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EX.010.032 Creating a Public Expense Report Template
EX.010.033 Creating a Public Travel Authorization Template
EX.040.030 Updating Mileage Reimbursement Rates
EX.020.112 Understanding Prepaid Expenses

Maintaining Employee Traveler Profiles

EX.010.022 Authorize Users/Delegate Entry Authority (Core)
EX.060.010 Inquiring on an Employee's Profile (Core)
EX.020.400 Assigning an Alternate User (Vacation Routing)
EX.010.080 Running the Email Verification Query
EX.010.015 Updating Expenses Bank Account Info

Routine Expense Transaction Processing

EX.030.030 Processing Expenses - Staging Payments
EX.030.032 Reviewing and Updating Staged Payments
EX.030.035 Resetting Expense Transaction Not Selected in Reset Paycycle
EX.030.031 Processing Expenses - Posting Liabilities
EX.030.033 Processing Expenses - Posting Payments
EX.075.001 Running Open Liability Queries for Expenses

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List of Travel and Expenses Business Processes

Atypical Expense Transaction Processing

EX.020.207 Adjusting Paid Expenses
EX.020.155 Resetting Travel Authorization Accounting Date
EX.020.156 Resetting Expense Report Accounting Date
EX.030.307 Running the Travel Auth Encumbrance Interface
EX.030.601 Overview of Team Travel for Non-Employees
EX.020.208 Unstaging Payments
EX.020.203 Canceling Expense Payments
EX.020.205 Unposting an Expense Report
EX.020.206 Updating an Unposted Expense Report
EX.020.204 Closing an Expense Report
EX.080.104 Modifying Approved Expense Transactions
EX.020.209 Canceling Approved Travel Authorizations in Core
EX.020.201 Closing a Cash Advance

Budget Checking

EX.030.012 Budget Checking Expense Trans Overview
EX.060.020 Reviewing Exp Rpt Budget Chk Exceptions
EX.030.011 Budget Checking Expense Reports in Batch
EX.030.010 Budget Checking Travel Authorizations in Batch

Transaction Inquiry

EX.060.300 Viewing Expense Report Journal Entries
EX.060.017 Viewing Cash Advance Accounting Entries
EX.060.018 Viewing Expense Report Accounting Entries

Core Application Additional Functionality

EX.010.014 My System Profile - Alternate User Routing
EX.060.500 Using the T&E Center in the Core Application
EX.080.105 Reassign Approval Work

Real-Time Analysis Functionality

EX.010.040 Setting Up Real-Time Analysis Defaults
EX.010.043 Setting Up Transactions in Progress Methods
EX.010.041 Setting Up Expenses Pagelets
EX.030.042 Running the Expenses Pagelet Process
EX.030.500 Reviewing Transactions in Progress
EX.030.501 Reviewing Total Predicted Expenses

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List of Travel and Expenses Business Processes

Transaction Reporting

EX.070.001	Running the Employee Data by Department Report
EX.070.002	Running the Employee Data by Unit Report
EX.070.003	Running the Business Purpose Report
EX.070.004	Running the Expense Type Group Report
EX.070.005	Running the Expense Type Report
EX.070.006	Running the Preferred Merchant Report
EX.070.007	Running the Expense Location Amount Report
EX.070.008	Running the Expense Location Report
EX.070.009	Running the Reimbursement Action Code Report
EX.070.013	Running the Template Report
EX.070.014	Running the Wizard Type Report
EX.070.015	Running the GL Balancing Report
EX.070.016	Running the Expense Transactions by Department Rpt
EX.070.017	Running the Expense Transactions by Unit Report
EX.070.019	Running the Cash Advances by Department Report
EX.070.020	Running the Cash Advances by Unit Report
EX.070.021	Running the Cash Advance Aging by Dept Report
EX.070.022	Running the Cash Advance Aging by Unit Report
EX.070.023	Running the Payment Type Report
EX.070.024	Running the Standard Distance Rates Report
EX.070.025	Running the Cash Advance Source Report

Travel & Expenses – Workflow Administrators

Maintaining Employee Traveler Profiles

EX.010.022	Authorize Users/Delegate Entry Authority (Core)
EX.060.010	Inquiring on an Employee's Profile (Core)
EX.010.080	Running the Email Verification Query

Maintaining Approver, Reviewer & AP Auditor Profiles

EX.030.410	Updating Worklist Entry Statuses
EX.080.105	Reassign Approval Work
EX.020.400	Assigning an Alternate User (Vacation Routing)

