

(If necessary) Perform another extract and interface to Budget

Table of Contents

If any changes are made to employee salary information, employees are added, employees are inactivated, or termination dates are entered, you should perform another extract and interface those new changes to the budget.

Note: Updates to the budget will replace the existing amounts for those account distribution codes that match the accounts in budget. If an account distribution code no longer exists in payroll when interfaced to Budget (after previous interfaces), the account code is not changed or removed in Budget. You must manually modify the budget for those account codes. This also applies to those amounts in the budget that have been manually modified after the initial interface from payroll. If the budget account is not locked and the change needs to be retained for budget purposes, all manual modifications need to be made again.


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Back Cover