Course ID: FIN 206
Course: Enter and Process Budget Journal
Constitutional Office – Annual Budget Specific

Training will begin at 2:05PM

Ground Rules

Be on time

Turn off your cell phones when in class

Participate actively in class; refrain from email and internet use

Attendance

Take breaks as needed

Feel free to ask questions

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 • Module 3: Course Summary
Training Audiences	• Central Appropriation Approver • Constitutional Office Appropriation Approver • Central Appropriation Processor • Department Appropriation Processor
Prerequisites	• ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting and Online Help • FIN 101 – Financial Fundamentals

Course Outline

Content
Module 1: Course Introduction
Module 2: Enter and Process Budget Journals
• Lesson 1: End-to-End Processes of Budgeting in Commitment Control
• Lesson 2: Enter and Process Budget Journals
• Lesson 3: Process Budget Transfer Journals
• Lesson 4: Budget Workflow Approval Process
Module 3: Course Summary

Module 1: Course Introduction

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Purpose and Benefits to the Business Process
The End-to-End Business Process

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

Roles and Responsibilities

The roles and responsibilities associated with the Enter and Process Budget Journals Business Processes include:

Role	Responsibilities
Central Appropriation Approver	The Central Appropriation Approver has access to post countywide controlling budget journals for Miami-Dade County Departments Only.
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.
Constitutional Office Appropriation Approver	The Constitutional Office Appropriation Approver has the ability to approve their respective office's controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion and the ability to create budget attributes.
Department Appropriation Processor	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.

Navigation

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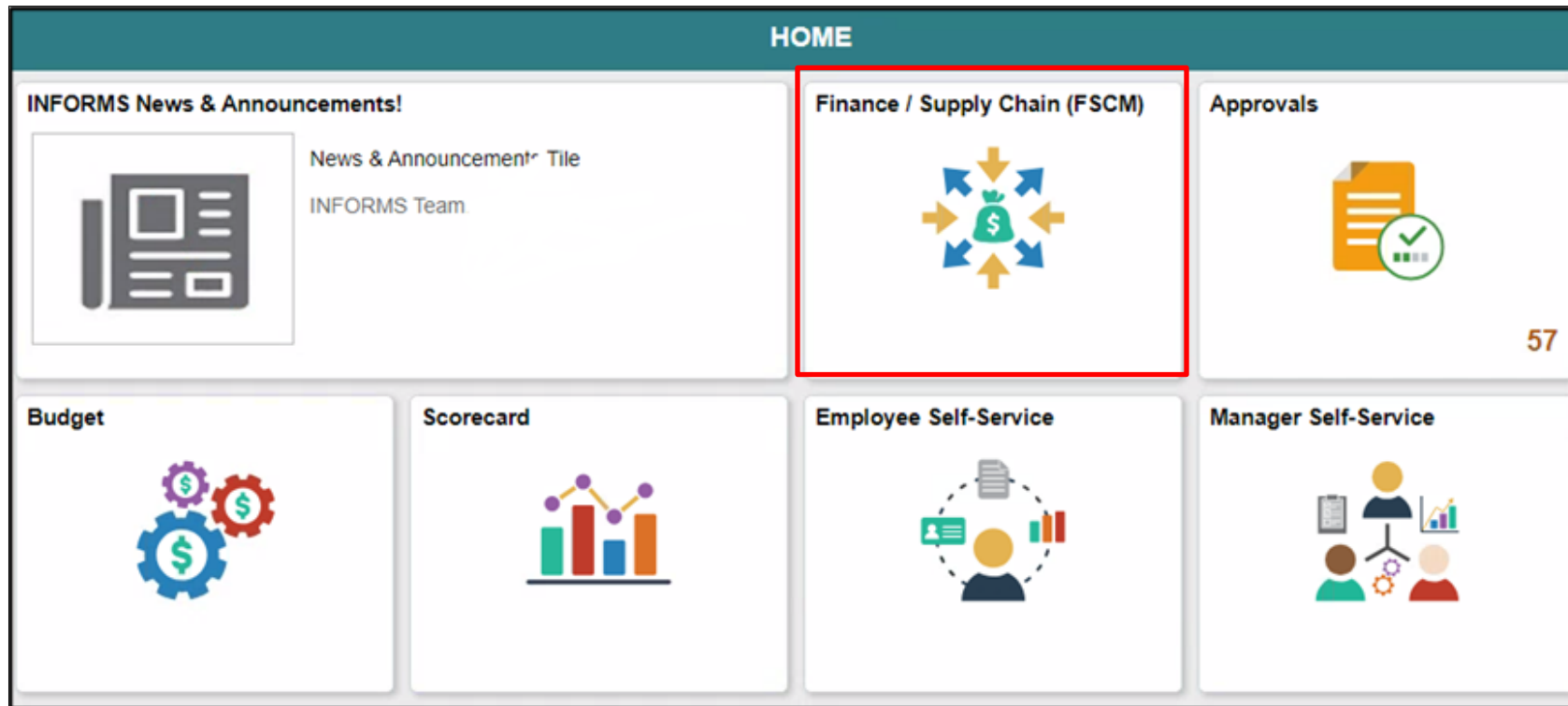
Navigation

2. Select **Finance & Accounting.**

3. Select **General Ledger.**

Purpose and Benefits of the Business Process

The purpose and benefits of the Enter and Process Budget Journals Business Process(es) include:

- ChartField values are entered into the transactions.

