
ASCENDER
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step1a

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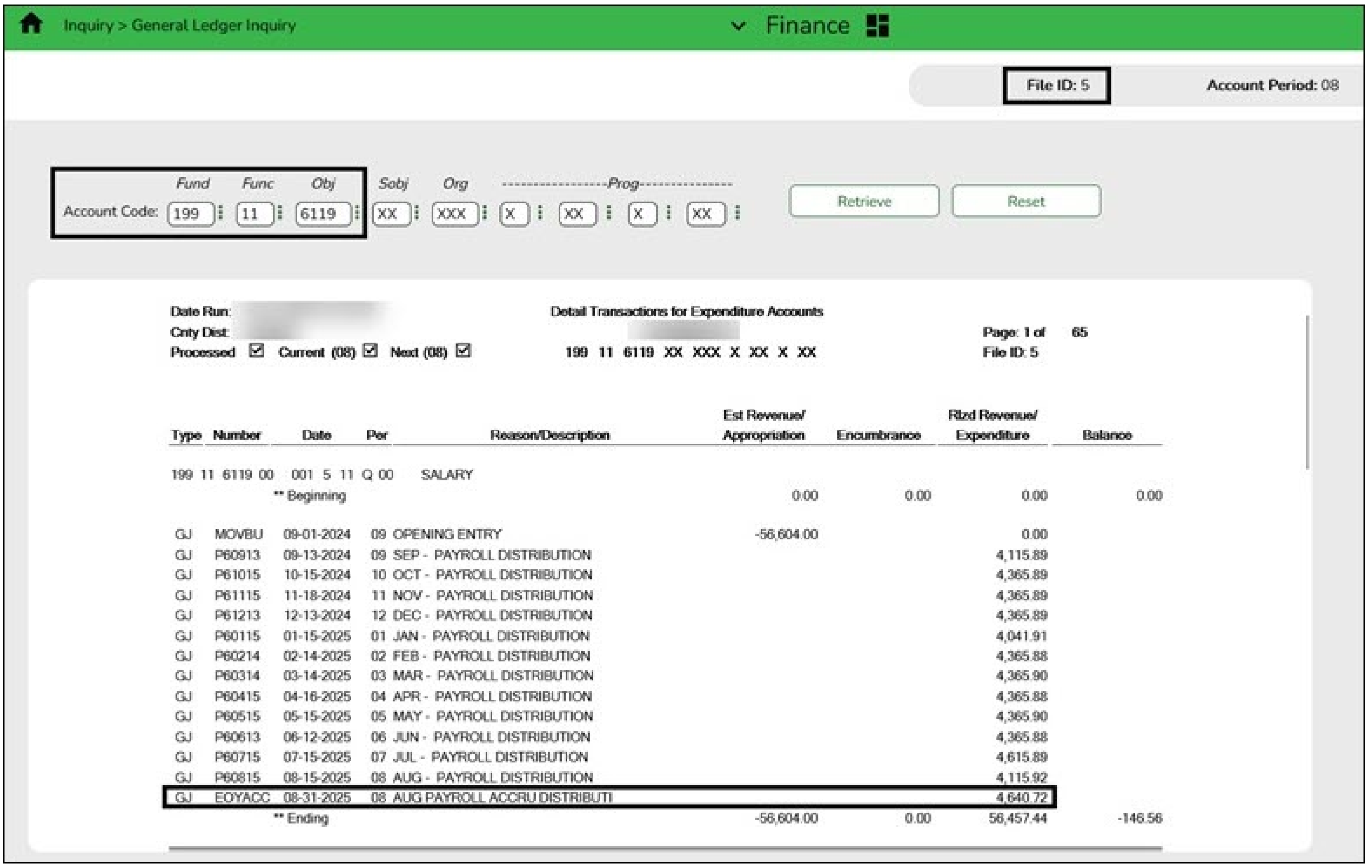
❑ If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2025.

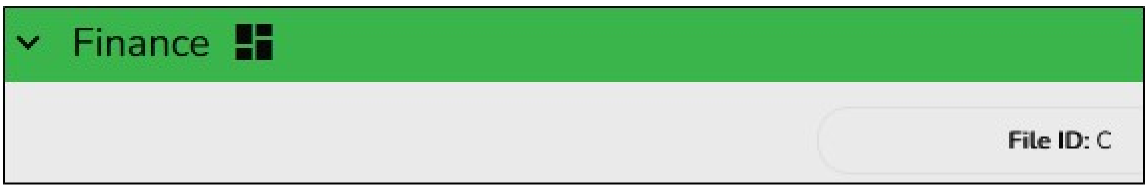
Log on to Finance file ID 5.

