



HARRIS
School Solutions

NextGen

1-2-3

Budget Works Companion Guide

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Overview

What is Budget Works?

Budget Works allows you to copy your live payroll files into a Budget Works database, referred to in this document as a Schema. Once you have the Budget Works schema created you can make all changes for the next year in the schema without affecting the Live Payroll data. These changes include, but are not limited to, salary changes, step increases, board matching deduction amount changes, GL account changes.

Once changes are made within the schema you have the ability to create multiple work files that you can use to run reports and view the changes. These work files may then be used to update the budget and/or Live Payroll, if desired.

Important Notes

- This guide is meant to be used in conjunction with the 1-2-3 Budget Works document. If you do not have that document please download it from the eSupport website.
- Coordination between HR/PR and the person doing Budget Works is KEY to a successful Payroll Budgeting process.
- Transactions in Budget Works look the same as the transactions in Live Payroll. As you are working on your Budget Works process it will be important to make sure you are making your changes in Budget Works and not in Live Payroll. At the top of every Budget Works transaction you will see ****Budget Work**** to let you know you are in Budget Works and not in Live Payroll.

****** Budget Work **** Budget Work **** Budget Work ******

- When calling for support, please have this document ready as a pinpoint to where you are in your budgeting process. This will help us to better assist you.
- Do NOT enter new employees directly into Budget Works. Information about inserting new employees into Budget Works can be found on page 11 and information on handling vacancies can be found on page 13.
- Budgeting for substitutes should be done after the budgeting for employees is completed.

Deciding on a BW Scenario

Before you begin, you will need to decide what you want Budget Works to do for you. There are three basic scenarios to choose from. Each scenario builds on the previous.

Scenario 1

Use Budget Works as a budgeting tool only. Information for budgeted GLs will be pulled over into the General Ledger's budget module. No Live Payroll data will be updated.

Scenario 2

Information for budgeted GLs will be pulled over into the General Ledger's budget module and employee GL account numbers can also be pulled over into Live Payroll.

Scenario 3

Information for budgeted GLs will be pulled over into the General Ledger's budget module and all of the following items will be pulled over into Live Payroll:

EMNT Employee Data

- Reporting Location
- Check Location
- Pay Period Code

EMNT Salary Schedule Data

EMNT Job Record Data

- Employee Type
- Eligible for Sub flag
- Job Location
- Pay Period Code
- Salary Schedule

EMNT Job Pay Record

- All fields except Accrual Days

EMNT Job G/L Distribution

- All fields

Create the New Fiscal Year

The budget year must be created on the Budgetary Accounting side in order to begin the Budget Works process.

1. Sign into **Budgetary Accounting**.
2. Go to General Ledger>GL Year End>**Create New GL Year Tables (GL/NEWY)**.

GL/NEWY: Create New GL Year Tables (v3.08)

New Fiscal Year : 2018

Run Options

☒ **Create New Year**

☒ Skip Beginning Balance Rebuild

☐ Rerun the Last Created Year

☐ Recompute Opening Balances Only (For the Selected Year)

Fiscal Year 2017

Click Save To Process This New Year

3. Select the **Create New Year** option.

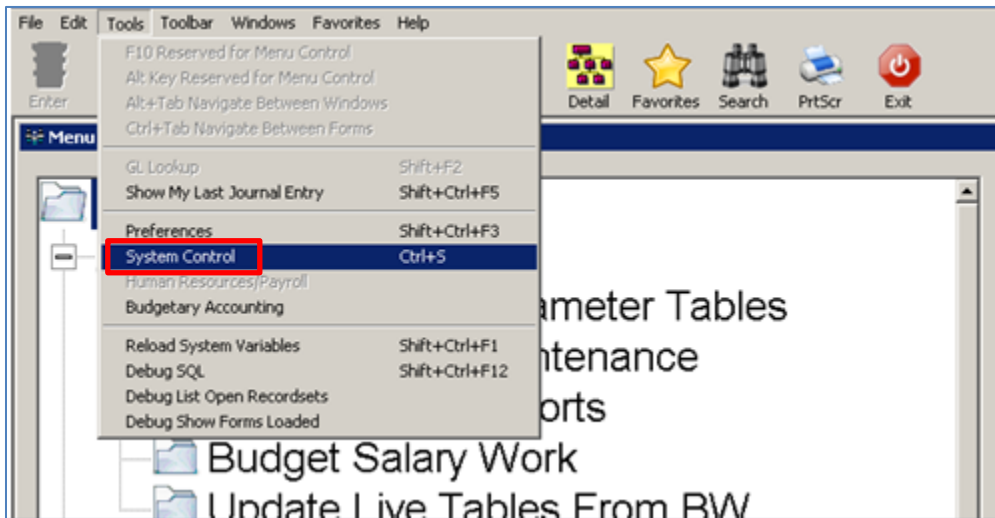
Note: The **New Fiscal Year** at the top of the page should show the year that is about to be created. In the screen shot above, the 2018 fiscal year is being created.

4. You may also select the **Skip Beginning Balance Rebuild** option. This will make the process faster and rebuilding the beginning balances is not necessary for the purposes of creating the new fiscal year. The beginning balances can be rebuilt at a later time.
5. Click the **Save** button. **Important:** Do not minimize the transaction while it is running. If the transaction is minimized it may not create all the needed records. This transaction may take some time to run.

Create the Budget Works Schema

The schema is a copy of the Live Payroll data for you to use in Budget Works. If new data is added into Live Payroll after you have created your schema, you can use the insert data option that is discussed later in this document to pull new Payroll records into the existing Budget Works schema.

1. Sign into Human Resources (Payroll). **Important:** if you were already logged into Payroll when the new fiscal year tables were created on the budgetary side, you will need to reload system variables before moving on to the next steps. If you were not logged into Payroll then logging into Payroll will reload variables for you.
2. Click on the **Tools** menu and select **System Control**. **Note:** Your Tools menu option may be named MCAI Functions.



3. When the System Control module loads, click on System Control>Budget Work Initialization>**Budget Work Setup (SC/MAIN)**.

Note: Your menu structure may be different. If you do not have the Budget Work Initialization folder, click on the Search button and search for transaction **MAIN**.

4. When you first open the transaction, a notice in **yellow** at the bottom of the screen will let you know what your current Budget Work schema is. This will display the last created schema and is for informational purposes only. If you have not used Budget Works before, you will not have this message.

*** The Current Budget Work Schema is: BW2016 ***

SC/MAIN: Budget Work Setup (v3.10)

Budget Work File Name: BW2018 Description: Budget Works 1/17/2017 Assign to Install ID: Cenoff

Tables Needed - Check the Box to Copy Data To Tables

Table Name	User Name	Description
<input type="checkbox"/> AUDITTRAIL	Audit Trail	Audit Trail
<input checked="" type="checkbox"/> HRADDR	Address	Address
<input checked="" type="checkbox"/> HRCERTIFD	Certificate D...	Certificate D
<input checked="" type="checkbox"/> HRCERTIFE	Certificate A...	Certificate A
<input checked="" type="checkbox"/> HRCERTIFM	Certificate ...	Certificate ..
<input checked="" type="checkbox"/> HRCOMM	Comment	Comment
<input checked="" type="checkbox"/> HRCONTP	Contact Pho...	Contact Phc
<input checked="" type="checkbox"/> HRCONTS	Contact	contact
<input checked="" type="checkbox"/> HRDAYRQ	Days Reque...	Days Reque

Tables Created - Check the Box to Copy Data To Tables

Table Name	User Name	Description

Copy Data From InstallID: Cenoff

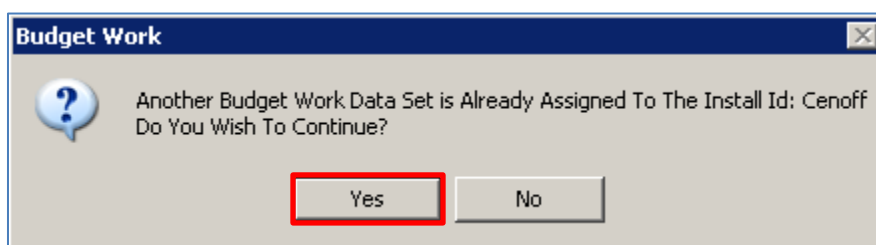
Data will be Copied From the Install Id's Public and Private Schema

