



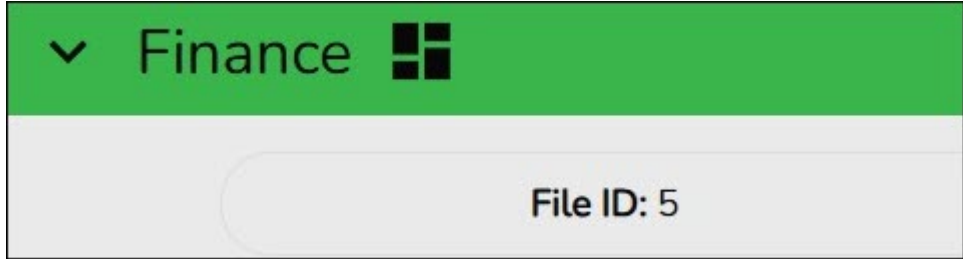
Verify August EOY payroll accruals

Table of Contents

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. The top navigation bar shows 'Inquiry > General Ledger Inquiry' and '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 fields for 'Fund', 'Func', 'Obj', 'Subj', 'Org', and 'Prog'. The 'Fund' field contains '199', 'Func' contains '11', and 'Obj' contains '6119'. There are 'Retrieve' and 'Reset' buttons. The main area displays 'Detail Transactions for Expenditure Accounts' with a table of transactions. The table 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.

| 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 | | | 74,855.16 | |
| 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 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.

Payroll Processing > EOY Payroll Accruals Payroll

Year: C Frequency: 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:

Accounting Period
 Post to Current Acct Period: 10
 Post to Next Acct Period: 11

Reversal Interface Transaction Date:
JV Number:

| 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