Course ID: FIN 302
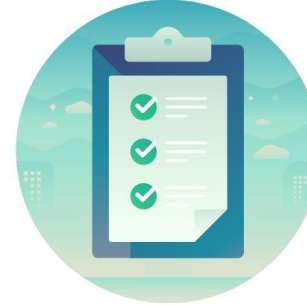# Course: Enter and Process Budget Journals

Ground Rules

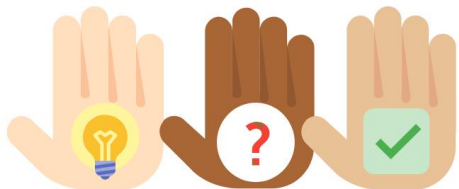Be on time

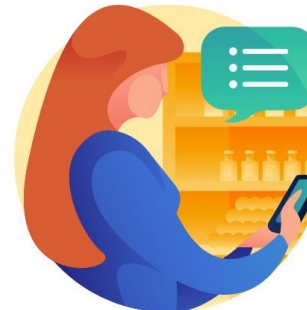Turn off your cell phones when in class

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 Entering and Processing Budget Journals processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Managing Budgets • Module 3: Course Summary
Training Audiences	• Central Appropriation Processor • Central Appropriation Approver • Department Appropriation Processor • Central GL Budget Definition Maintainer
Prerequisites	ERP 101 – Overview of INFORMS ERP 102 – INFORMS Navigation, Reporting and Online Help FIN 101 – Financial Fundamentals
Estimated Duration	• 3 Hours

Course Outline

Content
Module 1: Course Introduction
Module 2: Enter and Process Budget Journals (Department)
• Lesson 1: End-to-End Processes of Budgeting in Commitment Control
• Lesson 2: Maintaining Budget Structure

• Lesson 3: Enter and Process Budget Journals
    • Lecture 1: Creating Budget Journal Process
    • Lecture 2: Spreadsheet Journal Import

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

Course Outline

Content
•   Lesson 5: Process Budget Transfer Journals
•   Lesson 6: Budget Workflow Approval Process

•   Lesson 7: Budget Inquiry and Reporting
     •   Lecture 1: The Budgets Overviewed
     •   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 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 <u>and</u> end of class
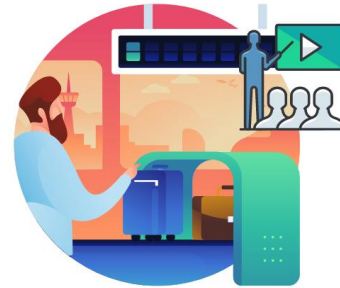
Please turn off your cell phones and refrain from checking email and the Internet while in class

Actively participate in class

Take Breaks at scheduled times

Ask questions; this is your time to learn

Be back from Breaks on time

MIAMI-DADE COUNTY

Learning Objectives

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

- Identify the End-to-End Processes of Budgeting in Commitment Control

- Maintain Budget Structure

- Enter and Process Budget Journals

- Manage Budget Exceptions

- Process Budget Transfer Journals

- Understand the Budget Workflow Approval Process

- Generate Budget Inquiries and Reports

Roles and Responsibilities

The roles and responsibilities associated with the Enter and Process Budget Journals Business Process(es) include:

| Role	Responsibilities
Central Appropriation Approver	The Central Appropriation Approver role has access to post, approve/ reject Countywide controlling budget journals.
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.
Central GL Budget Definition Maintainer	The Central GL Budget Definition Maintainer is responsible for maintaining the Commitment Control Budget Definition for Countywide and Department budgets.

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Navigation

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

Navigation

2. Select the **Finance & Accounting** tile
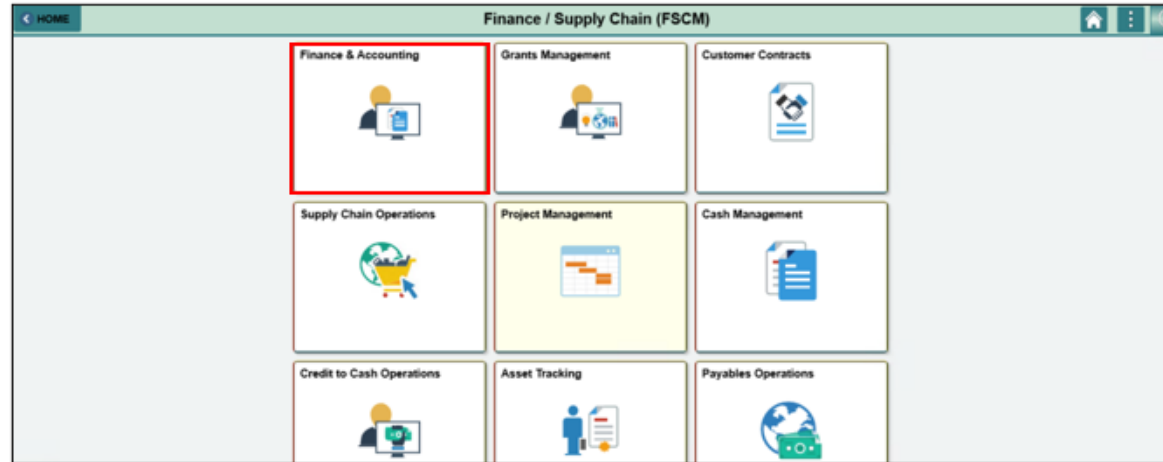
3. Select the **General Ledger** tile

Key Changes of the Business Process

The key changes to the Managing Budgets business process include:

- Index Code →ChartField
  - Individual ChartField will now be entered into the transactions
  - ChartFields are independent resulting in flexibility to create a unique combination
- INFORMS budget transfer journals will require separate debit and credit lines to be in balance
- INFORMS will have multiple combination edit rules
  - All Capital Funds will require a Project ID
  - End-Users will need to know how to fix these types of error transactions

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Key Changes of the Business Process

- INFORMS will use multiple budget checking ledgers
  - End-Users will research errors and initiate the request to fix errors in either the Appropriation Ledger or the Multiyear Capital Ledger if necessary
- The new system will "Budget Check" transactions in sub modules to record the appropriate entries in Commitment Control
  - Example: An Encumbrance liquidated to an Expenditure when the Voucher is processed
- INFORMS uses Budget Ledgers to manage different Budget structures & Budget periods
  - Knowing which Budget Ledger is impacted will be necessary when addressing budget exceptions
- Budget journals will be routed to OMB for approval after it is entered by the Departments

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The End-to-End Business Process

- There will be an interface from Hyperion to load the Original Budget into INFORMS

- The Department Appropriation Processor is the user at the department entering the Budget transactions

- The OMB Department as the Central Appropriation Approver will be responsible for reviewing the entry and approving/or denying the journal accordingly

