

Course Title: Enter and Process Budget Journal

Course Overview

Course Description

This course provides a comprehensive review of the Entering and Processing Budget Journals processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Enter and Process Budget Journals (Department)
- Module 3: Course Summary

Training Audiences

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

- Central Appropriation Approver
- Central Appropriation Processor
- Department Appropriation Processor

Prerequisites

Participants are required to complete the following End-User Training courses prior to starting this course:

- ERP 101 – Overview of INFORMS
- ERP 102 – INFORMS Navigation, Reporting and Online Help
- FIN 101 – Financial Fundamentals

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 2 hours.

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Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes of the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises

Module 1: Course Introduction

Course Administration and Logistics

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

- Actively participate in class, and ask questions as needed.
- Turn off cell phones, and refrain from the use of email and the Internet.
- Take breaks as scheduled and return to the classroom promptly.

Module 1: Course Introduction

Learning Objectives

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

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Entering and Processing Budget Journals
- Process Budget Transfer Journals
- Budget Workflow Approval Process

Module 1: Course Introduction

Training Audience:

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Roles and Responsibilities

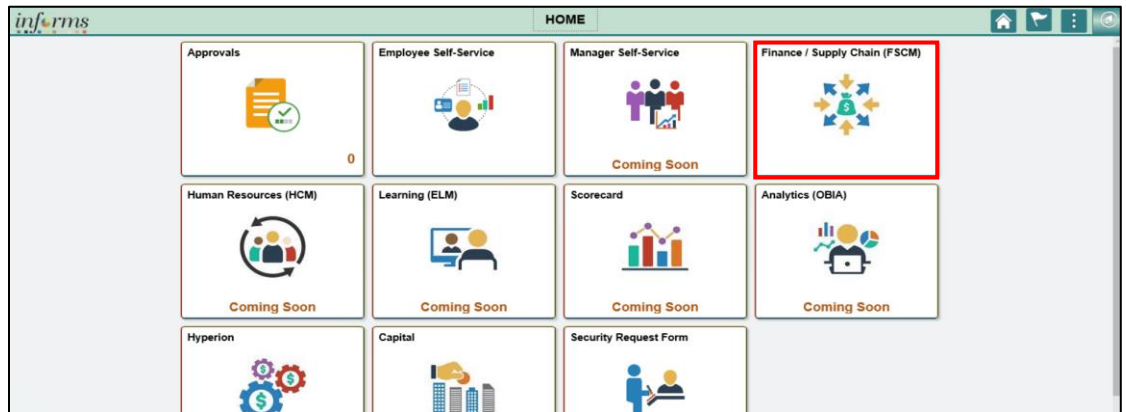
- **Central Appropriation Approver:** The Central Appropriation Approver has access to post countywide controlling budget journals.
- **Central Appropriation Processor:** The Central Appropriation Processor has the ability to create Countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.
- **Department Appropriation Processor:** The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.

Module 1: Course Introduction

Navigation

Below are the steps to navigate to General Ledger which will be used for navigation in the rest of this course:

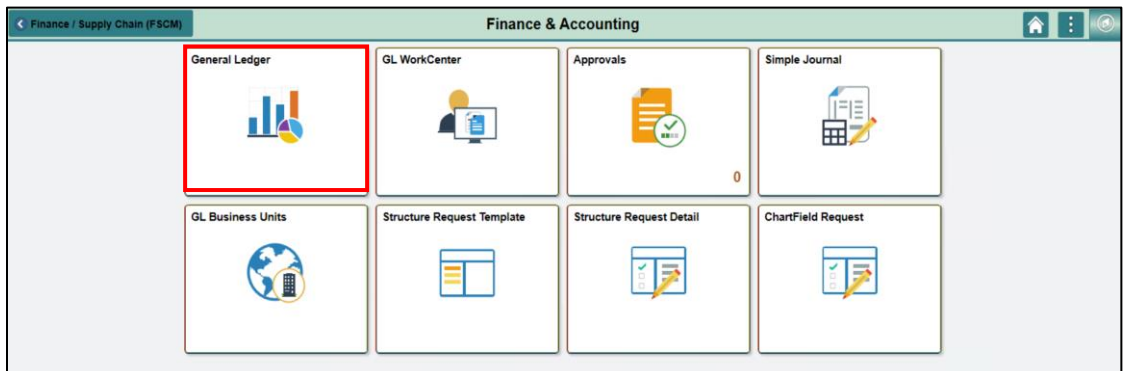
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



