

# Course ID: FIN 208

## Course: Budget Inquiry and Reporting

# Ground Rules



Be on time



Attendance



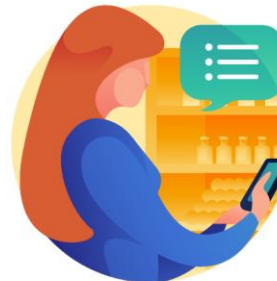
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

# Course Overview

<b>Course Description</b>	<p>This course provides a comprehensive review of the Budget Inquiry and Reporting processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none"><li>• Module 1: Course Introduction</li><li>• Module 2: Budget Inquiry and Reporting</li><li>• Module 3: Course Summary</li></ul>
<b>Training Audiences</b>	<ul style="list-style-type: none"><li>• Department Appropriation Processor</li><li>• Central Appropriation Processor</li></ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"><li>• ERP 101 – Overview of INFORMS</li><li>• ERP 102 – INFORMS Navigation, Reporting and Online Help</li><li>• FIN 101 – Financials Fundamentals</li><li>• FIN 206 – Enter and Process Budget Journals (Department)</li><li>• FIN 207 – Manage Budget Exceptions (Department)</li></ul>
<b>Estimated Duration</b>	<ul style="list-style-type: none"><li>• 2 Hours</li></ul>

# Course Outline

## Content

Module 1: Course Introduction

Module 2: Budget Inquiry and Reporting

- Lesson 1: Budget Inquiry and Reporting
  - Lecture 1: The Budgets Overview
  - Lecture 2: The Activity Log
  - Lecture 3: The Budget Status Report
  - Lecture 4: Revenue Expense by Fund Department Grant Budget to Actual
  - Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount
  - Lecture 6: Budget to Actual Revenue Annual
  - Lecture 7: Budget to Actual Comparison by Selected ChartFields
  - 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



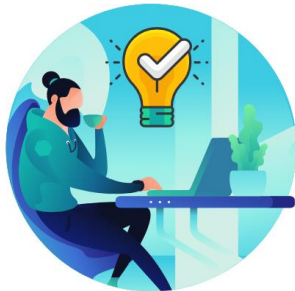
Please turn off your cell phones and refrain from checking email and the Internet while in class



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
<b>Department Appropriation Processor</b>	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
<b>Central Appropriation Processor</b>	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

