
End-User Training Guide

Course Code: FIN 301

Course Title: Managing the General Ledger

Course Overview

Course Description	<p>This course provides a comprehensive review of Managing the General Ledger processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• 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
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Training Audiences	<p>The following audience(s), by INFORMS Security role(s), are required to complete this course before being granted related system access:</p> <ul style="list-style-type: none">• 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
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Prerequisites	<p>Participants are required to complete the following End-User Training courses before starting this course:</p> <ul style="list-style-type: none">• ERP 101 – Overview of INFORMS• ERP 102 – INFORMS Navigation, Reporting, and Online Help• FIN 101 – Financials Fundamentals
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Delivery Method	<p>This course is intended to be delivered through Instructor-led Training.</p>
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Estimated Duration	<p>The total duration of this course, when delivered through Instructor-led Training, is 5 hours.</p>
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Table of Contents

Content	Page
Module 1: Course Introduction	2
Module 2: Creating and Maintaining ChartFields	11
Lesson 1: ChartField Request	12
○ Lecture 1: How to Create and Maintain ChartField Values	15
Module 3: Managing the General Ledger	23
Lesson 1: Journal Creation	24
○ Lecture 1: Manual Journal Creation Online	29
○ Lecture 2: Journal Creation via Spreadsheets	35
○ Lecture 3: Batch Journal Creation	44
Lesson 2: Processing Journal Entries	46
○ Lecture 1: Editing Journals	48
○ Lecture 2: Journal Review and Approval	52
○ Lecture 3: Deleting Journals	54
○ Lecture 4: Posting Journals	56
○ Lecture 5: Copying Journals	57
Module 4: Advanced General Ledger Topics	63
Lesson 1: Combination Editing	64
○ Lecture 1: Combination Editing	70
Module 5: General Ledger Reporting	72
Lesson 1: Processing Financial Statements and Reports	73
○ Lecture 1: The Ledger Inquiry	76
○ Lecture 2: The Budget Overview	78
○ Lecture 3: The Transaction Summary	80
○ Lecture 4: Trial Balance Report	87
○ Lecture 5: Project LTD Revenue and Expenditures	92
○ Lecture 6: Revenue Expense by Fund Department Grant Budget to Actual	97
○ Lecture 7: Budget to Actual Expense and Encumbrances Remaining Amount	103
○ Lecture 8: Budget to Actual Revenue Annual	109
○ Lecture 9: Budget to Actual Comparison by Selected ChartFields	115
○ Lecture 10: GO (General Obligation) Bond Series All Years Revenue and Expenditures	121
Module 6: Course Summary	130

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:

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

Roles and Responsibilities

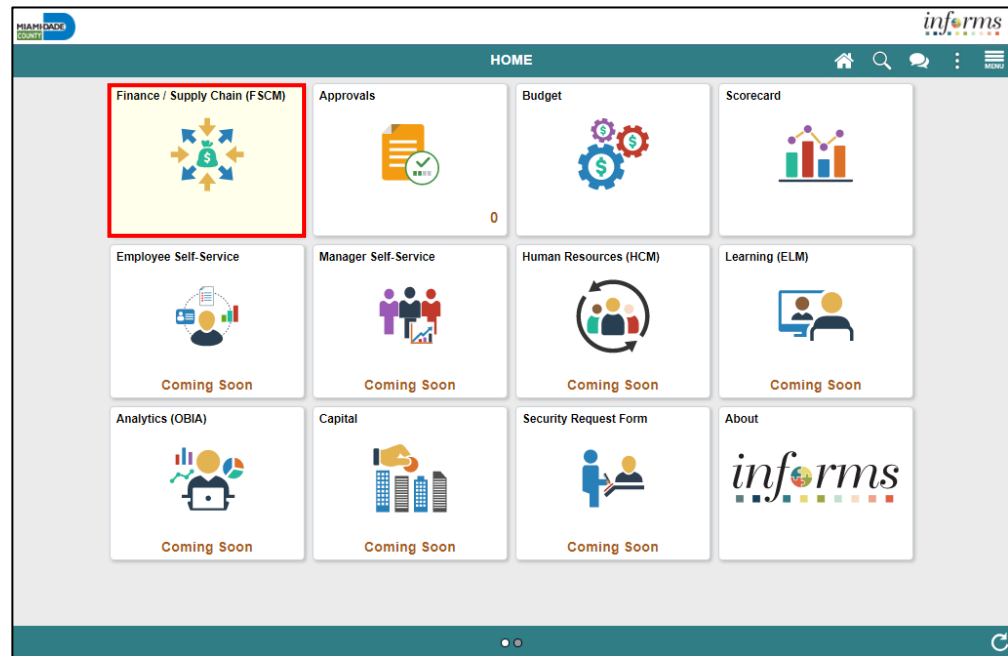
- **Department Chart of Accounts (CoA) Requestor:** The Department Chart of Accounts (CoA) Requestor has the ability to create and submit new chartfield value requests for Central to approve.
- **Central GL Batch Processor:** The Central General Ledger (GL) Batch Processor has the ability to schedule 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

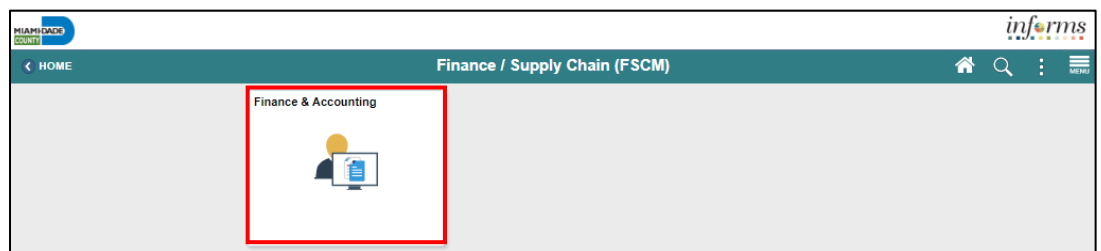
Navigation

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

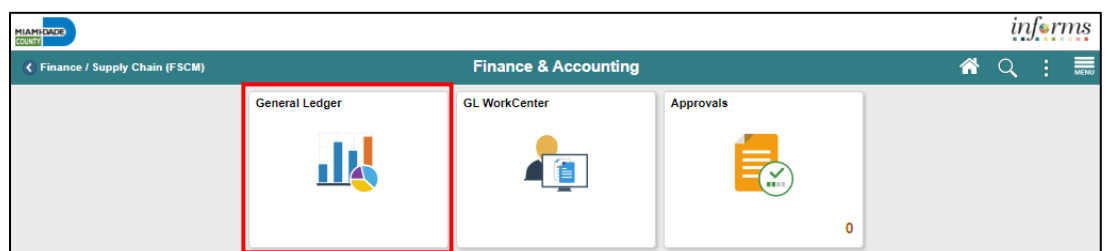
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



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

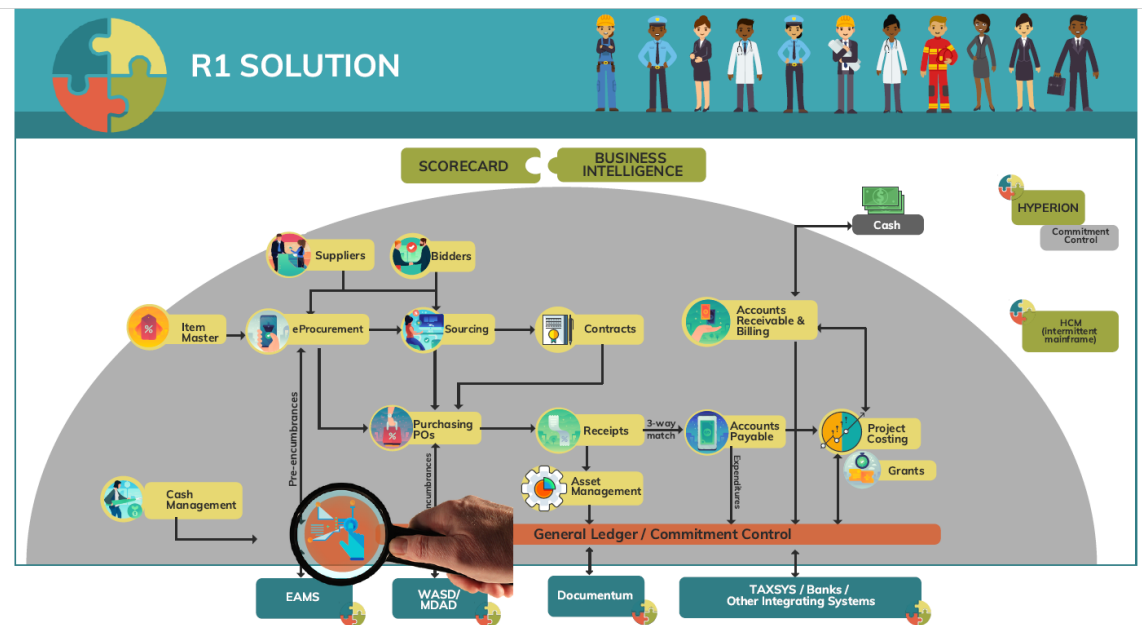
The End-to-End Business Process

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: ChartField Request covers the following core ChartFields:

Introduction

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:



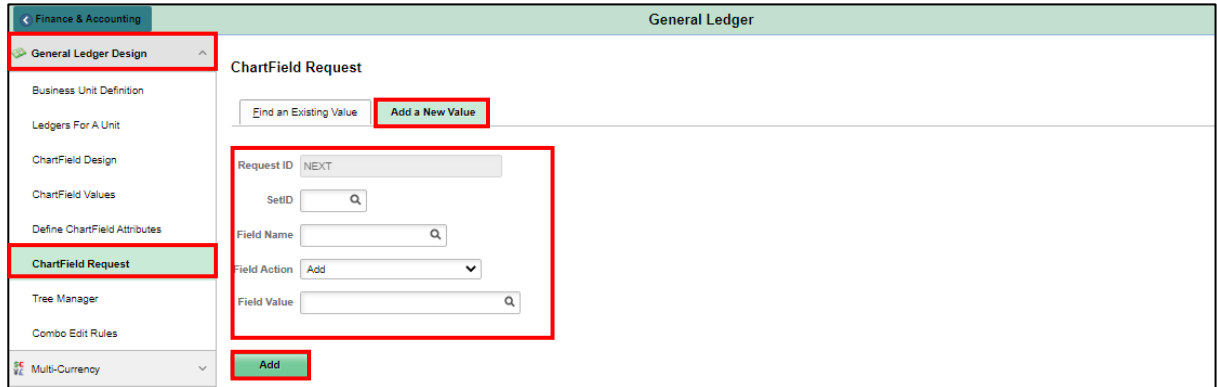
FAMIS Terminology	INFORMS Terminology
GL, GL Subsidiary, Subobject Code, Object Code	Account
Function	AFR reporting Department
Organization	Department
Fund Structure (Fund Type, Fund, Sub Fund)	Fund
Grant/ Grant detail	Grant

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:

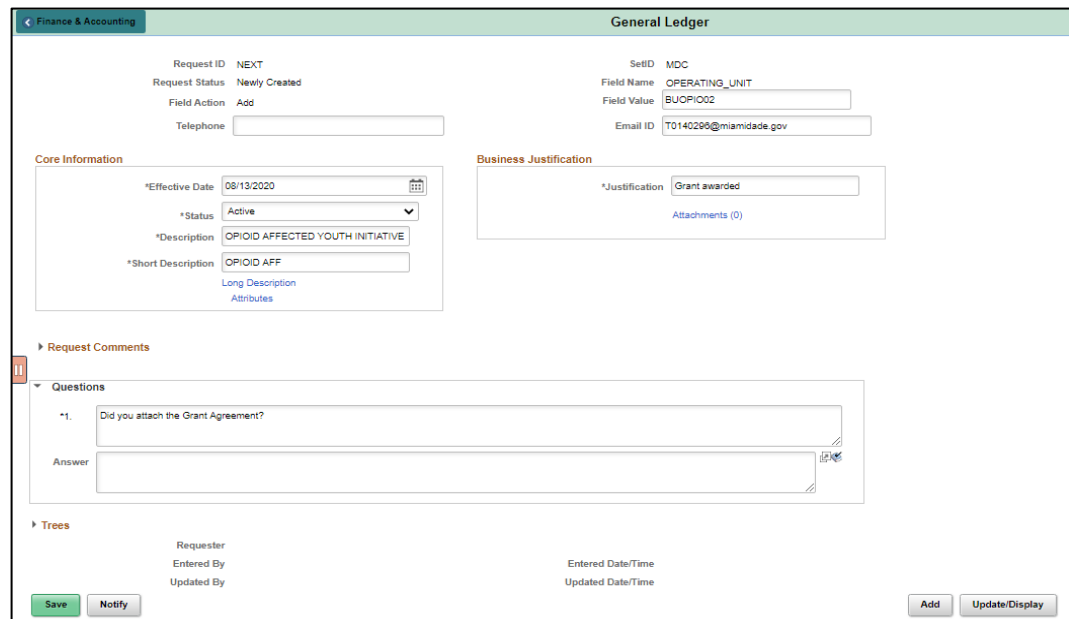
Field Name	Description	Example Value
Account	10-character field The first character represents the Account Type <ul style="list-style-type: none"> Assets Liability Fund Balance/Retained Earnings Revenue Expense A typical request will probably be for a further breakdown of Revenue	Existing Values: <ul style="list-style-type: none"> 4620000001 RENTS & ROYALTIES 4620000002 RENTS & ROYALTIES TX 4620000003 ADVERTISING ROYALTIES 4620000004 MARKETING ROYALTIES
Fund Code	5-character field.	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> LBALAC01 RE237501 If there is multiple CFDA numbers on the Grant: <ul style="list-style-type: none"> 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

Lecture 1: How to Create and Maintain ChartField Values

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.



The screenshot shows the 'General Ledger' form for creating a ChartField request. The form is divided into several sections:

- Request Information:** Includes fields for Request ID (NEXT), Request Status (Newly Created), Field Action (Add), and Telephone.
- SetID:** Includes SetID (MDC), Field Name (OPERATING_UNIT), Field Value (BUOPIO02), and Email ID (T0140290@miamidade.gov).
- Core Information:** Includes *Effective Date (08/13/2020), *Status (Active), *Description (OPIOID AFFECTED YOUTH INITIATIVE), and *Short Description (OPIOID AFF). There are links for Long Description and Attributes.
- Business Justification:** Includes *Justification (Grant awarded) and a link for Attachments (0).
- Request Comments:** A section for adding comments.
- Questions:** A section for questions, with one example: *1. Did you attach the Grant Agreement? with an Answer field.
- Trees:** A section for trees, with fields for Requester, Entered By, Updated By, Entered Date/Time, and Updated Date/Time.

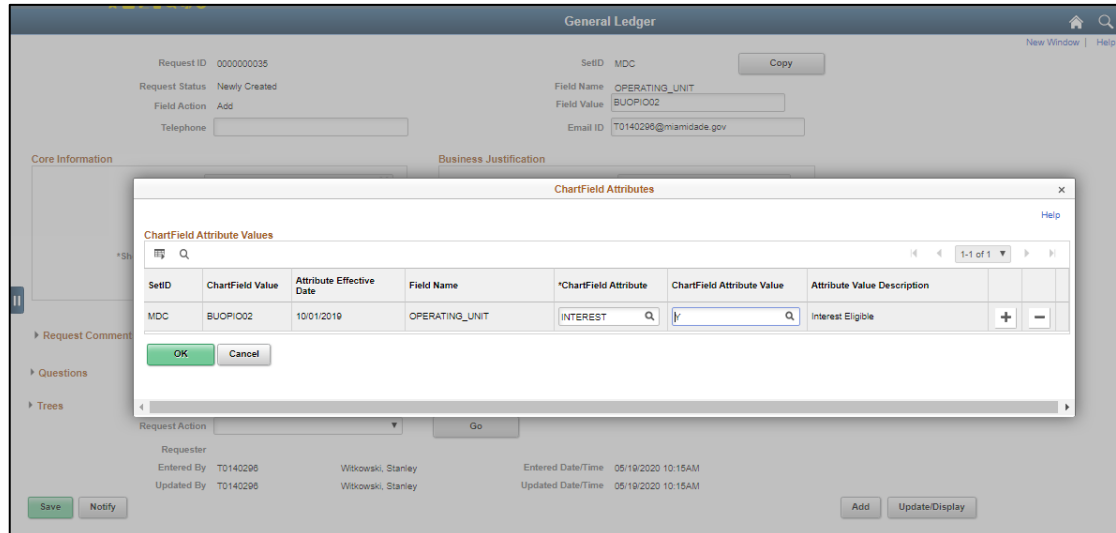
At the bottom, there are buttons for Save, Notify, Add, and Update/Display.

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.



General Ledger

Request ID: 0000000035 SetID: MDC Copy

Request Status: Newly Created Field Name: OPERATING_UNIT

Field Action: Add Field Value: BUOPIO02

Telephone: Email ID: T0140296@miamidade.gov

Core Information Business Justification

ChartField Attributes

ChartField Attribute Values

SetID	ChartField Value	Attribute Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description
MDC	BUOPIO02	10/01/2019	OPERATING_UNIT	INTEREST		Interest Eligible

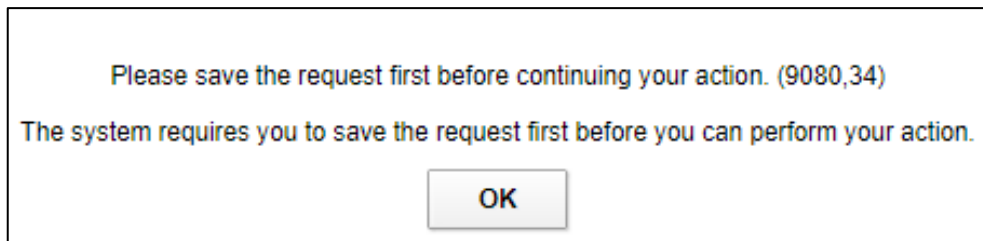
OK Cancel

Requester: Requested By: T0140296 Entered Date/Time: 05/19/2020 10:15AM

Updated By: T0140296 Updated Date/Time: 05/19/2020 10:15AM

Save Notify Add Update/Display

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)

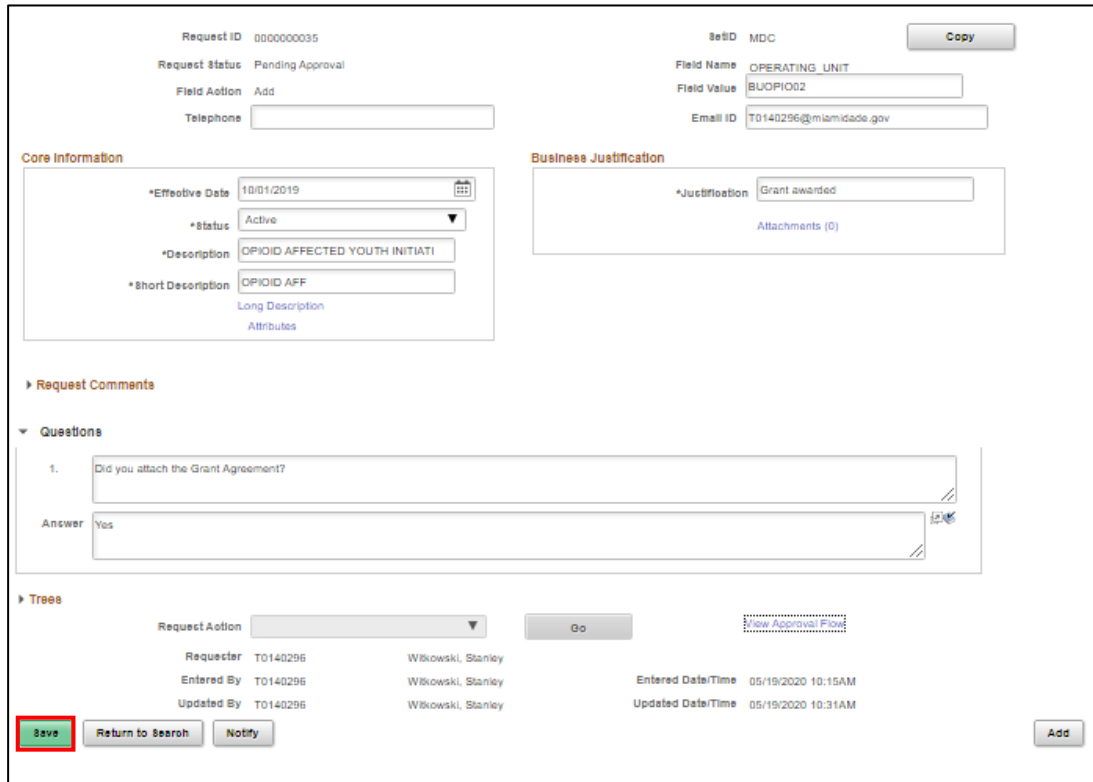
The system requires you to save the request first before you can perform your action.

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.



The screenshot displays the ChartField Request form. At the top, it shows the Request ID (000000035), Request Status (Pending Approval), Field Action (Add), and Telephone field. To the right, it shows the Request ID (000000035), Field Name (OPERATING UNIT), Field Value (BUOPIO02), and Email ID (T0140296@miamidade.gov). Below these are sections for Core Information, Business Justification, Request Comments, Questions, and Trees. The Core Information section includes fields for Effective Date (10/01/2019), Status (Active), Description (OPIOID AFFECTED YOUTH INITIAT), and Short Description (OPIOID AFF). The Business Justification section includes a field for Justification (Grant awarded). The Questions section includes a question "Did you attach the Grant Agreement?" with an answer of "Yes". The Trees section includes a Request Action dropdown (set to "Submit for Approval"), a Go button, and a View Approval Page link. At the bottom, there is a Save button (highlighted with a red box), a Return to Search button, a Notify button, and an Add button.

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:

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

Overview

- 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

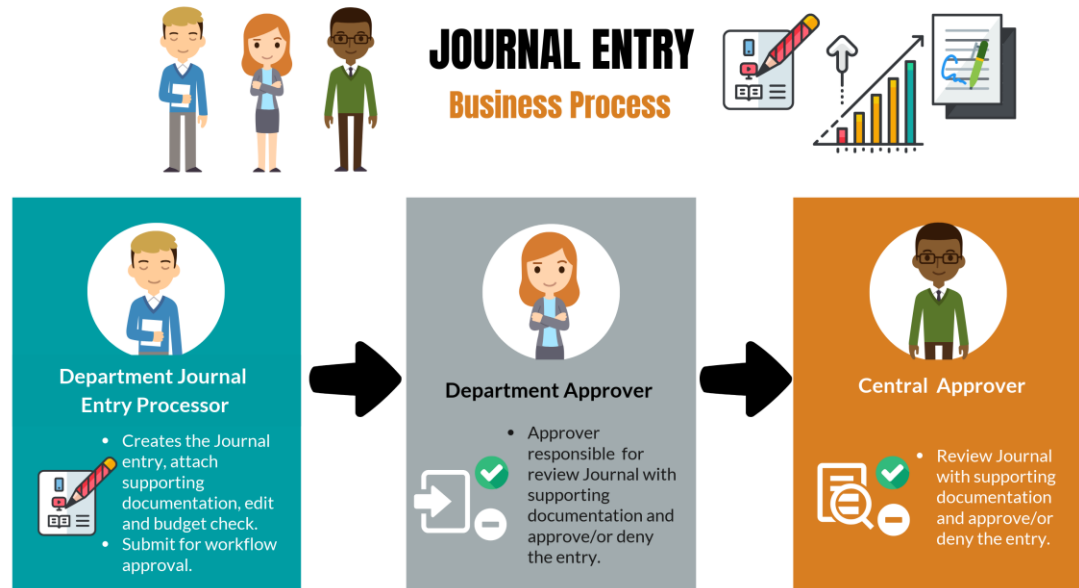
Lesson 1:

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

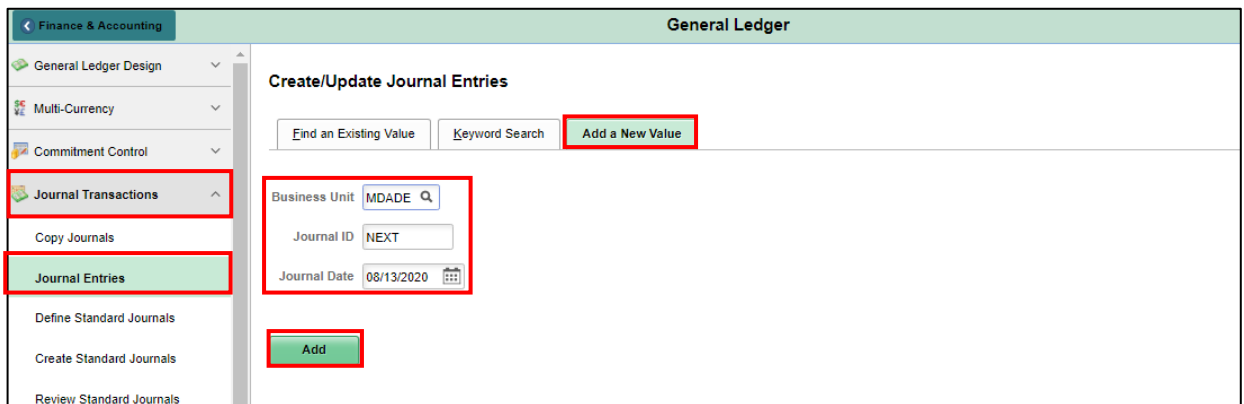
The following key terms are used in this Lesson:



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.