2. Select **Finance & Accounting**.



3. Select **General Ledger**.



Module 1: Course Introduction

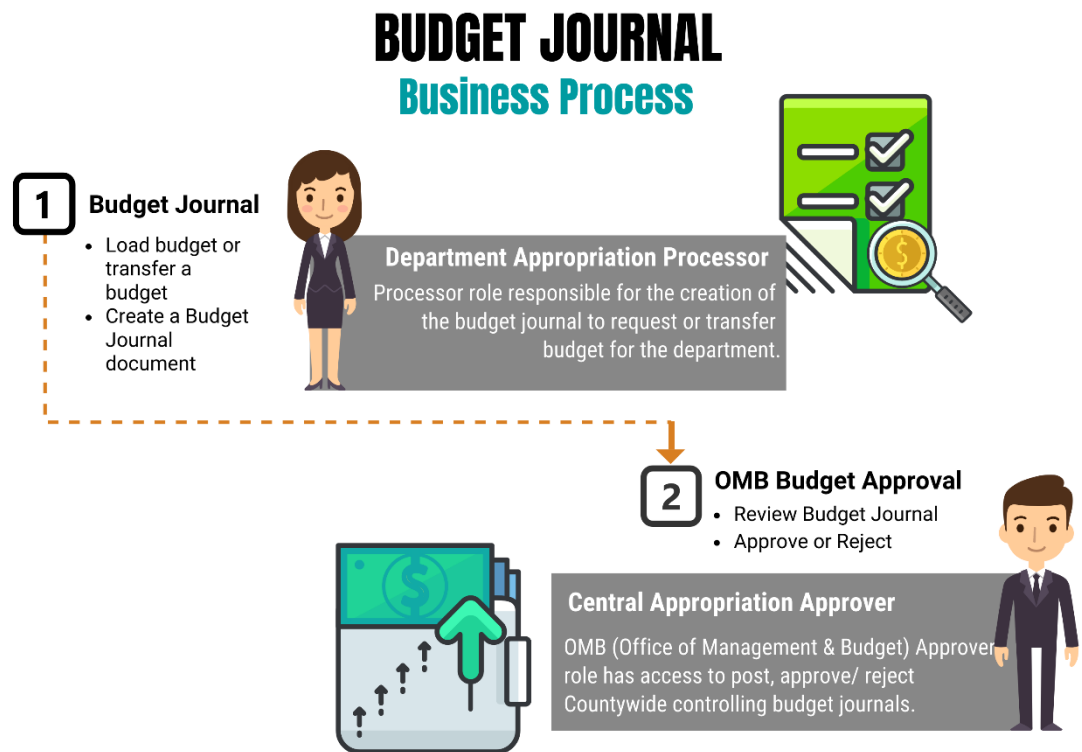
Key Changes of the Business Process

The Key Changes of the Business Process of Entering and Processing Budget Journals include:

- Index Code Individual ChartField values will now be entered into the transactions.
- ChartFields are independent resulting in flexibility to create a unique combination.
- INFORMS Budget Transfer journal entries will require separate debit and credit lines to be in balance.
- INFORMS will have multiple ChartField combination edit rules.
 - For example, all Transactions on an Annual Budget Journal will require a Department, Fund, Account and Grant Value Capital Funds will require a Project ID.
 - End-users will need to know how to fix these types of error transactions.
- INFORMS will use multiple budget checking ledgers.
 - End-users will research budget check errors and initiate the request to fix errors in either the Appropriation Ledger or the Multiyear Capital Ledger if necessary.
- The new system will “Budget Check” transactions in sub modules to record the appropriate entries in Commitment Control.
 - For example, an Encumbrance liquidated to an Expenditure when the Voucher is processed.
- INFORMS uses Budget Ledgers to manage different Budget structures & Budget periods.
 - Knowing which Budget Ledger is impacted will be necessary when addressing budget exceptions.
- Budget journals will be routed to OMB for approval after it is entered by the Departments.

Module 1: Course Introduction

The End-to-End Business Process



- There will be an interface from Hyperion to load the Original Budget into INFORMS.
- The Department Appropriation Processor and the Central Appropriation Processor are responsible in creating the Budget Journal document and attaching proper documentation to justify the budget entry.
- The Budget Journal will be routed to the OMB Department as the Central Appropriation Approver. OMB is responsible in reviewing the entry and approving/or denying the journal accordingly.
- The approved Budget Journal will be posted to the Commitment Control module through a batch process.
- The Budget Journal is used in instances such as:
 - Where a grant is awarded and the grant budget needs to be established in INFORMS.
 - When the End of Year supplemental is finalized, approved by the Board of County Commissioners (BCC), and ultimately recorded in INFORMS.
- The Budget Journal Transfer is used:

When the original budget is incorrectly loaded to the various INFORMS ChartFields to ensure that the same amount transferred out is transferred into the correct ChartFields. This will prevent any changes in the overall budget.

Module 1: Course Introduction

Introduction to Demonstrations Activities, and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities, and Training Exercises. The definitions and descriptions of each are below.

Instructor Demonstrations



Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Training Activities



Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided, and by using this training guide as a reference.

Training Exercises



The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content.

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Identifying the End-to-End Process of Entering and Processing Budget Journals

Index Code ChartField:

- There are no index codes but instead a string of ChartFields in INFORMS.
- Most of the elements embedded into an Index Code are ChartFields in INFORMS.
 - For instance: Some current subfunds are part of the Fund ChartField.
 - Other subfunds/projects combination like the Trust Funds are also Funds in INFORMS.
 - The Organization in the Legacy system will be the Department ChartField in INFORMS.

Attachments:

- Supporting documentation to process a Budget and/or Transfer Journal will be required.
 - For example, if entering a budget for a Grant, the Resolution related to the Grant should be included.

Ledger Groups:

- Commitment Control is composed of several Ledgers.
- The most commonly used Ledgers are:
 - Revenue Ledger (A_REV) represents the *Annual Estimated Revenue*.
 - Detail Ledger (A_DETAIL) which represents the *Annual Detail Appropriation*.

Module 2: Enter and Process Budget Journals (Department)

Lessons

This module includes the following lessons:

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Entering and Processing Budget Journals
- Process Budget Transfer Journals
- Budget Workflow Approval Process

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Lesson 1: Introduction

At the conclusion of this lesson, users will be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control

Commitment Control will enable the County to:

- Manage and control budget expenditures.
- Check expenditures: check actual transactions such as actual expenditures and revenues against control budgets.
- Check future financial obligation such encumbrances against control budget.
- Check actual revenues against estimated revenue budget.

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Key Terms



The following key terms are used in this Lesson:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Budget Error	When the Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation).
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

INFORMS Commitment Control is a feature that enables Miami-Dade County to control expenditures and encumbrances actively against predefined, authorized budgets. Budgetary Control is referred to as Commitment Control (KK) in INFORMS. Commitment Control provides the following business processes:

- Control budget creation and corrections:
 - Budget Journals are used to establish and maintain Annual budgets.
 - Budget Journals related to expense transactions are posted to the Detail Ledger Group.
 - Budget Journals related to estimated revenue transactions are posted to the Revenue Ledger Group.
- Budget checking:
 - The budget-checking process is used to ensure that the expense transactions meet the requirements of the Appropriation ledger based on Fund, Department as well as Account roll up and doesn't exceed the available budget amount.
 - Control budgets are created and maintained and actual transactions are checked against the control budgets.
- Budget error notification and override:
 - The Budget Processor stops the user if the transaction exceeds the control budget (Annual Appropriation). The transaction will not go further until resolved.
 - Errors will be managed by OMB. OMB will be responsible to lift control using the Budget attribute feature in INFORMS.
- Inquiry on budgets and budget-checking activity:
 - Users can see an overview of budgets and identify when these budgets are currently, or at risk of, being broken.
 - By driving down to individual line items, the user can discover where the errors are originating from and evaluate the possibility of identifying the error.

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Lesson 1: End-to-End Processes of Budgeting in Commitment Control

Commitment Control requires the setup and definition of a budget against a source transaction.

