

Get Started with Budget Work

- MCAI
 - Accounts Payable
 - Allocation Tracking
 - General Ledger**
 - GL Table Maintenance
 - Budget Maintenance
 - GL Reports & Queries
 - LSA Interface
 - GL Setup
 - GL Year End
 - GL Extracts (Import/Export)
 - GL Year End Interface

Application or Transaction ...	A. T...
Create New GL Year Tables	G.N...
Initialize Budget	G.I...
Budget Input	G.F...

GL/NEWY: Create New GL Year Tables (v3.06)

New Fiscal Year **2020**

Run Options

Create New Year Skip Beginning Balance Rebuild

Rerun the Last Created Year

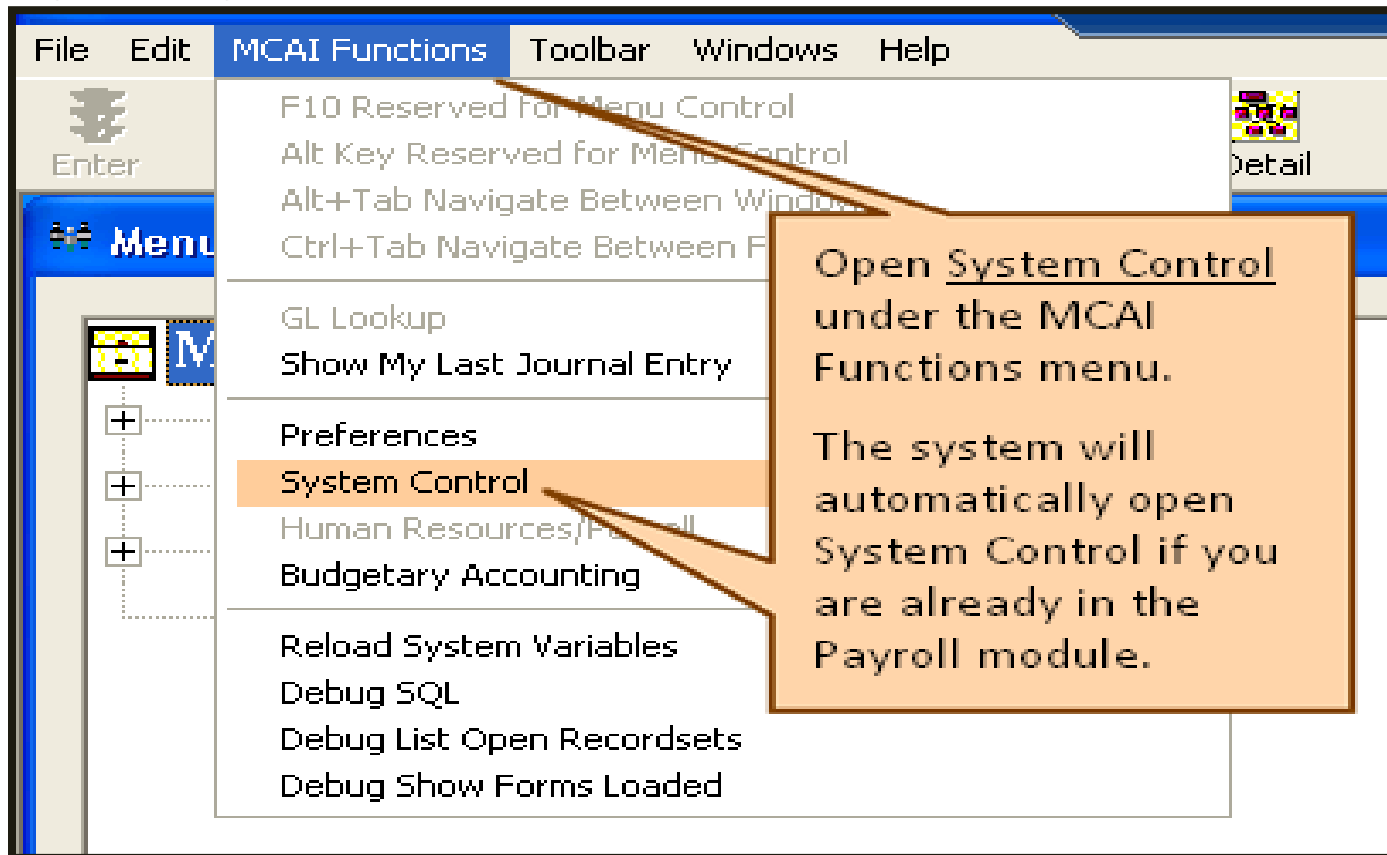
Recompute Opening Balances Only (For the Selected Year)

