



CORE Oklahoma

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**State of Oklahoma**  
**COR224 Agency Budget Coordinator Manual**

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Authorized by: [ CORE ]  
Maintained by: [ Budget Lead ]  
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## AGENCY COORDINATOR

### ***Overview***

The Agency Coordinator role allows limited access to the Budget system at the highest hierarchal level.

The Agency Coordinator may run some processes not accessible to the 'Preparer' and 'Reviewer' and run other processes more efficiently than a 'Preparer' or 'Reviewer'.

The Agency Coordinator is able to:

- View model checkouts online
- Run the Model Recalculation process for Position budgeting
- Run Data Extraction processes more efficiently



## AGENCY COORDINATOR SIGN-ON

### *Log-In Screen*

The Agency Coordinator role uses a separate User ID. This will be the same User ID used in Budgeting followed by "AC" standing for 'Agency Coordinator'. The password may be assigned the same password as the Budgeting User ID.

A screenshot of the PeopleSoft sign-in screen. The top of the screen features the "PeopleSoft." logo in white on a blue background. Below the logo is a light blue vertical bar on the left and a light gray area on the right. In the gray area, there is a sign-in form with the following elements: "User ID:" followed by a text box containing "JLEFLOREAC"; "Password:" followed by a text box containing ten black dots; and a yellow "Sign In" button below the password field. A large red arrow with a white outline points from the right side of the password field towards the right edge of the screen.



## Budgeting Home Page

The Budgeting Home Page will look like this

**Menu**

Search:

- My Favorites
  - Budgeting
    - Budgeting Home
      - Comparative Budget Analysis
      - Budget Version Comparison
      - Budget Period Analysis
      - Position Budgeting Inquiry
      - Asset Budgeting Inquiry
- Reporting Tools
- PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

### Budgeting Home

#### Budgeting Home Page - Jennifer LeFlore - Agency Coor



##### System Administration

Set up user security and system options.



##### Budgeting Setup

Define position and asset budgeting defaults, planning target defaults, and budgeting parameters to be used in the Budgeting Model. Set up and process a Budgeting Model.



##### Budget Preparation

Perform budgeting work, including line-item budgeting, position budgeting, asset budgeting, mass adjustments, and budget allocations. View budgeting guidelines.



##### Budget Analysis

Perform analysis on prepared budgets. View, download, and run reports.



##### Data Integration

Set up and perform data integration with general ledger, human resource, and asset management applications.



##### My Profile

Access options specific to users such as email and operator defaults.



# VIEW MODEL CHECKOUTS

## *Search for Checkouts*

The Agency Coordinator can view Budget model checkouts

[Budgeting Home](#) » [Budgeting Setup](#) » [Setup Budgeting Model](#) » **View Current Checkouts**

### View Current Checkouts

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

**Find an Existing Value**

---

**Business Unit:** [=]

**Budgeting Model ID:** [begins with]

[Basic Search](#) [Save Search Criteria](#)

## *View Checkouts*

If there is a checkout, the search results will appear similar to the following:



[Budgeting Home](#) » [Budgeting Setup](#) » [Setup Budgeting Model](#) » **View Current Checkouts**

### View Current Checkouts

**Business Unit:** 09000 Office of State Finance

**Budgeting Model ID:** BUD\_090\_FY07

Select All to Check In

Checkout List				
		<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>		First  1 of 1  Last
<b>Checkouts</b>		<a href="#">Checkout Details</a>		
Check In	Budget Center	Version	Activity	
<input type="checkbox"/>	9500060	Accounting Core Project	1	Line Item Budgeting

### View Checkout Details

The 'Checkout Details' tab will let you know which Preparer has the Budget Center checked out

### View Current Checkouts

**Business Unit:** 09000 Office of State Finance

**Budgeting Model ID:** BUD\_090\_FY07

Select All to Check In

Checkout List						
		<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>		First  1 of 1  Last		
<b>Checkouts</b>		<b>Checkout Details</b>				
Check In	Budget Center	Currency	Status	Updated On	User ID	
<input type="checkbox"/>	9500060	USD	✓ Open	06/14/2006 6:37:32AM	JLEFLORE	

**NOTE:** The 'Updated On' date/time stamp is the date/time the budget model was *published* not the date/time the Budget Center was checked out.

