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FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
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PeopleSoft 9.2

EX.030.050 – UPDATING THE BUDGET REFERENCE AT FISCAL YEAR END

Purpose	To update the Budget Reference for all Travelers at fiscal year-end.
Description	The Budget Reference is housed within the Default ChartField Values of each Traveler's expense profile. This fiscal year-end process updates the Budget Reference field for all institutional Travelers. After running the process, verify the update by viewing an employee's Default ChartField Values within their profile on the Organizational Data tab.
Security Role	BOR_EX_ADMINISTRATION
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

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Procedure

Below are step by step instructions on how to update the budget reference in batch for the next fiscal year.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Expenses** link.
5.	Click the **BOR EX Interfaces** link.
6.	Click the **Update EX Org Data Budget Ref** link.
7.	Click the **Add a New Value** tab.
8.	Enter "**UpdateBudRef**" in the **Run Control ID** field.
9.	Click the **Add** button.
10.	Verify the **Business Unit** field populates with the correct Business Unit.
11.	Enter the upcoming fiscal year in the **Fiscal Year** field.
12.	Click the **Save** button.
13.	Click the **Run** button.
14.	Click the **OK** button.
15.	Click the **Process Monitor** link.
16.	Verify the **Run Status** updates to 'Success.'
17.	To verify that the Budget Reference was updated, click the Home icon to return to the homepage.
18.	Click the **NavBar** icon.
19.	Click the **Navigator** icon.
20.	Click the **Travel and Expenses** link.
21.	Click the **Manage Employee Information** link.
22.	Click the **Update Profile** link.
23.	Enter or search for an employee. ***Note:*** *Any employee is acceptable*.
24.	Click the **Organizational Data** tab.
25.	Verify that the **Budget Reference** is updated in the Default Chartfield Values section.