


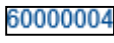



Budget Overview

Step	Action
1.	Begin by navigating to the Main Menu > Financials > Commitment Control > Review Budget Activities > Budgets Overview
2.	Click the Add a New Value tab. 
3.	Click in the Inquiry Name field and enter " DPT_BUDGET ".
4.	Click the Add button. 
5.	Use the Budget Overview page to enter details of the budget.
6.	Click in the Description field and enter " Fund 1 ".
7.	Click in the Ledger Group field and enter " KK_BUDG_2 ".
8.	Enter the desired information into the Ledger Group field. Enter a valid value e.g. " KK_BUDG_2 ".
9.	Click in the From Budget Period field and click the Look up From Budget Period (Alt+5) button. 
10.	Click the 2015-16 link.
11.	Use the Lookup button to select values for the ChartField Criteria .
12.	Click the Look up ChartField From Value (Alt+5) button. 
13.	Enter the desired information into the Account field. Enter a valid value e.g. " 6 ".
14.	Click the Look Up button. 
15.	Click the 60000000 link. 
16.	Click the Look up ChartField To (Alt+5) button. 
17.	Enter the desired information into the Account field. Enter a valid value e.g. " 6 ".
18.	Click the Look Up button. 
19.	Click the 60000004 link. 
20.	Click the Look up ChartField From Value (Alt+5) button. 
21.	Click the 100000 link. 
22.	Click the Look up ChartField To (Alt+5) button. 
23.	Click the 100030 link. 
24.	Click the Look up ChartField From Value (Alt+5) button. 
25.	Click the DI01 link. 
26.	Click the Look up ChartField To (Alt+5) button. 

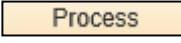

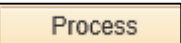
Budget Overview

Step	Action
27.	Click the DI09 link. 
28.	Click the Look up ChartField From Value (Alt+5) button. 
29.	Click the 100 link. 
30.	Click the Look up ChartField To (Alt+5) button. 
31.	Click the 102 link. 
32.	Click the Look up ChartField From Value (Alt+5) button. 
33.	Click the 1000 link. 
34.	Click the Look up ChartField To (Alt+5) button. 
35.	Click the 1060 link. 
36.	Click the Look up ChartField From Value (Alt+5) button. 
37.	Click the 2010-11 link. 
38.	Click the Look up ChartField To (Alt+5) button. 
39.	Click the 2014-15 link. 
40.	Click the Look up ChartField From Value (Alt+5) button. 
41.	Click the 1000100 link. 
42.	Click the Look up ChartField To (Alt+5) button. 
43.	Click the 1110200 link. 
44.	Click the vertical scrollbar.
45.	Click the Save button. 
46.	Click the Budgets Overview menu.
47.	Enter the desired information into the Inquiry Name field. Enter a valid value e.g. " DPT_BUDGET ".
48.	Click the Search button. 
49.	You can use the Export button to view the budget in excel.
50.	Click the Home link.
51.	You have successfully learned about Budget Overview. End of Procedure.

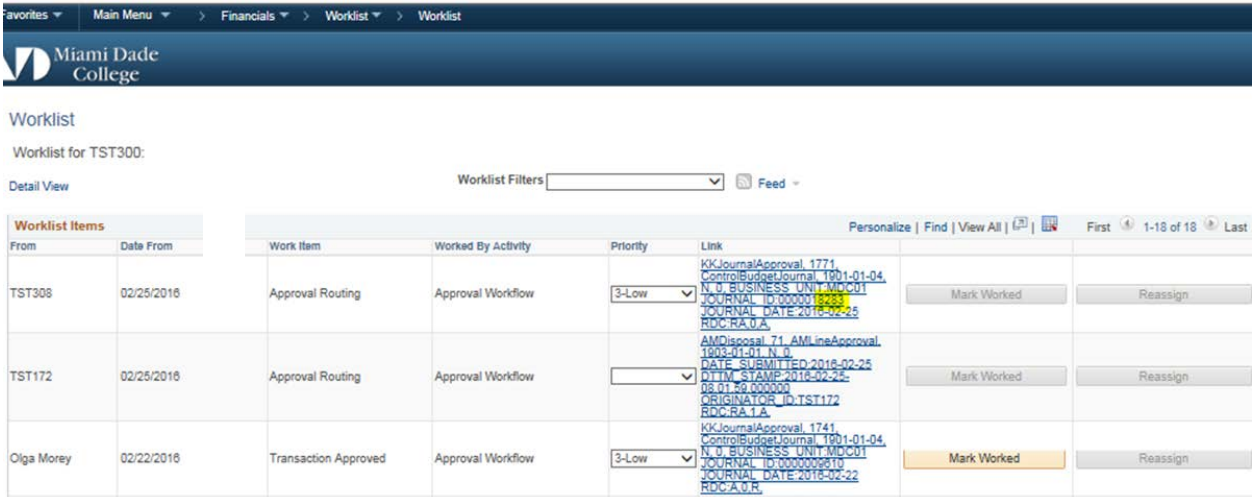
Enter Budget Transfer and Submit for Approval

Step	Action
1.	Begin by navigating to the Main Menu > Financials > Commitment Control > Budget Journals > Enter Budget Transfer
2.	Click the Add a New Value tab.
3.	Leave in the default values.
4.	Click the Add button. 
5.	Click in the Ledger Group field and enter " KK_BUDG_2 ".
6.	Click the Parent Budget Entry Type list.
7.	Click the Transfer Adjustment list item.
8.	Click in the Long Description field and enter " Testing Budget Transfer ".
9.	Click the Budget Lines tab. 
10.	Click the Look up Budget Period (Alt+5) button. 
11.	Click the 2015-16 link. 
12.	Click in the Oper Unit field and enter " KE01 ".
13.	Click in the Fund field and enter " 101 ".
14.	Click in the ICS field and enter " 1150500 ".
15.	Click in the Dept field and enter " 100030 ".
16.	Click the horizontal scrollbar.
17.	Click in the Account field and enter " 60501000 ".
18.	Click in the Bud Ref field.
19.	Click the Look up Bud Ref (Alt+5) button. 
20.	Click the 2015-16 link. 
21.	Click the horizontal scrollbar.
22.	Enter the desired information into the Amount field. Enter a valid value e.g. " -100 ".
23.	Click the Insert Lines button. 
24.	By default all the values you entered previously are copied.
25.	Click in the Amount field and enter " 100 ".
26.	Click the Save button. 
27.	Click the Process list.
28.	Click the Edit Chartfields list item.


