

BP.010.014 – PROCESSING THE FINANCIALS BUILD

Purpose	To aggregate personal services and non-personal services budget data into a simplified format suitable for budget journals.
Description	The Financials Build process combines Budget Prep data from Personal Services, Non-Personal Services, Grant, and Fringe sources into a single, summarized aggregate table. The aggregate table is necessary for creating Budget Journals and is useful for high-level review of Budget Prep from year to year.
Security Role	BOR_BP_PROCESSES
Dependencies/ Constraints	User ran the HCM Import, Financials Import, and Fringe Update processes.
Additional Information	None

Procedure

Below are complete step-by-step instructions on completing the Financials Build 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 Build link. The Run Control ID page opens.
7.	Add a new value or use an existing Run Control ID .
8.	Enter the appropriate Business Unit in the Business Unit field.
9.	Select All Departments or pick a range of departments to import using the From Department and To Department fields. <i>Note: users should select All Departments the first time this process runs. If users make changes to data in a subset of departments, select the From Department and To Department range to update the aggregate tables.</i>
10.	Click the Run button. The Process Scheduler Request page opens.
11.	Verify default values pre-populate.
12.	Click the OK button. The system navigates to the Financials Build page.
13.	Click the Process Monitor link.
14.	Click the Refresh button. Select Refresh until the Run Status displays as 'Success' and the Distribution Status displays as 'Posted.'
15.	Click the Details link to view the Process Detail.
16.	Click the View Log/Trace link.