Course ID: FIN 208
Course: Budget Inquiry and Reporting

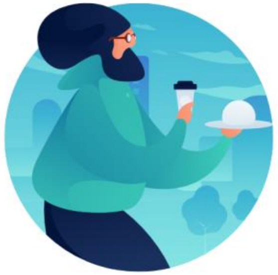
Ground Rules

Be on time

Turn off your cell phones when in class

Participate actively in class; refrain from email and internet use

Attendance



Take breaks as needed

Feel free to ask questions

Course Overview

Course Description	This course provides a comprehensive review of the Budget Inquiry and Reporting processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Budget Inquiry and Reporting • Module 3: Course Summary
Training Audiences	• Department Appropriation Processor • Central Appropriation Processor
Prerequisites	• 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) • FIN 207 – Manage Budget Exceptions (Department)
Estimated Duration	• 2 Hours

Course Outline

Content
Module 1: Course Introduction
Module 2: Budget Inquiry and Reporting
• Lesson 1: Budget Inquiry and Reporting
o Lecture 1: The Budgets Overview
o Lecture 2: The Activity Log
o Lecture 3: The Budget Status Report
o Lecture 4: Revenue Expense by Fund Department Grant Budget to Actual
o Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount
o Lecture 6: Budget to Actual Revenue Annual
o Lecture 7: Budget to Actual Comparison by Selected ChartFields
o Lecture 8: GO (General Obligation) Bond Series All Years Revenue and Expenditures
Module 3: Course Summary

Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to Business Process
End-to-End Business Process
Introduction to Demonstrations, Activities and Exercises

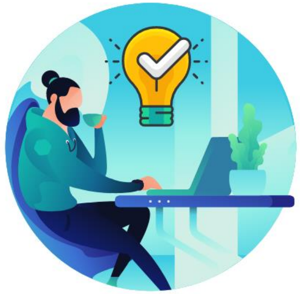
Course Administration and Logistics

To receive credit for completing this course, you 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

At the conclusion of this course, participants will be able to:

- Identify the End-to-End Process of Budget Inquiry and Reporting
- Inquire and Report Budgets

Roles and Responsibilities

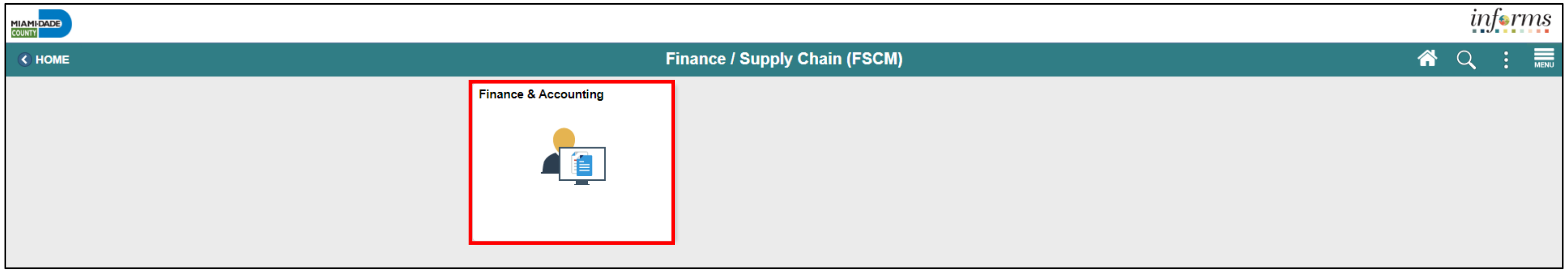
Role	Responsibilities
Department Appropriation Processor	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
Central Appropriation Processor	The Central Appropriation Processor has the ability to create Countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.

