

Extract payroll account codes

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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).

Note: If a pay type 3 employee has an amount in the **Estimated Annual Salary** field on the Employee Info tab, an amount in the **Contract Total** field on the Job Info tab, and salary account codes on the Distribution tab, the amount in the **Estimated Annual Salary** field and the salary account codes from the Distribution tab is extracted to Budget.


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