If the source transaction passes INFORMS Commitment Control's budget checking, the appropriate Commitment Control ledgers are updated with new information, and the available budget amounts are reduced accordingly.

The following equation is an example of how INFORMS Commitment Control determines an available budget balance:

Budgeted amount	\$5,000
Encumbrances	- \$2,000
Expenditures	- \$750
Available budget	\$2,250

Lesson 1: Training Exercise

Debrief



1. What are the four business processes provided by INFORMS Commitment Control?

2. What is the purpose of INFORMS Commitment Control?

3. What other two terms are used synonymously with Commitment Control?

4. What are the most common Ledger Groups the Departments will use to create a Budget and/or Transfer Journal?

Lesson 1: Lesson Summary

Lesson Summary



Having completed the End-to-End Process of Budgeting in Commitment Control lesson, users should be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Identify the four business processes provided by INFORMS Commitment Control
- The purpose of INFORMS Commitment Control
- Be familiar with the two terms that are used synonymously with Commitment Control

Lesson 2: Enter and Process Budget Journals

Lesson 2: Introduction

At the conclusion of this lesson, users will be able to:

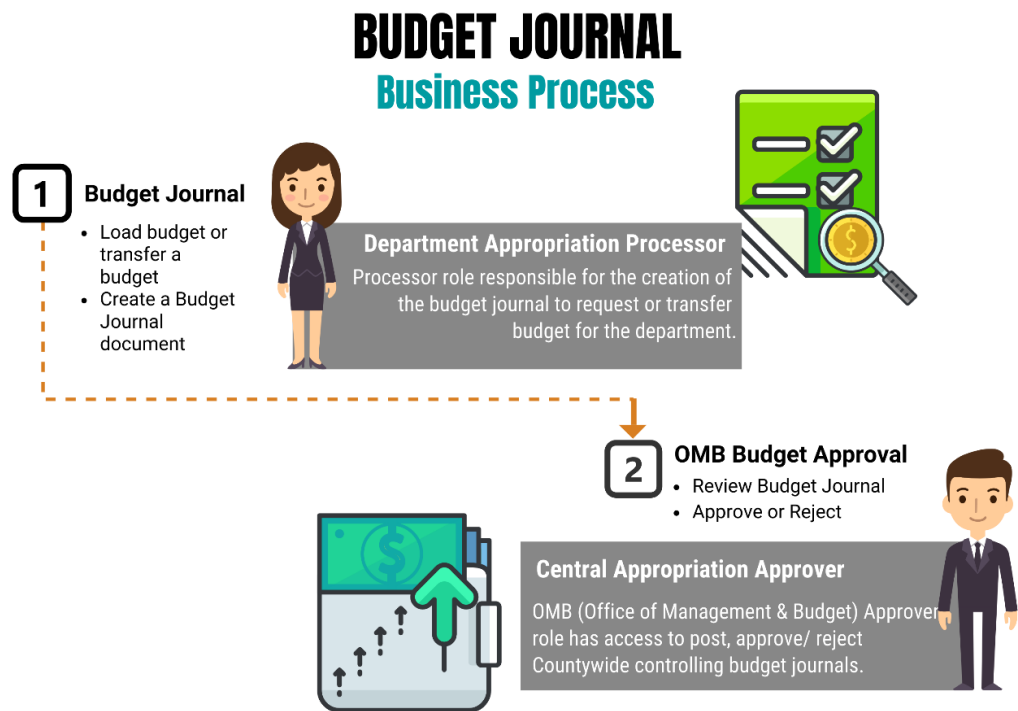
- Enter and Process Budget Journals (Department)

Lesson 2: Enter and Process Budget Journals

Lesson 2: Introduction

Budget Journals

- Annual Appropriation Budget
 - Budgets developed in Hyperion will be interfaced into Commitment Control to establish the necessary budgetary controls.
- For budgets that need to be added during the Fiscal Year (e.g. Grants), a Budget Journal will need to be entered manually to add the budget in Commitment Control.



Lesson 2: Enter and Process Budget Journals

Lesson 2: Introduction

Budget Journals are journals that contain one or more transactions that create or modify authorized budget amounts for an organization's budget. Budget journals are entered in a similar manner as the manual journal entry process in the General Ledger.

Most of the Budget Journals will be created for establishing and maintaining the following types of budgets:

1. Annual Appropriation (A_APPROP)
 - This is the annual roll up ledger based on the Accountability Ordinance, Fund, and Department roll up.
 - No Budget Journals will be posted to this ledger.
2. Annual Detail Appropriation (A_DETAIL)
 - The Annual Detail Appropriation (expenditures) from Hyperion is loaded into this ledger.
 - Budget Journals for Annual Detail Appropriation will be posted to this ledger. (e.g., Grant Budget)
 - Once the Budget Journal is posted to this ledger, the A_APPROP ledger is updated based on the Accountability Ordinance, Fund, and Department roll up.
3. Annual Estimated Revenue (A_REV)
 - The Annual Estimated Revenue from Hyperion is loaded into this ledger.
 - Budget Journals for annual estimated revenues will be posted to this ledger.

To have the budget balanced (Estimated Revenues = Appropriation), the transactions must be posted into two ledgers:

- A_DETAIL (Annual Detail Appropriation)
- A_REV (Annual Estimated Revenue)

