

# Balancing Accruals in Finance and HR



**Presented by ESC, Region 14**

**August, 2019**

This procedure will help ensure that monthly accruals are booked accurately and consistently in both HR and Finance. It is critical that areas agree so that accurate reporting can be made on Federal Funds and so district personnel feel confident about the state of their books. To that end, we recommend that you balance your accruals as part of the **End of Month Finance Procedure**. By completing this monthly, errors can be quickly identified and more easily resolved.

1. In **Finance > Tables > District Finance Options > Clearing Fund Maintenance tab**. Print the table. This can be used each month as changes are rarely made to the table during the year.

Finance Clearing Fund / Fiscal Year: 864 / 9      Payroll Clearing Fund / Fiscal Year: 863 / 9

Payroll Automatic Posting Defaults	
Cash Account:	1110 .00
Accrued Wages:	2161 .00
Accrued Federal Grant Deposit:	2211 .11
Accrued Federal Grant Care:	2211 .12
Accrued Employer FICA/Medicare:	2211 .14
Accrued Employer Unemployment Tax:	2211 .15
Accrued Health Insurance Contribution:	2211 .16
Accrued Employer 457 Contribution:	2211 .17
Accrued Employer Annuity Contribution:	2211 .18
Accrued Employer TRS Care Contribution:	2211 .19
Accrued Employer Dependent Care:	2211 .20
Accrued Employer Miscellaneous Deduction Contribution:	2211 .21

Your Object code may be 2210.XX instead of 2211.XX as shown.

2. In **Finance > Inquiry > General Ledger Inquiry > GL Acct Summary tab**.
  - Print the inquiry for **object code 2161** (Accrued Wages.)

General Ledger Inquiry      SessionTimer: 59 min and 38 sec

General Ledger Inquiry      General Ledger Account Summary      Employee Distribution List Inquiry      Over Expended Account Summary

Processed  Current Period: 05      Next Period: 06      Balance Accounts Only  Include Fund Totals  Exclude Objects 61XX

Account Code: Fund Func Obj Subj Org Prog  
 XXX XX XX 2161 XX XXX X XX X XX XX

Date Run: 06-12-2019 3:35 PM      Inquiry Information for Balance Accounts  
 Only Dist: 067-006      TEST ISD      Page: 1 of 1  
 Processed  Current (05)  Next (06)       XXX XX 2161 XX XXX X XX X XX      File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rfd Revenue/ Expenditure	Balance
199 00 2161 00 000 9 00 0 00	ACCRUED WAGES				0.00
211 00 2161 00 000 9 00 0 00	ACCRUED WAGES				-2,469.99
224 00 2161 00 000 9 00 0 00	ACCRUED WAGES PAYABLE				0.00
240 00 2161 00 000 9 00 0 00	ACCRUED WAGES				0.00
255 00 2161 00 000 9 00 0 00	ACCRUED WAGES				0.00
270 00 2161 00 000 9 00 0 00	ACCRUED WAGES				0.00
429 00 2161 00 000 9 00 0 00	ACCRUED WAGES PAYABLE				0.00
863 00 2161 00 000 9 00 0 00	ACCRUED WAGES				0.00
Totals:					-2,469.99

- While in this same area, print the report for **object code 221X** and each sub-object reflected in the Clearing Fund Maintenance table printed in step 1 (Accrued Benefits.) We recommend printing each sub obj separately to simplify balancing. (Our screen shot shows multiple sub objects simply to save space).

