Balancing Accruals in Finance and HR



Presented by ESC, Region 14

August, 2019

Balancing Accruals in Finance & HR

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.

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

Finar Finar	Giffee User: pprovan Host: 10.52.4.141 Brow					
quiry > General Ledger Inqu	Maintenance Inquiry Budg Juliy	get Amendment Utilities Repor	rts SessionTimer: 59 min and 38 sec			
General Ledger Inquiry	General Ledger Account Summary	Employee Distribution List Inquiry	Over Expended Account Summary			
🗹 Processed 🗹 Curre	ent Period: 05 🛛 Next Period: 06	Balance Accounts Only	include Fund Totals 🔲 Exclude Obje	ects 61XX		
Fund Account Code:	Func Obj Sobj Org	Prog	Retrieve Reset			
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Balancing Accruals in Finance & HR

3. 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	Rur	n: 06	-12-2	2019 3:	37	PM					Inqui	iry Ir	nformat	ion fo	r Balance	Accounts				
Cnty	Dis	t: 06	7-90	B	(0)	E) [м	ovt (00		~~~	~~	224	TEST	ISD	~~ ~ ~~			Page: 1 of	1
Proc	esse	a 🔽		urrent	(0:) [~	N	ext (ut	•) 🗹	~~~	~~	2218	~~	~~~ ~	~ ~ ~			File ID: C	
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		A	ccou	int Nur	mb	er				De	script	tion			App	ropriation	Encumb	rance	Expenditure	Balance
199	00	2211	11	000	9	0	0	0	00	ACCRUED FEDER	AL GF	RAN'	T DEPC	SIT						0.00
199	00	2211	12	000	9	0	0	0	00	ACCRUED FEDER	AL GF	RAN'	T CARE							0.00
199	00	2211	14	000	9	0	0	0	00	ACCRUED EMPLO	YER I	FICA	VMEDIC	ARE						0.00
199	00	2211	15	000	9	0	0	0	00	ACCRUED EXPEN	SES									0.00
199	00	2211	16	000	9	0	0	0	00	ACCRUED HEALT	H INS	CO	NTRIBU	TIO						0.00
199	00	2211	19	000	9	0	0	0	00	ACCRUED EMPLO	YER 1	TRS	CARE	CONT						0.00
199	00	2211	20	000	9	0	0	0	00	ACCRUED EMPLO	YER I	DEP	ENDEN	T CA	R					0.00
199	00	2211	21	000	9	0	0	0	00	ACCRUED EMPLO	YER I	MISC	C DED (CONT						-35.73
211	00	2211	11	000	9	0	0	0	00	ACCRUED FEDER	AL GF	RAN'	T DEPC	SIT						-93.12
211	00	2211	12	000	9	0	0	0	00	ACCRUED FEDER	al gf	RAN'	T CARE							-17.12
211	00	2211	14	000	9	0	0	0	00	ACCRUED EMPLO	YER I	FICA	VMEDIC	ARE						-35.82
211	00	2211	15	000	9	-0		0	00	ACCRUED EXPEN	SES	~~~		TIO						0.00
211	00	2211	16	000	- 0	0		0	00	ACCRUED HEALT		TDC	CADE							40.07
211	00	2211	19	000	9			0	00	ACCRUED EMPLO	TER	IRS	CARE	CONT						-10.27
224	00	2211	11	000	9	0		0	00	ACCRUED EXPEN	SES									0.00
224	00	2211	12	000	9	0		0	00	ACCRUED EXPEN	SES									0.00
224	00	2211	14	000	9	0	0	0	00	ACCRUED EXPEN	SES									0.00
224	00	2211	16	000	9	0	0	0	00	ACCRUED EXPEN	SES									0.00
224	00	2211	19	000	9	0	0	0	00	ACCRUED EXPEN	SES									0.00
224	00	2211	21	000	9	0	0	0	00	ACCRUED EXPEN	SES									0.00
240	00	2211	11	000	9	0	0	0	00	ACCRUED FEDER	AL GF	RAN'	T DEPO	SIT						0.00
240	00	2211	12	000	9	0	0	0	00	ACCRUED FEDER	AL GF	RAN'	T CARE							0.00
240	00	2211	14	000	9	0	0	0	00	ACCRUED EMPLO	YER I	FICA	VMEDIC	ARE						0.00
240	00	2211	15	000	9	0	0	0	00	ACCRUED EXPEN	SES									0.00
240	00	2211	16	000	9	0	0	0	00	ACCRUED HEALT	H INS	CO	NTRIBU	TIO						0.00
240	00	2211	19	000	9	0	D	0	00	ACCRUED EMPLO	YER 1	TRS	CARE	CONT						0.00
240	00	2211	21	000	9	0	0	0	00	ACCRUED EXPEN	SES									0.00
270	00	2211	14	000	9	0	0	0	00	ACCRUED EMPLO	YER I	FICA	VMEDIC	ARE						0.00
270	00	2211	16	000	9	0	0	0	00	ACCRUED HEALT	H INS	CO	NTRIBU	TIO						0.00
270	00	2211	19	000	9	0	0	0	00	ACCRUED EMPLY	ER TF	RS C	ARE C	ONTR	1					0.00
863	00	2210	11	000	9	0	D	0	00	ACCRUED EXPEN	SES									0.00
863	00	2210	12	000	9	0	D	0	00	ACCRUED EXPEN	SES									0.00
863	00	2210	14	000	9	0	0	0	00	ACCRUED EXPEN	SES		TOFO							0.00
863	00	2211	11	000	9	0	0	0	00	ACCRUED FEDER	AL GF	KAN'	I DEPC	511						0.00
863	00	2211	12	000	9	0		0	00	ACCRUED FEDER	AL GF	KAN'	CARE							0.00
863	00	2211	14	000	9			0	00	ACCRUED EMPLO	VED		MPLOY	MEN	т					0.00
862	00	2211	10	000	9			0	00	ACCRUED HEALT										0.00
863	00	2211	17	000	9			0	00	ACCRUED FMPLO	YER	457	CONTR	BUT						0.00
863	00	2211	18	000	9	0	0	0	00	ACCRUED EMPLO	YER	ANN	UITY C	ONTR	2					0.00
863	00	2211	19	000	9	0	0	0	00	ACCRUED EMPLO	YER	TRS	CARE	CONT						0.00
					-															100
												Tot	als:							-192.06