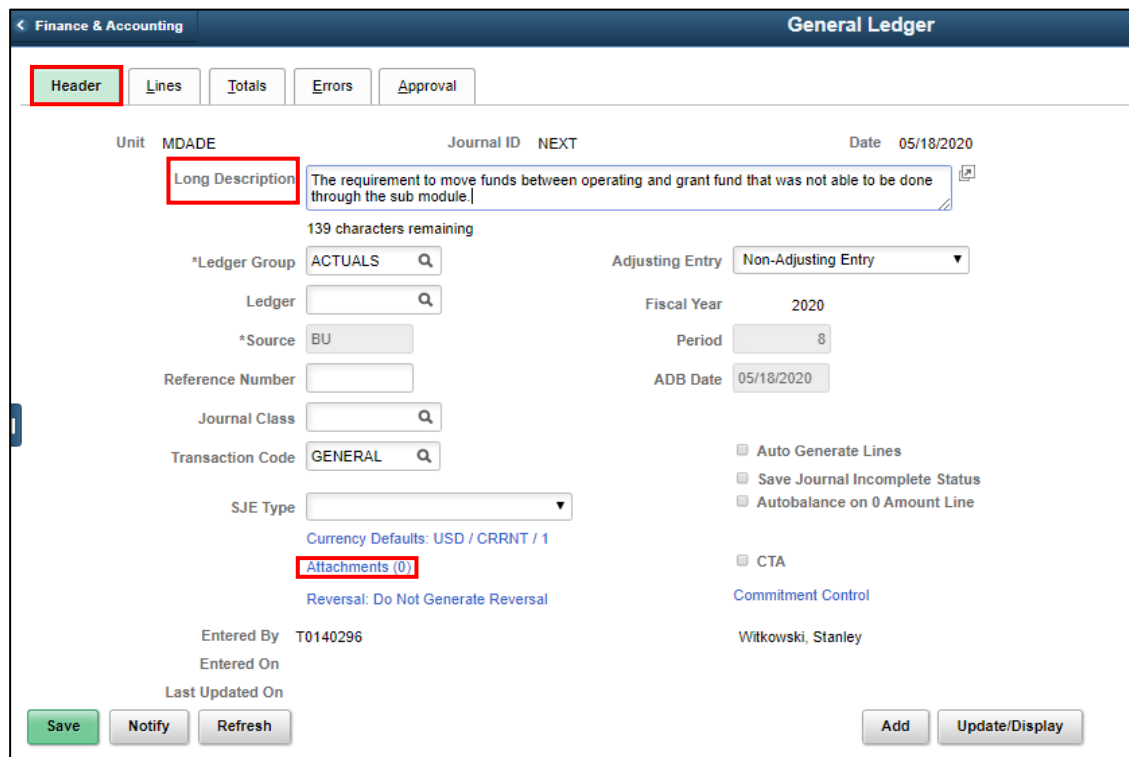


The screenshot displays the 'Create/Update Journal Entries' interface within the 'General Ledger' section. The left-hand navigation pane includes options such as 'General Ledger Design', 'Multi-Currency', 'Commitment Control', 'Journal Transactions' (which is expanded and highlighted), 'Copy Journals', 'Journal Entries' (highlighted), 'Define Standard Journals', 'Create Standard Journals', and 'Review Standard Journals'. The main content area features three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' (the active tab, highlighted with a red box). Below these tabs, there are three input fields: 'Business Unit' with the value 'MDADE', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '08/13/2020'. At the bottom of the form, there is a green 'Add' button highlighted with a red box.

Lesson 1: Journal Creation

Lecture 1: Manual Journal Creation Online

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.



Finance & Accounting **General Ledger**

Header | Lines | Totals | Errors | Approval

Unit: MDADE Journal ID: NEXT Date: 05/18/2020

Long Description (139 characters remaining): The requirement to move funds between operating and grant fund that was not able to be done through the sub module.

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2020

*Source: BU Period: 8

Reference Number: ADB Date: 05/18/2020

Journal Class: Transaction Code: GENERAL

SJE Type: Currency Defaults: USD / CRRNT / 1

Attachments (0) Reversal: Do Not Generate Reversal

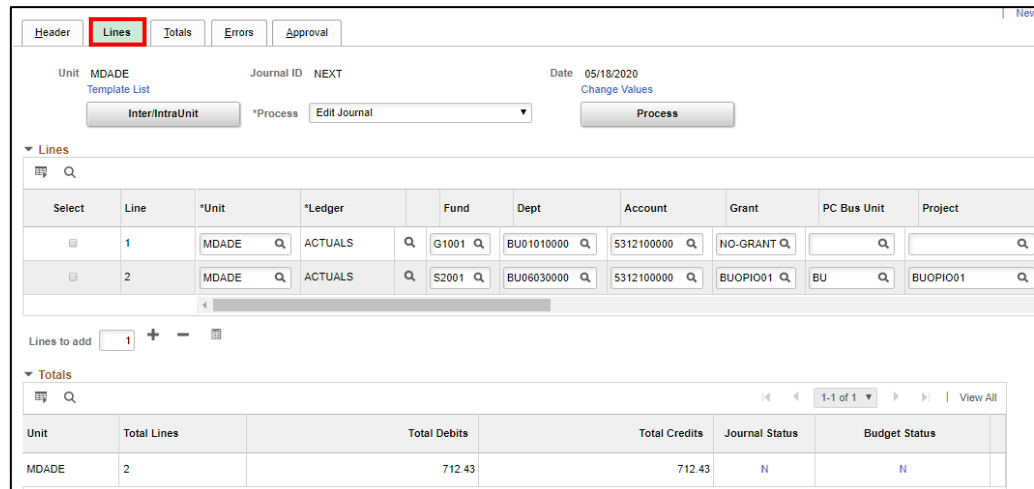
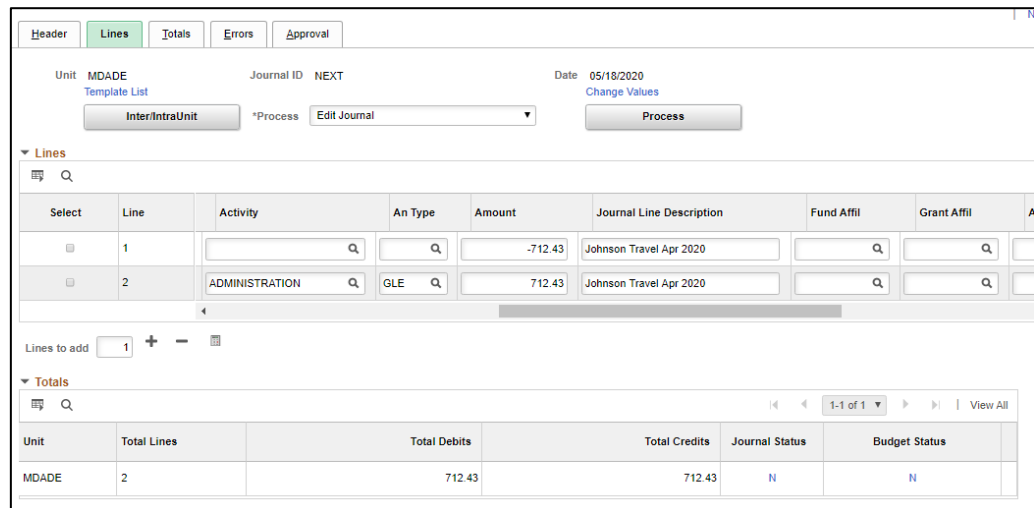
Entered By: T0140296 Entered On: Last Updated On: Witkowski, Stanley

Save **Notify** **Refresh** **Add** **Update/Display**

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

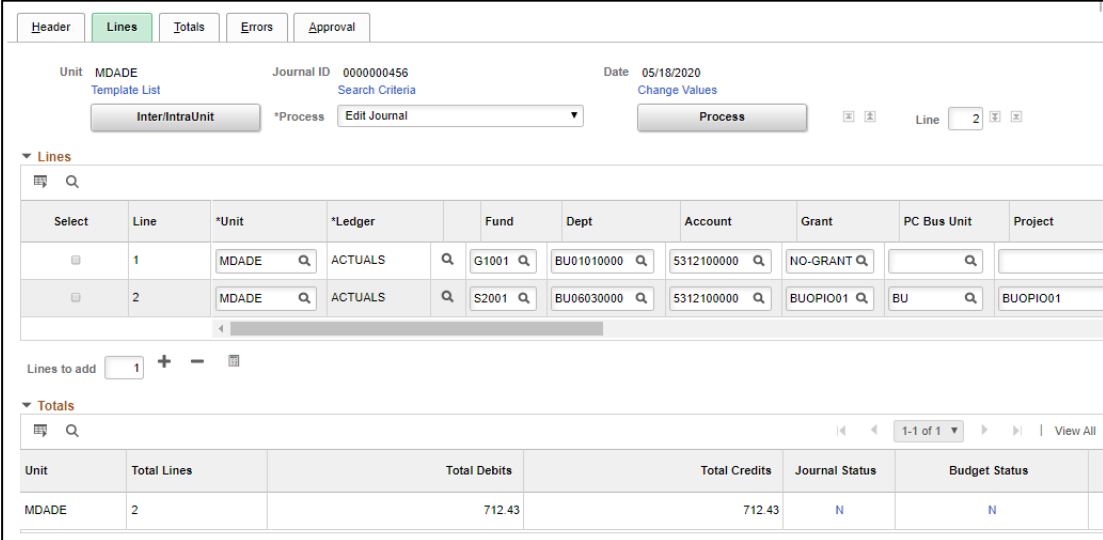
Lecture 1: Manual Journal Creation Online

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.



The screenshot displays the INFORMS Journal Creation interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The Lines tab is active. Below the tabs, the Unit is set to MDADE, Journal ID is 0000000456, and the Date is 05/18/2020. There are buttons for Inter/IntraUnit, Process, and a dropdown for Edit Journal. The Lines section shows a table with columns: Select, Line, *Unit, *Ledger, Fund, Dept, Account, Grant, PC Bus Unit, and Project. Two lines are visible: Line 1 with MDADE, ACTUALS, G1001, BU01010000, 5312100000, NO-GRANT, and Line 2 with MDADE, ACTUALS, S2001, BU06030000, 5312100000, BUOPIO01, BU, and BUOPIO01. Below the table, there is a 'Lines to add' section with a value of 1. The Totals section shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The totals for MDADE are: Total Lines: 2, Total Debits: 712.43, Total Credits: 712.43, Journal Status: N, and Budget Status: N.

Select	Line	*Unit	*Ledger	Fund	Dept	Account	Grant	PC Bus Unit	Project
<input type="checkbox"/>	1	MDADE	ACTUALS	G1001	BU01010000	5312100000	NO-GRANT		
<input type="checkbox"/>	2	MDADE	ACTUALS	S2001	BU06030000	5312100000	BUOPIO01	BU	BUOPIO01

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

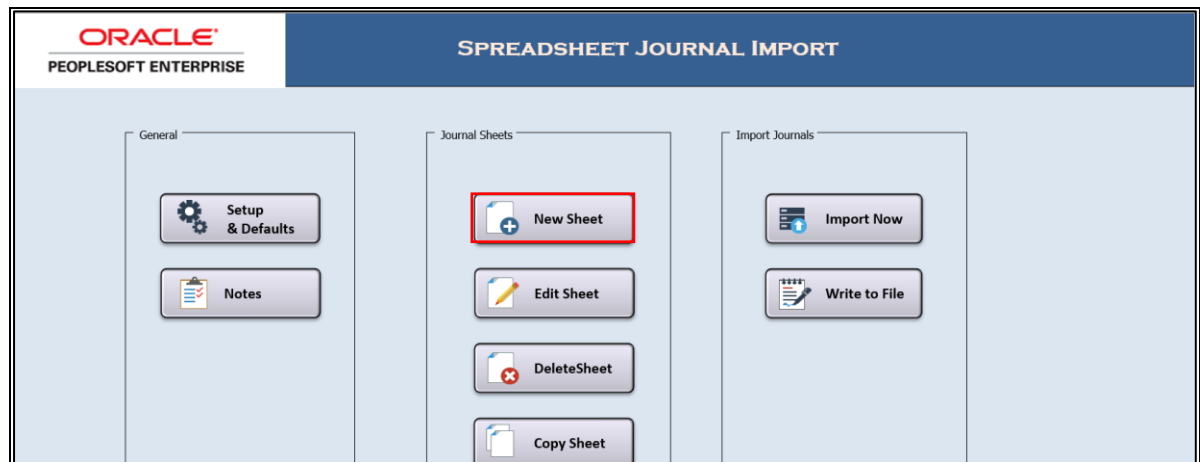
Lecture 2: Journal Creation via Spreadsheets

There are two files needed to use this functionality. The Excel MDC Journal Upload Spreadsheet.xlsx and JRNLMCRO_WS.xlsx. 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.

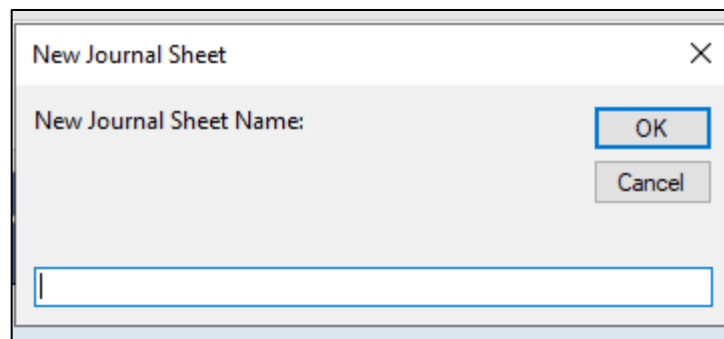
The Spreadsheet Journal workbook enables end-users to enter journals offline using Microsoft Excel, and then import the journals into INFORMS General Ledger.

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.



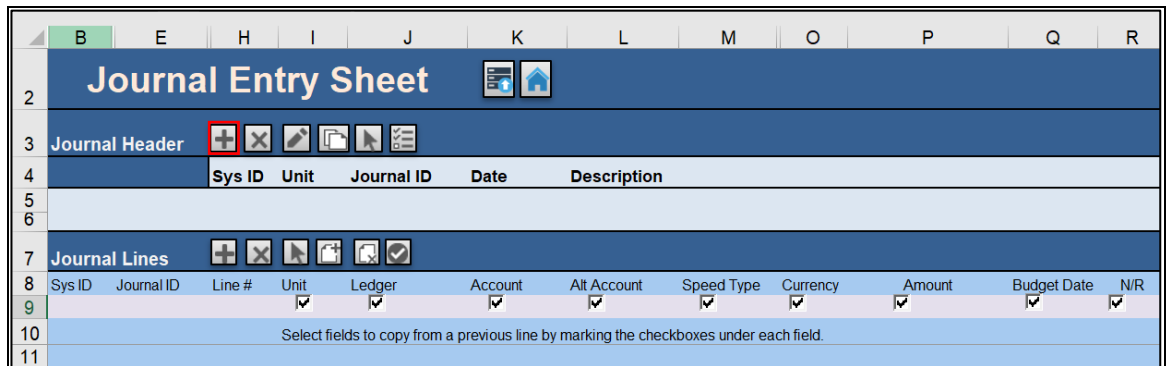
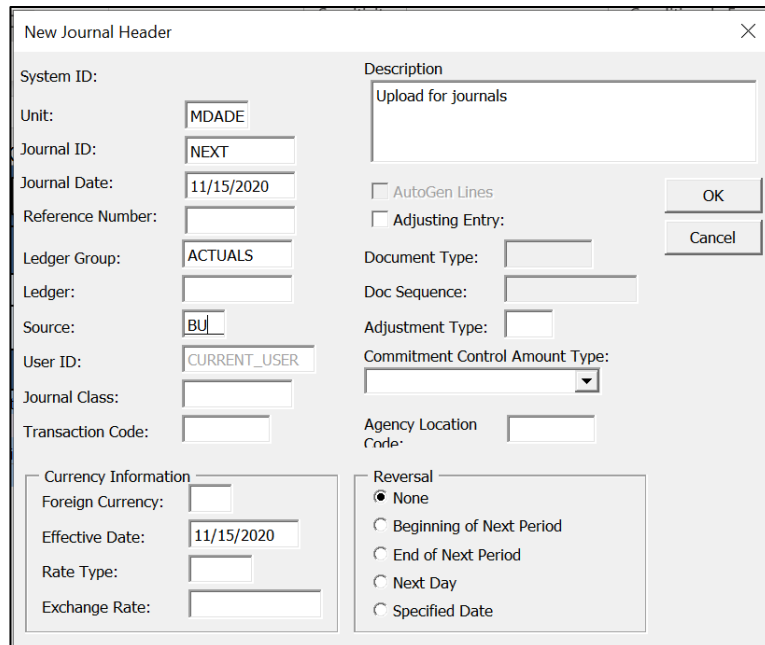
3. The following box will appear. Insert name in the space provided.



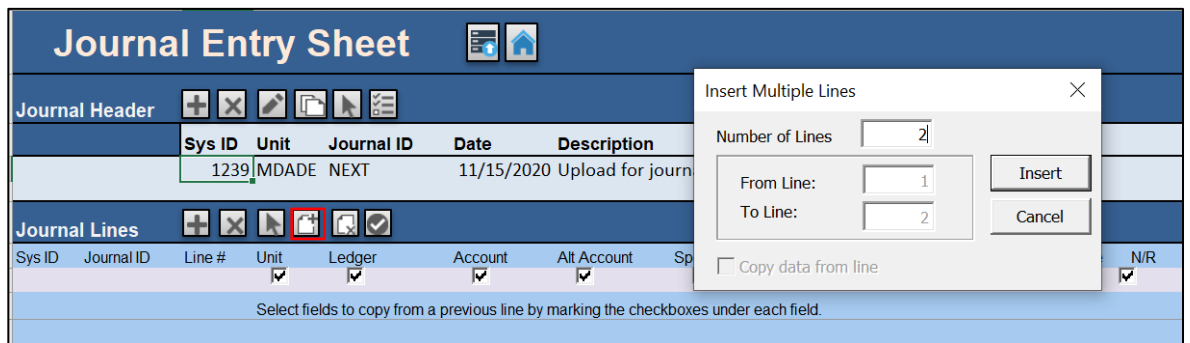
Lesson 1: Journal Creation

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.

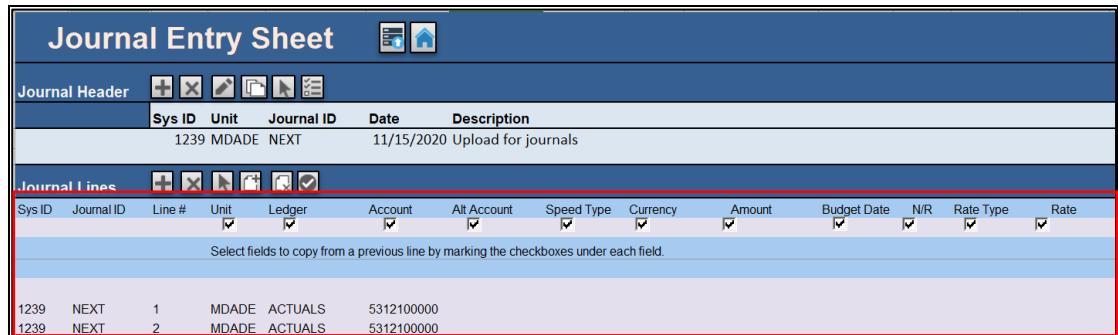
5. Select **OK**.
6. Insert on the **Lines** for 2 lines, select **Insert**.



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.



Journal Entry Sheet

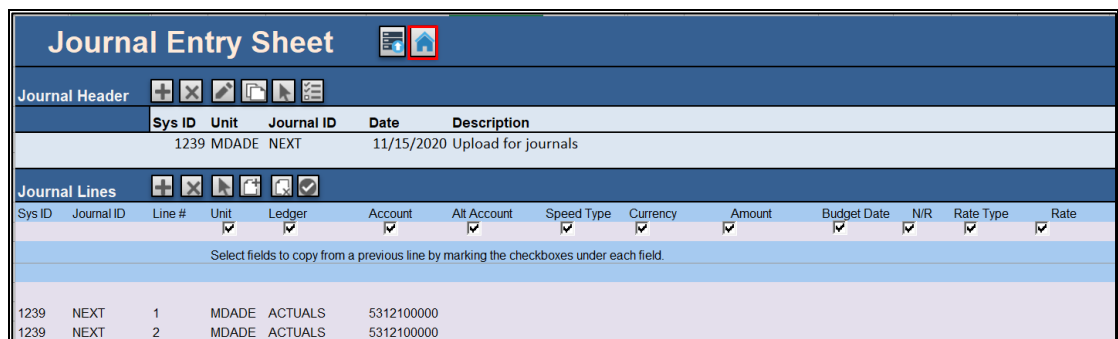
Journal Header

Sys ID	Unit	Journal ID	Date	Description
1239	MDADE	NEXT	11/15/2020	Upload for journals

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	Budget Date	N/R	Rate Type	Rate
Select fields to copy from a previous line by marking the checkboxes under each field.													
1239	NEXT	1	MDADE	ACTUALS	5312100000								
1239	NEXT	2	MDADE	ACTUALS	5312100000								

8. Select the **Home** button.



Journal Entry Sheet

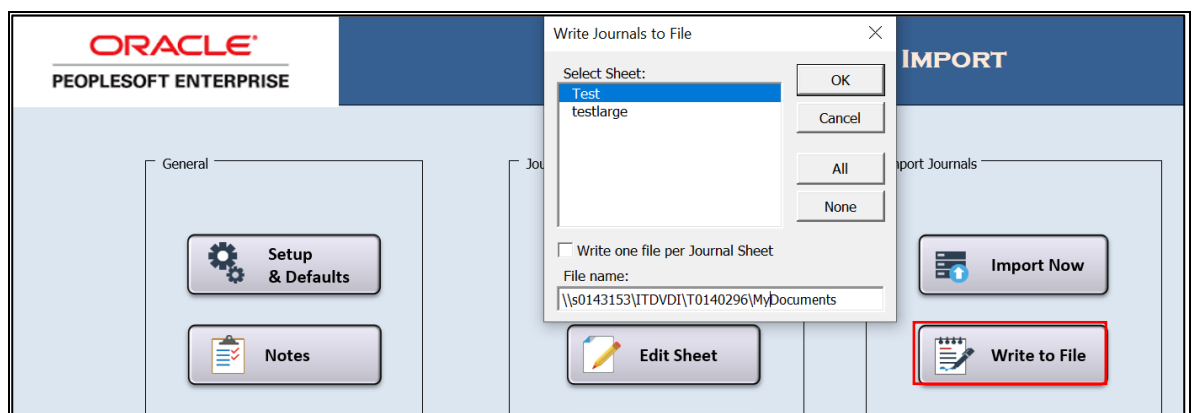
Journal Header

Sys ID	Unit	Journal ID	Date	Description
1239	MDADE	NEXT	11/15/2020	Upload for journals

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	Budget Date	N/R	Rate Type	Rate
Select fields to copy from a previous line by marking the checkboxes under each field.													
1239	NEXT	1	MDADE	ACTUALS	5312100000								
1239	NEXT	2	MDADE	ACTUALS	5312100000								

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:



ORACLE®
PEOPLESOFT ENTERPRISE

Write Journals to File

Select Sheet:

- Test
- testlarge

☐ Write one file per Journal Sheet

File name:

\\s0143153\ITD\VDI\T0140296\MyDocuments

IMPORT

Import Journals

Import Now

Write to File

Setup & Defaults

Notes

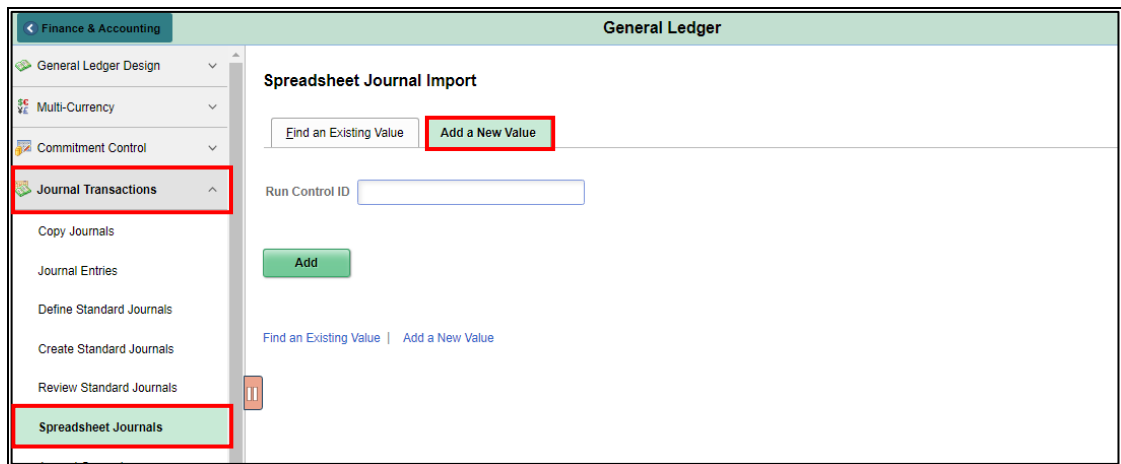
Edit Sheet

Lesson 1: Journal Creation

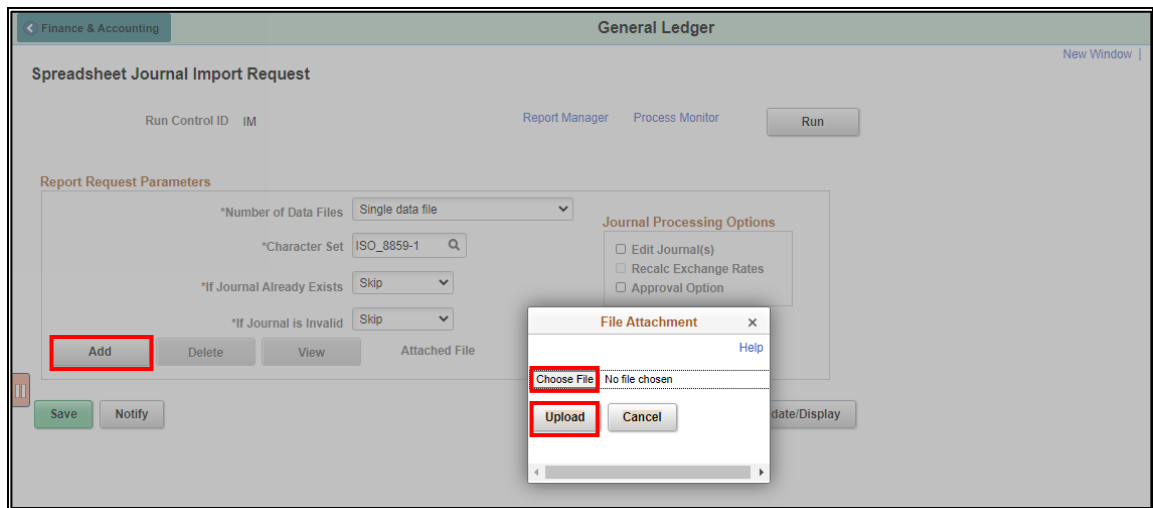
Lecture 2: Journal Creation via Spreadsheets

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

Lecture 2: Journal Creation via Spreadsheets

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

General Ledger

Spreadsheet Journal Import Request

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

Report Request Parameters

*Number of Data Files: Single data file
 *Character Set: ISO_8859-1
 *If Journal Already Exists: Skip
 *If Journal is Invalid: Skip

Journal Processing Options

☒ Edit Journal(s)
☐ Recalc Exchange Rates
☐ Approval Option

Add Delete View Attached File: Screenshot_(279).png

Save Notify Add Update/Display

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

Spreadsheet Journal Import Request

Run Control ID IM Report Manager Process Monitor Run

Process Scheduler Request

User ID: T0140577 Run Control ID: IM

Server Name: Run Date: 08/14/2020
 Recurrence: Run Time: 10:36:42AM
 Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution

OK Cancel

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

General Ledger

Process List Server List

View Process Request For

User ID: MD_GL_DPT_ Type: Last: 1 Days Refresh
 Server: Name: Instance From: Instance To: Report Manager
 Run Status: Distribution Status: Save On Refresh

