# Reset the Funding Period

The following shows how to create Funding Period Budget Workbook Pages.

**Navigation:** Supplier Contracts > Budgeting > Reset Funding Period

The Reset Funding Period page will display.

Select the **Add a New Value** Tab

Enter the **Run Control ID**

When creating a Run Control ID, make sure it is something that will be easily identifiable when using this process in the future.

Click **Add**



Enter **Business Unit**

Enter **Contract ID** (or use the magnifying glass)



The **Funding Period** dates populate from the contract

The **Source Version** defaults to the maximum version of the Accepted Budget Summary. However, the field is editable based on the versions available for the specified funding period.



The **Target Funding Period** will populate with the next available funding period

Enter the new Target Funding Period dates (The dates must still be within the begin and expiration dates of the contract)

Click **Save**

Click **Run**



Click **OK**

Click on the **Process Monitor** link

Click **Refresh** until **Run Status** and **Distribution Status** displays Success and Posted

Navigate back to the Budget Definition page to submit the new Budget Summary

**Navigation:** Supplier Contracts > Budgeting > Budget Definition

The Budget Definition page will display.

Enter the **Business Unit,** or **Contract ID**

Click **Search**

Select the created contract that contains the next number in the Funding Period sequence and “Draft” status in the **Budget Definition Status** column



All the original information including the notification contacts have been copied over to the new funding period.

Review and update any information as necessary.

Click **Submit.**



This will open up the Submission Notification screen where the user will notify the Provider that the Budget’s funding period has been changed

Enter **Supplier User ID** or use the magnifying glass to search

Enter a message to be included in the email if needed and click **OK.**



Click **OK** to the Confirmation message**.**

An email shown below will be sent to the Provider. From here the user can confirm/update the data in the Provider Program Information, Schedule A Salaries, and Budget Summary pages.

