



Verify August EOY payroll accruals

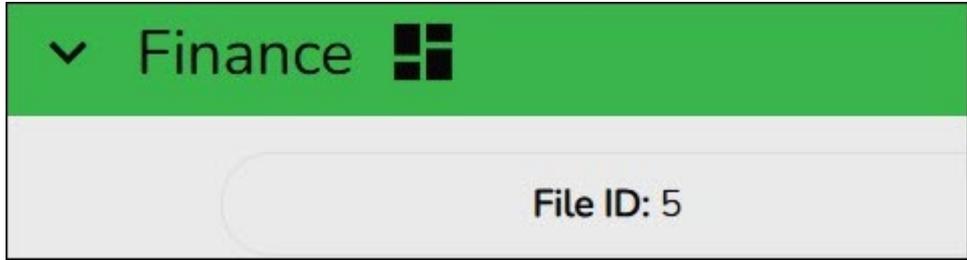
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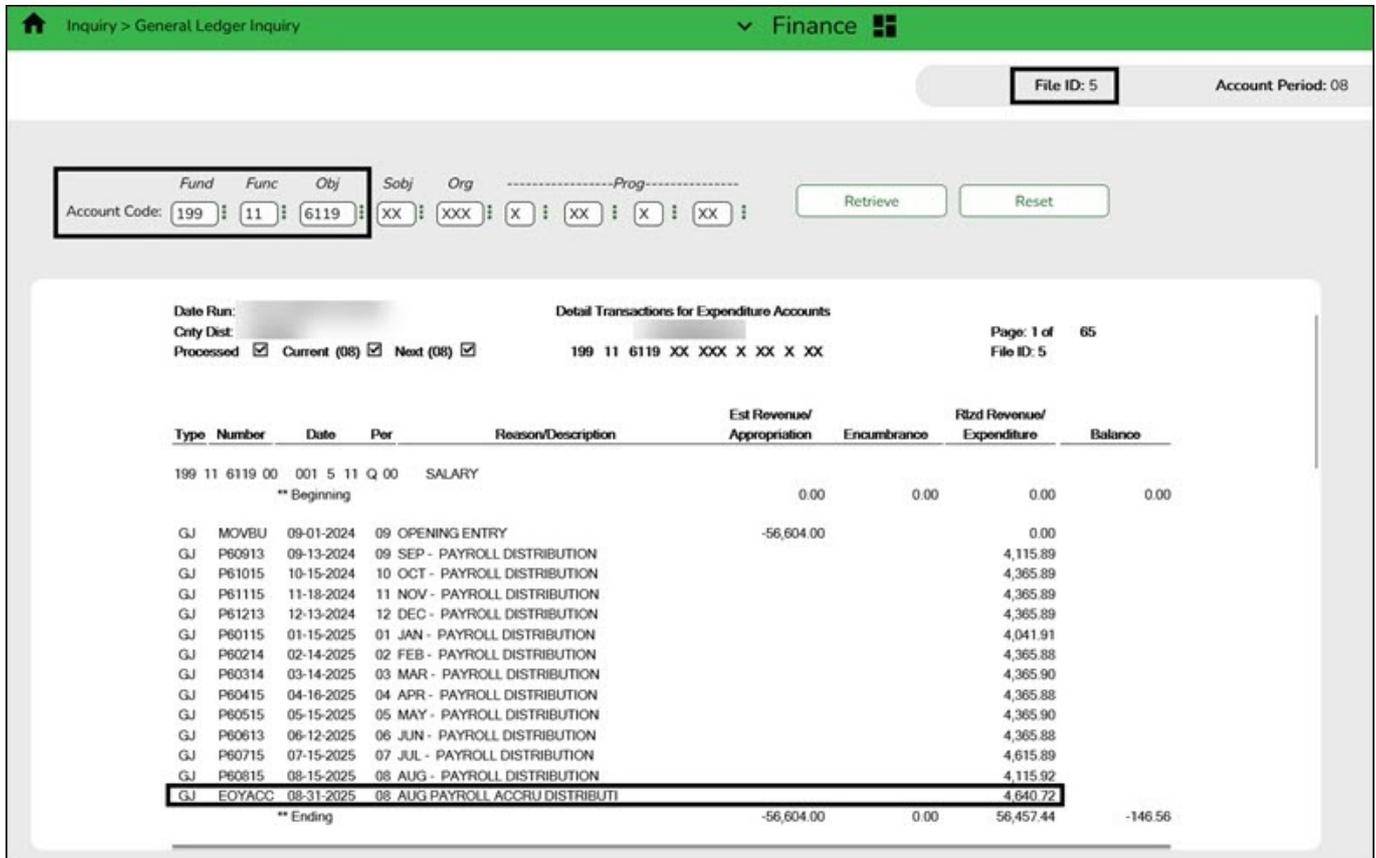
Verify August EOY payroll accruals

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](#)



