# Exporting Budget Prep into OneUSG and Completing the Budget Prep Process

The purpose of this job aid is to show users how to complete the FY2019 Budget Prep process after the budget has been approved. This process takes place after Lesson 7.3 in the *Budget Prep User's Guide* has been completed.

The following is an overview of the Budget Prep Process flow that shows the integration between PeopleSoft Financials (PSFIN) and OneUSG Connect (HCM). This job aid walks through the Budget Prep Export processing steps within PSFIN and HCM to complete the loading of the FY2019 budgets.
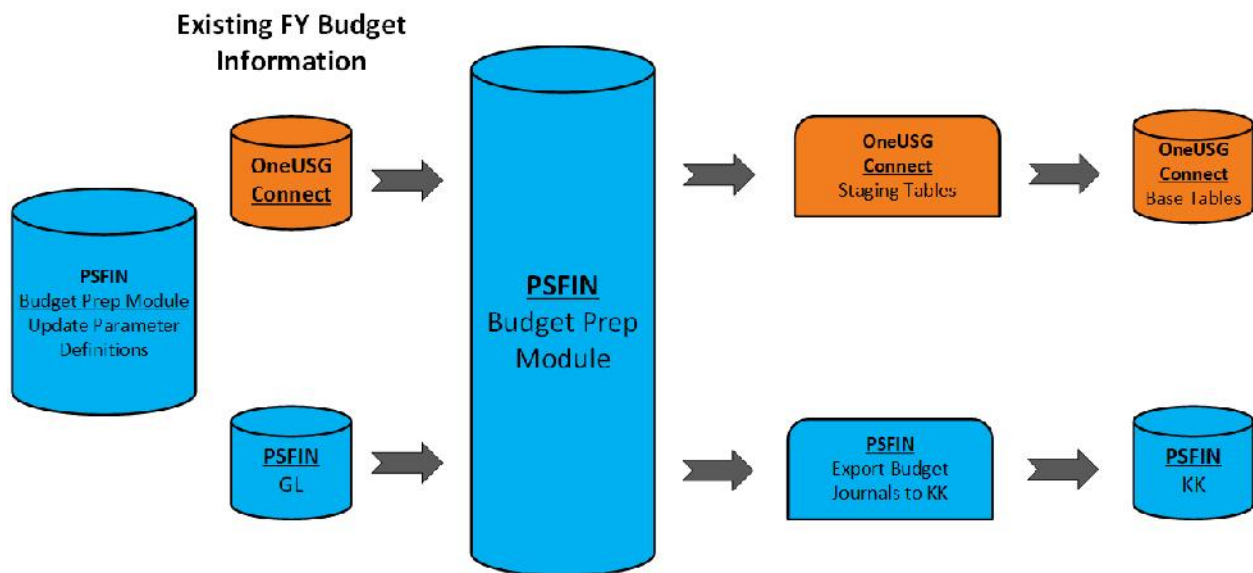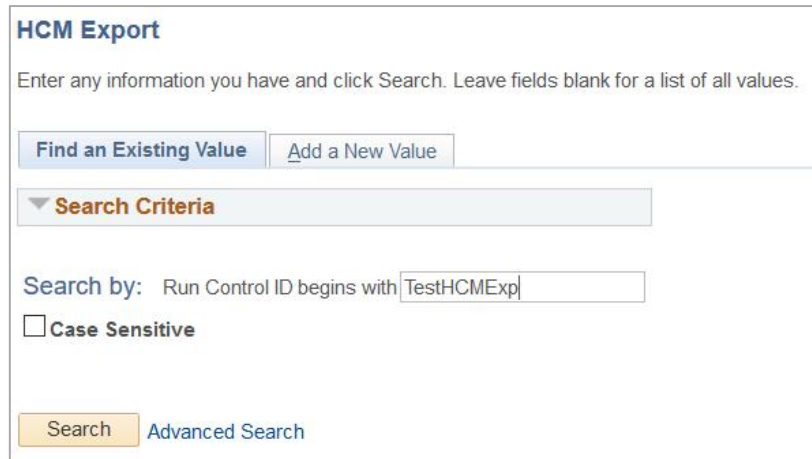
I.   Running the Financials HCM Budget Prep Export Process

