

# Create New Year Ledgers in FAM from Budget Prep

ERP-Statewide

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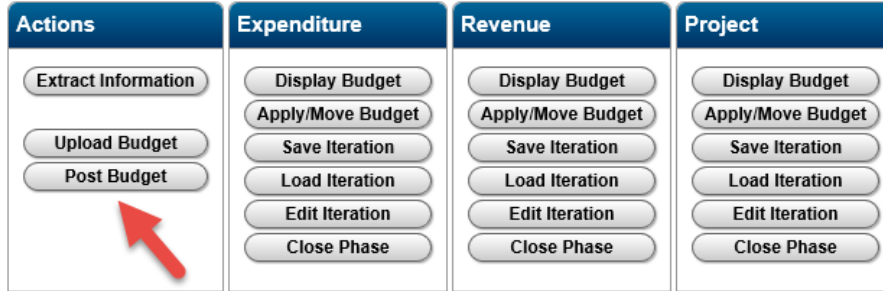
This article details the process to create expenditure and revenue ledgers in FAM from Budget Prep data. A full overview of the budgeting process is on the [Budget Prep Overview](#)<sup>1</sup> page.

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<sup>1</sup> <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.

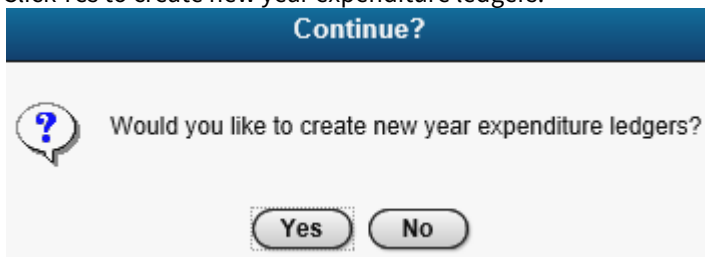
**⚠ Do NOT select any POST checkboxes**  
 Do NOT select any POST checkboxes at this time. The POST options can only be performed once a year when you are ready to upload your APPROVED budgets.

Create
<input checked="" type="checkbox"/> Create Expenditure Ledger
<input checked="" type="checkbox"/> Create Revenue Ledger
<input type="checkbox"/> Create Project Ledger
<input checked="" type="checkbox"/> Update Account Titles

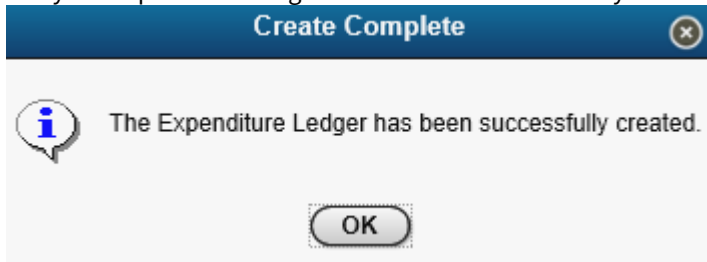
  

Post
<input type="checkbox"/> Post Expenditure Ledger
<input type="checkbox"/> Post Revenue Ledger
<input type="checkbox"/> Post Project Ledger
<input type="checkbox"/> Update Account Titles

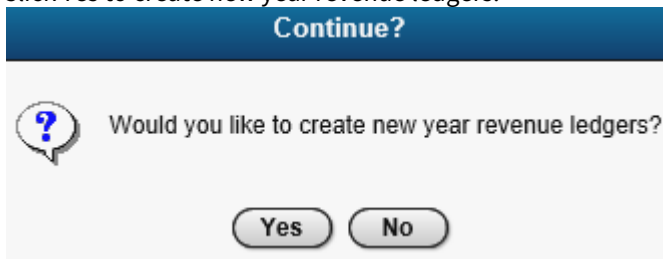
4. Click the green OK icon.
5. Click Yes to create new year expenditure ledgers.



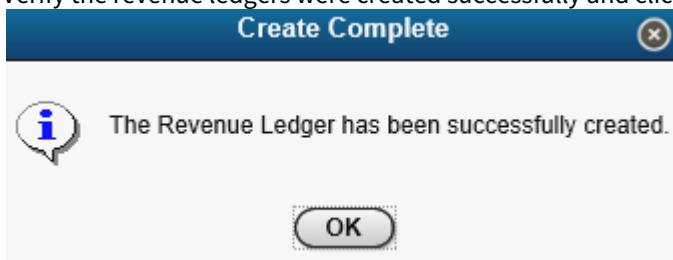
6. Verify the expenditure ledgers were created successfully and click OK.



7. Click Yes to create new year revenue ledgers.



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



## Related articles

### Content by label

There is no content with the specified labels