Date Run: 06-12-2019 3:37 PM		Inquiry Information for Balance Accounts				Page: 1 of 1	
Cnty Dist: 067-908		TEST ISD				File ID: C	
Processed <input checked="" type="checkbox"/> Current (05) <input checked="" type="checkbox"/> Next (06) <input checked="" type="checkbox"/>		XXX XX 221X XX XXX X XX X XX					
Account Number	Description	Est Revnue/ Appropriation	Encumbrance	Rtld Revnue/ Expenditure	Balance		
199 00 2211 11 000 9 00 0 00	ACCRUED FEDERAL GRANT DEPOSIT				0.00		
199 00 2211 12 000 9 00 0 00	ACCRUED FEDERAL GRANT CARE				0.00		
199 00 2211 14 000 9 00 0 00	ACCRUED EMPLOYER FICA/MEDICARE				0.00		
199 00 2211 15 000 9 00 0 00	ACCRUED EXPENSES				0.00		
199 00 2211 16 000 9 00 0 00	ACCRUED HEALTH INS CONTRIBUTIO				0.00		
199 00 2211 19 000 9 00 0 00	ACCRUED EMPLOYER TRS CARE CONT				0.00		
199 00 2211 20 000 9 00 0 00	ACCRUED EMPLOYER DEPENDENT CAR				0.00		
199 00 2211 21 000 9 00 0 00	ACCRUED EMPLOYER MISC DED CONT				-35.73		
211 00 2211 11 000 9 00 0 00	ACCRUED FEDERAL GRANT DEPOSIT				-93.12		
211 00 2211 12 000 9 00 0 00	ACCRUED FEDERAL GRANT CARE				-17.12		
211 00 2211 14 000 9 00 0 00	ACCRUED EMPLOYER FICA/MEDICARE				-35.82		
211 00 2211 15 000 9 00 0 00	ACCRUED EXPENSES				0.00		
211 00 2211 16 000 9 00 0 00	ACCRUED HEALTH INS CONTRIBUTIO				0.00		
211 00 2211 19 000 9 00 0 00	ACCRUED EMPLOYER TRS CARE CONT				-10.27		
211 00 2211 21 000 9 00 0 00	ACCRUED EXPENSES				0.00		
224 00 2211 11 000 9 00 0 00	ACCRUED EXPENSES				0.00		
224 00 2211 12 000 9 00 0 00	ACCRUED EXPENSES				0.00		
224 00 2211 14 000 9 00 0 00	ACCRUED EXPENSES				0.00		
224 00 2211 16 000 9 00 0 00	ACCRUED EXPENSES				0.00		
224 00 2211 19 000 9 00 0 00	ACCRUED EXPENSES				0.00		
224 00 2211 21 000 9 00 0 00	ACCRUED EXPENSES				0.00		
240 00 2211 11 000 9 00 0 00	ACCRUED FEDERAL GRANT DEPOSIT				0.00		
240 00 2211 12 000 9 00 0 00	ACCRUED FEDERAL GRANT CARE				0.00		
240 00 2211 14 000 9 00 0 00	ACCRUED EMPLOYER FICA/MEDICARE				0.00		
240 00 2211 15 000 9 00 0 00	ACCRUED EXPENSES				0.00		
240 00 2211 16 000 9 00 0 00	ACCRUED HEALTH INS CONTRIBUTIO				0.00		
240 00 2211 19 000 9 00 0 00	ACCRUED EMPLOYER TRS CARE CONT				0.00		
240 00 2211 21 000 9 00 0 00	ACCRUED EXPENSES				0.00		
270 00 2211 14 000 9 00 0 00	ACCRUED EMPLOYER FICA/MEDICARE				0.00		
270 00 2211 16 000 9 00 0 00	ACCRUED HEALTH INS CONTRIBUTIO				0.00		
270 00 2211 19 000 9 00 0 00	ACCRUED EMPLOYER TRS CARE CONTR				0.00		
863 00 2210 11 000 9 00 0 00	ACCRUED EXPENSES				0.00		
863 00 2210 12 000 9 00 0 00	ACCRUED EXPENSES				0.00		
863 00 2210 14 000 9 00 0 00	ACCRUED EXPENSES				0.00		
863 00 2211 11 000 9 00 0 00	ACCRUED FEDERAL GRANT DEPOSIT				0.00		
863 00 2211 12 000 9 00 0 00	ACCRUED FEDERAL GRANT CARE				0.00		
863 00 2211 14 000 9 00 0 00	ACCRUED EMPLOYER FICA/MEDICARE				0.00		
863 00 2211 15 000 9 00 0 00	ACCRUED EMPLOYER UNEMPLOYMENT				0.00		
863 00 2211 16 000 9 00 0 00	ACCRUED HEALTH INS CONTRIBUTIO				0.00		
863 00 2211 17 000 9 00 0 00	ACCRUED EMPLOYER 457 CONTRIBUT				0.00		
863 00 2211 18 000 9 00 0 00	ACCRUED EMPLOYER ANNUITY CONTR				0.00		
863 00 2211 19 000 9 00 0 00	ACCRUED EMPLOYER TRS CARE CONT				0.00		
Totals:					-192.06		

- In **Human Resources > Reports > HR Reports > Year to Date Reports > School Year to Date Report (HRS 3050)**.
  - Sort by Alpha (A),
  - Enter the school year (2019) and
  - Select an (N) to NOT include Job Accrual Detail(s).
  - Print only the last page of the report.