1. Log in to Georgia*FIRST* Financials.

UNIVERSITY SYSTEM OF GEORGIA
Georgia*FIRST* Financials

User ID

Password

Sign In

2. Navigate to **NavBar > Navigator > BOR Menus > Budget Prep > Budget Prep Processing > HCM Export.**
3. Click **Search** to find an existing value or click the **Add a New Value** tab to create a new Run Control ID.

HCM Export

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with TestHCMExp
☐ Case Sensitive

Search   Advanced Search

4. Choose one of the following on the HCM Export Page by clicking on the radio button:
   ʃ Create Report: generates only a PDF report version.
   ʃ Create Report/Run HCM Export: generates a PDF report and populates the HCM Staging tables.

5. Click **Save** and then **Run**.

HCM Export

Run Control ID TestHCMExp	Report Manager Process Monitor **Run**

Create Report ⦿   Create Report/Run HCM Export ○

*Business Unit 30000 🔍   Budget Reference:

💾 Save   📝 Notify   ➕ Add   📲 Update/Display

6. Click **OK** to run the process.

Process Scheduler Request

Help

User ID OIITEVANS   Run Control ID TestHCMExp

Server Name [⌄]   Run Date 05/21/2018 📅

Recurrence [⌄]   Run Time 7.58.08AM 🔽   Reset to Current Date/Time

Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	HCM BP Export	BORBPHEX	SQR Report	Web ⌄	PDF ⌄	Distribution

OK   Cancel

7. Click **Process Monitor** link.

8. Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**.
9. Click **Details**.

10. Click **View Log/Trace.**

11. Click the **borbphex** pdf.

Note: The PDF file provides a detailed report of the data that has been loaded into the HCM Staging tables. The title of the report will have either (REPORT) if the **Report Only** version was run or (EXPORT) if the **Create Report/Run HCM Export** version was run.

12. The data loaded into the staging tables can be reviewed using the following BOR queries, accessible through the Query Manager:
  ʃ BOR_BP_HCM_STG_POS   to review Position-related data
  ʃ BOR_BP_HCM_STG_JOB   to review Job-related data
  ʃ BOR_BP_HCM_STG_DBUD   to review Department Budget-related data
  ʃ BOR_BP_HCM_STG_JERN   to review Job Earn Dist-related data

Once the Financials Budget Prep Export has populated the OneUSG staging tables, the next step is to run the Audit Report. After running the report, users must review it, determine what errors exist, and resolve those errors before proceeding with the Budget Prep Load.