Navigation

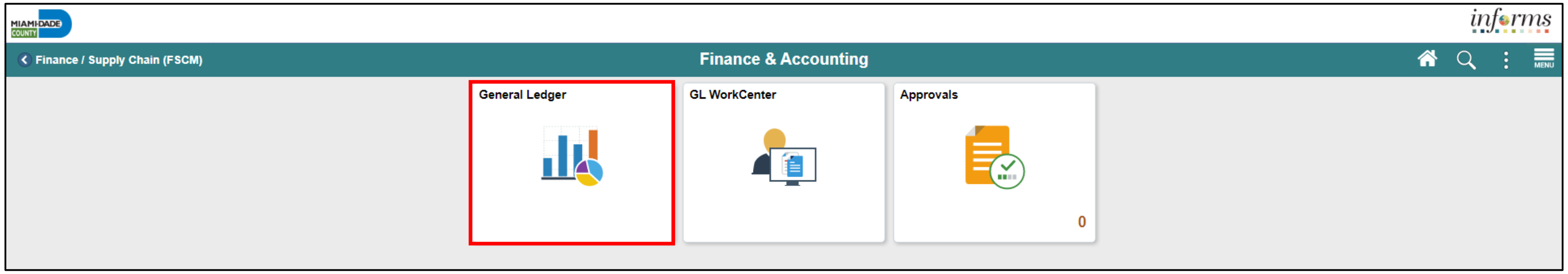
1. Login to *INFORMS* and select **Finance/ Supply Chain (FSCM)** from the home landing page below

Navigation

2. Select **Finance & Accounting**



3. Select the **General Ledger**



Key Changes to Business Process

The Key Changes in the Business Process to Budget Reporting and Inquiry include:

- Ability to view in real-time a budget’s remaining spending authority
- Ability to drill down to see what transactions have impacted a budget

The End-to-End Business Process

Budget Inquiry and Reporting

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.

Introduction to Activities and Exercises

- Participants 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
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 2: Budget Inquiry and Reporting

Module Topics
Module Introduction
• Lesson 1: Budget Inquiry and Reporting

Lesson 1: Budget Inquiry and Reporting

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

- Know how to Inquire and Report 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 1: Key Terms

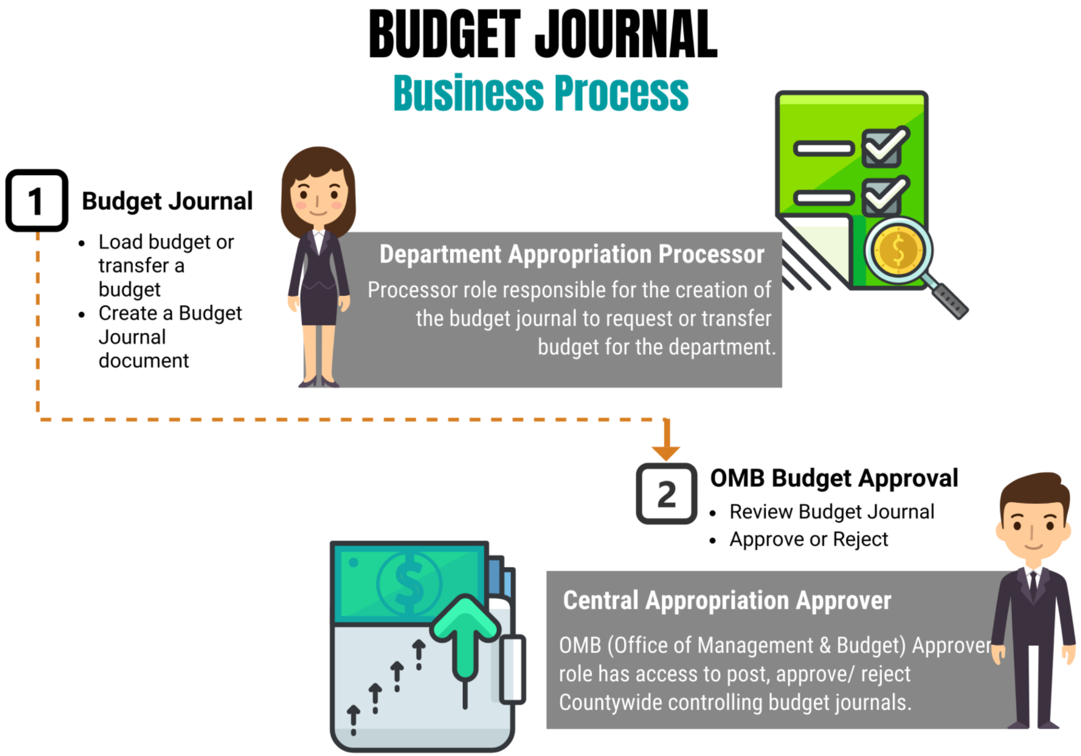
Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Adjustment	The transfer of a budgeted amount from one departmental unit and/or fund to another within the same department.
Budget Entry Type	An identifier that classifies various types of budget transactions. 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.