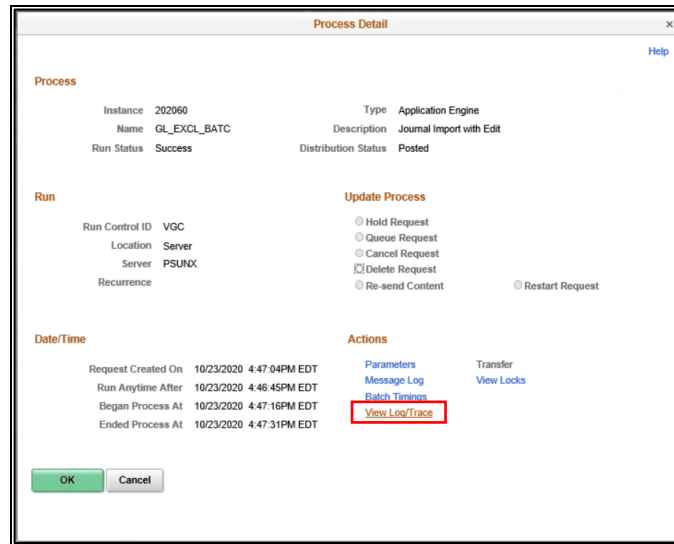
Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	202060		Application Engine	GL_EXCL_BATC	MD_GL_DPT_JRNL_PRCR	10/23/2020 4:46:45PM EDT	Queued	N/A	Details
<input type="checkbox"/>	202058		Application Engine	GL_EXCL_BATC	MD_GL_DPT_JRNL_PRCR	10/23/2020 3:47:50PM EDT	Success	Posted	Details

Lesson 1: Journal Creation

Lecture 2: Journal Creation via Spreadsheets

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

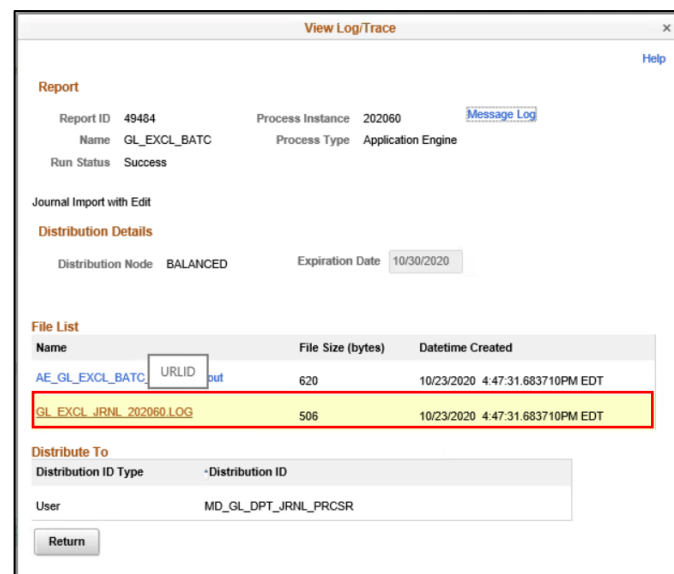


The **Process Detail** window displays the following information:

- Process:**
 - Instance: 202060
 - Name: GL_EXCL_BATC
 - Run Status: Success
 - Type: Application Engine
 - Description: Journal Import with Edit
 - Distribution Status: Posted
- Run:**
 - Run Control ID: VGC
 - Location: Server
 - Server: PSUNX
 - Recurrence:
- Update Process:**
 - ☐ Hold Request
 - ☐ Queue Request
 - ☐ Cancel Request
 - ☒ Delete Request
 - ☐ Re-send Content
 - ☐ Restart Request
- Date/Time:**
 - Request Created On: 10/23/2020 4:47:04PM EDT
 - Run Anytime After: 10/23/2020 4:46:45PM EDT
 - Began Process At: 10/23/2020 4:47:16PM EDT
 - Ended Process At: 10/23/2020 4:47:31PM EDT
- Actions:**
 - [Parameters](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#) (highlighted with a red box)
 - [Transfer](#)
 - [View Locks](#)

Buttons: OK, Cancel

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



The **View Log/Trace** window displays the following information:

- Report:**
 - Report ID: 49484
 - Name: GL_EXCL_BATC
 - Run Status: Success
 - Process Instance: 202060
 - Process Type: Application Engine
 - [Message Log](#)
- Journal Import with Edit**
- Distribution Details:**
 - Distribution Node: BALANCED
 - Expiration Date: 10/30/2020
- File List:**

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_BATC_URLID.out	620	10/23/2020 4:47:31.683710PM EDT
GL_EXCL_JRNL_202060.LOG	506	10/23/2020 4:47:31.683710PM EDT
- Distribute To:**
 - Distribution ID Type: -Distribution ID
 - User: MD_GL_DPT_JRNL_PRCR

Buttons: Return

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?

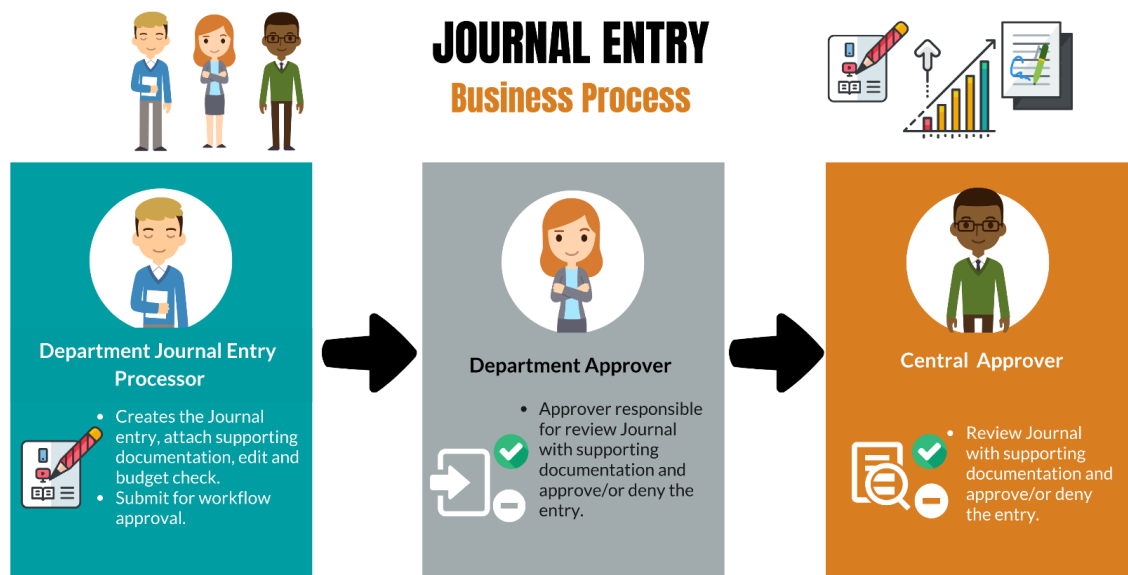
Lesson 1: Journal Creation

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.



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:



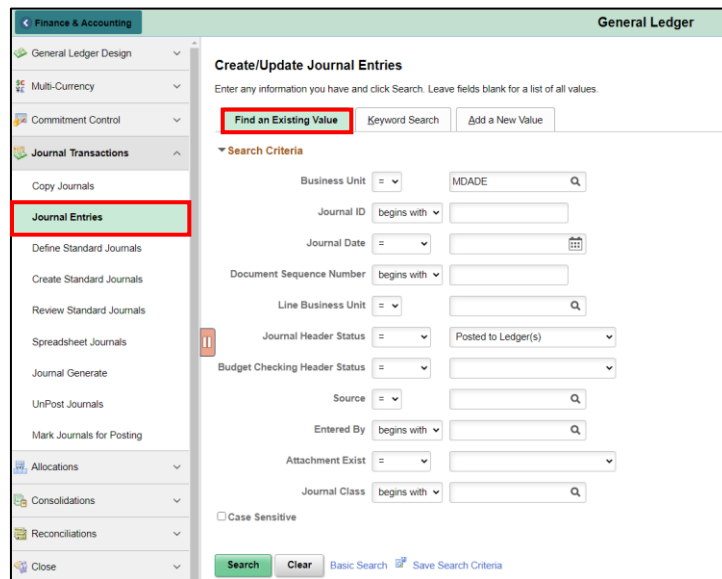
Term	Definition
Approval	Approval occurs through a workflow for management review.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
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.

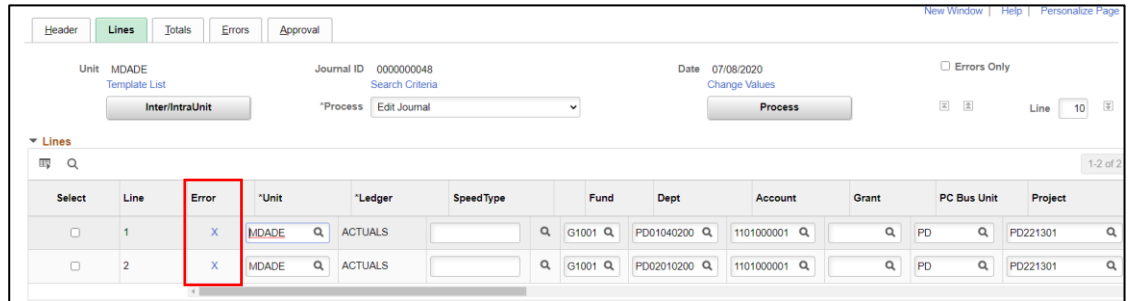
Search Results										
Only the first 300 results can be displayed.										
View All										
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code
MDADE	0000000006	07/06/2020	0	(blank)	MDADE	Posted	Valid	ACTUALS	PD	USD
MDADE	0000000033	07/07/2020	0	(blank)	MDADE	Posted	Valid	ACTUALS	CH	USD
MDADE	0000000044	07/08/2020	0	(blank)	MDADE	Posted	Valid	ACTUALS	IT	USD
MDADE	0000000046	07/08/2020	0	(blank)	MDADE	Posted	Valid	ACTUALS	OC	USD
MDADE	0000000051	07/08/2020	0	(blank)	MDADE	Posted	Valid	ACTUALS	FN	USD

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

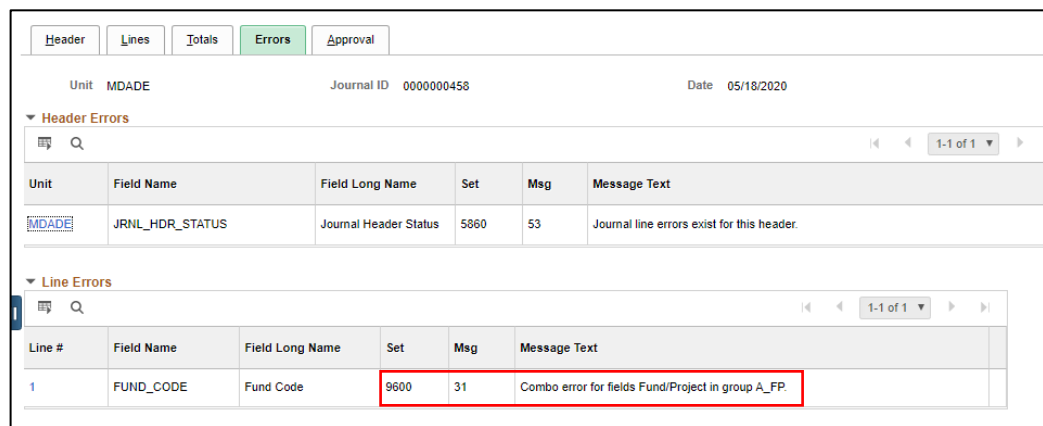
Lecture 1: Editing Journals

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.



Select	Line	Error	*Unit	*Ledger	SpeedType	Fund	Dept	Account	Grant	PC Bus Unit	Project
<input type="checkbox"/>	1	X	MDADE	ACTUALS		G1001	PD01040200	1101000001		PD	PD221301
<input type="checkbox"/>	2	X	MDADE	ACTUALS		G1001	PD02010200	1101000001		PD	PD221301

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).



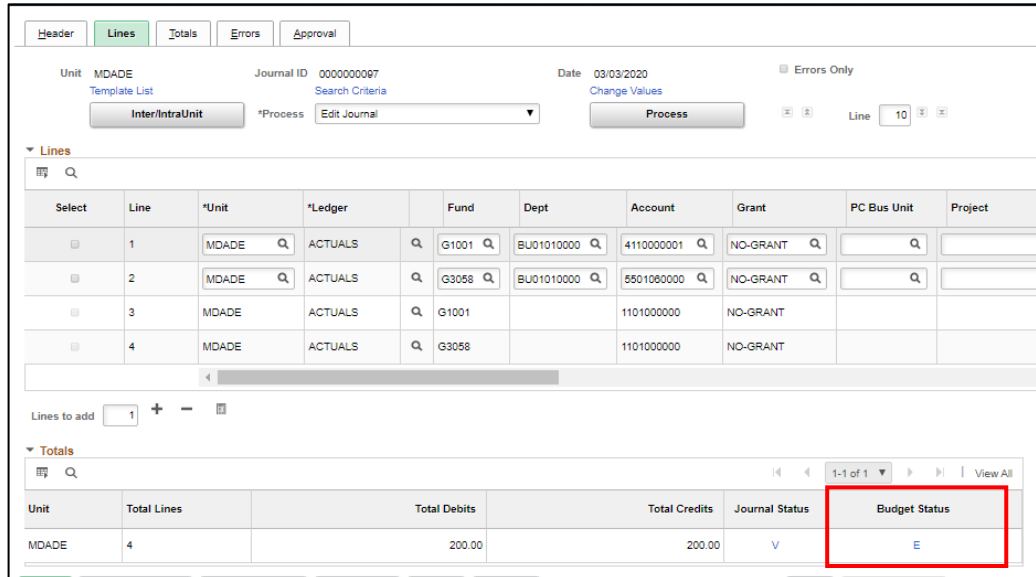
Unit	Field Name	Field Long Name	Set	Msg	Message Text
MDADE	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund Code	9600	31	Combo error for fields Fund/Project in group A_FP.

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'.

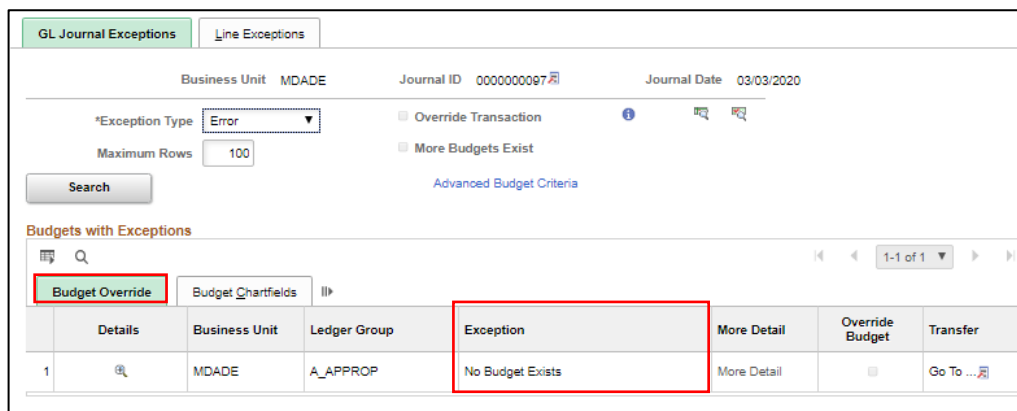


The screenshot shows the 'Lines' tab of a journal entry processing screen. The 'Unit' is MDADE, 'Journal ID' is 0000000097, and 'Date' is 03/03/2020. The 'Errors Only' checkbox is checked. The 'Lines' table has 4 rows, all with 'ACTUALS' in the 'Ledger' column. The 'Budget Status' field in the 'Totals' section is highlighted with a red box and contains the value 'E'.

Select	Line	*Unit	*Ledger	Fund	Dept	Account	Grant	PC Bus Unit	Project
<input type="checkbox"/>	1	MDADE	ACTUALS	G1001	BU01010000	4110000001	NO-GRANT		
<input type="checkbox"/>	2	MDADE	ACTUALS	G3058	BU01010000	5501080000	NO-GRANT		
<input type="checkbox"/>	3	MDADE	ACTUALS	G1001		1101000000	NO-GRANT		
<input type="checkbox"/>	4	MDADE	ACTUALS	G3058		1101000000	NO-GRANT		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDADE	4	200.00	200.00	V	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 ChartField 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.



The screenshot shows the 'GL Journal Exceptions' page. The 'Business Unit' is MDADE, 'Journal ID' is 0000000097, and 'Journal Date' is 03/03/2020. The 'Exception Type' is 'Error'. The 'Budget Override' button is highlighted with a red box. The 'Budgets with Exceptions' table has 1 row, with the 'Exception' column highlighted by a red box and containing the value 'No Budget Exists'.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	MDADE	A_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

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.

Finance & Accounting **General Ledger**

Header | **Lines** | Totals | Errors | Approval

Unit: MDADE Journal ID: 0000000184 Date: 07/15/2020 ☐ Errors Only
[Template List](#) [Search Criteria](#) [Change Values](#)

Inter/IntraUnit ***Process** Submit Journal **Process** Line 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	Account	Grant	PC Bus Unit	Project	Acti
<input type="checkbox"/>	1	MDADE	ACTUALS		S2001	AD03030101	5470120000	AD197202	AD	AD197202	TRAINI
<input type="checkbox"/>	2	MDADE	ACTUALS		SC002	CH02010000	5470120000	CH197202	CH	CH197202	TRAINI
<input type="checkbox"/>	3	MDADE	ACTUALS		S2001	CL24010000	5470120000	CL197202	CL	CL197202	TRAINI
<input type="checkbox"/>	4	MDADE	ACTUALS		S2001	CR03030100	5470120000	CR197202	CR	CR197202	TRAINI
<input type="checkbox"/>	5	MDADE	ACTUALS		S2001	CU02020000	5470120000	CU197202	CU	CU197202	TRAINI
<input type="checkbox"/>	6	MDADE	ACTUALS		S2001	FR04010300	5470120000	FR197202	FR	FR197202	TRAINI
<input type="checkbox"/>	7	MDADE	ACTUALS		S2008	HT01010000	5470120000	HT197202	HT	HT197202	TRAINI
<input type="checkbox"/>	8	MDADE	ACTUALS		S2001	JU02010100	5470120000	JU197202	JU	JU197202	TRAINI
<input type="checkbox"/>	9	MDADE	ACTUALS		SL002	LB04010000	5470120000	LB197202	LB	LB197202	TRAINI
<input type="checkbox"/>	10	MDADE	ACTUALS		S2001	OC01010100	5470120000	OC197202	OC	OC197202	TRAINI

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDADE	26	13.00	13.00	V	V

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

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.

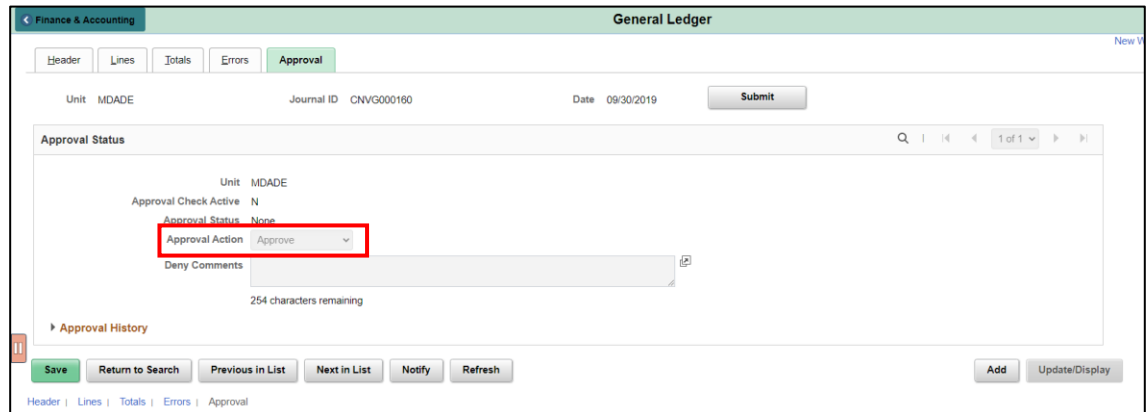
The Journal Approval process is listed below:

- 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.



The screenshot shows the 'General Ledger' interface with the 'Approval' tab selected. The top navigation bar includes 'Finance & Accounting' and 'General Ledger'. Below this, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is active, showing the 'Approval Status' section. This section displays the following information:

- Unit: MDADE
- Journal ID: CNVG000160
- Date: 09/30/2019
- Approval Check Active: N
- Approval Status: None
- Approval Action: Approve (highlighted with a red box)
- Deny Comments: (text area with 254 characters remaining)

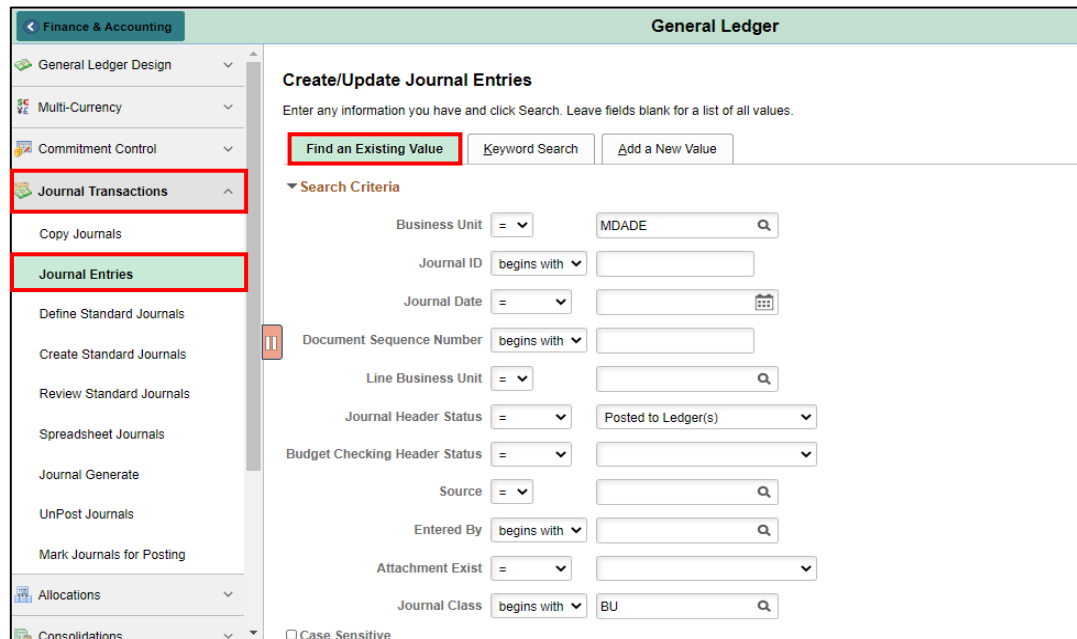
At the bottom of the 'Approval Status' section, there is an 'Approval History' link. The bottom of the interface features a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The bottom navigation bar shows 'Header | Lines | Totals | Errors | Approval'.

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.



General Ledger

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

Search Criteria

Business Unit = MDADE

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = Posted to Ledger(s)

Budget Checking Header Status =

Source =

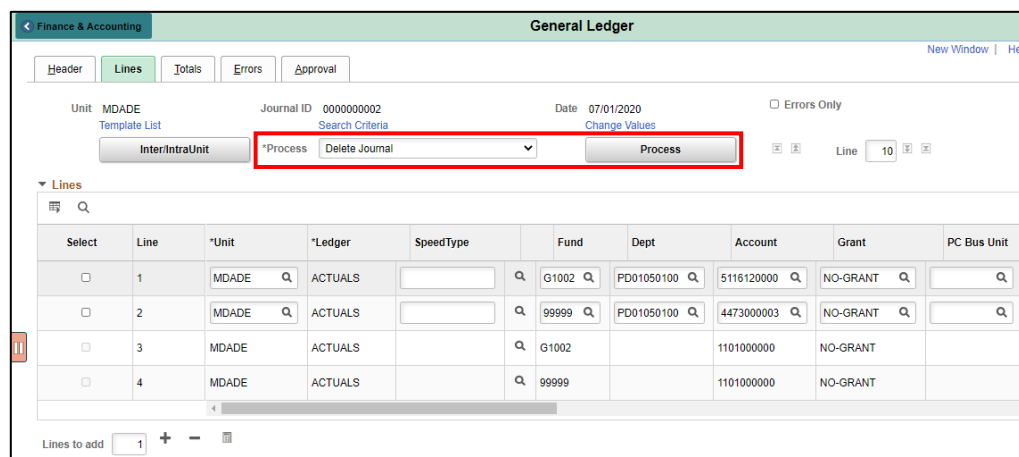
Entered By begins with

Attachment Exist =

Journal Class begins with BU

☐ Case Sensitive

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.



