

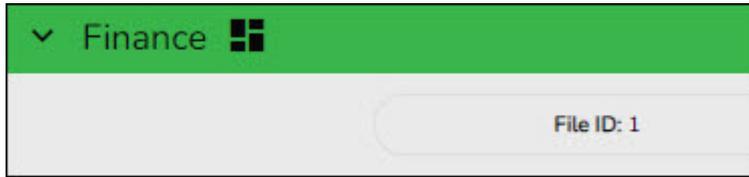


step1a

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☐ 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

A screenshot of a web application interface for "Inquiry > General Ledger Inquiry". The top navigation bar is green with "Finance" and a grid icon. On the right, there are buttons for "File ID: 5" and "Account Period: 08". Below the navigation is a search area with fields for "Fund", "Func", "Obj", "Subj", "Org", and "Prog". The "Fund" field contains "199", "Func" contains "11", and "Obj" contains "6119". Other fields are masked with "X". There are "Retrieve" and "Reset" buttons. The main content area is titled "Detail Transactions for Expenditure Accounts" and shows a table of transactions. The table has columns for Type, Number, Date, Per, Reason/Description, Est Revenue/Appropriation, Encumbrance, Rfd Revenue/Expenditure, and Balance. The transactions include monthly payroll distributions from September 2024 to August 2025, and an "EOYACC" entry for August 2025. The "EOYACC" entry shows a positive expenditure of 4,640.72. The table ends with "** Ending" and a total balance of -146.56. The page number is 1 of 65, and the file ID is 5.

- 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

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	



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