BUDGET MONITORING--CDD REPORTS

A department may use CDD Reports for monitoring their budget status.

The Funds Availability Reports in the ABAL Series are available at several reporting levels. You can access budgets at a department, division, User 1, 2, 3, and 4 levels, and GL key levels.

The reports may be requested with encumbered requisitions and/or purchase orders or with pre-pre-encumbered amounts. Pre-pre-encumbered amounts include monies that have been set aside for specific purposes prior to encumbering actual requisitions and/or purchase orders. Pre-pre-encumbrance budget balances reflect status prior to processing by the Auditor.

All of these reports provide drill down capabilities, which allow you to view the more detailed information at the GL Org Key level. You may drill down on the year-to-date revenue or expenditures, open encumbrances, and pre-encumbrance data fields.

You may also access Budget status on an Org Key level through use of the Funds Availability Report--IFB200. This report also has drill down capabilities in order to view detail transactions.

The CDD reports can be accessed under the **Department Management Reports (DMR)** and the **Subsystems-Budgeting (S-BU)** folder. Any of these reports may be accessed through the **All Reports** folder.

Budget transaction activity may be accessed on a GL Org Key level. Budget adjustments are listed under:

> CDD Reports
> > Subsystem Folders
> > > BU_TRNS_BT (BU: Budget Transaction Listing).

You may access these reports by clicking on the Running Man icon and clicking on the specific folder.

General Reports:
1. Budget Office New Fiscal Year Requested Budget (BU_NFY_REQ2) Form 401 **S-BU Folder**
2. Funds Availability Report by Department (GL_ABAL_DEPT) **DMR Folder**
3. Available Balance by Account Class (GL_ABAL_DEPT_BC2) **DMR Folder**
4. Funds Availability Report by Fund/Department/Division (GL_ABAL_DIV) **DMR Folder**
5. Funds Availability with Pre-PreEncumbrances Report by Fund/Department/Division (GL_ABAL_PRE_DIV) **DMR Folder**
6. Funds Availability Balance Report (IFB200) **DMR Folder**
7. GL Transactions by Object Code within Org. Key (Drill down on Funds Availability Report)
8. Open Encumbrance Transactions (Drill down on Funds Availability Report)
9. Budget Transactions (BU_TRNS_BT) **S-BU Folder**

BID Budget Forms:
1. 400 Summary-BDSUMCOM and BDDTL (BD_FORM_400) **S-BU Folder**
2. Form 401Pre-GL By Division & Department (BD_FORM_401_DIV & DPT) **S-BU Folder**
3. Form 401Pre-GL By OrgKey By Div & Dept (BD_FORM_401_Org Key_DIV & DPT) **S-BU Folder**
4. Dept Budget Summary-BDDESC (BD_FORM_402) **S-BU Folder**
5. Materials and Supplies-BDMISC (BD_FORM_403) **S-BU Folder**
6. Buildings and Equip by Dept-BDEQPT (BD_FORM_404_DEPT) **S-BU Folder**
7. Buildings and Equip by Div-BDEQPT (BD_FORM_404_DIV) **S-BU Folder**
8. Services and Utilities-BDMISC (BD_FORM_405) **S-BU Folder**
9. Transportation and Travel-BDTRVL (BD_FORM_406) **S-BU Folder**
10. Equip Over $5000-BDEQPT (BD_FORM_407) **S-BU Folder**
11. Vehicle Purchases Request-BDVEHICL (BD_FORM_408) **S-BU Folder**
12. Position Budget Reclassification-BDPOSB (BD_FORM_410) **S-BU Folder**
13. Personnel Classification Schedule-BDPOSB (BD_FORM411_POSB) **S-BU Folder**
14. Cap Improve Request-5Yr-BDCAPIMP (BD_FORM_413) **S-BU Folder**
15. Five Yr Projections-BDSUMM and BDEXPEND (BD_FORM_414) **S-BU Folder**

Budget Transfer (County Auditor Form Number 1278)

Also included in this section is the latest version of the Budget Revenue/Expenditure Appropriation Transfer form.

