



## **Miami-Dade County**

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# Enter and Process Capital Budget / Budget Journals Job Aid

Version 1.0



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**PURPOSE**

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This document explains the key activities involved in entering and processing Capital Budget Journals. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

**NOTE:** Budgets developed in CBAT 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.

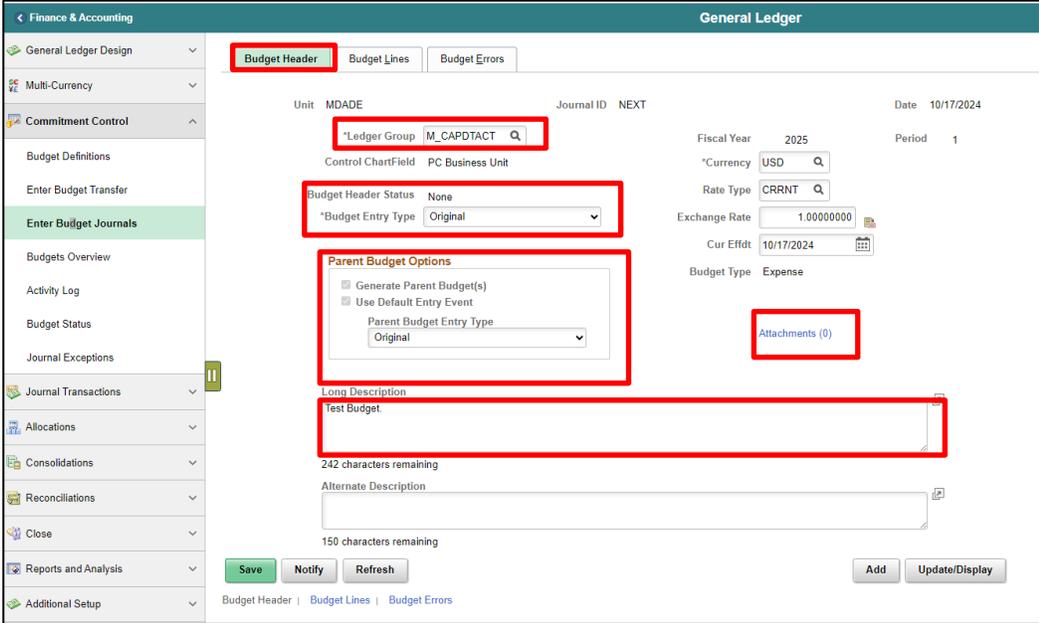
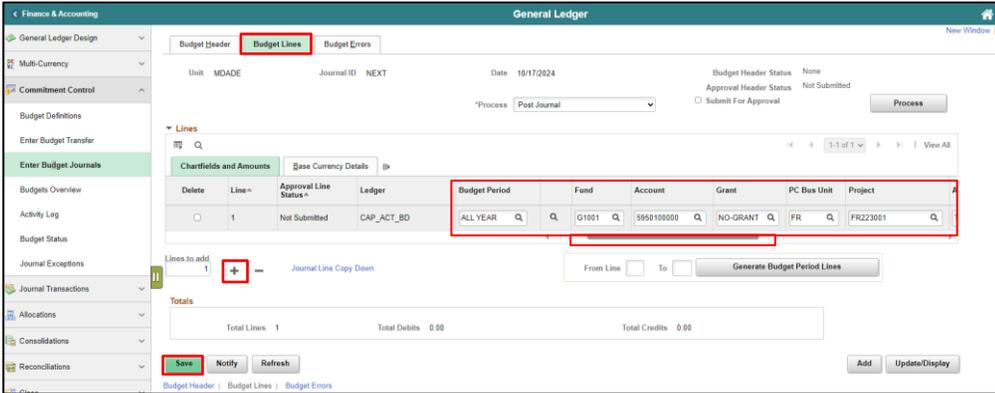
Budget journals contain one or more transactions that create or modify authorized budget amounts for an organization.