Date Run: 06-12-2019 3:45 PM

School YTD (Sept 1 Thru Aug 31 2019)

Program: HRS3050

Cnty Dist: 067-908

TEST ISD

Page: 5 of 5

Pay Period: 08-01-2019 thru 08-31-2019 Payrun Date: 08-20-2019

Frequency: 6

Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtn Hrs	
Emp Nbr	Prim Campus	Ovtn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	Acc Dep
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc	
		A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded		
JOLIE, ANGELINA		.00	30,409.78	1,066.67	.00	.00	400.16	.00	2,615.77	.00	15.12
000181		326.76	.00	.00	.00	.00	.00	825.00	.00	.00	.00
		234.96	.00	.00	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
KEATON, DIAN		.00	8,027.51	924.07	.00	555.00	129.79	.00	.00	494.00	.00
000601		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
KELLY, GRACE		29,890.00	.00	10,000.00	.00	.00	442.73	.00	3,289.08	.00	.00
000570		.00	.00	.00	.00	.00	.00	825.00	.00	.00	.00
	A	295.44	.00	.00	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
KIDMAN, NICOLE		.00	.00	1,690.00	.00	104.79	24.51	.00	.00	.00	.00
000605		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
LOPEZ, JENNIFER		45,889.25	.00	4,062.50	.00	.00	686.18	.00	4,129.21	.00	.00
000272		.00	.00	.00	.00	.00	.00	825.00	.00	.00	.00
		370.87	.00	.00	.00	.00	.00	.00	.00	.00	.00
		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

District Totals:

Contract Pay	784,844.83	Non-TRS Non-Tax Bus Allow	.00	Absence Deduction	1,237.49
Non-Contract Pay	299,373.66	Non-TRS Bus Allow	690.00	TRS Deposit	86,885.02
Supplemental Pay	88,051.52	FICA Tax	1,213.53	Accrued Pay	(1) .00
Accrued Federal Deposit	(11) .00	Medicare Tax	15,832.31	Unemployment Accrued	(15) .00
Emplr Health Insurance Accrued	(16) .00	FICA/Medicare Accrued	(14) .00	Emplr 457 Accrued	(17) .00
Emplr Annuity Accrued	(18) .00	Accrued Federal Care	(12) .00	Non-TRS Reimbr Excess	.00
Emplr Annuity Contrib	.00	TEA Health Ins Accrued	(16) .00	Non-TRS Reimbr Base	.00
Emplr 457 Contrib	.00	Emplr TRS Care Accrued	(19) .00	Non-Pay Bus Allowance	.00
TEA Health Ins Contrib	16,200.00	New TRS Member Contrib	1,298.88	Non-Tax NPay Bus Allow	.00
Emplr TRS Care Contrib	7,804.05	Emplr Dependent Care	.00	Emplr TRS Care Surcharge	.00
Ret Emplr Pension Surcharge	1,167.70	Emplr Misc Ded Contrib Accru	(21) .00	Emplr Dependent Care Accru	(20) .00
Emplr Misc Ded Contrib	12,952.28				

Note: Numbers in Red are the Sub-object's that will be compared to the General Ledger Inquiry Report on the next page.

