

Verify August EOY payroll accruals

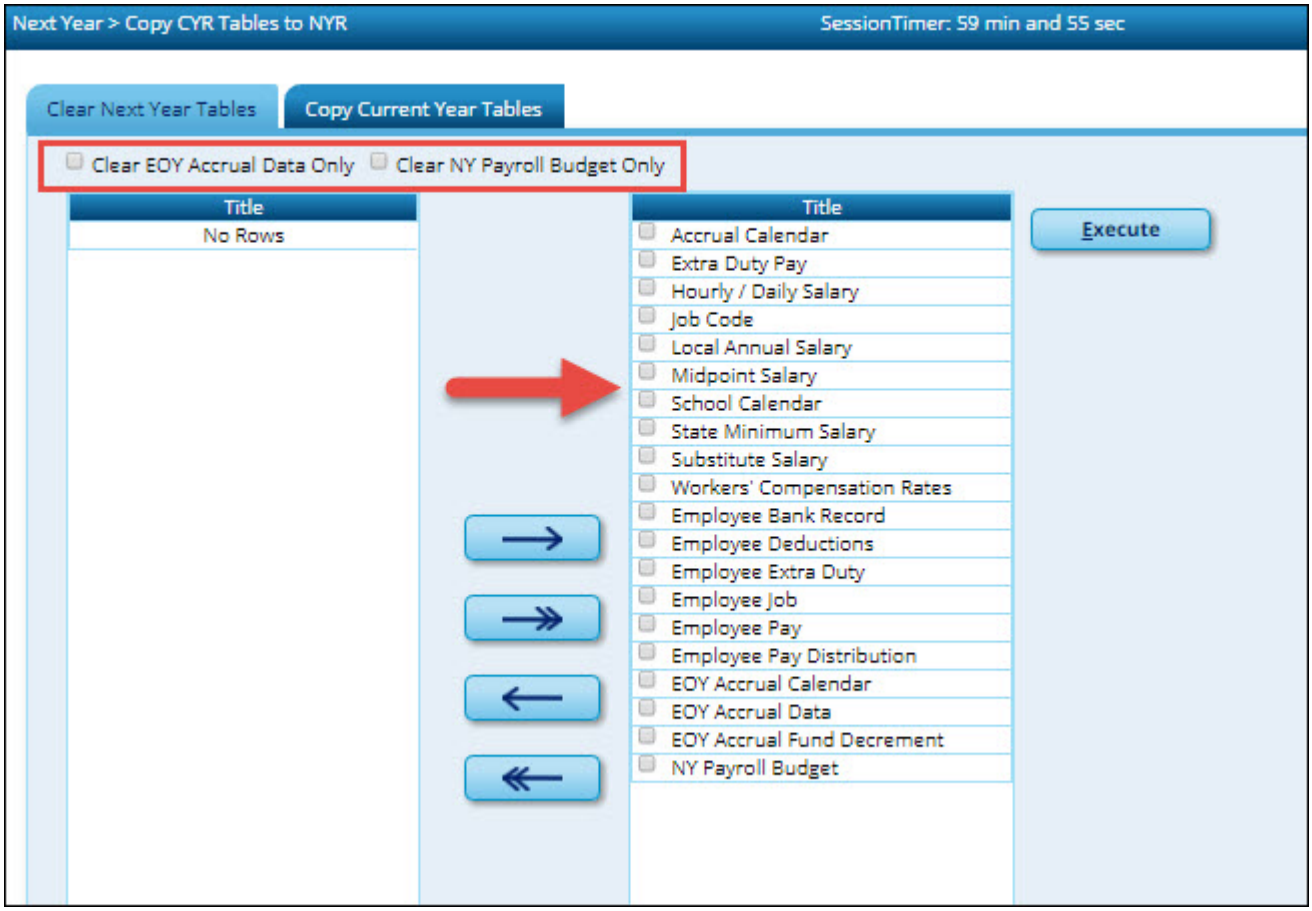
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Human Resources > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Log on to the current payroll frequency.

Image



If the next year payroll process was used last year and those records have yet to be cleared, use the following steps to clear the records.

- Do not select the **Clear EOY Accrual Data Only** and **Clear NY Payroll Budget Only** fields.
- Move all of the tables from the right side of the page to the left side of the page.
- Click **Execute**. All existing employees are deleted from the next year payroll files and a clean work file exists allow you to begin building next year data.

