

Course ID: FIN 207

Course: Manage Budget Exceptions (Department)

Ground Rules



Be on time



Attendance



Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provides a comprehensive review of the Manage Budget Exception processes. This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Manage Budget Exception• Module 3: Course Summary
Training Audiences	<ul style="list-style-type: none">• Central Appropriation Processor• Department Appropriation Processor
Prerequisites	<ul style="list-style-type: none">• ERP 101 – Overview of INFORMS• ERP 102 – INFORMS Navigation, Reporting, and Online Help• FIN 101 – Financials Fundamentals• FIN 206 – Enter and Process Budget Journals (Department)
Estimated Duration	<ul style="list-style-type: none">• 2 Hours

Course Outline

Content

Module 1: Course Introduction

Module 2: Manage Budget Exception (Department)

- Lesson 1: Manage Budget Exception
 - Lecture 1: Error and Warning Messages
 - Lecture 2: Budget Processor
 - Lecture 3: Identify Errors
 - Lecture 4: Correcting Errors

Module 3: Course Summary

Module 1: Course Introduction

Module 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 and Exercises

Course Administration and Logistics



To receive credit for completing this course, users must record your attendance at the beginning and end of class



Please turn off your cell phones and refrain from checking email and the Internet while in class



Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

Learning Objectives

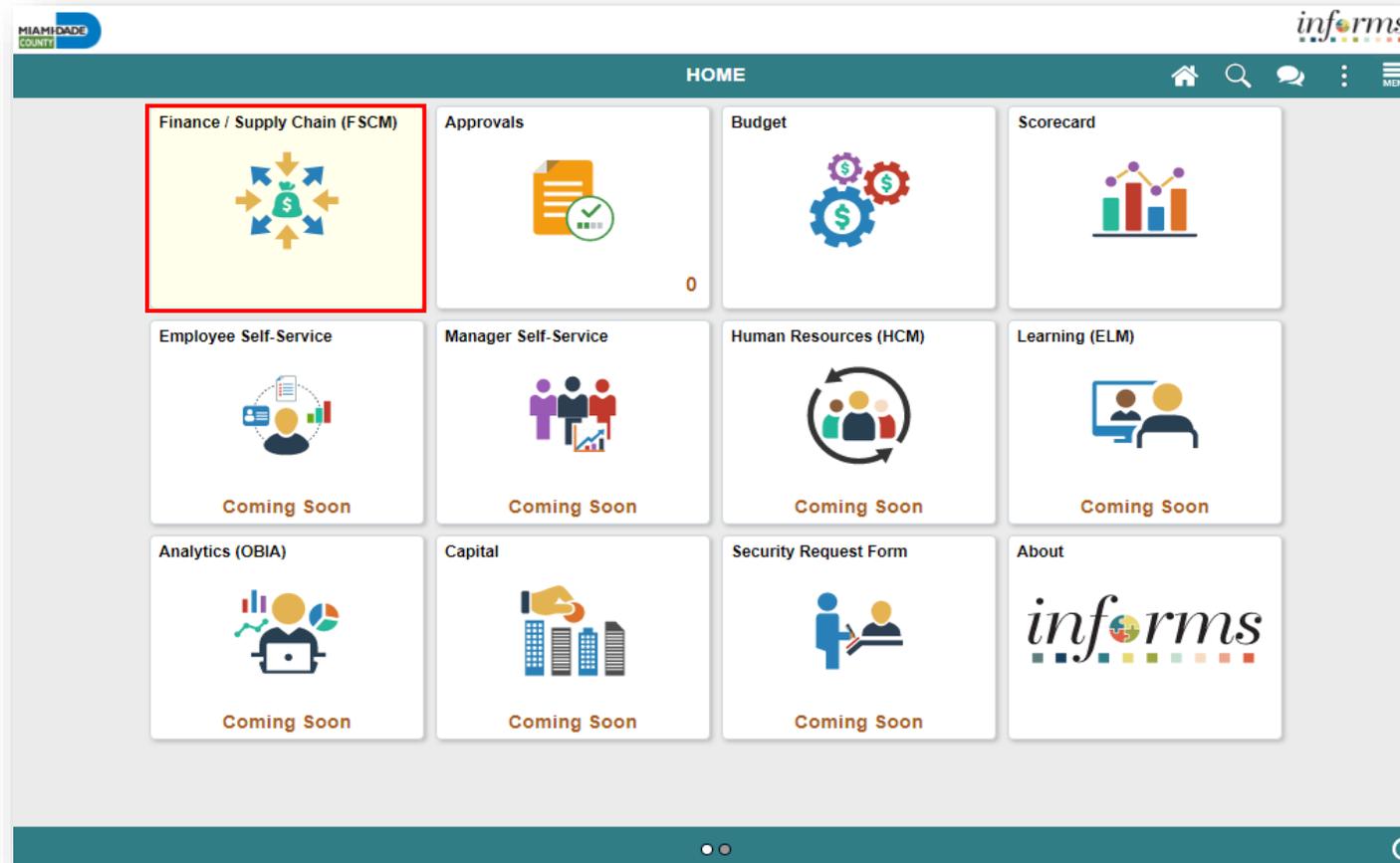
- Identify the End-to-End Processes of Managing Budget Exceptions
- Troubleshoot Budget Check Errors

