Uploading data into the ePlan Final Expenditure Reports

The Final Expenditure Report (FER) data must be entered or uploaded into ePlan for each fund or grant. Below are the instructions for uploading data into ePlan.

Upload Revenues, Final Expenditures and Balance Sheet **separately**.

Revenues:
1. Click on "Actual Revenues" and then "Upload Revenue Data"
2. Click "Choose file"
3. Once file is chosen, click "Create"
4. Click "Process Revenue Upload"
5. Actual revenue is now loaded into the FER
6. Verify the total to determine if any line items did not upload. If total is not correct, verify that each category and line item are correct

Final Expenditures:
1. Click on "Actual Expenditures" and then "Upload Expenditure Data"
2. Click "Choose file"
3. Once file is chosen, click "Create"
4. Click "Process Revenue Upload"
5. Actual expenditures are now loaded into the FER
6. Verify the grand total and category totals to determine if any line items did not upload. If totals are not correct, verify that each line item are correct.

Balance Sheet:
1. Click on "Actual Balance Sheet" and then "Upload Balance Sheet Data".
2. Click "Choose file"
3. Once file is chosen, click "Create"
4. Click "Process Revenue Upload"
5. The balance sheet is now loaded into the FER
6. Verify that each line matches the trial balance from the accounting system. If the amounts are not correct, make changes on the Balance Sheet page.
7. The beginning reserves and fund balance will automatically be carried over from the previous year. You may need to adjust the beginning reserve or fund balance based on any transactions made to the reserve or fund balance. Enter these adjustments in the Adjustment column for that reserve or fund balance.

For next steps, refer to the one pager resource, "Balancing Final Expenditure Reports for Summary Report 1 and Summary Report 2.