Introduction to eMARS Reporting

AGENDA

Approximate Time	Subject	
15 minutes		Introductions & Scope
10 minutes	Discuss:	*Chart of Accounts Overview*
		- What is the Chart of Accounts?
		- Budget lines and Accounting Templates in eMARS
		- Why can't we report by Accounting Template?
10 minutes	Discuss:	*Basic EBI Navigation & Use*
		- What is EBI? What is eMARS? What is eMARS Reporting?
		- What is Web Intelligence?
25 minutes	Exercise:	*Opening & Refreshing an Agency Report*
10 minutes	Discuss:	*Chart of Accounts Overview*
		- Fund and roll-ups
		- Function and roll-ups
		- Object / Revenue Source and rollups
5 minutes	Demo:	*Location of Chart of Accounts Classes (& Rollups) in Universes*
10 minutes	Discuss:	*Basic EBI Navigation & Use*
		- Who are Report Developers? Who are Basic Users?
		- What are Statewide Reports? What are Agency Reports?
		- What are Data Exports?
15 minutes	Exercise:	*Exporting Statewide Report Results to a Spreadsheet*
15 minutes	*BREAK*	
10 minutes	Discuss:	*Chart of Accounts Overview*
		- Organizational Hierarchy (Department / Unit)
		- Grants Structures (Program / Program Period)
5 minutes	Demo:	*Location of Organizational and Grants Objects in Universes*
10 minutes	Discuss:	*Basic EBI Navigation & Use*
		- Tips for Viewing Results in a Report
		- Other EBI Basic User Actions
20 minutes	Exercise:	*Shortcuts, Printing, and Sending a Report to Another User*
10 minutes	Discuss:	*Basic EBI Navigation & Use*
		- Queries behind the Reports
10 minutes	Discuss:	Chart of Accounts Overview
		- eMARS Reporting and Chart of Accounts
TOTAL 3:00	**DISMISSED**	

CLOSING CLASSIFICATIONS		BUDGETS			
Code	**Accounting Journal Posting Lines**	**Budget Structure**	**Budget Level**	**Purpose**	**Chart of Accounts**
1	Asset				
2	Liability (& Liability Roll Forward)	**3**		**OPERATIONAL BUDGETS**	
3	Equity (& Equity Roll Forward)	3	1	Appropriation	BFY, CAFR Fund Type, Cabinet,
4	Contra Asset				Fund Type, Function Group
5	Cash (& Cash Roll Forward)	3	2	Allotment	+ Function Type
6	Accounts Left In Old Year	3	3	Object Type	+ Object Type (GNRL only)
7	Equity Offsets Closed To Net Assets				
		39		**GRANTS & FEDERAL PROJECTS**	
10	Cash Expenditures	39	1	Funding Priority	Department, Major Program, Program,
11	Accrued Expenditures				Program Period, Funding Profile,
12	Encumbrances				Funding Priority
13	Pre Encumbrances	39	2	Funding Line	+ Funding Line
		42		**CAPITAL PROJECTS REVENUES**	
14	Collected Revenue	42	1	Level 1	Fund*, Department
15	Billed Revenue	42	2	Level 2	+ Revenue Source
16	Billed Unearned Revenue Roll	**43**		**CAPITAL PROJECTS EXPENDITURES**	
17	Collected Unearned Revenue Roll	43	1	Appr Budget	Fund*, Department**
		43	2	Exp Budget	+ Object

*BFY is the first element in Budget Structures 42 and 43, but BFY='9999' for all Capital Projects.
**In Budget Structure 43, Appropriation (and Bureau) follow Department, but 'CPTL' is used for all Capital Projects