



step1a

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step1a i

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 2020. 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	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rtd 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 2020).

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: 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: Cnty Dist: Processed ☒ Current (09) ☒ Next (09) ☒ Detail Transactions for Expenditure Accounts ISD 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	Rtld 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 DISTRIB			-89,153.75	
				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 > EOT Payroll Accruals

Payroll

Year: CFrequency: 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	