

BP.010.026 – UPDATING REVENUE ESTIMATES

Purpose	To update existing revenue estimates for the next fiscal year.
Description	The Revenue Estimates data update page allows users to update budget lines for projected revenues.
Security Role	BOR_BP_UPDATES
Dependencies/ Constraints	<ul style="list-style-type: none"> • User completed all Budget Prep Setup steps. • User ran the HCM Import process in Create Report/Run HCM Import mode.
Additional Information	None

Procedure

Below are complete step-by-step instructions on updating existing Revenue Estimates using the Revenue Estimate page in Budget Prep Data Update.

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 Data Update link.
6.	Click the Revenue Estimates link.
7.	Enter the appropriate Business Unit in the Business Unit field.
8.	Add additional search criteria in the remaining fields to narrow the results returned and click the Search button.
9.	Select one of the search results to update. The system navigates to the Revenue Estimates update page.
10.	Verify the date in the Date field is July 1 of the fiscal year in development.
11.	Enter an amount in the Change(%) field to adjust the budget or directly edit the amount in the Proposed Budget field.
12.	If needed, enter notes in the Comments field.
13.	Click the Save button.