

Date: June 8, 2016

EPM Reporting Job Aid

FY2017 – Change to Financials Budget Reference Data for Budgeted Funds

Background: This job aid is intended to assist EPM users in modifying existing or creating new queries in EPM to accommodate for the removal of Budget Reference data with Budgeted Funds, per the Office of the State Comptroller Fiscal Year 2016 Year-End Instructions (CGS, Sec. 4-35).

http://www.core-ct.state.ct.us/financials/fye/fiscal_year_end_2016_instructions.htm

Change in Budget Reference for Budgeted Funds and Consolidated Fund/Department

As of July 1, 2016 the budget reference for the above referenced “budgeted funds” will be left blank. The Comptroller’s Office will post “budgeted” funds without a budget reference. Agencies must do the same. Previously, this field was required and was populated with the current Fiscal Year each year. Going forward, agencies will no longer enter a budget reference value for these funds on their transactions, or in their agency/project budget journals.

Fund/department budgets that have consolidated to the new budget reference in the prior Fiscal Years will also be left blank. The Comptroller’s Office will post consolidated fund/department budgets without a budget reference. Agencies must do the same. Previously, this field was required and was consolidated and populated with the current Fiscal Year each year. Going forward, agencies will no longer enter a budget reference value for these funds/departments on their transactions or in their agency/project budget journals.

Non-lapsing fund/department budgets that currently maintain the budget reference will continue to do so. There will be no change. Agencies will continue to populate the budget reference as they always have on transactions and on budget journals. Transactions, budgets, and reporting will all remain the same.

Budgeted Funds

When the term "budgeted funds" is used in these instructions, it refers exclusively to the following funds:

11000 General Fund
12001 Transportation Fund
12003 Banking Fund
12004 Insurance Fund
12006 Consumer Counsel/DPUC Fund
12007 Workers Compensation Fund
12009 Mashantucket Pequot & Mohegan Fund
12010 Soldiers Sailors and Marines Fund
12013 Regional Market Operations Fund
12014 Criminal Injuries Compensation Fund

The following non-budgeted funds will also have a Blank Budget Reference going forward.

14001-14006
31001-31012
34001-34010
35001-35012
35014-35015

EPM Impact

User queries may be impacted if the 'Budget Reference' field is used in query criteria.

Workarounds have been identified for updating impacted EPM queries.

- 1) Use Fiscal Year in place of Budget Reference in your query. If your query uses any of the following tables, you can simply add the Fiscal Year field and prompt if desired. For a list of tables the tables below can be joined to, please refer the following job aid:

G:\Business Development Division\ERP\Website\epm\docs\rptng_tbl_ndxs_in_crtr.doc

The following Financial EPM tables contain the field, Fiscal Year:

CTW_AM_ACCT_TBL	AM Accounting Entries Rpt
CTW_AM_DEPR_TBL	AM Depreciation Trans Rpt
CTW_BI_ACCTENTR	Bill Account Entry Rpt
CTW_BUD_TRANS	Budget Transactions Rpt
CTW_CA_ACTLN_PC	Acctg Line Cntrct & Project
CTW_CM_ACCTG_LN	CM Accounting Line

CTW_DIR_JRNL_PY	Direct Journal Payment Rpt
CTW_HR_ACCTG_LN	HR Accounting Line Rpt

- 2) If it's not feasible to use Fiscal Year, a second workaround would be to use an accounting date range to define a fiscal year.







The following Financial EPM Tables contain the field, Accounting Date:

CTW_IN_ACCT	Inventory Accounting Info. Rpt
CTW_ACST_NONCAP	Asset Cost Non Cap Transactions
CTW_AM_ACCT_TBL	AM Accounting Entries Rpt
CTW_ASSET_COST	Asset Cost Rpt
CTW_BI_ACCTENTR	Bill Account Entry Rpt
CTW_BI_AR_PNDIT	Bill AR Pending Item Rpt
CTW_BI_HDR	Bill Header
CTW_BI_INVOICE	Bill Invoice Rpt
CTW_CA_ACTLN_PC	Acctg Line Cntrct & Project
CTW_DEPST_CNTRL	Deposit Control Information
CTW_DET_PAYROLL	Detailed Payroll Rpt
CTW_DIR_JRNL_PY	Direct Journal Payment Rpt
CTW_HR_ACCTG_LN	HR Accounting Line Rpt
CTW_HR_PAY_WC_V	NOT FOR AD HOC QUERYING
CTW_INTFC_PRJRE	Project Resource Interface
CTW_PAYMENT	Financial Payment Rpt
CTW_PAYMENT_TBL	Payment Data
CTW_PAYMNT_TRN	Payment Transactions Rpt
CTW_PC_RPO	Summary Project Costing
CTW_POSTED_ITM	Posted Item Transaction Rpt
CTW_PO_WRKF	PO Workflow Rpt Tbl
CTW_PROJ_RESRCE	Project Resource
CTW_VCHR_PO_VW	Voucher Purchase Order View
CTW_VCHR_TRANS	Voucher Transactions Rpt
CTW_VC_ACCTG_LN	Voucher Accounting Line Rpt
CTW_VRPO_PRC_VW	NOT FOR AD HOC QUERYING

How to create a Fiscal Year Field using Accounting Date field:

- a. Create Two (2) Prompts on the Accounting Date (ACCOUNTING_DT) field
- b. Change Heading Text to 'Acctg Date From' for Prompt 1 (:1)

Edit Prompt Properties

Field Name	 ACCOUNTING_DT	*Heading Type	Text 
*Type	Date 	Heading Text	Acctg Date From
*Format	None 	*Unique Prompt Name	BIND1
Length	<input type="text" value="10"/>	Prompt Table	
Decimals	<input type="text"/>		
*Edit Type	No Table Edit 		
Default Value	<input type="text"/>		
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>	

- c. Change Heading Text to 'Acctg Date To' for Prompt 2 (:2)
- d. Set the Criteria Condition type to 'Between' using the ACCOUNTING_DT Prompts. (Upon runtime, a user will enter the accounting dates that define the required fiscal year (i.e. 7/1/2014 – 6/30/2015).

Edit Criteria Properties

Choose Expression 1 Type

Field

Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname

A.ACCOUNTING_DT - Accounting D

*Condition Type between v

Choose Expression 2 Type

Const - Const

Const - Field

Const - Expr

Field - Const

Field - Field

Field - Expr

Expr - Const

Expr - Field

Expr - Expr

Expression 2

Define Expression

Expression :1

[Add Prompt](#) [Add Field](#)

Define Expression 2

Expression 2 :2

[Add Prompt](#) [Add Field](#)

OK
Cancel

- e. Go to the Expressions Tab> Click the Add Expression Button.
- f. Define the Expression as a Character field, length 4.
- g. Type the syntax, SUBSTR(. Click the Add Prompt Line and select the second prompt used in the Accounting Date between condition defined in step 2.

Complete the expression as shown.

SUBSTR(:2,1,4)

Edit Expression Properties

*Expression Type

Character

Length

Aggregate Function

Decimals

Expression Text

SUBSTR(:2,1,4)

[Add Prompt](#)

[Add Field](#)

OK

Cancel

- h. Click the Use as Field Link.

Result: A new field has been created, representing the Fiscal Year.