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| --- | --- |
| Security Role | **BOR\_EX\_SETUP\_CONFIG** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
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| Last Changed by |  |
| Status |  |

## EX.030.050 - Running the Batch Update of Budget Reference

#### Trigger:

#### Concept

This topic demonstrates how to run the Batch Update of Budget Reference in the expense module. This process updates the Budget Reference field in individual employees' Default Chartfield Values. After running the process, you can verify the update by viewing an employee's Default Chartfield Values within their profile, on the Organizational Data tab.

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| Assumptions |
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|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, run the Batch Update of Budget Reference process to update the budget reference to 2010.

| Step | Action |
| --- | --- |
|  | Click the **BOR Menus** link. |
|  | Click the **BOR Expenses** link. |
|  | Click the **BOR EX Interfaces** link. |
|  | Click the **Batch Update of Budg Reference** link. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**UpdateProfile**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**2010**" in the **Fiscal Year** field. |
|  | Click the **Run** button. |
|  | Click the **OK** button. |
|  | Click the **Process Monitor** link. |
|  | Click the **Go back to RUN\_BORIF040\_BOR** link. |
|  | Now, let's look at one employee profile to see that the Budget Reference has been updated in their Default Chartfield values.  Click the **Travel and Expenses** link. |
|  | Click the **Manage Employee Information** link. |
|  | Click the **Update Profile** link. |
|  | Click an entry in the **Last Name** column. |
|  | Click the **Organizational Data** tab. |
|  | Notice how the **Budget Reference** has been updated in the Default Chartfield Values. |
|  | Congratulations. You have just completed the **Running the Batch Update of Budget Reference** topic. This process is used to update the Budget Reference field in the employees' Default Chartfield Values.  **End of Procedure.** |