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## **Training Guide**

**Course Code : FIN 206**

**Course Title: Enter and Process Budget Journal**

**Version 2.0**

## 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 (Department)
- Module 3: Course Summary

### Training Audiences

The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related system access:

- Central Appropriation Approver
- Central Appropriation Processor
- Constitutional Office Appropriation Approver
- Department Appropriation Processor

### Prerequisites

Participants are required to complete the following End-User Training courses prior to starting this course:

- ERP 101 – Overview of INFORMS
- ERP 102 – INFORMS Navigation, Reporting and Online Help
- FIN 101 – Financial Fundamentals

## Table of Contents

Content	Page
<b>Module 1: Course Introduction</b>	2
<b>Module 2: Enter and Process Budget Journals (Department)</b>	10
Lesson 1: End-to-End Processes of Budgeting in Commitment Control	11
Lesson 2: Enter and Process Budget Journals	16
Lesson 3: Process Budget Transfer Journals	24
Lesson 4: Budget Workflow Approval Process	30
<b>Module 3: Course Summary</b>	37

## Module 1: Course Introduction

### Topics

This module covers the following topics:

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

## Module 1: Course Introduction

### 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

## Module 1: Course Introduction

### Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

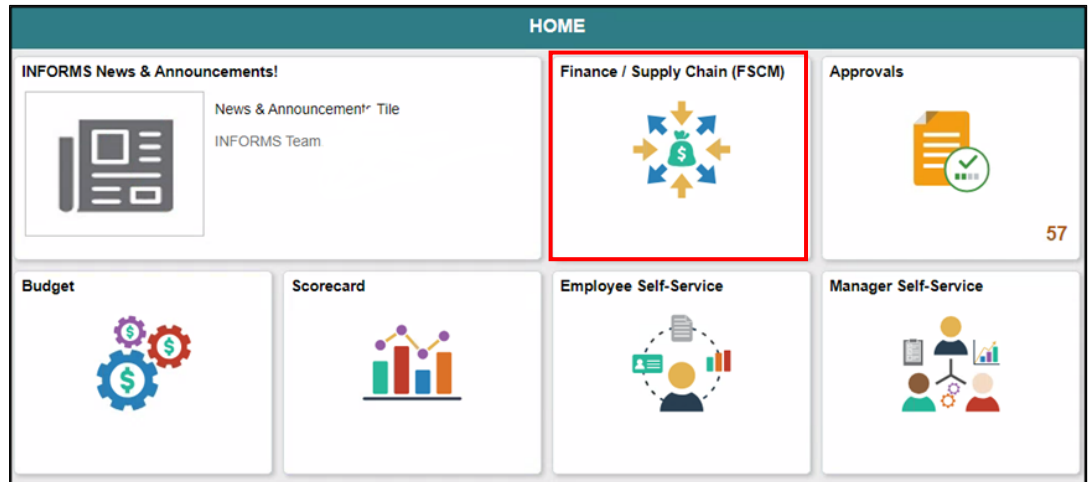
- **Central Appropriation Approver:** The Central Appropriation Approver has access to post countywide controlling budget journals for Miami-Dade County Departments Only.
- **Central Appropriation Processor:** The Central Appropriation Processor has the ability to create Countywide controlling budget 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.

## Module 1: Course Introduction

### Navigation

Below are the steps to navigate to General Ledger which will be used for navigation in the rest of this course:

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



2. Select **Finance & Accounting**.



3. Select **General Ledger**.



## Module 1: Course Introduction

### Purpose and Benefits

The purpose and benefits of the Business Process of Entering and Processing Budget Journals 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.
  - For example, all Transactions on an Annual Budget Journal require a Department, Fund, Account and Grant Value. The Capital Funds require a Project ID.
  - End-users must know how to fix these types of error transactions.
- INFORMS uses multiple budget checking ledgers.
  - 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.
  - For example, an Encumbrance liquidated to an Expenditure when the Voucher is processed.
- INFORMS uses Budget Ledgers to manage different Budget structures & Budget periods.
  - Knowing which Budget Ledger is impacted is necessary when addressing budget exceptions.
- 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.