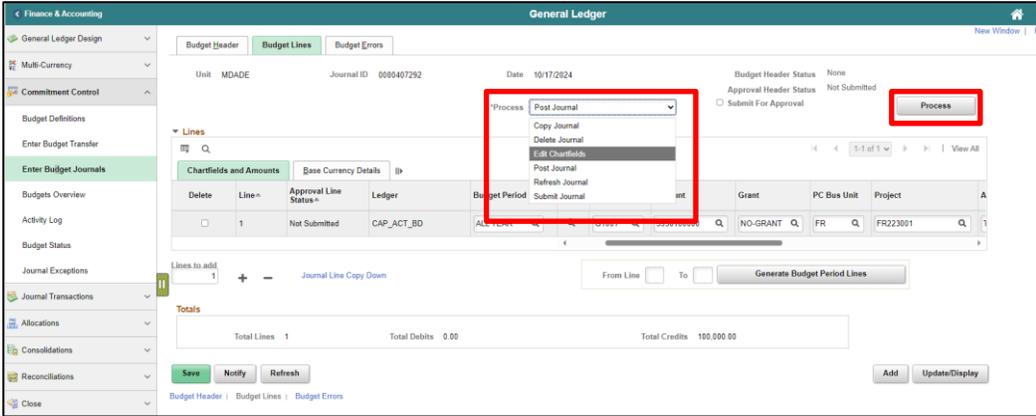
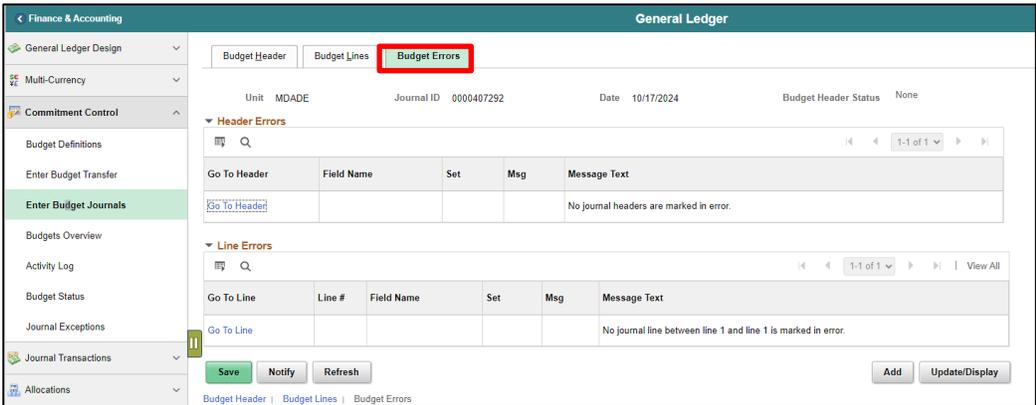
The Budget Journal covered here will be created for the Capital Projects in INFORMS.

