



# Decrement



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## Log on to the NYR payroll frequency.

Human Resources > Payroll Processing > EOY Payroll Accruals > Decrement

**Note:** The system default is to decrement (subtract by one) the fiscal year in the account distribution code in the next year payroll files. If you do not want to decrement a Fund activity, then the fund must be added to this tab to prevent it from being decremented. For example, if your LEA needs the August accruals for federal funds to be posted to the new fund/yr, then that fund/yr should be added to this tab.

Payroll Processing > EOY Payroll Accruals

Payroll

Year: N

ACCRAUAL TABLE **DECREMENT** RUN CALCULATIONS ACCRAUAL REPORTS CREATE GENERAL JOURNAL INTERFACE TO FINANCE POST TO MASTER

Next Year Frequency

☐ D - Biweekly ☐ E - Semimonthly ☒ F - Monthly

Retrieve Print Funds/Yr List

Select Funds / Yr where the fiscal year will not be decremented during the EOY Accrual Calculations. Save

Delete	Fund / Yr	Description
No Rows		

Refresh Description + Add


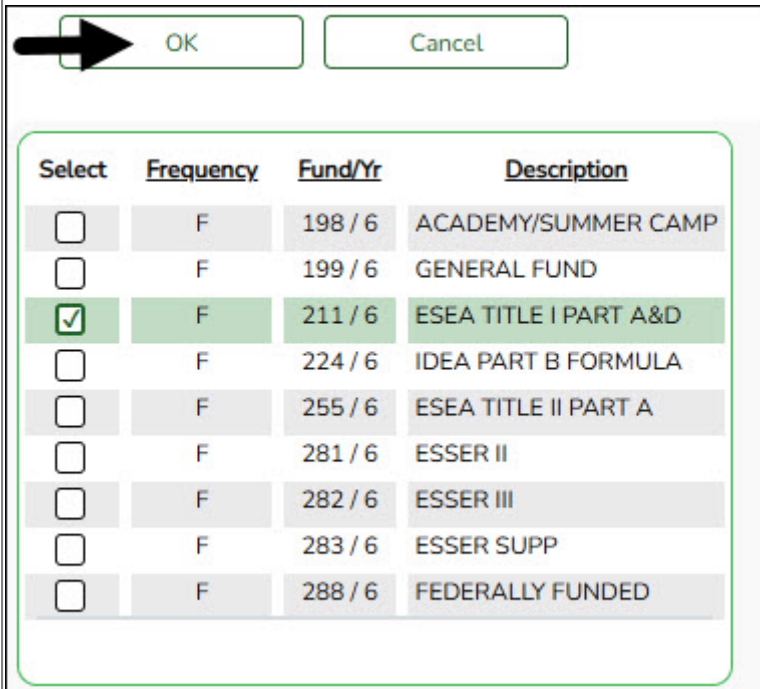
□ Under **Next Year Frequency**, select one of the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

### Notes:

- If the user is not authorized to access a payroll frequency, it is disabled.
- Only one payroll frequency can be selected at a time.

□ Click **+Add** to manually add fund/yr.

Field	Description
Fund/Yr	<p>Click  to select the federal funds that should not have the FY decremented (decreased).</p> <p>For multiple entries, click <b>Funds/Yr List</b>. A list of available fund/yrs is displayed.</p> <div></div> <p>To select multiple rows when the funds/fiscal years are consecutive, select a fund/fiscal year to start at, and then press and hold SHIFT while selecting a fund/fiscal year to end the selection process. All funds/fiscal years (between the first and last item) in the sequence are selected.</p> <p>To select multiple rows when the funds/fiscal years are not consecutive, select a fund/fiscal year, and then other individual funds/fiscal years from different areas of the list.</p> <p>Click <b>OK</b> to select the funds/fiscal years and close the listing. Otherwise, click <b>Cancel</b>.</p>
Description	<p>This field is automatically populated when the <b>Fund/Yr</b> field is populated from the <b>Funds/Yr List</b>. If a fund/yr is manually added, click <b>Refresh Description</b> to populate this field.</p>

Payroll Processing > EOY Payroll Accruals

Payroll

Year: N

ACCUAL TABLE   **DECREMENT**   RUN CALCULATIONS   ACCRUAL REPORTS   CREATE GENERAL JOURNAL   INTERFACE TO FINANCE   POST TO MASTER

Next Year Frequency  
☐ D - Biweekly   ☐ E - Semimonthly   ☒ F - Monthly

Retrieve   Print   Funds/Yr List

Select Funds / Yr where the fiscal year will not be decremented during the EOY Accrual Calculations.

Delete	Fund / Yr	Description
	211/6	ESEA TITLE I PART A&D

Refresh Description   Add

Save

□ Click **Save**.



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