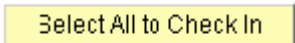
**Contact the User/Preparer to check in the Budget Center.**



### Check in Budget Centers

If the User/Preparer is unavailable to check in the Budget Center, the Budget Center may be checked in using the following instructions:

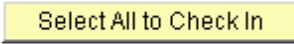

The Agency Coordinator has the ability to ‘Check In’ budget centers from this page


- If all Budget Centers are to be checked in, press the  button.
- If individual Budget Centers are to be checked in, make the selection  [Budgeting Home](#) » [Budgeting Setup](#) » [Setup Budgeting Model](#) » **View Current Checkouts**

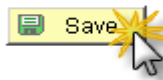
### View Current Checkouts

**Business Unit:** 09000 Office of State Finance

**Budgeting Model ID:** BUD\_090\_FY07

Checkout List				
Customize   Find   View All    First 1 of 1 Last				
Checkouts		Checkout Details		
Check In	Budget Center	Version	Activity	
<input checked="" type="checkbox"/>	9500060	Accounting Core Project	1	Line Item Budgeting



Press ‘SAVE’.

If all Budget Centers were selected, the screen will return with this message.



## View Current Checkouts

**Business Unit:** 09000 Office of State Finance

**Budgeting Model ID:** BUD\_090\_FY07

No checkouts exists for Business Unit, 09000, and Model, BUD\_090\_FY07.

**This feature is only used if the ‘Preparer’ is not available to check in the Budget Center.**



# MODEL RECALCULATION

## Overview

### The Model Recalculation process is used for Position Budgeting

**Prerequisite:** *The budget model must be checked in before running the process. Use the 'View Model Checkouts' to verify all model budget centers are checked in.*

**Important:** *Do not check out budget centers while Model Recalculation is processing. The Agency Coordinator must communicate and coordinate with other agency budget Preparers.*

Model Recalculation is run on the entire model to sync up Position Budgeting with Line Item Budgeting. This process can take 15-30 minutes to run depending upon the size of the model.

The Recalculation process will add any new line items that are needed in line item budgeting based upon the position distributions. The Recalculation will also distribute any dollars that need to be distributed to a different budget center e.g. when a position is funded by multiple departments.

**Before running a Recalculation, the working version must be copied to the Master for each Budget Center. This is because the Recalculation will only distribute the dollars to other Budget Centers from the Master.**

**However, once the Recalculation has run, you do not need to copy the Master back into your Working Version.**

## Tips

If you only distribute dollars within a Budget Center you may be able to avoid having to run the Recalculation by going into Line Item budgets and adding any missing line items that will be needed by the Position Budget. This must be done before you go into Position Budgeting. However, some people have also been able to make this work after they have done Position Budgeting by adding the missing line items, checking out Position Budgets, saving a position and checking in.



## ***Running the Model Recalculation Process***

### **Run Control**

Navigate to the following

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

#### **Model Recalculation**

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 by:** Run Control ID begins with

[Advanced Search](#)

Add or Find a Run Control ID



### Setup Process Request Parameters

- 1 Populate the Process Request Parameters
- 2 Save.
- 3 Run the process.

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

### Model Recalculation

User ID: JLEFLOREAC

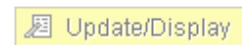
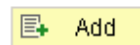
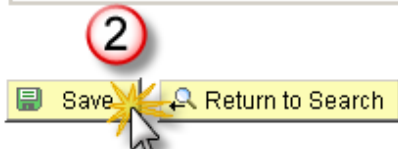
[Report Manager](#)

Run Control ID: MODELRECALC

[Process Monitor](#)



Process Request Parameters		Find   View All	First	1 of 1	Last
<b>Process Frequency</b> <input type="radio"/> Process Once <input checked="" type="radio"/> Always Process <input type="radio"/> Don't Run		<b>Request Number:</b> 1	<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">1</span>		
		<b>*Description:</b> Model Recalculation			
<b>*Business Unit:</b> 09000	<input type="text" value="09000"/>	Office of State Finance			
<b>*Budgeting Model ID:</b>	<input type="text" value="BUD_090_FY07"/>				
<b>*Budget Phase ID:</b>	<input type="text" value="Phase1"/>				
<b>*Ledger Name:</b>	<input type="text" value="2007 Budget"/>				





### Process Scheduler Request



Select server 'PSNT', 'PSSTAGE' or 'PSUNX'. Press

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

#### Process Scheduler Request

User ID: JLEFLOREAC      Run Control ID: MODELRECALC

---

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone: PS08390

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budgeting Model Recalculation	BPLINEUP	Application Engine	Web	TXT	<a href="#">Distribution</a>





## View Process Monitor

**NOTE** the Process Instance number then press the 'Process Monitor' hyperlink

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

### Model Recalculation

User ID: JLEFLOREAC

[Report Manager](#)

**Run**

Run Control ID: MODELRECALC

[Process Monitor](#)

