Create New Year Ledgers in FAM from Budget Prep

ERP-Statewide

Exported on 06/04/2019
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This article details the process to create expenditure and revenue ledgers in FAM from Budget Prep data. 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 **Create New Year Ledgers**

1. Access the budget administrator menu using the following menu path: *Budget Prep>Entry & Processing>Budget Administrator*.

2. **Click Post Budget.**

3. Select the following checkboxes: Create Expenditure Ledgers, Create Revenue Ledgers and Update Account Titles.

   **Do NOT select any POST checkboxes**
   Do NOT select any POST checkboxes at this time. The POST options can only be performed once a year when you are ready to upload your APPROVED budgets.

4. Click the green OK icon.

5. Click Yes to create new year expenditure ledgers.
6. Verify the expenditure ledgers were created successfully and click OK.

Create Complete

The Expenditure Ledger has been successfully created.

OK

7. Click Yes to create new year revenue ledgers.

Continue?

Would you like to create new year revenue ledgers?

Yes  No

8. Verify the revenue ledgers were created successfully and click OK.

Create Complete

The Revenue Ledger has been successfully created.

OK

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There is no content with the specified labels