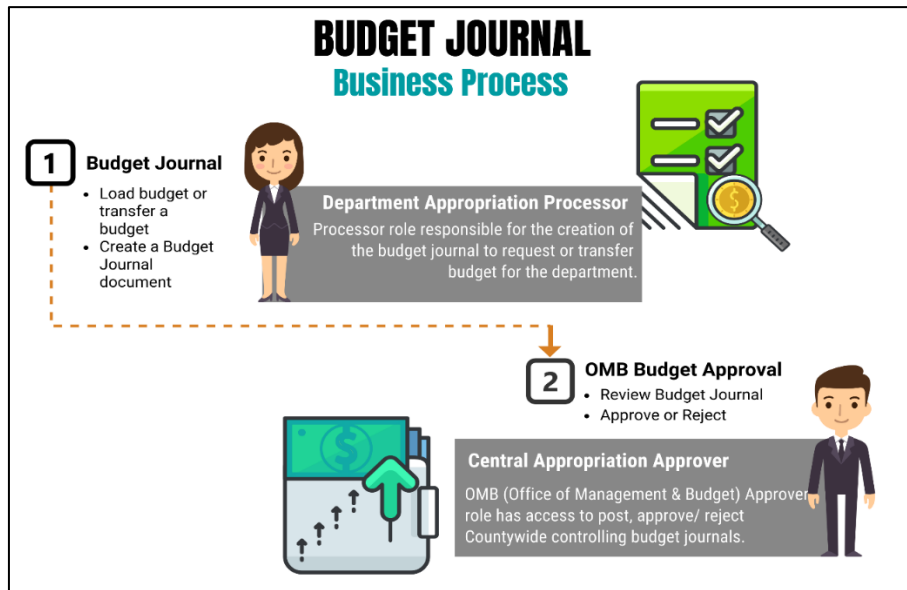
Department	Budget Approver
Elections (EL)	Elections (EL)
Clerk of Courts (CL)	Clerk of Courts (CL)
Finance (FN)	Clerk of Courts (CL)
Sheriff’s (SH)	Sheriff’s (SH)
Property Appraiser (PA)	Property Appraiser (PA)
All Miami-Dade County Departments	Office of Management and Budget (OMB)



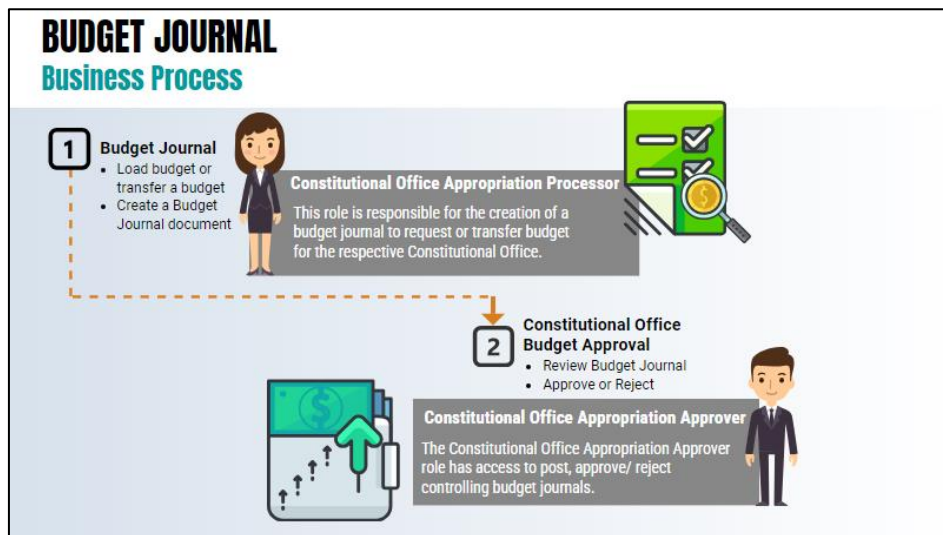
## Module 1: Course Introduction

The End-to-End Business Process

### Miami Dade County:



### Constitutional Offices:



## Module 1: Course Introduction

### The End-to-End Business Process

#### End to End Business Process (Cont.)

- There is an interface from Hyperion to load the Original Budget into INFORMS by GL Business.
- 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.
- 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 Appropriation Approver will be the only approver for their respective Constitutional Office. 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 approved Budget Journal is posted to the Commitment Control module through a batch process.
- The Budget Journal is used in instance such as:
  - Where 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.