BUDGET MONITORING-INTERACTIVE INQUIRY

Another option for checking Org Key budget information status would be to access through Interactive Inquiry. In order to assist in accessing the information, you may follow the attached Interactive Inquiry procedure:

1. To access the Interactive Inquiry screen, key in **GLIQ** in the type ahead box or double click the following Insight icons:

   - General Ledger
   - Interactive Inquiry
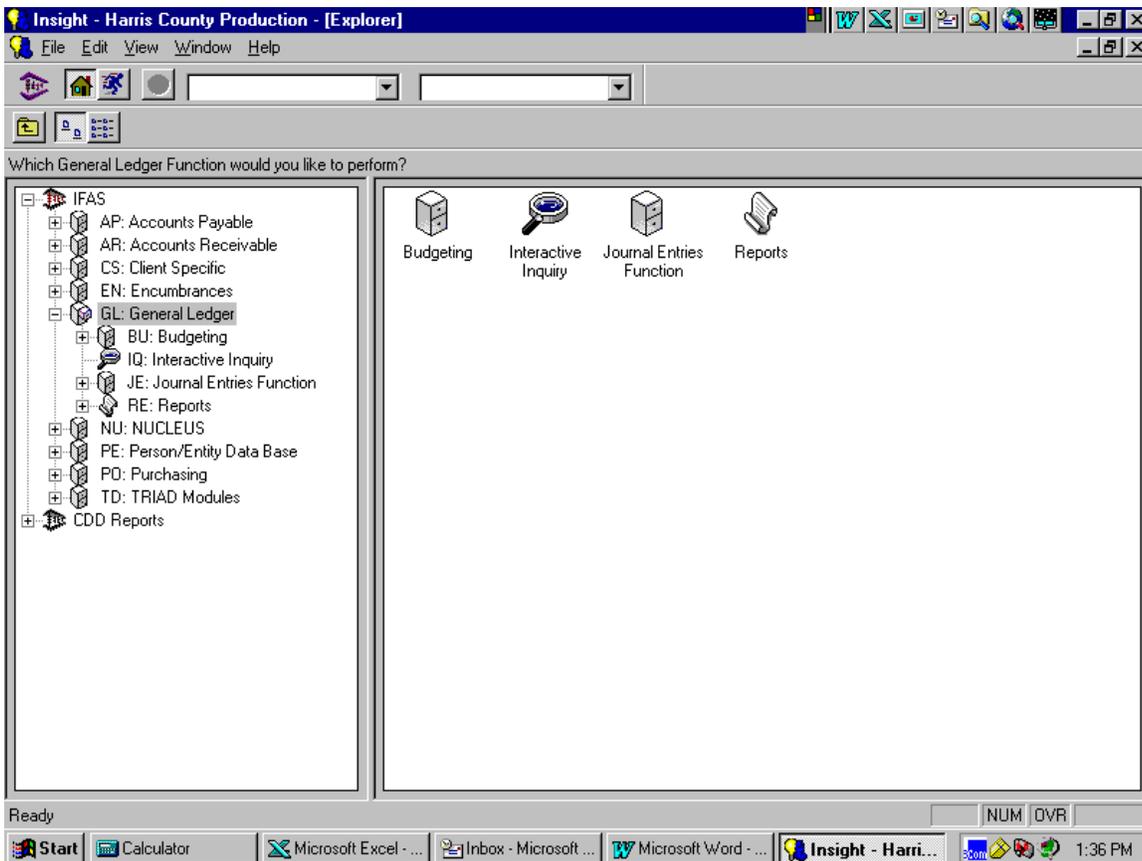
BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)

2. **GLIQ** will bring up the Interactive Inquiry screen in the Output Environment. Select as follows to access budget information by Org Keys for your department:

- BA for Budget to Actual Figures <ret>
- N or Y for hard copy (should try to select N for the first time)
- Y for encumbrance <ret>
- GL <ret>
- AJ <ret>