Table Copy Method: ☒ Replace Data ☐ Insert New Employee Data

Enter Information For New Schema and Click Save to Create Tables

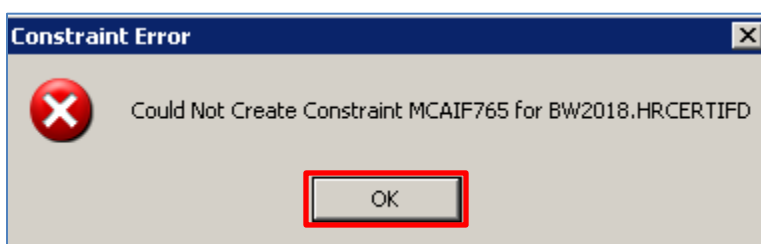
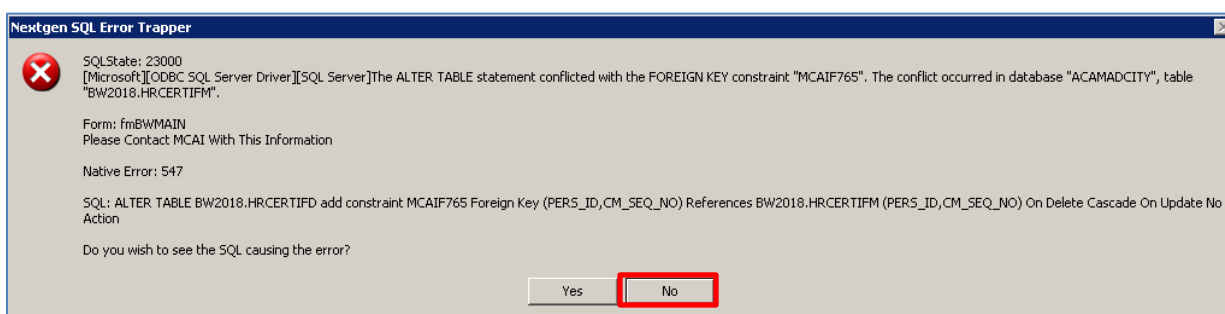
5. Click on the **Add** button.
 6. Enter a schema name in the **Budget Work File Name** field and then press the Tab key to move to the Description field. The table names will not display if you use your mouse to click over to the Description field. **Note:** The Budget Work File Name must begin with a letter. It cannot begin with a number.
 7. Enter a schema description in the **Description** field. We recommend that you enter the date that you created the schema in the description field so that you will know when the schema was created.
 8. You should see tables listed in the **Tables Needed** box. You do not need to check or uncheck any tables in this list. They will default in with the correct selection.
- Note:** If you do not see tables listed in this box, most likely you did not Tab in step 6 above. Close the screen and try again.
9. Select the **Replace Data** option in the Table Copy Method box.
 10. Click on the **Save** button.

11. If you have used Budget Works in the past, you will see a message that another Budget Data Work Set is already assigned to Cenoff. Click the **Yes** button to continue.



12. Depending on how large the Payroll database is this could take a while to copy. While the copy is processing, you may see various foreign key or constraint error messages. Click **Ok** or **No** to continue with the copy. Once the copy has finished you should see the table list move from the **Tables Needed** box over to the **Tables Created** box and the system variables in System Control will be reloaded automatically. If you are logged into Payroll, reload your system variables there as well.

Sample Error Messages (your error messages may vary):



13. You should now be able to see current information in BW/EMNT.

Inserting New Employee Records from Live Payroll into the BW Schema

As new employees are added to Live Payroll you can pull them into your current Budget Works Schema by using the Insert New Data option on the Budget Work Setup (SC/MAIN) transaction. This is the recommended way of adding new employees into Budget Works.

This will only pull in new employee records that do not already exist in Budget Works and will not change any existing data in Budget Works.

Recommendations:

- Determine a cutoff date for inserting new employee records into Budget Works.
- Before the cutoff, payroll should enter all new employees in Live Payroll. The 'Use Pay Dates' option on the PR/EMNT Job Pay Record screen can be used to define the beginning pay date for the employee. If this is set, the employee will not start getting paid until that time.
- After the cutoff, vacancies will need to be entered in Budget Work using one of the recommended vacancy options. See page 13 more information.

Note: After the cutoff, when new employees are entered into Live Payroll, you must add the current year and the next year GL records.

System Control>Budget Work Initialization>Budget Work Setup (SC/MAIN)

SC/MAIN: Budget Work Setup (v3.10)

Budget Work File Name: BWV2018 Description: BWV2018 Assign to Install ID: Cenoff

Tables Needed - Check the Box to Copy Data To Tables

Table Name	User Name	Description	S

Tables Created - Check the Box to Copy Data To Tables

Table Name	User Name	Description	S
<input checked="" type="checkbox"/> HRPERSO	Person Master	Person Master	F
<input checked="" type="checkbox"/> PRBENEFIT	Employer Paid ...	Employer Paid ...	F
<input checked="" type="checkbox"/> PREJDEDM	Employee Dedu...	Employee Dedu...	F
<input checked="" type="checkbox"/> PREJDEQ	Employee Dedu...	Employee Dedu...	F
<input checked="" type="checkbox"/> PREJEARN	Employee Job E...	Employee Job E...	F
<input checked="" type="checkbox"/> PREJFB	Employee Job F...	Employee Job F...	F
<input checked="" type="checkbox"/> PREJFBQ	Employee Fring...	Employee Fring...	F
<input checked="" type="checkbox"/> PREJGL	Employee Job ...	Employee Job ...	F

Copy Data From InstallID: Cenoff

Data will be Copied From the Install Id's Public and Private Schema

Table Copy Method: ☐ Replace Data ☒ Insert New Employee Data

*** The Current Budget Work Schema is: BWV2018 ***

1. Go into System Control>Budget Work Initialization>**Budget Work Setup (SC/MAIN)**.

Note: Your menu structure may be different. If you do not have the Budget Work Initialization folder, click on the Search button and search for transaction **MAIN**.

2. Enter your current Budget Work File Name and Tab to the Description field.

3. Click on the **Change** button.
4. Select the **Insert New Employee Data** option.
5. Select all the tables in the **Tables Created** box.
6. Click on the **Save** button. This may take several minutes to run.
7. Reload System Variables in Payroll if you are already logged into payroll.
8. You will now be able to go into BW/EMNT and pull up the newly imported record(s).

Note: If you have already created Salary Work Tables (BW/SUSW) and copied information into the work tables (BW/CSSW) then you will have to copy into the work tables again for the new record(s) to be included.

Vacancies

These are the recommended options for budgeting for vacancies in Budget Works.

Important: Do not enter new employees directly into Budget Works. Use the 'Insert New Employee Data' option on the BW Setup transaction (SC/MAIN). See page 11 for more detail.

Option 1 – Use existing employee records in Budget Works as vacancies

You can use existing employee records in Budget Works as vacancies. If the employee/job records are terminated in Budget Works, you will have to activate them in order for them to be included in the salary work files. If you intend to pull Budget Works data back to Live Payroll (Scenario 2 or 3) be aware of all the fields that pull into Live Payroll. See page 6 for a full list. Changes made to these fields in Budget Works will pull to Live. Note: Employee status will not change in Live.

Option 2 – Adding 'VACANT' Employee Records in BW/EMNT

You can create new employee records with a last name of VACANT to budget for vacancies. If you choose this option and intend to pull Budget Works back to Live Payroll (Scenario 2 or 3) make sure you do not create the record using a SSN that exists in Live Payroll. If you use a SSN that exists in Live Payroll, the information on the Budget Works record will pull over into Live Payroll even if the last name is VACANT.

1. Set up a new employee record for every Vacant position.
2. Enter one employee record and give them multiple jobs, where each job represents a different position.
3. Enter multiple employees with multiple jobs if you want each employee to represent certain types of employees and the jobs represent the different positions. (Ex. One employee could represent Teachers and the job records could represent the number of vacant teaching positions. Another employee could represent maintenance and their job records could represent the number of vacant maintenance positions.)

Note: If your site does not auto-assign employee numbers make sure that you do not use an employee number that you may want to use later in Live Payroll. Once an employee number is used in Budget Works, you will not be allowed to use that same employee number again.

Budget Work Parameters

Deduction Master Maintenance (BW/DEDM)

Budget Work>Budget Work Parameter Maintenance>Deduction Master Maint (BW/DEDM)

Use this transaction to:

- Verify and set Social Security Limit
- Verify and set Retirement Matching rate
- Verify and set Insurance Matching rate
- Change, inactivate or add any other board side deduction

Note: To view a report all Deduction Master records you can run the **Deduction Master Report** (BW/DEDR). This report can be found in the Budget Work>Budget Work Parameter Tables>PR Parameter Reports folder.

Salary Schedule Maintenance (BW/SASM)

Budget Work>Budget Work Parameter Maintenance>Salary Schedule Maintenance (BW/SASM)

Use this transaction to:

- Add new Salary Schedules (Salary Schedule Code and Salary Schedule Rank codes must first be added in Payroll Code Maintenance III, tabs 2 and 3)
- Increase or recalculate existing salary schedules, including contract days if you prorate salary schedules. Salaries can be increased using the mass change feature on tab 2 and contract days can be updated using the mass change feature on Tab 3.

Note: To view a report of all Salary Schedules you can run the **Salary Schedule Report** (BW/SASR). This report can be found in the Budget Work>Budget Work Parameter Tables>PR Parameter Reports folder.

Employee Type Maintenance (BW/ETPM)

Budget Work>Budget Work Parameter Tables>Employee Type Maintenance (BW/ETPM)

Use this transaction to:

- Make any necessary changes to employee types, especially Work Hrs/Day and Contract Days.
- Update Contract Dates if you will be printing contracts out of Budget Works.
- Update Worker's Comp rates (GA, MS)
- Update Retirement Codes

Note: To view a report of all Employee Types you can run the **Employee Type Report** (BW/ETPR). This report can be found in the Budget Work>Budget Work Parameter Tables>PR Parameter Reports folder.

Component Mask Maintenance (BW/MDCM)

Budget Work>Budget Work Parameter Tables>Component Mask Maintenance (BW/MDCM)

Use this transaction to:

- Change Component Overlays for deductions or substitute pay

Budget Work Maintenance

Employee Maintenance (BW/EMNT)

Budget Work>Budget Work Maintenance>Employee Maintenance (BW/EMNT)

Use this transaction to:

- Terminate employees and/or jobs
- Update individual employee deduction records
- Update individual GL account numbers and percentages/amounts
- Update individual employee salary schedules
- Update individual job exemption options on Job Pay Record
- Create 'VACANT' employee records (see page 13)

Mass Change Deduction (BW/CSDA)

Budget Work>Budget Work Maintenance>Mass Change Deduction (BW/CSDA)

Use this transaction to:

- Mass change employee deduction amounts/percents
- Zero out limits
- Zero out total deducted

Mass Change Deduction Status (BW/CSSD)

Budget Work>Budget Work Maintenance>Mass Change Deduction Status (BW/CSSD)

Use this transaction to:

- Mass activate or inactivate employee deductions

Change Component in GL Distribution (BW/CFEG)

Budget Work>Budget Work Maintenance>Chg Component in Empl GL Dist (BW/CFEG)

Use this transaction to:

- Mass change GL components for the new year. Ex: CCTR 1040 is going to become CCTR 1050.

