



Create general journal

Table of Contents

Create general journal i

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Log on to the NYR payroll frequency.

[Human Resources](#) > [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 previous reports (EOY Accrual Information, EOY Accrual Distribution by Account Code and EOY Accrual Distribution by Alpha).

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

Only one row of data (with the accrual date (08-31-2020) 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 [Human Resources > 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.

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 the data row.

Click **Execute**. The EOY Accrual General Journal Transactions report is displayed.

If no changes are necessary, print the report and then click **Save as Pending**. The following message is displayed.

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

Note: 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. Correct all errors, clear the EOY accrual data only, run the accrual calculations again, and generate the reports to verify the corrections.

STOP all processing in Finance when performing the next step.