System Set-up/Maintenance

EX.010.012	Establishing Approver Assignments

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List of Travel and Expenses Business Processes

Core Application Additional Functionality

EX.010.014 My System Profile - Alternate User Routing
EX.060.500 Using the T&E Center in the Core Application

Notification

EX.030.020 Running the Employee Notification Batch Process

Real-Time Analysis Functionality

EX.010.043 Setting Up Transactions in Progress Methods
EX.010.041 Setting Up Expenses Pagelets
EX.030.500 Reviewing Transactions in Progress
EX.030.501 Reviewing Total Predicted Expenses

Travel & Expenses – Cash Advance Administrators

Transaction Reconciliation

EX.020.202 Reconciling Cash Advances
EX.060.017 Viewing Cash Advance Accounting Entries

Transaction Reporting

EX.070.019 Running the Cash Advances by Department Report
EX.070.020 Running the Cash Advances by Unit Report
EX.070.021 Running the Cash Advance Aging by Dept Report
EX.070.022 Running the Cash Advance Aging by Unit Report
EX.070.025 Running the Cash Advance Source Report

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List of eProcurement Business Processes

eProcurement – Super User

Managing Purchasing Setup

EP.020.490 ePro Overview
EP.010.040 Creating Buyers
EP.010.050 Creating Requesters

ePro Administrative Tasks

EP.010.060 Validating ePro Roles to User IDs
EP.080.010 Establishing Approver/Supervisor Route Controls
EP.080.040 Modifying User Email Address for Notifications
EP.080.020 eProcurement Monitor Approvals for Reassignments
EP.010.070 Updating Department Manager ID
EP.010.071 Updating Additional Department Manager ID
EP.010.080 Updating Project Manager ID
EP.080.050 Assigning an Alternate Approver
EP.080.070 Updating BUD REF for all Requesters at YE

Requisitions

EP.020.500 Creating an ePro Requisition
EP.020.530 Adding a Travel Requisition for Non-Employee
EP.020.540 Managing Requisitions
EP.020.550 Editing, Saving, and Submitting an ePro Req
EP.020.560 Canceling ePro Reqs and Deleting Requisition Lines
EP.020.620 Selecting, Adding, and Deleting Favorite Items
EP.020.670 Push-Back an ePro Requisition
EP.020.680 Delegating Requisition Approval
EP.020.690 Using Ad Hoc Requisition Routing
EP.020.570 Budget Checking Requisitions
EP.020.590 Using the Buyer Center
EP.020.760 Expedite Requisitions
EP.020.600 Purging Staging Tables
EP.020.650 Using the Requisition Reconciliation Workbench
EP.020.710 Running Requisition Closing Process

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List of eProcurement Business Processes

Inquiries

PO.060.100	Reviewing Requisition Change History
PO.060.110	Reviewing Requisition Activity
PO.060.070	Reviewing Requisition Accounting Entries
PO.060.130	Inquiring Requisition Workbench
EP.060.080	Reviewing Req Budget Checking Errors
PO.060.150	Reviewing Requisition Document Status

eProcurement – Buyer

Requisitions

EP.020.490	ePro Overview
EP.020.590	Using the Buyer Center
EP.020.570	Budget Checking Requisitions
EP.020.540	Managing Requisitions
EP.020.760	Expedite Requisitions

Inquiries

PO.060.100	Reviewing Requisition Change History
PO.060.110	Reviewing Requisition Activity
PO.060.070	Reviewing Requisition Accounting Entries
PO.060.130	Inquiring Reconciliation Workbench
EP.060.080	Reviewing Req Budget Checking Errors
PO.060.150	Reviewing Requisition Document Status

eProcurement – Manager

Requisitions

EP.020.490	ePro Overview
EP.020.660	Approving or Rejecting an ePro Requisition
EP.020.670	Push-Back an ePro Requisition
EP.020.680	Delegating Requisition Approval
EP.020.690	Using Ad Hoc Requisition Routing

eProcurement – Requester

Setup eProcurement

EP.020.490	ePro Overview
EP.020.620	Selecting, Adding, and Deleting Favorite Items
EP.020.610	Creating and Using Personal Templates
EP.010.010	Understanding Requisition Defaults

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List of eProcurement Business Processes

Requisitions

EP.020.500	Creating an ePro Requisition
EP.020.530	Adding a Travel Requisition for Non-Employee
EP.020.550	Editing, Saving, and Submitting an ePro Req
EP.020.720	Routing ePro Invoices
PO.060.110	Reviewing Requisition Activity

