step1a

Table of Contents

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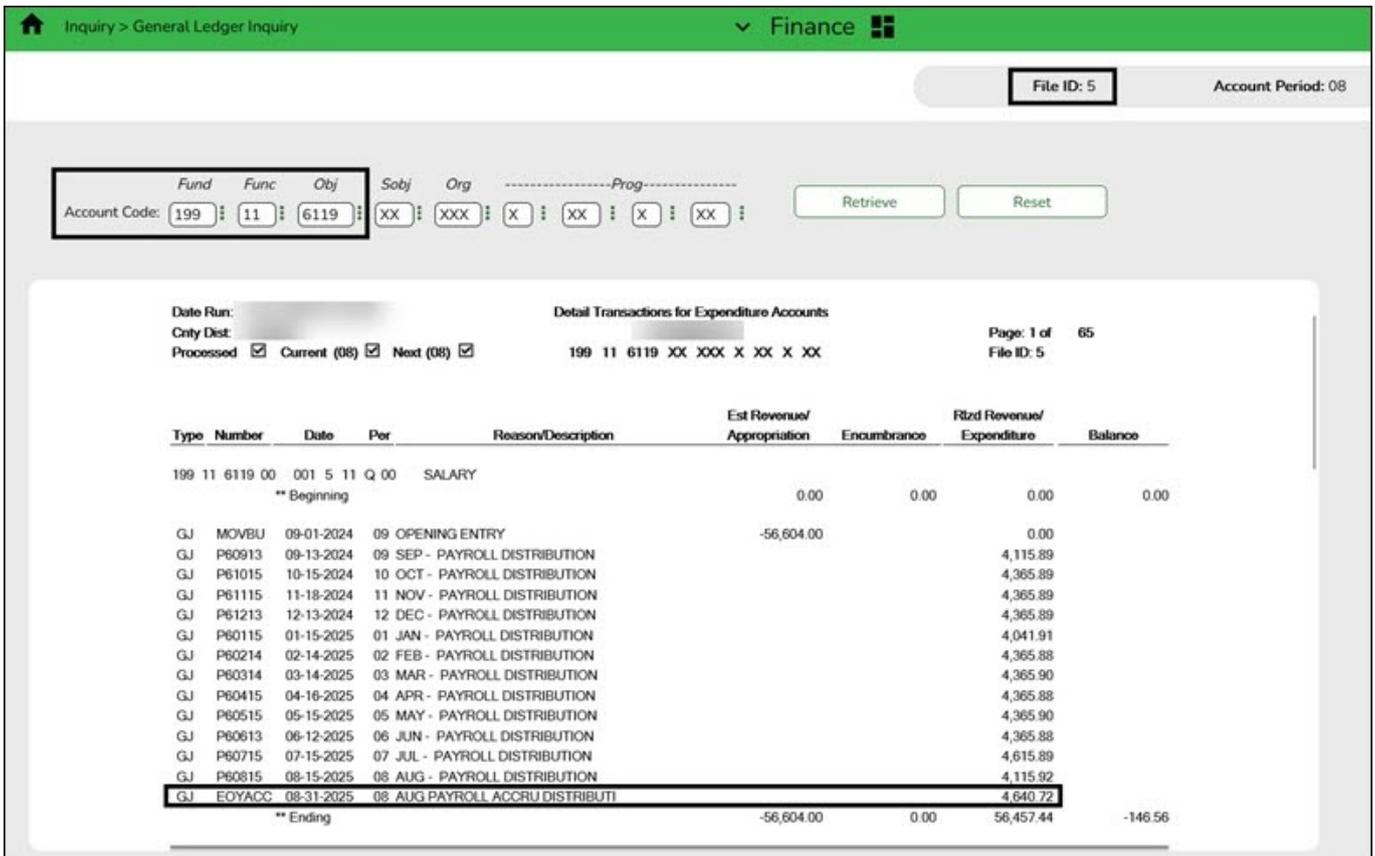
> Skip this step if you did not use ASCENDER for the EOY payroll accruals (days worked in August).

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

- 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.