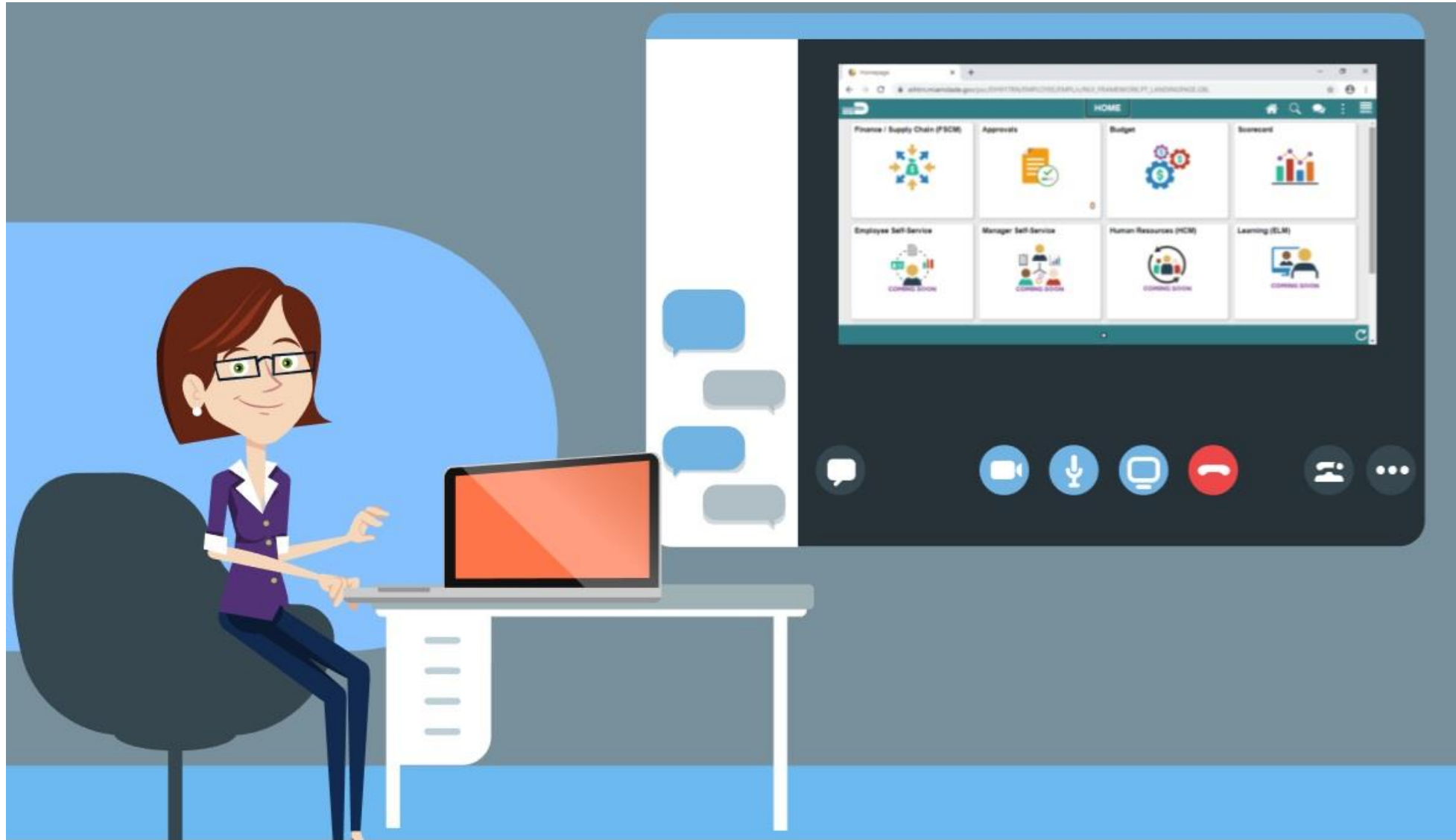- The approved Budget Journal will be posted to the Commitment Control module through a batch process

The differences between the Budget Journal and the Budget Transfer Journal are:

- A Budget Journal is used to load a new budget into INFORMS, for example, if a new Grant is established in INFORMS, the department will need to load the budget

- A Budget Transfer Journal is used to move budget that is already in INFORMS from one combination of ChartFields to another

The End-to-End Business Process

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.

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Lesson 1: Activities and 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: Managing Budgets

Module Topics
Module Introduction
• Lesson 1: End-to-End Processes of Budgeting in Commitment Control
• Lesson 2: Maintaining Budget Structure

• Lesson 3: Enter and Process Budget Journals
   • Lecture 1: Creating Budget Journal Process
   • Lecture 2: Spreadsheet Journal Import

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

• Lesson 4: Budget Workflow Approval Process
   • Lecture 1: Error and Warning Messages
   • Lecture 2: Budget Processor
   • Lecture 3: Identify Errors
   • Lecture 4: Correcting Errors

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Module 2: Managing Budgets

Module Topics
•   Lesson 5: Process Budget Transfer Journals
•   Lesson 6: Budget Workflow Approval Process

•   Lesson 7: Budget Inquiry and Reporting
      • Lecture 1: The Budgets Overviewed
      • Lecture 2: The Activity Log
      • Lecture 3: The Budget Status Report
      • Lecture 4: Revenue Expense by Fund Department Grant Budget to Actual
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      • 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

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

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

- Identify the End-to-End Processes of Budgeting and Commitment Control

Commitment Control will enable the County to:

- Manage and control budget expenditures

- Check expenditures: check actual transactions such as actual expenditures and revenues against control budgets

- Check future financial obligation such encumbrances against control budget

- Check actual revenues against estimated revenue budget

MIAMI-DADE COUNTY

Lesson 1: Key Terms

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
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 doesn't exceed the available budget amount.
Budget Error	When the Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation).
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
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.

MIAMI-DADE COUNTY

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

INFORMS Commitment Control is a feature that enables the Miami Dade County to control expenditures and encumbrances actively against predefined, authorized budgets. Budgetary Control is referred to as Commitment Control (or KK) in INFORMS. Commitment Control provides the following business processes:

- Control budget creation and adjustment
  - Budget Journals are used to establish and maintain Annual budgets
  - Budget Journals related to expense transactions are posted to the Detail Ledger Group
  - Budget Journals related to estimated revenue transactions are posted to the Revenue Ledger Group

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

- Budget checking:
  - The budget-checking process is used to ensure that the expense transactions meet the requirements of the Appropriation ledger based on Fund, Department as well as Account roll up and doesn't exceed the available budget amount
  - Control budgets are created and maintained, and actual transactions are checked against the control budgets

- Budget error notification and override:
  - The Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation)
  - Errors will be managed by OMB. OMB will be responsible to lift control using the Budget attribute feature in INFORMS

- Inquiry on budgets and budget-checking activity:
  - Users can see an overview of budgets and identify when these budgets are currently, or at risk of, being broken
  - By driving down to individual line items, the user can discover where the errors are originating from and evaluate the possibility of identifying the error

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Commitment Control requires the setup and definition of a budget against a source transaction

Source transaction passes INFORMS Commitment Control's budget checking, the appropriate Commitment Control ledgers are updated with new information, and the available budget amounts are reduced accordingly.