## Module 1: Course Introduction

### Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Identifying the End-to-End Process of Entering and Processing Budget Journals
- Supporting documentation to process a Budget and/or Transfer Journal is required.
  - For example, if entering a budget for a Grant, the Resolution related to the Grant should be included.

Ledger Groups:

- Commitment Control is composed of several Ledgers.
- The most commonly used Ledgers are:
  - Revenue Ledger (A\_REV) represents the *Annual Estimated Revenue*.
  - Detail Ledger (A\_DETAIL) which represents the *Annual Detail Appropriation*.

## Module 2: Enter and Process Budget Journals (Department)

### Lessons

This module includes the following lessons:

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Entering and Processing Budget Journals
- Process Budget Transfer Journals
- Budget Workflow Approval Process

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

### Lesson 1: Introduction

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

### 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 Checking</b>	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.
<b>Budget Error</b>	When the Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation).
<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 1: End-to-End Processes of Budgeting in Commitment Control

### 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 corrections:
  - Budget Journals are used to establish and maintain Annual budgets.
  - Budget Journals related to expense transactions are posted to the Detail Ledger Group.
  - Budget Journals related to estimated revenue transactions are posted to the Revenue Ledger Group.
- Budget checking:
  - The budget checking process is used to ensure that the expense transactions meet the requirements of the Appropriation ledger based on Fund and Department and doesn't exceed the available budget amount.
  - Control budgets are created and maintained, then actual transactions are checked against the control budgets.
- Budget error notification and override:
  - The Budget Processor stops the user if the transaction exceeds the control budget (Annual Appropriation). The transaction will not go further until resolved.
  - MDC Budget Journal Errors are managed by OMB. OMB is responsible for lifting control using the Budget attribute feature in INFORMS for Miami-Dade County.
  - Constitutional Office Budget Journal Errors are managed by the respective Constitutional Offices Appropriation Approver. The CO approver is responsible for lifting control using the Budget attribute feature in INFORMS for their corresponding Constitutional Office.
- 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

### 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.

If the 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.

The following equation is an example of how INFORMS Commitment Control determines an available budget balance:

<b>Budgeted amount</b>	\$5,000
<b>Encumbrances</b>	- \$2,000
<b>Expenditures</b>	- \$750
<b>Available budget</b>	\$2,250



## Lesson 1: Lesson Summary

### Lesson Summary



Having completed the End-to-End Process of Budgeting in Commitment Control lesson, users should be able to:

- Identify the End-to-End Processes of Budgeting and Commitment Control
- Identify the four business processes provided by INFORMS Commitment Control
- The purpose of INFORMS Commitment Control
- Be familiar with the two terms that are used synonymously with Commitment Control

## Lesson 2: Enter and Process Budget Journals

### Lesson 2: Introduction

- At the conclusion of this lesson, users will be able to:
- Enter and Process Budget Journals (Department)

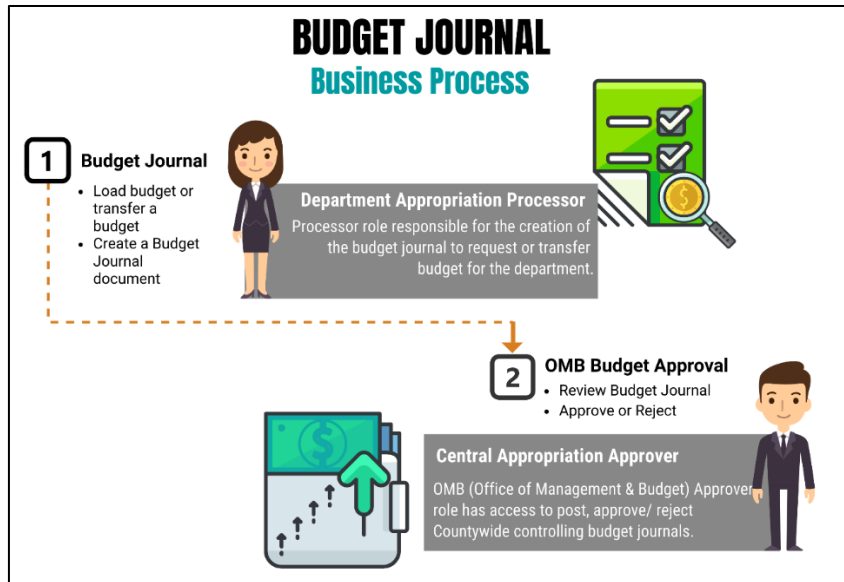
## Lesson 2: Enter and Process Budget Journals