Lesson 1: Key Terms

Term	Definition
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 1: Budget Inquiry and Reporting

INFORMS Commitment Control delivers several options to enable the users to manage and analyze your budget data. Budget inquiries enable users to view the details of the users' budget and remaining spending authority, in order to make effective management decisions.



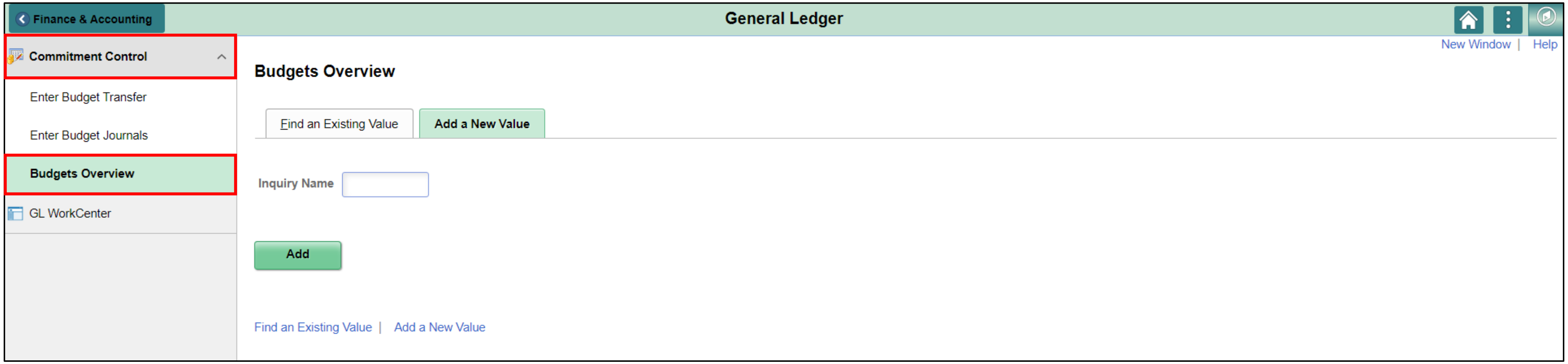
Lesson 1: Budget Inquiry and Reporting

The Budget Overview Inquiry enables users to:

- Create inquiries based on a wide variety of criteria and save it for reuse
- 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

Lecture 1: The Budgets Overview

Navigate to: **Main Menu > Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Budgets Overview > Add a New Value:**



Lecture 2: Activity Log

- 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
- View transaction lines and affected budget ledgers for budget-checking transactions

