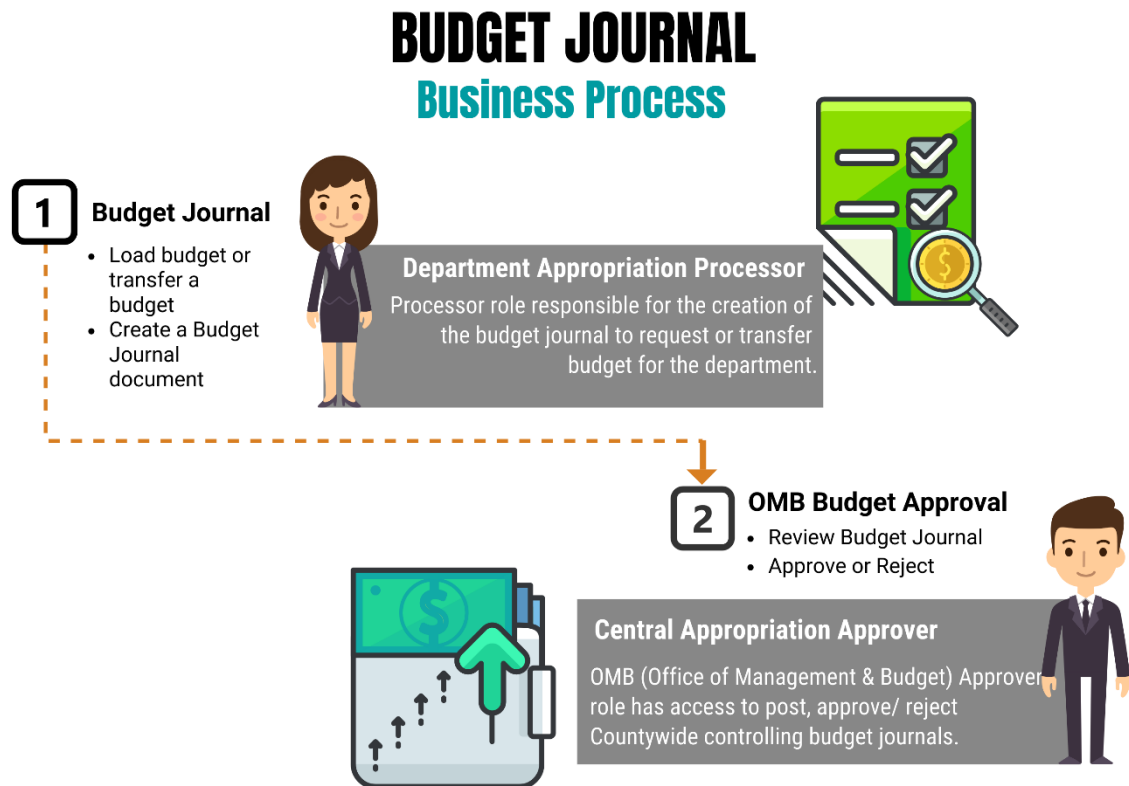
Lesson 1: Overview

At the conclusion of this lesson, users will be able to:

- Know how to Inquire and Report on Budgets
- Describe the differences between Budget Overview and Activity Log inquiries
- Choose useful search criteria when using the Budget Overview inquiry
- Recognize how information from the Activity Log relates to the Budget Overview inquiry

Lesson 1: Budget Inquiry and Reporting

Lesson 1: Introduction



INFORMS Commitment Control delivers several options to enable users to manage and analyze budget data. Budget inquiries enable users to view the details of the budget and remaining spending authority, to make effective management decisions.

The budget inquiry components to be covered:

- The **Budgets Overview** component, which provides everything from summarized accounts by ledger group to individual budget lines and source transactions
- The **Activity Log** component, which displays transaction line details and budget information for budget-checking transactions
- The **Budget Status Report**, which provides general information about the budget amount remaining

Lesson 1: Budget Inquiry and Reporting

Key Terms



The following key terms are used in this module:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Adjustment	The transfer of a budgeted amount from one departmental unit and/or fund to another within the same department.
Budget Entry Type	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget and Mid-Year and Year End Supplementals for authorized changes to the budget.
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Budgetary Only	A ChartField Value that can be used in a Budget Journal but not in a financial accounting transaction.
Control Option of Ledger Group	<p>Track w/o Budget: No validation is done of ChartFields entered; Transactions are not stopped.</p> <p>Track with Budget: Validation is done on ChartField combination entered to ensure that a budget row was created.</p> <p>Control: a validation is done on the budget combination if the amount is exceeded, a budget error is logged; the transaction goes no further until resolved.</p>
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.
Ledger	The Ledger is a record of monetary transactions by a particular basis of accounting, such as Actuals, CAFR Actuals, AFR Actuals, Summary CAFR, Summary AFR, and Budgetary Ledgers including Countywide Appropriation, Countywide Revenue Estimate, Department Operating, Department Operating Revenue, Projects, Project Activity.
Original Budget	Initial recording of an approved budgeted amount.
Remaining Spending Authority	Calculation of Budget - Encumbrance – Expense = RSA. Pre-Encumbrances for requisitions are shown but are not part of the calculation.

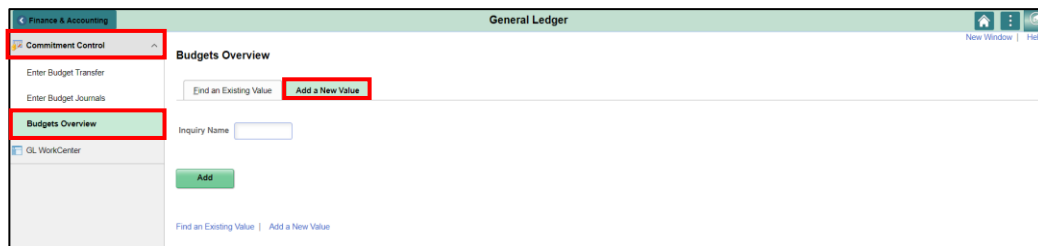
Lesson 1: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

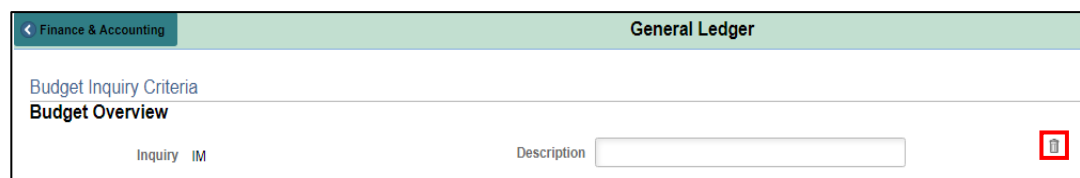
INFORMS Commitment Control delivers several options to enable users to manage and analyze the budget data. Budget inquiries enable users to view the details of the budget and remaining spending authority, to make effective management decisions.

The **Budgets Overview** inquiry enables users to create inquiries based on a wide variety of criteria and then save it for reuse. Use the Budgets Overview inquiry to:

- Examine the users' budget and budget status from a comprehensive perspective
 - Drill down to examine specific details of budget journals and source transactions
 - Drill down into the transaction source application for a particular transaction
1. To view the **Budgets Overview**, navigate to the **Budgets Overview** page: **Main Menu > Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Budgets Overview**:
 2. Select **Commitment Control > Budget Overview > Add a New Value**



3. The page above allows users to search for an existing Budget Overview or begin the process to **Add a New Value**. If the users don't have one already, the users must Add a New Value. Enter an **Inquiry Name** by adding the users' initials and select the **Add** tab.
 - The Inquiry Name is unique to the User ID. Other users will not see others' Inquiry Name or vice versa. Users can use a generic Inquiry Name that can be used in the future or make it specific if there is always a specific budget combination that is reviewed frequently.
 - After creating an Inquiry Name, the next time the users access the page, use the **Find an Existing Value** tab to search and select a budget.
 - There is also an ability to delete an Inquiry Name if needed. On the **Budget Inquiry Criteria** page, there is a delete icon that will delete an Inquiry Name that was previously saved.



Lesson 1: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

Commitment Control or budget checking ensures that Revenue or Expense Accounts meet the requirements of the applicable commitment control ledger based on Fund and Department. This potentially ensures budgets are not exceeded. The following are the Commitment Control ledgers that will be deployed:

Ledger Group	Control Option	Type	Comments
A_DETAIL	Track w/o	Exp	Annual budget including Grants
A_APPROP	Control	Exp	Annual roll-up based on Accountability Ordinance, roll up Department and Fund
A_REV	Track w/o	Rev	Annual Revenue
M_CAPDTACT	Track w/o	Exp	Capital Projects
M_CAPDTL	Track with	Exp	Capital Projects
M_CAP	Control	Exp	Capital Projects
M_QUDT2_FD	Track with	Exp	GO Bonds
M_QUDT_FD	Control	Exp	GO Bonds
M_QU_FD	Control	Exp	GO Bonds

The Fund's value will determine which Ledger Group is reviewed.

Control Option:

- **Track w/o:** No validation is done on ChartFields entered; transactions are not stopped
- **Track with:** Validation is done on ChartField combination entered to ensure that a budget row was created; if the budget amount is exceeded, the transaction is not stopped and a warning message is logged; if no budget row was created, an error message is logged and the transaction goes no further
- **Control:** A validation is done on the budget combination. If the amount is exceeded a budget error is logged and the transaction goes no further until resolved
- **Accountability Ordinance:** For the Ledger Group A_APPROP, OMB has grouped the Account ChartFields into three different groups: Personnel, Other Operating and Capital.
- **Type:** Rev is for Accounts that begin with a '4' and Exp are for Accounts that begin with a '5'.

Lesson 1: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

This course will concentrate on the annual Appropriation ledger which is set to Control.

- Control means validation is done on the budget combination. if the amount is exceeded, a budget error is logged. The transaction goes no further until resolved.
- This Ledger Group is one that the County will monitor closely through the year, allowing the users the ability to see budgets at risk of being overspent.

Enter the following:

1. **Business Unit: MDADE** will default and is the only Business Unit that will have activity
2. **Ledger Group Set: Ledger Group**
3. **Ledger Group: A_APPROP** a valid Ledger Group can be selected from the drop-down list; the selection will depend on what the users are trying to review
4. **Type of Calendar: Budget Period** a Budget Period is the equivalent of the County Fiscal Year for the annual ledgers; for the multi-year Ledger Groups it is **Life To Date**.
5. **From Budget Period: 2020** for the annual budget; it represents the County Fiscal Year
6. **To Budget Period: 2020** for the annual budget; it represents the County Fiscal Year

Budget Inquiry Criteria

Budget Overview

Inquiry SW Description Detail balances

Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit MDADE Ledger Group/Set Ledger Group Ledger Group A_APPROP

☐ View Stat Code Budgets ☐ Display Chart Annual Appropriation

Time Span

*Type of Calendar Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	A_APPROP	AN	2020	2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	BU%	%	i		Update/Add
Fund	G1001	%	i		Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Lesson 1: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

The **ChartField Criteria** section only displays the ChartFields the Ledger Group monitors. While the actual transaction includes Fund, Department, Account, Grant and optionally Project-related ChartFields, the appropriation ledger displays three. The chart below shows the different fields in each **Commitment Control Ledger Group**.

Ledger Group	Fund	Dept	Acct	Grant	BU PC	Project	Activity	Source Type
A_DETAIL	D	D	D	D	OD	OD	OD	OD
A_APPROP	D	RU	RU					
A_REV	D	D	D	D	OD	OD	OD	OD
M_CAPDTACT	D		RU		D	D	D	
M_CAPDTL	D		RU		D	D		
M_CAP	RU				D	D		
M_QUDT2_FD	D				D	D		D
M_QUDT_FD	D				D			D
M_QU_FD	RU				D			D

- D = Detail Value
- OD = Optional Detail Value
- RU = Roll Up based on tree, i.e. Accountability Ordinance for Appropriation Account, overall Department for Appropriation Department
- Blank = not part of Ledger Group definition

Enter the following:

1. **Account:** Enter %, a wild card which will bring back all roll up Accountability Ordinance Accounts.
2. **Dept:** BU% returns all Departments that begin with BU; entering only the % wild card, alternatively could enter the roll-up the value of BU00000000
3. **Fund:** G1001 is for General Fund Operations
4. **Budget Status:** select the checkbox for **Open, Closed and Hold**
5. Then, select the **Search** button

Lesson 1: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

General Ledger

Inquiry Results

Business Unit: MDADE
 Ledger Group: A_APPROP
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated: ☐

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (3 Rows)

Budget	3,031,000.00	Net Transfers	0.00
Expense	1.00		
Encumbrance	1,299.99		
Pre-Encumbrance	1,389.99		
Budget Balance	3,029,699.01		
Associate Revenue	0.00		
Available Budget	3,029,699.01		

Budget Overview Results

Details	Budget Transaction Types	Ledger Group	Fund	Fund Code	Dept	Department Description	Account	Account Description	Budget Period
1		A_APPROP	G1001	GENERAL FUND OPERATIONS	BU00000000	MANAGEMENT AND BUDGET	CAPITAL	CAPITAL ROLLUP	2020
2		A_APPROP	G1001	GENERAL FUND OPERATIONS	BU00000000	MANAGEMENT AND BUDGET	OTHER OPER	OTHER OPERATING	2020
3		A_APPROP	G1001	GENERAL FUND OPERATIONS	BU00000000	MANAGEMENT AND BUDGET	PERSONNEL	PERSONNEL ROLLUP	2020

Return to Criteria *Notes

- The above results are returned, with 3 rows that met the search criteria.
NOTE: These are based on Accountability Ordinance roll-ups.
- The top section **Ledger Totals** gives a higher-level view of the Budget.
- The **Budget Overview Results** show individual line details on each Accountability Ordinance. If the bar is scrolled to the right, it will show how much is available.

General Ledger

Return to Criteria Max Rows: 100 Display Options Search

Ledger Totals (3 Rows)

Budget	3,031,000.00	Net Transfers	0.00
Expense	1.00		
Encumbrance	1,299.99		
Pre-Encumbrance	1,389.99		
Budget Balance	3,029,699.01		
Associate Revenue	0.00		
Available Budget	3,029,699.01		

Budget Overview Results

Details	Budget Transaction Types	Account Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
1		CAPITAL ROLLUP	2020	41,000.00	0.00	0.00	0.00	41,000.00	100.00%
2		OTHER OPERATING	2020	250,000.00	1.00	1,299.99	1,389.99	248,699.01	99.48%
3		PERSONNEL ROLLUP	2020	2,740,000.00	0.00	0.00	0.00	2,740,000.00	100.00%

Return to Criteria *Notes

- The **Available Budget** shows the Remaining Spending Authority. For example, the Accountability Ordinance for CAPITAL ROLLUP has \$30,830 in the above screenshot.
- The **Percent Available** indicates that 75% of the total budget is available for CAPITAL.
- The **Budget Transaction Type** will show how the total Budget is in the initial Original Budget vs. Supplemental.

