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## Course Overview

### Course Description

This course provides a comprehensive review of the Hyperion Financial planning processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Big Picture Items
- Module 3: Hyperion Basics
- Module 4: Operating Expense Input
- Module 5: Revenue Input
- Module 6: Budget Review / Budget Check
- Module 7: Expanded Requests
- Module 8: Budget Presentation (RFRO) Input
- Module 9: Actuals Mapping (RFRO)
- Module 10: Reporting
- Module 11: Course Summary

### Training Audiences

The following audience(s), by Hyperion Security role(s), are required to complete this course prior to being granted related system access:

- Department Users with both Personnel and Financials access
- Department Users with only Financials access

### Delivery Method

This course is intended to be delivered through Instructor-led Training.

### Estimated Duration

The total duration of this course, when delivered through Instructor-led Training, is 6 hours.

<b>Course Outline</b>	
Content	<b>06:00</b>
Module 1: Course Introduction	<b>00:10</b>
Module 2: Big Picture Items	<b>00:20</b>
Module 3: Hyperion Basics	<b>00:20</b>
<ul style="list-style-type: none"> <li>• Lesson 1: Logging into the application</li> <li>• Lesson 2: Hyperion Account Set Up</li> <li>• Lesson 3: Using member selectors</li> <li>• Lesson 4: Using data form point of views (POVs)</li> <li>• Lesson 5: Saving data to a data form</li> </ul>	
Module 4: Operating Expense Input	<b>00:45</b>
<ul style="list-style-type: none"> <li>• Lesson 1: Expense Input – ChartFields in POV</li> <li>• Lesson 2: Expense Input – ChartFields in Rows</li> </ul>	
Module 5: Revenue Input	<b>00:45</b>
<ul style="list-style-type: none"> <li>• Lesson 1: Revenue Input – ChartFields in POV</li> <li>• Lesson 2: Revenue Input – ChartFields in Rows</li> </ul>	
Module 6: Budget Review / Budget Check	<b>00:40</b>
<ul style="list-style-type: none"> <li>• Lesson 1: Budget Review – Account Detail</li> <li>• Lesson 2: Budget Review – Fund Detail</li> <li>• Lesson 3: Budget Review – Grant Detail</li> <li>• Lesson 4: Budget Review – Project Activity Detail</li> <li>• Lesson 5: Rounded Revenue Expense Balance Check</li> <li>• Lesson 6: FTE Check</li> </ul>	
Module 7: Expanded Requests	<b>00:50</b>
<ul style="list-style-type: none"> <li>• Lesson 1: Creating New Request</li> <li>• Lesson 2: Edit Request</li> <li>• Lesson 3: Delete Request</li> <li>• Lesson 4: Submit Request</li> <li>• Lesson 5: Review Requests</li> </ul>	
Module 8: Budget Presentation (RFRO) Input	<b>00:35</b>
<ul style="list-style-type: none"> <li>• Lesson 1: Reimbursement True Ups</li> <li>• Lesson 2: Current Year and Long Term Vacancy Inputs</li> </ul>	
Module 9: Actuals Mapping (RFRO)	<b>00:40</b>
<ul style="list-style-type: none"> <li>• Lesson 1: Revenue Description Allocation – ChartFields in POV</li> <li>• Lesson 2: Revenue Description Allocation – ChartFields in Rows</li> <li>• Lesson 3: Reimbursement True Ups</li> </ul>	

• Lesson 4: FTE Input	
Module 10: Reporting	<b>00:45</b>
• Lesson 1: Operating Reports	
• Lesson 2: Budget Request Reports	
• Lesson 3: Budget Publication Reports	
• Lesson 4: Quarterly Budget Reports	
Module 11: Course Summary	<b>0:10</b>
Total Duration	<b>6:00</b>

## Module 1: Course Introduction

### Topics

This module covers the following topics:

- Course Administrative and Logistical Matters
- Course Learning Objectives

## Module 1: Course Introduction

### Course Administration and Logistics

To receive credit for completing this course, which is necessary to be granted system access for performing related tasks in Hyperion, participants must:

#### **Stay logged into the Training Teams session**

To get the most benefit from this course, participants should:

- Actively participate in the training, and ask questions as needed
- Please keep your computer microphone on mute unless speaking
- There will be breaks throughout the training



## Module 1: Course Introduction

### Learning Objectives

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

- Understand big picture concepts related to the Hyperion financial model
- Understand Hyperion end user functionality basics
- Enter operating expense budget and current year forecasts
- Enter revenue budgets and current year forecasts
- Perform budget reviews and budget checks
- Create and edit expanded requests
- Enter budget and forecast adjustments required for RFRO
- Enter Actuals presentation adjustments required for RFRO
- Run financial reports

## Module 2: Big Picture Items

### Overview

This module includes the following topics:

- Topic 1: Index Codes Gone
- Topic 2: Supplemental Information for Index Code Mapping
- Topic 3: WASD and Aviation Chart of Accounts in Hyperion
- Topic 4: Operating Projects Only
- Topic 5: Application Architecture
- Topic 6: Data Maps and Rounding Schedule

## Topic 1: Index Codes Gone

With the introduction of the new INFORMS ERP system, the old Chart of Account (COA) structure will be replaced by a new layout which will no longer use the index code. This new outline will require the user to familiarize themselves with the ChartField strings found in PeopleSoft Financials. These shared intersections will allow for the free flow of information between systems. This should streamline data entry and reporting as users will now only use one intersection to accurately map data across INFORMS systems. Please note that the names of dimension members will be changing as a result of change in COA (for example, the General Fund will be changing from GF01010 to G1001). A copy of the crosswalks by dimension can be found on our webpage here: <https://www.miamidade.gov/global/management/budget/fy-2022-budget-process.page>

In addition to the change in member names, the new BAT system will also require the addition of one dimension. Whereas before we had four dimensions to complete a valid intersection, ChartField strings now consist of five dimensions (shown below).

### Legacy BAT System:

Task List Status							
Task - Develop Forecast and Budget by Entity Task Instructions							
AU205690-INTERNAL AUDIT GE ▾ GENERAL FUND OPERATIONS (G ▾ No Operating Program ▾ No Operating Grant ▾							
	FY18-19	FY19-20	FY19-20	FY20-21	FY20-21	FY20-21	FY20-21
	Actual	Budget	Forecast	Budget	Budget	Budget	Budget
	YearTotal	YearTotal	BegBalance	BegBalance	BegBalance	BegBalance	BegBalance
	Working	Adopted Budget	Working	Working	Enhancement	Working	Proposed
EMPLOYEE REGULAR (00110)	2,630,022	3,267,000	3,267,000	3,275,969	62,600		3,338,569
EMPLOYEE REGULAR ATTRITION (00110A)				(65,519)			(65,519)
FLEX DOLLARS (00122)	34,658	37,000	37,000	37,400	1,100		38,500
FLEX DOLLARS ATTRITION (00122A)				(748)			(748)
LONGEVITY PAYMENTS (00125)	26,945	29,000	29,000	24,891			24,891
JURY DUTY PAY (00133)	4,767						
SICK PAY (00150)	46,715						
HOLIDAY PAY (00151)	148,002						

### New BAT System:

Task List Status					
Task - Expense Input - Charfields in POV Task Instructions					
AU01010000 - AUDIT OPERATI ▾ G1001 - GENERAL FUND OPER/ ▾ No Grant ▾ No Project ▾ No Activity ▾					
Operating Expense Input CY Forecast Personnel Input					
	FY20	FY21	FY21	FY21	FY22
	Actuals	Budget	Department	Department	Budget
	Final	Final	Forecast	Forecast	Working
	YearTotal	YearTotal	Working	Working	YearTotal
			Sep	Comments	
5001330000 - JURY DUTY PAY	350				
5001390000 - AWARDS & SPECIAL RECOGNITION	178				
5001500000 - SICK PAY	17,714				

## **Topic 2: Supplemental Information for Index Code Mapping**

See supplemental information provided

1. Index Code Crosswalk
2. Financial Crosswalk Sub-Objects

### Topic 3: WASD and Aviation CoA in Hyperion

WASD and Aviation chart of accounts have been merged into the County ChartField dimensions.

WASD can find their chart of account values in the following dimensions:

WASD ChartField	Hyperion Dimension
Account	Account
Department	Department
Fund	Fund
OM Activity	Project

Aviation can find their chart of account values in the following dimensions:

Aviation ChartField	Hyperion Dimension
Account	Account
Department	Department
Fund	Fund
Operating	Project

The following ChartField dimensions do not apply to WASD and Aviation and therefore should always be set to the “No” member

Hyperion Dimension	Always Set Value To:
Grant	No_Grant
Activity	No_Activity

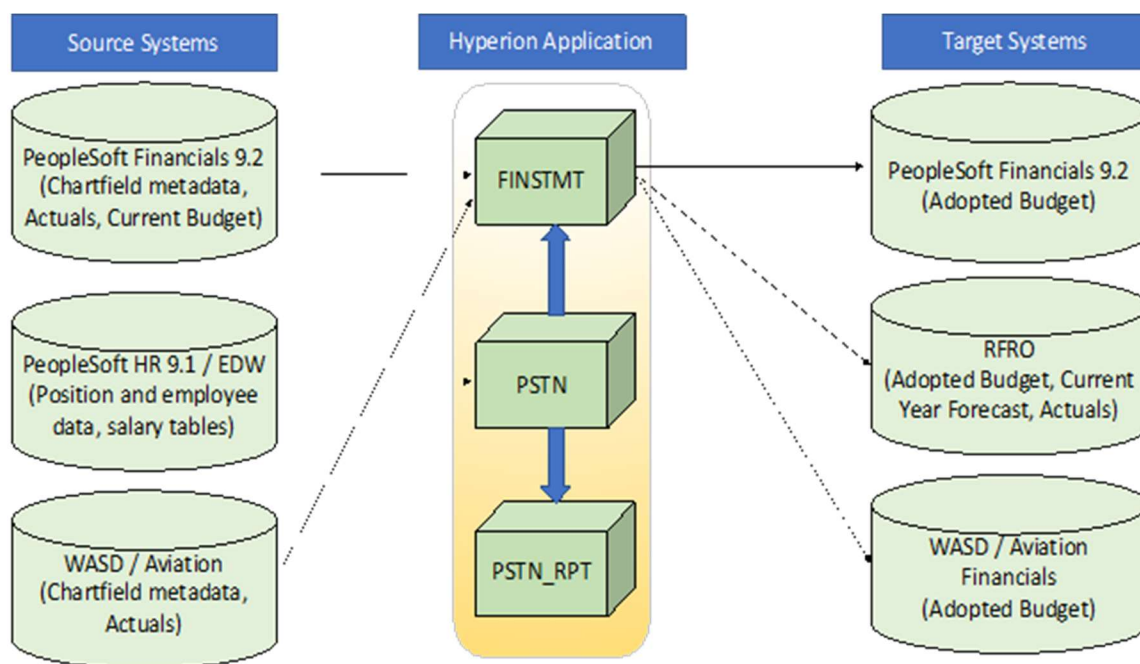
## **Topic 4: Operating Projects Only**

Only operating projects should be used for planning purposes in the Hyperion application.

## Topic 5: Application Architecture

The Hyperion application, MDCBUD, is made up of three “cubes” (databases):

1. PSTN: The position cube (PSTN) is used for position, employee, personnel bucket and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN\_RPT on a scheduled basis
2. FINSTMT: The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
3. PSTN\_RPT: The position reporting cube (PSTN\_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.



### Inbound Integrations:

1. PeopleSoft Financials 9.2: Miami Dade chart of account values along with Actuals and Current Budget data is loaded into Hyperion on a nightly basis
2. PeopleSoft HR 9.1 / EDW: Position and employee data is loaded into Hyperion on a nightly basis. This data is then copied into the budget on a nightly basis until OMB turns the feed off
3. WASD / Aviation: WASD and Aviation ChartField values and Actuals data is loaded into Hyperion on an ad hoc basis

### Outbound Integrations:

1. PeopleSoft Financials 9.2: The Adopted Budget is loaded back into PeopleSoft Financials
2. RFRO: Hyperion will interface with RFRO and source budget, current year forecast and actuals data on a regular basis
3. WASD / Aviation: The Adopted Budget for WASD and Aviation is sent back to WASD and Aviation

## Topic 6: Data Maps and Rounding Schedule

During the budget cycle, data is mapped between PSTN and FINSTMT and then PSTN and PSTN\_RPT on an ongoing basis. In addition, the budget is rounded in FINSTMT into a rounded period member (YearTotal-Rounded) as part of the scheduled mapping. During these times, users might notice that data has been cleared from the target databases while the mapping are in process.

Each scheduled data map is expected to take approximately 10 minutes to complete. The noon mapping will include a recalculation of the PSTN database.

The mid-day mappings will run at the following times:

1. 6:00 AM
2. 9:00 AM
3. 12:00 PM (Mapping includes a recalculation of the PSTN database, approximately 30 minutes)
4. 3:00 PM
5. 6:00 PM
6. 9:00 PM



## Module 3: Hyperion Basics

### Overview

This module includes the following lessons:

- Lesson 1: Logging into the application
- Lesson 2: Hyperion Account Set Up
- Lesson 3: Using member selectors
- Lesson 4: Using data form point of views (POVs)
- Lesson 5: Saving data to a data form

## Module 3: Key Terms

The following key terms are used in this Module:

Term	Definition
<b>Point of View (POV)</b>	A dimension selection that applies to an entire data form or report
<b>Member Selector</b>	Out of the box Hyperion functionality to select a dimension member to for a business rule, user variable or report

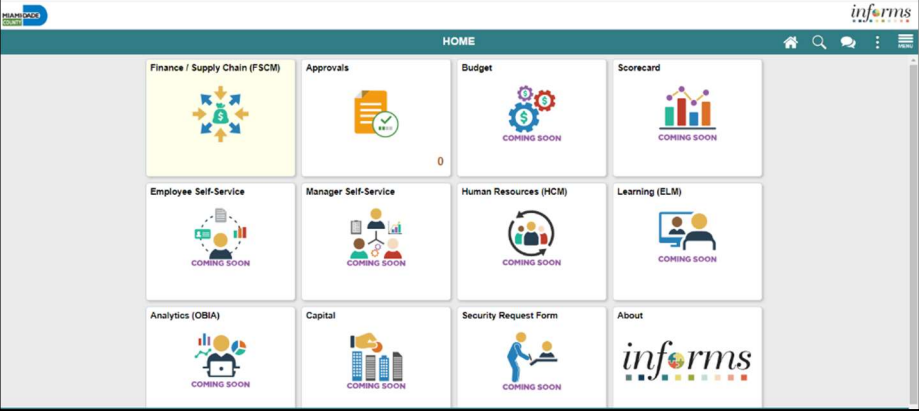
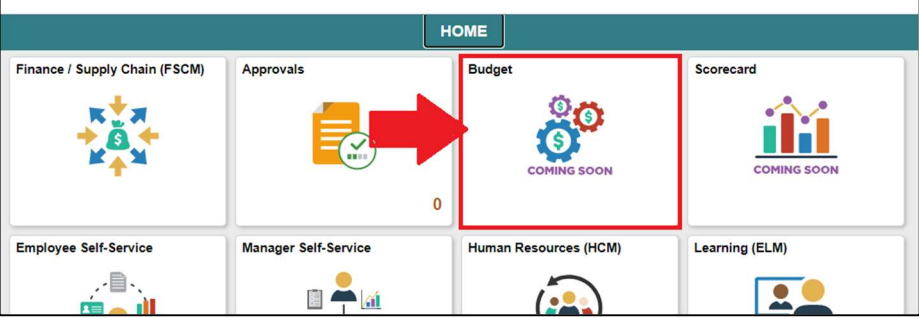
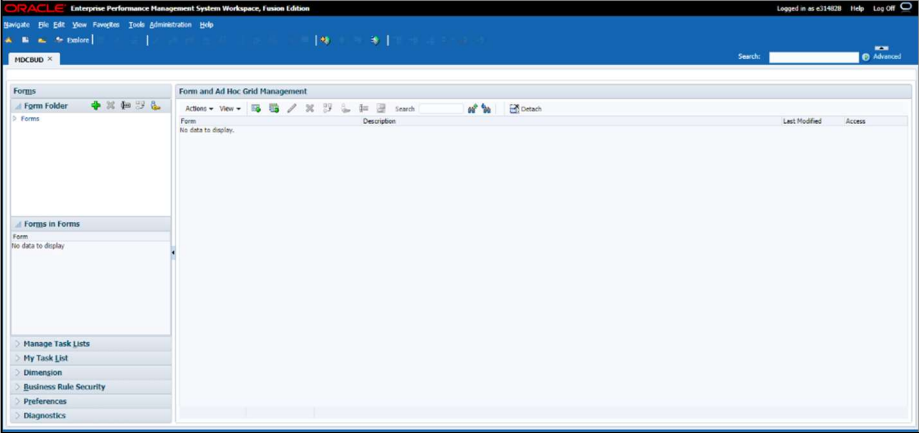
## Lesson 1: Logging into the Application

### Lesson Overview

This lesson will guide users through the steps to log into the application.

### In this lesson you will learn:

- Navigate to the portal
- Log into Hyperion with your user eKey and password

Step	Action	Notes
1	From Google Chrome or Microsoft Edge, enter the following URL, <a href="https://informsuat.miamidade.gov/">https://informsuat.miamidade.gov/</a> .	
2	<p>You will then arrive at the Single Sign On landing page shown below:</p>  <p>This page will have tiles that will allow you log into all INFORMS systems that you currently have access to.</p>	Please note that the Single Sign uses network credentials to log you into the system.
3	<p>You will then click on the Budget tile shown below:</p> 	
4	<p>After clicking on the tile shown above, INFORMS will automatically take you to the Hyperion home page shown below:</p>  <p>And you will have successfully logged into Hyperion.</p>	

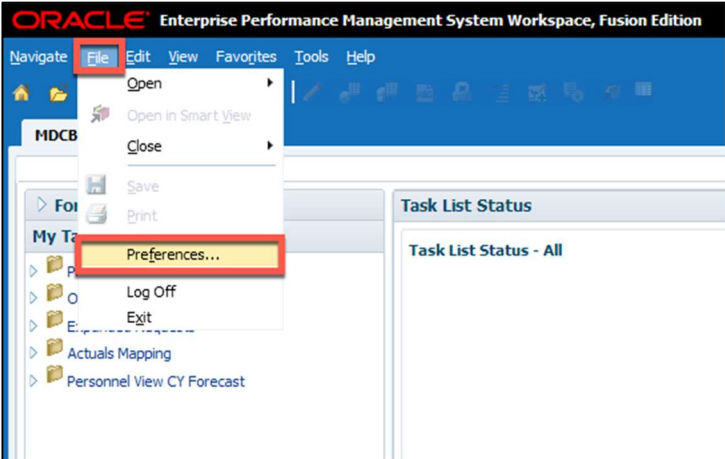
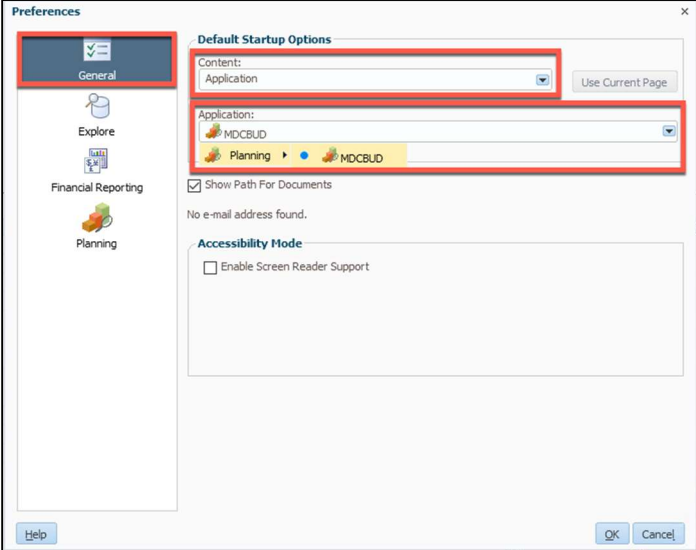
## Lesson 2: Hyperion Account Set Up

### Lesson Overview

This lesson will guide users through the steps to set up their application settings, reporting settings, and user variable.

### In this lesson you will learn:

- Set the application as your home page
- Set up your financial reporting preferences
- Set up your department user variable

Step	Action	Notes
1	<p>To set the application to your home page, first click "File" in the toolbar, then select "Preferences" from the drop-down menu.</p> 	
2	<p>Ensure you have selected the "General" vertical tab, then using the drop-down menus, make the following selections:                      Content: "<b>Application</b>"                      Application: "<b>MDCBUD</b>"</p> 	
3	<p>To set Financial Reporting preferences, select the third vertical tab titled "Financial Reporting".</p>	
4	<p>Select the radio buttons to make the following selections:  <b>Default Preview Mode: PDF Preview</b>  <b>User Point of View: On</b></p> <p>Leave all other preferences at their default selections and click "OK".</p>	

<p>5</p>	<p>To see these changes take place, click "Log Off" in the top right area of the screen.</p>	
<p>6</p>	<p>Log back in by entering your ekey and password and click "Log On".</p>	
<p>7</p>	<p>To set your Department user variable, select the arrow next to "Preferences" in the bottom left of your screen.</p>	
<p>8</p>	<p>Select the 4th horizontal tab titled "User Variable Options".</p>	
<p>9</p>	<p>Select your Department User Variable to the top level of your department by either typing in the department member name, or by using the member selector to navigate through the hierarchy. Click "Save".</p>	

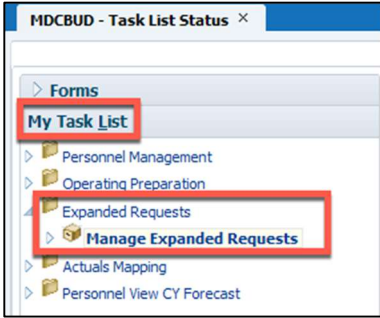
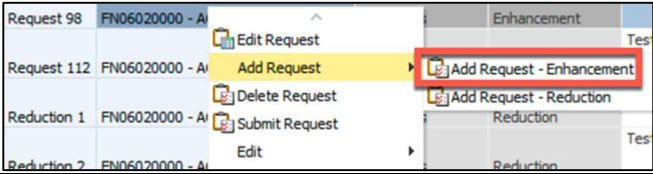
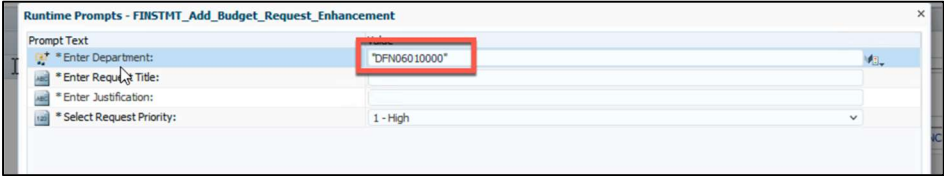
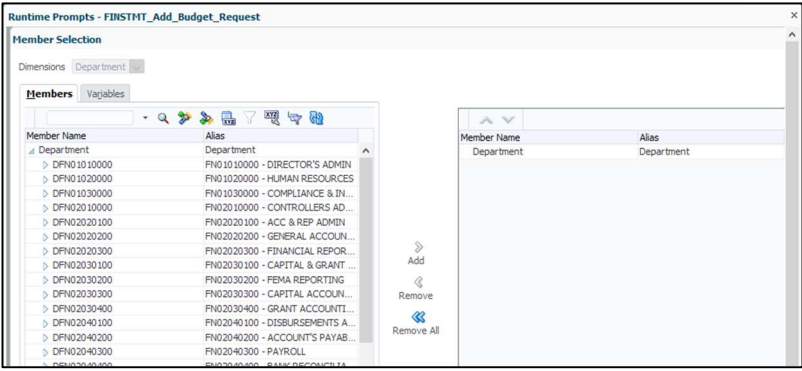
## Lesson 3: Using Member Selectors

**Lesson Overview** This lesson will guide users through the steps to open and use member selectors throughout the application.

**In this lesson you will learn:**

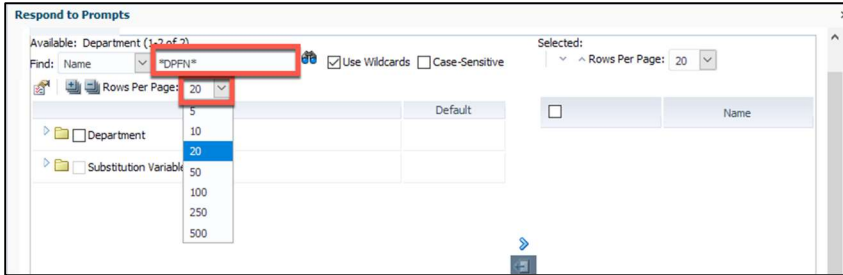
- Navigate to the Manage Expanded Requests form
- Use the member selector to select a member in a runtime prompt



Step	Action	Notes
1	<p>Navigate to the Manage Expanded Requests form by going to My Task List → Expanded Requests → Manage Expanded Requests.</p> 	
2	<p>Right click on this form, then click “Add Request-&gt;Add Request - Enhancement” from the right click menu. This will display a runtime prompt.</p> 	
3	<p>In the first field that says “Enter Department”, you can either type in the Department ID, or use the <b>member selector</b> to select your Department by clicking the member selector icon to the right of the input field. Click on the member selector icon.</p> 	
4	<p>The member selection window now displays a list of all the departments that you have access to.</p> 	
5	<p>On the left side of the window, click on a department to select it. Then click on the blue “Add” arrow to move the selected department to the right side of the window. Click “OK”.</p>	<p>You can also search for a member by typing all or part of the member name in the search bar</p>

		<p>and then clicking the search icon. To clear filtered search results, clear the search criteria and then click the Refresh icon</p>
<p>6</p>	<p>Now the “Enter Department” field displays with the department that you selected using the member selector.</p>	<p>The member selector tool is useful when you are unsure of the exact dept ID number that you would like to select.</p>
<p>7</p>	<p>When using the member selector within report prompts, there are a few differences to be aware of. Navigate to the “Explore” page, then click on the Operating Reports folder to open it.</p>	
<p>8</p>	<p>Double click on the BAT Expense by Entity report to open it—the prompt window will display.</p>	
<p>9</p>	<p>The first prompt entry, “Enter Department”, also has the member selector icon next to the text box. Click on the member selector icon.</p>	
<p>10</p>	<p>This member selector is a little different in these ways:</p>	

1. The default rows per page is set to 20 rows at first. To change this, click on the drop-down arrow and change the number to a larger amount.
2. If you want to search for a department and don't spell out the whole name, you will need to put wild cards (asterisks \*) before and after the search criteria.



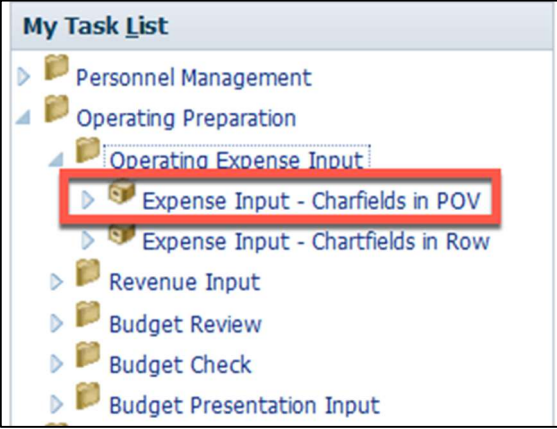
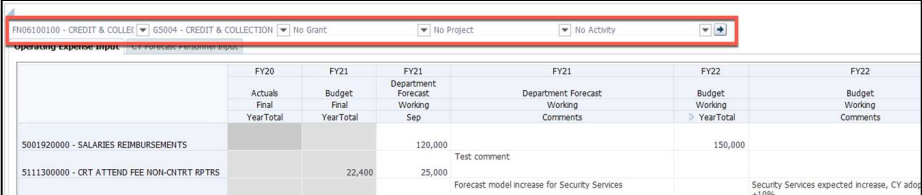
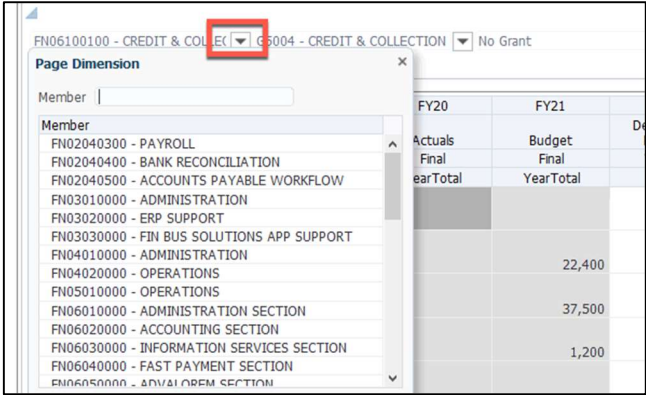
## Lesson 4: Using Data Form Point of Views (POVs)

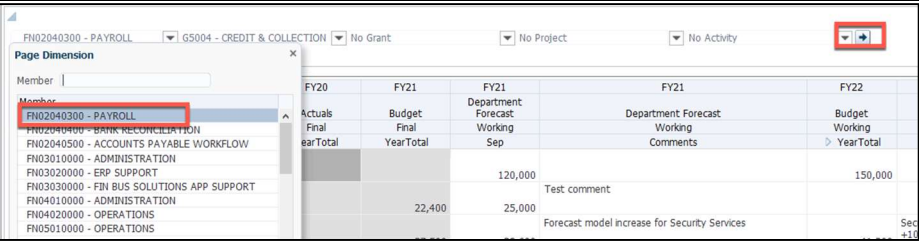
### Lesson Overview

This lesson will guide users through the steps to change the Point of View (POV) on a data form.