5. Compare the totals in the General Ledger Inquiry reports to the totals on HRS 3050 as shown below:

<b>General Ledger Inquiry Report</b>	<b>School YTD Report</b>	<b>Expenditure Object Code</b>
<b>2161</b>	<b>Accrued Pay</b>	6119 or 6129
<b>2211.11</b>	<b>Accrued Federal Deposit</b>	6146
<b>2211.12</b>	<b>Accrued Federal Care</b>	6146
<b>2211.14</b>	<b>FICA/Medicare Accrued</b>	6141
<b>2211.15</b>	<b>Unemployment Accrued</b>	6145
<b>2211.16</b>	<b>Emplr Health Insurance Accrued</b> + <b>TEA Health Ins Accrued</b>	6146
<b>2211.17</b>	<b>Emplr 457 Accrued</b>	6149
<b>2211.18</b>	<b>Emplr Annuity Accrued</b>	6149
<b>2211.19</b>	<b>Emplr TRS Care Accrued</b>	6146
<b>2211.20</b>	<b>Emplr Dependent Care Accrued</b>	6149
<b>2211.21</b>	<b>Emplr Misc Ded Contrib Accrued</b>	6149

Assuming you accrue only your 10 month employees, balancing after you have completed August payroll, but before running the August Accrual process can be the easiest time to complete this process. The amounts shown on the **School Year to Date Report and on your General Ledger Inquiry liability accounts (2161 and 221X.XX) are typically all zeros at this time. However,** there are 5 possible scenarios to consider.

Scenario	School YTD Accrued Amounts	Finance Gen Led Accrued Liabilities	Action Needed
1	Zeros	Zeros	None needed
2	Show amounts	Zeros	Zero SYTD Utility > Post to Master Only
3	Zeros	Show balances	Manual Entries in Finance Only
4	Show Amounts that match GL	Show Amounts that match SYTD	Zero SYTD Utility > Post to Master & Interface to Finance
5	Show Amounts but DO NOT match GL	Show Amounts but DO NOT match SYTD	Zero SYTD Utility > Post to Master, Consider Interface to Finance, plus Manual Entries in Finance

Please identify the scenario that matches your situation and complete the steps indicated for that scenario. Details follow. Please be aware that we have collected examples over the years so fiscal years, amounts and screenshots may look different. The processes should be the same though, making this a helpful resource.

### Scenario 1

**The School YTD report shows zeros for Accrued totals and the liability accounts in Finance are zero.** There is no action required for this scenario. If all goes perfectly during the school year, this is the anticipated result.

### Scenario 2

**The School YTD report shows amounts for Accrued totals but the liability accounts in Finance are zero.**

Use the Zero School YTD Utility in Human Resources to zero the amounts in HR. Post to Master in the Utility but DO NOT Interface to Finance.

**Human Resources > Current Payroll Frequency > Utilities >  
Zero School YTD Accruals**

On the **Extract** tab

1. Verify School Year as **2019**
2. Retrieve
3. Enter JV # **ZEROAC**.
4. Verify File ID C
5. **The left window** displays any employees whose School YTD accruals **were not cleared during payoff**. Move employees from the Left to the Right.
6. Run

Human Resources  
Version : 3.3 Build: 0297  
User: pprovan Host: 10.52.4.141 Browser: GC 74.0  
Change Application Exit Application Help  
Year: C  
Frequency: 6  
Change

Utilities > Zero School YTD Accruals  
SessionTimer: 59 min and 15 sec  
HRS8300 County/District #: 067908

Extract Reports Post to Master / Interface to Finance

Frequencies  
 4 - Biweekly  
 5 - Semimonthly  
 6 - Monthly

School Year: 2019 Retrieve Run  
 JV Number: ZEROAC File ID: C

Select	Emp Nbr	Frequency	Last Name	First Name
No Rows				

Select	Emp Nbr	Frequency	Last Name	First Name
<input checked="" type="checkbox"/>	000213	6	ANDREWS	JULIE
<input type="checkbox"/>	000234	6	ANISTON	JENNIFER
<input type="checkbox"/>	000181	6	BACALL	LAUREN
<input type="checkbox"/>	000233	6	BEATTY	WARREN
<input type="checkbox"/>	000232	6	DIAZ	CAMERON
<input type="checkbox"/>	000059	6	FIELDS	SALLY
<input type="checkbox"/>	000230	6	FONDA	JANE
<input type="checkbox"/>	000179	6	HOLMES	KATIE
<input type="checkbox"/>	000056	6	KEATON	DIAN
<input type="checkbox"/>	000146	6	KELLY	GRACE
<input type="checkbox"/>	000064	6	KIDMAN	NICOLE
<input type="checkbox"/>	000042	6	LOBEZ	JENNIFER

If the procedure ran successfully then **Close** the **Extract** report.

