1. Click on the Projections by BFR link.

2. Ensure the appropriate 4 digit value (e.g., 0010) is entered in the Company Code field.

3. Click on the Set BFR button.
In the resulting *BFR Hierarchy Selection* window:

4. Enter a single 10 digit BFR Code in the **Single Value** field.

**OR**

5. Click on **Get BFR Hierarchy** to view your BFR Codes on the left and select BFR Code as summarized below:

- If applicable, click on the **arrow** buttons to open the top nodes of hierarchy *Organizational Plan, DUKE – DUKE, and 10 - Duke University* (or other University related companies). This step applies to those with higher level organizational access.
- Continue to open nodes as needed to find your desired BFR Code(s). If needed, contact your Management Center representative for assistance.
- Click on the box beside each BFR Code to be selected and use the **Add** button to display the BFR Code under *Chosen Selections* (on the right). Select as many as desired.

6. Once a single value is entered or the BFR Code(s) are chosen using the steps above, click on **Done**.
7. Returning to the Layout screen, verify the correct BFR Code is selected and click on Load Data.