Lesson 1: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

Ledger	Module updating
Budget	Commitment Control
Expense	Any but Purchasing and Requisitions
Encumbrance	Purchasing AP for reversal
Pre-Encumbrance	Requisition Purchasing for reversal

NOTE: The Pre-Encumbrance is displayed but the amount does not impact the Remaining Spending Authority. The County shows Requisitions as a way for management to see what is in the pipeline and would impact their budgets in the future.

Any values with a hyperlink can be selected to drill down to a list of documents that make up the balance.

For example, if users select the Expense column in the Capital row:

- It shows the documents, in this case, AP Vouchers that affected the budget
- Selecting the magnifying glass allows users to see the detailed ChartField values on the transaction and Invoice Number

Activity Log

Ledger APP_BD

Activity Log

1-6 of 6

	Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Dept	Account	Budget Period	Year	Period	Foreign Amount	Foreign Currency
		28 Journal ID:	CNV0000017	N	G1001	BU00000000	CAPITAL	2020	2020	1	10,000.00	USD
		55 Journal ID:	CNV0000017	N	G1001	BU00000000	CAPITAL	2020	2020	1	5,000.00	USD
		56 Journal ID:	CNV0000017	N	G1001	BU00000000	CAPITAL	2020	2020	1	10,000.00	USD
		27 Journal ID:	CNV0000019	N	G1001	BU00000000	CAPITAL	2020	2020	1	5,000.00	USD
		28 Journal ID:	CNV0000019	N	G1001	BU00000000	CAPITAL	2020	2020	1	1,000.00	USD
		29 Journal ID:	CNV0000019	N	G1001	BU00000000	CAPITAL	2020	2020	1	10,000.00	USD

OK


Lesson 1: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

Budget Journal Line Drill Down ×

[Help](#)

Transaction Line Identifiers

Business Unit MDADE **Journal ID CNV0000017**  Date 10/01/2019

Line 28

Additional Source Information

Date Posted 07/06/2020

Budget Header Status Posted

Journal Line Description BU200345

Transaction Line Details

Fund Code	Department	Account	Grant
G1001	BU02010000	5950200000	NO-GRANT

Line Status Valid

Budget Date 10/01/2019

Line Amount 10,000.00 USD

These ledgers get updated in real-time, when a user runs the budget checking process and the transaction is returned as Valid, the Remaining Spending Authority balance is updated.

General Ledger is updated in batch mode, while postings will occur multiple times during the day, so there may be a timing difference.

Once the workflow approval has been approved the document is posted in the submodule and then integrated into General Ledger.

Transactions are canceled or deleted depending upon the module and the process reverses the impact of the transaction.

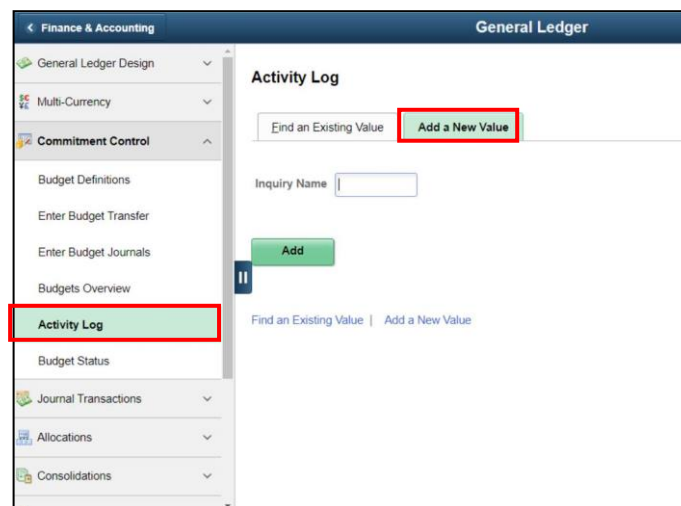
Lesson 1: Budget Inquiry and Reporting

Lecture 2: The Activity Log

The Activity Log is comprised of activity lines created when the users' budget-checks transactions.

- The Activity Log inquiry enables users to view the details of the users' budget activity. By creating an inquiry with the Activity Log, the users can view transaction lines and affected budget ledgers for budget-checking transactions.
- The purpose of the Activity Log is to see an individual transaction and how it impacted the various Commitment Control ledgers. Use the activity log to:
 - View activity details by transaction type
 - View budget specifics
 - View details of the document
- In the Budget Overview activity, we looked at the AP Voucher 00000132. Now we will look at it from the Activity Log perspective.

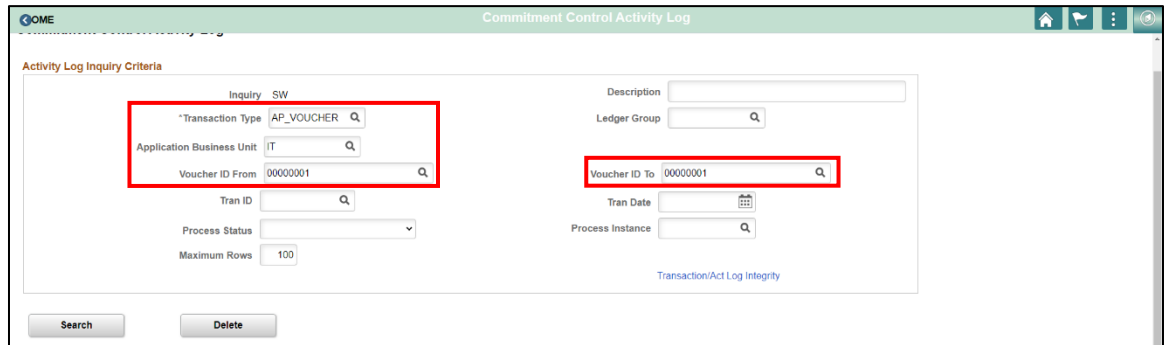
1. Navigate to the **Activity Log: Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Activity Log**



2. The page above allows users to search for an existing Activity Log or begin the process to Add a New Value. If the users don't have one already, users must Add a New Value. Enter an **Inquiry Name** by adding the users' initials and selecting **Add**.
 - The Inquiry Name is unique to the User ID. Users will not see others' Inquiry Names or vice versa. Users can use a generic Inquiry Name that can be used in the future or make it specific if there is always a specific budget combination that is reviewed frequently.
 - After creating an Inquiry Name, the next time the users access the page, use the **Find an Existing Value** tab to search and select a budget.
 - There also an ability to delete an Inquiry Name if needed. On the **Budget Inquiry Criteria** page, there is a delete icon that will delete an Inquiry Name that was previously saved.

Lesson 1: Budget Inquiry and Reporting

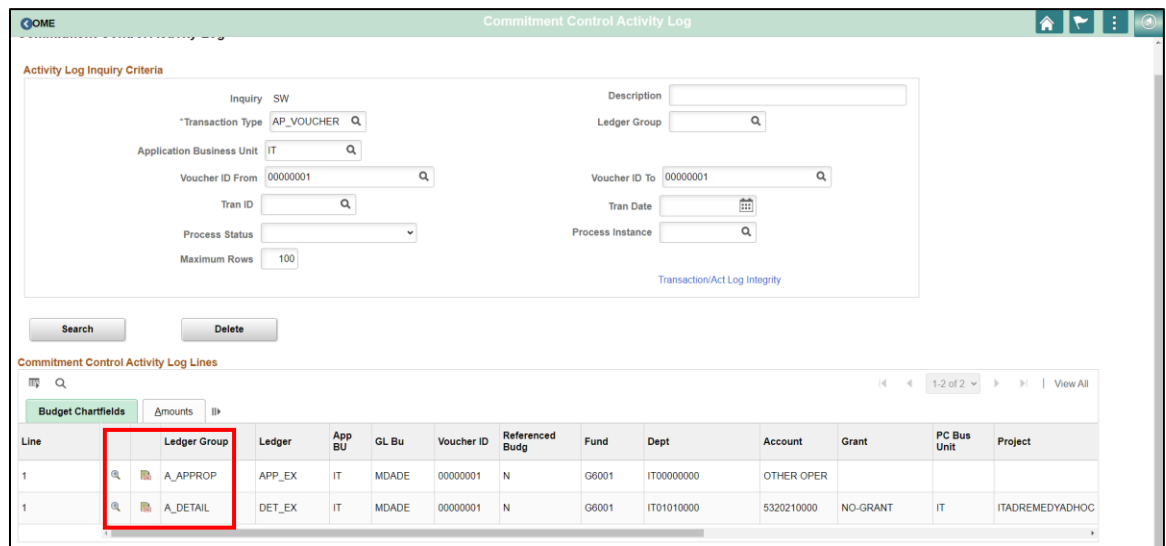
Lecture 2: The Activity Log



3. Enter the following in the search:
 - **Transaction Type: AP_VOUCHER** select from the drop-down, list, the first two letters represent the module of the document
 - **Application Business Unit: IT** – This is the Department the processed the transaction; work is done by IT on Budget behalf
 - **Voucher ID From: 00000001**
 - **Voucher ID To: 00000001**
4. Select **Search**

Lesson 1: Budget Inquiry and Reporting

Lecture 2: The Activity Log



Activity Log Inquiry Criteria

Inquiry SW

*Transaction Type AP_VOUCHER

Application Business Unit IT

Voucher ID From 00000001

Tran ID

Process Status

Maximum Rows 100

Description

Ledger Group

Voucher ID To 00000001

Tran Date

Process Instance

Transaction/Act Log Integrity

Search Delete

Commitment Control Activity Log Lines

Budget Chartfields Amounts

Line	Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Fund	Dept	Account	Grant	PC Bus Unit	Project
1	A_APPROP	APP_EX	IT	MDADE	00000001	N	G6001	IT00000000	OTHER OPER			
1	A_DETAIL	DET_EX	IT	MDADE	00000001	N	G6001	IT01010000	5320210000	NO-GRANT	IT	ITADREMEDYADHOC

5. The search returns the above snapshot of the transaction and the multiple Ledger(s) that were updated.
 - In the Budget Overview, we reviewed the impact of the Appropriation. This report shows that the Detail ledger was updated as well.
 - The magnifying glass allows to drill down to the AP invoice.
 - The other icon is a budget review of the combination.

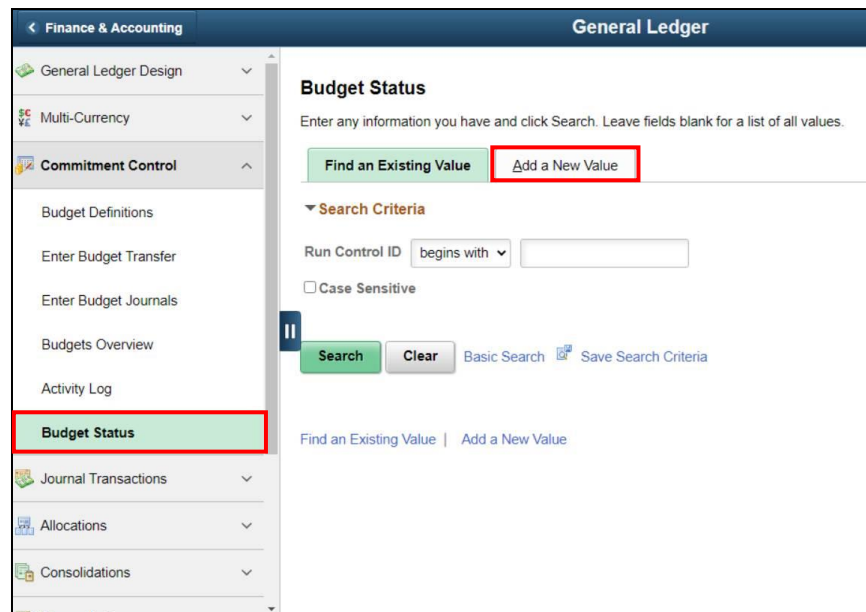
Lesson 1: Budget Inquiry and Reporting

Lecture 3: The Budget Status Report

The Budget Status Report provides specific information on budgets based on search criteria implemented by the users.

The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.

1. Navigate to the **Budget Status** page: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Budget Reports > Budget Status**
 2. The page below allows users to search for an existing Budget Status Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value**.
- The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific budget combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.
 - Unlike Inquiry Names, Run Control IDs cannot be deleted by the functional users.

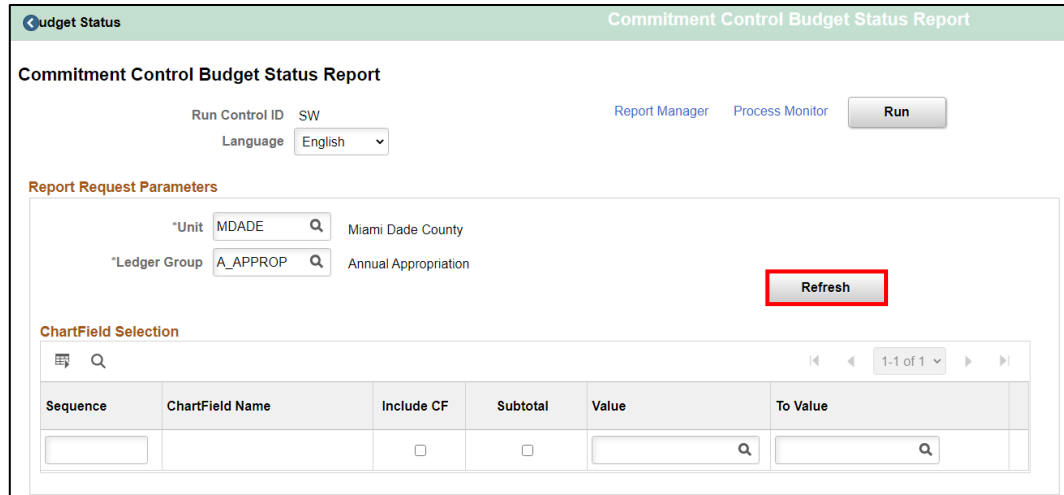


Lesson 1: Budget Inquiry and Reporting

Lecture 3: The Budget Status Report

The **Report Request Parameters** pages allow users to identify the particular budget they have an interest in. The users can identify budgets by searching for the Ledger Group.

3. Enter **MDADE** for the Unit
4. Enter **A_APPROP** for the Ledger Group
5. Select the **Refresh** button



Commitment Control Budget Status Report

Run Control ID: SW Report Manager Process Monitor Run

Language: English

Report Request Parameters

*Unit: MDADE Miami Dade County

*Ledger Group: A_APPROP Annual Appropriation

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
		<input type="checkbox"/>	<input type="checkbox"/>		

6. A list of all ChartFields appears. Users need to know which ChartFields belong to which Ledger Group (see the Budgets Overview section for details on this).
7. For the ChartField to appear on the report, the **Include CF** box must be selected.
8. If **Subtotals** are required, the Subtotal checkbox needs to be on.
9. **Value and To Value:** Unlike the Budget Overview page, wildcards (%) are not acceptable. In the Appropriation Ledger Group, the high-level Department is the two-digit Department followed by 8 zeroes, which can be selected from the drop-down list (XX00000000).
10. The **Sequence** is the order that the report should be displayed.