Close

Date Run: 06-15-2018 10:14 AM  
 Cnty Dist: 104-903  
 Pay Date: 06-15-2018 School Year: 2018

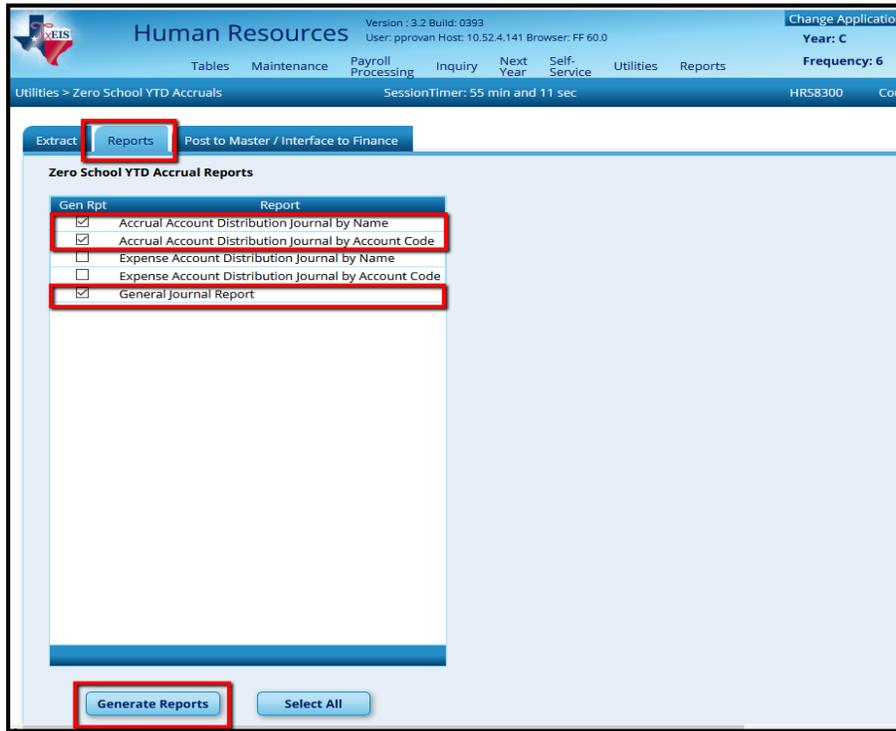
Zero School YTD Accruals Extract  
TEST ISD

Page: 1 of 1  
Frequency: 6

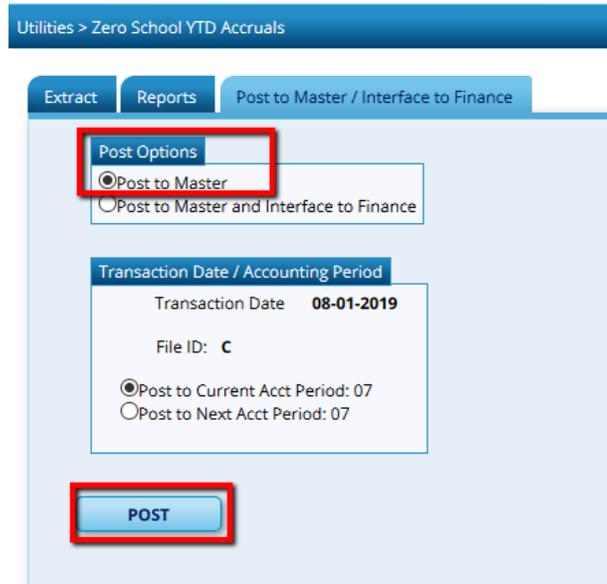
Emp Nbr	Employee Name	Failure / Warning Message
System		All calculations completed for payroll frequency 6

End of Report

On the **Reports tab**, generate and save reports as desired.



On the **Post to Master / Interface to Finance tab**, choose to Post to Master and click Post.



### Scenario 3

**The School YTD report shows zeros for Accrued totals but the liability accounts in Finance have balances.**

A JV will need to be entered to zero out the liabilities from **Finance > Postings > Journal Actual tab**. Refer to the chart on page 5 of this document to see the expenditure object that ties to each liability. As an example, if the Accrued FICA/Medicare liability line (object 221X.14) shows a balance of  $-\$158.56$ , you will need to hit a payroll expenditure account with an object code of 6141.

