




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  File ID: 4

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Inquiry > General Ledger Inquiry

▼ Finance

File ID: 4 Account Period: 08

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

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rtld 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			4,871.62	
GJ	EYOACC	08-31-2024	08	AUG PAYROLL ACCRU DISTRIBUTI			46,501.14	
		** Ending			-416,942.00	0.00	411,573.63	-5,368.37

- 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  File ID: C

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Home 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 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	MCMBU		09	OPENING ENTRY	-895,862.00		0.00	
GJ	REVACC	09-05-2024	09	AUG PAYROLL ACCRU DISTRIBUT			-91,760.37	
GJ	P60908		09	SEP - PAYROLL DISTRIBUTION			74,855.16	
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: C Frequency: 6

ACCUAL 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	

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

Next Year > Copy CYR Tables to NYR SessionTimer: 59 min and 55 sec

Clear Next Year Tables Copy Current Year Tables

☐ Clear EOY Accrual Data Only ☐ Clear NY Payroll Budget Only

Title	Title
No Rows	<input type="checkbox"/> Accrual Calendar
	<input type="checkbox"/> Extra Duty Pay
	<input type="checkbox"/> Hourly / Daily Salary
	<input type="checkbox"/> Job Code
	<input type="checkbox"/> Local Annual Salary
	<input type="checkbox"/> Midpoint Salary
	<input type="checkbox"/> School Calendar
	<input type="checkbox"/> State Minimum Salary
	<input type="checkbox"/> Substitute Salary
	<input type="checkbox"/> Workers' Compensation Rates
	<input type="checkbox"/> Employee Bank Record
	<input type="checkbox"/> Employee Deductions
	<input type="checkbox"/> Employee Extra Duty
	<input type="checkbox"/> Employee Job
	<input type="checkbox"/> Employee Pay
	<input type="checkbox"/> Employee Pay Distribution
	<input type="checkbox"/> EOY Accrual Calendar
	<input type="checkbox"/> EOY Accrual Data
	<input type="checkbox"/> EOY Accrual Fund Decrement
	<input type="checkbox"/> NY Payroll Budget

Execute

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.



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