Financial Management System

Montgomery County Public Schools

Financial Management System (FMS) User's Guide

<Financial Monitoring and Reporting for Non-Positions>

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OVERVIEW

The Financial Monitoring process has been devised to support budget planning and to ensure that MCPS stays within legal spending guidelines by State Category.

Course Objectives

Users will be guided through the following tasks:

- Viewing notifications
- Generating and reviewing expenditure/encumbrances reports via Discoverer
- Understanding and modifying worksheet data
- Completing projections (year end total estimates and period amounts)
- Completing a Surplus/Deficit Projection Form
- Attaching files to a worksheet
- Submitting projections

Additionally, references will be made to the following:

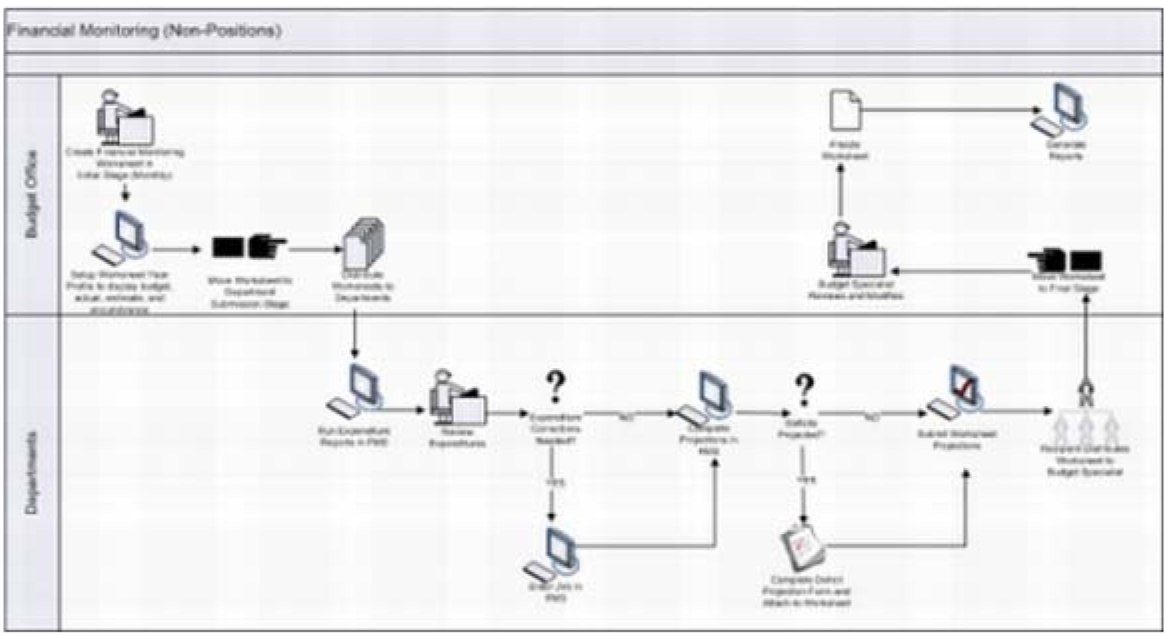
- Creating vacation rules
- Granting worklist access
- Using the GL Account Inquiry to review account details
- Posting journal vouchers to correct account errors

Financial Monitoring Process (Non-Positions)

At the inception of Financial Monitoring, specific setup procedures must be developed in FMS. Following setup completion, the Budget Office will create the budget worksheets utilized during the monthly Financial Monitoring process. Budget worksheets will be created in the Initial Stage.

The worksheets will, then, be distributed to departments during the Department Submission Stage. Budget groups within the hierarchy will receive a notification, via the worklist, as well as an email from the Budget Office when the worksheet becomes available for their review. Users will proceed to run selected expenditure reports, via Discoverer, to view account details and verify accuracy. Once reports have been reviewed, users will update year end projections, on a monthly basis, directly on the worksheet. Based on the budget hierarchy, users will either submit worksheets to the department approver, or directly to the Budget Office. At the highest level in the hierarchy, all budget projections will be received by a central recipient and redistributed to the Budget Specialist for their review.

The Budget Specialist will be notified of available worksheets and proceed to move the worksheets to the Final Stage. The Budget Specialist will analyze the projections, surpluses, and/or deficits, and ask follow-up questions to department managers. Following thorough analysis, the Budget Specialist will freeze the worksheet to prevent any unintentional changes. Final reports will be generated and compiled in the Financial Monitoring Monthly Binder.



Financial Monitoring and Reporting for Non-Positions process

Changes to the Financial Monitoring Process

The following table provides a view of changes to the overall Financial Monitoring process.

No.	Process Affected	Change	Impact/Implications	Audience Impacted
1	Financial Monitoring Worksheet Creation	The Budget Office will create worksheets in FMS. Worksheet setup will be conducted yearly, with monthly updates to the GL cutoff and GL balances.	Worksheet creation, including setup, will solely be executed in FMS.	Budget Office
2	Distribute Worksheets to Departments	Budget groups within the budget hierarchy will receive an electronic notification in FMS when worksheets are available. Worksheets can be accessed directly from the notification.	Users will receive a notification in their FMS worklist, as well as an email from the Budget Office, after the worksheet is distributed from the Budget Office.	Department Users Budget Office
3	Review Expenditures/ Encumbrances	Users will run expenditure reports, via Discoverer.	Users will now run Discoverer reports as needed. This will replace the former hardcopy reports distributed monthly by the Budget Office. Users will continue to use online General Ledger inquiry capability to obtain information on expenditures and encumbrances.	Department Users
4	Complete Journal Vouchers	Journal vouchers will be posted to the GL in FMS	Users will no longer be required to complete journal voucher paper forms to correct posting errors.	Department Users
5	Complete Projections	Users will use the worksheet's estimate column to enter projections.	Formerly entered on financial reports, users will now complete projections in FMS. The worksheets will be automatically routed to designated approvers before being submitted to the Budget Office.	Department Users
6	Complete Deficit Projection Deficit Form	Users will complete an electronic form and attach it to their worksheet when worksheet projections are submitted	Forms will be made accessible through the FMS home page. Paper work is eliminated as users electronically complete the forms and attach it to their worksheet.	Department Users
7	Submit Worksheet Projections	Users will submit projections, based on the budget hierarchy, through FMS	The setup of the budget hierarchy in FMS will determine the approval path for projections.	Department Users

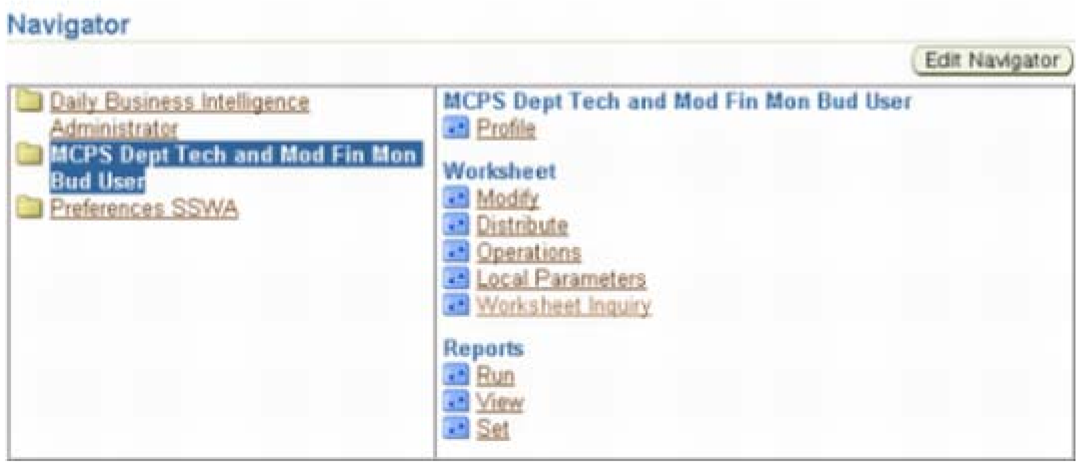
No.	Process Affected	Change	Impact/Implications	Audience Impacted
8	Review and Modify Worksheet Projections	Budget Specialist will receive notification when projections are available for their review	Budget Specialist will receive a notification in their FMS worklist after the projections have been redistributed to them.	Department Users Budget Office

NOTIFICATIONS

The worksheet will be distributed the department during the Department Submission Stage. Budget groups within the budget hierarchy will receive a Notification under their FMS Worklist when the worksheet becomes available for their review. The user will also receive an email from the Budget Office to view notifications.

Viewing Notifications via Worklist

1. Log in to **FMS** to open the **FMS E-Business Suite Home Page**.
2. Under the **Navigator**, click your Financial Monitoring responsibility, labeled as **MCPS [*Budget Area Name*] Fin Mon Bud User**.

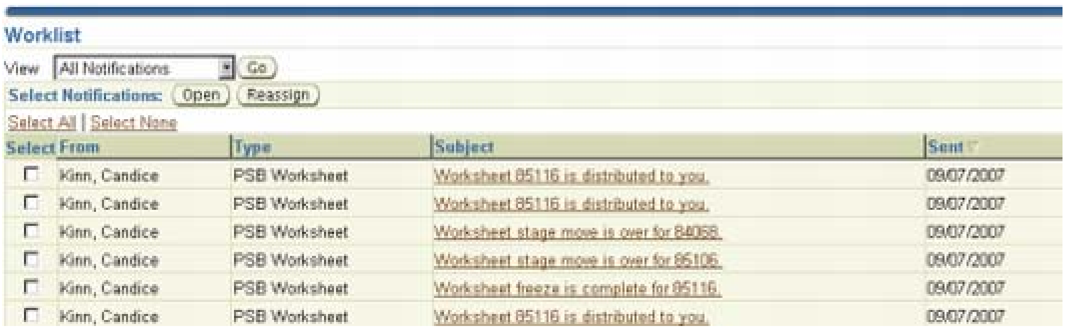


E-Business Suite Home Page: Navigator

3. Under **Worklist**, click the **Full List** button to view all notifications.

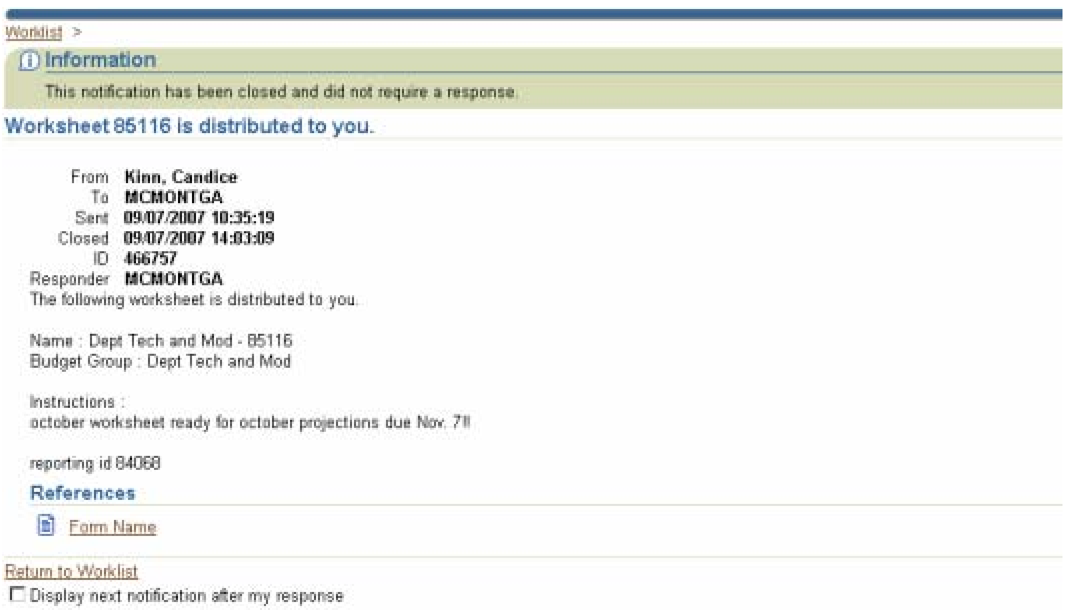
E-Business Suite Home Page: Worklist

4. The **Worklist** subject lines will include the worksheet number and an indication of its movement through the budget stages. Worksheets ready for your review and modifications will consist of the following message in the subject line: **Worksheet [*worksheet ID*] is distributed to you**. To view the details of multiple notifications, select the checkbox for each worksheet and click the **Open** button. To view the details of a single notification, click the subject line link.



