Miami-Dade County

End-User Training Guide

Course Code: FIN 301
Course Title: Managing the General Ledger

Course Overview

Course Description

This course provides a comprehensive review of Managing the General Ledger processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Creating and Maintaining ChartFields
- Module 3: Managing the General Ledger
- Module 4: Advanced General Ledger Topics
- Module 5: General Ledger Reporting
- Module 6: 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 Chart of Accounts (CoA) Processor
- Central GL Batch Processor
- Department Journal Entry Processor
- Central GL Configuration Maintainer
- Department GL Journal Approver 1
- Central GL Journal Approver 2
- Central GL Journal Approver 3

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

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 5 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 the Business Process
- The 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, user will be able to:

- Understand the General Ledger end-to-end to processes
- Comprehend the General Ledger integration points with other INFORMS modules
- Create and maintain ChartFields
- Create and process Journal Entries
- Process financial statements and reports

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 Chart of Accounts (CoA) Requestor:** The Department Chart of Accounts (CoA) Requestor has the ability to create and submit new chartfield value requests for Central to approve.
- **Central GL Batch Processor:** The Central General Ledger (GL) Batch Processor has the ability to schedule and run all General Ledger batch processes and jobs.
- **Department Journal Entry Processor:** The Department Journal Entry Processor is responsible for the creation of journals. A Department Journal Processor can run online Edit, Budget Check, and submit to the journal approval process.
- **Central GL Configuration Maintainer:** The Central General Ledger (GL) Configuration Maintainer is responsible for updating system-wide and Department General Ledger (GL) configuration values.
- **Department GL Approver 1:** The Department GL Journal Approver 1 is responsible for approving his/her department journal prior to Central approval. This approver has access to a pooled worklist where they can approve the journals.
- **Central GL Journal Approver 2:** The Central GL Journal Approver 2 is responsible for the second level approval of Department journals. The approver has access to a pooled worklist where they can approve the journals.
- **Central GL Journal Approver 3:** The Central GL Journal Approver 3 is responsible for the third level approval of Department journals that are for Adjusting entries. The rule is activated when the Adjusting Entry on the Header page is turned on. This approver has access to a pooled worklist where they can approve the journals.
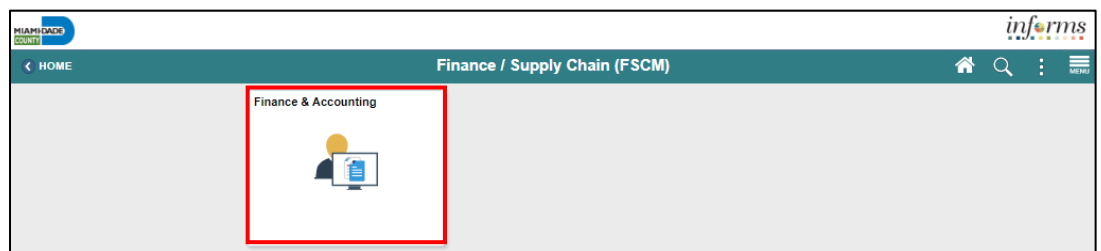
Module 1: Course Introduction

Navigation

Below are the steps to navigate to the General Ledger, which will be used for navigation in the rest of this course:
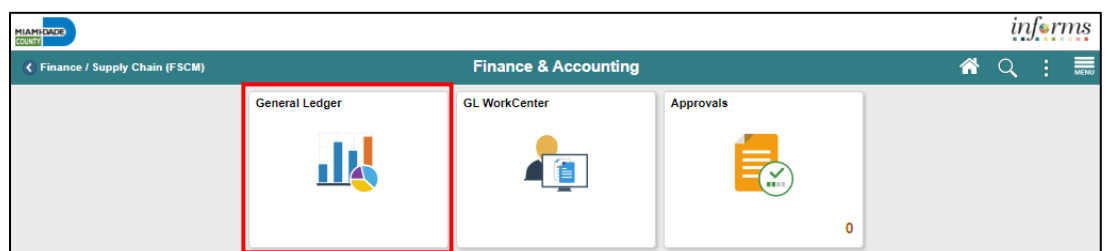
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.
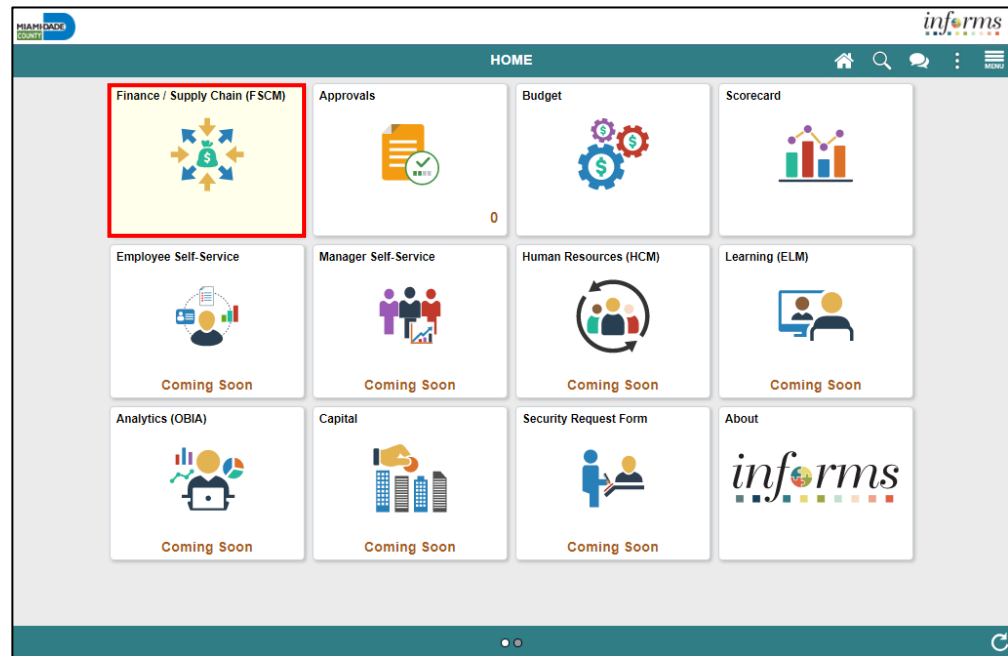
2. Select **Finance & Accounting**.

3. Select **General Ledger.**

Module 1: Course Introduction

Key Changes to the Business Process

The key changes in Managing the General Ledger business process include:

- Index Code → ChartField
    - Individual ChartFields will now be entered into the transactions
    - ChartFields are independent resulting in flexibility to create a unique combination
- All journal entries must include an attachment with supporting documentation justifying the reason for the Journals
- INFORMS journal entries will require separate debit and credit lines to be in balance
- INFORMS will have multiple combination edit rules
    - For example, all transactions require a Fund, Department, Account, and Grants
    - End-Users will need to know how to fix these types of error transactions
- INFORMS will "Budget Check" transactions in submodules to record the appropriate entries in Commitment Control
    - For example, an Encumbrance liquidated to an Expenditure when the Voucher is processed

Module 1: Course Introduction

The End-to-End Business Process

General Ledger (GL) is a comprehensive financial management solution. It provides controls to meet accounting needs with flexibility to accommodate different reporting and business requirements.

The benefits of the General Ledger Accounting process are:

- It increases efficiency in financial management and reporting
- It automates compliance and control
- It approves transactions in a simpler manner
- It also improves the period close processing

As the diagram below depicts, GL is at the core of the INFORMS Finance activities:
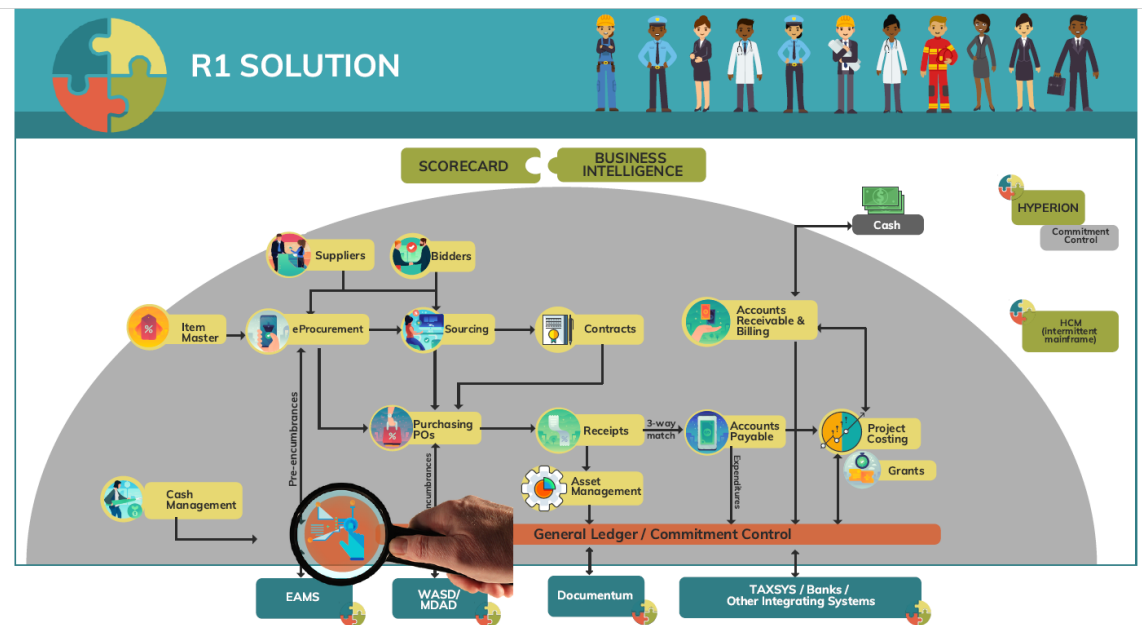
Using INFORMS General Ledger:

- Increase the efficiency of the Financial Management and Analysis through available data
- Improve and streamline Countywide reporting by centralizing data and using delivered reporting tools such as Query
- Drilldown from General Ledger balances into subsystems for transactional details
- Has flexibility in setting up and maintaining Budgetary Controls
- Consolidates the General Ledger systems of all County departments

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. Users instructor will show users 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 user's knowledge and understanding of course content.

Module 1: Course Introduction

Module 1: Course Introduction Summary

The course introduction helps users get situated and ensures they have the necessary materials for the course. It also allows users to get an idea of the roles each INFORMS role will play in Managing the General Ledger.

This module covers the following topics:

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

The following key concepts were covered in this module:

- Overview of the General Ledger
- Integration points with other INFORMS Finance modules
- Course logistics

Module 2: Creating and Maintaining ChartFields

Lessons

This module includes the following lessons:

- Enter a ChartField Request
- Submit ChartField Request to Approver
- Approver reviews and approves

Lesson 1: ChartField Request

Lesson 1:
Overview

- Projects and related Project fields such as Project Activity are created and approved in the Project Costing module.

- When completing the ChartField Request the Description field is required to be UPPER CASE with a maximum of 30 characters.

CHARTFIELD REQUEST
Business Process

- Department requests the Chartfield (Department, Account, Fund or Grant)

- Central Finance approves the Chartfield request.

Lesson 1: ChartField Request

Lesson 1:
Introduction

ChartField Request covers the following core ChartFields:

1. Grant
2. Department
3. Fund
4. Account

Projects and related Project fields such as Project Activity are created and approved in the Project Costing module.

Lesson 1: ChartField Request

Key Terms   The following new terms are used in this lesson:
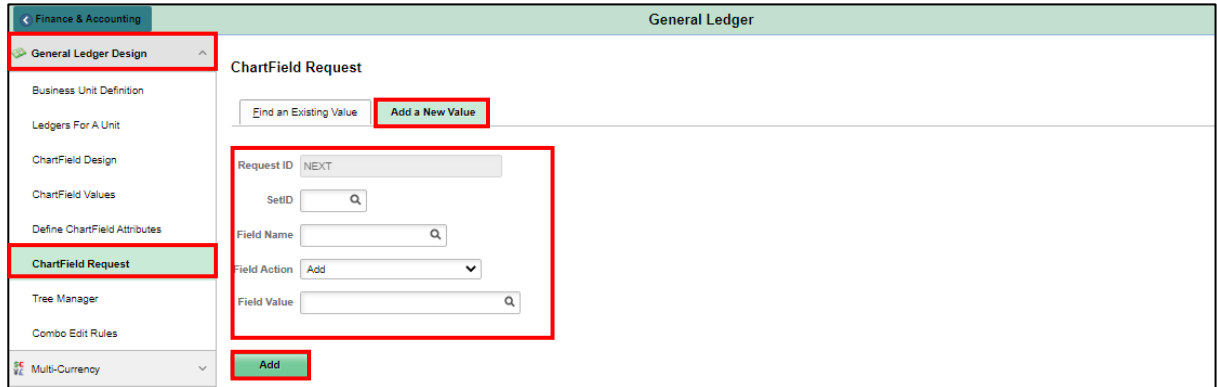
FAMIS Terminology	INFORMS Terminology
GL, GL Subsidiary, Subobject Code, Object Code	Account
Function	AFR reporting Department
Organization	Department
Fund Structure (Fund Type, Fund, Sub Fund)	Fund
Grant/ Grant detail	Grant

Lesson 1: ChartField Request

Lecture 1:
How to
Create and
Maintain
ChartField
Values

This lesson will review How to Create and Maintain ChartField Values.

1. Navigate to the **ChartField Request** page: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > General Ledger Design > ChartField Request > Add a New Value**

2. **Request ID** defaults to **NEXT**.
3. **Set ID** will default to **MDC**.
4. **Field Name** is the behind the scenes field name stored in tables.

Depending on which ChartField users are requesting, complete the value as follows:

Field Name	ChartField
ACCOUNT	Account
FUND_CODE	Fund
DEPTID	Department
OPERATING_UNIT	Grant

5. **Field Action:** Select **Add** to create or select **Update** to change an existing Value.
   - The common uses for Update are to make the ChartField value Inactive as of a certain Effective Date or change the Description.

Lesson 1: ChartField Request

Lecture 1: How to Create and Maintain ChartField Values

6. **Field Name:** This is the name of the value users enter. The Approver during his/her review can make updates. Below are the general naming rules:
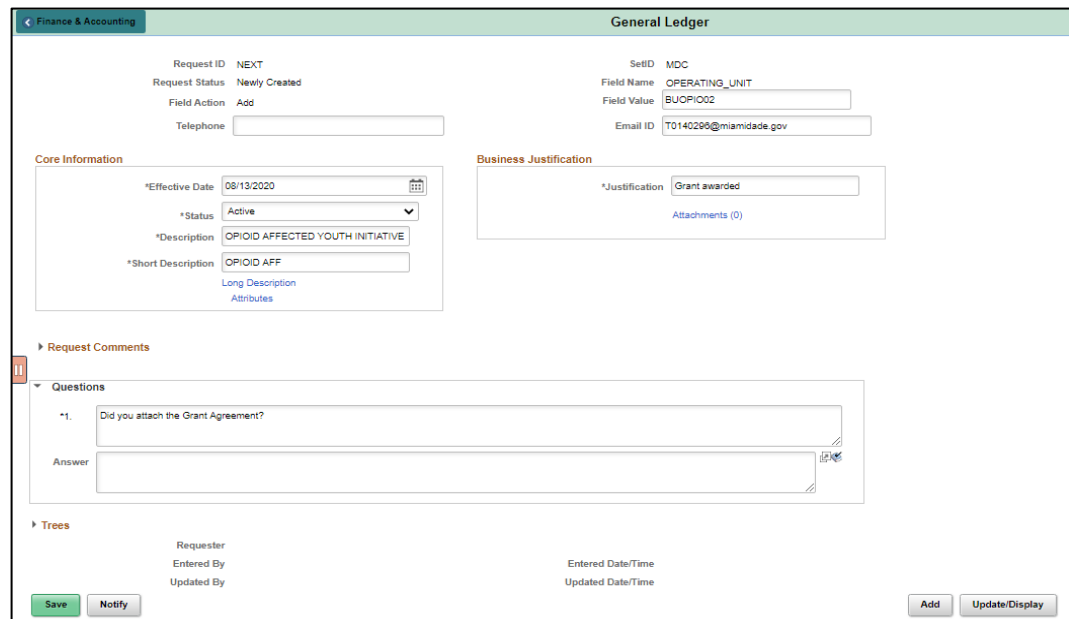
Field Name	Description	Example Value
Account	10-character field The first character represents the Account Type • Assets • Liability • Fund Balance/Retained Earnings • Revenue • Expense A typical request will probably be for a further breakdown of Revenue	Existing Values: • 4620000001 RENTS & ROYALTIES • 4620000002 RENTS & ROYALTIES TX • 4620000003 ADVERTISING ROYALTIES • 4620000004 MARKETING ROYALTIES
Fund Code	5-character field.	• The values should be based on Budget Book • One user would have to look at the last established value and add the next value
Department	10-character field. • The first 2 represent the Department • Next 2 Division • Next 2 Section • Next 2 Unit • Next 2 Subunit	The values should be set under the existing Division, Section roll-up
Grant	8-character field • The first two digits represents your Business Unit • The next 4 digits will follow the current Department naming convention The last 2 digits will be sequential based on how many CFDA's #'s are associated with the Grant	If there one CFDA or CSFA number on the Grant: • LBALAC01 • RE237501 If there is multiple CFDA numbers on the Grant: • COH81001 → CFDA 93.004 • COH81002 → CFDA 93.052 • COH81003 → CFDA 93.045

7. Select **Add**.
8. Enter **Telephone** and **Email ID.** This is an extra means for the Approver to contact the requester if needed.
9. **Core Information:** The fields available vary depending on the Field Name ChartField selected.
10. **Effective Date:** If the Accounting Date is before the Effective Date, the user will not be able to select it.

