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**EP.080.070 – UPDATING BUD REF FOR ALL REQUESTERS AT YEAR-END**

<b>Purpose</b>	To update the BUD REF for all Requesters at Year-End.
<b>Description</b>	<p>The BUD REF determines to what budget year the PREENC is charged. At the beginning of each fiscal year, institutions need to update the default Budget Reference (BUD REF) for all Requesters within their Business Unit to ensure requisitions are created for and charged to the correct budget year.</p> <p>The Update Requester Budget Ref process automates this BUD REF update. Once ePro Administrators run this process, the BUD REF field populates with the new BUD REF default value for all Requester profiles.</p>
<b>Security Role</b>	<b>BOR_PO_SETUP_CONFIG</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## **Procedure**

Below are step by step instructions on how to update the BUD REF for all Requesters using the Update Requester Budget Ref process.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>BOR Menus</b> link.
4.	Click the <b>BOR Purchasing</b> link.
5.	Click the <b>BOR PO Use and Processing</b> link.
6.	Click the <b>Update Requestor Budget Ref</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter the <b>Run Control ID</b> .
9.	Verify the <b>Business Unit</b> populates correctly.
10.	Enter the <b>Budget Reference</b> with the new fiscal year.
11.	Click the <b>Save</b> button.
12.	Click the <b>Run</b> button.
13.	Click the <b>OK</b> button.
14.	Click the <b>Process Monitor</b> link.
15.	Verify the process runs to Success. The BUD REF for all Requesters now reflects the BUD REF defined on the Run Control page.