

Example Scenarios for Training Purposes Only

Note: The following training exercises are intended to provide “real-life” scenarios for use during instructor-led training. Refer to the accompanying datasheet as necessary while performing the practice training exercises. **Please note that the scenario and data provided are for example purposes only.**

OVERVIEW

List of Activities

The following training exercises are part of the FIN 301: Managing the General Ledger course:

- Training Activity 1: Creating a ChartField Request
- Training Activity 2: Creating an Online Journal Entry
- Training Activity 3: Creating a Spreadsheet Journal Entry
- Training Activity 4: Perform the Edit Journal Process
- Training Activity 5: Budget Overview Inquiry Report
- Training Activity 6: Running a BI Publisher Report

ACTIVITY 1: CREATING A CHARTFIELD REQUEST

Scenario: A new Grant has been awarded to the County. To capture costs to facilitate reimbursement from the granting authority, a request to add a new Grant ChartField value must be created.

Step	Description	Data Values
1	Login to INFORMS as defined user.	
2	From the Main menu, navigate to Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > General Ledger Design > ChartField Request > Add a New Value	
3	Verify/Enter Request ID, Set ID, Field Name, Field Action, Field Value.	Request ID: NEXT Set ID: MDC Field Name: OPERATING_UNIT Field Action: Add Field Value: Use eKey and backfill with 0
4	Select the Add Button.	
5	Enter Telephone and Email ID.	Telephone: 305-555-5555 Email ID: John.Doe@miamidade.gov
6	Enter an Effective Date, Status, Description, and Short Description. Note: The description field must be upper case.	Effective Date: 01/01/1901 Status: Active Description: HELPING TO PUT PEOPLE FIRST Short Description: HPPF
7	Optional: Select the Long Description hyperlink and a maximum of 256 characters.	Long Description: Helping to Put People First is a federal and state cause promoting freedom.
8	Enter a Justification and attach associated attachment(s) . Adding attachments is optional for the training class	Justification: Money is available to help County residents Attachment (Optional): click Attachments hyperlink > Add Attachment > select Choose File > select Upload Enter Description (Optional) Select OK
9	Optional: Expand Request Comments and enter information. Adding comments is optional.	Request Comments (optional): Need to attach the Agreement
10	Answers to questions that appear.	Enter any response to questions.
11	Leave Tree name blank for this class	

Step	Description	Data Values
12	Select Save .	
13	Write down the Request ID number located in the upper left-hand corner.	
14	Select the Attributes hyperlink.	
15	Select ChartField Attribute and the ChartField Attribute Value .	ChartField Attribute: INTEREST ChartField Attribute Value: Y
16	Select OK .	
17	Select Save	
18	Select in the Request Action drop down (located above the Save button) Submit for Approval .	
19	Select Go . Entry is saved and sent to Approver, and Status is Pending Approval which is displayed in the upper left-hand corner of the page under Request ID	
20	Entry is saved and sent to the Approver. Status is Pending Approval .	
21	Select the Home button to return to the INFORMS home page.	
You have now completed this training exercise!		

ACTIVITY 2: CREATING AN ONLINE JOURNAL ENTRY

Scenario: As stated before, ChartFields would be corrected in the submodule, but let's assume at year-end the Department missed the AP cut off. Create a Journal to capture this.

Step	Description	Data Values
1	Log into INFORMS as defined user.	
2	Navigate to: Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries > Create/Update Journal Entries	
3	Verify/Enter Business Unit, Journal ID, Journal Date.	Business Unit: MDADE Journal ID: NEXT Journal Date: 02/04/2021
4	Select the Add button.	
5	Verify Ledger Group, Journal Source Journal Source is the department assigned to and is the basis to where the first level for journal approval is routed.	Ledger Group: ACTUALS Journal Source: defaults and greyed out
6	Enter Long Description	Long Description: Training Journal Entry
7	Select the Lines tab located at the top of the page.	
8	Enter the Fund for Line 1.	Fund: G1001
9	Enter the Department for Line 1.	Department: BU02010000
10	Enter the Account for Line 1.	Account: 5260600000
11	Enter the Grant for Line 1.	Grant: NO-GRANT
12	Enter an Amount for Line 1.	Amount: 10.00
13	Between the Lines display and the Totals display there is a Lines to Add field. Enter 1 more line by selecting the plus (+) button next to the field. Most fields with the exception of Account will copy down and when adding one line self-balance the journal.	
14	Verify the Fund for Line 2.	Fund: G1001
15	Verify the Department for Line 2.	Department: BU02010000
16	Enter the Account for Line 2.	Account: 2202000000
17	Verify the Grant for Line 2.	Grant: NO-GRANT
18	Verify the Amount for Line 2.	Amount: (there is a minus sign) -10.00

Step	Description	Data Values
19	Select the Save .	
20	Pop up window displayed indicating journal saved, select OK	
21	Write down the Journal ID Number located in the top center of the page. (This is needed in a later Activity)	
22	Select the Home button to return to the INFORMS home page.	
You have now completed this training exercise!		