Lesson 1: ChartField Request

11. **Status: Active** to allow transactions, **Inactive** to prevent transactions.
12. **Description:** A 30-character free form field. This field displays online entries and can be shown on reports.
13. **Short Description:** A 10-character free form field. It can be used on reports, but currently, no reports have been identified to use this field.
14. **Long Description:** An optional 256-character value that can be reported on, but currently no reports have been identified to use this field.

15. **Justification:** Further explanation of why the field is being requested.
16. **Attachments:** Additional support to justify and document the need for the request. At a minimum, PDFs are allowed.
17. **Request Comments:** The ability to enter additional information.
18. **Questions:** Each ChartField will have a unique set of questions that will need to be completed. These questions will be updated periodically as needs develop.
19. **Trees:** This section may be completed by the Approver. If not, The COA Maintainer will place the value as needed on various trees.
20. Select **Save**. Notice that the Request ID is given the next available number, status is updated to Newly Created, and the Entered by and Updated by section is populated.

Lesson 1: ChartField Request

Lecture 1: How to Create and Maintain ChartField Values

21. The **Attributes** section can now be selected and updated. Each ChartField will have different Attributes.
- For Grants, select Interest Eligible.
- For Departments, select the corresponding State Function that will be used as part of the annual state of Florida AFR report.

22. Attributes must be completed, but if users try to enter before saving the request, the following message is issued. Select **OK**.

Please save the request first before continuing your action. (9080,34)
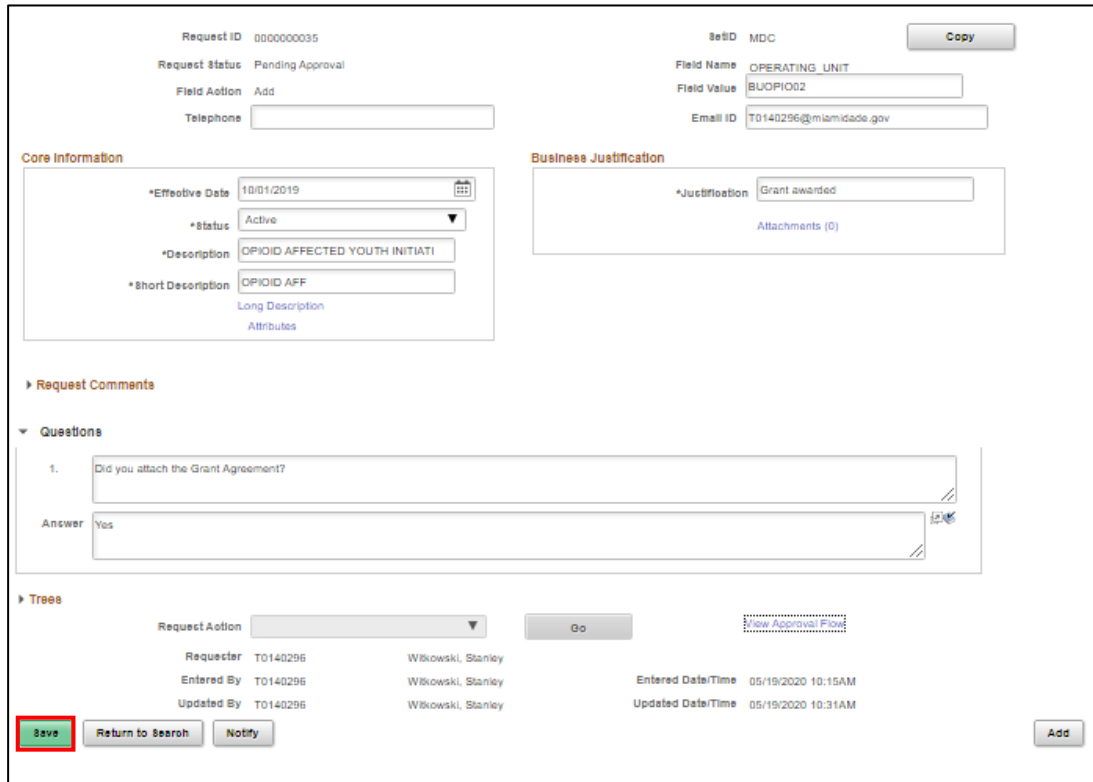
The system requires you to save the request first before you can perform your action.

OK

Lesson 1: ChartField Request

Lecture 1: How to Create and Maintain ChartField Values

23. Select **Save**.
24. The Request is ready to be submitted. On the **Request Action** drop-down, select '**Submit for Approval'** and then select **GO**. Notice that the Status is updated to **'Pending Approval'**.
25. The Requestor has completed their work.

ChartField Request Approver

The Approver will review the information and has two choices:

- **Deny** with comments, requesting additional information. The requestor gets an email indicating it was Denied and the reason. The requestor can take no action or respond with additional information and resubmit for approval.
- **Approve** becomes available based on Effective Date. The requestor gets an email indicating it was Approved.

- The ChartField Request Maintainer will need to review the value to see if it impacts combination edits, reports, etc. and update as necessary.

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 FIN301 Training Activity and Data Sheet.
	This activity will be performed individually; users must complete it on users classroom workstation using the INFORMS training environment. Users Instructor will tell users how to log into INFORMS.
	Users will perform the activity by following the FIN301 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 can transactions be used for the requested ChartField?

    _____

    _____

    _____

    _____

2. If needed, when can ChartField Attribute be added?

    _____

    _____

    _____

    _____

Lesson 1: Lesson Summary

Lesson
Summary

Now that users have completed the ChartField Request lesson, users should be able to:

- Create and Maintain ChartField Values

Module 3: Managing the General Ledger

Lessons

This module includes the following lessons:

- Journal Creation
- Processing Journal Entries

Lesson 1: Journal Creation

Lesson 1:

Overview

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

- Identify the three different methods to create a journal
- Explain how journals are created, edited, budget checked, approved, and posted before the amounts held within the lines can impact the ledger

Lesson 1: Journal Creation

Lesson 1:
Introduction

In the Create and Process Journals business process, journals are edited, budget checked, approved, and posted before the amounts held within the lines can impact the ledger.

This lesson will review the first element – the creation of a journal. The Journal Creation sub-process is one of the main functions of the General Ledger Accounting process. Journal entries can be created manually through online journal entry pages, through Excel spreadsheet upload, and imported from sub-system modules and external Department legacy systems.

There are three methods to create a journal. At a high level, they are comprised of the following elements:

Manual Online Entry:
- Enter journal data through online journal entry pages

Manual Spreadsheet Upload Entry:
- Enter data through Excel spreadsheet template (template fields replicate those found within the online journal entry pages)
- Upload Excel with journals into INFORMS

Imported Batch Journals:
- Imported from sub-modules and external systems (Department legacy systems)
- The process automatically runs to create journal entries
- Correct creation errors if required (GL_Batch_Processor)

Lesson 1: Journal Creation

Lesson 1:
Introduction

There are three main steps to the Journal Entry process:

The Department Journal Entry Processor enters the journal. After passing the edit combo and budget check, this individual submits the journal for approval.

- The Departmental Approver reviews the journal, marks for approval if there are no errors
- The Central Finance team approves as required
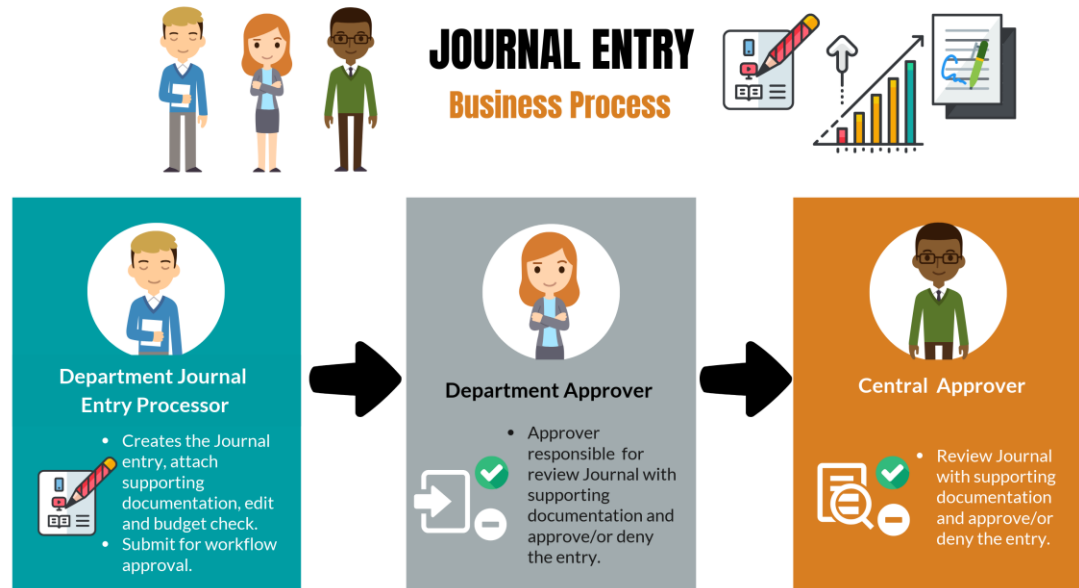
Once the journal is approved, the batch process will post the entry. The batch process runs overnight, whereas the post process can be done more frequently if needed.

Lesson 1: Journal Creation

Key Terms   The following key terms are used in this Lesson:

Term	Definition
Account	A 10-character INFORMS field replaces FAMIS Sub object, GL and Subsidiaries. The first character represents the type of account. 1 = Assets; 2 = Liabilities, 3 = Equity/Fund Balance, 4 = Revenue, 5 = Expense
Attachment	Ability to upload supporting documentation for management GL workflow approval and auditor considerations.
Balancing Lines	All Journal entries require the total Debits to equal total Credits by self-balancing ChartFields.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Credit amount	In the Amount column, enter a value with a negative sign in front of the amount.
Debit amount	In the Amount column, enter a positive value (no negative sign in front of the amount).
Department	A 10-character INFORMS field with the following structure: the first two digits represent the Department, next two the Division, the next two the Section, the next two the Sub Section, and the final two represent the Unit. This replaces FAMIS Org.
Editing	Entries must balance and pass combination edits.
Fund	Self-Balancing field with the ability to run Trial Balance. This replaces FAMIS Fund Structure, and in some, Fund Structure and Project where the need arose to create a Trial Balance.
GL Workflow Approval	Approval is gained through a workflow for management review. Journals created from submodules or external department systems are not subject to GL approval.
Grant	Self-Balancing field with the ability to run Trial Balance. This replaces FAMIS Grant Detail.
Journal	A journal is used to post accounting transactions to a ledger. There are different types of Journals. For example, there are journals in the GL system, Spreadsheet Journals, Journals from Journal Generator used to create journals from other modules like Accounts Payable and Accounts Receivable, etc.

Lesson 1: Journal Creation
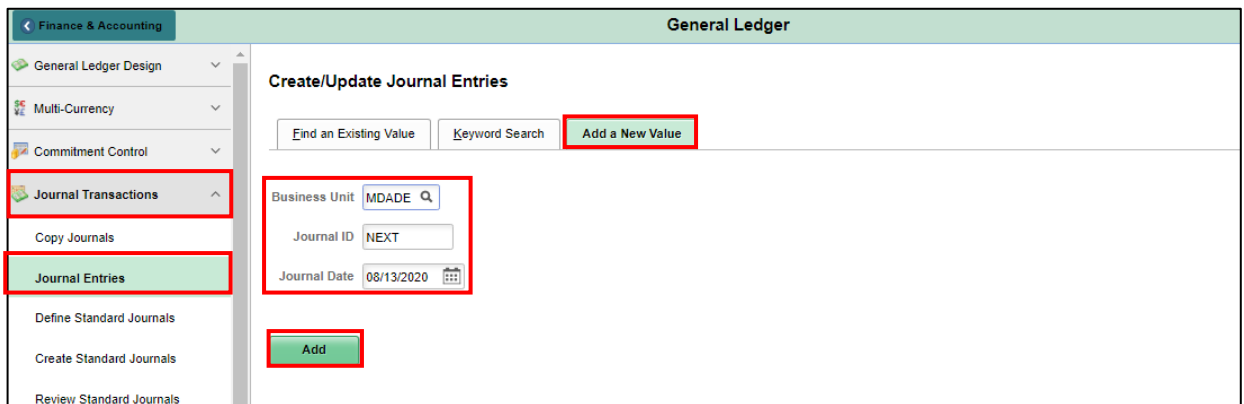
Key Terms   The following key terms are used in this Lesson:

Term	Definition
Journal Date	Journal Date identifies the date that a journal is effective (Accounting date). The Accounting Date translates to Accounting Periods where the effects of the journal will be posted.
Journal Header	The Journal Header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date), and the options that enable users to quickly set up adjusting and reversing entries.
Journal Lines	Journal lines record the monetary and statistical amounts (some Account ChartFields will be configured to record statistics), and the ChartField values associated with each transaction.
Posting	This process commits journal balances to the ledger table in a summarized manner by ChartField combination and accounting period. The ledger table is where most reporting is done. The ledger table stores core ChartFields including Project, but not Project-related ChartFields of Activity, Source, etc. That data can be reviewed in the Project Costing table.
Project Costing Business Unit; Project; Activity; Source; Analysis Type	Previously known as Project/Project Detail. This is optional on most transaction lines, but an exception is for Capital Project funds.
Self-Balancing CF	Fund and Grant must have total debits equal total credits. This allows for reporting by these ChartFields.

Lesson 1: Journal Creation

Lecture 1:
Manual
Journal
Creation
Online

1. Navigate to the **Create/Update Journal Entries** page: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries > Create/Update Journal Entries**.

2. Use the **Add a New Value** tab of the **Create/Update Journal Entries** search page to add a new journal entry.

3. The **Business Unit** field automatically populates with the default business unit.

4. The **Journal ID** defaults to NEXT. Upon saving, the Journal Entry will automatically update to the next available number.

5. The **Journal Date** is the Posting date needed. The Accounting Period must be open for the journal to post.

6. Select the **Add** button.

Lesson 1: Journal Creation

7. The Header tab displays journal header information that uniquely identifies a journal, such as Business Unit, Journal ID, and Journal Date. The Journal ID is NEXT until it saved.

8. Enter the desired information into the **Long Description** field, describing the reason for the Journal Entry.

9. The **Ledger Group** and **Source** will default based on user settings.

10. Select the **Attachments** link to attach a file with supporting documentation for user's journal entry. These files can be in the form of PDF, Excel, and.Doc.

11. The **Fiscal Year** and **Accounting Period** is translated by the Journal Date. This combination is when data will be displayed in reports once the journal is posted.

Lesson 1: Journal Creation

Lecture 1:
Manual
Journal
Creation
Online

12. Select the **Lines** tab.

13. Use the Lines page to record the transaction lines that comprise a journal.

14. The **Unit** and **Ledger** fields derive the default value from the business unit that is specified for the Header page.

15. To enter a value, the user will enter the ChartFields manually.

16. To add an additional line, users will input the desired number of lines in the **Lines to Add** field, then press the **plus sign** (**+**) button.

Lesson 1: Journal Creation
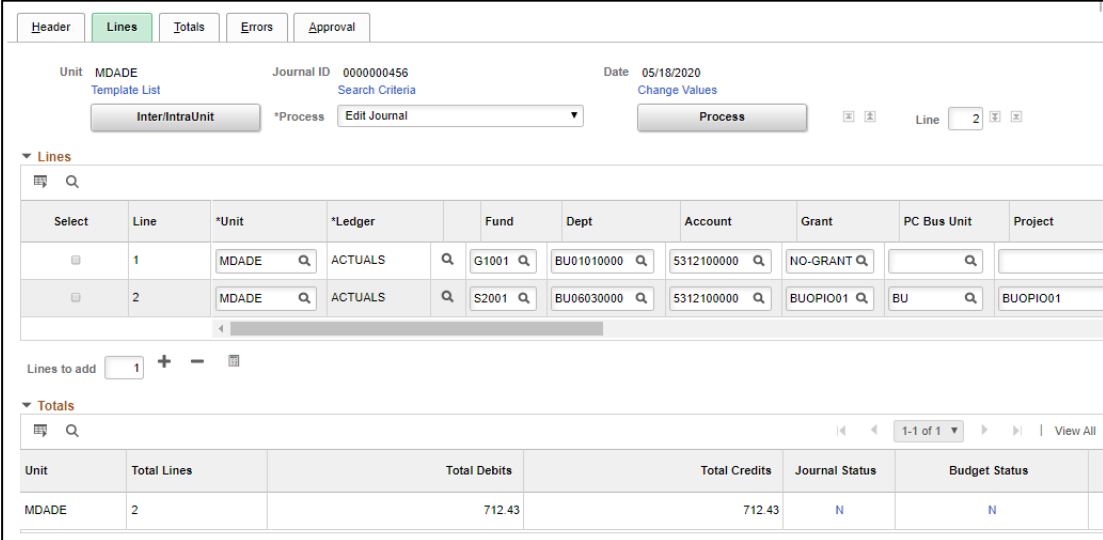
Lecture 1:
Manual
Journal
Creation
Online

17. The **Amount** field is found by scrolling to the right in the **Lines** section.

NOTE: INFORMS expects entries to be balanced, where debits and credits equal. Enter credit Amounts with a minus sign (-) in front of the number.

18. The **Journal Line Description** is a 30-character free form, it can appear in reports when querying on the Journal Lines table. INFORMS defaults the Account Description in the field, and the user can override it with a more meaningful reason.

