Miami-Dade County

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.

Table of Contents

Content	Page

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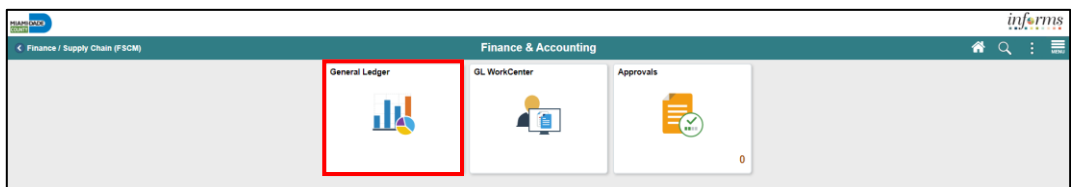
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.
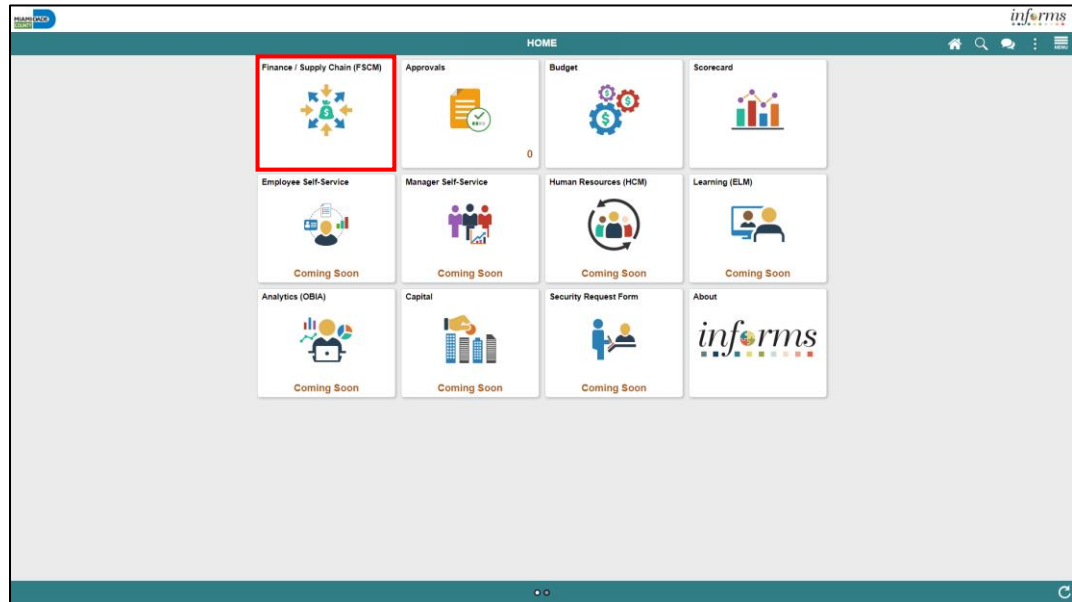
2. Select **Finance & Accounting**.

3. Select **General Ledger**.

Module 1: Course Introduction

Training Audience:

Roles and Responsibilities

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

- **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.
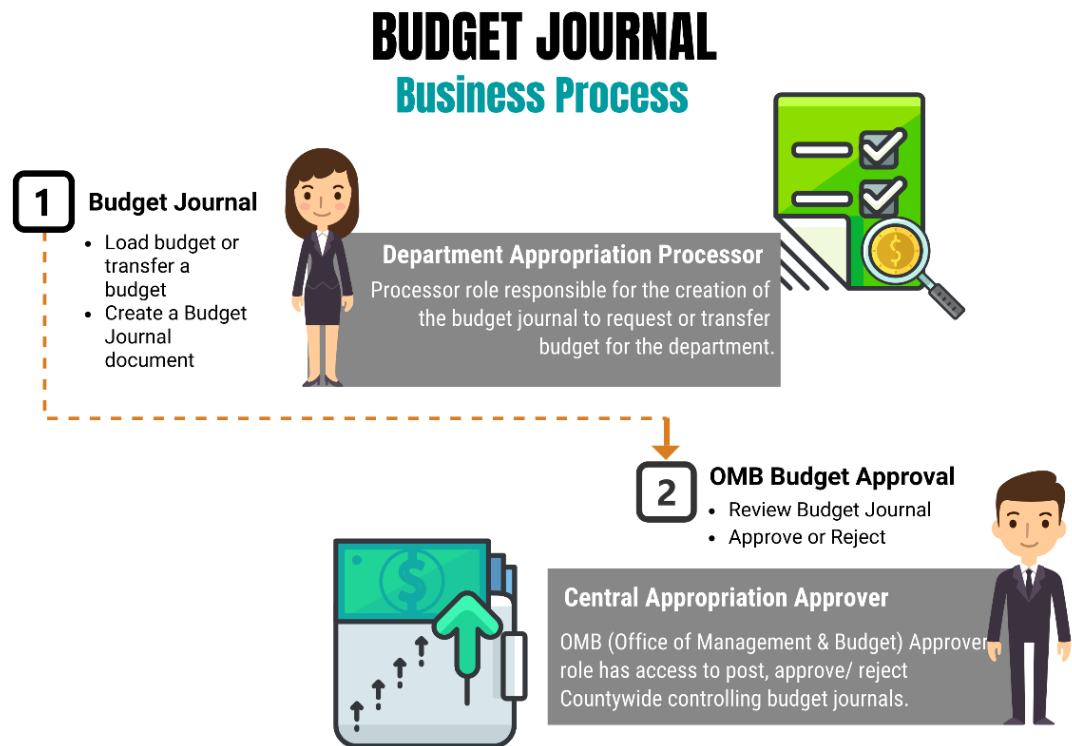
Module 1: Course Introduction

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

BUDGET JOURNAL
Business Process

1 **Budget Journal**
- Load budget or transfer a budget
- Create a Budget Journal document

Department Appropriation Processor
Processor role responsible for the creation of the budget journal to request or transfer budget for the department.

2 **OMB Budget Approval**
- Review Budget Journal
- Approve or Reject

Central Appropriation Approver
OMB (Office of Management & Budget) Approver role has access to post, approve/ reject Countywide controlling budget journals.