### In this lesson you will learn:

- Navigate to a form that utilizes the point of view feature
- Change the point of view on a data form

Step	Action	Notes
1	<p>Navigate to the Manage Employees by Department form by going to My Task List → Operating Preparation → Operating Expense Input → Expense Input – ChartFields in POV.</p> 	
2	<p>At the top of this form, you will see the Point of View bar with a “Go” arrow to the right of the POV. On this form, the Department and Version dimensions are located in the POV.</p> 	
3	<p>To change your Point of View and select a different Department, click on the arrow next to the Department dimension. This will display the list of Department members that you are able to select.</p> 	
4	<p>Select a new Department member from the drop-down list, then click the “Go” arrow to save your POV selection.</p>	<p>After changing your POV, you must click the “Go” arrow to save your changes.</p> <p>The search bar will filter down the list</p>

		<p>of members. Wild cards (*) are not need for the search bar</p>
<p>5</p>	<p>After hitting the “Go” arrow, you will now see that the form renders to display data for the selected dimension(s) in the POV.</p>	

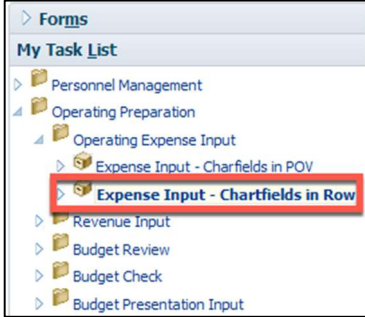

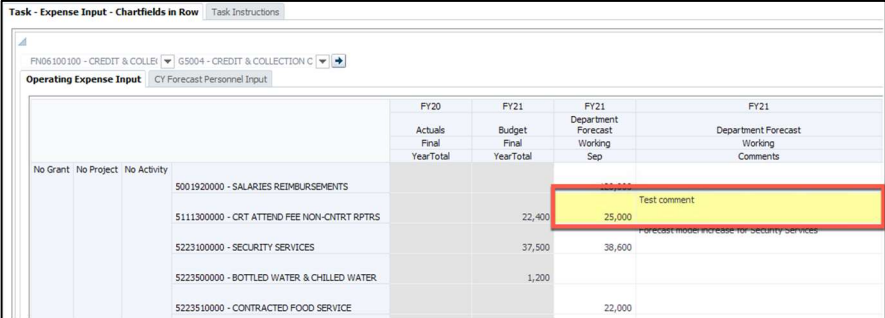
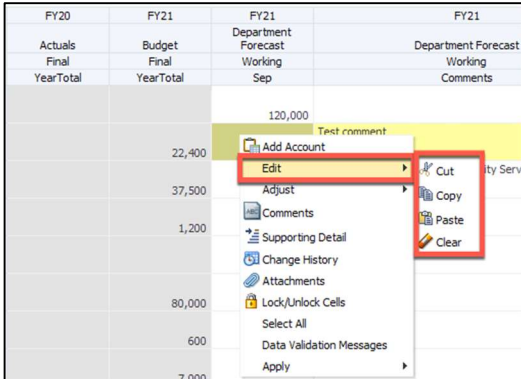
## Lesson 5: Saving Data to a Data Form

### Lesson Overview

This lesson will guide users through the steps to enter and save data on a data form.

### In this lesson you will learn:

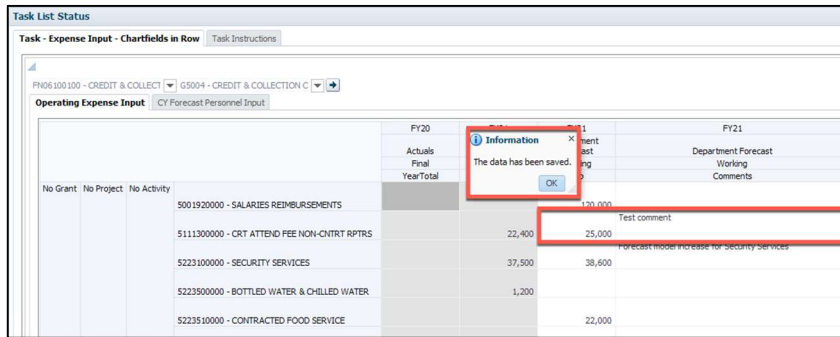
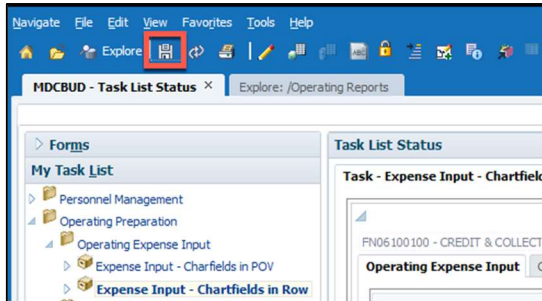
- Navigate to a writeable form where users can enter and save data
- Enter data to a data form
- Save the data you entered to the form

Step	Action	Notes
1	<p>Navigate to the Expense Input – ChartFields in Row form by going to My Task List → Operating Preparation → Operating Expense Input → Expense Input – ChartFields in Row.</p> 	
2	<p>Click on the drop-down arrows next to the Department and Fund dimensions in the point of view (POV) and select your Department and Fund. Click the "Go" arrow to save your selection.</p> 	
3	<p>Click in a white cell and begin typing in a number to enter data at that intersection. After typing in an amount, the cell color will change from white to yellow, signifying that the data has not yet been saved.</p> 	<p>White cells signify a writeable cell, while gray cells signify that they are read-only.</p>
4	<p>Right click the cell and select Edit from the menu to view additional options including Cut, Copy, Paste and Clear.</p> 	



5

Click the “Save” icon in the upper left corner of the screen to save your changes. A message will display indicating that the data has been saved and the entered cell will turn from yellow back to white.



## Module 4: Operating Expense Input

### Overview

This module includes the following lessons:

- Lesson 1: Expense Input – ChartFields in POV
- Lesson 2: Expense Input – ChartFields in Rows

## Module 4: Key Terms

The following key terms are used in this Module:

Term	Definition
<b>Point-of-View</b>	Point-of-View describes the intersection, or combination of dimension members, used to source data the data shown on a form or report. Also referred to as POV.
<b>PSTN</b>	The position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.
<b>FINSTMT</b>	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
<b>PSTN_RPT</b>	The position reporting cube (PSTN_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.
<b>Data Push</b>	Process to share data between the different database cubes: PSTN; FINSTMT; and PSTN_RPT. Also referred to as 'mapping data', data push operations occur on a scheduled basis.

## Lesson 1: Expense Input – ChartFields in POV

### Lesson Overview

Expense Input – ChartFields in POV presents information on two tabs:

- Operating Expense Input
- CY Forecast Personnel Input

The forms presented in this lesson are intended to enter operating expenses with the ChartFields in the POV. This version of the forms may be better suited for larger departments. Comparison scenarios exist to show the Account intersections available for the department to use. Users can add new Account intersections via the *Add Account* menu item.

### In this lesson you will learn:

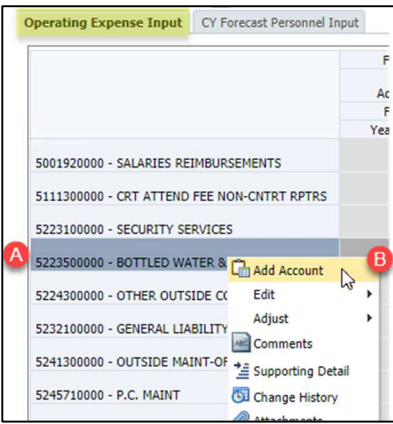


- Navigate to the Expense Input – ChartFields in POV feature
- Enter Operating Expense values for the future year's budget
- Enter Operating Expense values for the current year's forecast
- Add a new Operating Expense Account to the Operating Expense Input form
- Enter Personnel Expense values for the current year's forecast
- Add a new Personnel Expense Account to the CY Forecast Personnel Input form

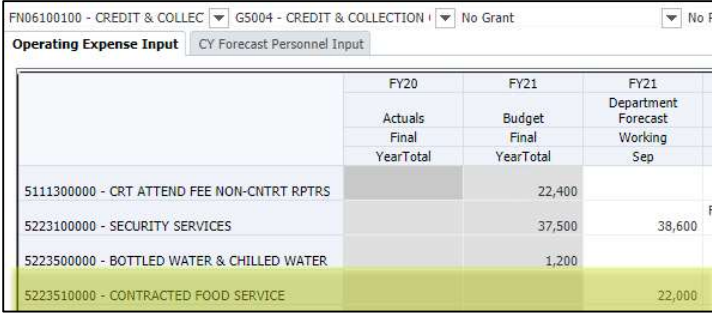
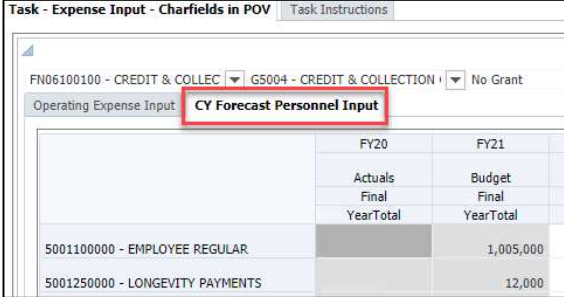
Step	Action	Notes
1	<p>To navigate to the Expense Input – ChartFields in POV feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Operating Expense Input &gt; Expense Input - ChartFields in POV</b></p> <p>B. After the <b>Expense Input – ChartFields in POV</b> task displays, select the <b>Operating Expense Input</b> tab.</p>	<p>The forms covered in Lesson 1 may be better suited for larger departments.</p> <p>The forms covered in Lesson 2 may be better suited for smaller departments.</p>
2	<p>The Operating Expense Input tab displays:</p> <p>A. Point-of-View bar</p> <p>B. Accounts are displayed on the rows.</p> <p>C. Prior Year Actuals column for comparison reference.</p> <p>D. Current Year Budget column for comparison reference.</p> <p>E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</p> <p>F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.</p> <p>G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u>.</p> <p>H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.</p>	

The screenshot shows the 'Operating Expense Input' interface. At the top, a navigation bar (A) contains dropdown menus for 'FN06100100 - CREDIT & COLLEC', 'GS004 - CREDIT & COLLECTION', 'No Grant', 'No Project', and 'No Activity'. Below this, the 'Operating Expense Input' tab is active, with a sub-tab for 'CY Forecast Personnel Input'. The main table (B) lists various expense accounts. A callout box (C-H) highlights the column headers: 'FY20 Actuals Final YearTotal' (C), 'FY21 Budget Final YearTotal' (D), 'FY21 Department Forecast Working Sep' (E), 'FY21 Department Forecast Working Comments' (F), 'FY22 Budget Working YearTotal' (G), and 'FY22 Budget Working Comments' (H). The table data includes rows for 'SALARIES REIMBURSEMENTS', 'CRT ATTEND FEE NON-CNTRT RPTRS', 'SECURITY SERVICES', 'BOTTLED WATER & CHILLED WATER', and 'CONTRACTED FOOD SERVICE'.

	FY20	FY21	FY21	FY21	FY22	FY22
	Actuals	Budget	Department	Department	Budget	Budget
	Final	Final	Forecast	Forecast	Working	Working
	YearTotal	YearTotal	Working	Working	YearTotal	YearTotal
			Sep	Comments	>	Comments
5001920000 - SALARIES REIMBURSEMENTS					100,000	
5111300000 - CRT ATTEND FEE NON-CNTRT RPTRS		22,400				
5223100000 - SECURITY SERVICES		37,500				
5223500000 - BOTTLED WATER & CHILLED WATER		1,200				
5223510000 - CONTRACTED FOOD SERVICE			22,200			

3	<p>Set the Point-of-View for the form by performing these steps for each of the 5 dimensions as needed:</p> <ol style="list-style-type: none"> <li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li> <li>B. Select an appropriate member for your department's data.</li> </ol> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Fund</li> <li>• Grant</li> <li>• Project</li> <li>• Activity</li> </ul>
4	<p>To enter Operating Expense values for Current Year Forecast:</p> <ol style="list-style-type: none"> <li>A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value for one of the operating expense accounts on the form.</li> <li>B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a supporting comment.</li> <li>C. Click <b>Save</b>.</li> </ol>	<p>Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.</p>
5	<p>To enter Operating Expense values for Future Year Budget:</p> <ol style="list-style-type: none"> <li>A. In the <b>Budget-&gt;Working-&gt;YearTotal</b> column enter a dollar value for one of the operating expense accounts on the form.</li> <li>B. In the <b>Budget-&gt;Working-&gt;Comments</b> column enter a supporting comment.</li> <li>C. Click <b>Save</b>.</li> </ol>	<p>Ideally the values in step 'A' on this form are entered as rounded to the nearest hundreds.</p>

<p>6</p>	<p>To add a new Operating Expense Account:</p> <p>A. Right click on any expense account.</p> <p>B. Then, click on "Add Account" on the right-click menu.</p> 	<p>The process for Adding a New Operating Expense Account is covered in Steps 6 to 10</p>
<p>7</p>	<p>The Add Operating Expense form opens.</p> <p>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</p> <p>B. Choose a new expense account to add. Also select the Fund, Grant, Project, and Activity if applicable.</p> <p>C. Click the "Go" arrow in the point of view.</p> 	
<p>8</p>	<p>The form display updates for the selected Point-of-View.</p> <p>Enter a value in one or more of the available cells for the account, then click <b>Save</b>.</p>	
<p>9</p>	<p>Click on the blue breadcrumbs hyperlink "Expense Input - ChartFields in POV" above the point of view to return to the previous form.</p> 	

<p>10</p>	<p>Verify the new account is added to the form.</p>  <table border="1"> <thead> <tr> <th rowspan="3"></th> <th>FY20</th> <th>FY21</th> <th>FY21</th> </tr> <tr> <th>Actuals</th> <th>Budget</th> <th>Department</th> </tr> <tr> <th>Final</th> <th>Final</th> <th>Forecast</th> </tr> <tr> <th>YearTotal</th> <th>YearTotal</th> <th>Working</th> </tr> <tr> <th></th> <th></th> <th></th> <th>Sep</th> </tr> </thead> <tbody> <tr> <td>5111300000 - CRT ATTEND FEE NON-CNTRT RPTRS</td> <td></td> <td>22,400</td> <td></td> </tr> <tr> <td>5223100000 - SECURITY SERVICES</td> <td></td> <td>37,500</td> <td>38,600</td> </tr> <tr> <td>5223500000 - BOTTLED WATER &amp; CHILLED WATER</td> <td></td> <td>1,200</td> <td></td> </tr> <tr> <td>5223510000 - CONTRACTED FOOD SERVICE</td> <td></td> <td></td> <td>22,000</td> </tr> </tbody> </table>		FY20	FY21	FY21	Actuals	Budget	Department	Final	Final	Forecast	YearTotal	YearTotal	Working				Sep	5111300000 - CRT ATTEND FEE NON-CNTRT RPTRS		22,400		5223100000 - SECURITY SERVICES		37,500	38,600	5223500000 - BOTTLED WATER & CHILLED WATER		1,200		5223510000 - CONTRACTED FOOD SERVICE			22,000	
	FY20		FY21	FY21																															
	Actuals		Budget	Department																															
	Final	Final	Forecast																																
YearTotal	YearTotal	Working																																	
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5223510000 - CONTRACTED FOOD SERVICE			22,000																																
<p>11</p>	<p>Select the <b>CY Forecast Personnel Input</b> tab.</p>  <table border="1"> <thead> <tr> <th rowspan="3"></th> <th>FY20</th> <th>FY21</th> </tr> <tr> <th>Actuals</th> <th>Budget</th> </tr> <tr> <th>Final</th> <th>Final</th> </tr> <tr> <th>YearTotal</th> <th>YearTotal</th> </tr> </thead> <tbody> <tr> <td>5001100000 - EMPLOYEE REGULAR</td> <td></td> <td>1,005,000</td> </tr> <tr> <td>5001250000 - LONGEVITY PAYMENTS</td> <td></td> <td>12,000</td> </tr> </tbody> </table>		FY20	FY21	Actuals	Budget	Final	Final	YearTotal	YearTotal	5001100000 - EMPLOYEE REGULAR		1,005,000	5001250000 - LONGEVITY PAYMENTS		12,000																			
	FY20		FY21																																
	Actuals		Budget																																
	Final	Final																																	
YearTotal	YearTotal																																		
5001100000 - EMPLOYEE REGULAR		1,005,000																																	
5001250000 - LONGEVITY PAYMENTS		12,000																																	



12 The CY Forecast Personnel Input tab displays:

- A. Point-of-View bar
- B. Accounts are displayed on the rows.
- C. Prior Year Actuals column for comparison reference.
- D. Current Year Budget column for comparison reference.
- E. Current Year Forecast column for financial value data entry.  
A single, full annual amount is entered into the September period.  
Ideally the value should be entered as a rounded value to the nearest thousands, 1,000's.
- F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.
- G. Future Year Budget column for comparison reference, can be expanded to show monthly periods.


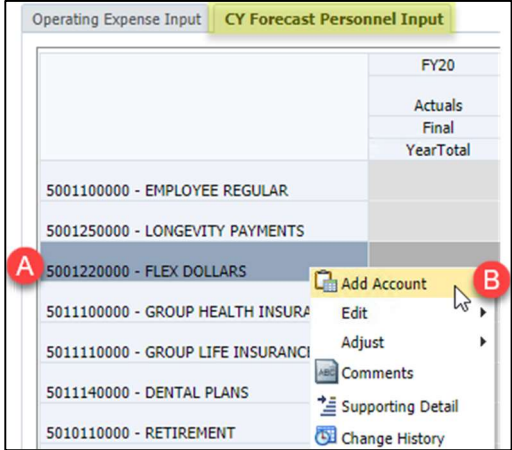
	FY20	FY21	FY21	FY21	FY22
	Actuals	Budget	Department	Department	Budget
	Final	Final	Forecast	Forecast	Working
	YearTotal	YearTotal	Working	Working	YearTotal
			Sep	Comments	
5001100000 - EMPLOYEE REGULAR	C	D 05,000	E	F	G 0,398
5001250000 - LONGEVITY PAYMENTS		12,000			21,676
5001220000 - FLEX DOLLARS		19,000			59,136
5011100000 - GROUP HEALTH INSURANCE		230,000			806,400

The values shown under the Budget column (G) are generated from the PSTN portion of the MDCBUD application.

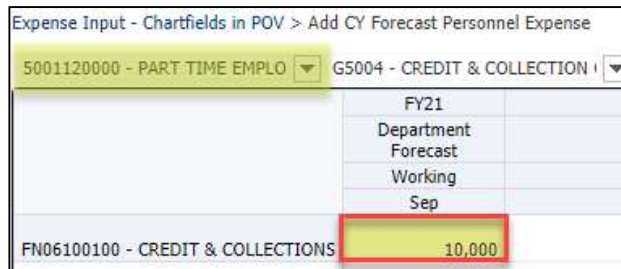
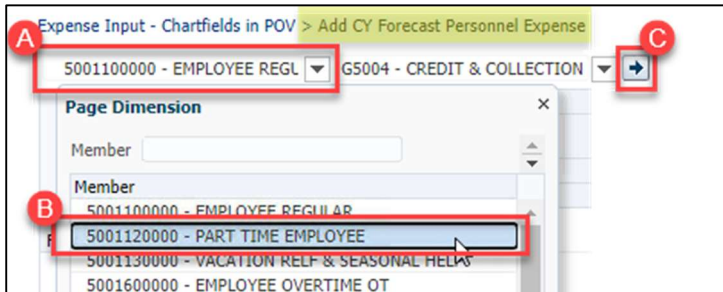
PSTN refers to MDCBUD’s Position Management features where budget activities on detailed cost elements for salary, benefits, and taxes are managed at the individual Position and Employee level.

PSTN values are calculated and summarized to the GL Accounting segment level and pushed to FINSTMT.

FINSTMT refers to MDCBUD’s Operating Budget and Forecasting features where data is presented by GL Accounting segments.

<p>13</p>	<p>To enter Personnel Expense values for Current Year Forecast:</p> <p>A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value for one of the operating expense accounts on the form.</p> <p>B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p>  <p>C. Click <b>Save</b>.</p>	<p>Values in step 'A' on this form are intended to be entered as rounded to the nearest thousands.</p>
<p>14</p>	<p>To add a new Personnel Expense Account:</p> <p>A. Right click on any expense account.</p> <p>B. Then, click on "Add Account" on the right-click menu.</p> 	<p>The process for Adding a New Personnel Expense Account is covered in Steps 14 to 18</p>

<p>15</p>	<p>The Add CY Forecast Personnel Expense form opens.</p> <p>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</p> <p>B. Choose a new personnel expense account to add. Also select the Fund, Grant, Project, and Activity if applicable.</p> <p>C. Click the "Go" arrow in the point of view.</p>	
<p>16</p>	<p>The form display updates for the selected Point-of-View.</p> <p>Enter a value in one or more of the available cells for the account, then click <b>Save</b>.</p>	
<p>17</p>	<p>Click on the blue breadcrumbs hyperlink "Expense Input - ChartFields in POV" above the point of view to return to the previous form.</p>	
<p>18</p>	<p>Verify the new account is added to the form.</p>	



	FY20	FY21	FY21
	Actuals	Budget	Department Forecast
	Final YearTotal	Final YearTotal	Working Sep
5001100000 - EMPLOYEE REGULAR		1,005,000	1,035,000
5001120000 - PART TIME EMPLOYEE			10,000
5001350000 - LONGEVITY PAYMENTS		12,000	

## Lesson 2: Expense Input – ChartFields in Rows

### Lesson Overview

Expense Input – ChartFields in Rows presents information on two tabs:

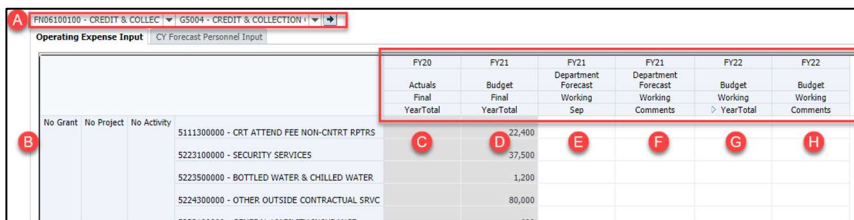
- Operating Expense Input
- CY Forecast Personnel Input

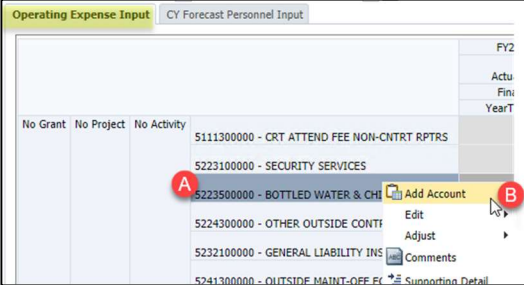
The forms presented in this lesson are intended to enter operating expenses with the ChartFields in the Row. This form has the same column layout and structure as the *Expense Input - ChartFields in POV* form, however instead of having all the ChartFields in the point of view, the form brings Grant, Project, and Activity down into the rows. This version of the expense input form may work better for smaller departments. Comparison scenarios exist to show the Account intersections available for the department to use. Users can add new Account segments via the *Add Account* menu item.

### In this lesson you will learn:

- Navigate to the Expense Input – ChartFields in Row feature
- Enter Operating Expense values for the future year's budget
- Enter Operating Expense values for the current year's forecast
- Add a new Operating Expense Account to the Operating Expense Input form
- Enter Personnel Expense values for the current year's forecast
- Add a new Personnel Expense Account to the CY Forecast Personnel Input form

Step	Action	Notes
1	<p>To navigate to the Expense Input – ChartFields in POV feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Operating Expense Input &gt; Expense Input - ChartFields in Row</b></p> <p>B. After the <b>Expense Input – ChartFields in Row</b> task displays, select the <b>Operating Expense Input</b> tab.</p>	<p>The forms covered in Lesson 1 may be better suited for larger departments.</p> <p>The forms covered in Lesson 2 may be better suited for smaller departments.</p>
2	<p>The Operating Expense Input tab displays:</p> <p>A. Point-of-View bar with 2 dimensions</p> <p>B. 4 GL Accounting Segments on the Rows, in the following order: Grants, Project, Activity, and Account</p> <p>C. Prior Year Actuals column for comparison reference.</p> <p>D. Current Year Budget column for comparison reference.</p> <p>E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</p> <p>F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.</p> <p>G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u>.</p> <p>H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.</p>	



<p>3</p>	<p>Set the Point-of-View for the form by performing these steps for each of the 2 dimensions as needed:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department’s data.</p> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Fund</li> </ul>
<p>4</p>	<p>To enter Operating Expense values for Current Year Forecast:</p> <p>A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value for one of the operating expense accounts on the form.</p> <p>B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p> <p>C. Click <b>Save</b>.</p>	<p>Ideally the values in step ‘A’ on this form are entered as rounded to the nearest hundreds.</p>
<p>5</p>	<p>To enter Operating Expense values for Future Year Budget:</p> <p>A. In the <b>Budget-&gt;Working-&gt;YearTotal</b> column enter a dollar value for one of the operating expense accounts on the form.</p> <p>B. In the <b>Budget-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p> <p>C. Click <b>Save</b>.</p>	<p>Ideally the values in step ‘A’ on this form are entered as rounded to the nearest hundreds.</p>
<p>6</p>	<p>To add a new Operating Expense Account:</p> <p>A. Right click on any expense account.</p> <p>B. Then, click on "Add Account" on the right-click menu.</p> 	<p>The process for Adding a New Operating Expense Account is covered in Steps 6 to 10</p>

<p>7</p>	<p>The Add Operating Expense form opens.</p> <p>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</p> <p>B. Choose a new expense account to add. Also select the Fund, Grant, Project, and Activity if applicable.</p> <p>C. Click the "Go" arrow in the point of view.</p>	
<p>8</p>	<p>The form display updates for the selected Point-of-View.</p> <p>Enter a value in one or more of the available cells for the account, then click <b>Save</b>.</p>	
<p>9</p>	<p>Click on the blue breadcrumbs hyperlink "Expense Input - ChartFields in POV" above the point of view to return to the previous form.</p>	
<p>10</p>	<p>Verify the new account is added to the form.</p>	



			FY20	FY21	FY21
			Actuals	Budget	Department
			Final	Final	Forecast
			YearTotal	YearTotal	Working
					Sep
No Grant	No Project	No Activity			
		5111300000 - CRT ATTEND FEE NON-CNTRT RPTRS		22,400	
		5223100000 - SECURITY SERVICES		37,500	38,600
		5223500000 - BOTTLED WATER & CHILLED WATER		1,200	
		5223510000 - CONTRACTED FOOD SERVICE			22,000

11 Select the **CY Forecast Personnel Input** tab.

- 12 The CY Forecast Personnel Input tab displays:
- A. Point-of-View bar
  - B. 4 GL Accounting Segments on the Rows, in the following order: Grants, Project, Activity, and Account
  - C. Prior Year Actuals column for comparison reference.
  - D. Current Year Budget column for comparison reference.
  - E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest thousands, 1000's.
  - F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.
  - G. Future Year Budget column for comparison reference, can be expanded to show monthly periods.

The values shown under the Budget column (G) are generated from the PSTN portion of the MDCBUD application.

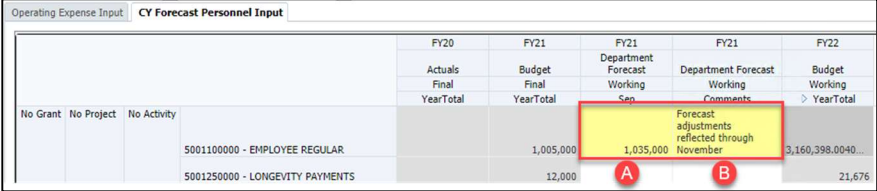
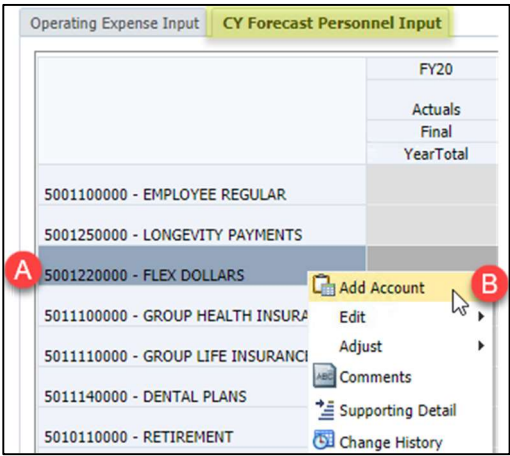
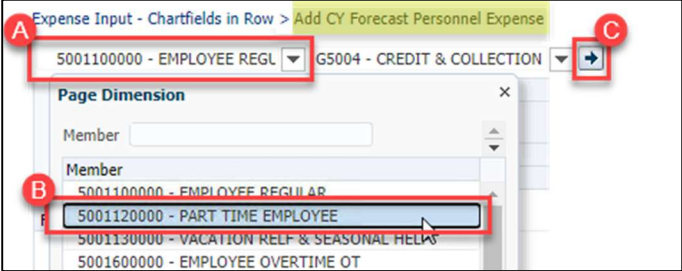
PSTN refers to MDCBUD's Position Management features where budget activities on detailed cost elements for salary, benefits, and taxes are managed at the individual Position and Employee level.