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List of Purchasing Business Processes

Purchasing – Vendor Information

Adding Vendors

PO.020.011	Vendor Address 4 Updates
PO.020.020	Adding a Single Payment Vendor
PO.020.010	Adding/Updating a Vendor
PO.020.030	Adding/Updating a 1099 Vendor
PO.020.021	Adding a Direct Deposit Vendor
PO.020.040	Checking for Duplicate Vendors
PO.020.012	Searching Vendors Based on Criteria
PO.020.031	Approving Vendors
PO.020.050	Inactivating Vendors not used in prior FY
PO.020.060	Maintaining Vendors

Purchasing – Requisitions

Managing Requisition Setup

PO.020.001	Purchasing Overview
EP.010.040	Creating Buyers
EP.010.050	Creating Requesters

Requisition Creation

PO.020.870	Creating a Purchasing Requisition
PO.020.880	Creating a Requisition using Multiple Speedcharts
PO.020.890	Creating an Asset Requisition
PO.020.900	Creating a Trade-In Asset Requisition
PO.020.910	Creating a Requisition by Copying a Requisition

Requisition Maintenance

PO.020.920	Approving a Purchasing Requisition
PO.020.950	Deleting & Canceling Requisition Lines
PO.050.030	Overriding Requisition Budget Check Errors

Requisition Processes

PO.020.930	Budget Checking a Requisition Online
PO.020.960	Requisition Reconciliation
PO.020.480	Finalizing a Requisition
PO.030.190	Budget Checking Requisitions (Batch process)

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List of Purchasing Business Processes

Requisition Inquiries

PO.060.070 Reviewing Requisition Accounting Entries
EP.060.080 Reviewing Requisition Budget Checking Errors
PO.060.100 Reviewing Requisition Change History
PO.060.110 Reviewing Requisition Activity
PO.060.130 Inquiring Requisition Workbench
PO.060.140 Reviewing Requisition Budget Checking Errors
PO.060.150 Reviewing Requisition Document Status

Change Requests

PO.020.840 Creating a Requisition Change Order
PO.020.850 Reviewing Requisition Change Request History

Purchasing – Purchase Orders

Managing Purchasing Setup

PO.010.020 Setting up User Preferences
PO.020.290 Adding Speedcharts
PO.020.790 Adding/Maintaining Locations
PO.020.800 Adding/Maintaining Ship To Locations

Purchase Order Creation

PO.020.100 Adding/Updating a PO Online
PO.020.110 Adding/Updating an Express PO
PO.020.140 Creating a PO or Amount Only PO
PO.020.120 Creating a PO by Copying a Requisition
PO.020.130 Creating a PO using Multiple SpeedCharts
PO.020.860 Creating an Asset Purchase Order
PO.020.770 Creating an Express PO
PO.020.400 Creating a PO for Trade-In Asset
PO.020.780 Adding Master Contracts

Purchase Order Maintenance

PO.020.260 Canceling a PO / PO Lines
PO.020.070 Reserving PO IDs
PO.020.250 Receiving an Asset
PO.020.240 Receiving a Single Asset with multiple distribs
PO.020.220 Creating PO Change Orders
PO.020.160 Approving a PO
PO.020.310 Maintaining PO Distributions
PO.020.270 Deleting PO/PO Line(s)
PO.020.280 Using PO Reconciliation Workbench

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List of Purchasing Business Processes

PO.020.150 Budget Checking a PO Online
PO.020.200 Dispatching a PO (Online)
PO.020.390 Running PO Close Process
PO.050.010 Overriding Document Tolerance Error on PO
PO.050.020 Overriding Budget Checking Error on PO

Purchase Order Processes
PO.030.010 Dispatching Purchase Orders (Batch Process)
PO.030.020 Using Sourcing WB for Req Select, PO Calc & Create
PO.030.030 Budget Checking POs (Batch Process)

Purchasing – Managing Shipments

Managing Shipments
PO.020.230 Adding & Updating Receipts
PO.020.300 Maintaining Receipt ChartFields

Purchasing – Inquiries and Queries

Purchasing Inquiries
PO.060.010 Inquiring on PO Change Order History
PO.060.020 Inquiring on PO Activity Summary
PO.060.040 Inquiring on PO Document Tolerance History
PO.060.050 Inquiring on PO Document Status
PO.060.060 Inquiring on PO Accounting Entries

