

# **Verify August EOY payroll accruals**

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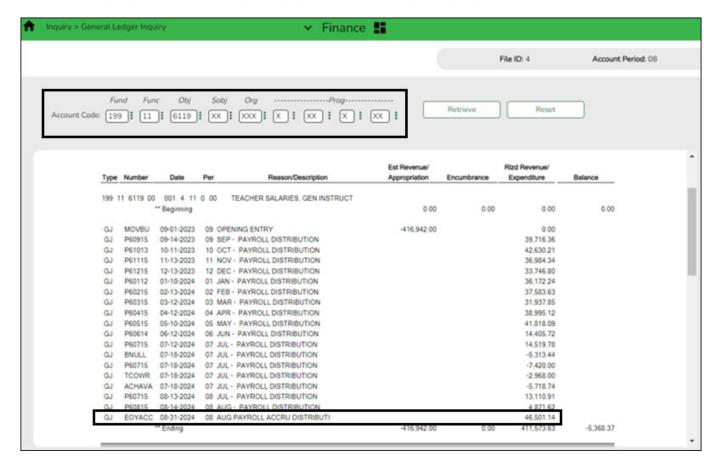
#### **Verify August EOY Payroll Accruals**

☐ 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.

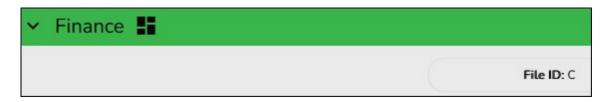


### Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

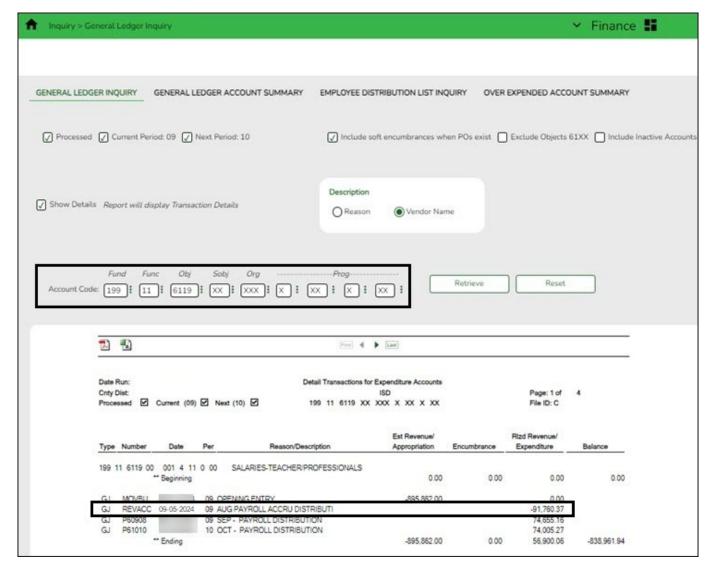


- Type 199.11.6119 or 199.00.2161 in the **Fund**, **Function**, and **Object Code** fields.
- Leave all other fields masked (Xs).
- Click Retrieve.
- Verify that "Payroll Accrual" (or an LEA-defined description) with a positive expenditure amount was posted (typically in August 2024).

#### Log on to Finance file ID C.



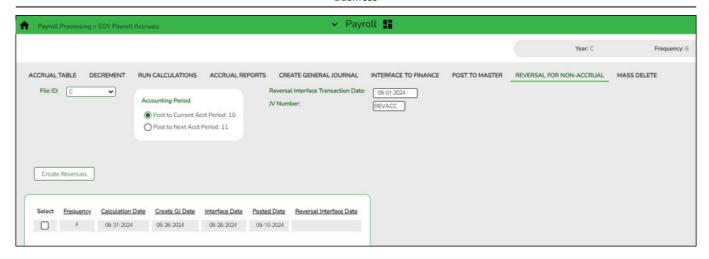
### Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry



- 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 EO	Y payroll accruals (days worked in August), there is no computer
journal entry. Verify that the manual J	V 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.

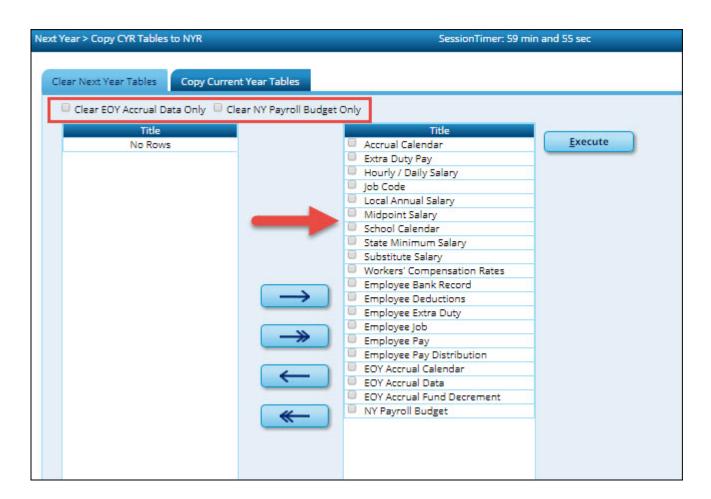


#### **Clear Next Year Tables**

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 left side of the page to the right 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.



# **Back Cover**