Lesson 2: Enter and Process Budget Journals

Key Terms



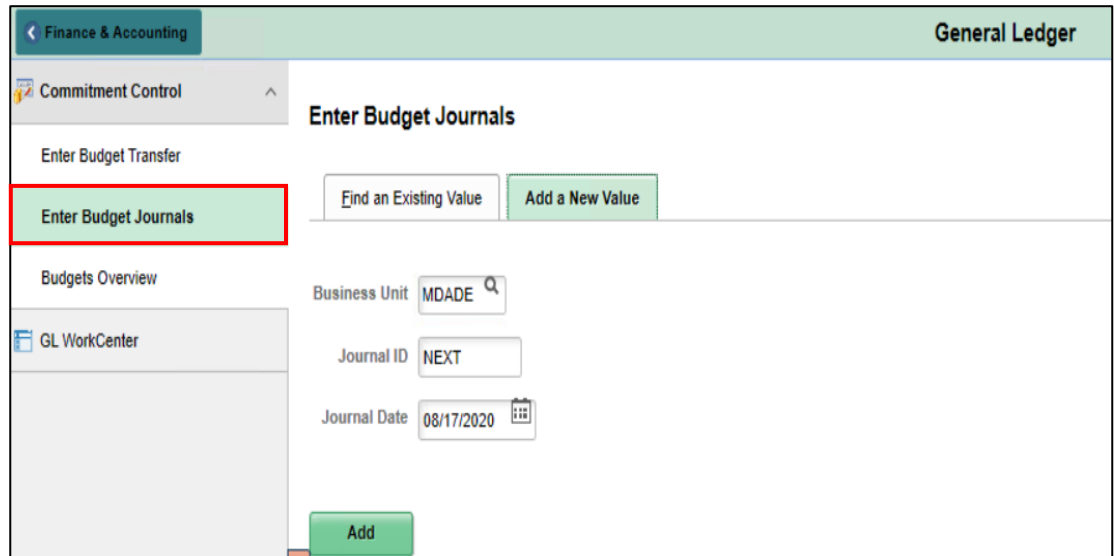
The following key terms are used in this Lesson:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Entry Type	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget and Mid Year and Year End Supplementals for authorized changes to the budget.
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment ledger types include: Budget, Encumbrances, Expenses, and Pre-Encumbrances.

Lesson 2: Enter and Process Budget Journals

Lesson 2: Enter and Process Budget Journals

Navigate to **Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Commitment Control > Enter Budget Journals**



The screenshot shows the 'Enter Budget Journals' form in SAP. The left sidebar contains the following menu items: 'Finance & Accounting' (selected), 'Commitment Control', 'Enter Budget Transfer', 'Enter Budget Journals' (highlighted with a red box), 'Budgets Overview', and 'GL WorkCenter'. The main area is titled 'Enter Budget Journals' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there are three input fields: 'Business Unit' with the value 'MDADE', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '08/17/2020'. At the bottom right, there is a green 'Add' button.

Use the **Add a New Value** tab to enter a Budget Journal.

1. The **Business Unit** will default to **MDADE**.
2. The **Journal ID** will default to **NEXT** and upon saving will update to the next available number.
3. The **Journal Date** will default to current date same as the Accounting Period. The Accounting Period must be open for the Journal to post.
5. Select **Add**.

Lesson 2: Enter and Process Budget Journals

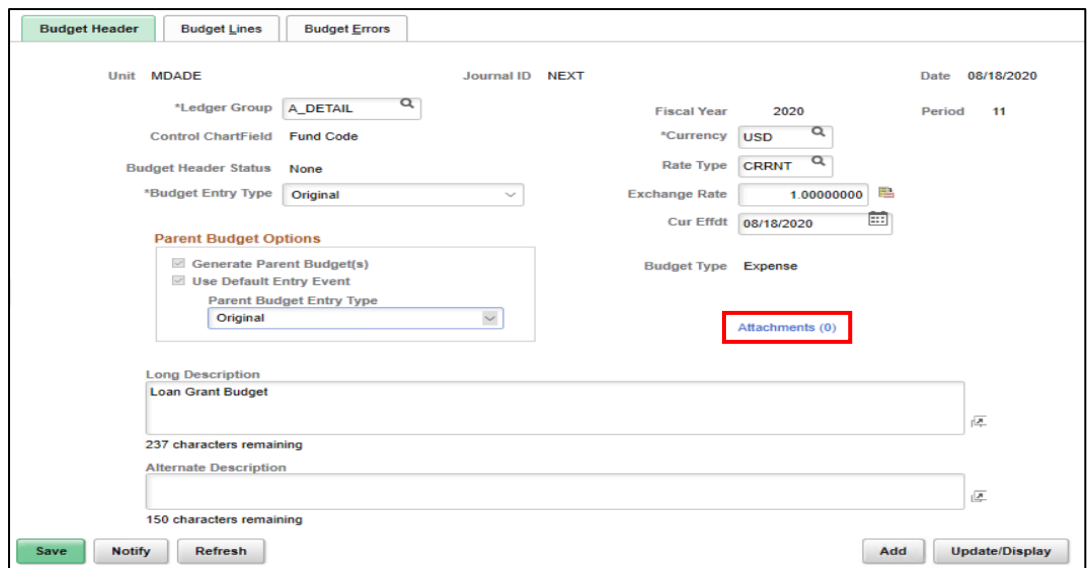
Lesson 2: Enter and Process Budget Journals

The process below outlines the key steps to enter budget journals:

1. Enter budget journal header information on the **Budget Header** page.

The **Budget Header** page is used to fill out general information about the journal entry. Required fields within the **Budget Header** page include: *Ledger Group, Control ChartField (defaulted), *Budget Entry Type defaulted to Original and *Currency defaulted to USD. Additionally, within this page, users will attach supporting documentation through the **Attachments (0)** hyperlink.

2. In the ***Ledger Group** field enter (**A_DETAIL OR A_REV**).
 - For Ledger Group **A_DETAIL** make sure to select “**Original**” in the ***Budget Entry Type** field and the **Parent Budget Entry Type** field.
3. Enter a description of the Journal into the **Long Description** Box. The **Alternate Description** box is used for additional explanation related to the budget entry being made.
4. Attaching supporting documents can be done by selecting the **Attachments (0)** hyperlink.




NOTE: Similarly, to manual journals, budget journals can be entered manually through a spreadsheet upload.

Lesson 2: Enter and Process Budget Journals

Lesson 2: Enter and Process Budget Journals

5. Once in the **Budget Journal Attachments** page, select **Add Attachment** to browse the computer's files and select the supporting document. A description of the document is also necessary for any attachments.



