



step1a

Table of Contents

This step applies to LEAs that do not accrue throughout the year.

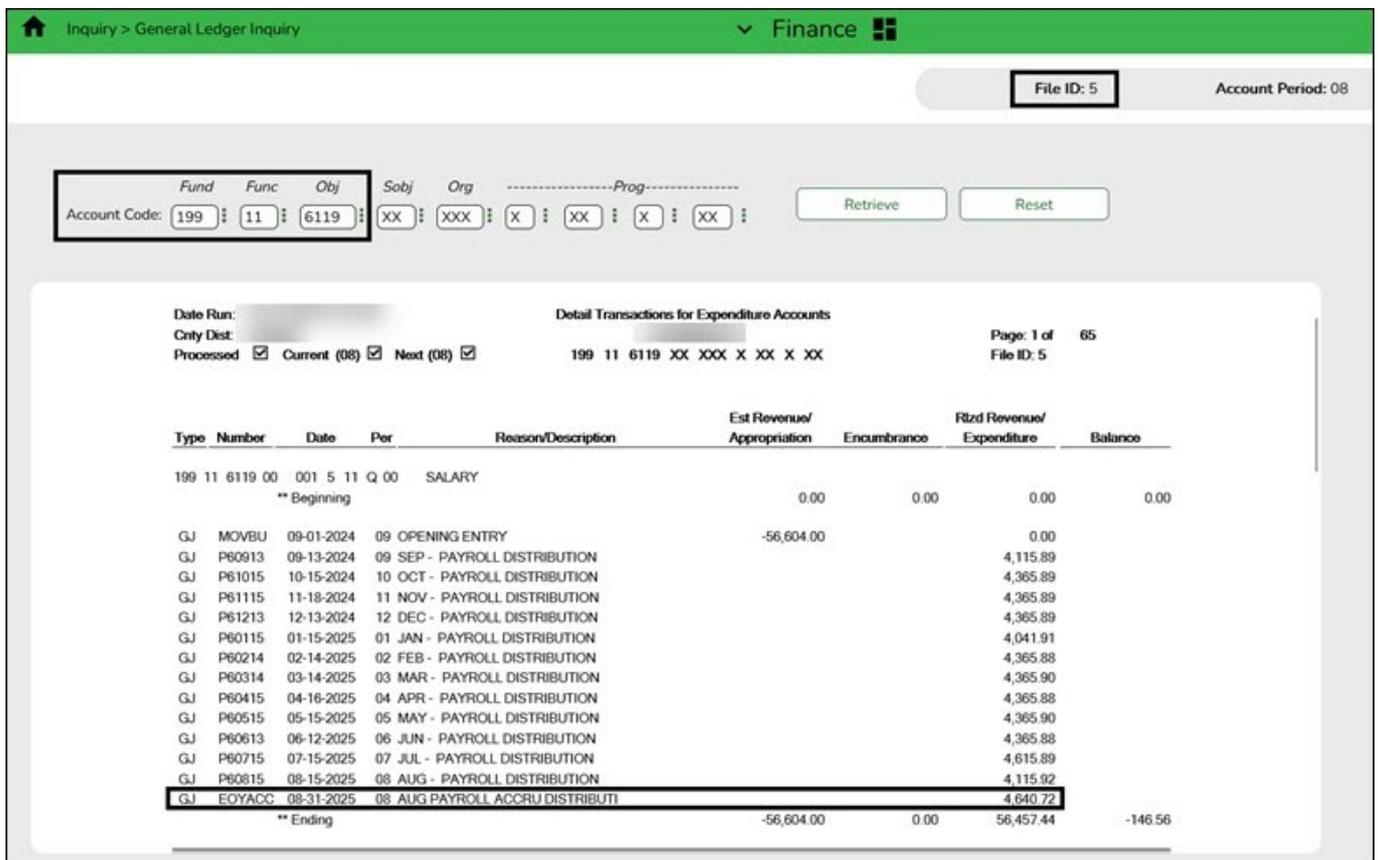
☐ If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2020. This process should have been interfaced to Finance in August 2020.

Skip this step if you did not use ASCENDER for the EOY payroll accruals (days worked in August).

Log on to Finance file ID 0.



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 2020).

Log on to Finance file ID C.



Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Inquiry > General Ledger Inquiry

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed Current Period: 09 Next Period: 09 Include soft encumbrances when POs exist Exclude Objects 61XX

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

Retrieve Reset

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

| Type | Number | Date | Per | Reason/Description | Est Rev/ Appropriation | Encumbrance | Rtzd Rev/ Expenditure | Balance |
|------|----------------|---------------|-----|--------------------------------|---------------------------|-------------|--------------------------|---------------|
| | 199 11 6119 00 | 001 1 11 0 00 | | TEACHERS AND OTHER PROFESSIONL | | | | |
| | | ** Beginning | | | 0.00 | 0.00 | 0.00 | 0.00 |
| GJ | BUDGET | 09-01-2020 | 09 | OPENING ENTRY | -1,565,435.00 | | 0.00 | |
| GJ | REVACC | 09-01-2020 | 09 | AUG PAYROLL ACCRU DISTRIBRI | | | -39,153.75 | |
| | | ** Ending | | | -1,565,435.00 | 0.00 | 68,069.79 | -1,499,365.21 |

- 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) with a negative expenditure amount was posted (typically in September 2021).

If ASCENDER is not used for the EOY payroll accruals (days worked in August), there is not a 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 > EDY 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