



## PCGENESIS BUDGET SYSTEM OPERATIONS GUIDE

1/11/2019

Section E: Recalculate Budget Cycle  
Gross, Salaries and Annual Contract  
Amount, V1.1

## Revision History

Date	Version	Description	Author
1/11/2019	1.1	18.04.00 – Add <i>Print Employee Budget Detail Listings</i> to the budget menu.	D. Ochala
07/17/2015	1.0	15.02.00 – Create new document.	D. Ochala

# *Table of Contents*

**OVERVIEW.....1**  
**PROCEDURE A: RECALCULATE CYCLE GROSS, SALARIES, AND ANNUAL CONTRACT AMOUNT .....2**

## Overview

Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates in the *PCGenesis Budget System*, the user can select the option to *Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract*. This option will recalculate the following fields based upon the employees' gross data lines:

- Cycle Gross
- State Salary
- Local Salary
- Other Salary
- Annual Contract Amount

The user can select the option to *Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract* as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*. The budgeting system will update the cycle gross, salary and contract numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized. Then, when budgeting is complete, these numbers will be ready to import back into the payroll system at the beginning of the fiscal year.

Refer to *Budget System Operations Guide, Section B: Update Budget SANDBOX, Procedure E: SANDBOX Gross Data Export* for instructions on exporting the *SANDBOX* data to a spreadsheet which can then be loaded into the payroll system. Refer to *Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8A: Payroll Gross Data Export and Import File Processing* for instructions on importing the spreadsheet back into the payroll system.

Only gross data salary lines with **Process Type** codes of 'S', 'D', or 'H' will be added to salary amounts.

For certified employees:

- **Budget Flag 'S'** adds to the **State Salary** field which is then annualized.
- **Budget Flag 'T'** adds to the **Local Salary** field which is then annualized.
- All other **Budget Flags** add to the **Other Salary** field which is then annualized.
- The calculated annual **State, Local, and Other Salary** fields are totaled and stored in the **Annual Contract Amount** field

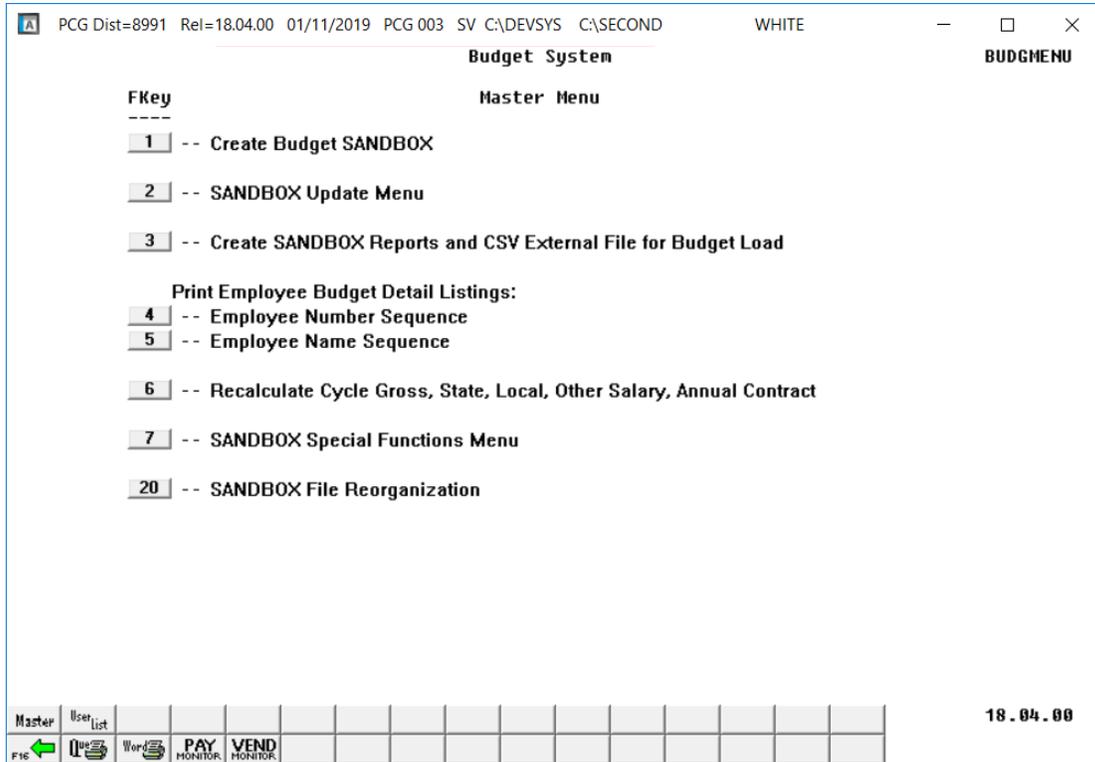
For classified employees:

- All **Budget Flags** add to the **Local Salary** field which is then annualized.
- The calculated annual **State, Local, and Other Salary** fields are totaled and stored in the **Annual Contract Amount** field