Worklist: Full List

5. While viewing notification details, be sure to note special instructions, such as the deadline for submitting projections, and the reporting ID number.

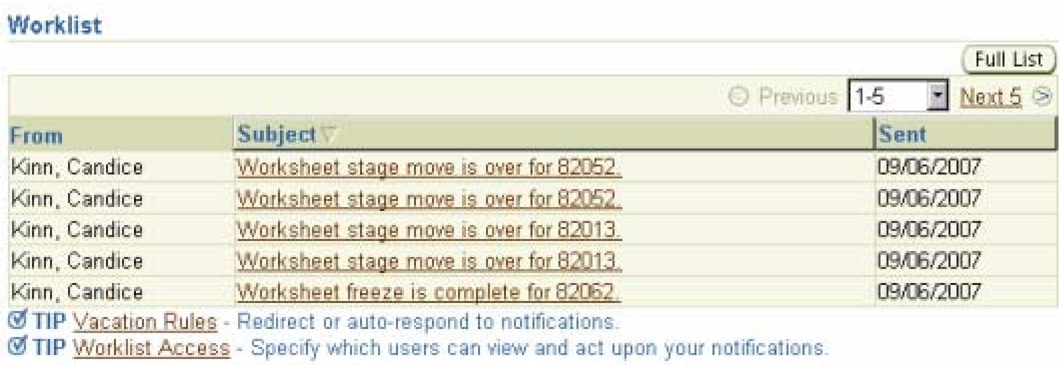


Worklist: Notification Details

6. The worksheet can be accessed from your notification by clicking the **Form Name** link under **References**. (Further instructions for opening a worksheet will be covered under **Worksheet Overview.)**

Creating a Vacation Rule

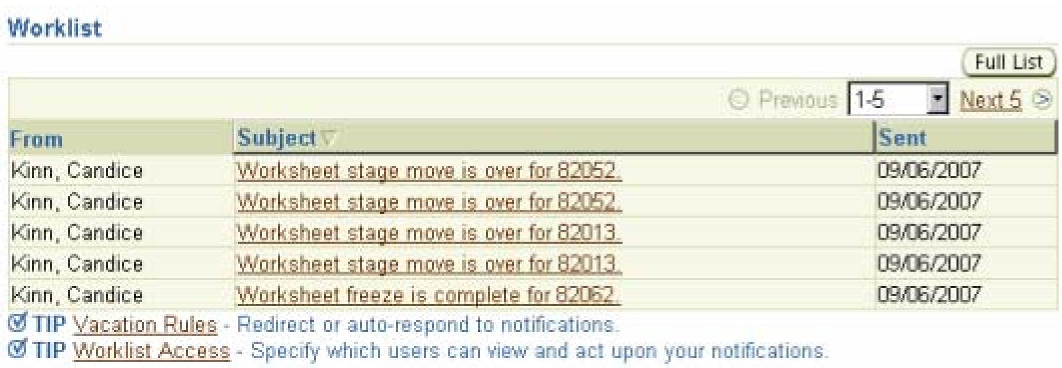
Setting up vacation rules allows users to redirect or auto-respond to notifications if absence from the office is anticipated. The **Vacation Rules** link is accessible from the **FMS E-Business Suite Home Page**, under the **Worklist**. To create a vacation rule, please refer to the **Create a Vacation Rule** guide for detailed instructions.



E-Business Suite Home Page: Worklist: Vacation Rules

Granting Worklist Access

Worklist Access is the “sharing” feature of Notifications, allowing others to view and act upon your worklist. The **Worklist Access** link is accessible from the **E-Business Suite Home Page**, under **Worklist**. To grant worklist access, please refer to the **Grant Worklist Access** guide for detailed instructions.



E-Business Suite Home Page: Worklist: Worklist Access

Review Expenditures/Encumbrances

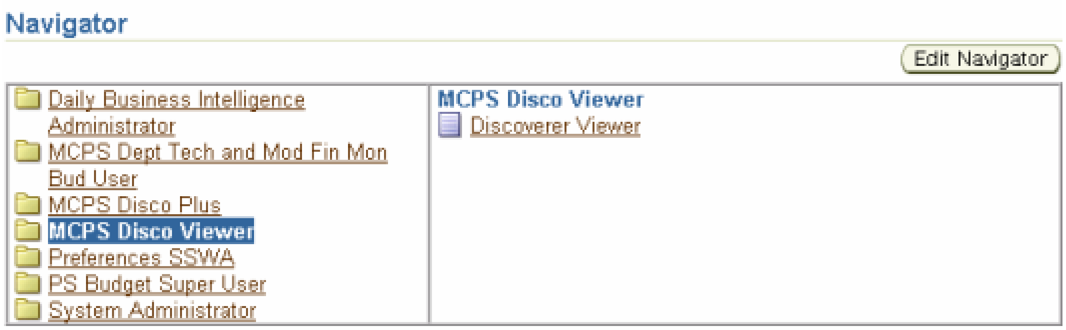
Users will run the following expenditure reports, via Discoverer, to view account details and verify accuracy:

- Expenditures/Encumbrances by Month
- Manager Projection Form
- Encumbrances/Actual by Month

Generating Expenditure Reports

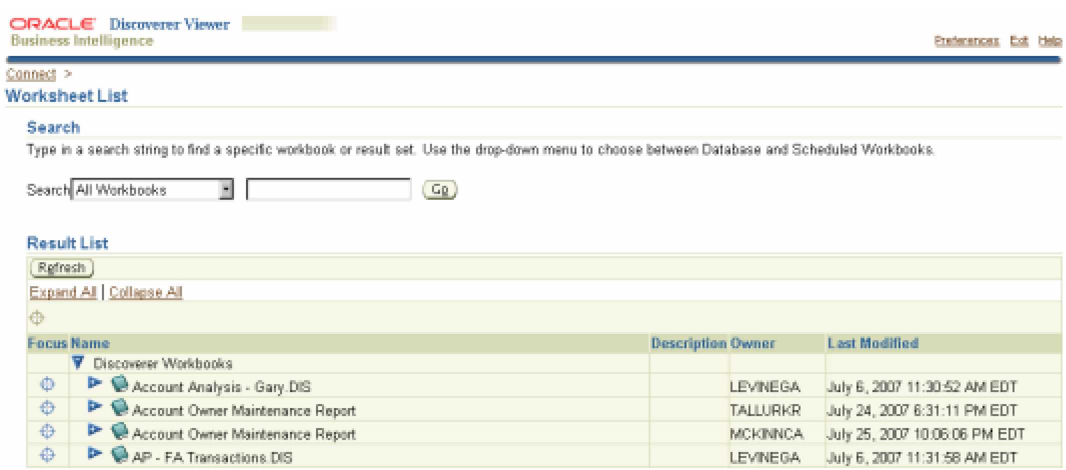
▸ To Run a Discoverer Report

1. From the **FMS E-Business Suite Home Page Navigator**, click the **MCPS Disco Viewer**.



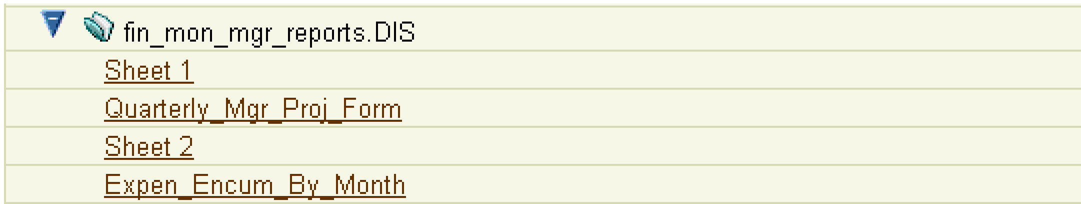
FMS E-Business Suite Home Page Navigator

2. On the right hand side of the **Navigator**, click **Discoverer Viewer** to view the list of reports.

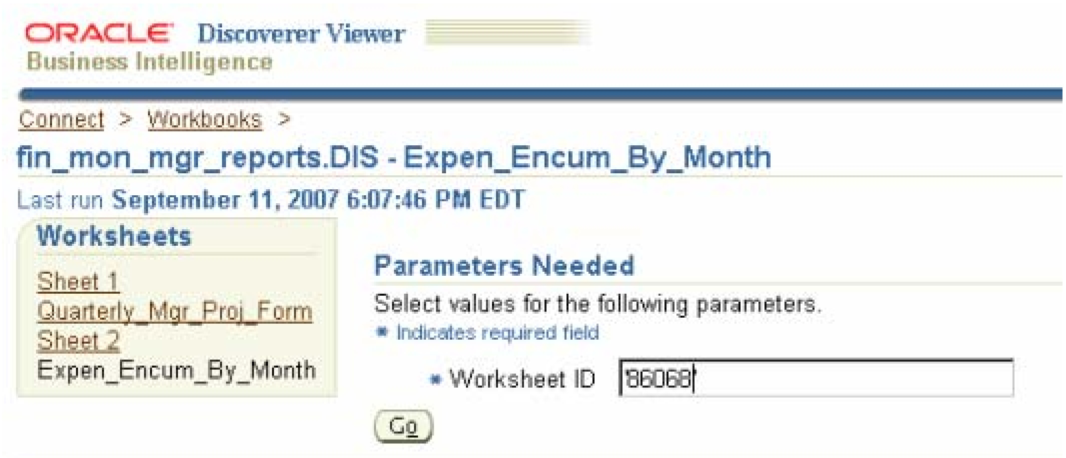


Discoverer Viewer: Worksheet List

3. Click the expand icon ▶ to expand the workbook and view its tabs.



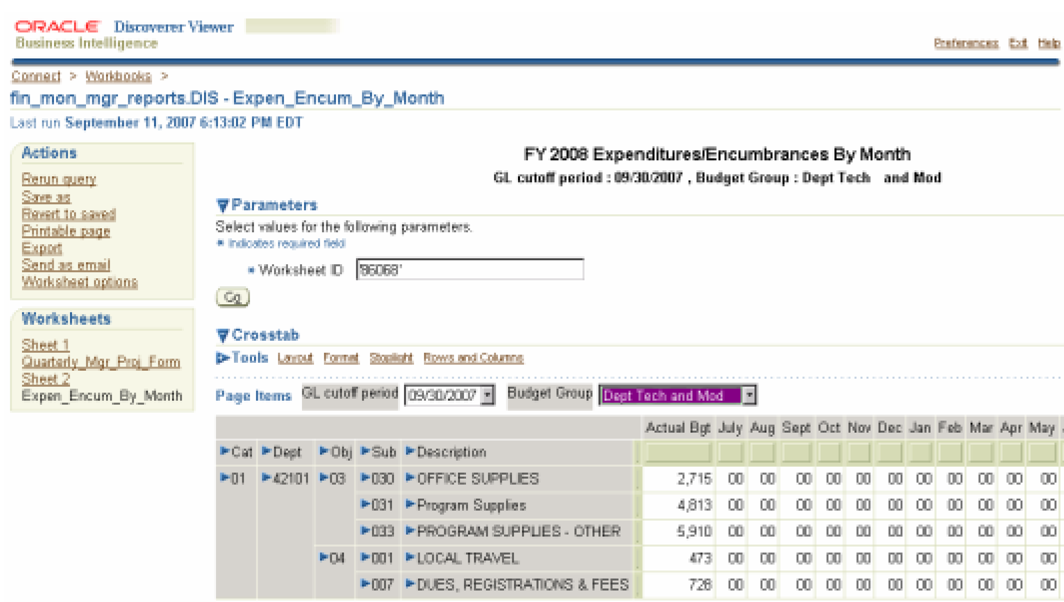
4. Click the link for your tab.



Discoverer Viewer

5. In the **Worksheet ID** field, type the Global Worksheet ID number provided to you from your notification. Click the **Go** button.