II.   Running the Audit Report

1. Log into the **Core** OneUSG HCM URL: https://core.hprod.onehcm.usg.edu

2. Navigate to **NavBar > Navigator > BOR Customizations > Budget Prep > Audit Report**

   Note: To access the Budget Prep menu in OneUSG, practitioners will need to be assigned the **BOR Budget Prep Processing** role by Shared Services.
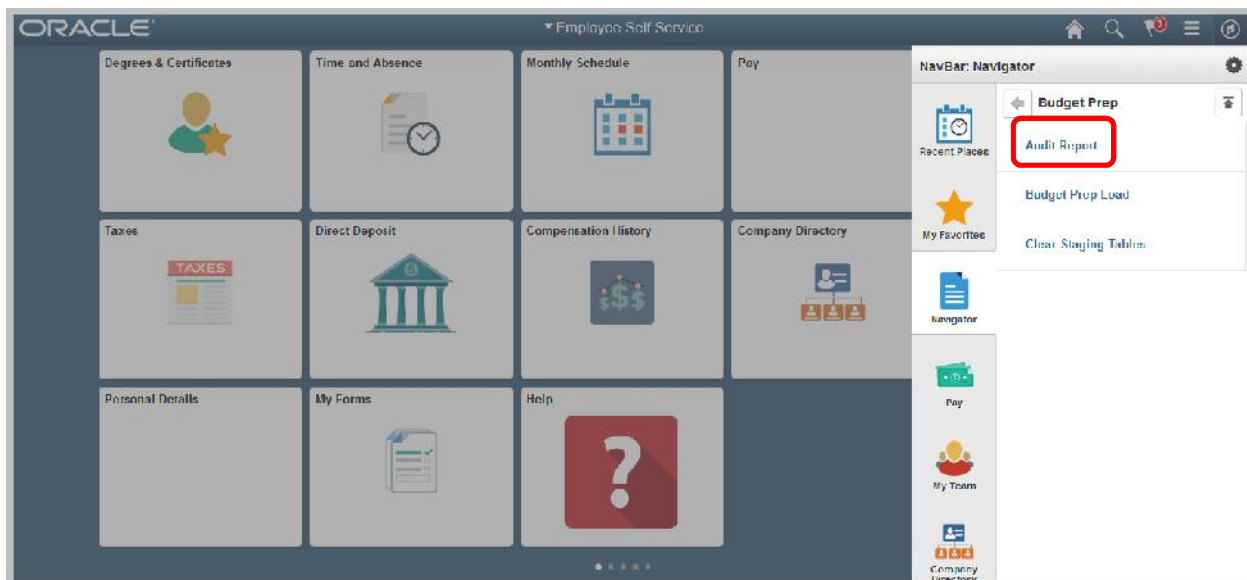
3. Click the **Search** button to search for an existing value or click the **Add a New Value** tab to create a new Run Control ID.

4. Enter or search for your Company's 3-digit number.

5. Click **Save** and then **Run.**

6. Click **OK.**

7. Click the **Process Monitor** link.

8. Click **Refresh** until the Run Status is Success and the Distribution Status is Posted.

9. Click the **Details** link.

10. Click the **View Log/Trace** link.

11. Click on the .stdout file to see the steps the Audit Report goes through to evaluate for potential errors that may impact the OneUSG Budget Prep Load.


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PeopleTools 8.55.21 - Application Engine Server
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PSAESRV started service request at 10.37.49 2018-06-04


Position Data Audit - Step 1: Future Dated Positions 83000 (0,0)

Position Data Audit - Step 3: This position has active incumbent(s) 83000 (0,0)

Position Data Audit - Step 4: This position has been inactivated83000 (0,0)

Job Data Audit - Step 1: Non-Paid Affiliate in wrong paygroup 83000 (0,0)

Job Data Audit - Step 2: Missing SWB Action/Action Reason 83000 (0,0)

Job Data Audit - Step 3: Paygroup invalid for Payroll System and Absence System combination 83000 (0,0)

Job Data Audit - Step 4: Effective Date Exists w/ Different Action Reason 83000 (0,0)

DBE Audit - Step 1: Inactive Departments 83000 (0,0)

DBE Audit - Step 2: Invalid Account Codes 83000 (0,0)

DBE Audit - Step 3: Invalid Suspense Codes 83000 (0,0)

DBE Audit - Step 4: Funding Date Error 83000 (0,0)

DBE Audit - Step 5: Budget Amount And Percent of Distribution 83000 (0,0)

DBE Audit - Step 6: Percent Distributions must total 100% 83000 (0,0)

DBE Audit - Step 7: Earn Code Distribution 83000 (0,0)

