



# Interface to Budget



# Table of Contents



## Image

The screenshot shows a web application interface for budgeting. At the top, a blue header bar contains the text 'Next Year > Interface NY Payroll to NY Budget' on the left and 'SessionTimer: 59 min and 46 sec' on the right. Below the header, there are three tabs: 'Extract Payroll Account Codes', 'Extract Reports', and 'Interface to Budget'. The 'Interface to Budget' tab is active. Under this tab, there is a 'Next Year Payroll' section with two radio buttons: 'Next Yr Recommend' (selected) and 'Next Yr Approved'. To the right of these radio buttons are two checkboxes: 'Round account totals to the nearest dollar' (checked) and 'Use Budget Crosswalk tables' (unchecked). A blue 'Interface' button is located to the right of the checkboxes.

If all of the information is correct:

- Under **Budget Level to Update**, select one of the following columns to be updated in Budget:
  - **Next Yr Recommend**
  - **Next Yr Approved**
- Click **Interface**. This process can be repeated as often as necessary until the Board approves the budget. For each run, the **Next Year Budget** amount is replaced. If the budget lock flag is set on an account, the budget amount is not replaced.

If distributions or employees are changed after the first calculations are interfaced, you may be required to log back on to the current pay frequency and use the [Next Year > Copy CYR Tables to NYR > Clear Next Year Tables](#) tab with the **Clear NY Payroll Budget Only** option selected to recalculate and interface the new changes back to the next year frequency.

Contact your regional ESC consultant if you need additional assistance.



## Back Cover