

Course ID: FIN 301
Course: Managing the General Ledger

Ground Rules



Be on time



Attendance



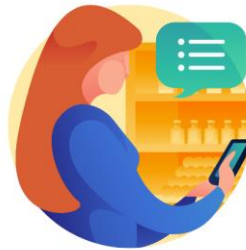
Turn off your cell phones when in class



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 Managing the General Ledger processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Creating and Maintaining ChartFields• Module 3: Managing the General Ledger• Module 4: Advanced General Ledger Topics• Module 5: General Ledger Reporting• Module 6: Course Summary
Training Audiences	<ul style="list-style-type: none">• Department Chart of Accounts (CoA) Processor• Central GL Batch Processor• Department Journal Entry Processor• Central GL Configuration Maintainer• Department GL Journal Approver 1• Central GL Journal Approver 2• Central GL Journal Approver 3
Prerequisites	<ul style="list-style-type: none">• ERP 101 – Overview of INFORMS• ERP 102 – INFORMS Navigation, Reporting, and Online Help• FIN 101 – Financials Fundamentals
Estimated Duration	<ul style="list-style-type: none">• 5 Hours

Course Outline

Content

Module 1: Course Introduction

Module 2: Creating and Maintaining ChartFields

- Lesson 1: ChartField Request
 - Lecture 1: How to Create and Maintain ChartField Values

Module 3: Managing the General Ledger

- Lesson 1: Journal Creation
 - Lecture 1: Manual Journal Creation Online
 - Lecture 2: Journal Creation via Spreadsheets
 - Lecture 3: Batch Journal Creation
- Lesson 2: Processing Journal Entries
 - Lecture 1: Editing Journals
 - Lecture 2: Journal Review and Approval

Course Outline

Content

- Lecture 3: Deleting Journals
- Lecture 4: Posting Journals
- Lecture 5: Copying a Journal

Module 4: Advanced General Ledger Topics

- Lesson 1: Combination Editing
 - Lecture 1: Combination Editing

Module 5: General Ledger Reporting

- Lesson 1: Processing Financial Statements and Reports
 - Lecture 1: The Ledger Inquiry
 - Lecture 2: The Budget Overview
 - Lecture 3: The Transaction Summary
 - Lecture 4: Trial Balance Report

Course Outline

Content

- Lecture 5: Project LTD Revenue and Expenditures
- Lecture 6: Revenue Expanse by Fund Department Grant Budget to Actual
- Lecture 7: Budget to Actual Expense and Encumbrances Remaining Amount
- Lecture 8: Budget to Actual Revenue Annual
- Lecture 9: Budget to Actual Comparison by Selected ChartFields
- Lecture 10: GO (General Obligation) Bond Series All Years Revenue and Expenditures

Module 6: Course Summary

Module 1: Course Introduction

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to the Business Process

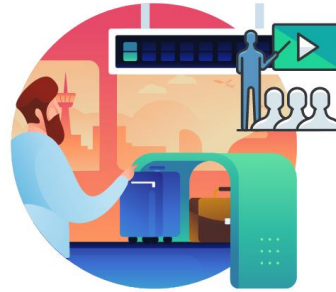
The End-to-End Business Process

Introduction to Demonstrations, 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

- Understand the General Ledger end-to-end to processes
- Comprehend the General Ledger integration points with other INFORMS modules
- Create and maintain ChartFields
- Create and process Journal Entries
- Process financial statements and reports

Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Role	Responsibilities
Department Chart of Accounts (CoA) Requestor	The Department Chart of Accounts (CoA) Requestor has the ability to create and submit new chartfield value requests for Central to approve.
Central General Ledger (GL) Batch Processor	The Central General Ledger (GL) Batch Processor has the ability to schedule and run all General Ledger batch processes and jobs.
Department Journal Entry Processor	The Department Journal Entry Processor is responsible for the creation of journals. A Department Journal Processor can run online Edit, Budget Check, and submit to the journal approval process.
Department GL Journal Approver 1	The Department GL Journal Approver 1 is responsible for approving his/her department journal prior to Central approval. This approver has access to a pooled worklist where they can approve the journals.

