Extract payroll account codes

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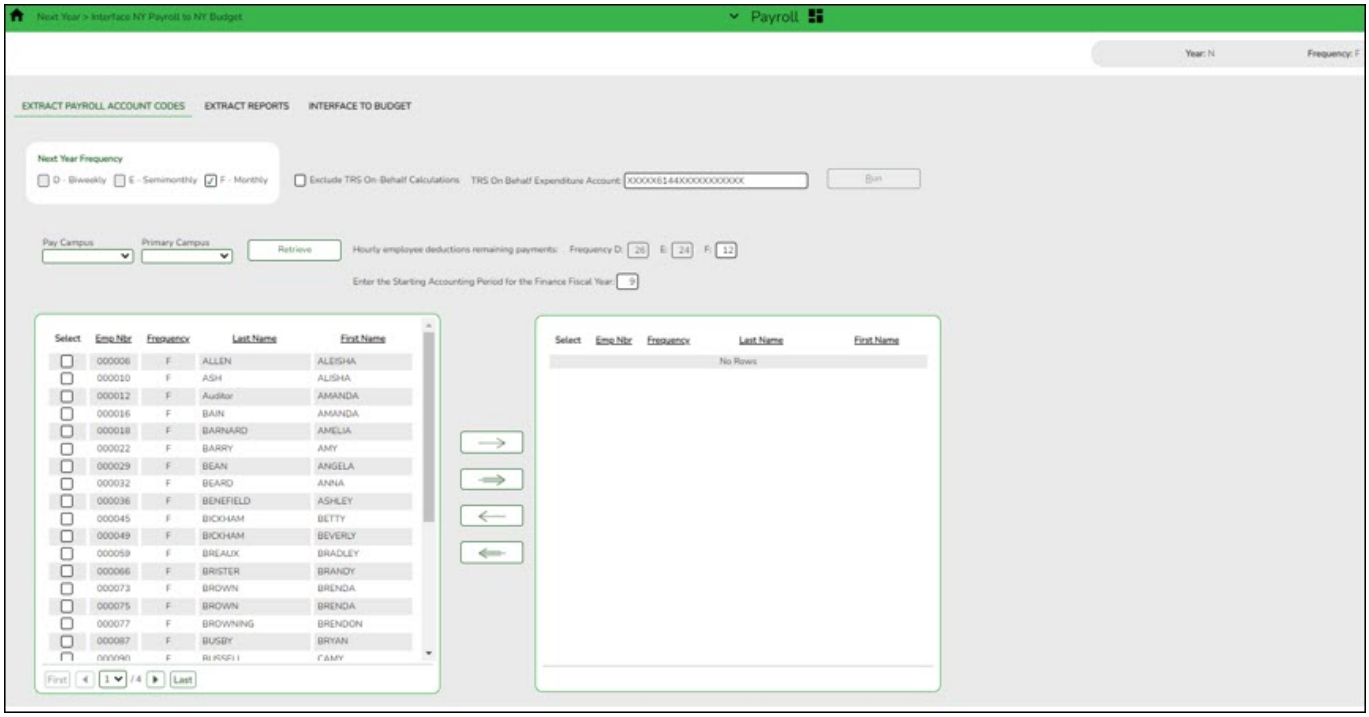
Payroll > Next Year > Interface NY Payroll to NY Budget > Extract Payroll Account Codes

Before interfacing the payroll to the budget, verify the following:

- Are all new employees in the system?
- Are all employees active that are to be extracted to budget?
- Are all Staff/Job Pay data tabs updated and complete for new and existing employees?
- Does the next fiscal year in distributions match the budget fiscal year?
- Are all deductions updated?
- Are all extra duty stipends updated?
- Since the next year payroll budget calculations use the s-type extra duty remaining amounts, verify that these amounts have been updated.

Run this utility to extract payroll account codes for specific active (pay status 1) employees who are in the next year payroll. The resulting extract is used to transfer this information to the budget. This process can be repeated as often as necessary.



❑ If applicable, select **Exclude TRS On-Behalf Calculations**.

❑ If you interface the on-behalf expenditures (6144) into Budget, manually input the revenue for the on-behalf account codes (5831).

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