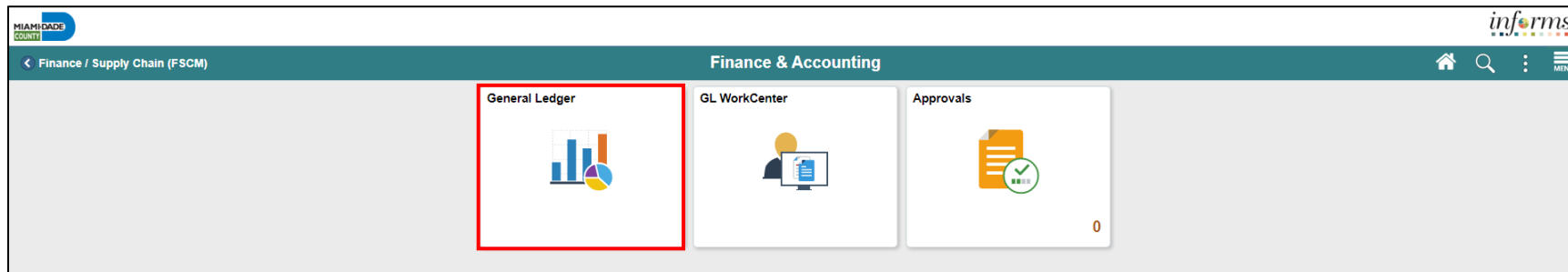


# Navigation

## 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

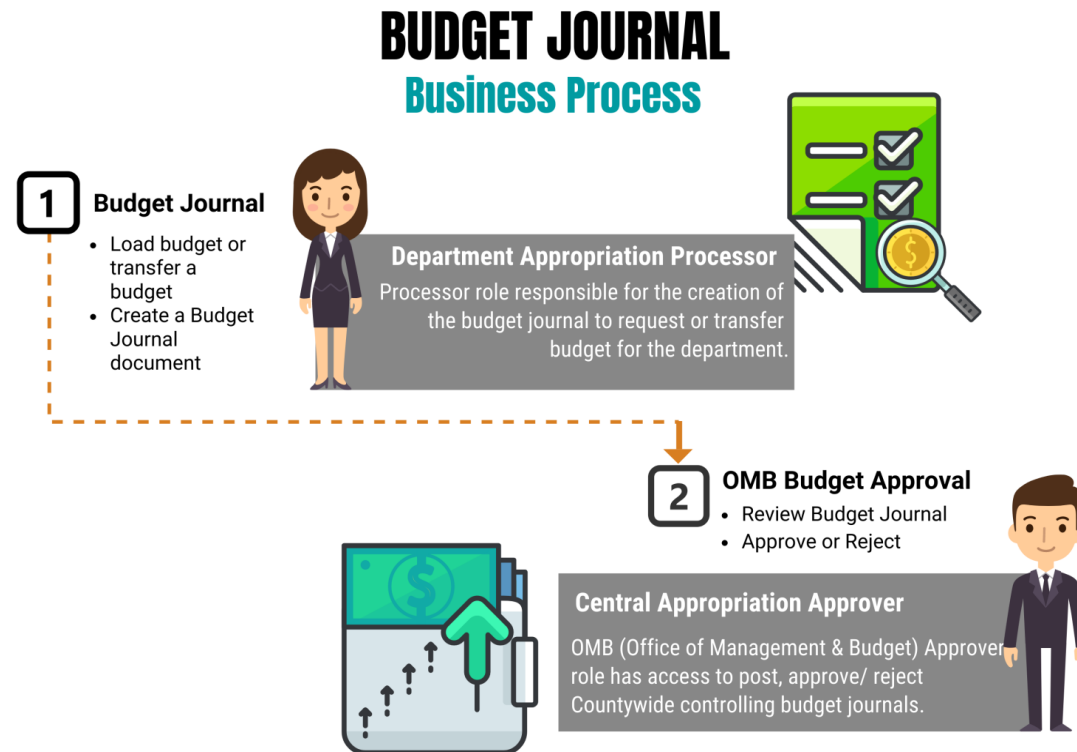
Term	Definition
<b>Budget</b>	An estimation of the expenses over a specified future period of time.
<b>Budget Adjustment</b>	The transfer of a budgeted amount from one departmental unit and/or fund to another within the same department.
<b>Budget Entry Type</b>	An identifier that classifies various types 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.
<b>Budget Journal</b>	A Commitment Control journal used to establish a budget for a particular ChartField string.
<b>Budgetary Only</b>	A ChartField Value that can be used in a Budget Journal but not in a financial accounting transaction.
<b>Control Option of Ledger Group</b>	<p><b>Track w/o Budget:</b> No validation is done of ChartFields entered; Transactions are not stopped.</p> <p><b>Track with Budget:</b> Validation is done on ChartField combination entered to ensure that a budget row was created.</p> <p><b>Control:</b> 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>

# Lesson 1: Key Terms

Term	Definition
<b>Ledger Group</b>	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.
<b>Ledger</b>	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.
<b>Original Budget</b>	Initial recording of an approved budgeted amount.
<b>Remaining Spending Authority</b>	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:**

The screenshot shows the SAP Budgets Overview interface. The left sidebar contains the navigation menu with the following items: Finance & Accounting, Commitment Control (highlighted with a red box), Enter Budget Transfer, Enter Budget Journals, Budgets Overview (highlighted with a red box), and GL WorkCenter. The main area displays the title 'Budgets Overview' and a search bar with the text 'Find an Existing Value' and a green 'Add a New Value' button. Below the search bar is an 'Inquiry Name' input field and a green 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and '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