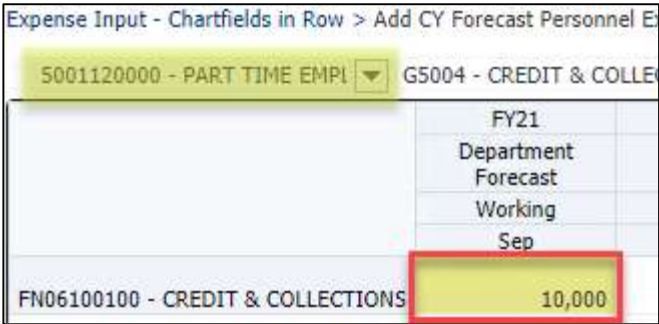


No Grant	No Project	No Activity	Account	FY20	FY21	FY21	FY21	FY22
				Actuals Final YearTotal	Budget Final YearTotal	Department Forecast Working Sep	Department Forecast Working Comments	Budget Working YearTotal
			5001100000 - EMPLOYEE REGULAR		1,005,000			60,398
			5001250000 - LONGEVITY PAYMENTS		12,000			21,676
			5001220000 - FLEX DOLLARS		19,000			59,136
			5011100000 - GROUP HEALTH INSURANCE		230,000			806,400

PSTN values are calculated and summarized to the GL Accounting segment level and pushed to FINSTMT.

FINSTMT refers to MDCBUD's Operating Budget and Forecasting features where data is presented by GL Accounting segments.



<p>13</p>	<p>To enter Personnel Expense values for Current Year Forecast:</p> <p>A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value for one of the operating expense accounts on the form.</p> <p>B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p>  <p>C. Click <b>Save</b>.</p>	<p>Values in step 'A' on this form are intended to be entered as rounded to the nearest thousands.</p>
<p>14</p>	<p>To add a new Personnel Expense Account:</p> <p>A. Right click on any expense account.</p> <p>B. Then, click on "Add Account" on the right-click menu.</p> 	<p>The process for Adding a New Personnel Expense Account is covered in Steps 14 to 18</p>
<p>15</p>	<p>The Add CY Forecast Personnel Expense form opens.</p> <p>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</p> <p>B. Choose a new personnel expense account to add. Also select the Fund, Grant, Project, and Activity if applicable.</p> <p>C. Click the "Go" arrow in the point of view.</p> 	

<p>16</p>	<p>The form display updates for the selected Point-of-View. Enter a value in one or more of the available cells for the account, then click <b>Save</b>.</p> 	
<p>17</p>	<p>Click on the blue breadcrumbs hyperlink "Expense Input - ChartFields in POV" above the point of view to return to the previous form.</p> 	
<p>18</p>	<p>Verify the new account is added to the form.</p> 	

## Module 4: Course Summary

### Objectives Achieved

Congratulations! You have completed the **Operating Expense Input** course. You should now be able to:

- Navigate to the Operating Expense Input features
  - Expense Input – ChartFields in POV
  - Expense Input – ChartFields in Row
- Use these forms contained within either of these features to:
  - Enter Operating Expense values for the future year’s budget
  - Enter Operating Expense values for the current year’s forecast
  - Add a new Operating Expense Account to the Operating Expense Input form
  - Enter Personnel Expense values for the current year’s forecast
  - Add a new Personnel Expense Account to the CY Forecast Personnel Input form

## Module 5: Revenue Input

### Overview

This module includes the following lessons:

- Lesson 1: Revenue Input – ChartFields in POV
- Lesson 2: Revenue Input – ChartFields in Rows

## Module 5: Key Terms

The following key terms are used in this Module:

Term	Definition
<b>Point-of-View</b>	Point-of-View describes the intersection, or combination of dimension members, used to source data the data shown on a form or report. Also referred to as POV.
<b>PSTN</b>	The position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.
<b>FINSTMT</b>	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
<b>PSTN_RPT</b>	The position reporting cube (PSTN_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.
<b>Data Push</b>	Process to share data between the different database cubes: PSTN; FINSTMT; and PSTN_RPT. Also referred to as 'mapping data', data push operations occur on a scheduled basis.
<b>Revenue Description (Dimension)</b>	A new dimension that adds an additional level of detail to the GL revenue accounts. This dimension is specifically used for revenue values only. Expense values are always keyed to the 'No_Revenue_Description' member in this dimension. <i>Revenue Description</i> member values are managed in Hyperion and integrated with the RFRO system. The values are not integrated with PeopleSoft.

## Lesson 1: Revenue Input – ChartFields in POV

### Lesson Overview

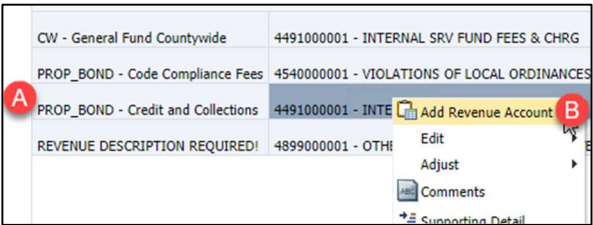
The forms presented in this lesson are intended to enter revenues with the ChartField in the POV. This version of the forms may be better suited for larger departments. Comparison scenarios exist to show the Account intersections available for the department to use. Users can add new Account segments via the *Add Account* menu item.

### In this lesson you will learn:

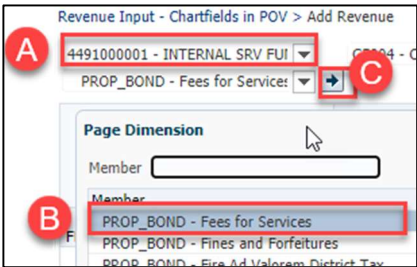

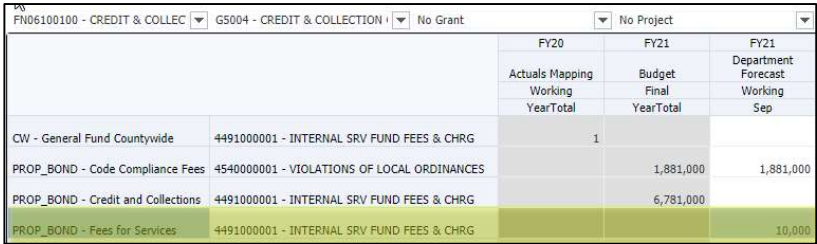
- Navigate to the Revenue Input – ChartFields in POV feature
- Enter Revenue values for the future year’s budget
- Enter Revenue values for the current year’s forecast
- Add a new Revenue Account to the Revenue Input form
- Learn key aspects about the new *Revenue Description* dimension

Step	Action	Notes
1	<p>To navigate to the Revenue Input – ChartFields in POV feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Revenue Input &gt; Revenue Input - ChartFields in POV</b></p>	<p>The forms covered in Lesson 1 may be better suited for larger departments.</p> <p>The forms covered in Lesson 2 may be better suited for smaller departments.</p>
2	<p>Revenue Input - ChartFields in the POV displays:</p> <p>A. Point-of-View bar</p> <p>B. <u>Revenue Description</u> and Accounts are displayed on the rows.</p> <p>C. Prior Year Actuals column for comparison reference.</p> <p>D. Current Year Budget column for comparison reference.</p> <p>E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</p> <p>F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.</p> <p>G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u>.</p> <p>H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.</p>	<p>The <i>Revenue Description</i> dimension is specifically used for revenue values only. Expense values are always keyed to the 'No_Revenue_Description' member in this dimension.</p> <p><i>Revenue Description</i> member values are managed in Hyperion and integrated with the RFRO system. The values are not integrated with PeopleSoft.</p>

		FY20	FY21	FY21	FY21	FY22	FY22	
		Actuals Mapping Working	Budget Final	Department Forecast Working	Department Forecast Working	Budget Working	Budget Working	
		YearTotal	YearTotal	Sep	Comments	YearTotal	Comments	
<b>B</b>	CW - General Fund Countywide	4491000001 - INTERNAL SRV FUND FEES & CHR	1	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	PROP_BOND - Code Compliance Fees	4540000001 - VIOLATIONS OF LOCAL ORDINANCES						
	PROP_BOND - Credit and Collections	4491000001 - INTERNAL SRV FUND FEES & CHR						
	REVENUE DESCRIPTION REQUIRED!	4899000001 - OTHER NON REV-BUDGET CARRYOVER						

<p>3</p>	<p>Set the Point-of-View for the form by performing these steps for each of the 5 dimensions as needed:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department’s data.</p> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Fund</li> <li>• Grant</li> <li>• Project</li> <li>• Activity</li> </ul>
<p>4</p>	<p>To enter Revenue values for Current Year Forecast:</p> <p>A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value for one of the revenue accounts on the form.</p> <p>B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p> <p>C. Click <b>Save</b>.</p>	<p>Ideally the values in step ‘A’ on this form are entered as rounded to the nearest hundreds.</p>
<p>5</p>	<p>To enter Revenue values for Future Year Budget:</p> <p>A. In the <b>Budget-&gt;Working-&gt;YearTotal</b> column enter a dollar value for one of the revenue accounts on the form.</p> <p>B. In the <b>Budget-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p> <p>C. Click <b>Save</b>.</p>	<p>Ideally the values in step ‘A’ on this form are entered as rounded to the nearest hundreds.</p>
<p>6</p>	<p>To add a new Revenue Account:</p> <p>A. Right click on any revenue account.</p> <p>B. Then, click on "Add Revenue Account" on the right-click menu.</p> 	<p>The process for Adding a New Revenue Account is covered in Steps 6 to 10</p>



<p>7</p>	<p>The Add Revenue form opens.</p> <p>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</p> <p>B. Choose a new expense account to add.</p> <p>Repeat steps A and B as needed for the remaining dimensions: <i>Revenue Description</i>, Fund, Grant, Project, and Activity if applicable.</p> <p>C. Click the "Go" arrow in the point of view.</p> 																																									
<p>8</p>	<p>The form display updates for the selected Point-of-View.</p> <p>Enter a value in one or more of the available cells for the account, then click <b>Save</b>.</p>																																									
<p>9</p>	<p>Click on the blue breadcrumbs hyperlink "Revenue Input - ChartFields in POV" above the point of view to return to the previous form.</p> 																																									
<p>10</p>	<p>Verify the new revenue account and revenue description combination are added to the form.</p>  <table border="1" data-bbox="305 1419 1117 1661"> <thead> <tr> <th colspan="2"></th> <th>FY20</th> <th>FY21</th> <th>FY21</th> </tr> <tr> <th colspan="2"></th> <th>Actuals Mapping</th> <th>Budget</th> <th>Department Forecast</th> </tr> <tr> <th colspan="2"></th> <th>Working</th> <th>Final</th> <th>Working</th> </tr> <tr> <th colspan="2"></th> <th>YearTotal</th> <th>YearTotal</th> <th>Sep</th> </tr> </thead> <tbody> <tr> <td>CW - General Fund Countywide</td> <td>4491000001 - INTERNAL SRV FUND FEES &amp; CHRG</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>PROP_BOND - Code Compliance Fees</td> <td>4540000001 - VIOLATIONS OF LOCAL ORDINANCES</td> <td></td> <td>1,881,000</td> <td>1,881,000</td> </tr> <tr> <td>PROP_BOND - Credit and Collections</td> <td>4491000001 - INTERNAL SRV FUND FEES &amp; CHRG</td> <td></td> <td>6,781,000</td> <td></td> </tr> <tr> <td>PROP_BOND - Fees for Services</td> <td>4491000001 - INTERNAL SRV FUND FEES &amp; CHRG</td> <td></td> <td></td> <td>10,000</td> </tr> </tbody> </table>			FY20	FY21	FY21			Actuals Mapping	Budget	Department Forecast			Working	Final	Working			YearTotal	YearTotal	Sep	CW - General Fund Countywide	4491000001 - INTERNAL SRV FUND FEES & CHRG		1		PROP_BOND - Code Compliance Fees	4540000001 - VIOLATIONS OF LOCAL ORDINANCES		1,881,000	1,881,000	PROP_BOND - Credit and Collections	4491000001 - INTERNAL SRV FUND FEES & CHRG		6,781,000		PROP_BOND - Fees for Services	4491000001 - INTERNAL SRV FUND FEES & CHRG			10,000	
		FY20	FY21	FY21																																						
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11	<p>About the new <i>Revenue Description</i> dimension in MDCBUD:</p> <ul style="list-style-type: none"><li>• Revenue Description dimension provides additional level of detail for GL Revenue Accounts.</li><li>• The member names for this dimension are categorized into items such as: County Wide; UMSA; Property Bond; State Grant; Federal Grant; Interfund Transfer; and Intradepartmental Transfer.</li><li>• The member names for this dimension do not exist in PeopleSoft FMS 9.2, they are maintained in MDCBUD. Data shared from MDCBUD to RFRO will include the Revenue Description members.</li><li>• Financial values imported from PeopleSoft are set to the <i>No_Revenue_Description</i> member of this dimension.</li><li>• Please refer to the Actuals Mapping module for more information regarding the process to distribute Revenue actuals to their appropriate Revenue Description members.</li></ul>	
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## Lesson 2: Revenue Input – ChartFields in Row

### Lesson Overview


The forms presented in this lesson are intended to enter revenues with the ChartField in the Row. This version of the forms may be better suited for smaller departments. Comparison scenarios exist to show the Account intersections available for the department to use. Users can add new Account segments via the *Add Account* menu item.

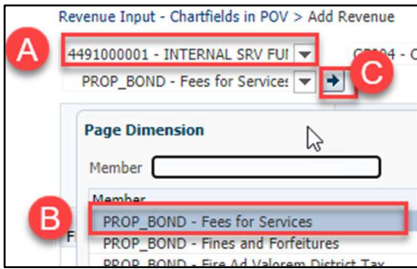

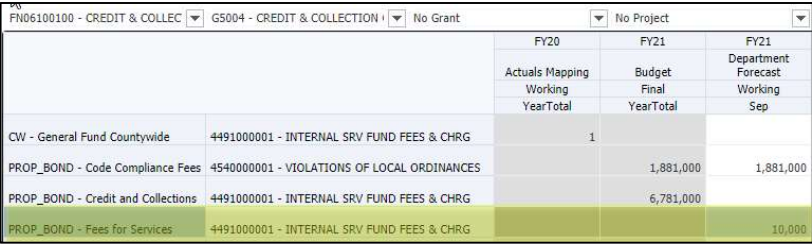
### In this lesson you will learn:

- Navigate to the Revenue Input – ChartFields in Row feature
- Enter Revenue values for the future year’s budget
- Enter Revenue values for the current year’s forecast
- Add a new Revenue Account to the Revenue Input form
- Learn key aspects about the new *Revenue Description* dimension

Step	Action	Notes
1	<p>To navigate to the Revenue Input – ChartFields in Row feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Revenue Input &gt; Revenue Input - ChartFields in Row</b></p>	<p>The forms covered in Lesson 1 may be better suited for larger departments.</p> <p>The forms covered in Lesson 2 may be better suited for smaller departments.</p>
2	<p>Revenue Input - ChartFields in the Row displays:</p> <p>A. Point-of-View bar</p> <p>B. GL Accounting Segments plus the <u>Revenue Description</u> are on the Rows, in the following order: Grants, Project, Activity, <u>Revenue Description</u>, and Accounts are displayed on the rows.</p> <p>C. Prior Year Actuals column for comparison reference.</p> <p>D. Current Year Budget column for comparison reference.</p> <p>E. Current Year Forecast column for financial value data entry. A single, full annual amount is entered into the September period. Ideally the value should be entered as a rounded value to the nearest hundreds, <u>100's</u>.</p> <p>F. Current Year Forecast column for text comment data entry to support the financial value entry in the previous column.</p> <p>G. Future Year Budget column for financial value data entry, can be expanded to show monthly periods. Ideally the YearTotal value should be entered as a rounded value to the nearest, <u>100's</u>.</p> <p>H. Future Year Budget column for text comment data entry to support the financial value entry in the previous column.</p>	<p>The <i>Revenue Description</i> dimension is specifically used for revenue values only. Expense values are always keyed to the 'No_Revenue_Description' member in this dimension.</p> <p><i>Revenue Description</i> member values are managed in Hyperion and integrated with the RFR system. The values are not integrated with PeopleSoft.</p>

	FY20 Actuals Mapping YearTotal	FY21 Budget YearTotal	FY21 Forecast Working Sep	FY21 Forecast Working Comments	FY22 Budget YearTotal	FY22 Budget Working Comments
No Grant No Project No Activity CW - General Fund Countywide 4491000001 - INTERNAL SRV FUND FEES & CHRIG		1				
PROP_BOND - Code Compliance Fees 4540000001 - VIOLATIONS OF LOCAL ORDINANCES		1,881,000				
PROP_BOND - Credit and Collections 4491000001 - INTERNAL SRV FUND FEES & CHRIG		6,781,000				
REVENUE DESCRIPTION REQUIRED! 4899000001 - OTHER NON REV-BUDGET CARRYOVER		536,000				

<p>3</p>	<p>Set the Point-of-View for the form by performing these steps for each of the 5 dimensions as needed:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department’s data.</p> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Fund</li> </ul>
<p>4</p>	<p>To enter Revenue values for Current Year Forecast:</p> <p>A. In the <b>Department Forecast-&gt;Working-&gt;Sep</b> column enter a dollar value for one of the revenue accounts on the form.</p> <p>B. In the <b>Department Forecast-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p> <p>C. Click <b>Save</b>.</p>	<p>Ideally the values in step ‘A’ on this form are entered as rounded to the nearest hundreds.</p>
<p>5</p>	<p>To enter Revenue values for Future Year Budget:</p> <p>A. In the <b>Budget-&gt;Working-&gt;YearTotal</b> column enter a dollar value for one of the revenue accounts on the form.</p> <p>B. In the <b>Budget-&gt;Working-&gt;Comments</b> column enter a supporting comment.</p> <p>C. Click <b>Save</b>.</p>	<p>Ideally the values in step ‘A’ on this form are entered as rounded to the nearest hundreds.</p>
<p>6</p>	<p>To add a new Revenue Account:</p> <p>A. Right click on any revenue account.</p> <p>B. Then, click on "Add Account" on the right-click menu.</p> 	<p>The process for Adding a New Revenue Account is covered in Steps 6 to 10</p>

<p>7</p>	<p>The Add Revenue form opens.</p> <p>A. In the Point-of-View bar, click the drop-down arrow next to the Account dimension.</p> <p>B. Choose a new revenue account to add.</p> <p>Repeat steps A and B as needed for the remaining dimensions: <i>Revenue Description</i>, Fund, Grant, Project, and Activity if applicable.</p> <p>C. Click the "Go" arrow in the point of view.</p> 																																														
<p>8</p>	<p>The form display updates for the selected Point-of-View.</p> <p>Enter a value in one or more of the available cells for the account, then click <b>Save</b>.</p>																																														
<p>9</p>	<p>Click on the blue breadcrumbs hyperlink "Revenue Input - ChartFields in Row" above the point of view to return to the previous form.</p> 																																														
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		FY20	FY21	FY21																																											
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11	<p>About the new <i>Revenue Description</i> dimension in MDCBUD:</p> <ul style="list-style-type: none"><li>• Revenue Description dimension provides additional level of detail for GL Revenue Accounts.</li><li>• The member names for this dimension are categorized into items such as: County Wide; UMSA; Property Bond; State Grant; Federal Grant; Interfund Transfer; and Intradepartmental Transfer.</li><li>• The member names for this dimension do not exist in PeopleSoft FMS 9.2, they are maintained in MDCBUD. Data shared from MDCBUD to RFRO will include the Revenue Description members.</li><li>• Financial values imported from PeopleSoft are set to the <i>No_Revenue_Description</i> member of this dimension.</li></ul> <p>Please refer to the Actuals Mapping module for more information regarding the process to distribute Revenue actuals to their appropriate Revenue Description members.</p>	
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## Module 5: Course Summary

### Objectives Achieved

Congratulations! You have completed the ***Revenue Input*** course. You should now be able to:

- Navigate to the Revenue Input features
  - Expense Input – ChartFields in POV
  - Expense Input – ChartFields in Row
- Use the forms contained within either of these features to:
  - Enter Revenue values for the future year's budget
  - Enter Revenue values for the current year's forecast
  - Add a new Revenue Account to the Operating Expense Input form
- Understand key aspects about the new *Revenue Description* dimension



## Module 6: Budget Reviews / Budget Checks

### Overview

This module includes the following lessons:

- Lesson 1: Budget Review – Account Detail
- Lesson 2: Budget Review – Fund Detail
- Lesson 3: Budget Review – Grant Detail
- Lesson 4: Budget Review – Project Activity Detail
- Lesson 5: Rounded Revenue Expense Balance Check
- Lesson 6: FTE Check

## Module 6: Key Terms

The following key terms are used in this Module:

Term	Definition
<b>Period: YearTotal</b>	Unrounded, sum of the months.
<b>Period: YearTotal-Working</b>	Unrounded, sum of months, plus one-time dollars in approved requests.
<b>Period: YearTotal-Rounded</b>	YearTotal-Working, rounded.

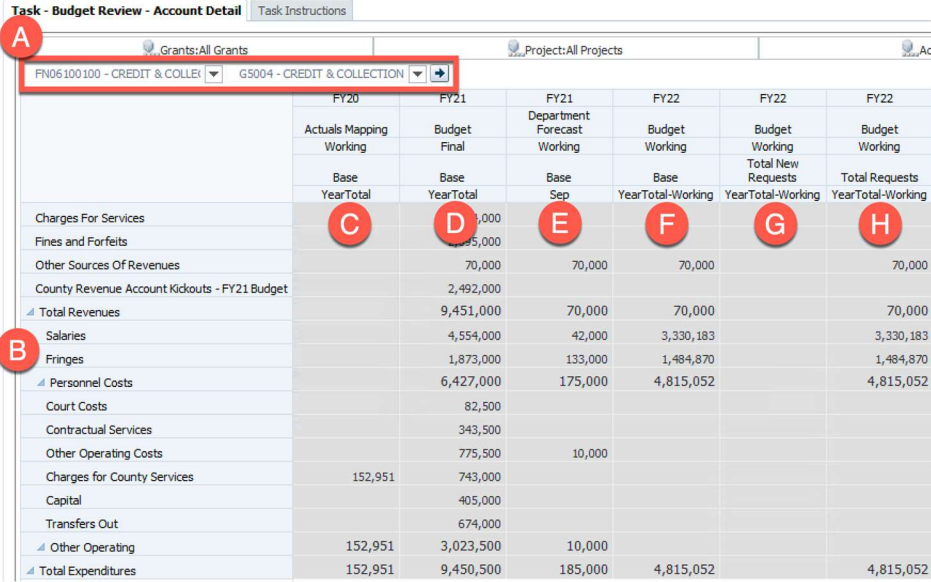
## Lesson 1: Budget Review – Account Detail

### Lesson Overview

The *Budget Review – Account Detail* feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by revenue and expenditure categories.

### In this lesson you will learn:

- Navigate to the *Budget Review – Account Detail* feature
- Set the Point-of-View
- Learn key aspects about the form layout and the information it provides

Step	Action	Notes
1	<p>To navigate to the Budget Review – Account Detail feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Budget Review &gt; Budget Review – Account Detail</b></p>	
2	<p>Budget Review – Account Detail form layout:</p> <p>A. Point-of-View bar: the POV can be updated for Department and Fund.</p> <p>B. Accounts are displayed on the rows. The members shown represent the high-level summary categories from the Accountability Ordinance hierarchy.</p> <p>C. Prior Year Actuals column for comparison reference.</p> <p>D. Current Year Budget column for comparison reference.</p> <p>E. Current Year Forecast column for comparison reference.</p> <p>F. Future Year Base Budget column for comparison reference.</p> <p>G. Future Year Total New Requests Budget column</p> <p>H. Future Year Total Requests Budget column (base budget + total new requests)</p> 	

3	<p>Set the Point-of-View for the form by performing these steps for each of the 2 dimensions as needed:</p> <ul style="list-style-type: none"><li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li><li>B. Select an appropriate member for your department's data.</li></ul> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"><li>• Department</li><li>• Fund</li></ul>
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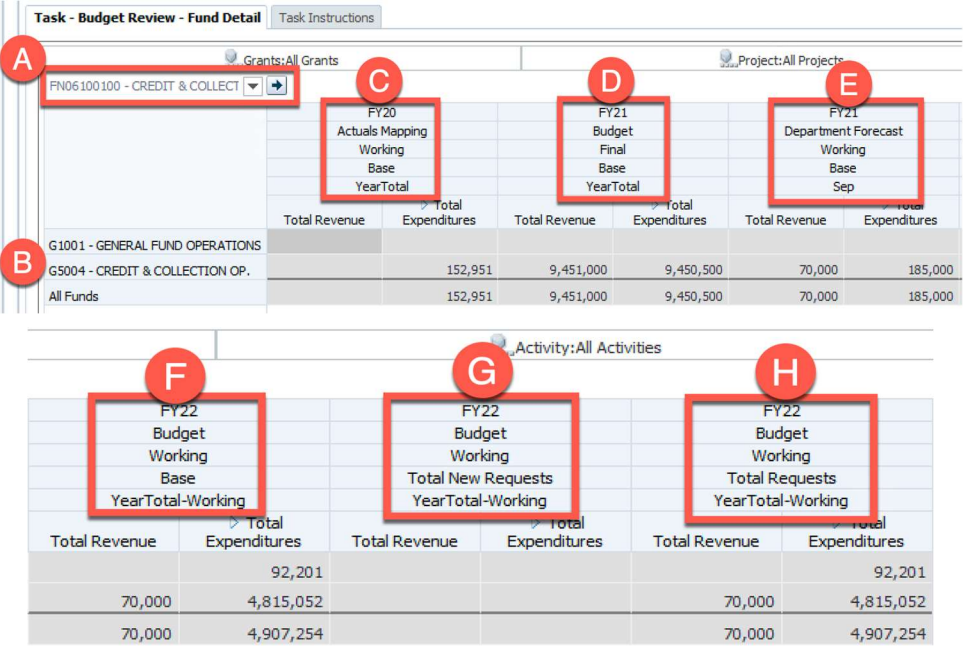
## Lesson 2: Budget Review – Fund Detail

### Lesson Overview

The *Budget Review – Fund Detail* feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by Funds which are listed in the rows.

### In this lesson you will learn:

- Navigate to the *Budget Review – Fund Detail* feature
- Set the Point-of-View
- Learn key aspects about the form layout and the information it provides

Step	Action	Notes
1	<p>To navigate to the Budget Review – Fund Detail feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Budget Review &gt; Budget Review – Fund Detail</b></p>	
2	<p>Budget Review – Fund Detail form layout:</p> <p>A. Point-of-View bar: the POV can be updated for Department.</p> <p>B. Funds are displayed on the rows.</p> <p>C. Prior Year Actuals for comparison reference, columns are broken out for revenue and expenditures.</p> <p>D. Current Year Budget for comparison reference, columns are broken out for revenue and expenditures.</p> <p>E. Current Year Forecast for comparison reference, columns are broken out for revenue and expenditures.</p> <p>F. Future Year Base Budget for comparison reference, columns are broken out for revenue and expenditures.</p> <p>G. Future Year Total New Requests Budget column</p> <p>H. Future Year Total Requests Budget column (base budget + total new requests)</p>  <p>The screenshot shows the 'Task - Budget Review - Fund Detail' interface. It features a top navigation bar with 'Grants: All Grants' and 'Project: All Projects'. Below this, there are several data tables. Callout A points to a dropdown menu for 'FN06100100 - CREDIT &amp; COLLECT'. Callout B points to a table with rows for 'G1001 - GENERAL FUND OPERATIONS', 'G5004 - CREDIT &amp; COLLECTION OP.', and 'All Funds'. Callouts C, D, and E point to columns for 'FY20 Actuals Mapping Working Base YearTotal', 'FY21 Budget Final Base YearTotal', and 'FY21 Department Forecast Working Base Sep' respectively. Callouts F, G, and H point to columns for 'FY22 Budget Working Base YearTotal-Working', 'FY22 Budget Working Total New Requests YearTotal-Working', and 'FY22 Budget Working Total Requests YearTotal-Working' respectively. The bottom table shows revenue and expenditure data for these categories.</p>	

3	<p>Set the Point-of-View for the form by performing these steps:</p> <ul style="list-style-type: none"><li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li><li>B. Select an appropriate member for your department's data.</li></ul>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"><li>• Department</li></ul>
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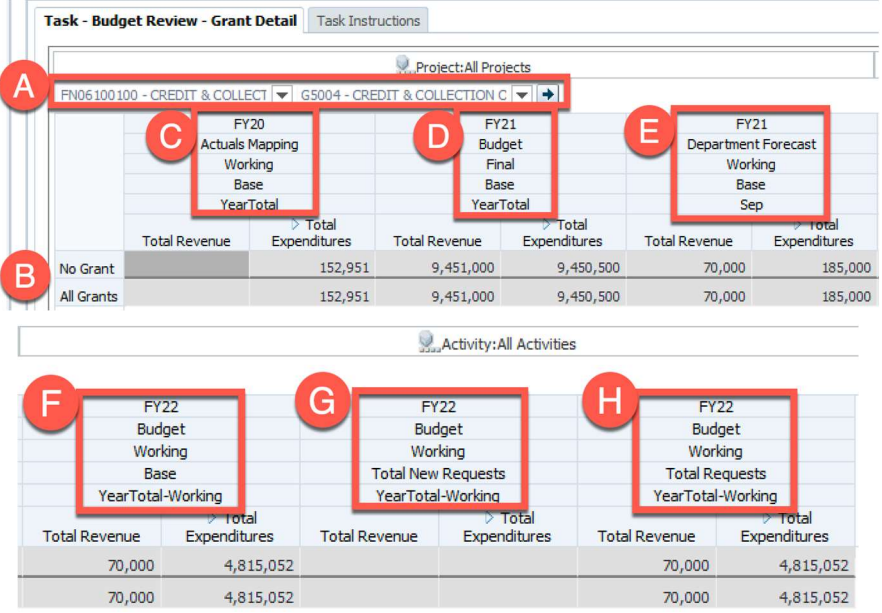
## Lesson 3: Budget Review – Grant Detail

### Lesson Overview

The *Budget Review – Grant Detail* feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by Grants which are listed in the rows.