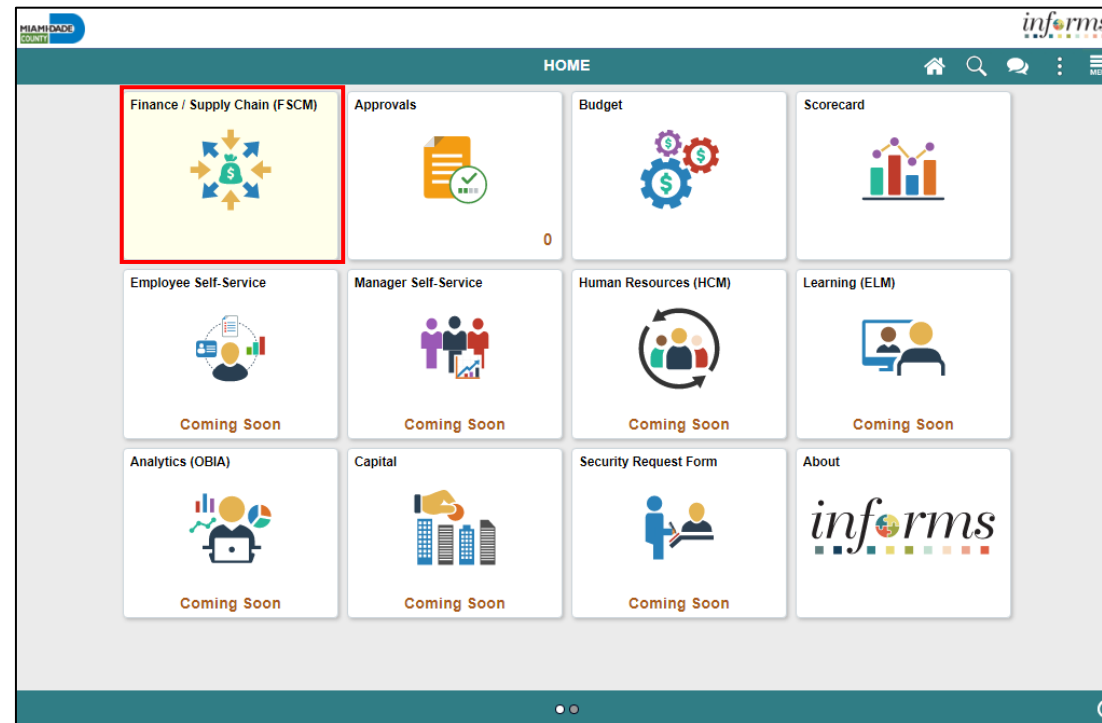
Roles and Responsibilities

Role	Responsibilities
Central GL Journal Approver 2	The Central GL Journal Approver 2 is responsible for the second level approval of Department journals. The approver has access to a pooled worklist where they can approve the journals.
Central GL Journal Approver 3	The Central GL Journal Approver 3 is responsible for the third level approval of Department journals that are for Adjusting entries. The rule is activated when the Adjusting Entry on the Header page is turned on. This approver has access to a pooled worklist where they can approve the journals.
Central General Ledger (GL) Configuration Maintainer	The Central General Ledger (GL) Configuration Maintainer is responsible for updating system-wide and Department General Ledger (GL) configuration values.

Navigation

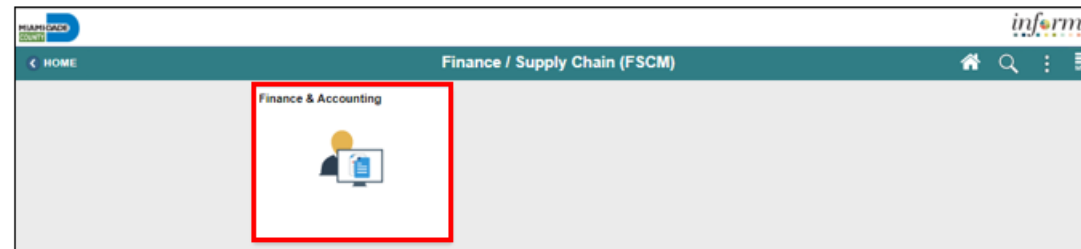
Below are the steps to navigate to the General Ledger, which will be used for navigation in the rest of this course:

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

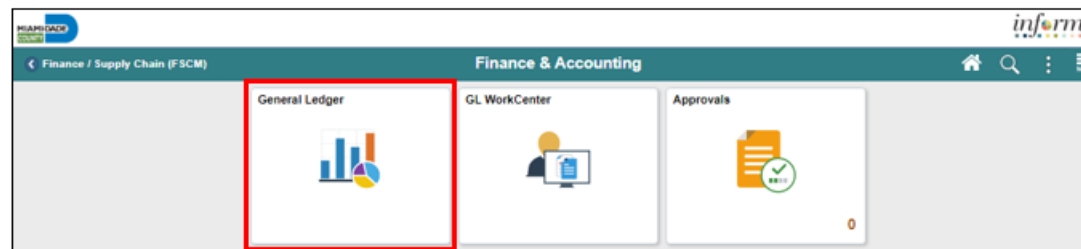


Navigation

2. Select **Finance & Accounting**



3. Select the **General Ledger**



Key Changes to the Business Process

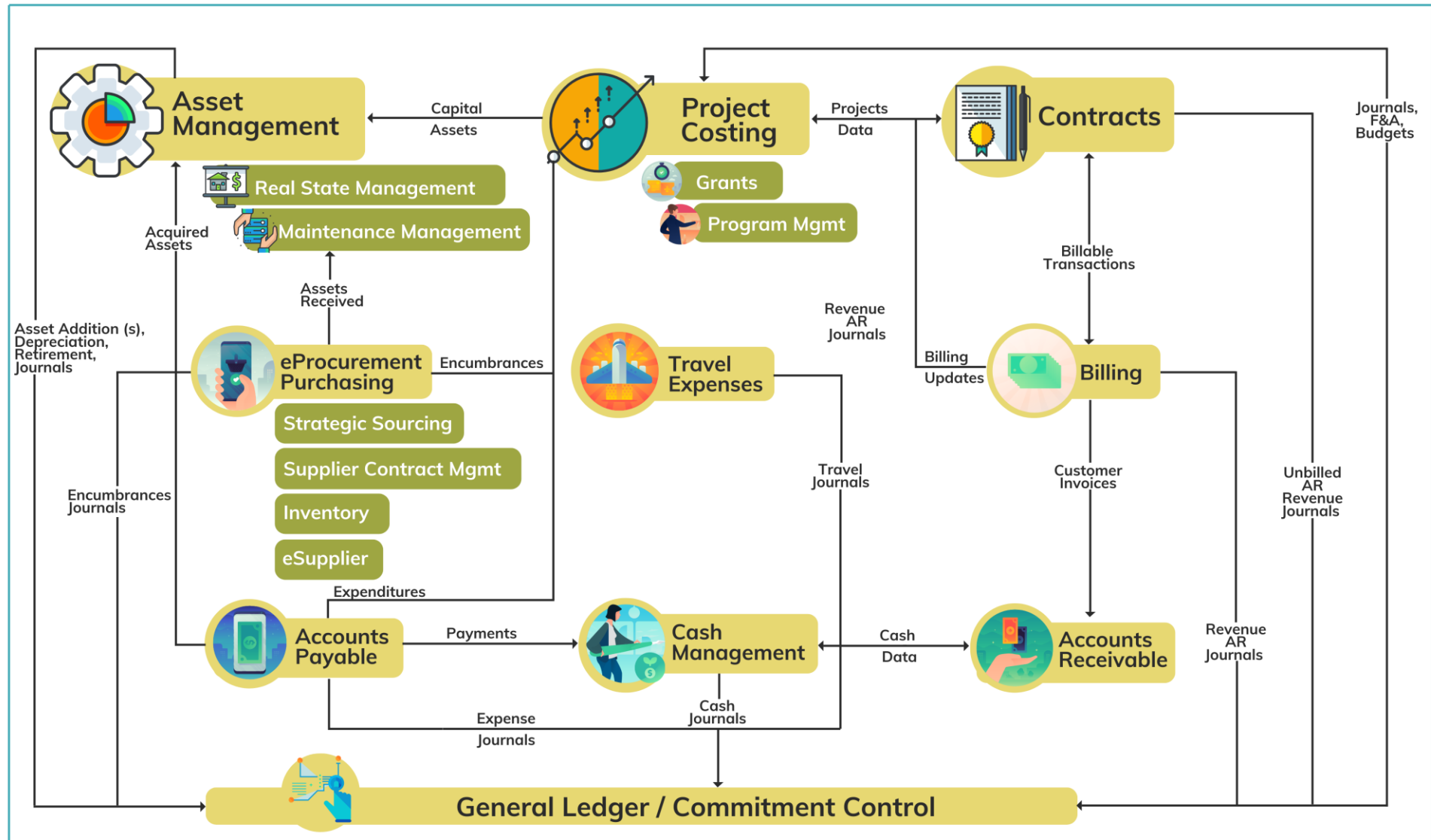
The key changes in Managing the General Ledger business process include:

