



step1a

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☐ 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 > Inquiry > General Ledger Inquiry > General Ledger Inquiry

 A screenshot of the "General Ledger Inquiry" screen. The top navigation bar shows "Inquiry > General Ledger Inquiry" and "Finance" with a grid icon. On the right, there are fields for "File ID: 5" and "Account Period: 08". Below this 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 area displays "Detail Transactions for Expenditure Accounts" with a table of transactions. The table has columns for Type, Number, Date, Per, Reason/Description, Est Revenue/Appropriation, Encumbrance, Rfzd Revenue/Expenditure, and Balance. The last row is highlighted with a black box.

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rfzd 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 > 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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