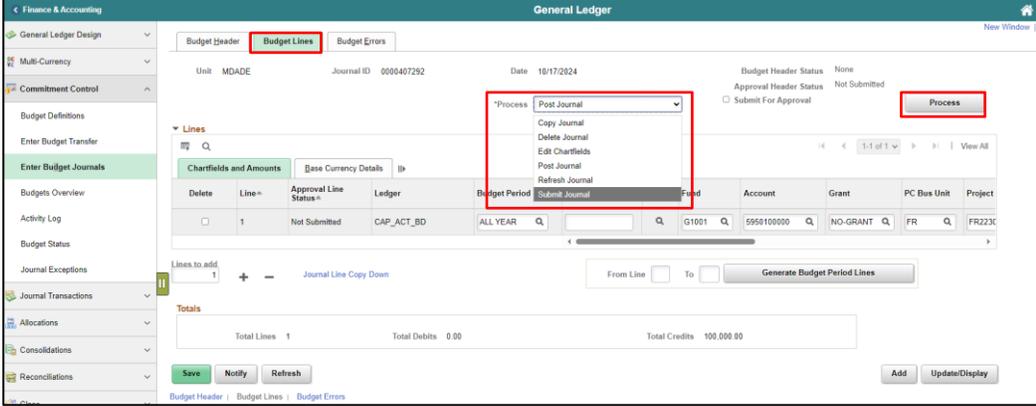
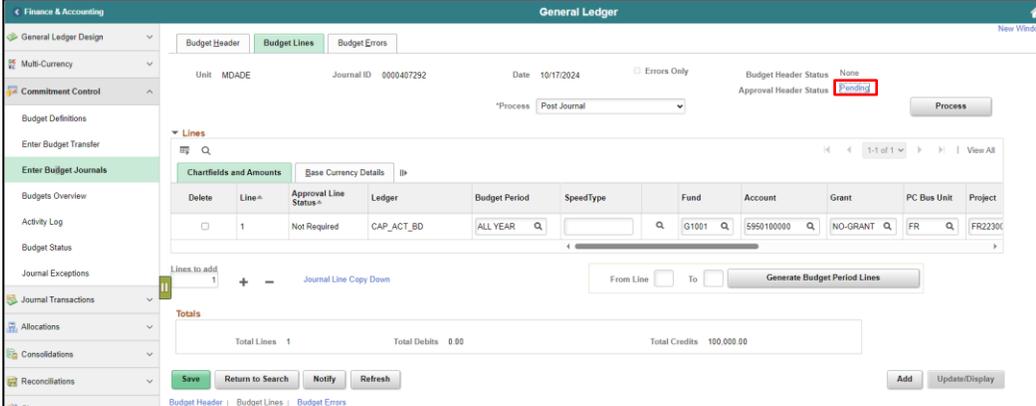
The Budget Journal for the Capital Ledger Group, M\_CAPDTACT, will load the budget into the Fund, Account, Grant, PC BU, Project, and Project Activity. Once posted, the financial impact will roll up into the other Capital Ledger Groups for reporting.

