



## Create general journal



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# Create general journal

**Log on to the NYR payroll frequency.**

[Payroll > Payroll Processing > EOY Payroll Accruals > Create General Journal](#)

The Create General Journal tab is a display-only grid of previous pay runs that have not been interfaced to Finance.

The totals of all your funds added together **MUST** equal your reports (EOY Accrual Information, EOY Accrual Distribution by Account Code and EOY Accrual Distribution by Alpha) from Step 4 .

The final journal should display all employees included in the EOY Payroll accrual calculations.

Only one row of data (with the accrual date (typically August 31st) from the Run Calculations tab) should be displayed in the grid.

**Note:** If multiple rows are displayed after all tables are completed and all information is verified, **it is recommended** that you run the **Clear EOY Accrual Data Only Next Year** option on the [Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables](#) tab (in the current file ID). This process clears all calculations on the Create General Journal tab except the accrual table information. After performing this process, run the calculations again and review the reports for accuracy before continuing.

Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date
<input checked="" type="checkbox"/>	F	08-31-2025				

- In the **File ID** field, select C for the current file ID.
- In the **JV Number** field, type a JV number such as AUGACC or EOYACC.
- Select a data row.
- Click **Execute**. The EOY Accrual General Journal Transactions report is displayed.

Payroll Processing > EOY Payroll Accruals Payroll

Year: N

ACCURAL TABLE   DECREMENT   RUN CALCULATIONS   ACCRUAL REPORTS   **CREATE GENERAL JOURNAL**   INTERFACE TO FINANCE   POST TO MASTER

File ID:    JV Number:      

Date Run: EOY Accrual General Journal Transactions

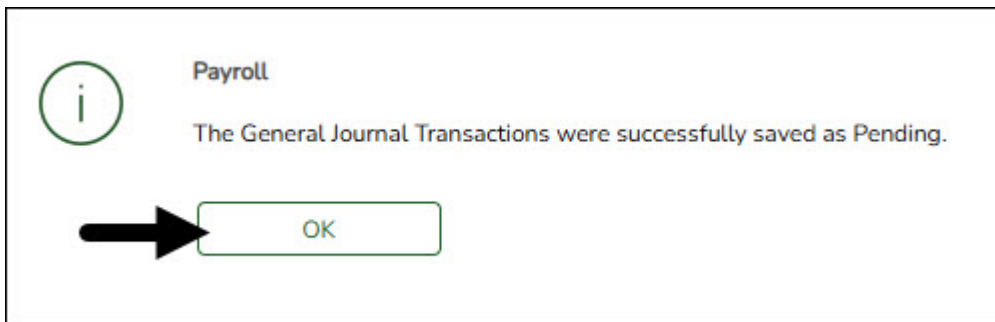
Cnty Dist: ISD   Page: 2 of 11

Frequency: 6   File ID: C

Fund: 199/5

Fnc-Obj-So-Org-Prg	JV Nbr	Reason	Debit(+) Amount	Credit(-) Amount
00-2161.00-000-500000	EOYACC	AUG PAYROLL ACCRU DISTRIBUTION	0.00	1,698,134.61-
00-2211.14-000-500000	EOYACC	AUG PAYROLL ACCRU DISTRIBUTION	0.00	23,936.73-
00-2211.19-000-500000	EOYACC	AUG PAYROLL ACCRU DISTRIBUTION	0.00	12,695.60-
11-6119.00-001-511000	EOYACC	AUG PAYROLL ACCRU DISTRIBUTION	344,612.05	0.00

If no changes are necessary, **it is recommended** that you print or save this report for your records, and then click **Save as Pending**. The following message is displayed.



Click **OK**. After this step is completed successfully, the data row is cleared from the Create General Journal tab and the general journal information is saved to the Interface to Finance tab.

#### Notes:

- If changes are necessary after reviewing the general journal, return to Step 1 of the Accrual Process to add or extract the new job or start date to the accrual table, and then proceed with the remaining steps to repeat the process. If you start over, be sure to perform the **Delete Pending** option on the Interface to Finance tab.
- Verify the totals of each report and correct all errors.
- Use the [Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables](#) page, select **Clear EOY Accrual Data Only** (do not move any tables), and click **Execute** to clear only the EOY accrual data.

- Run accrual calculations again and generate reports to verify the corrections.