19. Select the **Save** button. Notice the Journal ID number has been updated from NEXT to the next available number.

Select	Line	*Unit	*Ledger	Fund	Dept	Account	Grant	PC Bus Unit	Project
☐	1	MDADE	ACTUALS	G1001	BU01010000	5312100000	NO-GRANT		
☐	2	MDADE	ACTUALS	S2001	BU06030000	5312100000	BUOPIO01	BU	BUOPIO01

Lines to add 1

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDADE	2	712.43	712.43	N	N

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 FIN301 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on users classroom workstation using the INFORMS training environment. Users Instructor will tell users how to log into INFORMS.

Users will perform the activity by following the FIN301 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 1

Debrief

1. What significance is the Journal Source, which is a greyed-out field?

   _____

   _____

   _____

   _____

2. What is the minimum number of lines that a standard manual journal can contain?

   _____

   _____

   _____

   _____

3. How are credit amounts entered the Amount field?

   _____

   _____

   _____

   _____

4. If the Line Description field is not updated, what is the default provided by INFORMS?

   _____

   _____

   _____

   _____

Lesson 1: Journal Creation

Lecture 2:
Journal
Creation via
Spreadsheets

There are two files needed to use this functionality. The Excel MDC Journal Upload Spreadsheet.xlsx and JRNLMCRO_WS.xlax. These files need to be saved in the same folder on your workstation. Once saved, open the MDC Journal Upload Spreadsheet to complete the task.

The Spreadsheet Journal workbook enables end-users to enter journals offline using Microsoft Excel, and then import the journals into INFORMS General Ledger.

The spreadsheet upload functionality supports regular journal creation.

1. **Define / Edit Setup Requirements:** Requirements to be configured as part of the initial set up by the Technical team. There is a required data entry file and an Excel Add-In file.
2. **Select Journal Sheets New Sheet**: Once the Spreadsheet template is downloaded, users will create a new journal sheet from the Control tab.
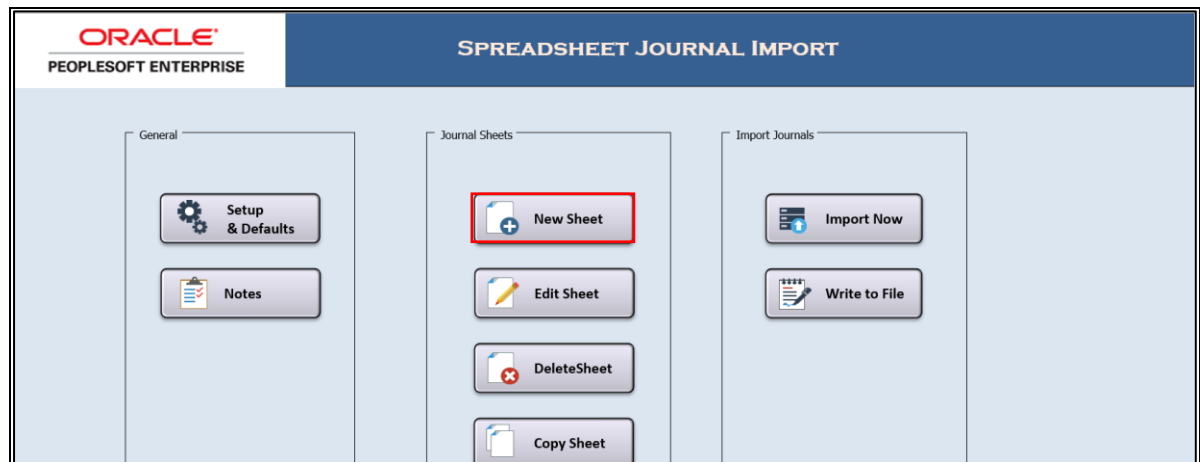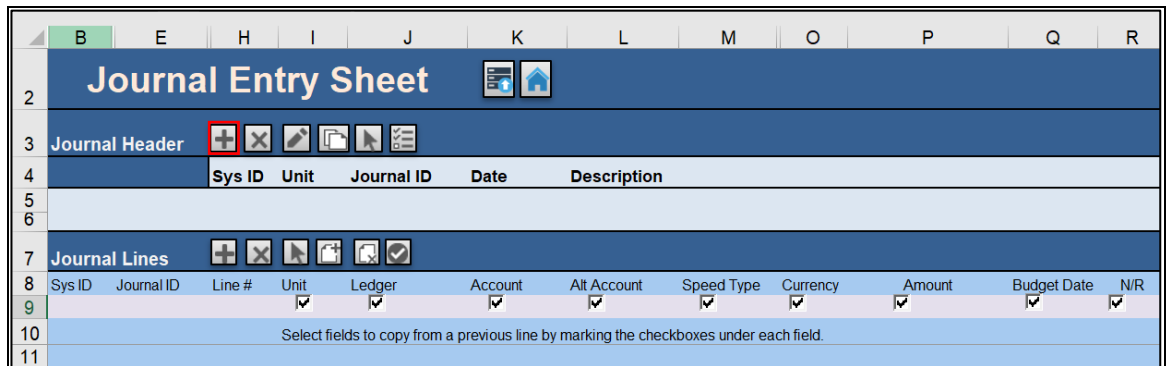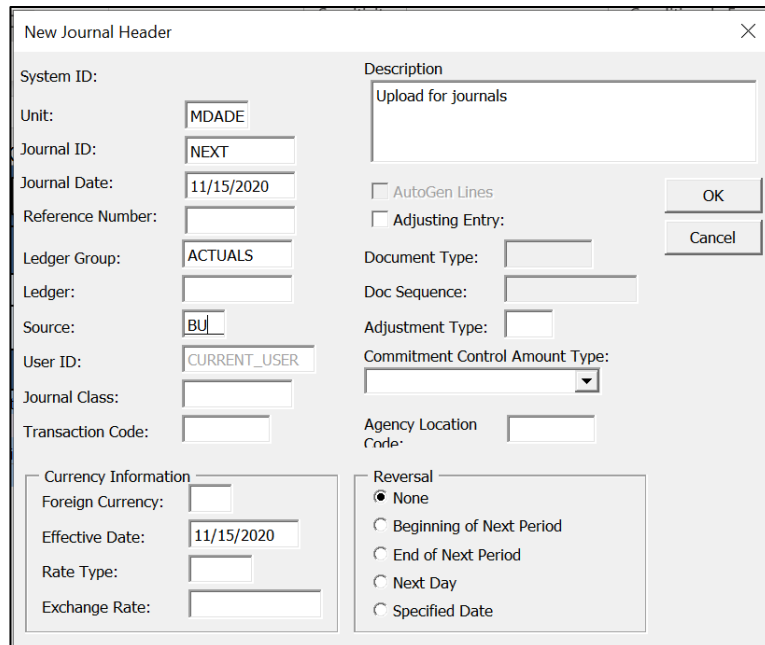
3. The following box will appear. Insert name in the space provided.
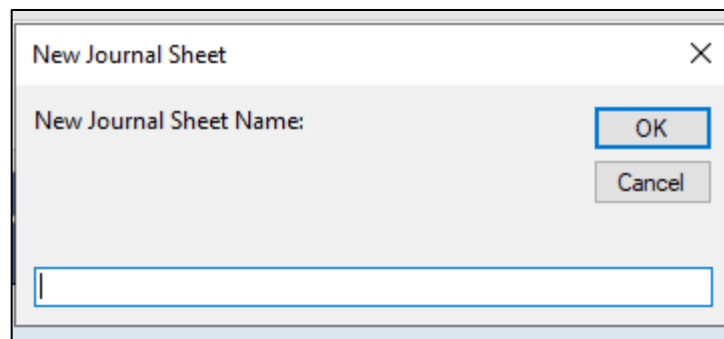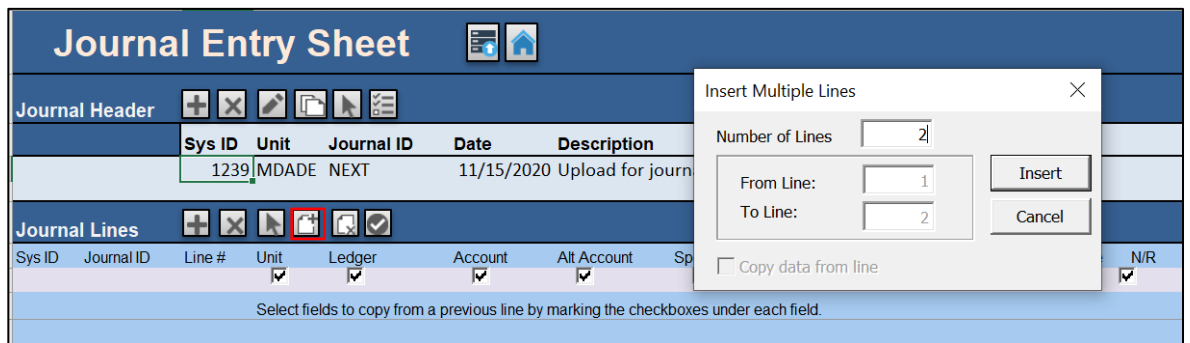
Lesson 1: Journal Creation

Lecture 2:
Journal
Creation via
Spreadsheets

4. **Create Journal Header:** As with online manual journal entry, users will input data within the appropriate fields within the spreadsheet template.
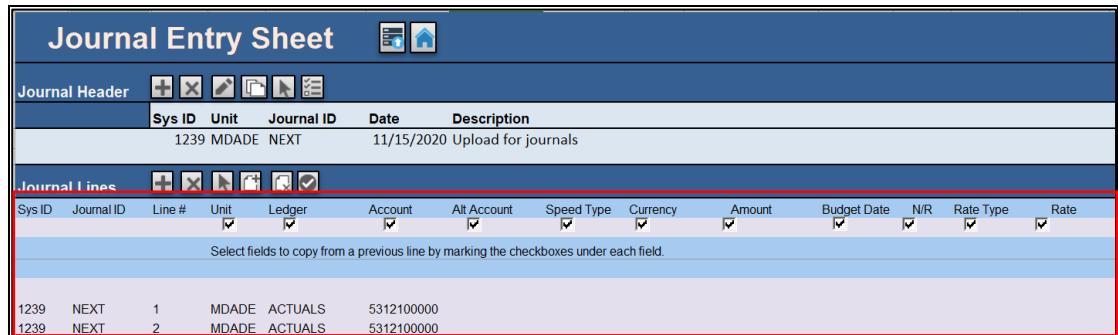
5. Select **OK**.
6. Insert on the **Lines** for 2 lines, select **Insert**.

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Lesson 1: Journal Creation

Lecture 2:
Journal
Creation via
Spreadsheets

7. **Create Journal Lines:** Users will enter data into the same journal line fields as in online manual journal entry.

8. Select the **Home** button.

9. **Import Journal(s) Using Write to File:** Select the **Write to File** option to save the Journal Sheet(s) to the user's hard drive. Note where the 'File Name' File Directory and file point to:

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Lesson 1: Journal Creation

Lecture 2:
Journal
Creation via
Spreadsheets

10. Run the **INFORMS Journal Import Request**: Once the file is created from the Spreadsheet Journal template, attach to the run control page below and run the process to create Journal in INFORMS GL.

Navigate to the **Spreadsheet Journal Import** page: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger** > **Journal Transactions** > **Spreadsheet Journals > Add A New Value**
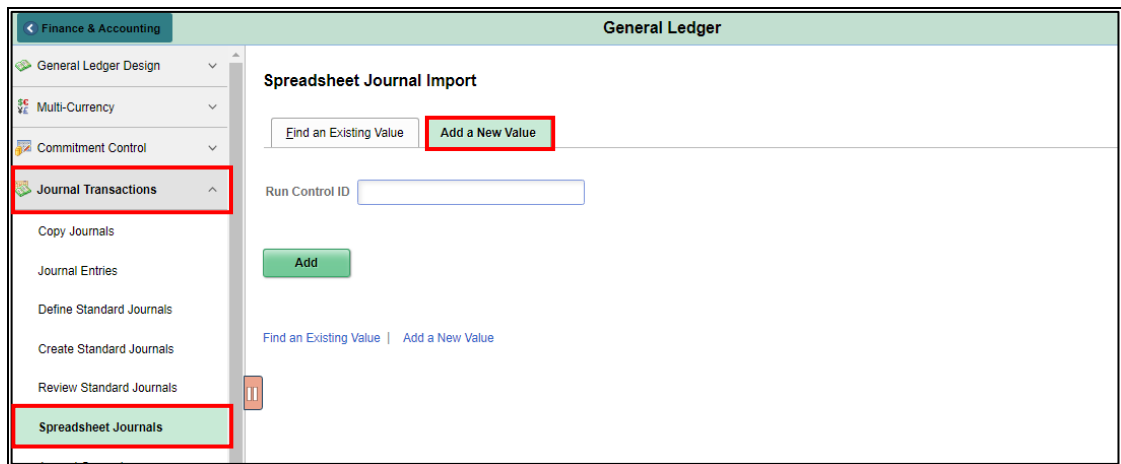
11. Attach the text file, locating it and selecting **Upload**
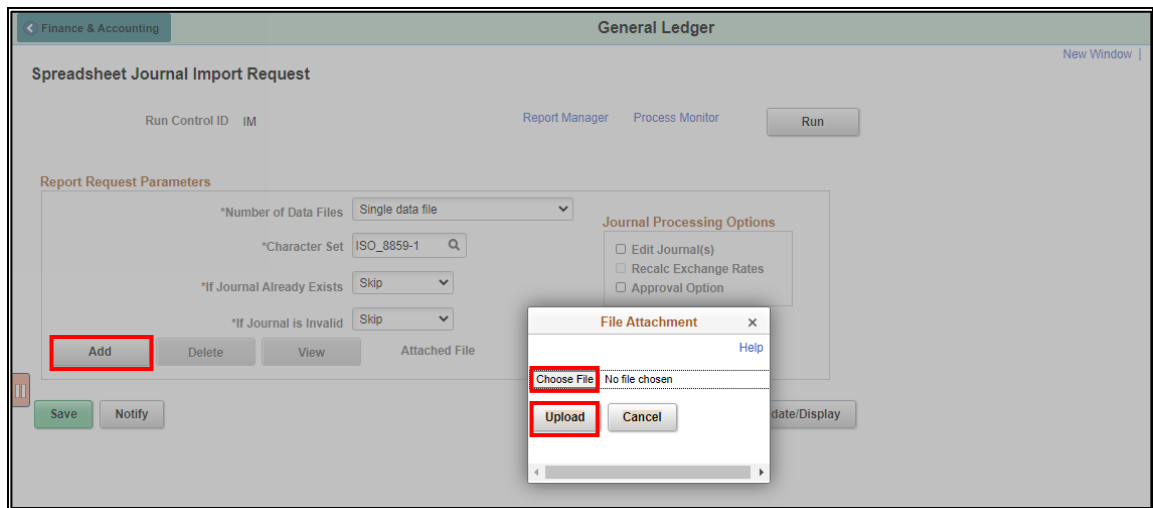
Lesson 1: Journal Creation

12. Under Journal Processing Options, Select **Edit Journal,** and then **Run**.

13. Under the Process List, select the Description **Journal Import with Edit.** Then, select **OK**.

14. Select the **Process Monitor hyperlink** to see that the job finished with **Run Status: Success** and **Distribution Status: Posted**. Select the **Details** hyperlink.

Lesson 1: Journal Creation

15. Select the **View Log Trace** hyperlink.

16. Open the .**LOG file**.

Lesson 1: Journal Creation

Lecture 2:
Journal
Creation via
Spreadsheets

17. The **.LOG file** shows the results of the Journal ID number or any error messages.

```
Spreadsheet Journal Import (GL_EXCL_JRNL)

2020-10-23   16.47.16.000000
----------------------------------------
Processing file JRNL1_WS.txt ...
Staging completed ...

1241 (MDADE, 0000001309, 2020-10-23) -, Transfer costs between funds -- Imported
```

18. Users can now go into the online INFORMS page to view the Journal.

19. Below are some common examples of error messages (.LOG files) due to excel files with errors, which will not create a Journal. The excel spreadsheet must be edited and re-uploaded to create the Journal.

Journal ID entered with a value other than NEXT

```
Spreadsheet Journal Import (GL_EXCL_JRNL)

2020-05-18   13.36.26.000000
----------------------------------------
Processing file JRNL1_WS.txt ...
Staging completed ...

1238 (MDADE, MYOWNJIDNB, Journal Line No.: 0, 2020-05-18) -, Upload for journals -- Errored : User T0140296 must use NEXT journal ID.
```

Invalid ChartField value

```
Spreadsheet Journal Import (GL_EXCL_JRNL)

2020-05-18   13.39.57.000000
----------------------------------------
Processing file JRNL1_WS.txt ...
Staging completed ...

1238 (MDADE, NEXT, Journal Line No.: 1, 2020-05-18) -, Upload for journals -- Errored : Invalid Account value 531210000.
```

Lesson 1: Training Activity 3

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

Instructions   Please refer to Activity 3 on the FIN301 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on users classroom workstation using the INFORMS training environment. Users Instructor will tell users how to log into INFORMS.

Users will determine how to perform the activity by following the FIN301 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 2

Debrief

1. When creating the spreadsheet Header, if the user updates the Journal ID from NEXT to something else, what happens when the file is uploaded into INFORMS?

   _____

   _____

   _____

   _____

2. In Excel, what is the option chosen to write the spreadsheet file to the user's hard drive?

   _____

   _____

   _____

   _____

Lesson 1: Journal Creation

Lecture 3:
Batch
Journal
Creation

Once transactions are approved and committed in INFORMS sub-modules, a batch process is automatically run to create the appropriate accounting entries. Although users may run this journal generator process manually (steps to be discussed in sub-module courses), the process usually occurs automatically at standardized times. It is important to note that corrections to sub-module transactions should be made in the sub-module of origin.

Additionally, journals will be created from transactions originating in external systems (e.g. Department legacy systems). As with journal creation from sub-module transactions, the process to create the appropriate accounting entries and journals from external system transactions will be run automatically.