Mass Change Employee Jobs (BW/CCDE)

Budget Work>Budget Work Maintenance>Mass Change Employee Jobs (BW/CCDE)

Use this transaction to:

- Update employee records to equal their employee type settings (contract days, hours per day, and salary periods)

Add 1 to Salary Schedule Years (BW/ADD1)

Budget Work>Budget Work Maintenance>Add 1 to Salary Sch Years (BW/ADD1)

Use this transaction to:

- Increase the employee's salary schedule step on the salary schedule maintenance screen.

Note: this transaction does not increase salary. It only increases the salary schedule step in Employee Maintenance.

Reset Salary Schedule Factors (BW/RSET)

Use this transaction to:

- Update salary schedule links in background tables

Note: Your transaction may be in a different location. Search for transaction RSET and make sure you select the BW/RSET transaction (not the PR/RSET or PC/RSET).

Budget Work>Budget Work Maintenance>Reset PR/HR Data (BW/RSET)

1. Select the **Reset PR Salary Schedule Factors** option.
2. Click the **Enter** button. Depending on the size of your district, this may take a few minutes.
3. When the reset has finished you will see a message at the bottom of the screen that says 'PR Salary Schedule Factors Reset – Complete'.

PR Salary Schedule Factors Reset - Complete!

Consolidate/Split - Georgia only (BW/GAHB)

Budget Work>Budget Work Maintenance>Consolidate/Split GL Distrib (BW/GAHB)

Use this transaction to:

- Combine or split out state and local account numbers for Georgia House Bill 1187.

Budget Work Reports

Payroll Worksheet (BW/PWSR) – Once you use Budget Works you can run this report to compare past and current year's budget dollars to actual dollars paid by GL.

Employee Salary Schedule Report (BW/ESSR) – Run this to verify that your employees are attached to the correct salary schedules.

Year to Date Distribution Report (BW/YTDD) – Run this to see totals paid from each account number for a given fiscal year.

Year to Date Fund Distribution 3 Report (BW/YTDF) – Run this to see totals paid from each account number for each period over a date range.

Employee Gross Salary by GL (BW/GESR) – Run this to see how everyone is coded currently in Employee Maintenance.

Employee Salary Schedule Comparison Report (BW/SSCR) – Run this report to identify anyone whose annual salary is different from their salary schedule salary.

Salary Schedule Distribution Report (BW/SSDR) – This is a good report to see all employee salaries and board paid deductions for the year based on current employee maintenance settings. You can run this report to see before and after changes that are made in Budget Works.

Payroll YTD Distribution (BW/PYTD) - Use this transaction to report by general ledger account number a selected year's budgeted and fiscal year-to-date amounts from the employee's job G/L distribution record and the proposed budget for the next fiscal year from the salary worktable in the Budget Work software.

Budgeted Fixed Charge by GL (BW/BFCG) - Use this transaction to report fixed payroll expense by employee from Budget Work Employee records.

FTE Staff Pos by GL Rpt (BW/FTEG) - Use this transaction to report staff positions and the budgeted amount by salary expenditure account from Budget Work Employee records.

Create Salary Work Tables in Salary Work Maintenance/Setup (BW/SUSW)

Use this transaction to define the salary work table name and parameters.

Note: You can have as many work tables as you need. You will need at least 1 work table for jobs that have salary schedules tied to them and at least 1 work table for jobs with no salary schedule tied to them.

Budget Work>Budget Salary Work>Salary Work Maintenance/Setup (BW/SUSW)

1. Click the **Add** button.
2. Enter a **Salary Work Table Name**.
3. Select the **Source Fiscal Year**. This is usually the current fiscal year.
4. Select the **Budget Fiscal Year**. This is the year for which you are budgeting.
5. Enter a description in the **Description** field.
6. **HR Salary Work Name** – Check this parameter if budgeting is performed using position control.

7. **Divide Salary by Periods** – Check this parameter to divide the employee’s total annual salary by the number of pay periods to produce a pay-period amount. When this parameter is not checked, the annual salary is used. Most sites will not check this option.
8. **Job Level Contracts** – Used only if you are going to run contracts out of Budget Works. Check this box if you want to print contracts for each job, not one contract combining all jobs.
9. Select the **Distribute G/L Percentage By** options. These options determine how the system will split out the new salary if the employee job has multiple lines of distribution.
 - a. **Budget Total** – Uses the budget total from the employee’s job g/l distribution record to calculate the distribution percentage.
 - b. **Current Amount/Percent** – Uses the current amounts or percentages from the employee’s job g/l distribution record as the distribution percentage.
 - c. **FYTD Total** – Uses the fiscal year-to-date amounts that are displayed on the job g/l distribution record to calculate the distribution percentage.
10. Click the **Save** button.

Note: Repeat these steps to create any other necessary work tables.

Copy Salaries to Work (BW/CSSW)

Use this transaction to copy information into the salary work tables that were created in the Salary Work Maintenance/Setup transaction (BW/SUSW).

For Jobs with Salary Schedules

Budget Works>Budget Salary Work>Copy Salaries to Work (BW/CSSW)

BW/CSSW: Copy Salaries to Work (v3.26) ** Budget Work **** Budget Work **** Budget Work ******

Salary Work Name: Select Employer Paid Expenses

Salary Schedule File
Source FY 2017 Budget FY 2018 ☐ Include PC Vacancies

☒ **Round Salaries and Benefits**

Job Status

Co...	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substit...

Job Pay Period

Co...	Description
<input checked="" type="checkbox"/> B	Bi-Weekly
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> S	Semi-Monthly
<input checked="" type="checkbox"/> W	Weekly

Salary Option

☒ Salary Schedule ☐ Actual Salary ☐ Set to Zero

☒ Increase Base Salary ☒ Increase Other Salary

☐ Amount
☐ Percent

Salary Schedule Options

Code Thru

☐ Add 1 to Years/Step Before

☐ Post Extended Days to Supplement Amount

☒ Include Supplement in Annual Salary

Supplemental Code Thru

Supplemental Rank Thru

☐ Apply Supplement Percentage to Other Amount

☐ Use All Jobs to Calculate Benefits

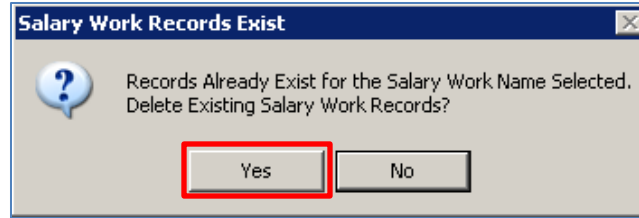
1. Select the **Salary Work Name** that was created for salary schedule jobs in BW/SUSW.
2. If you would like the salaries and benefits rounded, select the **Round Salaries and Benefits** option.
3. The **Include PC Vacancies** option will only display for districts using Position Control.
4. Select the **Job Status**, **Job Pay Period**, **Employee Type** and **Job Locations** that you want included in this work table.
5. Select the **Salary Schedule** salary option.
6. You can choose to increase the Base or Other Salary by an amount or percent by selecting the **Increase Base Salary** and **Increase Other Salary** options. These options will only increase the

salary within the work file. If you have already increased the salary schedule salaries in the Salary Schedule Master file, you would not want to also increase the salaries here.

7. Salary Schedule Options:

- a. **Code** – Selecting specific codes will limit the information in the work file to only those jobs that are assigned a salary schedule with the code range listed. **Note:** Make sure you do not have 'Use All Jobs to Calculate Benefits' selected if you are using this filter.
- b. **Add 1 Years/Step Before <Date>** – Selecting this option will increase the salary schedule step by 1 in the work table. If you have already increased the step in Budget Work Employee Maintenance then you would not want to also increase it here. **Note:** This does not increase the employee's step in Employee Maintenance.
- c. **Post Extended Days to Supplement Amount** – If this option is not selected, any extended day totals will print in a separate 'Extend Day' column on the report. If this option is selected, any extended day totals will be combined in the 'Suppl Salary' column instead of being listed in the separate 'Extend Day' column.
- d. **Include Supplement in Annual Salary** – If this option is selected and the employee has a supplement amount or percent defined on the BW/EMNT Salary Schedule screen for a salary schedule tied to a job, the supplement will be included for that job. The supplement percentage will be applied to the Base and Extended Day amounts only unless the 'Apply Supplement Percentage to Other Amount' option is also selected.
 - i. **Supplement Code** – Selecting specific codes will limit the inclusion of the supplements to only salary schedules with the selected code range.
 - ii. **Supplement Rank** - Selecting specific ranks will limit the inclusion of the supplements to only salary schedules with the selected rank range.
 - iii. **Apply Supplement Percentage to Other Amount** – Selecting this option will apply the supplement percentage also to the Other salary amount.

- 8. To see a list of benefits that are being included you can click on the **Select Employer Paid Benefits** button. Any deduction that has an Employer Liability component defined on tab 3 of Deduction Master Maintenance (PR/DEDM) will be listed here. All benefits are selected by default. You can uncheck any benefit that you do not want to be included in the work table.
- 9. Select the **Use All Jobs to Calculate Benefits** option only if the Salary Work Table does not contain Primary Jobs.
- 10. Once all selections are made, press the **Enter** button to start the copy process. If you have copied into the selected salary work table before you will see a message that records already exist. If you are sure you want to continue, click **Yes**.



