

**Miami-Dade County** 

# GL Reporting – BI Publisher Report Job Aid



## **PURPOSE AND DESCRIPTION**

### **Purpose**

This document explains the how to generate BI Publisher Reports.

### **Description**

The example displayed is running the Trial Balance Report. The steps outlined apply to GL reporting within INFORMS. The INFORMS role to generate these reports is the GL Reporter (*MD\_GL\_DPT\_REPORTER*). Listed below is a list of available GL Reports that can be generated:

INFORMS Report Name	Description	FAMIS Comparison
MD_GLR203	Revenue and Expenditure	D03 - At the Detail Level, M03, R04 <b>(FAMIS 6450)</b>
MD_GLR226	Project Life To Date Balances	A56
MD_GLR242	Budget to Actuals Encumbrances	Various
MD_GLR242SUM	Budget- Actual by Rollup Acct	D03- At the Detail and Summary Level <i>(FAMIS 6450)</i>
MD_GLR246	Trial Balance Report	Report 015, 016, 017 <b>(FAMIS 6400 &amp; 6410)</b>
MD_GLR249	Revenue Variance Report	R04 <b>(FAMIS 6450)</b>
MD_GLR270	Budget to Actuals Comparison	Current Year to Prior Year Comparison
MD_GLR323	All Years Revenue	

#### **RUNNING A BI PUBLISHER REPORT**

Step	Action
1.	Log into INFORMS.
2.	Navigate to: Finance / Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler



		✓ Reports/Processes	
		Ad Hoc Reports 🗸	
		BI Publisher Query Report Scheduler	
		Query Viewer	
		Schedule Query	
	Under Query Report Sched	uler select the Add a New Va	lue tab.
	C Finance & Accounting		Query Report Scheduler
	C 🗢 - My Work	Query Report Scheduler	
	Journal Processing	Find an Existing Value Add a New Value	
	Exceptions 🗸	Run Control ID	
	✓ Links	Add	
3.	Commitement Control		
-	Manage and Monitor Journals	Find an Existing Value Add a New Value	
	Other Links 🗸		
	▶ Queries		
	✓ Reports/Processes		
	Ad Hoc Reports		
	BI Publisher Query Report Scheduler		
	If this is the first time you are r	unning the report, in the <b>Run</b>	Control ID field type your
	initials without spaces.		
	Select <b>Add</b> .		



4.	Query Report Scheduler         Run Control ID Job-Ald         Language English         Report Definition         Data Source Type         Report Name         Template ID         Go to BIP Report Search         Save Notify         Within the Report Name field select the Magnify Glass to view a list of available reports.         NOTE: All GL-BI reports begin with MD_GLR
5.	Look Up Report Definition         *Search by:       Report Name         Cancel       Advanced Search         Search Results       Show Detail         Report Definition       Personalize         Personalize       Find   View All   ] ] First   1 of 1   Last         Data Source       Data Source         MD_GLR246       Trial Balance Report         Trial Balance Report       Query         MD_GLR246       Trial Balance Report         *Search by:       Report Name. In the begins with field enter the report name you are searching for.         Example:       MD_GLR246.         Select Look Up.         Select the MD_GLR246 blue hyperlink



	Help MD_GLR246_TRIAL_BALANCE_REPOR
	Fiscal Year 0 Accounting Period 0 Fund Q Grant Q Account Q Ledger ACTUALS Q
	Ensure the listed fields are complete: Fiscal Year, Accounting Period, Fund, Ledger - ACTUALS Select OK.
	<b>NOTE:</b> You can drill down your search by adding the <b>Fund, Grant, or Account</b> . Select the <b>magnify glass</b> . Within the <b>Search by screen,</b> select <b>Advanced Lookup</b> hyperlink.
6.	Search by: Description V begins with
	Look Up Cancel Advanced Lookup
	Under the <b>Description field select contains</b> and enter the information in the field you are searching for. Select <b>Look Up button</b> to review and select your options.
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	ACCOUNTING PERIOD	5					
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	Template As Of Date	31	Channel		
	Update Parameters				
g	Query Parameters				
5.	Prompt Name	Prompt Value			
	FISCAL_YEAR	2021			
	ACCOUNTING_PERIOD	5			
	FUND_CODE	G1001			
	OPERATING_UNIT				
	ACCOUNT				
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3 4 5 6 7 8 9 10	Run Parameters Fiscal Year: Accounting Period Fund: Grant: Account: Ledger:	2021 5 G1001 ACTUALS											
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12	2021	(Attribute)	(Attribute)	61001	CENERAL ELIND OPERATIONS	40140401		Type	110100000	FOULTY IN POOLED CASH	-18.00	0.00	
13	2021			61001	GENERAL FUND OPERATIONS	AD140401		Accet	1127000000	DUE FROM OTHER GOVTS	-18.00	0.00	
19	2021			61001	GENERAL FUND OPERATIONS	AD222201	ANIMAI SERVICES TEST 1	Asset	1101000000	FOULTY IN POOLED CASH	-55.00	0.00	
16	2021			G1001	GENERAL FUND OPERATIONS	AD222201	ANIMAL SERVICES TEST 1	Asset	1127000000	DUE FROM OTHER GOVTS	55.00	0.00	
17	2021			G1001	GENERAL FUND OPERATIONS	L8555501	Library Test Grant	Asset	1127000000	DUE FROM OTHER GOVTS	0.00	0.00	
18	2021			G1001	GENERAL FUND OPERATIONS	LB800301	GL CONVERSION ONLY	Asset	1127000000	DUE FROM OTHER GOVTS	30.00	0.00	
19	2021			G1001	GENERAL FUND OPERATIONS	LB800301	GL CONVERSION ONLY	Liability	2201000000	VOUCHERS PAYABLE	-30.00	0.00	
20	2021			G1001	GENERAL FUND OPERATIONS	LB800501	GL CONVERSION ONLY	Asset	1101000000	EQUITY IN POOLED CASH	-58.00	0.00	
21	2021			G1001	GENERAL FUND OPERATIONS	LB800501	GL CONVERSION ONLY	Asset	1127000000	DUE FROM OTHER GOVTS	58.00	0.00	
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	2021			G1001	GENERAL FLIND OPERATIONS	NO-GRANT	NO GRANT	Asset	1037000000	C&R BOND ES, W FARGO 4547&4550	10,910,84	0.00	1