### In this lesson you will learn:

- Navigate to the *Budget Review – Grant Detail* feature
- Set the Point-of-View
- Learn key aspects about the form layout and the information it provides

Step	Action	Notes
1	<p>To navigate to the Budget Review – Grant Detail feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Budget Review &gt; Budget Review – Grant Detail</b></p>	
2	<p>Budget Review – Grant Detail form layout:</p> <p>A. Point-of-View bar: the POV can be updated for Department and Fund.</p> <p>B. Grants are displayed on the rows.</p> <p>C. Prior Year Actuals for comparison reference, columns are broken out for revenue and expenditures.</p> <p>D. Current Year Budget for comparison reference, columns are broken out for revenue and expenditures.</p> <p>E. Current Year Forecast for comparison reference, columns are broken out for revenue and expenditures.</p> <p>F. Future Year Base Budget for comparison reference, columns are broken out for revenue and expenditures.</p> <p>G. Future Year Total New Requests Budget column</p> <p>H. Future Year Total Requests Budget column (base budget + total new requests)</p>  <p>The screenshot shows the 'Task - Budget Review - Grant Detail' interface. At the top, there are dropdown menus for 'Project: All Projects', 'FN06100100 - CREDIT &amp; COLLECT', and 'G5004 - CREDIT &amp; COLLECTION C'. Below this is a table with columns for 'FY20 Actuals Mapping Working Base YearTotal', 'FY21 Budget Final Base YearTotal', and 'FY21 Department Forecast Working Base Sep'. The table has rows for 'No Grant' and 'All Grants', with columns for 'Total Revenue' and 'Total Expenditures'. Below the table, there are three more columns for 'FY22 Budget Working Base YearTotal-Working', 'FY22 Budget Working Total New Requests YearTotal-Working', and 'FY22 Budget Working Total Requests YearTotal-Working'. Each of these columns also has 'Total Revenue' and 'Total Expenditures' sub-columns. The data for 'All Grants' shows Total Revenue of 152,951 and Total Expenditures of 9,451,000 for FY20, and 70,000 for FY21. For FY22, the Total Revenue is 70,000 and Total Expenditures is 4,815,052.</p>	

3	<p>Set the Point-of-View for the form by performing these steps for each of the 2 dimensions as needed:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department's data.</p> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"><li>• Department</li><li>• Fund</li></ul>
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## Lesson 4: Budget Review – Project Activity Detail

### Lesson Overview

The *Budget Review – Project Activity Detail* feature in MDCBUD is a read-only form that provides a high-level summary of the budget, broken out by Project and Activity which are listed in the rows.

### In this lesson you will learn:

- Navigate to the *Budget Review – Project Activity Detail* feature
- Set the Point-of-View
- Learn key aspects about the form layout and the information it provides

Step	Action	Notes																																																																																																																																								
1	<p>To navigate to the Budget Review – Project Activity Detail feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Budget Review &gt; Budget Review – Project Activity Detail</b></p>																																																																																																																																									
2	<p>Budget Review – Project Activity Detail form layout:</p> <p>A. Point-of-View bar: the POV can be updated for Department and Fund.</p> <p>B. Project and Activity are displayed on the rows.</p> <p>C. Prior Year Actuals column for comparison reference, columns are broken out for revenue and expenditures.</p> <p>D. Current Year Budget column for comparison reference, columns are broken out for revenue and expenditures.</p> <p>E. Current Year Forecast column for comparison reference, columns are broken out for revenue and expenditures.</p> <p>F. Future Year Base Budget column for comparison reference, columns are broken out for revenue and expenditures.</p> <p>G. Future Year Total New Requests Budget column</p> <p>H. Future Year Total Requests Budget column (base budget + total new requests)</p> <table border="1" data-bbox="259 1144 1193 1438"> <thead> <tr> <th colspan="2"></th> <th colspan="2">FY20</th> <th colspan="2">FY21</th> <th colspan="2">FY21</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Actuals Mapping</th> <th colspan="2">Budget</th> <th colspan="2">Department Forecast</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Working</th> <th colspan="2">Final</th> <th colspan="2">Working</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Base</th> <th colspan="2">Base</th> <th colspan="2">Base</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">YearTotal</th> <th colspan="2">YearTotal</th> <th colspan="2">Sep</th> </tr> <tr> <th colspan="2"></th> <th>Total Revenue</th> <th>Total Expenditures</th> <th>Total Revenue</th> <th>Total Expenditures</th> <th>Total Revenue</th> <th>Total Expenditures</th> </tr> </thead> <tbody> <tr> <td>No Project</td> <td>No Activity</td> <td>152,951</td> <td>9,451,000</td> <td>9,450,500</td> <td>70,000</td> <td>175,000</td> <td></td> </tr> <tr> <td>PAD200201 - PETSMART HURRICANE KITS</td> <td>No Activity</td> <td></td> <td></td> <td></td> <td></td> <td>10,000</td> <td></td> </tr> <tr> <td>All Projects</td> <td>All Activities</td> <td>152,951</td> <td>9,451,000</td> <td>9,450,500</td> <td>70,000</td> <td>185,000</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="259 1522 1136 1785"> <thead> <tr> <th colspan="2"></th> <th colspan="2">FY22</th> <th colspan="2">FY22</th> <th colspan="2">FY22</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Budget</th> <th colspan="2">Budget</th> <th colspan="2">Budget</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Working</th> <th colspan="2">Working</th> <th colspan="2">Working</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Base</th> <th colspan="2">Total New Requests</th> <th colspan="2">Total Requests</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">YearTotal-Working</th> <th colspan="2">YearTotal-Working</th> <th colspan="2">YearTotal-Working</th> </tr> <tr> <th colspan="2"></th> <th>Total Revenue</th> <th>Total Expenditures</th> <th>Total Revenue</th> <th>Total Expenditures</th> <th>Total Revenue</th> <th>Total Expenditures</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>70,000</td> <td>4,815,052</td> <td></td> <td></td> <td>70,000</td> <td>4,815,052</td> </tr> <tr> <td></td> <td></td> <td>70,000</td> <td>4,815,052</td> <td></td> <td></td> <td>70,000</td> <td>4,815,052</td> </tr> </tbody> </table>			FY20		FY21		FY21				Actuals Mapping		Budget		Department Forecast				Working		Final		Working				Base		Base		Base				YearTotal		YearTotal		Sep				Total Revenue	Total Expenditures	Total Revenue	Total Expenditures	Total Revenue	Total Expenditures	No Project	No Activity	152,951	9,451,000	9,450,500	70,000	175,000		PAD200201 - PETSMART HURRICANE KITS	No Activity					10,000		All Projects	All Activities	152,951	9,451,000	9,450,500	70,000	185,000				FY22		FY22		FY22				Budget		Budget		Budget				Working		Working		Working				Base		Total New Requests		Total Requests				YearTotal-Working		YearTotal-Working		YearTotal-Working				Total Revenue	Total Expenditures	Total Revenue	Total Expenditures	Total Revenue	Total Expenditures			70,000	4,815,052			70,000	4,815,052			70,000	4,815,052			70,000	4,815,052	
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3	<p>Set the Point-of-View for the form by performing these steps for each of the 2 dimensions as needed:</p> <ul style="list-style-type: none"><li>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</li><li>B. Select an appropriate member for your department's data.</li></ul> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"><li>• Department</li><li>• Fund</li></ul>
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## Lesson 5: Rounded Revenue Expense Balance Check

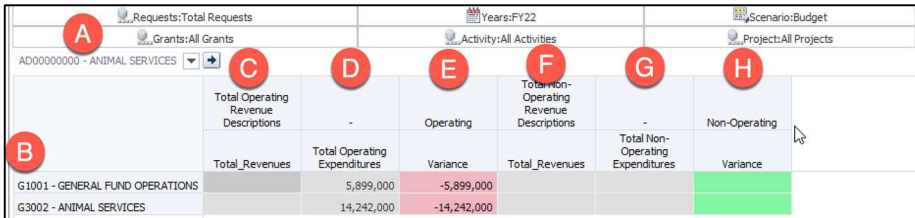
### Lesson Overview

The *Rounded Revenue Expense Balance Check* feature in MDCBUD is a read-only form that allows department users to check whether the rounded operating/non-operating revenues and expenses are in balance.

As the name of the form suggests, it contains *rounded* values. These values are sourced from a period member named *YearTotal-Rounded*. When data is entered into the system by end users for their departments it is stored under a period member named *YearTotal*. A scheduled business rule for rounding handles the task of copying and rounding the *YearTotal* values and stores them in *YearTotal-Rounded*. The rounding rule is scheduled to run every 3 hours.

### In this lesson you will learn:

- Navigate to the *Rounded Revenue Expense Balance Check* feature
- Set the Point-of-View
- Learn key aspects about the form layout and the information it provides

Step	Action	Notes
1	<p>To navigate to the Rounded Revenue Expense Balance Check feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Budget Check &gt; Rounded Revenue Expense Balance Check</b></p>	
2	<p>Rounded Revenue Expense Balance Check form layout:</p> <p>A. Point-of-View bar: the POV can be updated for Department.</p> <p>B. Funds are displayed on the rows.</p> <p>C. Total Operating Revenues.</p> <p>D. Total Operating Expenditures.</p> <p>E. Operating Variance (Rev – Exp): red cells indicate that Operating Revenues and Expenditures are out of balance; green cells indicate the two values are in balance.</p> <p>F. Total Non-Operating Revenues.</p> <p>G. Total Non-Operating Expenditures.</p> <p>H. Non-Operating Variance (Rev – Exp): red cells indicate that Non-Operating Revenues and Expenditures are out of balance; green cells indicate the two values are in balance.</p>  <p>The screenshot shows a data table with columns for 'Total Operating Revenue Descriptions', 'Total Operating Expenditures', 'Variance', 'Total Non-Operating Revenue Descriptions', 'Total Non-Operating Expenditures', and 'Variance'. Rows include 'G1001 - GENERAL FUND OPERATIONS' and 'G3002 - ANIMAL SERVICES'. Red cells indicate out-of-balance values, and green cells indicate in-balance values.</p>	
3	<p>Set the Point-of-View for the form by performing these steps:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department’s data.</p> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Department</li> </ul>



4	<p>A few important items to remember about this form:</p> <ul style="list-style-type: none"><li>- The form will always show data from the <i>YearTotal-Rounded</i> period member.</li><li>- The data in this member is a rounded copy of the data that comes from the <i>YearTotal</i> period member.</li><li>- The rounding/copy process is a business rule that is scheduled to run every 3 hours.</li><li>- Changes that users enter through data entry forms will not show up on this form until <i>after</i> the rounding/copy process has completed.</li></ul>	
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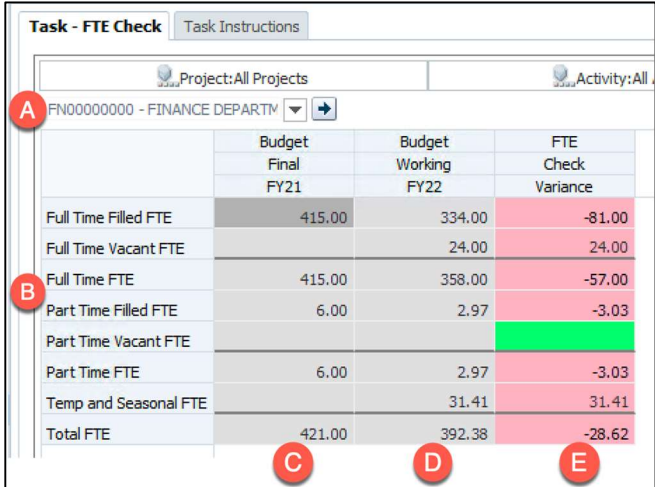
## Lesson 6: FTE Check

### Lesson Overview

The *FTE Check* feature in MDCBUD is a read-only form that provides a way to check budgeted FTE totals and variances between the current year and the budget year. Department users access this form to review FTE balances by Department at a summary level across All Funds, All Grants, All Projects, and All Activities. FTE balances are broken down by FT, PT, Temp and Seasonal.

### In this lesson you will learn:

- Navigate to the *FTE Check* feature
- Set the Point-of-View
- Learn key aspects about the form layout and the information it provides

Step	Action	Notes
1	<p>To navigate to the FTE Check feature:</p> <p>A. From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Budget Check &gt; FTE Check</b></p>	
2	<p>FTE Check form layout:</p> <p>A. Point-of-View bar: the POV can be updated for Department.</p> <p>B. Accounts are displayed on the rows.</p> <p>C. Current Year Budget column for comparison reference.</p> <p>D. Future Year Budget column for comparison reference.</p> <p>E. FTE Check Variance: compares the two prior columns; red cells indicate a variance; green cells indicate no variance.</p> 	
3	<p>Set the Point-of-View for the form by performing these steps:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department's data.</p> <p>C. Click the Go button.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Department</li> </ul>

## Module 6: Course Summary

### Objectives Achieved

Congratulations! You have completed the **Budget Reviews / Budget Checks** course. You should now be able to:

- Navigate to the Budget Review forms
- Use Budget Review forms to review summary departmental budget data by four key aspects aligned to GL segments:
  - By Account
  - By Fund
  - By Grant
  - By Project and Activity
- Navigate to the Budget Check forms
- Use Budget Check forms to check for variances for:
  - FTE's, comparing current year's budget vs. next year's budget
  - *Rounded Operating* Revenues vs. Expenditures for the next year's budget
  - *Rounded Non-Operating* Revenues vs. Expenditures for the next year's budget
- Understand key aspects about the scheduled, automatic process that copies and rounds *YearTotal* budget values into *YearTotal-Rounded* budget values.

## Module 7: Expanded Requests

### Overview

This module includes the following lessons:

- Lesson 1: Creating New Request
- Lesson 2: Edit Request
- Lesson 3: Delete Request
- Lesson 4: Submit Request
- Lesson 5: Review Requests

## Module 7: Key Terms

The following key terms are used in this Module:

Term	Definition
<b>PSTN</b>	The position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.
<b>FINSTMT</b>	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.
<b>PSTN_RPT</b>	The position reporting cube (PSTN_RPT) is used to report and analyze position and employee data at the chart of accounts level. For example, users would use this cube to report on COLA impact by fund or pay exception data by department.
<b>Data Push</b>	Process to share data between the different database cubes: PSTN; FINSTMT; and PSTN_RPT. Also referred to as 'mapping data', data push operations occur on a scheduled basis.

## Lesson 1: Creating a New Request

### Lesson Overview

The *Expanded Requests* feature in MDCBUD is centered around the **Manage Expanded Requests** feature, which provides forms to create and manage budget requests. Each request is tracked within the **Manage Expanded Requests** interface by its status.

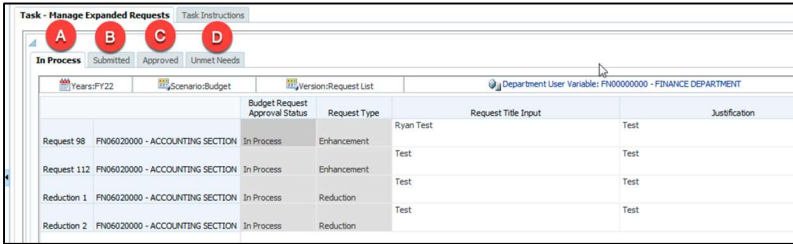
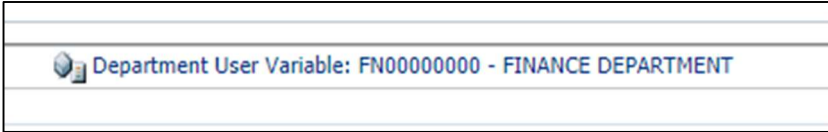
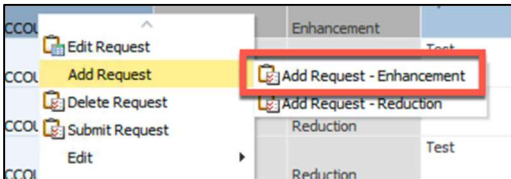
A request is assigned its status based on where it is in the overall approval process:

- **In Process:** a request is **in process** while it is being created or modified.
- **Submitted:** once the request is prepared it can be **submitted** and then becomes available for budgetary review.
- **Approved:** a request that has been **approved** during budgetary review; it is included in the working budget.
- **Unmet Needs:** a request that has been identified as an **unmet need** during budgetary review; it is not included in the working budget.

**Lesson 1: Create New Request** is the entry point for getting started with the **Manage Expanded Requests** feature. In the lessons that follow you will learn more about the request submission and management aspects described above.

### In this lesson you will learn:

- Navigate to the *Manage Expanded Requests* feature
- Review the screen layout of the tabbed interface
- Create a New Request
- Learn key aspects about the form layout and the information it provides

Step	Action	Notes
1	<p>To navigate to the Manage Expanded Requests feature:</p> <p>From the home screen, select <b>My Task List</b>, navigate to <b>Expanded Requests &gt; Manage Expanded Requests</b></p>	
2	<p>Manage Expanded Requests tabbed form layout:</p> <p>A. <u>In Process Tab</u>: List of expanded requests that are under development. A request can only be modified or edited while it is shown on this tab.</p> <p>B. <u>Submitted</u>: List of expanded requests that have been submitted for budgetary review.</p> <p>C. <u>Approved</u>: List of expanded requests that have been reviewed and are included in the budget.</p> <p>D. <u>Unmet Needs</u>: List of expanded requests that have been reviewed and are not included in the budget.</p> 	
3	<p>The form design is driven by the <i>Department User Variable</i>.</p>  <p>This variable's current value is displayed at the top of each tabbed form. The information displayed on the tabs represents the expanded requests for the Department defined in the variable.</p> <p>If needed, switching between departments can be accomplished by clicking on the variable link at the top of the form, and using the member selector to pick a new variable value.</p>	<p>This variable should have been set up initially in <b>Module 3: Hyperion Basics</b>, as part of the <b>Hyperion Account Set Up</b> lesson.</p> <p>If the <i>Department User Variable</i> has not been set prior to accessing this feature, the forms will not display properly.</p>
4	<p>On the <b>In Process</b> page, right-click on the form to access the form's menu. Then select the <b>Add Request-&gt;Add Request - Enhancement</b> menu item.</p> 	



5 The Runtime Prompts dialog appears.

Fill in the fields for the request and then click **Launch** to run the business rule that creates the new request record:

- Department: type the department member name or use the member selector to choose the department member name from a list
- Request Title: text field for the name of the request
- Justification: text field to describe the justification for the request
- Request Priority: pick the priority level:  
1- High; 2-Medium; 3-Low

6 A message displays indicating the rule ran successfully. The new request and request title are displayed on the In Process form.

Request	Department	Approval Status	Request Type	Request Title Input	Justification
Request 98	FNO6020000 - ACCOUNTING SECTION	In Process	Enhancement	Test	Test
Request 112	FNO6020000 - ACCOUNTING SECTION	In Process	Enhancement	Test	Test
Request 113	FNO6020000 - ACCOUNTING SECTION	In Process	Enhancement	Sample Request - Enhancement	Justification sample

7 Repeat steps 1-6, but this time create a Reduction instead of an Enhancement Request

Request	Department	Approval Status	Request Type	Request Title Input	Justification
Request 98	FNO6020000 - ACCOUNTING SECTION	In Process	Enhancement	Test	Test
Request 112	FNO6020000 - ACCOUNTING SECTION	In Process	Enhancement	Test	Test
Request 113	FNO6020000 - ACCOUNTING SECTION	In Process	Enhancement	Sample Request - Enhancement	Justification sample
Reduction 1	FNO6020000 - ACCOUNTING SECTION	In Process	Reduction	Test	Test

- The Request Type column is auto-populated based on the Add Request rule that you run.

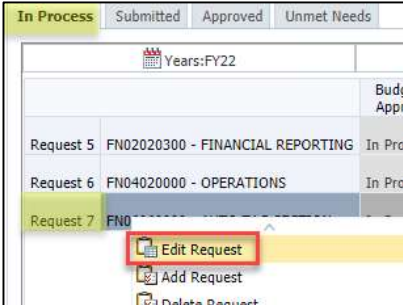
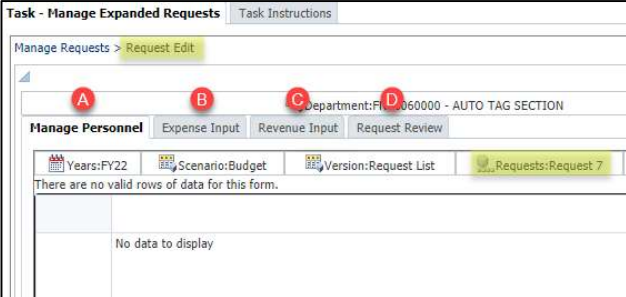
## Lesson 2: Edit Request

### Lesson Overview

The inner details of a request can contain personnel management information as well as financial information for operating expenditures and revenues. This lesson covers the steps necessary to provide those details.

### In this lesson you will learn:

- Navigate to the Request Edit feature
- Use the Manage Personnel form to add positions, overtime bucket and seasonal buckets
- Use the Expense Input form to add operating expenses
- Use the Revenue Input form to add revenues
- Use the Request Review form to review the total value for the budget request

Step	Action	Notes
1	<p>The Request Edit feature provides access to a collection of forms that cover all the fine details used to define a request.</p> <p>To edit a request’s details, right-click on the Department name within the row for the request and choose <b>Edit Request</b> from the menu.</p> 	<p><i>Request 7</i> is highlighted in the image below. The <b>Edit Request</b> menu item is being executed on the row for <i>Request 7</i>.</p>
2	<p>The Request Edit feature displays the details for the selected request.</p>  <p>The Request Edit Form contains 4 tabs:</p> <ul style="list-style-type: none"> <li>A. <u>Manage Personnel</u>: create and manage personnel management items</li> <li>B. <u>Expense Input</u>: add and manage expenditure account entries</li> <li>C. <u>Revenue Input</u>: add and manage revenue account entries</li> <li>D. <u>Request Review</u>: review the total value for the budget request</li> </ul>	<p>The <i>Request Edit</i> feature is displayed with details for <i>Request 7</i>. This is confirmed by the page dimension reference to the <i>Requests</i> dimension, highlighted in the image.</p>

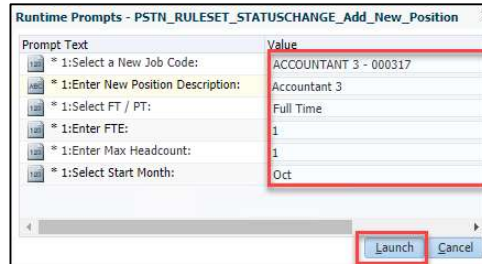
3

**Manage Personnel tab: Add a new position**

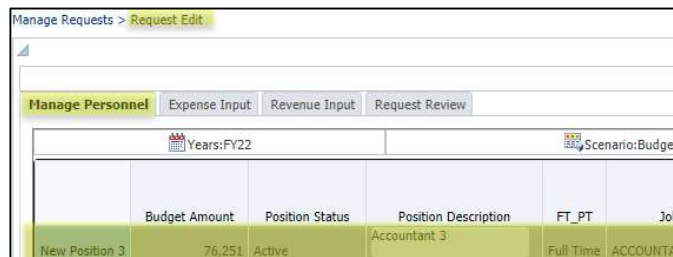
Right-click the *Manage Personnel* form and select the **New Position > Add New Position** menu item.



Fill in the runtime prompts, and then click **Launch**.



The position is added to the Request.



This topic covers the activity for adding a new position to the request.

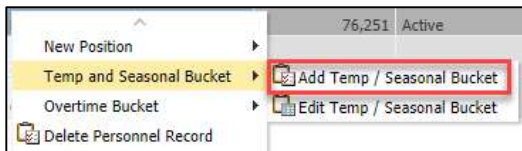
Note that the right-click menus presented also include actions for editing and deleting the position after it has been created.

Through this combination of action menu items, end users can build and shape the details for new positions within the department's requests as needed.

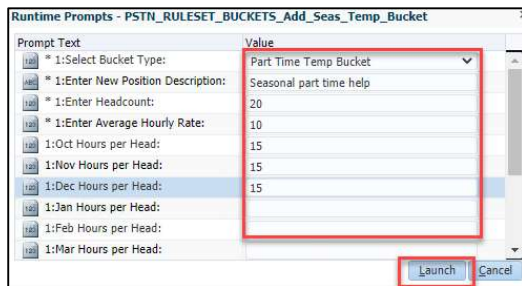
4

**Manage Personnel tab: Add a new Temp/Seasonal Bucket**

Right-click the *Manage Personnel* form and select the **Temp and Seasonal Bucket > Add Temp / Seasonal Bucket** menu item.



Fill in the runtime prompts, and then click **Launch**.



The Seasonal and Temporary Bucket is added to the Request.



This topic covers the activity for adding a new temp/seasonal bucket to the request.

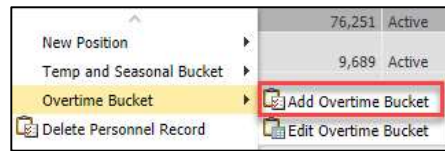
Note that the right-click menus presented also include actions for editing and deleting the temp/seasonal bucket after it has been created.

Through this combination of action menu items, end users can build and shape the details for new temp/seasonal buckets within the department's requests as needed.

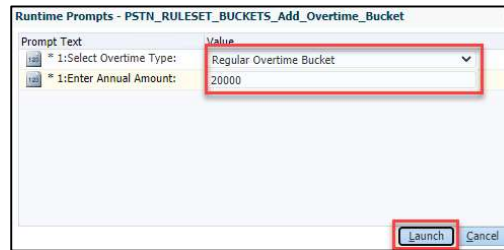
5

### Manage Personnel tab: Add a new Overtime Bucket

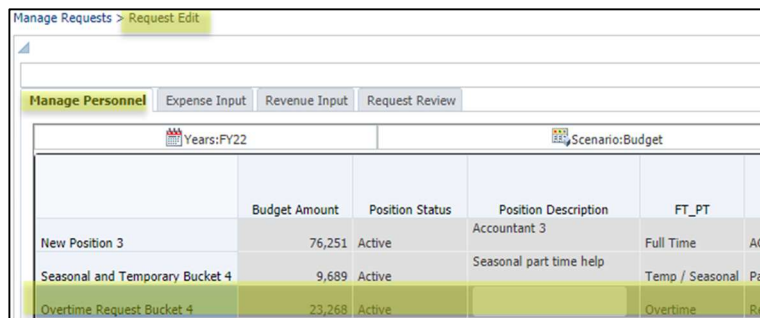
Right-click the *Manage Personnel* form and select the **Overtime Bucket > Add Overtime Bucket** menu item.



Fill in the runtime prompts, and then click **Launch**.



The Overtime Bucket is added to the Request.



	Budget Amount	Position Status	Position Description	FT_PT	
New Position 3	76,251	Active	Accountant 3	Full Time	ACI
Seasonal and Temporary Bucket 4	9,689	Active	Seasonal part time help	Temp / Seasonal	Par
Overtime Request Bucket 4	23,268	Active		Overtime	Rey

This topic covers the activity for adding a new overtime bucket to the request.

Note that the right-click menus presented also include actions for *editing* and *deleting* the overtime bucket after it has been created.

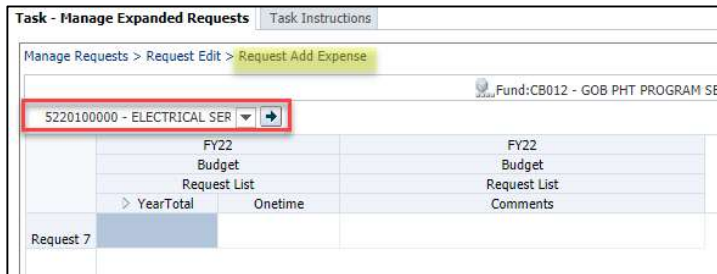
Through this combination of action menu items, end users can build and shape the details for new overtime buckets within the department's requests as needed.

**6 Expense Input tab: Add an expense account**

Right-click the *Expense Input* form and select the **Add Expense Account** menu item.

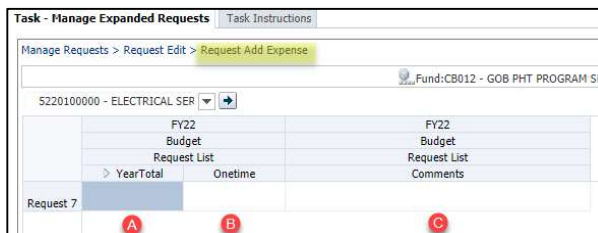


On the *Request Add Expense* form, select the Account member to add from the drop-down menu, and then click the **Go** button.

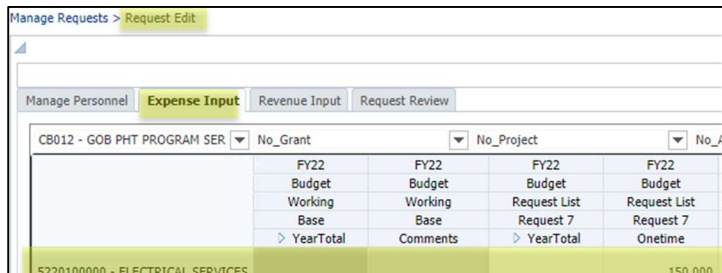


Fill in the 3 data fields for the account, then click **Save**.