Roles and Responsibilities

Role	Responsibilities
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.
Department Appropriation Processor	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.

Navigation

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

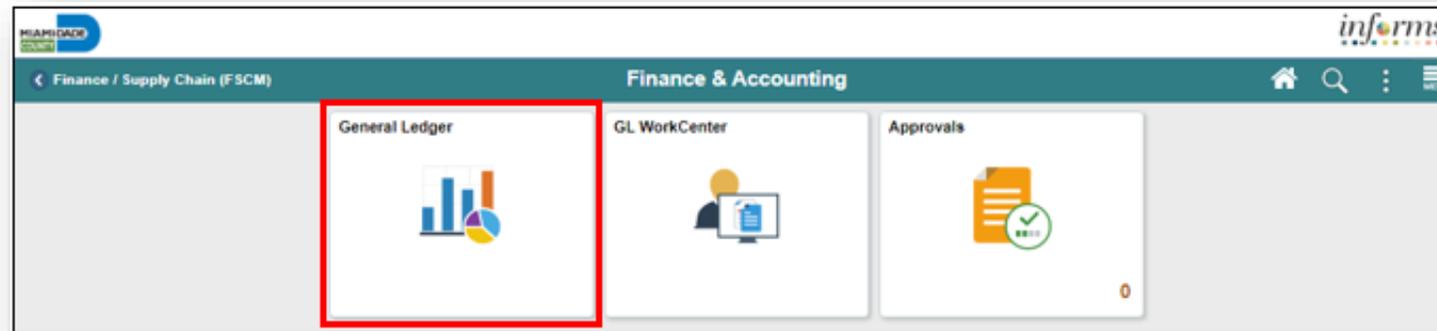


Navigation

2. Select **Finance & Accounting**



3. Select **General Ledger**



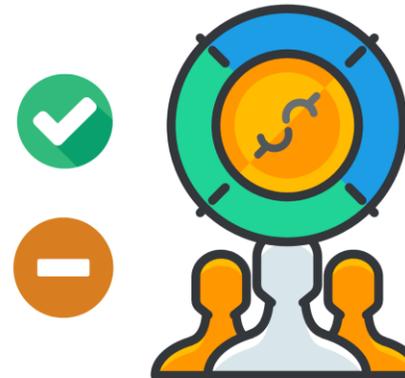
Key Changes to Business Process

- Handling Budget Exception through:
 - Changing Transactions
 - Adjusting Budgets
 - Overriding the budget checking process
 - Viewing and noting exceptions
 - Correcting errors

End-to-End Business Process

CHARTFIELD REQUEST Business Process

- Department requests the Chartfield (Department, Account, Fund or Grant)
- Central Finance approves the Chartfield request.

