

Interface to Budget

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If all information is correct, use the Interface to Budget tab on the Interface NY Payroll to NY Budget page to select which column in the budget to update, and then click Interface. This process can be repeated as often as necessary until the Board approves the budget. For each run, the Next Year Budget amount is replaced. If the budget lock flag is set on an account, the budget amount is not replaced.

Tip: It is important to note that when the Requested column is selected for update, the payroll figures (61XX accounts) populating that column only displays on inquiry or in reports. Remember, the Requested column does not display any 61XX accounts on the maintenance pages.

Remember, if you make changes to distributions, or change people AFTER you have interfaced your first calculations, you may be required to go back into the Current Pay Frequency, Next Year menu, and “Clear the NY pay budget only” option to be able to recalculate and interface new changes back in the Next Yr frequency.