

## BP.020.002 – Processing the Budget Prep Load

<b>Purpose</b>	To load Budget Prep Staging tables into Position Data, Job, and Department Budget Table entries.
<b>Description</b>	The Budget Prep Load process updates HR Data in the Position Data, Job, and Department Budget Table tables based on staged Budget Prep data.
<b>Security Role</b>	BOR Budget Prep Processing (OneUSG Connect)
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• The Budget Prep Load process will run to “<i>Blocked</i>” status if more than one institution is running it simultaneously. Any process instances in “<i>Blocked</i>” status will start processing after the preceding instance is complete.</li> <li>• The HCM Export process or Staging Table Load processes have run to success.</li> <li>• The HCM Audit Process has been run.</li> </ul>
<b>Additional Information</b>	<p>The Budget Prep Load process will typically run for 30 minutes or longer, depending on the institution's size.</p> <p>ITS strongly recommends scheduling a time for assistance and monitoring when running this process. Submit a ticket to the <a href="#">Support</a> team.</p>

## **Procedure**

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

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