Example of how INFORMS Commitment Control determines an available budget balance:

Budgeted amount	$5,000
Encumbrances	- $2,000
Expenditures	- $750
Available budget	$2,250

Lesson 2: Maintaining Budget Structures

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

- Understand the various Commitment Control Ledgers Groups and the Chart Fields tracked within those ledger groups

Lesson 2: Key Terms

Term	Definition
Track w/o Budget:	No Commitment Control validation is done of the ChartField combinations entered; transactions are not stopped.
Track with Budget	Commitment Control Validation is done on the ChartField combinations entered to ensure that a budget row was created. If the budget amount is exceeded, the transaction is not stopped, but a warning message is logged. If no budget row was created, an error message is logged, and the transaction goes no further until the issue is resolved.
Control	Commitment Control validation is done based on the Accountability Ordinance rollup for the ChartField combination entered. If the budget amount is exceeded, a budget error is logged, and the transaction goes no further until resolved.
Accountability Ordinance	This is the rollup of the Account ChartField values for budget checking purposes. Accounts can be rolled up to one of three groupings: Personnel, Other Operating, and Capital.

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Lesson 2: Key Terms

Term	Definition
A_APPROP	Annual Budget Control on the combination of Accountability Ordinance based on the Account, roll up Department, and Fund. This ledger is the Parent ledger of the A_DETAIL Ledger, so all transactions processed in the A_DETAIL are applied to the A_APPROP ledger for budget checking.
A_DETAIL	Annual Budget, including Grants. This ledger will record transactions using all detail ChartField values. ChartField values in this ledger will then be rolled up in the A_APPROP ledger to budget check the transaction.
A_REV	Annual Revenue. This ledger will be used to track revenue budgets and actuals for reporting.
M_CAP	Multi Year Capital Projects Control on the combination of Fund and Project. This ledger is the Parent ledger of the M_CAPDTL and M_CAPDTACT Ledgers, so all transactions processed in those Ledgers are summarized in the M_CAP ledger for budget checking.

Lesson 2: Key Terms

Term	Definition
M_CAPDTL	Multi Year Capital Projects, this ledger will check that there is a budget in Commitment Control for the combination of Fund, Project and Accountability Ordinance rollup used on the transaction.
M_CAPDTACT	Multi Year Capital Projects and Activity, this ledger will record the combination of Fund, Project, Activity and Accountability Ordinance rollup used on the transactions.
M_QU_FD	GO Bonds Control on the Rollup Fund (Resolution) and Source Type for budget checking.
M_QUDT_FD	GO Bonds Control on the Fund (Resolution and the Drawdown Series combination) and Source Type for budget checking

Lesson 3: Enter and Process Budget Journals

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

- Enter and Process Budget Journals (Department)

Lesson 3: Enter and Process Budget Journals

- Annual Appropriation Budget
  - Budgets developed in Hyperion will be interfaced into Commitment Control to establish the necessary budgetary controls at the beginning of the Fiscal Year
  - For budgets that need to be added during the Fiscal Year (e.g. Grants), a Budget Journal will need to be entered manually to add the budget in Commitment Control
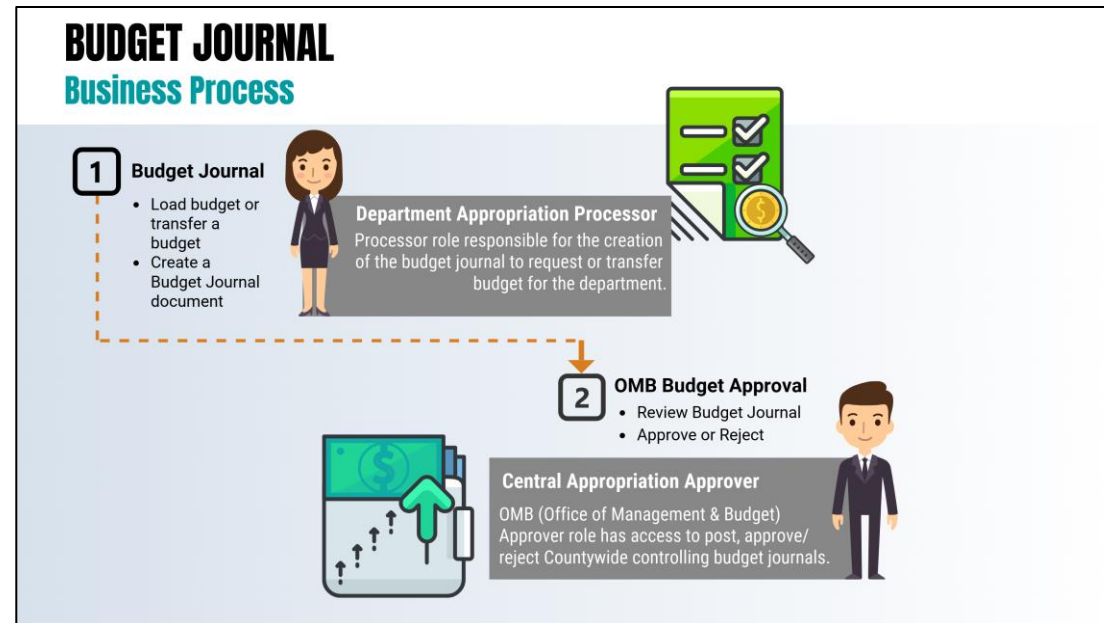
Lesson 3: Enter and Process Budget Journals

Budget Journals are journals that contain one or more transactions that create or modify authorized budget amounts for an organization's budget.

Most Budget Journals will be created for establishing and maintaining the following types of budgets:

- Annual Appropriation (A_APPROP)
- Annual Detail Appropriation (A_DETAIL)
- Annual Estimated Revenue (A_REV)

Lesson 3: Enter and Process Budget Journals

For a balanced budget (Estimated Revenues = Appropriation), transactions must be posted into two ledgers:

- A_DETAIL (Annual Detail Appropriation) - Transactions posted to this ledger will be summarized and recorded into the A_APPROP ledger to control the Annual Appropriation by INFORMS

- A_REV (Annual Estimated Revenue)

Lesson 3: Key Terms

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
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.
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
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.