Unit: MDADE Journal ID: NEXT Date: 08/18/2020 [Help](#)

Details

1-1 of 1 [View All](#)

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

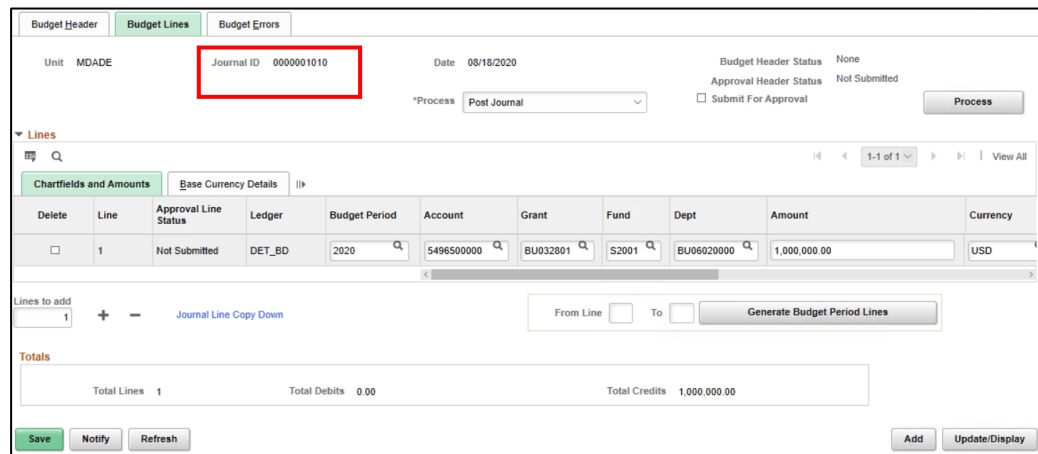
Add Attachment

[OK](#) [Cancel](#) [Refresh](#)

Lesson 2: Enter and Process Budget Journals

Lesson 2: Enter and Process Budget Journals

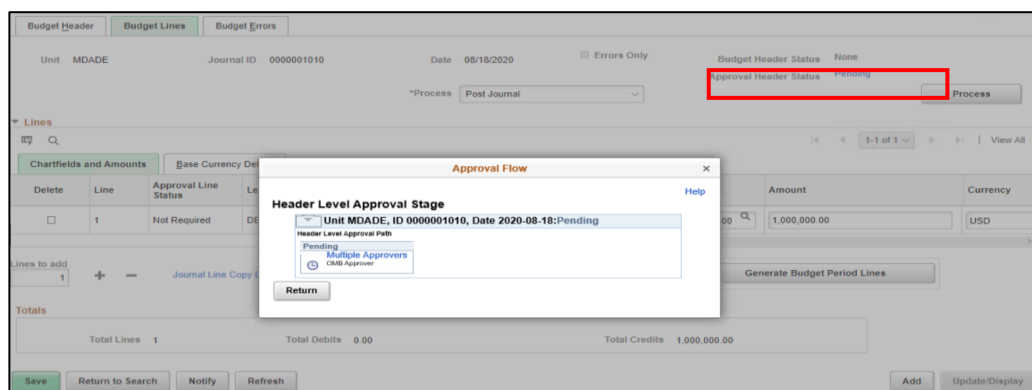
- Enter budget journal lines on the **Budget Lines** page. The **Budget Lines** page inputs more specific information about the budget journal, including: Budget Period, Account Number, Department Number, Fund, Grant, Budget Amount, etc. Multiple budget journals can be inputted at a single time by selecting the **plus(+)** sign on the left-hand side of the page.
- Select **Save** and notice that the **Journal ID** changed from NEXT to the next available Journal ID number.



- In the ***Process** field, select **Edit ChartField** and then select **Process** on the upper right corner. Go to the **Budget Error** tab and make sure that there are no errors. Errors must be corrected before submitting the Journal for Approval.
- In the **Budget Lines** tab go to the ***Process** field select **Submit Journal** and then select **Process** on the upper right corner.

The Budget Journal will be routed to OMB as the Central Appropriation Approver.

- Notice the **Approval Header Status** field change to Pending. Select on the **Pending** hyperlink and the approval workflow path will be visible.



Lesson 2: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 1 on the FIN 206 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 206 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructors are available to answer any questions.

Lesson 2: Training Exercise

Debrief



1. In what journal entry page, would users enter information, such as ChartField Values?

2. In this scenario, what ledger groups did we use to create the Budget Journals for the Grant and what do they represent?

3. Can the Grant Appropriation Budget and the Revenue Budget be entered under one Ledger Group?

4. Which ledger group do we have to select a Parent Budget Entry Type?

Lesson 2: Enter and Process Budget Journals

Lesson Summary



Having completed the lesson, users should be able to:

- Enter and Process Budget Journals as a Department Budget Journal Processor.

Lesson 3: Process Budget Transfer Journals

Lesson 3: Introduction

At the conclusion of this lesson, users will be able to:

- Identify the appropriate roles throughout the operating budget journal approval process.
- Explain what happens to a budget journal when it is not approved.
- Recall the steps necessary to approve an operating budget journal.

Lesson 3: Process Budget Transfer Journals

Key Terms



The following key terms are used in this Lesson:

Term	Definition
Budget	An estimation of the expenses over a specified future period of time.
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Budget Transfer Journal	A journal that moves budgeted authority from one ChartField string to another (i.e. fund or department); the transfer of a budgeted amount from one departmental unit and/or fund (previously known as Fund Structure) to another within the same department (previously known as Organization).
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.

Lesson 3: Process Budget Transfer Journals

Lesson 3: Process Budget Transfer Journals

Budget transfers allow Original Budget amounts to be moved between ChartField strings without changing the original overall budget.

Budget transfers are useful to move funds between ChartField strings (i.e. fund or department) and make balanced adjustments to the Original Budget authority. Transfer amounts can only be between budgets within a single Commitment Control ledger group and business unit combination.

The most Common type of Budget Transfer Journals the County will use is:

- Transfer Original: It indicates a transfer of Original Budget amounts. This is typically to correct an error in the original entered budget.
 - For example: moving amounts from one Department value to another Department value.

