

Post to Master/Interface to Finance - HRS8300

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The Post to Master/Interface to Finance tab is used to select either of two posting options:

Post to Master:

- Updates temporary pay, job history, and distribution history to the payroll master file.
- Sets all school YTD accrual amounts for the selected employees to zero for the selected school year.

Post to Master and Interface to Finance:

- Updates temporary pay, job history, and distribution history to the payroll master file.
- Sets all school YTD accrual amounts for the selected employees to zero for the selected school year.
- Creates and posts the necessary transactions to Finance.

Note: This is an automated general journal to Finance.

If the second option is chosen, the user can select the accounting period to be used for posting. No reports are displayed as a result of the processing. All reports should be generated, printed, and balanced prior to the posting process.

Post to master/interface to finance:

❑ After the extract has been performed, click the Post to Master/Interface to Finance tab.

❑ Under **Post Options**, the system is set to the Post to Master option, but you can choose either option.

Post to Master	If selected, only the pay frequency tables that were extracted are posted to the master file.
Post to Master and Interface to Finance	If selected, the extracted payroll frequency tables and finance records are posted to the master file and interfaced to Finance in the selected accounting period.

❑ Under **Transaction Date/Accounting Period**:

Transaction Date	This field is only enabled when **Post to Master and Interface to Finance** is selected. The system is set to the current system date, but the user can change the date. This date is applied to transactions that are created for Finance.

File ID	This field is display only and is set to the file ID selected on the Zero School YTD Accruals Extract tab and the associated accounting periods. If a different file ID is selected on the Extract tab, different accounting period values are displayed on this tab.
Post to Current Acct Period	If selected and you click **Post**, the following may occur: If Finance end-of-month processing is being performed against any file ID, then you may not post to either accounting period. 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 Post to Master/Interface to Finance tab. 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 Post to Master/Interface to Finance tab. You can select the next accounting period for posting.
Post to Next Acct Period	If selected and you click **Post**, and 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 Post to Master/Interface to Finance tab.

A message is displayed indicating that the affected tables were successfully posted. Click **OK**.

- If any errors were encountered during the posting process, the system displays a list of the error messages. The user should verify the error messages, and then if necessary, import the payroll and finance export files (e.g., db001007_FH_6_03192002_01(s).rsf for payroll and db001007_FH_08192004_fin.rsf for finance), make the necessary corrections and reprocess.
- After the posting process is completed, all records are dropped from the temporary tables and are no longer available for reporting.

❑ Click **Save** to save the changes.