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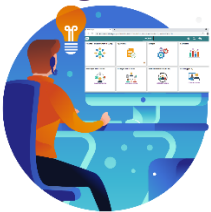
Training Exercises	The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content.

Module 1: Course Introduction

Module 1: Course Introduction Summary

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 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
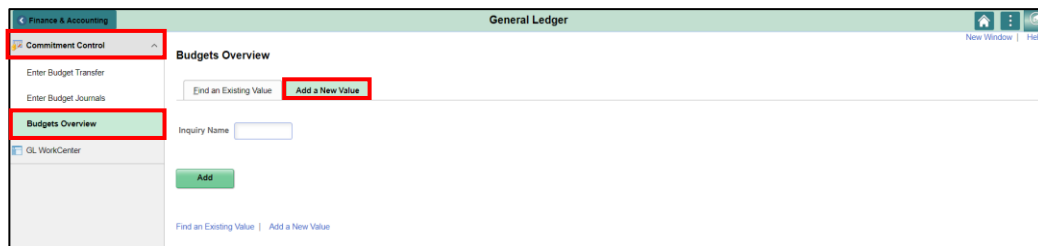- Recognize how information from the Activity Log relates to the Budget Overview inquiry

Lesson 1: Budget Inquiry and Reporting

Lesson 1:
Introduction
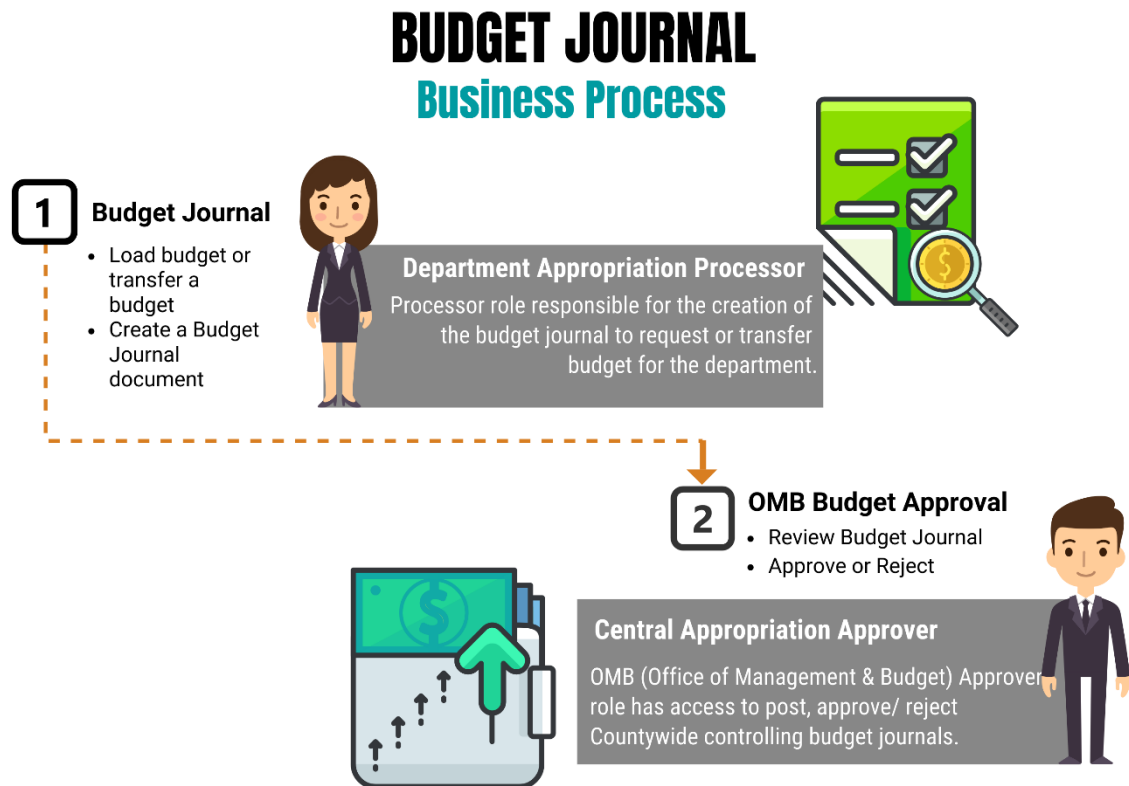
INFORMS Commitment Control delivers several options to enable users to manage and analyze budget data. Budget inquiries enable users to view the details of the budget and remaining spending authority, to make effective management decisions.

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	**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.

Lesson 1: Budget Inquiry and Reporting
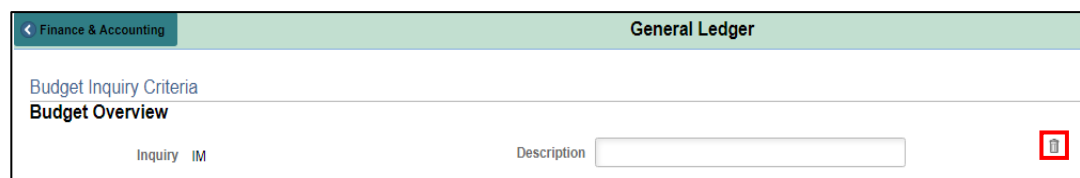
Lecture 1: The Budgets Overview

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

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

6. The above results are returned, with 3 rows that met the search criteria.
   NOTE: These are based on Accountability Ordinance roll-ups.
7. The top section **Ledger Totals** gives a higher-level view of the Budget.
8. 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.