- ChartFields are independent resulting in flexibility to create a unique combination.

- INFORMS Budget Transfer journal entries require separate debit and credit lines to be in balance.

- INFORMS has multiple ChartField combination edit rules.

    o For example, all Transactions on an Annual Budget Journal require a Department, Fund, Account and Grant Value Capital Funds require a Project ID.

    o End-users must know how to fix these types of error transactions

Purpose and Benefits of the Business Process

- INFORMS uses multiple budget checking ledgers.

  o End-users must research budget check errors and initiate the request to fix errors in either the Appropriation Ledger or the Multiyear Capital Ledger if necessary.

- INFORMS "Budget Checks" transactions in sub modules to record the appropriate entries in Commitment Control.

  o For example, an Encumbrance liquidated to an Expenditure when the Voucher is processed.

- INFORMS uses Budget Ledgers to manage different Budget structures & Budget periods.

  o Knowing which Budget Ledger is impacted is necessary when addressing budget exceptions.

Purpose and Benefits of the Business Process

- Budget journals are routed to OMB or your respective Constitutional Office for approval after they are entered by the MDC Departments / Constitutional Offices. Please refer to the chart below.

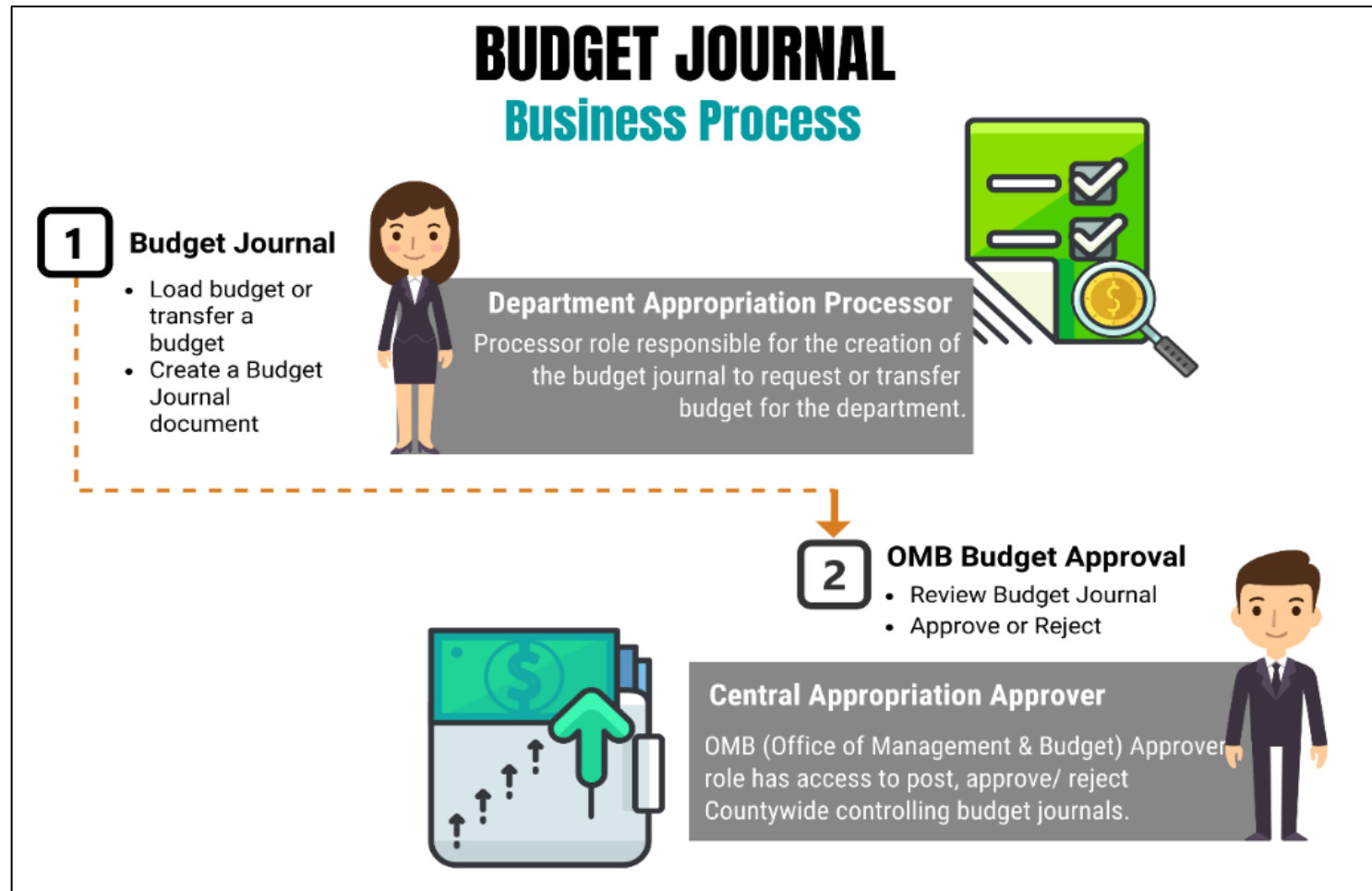| Department	Budget Approver
Elections (EL)	Elections (EL)
Clerk of Courts (CL)	Clerk of Courts (CL)
Finance (FN)	Clerk of Courts (CL)
Sheriff's (SH)	Sheriff's (SH)
Property Appraiser (PA)	Property Appraiser (PA)
All Miami-Dade County Departments	Office of Management and Budget (OMB)

The End-to-End Business Process

- There is an interface from Hyperion to load the Original Budget into INFORMS.