The processes for the sub-module and external import of batch journals are summarized in the following process flow.

JOURNAL ENTRY
Business Process

Department Journal Entry Processor
- Creates the Journal entry, attach supporting documentation, edit and budget check.
- Submit for workflow approval.

Department Approver
- Approver responsible for review Journal with supporting documentation and approve/or deny the entry.

Central Approver
- Review Journal with supporting documentation and approve/or deny the entry.
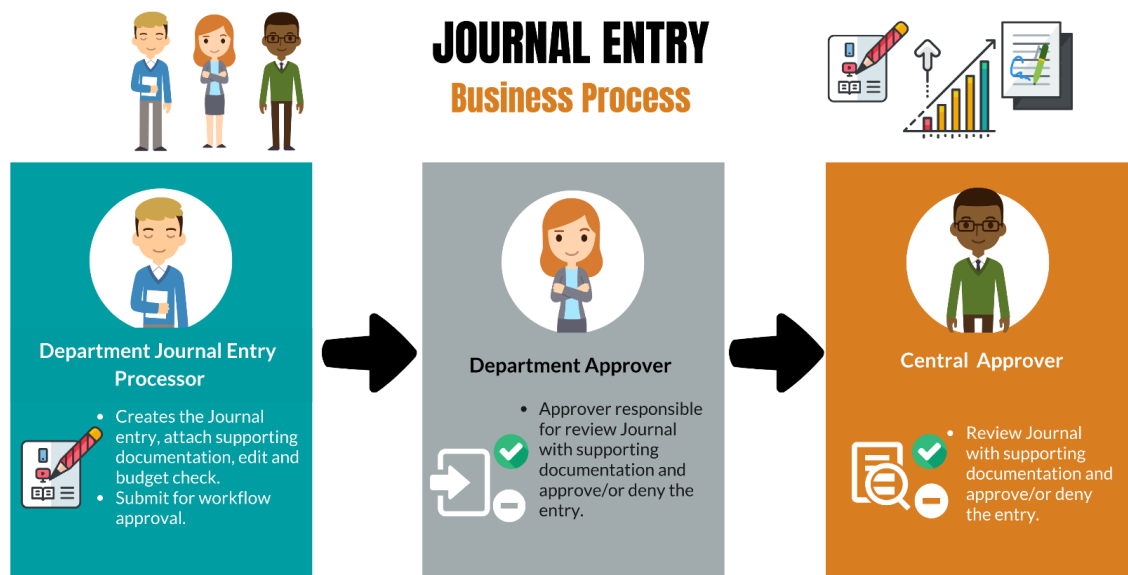
Lesson 1: Lesson Summary

Lesson Summary

Now that users have completed the Journal Creation lesson, users should be able to:

- Recognize the three journal creation methods.
- Explain from where batch journals are generated.

Lesson 2: Processing Journal Entries

Lesson 2:
Overview

This lesson will review many additional actions required to process journal entries following the "create journal" step. At the conclusion of this lesson, users will be able to:

- Edit Journals
- Review and approve Journals
- Delete Journals
- Post Journals
- Copy Journals

Lesson 2: Processing Journal Entries

Key Terms

The following key terms are used in this Lesson:
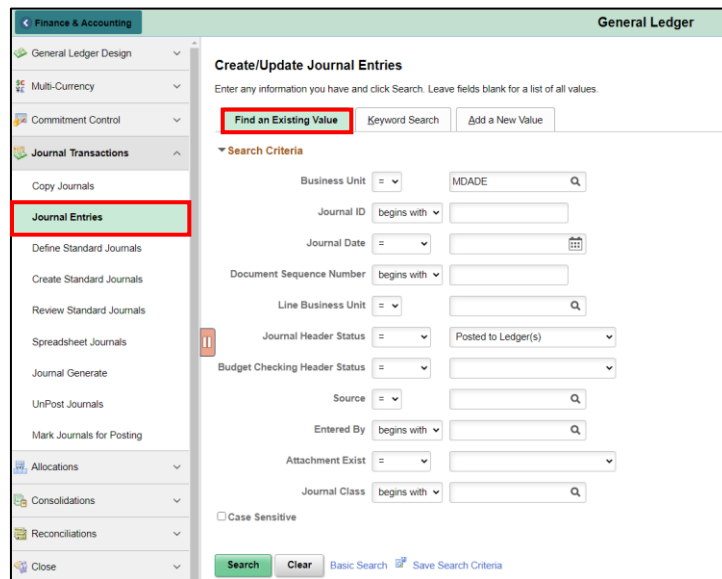
Term	Definition
Approval	Approval occurs through a workflow for management review.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Deleting	A journal can be deleted until it has been posted. The reason for deletion is typical because the journal was created in error. Journals from the submodule cannot be deleted.
Editing	Entries must balance and pass combination edits.
Journal	A journal is used to record and post accounting transactions to a ledger. There are three different types of Journals: online, spreadsheet upload, and batch (from sub-modules and external department systems).
Journal Date	Journal Date identifies the date that a journal is effective (Accounting Date). The Accounting Date translates to Accounting Periods where the effects of the journal will be posted.
Journal Header	The Journal Header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date), and the options that enable users to quickly set up adjusting and reversing entries.
Journal Lines	Journal lines record the monetary and statistical amounts (some Account ChartFields will be configured to record statistics), and the ChartField values associated with each transaction.
Posting	This process commits journal balances to the ledger table in a summarized manner by ChartField combination and accounting period. The ledger table is where most reporting is done. The ledger table stores core ChartFields including Project, but not Project-related ChartFields of Activity, Source, etc. That data can be reviewed in the Project Costing table.

Lesson 2: Processing Journal Entries

Lecture 1:
Editing
Journals

Users can edit journals that have not yet been posted. Journal Header and Journal Line information can be altered if needed. Additionally, this lesson includes identifying and resolving combo edit rule errors, as well as Budget Exceptions.

1. Navigate to the **Create/Update Journal Entries** page: **Main Menu > Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries > Find an Existing Value**

2. The query for the desired journal entry by using one or more of the following Search Criteria fields: **Business Unit**, **Journal ID**, **Journal Date**, **Journal Header Status**, **Budget Checking Header Status**, **Source**, **Entered By: Attachment Exist**.
3. Once adequate criteria are entered select **Search.** Then, find and select the appropriate journal under **Search Results**. Users can view the **Journal Header Status** and **Budget Checking Header Status** in the search results.

4. After the journal to be edited is selected, users will correct the required information within the **Header** or **Lines** tab (Note: If the journal has been posted, users will be unable to edit the journal).

Lesson 2: Processing Journal Entries
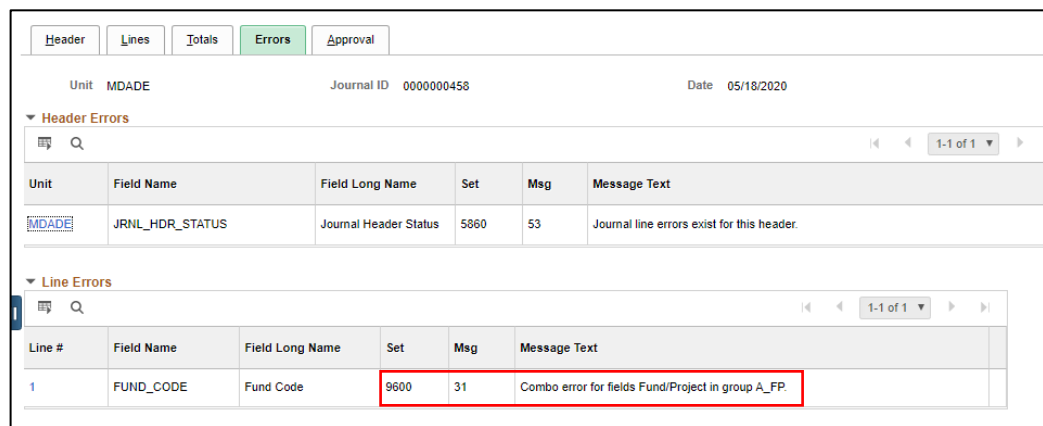
Lecture 1: Editing Journals

5. Common reasons for editing journals include the resolution of combo edit errors and/or budget check errors.

6. In the event a combo edit rule has been violated, users will receive an **X** in the Error field within the **Lines** field.

7. For further information regarding the error, select the **Errors** tab. In order to resolve, users should correct the invalid value(s).

   - A list of valid combinations can be found by navigating to: **Main Menu > Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Review Combination Selector Tal Data** and searching for the **Group** that was violated, which can be identified in the **Errors** tab (see screenshot below).
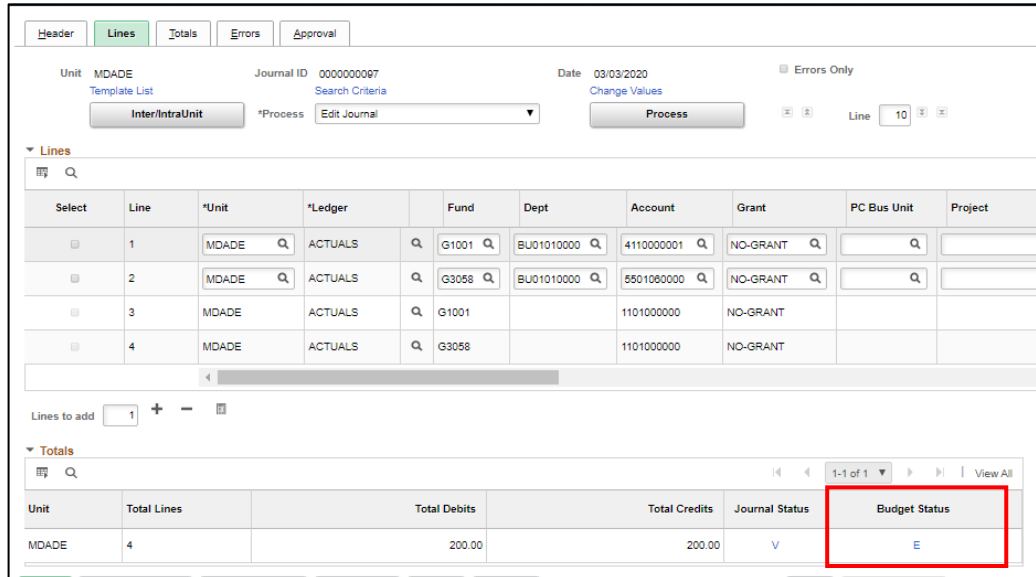
Lesson 2: Processing Journal Entries

**Lecture 1:
Editing
Journals**

8. Another common error that users will encounter will be Budget Check errors/violations. In the event a journal line produces an error when undergoing a budget check, the **Budget Status** field will reflect a value of '**E**'.

9. To inquire further on the error, select the '**E**' value, which will take users to the **GL Journal Exceptions** page. When a budget error is encountered, the user should doublecheck to ensure the correct ChartField values were used. If incorrect CharetField values were used, the Department's budget staff should be contacted to assist in correcting the issue. More details about common budget errors will be shown in the Advanced General Ledger Topics module.

Lesson 2: Processing Journal Entries

Lecture 1:
Editing
Journals

10. Once all errors have been resolved and the journal edit is complete, the **Process** drop-down value should be changed to **Submit Journal**. Then, select the **Process** button.
Workflow does not apply to journals created from sub-modules or Department's external systems.

Lesson 2: Processing Journal Entries

Lecture 2:
Journal
Review and
Approval

Once journals have been created and submitted, they must be reviewed and approved by the appropriate channels before being posted. All department manual and spreadsheet journals require final department review/audit before approval is applied by authorized staff in the Accounting Unit.
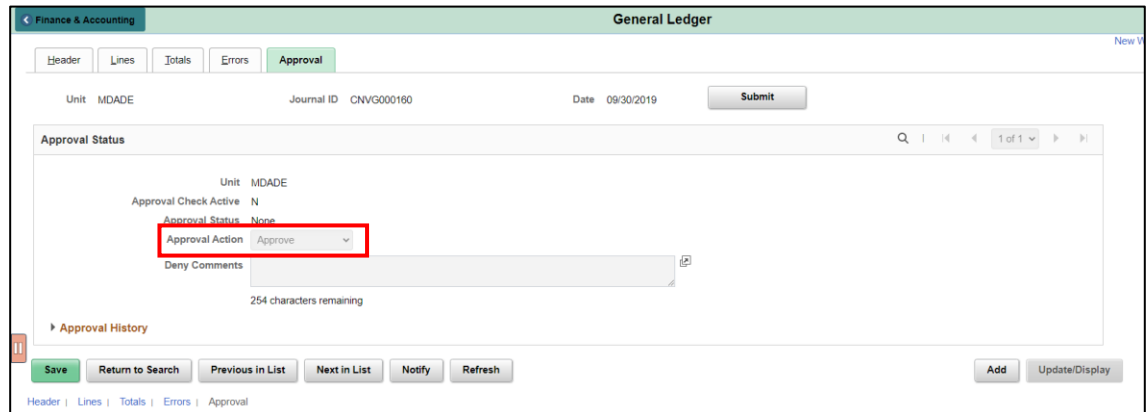
The Journal Approval process is listed below:

- Department approval
- Central Finance approval as required

Lesson 2: Processing Journal Entries

Lecture 2:
Journal
Review
and
Approval

1. The user can track where in the Approval process the journal is at. Once the last Approver completes the entry, it can then be posted.
2. If the Approver chooses to Deny the entry, the Approver will indicate the reason for Denial. An email notification is sent to the submitter to fix or delete the Journal entry. Once updates are made, the journal would be resubmitted.
3. Journal creators can then review the status of their journal by navigating to the **Approval** tab.

Lesson 2: Processing Journal Entries

Lecture 3: Deleting Journals

In order to delete a journal, the journal cannot be in Journal Status of 'P' or **Posted**. The steps to delete a journal are detailed below.

1. To delete a journal, navigate to the **Create/Update Journal Entries** page: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries > Find an Existing Value** and enter the required information to search for the journal of interest.

2. **NOTE:** Once a journal is deleted, it cannot be undone. If the Accounting Period is going to close and it is determined that the entry will not be posted in the current month, first copy the journal to the new month, then delete the existing journal. Copying Journals is discussed later in the Copy a Journal lecture.
3. Once the journal is selected, users will choose **Delete Journal** from the **Process** drop-down and then select the **Process** button.

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Lesson 2: Processing Journal Entries

Lecture 3:
Deleting
Journals

4. After selecting the **Process**, users will be prompted to confirm the deletion. Once deleted this cannot be undone.
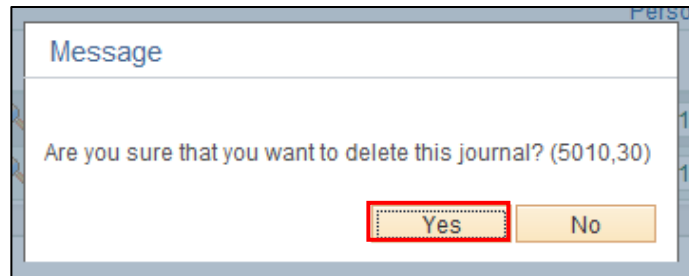
5. After selecting **Yes** in the pop-up box displayed above, the confirmation below will appear. After selecting **OK**, the process is complete.
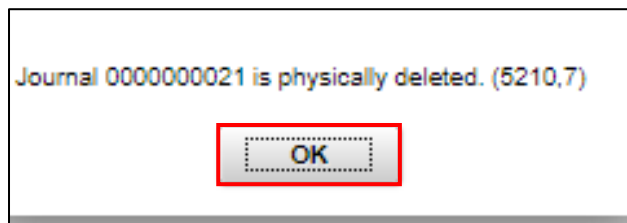
Lesson 2: Processing Journal Entries

Lecture 4: Posting Journals

The posting journals process will be run in a nightly batch process. However, certain central batch users will have the ability to run a batch post during the day if needed.

- This can be either run manually or in a nightly batch process, the latter being the most common method.