### Lesson 2: Introduction

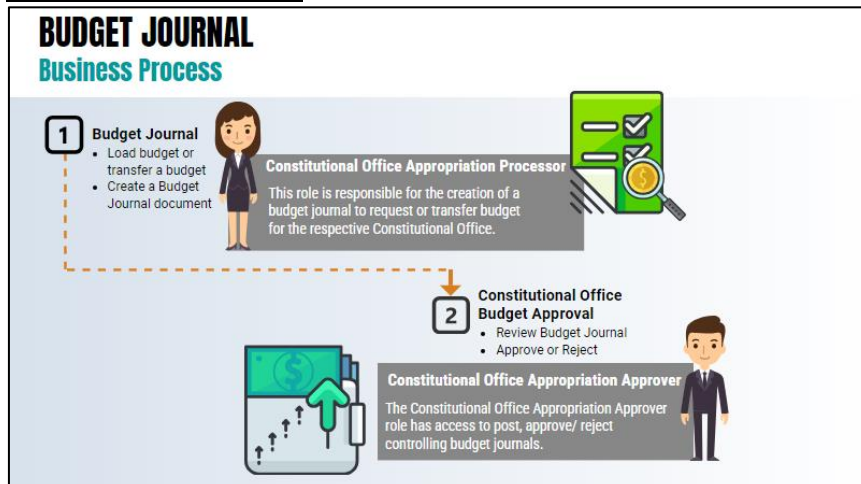
#### Budget Journals

- Annual Appropriation Budget
  - Budgets developed in Hyperion will be interfaced into Commitment Control by GL Business Unit 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.

#### Miami Dade County:



#### Constitutional Offices:



## Lesson 2: Enter and Process Budget Journals

### Lesson 2: Introduction

Budget Journals are journals that contain one or more transactions that create or modify authorized budget amounts for an organization's budget. Budget journals are entered in a similar manner as the manual journal entry process in the General Ledger.

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

1. Annual Appropriation (A\_APPROP)
  - This is the annual roll up ledger based on the Accountability Ordinance, Fund, and Department roll up.
  - No Budget Journals will be posted to this ledger.
2. Annual Detail Appropriation (A\_DETAIL)
  - The Annual Detail Appropriation (expenditures) from Hyperion is loaded into this ledger.
  - Budget Journals for Annual Detail Appropriation are posted to this ledger. (e.g., Grant Budget)
  - Once the Budget Journal is posted to this ledger, the A\_APPROP ledger is updated based on the Accountability Ordinance, Fund, and Department roll up.
3. Annual Estimated Revenue (A\_REV)
  - The Annual Estimated Revenue from Hyperion is loaded into this ledger.
  - Budget Journals for annual estimated revenues will be posted to this ledger.

To have the budget balanced (Estimated Revenues = Appropriation), the transactions must be posted into two ledgers:

- A\_DETAIL (Annual Detail Appropriation)
- A\_REV (Annual Estimated Revenue)

## Lesson 2: Enter and Process Budget Journals

### Key Terms

The following key terms are used in this Lesson:

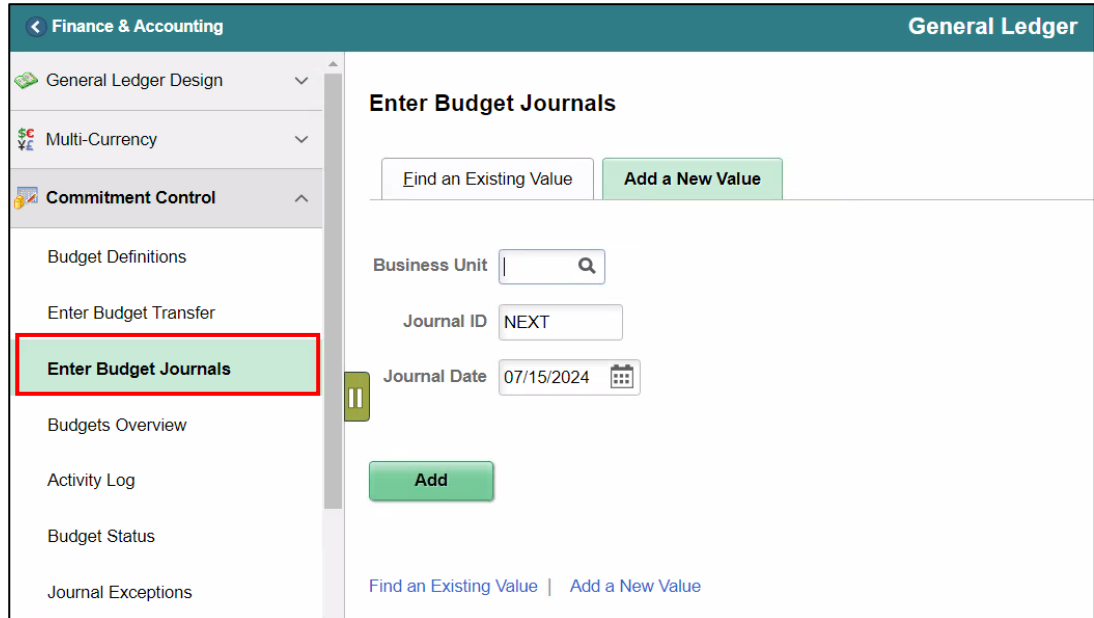


Term	Definition
<b>Budget</b>	An estimation of the expenses over a specified future period.
<b>Budget Entry Type</b>	An identifier that classifies various types of budget transactions. Budget type Original reflects the initial budget, while the Mid-Year and Year End Supplementals are for authorized changes to the initial budget.
<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 2: Enter and Process Budget Journals

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



Use the **Add a New Value** tab to enter a Budget Journal.

1. Select the appropriate **Business Unit** for your department.
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.
4. Select the **Add** button.

## Lesson 2: Enter and Process Budget Journals

### Lesson 2: Enter and Process Budget Journals

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 (**A\_DETAIL OR A\_REV**).
  - For Ledger Group **A\_DETAIL** 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 is done by selecting the **Attachments (0)** hyperlink.

## Lesson 2: Enter and Process Budget Journals

## Lesson 2: Enter and Process Budget Journals

5. Enter budget journal lines on the **Budget Lines** page. The **Budget Lines** page inputs more specific information about the budget journal, including: Budget Period, Account Number, Department Number, Fund, Grant, Budget Amount, etc. Multiple budget journals can be inputted at a single time by selecting the **plus(+)** sign on the left-hand side of the page.
6. Select **Save** and notice that the **Journal ID** changed from NEXT to the next available Journal ID number.
7. Select **Edit ChartField** from the **\*Process** dropdown
8. Select **Process** on the upper right corner.
9. Go to the **Budget Error** tab and make sure that there are no errors. Errors must be corrected before submitting the Journal for Approval.

10. 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 (MDC Departments) or the respective Constitutional Office Appropriation Approver (Constitutional Offices).

Notice the Approval Header Status field change to Pending. Select the Pending hyperlink and the approval workflow path will be visible.

## Lesson 2: Enter and Process Budget Journals



Lesson  
Summary

Having completed the lesson, users should be able to:

- Enter and Process Budget Journals as a Department Budget Journal Processor.



## Lesson 3: Process Budget Transfer Journals

### Lesson 3: Introduction

At the conclusion of this lesson, users 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 3: Process Budget Transfer 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 Journal</b>	A Commitment Control journal used to establish a budget for a particular ChartField string.
<b>Budget Transfer Journal</b>	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.
<b>Commitment Control (KK)</b>	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations, and multiyear Capital Projects and GO Bonds.

## Lesson 3: Process Budget Transfer Journals

### Lesson 3: Process Budget Transfer Journals

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

Budget transfers are 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.

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

- Transfer Original: It indicates a transfer of Original Budget amounts. This is typically to correct an error in the original entered budget.
  - For example: moving amounts from one Department value to another Department value.