Delete	Detail	Reverse	Account Code	Description	Reason	Debit Amount	Credit Amount	Trans Date	User ID
			211-00-2211.14-000-900000	ACCRUED EXPENSES	ZERO ACCRUALS	158.56	0.00	08-01-2019	TCOX
			211-11-6141.00-101-930000	MEDICARE FICA	ZERO ACCRUALS	0.00	158.56	08-01-2019	TCOX
Totals:						158.56	158.56		

Enter debit or credit as needed to zero the liability account.

Account Code	Description	Curr Exp/Rlzd Rev	Current Balance	Debit Amount	Credit Amount	Adj Exp/Rlzd Rev	Adjusted Balance
211-00-2211.14-000-900000	ACCRUED EXPENSES	0.00	-158.56	158.56	0.00	0.00	0.00
211-11-6141.00-101-930000	MEDICARE FICA	560.89	-156.11	0.00	158.56	402.33	-314.67
Totals:				158.56	158.56		

### Scenario 4

**The School YTD report shows amounts for Accrued totals and the liability accounts in Finance show matching amounts.**

Use the Zero School YTD Utility in Human Resources to zero the amounts in HR and to Interface to Finance so that both are zeroed at the same time.

**Human Resources > Current Payroll Frequency > Utilities > Zero School YTD Accruals**

On the **Extract tab**

1. Verify School Year as **2019**
2. Retrieve
3. Enter JV # **ZEROAC**.

4. Verify File ID C
5. **The left window** displays any employees whose School YTD accruals **were not cleared during payoff**. Move employees from the Left to the Right.
7. Run

Human Resources Version: 3.3 Build: 0297 User: pprovan Host: 10.52.4.141 Browser: GC 74.0

Change Application Exit Application Help

Year: C Frequency: 6 Change

Utilities > Zero School YTD Accruals SessionTimer: 59 min and 15 sec HRS8300 County/District #: 067908

Extract Reports Post to Master / Interface to Finance

Frequencies  
 4 - Biweekly  5 - Semimonthly  6 - Monthly

School Year: 2019 Retrieve Run

JV Number: ZEROAC File ID: C

Select	Emp Nbr	Frequency	Last Name	First Name
No Rows				
<input checked="" type="checkbox"/>	000213	6	ANDREWS	JULIE
<input type="checkbox"/>	000234	6	ANISTON	JENNIFER
<input type="checkbox"/>	000181	6	BACALL	LAUREN
<input type="checkbox"/>	000233	6	BEATTY	WARREN
<input type="checkbox"/>	000232	6	DIAZ	CAMERON
<input type="checkbox"/>	000059	6	FIELDS	SALLY
<input type="checkbox"/>	000230	6	FONDA	JANE
<input type="checkbox"/>	000179	6	HOLMES	KATIE
<input type="checkbox"/>	000056	6	KEATON	DIAN
<input type="checkbox"/>	000146	6	KELLY	GRACE
<input type="checkbox"/>	000064	6	KIDMAN	NICOLE
<input type="checkbox"/>	000042	6	LOREZ	JENNIFER

If the procedure ran successfully then **Close** the **Extract** report.