Lesson 3: Process Budget Transfer Journals

Lesson 3: Process Budget Transfer Journals

The Enter Budget Transfer component uses the same pages as the Enter Budget Journal component, as well as processing and posting transfers can be done just as the regular budget entries are done, with the following exceptions:

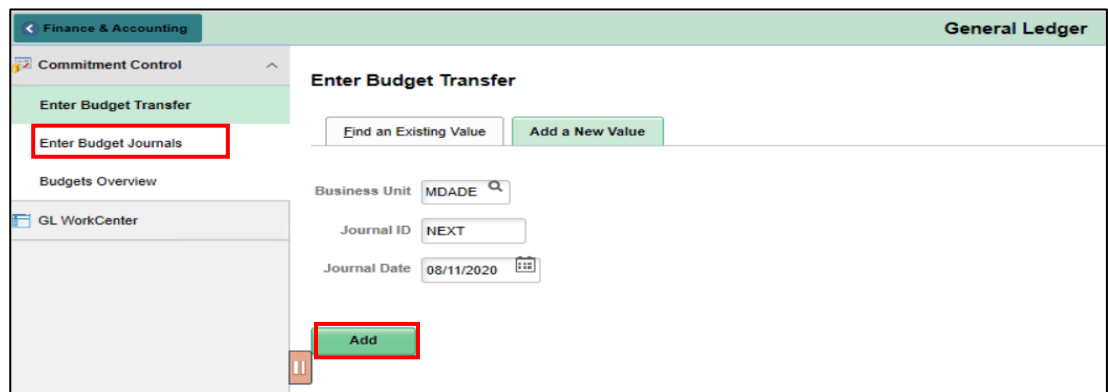
- The **Budget Header** page in the Enter Budget Transfer component has different budget entry type options, namely, *Transfer Original*, *Transfer Mid-Year Supplemental*, and *Transfer Year End Supplemental*.
- Journal lines must balance.

Navigate to **Finance/Supply Chain (FSCM) > Finance & Accounting > General Ledger > Enter Budget Transfer**

Verify the following information:

- The **Business Unit** default to **MDADE**.
- The **Journal ID** defaults to **NEXT** for the next available number.
- The **Journal Date** defaults to the Current Date same as the Accounting Period.

NOTE: The Journal Date can be changed provided the Accounting Period is open.



1. Select **Add**.

The system will go to the **Budget Header** page in order to enter general information about the transfer journal, such as the ledger group and budget entry type.

2. In the ***Ledger Group** field enter the Ledger Group **A_DETAIL** (for expenditures) or **A_REV** (for estimated revenue). When selecting the Ledger Group **A_DETAIL**, the ***Budget Entry Type** and the **Parent Budget Entry Type** selection must be the same.

NOTE: The most common *Budget Entry Type and Parent Budget Entry Type is "Transfer Original".

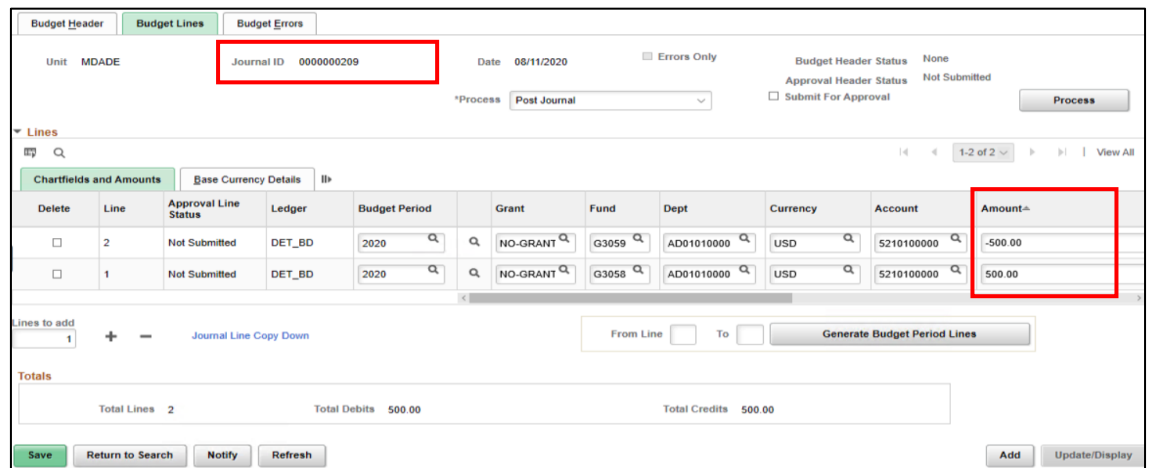
3. Enter a description of the Journal into the **Long Description** Box. The **Alternate Description** Box is used for additional explanation related to the budget entry being made.
4. Attach any supporting documents by selecting the **Attachments (0)** hyperlink.

Lesson 3: Process Budget Transfer Journals

Lesson 3: Process Budget Transfer Journals

The **Budget Lines** page is used to enter the details of the budget transfer journals, submit the journals for approval, and to post the entries.

- Enter amounts for the budgets being transferred from as negative numbers and amounts being transferred to as positive numbers. Journal entries for transfers must balance.
- As an example, within the same organization transfers can be generated between department values.
- Select **Save**; notice how the **Journal ID** of Next will change to the next available **Journal ID** number.



Delete	Line	Approval Line Status	Ledger	Budget Period	Grant	Fund	Dept	Currency	Account	Amount
<input type="checkbox"/>	2	Not Submitted	DET_BD	2020	NO-GRANT	G3059	AD01010000	USD	5210100000	-500.00
<input type="checkbox"/>	1	Not Submitted	DET_BD	2020	NO-GRANT	G3058	AD01010000	USD	5210100000	500.00

Totals: Total Lines: 2, Total Debits: 500.00, Total Credits: 500.00

- In the ***Process** field, select **Edit ChartField** and then select **Process** on the upper right-hand corner. Go to the **Budget Error** tab and make sure that there are no errors. Errors must be corrected before submitting the Journal for approval.
- In the ***Process** field, select **Submit Journal** and then select **Process** on the upper right corner.
- The Transfer Journal is routed to OMB as the Central Appropriation Approver. Notice that the **Approval Header Status** changed to **Pending**.
- Select the **Pending** hyperlink and the Approval Workflow will be visible.

Lesson 3: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 2 on the FIN 206 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 206 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructors are available to answer any questions.

Lesson 3: Training Exercise

Debrief



1. What is the difference between creating a Budget Journal and creating a Budget Transfer?

2. When processing a Budget Transfer can the amounts be different in each of the Budget Lines?

Lesson 3: Lesson Summary

Lesson Summary



Having completed the Processing Budget Transfer Journal lesson, users should be able to:

- Describe the effects of a budget journal transfer.
- Determine when using a budget transfer is appropriate.
- Summarize the different entry types available for the budget transfer process.

Lesson 4: Budget Workflow Approval Process

Lesson 4: Introduction

At the conclusion of this lesson, users will be able to:

- Identify the appropriate roles throughout budget journal approval process.
- Explain what happens to a budget journal when it is not approved.
- Recall the steps necessary to approve a budget journal.

