



Verify August EOY payroll accruals

Table of Contents

Human Resources > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Log on to the current payroll frequency.

Image

If the next year payroll process was used last year and those records have yet to be cleared, use the following steps to clear the records.

- Do not select the **Clear EOY Accrual Data Only** and **Clear NY Payroll Budget Only** fields.
- Move all of the tables from the right side of the page to the left side of the page.
- Click **Execute**. All existing employees are deleted from the next year payroll files and a clean work file exists allow you to begin building next year data.

Note: All tables are cleared across all pay frequencies.

This process can be verified by logging on to the next year payroll frequency and running the [Human Resources > Reports > HR Reports > Personnel Reports > HRS1000 - Roster of Personnel Report](#) for active and inactive employees. The report results should return blank.

Verify August EOY Payroll Accruals

☐ If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2024.

Log on to Finance file ID 4.

Inquiry > General Ledger Inquiry

File ID: 4 Account Period: 08

Account Code:	Fund	Func	Obj	Subj	Org	-----Prog-----
199	11	6119	XX	XXX	X	XX X XX

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199	11 6119 00	001 4 11 0 00		TEACHER SALARIES, GEN INSTRUCT				
		** Beginning			0.00	0.00	0.00	0.00
GJ	MOVBU	09-01-2023	09	OPENING ENTRY	-416,942.00		0.00	
GJ	P60915	09-14-2023	09	SEP - PAYROLL DISTRIBUTION			39,716.36	
GJ	P61013	10-11-2023	10	OCT - PAYROLL DISTRIBUTION			42,630.21	
GJ	P61115	11-13-2023	11	NOV - PAYROLL DISTRIBUTION			36,984.34	
GJ	P61215	12-13-2023	12	DEC - PAYROLL DISTRIBUTION			33,746.80	
GJ	P60112	01-10-2024	01	JAN - PAYROLL DISTRIBUTION			36,172.24	
GJ	P60215	02-13-2024	02	FEB - PAYROLL DISTRIBUTION			37,583.63	
GJ	P60315	03-12-2024	03	MAR - PAYROLL DISTRIBUTION			31,937.85	
GJ	P60415	04-12-2024	04	APR - PAYROLL DISTRIBUTION			38,995.12	
GJ	P60515	05-10-2024	05	MAY - PAYROLL DISTRIBUTION			41,818.09	
GJ	P60614	06-12-2024	06	JUN - PAYROLL DISTRIBUTION			14,405.72	
GJ	P60715	07-12-2024	07	JUL - PAYROLL DISTRIBUTION			14,519.78	
GJ	BNULL	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-5,313.44	
GJ	P60715	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-7,420.00	
GJ	TCOWR	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-2,968.00	
GJ	ACHAVA	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-5,718.74	
GJ	P60715	08-13-2024	08	JUL - PAYROLL DISTRIBUTION			13,110.91	
GJ	P60815	08-14-2024	08	AUG - PAYROLL DISTRIBUTION			4,821.62	
GJ	EYOACC	08-31-2024	08	AUG PAYROLL ACCRU DISTRIBUT			46,501.14	
		** Ending			-416,942.00	0.00	411,573.63	-5,368.37

- Log on to Finance file ID C.**

Finance  File ID: C

Verify August EOY payroll accruals

Inquiry > General Ledger Inquiry

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

☒ Processed
 ☒ Current Period: 09
 ☒ Next Period: 10

 ☒ Include soft encumbrances when POs exist
 ☐ Exclude Objects 61XX
 ☐ Include Inactive Accounts

☒ Show Details Report will display Transaction Details

Description

☐ Reason
 ☒ Vendor Name

Fund	Func	Obj	Sobj	Org	-----	Prog
Account Code:	199	11	6119	XX	XXX	X XX X XX

Retrieve
Reset

First
<
>
Last

Date Run:

Cnty Dist:

Processed ☒ Current (09) ☒ Next (10) ☒

Detail Transactions for Expenditure Accounts

ISD

199 11 6119 XX XXX X XX X XX

Page: 1 of 4

File ID: C

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 11 6119 00	001 4 11 0 00			SALARIES-TEACHER/PROFESSIONALS				
	** Beginning				0.00	0.00	0.00	0.00
GJ	M0VBU		09	OPENING ENTRY	-895,862.00		0.00	
GJ	REVACC	09-05-2024	09	AUG PAYROLL ACCRU DISTRIBUTI			-91,780.37	
GJ	P80908		09	SEP - PAYROLL DISTRIBUTION			74,655.16	
GJ	P61010		10	OCT - PAYROLL DISTRIBUTION			74,005.27	
	** Ending				-895,862.00	0.00	56,900.06	-838,961.94

- Type 199.11.6119 or 199.00.2161 in the **Fund**, **Function**, and **Object Code** fields.
- Leave all other fields masked (Xs).
- Click **Retrieve**.
- Verify that “**August Payroll Accru**” (or an LEA-defined description) reversal entry with a negative expenditure amount was posted (typically in September 2024).

☐ If ASCENDER is not used for the EOY payroll accruals (days worked in August), there is no computer journal entry. Verify that the manual JV entries were posted for EOY payroll accruals.

☐ If a reversal entry is not displayed, use the **Payroll > Payroll Processing > EOY Payroll Accruals** page to complete the process.

Payroll Processing > EOY Payroll Accruals

Payroll

Year: CFrequency: 6

ACCRUAL TABLE

DECREMENT

RUN CALCULATIONS

ACCRUAL REPORTS

CREATE GENERAL JOURNAL

INTERFACE TO FINANCE

POST TO MASTER

REVERSAL FOR NON-ACCRUAL

MASS DELETE

File ID: C

Accounting Period

☒ Post to Current Acct Period: 10

☐ Post to Next Acct Period: 11

Reversal Interface Transaction Date: 09-01-2024

JV Number: REVACC

Create Reversals

Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date
<input type="checkbox"/>	F	08-31-2024	08-26-2024	08-26-2024	09-10-2024	



Back Cover