- The Department Appropriation Processor and the Central Appropriation Processor are responsible for creating the Budget Journal document and attaching proper documentation to justify the budget entry, if applicable.

- The MDC Budget Journal is routed to the OMB Department as the Central Appropriation Approver. OMB is responsible for reviewing the entry and approving/or denying the journal accordingly.

- The Constitutional Office Budget Journal is routed to the respective Constitutional Office Approver who is responsible in reviewing the entry and approving/or denying the journal accordingly.

The End-to-End Business Process

- The approved Budget Journal is posted to the Commitment Control module through a batch process.

- The Budget Journal is used when a grant is awarded, and the grant budget needs to be established in INFORMS.

- The Budget Journal Transfer is used when the original budget is incorrectly loaded to the various INFORMS ChartFields. This is to ensure that the same amount transferred out is transferred into the correct ChartFields and prevent any changes in the overall budget.

The End-to-End Business Process

Miami-Dade County:

BUDGET JOURNAL
Business Process

1 **Budget Journal**
- Load budget or transfer a budget
- Create a Budget Journal document

Department Appropriation Processor

Processor role responsible for the creation of the budget journal to request or transfer budget for the department.

2 **OMB Budget Approval**
- Review Budget Journal
- Approve or Reject

Central Appropriation Approver

OMB (Office of Management & Budget) Approver role has access to post, approve/ reject Countywide controlling budget journals.

The End-to-End Business Process

Constitutional Offices:
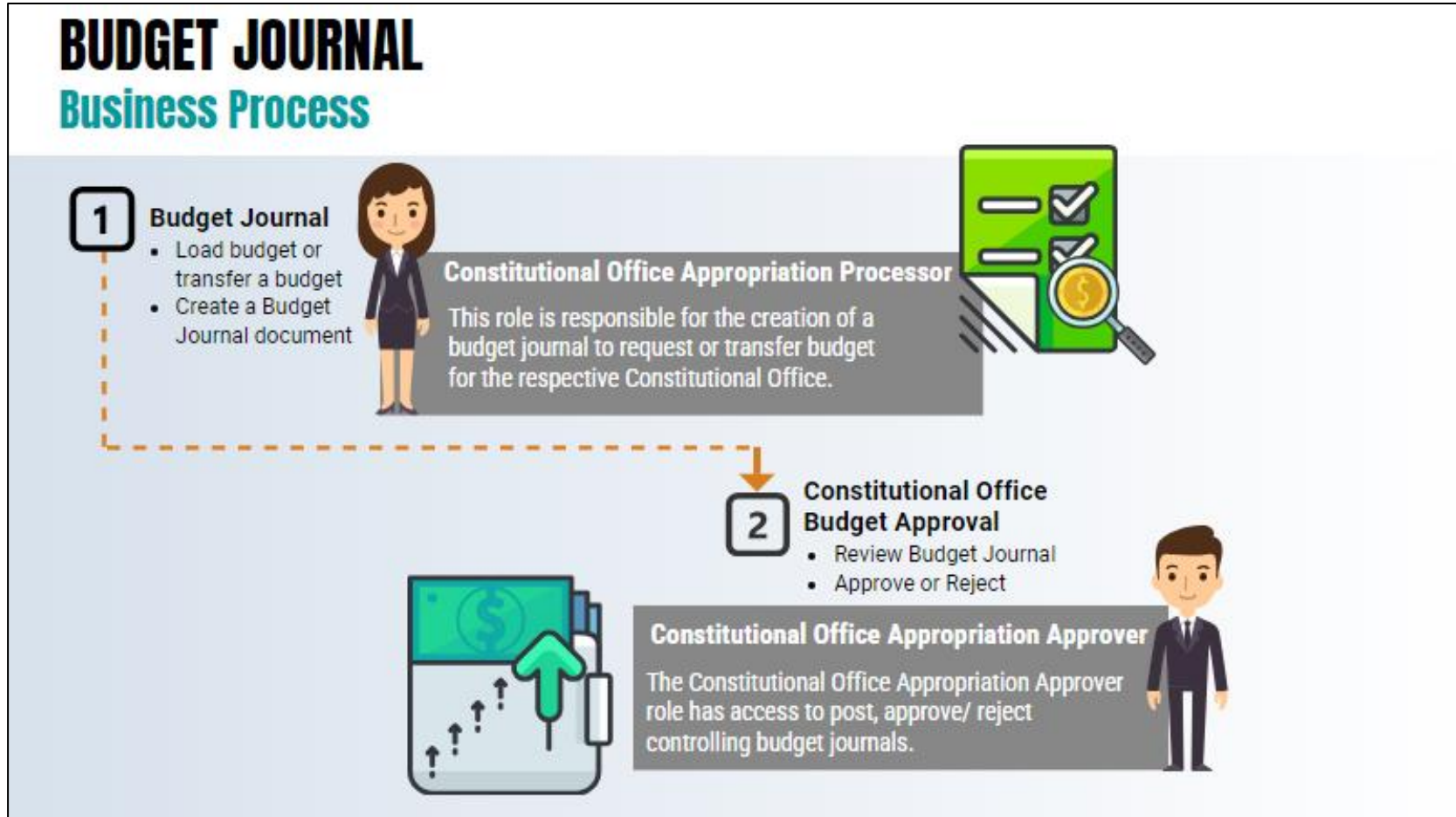
Module 1: Course Introduction Summary