- Index Code → ChartField
 - Individual ChartFields will now be entered into the transactions
 - ChartFields are independent resulting in flexibility to create a unique combination
- All journal entries must include an attachment with supporting documentation justifying the reason for the Journals
- INFORMS journal entries will require separate debit and credit lines to be in balance

Key Changes to the Business Process

- INFORMS will have multiple combination edit rules
 - For example, all Capital Funds will require a Project ID
 - End-Users will need to know how to fix these types of error transactions
- INFORMS will “Budget Check” transactions in submodules to record the appropriate entries in Commitment Control
 - For example, an Encumbrance liquidated to an Expenditure when the Voucher is processed

The End-to-End Business Process



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: Creating and Maintaining ChartFields

Module Topics

Module Introduction

- Lesson 1: ChartField Request

Lesson 1: ChartField Request Overview

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

- Know the core ChartFields:
 - Grant
 - Department
 - Fund
 - Account
- Enter a ChartField Request
- Submit ChartField Request to Approver

Lesson 1: Key Terms

FAMIS Terminology		INFORMS Terminology	
GL, GL Subsidiary, Subobject Code, Object Code		Account	
Function		AFR reporting Department	
Organization		Department	
Fund Structure (Fund Type, Fund, Sub Fund)		Fund	
Grant/ Grant detail		Grant	

Lesson 1: ChartField Request

- Projects and related Project fields such as Project Activity are created and approved in the Project Costing module.

CHARTFIELD REQUEST Business Process

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



Lecture 1: How to Create and Maintain ChartField Values

Navigate to: **Main Menu > Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > General Ledger Design > ChartField Request**

The screenshot shows a web application interface for 'General Ledger Design'. On the left is a navigation menu with the following items: 'General Ledger Design' (highlighted with a red box), 'Business Unit Definition', 'Ledgers For A Unit', 'ChartField Design', 'ChartField Values', 'Define ChartField Attributes', 'ChartField Request' (highlighted with a red box), 'Tree Manager', 'Combo Edit Rules', and 'Multi-Currency'. The main area is titled 'ChartField Request' and contains the following fields and buttons:

- 'Find an Existing Value' and 'Add a New Value' buttons at the top.
- 'Request ID' field with the value 'NEXT'.
- 'SetID' field with a search icon.
- 'Field Name' field with a search icon.
- 'Field Action' dropdown menu with 'Add' selected.
- 'Field Value' field with a search icon.
- An 'Add' button at the bottom.

Lecture 1: How to Create and Maintain ChartField Values

- Depending on which ChartField users are requesting, complete the value as follows:

Field Name	ChartField
ACCOUNT	Account
FUND_CODE	Fund
DEPTID	Department
OPERATING_UNIT	Grant

Lecture 1: How to Create and Maintain ChartField Values

- **Field Name:** this is the name of the value users enter. The Approver during his/her review can make updates. Below are the general naming rules:

Field Name	Description	Example Values
Account	10-character field The first character represents the Account Type <ol style="list-style-type: none">1. Assets2. Liability3. Fund Balance/Retained Earnings4. Revenue5. Expense A typical request will probably be for a further breakdown of Revenue	Existing Values: <ul style="list-style-type: none">• 4620000001 RENTS & ROYALTIES• 4620000002 RENTS & ROYALTIES TX• 4620000003 ADVERTISING ROYALTIES• 4620000004 MARKETING ROYALTIES• Add value number: 4620000005 for another type of Rent and Royalty