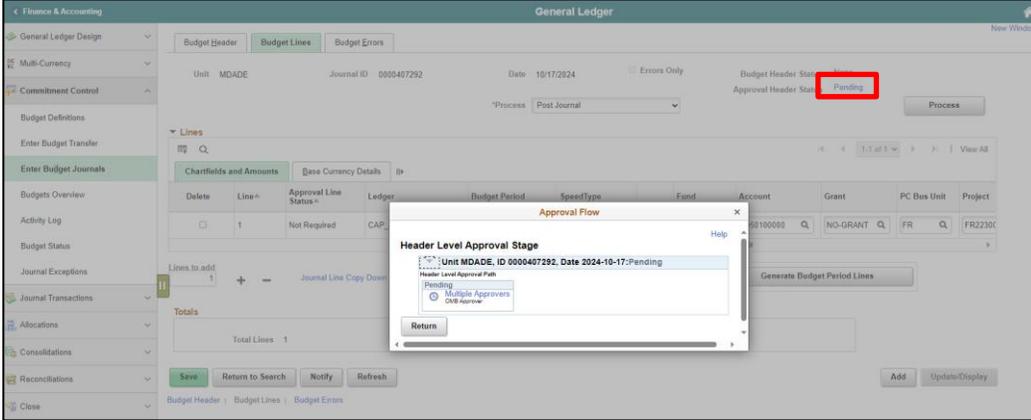
## ENTER AND PROCESS CAPITAL BUDGET / BUDGET JOURNALS

Step	Action
1.	Navigate to <b>Finance/Supply Chain (FSCM) &gt; Finance &amp; Accounting &gt; General Ledger &gt; Commitment Control &gt; Enter Budget Journals</b>
2.	<ul style="list-style-type: none"> <li>• Select the <b>Add a New Value</b> tab to enter a Budget Journal</li> <li>• The <b>Business Unit</b> will default to <b>MDADE</b> for County Departments                             <ul style="list-style-type: none"> <li>○ <b>Note:</b> Constitutional Offices: Please select your applicable Business Unit.</li> </ul> </li> <li>• The <b>Journal ID</b> will default to <b>NEXT</b> and upon saving, will update to the next available number.</li> <li>• The <b>Journal Date</b> will default to the current date (same as the Accounting Period). The Accounting Period must be open for the Journal to post.</li> <li>• Select <b>Add</b>.</li> </ul> <div data-bbox="365 850 1404 1302" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The screenshot shows the 'Enter Budget Journals' interface. On the left is a navigation menu with 'Enter Budget Journals' highlighted. At the top right, 'General Ledger' is displayed. Below the navigation, there are two buttons: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in red. The main form area contains three input fields: 'Business Unit' with 'MDADE' selected, 'Journal ID' with 'NEXT', and 'Journal Date' with '10/17/2024'. A green 'Add' button is positioned below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. A red box highlights the 'Add a New Value' button and the form fields.</p> </div>

Step	Action
<p>3.</p>	<p>On the <b>Budget Header</b> tab:</p> <ul style="list-style-type: none"> <li>• Select <b>M_CAPDTACT</b> the applicable <b>Ledger Group</b></li> <li>• Select <b>Original</b> in the <b>Budget Entry Type</b> dropdown</li> <li>• Select <b>Original</b> in the <b>Parent Budget Entry Type</b> dropdown</li> <li>• Enter a <b>Description</b>. The <b>Alternate Description</b> box is used for additional explanation related to the budget entry being made.</li> <li>• If applicable, add any <b>Attachments</b></li> </ul> 
<p>4.</p>	<p>Select the <b>Budget Lines</b> tab</p> <ul style="list-style-type: none"> <li>• Enter <b>Budget Journal</b> lines. <b>Budget Period</b> must be <b>All Years</b></li> <li>• Use the scroll bar to scroll to the right to enter additional budget lines</li> <li>• Use the “+” sign to enter additional journal lines if applicable</li> <li>• Select <b>Save</b> and note your <b>Journal ID</b></li> </ul> 

Step	Action
<p>5.</p>	<ul style="list-style-type: none"> <li>• Select The <b>Process</b> dropdown menu</li> <li>• Select <b>Edit Chartfields</b> and then select the <b>Process</b> button. This feature allows the user to check for any <b>Budget Errors</b></li> </ul> 
<p>6.</p>	<p>Select the <b>Budget Errors</b> tab and check for any errors</p> 

Step	Action
7.	<ul style="list-style-type: none"> <li>Return to the <b>Budget Lines</b> tab after checking for and correcting any errors</li> <li>Select <b>Process</b> dropdown menu</li> <li>Select <b>Submit Journal</b></li> <li>Select the <b>Process</b> button</li> </ul> 
8.	<ul style="list-style-type: none"> <li>The <b>Approval Header Status</b> field will change from <b>Not Submitted</b> to <b>Pending</b></li> <li>The <b>Budget Journal</b> will then be routed to the OMB Central Appropriation approver for Miami-Dade County Departments                         <ul style="list-style-type: none"> <li><b>Note:</b> Constitutional Offices – the Budget Journal will be routed to your respective Constitutional Office Appropriations Approver</li> </ul> </li> </ul> 

Step	Action
9.	<p>Notice the <b>Approval Header Status</b> field change to Pending. Select on the <b>Pending</b> hyperlink and the approval workflow path will be visible.</p> 
10.	<p><b>Note:</b> After the Budget Journal is approved, a scheduled batch process will need to run to post the approved Budget Journal for the financial impacts to reflected in Commitment Control. For Budget Transfers select Budget Transfers instead of Budget Journals and the rest of the steps are the same</p>