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**Enter and Process GOB Budget  
Journals Job Aid**

**Course Code: FIN 206**

**Course Title: Enter and Process GOB Budget  
Journals**

## Overview

### Course

Provide information on processing a GOB related Budget Journal

### Description

This course consists of the following modules:

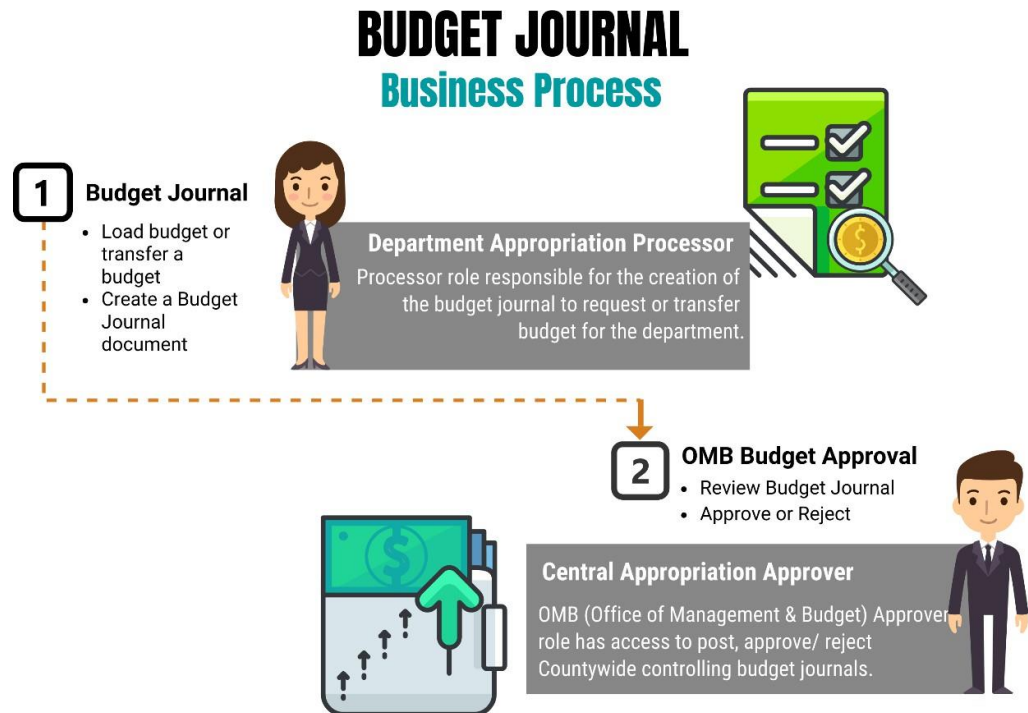
- Lesson 1: Budget Journal

## Lesson 2: Enter and Process Budget Journals

## Lesson 1: Budget Journal

### 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 1: Budget Journal

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

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

The M\_QUDT2\_FD Budget Journal will load the budget into the Project and Source Type.

## Lesson 2: Enter and Process Budget Journals

### Key Terms

The following key terms are used in this Lesson:

