Miami-Dade County

inf&rms

End-User Training Guide

Course Code: FIN 302
Course Title: Managing Budgets (Central)

Course Overview

Course Description	This course provides a comprehensive review of budgeting in Commitment Control. It provides information on processing budget journals, journal transfers, activities and checking errors. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Managing Budgets • Module 3: Course Summary
Training Audiences	The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related system access: • Central Appropriation Processor • Central Appropriation Approver • Department Appropriation Processor • Central GL Budget Definition Maintainer
Prerequisites	Participants are required to complete the following End-User Training courses prior to starting this course: • ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting and Online Help • FIN 101 – Financials Fundamentals
Delivery Method	This course is intended to be delivered through Instructor-led Training.
Estimated Duration	The total duration of this course, when delivered through Instructor-led Training, is 3 hours.

Table of Contents

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.
- 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, participants will be able to:

- Identify the End-to-End Processes of Budgeting in Commitment Control
- Maintain Budget Structure
- Enter and Process Budget Journals
- Manage Budget Exceptions
- Process Budget Transfer Journals
- Understand the Budget Workflow Approval Process
- Generate Budget Inquiries and Reports

Module 1: Course Introduction

Training Audience:

Roles and Responsibilities

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

- **Central Appropriation Processor:** The Central Appropriation Processor has the ability to create Countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.
- **Central Appropriation Approver:** The Central Appropriation Processor has the ability to create Countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.
- **Department Appropriation Processor**: The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
- **Central GL Budget Definition Maintainer**: The Central GL Budget Definition Maintainer is responsible for maintaining the Commitment Control Budget Definition for Countywide and Department budgets.
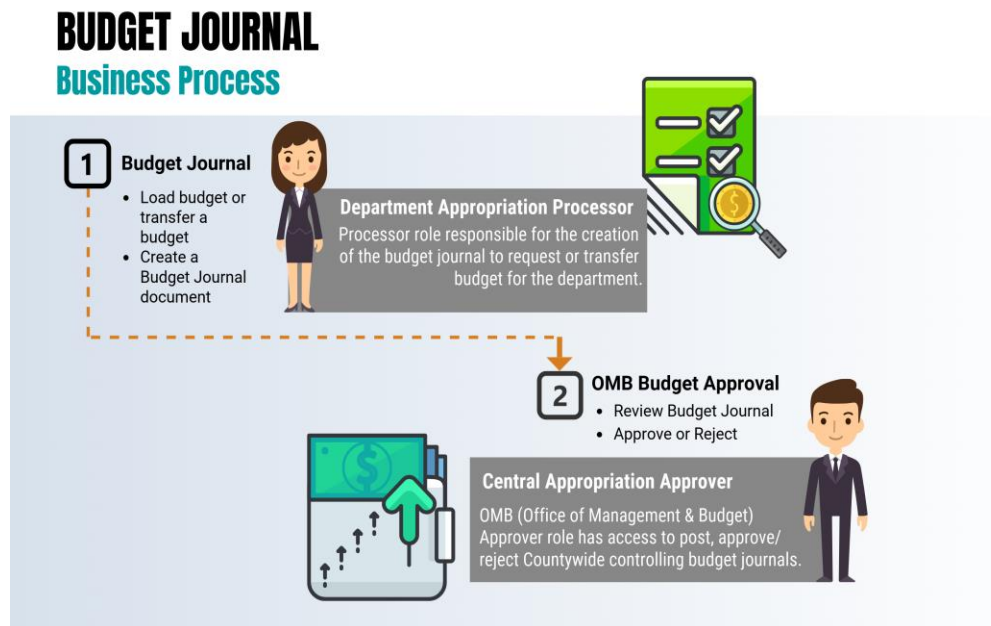
Module 1: Course Introduction

Key Changes to the Business Process

The key changes to the Managing Budgets business process include:

- Index Code → ChartField
    - Individual ChartField will now be entered into the transactions.
    - ChartFields are independent resulting in flexibility to create a unique combination.
- INFORMS budget transfer journals will require separate debit and credit lines to be in balance.
- INFORMS will have multiple combination edit rules.
    - For example: all Capital Funds will require a Project ID.
    - End-Users will need to know how to fix these types of error transactions.
- INFORMS will use multiple budget checking ledgers.
    - End-Users will research errors and initiate the request to fix errors in either the Appropriation Ledger or the Multiyear Capital Ledger if necessary.
- The new system will "Budget Check" transactions in sub modules to record the appropriate entries in Commitment Control.
    - For example: An Encumbrance liquidated to an Expenditure when the Voucher is processed.
- INFORMS uses Budget Ledgers to manage different Budget structures & Budget periods.
    - Knowing which Budget Ledger is impacted will be necessary when addressing budget exceptions.
- Budget journals will be routed to OMB for approval after it is entered by the Departments.

Module 1: Course Introduction

The End-to-End
Business
Process

BUDGET JOURNAL
Business Process

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

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

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

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

- There will be an interface from Hyperion to load the Original Budget into INFORMS.
- The Department Appropriation Processor is the user at the department entering the Budget transactions.
- The OMB Department as the Central Appropriation Approver will be responsible for reviewing the entry and approving/or denying the journal accordingly.
- The approved Budget Journal will be posted to the Commitment Control module through a batch process.

The differences between the Budget Journal and the Budget Transfer Journal are:
- A Budget Journal is used to load a new budget into INFORMS, for example, if a new Grant is established in INFORMS, the department will need to load the budget.
- A Budget Transfer Journal is used to move budget that is already in INFORMS from one combination of ChartFields to another.

Module 1: Course Introduction

Introduction to Demonstrations Activities, and Exercises

Participants 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 Demo

Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. The instructor will show participants how to perform these activities while following along.

Training Activities

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

Training Exercises

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

Module 1: Course Introduction

Module 1: Course
Introduction
Summary

The following key concepts were covered in this module:

- Managing Budgets business process

Module 2: Managing Budgets

Lessons

This module includes the following lessons:

- End-to-End Processes of Budgeting in Commitment Control
- Maintaining Budget Structure
- Enter and Process Budget Journals
- Manage Budget Exceptions
- Process Budget Transfer Journals
- Budget Workflow Approval Process
- Budget Inquiry and Reporting

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Lesson 1:
Introduction

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

- Identify the End-to-End Processes of Budgeting and Commitment Control

Commitment Control will enable the County to:

- Manage and control budget expenditures.
- Check expenditures: check actual transactions such as actual expenditures and revenues against control budgets.
- Check future financial obligation such encumbrances against control budget.
- Check actual revenues against estimated revenue budget.

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
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 Error	When the Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation).
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Commitment Control	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

INFORMS Commitment Control is a feature that enables Miami-Dade County to control expenditures and encumbrances actively against predefined, authorized budgets. Budgetary Control is referred to as Commitment Control (KK) in INFORMS. Commitment Control provides the following business processes:

- Control budget creation and corrections:
  - Budget Journals are used to establish and maintain Annual budgets.
  - Budget Journals related to expense transactions are posted to the Detail Ledger Group.
  - Budget Journals related to estimated revenue transactions are posted to the Revenue Ledger Group.
- Budget checking:
  - The budget-checking process is used to ensure that the expense transactions meet the requirements of the Appropriation ledger based on Fund, Department as well as Account roll up and doesn't exceed the available budget amount.
  - Control budgets are created and maintained and actual transactions are checked against the control budgets.
- Budget error notification and override:
  - The Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation)
  - Errors will be managed by OMB. OMB will be responsible to lift control using the Budget attribute feature in INFORMS.
- Inquiry on budgets and budget-checking activity:
  - Users can see an overview of budgets and identify when these budgets are currently, or at risk of, being broken.
  - By driving down to individual line items, the user can discover where the errors are originating from and evaluate the possibility of identifying the error.

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Commitment Control requires the setup and definition of a budget against a source transaction.

If the source transaction passes INFORMS Commitment Control's budget checking, the appropriate Commitment Control ledgers are updated with new information, and the available budget amounts are reduced accordingly.

The following equation is an example of how INFORMS Commitment Control determines an available budget balance:

Budgeted amount	$5,000
Encumbrances	- $2,000
Expenditures	- $750
Available budget	$2,250

Lesson 1: Training Activity 1

Demonstration   The Instructor will now demonstrate how to execute the business process through the User Productivity Kit (UPK).

Instructions   There is no Activity for this Lesson.

Lesson 1: Training Exercise

Debrief

1. What are the four business processes provided by INFORMS Commitment Control?

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2. What is the purpose of INFORMS Commitment Control?

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3. What other two terms are used synonymously with Commitment Control?

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_____

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4. What are the most common Ledger Groups the Departments will use to create a Budget and/or Transfer Journal?

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_____

Lesson 1: Lesson Summary

Lesson
Summary

Having completed the End-to-End Process of Budgeting in Commitment Control lesson, users should be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Identify the four business processes provided by INFORMS Commitment Control
- The purpose of INFORMS Commitment Control
- Be familiar with the two terms that are used synonymously with Commitment Control

Lesson 2: Maintaining Budget Structures

Lesson 2:
Introduction

The Commitment Control module ensures that financial transactions processed in INFORMS do not exceed the budget. To achieve this, Commitment Control uses Ledgers to isolate the different budget controls using the Fund as an anchor. The following are the Commitment control ledgers that will be deployed:

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

Control Options:

- **Track w/o Budget:** No Commitment Control validation is done of the ChartField combinations entered; transactions are not stopped.
- **Track with Budget:** Commitment Control Validation is done on the ChartField combinations entered to ensure that a budget row was created. If the budget amount is exceeded, the transaction is not stopped, but a warning message is logged. If no budget row was created, an error message is logged, and the transaction goes no further until the issue is resolved.
- **Control:** Commitment Control validation is done based on the ChartField combination entered. If the budget amount is exceeded, a budget error is logged, and the transaction goes no further until resolved.
- **Accountability Ordinance:** This is the rollup of the Account ChartField values for budget checking purposes. Accounts can be rolled up to one of three groupings:
  - Personnel
  - Other Operating
  - Capital

Lesson 2: Maintaining Budget Structures

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Track w/o Budget:	No Commitment Control validation is done of the ChartField combinations entered; transactions are not stopped.
Track with Budget	Commitment Control Validation is done on the ChartField combinations entered to ensure that a budget row was created. If the budget amount is exceeded, the transaction is not stopped, but a warning message is logged. If no budget row was created, an error message is logged, and the transaction goes no further until the issue is resolved.
Control	Commitment Control validation is done based on the Accountability Ordinance rollup for the ChartField combination entered. If the budget amount is exceeded, a budget error is logged, and the transaction goes no further until resolved.
Accountability Ordinance	This is the rollup of the Account ChartField values for budget checking purposes. Accounts can be rolled up to one of three groupings: Personnel, Other Operating, and Capital.

Lesson 2: Maintaining Budget Structures

Lesson 2: Maintaining Budget Structures

This lesson will review Maintaining Budget Structures.

If new financial structures are created in INFORMS for which a budget must be present, Departments must know which of the Commitment Ledgers listed below need to be used when loading or transferring budgets.

Commitment Control Ledgers	
A_APPROP	**Annual Budget Control** on the combination of Accountability Ordinance based on the Account, roll up Department, and Fund. This ledger is the Parent ledger of the A_DETAIL Ledger, so all transactions processed in the A_DETAIL are applied to the A_APPROP ledger for budget checking.
A_DETAIL	**Annual Budget, including Grants**. This ledger will record transactions using all detail ChartField values. ChartField values in this ledger will then be rolled up in the A_APPROP ledger to budget check the transaction.
A_REV	**Annual Revenue**. This ledger will be used to track revenue budgets and actuals for reporting.
M_CAP	**Multi Year Capital Projects Control** on the combination of Fund and Project. This ledger is the Parent ledger of the M_CAPDTL and M_CAPDTACT Ledgers, so all transactions processed in those Ledgers are summarized in the M_CAP ledger for budget checking.
M_CAPDTL	**Multi Year Capital Projects**, this ledger will check that there is a budget in Commitment Control for the combination of Fund, Project and Accountability Ordinance rollup used on the transaction.
M_CAPDTACT	**Multi Year Capital Projects and Activity**, this ledger will record the combination of Fund, Project, Activity and Accountability Ordinance rollup used on the transactions.
M_QU_FD	**GO Bonds Control on the Rollup Fund** (Resolution) and Source Type for budget checking.
M_QUDT_FD	**GO Bonds Control on the Fund** (Resolution and the Drawdown Series combination) and Source Type for budget checking

Lesson 2: Maintaining Budget Structures

Lesson
Summary

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

- Understand the use of the various Commitment Control Ledgers and which ChartFields are part of each one.

Lesson 2: Training Activity 1

Demonstration   The Instructor will now demonstrate how to execute the business process through the User Productivity Kit (UPK).

Instructions   There is no Activity for this Lesson.

Lesson 2: Training Exercise

Debrief

1. What financial structure does the Control option use to stop transactions?

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_____

_____

_____

2. Which Commitment Control ledger will be used to control the Annual Appropriation?

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_____

Lesson 2: Lesson Summary

Lesson
Summary

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

- Maintain Budget Structures

Lesson 3: Enter and Process Budget Journals

Lesson 3:
Introduction

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

- Enter and Process Budget Journals (Department)

Lesson 3: Enter and Process Budget Journals

Lesson 3:
Introduction

Budget Journals

- Annual Appropriation Budget
  - Budgets developed in Hyperion will be interfaced into Commitment Control to establish the necessary budgetary controls at the beginning of the Fiscal Year.
- For budgets that need to be added during the Fiscal Year (e.g. Grants), a Budget Journal will need to be entered manually to add the budget in Commitment Control.

BUDGET JOURNAL
Business Process

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

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

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

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

Lesson 3: Enter and Process Budget Journals

Lesson 3:
Introduction

Budget Journals are journals that contain one or more journal lines that create or modify authorized budget amounts for an organization's budget. Budget journals are entered in a similar manner as the manual journal entry process in the General Ledger.

Most of the Budget Journals will be created for establishing and maintaining the following types of budgets:

1. Annual Appropriation (A_APPROP)
   This is the annual roll up ledger based on the Accountability Ordinance, Fund, and Department roll up.
   - No Budget Journals will be posted to this ledger.

2. Annual Detail Appropriation (A_DETAIL)
   - The Annual Detail Appropriation (expenditures) from Hyperion is loaded into this ledger.
   - Budget Journals for Annual Detail Appropriation will be posted to this ledger. (e.g., Grant Budget)
   - Once the Budget Journal is posted to this ledger, the A_APPROP ledger is updated based on the Accountability Ordinance, Fund, and Department roll up.

