Extract Data from FAM to Budget Prep

ERP-Statewide

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This article describes how to extract FAM ledgers for the current fiscal year to budget prep during the budgeting process. There are two options for the extract.

1. Extract FAM ledgers in order to begin the budgeting process for the upcoming fiscal year. This process is described below in the Extract Data from FAM and Begin New Year in Budget Prep(see page 4) section.

2. Extract FAM ledgers to update data in budget prep after changes are made in FAM. This process is described below in the Update Extracted Data from FAM to Budget Prep(see page 6) section.

A full overview of the budgeting process is on the Budget Prep Overview[1] page.

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

1 Extract Data from FAM and Begin New Year in Budget Prep

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

2. Click Extract Information in the Actions menu.

> ⬥ **New Budget Year Extract**
> The extract process may only be run as a 'New Budget Year' once each year. This is selected in the Extract Type option during the extract process. To extract modified data in FAM after the initial extract, additional extracts may be performed using the 'Update Extracted Data' option.

3. Make the desired selections in the Extract window. The following image shows the suggested selections. Several options are noted below the image.

   a. Extract Type: Since you are running the initial extract to create the new budget year in FAM, use the New Budget Year option.
   b. Configuration: If you would like to pull the original budget amounts from FAM instead of the current budget amounts, use the Original option.
   c. Include Inactive: Check the box if you would like inactive accounts in FAM to be extracted to budget prep.

4. Click the green OK icon to process the extract.

5. Select Yes or No depending on your desire to include notes from the current year's budget in FAM in the extract to budget prep.
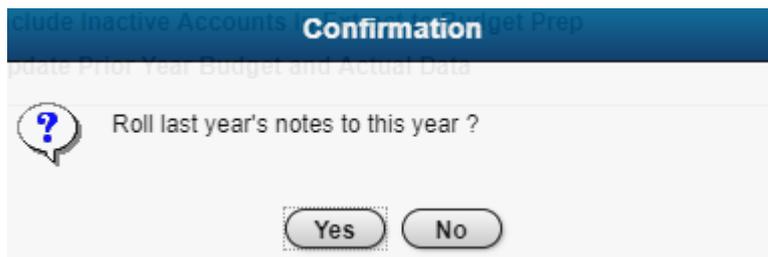
6. Verify the year in the message is referencing the upcoming fiscal year for which you are beginning the budget process.
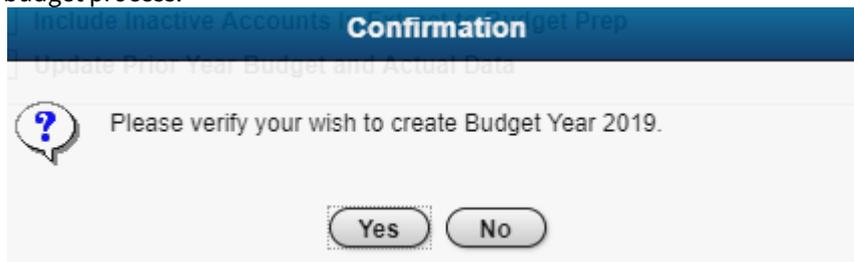
7. Verify the extract has completed successfully.
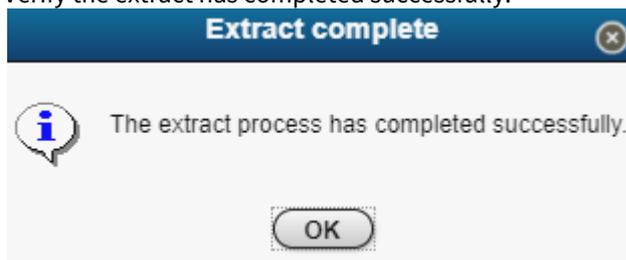
2 Update Extracted Data from FAM to Budget Prep

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

2. Click Extract Information in the Actions menu.

3. Make the desired selections in the Extract window. The following image shows the suggested selections. Several options are noted below the image.

   a. Extract Type: Since you are rerunning the extract to pull updated data from FAM, use the Update Extracted Data option.
   b. Configuration: If you would like to pull the original budget amounts from FAM instead of the current budget amounts, use the Original option.
   c. Include Inactive: Check the box if you would like inactive accounts in FAM to be extracted to budget prep.

4. Click the green OK icon to process the extract.

5. Verify the year in the message is referencing the upcoming fiscal year for which you are beginning the budget process.
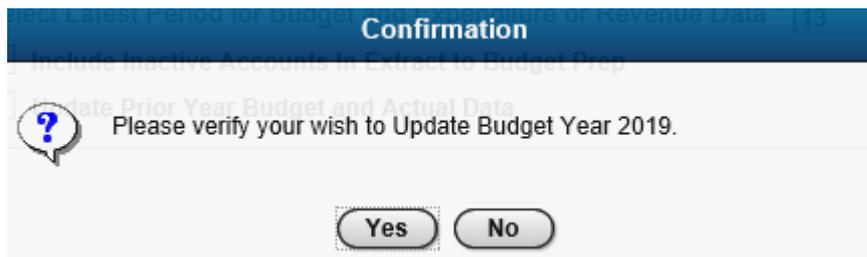
6. Verify the extract has completed successfully.
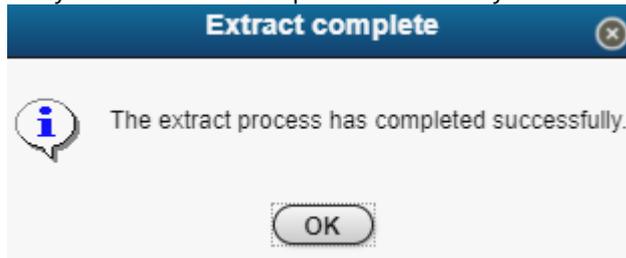
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