



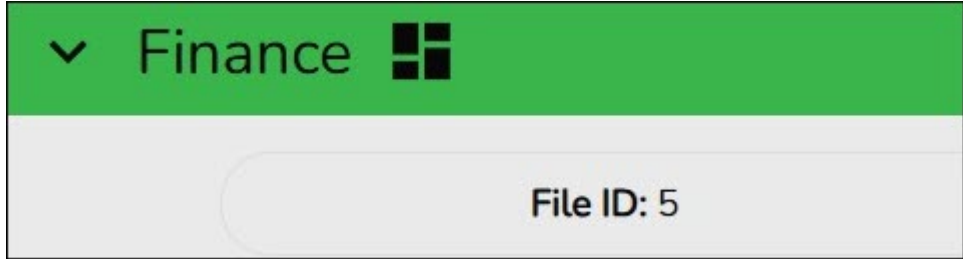
Verify August EOY payroll accruals

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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 2025.

Log on to Finance file ID 5.



[Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry](#)

A screenshot of the 'General Ledger Inquiry' screen in the Finance application. The breadcrumb trail at the top reads 'Inquiry > General Ledger Inquiry'. The page title is 'Finance' with a grid icon. On the right, there are fields for 'File ID: 5' and 'Account Period: 08'. Below this is a search area with 'Account Code' and several dropdown menus for 'Fund', 'Func', 'Obj', 'Subj', 'Org', and 'Prog'. The 'Fund' dropdown is set to '199', 'Func' to '11', and 'Obj' to '6119'. There are 'Retrieve' and 'Reset' buttons. The main area displays 'Detail Transactions for Expenditure Accounts'. It includes a 'Date Run' field, 'Cnty Dist', and checkboxes for 'Processed', 'Current (08)', and 'Next (08)'. The transaction list has columns for 'Type', 'Number', 'Date', 'Per', 'Reason/Description', 'Est Revenue/Appropriation', 'Encumbrance', 'Rlzd Revenue/Expenditure', and 'Balance'. The last row is highlighted with a black border: 'GJ EOYACC 08-31-2025 08 AUG PAYROLL ACCRU DISTRIBUTI' with a value of '4,640.72' in the 'Rlzd Revenue/Expenditure' column. The total ending balance is '-146.56'.

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199	11	6119	00	001 5 11 Q 00	SALARY			
				** Beginning	0.00	0.00	0.00	0.00
GJ	MOVBU	09-01-2024	09	OPENING ENTRY	-56,604.00		0.00	
GJ	P60913	09-13-2024	09	SEP - PAYROLL DISTRIBUTION			4,115.89	
GJ	P61015	10-15-2024	10	OCT - PAYROLL DISTRIBUTION			4,365.89	
GJ	P61115	11-18-2024	11	NOV - PAYROLL DISTRIBUTION			4,365.89	
GJ	P61213	12-13-2024	12	DEC - PAYROLL DISTRIBUTION			4,365.89	
GJ	P60115	01-15-2025	01	JAN - PAYROLL DISTRIBUTION			4,041.91	
GJ	P60214	02-14-2025	02	FEB - PAYROLL DISTRIBUTION			4,365.88	
GJ	P60314	03-14-2025	03	MAR - PAYROLL DISTRIBUTION			4,365.90	
GJ	P60415	04-16-2025	04	APR - PAYROLL DISTRIBUTION			4,365.88	
GJ	P60515	05-15-2025	05	MAY - PAYROLL DISTRIBUTION			4,365.90	
GJ	P60613	06-12-2025	06	JUN - PAYROLL DISTRIBUTION			4,365.88	
GJ	P60715	07-15-2025	07	JUL - PAYROLL DISTRIBUTION			4,615.89	
GJ	P60815	08-15-2025	08	AUG - PAYROLL DISTRIBUTION			4,115.92	
GJ	EOYACC	08-31-2025	08	AUG PAYROLL ACCRU DISTRIBUTI			4,640.72	
				** Ending	-56,604.00	0.00	56,457.44	-146.56

- 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 2025).

Log on to Finance file ID C.

▼ Finance
File ID: C

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Inquiry > General Ledger Inquiry ▼ Finance

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

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

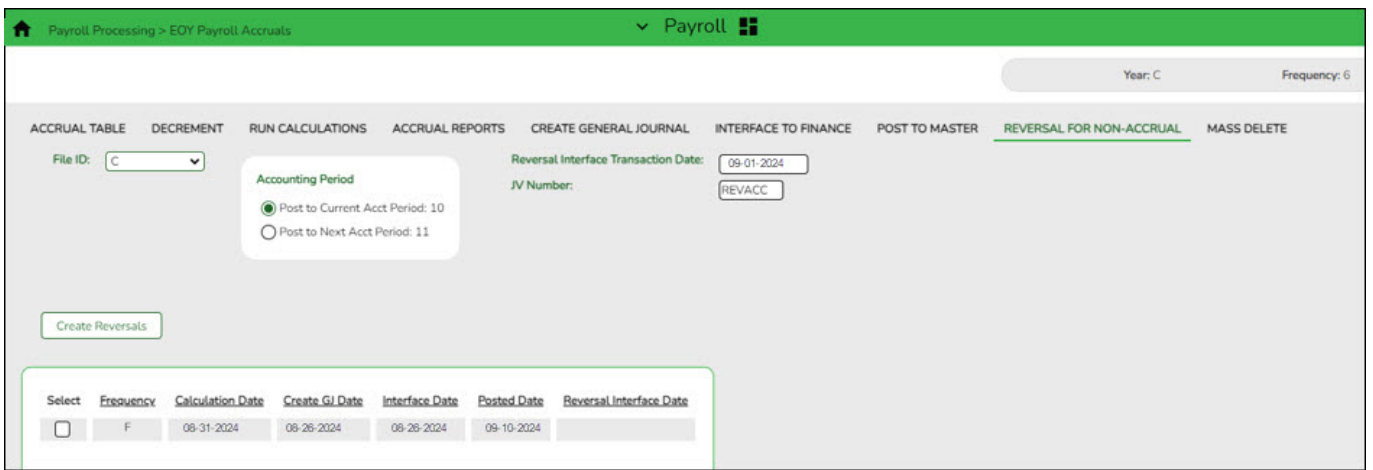
Date Run: Detail Transactions for Expenditure Accounts Page: 1 of 4
 Cnty Dist: ISD File ID: C
 Processed Current (09) Next (10) 199 11 6119 XX XXX X XX X XX