- 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

Lesson 1: Budget Inquiry and Reporting

Lecture 1:
The Budgets
Overview

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.
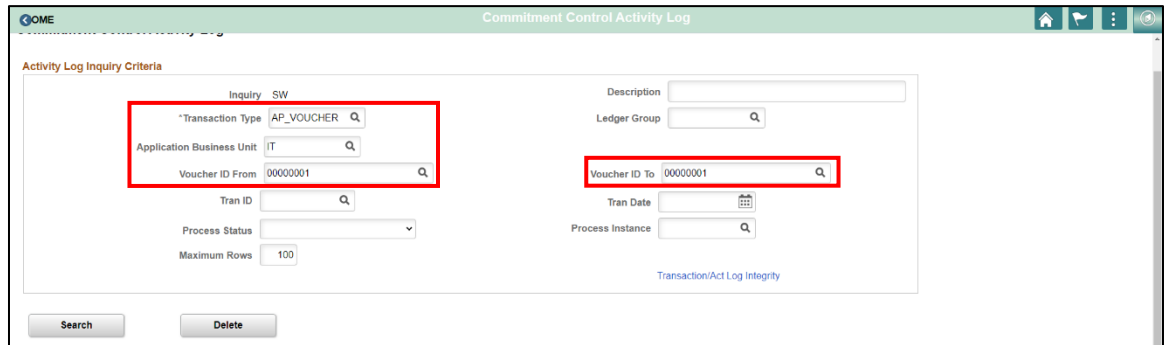
1. Navigate to the **Activity Log**: **Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control** > **Activity Log**
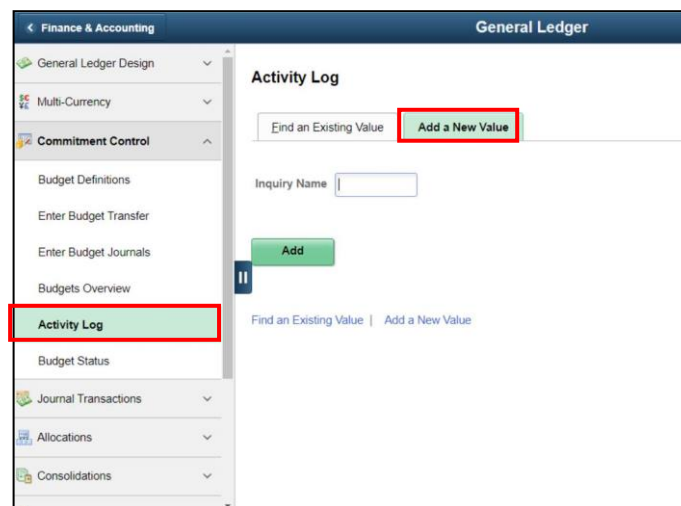
2. The page above allows users to search for an existing Activity Log or begin the process to Add a New Value. If the users don't have one already, users must Add a New Value. Enter an **Inquiry Name** by adding the users' initials and selecting **Add**.
- The Inquiry Name is unique to the User ID. Users 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
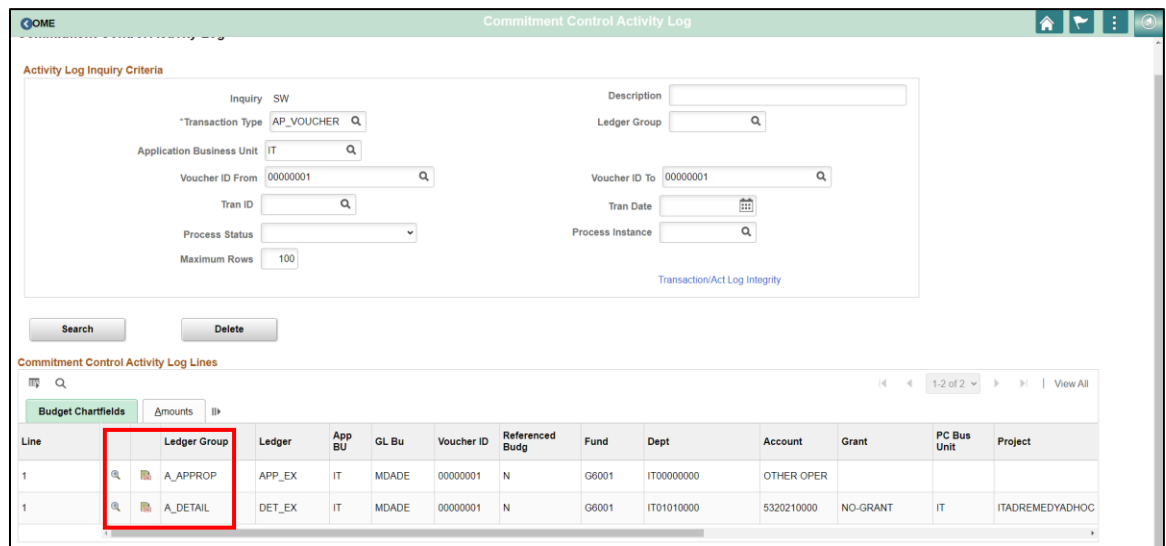
Lecture 2:
The Activity
Log

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

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.
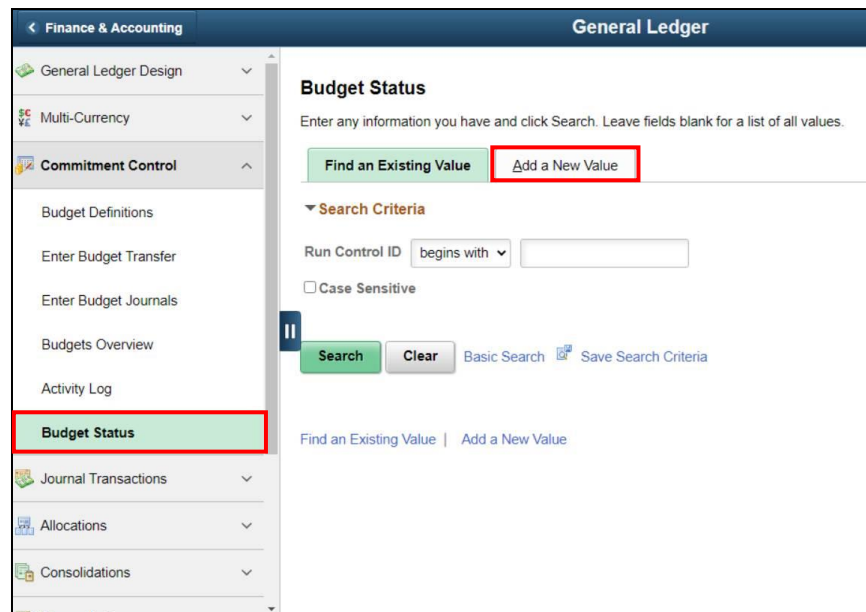
Lesson 1: Budget Inquiry and Reporting