3. Annual Estimated Revenue (A_REV)
   - The Annual Estimated Revenue from Hyperion is loaded into this ledger.
   - Budget Journals for annual estimated revenues will be posted to this ledger.

To have the budget balanced (Estimated Revenues = Appropriation), the transactions must be posted into two ledgers:
   - A_DETAIL (Annual Detail Appropriation)
   - A_REV (Annual Estimated Revenue)

Lesson 3: Enter and Process Budget Journals

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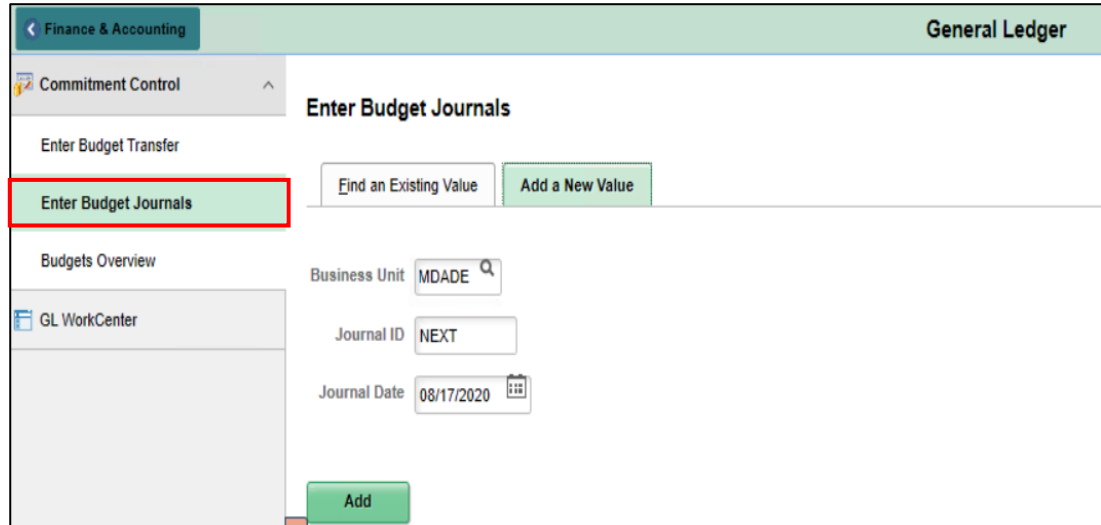
The following key terms are used in this Lesson:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Entry Type	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget and Mid Year and Year End Supplementals for authorized changes to the budget.
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Commitment Control	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.

Lesson 3: Enter and Process Budget Journals

Lecture 1:
Creating Budget
Journal Process

Navigate to **Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Enter Budget Journals**

Use the **Add a New Value** tab to enter a Budget Journal.

The **Business Unit** will default to **MDADE**.

1. The **Journal ID** will default to **NEXT** and upon saving will update to the next available number.

2. The **Journal Date** will default to current date same as the Accounting Period. The Accounting Period must be open for the Journal to post.

3. Select **Add**.

Lesson 3: Enter and Process Budget Journals
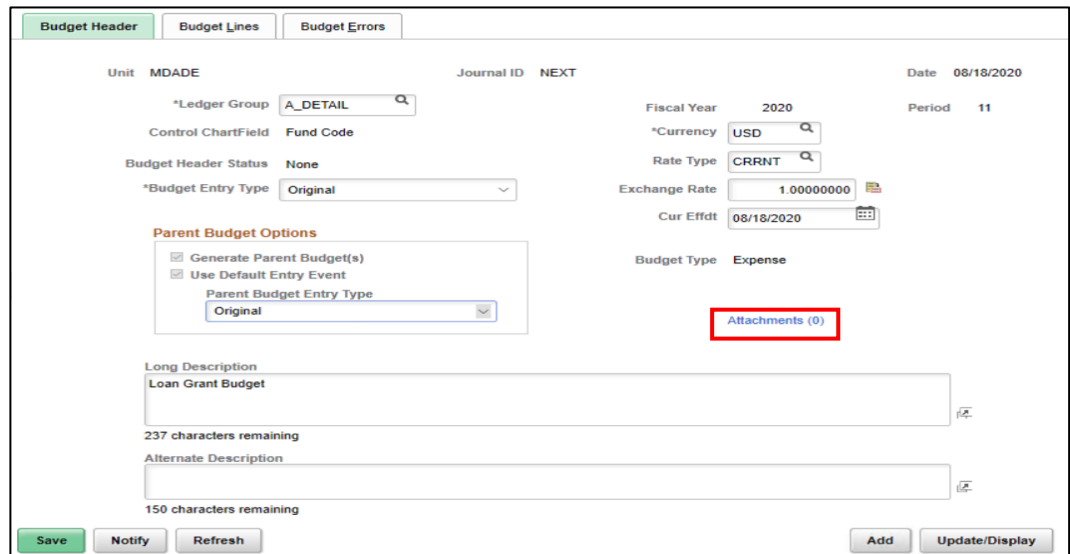
Lecture 1:
Creating Budget
Journal Process

The process below outlines the key steps to enter budget journals:

1. Enter budget journal header information on the **Budget Header** page, the required fields below will be marked with an *.

   The **Budget Header** page is used to fill out general information about the journal entry. Required fields within the **Budget Header** page include: *Ledger Group, *Budget Entry Type defaulted to Original and *Currency defaulted to USD. Additionally, within this page, users will attach supporting documentation through the **Attachments (0)** hyperlink.

2. In the ***Ledger Group** field enter **(A_DETAIL OR A_REV)**.
   a. For Ledger Group **A_DETAIL** make sure to select **"Original"** in the ***Budget Entry Type** field and the **Parent Budget Entry Type** field**.**

3. Enter a description of the Journal into the **Long Description** Box. The **Alternate Description** box is used for additional explanation related to the budget entry being made.

4. Attaching supporting documents can be done by selecting the **Attachments (0)** hyperlink.
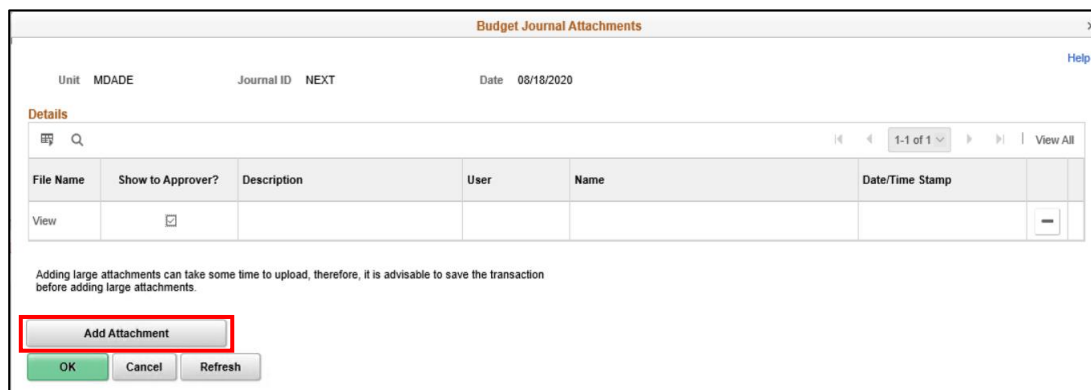
NOTE: Similarly, to manual journals, budget journals can be entered manually through a spreadsheet upload.

Lesson 3: Enter and Process Budget Journals

Lecture 1:
Creating Budget
Journal Process

5. Once in the **Budget Journal Attachments** page, select **Add Attachment** to browse
    the computer's files and select the supporting document. A description of the
    document is also necessary for any attachments.

Lesson 3: Enter and Process Budget Journals

Lecture 1:
Creating Budget
Journal Process

6. Enter budget journal lines on the **Budget Lines** page. The **Budget Lines** page inputs more specific information about the budget journal, including: Budget Period, Account Number, Department Number, Fund, Grant, Budget Amount, etc. Multiple budget journals can be inputted at a single time by selecting the **plus(+)** sign on the left-hand side of the page.

7. Select **Save** and notice that the **Journal ID** changed from NEXT to the next available Journal ID number.

8. In the ***Process** field, select **Edit ChartField** and then select **Process** on the upper right corner. Go to the **Budget Error** tab and make sure that there are no errors. Errors must be corrected before submitting the Journal for Approval.

9. In the **Budget Lines** tab go to the ***Process** field select **Submit Journal** and then select **Process** on the upper right corner.

The Budget Journal will be routed to OMB as the Central Appropriation Approver.

10. Notice the **Approval Header Status** field change to Pending. Select on the **Pending** hyperlink and the approval workflow path will be visible.

Lesson 3: Enter and Process Budget Journals

Lecture 2:

Spreadsheet Journal Import

Users can streamline the journal import process by using Spreadsheet Journal Import. This tool provides an easy-to-follow menu for entering data, specifying defaults and importing journals via Excel spreadsheet. Spreadsheet templates for entering budget journals will be configured and contain fields that mimic those found within the journal online entry page.

Before entering the lines of the Budget Journal, the Journal Header needs to be filled out just as it is online.

NOTE: By selecting the **+ plus** button to **Add Journal Header**, users will be able to enter data into the same fields found within the online journal entry page.

Select the **+ plus** button to add a Journal Header.
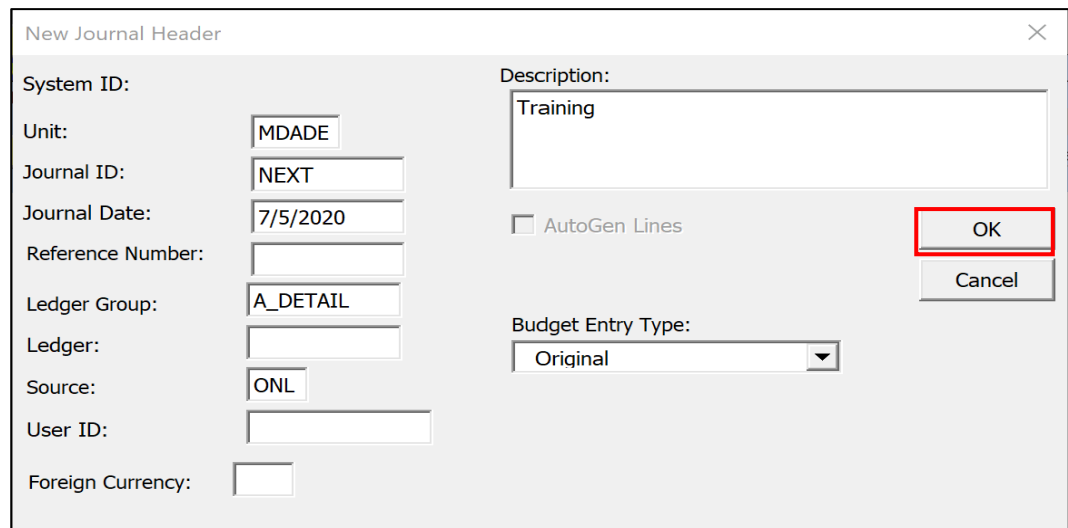
Enter the Required Journal Header fields:
- Unit
- Journal Date
- Ledger Group
- Budget Entry Type

Lesson 3: Enter and Process Budget Journals

Lecture 2:

Spreadsheet
Journal Import

New Journal Header

System ID:		Description:
Unit:	MDADE	Training
Journal ID:	NEXT	
Journal Date:	7/5/2020	☐ AutoGen Lines OK
Reference Number:		Cancel
Ledger Group:	A_DETAIL	
Ledger:		Budget Entry Type:
Source:	ONL	Original ▼
User ID:		
Foreign Currency:		
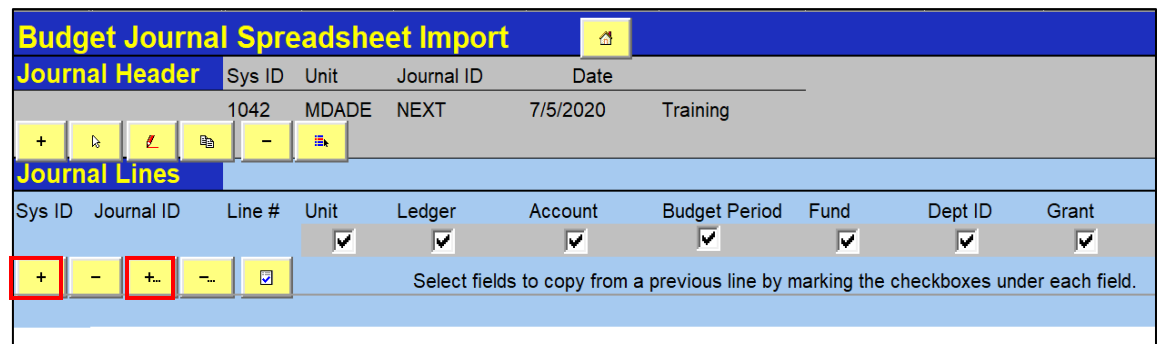
After the Journal Header required fields are filled out select **OK**.

Select the **+ plus** button to add the **Budget Journal Lines**.

NOTE: The [+] button will create one line to enter and the [+...] button will prompt the user to create multiple lines at once.

Budget Journal Spreadsheet Import
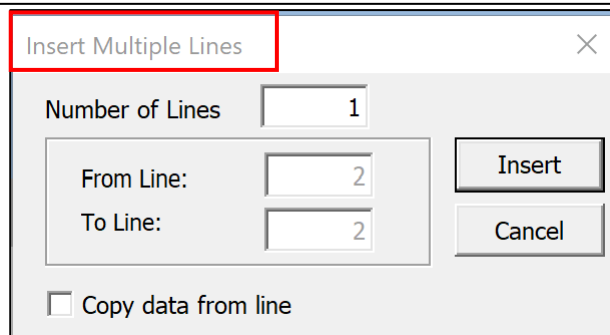
Journal Header	Sys ID	Unit	Journal ID	Date	
	1042	MDADE	NEXT	7/5/2020	Training

Journal Lines								
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Budget Period	Fund	Dept ID	Grant
			☑	☑	☑	☑	☑	☑	☑

Select fields to copy from a previous line by marking the checkboxes under each field.

