GL.020.041 - UPDATE ALLOCATION STEP

Purpose	To update an Allocation Step for the next fiscal year.
Description	This topic demonstrates how to update the Budget Reference year in an allocation step. At the end of each year, some allocation steps require users to update the budget reference field. The following business process walks users through this process.
Security Role	BOR_GL_PERF_ALLOC_PRC
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions ~~are~~ on how to update the Budget Reference year in an allocation step.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Allocations** link.
4.	Click the **Define and Perform Allocations** link.
5.	Click the **Define Allocation Step** link.
6.	Enter an allocation step in the **Allocation Step** field.
7.	Or click the **Search** button.
8.	Select the corresponding allocation step from the search results. The system navigates to the Define Allocation Step page.
9.	Click the **Target** tab.
10.	Enter a Budget Reference value in the **Budget Reference Value** field.
11.	Click the **Offset** tab.
12.	Enter a Budget Reference value in the **Budget Reference Value** field.
13.	Click the **Save** button.