

Budget Loads for the New Year

Two step process:

- I. Create the Budget Load record. Once the annual PC Bud process is finalized, you should enter your new year budget records in FMP.
- II. Reconcile the record in month 1 of the new year and expend it.

I. Create the Budget Load Record:

1. Create a **Budget Input** record to Load the FY05 Budget.
2. Enter the following info:
 - a. Document #: PC Bud (this will change once you reconcile it in the new year.
 - b. Description: FYxx budget load. Example: FY05 Budget Load
 - c. Starting amount: leave blank.
 - d. Budget nodes: use the PC Bud report for amounts to budget in each category. You must **increase the budget node** and **decrease income**. Example: Increase M&O \$2500; Increase Travel \$1000; Decrease Income for the total of \$3500.

Budget Input

The cost center will expire in 45 days!

Document Type: Budget Input

Account: 225051 Sub Acct:

Start Amount:

Entered By: lbc

Document #: BDX971611

Sponsor: IDC

Description: FY05 Budget Load

Salary:

Fringe Benefits:

M & O:

Travel:

Equipment: 15,000.00

Indirect Cost:

Income: -15,000.00

EACH OF THE STARTER AMOUNTS CAN BE DIFFERENT FOR A NEW ACCOUNT NUMBER

II. Reconcile the Budget Load Record in the New Fiscal Year

1. Find the **Budget Input** record that contains the FY05 Budget Load. The document numbers should be listed as "PC Bud" if you properly entered the record based on the instructions above.
2. Enter and/or verify the following info:
 - a. Document #: BDX### (found on the 1074, Budget Journal section)
 - b. Description: FY05 budget load
 - c. Starting amount: leave blank.
 - d. Budget nodes: use the 1074 to verify that the budget nodes match.
3. If everything matches, expend the record by entering 9/1/xx in the "Exp date" field. Note: DO NOT enter anything in "Exp Amount" field.