4. 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 3:4 Cnty Dist: 067-908 Pay Period: 08-01-2019 thru 08	15 PM 8-31-2019 Payn	ın Date: 08-2	0-2019	School YTD (Se	ept 1 Thru Au TEST ISD	g 31 2019)	I) Program: HRS3050 Page: 5 of 5 Frequency: 6					
Employee Name Emp Nbr Prim Campus Accrual Code	Contract Ovtm Grs I Emplr Care A Fed Dep	Non Contr Emplr Cont NPay Bus A Fed Care	Supplement NTax Allow Accru Pay Accru Care	NTRS Ex NTRS Bs FICA Accru Ret Pensn	FICA Tax Bus Allow E HI Acc Care Surc	Med Tax Emplr 457 E An Acc New TRS	Abs Ded TEA Contr 457 Accru Misc Ded	TRS Dep NT NP Bus TEA Acc A Misc Ded	Reg Hrs Empl Dep Unemp Acc	Ovtm Hrs Acc Dep		
JOLIE ANGELINA		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				
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				
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		
А	295.44	.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				
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				
District Totals:												
Contract Pay		784,844.83	Non-TRS No	n-Tax Bus Allov	v	.00 A	bsence Deduc	tion		1,237.49		
Non-Contract Pay		299,373.66	Non-TRS Bu	s Allow		690.00 <u>T</u>	RS Deposit			86,885.02		
Supplemental Pav		88.051.52	FICA Tax			1,213.53 <mark>A</mark>	ccrued Pay		(1)	.00		
Accrued Federal Deposit	(11)	.00	Medicare Ta	Y		15,832 31 U	nemployment	Accrued	(15)	.00		
Emplr Health Insurance Accrue	ed (16)	.00	FICA/Medica	re Accrued	(14)	.00	mplr 457 Accr	ued	(17)	.00		
Emplr Annuity Accrued	(18)	.00	Accrued Fed	eral Care	(12)	.00	on-TRS Reim	or Excess		.00		
Empir Annuity Contrib		.01	T lverhme (in	100		<u>- 8 574 97</u> N	on-TRS Reim	br Base		.00		
Emplr 457 Contrib		.00	TEA Health I	ns Accrued	(16)	.00 N	on-Pay Bus Al	llowance		.00		
TEA Health Ins Contrib		16,200.00	Emplr TRS C	are Accrued	(19)	.00 N	on-Tax NPay	Bus Allow		.00		
Emplr TRS Care Contrib		7,804.05	New TRS Me	ember Contrib		1,298.88	molr TRS Car	e Surcharne		00		
Ret Emplr Pension Surcharge		1,167.70	Emplr Deper	dent Care		.00	mplr Depende	nt Care Accru	(20)	.00		
Emplr Misc Ded Contrib		12,952.28	Emplr Misc D	ed Contrib Acc	ru (21)	.00						

