



## **Verify August EOY payroll accruals**



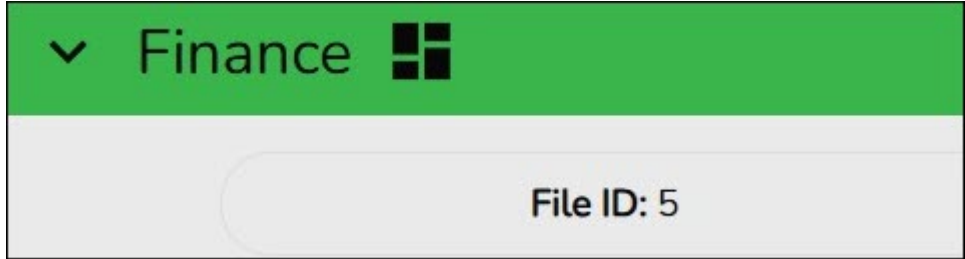
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### Verify August EOY Payroll Accruals

☐ 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 &gt; 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 balance of 4,640.72. Below the list, there are summary rows for '\*\* Beginning' and '\*\* Ending'.

- 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

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

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.

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	



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