Lesson 3: Enter and Process Budget Journals
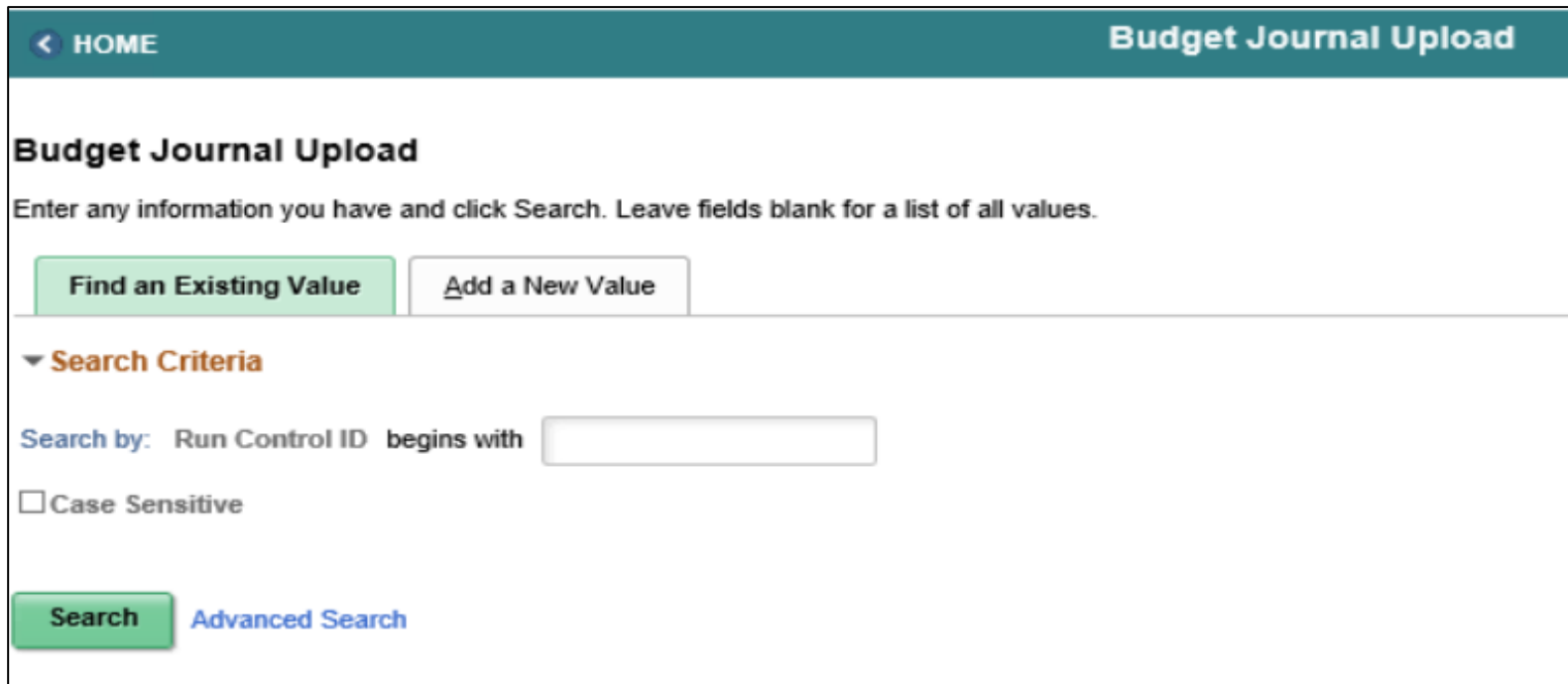
Navigate to: **Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Enter Budget Journals**

Lesson 3: Enter and Process Budget Journals

Spreadsheet Journal Import

Navigate to: **Miami Dade County > Commitment Control > Interfaces > Budget Journal Upload**

Lesson 3: Activities and Exercises

Lesson 4: Manage Budget Exceptions

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

- Identify the error and warning messages

- Explain what journal status codes indicate

- Describe how the Budget Processor identifies errors

- Demonstrate the processes necessary to resolve errors on journals

MIAMI-DADE COUNTY

Lesson 4: 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	The process validates journal entries against the remaining spending authority within Commitment Control.
ChartField	An INFORMS term representing a single type of code (fund, etc.) that is part of a Chart of Accounts

Lesson 4: Key Terms

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

Lesson 4: Key Terms

Term	Definition
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.
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.
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.

Lesson 4: Manage Budget Exceptions

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.

Lesson 4: Manage Budget Exceptions

The following are less common budget checking errors:

Error	Comments
Tree Translation Error	Occurs when a new ChartField value was not added to a budget roll-up tree-like Accountability Ordinance tree

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Lesson 4: Manage Budget Exceptions

To determine whether to process or reject a transaction, the rules in the Budget Processor need to be defined in the budget definition, rulesets, budget period statuses, budget attributes, and source transactions pages. These are all established as part of System Configuration, and they are shared only for informational purposes:

- Budget Definition – Provides the financial rules used to process all commitment control activities

Lesson 4: Manage Budget Exceptions

- Rulesets consist of:
  - Key ChartFields: required for budget journals and source transactions
  - Translations trees and levels where users will budget for the Key ChartFields
  - A Budget Period Calendar
- Budget Period Status: limits Commitment Control activities to occur during a specific budget period
- Control ChartField: determines which Fund ChartField value applies to which Commitment Control Ledger Group; for example, the Ledger Groups M_QU_FD, M_QUDT_FD, and M_QUDT2_FD apply to GO Bond Funds.

Lesson 4: Manage Budget Exceptions

- Budget Attributes: allow users to refine users Commitment Control activities to a specific:
  - General Ledger Business Unit
  - Ledger Group
  - Budget ChartField Combination

Using Budget Attributes is the common method expected to override transactions in the Ledger Group A_APPROP. This is similar to what was done in FAMIS when 'lifting controls.'

MIAMI-DADE COUNTY

Lesson 4: Manage Budget Exceptions

These rules default from the top down and override from the bottom up.
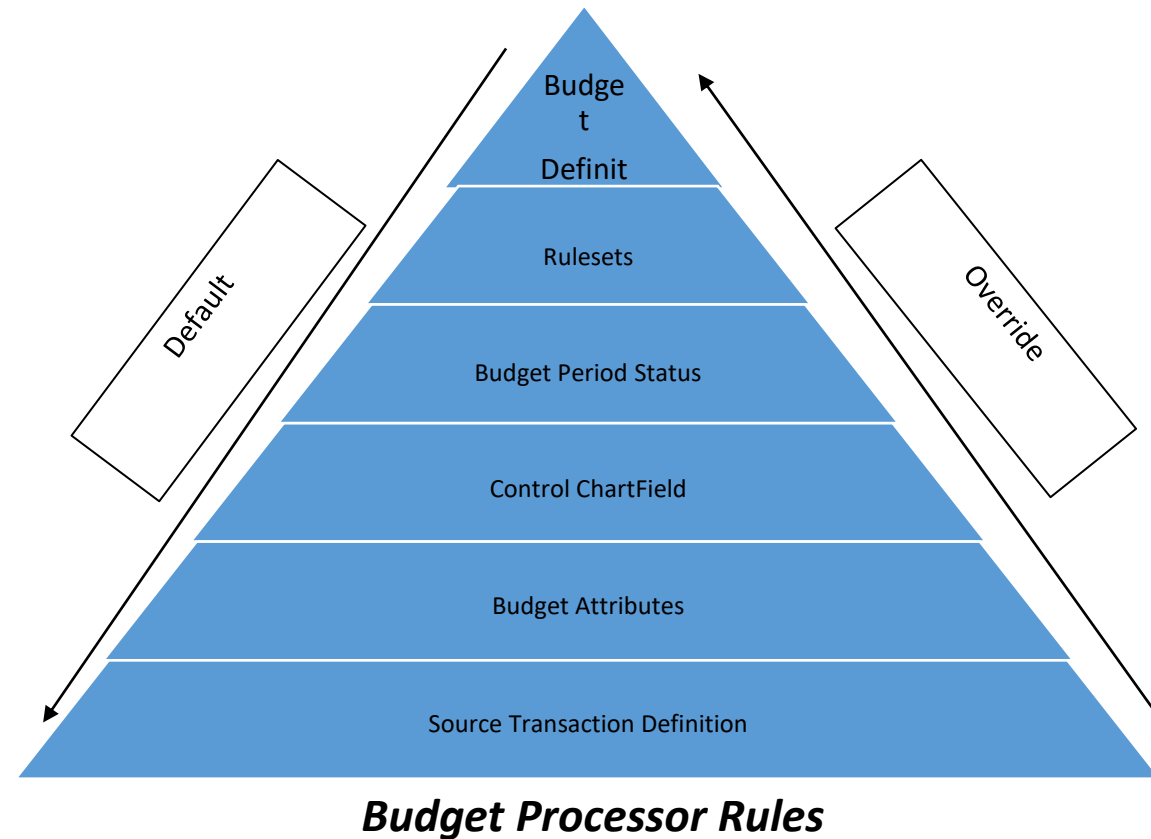
Budget Processor Rules