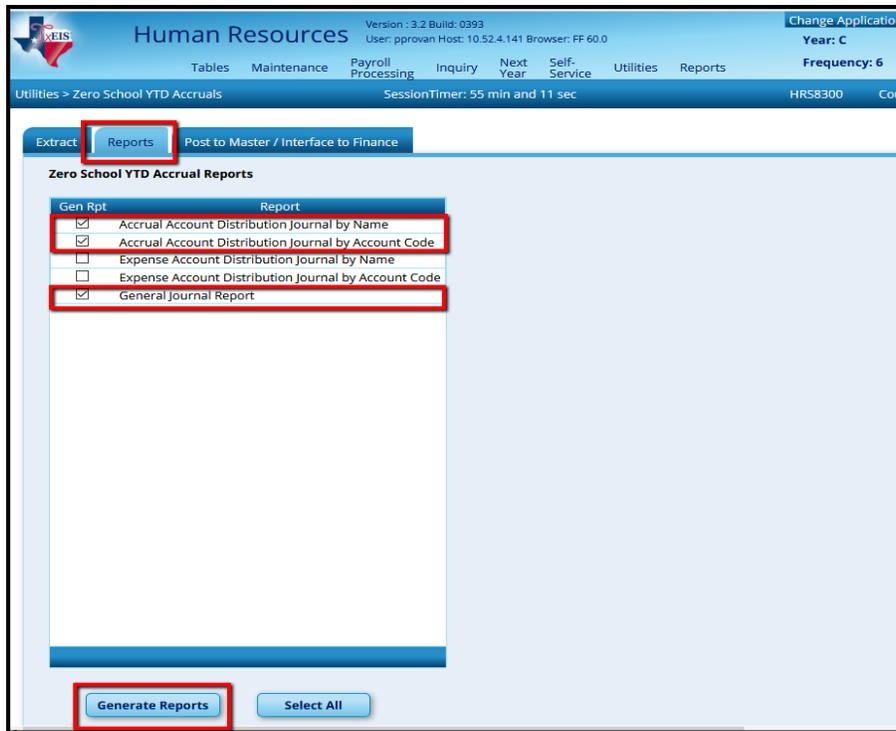
Close

Date Run: 06-15-2018 10:14 AM Zero School YTD Accruals Extract Page: 1 of 1  
 Cnty Dist: 104-903 TEST ISD Frequency: 6  
 Pay Date: 06-15-2018 School Year: 2018

Emp Nbr	Employee Name	Failure / Warning Message
System		All calculations completed for payroll frequency 6

End of Report

On the **Reports** tab, generate and save reports as desired.



On the **Post to Master / Interface to Finance tab**, choose to Post to Master and Interface to Finance, enter a Transaction date and choose the desired Accounting Period. Click Post.



## Scenario 5

**The School YTD report shows amounts for Accrued totals and the liability accounts in Finance show amounts, but the amounts do not match.**

Use the Zero School YTD Utility in Human Resources to zero the amounts in HR. Consider whether Interfacing to Finance will decrease or eliminate some of the liability balances in Finance. If so, choose to Interface. If it will make the differences greater, choose to Post to Master only.

### **Human Resources > Current Payroll Frequency > Utilities > Zero School YTD Accruals**

On the **Extract** tab

1. Verify School Year as **2019**
2. Retrieve
3. Enter JV # **ZEROAC**.
4. Verify File ID C
5. **The left window** displays any employees whose School YTD accruals **were not cleared during payoff**. Move employees from the Left to the Right.
8. Run

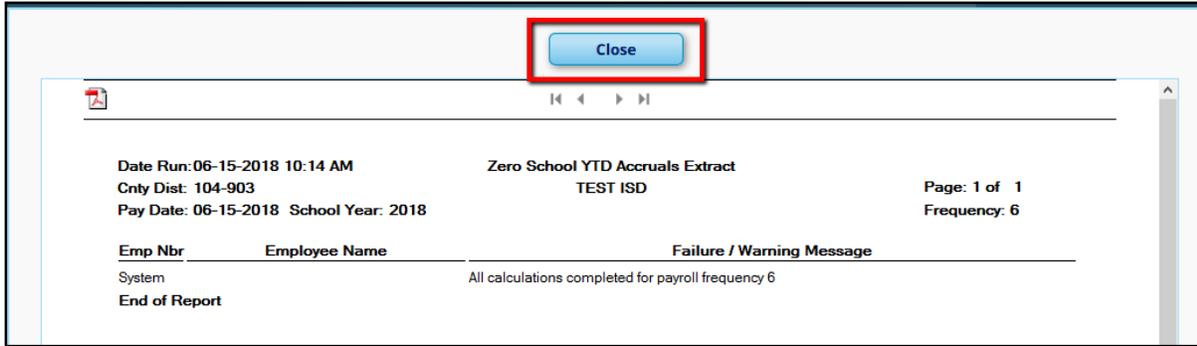
Human Resources Version: 3.3 Build: 0297 User: pprovan Host: 10.52.4.141 Browser: GC 74.0  
Change Application Exit Application Help  
Year: C  
Frequency: 6 Change  
Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports  
Utilities > Zero School YTD Accruals SessionTimer: 59 min and 15 sec HRS8300 County/District #: 067908  
Extract Reports Post to Master / Interface to Finance  
Frequencies  
 4 - Biweekly  5 - Semimonthly  6 - Monthly  
School Year: 2019 Retrieve Run  
JV Number: ZEROAC File ID: C

