BP.020.002 – Processing the Budget Prep Load

Purpose	To load Budget Prep Staging tables into Position Data, Job, and Department Budget Table entries.
Description	The Budget Prep Load process updates HR Data in the Position Data, Job, and Department Budget Table tables based on staged Budget Prep data.
Security Role	BOR Budget Prep Processing (OneUSG Connect)
Dependencies/ Constraints	• The Budget Prep Load process will run to "*Blocked*" status if more than one institution is running it simultaneously. Any process instances in "*Blocked*" status will start processing after the preceding instance is complete. • The HCM Export process or Staging Table Load processes have run to success. • The HCM Audit Process has been run.
Additional Information	The Budget Prep Load process will typically run for 30 minutes or longer, dependent on institution size. ITS strongly recommends scheduling a time for assistance and monitoring when running this process. Submit a ticket to the ITS Helpdesk.

Procedure

Below are complete step-by-step instructions on completing the Budget Prep Load process.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **BOR Customizations** link.
4.	Click the **Budget Prep** link.
5.	Click the **Budget Prep Load** link.
6.	Enter or search for a **Run Control ID**.
7.	Enter the appropriate Business Unit in the **Business Unit** field.
8.	Click the **Run** button. The Process Scheduler Request page opens.
9.	Verify default values pre-populate.
10.	Click the **OK** button. The system navigates to the HCM Audit Process page.
11.	Click the **Process Monitor** link.
12.	Click the **Refresh** button. Select Refresh until the Run Status displays as '*Success*' and the Distribution Status displays as '*Posted*.'
13.	Click the **Details** link to view the Process Detail.
14.	Click the **View Log/Trace** link.