

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

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

## Procedure

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

Step	Action
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 Budget Prep</b> link.
5.	Click the <b>Budget Prep Processing</b> link.
6.	Click the <b>Financials Export</b> link. The Run Control ID page opens.
7.	Add a new value or use an existing <b>Run Control ID</b> .
8.	Select either the <b>Create Report</b> or <b>Create Report/Run FIN Export</b> 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 <b>Business Unit</b> field.
10.	Select the <b>Exclude Inactive Department/Fund Code</b> 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 <b>Suppress ALL Zero Budgets from Finance</b> option to stop budget journal entries from being created for any row with a zero budget.
12.	Select the <b>PROJ_GRT Generate Parent?</b> 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 <b>Run</b> button. The Process Scheduler Request page opens.
14.	Verify default values pre-populate.
15.	Click the <b>OK</b> button. The system navigates to the Financials Export page.
16.	Click the <b>Process Monitor</b> link.
17.	Click the <b>Refresh</b> button. Select Refresh until the Run Status displays as 'Success' and the Distribution Status displays as 'Posted.'
18.	Click the <b>Details</b> link to view the Process Detail.
19.	Click the <b>View Log/Trace</b> link.