



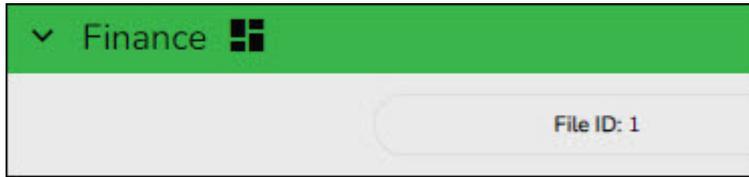
step1a

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☐ 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 2021.

Log on to Finance file ID 1.



Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

A screenshot of the Finance application's General Ledger Inquiry screen. The top navigation bar shows "Inquiry > General Ledger Inquiry" and "Finance" with a grid icon. On the right, there are buttons for "File ID: 5" and "Account Period: 08". Below this is a search area with fields for "Fund", "Func", "Obj", "Subj", "Org", and "Prog". The "Fund" field contains "199", "Func" contains "11", and "Obj" contains "6119". There are "Retrieve" and "Reset" buttons. The main area displays "Detail Transactions for Expenditure Accounts" with a table. The table has columns: Type, Number, Date, Per, Reason/Description, Est Revenue/Appropriation, Encumbrance, Rfd Revenue/Expenditure, and Balance. The table shows a list of transactions, with the last row highlighted: "GJ EOYACC 08-31-2025 08 AUG PAYROLL ACCRU DISTRIBUTI" with a balance of 4,640.72. Below the table, there are "Date Run:" and "Cnty Dist:" fields, and checkboxes for "Processed", "Current (08)", and "Next (08)". The page number is "Page: 1 of 65" and "File ID: 5".

- 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 2021).

Log on to Finance file ID C.



Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

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	