

## Processing Tips

1. There are three processes that may be helpful;
  - a. Model Recalculation: used only if Position Budgeting is used;
  - b. Reporting Data Extract: used for reporting purposes
  - c. Prepare Composite Budget: used for reporting purposes
2. All budget centers must be checked in and copied to the Master before running any processes.
3. If you have "Agency Coordinator" access (i.e. JDOEAC), then sign out of the Budget and sign back in using the AC user id before running any processes.
4. However, if you do not have AC access, then it is recommended that you call your OSF Budget Analyst or the Help Desk to have the processes run. These processes work most efficiently at the coordinator level. Though it can be done, it is not advisable to run the processes under the "Preparer" user id.
5. Before running any processes, the AC user can check how many other processes are in queue on any server. From the Budgeting menu, choose People Tools then choose Process Monitor. Delete your user id and pick the server from the drop-down menu, click Refresh. If there are many processes in queue, then waiting a few minutes to run your processes may help them run more efficiently. You can refresh the screen again to check the queue.

PeopleSoft.

Home | Add to Favorites | Sign out

Budgeting Home » Budget Analysis » Reports » Budget by Account/Fund

New Window | Help | ncp

Process List | **Server List**

View Process Results

User:  Type:  Last: 1 Days

Server: PSUNX Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List Customize | Find | View 100 | First 1-50 of 127

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Det |
|--------|----------|------|--------------|--------------|------|---------------|------------|---------------------|-----|
|--------|----------|------|--------------|--------------|------|---------------|------------|---------------------|-----|

Users may also select the run status to see processes that are “queued” or “processing” (see the following screen shots).

Like this,

Process List [Server List](#)

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**View Process Request For**

User ID:   Type:  Last:  1 Days   
 Server:  PSUNX  Name:  Instance:  to   
 Run Status:  Queued  Distribution Status:   Save On Refresh

or, like this.

Process List [Server List](#)

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**View Process Request For**

User ID:   Type:  Last:  1 Days   
 Server:  PSUNX  Name:  Instance:  to   
 Run Status:  Processing  Distribution Status:   Save On Refresh

- Let the Data Extraction process and all its child processes run completely to “success” and “posted” before queuing up the Composite Budget process.

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

Process List [Server List](#)

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**View Process Request For**

User ID:  JLEFLORE  Type:  Last:  1 Days   
 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> |

- It is recommended that most, if not all, of your budget is entered before running any of these processes.