

Interface to Budget - HRS4400

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This tab is used to enter the active employees' payroll account code distribution amounts into the next year's budget.

The function can be run more than once. For each run, the next year budget amount is replaced. For this reason, a backup should be run in the Budget application before running this program. If the budget lock flag is set on an account, the budget amount is not replaced.

Note: Because this program replaces the budget amount, the last run for extracting and interfacing must be done for all campuses, payroll pay periods, and active employees.

For those accounts that do not exist in Budget, a new record is added.

The program produces one summary report which is sorted by account code. The report also prints fund and district totals. The interface table is deleted after each run, and must be built again via the extract payroll account codes tab.

Interface payroll to budget:

Under **Budget Level to Update**, select one of the following:

- **Next Yr Requested**
- **Next Yr Recommend**
- **Next Yr Approved**

Field	Description
Round account totals to the nearest dollar	Select to display all totals as dollar amounts only. If left blank, all totals are displayed to the exact amount.
Use Budget Crosswalk tables	Select and you can select elements of any 20-digit account code number and change it to another number, taking the transactions for the old account to the new account. If left blank, all current account codes are interfaced to the new Budget accounts. **Note**: When using the Budget Crosswalk option, processing time increases dramatically. If an account is changed because of a crosswalk entry, the employees that are affected by the account change are listed individually with the amount applied to that employee.

Click **Interface**. A message displays indicating a system backup should be performed. A backup is highly recommended.

Create a backup.

Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and

continue the interface.

The **File ID** field is display only and reflects the file ID to which the user is logged on.

The **Export File Name** field is display only.

Click **Execute** to continue the export. Otherwise, click **Cancel** to close the page without completing the task.

Type a password for the exported file, and then click **Execute**. The File Download page is displayed.

Click **Save** to save the file. A Save As dialog box is displayed.

In the **Save in** field, click to navigate to the appropriate folder.

In the **File name** field, the file name is set to dbcccddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.

Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.

A message is displayed indicating that the process completed successfully. Click **OK**.