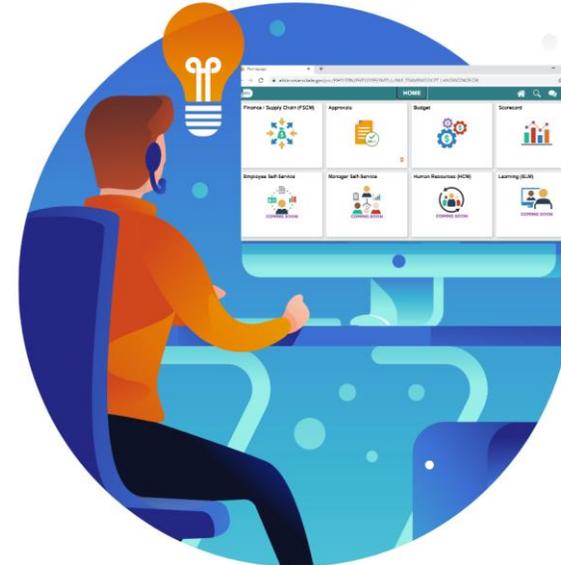


Introduction to Activities, and Exercises

- Users will take part in two types of hands-on learning throughout this course



Training
Activities



Training
Exercises

Module 1: Course Introduction Summary

Module Topics

Course Administration and Logistics

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Navigation

Key Changes to the Business Process

The End-to-End Business Process

Introduction to Demonstrations and Exercises

Module 2: Manage Budget Exceptions

Module Topics

Module Introduction

Lesson 1: Manage Budget Exception

Lesson 1: Manage Budget Exceptions

- Understand the End-to-End process of Managing Budget Exceptions
- Deal with Error and Warning Messages after running the INFORMS Commitment Budget Processor
- Understand the functionality of the Budget Processor
- Override errors

Lesson 1: Introduction

- This course will demonstrate:
 - Steps that occurs on a GL Journal entry
 - How to identify errors
- 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

Lesson 1: Introduction

- Each business area has its own Budget Checking Status hyperlink
- Once the budget processor completes:
 - Budget Checking Status is updated to Valid or Error
 - Errors require corrective action before the transaction can proceed

After running the Commitment Budget Processor for the transaction, it returns one of the following budget checking statuses:

Journal Status	Description
V (Valid)	The transaction passed budget checking with warning or no errors. Warning messages are logged as informational and do not stop a transaction.
N (Not Checked)	Transaction has not been budget checked.
E (Error)	The transaction did not complete 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 1: Key Terms

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	Process validates journal entries against the remaining spending authority within Commitment Control.
ChartField	A term to represent the chart of accounts. Sometimes the term is used by the INFORMS team to reference a specific field within the chart of accounts (i.e., Fund, Account, Dept ID).

Lesson 1: Key Terms

Term	Definition
Control Option of Ledger Group	<p>Track w/o No validation is done of ChartFields entered. Transactions are not stopped. Track with Validation is done on ChartFields 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.</p> <p>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.</p>
Errors	<p>Are exceptions that have failed budget checking because they do not conform to the rules established for that control budget.</p>
Journal	<p>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.</p>
Ledger Group	<p>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.</p>

Lesson 1: Key Terms

Term	Definition
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.