- A. On-Going Costs: costs that affect the budget for the upcoming budget year and impact the base budget for future years.
- B. One Time Costs: costs that impact the base budget only for the upcoming budget year.
- C. Comments



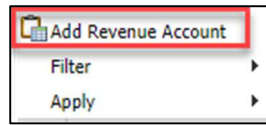
Use the breadcrumb navigation at the top of the form to return to the Request Edit page. The account will appear on the Expense Input tab.



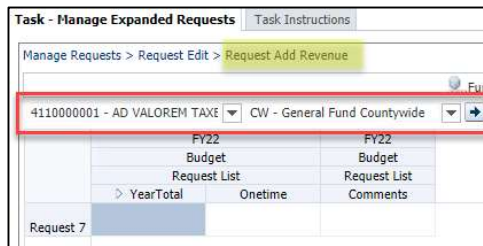
If adding expenses to a Budget Reduction, enter the amounts as positive values. Reductions will be subtracted from Enhancements as part of the budget consolidation.

**7 Revenue Input tab: Add a revenue account**

Right-click the *Revenue Input* form and select the **Add Expense Account** menu item.

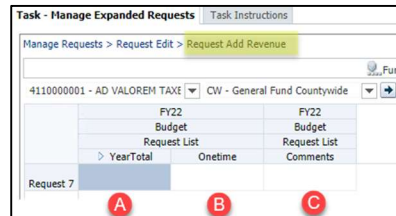


On the *Request Add Revenue* form, select the *Account and Revenue Description* members to add from the drop-down menus, and then click the **Go button**.

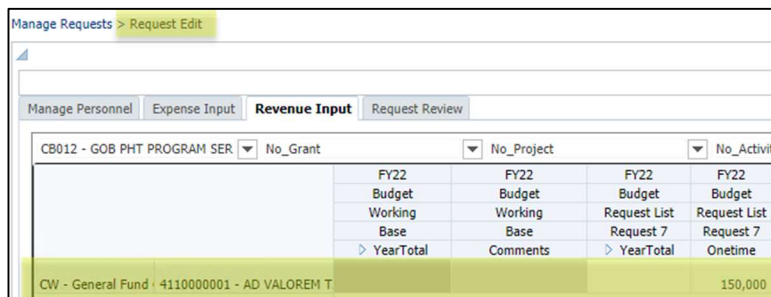


Fill in the 3 data fields for the account, then click **Save**.

- A. On-Going Costs: revenues that affect the budget for the upcoming budget year and impact the base budget for future years.
- B. One Time Costs: revenues that impact the base budget only for the upcoming budget year.
- C. Comments



Use the breadcrumb navigation at the top of the form to return to the Request Edit page. The account will appear on the Revenue Input tab.



Remember, working with revenue accounts in the new BAT requires consideration for the *Revenue Description* dimension.

If adding revenues to a Budget Reduction, enter the amounts as positive values. Reductions will be subtracted from Enhancements as part of the budget consolidation.



**8 Request Review tab: Review the total details for the request**

This tab provides a summary view of the details entered for the request.

		FY22	FY22	
		Budget	Budget	-
		Request List	Request List	-
		Request 7	Request 7	-
		YearTotal	Onetime	TOTAL
CB012 - GOB PHT PROGRAM SERIES 2015C	5220100000 - ELECTRICAL SERVICES		150,000	150,000
G1001 - GENERAL FUND OPERATIONS	5001100000 - EMPLOYEE REGULAR	52,971		52,971
	5001130000 - VACATION RELF & SEASONAL HELP	9,000		9,000
	5001220000 - FLEX DOLLARS	772		772
	5001600000 - EMPLOYEE OVERTIME OT	20,000		20,000
	5010100000 - SOCIAL SECURITY	5,010		5,010
	5010110000 - RETIREMENT	6,272		6,272
	5011100000 - GROUP HEALTH INSURANCE	10,523		10,523
	5011110000 - GROUP LIFE INSURANCE	109		109
	5011130000 - MICA MEDICARE HOSPITAL INS	1,172		1,172
	5011140000 - DENTAL PLANS	170		170
TOTAL FUND	TOTAL EXPENDITURES	105,999	150,000	255,999
CB012 - GOB PHT PROGRAM SERIES 2015C	4110000001 - AD VALOREM TAXES		150,000	150,000
	4349000002 - OTHER STATE GRANTS	105,999		105,999
TOTAL FUND	TOTAL REVENUES	105,999	150,000	255,999
TOTAL FUND	TOTAL REVENUES LESS EXPENDITURES	0	0	0

Information from all 3 data areas of the request are pulled into a single view here, listed by Fund and Account.

Personnel related accounts may not show here *immediately* after they are entered on the request. See the note to the right regarding the timing for data push operations.

This form shows data from the FINSTMT cube (database).

Revenue and Expenditure input values should always show on this form because they are stored in the FINSTMT cube.

Details for personnel are stored in the PSTN cube, and then 'pushed' into the FINSTMT cube.

The 'push' process is scheduled to occur every 3 hours.

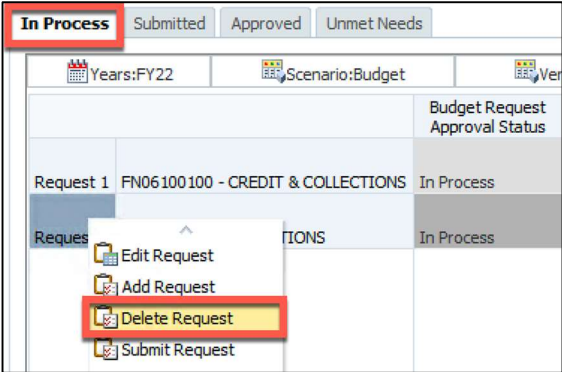
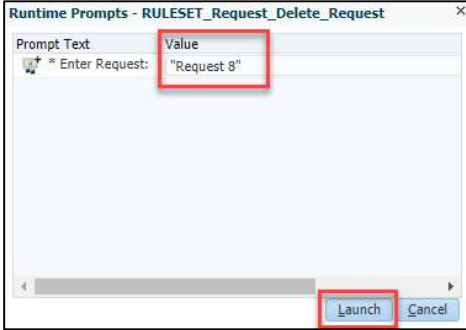
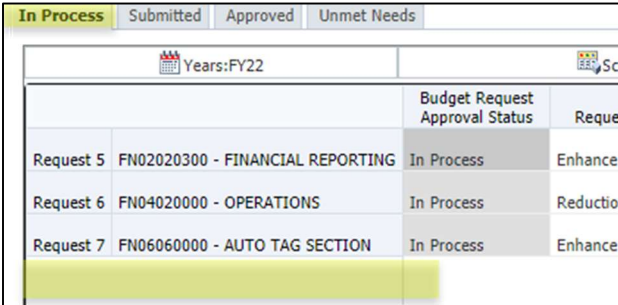
## Lesson 3: Delete Request

### Lesson Overview

Requests can be deleted in their entirety from the *Manage Expanded Requests* feature. Deleting a request will remove all Personnel Management and Operating Rev/Exp entries associated with the request across all Department members assigned to it. Only requests that are listed on the *In Process* page can be deleted.

### In this lesson you will learn:

- Navigate to the *Manage Expanded Requests* feature
- Delete a request

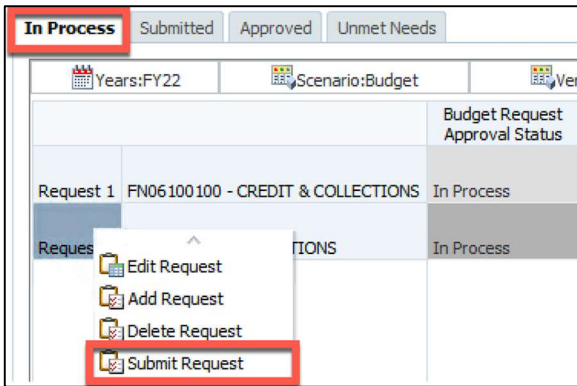
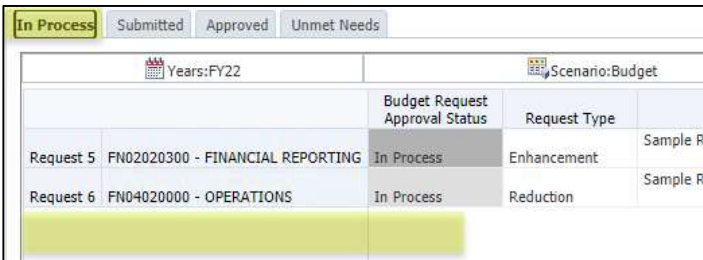
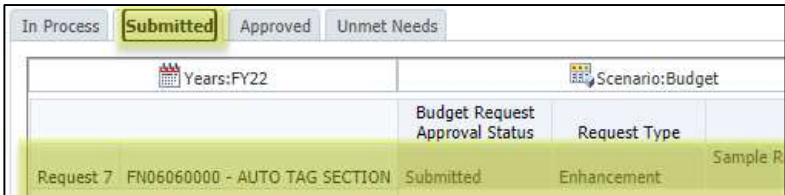
Step	Action	Notes
1	<p>To navigate to the Manage Expanded Requests feature:</p> <p>From the home screen, select <b>My Task List</b>, navigate to <b>Expanded Requests &gt; Manage Expanded Requests</b></p>	
2	<p>Right click on the Requests member to be removed and select <b>Delete Request</b> from the Action Menu</p> 	<p>In the image, <i>Request 8</i> is selected.</p>
3	<p>Verify the correct Request is going to be deleted in the runtime prompts window. Then click <b>Launch</b> to delete the request.</p> 	<p>If the value presented in the prompt does not match the Request ID that you clicked on, then click 'Cancel' and retry the operation.</p> <p>It is possible the mouse pointer was not aligned to the item as intended when you performed the right-click.</p>
4	<p>The row for the selected Department is removed from the Request.</p> 	<p><i>Request 8</i> has been deleted.</p>

## Lesson 4: Submit Request

**Lesson Overview** Once a request has been completely defined, it can be submitted. The submission process moves the request from the *In Process* page to the *Submitted* page. After the request is submitted it cannot be modified or deleted. If any modifications are necessary, then the request must be sent back to the *In Process* page by OMB.

**In this lesson you will learn:**

- Navigate to the *Manage Expanded Requests* feature
- Submit a request

Step	Action	Notes
1	<p>To navigate to the Manage Expanded Requests feature:</p> <p>From the home screen, select <b>My Task List</b>, navigate to <b>Expanded Requests &gt; Manage Expanded Requests</b></p>	
2	<p>Right click on the Requests member to be submitted and select <b>Submit Request</b> from the Action Menu</p> 	<p>In the image, <i>Request 7</i> is selected.</p>
3	<p>When a request is submitted, its status is changed from <b>In Process</b> to <b>Submitted</b>.</p> <p>The Request no longer appears on the <i>In Process</i> page.</p>  <p>The Request now appears on the <i>Submitted</i> page.</p> 	<p>In the <b>Submitted</b> status, the request can be viewed on read-only forms. It cannot be edited or deleted.</p> <p>If a request requires edits or deletion after it has been submitted, the item will need to be returned to the <b>In Process</b> status.</p>


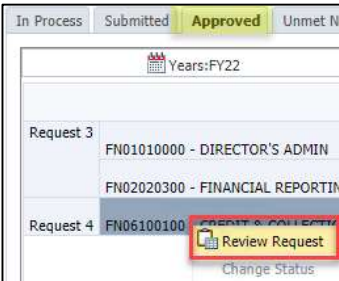

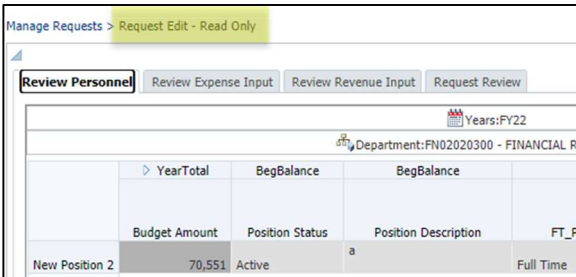
## Lesson 5: Review Requests

### Lesson Overview

Once a request has moved from *In Process* page to one of the later statuses, it can no longer be modified. However, end users may still review the detailed information contained within the request at any time.

### In this lesson you will learn:

- Navigate to the *Manage Expanded Requests* feature
- Review requests from the Submitted page
- Review requests from the Approved page
- Review requests from the Unmet Needs page

Step	Action	Notes
1	<p>To navigate to the Manage Expanded Requests feature:</p> <p>From the home screen, select <b>My Task List</b>, navigate to <b>Expanded Requests &gt; Manage Expanded Requests</b></p>	
2	<p>Request review can happen from any of the status pages.</p> <p>Right-click the request and choose <b>Review Request</b> from the Action Menu.</p> <p><b>Submitted:</b></p>  <p><b>Approved:</b></p>  <p><b>Unmet Needs:</b></p> 	
3	<p>The details of the Request are displayed for review, the forms are <i>read only</i>.</p> 	

## Module 7: Course Summary

### Objectives Achieved

Congratulations! You have completed the ***Expanded Requests*** course. You should now be able to:

- Navigate to the Expanded Request feature and perform the following tasks
  - Create new requests
  - Add personnel management details to requests
  - Add operating expense and revenue values to requests
  - Submit requests for budgetary review
  - Delete requests from the In Process page
  - Review request details and statuses
- Understand key aspects about the *Expanded Request* process and the 4 key request statuses:
  - In Process
  - Submitted
  - Approved
  - Unmet Needs



## Module 8: Budget Presentation (RFRO) Input

### Overview

This module includes the following lessons:

- Lesson 1: Reimbursement True Ups
- Lesson 2: Current Year and Long Term Vacancy Inputs

## Module 8: Key Terms

The following key terms are used in this Module:

Term	Definition
<b>PSTN</b>	The position cube (PSTN) is used for position, employee, personnel bucket, and attrition planning. Detailed data from PSTN is mapped into FINSTMT and PSTN_RPT on a scheduled basis.
<b>FINSTMT</b>	The financials cube (FINSTMT) is used for chart of accounts level planning. Data is entered into FINSTMT at the combination of Account, Department, Fund, Grant, Project and Activity (and Revenue Description for revenue data). FINSTMT is also used for aggregate view financial reporting. Detailed data from PSTN is mapped into FINSTMT on a scheduled basis.

## Lesson 1: Reimbursement True Ups

### Lesson Overview

The *Budget Presentation Input* feature in MDCBUD is a collection of forms that support the new reporting input workflow between RFRO and Hyperion as it relates to data for the *Budget scenario in Hyperion*.

Previously the data for Budget, Forecast and Actuals were allocated to revenue descriptions in the RFRO application. Now, in this latest edition of MDCBUD, revenue description allocations occur in Hyperion and then the allocated data is integrated to RFRO.

*Reimbursement True Ups* are part of a new reporting input activity in Hyperion. In this lesson the topic is addressed for two slices of data:

- Current Year Department Forecast
- Budget Year's Working Budget

Consider the following example: A department enters an expense for reimbursements which will be a negative number. The value is a budget amount of -393,000 in salary reimbursements that is paid for by a different department. The negative expense amount is how the value is sent back to PeopleSoft. However, this is not how the amount is *presented* in the publishing of the budget. Reimbursement true ups are used to clear out the negative expense and enter the same amount as a revenue. The true ups allow the values to be presented in the budget correctly.

### In this lesson you will learn:

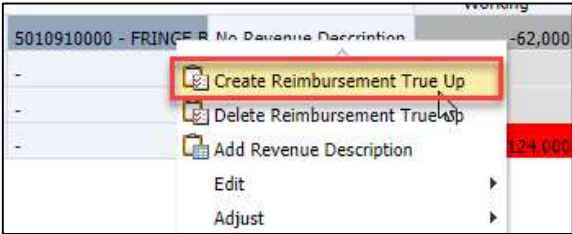
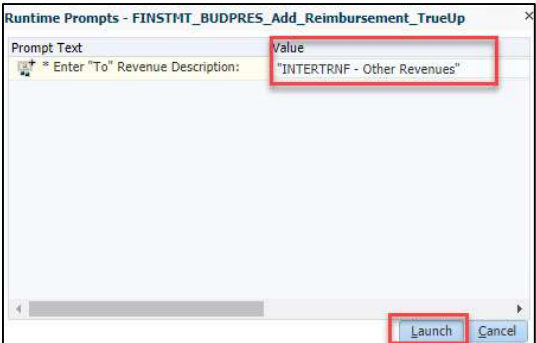
- Navigate to the *Reimbursement True Ups* form
- Create a Reimbursement True Up
- Add a Revenue Description to a Reimbursement True Up
- Delete a Reimbursement True Up

Step	Action	Notes
1	To navigate to the Reimbursement True Ups feature:  From the home screen, select <b>My Task List</b> , navigate to <b>Operating Preparation &gt; Budget Presentation Input &gt; Reimbursement True Ups</b>	
2	The Reimbursement True Ups form displays:  A. Point-of-View bar B. Requests Dimension C. Fund Dimension D. Grants Dimension E. Project Dimension F. Activity Dimension G. Account Dimension – Reimbursement account(s) H. Revenue Description Dimension I. Current Year Forecast J. Next Year Budget	

Image for Step 2:

The screenshot shows the 'Task - Reimbursement True Ups' interface. A red box labeled 'A' highlights the dropdown menu for the account dimension, currently showing 'FN01010000 - DIRECTOR'S ADMI'. Below this is a table with columns for 'Total Requests', 'G3059 - FINANCE OPERATIONS', 'No\_Grant', 'No\_Project', 'No\_Activity', '5010910000 - FRINGE B', 'No Revenue Description', 'FY21 Sep', 'FY22 > YearTotal', 'Department Forecast Working', and 'Budget Working'. The 'Balance Check' row is highlighted in red, showing values of -124,000 for FY21 and -130,000 for FY22. Callouts B through J are placed below the table to identify various elements: B (Total Requests), C (G3059 - FINANCE OPERATIONS), D (No\_Grant), E (No\_Project), F (No\_Activity), G (5010910000 - FRINGE B), H (No Revenue Description), I (FY21 Sep), and J (FY22 > YearTotal).

Total Requests	G3059 - FINANCE OPERATIONS	No_Grant	No_Project	No_Activity	5010910000 - FRINGE B	No Revenue Description	FY21 Sep	FY22 > YearTotal
-	-	-	-	-	-	-	-62,000	-65,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Balance Check	-124,000	-130,000

<p>3</p>	<p>Set the Point-of-View for the desired Department value, then click <b>Go</b>.</p>	<p>Provided the Department selected has reimbursement values to work with, they are displayed on the form. If no reimbursement accounts have values in the Current Year Forecast or the Next Year Budget, then the form will not have data.</p>
<p>4</p>	<p>Each reimbursement account within the Total Requests row at the top of the page need to have a true up created. To create a reimbursement true up, right click on one of the reimbursement accounts and select "Create Reimbursement True Up" from the right click menu.</p> 	
<p>5</p>	<p>Enter or use the member selector to select a <i>Revenue Description</i> for the reimbursement true up. Click <b>Launch</b>.</p> 	

6 Review and confirm that the true up was created successfully.

The form will now list the next available True Up number, along with the Fund associated with the reimbursement account. Then, for the Account and Revenue Description selected in the prompt, it will create a positive revenue line for that Revenue and Revenue Description combination. In addition to the positive revenue line, it will create a second line to cancel out the expense that was budgeted initially. This means that it netted out the reimbursement expense that was budgeted and created it as a revenue.

FN01010000 - DIRECTOR'S ADMIN							FY21	FY22
							Sep	> YearTotal
							Department Forecast Working	Budget Working
Total Requests	G3059 - FINANCE OPERATIONS	No_Grant	No_Project	No_Activity	5010910000 - FRINGE BENEFIT REIMBURSEMENTS	No Revenue Description	-62,000	-65,000
True Up 2	G3059 - FINANCE OPERATIONS	No_Grant	No_Project	No_Activity	4699000001 - OTHER MISCELLANEOUS REVENUES	INTERTRNF - Other Revenues	62,000	65,000
					5010910000 - FRINGE BENEFIT REIMBURSEMENTS	No Revenue Description	62,000	65,000
						Balance Check		

This form is used by department planners who will need to create a reimbursement true up for each reimbursement account that was initially budgeted as a negative expense. The balance check line at the bottom of the form allows users to make sure that a true up has been created for each reimbursement that has been budgeted.

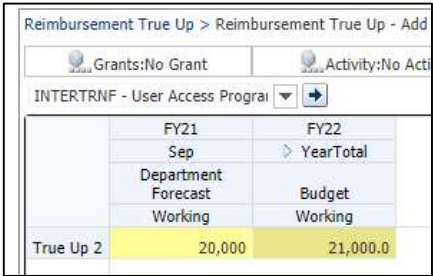
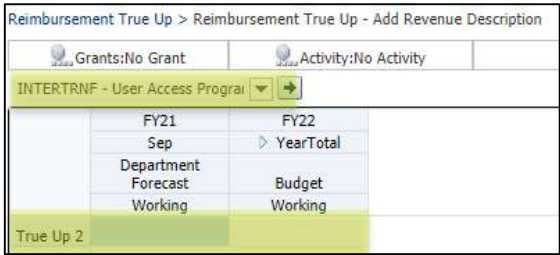
7 If a user needed to break up the reimbursement true up into two different accounts or revenue descriptions, they are able to do this from the right click menu. Right click on the true up line that you just created and select "Add Revenue Account" from the right click menu.

4699000001 - OTHER MISCELLANEOUS REVENUES	INTERTRNF - Other Revenues	62,000	65,000
5010910000 - FRINGE BENEFIT REIMBURSEMENTS	No Revenue Description		
-	-		
-	Balance Check		

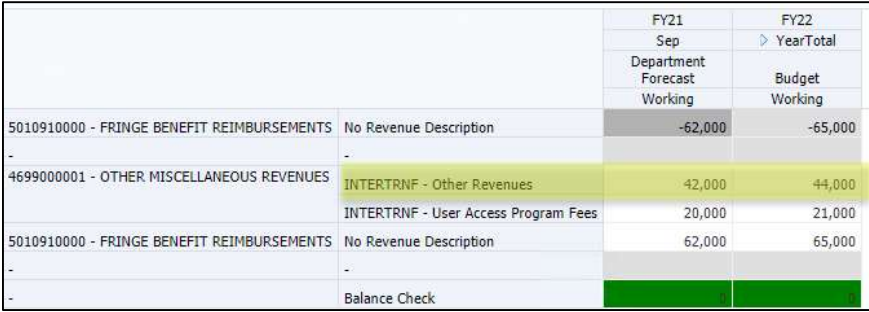
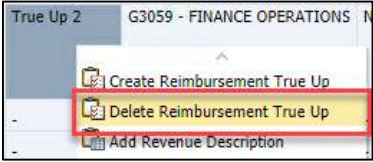

Reimbursement True Up - Add Account form displays.

Reimbursement True Up > Reimbursement True Up - Add Revenue Description			
Grants:No Grant		Activity:No Activity	
INTERTRNF - Other Revenues			
		FY21	FY22
		Sep	> YearTotal
		Department Forecast Working	Budget Working
True Up 2		62,000	65,000

<p>8</p>	<p>Click on the drop-down arrow next to the Revenue Description dimension in the point of view and select a member from the list.</p> <p>Then click <b>Go</b>.</p>	
<p>9</p>	<p>Enter Department Forecast and Budget Working values for the selected Revenue Description and click <b>Save</b>.</p>	
<p>10</p>	<p>Click on the blue breadcrumbs hyperlink "Reimbursement True Up" above the point of view to return to the previous form.</p>	
<p>11</p>	<p>Verify that the new Revenue Description is added to the form and that the amounts you entered previously are now showing on the form.</p>	<p>The added line has caused the Balance Check to turn red.</p> <p>This is expected, and the original entries must be updated to rebalance the data.</p>



		FY21	FY22
		Sep	YearTotal
		Department Forecast	Budget
		Working	Working
nty	5010910000 - FRINGE BENEFIT REIMBURSEMENTS	No Revenue Description	
	-	-62,000	-65,000
nty	4699000001 - OTHER MISCELLANEOUS REVENUES	INTERTRNF - Other Revenues	
		62,000	65,000
		INTERTRNF - User Access Program Fees	
		20,000	21,000
	5010910000 - FRINGE BENEFIT REIMBURSEMENTS	No Revenue Description	
	-	62,000	65,000
	-		
	-	Balance Check	
		20,000	21,000

<p>12</p>	<p>Rebalance: Adjust the original revenue entries to account for the new revenue description line, and then click <b>Save</b>.</p> 	<p>In this example, Department forecast was adjusted from 62,000 to 42,000</p> <p>And Budget Working was adjusted from 65,000 to 44,000</p>
<p>13</p>	<p>To delete a True Up reference, right-click the True Up reference member and select <b>Delete Reimbursement True Up</b>.</p>  <p>Confirm the True Up member is correct in the runtime prompt and click <b>Launch</b>.</p> 	



## Lesson 2: Current Year and Long Term Vacancy Inputs

### Lesson Overview

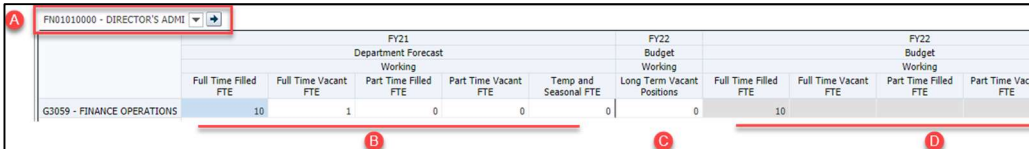
As part of the *Budget Presentation Input* feature in MDCBUD, the data entry activity to support the reporting of FTE's is now included in Hyperion.

*Current Year and Long Term Vacancy Inputs* is a form to collect data that is strictly used for reports that present current year department forecast for FTE's and long term vacant positions.

The form also contains a read-only section that allows users to review budget working FTE data.

### In this lesson you will learn:

- Navigate to the *Current Year and Long Term Vacancy Inputs* form
- Update the Current Year Department Forecast for FTE's
- Update the Budget Year Long Term Vacant Positions
- Learn key aspects about the source of FTE values in MDCBUD

Step	Action	Notes
1	<p>To navigate to the Current Year and Long Term Vacancy Inputs form:</p> <p>From the home screen, select <b>My Task List</b>, navigate to <b>Operating Preparation &gt; Budget Presentation Input &gt; Current Year and Long Term Vacancy Inputs</b></p>	
2	<p>The Current Year and Long Term Vacancy Inputs form displays:</p> <ul style="list-style-type: none"> <li>A. Point-of-View bar</li> <li>B. Current Year Forecast FTE values</li> <li>C. Budget Year Long Term Vacant Positions</li> <li>D. Budget Year FTE values</li> </ul> 	
3	<p>Click on the drop-down arrows next to the Department dimension in the point of view and select a Department from the drop-down list of members and click <b>Go</b>.</p>	
4	<p>The purpose of this form is to allow users to input FTE data that is necessary for reporting purposes.</p> <p>Input FTE data for each column in the row of your choice. (That is, enter FTE data for Full Time Filled FTE, Full Time Vacant FTE, Part Time Filled FTE, Part Time Vacant FTE, Temp and Seasonal FTE, and Long Term Vacant Positions.) Then click <b>Save</b>.</p>	<p>If the data form is blank, right click on the form and select "Add FTE" to begin entering FTE data.</p>
5	<p>About this form:</p> <p>FTE Values for the current year forecast must be provided to MDCBUD so they can be presented on reports.</p> <p>The read-only cells on the form, for the Budget Year, are populated from the Position Planning feature of MDCBUD, which is stored in the PSTN cube. Values are summarized from the position and employee data in PSTN, then pushed into the FINSTMT cube, which is where the values on this form come from.</p>	

## Module 8: Course Summary

### Objectives Achieved

Congratulations! You have completed the **Budget Presentation (RFRO) Input** course. You should now be able to:

- Navigate to the Budget Presentation (RFRO) Input features
- Use the Reimbursement True Ups form to
  - Create a Reimbursement True Up
  - Add a Revenue Description to a Reimbursement True Up
  - Delete a Reimbursement True Up
- Use the Long Term Vacancy Inputs form to
  - Update the Current Year Department Forecast for FTE's
  - Update the Budget Year Long Term Vacant Positions

## Module 9: Actuals Mapping (RFRO)

### Overview

This module includes the following lessons:

- Lesson 1: Revenue Description Allocation – ChartFields in POV
- Lesson 2: Revenue Description Allocation – ChartFields in Rows
- Lesson 3: Reimbursement True Ups
- Lesson 4: FTE Input

## Lesson 1: Revenue Description Allocation – ChartFields in POV

### Lesson Overview

The *Actuals Mapping* feature in MDCBUD is a collection of forms that support the new reporting input workflow between RFRO and Hyperion.

Previously the data for Budget, Forecast and Actuals were allocated to revenue descriptions in the RFRO application. Now, in this latest edition of MDCBUD, revenue description allocations occur in Hyperion and then the allocated data is integrated to RFRO.

*Revenue Description Allocation* is a process to break down values for revenue actuals coming from PeopleSoft FMS into the Revenue Description level. This process is expected to be completed each quarter to support the Quarterly Reporting activity. This data processing activity will normally be applied to the Current Year Actual values on an on-going basis. For the first year, however, as the organization transitions to using the new Hyperion system this process will need to be applied to the prior year's actual data as well, for FY20. The form provides access to both FY20 and FY21 currently.