Insert Multiple Lines

Number of Lines	1
From Line:	2 Insert
To Line:	2 Cancel
☐ Copy data from line	

Lesson 3: Enter and Process Budget Journals

Lecture 2:

Spreadsheet Journal Import

Enter the **ChartField** values on the line(s) generated.
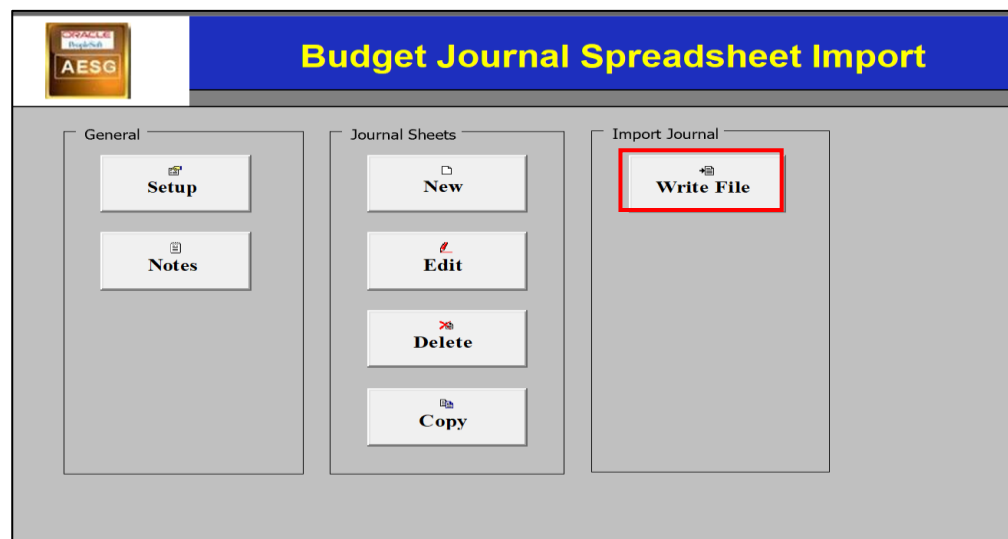
After entering the line(s), save the spreadsheet using the **Excel Save** feature.

The next step is to create a file for INFORMS to consume.

Select the **Home** icon as shown below:

Then select on the **Write File** button:

Lesson 3: Enter and Process Budget Journals

A **Write Journals to File** pop-up window is displayed with the name(s) of the budget journals created. The user should select the saved budget journal from the previous steps. The file path where the file is being saved is displayed under the **File name:** field.
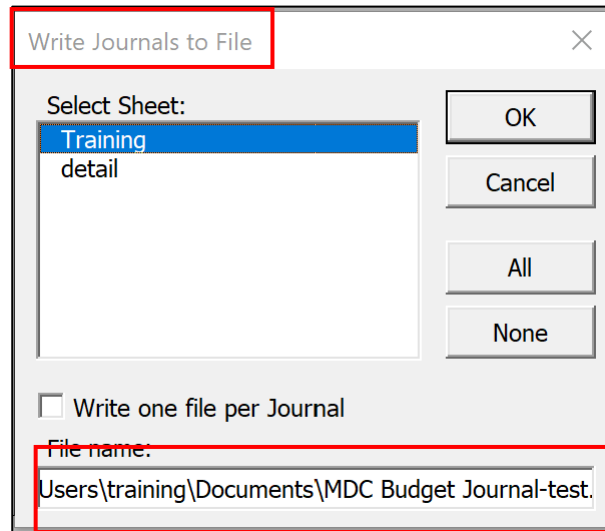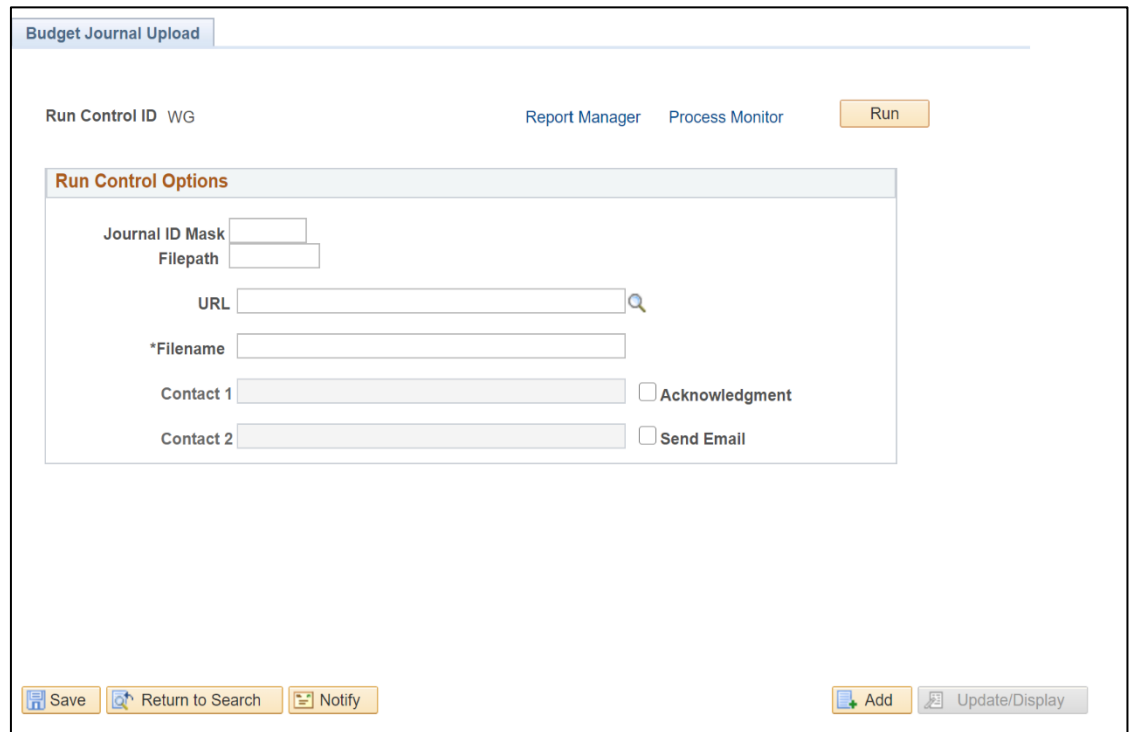
A Text file will be generated and saved in the location chosen within the pop-up window. The next step is to provide the tech team with the text file to place on the server for processing. Once confirmation of the file being placed on the server is received, users will need to log into INFORMS to complete the upload.

To complete the process, users need to log into INFORMS and Navigate to **Miami Dade County > Commitment Control > Interfaces > Budget Journal Upload.**

1. On the **Budget Journal Upload** page, users will need to enter a **Run Control ID**, which are user specific.

2. Select the **Search** button to retrieve an existing **Run Control ID**. If there is not one created, users can select on the **Add New Value** tab and create a **Run Control ID**.

3. Once a **Run Control ID** is created, return to the **Find Existing Value** tab, select the **Search** button. INFORMS will then display the **Budget Journal Upload** page.

Lesson 3: Enter and Process Budget Journals

Lecture 2:

Spreadsheet
Journal Import
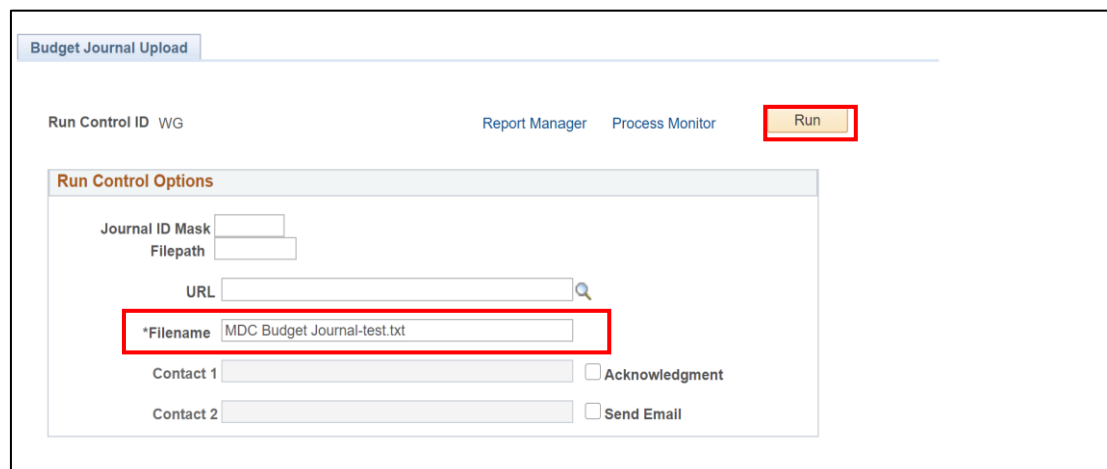
4. In the ***Filename** Field, enter the filename for the Text file provided to the tech team, including the extension .txt.

5. After entering the Filename, select the **Run** button. A pop-up **window Process Scheduler Request** will display.

Lesson 3: Enter and Process Budget Journals

Lecture 2:

Spreadsheet Journal Import
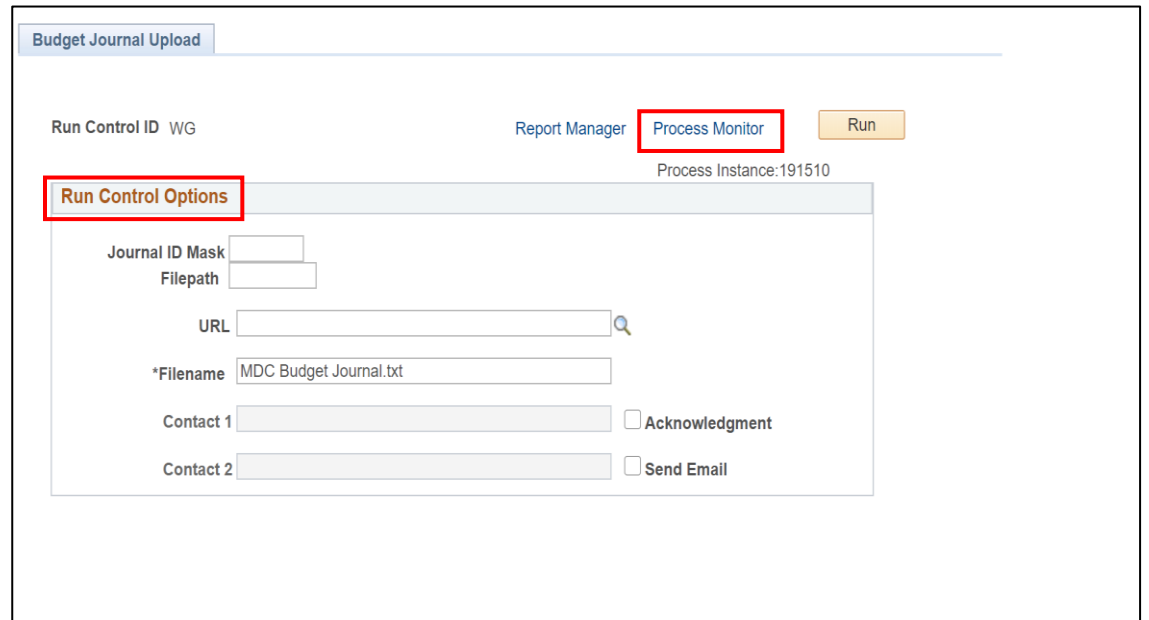
6. Ensure that the **select checkbox** is marked and select **OK**.

INFORMS will take the users back to the **Run Control Options** page which will now display a Process Instance.
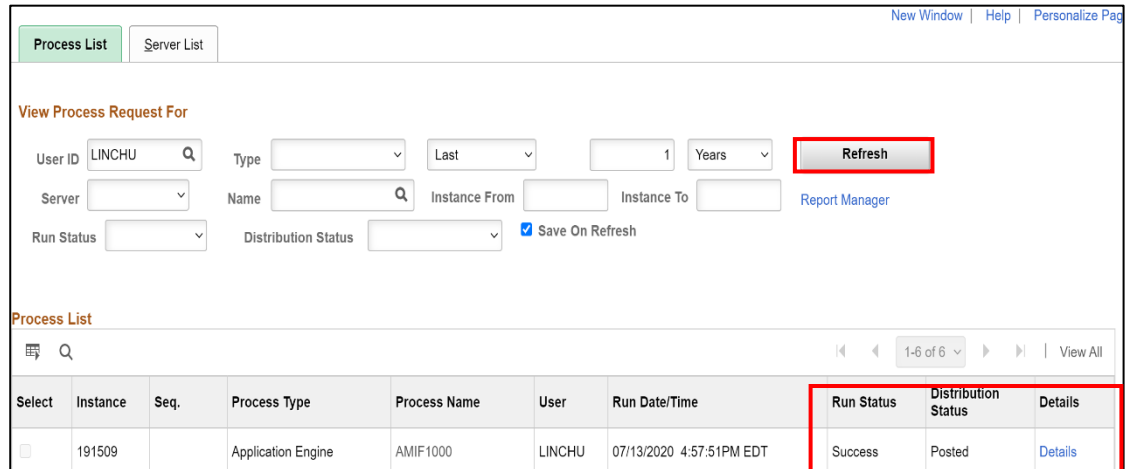
7. Select on the **Process Monitor** hyperlink.

Lesson 3: Enter and Process Budget Journals

Lecture 2:

Spreadsheet
Journal Import

INFORMS will take the users to a new page displaying the status of the process.

8. On the **Process List** tab select the **Refresh** button until the **Run Status** and **Distribution Status** fields are updated.

9. Once the **Run Status** is updated to "Success" and the **Distribution Status** to "Posted, select the **Details** hyperlink.

10. A pop-up window will be displayed, under **Actions** select the **View Log/Trace** hyperlink to view details of the process.

Lesson 3: Enter and Process Budget Journals

Lecture 2:

Spreadsheet Journal Import

11. On the **View Log/Trace** window, find and select the hyperlink of the **file name ending in .LOG**.

The log will show users the Journal ID created, which can then be retrieved via the Budget Journal or Budget Transfer page depending on the Budget Entry type of the Budget that was uploaded.

Lesson 3: 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 2 on the FIN 302 Training Activity and Data Sheet.

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

Users will perform the activity by following the FIN 302 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructors are available to answer any questions.

Lesson 3: Training Exercise

Debrief

1. In what journal entry page, would users enter information, such as ChartField Values?

   _____

   _____

   _____

   _____

2. In this scenario, what ledger groups did we use to create the Budget Journals for the Grant and what do they represent?

   _____

   _____

   _____

   _____

3. Can users enter the Grant Appropriation Budget and the Revenue Budget under one Ledger Group?

   _____

   _____

   _____

   _____

4. Which ledger group do users have to select a Parent Budget Entry Type?

   _____

   _____

   _____

   _____

Lesson 3: Enter and Process Budget Journals

Lesson
Summary

Having completed the lesson, users should be able to:

- Enter and Process Budget Journals as a Department Budget Journal Processor.
- Produce both original budget journals and adjustments.
- Recognize both errors and warnings and explain how each affects the Commitment Control ledgers.
- Identify a specific transaction that has yet to be posted by using the Mass Delete Commitment Control Budget Journal page.

