



# step1a



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This step applies to LEAs that do not accrue throughout the year.

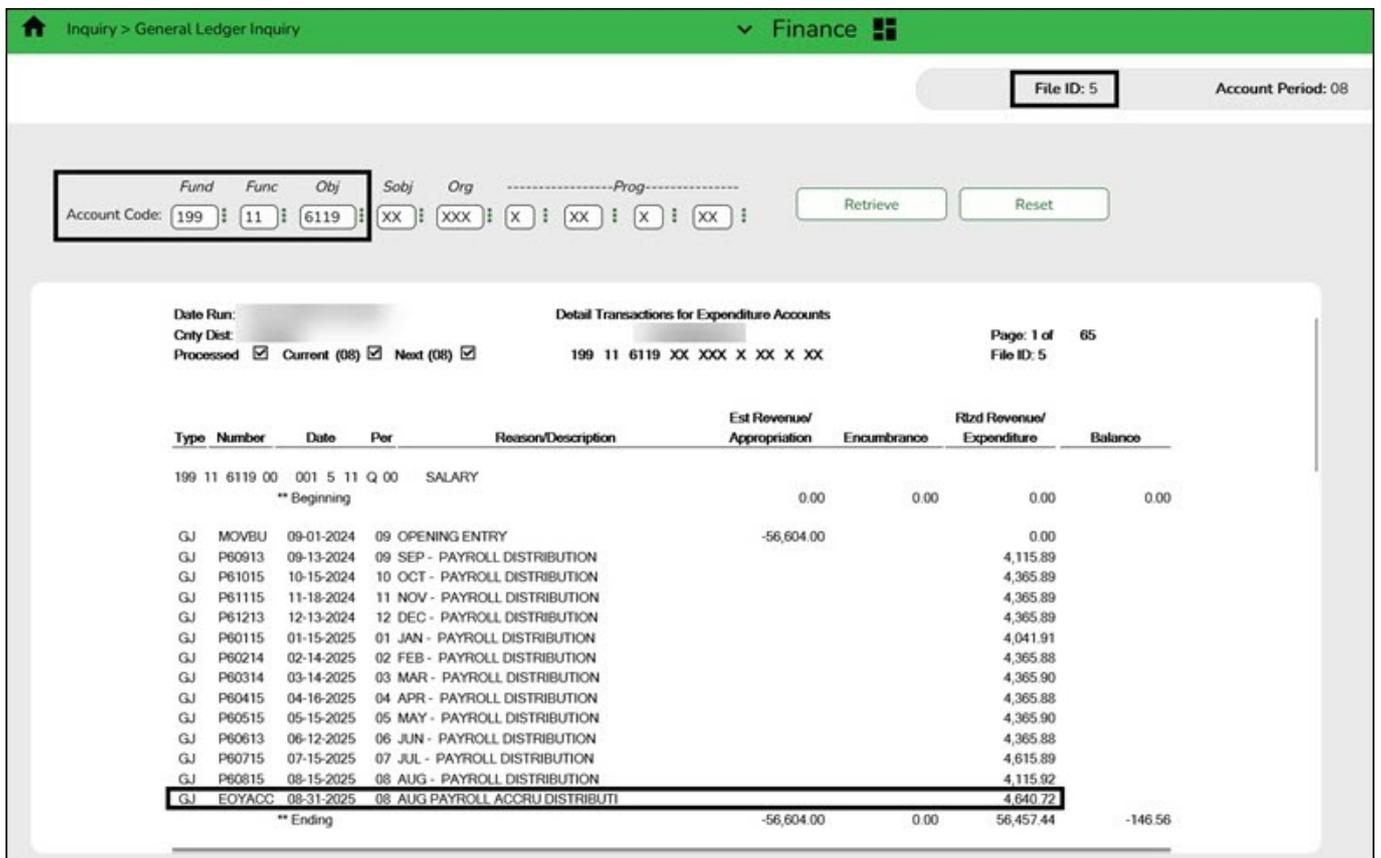
☐ If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2021. This process should have been interfaced to Finance in August 2020.

Skip this step if you did not use ASCENDER for the EOY payroll accruals (days worked in August).

**Log on to Finance file ID 0.**



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 2020).

**Log on to Finance file ID C.**



Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

**GENERAL LEDGER INQUIRY**

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

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: ISD  
 Processed  Current (09)  Next (09)  199 XX 6119 XX XXX X XX X XX Page: 1 of 4  
 File ID: C

Type	Number	Date	Per	Reason/Description	Est Rev/ Appropriation	Encumbrance	Rtd Rev/ Expenditure	Balance
199	11 6119 00	001 1 11 0 00		TEACHERS AND OTHER PROFESSIONL				
		** Beginning			0.00	0.00	0.00	0.00
GJ	BUDGET	09-01-2020	09	OPENING ENTRY	-1,565,435.00		0.00	
GJ	REVACC	09-01-2020	09	AUG PAYROLL ACCRU DISTRIBRI			-39,153.75	
		** Ending			-1,565,435.00	0.00	68,069.79	-1,499,365.21

- 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) with a negative expenditure amount was posted (typically in September 2021).

If ASCENDER is not used for the EOY payroll accruals (days worked in August), there is not a 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	