Purchasing Queries
PO.075.010 Running BOR_OPEN_AMOUNT_PO
PO.075.020 Running BOR_PO_CHGERR
PO.075.030 Running BOR_PO_ENC_AND_ENC_REV_1
PO.075.040 Running BOR_PO_ENC_AND_ENC_REV_2
PO.075.050 Running BOR_PO_ENC_AND_ENC_REV_3
PO.075.060 Running BOR_PO_ENC_AND_VCHR
PO.075.070 Running BOR_PO_NOT_COMPLETE
PO.075.080 Running BOR_PO_NOT_RECEIVED
PO.075.090 Running BOR_PO_OPEN_AMOUNT_1
PO.075.100 Running BOR_PO_OPEN_AMOUNT_2
PO.075.110 Running BOR_PO_OPEN_AMOUNT_3
PO.075.120 Running BOR_PO_OPEN_AMOUNT_4
PO.075.130 Running BOR_PO_OPEN_AMOUNT_ALL
PO.075.140 Running BOR_PO_OPEN_AMT_NO_FINAL

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List of Purchasing Business Processes

PO.075.150 Running BOR_PO_PARTIAL_RECEIVED
PO.075.160 Running BOR_PO_STATE_CONTRACTS
PO.075.170 Running BOR_REQ_OPEN_AMOUNT_1
PO.075.180 Running BOR_REQ_OPEN_AMOUNT_2
PO.075.190 Running BOR_REQ_PRE_ENC_AND_REV_1
PO.075.200 Running BOR_REQ_PRE_ENC_AND_REV_2
PO.075.210 Running BOR_REQ_PRE_ENC_AND_REV_3
PO.075.220 Running BORQP006_BIDS_BY_BUYER
PO.075.240 Running POY1100_REQ_TO_PO_XREF_REPORT
PO.075.250 Running POY5030_RECEIVER_TRAVELLER
PO.075.260 Running BOR_POAP_BUDERR
PO.075.270 Running BOR_POAP_CFERR
PO.075.280 Running BOR_POAP_DISCOUNTS
PO.075.290 Running BOR_MIN_VEND_EXCLU_GOV2
PO.075.310 Running BOR_OPR_PO_AUTHORITY
PO.075.320 Running BOR_OPR_RECEIVER
PO.075.330 Running BOR_OPR_REQ_AUTHORITY
PO.075.340 Running BOR_OPR_BUYER_AUTHORITY
PO.075.350 Running BOR_PCARD_COA
PO.075.360 Running BOR_SURPLUS
PO.075.370 Running BOR_PO_UNRECON
PO.075.380 Running BOR_REQ_OPEN_AMOUNT_ALL
PO.075.381 Running BOR_REQ_OPEN_AMOUNT_3
PO.075.382 Running BOR_REQ_OPEN_AMOUNT_4
PO.075.383 Running BOR_REQ_OPEN_PREENCS_KK
PO.075.384 Running BOR_KK_PRENC_RECON
PO.075.385 Running BOR_KK_PRENCNP_RECON
PO.075.390 Running BOR_PO_OPEN_ENCS_KK
PO.075.391 Running BOR_KK_POENCNP_RECON

Purchasing – Reports

Reports

PO.070.330 APY1090 Match Exceptions Report
PO.070.010 POY4005 Expediting Report
PO.070.020 APY3001 Vendor Summary Listing Report
PO.070.030 POY1100 REQ to PO XREF Rpt
PO.070.060 POY4100 PO To Requ XREF Rpt
PO.070.070 POY4010 PO Listing Report
PO.070.080 POY4012 PO Listing by Buyer

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List of Purchasing Business Processes

PO.070.090	POY4013 PO Listing by Status
PO.070.100	POY4020 PO Status Listings by Vendor
PO.070.110	POY4030 PO Detail Listing by PO Date
PO.070.120	POY4032 PO Detail Listing by Buyer
PO.070.130	POY4042 PO Schedule Listings by Buyer
PO.070.140	POY4040 PO Schedule Listings by PO Date
PO.070.150	POY4041 PO Schedule Listings by Vendor
PO.070.160	POY5001 Receiver Summary Rpt
PO.070.170	POY5010 Receiver Ship To Detail Rpt
PO.070.180	POY5020 Receiver Account Detail
PO.070.190	POY5030 Receipt Delivery Report
PO.070.200	BORRPO08 Minority Vendor Report
PO.070.220	BORRPO09 PO Statistics
PO.070.230	BORRPO12 PO Surplus Analysis
PO.070.240	POPO005 Purchase Orders Print
PO.070.250	POS8001 Procurement Budgetary Activity Report
PO.070.270	POS8002 Requisition Budgetary Activity Report
PO.070.280	POPO008 PO Reconciliation Report
PO.070.290	POROL001 Open Purchase Order
PO.070.300	PORQ009 Close Requisition
PO.070.310	PORQ010 Requisition Print
PO.070.320	POY8050 Purchase Summary by Vendor
PO.070.340	APY3215 Duplicate Vendor Report
PO.075.230	BORRP013_RECYCLED_PAPER_REPORT