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.
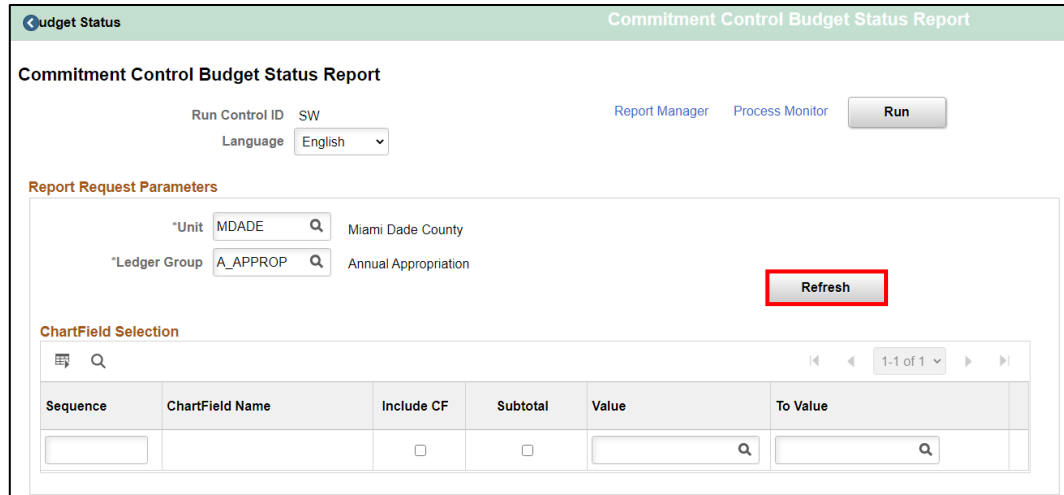
Lesson 1: Budget Inquiry and Reporting

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

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**.

12. Select **OK**.

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**.