File ID: 5 Account Period: 08

Account Code: Fund: 199 Func: 11 Obj: 6119 Subj: XX Org: XXX Prog: X XX X XX

Retrieve Reset

Date Run: Detail Transactions for Expenditure Accounts Page: 1 of 65
Cnty Dist: 199 11 6119 XX XXX X XX X XX File ID: 5
Processed Current (08) Next (08)

| Type | Number | Date | Per | Reason/Description | Est Revenue/ Appropriation | Encumbrance | Rfd Revenue/ Expenditure | Balance |
|------|------------|------------|------|------------------------------|-------------------------------|-------------|-----------------------------|---------|
| 199 | 11 6119 00 | 001 5 11 | Q 00 | SALARY | | | | |
| | | | | ** Beginning | 0.00 | 0.00 | 0.00 | 0.00 |
| GJ | MOVBU | 09-01-2024 | 09 | OPENING ENTRY | -56,604.00 | | 0.00 | |
| GJ | P60913 | 09-13-2024 | 09 | SEP - PAYROLL DISTRIBUTION | | | 4,115.89 | |
| GJ | P61015 | 10-15-2024 | 10 | OCT - PAYROLL DISTRIBUTION | | | 4,365.89 | |
| GJ | P61115 | 11-18-2024 | 11 | NOV - PAYROLL DISTRIBUTION | | | 4,365.89 | |
| GJ | P61213 | 12-13-2024 | 12 | DEC - PAYROLL DISTRIBUTION | | | 4,365.89 | |
| GJ | P60115 | 01-15-2025 | 01 | JAN - PAYROLL DISTRIBUTION | | | 4,041.91 | |
| GJ | P60214 | 02-14-2025 | 02 | FEB - PAYROLL DISTRIBUTION | | | 4,365.88 | |
| GJ | P60314 | 03-14-2025 | 03 | MAR - PAYROLL DISTRIBUTION | | | 4,365.90 | |
| GJ | P60415 | 04-16-2025 | 04 | APR - PAYROLL DISTRIBUTION | | | 4,365.88 | |
| GJ | P60515 | 05-15-2025 | 05 | MAY - PAYROLL DISTRIBUTION | | | 4,365.90 | |
| GJ | P60613 | 06-12-2025 | 06 | JUN - PAYROLL DISTRIBUTION | | | 4,365.88 | |
| GJ | P60715 | 07-15-2025 | 07 | JUL - PAYROLL DISTRIBUTION | | | 4,615.89 | |
| GJ | P60815 | 08-15-2025 | 08 | AUG - PAYROLL DISTRIBUTION | | | 4,115.92 | |
| GJ | EOYACC | 08-31-2025 | 08 | AUG PAYROLL ACCRU DISTRIBUTI | | | 4,640.72 | |
| | | | | ** Ending | -56,604.00 | 0.00 | 56,457.44 | -146.56 |

- 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
File ID: C

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Inquiry > General Ledger Inquiry ▼ Finance

[GENERAL LEDGER INQUIRY](#)
[GENERAL LEDGER ACCOUNT SUMMARY](#)
[EMPLOYEE DISTRIBUTION LIST INQUIRY](#)
[OVER EXPENDED ACCOUNT SUMMARY](#)

Processed
 Current Period: 09
 Next Period: 10
 Include soft encumbrances when POs exist
 Exclude Objects 61XX
 Include Inactive Accounts

Show Details *Report will display Transaction Details*

Description
 Reason
 Vendor Name

Account Code:
 Fund: 199
 Func: 11
 Obj: 6119
 Subj: XX
 Org: XXX
 Prog: X
 XX
 X
 XX

Date Run: _____
 Detail Transactions for Expenditure Accounts
 Page: 1 of 4

Cnty Dist: _____
 ISD: 199 11 6119 XX XXX X XX X XX
 File ID: C

Processed Current (09) Next (10)

| Type | Number | Date | Per | Reason/Description | Est Revenue/ Appropriation | Encumbrance | Rtzd Revenue/ Expenditure | Balance |
|------|------------------------------|------------|-----|---------------------------------|-------------------------------|-------------|------------------------------|-------------|
| | 199 11 6119 00 001 4 11 0 00 | | | SALARIES-TEACHER/PROFESSIONALS | | | | |
| | | | | ** Beginning | 0.00 | 0.00 | 0.00 | 0.00 |
| GJ | MCNBU | | | 09 OPENING ENTRY | -895,862.00 | | 0.00 | |
| GJ | REVACC | 09-05-2024 | | 09 AUG PAYROLL ACCRU DISTRIBUTI | | | -91,780.37 | |
| GJ | P60908 | | | 09 SEP - PAYROLL DISTRIBUTION | | | 74,655.16 | |
| GJ | P61010 | | | 10 OCT - PAYROLL DISTRIBUTION | | | 74,005.27 | |
| | | | | ** Ending | -895,862.00 | 0.00 | 56,900.06 | -838,961.94 |

- 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:

Accounting Period
 Post to Current Acct Period: 10
 Post to Next Acct Period: 11

Reversal Interface Transaction Date:
JV Number:

| Select | Frequency | Calculation Date | Create GJ Date | Interface Date | Posted Date | Reversal Interface Date |
|--------------------------|-----------|------------------|----------------|----------------|-------------|-------------------------|
| <input type="checkbox"/> | F | 08-31-2024 | 08-26-2024 | 08-26-2024 | 09-10-2024 | |