Lecture 1: How to Create and Maintain ChartField Values

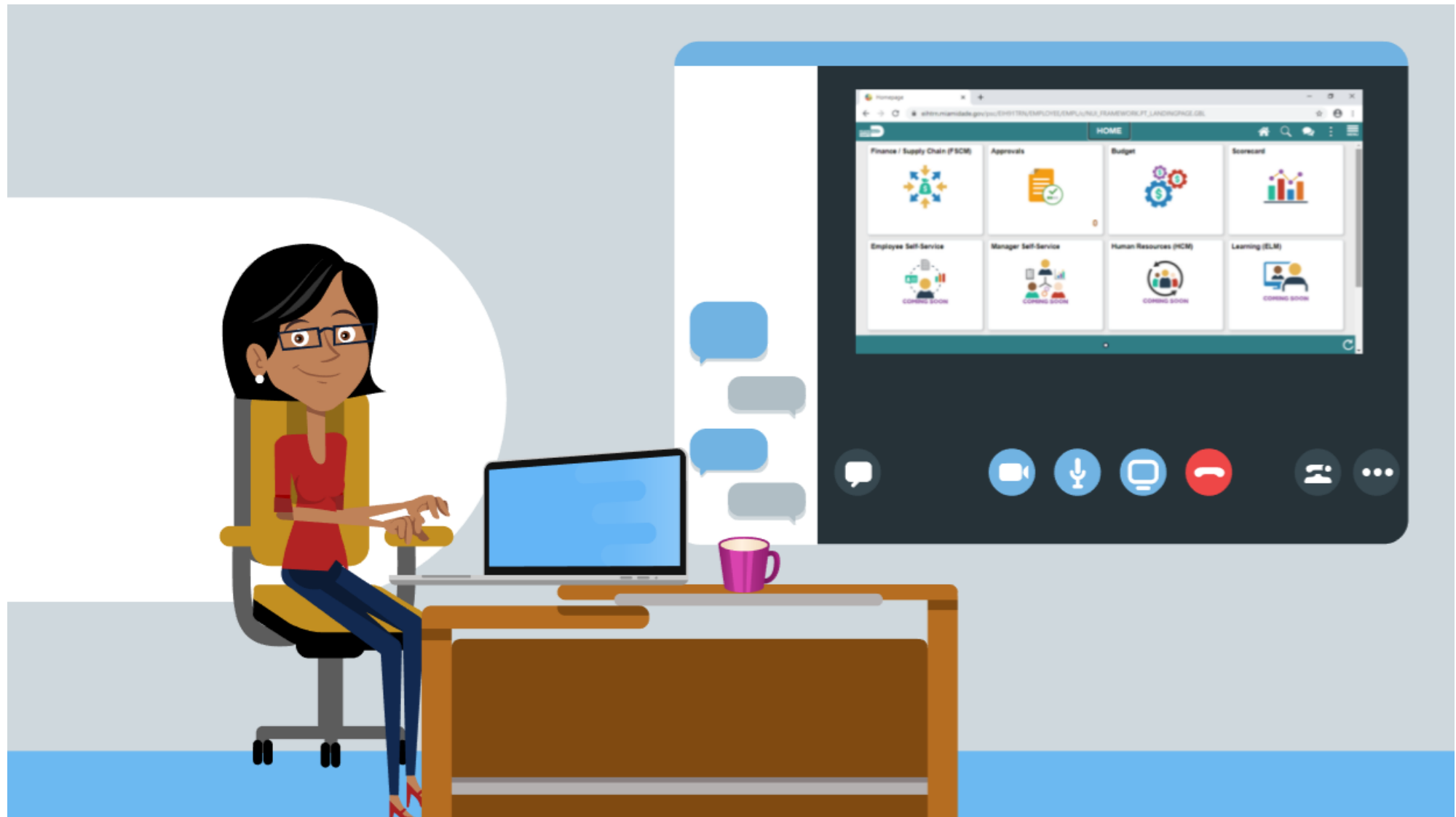
Field Name	Description	Example Values
Fund Code	5-character field.	<ul style="list-style-type: none">• The values should be based on Budget Book• One users would have to look at the last established value and add the next value
Department	10-character field. The first 2 represent the Department <ol style="list-style-type: none">1. Next 2 Division2. Next 2 Section3. Next 2 Unit4. Next 2 Subunit	<ul style="list-style-type: none">• The values should be set under the existing Division, Section roll-up
Grant	8-character field	<ul style="list-style-type: none">• Should be the Award number created in the Grants module

Lecture 1: How to Create and Maintain ChartField Values

ChartField Request Approver:

- The Approver will review the information and has two choices:
 - **Deny** with comments, requesting additional information. The requestor gets an email indicating it was Denied and the reason. The requestor can take no action or respond with additional information and resubmit for approval.
 - **Approve** becomes available based on Effective Date.
- The ChartField Request Maintainer will need to review the value to see if it impacts combination edits, reports, etc. and update as necessary.

Lesson 1: Activities and Exercises



Module 2: Create and Maintaining ChartFields Summary

Module Topics

Module Introduction

- Lesson 1: ChartField Request

Module 3: Managing the General Ledger

Module Topics

Module Introduction

- Lesson 1: Journal Creation
- Lesson 2: Processing Journal Entries

Lesson 1: Journal Creation Overview

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

- Identify the three different methods to create a journal
- Explain how journals are created, edited, budget checked, approved, and posted before the amounts held within the lines can impact the ledger

Lesson 1: Key Terms

Term	Definition
Account	A 10-character INFORMS field replaces FAMIS Sub object, GL and Subsidiaries. The first character represents the type of account. 1 = Assets; 2 = Liabilities, 3 = Equity/Fund Balance, 4 = Revenue, 5 = Expense
Attachment	Ability to upload supporting documentation for management GL workflow approval and auditor considerations.
Balancing Lines	All Journal entries require the total Debits to equal total Credits by self-balancing ChartFields.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.

Lesson 1: Key Terms

Term	Definition
Credit amount	In the Amount column, enter a value with a negative sign in front of the amount.
Debit amount	In the Amount column, enter a positive value (no negative sign in front of the amount).
Department	A 10-character INFORMS field with the following structure: the first two digits represent the Department, next two the Division, the next two the Section, the next two the Sub Section, and the final two represent the Unit. This replaces FAMIS Org.
Editing	Entries must balance and pass combination edits.
Fund	Self-Balancing field with the ability to run Trial Balance. This replaces FAMIS Fund Structure, and in some, Fund Structure and Project where the need arose to create a Trial Balance.
GL Workflow Approval	Approval is gained through a workflow for management review. Journals created from submodules or external department systems are not subject to GL approval.

Lesson 1: Key Terms

Term	Definition
Grant	Self-Balancing field with the ability to run Trial Balance. This replaces FAMIS Grant Detail.
Journal	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.
Journal Date	Journal Date identifies the date that a journal is effective (Accounting date). The Accounting Date translates to Accounting Periods where the effects of the journal will be posted.
Journal Header	The Journal Header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date), and the options that enable users to quickly set up adjusting and reversing entries.
Journal Lines	Journal lines record the monetary and statistical amounts (some Account ChartFields will be configured to record statistics), and the ChartField values associated with each transaction.

Lesson 1: Key Terms

Term	Definition
Posting	This process commits journal balances to the ledger table in a summarized manner by ChartField combination and accounting period. The ledger table is where most reporting is done. The ledger table stores core ChartFields including Project, but not Project-related ChartFields of Activity, Source, etc. That data can be reviewed in the Project Costing table.
Project Costing Business Unit; Project; Activity; Source; Analysis Type	Previously known as Project/Project Detail. This is optional on most transaction lines, but an exception is for Capital Project funds.
Self-Balancing CF	Fund and Grant must have total debits equal total credits. This allows for reporting by these ChartFields.

