



Update accrual expense table

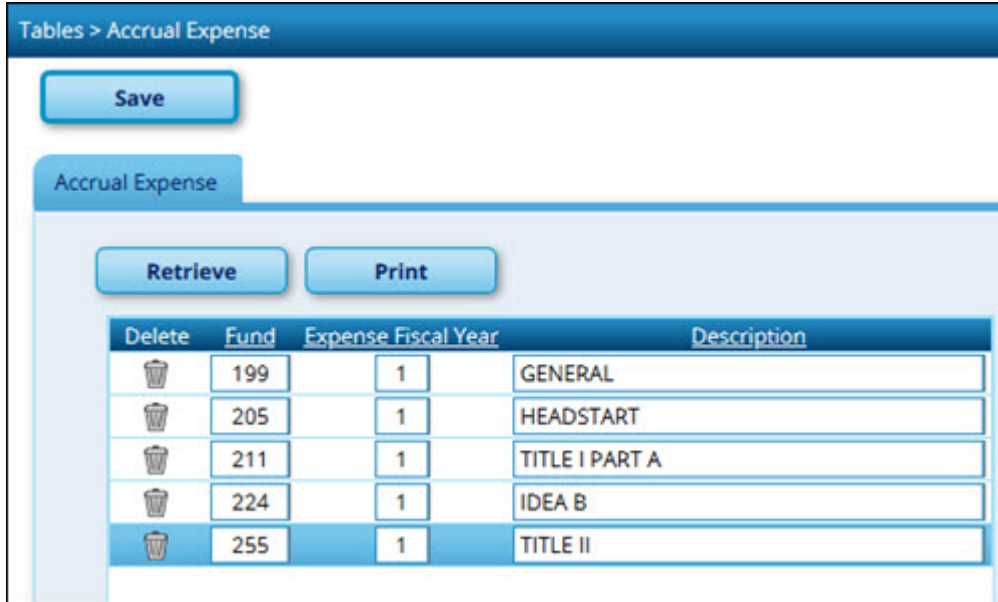
Table of Contents

Log on to the current year.

Human Resources > Tables > Accrual Expense

If your LEA accrues, the accrual expense table must be updated.

Image



Click **+Add** to add a row.

Field	Description
Fund	Type a three-digit fund that may be in the employees' distribution history (accrual) records where an alternate fiscal year needs to be used for the posting of the accrual expense. The first search is for a specific fund (all three digits match). If the fund is not found, the next search starts with the first two digits of the fund, and if not found, it searches for the first digit of the fund. If no match is found, no change occurs, and the accrual expense is posted according to what is in the account distribution history. Note: A complete fund mask (XXX) cannot be used.
Expense Fiscal Year	Type a one-digit code to be used in conjunction with the Fund field to identify employee distribution history (accrual) records that need to be posted with a different fiscal year (see the step above).
Description	Type the fund description. The field can be a maximum of 30 characters.

Click **Save**.



Back Cover