Module Topics
Learning Objectives
Roles and Responsibilities
Navigation
Purpose and Benefits to the Business Process
The End-to-End Business Process

Module 2: Enter and Process Budget Journals

Module Topics
Module Introduction
• Lesson 1: End-to-End Processes of Budgeting in Commitment Control
• Lesson 2: Enter and Process Budget Journals
• Lesson 3: Process Budget Transfer Journals
• Lesson 4: Budget Workflow Approval Process

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

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

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

Commitment Control works 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: Key Terms

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

INFORMS Commitment Control is a feature that enables the control of 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 adjustment:
  - Budget Journals:
    - Used to establish and maintain Annual budgets.
    - Related to expense transactions are posted to the Detail Ledger Group.
    - Related to estimated revenue transactions are posted to the Revenue Ledger Group.

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

- Budget checking:
    - Used to ensure that the expense transactions meet the requirements of the Appropriation ledger based on Fund and don't exceed the available budget amount.
    - Control budgets are created and maintained, then actual transactions are checked against the control budgets.

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

- Budget error notification and override:
  - o The Budget Processor stops the user if the transaction exceeds the control budget (Annual Appropriation). The transaction will not go further until resolved.
  - o MDC Budget Journal Errors are managed by OMB or the respective Constitutional Office (remove). OMB is responsible for lifting control using the Budget attribute feature in INFORMS for Miami-Dade County.
  - o Constitutional Office Budget Journal Errors are managed by the Constitutional Offices responsible for lifting control using the attribute feature in INFORMS for their corresponding Offices..

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

- 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

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

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.

Example below of how INFORMS Commitment Control determines an available budget balance:

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

Lesson 2: Enter and Process Budget Journals

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

- Enter and Process Budget Journals (Department)

Lesson 2: Enter and Process Budget Journals

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

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

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

Lesson 2: Enter and Process Budget Journals

For a balanced budget (Estimated Revenues = Appropriation), transactions must be posted into two ledgers:
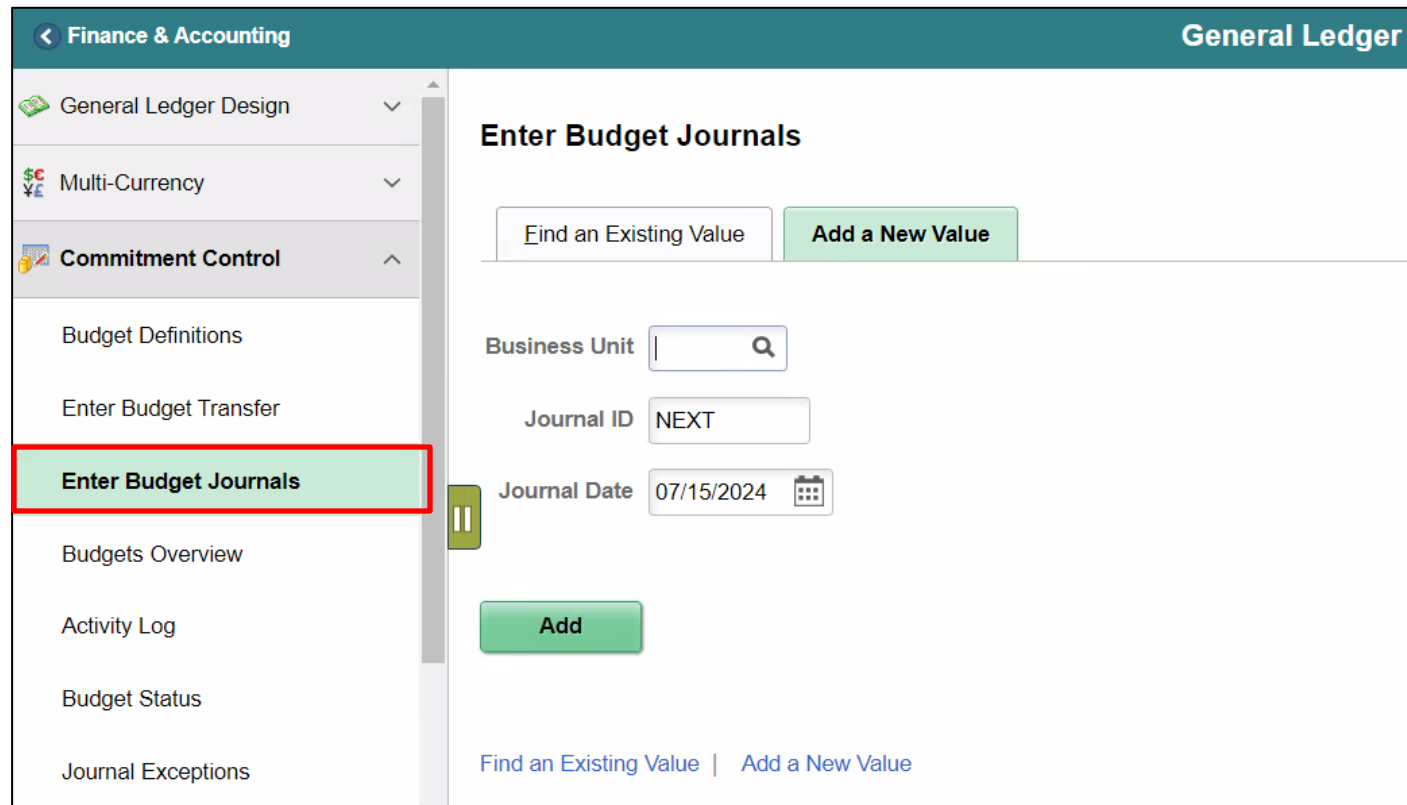
- A_DETAIL (Annual Detail Appropriation)
- A_REV (Annual Estimated Revenue)