Lesson 1: Budget Inquiry and Reporting

Lecture 3: The Budget Status Report

11. Select **Run**.

Budget Status Commitment Control Budget Status Report

Commitment Control Budget Status Report

Run Control ID SW Report Manager Process Monitor **Run**

Language English

Report Request Parameters

*Unit MDADE Miami Dade County

*Ledger Group A_APPROP Annual Appropriation

Refresh

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BU00000000	BU00000000
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Grant	<input type="checkbox"/>	<input type="checkbox"/>		
5	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>		
6	Project	<input type="checkbox"/>	<input type="checkbox"/>		
7	Activity	<input type="checkbox"/>	<input type="checkbox"/>		
8	Source Type	<input type="checkbox"/>	<input type="checkbox"/>		
9	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>		
10	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>		

12. Select **OK**.

Process Scheduler Request

User ID AD_MD_GL_DPT_REPORTER Run Control ID SW

Server Name Run Date 08/25/2020

Recurrence Run Time 7:11:41AM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budget Status Report	GLS8020	SQR Report	Web	PDF	Distribution

OK **Cancel**

Lesson 1: Budget Inquiry and Reporting

Lecture 3: The Budget Status Report

13. Take note of the **Process Instance** number: **178132**

14. Select **Report Manager**.

General Ledger Commitment Control Budget Status Report

Commitment Control Budget Status Report

Run Control ID: SW [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 178132

Report Request Parameters

*Unit: MDADE Miami Dade County

*Ledger Group: A_APPROP Annual Appropriation

[Refresh](#)

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BU00000000 <input type="text"/>	BU00000000 <input type="text"/>
3	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

15. Select the **Report** hyperlink.

Budget Status Report Manager

[List](#) [Explorer](#) [Administration](#) [Archives](#)

View Reports For

Folder: Instance: to [Refresh](#)

Name: Created On: Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 GLS8020	BUDGET STATUS REPORT	General	08/25/20 7:12AM	29413	178132
2 GLS8020	BUDGET STATUS REPORT	General	08/25/20 6:02AM	29412	178131

[Go back to Budget Status](#)


[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Lesson 1: Budget Inquiry and Reporting

Lecture 3: The Budget Status Report

16. Select the **PDF hyperlink file**.



Report

Report ID 29413 Process Instance 178132 [Message Log](#)
 Name GLS8020 Process Type SQR Report
 Run Status Success

Budget Status Report

Distribution Details

Distribution Node EFS92TRN Expiration Date 09/01/2020

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS8020_178132.log	1,999	08/25/2020 7:12:33.315956AM EDT
gls8020_178132.PDF	3,186	08/25/2020 7:12:33.315956AM EDT
gls8020_178132.out	17,806	08/25/2020 7:12:33.315956AM EDT

Distribute To

Distribution ID Type Distribution ID
 User AD_MD_GL_DPT_REPORTER

Return

Report ID: GLS8020 Bus. Unit: MDADE--Miami Dade County Ledger Gsp: A APPROP --- Annual Appropriation Currency : USD Chartfields Criteria Fund: All values Dept: BU00000000 Account: All values									
PeopleSoft GL BUDGET STATUS REPORT Page No. 1 Run Date 08/25/2020 Run Time 07:12:20									
Fund	Dept	Account	Budget	Assoc Revenue	Planned	PreEncumbrance	Encumbrance	Expense	Remaining
G1001	BU00000000	CAPITAL	41,000.00	0.00	0.00	0.00	0.00	0.00	41,000.00
G1001	BU00000000	OTHER OPER	250,000.00	0.00	0.00	1,389.96	1,299.99	1.00	248,699.01
G1001	BU00000000	PERSONNEL	2,740,000.00	0.00	0.00	0.00	0.00	0.00	2,740,000.00
G3046	BU00000000	CAPITAL	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00
G3046	BU00000000	OTHER OPER	230,000.00	0.00	0.00	0.00	0.00	0.00	230,000.00
G3046	BU00000000	PERSONNEL	2,899,000.00	0.00	0.00	0.00	0.00	0.00	2,899,000.00
B2001	BU00000000	OTHER OPER	250,000.00	0.00	0.00	0.00	0.00	1,000.00	249,000.00
Grand Total :			6,445,000.00	0.00	0.00	1,389.96	1,299.99	1,001.00	6,442,699.01

17. The report is displayed with subtotal by parameters.

Lesson 1: Budget Inquiry and Reporting

Lecture 4:
Revenue
Expense by
Fund
Department
Grant Budget
to Actual

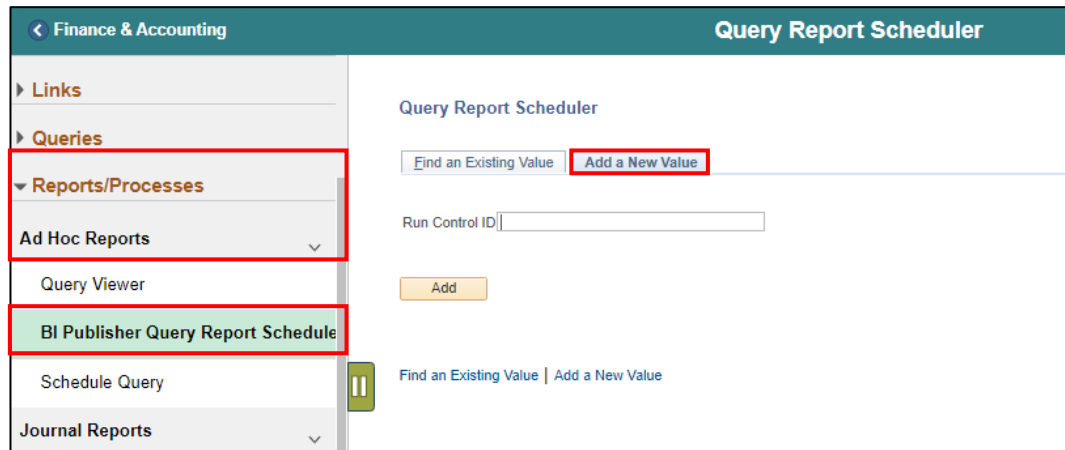
Report Name	Report Description
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin with a 5 and compares to the Actuals ledger for YTD with the available budget and displays current month activity and prior year to date.

Lesson 1: Budget Inquiry and Reporting

Lecture 4: Revenue Expense by Fund Department Grant Budget to Actual

The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.

1. Navigate to: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**
2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value**.
 - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.

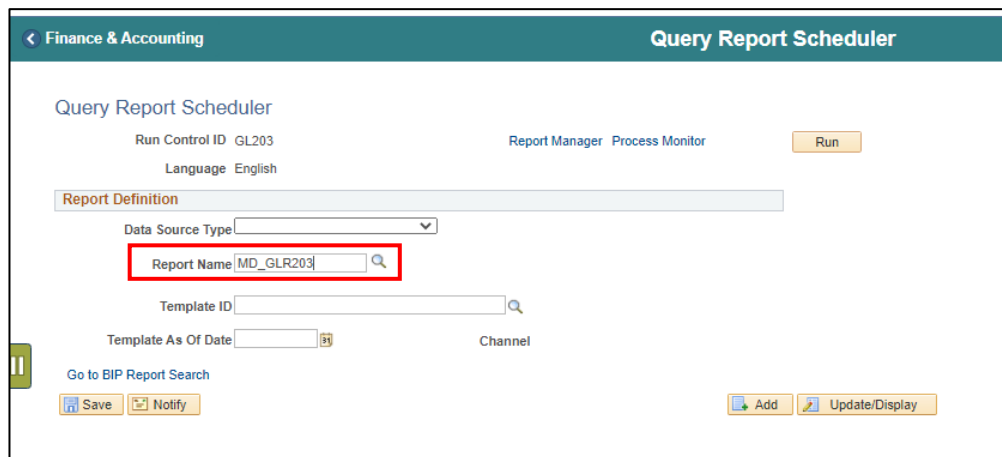


The screenshot displays the 'Query Report Scheduler' interface. On the left, a sidebar menu under 'Finance & Accounting' shows 'Reports/Processes' expanded, with 'Ad Hoc Reports' and 'BI Publisher Query Report Schedule' highlighted. The main content area features the 'Query Report Scheduler' title, two buttons ('Find an Existing Value' and 'Add a New Value'), a 'Run Control ID' input field, and an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

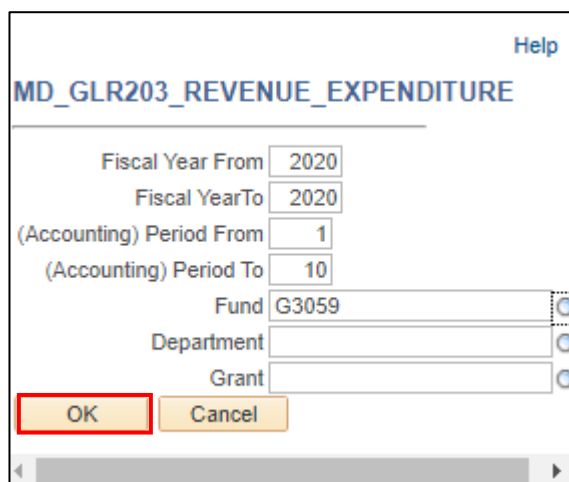
3. Enter the **Report Name** MD_GLR203.

Lesson 1: Budget Inquiry and Reporting

Lecture 4: Revenue Expense by Fund Department Grant Budget to Actual



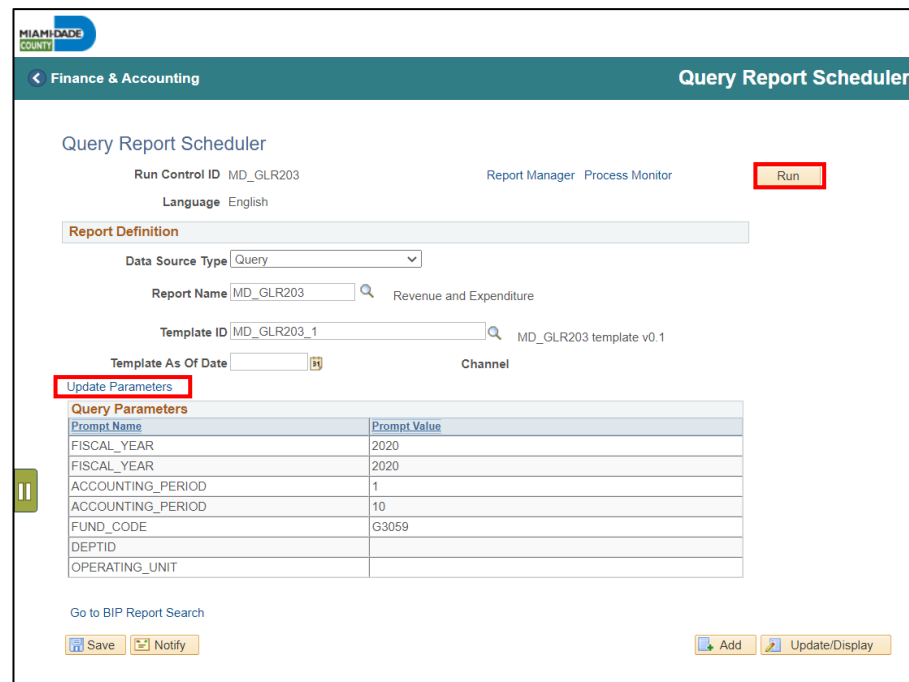
4. After entering the value, select the magnifying glass.
5. Complete information: **Fiscal Year** and **Accounting Period** are required, ChartFields if left blank bring back all values for that ChartField.
 - Either enter individual ChartField values or a Tree Node name for a group of values.



6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

Lecture 4: Revenue Expense by Fund Department Grant Budget to Actual



MIAMI-DADE COUNTY

Finance & Accounting Query Report Scheduler

Query Report Scheduler

Run Control ID MD_GLR203 Report Manager Process Monitor **Run**

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR203 Revenue and Expenditure

Template ID MD_GLR203_1 MD_GLR203 template v0.1

Template As Of Date Channel

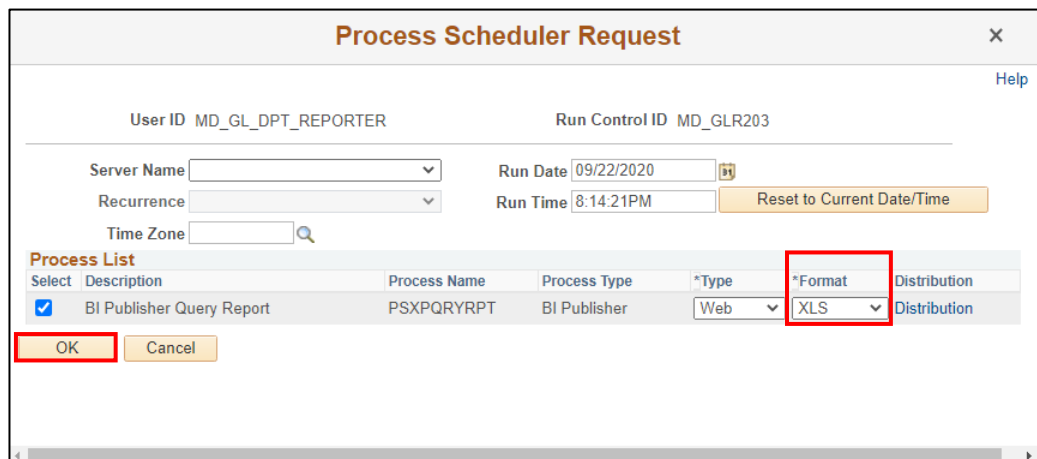
Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	10
FUND_CODE	G3059
DEPTID	
OPERATING_UNIT	

Go to BIP Report Search

Save Notify Add Update/Display

7. If the same **Run Control** is used in the future, to change the input **Query Parameters**, select **Update Parameters** and repeat previous steps.
8. Select **Run**.
9. Select the output **Format** desired. It is preferred to use Excel or XLS to be able to filter the report.