Default

Override

Budget Definit

Rulesets

Budget Period Status

Control ChartField

Budget Attributes

Source Transaction Definition

Lesson 4: Manage Budget Exceptions

Navigate to: **Finance/ Supply Chain (FSCM) > Finance & Accounting > General Ledger > Journals Transactions> Journal Entries> Create Journal Entry > Header**

Lesson 4: Manage Budget Exceptions

Navigate to: **Finance and Supply Chain (FSCM) > Finance and Accounting > General Ledger > Commitment Control > Journal Exceptions**

Lesson 4: Manage Budget Exceptions

Steps to correct the error:

- Review the ChartFields on the Line Exception page, are they correct? If not, make updates and rerun the budget check

- Review the amount, is it correct? If not, make updates and rerun the budget check.

- If the ChartField combination and amount are correct, look at the Department's Purchase Order. Should an open PO be closed to free up the budget at the correct budget error combination?

- Speak to the Department Budget Analyst, they will need to coordinate with OMB on what to do

Lesson 4: Manage Budget Exceptions

Steps to correct the error:

- 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. Once the budget journal is posted, the transaction would then be budget checked in the batch process and pass budget checking. The transaction would then be able to proceed.

- Depending upon the Ledger Group, OMB may decide to 'lift controls' though Budget Attributes. The transaction would run through a budget check while controls were lifted. The transaction would then be updated to post and allowed to proceed.

Lesson 4: Activities and Exercises
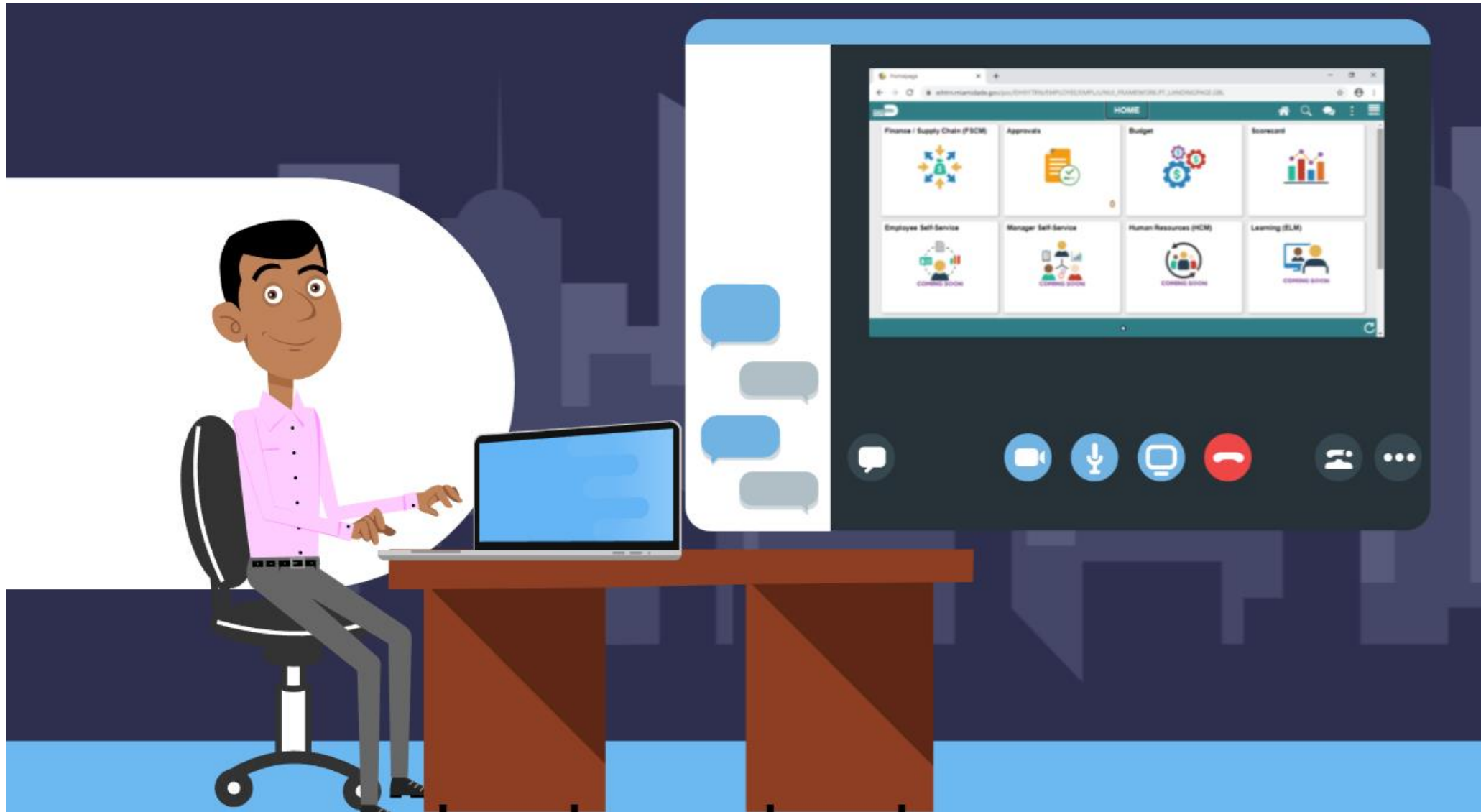
Lesson 5: Processing Budget Transfer Journals