Process Instance:49165

**Process Request Parameters** Find | View All First 1 of 1 Last

<b>Process Frequency</b>	
<input type="radio"/> Process Once	<b>Request Number:</b> 1
<input checked="" type="radio"/> Always Process	<b>*Description:</b> Model Recalculation
<input type="radio"/> Don't Run	
<b>*Business Unit:</b> 09000 Office of State Finance	
<b>*Budgeting Model ID:</b> BUD_090_FY07	
<b>*Budget Phase ID:</b> Phase1	
<b>*Ledger Name:</b> 2007 Budget	



Process List [Server List](#)

View Process Request For

User ID: JLEFLOREAC Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49170		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49169		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49168		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49167		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49166		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49165		Application Engine	BPLINEUP	JLEFLOREAC	03/09/2007 3:19:39PM CST	Processing	N/A	<a href="#">Details</a>

1

Process Instance for the 'Parent' process 'BPLINEUP'

2

'Child' processes 'BPLINEUP\_2'

3

The 'Parent' process must run to 'Success' before process is complete.

Process List [Server List](#)

View Process Request For

User ID: JLEFLOREAC Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49175		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49174		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49173		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49172		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49171		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49170		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49169		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49168		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49167		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49166		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49165		Application Engine	BPLINEUP	JLEFLOREAC	03/09/2007 3:19:39PM CST	Success	Posted	<a href="#">Details</a>



## DATA EXTRACTION

### **Overview**

To run the customized reports the data has to be extracted from the Budget model in to separate tables that have specifically been set up for customized reports.

The customized reports should only be run from the *Master Version* so if you have not yet submitted the budget, or it has been rejected, then you should first copy your working version to the Master version for the Budget Centers that you want to use in the report.

A batch extract process is then run that will extract the data from the Budget model into the customized reporting tables.

Running the Data Extraction processes from the Coordinator role minimizes the number of required processes and requires considerably less processing time.

**Prerequisite: The Working version of the Budget Centers must be copied into a Master version prior to running the Data Extraction processes**



## Running the Data Extraction Processes

### Reporting Data Extract - Navigation

[Budgeting Home](#) » [Budget Analysis](#) » **Data Extraction**

#### Data Extraction

##### Menu Options

[Reporting Data Extract](#)



Run this process to extract Budgeting Model data for use with customized reporting.

[Prepare composite budget](#)

Creates a reporting budget from an original and zero, one or more revision budgets. The Composite Budget is required by the Check limit report and other custom reports.

[BRP Setup Extract](#)

This process creates file extracts from EPM for the Budget Request Program. Specifically, it extracts 2 years of actual expense and estimate of income data from the ledger tables.

[BRP - BWP Extracts](#)

This process extracts BWP data for the Budget Request Program.

[BRP Actuals Extract](#)

This process produces files containing setup data for the Budget Request Program.

### Run Control

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Reporting Data Extract**

#### Reporting Data Extract

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 by:** Run Control ID begins with

Case Sensitive

[Search](#)

[Advanced Search](#)





## Set up Process Parameters

1

Select the Master version

2

Select Line Item and Position Budgeting (if activated)

3

Select 'Include lower level Budget Centers'. Press

Select All

4

Save

5

Run the process



[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » [Reporting Data Extract](#)

### Data Extraction Control

User ID: JLEFLORE

[Report Manager](#)

Run Control ID: DATAEXTRACT

[Process Monitor](#)

5



**Process Frequency**

Don't Run  
 Process Once  
 Always Process

Request Number: 1  
 \*Description: Reporting Data Extract

\*Role Name: Coordinator  
 \*Business Unit: 09000 Office of State Finance  
 \*Budgeting Model ID: BUD\_090\_FY07  
 Phase ID: Phase1  
 Ledger Name: 2007 Budget  
 Version: Master 1

**Budget Data**

Asset Data	Line Item Data	Position Data
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select this checkbox to extract selected Budget Centers and all Budget Centers rolling up to them.  
 Include lower level Budget Centers  
 Select All 2

**Budget Center**

Select	Description
<input checked="" type="checkbox"/>	. 0000000 - All Department

3

Save Return to Search Notify Add 4

### Setup Process Scheduler Request

Select Server name 'PSUNX'. Press



[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Reporting Data Extract**

**Process Scheduler Request**

User ID: JLEFLORE Run Control ID: DATAEXTRACT

---

Server Name: **PSUNX** Run Date: 03/12/2007

Recurrence:  Run Time: 1:03:02PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Data Extract from BAM	BPDATAEXT	Application Engine	Web	TXT	<a href="#">Distribution</a>



**NOTE the Process Instance number. This is the 'Parent' process instance.**

Press the [Process Monitor](#) hyperlink.