Select	Emp Nbr	Frequency	Last Name	First Name
			No Rows	

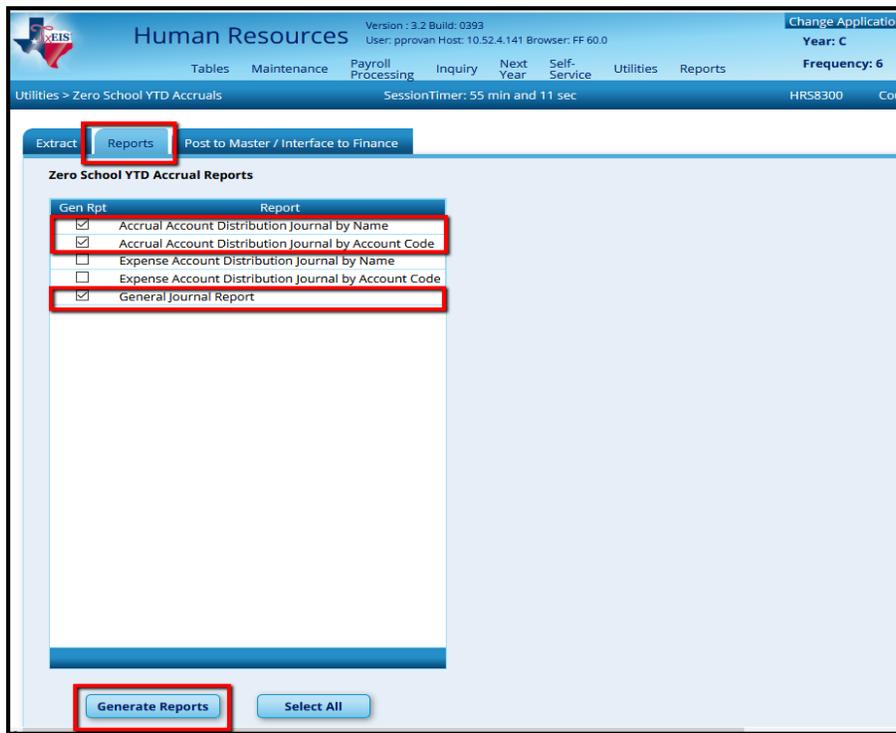
  

Select	Emp Nbr	Frequency	Last Name	First Name
<input checked="" type="checkbox"/>	000213	6	ANDREWS	JULIE
<input type="checkbox"/>	000234	6	ANISTON	JENNIFER
<input type="checkbox"/>	000181	6	BACALL	LAUREN
<input type="checkbox"/>	000233	6	BEATTY	WARREN
<input type="checkbox"/>	000232	6	DIAZ	CAMERON
<input type="checkbox"/>	000059	6	FIELDS	SALLY
<input type="checkbox"/>	000230	6	FONDA	JANE
<input type="checkbox"/>	000179	6	HOLMES	KATIE
<input type="checkbox"/>	000056	6	KEATON	DIAN
<input type="checkbox"/>	000146	6	KELLY	GRACE
<input type="checkbox"/>	000064	6	KIDMAN	NICOLE
<input type="checkbox"/>	000042	6	LOREZ	JENNIFER

If the procedure ran successfully then **Close** the **Extract** report.



On the **Reports tab**, generate and save reports as desired.



On the **Post to Master / Interface to Finance tab**, choose to Post to Master or Post to Master and Interface to Finance as desired. If choosing to Interface, enter a Transaction date and choose the desired Accounting Period. Click Post.

Extract   Reports   Post to Master / Interface to Finance

**Post Options**

Post to Master  
 Post to Master and Interface to Finance

**Transaction Date / Accounting Period**

Transaction Date: 08-30-2019

File ID: C

Post to Current Acct Period: 07  
 Post to Next Acct Period: 07

POST

Choose whether you want to Post only, or Post and Interface

If Interfacing, select a Transaction Date and Accounting Period.