Lesson 1: Business Process Overview



JOURNAL ENTRY Business Process




Department Journal Entry Processor

- Creates the Journal entry, attach supporting documentation, edit and budget check.
- Submit for workflow approval.




Department Approver

- Approver responsible for review Journal with supporting documentation and approve/or deny the entry.



Central Approver

- Review Journal with supporting documentation and approve/or deny the entry.



Lecture 1: Manual Journal Creation Online

Navigate to: **Main Menu > Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries > Create/Update Journal Entries**

The screenshot displays the 'General Ledger' section of a financial system. On the left, a navigation pane lists various options: 'General Ledger Design', 'Multi-Currency', 'Commitment Control', 'Journal Transactions' (highlighted with a red box), 'Copy Journals', 'Journal Entries' (highlighted with a red box), 'Define Standard Journals', 'Create Standard Journals', and 'Review Standard Journals'. The main content area is titled 'Create/Update Journal Entries'. It features three buttons at the top: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these, there are three input fields: 'Business Unit' with the value 'MDADE', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '08/13/2020'. A green 'Add' button is positioned at the bottom left of the main area.

Lecture 1: Activities and Exercises



Lecture 2: Journal Creation via Spreadsheets

- The Spreadsheet Journal workbook enables end-users to enter journals offline using Microsoft Excel, and then import the journals into INFORMS General Ledger.
- The spreadsheet upload functionality supports regular journal creation.

Lecture 2: Journal Creation via Spreadsheets

- The steps for Journal Creation via Spreadsheets are as followed:
 1. Define / Edit Setup Requirement
 2. Select Journal Sheets New Sheets
 3. Enter the New Journal Sheet Name
 4. Create Journal Header
 5. Create Journal Lines
 6. Import Journal(s) Using Write File

Lecture 2: Journal Creation via Spreadsheets

- Once the file is created from the Spreadsheet Journal template, attach to the run control page below and run the process to create Journal in INFORMS GL.
- Navigate to: **Main Menu > Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Spreadsheet Journals**

The screenshot displays the 'General Ledger' application interface. On the left, a navigation sidebar lists several options: 'General Ledger Design', 'Multi-Currency', 'Commitment Control', 'Journal Transactions' (highlighted with a red box), 'Copy Journals', 'Journal Entries', 'Define Standard Journals', 'Create Standard Journals', 'Review Standard Journals', and 'Spreadsheet Journals' (also highlighted with a red box). The main content area is titled 'General Ledger' and 'Spreadsheet Journal Import'. It features two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled 'Run Control ID'. 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'. A red box highlights the 'Add' button.

Lecture 2: Journal Creation via Spreadsheets

- Journal ID entered with a value other than NEXT

```
Spreadsheet Journal Import (GL_EXCL_JRNL)
2020-05-18 13.36.26.000000
-----
Processing file JRNL1_WS.txt ...
Staging completed ...
1238 (MDADE, MYOWNJIDNB, Journal Line No.: 0, 2020-05-18) -, Upload for journals -- Errored : User T0140296 must use NEXT journal ID.
```

- Invalid ChartField Value

```
Spreadsheet Journal Import (GL_EXCL_JRNL)
2020-05-18 13.39.57.000000
-----
Processing file JRNL1_WS.txt ...
Staging completed ...
1238 (MDADE, NEXT, Journal Line No.: 1, 2020-05-18) -, Upload for journals -- Errored : Invalid Account value 531210000.
```

Lecture 3: Batch Journal Creation

- Once transactions are approved and committed in INFORMS sub-modules, a batch process is automatically run to create the appropriate accounting entries.
- Although users may run this journal generator process manually, the process usually occurs automatically at standardized times
- Corrections to sub-module transactions should be made in the sub-module of origin.
- Journals will be created from transactions originating in external systems
- The process to create the appropriate accounting entries and journals from external system transactions will be run automatically.

Lesson 1: Activities and Exercises



Lesson 2: Processing Journal Entries Overview

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

- Edit Journals
- Review and approve Journals
- Delete Journals
- Post Journals
- Copy Journals

Lesson 2: Key Terms

Term	Definition
Approval	Approval occurs through a workflow for management review.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Deleting	A journal can be deleted until it has been posted. The reason for deletion is typical because the journal was created in error. Journals from the submodule cannot be deleted.
Editing	Entries must balance and pass combination edits.
Journal	A journal is used to record and post accounting transactions to a ledger. There are three different types of Journals: online, spreadsheet upload, and batch (from sub-modules and external department systems).

Lesson 2: Key Terms

Term	Definition
Journal Date	Journal Date identifies the date that a journal is effective (Accounting Date). The Accounting Date translates to Accounting Periods where the effects of the journal will be posted.
Journal Header	The Journal Header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date), and the options that enable users to quickly set up adjusting and reversing entries.
Journal Lines	Journal Lines record the monetary amounts and the ChartField values associated with each transaction.
Posting	This process commits journal balances to the ledger table in a summarized manner by ChartField combination and accounting period. The ledger table is where most reporting is done. The ledger table stores core ChartFields including Project, but not Project-related ChartFields of Activity, Source, etc. That data can be reviewed on the Project Costing table.

Lecture 1: Editing Journals

- Users can edit journals that have not yet been posted. Journal Header and Journal Line information can be altered if needed.
- Additionally, this lesson includes identifying and resolving combo edit rule errors, as well as Budget Exceptions

Lecture 1: Editing Journals

- Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries**

Finance & Accounting **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

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

Lecture 1: Editing Journals

- Journal Lines tab Process Edit Journals

Header

Lines

Totals

Errors

Approval

Unit

MDADE

Journal ID

0000000346

Date

02/03/2021

☐ Errors Only

Template List

Search Criteria

Change Values

InterIntraUnit

*Process

Edit Journal

Process

Line

10

▼ Lines

1-2 of 2

Select	Line	*Unit	*Ledger	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	MDADE	ACTUALS	G1001	BU02010000	5260500000	NO-GRANT			
<input type="checkbox"/>	2	MDADE	ACTUALS	G1001	BU02010000	2202000000	NO-GRANT			

