



ASCENDER GUIDES



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.

The screenshot shows the 'Extract Payroll Account Codes' interface. At the top, there are frequency selection checkboxes for Biweekly, Semimonthly, and Monthly, and a 'Run' button. Below that, there are dropdowns for Pay Campus and Primary Campus, and a 'Retrieve' button. The main area contains two tables. The left table lists employees with columns: Select, Emp-Nbr, Frequency, Last Name, and First Name. The right table is a summary table with columns: Select, Emp-Nbr, Frequency, Last Name, and First Name, showing 'No Rows'.

Select	Emp-Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	000006	F	ALLIN	ALISHA
<input type="checkbox"/>	000010	F	ASH	ALISHA
<input type="checkbox"/>	000012	F	Auditor	AMANDA
<input type="checkbox"/>	000016	F	BAIN	AMANDA
<input type="checkbox"/>	000018	F	BARNARD	AMELLIA
<input type="checkbox"/>	000022	F	BARRY	AMY
<input type="checkbox"/>	000029	F	BEAN	ANGELA
<input type="checkbox"/>	000032	F	BEARD	ANNA
<input type="checkbox"/>	000036	F	BENFIELD	ASHLEY
<input type="checkbox"/>	000045	F	BICKHAM	BETTY
<input type="checkbox"/>	000049	F	BICKHAM	BEVERLY
<input type="checkbox"/>	000059	F	BREAUX	BRADLEY
<input type="checkbox"/>	000066	F	BRISTER	BRANDY
<input type="checkbox"/>	000073	F	BROWN	BRENDA
<input type="checkbox"/>	000075	F	BROWN	BRENDA
<input type="checkbox"/>	000077	F	BROWNING	BRENDON
<input type="checkbox"/>	000087	F	BUSBY	BRYAN
<input type="checkbox"/>	nnnnnn	F	BUPOFFI	CAMY

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 are extracted to Budget.



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