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List of Commitment Control Business Processes

Commitment Control – Controlled Budgets

Entering, Maintaining, and Transferring Budgets

KK.020.001	Entering and Maintaining Appropriation Budgets
KK.020.003	Entering and Maintaining Organization Budgets
KK.020.006	Entering and Maintaining Revenue Estimate Budgets
KK.020.012	Entering and Maintaining Overall Proj Exp Bdgts
KK.020.019	Entering and Maintaining Project Budgets
KK.020.005	Entering and Maintaining Grant Budgets
KK.020.010	Entering & Maintaining Overall Proj Rev Est Bdgts
KK.020.002	Transferring Appropriation Budgets
KK.020.004	Transferring Organization Budgets
KK.020.017	Transferring Revenue Estimate Budgets
KK.020.013	Transferring Overall Project Expense Budgets
KK.020.016	Transferring Project/Grant Expense Budgets
KK.020.011	Transferring Overall Project Rev Est Budgets
KK.020.023	Setting Budget Spreadsheet Preferences
KK.020.024	Creating Control Budget Spreadsheet
KK.020.025	Importing Budget Journals

Controlled Budget Processing

KK.030.002	Posting Budget Journal in Batch
KK.020.014	Copying Budget Journals
KK.020.007	Mass Delete Budgets
KK.075.018	Running BOR_BUDJRNL_DTL
KK.020.018	Overriding Journal Budget Check
KK.020.021	Marking Commitment Control Journals to Post

KK Administration

KK.010.001	Creating Budget Attributes
KK.010.002	Maintaining Budget Attributes
KK.010.003	Defining Budget Security- Events
KK.010.012	Defining Budget Security- Rules
KK.010.013	Defining Budget Security-Associating Rules to User
KK.010.014	Defining Budget Security- Running Security Build
KK.020.026	Budget Period on Hold
GL.010.007	Running Project Sync Process

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List of Commitment Control Business Processes

Commitment Control – Budget Check Exceptions

Budget Check Exceptions

KK.050.001	Reviewing Budget Check Exceptions-GL Journals
KK.050.004	Reviewing Budget Check Exceptions-Expense Reports
KK.050.003	Reviewing Budget Check Exceptions-Travel Auth.
KK.050.005	Reviewing Budget Check Exceptions-Purchase Orders
KK.050.006	Reviewing Budget Check Exceptions-Vouchers
KK.050.007	Reviewing Budget Check Exceptions-Requisitions
KK.050.009	Reviewing Budget Check Exceptions-Vchr Acctg Line
KK.050.010	Reviewing Budget Check Exceptions-Direct Journals
KK.050.002	Reviewing Budget Check Exceptions-Budget Journals
KK.020.015	Resetting Budget Transactions

Commitment Control – Reconciliations

Reconciliations

KK.075.007	Running BOR_KK_LEDG_ACTV_RECON
KK.075.008	Running BOR_KK_BLEDG_ACTV_RECON
KK.075.009	Running BOR_KK_EXCLOSE_RECON
KK.075.010	Running BOR_KK_EXSHEET_RECON
KK.075.011	Running BOR_KK_GLJRNL_RECON
KK.075.012	Running BOR_KK_GLJRNLEN_RECON
KK.075.013	Running BOR_KK_POENC_RECON
KK.075.015	Running BOR_KK_TRVAUTH_RECON
KK.075.016	Running BOR_KK_APVCHR_RECON
KK.075.017	Running BOR_KK_APVCHRNP_RECON

Commitment Control – Inquiries

Controlled Budget Inquiries

KK.060.001	Running Appropriation Budget Inquiries
KK.060.002	Running Organization Budget Inquiries
KK.060.003	Running Revenue Estimate Budget Inquiries
KK.060.004	Running Grant Budget Inquiries
KK.060.005	Performing Budget Overview Inquiries
KK.060.006	Performing Activity Log Inquiries
KK.060.009	Performing Budget Details Inquiries
KK.060.008	Running Project/Grant Cumulative Inquiries (Revenue)
KK.060.007	Running Project/Grant Cumulative Inquiries (Expense)