ACTIVITY 3: CREATING A SPREADSHEET JOURNAL ENTRY

Scenario: Using the same scenario as creating a Journal online in Activity 2. As stated before, ChartFields would be corrected in the submodule, but let's assume at year-end the Department missed the AP cut off. Create a Journal to capture this.

Step	Description	Data Values
1	Note: The MDC Journal Upload Spreadsheet and JRNLMCRO_WS.xlam must be in the same folder and saved to your PC . The .xlam is an add-in file that works with MDC Journal Upload Spreadsheet in the background.	
2	Open the Excel spreadsheet named MDC Journal Upload Spreadsheet.xlsx	N/A
3	Each County Department may have different Excel configurations. If Excel asks, choose to: Enable Macros , select Enable If Excel asks, choose to: Enable Content select Enable If Excel asks, "Do you want to make this a Trusted Document?", select Yes	
3	Select the New Sheet button found in the middle of the page and type in the Journal Sheet Name . This a maximum of 29 characters.	Journal Sheet Name: Train
4	Select OK .	
5	Select the Plus (+) button near cell H3 to access the New Journal Header page.	
6	Verify/Enter the following fields in the journal header: Unit, Journal Date, Ledger Group, Journal Source and Description .	Unit: MDADE Journal Date: Date of the Acct'g period Ledger Group: ACTUALS Journal Source: FN Description: Test
7	Select OK .	
8	Select the Insert a Line button – Select the + (Plus) near cell H7 to add a line.	

Step	Description	Data Values
9	<p>Enter the following fields in Line 1: Unit, Ledger, Account, Fund, Department, Grant, Amount</p> <p>Note that there is no validation of the value be to be sure exactly as shown.</p>	Unit: MDADE Ledger: ACTUALS Account: 5260500000 Fund: G1001 Department: BU02010000 Grant NO-GRANT Amount: 10.00
10	<p>Enter a Description maximum 30 characters Line 1. If left blank, PS defaults Account Description</p>	Description: Journal Import
11	<p>Enter the Journal Line Information for Line 2:</p> <p>Select the + (Plus) near cell H7 button under the journal lines section to add a line.</p>	
12	<p>Enter/Verify/Update the following fields in Line 2: Unit, Ledger, Account, Fund, Department, Grant, Amount</p>	Unit: MDADE Ledger: ACTUALS Account: 2202000000 Fund: G1001 Department: BU02010000 Grant NO-GRANT Amount: -10.00
13	<p>Enter/Verify a Description maximum 30 characters Line 1. If left blank, INFORMS defaults Account Description</p>	Description: Journal Import
14	<p>Select the Excel Save button at the top of the screen to save your spreadsheet to the appropriate directory.</p> <p>Select the Home icon near cell K2 on the spreadsheet template.</p>	
15	<p>In the Spreadsheet Journal import home page, select the Write to File button.</p>	
16	<p>Select (highlight) the Journal sheet and write down the file name and file path which will be on your hard drive. It defaults to Documents folder with the name of excel workbook which will work for the Training class.</p> <p>The file will be needed in a later step. Select the OK button.</p>	
17	<p>The second step of the process is to import the Spreadsheet Journal to INFORMS.</p> <p>Login to INFORMS as defined user.</p>	

Step	Description	Data Values
18	Navigate to: Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transaction > Spreadsheet Journals	
19	Select the Add a New Value tab.	
20	Enter/Verify the Run Control ID and select the Add button.	Run Control ID: <Your Initials>
21	Leave the import request information as defaulted.	
22	Select the Add button.	
23	Select the Choose File button.	
24	Locate the file written by the Spreadsheet Journal macro and Select file.	
25	Select the Upload button.	
26	Select the Run button.	
27	Select the Server Name from drop down list	Server Name: PSUNIX
28	Under the Process List, select check box Description Journal Import with Edit and Process Name GL_EXCL_BATC	
29	Select OK .	
30	Select the Process Monitor hyperlink.	
31	Select the Refresh button until the job has a run status of Success and distribution status of Posted .	
32	Confirm the File Load: Select the Details hyperlink for the related process instance.	
33	Select the View Log Trace hyperlink.	
34	Open the .LOG file .	
35	Verify the journal was imported. Note the Journal ID Number . Journal ID Number is located in the set of parentheses, in-between Business Unit and Date Created.	
38	Select the Home button to return to the INFORMS home page.	