15. Select the **Report hyperlink**.

Lesson 1: Budget Inquiry and Reporting

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

```
                                           PeopleSoft GL
Report ID:  GLS8020                       BUDGET STATUS REPORT                            Page No.  1
Bus. Unit:  MDADE--Miami Dade County                                                     Run Date 08/25/2020
Ledger Grp: A_APPROP  -- Annual Appropriation                                            Run Time 07:12:20
Currency  : USD
Chartfields Criteria
Fund: All values            Dept: BU00000000          Account: All values


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
S2001  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

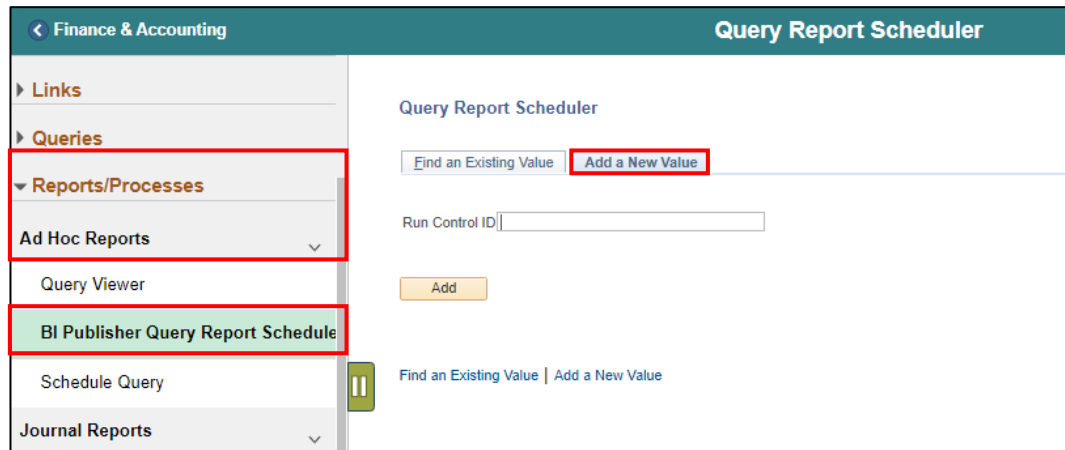Lecture 4: Revenue Expense by Fund Department Grant Budget to Actual

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.
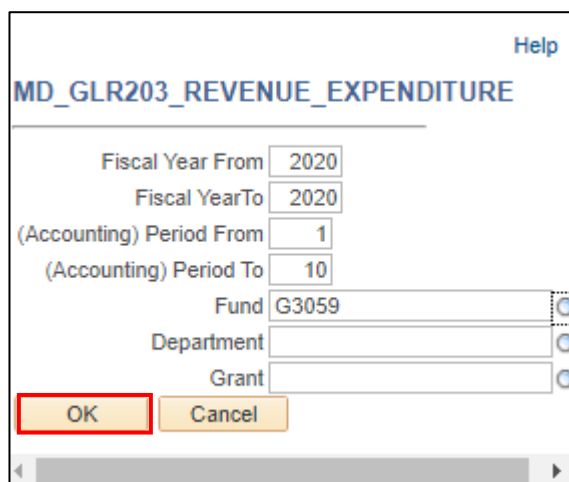

3. Enter the **Report Name** MD_GLR203.

Lesson 1: Budget Inquiry and Reporting

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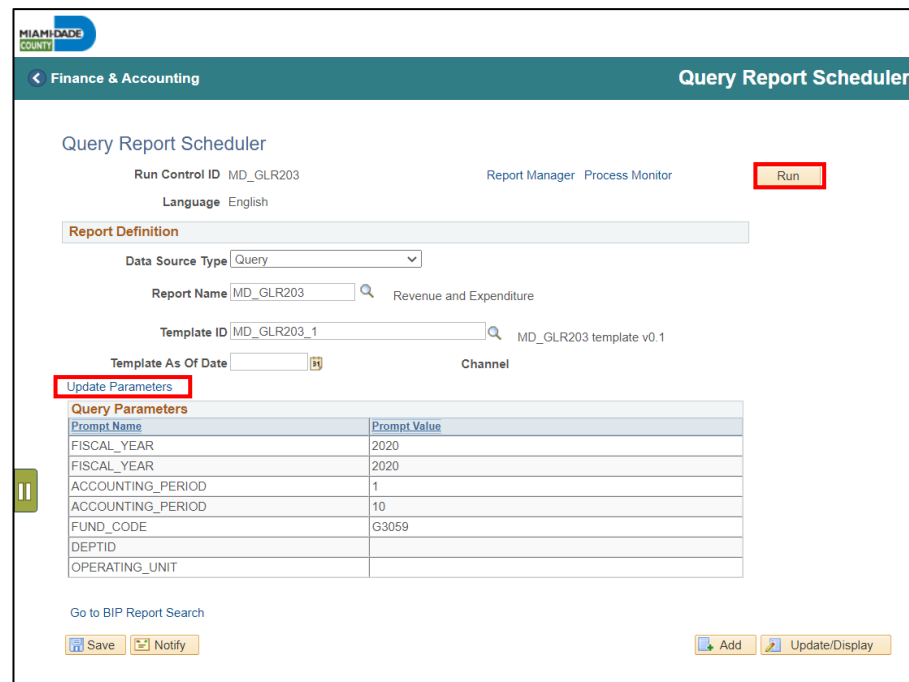Fund
Department
Grant Budget
to Actual

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

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.

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

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.**

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
Name	XMLP	Process Type	XML Publisher
Run Status	Success		

Message Log

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
Report Name: Revenue and Expense by Fund, Department or Grant

Run Date: September 22, 2020
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: G3059
Department:
Grant
:

Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Department	Department Description	Grant	Grant Description	Project	Project Description	Account	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	000000 000001 082	Collect TEST Master Prj	5001 1400 00	POLL WORKERS(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
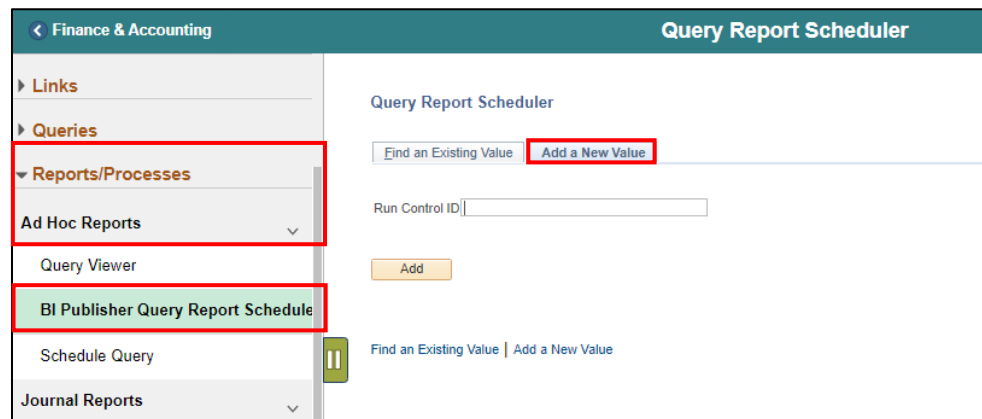and
Encumbrances
Remaining
Amount

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.
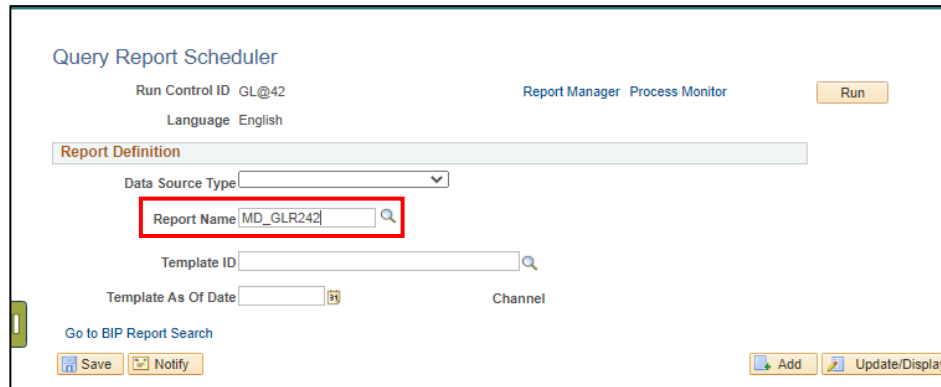

3. Enter the Report Name **MD_GLR242.**

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
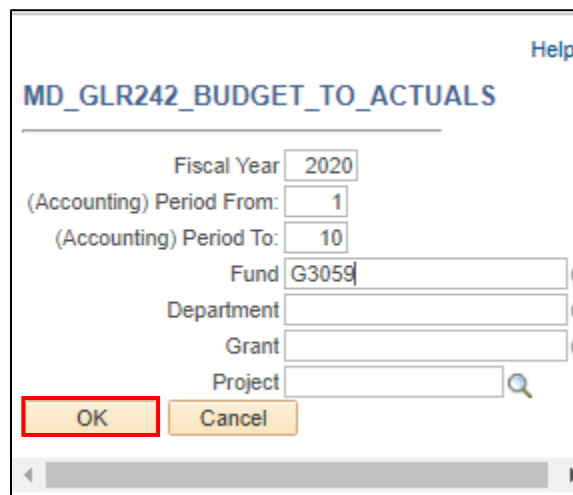Data Source Type [∨]