Lines to add 1 + -

▼ Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MDADE	2	10.00	10.00	V	V

Lecture 2: Journal Review and Approval

- The user can track where in the Approval process the journal is at. Once the last Approver completes the entry, it can then be posted.
- If the Approver chooses to Deny the entry, the Approver will indicate the reason for Denial. An email notification is sent to the submitter to fix or delete the Journal entry. Once updates are made, the journal would be resubmitted.
- Journal creators can then review the status of their journal by navigating to the Approval tab

Lecture 2: Journal Review and Approval

- Sample Screenshot for Journal Review and Approval

The screenshot displays the 'General Ledger' interface for 'Finance & Accounting'. The 'Approval' tab is selected, showing fields for 'Unit' (MDADE), 'Journal ID' (0000000346), and 'Date' (02/03/2021). A 'Submit' button is present. Below these fields is the 'Approval Status' section, which includes a search bar and a list of items. The first item is 'Unit MDADE, ID 0000000346, Date 2021-02-03, Line Unit MDADE:Pending'. This item is expanded to show 'Path 1' with two steps: 'Pending' (Multiple Approvers, Journal Source Dept Approvers) and 'Not Routed' (Multiple Approvers, GL Journal Approval 2). Below the path is an 'Approval History' link. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Finance & Accounting General Ledger

Header Lines Totals Errors Approval

Unit MDADE Journal ID 0000000346 Date 02/03/2021 Submit

Approval Status

Unit MDADE

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve

Deny Comments

254 characters remaining

Stage 1

Unit MDADE, ID 0000000346, Date 2021-02-03, Line Unit MDADE:Pending

Path 1

Pending Multiple Approvers Journal Source Dept Approvers

Not Routed Multiple Approvers GL Journal Approval 2

Approval History

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Lecture 3: Deleting Journals

- In order to delete a journal, the journal cannot be in Journal Status of Posted (P).
- Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal 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

Lecture 3: Deleting Journals

- Once the journal is selected, users will choose **Delete Journal** from the **Process** drop-down and then select the **Process** button.
- Once a journal is deleted, it cannot be undone.
- After selecting **Process**, users will be prompted to confirm the delegation.

The screenshot displays the 'General Ledger' interface within the 'Finance & Accounting' module. The 'Lines' tab is active, showing a journal with ID 0000000002, dated 07/01/2020, for unit MDADE. The 'Process' dropdown menu is open, with 'Delete Journal' selected. The 'Process' button is highlighted. Below the journal details, a table lists the journal lines. The table has columns for Select, Line, *Unit, *Ledger, SpeedType, Fund, Dept, Account, Grant, and PC Bus Unit. There are four lines listed, all with *Unit MDADE and *Ledger ACTUALS. The first line has Fund G1002, Dept PD01050100, and Account 5116120000. The second line has Fund 99999, Dept PD01050100, and Account 4473000003. The third and fourth lines have Fund G1002 and 99999 respectively, and both have Account 1101000000 and Grant NO-GRANT.

Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	Account	Grant	PC Bus Unit
<input type="checkbox"/>	1	MDADE	ACTUALS		G1002	PD01050100	5116120000	NO-GRANT	
<input type="checkbox"/>	2	MDADE	ACTUALS		99999	PD01050100	4473000003	NO-GRANT	
<input type="checkbox"/>	3	MDADE	ACTUALS		G1002		1101000000	NO-GRANT	
<input type="checkbox"/>	4	MDADE	ACTUALS		99999		1101000000	NO-GRANT	

Lecture 4: Posting Journals

- The posting journals process will be run in a nightly batch process. However, certain central batch users will have the ability to run a batch post during the day if needed.
- This can be either run manually or in a nightly batch process, the latter being the most common method.

Lecture 5: Copying Journals

- Throughout the month, Departments would look for Journals with a Journal Status or Budget Status of **Not Valid**.
- Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journal Transactions > Journal Entries**

The screenshot displays the 'General Ledger' interface. On the left, a navigation menu is visible with the following items: General Ledger Design, Multi-Currency, Commitment Control, Journal Transactions (highlighted with a red box), Copy Journals, Journal Entries (highlighted with a red box), Define Standard Journals, Create Standard Journals, Review Standard Journals, Spreadsheet Journals, Journal Generate, UnPost Journals, Mark Journals for Posting, and Allocations. The main area is titled 'General Ledger' and contains a section for 'Create/Update Journal Entries'. This section includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' and three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below the search bar, there is a 'Search Criteria' section with various filters: Business Unit (set to MDADE), Journal ID (begins with), Journal Date (set to a date), Document Sequence Number (begins with), Line Business Unit, Journal Header Status (set to Posted to Ledger(s)), Budget Checking Header Status, Source, Entered By (begins with), Attachment Exist, and Journal Class (begins with BU).

Lecture 5: Copying Journals

- Copy Journals

Header

Lines

Totals

Errors

Approval

Unit

MDADE

Journal ID

0000000346

Date

02/03/2021

☐ Errors On

Template List

Search Criteria

Change Values

Inter/IntraUnit

*Process

Copy Journal

Process

▼ Lines

Q

Select	Line	*Unit	*Ledger	Fund	Dept	Account	Grant
<input type="checkbox"/>	1	MDADE	ACTUALS	G1001	BU02010000	5260500000	NO-GRANT
<input type="checkbox"/>	2	MDADE	ACTUALS	G1001	BU02010000	2202000000	NO-GRANT

Lecture 5: Copying Journals

- Copy Journals

Journal Entry Copy [X]

[Help](#)

Business Unit: MDADE

Journal ID: NEXT

Journal Date: 3/1/2021

ADB Date:

Currency Effective Date:

Copy From ID: 0000000346

Ledger:

New Ledger:

Document Type:

Copy From Date: 02/03/2021

☐ Reverse Signs

☒ Recalculate Budget Date

☒ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date:

Lecture 5: Copying Journals

- Fix the errors on journals that have not been posted.
- If it is determined that a journal cannot be posted by the end of the month, it will need to be deleted.
- If the journal has several lines, it may be easier to first copy the journal and delete the original journal.
- After copying a journal, go back to the original journal and delete it.