## Lesson 3: Process Budget Transfer Journals

### Lesson 3: Process Budget Transfer Journals

The Enter Budget Transfer component uses the same pages as the Enter Budget Journal component, as well as processing and posting transfers can be done just as the regular budget entries are done, with the following exceptions:

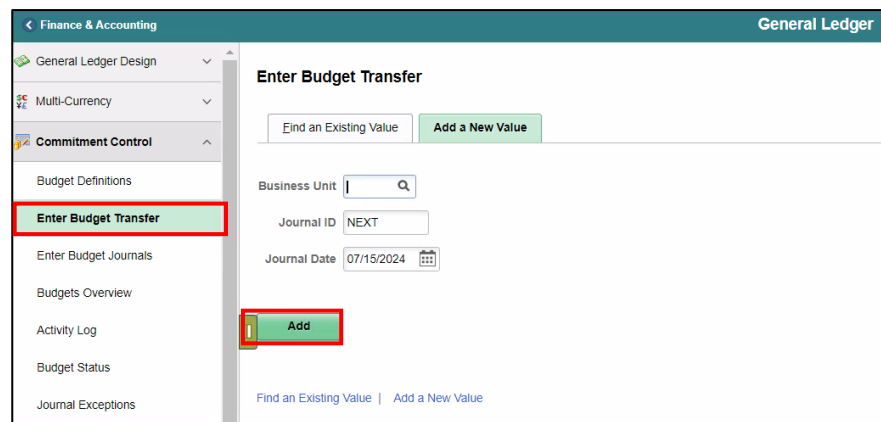
- The **Budget Header** page in the Enter Budget Transfer component has different budget entry type options, namely, *Transfer Original*, *Transfer Mid-Year Supplemental*, and *Transfer Year End Supplemental*.
- Journal lines must balance.

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

Verify the following information:

- Select the **Business Unit** for your department.
- The **Journal ID** defaults to **NEXT** for the next available number.
- The **Journal Date** defaults to the Current Date same as the Accounting Period.

**NOTE:** The Journal Date can be changed provided the Accounting Period is open.



1. Select **Add**.

The system will go to the **Budget Header** page in order to enter general information about the transfer journal, such as the ledger group and budget entry type.

2. In the **\*Ledger Group** field enter the Ledger Group **A\_DETAIL** (for expenditures) or **A\_REV** (for estimated revenue). When selecting the Ledger Group **A\_DETAIL**, the **\*Budget Entry Type** and the **Parent Budget Entry Type** selection must be the same.

**NOTE:** The most common **\*Budget Entry Type** and **Parent Budget Entry Type** is “Transfer Original”.

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. Attach any supporting documents by selecting the **Attachments (0)** hyperlink.

## Lesson 3: Process Budget Transfer Journals

### Lesson 3: Process Budget Transfer Journals

The **Budget Lines** page is used to enter the details of the budget transfer journals, submit the journals for approval, and to post the entries.

5. Enter amounts for the budgets being transferred in as negative numbers and amounts being transferred out as positive numbers. Journal entries for transfers must balance.
6. For example, within the same organization transfers can be generated between department values.
7. Select **Save**; notice how the **Journal ID** of Next will change to the next available **Journal ID** number.

Delete	Line	Approval Line Status	Ledger	Budget Period	Grant	Fund	Dept	Currency	Account	Amount-
<input type="checkbox"/>	2	Not Submitted	DET_BD	2020	NO-GRANT	G3059	AD01010000	USD	5210100000	-500.00
<input type="checkbox"/>	1	Not Submitted	DET_BD	2020	NO-GRANT	G3058	AD01010000	USD	5210100000	500.00

8. In the **\*Process** field, select **Edit ChartField** and then select **Process** on the upper right-hand corner. Go to the **Budget Error** tab and ensure there are no errors. Errors must be corrected before submitting the Journal for approval.
9. In the **\*Process** field, select **Submit Journal** and then select **Process** on the upper right corner.
10. MDC Departments: the Transfer Journal is routed to OMB as the Central Appropriation Approver. Notice that the **Approval Header Status** changed to **Pending**.
11. Constitutional Offices: the Transfer Journal is routed the respective Constitutional Office Appropriation Approver. Notice that the Approval Header Status changed to Pending
12. Select the **Pending** hyperlink and the Approval Workflow will be visible.

## Lesson 3: Lesson Summary

### Lesson Summary



Having completed the Processing Budget Transfer Journal lesson, users should be able to:

- Describe the effects of a budget journal transfer.
- Determine when using a budget transfer is appropriate.
- Summarize the different entry types available for the budget transfer process.