Fiscal Year **2019**

Click Save To Process This New Year

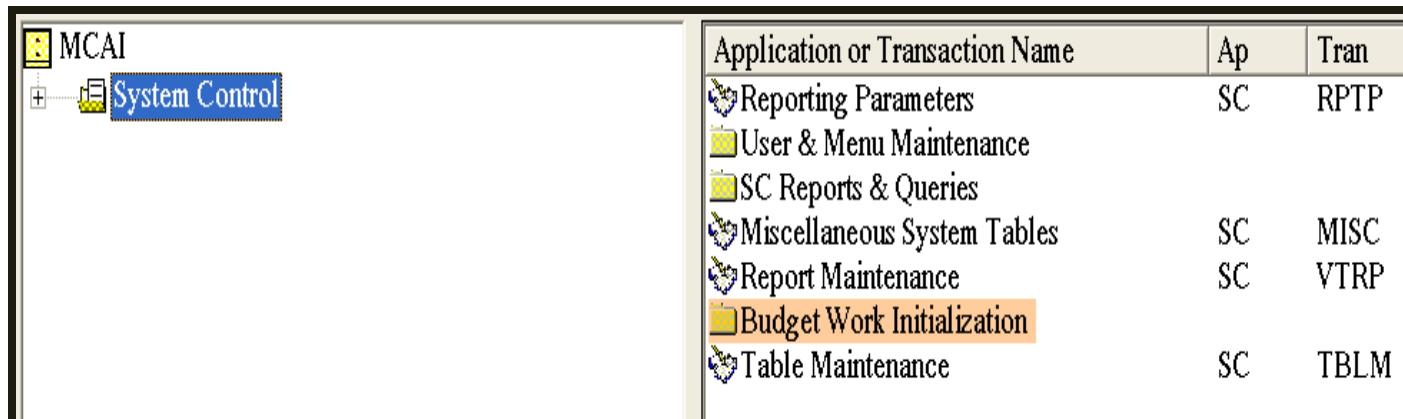
Get Started with Budget Work

- Copy LIVE payroll files into Budget Works
 - Open System Control



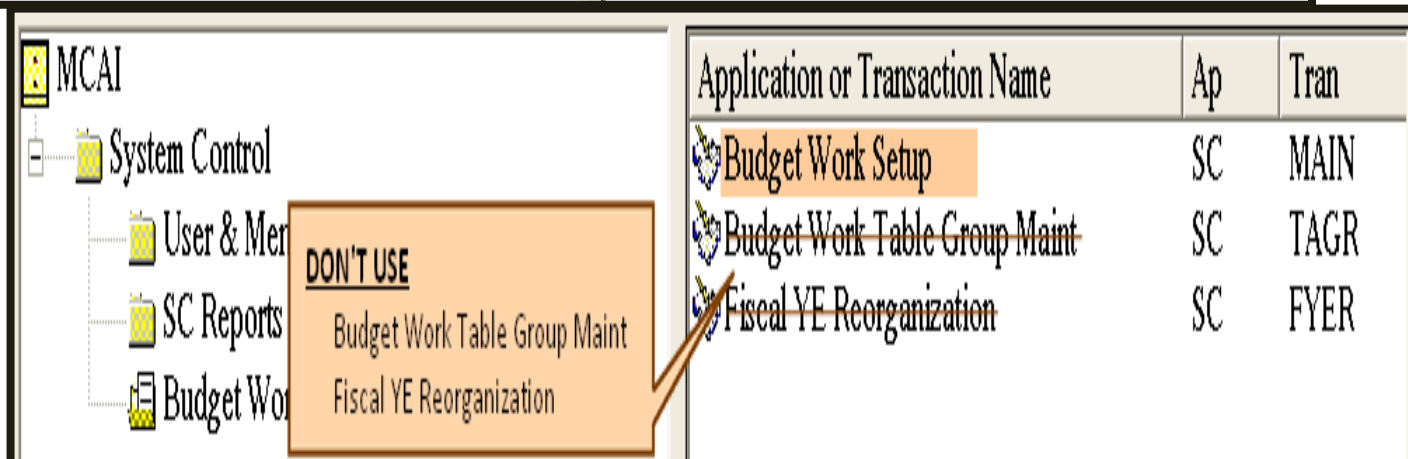
Get Started with Budget Work

- Select Budget Work Initialization
 - Budget Work Setup



A screenshot of the MCAI System Control menu. The 'System Control' folder is expanded, and 'Budget Work Initialization' is highlighted in orange. To the right, a table lists application and transaction names.

