

Post to Master/Interface to Finance - HRS8350

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The Post to Master/Interface to Finance tab is used to select either of two posting options:

Post to Master:

- Updates temporary pay, job history, and distribution history to the payroll master file.
- Sets all school YTD accrual amounts for the selected employees to zero for the selected school year.

Post to Master and Interface to Finance:

- Updates temporary pay, job history, and distribution history to the payroll master file.
- Sets all school YTD accrual amounts for the selected employees to zero for the selected school year.
- Creates and posts the necessary transactions to Finance.

Note: This is an automated general journal to Finance.

If the second option is chosen, the user can select the accounting period to be used for posting. No reports are displayed as a result of the processing. All reports should be generated, printed, and balanced prior to the posting process.

Post to master/interface to finance:

After the extract has been performed, click the Post to Master/Interface to Finance tab.

Under **Post Options**, the system is set to the Post to Master option, but the user can choose either option.

Post to Master	If selected, only the pay frequency tables that were extracted are posted to the master file.
Post to Master and Interface to Finance	If selected, the extracted payroll frequency tables and finance records are posted to the master file and interfaced to Finance in the selected accounting period.

Under **Transaction Date/Accounting Period**:

Transaction Date	This field is only enabled when **Post to Master and Interface to Finance** is selected. The system is set to the current system date, but the user can change the date. This date is applied to transactions that are created for Finance.

File ID	This field is display only and is set to the file ID selected on the Zero School YTD Accruals Extract tab and the associated accounting periods. If a different file ID is selected on the Extract tab, different accounting period values are displayed on this tab.
Post to Current Acct Period	If selected and you click **Post**, the following may occur: If Finance end-of-month processing is being performed against any file ID, then you may not post to either accounting period. If the current and next accounting periods are the same and the current accounting period is closed, a message displays indicating that the current accounting period XX is closed 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 Post to Master/Interface to Finance tab. If the current accounting period is closed, a message displays indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click **OK** to return to the Post to Master/Interface to Finance tab. You can select the next accounting period for posting.
Post to Next Acct Period	If selected and you click **Post**, and if the current and next accounting periods are the same, a message displays indicating that the current accounting period XX is closed 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 Post to Master/Interface to Finance tab.

If you are able to post, a message displays asking if you would like to create a system backup.

Create a backup.

It is highly recommended that the user export a copy of the affected tables prior to completing the posting process.

Click **Yes** to export a copy of the affected tables. Click **No** to not create the backup and continue with the interface.

If the user clicks **Yes**, then the export Finance and Payroll tables dialog box is displayed.

If the user chose a file ID for the Finance interface that is not file ID C (e.g., 4 or 5), it is the user's responsibility to back up the chosen file ID separately through the Finance system before performing the interface. The backup generated from this tab will only back up Finance file ID C.

In the **Function Type** fields, the **Export** option is preset and cannot be changed.

In the **Export Path** field, perform one of the following functions:

Type the drive and folder name of where to export a copy of the tables. The system creates the export files (e.g., db001007_FH_6_03192002_01(s).rsf for payroll and db001007_FH_08192004_fin.rsf for finance).

Click **Browse**, then select the folder into which to export a copy of the tables.

Click **OK** to select the folder or **Cancel** to close the dialog box without processing.

Click **Execute**. A message displays asking you to verify the path of the export.

Click **Yes** to accept the export path or No to not accept the export path, and return to the Post to Master/Interface to Finance tab.

Click **Cancel** to close the dialog box without exporting tables.

In the archive password dialog box, type a password, and then click **OK**.

The tables are exported, and a message displays indicating that the export process completed successfully. Click **OK**.

If no errors were encountered during the posting process, a message displays indicating that the affected tables were successfully posted. Click **OK**.

- If any errors were encountered during the posting process, the system displays a list of the error messages. The user should verify the error messages, and then if necessary, import the payroll and finance export files (e.g., db001007_FH_6_03192002_01(s).rsf for payroll and db001007_FH_08192004_fin.rsf for finance), make the necessary corrections, and reprocess.
- After the posting process is completed, all records are dropped from the temporary tables and are no longer available for reporting.

Click **Save**.


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