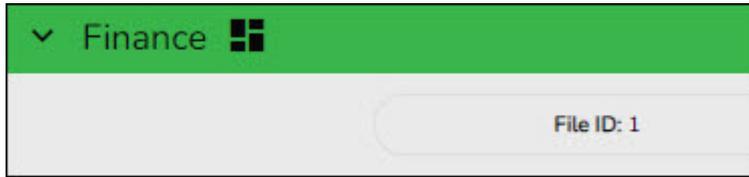# step1a

Table of Contents

❏ If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2021.

Log on to Finance file ID 1.

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 2021).

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) 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 > 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	

Back Cover