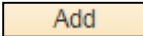

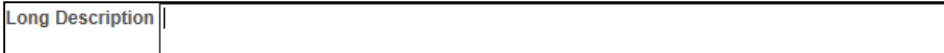
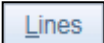


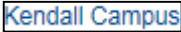
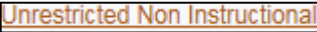


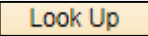
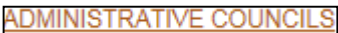

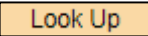
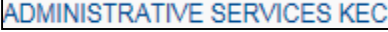

Enter Budget Transfer and Submit for Approval

Step	Action
29.	Click the Process button. 
30.	Click the Process list.
31.	Click the Budget Pre-Check list item.
32.	Click the Process button. 
33.	Click the Process list.
34.	Click the Submit Journal list item.
35.	Click the Process button 
36.	Click the Home link.
37.	You have successfully entered budget transfer and submitted it for approval. End of Procedure.


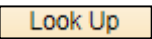



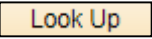


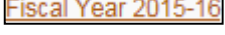


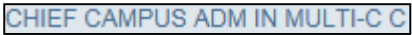

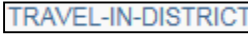

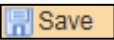
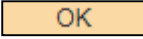
Approving Budget Transactions Using Worklist

Step	Action
1	<p>Approvers using the MDConnect Worklist</p> <p>Navigating to the Main Menu > Financials > Worklist > Worklist</p>
2	Your Worklist Items will appear in Summary view
3	
4	The user can sort by columns. When work is routed to an MDConnect user, it is listed in the user's worklist. To work on an item, the user selects it from the worklist and is presented with the appropriate page to begin work.
5	<p>You have successfully approved your items in your checklist.</p> <p>End of Procedure.</p>

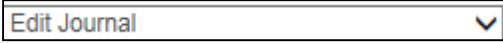
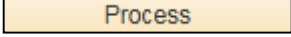
Journal Entry

Step	Action
1.	Begin by navigating to the Main Menu > Financials > General Ledger > Journals Activities > Journal Entry
2.	Click the Create/Update Journal Entries menu. 
3.	Click the Add button. 
4.	Click in the Long Description field. 
5.	Enter the desired information into the Long Description field. Enter a valid value e.g. "To transfer travel expense for the month." . 
6.	Click on Attachments link to attach a memo and support documenting the reason for the transfer.
7.	Click the Lines tab. 
8.	Click in the Oper Unit field. 
9.	Click the Look up Oper Unit (Alt+5) button. 
10.	Click the Kendall Campus link. 
11.	Click the Look up Fund (Alt+5) button.
12.	Click the Unrestricted Non Instructional link. 
13.	Click the Look up ICS (Alt+5) button. 
14.	Enter the desired information into the ICS field. Enter a valid value e.g. "6143" . 
15.	Click the Look Up button. 
16.	Click the ADMINISTRATIVE COUNCILS link. 
17.	Enter the desired information into the Department field. Enter a valid value e.g. "300" . 
18.	Click the Look Up button. 
19.	Click the ADMINISTRATIVE SERVICES KEK link. 
20.	Click the Look up Campus\Center (Alt+5) button. 

Journal Entry

Step	Action
21.	Enter the desired information into the Campus\Center field. Enter a valid value e.g. " 2000 ". 
22.	Click the Look Up button. 
23.	Click the KENDALL CAMPUS link. 
24.	Click the Look up Account (Alt+5) button. 
25.	Enter the desired information into the Account field. Enter a valid value e.g. " 60501 ". 
26.	Click the Look Up button. 
27.	Click the TRAVEL-IN-DISTRICT link. 
28.	Click the Look up Bud Ref (Alt+5) button. 
29.	Click the Fiscal Year 2015-16 link. 
30.	Click in the Debit Amount field. 
31.	Enter the desired information into the Debit Amount field. Enter a valid value e.g. " 25 ".
32.	Click the Insert Lines button. 
33.	Click in the ICS field.
34.	Enter the desired information into the ICS field. Enter a valid value e.g. " 6115 ".
35.	Click the CHIEF CAMPUS ADM IN MULTI-C C object. 
36.	Click in the Account field. 
37.	Enter the desired information into the Account field. Enter a valid value e.g. " 60501000 ".
38.	Click the TRAVEL-IN-DISTRICT object. 
39.	Click in the Debit Amount field and delete amount value. 
40.	Enter the desired information into the Credit Amount field. Enter a valid value e.g. " 25 ".
41.	Click the Save button. 
42.	Click the OK button. 

Journal Entry

Step	Action
43.	Select Edit Journal . 
44.	Click the Process button. 
45.	After Process is completed a window will appear. If an error exists a review has to be conducted. If no errors exist the journal can be submitted for approval.
46.	You have successfully created a Journal Entry. End of Procedure.