

BP.020.001 – Validating BP Staging Tables with the HCM Audit

Purpose	To validate staged Budget Prep data in OneUSG Connect and provide a report of potential data issues for later cleanup and review.
Description	The HCM Audit Process assesses staged data against a list of data conditions known to cause problems with the BPLOAD process. If staging data rows will cause the BPLOAD process to run to 'No Success,' or if the rows will fail to load correctly, the HCM Audit process will flag the row as Invalid effectively hiding it from the BPLOAD process. Additionally, the HCM Audit process produces a report of staged rows that will need manual correction or review.
Security Role	BOR Budget Prep Processing (OneUSG Connect)
Dependencies/ Constraints	The HCM Export process or Staging Table Load processes have run to success.
Additional Information	A list of all Audit messages is available in the job aid Budget Prep HCM Audit Messages.

Procedure

Below are complete step-by-step instructions on completing the HCM Audit Process for Budget Prep.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Customizations link.
4.	Click the Budget Prep link.
5.	Click the HCM Audit Process link.
6.	Enter or search for a Run Control ID .
7.	Enter the appropriate Business Unit in the Business Unit field.
8.	Click the Run button. The Process Scheduler Request page opens.
9.	Verify default values pre-populate.
10.	Click the OK button. The system navigates to the HCM Audit Process page.
11.	Click the Process Monitor link.
12.	Click the Refresh button. Select Refresh until the Run Status displays as 'Success' and the Distribution Status displays as 'Posted.'
13.	Click the Details link to view the Process Detail.
14.	Click the View Log/Trace link.