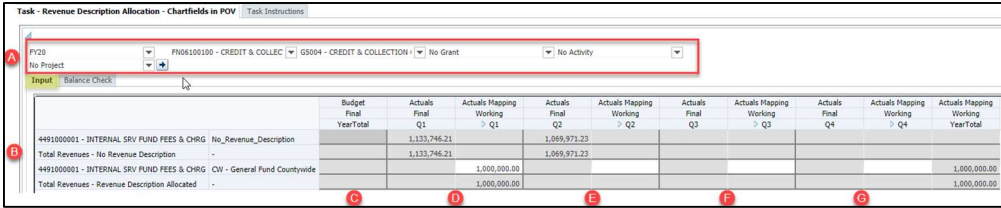
As revenue actuals come in from PeopleSoft, they are stored under a Scenario/Version intersection called **Actuals->Final**. The entries end users will make for the *Revenue Description Allocation* process are stored in a Scenario/Version intersection called **Actuals Mapping->Working**. The *Balance Check* page provides a quick method for you to verify that there are no +/- variances between the original revenue actual values, and the values mapped to Revenue Descriptions.

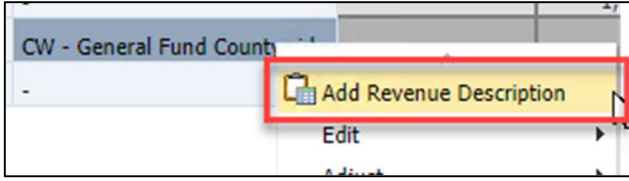
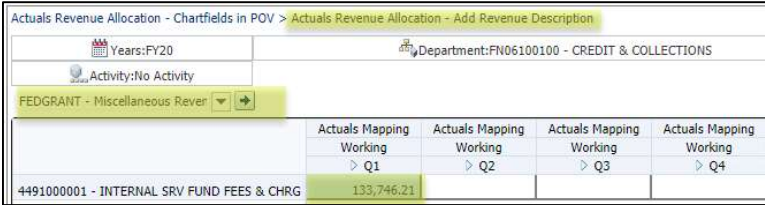
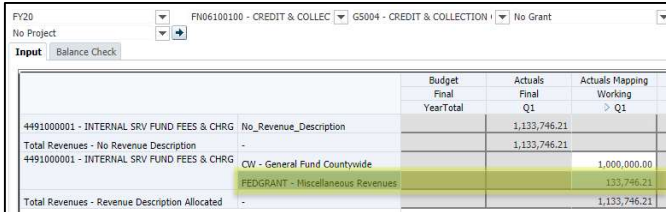
**\*\*PLEASE NOTE: Until Hyperion is fully integrated with RFRO, revenue actuals loaded from PeopleSoft will be auto populated into the REVENUE DESCRIPTION REQUIRED revenue description member on a nightly basis. The rule takes into account any revenue actuals you have already allocated to legitimate revenue descriptions.\*\***

### In this lesson you will learn:

- Navigate to the *Revenue Description Allocation – ChartFields in POV* form
- Add a Revenue Description Allocation
- Review the Balance Check

Step	Action	Notes
1	From the home screen, select "My Task List" in the pane on the left side of the screen and select the arrow next to the "Actuals Mapping" task list to expand this folder.	
2	<p>To access the Revenue Description Allocation - ChartFields in POV form, select the first task: "Revenue Description Allocation - ChartFields in POV"</p> <p>Revenue Description Allocation form is displayed. Year, Department, Fund, Grant, Project, and Activity are displayed in the point of view.</p>	This version of the Revenue Description Allocation form includes the ChartFields in the point of view. This version may be better suited for larger departments.
3	<p>Set the Point-of-View for the form by performing these steps for each of the 6 dimensions as needed:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department's data.</p> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Year</li> <li>• Department</li> <li>• Fund</li> <li>• Grant</li> <li>• Activity</li> <li>• Project</li> </ul>

<p>4</p>	<p>The form displays, on the <i>Input</i> tab:</p> <ul style="list-style-type: none"> <li>A. Point of View – with entries for: Year; Department; Fund; Grant; Activity; Project</li> <li>B. Account and Revenue Description dimensions on the row</li> <li>C. Budget</li> <li>D. Q1 Actuals and Actuals Mapping</li> <li>E. Q2 Actuals and Actuals Mapping</li> <li>F. Q3 Actuals and Actuals Mapping</li> <li>G. Q4 Actuals and Actuals Mapping</li> </ul> <p>The reason that year is in the POV is because when they roll over into next fiscal year, Q4 is not closed yet, so users need to be able to go back into last year and finish the allocation exercise once Q4 is finalized.</p> 	<p>The first column Budget Final YearTotal (C) is meant to show where users budgeted revenues for the fiscal year. The second column Actuals Final Q1 displays the sum of all the actuals data in the months that make up Q1 (D). These first two columns are entirely read-only and display in gray. The bottom part of the third column Actuals Mapping Working Q1 is used to allocate actuals down to the Revenue Description level.</p>
<p>5</p>	<p>Choose a revenue amount from the second column (Actuals Final Q1) and enter that amount at the appropriate Revenue Description in the third column (Actuals Mapping Working Q1) to allocate the revenue to a Revenue Description.</p> <p>Then click <b>Save</b>.</p>	<p>If there are no revenue descriptions listed on the form, you will need to add a revenue description to allocate the revenue amount to. These instructions are listed later steps below.</p>

<p>6</p>	<p>To add a new Revenue Description to the form, right click on a Revenue account and select "Add Revenue Description" on the right-click menu.</p> 	
<p>7</p>	<p>From the point of view, click on the drop down arrow next to the Revenue Description dimension and choose a new Revenue Description you would like to allocate to. Click the "Go" arrow in the point of view.</p> <p>The form will now render and reflect the correct data according to the Revenue Description you chose.</p>	
<p>8</p>	<p>Update the data for the quarter and then click Save.</p> 	
<p>9</p>	<p>Click on the blue breadcrumbs hyperlink "Revenue Description Allocation - ChartFields in POV" above the point of view to return to the previous form.</p> <p>Verify the new Revenue Description that you added in the previous steps is added to the form.</p> 	



<p>10</p>	<p>Repeat the previous steps to enter data in the remaining columns used to allocate actuals down to Revenue Descriptions. Repeat the same allocation process and enter data into the Actuals Mapping Working for any remaining Quarters that need to be allocated.</p> <table border="1" data-bbox="310 344 1149 543"> <thead> <tr> <th rowspan="3">No_Revenue_Description</th> <th>Budget</th> <th>Actuals</th> <th>Actuals Mapping</th> <th>Actuals</th> <th>Actuals Mapping</th> </tr> <tr> <th>Final</th> <th>Final</th> <th>Working</th> <th>Final</th> <th>Working</th> </tr> <tr> <th>YearTotal</th> <th>Q1</th> <th>&gt; Q1</th> <th>Q2</th> <th>&gt; Q2</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1,133,746.21</td> <td></td> <td>1,069,971.23</td> <td></td> </tr> <tr> <td>-</td> <td></td> <td>1,133,746.21</td> <td></td> <td>1,069,971.23</td> <td></td> </tr> <tr> <td>CW - General Fund Countywide</td> <td></td> <td></td> <td>1,000,000.00</td> <td></td> <td>1,000,000.00</td> </tr> <tr> <td>FEDGRANT - Miscellaneous Revenues</td> <td></td> <td></td> <td>133,746.21</td> <td></td> <td>69,971.23</td> </tr> <tr> <td>-</td> <td></td> <td></td> <td>1,133,746.21</td> <td></td> <td></td> </tr> </tbody> </table>	No_Revenue_Description	Budget	Actuals	Actuals Mapping	Actuals	Actuals Mapping	Final	Final	Working	Final	Working	YearTotal	Q1	> Q1	Q2	> Q2			1,133,746.21		1,069,971.23		-		1,133,746.21		1,069,971.23		CW - General Fund Countywide			1,000,000.00		1,000,000.00	FEDGRANT - Miscellaneous Revenues			133,746.21		69,971.23	-			1,133,746.21			<p>At the end of the quarter, users produce the quarterly budget report that compares actuals to the budget. There are columns here for each quarter of the fiscal year. Once the prior year is completely closed out users can come to this form and see that all the dollars that got loaded from PeopleSoft match with what the users allocated to revenue descriptions.</p>									
No_Revenue_Description	Budget		Actuals	Actuals Mapping	Actuals	Actuals Mapping																																																			
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-			1,133,746.21																																																						
<p>11</p>	<p>To review data entry during the revenue description allocation process, click on the second horizontal tab: Balance Check.</p> <table border="1" data-bbox="329 1079 1127 1268"> <thead> <tr> <th colspan="7">FY20</th> </tr> <tr> <th colspan="7">No Project</th> </tr> <tr> <th colspan="7">Input: Balance Check</th> </tr> <tr> <th rowspan="2">No_Revenue_Descr</th> <th>Actuals</th> <th>Actuals Mapping</th> <th>-</th> <th>Actuals</th> <th>Actuals Mapping</th> <th>-</th> </tr> <tr> <th>Final</th> <th>Working</th> <th>-</th> <th>Final</th> <th>Working</th> <th>-</th> </tr> <tr> <th colspan="2">Total Revenue Descriptions</th> <th colspan="2">-</th> <th colspan="2">Total Revenue Descriptions</th> <th>-</th> </tr> <tr> <th>Q1</th> <th>Q1</th> <th>Q1 Balance Check</th> <th>Q2</th> <th>Q2</th> <th>Q2 Balance Check</th> <th></th> </tr> </thead> <tbody> <tr> <td>4491000001 - INTERNAL SRV FUND FEES &amp; CHR</td> <td>1,133,746</td> <td>1,133,746</td> <td></td> <td>1,069,971</td> <td>1,069,971</td> <td></td> </tr> </tbody> </table>	FY20							No Project							Input: Balance Check							No_Revenue_Descr	Actuals	Actuals Mapping	-	Actuals	Actuals Mapping	-	Final	Working	-	Final	Working	-	Total Revenue Descriptions		-		Total Revenue Descriptions		-	Q1	Q1	Q1 Balance Check	Q2	Q2	Q2 Balance Check		4491000001 - INTERNAL SRV FUND FEES & CHR	1,133,746	1,133,746		1,069,971	1,069,971		<p>This form is used to ensure that users are allocating the actuals dollar amounts in the same account that they were loaded in.</p>
FY20																																																									
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<p>12</p>	<p>The revenue description allocation process is only meant to take existing actual dollars and add a revenue description to that allocation string, so these dollars should stay in the same account.</p> <p>The "Balance Check" cells display in red if the amounts are out of balance. These cells display in green if the amounts are in balance.</p>																																																								

## Lesson 2: Revenue Description Allocation – ChartFields in Rows

### Lesson Overview

The information covered in this lesson is identical to the information covered in Lesson 1, with one key difference. This form moves the ChartFields for Grants, Project, and Activity from the Point-of-View down into the rows. This form layout may be more suitable for smaller departments.

The *Actuals Mapping* feature in MDCBUD is a collection of forms that support the new reporting input workflow between RFRO and Hyperion.

Previously the data for Budget, Forecast and Actuals were allocated to revenue descriptions in the RFRO application. Now, in this latest edition of MDCBUD, revenue description allocations occur in Hyperion and then the allocated data is integrated to RFRO.

*Revenue Description Allocation* is a process to break down values for revenue actuals coming from PeopleSoft FMS into the Revenue Description level. This process is expected to be completed each quarter to support the Quarterly Reporting activity. This data processing activity will normally be applied to the Current Year Actual values on an on-going basis. For the first year, however, as the organization transitions to using the new Hyperion system this process will need to be applied to the prior year's actual data as well, for FY20. The form provides access to both FY20 and FY21 currently.

As revenue actuals come in from PeopleSoft, they are stored under a Scenario/Version intersection called **Actuals->Final**. The entries end users will make for the *Revenue Description Allocation* process are stored in a Scenario/Version intersection called

**Actuals Mapping->Working**. The *Balance Check* page provides a quick method for you to verify that there are no +/- variances between the original revenue actual values, and the values mapped to Revenue Descriptions.

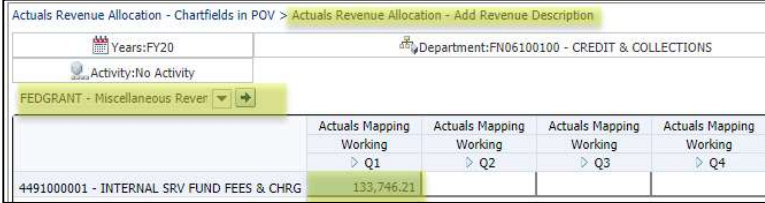
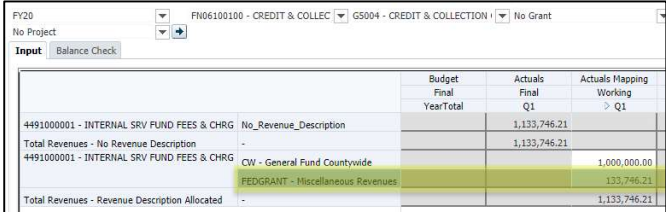
**\*\*PLEASE NOTE: Until Hyperion is fully integrated with RFRO, revenue actuals loaded from PeopleSoft will be auto populated into the REVENUE DESCRIPTION REQUIRED revenue description member on a nightly basis. The rule takes into account any revenue actuals you have already allocated to legitimate revenue descriptions.\*\***

### In this lesson you will learn:

- Navigate to the *Revenue Description Allocation – ChartFields in Rows* form
- Add a Revenue Description Allocation
- Review the Balance Check

Step	Action	Notes
1	From the home screen, select "My Task List" in the pane on the left side of the screen and select the arrow next to the "Actuals Mapping" task list to expand this folder.	
2	<p>To access the Revenue Description Allocation - ChartFields in Rows form, select the first task: "Revenue Description Allocation - ChartFields in Rows"</p> <p>Revenue Description Allocation form is displayed. Year, Department, Fund are displayed in the point of view.</p>	This version of the Revenue Description Allocation form includes the ChartFields in the rows. This version may be better suited for larger departments.
3	<p>Set the Point-of-View for the form by performing these steps for each of the 3 dimensions as needed:</p> <p>A. Click on the drop-down arrow next to the dimension in the Point-of-View bar.</p> <p>B. Select an appropriate member for your department's data.</p> <p>Once all the Point-of-View selections have been made, click the <b>Go button</b> at the right side of the POV bar.</p> <p>For more information about using the member selectors and setting the Point-of-View, please refer to the lessons in <b>Module 3: Hyperion Basics</b>.</p>	<p>The drop-down menus for dimensions in the POV are displayed in the following order:</p> <ul style="list-style-type: none"> <li>• Year</li> <li>• Department</li> <li>• Fund</li> </ul>

<p>4</p>	<p>The form displays, on the <i>Input</i> tab:</p> <ul style="list-style-type: none"> <li>A. Point of View – with entries for: Year; Department; Fund.</li> <li>B. Grant, Project, Activity, Account and Revenue Description dimensions on the row</li> <li>C. Budget</li> <li>D. Q1 Actuals and Actuals Mapping</li> <li>E. Q2 Actuals and Actuals Mapping</li> <li>F. Q3 Actuals and Actuals Mapping</li> <li>G. Q4 Actuals and Actuals Mapping</li> </ul> <p>The reason that year is in the POV is because when they roll over into next fiscal year, Q4 is not closed yet, so users need to be able to go back into last year and finish the allocation exercise once Q4 is finalized.</p>	<p>The first column Budget Final YearTotal (C) is meant to show where users budgeted revenues for the fiscal year. The second column Actuals Final Q1 displays the sum of all the actuals data in the months that make up Q1 (D). These first two columns are entirely read-only and display in gray. The bottom part of the third column Actuals Mapping Working Q1 is used to allocate actuals down to the Revenue Description level.</p>
<p>5</p>	<p>Choose a revenue amount from the second column (Actuals Final Q1) and enter that amount at the appropriate Revenue Description in the third column (Actuals Mapping Working Q1) to allocate the revenue to a Revenue Description.</p> <p>Then click <b>Save</b>.</p>	<p>If there are no revenue descriptions listed on the form, you will need to add a revenue description to allocate the revenue amount to. These instructions are listed later steps below.</p>
<p>6</p>	<p>To add a new Revenue Description to the form, right click on a Revenue account and select "Add Revenue Description" on the right-click menu.</p>	

<p>7</p>	<p>From the point of view, click on the drop down arrow next to the Revenue Description dimension and choose a new Revenue Description you would like to allocate to. Click the "Go" arrow in the point of view.</p> <p>The form will now render and reflect the correct data according to the Revenue Description you chose.</p>	
<p>8</p>	<p>Update the data for the quarter and then click Save.</p> 	
<p>9</p>	<p>Click on the blue breadcrumbs hyperlink "Revenue Description Allocation - ChartFields in POV" above the point of view to return to the previous form.</p> <p>Verify the new Revenue Description that you added in the previous steps is added to the form.</p> 	

<p>10</p>	<p>Repeat the previous steps to enter data in the remaining columns used to allocate actuals down to Revenue Descriptions. Repeat the same allocation process and enter data into the Actuals Mapping Working for any remaining Quarters that need to be allocated.</p> <table border="1" data-bbox="292 346 1128 546"> <thead> <tr> <th rowspan="3">No_Revenue_Description</th> <th>Budget</th> <th>Actuals</th> <th>Actuals Mapping</th> <th>Actuals</th> <th>Actuals Mapping</th> </tr> <tr> <th>Final</th> <th>Final</th> <th>Working</th> <th>Final</th> <th>Working</th> </tr> <tr> <th>YearTotal</th> <th>Q1</th> <th>&gt; Q1</th> <th>Q2</th> <th>&gt; Q2</th> </tr> </thead> <tbody> <tr> <td>No_Revenue_Description</td> <td></td> <td>1,133,746.21</td> <td></td> <td>1,069,971.23</td> <td></td> </tr> <tr> <td>-</td> <td></td> <td>1,133,746.21</td> <td></td> <td>1,069,971.23</td> <td></td> </tr> <tr> <td>CW - General Fund Countywide</td> <td></td> <td></td> <td>1,000,000.00</td> <td></td> <td>1,000,000.00</td> </tr> <tr> <td>FEDGRANT - Miscellaneous Revenues</td> <td></td> <td></td> <td>133,746.21</td> <td></td> <td>69,971.23</td> </tr> <tr> <td>-</td> <td></td> <td></td> <td>1,133,746.21</td> <td></td> <td></td> </tr> </tbody> </table>	No_Revenue_Description	Budget	Actuals	Actuals Mapping	Actuals	Actuals Mapping	Final	Final	Working	Final	Working	YearTotal	Q1	> Q1	Q2	> Q2	No_Revenue_Description		1,133,746.21		1,069,971.23		-		1,133,746.21		1,069,971.23		CW - General Fund Countywide			1,000,000.00		1,000,000.00	FEDGRANT - Miscellaneous Revenues			133,746.21		69,971.23	-			1,133,746.21			<p>At the end of the quarter, users produce the quarterly budget report that compares actuals to the budget. There are columns here for each quarter of the fiscal year. Once the prior year is completely closed out users can come to this form and see that all the dollars that got loaded from PeopleSoft match with what the users allocated to revenue descriptions.</p>
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FEDGRANT - Miscellaneous Revenues			133,746.21		69,971.23																																											
-			1,133,746.21																																													
<p>11</p>	<p>To review data entry during the revenue description allocation process, click on the second horizontal tab: Balance Check.</p> <table border="1" data-bbox="308 1081 1112 1228"> <thead> <tr> <th rowspan="2">No_Revenue_Descor</th> <th>Actuals</th> <th>Actuals Mapping</th> <th>-</th> <th>Actuals</th> <th>Actuals Mapping</th> <th>-</th> </tr> <tr> <th>Final</th> <th>Working</th> <th>-</th> <th>Final</th> <th>Working</th> <th>-</th> </tr> <tr> <th>No_Revenue_Descor</th> <th>Total Revenue Descriptions</th> <th>-</th> <th>No_Revenue_Descor</th> <th>Total Revenue Descriptions</th> <th>-</th> <th>-</th> </tr> </thead> <tbody> <tr> <td></td> <td>Q1</td> <td>Q1</td> <td>Q1 Balance Check</td> <td>Q2</td> <td>Q2</td> <td>Q2 Balance Check</td> </tr> <tr> <td>No Grant No Project No Activity 4491000001 - INTERNAL SRV FUND FEES &amp; CHR</td> <td>1,133,746</td> <td>1,133,746</td> <td style="background-color: green;"></td> <td>1,069,971</td> <td>1,069,971</td> <td style="background-color: green;"></td> </tr> </tbody> </table>	No_Revenue_Descor	Actuals	Actuals Mapping	-	Actuals	Actuals Mapping	-	Final	Working	-	Final	Working	-	No_Revenue_Descor	Total Revenue Descriptions	-	No_Revenue_Descor	Total Revenue Descriptions	-	-		Q1	Q1	Q1 Balance Check	Q2	Q2	Q2 Balance Check	No Grant No Project No Activity 4491000001 - INTERNAL SRV FUND FEES & CHR	1,133,746	1,133,746		1,069,971	1,069,971		<p>This form is used to ensure that users are allocating the actuals dollar amounts in the same account that they were loaded in.</p>												
No_Revenue_Descor	Actuals		Actuals Mapping	-	Actuals	Actuals Mapping	-																																									
	Final	Working	-	Final	Working	-																																										
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<p>12</p>	<p>The revenue description allocation process is only meant to take existing actual dollars and add a revenue description to that allocation string, so these dollars should stay in the same account.</p> <p>The "Balance Check" cells display in red if the amounts are out of balance. These cells display in green if the amounts are in balance.</p>																																															

## Lesson 3: Reimbursement True Ups

### Lesson Overview

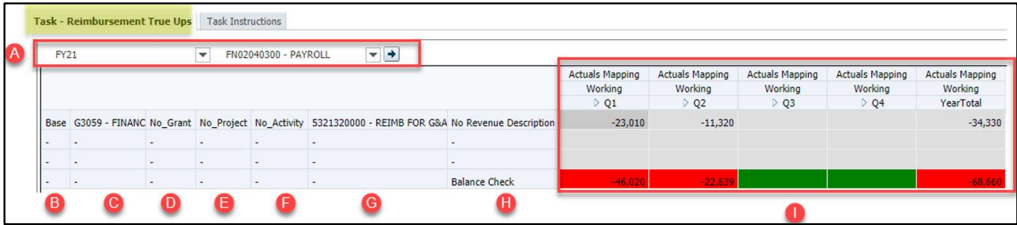
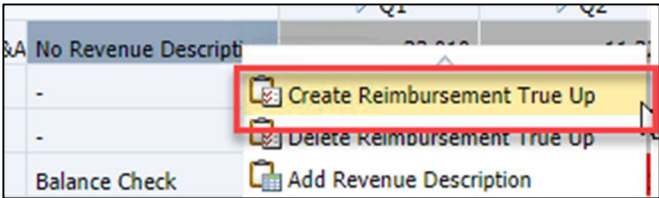
*Reimbursement True Ups* are part of a new reporting input activity in Hyperion. In this lesson the topic is addressed as it relates to the Actuals Mapping process.

Each quarterly reporting cycle requires the actuals for reimbursement accounts to be addressed.

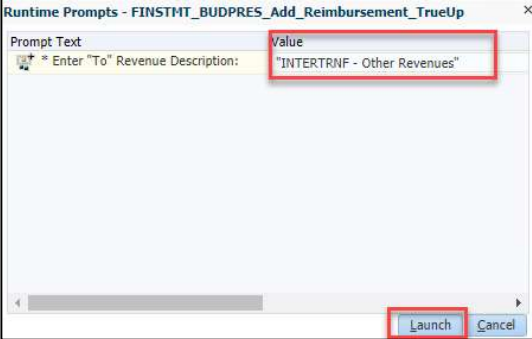
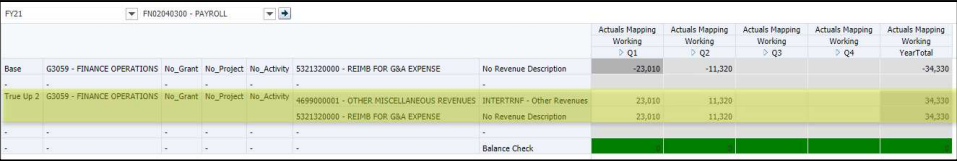
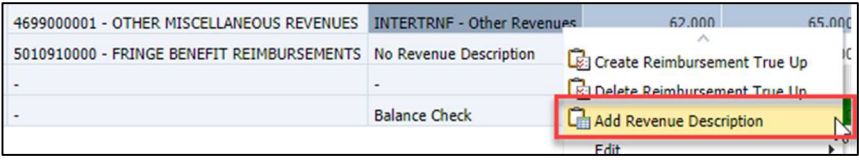
Consider the following example: A department enters an expense for reimbursements which will be a negative number. The value is a budget amount of -393,000 in salary reimbursements that is paid for by a different department. The negative expense amount is how the value is sent back to PeopleSoft. However, this is not how the amount is presented in the publishing of the budget. Reimbursement true ups are used to clear out the negative expense and enter the same amount as a revenue. The true ups allow the values to be presented in the budget correctly.

### In this lesson you will learn:

- Navigate to the *Reimbursement True Ups* form
- Create a Reimbursement True Up
- Add a Revenue Description to a Reimbursement True Up
- Delete a Reimbursement True Up

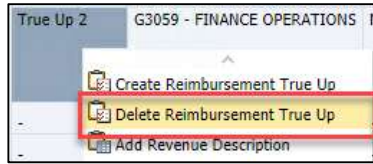
Step	Action	Notes
1	<p>To navigate to the Reimbursement True Ups feature:</p> <p>From the home screen, select <b>My Task List</b>, navigate to <b>Actuals Mapping &gt; Reimbursement True Ups</b></p>	
2	<p>The Reimbursement True Ups form displays:</p> <ul style="list-style-type: none"> <li>A. Point-of-View bar, with Year and Department</li> <li>B. Requests Dimension</li> <li>C. Fund Dimension</li> <li>D. Grants Dimension</li> <li>E. Project Dimension</li> <li>F. Activity Dimension</li> <li>G. Account Dimension – Reimbursement account(s)</li> <li>H. Revenue Description Dimension</li> <li>I. Actuals Mapping -&gt; Working -&gt; Q1 to Q4</li> </ul> 	
3	<p>Set the Point-of-View for the desired Department value, then click <b>Go</b>.</p> <p>Provided the Department selected has reimbursement values to work with, they are displayed on the form. If no reimbursement accounts have values in the Current Year Forecast or the Next Year Budget, then the form will not have data.</p>	
4	<p>Each reimbursement account within the Total Requests row at the top of the page need to have a true up created. To create a reimbursement true up, right click on one of the reimbursement accounts and select "Create Reimbursement True Up" from the right click menu.</p> 	



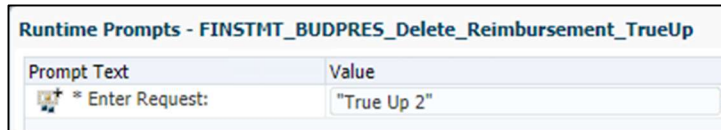
<p>5</p>	<p>Enter or use the member selector to select a <i>Revenue Description</i> for the reimbursement true up. Click <b>Launch</b>.</p> 	
<p>6</p>	<p>Review and confirm that the true up was created successfully.</p> <p>The form will now list the next available True Up number, along with the Fund associated with the reimbursement account. Then, for the Account and Revenue Description selected in the prompt, it will create a positive revenue line for that Revenue and Revenue Description combination. In addition to the positive revenue line, it will create a second line to cancel out the expense that was budgeted initially. This means that it netted out the reimbursement expense that was budgeted and created it as a revenue.</p> 	<p>This form is used by department planners who will need to create a reimbursement true up for each reimbursement account that was initially budgeted as a negative expense. The balance check line at the bottom of the form allows users to make sure that a true up has been created for each reimbursement that has been budgeted.</p>
<p>7</p>	<p>If a user needed to break up the reimbursement true up into two different accounts or revenue descriptions, they are able to do this from the right click menu. Right click on the true up line that you just created and select "Add Revenue Account" from the right click menu.</p>  <p>Reimbursement True Up - Add Account form displays.</p>	