Application or Transaction Name	Ap	Tran
Reporting Parameters	SC	RPTP
User & Menu Maintenance		
SC Reports & Queries		
Miscellaneous System Tables	SC	MISC
Report Maintenance	SC	VTRP
Budget Work Initialization		
Table Maintenance	SC	TBLM

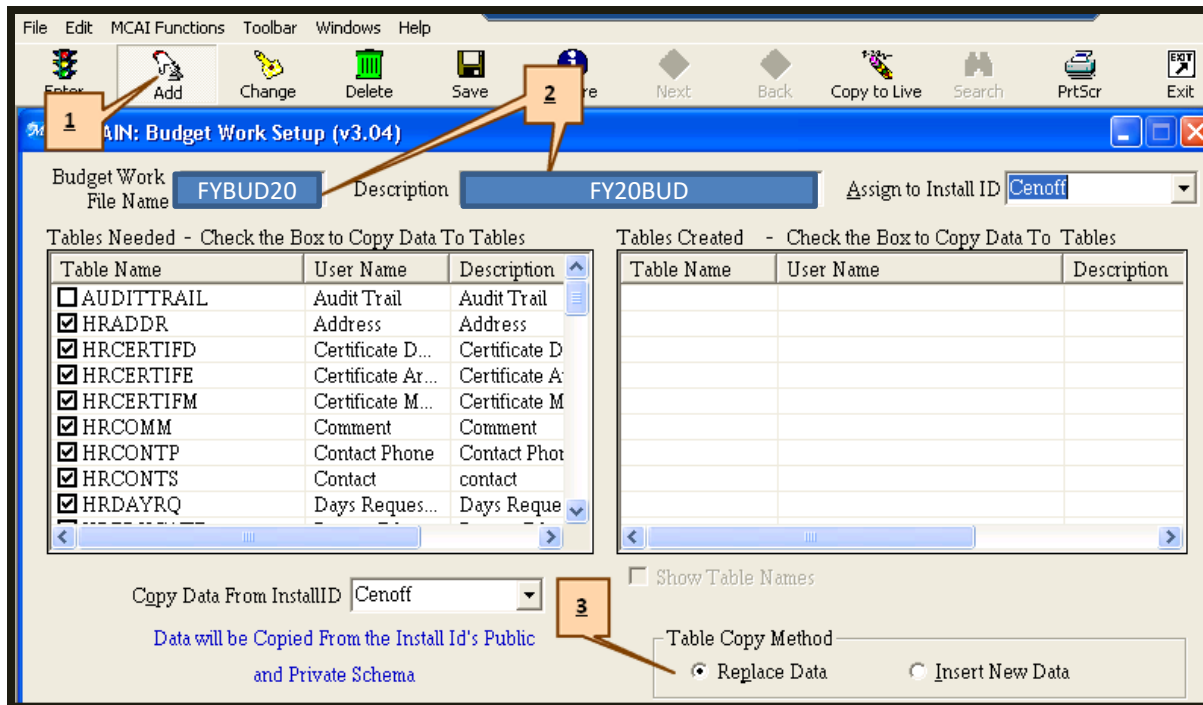


A screenshot of the MCAI System Control menu with 'Budget Work Initialization' expanded. 'Budget Work Setup' is highlighted in orange. A warning box labeled 'DON'T USE' points to 'Budget Work Table Group Maint' and 'Fiscal YE Reorganization' in the table.

Application or Transaction Name	Ap	Tran
Budget Work Setup	SC	MAIN
Budget Work Table Group Maint	SC	TAGR
Fiscal YE Reorganization	SC	FYER

DON'T USE
Budget Work Table Group Maint
Fiscal YE Reorganization

1. Click 'ADD'
2. Type the name of the Budget Work File (include the date)
3. Table Copy Method - Replace Data



Note:

If changes made to live payroll are needed for Budget Work, select Insert New Data.