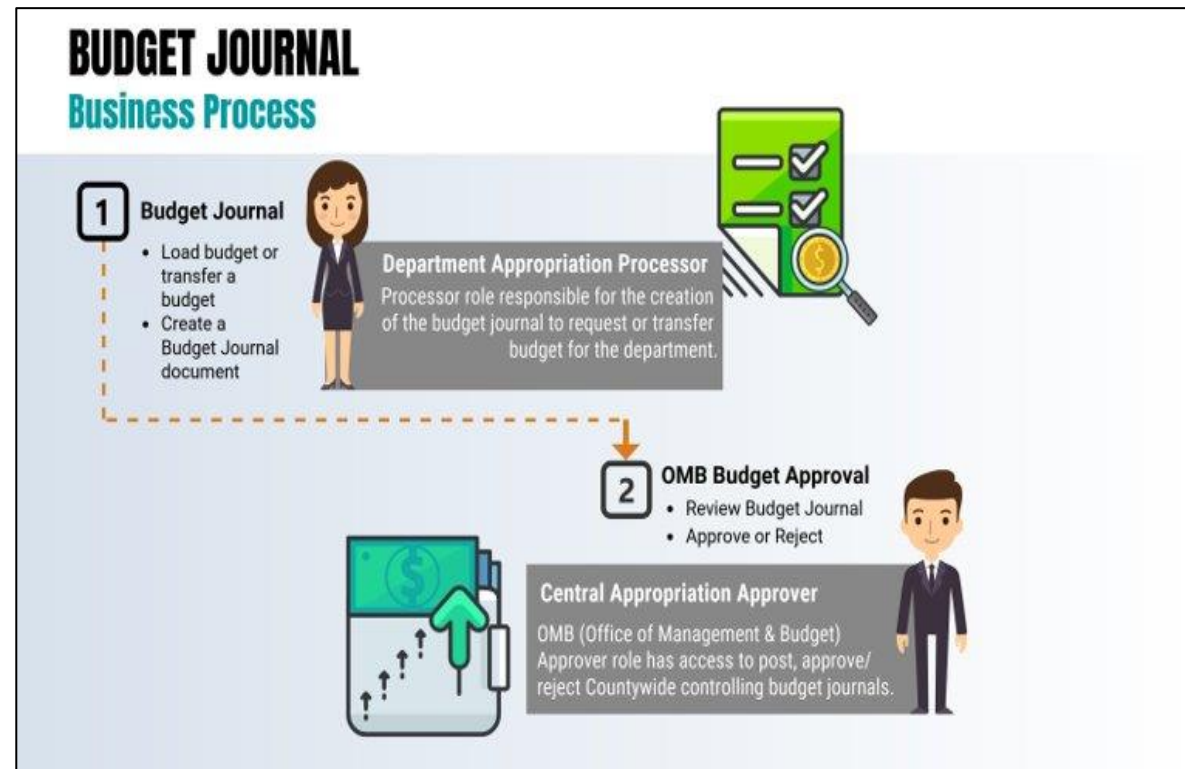At the conclusion of this lesson, users will be able to:

- Identify the appropriate roles throughout the operating budget journal approval process

- Explain what happens to a budget journal when it is not approved

- Recall the steps necessary to approve an operating budget journal

Lesson 5: Key Terms

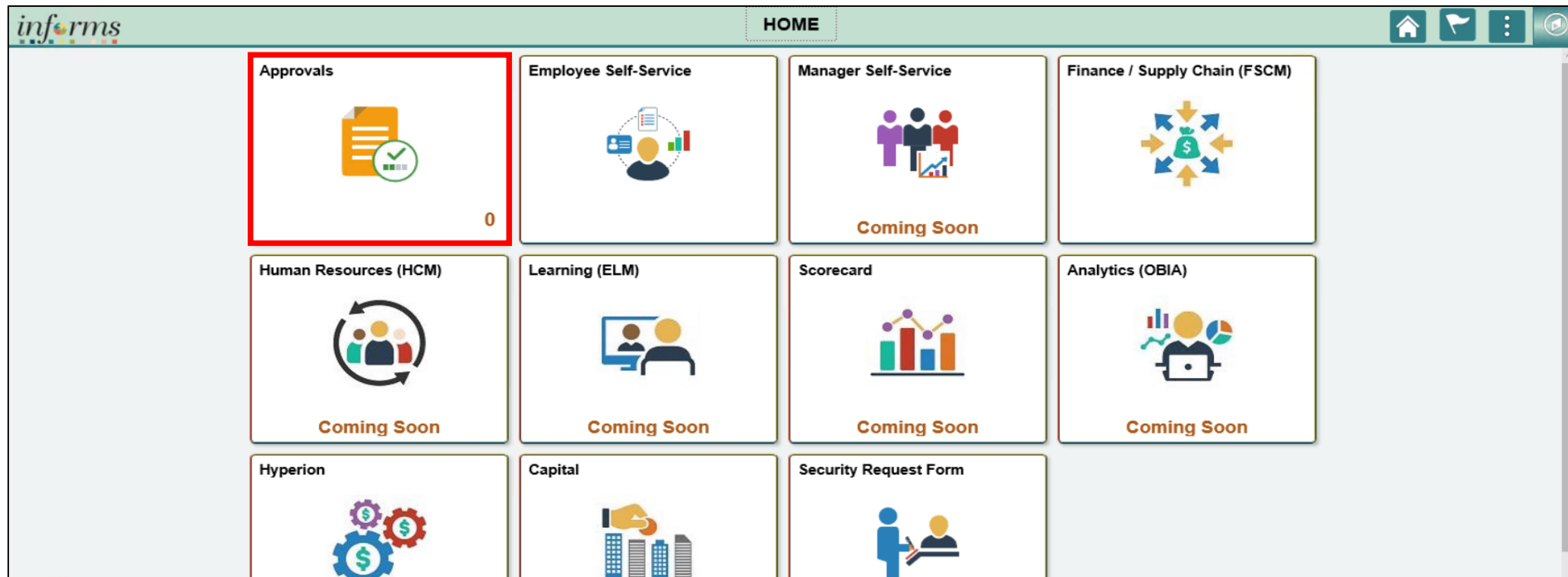| Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Journal	A Commitment Control journal used to establish a budget for a particular Chartfield string.
Budget Journal Transfer	A journal that moves budgeted authority from one ChartField string to another (i.e. fund or department); the transfer of a budgeted amount from one departmental unit and/or fund (previously known as **Fund Structure**) to another within the same department (previously known as **Organization**) . highlights
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.

Lesson 5: Business Process Overview

Budget transfers allow Original Budget amounts to be moved between ChartField strings without changing the original overall budget.

Budget transfers are useful to move funds between ChartField strings (i.e. fund or department) and make balanced adjustments to the Original Budget authority. Transfer amounts can only be between budgets within a single Commitment Control ledger group and business unit combination.

The most Common type of Budget Transfer Journals the County will use is:

- Transfer Original: It indicates a transfer of Original Budget amounts. This is typically to correct an error in the original entered budget.
  - For example: Moving amounts from one Department value to another Department value

Lesson 5: Business Process Overview

Navigate to: **Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Enter Budget Transfer**

Lesson 5: Activities and Exercises

Lesson 6: Budget Workflow Approval Process

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

- Identify the appropriate roles throughout the operating budget journal approval process

- Explain what happens to a budget journal when it is not approved

- Recall the steps necessary to approve an operating budget journal

MIAMI-DADE COUNTY

Lesson 6: Key Terms

Term	Definition
Budget Journal	A Commitment Control journal used to establish a budget for a particular Chartfield string.

Lesson 6: Budget Workflow Approval Process

Once a budget journal has been submitted for approval, the budget journal must undergo an approval process before it can be posted. The process flow below illustrates the entry and approval process for an operating budget.

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.