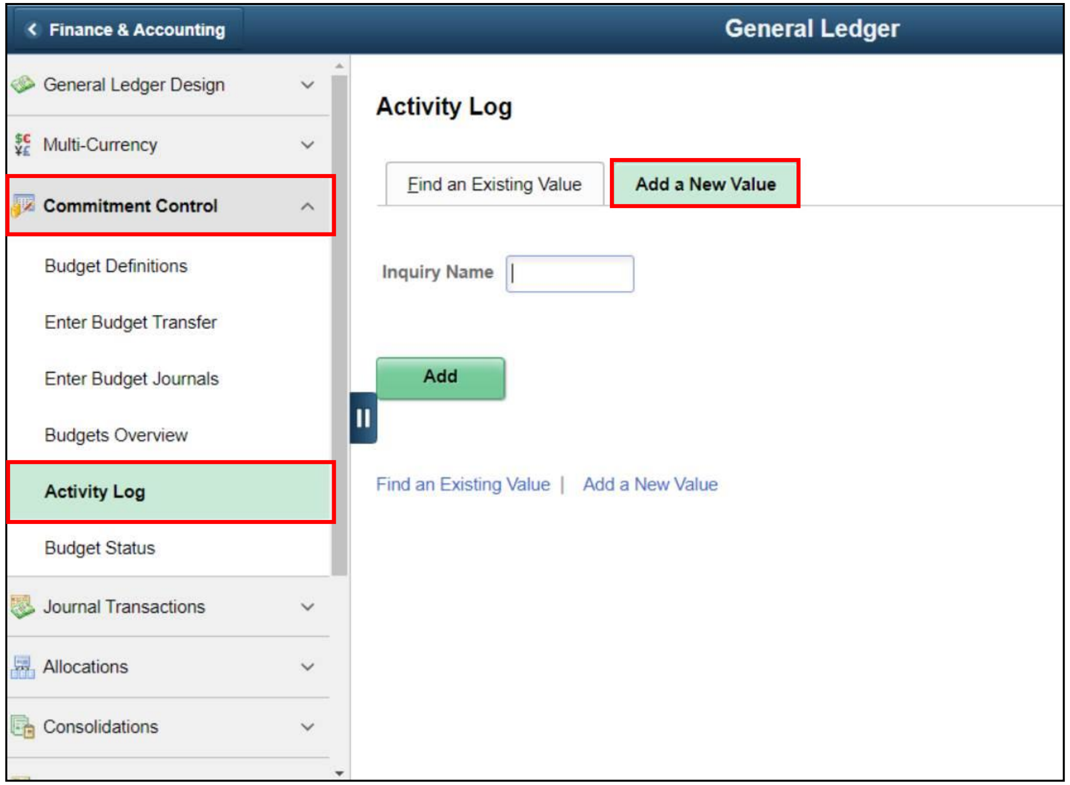
Lecture 2: Activity Log

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
- The Activity Log is comprised of activity lines created when the user's budget-checks transactions

Lecture 2: The Activity Log

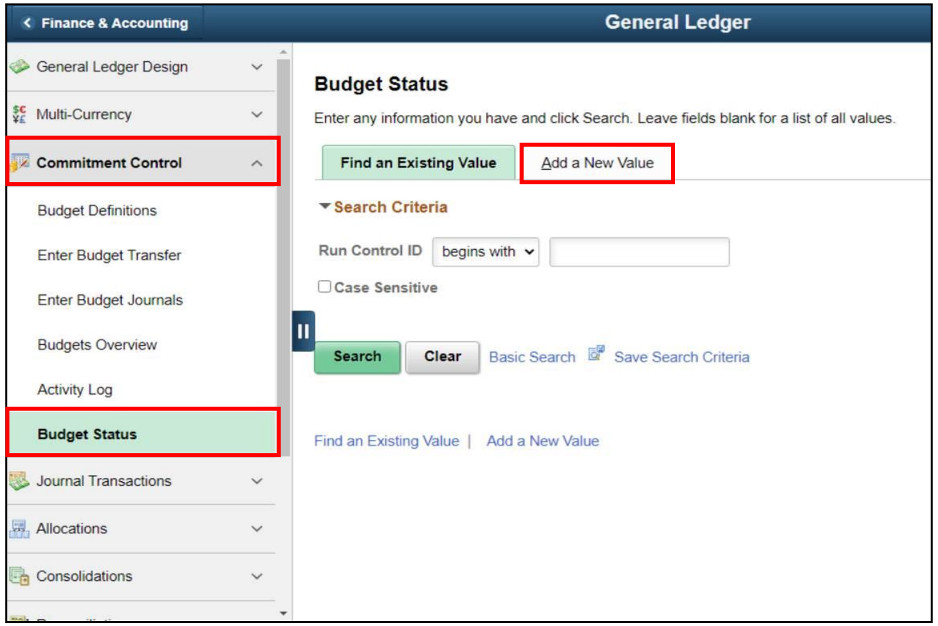
Navigate to: **Main Menu > Financial / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Review Budget Activities > Activity Log > Add a New Value**