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List of Commitment Control Business Processes

Commitment Control – Queries

Commitment Control Queries

KK.070.034	Running BOR_BUDGET_JRNL_BY_DATE
KK.070.036	Running BOR_KK_APVCHR_RECON
KK.070.038	Running BOR_KK_BLEDG_ACTV_RECON
KK.070.039	Running BOR_KK_EXCLOSE_RECON
KK.070.040	Running BOR_KK_EXSHEET_RECON
KK.070.041	Running BOR_KK_GLJRNL_RECON
KK.070.042	Running BOR_KK_GLJRNLEN_RECON
KK.070.043	Running BOR_KK_LEDG_ACTV_RECON
KK.070.044	Running BOR_KK_LEDGER_BALANCES
KK.070.045	Running BOR_KK_POENC_RECON
KK.070.048	Running BOR_GRANT_RECEIVABLES
KK.070.049	Running BOR_BUD_JRNL_DTL
KK.070.050	Running BORIF006_PAYROLL_BAL
KK.070.051	Running BORRG016_GRANT_RECON_EXPEND
KK.070.052	Running BORRG016_GRANT_RECON_INDIRECT
KK.070.053	Running BOR_REV_TO_APPROP
KK.070.054	Running BOR_SRECON1_PO_ACCTG
KK.070.055	Running BOR_SRECON2_JRNL_LN
KK.070.056	Running BOR_SRECON4_LEDGER
KK.070.057	Running BOR_SRECON5_PR_ENC
KK.075.019	Running BOR_KK_EXCEPTIONS

Commitment Control – Reports

Reports

KK.070.018	Running Encumbrance Listing Report
KK.070.023	Running Budget Transaction Review Rpt (BORRG011)
KK.070.030	Running Proj Bud Progress Rpt Summary (BORRG022)
KK.070.031	Running Proj Bud Progress Rpt Detail (BORRG22A)
KK.070.022	Running Revenue Summary Report (BORRG025)
KK.070.024	Running Budget History Report (BORRG034)
KK.070.032	Running Rev Est Budget Progress Report (BORRG037)
KK.070.025	Running Budget Progress Report-Summary (BORRG040)
KK.070.026	Running Bud Progress Report-Basic Detail(BORRG041)
KK.070.027	Running Bud Progress Report-Full Detail (BORRG042)
KK.070.028	Running Grant Bud Progress Rpt-Summary(BORRG043)
KK.070.029	Running Grant Bud Progress Rpt-Detail (BORRG044)
KK.070.001	Running Appropriation Budget Status Reports
KK.070.002	Running Organization Budget Status Reports

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List of Commitment Control Business Processes

KK.070.003	Running Revenue Estimate Budget Status Reports
KK.070.004	Running Grant Budget Status Reports
KK.070.019	Running Budget Transaction Detail Reports
KK.070.058	Running Activity Log Report - Detail (GLC8570)
KK.070.059	Running Activity Log Report - Summary (GLC8571)
KK.070.060	Running Budget Control Report (GLC8051)
KK.070.061	Running Budget Keys & Translations Rpt (GLC8050)
KK.070.062	Running Commitment Control Ledger Details Report

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List of General Ledger Business Processes

General Ledger – Chartfield Maintenance

Setup and Chartfield Maintenance

GL.010.027	Setting Up and Maintaining GL User Preferences
GL.010.009	Adding Departments
GL.010.008	Adding Accounts
GL.010.015	Adding OpenItem Accounts
GL.010.004	Adding Grants (Sponsored Project)
GL.010.006	Adding Projects
GL.010.020	Adding a Schedule
GL.010.011	Creating and Maintaining SpeedTypes
GL.010.013	Inactivating ChartFields
GL.010.014	Inactivating Project/Grant Chartfields
GL.010.029	Copy/Rename/Delete Combination Rule
GL.030.006	Running Build Combination Data
GL.030.007	Updating COA_COMBO1_BOR Table

Trees

GL.010.010	Maintaining Trees
GL.010.017	Copying a Tree Definition
GL.010.018	Deleting a Tree Definition
GL.010.019	Auditing a Tree Definition
KK.070.005	Running Budgetary Control Tree Audit Report (GLS8007)