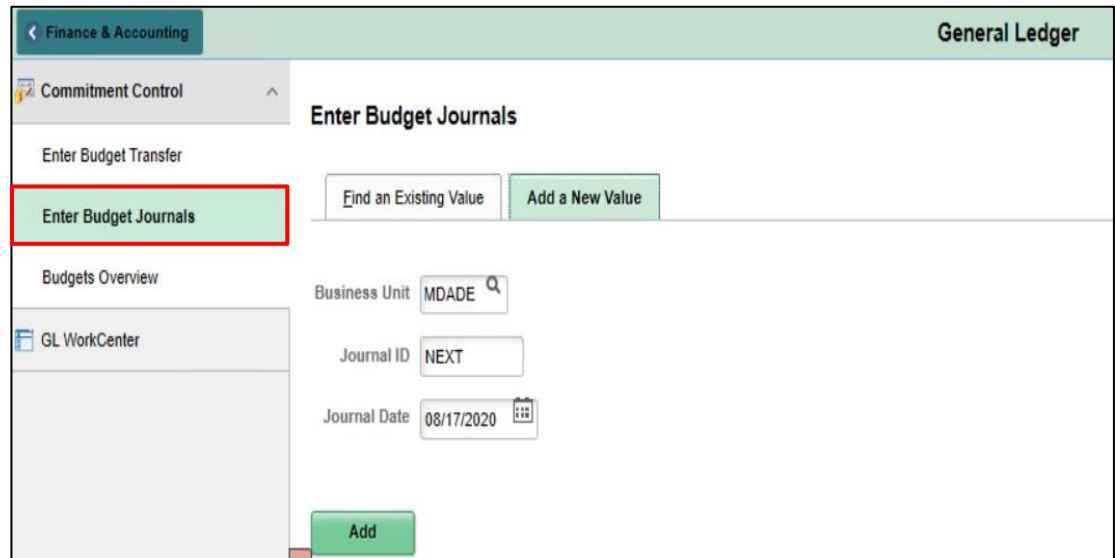


Term	Definition
<b>Budget</b>	An estimation of the expenses over a specified future period of time.
<b>Budget Entry Type</b>	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget and Mid-Year and Year End Supplementals for authorized changes to the budget when instructed by OMB
<b>Budget Journal</b>	A Commitment Control journal used to establish a budget for a particular ChartField string.
<b>Commitment Control (KK)</b>	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
<b>Ledger Group</b>	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 1: Budget Journal

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



The screenshot shows the 'Enter Budget Journals' interface. On the left, the 'Commitment Control' menu is expanded, and 'Enter Budget Journals' is selected. The main area has 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'. An 'Add' button is located at the bottom right of the form.

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.
1. Select **Add**.

## Lesson 2: Enter and Process Budget Journals

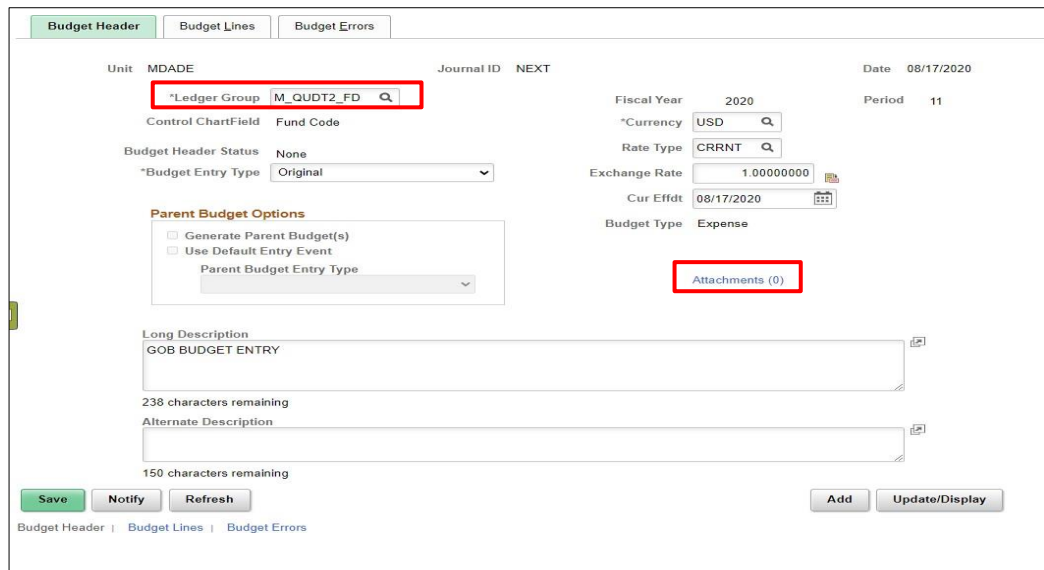
### Lesson 1: Budget Journal

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 **M\_QUDT2\_FD**.
  - 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.



The screenshot displays the 'Budget Header' page with the following details:


- Unit:** MDADE
- Journal ID:** NEXT
- Date:** 08/17/2020
- \*Ledger Group:** M\_QUDT2\_FD (highlighted with a red box)
- Fiscal Year:** 2020
- Period:** 11
- \*Currency:** USD
- Rate Type:** CRRNT
- Exchange Rate:** 1.00000000
- Cur Effdt:** 08/17/2020
- Budget Type:** Expense
- Budget Header Status:** None
- \*Budget Entry Type:** Original
- Parent Budget Options:**
  - ☐ Generate Parent Budget(s)
  - ☐ Use Default Entry Event
  - Parent Budget Entry Type:** (dropdown menu)
- Long Description:** GOB BUDGET ENTRY
- Alternate Description:** (empty field)
- Attachments (0):** (highlighted with a red box)

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.

