


# Interface to Finance - HRS5700

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In order to interface the pay run transactions to the Finance files, you must run the Create General Journal process and save the transactions as pending. This process is the actual interface between the Human Resources Payroll Processing and Finance applications.

## Interface to Finance:

The tab consists of a display-only grid of all the transactions that are in pending status.

❑ Select the pay run(s) that you want to interface to the Finance.

| Field | Description |
|---|---|
| **Post to Current Acct Period** | If selected and you click **Interface**, 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 set to XX. You are not allowed to post at this time. Click **OK** to return to the Interface to Finance 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 Interface to Finance tab. You can select the next accounting period for posting.<br><br>If the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked. 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. |
| **Post to Next Acct Period** | If selected and you click **Interface**, 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 Interface to Finance tab. |

❑ Click **Preview**. The General Journal, Funds Transfer Summary, and Auto JV Transaction Summary reports that were created on the Create General Journal tab are displayed. Review the report.

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

**Notes**:

- You can verify that the interface to Finance was successful by running a general journal from Finance to compare to the general journal produced from Payroll.
- Verify that the interface flag is set to Y on the Pay Dates table. This indicates that the payroll has been run and interfaced to Finance.

## Other functions & features:

| | |
|---|---|
| **Delete Pending** | Click to remove the transactions from the pending status and display the pay run on the Create General Journal tab again. |