



# step1a



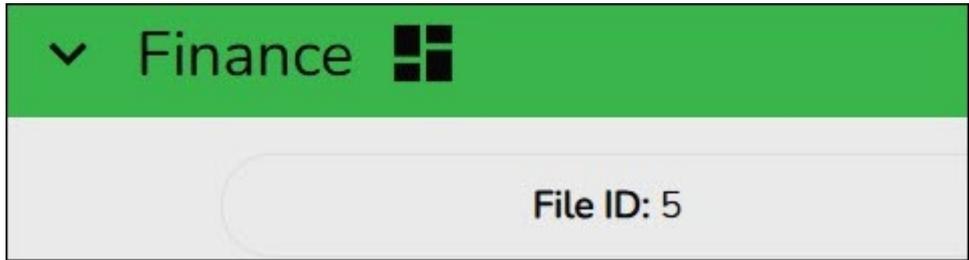
# Table of Contents

**step1a** ..... i



☐ 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

A screenshot of the "General Ledger Inquiry" screen. At the top, there's a green header with "Inquiry > General Ledger Inquiry" and "Finance" with a grid icon. Below the header, there are search filters for "Fund", "Func", "Obj", "Sobj", "Org", and "Prog". The "Fund" field is set to "199", "Func" to "11", and "Obj" to "6119". There are "Retrieve" and "Reset" buttons. Below the filters, there's a section for "Date Run:" and "Cnty Dist:" with checkboxes for "Processed", "Current (08)", and "Next (08)". The main area displays a table of transactions with columns: Type, Number, Date, Per, Reason/Description, Est Revenue/Appropriation, Encumbrance, Rfzd Revenue/Expenditure, and Balance. The table shows various payroll distribution entries from 2024 to 2025, with the last entry highlighted: "GJ EOYACC 08-31-2025 08 AUG PAYROLL ACCRU DISTRIBUTI" with a balance of -146.56. The page number is 1 of 65, and the file ID is 5.

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rfzd 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	-56,604.00	0.00	56,457.44	-146.56
				** Ending				

- 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

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

Retrieve Reset

Date Run: Detail Transactions for Expenditure Accounts  
Cnty Dist: 199 11 6119 XX XXX X XX X XX Page: 1 of 4  
Processed  Current (09)  Next (10) File ID: C

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rlzd 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	M2/BU			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			74,855.16	
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 > EDY 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	