Report Name MD_GLR242   🔍
Template ID [   ] 🔍
Template As Of Date [   ] 📅   Channel

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.

Help

MD_GLR242_BUDGET_TO_ACTUALS

Fiscal Year [2020]
(Accounting) Period From: [1]
(Accounting) Period To: [10]
Fund [G3059]   ○
Department [   ]   ○
Grant [   ]   ○
Project [   ] 🔍

OK   Cancel

6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

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.

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

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.**

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	FN010100	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	FN010100	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	FN010100	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	FN010100	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
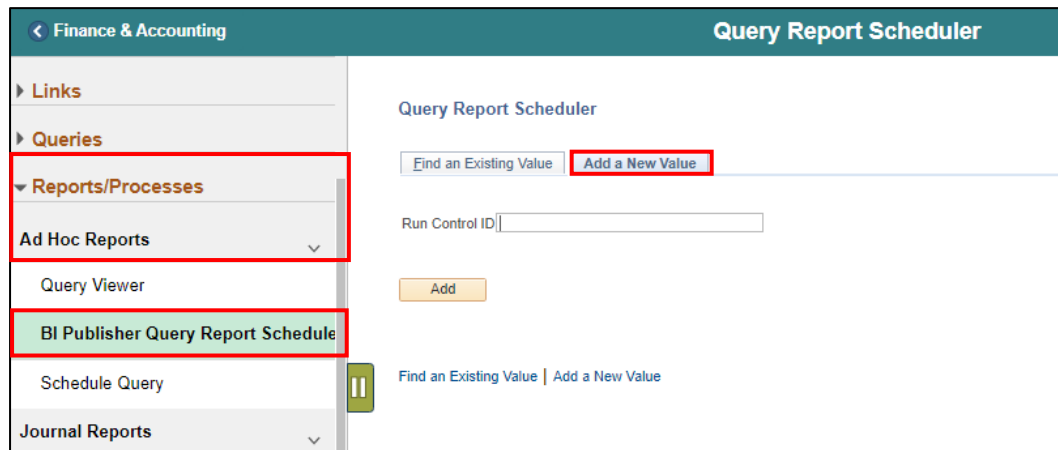
Lecture 6:
Budget to
Actual
Revenue
Annual

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.
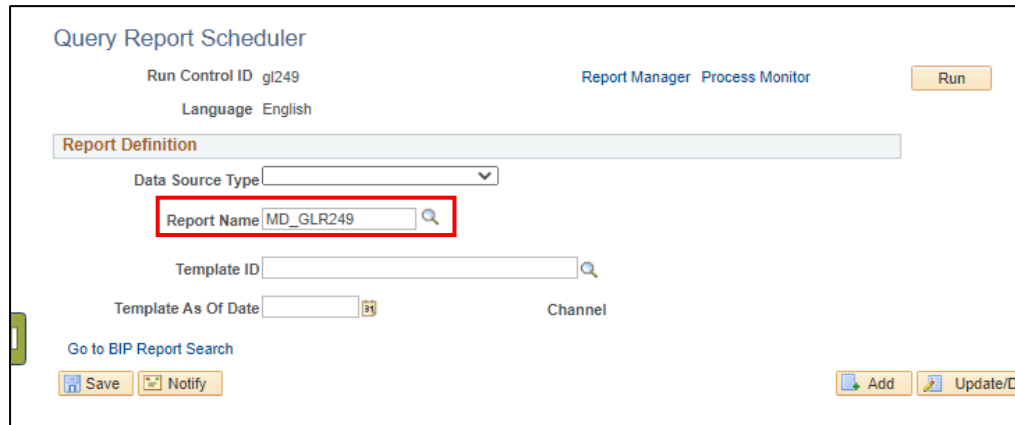
1. Navigate to: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

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

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.

6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

Lecture 6: Budget to Actual Revenue Annual

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.

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

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.**

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

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 [MD_GLR270|] 🔍

Template ID [_____] 🔍

Template As Of Date [_____] 📅   Channel

Go to BIP Report Search

💾 Save   ✉ Notify   ➕ Add

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	2020
Fiscal Year To	2020
(Accounting) Period From	1
(Accounting) Period To	11
Project	[_____] 🔍
Fund	G3059 🔍
Department	[_____]
Grant	[_____]

OK   Cancel
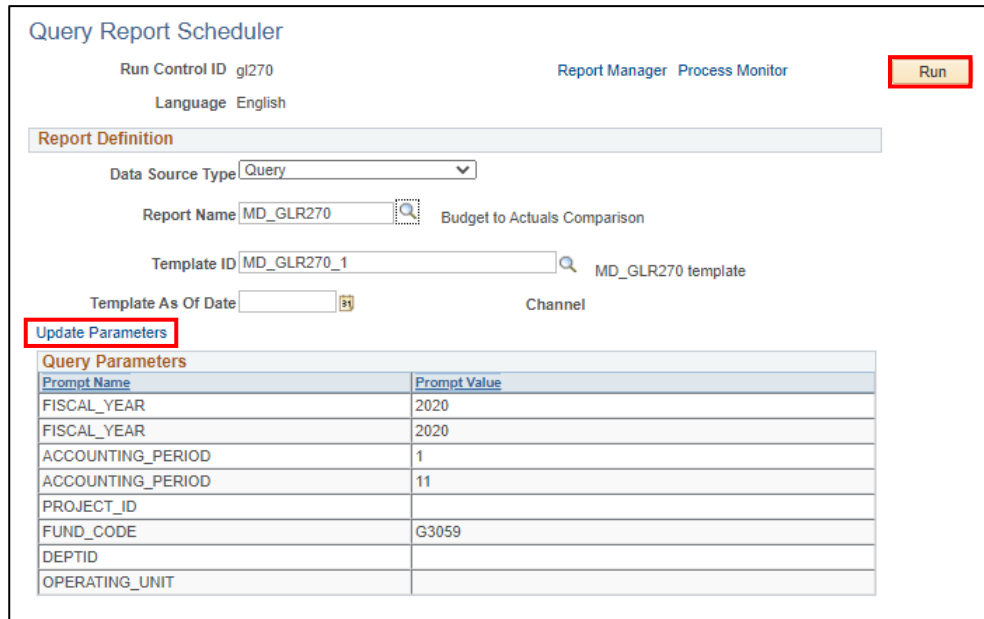
6. Select **OK**.

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
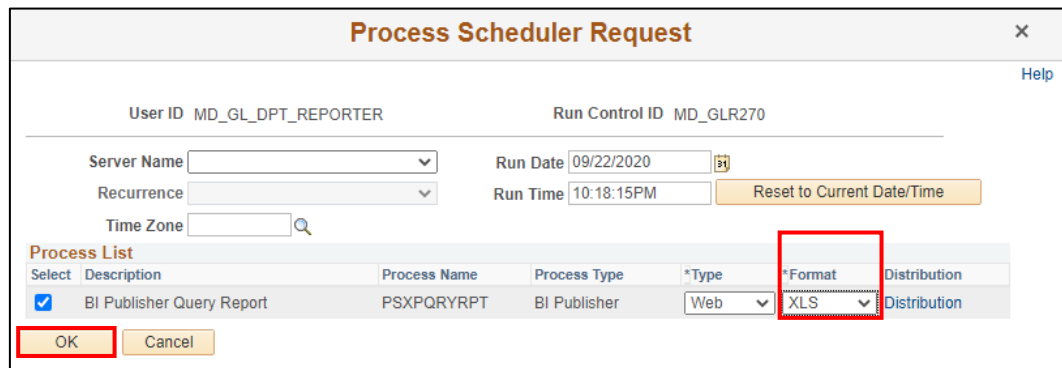
Template ID MD_GLR270_1 🔍   MD_GLR270 template
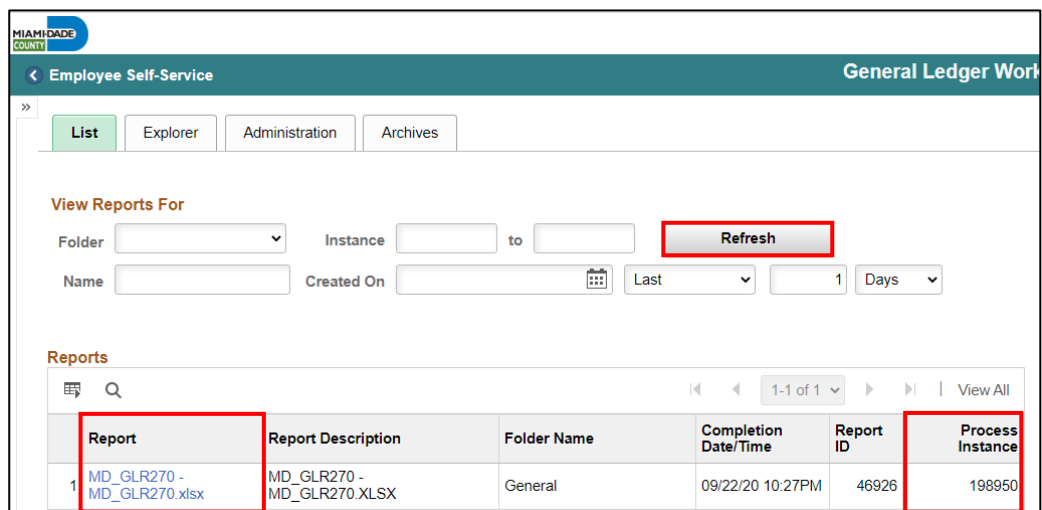
Template As Of Date 📅   Channel

Update Parameters

Query Parameters

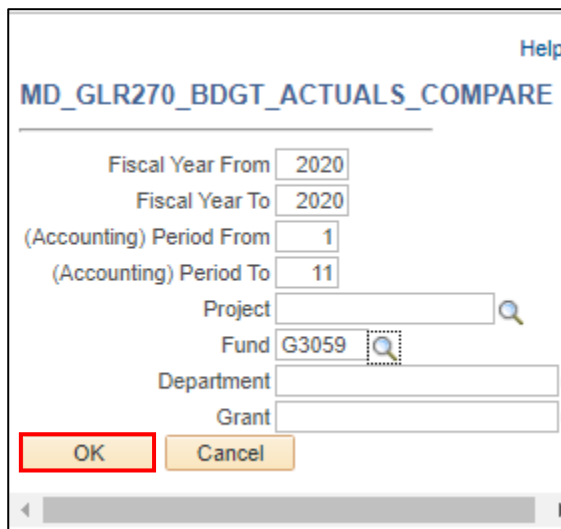| Prompt Name	Prompt Value
FISCAL_YEAR	2020
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	11
