



Post to master file

Table of Contents

Post to master file i

[Human Resources > Payroll Processing > EOY Payroll Accruals > Post to Master](#)

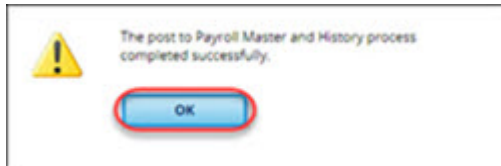
The Post to Master tab automatically creates a School YTD Maintenance page for the new school year and updates the page with accrued pay, accrued benefits, and days earned for all employees that are included in the record.

Select the record to be posted.

[Image](#)

Click **Post**. You are prompted to create a [backup](#).

A Finance and Human Resources backup is created. The following message is displayed.

[Image](#)

Click **OK**.