



interfacetofinance

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

After the transactions are 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 only available after the Create General Journal process is 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 selected and you click 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 **Interface Transaction Date** field is automatically populated with the current system date, but it can be changed. 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.

[Review the report.](#)

Click **Interface** to interface general journal transactions to Finance. A message is displayed indicating that the general journal transactions were successfully interfaced to Finance. Click **OK**.

Run [Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#) in file ID C for account codes 216x and 2211.xx to verify that all accrual amounts match your accrual reports.

The Post to Master tab is enabled.

-----STOP-----

Do not click the Post to Master tab at this time. Address the following processes prior to continuing:

Perform the [Finance EOY Process](#), and then proceed to the [First Payroll of the School Year Checklist](#).

Other functions and features:

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

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