DBE Audit - Step 8: Position not eligible for budget definition 83000 (0,0)
```

12. After running the Audit Report, retrieve the following files that will provide a list of errors found.

File List		
Name	File Size (bytes)	Datetime Created
AE_BORBPAUDIT_412412.stdout	922	05/18/2018 11:12:09.350923AM EDT
Budget_Prep_DBE_42000_Audit.txt	1,395	05/18/2018 11:12:09.350923AM EDT
Budget_Prep_Job_42000_Audit.txt	304	05/18/2018 11:12:09.350923AM EDT
Budget_Prep_Position_42000_Audit.txt	884	05/18/2018 11:12:09.350923AM EDT

⟩ Budget_Prep_DBE_Company_Audit.txt: Department Budget Earn (PS_DEPT_BUDGET_ERN table)
⟩ Budget_Prep_Job_Company_Audit.txt: Job Data
⟩ Budget_Prep_Position_Company_Audit.txt: Position Management

III.   Reviewing the Audit Report and Correcting Errors

After running the Audit Report, the next step is to review it to determine what errors must be resolved in order to proceed with loading Budget Prep into OneUSG. Below are examples of the types of errors you might find on the audit reports and how to fix those errors.

Note: Under no circumstances should you attempt to make corrections in Budget Prep unless expressly instructed by ITS and Jason Matt (BOR Executive Budget Director).

1. Examples of Position Data Audit errors you may find on the **Budget_Prep_Position_Company_Audit.txt** and how to correct them.

Error	Correction
Future Dated Position Rows Found	⟩ This is just a warning, but users should verify that future dated rows are correct and should remain. ⟩ Note that these rows will not load from Budget Prep since they already exist in OneUSG.
This Position Has Active Incumbent(s) (The load is inactivating a position, but the position has an active incumbent.)	1. If the position should be inactivated: ⟩ Insert a future dated 7/01/2018 row, moving the incumbent to another position, or terminate them. ⟩ Budget Prep load will insert 7/01/2018 row to inactivate position. 2. If the position was erroneously inactivated in Budget Prep and should remain active: ⟩ Insert an active 7/01/2018 row for the position. ⟩ This will prevent the inactive row from loading. ⟩ Note that the error will not fall off the Audit Report and will create a Future Dated Position error for the same position.

Position has been inactivated and has an employee assigned in Job staging table	⟩ Staged data contains an active employee being placed in a position being inactivated. ⟩ Insert an active 7/01/2018 row for the position to prevent inactive row from loading. ⟩ Correct in OneUSG after load, if needed.
The Job Code has been Inactivated	⟩ To resolve this error, go into the Job Code table (Set up HCM > Foundation Tables > Job Attributes > Job Code Table) and activate the Job Code.

3. Example of Job Data Audit errors you may find on
   Budget_Prep_Job_Company_Audit.txt and how to correct them.

Error	Correction
Non-Paid Affiliate in Wrong Pay Group	⟩ Update pay group on position to 'xxN.'

Missing SWB Action + Return From Work Break	⟩ This error occurs when Budget Prep attempts to insert a Return from Workbreak (RWB) row and does not find a preceding Short Work Break (SWB) row. Review each employee's job data to determine what action needs to be taken.
	⟩ If appropriate, ensure that the employee has a payroll status of "W" (Short Work Break) by adding a Short Work Break row.
	⟩ Employees with future-dated rows for termination, retirement, etc., who will also be placed on Short Work Break prior to termination or retirement MUST use the following effective dated sequencing:
	  ▪ EXAMPLE 1
	   ⟩ 7/1/2018 SWB
	   ⟩ 8/1/2018 RWB EFF SEQ 0
	   ⟩ 8/1/2018 Termination, Retirement, etc. EFF SEQ 1
	  ▪ EXAMPLE 2
	   ⟩ 7/1/2018 Promotion EFF SEQ 0
	   ⟩ 7/1/2018 SWB EFF SEQ 1
	   ⟩ 8/1/2018 RWB

Pay Group Invalid for Payroll System & Absence System Combination	⟩ This error occurs when the pay group being loaded for an employee is inconsistent with their current Absence System and the pay group on position. ⟩ To correct, update the most recent Job row to the appropriate pay group and Absence System to "Other" on the payroll tab in job data. ⟩ Then contact ITS to request a reset to allow you to run the Financials HCM Export again.