11. Depending on the amount of information, this process can take a while to run. Once the copy process is complete, you will see a message at the bottom of the screen that says '**Salary Work Records Created Successfully**'.
12. If there are any errors or warnings, they will display in the error box on the screen. Errors will cause the employee not to be included in the work table. If these employees should be included in the file you will need to correct the errors in BW/EMNT and run the copy process again. **Note:** To print or export the error list, click on the **PrtScr** button at the top of the screen and choose either the **Print List View** or **Export List View to Excel** option.

Troubleshooting for Salary Schedule Work Files

Common Warning on BW/CSSW:

Emp...	Name	Job	Error Message	
2344	BRANDO...	0	Warning - Sal Sch T6 is Not Assigned to any Jobs	
34611	KENNET...	0	Warning - Sal Sch T5 is Not Assigned to any Jobs	

- **Warning – Sal Sch is Not Assigned to any Jobs** – This warning means that the employee has a salary schedule on the BW/EMNT Salary Schedule screen that is not tied to any jobs in the BW/EMNT Job Record Data screen. This is a warning and will not necessarily prevent the employee from being included in the work table. If the referenced salary schedule is an extra schedule and the employee has other salary schedules tied to their job(s) in the BW/EMNT Job Record Data screen then it will not cause a problem.

If an employee or job is not being included in the salary schedule work file:

- Make sure you have cleared up any error that may have shown up for the employee when the copy was done. (Example: Salaried Periods = 0)
- Make sure the employee has a salary schedule tied to their job in the BW/EMNT Job Record Data screen.
- Make sure the employee has a GL account number for the source fiscal year in the BW/EMNT Job G/L Distribution screen.
- Make sure the employee job status, employee type, job pay period and job location meet the criteria that was selected when the BW/CSSW transaction was run.

For Jobs without Salary Schedules (Actual Salary)

Budget Works>Budget Salary Work>Copy Salaries to Work (BW/CSSW)

BW/CSSW: Copy Salaries to Work (v3.26) ** Budget Work **** Budget Work **** Budget Work ******

Salary Work Name:

Actual Salary File

Source FY 2017 Budget FY 2018 ☐ Include PC Vacancies

☒ Round Salaries and Benefits

Job Status

Co...	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input type="checkbox"/> P	Applicant
<input type="checkbox"/> R	Retiree Substit...

Job Pay Period

Co...	Description
<input checked="" type="checkbox"/> B	Bi-Weekly
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> S	Semi-Monthly
<input checked="" type="checkbox"/> W	Weekly

Salary Option

☐ Salary Schedule ☒ Actual Salary ☐ Set to Zero

☒ Increase Actual Salary

☒ Amount

☐ Percent

☐ Copy Hourly/Daily Rate If No Salary

☒ Copy Only if No Salary Schedules Exists for Employee

Employee Type

Type	Description
<input checked="" type="checkbox"/> A4	AIDE 4HR/182
<input checked="" type="checkbox"/> A5	AIDE 5HR/182
<input checked="" type="checkbox"/> A6	Conversion
<input checked="" type="checkbox"/> A7	AIDE 7 HR/182
<input checked="" type="checkbox"/> A8	AIDE 8 HR/182
<input checked="" type="checkbox"/> AA	ADMIN ASSIST/240
<input checked="" type="checkbox"/> AB	ADMIN B & F/240

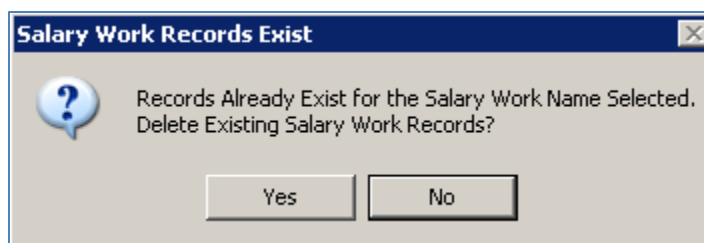
Job Location

Loc	Description
<input checked="" type="checkbox"/> 0000	Cost Center 0000
<input checked="" type="checkbox"/> 0001	COST CENTER
<input checked="" type="checkbox"/> 0010	HARRIS ELEMENT...
<input checked="" type="checkbox"/> 0020	RAINBOW ELEME...
<input checked="" type="checkbox"/> 0030	COLUMBIA ELEME...
<input checked="" type="checkbox"/> 0075	HORIZON ELEMEN...
<input checked="" type="checkbox"/> 0080	BOB JONES HIGH
<input checked="" type="checkbox"/> 0082	DISCOVERY MIDD...

☐ Use All Jobs to Calculate Benefits

1. Select the **Salary Work Name** that was created for non-salary schedule jobs in BW/SUSW.
2. If you would like the salaries and benefits rounded, select the **Round Salaries and Benefits** option.
3. The **Include PC Vacancies** option will only display for sites with Position Control.
4. Select the **Job Status**, **Job Pay Period**, **Employee Type** and **Job Locations** that you want included in this work table.
5. Select the **Actual Salary** Salary Option.
6. You can choose to increase the Actual Salary by an amount or percent by selecting the **Increase Base Salary** and **Increase Other Salary** options. These options will only increase the salary within the work file. If you have already increased the salary schedule salaries in the Salary Schedule Master file, you would not want to also increase the salaries here.

7. Select the **Copy Hourly/Daily Rate if No Salary Exists for Employee** if you want to include job records with no 'Annual Salary' or 'State Based Salary' on the BW/EMNT Job Pay Record screen. When this option is selected the annual salary is calculated based on the 'Rate of Pay' field on the BW/EMNT Job Pay Record screen.
8. Select the **Copy Only if No Salary Schedules Exists for Employees** option.
9. Select the **Use All Jobs to Calculate Benefits** option only if the Salary Work Table does not contain Primary Jobs.
10. Once all selections are made, press the **Enter** button to start the copy process. If you have copied into the selected salary work table before you will see a message that records already exist. If you are sure you want to continue, click **Yes**.



11. Depending on the amount of information, this process can take a while to run. Once the copy process is complete, you will see a message at the bottom of the screen that says '**Salary Work Records Created Successfully**'.
12. If there are any errors or warnings, they will display in the error box on the screen. Errors will cause the employee not to be included in the work table. If these employees should be included in the file you will need to correct the errors in BW/EMNT and run the copy process again. **Note:** To print or export the error list, click on the **PrtScr** button at the top of the screen and choose either the **Print List View** or **Export List View to Excel** option.

Troubleshooting for Non-Salary Schedule Work Files:

If an employee or job is not being included in the non-salary schedule work file:

- Make sure you have cleared up any error that may have shown up for the employee when the copy was done. (Example: Salaried Periods = 0)
- Make sure the employee has a GL account number for the source fiscal year in the BW/EMNT Job G/L Distribution screen and that it has a percent.
- Make sure the employee job status, employee type, job pay period and job location meet the criteria that was selected when the BW/CSSW transaction was run.

Making Changes within the Salary Work Files

Salary Work Table Maintenance (BW/SWTM)

Changes and additions in Salary Work Table Maint update the Salary Work Table directly. Use this transaction only if you do not intend to copy salary information into the work table again (BW/CSSW). If you make changes to data in these screens and then copy into the work table again, the changes you made here will be overwritten.

Changing a record in the Salary Work Table

Budget Works>Budget Salary Work>Salary Work Table Maint (BW/SWTM)

1. Click on the **Multiple Search** button.

BW/SWTM: Salary Work Table Maint (v3.03) **** Budget Work **** Budget Work **** Budget Work ****

Salary Work Name SalSch2018

Employee Number 3380 Thru 3380

Sal Wo...	Empl No	Empl Name	Job	Fnd-C-Func-Obj-CCtr-Y-P...	Base	Othe
SalSch2...	3380	JANE DOE	1	560-5-1000-112-6005-0-1...	47,39...	2,000...

Search Exit

Enter Selection Criteria and Click Search

2. Select the Salary Work Table from the **Salary Work Name** drop down box.
3. You can enter the employee number in the **Employee Number** field and click the **Search** button or leave the **Employee Number** field blank and click on the **Search** button. The search results will show in the list view.
4. Click on the employee record you want to change. The record detail will display.

BW/SWTM: Salary Work Table Maint (v3.03) **** Budget Work **** Budget Work **** Budget Work ****

Salary Work Name SalSch2018 Salary Schedule Employees 2018 Source FY 2017 Budget FY 2018 Multiple Search

Employee Number 3380 JANE DOE

Job Number 1 GL Acct No. 560-5-1000-112-6005-0-1540-0012-00

GA PRE-K TEACHER SALARIES

1. Salary Expense **2. Benefit Expense**

Base Salary	47,398.00
Other Salary	2,000.00
Supplemental Salary	.00
Extended Day Amt	.00
ETE	.00

Inquire Mode: Enter the Key Word for the Desired Record

5. Click on the **Change** button.
6. Make any needed changes on the **Salary Expense** tab. You can change either the salary amount of the matching benefit amounts or GL number.
7. Make any needed changes on the **Benefit Expense** tab.
8. Click on the **Save** button.

Note: Do not copy to the salary work table again or you will lose the information that you manually entered on this transaction.

Adding a record into the Salary Work Table

You can add an employee to the work table if they were not included in the copy as long as they exist in BW/EMNT and are active. You must add all needed information. If you enter salary amounts but no benefit information, no benefit amounts will calculate.