Lesson 2: Key Terms

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. Budget type Original reflects the initial budget, while the Mid-Year and Year End Supplementals are for authorized changes to the initial 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

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

Lesson 3: Processing Budget Transfer Journals

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

- Enter and Process Budget Transfer Journals

Lesson 3: Key Terms

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 Journal Transfer	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.
Commitment Control (KK)	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations, and multiyear Capital Projects and GO Bonds.

Lesson 3: Business Process Overview

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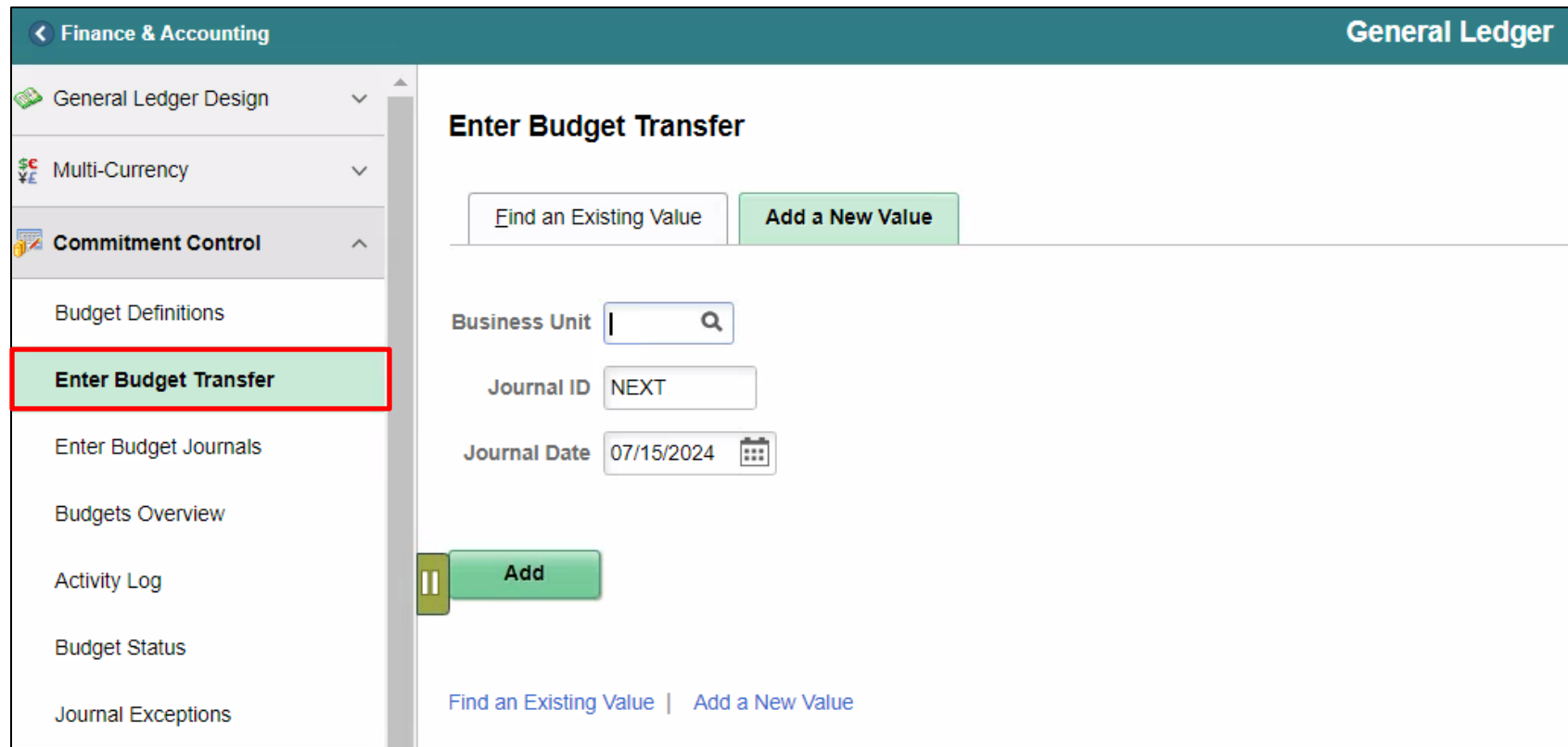
- Allow Original Budget amounts to be moved between ChartField strings without changing the original overall budget.

- 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.