6. The **Report** page will open with your report.

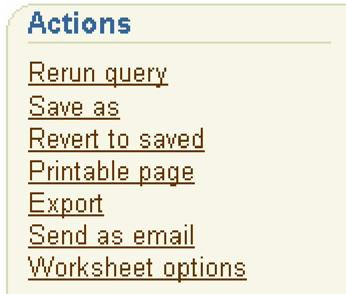


Discoverer Report

7. In the **Budget Group** drop down list, select your budget group.

▶ To Export the Report to Excel for Manipulation

1. Under **Actions**, click the **Export** link.

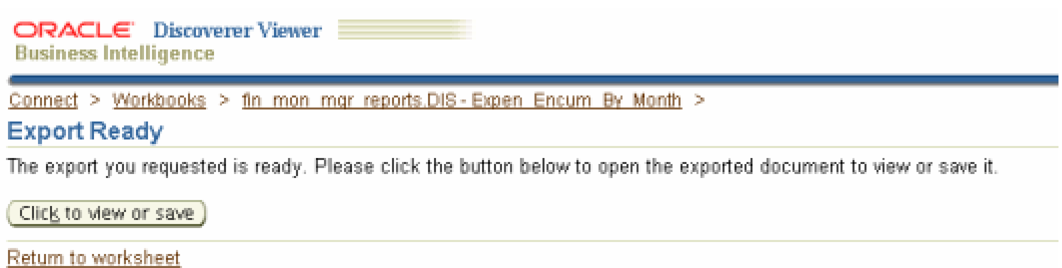


Actions: Export

2. From the **Choose Export Type** drop down list, select Microsoft **Excel Workbook (*.xl**s).

Choose Export Type page

3. Click the **Export** button.
4. A confirmation page will open indicating that the export is ready.

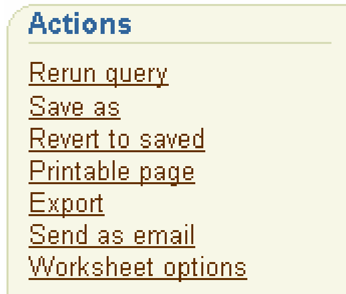


Export Ready page

5. Click the **Click to view or save** button.
6. Click the **Open** button to view your exported worksheet. You may also save the worksheet to your personal files.

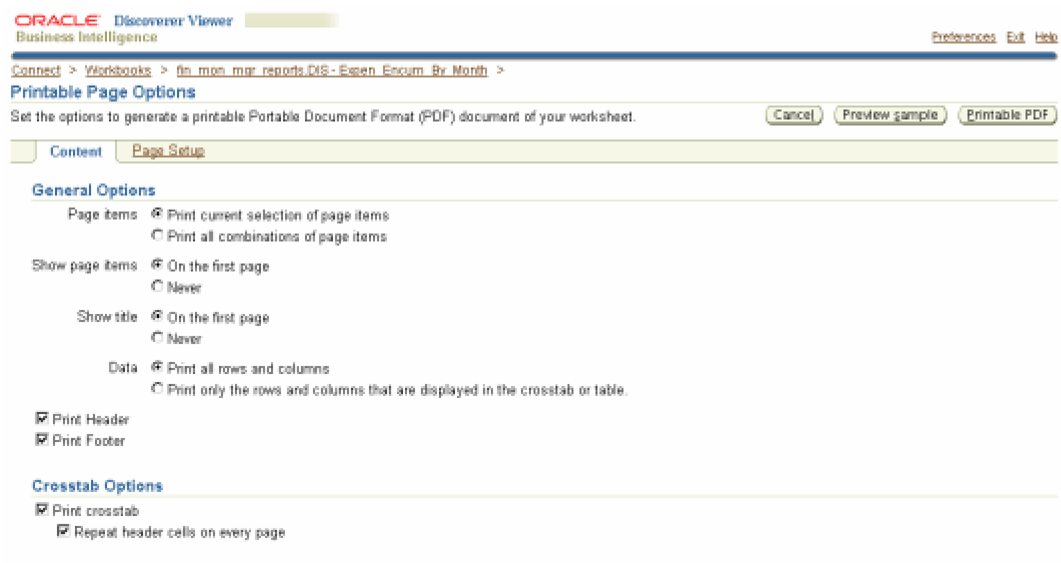
▸ To View and Print a Printable Page

1. Under **Actions**, click the **Printable page** link.



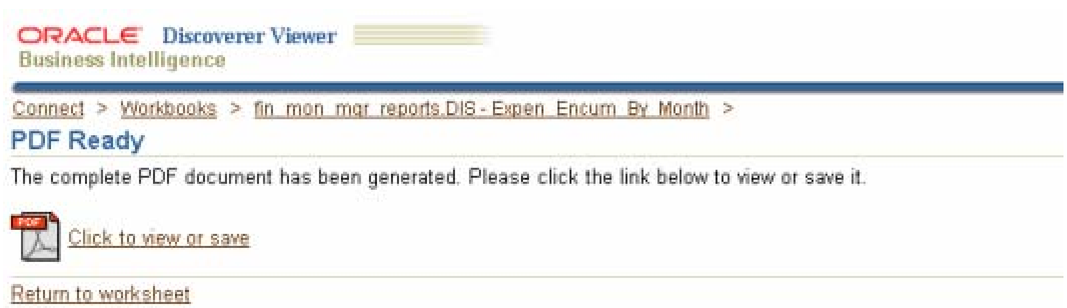
Actions: Printable page

2. Select your printable page options.



Printable Page Options page

3. Click the **Printable PDF** button.
4. A confirmation will open indicating that the PDF is ready to be viewed.

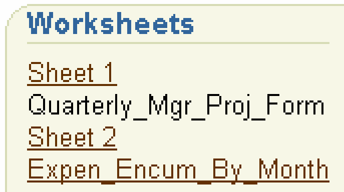


PDF Ready page

5. Click the **Click to view or save** link. Your PDF file will open.

▸ To run a report within the same workbook

1. Under **Worksheets**, click the report link that you would like to run.



Worksheets

2. Perform any actions, as previously instructed.

Performing an Account Inquiry through GL

An account inquiry retrieves and reports on the posted balances to the FMS General Ledger. You can perform an account inquiry to view actual, budget, and encumbrance account balances for summary and detail accounts. You can also search the FMS General Ledger for specific journal entries, sub-ledger Payables, and sub-ledger Receivables. To perform an account inquiry, please refer to the **Account and Fund Inquiry** guide for detailed instructions.

Post Journal Vouchers to Correct Errors

Users will review reports to identify any erroneous postings. If corrections are needed, users will be responsible for posting journal vouchers in GL to correct errors. To post journal vouchers, please refer to the **Creating Journal Entries** guide for detailed instructions.

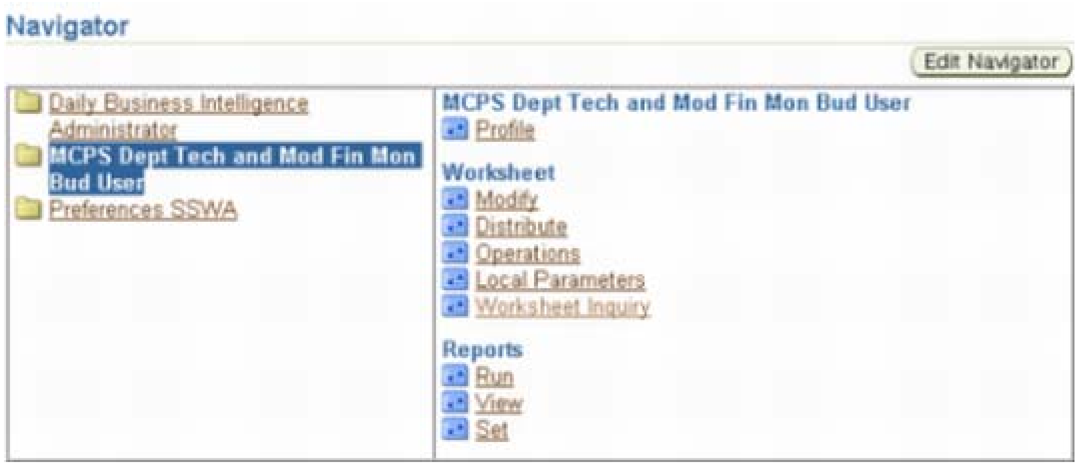
WORKSHEET OVERVIEW

Accessing the Worksheet

Users have the ability to access a worksheet directly from the notification, or by use of the Navigator to open the Worksheet Inquiry form.

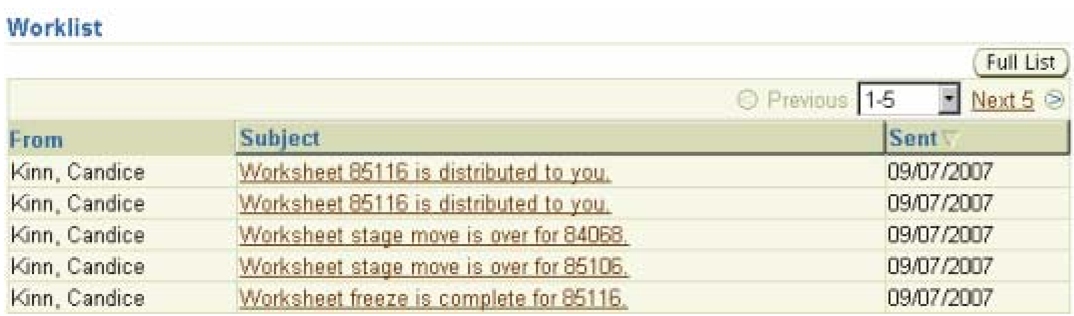
Accessing the Worksheet from the Notification

1. Log in to **FMS** to open the **FMS E-Business Suite Home Page**.
2. Under the **Navigator**, click your Financial Monitoring responsibility, labeled as **MCPS [*Budget Area Name*] Fin Mon Bud User**.