Process Scheduler Request

User ID MD_GL_DPT_REPORTER Run Control ID MD_GLR203

Server Name Run Date 09/22/2020

Recurrence Run Time 8:14:21PM Reset to Current Date/Time

Time Zone

Process List

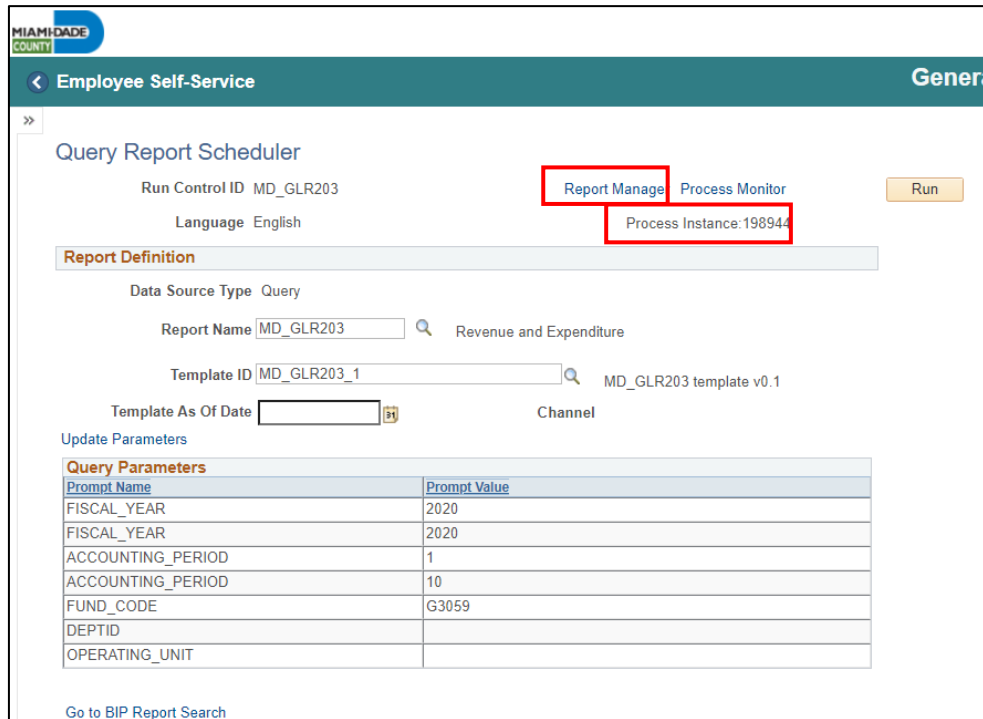
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	XLS	Distribution

OK Cancel

10. Select **OK**.
11. Note the **Process Instance** number. Select the **Hyperlink Report Manager**.

Lesson 1: Budget Inquiry and Reporting

Lecture 4:
Revenue
Expense by
Fund
Department
Grant
Budget to
Actual



Employee Self-Service General

Query Report Scheduler

Run Control ID MD_GLR203 Report Manage Process Monitor Run

Language English Process Instance: 198944

Report Definition

Data Source Type Query

Report Name MD_GLR203 Revenue and Expenditure

Template ID MD_GLR203_1 MD_GLR203 template v0.1

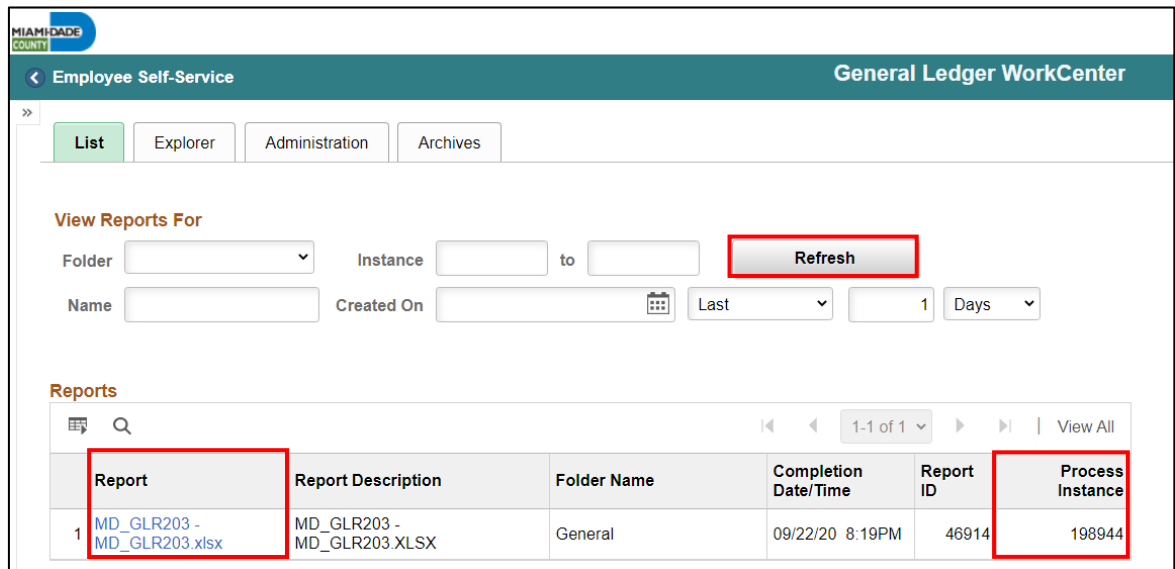
Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	10
FUND_CODE	G3059
DEPTID	
OPERATING_UNIT	

[Go to BIP Report Search](#)

12. Match the Process Instance number from the previous step. User may need to select the **Refresh** button.
13. After matching the Process Instance number, select the **Report** hyperlink.



Employee Self-Service General Ledger WorkCenter

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 MD_GLR203 - MD_GLR203.xlsx	MD_GLR203 - MD_GLR203.XLSX	General	09/22/20 8:19PM	46914	198944

14. If the message in the screenshot below is received, select **No**.

Lesson 1: Budget Inquiry and Reporting

Lecture 4:
Revenue
Expense by
Fund
Department
Grant
Budget to
Actual

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes

No

15. Depending on the user's workstation configuration, a will file will open or be required to be saved.

Report

Report ID 46914 Process Instance 198944 [Message Log](#)

Name XMLP Process Type XML Publisher

Run Status Success

MD_GLR203 - MD_GLR203.xlsx

Distribution Details

Distribution Node BALANCED Expiration Date 09/29/2020

File List

Name	File Size (bytes)	Datetime Created
MD_GLR203.xlsx	44,216	09/22/2020 8:19:17.938219PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	MD_GL_DPT_REPORTER

[Return](#)

16. The report opens and the functionality of the workstation is now available to review the details.

Miami Dade County												Run Date: September 22, 2020							
Report Name: Revenue and Expense by Fund, Department or Grant												Run Time: 08:30:20 PM							
Run Parameters																			
Fiscal Year From:				2020															
Fiscal Year To:				2020															
Accounting Period From:				1															
Accounting Period To:				10															
Fund:				03059															
Department:																			
Grant																			
i																			
Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Department	Department Description	Grant	Grant Description	Project	Project Description	Account Unit	Account Description	Original Budget	Supplemental Budget	Year To Date Actuals	Available Expenditure Budget/Unrealized Revenue	Month Actuals	PYTD Actuals	
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN010 10000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			5001 1000 00	EMPLOYEE REGULAR	769,000.00	6,500.00	269.68	775,230.32	269.68	2,250.00	
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN010 10000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT	0000001 082	Collect Master Prj	5001 1400 00	POLL WORKER S (CNTY EMPLOY	4,000.00	0.00	14.33	3,985.67	14.33	0.00	

Lesson 1: Budget Inquiry and Reporting

Lecture 5:
Budget to
Actual Expense
and
Encumbrances
Remaining
Amount

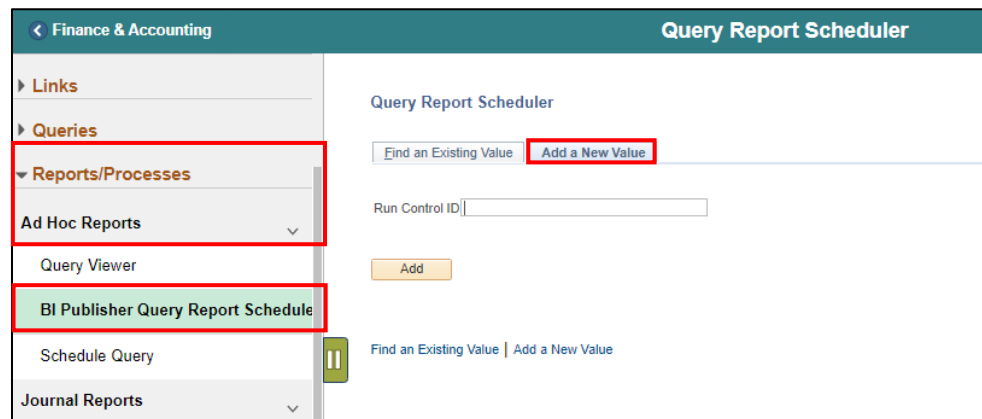
Report Name	Report Description
RPT-GL-242 Budget to Actuals Exp	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept, Grant or project Displays budget and encumbrances from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin with a 5 and compares to the Actuals ledger for YTD with the available budget and displays prior year to date.

Lesson 1: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.

1. Navigate to: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**
2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value**.
 - The Run **Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.

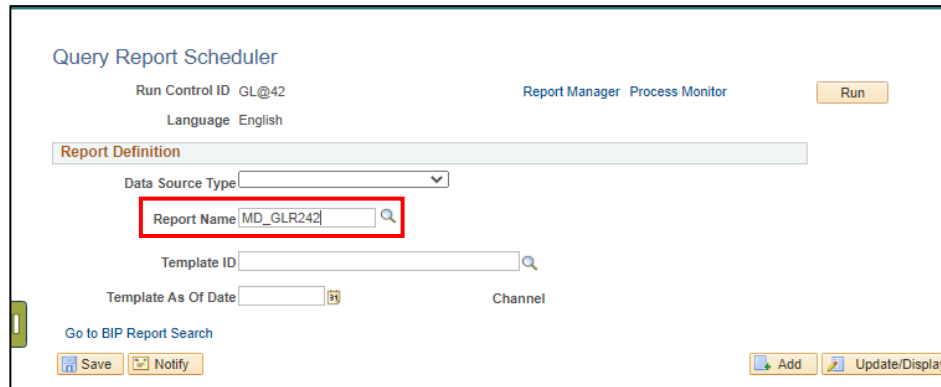


The screenshot displays the 'Query Report Scheduler' interface. On the left, a navigation pane under 'Finance & Accounting' shows 'Reports/Processes' expanded, with 'Ad Hoc Reports' and 'BI Publisher Query Report Schedule' highlighted. The main content area features the 'Query Report Scheduler' title, two buttons ('Find an Existing Value' and 'Add a New Value'), a 'Run Control ID' input field, an 'Add' button, and a status bar at the bottom with 'Find an Existing Value | Add a New Value'.

3. Enter the Report Name **MD_GLR242**.

Lesson 1: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount



Query Report Scheduler

Run Control ID GL@42 Report Manager Process Monitor Run

Language English

Report Definition

Data Source Type

Report Name

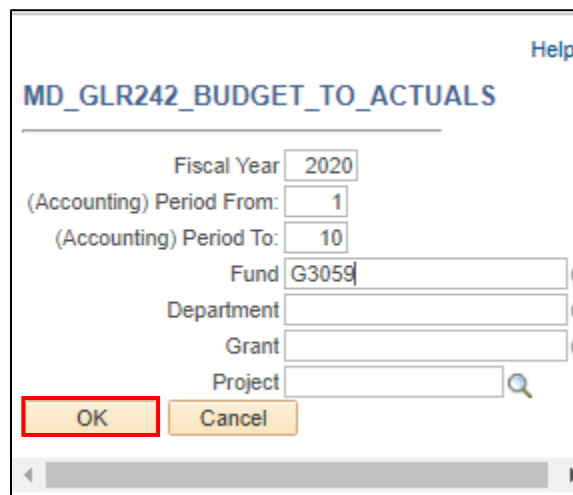
Template ID

Template As Of Date By Channel

Go to BIP Report Search

Save Notify Add Update/Display

4. After entering a value, select the magnifying glass.
5. Complete information: **Fiscal Year** and **Accounting Period** are required, ChartFields if left blank bring back all values for that ChartField.
 - Either enter individual ChartField values or a Tree Node name for a group of values.



MD_GLR242_BUDGET_TO_ACTUALS

Fiscal Year

(Accounting) Period From:

(Accounting) Period To:

Fund

Department

Grant

Project

OK Cancel

6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

Query Report Scheduler

Run Control ID GL@42 Report Manager Process Monitor **Run**

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR242 Budget to Actuals Encumbrances

Template ID MD_GLR242_1 MD_GLR242 template

Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	10
FUND_CODE	G3059
DEPTID	
OPERATING_UNIT	
PROJECT_ID	

7. If the same **Run Control** is used in the future, to change the input **Query Parameters**, select **Update Parameters** and repeat previous steps.
8. Select **Run**.
9. Select the output **Format** desired. It is preferred to use Excel or XLS to be able to filter the report.