## Lesson 2: Enter and Process Budget Journals

### Lesson 1: Budget Journal

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.



The screenshot shows the "Budget Journal Attachments" window. At the top, it displays "Unit: MDADE", "Journal ID: NEXT", and "Date: 08/18/2020". Below this is a "Details" section with a search bar and a table. The table has columns: "File Name", "Show to Approver?", "Description", "User", "Name", and "Date/Time Stamp". A "View" button is next to the "Show to Approver?" checkbox. Below the table, a note states: "Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments." At the bottom, there is a red-bordered "Add Attachment" button, and below that are "OK", "Cancel", and "Refresh" buttons.

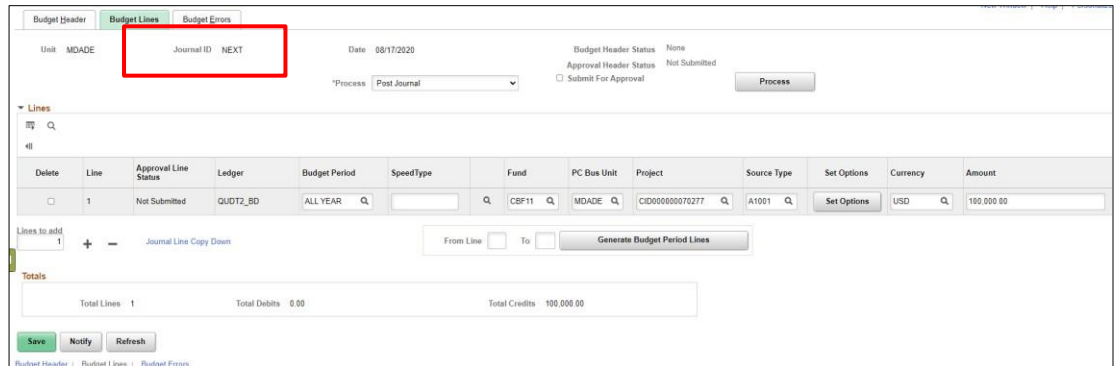
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				



## Lesson 2: Enter and Process Budget Journals

### Lesson 1: Budget Journal

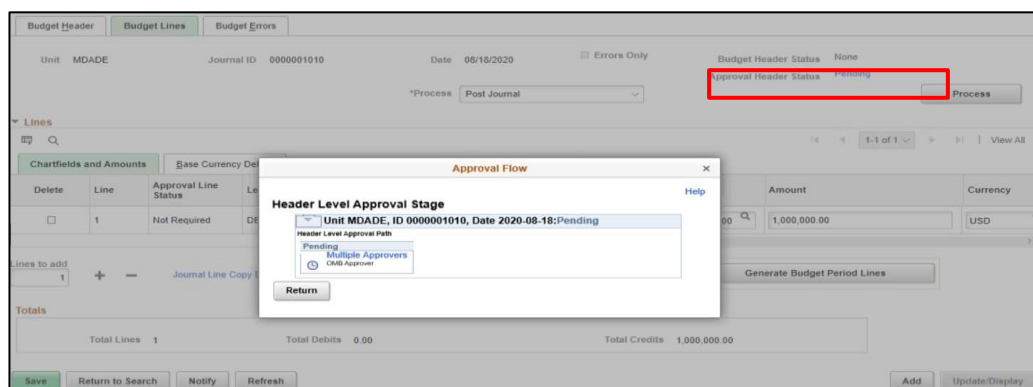
- Enter budget journal lines on the **Budget Lines** page. The **Budget Lines** page inputs more specific information about the budget journal, including: Budget Period which must be “**ALL YEARS**”, Fund, PC Business Unit, Project, Source Type, and Budget Amount. Multiple budget journal lines can be entered 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.



The information above regarding the Ledger Group, M\_QUDT2\_FD applies to Budget Transfer Journal as well.