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

Balancing Accruals in Finance & HR

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

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

Balancing Accruals in Finance & HR Updated August 2019

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

- The second sec	Human Re	SOUICES Maintenance	Version : 3.3 Build: 02 User: pprovan Host: 1 Payroll Processing	297 10.52.4.141 Browser: Inquiry	GC 74.0 Next Year	Self-	Utilities	Reports	Change Application Year: C Frequency: 6	Exit Application Help
Utilities > Zero Sci	hool YTD Accruals		Trocessing	SessionTimer: 59	min and 1	15 sec			HR58300	County/District #: 067908
Extract Re	Post to Mast rcies Biweekly 5 - Semim	ter / Interface to P nonthly	inance				School Year: JV Number:	2019 ZEROAC	Retrieve File ID: C	Run

Select	Emp Nbr	Frequency	Last Name	First Name		Select	Emp Nbr	Frequency	Last Name	First Name
			No Rows				000213	6	ANDREWS	JULIE
							000234	6	ANISTON	JENNIFER
							000181	6	BACALL	LAUREN
							000233	6	BEATTY	WARREN
							000232	6	DIAZ	CAMERON
							000059	6	FIELDS	SALLY
							000230	6	FONDA	JANE
							000179	6	HOLMES	KATIE
							000056	6	KEATON	DIAN
					│ →		000146	6	KELLY	GRACE
							000064	6	KIDMAN	NICOLE
							000042	6	10957	IENINIEED

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

		Close	
)			
Date Run:06-15	5-2018 10:14 AM	Zero School YTD Accruals Extract	
Cnty Dist: 104-9	903	TEST ISD	Page: 1 of 1
Pay Date: 06-15	5-2018 School Year: 2018		Frequency: 6
Emp Nbr	Employee Name	Failure / Warning Me	ssage
		All calculations completed for payroll frequency 6	
System			

Balancing Accruals in Finance & HR

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

E	Human R	esource	Version : 3.2 User: pprov	2 Build: 0393 an Host: 10.5	2.4.141 Br	owser: FF 60.	0		Change Appl Year: C	lication
	Tables	Maintenance	Processing	Inquiry	Year	Service	Utilities	Reports	Frequenc	y. 0
Utilities > Zero Se	chool YTD Accruals		Sessio	nTimer: 55 i	min and	11 sec			HR58300	Cour
Extract	Paparte Bost to Ma	estor / Interface t	o Financo							
Extract	rost to wa	ister / interface t	0 Finance							
Zero Schoo	ol YTD Accrual Report	S								
Gen Rpt		Report		_						
	Accrual Account Distri	ibution Journal b	y Name							
	Expense Account Dist	ribution Journal	by Name	Je						
	Expense Account Dist	ribution Journal	by Account Co	ode						
	General Journal Repo	rt	<i>.</i>							
				-						
Ge	enerate Reports	Select All								

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

Utilities > Zero School YTD Accruals
Extract Reports Post to Master / Interface to Finance
Post Options Post to Master OPost to Master and Interface to Finance
Transaction Date / Accounting Period
Transaction Date 08-01-2019
File ID: C
Post to Current Acct Period: 07 OPost to Next Acct Period: 07
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.

F	Version : 3.4 Build: 0112 User: tox Host: 10.52.4.21 Br	owser: FF 68.0						
Ta Ta	ables Maintenance Inquiry	Budget Amendment Utilities	Reports					
Maintenance > Posting	gs		SessionTimer: 55 r	nin and 49 sec				
Save	Journal Joanias - Durchasa Ordas	Cash Bassist Cradit Mama	Charle Dracessian DA	Charle Dracessing DO	Journal Actual			
JV Number: JV Type: JV Num ACTUAL AUTO Add JV	JUNumber Description: ZERO ACCRUALS Delete JV Reverse	Acct Per: Defa	ault JV Number Description:	Directory				
Delete Detail	Reverse Account Code 211-00-2211.14-000-900000 211-11-6141.00-101-9300000	Description ACCRUED EXPENSES MEDICARE FICA	Reason ZERO ACCRUALS ZERO ACCRUALS	Tot	Debit Amoun 158.56 0.00	t <u>Credit Amount</u> 0.00 158.56	Trans Date 08-01-2019 08-01-2019	<u>User ID</u> TCOX TCOX
					ais. 130.3	6 158.56		
Refresh Totals Account 211-00-2211.14 211-11-6141.00	Refresh Description Code Description Curr -000-900000 ACCRUED EXPENSES 101-930000 MEDICARE FICA	Exp/Rited Rev. <u>Current Balance</u> Deb 0.00 -158.56 560.89 -156.11	bit Amount, Credit Amount, Ao 158.56 0.00 0.00 158.56	ij Exp/filzd Rev_Adjuste 0.00 402.33	135. 136.3 Ent 16.3 Ent to -314.67	ter debit or crea	dit as neede y account.	ď