## Lesson 4: Budget Workflow Approval Process

### Lesson 4: Introduction

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

- Identify the appropriate roles throughout budget journal approval process.
- Explain what happens to a budget journal when it is not approved.
- Recall the steps necessary to approve a budget journal.



**Lesson 4: Budget Workflow Approval Process**

**Key Terms**

The following key terms are used in this Lesson:



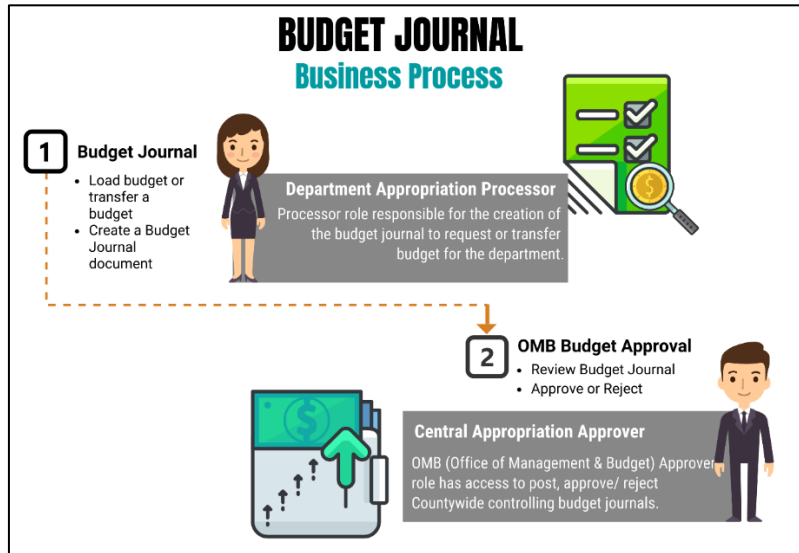
Term	Definition
<b>Budget Journal</b>	A Commitment Control journal used to establish a budget for a particular ChartField string.

## Lesson 4: Budget Workflow Approval Process

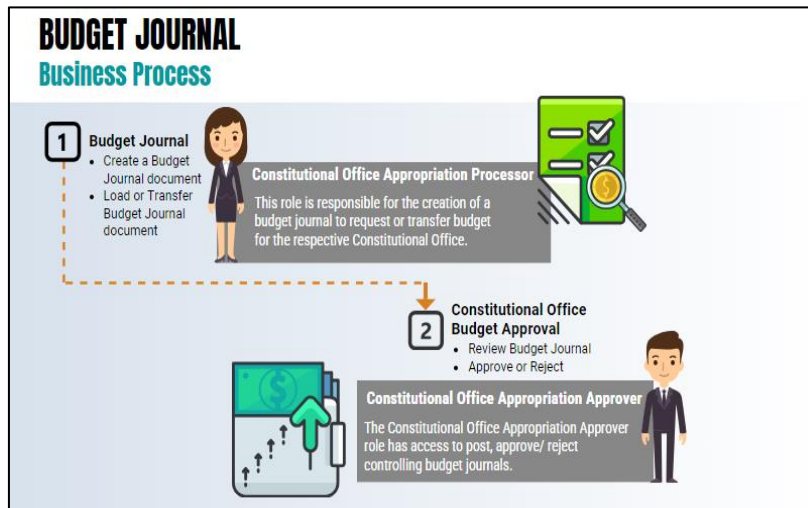
### Lesson 4: Budget Workflow Approval Process

Once a budget journal has been submitted for approval, the budget journal must undergo an approval process before it can be posted. The process flow below illustrates the entry and approval process for an operating budget.

#### Miami Dade County:



#### Constitutional Offices:



## Lesson 4: Budget Workflow Approval Process

### Lesson 4: Budget Workflow Approval Process

To begin the workflow approval process, the approver must identify the budget journals that have been submitted for approval.

Navigate to **Approvals > Budget Journal**

This page provides all the budget journals submitted for approvals. Select on the appropriate **Budget Journal link** to review the desired budget journal pending approval.