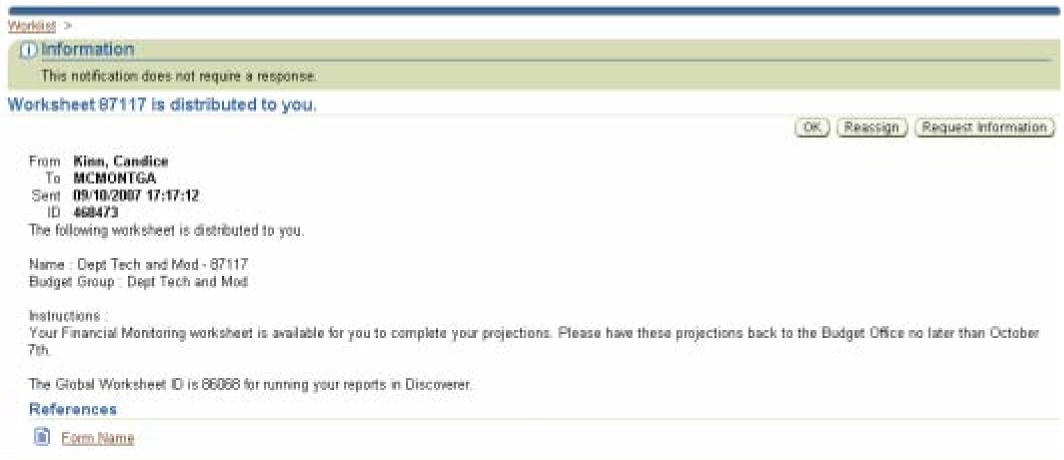
E-Business Suite Home Page: Navigator

3. Under **Worklist**, click the **Full List** button to view all notifications.



E-Business Suite Home Page: Worklist

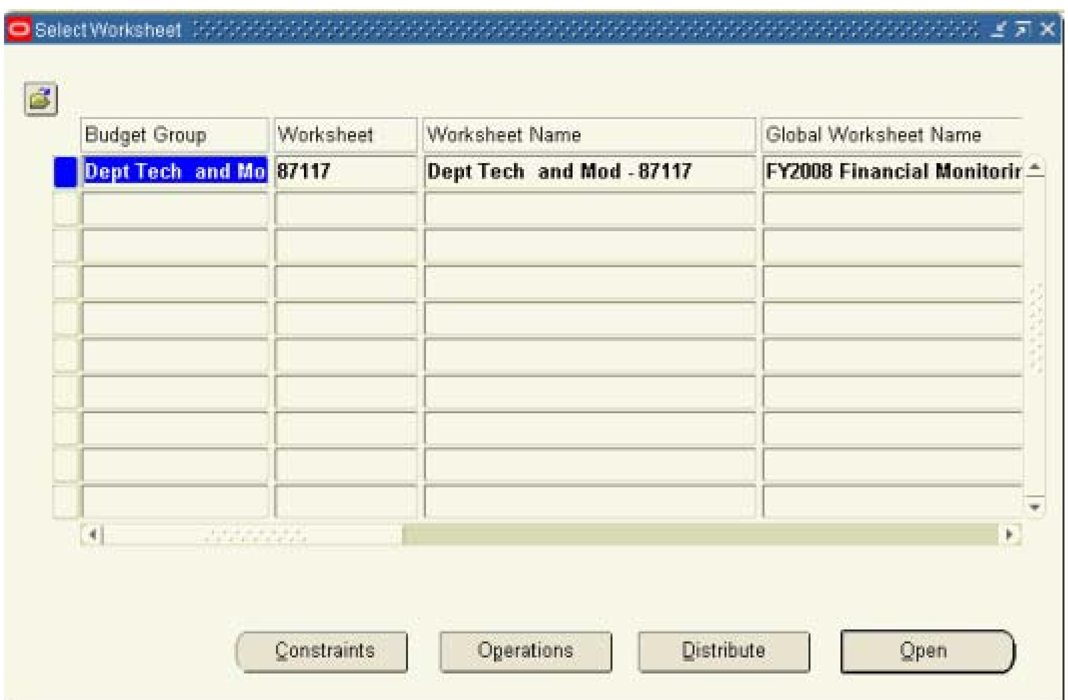
4. Select your worksheet notification and click the **Open** button.
5. Under **References**, click the **Form Name** link to access the worksheet.



Worklist: Notification Details page

6. The FMS form-based application will open to the **Select Worksheet** form, displaying your selected worksheet. Click the **Open** button.

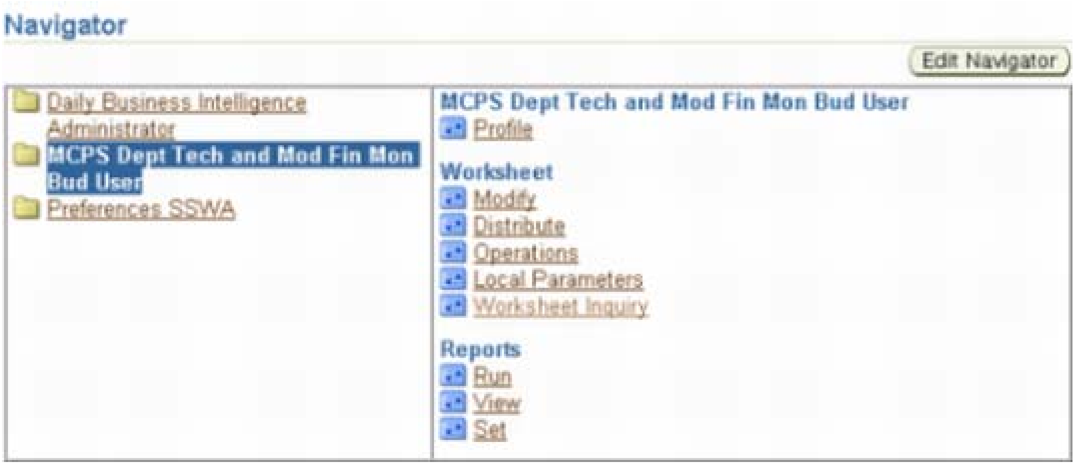
NOTE: If you did not select a specific responsibility prior to viewing your notification and accessing your worksheet, you will be prompted to do so before your worksheet is opened. Select the appropriate responsibility and continue to the **Select Worksheet** form.



Select Worksheet form

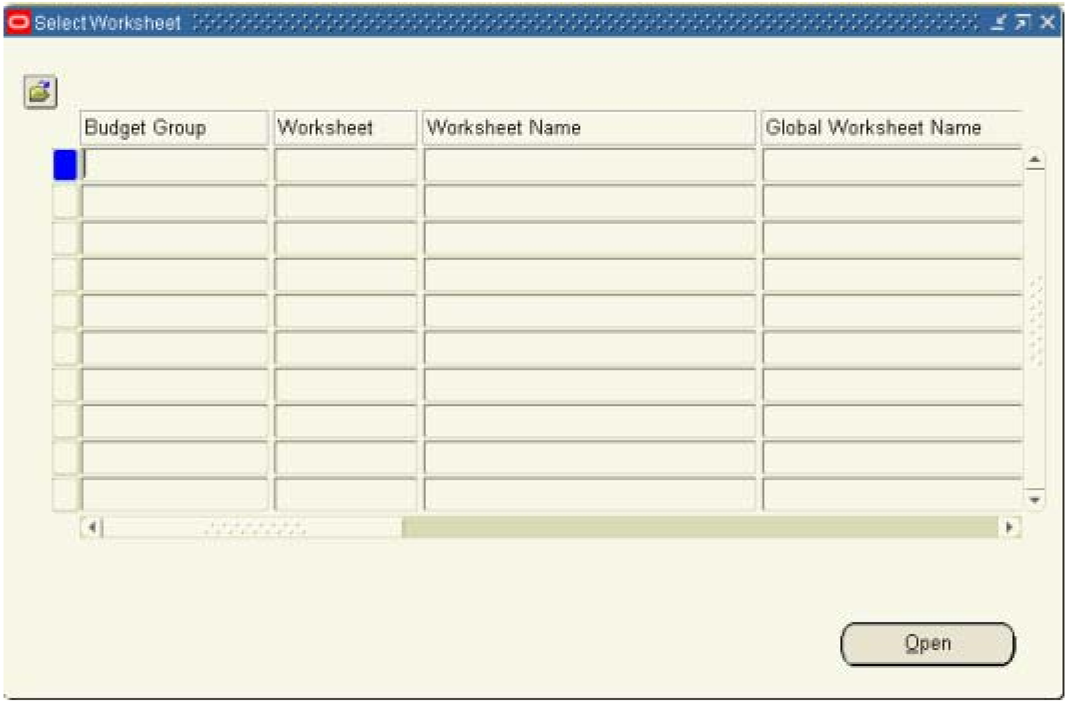
Accessing the Worksheet from the Navigator

1. Log in to **FMS** to open the **FMS E-Business Suite Home Page**.
2. Under the **Navigator**, click your Financial Monitoring responsibility, labeled as **MCPS [*Budget Area Name*] Fin Mon Bud User**.



Navigator

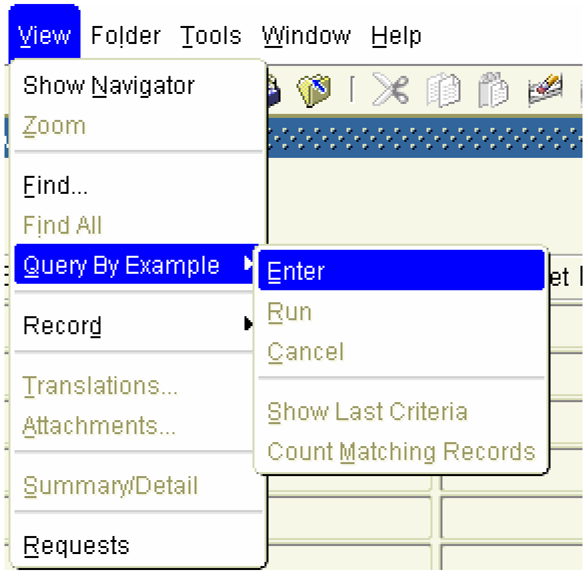
3. On the right hand side of the **Navigator**, click **Worksheet Inquiry** under **Worksheet**. The **Select Worksheet** form will open.



Select Worksheet form

4. You must perform a search to select and open your worksheet. Click the **View** menu option.

5. Select **Query by Example** and click **Enter**.

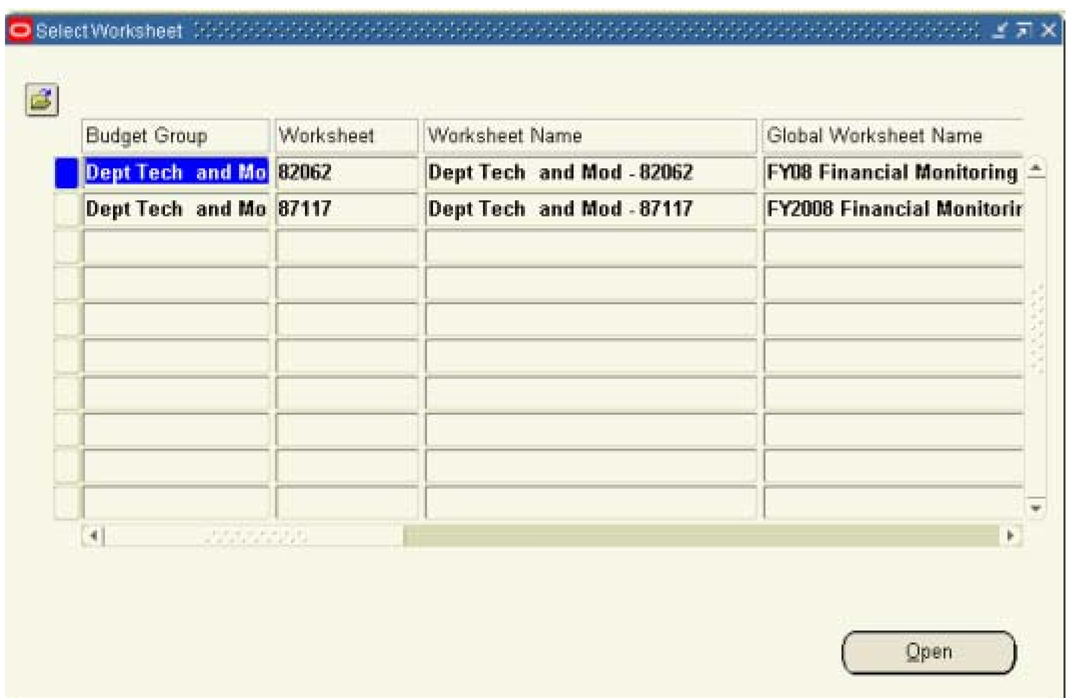


Query By Example menu option

6. The first line on the **Select Worksheet** form will be highlighted blue. To complete the search, return to the **View** menu option.

7. Select **Query By Example** and click **Run**. The search will return the worksheet(s) to the **Select Worksheet** form. Select the appropriate worksheet and click the **Open** button.

NOTE: You may also perform a query search using the following keyboard shortcut: **F11** to enter the query, then **Ctrl F11** to run the query.



