

Update Ledgers in FAM

ERP-Statewide

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This process is used to setup FAM for the new year and move the ending fiscal year general ledger balances to period 1 in the new year using a NEW YEAR journal entry.

**Update Ledgers May Only Be Performed Once Each Year**

The Update Ledgers process may only be performed once each year.

This process performs the following tasks.

1. Updates the Fund Accounting Profile to Period 1 in the new fiscal year.
2. Rolls your Period 12 balances into Period 1 of the new year.
3. Rolls Expenditure Control and Revenue Control balances into the new year's Fund Balance.
4. Rolls Encumbrance and Encumbrance Control balances into the new year's Fund Balance.
5. Rolls Budget Expenditure Control and Budget Revenue Control balances into the new year's Budget Fund Balance.
6. Sets paid amounts to zero in the Vendor List's FTD Paid fields and Payer List's YTD Payments fields.


1 Step-by-step guide

1. Ensure no one in your district is using FAM.
2. Access the Year End menu using *FAM>Periodic Routines>Year End*.
3. Click Back Up Fund Accounting to Disk.


Fiscal Year End Set-Up	Optional
<input type="checkbox"/> Start New Year Procedures	<input type="checkbox"/> Roll Prior Year Encumbrances
<input checked="" type="checkbox"/> Create New Year Ledgers	<input type="checkbox"/> Interim Close
<input type="checkbox"/> Back Up Fund Accounting to Disk	<input type="checkbox"/> Final Close
<input type="checkbox"/> Update Ledgers	
<input type="checkbox"/> Post Ledgers	

4. Click Yes to continue with the backup.
5. Verify the backup has completed and click OK.
6. Change the system date by accessing *FAM>Periodic Routines>Change System Date*.
7. Enter the date you wish to use for the New Year journal entries.

Option Information

 This option will change the system date in the profile.

Change System Date

Date * × 


8. Click the green OK icon.
9. Click Yes to continue.

10. In the Year End menu, click Update Ledgers.

Fiscal Year End Set-Up	Optional
<input type="checkbox"/> Start New Year Procedures <input checked="" type="checkbox"/> Create New Year Ledgers <input checked="" type="checkbox"/> Back Up Fund Accounting to Disk <input type="checkbox"/> Update Ledgers <input type="checkbox"/> Post Ledgers	<input type="checkbox"/> Roll Prior Year Encumbrances <input type="checkbox"/> Interim Close <input type="checkbox"/> Final Close

11. Verify the year in the Update New Year General Ledger message is the new fiscal year.

Update New Year General Ledger

 The New Year General Ledger is about to be updated to Fiscal Year 2019. Would you like to continue with the process?

12. Click OK to select the defaults for the report.


Print - Tri-County ESC - Test

FUNDS NOT FOUND IN NEW YEAR GENERAL LEDGER

Destination	File Options
<input type="radio"/> File <input checked="" type="radio"/> Screen	File Name <input type="text" value="H:/Todd.Zimmerly/rpt/begin_year.rpt"/>

13. Verify the new year process completed successfully and click OK.

Confirmation

 Begin New Year completed successfully

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Content by label

There is no content with the specified labels