Lesson 2: Processing Journal Entries
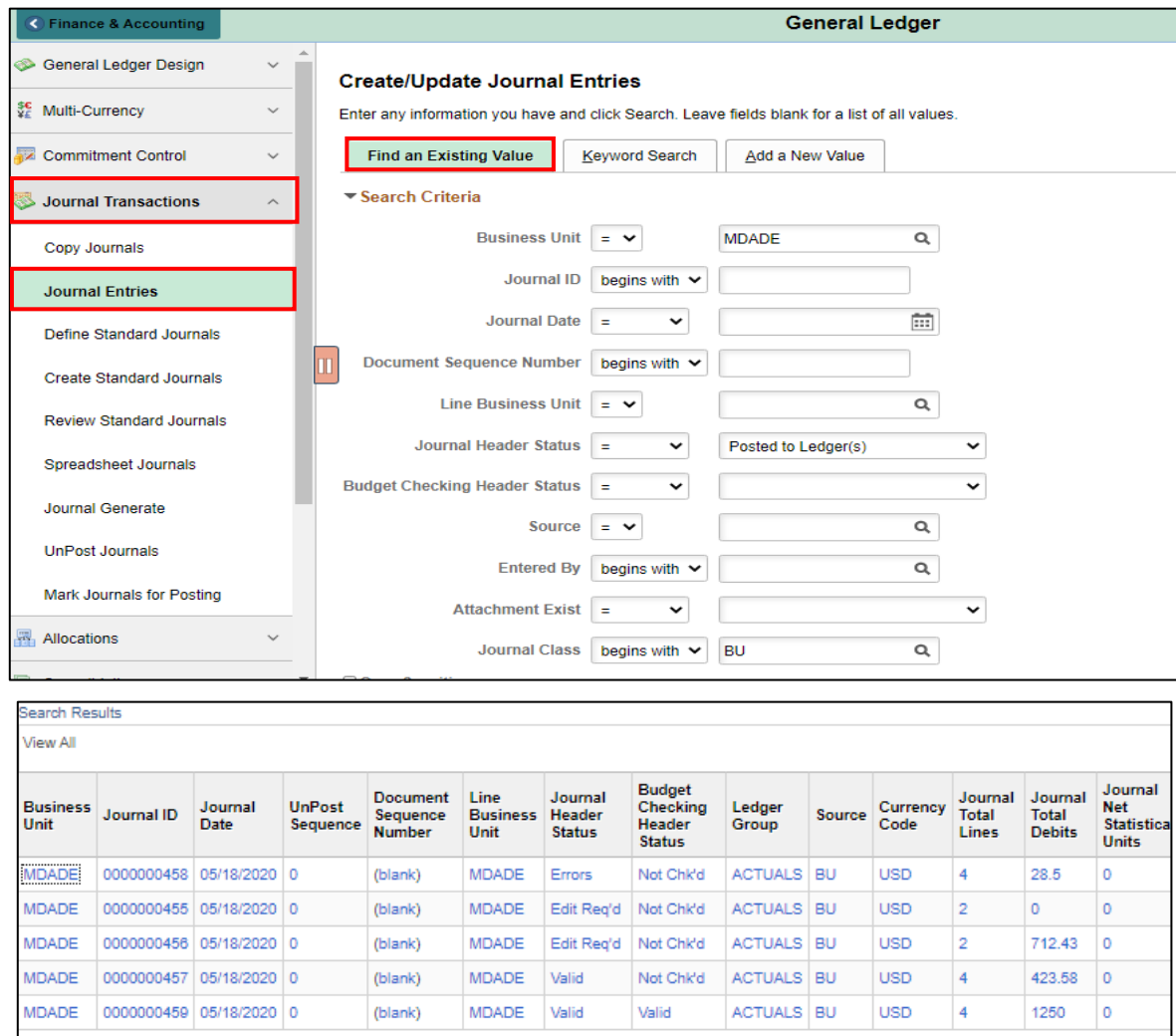
Lecture 5: Copying Journals

Throughout the month (possibly weekly) departments should monitor journals by reviewing journals not posted to the ledger that have a Journal Source or Journal Class of their Department.

Specifically, Departments would look for Journals with a **Journal Status** of **Not Valid** or **Budget Status** of **Not Valid**.

This can be done by looking at the online page.

1. Navigate to the **Create/Update Journal Entries** page: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries > Find an Existing Value**

2. Fix the errors on journals that have not been posted.
3. If it is determined that a journal cannot be posted by the end of the month, it will need to be deleted. If the journal has several lines, it may be easier to first copy the journal and delete the original journal. The purpose of this lecture is to demonstrate how to Copy a Journal.

Lesson 2: Processing Journal Entries
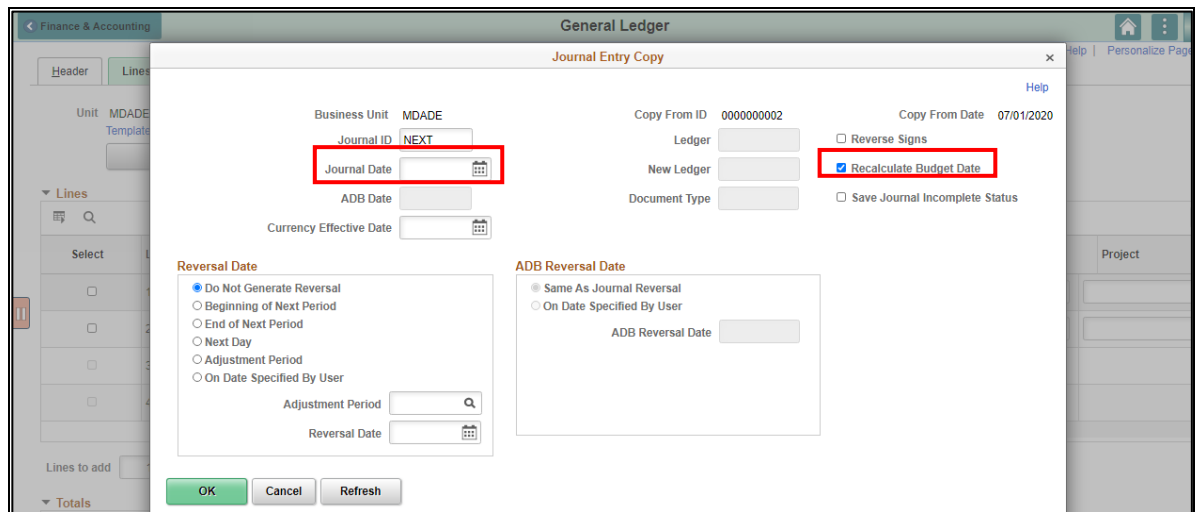
Lecture 5:
Copying
Journals

4. Open the selected journal and go to the **Lines** tab.
5. Update the **Process** drop-down to **Copy Journal** and select the **Process** button.

6. Update the **Journal Date** to the next month and check the **Recalculate Budget Date**.

Lesson 2: Processing Journal Entries

Lecture 5: Copying Journals

7. This will create a new journal in the following month with a new Journal ID number.

8. Go back into the original Journal and delete. Previous instructions for deletion are in lecture 3 of this lesson.

Lesson 2: Training Activity 4

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

Instructions   Please refer to Activity 4 on the FIN301 Training Activity and Data Sheet. Users must use
                   either the journal ID number from Activity 2 or 3.

                   This activity will be performed individually; users must complete it on users classroom
                   workstation using the INFORMS training environment. Users Instructor will tell users
                   how to log into INFORMS.

                   Users will perform the activity by following the FIN301 Training Activity and Data Sheet
                   and by using the training materials as reference tools.

                   Instructor(s) are available if users have questions.

Lesson 2: Training Exercise 1

Debrief

1. Before submitting the journal for approval, what status must the Journal Status and Budget Status have?

_____

_____

_____

_____

2. During the editing process, what occurs if the user left the Grant ChartField blank?

_____

_____

_____

_____

Lesson 2: Lesson Summary

Lesson
Summary

Now that users have completed the Processing Journal Entries lesson, users should be able to:

- Edit Journals
- Review and approve Journals
- Delete Journals
- Post Journals
- Copy Journals

Module 4: Advanced General Ledger Topics

Lesson 1:
Overview

This module includes the following lesson:

- Combination editing

Lesson 1: Combination Editing

Lesson 1:
Overview

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

- Explain the purpose of combination editing

Lesson 1: Combination Editing

Lesson 1:
Introduction

This lesson will overview combination editing, explaining what combination edit rules are, how to request and define additional rules, how to review existing combination edit rules, and how to correct resulting errors.

Combination edit rules prevent erroneous combinations of ChartField values from being entered in INFORMS. Combo Edits validate accounting strings before processing and return errors for invalid combinations. Combo edits will apply to multiple ChartFields and require that a certain value be entered for one ChartField once a value for a separate ChartField is entered; otherwise, an error message will be generated.

The County has determined to use following combination edit rules:

1. All transactions require a valid Account, Fund, Department, and Grant. The Grant CF requires the value of NO-GRANT if a real Grant does not exist.
2. Capital Funds require a valid Project.
3. Purchase Orders can only use an Expense account.

The remainder of this lesson will provide a high-level overview of the process for requesting and creating additional combination edit rules, as well as how to review and resolve errors resulting from existing combination edit rules.

Lesson 1: Combination Editing

Lesson 1:
Introduction

Combination Edit rules should be routed through the department-specific **Department Chart of Accounts (CoA) Processor**, who will then work with the **Central COA Maintainer** to incorporate updates.

Since Chart of Accounts maintenance will be a highly centralized role handled by a limited number of users, this lesson will not go into detail regarding the creation of new combination edit rules and/ or templates.

Lesson 1: Combination Editing

Key Terms   The following key terms are used in this Lesson:

Term	Definition
Combination Edits/ Combination Editing	Combination edits prevent errors in the combination of ChartFields values in INFORMS. They validate the accounting string prior to processing and return errors for invalid combinations.

Lesson 1: Combination Editing

Lecture 1: Combination Editing

Combination edit rules are defined by each department. Users can view combination edit rules by Department/Business Unit by navigating to the **Review Combination Data** page displayed below.

Navigate through the Navbar: **Main Menu > Finance / Supply Chain (FSCM) > Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Review Combo Selector Tbl Data**

Follow the navigation above to arrive at the page to review Combination Data. The screenshot below shows the Navigator.

Lesson 1: Combination Editing

Lecture 1: Combination Editing

Enter Search parameters. Parameters of note:

- **Group** (Required) – refers to the process group for which the combination edit rule is tied
- **ChartField Values** – users can further refine output by specifying specific ChartFields.
- In this example, we see that for the Range of Funds CO001 to CO999, we require any Project value. The % sign represents any valid value.

Review Combination Selector Table Data

*SetID	*Group	Rule	As of Date	Business Unit	
MDC	A_FP				Search

Max Rows	Fund Code	Project
25		

☐ View Chartfield Tree Effdt

Query Results:

1 to 3 of 3

Combination Data

1-3 of 3

Rule	Seq	Fund Code From	Fund Code To	Project ID From	Project ID To
A_FP	1	CB001	CB999	%	%
A_FP	1	CI001	CI999	%	%
A_FP	1	CO001	CO999	%	%

Notify

Lesson 1: Combination Editing

Lecture 1:
Combination
Editing

When creating a transaction, if a combination edit rule is violated an error message will be displayed. An example of such an error message is displayed below.

If a user is unable to resolve the error by editing the ChartField values, the **Review Combination Selector Data Table** page should be referred to for a list of acceptable combinations.

Lesson 1: Combination Editing

Lesson
Summary

Now that users have completed the lesson, users should be able to:

- Explain combination editing rules
- Determine when a combination edit rule is violated

Module 5: General Ledger Reporting

Lessons   This module includes the following lesson:

- Processing financial statements and reports

Lesson 1: Processing Financial Statements and Reports

Lesson 1:
Overview

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

- Access the Ledger Inquiry page
- Access the Budget Overview page

Lesson 1: Processing Financial Statements and Reports

Data sharing across functional areas, such as finance, payroll, procurement, budget, and human resources will be possible. Countywide reporting will be timely, accurate, and efficient. Specifically, in GL, Countywide reporting will be streamlined and improved overall by centralizing data and using delivered reporting tools such as BI Publisher and Query.

Key areas of change about reporting within the General Ledger include:
- Integrated Operating Budgets for control and reporting
- Financial Reporting supporting the Comprehensive Annual Financial Report (CAFR) and department management reporting

The remainder of this lesson will cover several reports that serve important functions within GL for reporting and reconciliation purposes.

In previous modules, many of the related processes included steps for producing and analyzing reports run out of the General Ledger.

This lesson will review two of those referenced reports, as well as inquiry pages:
1. **Budget Overview**– shows the remaining budget available balance.

2. **Ledger Inquiry** – allows users to drill down to the original transaction(s).

The **GL Reporter** role is required to have access to run and distribute reports.

Below are additional reports in the queue that are currently being tested and validated:
- Revenues and Expenditures by grant/ department/ fund
- Summary of transactions by month
- A similar inquiry capability for the Project ledger that provides life-to-date
- Budget, Actual, Encumbrances, and Remaining Balances for Revenues and Expenditures Reports
- Trial Balance Reports
- Income Statement
- Ability to generate a budget to actual variance report for current and prior years
- All Years Revenues and Expenditures by Fund Type / Fund / Sub fund / Dep.

Lesson 1: Processing Financial Statements and Reports

Key Terms   The following key terms are used in this Lesson:
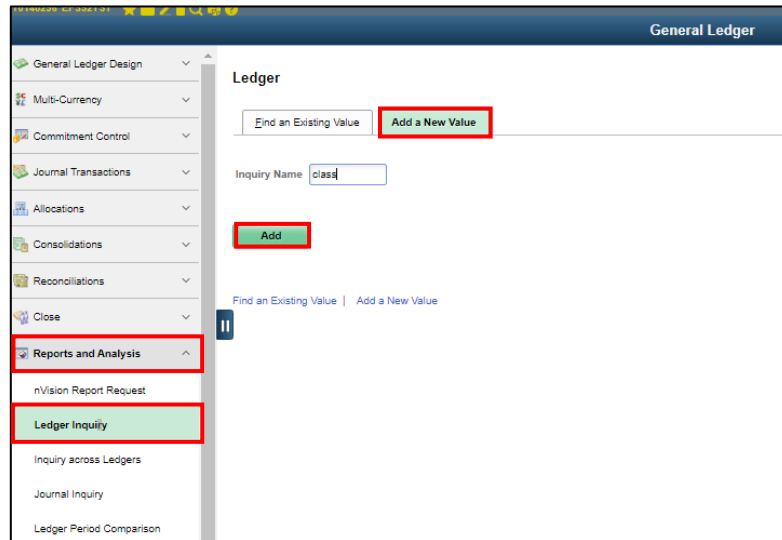
Term	Definition
Budget Overview	Shows the remaining budget available balance for the annual Appropriation ledger
Ledger Inquiry	Displays details of ledger balances including journal ID.

Lesson 1: Processing Financial Statements and Reports
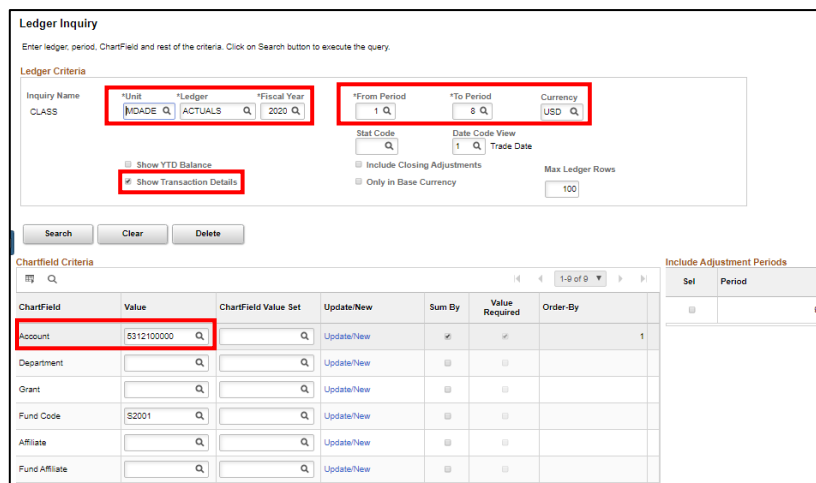
Lecture 1: The Ledger Inquiry

The **Ledger inquiry** provides the capability to drill down to the original transaction(s).

1. Navigate to the **Ledger** page: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Reports and Analysis > Ledger Inquiry > Add**
2. If starting a new inquiry, select the **Add a New Value** tab and enter an **Inquiry Name**.
3. Select **Add**.

4. **Unit:** Enter **MDADE**
5. **Ledger:** Enter **ACTUALS**
6. **Fiscal Year:** Enter **2020**
7. **From Period:** Enter **1** and **To Period:** Enter **12**
8. **Currency:** Enter USD
9. **Show Transaction Detail:** Select checkbox
10. To limit what is returned, enter a value on the **Account** field such as **5312100000** and **Fund** field **S2001**.
11. Select **Search**.

Lesson 1: Processing Financial Statements and Reports

Lecture 1:
The Ledger
Inquiry

12. Drill down to the document by selecting on hyperlinks.

Lesson 1: Processing Financial Statements and Reports

Lecture 2: The Budget Overview

From the **Budget Overview** page, users can view the remaining available budget.

1. Navigate to the **Budget Overview** page: **Main Menu > Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Budget Overview**

2. If starting a new inquiry, select the Add **a New Value** tab and enter an **Inquiry Name**.
3. **Business Unit:** Enter **MDADE**
4. **Ledger Group:** Enter **A_APPROP**
5. **Budget Period:** Enter **2020**
6. **Department:** Enter **BU00000000**
7. **Fund:** Enter **S2001**
8. Select **Search**.

Lesson 1: Processing Financial Statements and Reports

Lecture 2:
The
Budget
Overview

9. Users can see the remaining balance overall or by annual Budget Accountability roll-up.

10. Users can select any hyperlink to see documents that make up the total. In this case the Voucher ID from Accounts Payable, the related Voucher number, and the amount.

Lesson 1: Processing Financial Statements and Reports

The purpose of the Transaction Summary query is to provide a list of transaction that have been posted for ChartField combination for a given period of time. The contents include the ChartFields along with their description and the document source. The user will be able to determine if the transaction was created in the General Ledger or was created from a sub module. If the transaction line was created from the sub module, the sub module document number is provided to allow the user to find more detailed information.

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

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 **query name**.
4. Select **Search**.