View By	Type			
All	12	All		
Budget Journal	12	Budget Journal	200,000.00 USD	Test purpose only - MDADE / 000000160 / 2020-03-25 - Original - Wilkowski, Stanley
		Budget Journal	1,000,000.00 USD	Loan Grant Budget - MDADE / 000000547 / 2020-06-15 - Original - Fernandez, Maria Cary
		Budget Journal	25,000.00 USD	Add additional budget grant re - MDADE / 000000553 / 2020-06-18 - Original - MD_GL_DPT_APPROP_PRCRSR
		Budget Journal	500.00 USD	xxx - MDADE / 000000554 / 2020-06-10 - Transfer Original - Fernandez, Maria Cary
		Budget Journal	10.00 USD	MDADE / 000000548 / 2020-06-11 - Original - MD_GL_DPT_APPROP_PRCRSR
		Budget Journal	10.00 USD	MDADE / 000000569 / 2020-06-23 - Original - MD_GL_DPT_APPROP_PRCRSR
		Budget Journal	10,000.00 USD	MDADE / 000000659 / 2020-07-01 - Original - Fernandez, Maria Cary
		Budget Journal	5.00 USD	MDADE / 000000666 / 2020-07-07 - Original - MD_GL_DPT_APPROP_PRCRSR
		Budget Journal	5.00 USD	test update to budget journal - MDADE / 000000707 / 2020-07-17 - Original - MD_GL_DPT_APPROP_PRCRSR
		Budget Journal	100,000.00 USD	MDADE / 000000996 / 2020-08-06 - Original - MD_GL_DPT_APPROP_PRCRSR
		Budget Journal	500.00 USD	MDADE / 000001007 / 2020-08-13 - Original - MD_GL_CTL_APPROP_PRCRSR
		Budget Journal	1,000,000.00 USD	Loan Grant Budget - MDADE / 000001010 / 2020-08-18 - Original - MD_GL_DPT_APPROP_PRCRSR

## Lesson 4: Budget Workflow Approval Process

### Lesson 4: Budget Workflow Approval Process

After selecting the specific Budget Journal, the **Budget Journal** page will allow the approver to review and approve or deny the specific journal displayed on this page.

The information provided on this page includes the Ledger Group the journal would affect, ChartField strings, as well as other important information specific to the journal. This page also displays where the approval process currently stands before it can officially be posted.

Loan Grant Budget

1,000,000.00 USD

Header is pending your approval

In Progress

---

**Summary**

Business Unit: MDADE	Journal ID: 0000001010
Journal Date: 08/18/20	Ledger Group: A_DETAIL
Entered by: MD_GL_DPT_APPROP_PRCR	Entered on: 08/18/20
Entry Type: Original	Year / Period: 2020 / 11

---

**Lines**

Line	Amount	Fund Code / Project	Department / Activity	Account / Source Type	Grant	PC Business Unit
1	1,000,000.00 USD	S2001	BU06020000	5496500000	BU032801	

1 row

Approver Comments

Approval Chain >

## Lesson 4: Budget Workflow Approval Process

### Lesson 4: Budget Workflow Approval Process

Once the budget journal is approved, the following options exist:

- The daily batch process will post the journal.

## Lesson 4: Lesson Summary

### Lesson Summary



Having completed the Budget Workflow Approval Process lesson, users should be able to:

- Identify the appropriate roles for the 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.

## Module 3: Course Summary

**Course Summary** The Course Summary module covers three topics:



- Course Content Summary
- Additional Training and Job Aids

## Module 3: Course Summary

### Objectives Achieved



Congratulations on completing the Entering and Processing Budget Journals course. Users should now 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.



## Module 3: Course Summary

### 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](http://MiamiDade.gov/informs)

## Module 3: Course Summary

### Key Terms

The following key terms are used in this course:



Term	Definition
<b>Budget Checking</b>	The process used to ensure that the expense transactions do not exceed the available budget amount and meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up.
<b>Budget Entry Type</b>	An identifier that classifies various types of budget transactions. The County will use Original that reflects the initial budget, Mid-Year, and Year End Supplementals for authorized changes to the budget.
<b>Budget Error</b>	When the Budget Processor stops the user if the transaction exceeds the control budget (annual appropriation).
<b>Budget Journal</b>	A Commitment Control journal used to establish a budget for a particular ChartField string.
<b>Budget Transfer Journal</b>	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.
<b>Budget</b>	An estimation of the expenses over a specified future period of time.
<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 with specific ledger types. Some examples of Commitment Ledger types include Budget, Encumbrances, Expenses and Pre-Encumbrances.