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Enter and Process Annual Budget Journals Job Aid

Volume 1.0

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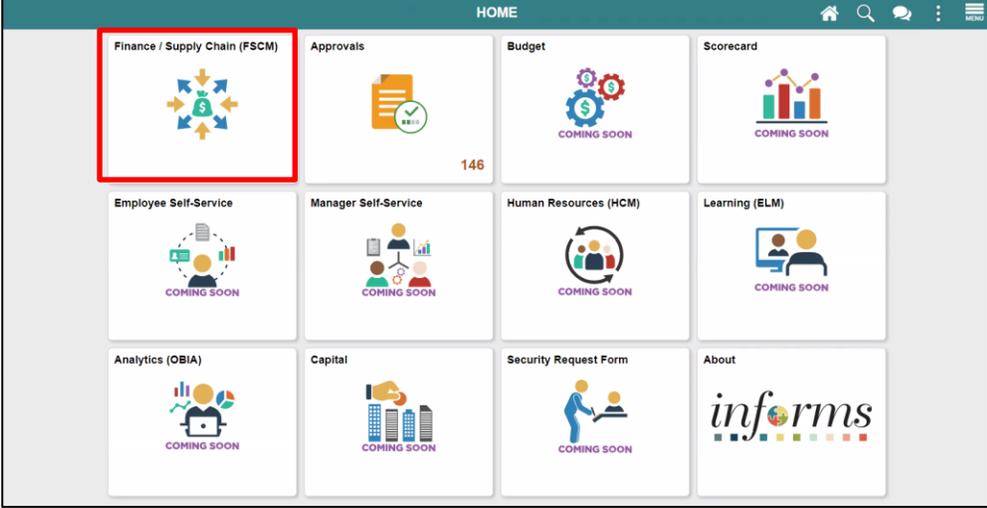
PURPOSE AND DESCRIPTION

Purpose

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 .
2.	 <p>Select the Finance/Supply Chain (FSCM) tile.</p>
3.	 <p>Select the Finance & Accounting tile.</p>

4.

4. Select the **General Ledger** tile.

5.

5. Under the **Commitment Control** pane, select **Enter Budget Journals**.

6.

6. 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 journal to post.

7.

General Ledger

Enter Budget Journals

Find an Existing ValueAdd a New Value

Business Unit

Journal ID

Journal Date

Add

[Find an Existing Value](#) | [Add a New Value](#)

Select the **Add** button.

Note: All departments under Miami-Dade County will use the MDADE Business Unit. Constitutional Offices will use their respective General Ledger Business Unit (GLBU).

8.

General Ledger

Budget HeaderBudget LinesBudget Errors

Unit MDADE Journal ID NEXT Date 07/15/2024

*Ledger Group

Control ChartField Fund Code Fiscal Year 2024 Period 10

*Currency USD

Rate Type CRRNT

Budget Header Status None Exchange Rate 1.00000000

*Budget Entry Type Original Cur Effdt 07/15/2024

Budget Type Expense

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Attachments (0)

Long Description

254 characters remaining

Alternate Description

150 characters remaining

Save Notify RefreshAdd Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Enter **A_DETAIL OR A_REV** in the **Ledger Group** field.

Note: Remember to, select **“Original”** in the **Budget Entry Type** dropdown menu and the **Parent Budget Entry Type** field, if selecting the A_DETAIL Leder Group.

9.

Enter the journal description into the **Long Description** field. Additional explanation can be added to the **Alternate Description** field.

10.

Select the **Attachments** link to attach supporting documents, if applicable.

11.

Details

☰ 🔍

File Name	Show to Approver?	Description	User
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

Select the **Add Attachment** button and select the desired file(s). Input the description of the document. Select the **OK** button.

12.

General Ledger

Budget_Header Budget Lines Budget Errors

Unit: MDADE Journal ID: 0000370885 Date: 07/15/2024 Budget Header Status: None Approval Header Status: Not Submitted Submit For Approval: Process:

Lines

☰ 🔍

Chartfields and Amounts Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Grant	PC Bus Unit
<input type="checkbox"/>	1	Not Submitted	DET_BD	2024		S2001	BU0602000	5496500000	BU032801	BU

Lines to add: 1 + - Journal Line Copy Down

From Line: To:

Enter budget journal lines under the **Budget Lines** tab.

13.

Lines

☰ 🔍

Chartfields and Amounts Base Currency

Delete	Line	Approval Line Status
<input type="checkbox"/>	1	Not Submitted

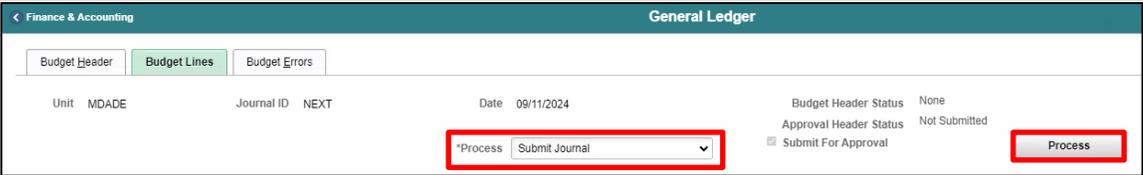
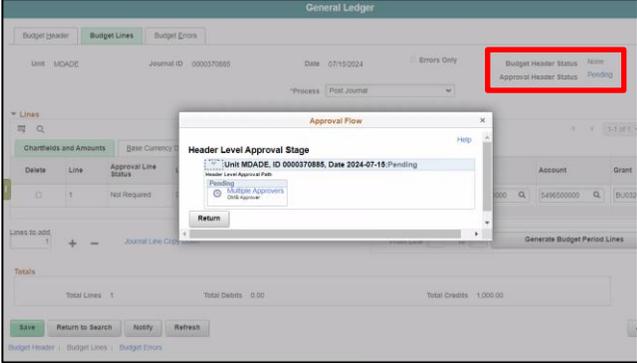
Lines to add: 1 + - Journal Line Copy Down

Totals

Total Lines 1

Save Notify Refresh

Select **Save**.

14.	 <p>In the *Process field, select Edit ChartField and then select Process on the upper right corner.</p>
15.	 <p>Select Submit Journal in the *Process field. Select Process.</p>
16.	 <p>The entry has been submitted and the status has changed to pending. Note: Select the Approval Header Status link to show list of approvers.</p>