Lecture 3: The Budget Status Report

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

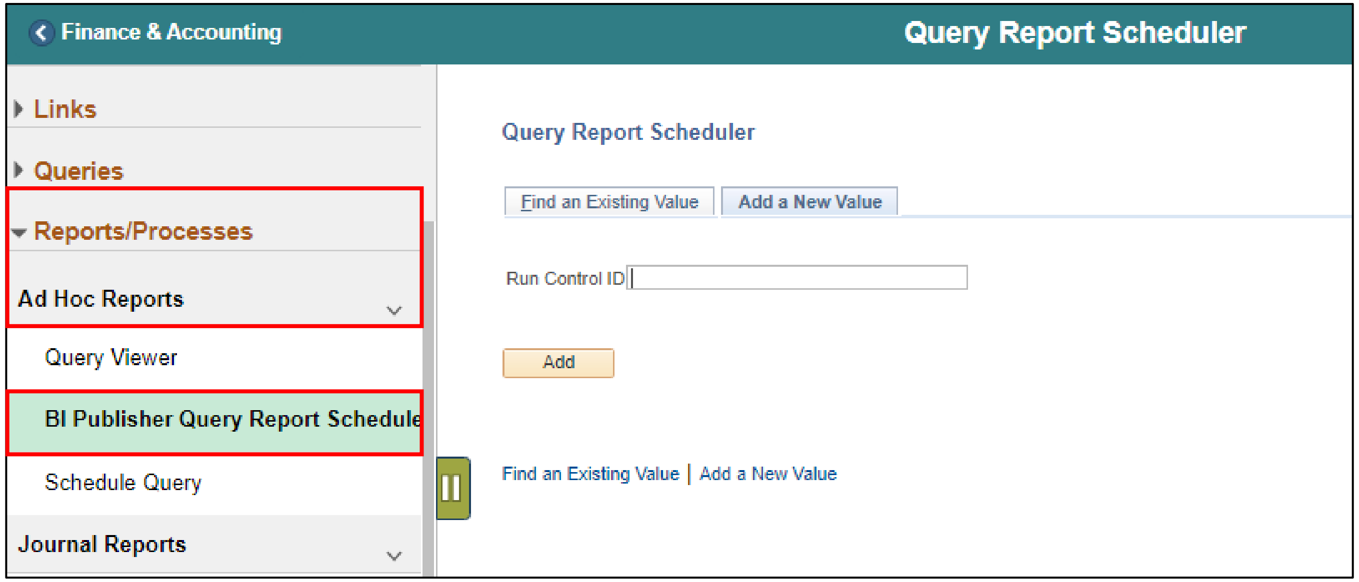
- The Budget Status Report provides specific information on budgets based on search criteria implemented by the users



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

Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter> Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

