

GL.010.007 - RUNNING PROJECT SYNC PROCESS

Purpose	<ul style="list-style-type: none">• To create the Run Control ID to run the Project Sync Process.• To run the Project Sync process.• To verify the Project Sync process runs to Success.
Description	<p>This topic addresses steps required to run the Project Sync process which must run to Success when creating project budgets or creating financial transactions in PeopleSoft submodules. This process can be run for a specific project or for all valid projects. The Project Sync Process must run successfully in order for the project(s) to be valid for budgeting.</p>
Security Role	BOR_GL_CHARTFIELDS
Dependencies/ Constraints	None
Additional Information	<ul style="list-style-type: none">• The Project Sync process is scheduled to run nightly to keep the project definition in sync with Commitment Control ledger definitions.• Changes in project definitions do not impact transactions posted in the past.

Procedure

Below are step by step instructions on how to run the Project Sync Process.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Processing link.
6.	Click the Sync KK and Project Definition link.
7.	Click the Add a New Value tab.
8.	Enter Run Control ID in the Run Control ID field.
9.	Click the Add button. The system navigates to the Sync KK and Project Definition page.
10.	Click the Processing Option drop-down menu.
11.	Users can run the process for all projects or a selected project. Select All Values or Spec. Proj.
12.	Enter a Project in the Project field if Spec. Proj. selected.
13.	Click the Save button.
14.	Click the Run button. <i>Note: The Run Control criteria is saved for future use.</i>
15.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
16.	Click the Refresh button until the Run Status is Success.