Budget Works>Budget Salary Work>Salary Work Table Maint (BW/SWTM)

1. Click on the **Add** button.
2. Select the Salary Work Table from the **Salary Work Name** drop-down box.
3. Enter the **Employee Number** and press the Tab key. The employee name and primary job will display.

4. Enter the **GL Acct No.**
5. Enter the salary information on the **Salary Expense** tab.
6. Enter the benefit information on the **Benefit Expense** tab.
7. Click the **Save** button.

Note: Do not copy to the salary work table again or you will lose the information that you manually entered on this transaction.

Change GL Component in Salary Work (BW/CFSW)

Changes and additions in Change GL Comp in Salary Work update the Salary Work Table directly. Use this transaction only if you do not intend to copy salary information into the work table again (BW/CSSW). If you make changes to data in this screen and then copy into the work table again, the changes you made here will be overwritten. If you have already changed the component in Chg Component in Empl GL Dist (BW/CFEG), you wouldn't want to change it here as well.

Budget Works>Budget Salary Work>Change GL Comp in Salary Work (BW/CFSW)

BW/CFSW: Change GL Comp in Salary Work (v3.02) ** Budget Work **** Budget Work **** Bud...**

Salary Work Name: SAL INCR 2017 Budget FY 2017

Component to Change:

Old Component Value:

New Component Value:

☒ Report Only - Do not Apply Changes

Type	Description
<input checked="" type="checkbox"/> A4	AIDE 4HR/182
<input checked="" type="checkbox"/> A5	AIDE 5HR/182
<input checked="" type="checkbox"/> A6	Conversion
<input checked="" type="checkbox"/> A7	AIDE 7 HR/182
<input checked="" type="checkbox"/> A8	AIDE 8 HR/182
<input checked="" type="checkbox"/> AA	ADMIN ASSIST/240
<input checked="" type="checkbox"/> AB	ADMIN P & F/240

Report Destination:

☒ To Report Viewer ☐ To Grid ☐ To File ☐ To Printer Office - Fred

Update Employee Salary from Work (BW/UEFW)

Use this transaction to update the employees' pay period, annual, and state based salaries, full time earnings, and pay rates on the pay data record, and to create the employee's job G/L distribution record and reset the distribution percentages in the Budget Work software. This transaction **does not** change the salary worktable.

Budget Work>Budget Salary Work>Update Emp Salary from Work (BW/UEFW)

BW/UEFW: Update Emp Salary from Work (v3.06) **** Budget Work **** Budget Work **** Budget Work ****

Salary Work Name **SalSch2018** Salary Schedule Employees 2018 ☐ Update Zero Salaries

Based On Salary Work Table

- ☒ Update Budget Amounts, FTEs For
- ☒ Recompute G/L Dist. Percents for Each Employee
- ☒ Calculate Employees' Pay Period Salary
- ☒ Calculate Employees' Annual Salary
- ☒ Calculate Employees' State Base Salary
- ☒ Set State Base Unit to Perc Wkcd When > 49% (Certified)
- ☒ Calculate Employees' Hourly/Daily and Overtime Rates
- ☒ Calculate Employees' Full Time Earnings
 - ☐ Use Pay Period Salary ☐ Use State Based Salary
 - ☒ And Increase By
 - ☐ Amount ☐ Percent

Type	Description
<input checked="" type="checkbox"/> 0001	SUPERINTEND...
<input checked="" type="checkbox"/> 0002	ADMINISTRATO...
<input checked="" type="checkbox"/> 0003	PRINCIPAL-11.5 ...
<input checked="" type="checkbox"/> 0004	TEACHER
<input checked="" type="checkbox"/> 0005	CLERICAL - 9 M...
<input checked="" type="checkbox"/> 0006	CLERICAL- 11M...
<input checked="" type="checkbox"/> 0007	CLERICAL-10 M...
<input checked="" type="checkbox"/> 0008	PARAPROFESSI...
<input checked="" type="checkbox"/> 0009	COUNSELORS
<input checked="" type="checkbox"/> 0010	PSYCHOLOGIST
<input checked="" type="checkbox"/> 0011	MEDIA SPECIALI...
<input checked="" type="checkbox"/> 0012	LUNCHROOM M...
<input checked="" type="checkbox"/> 0013	TRANSPO SUP...

Enter Selection Criteria, Click Enter(F1) To Generate Report

1. Select the **Salary Work Name** that you want to update from.
2. Select the **Employee Types** that you want to update. You have the option to further break down who you want to update by de-selecting employee types that you don't want to update. Keep in mind you don't have to uncheck employee types that aren't included in the work table. Only employees that are in the work table selected will be included.
3. Select the Update/Calculate options.
 - a. **Update Budget Amounts, FTEs for <Year>** - Creates/Updates the Budget Amount and FTE on the BW/EMNT Job G/L Distribution screen. The year to update pulls in from the Salary Work Table Maintenance/Setup transaction (BW/SUSW) for the Salary Work Table selected.
 - b. **Recompute G/L Dist. Percents for Each Employee** – Creates/Updates the GL percent on the BW/EMNT Job G/L Distribution screen based on the distribution option selected when the Salary Work Table was set up on the Salary Work Table Maintenance/Setup transaction (BW/SUSW).

- c. **Calculate Employees' Pay Period Salary** – Updates the BW/EMNT Job Pay Record Pay Period Salary field based on the information in the Salary Work Table.
 - d. **Calculate Employees' Annual Salary** – Updates the BW/EMNT Job Pay Record Annual Salary field based on the information in the Salary Work Table.
 - e. **Calculate Employee' State Base Salary** – Updates the BW/EMNT Job Pay Record State Based Salary field based on the information in the Salary Work Table.
 - f. **Set State Base Unit to Perc Wked When > 49%** - Available only for Georgia districts. Updates the BW/EMNT Job Pay Record State Salary Unit field based on the Percent Worked for the job.
 - g. **Calculate Employees' Hourly/Daily and Overtime Rates** – Updates the BW/EMNT Job Pay Record Rate of Pay field and Overtime Rate field based on the information in the Salary Work Table.
 - h. **Calculate Employees' Full Time Earnings** – Updates the BW/EMNT Job Pay Record Full Time Earning field based on the information in the Salary Work Table.
 - i. Use Pay Period Salary
 - ii. Use State Based Salary
 - iii. And Increase by Amount/Percent
4. Press the **Enter** button. A list of employees will display with the old and new salary, rates, etc. If you have selected one of the options to update the Job G/L Dist screen, you can highlight an individual employee record to see a GL breakdown of the old and new values by GL account number. You can print or export the list views to Excel by clicking on the **PrtScr** button.

Note: If you find that you need to make further changes before updating you can close the transaction and make changes in BW/EMNT or Salary Work Table Maintenance (BW/SWTM). Keep in mind that any changes made in BW/EMNT will not be picked up until you copy into the work table again and any changes made in Salary Work Table Maintenance will be wiped out if you run the copy transaction again.

[continued on next page]

BW/UEFW: Update Emp Salary from Work (v3.06) **** Budget Work **** Budget Work **** Budget Work ****

Select Employees to Update

Salary Work Name			SalSch2018		Year To Update 2018						
Employee	Name	Job	Old Ann	New Ann	Old PP	New PP	Old FT	New FT	Old Rate	New	
<input type="checkbox"/> 16600	AB...	1	41,814.25	39,915.00	3,484.52	3,326.25	3,48...	3,326.25	220.08	210	
<input type="checkbox"/> 4952	AD...	1	58,872.05	52,335.00	4,906.00	4,361.25	4,90...	4,361.25	309.85	275	
<input type="checkbox"/> 8059	AD...	3	48,621.25	42,836.00	4,051.77	3,569.67	4,05...	3,569.67	255.90	225	
<input type="checkbox"/> 7299	AL...	1	43,942.00	43,942.00	3,661.83	3,661.83	3,66...	3,661.83	231.27	231	
<input type="checkbox"/> 4472	ALT...	1	52,385.00	52,385.00	4,365.42	4,365.42	4,36...	4,365.42	275.71	275	
<input type="checkbox"/> 110763	AN...	1	33,386.00	33,386.00	2,058.11	2,782.17	2,78...	2,782.17	175.72	175	
<input type="checkbox"/> 2207	AR...	1	40,265.00	39,915.00	3,355.42	3,326.25	3,35...	3,326.25	211.92	210	
<input type="checkbox"/> 1500	AL...	1	55,000.00	55,000.00	4,504.00	4,504.00	4,50...	4,504.00	200.00	200	

Recomputed G/L Dist for Employee 16600 Job 1

Fnd-C-Func-Obj-CCtr-Y-Prog-Spec-SO	New Budget	New %	New Amt	New FTE
100-5-1000-110-0196-0-1021-0010-00	25,545.60	64.00%	.00	.00
100-5-1000-110-0196-0-1023-0010-00	1,197.45	3.00%	.00	.00
100-5-1000-110-0196-0-1021-0010-00	1,351.00	3.00%	.00	.00

Fnd-C-Func-Obj-CCtr-Y-Prog-Spec-SO	Old Budget	Old %	Old Amt	Old FTE
100-5-1000-110-0196-0-1021-0010-00	26,589.50	64.00%	.00	.00
100-5-1000-110-0196-0-1023-0010-00	1,351.00	3.00%	.00	.00
100-5-1000-110-0196-0-1021-0010-00	1,351.00	3.00%	.00	.00

Select Records to Update and Click Save.
Select (Click On) An Employee to Display Recomputed G/L Dist.