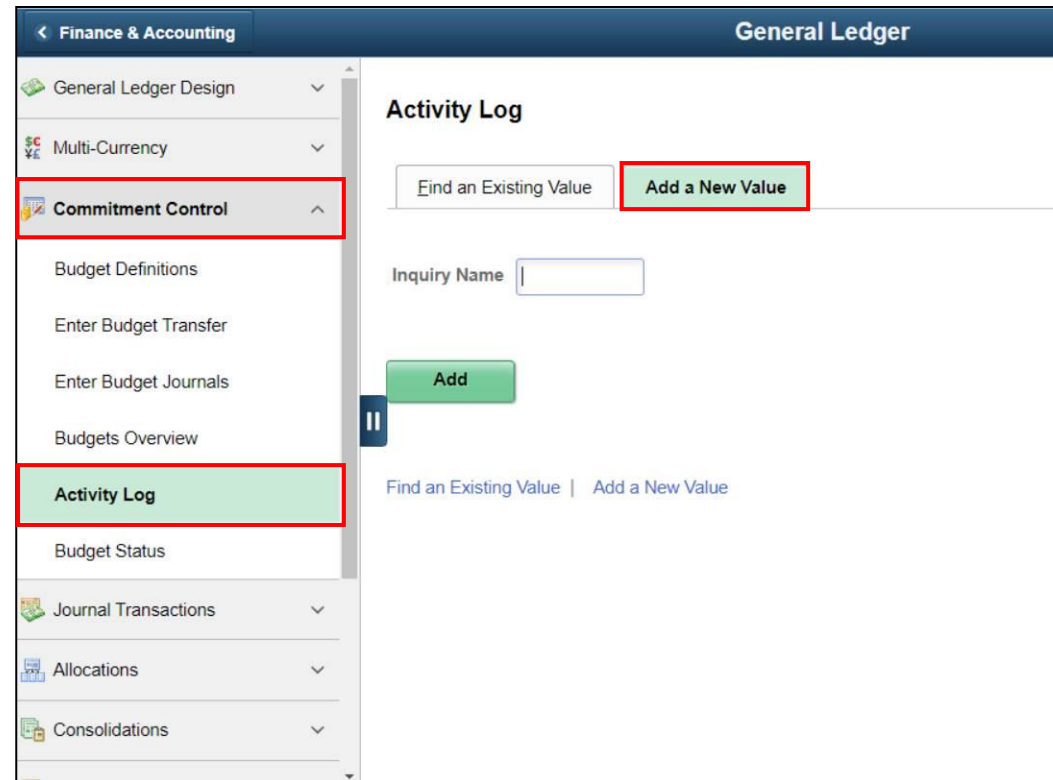
# Lecture 2: Activity Log

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**



The screenshot displays the SAP 'Activity Log' interface. On the left, a navigation menu is visible under the 'Finance & Accounting' header. The 'Commitment Control' menu item is highlighted with a red box, and the 'Activity Log' sub-item is also highlighted with a red box. The main content area is titled 'General Ledger' and 'Activity Log'. It features two buttons at the top: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red box. Below these buttons is an 'Inquiry Name' input field. A green 'Add' button is positioned below the input field. At the bottom of the main area, there are links for 'Find an Existing Value' and '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

The screenshot displays the SAP Budget Status report interface. On the left, a navigation menu under 'Finance & Accounting' shows 'Commitment Control' and 'Budget Status' highlighted with red boxes. The main area, titled 'General Ledger', contains the 'Budget Status' section. It includes a search instruction, two buttons ('Find an Existing Value' and 'Add a New Value'), and a 'Search Criteria' section with a dropdown for 'Run Control ID' and a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

# 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

The screenshot shows the 'Query Report Scheduler' interface within the 'Finance & Accounting' WorkCenter. On the left, a navigation menu lists 'Links', 'Queries', 'Reports/Processes' (highlighted with a red box), 'Ad Hoc Reports', 'Query Viewer', 'BI Publisher Query Report Scheduler' (highlighted with a green box), 'Schedule Query', and 'Journal Reports'. The main area is titled 'Query Report Scheduler' and contains a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below this is a text input field for 'Run Control ID' and an 'Add' button. At the bottom, there is another search bar with 'Find an Existing Value' and 'Add a New Value' buttons.