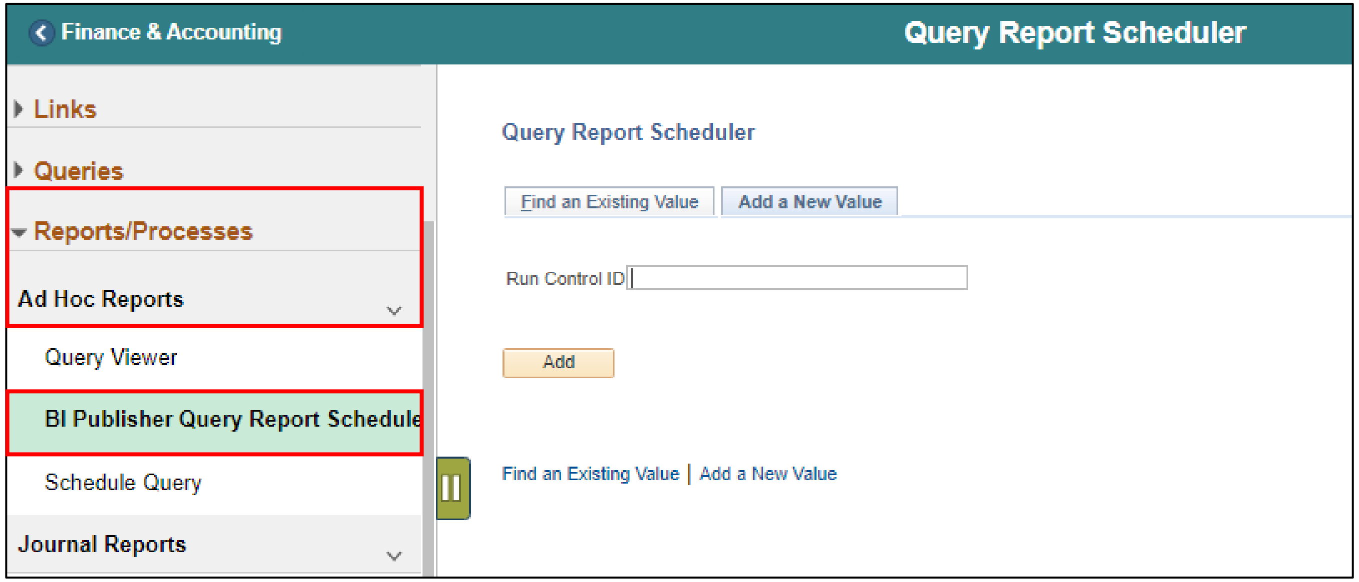
- The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS



Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter> Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

- The benefit of this delivered report is that it can be sent to people who prefer not to sign into INFORMS



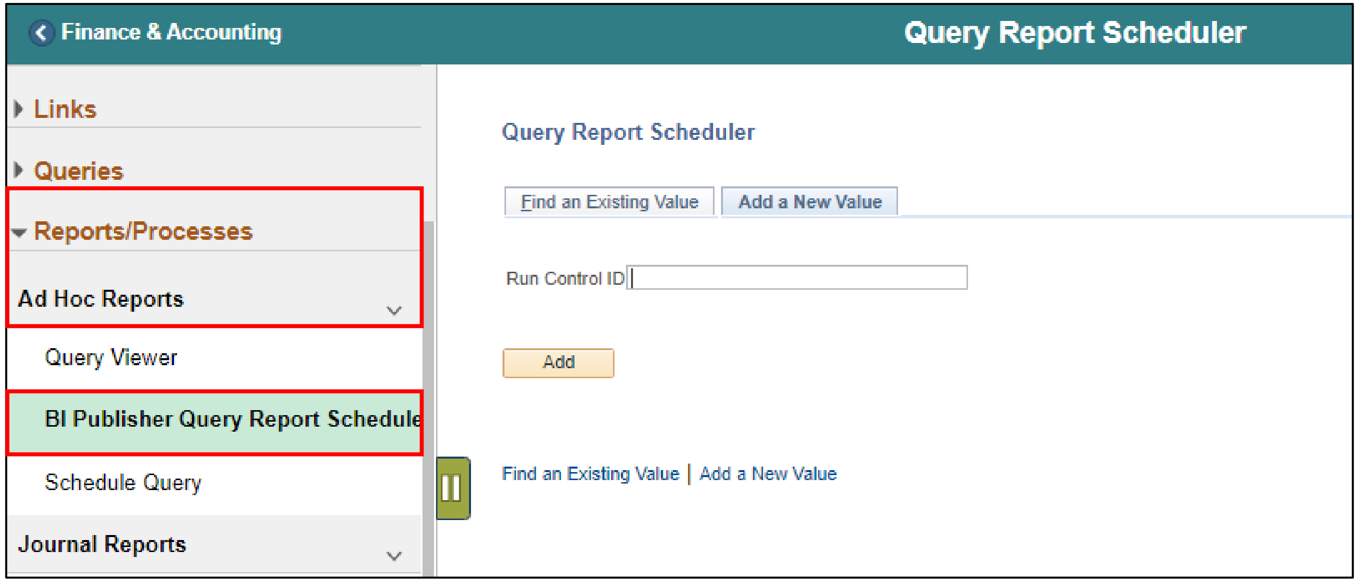
Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