8	<p>Click on the drop-down arrow next to the Revenue Description dimension in the point of view and select a member from the list.</p> <p>Then click <b>Go</b>.</p>																																																									
9	<p>Enter Department Forecast and Budget Working values for the selected Revenue Description and click <b>Save</b>.</p> <div data-bbox="500 430 928 703" style="border: 1px solid black; padding: 5px;"> <p>Reimbursement True Up &gt; Reimbursement True Up - Add</p> <p>Grants: No Grant    Activity: No Act</p> <p>INTERTRNF - User Access Program</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>FY21</th> <th>FY22</th> </tr> </thead> <tbody> <tr> <td>Sep</td> <td></td> <td>&gt; YearTotal</td> </tr> <tr> <td>Department Forecast</td> <td></td> <td>Budget</td> </tr> <tr> <td>Working</td> <td></td> <td>Working</td> </tr> <tr> <td>True Up 2</td> <td style="background-color: yellow;">20,000</td> <td style="background-color: yellow;">21,000.0</td> </tr> </tbody> </table> </div>		FY21	FY22	Sep		> YearTotal	Department Forecast		Budget	Working		Working	True Up 2	20,000	21,000.0																																										
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10	<p>Click on the blue breadcrumbs hyperlink "Reimbursement True Up" above the point of view to return to the previous form.</p>																																																									
11	<p>Verify that the new Revenue Description is added to the form and that the amounts you entered previously are now showing on the form.</p> <div data-bbox="224 945 1205 1159" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th></th> <th>Actuals Mapping Working &gt; Q1</th> <th>Actuals Mapping Working &gt; Q2</th> <th>Actuals Mapping Working &gt; Q3</th> <th>Actuals Mapping Working &gt; Q4</th> <th>Actuals Mapping Working YearTotal</th> </tr> </thead> <tbody> <tr> <td>5321320000 - REIMB FOR G&amp;A EXPENSE</td> <td>No Revenue Description</td> <td style="background-color: #cccccc;">-23,010</td> <td style="background-color: #cccccc;">-11,320</td> <td></td> <td></td> <td style="background-color: #cccccc;">-34,330</td> </tr> <tr> <td>-</td> <td>-</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4699000001 - OTHER MISCELLANEOUS REVENUES</td> <td>INTERTRNF - Other Revenues</td> <td style="background-color: #cccccc;">23,010</td> <td style="background-color: #cccccc;">11,320</td> <td></td> <td></td> <td style="background-color: #cccccc;">34,330</td> </tr> <tr> <td></td> <td>INTERTRNF - User Access Program Fees</td> <td style="background-color: yellow;">4,000</td> <td style="background-color: yellow;">4,000</td> <td></td> <td></td> <td style="background-color: yellow;">8,000</td> </tr> <tr> <td>5321320000 - REIMB FOR G&amp;A EXPENSE</td> <td>No Revenue Description</td> <td style="background-color: #cccccc;">23,010</td> <td style="background-color: #cccccc;">11,320</td> <td></td> <td></td> <td style="background-color: #cccccc;">34,330</td> </tr> <tr> <td>-</td> <td>-</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>-</td> <td>Balance Check</td> <td style="background-color: red;">4,000</td> <td style="background-color: red;">4,000</td> <td style="background-color: green;"></td> <td style="background-color: green;"></td> <td style="background-color: red;">8,000</td> </tr> </tbody> </table> </div>			Actuals Mapping Working > Q1	Actuals Mapping Working > Q2	Actuals Mapping Working > Q3	Actuals Mapping Working > Q4	Actuals Mapping Working YearTotal	5321320000 - REIMB FOR G&A EXPENSE	No Revenue Description	-23,010	-11,320			-34,330	-	-						4699000001 - OTHER MISCELLANEOUS REVENUES	INTERTRNF - Other Revenues	23,010	11,320			34,330		INTERTRNF - User Access Program Fees	4,000	4,000			8,000	5321320000 - REIMB FOR G&A EXPENSE	No Revenue Description	23,010	11,320			34,330	-	-						-	Balance Check	4,000	4,000			8,000	<p>The added line has caused the Balance Check to turn red.</p> <p>This is expected, and the original entries must be updated to rebalance the data.</p>
		Actuals Mapping Working > Q1	Actuals Mapping Working > Q2	Actuals Mapping Working > Q3	Actuals Mapping Working > Q4	Actuals Mapping Working YearTotal																																																				
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12	<p>Rebalance: Adjust the original revenue entries to account for the new revenue description line, and then click <b>Save</b>.</p> <div data-bbox="240 1291 1182 1585" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th></th> <th>Actuals Mapping Working &gt; Q1</th> <th>Actuals Mapping Working &gt; Q2</th> </tr> </thead> <tbody> <tr> <td>5321320000 - REIMB FOR G&amp;A EXPENSE</td> <td>No Revenue Description</td> <td style="background-color: #cccccc;">-23,010</td> <td style="background-color: #cccccc;">-11,320</td> </tr> <tr> <td>-</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>4699000001 - OTHER MISCELLANEOUS REVENUES</td> <td>INTERTRNF - Other Revenues</td> <td style="background-color: yellow;">19,010</td> <td style="background-color: yellow;">7,320</td> </tr> <tr> <td></td> <td>INTERTRNF - User Access Program Fees</td> <td style="background-color: #cccccc;">4,000</td> <td style="background-color: #cccccc;">4,000</td> </tr> <tr> <td>5321320000 - REIMB FOR G&amp;A EXPENSE</td> <td>No Revenue Description</td> <td style="background-color: #cccccc;">23,010</td> <td style="background-color: #cccccc;">11,320</td> </tr> <tr> <td>-</td> <td>-</td> <td></td> <td></td> </tr> <tr> <td>-</td> <td>Balance Check</td> <td style="background-color: green;"></td> <td style="background-color: green;"></td> </tr> </tbody> </table> </div>			Actuals Mapping Working > Q1	Actuals Mapping Working > Q2	5321320000 - REIMB FOR G&A EXPENSE	No Revenue Description	-23,010	-11,320	-	-			4699000001 - OTHER MISCELLANEOUS REVENUES	INTERTRNF - Other Revenues	19,010	7,320		INTERTRNF - User Access Program Fees	4,000	4,000	5321320000 - REIMB FOR G&A EXPENSE	No Revenue Description	23,010	11,320	-	-			-	Balance Check			<p>In this example, Department forecast was adjusted from 62,000 to 42,000</p> <p>And Budget Working was adjusted from 65,000 to 44,000</p>																								
		Actuals Mapping Working > Q1	Actuals Mapping Working > Q2																																																							
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- 13 To delete a True Up reference, right-click the True Up reference member and select **Delete Reimbursement True Up**.



Confirm the True Up member is correct in the runtime prompt and click **Launch**.



## Lesson 4: FTE Input

### Lesson Overview


As part of the *Budget Presentation Input* feature in MDCBUD, the data entry activity to support the reporting of FTE's is now included in Hyperion.

*FTE Input* is a form to collect data that is strictly used for reports that present current year Actuals for FTE's and Long-Term Vacant Positions (LTVP).

The data is collected on a quarterly basis using this form.

### In this lesson you will learn:

- Navigate to the *FTE Input* form for the Actuals Mapping feature
- Update FTE information for the quarter
- Update the Budget Year Long Term Vacant Positions for the quarter

Step	Action	Notes
1	<p>To navigate to the FTE Inputs form:</p> <p>From the home screen, select <b>My Task List</b>, navigate to <b>Actuals Mapping &gt; FTE Input</b></p>	
2	<p>The FTE Input form displays:</p> <ul style="list-style-type: none"> <li>A. Point-of-View bar: Year and Department</li> <li>B. Fund on the rows</li> <li>C. Budget Year FTE and LTVP values</li> <li>D. Q1 (Dec) Actuals Mapping FTE and LTVP values</li> <li>E. Q2 (Mar) Actuals Mapping FTE and LTVP values</li> <li>F. Q3 (Jun) Actuals Mapping FTE and LTVP values</li> <li>G. Q4 (Sep) Actuals Mapping FTE and LTVP values</li> </ul> 	<p>LTVP: Long-Term Vacant Positions</p> <p>Items E, F, G not pictured</p>
3	<p>Click on the drop-down arrows next to the Department dimension in the point of view and select a Department from the drop-down list of members and click <b>Go</b>.</p>	
4	<p>The purpose of this form is to allow users to input FTE data that is necessary for reporting purposes.</p> <p>Input FTE data for each column in the row of your choice. Then click <b>Save</b>.</p>	<p>If the data form is blank, right click on the form and select "Add FTE" to begin entering FTE data.</p>
5	<p>About this form:</p> <p>FTE Values for the current year Actuals Mapping must be provided to MDCBUD so they can be presented on reports.</p>	

## Module 9: Course Summary

### Objectives Achieved

Congratulations! You have completed the **Actuals Mapping (RFRO)** course. You should now be able to:

- Navigate to the Actuals Mapping (RFRO) features
- Use the Revenue Description Allocation forms to
  - Allocate revenue actuals down to Revenue Descriptions
  - Use the Balance Check form to ensure all revenues have been properly allocated for your department
- Use the Reimbursement True Ups form to
  - Create a Reimbursement True Up
  - Add a Revenue Description to a Reimbursement True Up
  - Delete a Reimbursement True Up
- Use the Long-Term Vacancy Inputs form to
  - Update the Current Year Department Forecast for FTE's
  - Update the Budget Year Long Term Vacant Positions

## Module 10: Reporting

### Overview

This module includes the following lessons:

- Lesson 1: Operating Report
- Lesson 2: Budget Request Reports
- Lesson 3: Budget Publication Reports
- Lesson 4: Quarterly Reports

## Module 10: Key Terms

The following key terms are used in this Module:

Term	Definition
<b>Period: YearTotal</b>	Unrounded, sum of the months.
<b>Period: YearTotal-Working</b>	Unrounded, sum of months, plus one-time dollars in approved requests.
<b>Period: YearTotal-Rounded</b>	YearTotal-Working, rounded.
<b>Requests: Base</b>	Base budget.
<b>Requests: Total Request</b>	Base budget plus approved requests. The PeopleSoft version of the budget.
<b>Requests: Total Budget Presentation</b>	Total Request +/- adjustments required for RFRO.
<b>Version: Working</b>	Budget data input from departments.
<b>Version: Budget Submission</b>	Budget snapshot at the time the department submits its budget.
<b>Version: Proposed</b>	Snapshot version representing the Proposed version of the budget.
<b>Version: Adopted</b>	Snapshot version representing the Adopted version of the budget.



## Lesson 1: Operating Reports

### Lesson Overview

The reports covered in this lesson are designed to provide information regarding the revenue and expenditure values for the upcoming budget year.

To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L1R1 stands for Lesson 1, Report 1.

The following reports focus on expenditures:

- Report L1R1: BAT Appropriations Report – Summary
- Report L1R2: BAT Appropriations Report – Detail
- Report L1R3: BAT Appropriations Report by Fund
- Report L1R4: BAT Expense by Entity

The following reports focus on revenues:

- Report L1R5: BAT Revenue Report - Summary
- Report L1R6: BAT Revenue Report - Detail
- Report L1R7: BAT Revenue by Entity


### In this lesson you will learn:

- Navigate to the Operating Reports folder in Explore
- Run each of the reports outlined above
- Learn key aspects about the purpose and content of each report

Step	Action	Notes																																																																														
	<p><b>L1R1: BAT Appropriations Report – Summary</b></p> <p>Navigate to the Operating Reports folder in Explore:                      From the home screen, select the "Explore" button.                      Click on the "Operating Reports" folder to open it.</p>																																																																															
	<p>Run the BAT Appropriations Report - Summary in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window.                      For example:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> <li>• Department: type in Department or use member selector to select a Department</li> <li>• Fund: select a fund or leave as All Funds</li> <li>• Project: select a project or leave as All Projects</li> <li>• Activity: select an activity or leave as All Activities</li> <li>• Grants: select a grant or leave as All Grants</li> <li>• Requests: select Base</li> </ul> <p>Then click “OK” to run the report.</p> <p>The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This report is a summary version of the BAT Appropriations Report—users will run this report to see data at the highest-level expenditure account categories based on the Department, Fund, Project, Activity, and Grant selected.</p>																																																																														
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	<p><b>L1R2: BAT Appropriations Report – Detail</b></p> <p>Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button. Click on the "Operating Reports" folder to open it.</p>																																																																																																	
	<p>Run the BAT Appropriations Report - Detail in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> <li>• Department: type in Department or use member selector to select a Department</li> <li>• Fund: select a fund or leave as All Funds</li> <li>• Project: select a project or leave as All Projects</li> <li>• Activity: select an activity or leave as All Activities</li> <li>• Grants: select a grant or leave as All Grants</li> <li>• Requests: Base</li> </ul> <p>Then click "OK" to run the report.</p> <p>The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This report is a detailed version of the BAT Appropriations Report—users will run this report to see data at the lowest level (level 0 or bottom of the expenditure hierarchy) based on the Department, Fund, Project, Activity, and Grant selected in the prompt.</p>																																																																																																
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	<p><b>L1R3: BAT Appropriations Report by Fund</b></p> <p>Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Operating Reports" folder to open it.</p>	
	<p>Run the BAT Appropriations Report by Fund in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> <li>• Department: type in Department or use member selector to select a Department</li> <li>• Project: select a project or leave as All Projects</li> <li>• Grants: select a grant or leave as All Grants</li> <li>• Activity: select an activity or leave as All Activities</li> <li>• Requests: Base</li> </ul> <p>Then click "OK" to run the report.</p> <p>The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This report shows the high level categories within total expenditures (Salaries, Fringes, Other Operating) by level 0 Fund where the Funds are listed in the rows. This is another version of the appropriations report where the user can view expenditures by fund.</p>



**Miami-Dade County**  
**BAT Appropriations Report by Fund**  
For Department: FN00000000 - FINANCE DEPARTMENT  
For Project: All Projects  
For Activity: All Activities  
For Grant: All Grants

		Actuals 2019-20	Budget 2020-21	Actuals 2020-21	Department Forecast 2020-21	Budget 2021-22
CB012 - GOB PHT PROGRAM SERIES 2015C	Salaries	\$0	\$0	\$0	\$35,000	\$15,000
	Other Operating	\$0	\$0	\$0	\$0	\$125,000
	Total Expenditures	\$0	\$0	\$0	\$35,000	\$140,000
CB034 - SOB SR2013A CAP ASSET ACQ	Other Operating	\$72,136	\$0	\$72,136	\$0	\$0
	Total Expenditures	\$72,136	\$0	\$72,136	\$0	\$0
G3058 - FINANCE BOND ADMIN	Salaries	\$425,872	\$1,701,000	\$425,872	\$0	\$801,162
	Fringes	\$115,548	\$537,000	\$115,548	\$0	\$228,164
	Other Operating	\$123,675	\$3,058,300	\$123,675	\$0	\$0
	Total Expenditures	\$665,095	\$5,296,300	\$665,095	\$0	\$1,029,326
G3059 - FINANCE OPERATIONS	Salaries	\$3,293,096	\$9,977,000	\$3,293,096	\$623,000	\$9,022,545
	Fringes	\$1,168,633	\$3,667,000	\$1,168,633	\$-62,000	\$3,262,623
	Other Operating	\$1,449,857	\$3,984,400	\$1,449,857	\$850,000	\$906,000
	Total Expenditures	\$5,911,585	\$17,628,400	\$5,911,585	\$1,411,000	\$13,191,167
G3060 - TAX COLLECTORS OPERATIONS	Salaries	\$3,148,228	\$11,017,000	\$3,148,228	\$0	\$10,530,663

Rows:  
 - Fund dimension  
 (Bottom of hierarchy of Total Fund)  
 - Account dimension (Salaries, Fringes, Other Operating)

Columns:  
 A: Prior Year / Actuals  
 B: Current Year / Budget  
 C: Current Year / Actuals  
 D: Current Year / Department Forecast  
 E: Budget Year / Budget

**L1R4: BAT Appropriations Report by Entity**

Navigate to the Operating Reports folder in Explore:  
 From the home screen, select the "Explore" button.  
 Click on the "Operating Reports" folder to open it.

Run the BAT Appropriations Report by Entity in PDF by double clicking on the report name.

Provide entries for each of the items in the prompt window.

For example:

- Department: type in Department or use member selector to select a Department
- Version: Working
- Period: YearTotal-Working
- Fund: select a fund or leave as All Funds
- Activity: select an activity or leave as All Activities
- Project: select a project or leave as All Projects
- Grants: select a grant or leave as All Grants
- Requests: Base

Then click "OK" to run the report.

Need more information about some of the prompt choices?

The **Key Terms** section for this module includes helpful descriptions for Period, Requests, and Version.

This report displays total expenditures by the lowest level departments (level 0 department) which are listed in the rows.

	Actuals 2019-20	Budget 2020-21	Actuals YTD	Department Forecast 2020-21	Budget 2021-22
FN01010000 - DIRECTOR'S ADMIN	\$475,020	\$1,411,700	\$475,020	\$-54,000	\$1,404,393
FN02010000 - CONTROLLERS ADMINISTRATION	\$213,742	\$2,771,500	\$213,742	\$1,465,000	\$1,383,216
FN02020200 - GENERAL ACCOUNTING	\$1,711,110	\$2,564,600	\$1,711,110	\$0	\$1,936,948
FN02020300 - FINANCIAL REPORTING	\$0	\$0	\$0	\$0	\$125,000
FN02030200 - FEMA REPORTING	\$234,598	\$-8,000	\$234,598	\$0	\$654,472
FN02030300 - CAPITAL ACCOUNTING	\$230,784	\$963,400	\$230,784	\$0	\$937,923
FN02040200 - ACCOUNT'S PAYABLE	\$1,126,538	\$3,996,000	\$1,126,538	\$0	\$3,332,524
FN02040300 - PAYROLL	\$258,179	\$326,000	\$258,179	\$0	\$68,101
FN02040400 - BANK RECONCILIATION	\$339,986	\$-71,000	\$339,986	\$0	\$798,566
FN02040500 - ACCOUNTS PAYABLE WORKFLOW	\$621,007	\$3,111,800	\$621,007	\$0	\$1,795,704
FN03010000 - ADMINISTRATION	\$386,097	\$1,204,500	\$386,097	\$35,000	\$247,062
FN03020000 - ERP SUPPORT	\$244,139	\$564,200	\$244,139	\$0	\$327,061
FN03030000 - FIN BUS SOLUTIONS APP SUPPORT	\$70,385	\$293,300	\$70,385	\$0	\$320,199
FN04020000 - OPERATIONS	\$665,095	\$5,296,300	\$665,095	\$0	\$1,029,326
FN05010000 - OPERATIONS	\$310,725	\$3,899,500	\$310,725	\$0	\$603,347
FN06010000 - ADMINISTRATION SECTION	\$203,654	\$5,479,600	\$203,654	\$0	\$1,306,631
FN06020000 - ACCOUNTING SECTION	\$189,532	\$1,425,900	\$189,532	\$0	\$1,166,593
FN06030000 - INFORMATION SERVICES SECTION	\$1,151,139	\$1,918,600	\$1,151,139	\$0	\$510,787
FN06040000 - FAST PAYMENT SECTION	\$939,685	\$3,192,100	\$939,685	\$0	\$1,482,690
FN06050000 - ADVALOREM SECTION	\$1,140,817	\$5,965,700	\$1,140,817	\$0	\$4,289,300
FN06060000 - AUTO TAG SECTION	\$1,046,603	\$2,817,100	\$1,046,603	\$0	\$2,601,858
FN06070000 - CONVENTION & TOURISM SECTION	\$417,846	\$1,279,200	\$417,846	\$0	\$1,133,955
FN06080000 - LOCAL BUSINESS TAX SECTION	\$499,183	\$1,533,700	\$499,183	\$0	\$974,588
FN06090000 - TPP & ENFORCEMENT SECTION	\$569,121	\$1,167,900	\$569,121	\$0	\$1,174,249
FN06100100 - CREDIT & COLLECTIONS	\$2,923,858	\$9,452,500	\$2,923,858	\$1,316,600	\$4,780,289
FN07010000 - ADMINISTRATION	\$0	\$500,400	\$0	\$0	\$0
FNCP020000 - FIN - INTANG. CAP - ERP	\$72,136	\$0	\$72,136	\$0	\$0
<b>Total Expenditures:</b>	<b>\$16,040,978</b>	<b>\$61,056,500</b>	<b>\$16,040,978</b>	<b>\$2,762,600</b>	<b>\$34,384,781</b>

Rows:  
 - Department dimension (Level 0 descendants of the Department selected in the prompt)  
 - Account dimension (Accountability Ordinance)


Columns:  
 A: Prior Year / Actuals  
 B: Current Year / Budget  
 C: Current Year / Actuals  
 D: Current Year / Department Forecast  
 E: Budget Year / Budget

	<p><b>L1R5: BAT Revenue Report – Summary</b></p> <p>Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Operating Reports" folder to open it.</p>	
	<p>Run the BAT Revenue Report – Summary in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> <li>• Department: type in Department or use member selector to select a Department</li> <li>• Fund: select a fund or leave as All Funds</li> <li>• Project: select a project or leave as All Projects</li> <li>• Activity: select an activity or leave as All Activities</li> <li>• Grants: select a grant or leave as All Grants</li> <li>• Requests: Base</li> </ul> <p>Then click “OK” to run the report.</p> <p>Need more information about some of the prompt choices? The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This report displays data for the summary level (level below Total Revenues) revenue accounts according to the Department, Fund, Project, Activity, and Grant selections that are made in the prompt. Users run this report if they want to view revenue data at a summary level.</p>



		<p>Rows: - Account dimension (Children of Total Revenues)</p> <p>Columns: A: Prior Year / Actuals B: Current Year / Budget C: Current Year / Actuals D: Current Year / Department Forecast E: Budget Year / Budget</p>
	<p><b>L1R6: BAT Revenue Report – Detail</b></p> <p>Navigate to the Operating Reports folder in Explore: From the home screen, select the "Explore" button. Click on the "Operating Reports" folder to open it.</p>	
	<p>Run the BAT Revenue Report – Detail in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> <li>• Department: type in Department or use member selector to select a Department</li> <li>• Fund: select a fund or leave as All Funds</li> <li>• Project: select a project or leave as All Projects</li> <li>• Activity: select an activity or leave as All Activities</li> <li>• Grants: select a grant or leave as All Grants</li> <li>• Requests: Base</li> </ul> <p>Then click "OK" to run the report.</p> <p>Need more information about some of the prompt choices? The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This report displays data for the lowest level (level 0) revenue accounts according to the Department, Fund, Project, Activity, and Grant selections that are made in the prompt. Users run this report if they want to view revenue data at a more detailed level.</p>



	 <p><b>Miami-Dade County</b>  <b>BAT Revenue Report - Detail</b>                  For Department: FN00000000 - FINANCE DEPARTMENT                  For Fund: All Funds                  For Project: All Projects                  For Activity: All Activities                  For Grant: All Grants</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Actuals 2019-20</th> <th style="text-align: right;">Budget 2020-21</th> <th style="text-align: right;">Actuals YTD</th> <th style="text-align: right;">Department Forecast 2020-21</th> <th style="text-align: right;">Budget 2021-22</th> </tr> </thead> <tbody> <tr><td>4110000001 - AD VALOREM TAXES</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$1</td></tr> <tr><td>4160000001 - OCCUPATIONAL LICENSES CTYWD</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$4,200,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>4415100001 - AUTO TAG BRANCH LATE PEN. FEE</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$28,705,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$28,716,000</td><td style="text-align: right;">\$28,000,000</td></tr> <tr><td>4415100002 - GF OP AUTO TAG ADD REG FEES</td><td style="text-align: right;">\$1,915,010</td><td style="text-align: right;">\$26,736,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$1,300,000</td><td style="text-align: right;">\$1,300,000</td></tr> <tr><td>4415100003 - GF OP AUTO TAG ADD TITLE FEES</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$4,022,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$400,000</td><td style="text-align: right;">\$0</td></tr> <tr><td>4415100004 - GF OP FLA GAME COMM LIC. FEES</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$3,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$24,000</td><td style="text-align: right;">\$4,500</td></tr> <tr><td>4415100005 - GF OP AUTO TAG MAIL FEES</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$9,386,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$750,000</td><td style="text-align: right;">\$751,000</td></tr> <tr><td>4491000001 - INTERNAL SRV FUND FEES &amp; CHRGS</td><td style="text-align: right;">\$2,203,717</td><td style="text-align: right;">\$10,124,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>4459000001 - OTHER ECONOMIC ENVIRONMNT REV</td><td style="text-align: right;">\$1,899,540</td><td style="text-align: right;">\$1,807,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>4490000001 - OTHER CHARGES FOR SERVICES</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$4,329,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>4540000001 - VIOLATIONS OF LOCAL ORDINANCES</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$1,881,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$1,881,000</td><td style="text-align: right;">\$0</td></tr> <tr><td>4611000001 - INTEREST EARNINGS</td><td style="text-align: right;">\$16,950</td><td style="text-align: right;">\$70,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>4699000001 - OTHER MISCELLANEOUS REVENUES</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$30,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>4810000001 - INTERFUND TRANSFERS IN</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$949,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>4899000001 - OTHER NON REV-BUDGET CARRYOVER</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$6,529,000</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td></tr> <tr><td>Other Revenues (6441600)</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$1,500</td><td style="text-align: right;">\$2,000</td></tr> <tr><td>Tax Collector Auto Tag Fees (WS6415001)</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$0</td><td style="text-align: right;">\$4,000</td><td style="text-align: right;">\$0</td></tr> <tr><td><b>Total Revenues</b></td><td style="text-align: right;"><b>\$6,035,217</b></td><td style="text-align: right;"><b>\$98,771,000</b></td><td style="text-align: right;"><b>\$0</b></td><td style="text-align: right;"><b>\$33,076,500</b></td><td style="text-align: right;"><b>\$30,057,501</b></td></tr> </tbody> </table>		Actuals 2019-20	Budget 2020-21	Actuals YTD	Department Forecast 2020-21	Budget 2021-22	4110000001 - AD VALOREM TAXES	\$0	\$0	\$0	\$0	\$1	4160000001 - OCCUPATIONAL LICENSES CTYWD	\$0	\$4,200,000	\$0	\$0	\$0	4415100001 - AUTO TAG BRANCH LATE PEN. FEE	\$0	\$28,705,000	\$0	\$28,716,000	\$28,000,000	4415100002 - GF OP AUTO TAG ADD REG FEES	\$1,915,010	\$26,736,000	\$0	\$1,300,000	\$1,300,000	4415100003 - GF OP AUTO TAG ADD TITLE FEES	\$0	\$4,022,000	\$0	\$400,000	\$0	4415100004 - GF OP FLA GAME COMM LIC. 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**L1R7: BAT Revenue Report by Entity**

Navigate to the Operating Reports folder in Explore:  
 From the home screen, select the "Explore" button.  
 Click on the "Operating Reports" folder to open it.

Run the BAT Revenue Report by Entity in PDF by double clicking on the report name.

Provide entries for each of the items in the prompt window.  
 For example:

- Department: type in Department or use member selector to select a Department
- Version: Working
- Period: YearTotal-Working
- Fund: select a fund or leave as All Funds
- Activity: select an activity or leave as All Activities
- Project: select a project or leave as All Projects
- Grants: select a grant or leave as All Grants
- Requests: Base

Then click "OK" to run the report.

Need more information about some of the prompt choices?  
 The **Key Terms** section for this module includes helpful descriptions for Period, Requests, and Version.

This report displays total revenue data by the lowest level departments (or level 0 departments) which are listed in the rows.

	Actuals	Budget	Actuals	Department	Budget
	2019-20	2020-21	YTD	Forecast	2021-22
FN02040500 - ACCOUNTS PAYABLE WORKFLOW	\$0	\$3,137,000	\$0	\$0	\$0
FN04020000 - OPERATIONS	\$1,916,490	\$4,322,000	\$0	\$0	\$0
FN05010000 - OPERATIONS	\$0	\$3,364,000	\$0	\$0	\$0
FN06010000 - ADMINISTRATION SECTION	\$0	\$4,814,000	\$0	\$0	\$0
FN06030000 - INFORMATION SERVICES SECTION	\$0	\$7,310,000	\$0	\$0	\$0
FN06050000 - ADVALOREM SECTION	\$1,915,010	\$20,310,000	\$0	\$0	\$0
FN06060000 - AUTO TAG SECTION	\$0	\$28,708,000	\$0	\$31,190,000	\$30,055,500
FN06070000 - CONVENTION & TOURISM SECTION	\$0	\$9,386,000	\$0	\$0	\$0
FN06080000 - LOCAL BUSINESS TAX SECTION	\$0	\$8,222,000	\$0	\$0	\$0
FN06100100 - CREDIT & COLLECTIONS	\$2,203,717	\$9,198,000	\$0	\$1,881,000	\$1
FN01010000 - DIRECTOR'S ADMIN	\$0	\$0	\$0	\$1,500	\$2,000
FN06060000 - AUTO TAG SECTION	\$0	\$0	\$0	\$4,000	\$0
<b>Total:</b>	<b>\$6,035,217</b>	<b>\$98,771,000</b>	<b>\$0</b>	<b>\$33,076,500</b>	<b>\$30,057,501</b>

Rows:  
 - Department dimension (Level 0 descendants of the Department selected in the prompt)  
 - Account dimension (Total Revenues)

Columns:  
 A: Prior Year / Actuals  
 B: Current Year / Budget  
 C: Current Year / Actuals  
 D: Current Year / Department Forecast  
 E: Budget Year / Budget

## Lesson 2: Budget Request Reports

### Lesson Overview

The reports covered in this lesson are designed to provide information regarding Expanded Requests for the upcoming budget year.

To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L2R1 stands for Lesson 1, Report 1.

- Report L2R1: BAT Proposed Change to Base - Summary
- Report L2R2: BAT Proposed Change to Base - Detail

### In this lesson you will learn:

- Navigate to the Budget Request Reports folder in Explore
- Run each of the reports outlined above
- Learn key aspects about the purpose and content of each report

Step	Action	Notes
	<p><b><i>L2R1: BAT Proposed Change to Base - Summary</i></b></p> <p>Navigate to the Budget Request Reports folder in Explore: From the home screen, select the "Explore" button. Click on the "Budget Request Reports" folder to open it.</p>	
	<p>Run the BAT Appropriations Report - Summary in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Department: type in Department or use member selector to select a Department</li> </ul> <p>Then click "OK" to run the report.</p>	<p>This report displays all requests that are approved, submitted, in process, and unmet needs for the selected Department. This report displays all existing requests with summary level information such as approval status, request type, request title, justification text, request priority, and total revenues, FTEs, and expenditures. This report serves as a summary level review of all requests in a selected Department. Reductions are subtracted from Expanded Requests and the net amount is shown on the total rows.</p>

		Miami-Dade County							
		BAT Proposed Change to Base by Department - Summary							
		For Department: FN00000000 - FINANCE DEPARTMENT							
		Approval Status	Request Type	Request Title	Justification	Request Priority	Total Revenues	Total FTE	Total Expenditures
Approved	Request 3	FN01010000 - DIRECTORS ADMIN	Approved Enhancement	Test entry Title	Test entry Justification	1 - High	\$0	0.00	\$0
Approved	Request 3	FN02020300 - FINANCIAL REPORTING	Approved Enhancement	Test entry Title	Test entry Justification	1 - High	\$0	0.00	\$125,000
Approved	Request 4	FN06100100 - CREDIT & COLLECTIONS	Approved Enhancement	Test	Test	1 - High	\$1	0.00	\$1
							\$1	0.00	\$125,001

Rows:  
 - Approved, Submitted, In Process, and Unmet Needs requests  
 - Request numbers  
 - Associated Department/Division

Columns:  
 A: Approval Status  
 B: Request Type  
 C: Request Title  
 D: Justification  
 E: Request Priority  
 F: Total Revenues  
 G: Total FTE  
 H: Total Expenditures

**L2R2: BAT Proposed Change to Base - Detail**

Navigate to the Budget Request Reports folder in Explore:  
 From the home screen, select the "Explore" button.  
 Click on the "Budget Request Reports" folder to open it.

