



step1a

Table of Contents

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.

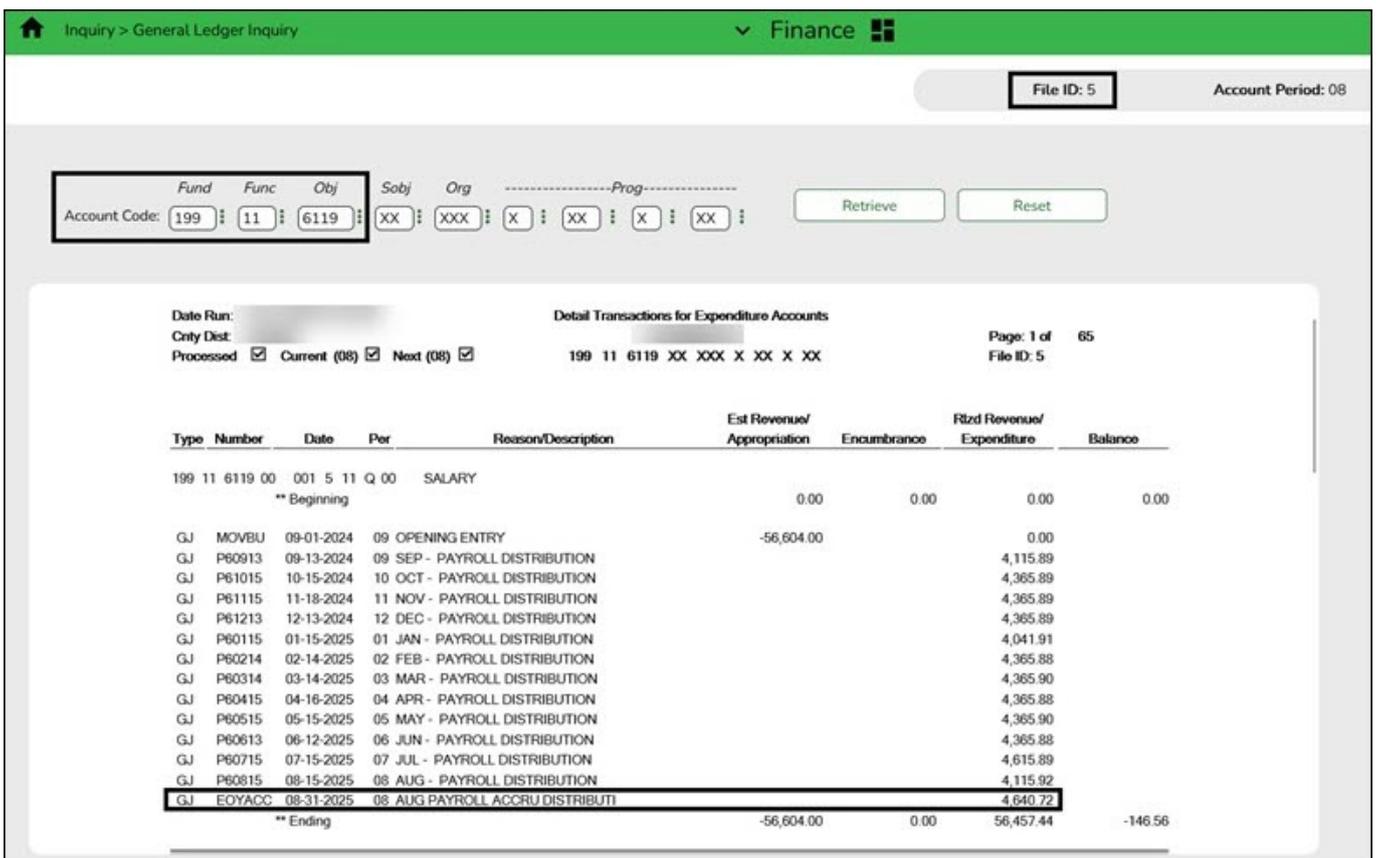


Skip this step if you did not use ASCENDER for the EOY payroll accruals (days worked in August).

Log on to Finance file ID 0.



Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry



- Type 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: 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 X Prog: XX X XX

Retrieve Reset

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rizd 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	MOVBU			09 OPENING ENTRY	-895,962.00		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	-895,962.00	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) with a negative expenditure amount was posted (typically in September 2020).

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	