- If Errors display you must correct the errors and copy again or the records will not be in the list to update.
- You must select the employees you want to update by placing a checkmark next to the employee record. **Note:** You can select all employee records by highlighting one record and pressing Ctrl + A.
- Click on the **Save** button. A new list view will display with the old and newly updated amounts. You can print or export this list view by clicking on the **PrtScr** button.
- Repeat these steps for any additional Salary Work Tables that need to be updated.

The updated information will now display in the BW/EMNT Job Pay Record and/or Job G/L Distribution screens.

Update Budget Amounts from BW to Budgetary Accounting (BW/CMAB)

Use this transaction to update the budget in Budgetary Accounting. You can update from multiple Salary Work Tables (Scenario 1) or from the Budget Amount in the BW/EMNT Job G/L Distribution screen (Scenarios 2 and 3).

Updating from Salary Work Tables (Scenario 1)

If you use this method and have multiple salary work tables make sure you keep track of which salary work tables you are updating. You will update each Salary Work Table one at a time.

Note: The options selected when updating the first salary work table differs from the options selected when updating subsequent salary work tables. See below for more information.

Updating the **First** Salary Work Table (Scenario 1)

Budget Works>Update Live Tables from Budget Works>Copy Max Amounts to GL Budget (BW/CMAB)

BW/CMAB: Copy Max Amounts to GL Budget (v3.16) ** Budget Work **** Budget Work **** Budg...**

Select Update Parameters

Update G/L Budget Using

☒ Salary Work ☐ Budget Payroll ☐ Budget Position Control Select By GL Component

Salary Work Name: SalSch2018 BUDGET YEAR: 2018

GL Fiscal Year to Update: 2018

Unapproved Budget Update Option

☒ Override Budget Dollars ☐ Add To Budget Dollars

☒ Include Matching Benefits (Fixed Charges) ☒ Initialize GL Budget Amounts for Non-Budgeted Accounts (Based on GL Component Selection)

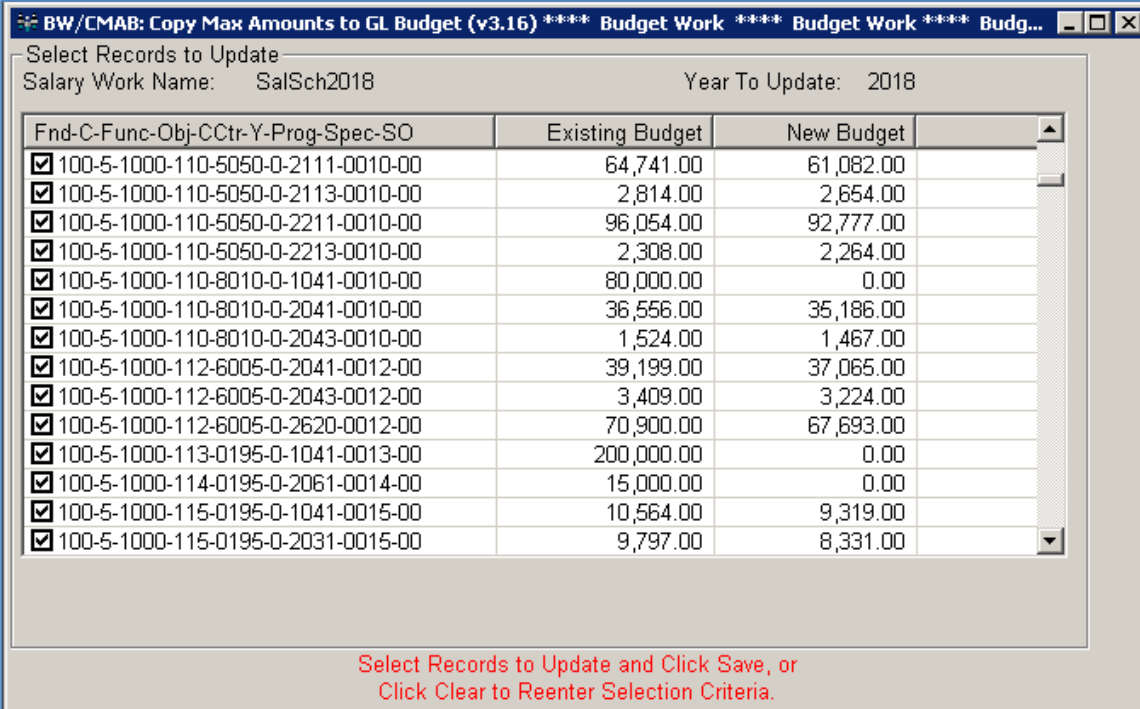
☒ Round Final Budget Amounts

Requested by: mcaisu super user Department:

Comment:

1. Select the **Salary Work** Option.
2. Select the **Salary Work Table Name** that you want to update.
3. The **GL Fiscal Year to Update** will default to the budget fiscal year that was defined when the Salary Work Table was set up.
4. Select **Override Budget Dollars**.

5. If you want to include the matching benefits in the update select the **Include Matching Benefits** option.
6. If you want round the budget amounts select the **Round Final Budget Amounts** option.
7. Select **Initialize GL Budget Amounts for Non-Budgeted Accounts**. This will zero out any budgeted amounts on the Budgetary Accounting side for a GL Number that is not in this work file but already exists on the Budgetary Accounting side budget.
8. Click on the **Select by GL Component** button and verify that the payroll object codes (001-299) default in.
9. Press the **Enter** button. A list view will show all account numbers. Because the initialize amounts option is selected, account numbers that are not included in the salary work table will display with their current budget and with a zero dollar new budget. You can uncheck the checkmark next to any account number if you do not wish to update the new budget amount to the Budgetary Accounting side. You can stop at this point and close the window if you do not want to continue with the update. The list view can be printed or exported to Excel by clicking on the **PrtScr** button.



Fnd-C-Func-Obj-C-Ctr-Y-Prog-Spec-SO	Existing Budget	New Budget
<input checked="" type="checkbox"/> 100-5-1000-110-5050-0-2111-0010-00	64,741.00	61,082.00
<input checked="" type="checkbox"/> 100-5-1000-110-5050-0-2113-0010-00	2,814.00	2,654.00
<input checked="" type="checkbox"/> 100-5-1000-110-5050-0-2211-0010-00	96,054.00	92,777.00
<input checked="" type="checkbox"/> 100-5-1000-110-5050-0-2213-0010-00	2,308.00	2,264.00
<input checked="" type="checkbox"/> 100-5-1000-110-8010-0-1041-0010-00	80,000.00	0.00
<input checked="" type="checkbox"/> 100-5-1000-110-8010-0-2041-0010-00	36,556.00	35,186.00
<input checked="" type="checkbox"/> 100-5-1000-110-8010-0-2043-0010-00	1,524.00	1,467.00
<input checked="" type="checkbox"/> 100-5-1000-112-6005-0-2041-0012-00	39,199.00	37,065.00
<input checked="" type="checkbox"/> 100-5-1000-112-6005-0-2043-0012-00	3,409.00	3,224.00
<input checked="" type="checkbox"/> 100-5-1000-112-6005-0-2620-0012-00	70,900.00	67,693.00
<input checked="" type="checkbox"/> 100-5-1000-113-0195-0-1041-0013-00	200,000.00	0.00
<input checked="" type="checkbox"/> 100-5-1000-114-0195-0-2061-0014-00	15,000.00	0.00
<input checked="" type="checkbox"/> 100-5-1000-115-0195-0-1041-0015-00	10,564.00	9,319.00
<input checked="" type="checkbox"/> 100-5-1000-115-0195-0-2031-0015-00	9,797.00	8,331.00

Select Records to Update and Click Save, or
Click Clear to Reenter Selection Criteria.

10. To update the budget amounts to Budgetary Accounting, press the **Save** button. After the update is complete, you will get a new list view showing the Budget Amount and the New Budget Amount. A message will display asking if you want to display the Budget Detail Report. Click **Yes** if you want the report to display or **No** if you do not want it to display. The new budget amounts will now be available in Budgetary Accounting.

Updating **Subsequent** Salary Work Tables (Scenario 1)

Budget Works>Update Live Tables from Budget Works>Copy Max Amounts to GL Budget (BW/CMAB)

1. Select the **Salary Work** option.
2. Select the next **Salary Work Table Name** that you want to update.
3. The **GL Fiscal Year to Update** will default to the budget fiscal year that was defined when the Salary Work Table was set up.
4. Select **Add To Budget Dollars**.
5. If you want to include matching benefits in the update select the **Include Matching Benefits** option.
6. If you want to round the budget amounts select the **Round Final Budget Amounts** option.
7. Click on the **Select by GL Component** button and verify that the payroll object codes (001-299) default in.
8. Press the **Enter** button. A list view of accounts from the salary work table will display. You can uncheck the checkmark next to any account number if you do not wish to update the new budget amount to the Budgetary Accounting side. You can stop at this point and close the

window if you do not want to continue with the update. The list view can be printed or exported to Excel by clicking on the **PrtScr** button.