Lesson 4: Manage Budget Exceptions

Lesson 4:

Overview

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

- Identify the error and warning messages
- Explain what journal status codes indicate
- Describe how the Budget Processor identifies errors
- Demonstrate the processes necessary to resolve errors on journals

Lesson 4: Manage Budget Exceptions

Lesson 4: Introduction

INFORMS is integrated so that established budgets are reviewed against eligible transactions, regardless of the submodule that created the entry. Purchasing, AP, Expenses, etc. all look at the same budget to determine the established rules from the Course Introduction summary.

Each module has its own Budget Checking Status hyperlink. After the budget processor completes, the Budget Checking Status is updated to Valid or Error. The Errors require corrective action before the transaction can proceed.

This course will demonstrate what occurs on a GL Journal entry and how to identify the error. Each module has a different location on the document for the error hyperlink, but once the Error hyperlink is selected, the process to review and manage exceptions is the same.

After running the INFORMS Commitment Budget Processor for the transaction, it returns the following budget checking status:

The status that generated by INFORMS is displayed in the following chart:

Journal Status	Description
V (Valid)	The transaction passed budget checking with a warning or no errors. Warning messages are logged as informational and do not stop a transaction.
N (Not Checked)	The transaction has not been budget checked.
E (Error)	The transaction did not complete the budget checking. The process does not update any control budget ledgers. The page provides a link to the appropriate exception page for the transaction.

Lesson 4: Manage Budget Exceptions

Key Terms

The following key terms are used in this module:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Budget Period Calendar	A schedule of activities that must be completed to create and develop a budget
Budget Processor	The process validates journal entries against the remaining spending authority within Commitment Control.
ChartField	An INFORMS term representing a single type of code (fund, etc.) that is part of a Chart of Accounts
Control Option of Ledger Group	**Track w/o** No validation is done of ChartFields entered. Transactions are not stopped. **Track with** Validation is done on ChartField combination entered to ensure that a budget row was created. If the budget amount is exceeded, the transaction is not stopped. A warning message is logged. If no budget row was created, an error message is logged, and the transaction goes no further. **Control** A validation is done on the budget combination. if the amount is exceeded, a budget error is logged. The transaction goes no further until resolved.
Errors	Are exceptions that have failed budget checking because they do not conform to the rules established for that control budget.
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.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.
Warning	Exceptions that do not conform to the rules of the control budget but have been passed along and update the Commitment Control ledgers. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

Lesson 4: Manage Budget Exceptions

Lecture 1: Error and Warning Messages

The budget checking process issues either an error or a warning message. Since warning messages do not stop a transaction from proceeding, only errors are detailed in this class.
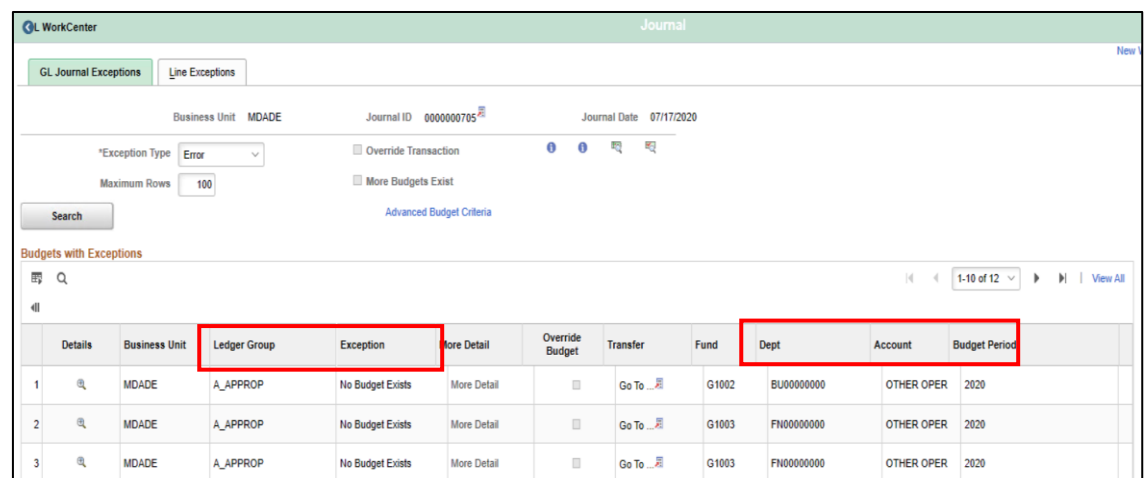
The following are common budget checking errors:

Error	Description
No Budget Exists	A budget row for the budget combination has not been created. Applies to Ledger Groups with a Control Option of 'Track with' or 'Control'
Exceeds Budget Tolerance	A budget combination is exceeded Applies to Ledger Groups with a Control option of 'Control'
Required Key CF is blank	Applies if the Budget Definition required field is blank

Less common budget errors:

Error	Comments
Tree Translation Error	Occurs when a new ChartField value was not added to a budget roll-up tree-like Accountability Ordinance tree

Listed below are sample screenshots of common errors:

Lesson 4: Manage Budget Exceptions

Lecture 1: Error
and Warning
Messages

Listed below are sample screenshots of common errors:

Lesson 4: Manage Budget Exceptions

Lecture 2:
Budget
Processor

To determine whether to process or reject a transaction, the rules in the Budget Processor need to be defined in the budget definition, rulesets, budget period statuses, budget attributes, and source transactions pages. These are all established as part of System Configuration, and they are shared only for informational purposes:

- **Budget Definition** - provides the financial rules used to process all commitment control activities
- **Rulesets** consist of:
  - **Key ChartFields:** required for budget journals and source transactions
  - **Translations trees and levels** where users will budget for the Key ChartFields
  - **A Budget Period Calendar**
- **Budget Period Status:** limits Commitment Control activities to occur during a specific budget period
- **Control ChartField:** determines which Fund ChartField value applies to which Commitment Control Ledger Group; for example, the Ledger Groups M_QU_FD, M_QUDT_FD, and M_QUDT2_FD apply to GO Bond Funds.
- **Budget Attributes:** allow users to refine users Commitment Control activities to a specific:
  - General Ledger Business Unit
  - Ledger Group
  - Budget ChartField Combination

Using Budget Attributes is the common method expected to override transactions in the Ledger Group A_APPROP. This is similar to what was done in FAMIS when 'lifting controls.'

These rules default from the top down and override from the bottom up.

Budget Processor Rules
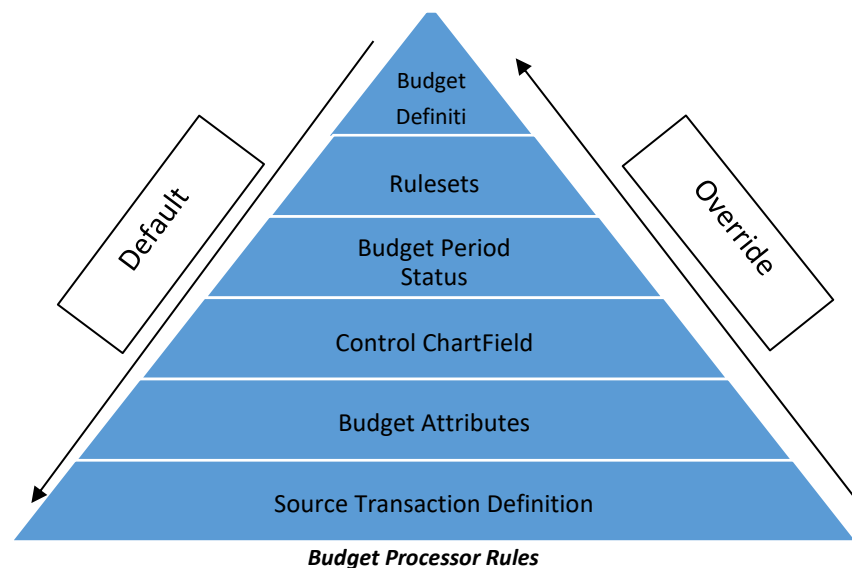
Lesson 4: Manage Budget Exceptions

Lecture 3:
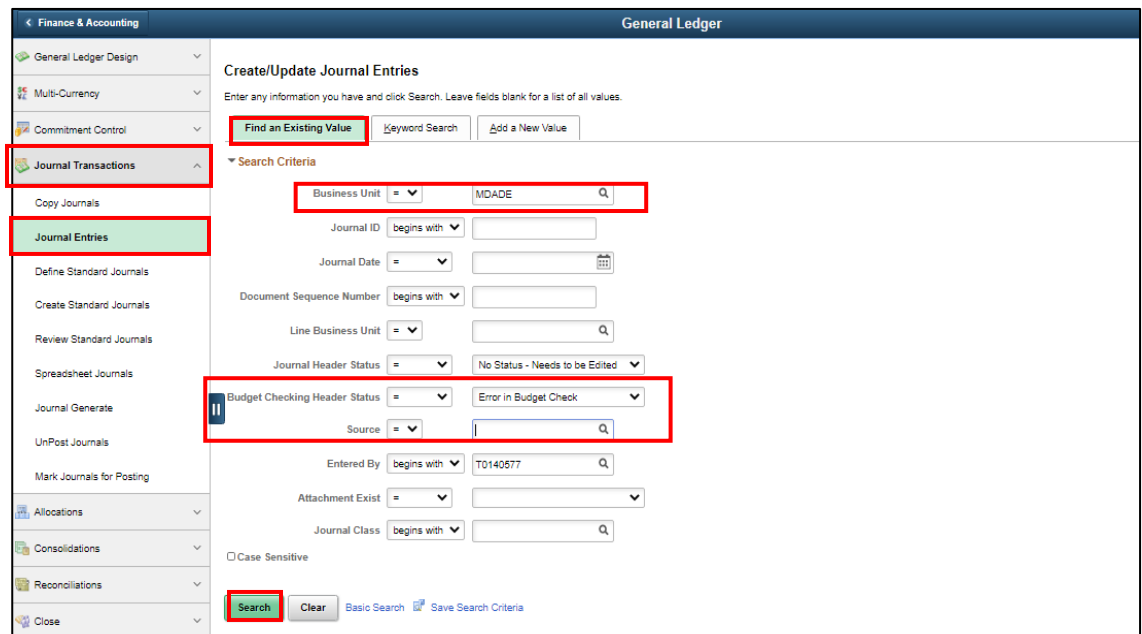
Identify Errors

There are multiple ways to identify errors on documents:

- The end-user will raise a flag that their document has an error and cannot be processed further
- A query of Exceptions can be run
- Online review of budget errors

This will identify errors online and use GL Journals as an example.

There are at least two ways to navigate to see budget errors online which will be shown:

1. Navigate to **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journals Transactions> Journal Entries> Create Journal Entry > Header**

2. Ensure all search fields are cleared except for:
   - **Business Unit:** MDADE
   - **Budget Checking Header Status:** Error in Budget Checking
   - **Source:** User Departments

3. Select **Search** and select the **Journal in error**.

Lesson 4: Manage Budget Exceptions

Lecture 3:

Identify Errors

4. The **Header page** displays:

5. Select the **Lines page** and select the **Budget Status E hyperlink.** This will open a new window:

Lesson 4: Manage Budget Exceptions

Lecture 3:

Identify Errors

The second method to find the Budget Error page:

1. Navigate to **Finance and Supply Chain (FSCM) > Finance and Accounting > General Ledger > Commitment Control > Journal Exceptions**
2. Ensure all search fields are cleared except for:
   - **Business Unit:** MDADE
     - **NOTE:** If looking for budget errors in another module's exceptions table other than General Ledger, the Business Unit to enter is the Department Business Unit, (i.e. Animal Services).
   - **Process Status:** Error Exist
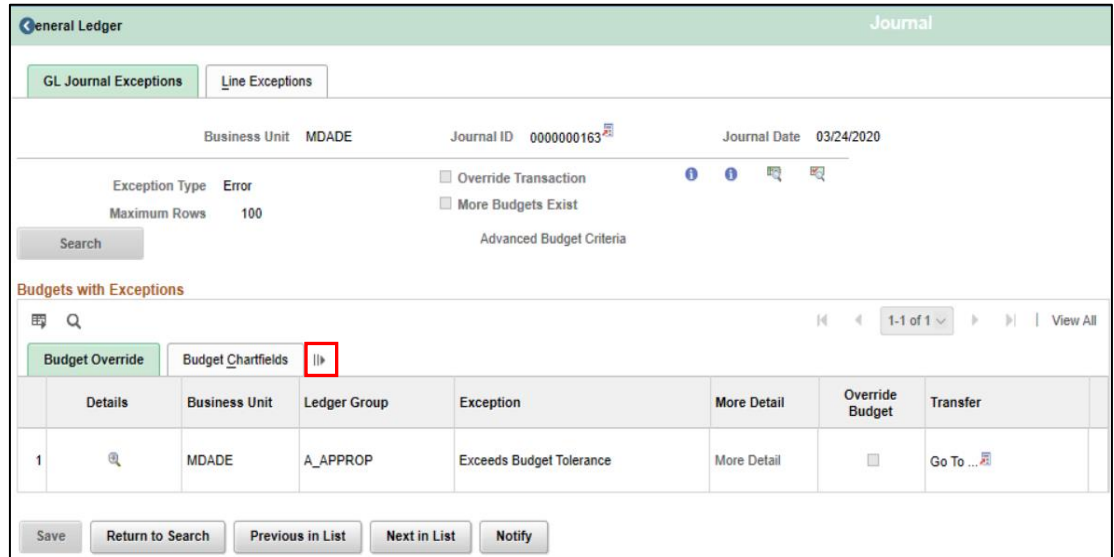
3. Select the **relevant Journal in error**.

Lesson 4: Manage Budget Exceptions

Lecture 3:

Identify Errors

4. After selecting the entry in error, the **GL Journal Exceptions** page is displayed.
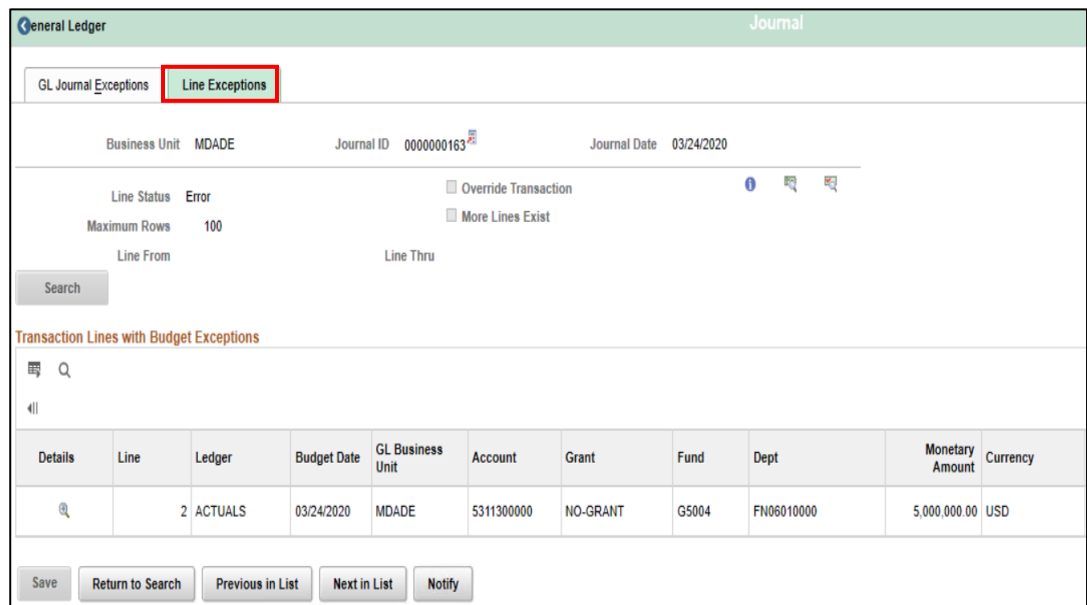
5. Select the **Show all columns** icon, highlighted above.

