

Post to General Ledger - FIN8100

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This page is used to post the final approved budget amendment to the general ledger. This transfers account information in the amendment table to the general ledger in the Finance application for all accounts with an increase or decrease to the budget amount. Amendment journal entries are created for each account with an increase or decrease amount. Once the amendment has been approved and no additional changes are required, the changes must be posted to the general ledger. The posting process performs two separate functions:

- Adds all account numbers and descriptions from the amendment journal table to the chart of accounts if the accounts do not currently exist in the chart of accounts.
- Creates budget amendment journal entries for each account with an increase or decrease. These values are added to or subtracted from the estimated revenue/appropriations field for each account.

After the posting process is complete, print the general ledger reports for the funds (e.g., general journal). The reports allow you to verify that the values have been transferred correctly. Entries are made only for those accounts with an increase or decrease.

Post an amendment to the general ledger:

Under **Accounting Period**:

❑ Under **Accounting Period**, select the general ledger period in which to post.

Field	Description
Current	Selected by default if **Current Accounting Period Close** is not selected on the District Finance Options > Accounting Periods tab.
Next	Selected by default if **Current Accounting Period Close** is selected on the District Finance Options > Accounting Periods tab.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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