Lecture 1: Error and Warning Messages

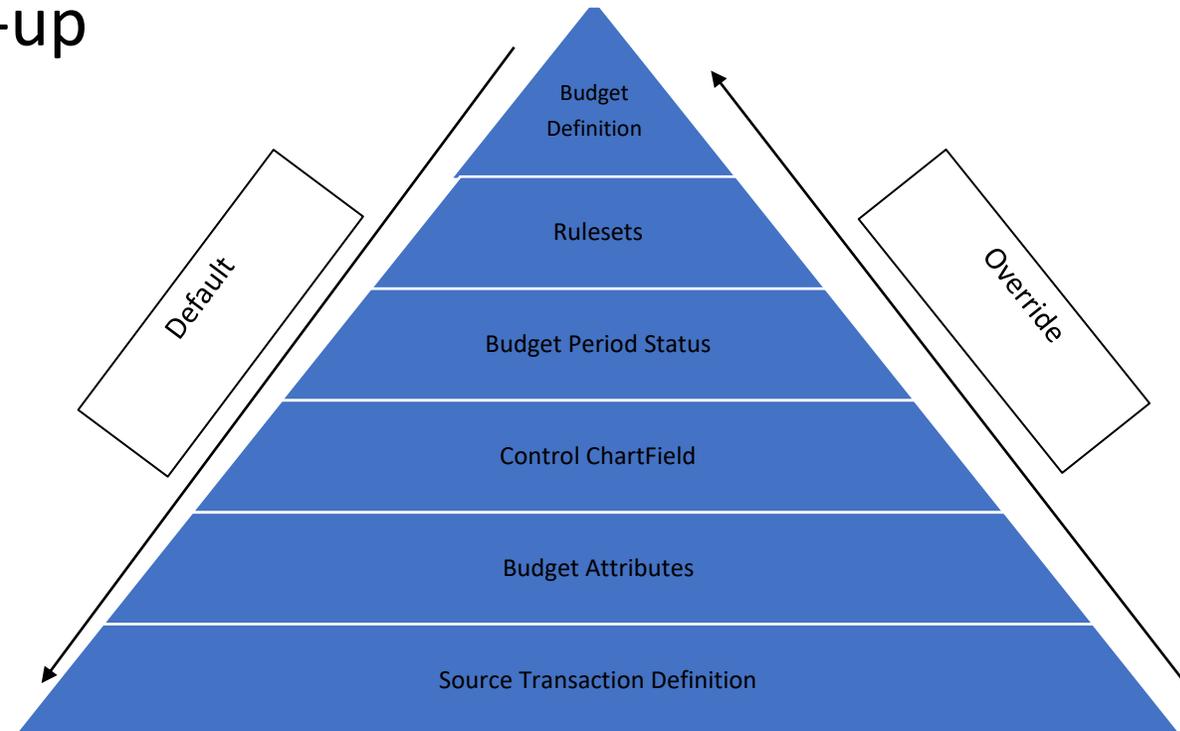
- Budget checking process issues either an error or warning message
- Warning messages do not stop a transaction from proceeding
 - Only errors are detailed in this class

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.

Lecture 2: Budget Processor

- Determine if the transaction needs to be processed or rejected
- Budget Processor Rules Set-up
- Budget Period Status Limits
- Budget Attributes



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

Lecture 3: Identify Errors

Navigation: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journals Transactions> Journal Entries**

General Ledger

Create/Update Journal Entries

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

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Search Criteria

Business Unit =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Lecture 4: Correcting Errors

- The steps below outline scenarios to correcting errors:
 1. Review the ChartFields on the Line Exception page and the Amount to confirm if they are correct
 - If the ChartField combination and amount are correct look at the Department's Purchase Order
 - If they are not correct make updates and rerun the budget check
 2. Work with your Departments Budget Analyst they will need to coordinate with OMB on next steps
 3. 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
 4. Budget journal post the transaction would then be budget checked in the batch process and pass budget checking
 - The transaction would then be able to proceed
 5. Depending upon the Ledger Group, OMB may decide to 'lift controls' though Budget Attributes.
 6. Transaction would run through a budget check while controls were lifted. The transaction would then be updated to post and allowed to proceed.

Lesson 1: Activities and Exercises



Module 2: Manage Budget Exception (Department) Summary

Module Topics

Module Introduction

Lesson 1: Manage Budget Exception

Module 3: Course Summary

Module Topics

Course Content Summary

Additional Training and Job Aids

Course Summary

Course Content Summary

Users should be able to:

- Manage Budget Exception
- Explain what each of the journal status codes indicate
- Demonstrate the processes necessary to override an error on a specific journal
- Describe how the Budget Processor identifies an error

Additional Training and Job Aids

Users may be eligible to take the following training courses based on their INFORMS roles:

- FIN 208 – Budget Inquiry and Reporting

User Productivity Kits

- Manage Budget Exception

For additional information, be sure to visit:

- MiamiDade.gov/informs



CONGRATULATIONS

Congratulations on successfully completing the *Manage Budget Exceptions* course!

FIN 207 – Manage Budget Exceptions (Department)