(Your screen should appear as follows.)
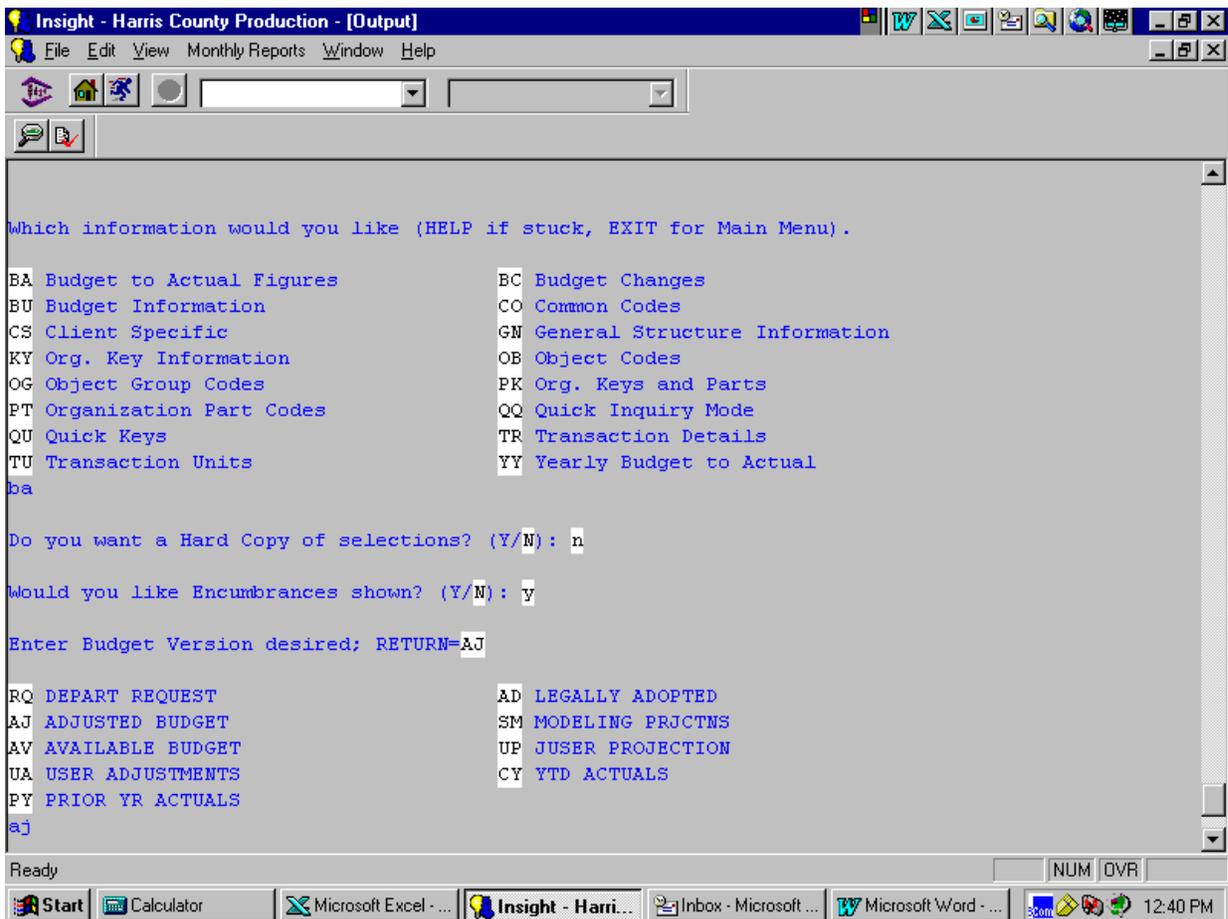
BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)

3. Continue to select as follows:

- OBJ <ret>
- 01 <ret>

(Your screen should appear as follows.)

```
Insight - Harris County Production - [Output]                    W X  □ ⊠ Q ◑ ▦  _ ☐ ✕
File  Edit  View  Window  Help                                                    _ ☐ ✕

  ☗  ⌂ ☗  ●  [            ▼]  [            ▼]

GL  GL Side - Harris County              JL  JL Side - JOB LEDGER
gl


Enter Budget Version desired; RETURN=AJ

RQ  DEPART REQUEST                    AD  LEGALLY ADOPTED
AJ  ADJUSTED BUDGET                   SM  MODELING PRJCTNS
EN  ENCUMBRANCES                      UP  USER PROJECTIONS
UA  USER ADJUSTMENTS                  CY  YTD ACTUALS
PY  PRIOR YR ACTUALS
aj


Show Budgets at which Level? RETURN = OBJ

CLAS  ACCOUNT CLASS                   CAFR  CAFR CATEGORY
CATG  ACCOUNT CATEGORY                PRME  PRIMARY ACCOUNT
SUBA  SUB ACCOUNT                     USR1  USER LEVEL 1
USR2  USER LEVEL 2                    TYPE  OBJECT TYPE
OBJ   Object Code
obj


Enter the TYPE of Selection Criteria separated by commas;RETURN=00

00  No Criteria; Select ALL           01  HC - Organization Key
02  HC - Object Code                  08  HC - Fully Qualified Acct#
01

Ready                                                              NUM  OVR
Start  Calculator  Microsoft Exc...  Inbox - Micro...  Microsoft Wo...  Insight - H...  Insight - Harri...       2:36 PM
```

BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)

4.   Continue to select as follows:

- 01 <ret>
- Enter your Org Key code <ret> (for example, 10020330)
- N for budget accounts only <ret>

(Your screen should appear as follows.)

```
Insight - Harris County Production - [Output]
File  Edit  View  Window  Help

02  HC - Object Code                          08  HC - Fully Qualified Acct#
01

Enter Selection Criteria for the ORG KEY ;RETURN=00

00  No Criteria; Select All            01*Organization Key
02  Start Date                         03  End Date
04  Copy Code                          05  Old Code
06  Account Status                     07  Group Code
08  Trans Traps                        09  Director's Name
10  Budget Periods                     11  Misc. Codes
12  Selection Codes                    13  Key Types
14  Budget Checking ORG KEY            15*FUND TYPE GROUP
16*FUND SUB-GROUP                      17*FUND OR GRANT
18*DEPARTMENT                          19*DIVISION
20*USER LEVEL 1                        21*USER LEVEL 2
22*USER LEVEL 3                        23*Fully Qualified ORG KEY
24  USER 4                             25  ENTITY
26  FD GROUP                           27  CC JURIS
28  CC ADMIN                           29  FUNCTION
32  Long Description                   33  Short Description
01

Enter the ORG KEY Codes: 10020330

Do you want Budgeted Accounts only? (Y/N): n

Ready                                                          NUM  OVR

Start  Calculator  Microsoft Exc...  Inbox - Micro...  Microsoft Wo...  Insight - H...  Insight - Harri...         2:48 PM
```
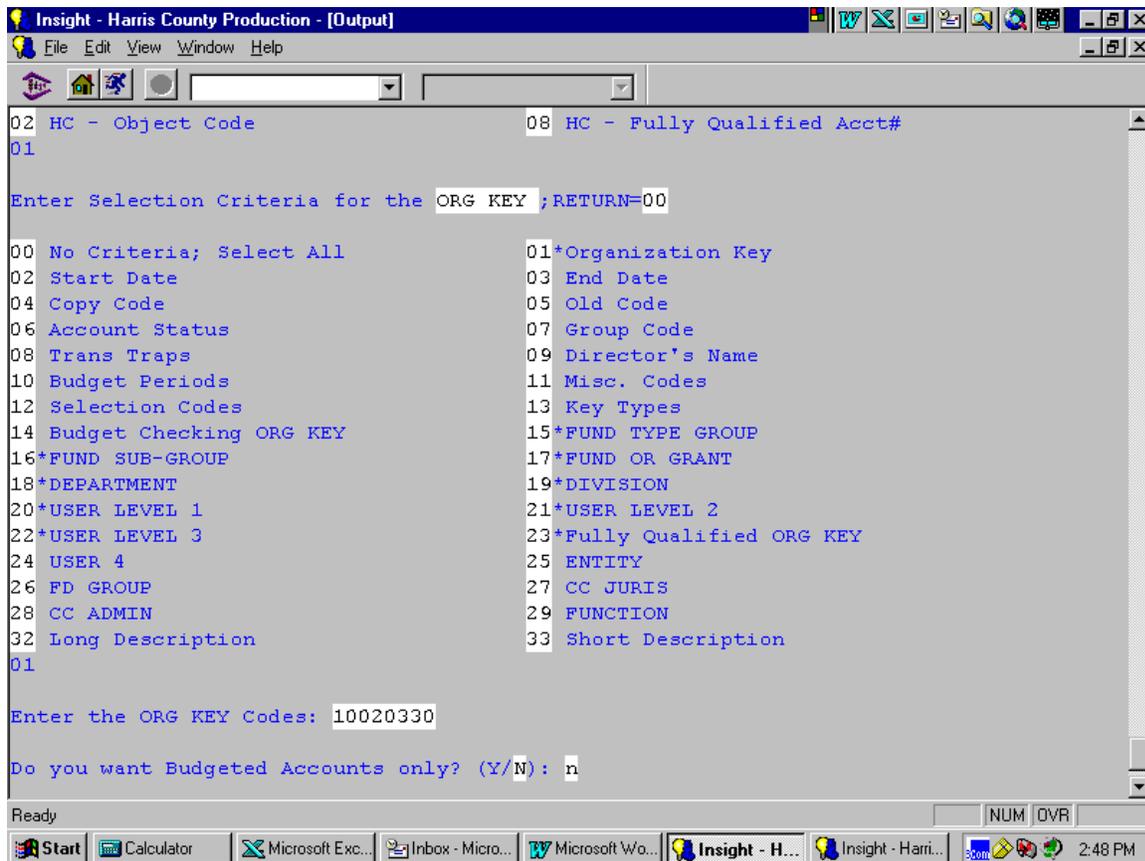
BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)