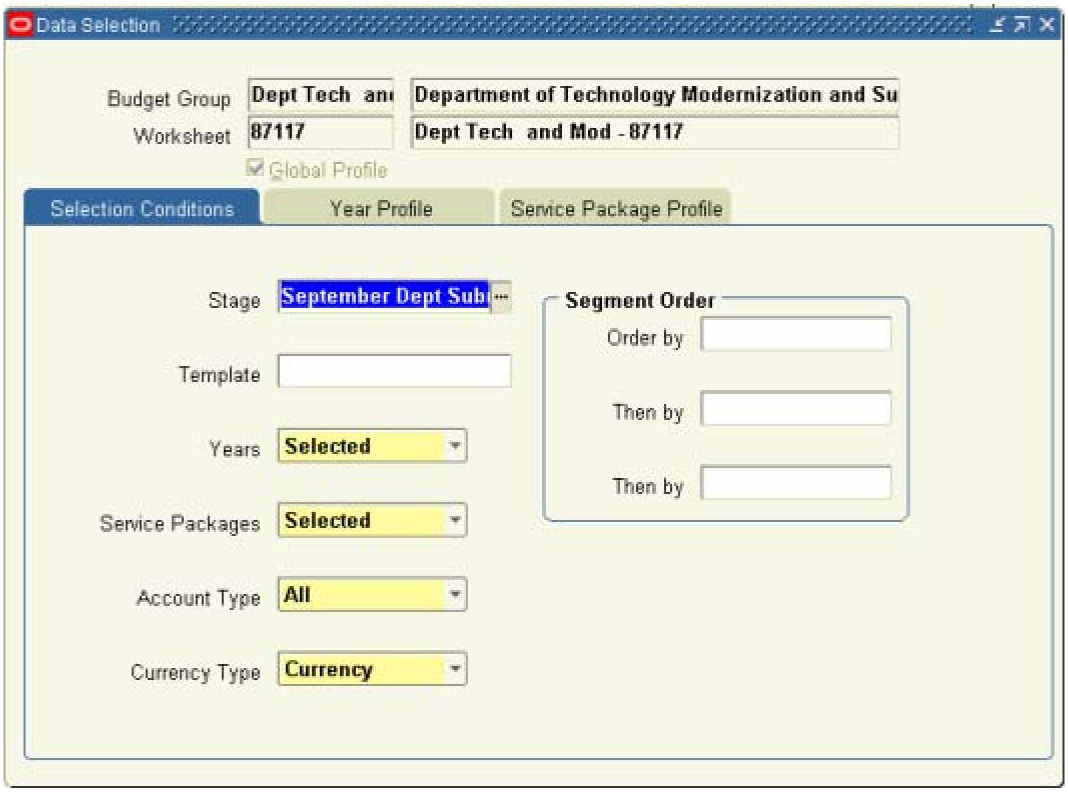
Select Worksheet form

Viewing the Worksheet: Worksheet Components

1. Open your worksheet by use of one of the techniques, as instructed in the previous section's **Accessing the Worksheet**.
2. The **Worksheet Summary** form will open following the completion of all procedures for the **Select Worksheet** form.

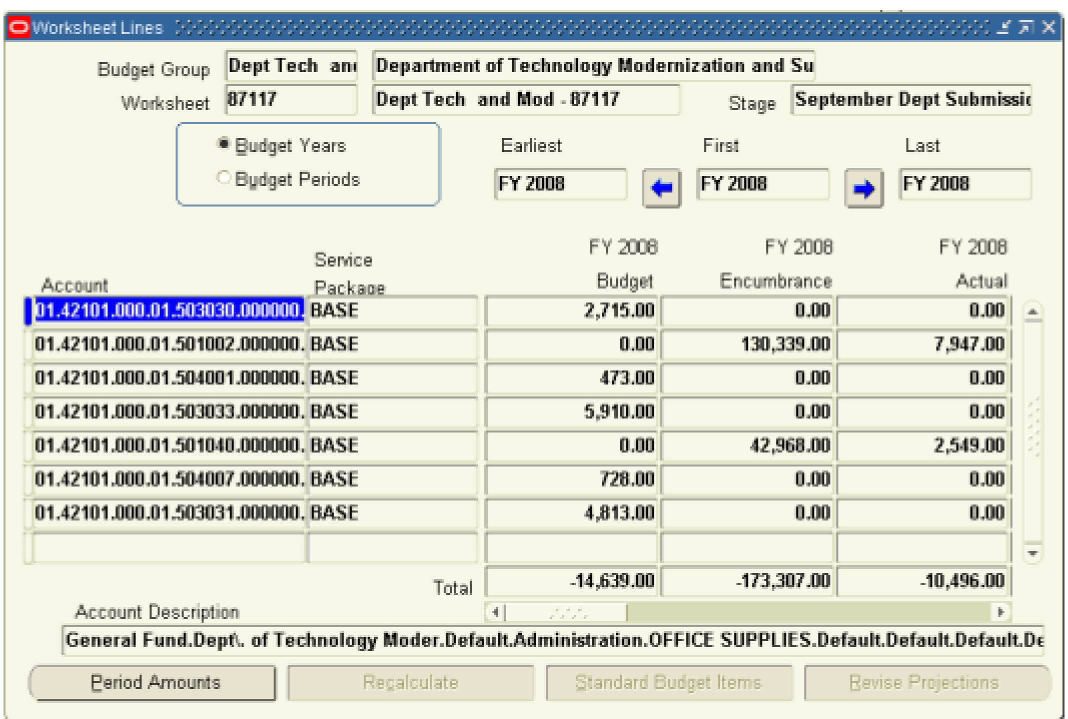
Worksheet Summary form

3. All worksheet data has been predefined and carried over from the global worksheet. On the **Worksheet Summary** form, click the **Data Selection** button to view the predefined range of data applied to your worksheet. The **Data Selection** form will open.



Data Selection form

4. Close the **Data Selection** form and return to the **Worksheet Summary** form. Click the **Line Items** button to open the **Worksheet Lines** form.



Worksheet Lines form

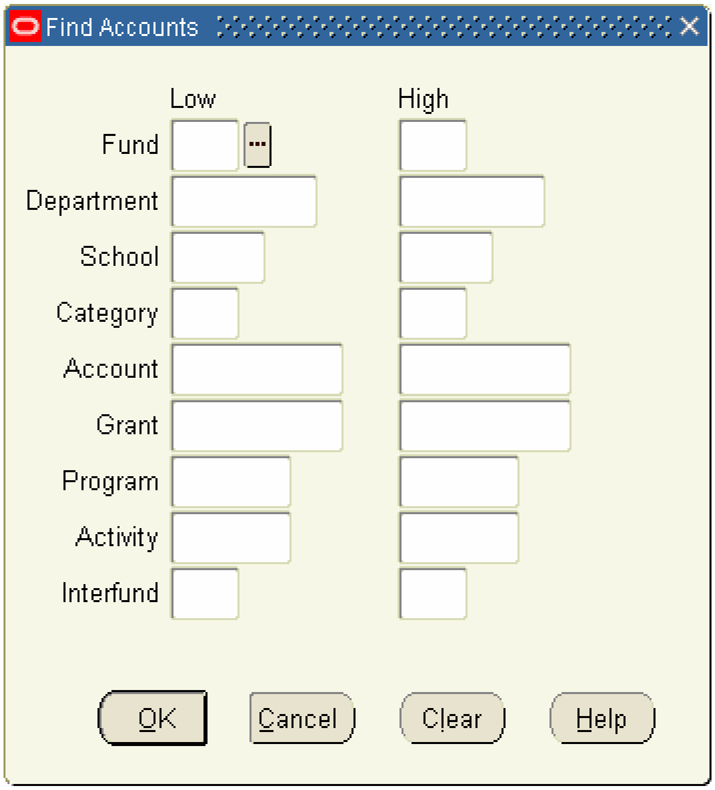
5. The **Worksheet Lines** form displays the amounts for each account, according to the year profile setup. Refer to the following table to view worksheet column descriptions:

Worksheet Column	Description
Account	The accounting string for which each projection will be made. An associated account description is also provided on the bottom of the form. See the Account Description field.
Budget	The current year actual budget, which includes temporary and permanent budget revisions that have been posted to the GL as of the cutoff date
Encumbrance	The GL's encumbered balance as of the cutoff date. The encumbrance is the amount of outstanding balances on open purchase orders.
Actual	The actual expenses that have been posted to the GL as of the cutoff date.
Estimate	The estimated expenses for the current year, which MCPS will update to reflect the projected year end balance.

Table: Worksheet Column Descriptions

▸ To Filter Account Data

1. Click the **Find** (flashlight) toolbar icon. The **Find Accounts** window will open.



Find Accounts window

2. Enter the range of accounts, or single account, that you would like to view. Click the **OK** button. For account structure inquiries, please refer to the **Chart of Accounts** guide.

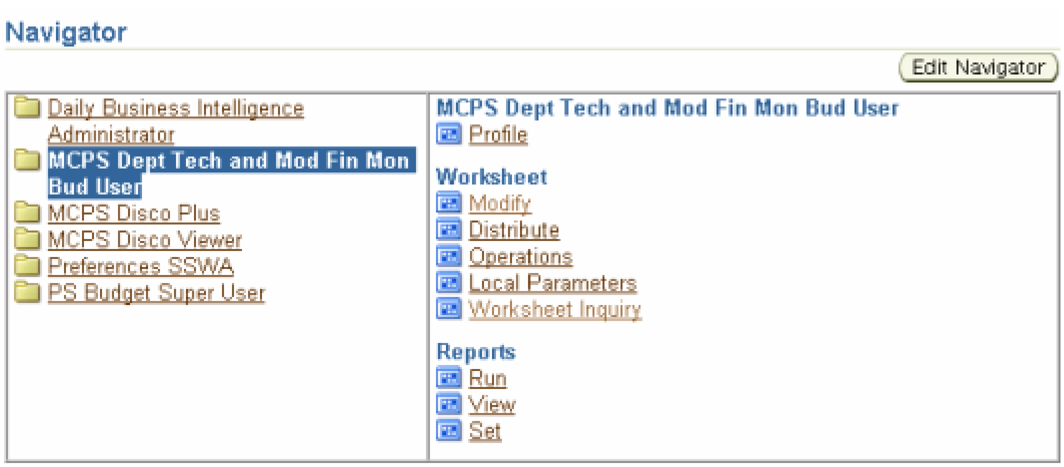
COMPLETE PROJECTIONS

Users will update year end projections on a monthly basis in the estimate field on the worksheet. Projections will include general funds and grant funds (budgeted and non-budgeted).

Entering Year End Total Estimates

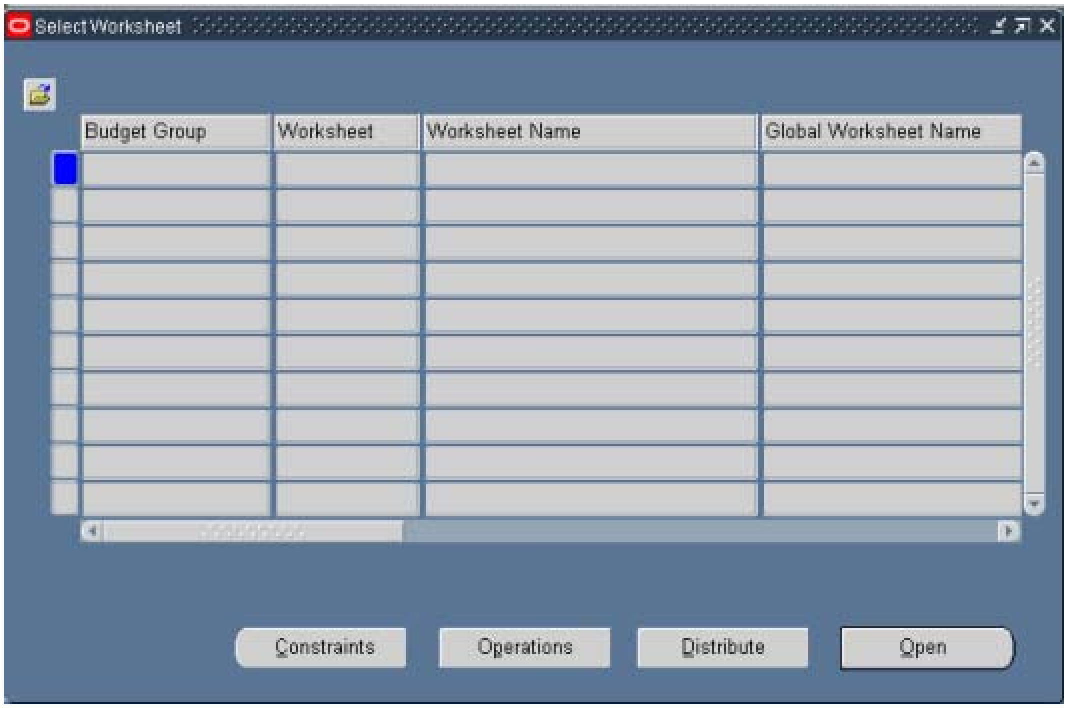
Enter your projections under the Estimate column on the Worksheet Lines form.

1. Log in to **FMS** to open the **FMS E-Business Suite Home Page**.
2. Under the **Navigator**, click your Financial Monitoring responsibility, labeled as **MCPS [*Budget Area Name*] Fin Mon Bud User.**
3. On the right hand side of the **Navigator**, click **Modify** under **Worksheet**.