BW/CMAB: Copy Max Amounts to GL Budget (v3.16) ** Budget Work **** Budget Work **** Budg...**

Select Records to Update
 Salary Work Name: SalSch2018 Year To Update: 2018

Fnd-C-Func-Obj-CContr-Y-Prog-Spec-SO	Existing Budget	Budget Adjustm...	New Bu
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-1041-0010-00	3,166,324.24	2,329,591.76	5,495,91
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-1043-0010-00	124,460.00	93,667.00	218,12
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2031-0010-00	248,701.00	218,732.00	467,43
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2033-0010-00	10,474.00	9,277.00	19,75
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2041-0010-00	507,566.00	495,928.00	1,003,49
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2043-0010-00	23,042.00	22,197.00	45,23
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2051-0010-00	258,307.00	235,479.00	493,78
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2053-0010-00	12,395.00	11,297.00	23,69
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2111-0010-00	133,731.00	127,058.00	260,78
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2113-0010-00	5,109.00	4,854.00	9,96
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2211-0010-00	26,220.00	25,724.00	51,94
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-2213-0010-00	1,380.00	1,354.00	2,73
<input checked="" type="checkbox"/> 100-5-1000-110-0195-0-3011-0010-00	655,274.00	498,413.00	1,153,68

Select Records to Update and Click Save, or
 Click Clear to Reenter Selection Criteria.

9. To update the budget amounts to Budgetary Accounting, click on the **Save** button. After the update is complete, you will get a new list view showing the Budget Amount and the New Budget Amount. A message will display asking if you want to display the Budget Detail Report. Click **Yes** if you want the report to display or **No** if you do not want it to display. The new budget amounts will now be available in Budgetary Accounting.
10. Repeat these steps for any additional Salary Work Tables that you want to update to Budgetary Accounting.

Updating from BW/EMNT Budget Amount (Scenarios 2 and 3)

Make sure you have already run BW/UEFW to update BW/EMNT Job G/L Distribution Budget Amounts before you run this transaction.

Budget Works>Update Live Tables from BW>Copy Max Amounts to GL Budget (BW/CMAB)

1. Select the **Budget Payroll** option.
2. Select the budget year in the **GL Fiscal Year to Update** field.
3. Select the budget year in the **Fiscal Year** field.
4. Select the **Override Budget Dollars** option.
5. If you want to include matching benefits in the update select the **Include Matching Benefits** option.
6. If you want to round the budget amounts select the **Round Final Budget Amounts** option.
7. If you want to exclude terminated employees from the budget totals select the **Exclude Terminated Employees** option.
8. Select the **Initialize GL Budget Amounts for Budgeted Accounts** option.
9. Click on the **Select By GL Component** button and verify that the Payroll Object Codes (001-299) default in.

10. Press the **Enter** button. A list view will show all account numbers with the new budget amounts. You can uncheck the checkmark next to any account number if you do not wish to update it to Budgetary Accounting. You can stop at this point and close the window if you do not want to continue with the update. The list view can be printed or exported to Excel by clicking on the **PrtScr** button.
11. To continue with the update, click on the **Save** button. After the update is complete, you will get a new list view showing the Budget Amount and the New Budget Amount. A message will display asking if you want to display the Budget Detail Report. Click **Yes** if you want the report to display or **No** if you do not want it to display. The new budget amounts will now be available in Budgetary Accounting.

Update GL and Pay Data from BW to Live (BW/BDLV)

Use this transaction to update Master Payroll Tables and Employee Maintenance data from Budget Works to Live Payroll.

Updating only GL Accounts from BW to Live Payroll (Scenario 2)

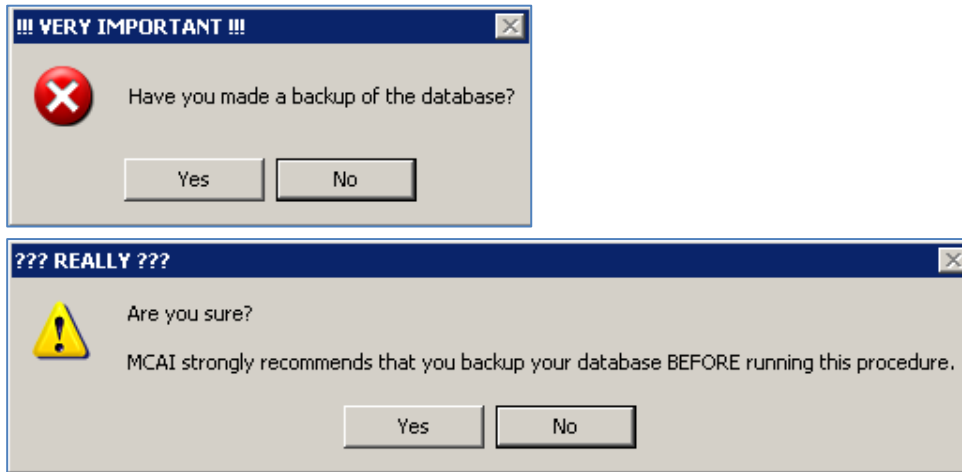
The information that will be updated to Live Payroll pulls from BW/EMNT on the Job G/L Distribution screen for the selected fiscal year. Make sure you have run BW/UEFW before you run this transaction. These new GL Account Numbers will not start being used in Live Payroll until the fiscal year rolls over.

Budget Works>Update Live Tables from BW>Copy Master Bud Tables to Live (BW/BDLV)

Code	Description
<input checked="" type="checkbox"/> A4	AIDE 4HR/182
<input checked="" type="checkbox"/> A5	AIDE 5HR/182
<input checked="" type="checkbox"/> A6	Conversion
<input checked="" type="checkbox"/> A7	AIDE 7 HR/182
<input checked="" type="checkbox"/> A8	AIDE 8 HR/182
<input checked="" type="checkbox"/> AA	ADMIN ASSIST/240
<input checked="" type="checkbox"/> AB	ADMIN B & F/240
<input checked="" type="checkbox"/> AC	ACCESS
<input checked="" type="checkbox"/> AD	ADMIN ASSIST/212
<input checked="" type="checkbox"/> AE	ADULT BASID EDUCA
<input checked="" type="checkbox"/> AM	ADMIN ASSIST/202
<input checked="" type="checkbox"/> AP	ACCT PAYABLE/240
<input checked="" type="checkbox"/> AS	ASST SUPERINTENDENT/240 DAY
<input checked="" type="checkbox"/> BA	BUS DR ACTIVITY
<input checked="" type="checkbox"/> BD	BUS DRIVER/184

1. Select the **Employee Maintenance Tables** option.
2. Select the **Update GL Only** option.
3. Enter the budget year in the **Fiscal Year** field.
4. Select **Delete Existing G/L for FY <Year>** option if you want any already existing GL in Live Payroll for the selected fiscal year to be deleted. **Note:** If you do not select this option and you have existing GL records in Live Payroll for the selected fiscal year, you may end up with two GL numbers on an employee job record.
5. If you want to update the GL Account Numbers only for certain employee types you can de-select any employee types in the **Employee Types** box.
6. Click the **Update** button.

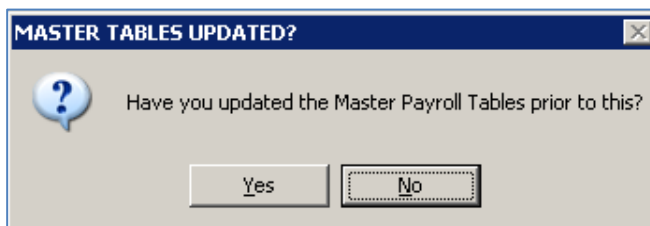
7. Two messages will display asking if you have made a backup of the database. Click **Yes** on each to continue or click **No** to stop the process.



8. If you have the **Delete Existing G/L for FY <Year>** option selected you will get a message asking if you are sure you want to proceed. Make sure the fiscal year noted is the correct fiscal year and click **Yes** to continue. Click **No** to stop the process.



9. A message will display asking if you have updated the **Master Payroll Tables**. Updating the Master Payroll Tables is not a required step in this process. Click **Yes** to continue or **No** to stop the process.



10. When the update process is complete you will get a message that says '**Budget Work Payroll Data Successfully Copied to Live**'. You can now go into Live Payroll on PR/EMNT Job GL Distribution, select the appropriate fiscal year, and see the new GL account numbers.

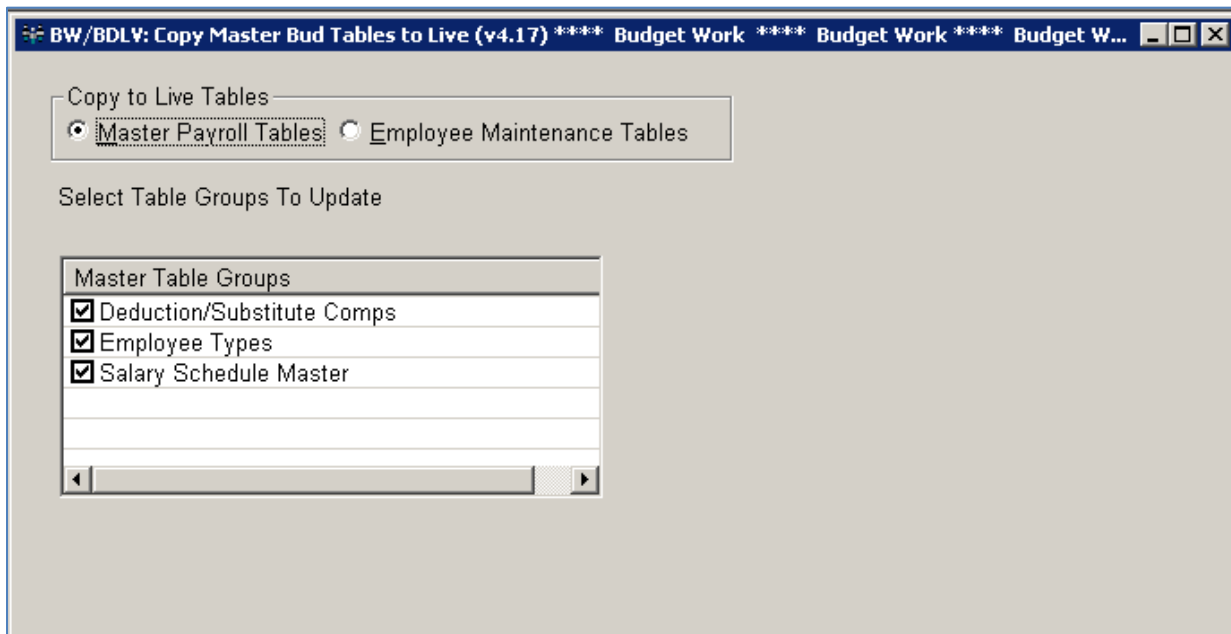
Updating Master Payroll Tables and Employee Maintenance Tables (Scenario 3)

The information that will be updated to Live Payroll pulls from BW/EMNT on the Job Pay Record and Job G/L Distribution screens for the selected fiscal year. Make sure you have run BW/UEFW before you run this transaction. These new GL Account Numbers will not start being used in Live Payroll until the fiscal year rolls over.