General Ledger – Journals

Journals

GL.020.001	Creating and Posting a Journal Entry
GL.020.002	Entering a Journal Using Control Totals
GL.020.004	Entering Encumbrance Journals
GL.020.003	Creating an Intraunit Journal Entry
GL.020.017	Creating a Standard Journal Entry

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List of General Ledger Business Processes

Journals From Spreadsheets

GL.020.031	Setting Up Spreadsheet Journal Preferences
GL.020.005	Entering Journals from a Spreadsheet
GL.020.029	Copying Spreadsheet Journals
GL.020.030	Deleting a Spreadsheet Journal
GL.020.033	Batch Spreadsheet Journal Import
GL.020.032	Online Import Spreadsheet Journals

Other Journal Processing Options

GL.020.010	Viewing Journal Entry Errors
GL.020.028	Journals Not Posted to GL
GL.020.008	Copying a Journal
GL.020.009	Deleting a Journal
GL.030.008	Batch Journal Editing
GL.030.009	Batch Journal Budget Check
GL.030.012	Unlocking a Journal in Process
GL.020.015	Marking a Journal for Posting
GL.020.016	Marking a Journal for Unposting
GL.020.037	Mark Journals to Override
GL.030.010	Batch Journal Post
GL.030.001	Running Journal Generator
GL.020.025	Selecting Journal Entry Template
GL.020.006	Defining Standard Journal Entries-Recurring
GL.020.007	Defining Standard Journal Entries-Template
GL.030.019	Open Item Reconciliation Request

General Ledger – Interfaces

Interfaces

GL.040.001	Running the Payroll to General Ledger Interface
GL.040.002	Running the Benefits Billing to GL Interface
GL.040.003	Running the Payroll Encumbr Proj to GL Interface
GL.040.004	Running the DOAS Phone Bill Interface
GL.040.006	Running the Purchasing Card Interface
GL.010.012	Updating the Phone Bill Table
GL.010.016	Updating the Fringe Table
GL.040.011	Purging Third Party Transactions

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List of General Ledger Business Processes

General Ledger – Banking – FSA – Continuous Audit

Banking

GL.010.021 Adding a New Disbursement Bank
GL.010.022 Adding a New Disbursement Bank Account

Bank Reconciliations

GL.030.017 Import Bank Statement
GL.030.020 Delete Bank Statement
GL.030.004 Performing Automatic Bank Reconciliation
GL.020.011 Performing Manual Bank Reconciliation
GL.020.013 Performing Bank Reconciliation - Spec Transactions
GL.070.100 Running Bank Account Register Report (FIN3004)

Flexible Spending Accounts (FSA)

GL.060.007 Reviewing FSA Balances
GL.020.019 Running FSA Rollforward Process
GL.020.012 Closing Out FSA Balances

Continuous Audit

GL.040.005A Running Employee Travel Continuous Audit Interface
GL.040.005B Running Per Diem Continuous Audit Interface
GL.040.005C Running Continuous Audit Report and Creating Files
GL.040.005D Continuous Audit File Creation
GL.040.013 Continuous Audit Salary Load
GL.040.014 Continuous Audit NSI Code Entry
GL.040.012 Continuous Audit Vendor Obligation/Payment Report

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Month End Processes and Queries

GL.070.002 Building Subledger Reconciliation Table
GL.070.004 Running the Recon by Chartfield Report-FIN5005
GL.030.005 Creating EOM AM Accounting Entries
GL.030.018 Reversing Posted AM Accounting Entries
GL.100.001 Closing Period Depreciation
GL.100.003 Mass Updating Open/Close Accounting Periods
GL.030.002 Running Allocations - Plant Suspense
GL.030.003 Running Allocations - Grant Revenue

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List of General Ledger Business Processes

Fiscal Year End Processes and Queries

GL.020.024	Processing Year-End Closing
GL.020.018	Closing Asset Accounting Period
GL.020.041	Update Allocation Step
GL.020.035	Defining Chartfield Value Sets (Tree Node)
GL.020.034	Defining Chartfield Value Sets (Selected Detail)
GL.070.051	Running Footnote 7 - Deferred Rev Rpt (BORRG028)
GL.070.050	Running Footnote 8 - LT Liabilities Rpt (BORRG031)
GL.070.042	Running GASB Auxiliary SRECNA (nVision) Report
GL.070.041	Running GASB Aux Statement Net Assets(nVision) Rpt
GL.070.040	Running GASB Cash Flow Statement (nVision) Report
GL.070.039	Running GASB Natural vs Functional (nVision) Rpt
GL.070.038	Running GASB Restr Expendable Net Assets (nVision)
GL.070.037	Running GASB SRECNA (nVision) Report
GL.070.036	Running GASB Statement of Net Assets (nVision) Rpt
GL.070.035	Running GASB Unrestricted Net Assets (nVision) Rpt
GL.070.071	Running GASB Capital Asset Disclosure (nVision)