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.

Lecture 6: Budget to Actual Revenue Annual

Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter> Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

- The Trial Balance reports allows the user to see the cash position of the Fund or Grant ChartField. As additional transactions are executed, the report will become outdated.



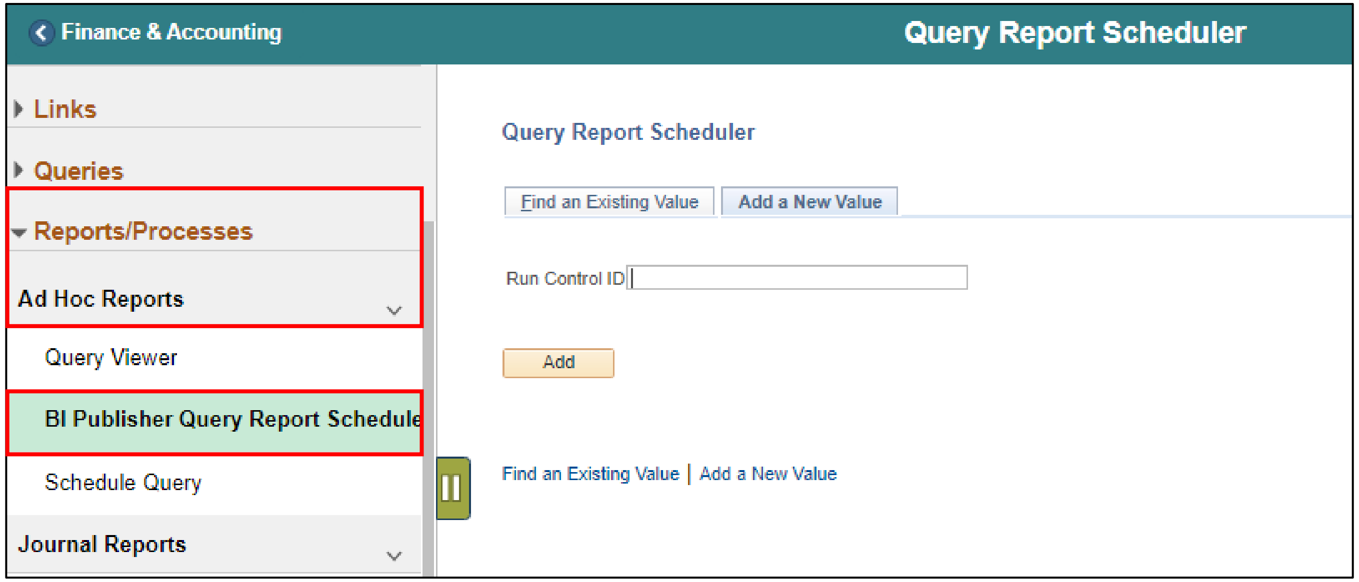
Lecture 6: Budget to Actual Revenue Annual

Report Description	Comments
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.