PROJECT_ID	
FUND_CODE	G3059
DEPTID	
OPERATING_UNIT	

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   ✕

Help

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
☑	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

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.**

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
Name	XMLP	Process Type	XML Publisher
Run Status	Success		

Message Log

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   Run Date: September 22, 2020
Report Name: Budget to Actuals Comparison   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(A ttribute)	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	FN010 10000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001 1000 00	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	FN010 10000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001 1400 00	POLL WORKERS (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	FN010 10000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001 2200 00	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	FN010 10000	DIRECTOR'S ADMIN			NO-GRANT	NO GRANT	5001 2500 00	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

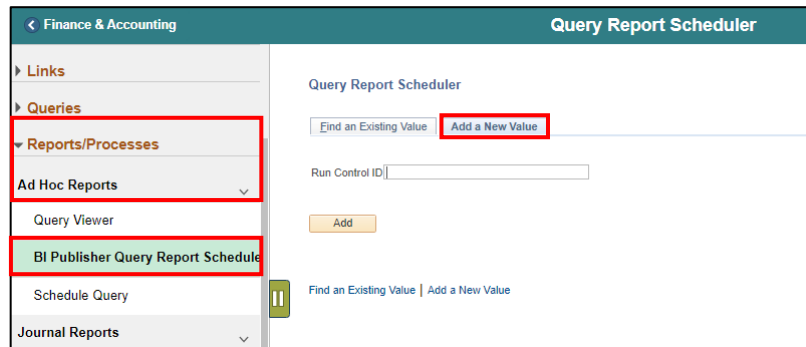| Report Description	Comments
RPT-GL-323 GO Bond Series All Years Revenue and Expenditures against Budget	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund or Source Type Displays budget from M_CAPDTL Ledger Group and compares to the Actuals ledger for All Budget Years, All Actuals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

Lesson 1: Budget Inquiry and Reporting

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.
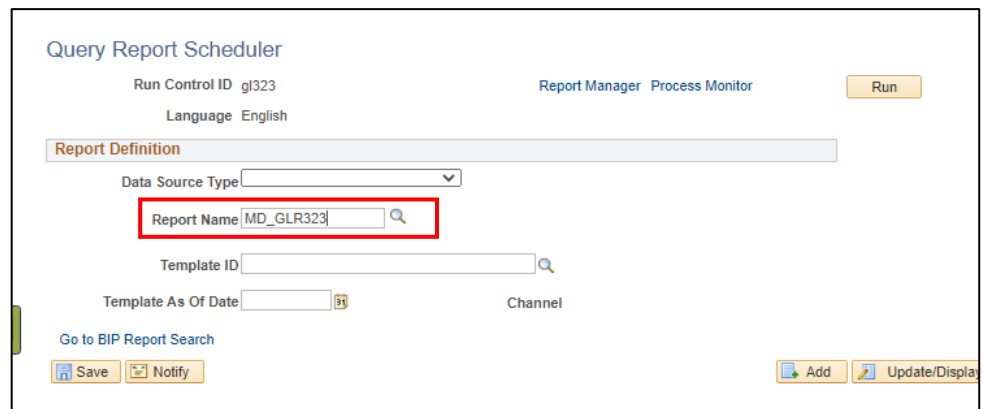

3. Enter the Report Name **MD_GLR323**.

Lesson 1: Budget Inquiry and Reporting

Query Report Scheduler

Run Control ID gl323   Report Manager   Process Monitor   [Run]

Language English

Report Definition

Data Source Type [▼]

Report Name [MD_GLR323]   🔍

Template ID [   ] 🔍

Template As Of Date [   ] 📅   Channel

Go to BIP Report Search

[💾 Save] [✉ Notify]   [➕ Add] [🔄 Update/Display]
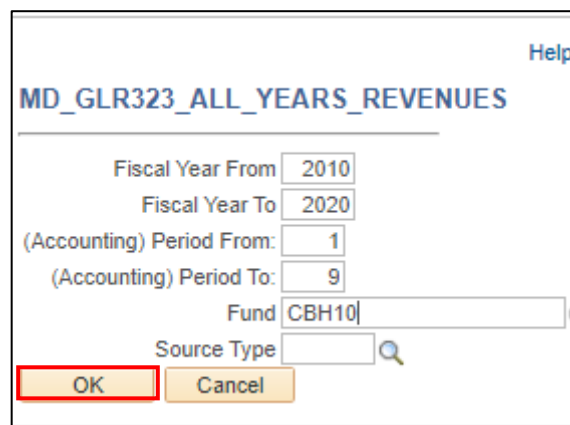
4. After entering a value, select the magnifying glass
5. Complete required information **Fiscal Year** and **Accounting Period** are required, ChartFields if left blank bring back all values for that ChartField.
- Either enter individual ChartField values or a Tree Node name for a group of values.