General Ledger – Inquiries and Queries

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GL.060.001	Inquiring on Journals
GL.060.002	Inquiring on Journal Status
GL.060.003	Inquiring on Standard Journal
GL.060.004	Inquiring on Ledgers
GL.060.008	Reviewing Open Item
GL.060.009	Reviewing Standard Journals

Queries

GL.050.021	Running BOR_KK_LEDGER_BALANCES
GL.050.031	Running BOR_GL_ACT_BAL
GL.070.072	Running BOR_BSA_NO_TIN
GL.070.073	Running BOR_BSA_SUMMARY
GL.070.074	Running BOR_BSA_SUMMARY_CF
GL.070.075	Running BOR_BSA_SUMMARY_PD
GL.070.076	Running BOR_BSA_TIN_DRILLDOWN
GL.070.078	Running BOR_JE_NOTINGL
GL.070.079	Running BOR_JE_NOTINGL_CASH
GL.070.080	Running BOR_JE_SUBSEQUENT
GL.070.081	Running BOR_POSTCLOSE_JE
GL.070.082	Running BOR_POSTCLOSE_JE_AP
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GL.070.086	Running BOR_FSA_BAL
GL.070.087	Running BOR_FSA_ROLLFW_JE
GL.070.088	Running BOR_GL_ACT_BAL
GL.070.090	Running BOR_LEDGER
GL.070.091	Running BOR_OI_ACCOUNT_ID
GL.070.092	Running BOR_OI_ACCOUNT_TIN
GL.070.093	Running BOR_OI_CHART_ID
GL.070.094	Running BOR_OI_TRANS_ID
GL.070.095	Running BOR_BC_PENDING
GL.070.096	Running BOR_JE_PENDING
GL.070.101	Running BOR_FIND_BEGIN_BAL
GL.075.001	Running BOR_BR_AP_OSCK
GL.075.002	Running BOR_SALARY_CONT_AUDIT_RECON
GL.075.003	Running BOR_TRAVEL_CONT_AUDIT_RECON
GL.075.004	Running BOR_PERDIEM_CONT_AUDIT_RECON
GL.075.005	Running BOR_BR_AP_NOTINGL
GL.075.006	Running BOR_BR_AP_RECON
GL.075.007	Running BOR_BR_AP_RECON_B4ACCDT
GL.075.008	Running BOR_BR_AP_CANCEL_CUR
GL.075.009	Running BOR_BR_AP_CANCEL_PRIOR
GL.075.010	Running BOR_BR_GLCAP
GL.075.011	Running BOR_BR_GLC_FUNDBAL
GL.075.012	Running BOR_BR_GLC_BNR
GL.075.013	Running BOR_BR_GLC_OTHER
GL.075.014	Running BOR_BR_GL_JE_DELAYPOST_CASH
GL.075.015	Running BOR_BR_AP_ISSUE
GL.075.016	Running BOR_BR_UNMATCHED_AUTO
GL.075.017	Running BOR_BR_UNMATCHED_MAN_AP
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GL.050.003	Running Allocation Group Report (GLC6001)
GL.050.004	Running Step Report (GLS6000)
GL.050.006	Running Units of Measure Report (FIN0005)
GL.050.007	Running TimeSpans Report (FIN0003)
GL.050.008	Running Project Expiration Report (GLC8043)
GL.050.009	Running Acct Entry Templates Report (APY0012)
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GL.050.012 Running Detail Calendar Report (FIN0002)
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GL.050.014 Running Operator Preferences Report (FIN0006)
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GL.050.018 Running Ledger Template Report (FIN0023)
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GL.050.033 Running OpenItem Listing Report (GLS3000)
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GL.070.031 Running Summary of Revenue (nVision) Report
GL.070.032 Running Schedule of Operating Expenses (nVision)
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GL.070.034 Running Tableset Controls Report (FIN0018)
GL.070.043 Running Summary of Expenditures (nVision) Rpt
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GL.070.052	Running Schedule Ops of Stdt ActV Rpt (BORRG030)
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List of Security Business Processes

Security – Security Administration

Security Administration

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