

FY 2023 BUD Processing Dates

1. Friday, 6/30/2023
 - a. Payroll file due by 11:59 PM.
2. Saturday, 7/1/2023
 - a. DPI receives payroll file. LEA and vendor contacts on call.
 - b. DPI releases LEA and vendor contacts at start of salary load.
 - c. After salary load is complete, DPI releases BUD batches on hold for processing.
 - d. DPI processes BUD batches on hold. DPI sends communications for denied batches to all LEAs in the afternoon. A new date file with date of 7/4/2023 is also sent. LEA must receive denied batch communications and date file by:
 - i. For CMS and Serenic LEAs, run fast path SURF to receive files – must be signed in as BUDPUSER in order to run SURF.
 - ii. For Wake, LINQ, Tyler and CherryRoad LEAs, the files are placed on the vendor web page for pick up. Manually run the process to receive files.
 - e. Approved communications are scheduled to be sent late Monday afternoon, 7/3. LEAs will have from late afternoon on 7/1 until 11:59 PM on 7/4 to send corrections and new batches. To take advantage of this correction window, the date new date file from 2d above must be received.
3. Sunday, 7/2/2023
 - a. DPI will process twice a day for batches received by 5:30 AM and 1:00 PM. Denied communications are scheduled to be sent after each processing around 7:00AM and 2:30 PM.
 - b. Approved communication forms are scheduled to be sent around 4:00 PM on Monday afternoon, 7/3.
 - c. LEAs can continue sending corrections and new batches throughout this time.
4. Monday, 7/3/2023
 - a. DPI will process batches twice a day per the normal operating schedule, with denied communications being sent at 12:30 PM following the morning processing. Please receive files per instructions in section 2d above.
 - b. Denied communications from the afternoon processing and approved communications for the day are scheduled to be sent around 4:00 PM.
 - c. LEAs can continue sending corrections and new batches throughout this time.
5. Tuesday, 7/4/2023
 - a. Last day to send batches for FY 2023.
 - b. There will be no on-site support.
 - c. DPI will process twice a day for batches received by 5:30 AM and 1:00 PM. Denied communication forms are scheduled to be sent after each processing around 7:00AM and 2:30 PM.

- d. Approved communications will be sent on Wednesday, 7/5 after final BUD processing.
- 6. Wednesday, 7/5/2023
 - a. DPI will process final batches for FY 2023.
 - b. Salary analyst will make all possible corrections to these final batches.
 - c. DPI will verify that all batches are processed for the FY before running final SUTI.
 - d. Final communications for both approved batches from 7/4 processing and all batches processed on 7/5 will be sent late afternoon.
 - e. Final MFR data files due by 11:59 PM. **See final MFR notice in this newsletter prior to building this final file.**
- 7. Thursday, 7/6/2023
 - a. DPI processes final MFR data files.

These steps are for pay period 12 only.

NOTE: The JHA150YE report will be available via EMFTS after final BUD processing for FY 2023.