



# Interface to Finance



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## Interface to Finance

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

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If necessary, accrual re-calculations can still be performed even if the interface file was already created. If re-calculations are performed for the same date, then the new interface file is displayed on the Create General Journal tab and the previous interface file is no longer displayed on the Interface to Finance tab.

After the transactions are created for the general journal, they are displayed on this tab. This process is the actual interface between Payroll processing and Finance applications for the EOY Payroll Accruals. This tab is only available after the Create General Journal process is successfully completed.

There are two options available when interfacing general journal transactions to Finance:

- **Post to Current Acct Period**
- **Post to Next Acct Period**

Verify the accounting period in Finance to be used when posting the general journal.

The tab contains a display-only grid of the transactions that are pending interface.

Select	Frequency	Calculation Date	Create GJ Date	Fin File ID	JV Nbr	Interface Date	Posted Date	Reversal Interface Date
<input checked="" type="checkbox"/>	F	08-31-2025	04-30-2025	C	EOYACC			

### Interface to Finance:

Select a data row to interface to Finance.

Under **Accounting Period**, select whether to post to the current or next account period. In this process, the posting account period should be August (08).

Field	Description
<b>Post to Current Acct Period</b>	<p>If this field is selected and you click <b>Interface</b>, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked and that the next accounting period is also set to XX. You are not allowed to post at this time. Click <b>OK</b> to return to the Interface to Finance tab.</p> <p>If the accounting periods are not the same and the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked. You are not allowed to post at this time. Click <b>OK</b> to return to the Interface to Finance tab. You can select the next accounting period for posting.</p>
<b>Post to Next Acct Period</b>	<p>If this field is selected and you click <b>Interface</b>, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is locked and that the next accounting period is also set to XX. You are not allowed to post at this time. Click <b>OK</b> to return to the Interface to Finance tab.</p>

The **Interface Transaction Date** field is automatically populated with the current system date, but it can be changed. This date is used as the Finance general journal transaction date and is displayed as the actual posting date in Finance.

Click **Preview Report**. The same EOY Accrual General Journal Transactions report that was created on the Create General Journal tab is displayed.

Payroll Processing > EOY Payroll Accruals

Payroll

Year: N

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

Accounting Period

Post to Current Acct Period: 08    Post to Next Acct Period: 08

Interface Transaction Date: 08-31-2025   Interface   Delete Pending   Cancel Preview   Emp Report

EOY Accrual General Journal Transactions

Date Run:   Page: 2 of 11

Cnty Dist:   ISD   File ID: C

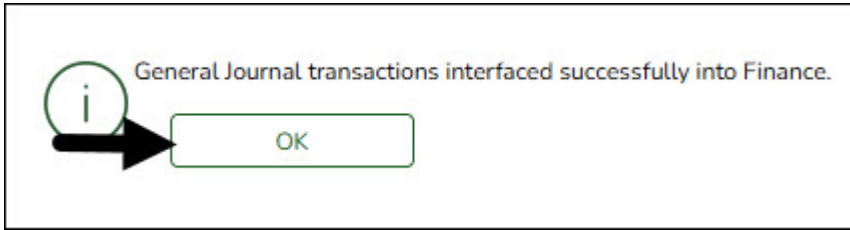
Frequency: 6

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

Review the report.

Click **Interface** to interface the general journal transactions to Finance. A message is displayed indicating that the general journal transactions were successfully interfaced to Finance.



Click **OK**.

Run the [Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#) in file ID C for account codes 216X and 221X to verify that all EOY Payroll accrual amounts match your accrual reports.

The Post to Master tab is enabled.

## STOP

After posting to Finance, **DO NOT** make any changes to the accrual code, job code, or salary distribution codes for employees included in this process until **AFTER** the process has been posted to Master. The Post to Master process is included in the [First Payroll of the School Year \(September Start LEAs\)](#) guide ([Payroll > Payroll Processing > EOY Payroll Accruals > Post to Master](#)).

**Do not** click the Post to Master tab at this time. Proceed to the subsequent EOY processes in the following order:

1. [August TRS Reporting](#)
2. [Finance EOY Process](#)
3. [First Payroll of the School Year \(September Start LEAs\)](#)