Run the BAT Appropriations Report - Detail in PDF by double clicking on the report name.

Provide entries for each of the items in the prompt window.  
 For example:

- Department: type in Department or use member selector to select a Department

Then click "OK" to run the report.

This report mirrors the BAT Proposed Change to Base - Detail report that is in the current state. This report displays all existing requests (one request per page) within the department that was selected. There are 4 potential sections to display the information for each request: the request text information, expenditures, FTE, and revenues.

		<p>Rows:</p> <ul style="list-style-type: none"> <li>- First section: request description information</li> <li>- Second section: expenditures</li> <li>- Third section: FTE data</li> <li>- Fourth section: revenues</li> </ul> <p>Columns:</p> <ul style="list-style-type: none"> <li>- First section lists request text information</li> <li>- For revenue and expenditure sections, the columns list YearTotal and Onetime amounts added to a budget request, as well as the total of both of those amounts"</li> </ul>
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### Lesson 3: Budget Publication Reports

#### Lesson Overview

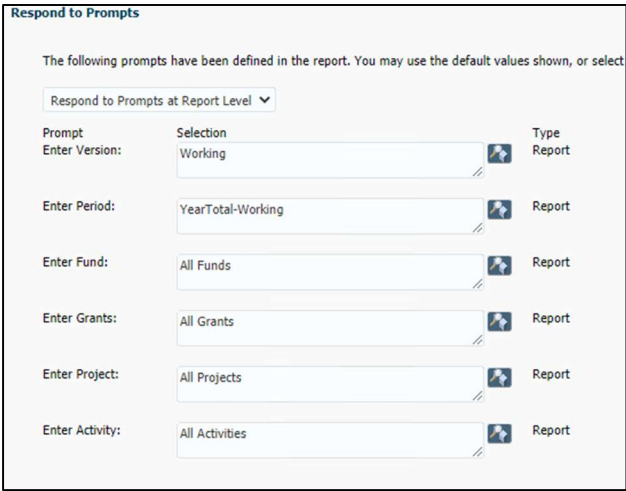
The reports covered in this lesson are designed to provide information regarding Budget Publication values for the upcoming budget year. MDCBUD shares budget data to RFRO for the budget publication. Reports in this lesson are intended to give users a preview of what their numbers will look like coming out of RFRO.

To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L3R1 stands for Lesson 3, Report 1.

- Report L3R1: Expenditures by Category of Spending
- Report L3R2: General Departmental Financial Summary
- Report L3R3: Operating Budget Expenditures by Revenue Source with Total Positions
- Report L3R4: Select Line Item Highlights

#### In this lesson you will learn:

- Navigate to the Budget Publication Reports folder in Explore
- Run each of the reports outlined above
- Learn key aspects about the purpose and content of each report

Step	Action	Notes
	<p><b>L3R1: Expenditures by Category of Spending</b></p> <p>Navigate to the Budget Publication Reports folder in Explore:                      From the home screen, select the "Explore" button.                      Click on the "Budget Publication Reports" folder to open it.</p>	
	<p>Run the Expenditures by Category of Spending report in PDF by double clicking on the report name.</p> <p>In the prompt window select:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> <li>• Fund: select a fund or leave as All Funds</li> <li>• Grants: select a grant or leave as All Grants</li> <li>• Project: select a project or leave as All Projects</li> <li>• Activity: select an activity or leave as All Activities</li> </ul> <p>Then click "OK" to run the report.</p> <p>Need more information about some of the prompt choices?                      The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This budget presentation report runs for all departments by strategic area. For each department, this report displays expenditures by category of spending such as Salaries, Fringes, Contractual Services, Other Operating Costs, and Charges for County Services. It also includes the department position total calculated by Total FTE</p>
		<p>Rows:</p> <ul style="list-style-type: none"> <li>- Department dimension (Strategic Area alternate hierarchy)</li> <li>- Account dimension (Using the updated Accountability Ordinance alternate hierarchy)</li> </ul> <p>Columns:</p> <ul style="list-style-type: none"> <li>A: Prior Year / Actuals Mapping</li> <li>B: Current Year / Budget</li> <li>C: Current Year / Department Forecast</li> <li>D: Budget Year / Budget</li> <li>E: % Change formula column</li> </ul>

	<p><b>L3R2: General Departmental Financial Summary</b></p> <p>Navigate to the Budget Publication Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Budget Publication Reports" folder to open it.</p>	
	<p>Run the General Departmental Financial Summary report in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> <li>• Department: type in Department or use member selector to select a Department</li> </ul> <p>Then click "OK" to run the report.</p> <p>Need more information about some of the prompt choices? The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This report displays operating budget revenues by revenue description and operating vs. non-operating expenditures</p> <p>This report also includes a position summary with totals for "Total Full Time FTE", "Full Time Filled FTE", "Part Time FTE", and "Temp and Seasonal FTE"</p>



**BAT**  
BUDGETING ANALYSIS TOOL

**Miami-Dade County**  
**General Departmental Financial Summary**  
For Department: FN06100100 - CREDIT & COLLECTIONS  
For Fund: All Funds  
For Project: All Projects  
For Activity: All Activities  
For Grant: All Grants

	Actuals 2019-20	Department Forecast 2020-21	Budget 2021-22
<b>OPERATING BUDGET - REVENUES AND EXPENDITURES</b>			
<b>REVENUE</b>			
General Fund Countywide	\$2,000,000	\$0	\$1
General Fund UMGA	\$0	\$0	\$0
Proprietary Bonds	\$0	\$1,881,000	\$0
State Grants	\$0	\$0	\$0
Federal Grants	\$203,717	\$0	\$0
Interagency Transfers	\$0	\$-120,000	\$-150,000
Intradepartmental	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$2,203,717</b>	<b>\$1,761,000</b>	<b>\$-148,999</b>
<b>EXPENDITURES</b>			
Personnel Services	\$1,978,721	\$1,111,000	\$4,588,989
Court Cost Expenses	\$19,639	\$25,000	\$0
Contractual Professional Services	\$56,275	\$0	\$0
Other Contractual Services	\$64,120	\$60,600	\$41,300
Maintenance and Repair	\$12,957	\$0	\$0
Rental and Leases	\$122,810	\$0	\$0
Charges For County Service	\$549,568	\$0	\$0
Telecommunications	\$3,858	\$0	\$0
Publications, Subscriptions, Memberships	\$810	\$0	\$0
Mailing Services	\$80,850	\$0	\$0
Training	\$744	\$0	\$0
Tax, Licenses and Permits	\$76	\$0	\$0
Miscellaneous	\$2,404	\$0	\$0
Commodities	\$31,025	\$0	\$0
<b>Total Operating Expenditures</b>	<b>\$2,923,858</b>	<b>\$1,196,600</b>	<b>\$4,630,289</b>
<b>Total Non-Operating Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$2,923,858</b>	<b>\$1,196,600</b>	<b>\$4,630,289</b>
<b>Revenues Less Expenditures</b>	<b>\$-720,140</b>	<b>\$564,400</b>	<b>\$-4,780,288</b>

	Actuals 2019-20	Department Forecast 2020-21	Budget 2021-22
<b>POSITIONS</b>			
Full Time FTE	0	0	56
Full Time Filled FTE	0	0	55

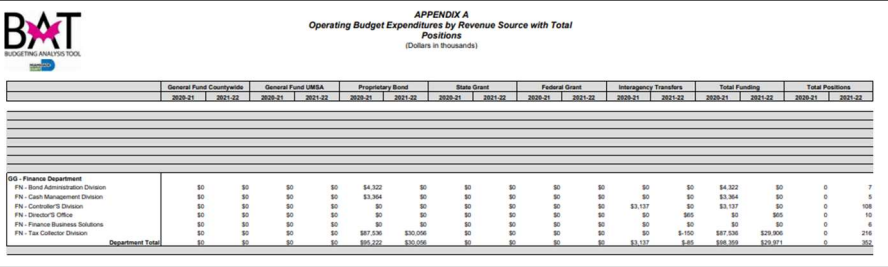
	Actuals 2019-20	Department Forecast 2020-21	Budget 2021-22
Part Time FTE	0	0	0
Temp and Seasonal FTE	0	0	0

Rows:

- Revenue Description dimension (Children of Total Revenue Descriptions for Revenues and No\_Revenue\_Description for Expenditures)
- Account dimension (Total Revenues, Children of Total Operating Expenditures, Children of Total Non-Operating Expenditures)
- Using Operating and Non-Operating alternate hierarchy for this report

Columns:

- A: Prior Year / Actuals
- B: Current Year / Department Forecast
- C: Budget Year / Budget

	<p><b>L3R3: Operating Budget Expenditures by Revenue Source with Total Positions</b></p> <p>Navigate to the Budget Publication Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Budget Publication Reports" folder to open it.</p>																																																																																																																																																																			
	<p>Run the Operating Budget Expenditures by Revenue Source with Total Positions report in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Version: Working</li> <li>• Period: YearTotal-Working</li> </ul> <p>Then click "OK" to run the report.</p> <p>Need more information about some of the prompt choices? The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This budget publication report runs for all departments by strategic area. For each department, this report shows operating budget revenues broken out by Revenue Description</p> <p>This report also shows a total position summary by Department in the last column. The layout and formatting are like how this report displays in the current state.</p>																																																																																																																																																																		
	 <p><b>BAT</b> BUDGETING ANALYSIS TOOL</p> <p>APPENDIX A Operating Budget Expenditures by Revenue Source with Total Positions (Dollars in thousands)</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">General Fund Countywide</th> <th colspan="2">General Fund UMSA</th> <th>Proprietary Bond</th> <th colspan="2">State Grant</th> <th colspan="2">Federal Grant</th> <th colspan="2">Interagency Transfers</th> <th colspan="2">Total Funding</th> <th colspan="2">Total Positions</th> </tr> <tr> <th></th> <th>2009-21</th> <th>2012-24</th> <th>2009-21</th> <th>2012-24</th> <th>2009-21</th> <th>2012-24</th> <th>2009-21</th> <th>2012-24</th> <th>2009-21</th> <th>2012-24</th> <th>2009-21</th> <th>2012-24</th> <th>2009-21</th> <th>2012-24</th> <th>2009-21</th> <th>2012-24</th> </tr> </thead> <tbody> <tr> <td><b>00 - Finance Department</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>FN - Bond Administration Division</td> <td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$4,322</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$4,322</td><td>\$0</td><td>0</td><td>7</td> </tr> <tr> <td>FN - Cash Management Division</td> <td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$3,364</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$3,364</td><td>\$0</td><td>0</td><td>5</td> </tr> <tr> <td>FN - Collector's Division</td> <td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$3,137</td><td>\$0</td><td>\$3,137</td><td>\$0</td><td>0</td><td>108</td> </tr> <tr> <td>FN - Director's Office</td> <td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>0</td><td>10</td> </tr> <tr> <td>FN - Finance Business Solutions</td> <td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>0</td><td>6</td> </tr> <tr> <td>FN - Tax Collector Division</td> <td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$87,536</td><td>\$30,056</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$0</td><td>\$117,592</td><td>\$29,900</td><td>0</td><td>216</td> </tr> <tr> <td><b>Department Total</b></td> <td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$55,222</b></td><td><b>\$30,056</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$0</b></td><td><b>\$3,137</b></td><td><b>\$0</b></td><td><b>\$58,359</b></td><td><b>\$29,900</b></td><td><b>0</b></td><td><b>252</b></td> </tr> </tbody> </table>		General Fund Countywide		General Fund UMSA		Proprietary Bond	State Grant		Federal Grant		Interagency Transfers		Total Funding		Total Positions			2009-21	2012-24	2009-21	2012-24	2009-21	2012-24	2009-21	2012-24	2009-21	2012-24	2009-21	2012-24	2009-21	2012-24	2009-21	2012-24	<b>00 - Finance Department</b>																	FN - Bond Administration Division	\$0	\$0	\$0	\$0	\$4,322	\$0	\$0	\$0	\$0	\$0	\$0	\$4,322	\$0	0	7	FN - Cash Management Division	\$0	\$0	\$0	\$0	\$3,364	\$0	\$0	\$0	\$0	\$0	\$0	\$3,364	\$0	0	5	FN - Collector's Division	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,137	\$0	\$3,137	\$0	0	108	FN - Director's Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	10	FN - Finance Business Solutions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	6	FN - Tax Collector Division	\$0	\$0	\$0	\$0	\$87,536	\$30,056	\$0	\$0	\$0	\$0	\$0	\$117,592	\$29,900	0	216	<b>Department Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,222</b>	<b>\$30,056</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,137</b>	<b>\$0</b>	<b>\$58,359</b>	<b>\$29,900</b>	<b>0</b>	<b>252</b>	<p>Rows:</p> <ul style="list-style-type: none"> <li>- Department dimension (displays all departments by their Strategic Area)</li> </ul> <p>Columns:</p> <ul style="list-style-type: none"> <li>A: General Fund Countywide (Revenue Description)</li> <li>B: General Fund UMSA (Revenue Description)</li> <li>C: Proprietary Bond (Revenue Description)</li> <li>D: State Grant (Revenue Description)</li> <li>E: Federal Grant (Revenue Description)</li> <li>F: Interagency Transfers</li> <li>G: Total Funding</li> <li>H: Total Positions</li> </ul>
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FN - Cash Management Division	\$0	\$0	\$0	\$0	\$3,364	\$0	\$0	\$0	\$0	\$0	\$0	\$3,364	\$0	0	5																																																																																																																																																					
FN - Collector's Division	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,137	\$0	\$3,137	\$0	0	108																																																																																																																																																					
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	<p><b>L3R4: Selected Line Item Highlights</b></p> <p>Navigate to the Budget Publication Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Budget Publication Reports" folder to open it.</p>																																														
	<p>Run the Selected Line Item Highlights report in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Period: YearTotal-Working</li> <li>• Version: Working</li> <li>• Department: type in Department or use member selector to select a Department</li> </ul> <p>Then click "OK" to run the report.</p> <p>Need more information about some of the prompt choices? The <b>Key Terms</b> section for this module includes helpful descriptions for Period, Requests, and Version.</p>	<p>This report displays selected line item expenditure highlights for the Department that is selected in the prompt.</p>																																													
	<table border="1"> <thead> <tr> <th></th> <th>Actuals 2019-20</th> <th>Budget 2020-21</th> <th>Department Forecast 2020-21</th> <th>Budget 2021-22</th> </tr> </thead> <tbody> <tr> <td>Overtime</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Temporary Services</td> <td>\$0</td> <td>\$165</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Utilities</td> <td>\$4</td> <td>\$24</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Security Services</td> <td>\$10</td> <td>\$69</td> <td>\$39</td> <td>\$41</td> </tr> <tr> <td>Rent</td> <td>\$122</td> <td>\$292</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Fuel</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Travel and Registration</td> <td>\$0</td> <td>\$7</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Advertising Costs</td> <td>\$0</td> <td>\$5</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table>		Actuals 2019-20	Budget 2020-21	Department Forecast 2020-21	Budget 2021-22	Overtime	\$0	\$0	\$0	\$0	Temporary Services	\$0	\$165	\$0	\$0	Utilities	\$4	\$24	\$0	\$0	Security Services	\$10	\$69	\$39	\$41	Rent	\$122	\$292	\$0	\$0	Fuel	\$0	\$0	\$0	\$0	Travel and Registration	\$0	\$7	\$0	\$0	Advertising Costs	\$0	\$5	\$0	\$0	<p>Rows: - Account dimension (Selected Line Item alternate hierarchy)</p> <p>Columns: A: Prior Year / Actuals B: Current Year / Budget B: Current Year / Department Forecast C: Budget Year / Budget</p>
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Travel and Registration	\$0	\$7	\$0	\$0																																											
Advertising Costs	\$0	\$5	\$0	\$0																																											

## Lesson 4: Quarterly Budget Reports

### Lesson Overview

The reports covered in this lesson are designed to provide information at each quarterly period for a given department. These reports display Position, Revenue and Expenditure data for the designated quarter.

To help with locating specific reports within this lesson, the names of the reports below are preceded by an identifier. L4R1 stands for Lesson 3, Report 1.

- Report L4R1: Q1 Quarterly Budget Report
- Report L4R2: Q2 Quarterly Budget Report
- Report L4R3: Q3 Quarterly Budget Report
- Report L4R4: Q4 Quarterly Budget Report

### In this lesson you will learn:

- Navigate to the Quarterly Budget Reports folder in Explore
- Run each of the reports outlined above
- Learn key aspects about the purpose and content of each report

Step	Action	Notes
	<p><b><i>L4R1: Q1 Quarterly Budget Report</i></b></p> <p>Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button. Click on the "Quarterly Budget Reports" folder to open it.</p>	
	<p>Run the Q1 Quarterly Budget Report in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Department: type in Department or use member selector to select a Department</li> </ul> <p>Then click "OK" to run the report.</p>	<p>This report is the Hyperion version of the quarterly budget report for the first quarter. It mirrors the quarterly budget reports in the current state and displays data for the Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the first quarter for the selected Department, as well as any associated comments.</p>

**County Quarterly Budget Report**  
 Fiscal Year 2020-21 First Quarter  
 All \$ values are in 1,000s

		FY21 Budget	Actual	Budget	FYTD	FYTD
		Total Annual	First Quarter	First Quarter	Actual	Budget
<b>FN00000000 - FINANCE DEPARTMENT</b>						
Positions:	Full Time Filled FTE	0	65	0		
Positions:	Long Term Vacant Positions	0	2	0		
Positions:	Full Time Vacant FTE	0	6	0		
Revenue:	Carryover	2,590	0	648	0	648
Revenue:	General Fund	0	0	0	0	0
Revenue:	Proprietary	92,632	5,641	23,158	5,641	23,158
Revenue:	State Grant	0	0	0	0	0
Revenue:	Federal Grant	0	0	0	0	0
Revenue:	Interagency/Intradepartmental	3,549	23	887	23	887
<b>Totals:</b>		<b>98,771</b>	<b>5,664</b>	<b>24,693</b>	<b>5,664</b>	<b>24,693</b>

*Increase due to more than expected revenue  
 Increase due additional services.*

Rows:

- Account dimension (Total Revenues / All Revenue Descriptions)
- Quarterly Report Revenue Comments
- Account dimension (Total Expenditures)
- Quarterly Report Expenditure Comments

Columns:

- A: Current Year / Budget
- B: First Quarter / Actuals
- C: First Quarter / Budget
- D: FYTD / Actuals
- E: FYTD / Budget

	<p><b>L4R2: Q2 Quarterly Budget Report</b></p> <p>Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Quarterly Budget Reports" folder to open it.</p>	
	<p>Run the Q2 Quarterly Budget Report in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Department: type in Department or use member selector to select a Department</li> </ul> <p>Then click "OK" to run the report.</p>	<p>This report is the Hyperion version of the quarterly budget report for the second quarter. It mirrors the quarterly budget reports in the current state and displays data for the Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the second quarter for the selected Department, as well as any associated comments.</p>

**County Quarterly Budget Report**  
**Fiscal Year 2020-21 Second Quarter**  
 All \$ values are in 1,000s

		FY21 Budget	Actual	Budget	FYTD	FYTD
		Total Annual	Second Quarter	Second Quarter	Actual	Budget
<b>FN00000000 - FINANCE DEPARTMENT</b>						
Positions:	Full Time Filled FTE	0	11	0		
Positions:	Long Term Vacant Positions	0	0	0		
Positions:	Full Time Vacant FTE	0	0	0		
Revenue:	Carryover	2,590	0	1,295	1,295	1,295
Revenue:	General Fund	0	0	0	0	0
Revenue:	Proprietary	92,632	2,303	46,316	54,260	46,316
Revenue:	State Grant	0	0	0	0	0
Revenue:	Federal Grant	0	0	0	0	0
Revenue:	Interagency/Intradepartmental	3,549	11	1,775	1,809	1,775
<b>Totals:</b>		98,771	2,314	49,386	57,364	49,386
<p style="color: red; font-size: small;">A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system.                  As a result, a total of 8 employees were transferred to the CMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were deleted, and 8 overages were added                  Proprietary revenue is not evenly distributed throughout the fiscal year</p>						
Expenditure:	Personnel Costs	39,648	5,057	19,824	31,433	19,824
Expenditure:	Court Costs	83	9	41	61	41
Expenditure:	Contractual Services	1,337	213	669	1,160	669
Expenditure:	Other Operating Costs	8,091	483	4,045	5,718	4,045
Expenditure:	Charges for County Services	4,936	889	2,468	4,783	2,468
Expenditure:	Capital	455	0	227	227	227
Expenditure:	Grants to Outside Organizations	0	0	0	0	0
Expenditure:	Transfers Out	6,507	0	3,254	3,254	3,254
Expenditure:	Distribution of Funds in Trust	0	0	0	0	0
Expenditure:	Debt Service	0	0	0	32	0
Expenditure:	Depreciation, Amortization, Depletion	0	0	0	0	0
Expenditure:	Reserves	0	0	0	0	0
Expenditure:	Intradepartmental Transfers	0	0	0	0	0
<b>Totals:</b>		61,057	6,651	30,528	46,604	30,528
<p style="color: red; font-size: small;">Personnel Costs are lower than budgeted due to higher than anticipated attrition                  Contractual Service, Other Operating, Charges for County Services and Capital are not evenly distributed through the year                  Transfers Out occur during the fourth quarter</p>						

Rows:

- Account dimension (Total Revenues / All Revenue Descriptions)
- Quarterly Report Revenue Comments
- Account dimension (Total Expenditures)
- Quarterly Report Expenditure Comments

Columns:

- A: Current Year / Budget
- B: Second Quarter / Actuals
- C: Second Quarter / Budget
- D: FYTD / Actuals
- E: FYTD / Budget



	<p><b>L4R3: Q3 Quarterly Budget Report</b></p> <p>Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Quarterly Budget Reports" folder to open it.</p>	
	<p>Run the Q3 Quarterly Budget Report in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Department: type in Department or use member selector to select a Department</li> </ul> <p>Then click "OK" to run the report.</p>	<p>This report is the Hyperion version of the quarterly budget report for the third quarter. It mirrors the quarterly budget reports in the current state and displays data for the Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the third quarter for the selected Department, as well as any associated comments.</p>

**BAT**  
BUDGETING ANALYSIS TOOL

**County Quarterly Budget Report**  
Fiscal Year 2020-21 Third Quarter  
All \$ values are in 1,000s

		FY21 Budget	Actual	Budget	FYTD	FYTD
		Total Annual	Third Quarter	Third Quarter	Actual	Budget
<b>N00000000 - FINANCE DEPARTMENT</b>						
positions:	Full Time Filled FTE	0	11	0		
positions:	Long Term Vacant Positions	0	0	0		
positions:	Full Time Vacant FTE	0	0	0		
venue:	Carryover	2,590	0	648	0	1,943
venue:	General Fund	0	0	0	0	0
venue:	Proprietary	92,632	0	23,158	7,944	69,474
venue:	State Grant	0	0	0	0	0
venue:	Federal Grant	0	0	0	0	0
venue:	Interagency/Intradepartmental	3,549	0	887	34	2,662
<b>Totals:</b>		<b>98,771</b>	<b>0</b>	<b>24,693</b>	<b>7,978</b>	<b>74,078</b>

A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system.  
 As a result, a total of 8 employees were transferred to the OMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were deleted, and 8 overages were added.  
 Proprietary revenue is not evenly distributed throughout the fiscal year.

Rows:

- Account dimension (Total Revenues / All Revenue Descriptions)
- Quarterly Report Revenue Comments
- Account dimension (Total Expenditures)
- Quarterly Report Expenditure Comments

Columns:

- A: Current Year / Budget
- B: Third Quarter / Actuals
- C: Third Quarter / Budget
- D: FYTD / Actuals
- E: FYTD / Budget

	<p><b>L4R4: Q4 Quarterly Budget Report</b></p> <p>Navigate to the Quarterly Budget Reports folder in Explore: From the home screen, select the "Explore" button.</p> <p>Click on the "Quarterly Budget Reports" folder to open it.</p>	
	<p>Run the Q4 Quarterly Budget Report in PDF by double clicking on the report name.</p> <p>Provide entries for each of the items in the prompt window. For example:</p> <ul style="list-style-type: none"> <li>• Department: type in Department or use member selector to select a Department</li> </ul> <p>Then click "OK" to run the report.</p>	<p>This report is the Hyperion version of the quarterly budget report for the fourth quarter. It mirrors the quarterly budget reports in the current state and displays data for the Department selected in the prompt. The report displays Position, Revenue, and Expenditure data for the fourth quarter for the selected Department, as well as any associated comments.</p>

		FY21 Budget	Actual	Budget	FYTD	FYTD
		Total Annual	Fourth Quarter	Fourth Quarter	Actual	Budget
<b>BAT</b> BUDGETING ANALYSIS TOOL						
<b>County Quarterly Budget Report</b> Fiscal Year 2020-21 Fourth Quarter All \$ values are in 1,000s						
<b>FN00000000 - FINANCE DEPARTMENT</b>						
Positions:	Full Time Filled FTE	0	11	0		
Positions:	Long Term Vacant Positions	0	0	0		
Positions:	Full Time Vacant FTE	0	0	0		
Revenue:	Carryover	2,590	0	648	0	2,590
Revenue:	General Fund	0	0	0	0	0
Revenue:	Proprietary	92,632	0	23,158	7,944	92,632
Revenue:	State Grant	0	0	0	0	0
Revenue:	Federal Grant	0	0	0	0	0
Revenue:	Interagency/Intradepartmental	3,549	0	887	34	3,549
<b>Totals:</b>		98,771	0	24,693	7,978	98,771
<p style="color: red; font-size: small;">A reorganization of several departments was conducted to provide support for the new Enterprise Resource Planning system. As a result, a total of 8 employees were transferred to the OMB Department, 7 positions were transferred to the HR Department, 7 succession planning positions were deleted, and 8 overages were added</p> <p style="color: red; font-size: small;">Proprietary revenue is not evenly distributed throughout the fiscal year</p>						
Expenditure:	Personnel Costs	39,648	0	9,912	11,609	39,648
Expenditure:	Court Costs	83	0	21	20	83
Expenditure:	Contractual Services	1,337	0	334	491	1,337
Expenditure:	Other Operating Costs	8,091	0	2,023	1,672	8,091
Expenditure:	Charges for County Services	4,936	0	1,234	2,315	4,936
Expenditure:	Capital	455	0	114	0	455
Expenditure:	Grants to Outside Organizations	0	0	0	0	0
Expenditure:	Transfers Out	6,507	0	1,627	0	6,507
Expenditure:	Distribution of Funds in Trust	0	0	0	0	0
Expenditure:	Debt Service	0	0	0	32	0
Expenditure:	Depreciation, Amortization, Depletion	0	0	0	0	0
Expenditure:	Reserves	0	0	0	0	0
Expenditure:	Intradepartmental Transfers	0	0	0	0	0
<b>Totals:</b>		61,057	0	15,264	16,075	61,057

Rows:

- Account dimension (Total Revenues / All Revenue Descriptions)
- Quarterly Report Revenue Comments
- Account dimension (Total Expenditures)
- Quarterly Report Expenditure Comments

Columns:

- A: Current Year / Budget
- B: Fourth Quarter / Actuals
- C: Fourth Quarter / Budget
- D: FYTD / Actuals
- E: FYTD / Budget

## Module 10: Course Summary

### Objectives Achieved

Congratulations! You have completed the *Reports* course. You should now be able to:

- Navigate to the reporting folders in Explore.
- Launch a report and respond to any required report prompts
- Run the following reports from the Operating Reports folder:
  - BAT Appropriations Report – Summary
  - BAT Appropriations Report – Detail
  - BAT Appropriations Report by Fund
  - BAT Expense by Entity
  - BAT Revenue Report – Summary
  - BAT Revenue Report - Detail
  - BAT Revenue by Entity
- Run the following reports from the Budget Request Reports folder:
  - BAT Proposed Change to Base - Summary
  - BAT Proposed Change to Base - Detail
- Run the following reports from the Budget Publication Reports folder:
  - Expenditures by Category of Spending
  - General Departmental Financial Summary
  - Operating Budget Expenditures by Revenue Source with Total Positions
  - Select Line Item Highlights
- Run the following reports from the Quarterly Budget Reports folder:
  - Q1 Quarterly Budget Report
  - Q2 Quarterly Budget Report
  - Q3 Quarterly Budget Report
  - Q4 Quarterly Budget Report



## Module 11: Course Summary

**Course Summary** The Course Summary module covers three topics:



- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation

## Module 11: Course Summary

### Objectives Achieved



Congratulations on completing the Hyperion Financial Training course. Users now should be able to:

- Enter operating expense budget and current year forecasts
- Enter revenue budgets and current year forecasts
- Perform budget reviews and budget checks
- Create and edit expanded requests
- Enter budget and forecast adjustments required for RFRO
- Enter Actuals presentation adjustments required for RFRO
- Run financial reports



## Module 11: Course Summary

### Additional

### Training and Job

### Aids

Supplemental training materials will be provided separately

## Module 11: Course Summary

### Questionnaire

Course questionnaire will be provided separately