Lesson 1: Processing Financial Statements and Reports

Lecture 3:
Transaction
Summary

Schedule Query

Run Control ID   trans_sum   Report Manager   Process Monitor   [Run]

Query Name | MD_GLR222_TRANSACTION_BY_MON | [Search]

*Description | [   ]

[Save]   [Add]   [Update/Display]

5. Select the **hyperlink**.

Scheduled Query Search Page

Help

*Query Type: Queries ▼

Query: MD_GLR222_TRANSACTION_BY_MON   [Search]

Query

|⚏ ⚲| |◄ ◄ 1-1 of 1 ▼ ► ►| | View All|

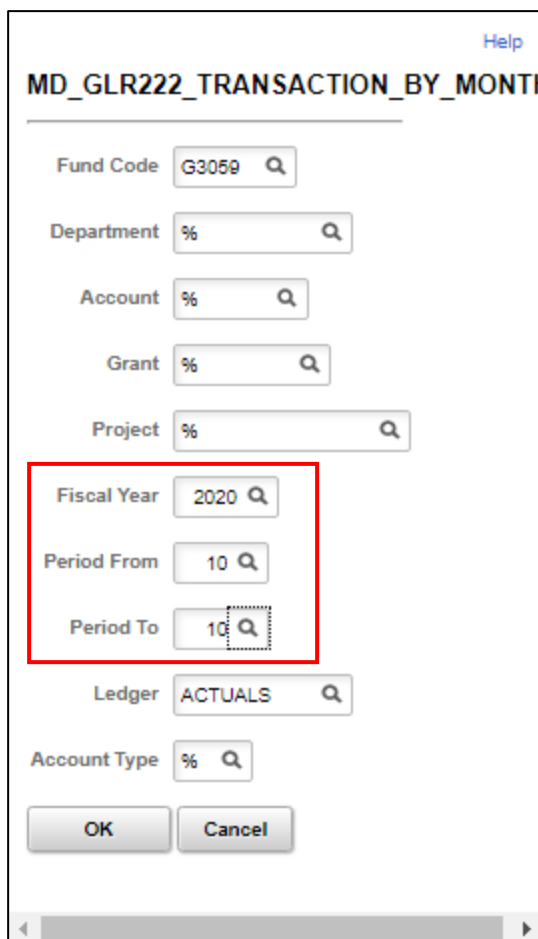| MD_GLR222_TRANSACTION_BY_MONTH | Transaction Summary | Public |

[Return]

6. Enter criteria to limit results returned. At a minimum enter Fiscal Year and Accounting Period from and Accounting Period To. The '%' means bring back all values for that field. The Ledger defaults to ACTUALS, will be used 98% of the time.
7. Select **OK**.

Lesson 1: Processing Financial Statements and Reports

Lecture 3:
Transaction
Summary

- Verify the input parameters. The next time when using the same Run Control ID, select **Update Parameters** to make changes.

8. Select **Run.**

Lesson 1: Processing Financial Statements and Reports

Lecture 3:
Transaction
Summary

9. Update and verify the **Output Format** desired. Select **OK**.

Lesson 1: Processing Financial Statements and Reports

Lecture 3:
Transaction
Summary

10. Select **Report Manager**.
11. Match the Process Instance number from the previous step, the **Refresh** button may need to be selected.

12. After matching the Process Instance number, click on the **Report** hyperlink.

13. Click on the **report ID** hyperlink.
14. If this message is received, select **No**.
- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lesson 1: Processing Financial Statements and Reports

Lecture 3:
Transaction
Summary

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   46037   Process Instance   197905   Message Log

Name   PSQUERY   Process Type   Application Engine

Run Status   Success

Transaction Summary

Distribution Details

Distribution Node   BALANCED   Expiration Date   09/21/2020

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_197905.stdout	289	09/14/2020 4:24:11.455512PM EDT
MD_GLR222_TRANSACTION_BY_MONTH-197905.xlsx	4,437	09/14/2020 4:24:11.455512PM EDT

Distribute To

Distribution ID Type	•Distribution ID
User	MD_GL_DPT_REPORTER

Lesson 1: Processing Financial Statements and Reports

The report is very long, shown below are two screen shots to display all columns.

Transaction Summary	34											
Fund Code = G3059												
Department = %												
Account = %												
Grant = %												
Project = %												
Fiscal Year = 2020												
Period From = 10												
Period To = 10												
Ledger = ACTUALS												
Account Type = %												
Fiscal Year	Module Journal Date	GL Posted Date	GL Business Unit	Journal ID	Journal Line	Accounting Definition Name	Source	Class	Fund Type Attribute	Fund Attribute	Fund Code	Fund Description
2020	7/2/2020	8/5/2020	MDADE	AP00000823	2	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/2/2020	8/5/2020	MDADE	AP00000823	4	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/6/2020	7/29/2020	MDADE	0000000759	3		BU	GF		GF030	G3059	FINANCE OPERATION
2020	7/6/2020	7/29/2020	MDADE	0000000759	4		BU	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	9/5/2020	MDADE	AP00000819	1	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000819	1	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000819	2	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000819	2	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000824	3	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000824	3	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000824	6	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000824	6	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/17/2020	8/5/2020	MDADE	AP00000820	1	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/17/2020	8/5/2020	MDADE	AP00000820	2	APDEFN	AP	GF		GF030	G3059	FINANCE OPERATION
2020	7/23/2020	7/23/2020	MDADE	0000000741	1		BU	GF		GF030	G3059	FINANCE OPERATION
2020	7/23/2020	7/23/2020	MDADE	0000000741	2		BU	GF		GF030	G3059	FINANCE OPERATION
2020	7/23/2020	7/23/2020	MDADE	0000000741	3		BU	GF		GF030	G3059	FINANCE OPERATION
2020	7/23/2020	7/23/2020	MDADE	0000000741	4		BU	GF		GF030	G3059	FINANCE OPERATION
2020	7/23/2020	7/23/2020	MDADE	0000000741	5		BU	GF		GF030	G3059	FINANCE OPERATION

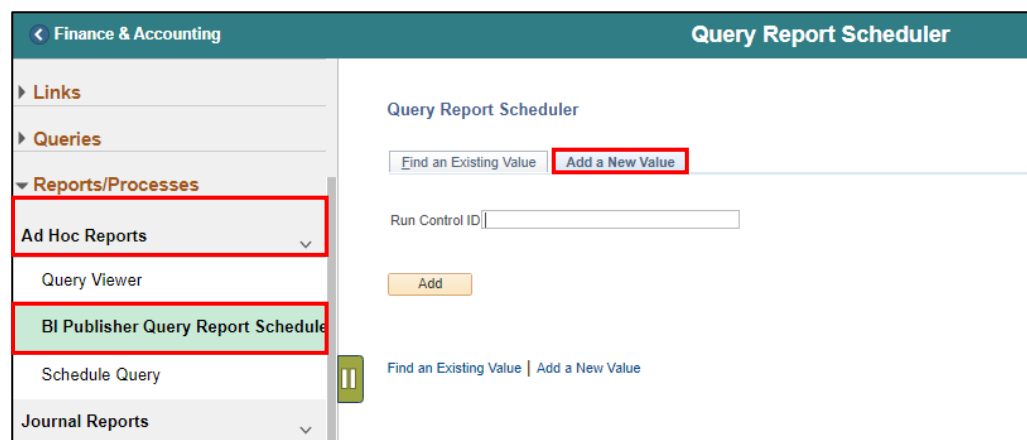| Department	Department Description	Grant	Grant Description	Project	Project Description	Account	Account Description	Module Business Unit	Module Document ID	Amount
JS		NO-GRANT	NO GRANT			1101000000	EQUITY IN POOLED CASH	FN	00000095	-120.000
FN01020000	HUMAN RESOURCES	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000095	120.000
FN02040500	ACCOUNTS PAYABLE WORKFLC	NO-GRANT	NO GRANT			4490000001	OTHER CHARGES FOR SERVICES			-4100.000
FN02040500	ACCOUNTS PAYABLE WORKFLC	NO-GRANT	NO GRANT			2202000001	EXPENSES ACCRUAL			4100.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000096	-150.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000097	-10000.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			5320210000	EDUCATIONAL MATERIALS	FN	00000096	150.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			5320210000	EDUCATIONAL MATERIALS	FN	00000097	10000.000
JS		NO-GRANT	NO GRANT			1101000000	EQUITY IN POOLED CASH	FN	00000096	-150.000
JS		NO-GRANT	NO GRANT			1101000000	EQUITY IN POOLED CASH	FN	00000097	-10000.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000097	10000.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000096	150.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000098	-8100.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			5492160000	MISC MEDICAL SUPPLIES	FN	00000098	8100.000
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			5310120000	TELEPHONE-SUNCOM			17.440
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			5310180000	OTHER COMMUNICATION CHARGES			3987.660
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			5316130000	SHIPPING CHARGES			6233.180
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			5316140000	OUTSIDE MAILING SERVICES			2087.190
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			2202000001	EXPENSES ACCRUAL			-12325.470

Lesson 1: Processing Financial Statements and Reports

Lecture 4: Trial Balance Report

The Trial Balance reports allows the user to see, among other things, the cash position of the Fund or Grant ChartField. The report is available for a given month and fiscal year.

One key difference in the output from FAMIS is that in INFORMS, the detailed Revenue and Expenditure accounts will be displayed.

The report can be run for a Fund or Grant value.

1. Navigate to the **Query Report Scheduler** page: **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.

Lecture 4:
Trial
Balance
Report

3. Enter the **Report Name**.

4. After entering value, select the **magnifying glass**.
5. Complete required information **Fiscal Year** and **Accounting Period**. ChartFields 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: Processing Financial Statements and Reports

7. Select **Run**.
- 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 the **Output Format** desired, it is preferred to use Excel or XLS to be able to filter the report.
9. Select **OK**.

10. Note the **Process Instance number**. Select the **Report Manager** hyperlink.
11. Match the Process Instance number from the previous step, the **Refresh** button may need to be selected.

Lesson 1: Processing Financial Statements and Reports

Lecture 4:
Trial
Balance
Report

Query Report Scheduler

Run Control ID md_glr26   Report Manager Process Monitor   Run

Language English   Process Instance:198243

Report Definition

Data Source Type Query ▼

Report Name MD_GLR246 🔍   Trial Balance Report

Template ID MD_GLR246_1 🔍   Trial Balance Template
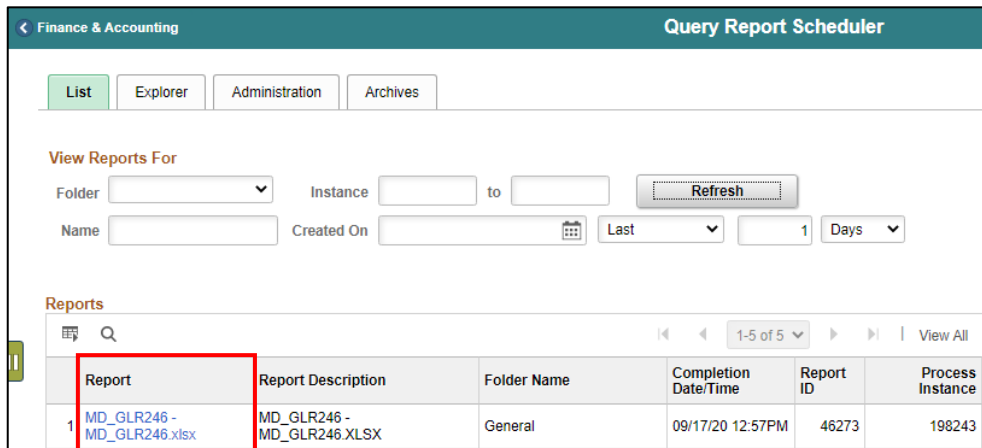
Template As Of Date ▦   Channel

Update Parameters

Query Parameters

Prompt Name	Prompt Value
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	10
FUND_CODE	G3059
OPERATING_UNIT	
ACCOUNT	
LEDGER	ACTUALS

Go to BIP Report Search

12. After matching the Process Instance number, click on the **Report Manager hyperlink**.

‹ Finance & Accounting   **Query Report Scheduler**

| List | Explorer | Administration | Archives |

View Reports For

Folder ▼   Instance [   ] to [   ]   Refresh

Name [   ]   Created On [   ] ▦   Last ▼   1   Days ▼

Reports

1-5 of 5 ▼   View All

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	MD_GLR246 - MD_GLR246.xlsx	MD_GLR246 - MD_GLR246.XLSX	General	09/17/20 12:57PM	46273	198243

13. Click on the **Report ID** hyperlink.
14. If this message below is received, select **No**.
- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lesson 1: Processing Financial Statements and Reports

Lecture 4:
Trial
Balance
Report

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	46273	Process Instance	198243	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

MD_GLR246 - MD_GLR246.xlsx

Distribution Details

Distribution Node   BALANCED   Expiration Date 09/24/2020

File List

Name	File Size (bytes)	Datetime Created
MD_GLR246.xlsx	9,016	09/17/2020 12:57:45.837653PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	MD_GL_DPT_REPORTER
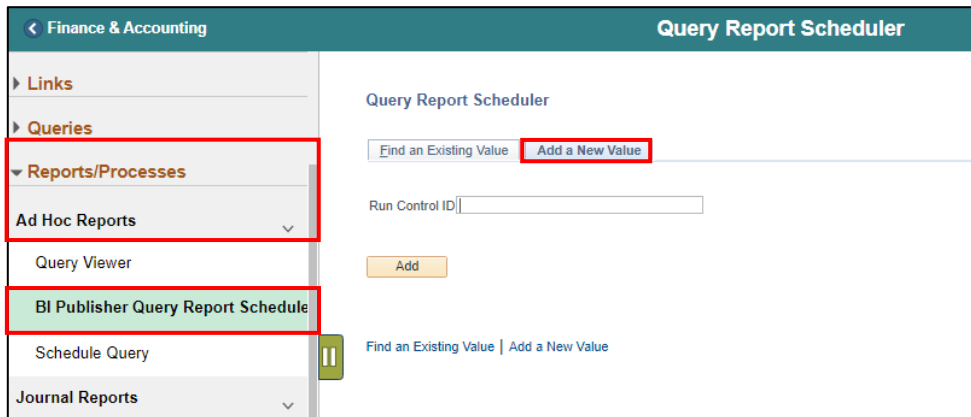
Miami Dade County
Report Name: Trial Balance

Run Dat July 28, 2020
Run Tim 11:54:33 AM

Run Parameters
Fiscal Year: 2020
Accounting Period: 10
Fund: G3059
Grant:
Account:
Ledger: ACTUALS

Fiscal Year	Fund Type	Fund	Fund	Fund Description	Grant	Grant Description	Account	Account	Account Description	Beginning	Net Activity	Ending
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN2001	For GL Balances Conversion	Asset	110000000	EQUITY IN POOLED CASH	-10.00	0.00	-10.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN2001	For GL Balances Conversion	Asset	113000000	ACCRUED INTEREST RECEIVABLE	10.00	0.00	10.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN2001	For GL Balances Conversion	Liability	220000000	VOUCHERS PAYABLE	10.00	0.00	10.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN2001	For GL Balances Conversion	Liability	228000000	ACCRUED EXPENSES	-10.00	0.00	-10.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Asset	110000000	EQUITY IN POOLED CASH	5,696,066.42	0.00	5,696,066.42
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Asset	104000000	PETTY CASH	52,000.00	0.00	52,000.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Asset	110000000	PURCHASING CARD	55,000.00	0.00	55,000.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Asset	111000000	CONTRA P CARD ACCOUNT	-55,000.00	0.00	-55,000.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Asset	112000000	EMPLOYEE RECOGNITION CASH	600.00	0.00	600.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Asset	126000000	DUE FROM OTHER FUNDS	59,222.00	0.00	59,222.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Asset	131000000	ACCOUNTS RECEIVABLE	361.80	0.00	361.80
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Liability	220000000	VOUCHERS PAYABLE	-513,494.58	0.00	-513,494.58
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Liability	222000000	ACCTS PAY & OTHER LIAB	-11,951.91	0.00	-11,951.91
2020	GF	GF030	G3059	FINANCE OPERATIONS	NO-GRANT	NO GRANT	Liability	232000000	EXPENSES ACCRUAL	0.00	-12,533.88	-12,533.88

Lesson 1: Processing Financial Statements and Reports
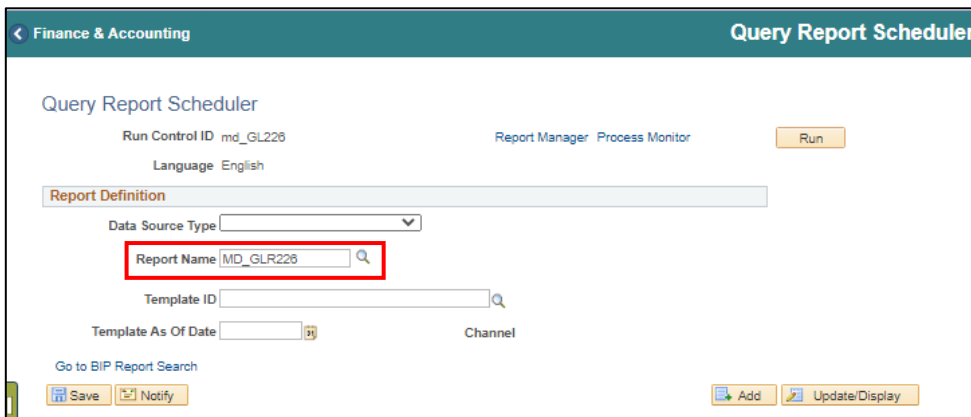
Lecture 5: Project LTD Revenue and Expenditures

The Projects LTD revenue and Expenditures shows details by ChartField combination for all Project related fields. It shows the results of transactions through multiyear project life. The report can be run by project to see all transactions or limited by a combination of ChartFields.

1. Navigate to the **Query Report Scheduler** page: **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.**

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-   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**.

Lesson 1: Processing Financial Statements and Reports

Lecture 5: Project LTD Revenue and Expenditures

4. After entering 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**.

7. Select **Run**.
- If the same Run Control is used in the future, to change the input Query Parameters, select 'Update Parameters' and repeat previous steps.

Lesson 1: Processing Financial Statements and Reports

8. Select the **Output Format** desired, it is preferred to use Excel or XLS to be able to filter the report.
9. Select **OK**.