Lesson 6: Budget Workflow Approval Process

Navigate to: **Approvals > Budget Journal**

Lesson 6: Budget Workflow Approval Process

Once the budget journal is approved, the following options exist:

- The daily batch process will post the journal.

- For time sensitive entries:
  - The journal can be posted by the Central Appropriation Approver role (OMB) through an immediate batch process.

NOTE: If the budget journal is denied, the Department Appropriation Processor must make adjustments and resubmit the journal for approval.

Lesson 6: Activities and Exercises
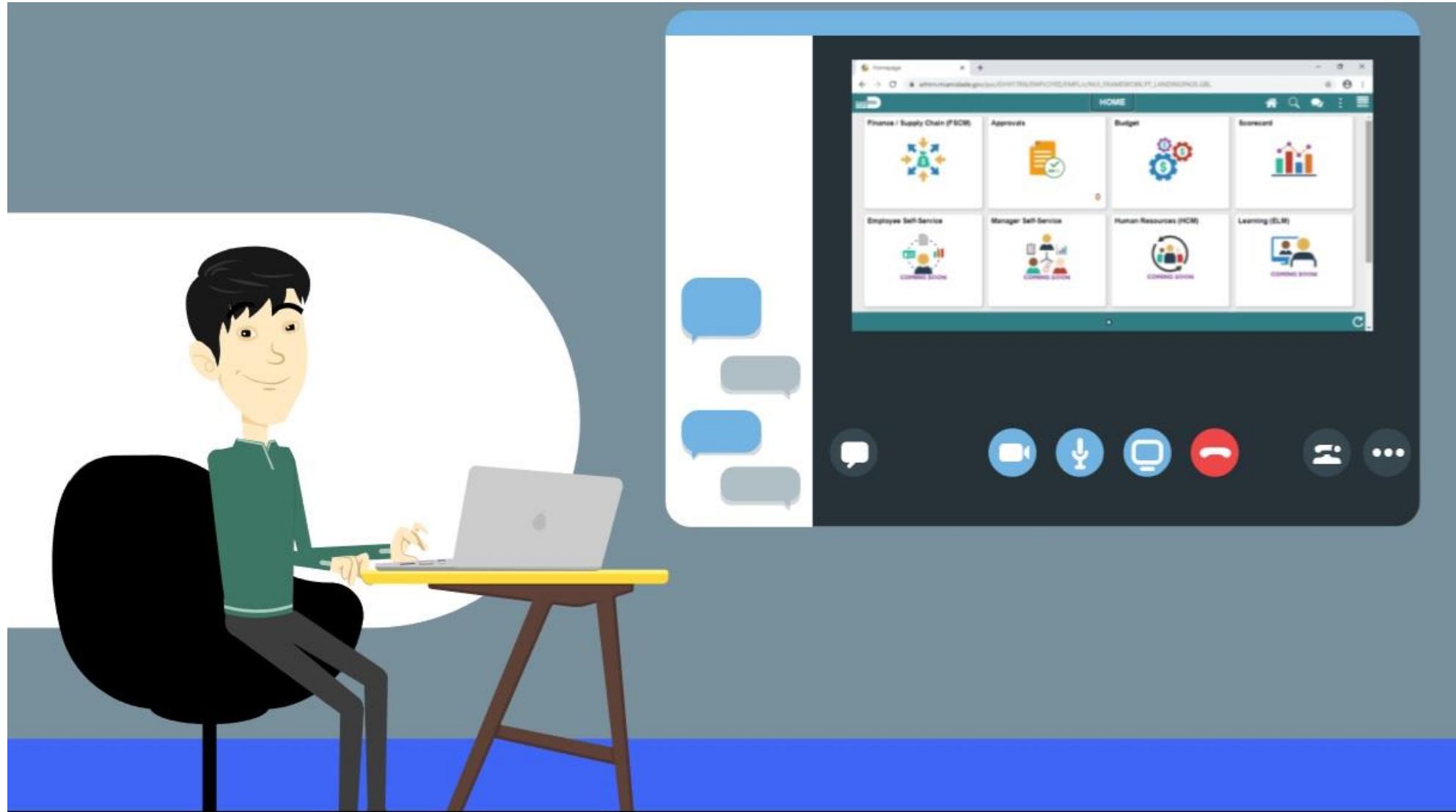
Lesson 7: Budget Inquiry and Reporting

At the conclusion of this lesson, you will be able to:
- Know how to Inquire and Report on 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 7: Budget Inquiry and Reporting

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

The budget inquiry components to be covered:

- The Budgets Overview component, which provides everything from summarized accounts by ledger group to individual budget lines and source transactions

- The Activity Log component, which displays transaction line details and budget information for budget-checking transactions

- The Budget Status Report, which provides general information about the budget amount remaining

Lesson 7: Budget Inquiry and Reporting

The **Budgets Overview** inquiry enables users to create inquiries based on a wide variety of criteria and then save it for reuse. Use the Budgets Overview inquiry to:

- 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
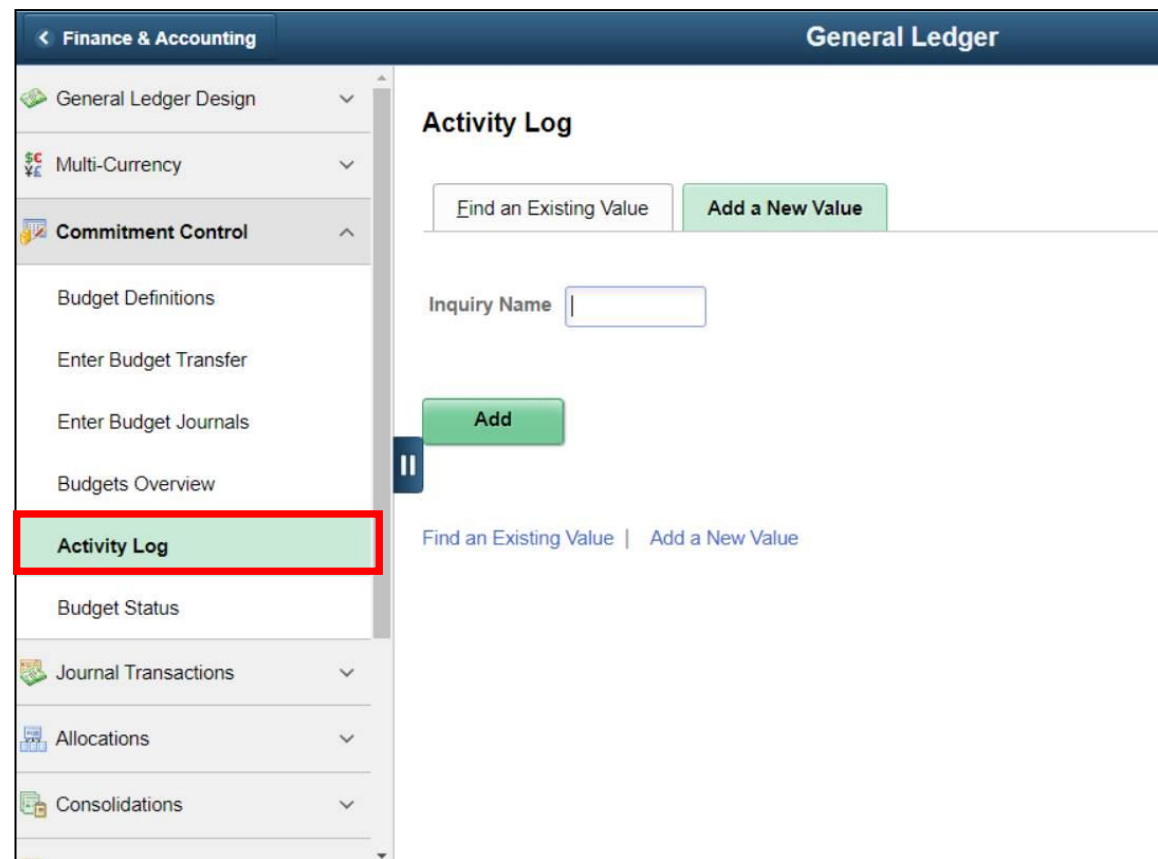
Lesson 7: Budget Inquiry and Reporting