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rtzd 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	MCNBU			09 OPENING ENTRY	-895,862.00		0.00	
GJ	REVACC	09-05-2024		09 AUG PAYROLL ACCRU DISTRIBUTI			-91,780.37	
GJ	P60908			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 2025).

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.

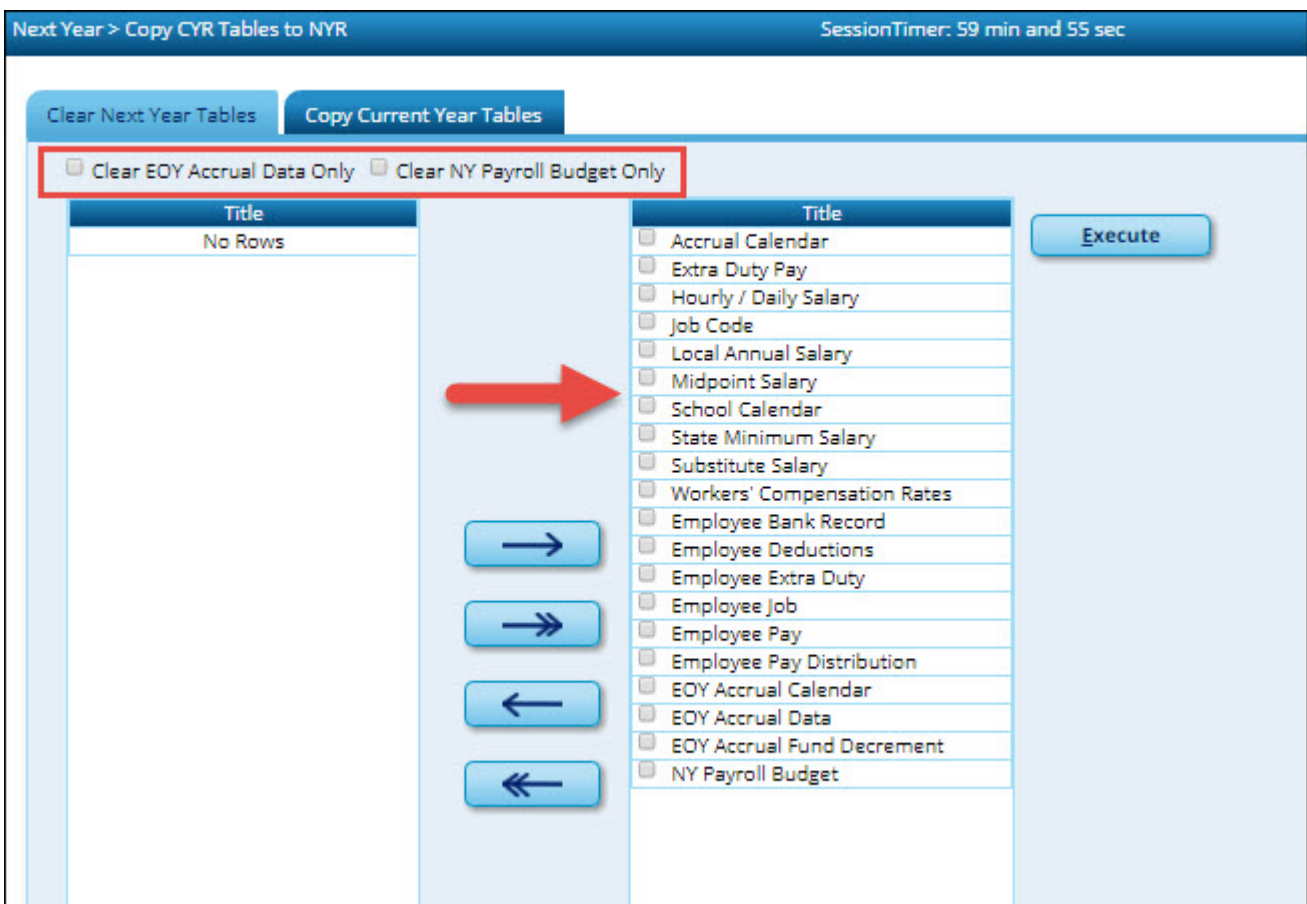


Clear Next Year Tables

[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