



Post to master file

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

Caution: Before the first payroll of the school year is processed, you must post the master file created from the EOY Payroll Accrual process. Skip this step if you do not use this process for accruals.

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. If more than one frequency is used, there may be multiple records (rows) displayed.



Payroll Processing > EOY Payroll Accruals SessionTimer: 56 min and 20 sec

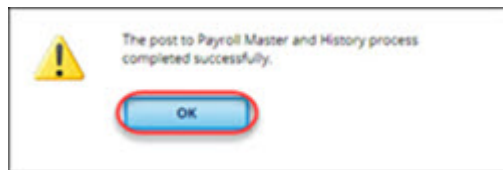
Accrual Table | Decrement | Run Calculations | Accrual Reports | Create General Journal | Interface to Finance | **Post To Master** | Reversal for Non-Accrual | Mass Delete

Post ←

Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date
<input checked="" type="checkbox"/>	F	08-31-2019	05-30-2019	05-30-2019		

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

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



Click **OK**.