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	🔍

[OK]   [Cancel]

6. Select **OK**.

Lesson 1: Budget Inquiry and Reporting

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

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.

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

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

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.**

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.
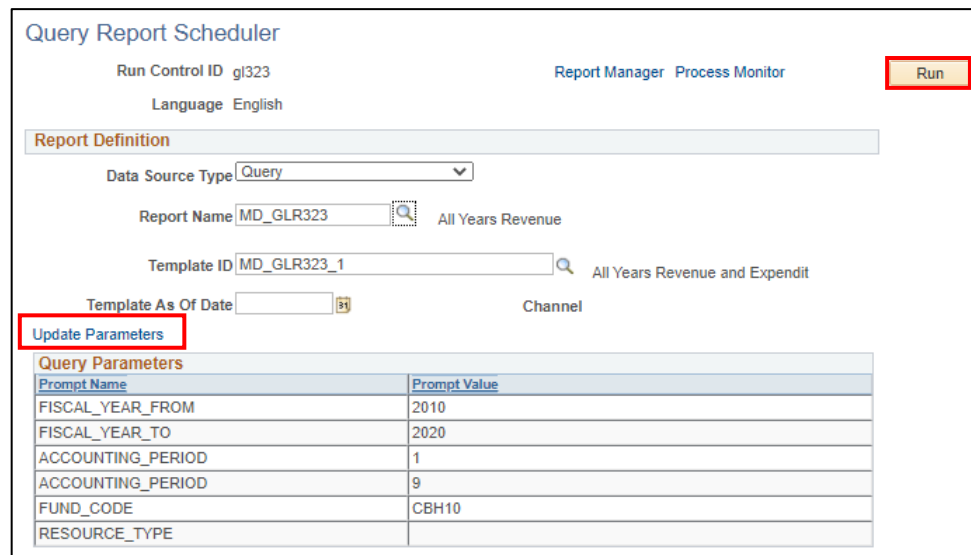
Lesson 1: Budget Inquiry and Reporting

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
Report Name: GO Bond Series All Years Revenue and Expenditures against Budget
Run Date: September 22, 2020
Run Time: 10:51:31 PM

Run Parameters
Fiscal Year From: 2010
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 W&S IMPROVE							6,000,000.00	0.00	0.00	0.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL,LIB	A1004	HIALEAH GARDENS W&S IMPROVE	PD236201	Police Grant PD236201	PERSONNEL	PERSONNEL	4313900001	FED GRT-OTHR PHYSICAL ENVIRONT	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	CONSTRUCTION	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	CONSTRUCTION	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	CONSTRUCTION	CONSTRUCTION VICTORY	4124100001	FIRST LCL OPT GAS TX(1-6CENT)	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 W&S IMPROVE							6,000,000.00	0.00	0.00	0.00
CB	CB320	CBH10	GOB SR16A1 R91904 CULTURAL,LIB	A1004	HIALEAH GARDENS W&S IMPROVE	PD236201	Police Grant PD236201	PERSONNEL	PERSONNEL	5920130000	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	CONSTRUCTION	CONSTRUCTION VICTORY	5450190000	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	CONSTRUCTION	CONSTRUCTION VICTORY	5450110000	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

Module 3: Course Summary

Course
Summary

The Course Summary module covers three topics:

- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation
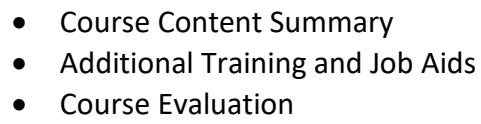
Module 3: Course Summary

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
Training and
Job Aids

Users also have the following resources available:

Users Productivity Kits
- Review Budget Activities
- Review Budget Overview

Job Aids

- N/A

For additional information, be sure to visit:

- Miamidade.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.