Process Scheduler Request

Help

User ID MD_GL_DPT_REPORTER Run Control ID MD_GLR242

Server Name Run Date 09/22/2020

Recurrence Run Time 8:52:33PM Reset to Current Date/Time

Time Zone

Process List

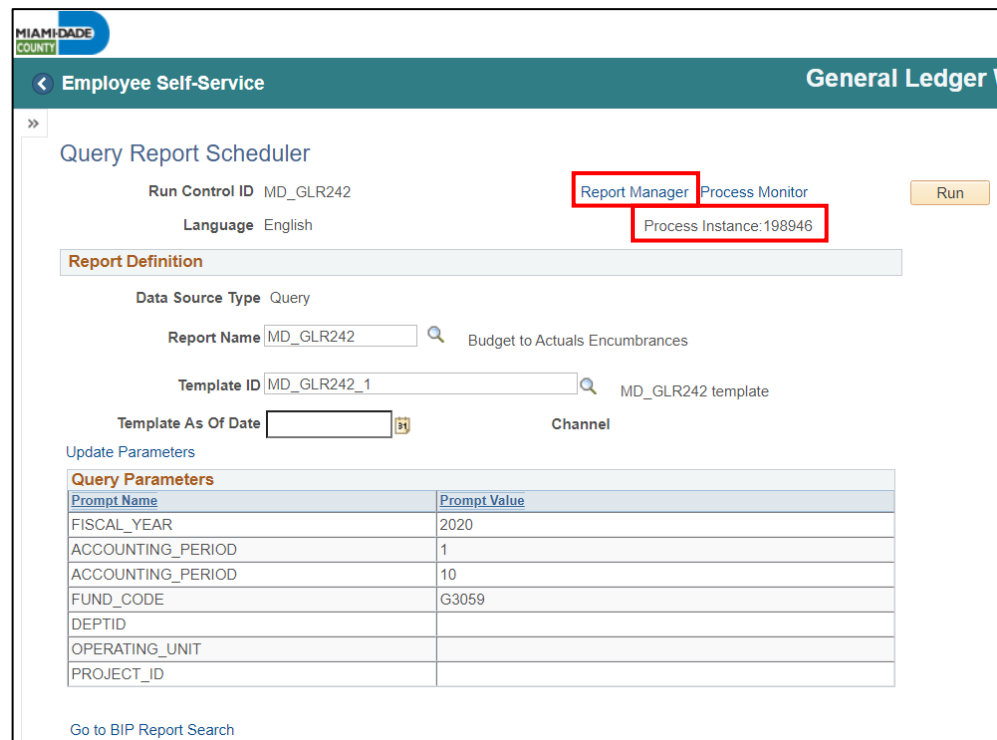
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	XLS	Distribution

OK **Cancel**

10. Select **OK**.
11. Note the **Process Instance** number. Select the **Hyperlink Report Manager**.

Lesson 1: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount



Query Report Scheduler

Run Control ID MD_GLR242 **Report Manager** Process Monitor **Run**

Language English **Process Instance: 198946**

Report Definition

Data Source Type Query

Report Name MD_GLR242 Budget to Actuals Encumbrances

Template ID MD_GLR242_1 MD_GLR242 template

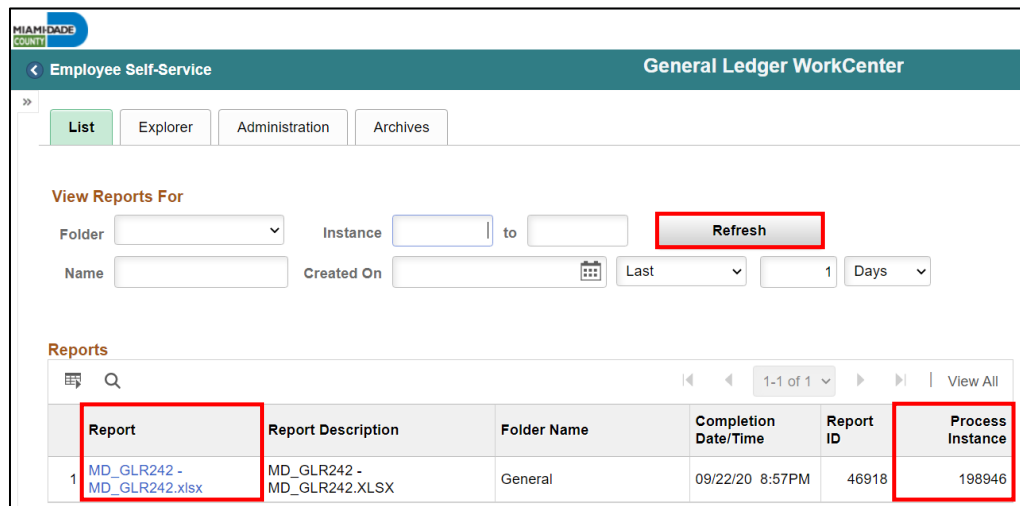
Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	10
FUND_CODE	G3059
DEPTID	
OPERATING_UNIT	
PROJECT_ID	

[Go to BIP Report Search](#)

12. Match the Process Instance number from the previous step. User may need to select the **Refresh** button.
13. After matching the Process Instance number, select the **Report** hyperlink.



General Ledger WorkCenter

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
MD_GLR242 - MD_GLR242.xlsx	MD_GLR242 - MD_GLR242.XLSX	General	09/22/20 8:57PM	46918	198946

14. If this message is received, select **No**.
15. Depending on the user's workstation configuration, a will file will open or be required to be saved.

Lesson 1: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes

No

Report

Report ID 46918

Process Instance 198946

[Message Log](#)

Name XMLP

Process Type XML Publisher

Run Status Success

MD_GLR242 - MD_GLR242.xlsx

Distribution Details

Distribution Node BALANCED

Expiration Date 09/29/2020

File List

Name	File Size (bytes)	Datetime Created
MD_GLR242.xlsx	48,396	09/22/2020 8:57:36.773212PM EDT

Distribute To

Distribution ID Type

Distribution ID

User

MD_GL_DPT_REPORTER

[Return](#)

Miami Dade County												Run Date: September 22, 2020						
Report Name: Budget to Actuals Encumbrances Remaining Annual Amount												Run Time: 09:05:32 PM						
Run Parameters																		
Fiscal Year:		2020																
Accounting Period From:		1																
Accounting Period To:		10																
Fund:		G3059																
Department:																		
Grant:																		
Project:																		
Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Dept	Dept Description	Project	Project Description	Grant	Grant Description	Account	Account Description	Annual Original Budget	Supplemental Budget	Encumbrances	Current Year Expenditure	Variance	Prior Year Expenditure
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5950210000	COMPUTER EQUIP OTHER THAN PC	3,000.00	0.00	0.00	0.00	3,000.00	0.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5950200000	PERSONAL COMPUTER	3,000.00	0.00	0.00	0.00	3,000.00	0.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5492160000	MISC MEDICAL SUPPLIES	0.00	0.00	0.00	8,100.00	-8,100.00	0.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5470310000	OFFICE EQUIP LESS THAN \$1,000	1,000.00	0.00	0.00	0.00	1,000.00	0.00

Lesson 1: Budget Inquiry and Reporting

Lecture 6: Budget to Actual Revenue Annual

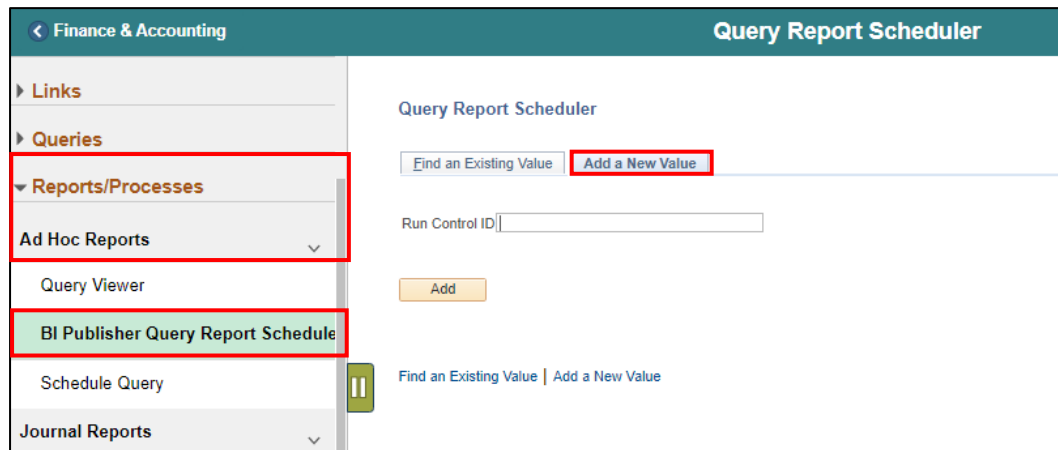
Report Name	Report Description
RPT-GL-249 Budget to Actuals Revenue	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept, Grant or project Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and compares to the Actuals ledger for YTD with the available budget and displays prior year to date.

Lesson 1: Budget Inquiry and Reporting

Lecture 6: Budget to Actual Revenue Annual

The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.

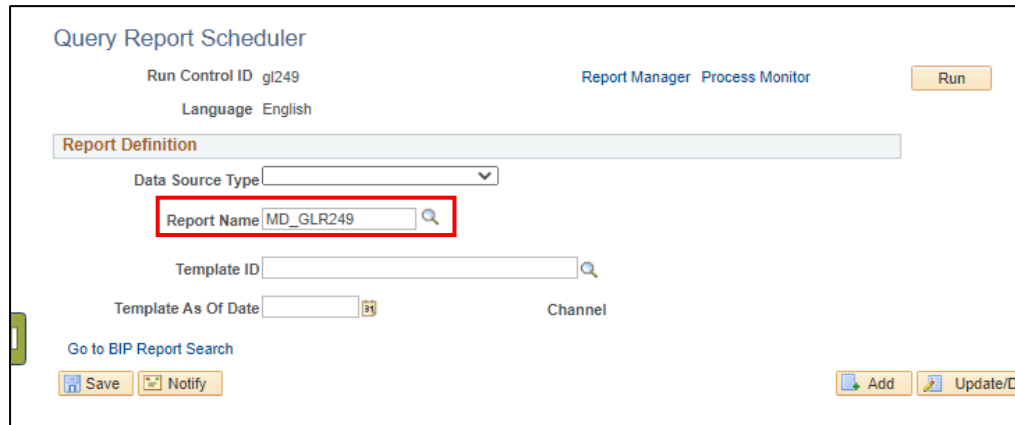
1. Navigate to: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**
2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value**.
 - The Run **Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.



3. Enter the Report Name **MD_GLR249**.

Lesson 1: Budget Inquiry and Reporting

Lecture 6: Budget to Actual Revenue Annual



Query Report Scheduler

Run Control ID: gl249 Report Manager Process Monitor Run

Language: English

Report Definition

Data Source Type:

Report Name: MD_GLR249

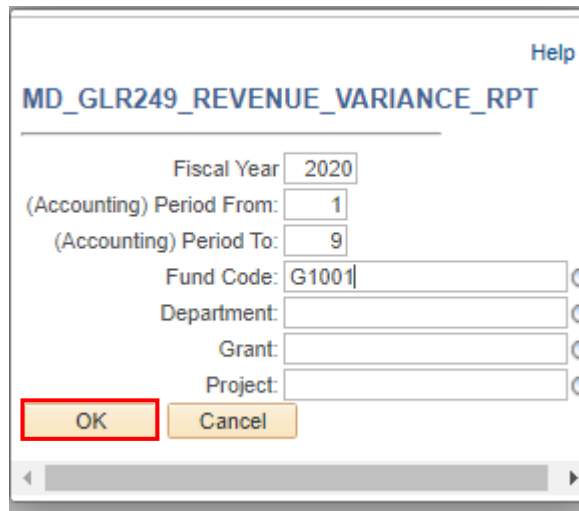
Template ID:

Template As Of Date: Channel:

Go to BIP Report Search

Save Notify Add Update/D

4. After entering a value, select the magnifying glass
5. Complete required information **Fiscal Year** and **Accounting Period** are required, ChartFields if left blank bring back all values for that ChartField.
 - Either enter individual ChartField values or a Tree Node name for a group of values.



MD_GLR249_REVENUE_VARIANCE_RPT

Fiscal Year: 2020

(Accounting) Period From: 1

(Accounting) Period To: 9

Fund Code: G1001

Department:

Grant:

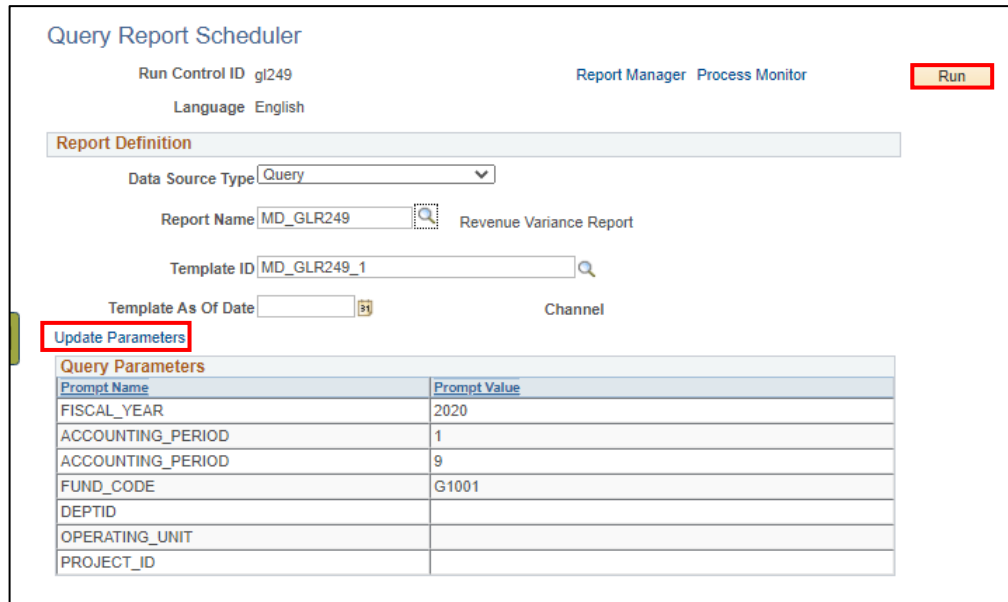
Project:

OK Cancel

6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

Lecture 6: Budget to Actual Revenue Annual



Query Report Scheduler

Run Control ID gl249 Report Manager Process Monitor **Run**

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR249 Revenue Variance Report

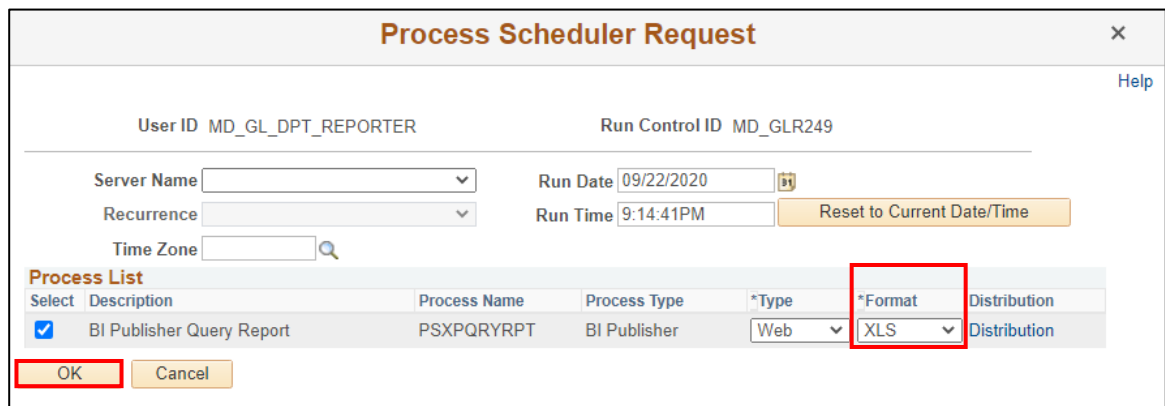
Template ID MD_GLR249_1

Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	9
FUND_CODE	G1001
DEPTID	
OPERATING_UNIT	
PROJECT_ID	

7. If the same **Run Control** is used in the future, to change the input **Query Parameters**, select **Update Parameters** and repeat previous steps.
8. Select **Run**.
9. Select the Output **Format** desired. It is preferred to use Excel or XLS to be able to filter the report.