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

- Transfer Original: It indicates a transfer of Original Budget amounts. Used to correct an error in the original entered budget.
    - Example: moving amounts from one Department value to another Department value.
    - The Transfer Journal is routed to OMB as the Central Appropriation Approver.

Lesson 3: Business Process Overview

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

Lesson 4: Budget Workflow Approval Process

At the conclusion of this lesson, you 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.
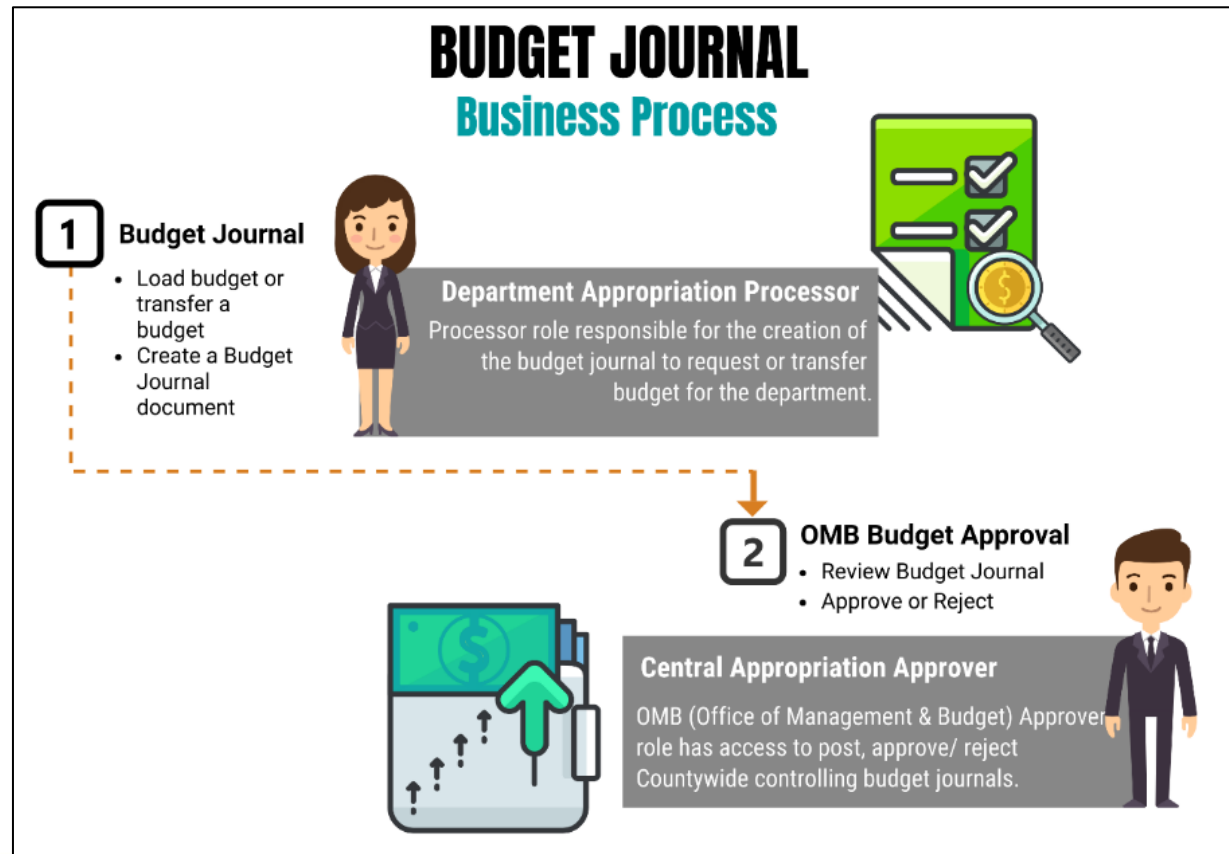
Lesson 4: Key Terms