Note: All tables are cleared across all pay frequencies.

This process can be verified by logging on to the next year payroll frequency and running the Human Resources > Reports > HR Reports > Personnel Reports > HRS1000 - Roster of Personnel Report for active and inactive employees. The report results should return blank.

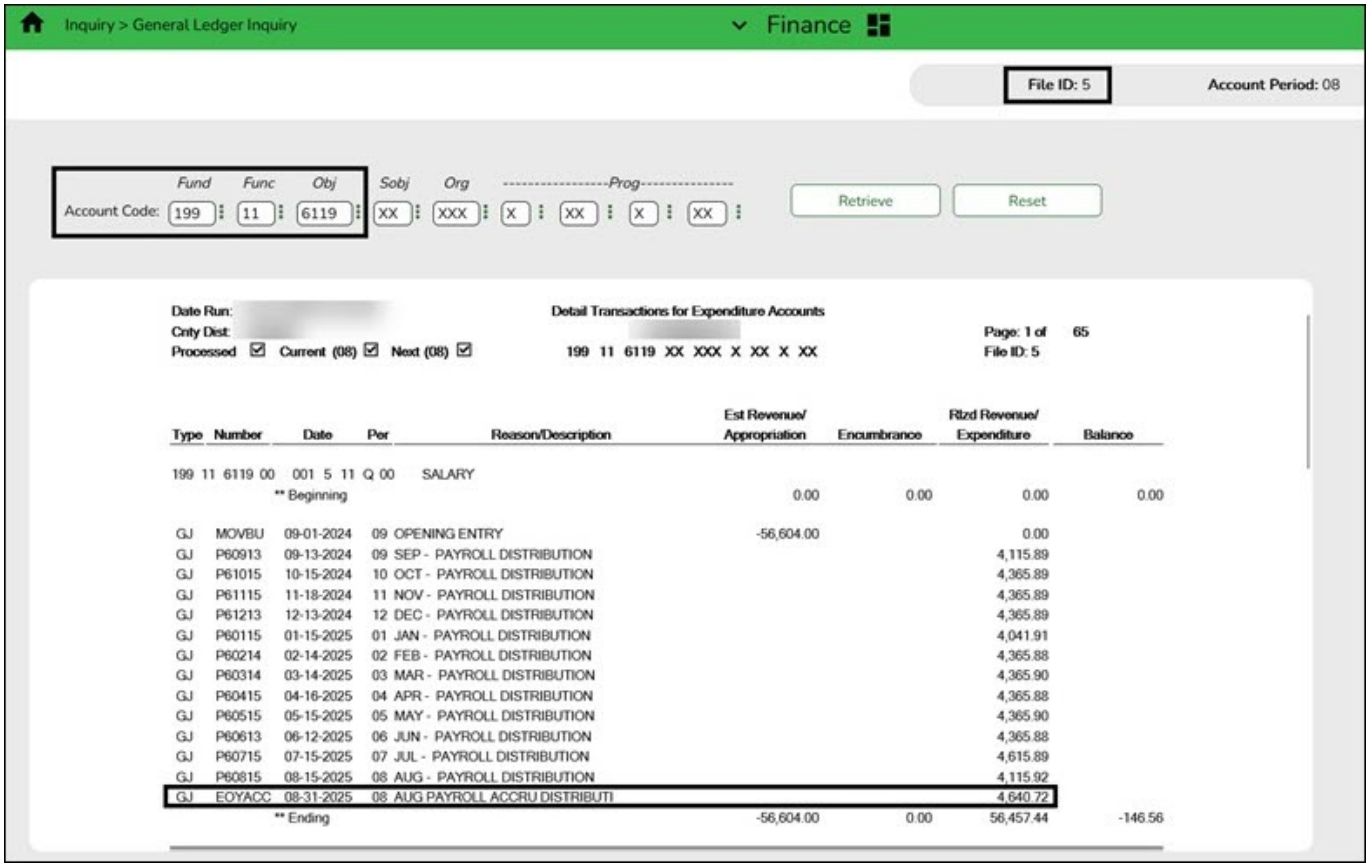
Verify August EOY Payroll Accruals

❑ If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2025.

