GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

BP.010.004 - SETUP REASON CODES

Purpose	To set institution specific Reason Codes.
Description	Reason Codes are used to provide a pre-defined justification for merit raises entered that are greater than the maximum raise defined in Year/Hours Parameters. Institutions can customize the list as needed.
Security Role	**BOR_BP_SETUP**
Dependencies/ Constraints	None
Additional Information	None

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Procedure

Below are complete step-by-step instructions on completing Reason Codes setup for Budget Prep.

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 Setup** link.
6.	Click the **Reason Codes** link.
7.	Enter the appropriate Business Unit in the **Business Unit** field.
8.	Click the **Search** button.
9.	To create an additional reason code, click the plus **(+)** icon the right of the last row.
10.	Enter the new reason code in the **Reason Code** field. This must be a single character and cannot be the same character as an existing Reason Code.
11.	Enter a detailed reason description in the **Description** field.
12.	To remove a reason code, click the minus **(-)** sign to the right of the desired row.
13.	After all desired changes are made, click the **Save** button.