6. This exception shows that the Budget combination in annual Appropriation for the Accountability Ordinance Account value OTHER OPER in the Finance Department for Fund G5004 is overspent.

7. To see the ChartFields entered on the transaction, select the **Line Exceptions** tab, and then select the **Show all column** icon to see the details.

Lesson 4: Manage Budget Exceptions

Lecture 4:

Correcting
Errors

The following are steps to correct the error:

1. Review the ChartFields on the Line Exception page, are they correct? If not, make updates and rerun the budget check.
2. Review the amount, is it correct? If not, make updates and rerun the budget check.
3. If the ChartField combination and amount are correct, look at the Department's Purchase Order. Should an open PO be closed to free up the budget at the correct budget error combination?
4. Speak to the Department Budget Analyst, they will need to coordinate with OMB on what to do.
5. Depending upon the Ledger Group, a budget journal would need to be entered by the Department budget staff and submitted through workflow to OMB to approve and post. Once the budget journal is posted, the transaction would then be budget checked in the batch process and pass budget checking. The transaction would then be able to proceed.
6. Depending upon the Ledger Group, OMB may decide to 'lift controls' though Budget Attributes. The transaction would run through a budget check while controls were lifted. The transaction would then be updated to post and allowed to proceed.

Lesson 4: 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 3 on the FIN 302 Training Activity and Data Sheet.

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

Users will perform the activity by following the FIN 302 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if users have questions.

Lesson 4: Training Exercise

Debrief

1. What are the three journal statuses the Budget Processor can produce for a budget?

    _____

    _____

    _____

    _____

2. What is the major difference between a Budget Error and a Budget Warning?

    _____

    _____

    _____

    _____

Lesson 4: Manage Budget Exceptions

Lesson Summary

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

- Identify the error and warning messages
- Explain what journal status codes indicate
- Describe how the Budget Processor identifies an error
- Demonstrate the processes necessary to resolve errors on journals

Lesson 5: Process Budget Transfer Journals

Lesson 5: Introduction

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

- Identify the appropriate roles throughout the operating budget journal approval process.
- Explain what happens to a budget journal when it is not approved.
- Recall the steps necessary to approve an operating budget journal.

Lesson 5: Process Budget Transfer Journals

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Journal	A Commitment Control journal used to establish a budget for a particular Chartfield string.
Budget Transfer Journal	A journal that moves budgeted authority from one ChartField string to another (i.e. fund or department); the transfer of a budgeted amount from one departmental unit and/or fund (previously known as **Fund Structure**) to another within the same department (previously known as **Organization**).
Commitment Control	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.

Lesson 5: Process Budget Transfer Journals

Lesson 5:
Process Budget
Transfer
Journals

Budget transfers allow Original Budget amounts to be moved between ChartField strings without changing the original overall budget.

Budget transfers are useful to move funds between ChartField strings (i.e. fund or department) and make balanced adjustments to the Original Budget. Transfer amounts can only be between budgets within a single Commitment Control ledger group (e.g. A_Detail) and business unit combination.

The most Common type of Budget Transfer Journals the County will use is the:

- Transfer Original: It indicates a transfer of Original Budget amounts. This is typically to correct an error in the original entered budget.
  - o For example: moving amounts from one Department value to another Department value.

Lesson 5: Process Budget Transfer Journals

The Enter Budget Transfer component uses the same pages as the Enter Budget Journal component, as well as processing and posting transfers can be done just as the regular budget entries are done, with the following exceptions:
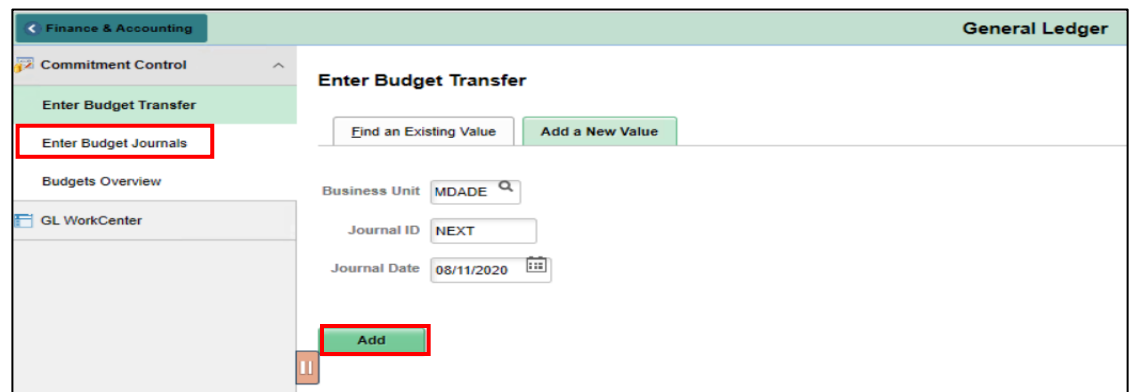
- The **Budget Header** page in the Enter Budget Transfer component has different budget entry type options, namely, *Transfer Original, Transfer Mid-Year Supplemental, and Transfer Year End Supplemental.*
- Journal lines must balance.

Navigate to **Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Enter Budget Transfer**

Verify the following information:

- The **Business Unit** default to **MDADE**.
- The **Journal ID** defaults to **NEXT** for the next available number.
- The **Journal Date** defaults to the Current Date same as the Accounting Period.

NOTE: The Journal Date can be changed provided the Accounting Period is open.

1. Select **Add.**

The system will go to the **Budget Header** page in order to enter general information about the transfer journal, such as the ledger group and budget entry type.

2. In the ***Ledger Group** field enter the Ledger Group **A_DETAIL** (for expenditures) or **A_REV** (for estimated revenue). When selecting the Ledger Group **A_DETAIL**, the ***Budget Entry Type** and the **Parent Budget Entry Type** selection must be the same.

   NOTE: The most common *Budget Entry Type and Parent Budget Entry Type is "Transfer Original."
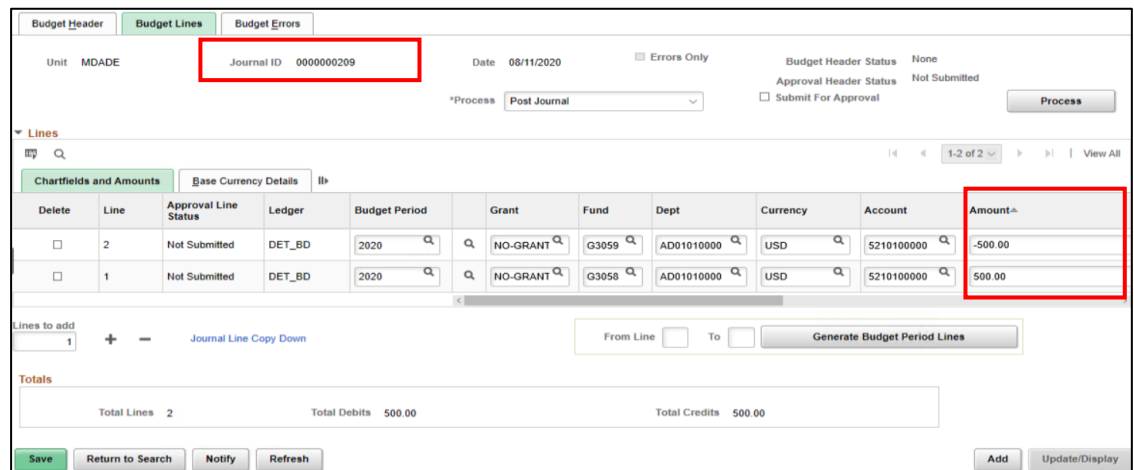
3. Enter a description of the Journal into the **Long Description** Box. The **Alternate Description** Box is used for additional explanation related to the budget entry being made.

4. Attach any supporting documents by selecting the **Attachments (0)** hyperlink.

Lesson 5: Process Budget Transfer Journals

Lesson 5:
Process Budget
Transfer
Journals

The **Budget Lines** page is used to enter the details of the budget transfer journals, submit the journals for approval, and to post the entries.

5. Enter amounts for the budgets being transferred from as negative numbers and amounts being transferred to as positive numbers. Journal entries for transfers must balance.

6. As an example, within the same organization transfers can be generated between department values.

7. Select **Save**; notice how the **Journal ID** of Next will change to the next available **Journal ID** number.

8. In the *Process** field, select **Edit Chartfield** and then select **Process** on the upper right-hand corner. Go to the **Budget Error** tab and make sure that there are no errors. Errors must be corrected before submitting the Journal for approval.

9. In the *Process** field, select **Submit Journal** and then select **Process** on the upper right corner.

10. The Transfer Journal is routed to OMB as the Central Appropriation Approver. Notice that the **Approval Header Status** changed to **Pending**.

11. Select the **Pending** hyperlink and the Approval Workflow will be visible.

Lesson 5: 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 4 on the FIN 302 Training Activity and Data Sheet.

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

Users will perform the activity by following the FIN 302 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructors are available to answer any questions.

Lesson 5: Training Exercise

Debrief

1. What is the difference between creating a Budget Journal and creating a Budget Transfer?

   _____

   _____

   _____

   _____

2. When processing a Budget Transfer can the amounts be different in each of the Budget Lines?

   _____

   _____

   _____

   _____

Lesson 5: Lesson Summary

Lesson
Summary

Having completed the Processing Budget Transfer Journal lesson, users should be able to:

- Describe the effects of a budget journal transfer.
- Determine when using a budget transfer is appropriate.
- Summarize the different entry types available for the budget transfer process.

Lesson 6: Budget Workflow Approval Process

Lesson 6:
Introduction

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

- Identify the appropriate roles throughout budget journal approval process.
- Explain what happens to a budget journal when it is not approved.
- Recall the steps necessary to approve a budget journal.

Lesson 6: Budget Workflow Approval Process

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

Term	Definition
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.

Lesson 6: Budget Workflow Approval Process

Lesson 6:
Budget
Workflow
Approval
Process

Once a budget journal has been submitted for approval, the budget journal must undergo an approval process before it can be posted. The process flow below illustrates the entry and approval process for an operating budget.
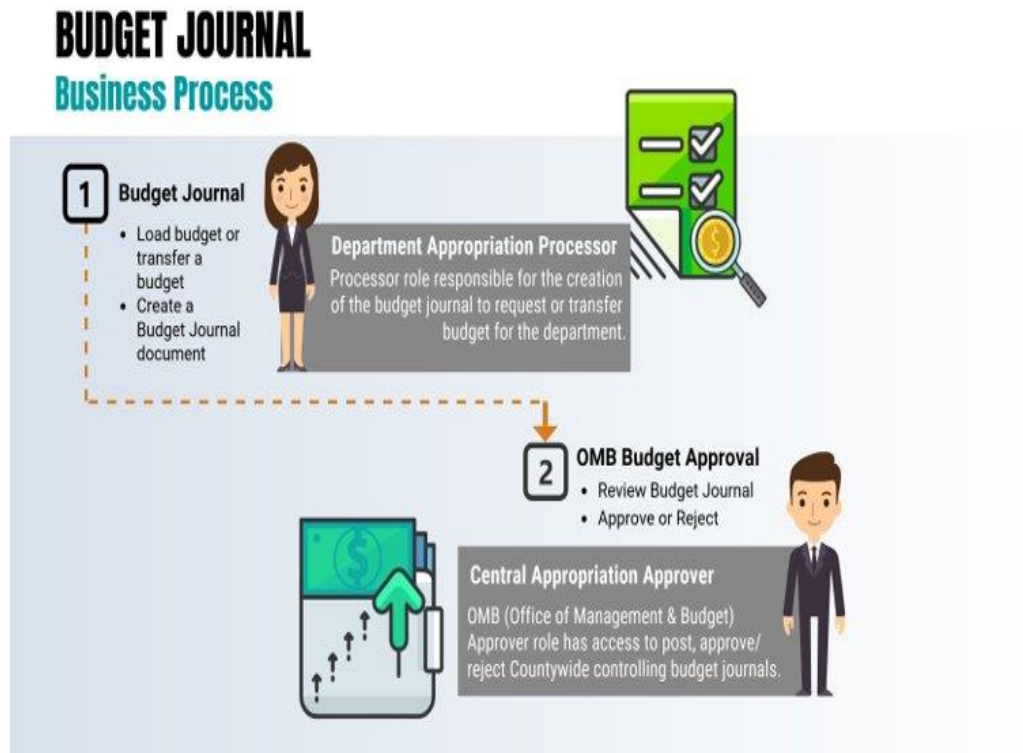
Lesson 6: Budget Workflow Approval Process

Lesson 6: Budget Workflow Approval Process

In order to begin the workflow approval process, the approver must identify the budget journals that have been submitted for approval.

Navigate to **Approvals > Budget Journal**

This page provides all the budget journals submitted for approvals. Select on the appropriate **Budget Journal link** to review the desired budget journal pending approval.

Lesson 6: Budget Workflow Approval Process

Lesson 6:
Budget
Workflow
Approval
Process

After selecting the specific Budget Journal, the **Budget Journal** page will allow the approver to review and approve or deny the specific journal displayed on this page.

The information provided on this page includes the Ledger Group the journal would affect, ChartField strings, as well as other important information specific to the journal. This page, also, displays where the approval process currently stands before it can officially be posted.

Lesson 6: Budget Workflow Approval Process

Lesson 6:
Budget
Workflow
Approval
Process

Once the budget journal is approved, the following options exist:

 The daily batch process will post the journal.

- For time sensitive entries:
  o The journal can be posted by the Central Appropriation Approver role (OMB) through an immediate batch process.