Lesson 4: Budget Workflow Approval Process

Key Terms



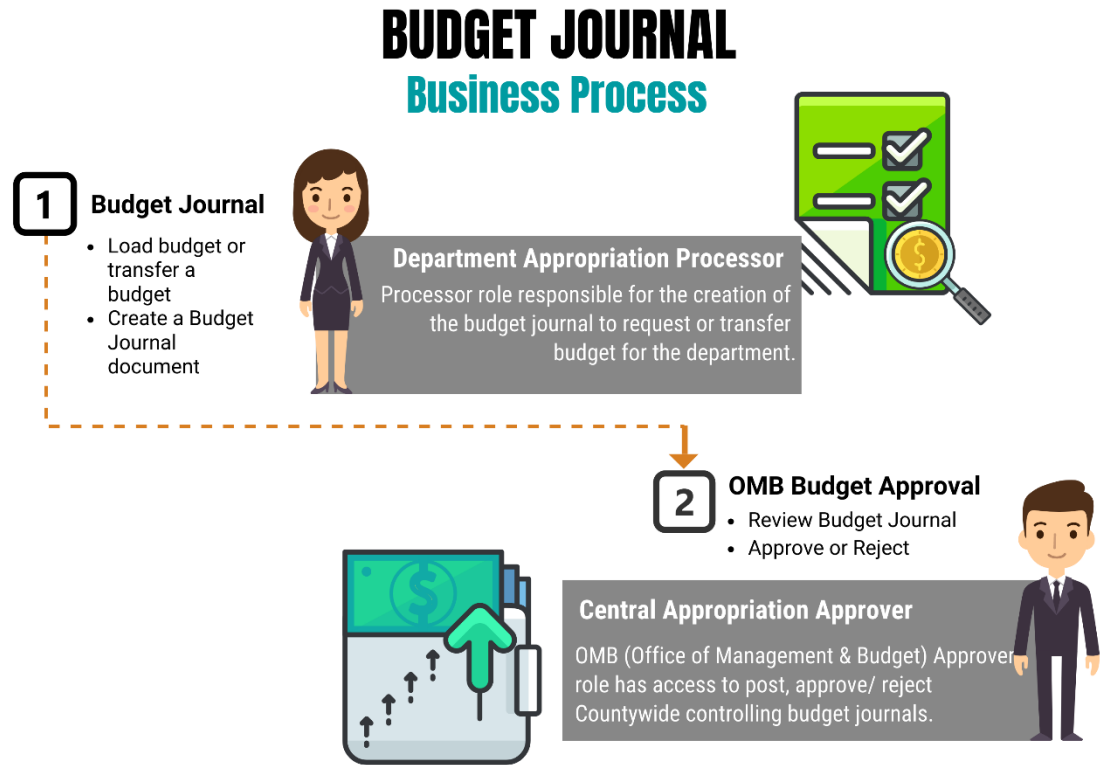
The following key terms are used in this Lesson:

Term	Definition
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string

Lesson 4: Budget Workflow Approval Process

Lesson 4: Budget Workflow Approval Process

Once a budget journal has been submitted for approval, the budget journal must undergo an approval process before it can be posted. The process flow below illustrates the entry and approval process for an operating budget.



Lesson 4: Budget Workflow Approval Process

Lesson 4: Budget Workflow Approval Process

In order to begin the workflow approval process, the approver must identify the budget journals that have been submitted for approval.

Navigate to **Approvals > Budget Journal**

This page provides all the budget journals submitted for approvals. Select on the appropriate **Budget Journal** link to review the desired budget journal pending approval.

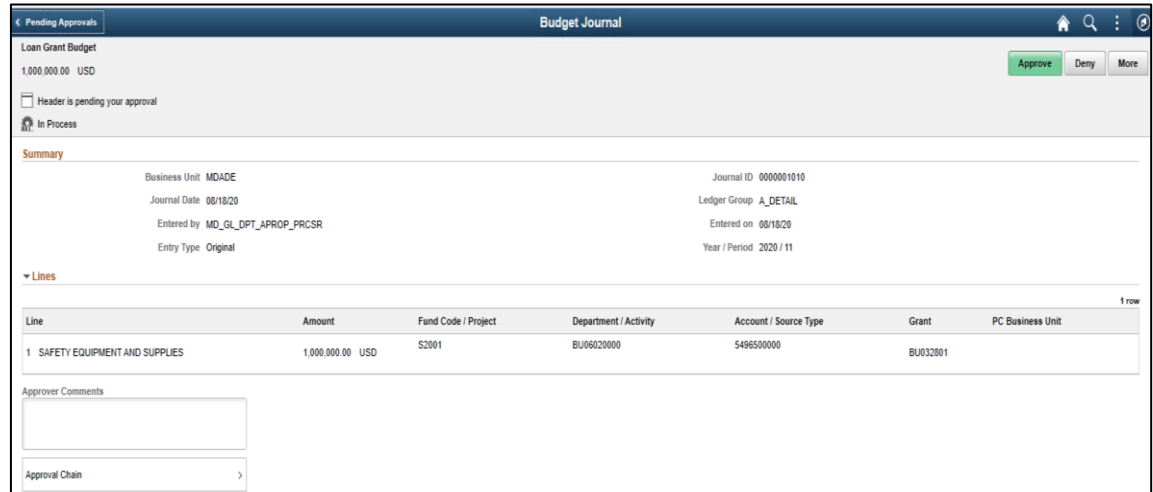
Pending Approvals			
View By	Type		
All	12		
Budget Journal	12		
Budget Journal	200,000.00 USD	Test purpose only - MDAD / 000000168 / 2020-03-25 - Original - Wilkowski, Stanley	Routed 06/10/2020
Budget Journal	1,000,000.00 USD	Loan Grant Budget - MDAD / 000000547 / 2020-06-15 - Original - Fernandez, Maria Cary	Routed 06/15/2020
Budget Journal	25,000.00 USD	Add additional budget grant re - MDAD / 000000553 / 2020-06-18 - Original - MD_GL_DPT_APROP_PRCR	Routed 06/18/2020
Budget Journal	500.00 USD	xxx - MDAD / 000000554 / 2020-06-18 - Transfer Original - Fernandez, Maria Cary	Routed 06/18/2020
Budget Journal	10.00 USD	MDAD / 000000546 / 2020-06-11 - Original - MD_GL_DPT_APROP_PRCR	Routed 06/22/2020
Budget Journal	10.00 USD	MDAD / 000000569 / 2020-06-23 - Original - MD_GL_DPT_APROP_PRCR	Routed 06/23/2020
Budget Journal	10,000.00 USD	MDAD / 000000659 / 2020-07-01 - Original - Fernandez, Maria Cary	Routed 07/01/2020
Budget Journal	5.00 USD	MDAD / 000000666 / 2020-07-07 - Original - MD_GL_DPT_APROP_PRCR	Routed 07/07/2020
Budget Journal	5.00 USD	test update to budget journal - MDAD / 000000707 / 2020-07-17 - Original - MD_GL_DPT_APROP_PRCR	Routed 07/17/2020
Budget Journal	100,000.00 USD	MDAD / 000000996 / 2020-08-06 - Original - MD_GL_DPT_APROP_PRCR	Routed 08/06/2020
Budget Journal	500.00 USD	MDAD / 000001007 / 2020-08-13 - Original - MD_GL_CTL_APROP_PRCR	Routed 08/13/2020
Budget Journal	1,000,000.00 USD	Loan Grant Budget - MDAD / 000001010 / 2020-08-18 - Original - MD_GL_DPT_APROP_PRCR	Routed 08/18/2020