E-Business Suite Home Page: Navigator

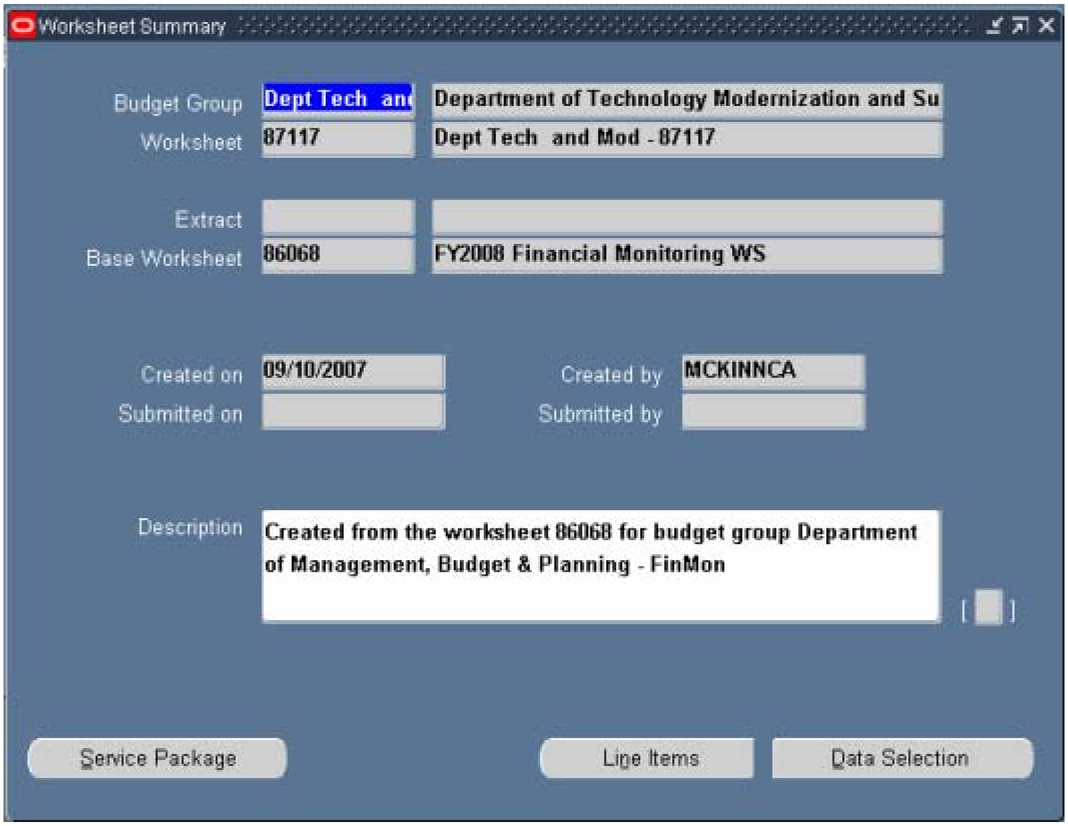
4. The **Select Worksheet** form will open.



Select Worksheet form

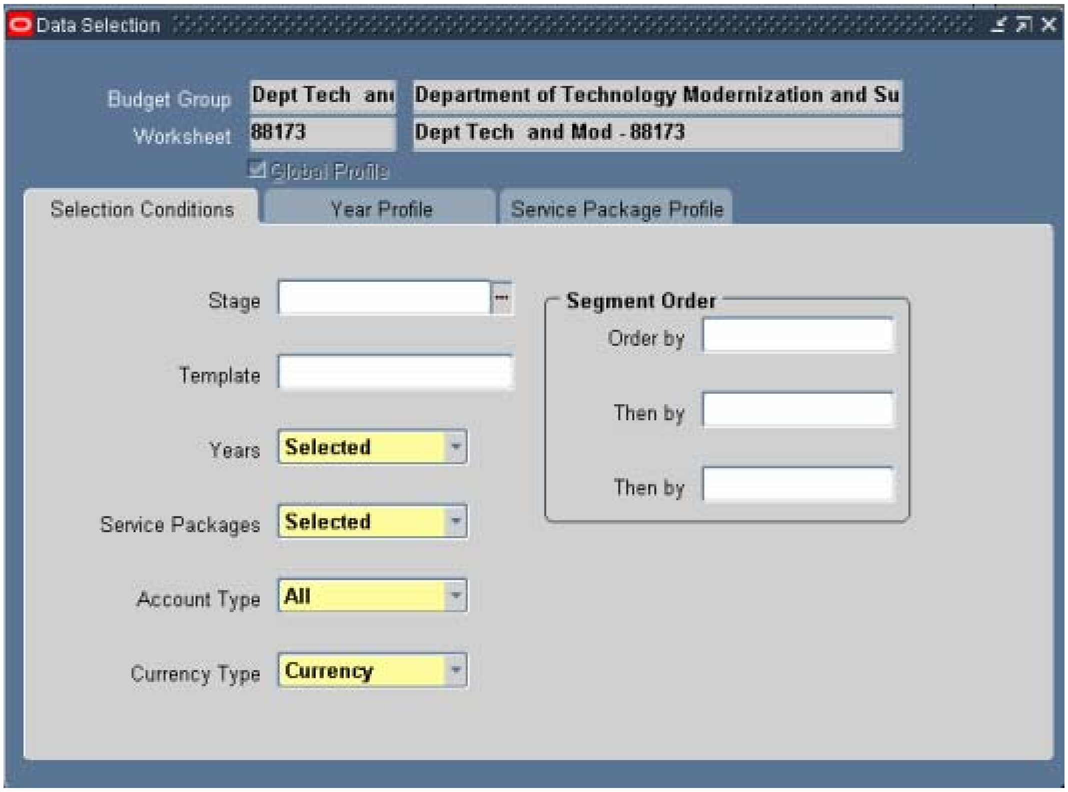
5. Search for and select your worksheet. (See **Accessing the Worksheet**). Click the **Open** button.

6. On the **Worksheet Summary** form, click the **Data Selection** button.



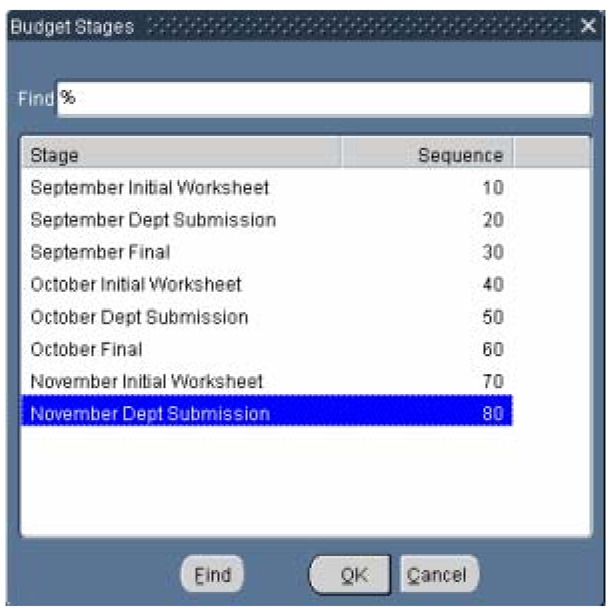
Worksheet Summary form

7. The **Data Selection** form will open.



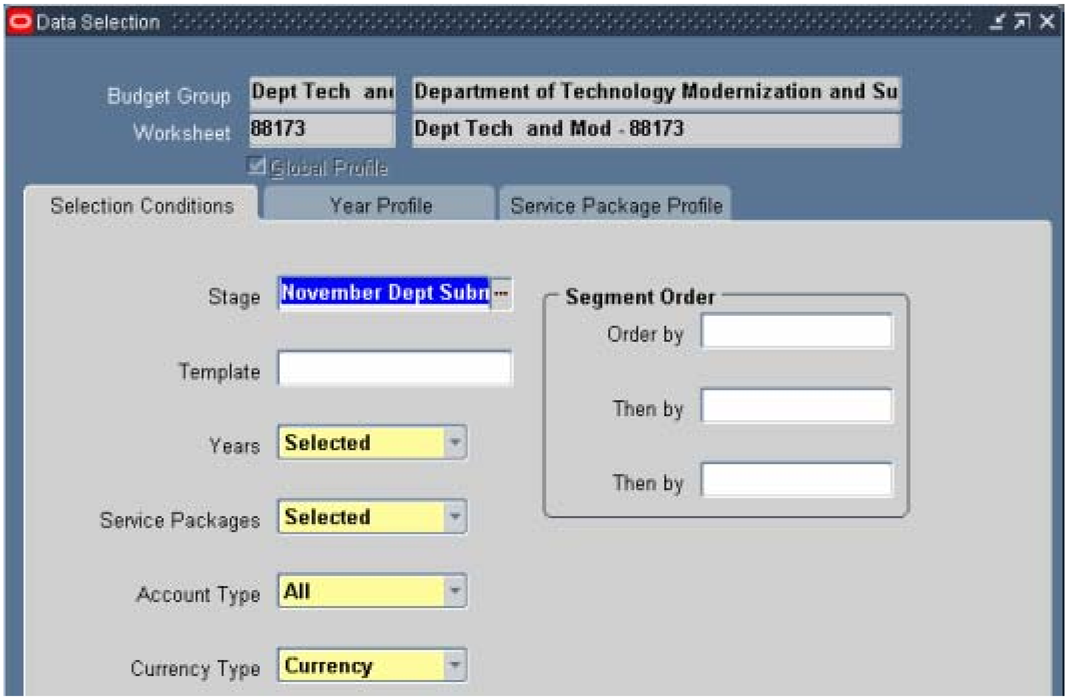
Data Selection form

8. On the **Data Selection** form, you must verify the budget stage. Under the **Selection Conditions** tab, in the **Stage** field, click the **LOV** button to select your budget stage.



LOV: Budget Stages

9. Typically, you will select the last Department Submission sequence on the list. In any event, be sure to select the prior month's department submission. Click the **OK** button.

