



## Create general journal



# Table of Contents

**Create general journal** ..... i



# 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 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 (08-31-2021) 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 the data row.
- Click **Execute**. The EOY Accrual General Journal Transactions report is displayed.

