


# Reversal for Non-Accrual - HRS5500

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***Human Resources > Payroll Processing > EOY Payroll Accruals > Reversal for Non-Accrual***

This tab only reverses the accrual entries for non-accrued employees. It uses the temporary work file created during the calculation process to generate all reversal transactions that will be posted to the Finance application. It will also print the Reversal General Journal.

For all pay type 1 or 2 employees that do not have an accrual code (accrual code is blank) and for all pay type 3 and 4 employees, the system reverses the accrual entries by generating reversal transactions that are posted to the Finance application (i.e., posts the amounts to the general ledger (object codes 61XX) for the coming school year).

**Note**: The Finance Posting Period must be 09 prior to reversing nonaccruing employees.

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

## Run reversal for non-accrual:

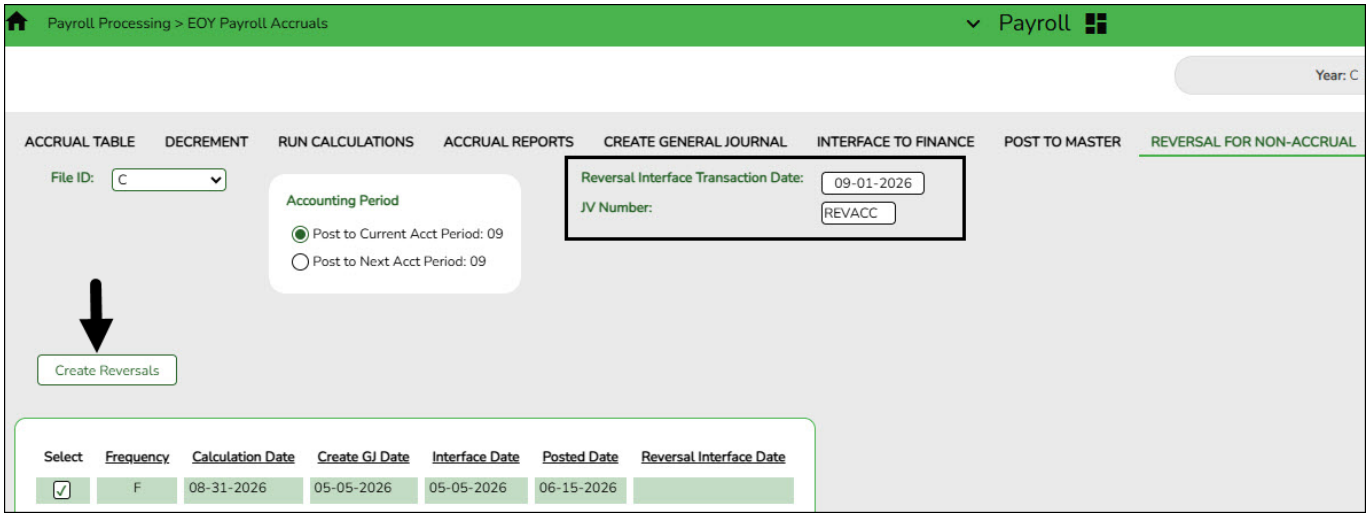
| Field | Description |
|---|---|
| **File ID** | Click ⌄ to select a file ID to be used for Finance posting. If the file ID is not C (e.g., 4 or 5), the **Clearing Fund** also needs to be selected. |
| **Clearing Fund** | This field is displayed and accessible when the file ID chosen is not file ID C (e.g., 4 or 5). This field is required because it determines the accrual object and subobject codes that are affected if Post to Master and **Interface to Finance** is selected. |

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

| | |
|---|---|
| **Post to Current Acct Period** | If selected and you click **Create Reversals**, the following may occur:<br><br>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.<br><br>If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is 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 Reversal for Non-Accrual tab.<br><br>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click **OK** to return to the Reversal for Non-Accrual tab. You can select the next accounting period for posting, if desired. |
| **Post to Next Acct Period** | If selected and you click **Create Reversals**, the following may occur:<br><br>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is 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 Reversal for Non-Accrual tab. |

| | |
|---|---|
| **Reversal Interface Transaction Date** | This field is automatically populated, but you can edit the displayed date. |
| **JV Number** | Type the journal voucher number to be used in finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date of the row or rows selected. |

❑ Select a data row to create the reversal transactions to be posted to Finance.




❑ Click **Create Reversals** to create the reversal transactions. The EOY Accrual General Journal Transactions report is displayed. If you receive a message stating that there are no rows to process for the reversal, no further action is required.

❑ Click **Interface Reversals** to update Finance. If no errors were encountered during the process, a message is displayed indicating that the affected tables were successfully interfaced. Click **OK**.