5.   Continue as follows:

- <ret> for current year or enter fiscal year
- <ret> for current month or enter a month
- N for balance display <ret>
- YA for YTD Actual to Annual Budget <ret>
- 00 Use all defaults <ret>

(Your screen should appear as follows.)

```
Insight - Harris County Production - [Output]
 File  Edit  View  Window  Help

Enter Fiscal Year or hit RETURN for current year:

Enter Month number, or hit RETURN for current month:

Do you want Balances displayed as percentages? (Y/N): n

Which 'Actual to Budget' comparison is desired? RETURN = YA

MA Month Actual to Annual Budget      MM Month Actual to Month Budget
MQ Month Actual to Quarter Budget     MY Month Actual to YTD Budget
QA Quarter Actual to Annual Budg.     QQ Quarter Actual to Quarter Budg
QY Quarter Actual to YTD Budget       YA YTD Actual to Annual Budget
YY YTD Actual to YTD Budget
ya

Enter the codes for the options below; RETURN=00

00 Use ALL Defaults                   01 Suppress Zero Balances (NO)
02 Show Difference to the Penny (N)   03 Total Level (00)
04 Pre Encumbrances (YES)             05 Report Base (AC)
00

Searching...

Gathering Data
Selected 1 ORG KEYs

Ready                                                    NUM OVR
Start  Calculator  Microsoft Exc...  Inbox - Micro...  Microsoft Wo...  Insight - H...  Insight - Harri...        2:52 PM
```

At this point, the system will search and gather the information requested. The screen will bring up the budget information, including Adjusted Budget, Actual (Expenditure), Encumbrance and Available Balance for the selected Org Key.

BUDGET MONITORING-INTERACTIVE INQUIRY (cont.)

6.   EXAMPLE (result of Budget to Actual Figures for Org Key 10020330):

```
Insight - Harris County Production - [Output]
 File  Edit  View  Window  Help

Hit RETURN for more, type CONTinue or STOP:

User: Van Tran, Julie                YTD Actual to Annual Budget        11/04/99

SELECT   Organization Key: 10020330

                    GL Side  HC-Harris County          AJ-ADJUSTED BUDGET

ORG KEY     Title                          Director                     FY Qt Pe
==========  ===========================    ===========================  == == ==
10020330    Coordination & Budget                                       00 03  9

OBJ CODE    Description      Budget       Actual      Encumbrance Balance
==========  ===============  ============ ============ =========== =========
610000      Supplies                0.00    10,587.24        0.00  -10,587 OVR
610100      Office Supplies    35,000.00     5,811.03   10,459.16   18,730
620300      INVENTORIED EQUI   30,000.00         0.00        0.00   30,000
620800      NON-INVENTORIED    15,000.00       554.63       85.00   14,360
621300      EQUIPMENT REPAIR   10,000.00       476.00        0.00    9,524
624000      DP SOFTWARE         6,000.00         0.00        0.00    6,000
630900      Fees and Service  758,948.00   292,571.43   45,122.85  421,254
633800      RENTALS/LEASES     10,000.00     2,319.16    8,984.95   -1,304 OVR
638300      TELEPHONE             900.00       212.88        0.00      687
650200      TRAVEL EXPENSE      3,000.00         0.00        0.00    3,000
651000      MOTOR EQUIP CHRG      100.00         0.00        0.00      100
Hit RETURN for more, type CONTinue or STOP:

Ready                                                             NUM OVR
 Start  Calculator   Microsoft ...  Inbox - Mi...  Microsoft ...  Insight -...  Insight - H...          3:16 PM
```