

## ADD AN ACCOUNT

- Step 1 – Add the account to the Account List in BUDGET PREP
- Step 2 – Add the budget unit / account combination(s) to either the Expenditure Ledger or the Revenue Ledger in BUDGET PREP (if it's a General Ledger account, skip this step)
- Step 3 – Add the account to the Account List in FUND ACCOUNTING
- Step 4 – Add the budget unit / account combination(s) to either the Expenditure Ledger, Revenue Ledger or General Ledger in FUND ACCOUNTING

## REMOVE AN ACCOUNT

- Step 1 – Remove either the budget unit / account combination from either the Expenditure Ledger or the Revenue Ledger or the fund / account combination from the General Ledger in FUND ACCOUNTING
- Step 2 – Remove the account from the Account List in FUND ACCOUNTING
- Step 3 – Remove the budget unit / account combination from either the Expenditure Ledger or the Revenue Ledger in BUDGET PREP (this does not apply to General Ledger accounts because there is no General Ledger in BUDGET PREP)
- Step 4 – Remove the account from the Account List in BUDGET PREP

## ADD A BUDGET UNIT

- Step 1 – Add the budget unit to the Organization Chart in BUDGET PREP
- Step 2 – Add the budget unit / account combination(s) to either the Expenditure Ledger or the Revenue Ledger in BUDGET PREP
- Step 3 – Add the budget unit to the Organization Chart in FUND ACCOUNTING
- Step 4 – Add the budget unit / account combination(s) to either the Expenditure Ledger or the Revenue Ledger in FUND ACCOUNTING

## REMOVE A BUDGET UNIT

- Step 1 – Remove the budget unit / account combination from either the Expenditure Ledger or the Revenue Ledger in FUND ACCOUNTING
- Step 2 – Remove the budget unit from the Organization Chart in FUND ACCOUNTING
- Step 3 – Remove the budget unit / account combination from either the Expenditure Ledger or the Revenue Ledger in BUDGET PREP
- Step 4 – Remove the budget unit from the Organization Chart in BUDGET PREP

## ADD A FUND

- Step 1 – Add the fund to the Organization Chart in BUDGET PREP
- Step 2 – Add the fund to the Organization Chart in FUND ACCOUNTING
- Step 3 – Add the fund / account combination to the General Ledger in FUND ACCOUNTING

## REMOVE A FUND

- Step 1 – Remove the fund / account combination from the General Ledger in FUND ACCOUNTING
- Step 2 – Remove the budget unit / account combination from either the Expenditure Ledger or the Revenue Ledger in FUND ACCOUNTING for any budget unit that uses that fund as its Level 1 for its reporting structure
- Step 3 – Remove the fund from the Organization Chart in FUND ACCOUNTING
- Step 4 – Remove the budget unit / account combination from either the Expenditure Ledger or the Revenue Ledger in BUDGET PREP for any budget unit that uses that fund as its Level 1 for its reporting structure
- Step 5 – Remove the fund from the Organization Chart in BUDGET PREP

## ADD NEW EXPENDITURE / REVENUE LEDGER ENTRIES

- Step 1 – Create the fund in BUDGET PREP
- Step 2 – Create the budget unit in BUDGET PREP
- Step 3 – Add the budget unit / account combination to either the Expenditure Ledger or Revenue Ledger in BUDGET PREP
- Step 3 – Create the fund in FUND ACCOUNTING
- Step 4 – Create the budget unit in FUND ACCOUNTING
- Step 5 – Add the General Ledger accounts to the fund on the Balance Sheet in FUND ACCOUNTING
- Step 6 – Add the budget unit / account combination to either the Expenditure Ledger or Revenue Ledger in FUND ACCOUNTING