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

Lesson 4: Business Process Overview

The process flow below illustrates the entry and approval process for an operating budget.
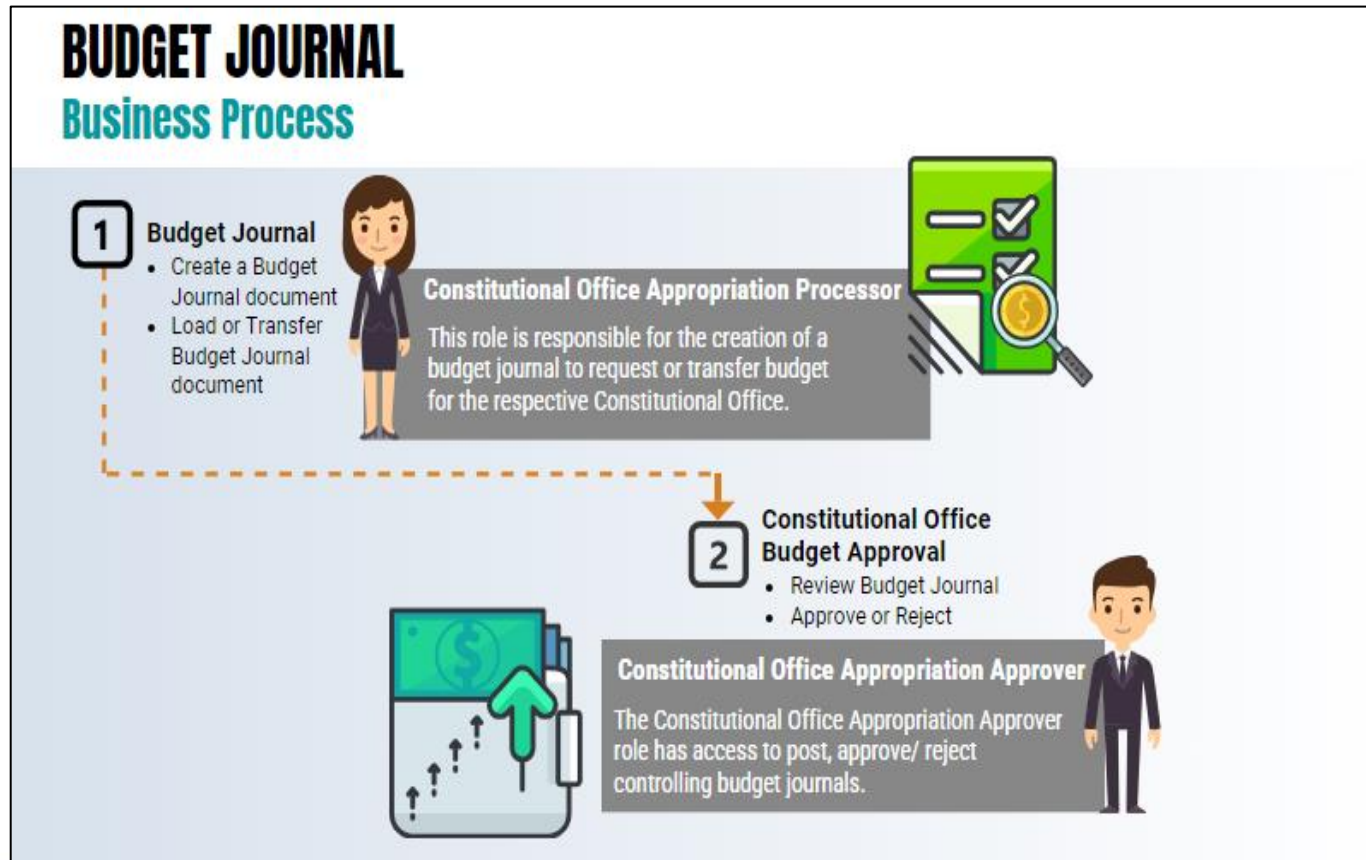
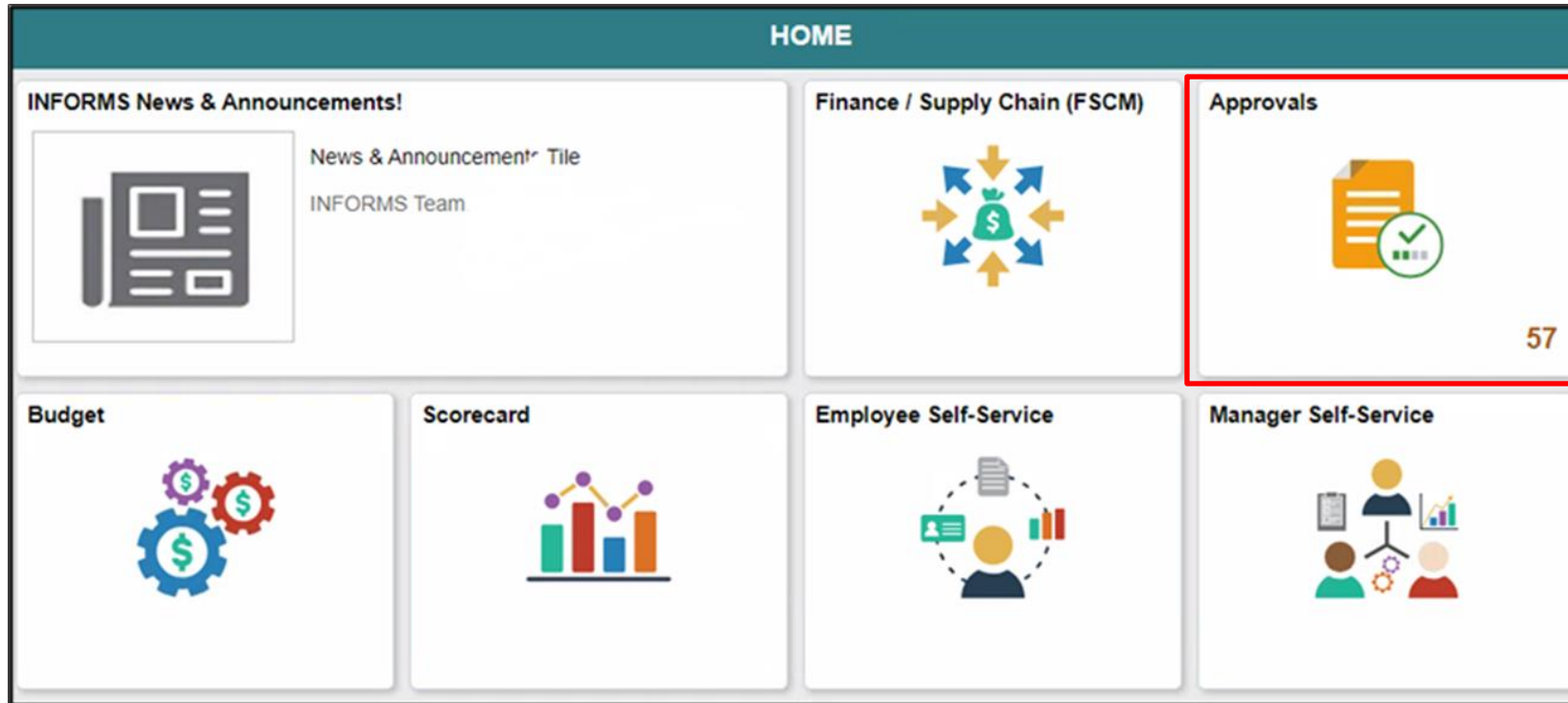**Miami Dade County**