General Ledger

Header | **Lines** | Totals | Errors | Approval

Unit MDADE | Journal ID 000000002 | Date 07/01/2020 | ☐ Errors Only

Template List | Search Criteria | Change Values

InterIntraUnit | **Process** | Delete Journal | **Process**

Line 10

Lines

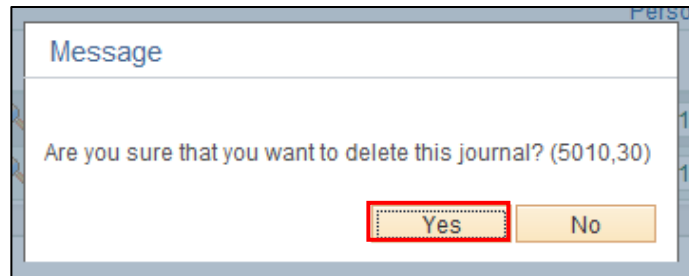
Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	Account	Grant	PC Bus Unit
<input type="checkbox"/>	1	MDADE	ACTUALS		G1002	PD01050100	5116120000	NO-GRANT	
<input type="checkbox"/>	2	MDADE	ACTUALS		99999	PD01050100	4473000003	NO-GRANT	
<input type="checkbox"/>	3	MDADE	ACTUALS		G1002		1101000000	NO-GRANT	
<input type="checkbox"/>	4	MDADE	ACTUALS		99999		1101000000	NO-GRANT	

Lines to add 1

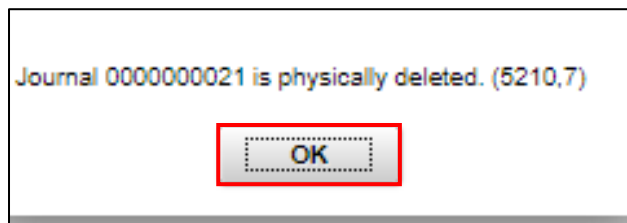
Lesson 2: Processing Journal Entries

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

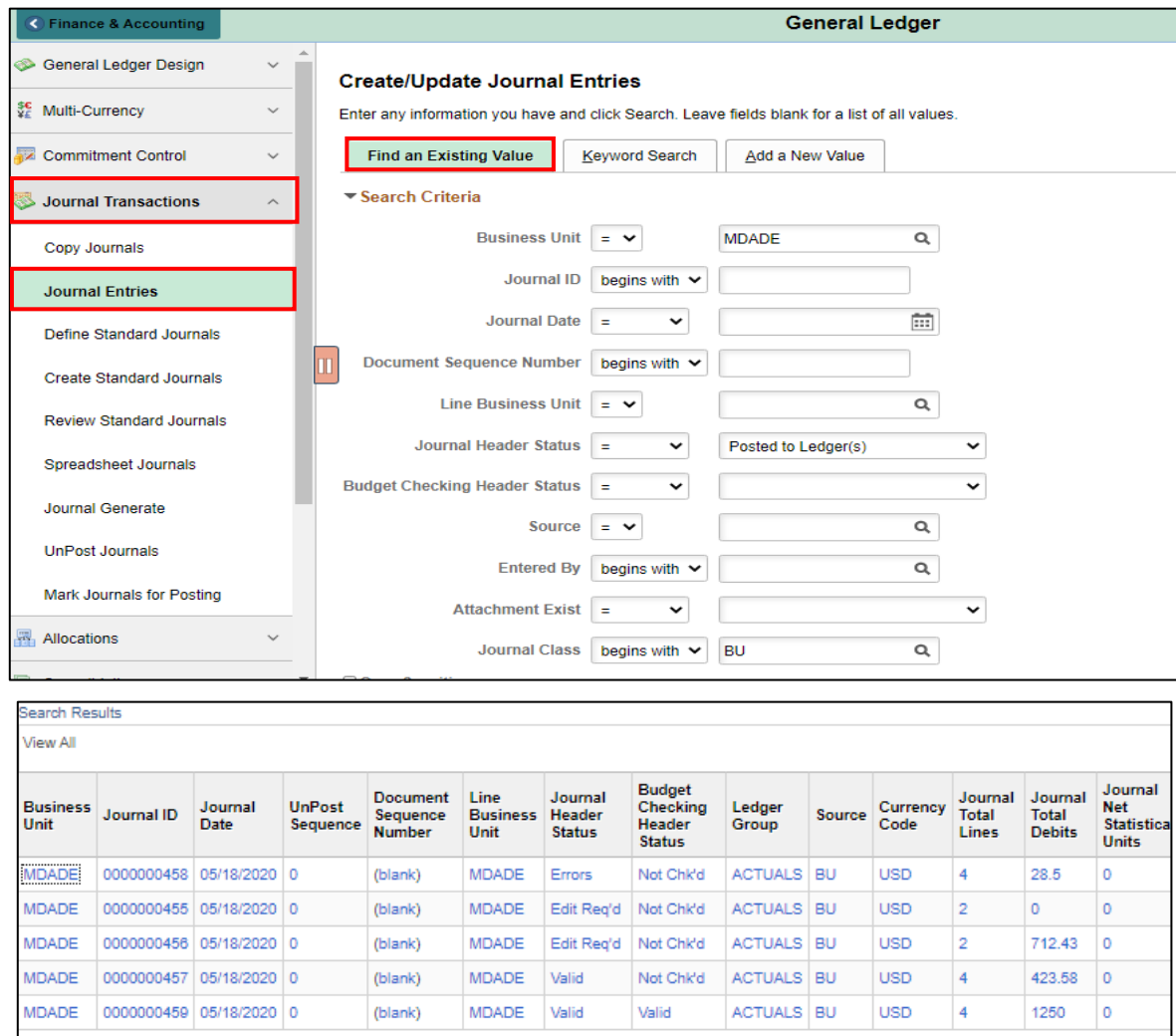
Lecture 5: Copying Journals

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**



General Ledger

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Keyword Search** **Add a New Value**

Search Criteria

Business Unit = MDADE

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = Posted to Ledger(s)

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with BU

Search Results

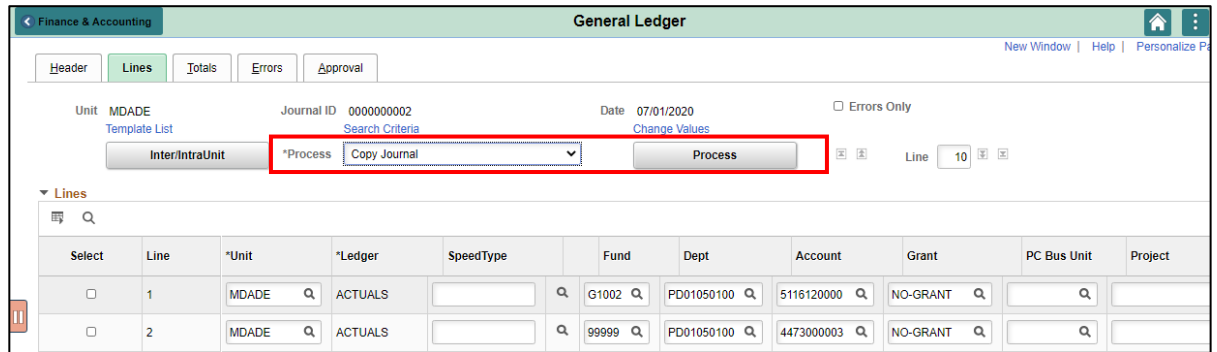
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units
MDADE	0000000458	05/18/2020	0	(blank)	MDADE	Errors	Not Chk'd	ACTUALS	BU	USD	4	28.5	0
MDADE	0000000455	05/18/2020	0	(blank)	MDADE	Edit Req'd	Not Chk'd	ACTUALS	BU	USD	2	0	0
MDADE	0000000456	05/18/2020	0	(blank)	MDADE	Edit Req'd	Not Chk'd	ACTUALS	BU	USD	2	712.43	0
MDADE	0000000457	05/18/2020	0	(blank)	MDADE	Valid	Not Chk'd	ACTUALS	BU	USD	4	423.58	0
MDADE	0000000459	05/18/2020	0	(blank)	MDADE	Valid	Valid	ACTUALS	BU	USD	4	1250	0

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

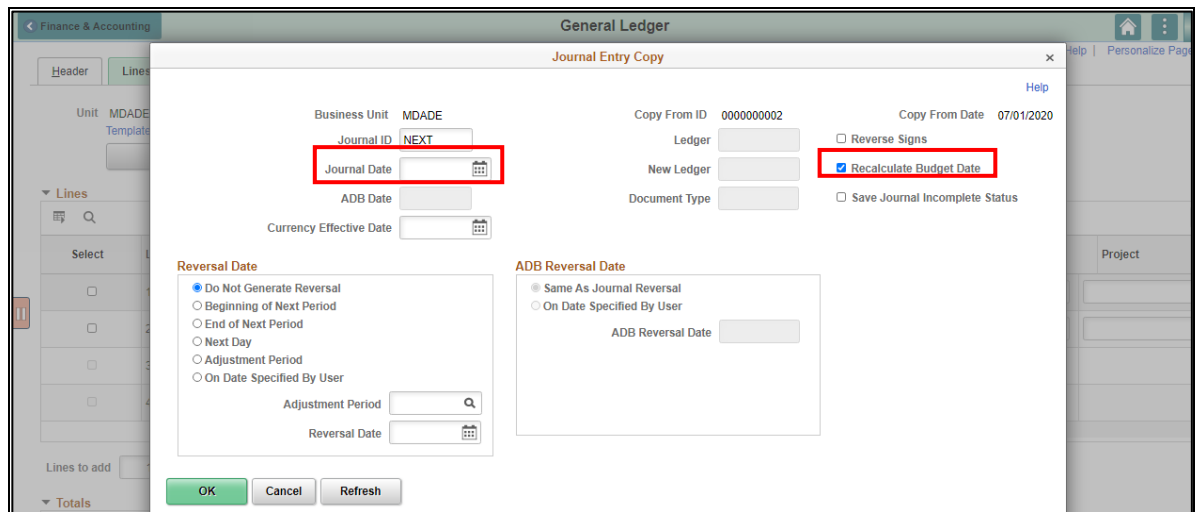
- Lecture 5: Copying Journals**
4. Open the selected journal and go to the **Lines** tab.
 5. Update the **Process** drop-down to **Copy Journal** and select the **Process** button.



The screenshot shows the 'General Ledger' window with the 'Lines' tab selected. The 'Process' dropdown menu is set to 'Copy Journal', and the 'Process' button is highlighted. The 'Journal ID' is 0000000002, and the 'Date' is 07/01/2020. The 'Unit' is MDADE. The 'Inter/IntraUnit' dropdown is set to 'Inter/IntraUnit'. The 'Line' number is 10.

Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	Account	Grant	PC Bus Unit	Project
<input type="checkbox"/>	1	MDADE	ACTUALS		G1002	PD01050100	5116120000	NO-GRANT		
<input type="checkbox"/>	2	MDADE	ACTUALS		99999	PD01050100	4473000003	NO-GRANT		

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



The screenshot shows the 'Journal Entry Copy' dialog box. The 'Business Unit' is MDADE, and the 'Copy From ID' is 0000000002. The 'Journal ID' is set to 'NEXT'. The 'Journal Date' field is highlighted, and the 'Recalculate Budget Date' checkbox is checked. The 'Copy From Date' is 07/01/2020. The 'Reversal Date' section has 'Do Not Generate Reversal' selected. The 'ADB Reversal Date' section has 'Same As Journal Reversal' selected.

Reversal Date

- ☒ Do Not Generate Reversal
- ☐ Beginning of Next Period
- ☐ End of Next Period
- ☐ Next Day
- ☐ Adjustment Period
- ☐ On Date Specified By User

Adjustment Period:

Reversal Date:

ADB Reversal Date

- ☒ Same As Journal Reversal
- ☐ On Date Specified By User

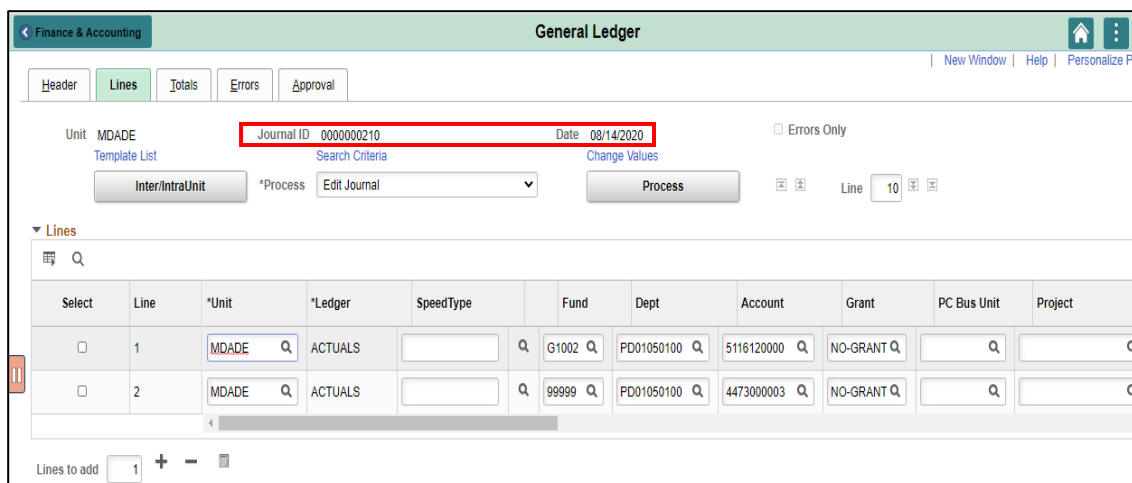
ADB Reversal Date:

Buttons: OK, Cancel, Refresh

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.



General Ledger

Unit MDADE Journal ID 000000210 Date 08/14/2020

Inter/IntraUnit *Process Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	Account	Grant	PC Bus Unit	Project
<input type="checkbox"/>	1	MDADE	ACTUALS		G1002	PD01050100	5116120000	NO-GRANT		
<input type="checkbox"/>	2	MDADE	ACTUALS		99999	PD01050100	4473000003	NO-GRANT		

Lines to add 1

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:** This module includes the following lesson:
- Overview**
- Combination editing

Lesson 1: Combination Editing

- Lesson 1:** At the conclusion of this lesson, users will be able to:
- Overview**
- 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: MDC *Group: A_FP Rule: As of Date: Business Unit: Search

Max Rows: 25 Fund Code: Project: View Chartfield Tree Effdt

Query Results: 1 to 3 of 3

Combination Data

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.

Header	Lines	Totals	Errors	Approval	
Unit	MDADE	Journal ID	0000000458	Date	05/18/2020
▼ Header Errors					
<div> <div> <div></div> <div>Q</div> </div> <div>1-1 of 1</div> </div>					
Unit	Field Name	Field Long Name	Set	Msg	Message Text
MDADE	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.
▼ Line Errors					
<div> <div> <div></div> <div>Q</div> </div> <div>1-1 of 1</div> </div>					
Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund Code	9600	31	Combo error for fields Fund/Project in group A_FP.

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

Lesson 1: Introduction

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:



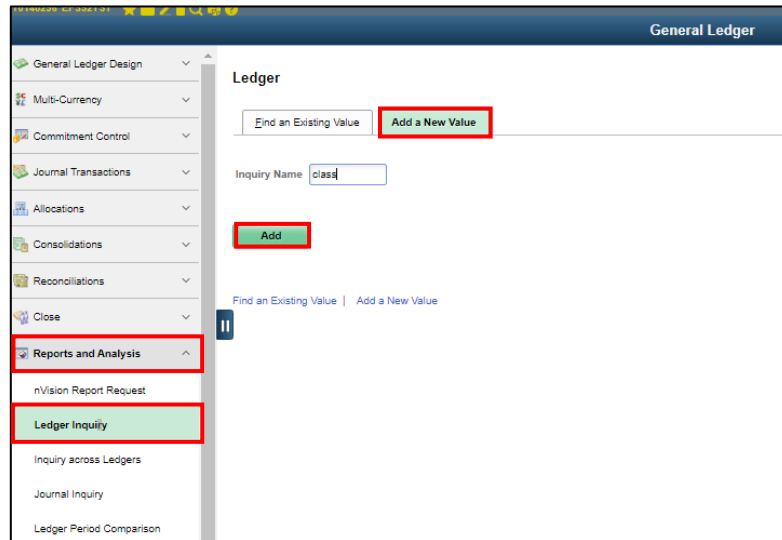
Term	Definition
Budget Overview	Shows the remaining budget available balance for the annual Appropriation ledger
Ledger Inquiry	Displays details of ledger balances including journal ID.

Lesson 1: Processing Financial Statements and Reports

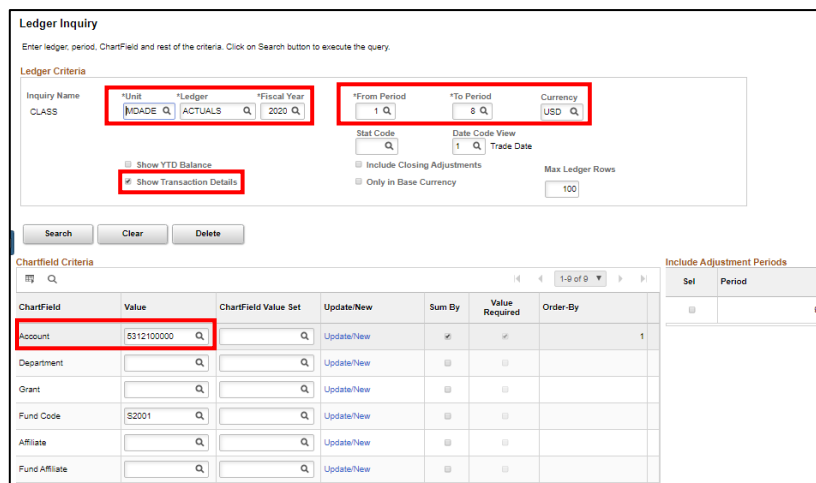
Lecture 1: The Ledger Inquiry

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**.



ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order By
Account	5312100000		Update/New			1
Department			Update/New			
Grant			Update/New			
Fund Code	S2001		Update/New			
Affiliate			Update/New			
Fund Affiliate			Update/New			

Lesson 1: Processing Financial Statements and Reports

Lecture 1: The Ledger Inquiry

Ledger Inquiry
Transaction Details

Go To [Transaction Criteria](#)

Transaction Details 1-2 of 2 [View 1](#)

Ledger by Period and Character

Period	Account	Account Description	Stat
6	5312100000	TRAVEL EXPENSE-U.S.	

Amount (in Transaction Currency) 0.00 USD Amount (in Base Currency) 0.00 USD

Journals

Journal ID	Line Descr	Date	Seq	Stat Amt	NTR	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0000000438	TRAVEL EXPENSE-U.S.	03/15/2020		0.00	N	1,000.00	USD	1,000.00	USD
0000000438	TRAVEL EXPENSE-U.S.	03/15/2020		0.00	N	-1,000.00	USD	-1,000.00	USD
0000000441	TRAVEL EXPENSE-U.S.	03/15/2020		0.00	N	-1.00	USD	-1.00	USD
0000000442	TRAVEL EXPENSE-U.S.	03/15/2020		0.00	N	1.00	USD	1.00	USD

Ledger by Period and Character

Period	Account	Account Description	Stat
7	5312100000	TRAVEL EXPENSE-U.S.	

Amount (in Transaction Currency) 1,000.00 USD Amount (in Base Currency) 1,000.00 USD

Journals

Journal ID	Line Descr	Date	Seq	Stat Amt	NTR	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
0000000410	TRAVEL EXPENSE-U.S.	04/24/2020		0.00	N	1,000.00	USD	1,000.00	USD

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

Journal Inquiry
Journal Inquiry Details

Go To [Inquiry Criteria](#) [Transaction Details](#)

Journal Header

Journal ID	0000000438	Date	03/15/2020	Schedule	
Ledger Group	ACTUALS	Original Date	03/15/2020	Process	No Request
Source	BU	Date Posted	04/28/2020	Total Lines	2
Journal Status	Posted	Reversal Date		User ID	T0140296
Balanced	DIR=CR	Reversal	None	InterUnit BU	MDADE
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Record Travel Expense in the Grant				

[View Attachment](#)

☐ All Lines ☐ From/To

From Line To Line [Query Journal Lines](#)

Totals by Currency

Currency	USD	Debit Amount	Credit Amount	Net
		1,000.00	1,000.00	0.00

Journal Line

Line #	Line Descr	Seq	Amount (in Transaction Currency)	Currency	Account	Grant	Fund	Dept	PC Bus Unit	Project	Activity
1	TRAVEL EXPENSE-U.S.		-1,000.00	USD	5312100000	BUOPID01	S2001	BU0630000	BU	BUOPID01	ADMINISTRAT

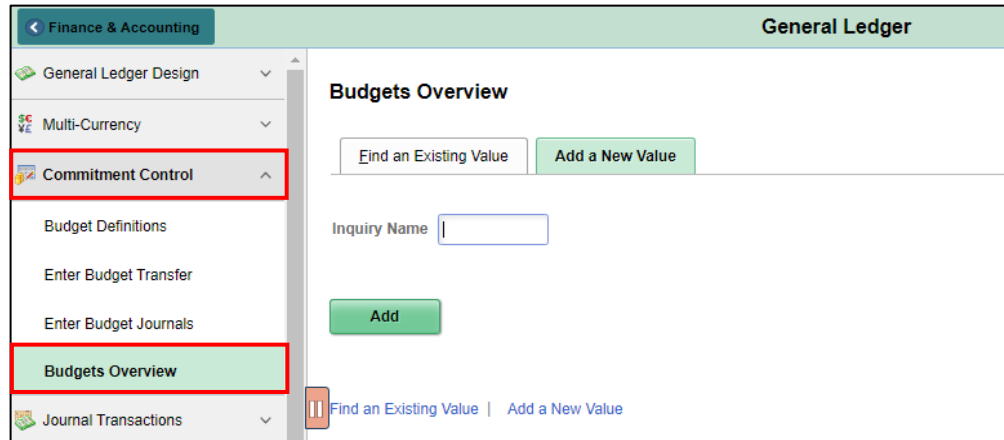
[Save](#) [Notify](#) [Add](#) [Update Display](#)

Lesson 1: Processing Financial Statements and Reports

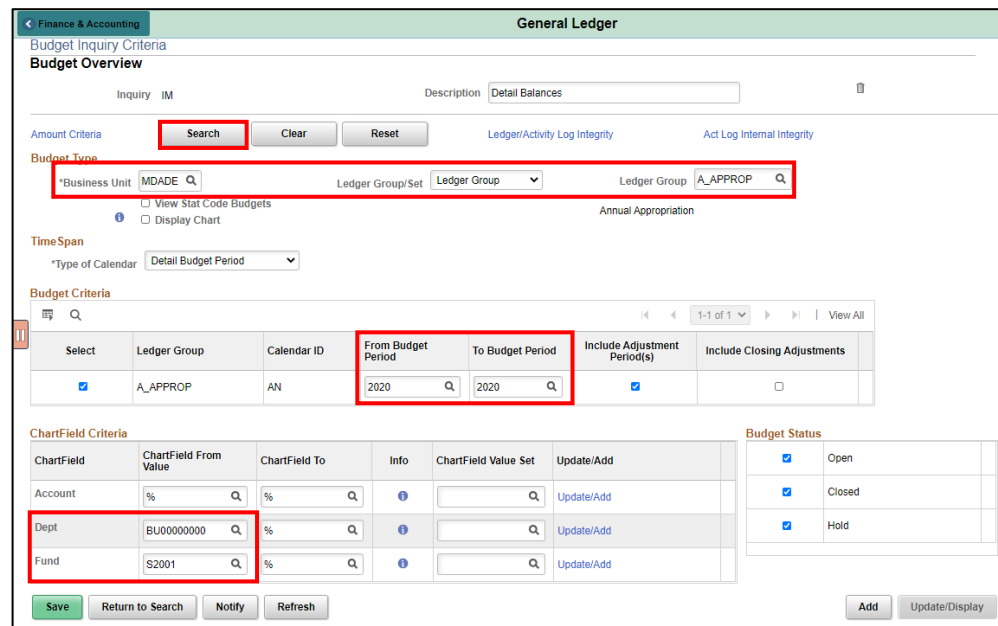
Lecture 2: The Budget Overview

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**.



Budget Inquiry Criteria

Budget Overview

Inquiry IM Description Detail Balances

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

Budget Type

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

☐ View Stat Code Budgets ☐ Display Chart Annual Appropriation

Time Span

*Type of Calendar Detail Budget Period

Budget Criteria

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

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
Dept	BU00000000	%			Update/Add
Fund	S2001	%			Update/Add

Budget Status

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

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display**

Lecture 2: The Budget Overview

- | Ledger Totals (3 Rows) | | | | | | | | | | | |
|---|---------|--------------------------|------|------------|---------------------|---------------|------------|----------|-------------|-----------------|------------------|
| Budget | | | | | | | | | | | |
| Expense | | | | | | | | | | | |
| Encumbrance | | | | | | | | | | | |
| Pre-Encumbrance | | | | | | | | | | | |
| Budget Balance | | | | | | | | | | | |
| Associate Revenue | | | | | | | | | | | |
| Available Budget | | | | | | | | | | | |
| Budget Overview Results | | | | | | | | | | | |
| <div> <div> <div></div> <div>Q</div> </div> <div> <div><<</div> <div><</div> <div>1-3 of 3 ▾</div> <div>></div> <div>>></div> </div> <div>View All</div> </div> | | | | | | | | | | | |
| | Details | Budget Transaction Types | | Account | Account Description | Budget Period | Budget | Expense | Encumbrance | Pre-Encumbrance | Available Budget |
| 1 | | | TAND | CAPITAL | CAPITAL ROLLUP | 2020 | 100,000.00 | 2,166.65 | 1,666.65 | 0.00 | 98,166. |
| 2 | | | TAND | OTHER OPER | OTHER OPERATING | 2020 | 800,999.00 | 2,780.00 | 0.00 | 0.00 | 798,219. |
| 3 | | | TAND | PERSONNEL | PERSONNEL ROLLUP | 2020 | 100,000.00 | 0.00 | 0.00 | 0.00 | 100,000. |

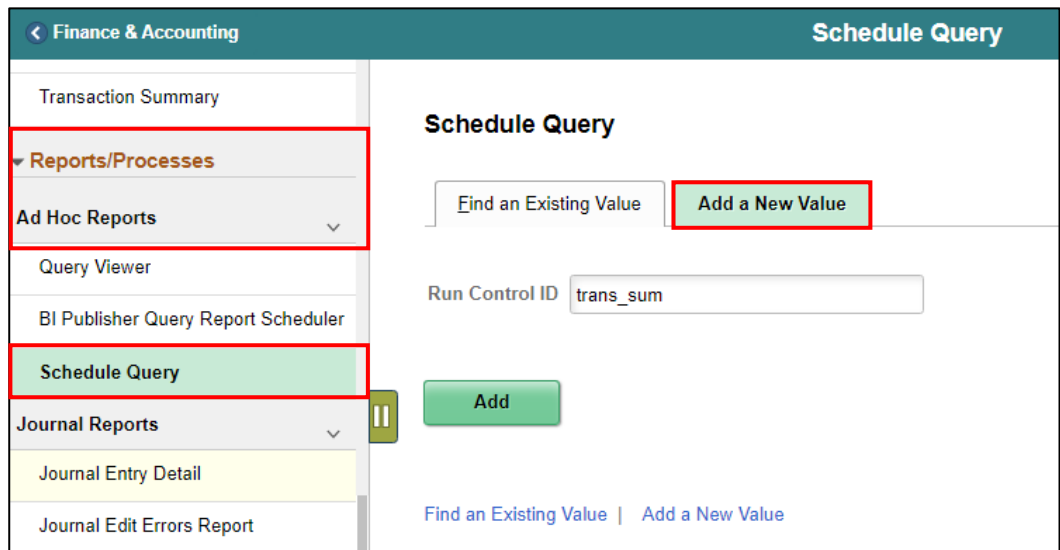
- | Activity Log | | | | | | | | | | | | | |
|--------------|---|-----------|----------------|-------------|-----------|-------|------------|------------|---------------|------|--------|----------------|------------------|
| | | Tran Line | Document Label | Document ID | Ref Bdgt? | Fund | Dept | Account | Budget Period | Year | Period | Foreign Amount | Foreign Currency |
| 🔍 | 🔗 | 49 | Journal ID: | CNV0000019 | N | S2001 | BU00000000 | OTHER OPER | 2020 | 2020 | 1 | 25,453.00 | USD |
| 🔍 | 🔗 | 50 | Journal ID: | CNV0000019 | N | S2001 | BU00000000 | OTHER OPER | 2020 | 2020 | 1 | 51,123.00 | USD |
| 🔍 | 🔗 | 51 | Journal ID: | CNV0000019 | N | S2001 | BU00000000 | OTHER OPER | 2020 | 2020 | 1 | 25,218.00 | USD |
| 🔍 | 🔗 | 52 | Journal ID: | CNV0000019 | N | S2001 | BU00000000 | OTHER OPER | 2020 | 2020 | 1 | 50,000.00 | USD |
| 🔍 | 🔗 | 53 | Journal ID: | CNV0000019 | N | S2001 | BU00000000 | OTHER OPER | 2020 | 2020 | 1 | 7,000.00 | USD |
| 🔍 | 🔗 | 54 | Journal ID: | CNV0000019 | N | S2001 | BU00000000 | OTHER OPER | 2020 | 2020 | 1 | -17,307.00 | USD |
| 🔍 | 🔗 | 55 | Journal ID: | CNV0000019 | N | S2001 | BU00000000 | OTHER OPER | 2020 | 2020 | 1 | 79,547.00 | USD |

Lecture 3: Transaction Summary

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.