Log on to Finance file ID 5.

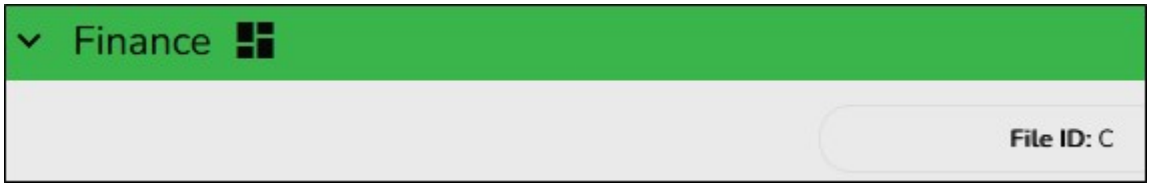


Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

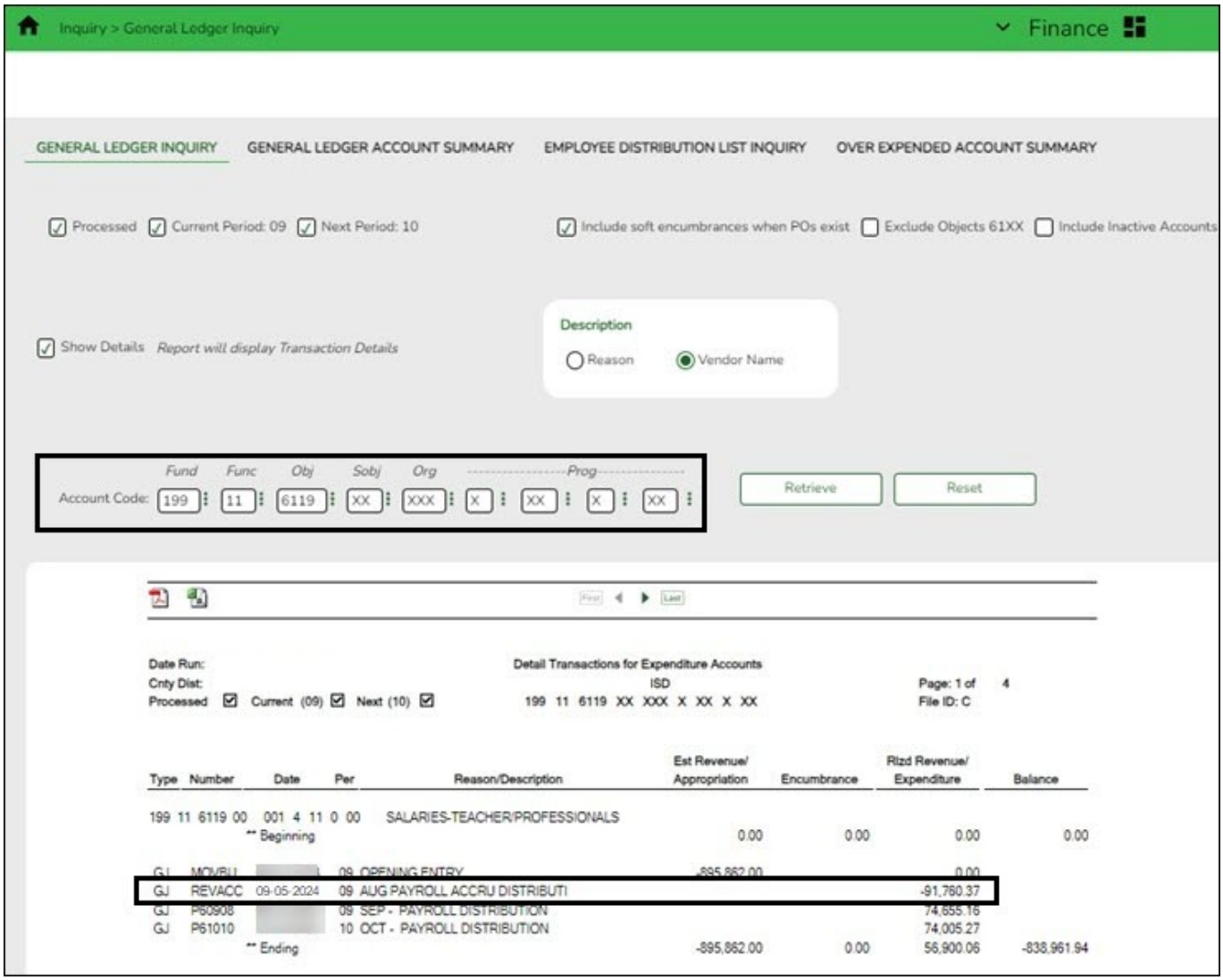


- Type 199.11.6119 or 199.00.2161 in the **Fund**, **Function**, and **Object Code** fields.
- Leave all other fields masked (Xs).
- Click **Retrieve**.
- Verify that "**Payroll Accrual**" (or an LEA-defined description) with a positive expenditure amount was posted (typically in August 2025).

Log on to Finance file ID C.



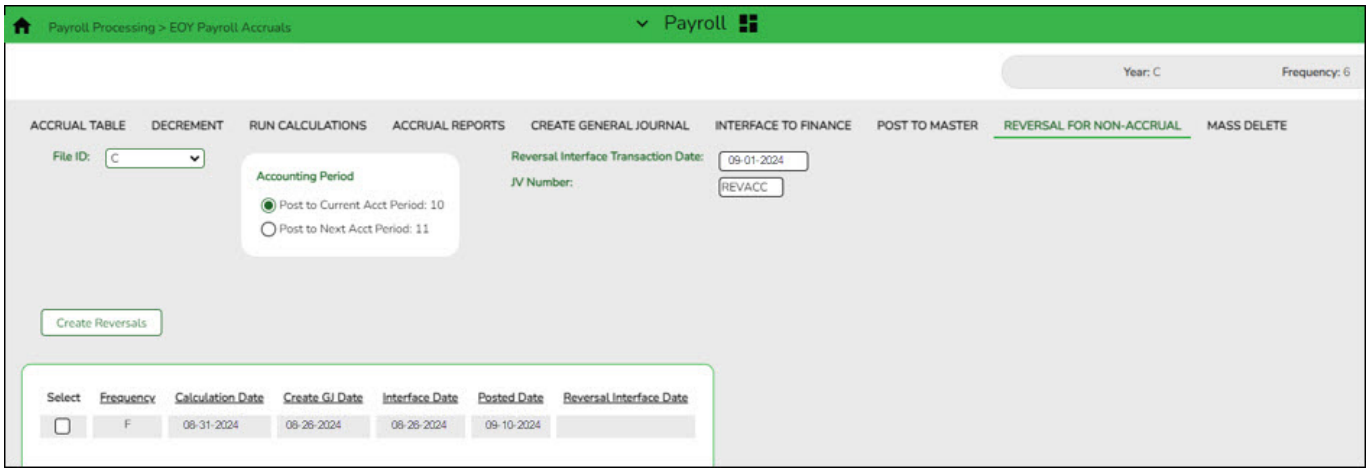
Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry



- Type 199.11.6119 or 199.00.2161 in the **Fund**, **Function**, and **Object Code** fields.
- Leave all other fields masked (Xs).
- Click **Retrieve**.
- Verify that "**August Payroll Accru**" (or an LEA-defined description) reversal entry with a negative expenditure amount was posted (typically in September 2025).

❑ If ASCENDER is not used for the EOY payroll accruals (days worked in August), there is no computer journal entry. Verify that the manual JV entries were posted for EOY payroll accruals.

❑ If a reversal entry is not displayed, use the **Payroll > Payroll Processing > EOY Payroll Accruals** page to complete the process.


Payroll Processing > EOY Payroll Accruals
Payroll
Year: C
Frequency: 6
ACCRUAL TABLE
DECREMENT
RUN CALCULATIONS
ACCRUAL REPORTS
CREATE GENERAL JOURNAL
INTERFACE TO FINANCE
POST TO MASTER
REVERSAL FOR NON-ACCRUAL
MASS DELETE
File ID: C
Accounting Period
Post to Current Acct Period: 10
Post to Next Acct Period: 11
Reversal Interface Transaction Date: 09-01-2024
JV Number: REVACC
Create Reversals
Select
Frequency
Calculation Date
Create GJ Date
Interface Date
Posted Date
Reversal Interface Date
F
08-31-2024
08-26-2024
08-26-2024
09-10-2024