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

Verify School Year as 2019
Retrieve

3. Enter JV # **ZEROAC**.

Balancing Accruals in Finance & HR

- 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

Teis	Human Re	sources	Version : 3.3 Build: 02 User: pprovan Host: 1	297 10.52.4.141 Browse	r: GC 74.0				Change Application Year: C	Exit Application Help
V	Tables	Maintenance	Payroll Processing	Inquiry	Next Year	Self- Service	Utilities	Reports	Frequency: 6	Change
Utilities > Zero	o School YTD Accruals			SessionTimer: 5	9 min and	15 sec			HR58300	County/District #: 067908
Extract	Reports Post to Mast	er / Interface to I	Finance							
Freq	quencies	ionthly 🕑 6 - M	onthly				School Year:	2019	Retrieve	Run
							JV Number:	ZEROAC	File ID:	

Select	Emp Nbr	Frequency	Last Name	First Name		Select	Emp Nbr	Frequency	Last Name	<u>First Name</u>
			No Rows				000213	6	ANDREWS	JULIE
							000234	6	ANISTON	JENNIFER
							000181	6	BACALL	LAUREN
							000233	6	BEATTY	WARREN
							000232	6	DIAZ	CAMERON
							000059	6	FIELDS	SALLY
							000230	6	FONDA	JANE
							000179	6	HOLMES	KATIE
							000056	6	KEATON	DIAN
					_ →		000146	6	KELLY	GRACE
							000064	6	KIDMAN	NICOLE
							000047	6	10857	IENINIEED

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

		Close					
Ì							
Date Run:06-	15-2018 10:14 AM	Zero School YTD Accruals Extract					
Cnty Dist: 104	-903	TEST ISD	Page: 1 of 1				
Pay Date: 06-	15-2018 School Year: 2018		Frequency: 6				
Emp Nbr	Employee Name	Failure / Warning Me	essage				
System		All calculations completed for payroll frequency 6					

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.

Utilities > Zero School YTD Accruals
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 OPost to Next Acct Period: 07
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

EIS	Н	uman Re	sources	Version : 3.3 Build: (User: pprovan Host	0297 : 10.52.4.141 Browser	r: GC 74.0				Change Application Year: C	n Exit Application Help
		Tables	Maintenance	Payroll Processing	Inquiry	Next Year	Self- Service	Utilities	Reports	Frequency: 6	Change
Utilities >	Zero School	TD Accruals			SessionTimer: 59	9 min and	15 sec			HR58300	County/District #: 067908
Extrac	t Report	s Post to Mast	ter / Interface to I	Finance							
	Frequencies	ekly 5 - Semin	ootbly 🖉 6 - M	opthly				School Year:	2019	Retrieve	Run
	- 4 - 5100	eky = 5- Semin		Shany				JV Number:	ZEROAC	File ID:	

Select	Emp Nbr	Frequency	Last Name	First Name		Select	Emp Nbr	Frequency	Last Name	<u>First Name</u>
			No Rows				000213	6	ANDREWS	JULIE
							000234	6	ANISTON	JENNIFER
							000181	6	BACALL	LAUREN
							000233	6	BEATTY	WARREN
							000232	6	DIAZ	CAMERON
							000059	6	FIELDS	SALLY
							000230	6	FONDA	JANE
							000179	6	HOLMES	KATIE
							000056	6	KEATON	DIAN
				_ →		000146	6	KELLY	GRACE	
						000064	6	KIDMAN	NICOLE	
							000042	6	10057	IENINIEED

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

		Close					
]		14 4 ▶ ▶1					
Date Run:06-	15-2018 10:14 AM	Zero School YID Accruals Extract					
Cnty Dist: 104	-903	TEST ISD	Page: 1 of 1				
Pay Date: 06-	15-2018 School Year: 2018		Frequency: 6				
Emp Nbr	Employee Name	Failure / Warning Me	essage				
System		All calculations completed for payroll frequency 6					

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

TXEIS:	Human F	Resource	Version : 3. S User: ppro	.2 Build: 0393 van Host: 10.5	52.4.141 B	rowser: FF 60	.0		Change Ap Year: C	plication
	Tables	Maintenance	Payroll Processing	Inquiry	Next Year	Self- Service	Utilities	Reports	Frequer	су: б
Utilities > Zero !	School YTD Accruals		Sessio	onTimer: 55	min and	l 11 sec			HR58300	Cou
Utilities > Zero Schu Extract Zero Schu Gen Rpf	Reports Post to N ool YTD Accrual Reports Accrual Account Dis Accrual Account Dis Expense Account Di Expense Account Di General Journal Rep	Master / Interface rts Report stribution Journal tribution Journal istribution Journal istribution Journal istribution Journal sort	Session to Finance by Name by Account Co by Account C	de de	min and	111 sec			HRS8300	Cour
	ienerate Reports	Select Al	1							

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.

