



# 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 2020. This process should have been interfaced to Finance in August 2020.

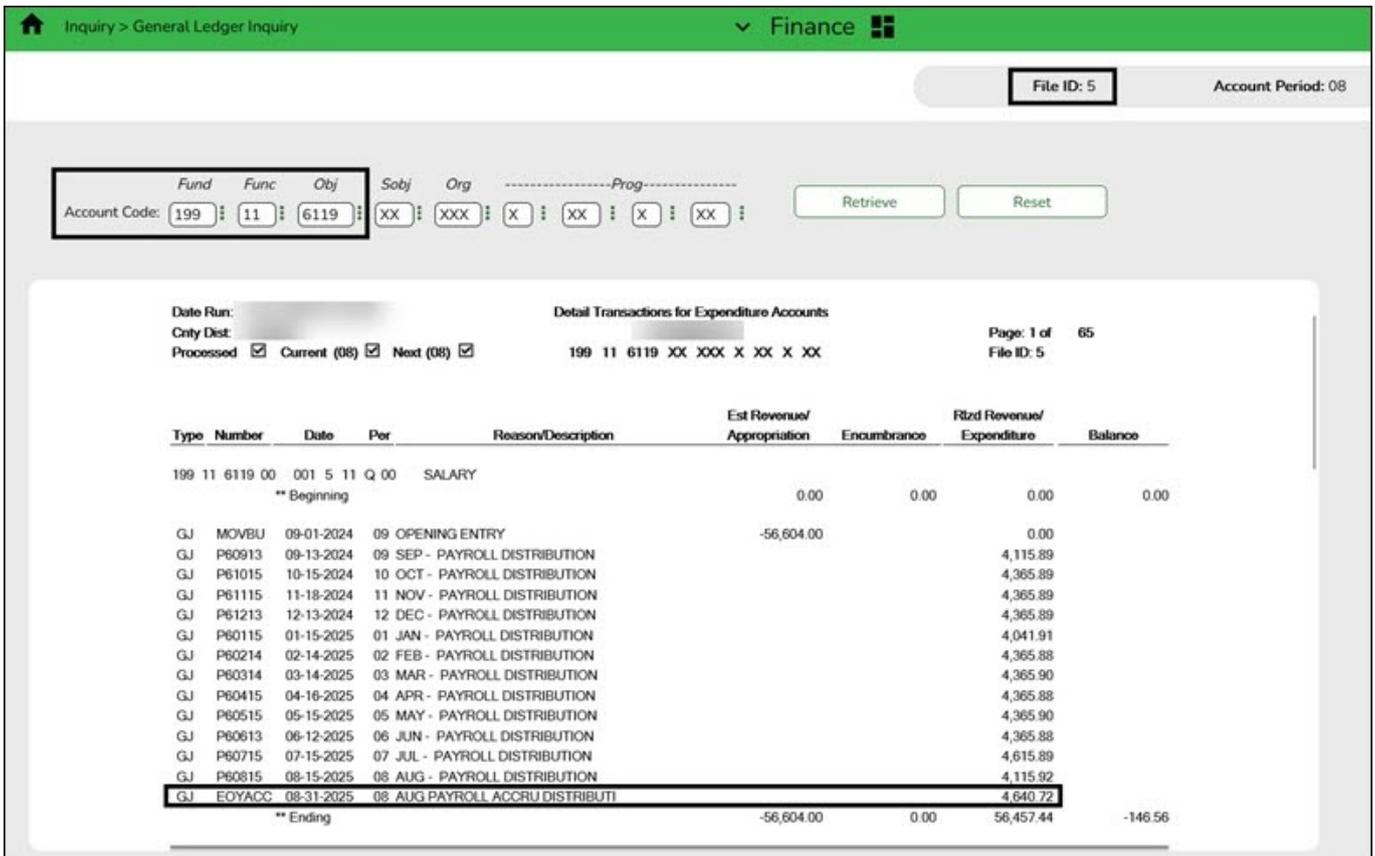


Skip this step if you did not use ASCENDER for the EOY payroll accruals (days worked in August).

**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
File ID: C

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Inquiry > General Ledger Inquiry ▼ Finance

[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

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

| Type | Number                       | Date       | Per | Reason/Description              | Est Revenue/<br>Appropriation | Encumbrance | Rtzd Revenue/<br>Expenditure | Balance     |
|------|------------------------------|------------|-----|---------------------------------|-------------------------------|-------------|------------------------------|-------------|
|      | 199 11 6119 00 001 4 11 0 00 |            |     | SALARIES-TEACHER/PROFESSIONALS  |                               |             |                              |             |
|      |                              |            |     | ** Beginning                    | 0.00                          | 0.00        | 0.00                         | 0.00        |
| GJ   | MCNBU                        |            |     | 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   |                               |             | 74,655.16                    |             |
| 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) 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  |                         |