The screenshot shows the 'Schedule Query' page. On the left, a sidebar contains a list of options: Transaction Summary, Reports/Processes (expanded), Ad Hoc Reports, Query Viewer, BI Publisher Query Report Scheduler, Schedule Query (highlighted), Journal Reports, Journal Entry Detail, and Journal Edit Errors Report. The main content area has a header 'Schedule Query' and two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text field labeled 'Run Control ID' with the value 'trans_sum' and an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

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

*Query Type: [Queries](#)

Query: MD_GLR222_TRANSACTION_BY_MON [Search](#)

Query

Query	Description	Public
MD_GLR222_TRANSACTION_BY_MONTH	Transaction Summary	Public

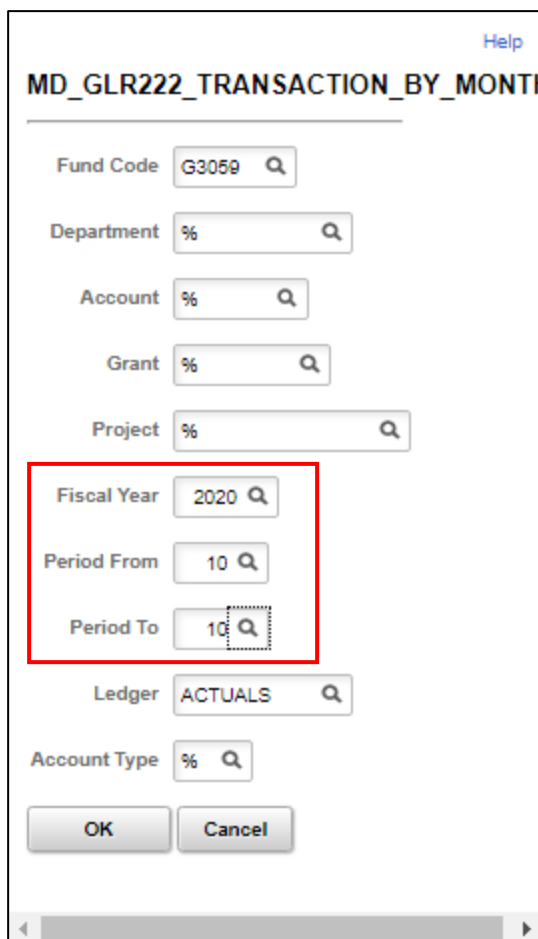
[Return](#)

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



MD_GLR222_TRANSACTION_BY_MONTH

Fund Code G3059

Department %

Account %

Grant %

Project %

Fiscal Year 2020

Period From 10

Period To 10

Ledger ACTUALS

Account Type %

OK Cancel

- 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

Schedule Query

Run Control ID: trans_sum Report Manager Process Monitor **Run**

Query Name: MD_GLR222_TRANSACTION_BY_MON Search

*Description: Transaction Summary

Update Parameters

Prompt Name	Value
FUND_CODE	G3059
DEPTID	%
ACCOUNT	%
OPERATING_UNIT	%
PROJECT_ID	%
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	10
ACCOUNTING_PERIOD	10
LEDGER	ACTUALS
ACCOUNT_TYPE	%

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

Process Scheduler Request

User ID: MD_GL_DPT_REPORTER Run Control ID: trans_sum Help

Server Name: Run Date: 09/14/2020

Recurrence: Run Time: 4:22:02PM Reset to Current Date/Time

Time Zone: Q

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

OK Cancel

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.

Schedule Query

Run Control ID trans_sum

[Report Manager](#) [Process Monitor](#) [Run](#)

Query Name MD_GLR222_TRANSACTION_BY_MON [Search](#)

*Description Transaction Summary

[Update Parameters](#)

Prompt Name	Value
FUND_CODE	G3059
DEPTID	%

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

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

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Transaction Summary	TRANSACTION SUMMARY	General	09/14/20 4:24PM	46037	197905

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.

Lecture 3: Transaction Summary

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	Model Journal Date	GL Posted Date	GL Business Unit	Journal ID	Journal Line	Accounting Definition Name	Source	Class	Feed Type Attribute	Feed Attribute	Feed Code	Feed 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	3	APDEFN	AP	GF	GF030	G3059		FINANCE OPERATION
2020	7/6/2020	7/28/2020	MDADE	0000000759	3		BU	GF	GF030	G3059		FINANCE OPERATION
2020	7/6/2020	7/28/2020	MDADE	0000000759	4		BU	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	3	APDEFN	AP	GF	GF030	G3059		FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000824	1	APDEFN	AP	GF	GF030	G3059		FINANCE OPERATION
2020	7/15/2020	8/5/2020	MDADE	AP00000824	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	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	7/15/2020	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	Model Business Unit	Model Document ID	Amount
JS						100000000	EQUITY IN POOLED CASH	FN	00000095	-120.000
FN02020000	HUMAN RESOURCES	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000095	120.000
FN02040500	ACCOUNTS PAYABLE WORKFL	NO-GRANT	NO GRANT			7490000001	OTHER CHARGES FOR SERVICES			-400.000
FN02040500	ACCOUNTS PAYABLE WORKFL	NO-GRANT	NO GRANT			7220200001	EXPENSES ACCRUAL			400.000
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			75320210000	EDUCATIONAL MATERIALS	FN	00000096	150.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			75320210000	EDUCATIONAL MATERIALS	FN	00000097	10000.000
JS						100000000	EQUITY IN POOLED CASH	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	00000096	150.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			2201000000	VOUCHERS PAYABLE	FN	00000098	-800.000
FN01010000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			7452160000	MISC MEDICAL SUPPLIES	FN	00000098	800.000
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			75310120000	TELEPHONE-SUNCOM			17.440
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			75310180000	OTHER COMMUNICATION CHARGES			3987.660
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			75316120000	SHIPPING CHARGES			6233.180
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			75316140000	OUTSIDE MAILING SERVICES			2087.190
FN02020200	GENERAL ACCOUNTING	NO-GRANT	NO GRANT			7220200001	EXPENSES ACCRUAL			-12325.470

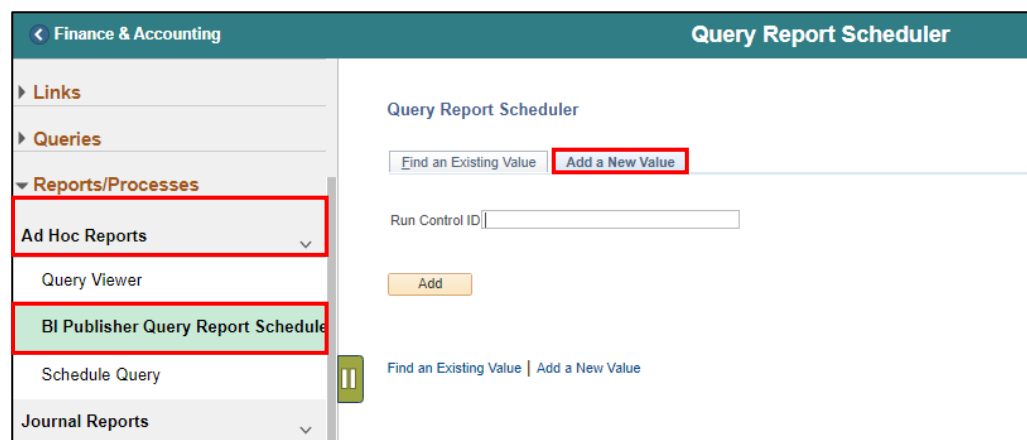
Lesson 1: Processing Financial Statements and Reports

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.

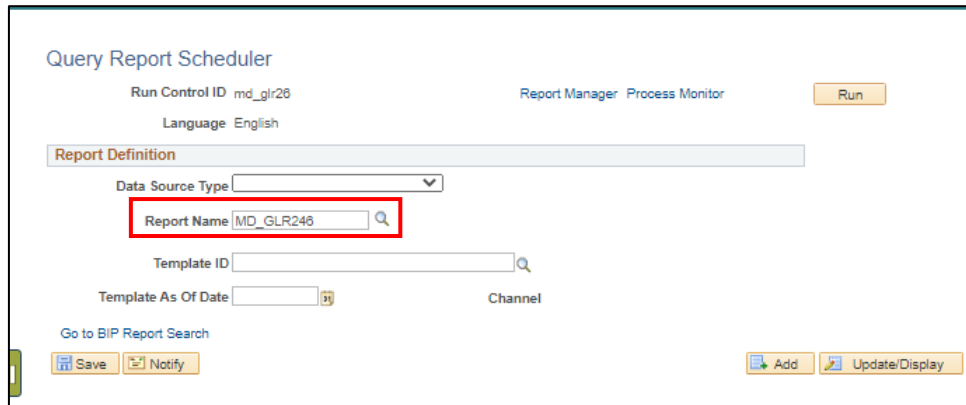


The screenshot displays the 'Query Report Scheduler' interface. On the left, a sidebar menu under 'Finance & Accounting' shows 'Reports/Processes' expanded, with 'Ad Hoc Reports' and 'BI Publisher Query Report Scheduler' highlighted. The main content area has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected, showing a text input field for 'Run Control ID' and an 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Lesson 1: Processing Financial Statements and Reports

Lecture 4: Trial Balance Report

3. Enter the **Report Name**.



Query Report Scheduler

Run Control ID: md_glr26 Report Manager Process Monitor Run

Language: English

Report Definition

Data Source Type: [v]

Report Name: MD_GLR246 [magnifying glass]

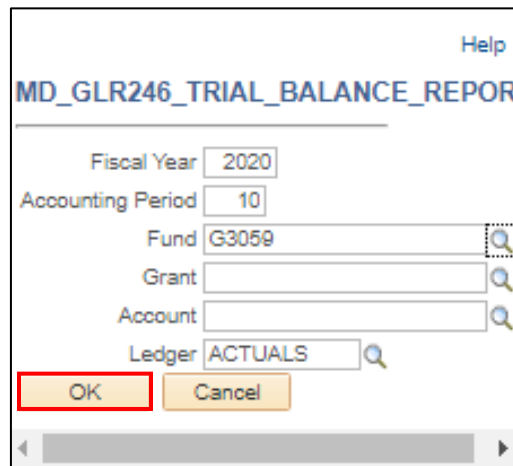
Template ID: [magnifying glass]

Template As Of Date: [01] Channel

Go to BIP Report Search

Save Notify Add Update/Display

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**.



MD_GLR246_TRIAL_BALANCE_REPORT

Fiscal Year: 2020

Accounting Period: 10

Fund: G3059 [magnifying glass]

Grant: [magnifying glass]

Account: [magnifying glass]

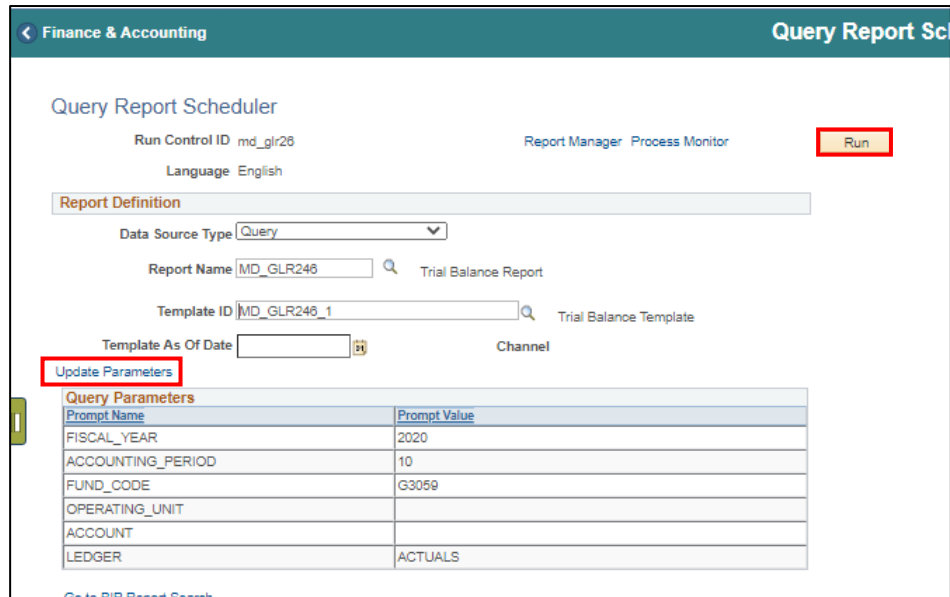
Ledger: ACTUALS [magnifying glass]

OK Cancel

Lesson 1: Processing Financial Statements and Reports

Lecture 4: Trial Balance Report

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.



Finance & Accounting Query Report Scheduler

Run Control ID: md_glr26 Report Manager Process Monitor **Run**

Language: English

Report Definition

Data Source Type: Query

Report Name: MD_GLR246 Trial Balance Report

Template ID: MD_GLR246_1 Trial Balance Template

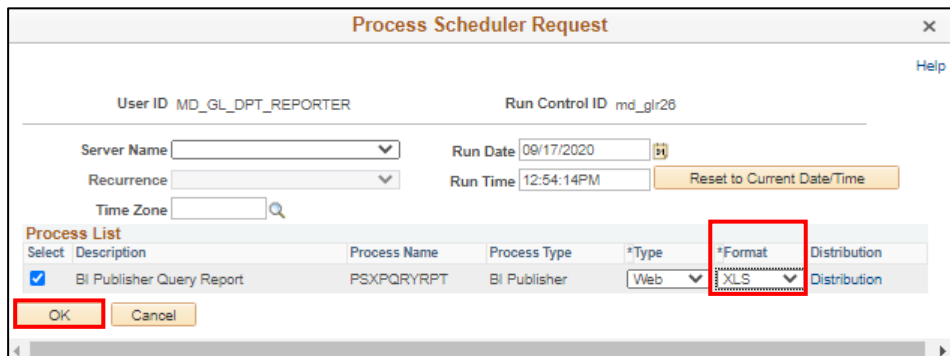
Template As Of Date: Channel

Update Parameters

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

[Go to BIP Report Search](#)

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



Process Scheduler Request

User ID: MD_GL_DPT_REPORTER Run Control ID: md_glr26

Server Name: Run Date: 09/17/2020

Recurrence: Run Time: 12:54:14PM Reset to Current Date/Time

Time Zone:

Process List

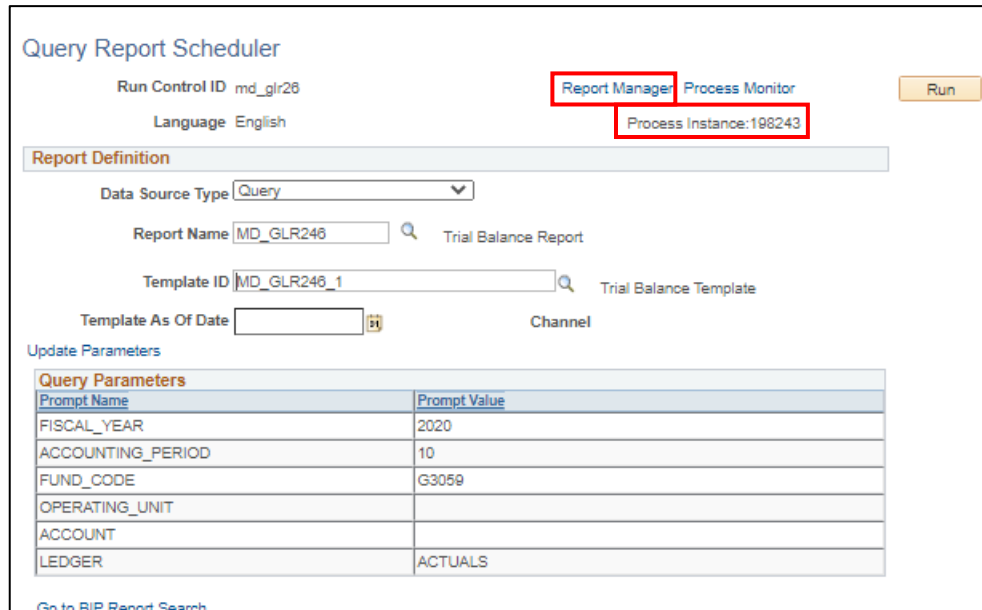
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	XLS	Distribution

OK Cancel

10. 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

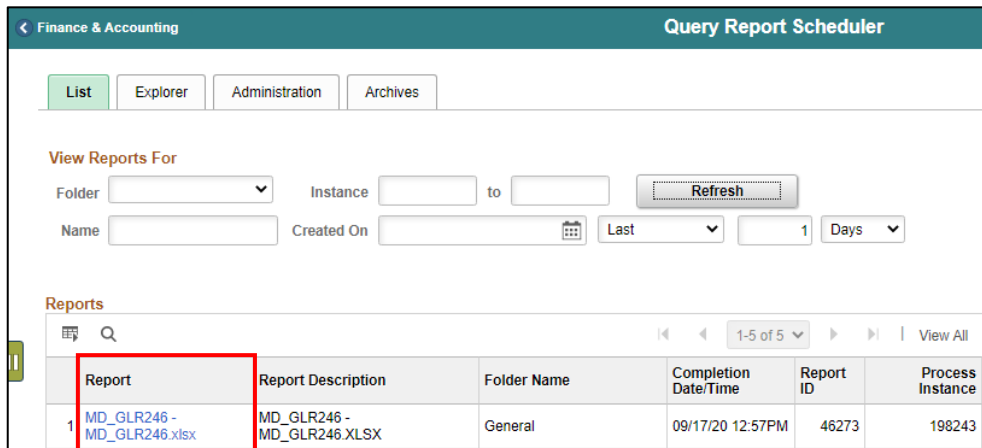
Template As Of Date: Channel:

[Update Parameters](#)

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.



Query Report Scheduler

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

View Reports For

Folder: Instance: to: [Refresh](#)

Name: Created On: Last: 1 Days:

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
MD_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

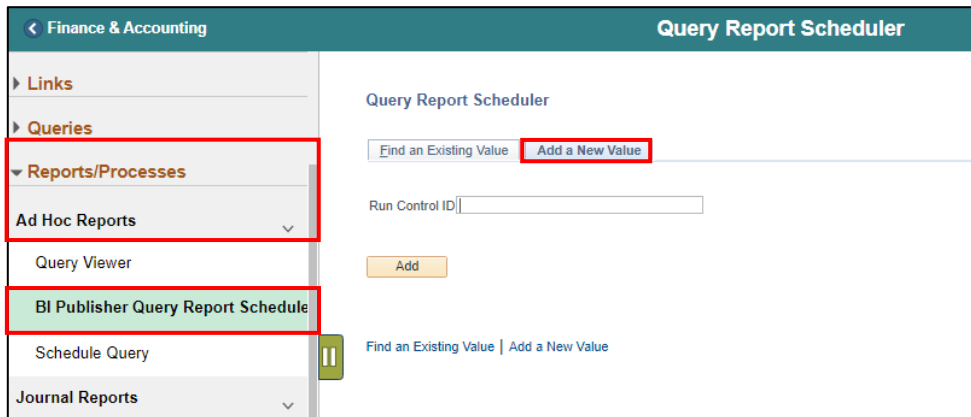
Miami Dade County				Run Date: July 28, 2020							
Report Name: Trial Balance				Run Time: 11:54:33 AM							
Run Parameters											
Fiscal Year: 2020											
Accounting Period: 10											
Fund: 03059											
Grant:											
Account:											
Ledger: ACTUALS											
Fiscal Year	Fund Type	Fund	Fund Description	Grant	Grant Description	Account	Account	Account Description	Beginning	Net Activity	Ending
2020	GF	GF030	03059 FINANCE OPERATIONS	PN2001	For GL Balance Conversion	Asset	101000000	EQUITY IN POOLED CASH	-10.00	0.00	-10.00
2020	GF	GF030	03059 FINANCE OPERATIONS	PN2001	For GL Balance Conversion	Asset	110000000	ACCRUED INTEREST RECEIVABLE	10.00	0.00	10.00
2020	GF	GF030	03059 FINANCE OPERATIONS	PN2001	For GL Balance Conversion	Liability	230000000	VOUCHERS PAYABLE	10.00	0.00	-10.00
2020	GF	GF030	03059 FINANCE OPERATIONS	PN2001	For GL Balance Conversion	Liability	231000000	ACCRUED EXPENSES	-10.00	0.00	-10.00
2020	GF	GF030	03059 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	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Asset	104000000	PETTY CASH	92,000.00	0.00	92,000.00
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Asset	110000000	PURCHASING CARD	95,000.00	0.00	95,000.00
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Asset	110000000	CONTRA P CARD ACCOUNT	-95,000.00	0.00	-95,000.00
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Asset	110000000	EMPLOYEE RECOMPENSATION CASH	600.00	0.00	600.00
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Asset	110000000	DUE FROM OTHER FUNDS	58,222.00	0.00	58,222.00
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Asset	110000000	ACCOUNTS RECEIVABLE	361.00	0.00	361.00
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Liability	230000000	VOUCHERS PAYABLE	-852,494.50	0.00	-852,494.50
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Liability	230200000	ACCTS PAY & OTHER LIAB	-1,961.91	0.00	-1,961.91
2020	GF	GF030	03059 FINANCE OPERATIONS	NO GRANT	NO GRANT	Liability	230200000	EXPENSES AND DUES	0.00	-30,500.00	-30,500.00

Lesson 1: Processing Financial Statements and Reports

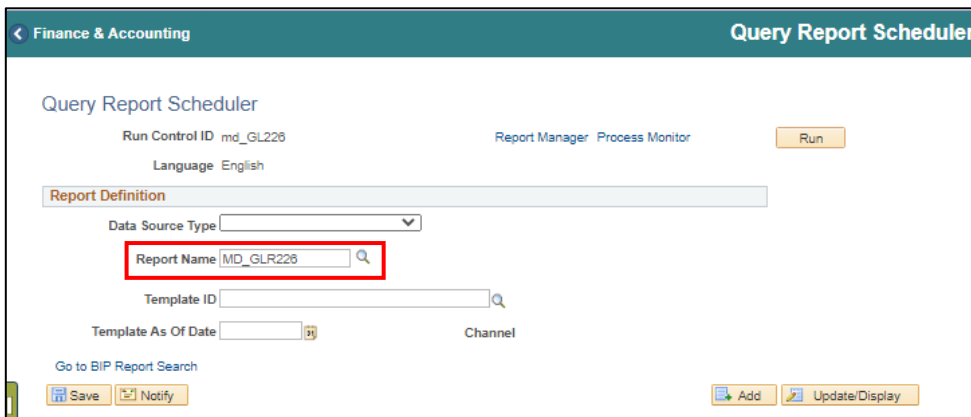
Lecture 5: Project LTD Revenue and Expenditures

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**.
 - 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.



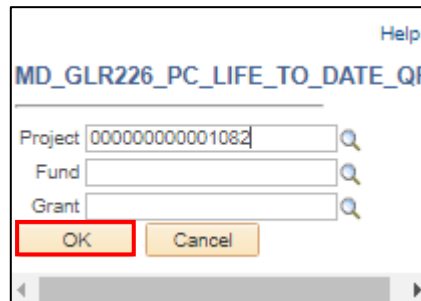
3. Enter the **Report Name**.



Lesson 1: Processing Financial Statements and Reports

Lecture 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**.



MD_GLR226_PC_LIFE_TO_DATE_QR

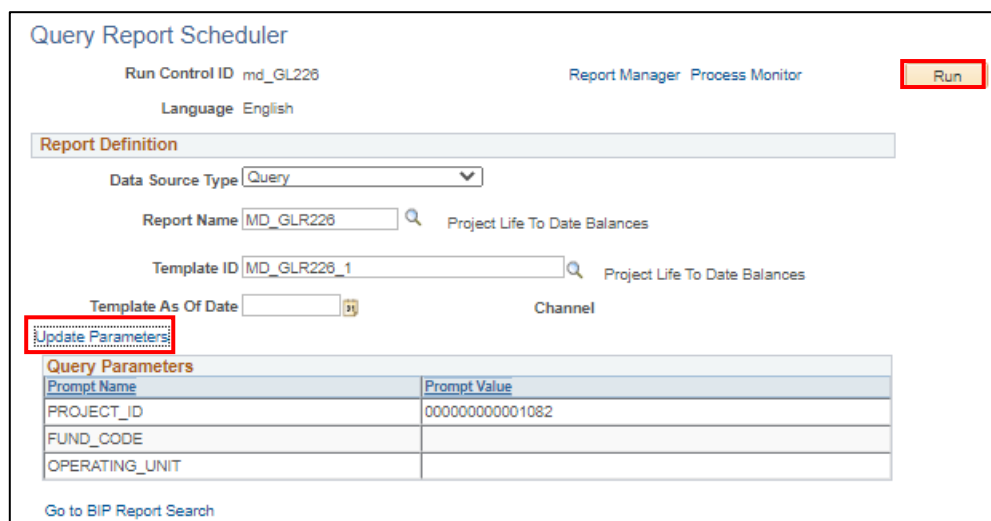
Project 000000000001082

Fund

Grant

OK Cancel

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.



Query Report Scheduler

Run Control ID md_GL226 Report Manager Process Monitor Run

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR226 Project Life To Date Balances

Template ID MD_GLR226_1 Project Life To Date Balances

Template As Of Date Channel

Update Parameters

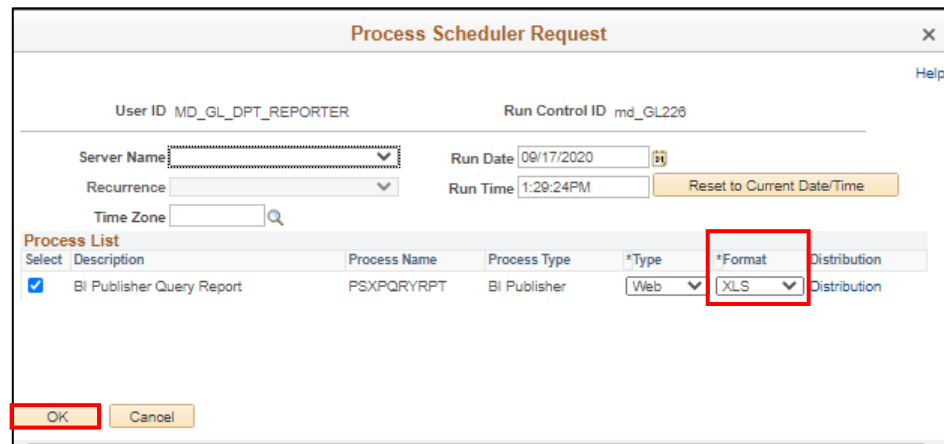
Prompt Name	Prompt Value
PROJECT_ID	000000000001082
FUND_CODE	
OPERATING_UNIT	

Go to BIP Report Search

Lesson 1: Processing Financial Statements and Reports

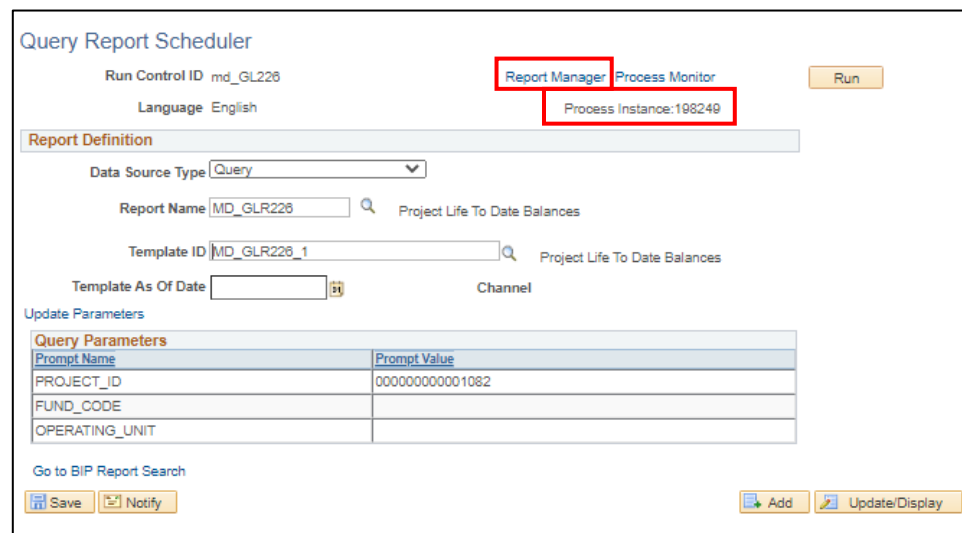
Lecture 5: Project LTD Revenue and Expenditures

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



The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it displays 'User ID MD_GL_DPT_REPORTER' and 'Run Control ID md_GL226'. Below this, there are fields for 'Server Name', 'Run Date' (09/17/2020), 'Recurrence', 'Run Time' (1:29:24PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. The main section is titled 'Process List' and contains a table with columns: 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The first row is selected with a checkbox and shows 'BI Publisher Query Report', 'PSXPQRYRPT', 'BI Publisher', 'Web', 'XLS', and 'Distribution'. The 'XLS' value in the '*Format' column is highlighted with a red box. At the bottom left, the 'OK' button is also highlighted with a red box.