Lesson 2: Activities and Exercises



Module 3: Managing the General Ledger Summary

Module Topics

Module Introduction

- Lesson 1: Journal Creation
- Lesson 2: Processing Journal Entries

Module 4: Advanced General Ledger Topics

Module Topics

Module Introduction

- Lesson 1: Combination Editing

Lesson 1: Combination Editing Overview

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

- Explain the purpose of combination editing

Lesson 1: Key Terms

Term	Definition
Combination Edits/ Combination Editing	Combination edits prevent errors in the combination of ChartFields values in INFORMS. They validate the accounting string prior to processing and return errors for invalid combinations.

Lesson 1: Combination Editing

- Combination edit rules prevent erroneous combinations of ChartField values from being entered in INFORMS.
- Combo Edits validate accounting strings before processing and return errors for invalid combinations.
- Combo edits will apply to multiple ChartFields and require that a certain value be entered for one ChartField once a value for a separate ChartField is entered.
- All transactions require a valid Account, Fund, Department, and Grant.
- The Grant ChartField requires the value of NO-GRANT if a real Grant does not exist.

Lecture 1: Combination Editing

- Combination edit rules are defined by each department. Combination edit rules can be viewed on the **Review Combination Data** page.
- Navigate to: **Main Menu > Finance / Supply Chain (FSCM) > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combo Selector Tbl Data**

Review Combination Selector Table Data

*SetID: MDC *Group: A_FP Rule: As of Date: Business Unit: Search

Max Rows: 25 Fund Code: Project: View Chartfield Tree Effdt

Query Results: 1 to 3 of 3

Combination Data

Rule	Seq	Fund Code From	Fund Code To	Project ID From	Project ID To
A_FP	1	CB001	CB999	%	%
A_FP	1	CI001	CI999	%	%
A_FP	1	CO001	CO999	%	%

Notify

Module 4: Advanced General Ledger Topics Summary

Module Topics

Module Introduction

- Lesson 1: Combination Editing

Module 5: General Ledger Reporting

Module Topics

Module Introduction

- Lesson 1: Processing Financial Statements and Reports

Lesson 1: Processing Financial Statements and Reports Overview

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

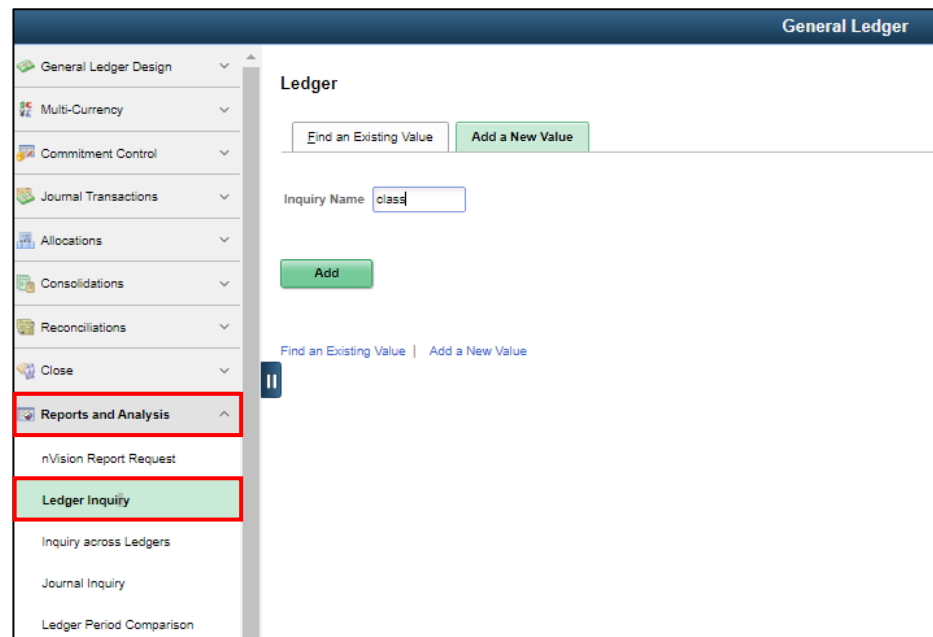
- Access the Ledger Inquiry Page
- Access the Budget Overview Page
- Access BI Publisher Reports

Lesson 1: Key Terms

Term	Definition
Budget Overview	Shows the remaining budget available balance for the annual Appropriation ledger
Ledger Inquiry	Displays details of ledger balances including journal ID.

Lecture 1: The Ledger Inquiry

- The Ledger Inquiry provides the capability to drill down to the original transaction
- Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Reports and Analysis > Ledger Inquiry**



Lecture 2: The Budget Overview

- From the Budget Overview page, users can view the remaining available budget
- Navigate to: **Main Menu > Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Budget Overview**

The screenshot shows the 'General Ledger' interface. On the left is a navigation menu with the following items: 'General Ledger Design', 'Multi-Currency', 'Commitment Control' (highlighted with a red box), 'Budget Definitions', 'Enter Budget Transfer', 'Enter Budget Journals', 'Budgets Overview' (highlighted with a red box), and 'Journal Transactions'. The main area is titled 'General Ledger' and contains a section 'Budgets Overview'. This section has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these is an 'Inquiry Name' input field and an 'Add' button. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Lecture 3: Transaction Summary

- The purpose of the Transaction Summary query is to provide a list of transaction that have been posted for ChartField combination for a given period of time
- Navigate to: **Main Menu > Finance/ Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter> Reports/Processes > Ad Hoc Report > Schedule Query**

The screenshot displays the 'Schedule Query' interface within the 'Finance & Accounting' module. The left-hand navigation pane lists several options: 'Transaction Summary', 'Reports/Processes' (expanded), 'Ad Hoc Reports' (highlighted with a red box), 'Query Viewer', 'BI Publisher Query Report Scheduler', 'Schedule Query' (highlighted with a red box), 'Journal Reports' (expanded), 'Journal Entry Detail', and 'Journal Edit Errors Report'. The main content area is titled 'Schedule Query' and contains the following elements:

- A header bar with a back arrow and the text 'Finance & Accounting'.
- A sub-header 'Schedule Query'.
- Two buttons: 'Find an Existing Value' and 'Add a New Value'.
- A text input field labeled 'Run Control ID' containing the value 'trans_sum'.
- An 'Add' button.
- At the bottom, a link 'Find an Existing Value | Add a New Value'.

