



## 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

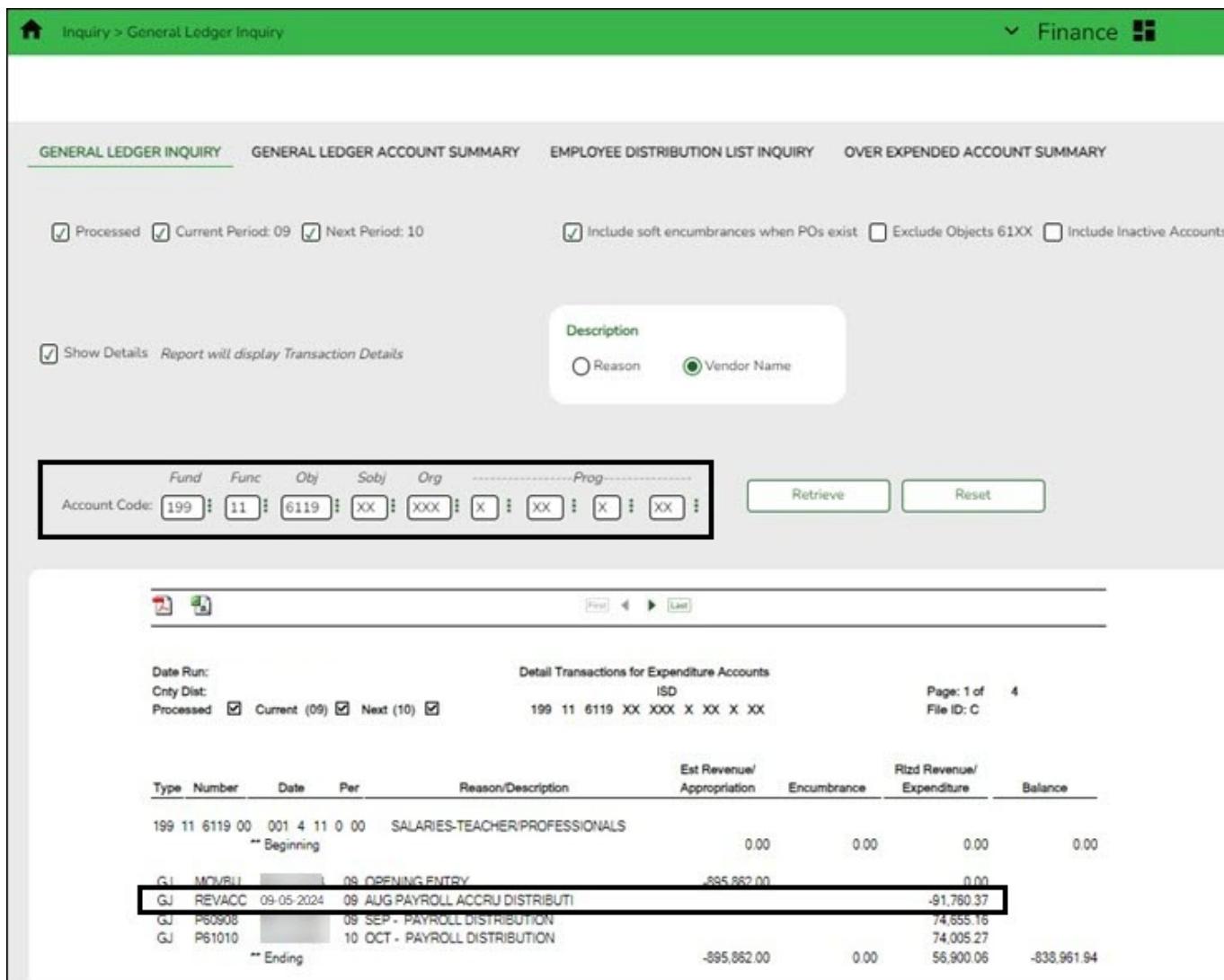
Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Plzd Revenue/ Expenditure	Balance
199	11 6119 00	001	4 11 0 00	TEACHER SALARIES, GEN INSTRUCT ** Beginning	0.00	0.00	0.00	0.00
GJ	MOVBU	09-01-2023	09	OPENING ENTRY	-416,942.00		0.00	
GJ	P60915	09-14-2023	09	SEP - PAYROLL DISTRIBUTION		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		-4,871.52		
GJ	EOYACC	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 &gt; Inquiry &gt; General Ledger Inquiry &gt; General Ledger Inquiry



The screenshot shows the 'GENERAL LEDGER INQUIRY' screen. At the top, there are four tabs: 'GENERAL LEDGER INQUIRY' (selected), 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several search and filter options. On the left, there are checkboxes for 'Processed', 'Current Period: 09', and 'Next Period: 10'. On the right, there are checkboxes for 'Include soft encumbrances when POs exist', 'Exclude Objects 61XX', and 'Include Inactive Accounts'. Below these are buttons for 'Show Details' (which says 'Report will display Transaction Details') and 'Description' (with radio buttons for 'Reason' and 'Vendor Name'). In the center, there is a search bar with fields for 'Fund' (199), 'Func' (11), 'Obj' (6119), 'Sobj' (XX), 'Org' (XXX), and 'Prog' (X). To the right of the search bar are 'Retrieve' and 'Reset' buttons. Below the search bar is a table titled 'Detail Transactions for Expenditure Accounts'. The table has columns for Type, Number, Date, Per, Reason/Description, Est Revenue/Appropriation, Encumbrance, Rizd Revenue/Expenditure, and Balance. The table shows transactions for August and September 2024, including a reversal entry for 'OPENING ENTRY' and several payroll distribution entries. The table is paginated with 'Page: 1 of 4' and 'File ID: C'.

- 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

ACCRUAL 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 GI 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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