

EX.030.050 – UPDATING THE BUDGET REFERENCE AT FISCAL YEAR END

Purpose	To update the Budget Reference for all Travelers at fiscal year-end.
Description	The Budget Reference is housed within the Default ChartField Values of each Traveler's expense profile. This fiscal year-end process updates the Budget Reference field for all institutional Travelers. After running the process, verify the update by viewing an employee's Default ChartField Values within their profile on the Organizational Data tab.
Security Role	BOR_EX_ADMINISTRATION
Assumptions	None
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to update the budget reference in batch for the next fiscal year.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the BOR Menus link.
4.	Click the BOR Expenses link.
5.	Click the BOR EX Interfaces link.
6.	Click the Update EX Org Data Budget Ref link.
7.	Click the Add a New Value tab.
8.	Enter " UpdateBudRef " in the Run Control ID field.
9.	Click the Add button.
10.	Verify the Business Unit field populates with the correct Business Unit.
11.	Enter the upcoming fiscal year in the Fiscal Year field.
12.	Click the Save button.
13.	Click the Run button.
14.	Click the OK button.
15.	Click the Process Monitor link.
16.	Verify the Run Status updates to 'Success.'
17.	To verify that the Budget Reference was updated, click the Home icon to return to the homepage.
18.	Click the NavBar icon.
19.	Click the Navigator icon.
20.	Click the Travel and Expenses link.
21.	Click the Manage Employee Information link.
22.	Click the Update Profile link.
23.	Enter or search for an employee. Note: Any employee is acceptable.
24.	Click the Organizational Data tab.
25.	Verify that the Budget Reference is updated in the Default Chartfield Values section.