Lecture 4: Trial Balance Report

- The Trial Balance reports allows the user to see the overall position of the Fund or Grant ChartField
- Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > GL WorkCenter> Reports/Processes > Ad Hoc Report > BI Publisher Query Report Scheduler**

The screenshot shows the 'Query Report Scheduler' interface within the 'Finance & Accounting' section. On the left, a navigation menu lists 'Links', 'Queries', 'Reports/Processes' (expanded), 'Ad Hoc Reports', 'Query Viewer', 'BI Publisher Query Report Schedule' (highlighted with a red 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 the search bar 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.

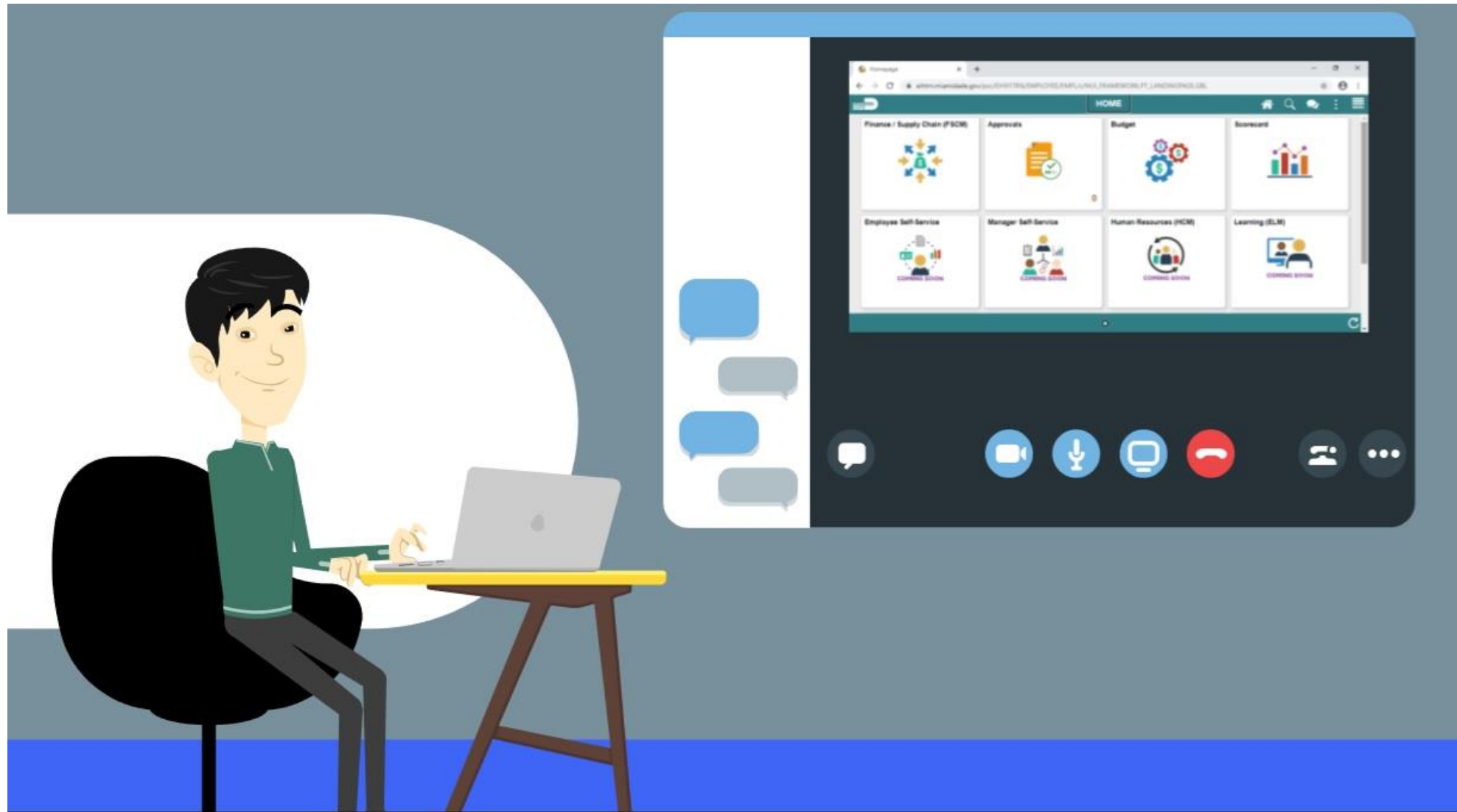
Report Descriptions (Lectures 5-7)

Report Description	Comments
RPT-GL-226 Project LTD	Based on input parameters of Project LTD, see Revenue and Expenses LTD
RPT-GL-203 Rev Exp by Fund Dept Grant	Based on input parameters of Fiscal Year, Accounting Period(s) by Fund, Dept and/or Grant 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 current month activity and prior year to date.
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.

Report Descriptions (Lectures 8-10)

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.
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.
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 5: General Ledger Reporting Summary

Module Topics

Module Introduction

- Lesson 1: Processing Financial Statements and Reports

Course Content Summary

Congratulations! Users have completed Managing the General Ledger course. Users now should be able to:

- Understand the General Ledger end-to-end to processes
- Comprehend the General Ledger integration points with other INFORMS modules
- Create and maintain ChartFields
- Create and process Journal Entries
- Process financial statements and reports

Additional Training and Job Aids

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

- FIN 209 – Create, Maintain, Budget, and Capitalize Projects
- FIN 210 – Create and Amend Contracts
- FIN 211 – Create and Maintain Grants

Users also have the following resources available to users:

User Productivity Kits

- Approve ChartField Request
- Copy Journal Entries
- Create ChartField Request
- Journal Creation Online
- Journal Creation via Spreadsheet

For additional information, be sure to visit:

- Miamiidade.gov/informs



Congratulations on successfully completing the *Managing the General Ledger* course!

FIN 301 – Managing the General Ledger