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

11. Match the Process Instance number from the previous step, the **Refresh** button may need to be selected.

Lesson 1: Processing Financial Statements and Reports

12. After matching the Process Instance number, click on the **Report hyperlink**.

13. If this message below is received, select **No**.
- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lesson 1: Processing Financial Statements and Reports

Lecture 5:
Project LTD
Revenue and
Expenditures

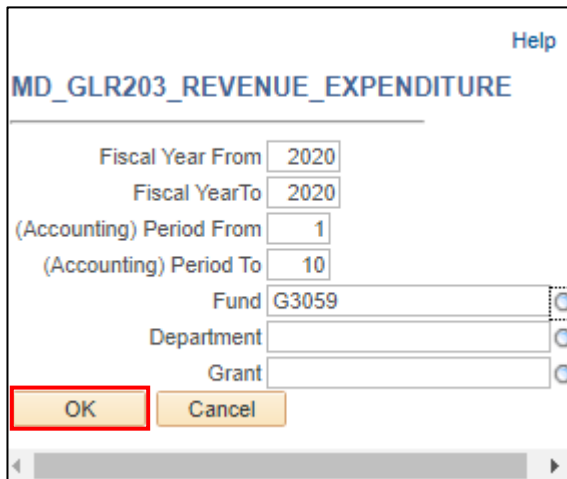## Lesson 1: Processing Financial Statements and Reports

Lecture 6: Revenue Expense by Fund Department Grant Budget to Actual

These are the various custom reports that include Budget information, the highlighted row is how to run this report. The list of all reports is shown for easier comparison to run the report based on needs.

Report Description	Comments
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.
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.
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.
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.
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: Processing Financial Statements and Reports

Lecture 6:
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 the **Query Report Scheduler** page: **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**.

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- 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**.

Lesson 1: Processing Financial Statements and Reports

Lecture 6:
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: Processing Financial Statements and Reports

Lecture 6:
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 **Report Manager Hyperlink**.

Lesson 1: Processing Financial Statements and Reports

Lecture 6:
Revenue
Expense by
Fund
Department
Grant
Budget to
Actual

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. If the message in the screenshot below is received, select **No**.
- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lesson 1: Processing Financial Statements and Reports

Lecture 6:
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

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

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

Lesson 1: Processing Financial Statements and Reports

Lecture 7: Budget to Actual Expense and Encumbrances Remaining Amount

These are the various custom reports that include Budget information, the highlighted row is how to run this report. The list of all reports is shown for easier comparison to run the report based on needs.
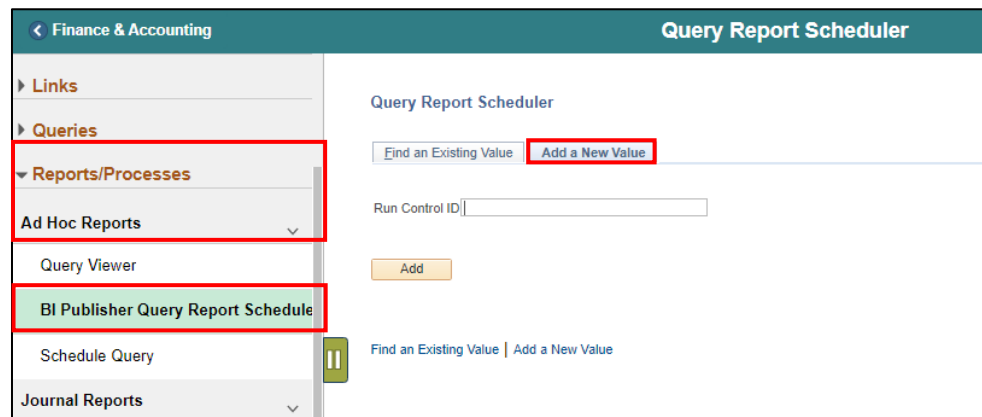
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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.
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.
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.
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.
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: Processing Financial Statements and Reports

Lecture 7: 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 the **Query Report Scheduler** page: **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**.

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-   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**.

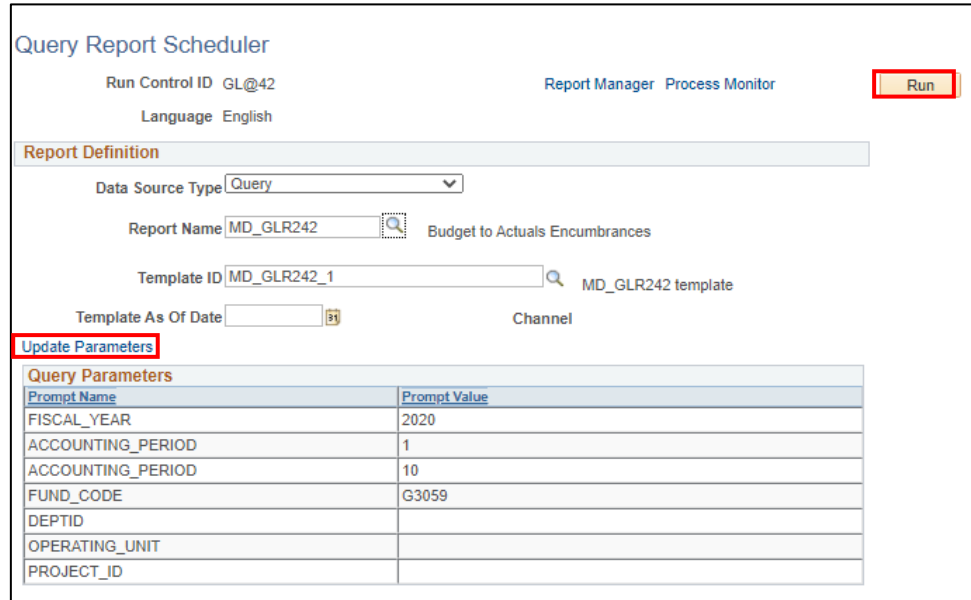## Lesson 1: Processing Financial Statements and Reports

Lecture 7:
Budget to
Actual Expense
and
Encumbrances
Remaining
Amount

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: Processing Financial Statements and Reports

Lecture 7:
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**.

Query Report Scheduler

Run Control ID	GL@42
Language	English

Report Manager   Process Monitor   Run

Report Definition

Data Source Type Query

Report Name MD_GLR242   Budget to Actuals Encumbrances
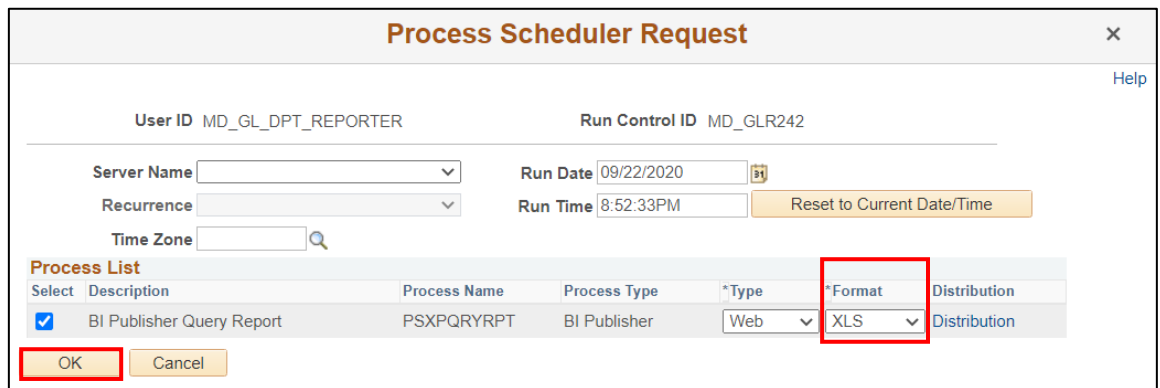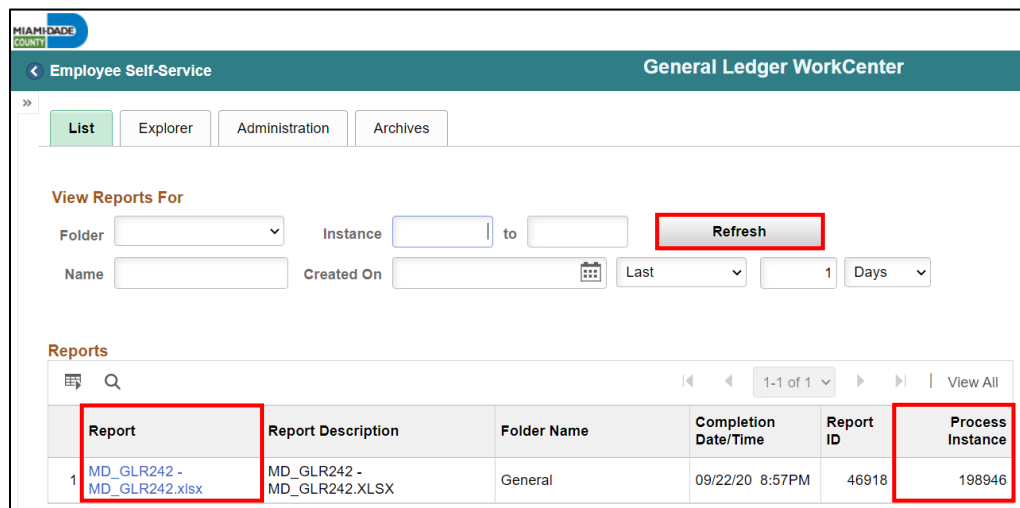
Template ID MD_GLR242_1   MD_GLR242 template

Template As Of Date   Channel

Update Parameters

Query Parameters

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

9. Select the **Output Format** desired. It is preferred to use Excel or XLS to be able to filter the report.

10. Select **OK**.

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
☑	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	XLS	Distribution

OK   Cancel

11. Note the **Process Instance number**. Select the **Report Manage Hyperlink**.

Lesson 1: Processing Financial Statements and Reports

Lecture 7: Budget to Actual Expense and Encumbrances Remaining Amount

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. If this message below is received, select **No**.
- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lesson 1: Processing Financial Statements and Reports

Lecture 7:
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

Lesson 1: Processing Financial Statements and Reports

Lecture 8:
Budget to
Actual
Revenue
Annual

These are the various custom reports that include Budget information, the highlighted row is how to run this report. The list of all reports is shown for easier comparison to run the report based on needs.
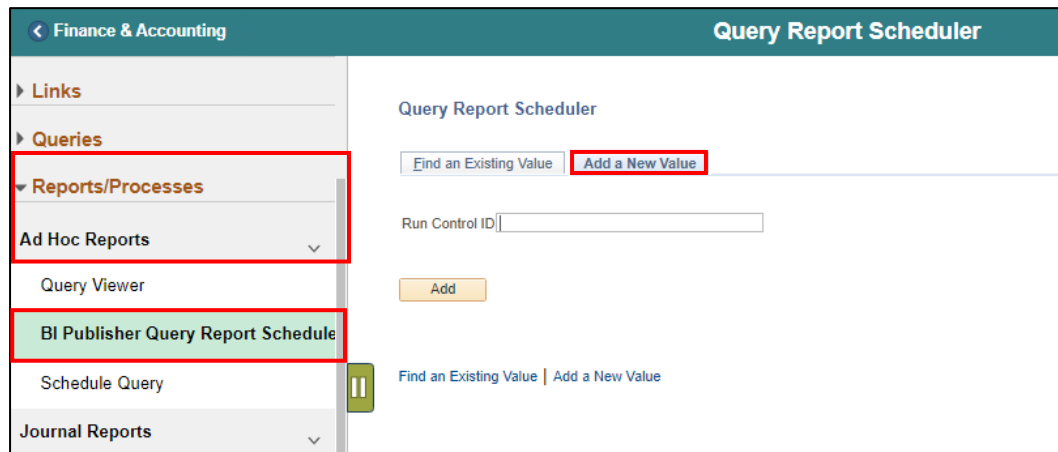
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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.
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.
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.
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.
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: Processing Financial Statements and Reports

Lecture 8: 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.
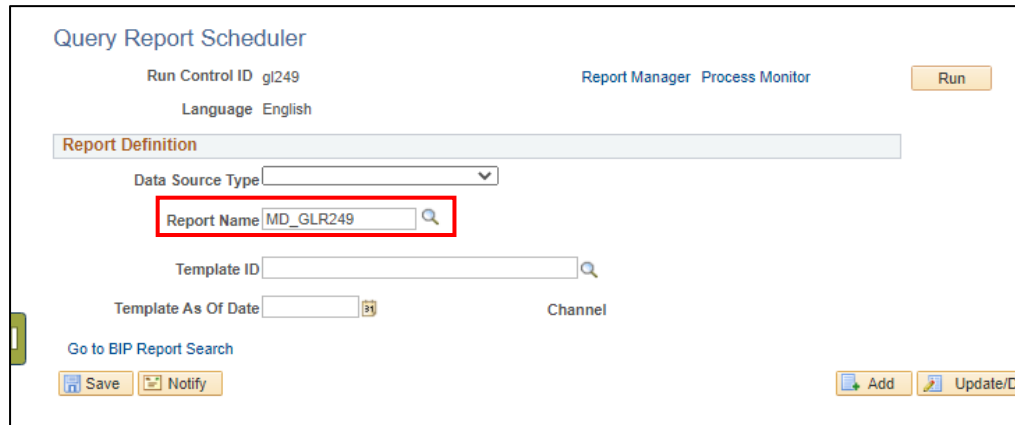
1. Navigate to the **Query Report Scheduler** page: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

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**.

Lesson 1: Processing Financial Statements and Reports

Lecture 8: 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 [   ] 🔍
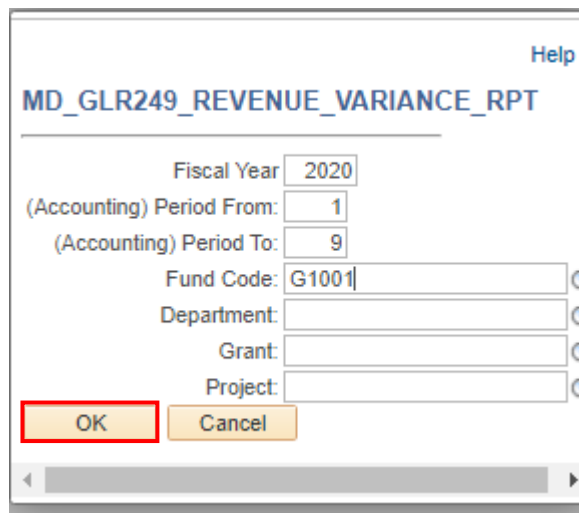
Template As Of Date [   ] 📅   Channel

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.

6. Select **OK**.

Help

MD_GLR249_REVENUE_VARIANCE_RPT

Fiscal Year	2020
(Accounting) Period From:	1
(Accounting) Period To:	9
Fund Code:	G1001
Department:	
Grant:	
Project:	
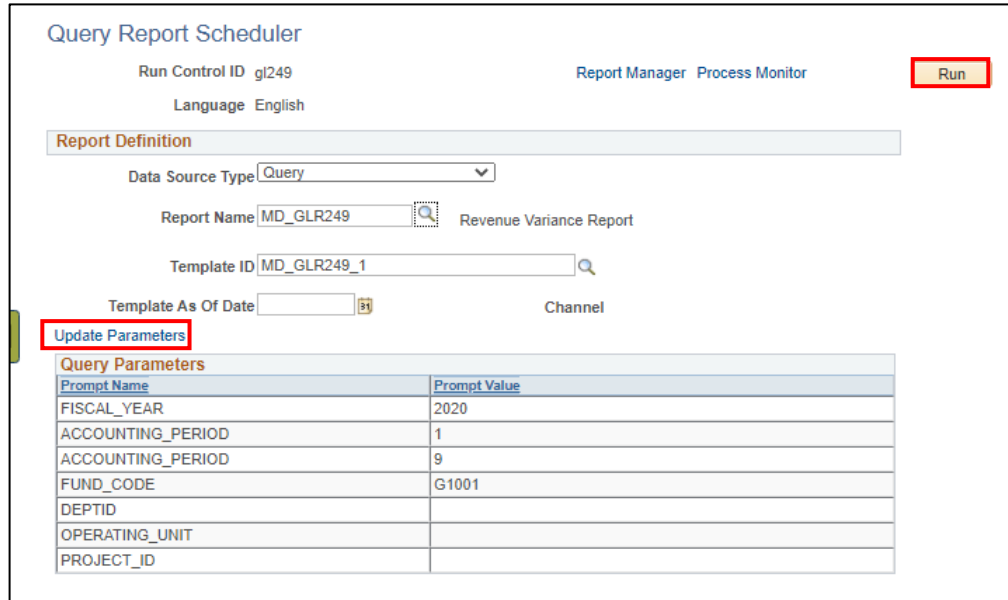
OK   Cancel

Lesson 1: Processing Financial Statements and Reports

Lecture 8:
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 **Report Manager Hyperlink**.

