Pontem® SOFTWARE

FAQ – How to Finalize a Budget

A. How to Finalize a Budget

1. Open the General Ledger Program
2. Click **Yearly Budgets** link in the Primary Task box (upper left corner)
3. Double Click the year to finalize (This should be the only year with the budget status "Preliminary")
4. Click **Finalize Budget** located on the Tools tab on the left side bar
5. Click **Yes** button
6. Click **OK** button

Additional Assistance

Contact the Pontem Software Help Desk
Toll-free: 888.237.8531 FAX: 517.663.2166
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