Lecture 7: Budget To Actual Comparison by Selected ChartFields

Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter> Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

- The Trial Balance reports allows the user to see the cash position of the Fund or Grant ChartField. As additional transactions are executed, the report will become outdated.



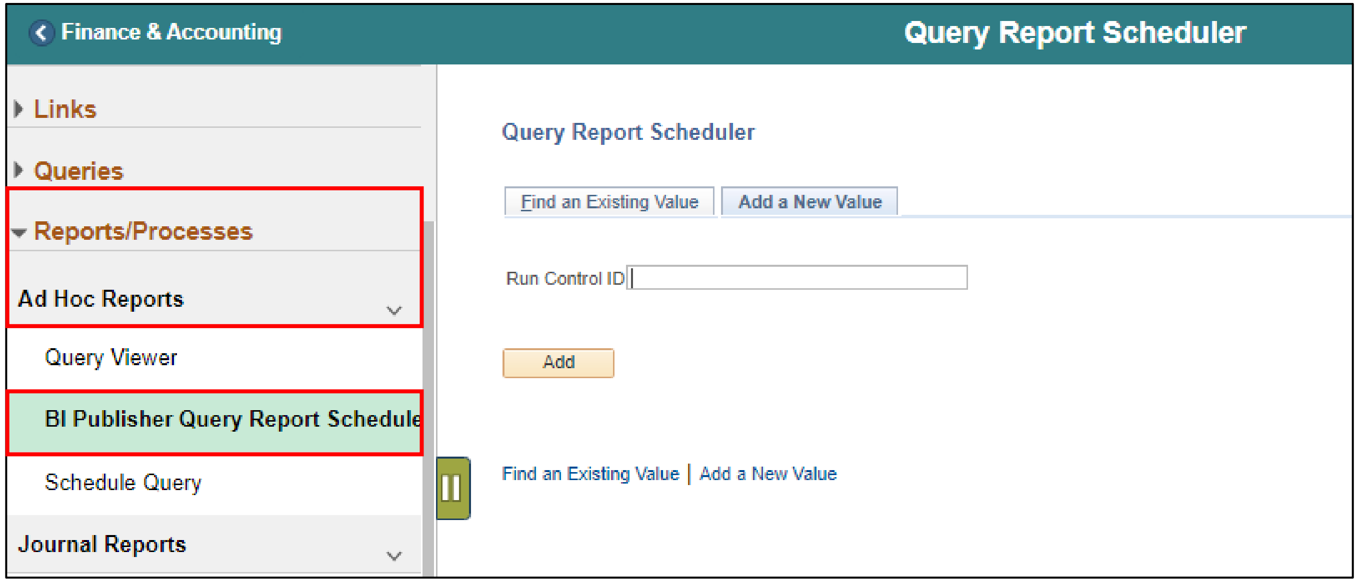
Lecture 7: Budget To Actual Comparison by Selected ChartFields

Report Description	Comments
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.

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

Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter> Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

- The Trial Balance reports allows the user to see the cash position of the Fund or Grant ChartField. As additional transactions are executed, the report will become outdated.



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 1: Activities and Exercises

Module 2: Budget Inquiry and Reporting Summary

Module Topics
Module Introduction
Lesson 1: Budget Inquiry and Reporting

Module 3: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids
Course Summary

Course Content Summary

Congratulations! Users have completed the Budget Inquiry and Reporting course. Users now should be able to:

- Identify the End-to-End Process of Budget Inquiry and Reporting
- Inquire and Report on Budgets

Additional Training and Job Aids

Users also have the following resources available:

User Productivity Kits (UPKs):

- Review Budget Activities
- Review Budget Overview

For additional information, be sure to visit:

- Miamidade.gov/informs

Congratulations on successfully completing the *Budget Inquiry and Reporting* course!

FIN 208 – Budget Inquiry and Reporting