Step	Description	Data Values
39	Review the imported journal online. Navigate to: Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries > Create/Update Journal Entries	
40	Navigate to Find an Existing Value	Business Unit: MDADE Journal ID: From step 36 Leave all other fields as defaulted
41	Hit Search	
42	Message displayed Journal must be formatted. Hit OK	
43	Review at a high-level journal details on Journal Header and Journal Line to see that they are as expected.	
44	Select the Home button to return to the INFORMS home page.	
You have now completed this training exercise!		

ACTIVITY 4: PERFORM THE EDIT JOURNAL PROCESS

Scenario: Perform the Edit Journal process, which will also include budget check and submitting the Journal for workflow approval if there are no errors encountered. Use the Journal ID created in Activity 2 and/or 3.

Step	Description	Data Value
1	Navigate to: Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries	
2	On the Find an Existing Value page. Enter Business Unit and Journal ID . Clear all other selection criteria and Select Search .	Business Unit: MDADE Journal ID: < Journal ID noted from Activity 2 and/or 3 > Blank all other values
3	Select the Journal ID hyperlink.	
4	The journal may say that has to be edited, select OK .	
5	Tab to the Lines page.	
6	Select the Process button next to Edit Journals.	
7	Journal may say that it has been Saved, select OK .	
8	Select Yes to message: "Would you like to wait for confirmation that the Edit process has completed?"	
9	Scroll to the bottom of the page. Once the process completes, Journal Status and Budget Status will be 'V' (valid). Once both Journal Status and Budget Status are 'V', proceed to Step 10	
10	Update Process from Edit Journal to Submit Journal .	
11	Select Process . Journal will be routed to the Department supervisor for approval.	
12	Tab to the Approval page. The Approval Status will say Pending Approval.	
13	Repeat Steps 2 through 9 to do another journal from an earlier exercise (Optional)	
14	Select the Home button to return to the INFORMS home page.	
You have now completed this training exercise!		

ACTIVITY 5: BUDGET OVERVIEW INQUIRY REPORT

Scenario: Inquire about the remaining available budget. To do so, run the Budget Overview Inquiry.

Step	Description	Data Value
1	Navigate to: Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Budget Overview	
2	In the Budget Overview page, enter the name of the inquiry and select Add .	Inquiry Name: <Your Initials>
3	Enter Business Unit and Ledger Group .	Business Unit: MDADE Ledger Group Set Ledger Group Ledger Group: A_DETAIL
4	Verify the Calendar ID and an appropriate Budget Period .	Calendar ID: AN Budget Period From: 2021 Budget Period To: 2021
5	Enter Fund, Department, Account . Click Search .	Account 52% Department: BU% Fund: G1001
6	Review results balance based on the data selected.	
7	Select the hyperlink in the Expense column to see transaction document details of an individual balance.	
8	Select the Home button to return to the INFORMS home page.	
You have now completed this training exercise!		

ACTIVITY 6: RUNNING A BI PUBLISHER REPORT

Scenario: There are many different BI Publisher Reports an INFORMS user can run. In this scenario, we will be running the Trial Balance Report to see the cash position of a fund.

Step	Description	Data Value
1	Navigate to: Finance / Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter > Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler	
2	In the Query Report Scheduler page, select Add a New Value .	Add a New Value: <Your initials>
3	Enter the Report Name . Click the Magnifying Glass .	Report Name: MD_GLR246
5	Enter Fiscal Year, Accounting Period, Fund, Ledger .	Fiscal Year: 2021 Accounting Period: 5 Fund: G1001 Ledger: ACTUALS
6	Select OK .	
7	Verify information was entered correctly. Select Run .	
9	Select Output Format and verify it is set to XLS . It is recommended to use Excel or XLS to be able to filter the report.	
10	Select OK .	
11	Note the Process Instance Number .	
12	Select the Report Manager hyperlink.	
13	Confirm that the Process Instance Number matches with the one noted earlier. The Refresh button may need to be clicked a couple times.	
14	Select the Report Manager hyperlink.	
15	Click the Administration tab and Select the Report ID's hyperlink.	
16	Depending on the user's workstation configuration, the file will either open or require the document to be saved. The file can be reviewed in Excel as needed.	
17	Select the Home button to return to the INFORMS home page.	
You have now completed this training exercise!		