

Add General Ledger Records to Balance Sheet

ERP-Statewide

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This article describes how to add general ledger records to the balance sheet.


When performing this process during the budgeting process for new year funds, it is completed in the current FAM fiscal year prior to transferring the general ledger to the new fiscal year. A full overview of the budgeting process is on the [Budget Prep Overview](#)¹ page.

¹ <https://community.mcoecn.org/display/ERPPublic/Budget+Prep+Overview>

1 Step-by-step guide

1. Access the balance sheet using *FAM>Entry & Processing>Balance Sheet*.
2. Click the Auto Create link in the action bar above the green OK icon.
3. Enter the Fund/SCC you want to add to the balance sheet. This step will create the required balance sheet entries for the entered fund/SCC. The required entries only include the accounts which are part of the fund accounting profile and are necessary for eFP to function properly.

Load Information

 This option will create records in the general ledger for each required account in the given fund from the organization chart.

Load

FUND/SCC* x

4. Click the green OK icon.
5. Click OK in the Balance Sheet Creation print dialog box.

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BALANCE SHEET CREATION

Destination	File Options
<input type="radio"/> File <input checked="" type="radio"/> Screen	File Name <input style="width: 80%;" type="text" value="H:/rpt/balancesheetcreation.rpt"/>

6. Open the balance sheet creation report. Depending on your browser and browser settings, this file will show on your screen as a report to open or may be downloaded directly to your downloads folder.
7. Verify the balance sheet records were created successfully.

⚠ Balance Sheet Records Created Automatically

Balance sheet records for all the asset, equity and liability accounts listed on the fund accounting profile are created during the process detailed above. Balance sheet records for all other accounts must be created manually using the process detailed below.

8. Click the + sign in the action bar to manually add the remaining accounts needed for this fund/SCC.
9. Enter the Fund/SCC and the account code (A, E or L prefixed). Check the continuous checkbox to retain the data to make the addition of multiple accounts for the same fund/SCC easier.

Balance Sheet Information

Continuous

FUND/SCC *

Account Code * FEDERAL TAX PAYABLE

10. Click the green OK icon.
11. Repeat the above process for additional fund/SCC combinations.



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