

FMT User Year End Procedure

In all workbooks:

1. Change all dummy projects to active projects, if known.
2. Change all dummy awards to active awards, if known.

In Salary Plan:

3. Go to SRC Reports/Personnel folder and run these reports:
 - a. **SalSum TBN Data** report
 - b. **TBN_Planned LD** report
4. Use SalSum TBN Data report to change all TBN empIDs on SalSum to real people Use TBN Planned LD report to change all TBN empIDs on Home Department to real people.



NOTE: always use blue cube to locate correct empID number

5. Be sure to verify **home org** and **position code** in BMS and make necessary changes in your workbook.

