

BP.010.015 – CREATING ORIGINAL BUDGET JOURNALS WITH THE FIN EXPORT

Purpose	To create original budget journals from Budget Prep data
Description	The Financials Export process converts data stored in the Budget Prep aggregate table into original budget journals for the new fiscal year.
Security Role	BOR_BP_PROCESSES
Dependencies/ Constraints	Board of Regents approved the submitted budget.
Additional Information	This process should only be run once per budget year. In the event it needs rerun, submit a ticket to the Support team for assistance.

Procedure

Below are complete step-by-step instructions on completing the Financials Export for Budget Prep Processing.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Budget Prep link.
5.	Click the Budget Prep Processing link.
6.	Click the Financials Export link. The Run Control ID page opens.
7.	Add a new value or use an existing Run Control ID .
8.	Select either the Create Report or Create Report/Run FIN Export option. <i>Note: if users select the Create Report/Run FIN Export this option both creates the report and updates the database.</i>
9.	Enter the appropriate Business Unit in the Business Unit field.
10.	Select the Exclude Inactive Department/Fund Code option to stop budget journal entries from being created for departments or funds that have been inactivated after the beginning of the Budget Prep process. <i>Note: If this option is selected this may result in unbalanced original budget journals that will require review and cleanup.</i>
11.	Select the Suppress ALL Zero Budgets from Finance option to stop budget journal entries from being created for any row with a zero budget.
12.	Select the PROJ_GRT Generate Parent? option to create Project Grant journals with the generate parent flag selected, updating the PRMST_EXP ledger when posted. If the option is not selected, PRMST_EXP will not be updated.
13.	Click the Run button. The Process Scheduler Request page opens.
14.	Verify default values pre-populate.
15.	Click the OK button. The system navigates to the Financials Export page.
16.	Click the Process Monitor link.
17.	Click the Refresh button. Select Refresh until the Run Status displays as 'Success' and the Distribution Status displays as 'Posted.'
18.	Click the Details link to view the Process Detail.
19.	Click the View Log/Trace link.