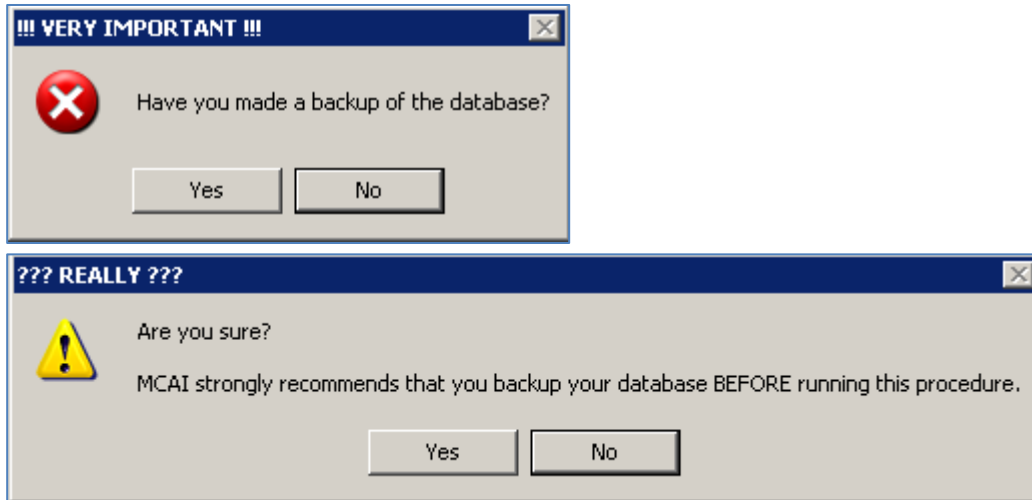
Updating the Master Payroll Tables

If changes have been made to any of the Master Payroll Tables they should be updated prior to updating Employee Maintenance Tables.

Budget Works>Update Live Tables From BW>Copy Master Bud Tables to Live (BW/BDLV)



1. Select the **Master Payroll Tables** option.
2. Select the **Master Table Groups** you want to update from Budget Works to Live Payroll.
 - a. Deduction/Substitute Comps (Component Mask Maintenance - PR/MDCM)
 - b. Employee Types (Employee Type Maintenance - PR/ETPM)
 - c. Salary Schedule Master (Salary Schedule Maintenance - PR/SASM)
3. Click on the **Update** button.
4. Two messages will display asking if you have made a backup of the database. Click **Yes** on each to continue or click **No** to stop the process.



5. When the process is complete a message will display at the bottom of the screen that says **'Budget Work Payroll Data Successfully Copied to Live'**.
6. If there are exceptions an additional message will display that says **'Check Error List for Exceptions'**. Click on the **Show Error List** button to view errors. If you get an error that says **'No Records Exist to be Updated'** that means that there are no differences in the BW and the Live PR tables.

Table Name	Message
Substitute Component Mask	No Records Exist to Be Updated
Matching Deduction Comp Mask	No Records Exist to Be Updated

Updating Employee Data

All of the following data fields in Live Payroll will be updated when selecting this option.

EMNT Employee Data

- Reporting Location
- Check Location
- Pay Period Code

EMNT Salary Schedule Data

- All fields

EMNT Job Record Data

- Employee Type
- Eligible for Sub flag
- Job Location
- Pay Period Code
- Salary Schedule

EMNT Job Pay Record

- All fields except Accrual Days

EMNT Job G/L Distribution

- All fields

Budget Works>Update Live Tables From BW>Copy Master Bud Tables to Live (BW/BDLV)

BW/BDLV: Copy Master Bud Tables to Live (v4.17) ** Budget Work **** Budget Work **** Budget Work ******

Copy to Live Tables

☐ Master Payroll Tables ☒ Employee Maintenance Tables

☐ Update GL Only ☒ Add/Update Employee Data

☐ Add New Employee Records

☒ Add New Job Records

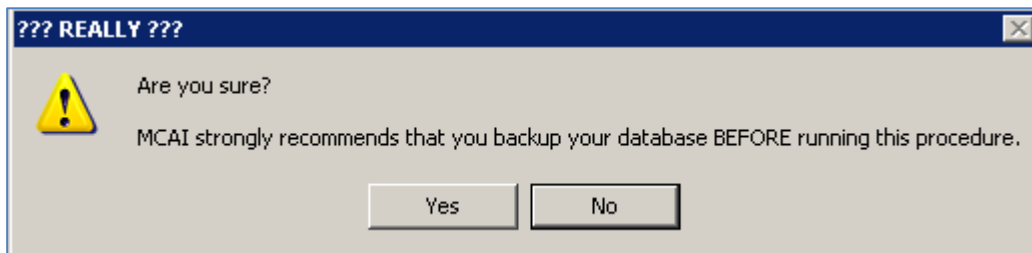
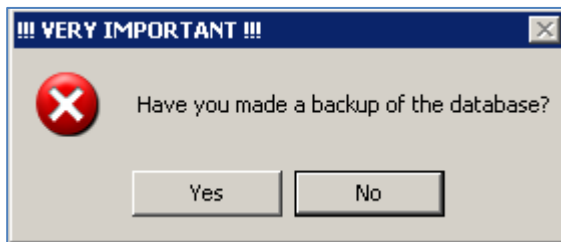
☒ Add GL and Update Pay Related Data on Existing Employees

Fiscal Year: 2018 ☒ Delete Existing G/L for FY 2018

Employee Types

Code	Description
<input checked="" type="checkbox"/> A4	AIDE 4HR/182
<input checked="" type="checkbox"/> A5	AIDE 5HR/182
<input checked="" type="checkbox"/> A6	Conversion
<input checked="" type="checkbox"/> A7	AIDE 7 HR/182
<input checked="" type="checkbox"/> A8	AIDE 8 HR/182
<input checked="" type="checkbox"/> AA	ADMIN ASSIST/240
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<input checked="" type="checkbox"/> AD	ADMIN ASSIST/212
<input checked="" type="checkbox"/> AE	ADULT BASID EDUCA
<input checked="" type="checkbox"/> AM	ADMIN ASSIST/202
<input checked="" type="checkbox"/> AP	ACCT PAYABLE/240
<input checked="" type="checkbox"/> AS	ASST SUPERINTENDENT/240 DAY
<input checked="" type="checkbox"/> BA	BUS DR ACTIVITY
<input checked="" type="checkbox"/> BD	BUS DRIVER/184

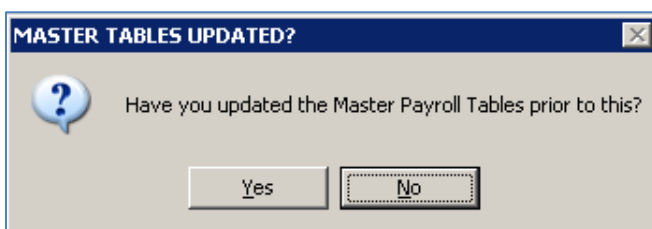
1. Select the **Employee Maintenance Tables** option.
2. Select the **Add/Update Employee Data** option.
3. Select the **Add New Job Records** option. The Add GL and Update Pay Related Data on Existing Employees option will also be selected.
4. Select the budget year in the **Fiscal Year** field.
5. Select the **Delete Existing G/L for FY <Year>** option if you want any already existing GL account numbers in Live Payroll for the selected fiscal year to be deleted. **Note:** If you do not select this option and you have existing GL records in Live Payroll for the selected fiscal year, you may end up with two GL numbers on an employee job record.
6. You have the option of selecting only certain employee records to update by de-selecting employee types in the **Employee Types** list box. This is especially important for Alabama sites that do not want to update all pay information in the same month. For example, if you only want to update your 12 month employees at this time you can de-select all other employee types. Then the transaction can be run again later for other employee types.
7. Click on the **Update** button.



8. If you have the **Delete Existing G/L for FY <Year>** option selected you will get a message asking if you are sure you want to proceed. Make sure the fiscal year noted is the correct fiscal year and click **Yes** to continue. Click **No** to stop the process.



9. A message will display asking if you have updated the **Master Payroll Tables**. Updating the Master Payroll Tables is not a required step in this process. Click **Yes** to continue or **No** to stop the process.



10. When the update process is complete you will get a message that says '**Budget Work Payroll Data Successfully Copied to Live**'.
11. If there are exceptions an additional message will display that says '**Check Error List for Exceptions**'. Click on the **Show Error List** button to view errors.
12. You can now go into Live Payroll and see the data.

Note: If you updated only certain employee types, make sure and repeat this process in the appropriate month for other employee types you want to update from Budget Works to Live Payroll.