Effective Date Exists w/Different Action Reason	⟩ This occurs when Budget Prep attempts to insert a SWB or RWB action row, but a row that carries a different action/reason combination already exists. ⟩ To correct, either update the action/reason combination to match the action reason being loaded from Budget Prep or remove the existing row and let Budget Prep load the row.

4. Example of Department Budget Earn errors you may find on **Budget_Prep_DBE_Company_Audit.txt** and how to correct them.

Error		Correction
Inactive Departments	)	Set department to Active in OneUSG.
Invalid Account Codes	)	Add the account code in Financials.
Invalid Suspense Code	)	Contact ITS for assistance.
Funding Date Error	))	Extend Project or Grant end date in Financials. **Update**: Known Issue KI9.2-007-CA - *Integration Broker Messages from GeorgiaFIRST Financials Are not Reaching OneUSG Connect* has been resolved (June 1, 2018).
Budget Amount and Percent of Distribution	)	Work with ITS to correct this error. DO NOT try to edit in Budget Prep.
Percent Distributions must total 100%	)	Work with ITS to correct this error. DO NOT try to edit in Budget Prep.
Earn Code Distribution Error - Earn Code is Not Blank	))	This error will prevent loading to the Department Budget tables. Contact ITS for assistance.
Position Not Eligible for Budget Definition	)	Contact ITS for assistance.

Once all necessary data cleanup has been completed, you are ready to proceed with running the OneUSG Budget Prep Load process.

1. Navigate to **BOR Customizations > Budget Prep > Budget Prep Load**
2. Click **Search** for an existing Run Control ID value or click the **Add a New Value** tab to create one.
3. Choose one of the following on the HCM Export Page by clicking on the radio button:
   - Report Only.
   - Update Database.

4. Click **Save** and then **Run**.

Budget Prep Load

Run Control ID BP_LOAD	Report Manager Process Monitor Run
Language [English ▼]	

Report Only ○   Update Database ⦿

Company [980] 🔍 Board of Regents (USG)

[💾 Save] [✉ Notify]   [➕ Add] [📑 Update/Display]

5. Click **OK** to run the process.
6. Click the **Process Monitor** link.
7. Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**.
   - In an effort to allow the Budget Prep Load (BORBPLOAD) to run most efficiently, ITS has configured OneUSG Connect production to only allow a single instance of the load to run at a time.
   - If your process is in a Run Status of **Blocked**, another institution has already initiated the Budget Prep Load and your request will begin processing once the other instance runs to Success.
8. In the event your process instance encounters a status of "No Success," contact the ITS Helpdesk for assistance.

The Clear Staging Tables page (Navigation: **BOR Customizations > Budget Prep > Clear Staging Tables**) will only be used under ITS directive in unique situations. This step should not be necessary, as the re-export will delete the staging tables before loading.

V.   Running the Financials Export and Processing Budget Journals

The final step in the Budget Prep process is running the Financials Export process and verifying and posting Budget Journals.

1. Log in to Georgia*FIRST* Financials.
2. Navigate to **NavBar > Navigator > BOR Menus > Budget Prep > Budget Prep Processing > Financials Export**
3. Click **Search** to find an existing value or click the **Add a New Value** tab to create a new Run Control ID.

4. Choose one of the following on the Financials Export Page by clicking on the radio button:
   ∫ Create Report: generates only a PDF report version.
   ∫ Create Report/Run FIN Export: generates a PDF report and creates Budget Journals in Financials.
5. Click **Save** and then **Run**.

6. Click **OK** to run the process.
7. Click the **Process Monitor** link.
8. Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**.
9. In the event your process instance encounters a status of "No Success," contact the ITS Helpdesk for assistance.
10. Once the process runs to success, review the created budget journals for accuracy. Note that all journals will begin with B2019.
11. When appropriate, post budget journals as usual.