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Reporting Data Extract**

**Data Extraction Control**

User ID: JLEFLORE

Run Control ID: DATAEXTRACT

[Report Manager](#)

[Process Monitor](#)



### View Process Monitor

- 1 'Parent' process Bpdataext will initiate
- 2 'Child' processes Bpdataext\_2.

All processes, 'Parent' and 'Child', must run to a status of 'Success'.

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » [Reporting Data Extract](#)

Process List [Server List](#)

View Process Request For

User ID: JLEFLORE Type: Last: 3 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49226		Application Engine	Bpdataext_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	49225		Application Engine	Bpdataext_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	49224		Application Engine	Bpdataext	JLEFLORE	03/12/2007 1:03:02PM CDT	Processing	N/A	<a href="#">Details</a>

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » [Reporting Data Extract](#)

Process List [Server List](#)

View Process Request For

User ID: JLEFLORE Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49226		Application Engine	Bpdataext_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	49225		Application Engine	Bpdataext_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Success	N/A	<a href="#">Details</a>
<input type="checkbox"/>	49224		Application Engine	Bpdataext	JLEFLORE	03/12/2007 1:03:02PM CDT	Success	Posted	<a href="#">Details</a>



## Prepare Composite Budget - Navigation

Return to the Data Extraction page to run the 'Prepare Composite Budget' data extraction process.

[Budgeting Home](#) » [Budget Analysis](#) » **Data Extraction**

### Data Extraction

#### Menu Options

[Reporting Data Extract](#)

Run this process to extract Budgeting Model data for use with customized reporting.

[Prepare composite budget](#)

Creates a reporting budget from an original and zero, one or more revision budgets. The Composite Budget is required by the Check limit report and other custom reports.

[BRP Setup Extract](#)

This process creates file extracts from EPM for the Budget Request Program. Specifically, it extracts 2 years of actual expense and estimate of income data from the ledger tables.

[BRP - BWP Extracts](#)

This process extracts BWP data for the Budget Request Program.

[BRP Actuals Extract](#)

This process produces files containing setup data for the Budget Request Program.

## Run Control

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

### Prepare composite budget

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 by:** Run Control ID begins with

Case Sensitive

[Advanced Search](#)



## Set up Process Parameters

1

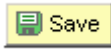
Select the Master version

2

Enter four-digit Fiscal Year

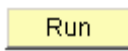
3

Press



4

Press





[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

### Message

User ID: JLEFLORE

[Report Manager](#)



Run Control ID: DATAEXTRACT

[Process Monitor](#)

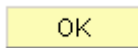


<b>Process Frequency</b>		<b>Request Number:</b> 1
<input type="radio"/> Don't Run <input type="radio"/> Process Once <input checked="" type="radio"/> Always Process		<b>*Description:</b> Prepare composite budget
<b>*Role Name:</b>	Coordinator	
<b>*Business Unit:</b>	09000 Office of State Finance	
<b>*Budgeting Model ID:</b>	BUD_090_FY07	
<b>Budget Phase ID:</b>	Phase1	
<b>Ledger Name:</b>	2007 Budget	
<b>Budget Version ID:</b>	Master	1
<b>*Fiscal Year</b>	2007	2



### Setup Process Scheduler Request

Select Server Name 'PSUNX'. Press







[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

**Process Scheduler Request**

**User ID:** JLEFLORE **Run Control ID:** DATAEXTRACT

**Server Name:**  **Run Date:**    
**Recurrence:**  **Run Time:**    
**Time Zone:**  

<b>Process List</b>						
<u>Select</u>	<u>Description</u>	<u>Process Name</u>	<u>Process Type</u>	<u>Type</u>	<u>Format</u>	<u>Distribution</u>
<input checked="" type="checkbox"/>	OCP0015BD	OCP0015BD	Application Engine	Web	TXT	<a href="#">Distribution</a>



## View Process Monitor

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

### Message

User ID: JLEFLORE

[Report Manager](#)

**Run**

Run Control ID: DATAEXTRACT

[Process Monitor](#)



Process Instance:49243

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

**Process List** [Server List](#)

#### View Process Request For

User ID:   Type:  Last:  Days

Server:  Name:   Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49243		Application Engine	OCP0015BD	JLEFLORE	03/12/2007 1:52:15PM CDT	Success	N/A	<a href="#">Details</a>



## REPORTING

Delivered and custom reports may be run as required.

Refer to pages 132 – 146 and Chapter 8, *Reports*, in the COR124 Budget Manual.