Lesson 4: Business Process Overview

The process flow below illustrates the entry and approval process for an operating budget.
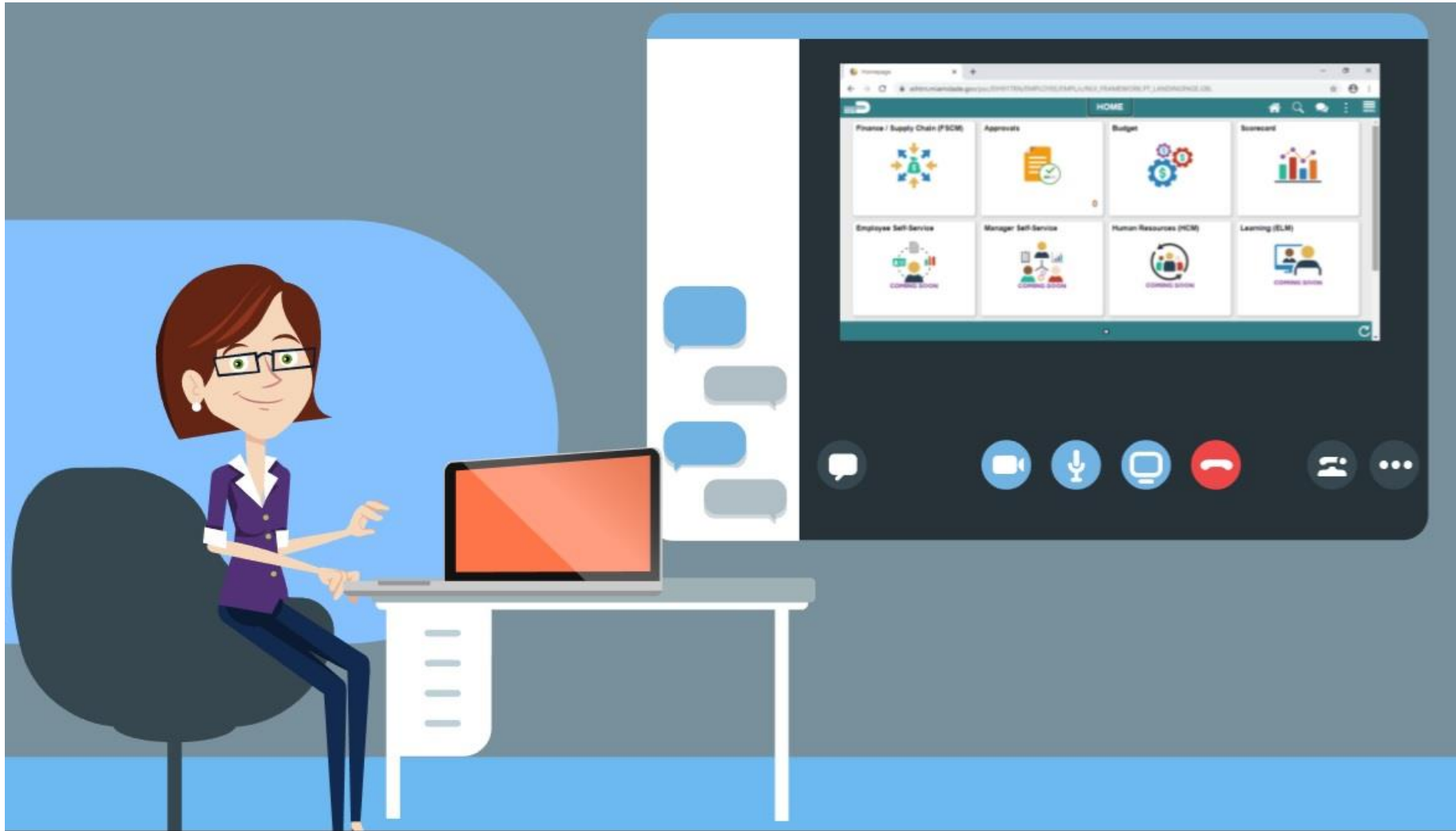
Constitutional Offices

Lesson 4: Business Process Overview

Navigate to: **Approvals > Budget Journal**

Module 3: Activities and Exercises

Module 3: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids

Course Content Summary

Congratulations! Having completed the Enter and Process Budget Journals course users should 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

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:

Job Aids

- Enter and Process Annual Budget Journals
- Enter and Process GOB Budget Journals

For additional information, be sure to visit Miamidade.gov/informs

You have successfully completed the *Enter and Process Budget Journal* course!

FIN 206 – Enter and Process Budget Journal