


# Interface to Finance - HRS5500

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***Human Resources > Payroll Processing > EOY Payroll Accruals > Interface to Finance***

After the transactions are created for the general journal, they are displayed on this tab. This process is the actual interface between Payroll processing and Finance applications for the EOY Payroll Accruals. This tab is only available after the Create General Journal process is successfully completed.

There are two options available when interfacing general journal transactions to Finance:

- **Post to Current Acct Period**
- **Post to Next Acct Period**

Verify the accounting period in Finance to be used when posting the general journal.

The tab contains a display-only grid of the transactions that are pending interface.

## Interface to Finance:

❑ Select a data row to interface to Finance.

❑ Under **Accounting Period**, select whether to post to the current or next account period. In this process, the posting account period should be August (08).

| Field | Description |
|---|---|
| **Post to Current Acct Period** | If this field is selected and you click **Interface**, the following may occur:<br><br>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.<br><br>If the current and next accounting periods are the same and the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked and that the next accounting period is also set to XX. You are not allowed to post at this time. Click **OK** to return to the Interface to Finance tab.<br><br>If the accounting periods are not the same and the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked. You are not allowed to post at this time. Click **OK** to return to the Interface to Finance tab. You can select the next accounting period for posting. |
| **Post to Next Acct Period** | If this field is selected and you click **Interface**, the following may occur:<br><br>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is locked and that the next accounting period is also set to XX. You are not allowed to post at this time. Click **OK** to return to the Interface to Finance tab. |

The **Interface Transaction Date** field is automatically populated with the current system date, but it

can be changed. This date is used as the Finance general journal transaction date and is displayed as the actual posting date in Finance.

❑ Click **Preview Report**. The same EOY Accrual General Journal Transactions report that was created on the Create General Journal tab is displayed.

Review the report.

❑ Click **Interface** to interface the general journal transactions to Finance. A message is displayed indicating that the general journal transactions were successfully interfaced to Finance.

❑ Click **OK**.

❑ Run the Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary in file ID C for account codes 216X and 221X to verify that all EOY Payroll accrual amounts match your accrual reports.

The Post to Master tab is enabled.

## Other functions and features:

The report button allows users to switch between the two reports.

- Click **Emp Report** to view the EOY Accrual Information report for the employees associated to the selected journal voucher number(s).
- Click **Gen Jrnl** to view the General Journal report associated to the selected journal voucher number(s).

Click **Cancel Preview** to return to the list of transactions pending interface.

Click **Delete Pending** to move the pay date from the Interface to Finance tab back to the Create General Journal tab.


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