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



The screenshot shows the 'Query Report Scheduler' interface. At the top, it displays 'Run Control ID md_GL226' and 'Language English'. There are two buttons: 'Report Manager' and 'Process Monitor', both highlighted with red boxes. Below them, 'Process Instance: 198249' is displayed, also highlighted with a red box. The 'Run' button is to the right. The 'Report Definition' section includes a 'Data Source Type' dropdown set to 'Query', a 'Report Name' field with 'MD_GLR226', and a 'Template ID' field with 'MD_GLR226_1'. Below this is a 'Template As Of Date' field. The 'Update Parameters' section contains a table with columns 'Prompt Name' and 'Prompt Value':

Prompt Name	Prompt Value
PROJECT_ID	000000000001082
FUND_CODE	
OPERATING_UNIT	

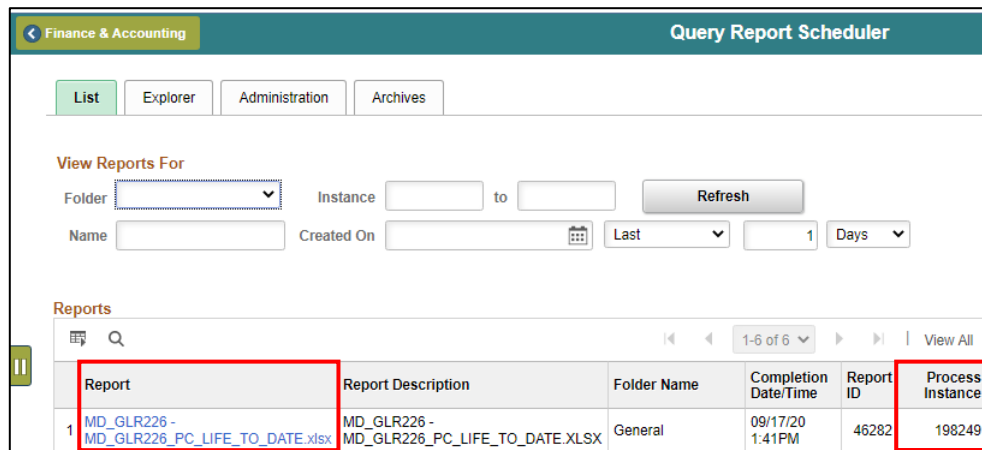
At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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 5: Project LTD Revenue and Expenditures

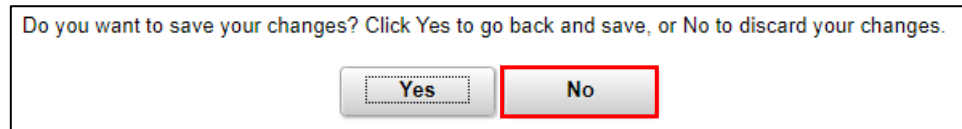
12. After matching the Process Instance number, click on the **Report** hyperlink.



Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
MD_GLR226 - MD_GLR226_PC_LIFE_TO_DATE.xlsx	MD_GLR226 - MD_GLR226_PC_LIFE_TO_DATE.XLSX	General	09/17/20 1:41PM	46282	198249

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.



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

Yes No

Lesson 1: Processing Financial Statements and Reports

Lecture 5: Project LTD Revenue and Expenditures

Finance & Accounting **Query Report Scheduler**

Report

Report ID 46282 Process Instance 198249 [Message Log](#)

Name XMLP Process Type XML Publisher

Run Status Success

MD_GLR226 - MD_GLR226_PC_LIFE_TO_DATE.xlsx

Distribution Details

Distribution Node BALANCED Expiration Date 09/24/2020

File List

Name	File Size (bytes)	Datetime Created
MD_GLR226_PC_LIFE_TO_DATE.xlsx	11,575	09/17/2020 1:41:40.857101PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	MD_GL_DPT_REPORTER

Miami Dade County

Report Name: Project Life To Date Balance and Transaction

Run Date: 07/23/2020

Run Time: 03:09:29 PM

Fund: ALL

Grant: ALL

Project: 1082

Year	Period	Trans Date	Acctg Date	Unit	Project	Description	Activity	Description	Source	Category	Subcategory	An Type	Fund	Description	Dept	Description	Account	Description	Grant	Description	Fund	Grant
2020	6	03/20/2020	03/20/2020	MDA DE	000000	000000	000000	Station 1				GLE	G1001	GENERAL FUND	BU010 10000	OFFICE OF THE DIRECTOR	22020000	ACCTS PAY & OTHER	NO-GRANT	NO-GRANT		
2020	6	03/20/2020	03/20/2020	MDA DE	000000	000000	000000	Station 2				GLE	G1001	GENERAL FUND	BU010 10000	OFFICE OF THE DIRECTOR	22020000	ACCTS PAY & OTHER	NO-GRANT	NO-GRANT		

Int	Journal ID	ID	Supplier	Voucher	Line	PO No.	Line	Distribution	Asset ID	Invoice	Billing	Expense	ID	Deposit	Inventory	Trans	Amount	BU
	000000	0131			0		0	0	000000	000005						Grant with Match	5.00	5.00
	000000	0131			0		0	0								Grant with	2.00	2.00

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.

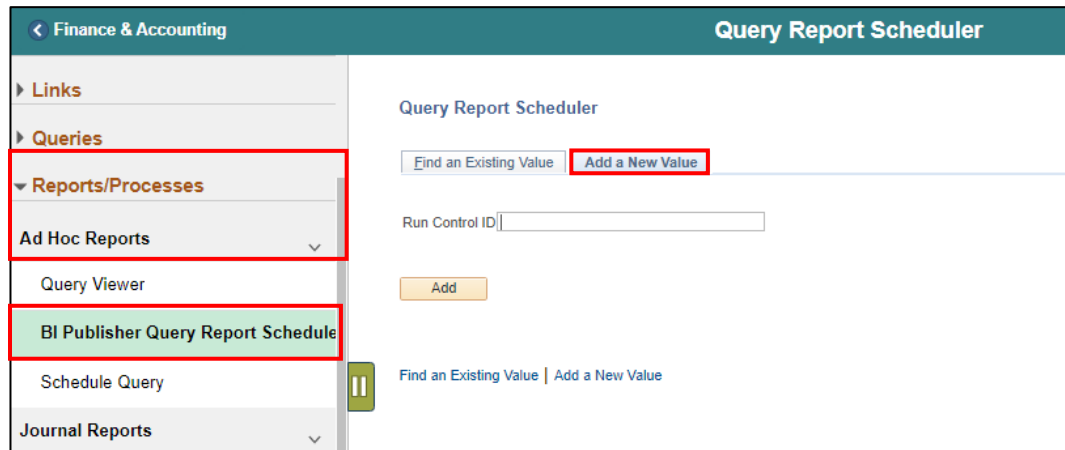
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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**.
 - The Run Control ID is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.

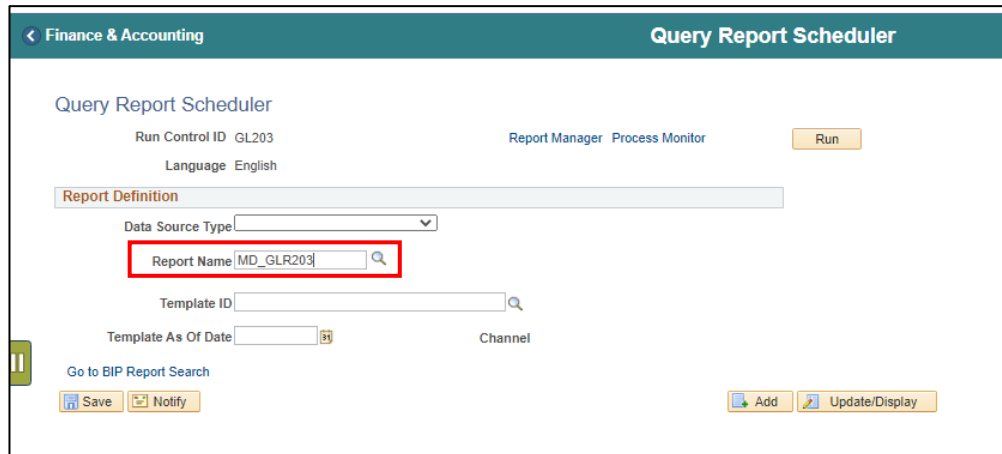


The screenshot shows the 'Query Report Scheduler' interface. On the left, a sidebar menu is visible with the following items: 'Links', 'Queries', 'Reports/Processes' (expanded), 'Ad Hoc Reports', 'Query Viewer', 'BI Publisher Query Report Schedule' (highlighted), 'Schedule Query', and 'Journal Reports'. The main content area has a header 'Query Report Scheduler' and two tabs: 'Find an Existing Value' and 'Add a New Value' (selected). Below the tabs, there is a text input field labeled 'Run Control ID' and an 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

3. Enter the **Report Name**.

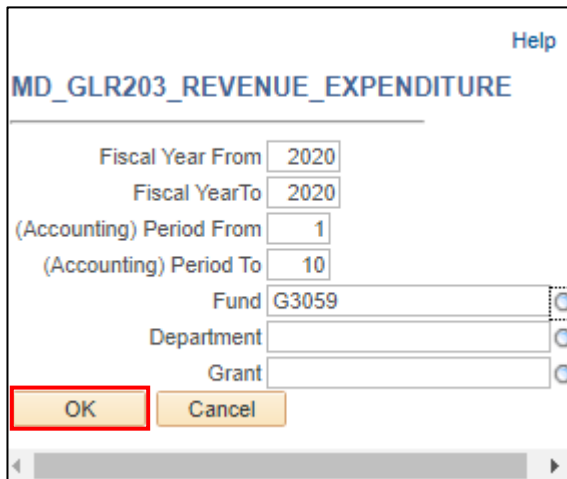
Lesson 1: Processing Financial Statements and Reports

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



The screenshot shows the 'Query Report Scheduler' window in the 'Finance & Accounting' section. The window has a title bar with '< Finance & Accounting' and 'Query Report Scheduler'. Below the title bar, there's a 'Run Control ID' field with 'GL203' and a 'Language' field with 'English'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Report Definition' and contains several input fields: 'Data Source Type' (a dropdown), 'Report Name' (a text field with 'MD_GLR203' and a magnifying glass icon, highlighted with a red box), 'Template ID' (a text field with a magnifying glass icon), 'Template As Of Date' (a date field), and 'Channel'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display', along with a link 'Go to BIP Report Search'.

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**.

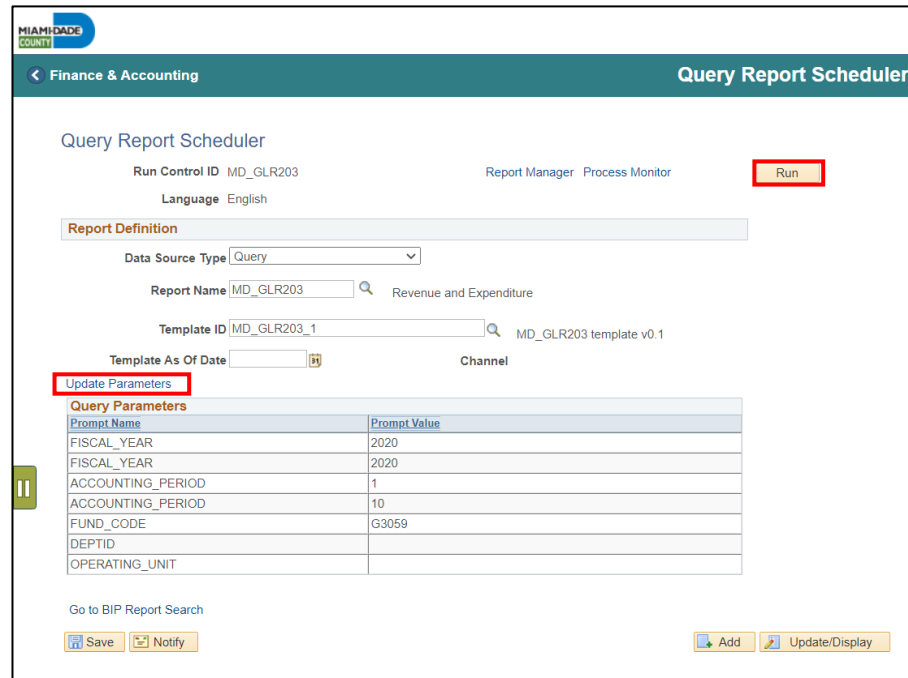


The screenshot shows a dialog box titled 'MD_GLR203_REVENUE_EXPENDITURE' with a 'Help' link in the top right corner. The dialog box contains several input fields: 'Fiscal Year From' (2020), 'Fiscal Year To' (2020), '(Accounting) Period From' (1), '(Accounting) Period To' (10), 'Fund' (G3059), 'Department', and 'Grant'. Each of the last three fields has a magnifying glass icon to its right. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

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**.

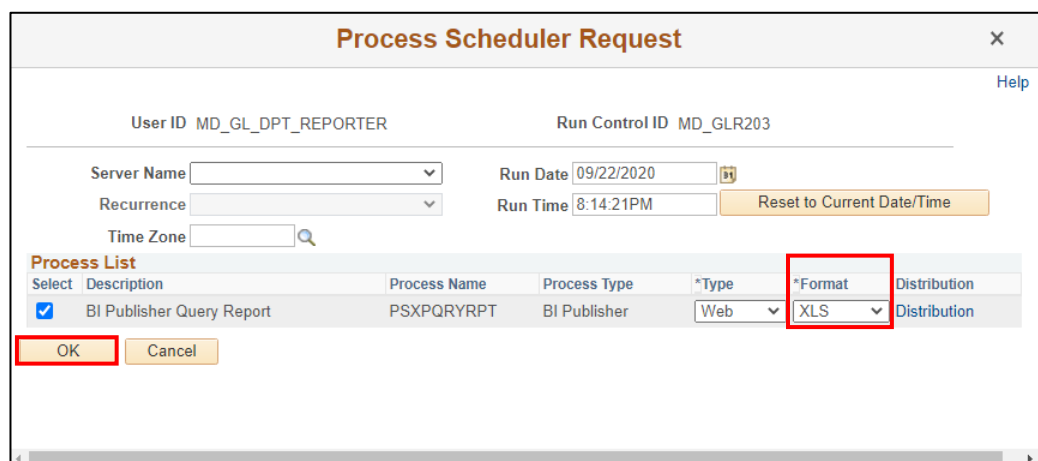


The screenshot shows the 'Query Report Scheduler' interface. At the top, there's a navigation bar with 'Finance & Accounting' and 'Query Report Scheduler'. Below this, the 'Query Report Scheduler' section contains fields for 'Run Control ID' (MD_GLR203), 'Language' (English), and a 'Run' button. A 'Report Definition' section includes 'Data Source Type' (Query), 'Report Name' (MD_GLR203), 'Template ID' (MD_GLR203_1), and 'Template As Of Date'. An 'Update Parameters' button is highlighted. Below it is a table of 'Query Parameters' with columns 'Prompt Name' and 'Prompt Value'.

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

At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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



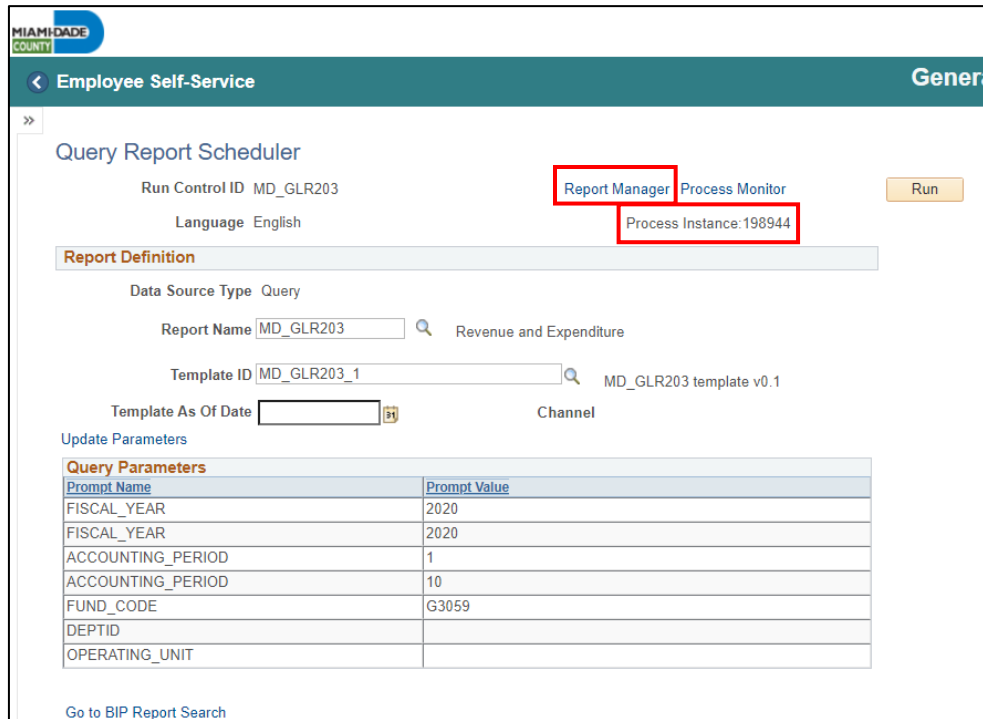
The screenshot shows the 'Process Scheduler Request' dialog box. It contains fields for 'User ID' (MD_GL_DPT_REPORTER) and 'Run Control ID' (MD_GLR203). Below these are fields for 'Server Name', 'Recurrence', 'Time Zone', 'Run Date' (09/22/2020), and 'Run Time' (8:14:21PM). A 'Reset to Current Date/Time' button is also present. A 'Process List' table is shown with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The first row is selected, showing 'BI Publisher Query Report' with process name 'PSXPQRYRPT', process type 'BI Publisher', *Type 'Web', *Format 'XLS', and Distribution 'Distribution'. 'OK' and 'Cancel' buttons are at the bottom.

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

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



Employee Self-Service General Ledger WorkCenter

Query Report Scheduler

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

Language English **Process Instance: 198944**

Report Definition

Data Source Type Query

Report Name MD_GLR203 Revenue and Expenditure

Template ID MD_GLR203_1 MD_GLR203 template v0.1

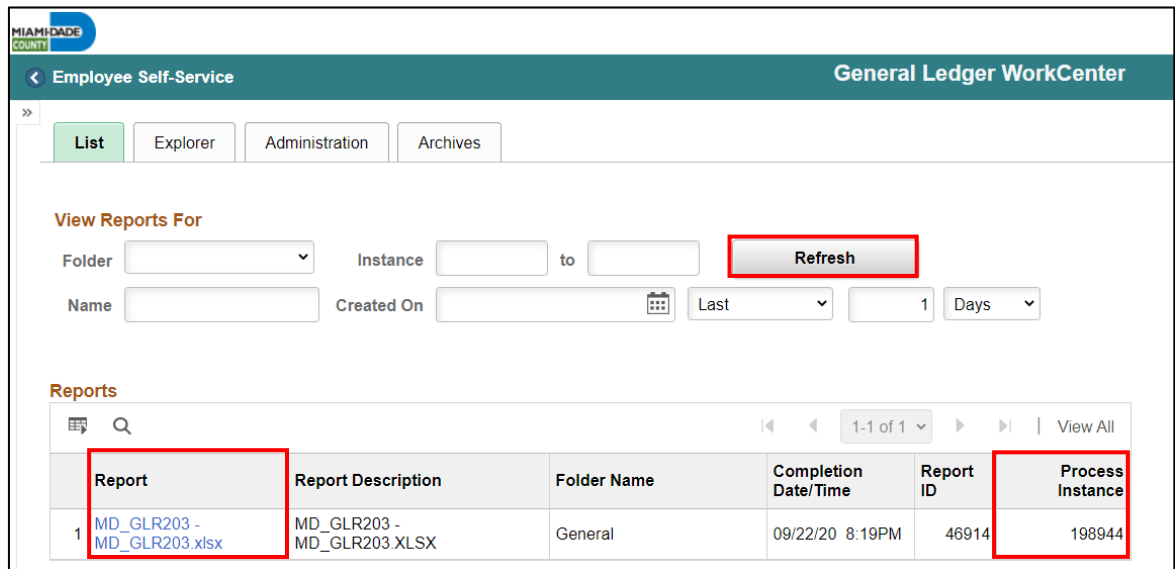
Template As Of Date Channel

Update Parameters

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

[Go to BIP Report Search](#)

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



Employee Self-Service General Ledger WorkCenter

List Explorer Administration Archives

View Reports For

Folder Instance to **Refresh**

Name Created On Last 1 Days

Reports

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

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

Miami Dade County												Run Date: September 22, 2020						
Report Name: Revenue and Expense by Fund, Department or Grant												Run Time: 08:30:20 PM						
Run Parameters																		
Fiscal Year From:		2020																
Fiscal Year To:		2020																
Accounting Period From:		1																
Accounting Period To:		10																
Fund:		G3059																
Department:																		
Grant																		
Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Department	Department Description	Grant	Grant Description	Project	Project Description	Account	Account Description	Original Budget	Supplemental Budget	Year To Date Actuals	Available Expenditure Budget/Unrealized Revenue	Month Actuals	PYTD Actuals
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN010 10000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			5001 1000 00	EMPLOYEE REGULAR	769,000.00	6,500.00	269.68	775,230.32	269.68	2,250.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN010 10000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT	000000 082	Collect Master Eki	5001 1400 00	POLL WORKER S(CNTRY EMPLOY	4,000.00	0.00	14.33	3,985.67	14.33	0.00

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.

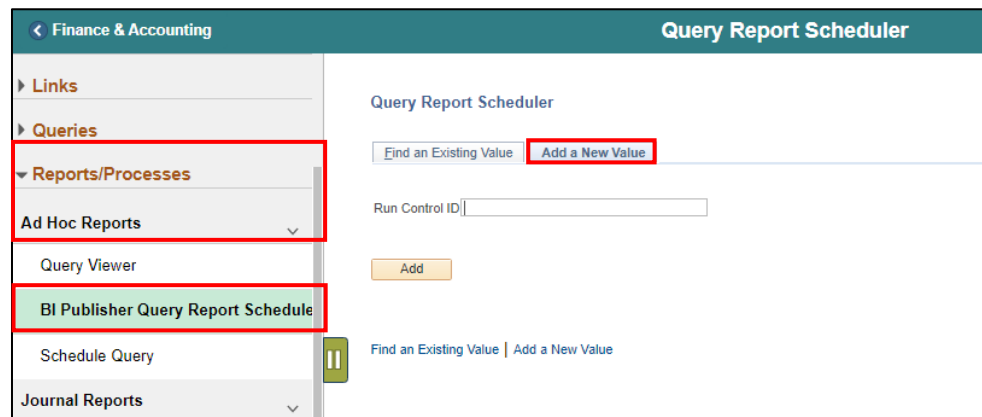
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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**.
 - The Run Control ID is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
 - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
 - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by Searching and selecting.