12. Match the Process Instance number from the previous step, the **Refresh** button may need to be selected.

Lesson 1: Processing Financial Statements and Reports

Lecture 8:
Budget to
Actual
Revenue
Annual

13. After matching the Process Instance number, select the **Report hyperlink**.

14. If this message below is received, select **No**.
- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lecture 8: Budget to Actual Revenue Annual

Lesson 1: Processing Financial Statements and Reports

Lecture 9:
Budget to
Actual
Comparison
by Selected
ChartFields

These are the various custom reports that include Budget information, the highlighted row is how to run this report. The list of all reports is shown for easier comparison to run the report based on needs.
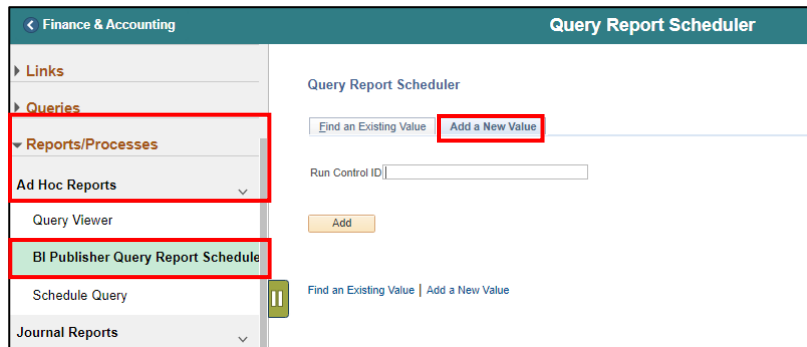
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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.
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.
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.
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.
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: Processing Financial Statements and Reports

Lecture 9: 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.
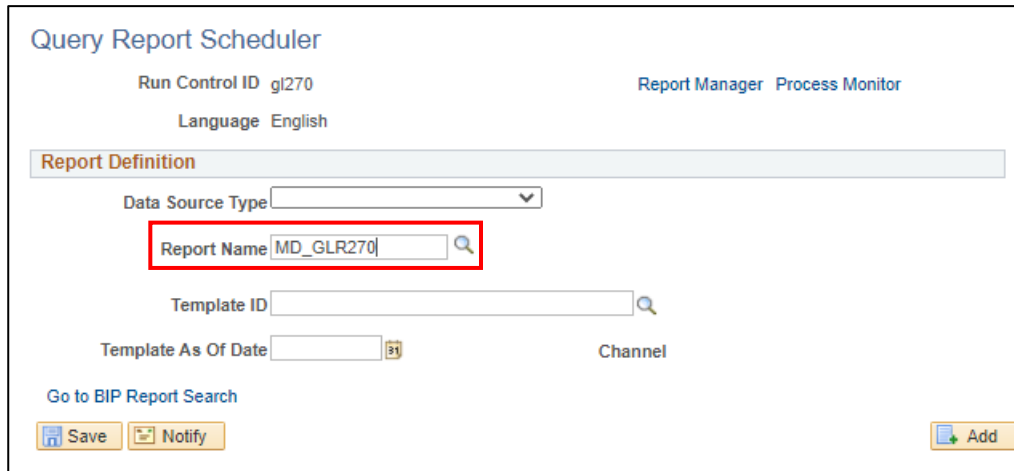
1. Navigate the **Query Report Scheduler** page: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

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**.

Lesson 1: Processing Financial Statements and Reports

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.

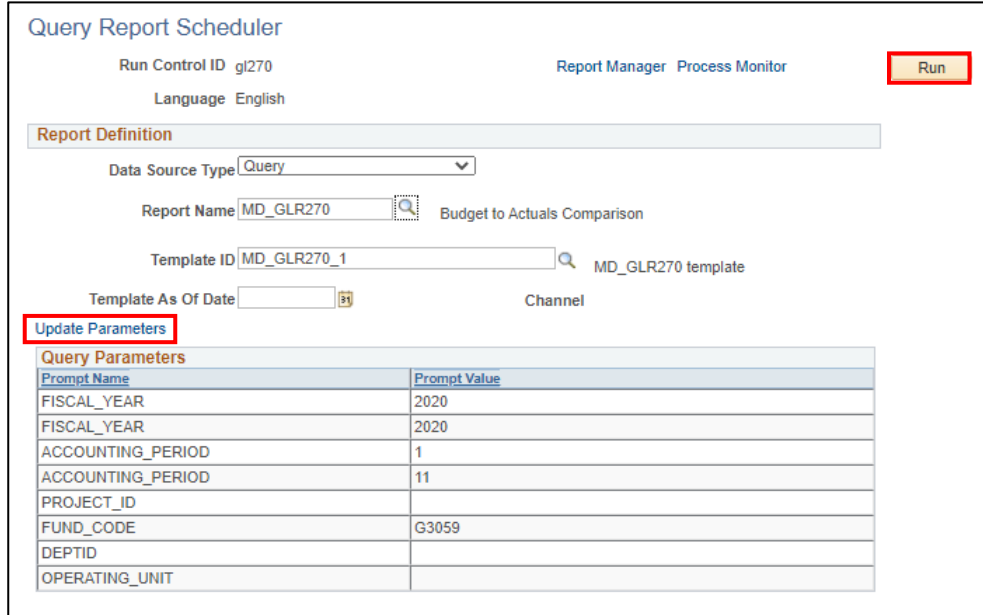- Either enter individual ChartField values or a Tree Node name for a group of values.

6. Select **OK**.

Lesson 1: Processing Financial Statements and Reports

Lecture 9:
Budget to
Actual
Comparison
by Selected
ChartFields

7. If the same Run Control is used in the future, to change the input Query Parameters, select **Update Parameters** and repeat previous steps.
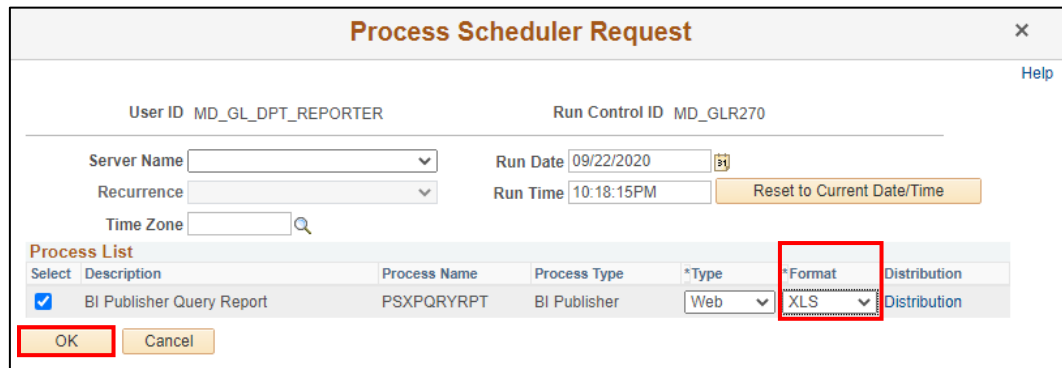
8. Select **Run**.

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 **Report Manager hyperlink**.

Lesson 1: Processing Financial Statements and Reports

Lecture 9: 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. If this message below is received, select **No**.

- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lesson 1: Processing Financial Statements and Reports

Lecture 9:
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   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 (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	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: Processing Financial Statements and Reports

Lecture 10:
GO (General
Obligation)
Bond Series
All Years
Revenue and
Expenditures

These are the various custom reports that include Budget information, the highlighted row is how to run this report. The list of all reports is shown for easier comparison to run the report based on needs.
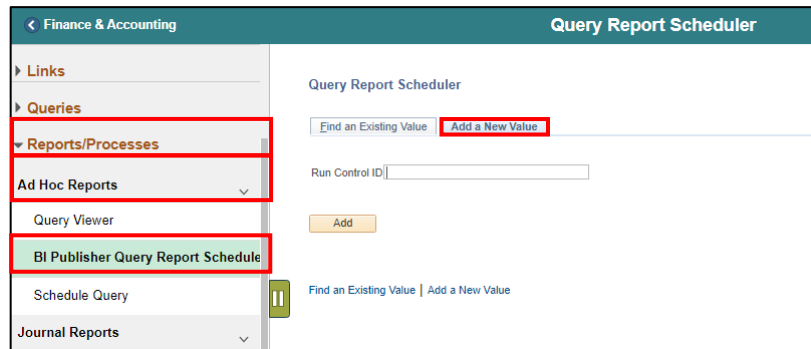
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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.
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.
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.
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.
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: Processing Financial Statements and Reports

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 **Query Report Scheduler** page: **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**.

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- 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.
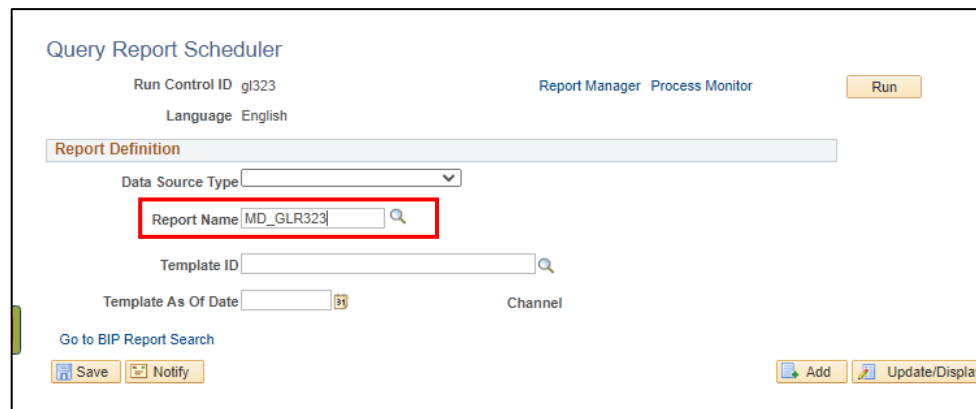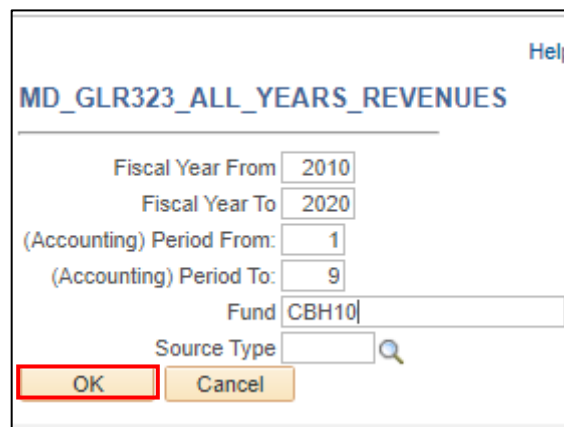

3. Enter the **Report Name**.

Lesson 1: Processing Financial Statements and Reports

Lecture 10:
GO (General
Obligation)
Bond Series
All Years
Revenue and
Expenditures

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.
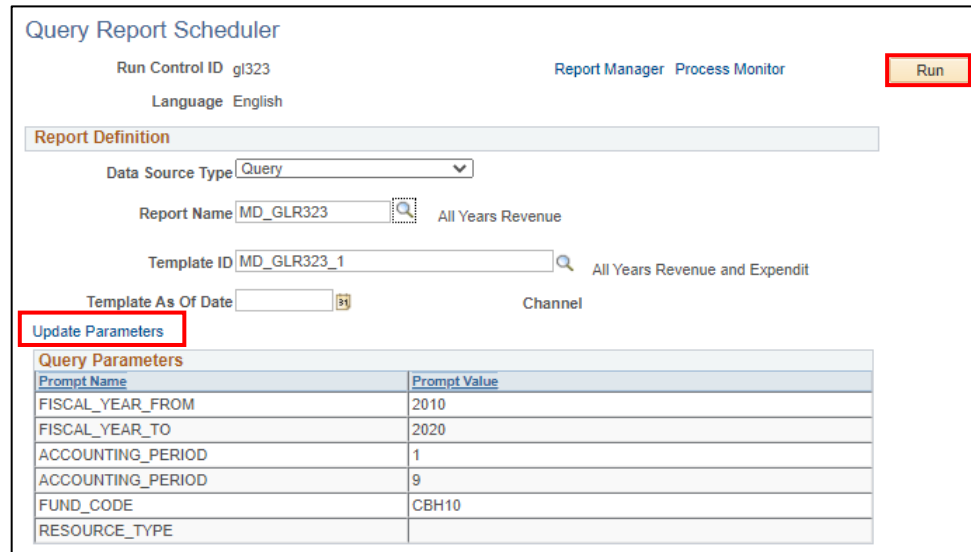
6. Select **OK**.

Lesson 1: Processing Financial Statements and Reports

Lecture 10:
GO (General Obligation)
Bond Series
All Years
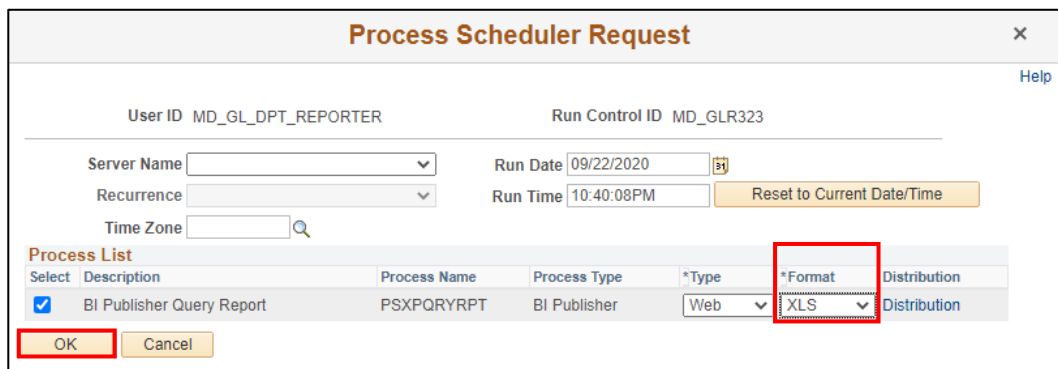Revenue and
Expenditures

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 **Report Manager Hyperlink.**

Lesson 1: Processing Financial Statements and Reports

Lecture 10:
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. If this message below is received, select **No**.
- Depending on the user's workstation configuration, the file will open or require the user to save the document.

Lesson 1: Processing Financial Statements and Reports

Lecture 10:
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

Lesson 1: Training Activity 5

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

Instructions   Please refer to Activity 5 on the FIN301 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on users classroom workstation using the INFORMS training environment. Users Instructor will tell users how to log into INFORMS.

Users will determine how to perform the activity by following the FIN301 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 are the Budget Overview amounts impacted?

_____

_____

_____

_____

2. What are the three Accountability Ordinances for the annual Appropriation ledger?

_____

_____

_____

_____

Lesson 1: Lesson Summary

Lesson
Summary

Now that users have completed the Processing Financial Statements and Reports lesson, users should be able to:

- Access the Ledger Inquiry page
- Access the Budget Overview page

Module 6: Course Summary

Course Summary

The Course Summary module covers three topics:

- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation
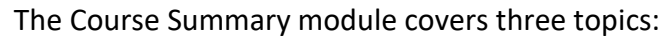
Module 6: Course Summary

Objectives
Achieved

Congratulations! You have completed the Managing the General Ledger course. You now should be able to:

- Understand the General Ledger end-to-end to processes
- Comprehend the General Ledger integration points with other INFORMS modules
- Create and maintain ChartFields
- Create and process Journal Entries
- Process financial statements and reports

Module 6: Course Summary

Additional Training and Job Aids

Other training courses users may be eligible to take, based on the role(s) assigned, include:

- FIN 209 – Create, Maintain, Budget, and Capitalize Projects
- FIN 210 – Create and Amend Contracts
- FIN 211 – Create and Maintain Grants

Users also have the following resources available to users:

User Productivity Kits
- Approve ChartField Request
- Copy Journal Entries
- Create ChartField Request
- Journal Creation Online
- Journal Creation via Spreadsheet

Job Aids

- N/A

For additional information, be sure to visit:

- Miamidade.gov/informs

Module 6: Course Summary

Key Terms   The following key terms are used in this course:

Term	Definition
Account	A 10-character INFORMS field replaces FAMIS Sub object, GL and Subsidiaries. The first character represents the type of account. 1 = Assets; 2 = Liabilities, 3 = Equity/Fund Balance, 4 = Revenue, 5 = Expense
Approval	Approval occurs through a workflow for management review.
Attachment	Ability to upload supporting documentation for management GL workflow approval and auditor considerations.
Balancing Lines	All Journal entries require the total Debits to equal total Credits by self-balancing ChartFields.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Budget Overview	Shows the remaining budget available balance for the annual Appropriation ledger
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Combination Edits/ Combination Editing	Combination edits prevent errors in the combination of ChartFields values in INFORMS. They validate the accounting string prior to processing and return errors for invalid combinations.
Credit amount	In the Amount column, enter a value with a negative sign in front of the amount.
Debit amount	In the Amount column, enter a positive value (no negative sign in front of the amount).
Deleting	A journal can be deleted until it has been posted. The reason for deletion is typical because the journal was created in error. Journals from the submodule cannot be deleted.
Department	A 10-character INFORMS field with the following structure: the first two digits represent the Department, next two the Division, the next two the Section, the next two the Sub Section, and the final two represent the Unit. This replaces FAMIS Org.
Editing	Entries must balance and pass combination edits.
Fund	Self-Balancing field with the ability to run Trial Balance. This replaces FAMIS Fund Structure, and in some, Fund Structure and Project where the need arose to create a Trial Balance.

Module 6: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
GL Workflow Approval	Approval is gained through a workflow for management review. Journals created from submodules or external department systems are not subject to GL approval.
Grant	Self-Balancing field with the ability to run Trial Balance. This replaces FAMIS Grant Detail.
Journal	A journal is used to post accounting transactions to a ledger. There are different types of Journals. For example, there are journals in the GL system, Spreadsheet Journals, Journals from Journal Generator used to create journals from other modules like Accounts Payable and Accounts Receivable, etc.
Journal Date	Journal Date identifies the date that a journal is effective (Accounting date). The Accounting Date translates to Accounting Periods where the effects of the journal will be posted.
Journal Header	The Journal Header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date), and the options that enable users to quickly set up adjusting and reversing entries.
Journal Lines	Journal lines record the monetary and statistical amounts (some Account ChartFields will be configured to record statistics), and the ChartField values associated with each transaction.
Ledger Inquiry	Displays details of ledger balances including journal ID.
Posting	This process commits journal balances to the ledger table in a summarized manner by ChartField combination and accounting period. The ledger table is where most reporting is done. The ledger table stores core ChartFields including Project, but not Project-related ChartFields of Activity, Source, etc. That data can be reviewed in the Project Costing table.
Project Costing Business Unit; Project; Activity; Source; Analysis Type	Previously known as Project/Project Detail. This is optional on most transaction lines, but an exception is for Capital Project funds.
Self-Balancing CF	Fund and Grant must have total debits equal total credits. This allows for reporting by these ChartFields.