



step1a

Table of Contents

☐ If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2022.

Log on to Finance file ID 2.

Finance

File ID: 1

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Inquiry > General Ledger Inquiry

Finance

File ID: 5

Account Period: 08

Fund

Func

Obj

Account Code:

199

11

6119

Sobj

Org

Prog

XX

XXX

X

XX

X

XX

Retrieve

Reset

Date Run:

Only Dist:

Processed

Current (08)

Next (08)

Detail Transactions for Expenditure Accounts

199 11 6119 XX XXX X XX X XX

Page: 1 of 65

File ID: 5

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rzld Revenue/ Expenditure	Balance
	199 11 6119 00	001 5 11 Q 00		SALARY				
		** Beginning			0.00	0.00	0.00	0.00
GJ	MOVBU	09-01-2024	09	OPENING ENTRY	-56,604.00		0.00	
GJ	P60913	09-13-2024	09	SEP - PAYROLL DISTRIBUTION			4,115.89	
GJ	P61015	10-15-2024	10	OCT - PAYROLL DISTRIBUTION			4,365.89	
GJ	P61115	11-18-2024	11	NOV - PAYROLL DISTRIBUTION			4,365.89	
GJ	P61213	12-13-2024	12	DEC - PAYROLL DISTRIBUTION			4,365.89	
GJ	P60115	01-15-2025	01	JAN - PAYROLL DISTRIBUTION			4,041.91	
GJ	P60214	02-14-2025	02	FEB - PAYROLL DISTRIBUTION			4,365.88	
GJ	P60314	03-14-2025	03	MAR - PAYROLL DISTRIBUTION			4,365.90	
GJ	P60415	04-16-2025	04	APR - PAYROLL DISTRIBUTION			4,365.88	
GJ	P60515	05-15-2025	05	MAY - PAYROLL DISTRIBUTION			4,365.90	
GJ	P60613	06-12-2025	06	JUN - PAYROLL DISTRIBUTION			4,365.88	
GJ	P60715	07-15-2025	07	JUL - PAYROLL DISTRIBUTION			4,615.89	
GJ	P60815	08-15-2025	08	AUG - PAYROLL DISTRIBUTION			4,115.92	
GJ	EOYACC	08-31-2025	08	AUG PAYROLL ACCRU DISTRIBUTI			4,640.72	
		** Ending			-56,604.00	0.00	56,457.44	-146.56

- 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 2022).

Log on to Finance file ID C.

Finance

File ID: C

Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

Inquiry > General Ledger Inquiry Finance

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

☒ Processed
 ☒ Current Period: 09
 ☒ Next Period: 10
 ☒ Include soft encumbrances when POs exist
 ☐ Exclude Objects 61XX
 ☐ Include Inactive Accounts

☒ 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: _____
 Cnty Dist: _____
 Detail Transactions for Expenditure Accounts
 Page: 1 of 4
 Processed ☒ Current (09) ☒ Next (10) ☒
 199 11 6119 XX XXX X XX X XX
 File ID: C

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 11 6119 00	001 4 11 0 00			SALARIES-TEACHER/PROFESSIONALS				
** Beginning					0.00	0.00	0.00	0.00
GJ	MCURU			09 OPENING ENTRY	-895,962.00		0.00	
GJ	REVACC	09-05-2024		09 AUG PAYROLL ACCRU DISTRIBUT			-91,760.37	
GJ	P60908			09 SEP - PAYROLL DISTRIBUTION			74,655.16	
GJ	P61010			10 OCT - PAYROLL DISTRIBUTION			74,005.27	
** Ending					-895,962.00	0.00	56,900.06	-838,961.94

- 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 2022).

☐ 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 > EOT Payroll Accruals

Payroll

Year: CFrequency: 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