Process Scheduler Request

User ID MD_GL_DPT_REPORTER Run Control ID MD_GLR249 Help

Server Name Run Date 09/22/2020

Recurrence Run Time 9:14:41PM Reset to Current Date/Time

Time Zone

Process List

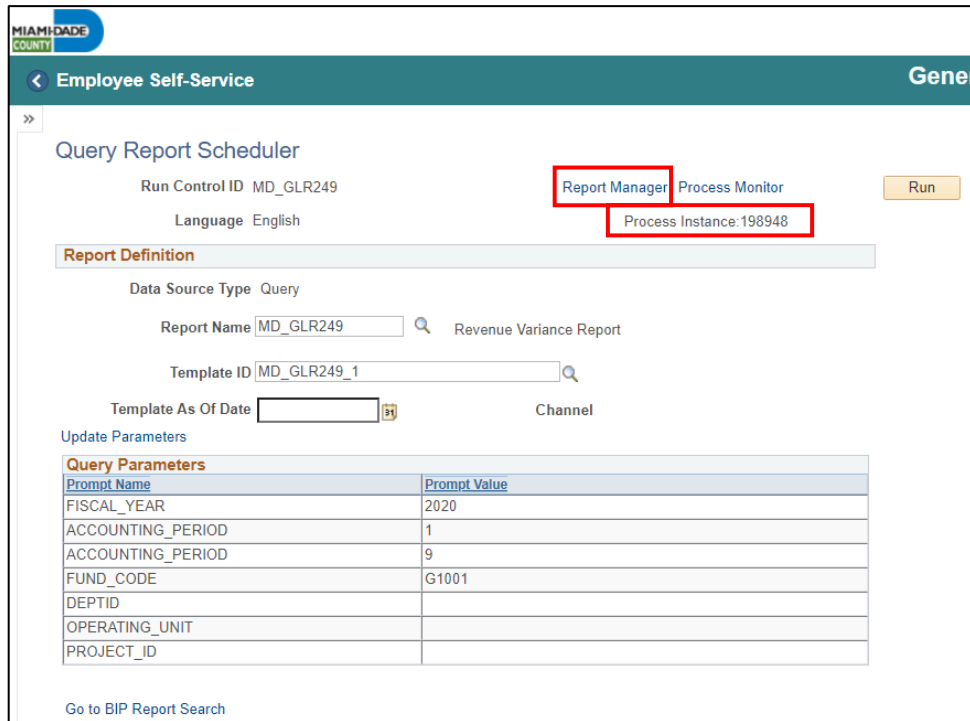
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQYRPT	BI Publisher	Web	XLS	Distribution

OK Cancel

10. Select **OK**.
11. Note the **Process Instance** number. Select the **Hyperlink Report Manager**.

Lesson 1: Budget Inquiry and Reporting

Lecture 6: Budget to Actual Revenue Annual



Employee Self-Service General Ledger WorkCenter

Query Report Scheduler

Run Control ID MD_GLR249 [Report Manager](#) [Process Monitor](#) [Run](#)

Language English Process Instance: 198948

Report Definition

Data Source Type Query

Report Name MD_GLR249 Revenue Variance Report

Template ID MD_GLR249_1 Channel

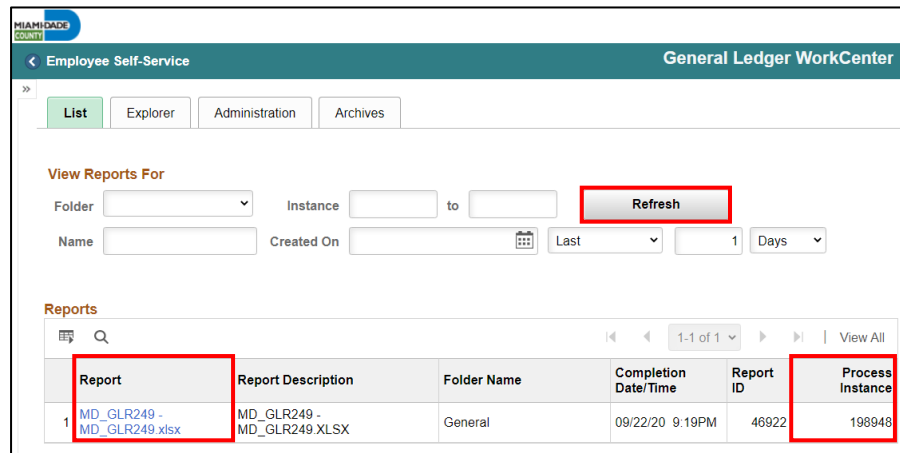
Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	9
FUND_CODE	G1001
DEPTID	
OPERATING_UNIT	
PROJECT_ID	

[Go to BIP Report Search](#)

12. Match the Process Instance number from the previous step, the **Refresh** button may need to be selected.
13. After matching the Process Instance number, select the **Report** hyperlink.



General Ledger WorkCenter

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
MD_GLR249 - MD_GLR249.xlsx	MD_GLR249 - MD_GLR249.XLSX	General	09/22/20 9:19PM	46922	198948

14. Select the **report ID** hyperlink
15. If this message is received, select **No**.
16. Depending on the user's workstation configuration, a will file will open or be required to be saved.

Lesson 1: Budget Inquiry and Reporting

Lecture 6: Budget to Actual Revenue Annual

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes

No

Report

Report ID 46922

Process Instance 198948

[Message Log](#)

Name XMLP

Process Type XML Publisher

Run Status Success

MD_GLR249 - MD_GLR249.xlsx

Distribution Details

Distribution Node BALANCED

Expiration Date 09/29/2020

File List

Name	File Size (bytes)	Datetime Created
MD_GLR249.xlsx	11,624	09/22/2020 9:19:09.814382PM EDT

Distribute To

Distribution ID Type

*Distribution ID

User

MD_GL_DPT_REPORTER

Return

Miami Dade County Report Name: Budget to Actuals Revenue Annual Amount										Run Date: September 22, 2020 Run Time: 09:29:06 PM								
Run Parameters																		
Fiscal Year		2020																
Accounting Period From		1																
Accounting Period To		9																
Fund		01001																
Department																		
Grant																		
Project																		
Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Department first 2 characters	Department Description	Department Description	Project Description	Project Description	Grant Description	Grant Description	Account Description	Account Description	Estimated Revenue	Supplemental Budget	Year To Date Actuals	Available Budget/Unrealized Revenue	Month Actuals
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	AD02020000	SUPPORT SERVICES	00000000 test	00001111	NO-GRANT	46600000 CONTRIBUTIONS	001 4 DONATIONS	0.00	0.00	300.00	300.00	300.00	300.00	300.00
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	00000000	00001111	NO-GRANT	44190000 UNP FEE-USER	003 ACCESS FROM FEE	0.00	0.00	188.20	188.20	0.80		
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	00000000	00001111	NO-GRANT	44190000 UNP FEE-USER	001 FEE	0.00	0.00	18.32	18.32	0.04		
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	00000000	00001111	NO-GRANT	44100000 AD VALOREM	003 TAXES	10.00	0.00	0.00		-10.00		
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001981 ITD Capital Project	3001981	NO-GRANT	44190000 UNP FEE-USER	003 ACCESS FROM FEE	0.00	0.00	20.00	20.00	0.00		
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001981 ITD Capital Project	3001981	NO-GRANT	44190000 UNP FEE-USER	001 FEE	0.00	0.00	2.50	2.50	0.00		
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001982 ITD Capital Project	3001982	NO-GRANT	44190000 UNP FEE-USER	003 ACCESS FROM FEE	0.00	0.00	20.00	20.00	0.00		
2020	GF	GF010	01001	GENERAL FUND BU OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001982 ITD Capital Project	3001982	NO-GRANT	44190000 UNP FEE-USER	001 FEE	0.00	0.00	2.50	2.50	0.00		
2020	GF	GF010	01001	GENERAL FUND CT OPERATIONS	CT03020000	ADMINISTRATIVE SUPPORT	00000000	00001111	NO-GRANT	46990000 OTHER MISCELLANEOUS REVENUES	001	0.00	0.00	1,000.00	1,000.00	0.00		

Lesson 1: Budget Inquiry and Reporting

Lecture 7: Budget to Actual Comparison by Selected ChartFields

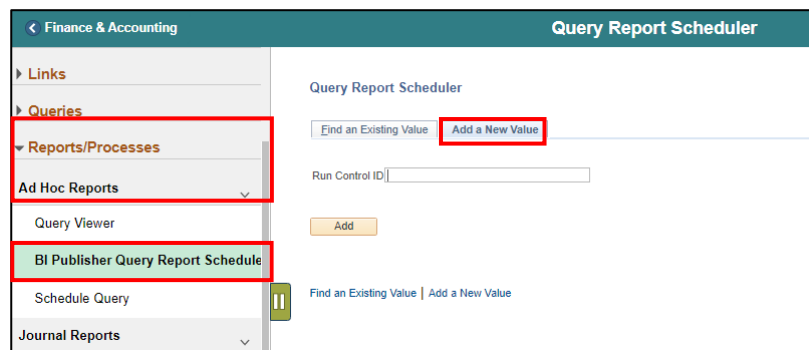
Report Name	Report Description
RPT-GL-270 Budget to Actual Comparison	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept, Grant or project Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin with a 5 and compares to the Actuals ledger for YTD with the available budget and displays prior year to date budget and expenditures.

Lesson 1: Budget Inquiry and Reporting

Lecture 7: Budget to Actual Comparison by Selected ChartFields

The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.

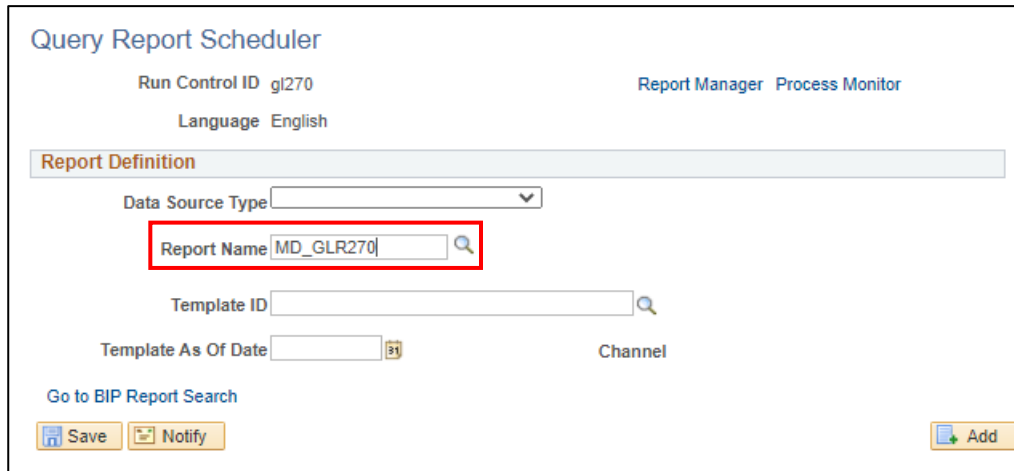
1. Navigate to: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**
2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value**.
 - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.



3. Enter the Report Name **MD_GLR270**.

Lesson 1: Budget Inquiry and Reporting

Lecture 7: Budget to Actual Comparison by Selected ChartFields



Query Report Scheduler

Run Control ID gl270 Report Manager Process Monitor

Language English

Report Definition

Data Source Type

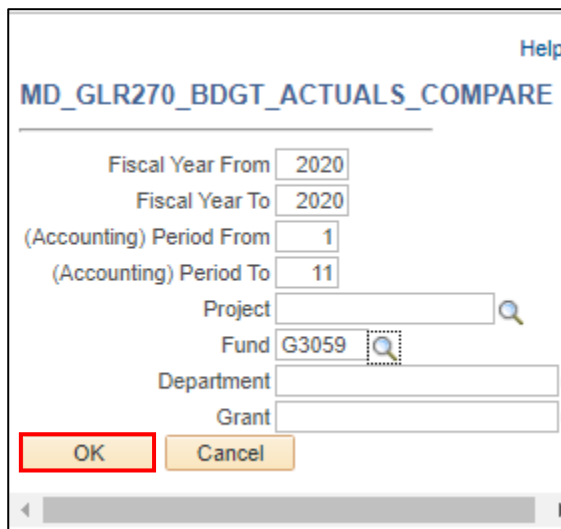
Report Name

Template ID

Template As Of Date Channel

[Go to BIP Report Search](#)

4. After entering a value, select the magnifying glass
5. Complete required information **Fiscal Year** and **Accounting Period** are required, ChartFields if left blank bring back all values for that ChartField.
- Either enter individual ChartField values or a Tree Node name for a group of values.



[Help](#)

MD_GLR270_BDGT_ACTUALS_COMPARE

Fiscal Year From

Fiscal Year To

(Accounting) Period From

(Accounting) Period To

Project

Fund

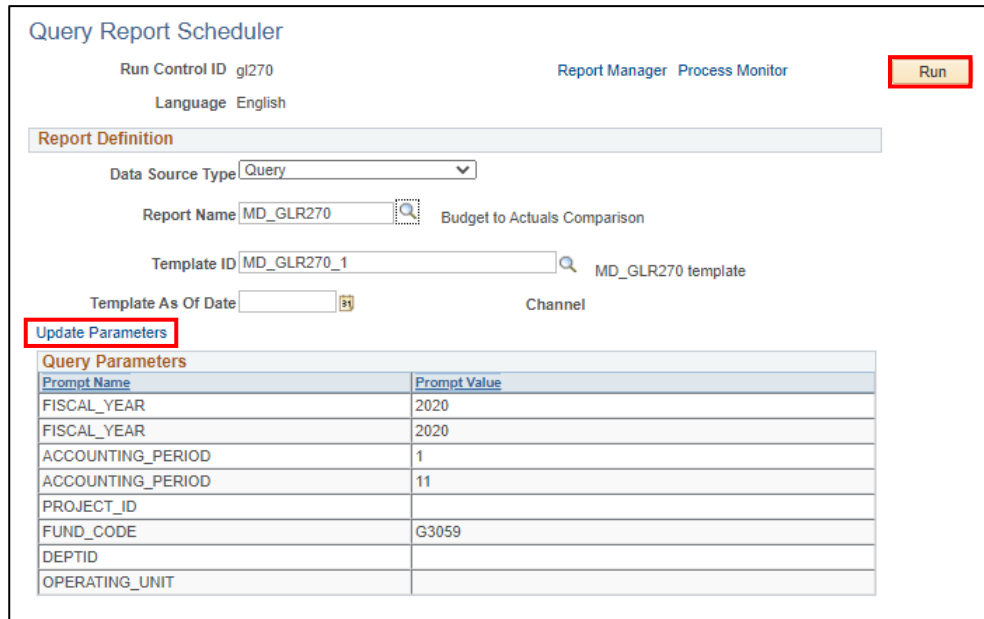
Department

Grant

6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

Lecture 7: Budget to Actual Comparison by Selected ChartFields



Query Report Scheduler

Run Control ID gl270 Report Manager Process Monitor **Run**

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR270 Budget to Actuals Comparison

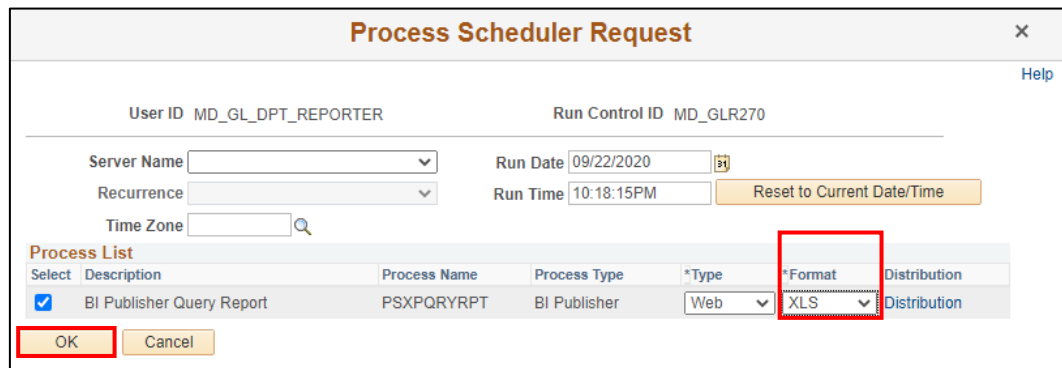
Template ID MD_GLR270_1 MD_GLR270 template

Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	11
PROJECT_ID	
FUND_CODE	G3059
DEPTID	
OPERATING_UNIT	

7. If the same **Run Control** is used in the future, to change the input **Query Parameters**, select **Update Parameters** and repeat previous steps.
8. Select **Run**.
9. Select the Output **Format** desired. It is preferred to use Excel or XLS to be able to filter the report.