NOTE: If the budget journal is denied, the Department Appropriation Processor must make adjustments and resubmit the journal for approval.

Lesson 6: 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 5 on the FIN 302 Training Activity Guide and Data Sheet.

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

Users will perform the activity by following the FIN 302 Training Activity Guide and Data Sheet and by using the training materials as reference tools.

Instructors are available to answer any questions.

Lesson 6: Training Exercise

Debrief

1. Which department is responsible for approving the Budget Journals and the Budget Transfer Journals?

   _____

   _____

   _____

   _____

2. What is the process that routes the Budget Journals and Budget Transfer Journals to the Central Appropriation Approver for review and then approve or deny?

   _____

   _____

   _____

   _____

Lesson 6: Lesson Summary

Lesson
Summary

Having completed the Budget Workflow Approval Process lesson, users should be able to:

- Identify the appropriate roles for the budget journal approval process.
- Explain what happens to a budget journal when it is not approved.
- Recall the steps necessary to approve an operating budget journal.

Lesson 7 Budget Inquiry and Reporting

Lesson 7:
Overview

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

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

Lesson 7: Budget Inquiry and Reporting

Key Terms

The following key terms are used in this module:

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

Lesson 7: Budget Inquiry and Reporting

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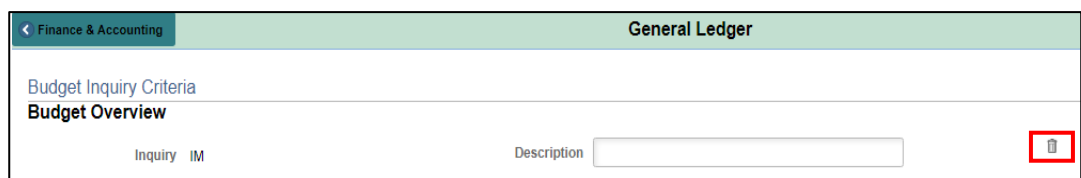
INFORMS Commitment Control delivers several options to enable users to manage and analyze the budget data. Budget inquiries enable users to view the details of the budget, and remaining spending authority, to make effective management decisions.

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

- Examine the users' budget and budget status from a comprehensive perspective
- Drill down to examine specific details of budget journals and source transactions
- Drill down into the transaction source application for a particular transaction

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

2. Select **Commitment Control > Budget Overview > Add a New Value**

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

Lesson 7: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

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

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

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

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

Lesson 7: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

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

Enter the following:

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

Lesson 7: Budget Inquiry and Reporting

Lecture 1: The
Budgets
Overview

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

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

Lesson 7: Budget Inquiry and Reporting

Lecture 1: The Budgets Overview

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

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

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

For example, if users select the Expense column in the Capital row:
- It shows the documents, in this case, AP Vouchers that affected the budget
- Selecting the magnifying glass allows users to see the detailed ChartField values on the transaction and Invoice Number

Lesson 7: Budget Inquiry and Reporting

Lecture 1: The
Budgets
Overview

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

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

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

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

Lesson 7: Budget Inquiry and Reporting

Lecture 2: The Activity Log

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

- The Activity Log inquiry enables users to view the details of the users' budget activity. By creating an inquiry with the **Activity Log**, the users can view transaction lines and affected budget ledgers for budget-checking transactions.
- The purpose of the Activity Log is to see an individual transaction and how it impacted the various Commitment Control ledgers. Use the activity log to:
  - View activity details by transaction type
  - View budget specifics
  - View details of the document
- In the Budget Overview activity, we looked at the AP Voucher 00000132. Now we will look at it from the Activity Log perspective.
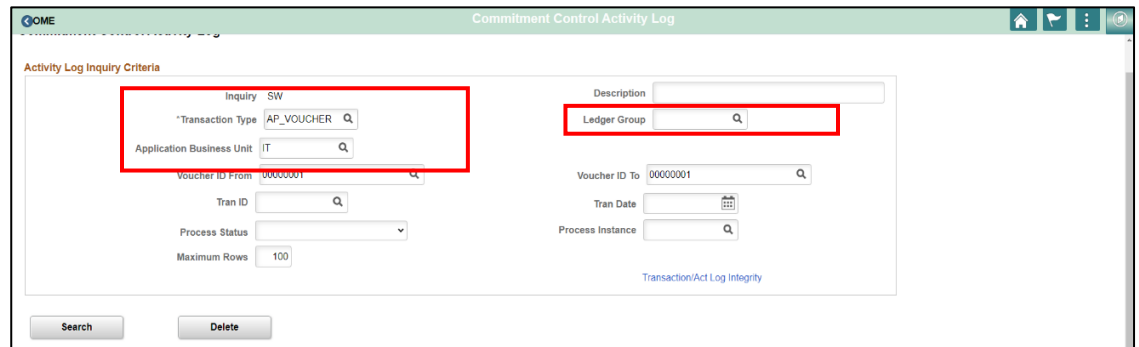
1. Navigate to **Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control** > **Activity Log**
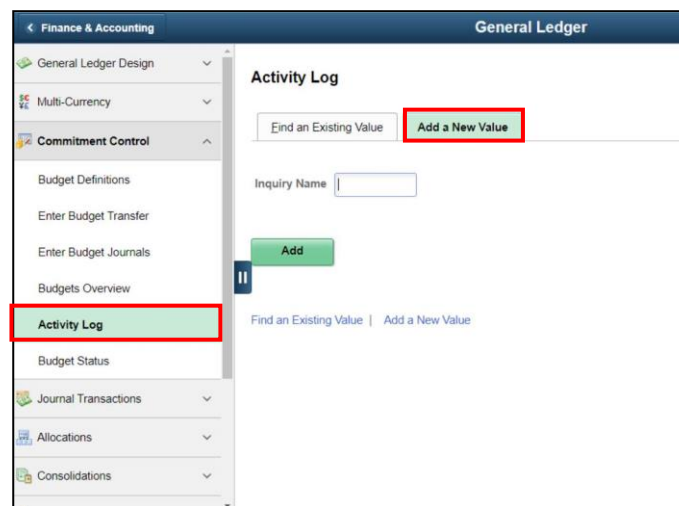
2. The page above allows users to search for an existing Activity Log or begin the process to **Add a New Value**. If the users don't have one already, users must Add a New Value. Enter an **Inquiry Name** by adding the users' initials and selecting **Add**.
   - The Inquiry Name is unique to the User ID. Users will not see others' Inquiry Names or vice versa. Users can use a generic Inquiry Name that can be used in the future or make it specific if there is always a specific budget combination that is reviewed frequently.
   - After creating an Inquiry Name, the next time the users access the page, use the **Find an Existing Value** tab to search and select a budget.
   - There also an ability to delete an Inquiry Name if needed. On the **Budget Inquiry Criteria** page, there is a delete icon that will delete an Inquiry Name that was previously saved.

Lesson 7: Budget Inquiry and Reporting

Lecture 2: The
Activity Log

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

4. Select **Search**

Lecture 2: The
Activity Log

5. The search returns the above snapshot of the transaction and the multiple Ledger(s) that were updated.
   - In the Budget Overview, we reviewed the impact of the Appropriation. This report shows that the Detail ledger was updated as well.
   - The magnifying glass allows to drill down to the AP invoice.
   - The other icon is a budget review of the combination.
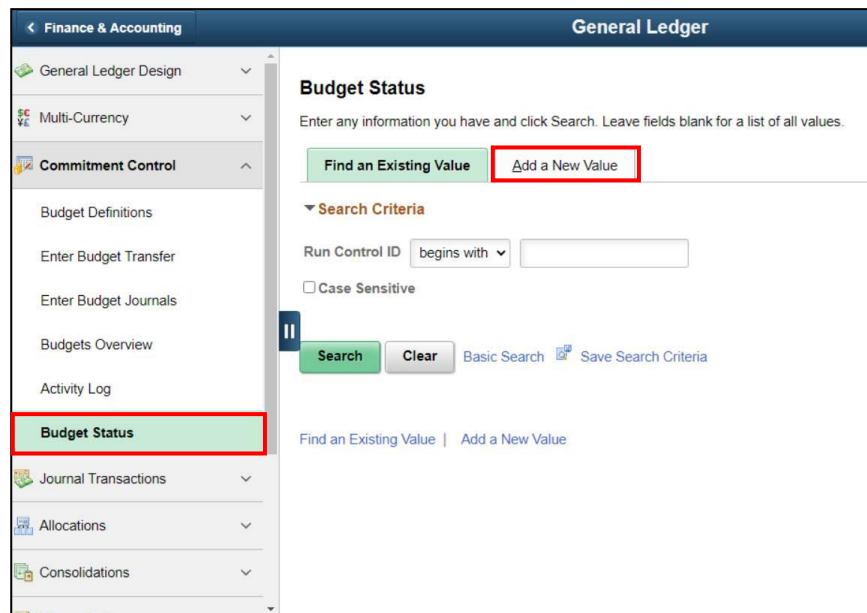
Lesson 7: Budget Inquiry and Reporting

Lecture 3: The
Budget Status
Report

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

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

1. Navigate to **Financial / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control** > **Budget Reports** > **Budget Status**

2. The page below allows users to search for an existing Budget Status Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value.**

   - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
   - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific budget combination that is reviewed frequently.
   - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by Searching and selecting.
   - Unlike Inquiry Names, Run Control IDs cannot be deleted by the functional users.

Lesson 7: Budget Inquiry and Reporting

Lecture 3: The Budget Status Report

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

3. Enter **MDADE** for the Unit

4. Enter **A_APPROP** for the Ledger Group

5. **Select** the **Refresh** button

6. A list of all ChartFields appears. Users need to know which ChartFields belong to which Ledger Group (see the Budgets Overview section for details on this).

7. For the ChartField to appear on the report, the **Include CF** box must be selected.

8. If **Subtotals** are required, the Subtotal checkbox needs to be on.

9. **Value and To Value**: Unlike the Budget Overview page, wildcards (%) are not acceptable. In the Appropriation Ledger Group, the high-level Department is the two-digit Department followed by 8 zeroes, which can be selected from the drop-down list (XX00000000).

10. The **Sequence** is the order that the report should be displayed.

Lesson 7: Budget Inquiry and Reporting

Lecture 3: The
Budget Status
Report

11. Select **Run**

12. Select **OK**

Lesson 7: Budget Inquiry and Reporting

Lecture 3: The Budget Status Report

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

14. Select **Report Manager**

15. Select **Report** hyperlink

Lesson 7: Budget Inquiry and Reporting

Lecture 3: The
Budget Status
Report

⟨ist

Report

Report ID	29413	Process Instance	178132	Message Log
Name	GLS8020	Process Type	SQR Report	
Run Status	Success			

Budget Status Report

Distribution Details

Distribution Node   EFS92TRN   Expiration Date   09/01/2020

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	AD_MD_GL_DPT_REPORTER

Return

16. Select **PDF hyperlink file**

Lesson 7: Budget Inquiry and Reporting

Lecture 3: The
Budget Status
Report

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


Fund   Dept        Account          Budget      Assoc Revenue    Planned    PreEncumbrance   Encumbrance      Expense      Remaining

G1001  BU00000000  CAPITAL           41,000.00        0.00         0.00          0.00           0.00           0.00        41,000.00
G1001  BU00000000  OTHER OPER       250,000.00        0.00         0.00       1,389.96       1,299.99          1.00       248,699.01
G1001  BU00000000  PERSONNEL      2,740,000.00        0.00         0.00          0.00           0.00           0.00     2,740,000.00
G3046  BU00000000  CAPITAL           35,000.00        0.00         0.00          0.00           0.00           0.00        35,000.00
G3046  BU00000000  OTHER OPER       230,000.00        0.00         0.00          0.00           0.00           0.00       230,000.00
G3046  BU00000000  PERSONNEL      2,899,000.00        0.00         0.00          0.00           0.00           0.00     2,899,000.00
S2001  BU00000000  OTHER OPER       250,000.00        0.00         0.00          0.00           0.00       1,000.00       249,000.00


