

Interface to Budget

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If all of the information is correct:

- Under **Budget Level to Update**, select one of the following columns to be updated in Budget:
  - **Next Yr Requested**
  - **Next Yr Recommend**
  - **Next Yr Approved**
- 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.

If distributions or employees are changed are changed after the first calculations are interfaced, you may be required to log back on to the current pay frequency, and use the Next Year > Copy CYR Tables to NYR > Clear Next Year Tables tab with the **Clear NY Payroll Budget Only** option selected to recalculate and interface the new changes back to the next year frequency.