Process Scheduler Request

User ID MD_GL_DPT_REPORTER Run Control ID MD_GLR270

Server Name Run Date 09/22/2020

Recurrence Run Time 10:18:15PM Reset to Current Date/Time

Time Zone

Process List

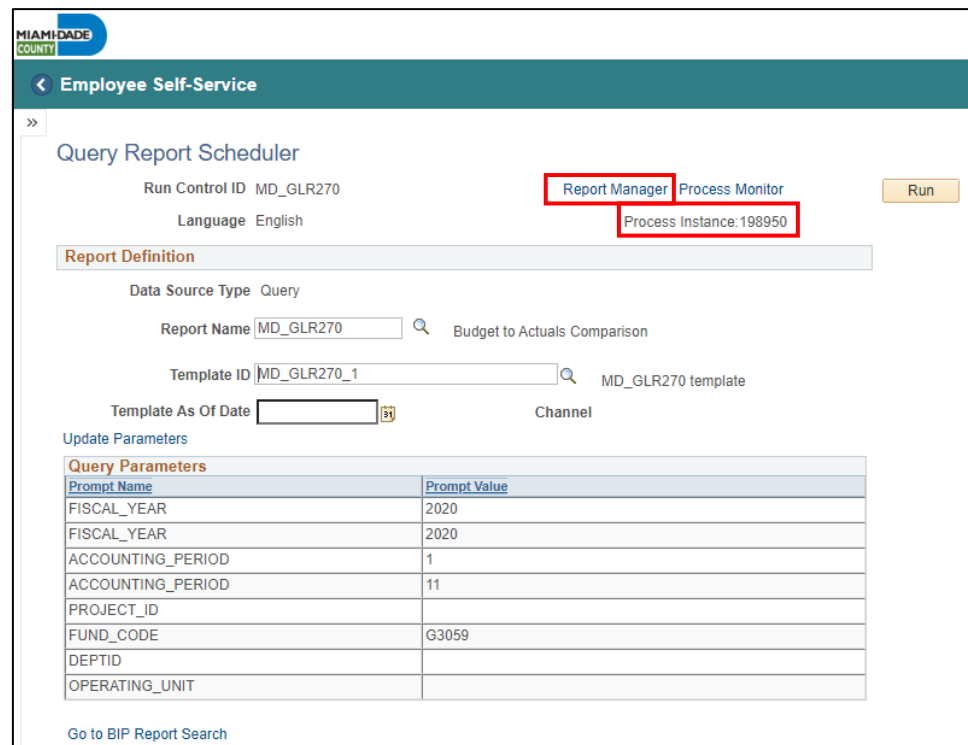
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	XLS	Distribution

OK Cancel

10. Select **OK**.
11. Note the **Process Instance** number. Select the **Hyperlink Report Manager**.

Lesson 1: Budget Inquiry and Reporting

Lecture 7: Budget to Actual Comparison by Selected ChartFields



Employee Self-Service

Query Report Scheduler

Run Control ID MD_GLR270 **Report Manager** **Process Monitor** **Run**

Language English **Process Instance: 198950**

Report Definition

Data Source Type Query

Report Name MD_GLR270 Budget to Actuals Comparison

Template ID MD_GLR270_1 MD_GLR270 template

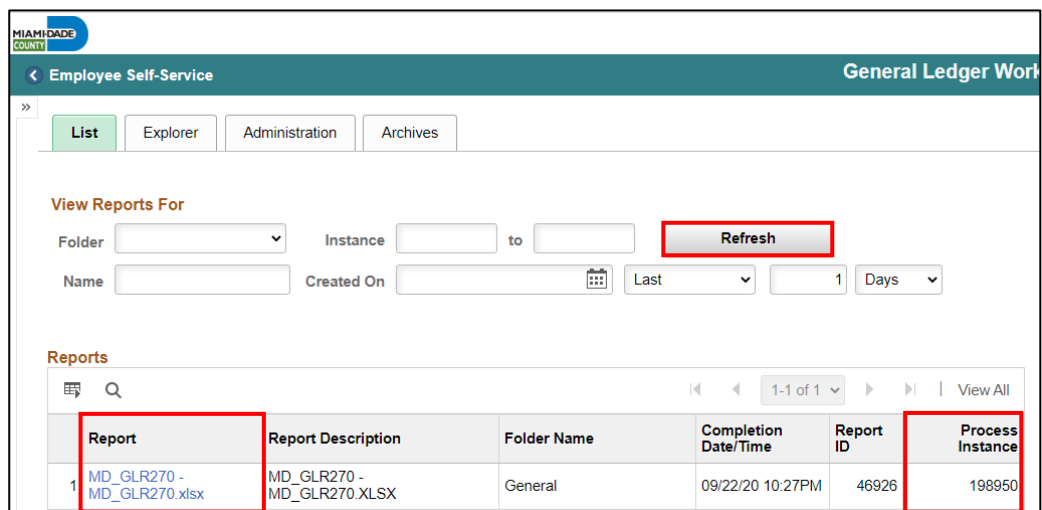
Template As Of Date Channel

Update Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	11
PROJECT_ID	
FUND_CODE	G3059
DEPTID	
OPERATING_UNIT	

[Go to BIP Report Search](#)

12. Match the Process Instance number from the previous step, the **Refresh** button may need to be selected.
13. After matching the Process Instance number, select the **Report** hyperlink.



Employee Self-Service **General Ledger Work**

List Explorer Administration Archives

View Reports For

Folder Instance to **Refresh**

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
MD_GLR270 - MD_GLR270.xlsx	MD_GLR270 - MD_GLR270.XLSX	General	09/22/20 10:27PM	46926	198950

14. Select the **report ID** hyperlink.
15. If this message is received, select **No**.
16. Depending on the user's workstation configuration, a will file will open or be required to be saved.

Lesson 1: Budget Inquiry and Reporting

Lecture 7: Budget to Actual Comparison by Selected ChartFields

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes

No

Report

Report ID 46926 Process Instance 198950 [Message Log](#)
 Name XMLP Process Type XML Publisher
 Run Status Success

MD_GLR270 - MD_GLR270.xlsx

Distribution Details

Distribution Node BALANCED Expiration Date 09/29/2020

File List

Name	File Size (bytes)	Datetime Created
MD_GLR270.xlsx	41,054	09/22/2020 10:27:30.007609PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	MD_GL_DPT_REPORTER
Return	

Miami Dade County

Report Name: Budget to Actuals Comparison

Run Date: September 22, 2020

Run Time: 10:36:21 PM

Run Parameters

Fiscal Year From: 2020

Fiscal Year To: 2020

Accounting Period From: 1

Accounting Period To: 11

Fund: G3059

Department:

Grant:

Project:

Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Dept	Dept Description	Project	Project Description	Grant	Grant Description	Account	Account Description	CY Total Revenue Estimate	CY Expenditure Budget	Current Year Actual	CY Variance	PY Total Revenue Estimate	PY Expenditure Budget	Prior Year Actual	PY Variance
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001100000	EMPLOYEE REGULAR	0.00	775,500.00	269.68	775,230.32	0.00	13,000.00	2,250.00	10,750.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001140000	POLL WORKER S(CNTY EMPLOYEES)	0.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001220000	FLEX DOLLARS	0.00	9,000.00	0.00	9,000.00	0.00	0.00	0.00	0.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN01010000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001250000	LONGEVITY PAYMENTS	0.00	13,000.00	0.00	13,000.00	0.00	0.00	0.00	0.00

Lesson 1: Budget Inquiry and Reporting

Lecture 8: GO
(General
Obligation)
Bond Series
All Years
Revenue and
Expenditures

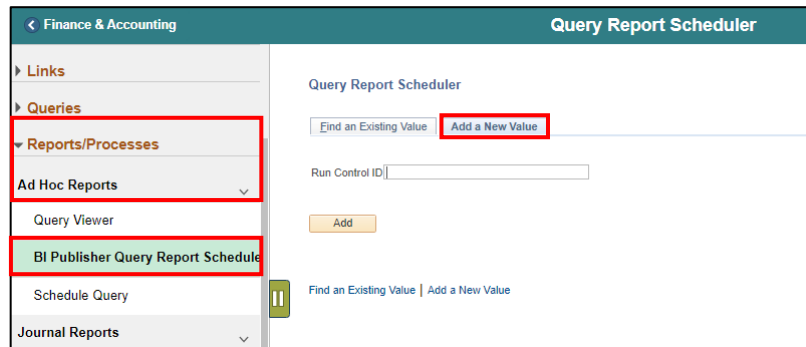
Report Description	Comments
RPT-GL-323 GO Bond Series All Years Revenue and Expenditures against Budget	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund or Source Type Displays budget from M_CAPDTL Ledger Group and compares to the Actuals ledger for All Budget Years, All Actuals and Current Month and Current Year to Date.

Lesson 1: Budget Inquiry and Reporting

Lecture 8: GO (General Obligation) Bond Series All Years Revenue and Expenditures

The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.

1. Navigate to: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**
2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value**.
 - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.

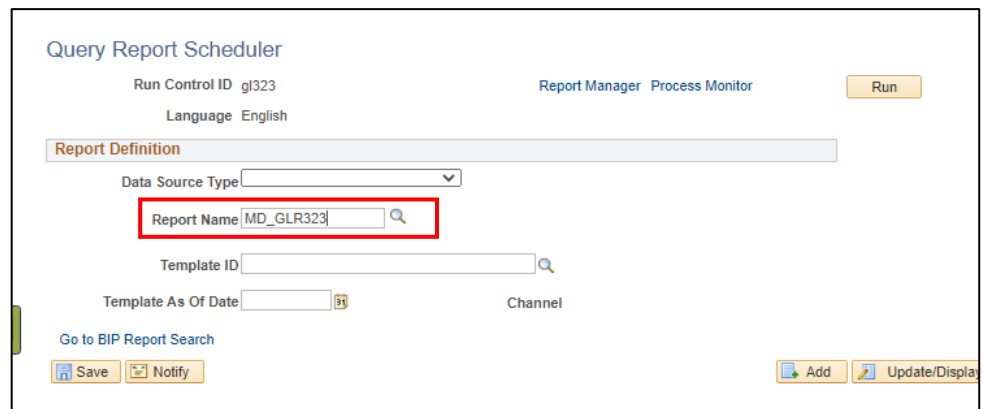


The screenshot displays the 'Query Report Scheduler' interface. On the left, a navigation pane under 'Finance & Accounting' shows 'Reports/Processes' expanded, with 'Ad Hoc Reports' and 'BI Publisher Query Report Scheduler' highlighted. The main content area features the 'Query Report Scheduler' title, two buttons ('Find an Existing Value' and 'Add a New Value'), a 'Run Control ID' input field, an 'Add' button, and a status bar at the bottom with 'Find an Existing Value' and 'Add a New Value' links.

3. Enter the Report Name **MD_GLR323**.

Lesson 1: Budget Inquiry and Reporting

Lecture 8: GO
(General
Obligation)
Bond Series
All Years
Revenue and
Expenditures



Query Report Scheduler

Run Control ID gl323 Report Manager Process Monitor

Language English

Report Definition

Data Source Type

Report Name MD_GLR323

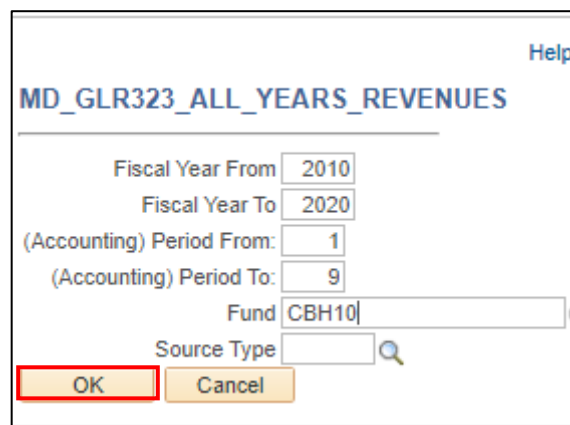
Template ID

Template As Of Date

Channel

[Go to BIP Report Search](#)

4. After entering a value, select the magnifying glass
5. Complete required information **Fiscal Year** and **Accounting Period** are required, ChartFields if left blank bring back all values for that ChartField.
- Either enter individual ChartField values or a Tree Node name for a group of values.



