

Enter and Process Annual Budget Journals Job Aid

Volume 1.0



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PURPOSE AND DESCRIPTION

<u>Purpose</u>

This job aid explains entering and processing annual budget journals. This process is done to load a budget for a grant. To correct a loaded budget from Hyperion, the budget transfer journals are needed. Refer to the FIN 206: Enter and Process Budget Journals Student Guide for this process.

Note: The initial annual budget journal is loaded from Hyperion in October.



ENTER AND PROCESS ANNUAL BUDGET JOURNALS

Step	Action									
1.	Log into INFORMS.									
			Finance / Supply Chain (FSCM)	Approvals	Budget	Scorecard				
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			Employee Self-Service	14 Manager Self-Service	Human Resources (He	CM) Learning (ELM)				
2.			COMING SOON							
			Analytics (OBIA)	Capital	Security Request Form	n About informs				
			COMING SOON	COMING SOON	COMING SOC	5N				
	Select	the Fir	ance/Supply Ch	hain (FSCM) til	e.					
	Finance / Supply Chain (FSCM)									
			Finance & Accounting	My Supplier Ex	aluations	Grants Management				
					Ŷ					
				0 New a	and In Process					
3.			Customer Contracts	Supplier Admin	nistration	Supply Chain Operations				
			Project Management		Operations	Payables Operations				
										
	Select the Finance & Accounting tile.									



	< Finance / Supply Chain (FSCM) Finance & Accounting
	General Ledger GL WorkCenter Approvals ChartField Request
4.	
	Select the General Ledger tile.
	Finance & Accounting General Ledger
	Seneral Ledger Design
	the second seco
	Commitment Control
	Budget Definitions Business Unit
5	Enter Budget Transfer Journal ID NEXT
5.	Enter Budget Journals Journal Date 07/15/2024
	Budgets Overview
	Activity Log Add
	Budget Status
	Journal Exceptions Find an Existing Value Add a New Value
	Under the Commitment Control pane, select Enter Budget Journals.
	General Ledger
	Enter Budget Journals
	Eind an Existing Value Add a New Value
	Business Unit
	Journal ID NEXT
6.	II Journal Date 07/15/2024 [
	Add
	Find an Existing Value Add a New Value
	Select Add New Value.
	Note: The journal date will default to the current date, which is the same as the
	accounting period. The Accounting Period must be open for the h journal to post.



		General Ledger
		Enter Budget Journals Eind an Existing Value Add a New Value
7.		Business Unit Q Journal ID NEXT Journal Date 07/15/2024
		Find an Existing Value Add a New Value
	ا Select the Add bu	utton.
	Note: All departn	nents under Miami-Dade County will use the MDADE Business Unit.
	Constitutional Of	fices will use their respective General Ledger Business Unit (GLBU).
	Bud	General Ledger pet Header Budget Lines Budget Errors Budget of Errors Budget Errors B
8.		Unit MDADE Journal ID NEXT Date 07/15/2024 *Ledger Group A_DETAIL Q Fiscal Year 2024 Period 10 Control ChartField Fund Code *Currency USD Q Budget Header Status None Rate Type CRRNT Q *Budget Entry Type Original C Exchange Rate 1.00000000 Cur Effot 07/15/2024
	۵	Generate Parent Budget(s) Use Default Entry Event Parent Budget Entry Type
		254 characters remaining
	Sauc	Alternate Description
	Budget He	ader Budget Errors
	Enter A_DETAIL C	DR A_REV in the Ledger Group field.
	Note: Remember	to, select "Original" in the Budget Entry Type dropdown menu and the
	Parent Budget En	try Type field, if selecting the A_DETAIL Leder Group.



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11	Parent Bud	get Entry Type	~	Attachr	ients (0)	
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	150 characters remain	ing				
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added to	o the Alte i	nate Des	cription	field.	-	
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		Details							
		B, Q							
		File Name	Show to Approver?	Description		User			
		View							
11.	Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.								
		Add	Attachment						
		ок	Cancel Refres	h					
	Select the Add Attachment button and select the desired file(s). Input the description								
1	of the	docment. S	elect the OK butto	on.		4			
12.	Enter	Budget Header Budget Li Unit MDADE	Budget Errors Journal ID 0000370885	Process Edit Chartfelds SpeedType Control of the second	Budget Header Status Approval Header Status Submit For Approval Fund Dept Account S2001 BU0502000 BLINE To Generate Budget F Dept Account S2001 BU0502000 Cenerate Budget F Dept Account	None Not Submitted Process			
			<mark>▼ Lines</mark>						
			Chartf	ïelds and Amounts	Base Currency				
			Delete	e Line	Status				
13.				1	Not Submitted				
			Lines to ac	id 1 + —	Journal Line Cop				
				Total Lines	1				
			Save	Notify	fresh				
	Select	Save.							



	General Ledger 🖌 🔍						
	Budget Header Budget Errors						
	Unit MDADE Journal ID 0000370885 Date 07/15/2024 Budget Header Status None Approval Header Status Not Submitted						
14.	*Process Edit Chartfields Submit For Approval Process						
	✓ Lines						
	In the *Process field, select Edit ChartField and then select Process on the upper right						
	corner.						
	Finance & Accounting General Ledger						
	Budget Header Budget Lines Budget Errors						
15.	Unit MDADE Journal ID NEXT Date 09/11/2024 Budget Header Status None						
	*Process Submit Journal Submit For Approval Process						
	Select Submit Journal in the *Process field. Select Process.						
	General Ledger						
	Budget (sease) Budget (sease) Budget (sease) Item 10% (sease) Budget (sease) Budget (sease) Budget (sease)						
	Process Post Journal *						
	* Lines Approval Flow メ イ 1 starts						
	Charthaids and Amounts Base Currence Header Level Approval Stage Delete Line Approval Line Currence Unit MoADE, Do 000037685, Date 2024-07-15.Pending Account Grant						
	The second secon						
16.	Lines to add						
	Totals						
	Total Lines 1 Total Debts 0.00 Total Crieflis 1.000.00						
	Sove Resum to Source, Nootly Referent						
	The entry has been submitted and the status has changed to pending						
	Note: Select the Annroval Header Status link to show list of annrovers						
	Note: Select the Approval fleader Status link to show list of approvers.						