            Grand Total :        6,445,000.00        0.00         0.00       1,389.96       1,299.99       1,001.00     6,442,699.01
```

17. The report is displayed with subtotal by parameters.
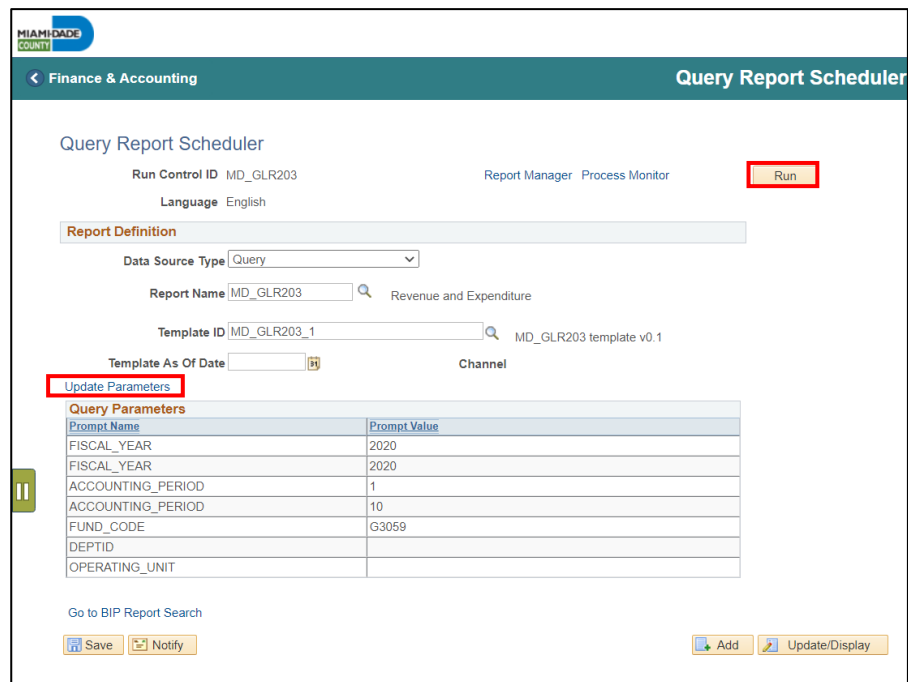
Lesson 7: Budget Inquiry and Reporting

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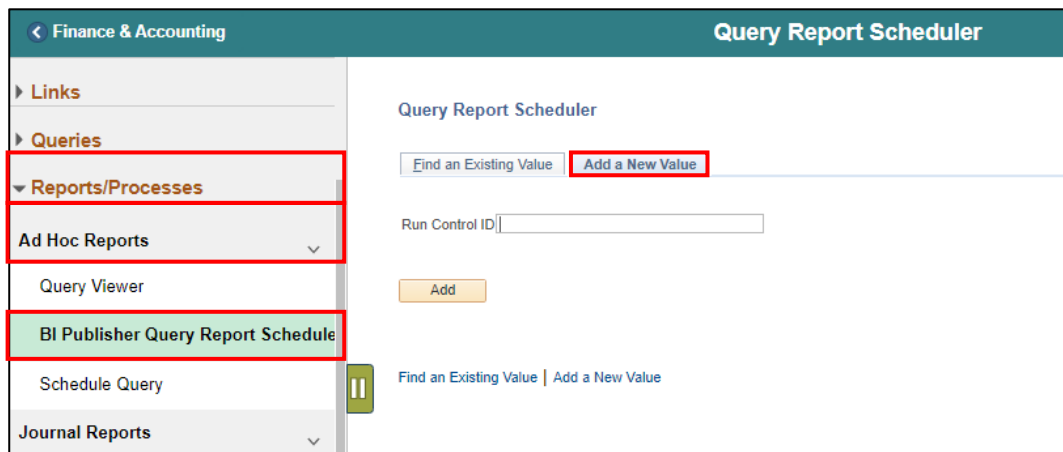
Report Name	Report Description
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant Displays budget from the A_REV Ledger Group for Revenue accounts that begin with a 4 and A_DETAIL Ledger Group for Expenditure Accounts that begin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

Lesson 7: Budget Inquiry and Reporting

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

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

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

2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value.**

   - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
   - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
   - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by searching and selecting.

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

Lesson 7: Budget Inquiry and Reporting

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

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

6. Select **OK**.

Lesson 7: Budget Inquiry and Reporting

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

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

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

Lesson 7: Budget Inquiry and Reporting

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

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

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

Lesson 7: Budget Inquiry and Reporting

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

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

Yes   **No**

15. Depending on your workstation configuration, a will file will open or require you to save the document.

Report

Report ID	46914	Process Instance	198944	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

MD_GLR203 - MD_GLR203.xlsx

Distribution Details

Distribution Node   BALANCED   Expiration Date   09/29/2020

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	MD_GL_DPT_REPORTER

Return

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

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

Run Date: September 22, 2020
Run Time: 08:30:20 PM

Run Parameters
Fiscal Year From: 2020
Fiscal Year To: 2020
Accounting Period From: 1
Accounting Period To: 10
Fund: G3059
Department:
Grant
:

Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Department	Department Description	Grant	Grant Description	Project	Project Description	Account	Account Description	Original Budget	Supplemental Budget	Year To Date Actuals	Available Expenditure Budget/ Unrealized Revenue	Month Actuals	PYTD Actuals
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN010 10000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT			5001 1000 00	EMPLOYEE REGULAR	769,000.00	6,500.00	269.68	775,230.32	269.68	2,250.00
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN010 10000	DIRECTOR'S ADMIN	NO-GRANT	NO GRANT	000000 000001 082	Collect TEST Master Prj	5001 1400 00	POLL WORKERS(CNTY EMPLOY	4,000.00	0.00	14.33	3,985.67	14.33	0.00

Lesson 7: Budget Inquiry and Reporting

Lecture 5:
Budget to
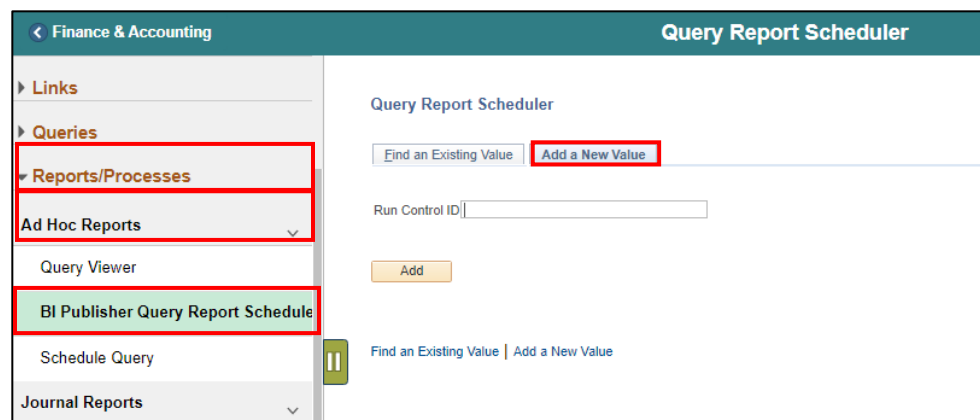Actual Expense
and
Encumbrances
Remaining
Amount

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

Lesson 7: Budget Inquiry and Reporting

Lecture 5:
Budget to
Actual Expense
and
Encumbrances
Remaining
Amount

The benefit of this custom report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.
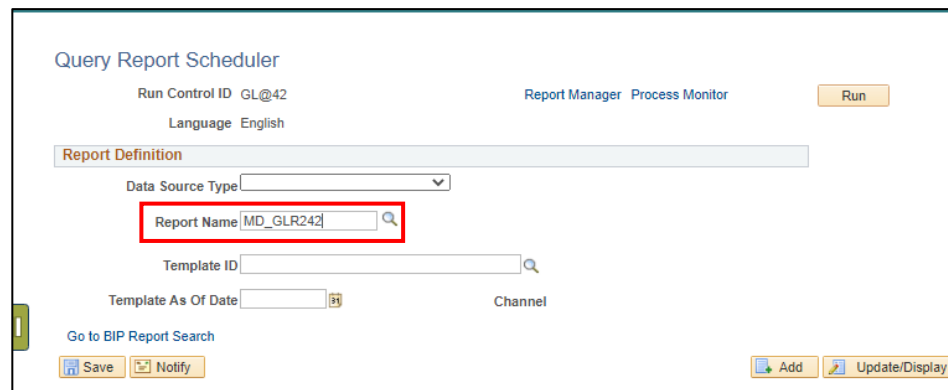
1. Navigate to **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > GL Work Center > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value.**

   - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
   - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
   - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by Searching and selecting.

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

Lesson 7: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

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

6. Select **OK**.

Lesson 7: Budget Inquiry and Reporting

Lecture 5:
Budget to
Actual Expense
and
Encumbrances
Remaining
Amount

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

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

Lesson 7: Budget Inquiry and Reporting

Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

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

14. If this message is received, select **No**.
15. Depending on your workstation configuration, it will file will open or require you to save the document.

Lesson 7: Budget Inquiry and Reporting

Lecture 5:
Budget to
Actual Expense
and
Encumbrances
Remaining
Amount

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

Yes   No

Report

Report ID	46918	Process Instance	198946	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

MD_GLR242 - MD_GLR242.xlsx

Distribution Details

Distribution Node   BALANCED   **Expiration Date** 09/29/2020

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	MD_GL_DPT_REPORTER

Return

Miami Dade County   Run Date: September 22, 2020
Report Name: Budget to Actuals Encumbrances Remaining Annual Amount   Run Time: 09:05:32 PM

Run Parameters
Fiscal Year: 2020
Accounting Period From: 1
Accounting Period To: 10
Fund: G3059
Department:
Grant:
Project:

Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Dept	Dept Description	Project	Project Description	Grant	Grant Description	Account	Account Description	Annual Original Budget	Supplemental Budget	Encumbrances	Current Year Expenditure	Variance	Prior Year Expenditure
2020	GF	GF030	G3059	FINANCE OPERATIONS	FN010100 00	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	G3059	FINANCE OPERATIONS	FN010100 00	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	G3059	FINANCE OPERATIONS	FN010100 00	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	G3059	FINANCE OPERATIONS	FN010100 00	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

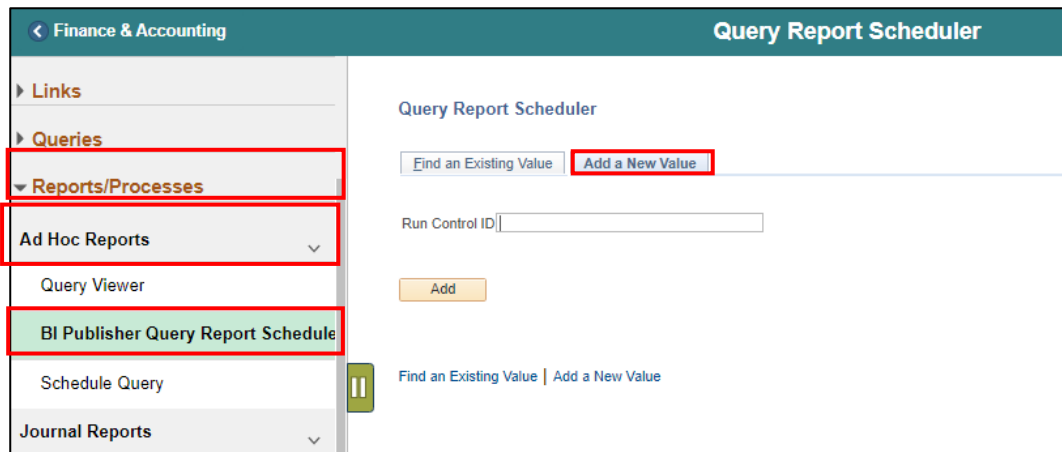## Lesson 7: Budget Inquiry and Reporting

Lecture 6:
Budget to
Actual Revenue
Annual

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

Lesson 7: Budget Inquiry and Reporting

Lecture 6:
Budget to
Actual Revenue
Annual

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

1. Navigate to **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 do not have one already, the users must **Add a New Value.**

   - The Run **Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
   - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
   - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by Searching and selecting.

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

Lesson 7: Budget Inquiry and Reporting

Lecture 6:
Budget to
Actual Revenue
Annual

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

6. Select **OK**.

Lesson 7: Budget Inquiry and Reporting

Lecture 6:
Budget to
Actual Revenue
Annual

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

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

Lesson 7: Budget Inquiry and Reporting

Lecture 6:
Budget to
Actual Revenue
Annual

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

14. Select the **report ID hyperlink**
15. If this message is received, select **No**.
16. Depending on your workstation configuration, it will file will open or require you to save the document.

Lesson 7: Budget Inquiry and Reporting

Lecture 6:
Budget to
Actual Revenue
Annual

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

Yes   No

Report

Report ID	46922	Process Instance	198948	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

MD_GLR249 - MD_GLR249.xlsx

Distribution Details

Distribution Node   BALANCED   Expiration Date   09/29/2020

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	MD_GL_DPT_REPORTER

Return

Lesson 7: Budget Inquiry and Reporting

Lecture 7: Budget To Actual Comparison by Selected ChartFields

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

Lesson 7: Budget Inquiry and Reporting

Lecture 7: Budget To Actual Comparison by Selected ChartFields

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

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

2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value.**

   - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
   - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
   - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by Searching and selecting.
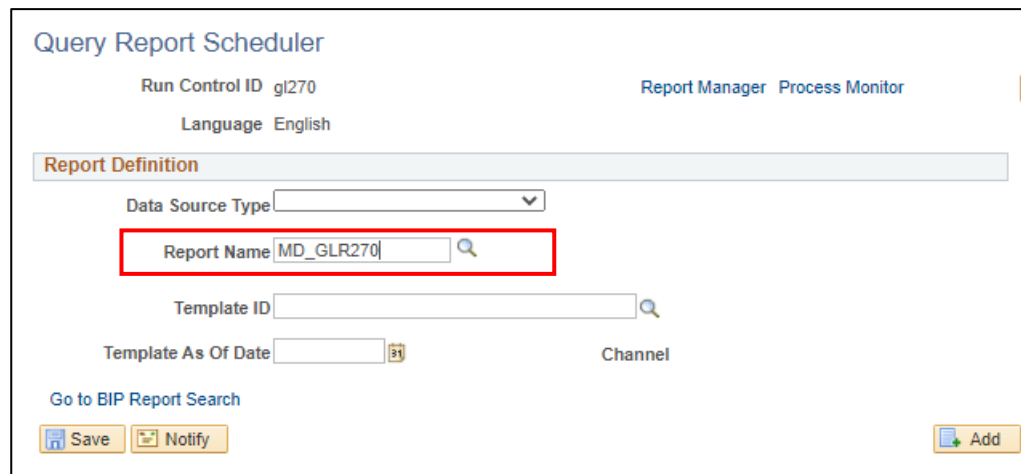

3. Enter the Report Name **MD_GLR270.**

Lesson 7: Budget Inquiry and Reporting

Lecture 7: Budget To Actual Comparison by Selected ChartFields

Query Report Scheduler

Run Control ID gl270

Language English

Report Manager Process Monitor

Report Definition

Data Source Type [_____ ▾]

Report Name MD_GLR270 [🔍]

Template ID [_____] [🔍]

Template As Of Date [_____] [📅]   Channel

Go to BIP Report Search

[💾 Save] [📧 Notify]   [📄 Add]

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

Help
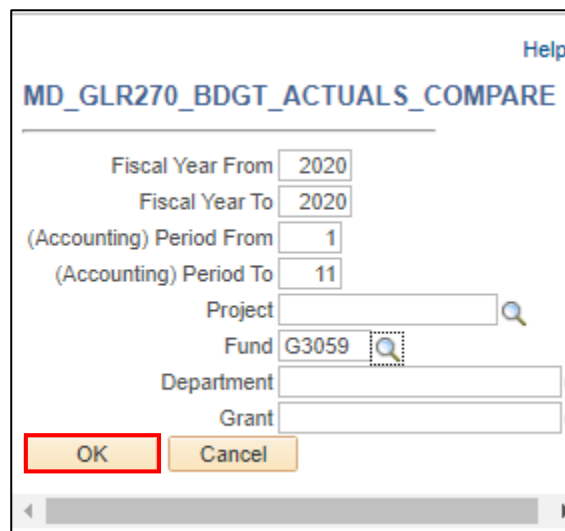
MD_GLR270_BDGT_ACTUALS_COMPARE

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

[OK] [Cancel]

6. Select **OK**.

Lecture 7: Budget to Actual Comparison by Selected ChartFields

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

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

Lesson 7: Budget Inquiry and Reporting

Lecture 7:
Budget To
Actual
Comparison by
Selected
ChartFields

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

14. Select the **Report ID** hyperlink**.**
15. If this message is received, select **No**.
16. Depending on your workstation configuration, it will file will open or require you to save the document.

Lesson 7: Budget Inquiry and Reporting

Lecture 7:
Budget To
Actual
Comparison by
Selected
ChartFields