Lesson 4: Budget Workflow Approval Process

Lesson 4: Budget Workflow Approval Process

After selecting the specific Budget Journal, the **Budget Journal** page will allow the approver to review and approve or deny the specific journal displayed on this page.


The information provided on this page includes the Ledger Group the journal would affect, ChartField strings, as well as other important information specific to the journal. This page, also, displays where the approval process currently stands before it can officially be posted.



Budget Journal

Loan Grant Budget
1,000,000.00 USD

☐ Header is pending your approval

 In Process

Summary

Business Unit	MDADE	Journal ID	0000001010
Journal Date	08/18/20	Ledger Group	A_DETAIL
Entered by	MD_GL_DPT_AROP_PRCR	Entered on	08/18/20
Entry Type	Original	Year / Period	2020 / 11

Lines

Line	Amount	Fund Code / Project	Department / Activity	Account / Source Type	Grant	PC Business Unit
1 SAFETY EQUIPMENT AND SUPPLIES	1,000,000.00 USD	S2001	BU06020000	5496500000	BU032801	

Approver Comments

Approval Chain >

Lesson 4: Budget Workflow Approval Process

Lesson 4: Budget Workflow Approval Process

Once the budget journal is approved, the following options exist:

- The daily batch process will post the journal.
- For time sensitive entries:
 - The journal can be posted by the Central Appropriation Approver role (OMB) through an immediate batch process.

NOTE: If the budget journal is denied, an email notification will be sent to the originator who will make the necessary adjustments and resubmit the journal for approval.

Lesson 4 Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 3 on the FIN 206 Training Activity Guide and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 206 Training Activity Guide and Data Sheet and by using the training materials as reference tools.

Instructors are available to answer any questions.

Lesson 4: Training Exercise

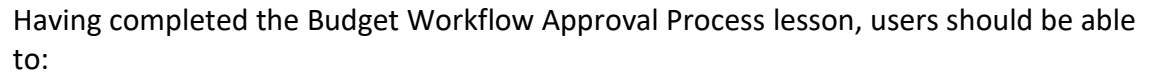
Debrief



1. Which department is responsible for approving the Budget Journals and the Budget Transfer Journals?

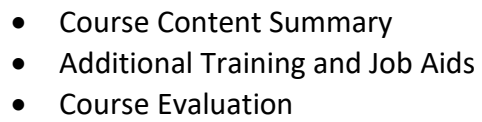
2. What is the process that routes the Budget Journals and Budget Transfer Journals to the Central Appropriation Approver for review and then approve or deny?

Lesson Summary



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Course Summary The Course Summary module covers three topics:



Module 3: Course Summary

Objectives Achieved



Congratulations on completing the Entering and Processing Budget Journals course. Users should now be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control.
- Enter and Process Budget Journals.
- Process Budget Transfer Journals.
- Complete the Budget Workflow Approval Process.

Module 3: Course Summary

Additional Training and Job Aids

Users may be eligible to take the following training courses based on their INFORMS roles:

- FIN 207 – Manage Budget Exceptions (Department)
- FIN 208 – Budget Inquiry and Reporting

Users also have the following resources available:

User Productivity Kits

- Budget Workflow Approval Process
- Enter and Process Budget Journals
- Process Budget Transfer Journals

Job Aids

- N/A

For additional Information, be sure to visit:

- Miamiidade.gov/informs

Module 3: Course Summary

Key Terms

The following key terms are used in this course:



Term	Definition
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Budget Entry Type	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget and Mid Year and Year End Supplementals for authorized changes to the budget.
Budget Error	When the Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation).
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Budget Transfer Journal	A journal that moves budgeted authority from one ChartField string to another (i.e. fund or department); the transfer of a budgeted amount from one departmental unit and/or fund (previously known as Fund Structure) to another within the same department (previously known as Organization).
Budget	An estimation of the expenses over a specified future period of time.
Budget Journal	A Commitment Control journal used to establish a budget for a particular ChartField string.
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Ledger Group	Ledger groups define a set of detailed ledgers. These detailed ledgers are associated to specific ledger types. Some examples of Commitment Ledger types include: Budget, Encumbrances, Expenses and Pre-Encumbrances.

Module 3: Course Summary

New Terms



Glossary of new INFORMS terminology is provided for reference: (ChartFields in INFORMS)

FAMIS Terminology	INFORMS Terminology
N/A	One GL Business Unit (self-balancing)
Fund Structure	Fund (self-balancing)
Organization	Department
N/A	Trees based on Department
Project	Project field/or a Fund
Grant	Grant field (self-balancing)
GL, Subobject Code, Object Code	Account
Function	Expenses; Department Attribute
Program (Budget Reporting)	Not Used
Subsidiary	Other INFORMS module, Account
User Code: FEMA Work Order	Project/Grant It's not a ChartField, it will be a Project related field
Index Code (Multi-purpose)	Multiple ChartFields or sub module functionality; for example, additional Revenue Accounts, further breakdown of Department and usage of Project fields