# 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

The screenshot shows the 'Query Report Scheduler' interface within the 'Finance & Accounting' WorkCenter. On the left, a navigation pane lists several options: 'Links', 'Queries', 'Reports/Processes' (which is expanded), 'Ad Hoc Reports', 'Query Viewer', 'BI Publisher Query Report Scheduler' (highlighted with a green background), 'Schedule Query', and 'Journal Reports'. The main area on the right is titled 'Query Report Scheduler' and contains two sections. The top section has buttons for 'Find an Existing Value' and 'Add a New Value', followed by a text input field for 'Run Control ID' and an 'Add' button. The bottom section also has buttons for 'Find an Existing Value' and 'Add a New Value'.

# Lecture 5: Budget to Actual Expense and Encumbrances Remaining Amount

Report Name	Report Description
<b>RPT-GL-242 Budget to Actuals Exp</b>	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.

The screenshot shows the 'Query Report Scheduler' interface within the 'Finance & Accounting' WorkCenter. On the left, a navigation pane lists several options: 'Links', 'Queries', 'Reports/Processes' (highlighted with a red box), 'Ad Hoc Reports' (highlighted with a red box), 'Query Viewer', 'BI Publisher Query Report Scheduler' (highlighted with a green box), 'Schedule Query', and 'Journal Reports'. The main area on the right is titled 'Query Report Scheduler' and contains two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a text input field labeled 'Run Control ID'. An 'Add' button is located below the input field. At the bottom of the main area, there are two more buttons: 'Find an Existing Value' and 'Add a New Value'.

# Lecture 6: Budget to Actual Revenue Annual

Report Description	Comments
<b>RPT-GL-249 Budget to Actuals Revenue</b>	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.

The screenshot shows the 'Query Report Scheduler' interface within the 'Finance & Accounting' module. On the left, a navigation menu is visible with the following items: 'Links', 'Queries', 'Reports/Processes' (highlighted with a red box), 'Ad Hoc Reports' (highlighted with a red box), 'Query Viewer', 'BI Publisher Query Report Scheduler' (highlighted with a red box), 'Schedule Query', and 'Journal Reports'. The main area on the right is titled 'Query Report Scheduler' and contains the following elements: a 'Find an Existing Value' button, an 'Add a New Value' button, a 'Run Control ID' input field, an 'Add' button, and a 'Find an Existing Value | Add a New Value' link. A green 'Run' button is also visible at the bottom left of the main area.

# Lecture 7: Budget To Actual Comparison by Selected ChartFields

Report Description	Comments
<b>RPT-GL-270 Budget to Actual Comparison</b>	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.

The screenshot shows the 'Query Report Scheduler' interface within the 'Finance & Accounting' WorkCenter. On the left, a navigation pane lists 'Links', 'Queries', 'Reports/Processes' (expanded), 'Ad Hoc Reports', 'Query Viewer', 'BI Publisher Query Report Scheduler' (highlighted with a green background), 'Schedule Query', and 'Journal Reports'. The main area is titled 'Query Report Scheduler' and contains a search bar with 'Find an Existing Value' and 'Add a New Value' buttons. Below this is a text input field for 'Run Control ID' and an 'Add' button. At the bottom, there is another search bar with 'Find an Existing Value' and 'Add a New Value' buttons.

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

Report Description	Comments
<b>RPT-GL-323 GO Bond Series All Years Revenue and Expenditures against Budget</b>	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](https://miamidade.gov/informs)



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

**FIN 208 – Budget Inquiry and Reporting**