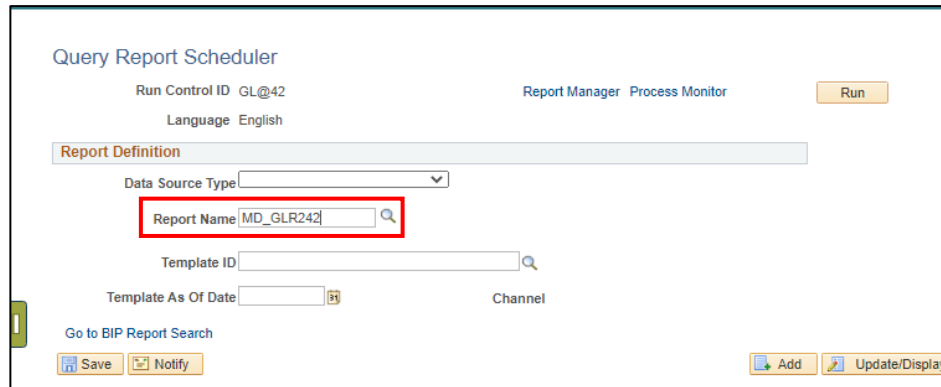


The screenshot displays the 'Query Report Scheduler' interface. On the left, a navigation pane under 'Finance & Accounting' shows 'Reports/Processes' expanded, with 'Ad Hoc Reports' and 'BI Publisher Query Report Schedule' highlighted. The main content area has a title 'Query Report Scheduler' and two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

3. Enter the **Report Name**.

Lesson 1: Processing Financial Statements and Reports

Lecture 7: Budget to Actual Expense and Encumbrances Remaining Amount



Query Report Scheduler

Run Control ID GL@42 Report Manager Process Monitor Run

Language English

Report Definition

Data Source Type

Report Name

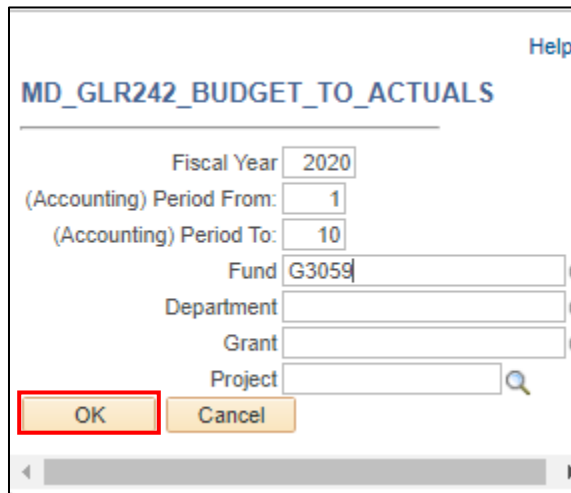
Template ID

Template As Of Date By Channel

Go to BIP Report Search

Save Notify Add Update/Display

4. After entering a value, select the **magnifying glass**.
5. Complete 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_GLR242_BUDGET_TO_ACTUALS

Fiscal Year

(Accounting) Period From:

(Accounting) Period To:

Fund

Department

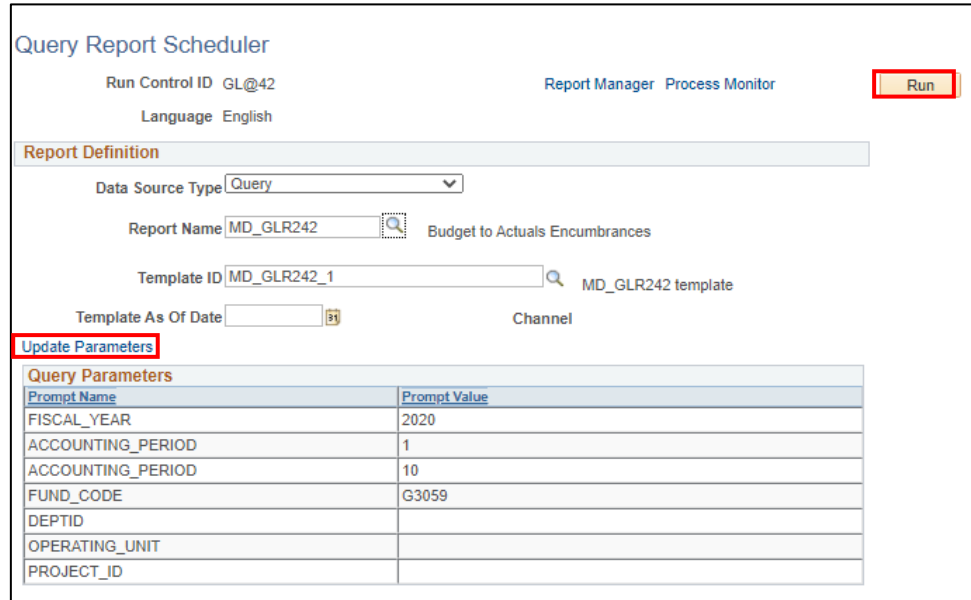
Grant

Project

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 Report Manager Process Monitor **Run**

Language English

Report Definition

Data Source Type Query

Report Name MD_GLR242 Budget to Actuals Encumbrances

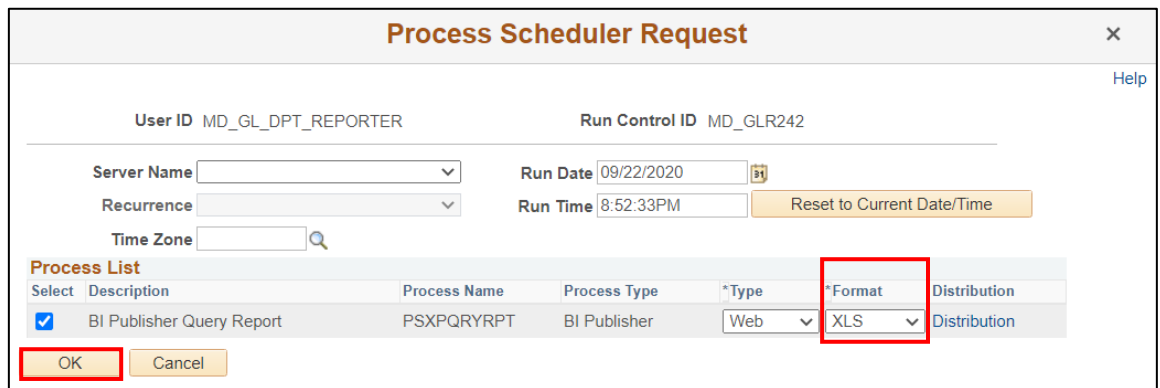
Template ID MD_GLR242_1 MD_GLR242 template

Template As Of Date Channel

Update Parameters

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

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

User ID MD_GL_DPT_REPORTER Run Control ID MD_GLR242

Server Name Run Date 09/22/2020

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

Time Zone

Process List

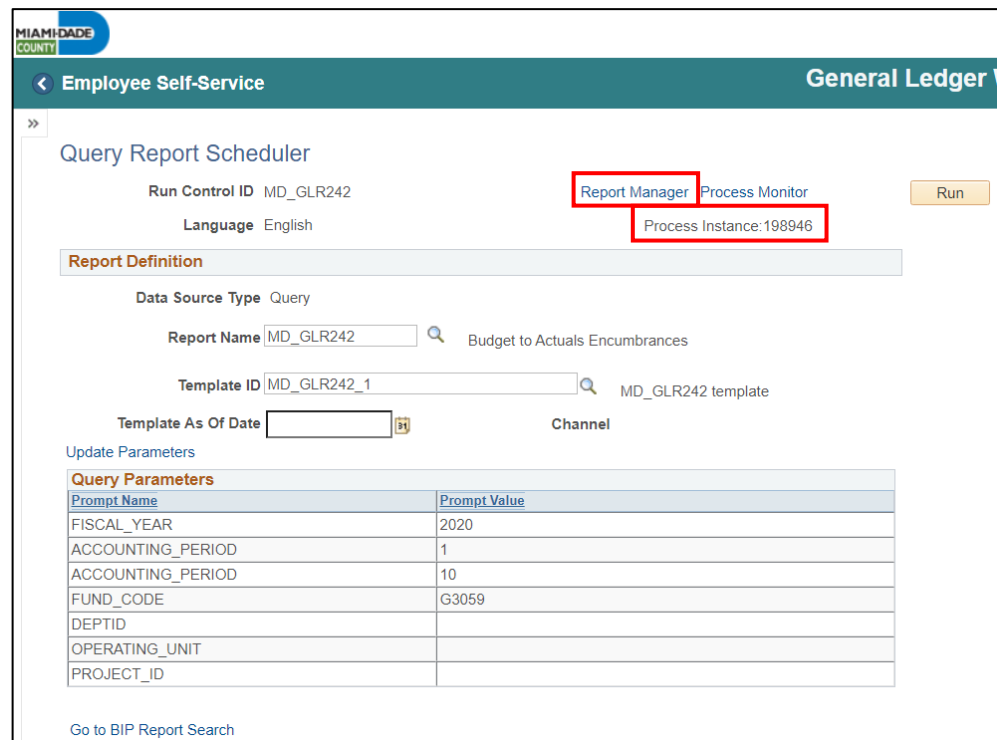
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	BI Publisher Query Report	PSXPQRYRPT	BI Publisher	Web	XLS	Distribution

OK Cancel

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



Query Report Scheduler

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

Language English **Process Instance: 198946**

Report Definition

Data Source Type Query

Report Name MD_GLR242 Budget to Actuals Encumbrances

Template ID MD_GLR242_1 MD_GLR242 template

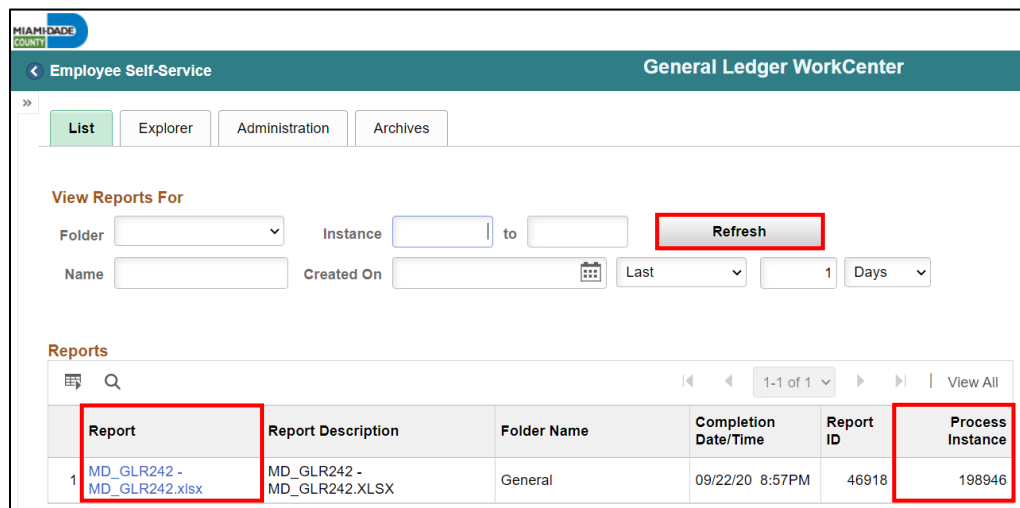
Template As Of Date Channel

Update Parameters

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

[Go to BIP Report Search](#)

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



General Ledger WorkCenter

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

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

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

Miami Dade County											Run Date: September 22, 2020						
Report Name: Budget to Actuals Encumbrances Remaining Annual Amount											Run Time: 09:05:32 PM						
Run Parameters																	
Fiscal Year:		2020															
Accounting Period From:		1															
Accounting Period To:		10															
Fund:		03059															
Department:																	
Grant:																	
Project:																	
Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund ID	Fund Description	Dept Description	Project Description	Project Description	Grant	Grant Description	Account	Account Description	Annual Original Budget	Supplemental Budget	Encumbrances	Current Year Expense	Variance	Prior Year Expenditure
2020	GF	GF030	03059	FINANCE OPERATIONS	FN01 0100	DIRECTOR'S ADMIN		NO-GRANT	NO GRANT	59502 10000	COMPUTER EQUIP OTHER THAN PC	3,000.00	0.00	0.00	0.00	3,000.00	0.00
2020	GF	GF030	03059	FINANCE OPERATIONS	FN01 0100	DIRECTOR'S ADMIN		NO-GRANT	NO GRANT	59502 00000	PERSONAL COMPUTER	3,000.00	0.00	0.00	0.00	3,000.00	0.00
2020	GF	GF030	03059	FINANCE OPERATIONS	FN01 0100	DIRECTOR'S ADMIN		NO-GRANT	NO GRANT	54921 60000	MISC MEDICAL SUPPLIES	0.00	0.00	0.00	8,100.00	-8,100.00	0.00
2020	GF	GF030	03059	FINANCE OPERATIONS	FN01 0100	DIRECTOR'S ADMIN		NO-GRANT	NO GRANT	54703 10000	OFFICE EQUIP LESS THAN \$1,000	1,000.00	0.00	0.00	0.00	1,000.00	0.00

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.

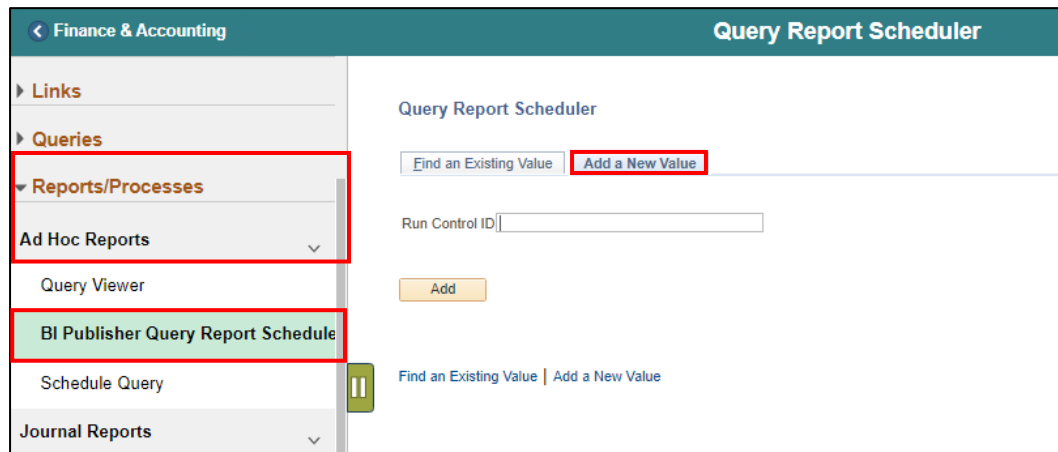
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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.

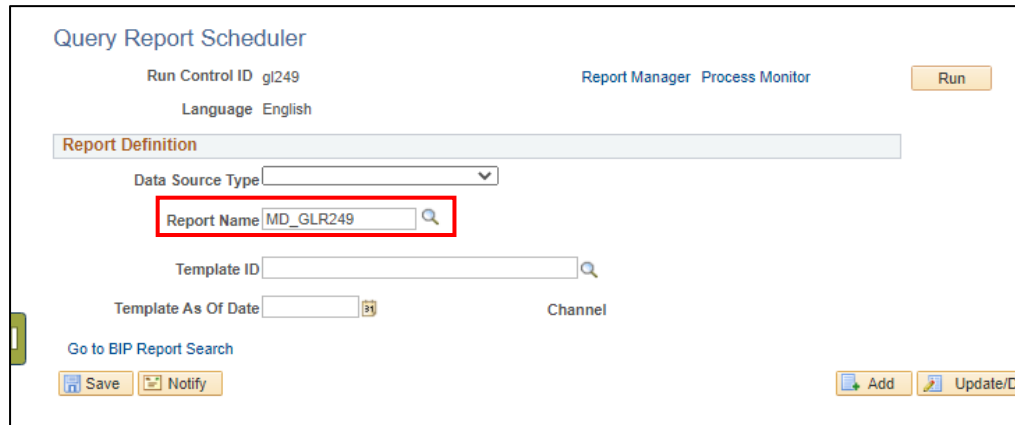
1. Navigate to the **Query Report Scheduler** page: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**
2. The page below allows users to search for an existing Report or begin the process of 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:

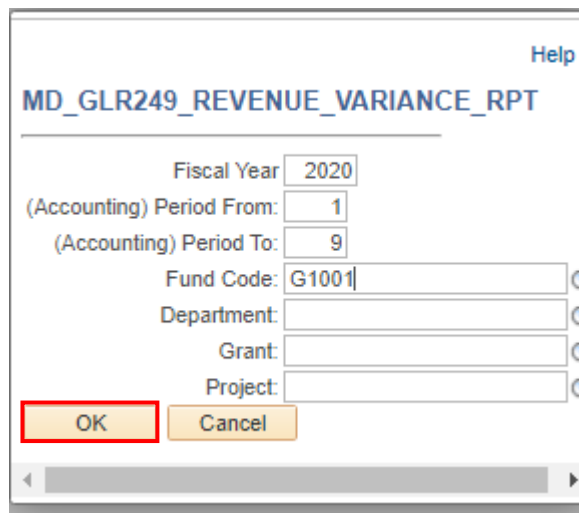
Template As Of Date:

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**.



MD_GLR249_REVENUE_VARIANCE_RPT

Fiscal Year: 2020

(Accounting) Period From: 1

(Accounting) Period To: 9

Fund Code: G1001

Department:

Grant:

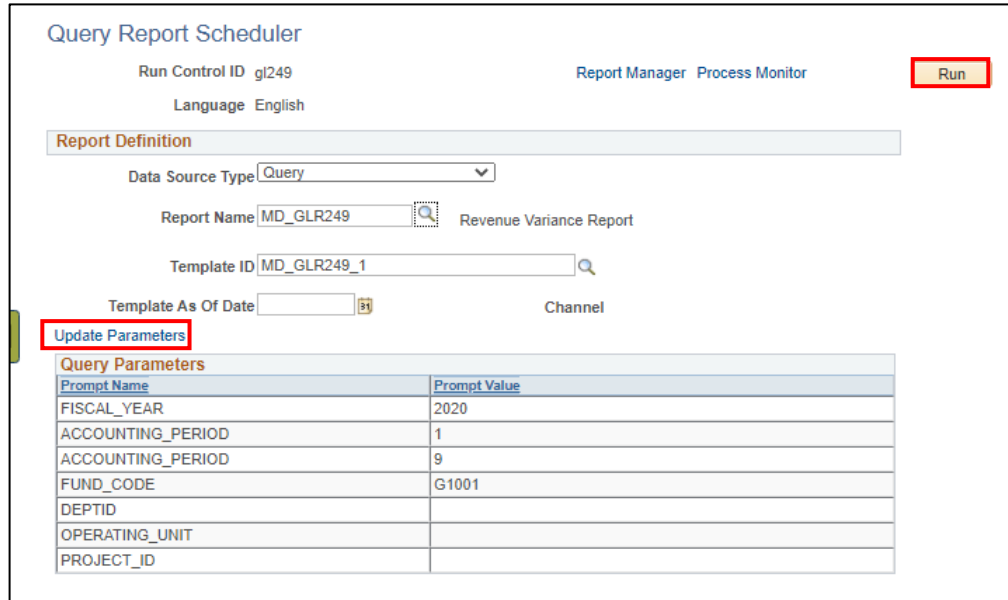
Project:

OK Cancel

Lesson 1: Processing Financial Statements and Reports

Lecture 8: Budget to Actual Revenue Annual

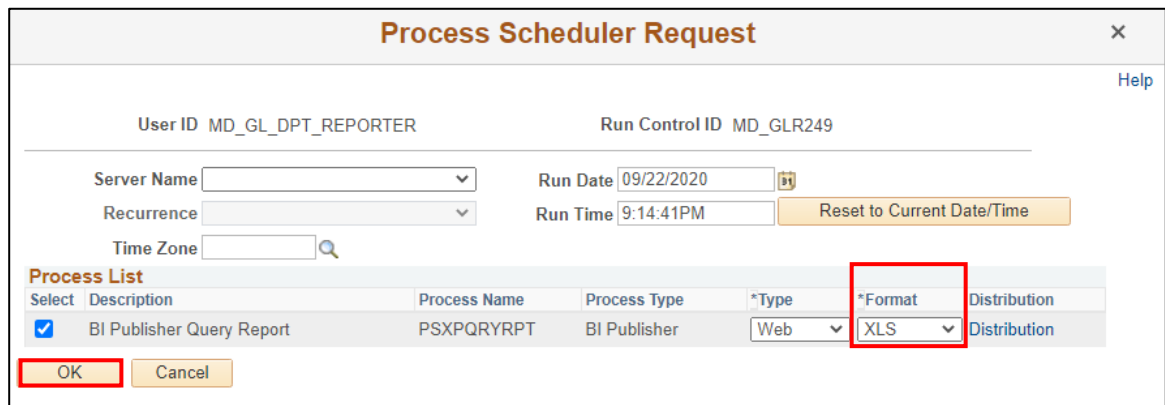
7. If the same Run Control is used in the future, to change the input Query Parameters, select **Update Parameters** and repeat previous steps.
8. Select **Run**.



The screenshot shows the 'Query Report Scheduler' window. At the top, it displays 'Run Control ID gl249' and 'Language English'. There are links for 'Report Manager' and 'Process Monitor', and a red-bordered 'Run' button. Below this is the 'Report Definition' section with fields for 'Data Source Type' (Query), 'Report Name' (MD_GLR249), 'Template ID' (MD_GLR249_1), 'Template As Of Date', and 'Channel'. A red-bordered 'Update Parameters' button is located below the 'Template As Of Date' field. Below this is a table titled 'Query Parameters'.

Prompt Name	Prompt Value
FISCAL_YEAR	2020
ACCOUNTING_PERIOD	1
ACCOUNTING_PERIOD	9
FUND_CODE	G1001
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**.



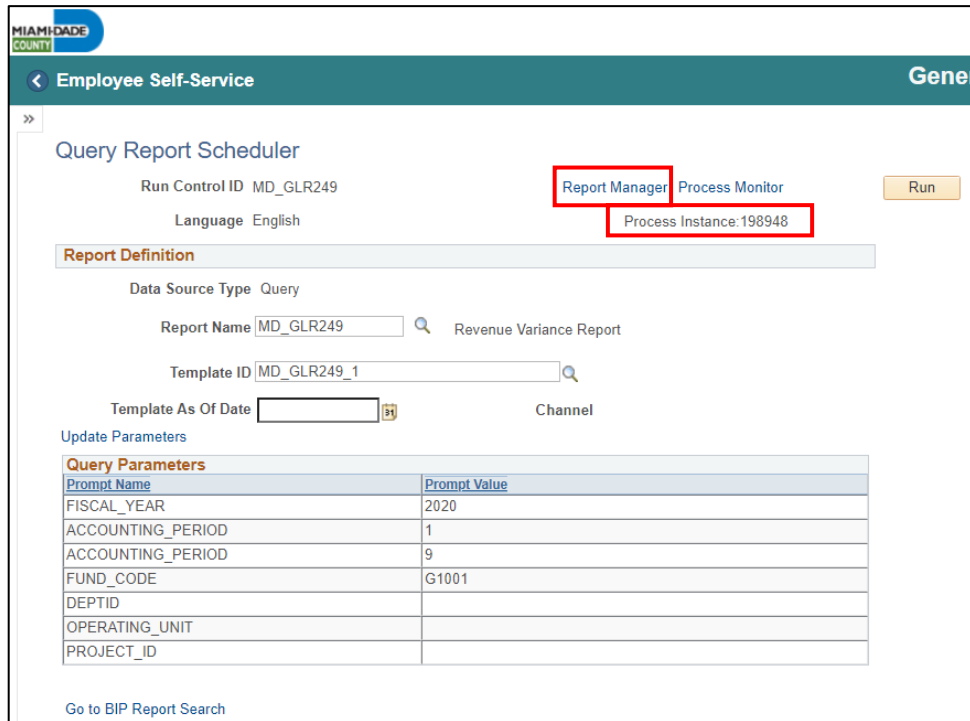
The screenshot shows the 'Process Scheduler Request' dialog box. It displays 'User ID MD_GL_DPT_REPORTER' and 'Run Control ID MD_GLR249'. There are fields for 'Server Name', 'Run Date' (09/22/2020), 'Recurrence', 'Run Time' (9:14:41PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the 'Run Time' field. Below this is a 'Process List' table. A red-bordered 'OK' button is at the bottom left.

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

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



Employee Self-Service Gener

Query Report Scheduler

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

Language English [Process Instance: 198948](#)

Report Definition

Data Source Type Query

Report Name MD_GLR249 Revenue Variance Report

Template ID MD_GLR249_1 Channel

Template As Of Date Channel

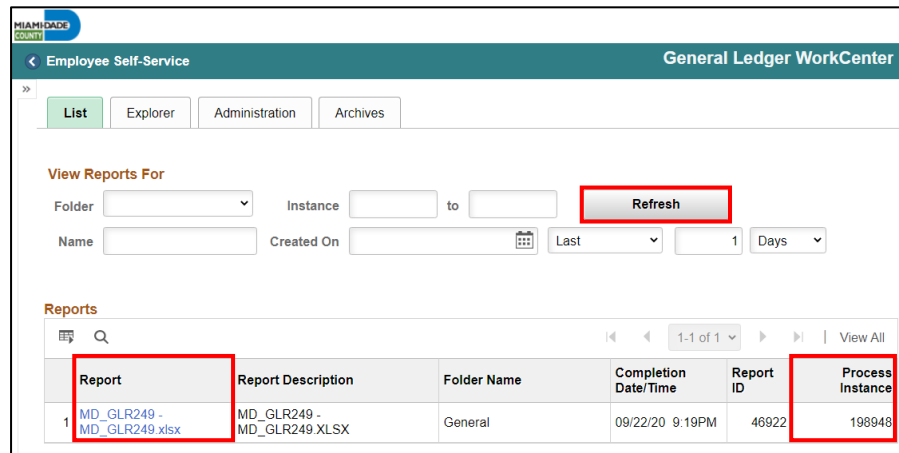
[Update Parameters](#)

Query Parameters

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

[Go to BIP Report Search](#)

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



Employee Self-Service General Ledger WorkCenter

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

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Days

Reports

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

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 8: Budget to Actual Revenue Annual

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

Yes

No

Report

Report ID 46922

Process Instance 198948

[Message Log](#)

Name XMLP

Process Type XML Publisher

Run Status Success

MD_GLR249 - MD_GLR249.xlsx

Distribution Details

Distribution Node BALANCED

Expiration Date 09/29/2020

File List

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

Distribute To

Distribution ID Type

*Distribution ID

User

MD_GL_DPT_REPORTER

Return

Miami Dade County Report Name: Budget to Actuals Revenue Annual Amount										Run Date: September 22, 2020 Run Time: 09:29:06 PM							
Run Parameters																	
Fiscal Year		2020															
Accounting Period From		1															
Accounting Period To		9															
Fund		01001															
Department																	
Grant																	
Project																	
Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund Description	Department first 2 characters	Department Description	Department Description	Project Description	Project Description	Grant Description	Grant Description	Account Description	Account Description	Estimated Revenue	Supplemental Budget	Year To Date Actuals	Available Budget/Unrealized Revenue	Month Actuals
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	AD02020000	SUPPORT SERVICES	00000000 test	00001111	NO-GRANT	NO GRANT	46600000	CONTRIBUTIONS & DONATIONS	0.00	0.00	300.00	300.00	300.00
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	B001010000	OFFICE OF THE DIRECTOR			NO-GRANT	NO GRANT	44190000	UNP FEE-USER ACCESS PRGM FEE	0.00	0.00	188.20	188.20	0.80
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	B001010000	OFFICE OF THE DIRECTOR			NO-GRANT	NO GRANT	44190000	IPISIG-AUDIT FEE	0.00	0.00	19.32	19.32	0.04
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	B001010000	OFFICE OF THE DIRECTOR			NO-GRANT	NO GRANT	41100000	AD VALOREM	10.00	0.00	0.00	-10.00	0.00
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001981	ITD Capital Project	NO-GRANT	NO GRANT	44190000	UNP FEE-USER ACCESS PRGM FEE	0.00	0.00	20.00	20.00	0.00
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001981	ITD Capital Project	NO-GRANT	NO GRANT	44190000	IPISIG-AUDIT FEE	0.00	0.00	2.50	2.50	0.00
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001982	ITD Capital Project	NO-GRANT	NO GRANT	44190000	UNP FEE-USER ACCESS PRGM FEE	0.00	0.00	20.00	20.00	0.00
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	B001010000	OFFICE OF THE DIRECTOR	3001982	ITD Capital Project	NO-GRANT	NO GRANT	44190000	IPISIG-AUDIT FEE	0.00	0.00	2.50	2.50	0.00
2020	GF	GF010	G1001	GENERAL FUNDAD OPERATIONS	CT03020000	ADMINISTRATIVE SUPPORT			NO-GRANT	NO GRANT	46990000	OTHER MISCELLANEOUS REVENUES	0.00	0.00	1,000.00	1,000.00	0.00

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.

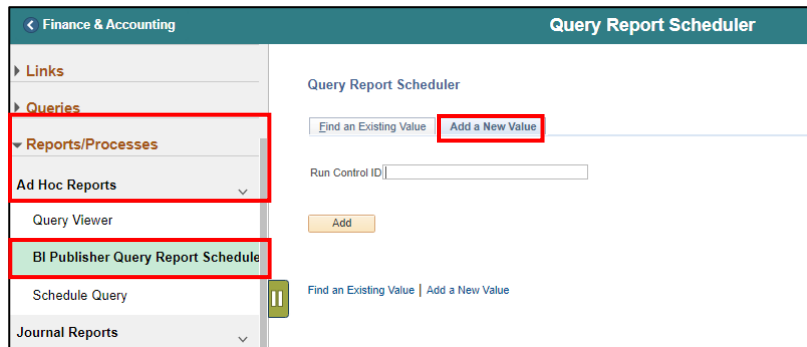
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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.