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

Yes   No

Report

Report ID	46926	Process Instance	198950	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

MD_GLR270 - MD_GLR270.xlsx

Distribution Details

Distribution Node   BALANCED   Expiration Date   09/29/2020

File List

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

Distribute To

Distribution ID Type	Distribution ID
User	MD_GL_DPT_REPORTER

Return

Miami Dade County   Run Date: September 22, 2020
Report Name: Budget to Actuals Comparison   Run Time: 10:36:21 PM

Run Parameters
Fiscal Year From: 2020
Fiscal Year To: 2020
Accounting Period From: 1
Accounting Period To: 11
Fund: G3059
Department:
Grant:
Project:

Fiscal Year	Fund Type (Attribute)	Fund (Attribute)	Fund	Fund Description	Dept	Dept Description	Project	Project Description	Grant	Grant Description	Account	Account Description	CY Total Revenue Estimate	CY Expenditure Budget	Current Year Actual	CY Variance	PY Total Revenue Estimate	PY Expenditure Budget	Prior Year Actual	PY Variance
2020	GF	GF030	G3059	FINANCE OPERATIONS	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 7: Budget Inquiry and Reporting

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

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

Lesson 7: Budget Inquiry and Reporting

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

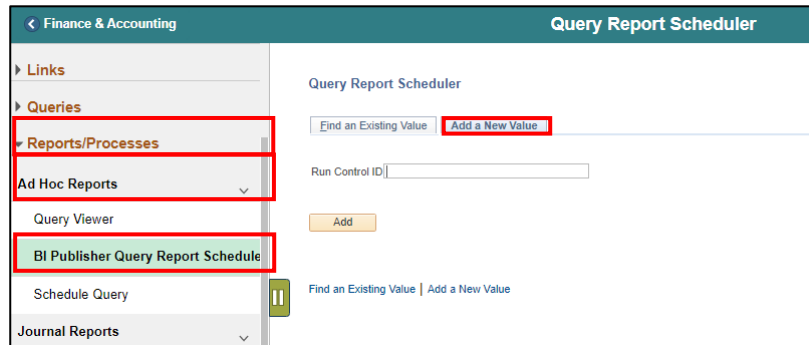The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS. However, the downside is the report is a snapshot in time. As additional transactions are executed, the results are impacted, and the report will be outdated.

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

2. The page below allows users to search for an existing Report or begin the process of adding a new one. If the users don't have one already, the users must **Add a New Value.**

    - The **Run Control ID** is unique to the User ID. Other users will not see others' Run Control ID or vice versa.
    - Users can use a generic Run Control ID that can be used in the future or make it specific if there is always a specific combination that is reviewed frequently.
    - After creating a Run Control ID, the next time accessing the page, the **Find an Existing Value** can be used by Searching and selecting.
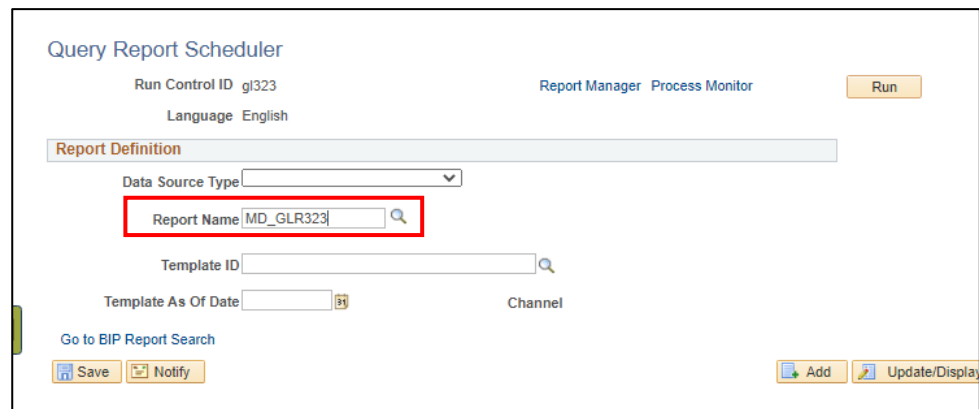

3. Enter the Report Name **MD_GLR323.**

Lesson 7: Budget Inquiry and Reporting

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

Query Report Scheduler

Run Control ID gl323   Report Manager Process Monitor   [Run]
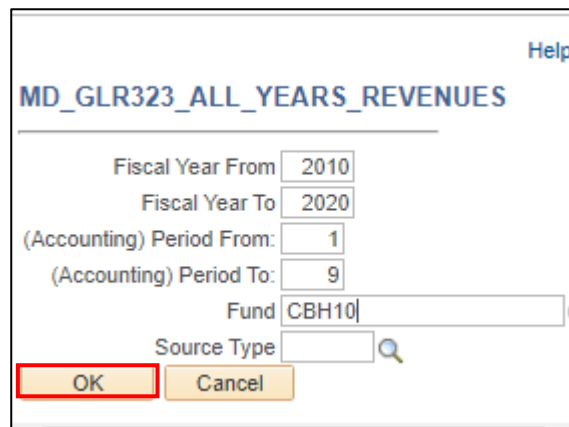Language English

Report Definition

Data Source Type [_____ ▼]

Report Name [MD_GLR323] 🔍

Template ID [_____] 🔍

Template As Of Date [_____] 📅   Channel

Go to BIP Report Search

[💾 Save] [✉ Notify]   [➕ Add] [↗ Update/Display]

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

Help

MD_GLR323_ALL_YEARS_REVENUES

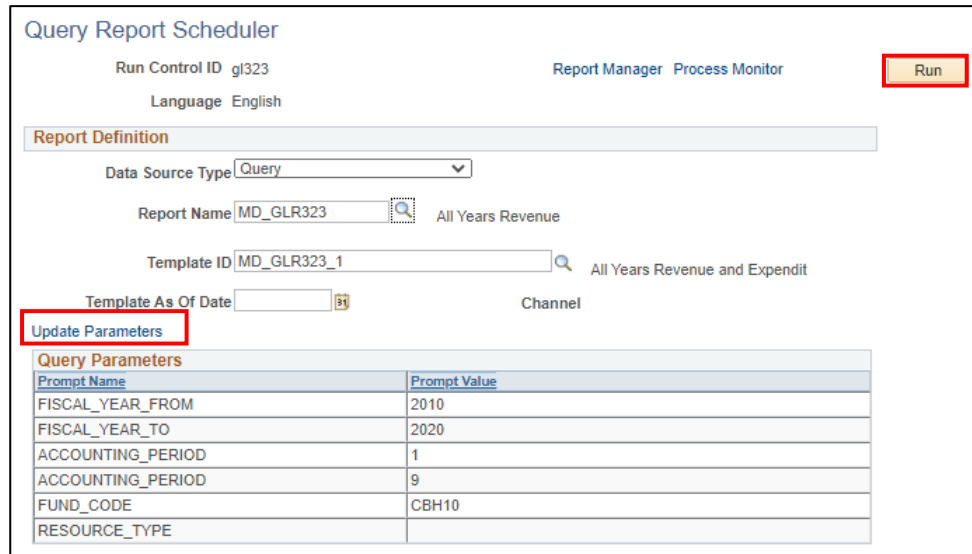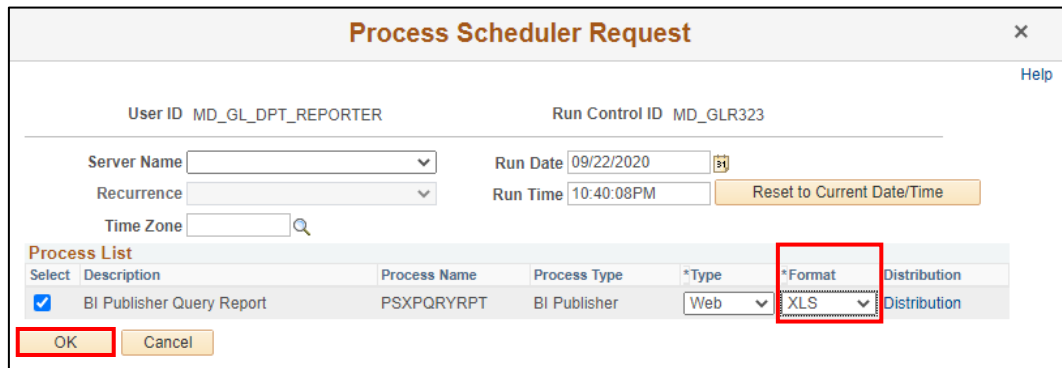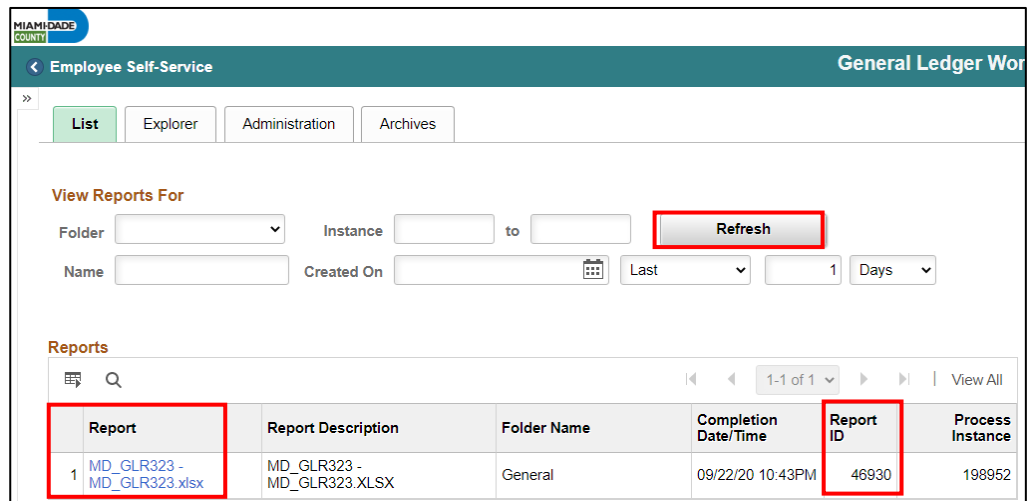|	
Fiscal Year From	2010
Fiscal Year To	2020
(Accounting) Period From:	1
(Accounting) Period To:	9
Fund	CBH10
Source Type	🔍

[OK]   [Cancel]

6. Select **OK**.

Lesson 7: Budget Inquiry and Reporting

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

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

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

Lesson 7: Budget Inquiry and Reporting

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

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

14. Select the **Report ID** hyperlink**.**
15. If this message is received, select **No**.
16. Depending on your workstation configuration, it will file will open or require you to save the document.

Lesson 7: Budget Inquiry and Reporting

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

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

Yes   No

Report

Report ID	46930	Process Instance	198952
Name	XMLP	Process Type	XML Publisher
Run Status	Success		

Message Log

MD_GLR323 - MD_GLR323.xlsx

Distribution Details

Distribution Node   BALANCED   Expiration Date   09/29/2020

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	MD_GL_DPT_REPORTER

Return

Lesson 7: 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 6 on the FIN 302 Training Activity and Data Sheet.

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

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

Instructor(s) are available if users have questions.

Lesson 7: 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 7 on the FIN 302 Training Activity and Data Sheet.

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

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

Instructor(s) are available if users have questions.

Lesson 7: Training Exercise

Debrief

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

_____

_____

_____

_____

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

_____

_____

_____

_____

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

_____

_____

_____

_____

Lesson 7: Lesson Summary

Lesson
Summary

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

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

Module 3: Course Summary

Course Summary   The Course Summary module covers three topics:

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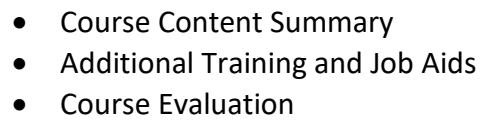
Module 3: Course Summary

Objectives
Achieved

Congratulations! Users have completed the Managing Budgets course. Users now should be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Maintain Budget Structure
- Enter and Process Budget Journals
- Process Budget Transfer Journals
- Understand Workflow Approval Processes
- Inquire and Report upon Budget Activity
- Manage Budget Close

Module 3: Course Summary

Additional Training and Job Aids

Users also have the following resources available:

User Productivity Kits

- N/A

Job Aids

- N/A

For additional Information, be sure to visit:

- Miamidade.gov/informs

Module 3: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
Accountability Ordinance	This is the rollup of the Account ChartField values for budget checking purposes. Accounts can be rolled up to one of three groupings: Personnel, Other Operating, and Capital.
Budget	An estimation of the expenses over a specified future period of time.
Budget Adjustment	The transfer of a budgeted amount from one departmental unit and/or fund to another within the same department.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department roll up and Account roll up as to not exceed the available budget amount.
Budget Entry Type	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget and Mid Year and Year End Supplementals for authorized changes to the budget.
Budget Error	When the Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation).
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.

Module 3: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
Budget Period Calendar	A schedule of activities that must be completed to create and develop a budget
Budget Processor	The process validates journal entries against the remaining spending authority within Commitment Control.
Budget Transfer Journal	A journal that moves budgeted authority from one ChartField string to another (i.e. fund or department); the transfer of a budgeted amount from one departmental unit and/or fund (previously known as Fund Structure) to another within the same department (previously known as Organization).
Budgetary Only	A ChartField Value that can be used in a Budget Journal but not in a financial accounting transaction.
ChartField	An INFORMS term representing a single type of code (fund, etc.) that is part of a Chart of Accounts
Commitment Control	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Control	Commitment Control validation is done based on the Accountability Ordinance rollup for the ChartField combination entered. If the budget amount is exceeded, a budget error is logged, and the transaction goes no further until resolved.
Control Option of Ledger Group	**Track w/o** No validation is done of ChartFields entered. Transactions are not stopped. **Track with** Validation is done on ChartField combination entered to ensure that a budget row was created. If the budget amount is exceeded, the transaction is not stopped. A warning message is logged. If no budget row was created, an error message is logged, and the transaction goes no further. **Control** A validation is done on the budget combination. if the amount is exceeded, a budget error is logged. The transaction goes no further until resolved.

Module 3: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
Errors	Are exceptions that have failed budget checking because they do not conform to the rules established for that control budget.
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.
Ledger	The Ledger is a record of monetary transactions by a particular basis of accounting, such as Actuals, CAFR Actuals, AFR Actuals, Summary CAFR, Summary AFR, and Budgetary Ledgers including Countywide Appropriation, Countywide Revenue Estimate, Department Operating, Department Operating Revenue, Projects, Project Activity.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.

Module 3: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
Original Budget	Initial recording of an approved budgeted amount.
Remaining Spending Authority	Calculation of Budget - Encumbrance – Expense = RSA. Pre-Encumbrances for requisitions are shown but are not part of the calculation.
Track w/o Budget:	No Commitment Control validation is done of the ChartField combinations entered; transactions are not stopped.
Track with Budget	Commitment Control Validation is done on the ChartField combinations entered to ensure that a budget row was created. If the budget amount is exceeded, the transaction is not stopped, but a warning message is logged. If no budget row was created, an error message is logged, and the transaction goes no further until the issue is resolved.
Warning	Exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.