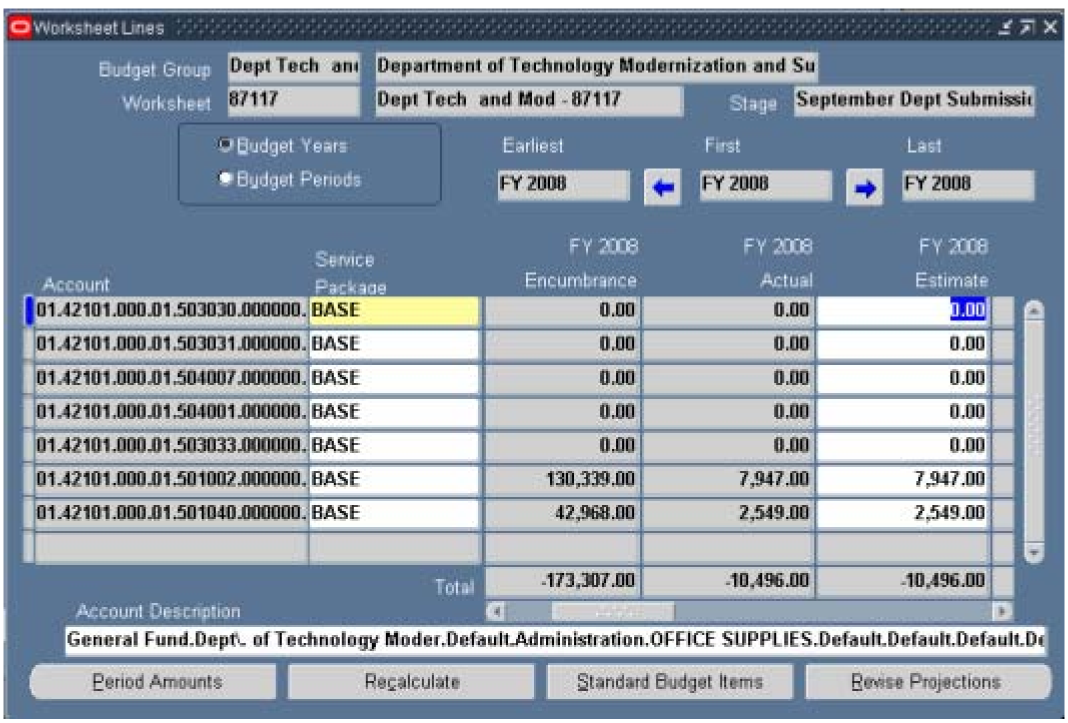


Data Selection form

10. Close the **Data Selection** form and return to the **Worksheet Summary** form.

11. On the **Worksheet Summary** form, click the **Line Items** button.

12. On the **Worksheet Lines** form, use the horizontal scroll bar to view the **Estimate** column.



Worksheet Lines form

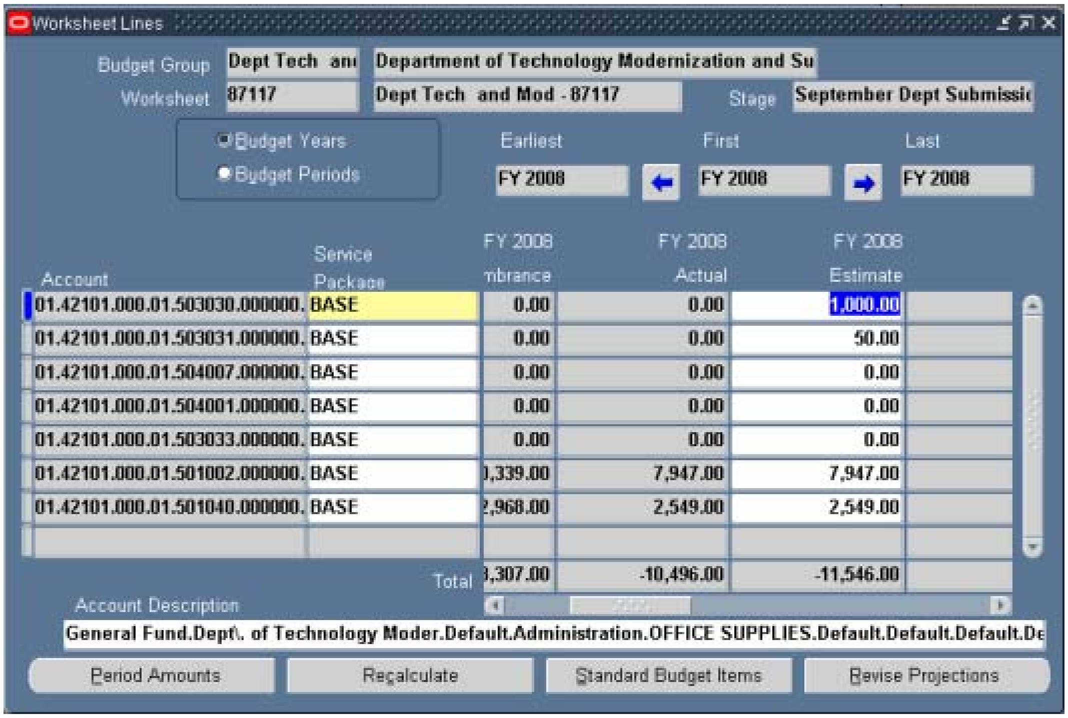
13. Type your estimate for each account in the corresponding **Estimate** field.

14. Save your work.

Entering Period Amounts

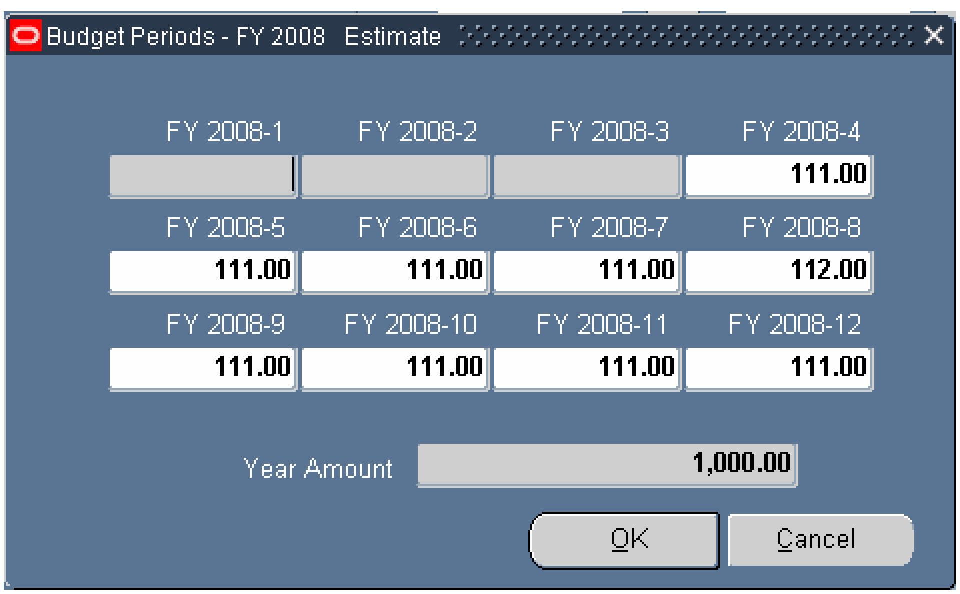
Users will update the year end total projection and provide detailed monthly projections on a monthly basis.

1. On the **Worksheet Lines** form, select your first projection under the **Estimate** column.



Worksheet Lines form

2. Click the **Period Amounts** button.



Budget Periods window

3. Your year end total projection will be distributed equally over the remaining periods. Modify the period amounts to accurately reflect your monthly projections.

NOTE: The sum of your period amounts must equal the total year amount displayed in the **Year Amount** field. An error message will appear should the amounts fail to match.

4. Click the **OK** button.
5. Continue to modify period amounts for your remaining year end total projections under the **Estimate** column, as instructed in the previous steps. To update your projection total, periodically click the **Recalculate** button on the bottom of the form.
6. Save your work.

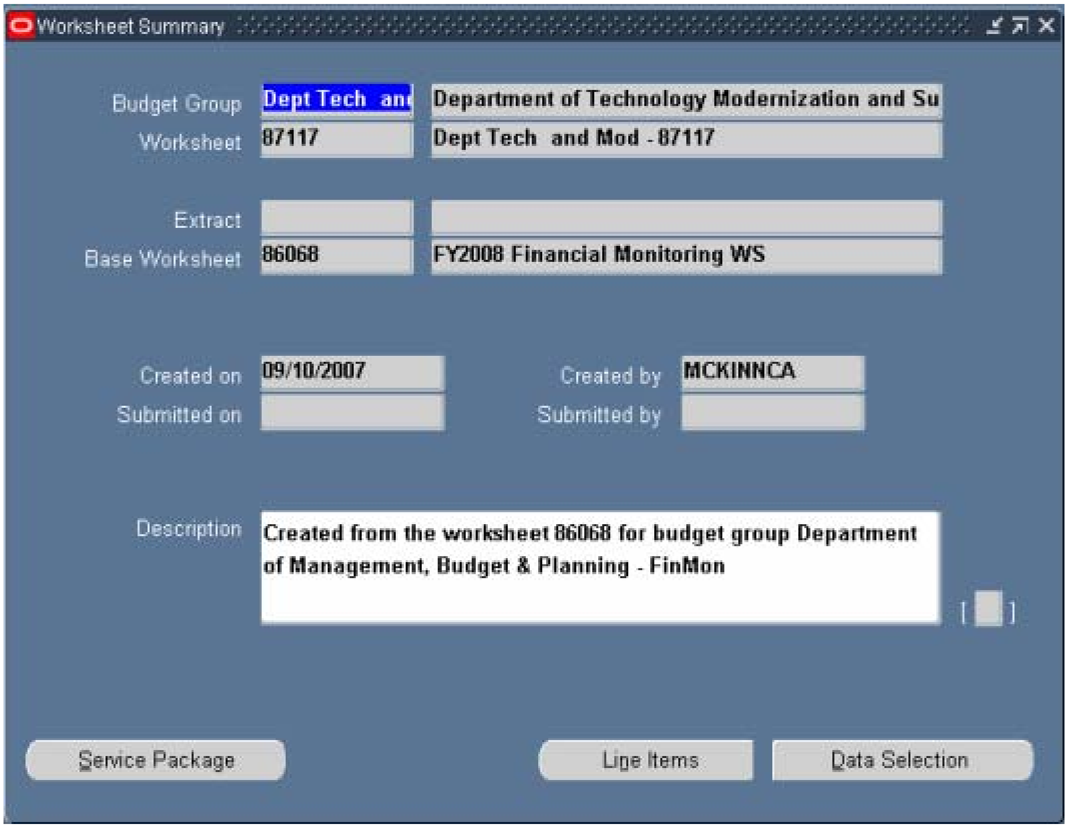
Completing a Deficit Projection Form

In the event of any projected surpluses and/or deficits, users will be required to complete a Deficit Projection Form, to be attached (see the following section **Attaching Files to a Worksheet**) to the worksheet for submission to the Budget Office. The Deficit Projection Form will be made accessible through the MCPS website.

Attaching Files to a Worksheet

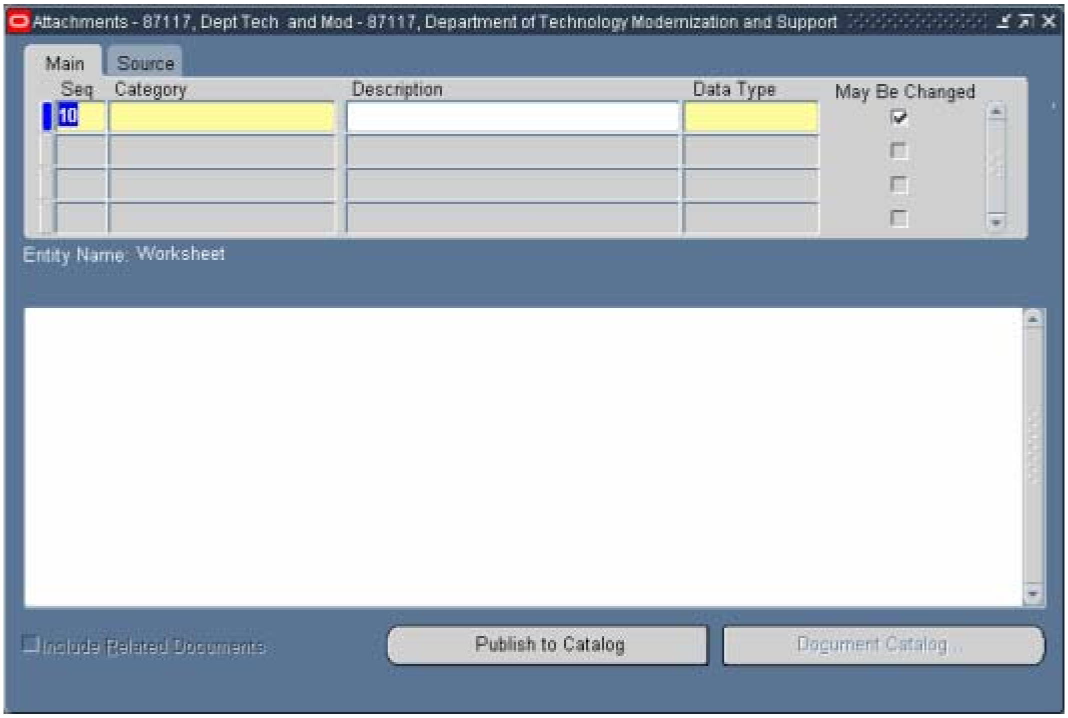
Users may attach text and other files to a worksheet.

1. Return to the **Worksheet Summary** form.



Worksheet Summary form

2. Click the **Attachments** (paperclip) icon on the toolbar. The **Attachments** form will open.



Attachments form

3. In the **Category** field, select **Miscellaneous** from the List of Values.
4. Optionally, provide a description for the attachment in the **Description** field.
5. In the **Data Type** field, select the attachment data type. Attachment data types will typically be either text or files.

