



interfacetofinance

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Human Resources > Payroll Processing > EOY Payroll Accruals > Interface to Finance

After the transactions have been created for the general journal, they are displayed on this tab. This process is the actual interface between the Human Resources Payroll Processing and Finance applications for the EOY Payroll Accruals. This tab is available after the Create General Journal process has been successfully completed.

There are two options available when interfacing general journal transactions to Finance:

- **Post to Current Acct Period**
- **Post to Next Acct Period**

Verify in Finance the accounting period to be used when posting the general journal.

The tab contains a display-only grid of the transactions that are pending interface.

Interface to Finance:

Select a pay run row to interface to the Finance system.

Under **Accounting Period**, select whether to post to the current or next account period.

Field	Description
Post to Current Acct Period	<p>If this field is select, and you clicks Interface, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is flagged as being closed, a message is displayed indicating that the current accounting period XX is flagged to be closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab.</p> <p>If the accounting periods are not the same and the current accounting period is flagged to be closed, a message is displayed indicating that the current accounting period XX is flagged to be closed. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab. You can select the next accounting period for posting.</p>
Post to Next Acct Period	<p>If this field is selected, and you click Interface, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is flagged to be closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click OK to return to the Interface to Finance tab.</p>


The system populates the Interface Transaction Date field with the current system date, but the user can edit the displayed date. This date is used as the Finance general journal transaction date and is displayed as the actual posting date in Finance.


Click **Preview Report**. The same EOY Accrual General Journal Transactions report that was created on the Create General Journal tab is displayed.


Click **Print** to print a copy of the displayed report.


[Review the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Cancel Preview** to return to the list of transactions pending interface.

The report button allows users to switch between the two reports.

- Click **Emp Report** to view the EOY Accrual Information report for the employees associated to the selected journal voucher number(s).
- Click **Gen Jrnl** to view the General Journal report associated to the selected journal voucher number(s).

Click **Delete Pending** to move the pay date from the Interface to Finance tab back to the Create General Journal tab.

Click **Interface**. A message displays indicating that the general journal transactions were successfully interfaced into Finance. Click **OK**.

The Post to Master tab is displayed. The pay run that is interfaced is not shown in the grid.