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.

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.