

## Budget Overview

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

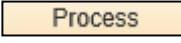

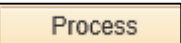
## Budget Overview

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

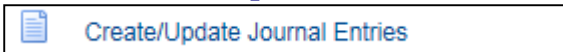
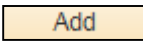


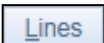


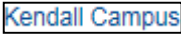
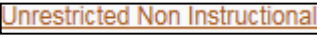

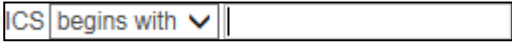



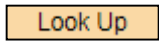
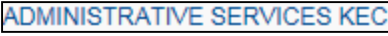

## Enter Budget Transfer and Submit for Approval

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


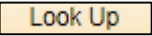



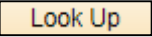


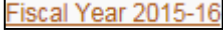
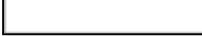

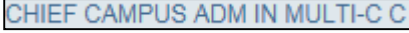



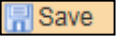
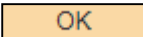
## Enter Budget Transfer and Submit for Approval

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

## Journal Entry

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

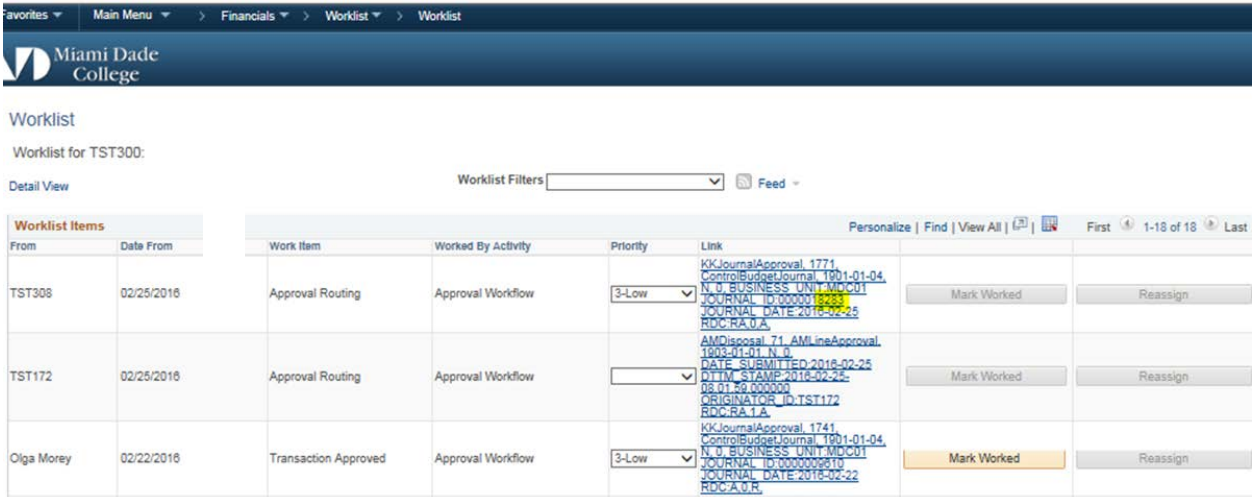
## Journal Entry

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

## Journal Entry

Step	Action
43.	Select <b>Edit Journal</b> . <input type="text" value="Edit Journal"/>
44.	Click the <b>Process</b> button. <input type="button" value="Process"/>
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. <b>End of Procedure.</b>

## Approving Budget Transactions Using Worklist

Step	Action																																
1	<p><b>Approvers using the MDConnect Worklist</b></p> <p>Navigating to the <b>Main Menu</b> &gt; Financials &gt; Worklist &gt; Worklist</p>																																
2	Your Worklist Items will appear in Summary view																																
3	 <p>The screenshot shows the MDConnect Worklist interface. At the top, there is a navigation breadcrumb: Favorites &gt; Main Menu &gt; Financials &gt; Worklist &gt; Worklist. Below this is the Miami Dade College logo and the title 'Worklist'. The user is identified as 'Worklist for TST300'. There are 'Worklist Filters' and a 'Feed' icon. A table titled 'Worklist Items' is displayed with the following columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. The table contains three rows of data:</p> <table border="1"> <thead> <tr> <th>From</th> <th>Date From</th> <th>Work Item</th> <th>Worked By Activity</th> <th>Priority</th> <th>Link</th> <th>Mark Worked</th> <th>Reassign</th> </tr> </thead> <tbody> <tr> <td>TST308</td> <td>02/25/2016</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td>3-Low</td> <td><a href="#">KKJournalApproval_1771</a> <a href="#">ControlBudgetJournal_1901-01-04</a> <a href="#">N.D.BUSINESS UNIT MD001</a> <a href="#">JOURNAL_ID:00000182825</a> <a href="#">JOURNAL_DATE:2016-02-25</a> <a href="#">RDC:RA.1.A</a></td> <td>Mark Worked</td> <td>Reassign</td> </tr> <tr> <td>TST172</td> <td>02/25/2016</td> <td>Approval Routing</td> <td>Approval Workflow</td> <td></td> <td><a href="#">AMDisposal_71_AMLineApproval</a> <a href="#">1903-01-01 N.D.</a> <a href="#">DATE SUBMITTED:2016-02-25</a> <a href="#">RTM_STAMP:2016-02-25</a> <a href="#">03:01:49:00003</a> <a href="#">ORIGINATOR_ID:TST172</a> <a href="#">RDC:RA.1.A</a></td> <td>Mark Worked</td> <td>Reassign</td> </tr> <tr> <td>Olga Morey</td> <td>02/22/2016</td> <td>Transaction Approved</td> <td>Approval Workflow</td> <td>3-Low</td> <td><a href="#">KKJournalApproval_1741</a> <a href="#">ControlBudgetJournal_1901-01-04</a> <a href="#">N.D.BUSINESS UNIT MD001</a> <a href="#">JOURNAL_ID:000000810</a> <a href="#">JOURNAL_DATE:2016-02-22</a> <a href="#">RDC:A.0.B</a></td> <td>Mark Worked</td> <td>Reassign</td> </tr> </tbody> </table>	From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign	TST308	02/25/2016	Approval Routing	Approval Workflow	3-Low	<a href="#">KKJournalApproval_1771</a> <a href="#">ControlBudgetJournal_1901-01-04</a> <a href="#">N.D.BUSINESS UNIT MD001</a> <a href="#">JOURNAL_ID:00000182825</a> <a href="#">JOURNAL_DATE:2016-02-25</a> <a href="#">RDC:RA.1.A</a>	Mark Worked	Reassign	TST172	02/25/2016	Approval Routing	Approval Workflow		<a href="#">AMDisposal_71_AMLineApproval</a> <a href="#">1903-01-01 N.D.</a> <a href="#">DATE SUBMITTED:2016-02-25</a> <a href="#">RTM_STAMP:2016-02-25</a> <a href="#">03:01:49:00003</a> <a href="#">ORIGINATOR_ID:TST172</a> <a href="#">RDC:RA.1.A</a>	Mark Worked	Reassign	Olga Morey	02/22/2016	Transaction Approved	Approval Workflow	3-Low	<a href="#">KKJournalApproval_1741</a> <a href="#">ControlBudgetJournal_1901-01-04</a> <a href="#">N.D.BUSINESS UNIT MD001</a> <a href="#">JOURNAL_ID:000000810</a> <a href="#">JOURNAL_DATE:2016-02-22</a> <a href="#">RDC:A.0.B</a>	Mark Worked	Reassign
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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	You have successfully approved your items in your checklist. <b>End of Procedure.</b>																																