Navigate to: **Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Budgets Overview**

Lesson 7: Budget Inquiry and Reporting

Navigate to: **Finance / Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Activity Log**

Lesson 7: Budget Inquiry and Reporting

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

Lesson 7: Budget Inquiry and Reporting

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

Lesson 7: Activities and Exercises
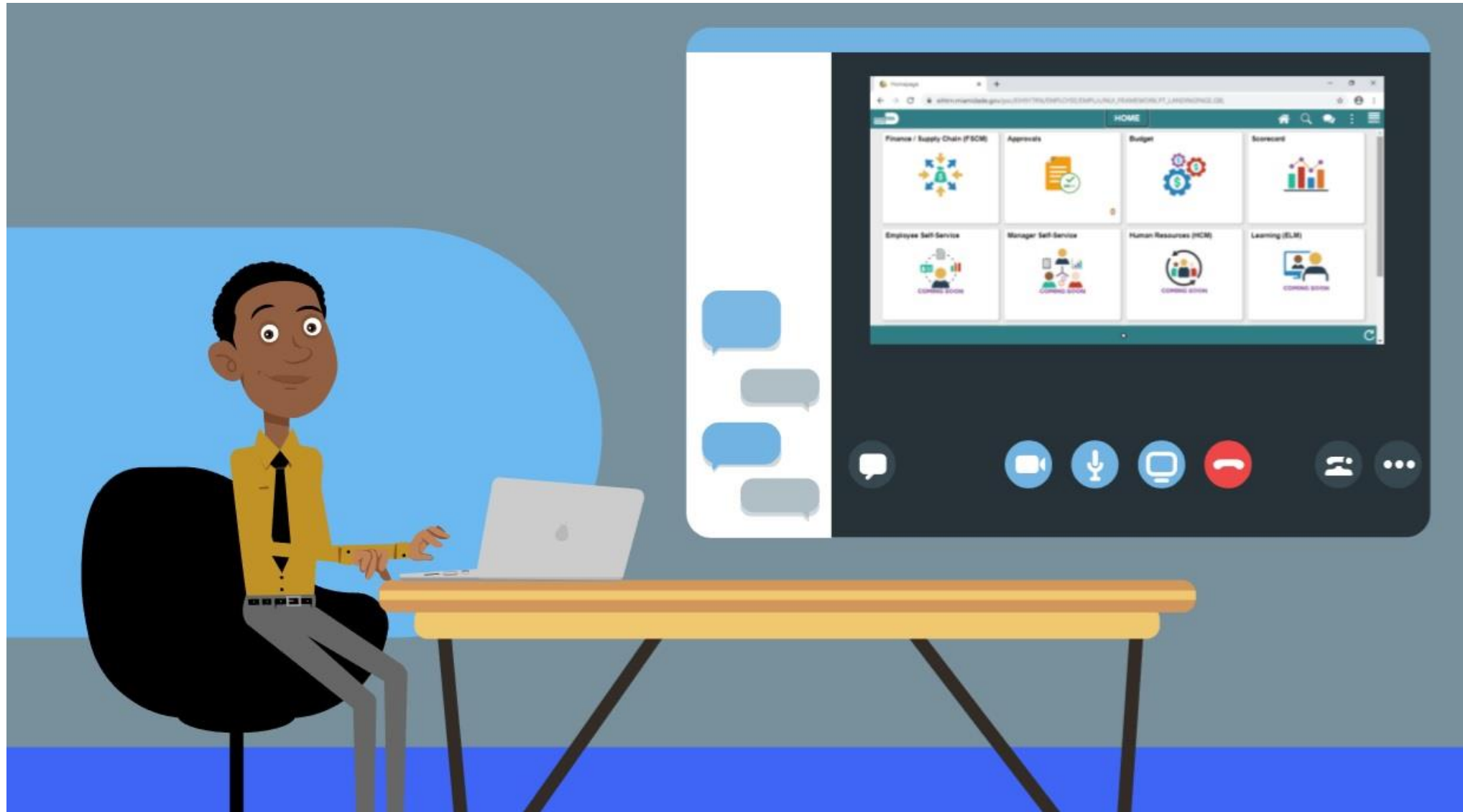
Module 3: Course Summary

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

Course Content Summary

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

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Maintain Budget Structure
- Enter and Process Budget Journals
- Process Budget Transfer Journals

- Understand Workflow Approval Processes
- Inquire and Report upon Budget Activity
- Manage Budget Close

For additional information, be sure to visit: Miamidade.gov/informs

Congratulations on successfully completing the *Department Supplier Contract Management* course!

SCM 205 – Department Supplier Contract Management

Appendix

Listed Commitment Control ledgers deployed:

Ledger Group	Control Option	Type	Comments
A_DETAIL	Track w/o	Exp	Annual budget including Grants
A_APPROP	Control	Exp	Annual roll-up based on Accountability Ordinance, roll up Department and Fund
A_REV	Track w/o	Rev	Annual Revenue
M_CAPDTACT	Track w/o	Exp	Capital Projects
M_CAPDTL	Track with	Exp	Capital Projects
M_CAP	Control	Exp	Capital Projects
M_QUDT2_FD	Track with	Exp	GO Bonds
M_QUDT_FD	Control	Exp	GO Bonds
M_QU_FD	Control	Exp	GO Bonds

Appendix

The chart below shows the different fields in each Commitment Control Ledger Group:

- D = Detail Value
- OD = Optional Detail Value
- RU = Roll Up based on tree
- Blank = Not part of Ledger Group definition

Ledger Group	Fund	Dept	Acct	Grant	BU PC	Project	Activity	Source Type
A_DETAIL	D	D	D	D	OD	OD	OD	OD
A_APPROP	D	RU	RU					
A_REV	D	D	D	D	OD	OD	OD	OD
M_CAPDTACT	D		RU		D	D	D	
M_CAPDTL	D		RU		D	D		
M_CAP	RU				D	D		
M_QUDT2_FD	D				D	D		D
M_QUDT_FD	D				D			D
M_QU_FD	RU				D			D