Help

MD_GLR323_ALL_YEARS_REVENUES

Fiscal Year From 2010

Fiscal Year To 2020

(Accounting) Period From: 1

(Accounting) Period To: 9

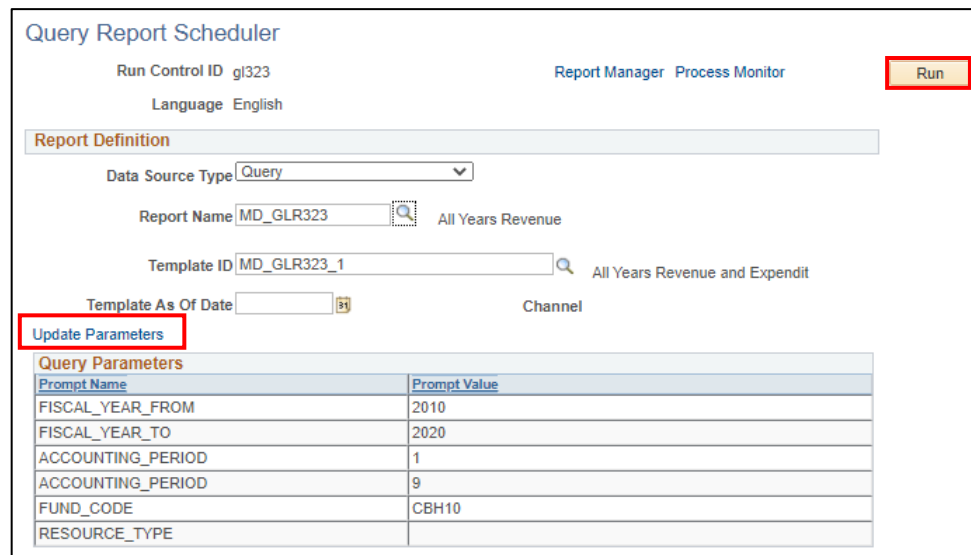
Fund CBH10

Source Type

6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

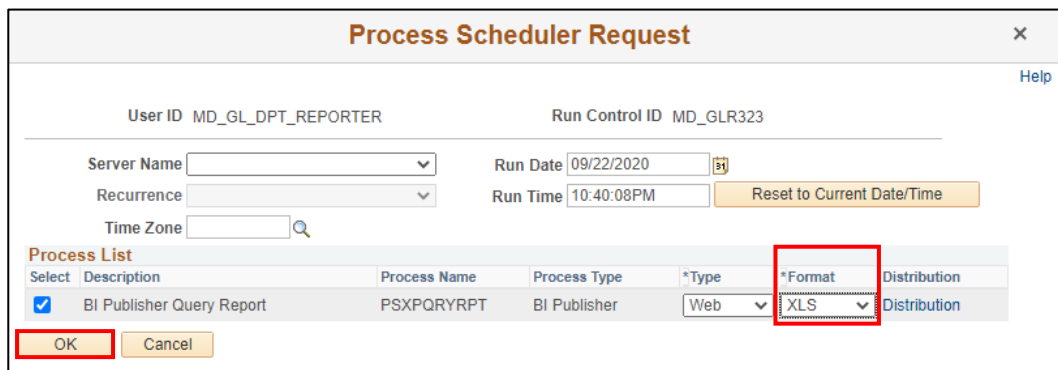
Lecture 8: GO
(General
Obligation)
Bond Series
All Years
Revenue and
Expenditures



The interface shows the 'Query Report Scheduler' window. At the top, it displays 'Run Control ID: gl323' and 'Language: English'. There are links for 'Report Manager' and 'Process Monitor', and a red-bordered 'Run' button. The 'Report Definition' section includes a 'Data Source Type' dropdown set to 'Query', a 'Report Name' field with 'MD_GLR323' and a search icon, and a 'Template ID' field with 'MD_GLR323_1' and a search icon. Below these are fields for 'Template As Of Date' and 'Channel'. A red-bordered 'Update Parameters' button is located below the 'Template As Of Date' field. The 'Query Parameters' table is shown below:

Prompt Name	Prompt Value
FISCAL_YEAR_FROM	2010
FISCAL_YEAR_TO	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	9
FUND_CODE	CBH10
RESOURCE_TYPE	

7. If the same Run Control is used in the future, to change the input **Query Parameters**, select **Update Parameters** and repeat previous steps.
8. Select **Run**.
9. Select the output **Format** desired, it is preferred to use Excel or XLS to be able to filter the report.



The 'Process Scheduler Request' dialog box shows the 'User ID' as 'MD_GL_DPT_REPORTER' and 'Run Control ID' as 'MD_GLR323'. It includes fields for 'Server Name', 'Run Date' (09/22/2020), 'Recurrence', 'Run Time' (10:40:08PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is present. The 'Process List' table is shown below:

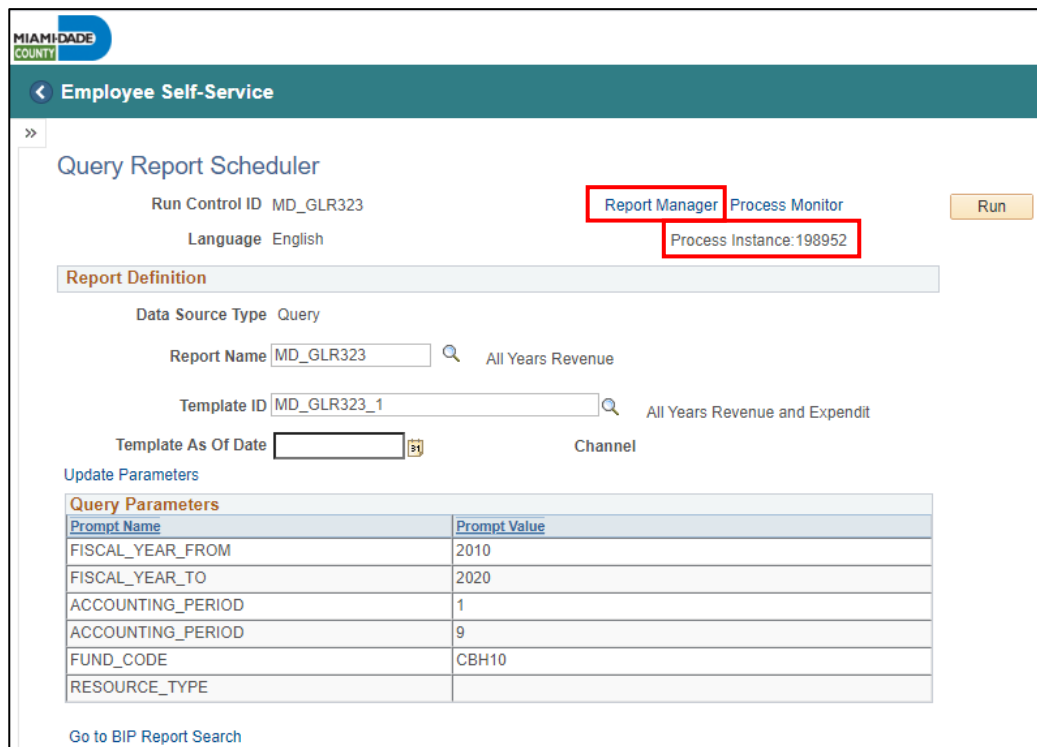
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQYRPT	BI Publisher	Web	XLS	Distribution

At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red border.

10. Select **OK**.
11. Note the **Process Instance** number. Select the **Hyperlink Report Manager**.

Lesson 1: Budget Inquiry and Reporting

Lecture 8: GO
(General
Obligation)
Bond Series
All Years
Revenue and
Expenditures



Employee Self-Service

Query Report Scheduler

Run Control ID MD_GLR323

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR323 All Years Revenue

Template ID MD_GLR323_1 All Years Revenue and Expendit

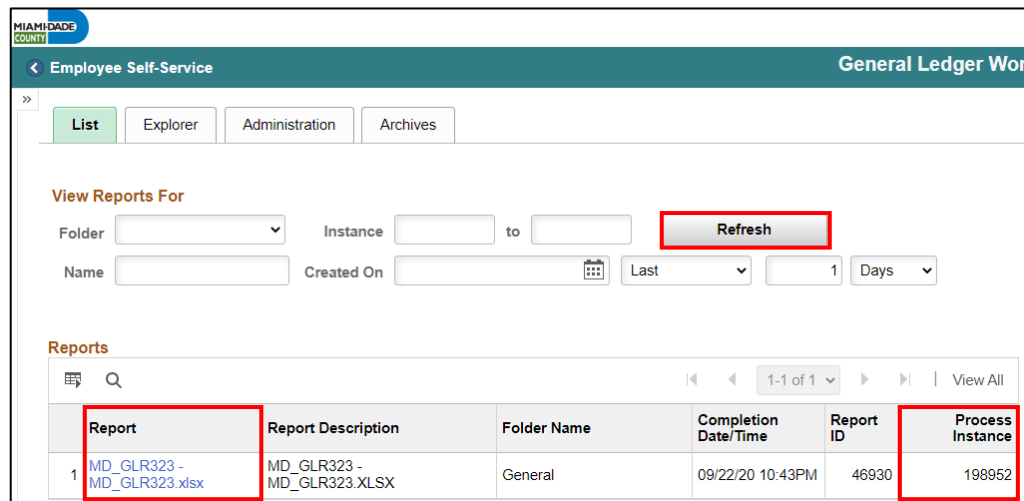
Template As Of Date Channel

[Update Parameters](#)

Prompt Name	Prompt Value
FISCAL_YEAR_FROM	2010
FISCAL_YEAR_TO	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	9
FUND_CODE	CBH10
RESOURCE_TYPE	

[Go to BIP Report Search](#)

12. Match the Process Instance number from the previous step, the **Refresh** button may need to be selected.
13. After matching the Process Instance number, select the **Report hyperlink**.



Employee Self-Service **General Ledger Workbooks**

[List](#) [Explorer](#) [Administration](#) [Archives](#)

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
MD_GLR323 - MD_GLR323.xlsx	MD_GLR323 - MD_GLR323.XLSX	General	09/22/20 10:43PM	46930	198952

14. Select the **report ID hyperlink**.
15. If this message is received, select **No**.
16. Depending on the user's workstation configuration, a will file will open or be required to be saved.

Lesson 1: Budget Inquiry and Reporting

Lecture 8: GO (General Obligation) Bond Series All Years Revenue and Expenditures

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes

No

Report

Report ID 46930

Process Instance 198952

[Message Log](#)

Name XMLP

Process Type XML Publisher

Run Status Success

MD_GLR323 - MD_GLR323.xlsx

Distribution Details

Distribution Node BALANCED

Expiration Date 09/29/2020

File List

Name	File Size (bytes)	Datetime Created
MD_GLR323.xlsx	8,605	09/22/2020 10:43:02.787206PM EDT

Distribute To

Distribution ID	Type	Distribution ID
User		MD_GL_DPT_REPORTER
Return		

Miami Dade County										Run Date: September 22, 2020					
Report Name: GO Bond Series All Years Revenue and Expenditures against Budget										Run Time: 10:51:11 PM					
Run Parameters															
Fiscal Year From:		2019													
Fiscal Year To:		2020													
Accounting Period From:		1													
Accounting Period To:		9													
Fund:		CBH10													
Source Type															
Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Source Type	Source Type Description	Project	Project Description	Activity	Activity Description	Account	Account Description	All Years Budget	All Years Amount	Month Actuals	Current FY Actuals
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE							6,000,000.00	0.00	0.00	0.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE	PD236201	Police Grant PD236201	PERSONNEL	PERSONNEL	4313900001	FED GR-OTHR PHYSICAL ENVIRON	0.00	2,155.00	0.00	0.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	H8334	CUBAN MUSEUM							1,000,025.00	0.00	0.00	0.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	4411000001	RECORDING FEES	0.00	1,750.00	0.00	1,750.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	4220000002	RER PLAN REVIEWS	0.00	6,250.00	6,250.00	6,250.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	4124100001	FIRST LCL OPT GAS TX(L-6CENT)	0.00	6,550.00	0.00	0.00
SUB TOTAL REVENUE												7,000,025.00	16,705.00	6,250.00	8,000.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE							6,000,000.00	0.00	0.00	0.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE	PD236201	Police Grant PD236201	PERSONNEL	PERSONNEL	5820130000	OTHER COSTS OF ACQUIRING BLDG	0.00	8,200.00	8,200.00	8,200.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	H8334	CUBAN MUSEUM							1,000,025.00	0.00	0.00	0.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	5430190000	OTHER CONSTR MATRLS & SUPPL	0.00	7,001.00	7,001.00	7,001.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	5430110000	ELECTRICAL FIXTURES	0.00	1,555.09	0.00	0.00
SUB TOTAL EXPENDITURE												7,000,025.00	16,756.09	15,201.00	15,201.00
TOTAL												0.00	-51.09	-8,951.00	-7,201.00

Lesson 1: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 1 on the FIN 208 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 208 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if users have questions.

Lesson 1: Training Activity 2

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 2 on the FIN 208 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 208 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if users have questions.

Lesson 1: Training Exercise

Debrief



1. When do amounts in Commitment Control ledgers get updated?

2. When comparing the Budget Overview page for Commitment Control Expenses to the General Ledger ACTUALS for the same Expense combinations, what explains the differences between the two?

3. Can an Inquiry Name be deleted by the Users? Can another user see the Inquiry Name of another user?

Lesson 1: Lesson Summary

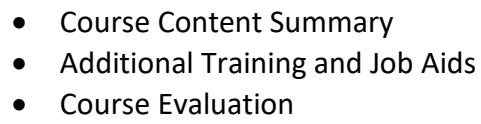
Lesson Summary



Having completed the Budget Inquiry and Reporting lesson, users should be able to

- How to Inquire and Report on Budgets
- Describe the differences between Budget Overview and Activity Log inquiries
- Choose useful search criteria when using the Budget Overview inquiry

Course Summary



Module 3: Course Summary

Objectives Achieved



Congratulations! You have completed the Budget Inquiry and Reporting course. You now should be able to:

- Identify the End-to-End Process of Budget Inquiry and Reporting
- Inquire and Report on Budgets

Module 3: Course Summary

Additional Users also have the following resources available:

Training and Users Productivity Kits

Job Aids

- Review Budget Activities
- Review Budget Overview

Job Aids

- N/A

For additional information, be sure to visit:

- Miamiidade.gov/informs

Module 3: Course Summary

Key Terms



The following key terms are used in this course:

Term	Definition
Budget Adjustment	The transfer of a budgeted amount from one departmental unit and/or fund to another within the same department.
Budget Entry Type	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget and Mid-Year and Year End Supplementals for authorized changes to the budget.
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Budget	An estimation of the expenses over a specified future period of time.
Budgetary Only	A ChartField Value that can be used in a Budget Journal but not in a financial accounting transaction.
Control Option of Ledger Group	Track w/o Budget: No validation is done of ChartFields entered; Transactions are not stopped. Track with Budget: Validation is done on ChartField combination entered to ensure that a budget row was created. Control: a validation is done on the budget combination if the amount is exceeded, a budget error is logged; the transaction goes no further until resolved.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.
Ledger	The Ledger is a record of monetary transactions by a particular basis of accounting, such as Actuals, CAFR Actuals, AFR Actuals, Summary CAFR, Summary AFR, and Budgetary Ledgers including Countywide Appropriation, Countywide Revenue Estimate, Department Operating, Department Operating Revenue, Projects, Project Activity.
Original Budget	Initial recording of an approved budgeted amount.
Remaining Spending Authority	Calculation of Budget - Encumbrance – Expense = RSA. Pre-Encumbrances for requisitions are shown but are not part of the calculation.