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

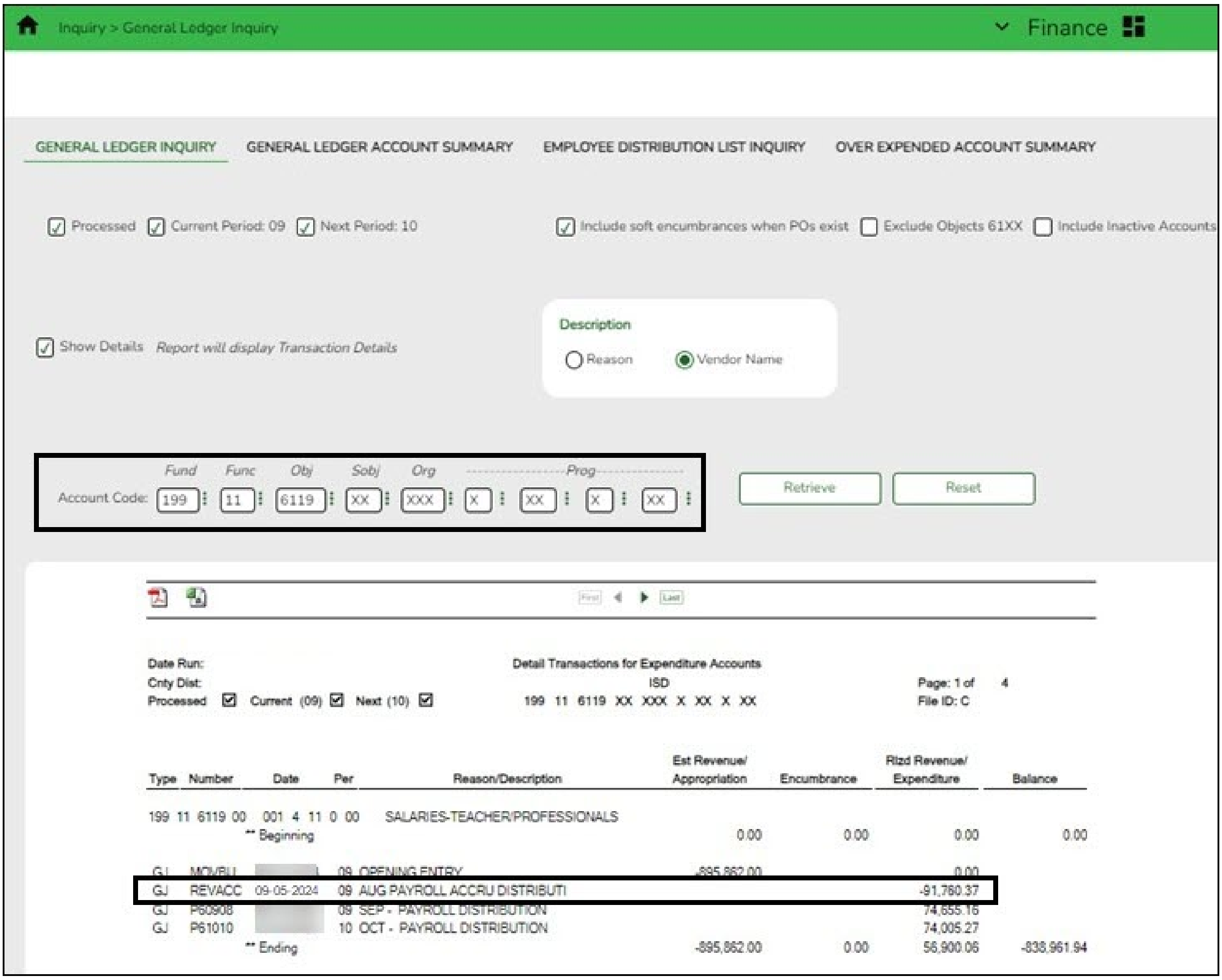


- Type 199.11.6119 or 199.00.2161 in the **Fund**, **Function**, and **Object Code** fields.
- Leave all other fields masked (Xs).
- Click **Retrieve**.
- Verify that “**Payroll Accrual**” (or an LEA-defined description) with a positive expenditure amount was posted (typically in August 2025).

Log on to Finance file ID C.



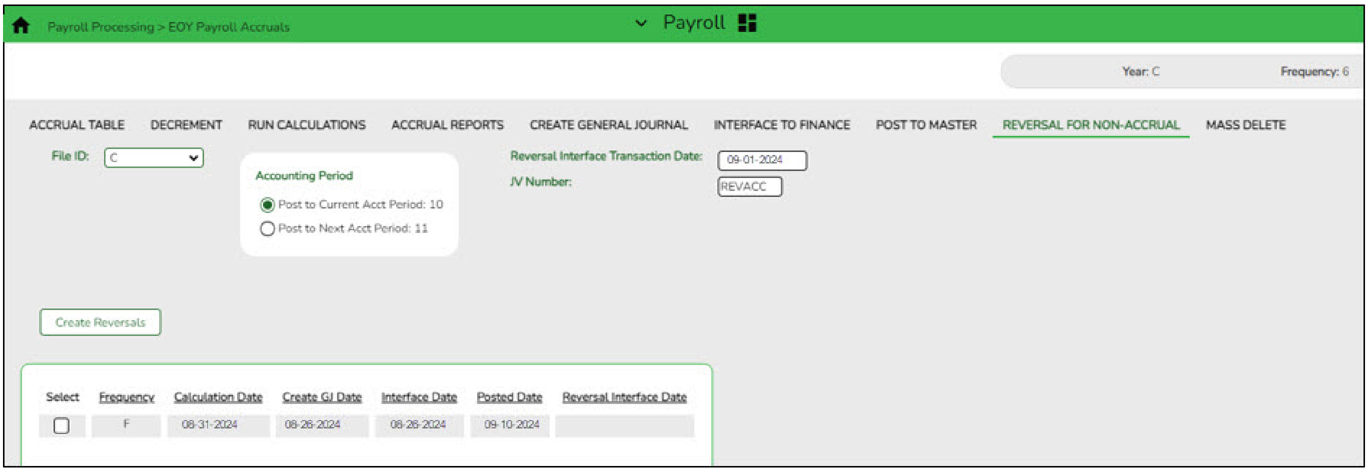
Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry



- 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: 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
F
08-31-2024
08-26-2024
08-26-2024
09-10-2024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