## Procedure A: Recalculate Cycle Gross, Salaries, and Annual Contract Amount

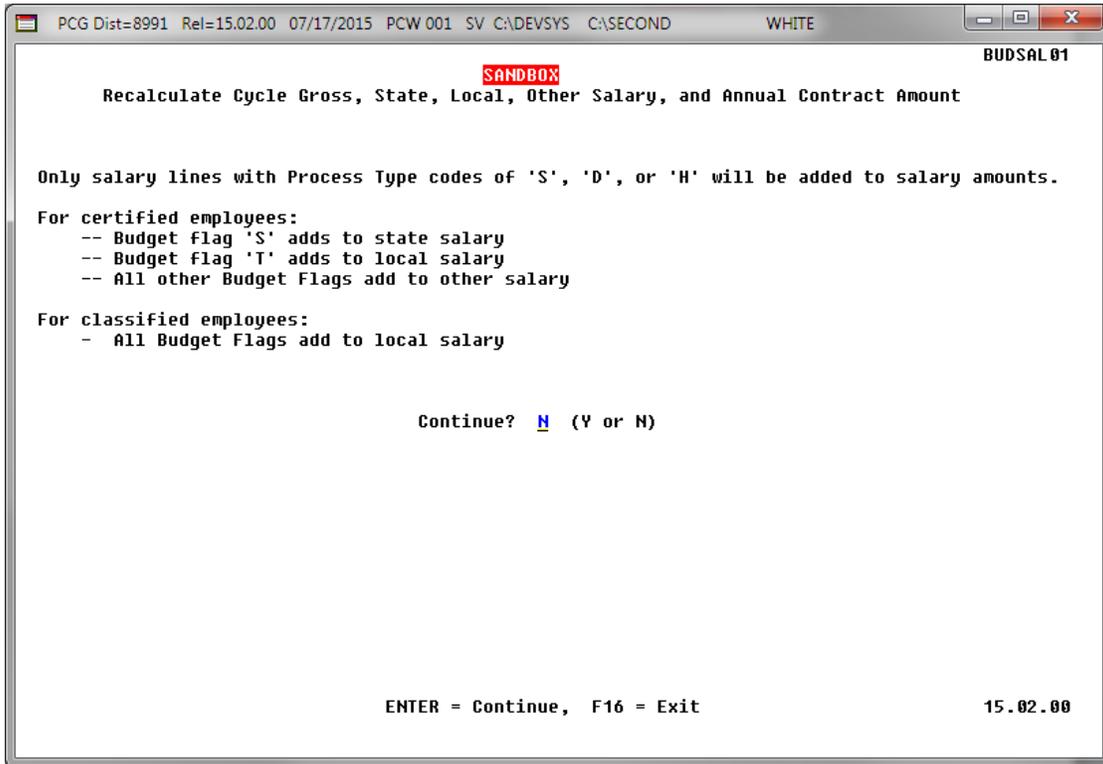
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>5</b> (F5 - Budget System).

The following screen displays:



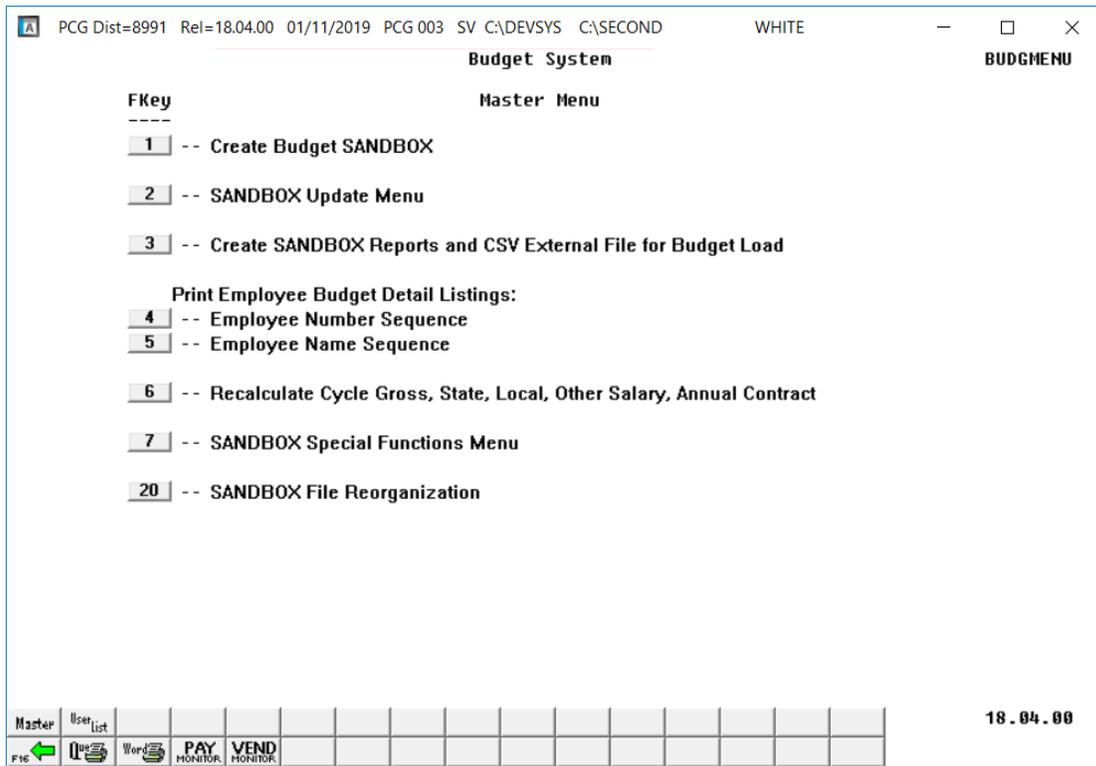
Step	Action
2	From the <i>Budget System – Master Menu</i> , select <b>6</b> (F6 – Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract).

The following screen displays:



Step	Action
3	Read the information displayed on the screen carefully. To continue with the process, enter 'Y' in the <b>Continue?</b> field, and select <b>ENTER</b> <u>twice</u> .

The following screen displays:



Step	Action
4	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .
5	Validate that the <b>Cycle Gross, State Salary, Local Salary, Other Salary, and Annual Contract Amount</b> fields have been updated correctly by displaying the SANDBOX <i>Gross Data</i> screens for the employees.  Refer to <i>Budget System Operations Guide, Section B: Update Budget SANDBOX, Procedure C: SANDBOX - Update/Display Gross Data</i> for instructions.