Utilities - Recalculation

There are two utilities available for use:

- Recalculation jobs that will run salary calculations for selected sections of your budget
  
  (Please note: Only those users with a security profile that allows them access to the salary module can access the Recalculation function)

- Job Queue to view the status of any background jobs you may have requested

Recalculation

Use the Recalculation utility to generate salary budgets for your organisation. Recalculations only effect salary budget calculations.

Recalculation is very useful once you have completed several salary changes and would like to see the global effect of all your changes without having to navigate to each individual project or where an underlying on cost rate has been changed, a recalculation will provide new budget salary totals in one step.

1. Click on Utilities in the main menu.
2. Click on Recalculation.
3. Select the desired level from the Organisation Level drop down list.
4. Click on the Submit Recalculation button.
5. An email message will be received informing you of the completion of the recalculation.
6. Click on Staffing in the main menu.

7. Click on Salary Summary to view the effect of the recalculation.

**Job Queue**

The job queue consists of two parts, an input queue and a history queue. All salary calculations, report downloads and recalculations are processed by the job queue. You can only see jobs that relate to your own requests.

The job queue is live so if you submit a job for calculating, and then change some data (change a salary rate) and save this change prior to the job commencing its calculation (it is still in the input queue) then these new changes will be included in the calculation.

The input queue allows you to view jobs which are yet to be submitted for processing and even delete those jobs you no longer require to be processed (by selecting the delete option). The history queue allows you to see all jobs that have been processed, the status (successful or failed) and the time each job was submitted, started and finished processing.

8. Click on Job Queue within the Utilities options.

9. Select the type of job queue you require from the drop down list.

10. Click on the Refresh button to ensure you have up to date information. (Users can only view their own jobs and if queued jobs do not appear to be processing, contact systems administration).