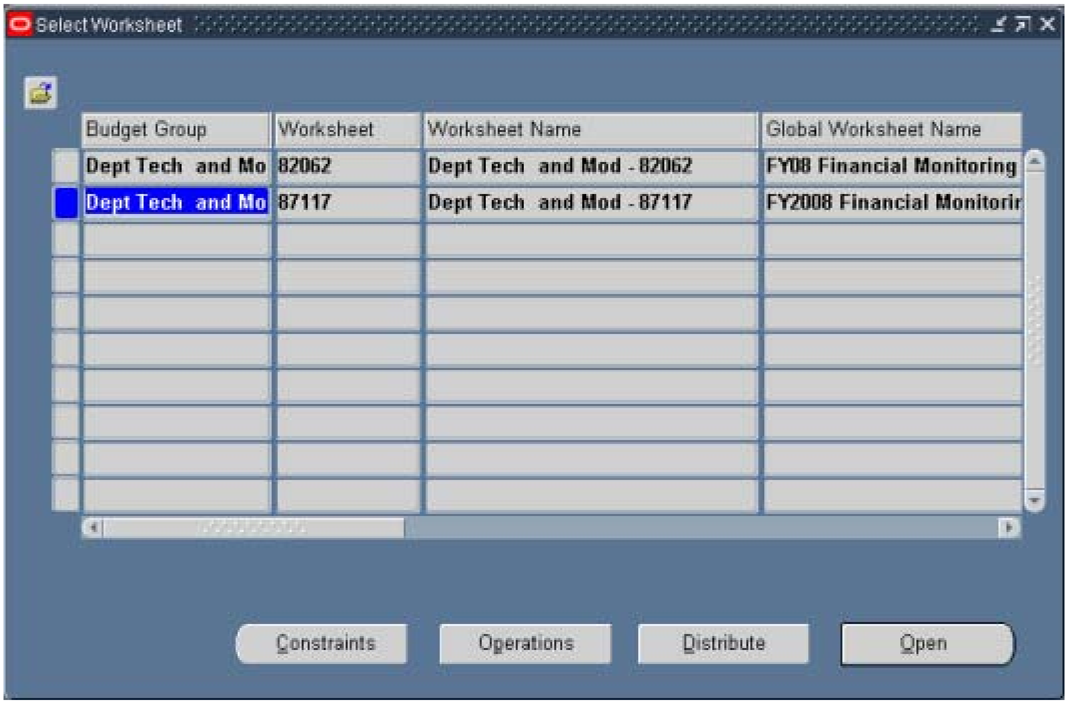
NOTE: If a file data type if chosen, you will be prompted to upload the file. If a text data type is selected, use the blank space on the center of the form to type your attachment.

6. Save your work. The attachment will always be viewable from the **Worksheet Summary** form by clicking the **Attachment** icon on the toolbar and opening the **Attachments** form.

SUBMIT PROJECTIONS

Based on the budget hierarchy, users will either submit worksheets to the department approver, or directly to the Budget Office.

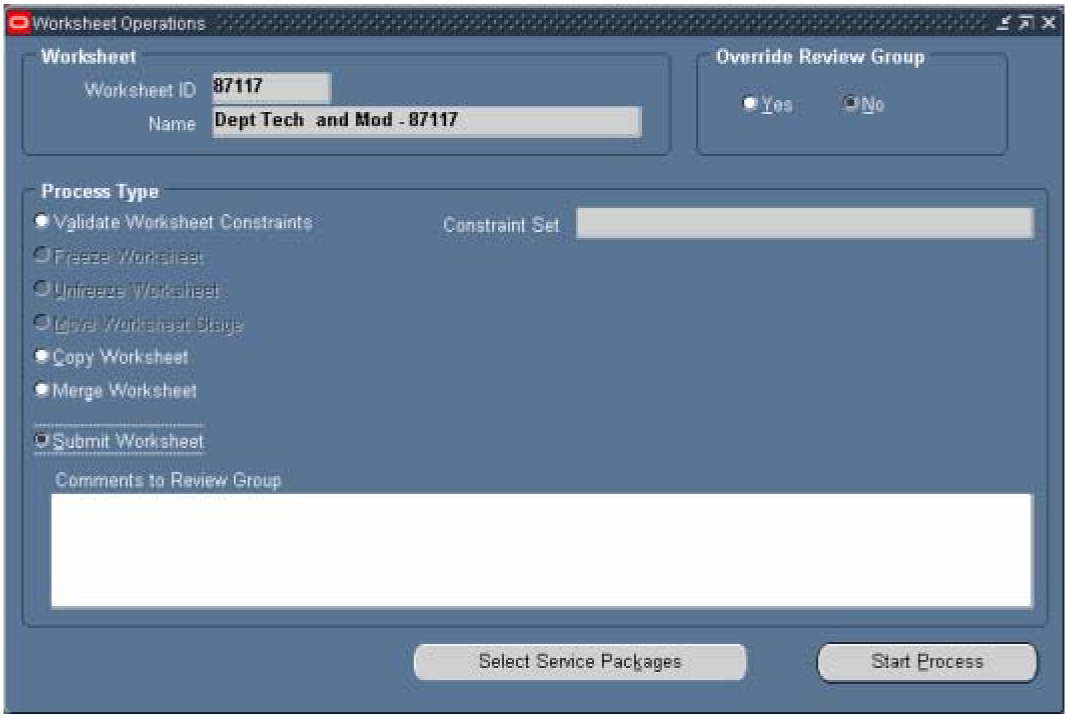
1. Return to the Select **Worksheet** form.



Select Worksheet form

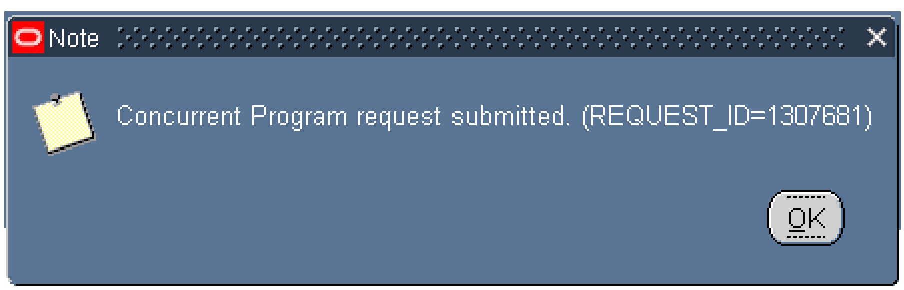
2. Your current worksheet should be selected. Click the **Operations** button. The **Worksheet Operations** form will open.

3. On the **Worksheet Operations** form under **Process Type**, select **Submit Worksheet**.



Worksheet Operations form

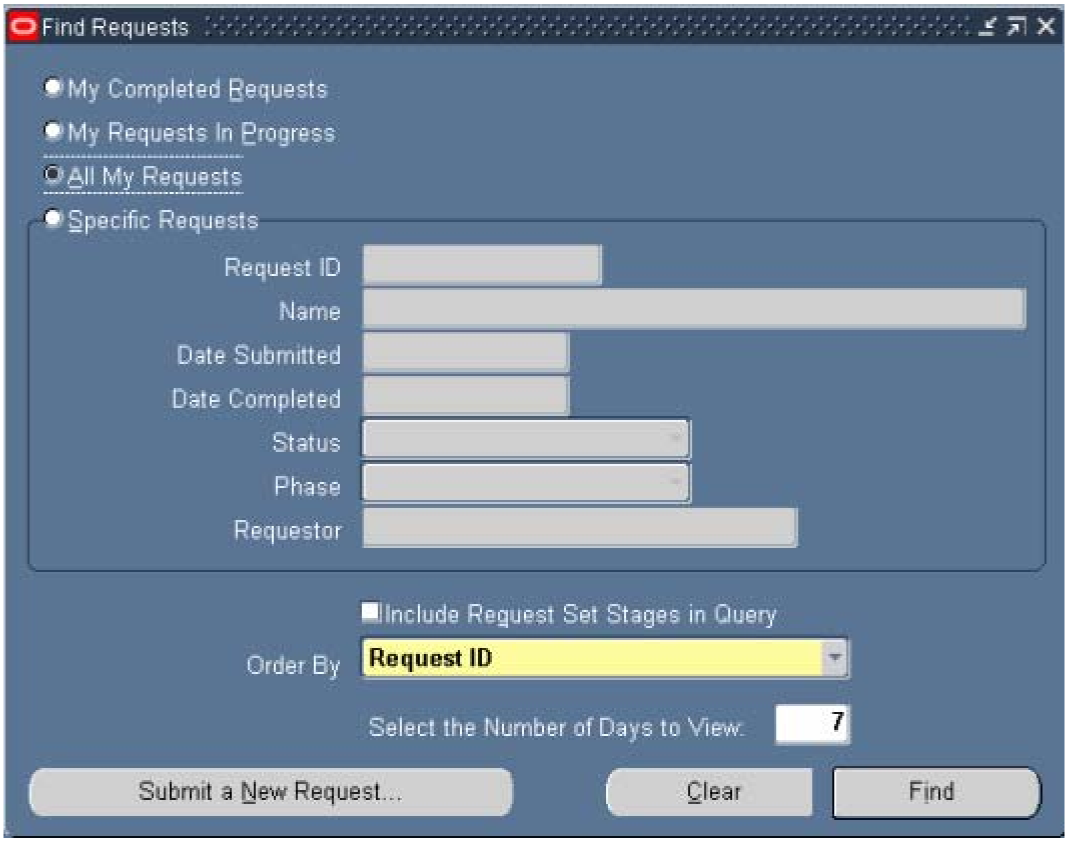
4. Click the **Start Process** button.
5. A **Note** window will open, indicating that the request has been submitted. Click the **OK** button.



Note window

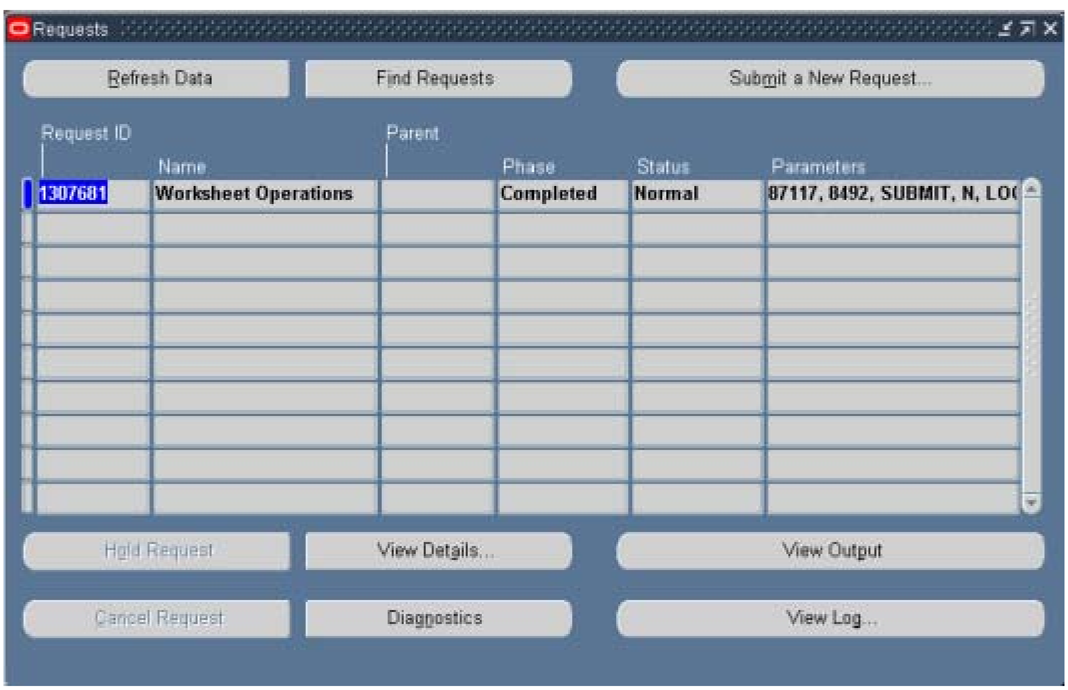
6. To view your request, click the **View** menu option and click **Requests**.

7. The **Find Requests** form will open.



Find Requests form

8. Click the **Find** button to view the status of your request.



Requests form