Budget Work Setup

Budget Work Setup

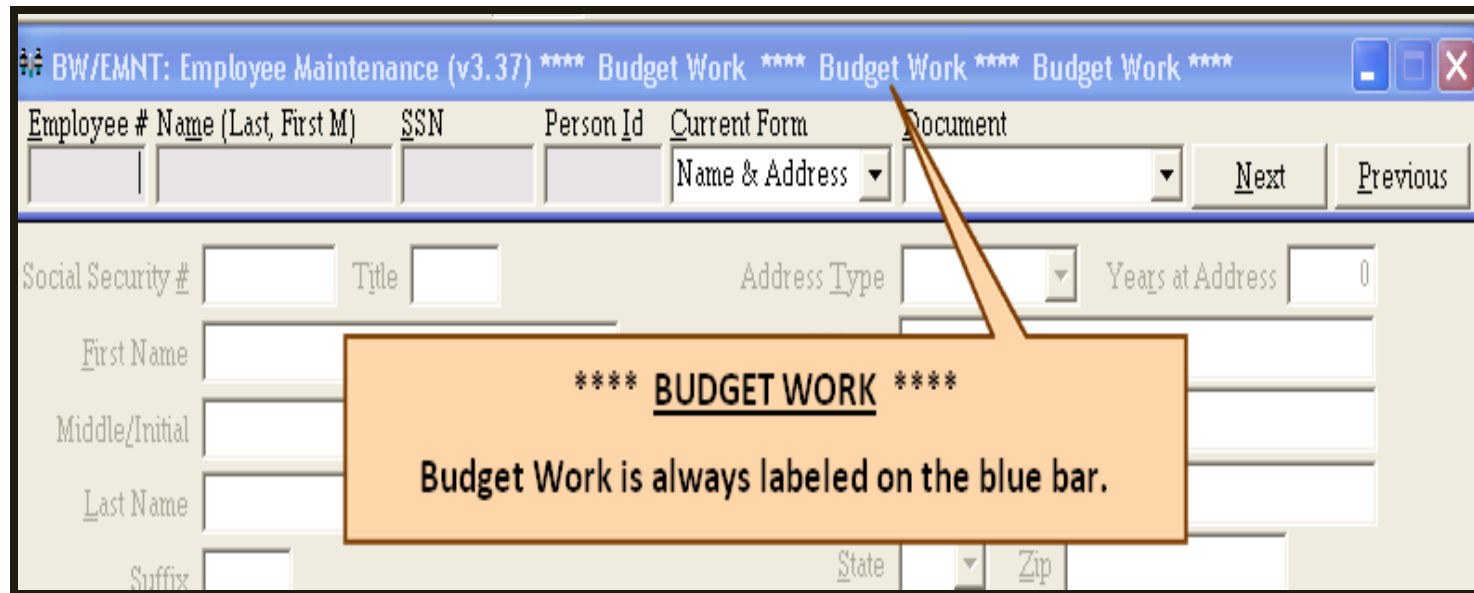
- The first time live files are copied to Budget Works the user will need to log off and then back on to Payroll.
- After Payroll is open again, the user should see the Budget Works Menu under their normal Payroll Log On.
- If Budget Works has been used in the past, it is not necessary to log off to use the Budget Works Menu.

Budget Work Setup

- Tasks completed to this point...
 - Created GL tables for new fiscal year
 - Budget Works Initialization
 - Budget Works Setup
 - Budget Work File created

Budget Work

- Budget Work is a separate copy of live payroll data.
- Budget Work does not make any changes to live payroll until specific tasks are performed.
- Budget Work is visible on each dialog box.



BW/EMNT: Employee Maintenance (v3.37) **** Budget Work **** Budget Work **** Budget Work ****

Employee #	Name (Last, First M)	SSN	Person Id	Current Form	Document
				Name & Address	

Social Security # Title Address Type Years at Address

First Name

Middle/Initial

Last Name

Suffix State Zip

**** **BUDGET WORK** ****

Budget Work is always labeled on the blue bar.

Scan the QR Code for Session Evaluation