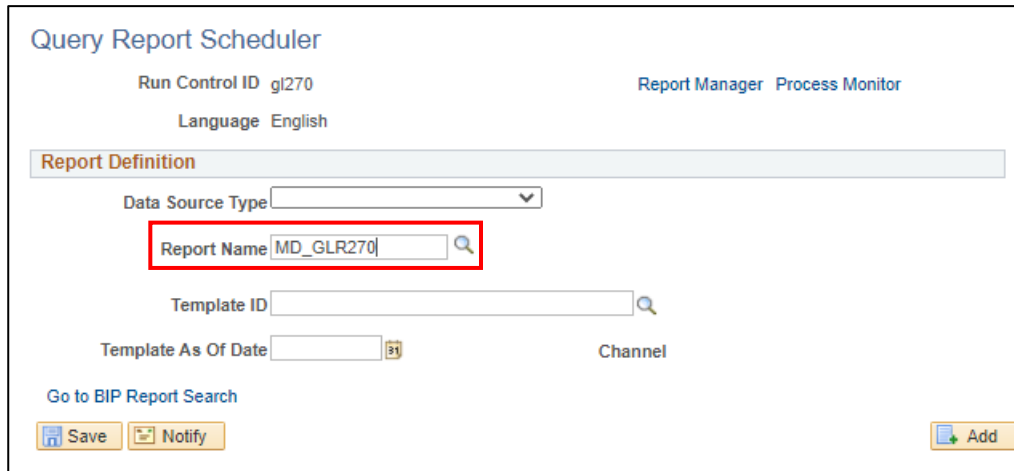
1. Navigate the **Query Report Scheduler** page: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**
2. The page below allows users to search for an existing Report or begin the process of adding 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

Lecture 9: Budget to Actual Comparison by Selected ChartFields



Query Report Scheduler

Run Control ID gl270 Report Manager Process Monitor

Language English

Report Definition

Data Source Type

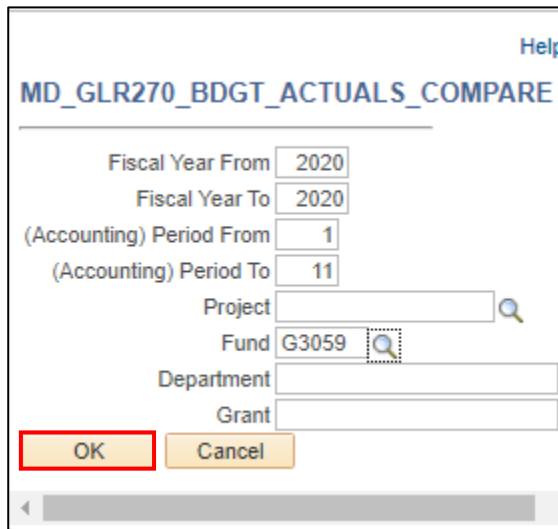
Report Name

Template ID

Template As Of Date Channel

[Go to BIP Report Search](#)

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



[Help](#)

MD_GLR270_BDGT_ACTUALS_COMPARE

Fiscal Year From

Fiscal Year To

(Accounting) Period From

(Accounting) Period To

Project

Fund

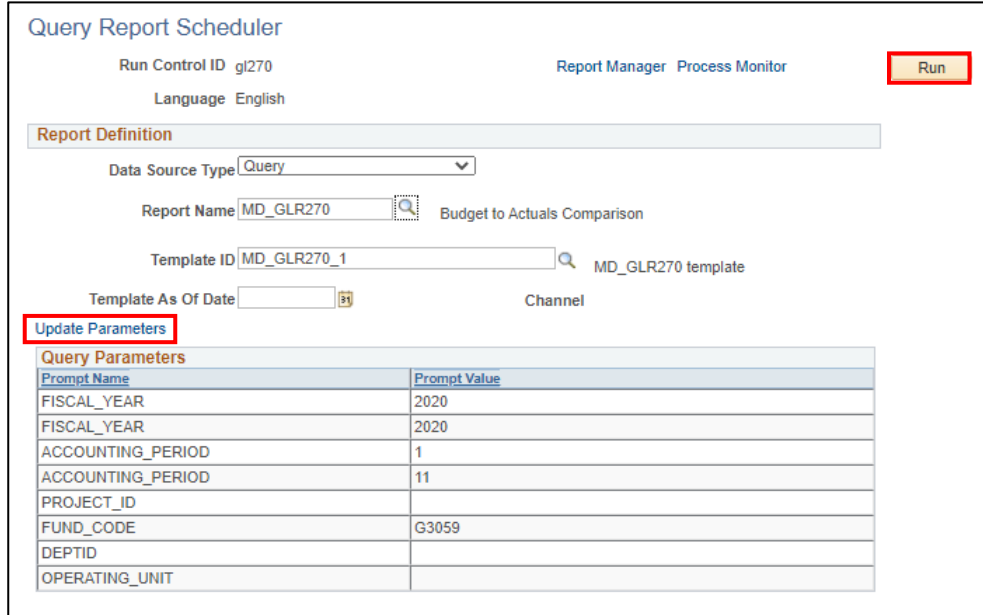
Department

Grant

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**.

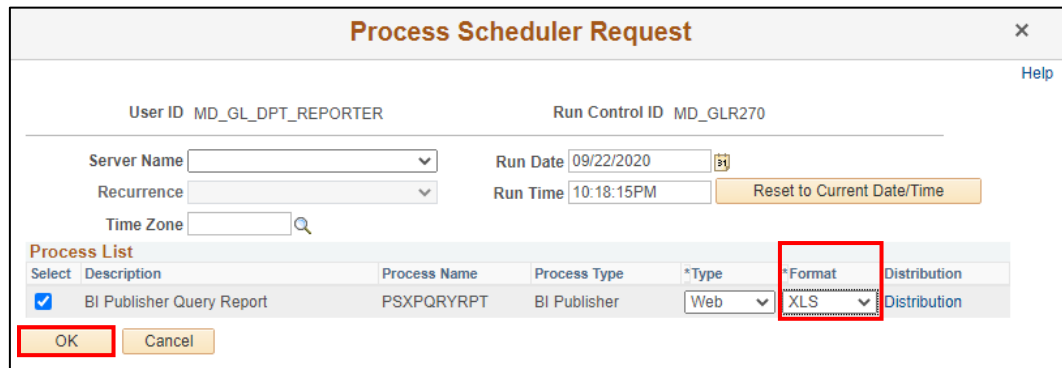


The **Query Report Scheduler** interface shows the following details:

- Run Control ID: gl270
- Language: English
- Report Definition:
 - Data Source Type: Query
 - Report Name: MD_GLR270
 - Template ID: MD_GLR270_1
 - Template As Of Date: [calendar icon]
- Buttons: Report Manager, Process Monitor, Run (highlighted in red)
- Update Parameters (highlighted in red):

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

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



The **Process Scheduler Request** interface shows the following details:

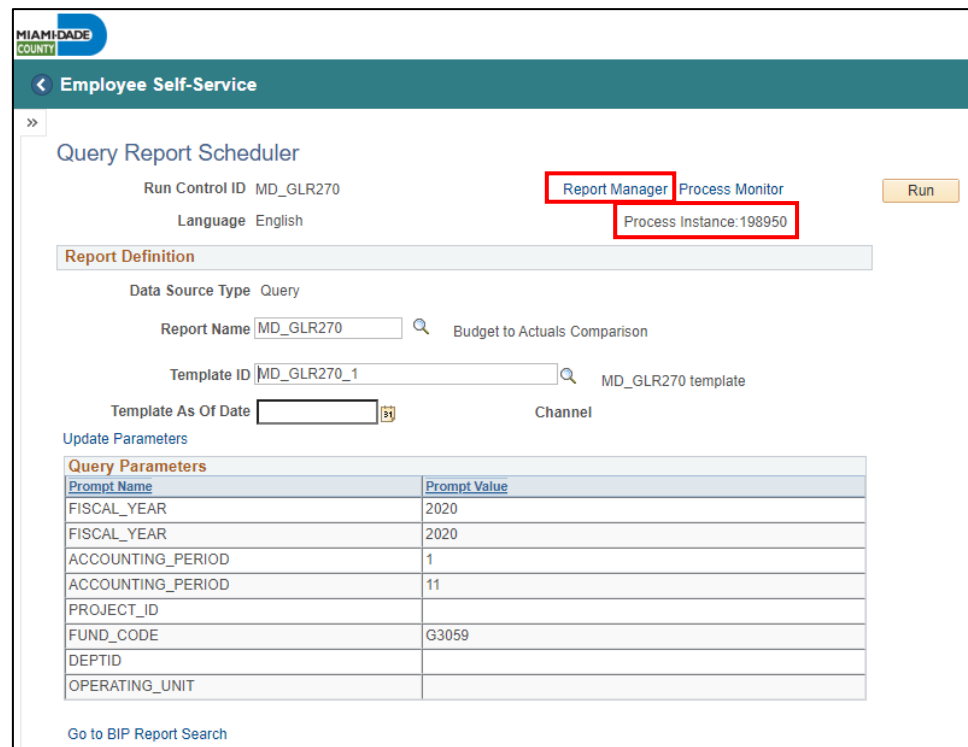
- User ID: MD_GL_DPT_REPORTER
- Run Control ID: MD_GLR270
- Server Name: [dropdown]
- Run Date: 09/22/2020
- Recurrence: [dropdown]
- Run Time: 10:18:15PM
- Time Zone: [dropdown]
- Buttons: Reset to Current Date/Time, OK (highlighted in red), Cancel
- Process List:

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

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



Employee Self-Service

Query Report Scheduler

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

Language English Process Instance: 198950

Report Definition

Data Source Type Query

Report Name MD_GLR270 Budget to Actuals Comparison

Template ID MD_GLR270_1 MD_GLR270 template

Template As Of Date Channel

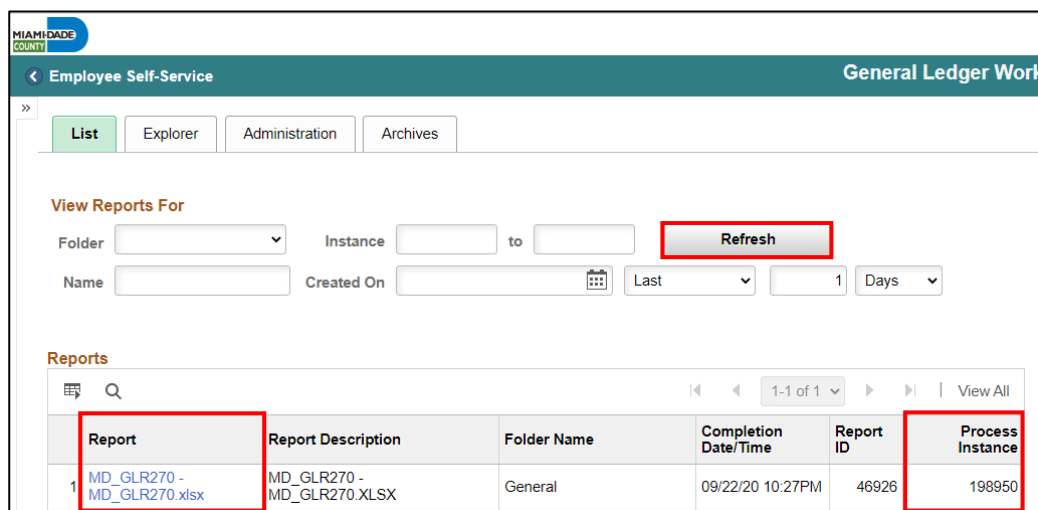
Update Parameters

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

[Go to BIP Report Search](#)

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

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



Employee Self-Service General Ledger Work

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

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

14. 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
Report Name: Budget to Actuals Comparison

Run Date: September 22, 2020
Run Time: 10:36:21 PM

Run Parameters
Fiscal Year From: 2020
Fiscal Year To: 2020
Accounting Period From: 1
Accounting Period To: 11
Fund: 03059
Department:
Grant:
Project:

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

Lesson 1: 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.

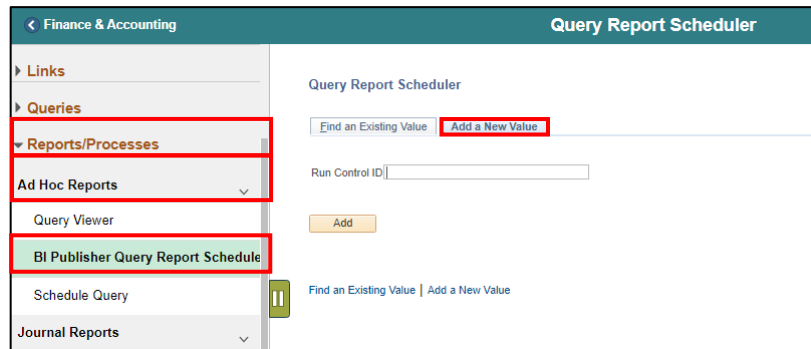
Report Description	Comments
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin 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

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

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

1. Navigate to 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.

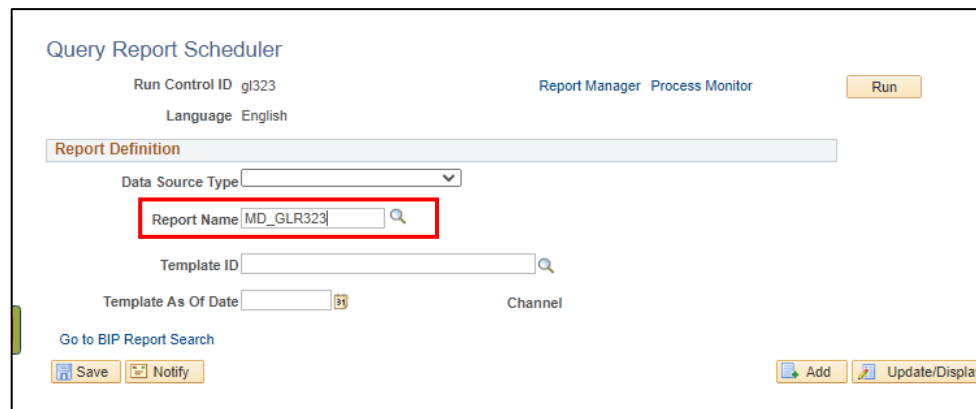


The screenshot displays the 'Query Report Scheduler' interface. On the left, a navigation pane under 'Finance & Accounting' shows 'Reports/Processes' expanded, with 'Ad Hoc Reports' and 'BI Publisher Query Report Schedule' highlighted. The main content area features the 'Query Report Scheduler' title,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

3. Enter the **Report Name**.

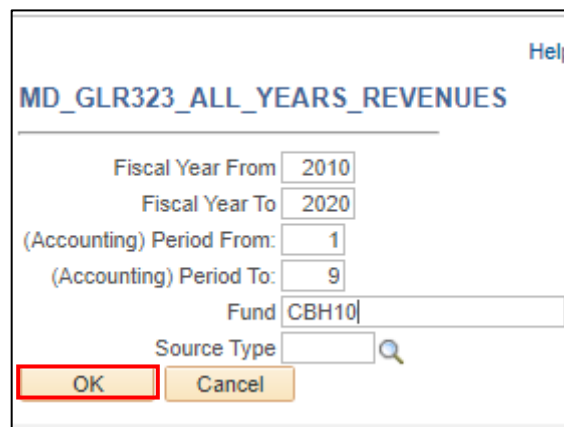
Lesson 1: Processing Financial Statements and Reports

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



The screenshot shows the 'Query Report Scheduler' window. At the top, it displays 'Run Control ID gl323' and 'Language English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a 'Report Definition' section with a dropdown for 'Data Source Type'. The 'Report Name' field contains 'MD_GLR323' and is highlighted with a red box. There is a magnifying glass icon next to the 'Report Name' field. Below the 'Report Name' field is a 'Template ID' field with a magnifying glass icon. Further down is a 'Template As Of Date' field with a calendar icon and a 'Channel' field. At the bottom left, there are buttons for 'Save', 'Notify', and 'Go to BIP Report Search'. At the bottom right, there are buttons for 'Add' and 'Update/Display'.

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

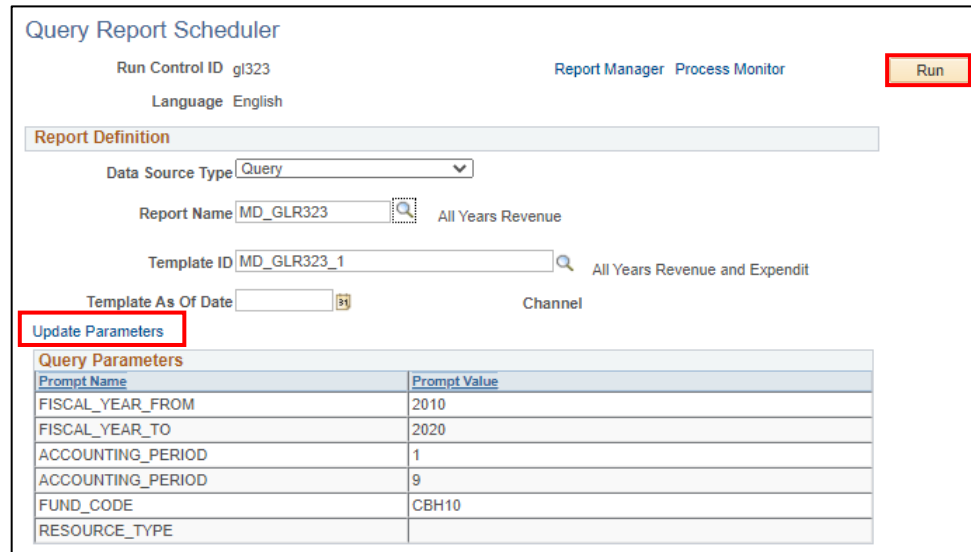


The screenshot shows a dialog box titled 'MD_GLR323_ALL_YEARS_REVENUES'. It contains the following fields: 'Fiscal Year From' (2010), 'Fiscal Year To' (2020), '(Accounting) Period From' (1), '(Accounting) Period To' (9), 'Fund' (CBH10), and 'Source Type' (with a magnifying glass icon). At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Lesson 1: Processing Financial Statements and Reports

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

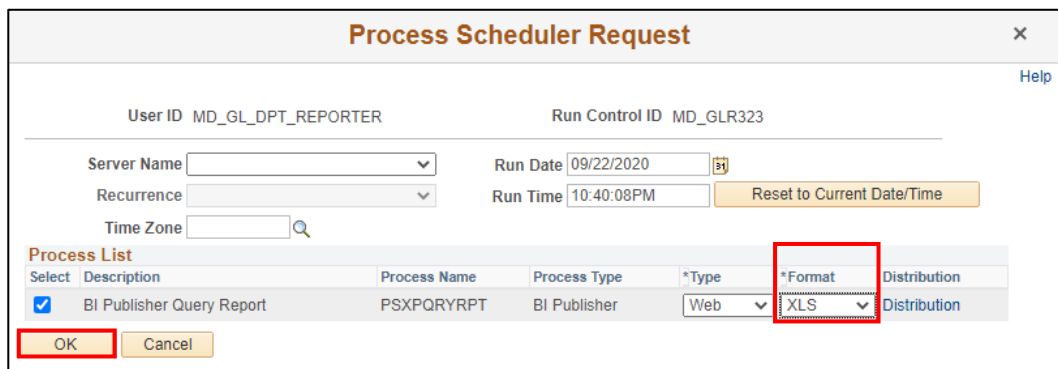
7. If the same Run Control is used in the future, to change the input Query Parameters, select **Update Parameters** and repeat previous steps.
8. Select **Run**.



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

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

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



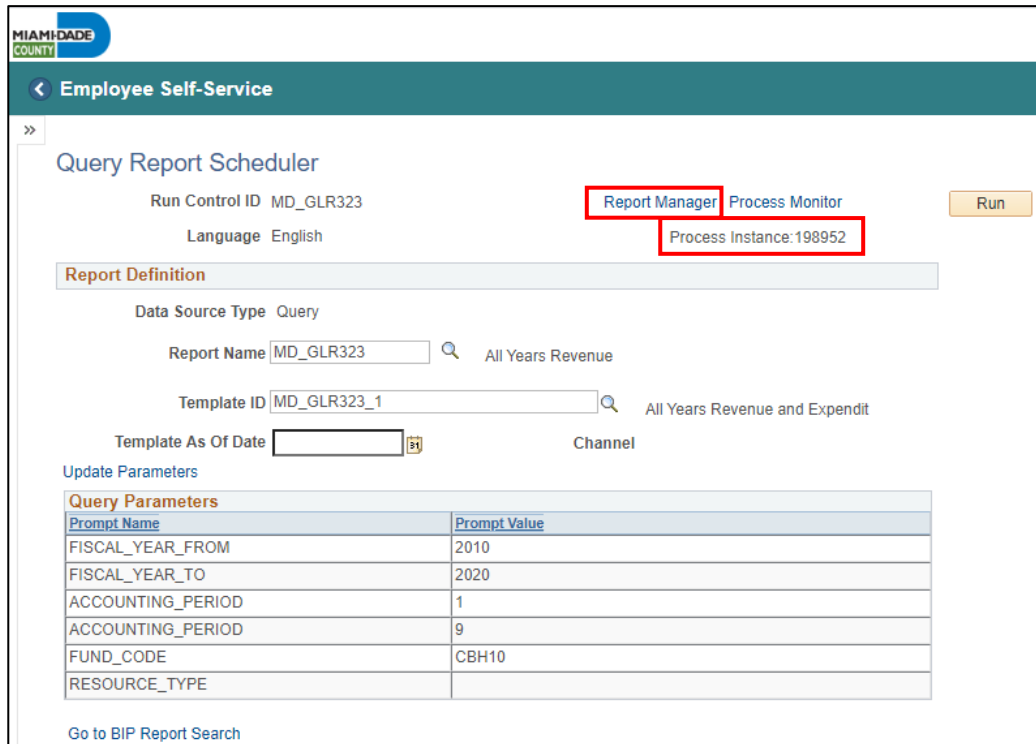
The screenshot shows the 'Process Scheduler Request' dialog box. It displays 'User ID MD_GL_DPT_REPORTER' and 'Run Control ID MD_GLR323'. There are fields for 'Server Name', 'Run Date' (09/22/2020), 'Recurrence', 'Run Time' (10:40:08PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the 'Run Time' field. Below these fields is a 'Process List' table. A red-bordered 'OK' button is at the bottom left.

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

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



Employee Self-Service

Query Report Scheduler

Run Control ID MD_GLR323

Language English

Report Name MD_GLR323

Template ID MD_GLR323_1

Template As Of Date []

Channel

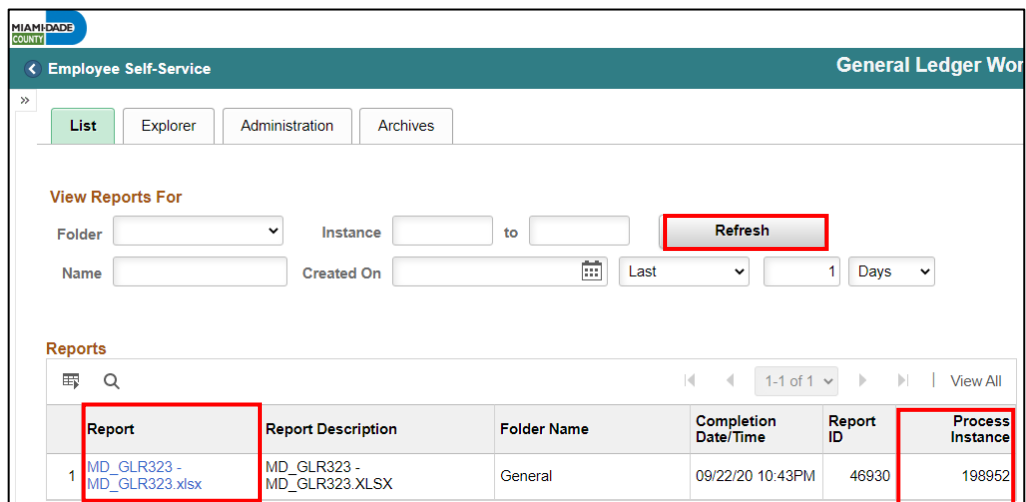
Update Parameters

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

Go to BIP Report Search

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

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



Employee Self-Service

General Ledger Workbooks

List Explorer Administration Archives

View Reports For

Folder [] Instance [] to []

Name [] Created On [] Last [] Days []

Refresh

Reports

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

14. 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

Miami Dade County											Run Date: September 22, 2020				
Report Name: GO Bond Series All Years Revenue and Expenditures against Budget											Run Time: 10:51:31 PM				
Run Parameters															
Fiscal Year From:		2018													
Fiscal Year To:		2020													
Accounting Period From:		1													
Accounting Period To:		9													
Fund:		CBH50													
Source Type															
Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Source Type	Source Type Description	Project	Project Description	Activity	Activity Description	Account	Account Description	All Years Budget	All Years Amount	Month Actuals	Current FY Actuals
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE							6,000,000.00	0.00	0.00	0.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE	PD236201	Police Grant PD236201	PERSONNEL	PERSONNEL	4313900001	FED GRT-OTHR PHYSICAL ENVIRON	0.00	2,155.00	0.00	0.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	H8334	CUBAN MUSEUM							1,000,025.00	0.00	0.00	0.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	4411300001	RECORDING FEES	0.00	1,750.00	0.00	1,750.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	4220000002	RER PLAN REVIEWS	0.00	6,250.00	6,250.00	6,250.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	4124100001	FIRST LCL OPT GAS TX(LI-6CENT)	0.00	6,550.00	0.00	0.00
SUB TOTAL REVENUE												7,000,025.00	16,705.00	6,250.00	8,000.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE							6,000,000.00	0.00	0.00	0.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	A1004	HIALEAH GARDENS WBS IMPROVE	PD236201	Police Grant PD236201	PERSONNEL	PERSONNEL	5920130000	OTHER COSTS OF ACQUIRING BLDG	0.00	8,200.00	8,200.00	8,200.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	H8334	CUBAN MUSEUM							1,000,025.00	0.00	0.00	0.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	5450190000	OTHER CONSTR MATRLS & SUPPL	0.00	7,001.00	7,001.00	7,001.00
CB	CB320	CBH50	GOB SR16A1 991904 CULTURAL LIB	H8334	CUBAN MUSEUM	CCU000003000774	Cuban Museum	CONSTRUCTIO	CONSTRUCTION VICTORY	5450110000	ELECTRICAL FIXTURES	0.00	1,555.09	0.00	0.00
SUB TOTAL EXPENDITURE												7,000,025.00	16,756.09	15,201.00	15,201.00
TOTAL												0.00	-51.09	-8,951.00	-7,201.00

Lesson 1: Training Activity 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

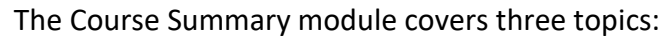
Lesson Summary



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

Course Summary



- 130

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:

- Miamiidade.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.